



Ann Arbor District Library
Annual Meeting
Agenda

Monday, January 21, 2013

Published by Ann Arbor District Library

January 2013

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

February 2013

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

March 2013

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Annual Meeting, Monday, January 21, 2013 at 7:00 p.m.
 Ann Arbor District Library, 4th Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

ANNUAL MEETING AGENDA

- 13-001 I. CALL TO ORDER
- 13-002 II. ATTENDANCE
- 13-003 III. ADMINISTRATION OF OATH OF MEMBERS
 Judge Elizabeth Hines, Presiding

- A. Rebecca Head
 B. Nancy Kaplan
 C. Margaret A. Leary
 D. Prue Rosenthal

“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.”

- 13-004 IV. PRESIDENT’S REMARKS
- 13-005 V. APPROVAL OF AGENDA (pp. 1-3)
 (Item of action)
- 13-006 VI. 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

- 13-007 VII. 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.”
- 13-008 VIII. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS
- 13-009 IX. APPROVAL OF MINUTES OF NOVEMBER 19, 2012 (pp. 4-10)
(Item of action)
- 13-010 X. CITIZENS’ COMMENTS
- 13-011 XI. FINANCIAL REPORTS (pp. 11-26)
- 13-012 XII. APPROVAL OF DISBURSEMENTS (pp. 27-32)
(Item of action)
- 13-013 XIII. COMMITTEE REPORTS
- 13-014 A. FACILITIES COMMITTEE
- 13-015 XIV. DIRECTOR’S REPORT (pp. 33-35)
- 13-016 XV. NEW BUSINESS
- 13-017 A. RESOLUTION TO HOLD THREE 2013 BOARD MEETINGS IN AADL BRANCHES (p. 36)
(Item of action)
- 13-018 B. APPROVAL OF BOARD MEETING DATES FOR 2013 (pp. 37-39)
(Item of action)
- 13-019 C. RESOLUTION ESTABLISHING A SPECIAL FACILITIES COMMITTEE (p. 40)
(Item of action)

- D. RESOLUTION ESTABLISHING A SPECIAL COMMUNICATIONS COMMITTEE (p. 41)
- 13-020 E. PRESENTATION OF HR INFORMATION
DeAnn Doll
- 13-021 F. VOTE FOR EXECUTIVE SESSION AT THE FEBRUARY 18, 2013 REGULAR MEETING FOR OPINION OF LEGAL COUNSEL & DISCUSSION OF REAL ESTATE
(Item of action)
Roll call vote
- 13-022 XVI. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 19, 2012

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 19, 2012

- 12-214 I. CALL TO ORDER
- President Leary called the meeting to order at 6:05 p.m.
- 12-215 II. ATTENDANCE
- Present: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal
Absent: Surovell
Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)
Others: Dan Schairbaum, Dykema
- 12-216 III. RECESS TO EXECUTIVE SESSION FOR DISCUSSION OF
REAL ESTATE
- 12-217 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- President Leary reconvened the meeting at 7:03 p.m.
- 12-218 V. APPROVAL OF AGENDA
(Item of action)
- Vice President Rosenthal, supported by Trustee Kaplan, moved to approve the agenda.
- AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal
NAYS: None
- Motion passed 6-0.
- 12-219 VI. APPROVAL OF MINUTES OF OCTOBER 15, 2012
(Item of action)
- Trustee Head, supported by Trustee Kaplan, moved to approve the minutes of October 15, 2012.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 19, 2012

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

NAYS: None

Motion passed 6-0.

12-220 VII. CITIZENS' COMMENTS

Ingrid Sheldon

Hi, my name is Ingrid Sheldon and I am here tonight representing other than myself, Ellie Serras and the rest of the Our New Downtown Committee and we even have a couple more members of our committee here tonight. Though this committee worked very hard for the passage of the new downtown library bond, we are needlessly to say disappointed that it failed at the polls. That we did not convince the majority of the voters to support this investment in our community. But we are excited that we got so much of the Ann Arbor community talking about this community core institution, the Ann Arbor District Library. No one seemed to have real disparaging remarks about the importance of library services, we all love our library. In fact the quality of the service is recognized even nationally, perhaps the community takes all that you do for granted. When I visited the Traverwood Branch this afternoon almost every sitting surface and work station had someone at it. Mentors with mentees, small groups of middle school students working together, neighbors who do not have computers working at those available at the district library. Someone was even skyping to China and others were working or sitting quietly in the small workrooms. What we as a campaign committee could not convey to the community what that this demand is and will be needed at the main downtown library, the base, the trunk from which the branches draw their nutrients. The infrastructure needs of this building have not gone away with the defeat of the bond. But you now have a tremendous amount of citizen input from which the next community discussion can evolve. Many of us that served on the campaign committee want you to know that we are still willing to help the Ann Arbor District Library be even more than it is already. Thank you for your vision and your attempt to have the downtown main library be a facility that enhances and supports all learning. Thank you.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 19, 2012

Lyn Davidge

Good evening, sorry ladies, I'm sure you thought you could get rid of me that easily but I'm back. My campaign to get more people out to board meetings looks like it is taking root. I'm so glad to see so many people here tonight. But of course, I have to set the example, so I'm here to say something and to say it fairly seriously. Although I won't have an opportunity to join you in January, I think that my message during the campaign did resonate with a lot of the voters as evidenced but the number of votes that I did get. And I believe I have something to contribute to the ongoing discussions about the future of the downtown library. So my main reason for speaking to you tonight is to be if not the first, then one of the first people to volunteer to serve on the one or more citizen advisory committees that I hope you will be setting up around this topic very, very soon. If I'm remembering correctly, Nancy and I have both advocated the citizen advisory committees in the last two campaigns and I hope I'm not misquoting and maybe some of the rest of you have to, I don't recall. But in the past I think these committees have in fact served a very important supportive role for the board and I think it may be time to, for you to consider bringing them back. As you look at this possibility and look to choosing advisors I'm hoping particular you will look for volunteers among the many talented and experienced people in town, in academia and the business community who can provide or a least point you to those who can provide really, new, up-to-date information about the possibilities or lack of possibilities for renovation of this building. I think there was a chunk of information that was missing during the bond campaign and that had to do with details about renovation or not as the case may be. So, I do hope that represented on your advisory team or whatever shape that takes there will be engineers, architects, folks from the university, folks from Eastern Michigan, people who have commented on AnnArbor.com and Ann Arbor Chronicle very knowledgeable about this. I also hope that as you seek advisors in these coming months you'll look to the library staff and I don't mean the administrators and the department heads, I think that there's lots of interaction with them by board members, but I'm not sure that there's that much interaction with the staff, the operating staff, the folks that makes this thing go very, very well every single day and I think they could add an important dimension to your discussions. And finally, I'm going to start and you may hear more of these as time goes on, with a

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 19, 2012

modest proposal for improving communication with the community because that was one of the things I was talking about during the campaign. This one you could do tonight and it would be as easy as pie, I think, unless there is something about changing the agenda. One thing you could do is in addition to having citizen comments in the beginning of the meeting is reserve time at the end for people to respond to what has happened during the meeting, if they should choose to do so. You would benefit from some immediate feedback and who knows, maybe, more people would come and more people would want to comment, if they knew that they could in real time as it were, respond to some of your ideas or your discussions. So, you never know until you try and I hope you'll consider trying it and I thank you very much.

VIII. FINANCIAL REPORTS

Associate Director Nieman reported October showed unrestricted cash balance just under \$15 million. Tax receipts just over \$10.6 million, reflecting 95% of the budgeted amount, have been received. The fund balance stands at \$7.9 million. Five line items are over budget but are expected to come into line later in the year.

12-222 IX. APPROVAL OF DISBURSEMENTS
 (Item of action)

Trustee Head, supported by Vice President Rosenthal, moved to approve the October disbursements.

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

NAYS: None

Motion passed 6-0.

12-223 X. COMMITTEE REPORTS

12-224 A. FACILITIES COMMITTEE

Vice President Rosenthal reported the Facilities Committee met after the failure of the bond proposal and will continue discussion regarding the downtown library building.

12-225 B. BUDGET & FINANCE COMMITTEE

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 19, 2012

Treasurer Murphy reported the Finance Committee had met and reviewed the draft 2011-2012 audit with Dave Fisher of Rehmann.

12-226 XI. DIRECTOR'S REPORT

Director Parker reported PPT (personal property tax) elimination legislation is now headed back to committee. If no replacement is guaranteed under this legislation AADL will lose approximately \$630,000 from the budget.

Director Parker shared that the Friends of the Ann Arbor District Library donated \$40,000 to AADL this month. These monies are earmarked for library programming.

Director Parker reported that AADL received notice it is once again a *Library Journal* 5 Star Library. This is the fifth year in a row this ranking has been received. We are Michigan's only 5 Star Library. Congratulations and a well done was expressed to all staff.

12-227 XII. NEW BUSINESS

12-228 A. AUDITOR'S REPORT

Sherry Brubaker, Rehmann

Sherry Brubaker presented the Ann Arbor District Library 2011-2012 Audit Report. She reviewed the Management's Discussion and Analysis section of the audit and balance sheet as of 6/30/12. No material audit adjustments were needed. No material weaknesses were found and a clean opinion was given.

12-229 B. RESOLUTION TO ACCEPT THE 2011-2012 FINANCIAL
AUDIT
 (Item of action)

Treasurer Murphy, supported by Trustee Head, moved to accept the 2011-2012 financial audit prepared by Rehmann Robson. That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 19, 2012

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

NAYS: None

Motion passed 6-0.

12-230

C. VOTE FOR EXECUTIVE SESSION AT THE DECEMBER
17, 2012 REGULAR MEETING FOR OPINION OF LEGAL
COUNSEL AND DISCUSSION OF REAL ESTATE

(Item of action)

Roll call vote

Trustee Head, supported by Treasurer Murphy, moved to hold an Executive Session at the December 17, 2012 regular Board meeting for opinion of legal counsel and discussion of real estate.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

12-231

XIII. ADJOURNMENT

Treasurer Murphy, supported by Vice President Rosenthal, moved to adjourn the meeting.

President Leary adjourned the meeting at 7:34 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on November 19, 2012 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.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 12-229**

RESOLUTION TO ACCEPT THE 2011-2012 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 19th day of November 2012 at 6:00 p.m.

PRESENT: Head, Kaplan, Leary, Murphy, Barney Newman, Rosenthal
ABSENT: Surovell

The following resolution was offered by Treasurer Murphy and supported by Trustee Head:

THE BOARD RESOLVES:

- 1.) To accept the 2011-2012 financial audit prepared by Rehmann Robson.
- 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, Murphy, Barney Newman, Rosenthal
NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the Regular Board Meeting held on November 19, 2012 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.

Secretary

Ann Arbor District Library Financial Summary for November 2012

Cash:

The unrestricted cash balance as of November 30, 2012 was \$13,946,977 down from \$14,955,713 in October.

Tax Receipts:

The Library has received tax receipts totaling \$10,701,781, 95.5% of the budgeted amount, as of November 30th.

Budget vs. Actual:

The Library showed an operating surplus of \$64,602 through November 30th. This gives the Library a positive fund balance of \$8,066,702 at the end of November, up from \$7,937,876 in October.

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 at the end of the year.

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

The following operating expense line items are over budget through November:

Purchased Services – The annual payment for the use of the Brainfuse product was made in October.

Communications – A payment for the annual payment for the internet was made in July.

Software – A large payment of approximately \$63,000 was made in October putting this line item over budget.

Circulation Supplies – A couple large purchases were made in November.

Other Operating Expenses - This line item will fall back closer to the budget in the near future.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Five Months Ending November 30, 2012

	November			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Tax Collections - Operating	\$927,667	\$927,667		\$4,638,334	\$4,638,333	\$1
State Aid	6,667	6,667		33,335	33,333	2
Penal Fines	20,833	19,167	1,666	99,167	95,833	3,334
Interest	1,806	12,500	(10,694)	30,806	62,500	(31,694)
Copiers	2,237	2,917	(680)	13,759	14,583	(824)
Grants/Memorials	45,317	7,500	37,817	58,007	37,500	20,507
Library Fines & Fees	34,271	37,500	(3,229)	174,765	187,500	(12,735)
Non-Resident Fees	1,238	1,333	(95)	6,832	6,667	165
Total Revenue	\$1,040,036	\$1,015,251	\$24,785	\$5,055,005	\$5,076,249	(\$21,244)
Expenditures						
Salaries & Wages	471,222	483,333	(12,111)	2,408,031	2,416,667	(8,636)
Employee Benefits	114,909	130,417	(15,508)	629,732	652,083	(22,351)
Employment Taxes	35,577	37,000	(1,423)	179,630	185,000	(5,370)
Total Employment Cost	\$621,708	\$650,750	(\$29,042)	\$3,217,393	\$3,253,750	(\$36,357)
Custodial and Electrical	\$16,019	\$16,667	(\$648)	\$73,249	\$83,333	(\$10,084)
Accounting/Audit	1,000	1,000		5,000	5,000	
Legal	716	4,167	(3,451)	18,304	20,833	(2,529)
Purchased Services	9,795	11,583	(1,788)	59,110	57,917	1,193
Utilities	35,029	35,417	(388)	175,028	177,083	(2,055)
Property Insurance	6,881	7,000	(119)	34,404	35,000	(596)
Communications	20,359	13,333	7,026	98,837	66,667	32,170
Materials	114,296	154,167	(39,871)	728,154	770,833	(42,679)
Software Licenses/Maintenanc	49	10,000	(9,951)	77,647	50,000	27,647
Building Rental	10,063	12,917	(2,854)	50,317	64,583	(14,266)
Seminars/Conferences/Travel	2,136	2,083	53	3,652	10,417	(6,765)
Copier Expense	2,471	3,750	(1,279)	14,376	18,750	(4,374)
Library Programming	16,567	20,833	(4,266)	98,773	104,167	(5,394)
Grants/Memorials	3,744	7,500	(3,756)	36,591	37,500	(909)
Supplies	12,183	15,000	(2,817)	75,726	75,000	726
Repairs and Maintenance	16,682	24,750	(8,068)	110,824	123,750	(12,926)
Postage	5,190	2,917	2,273	11,301	14,583	(3,282)
Lcards/Circ Cards	22,623	5,833	16,790	34,529	29,167	5,362
Other Operating Expenditures	926	1,917	(991)	10,951	9,583	1,368
Total Operating Expense	\$296,729	\$350,834	(\$54,105)	\$1,716,773	\$1,754,166	(\$37,393)
Capital Outlays	\$29,408	\$13,667	\$15,741	\$56,237	\$68,333	(\$12,096)
Total Expenditures	\$947,845	\$1,015,251	(\$67,406)	\$4,990,403	\$5,076,249	(\$85,846)
Net	\$92,191		\$92,191	\$64,602		\$64,602

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Five Months Ending November 30, 2012

	<u>Actual</u>	<u>November Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$45,317	\$7,500	\$37,817	\$50,192	\$37,500	\$12,692
Total Revenue	<u>\$45,317</u>	<u>\$7,500</u>	<u>\$37,817</u>	<u>\$50,192</u>	<u>\$37,500</u>	<u>\$12,692</u>
Expenditures						
Materials				10,074		10,074
Library Programming	3,441	7,500	(4,059)	23,635	37,500	(13,865)
Supplies				385		385
Other Operating Expenditures	303		303	1,940		1,940
Total Operating Expense	<u>\$3,744</u>	<u>\$7,500</u>	<u>(\$3,756)</u>	<u>\$36,034</u>	<u>\$37,500</u>	<u>(\$1,466)</u>
Total Expenditures	<u>\$3,744</u>	<u>\$7,500</u>	<u>(\$3,756)</u>	<u>\$36,034</u>	<u>\$37,500</u>	<u>(\$1,466)</u>
Net	<u>\$41,573</u>		<u>\$41,573</u>	<u>\$14,158</u>		<u>\$14,158</u>

ANN ARBOR DISTRICT LIBRARY
Friends of the Library
For the Five Months Ending November 30, 2012

	<u>Actual</u>	<u>November Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$40,000	\$7,500	\$32,500	\$40,000	\$37,500	\$2,500
Total Revenue	<u>\$40,000</u>	<u>\$7,500</u>	<u>\$32,500</u>	<u>\$40,000</u>	<u>\$37,500</u>	<u>\$2,500</u>
Expenditures						
Materials				9,784		9,784
Library Programming	3,441	7,500	(4,059)	15,635	37,500	(21,865)
Supplies				385		385
Other Operating Expenditures	303		303	1,940		1,940
Total Operating Expense	<u>\$3,744</u>	<u>\$7,500</u>	<u>(\$3,756)</u>	<u>\$27,744</u>	<u>\$37,500</u>	<u>(\$9,756)</u>
Total Expenditures	<u>\$3,744</u>	<u>\$7,500</u>	<u>(\$3,756)</u>	<u>\$27,744</u>	<u>\$37,500</u>	<u>(\$9,756)</u>
Net	<u>\$36,256</u>		<u>\$36,256</u>	<u>\$12,256</u>		<u>\$12,256</u>

Balance Sheet

ASSETS

As of 11/30/2012

Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$15,456.88
CASH-PAYROLL	17,015.04
HOLTREY FUND	331,158.45
CASH-SAVINGS	668,231.69
KENISTON FUND	30,277.67
SHAFFER FUND	10,463.03
WESTERMAN FUND	43,058.38
PETTY CASH	2,100.00
WLBPD ACCOUNT	37,087.30
CDs - SHORT TERM	8,000,000.00

Total Cash	\$9,154,848.44
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Investments

BANK OF ANN ARBOR INVESTMENT	\$3,353,273.63
UNITED BANK AND TRUST INVESTMENT	1,890,898.53

Total Investments	\$5,244,172.16
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Accounts Receivable

ACCOUNTS RECEIVABLE	\$132,502.00
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Total Accounts Receivable	\$132,502.00
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Property Taxes Receivable

Total Property Taxes Receivable	\$0.00
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Prepaid Expenses

PRE-PAID INSURANCE	\$34,234.65
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Total Prepaid Expenses	\$34,234.65
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Total Current Assets	\$14,565,757.25
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Capital Assets:

BUILDINGS	\$25,988,344.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	476,481.00
COMMUNICATIONS EQUIPMENT	431,035.00
BUSINESS MACHINES	175,244.00
COMPUTER EQUIPMENT	1,363,432.33
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	43,135.00
FURNITURE & FIXTURES	1,302,241.00
VEHICLES	183,256.00

Total Capital Assets	\$32,113,419.15
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Amount Provided for Long-Term Debt:

LONG TERM SICK	\$28,025.46
LONG TERM VACATION	228,880.49

Total Provided for Long-Term Debt	256,905.95
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TOTAL ASSETS	\$46,936,082.35
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Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$41,445.11
ACCRUED ACCOUNTS PAYABLE	12,000.00
ACCRUED PAYROLL	108,600.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	13,419.15
ACCRUED EMPLOYER 403(b) - UNDECIDED	34,274.66
ACCRUED 403B/MPSERS EMPLOYER	18,342.16
ACCRUED LIABILITY-VACATION S/T	110,110.96

Total Current Liabilities	\$338,192.04
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$28,025.46
ACCRUED LIABILITY-VACATION L/T	228,880.49

Total Long-Term Liabilities	256,905.95
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$32,113,419.15
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Fund Balance:

RESERVE-ENCUMBRANCES	\$100,722.32
DEFERRED REVENUE - PROPERTY TAX	6,060,141.00
FUND BALANCE - UNDESIGNATED	8,002,097.76
EXCESS REVENUE (SPENDING)	64,604.13

Total Fund Balance	\$14,227,565.21
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Total Fund Equity	\$46,340,984.36
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TOTAL LIABILITIES AND FUND EQUITY	\$46,936,082.35
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Ann Arbor District Library

Rollforward of undesignated fund balance For the Period Ending November 30, 2012

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,937,876	\$ 8,071,490
Total revenues	1,040,036	5,055,005
Expenditures:		
Operating	(918,439)	(4,934,164)
Capital outlays	(29,408)	(56,237)
(Increase) decrease in encumbrances	<u>36,637</u>	<u>(69,392)</u>
Ending surplus (deficit)	<u>\$ 8,066,702</u>	<u>\$ 8,066,702</u>

Ann Arbor District Library

Monthly and year-to-date cash rollover
For Period ending November 30, 2012

Source: cash activity as recorded in the Great Plains general ledger system

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Monthly rollover					
Commercial checking	\$ 18,345	\$ 14,062	\$ (476,950)	\$ 460,000	\$ 15,457
Payroll	237,178	4	(652,204)	432,037	17,015
Petty cash	2,000	-	-	100	2,100
Savings	1,455,557	155,210	(50,398)	(892,137)	668,232
CDs - Bank of Ann Arbor	8,000,000	-	-	-	8,000,000
Investments - Bank of Ann Arbor	3,353,274	-	-	-	3,353,274
Investments - United Bank and Trust	1,889,359	1,540	-	-	1,890,899
Westernman Fund	43,055	3	-	-	43,058
Shafer Fund	10,462	1	-	-	10,463
Holtrey Fund	331,118	40	-	-	331,158
Keniston Fund	30,275	3	-	-	30,278
WLBPD	37,084	3	-	-	37,087
	<u>\$ 15,407,707</u>	<u>\$ 170,866</u>	<u>\$ (1,179,552)</u>	<u>\$ -</u>	<u>\$ 14,399,021</u>
Year-to-date rollover					
Commercial checking	\$ 13,935	\$ 64,325	\$ (2,491,803)	\$ 2,429,000	\$ 15,457
Payroll	17,412	30	(2,671,126)	2,670,699	17,015
Petty cash	2,000	-	-	100	2,100
Savings	695,424	11,340,262	(267,655)	(11,099,799)	668,232
CDs - Bank of Ann Arbor	2,000,000	-	-	6,000,000	8,000,000
Investments - Bank of Ann Arbor	3,331,466	21,788	-	-	3,353,274
Investments - United Bank and Trust	1,869,257	21,642	-	-	1,890,899
Westernman Fund	43,040	18	-	-	43,058
Shafer Fund	10,459	4	-	-	10,463
Holtrey Fund	330,949	209	-	-	331,158
Keniston Fund	30,265	13	-	-	30,278
WLBPD	37,022	65	-	-	37,087
	<u>\$ 8,381,249</u>	<u>\$ 11,448,356</u>	<u>\$ (5,430,584)</u>	<u>\$ -</u>	<u>\$ 14,399,021</u>

Ann Arbor District Library Financial Summary for December 2012

Cash:

The unrestricted cash balance as of December 31, 2012 was \$13,249,195 down from \$13,946,977 in November.

Tax Receipts:

The Library has received tax receipts totaling \$10,856,780, 96.9% of the budgeted amount, as of December 31st.

Budget vs. Actual:

The Library showed an operating surplus of \$65,264 through December 31st. This gives the Library a positive fund balance of \$8,071,677 at the end of December, up from \$8,066,702 in 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 at the end of the year.

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

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

Communications – A payment for the annual payment for the internet was made in July.

Materials – Large expenditures were made in December.

Software – A large payment of approximately \$63,000 was made in October putting this line item over budget.

Other Operating Expenses - This line item will fall back closer to the budget in the near future.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Six Months Ending December 31, 2012

	December			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Tax Collections - Operating	\$927,667	\$927,667		\$5,566,001	\$5,566,000	\$1
State Aid	6,667	6,667		40,002	40,000	2
Penal Fines	15,833	19,167	(3,334)	115,000	115,000	
Interest	16,308	12,500	3,808	47,115	75,000	(27,885)
Copiers	2,323	2,917	(594)	16,082	17,500	(1,418)
Grants/Memorials	3,884	7,500	(3,616)	61,891	45,000	16,891
Library Fines & Fees	29,804	37,500	(7,696)	204,569	225,000	(20,431)
Non-Resident Fees	713	1,333	(620)	7,545	8,000	(455)
Total Revenue	\$1,003,199	\$1,015,251	(\$12,052)	\$6,058,205	\$6,091,500	(\$33,295)
Expenditures						
Salaries & Wages	479,060	483,333	(4,273)	2,887,091	2,900,000	(12,909)
Employee Benefits	131,072	130,417	655	760,804	782,500	(21,696)
Employment Taxes	34,383	37,000	(2,617)	214,013	222,000	(7,987)
Total Employment Cost	\$644,515	\$650,750	(\$6,235)	\$3,861,908	\$3,904,500	(\$42,592)
Custodial and Electrical	\$13,173	\$16,667	(\$3,494)	\$86,422	\$100,000	(\$13,578)
Accounting/Audit	1,000	1,000		6,000	6,000	
Legal	1,273	4,167	(2,894)	19,577	25,000	(5,423)
Purchased Services	2,496	11,583	(9,087)	61,607	69,500	(7,893)
Utilities	35,189	35,417	(228)	210,216	212,500	(2,284)
Property Insurance	6,881	7,000	(119)	41,285	42,000	(715)
Communications	9,552	13,333	(3,781)	108,389	80,000	28,389
Materials	218,040	154,167	63,873	946,194	925,000	21,194
Software Licenses/Maintenanc	13,183	10,000	3,183	90,830	60,000	30,830
Building Rental	10,063	12,917	(2,854)	60,380	77,500	(17,120)
Seminars/Conferences/Travel	120	2,083	(1,963)	3,772	12,500	(8,728)
Copier Expense	514	3,750	(3,236)	14,890	22,500	(7,610)
Library Programming	19,068	20,833	(1,765)	117,841	125,000	(7,159)
Grants/Memorials	1,855	7,500	(5,645)	38,446	45,000	(6,554)
Supplies	10,964	15,000	(4,036)	86,690	90,000	(3,310)
Repairs and Maintenance	7,919	24,750	(16,831)	118,743	148,500	(29,757)
Postage	265	2,917	(2,652)	11,566	17,500	(5,934)
Lcards/Circ Cards	1,053	5,833	(4,780)	35,582	35,000	582
Other Operating Expenditures	1,959	1,917	42	12,909	11,500	1,409
Total Operating Expense	\$354,567	\$350,834	\$3,733	\$2,071,339	\$2,105,000	(\$33,661)
Capital Outlays	\$3,457	\$13,667	(\$10,210)	\$59,694	\$82,000	(\$22,306)
Total Expenditures	\$1,002,539	\$1,015,251	(\$12,712)	\$5,992,941	\$6,091,500	(\$98,559)
Net	\$660		\$660	\$65,264		\$65,264

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Six Months Ending December 31, 2012

	<u>Actual</u>	<u>December Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$3,884	\$7,500	(\$3,616)	\$54,076	\$45,000	\$9,076
Total Revenue	<u>\$3,884</u>	<u>\$7,500</u>	<u>(\$3,616)</u>	<u>\$54,076</u>	<u>\$45,000</u>	<u>\$9,076</u>
Expenditures						
Materials	545		545	10,619		10,619
Library Programming	1,012	7,500	(6,488)	24,647	45,000	(20,353)
Supplies				385		385
Other Operating Expenditures	298		298	2,238		2,238
Total Operating Expense	<u>\$1,855</u>	<u>\$7,500</u>	<u>(\$5,645)</u>	<u>\$37,889</u>	<u>\$45,000</u>	<u>(\$7,111)</u>
Total Expenditures	<u>\$1,855</u>	<u>\$7,500</u>	<u>(\$5,645)</u>	<u>\$37,889</u>	<u>\$45,000</u>	<u>(\$7,111)</u>
Net	<u>\$2,029</u>		<u>\$2,029</u>	<u>\$16,187</u>		<u>\$16,187</u>

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Six Months Ending December 31, 2012

	<u>Actual</u>	<u>December Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$40,000	\$45,000	(\$5,000)
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>	<u>\$40,000</u>	<u>\$45,000</u>	<u>(\$5,000)</u>
Expenditures						
Materials				9,784		9,784
Library Programming	1,012	7,500	(6,488)	16,647	45,000	(28,353)
Supplies				385		385
Other Operating Expenditures	298		298	2,238		2,238
Total Operating Expense	<u>\$1,310</u>	<u>\$7,500</u>	<u>(\$6,190)</u>	<u>\$29,054</u>	<u>\$45,000</u>	<u>(\$15,946)</u>
Total Expenditures	<u>\$1,310</u>	<u>\$7,500</u>	<u>(\$6,190)</u>	<u>\$29,054</u>	<u>\$45,000</u>	<u>(\$15,946)</u>
Net	<u>(\$1,310)</u>		<u>(\$1,310)</u>	<u>\$10,946</u>		<u>\$10,946</u>

Balance Sheet

ASSETS

As of 12/31/2012

Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$2,537.41
CASH-PAYROLL	23,933.76
HOLTREY FUND	331,200.64
CASH-SAVINGS	761,096.41
KENISTON FUND	30,280.24
SHAFFER FUND	10,463.92
WESTERMAN FUND	43,062.04
PETTY CASH	2,100.00
WLBDP ACCOUNT	37,090.45
CDs - SHORT TERM	7,200,000.00

Total Cash	\$8,441,764.87
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Investments

BANK OF ANN ARBOR INVESTMENT	\$3,360,577.63
UNITED BANK AND TRUST INVESTMENT	1,898,949.76

Total Investments	\$5,259,527.39
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Accounts Receivable

ACCOUNTS RECEIVABLE	\$155,002.00
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Total Accounts Receivable	\$155,002.00
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Property Taxes Receivable

Total Property Taxes Receivable	\$0.00
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Prepaid Expenses

PRE-PAID INSURANCE	\$26,223.98
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Total Prepaid Expenses	\$26,223.98
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Total Current Assets	\$13,882,518.24
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Capital Assets:

BUILDINGS	\$25,988,344.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	476,481.00
COMMUNICATIONS EQUIPMENT	431,035.00
BUSINESS MACHINES	175,244.00
COMPUTER EQUIPMENT	1,363,432.33
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	43,135.00
FURNITURE & FIXTURES	1,302,241.00
VEHICLES	183,256.00

Total Capital Assets	\$32,113,419.15
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Amount Provided for Long-Term Debt:

LONG TERM SICK	\$28,025.46
LONG TERM VACATION	228,880.49

Total Provided for Long-Term Debt	256,905.95
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TOTAL ASSETS	\$46,252,843.34
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Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$145,440.46
ACCRUED ACCOUNTS PAYABLE	11,675.00
ACCRUED PAYROLL	155,900.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	12,919.86
ACCRUED EMPLOYER 403(b) - UNDECIDED	34,274.66
ACCRUED 403B/MPSERS EMPLOYER	19,900.34
ACCRUED LIABILITY-VACATION S/T	110,110.96

Total Current Liabilities	\$490,221.28
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$28,025.46
ACCRUED LIABILITY-VACATION L/T	228,880.49

Total Long-Term Liabilities	256,905.95
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$32,113,419.15
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Fund Balance:

RESERVE-ENCUMBRANCES	\$96,405.04
DEFERRED REVENUE - PROPERTY TAX	5,224,215.00
FUND BALANCE - UNDESIGNATED	8,006,415.04
EXCESS REVENUE (SPENDING)	65,261.88

Total Fund Balance	\$13,392,296.96
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Total Fund Equity	\$45,505,716.11
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TOTAL LIABILITIES AND FUND EQUITY	\$46,252,843.34
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Ann Arbor District Library

Rollforward of undesignated fund balance For the Period Ending December 31, 2012

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,066,702	\$ 8,071,490
Total revenues	1,003,199	6,058,205
Expenditures:		
Operating	(999,084)	(5,933,249)
Capital outlays	(3,457)	(59,694)
(Increase) decrease in encumbrances	<u>4,317</u>	<u>(65,075)</u>
Ending surplus (deficit)	<u>\$ 8,071,677</u>	<u>\$ 8,071,677</u>

Ann Arbor District Library

Monthly and year-to-date cash rollover
For Period ending December 31, 2012

Source: cash activity as recorded in the Great Plains general ledger system

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Monthly rollover					
Commercial checking	\$ 15,457	\$ 12,233	\$ (418,153)	\$ 393,000	\$ 2,537
Payroll	17,015	3	(439,650)	446,566	23,934
Petty cash	2,100	-	-	-	2,100
Savings	668,232	182,206	(49,776)	(39,566)	761,096
CDs - Bank of Ann Arbor	8,000,000	-	-	(800,000)	7,200,000
Investments - Bank of Ann Arbor	3,353,274	7,304	-	-	3,360,578
Investments - United Bank and Trust	1,890,899	8,051	-	-	1,898,950
Westerman Fund	43,058	4	-	-	43,062
Shafer Fund	10,463	1	-	-	10,464
Holtrey Fund	331,158	43	-	-	331,201
Keniston Fund	30,278	2	-	-	30,280
WLBPD	37,087	3	-	-	37,090
	<u>\$ 14,399,021</u>	<u>\$ 209,850</u>	<u>\$ (907,579)</u>	<u>\$ -</u>	<u>\$ 13,701,292</u>
Year-to-date rollover					
Commercial checking	\$ 13,935	\$ 76,558	\$ (2,909,956)	\$ 2,822,000	\$ 2,537
Payroll	17,412	33	(3,110,776)	3,117,265	23,934
Petty cash	2,000	-	-	100	2,100
Savings	695,424	11,522,468	(317,431)	(11,139,365)	761,096
CDs - Bank of Ann Arbor	2,000,000	-	-	5,200,000	7,200,000
Investments - Bank of Ann Arbor	3,331,486	29,092	-	-	3,360,578
Investments - United Bank and Trust	1,869,257	29,693	-	-	1,898,950
Westerman Fund	43,040	22	-	-	43,062
Shafer Fund	10,459	5	-	-	10,464
Holtrey Fund	330,949	252	-	-	331,201
Keniston Fund	30,265	15	-	-	30,280
WLBPD	37,022	68	-	-	37,090
	<u>\$ 8,381,249</u>	<u>\$ 11,658,206</u>	<u>\$ (6,338,163)</u>	<u>\$ -</u>	<u>\$ 13,701,292</u>

System: 12/11/2012 10:47:44 AM
 User Date: 12/11/2012

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 1
 User ID: NIEMANK

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	11/1/2012
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
044816	3M	3M COMPANY	11/8/2012	CHECK	PMCHK00001501	\$1,275.60
044817	AGRSE	A GROWING SERVICE LLC	11/8/2012	CHECK	PMCHK00001501	\$340.00
044875	AFTDEL	AFTERNOON DELIGHT	11/19/2012	CHECK	PMCHK00001505	\$186.75
044843	AMEX	AMERICAN EXPRESS	11/14/2012	CHECK	PMCHK00001503	\$76,269.51
044818	AMYCAN	AMY CANTU	11/8/2012	CHECK	PMCHK00001501	\$94.60
044819	ANNARB	ANN ARBOR OBSERVER	11/8/2012	CHECK	PMCHK00001501	\$1,688.40
044770	AANEW1	ANNARBOR.COM	11/2/2012	CHECK	PMCHK00001499	\$131.40
044772	ARBSPR	ARBOR SPRING WATER CO.	11/2/2012	CHECK	PMCHK00001499	\$41.60
044876	ATTMOB	AT&T MOBILITY	11/19/2012	CHECK	PMCHK00001505	\$1,819.44
044845	BBCAUD	AUDIO GO	11/14/2012	CHECK	PMCHK00001503	\$903.21
044844	AVCAFE	AV CAFE	11/14/2012	CHECK	PMCHK00001503	\$255.10
044773	B&H	B&H PHOTO-VIDEO	11/2/2012	CHECK	PMCHK00001499	\$104.04
044774	BANMED	BANG MEDIA	11/2/2012	CHECK	PMCHK00001499	\$250.00
044775	BARNOB1	BARNES & NOBLE INC.	11/2/2012	CHECK	PMCHK00001499	\$2,614.86
044820	BARBAG	BARRY BAGELS	11/8/2012	CHECK	PMCHK00001501	\$114.87
044846	BEADEL	BEAU DELOACH	11/14/2012	CHECK	PMCHK00001503	\$300.00
044776	BETBAT	BETH BATTEY	11/2/2012	CHECK	PMCHK00001499	\$150.00
044847	BETBEC	BETSY BECKERMAN	11/14/2012	CHECK	PMCHK00001503	\$525.00
044848	BLAAUD	BLACKSTONE AUDIO BOOKS	11/14/2012	CHECK	PMCHK00001503	\$336.60
044783	DICBLI	BLICK ART MATERIALS	11/2/2012	CHECK	PMCHK00001499	\$63.20
044888	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	11/27/2012	CHECK	PMCHK00001508	\$50,419.67
044889	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	11/27/2012	CHECK	PMCHK00001508	\$9,913.11
044849	BOOWHO	BOOK WHOLESALERS, INC.	11/14/2012	CHECK	PMCHK00001503	\$159.50
044881	BP	BP	11/21/2012	CHECK	PMCHK00001507	\$505.00
044850	BREWER	BREWER'S	11/14/2012	CHECK	PMCHK00001503	\$460.67
044890	BRIAUD	BRIILLIANCE AUDIO, INC.	11/27/2012	CHECK	PMCHK00001508	\$627.25
044851	BRODCO	BRODART CO.	11/14/2012	CHECK	PMCHK00001503	\$858.71
044821	BUSVAL	BUSCH'S, INC.	11/8/2012	CHECK	PMCHK00001501	\$173.98
044777	BUSCAR	BUSINESS CARD	11/2/2012	CHECK	PMCHK00001499	\$5,975.66
044891	CAPPRE	CAPSTONE PRESS	11/27/2012	CHECK	PMCHK00001508	\$2,157.85
044778	CARVAN	CARLEEN VANDERBOK	11/2/2012	CHECK	PMCHK00001499	\$19.54
044882	CARVAN	CARLEEN VANDERBOK	11/21/2012	CHECK	PMCHK00001507	\$431.78
044779	CDBABY	CD BABY	11/2/2012	CHECK	PMCHK00001499	\$184.27
044822	CDW-G	CDW GOVERNMENT, INC.	11/8/2012	CHECK	PMCHK00001501	\$20,393.91
044914	THOLEA	CENGAGE LEARNING	11/27/2012	CHECK	PMCHK00001508	\$126.11
044823	CINCOR	CINTAS CORPORATION	11/8/2012	CHECK	PMCHK00001501	\$1,521.39
044780	CITOF1	CITY OF ANN ARBOR TREASURER	11/2/2012	CHECK	PMCHK00001499	\$854.08
044892	CITOF1	CITY OF ANN ARBOR TREASURER	11/27/2012	CHECK	PMCHK00001508	\$4,626.79
044782	COMCAS	COMCAST	11/2/2012	CHECK	PMCHK00001499	\$124.37
044877	COMCAS	COMCAST	11/19/2012	CHECK	PMCHK00001505	\$34.91
044781	COMALLW	COMPUTER ALLEY WEST	11/2/2012	CHECK	PMCHK00001499	\$1,053.00
044824	COTINN	COTTAGE INN CATERING SERVICES	11/8/2012	CHECK	PMCHK00001501	\$104.75
044874	DANDINO	DAN'S DINOSAURS	11/15/2012	CHECK	PMCHK00001504	\$74.92
044852	DEADOL	DEANN DOLL	11/14/2012	CHECK	PMCHK00001503	\$124.85
044883	DOUKEL	DOUG KELBAUGH	11/21/2012	CHECK	PMCHK00001507	\$4,000.00
044853	DOWNUND	DOWNUNDER HORSEMANSHIP	11/14/2012	CHECK	PMCHK00001503	\$728.57
044893	DTEENE	DTE ENERGY	11/27/2012	CHECK	PMCHK00001508	\$31,979.49
044854	EBSCO	EBSCO	11/14/2012	CHECK	PMCHK00001503	\$47,316.16
044894	ELILAW	ELITE LAWN & LANDSCAPE, INC.	11/27/2012	CHECK	PMCHK00001508	\$5,010.78
044825	ERISCH	ERIC SCHOENBAECHLER	11/8/2012	CHECK	PMCHK00001501	\$146.74
044784	FINTIM	FINANCIAL TIMES	11/2/2012	CHECK	PMCHK00001499	\$348.00
044855	FLUMED	FLUTTER MEDIA, INC.	11/14/2012	CHECK	PMCHK00001503	\$209.00
044856	FRAWAN	FRANCES KAI-HWA WANG	11/14/2012	CHECK	PMCHK00001503	\$300.00
044826	FRIOF	FRIENDS OF THE ANN ARBOR	11/8/2012	CHECK	PMCHK00001501	\$957.50
044913	THOGAL	GALE	11/27/2012	CHECK	PMCHK00001508	\$1,039.55
044785	GARISTE	GARI STEIN	11/2/2012	CHECK	PMCHK00001499	\$100.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
044896	GORKOR	GORDON KORMAN	11/27/2012	CHECK	PMCHK00001508	\$1,455.00
044786	GRELAK2	GREAT LAKES AUTOMATIC DOOR, IN	11/2/2012	CHECK	PMCHK00001499	\$184.23
044827	GRELAK2	GREAT LAKES AUTOMATIC DOOR, IN	11/8/2012	CHECK	PMCHK00001501	\$646.23
044895	FIRMAR	GREEN ROAD ASSOCIATES, LP	11/27/2012	CHECK	PMCHK00001508	\$3,208.33
044887	ARCHAMBAULT	GROUPE ARCHAMBAULT INC.	11/27/2012	CHECK	PMCHK00001508	\$1,920.13
044787	HAROMI	HARUMI OMITSU	11/2/2012	CHECK	PMCHK00001499	\$300.00
044897	HURCAM	HURON CAMERA SERVICE, INC.	11/27/2012	CHECK	PMCHK00001508	\$649.95
044788	HURVAL	HURON VALLEY FIRE PROTECTON,	11/2/2012	CHECK	PMCHK00001499	\$697.05
044898	HUTPLU	HUTZEL PLUMBING AND HEATING	11/27/2012	CHECK	PMCHK00001508	\$513.35
044884	IMADAT	IMAGE DATA CONVERSION, LLC	11/21/2012	CHECK	PMCHK00001507	\$1,571.55
044857	INFOD	INFORMATION TODAY, INC.	11/14/2012	CHECK	PMCHK00001503	\$366.05
044789	JANWAY	JANWAY COMPANY USA, INC	11/2/2012	CHECK	PMCHK00001499	\$1,542.87
044899	JULMOR	JULIAN D. MORTENSON	11/27/2012	CHECK	PMCHK00001508	\$10.94
044858	KATBEE	KATHERINE BEERS	11/14/2012	CHECK	PMCHK00001503	\$50.00
044790	KINCAR	KINGDOM CARTRIDGE	11/2/2012	CHECK	PMCHK00001499	\$360.00
044791	KOLOSS	KOLOSSOS	11/2/2012	CHECK	PMCHK00001499	\$97.75
044900	LAURAY	LAURA RAYNOR	11/27/2012	CHECK	PMCHK00001508	\$74.10
044815	LESSER	LESSER	11/6/2012	CHECK	PMCHK00001500	\$75.00
044828	LUCROE	LUCY ROHRIG	11/8/2012	CHECK	PMCHK00001501	\$75.61
044792	MAGCAR	MAGIC CARPET THEATRE	11/2/2012	CHECK	PMCHK00001499	\$250.00
044860	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	11/14/2012	CHECK	PMCHK00001503	\$226.29
044901	MCNCK	MCNAUGHTON-MCKAY	11/27/2012	CHECK	PMCHK00001508	\$109.20
044902	METLIFE	METLIFE SBC	11/27/2012	CHECK	PMCHK00001508	\$7,834.72
044793	MICCIC	MICHELANGELO CICERONE	11/2/2012	CHECK	PMCHK00001499	\$100.00
044903	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	11/27/2012	CHECK	PMCHK00001508	\$1,822.70
044795	MICOFF	MICHIGAN OFFICE SOLUTIONS	11/2/2012	CHECK	PMCHK00001499	\$1,918.98
044829	MICPOW	MICHIGAN POWER RODDING	11/8/2012	CHECK	PMCHK00001501	\$298.00
044794	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	11/2/2012	CHECK	PMCHK00001499	\$20,668.45
044859	MIDTAP	MIDWEST TAPE	11/14/2012	CHECK	PMCHK00001503	\$29,770.27
044842	AANWS	MLIVE MEDIA GROUP	11/14/2012	CHECK	PMCHK00001503	\$1,567.68
044861	NEWDAY	NEW DAY FILMS	11/14/2012	CHECK	PMCHK00001503	\$202.50
044796	NEXCOM	NEXTEL COMMUNICATIONS	11/2/2012	CHECK	PMCHK00001499	\$383.33
044862	NORWOOD	NORWOOD HOUSE PRESS, INC.	11/14/2012	CHECK	PMCHK00001503	\$966.49
044797	NOWTRU	NOWATZKE TRUCK AND TRAILER, IN	11/2/2012	CHECK	PMCHK00001499	\$337.37
044798	NUWAVE	NUWAVE AQUARIUMS	11/2/2012	CHECK	PMCHK00001499	\$235.00
044799	OFFDEP	OFFICE DEPOT, INC.	11/2/2012	CHECK	PMCHK00001499	\$2,964.19
044904	OXFUNI	OXFORD UNIVERSITY PRESS	11/27/2012	CHECK	PMCHK00001508	\$586.57
044800	PACMEC	PACE MECHANICAL SERVICES, INC.	11/2/2012	CHECK	PMCHK00001499	\$22,050.01
044905	PIOJAN	PIONEER JANITORIAL SERVICE	11/27/2012	CHECK	PMCHK00001508	\$10,398.21
044906	PITCHA	PITTSFIELD CHARTER TOWNSHIP	11/27/2012	CHECK	PMCHK00001508	\$150.36
044863	PREPLA	PREHISTORIC PLANET STORE	11/14/2012	CHECK	PMCHK00001503	\$2,924.65
044830	PRITEC	PRINT TECH INC.	11/8/2012	CHECK	PMCHK00001501	\$3,976.73
044831	QDOBA	QDOBA MEXICAN GRILL	11/8/2012	CHECK	PMCHK00001501	\$1,145.00
044801	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	11/2/2012	CHECK	PMCHK00001499	\$2,775.00
044832	RACYAN	RACHEL YANIKOGLU	11/8/2012	CHECK	PMCHK00001501	\$104.03
044907	RANHOU	RANDOM HOUSE, INC.	11/27/2012	CHECK	PMCHK00001508	\$3,104.84
* 044864	RECBOO	RECORDED BOOKS, INC.	11/14/2012	CHECK	PMCHK00001503	\$2,129.12
044878	RECBOO	RECORDED BOOKS, INC.	11/19/2012	CHECK	PMCHK00001505	\$3,067.64
044865	REGBOO	REGENT BOOK CO., INC.	11/14/2012	CHECK	PMCHK00001503	\$25.13
044885	REHROB	REHMANN ROBSON	11/21/2012	CHECK	PMCHK00001507	\$1,000.00
044908	RICBUS	RICOH AMERICAS CORP	11/27/2012	CHECK	PMCHK00001508	\$273.00
044802	RTI	RTI	11/2/2012	CHECK	PMCHK00001499	\$89.95
044803	SFSTRO	S.F. STRONG, INC.	11/2/2012	CHECK	PMCHK00001499	\$40.94
044866	SARKEL	SARA MELTON KELLER	11/14/2012	CHECK	PMCHK00001503	\$350.00
044909	SCHACHO	SCHAKOLAD CHOCOLATE FACTORY	11/27/2012	CHECK	PMCHK00001508	\$140.00
044868	SCHSEC	SCHILKE SECURITY	11/14/2012	CHECK	PMCHK00001503	\$235.00
044833	SCHLE	SCHINDLER ELEVATOR CORPORATION	11/8/2012	CHECK	PMCHK00001501	\$580.87
044867	SCHLIB	SCHOLASTIC LIBRARY PUBLISHING	11/14/2012	CHECK	PMCHK00001503	\$870.80
044834	SCHSPE	SCHOOL SPECIALTY/TEACHERS DISC	11/8/2012	CHECK	PMCHK00001501	\$51.34
044835	SHAINV	SHARON D. IVERSON	11/8/2012	CHECK	PMCHK00001501	\$26.72
044910	SOOMOR	SOON MORNINGSTAR	11/27/2012	CHECK	PMCHK00001508	\$100.00
044911	SPEDIA	SPEAKERS BUREAU/DET INST OF AR	11/27/2012	CHECK	PMCHK00001508	\$100.00
044869	SPRINT	SPRINT PCS	11/14/2012	CHECK	PMCHK00001503	\$517.59

System: 12/11/2012 10:47:44 AM
 User Date: 12/11/2012

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

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* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
044836	STAHAR	STADIUM HARDWARE	11/8/2012	CHECK	PMCHK00001501	\$60.71
044804	STAPLE	STAPLES ADVANTAGE	11/2/2012	CHECK	PMCHK00001499	\$137.73
044870	STEOSB	STEVE OSBURN	11/14/2012	CHECK	PMCHK00001503	\$75.00
044837	SUPERD	SUPER D	11/8/2012	CHECK	PMCHK00001501	\$722.16
* 044840	VERIZON	SUPERMEDIA LLC	11/8/2012	CHECK	PMCHK00001501	\$261.33
044912	SUSWHI	SUSAN WHITALL	11/27/2012	CHECK	PMCHK00001508	\$100.00
044805	TDSMET	TDS METROCOM	11/2/2012	CHECK	PMCHK00001499	\$4,063.76
044806	TECDIF	TECHNICAL DIFFERENCE, INC.	11/2/2012	CHECK	PMCHK00001499	\$878.36
044807	THEANN	THE ANN MAGAZINE	11/2/2012	CHECK	PMCHK00001499	\$1,000.00
044838	TONBIC	TONIA BICKFORD	11/8/2012	CHECK	PMCHK00001501	\$28.47
044808	TUMPRE	TUMBLEWEED PRESS, INC	11/2/2012	CHECK	PMCHK00001499	\$1,197.00
044771	ADTSEC	TYCO INTEGRATED SECURITY	11/2/2012	CHECK	PMCHK00001499	\$179.00
044886	ADTSEC	TYCO INTEGRATED SECURITY	11/27/2012	CHECK	PMCHK00001508	\$368.00
044915	UNIOMA	UNIQUE MANAGEMENT SERVICES, IN	11/27/2012	CHECK	PMCHK00001508	\$1,512.55
044839	UNIPAR	UNITED PARCEL SERVICE	11/8/2012	CHECK	PMCHK00001501	\$124.99
044871	UNIPAR	UNITED PARCEL SERVICE	11/14/2012	CHECK	PMCHK00001503	\$138.19
044916	UNISTA	UNITED STATES POSTAL SERVICES	11/27/2012	CHECK	PMCHK00001508	\$5,000.00
044917	UNUMPRO	UNUM LIFE INSURANCE	11/27/2012	CHECK	PMCHK00001508	\$2,961.58
044880	VAUPAR	VAUGHN PARRISH	11/19/2012	CHECK	PMCHK00001506	\$68.00
044841	VERWIRC	VERIZON WIRELESS	11/8/2012	CHECK	PMCHK00001502	\$261.33
044879	VERWIRC	VERIZON WIRELESS	11/19/2012	CHECK	PMCHK00001505	\$201.44
044918	VICBRO	VICKI BROWNE	11/27/2012	CHECK	PMCHK00001508	\$49.88
044809	VIDBRE	VIDEO BREAD	11/2/2012	CHECK	PMCHK00001499	\$164.00
044810	VOSLIG	VOSS LIGHTING	11/2/2012	CHECK	PMCHK00001499	\$135.75
044811	WARNAT	WARDS NATURAL SCIENCE	11/2/2012	CHECK	PMCHK00001499	\$346.03
044872	WASHNE	WASHTENAW NEWS COMPANY, INC.	11/14/2012	CHECK	PMCHK00001503	\$5,897.00
044812	WASMAN	WASTE MANAGEMENT OF MICHIGAN	11/2/2012	CHECK	PMCHK00001499	\$204.00
044814	WSULIB	WAYNE STATE UNIVERSITY LIBRARI	11/2/2012	CHECK	PMCHK00001499	\$65.00
044919	WESENT	WESTGATE ENTERPRISES, LLC	11/27/2012	CHECK	PMCHK00001508	\$6,855.00
044813	WILTEC	WILTEC TECHNOLOGIES	11/2/2012	CHECK	PMCHK00001499	\$2,491.76
044873	XEROX	XEROX CORPORATION	11/14/2012	CHECK	PMCHK00001503	\$1,013.28

Total Checks: 150

Total Amount of Checks: \$454,963.70

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	12/1/2012
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
045049	CITOF	CITY OF ANN ARBOR	12/18/2012	CHECK	PMCHK00001512	\$2,582.89
045042	AGRSER	A GROWING SERVICE LLC	12/18/2012	CHECK	PMCHK00001512	\$340.00
045041	AFSMITH	A.F. SMITH ELECTRIC, INC.	12/18/2012	CHECK	PMCHK00001512	\$505.21
044920	AASCH	AAPS/WISD TRANSPORTATION	12/4/2012	CHECK	PMCHK00001509	\$878.25
045039	ADAMEL	ADAM MELLEMA	12/18/2012	CHECK	PMCHK00001512	\$450.00
044921	ALLPRI	ALLEGRA PRINTING	12/4/2012	CHECK	PMCHK00001509	\$225.76
044922	AMACOM	AMAZON.COM CREDIT PLAN	12/4/2012	CHECK	PMCHK00001509	\$5,373.05
045072	AMACOM	AMAZON.COM CREDIT PLAN	12/26/2012	CHECK	PMCHK00001513	\$3,502.09
045008	AMEX	AMERICAN EXPRESS	12/12/2012	CHECK	PMCHK00001511	\$37,496.58
044923	ANNARB	ANN ARBOR OBSERVER	12/4/2012	CHECK	PMCHK00001509	\$1,688.40
044924	ARBSPR	ARBOR SPRING WATER CO.	12/4/2012	CHECK	PMCHK00001509	\$57.40
045073	ATTMOB	AT&T MOBILITY	12/26/2012	CHECK	PMCHK00001513	\$1,215.32
044927	BECAUD	AUDIO GO	12/4/2012	CHECK	PMCHK00001509	\$87.69
044925	AVCAFE	AV CAFE	12/4/2012	CHECK	PMCHK00001509	\$186.55
044926	BARNOB1	BARNES & NOBLE INC.	12/4/2012	CHECK	PMCHK00001509	\$1,437.14
045074	BARNOB1	BARNES & NOBLE INC.	12/26/2012	CHECK	PMCHK00001513	\$87.99
045043	BEADEL	BEAU DELOACH	12/18/2012	CHECK	PMCHK00001512	\$100.00
044928	BECSAN	BECOMING SANTA, LLC	12/4/2012	CHECK	PMCHK00001509	\$300.00
045044	BETBEC	BETSY BECKERMAN	12/18/2012	CHECK	PMCHK00001512	\$500.00
045045	BLAUD	BLACKSTONE AUDIO BOOKS	12/18/2012	CHECK	PMCHK00001512	\$433.80
045076	DICBLI	BLICK ART MATERIALS	12/26/2012	CHECK	PMCHK00001513	\$48.46
045046	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	12/18/2012	CHECK	PMCHK00001512	\$49,840.21
045047	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	12/18/2012	CHECK	PMCHK00001512	\$11,020.10
045009	BOOKLIST	BOOKLIST / ALA	12/12/2012	CHECK	PMCHK00001511	\$147.50
045075	BP	BP	12/26/2012	CHECK	PMCHK00001513	\$149.93
045010	BREWER	BREWER'S	12/12/2012	CHECK	PMCHK00001511	\$485.53
044929	BRIAUD	BRILLIANCE AUDIO, INC.	12/4/2012	CHECK	PMCHK00001509	\$522.78
044930	BRODCO	BRODART CO.	12/4/2012	CHECK	PMCHK00001509	\$857.08
044932	BUSVAL	BUSCH'S, INC.	12/4/2012	CHECK	PMCHK00001509	\$94.31
044931	BUSCAR	BUSINESS CARD	12/4/2012	CHECK	PMCHK00001509	\$3,613.13
044933	CADWEX	CADILLAC-WEXFORD PUBLIC LIBRAR	12/4/2012	CHECK	PMCHK00001509	\$15.95
045048	CAPPRE	CAPSTONE PRESS	12/18/2012	CHECK	PMCHK00001512	\$35.98
045011	CARBRO	CARPENTER BROS.	12/12/2012	CHECK	PMCHK00001511	\$463.56
044934	CDW-G	CDW GOVERNMENT, INC.	12/4/2012	CHECK	PMCHK00001509	\$11,009.52
044935	CHAKET	CHARLES KETTLES	12/4/2012	CHECK	PMCHK00001509	\$100.00
045012	CINCOR	CINTAS CORPORATION	12/12/2012	CHECK	PMCHK00001511	\$1,702.53
044936	CITOF1	CITY OF ANN ARBOR TREASURER	12/4/2012	CHECK	PMCHK00001509	\$82.00
044996	CLABEL	CLASSICAL BELLS	12/4/2012	CHECK	PMCHK00001510	\$800.00
044938	COMCAS	COMCAST	12/4/2012	CHECK	PMCHK00001509	\$124.39
045050	COMCAS	COMCAST	12/18/2012	CHECK	PMCHK00001512	\$34.91
044937	COMALLW	COMPUTER ALLEY WEST	12/4/2012	CHECK	PMCHK00001509	\$2,189.78
044939	COTINN	COTTAGE INN CATERING SERVICES	12/4/2012	CHECK	PMCHK00001509	\$100.00
045051	CREWIN	CREATIVE WINDOWS	12/18/2012	CHECK	PMCHK00001512	\$90.00
044940	DALTHR	DALE THRONEBERRY	12/4/2012	CHECK	PMCHK00001509	\$100.00
044997	DAWHEN	DAWN HENRY	12/4/2012	CHECK	PMCHK00001510	\$400.00
045013	DEAREA	DEAR READER.COM	12/12/2012	CHECK	PMCHK00001511	\$500.00
044941	DEMCO	DEMCO	12/4/2012	CHECK	PMCHK00001509	\$62.07
044998	DENOWE	DENISE OWENS	12/4/2012	CHECK	PMCHK00001510	\$100.00
045052	DISPLA	DISPLAYS2GO	12/18/2012	CHECK	PMCHK00001512	\$88.00
044942	DIVMED	DIVERSE MEDIA, INC.	12/4/2012	CHECK	PMCHK00001509	\$74.42
045077	DTEENE	DTE ENERGY	12/26/2012	CHECK	PMCHK00001513	\$32,560.34
044943	DYKGOS	DYKEMA GOSSETT	12/4/2012	CHECK	PMCHK00001509	\$716.40
045078	DYKGOS	DYKEMA GOSSETT	12/26/2012	CHECK	PMCHK00001513	\$1,273.05
045079	ELILAW	ELITE LAWN & LANDSCAPE, INC.	12/26/2012	CHECK	PMCHK00001513	\$5,010.78
045014	EQUUSOF	EQUINOX SOFTWARE, INC.	12/12/2012	CHECK	PMCHK00001511	\$8,000.00
045015	ERISCH	ERIC SCHOENBAECHLER	12/12/2012	CHECK	PMCHK00001511	\$34.52

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 User Date: 1/14/2013

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

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* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
044944	FASTLEA	FAST LEARNING	12/4/2012	CHECK	PMCHK00001509	\$361.80
045016	FASTSP	FAST SPLASH CAR WASH, INC.	12/12/2012	CHECK	PMCHK00001511	\$36.00
045080	FILMOV	FILM MOVEMENT LLC 11	12/26/2012	CHECK	PMCHK00001513	\$65.00
044945	FISWIN	FISH WINDOW CLEANING	12/4/2012	CHECK	PMCHK00001509	\$2,846.00
045017	FRIOF	FRIENDS OF THE ANN ARBOR	12/12/2012	CHECK	PMCHK00001511	\$937.00
045032	THOGAL	GALE	12/12/2012	CHECK	PMCHK00001511	\$386.10
044946	GENBIN	GENERAL BINDING CORPORATION	12/4/2012	CHECK	PMCHK00001509	\$89.60
044994	WWGRAI	GRAINGER	12/4/2012	CHECK	PMCHK00001509	\$17.66
045096	WWGRAI	GRAINGER	12/26/2012	CHECK	PMCHK00001513	\$44.55
044947	GRELAK2	GREAT LAKES AUTOMATIC DOOR, IN	12/4/2012	CHECK	PMCHK00001509	\$3,200.00
045053	FIRMAR	GREEN ROAD ASSOCIATES, LP	12/18/2012	CHECK	PMCHK00001512	\$3,208.33
044948	HOMERL	HOMER PUBLIC LIBRARY	12/4/2012	CHECK	PMCHK00001509	\$19.00
045081	HOWJAM	HOWARD JAMES AGENCY	12/26/2012	CHECK	PMCHK00001513	\$5,000.00
044949	HUTPLU	HUTZEL PLUMBING AND HEATING	12/4/2012	CHECK	PMCHK00001509	\$1,377.98
044950	JANWAY	JANWAY COMPANY USA, INC	12/4/2012	CHECK	PMCHK00001509	\$3,466.66
045082	JANWAY	JANWAY COMPANY USA, INC	12/26/2012	CHECK	PMCHK00001513	\$563.45
044951	JERWHE	JEREMY WHEELER	12/4/2012	CHECK	PMCHK00001509	\$250.00
045018	JERDRO	JERZY DROZD	12/12/2012	CHECK	PMCHK00001511	\$50.00
045019	JOEREI	JOE REILLY	12/12/2012	CHECK	PMCHK00001511	\$900.00
045054	JOEREI	JOE REILLY	12/18/2012	CHECK	PMCHK00001512	\$500.00
044999	KATKEH	KATHLEEN KEHOE	12/4/2012	CHECK	PMCHK00001510	\$100.00
045020	KATCHY	KATIE CHYNOWETH	12/12/2012	CHECK	PMCHK00001511	\$40.41
045000	KELHIS	KELSEY VAN HISE	12/4/2012	CHECK	PMCHK00001510	\$100.00
045055	KIRASS	KIRKUS MEDIA LLC	12/18/2012	CHECK	PMCHK00001512	\$199.00
044952	LANCOM	LANSING COMMUNITY COLLEGE	12/4/2012	CHECK	PMCHK00001509	\$45.00
045001	LAUZIE	LAURA ZIELIN	12/4/2012	CHECK	PMCHK00001510	\$150.00
044953	LAUBAK	LAURENCE BAKER	12/4/2012	CHECK	PMCHK00001509	\$100.00
044954	LEACEN	LEARNING CENTER	12/4/2012	CHECK	PMCHK00001509	\$40.00
045083	LEARES	LEARNING RESOURCES	12/26/2012	CHECK	PMCHK00001513	\$58.93
044955	LEXMAT	LEXISNEXIS MATTHEW BENDER	12/4/2012	CHECK	PMCHK00001509	\$321.17
044956	LIBJOU	LIBRARY JOURNAL	12/4/2012	CHECK	PMCHK00001509	\$1,105.93
045022	LIRZHE	LIRONG ZHENG	12/12/2012	CHECK	PMCHK00001511	\$61.05
045021	LCAESPIZ	LITTLE CAESARS PIZZA	12/12/2012	CHECK	PMCHK00001511	\$133.42
045056	LORFIT	LORI FITHIAN	12/18/2012	CHECK	PMCHK00001512	\$400.00
045026	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	12/12/2012	CHECK	PMCHK00001511	\$226.29
045023	MAINASSOC	MAIN STREET AREA ASSOCIATION	12/12/2012	CHECK	PMCHK00001511	\$170.00
044957	MARYGR	MARYGROVE COLLEGE LIBRARY	12/4/2012	CHECK	PMCHK00001509	\$25.00
044958	METCOM	METCOM	12/4/2012	CHECK	PMCHK00001509	\$29,505.18
045084	METCOM	METCOM	12/26/2012	CHECK	PMCHK00001513	\$1,160.85
045057	METLIFE	METLIFE SBC	12/18/2012	CHECK	PMCHK00001512	\$8,177.75
044959	MICEDU	MICHIGAN EDUCATION DIRECTORY	12/4/2012	CHECK	PMCHK00001509	\$123.25
045058	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	12/18/2012	CHECK	PMCHK00001512	\$2,047.55
045071	AANews	MLIVE MEDIA GROUP	12/26/2012	CHECK	PMCHK00001513	\$1,567.68
045024	MOVLIC	MOVIE LICENSING USA	12/12/2012	CHECK	PMCHK00001511	\$200.00
045025	MUSRET	MUSTARD'S RETREAT	12/12/2012	CHECK	PMCHK00001511	\$400.00
044960	NEXCOM	NEXTEL COMMUNICATIONS	12/4/2012	CHECK	PMCHK00001509	\$412.69
045085	NEXCOM	NEXTEL COMMUNICATIONS	12/26/2012	CHECK	PMCHK00001513	\$373.65
044961	NICBOO	NICOLA'S BOOKS	12/4/2012	CHECK	PMCHK00001509	\$1,057.56
044962	NUWAVE	NUWAVE AQUARIUMS	12/4/2012	CHECK	PMCHK00001509	\$221.90
045086	NUWAVE	NUWAVE AQUARIUMS	12/26/2012	CHECK	PMCHK00001513	\$229.90
044963	OCLINS	OCLC, INC.	12/4/2012	CHECK	PMCHK00001509	\$3,637.95
044964	OFFDEP	OFFICE DEPOT, INC.	12/4/2012	CHECK	PMCHK00001509	\$1,196.53
045027	ORGBAT	ORGANIZATION FOR BAT CONSERVAT	12/12/2012	CHECK	PMCHK00001511	\$50.00
044965	PACMEC	PACE MECHANICAL SERVICES, INC.	12/4/2012	CHECK	PMCHK00001509	\$2,038.58
045002	PAUVOR	PAUL VORNHAGEN	12/4/2012	CHECK	PMCHK00001510	\$600.00
045087	PIOJAN	PIONEER JANITORIAL SERVICE	12/26/2012	CHECK	PMCHK00001513	\$10,398.21
045059	PITCHA	PITTSFIELD CHARTER TOWNSHIP	12/18/2012	CHECK	PMCHK00001512	\$327.56
045088	PITCHA	PITTSFIELD CHARTER TOWNSHIP	12/26/2012	CHECK	PMCHK00001513	\$45.50
044967	PRITEC	PRINT TECH INC.	12/4/2012	CHECK	PMCHK00001509	\$1,879.60
044966	PRIORITY	PRIORITY HEALTH	12/4/2012	CHECK	PMCHK00001509	\$10,020.27
045089	PRIORITY	PRIORITY HEALTH	12/26/2012	CHECK	PMCHK00001513	\$10,181.54
044968	PROINF	PROQUEST - CSA LLC	12/4/2012	CHECK	PMCHK00001509	\$3,205.00
044969	PUBWEE	PUBLISHERS WEEKLY	12/4/2012	CHECK	PMCHK00001509	\$999.96

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
044972	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	12/4/2012	CHECK	PMCHK00001509	\$2,775.00
045028	RACYAN	RACHEL YANIKOGLU	12/12/2012	CHECK	PMCHK00001511	\$57.69
044970	RECBOO	RECORDED BOOKS, INC.	12/4/2012	CHECK	PMCHK00001509	\$2,280.35
045060	REHROB	REHMANN ROBSON	12/18/2012	CHECK	PMCHK00001512	\$1,325.00
045003	REPPAR	REPUBLIC PARKING	12/4/2012	CHECK	PMCHK00001510	\$145.00
044971	RICBUS	RICOH AMERICAS CORP	12/4/2012	CHECK	PMCHK00001509	\$729.63
045061	RICBUS	RICOH AMERICAS CORP	12/18/2012	CHECK	PMCHK00001512	\$273.00
* 045004	ROBROB	ROBIN ROBINSON	12/4/2012	CHECK	PMCHK00001510	\$100.00
045062	ROSKOE	ROSALIE KOENIG	12/18/2012	CHECK	PMCHK00001512	\$150.00
044973	ROYLIM	ROYAL LIMOUSINE	12/4/2012	CHECK	PMCHK00001509	\$182.90
045090	RTI	RTI	12/26/2012	CHECK	PMCHK00001513	\$709.95
045030	SFSTRO	S.F. STRONG, INC.	12/12/2012	CHECK	PMCHK00001511	\$154.20
044974	SANDREF	SANDREFF PUBLISHING	12/4/2012	CHECK	PMCHK00001509	\$15.00
045063	SARKEL	SARA MELTON KELLER	12/18/2012	CHECK	PMCHK00001512	\$500.00
045029	SCHSEC	SCHILKE SECURITY	12/12/2012	CHECK	PMCHK00001511	\$135.00
045005	SCHELE	SCHINDLER ELEVATOR CORPORATION	12/4/2012	CHECK	PMCHK00001510	\$580.87
044975	SCHSPE	SCHOOL SPECIALTY/TEACHERS DISC	12/4/2012	CHECK	PMCHK00001509	\$301.77
045006	SHAKUC	SHANNON KUCHERA	12/4/2012	CHECK	PMCHK00001510	\$500.00
044976	SPRINT	SPRINT PCS	12/4/2012	CHECK	PMCHK00001509	\$517.38
045031	STAHAR	STADIUM HARDWARE	12/12/2012	CHECK	PMCHK00001511	\$63.66
045091	STAPOO	STANDARD & POOR'S	12/26/2012	CHECK	PMCHK00001513	\$650.00
044977	STAPLE	STAPLES ADVANTAGE	12/4/2012	CHECK	PMCHK00001509	\$327.88
045064	STEOSB	STEVE OSBURN	12/18/2012	CHECK	PMCHK00001512	\$50.00
044978	TDSMET	TDS METROCOM	12/4/2012	CHECK	PMCHK00001509	\$14,549.27
044979	THEANN	THE ANN MAGAZINE	12/4/2012	CHECK	PMCHK00001509	\$500.00
045092	THEANN	THE ANN MAGAZINE	12/26/2012	CHECK	PMCHK00001513	\$500.00
044980	THOWES	THOMSON WEST	12/4/2012	CHECK	PMCHK00001509	\$286.00
045033	TOMSMI	TOM SMITH	12/12/2012	CHECK	PMCHK00001511	\$58.11
045034	TONBIC	TONIA BICKFORD	12/12/2012	CHECK	PMCHK00001511	\$44.18
044981	TOTVEN	TOTAL VENDING & COFFEE SERVICE	12/4/2012	CHECK	PMCHK00001509	\$28.95
045040	ADTSEC	TYCO INTEGRATED SECURITY	12/18/2012	CHECK	PMCHK00001512	\$321.00
044982	UNEXDE	UNEXPECTED DETROIT LLC	12/4/2012	CHECK	PMCHK00001509	\$150.00
045065	UNIOMA	UNIQUE MANAGEMENT SERVICES, IN	12/18/2012	CHECK	PMCHK00001512	\$1,539.40
044983	UNIPAR	UNITED PARCEL SERVICE	12/4/2012	CHECK	PMCHK00001509	\$51.61
045035	UNIPAR	UNITED PARCEL SERVICE	12/12/2012	CHECK	PMCHK00001511	\$86.91
045093	UNIPAR	UNITED PARCEL SERVICE	12/26/2012	CHECK	PMCHK00001513	\$66.10
045066	UNUMPRO	UNUM LIFE INSURANCE	12/18/2012	CHECK	PMCHK00001512	\$2,950.04
045067	UPSSUP	UPS SUPPLY CHAIN SOLUTIONS	12/18/2012	CHECK	PMCHK00001512	\$56.75
044984	VALLINP	VALUE LINE PUBLISHING INC.	12/4/2012	CHECK	PMCHK00001509	\$269.00
044985	VALLINP	VALUE LINE PUBLISHING INC.	12/4/2012	CHECK	PMCHK00001509	\$1,796.00
044986	VANMCC	VANCE MCCRUMB	12/4/2012	CHECK	PMCHK00001509	\$100.00
045036	VERWIRC	VERIZON WIRELESS	12/12/2012	CHECK	PMCHK00001511	\$1,833.12
045068	VERWIRC	VERIZON WIRELESS	12/18/2012	CHECK	PMCHK00001512	\$201.44
044987	VIBE	VIBE	12/4/2012	CHECK	PMCHK00001509	\$44.85
044988	VOSLIG	VOSS LIGHTING	12/4/2012	CHECK	PMCHK00001509	\$456.12
045094	VOSLIG	VOSS LIGHTING	12/26/2012	CHECK	PMCHK00001513	\$608.73
044989	WARNAT	WARDS NATURAL SCIENCE	12/4/2012	CHECK	PMCHK00001509	\$131.04
045095	WARNAT	WARDS NATURAL SCIENCE	12/26/2012	CHECK	PMCHK00001513	\$1,958.69
044990	WASHTR	WASHTENAW COUNTY TREASURER	12/4/2012	CHECK	PMCHK00001509	\$3,086.69
045037	WASHTR	WASHTENAW COUNTY TREASURER	12/12/2012	CHECK	PMCHK00001511	\$33,627.26
045038	WASMAN	WASTE MANAGEMENT OF MICHIGAN	12/12/2012	CHECK	PMCHK00001511	\$202.54
045007	WEBINN	WEBERS INN	12/4/2012	CHECK	PMCHK00001510	\$50.00
045069	WESENT	WESTGATE ENTERPRISES, LLC	12/18/2012	CHECK	PMCHK00001512	\$6,855.00
044991	WHILAB	WHITLAM LABEL COMPANY, INC.	12/4/2012	CHECK	PMCHK00001509	\$3,040.43
044992	WILTEC	WILTEC TECHNOLOGIES	12/4/2012	CHECK	PMCHK00001509	\$674.43
044993	WORBOO	WORLD BOOK, INC.	12/4/2012	CHECK	PMCHK00001509	\$575.55
044995	XEROX	XEROX CORPORATION	12/4/2012	CHECK	PMCHK00001509	\$98.98
* 045070	XEROX	XEROX CORPORATION	12/18/2012	CHECK	PMCHK00001512	\$96.06

Total Checks: 177

Total Amount of Checks: \$395,771.81

Director's Report – January 2013

1. The AADL Annual Report for 2011-12 is now available at aadl.org in video format and can be viewed at aadl.org/node/220605.
2. We have completed another cycle of Second Grade visits to the AADL. Second graders from AAPS, as well as, private and charter schools in our district, are invited for a tour of the youth area downtown and are treated to a story time. The Friends of the AADL paid for the school bus transportation for these students. This year 56 classes came to AADL with 1278 students in attendance. 511 library cards were issued.
3. The Washtenaw Library for the Blind and Physically Disabled at AADL received two commendations after its formal site review conducted by the Regional Librarian for the Bureau of Services for Blind Persons for the State of Michigan.

WLBPD is commended for its involvement in the Midlands initiative to establish a national wiki for libraries serving the blind and physically handicapped. AADL's offer to host the site and our leadership in its development were called out as valuable and greatly appreciated. Terry Soave, Manager of Outreach and Neighborhood Services, was instrumental in developing the wiki.

The second commendation was for the very successful Visions Vendor Fair in 2012 held at the Washtenaw Community College. Approximately 400 persons attended Visions.

4. The WLBPD@AADL also received praise from the National Library Service in its December 2012 Newsletter. The following is their statement of Best Practice regarding the service at AADL. "**The Washtenaw (Michigan) Library for the Blind and Physically Disabled (WLBPD)** came up with a creative way to publicize its services. "We'd heard about other libraries creating promotional bookmarks to insert into large-print books, but were looking for an alternative that would be less expensive and require less staff time dedicated to replenishing the bookmarks each time one was taken," says outreach manager

Director's Report – January 2013

Terry Soave. The solution: a 4-inch by 6-inch sticker to place inside each of the large-print books in the general collection of the Ann Arbor District Library, which oversees the WLBDP. Four thousand laminated, self-adhesive stickers cost \$640. And, Soave says, "We're working with all eight of our partner public libraries to provide stickers for their large-print collections, too."

To date the Ypsilanti District Library, Whitmore Lake Public Library, Milan Public Library, and the Dexter District Library have agreed to sticker their large print books to help promote the WLBDP service throughout Washtenaw County.



Washtenaw Library for the
Blind & Physically Disabled
@ AADL

If you are only able to read large print, you may qualify for WLBDP @ AADL services, including receiving audio and large print books by mail at no charge.

For more information:

Email • wlbpd@aadl.org
Phone • (734) 327-4224
Website • wlbpd.aadl.org

5. Library Director Josie Parker presented this month at an AAUW meeting as part of a panel presenting on "Digital Resources in Libraries". Debs Biggs Thomas representing the Michigan Electronic Library, Chrissy Postema a school media specialist with the AAPS, joined her on the panel.
6. Library Director Josie Parker also presented to the Librarians' Forum of the University of Michigan in January. The focus of the talk was on AADL's philosophy of providing public library

Director's Report – January 2013

services within a culture of generosity, and how that is accomplished in a 21st century digital environment. Ms. Parker also spoke to this group about how the AADL works to provide programming support and collaboration with over 30 units on the UM campus.

7. Burns Park Elementary music teacher, Cynthia Page-Bogen and Singer/Songwriter/Educator Joe Reilly are presenting at the Michigan Music Conference in January on the impact of the AADL Library Songster program on creatively addressing K-5 general education curriculum in the music curriculum.

The Library Songster program began at the AADL over a decade ago, and is still led by Outreach and Neighborhood Services staff person Ira Lax.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 13-017**

**RESOLUTION TO HOLD THREE AADL BOARD MEETINGS AT BRANCH
LIBRARY LOCATIONS IN 2013**

Minutes of the annual 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 21st day of January, 2013 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

WHEREAS, the AADL board wants to encourage members of the public to attend and comment at board meetings;

WHEREAS, as we intend to facilitate this participation by meeting in a variety of branches to offer options that may be more convenient for members of the public;

WHEREAS, information on the location of meetings shall be posted on the annual meeting schedule on the library website and posted at all library branches;

NOW, THEREFORE BE IT RESOLVED:

- 1.) To schedule one board meeting in 2013 at each of the three branches that can accommodate a board meeting: Mallett's Creek, Pittsfield, and Traverwood.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

DISCUSSION OF BOARD MEETING DATES FOR 2013 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 2012 calendar year the Board made the following date changes:

Board meetings cancelled: December 17, 2012

Board meeting dates changed: September 17th was changed to September 24th.

Special meetings called: June 9th, June 12th and June 20th were called to provide public engagement forums on the Downtown Library building. July 30th was called to authorize a bond proposal. August 8th was called to authorize ballot language seeking a bond proposal.

III. Options:

2013

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.

No retreats were scheduled in 2012.

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 2013 are recommended by Administration for the third Monday of the month with the exceptions of May and November which were moved due to scheduling conflicts:

Administration recommends adopting the following calendar:

Monday, **February 18, 2013**
Monday, **March 18, 2013**
Monday, **April 15, 2013**
Monday, **May 6, 2013**
Monday, **June 17, 2013**
Monday, **July 15, 2013**
Monday, **August 19, 2013**
Monday, **September 16, 2013**
Monday, **October 21, 2013**
Monday, **November 11, 2013**
Monday, **December 16, 2013**
Monday, **January 20, 2014**

V. General Information:

2013 Library related conferences:

January 25-29, 2013—ALA Midwinter Meeting, Seattle, Washington
June 27-July 2, 2013—ALA Annual Conference, Chicago, Illinois
October 16-18, 2013—Michigan Library Association Annual Conference, Lansing, Michigan
January 24-28, 2014—ALA Midwinter Meeting, Philadelphia, Pennsylvania



**ANN ARBOR DISTRICT LIBRARY BOARD
2013 MEETING SCHEDULE**

MONDAY, JANUARY 21, 2013
MONDAY, FEBRUARY 18, 2013
MONDAY, MARCH 18, 2013
MONDAY, APRIL 15, 2013
MONDAY, MAY 6, 2013
MONDAY, JUNE 17, 2013 (AT TRAVERWOOD LIBRARY)
MONDAY, JULY 15, 2013 (AT PITTSFIELD LIBRARY)
MONDAY, AUGUST 19, 2013
MONDAY, SEPTEMBER 16, 2013 (AT MALLETT'S CREEK LIBRARY)
MONDAY, OCTOBER 21, 2013
MONDAY, NOVEMBER 11, 2013
MONDAY, DECEMBER 16, 2013
MONDAY, JANUARY 20, 2014

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.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 13-019**

RESOLUTION ESTABLISHING A SPECIAL FACILITIES COMMITTEE

Minutes of the annual 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 21st day of January, 2013 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That a special Facilities Committee be established.
- 2.) That the charge to the special Facilities Committee will be to recommend to the Board steps needed to develop and maintain clean, safe, physical facilities that creatively meet the needs of the community and staff with an emphasis on sustainability, accessibility, and flexibility.
- 3.) That the committee shall serve through 2013.
- 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:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 13-020**

**RESOLUTION ESTABLISHING A SPECIAL COMMUNICATIONS
COMMITTEE**

Minutes of the annual 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 21st day of January, 2013 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That a special Communications Committee be established.
- 2.) That the charge to the special Communications Committee will be to recommend to the Board steps needed to develop a communications audit and plan.
- 3.) That the committee shall serve through 2013.
- 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:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

Rebecca Head
Nancy Kaplan
Margaret Leary
Barbara Murphy
Jan Barney Newman
Prue Rosenthal
Edward Surovell

2012 OFFICERS

President Margaret Leary
Vice President Prue Rosenthal
Treasurer Barbara Murphy
Secretary Jan Barney Newman

ADMINISTRATION

Josie Parker Director
Kenneth Nieman Associate Director of Finance/HR, Operations,
Building Programs
Eli Neiburger Associate Director of IT & Product Development
Celeste Choate Associate Director of Services, Collections & Access

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Ann Arbor District Library
Board of Trustees
343 South Fifth Avenue
Ann Arbor, MI 48104-2293
(734) 327-8311