



Ann Arbor District Library
Regular Meeting
Agenda

Monday, April 16, 2012

Published by Ann Arbor District Library

April 2012

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

May 2012

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

June 2012

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, April 16, 2012 at 6:00 p.m.
 Ann Arbor District Library, 4th Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 12-055 I. CALL TO ORDER
- 12-056 II. ATTENDANCE
- 12-057 III. RECESS TO EXECUTIVE SESSION FOR OPINION OF
LEGAL COUNSEL & DIRECTOR'S EVALUATION
- 12-058 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- 12-059 V. APPROVAL OF AGENDA (pp. 1-2)
(Item of action)
- 12-060 VI. APPROVAL OF MINUTES OF MARCH 19, 2012 (pp. 3-9)
(Item of action)
- 12-061 VII. CITIZENS' COMMENTS
- 12-062 VIII. FINANCIAL REPORTS (pp. 10-17)
- 12-063 IX. APPROVAL OF DISBURSEMENTS (pp. 18-20)
(Item of action)
- 12-064 X. COMMITTEE REPORTS
- 12-065 A. DIRECTOR'S EVALUATION
- 12-066 B. EXECUTIVE COMMITTEE
- 12-067 C. FINANCE COMMITTEE
- 12-068 XI. DIRECTOR'S REPORT
- 12-069 XII. NEW BUSINESS

- 12-070 A. DISCUSSION OF PROPOSED 2012-2013 BUDGET (pp. 21-25)
- 12-071 B. FACILITIES COMMITTEE APPOINTMENTS APPROVAL
(p. 26)
(Item of action)
- 12-072 C. PLA PRESENTATION
10 minutes
Celeste Choate
- 12-073 D. VOTE FOR EXECUTIVE SESSION AT THE MAY 21, 2012
REGULAR MEETING FOR OPINION OF LEGAL
COUNSEL & DIRECTOR'S EVALUATION
(Item of action)
Roll call vote
- 12-074 XIII. ADJOURNMENT

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

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

- 12-038 I. CALL TO ORDER
- President Leary called the meeting to order at 6:05 p.m.
- 12-039 II. ATTENDANCE
- Present: Head, Kaplan, Leary, Rosenthal, Surovell
 Absent: Murphy, Barney Newman
 Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)
- 12-040 III. RECESS TO EXECUTIVE SESSION FOR OPINION OF
 LEGAL COUNSEL
- 12-041 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- President Leary reconvened the meeting to order at 7:05 p.m.
- 12-042 V. APPROVAL OF AGENDA
 (Item of action)
- Trustee Head, supported by Vice President Rosenthal, moved to approve the agenda.
- AYES: Head, Kaplan, Leary, Rosenthal, Surovell
 NAYS: None
- Motion passed 5-0.
- 12-043 VI. APPROVAL OF MINUTES OF FEBRUARY 20, 2012
 (Item of action)
- Trustee Kaplan, supported by Trustee Head, moved to approve the minutes of February 20, 2012.
- AYES: Head, Kaplan, Leary, Rosenthal, Surovell
 NAYS: None
- Motion passed 5-0.

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

12-044 VII. CITIZENS' COMMENTS

There were no citizens' comments.

12-045 VIII. FINANCIAL REPORTS

Associate Director Nieman reported February showed unrestricted cash balance just over \$11.1 million. Tax receipts just over \$10.8 million, reflecting 96.8% of the budgeted amount, have been received. The Fund Balance reflects just over \$7.9 million. Two line items are over budget, but will come back into line later in the year.

12-046 IX. APPROVAL OF DISBURSEMENTS
 (Item of action)

Trustee Head, supported by Trustee Surovell, moved to approve the February disbursements.

AYES: Head, Kaplan, Leary, Rosenthal, Surovell

NAYS: None

Motion passed 5-0.

12-047 X. COMMITTEE REPORTS

12-048 A. BUDGET AND FINANCE COMMITTEE

Trustee Surovell, in absence of committee chair Treasurer Murphy, reported that the committee met and was notified by administration that tax revenues were unknown at the time. The committee will meet prior to the April Board meeting to review a draft budget which should have firmer figures.

The Budget and Finance Committee consists of Treasurer Murphy, Trustee Kaplan and Trustee Surovell.

12-049 B. FACILITIES COMMITTEE

Vice President Rosenthal reported a preliminary meeting of a facilities committee consisting of Trustee Kaplan, Trustee Surovell and herself met to begin the process of reviewing the condition of the downtown library building.

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

12-050 XI. DIRECTOR'S REPORT

Director Parker reported her involvement as MLA Legislative Chairperson has required several trips to Lansing to testify before legislators. Issues revolve around repeal of personal property taxes, lack of renaissance zone reimbursements and the creation of parallel ordinances all diverting monies from libraries.

AADL recently received two certificates of participation from the Department of Veteran Affairs due to the efforts of Terry Soave, Sherlonya Turner and Diane Dahlem and their staff in promoting participation with this group.

Director Parker reflected on her tenure as director over the past ten years. She thanked members of her administrative staff for their support; she thanked all staff for placing patrons first and for providing excellent service, and she thanked the Board for their ongoing support.

12-051 XII. NEW BUSINESS

12-052 A. VOTE FOR EXECUTIVE SESSION AT THE APRIL 16, 2012 REGULAR MEETING FOR OPINION OF LEGAL COUNSEL & DIRECTOR'S EVALUATION

(Item of action)

Roll call vote

Trustee Kaplan, supported by Trustee Head, moved to hold an Executive Session at the April 16, 2012 regular Board meeting for opinion of legal counsel and director's evaluation.

A roll call vote was taken.

AYES: Head, Kaplan, Leary, Rosenthal, Surovell

NAYS: None

Motion passed 5-0.

12-053 B. RESOLUTION IN HONOR OF JOSIE BARNES PARKER'S TENTH ANNIVERSARY AS DIRECTOR OF THE ANN ARBOR DISTRICT LIBRARY

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

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

WHEREAS Josie Barnes Parker has served as Director the Ann Arbor District Library for ten years this week, and;

WHEREAS Ms. Parker has provided outstanding leadership in all areas of her work: physical buildings, digital environments, and service. Specifically:

- A new branch library at Malletts Creek opened January 10, 2004; and this branch has received numerous awards for sustainability;
- A new branch library at Pittsfield opened March, 2006;
- A new branch library at Traverwood opened June, 2008; and this branch has won numerous awards;
- All of which earned her an Honorary Affiliate membership in the Michigan chapter of the American Institute of Architects;

WHEREAS enormous increases in use of AADL, exemplified by the following during her tenure:

- increase in circulation from under 2 million to 8.8 million last year;
- increase in cardholders from 87,000 to 112,000, 68% of the district population served;
- increase in program attendance from 45,000 to 67,000;
- increase in people entering AADL buildings from about 1 million to almost 1.8 million;

WHEREAS Ms. Parker has provided ongoing growth and expansion of services for children; expanding opportunities for public use of library buildings; as reflected in receipt of a *Library Journal* 5 Star Library ranking and Voice of the People Awards presented by the International City/County Management Association;

WHEREAS development of a robust and popular web presence, exemplified by 59 million views of library pages last year; and by popular features such as renewing material and placing holds online;

WHEREAS provision of computer work stations and Wi-Fi in all buildings, enabling those without those services at home to participate in the now-essential world of the web;

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

WHEREAS provided in 2009 a new home for the Washtenaw Library for the Blind and Physically Disabled; also in 2009 negotiated a unique and positive agreement with the *Ann Arbor News* to provide sustainable, permanent access to their archives;

WHEREAS leadership at the state and national levels, exemplified by her service as President of the Michigan Library Association (2007/2008), and this year as chair of MLA's legislative committee, for which she has often provided compelling testimony about the increased importance of public libraries in a recession and an increasingly digital world; exemplified by her participation in the Digital Public Library planning session and the UNESCO World Forum;

AND WHEREAS Ms. Parker has done all of this while maintaining a balanced budget and fund balance; while developing more efficient and effective organizational structures; and while fostering growth and professional maturity among her staff;

NOW, THEREFORE, BE IT RESOLVED that the Board of the Ann Arbor District Library offers its hearty and sincere congratulations, and wishes for continued success, to Josie Barnes Parker.

AYES: Head, Kaplan, Leary, Rosenthal, Surovell

NAYS: None

Motion passed 5-0.

12-054 XIII. ADJOURNMENT

Trustee Head, supported by Vice President Rosenthal, moved to adjourn the meeting.

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

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on March 19, 2012 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 12-053**

**RESOLUTION IN HONOR OF JOSIE BARNES PARKER'S TENTH
ANNIVERSARY AS DIRECTOR 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 19th day of March, 2012 at 6:00 p.m.

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

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

WHEREAS Josie Barnes Parker has served as Director the Ann Arbor District Library for ten years this week, and;

WHEREAS Ms. Parker has provided outstanding leadership in all areas of her work: physical buildings, digital environments, and service. Specifically:

- A new branch library at Malletts Creek opened January 10, 2004; and this branch has received numerous awards for sustainability;
- A new branch library at Pittsfield opened March, 2006;
- A new branch library at Traverwood opened June, 2008; and this branch has won numerous awards;
- All of which earned her an Honorary Affiliate membership in the Michigan chapter of the American Institute of Architects;

WHEREAS enormous increases in use of AADL, exemplified by the following during her tenure:

- increase in circulation from under 2 million to 8.8 million last year;
- increase in cardholders from 87,000 to 112,000, 68% of the district population served;
- increase in program attendance from 45,000 to 67,000;
- increase in people entering AADL buildings from about 1 million to almost 1.8 million;

WHEREAS Ms. Parker has provided ongoing growth and expansion of services for children; expanding opportunities for public use of library buildings; as reflected in receipt of a *Library Journal* 5 Star Library ranking and Voice of the People Awards presented by the International City/County Management Association;

WHEREAS development of a robust and popular web presence, exemplified by 59 million views of library pages last year; and by popular features such as renewing material and placing holds online;

WHEREAS provision of computer work stations and Wi-Fi in all buildings, enabling those without those services at home to participate in the now-essential world of the web;

WHEREAS provided in 2009 a new home for the Washtenaw Library for the Blind and Physically Disabled; also in 2009 negotiated a unique and positive agreement with the *Ann Arbor News* to provide sustainable, permanent access to their archives;

WHEREAS leadership at the state and national levels, exemplified by her service as President of the Michigan Library Association (2007/2008), and this year as chair of MLA's legislative committee, for which she has often provided compelling testimony about the increased importance of public libraries in a recession and an increasingly digital world; exemplified by her participation in the Digital Public Library planning session and the UNESCO World Forum;

AND WHEREAS Ms. Parker has done all of this while maintaining a balanced budget and fund balance; while developing more efficient and effective organizational structures; and while fostering growth and professional maturity among her staff;

NOW, THEREFORE, BE IT RESOLVED that the Board of the Ann Arbor District Library offers its hearty and sincere congratulations, and wishes for continued success, to Josie Barnes Parker.

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

AYES: Rebecca Head, Nancy Kaplan, Margaret Leary, Prue Rosenthal, Ed 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 19, 2012 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

Ann Arbor District Library Financial Summary for March 2012

Cash:

The unrestricted cash balance as of March 31, 2012 was \$10,492,023 down from \$11,179,652 in February.

Tax Receipts:

The Library has received tax receipts totaling \$10,895,347, 97.6% of the budgeted amount, as of March 31st.

Budget vs. Actual:

The Library showed an operating surplus of \$339,229 through March 31st. This gives the Library a positive fund balance of \$8,053,705 at the end of March, up from \$7,992,824 in February.

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

Tax and penal fine 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:

Materials - This line item will fall back into line in the next few months.

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

Supplies – A few large purchases were made in March.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Nine Months Ending March 31, 2012

	March			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Tax Collections - Operating	\$924,335	\$924,333	\$2	\$8,318,998	\$8,319,000	(\$2)
State Aid	40,873		40,873	40,873		40,873
Penal Fines	20,833	20,833		187,497	187,500	(3)
Interest	4,059	5,167	(1,108)	111,716	46,500	65,216
Copiers	3,189	3,167	22	26,401	28,500	(2,099)
Grants/Memorials	40,420	7,500	32,920	91,913	67,500	24,413
Library Fines & Fees	37,382	40,417	(3,035)	333,348	363,750	(30,402)
Non-Resident Fees	1,725	1,417	308	12,100	12,750	(650)
Fund Balance Transfer		3,750	(3,750)		33,750	(33,750)
Total Revenue	\$1,072,816	\$1,006,584	\$66,232	\$9,122,846	\$9,059,250	\$63,596
Expenditures						
Salaries & Wages	477,618	473,667	3,951	4,255,488	4,263,000	(7,512)
Employee Benefits	136,632	125,833	10,799	1,107,583	1,132,500	(24,917)
Employment Taxes	36,109	36,250	(141)	317,636	326,250	(8,614)
Total Employment Cost	\$650,359	\$635,750	\$14,609	\$5,680,707	\$5,721,750	(\$41,043)
Custodial and Electrical	\$10,167	\$17,500	(\$7,333)	\$126,669	\$157,500	(\$30,831)
Accounting/Audit	1,250	1,250		11,250	11,250	
Legal	1,885	6,250	(4,365)	43,606	56,250	(12,644)
Purchased Services	24,497	12,417	12,080	109,707	111,750	(2,043)
Utilities	38,827	37,917	910	308,605	341,250	(32,645)
Property Insurance	(6,525)	7,250	(13,775)	48,521	65,250	(16,729)
Communications	11,369	15,000	(3,631)	129,482	135,000	(5,518)
Materials	174,371	154,167	20,204	1,403,979	1,387,500	16,479
Software Licenses/Maintenanc	234	10,000	(9,766)	95,261	90,000	5,261
Building Rental	22,707	12,917	9,790	113,291	116,250	(2,959)
Seminars/Conferences/Travel	2,505	1,833	672	7,659	16,500	(8,841)
Copier Expense	2,027	5,417	(3,390)	28,500	48,750	(20,250)
Library Programming	20,653	20,833	(180)	182,928	187,500	(4,572)
Grants/Memorials	1,474	7,500	(6,026)	38,996	67,500	(28,504)
Supplies	31,709	15,000	16,709	138,802	135,000	3,802
Repairs and Maintenance	9,097	23,583	(14,486)	196,708	212,250	(15,542)
Postage	5,201	2,500	2,701	23,408	22,500	908
Lcards/Circ Cards	1,223	5,167	(3,944)	45,279	46,500	(1,221)
Other Operating Expenditures	1,116	1,833	(717)	14,350	16,500	(2,150)
Total Operating Expense	\$353,787	\$358,334	(\$4,547)	\$3,067,001	\$3,225,000	(\$157,999)
Capital Outlays	\$7,867	\$12,500	(\$4,633)	\$35,909	\$112,500	(\$76,591)
Total Expenditures	\$1,012,013	\$1,006,584	\$5,429	\$8,783,617	\$9,059,250	(\$275,633)
Net	\$60,803		\$60,803	\$339,229		\$339,229

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Nine Months Ending March 31, 2012

	March			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Grants/Memorials	\$40,420	\$7,500	\$32,920	\$90,713	\$67,500	\$23,213
Total Revenue	\$40,420	\$7,500	\$32,920	\$90,713	\$67,500	\$23,213
Expenditures						
Materials	730		730	8,164		8,164
Library Programming	378		378	24,964		24,964
Supplies				1,146		1,146
Other Operating Expenditures	318	7,500	(7,182)	3,522	67,500	(63,978)
Total Operating Expense	\$1,426	\$7,500	(\$6,074)	\$37,796	\$67,500	(\$29,704)
Total Expenditures	\$1,426	\$7,500	(\$6,074)	\$37,796	\$67,500	(\$29,704)
Net	\$38,994		\$38,994	\$52,917		\$52,917

ANN ARBOR DISTRICT LIBRARY
Friends of the Library
For the Nine Months Ending March 31, 2012

	March			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Grants/Memorials	\$40,000	\$7,500	\$32,500	\$80,000	\$67,500	\$12,500
Total Revenue	\$40,000	\$7,500	\$32,500	\$80,000	\$67,500	\$12,500
Expenditures						
Materials				2,453		2,453
Library Programming	378		378	24,964		24,964
Supplies				1,146		1,146
Other Operating Expenditures	318	7,500	(7,182)	3,522	67,500	(63,978)
Total Operating Expense	\$696	\$7,500	(\$6,804)	\$32,085	\$67,500	(\$35,415)
Total Expenditures	\$696	\$7,500	(\$6,804)	\$32,085	\$67,500	(\$35,415)
Net	\$39,304		\$39,304	\$47,915		\$47,915

Balance Sheet

ASSETS

As of 3/31/2012

Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$23,848.10
CASH-PAYROLL	17,548.48
HOLTREY FUND	330,825.28
CASH-SAVINGS	692,828.54
KENISTON FUND	30,257.36
SHAFFER FUND	10,456.00
WESTERMAN FUND	43,029.50
PETTY CASH	2,000.00
WLBPD ACCOUNT	37,012.44
CDs - SHORT TERM	4,600,000.00

Total Cash	\$5,787,805.70
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Investments

BANK OF ANN ARBOR INVESTMENT	\$3,317,589.51
UNITED BANK AND TRUST INVESTMENT	1,838,208.26

Total Investments	\$5,155,797.77
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Accounts Receivable

ACCOUNTS RECEIVABLE	\$187,528.28
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Total Accounts Receivable	\$187,528.28
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Property Taxes Receivable

TAXES RECEIVABLE	\$29,819.42
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Total Property Taxes Receivable	\$29,819.42
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Prepaid Expenses

PRE-PAID INSURANCE	\$78,711.97
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Total Prepaid Expenses	\$78,711.97
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Total Current Assets	\$11,239,663.14
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Capital Assets:

BUILDINGS	\$25,972,421.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	460,149.00
COMMUNICATIONS EQUIPMENT	429,943.00
BUSINESS MACHINES	175,244.00
COMPUTER EQUIPMENT	1,307,407.33
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	43,135.00
FURNITURE & FIXTURES	1,302,241.00
VEHICLES	183,256.00

Total Capital Assets	\$32,024,047.15
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Amount Provided for Long-Term Debt:

LONG TERM SICK	\$27,324.99
LONG TERM VACATION	241,660.52

Total Provided for Long-Term Debt	268,985.51
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TOTAL ASSETS	\$43,532,695.80
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Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$56,905.16
ACCRUED ACCOUNTS PAYABLE	122,257.72
ACCRUED PAYROLL	252,000.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	2,581.17
ACCRUED EMPLOYER 403(b) - UNDECIDED	28,246.47
ACCRUED 403B/MPSERS EMPLOYER	2,023.12
ACCRUED LIABILITY-VACATION S/T	97,084.23

Total Current Liabilities	\$561,097.87
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$27,324.99
ACCRUED LIABILITY-VACATION L/T	241,660.52

Total Long-Term Liabilities	268,985.51
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$32,024,047.15
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Fund Balance:

RESERVE-ENCUMBRANCES	\$151,024.00
DEFERRED REVENUE - PROPERTY TAX	2,473,836.00
FUND BALANCE - UNDESIGNATED	7,714,474.36
EXCESS REVENUE (SPENDING)	339,230.91

Total Fund Balance	\$10,678,565.27
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Total Fund Equity	\$42,702,612.42
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TOTAL LIABILITIES AND FUND EQUITY	\$43,532,695.80
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Ann Arbor District Library

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

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,992,824	\$ 7,822,173
Total revenues	1,072,816	9,122,846
Expenditures:		
Operating	(1,004,142)	(8,747,706)
Capital outlays	(7,867)	(35,909)
(Increase) decrease in encumbrances	<u>74</u>	<u>(107,699)</u>
Ending surplus (deficit)	<u>\$ 8,053,705</u>	<u>\$ 8,053,705</u>

Ann Arbor District Library

Monthly and year-to-date cash rollforward For Period ending March 31, 2012

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Monthly rollforward					
Commercial checking	\$ 28,835	\$ 12,458	\$ (407,445)	\$ 390,000	\$ 23,848
Payroll	17,544	4	(443,872)	443,872	17,548
Petty cash	2,000	-	-	-	2,000
Savings	579,235	217,808	(70,342)	(33,872)	692,829
CDs - Bank of Ann Arbor	5,400,000	-	-	(800,000)	4,600,000
Investments - Bank of Ann Arbor	3,313,830	3,760	-	-	3,317,590
Investments - United Bank and Trust	1,838,208	-	-	-	1,838,208
Westerman Fund	43,026	4	-	-	43,030
Shafer Fund	10,455	1	-	-	10,456
Holtrey Fund	330,785	40	-	-	330,825
Keniston Fund	30,255	2	-	-	30,257
WLBPD	37,009	3	-	-	37,012
	<u>\$ 11,631,182</u>	<u>\$ 234,080</u>	<u>\$ (921,659)</u>	<u>\$ -</u>	<u>\$ 10,943,603</u>
Year-to-date rollforward					
Commercial checking	\$ 28,733	\$ 112,889	\$ (4,402,774)	\$ 4,285,000	\$ 23,848
Payroll	245,355	1,189	(4,370,606)	4,141,610	17,548
Petty cash	2,000	-	-	-	2,000
Savings	2,478,284	11,705,031	(463,876)	(13,026,610)	692,829
CDs - Bank of Ann Arbor	-	-	-	4,600,000	4,600,000
Investments - Bank of Ann Arbor	3,262,530	55,060	-	-	3,317,590
Investments - United Bank and Trust	1,788,584	49,644	-	-	1,838,208
Westerman Fund	42,497	533	-	-	43,030
Shafer Fund	10,448	8	-	-	10,456
Holtrey Fund	330,453	372	-	-	330,825
Keniston Fund	30,235	22	-	-	30,257
WLBPD	36,985	27	-	-	37,012
	<u>\$ 8,256,084</u>	<u>\$ 11,924,775</u>	<u>\$ (9,237,256)</u>	<u>\$ -</u>	<u>\$ 10,943,603</u>

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	3/1/2012
Vendor ID	First	Last	Checkbook ID	3/31/2012
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
043370	3M	3M COMPANY	3/8/2012	CHECK	PMCHK00001436	\$787.80
043335	AGRSER	A GROWING SERVICE LLC	3/1/2012	CHECK	PMCHK00001435	\$340.00
043457	AGRSER	A GROWING SERVICE LLC	3/21/2012	CHECK	PMCHK00001443	\$340.00
043334	AFSMITH	A.F. SMITH ELECTRIC, INC.	3/1/2012	CHECK	PMCHK00001435	\$390.95
043372	AFSMITH	A.F. SMITH ELECTRIC, INC.	3/8/2012	CHECK	PMCHK00001436	\$566.25
043456	AFSMITH	A.F. SMITH ELECTRIC, INC.	3/21/2012	CHECK	PMCHK00001443	\$176.00
043488	ABSBFAF	ABSOLUTELY BAFFLING MAGIC	3/27/2012	CHECK	PMCHK00001444	\$100.00
043336	AIMGAR	AIMEE GARGUS	3/1/2012	CHECK	PMCHK00001435	-\$22.09
043458	ALLHANDS	ALL HANDS ACTIVE	3/21/2012	CHECK	PMCHK00001443	\$100.00
043337	AMACOM	AMAZON.COM CREDIT PLAN	3/1/2012	CHECK	PMCHK00001435	\$1,551.30
043428	AMEX	AMERICAN EXPRESS	3/14/2012	CHECK	PMCHK00001441	\$62,703.53
043373	AMEINT2	AMERICAN INTERIORS	3/8/2012	CHECK	PMCHK00001436	\$125.00
043459	ANDPAI	ANDERSON PAINT COMPANY	3/21/2012	CHECK	PMCHK00001443	\$266.88
043371	AADOSYS	ANN ARBOR DOOR SYSTEMS, INC.	3/8/2012	CHECK	PMCHK00001436	\$150.00
043374	ANNARB	ANN ARBOR OBSERVER	3/8/2012	CHECK	PMCHK00001436	\$1,688.40
043333	AANEWS	ANN ARBOR.COM	3/1/2012	CHECK	PMCHK00001435	\$2,351.52
043455	AANEWS	ANN ARBOR.COM	3/21/2012	CHECK	PMCHK00001443	\$1,567.68
043509	APPSTO	APPLE STORE	3/29/2012	CHECK	PMCHK00001445	\$149.00
043460	ARMCLE	ARMEN CLEANERS	3/21/2012	CHECK	PMCHK00001443	\$104.75
043375	AROKAU	ARON KAUFMAN	3/8/2012	CHECK	PMCHK00001436	\$100.00
043429	ATT	AT&T ADVERTISING SOLUTIONS	3/14/2012	CHECK	PMCHK00001441	\$864.42
043452	ATTMOB	AT&T MOBILITY	3/19/2012	CHECK	PMCHK00001442	\$1,448.90
043431	BBCAUD	AUDIO GO	3/14/2012	CHECK	PMCHK00001441	\$486.32
043430	BARNOB1	BARNES & NOBLE INC.	3/14/2012	CHECK	PMCHK00001441	\$3,422.42
043461	BARNOB1	BARNES & NOBLE INC.	3/21/2012	CHECK	PMCHK00001443	\$121.26
043376	BATPLU	BATTERIES PLUS	3/8/2012	CHECK	PMCHK00001436	\$49.99
043377	BEADEL	BEAU DELOACH	3/8/2012	CHECK	PMCHK00001436	\$25.00
043378	BETBEC	BETSY BECKERMAN	3/8/2012	CHECK	PMCHK00001436	\$400.00
043340	BLAAUD	BLACKSTONE AUDIO BOOKS	3/1/2012	CHECK	PMCHK00001435	\$738.00
043489	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	3/27/2012	CHECK	PMCHK00001444	\$42,866.39
043490	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	3/27/2012	CHECK	PMCHK00001444	\$9,758.32
043432	BOOWHO	BOOK WHOLESALERS, INC.	3/14/2012	CHECK	PMCHK00001441	\$83.67
043462	BP	BP	3/21/2012	CHECK	PMCHK00001443	\$476.05
043463	BREHEM	BRETT HEMENWAY	3/21/2012	CHECK	PMCHK00001443	\$100.00
043380	BREWER	BREWER'S	3/8/2012	CHECK	PMCHK00001436	\$450.75
043433	BRIAUD	BRILLIANCE AUDIO, INC.	3/14/2012	CHECK	PMCHK00001441	\$812.53
043382	BUSVAL	BUSCH'S, INC.	3/8/2012	CHECK	PMCHK00001436	\$243.81
* 043381	BUSCAR	BUSINESS CARD	3/8/2012	CHECK	PMCHK00001436	\$2,899.21
* 043424	BUSCAR	BUSINESS CARD	3/12/2012	CHECK	PMCHK00001438	\$2,898.33
* 043425	BUSCAR	BUSINESS CARD	3/12/2012	CHECK	PMCHK00001439	\$0.43
* 043426	BUSCAR	BUSINESS CARD	3/12/2012	CHECK	PMCHK00001439	\$2,898.33
043427	BUSCAR	BUSINESS CARD	3/12/2012	CHECK	PMCHK00001440	\$2,898.78
043341	CARVAN	CARLEEN VANDERBOK	3/1/2012	CHECK	PMCHK00001435	\$744.59
043383	CARBRO	CARPENTER BROS.	3/8/2012	CHECK	PMCHK00001436	\$119.13
043434	CCH	CCH INCORPORATED	3/14/2012	CHECK	PMCHK00001441	\$768.04
043342	CDW-G	CDW GOVERNMENT, INC.	3/1/2012	CHECK	PMCHK00001435	\$97.70
043464	CDW-G	CDW GOVERNMENT, INC.	3/21/2012	CHECK	PMCHK00001443	\$628.24
043491	CELCHO	CELESTE CHOATE	3/27/2012	CHECK	PMCHK00001444	\$1,513.55
043447	THOLEA	CENGAGE LEARNING	3/14/2012	CHECK	PMCHK00001441	\$505.72
043435	CENPOI	CENTER POINT PUBLISHING	3/14/2012	CHECK	PMCHK00001441	\$144.47
043343	CHESEN	CHELSEA SENIOR CENTER	3/1/2012	CHECK	PMCHK00001435	\$35.00
043384	CHRWIL	CHRISTOPHER S. WILLIAMS	3/8/2012	CHECK	PMCHK00001436	\$52.90
043385	CINCOR	CINTAS CORPORATION	3/8/2012	CHECK	PMCHK00001436	\$1,303.44
043386	CITOF1	CITY OF ANN ARBOR TREASURER	3/8/2012	CHECK	PMCHK00001436	\$37.00
043492	CITOF1	CITY OF ANN ARBOR TREASURER	3/27/2012	CHECK	PMCHK00001444	\$2,321.06
043466	COMCAS	COMCAST	3/21/2012	CHECK	PMCHK00001443	\$42.91

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Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

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* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
043387	COMALLW	COMPUTER ALLEY WEST	3/8/2012	CHECK	PMCHK00001436	\$273.00
043465	COMALLW	COMPUTER ALLEY WEST	3/21/2012	CHECK	PMCHK00001443	\$334.12
043453	COTINN	COTTAGE INN CATERING SERVICES	3/19/2012	CHECK	PMCHK00001442	\$154.50
043467	CRABRE	CRAIG BRENNER	3/21/2012	CHECK	PMCHK00001443	\$800.00
043346	DKAGEN	D.K. AGENCIES (P) LTD.	3/1/2012	CHECK	PMCHK00001435	\$74.80
043344	DAVMCM	DAVID MCMILLIAN	3/1/2012	CHECK	PMCHK00001435	\$70.00
043468	DEADOL	DEANN DOLL	3/21/2012	CHECK	PMCHK00001443	\$563.34
043388	DEMCO	DEMCO	3/8/2012	CHECK	PMCHK00001436	\$1,671.38
043469	DIADUD	DIANE DUDLEY	3/21/2012	CHECK	PMCHK00001443	\$100.00
043345	DIVINF	DIVERSITY INFORMATION RESOUURC	3/1/2012	CHECK	PMCHK00001435	\$149.00
043389	DONZEI	DONALD ZEITLER	3/8/2012	CHECK	PMCHK00001436	\$400.00
043347	DTEENE	DTE ENERGY	3/1/2012	CHECK	PMCHK00001435	\$35,889.25
043493	DTEENE	DTE ENERGY	3/27/2012	CHECK	PMCHK00001444	\$35,706.91
043348	DYKGOS	DYKEMA GOSSETT	3/1/2012	CHECK	PMCHK00001435	\$182.40
043390	ELILAW	ELITE LAWN & LANDSCAPE, INC.	3/8/2012	CHECK	PMCHK00001436	\$5,010.82
043436	ERILIT	ERIC LITWIN	3/14/2012	CHECK	PMCHK00001441	\$750.00
043391	ERISCH	ERIC SCHOENBAECHLER	3/8/2012	CHECK	PMCHK00001436	\$30.20
043437	GRACUT	FOYLES INC. GRANT & CUTLER	3/14/2012	CHECK	PMCHK00001441	\$2,439.69
043392	FRIOF	FRIENDS OF THE ANN ARBOR	3/8/2012	CHECK	PMCHK00001436	\$914.50
043446	THOGAL	GALE	3/14/2012	CHECK	PMCHK00001441	\$111.15
043393	GRELAK2	GREAT LAKES AUTOMATIC DOOR, IN	3/8/2012	CHECK	PMCHK00001436	\$159.98
043470	GRELAK2	GREAT LAKES AUTOMATIC DOOR, IN	3/21/2012	CHECK	PMCHK00001443	\$716.27
043494	FIRMAR	GREEN ROAD ASSOCIATES, LP	3/27/2012	CHECK	PMCHK00001444	\$3,208.33
043338	ARCHAMBAULT	GROUPE ARCHAMBAULT INC.	3/1/2012	CHECK	PMCHK00001435	\$524.11
043438	HFGROUP	HF GROUP LLC	3/14/2012	CHECK	PMCHK00001441	\$19.08
043349	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	3/1/2012	CHECK	PMCHK00001435	\$1,202.50
043495	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	3/27/2012	CHECK	PMCHK00001444	\$1,885.00
043350	HUTPLU	HUTZEL PLUMBING AND HEATING	3/1/2012	CHECK	PMCHK00001435	\$625.73
043394	HUTPLU	HUTZEL PLUMBING AND HEATING	3/8/2012	CHECK	PMCHK00001436	\$305.00
043395	IEVBAT	IEVA BATES	3/8/2012	CHECK	PMCHK00001436	\$137.01
043439	INGLIB	INGRAM LIBRARY SERVICES INC.	3/14/2012	CHECK	PMCHK00001441	\$282.00
043471	JEABUE	JEAN BUESCHER BARTLETT	3/21/2012	CHECK	PMCHK00001443	\$300.00
043496	JEFWAW	JEFF WAWRZASZEK	3/27/2012	CHECK	PMCHK00001444	\$300.00
043339	BENHIS	KAREN WIGHT	3/1/2012	CHECK	PMCHK00001435	\$100.00
043472	KATBRA	KATHY BRADY	3/21/2012	CHECK	PMCHK00001443	\$100.00
043396	KATCHY	KATIE CHYNOWETH	3/8/2012	CHECK	PMCHK00001436	\$38.30
043454	KIPDEG	KIP DEGRAAF	3/19/2012	CHECK	PMCHK00001442	\$52.17
043397	KOLOSS	KOLOSSOS	3/8/2012	CHECK	PMCHK00001436	\$44.44
043351	LAURAY	LAURA RAYNOR	3/1/2012	CHECK	PMCHK00001435	\$88.45
043440	LIRZHE	LIRONG ZHENG	3/14/2012	CHECK	PMCHK00001441	\$31.53
043475	NEOPOS	MAIL FINANCE, INC.	3/21/2012	CHECK	PMCHK00001443	\$226.29
043473	MAISHO	MAIL SHOPPE, INC.	3/21/2012	CHECK	PMCHK00001443	\$280.54
043352	MARWAY	MARTIN-WAYMIRE	3/1/2012	CHECK	PMCHK00001435	\$3,000.00
043474	MARWAY	MARTIN-WAYMIRE	3/21/2012	CHECK	PMCHK00001443	\$3,000.00
043398	MATDUB	MATT DUBAY	3/8/2012	CHECK	PMCHK00001436	\$64.99
043353	METCOM	METCOM	3/1/2012	CHECK	PMCHK00001435	\$22,669.18
043497	METLIFE	METLIFE SBC	3/27/2012	CHECK	PMCHK00001444	\$6,947.16
043354	MICDAI	MICHIGAN DAILY/THE//	3/1/2012	CHECK	PMCHK00001435	\$1,380.00
043498	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	3/27/2012	CHECK	PMCHK00001444	\$1,143.04
043355	MICLIBA	MICHIGAN LIBRARY ASSOCIATION	3/1/2012	CHECK	PMCHK00001435	\$525.00
043399	MIDGRA	MIDWEST GRAPHICS & AWARDS	3/8/2012	CHECK	PMCHK00001436	\$283.53
* 043356	MORNIN	MORNINGSTAR, INC.	3/1/2012	CHECK	PMCHK00001435	\$2,029.25
043400	MORNIN	MORNINGSTAR, INC.	3/8/2012	CHECK	PMCHK00001436	\$2,945.00
043441	MUNCOD	MUNICIPAL CODE CORPORATION	3/14/2012	CHECK	PMCHK00001441	\$110.24
043401	NUWAVE	NUWAVE AQUARIUMS	3/8/2012	CHECK	PMCHK00001436	\$388.00
043402	OFFDEP	OFFICE DEPOT, INC.	3/8/2012	CHECK	PMCHK00001436	\$2,243.07
043442	OXFUNI	OXFORD UNIVERSITY PRESS	3/14/2012	CHECK	PMCHK00001441	\$21.81
043403	PACMEC	PACE MECHANICAL SERVICES, INC.	3/8/2012	CHECK	PMCHK00001436	\$858.19
043404	PAUSTO	PAUL STORRIE	3/8/2012	CHECK	PMCHK00001436	\$100.00
043476	PIOJAN	PIONEER JANITORIAL SERVICE	3/21/2012	CHECK	PMCHK00001443	\$10,167.08
043357	PITCHA	PITTSFIELD CHARTER TOWNSHIP	3/1/2012	CHECK	PMCHK00001435	\$99.06
043499	PITCHA	PITTSFIELD CHARTER TOWNSHIP	3/27/2012	CHECK	PMCHK00001444	\$54.12
043477	PRITEC	PRINT TECH INC.	3/21/2012	CHECK	PMCHK00001443	\$1,530.82

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 User Date: 4/9/2012

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

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 User ID: NIEMANK

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
043500	PRIORITY	PRIORITY HEALTH	3/27/2012	CHECK	PMCHK00001444	\$12,655.00
043358	QUANTA	QUANTA, INC.	3/1/2012	CHECK	PMCHK00001435	\$2,000.00
043408	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	3/8/2012	CHECK	PMCHK00001436	\$5,275.00
043405	RACYAN	RACHEL YANIKOGLU	3/8/2012	CHECK	PMCHK00001436	\$136.82
043359	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	3/1/2012	CHECK	PMCHK00001435	\$18.00
043443	RECBOO	RECORDED BOOKS, INC.	3/14/2012	CHECK	PMCHK00001441	\$6,803.97
043478	RECBOO	RECORDED BOOKS, INC.	3/21/2012	CHECK	PMCHK00001443	\$1,269.20
043406	REPPAR	REPUBLIC PARKING	3/8/2012	CHECK	PMCHK00001436	\$140.00
043501	REPPAR	REPUBLIC PARKING	3/27/2012	CHECK	PMCHK00001444	\$140.00
043407	RICLES	RICHARD LESUEUR	3/8/2012	CHECK	PMCHK00001436	\$100.00
043502	RICBUS	RICOH AMERICAS CORP	3/27/2012	CHECK	PMCHK00001444	\$273.00
043409	ROLTUS	ROLLIE TUSSING	3/8/2012	CHECK	PMCHK00001436	\$600.00
043379	BILHAR	ROUND RIVER PRODUCTIONS	3/8/2012	CHECK	PMCHK00001436	\$1,000.00
043360	ROYLIM	ROYAL LIMOUSINE	3/1/2012	CHECK	PMCHK00001435	\$267.65
043410	RTI	RTI	3/8/2012	CHECK	PMCHK00001436	\$1,320.03
043479	RTI	RTI	3/21/2012	CHECK	PMCHK00001443	\$5,690.00
043482	SFSTRO	S.F. STRONG, INC.	3/21/2012	CHECK	PMCHK00001443	\$489.02
043411	SARKEL	SARA MELTON KELLER	3/8/2012	CHECK	PMCHK00001436	\$600.00
043481	SCHSEC	SCHILKE SECURITY	3/21/2012	CHECK	PMCHK00001443	\$169.00
043412	SCHELE	SCHINDLER ELEVATOR CORPORATION	3/8/2012	CHECK	PMCHK00001436	\$1,542.62
043480	SCHELE	SCHINDLER ELEVATOR CORPORATION	3/21/2012	CHECK	PMCHK00001443	\$667.91
043361	SCHLIB	SCHOLASTIC LIBRARY PUBLISHING	3/1/2012	CHECK	PMCHK00001435	\$456.30
043413	SHAKUC	SHANNON KUCHERA	3/8/2012	CHECK	PMCHK00001436	\$500.00
043362	SHAINV	SHARON D. IVERSON	3/1/2012	CHECK	PMCHK00001435	\$36.36
043414	SKIINC	SKIDMORE STUDIO LLC	3/8/2012	CHECK	PMCHK00001436	\$5,472.60
043483	SPARTLIB	SPARTA TOWNSHIP LIBRARY	3/21/2012	CHECK	PMCHK00001443	\$16.99
043444	SPRINT	SPRINT PCS	3/14/2012	CHECK	PMCHK00001441	\$487.79
043415	STAHAR	STADIUM HARDWARE	3/8/2012	CHECK	PMCHK00001436	\$30.93
043363	STAMIC4	STATE OF MICHIGAN	3/1/2012	CHECK	PMCHK00001435	\$190.00
043503	STAMIC4	STATE OF MICHIGAN	3/27/2012	CHECK	PMCHK00001444	\$60.00
043416	STEOBS	STEVE OSBURN	3/8/2012	CHECK	PMCHK00001436	\$50.00
043364	SUPERD	SUPER D	3/1/2012	CHECK	PMCHK00001435	\$254.67
* 043421	VERIZON	SUPERMEDIA LLC	3/8/2012	CHECK	PMCHK00001436	\$234.01
043445	TDSMET	TDS METROCOM	3/14/2012	CHECK	PMCHK00001441	\$3,625.59
043417	THEANN	THE ANN MAGAZINE	3/8/2012	CHECK	PMCHK00001436	\$1,200.00
043504	THEARK	THE ARK	3/27/2012	CHECK	PMCHK00001444	\$868.00
043418	THECLCD	THE CLCD COMPANY	3/8/2012	CHECK	PMCHK00001436	\$449.95
043419	THELUN	THE LUNCH ROOM LLC	3/8/2012	CHECK	PMCHK00001436	\$70.00
043420	TONBIC	TONIA BICKFORD	3/8/2012	CHECK	PMCHK00001436	\$30.97
043365	TSAFON	TSAI FONG BOOKS, INC.	3/1/2012	CHECK	PMCHK00001435	\$1,038.59
043506	UNIOMA	UNIQUE MANAGEMENT SERVICES, IN	3/27/2012	CHECK	PMCHK00001444	\$1,584.15
043366	UNIPAR	UNITED PARCEL SERVICE	3/1/2012	CHECK	PMCHK00001435	\$28.12
043485	UNIPAR	UNITED PARCEL SERVICE	3/21/2012	CHECK	PMCHK00001443	\$109.60
043505	UNIPAR	UNITED PARCEL SERVICE	3/27/2012	CHECK	PMCHK00001444	\$67.88
043486	UOFCOLO	UNIVERSITY OF COLORADO BOULDER	3/21/2012	CHECK	PMCHK00001443	\$200.00
043507	UNUMPRO	UNUM LIFE INSURANCE	3/27/2012	CHECK	PMCHK00001444	\$2,843.55
043484	UMICH11	UOFM SCHOOL OF INFORMATION	3/21/2012	CHECK	PMCHK00001443	\$25.00
043423	VERWIRC	VERIZON WIRELESS	3/8/2012	CHECK	PMCHK00001437	\$234.01
043367	VIDPRESS	VIDEO PRESS	3/1/2012	CHECK	PMCHK00001435	\$800.00
043448	WASHCC	WASHTENAW COMMUNITY COLLEGE	3/14/2012	CHECK	PMCHK00001441	\$35.00
043449	WASHNE	WASHTENAW NEWS COMPANY, INC.	3/14/2012	CHECK	PMCHK00001441	\$4,251.00
043368	WASHUN	WASHTENAW UNITED WAY	3/1/2012	CHECK	PMCHK00001435	\$1,300.00
043450	WASMAN	WASTE MANAGEMENT OF MICHIGAN	3/14/2012	CHECK	PMCHK00001441	\$173.84
043508	WESENT	WESTGATE ENTERPRISES, LLC	3/27/2012	CHECK	PMCHK00001444	\$6,855.00
043451	WORBOO	WORLD BOOK, INC.	3/14/2012	CHECK	PMCHK00001441	\$717.00
043369	WYSSTE	WYSTAN STEVENS	3/1/2012	CHECK	PMCHK00001435	\$150.00
043487	XEROX	XEROX CORPORATION	3/21/2012	CHECK	PMCHK00001443	\$268.98
043422	XPEPAP	XPEDX STORES C/O PNC BANK	3/8/2012	CHECK	PMCHK00001436	\$60.16

Total Checks: 177

Total Amount of Checks: \$376,622.84

Ann Arbor District Library Budget Fiscal Year 2012-2013

Revenues:

Tax Revenue – The tax revenue shown is the projected revenue at 1.55 mills with a projected growth of 1% 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.

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. Includes an increase in the amount that the Library contributes toward health care costs.
- MPSERS employer contribution percentage of 24.46% to 27.37%.
- 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, \$25,000 for Unique Management, \$10,000 for the payroll service and \$50,000 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 2012-2013 <u>Budget</u>	Projected 2011-2012 <u>Actual</u>	<u>Variance</u>
Revenue:			
Tax Collections (1.5500 mill Levy)	\$ 11,203,000	\$ 11,091,997	\$ 111,003
State Aid	80,000	81,746	(1,746)
Penal Fines	230,000	249,996	(19,996)
Interest	150,000	148,955	1,045
Copier Revenue	35,000	35,201	(201)
Grants and Memorials	90,000	122,551	(32,551)
Library Fines, Fees and Other	450,000	444,464	5,536
Nonresident Fees	16,000	16,133	(133)
Total Revenues	<u>\$ 12,254,000</u>	<u>\$ 12,191,043</u>	<u>\$ 62,957</u>
Expenditures			
Salaries & Wages	\$ 5,800,000	\$ 5,673,984	126,016
Employee Benefits	1,565,000	1,476,777	88,223
Employment Taxes	444,000	423,515	20,485
Total Employment Cost	<u>\$ 7,809,000</u>	<u>\$ 7,574,276</u>	<u>\$ 234,724</u>
Custodial	\$ 200,000	\$ 188,892	11,108
Accounting/Audit	12,000	15,000	(3,000)
Legal Expense	50,000	58,141	(8,141)
Purchased Services	145,000	155,276	(10,276)
Utilities	425,000	411,473	13,527
Property Insurance	84,000	64,695	19,305
Communications	200,000	172,643	27,357
Materials	1,850,000	1,850,000	-
Software Licenses/Maintenance	130,000	120,015	9,985
Building Rental	155,000	154,555	445
Seminars/Conferences/Training/Travel	25,000	24,212	788
Copier Expense	45,000	38,000	7,000
Library Programming	250,000	249,904	96
Grant and Memorial Expenses	90,000	121,995	(31,995)
Supplies	180,000	179,069	931
Repair and Maintenance	297,000	262,277	34,723
Postage	35,000	31,211	3,789
Circulation Supplies	70,000	60,372	9,628
Other Operating Expenditures	23,000	19,133	3,867
Total Operating Expense	<u>\$ 4,266,000</u>	<u>\$ 4,176,863</u>	<u>\$ 89,137</u>
Capital Outlays	179,000	147,879	31,121
Total Expenditures	<u>\$ 12,254,000</u>	<u>\$ 11,899,018</u>	<u>\$ 354,982</u>
Net	<u>\$ -</u>	<u>\$ 292,025</u>	<u>\$ (292,025)</u>

Ann Arbor District Library
2012-2013 Budget

	<u>Building Rental</u>	<u>Seminars/ Conf./ Travel</u>	<u>Copier Expense</u>	<u>Library Programs</u>	<u>Grant and Memorial Expense</u>	<u>Supplies</u>	<u>Repair and Maint.</u>	<u>Postage</u>	<u>Lcards/ Circ Cards</u>	<u>Other Operating Exp.</u>	<u>Capital Outlays</u>	<u>Total</u>
Travenwood	-	-	-	-	-	-	-	-	-	-	-	63,000
Malletts Creek	-	-	-	-	-	-	-	-	-	-	-	60,000
Pittsfield	-	-	-	-	-	-	-	-	-	-	-	75,000
West	-	-	-	-	-	-	-	-	-	-	-	18,000
O & NS	110,000	1,000	-	-	-	8,500	-	-	-	-	-	347,360
YASC	-	1,800	-	-	-	5,000	-	-	-	4,050	-	1,206,698
Circulation	-	500	-	-	-	4,000	1,000	-	70,000	3,500	-	2,065,132
Community Relations	-	500	-	250,000	90,000	3,500	400	-	-	100	-	668,019
Information Access	-	2,000	40,000	-	-	80,000	20,000	-	-	-	125,000	1,889,881
Finance & HR	-	18,400	-	-	-	2,500	-	-	-	6,000	-	4,127,618
Facilities/Security	-	300	5,000	-	-	75,500	275,600	35,000	-	1,350	54,000	1,279,942
Administration	45,000	500	-	-	-	1,000	-	-	-	6,000	-	451,350
Board	-	-	-	-	-	-	-	-	-	2,000	-	2,000
	155,000	25,000	45,000	250,000	90,000	180,000	297,000	35,000	70,000	23,000	179,000	12,254,000
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====



Ann Arbor District Library
Board of Trustees
Committee Assignment for 2012

Special Committee

Offered by Margaret Leary, Board President

Facilities:

Prue Rosenthal, Chair
Nancy Kaplan
Ed Surovell

Committee Charge:

Gather information needed to make recommendations to the Board about AADL's facilities, including but not limited to a review of information gathered in the past about the condition of the downtown building.

Length of Term:

The term of the committee is to be through 2012.

ANN ARBOR DISTRICT LIBRARY BOARD

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

2012 OFFICERS

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

ADMINISTRATION

Josie Parker Director
Kenneth Nieman Associate Director of Finance, HR & Operations
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