



Ann Arbor District Library
Regular Meeting
Agenda

Monday, April 15, 2013

Published by Ann Arbor District Library

April 2013

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MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, April 15, 2013 at 6:00 p.m.
 Ann Arbor District Library, 4th Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 13-070 I. CALL TO ORDER
- 13-071 II. ATTENDANCE
- 13-072 III. RECESS TO CLOSED SESSION FOR DIRECTOR'S EVALUATION
- 13-073 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- 13-074 V. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 13-075 VI. APPROVAL OF MINUTES OF MARCH 18, 2013 (pp. 3-10)
 (Item of action)
- 13-076 VII. CITIZENS' COMMENTS
- 13-077 VIII. FINANCIAL REPORTS (pp. 11-18)
- 13-078 IX. APPROVAL OF DISBURSEMENTS (pp. 19-21)
 (Item of action)
- 13-079 X. COMMITTEE REPORTS
- 13-080 A. BUDGET & FINANCE COMMITTEE
- 13-081 B. COMMUNICATIONS COMMITTEE
- 13-082 C. DIRECTOR'S EVALUATION COMMITTEE
- 13-083 D. EXECUTIVE COMMITTEE
- 13-084 E. FACILITIES COMMITTEE
- 13-085 F. POLICY COMMITTEE

- 13-086 XI. DIRECTOR'S REPORT (pp. 22-24)
- 13-087 XII. NEW BUSINESS
- 13-088 A. ANN ARBOR COMMITTEE FOR A DOWNTOWN SKATING RINK
20 minutes
Stewart Gordon & Alan Haber
- 13-089 B. DISCUSSION OF PROPOSED 2013-2014 BUDGET (pp. 25-29)
Ken Nieman
- 13-090 C. VOTE FOR CLOSED SESSION AT THE MAY 6, 2013 REGULAR MEETING FOR DIRECTOR'S EVALUATION
(Item of action)
Roll call vote
- 13-091 XIII. CITIZENS' COMMENTS
- 13-092 XIV. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 18, 2013

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 18, 2013

- 13-048 I. CALL TO ORDER
- President Rosenthal called the meeting to order at 7:03 p.m.
- 13-049 II. ATTENDANCE
- Present: Head, Kaplan, Leary, Murphy, Rosenthal, Surovell
 Absent: Barney Newman
 Staff: Choate, Neiburger, Parker, Wilson (recorder)
- 13-050 III. APPROVAL OF AGENDA
 (Item of action)
- Trustee Murphy, supported by Treasurer Kaplan, moved to approve the agenda.
- AYES: Head, Kaplan, Leary, Murphy, Rosenthal, Surovell
 NAYS: None
- Motion passed 6-0.
- 13-051 IV. APPROVAL OF MINUTES OF FEBRUARY 18, 2013
 (Item of action)
- Trustee Leary, supported by Treasurer Kaplan, moved to approve the minutes of February 18, 2013.
- AYES: Head, Kaplan, Leary, Murphy, Rosenthal, Surovell
 NAYS: None
- Motion passed 6-0.
- 13-052 V. CITIZENS' COMMENTS
- Stewart Gordon

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 18, 2013

Hi, my name is Stewart Gordon and in my professional life I am a senior research fellow at the Center for South Asian Studies here at the university. In my kind of avocational life I am interested in a skating rink right here on Library Lane. And it's a proposal that has been kicked around a little bit. You've come across it before, but what we've found is in talking with people about it so far and also on annarbor.com, that there is a real groundswell of excitement, interest and given the very restricted hours that people can skate at any of the three sites currently that's not entirely unexpected. All I would like to ask of you is to have a look this report and proposal and I would like to be on the agenda if there are things you would like to discuss with us about this project and I won't take a lot of your time beyond that. Thank you.

Don Salberg

Good evening, my name is Don Salberg, I'm a retired physician who has lived on the northeast side of Ann Arbor for the last thirty-eight years and I'm a great proponent of our present library. I have three questions that I wish to ask. The first is on October 9th the League of Women's Voters had a forum for candidates for the board and as reported in Ann Arbor Chronicle, Margaret Leary stated at that time there was a detailed review of the library four years earlier and another one during the spring. I'm wondering if there are any documents available related to those reviews that are not presently on the Ann Arbor library's website and if so if I might be able to examine them. Number two, I suspect that like most public facilities in that the library has periodic safety inspections and receives a certificate and perhaps a report. I'm wondering if I might be able to see the most recent report on the safety inspection. And finally in relation to the new library that you all want, I understand that you couldn't have architectural designs made because it would be too expensive especially when there wasn't ensurity [sic] that you would be getting the funding from the bond referendum. Since it was defeated, you aren't. But there is a reason why you selected one hundred and sixty thousand square feet for the size of the new library rather than duplicating the present one by just building a one hundred and ten thousand square foot library or maybe even going for a larger library of two hundred thousand square feet. Now I know that there are a few specific features that you mentioned that you wanted in a new library. One of them being a four hundred seat auditorium. Checking on four hundred seat auditoriums at other place in Ann

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 18, 2013

Arbor, I find they range in size of eight thousand to ten thousand square feet. So if you take that off of the additional fifty thousand new square footage of a new library if it were being built as you want, that still leaves forty thousand square feet unaccounted for. I assume that you may want to have a kitchen in there, I'm wondering how big a kitchen. Would it be just for catering or would it be also for fresh preparation and for service for how many people. You may want a dining facility, what would be the capacity of that dining facility. And then I assumed that the rest of the space would be offices and meeting rooms. I'd like to know your vision of the various sizes of the meeting rooms, the total capacity. And also the office space and how you figured that the new library would need these. Thank you very much.

Libby Hunter

My name is Libby Hunter I live on the west side of Ann Arbor. Been there for about ten years. I'm a member of Protect Our Libraries PAC and we have had meetings occasionally. In our deliberations one of the conclusions that we have made is that the library board subcommittee meetings should be public. And we've made some phone calls to some other communities so we found out they are public subcommittee meetings in Grosse Pointe, Birmingham, East Lansing and Grand Rapids. The only other place we called was Kalamazoo and they have a lot of subcommittees and they are actually right now in the process of looking into the legalities about having all those or some of them public. So I guess we're wondering how all of you feel about that. The second thing is we pretty much all feel that the community and the library would both benefit from public viewing of all of the library meetings on CTN. Especially since this space is set up for it. Again, how to do feel about that. Two more things. One we made some phone calls and found out that in municipalities around, there are some Monday's where no municipalities are having meetings so conceivably the library board meeting could be on a Monday which has no other meetings. No Ann Arbor city council, excreta. So we feel that would be beneficial and wondering how you feel about that. Lastly, it appears that the library board holds a closed session before every regular monthly meeting or most of them or some of them. Okay, well were just wondering how do you reconcile that with the Open Meetings Act if that does happen. But I've given my email address here with these questions, I'll give them to the secretary in case any of you

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 18, 2013

feel like responding to my questions. Thanks for your time, I really appreciate it.

13-053 VI. FINANCIAL REPORTS

Director Parker reported February showed unrestricted cash balance just over \$11.5 million. Tax receipts just over \$10.9 million, reflecting 97.4% of the budgeted amount, have been received through February. The fund balance stands at just over \$8.26 million. Four line items are over budget but are expected to come into line later in the year.

Director Parker thanked the Friends for their recent \$40,000 donation. She also stated that funds from the Westerman Fund would be used this year for the summer reading game.

13-054 VII. APPROVAL OF DISBURSEMENTS
 (Item of action)

Trustee Leary, supported by Secretary Head, moved to approve the February 2013 disbursements.

AYES: Head, Kaplan, Leary, Murphy, Rosenthal, Surovell
 NAYS: None

Motion passed 6-0.

13-055 VIII. COMMITTEE REPORTS

13-056 A. BUDGET & FINANCE COMMITTEE

Chairperson Kaplan reported the committee had met and began the review of the draft 2013-2014 budget. The next committee meeting is scheduled for April 3rd for further review of the draft budget.

13-057 B. COMMUNICATIONS COMMITTEE

Chairperson Kaplan reported the committee had met and discussed the need of expert assistance in developing a communications plan/audit report. Director Parker has engaged Allerton Hill Consulting to begin this process.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 18, 2013

13-058

C. DIRECTOR'S EVALUATION COMMITTEE

President Rosenthal reported the committee will be requesting a closed session at the April Board meeting to review Director Parker's evaluation per her request.

13-059

D. EXECUTIVE COMMITTEE

President Rosenthal reported the committee did not meet.

13-060

E. FACILITIES COMMITTEE

Chairperson Leary reported the committee met in February and received an overview of all branch location conditions. As usual, maintenance issues are being attended to on a regular basis. In the event a major repair is needed, funds from the fund balance would be required. The March committee meeting was canceled.

13-061

F. POLICY COMMITTEE

Chairperson Murphy reported the committee will be meeting in the near future to review the policy manual.

13-062

IX. DIRECTOR'S REPORT

Director Parker thanked the Friends of the Ann Arbor District Library for their recent \$250 donation in honor of Gene Wilson. As per their request the funds will be used to purchase materials on conservation and the environment.

A recent USA Today article quoted Associate Director Choate on the various unusual items AADL circulates. She received several inquiries from libraries around the U.S.

A reminder of the upcoming America's Music series of events cosponsored locally by the Kerrytown Concert House, UMS, WCBN 88.3 FM and the Friends of the AADL.

Director Parker was invited to attend a Michigan Alliance Against Hate Crimes regional training workshop on March 27th.

Andrew Himebaugh was congratulated for qualifying to participate at the state level of the National Geographic Bee. He is home schooled and AADL provided the proper testing location for him.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 18, 2013

13-063 X. NEW BUSINESS

13-064 A. RESOLUTION TO EXTEND THE CONTRACT FOR HVAC EQUIPMENT MAINTENANCE AND REPAIR FOR THE LIBRARY FOR ONE YEAR
 (Item of action)

Trustee Leary, supported by Secretary Head, moved that the Board resolves that the contract for HVAC equipment and maintenance with Pace Mechanical Services be extended for one year until 6/30/2014 for the amount of \$83,865 and that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Kaplan, Leary, Murphy, Rosenthal, Surovell
 NAYS: None

Motion passed 6-0.

13-065 B. AADL PODCAST PROGRAM
 Tim Grimes

Tim Grimes, Community Relations and Marketing Manager, gave an overview of AADL's podcasting program. Clips from the top ten podcasts downloaded were viewed.

13-066 C. AADL AND THE ZUKUNFTSWERKSTATT
 Eli Neiburger

Associate Director Eli Neiburger gave an overview of his recent visit to Germany. The purpose of his trip was related to AADL's gaming events and the gaming tournament system created by AADL. A German-American Gaming League International championship event will be held here on May 18th.

13-067 D. VOTE FOR CLOSED SESSION AT THE APRIL 15, 2013 REGULAR MEETING FOR DIRECTOR'S EVALUATION
 (Item of action)
 Roll call vote

Trustee Leary, supported by Secretary Head, moved to hold a Closed Session at the April 15, 2013 regular Board meeting for the Director's Evaluation.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 18, 2013

A roll call vote was taken.

AYES: Head, Kaplan, Leary, Murphy, Rosenthal, Surovell
NAYS: None

Motion passed 6-0.

13-068 XI. CITIZENS' COMMENTS

There were no additional citizens' comments.

13-069 XII. ADJOURNMENT

Trustee Murphy, supported by Secretary Head, moved to adjourn the meeting.

President Rosenthal adjourned the meeting at 8:28 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 March 18, 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 13-064**

**RESOLUTION TO EXTEND THE CONTRACT FOR HVAC EQUIPMENT
MAINTENANCE AND REPAIR FOR THE 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 18th day of March 2013 at 7:00 p.m.

PRESENT: Head, Kaplan, Leary, Murphy, Rosenthal, Surovell

ABSENT: Barney Newman

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

THE BOARD RESOLVES:

- 1.) That the contract for HVAC equipment and maintenance with Pace Mechanical Services be extended for one year until 6/30/2014 for the amount of \$83,865.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Kaplan, Leary, Murphy, 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 the Annual Board Meeting held on March 18, 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 March 2013

Cash:

The unrestricted cash balance as of March 31, 2013 was \$10,735,149 down from \$11,580,194 in February.

Tax Receipts:

The Library has received tax receipts totaling \$10,991,285, 98.1% of the budgeted amount, as of March 31st.

Budget vs. Actual:

The Library showed an operating surplus of \$253,909 through March 31st. This gives the Library a positive fund balance of \$8,214,502 at the end of March, down from \$8,268,617 in February.

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 March:

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.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Nine Months Ending March 31, 2013

	<u>Actual</u>	<u>March Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$927,667	\$927,667		\$8,349,002	\$8,349,000	\$2
State Aid	6,667	6,667		60,003	60,000	3
Penal Fines	19,167	19,167		172,500	172,500	
Interest	13,837	12,500	1,337	72,616	112,500	(39,884)
Copiers	2,921	2,917	4	23,897	26,250	(2,353)
Grants/Memorials	586	7,500	(6,914)	111,238	67,500	43,738
Library Fines & Fees	34,922	37,500	(2,578)	313,819	337,500	(23,681)
Non-Resident Fees	2,100	1,333	767	12,270	12,000	270
Total Revenue	<u>\$1,007,867</u>	<u>\$1,015,251</u>	<u>(\$7,384)</u>	<u>\$9,115,345</u>	<u>\$9,137,250</u>	<u>(\$21,905)</u>
Expenditures						
Salaries & Wages	436,528	483,333	(46,805)	4,276,839	4,350,000	(73,161)
Employee Benefits	118,780	130,417	(11,637)	1,144,037	1,173,750	(29,713)
Employment Taxes	36,133	37,000	(867)	322,670	333,000	(10,330)
Total Employment Cost	<u>\$591,441</u>	<u>\$650,750</u>	<u>(\$59,309)</u>	<u>\$5,743,546</u>	<u>\$5,856,750</u>	<u>(\$113,204)</u>
Custodial and Electrical	\$17,848	\$16,667	\$1,181	\$133,581	\$150,000	(\$16,419)
Accounting/Audit	1,000	1,000		9,000	9,000	
Legal	3,894	4,167	(273)	23,547	37,500	(13,953)
Purchased Services	15,333	11,583	3,750	91,743	104,250	(12,507)
Utilities	47,689	35,417	12,272	336,955	318,750	18,205
Property Insurance	6,881	7,000	(119)	61,927	63,000	(1,073)
Communications	10,842	13,333	(2,491)	141,026	120,000	21,026
Materials	260,793	154,167	106,626	1,370,079	1,387,500	(17,421)
Software Licenses/Maintenanc	1,035	10,000	(8,965)	102,116	90,000	12,116
Building Rental	18,472	12,917	5,555	112,006	116,250	(4,244)
Seminars/Conferences/Travel	262	2,083	(1,821)	5,963	18,750	(12,787)
Copier Expense	5,674	3,750	1,924	30,578	33,750	(3,172)
Library Programming	12,193	20,833	(8,640)	173,260	187,500	(14,240)
Grants/Memorials	3,778	7,500	(3,722)	43,631	67,500	(23,869)
Supplies	18,092	15,000	3,092	131,951	135,000	(3,049)
Repairs and Maintenance	11,405	24,750	(13,345)	182,297	222,750	(40,453)
Postage	5,181	2,917	2,264	22,064	26,250	(4,186)
Lcards/Circ Cards	978	5,833	(4,855)	44,813	52,500	(7,687)
Other Operating Expenditures	813	1,917	(1,104)	17,147	17,250	(103)
Total Operating Expense	<u>\$442,163</u>	<u>\$350,834</u>	<u>\$91,329</u>	<u>\$3,033,684</u>	<u>\$3,157,500</u>	<u>(\$123,816)</u>
Capital Outlays	\$5,267	\$13,667	(\$8,400)	\$84,206	\$123,000	(\$38,794)
Total Expenditures	<u>\$1,038,871</u>	<u>\$1,015,251</u>	<u>\$23,620</u>	<u>\$8,861,436</u>	<u>\$9,137,250</u>	<u>(\$275,814)</u>
Net	<u>(\$31,004)</u>		<u>(\$31,004)</u>	<u>\$253,909</u>		<u>\$253,909</u>

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Nine Months Ending March 31, 2013

	<u>Actual</u>	<u>March Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$586	\$7,500	(\$6,914)	\$103,423	\$67,500	\$35,923
Total Revenue	<u>\$586</u>	<u>\$7,500</u>	<u>(\$6,914)</u>	<u>\$103,423</u>	<u>\$67,500</u>	<u>\$35,923</u>
Expenditures						
Materials	63		63	10,766		10,766
Library Programming	2,621	7,500	(4,879)	28,305	67,500	(39,195)
Supplies				385		385
Other Operating Expenditures	44		44	2,568		2,568
Total Operating Expense	<u>\$2,728</u>	<u>\$7,500</u>	<u>(\$4,772)</u>	<u>\$42,024</u>	<u>\$67,500</u>	<u>(\$25,476)</u>
Total Expenditures	<u>\$2,728</u>	<u>\$7,500</u>	<u>(\$4,772)</u>	<u>\$42,024</u>	<u>\$67,500</u>	<u>(\$25,476)</u>
Net	<u>(\$2,142)</u>		<u>(\$2,142)</u>	<u>\$61,399</u>		<u>\$61,399</u>

ANN ARBOR DISTRICT LIBRARY
Friends of the Library
For the Nine Months Ending March 31, 2013

	<u>Actual</u>	<u>March Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$80,000	\$67,500	\$12,500
Total Revenue		\$7,500	(\$7,500)	\$80,000	\$67,500	\$12,500
Expenditures						
Materials				9,784		9,784
Library Programming	9,621	7,500	2,121	27,305	67,500	(40,195)
Supplies				385		385
Other Operating Expenditures	44		44	2,568		2,568
Total Operating Expense	\$9,665	\$7,500	\$2,165	\$40,042	\$67,500	(\$27,458)
Total Expenditures	\$9,665	\$7,500	\$2,165	\$40,042	\$67,500	(\$27,458)
Net	(\$9,665)		(\$9,665)	\$39,958		\$39,958

Balance Sheet

ASSETS

As of 3/31/2013

Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$30,477.52
CASH-PAYROLL	16,179.76
HOLTREY FUND	331,620.52
CASH-SAVINGS	909,973.14
KENISTON FUND	30,287.54
SHAFFER FUND	10,466.44
WESTERMAN FUND	43,072.42
PETTY CASH	2,200.00
WLBPD ACCOUNT	37,099.40
CDs - SHORT TERM	4,500,000.00

Total Cash	\$5,911,376.74
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Investments

BANK OF ANN ARBOR INVESTMENT	\$3,373,498.63
UNITED BANK AND TRUST INVESTMENT	1,902,818.76

Total Investments	\$5,276,317.39
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Accounts Receivable

ACCOUNTS RECEIVABLE	\$232,503.00
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Total Accounts Receivable	\$232,503.00
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Property Taxes Receivable

Total Property Taxes Receivable	\$0.00
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Prepaid Expenses

PRE-PAID INSURANCE	\$85,604.97
PREPAID EXPENSES	1,250.00

Total Prepaid Expenses	\$86,854.97
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Total Current Assets	\$11,507,052.10
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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	\$43,877,377.20
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Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$66,548.14
ACCRUED ACCOUNTS PAYABLE	76,775.00
ACCRUED PAYROLL	262,450.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	11,600.66
ACCRUED EMPLOYER 403(b) - UNDECIDED	34,274.66
ACCRUED 403B/MPSERS EMPLOYER	24,664.79
ACCRUED LIABILITY-VACATION S/T	110,110.96

Total Current Liabilities	\$586,424.21
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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	\$142,225.50
DEFERRED REVENUE - PROPERTY TAX	2,563,900.00
FUND BALANCE - UNDESIGNATED	7,960,594.58
EXCESS REVENUE (SPENDING)	253,907.81

Total Fund Balance	\$10,920,627.89
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Total Fund Equity	\$43,034,047.04
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TOTAL LIABILITIES AND FUND EQUITY	\$43,877,377.20
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Ann Arbor District Library

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

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,268,617	\$ 8,071,490
Total revenues	1,007,867	9,115,345
Expenditures:		
Operating	(1,033,604)	(8,777,231)
Capital outlays	(5,267)	(84,206)
(Increase) decrease in encumbrances	<u>(23,111)</u>	<u>(110,896)</u>
Ending surplus (deficit)	<u>\$ 8,214,502</u>	<u>\$ 8,214,502</u>

Ann Arbor District Library

Monthly and year-to-date cash rollover
For Period ending March 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 rollover					
Commercial checking	\$ 59,121	\$ 12,119	\$ (510,762)	\$ 470,000	\$ 30,478
Payroll	22,395	4	(445,593)	439,374	16,180
Petty cash	2,100	-	-	100	2,200
Savings	1,226,418	116,396	(23,367)	(409,474)	909,973
CDs - Bank of Ann Arbor	5,000,000	-	-	(500,000)	4,500,000
Investments - Bank of Ann Arbor	3,369,075	4,424	-	-	3,373,499
Investments - United Bank and Trust	1,901,085	1,734	-	-	1,902,819
Westerman Fund	43,069	3	-	-	43,072
Shafer Fund	10,466	-	-	-	10,466
Holtrey Fund	331,581	41	-	-	331,622
Keniston Fund	30,285	3	-	-	30,288
WLBPD	37,096	3	-	-	37,099
	<u>\$ 12,032,691</u>	<u>\$ 134,727</u>	<u>\$ (979,722)</u>	<u>\$ -</u>	<u>\$ 11,187,696</u>
Year-to-date rollover					
Commercial checking	\$ 13,935	\$ 120,257	\$ (4,345,714)	\$ 4,242,000	\$ 30,478
Payroll	17,412	45	(4,443,301)	4,442,024	16,180
Petty cash	2,000	-	-	200	2,200
Savings	695,424	11,806,372	(457,599)	(11,134,224)	909,973
CDs - Bank of Ann Arbor	2,000,000	-	-	2,500,000	4,500,000
Investments - Bank of Ann Arbor	3,331,466	42,013	-	-	3,373,499
Investments - United Bank and Trust	1,869,257	33,562	-	-	1,902,819
Westerman Fund	43,040	32	-	-	43,072
Shafer Fund	10,459	7	-	-	10,466
Holtrey Fund	330,949	673	-	-	331,622
Keniston Fund	30,265	23	-	-	30,288
WLBPD	37,022	77	-	-	37,099
	<u>\$ 8,381,249</u>	<u>\$ 12,003,061</u>	<u>\$ (9,246,614)</u>	<u>\$ 50,000</u>	<u>\$ 11,187,696</u>

Ranges: From: To: From: To:
 Check Number First Last Check Date 3/1/2013 3/31/2013
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
045527	AGRSER	A GROWING SERVICE LLC	3/18/2013	CHECK	PMCHK00001533	\$340.00
045593	ACORN	ACORN NATURALISTS	3/28/2013	CHECK	PMCHK00001535	\$327.47
045526	AFTDEL	AFTERNOON DELIGHT	3/18/2013	CHECK	PMCHK00001533	\$104.50
045514	ALLHANDS	ALL HANDS ACTIVE	3/8/2013	CHECK	PMCHK00001532	\$100.00
045515	ALLHIL	ALLERTON-HILL CONSULTING	3/8/2013	CHECK	PMCHK00001532	\$7,000.00
045594	AMACOM	AMAZON.COM CREDIT PLAN	3/28/2013	CHECK	PMCHK00001535	\$11,051.02
045528	AMEX	AMERICAN EXPRESS	3/18/2013	CHECK	PMCHK00001533	\$66,104.76
045565	AMPRHO	AMERICAN PRINTING HOUSE FOR TH	3/25/2013	CHECK	PMCHK00001534	\$1,250.00
045481	ANNARB	ANN ARBOR OBSERVER	3/8/2013	CHECK	PMCHK00001532	\$1,730.70
045482	ARBSPR	ARBOR SPRING WATER CO.	3/8/2013	CHECK	PMCHK00001532	\$163.60
045566	ATMOB	AT&T MOBILITY	3/25/2013	CHECK	PMCHK00001534	\$1,462.58
045529	BBCAUD	AUDIO GO	3/18/2013	CHECK	PMCHK00001533	\$288.88
045568	BBCAUD	AUDIO GO	3/25/2013	CHECK	PMCHK00001534	\$541.65
045516	B&H	B&H PHOTO-VIDEO	3/8/2013	CHECK	PMCHK00001532	\$5,763.19
045567	BARWIS	BARBARA S. WISSE	3/25/2013	CHECK	PMCHK00001534	\$600.00
045450	BATPLU	BATTERIES PLUS	3/5/2013	CHECK	PMCHK00001531	\$42.95
045517	BEADEL	BEAU DELOACH	3/8/2013	CHECK	PMCHK00001532	\$325.00
045518	BETBEC	BETSY BECKERMAN	3/8/2013	CHECK	PMCHK00001532	\$450.00
045564	ABSBAF	BILL SCHULERT	3/25/2013	CHECK	PMCHK00001534	\$375.00
045569	BLAAUD	BLACKSTONE AUDIO BOOKS	3/25/2013	CHECK	PMCHK00001534	\$1,011.60
045595	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	3/28/2013	CHECK	PMCHK00001535	\$48,679.81
045596	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	3/28/2013	CHECK	PMCHK00001535	\$8,504.84
045530	BP	BP	3/18/2013	CHECK	PMCHK00001533	\$200.80
045483	BRANLIN	BRANDY LINN	3/8/2013	CHECK	PMCHK00001532	\$50.00
045484	BREWER	BREWER'S	3/8/2013	CHECK	PMCHK00001532	\$686.96
045570	BREWER	BREWER'S	3/25/2013	CHECK	PMCHK00001534	\$181.50
045531	BRIAUD	BRILLIANCE AUDIO, INC.	3/18/2013	CHECK	PMCHK00001533	\$349.80
045451	BRODCO	BRODART CO.	3/5/2013	CHECK	PMCHK00001531	\$872.40
045485	BRODCO	BRODART CO.	3/8/2013	CHECK	PMCHK00001532	\$63.90
045571	BRODCO	BRODART CO.	3/25/2013	CHECK	PMCHK00001534	\$693.73
045597	BRUCON	BRUCE CONFORTH	3/28/2013	CHECK	PMCHK00001535	\$100.00
045487	BUSVAL	BUSCH'S, INC.	3/8/2013	CHECK	PMCHK00001532	\$198.02
045486	BUSCAR	BUSINESS CARD	3/8/2013	CHECK	PMCHK00001532	\$10,153.06
045452	CAMINN	CAMPUS INN	3/5/2013	CHECK	PMCHK00001531	\$346.45
045488	CAMINN	CAMPUS INN	3/8/2013	CHECK	PMCHK00001532	\$169.00
045532	CARVAN	CARLEEN VANDERBOK	3/18/2013	CHECK	PMCHK00001533	\$490.80
045489	CARBRO	CARPENTER BROS.	3/8/2013	CHECK	PMCHK00001532	\$76.91
045453	CDW-G	CDW GOVERNMENT, INC.	3/5/2013	CHECK	PMCHK00001531	\$5,219.56
045519	COMHIG	CHS YEARBOOK	3/8/2013	CHECK	PMCHK00001532	\$100.00
045490	CINCOR	CINTAS CORPORATION	3/8/2013	CHECK	PMCHK00001532	\$1,458.16
045491	CITOF1	CITY OF ANN ARBOR TREASURER	3/8/2013	CHECK	PMCHK00001532	\$299.52
045572	CITOF1	CITY OF ANN ARBOR TREASURER	3/25/2013	CHECK	PMCHK00001534	\$3,450.41
045454	COMCAS	COMCAST	3/5/2013	CHECK	PMCHK00001531	\$134.01
045533	COMCAS	COMCAST	3/18/2013	CHECK	PMCHK00001533	\$34.95
045492	COMALLW	COMPUTER ALLEY WEST	3/8/2013	CHECK	PMCHK00001532	\$203.94
045598	CRAPUB	CRABTREE PUBLISHING	3/28/2013	CHECK	PMCHK00001535	\$239.40
045477	STEPRO	CRJ BOOKS	3/5/2013	CHECK	PMCHK00001531	\$1,102.80
045600	DKAGEN	D.K. AGENCIES (P) LTD.	3/28/2013	CHECK	PMCHK00001535	\$2,060.80
045573	DAVMCM	DAVID MCMILLIAN	3/25/2013	CHECK	PMCHK00001534	\$150.00
045520	DAWHEN	DAWN HENRY	3/8/2013	CHECK	PMCHK00001532	\$450.00
045599	DAWHEN	DAWN HENRY	3/28/2013	CHECK	PMCHK00001535	\$400.00
045535	DENOWE	DENISE OWENS	3/18/2013	CHECK	PMCHK00001533	\$100.00
045534	DENGEP	DENOYER-GEPPERT INTERNATIONAL	3/18/2013	CHECK	PMCHK00001533	\$456.00
045455	DTEENE	DTE ENERGY	3/5/2013	CHECK	PMCHK00001531	\$37,081.62
045574	DTEENE	DTE ENERGY	3/25/2013	CHECK	PMCHK00001534	\$33,831.67
045493	DYKOS	DYKEMA GOSSETT	3/8/2013	CHECK	PMCHK00001532	\$2,825.10

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
045457	ELILAW	ELITE LAWN & LANDSCAPE, INC.	3/5/2013	CHECK	PMCHK00001531	\$5,010.78
045536	ELILAW	ELITE LAWN & LANDSCAPE, INC.	3/18/2013	CHECK	PMCHK00001533	\$5,010.78
045458	ERGDDES	ERGO DESKTOP	3/5/2013	CHECK	PMCHK00001531	\$998.00
045575	ERISCH	ERIC SCHOENBAECHLER	3/25/2013	CHECK	PMCHK00001534	\$43.34
045537	GRACUT	FOYLES INC. GRANT & CUTLER	3/18/2013	CHECK	PMCHK00001533	\$3,721.07
045479	THOGAL	GALE	3/5/2013	CHECK	PMCHK00001531	\$602.56
045592	WWGRAI	GRAINGER	3/25/2013	CHECK	PMCHK00001534	\$479.06
045459	GRELAK2	GREAT LAKES AUTOMATIC DOOR, IN	3/5/2013	CHECK	PMCHK00001531	\$479.63
045538	GRELAK1	GREAT LAKES PERFORMING ARTIST	3/18/2013	CHECK	PMCHK00001533	\$1,000.00
045618	FIRMAR	GREEN ROAD ASSOCIATES, LP	3/28/2013	CHECK	PMCHK00001535	\$3,208.33
045539	HFGRUOP	HF GROUP LLC	3/18/2013	CHECK	PMCHK00001533	\$1,756.85
045540	JASDEP	JASON DEPASQUALE	3/18/2013	CHECK	PMCHK00001533	\$150.00
045601	JERDRO	JERZY DROZD	3/28/2013	CHECK	PMCHK00001535	\$400.00
045521	JESHUN	JESSICA HUNTER	3/8/2013	CHECK	PMCHK00001532	\$500.00
045460	JODHAR	JODY HARNISH	3/5/2013	CHECK	PMCHK00001531	\$59.96
045461	KATCUR	KATHERINE'S CATERING	3/5/2013	CHECK	PMCHK00001531	\$465.58
* 045522	KATBRA	KATHY BRADY	3/8/2013	CHECK	PMCHK00001532	\$100.00
045541	KATCHY	KATIE CHYNOWETH	3/18/2013	CHECK	PMCHK00001533	\$37.29
045542	KENNIE	KEN NIEMAN	3/18/2013	CHECK	PMCHK00001533	\$29.95
045494	KOLOSS	KOLOSSOS	3/8/2013	CHECK	PMCHK00001532	\$749.24
045602	KOLOSS	KOLOSSOS	3/28/2013	CHECK	PMCHK00001535	\$153.70
045462	LAKLEA	LAKESHORE LEARNING MATERIALS	3/5/2013	CHECK	PMCHK00001531	\$34.99
045576	LAURAY	LAURA RAYNOR	3/25/2013	CHECK	PMCHK00001534	\$205.10
045577	LEADIR	LEADERSHIP DIRECTORIES, INC.	3/25/2013	CHECK	PMCHK00001534	\$566.00
045603	LIRZHE	LIRONG ZHENG	3/28/2013	CHECK	PMCHK00001535	\$30.17
045547	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	3/18/2013	CHECK	PMCHK00001533	\$226.29
045543	MCM1	MCM1	3/18/2013	CHECK	PMCHK00001533	\$291.00
045495	MCNMCK	MCNAUGHTON-MCKAY	3/8/2013	CHECK	PMCHK00001532	\$55.57
045604	MERCON	MERCES CONSULTING	3/28/2013	CHECK	PMCHK00001535	\$1,916.25
045496	METCOM	METCOM	3/8/2013	CHECK	PMCHK00001532	\$73.44
045605	METLIFE	METLIFE SBC	3/28/2013	CHECK	PMCHK00001535	\$7,747.52
045606	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	3/28/2013	CHECK	PMCHK00001535	\$2,402.50
-045544	MICMUN3	MICHIGAN MUNICIPAL LEAGUE LIAB	3/18/2013	CHECK	PMCHK00001533	-\$83,413.00
045463	MICOFF	MICHIGAN OFFICE SOLUTIONS	3/5/2013	CHECK	PMCHK00001531	\$263.58
045545	MICOFF	MICHIGAN OFFICE SOLUTIONS	3/18/2013	CHECK	PMCHK00001533	\$1,565.49
045578	MICPOW	MICHIGAN POWER RODDING	3/25/2013	CHECK	PMCHK00001534	\$397.00
045464	MICPRI	MICHIGAN PRINTER SERVICE	3/5/2013	CHECK	PMCHK00001531	\$25.50
045465	MICSTA3	MICHIGAN STATE UNIVERSITY	3/5/2013	CHECK	PMCHK00001531	\$111.00
045497	MIDGRA	MIDWEST GRAPHICS & AWARDS	3/8/2013	CHECK	PMCHK00001532	\$210.00
045525	AANEWS	MLIVE MEDIA GROUP	3/18/2013	CHECK	PMCHK00001533	\$1,044.00
045607	MORGRU	MORGAN GRUBOLA	3/28/2013	CHECK	PMCHK00001535	\$100.00
045579	MORNIN	MORNINGSTAR, INC.	3/25/2013	CHECK	PMCHK00001534	\$175.00
045546	MULBOO	MULTI-CULTURAL BOOKS & VIDEOS	3/18/2013	CHECK	PMCHK00001533	\$1,156.83
045466	MUNCOD	MUNICIPAL CODE CORPORATION	3/5/2013	CHECK	PMCHK00001531	\$110.24
045548	NEWDAY	NEW DAY FILMS	3/18/2013	CHECK	PMCHK00001533	\$340.00
045467	NEXCOM	NEXTEL COMMUNICATIONS	3/5/2013	CHECK	PMCHK00001531	\$295.88
045498	NICWIL	NICHOLAS WILCOX	3/8/2013	CHECK	PMCHK00001532	\$800.00
045549	NOWTRU	NOWATZKE TRUCK AND TRAILER, IN	3/18/2013	CHECK	PMCHK00001533	\$1,512.57
045468	NUWAVE	NUWAVE AQUARIUMS	3/5/2013	CHECK	PMCHK00001531	\$478.85
045550	OCLINS	OCLC, INC.	3/18/2013	CHECK	PMCHK00001533	\$3,578.88
045469	OFFDEP	OFFICE DEPOT, INC.	3/5/2013	CHECK	PMCHK00001531	\$1,264.89
045580	ORGBAT	ORGANIZATION FOR BAT CONSERVAT	3/25/2013	CHECK	PMCHK00001534	\$235.00
045470	OXFUNI	OXFORD UNIVERSITY PRESS	3/5/2013	CHECK	PMCHK00001531	\$883.12
045551	PANASI	PAN ASIAN PUBLICATION (USA) IN	3/18/2013	CHECK	PMCHK00001533	\$398.51
045581	PATKJO	PATRICIA KJOLHEDE	3/25/2013	CHECK	PMCHK00001534	\$250.00
045582	PETRUT	PETER RUTH	3/25/2013	CHECK	PMCHK00001534	\$350.00
045583	PIOJAN	PIONEER JANITORIAL SERVICE	3/25/2013	CHECK	PMCHK00001534	\$15,073.01
045584	PITCHA	PITTSFIELD CHARTER TOWNSHIP	3/25/2013	CHECK	PMCHK00001534	\$10,407.24
045471	PAUKEL	PKO RECORDS	3/5/2013	CHECK	PMCHK00001531	\$2,081.54
045552	PREPLA	PREHISTORIC PLANET LLC	3/18/2013	CHECK	PMCHK00001533	\$250.00
045499	PRITEC	PRINT TECH INC.	3/8/2013	CHECK	PMCHK00001532	\$2,611.93
045608	PRIORITY	PRIORITY HEALTH	3/28/2013	CHECK	PMCHK00001535	\$10,198.55
045611	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	3/28/2013	CHECK	PMCHK00001535	\$2,775.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
045585	RACYAN	RACHEL YANIKOGLU	3/25/2013	CHECK	PMCHK00001534	\$22.43
045472	RANHO	RANDOM HOUSE, INC.	3/5/2013	CHECK	PMCHK00001531	\$2,357.92
045473	REHROB	REHMANN ROBSON	3/5/2013	CHECK	PMCHK00001531	\$900.00
045609	REPPAR	REPUBLIC PARKING	3/28/2013	CHECK	PMCHK00001535	\$145.00
045586	RICBUS	RICOH AMERICAS CORP.	3/25/2013	CHECK	PMCHK00001534	\$41.00
045610	RICBUS	RICOH AMERICAS CORP	3/28/2013	CHECK	PMCHK00001535	\$273.00
045500	RTI	RTI	3/8/2013	CHECK	PMCHK00001532	\$620.00
045553	RUSPUB	RUSSIAN PUBLISHING HOUSE LTD.	3/18/2013	CHECK	PMCHK00001533	\$1,720.30
045502	SFSTRO	S.F. STRONG, INC.	3/8/2013	CHECK	PMCHK00001532	\$1,043.04
045523	SARKEL	SARA MELTON KELLER	3/8/2013	CHECK	PMCHK00001532	\$200.00
045555	SCHSOU	SCHEDULE SOURCE, INC	3/18/2013	CHECK	PMCHK00001533	\$965.00
045501	SCHSEC	SCHILKE SECURITY	3/8/2013	CHECK	PMCHK00001532	\$280.50
045554	SCHELE	SCHINDLER ELEVATOR CORPORATION	3/18/2013	CHECK	PMCHK00001533	\$592.05
045474	SCHSPE	SCHOOL SPECIALTY/TEACHERS DISC	3/5/2013	CHECK	PMCHK00001531	\$137.97
045475	SELAUTO	SELECT AUTO SERVICE	3/5/2013	CHECK	PMCHK00001531	\$318.18
045456	ELDINS	SIDESTREET DISTRIBUTING	3/5/2013	CHECK	PMCHK00001531	\$1,090.55
045556	SKYLINE	SKYLINE	3/18/2013	CHECK	PMCHK00001533	\$100.00
045557	SPRINT	SPRINT PCS	3/18/2013	CHECK	PMCHK00001533	\$412.53
045503	STAHAR	STADIUM HARDWARE	3/8/2013	CHECK	PMCHK00001532	\$56.49
045587	STAPOO	STANDARD & POOR'S	3/25/2013	CHECK	PMCHK00001534	\$3,898.92
045476	STAPLE	STAPLES ADVANTAGE	3/5/2013	CHECK	PMCHK00001531	\$201.12
045524	STEOSB	STEVE OSBURN	3/8/2013	CHECK	PMCHK00001532	\$50.00
045504	TDSMET	TDS METROCOM	3/8/2013	CHECK	PMCHK00001532	\$6,773.25
045558	TEACOM	TEACHING COMPANY/THE//	3/18/2013	CHECK	PMCHK00001533	\$632.55
045588	TEACOM	TEACHING COMPANY/THE//	3/25/2013	CHECK	PMCHK00001534	\$2,563.60
045505	TECHNI	TECHNICOLOR, INC	3/8/2013	CHECK	PMCHK00001532	\$20.00
045478	THAELE	TEL SYSTEMS	3/5/2013	CHECK	PMCHK00001531	\$962.75
045506	THEANN	THE ANN MAGAZINE	3/8/2013	CHECK	PMCHK00001532	\$500.00
045612	THEBRA	THE BRASS SISTERS	3/28/2013	CHECK	PMCHK00001535	\$750.00
045613	TIMGRI	TIM GRIMES	3/28/2013	CHECK	PMCHK00001535	\$43.75
045559	TNTEXP	TNT EXPRESS	3/18/2013	CHECK	PMCHK00001533	\$40.00
045560	TOMSMI	TOM SMITH	3/18/2013	CHECK	PMCHK00001533	\$38.93
045561	TONBIC	TONIA BICKFORD	3/18/2013	CHECK	PMCHK00001533	\$27.63
045480	TOTVEN	TOTAL VENDING & COFFEE SERVICE	3/5/2013	CHECK	PMCHK00001531	\$57.90
045614	TSAFON	TSAI FONG BOOKS, INC.	3/28/2013	CHECK	PMCHK00001535	\$1,312.96
045507	ULINE	ULINE, INC.	3/8/2013	CHECK	PMCHK00001532	\$120.62
045615	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	3/28/2013	CHECK	PMCHK00001535	\$1,163.50
045509	UNIPAR	UNITED PARCEL SERVICE	3/8/2013	CHECK	PMCHK00001532	\$29.99
045590	UNIPAR	UNITED PARCEL SERVICE	3/25/2013	CHECK	PMCHK00001534	\$79.06
045591	UNISTA	UNITED STATES POSTAL SERVICES	3/25/2013	CHECK	PMCHK00001534	\$5,000.00
045589	UNIDIR	UNIVERSITY DIRECTORIES	3/25/2013	CHECK	PMCHK00001534	\$300.00
045616	UNUMPRO	UNUM LIFE INSURANCE	3/28/2013	CHECK	PMCHK00001535	\$2,890.22
045508	UMICH11	UOFM SCHOOL OF INFORMATION	3/8/2013	CHECK	PMCHK00001532	\$25.00
045510	VERWIRC	VERIZON WIRELESS	3/8/2013	CHECK	PMCHK00001532	\$1,032.58
045562	VERWIRC	VERIZON WIRELESS	3/18/2013	CHECK	PMCHK00001533	\$201.44
045511	VOSLIG	VOSS LIGHTING	3/8/2013	CHECK	PMCHK00001532	\$110.70
045563	WALHOW	WALEED HOWRANI	3/18/2013	CHECK	PMCHK00001533	\$100.00
045512	WASMAN	WASTE MANAGEMENT OF MICHIGAN	3/8/2013	CHECK	PMCHK00001532	\$204.43
045619	WESENT	WESTGATE ENTERPRISES, LLC	3/28/2013	CHECK	PMCHK00001535	\$6,855.00
045513	XEROX	XEROX CORPORATION	3/8/2013	CHECK	PMCHK00001532	\$34.51
045617	XEROX	XEROX CORPORATION	3/28/2013	CHECK	PMCHK00001535	\$55.18

Total Checks: 170

Total Amount of Checks: \$488,409.93

Director's Report – April 2013

1. The AADL once again participated in the Rotate Your Food drive sponsored by the Rotary Clubs of Ann Arbor, Dexter, Saline and Ypsilanti. Food donation receptacles were placed in all library locations, and over 300 pounds of food was donated at AADL libraries. Donation logistics were managed by Food Gatherers.
2. The AADL offers a program array to area service providers as part of our ongoing outreach efforts, particularly for the summer game. A copy of the letter explaining what is available is attached to this report. Below is a thank you note for a recent workshop from the Washtenaw County Youth Center.

Subject: Great Appreciation

All,

We at the Washtenaw County Youth Center would like to give a big THANKS to you for the wonderful block print/music tools workshops you conducted with the youth. They really enjoyed it and created some great things. We are looking forward to hosting other AADL workshops in the future. Also give kudos to Sarah for assisting with the workshops. (I didn't have her contact info to include her in this email)

Best,
CT

Cheyenne D Turner
Community Support Specialist
ph 734 973.4483 cell 202.553.1724
Washtenaw County Youth Center

The Washtenaw County Youth Center, a division of Washtenaw County Children's Services, is responsible for providing temporary custody and care for juveniles in a safe and secure setting. Juveniles that are placed in our Youth Center are temporarily detained pending disposition of court programs, or often awaiting transfer to another facility or placement that cannot be served in an open setting. The Youth Center is staffed 24 hours a day, 7 days a week for 365 days per year. The Washtenaw County Youth Center was opened in 2003 and has the capacity of 40 beds. The facility is located at 4125 Washtenaw Ave. Ann Arbor, MI 48108

Director's Report – April 2013

3. In October 2012, to further promote WLBDP@AADL services, we produced a large print sticker to be placed in the front of our Large Print book collection, which circulates both to Ann Arbor District Library patrons as well as to Washtenaw Library for the Blind & Physically Disabled patrons. Since then, we've taken those stickers on the road and have been meeting with each of the public libraries in Washtenaw county, setting them up with demonstration accounts (if they didn't already have one), and asking them if they would help us promote the service by placing these stickers (provided by us) in all of their Large Print books too. Not one library has said no, and we now have upwards of 15,000 Large Print books stickered throughout the county!

It is challenging to track how exactly patrons are hearing about the service, but we are able to track our overall numbers. In the last six months we've had 70 new patrons apply for service compared to 47 during the same time-period last year.

The Ann Arbor District Library has many fun and exciting programs during the summer, and we want to make sure that everyone has the opportunity to participate!

AADL staff will visit your organization to conduct a storytime, teach a craft or provide information on our exciting summer programs! We can even bring Library card applications and provide new patrons with a brand new L-Card! Let us know what you would like and we will work with you to accommodate your requests.

AADL offers:

Preschool Storytime – Enjoy stories and songs for listeners age 2 to 5 years.

Duct Tape Balls - Make a custom playground ball that will stand up to repeated kicking!

Printing Extravaganza – Try your hand at printmaking. We will bring pre-carved printing blocks, ink and a variety of paper. Anything you make is yours to keep!

Summer Game – We will bring everything you need to participate in AADL's Summer Game – game cards, stickers, bookmarks, even the prize books! If you can't make it into the Library this summer, you'll still be able to join in the fun!

If you are interested in any of these programs, or if you have a different request in mind, please let us know.

You can also contact us via email at bookit@aadl.org or phone at 327-8326.

Ann Arbor District Library Budget Fiscal Year 2013-2014

Revenues:

Tax Revenue – The tax revenue shown is the projected revenue at 1.5750 mills with an estimated 2.0% increase in the tax base.

All Other Revenue – Projections are based on the current years actual for each of these categories.

Expenses:

Salaries and Wages – This reflects current salaries plus a 3 percent merit increase for full-time employees and an increase in the hourly rates for part-time employees.

Employee Benefits – This number includes the following:

- Costs for health, dental, vision, life and LTD insurances based on the employee's current family status at the current rates.
- MPERS employer contribution percentage of 24.32% to 28.00%.
- 403(b) employer contribution percentage of 10%
- Costs for worker's comp. insurance and state unemployment insurance.

Employment Taxes – This is the employer portion of FICA for the proposed salaries and wages.

Custodial – Includes janitorial service, carpet cleaning, window cleaning, etc. for all locations.

Accounting/Audit – The cost of the audit for next year.

Legal – The estimated costs for next year.

Purchased Services – Includes \$50,000 for network cataloging services, \$10,000 for Brainfuse, \$23,000 for Unique Management, \$12,000 for the payroll service and \$45,000 for consultants.

Utilities – This includes costs for utilities at all locations.

Property Insurance – This is the expense for all coverage at all locations.

Communications – This includes phone and internet charges.

Materials – This includes print and non-print material along with the necessary supplies needed to process the material.

Software Licenses/Maintenance – Includes costs for license and maintenance agreements for all existing software in the Library and any new packages that will be purchased in the upcoming year.

Building Rental – Includes costs for the West branch and archive locations.

Seminars/Conferences/Training/Travel – Includes costs for conferences, system wide training, departmental training and mileage reimbursement for local travel.

Copier Expense – Includes lease costs for the copiers and any paper charges related to copier usage.

Library Programming – Includes costs for all public programs (story times, etc.), including printing, advertising and public relations.

Grant and Memorial Expenses – This projected expense matches the projected revenue.

Supplies – This includes departmental, computer (\$80,000) and supplies for all facilities (\$75,000).

Repairs and Maintenance – This includes expected expenses for computers and facilities.

Postage – This includes postage and freight.

Circulation Supplies – This includes Lcards, book bags and circ cards for the system.

Other Operating Expenditures – This includes costs for membership dues, food, etc.

Capital Outlays – This includes miscellaneous departmental furniture and equipment, new computer equipment and facilities improvements.

ANN ARBOR DISTRICT LIBRARY
Statement of Revenues and Expenditures
Operating Budget

	Proposed 2013-2014 <u>Budget</u>	Projected 2012-2013 <u>Actual</u>	<u>Variance</u>	
Revenue:				
Tax Collections (1.5750 mill Levy)	\$ 11,515,000	\$ 11,132,003	\$ 382,997	3.4%
State Aid	80,000	80,004	(4)	
Penal Fines	195,000	230,000	(35,000)	-15.2%
Interest	100,000	88,169	11,831	13.4%
Copier Revenue	30,000	31,464	(1,464)	-4.7%
Grants and Memorials	90,000	165,978	(75,978)	-45.8%
Library Fines, Fees and Other	425,000	418,346	6,654	1.6%
Nonresident Fees	15,000	15,255	(255)	-1.7%
Transfer from Fund Balance/Restricted Funds	25,000	-	25,000	0.0%
Total Revenues	\$ 12,475,000	\$ 12,161,219	\$ 313,781	2.6%
Expenditures				
Salaries & Wages	\$ 5,965,000	\$ 5,760,467	204,533	3.6%
Employee Benefits	1,574,000	1,537,886	36,114	2.3%
Employment Taxes	456,000	429,806	26,194	6.1%
Total Employment Cost	\$ 7,995,000	\$ 7,728,159	\$ 266,841	3.5%
Custodial	\$ 190,000	\$ 183,600	6,400	3.5%
Accounting/Audit	10,000	12,000	(2,000)	-16.7%
Legal Expense	50,000	29,480	20,520	69.6%
Purchased Services	143,000	134,615	8,385	6.2%
Utilities	440,000	433,899	6,101	1.4%
Property Insurance	90,000	82,569	7,431	9.0%
Communications	180,000	195,276	(15,276)	-7.8%
Materials	1,850,000	1,848,931	1,069	0.1%
Software Licenses/Maintenance	150,000	120,000	30,000	25.0%
Building Rental	155,000	150,301	4,699	3.1%
Seminars/Conferences/Training/Travel	28,000	23,552	4,448	18.9%
Copier Expense	45,000	37,356	7,644	20.5%
Library Programming	272,000	250,601	21,399	8.5%
Grant and Memorial Expenses	90,000	139,780	(49,780)	-35.6%
Supplies	184,000	170,789	13,211	7.7%
Repair and Maintenance	302,000	286,338	15,662	5.5%
Postage	35,000	25,325	9,675	38.2%
Circulation Supplies	72,000	65,753	6,247	9.5%
Other Operating Expenditures	24,000	24,503	(503)	-2.1%
Total Operating Expense	\$ 4,310,000	\$ 4,214,668	\$ 95,332	2.3%
Capital Outlays	170,000	158,409	11,591	7.3%
Total Expenditures	\$ 12,475,000	\$ 12,101,236	\$ 373,764	3.1%
Net	\$ -	\$ 59,983	\$ (59,983)	-100.0%

ANN ARBOR DISTRICT LIBRARY BOARD

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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
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