



Ann Arbor District Library
Annual Meeting
Agenda

Monday, July 20, 2009

Published by Ann Arbor District Library

July 2009

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

August 2009

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

September 2009

S	M	T	W	T	F	S
		1	2	3	4	5
6	7 LIBRARY CLOSED	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			

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Annual Meeting, Monday, July 20, 2009 at 7:00 p.m.
 Ann Arbor District Library, Fourth Floor Board Room

ANNUAL MEETING AGENDA

- 10-001 I. CALL TO ORDER
- 10-002 II. ATTENDANCE
- 10-003 III. PRESIDENT'S REMARKS
- 10-004 IV. APPROVAL OF AGENDA (pp 1-2)
 (Item of action)
- 10-005 V. 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
- 10-006 VI. 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.”
- 10-007 VII. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS
- 10-008 VIII. APPROVAL OF MINUTES OF JUNE 15, 2009 (pp 3-7)
 (Item of action)
- 10-009 IX. CITIZENS' COMMENTS

- 10-010 X. FINANCIAL REPORT (pp 8-19)
- 10-011 XI. APPROVAL OF DISBURSEMENTS (pp 20-23)
(Item of action)
- 10-012 XII. COMMITTEE REPORTS
- 10-013 A. POLICY COMMITTEE
- 10-014 XIII. DIRECTOR'S REPORT (p 24)
- 10-015 XIV. NEW BUSINESS
- 10-016 A. RESOLUTION OF THANKS TO ALICE FISHMAN UPON HER
RETIREMENT (p 25)
(Item of action)
- 10-017 B. RESOLUTION TO ADOPT REVISION TO POLICY 7.16
LIBRARY CREDIT CARD POLICY (pp 26-27)
10 minutes
(Item of action)
- 10-018 C. RESOLUTION TO ADOPT POLICY 7.17 ACCEPTANCE OF
PAYMENTS VIA FINANCIAL TRANSACTION DEVICES
(pp 28-29)
10 minutes
(Item of action)
- 10-019 D. RESOLUTION TO ADOPT POLICY 7.18 PAYMENT OF
LIBRARY FUNDS VIA ELECTRONIC TRANSACTIONS
(pp 30-31)
10 minutes
(Item of action)
- 10-020 E. APPROVE BOARD MEETING DATES FOR 2009-2010
(pp 32-34)
(Item of action)
- 10-021 F. VOTE FOR EXECUTIVE SESSION AT THE AUGUST 17, 2009
REGULAR MEETING FOR DISCUSSION OF REAL ESTATE
AND OPINION OF COUNSEL
(Item of action)
Roll call vote
- 10-022 XV. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 15, 2009

- 09-222 I. CALL TO ORDER
- President Head called the meeting to order at 6:08 p.m.
- 09-223 II. ATTENDANCE
- Present: Head, Murphy, Barney Newman, Rosenthal, Stearns, Surovell
 Absent: Leary
 Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)
- 09-224 III. RECESS TO EXECUTIVE SESSION FOR DISCUSSION OF REAL ESTATE, DIRECTOR'S EVALUATION & OPINION OF COUNSEL
- 09-225 IV. RECONVENE REGULAR MEETING AT 7:00PM
- President Head reconvened the regular meeting at 7:02 p.m.
- 09-226 V. APPROVAL OF AGENDA
 (Item of action)
- Trustee Surovell, supported by Trustee Murphy, moved to approve the agenda with following additions:
- President Head moved to amend the agenda under New Business adding "B." Easement Request from the Downtown Development Authority.
- AYES: Head, Murphy, Barney Newman, Rosenthal, Stearns, Surovell
 NAYS: None
- Motion passed 6-0.
- 09-227 VI. APPROVAL OF MINUTES OF MAY 18, 2009
 (Item of action)
- Vice-President Barney Newman, supported by Treasurer Rosenthal, moved to approve the minutes of May 18, 2009.
- AYES: Head, Murphy, Barney Newman, Rosenthal, Stearns, Surovell
 NAYS: None
- Motion passed 6-0.

09-228 VII. CITIZENS' COMMENTS

There were no citizens' comments.

09-229 VIII. FINANCIAL REPORT

Associate Director Nieman reported May showed unrestricted cash balance of \$7.8 million. May tax receipts reflect 97% of the budgeted amount. \$400,000 is anticipated in June from the County Delinquent Tax Fund. The estimated amount of property tax to be refunded to Pfizer is \$188,000. Three line items are currently over budget. The Fund Balance reflects just over \$6.5 million. 2008-2009 budget adjustments will be addressed under New Business.

09-230 IX. APPROVAL OF DISBURSEMENTS

(Item of action)

Trustee Surovell, supported by Treasurer Rosenthal, moved to approve May disbursements.

AYES: Head, Murphy, Barney Newman, Rosenthal, Stearns, Surovell

NAYS: None

Motion passed 6-0.

09-231 X. COMMITTEE REPORTS

09-232 A. DIRECTOR'S EVALUATION COMMITTEE

President Head reported the Board met with Director Parker to discuss her goals.

09-233 B. SPECIAL FRIENDS LIAISON COMMITTEE

Treasurer Rosenthal reported on the Friends annual meeting held June 14th at the Malletts Creek Branch Library.

09-234 XI. DIRECTOR'S REPORT

In addition to the Director's Report distributed at the meeting, Director Parker reported that AADL placed first in three categories of the American Library Association's 2009 Best of the Show for libraries with budgets of \$6 million or larger.

State of Michigan budget woes may have an impact on AADL's patrons. Furlough days may slow down our ability to provide timely

service to WLBDP patrons. MeLCat funding may be in jeopardy if the state cannot match federal funds for providing this service. Another issue affecting patrons is a policy change in borrowing audio-visual materials via MeLCat. As of July 1, 2009 this service will no longer be available to AADL patrons. A new MeLCat policy requires libraries that borrow AV to lend AV. Staffing constraints, packaging requirements, and popularity of our collection impact AADL's ability to open the collection to statewide usage.

09-235 XII. NEW BUSINESS

09-236 A. BANDWIDTH OR WITHOUT: BEING PREPARED FOR THE KILLER APPS OF THE FUTURE PRODUCED BY AADL FOR THE LIBRARY OF MICHIGAN'S BROADBAND SUMMIT
 Eli Neiburger & Kip DeGraaf

Associate Director Eli Neiburger presented the video created for the May 20th Michigan Broadband Summit.

Kip DeGraaf gave an overview of AADL's internet connectivity and infrastructure.

09-237 B. EASEMENT REQUEST FROM THE DOWNTOWN DEVELOPMENT AUTHORITY

Director Parker reported that Administration is negotiating an easement with the DDA, related to the underground parking structure project, for access of Downtown Library property. Library stipulations include that all project costs are absorbed by the DDA and any work done is done in a manner that will not have an impact on any future construction the Library may consider.

09-238 C. RESOLUTION TO AMEND THE 2008-2009 APPROVED BUDGET
 (Item of action)

Vice President Barney Newman, supported by Trustee Surovell, moved that the Board resolves: to transfer \$15,000 from Capital Outlay Expense to Communications Expense; to transfer \$23,000 from Capital Outlay Expense to Supplies Expense; to transfer \$3,000 from Capital Outlay Expense to Postage Expense; to transfer \$17,000 from Software Expense to Supplies Expense; to transfer \$10,000 from Copiers Expense to Equipment Rental Expense; all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Murphy, Barney Newman, Rosenthal, Stearns, Surovell
 NAYS: None

Motion passed 6-0.

09-239

D. VOTE FOR EXECUTIVE SESSION AT THE JULY 20, 2009
ANNUAL BOARD MEETING FOR DISCUSSION OF REAL
ESTATE & OPINION OF COUNSEL

(Item of action)

Roll call vote

Trustee Murphy, supported by Treasurer Rosenthal, moved to hold an Executive Session at the July 20, 2009 annual Board meeting for discussion of real estate and opinion of counsel.

A roll call vote was taken.

AYES: Head, Murphy, Barney Newman, Rosenthal, Stearns, Surovell

NAYS: None

Motion passed 6-0.

09-240

XIII. ADJOURNMENT

President Head adjourned the meeting at 8:10 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on June 15, 2009 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 09-238**

RESOLUTION TO AMEND THE 2008-2009 APPROVED BUDGET

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 15th day of June 2009 at 6:00 p.m.

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

The following resolution was offered by Vice President Barney Newman and supported by Trustee Surovell:

THE BOARD RESOLVES:

- 1). To transfer \$15,000 from Capital Outlay Expense to Communications Expense.
- 2). To transfer \$23,000 from Capital Outlay Expense to Supplies Expense.
- 3). To transfer \$3,000 from Capital Outlay Expense to Postage Expense.
- 4). To transfer \$17,000 from Software Expense to Supplies Expense.
- 5). To transfer \$10,000 from Copiers Expense to Equipment Rental Expense.
- 6). 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, Murphy, Barney Newman, Rosenthal, Stearns, 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 Board Meeting held on June 15, 2009, 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 June 2009

Cash:

The unrestricted cash balance as of June 30, 2009 was \$7,149,226 down from \$7,874,797 in May.

Tax Receipts:

The Library has received tax receipts totaling \$14,802,110, 100% of the budgeted amount, as of June 30th.

Budget vs. Actual:

The Library showed an operating surplus of \$455,072 through June 30th. This surplus, coupled with the expansion year-to-date surplus of \$2,232,417 gives the Library a positive fund balance of \$6,834,039 at the end of June, up from \$6,562,963 in May.

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

Penal fine revenue is being recognized monthly at the monthly budgeted amount. This line item will be reconciled with actual receipts at the end of the year.

ANN ARBOR DISTRICT LIBRARY
Consolidated
For the Twelve Months Ending June 30, 2009

	<u>Actual</u>	<u>June Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$768,892	\$993,583	(\$224,691)	\$11,698,307	\$11,923,000	(\$224,693)
Tax Collections - Expansion	238,083	238,083		2,856,996	2,857,000	(4)
State Aid	71,740		71,740	143,479		143,479
Penal Fines	22,917	22,917		275,004	275,000	4
Interest	34,151	33,333	818	216,006	400,000	(183,994)
Copiers	3,404	2,917	487	41,636	35,000	6,636
Grants/Memorials	550	7,500	(6,950)	118,472	90,000	28,472
Library Fines & Fees	40,217	33,333	6,884	462,192	400,000	62,192
Non-Resident Fees	1,387	1,667	(280)	17,994	20,000	(2,006)
Fund Balance Transfer		25,250	(25,250)		303,000	(303,000)
Total Revenue	\$1,181,341	\$1,358,583	(\$177,242)	\$15,830,086	\$16,303,000	(\$472,914)
Expenditures						
Salaries & Wages	511,013	505,417	5,596	5,881,948	6,065,000	(183,052)
Employee Benefits	141,132	153,492	(12,360)	1,549,829	1,841,900	(292,071)
Employment Taxes	39,835	38,667	1,168	443,702	464,000	(20,298)
Total Employment Cost	\$691,980	\$697,576	(\$5,596)	\$7,875,479	\$8,370,900	(\$495,421)
Custodial and Electrical	\$13,845	\$19,708	(\$5,863)	\$172,243	\$236,500	(\$64,257)
Accounting/Audit	1,125	1,125		13,500	13,500	
Legal	6,405	8,333	(1,928)	77,147	100,000	(22,853)
Purchased Services	10,620	11,558	(938)	107,742	138,700	(30,958)
Utilities	27,091	33,750	(6,659)	357,774	405,000	(47,226)
Property Insurance	7,065	6,667	398	79,580	80,000	(420)
Communications	12,113	13,333	(1,220)	156,929	160,000	(3,071)
Materials	297,942	152,833	145,109	1,903,088	1,834,000	69,088
Software Licenses/Maintenanc	8,824	14,417	(5,593)	150,363	173,000	(22,637)
Equipment Rental	2,842	4,167	(1,325)	46,089	50,000	(3,911)
Building Rental	6,855	10,917	(4,062)	122,698	131,000	(8,302)
Seminars/Conferences/Travel	3,167	5,733	(2,566)	29,768	68,800	(39,032)
Copiers and Printers		1,250	(1,250)	9,405	15,000	(5,595)
Library Programming	16,733	24,250	(7,517)	284,768	291,000	(6,232)
Grants/Memorials	37,624	7,500	30,124	95,383	90,000	5,383
Supplies	30,693	21,800	8,893	230,735	261,600	(30,865)
Repairs and Maintenance	25,033	23,000	2,033	267,833	276,000	(8,167)
Postage	5,151	2,333	2,818	27,395	28,000	(605)
Lcards/Circ Cards	3,674	6,250	(2,576)	56,791	75,000	(18,209)
Other Operating Expenditures	(2,344)	3,333	(5,677)	22,575	40,000	(17,425)
Total Operating Expense	\$514,458	\$372,257	\$142,201	\$4,211,806	\$4,467,100	(\$255,294)
Capital Outlays	\$114,263	\$134,000	(\$19,737)	\$1,055,312	\$1,608,000	(\$552,688)
Total Expenditures	\$1,320,701	\$1,203,833	\$116,868	\$13,142,597	\$14,446,000	(\$1,303,403)
Net	(\$139,360)	\$154,750	(\$294,110)	\$2,687,489	\$1,857,000	\$830,489

ANN ARBOR DISTRICT LIBRARY
Operating
For the Twelve Months Ending June 30, 2009

	<u>Actual</u>	<u>June Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$768,892	\$993,583	(\$224,691)	\$11,698,307	\$11,923,000	(\$224,693)
State Aid	71,740		71,740	143,479		143,479
Penal Fines	22,917	22,917		275,004	275,000	4
Interest	34,151	33,333	818	216,006	400,000	(183,994)
Copiers	3,404	2,917	487	41,636	35,000	6,636
Grants/Memorials	550	7,500	(6,950)	108,472	90,000	18,472
Library Fines & Fees	40,217	33,333	6,884	462,192	400,000	62,192
Non-Resident Fees	1,387	1,667	(280)	17,994	20,000	(2,006)
Fund Balance Transfer		25,250	(25,250)		303,000	(303,000)
Total Revenue	\$943,258	\$1,120,500	(\$177,242)	\$12,963,090	\$13,446,000	(\$482,910)
Expenditures						
Salaries & Wages	511,013	505,417	5,596	5,881,948	6,065,000	(183,052)
Employee Benefits	141,132	153,492	(12,360)	1,549,829	1,841,900	(292,071)
Employment Taxes	39,835	38,667	1,168	443,702	464,000	(20,298)
Total Employment Cost	\$691,980	\$697,576	(\$5,596)	\$7,875,479	\$8,370,900	(\$495,421)
Custodial and Electrical	\$13,845	\$19,708	(\$5,863)	\$172,243	\$236,500	(\$64,257)
Accounting/Audit	1,125	1,125		13,500	13,500	
Legal	6,405	8,333	(1,928)	77,147	100,000	(22,853)
Purchased Services	10,620	11,558	(938)	99,962	138,700	(38,738)
Utilities	27,091	33,750	(6,659)	357,774	405,000	(47,226)
Property Insurance	7,065	6,667	398	79,580	80,000	(420)
Communications	12,113	13,333	(1,220)	156,929	160,000	(3,071)
Materials	297,942	152,833	145,109	1,800,727	1,834,000	(33,273)
Software Licenses/Maintenanc	8,824	14,417	(5,593)	150,363	173,000	(22,637)
Equipment Rental	2,842	4,167	(1,325)	46,089	50,000	(3,911)
Building Rental	6,855	10,917	(4,062)	122,698	131,000	(8,302)
Seminars/Conferences/Travel	3,167	5,733	(2,566)	29,768	68,800	(39,032)
Copiers and Printers		1,250	(1,250)	9,405	15,000	(5,595)
Library Programming	16,733	24,250	(7,517)	284,768	291,000	(6,232)
Grants/Memorials	37,624	7,500	30,124	95,383	90,000	5,383
Supplies	30,693	21,800	8,893	217,400	261,600	(44,200)
Repairs and Maintenance	25,033	23,000	2,033	267,833	276,000	(8,167)
Postage	5,151	2,333	2,818	27,395	28,000	(605)
Lcards/Circ Cards	3,674	6,250	(2,576)	56,791	75,000	(18,209)
Other Operating Expenditures	(2,344)	3,333	(5,677)	22,575	40,000	(17,425)
Total Operating Expense	\$514,458	\$372,257	\$142,201	\$4,088,330	\$4,467,100	(\$378,770)
Capital Outlays	\$282,217	\$50,667	\$231,550	\$544,209	\$608,000	(\$63,791)
Total Expenditures	\$1,488,655	\$1,120,500	\$368,155	\$12,508,018	\$13,446,000	(\$937,982)
Net	(\$545,397)		(\$545,397)	\$455,072		\$455,072

ANN ARBOR DISTRICT LIBRARY
Branch Expansion
For the Twelve Months Ending June 30, 2009

	<u>Actual</u>	<u>June Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Expansion	\$238,083	\$238,083		\$2,856,996	\$2,857,000	(\$4)
Grants/Memorials				10,000		10,000
Total Revenue	<u>\$238,083</u>	<u>\$238,083</u>		<u>\$2,866,996</u>	<u>\$2,857,000</u>	<u>\$9,996</u>
Expenditures						
Purchased Services				7,780		7,780
Materials				102,361		102,361
Supplies				13,335		13,335
Total Operating Expense				\$123,476		\$123,476
Capital Outlays	<u>(\$167,955)</u>	<u>\$83,333</u>	<u>(\$251,288)</u>	<u>\$511,103</u>	<u>\$1,000,000</u>	<u>(\$488,897)</u>
Total Expenditures	<u>(\$167,955)</u>	<u>\$83,333</u>	<u>(\$251,288)</u>	<u>\$634,579</u>	<u>\$1,000,000</u>	<u>(\$365,421)</u>
Net	<u>\$406,038</u>	<u>\$154,750</u>	<u>\$251,288</u>	<u>\$2,232,417</u>	<u>\$1,857,000</u>	<u>\$375,417</u>

ANN ARBOR DISTRICT LIBRARY
Traverwood Branch
For the Twelve Months Ending June 30, 2009

	<u>Actual</u>	<u>June Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials				\$10,000		\$10,000
Total Revenue				\$10,000		\$10,000
Expenditures						
Materials				102,361		102,361
Supplies				13,335		13,335
Total Operating Expense				\$115,696		\$115,696
Capital Outlays	(\$167,955)		(\$167,955)	(\$133,438)		(\$133,438)
Total Expenditures	(\$167,955)		(\$167,955)	(\$17,742)		(\$17,742)
Net	\$167,955		\$167,955	\$27,742		\$27,742

ANN ARBOR DISTRICT LIBRARY
 Downtown Project
 For the Twelve Months Ending June 30, 2009

	<u>Actual</u>	<u>June Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Expenditures						
Purchased Services				\$7,780		\$7,780
Total Operating Expense				\$7,780		\$7,780
Capital Outlays		\$83,333	(\$83,333)	\$644,541	\$1,000,000	(\$355,459)
Total Expenditures		\$83,333	(\$83,333)	\$652,321	\$1,000,000	(\$347,679)
Net		(\$83,333)	\$83,333	(\$652,321)	(\$1,000,000)	\$347,679

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Twelve Months Ending June 30, 2009

	<u>Actual</u>	<u>June Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$550	\$7,500	(\$6,950)	\$108,472	\$90,000	\$18,472
Total Revenue	<u>\$550</u>	<u>\$7,500</u>	<u>(\$6,950)</u>	<u>\$108,472</u>	<u>\$90,000</u>	<u>\$18,472</u>
Expenditures						
Materials	492		492	12,062		12,062
Library Programming	22,836	7,500	15,336	45,928	90,000	(44,072)
Supplies				445		445
Other Operating Expenditures	<u>13,082</u>		<u>13,082</u>	<u>32,629</u>		<u>32,629</u>
Total Operating Expense	\$36,410	\$7,500	\$28,910	\$91,064	\$90,000	\$1,064
Total Expenditures	<u>\$36,410</u>	<u>\$7,500</u>	<u>\$28,910</u>	<u>\$91,064</u>	<u>\$90,000</u>	<u>\$1,064</u>
Net	<u>(\$35,860)</u>		<u>(\$35,860)</u>	<u>\$17,408</u>		<u>\$17,408</u>

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Twelve Months Ending June 30, 2009

	<u>Actual</u>	<u>June Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$100,211	\$90,000	\$10,211
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>	<u>\$100,211</u>	<u>\$90,000</u>	<u>\$10,211</u>
Expenditures						
Materials	116		116	9,006		9,006
Library Programming	22,836	7,500	15,336	45,928	90,000	(44,072)
Supplies				445		445
Other Operating Expenditures	<u>13,082</u>		<u>13,082</u>	<u>32,629</u>		<u>32,629</u>
Total Operating Expense	<u>\$36,034</u>	<u>\$7,500</u>	<u>\$28,534</u>	<u>\$88,008</u>	<u>\$90,000</u>	<u>(\$1,992)</u>
Total Expenditures	<u>\$36,034</u>	<u>\$7,500</u>	<u>\$28,534</u>	<u>\$88,008</u>	<u>\$90,000</u>	<u>(\$1,992)</u>
Net	<u>(\$36,034)</u>		<u>(\$36,034)</u>	<u>\$12,203</u>		<u>\$12,203</u>

Balance Sheet

ASSETS

As of 6/30/2009

Current Assets:

Cash	
CASH-COMMERCIAL CHECKING	\$22,267.22
CASH-PAYROLL	5,589.94
HOLTREY FUND	329,162.78
CASH-SAVINGS	2,295,585.13
KENISTON FUND	30,153.41
SHAFER FUND	10,420.41
WESTERMAN FUND	40,379.35
PETTY CASH	1,900.00
WLBPD ACCOUNT	36,052.81
	<hr/>
Total Cash	\$2,771,511.05
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,124,857.78
UNITED BANK AND TRUST INVESTMENT	1,699,026.26
	<hr/>
Total Investments	\$4,823,884.04
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$346,743.73
	<hr/>
Total Accounts Receivable	\$346,743.73
Property Taxes Receivable	
	<hr/>
Total Property Taxes Receivable	\$0.00
Prepaid Expenses	
PRE-PAID INSURANCE	\$140,846.00
	<hr/>
Total Prepaid Expenses	\$140,846.00
	<hr/>
Total Current Assets	\$8,082,984.82

Capital Assets:

BUILDINGS	\$25,498,511.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	361,736.00
COMMUNICATIONS EQUIPMENT	429,943.00
BUSINESS MACHINES	171,180.00
COMPUTER EQUIPMENT	1,393,290.66
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	37,926.00
FURNITURE & FIXTURES	1,267,484.00
VEHICLES	183,256.00
CONSTRUCTION IN PROGRESS	186,334.00
	<hr/>
Total Capital Assets	\$31,679,911.48

Amount Provided for Long-Term Debt:

LONG TERM SICK	\$39,702.25
LONG TERM VACATION	220,407.33
	<hr/>
Total Provided for Long-Term Debt	260,109.58
	<hr/>

TOTAL ASSETS

\$40,023,005.88

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$529,434.45
ACCRUED ACCOUNTS PAYABLE	122,889.88
ACCRUED PAYROLL	363,250.00
UNITED WAY DEDUCTIONS	780.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	10,920.54
ACCRUED EMPLOYER 403(b) - UNDECIDED	12,599.80
ACCRUED 403B/MPSERS EMPLOYER	23,582.09
ACCRUED LIABILITY-VACATION S/T	110,346.94

Total Current Liabilities	\$1,173,803.70
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$39,702.25
ACCRUED LIABILITY-VACATION L/T	220,407.33

Total Long-Term Liabilities	260,109.58
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$31,679,911.48
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Fund Balance:

RESERVE-ENCUMBRANCES	\$75,142.00
FUND BALANCE - UNDESIGNATED	4,146,550.40
EXCESS REVENUE (SPENDING)	2,687,488.72

Total Fund Balance	\$6,909,181.12
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Total Fund Equity	\$38,589,092.60
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TOTAL LIABILITIES AND FUND EQUITY	\$40,023,005.88
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Ann Arbor District Library

Rollforward of undesignated fund balance For the Period Ending June 30, 2009

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 6,562,963	\$ 4,087,420
Total revenues	1,181,341	15,830,086
Expenditures:		
Operating	(1,206,438)	(12,087,286)
Capital outlays	(114,263)	(1,055,312)
(Increase) decrease in encumbrances	<u>410,436</u>	<u>59,131</u>
Ending surplus (deficit)	<u>\$ 6,834,039</u>	<u>\$ 6,834,039</u>

Ann Arbor District Library

Monthly and year-to-date cash rollover For Period ending June 30, 2009

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

Monthly rollover	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Commercial checking	\$ 49,175	\$ 12,209	\$ (714,117)	\$ 675,000	\$ 22,267
Payroll	5,683	7	(462,727)	462,627	5,590
Petty cash	1,900	-	-	-	1,900
Savings	3,025,915	452,845	(45,548)	(1,137,627)	2,295,585
Investments - Bank of Ann Arbor	3,105,131	19,727	-	-	3,124,858
Investments - United Bank and Trust	1,656,993	12,033	-	-	1,699,026
Westman Fund	40,362	17	-	-	40,379
Sheffer Fund	10,420	-	-	-	10,420
Hollrey Fund	328,958	205	-	-	329,163
Keniston Fund	30,134	19	-	-	30,153
WLBPD	36,037	16	-	-	36,053
	<u>\$ 8,320,708</u>	<u>\$ 497,078</u>	<u>\$ (1,222,392)</u>	<u>\$ -</u>	<u>\$ 7,595,394</u>
Year-to-date rollover					
Commercial checking	\$ 27,360	\$ 118,861	\$ (8,858,954)	\$ 8,735,000	\$ 22,267
Payroll	6,101	141	(5,958,680)	5,958,028	5,590
Petty cash	1,800	-	-	100	1,900
Savings	1,585,093	16,042,718	(638,098)	(14,694,128)	2,295,585
Investments - Bank of Ann Arbor	3,004,442	120,416	-	-	3,124,858
Investments - United Bank and Trust	1,658,258	40,768	-	-	1,699,026
Westman Fund	38,532	1,847	-	-	40,379
Sheffer Fund	10,386	34	-	-	10,420
Hollrey Fund	328,252	911	-	-	329,163
Keniston Fund	29,970	183	-	-	30,153
WLBPD	-	36,053	-	-	36,053
	<u>\$ 6,690,194</u>	<u>\$ 16,361,932</u>	<u>\$ (15,455,732)</u>	<u>\$ (1,000)</u>	<u>\$ 7,595,394</u>

PRE - Audit 19

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	6/1/2009
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
037364	3M	3M COMPANY	6/5/2009	CHECK	PMCHK00001181	\$15,412.03
037365	ADTSEC	ADT SECURITY SERVICES	6/5/2009	CHECK	PMCHK00001181	\$2,707.00
037366	AMACOM	AMAZON.COM CREDIT PLAN	6/5/2009	CHECK	PMCHK00001181	\$1,851.49
037367	ANDPAI	ANDERSON PAINT COMPANY	6/5/2009	CHECK	PMCHK00001181	\$28.88
037368	ANDPHE	ANDREW PHELKA	6/5/2009	CHECK	PMCHK00001181	\$100.00
037369	ANNARB	ANN ARBOR OBSERVER	6/5/2009	CHECK	PMCHK00001181	\$1,638.90
037370	AUTRES	AUTOMATED RESOURCE MGMT, INC.	6/5/2009	CHECK	PMCHK00001181	\$472.00
037371	B&H	B&H	6/5/2009	CHECK	PMCHK00001181	\$6,205.50
037372	BETBEC	BETSY BECKERMAN	6/5/2009	CHECK	PMCHK00001181	\$950.00
037373	BETMAN	BETH MANUEL	6/5/2009	CHECK	PMCHK00001181	\$31.96
037374	BREWER	BREWER'S	6/5/2009	CHECK	PMCHK00001181	\$246.14
037375	BUSVAL	BUSCH'S, INC.	6/5/2009	CHECK	PMCHK00001181	\$209.89
037376	CARBRO	CARPENTER BROS.	6/5/2009	CHECK	PMCHK00001181	\$74.60
037377	CDW-G	CDW GOVERNMENT, INC.	6/5/2009	CHECK	PMCHK00001181	\$18,320.60
037378	CELCHO	CELESTE CHOATE	6/5/2009	CHECK	PMCHK00001181	\$33.06
037379	CHEFLO	CHELSEA FLOWER SHOP	6/5/2009	CHECK	PMCHK00001181	\$75.00
037380	DEMCO	DEMCO	6/5/2009	CHECK	PMCHK00001181	\$2,150.00
037381	ERIHOW	ERIK HOWARD	6/5/2009	CHECK	PMCHK00001181	\$400.00
037382	GAYBRO	GAYLORD BROS.	6/5/2009	CHECK	PMCHK00001181	\$192.86
037383	GLEMOD	GLEN MODELL	6/5/2009	CHECK	PMCHK00001181	\$809.34
037384	IEVBAT	IEVA BATES	6/5/2009	CHECK	PMCHK00001181	\$38.72
037385	LAURAY	LAURA RAYNOR	6/5/2009	CHECK	PMCHK00001181	\$39.10
037386	MASCOM	MEDCO SUPPLY COMPANY	6/5/2009	CHECK	PMCHK00001181	\$97.60
037387	MICPRI	MICHIGAN PRINTER SERVICE	6/5/2009	CHECK	PMCHK00001181	\$107.00
037388	MIMUNC	MICHIGAN MUNICIPAL WORKER'S CO	6/5/2009	CHECK	PMCHK00001181	\$15,325.00
037389	MOVLIC	MOVIE LICENSING USA	6/5/2009	CHECK	PMCHK00001181	\$75.00
037390	NANFIN	NANCY FINLAYSON	6/5/2009	CHECK	PMCHK00001181	\$100.00
037391	NATTIM	NATIONAL TIME & SIGNAL CORPORA	6/5/2009	CHECK	PMCHK00001181	\$345.00
037392	OFFDEP	OFFICE DEPOT, INC.	6/5/2009	CHECK	PMCHK00001181	\$1,336.63
037393	PIOJAN	PIONEER JANITORIAL SERVICE	6/5/2009	CHECK	PMCHK00001181	\$9,472.00
037394	PRITEC	PRINT TECH INC.	6/5/2009	CHECK	PMCHK00001181	\$3,535.11
037395	QUANTA	QUANTA, INC.	6/5/2009	CHECK	PMCHK00001181	\$282.49
037396	RACYAN	RACHEL YANIKOGLU	6/5/2009	CHECK	PMCHK00001181	\$44.34
037397	RANHOU	RANDOM HOUSE, INC.	6/5/2009	CHECK	PMCHK00001181	\$2,868.43
037398	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	6/5/2009	CHECK	PMCHK00001181	\$18.00
037399	RTI	RTI	6/5/2009	CHECK	PMCHK00001181	\$129.95
037400	SARKEL	SARA MELTON KELLER	6/5/2009	CHECK	PMCHK00001181	\$1,100.00
037401	SBC	AT&T	6/5/2009	CHECK	PMCHK00001181	\$103.46
037402	SERMAS	SERVICEMASTER CLEAN CARE	6/5/2009	CHECK	PMCHK00001181	\$4,373.00
037403	SIGIN	SIGNS IN 1 DAY	6/5/2009	CHECK	PMCHK00001181	\$52.00
037404	SKIINC	SKIDMORE, INC.	6/5/2009	CHECK	PMCHK00001181	\$3,290.00
037405	STAPLE	STAPLES BUSINESS ADVANTAGE	6/5/2009	CHECK	PMCHK00001181	\$118.80
037406	TERSOA	TERRY SOAVE	6/5/2009	CHECK	PMCHK00001181	\$263.91
037407	THAELE	THALNER ELECTRONICS	6/5/2009	CHECK	PMCHK00001181	\$15,674.00
037408	TRACSYS	TRACSYSTEMS	6/5/2009	CHECK	PMCHK00001181	\$5,025.00
037409	UNIPAR	UNITED PARCEL SERVICE	6/5/2009	CHECK	PMCHK00001181	\$82.43
037410	UNISTA	UNITED STATES POSTAL SERVICES	6/5/2009	CHECK	PMCHK00001181	\$5,000.00
037411	AASCH	ANN ARBOR PUBLIC SCHOOLS	6/9/2009	CHECK	PMCHK00001182	\$120.80
037412	ALIBRIS	ALIBRIS	6/9/2009	CHECK	PMCHK00001182	\$186.65
037413	ARBSPR	ARBOR SPRING WATER CO.	6/9/2009	CHECK	PMCHK00001182	\$67.00
037414	BAKTAY	BAKER & TAYLOR	6/9/2009	CHECK	PMCHK00001182	\$27,820.84
037415	BAKTAY3	BAKER & TAYLOR ENTERTAINMENT.	6/9/2009	CHECK	PMCHK00001182	\$5,298.25
037416	BANOFPA	BANK OF ANN ARBOR	6/9/2009	CHECK	PMCHK00001182	\$120.00
037417	BBCAUD	BBC AUDIOBOOKS AMERICA	6/9/2009	CHECK	PMCHK00001182	\$961.08
037418	BOOWHO	BOOK WHOLESALERS, INC.	6/9/2009	CHECK	PMCHK00001182	\$248.40
037419	BRODCO	BRODART CO.	6/9/2009	CHECK	PMCHK00001182	\$14,587.43
037420	CENPOI	CENTER POINT PUBLISHING	6/9/2009	CHECK	PMCHK00001182	\$825.33

System: 7/13/2009 9:13:09 AM
 User Date: 7/13/2009

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 2
 User ID: NIEMANK

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
037421	CINCOR	CINTAS CORPORATION	6/9/2009	CHECK	PMCHK00001182	\$759.07
037422	DAVGOF	DAVID GOFF	6/9/2009	CHECK	PMCHK00001182	\$75.29
037423	EDUREC	EDUCATIONAL RECORD CENTER, INC	6/9/2009	CHECK	PMCHK00001182	\$1,488.20
037424	ELILAW	ELITE LAWN & LANDSCAPE, INC.	6/9/2009	CHECK	PMCHK00001182	\$8,940.71
037425	FILIDE	FILM IDEAS, INC.	6/9/2009	CHECK	PMCHK00001182	\$624.00
037426	FILMED	FILMS MEDIA GROUP	6/9/2009	CHECK	PMCHK00001182	\$320.89
037427	FINLUM	FINGERLE LUMBER COMPANY	6/9/2009	CHECK	PMCHK00001182	\$10.91
037428	FRIOF	FRIENDS OF THE ANN ARBOR	6/9/2009	CHECK	PMCHK00001182	\$1,042.65
037429	GRELAKE	GREAT LAKES AUTOMATIC DOOR INC	6/9/2009	CHECK	PMCHK00001182	\$441.34
037430	HARENT	HART ENTERTAINMENT	6/9/2009	CHECK	PMCHK00001182	\$95.70
037431	HERNEW	HERITAGE NEWSPAPERS	6/9/2009	CHECK	PMCHK00001182	\$78.00
037432	INGLIB	INGRAM LIBRARY SERVICES INC.	6/9/2009	CHECK	PMCHK00001182	\$4,006.95
037433	KENDIS	KENT DISTRICT LIBRARY	6/9/2009	CHECK	PMCHK00001182	\$187.70
037434	KIRASS	KIRKUS REVIEWS	6/9/2009	CHECK	PMCHK00001182	\$395.00
037435	KMODES	KAREN MOELLER DESIGN	6/9/2009	CHECK	PMCHK00001182	\$3,249.00
037436	LEACEN	LEARNING CENTER	6/9/2009	CHECK	PMCHK00001182	\$674.00
037437	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	6/9/2009	CHECK	PMCHK00001182	\$874.16
037438	MIDTAP	MIDWEST TAPE	6/9/2009	CHECK	PMCHK00001182	\$21,544.40
037439	MPSERS	MPSERS	6/9/2009	CHECK	PMCHK00001182	\$16,888.15
037440	NEWDAY	NEW DAY FILMS	6/9/2009	CHECK	PMCHK00001182	\$104.00
037441	NICBOO	NICOLA'S BOOKS	6/9/2009	CHECK	PMCHK00001182	\$267.22
037442	NUWAVE	NUWAVE AQUARIUMS	6/9/2009	CHECK	PMCHK00001182	\$355.00
037443	OCLINS	OCLC, INC.	6/9/2009	CHECK	PMCHK00001182	\$8,866.00
037444	PACMEC	PACE MECHANICAL SERVICES, INC.	6/9/2009	CHECK	PMCHK00001182	\$20,224.00
037445	PICWIN	PICTURE WINDOW BOOKS	6/9/2009	CHECK	PMCHK00001182	\$1,439.04
037446	PITCHA	PITTSFIELD CHARTER TOWNSHIP	6/9/2009	CHECK	PMCHK00001182	\$69.99
037447	RAHABOO	RAHA BOOKS & MEDIA	6/9/2009	CHECK	PMCHK00001182	\$1,086.50
037448	RANHO	RANDOM HOUSE, INC.	6/9/2009	CHECK	PMCHK00001182	\$1,293.20
037449	RECBOO	RECORDED BOOKS, INC.	6/9/2009	CHECK	PMCHK00001182	\$3,675.32
037450	REGBOO	REGENT BOOK CO., INC.	6/9/2009	CHECK	PMCHK00001182	\$13.03
037451	RICBUS	RICOH AMERICAS CORP	6/9/2009	CHECK	PMCHK00001182	\$128.59
037452	RUBSTA	RUBBER STAMPS UNLIMITED	6/9/2009	CHECK	PMCHK00001182	\$359.39
037453	SCHLE	SCHINDLER ELEVATOR CORPORATION	6/9/2009	CHECK	PMCHK00001182	\$515.73
037454	SCHSEC	SCHILKE SECURITY	6/9/2009	CHECK	PMCHK00001182	\$225.00
037455	SPRINT	SPRINT PCS	6/9/2009	CHECK	PMCHK00001182	\$1,071.25
037456	STAHAR	STADIUM HARDWARE	6/9/2009	CHECK	PMCHK00001182	\$158.65
037457	STUJOH	STUART JOHNSON	6/9/2009	CHECK	PMCHK00001182	\$100.00
037458	SUPERD	SUPER D	6/9/2009	CHECK	PMCHK00001182	\$169.32
037459	TANMED	TANTOR MEDIA	6/9/2009	CHECK	PMCHK00001182	\$76.98
037460	THOGAL	GALE	6/9/2009	CHECK	PMCHK00001182	\$1,603.16
037461	TSAFON	TSAI FONG BOOKS, INC.	6/9/2009	CHECK	PMCHK00001182	\$631.97
037462	VOSLIG	VOSS LIGHTING	6/9/2009	CHECK	PMCHK00001182	\$480.73
037463	WASLIT	WASHTENAW LITERACY	6/9/2009	CHECK	PMCHK00001182	\$6,160.34
037464	WASMAN	WASTE MANAGEMENT OF MICHIGAN	6/9/2009	CHECK	PMCHK00001182	\$1,041.29
037465	WWGRAI	GRAINGER	6/9/2009	CHECK	PMCHK00001182	\$129.00
037466	XEROX	XEROX CORPORATION	6/9/2009	CHECK	PMCHK00001182	\$718.79
037467	AFTDEL	AFTERNOON DELIGHT	6/15/2009	CHECK	PMCHK00001183	\$145.40
037468	ERIHOW	ERIK HOWARD	6/15/2009	CHECK	PMCHK00001183	\$100.00
037469	JENWAL	JENNIFER WALSH	6/15/2009	CHECK	PMCHK00001183	\$39.99
037470	KATRAN	KATHY RANGLES	6/15/2009	CHECK	PMCHK00001183	\$141.50
037471	STEJEN	STEVE JENSEN	6/15/2009	CHECK	PMCHK00001183	\$49.90
037472	UNIPAR	UNITED PARCEL SERVICE	6/15/2009	CHECK	PMCHK00001183	\$48.56
037473	AAFILM	ANN ARBOR FILM FESTIVAL	6/17/2009	CHECK	PMCHK00001184	\$1,000.00
037474	AANEWS	ANN ARBOR NEWS	6/17/2009	CHECK	PMCHK00001184	\$978.99
037475	AASTRE	ANN ARBOR STREET ART FAIR	6/17/2009	CHECK	PMCHK00001184	\$50.00
037476	ALECAR	ALEX CARPENTER	6/17/2009	CHECK	PMCHK00001184	\$200.00
037477	CELCHO	CELESTE CHOATE	6/17/2009	CHECK	PMCHK00001184	\$418.20
037478	COMSPO	COMCASTSPOTLIGHT	6/17/2009	CHECK	PMCHK00001184	\$3,647.00
037479	DIEASC	DIEGO ASCANI	6/17/2009	CHECK	PMCHK00001184	\$83.50
037480	EASMIC	EASTERN MICHIGAN UNIVERSITY	6/17/2009	CHECK	PMCHK00001184	\$154.00
037481	FAMBOO	FAMILY BOOK CLUB	6/17/2009	CHECK	PMCHK00001184	\$1,120.00
037482	HOLCLE	HOLLY CLEELAND	6/17/2009	CHECK	PMCHK00001184	\$700.00
037483	JAMWHI	JAMES WHITE LIBRARY	6/17/2009	CHECK	PMCHK00001184	\$120.00
037484	LARWIL	LARON WILLIAMS	6/17/2009	CHECK	PMCHK00001184	\$450.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
037485	ONEACON	O'NEAL CONSTRUCTION	6/17/2009	CHECK	PMCHK00001184	\$25,379.06
037486	PIOJAN	PIONEER JANITORIAL SERVICE	6/17/2009	CHECK	PMCHK00001184	\$9,472.00
037487	RICLES	RICHARD LESUEUR	6/17/2009	CHECK	PMCHK00001184	\$100.00
037488	ROBMAR	ROBERT MARANS	6/17/2009	CHECK	PMCHK00001184	\$100.00
037489	SANSLO	SANDOR SLOMOVITS	6/17/2009	CHECK	PMCHK00001184	\$800.00
037490	SHAINV	SHARON D. IVERSON	6/17/2009	CHECK	PMCHK00001184	\$43.96
037491	THEARK	THE ARK	6/17/2009	CHECK	PMCHK00001184	\$500.00
037492	TMGROU	THE TM GROUP INC	6/17/2009	CHECK	PMCHK00001184	\$175.00
037493	UMICH	THE UNIVERSITY MICHIGAN	6/17/2009	CHECK	PMCHK00001184	\$2,949.00
037494	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	6/17/2009	CHECK	PMCHK00001184	\$1,297.75
037495	WMU	WESTERN MICHIGAN UNIVERSITY	6/17/2009	CHECK	PMCHK00001184	\$145.00
037496	AACENT	ANN ARBOR CENTER FOR INDEPENDEN	6/22/2009	CHECK	PMCHK00001185	\$300.00
037497	AANEW1	THE ANN ARBOR NEWS	6/22/2009	CHECK	PMCHK00001185	\$114.00
037498	ATT	AT&T	6/22/2009	CHECK	PMCHK00001185	\$512.50
037499	BANCOFAMER	BANC OF AMERICA LEASING	6/22/2009	CHECK	PMCHK00001185	\$694.00
037500	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	6/22/2009	CHECK	PMCHK00001185	\$7,168.50
037501	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	6/22/2009	CHECK	PMCHK00001185	\$44,448.97
037502	BP	BP	6/22/2009	CHECK	PMCHK00001185	\$205.09
037503	CLABEL	CLASSICAL BELLS	6/22/2009	CHECK	PMCHK00001185	\$200.00
037504	DAMHES	DAMIAN HESS	6/22/2009	CHECK	PMCHK00001185	\$390.00
037505	ERIHHEL	ERIN HELMRICH	6/22/2009	CHECK	PMCHK00001185	\$160.21
037506	HONMEI	HONG MEI DELOSH	6/22/2009	CHECK	PMCHK00001185	\$100.00
037507	KRIGRO	KRIS GROH	6/22/2009	CHECK	PMCHK00001185	\$100.00
037508	LEITHO	LEISA THOMPSON	6/22/2009	CHECK	PMCHK00001185	\$100.00
037509	MCFRON	MC FRONTALOT	6/22/2009	CHECK	PMCHK00001185	\$850.00
037510	METLIFE	METLIFE SBC	6/22/2009	CHECK	PMCHK00001185	\$6,876.38
037511	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	6/22/2009	CHECK	PMCHK00001185	\$82.70
037512	MICMYE	MICHAEL C. MYERS	6/22/2009	CHECK	PMCHK00001185	\$100.00
037513	MRMUST	MR. MUSTIN	6/22/2009	CHECK	PMCHK00001185	\$600.00
037514	RICBUS	RICOH AMERICAS CORP	6/22/2009	CHECK	PMCHK00001185	\$1,665.04
037515	TARMIC	TARA MICHENER	6/22/2009	CHECK	PMCHK00001185	\$100.00
037516	UNIPAR	UNITED PARCEL SERVICE	6/22/2009	CHECK	PMCHK00001185	\$34.49
037517	UNUMPRO	UNUM LIFE INSURANCE	6/22/2009	CHECK	PMCHK00001185	\$2,872.49
037518	WASLIT	WASHTENAW LITERACY	6/22/2009	CHECK	PMCHK00001185	\$418.20
037519	WESENT	WESTGATE ENTERPRISES, LLC	6/22/2009	CHECK	PMCHK00001185	\$68.55
037520	WINMAN	WINNINGMAN, LLC	6/22/2009	CHECK	PMCHK00001185	\$750.00
037521	WESENT	WESTGATE ENTERPRISES, LLC	6/22/2009	CHECK	PMCHK00001186	\$6,855.00
037522	BANCOF	BANC OF AMERICA LEASING	6/25/2009	CHECK	PMCHK00001187	\$674.00
037523	COMCAS	COMCAST	6/25/2009	CHECK	PMCHK00001187	\$268.43
037524	MICLIBC	MICHIGAN LIBRARY CONSORTIUM	6/25/2009	CHECK	PMCHK00001187	\$6,304.00
037525	RICBUS	RICOH AMERICAS CORP	6/25/2009	CHECK	PMCHK00001187	\$817.52
037526	SPRINT	SPRINT PCS	6/25/2009	CHECK	PMCHK00001187	\$1,532.29
037527	TERSOA	TERRY SOAVE	6/25/2009	CHECK	PMCHK00001187	\$1,057.08
037528	BUSCAR	BUSINESS CARD	6/25/2009	CHECK	PMCHK00001187	\$2,130.12
037529	ARMCLE	ARMEN CLEANERS	6/25/2009	CHECK	PMCHK00001188	\$291.33
037530	NVREN	NV RENTALS	6/25/2009	CHECK	PMCHK00001188	\$810.00
037531	TLQSOU	TLQ SOUND SERVICE	6/25/2009	CHECK	PMCHK00001188	\$700.00
037532	AATOWN	ANN ARBOR CHARTER TOWNSHIP	6/30/2009	CHECK	PMCHK00001189	\$167.28
037533	ADTSEC	ADT SECURITY SERVICES	6/30/2009	CHECK	PMCHK00001189	\$3,073.00
037534	ADVCOM	ADVANCED COMMUNICATION DESIGN,	6/30/2009	CHECK	PMCHK00001189	\$1,503.00
037535	AGRSER	A GROWING SERVICE LLC	6/30/2009	CHECK	PMCHK00001189	\$340.00
037536	AMELOC	AMERICAN LOCKER SECURITY SYSTE	6/30/2009	CHECK	PMCHK00001189	\$7,025.00
037537	ANDOFF	ANDREWS OFFICE WAREHOUSE	6/30/2009	CHECK	PMCHK00001189	\$133.44
037538	ATMOB	AT&T MOBILITY	6/30/2009	CHECK	PMCHK00001189	\$767.27
037539	BRANDE	BRANDERS.COM, INC.	6/30/2009	CHECK	PMCHK00001189	\$13,346.12
037540	BUTLON	BUTZEL LONG	6/30/2009	CHECK	PMCHK00001189	\$1,230.00
037541	CDW-G	CDW GOVERNMENT, INC.	6/30/2009	CHECK	PMCHK00001189	\$1,510.54
037542	CELCHO	CELESTE CHOATE	6/30/2009	CHECK	PMCHK00001189	\$264.80
037543	CITOF2	CITY OF ANN ARBOR	6/30/2009	CHECK	PMCHK00001189	\$39,900.51
037544	DELCOM	DELL MARKETING L.P.	6/30/2009	CHECK	PMCHK00001189	\$2,201.63
037545	DEMCO	DEMCO	6/30/2009	CHECK	PMCHK00001189	\$3,333.20
037546	FAMLEA	FAMILY LEARNING INSTITUTE	6/30/2009	CHECK	PMCHK00001189	\$36.00
037547	GAYBRO	GAYLORD BROS.	6/30/2009	CHECK	PMCHK00001189	\$1,695.45
037548	KOLOSS	KOLOSSOS	6/30/2009	CHECK	PMCHK00001189	\$784.73

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 User Date: 7/13/2009

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 4
 User ID: NIEMANK

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
037549	LAKLEA	LAKESHORE LEARNING MATERIALS	6/30/2009	CHECK	PMCHK00001189	\$275.74
037550	MASCOM	MEDCO SUPPLY COMPANY	6/30/2009	CHECK	PMCHK00001189	\$40.20
037551	MEEINC	MEE INC.	6/30/2009	CHECK	PMCHK00001189	\$3,035.00
037552	METEDG	HOLLINGER METAL EDGE, INC.	6/30/2009	CHECK	PMCHK00001189	\$331.66
037553	NATTIM	NATIONAL TIME & SIGNAL CORPORA	6/30/2009	CHECK	PMCHK00001189	\$2,132.50
037554	OFFDEP	OFFICE DEPOT, INC.	6/30/2009	CHECK	PMCHK00001189	\$1,591.53
037555	PACMEC	PACE MECHANICAL SERVICES, INC.	6/30/2009	CHECK	PMCHK00001189	\$156,666.68
037556	PRITEC	PRINT TECH INC.	6/30/2009	CHECK	PMCHK00001189	\$4,123.45
037557	REPPAR	REPUBLIC PARKING	6/30/2009	CHECK	PMCHK00001189	\$130.00
037558	RICBUS	RICOH AMERICAS CORP	6/30/2009	CHECK	PMCHK00001189	\$11.50
037559	RICCUSTOM	RICOH AMERICAS CORPORATION	6/30/2009	CHECK	PMCHK00001189	\$7.51
037560	SAFBUS	SAFEGUARD BUSINESS SYSTEMS	6/30/2009	CHECK	PMCHK00001189	\$140.84
037561	SCHSPE	SCHOOL SPECIALTY, INC.	6/30/2009	CHECK	PMCHK00001189	\$248.92
037562	SERMAS	SERVICEMASTER CLEAN CARE	6/30/2009	CHECK	PMCHK00001189	\$4,373.00
037563	STAHAR	STADIUM HARDWARE	6/30/2009	CHECK	PMCHK00001189	\$102.48
037564	STAMIC2	STATE OF MICHIGAN	6/30/2009	CHECK	PMCHK00001189	\$19.00
037565	STAPLE	STAPLES BUSINESS ADVANTAGE	6/30/2009	CHECK	PMCHK00001189	\$219.31
037566	THAELE	THALNER ELECTRONICS	6/30/2009	CHECK	PMCHK00001189	\$690.00
037567	TOWELE	TOWLER ELECTRICAL SERVICES	6/30/2009	CHECK	PMCHK00001189	\$3,534.00
037568	UMICH	THE UNIVERSITY MICHIGAN	6/30/2009	CHECK	PMCHK00001189	\$1,332.00
037569	UNIDIR	UNIVERSITY DIRECTORIES	6/30/2009	CHECK	PMCHK00001189	\$995.00
037570	UNIPAR	UNITED PARCEL SERVICE	6/30/2009	CHECK	PMCHK00001189	\$31.89
037571	VAGQUA	VAGUELY QUALIFIED PRODUCTIONS	6/30/2009	CHECK	PMCHK00001189	\$400.00
037572	WASHTR	WASHTENAW COUNTY TREASURER	6/30/2009	CHECK	PMCHK00001189	\$29,466.53
037573	WWGRAI	GRAINGER	6/30/2009	CHECK	PMCHK00001189	\$2,848.45

Total Checks: 210

Total Amount of Checks: \$712,386.88

1. Summer reading at public libraries is a long tradition that stems from efforts of librarians and educators to help school children maintain their reading skills during the holiday. AADL has always maintained a good effort with the schools in our district to enlist their support of summer reading and this year we are pleased that the 800 K- 6th grade children enrolled in summer school at AAPS are also participating in summer reading. We have worked, too, to develop a relationship with schools that allow them to acknowledge children who have participated in the library reading program. When registering, children can identify their school and give permission to AADL to release their name to the school. Over time we hope to establish the library as a serious and competent partner so that everyone involved in literacy work will work together to affectively address the needs and eliminate illiteracy in schoolchildren without creating new programs or adding operational costs to stressed school system budgets.
2. There's a new way to find foreign language materials in the catalog at AADL. The terminology has been changed to World Languages. For example, if one is looking for materials in Arabic, use the Advanced Search option and click on call number & enter World-Ara. There's a new collection, too: Youth Lang-Learn. The Basic Reading and ESL collections are now called Language Learning or Lang-Learn for short. It is now possible to look for Lang-Learn Fiction with Reading Levels for adults. Librarian Lucy Roerhig is responsible for this great idea and she has spent the better part of the last year managing this very successful project.
3. AADL has added a quick survey on the catalog page at aadl.org. This survey is optional and is intended to give us direct feedback about the catalog from people who have chosen to use the catalog. We are working on an upgrade to the catalog and the survey is one of the ways that we are using to get better information about what works now and what doesn't work in terms of navigation around the catalog.
4. The material circulation total for this past fiscal year is 9,260,595. This is 1M greater than the 2007/08 fiscal year and 2M greater than the 2006/07 year. While the increase was expected due to the opening of the Traverwood Branch, the continued increase of use of the collection should not go unremarked. Choices have been made that allow access to the collection electronically that are clearly impacting on the use of the collection. Of the total, 5.1M of the transactions are renewals. AADL does not limit the number of items that can be on a card, nor do we limit how many renewals can occur on an item if there are no outstanding requests for the item. We balance this very generous policy with a fine and fee system that is designed to give as much flexibility to the user as possible without placing the AADL in a poor financial condition. We are pleased that both are working well and during a terrible economy. Where many libraries are resorting to policies that restrict collection use and are cutting collection expenditures in response to revenue losses, AADL is able to continue as usual for this next fiscal year.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-016**

RESOLUTION OF THANKS TO ALICE FISHMAN UPON HER RETIREMENT

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 20th day of July 2009 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Alice Fishman for her service as an employee May 20, 1985 to June 30, 2009 of the Ann Arbor District Library.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

Ann Arbor District Library
Library Credit Card Policy

The Associate Director for Finance and Administration is responsible for credit card issuance, accounting, monitoring, and retrieval and responsible for overseeing compliance with this credit card policy.

Deleted: pursuant to MCL Sec 129.242 et seq. There will be only one (1) card issued.

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Library credit cards may only be used by an authorized officer or employee of the Library for the purchase of goods and services for official business of the Library, in accordance with normal Library finance procedures.

Credit card purchases are subject to the current Library purchasing, receiving and payment procedures and internal controls. Such procedures and internal controls shall include (1) documentation as to the goods or services purchased, the cost of the goods or services, the date of purchase, and official business (such as the Library Department) for which the goods or services are purchased; and (2) procedures for approval of the credit card invoices before payment. The balance, including any interest due, shall be paid for within not more than 60 days of the initial statement date. Every effort will be made to pay the current balance to avoid finance charges.

Pursuant to MCL §129.242 et seq., the total combined authorized credit limit of all credit cards issued by the Library shall not exceed 5% of the total budget of the Library for the current fiscal year.

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Unauthorized use of the Library credit card will be handled on a case-by-case basis. Disciplinary measures may include termination of employment or services and prosecution up to the maximum allowed under current law.

Any Library employee or officer who is issued the credit card is responsible for its protection and custody and shall immediately notify the Associate Director for Finance and Administration and/or the Director if the credit card is lost or stolen.

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Any Library employee or officer who is issued the credit card shall return the credit card upon termination of his or her employment or service.

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**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-017**

RESOLUTION TO ADOPT REVISION TO POLICY 7.16 LIBRARY CREDIT CARD

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 20th day of July 2009 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That Policy 7.16 Library Credit Card is revised as proposed.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

Ann Arbor District Library
Library Policy for Acceptance of Payments Via Financial Transaction Devices

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

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

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-018**

**RESOLUTION ADOPTING POLICY 7.17 LIBRARY POLICY FOR ACCEPTANCE OF
PAYMENTS VIA FINANCIAL TRANSACTION DEVICES**

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 20th day of July 2009 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To adopt the proposed Policy 7.17 Library Policy for Acceptance of Payments Via Financial Transaction Devices.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

Ann Arbor District Library
Library Policy for Payment of Library Funds via Electronic Transactions

The Library Board of Trustees adopts this policy pursuant to MCL §124.301 *et seq.* The Associate Director for Finance and Administration is designated by the Board of Trustees as the Electronic Transactions Officer (“ETO”) for the Library. As the ETO, the Associate Director for Finance and Administration is authorized to enter into automated clearing house (“ACH”) arrangements and ACH transactions. For purpose of this policy, a “ACH arrangement” means an agreement between the originator of the ACH transaction and the receiver of the ACH transaction. An “ACH transaction” means an electronic payment, debit, or credit transfer processed through an ACH. ACH transactions of the Library include without limitation automated direct deposits of payroll funds to Library employees who elect this method of payment.

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The ETO is responsible for all ACH arrangements and ACH transactions of the Library, including payment approval, accounting, reporting, and generally for overseeing compliance with this policy. An ACH arrangement or ACH transaction may only be used by the ETO as payment for goods and services for official business of the Library, in accordance with normal Library finance procedures.

ACH arrangements and ACH transactions are subject to the current Library purchasing, receiving and payment procedures and internal controls to monitor the use of ACH transactions made by the Library. Such procedures and internal controls shall include documentation as to the goods or services purchased, the cost of the goods or services, the date of payment, and the department levels serviced by payment. Invoices subject to payment pursuant to an ACH arrangement or via ACH transaction shall be approved by the ETO prior to payment, or by his or her designee as authorized by other Library policies or procedures. ACH documentation required by this policy shall be contained in the electronic general ledger software system of the Library.

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Deleted: ACH documentation required by this policy may be contained in the electronic general ledger software system of the Library or in one or more separate reports to the Board of Trustees. ¶

Unauthorized approval of ACH arrangements or ACH transactions will be handled on a case-by-case basis. Disciplinary measures may include termination of employment or services and prosecution up to the maximum allowed under current law.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-019**

**RESOLUTION ADOPTING POLICY 7.18 LIBRARY POLICY FOR PAYMENT OF
LIBRARY FUNDS VIA ELECTRONIC TRANSACTIONS**

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 20th day of July 2009 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To adopt the proposed Policy 7.18 Library Policy for Payment of Library Funds Via Electronic Transactions.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

DISCUSSION OF BOARD MEETING DATES FOR CALENDAR YEAR 2009-2010

I. Statement:

Per AADL Board By-Laws, the Board must set the regularly scheduled meetings for fiscal year 2009-2010 at their Annual Meeting. During the past year, the meetings were scheduled for the third Monday of each month with the exceptions noted below.

II. Background:

During the 2008-2009 fiscal year, the Board made the following date changes:

Board meetings cancelled: December 15, 2008

Board meeting dates changed: January 19, 2009 was changed to January 26, 2009
April 20, 2009 was changed to April 27, 2009

Special meetings called: October 6, 2008 for LEED Charrette
November 24, 2008 for discussion on Downtown Building Project

Board Work Sessions called: No Board Work Sessions were called.

III. Options:

August 2009-July 2010

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.

August/September/October

The Board can choose to have a Regular Meeting or a Retreat and/or both.

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 fiscal year 2009-2010 are recommended by Administration for the third Monday of the month with the following exceptions:

Board retreat to be scheduled in September 2009 (date and location to be determined).

Administration recommends adopting the following calendar:

Monday, **August 17, 2009**
Monday, **September 21, 2009**
Monday, **October 19, 2009**
Monday, **November 16, 2009**
Monday, **December 21, 2009**
Monday, **January 18, 2010**
Monday, **February 15, 2010**
Monday, **March 15, 2010**
Monday, **April 19, 2010**
Monday, **May 17, 2010**
Monday, **June 21, 2010**
Monday, **July 19, 2010**

V. General Information:

2009-2010 Library related conferences:

November 3-6, 2009—Michigan Library Association Annual Conference, Lansing, MI
January 15-20, 2010—ALA Midwinter Meeting, Boston, Massachusetts
March 23-27, 2010—PLA National Conference, Portland, Oregon
June 24-30, 2010—ALA Annual Conference, Washington, DC



**ANN ARBOR DISTRICT LIBRARY BOARD
2009-2010 MEETING SCHEDULE**

MONDAY, AUGUST 17, 2009
MONDAY, SEPTEMBER 21, 2009
MONDAY, OCTOBER 19, 2009
MONDAY, NOVEMBER 16, 2009
MONDAY, DECEMBER 21, 2009
MONDAY, JANUARY 18, 2010
MONDAY, FEBRUARY 15, 2010
MONDAY, MARCH 15, 2010
MONDAY, APRIL 19, 2010
MONDAY, MAY 17, 2010
MONDAY, JUNE 21, 2010
MONDAY, JULY 19, 2010

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.

DISTRICT LIBRARY BOARD

Rebecca Head
Margaret Leary
Barbara Murphy
Jan Barney Newman
Prue Rosenthal
Carola Stearns
Edward Surovell

2008-2009 OFFICERS

President Rebecca Head
Vice President Jan Barney Newman
Treasurer Prue Rosenthal
Secretary Margaret Leary

ADMINISTRATION

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

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