



Ann Arbor District Library
Regular Meeting
Agenda

Monday, June 17, 2013

Published by Ann Arbor District Library

June 2013

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MEMORANDUM

To: District Library Board
From: Josie Parker, Director
Subject: Regular Meeting, Monday, June 17, 2013 at 7:00 p.m.
Ann Arbor District Library, Traverwood Branch Library
3333 Traverwood Drive, Ann Arbor, MI 48105

REGULAR MEETING AGENDA

- 13-121 I. CALL TO ORDER
- 13-122 II. ATTENDANCE
- 13-123 III. APPROVAL OF AGENDA (pp. 1-2)
(Item of action)
- 13-124 IV. APPROVAL OF MINUTES OF MAY 6, 2013 (pp. 3-23)
(Item of action)
- 13-125 V. CITIZENS' COMMENTS
- 13-126 VI. FINANCIAL REPORTS (pp. 24-39)
- 13-127 VII. APPROVAL OF DISBURSEMENTS (pp. 40-43)
(Item of action)
- 13-128 VIII. COMMITTEE REPORTS
- 13-129 A. BUDGET & FINANCE COMMITTEE
- 13-130 B. COMMUNICATIONS COMMITTEE
- 13-131 C. EXECUTIVE COMMITTEE
- 13-132 D. FACILITIES COMMITTEE
- 13-133 E. POLICY COMMITTEE
- 13-134 IX. DIRECTOR'S REPORT
- 13-135 X. NEW BUSINESS
- 13-136 A. RESOLUTION TO APPROVE THE CONTRACT TO MERIT
NETWORK TO BUILD FIBER-OPTIC LINE TO

PITTSFIELD BRANCH AND TO INCREASE THE 2013-2014 COMMUNICATIONS BUDGET LINE (p. 44)
(Item of action)

- 13-137 B. RESOLUTION TO AMEND THE 2012-2013 APPROVED BUDGET (p. 45)
(Item of action)
- 13-138 XI. CITIZENS' COMMENTS
- 13-139 XII. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

1. Persons who wish to address the Library Board may reserve time on any regular or special meeting agenda by calling 327-8311 by 5:00 PM of the weekday preceding the meeting. Persons who have not reserved time in advance may speak after those who have reserved time.
2. Maximum time for individual speakers will not exceed three minutes.
3. One speaker may yield his/her time to another if both have signed up and both are in attendance at the meeting.
4. No person may speak more than once on the same subject during a single meeting.
5. Citizens' Comments at special meetings or study sessions will occur at the end of the meeting. Maximum time for individual speakers will not exceed three minutes.
6. Trustees, Director, and Administrators will not answer questions during Citizens' Comments. The speaker may request a response in writing. Trustees may, with the permission of the Board President, ask a question of a speaker. No dialog will occur.
7. Individuals addressing the Board should take into consideration rules of common courtesy.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
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ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, MAY 6, 2013

13-093 I. CALL TO ORDER

President Rosenthal called the meeting to order at 6:10 p.m.

13-094 II. ATTENDANCE

Present: Kaplan, Leary, Murphy, Barney Newman, Rosenthal,
 Surovell

Absent: Head

Staff: Parker

13-095 III. RECESS TO CLOSED SESSION FOR DIRECTOR'S
 EVALUATION

13-096 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR
 FISCAL YEAR 2013-2014 AT 7:00PM

President Rosenthal reconvened to the Public Hearing on the
 2013-2014 Budget at 7:03 p.m.

Staff in attendance: Choate, Neiburger, Nieman, Wilson (recorder)

13-097 V. CALL FOR PUBLIC COMMENT ON THE BUDGET

The following comment was received:

Lyn Davidge

My name is Lyn Davidge and it's a little bit daunting to comment on any budget proposal because I'm fully aware of the fact that there is so much I don't know about the proposed budget and so much that you do know. With that in mind though, I'd like to express my concern at the proposed reduction to the materials budget. I'm speaking only for myself but I like to think that many others in the community might share my concern at the thought of nearly \$99,000 less being available next year for purchase of books, dvd's, audio books, magazines, large print, musical

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instruments, telescopes and so forth. Other tangible materials that we can all enjoy here in the library or check out for home. I hope you will address the rationale for this particular cut in your discussion tonight. And if I have misunderstood what the materials line in the budget actually stands for I would hope that you will also clarify that during your discussion. Thank you.

Don Salberg

My name is Don Salberg and I live in northeast Michigan and I have one simple request and that is I understand that there will be merit increases in salary for a lot of the staff, I don't doubt that they deserve it. I'm wondering if the criteria for meeting merit increases in salary can be provided to general public. Thank you.

13-098 VI. RECONVENE REGULAR MEETING IMMEDIATELY
FOLLOWING PUBLIC HEARING ON FY 2013-14 BUDGET

President Rosenthal reconvened to the regular meeting at 7:06 p.m.

President Rosenthal addressed the Open Meetings Act in stating that the AADL Board and staff are scrupulous in adhering to its letter and its spirit. All board decisions are made in public meetings.

13-099 VII. APPROVAL OF AGENDA
(Item of action)

Trustee Leary, supported by Vice President Barney Newman, moved to approve the agenda. Trustee Leary, supported by Vice President Barney Newman, amended her motion to reverse Item A and Item B under New Business.

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

NAYS: None

Motion passed 6-0.

13-100 VIII. APPROVAL OF MINUTES OF APRIL 15, 2013
(Item of action)

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Trustee Murphy, supported by Treasurer Kaplan, moved to approve the minutes of April 15, 2013.

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

NAYS: None

Motion passed 6-0.

13-101 IX. CITIZENS' COMMENTS

Don Salberg

Hello again, my name is Don Salberg and I still live in northeast Ann Arbor. I wish to revisit the failed bond referendum for what I hope to be one last time. Because I had questions which I posed at the last board meeting and I have subsequently received answers and I would like to share my impression about those answers. First I was able to examine the Providence Report from 2007 which apparently highlighted all the needs for a new library. One of the premises that was presented was expectation that there would be a 16% growth in Ann Arbor's population by 2020. Last year's SEMCOG published its prediction and expects that Ann Arbor would grow at only 6.1% by 2040 so there is quite a difference here. And I believe the intervening years has changed the prospects of population growth in Ann Arbor and this should be considered. Certainly if the 16 % by 2020 presented an urgency for enlarging the library, 6.1 % over 23 years offers a much less urgent need. At that time also there was question as to how the Internet was going to impact library services. Since then, in fact, even a year later when Luckenbach and Ziegelman created schematics for a new library and their didactic related to their schematics they stated that the Internet was providing most of the resource for the people doing research and that very few people were coming to the library as their primary source for obtaining new information. In regards to the major driving motivations, I guess, for the library as I understand them from discussions that were held and I attended two informational meetings, there were at least three major deficiencies of the library that were presented. One was that it didn't have enough of a large meeting facility. Your basement conference room or whatever, only holds 100 individuals and that you frequently have overflow. I was told that that meeting room on the lower level was used very frequently and

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I also remember hearing that there were thirteen instances of all of last year where the capacity was exceeded and these people were taken to another room, were able to watch the proceedings with closed video. That doesn't seem like a great demand for additional space by itself. Certainly a nice auditorium with comfortable seats and that would be desirable, I think, in any facility. But the urgency for getting one at this time does not appear to be justified by the information that was provided to me. There is also concern about the elevator, well, I understand after talking to Ken Nieman, that the elevator is very serviceable, apparently people with wheelchairs and that, have no difficulty getting in and out. There have been no complaints by disabled people about the elevators. Furthermore the ADA will not inspect the library or the elevator until there is new construction. The other thing is that the electrical facilities here are supposedly outdated and there is need for additional electrical power lines. These would require drilling through the floor I understand, but there are also ways that power lines can be added by running cables along the floors, over doors. There's protective coverings that can either make this look attractive or at least, not, will kind of hide the appearance. The people that voted down the referendum 55 to 45, you might look at it in a different way and see that 55% of the voters actually like the library as it is rather than just rejecting the referendum. And there was some suggestion that the reason that that referendum lost was because the population wasn't properly informed. I disagree, I think we have an intelligent population, I think they understood what was going on. Thank you.

Bob Rorke

Good evening, my name is Bob Rorke. In January I was retained by the Protect Our Libraries PAC to review the Ann Arbor District Library's operations and to suggest alternative scenarios of future directions of libraries. Since that time I have reviewed the finances and operations of the library system. And I can state from my review that the Ann Arbor District Library is well funded and well managed. Despite a substantial loss of revenue since 2008, the Ann Arbor District Library has been able to adjust to the times and continue to maintain their services to the community. This library is staffed and directed by a group of extraordinary individuals. And with all these findings I am very confident. In regards to the future direction of the library I am less clear. The basic function of lending materials and providing reference resources are becoming

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more outmoded as technology advances and the younger generation become library patrons. The administration of this district has been very proactive in offering new direction and new services. My question, though, are these initiatives viable in the long term. For the past few months the board has been provided with presentations on services including gaming, podcast, services to the ESL population and specialized lending of musical instruments, telescopes and art. These are a few of the new initiatives. However, there seems to be no change document, tactical plan that describes why it was decided to offer these services. And what was their subsequent impact. Today I have a question, what are the services that the Ann Arbor District Library provides, what is the current demand for those services. What resources are needed to provide these individual services? What do we believe will be the potential demand for these services 5 years from now, or 10 years from now? Is there competition in these service areas? Either from developing technology or other community organizations. What resources will be needed to provide these services in the future? These questions today, I believe, are pretty much unanswered. In November the voters' resoundly defeated the bond issue for a new downtown library. Some have suggested that the voters didn't appreciate the library, some have question whether the communication to the public was adequate. I don't believe either of these arguments are valid. The voters were asked to tear down this structure and build a new \$60 million dollar edifice. Question was why? It's a question the voters asked themselves and I believe the bond initiate failed due to lack of substantial answers. The public couldn't understand how we got from today's library to the library of the future. And after four months of study I don't see it either. There's conjecture that local media production, local archiving, and a public meeting space might be the library's future role. However, there's no detail plan that supports the conjecture. There's been no evidence presented that would convince the public that the new library vision is real and that it necessitates a new facility. Now I'm sure there are members of the board and the administration that would challenge this conclusion. A vision has been articulated by the board and the administration, but there's little evidence presented to support the vision. That I believe is the challenge to Ann Arbor district libraries. To present a factual, realistic plan to support their vision. Thank you.

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Anna Solomon

My name is Anna Solomon and I live on the west side of Ann Arbor and I use the library a lot. I am a new mom and my son is five months old. I was someone who voted for the new construction of the library. I really think that parts of the vision of what it would represent are very important for the future of this city. One of the reasons I settled in this city is because of the library system. Such an amazing opportunity as a gathering place and as a resource for young families who don't have a lot of money. As you might know, under the age of 2 the American Academy of Pediatrics does not recommend screen time for children and so being able to have books available for my son, I use it all the time. I read to him every day and I also use the storytimes all the time. It is a wonderful place to gather and to meet people that you wouldn't necessarily meet in your own neighborhood. I think the argument that the space for events is big enough for the things that have been planned is not really the point, the point is that a larger space, a building that can be part of, more of, a kind of community center would promote new opportunities for programming. And so, I really think as the next generation of Ann Arborites that I am raising, I really see the value in expanding and in changing in order to meet the new needs. And that's really all I have to say. Thank you very much.

13-102 X. FINANCIAL REPORTS

Associate Director Nieman reported that due to the early meeting date, April financials were not ready and would be presented at the June meeting.

13-103 XI. APPROVAL OF DISBURSEMENTS
 (Item of action)

Trustee Leary, supported by Trustee Murphy, moved to approve the April 2013 disbursements.

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

NAYS: None

Motion passed 6-0.

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13-104 XII. COMMITTEE REPORTS

13-105 A. BUDGET & FINANCE COMMITTEE

Chairperson Kaplan reported the committee met on April 26th to discuss last month's Board concerns. Economies were proposed and a revised 2013-2014 budget was prepared. A presentation is scheduled later in this meeting.

13-106 B. COMMUNICATIONS COMMITTEE

Chairperson Kaplan reported the committee did not meet.

13-107 C. DIRECTOR'S EVALUATION COMMITTEE

Chairperson Barney Newman reported the Board has met with the director and has completed her evaluation. The topic will be discussed further in the agenda.

13-108 D. EXECUTIVE COMMITTEE

President Rosenthal reported the committee had not met.

13-109 E. FACILITIES COMMITTEE

Chairperson Leary reported the committee had not met.

13-110 F. POLICY COMMITTEE

Chairperson Murphy reported a committee meeting has been scheduled for the end of the month.

13-111 XIII. DIRECTOR'S REPORT

Director Parker reported that AADL received three American Library Association awards for electronic and print publications. Staff who created and worked on these publications were congratulated.

Associate Director Celeste Choate has been asked by the Public Library Association to again participate in a "modern reference services" webinar.

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Associate Director Eli Neiburger will be on a panel discussion with the CEO of the New York Public Library tomorrow regarding the digital future of libraries on NPR's On Point.

13-112 XIV. NEW BUSINESS

13-113 A. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE LEVIED BY TAXING AUTHORITIES
 (Item of action)

Treasurer Kaplan, supported by Trustee Leary, moved that the Board resolves as follows:

That as to the 2013-2014 fiscal year of the Ann Arbor District Library, and as to that portion of said Library within the City of Ann Arbor, and that portion of the Library within the territory, townships, or areas outside the City of Ann Arbor, the voted millage for Library operational purposes shall be the amount of 1.55 mills.

That the foregoing amounts are levied by the Ann Arbor District Library and the Secretary of the Board of Trustees is authorized and directed to report the same as the Library tax levy to the proper assessing officer(s) of the appropriate agencies and the Secretary may provide copies of this resolution when requested by any appropriate agency.

That the amounts certified are essential for the fiscal year of the Ann Arbor District Library commencing July 1, 2013, except as subsequently altered or amended by appropriate certification.

That a certified copy of this Resolution may be issued as though the original with the certification provided.

All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

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Trustee Surovell left the meeting at 7:37 p.m.

13-114

- B. RESOLUTION TO APPROVE ANNUAL BUDGET FOR THE FISCAL YEAR 2013-2014
 (Item of action)

Treasurer Kaplan, supported by Vice President Barney Newman, moved that the Board approves and adopts the budget for the fiscal year ending June 20, 2014 as presented and that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Parker clarified the reductions made to last month's draft budget allowed keeping the millage rate at 1.55 mills.

AYES: Kaplan, Leary, Murphy, Barney Newman, Rosenthal
 NAYS: None

Motion passed 5-0.

13-115

- C. RESOLUTION TO ADOPT THE 2013-2014 BUDGET AS A LINE ITEM BUDGET AND COMPLIANCE OF DISBURSEMENTS
 (Item of action)

Vice President Barney Newman, supported by Treasurer Kaplan, moved to adopt the 2013-2014 budget as a line item budget and to approve the compliance of disbursements as presented.

AYES: Kaplan, Leary, Murphy, Barney Newman, Rosenthal
 NAYS: None

Motion passed 5-0.

13-116

- D. RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY
 (Item of action)

President Rosenthal, supported by Trustee Leary, moved that the President of the Board of Trustees of Ann Arbor District Library be authorized to sign a one year extension of the space use agreement along with the President of the Board of the Friends of

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the Ann Arbor District Library and that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 5-0.

13-117

E. DISCUSSION ON PROPOSAL TO BUILD FIBER OPTIC LINE TO PITTSFIELD BRANCH

Associate Director Eli Neiburger presented a proposal to build a fiber optic line to the Pittsfield branch. Options he presented were to contract with Merit for a one-time cost of \$112,150 with ongoing yearly costs of \$2,625. To contract with TDS for a one-time cost of \$600 and ongoing yearly costs of \$27,912. Or to do nothing to the current connection. His recommendation was to contract with Merit. This item was a discussion only item and will be presented as a resolution at the June Board meeting.

13-118

F. DIRECTOR'S EVALUATION LETTER FROM AADL BOARD

President Rosenthal read the following:

Dear Josie,

The Ann Arbor District Library Board of Trustees has completed its evaluation of your work over the past year. In each of the ten areas of your responsibility you have continued to excel. Since your salary is equitable with those in comparable positions, and at your request, we have agreed that, for the fourth year in a row, your salary will remain the same.

The fact that you continue to attract and empower talented people to the staff is evidenced by the fact that they are invited to travel nationally and internationally to speak on important issues about the changing nature of public library functions and are quoted in the national press.

The Board encourages you to continue the appropriate delegation of library functions to your excellent staff so that more of your

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time and effort can be addressed to public issues that require your expertise. Your contributions and leadership have been recognized in Governor Rick Snyder's appointment of you to serve as a commissioner on the Michigan Commission for the Blind. In addition, you continue to be seen as a national leader and are invited to participate in national initiatives.

The Board is pleased that the Library continues to operate with a balanced budget year after year while developing and providing new services and seeing increased use of the Library's services. It is particularly proud of the fact that this can be accomplished while meeting the need of additional maintenance to the aging Downtown facility.

It is with considerable pride that the Board recognizes how you have positioned the Library in the forefront of the direction that public libraries are moving today. There are unavoidable changes taking place in the publishing industry that are being addressed by public libraries all over the world. Other major public libraries look to the innovations of AADL as they adjust to the changing realities and expectations of their communities. We are in agreement with you and the desires of many of our patrons, that our community expects and deserves the benefit of a 21st century library that fulfills its mission of disseminating information in all the forms in which it is available. It's clear that the recognition from the Library Journal in awarding AADL a Five Star Rating for the fifth consecutive year indicates your achievement in directing the library toward that goal. This award is given on the basis of how libraries are utilized in the community in circulation, visits, program attendance and public internet use. In its category of libraries with budgets between \$10 million and \$29.99 million, not only was our library the only one in the state to receive this distinction, it ranked 4th in the nation in this category! That is quite an accomplishment!

Each year presents new choices and new demands. Ann Arbor is a special community, founded and built on learning and information. The Ann Arbor District Library has increasingly been central to our community and its growth and prosperity. It is therefore incumbent upon us to pay special attention to the strategic goal of maximizing the efficiency and utilization of the meeting rooms in all facilities to provide what the community deserves.

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With appreciation for all you have done, the strong, thoughtful and caring attention to your staff, and in anticipation of working with you to meet the challenges ahead, the Board applauds you for another successful year as Director.

Sincerely,

Prue Rosenthal, Board President
 Ann Arbor District Library Board of Trustees

13-119 XV. CITIZENS' COMMENTS

Lyn Davidge

I would just like to briefly thank you for the discussion about the materials budget. Since there was a supplies line in the budget as well, I would not have realized that distinction here. I appreciated it very much and I have to say that it would have been nice to know about all of those things that you mention Margaret. But it was a useful discussion and I hope to hear more of those in the future. It was very helpful, thank you.

David Diephuis

I appreciated your strong statement regarding the Open Meetings Act at the beginning of the meeting. I do agree with you that sometimes we nitpick and get concerned about some things. But what you talked about was what are the requirements of the Act and certainly you are meeting the requirements. My question to you is what is allowed under the Act. I believe this community wants more than what is required. The Act doesn't limit you to only certain things, it allows you to film the meetings, it allows people to come to the committee meetings and make presentations or statements. That I think is the true spirit of the Open Meetings Act. And it would be a great way to increase communication with the community, to allow people to come to the committee meetings, to post the video on some website where we people could see what's going on without have to come to the meeting. In your own philosophy statement it says, you say we accept the responsibility for serving the entire district by providing free and open access to its facilities and services for all members of the community. What a wonderful, worthy and admirable value, free and open access. I hope that you will embrace that value and look

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to open up some of your committee meetings and provide video of this board meeting. Thank you.

13-120 XVI. ADJOURNMENT

Trustee Murphy, supported by Vice President Barney Newman, moved to adjourn the meeting.

President Rosenthal adjourned the meeting at 8:06 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the regular meeting held on May 6, 2013 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 13-113**

**RESOLUTION AUTHORIZING MILLAGE RATE TO BE LEVIED BY
TAXING AUTHORITIES**

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 6th day of May 2013 at 6:00p.m.

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

The following preamble and resolution was offered by Treasurer Kaplan and supported by Trustee Leary:

The said Board of Trustees of the Ann Arbor District Library (the "Library") has given due reflection to the budget and operational requirements of the Library as to the 2013-2014 fiscal year.

The said Board of Trustees is desirous of providing for the appropriate certification of operational millage relative to the Library.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That as to the 2013-2014 fiscal year of the Ann Arbor District Library, and as to that portion of said Library within the City of Ann Arbor, and that portion of the Library within the territory, townships, or areas outside the City of Ann Arbor, the voted millage for Library operational purposes shall be the amount of 1.55 mills.
- 2.) That the foregoing amounts are levied by the Ann Arbor District Library and the Secretary of the Board of Trustees is authorized and directed to report the same as the Library tax levy to the proper assessing officer(s) of the appropriate agencies and the Secretary may provide copies of this resolution when requested by any appropriate agency.
- 3.) That the amounts certified are essential for the fiscal year of the Ann Arbor District Library commencing July 1, 2013, except as subsequently altered or amended by appropriate certification.
- 4.) That a certified copy of this Resolution may be issued as though the original with the certification provided.

- 5.) 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: Kaplan, Leary, Murphy, Barney Newman, Rosenthal, Surovell
NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Board Meeting held on May 6, 2013, 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 13-114**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR
2013-2014 OF THE ANN ARBOR DISTRICT LIBRARY**

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 6th day of May 2013 at 6:00 p.m.

PRESENT: Kaplan, Leary, Murphy, Barney Newman, Rosenthal

ABSENT: Head, Surovell

The following preamble and resolution were offered by Treasurer Kaplan, and supported by Vice President Barney Newman:

Pursuant to Act 2, Michigan Public Acts of 1968, as amended, before adoption of a budget, a public hearing shall be held as required by Act No. 43 of the Public Acts of the Second Extra Session of 1963, as amended ("Act 43"), and Act No. 267 of the Public Acts of Michigan 1976, as amended.

Pursuant to Act 43, notice of a public hearing on the proposed budget of the District Library must be given by publication in a newspaper of general circulation in the Library District at least 6 days prior to the date of such hearing.

The Board, after due and proper notice, conducted a public hearing on Monday, May 6, 2013, on the approval of the proposed budget.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) The Board approves and adopts the budget for the fiscal year ending June 30, 2014, as presented.
- 2.) 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: 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 a Board Meeting held on May 6, 2013, 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 13-115**

**RESOLUTION TO ADOPT THE 2013-2014 BUDGET AS A LINE ITEM BUDGET
AND COMPLIANCE OF DISBURSEMENTS**

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 6th day of May 2013 at 6:00 p.m.

PRESENT: Kaplan, Leary, Murphy, Barney Newman, Rosenthal

ABSENT: Head, Surovell

The following resolution was offered by Vice President Barney Newman and supported by Treasurer Kaplan:

THE BOARD RESOLVES AS FOLLOWS:

RESOLUTION ESTABLISHING POLICY FOR DISBURSEMENTS

WHEREAS, on an annual basis the Board adopts an Operating Budget for the Library and;

WHEREAS, the Michigan Department of Treasury's Uniform Accounting Procedures Manual includes the following requirements for approval of disbursements:

All disbursements must be approved by the legislative body prior to disbursement unless addressed otherwise in the charter. The legislative body may establish a formal policy to authorize payments prior to approval to avoid finance or late charges and to pay appropriated amounts and payroll (including related payroll taxes and withholdings). This policy must be very limited and a list of payments made prior to approval must be presented to the legislative body for approval.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1.) Appropriations by the Board. As the Legislative Body of the Library, the Board hereby appropriates for fiscal year 2013-14 the total amount of \$12,328,000 for the expenditure categories set forth in the budget.
- 2.) Disbursements for Payroll and Related Payroll Taxes and Withholdings. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, the Director of the Library, the Associate Director of Finance of the Library or Human Resources Manager of the Library (each as "Authorized Officer") are hereby authorized to provide for the disbursement of Library funds for

payroll (including related payroll taxes and withholdings) provided such disbursements are within the budgeted amounts set forth in the Approved Budget.

- 3.) Disbursements for Recurring Expenses that are necessary to Avoid Finance of Late Charges. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for payments that are for recurring expenses and are necessary to avoid finance or late charges, such as payments for utilities, equipment leases and similar expenses, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 4.) Disbursements for Appropriated Amounts. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for expenditures that have been previously appropriated by the Board pursuant to Paragraph No. 1 of this Resolution, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 5.) Presentation of Disbursements to the Library Board. All disbursements made pursuant to the authority of this Resolution must be presented to the Library Board for approval at a subsequent Board meeting.
- 6.) Limitation of Disbursements to \$28,000. Notwithstanding any provision to the contrary in this Resolution, no Authorized Officer shall be allowed to approve any single expenditure in excess of \$28,000 unless that expenditure has been previously approved in a resolution by the Library Board or in an agreement authorized by the Library Board.
- 7.) Requirement for Dual Signatures. Nothing in this Resolution shall be construed as modifying the current Library Board policy that requires two authorized signatures on all checks, excluding payroll checks, in the amount of \$2,500 or more.
- 8.) Prior Resolutions. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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

AYES: 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 a Board Meeting held on May 6, 2013, 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 13-116**

**RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS
OF THE ANN ARBOR DISTRICT LIBRARY (FAADL)**

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 6th day of May, 2013 at 6:00 p.m.

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

The following resolution was offered by President Rosenthal and supported by Trustee Leary:

THE BOARD RESOLVES:

- 1.) That the President of the Board of Trustees of Ann Arbor District Library be authorized to sign a one year extension of the space use agreement along with the President of the Board of the Friends of the Ann Arbor District Library.
- 2.) 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: 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 a regular Board Meeting held on May 6, 2013 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 April 2013

Cash:

The unrestricted cash balance as of April 30, 2013 was \$9,910,158 down from \$10,735,149 in March.

Tax Receipts:

The Library has received tax receipts totaling \$11,035,629, 98.5% of the budgeted amount, as of April 30th.

Budget vs. Actual:

The Library showed an operating surplus of \$322,788 through April 30th. This gives the Library a positive fund balance of \$8,300,129 at the end of April, down from \$8,214,502 in March.

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 April:

Utilities- The January through March usage was higher than normal.

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.

Supplies – There was a large purchase of office furniture in the month of April.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Ten Months Ending April 30, 2013

	<u>Actual</u>	<u>April Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$927,667	\$927,667		\$9,276,669	\$9,276,667	\$2
State Aid	6,667	6,667		66,670	66,667	3
Penal Fines	19,167	19,167		191,667	191,667	
Interest	991	12,500	(11,509)	73,607	125,000	(51,393)
Copiers	3,038	2,917	121	26,935	29,167	(2,232)
Grants/Memorials	20,070	7,500	12,570	131,308	75,000	56,308
Library Fines & Fees	35,537	37,500	(1,963)	349,355	375,000	(25,645)
Non-Resident Fees	900	1,333	(433)	13,170	13,333	(163)
Total Revenue	<u>\$1,014,037</u>	<u>\$1,015,251</u>	<u>(\$1,214)</u>	<u>\$10,129,381</u>	<u>\$10,152,501</u>	<u>(\$23,120)</u>
Expenditures						
Salaries & Wages	480,728	483,333	(2,605)	4,757,568	4,833,333	(75,765)
Employee Benefits	134,478	130,417	4,061	1,278,515	1,304,167	(25,652)
Employment Taxes	33,048	37,000	(3,952)	355,718	370,000	(14,282)
Total Employment Cost	<u>\$648,254</u>	<u>\$650,750</u>	<u>(\$2,496)</u>	<u>\$6,391,801</u>	<u>\$6,507,500</u>	<u>(\$115,699)</u>
Custodial and Electrical	\$13,244	\$16,667	(\$3,423)	\$146,826	\$166,667	(\$19,841)
Accounting/Audit	1,000	1,000		10,000	10,000	
Legal	198	4,167	(3,969)	23,745	41,667	(17,922)
Purchased Services	6,640	11,583	(4,943)	98,383	115,833	(17,450)
Utilities	32,089	35,417	(3,328)	369,044	354,167	14,877
Property Insurance	6,881	7,000	(119)	68,808	70,000	(1,192)
Communications	10,571	13,333	(2,762)	151,597	133,333	18,264
Materials	116,892	154,167	(37,275)	1,486,971	1,541,667	(54,696)
Software Licenses/Maintenanc	9,394	10,000	(606)	111,510	100,000	11,510
Building Rental	10,063	12,917	(2,854)	122,069	129,167	(7,098)
Seminars/Conferences/Travel	660	2,083	(1,423)	6,623	20,833	(14,210)
Copier Expense	4,035	3,750	285	34,613	37,500	(2,887)
Library Programming	17,677	20,833	(3,156)	190,937	208,333	(17,396)
Grants/Memorials	2,097	7,500	(5,403)	45,729	75,000	(29,271)
Supplies	23,336	15,000	8,336	155,287	150,000	5,287
Repairs and Maintenance	11,421	24,750	(13,329)	193,718	247,500	(53,782)
Postage	383	2,917	(2,534)	22,447	29,167	(6,720)
Lcards/Circ Cards	5,783	5,833	(50)	50,596	58,333	(7,737)
Other Operating Expenditures	3,047	1,917	1,130	20,194	19,167	1,027
Total Operating Expense	<u>\$275,411</u>	<u>\$350,834</u>	<u>(\$75,423)</u>	<u>\$3,309,097</u>	<u>\$3,508,334</u>	<u>(\$199,237)</u>
Capital Outlays	\$21,490	\$13,667	\$7,823	\$105,695	\$136,667	(\$30,972)
Total Expenditures	<u>\$945,155</u>	<u>\$1,015,251</u>	<u>(\$70,096)</u>	<u>\$9,806,593</u>	<u>\$10,152,501</u>	<u>(\$345,908)</u>
Net	<u>\$68,882</u>		<u>\$68,882</u>	<u>\$322,788</u>		<u>\$322,788</u>

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Ten Months Ending April 30, 2013

	<u>Actual</u>	<u>April Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$20,070	\$7,500	\$12,570	\$123,493	\$75,000	\$48,493
Total Revenue	<u>\$20,070</u>	<u>\$7,500</u>	<u>\$12,570</u>	<u>\$123,493</u>	<u>\$75,000</u>	<u>\$48,493</u>
Expenditures						
Materials	1,636		1,636	12,403		12,403
Library Programming	142	7,500	(7,358)	28,447	75,000	(46,553)
Supplies				385		385
Other Operating Expenditures	319		319	2,887		2,887
Total Operating Expense	<u>\$2,097</u>	<u>\$7,500</u>	<u>(\$5,403)</u>	<u>\$44,122</u>	<u>\$75,000</u>	<u>(\$30,878)</u>
Total Expenditures	<u>\$2,097</u>	<u>\$7,500</u>	<u>(\$5,403)</u>	<u>\$44,122</u>	<u>\$75,000</u>	<u>(\$30,878)</u>
Net	<u>\$17,973</u>		<u>\$17,973</u>	<u>\$79,371</u>		<u>\$79,371</u>

ANN ARBOR DISTRICT LIBRARY
Friends of the Library
For the Ten Months Ending April 30, 2013

	<u>Actual</u>	<u>April Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$20,000	\$7,500	\$12,500	\$100,000	\$75,000	\$25,000
Total Revenue	<u>\$20,000</u>	<u>\$7,500</u>	<u>\$12,500</u>	<u>\$100,000</u>	<u>\$75,000</u>	<u>\$25,000</u>
Expenditures						
Materials				9,784		9,784
Library Programming	(6,858)	7,500	(14,358)	20,447	75,000	(54,553)
Supplies				385		385
Other Operating Expenditures	319		319	2,887		2,887
Total Operating Expense	<u>(\$6,539)</u>	<u>\$7,500</u>	<u>(\$14,039)</u>	<u>\$33,503</u>	<u>\$75,000</u>	<u>(\$41,497)</u>
Total Expenditures	<u>(\$6,539)</u>	<u>\$7,500</u>	<u>(\$14,039)</u>	<u>\$33,503</u>	<u>\$75,000</u>	<u>(\$41,497)</u>
Net	<u>\$26,539</u>		<u>\$26,539</u>	<u>\$66,497</u>		<u>\$66,497</u>

Balance Sheet

ASSETS

As of 4/30/2013

Current Assets:

Cash	
CASH-COMMERCIAL CHECKING	\$5,961.45
CASH-PAYROLL	16,083.69
HOLTREY FUND	331,664.13
CASH-SAVINGS	808,994.81
KENISTON FUND	30,290.20
SHAFER FUND	10,467.36
WESTERMAN FUND	43,076.20
PETTY CASH	2,200.00
WLBPD ACCOUNT	37,102.65
CDs - SHORT TERM	3,800,000.00
	<hr/>
Total Cash	\$5,085,840.49
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,373,498.63
UNITED BANK AND TRUST INVESTMENT	1,903,418.76
	<hr/>
Total Investments	\$5,276,917.39
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$237,800.00
	<hr/>
Total Accounts Receivable	\$237,800.00
Property Taxes Receivable	
	<hr/>
Total Property Taxes Receivable	\$0.00
Prepaid Expenses	
PRE-PAID INSURANCE	\$66,828.30
PREPAID EXPENSES	1,250.00
	<hr/>
Total Prepaid Expenses	\$68,078.30
	<hr/>
Total Current Assets	\$10,668,636.18
<u>Capital Assets:</u>	
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
	<hr/>
Total Capital Assets	\$32,113,419.15
<u>Amount Provided for Long-Term Debt:</u>	
LONG TERM SICK	\$28,025.46
LONG TERM VACATION	228,880.49
	<hr/>
Total Provided for Long-Term Debt	256,905.95
	<hr/>
TOTAL ASSETS	<u>\$43,038,961.28</u>

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$78,141.27
ACCRUED ACCOUNTS PAYABLE	14,775.00
ACCRUED PAYROLL	309,600.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	(897.96)
ACCRUED EMPLOYER 403(b) - UNDECIDED	34,274.66
ACCRUED 403B/MPSERS EMPLOYER	13,359.37
ACCRUED LIABILITY-VACATION S/T	110,110.96

Total Current Liabilities	\$559,363.30
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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	\$125,480.00
DEFERRED REVENUE - PROPERTY TAX	1,683,664.00
FUND BALANCE - UNDESIGNATED	7,977,340.08
EXCESS REVENUE (SPENDING)	322,788.80

Total Fund Balance	\$10,109,272.88
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Total Fund Equity	\$42,222,692.03
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TOTAL LIABILITIES AND FUND EQUITY	\$43,038,961.28
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Ann Arbor District Library

Rollforward of undesignated fund balance
For the Period Ending April 30, 2013

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,214,502	\$ 8,071,490
Total revenues	1,014,037	10,129,381
Expenditures:		
Operating	(923,666)	(9,700,897)
Capital outlays	(21,490)	(105,695)
(Increase) decrease in encumbrances	<u>16,746</u>	<u>(94,150)</u>
Ending surplus (deficit)	<u>\$ 8,300,129</u>	<u>\$ 8,300,129</u>

Ann Arbor District Library

Monthly and year-to-date cash rollforward For Period ending April 30, 2013

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Monthly rollforward					
Commercial checking	\$ 30,478	\$ 12,920	\$ (457,437)	\$ 420,000	\$ 5,961
Payroll	16,180	4	(439,823)	439,723	16,084
Petty cash	2,200	-	-	-	2,200
Savings	908,973	128,552	(69,807)	(159,723)	808,995
CDs - Bank of Ann Arbor	4,500,000	-	-	(700,000)	3,800,000
Investments - Bank of Ann Arbor	3,373,499	-	-	-	3,373,499
Investments - United Bank and Trust	1,902,819	600	-	-	1,903,419
Westerman Fund	43,072	4	-	-	43,076
Shafer Fund	10,466	1	-	-	10,467
Holtrey Fund	331,622	42	-	-	331,664
Keniston Fund	30,288	2	-	-	30,290
WLBPDP	37,099	4	-	-	37,103
	<u>\$ 11,187,696</u>	<u>\$ 142,129</u>	<u>\$ (967,067)</u>	<u>\$ -</u>	<u>\$ 10,362,758</u>
Year-to-date rollforward					
Commercial checking	\$ 13,935	\$ 133,177	\$ (4,803,151)	\$ 4,662,000	\$ 5,961
Payroll	17,412	49	(4,883,124)	4,881,747	16,084
Petty cash	2,000	-	-	200	2,200
Savings	695,424	11,934,924	(527,406)	(11,293,947)	808,995
CDs - Bank of Ann Arbor	2,000,000	-	-	1,800,000	3,800,000
Investments - Bank of Ann Arbor	3,331,486	42,013	-	-	3,373,499
Investments - United Bank and Trust	1,869,257	34,162	-	-	1,903,419
Westerman Fund	43,040	36	-	-	43,076
Shafer Fund	10,459	8	-	-	10,467
Holtrey Fund	330,949	715	-	-	331,664
Keniston Fund	30,265	25	-	-	30,290
WLBPDP	37,022	81	-	-	37,103
	<u>\$ 8,381,249</u>	<u>\$ 12,145,190</u>	<u>\$ (10,213,681)</u>	<u>\$ 50,000</u>	<u>\$ 10,362,758</u>

Ann Arbor District Library Financial Summary for May 2013

Cash:

The unrestricted cash balance as of April 30, 2013 was \$8,775,632 down from \$9,910,158 in April.

Tax Receipts:

The Library has received tax receipts totaling \$11,038,186, 98.5% of the budgeted amount, as of May 31st.

Budget vs. Actual:

The Library showed an operating surplus of \$417,846 through May 31st. This gives the Library a positive fund balance of \$8,363,474 at the end of May, up from \$8,300,129 in April.

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 May:

Utilities- The January through March usage was higher than normal.

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.

Supplies – There was a large purchase of office furniture in the month of April.

Other Expenditures – Annual dues for a few organizations were paid in May.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Eleven Months Ending May 31, 2013

	<u>Actual</u>	<u>May Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$927,667	\$927,667		\$10,204,336	\$10,204,333	\$3
State Aid	6,667	6,667		73,337	73,333	4
Penal Fines	19,167	19,167		210,834	210,833	1
Interest	341	12,500	(12,159)	73,948	137,500	(63,552)
Copiers	2,647	2,917	(270)	29,582	32,083	(2,501)
Grants/Memorials		7,500	(7,500)	131,308	82,500	48,808
Library Fines & Fees	33,675	37,500	(3,825)	383,031	412,500	(29,469)
Non-Resident Fees	938	1,333	(395)	14,107	14,667	(560)
Total Revenue	<u>\$991,102</u>	<u>\$1,015,251</u>	<u>(\$24,149)</u>	<u>\$11,120,483</u>	<u>\$11,167,749</u>	<u>(\$47,266)</u>
Expenditures						
Salaries & Wages	484,364	483,333	1,031	5,241,932	5,316,667	(74,735)
Employee Benefits	118,789	130,417	(11,628)	1,397,304	1,434,583	(37,279)
Employment Taxes	36,393	37,000	(607)	392,111	407,000	(14,889)
Total Employment Cost	<u>\$639,546</u>	<u>\$650,750</u>	<u>(\$11,204)</u>	<u>\$7,031,347</u>	<u>\$7,158,250</u>	<u>(\$126,903)</u>
Custodial and Electrical	\$15,948	\$16,667	(\$719)	\$162,774	\$183,333	(\$20,559)
Accounting/Audit	1,000	1,000		11,000	11,000	
Legal	553	4,167	(3,614)	24,297	45,833	(21,536)
Purchased Services	9,439	11,583	(2,144)	107,822	127,417	(19,595)
Utilities	31,753	35,417	(3,664)	400,798	389,583	11,215
Property Insurance	6,881	7,000	(119)	75,688	77,000	(1,312)
Communications	9,328	13,333	(4,005)	160,925	146,667	14,258
Materials	59,404	154,167	(94,763)	1,546,375	1,695,833	(149,458)
Software Licenses/Maintenanc	2,601	10,000	(7,399)	114,111	110,000	4,111
Building Rental	10,063	12,917	(2,854)	132,133	142,083	(9,950)
Seminars/Conferences/Travel	1,523	2,083	(560)	8,146	22,917	(14,771)
Copier Expense	1,727	3,750	(2,023)	36,340	41,250	(4,910)
Library Programming	27,990	20,833	7,157	218,927	229,167	(10,240)
Grants/Memorials	5,172	7,500	(2,328)	50,901	82,500	(31,599)
Supplies	14,422	15,000	(578)	169,710	165,000	4,710
Repairs and Maintenance	42,759	24,750	18,009	236,477	272,250	(35,773)
Postage	5,419	2,917	2,502	27,866	32,083	(4,217)
Lcards/Circ Cards	410	5,833	(5,423)	51,006	64,167	(13,161)
Other Operating Expenditures	3,850	1,917	1,933	24,044	21,083	2,961
Total Operating Expense	<u>\$250,242</u>	<u>\$350,834</u>	<u>(\$100,592)</u>	<u>\$3,559,340</u>	<u>\$3,859,166</u>	<u>(\$299,826)</u>
Capital Outlays	\$6,255	\$13,667	(\$7,412)	\$111,950	\$150,333	(\$38,383)
Total Expenditures	<u>\$896,043</u>	<u>\$1,015,251</u>	<u>(\$119,208)</u>	<u>\$10,702,637</u>	<u>\$11,167,749</u>	<u>(\$465,112)</u>
Net	<u>\$95,059</u>		<u>\$95,059</u>	<u>\$417,846</u>		<u>\$417,846</u>

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Eleven Months Ending May 31, 2013

	<u>Actual</u>	<u>May Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$123,493	\$82,500	\$40,993
Total Revenue		\$7,500	(\$7,500)	\$123,493	\$82,500	\$40,993
Expenditures						
Materials	212		212	12,614		12,614
Seminars/Conferences/Travel	1,892		1,892	1,892		1,892
Library Programming	2,035	7,500	(5,465)	30,482	82,500	(52,018)
Supplies				385		385
Other Operating Expenditures	140		140	3,026		3,026
Total Operating Expense	\$4,279	\$7,500	(\$3,221)	\$48,399	\$82,500	(\$34,101)
Total Expenditures	\$4,279	\$7,500	(\$3,221)	\$48,399	\$82,500	(\$34,101)
Net	(\$4,279)		(\$4,279)	\$75,094		\$75,094

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Eleven Months Ending May 31, 2013

	<u>Actual</u>	<u>May Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$100,000	\$82,500	\$17,500
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>	<u>\$100,000</u>	<u>\$82,500</u>	<u>\$17,500</u>
Expenditures						
Materials				9,784		9,784
Library Programming	2,035	7,500	(5,465)	22,482	82,500	(60,018)
Supplies				385		385
Other Operating Expenditures	140		140	3,026		3,026
Total Operating Expense	<u>\$2,175</u>	<u>\$7,500</u>	<u>(\$5,325)</u>	<u>\$35,677</u>	<u>\$82,500</u>	<u>(\$46,823)</u>
Total Expenditures	<u>\$2,175</u>	<u>\$7,500</u>	<u>(\$5,325)</u>	<u>\$35,677</u>	<u>\$82,500</u>	<u>(\$46,823)</u>
Net	<u>(\$2,175)</u>		<u>(\$2,175)</u>	<u>\$64,323</u>		<u>\$64,323</u>

Balance Sheet

ASSETS

As of 5/31/2013

Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$7,767.60
CASH-PAYROLL	15,392.40
HOLTREY FUND	331,706.38
CASH-SAVINGS	723,353.91
KENISTON FUND	30,292.77
SHAFFER FUND	10,468.25
WESTERMAN FUND	43,079.86
PETTY CASH	2,200.00
WLBPD ACCOUNT	37,105.80
CDs - SHORT TERM	2,750,000.00

Total Cash	\$3,951,366.97
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Investments

BANK OF ANN ARBOR INVESTMENT	\$3,373,498.63
UNITED BANK AND TRUST INVESTMENT	1,903,418.76

Total Investments	\$5,276,917.39
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Accounts Receivable

ACCOUNTS RECEIVABLE	\$263,634.00
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Total Accounts Receivable	\$263,634.00
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Property Taxes Receivable

Total Property Taxes Receivable	\$0.00
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Prepaid Expenses

PRE-PAID INSURANCE	\$58,817.63
PREPAID EXPENSES	1,250.00

Total Prepaid Expenses	\$60,067.63
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Total Current Assets	\$9,551,985.99
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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	\$41,922,311.09
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Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	(\$43,519.08)
ACCRUED ACCOUNTS PAYABLE	15,775.00
ACCRUED PAYROLL	115,500.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	11,478.41
ACCRUED EMPLOYER 403(b) - UNDECIDED	34,274.66
ACCRUED 403B/MPSERS EMPLOYER	29,143.52
ACCRUED LIABILITY-VACATION S/T	110,110.96

Total Current Liabilities	\$272,763.47
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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	\$157,194.67
DEFERRED REVENUE - PROPERTY TAX	758,554.00
FUND BALANCE - UNDESIGNATED	7,945,625.41
EXCESS REVENUE (SPENDING)	417,848.44

Total Fund Balance	\$9,279,222.52
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Total Fund Equity	\$41,392,641.67
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TOTAL LIABILITIES AND FUND EQUITY	\$41,922,311.09
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Ann Arbor District Library

Rollforward of undesignated fund balance
For the Period Ending May 31, 2013

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,300,129	\$ 8,071,490
Total revenues	991,102	11,120,483
Expenditures:		
Operating	(889,788)	(10,590,684)
Capital outlays	(6,255)	(111,950)
(Increase) decrease in encumbrances	<u>(31,714)</u>	<u>(125,865)</u>
Ending surplus (deficit)	<u>\$ 8,363,474</u>	<u>\$ 8,363,474</u>

Ann Arbor District Library

Monthly and year-to-date cash rollforward
For Period ending May 31, 2013

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Monthly rollforward					
Commercial checking	\$ 5,961	\$ 12,726	\$ (475,919)	\$ 465,000	\$ 7,768
Payroll	16,084	644	(658,804)	657,468	15,392
Petty cash	2,200	-	-	-	2,200
Savings	808,995	32,792	(45,965)	(72,468)	723,354
CDs - Bank of Ann Arbor	3,800,000	-	-	(1,050,000)	2,750,000
Investments - Bank of Ann Arbor	3,373,499	-	-	-	3,373,499
Investments - United Bank and Trust	1,903,419	-	-	-	1,903,419
Westerman Fund	43,076	4	-	-	43,080
Shafer Fund	10,467	1	-	-	10,468
Holtrey Fund	331,664	42	-	-	331,706
Keniston Fund	30,290	3	-	-	30,293
WLBPD	37,103	3	-	-	37,106
	<u>\$ 10,362,758</u>	<u>\$ 46,215</u>	<u>\$ (1,180,688)</u>	<u>\$ -</u>	<u>\$ 9,228,285</u>
Year-to-date rollforward					
Commercial checking	\$ 13,935	\$ 145,903	\$ (5,279,070)	\$ 5,127,000	\$ 7,768
Payroll	17,412	693	(5,541,928)	5,539,215	15,392
Petty cash	2,000	-	-	200	2,200
Savings	695,424	11,967,716	(573,371)	(11,366,415)	723,354
CDs - Bank of Ann Arbor	2,000,000	-	-	750,000	2,750,000
Investments - Bank of Ann Arbor	3,331,486	42,013	-	-	3,373,499
Investments - United Bank and Trust	1,869,257	34,162	-	-	1,903,419
Westerman Fund	43,040	40	-	-	43,080
Shafer Fund	10,459	9	-	-	10,468
Holtrey Fund	330,949	757	-	-	331,706
Keniston Fund	30,265	28	-	-	30,293
WLBPD	37,022	84	-	-	37,106
	<u>\$ 8,381,249</u>	<u>\$ 12,191,405</u>	<u>\$ (11,394,369)</u>	<u>\$ 50,000</u>	<u>\$ 9,228,285</u>

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	5/1/2013
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
045783	AGRSER	A GROWING SERVICE LLC	5/3/2013	CHECK	PMCHK00001543	\$340.00
045877	AGRSER	A GROWING SERVICE LLC	5/16/2013	CHECK	PMCHK00001546	\$340.00
045978	AFSMITH	A.F. SMITH ELECTRIC, INC.	5/30/2013	CHECK	PMCHK00001550	\$383.03
045782	AETDEL	AFTERNOON DELIGHT	5/3/2013	CHECK	PMCHK00001543	\$104.50
045879	ALAFIS	ALAN FISK	5/16/2013	CHECK	PMCHK00001546	\$750.00
045979	ALICUT	ALISANDE CUTLER	5/30/2013	CHECK	PMCHK00001550	\$25.00
045850	ALLHANDS	ALL HANDS ACTIVE	5/10/2013	CHECK	PMCHK00001545	\$150.00
045784	ALLHIL	ALLERTON-HILL CONSULTING	5/3/2013	CHECK	PMCHK00001543	\$7,000.00
045785	ALLLIG	ALLISON LIGHT	5/3/2013	CHECK	PMCHK00001543	\$250.00
045786	AMACOM	AMAZON.COM CREDIT PLAN	5/3/2013	CHECK	PMCHK00001543	\$8,189.15
045950	AMACOM	AMAZON.COM CREDIT PLAN	5/21/2013	CHECK	PMCHK00001547	\$6,919.77
045851	AMEX	AMERICAN EXPRESS	5/10/2013	CHECK	PMCHK00001545	\$50,046.69
045878	ALAI	AMERICAN LIBRARY ASSOC	5/16/2013	CHECK	PMCHK00001546	\$1,300.00
045787	AMYKIN	AMY S. KING	5/3/2013	CHECK	PMCHK00001543	\$900.00
045788	ANNARB	ANN ARBOR OBSERVER	5/3/2013	CHECK	PMCHK00001543	\$1,730.70
045980	ATT	AT&T ADVERTISING SOLUTIONS	5/30/2013	CHECK	PMCHK00001550	\$13.07
045880	ATTMOB	AT&T MOBILITY	5/16/2013	CHECK	PMCHK00001546	\$1,257.95
045884	BBCAUD	AUDIO GO	5/16/2013	CHECK	PMCHK00001546	\$1,108.05
045881	B&H	B&H PHOTO-VIDEO	5/16/2013	CHECK	PMCHK00001546	\$7,611.98
045882	BADAXE	BAD AXE AREA DISTRICT LIBRARY	5/16/2013	CHECK	PMCHK00001546	\$14.00
045789	BARNOB1	BARNES & NOBLE INC.	5/3/2013	CHECK	PMCHK00001543	\$239.09
045883	BARRON	BARRON'S	5/16/2013	CHECK	PMCHK00001546	\$149.00
045852	BEADEL	BEAU DELOACH	5/10/2013	CHECK	PMCHK00001545	\$125.00
045981	BERNAN	BERNAN	5/30/2013	CHECK	PMCHK00001550	\$1,000.00
045885	BETBAT	BETH BATTEY	5/16/2013	CHECK	PMCHK00001546	\$150.00
045854	BETMAN	BETH MANUEL	5/10/2013	CHECK	PMCHK00001545	\$43.67
045853	BETBEC	BETSY BECKERMAN	5/10/2013	CHECK	PMCHK00001545	\$475.00
045886	BLAAUD	BLACKSTONE AUDIO BOOKS	5/16/2013	CHECK	PMCHK00001546	\$1,295.50
045951	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	5/21/2013	CHECK	PMCHK00001547	\$47,789.51
045952	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	5/21/2013	CHECK	PMCHK00001547	\$8,540.66
045982	BOOPAG	BOOKLETTERS	5/30/2013	CHECK	PMCHK00001550	\$1,200.00
045887	BP	BP	5/16/2013	CHECK	PMCHK00001546	\$479.16
045855	BREWER	BREWER'S	5/10/2013	CHECK	PMCHK00001545	\$922.46
045888	BRIAUD	BRILLIANCE AUDIO, INC.	5/16/2013	CHECK	PMCHK00001546	\$1,055.05
045790	BRODCO	BRODART CO.	5/3/2013	CHECK	PMCHK00001543	\$3,958.99
045889	BRODCO	BRODART CO.	5/16/2013	CHECK	PMCHK00001546	\$477.26
045890	BUSVAL	BUSCH'S, INC.	5/16/2013	CHECK	PMCHK00001546	\$98.12
045856	BUSCAR	BUSINESS CARD	5/10/2013	CHECK	PMCHK00001545	\$6,244.39
045791	CAMDIS	CAMELBACK DISPLAY, INC.	5/3/2013	CHECK	PMCHK00001543	\$439.88
045891	CAMDIS	CAMELBACK DISPLAY, INC.	5/16/2013	CHECK	PMCHK00001546	\$596.00
045983	CARVAN	CARLEEN VANDERBOK	5/30/2013	CHECK	PMCHK00001550	\$1,076.80
045892	CARBRO	CARPENTER BROS.	5/16/2013	CHECK	PMCHK00001546	\$41.20
045893	CDW-G	CDW GOVERNMENT, INC.	5/16/2013	CHECK	PMCHK00001546	\$4,506.45
045792	CELCHO	CELESTE CHOATE	5/3/2013	CHECK	PMCHK00001543	\$100.02
045836	THOLEA	CENGAGE LEARNING	5/3/2013	CHECK	PMCHK00001543	\$119.92
045894	CHESYS	CHECKPOINT SYSTEMS INC.	5/16/2013	CHECK	PMCHK00001546	\$3,760.11
045857	CINCOR	CINTAS CORPORATION	5/10/2013	CHECK	PMCHK00001545	\$1,533.12
045895	CITOF1	CITY OF ANN ARBOR TREASURER	5/16/2013	CHECK	PMCHK00001546	\$2,888.07
045781	COMCAS	COMCAST	5/2/2013	CHECK	PMCHK00001542	\$674.80
045794	COMCAS	COMCAST	5/3/2013	CHECK	PMCHK00001543	\$126.01
045896	COMCAS	COMCAST	5/16/2013	CHECK	PMCHK00001546	\$34.95
045984	COMCAS	COMCAST	5/30/2013	CHECK	PMCHK00001550	\$271.85
045793	COMALLW	COMPUTER ALLEY WEST	5/3/2013	CHECK	PMCHK00001543	\$306.47
045953	COMALLW	COMPUTER ALLEY WEST	5/21/2013	CHECK	PMCHK00001547	\$337.00
045795	COTINN	COTTAGE INN CATERING SERVICES	5/3/2013	CHECK	PMCHK00001543	\$180.00
046003	COTINN	COTTAGE INN CATERING SERVICES	5/30/2013	CHECK	PMCHK00001551	\$180.00

System: 6/5/2013 4:13:21 PM
 User Date: 6/5/2013

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
045796	CYNJIA	CYNTHIA JIA	5/3/2013	CHECK	PMCHK00001543	\$250.00
045799	DKAGEN	D.K. AGENCIES (P) LTD.	5/3/2013	CHECK	PMCHK00001543	\$840.30
045954	DAVMCM	DAVID MCMILLIAN	5/21/2013	CHECK	PMCHK00001547	\$75.00
045797	DEMCO	DEMCO	5/3/2013	CHECK	PMCHK00001543	\$2,613.42
045798	DENOWE	DENISE OWENS	5/3/2013	CHECK	PMCHK00001543	\$100.00
045897	DENGEP	DENOYER-GEPPERT INTERNATIONAL	5/16/2013	CHECK	PMCHK00001546	\$1,146.80
046004	DIADUD	DIANE DUDLEY	5/30/2013	CHECK	PMCHK00001551	\$100.00
045898	DIEASC	DIEGO ASCANI	5/16/2013	CHECK	PMCHK00001546	\$51.89
045985	DIVMED	DIVERSE MEDIA, INC.	5/30/2013	CHECK	PMCHK00001550	\$42.37
045955	DTEENE	DTE ENERGY	5/21/2013	CHECK	PMCHK00001547	\$28,753.91
045956	EASLAN	EAST LANSING PUBLIC LIBRARY	5/21/2013	CHECK	PMCHK00001547	\$21.95
045800	EDCEDU	EDC EDUCATIONAL SERVICE USBORN	5/3/2013	CHECK	PMCHK00001543	\$1,674.49
045899	ELDINK	ELDORADO INK	5/16/2013	CHECK	PMCHK00001546	\$4,385.50
045986	ELINEI	ELI NEIBURGER	5/30/2013	CHECK	PMCHK00001550	\$416.50
045957	ELILAW	ELITE LAWN & LANDSCAPE, INC.	5/21/2013	CHECK	PMCHK00001547	\$5,010.78
045858	ERISCH	ERIC SCHOENBAECHLER	5/10/2013	CHECK	PMCHK00001545	\$32.21
045900	FASTSP	FAST SPLASH CAR WASH, INC.	5/16/2013	CHECK	PMCHK00001546	\$8.00
045901	FIDLAR	FIDLAR ONLINE	5/16/2013	CHECK	PMCHK00001546	\$555.48
045801	FISWIN	FISH WINDOW CLEANING	5/3/2013	CHECK	PMCHK00001543	\$2,846.00
045802	FORFRA	FORMAT FRAMING	5/3/2013	CHECK	PMCHK00001543	\$1,713.09
045959	FORFRA	FORMAT FRAMING	5/21/2013	CHECK	PMCHK00001547	\$3,000.00
045960	FRIOF	FRIENDS OF THE ANN ARBOR	5/21/2013	CHECK	PMCHK00001547	\$789.00
045835	THOGAL	GALE	5/3/2013	CHECK	PMCHK00001543	\$597.62
045941	THOGAL	GALE/CENGAGE LEARNING, INC	5/16/2013	CHECK	PMCHK00001546	\$471.85
045859	GARISTE	GARI STEIN	5/10/2013	CHECK	PMCHK00001545	\$100.00
045902	GARISTE	GARI STEIN	5/16/2013	CHECK	PMCHK00001546	\$100.00
045987	GEMDIG	GEMINI DIGITAL PRODUCTS, INC.	5/30/2013	CHECK	PMCHK00001550	\$2,860.00
045903	GRELAK2	GREAT LAKES AUTOMATIC DOOR, IN	5/16/2013	CHECK	PMCHK00001546	\$484.25
045958	FIRMAR	GREEN ROAD ASSOCIATES, LP	5/21/2013	CHECK	PMCHK00001547	\$3,208.33
045904	HEASHU	HEATHER SHUMAKER	5/16/2013	CHECK	PMCHK00001546	\$100.00
045905	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	5/16/2013	CHECK	PMCHK00001546	\$552.50
045961	HURVAL	HURON VALLEY FIRE PROTECTON,	5/21/2013	CHECK	PMCHK00001547	\$82.70
045906	HUTPLU	HUTZEL PLUMBING AND HEATING	5/16/2013	CHECK	PMCHK00001546	\$716.19
045803	INFTOD	INFORMATION TODAY, INC.	5/3/2013	CHECK	PMCHK00001543	\$394.50
045804	INGLIB	INGRAM LIBRARY SERVICES INC.	5/3/2013	CHECK	PMCHK00001543	\$742.74
045907	JAKSMI	JAKOB G. SMITH	5/16/2013	CHECK	PMCHK00001546	\$16.99
045908	JAMWHI	JAMES WHITE LIBRARY	5/16/2013	CHECK	PMCHK00001546	\$120.00
045909	JEFFLE	JEFF FLETCHER	5/16/2013	CHECK	PMCHK00001546	\$300.00
045860	JESHUN	JESSICA HUNTER	5/10/2013	CHECK	PMCHK00001545	\$500.00
045805	JIMGIL	JIM GILL, INC.	5/3/2013	CHECK	PMCHK00001543	\$2,150.00
045988	JODHAR	JODY HARNISH	5/30/2013	CHECK	PMCHK00001550	\$68.45
046005	JOSHIC	JOSEPH HICKEY	5/30/2013	CHECK	PMCHK00001551	\$100.00
045806	JOSBEN	JOSIE BENSON	5/3/2013	CHECK	PMCHK00001543	\$150.00
045861	KATGOO	KATHRYN GOODSON	5/10/2013	CHECK	PMCHK00001545	\$100.00
045807	KATCHY	KATIE CHYNOWETH	5/3/2013	CHECK	PMCHK00001543	\$54.63
045910	KOLOSS	KOLOSSOS	5/16/2013	CHECK	PMCHK00001546	\$46.12
045808	KUHNSPE	KUHN SPECIALITY FLOORING	5/3/2013	CHECK	PMCHK00001543	\$4,234.00
045862	KURCIV	KURT CIVILETTE	5/10/2013	CHECK	PMCHK00001545	\$100.00
045809	LAKLEA	LAKESHORE LEARNING MATERIALS	5/3/2013	CHECK	PMCHK00001543	\$731.12
045911	LAKLEA	LAKESHORE LEARNING MATERIALS	5/16/2013	CHECK	PMCHK00001546	\$160.98
045810	LEARIC	LEAH AWKWARD-RICH	5/3/2013	CHECK	PMCHK00001543	\$100.00
045989	LIBMIC	LIBRARY OF MICHIGAN FDN/LWW 20	5/30/2013	CHECK	PMCHK00001550	\$60.00
045863	LIRZHE	LIRONG ZHENG	5/10/2013	CHECK	PMCHK00001545	\$28.82
045919	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	5/16/2013	CHECK	PMCHK00001546	\$226.29
045812	MARIMAR	MARIE MARTELLI	5/3/2013	CHECK	PMCHK00001543	\$250.00
045990	MARKCL	MARK ALAN CLAGUE	5/30/2013	CHECK	PMCHK00001550	\$893.00
045811	MARCOL	MARY COLLINS	5/3/2013	CHECK	PMCHK00001543	\$100.00
045912	MCNMCK	MCNAUGHTON-MCKAY	5/16/2013	CHECK	PMCHK00001546	\$194.05
045913	METCOM	METCOM	5/16/2013	CHECK	PMCHK00001546	\$73.44
045976	METLIFE	METLIFE SBC	5/22/2013	CHECK	PMCHK00001548	\$7,622.99
045914	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	5/16/2013	CHECK	PMCHK00001546	\$1,159.60
045962	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	5/21/2013	CHECK	PMCHK00001547	\$665.69
045813	MICOFF	MICHIGAN OFFICE SOLUTIONS	5/3/2013	CHECK	PMCHK00001543	\$1,565.49

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
045915	MICOFF	MICHIGAN OFFICE SOLUTIONS	5/16/2013	CHECK	PMCHK00001546	\$866.61
045916	MICPOW	MICHIGAN POWER RODDING	5/16/2013	CHECK	PMCHK00001546	\$391.00
045991	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	5/30/2013	CHECK	PMCHK00001550	\$5,911.00
045864	MIDTAP	MIDWEST TAPE	5/10/2013	CHECK	PMCHK00001545	\$39,069.05
045814	MIKROL	MIKE ROLL	5/3/2013	CHECK	PMCHK00001543	\$100.00
045917	MILANPUB	MILAN PUBLIC LIBRARY	5/16/2013	CHECK	PMCHK00001546	\$15.00
045815	MILDAV	MILO DAVIDSON	5/3/2013	CHECK	PMCHK00001543	\$150.00
045849	AANEWS	MLIVE MEDIA GROUP	5/10/2013	CHECK	PMCHK00001545	\$1,471.35
045918	MORGRU	MORGAN GRUBOLA	5/16/2013	CHECK	PMCHK00001546	\$100.00
045816	MULBOO	MULTI-CULTURAL BOOKS & VIDEOS	5/3/2013	CHECK	PMCHK00001543	\$306.29
045817	NATTIM	NATIONAL TIME & SIGNAL CORPORA	5/3/2013	CHECK	PMCHK00001543	\$145.00
045963	NEOPOST	NEOFUNDS BY NEOPOST	5/21/2013	CHECK	PMCHK00001547	\$249.99
045920	NEWDAY	NEW DAY FILMS	5/16/2013	CHECK	PMCHK00001546	\$690.00
045818	NEXCOM	NEXTEL COMMUNICATIONS	5/3/2013	CHECK	PMCHK00001543	\$293.28
045992	NEXCOM	NEXTEL COMMUNICATIONS	5/30/2013	CHECK	PMCHK00001550	\$292.83
045865	NICWIL	NICHOLAS WILCOX	5/10/2013	CHECK	PMCHK00001545	\$1,800.00
045819	NICBOO	NICOLA'S BOOKS	5/3/2013	CHECK	PMCHK00001543	\$288.70
045921	NICBOO	NICOLA'S BOOKS	5/16/2013	CHECK	PMCHK00001546	\$294.00
045922	NUWAVE	NUWAVE AQUARIUMS	5/16/2013	CHECK	PMCHK00001546	\$263.90
045820	OCLINS	OCLC, INC.	5/3/2013	CHECK	PMCHK00001543	\$3,627.00
045821	OFFDEP	OFFICE DEPOT, INC.	5/3/2013	CHECK	PMCHK00001543	\$1,406.55
045923	OXFUNI	OXFORD UNIVERSITY PRESS	5/16/2013	CHECK	PMCHK00001546	\$429.78
045924	PANASI	PAN ASIAN PUBLICATION (USA) IN	5/16/2013	CHECK	PMCHK00001546	\$1,459.06
045993	PANASI	PAN ASIAN PUBLICATION (USA) IN	5/30/2013	CHECK	PMCHK00001550	\$166.48
045994	PANYARD	PANYARD, INC.	5/30/2013	CHECK	PMCHK00001550	\$93.75
045822	PETSIE	PETER SIERS	5/3/2013	CHECK	PMCHK00001543	\$250.00
045848	PETSIE	PETER SIERS	5/8/2013	CHECK	PMCHK00001544	\$500.00
045965	PHITED	PHIL TEDESCHI	5/21/2013	CHECK	PMCHK00001547	\$100.00
045966	PIOJAN	PIONEER JANITORIAL SERVICE	5/21/2013	CHECK	PMCHK00001547	\$10,398.01
045967	PITCHA	PITTSFIELD CHARTER TOWNSHIP	5/21/2013	CHECK	PMCHK00001547	\$111.49
045866	PREPLA	PREHISTORIC PLANET LLC	5/10/2013	CHECK	PMCHK00001545	\$333.90
045823	PRITEC	PRINT TECH INC.	5/3/2013	CHECK	PMCHK00001543	\$2,347.26
045925	PRITEC	PRINT TECH INC.	5/16/2013	CHECK	PMCHK00001546	\$1,990.50
045977	PRIORITY	PRIORITY HEALTH	5/22/2013	CHECK	PMCHK00001549	\$10,109.41
045995	PURROS	PURPLE ROSE THEATRE COMPANY	5/30/2013	CHECK	PMCHK00001550	\$300.00
045930	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	5/16/2013	CHECK	PMCHK00001546	\$2,775.00
045997	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	5/30/2013	CHECK	PMCHK00001550	\$2,775.00
045926	RANHO	RANDOM HOUSE, INC.	5/16/2013	CHECK	PMCHK00001546	\$2,252.00
045928	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	5/16/2013	CHECK	PMCHK00001546	\$18.00
045996	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	5/30/2013	CHECK	PMCHK00001550	\$18.00
045927	RECBOO	RECORDED BOOKS, INC.	5/16/2013	CHECK	PMCHK00001546	\$3,253.50
045929	REELIN	REEL LINK FILMS	5/16/2013	CHECK	PMCHK00001546	\$29.95
045824	REPPAR	REPUBLIC PARKING	5/3/2013	CHECK	PMCHK00001543	\$145.00
046006	REPPAR	REPUBLIC PARKING	5/30/2013	CHECK	PMCHK00001551	\$145.00
045968	RICBUS	RICOH AMERICAS CORP	5/21/2013	CHECK	PMCHK00001547	\$273.00
045825	RICBUSIM	RICOH USA, INC.	5/3/2013	CHECK	PMCHK00001543	\$1,877.69
045931	ROCHIL	ROCHESTER HILLS PUBLIC LIBRARY	5/16/2013	CHECK	PMCHK00001546	\$10.95
045867	ROCKTHE	ROCK THE BOOTH	5/10/2013	CHECK	PMCHK00001545	\$650.00
045868	ROLTUS	ROLLIE TUSSING	5/10/2013	CHECK	PMCHK00001545	\$400.00
045826	RTI	RTI	5/3/2013	CHECK	PMCHK00001543	\$774.95
045827	RUSPUB	RUSSIAN PUBLISHING HOUSE LTD.	5/3/2013	CHECK	PMCHK00001543	\$134.00
045932	RYANEBY	RYAN EBY	5/16/2013	CHECK	PMCHK00001546	\$1,892.34
045998	SFSTRO	S.F. STRONG, INC.	5/30/2013	CHECK	PMCHK00001550	\$364.52
045933	SALDIS	SALINE DISTRICT LIBRARY	5/16/2013	CHECK	PMCHK00001546	\$14.95
045869	SARKEL	SARA MELTON KELLER	5/10/2013	CHECK	PMCHK00001545	\$500.00
045935	SCHSO	SCHEDULE SOURCE, INC	5/16/2013	CHECK	PMCHK00001546	\$980.00
045934	SCHSEC	SCHILKE SECURITY	5/16/2013	CHECK	PMCHK00001546	\$224.00
045828	SCHELE	SCHINDLER ELEVATOR CORPORATION	5/3/2013	CHECK	PMCHK00001543	\$592.05
045936	SCOREE	SCOTT REED	5/16/2013	CHECK	PMCHK00001546	\$150.00
045964	PACMEC	SHAMBAUGH & SON, L.P	5/21/2013	CHECK	PMCHK00001547	\$22,049.98
045999	SHAMELESS	SHAMELESS	5/30/2013	CHECK	PMCHK00001550	\$135.00
045870	SHAKUC	SHANNON KUCHERA	5/10/2013	CHECK	PMCHK00001545	\$700.00
046007	SHUCRU	SHUTTA CRUM	5/30/2013	CHECK	PMCHK00001551	\$100.00

System: 6/5/2013 4:13:21 PM
 User Date: 6/5/2013

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
045829	SOFKWO	SOFIA KWOK	5/3/2013	CHECK	PMCHK00001543	\$150.00
045871	SOPKRU	SOPHIA KRUZ	5/10/2013	CHECK	PMCHK00001545	\$100.00
045937	SPRINT	SPRINT PCS	5/16/2013	CHECK	PMCHK00001546	\$412.53
045938	STAHAR	STADIUM HARDWARE	5/16/2013	CHECK	PMCHK00001546	\$104.71
045872	STAMIC4	STATE OF MICHIGAN	5/10/2013	CHECK	PMCHK00001545	\$250.00
045873	STEOSB	STEVE OSBURN	5/10/2013	CHECK	PMCHK00001545	\$50.00
045830	STEVSCH	STEVEN SCHULTE	5/3/2013	CHECK	PMCHK00001543	\$100.00
045939	SUPERD	SUPER D	5/16/2013	CHECK	PMCHK00001546	\$2,401.55
045831	TANMED	TANTOR MEDIA	5/3/2013	CHECK	PMCHK00001543	\$308.70
045940	TANMED	TANTOR MEDIA ;	5/16/2013	CHECK	PMCHK00001546	\$490.70
045832	TDSMET	TDS METROCOM	5/3/2013	CHECK	PMCHK00001543	\$6,645.04
045833	TEACOM	TEACHING COMPANY/THE//	5/3/2013	CHECK	PMCHK00001543	\$3,059.28
045969	TERSOA	TERRY SOAVE	5/21/2013	CHECK	PMCHK00001547	\$986.85
045834	THEANN	THE ANN MAGAZINE	5/3/2013	CHECK	PMCHK00001543	\$500.00
046000	TEACOM	THE GREAT COURSES	5/30/2013	CHECK	PMCHK00001550	\$4,541.40
046001	THIMOV	THINKING MOVES	5/30/2013	CHECK	PMCHK00001550	\$193.80
045837	TOMSMI	TOM SMITH	5/3/2013	CHECK	PMCHK00001543	\$52.55
045874	TONBIC	TONIA BICKFORD	5/10/2013	CHECK	PMCHK00001545	\$21.24
045838	TOTVEN	TOTAL VENDING & COFFEE SERVICE	5/3/2013	CHECK	PMCHK00001543	\$28.95
045839	TOUTEC	TOUCHIT TECHNOLOGIES, INC.	5/3/2013	CHECK	PMCHK00001543	\$4,198.57
045844	WALWIR	TRAF-SYS, INC	5/3/2013	CHECK	PMCHK00001543	\$1,179.00
045840	ULINE	ULINE, INC.	5/3/2013	CHECK	PMCHK00001543	\$44.58
045970	ULINE	ULINE, INC.	5/21/2013	CHECK	PMCHK00001547	\$47.10
045972	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	5/21/2013	CHECK	PMCHK00001547	\$1,100.85
045841	UNIPAR	UNITED PARCEL SERVICE	5/3/2013	CHECK	PMCHK00001543	\$179.81
045942	UNIPAR	UNITED PARCEL SERVICE	5/16/2013	CHECK	PMCHK00001546	\$30.89
045971	UNIPAR	UNITED PARCEL SERVICE	5/21/2013	CHECK	PMCHK00001547	\$70.04
046002	UNIPAR	UNITED PARCEL SERVICE	5/30/2013	CHECK	PMCHK00001550	\$31.47
045943	UNISTA	UNITED STATES POSTAL SERVICES	5/16/2013	CHECK	PMCHK00001546	\$5,000.00
045973	UNUMPRO	UNUM LIFE INSURANCE	5/21/2013	CHECK	PMCHK00001547	\$2,870.06
045944	UPBINC	UPBEAT, INC.	5/16/2013	CHECK	PMCHK00001546	\$1,668.48
045875	USLHS	US LIGHTHOUSE SOCIETY	5/10/2013	CHECK	PMCHK00001545	\$76.00
045842	VERWIRC	VERIZON WIRELESS	5/3/2013	CHECK	PMCHK00001543	\$1,290.43
045945	VERWIRC	VERIZON WIRELESS	5/16/2013	CHECK	PMCHK00001546	\$201.44
045843	VOSLIG	VOSS LIGHTING	5/3/2013	CHECK	PMCHK00001543	\$670.80
045946	VOSLIG	VOSS LIGHTING	5/16/2013	CHECK	PMCHK00001546	\$11.40
045876	WASHNE	WASHTENAW NEWS COMPANY, INC.	5/10/2013	CHECK	PMCHK00001545	\$4,251.00
045845	WASMAN	WASTE MANAGEMENT OF MICHIGAN	5/3/2013	CHECK	PMCHK00001543	\$205.07
045947	WESBLO	WEST BLOOMFIELD PUBLIC LIBRARY	5/16/2013	CHECK	PMCHK00001546	\$15.99
045974	WESBLO	WEST BLOOMFIELD PUBLIC LIBRARY	5/21/2013	CHECK	PMCHK00001547	\$19.95
045975	WESENT	WESTGATE ENTERPRISES, LLC	5/21/2013	CHECK	PMCHK00001547	\$6,855.00
045948	WESWOO	WESTON WOODS STUDIOS	5/16/2013	CHECK	PMCHK00001546	\$299.50
045847	WORKSQU	WORKSQUARED	5/3/2013	CHECK	PMCHK00001543	\$6,943.67
045846	WORBOO	WORLD BOOK, INC.	5/3/2013	CHECK	PMCHK00001543	\$844.00
045949	XEROX	XEROX CORPORATION	5/16/2013	CHECK	PMCHK00001546	\$864.07

Total Checks: 227

Total Amount of Checks: \$455,380.97

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 13-136**

**RESOLUTION TO APPROVE THE CONTRACT TO MERIT NETWORK TO
BUILD FIBER-OPTIC LINE TO PITTSFIELD BRANCH AND TO INCREASE
THE 2013-2014 COMMUNICATIONS BUDGET LINE**

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 17th day of June 2013 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To approve the contract to build a fiber-optic data line to Pittsfield Branch to Merit Network, Inc. for the quoted amount of \$112,150.
- 2.) To increase the Fiscal Year 2013-2014 budget line for Communications by \$120,000.
- 3.) That the \$120,000 increase for Communications be transferred from the Fund Balance.
- 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 13-137**

RESOLUTION TO AMEND THE 2012-2013 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 17th day of June 2013 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1). To transfer \$12,000 from Repairs and Maintenance to Communications.
- 2). To transfer \$18,000 from Capital Outlays to Supplies.
- 3). To transfer \$15,000 from Capital Outlays to Utilities.
- 4). To transfer \$4,000 from Repairs to Other Operating Expenditures.
- 5). To transfer \$10,000 from Fund Balance/Restricted Funds to Programming.
- 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:

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

2013 OFFICERS

President Prue Rosenthal
Vice President Jan Barney Newman
Treasurer Nancy Kaplan
Secretary Rebecca Head

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

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