



Ann Arbor District Library
Regular Meeting
Agenda

Monday, April 19, 2010

Published by Ann Arbor District Library

April 2010

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

May 2010

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

June 2010

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	29	30			

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, April 19, 2010 at 5:30 p.m.
 Ann Arbor District Library, Fourth Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI

REGULAR MEETING AGENDA

- 10-186 I. CALL TO ORDER
- 10-187 II. ATTENDANCE
- 10-188 III. RECESS TO EXECUTIVE SESSION FOR DISCUSSION
OF REAL ESTATE AND DIRECTOR'S EVALUATION
- 10-189 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- 10-190 V. APPROVAL OF AGENDA (pp 1-2)
(Item of action)
- 10-191 VI. APPROVAL OF MINUTES OF MARCH 15, 2010 (pp 3-8)
(Item of action)
- 10-192 VII. CITIZENS' COMMENTS
- 10-193 VIII. FINANCIAL REPORT (pp 9-16)
- 10-194 IX. APPROVAL OF DISBURSEMENTS (pp 17-19)
(Item of action)
- 10-195 X. COMMITTEE REPORTS
- 10-196 A. BUDGET AND FINANCE COMMITTEE
- 10-197 B. POLICY COMMITTEE
- 10-198 C. SPECIAL ISSUES/FAADL COMMITTEE
- 10-199 D. DIRECTOR'S EVALUATION COMMITTEE

- 10-200 XI. DIRECTOR'S REPORT (p 20)
- 10-201 XII. NEW BUSINESS
- 10-202 A. DISCUSSION OF PROPOSED 2010-2011 BUDGET
(pp 21-25)
- 10-203 B. DISCUSSION OF PROPOSED BOARD BYLAWS
REVISION (pp 26-37)
- 10-204 C. DISCUSSION OF PROPOSED CONFLICT OF
INTEREST-LIBRARY ADMINISTRATIVE
EMPLOYEES POLICY (pp 38-42)
- 10-205 D. DISCUSSION OF PROPOSED LEGAL COMPLIANCE
POLICY (p 43)
- 10-206 E. RESOLUTION TO ADOPT EXTENSION OF SPACE
USE AGREEMENT WITH THE FRIENDS OF THE
ANN ARBOR DISTRICT LIBRARY (pp 44-45)
(Item of action)
- 10-207 F. VOTE FOR EXECUTIVE SESSION AT THE MAY 17,
2010 REGULAR BOARD MEETING FOR
DISCUSSION OF REAL ESTATE, DIRECTOR'S
EVALUATION, LABOR NEGOTIATIONS & OPINION
OF LEGAL COUNSEL
(Item of action)
Roll call vote
- 10-208 XIII. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 15, 2010

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 15, 2010

- 10-167 I. CALL TO ORDER
- President Head called the meeting to order at 6:01 p.m.
- 10-168 II. ATTENDANCE
- Present: Head, Leary, Murphy, Barney Newman, Rosenthal,
Stearns, Surovell
Absent: None
Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)
Others: Jim Adams, Butzel Long
- 10-169 III. RECESS TO EXECUTIVE SESSION FOR DISCUSSION
OF REAL ESTATE
- 10-170 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- President Head reconvened the meeting at 7:03 p.m.
- 10-171 V. APPROVAL OF AGENDA
(Item of action)
- Treasurer Rosenthal, supported by Trustee Murphy, moved to approve the agenda.
- AYES: Head, Leary, Murphy, Barney Newman, Rosenthal,
Stearns, Surovell
NAYS: None
- Motion passed 7-0.
- 10-172 VI. APPROVAL OF MINUTES OF FEBRUARY 15, 2010 AND
FEBRUARY 18, 2010 WORK SESSION
(Item of action)
- Treasurer Rosenthal, supported by Vice President Barney

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 15, 2010

Newman, moved to approve the minutes of February 15, 2010 and February 18, 2010.

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

NAYS: None

Motion passed 7-0.

10-173 VII. CITIZENS' COMMENTS

There were no citizens' comments.

10-174 VIII. FINANCIAL REPORT

Associate Director Nieman reported February showed tax receipts of just over \$11 million reflect 96% of the budgeted amount received through February. The Fund Balance reflects just over \$7.1 million. Four items are over the year-to-date budget in operating. The Communication line may need adjustment. The rest of the budget should come into line later in the budget year.

10-175 IX. APPROVAL OF DISBURSEMENTS
(Item of action)

Trustee Surovell, supported by Vice President Barney Newman, moved to approve February disbursements.

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

NAYS: None

Motion passed 7-0.

10-176 X. COMMITTEE REPORTS

10-177 A. BUDGET AND FINANCE COMMITTEE

Treasurer Rosenthal reported the committee consisting of herself, Trustee Murphy and Trustee Surovell, met with

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 15, 2010

Director Parker, Associate Director Nieman and Paul Stauder for discussion of funding for libraries. The proposed 2010-2011 budget was reviewed and will be brought to the Board in April.

10-178

B. POLICY COMMITTEE

Vice President Barney Newman reported the committee consisting of herself, Trustee Murphy and Trustee Stearns, met with Director Parker and Associate Director Nieman for discussion of changes to the Board Bylaws. Two draft policies were also discussed.

10-179

C. SPECIAL ISSUES/FAADL COMMITTEE

Secretary Leary reported that the committee had discussion via email, contacted Friends President Pat McDonald and both parties concluded that no changes were forthcoming on the AADL/FAADL space use agreement.

10-180

D. STRATEGIC PLANNING COMMITTEE

President Head reported that the committee had met for a final review of the Strategic Plan. Very few changes were made to the draft. The recommended final document follows later in the agenda.

10-181

XI. DIRECTOR'S REPORT

Director Parker informed the Board of a \$50,000.00 check received today from the Friends and that a donation of \$250.00 from the Gene Wilson fund would be forthcoming.

10-182

XII. OLD BUSINESS

10-068

A. RESOLUTION TO ADOPT PROPOSED AADL STRATEGIC PLAN 2010-2015

(Item of action)

Treasurer Rosenthal, supported by Vice President Barney Newman, moved to adopt the proposed AADL Strategic Plan

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 15, 2010

for 2010-2015 and that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 7-0.

10-183 XIII. NEW BUSINESS

10-184 A. VOTE FOR EXECUTIVE SESSION AT THE APRIL 19, 2010 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE, DIRECTOR'S EVALUATION, LABOR NEGOTIATIONS & OPINION OF LEGAL COUNSEL

(Item of action)

Roll call vote

Vice President Barney Newman, supported by Trustee Murphy, moved to hold an Executive Session at the April 19, 2010 regular Board meeting for discussion of real estate, director's evaluation, labor negotiations and opinion of legal counsel.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

10-185 XIV. ADJOURNMENT

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

President Head adjourned the meeting at 7:24 p.m.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 15, 2010

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 15, 2010 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 10-068**

**RESOLUTION TO ADOPT PROPOSED AADL STRATEGIC PLAN
2010-2015**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 15th day of March 2010, at 6:00 p.m.

PRESENT: Head, Leary, Murphy, Barney Newman, Rosenthal, Stearns, Surovell
ABSENT: None

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

THE BOARD RESOLVES:

- 1.) To adopt proposed AADL Strategic Plan 2010-2015.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Board Meeting held on March 15, 2010, 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 2010

Cash:

The unrestricted cash balance as of March 31, 2010 was \$9,699,319 down from \$10,415,047 in February.

Tax Receipts:

The Library has received tax receipts totaling \$11,391,791, 97% of the budgeted amount, as of March 31st.

Budget vs. Actual:

The Library showed an operating surplus of \$359,657 through March 31st. This gives the Library a positive fund balance of \$7,258,959 at the end of March, up from \$7,184,310 in February.

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

Tax and penal fine revenues are being recognized monthly at the monthly budgeted amount. This line item 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:

Custodial – Carpet and window cleaning took place in July and November.

Utilities – The utility bills for all locations were higher than normal in January through March.

Communications – Phone and internet charges have been higher than anticipated.

Supplies – Shelving for the archive location was purchased in January.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Nine Months Ending March 31, 2010

	<u>Actual</u>	<u>March Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$973,333	\$973,333		\$8,759,999	\$8,760,000	(\$1)
Penal Fines	22,917	22,917		206,253	206,250	3
Interest	8,744	18,333	(9,589)	100,854	165,000	(64,146)
Copiers	3,578	2,917	661	29,053	26,250	2,803
Grants/Memorials	50,475	7,500	42,975	117,618	67,500	50,118
Library Fines & Fees	41,452	37,500	3,952	333,017	337,500	(4,483)
Non-Resident Fees	1,950	1,667	283	13,100	15,000	(1,900)
Fund Balance Transfer		14,651	(14,651)		131,861	(131,861)
Total Revenue	<u>\$1,102,449</u>	<u>\$1,078,818</u>	<u>\$23,631</u>	<u>\$9,559,894</u>	<u>\$9,709,361</u>	<u>(\$149,467)</u>
Expenditures						
Salaries & Wages	491,462	491,250	212	4,373,060	4,421,250	(48,190)
Employee Benefits	148,273	139,833	8,440	1,190,147	1,258,500	(68,353)
Employment Taxes	<u>37,083</u>	<u>37,500</u>	<u>(417)</u>	<u>328,089</u>	<u>337,500</u>	<u>(9,411)</u>
Total Employment Cost	\$676,818	\$668,583	\$8,235	\$5,891,296	\$6,017,250	(\$125,954)
Custodial and Electrical	\$14,319	\$16,667	(\$2,348)	\$151,189	\$150,000	\$1,189
Accounting/Audit	1,125	1,125		10,125	10,125	
Legal	5,675	8,333	(2,658)	46,026	75,000	(28,974)
Purchased Services	2,430	11,083	(8,653)	77,295	99,750	(22,455)
Utilities	41,212	31,250	9,962	315,396	281,250	34,146
Property Insurance	7,065	7,500	(435)	63,585	67,500	(3,915)
Communications	19,216	12,833	6,383	160,838	115,500	45,338
Materials	166,642	152,833	13,809	1,351,765	1,376,500	(23,735)
Software Licenses/Maintenanc	11,610	15,833	(4,223)	114,281	142,500	(28,219)
Building Rental	16,227	14,417	1,810	92,282	129,750	(37,468)
Seminars/Conferences/Travel	2,862	4,083	(1,221)	18,426	36,750	(18,324)
Copier Expense	3,829	5,500	(1,671)	41,661	49,500	(7,839)
Library Programming	27,792	24,250	3,542	208,513	218,250	(9,737)
Grants/Memorials	2,485	7,500	(5,015)	46,333	67,500	(21,167)
Supplies	30,476	14,250	16,226	155,561	128,250	27,311
Repairs and Maintenance	11,328	23,675	(12,347)	198,242	213,075	(14,833)
Postage	312	2,083	(1,771)	16,323	18,750	(2,427)
Lcards/Circ Cards	16,935	6,625	10,310	48,005	59,625	(11,620)
Other Operating Expenditures	<u>1,772</u>	<u>14,325</u>	<u>(12,553)</u>	<u>16,963</u>	<u>128,925</u>	<u>(111,962)</u>
Total Operating Expense	\$383,312	\$374,165	\$9,147	\$3,132,809	\$3,367,500	(\$234,691)
Capital Outlays	<u>\$7,238</u>	<u>\$36,068</u>	<u>(\$28,830)</u>	<u>\$176,132</u>	<u>\$324,610</u>	<u>(\$148,478)</u>
Total Expenditures	<u>\$1,067,368</u>	<u>\$1,078,816</u>	<u>(\$11,448)</u>	<u>\$9,200,237</u>	<u>\$9,709,360</u>	<u>(\$509,123)</u>
Net	<u>\$35,081</u>	<u>\$2</u>	<u>\$35,079</u>	<u>\$359,657</u>	<u>\$1</u>	<u>\$359,656</u>

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Nine Months Ending March 31, 2010

	<u>Actual</u>	<u>March Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$50,475	\$7,500	\$42,975	\$117,618	\$67,500	\$50,118
Total Revenue	<u>\$50,475</u>	<u>\$7,500</u>	<u>\$42,975</u>	<u>\$117,618</u>	<u>\$67,500</u>	<u>\$50,118</u>
Expenditures						
Materials	973		973	9,240		9,240
Library Programming	1,300	7,500	(6,200)	24,519	67,500	(42,981)
Supplies				66		66
Other Operating Expenditures	212		212	4,619		4,619
Total Operating Expense	<u>\$2,485</u>	<u>\$7,500</u>	<u>(\$5,015)</u>	<u>\$38,444</u>	<u>\$67,500</u>	<u>(\$29,056)</u>
Total Expenditures	<u>\$2,485</u>	<u>\$7,500</u>	<u>(\$5,015)</u>	<u>\$38,444</u>	<u>\$67,500</u>	<u>(\$29,056)</u>
Net	<u>\$47,990</u>		<u>\$47,990</u>	<u>\$79,174</u>		<u>\$79,174</u>

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Nine Months Ending March 31, 2010

	<u>Actual</u>	<u>March Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$50,250	\$7,500	\$42,750	\$100,250	\$67,500	\$32,750
Total Revenue	<u>\$50,250</u>	<u>\$7,500</u>	<u>\$42,750</u>	<u>\$100,250</u>	<u>\$67,500</u>	<u>\$32,750</u>
Expenditures						
Materials				7,658		7,658
Library Programming	1,300	7,500	(6,200)	24,519	67,500	(42,981)
Supplies				66		66
Other Operating Expenditures	<u>212</u>		<u>212</u>	<u>4,619</u>		<u>4,619</u>
Total Operating Expense	\$1,512	\$7,500	(\$5,988)	\$36,862	\$67,500	(\$30,638)
Total Expenditures	<u>\$1,512</u>	<u>\$7,500</u>	<u>(\$5,988)</u>	<u>\$36,862</u>	<u>\$67,500</u>	<u>(\$30,638)</u>
Net	<u>\$48,738</u>		<u>\$48,738</u>	<u>\$63,388</u>		<u>\$63,388</u>

Date: 4/13/2010

Ann Arbor District Library

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Balance Sheet

<u>ASSETS</u>	<u>As of 3/31/2010</u>
<u>Current Assets:</u>	
Cash	
CASH-COMMERCIAL CHECKING	\$26,125.46
CASH-PAYROLL	5,578.93
HOLTREY FUND	329,790.98
CASH-SAVINGS	4,773,571.68
KENISTON FUND	30,196.90
SHAFFER FUND	10,435.08
WESTERMAN FUND	41,295.36
PETTY CASH	2,000.00
WLBPD ACCOUNT	36,484.17
	<hr/>
Total Cash	\$5,255,478.56
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,181,428.06
UNITED BANK AND TRUST INVESTMENT	1,710,615.32
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Total Investments	\$4,892,043.38
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$206,253.00
	<hr/>
Total Accounts Receivable	\$206,253.00
Property Taxes Receivable	
	<hr/>
Total Property Taxes Receivable	\$0.00
Prepaid Expenses	
PRE-PAID INSURANCE	\$197,822.00
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Total Prepaid Expenses	\$197,822.00
	<hr/>
Total Current Assets	\$10,551,596.94
<u>Capital Assets:</u>	
BUILDINGS	\$25,680,812.53
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	429,948.00
COMMUNICATIONS EQUIPMENT	429,943.00
BUSINESS MACHINES	167,642.00
COMPUTER EQUIPMENT	1,274,136.66
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	41,451.00
FURNITURE & FIXTURES	1,293,876.00
VEHICLES	183,256.00
	<hr/>
Total Capital Assets	\$31,651,316.01
<u>Amount Provided for Long-Term Debt:</u>	
LONG TERM SICK	\$29,436.09
LONG TERM VACATION	222,835.48
	<hr/>
Total Provided for Long-Term Debt	252,271.57
	<hr/>
TOTAL ASSETS	<u><u>\$42,455,184.52</u></u>

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$63,633.76
ACCRUED ACCOUNTS PAYABLE	83,534.45
ACCRUED PAYROLL	206,000.00
UNITED WAY DEDUCTIONS	2,040.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	8,478.85
ACCRUED EMPLOYER 403(b) - UNDECIDED	33,750.41
ACCRUED 403B/MPSERS EMPLOYER	23,435.92
ACCRUED LIABILITY-VACATION S/T	120,291.32

Total Current Liabilities	\$541,164.71
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$29,436.09
ACCRUED LIABILITY-VACATION L/T	222,835.48

Total Long-Term Liabilities	252,271.57
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$31,651,316.01
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Fund Balance:

RESERVE-ENCUMBRANCES	\$163,171.52
DEFERRED REVENUE - PROPERTY TAX	2,588,302.00
FUND BALANCE - UNDESIGNATED	6,899,297.88
EXCESS REVENUE (SPENDING)	359,660.83

Total Fund Balance	\$10,010,432.23
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Total Fund Equity	\$41,661,748.24
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TOTAL LIABILITIES AND FUND EQUITY	\$42,455,184.52
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Ann Arbor District Library

Rollforward of undesignated fund balance For the Period Ending March 31, 2010

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,184,310	\$ 7,021,169
Total revenues	1,102,449	9,559,894
Expenditures:		
Operating	(1,060,123)	(9,024,100)
Capital outlays	(7,238)	(176,132)
(Increase) decrease in encumbrances	<u>39,561</u>	<u>(121,872)</u>
Ending surplus (deficit)	<u>\$ 7,258,959</u>	<u>\$ 7,258,959</u>

Ann Arbor District Library

Monthly and year-to-date cash rollforward For Period ending March 31, 2010

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	\$ 20,387	\$ 15,430	\$ (429,692)	\$ 420,000	\$ 26,125
Payroll	5,673	6	(453,349)	453,249	5,579
Petty cash	2,000	-	-	-	2,000
Savings	5,501,479	189,319	(43,977)	(873,249)	4,773,572
Investments - Bank of Ann Arbor	3,178,688	2,740	-	-	3,181,428
Investments - United Bank and Trust	1,706,820	3,795	-	-	1,710,615
Westerman Fund	41,292	3	-	-	41,295
Shafer Fund	10,434	1	-	-	10,435
Holtrey Fund	329,731	60	-	-	329,791
Keniston Fund	30,194	3	-	-	30,197
WLBPD	36,481	3	-	-	36,484
	<u>\$ 10,863,179</u>	<u>\$ 211,360</u>	<u>\$ (927,018)</u>	<u>\$ -</u>	<u>\$ 10,147,521</u>
Year-to-date rollforward					
Commercial checking	\$ 22,267	\$ 97,266	\$ (4,928,408)	\$ 4,835,000	\$ 26,125
Payroll	5,590	1,406	(4,561,707)	4,560,290	5,579
Petty cash	1,900	-	-	100	2,000
Savings	2,295,585	12,304,180	(430,803)	(9,395,390)	4,773,572
Investments - Bank of Ann Arbor	3,124,858	56,570	-	-	3,181,428
Investments - United Bank and Trust	1,699,026	11,589	-	-	1,710,615
Westerman Fund	40,379	916	-	-	41,295
Shafer Fund	10,420	15	-	-	10,435
Holtrey Fund	329,163	628	-	-	329,791
Keniston Fund	30,153	44	-	-	30,197
WLBPD	36,053	431	-	-	36,484
	<u>\$ 7,595,394</u>	<u>\$ 12,473,045</u>	<u>\$ (9,920,918)</u>	<u>\$ -</u>	<u>\$ 10,147,521</u>

Ann Arbor District Library
VENDOR CHECK REGISTER REPORT
Payables Management

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	3/1/2010
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
039080	3M	3M COMPANY	3/10/2010	CHECK	PMCHK00001264	\$600.00
039084	ALWCAS	A & L WINE CASTLE	3/10/2010	CHECK	PMCHK00001264	\$211.76
039083	AGRSER	A GROWING SERVICE LLC	3/10/2010	CHECK	PMCHK00001264	\$340.00
039205	ARIFKIN	A. RIFKIN CO.	3/24/2010	CHECK	PMCHK00001269	\$3,622.13
039204	ADASTR	ADAMS STREET PUBLISHING CO.	3/24/2010	CHECK	PMCHK00001269	\$370.00
039082	ADVCOM	ADVANCED COMMUNICATION DESIGN,	3/10/2010	CHECK	PMCHK00001264	\$3,403.90
039144	AFTDEL	AFTERNOON DELIGHT	3/15/2010	CHECK	PMCHK00001265	\$148.40
039065	ALBIONC	ALBION COLLEGE LIBRARY	3/3/2010	CHECK	PMCHK00001262	\$32.97
039066	AMACOM	AMAZON.COM CREDIT PLAN	3/3/2010	CHECK	PMCHK00001262	\$1,152.20
039156	AMEX	AMERICAN EXPRESS	3/23/2010	CHECK	PMCHK00001268	\$64,305.79
039081	AACHAC	ANN ARBOR CHAMBER OF COMMERCE	3/10/2010	CHECK	PMCHK00001264	\$1,350.00
039085	ANNARB	ANN ARBOR OBSERVER	3/10/2010	CHECK	PMCHK00001264	\$1,638.90
039149	AANEWS	ANN ARBOR.COM	3/16/2010	CHECK	PMCHK00001266	\$2,349.12
039076	SBC	AT&T	3/3/2010	CHECK	PMCHK00001262	\$1,138.15
039192	SBC	AT&T	3/23/2010	CHECK	PMCHK00001268	\$11,005.05
039206	ATT	AT&T	3/24/2010	CHECK	PMCHK00001269	\$436.84
039157	ATTMOB	AT&T MOBILITY	3/23/2010	CHECK	PMCHK00001268	\$1,525.11
039086	AUTRES	AUTOMATED RESOURCE MGMT, INC.	3/10/2010	CHECK	PMCHK00001264	\$450.30
039219	BANCOF	BANC OF AMERICA LEASING	3/26/2010	CHECK	PMCHK00001270	\$674.00
039220	BANCOFAMER	BANC OF AMERICA LEASING	3/26/2010	CHECK	PMCHK00001270	\$694.00
039158	BBCAUD	BBC AUDIOBOOKS AMERICA	3/23/2010	CHECK	PMCHK00001268	\$1,625.37
039145	BETBAT	BETH BATTEY	3/15/2010	CHECK	PMCHK00001265	\$150.00
039087	BETBEC	BETSY BECKERMAN	3/10/2010	CHECK	PMCHK00001264	\$750.00
039146	BETBEC	BETSY BECKERMAN	3/15/2010	CHECK	PMCHK00001265	\$100.00
039159	BLAAUD	BLACKSTONE AUDIO BOOKS	3/23/2010	CHECK	PMCHK00001268	\$654.50
039221	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	3/26/2010	CHECK	PMCHK00001270	\$11,034.90
039222	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	3/26/2010	CHECK	PMCHK00001270	\$38,539.27
039161	BOOWHO	BOOK WHOLESALERS, INC.	3/23/2010	CHECK	PMCHK00001268	\$249.65
039160	BOOPAG	BOOKLETTERS	3/23/2010	CHECK	PMCHK00001268	\$2,520.00
039162	BP	BP	3/23/2010	CHECK	PMCHK00001268	\$230.52
039088	BREWER	BREWER'S	3/10/2010	CHECK	PMCHK00001264	\$295.70
039163	BRIAUD	BRILLIANCE AUDIO, INC.	3/23/2010	CHECK	PMCHK00001268	\$1,290.59
039207	BRODCO	BRODART CO.	3/24/2010	CHECK	PMCHK00001269	\$203.23
039208	BRODSU	BRODART SUPPLY DIVISION	3/24/2010	CHECK	PMCHK00001269	\$472.80
039089	BUSVAL	BUSCH'S, INC.	3/10/2010	CHECK	PMCHK00001264	\$265.93
039079	BUSCAR	BUSINESS CARD	3/3/2010	CHECK	PMCHK00001263	\$2,225.45
039090	BUTLON	BUTZEL LONG	3/10/2010	CHECK	PMCHK00001264	\$600.00
039091	CAMINN	CAMPUS INN	3/10/2010	CHECK	PMCHK00001264	\$845.00
039164	CARGAR	CARLOS GARCIA	3/23/2010	CHECK	PMCHK00001268	\$250.00
039092	CARBRO	CARPENTER BROS.	3/10/2010	CHECK	PMCHK00001264	\$34.50
039093	CDW-G	CDW GOVERNMENT, INC.	3/10/2010	CHECK	PMCHK00001264	\$4,063.80
039209	CDW-G	CDW GOVERNMENT, INC.	3/24/2010	CHECK	PMCHK00001269	\$19,574.79
039094	CINCOR	CINTAS CORPORATION	3/10/2010	CHECK	PMCHK00001264	\$961.58
039095	CITOF1	CITY OF ANN ARBOR TREASURER	3/10/2010	CHECK	PMCHK00001264	\$82.00
039067	COMCAS	COMCAST	3/3/2010	CHECK	PMCHK00001262	\$219.90
039210	COMSPO	COMCASTSPOTLIGHT	3/24/2010	CHECK	PMCHK00001269	\$955.00
039096	CONPOW	CONTROLLED POWER COMPANY	3/10/2010	CHECK	PMCHK00001264	\$750.00
039097	DONSOF	DAN'S SOFT TOUCH AUTO WASH INC	3/10/2010	CHECK	PMCHK00001264	\$16.00
039211	DAVMCM	DAVID MCMILLIAN	3/24/2010	CHECK	PMCHK00001269	\$75.00
039166	DEBGAB	DEBORAH GABRION	3/23/2010	CHECK	PMCHK00001268	\$300.00
039064	DISPAP	DISCOUNT PAPER PRODUCTS, INC.	3/1/2010	CHECK	PMCHK00001261	\$1,362.50
039071	LEWMOR	DR. LEWIS MORGENSTERN	3/3/2010	CHECK	PMCHK00001262	\$100.00
039191	ROBWILL	DR. ROBERT WILLIAMS	3/23/2010	CHECK	PMCHK00001268	\$100.00
039068	DTEENE	DTE ENERGY	3/3/2010	CHECK	PMCHK00001262	\$33,678.45
039098	DYKGOS	DYKEMA GOSSETT	3/10/2010	CHECK	PMCHK00001264	\$735.05
039167	EBSCO	EBSCO	3/23/2010	CHECK	PMCHK00001268	\$1,084.93
039147	ELINEI	ELI NEIBURGER	3/15/2010	CHECK	PMCHK00001265	\$783.66

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
039168	ELILAW	ELITE LAWN & LANDSCAPE, INC.	3/23/2010	CHECK	PMCHK00001268	\$5,010.74
039169	FACONF	FACTS ON FILE	3/23/2010	CHECK	PMCHK00001268	\$73.50
039170	FILMED	FILMS MEDIA GROUP	3/23/2010	CHECK	PMCHK00001268	\$181.85
039099	FRIOF	FRIENDS OF THE ANN ARBOR	3/10/2010	CHECK	PMCHK00001264	\$937.80
039197	THOGAL	GALE	3/23/2010	CHECK	PMCHK00001268	\$849.87
039100	GAYBRO	GAYLORD BROS.	3/10/2010	CHECK	PMCHK00001264	\$256.73
039171	GHOSTLY	GHOSTLY INTERNATIONAL	3/23/2010	CHECK	PMCHK00001268	\$189.00
039172	GLEMOR	GLEN MORNINGSTAR, JR.	3/23/2010	CHECK	PMCHK00001268	\$600.00
039173	GPN	GPN	3/23/2010	CHECK	PMCHK00001268	\$641.87
039143	WWGRAI	GRAINGER	3/10/2010	CHECK	PMCHK00001264	\$561.80
039218	WWGRAI	GRAINGER	3/24/2010	CHECK	PMCHK00001269	\$661.17
039174	GRACUT	GRANT & CUTLER LTD	3/23/2010	CHECK	PMCHK00001268	\$1,667.23
039223	FIRMAR	GREEN ROAD ASSOCIATES, LP	3/26/2010	CHECK	PMCHK00001270	\$2,916.67
039175	HARINF	HARRIS INFOSOURCE	3/23/2010	CHECK	PMCHK00001268	\$208.00
039101	HEALEV	HEATHER ANNE LEAVITT	3/10/2010	CHECK	PMCHK00001264	\$150.00
039102	HFCC	HENRY FORD COMMUNITY COLLEGE	3/10/2010	CHECK	PMCHK00001264	\$30.00
039176	HUTPLU	HUTZEL PLUMBING AND HEATING	3/23/2010	CHECK	PMCHK00001268	\$815.05
039103	IKEA	IKEA	3/10/2010	CHECK	PMCHK00001264	\$3,859.75
039224	IKEA	IKEA	3/26/2010	CHECK	PMCHK00001270	\$79.00
039177	INGLIB	INGRAM LIBRARY SERVICES INC.	3/23/2010	CHECK	PMCHK00001268	\$390.06
039069	JACZAI	JACK ZAIENTZ	3/3/2010	CHECK	PMCHK00001262	\$100.00
039178	JEFKAS	JEFFREY KASS	3/23/2010	CHECK	PMCHK00001268	\$350.00
039212	JOEREI	JOE REILLY	3/24/2010	CHECK	PMCHK00001269	\$600.00
039104	KATCUR	KATHERINE'S CATERING	3/10/2010	CHECK	PMCHK00001264	\$1,858.53
039150	KATCUR	KATHERINE'S CATERING	3/16/2010	CHECK	PMCHK00001266	\$1,800.00
039213	KATBRA	KATHY BRADY	3/24/2010	CHECK	PMCHK00001269	\$100.00
039105	KERTOW	KERRYTOWN DISTRICT BOOKFEST	3/10/2010	CHECK	PMCHK00001264	\$125.00
039106	KOLOSS	KOLOSSOS	3/10/2010	CHECK	PMCHK00001264	\$36.87
039179	LAURAY	LAURA RAYNOR	3/23/2010	CHECK	PMCHK00001268	\$197.19
039148	LIRZHE	LIRONG ZHENG	3/15/2010	CHECK	PMCHK00001265	\$28.70
039070	LCAESPIZ	LITTLE CAESARS PIZZA	3/3/2010	CHECK	PMCHK00001262	\$115.00
039180	LODTOW	LODI TOWNSHIP	3/23/2010	CHECK	PMCHK00001268	\$347.32
039181	LORFIT	LORI FITHIAN	3/23/2010	CHECK	PMCHK00001268	\$250.00
039214	NEOPOS	MAIL FINANCE, INC.	3/24/2010	CHECK	PMCHK00001269	\$678.87
039225	MANENT	MANCHESTER ENTERPRISE	3/26/2010	CHECK	PMCHK00001270	\$29.00
039182	MAPLIN	MAP LINK, INC.	3/23/2010	CHECK	PMCHK00001268	\$671.51
039072	MARRUD	MARK RUDOLPH	3/3/2010	CHECK	PMCHK00001262	\$100.00
039183	MARRAD	MARY RADEMACHER	3/23/2010	CHECK	PMCHK00001268	\$750.00
039226	METLIFE	METLIFE SBC	3/26/2010	CHECK	PMCHK00001270	\$6,830.70
039073	MICHOD	MICHAEL HODGES	3/3/2010	CHECK	PMCHK00001262	\$150.00
039227	MICDAI	MICHIGAN DAILY/THE//	3/26/2010	CHECK	PMCHK00001270	\$238.40
039151	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	3/16/2010	CHECK	PMCHK00001266	\$1,388.65
039108	MICPRI	MICHIGAN PRINTER SERVICE	3/10/2010	CHECK	PMCHK00001264	\$94.00
039107	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	3/10/2010	CHECK	PMCHK00001264	\$1,625.00
039184	MIDTAP	MIDWEST TAPE	3/23/2010	CHECK	PMCHK00001268	\$38,787.17
039152	MPSERS	MPSERS	3/16/2010	CHECK	PMCHK00001266	\$15,615.34
039074	NEXCOM	NEXTEL COMMUNICATIONS	3/3/2010	CHECK	PMCHK00001262	\$412.38
039215	NEXCOM	NEXTEL COMMUNICATIONS	3/24/2010	CHECK	PMCHK00001269	\$437.60
039109	NICWIL	NICHOLAS WILCOX	3/10/2010	CHECK	PMCHK00001264	\$800.00
039110	NOADAL	NOAH HAIDUC-DALE	3/10/2010	CHECK	PMCHK00001264	\$275.00
039111	NOWTRU	NOWATZKE TRUCK AND TRAILER, IN	3/10/2010	CHECK	PMCHK00001264	\$513.90
039112	NUWAVE	NUWAVE AQUARIUMS	3/10/2010	CHECK	PMCHK00001264	\$473.00
039113	OFFDEP	OFFICE DEPOT, INC.	3/10/2010	CHECK	PMCHK00001264	\$2,036.53
039228	OFFDEP	OFFICE DEPOT, INC.	3/26/2010	CHECK	PMCHK00001270	\$1,594.96
039185	OTSLIB	OTSEGO COUNTY LIBRARY	3/23/2010	CHECK	PMCHK00001268	\$12.95
039114	PACMEC	PACE MECHANICAL SERVICES, INC.	3/10/2010	CHECK	PMCHK00001264	\$2,951.00
039186	PANASI	PAN ASIAN PUBLICATION (USA) IN	3/23/2010	CHECK	PMCHK00001268	\$468.55
039187	PIOJAN	PIONEER JANITORIAL SERVICE	3/23/2010	CHECK	PMCHK00001268	\$9,945.58
039115	PREPRI	PRECISION PRINTER SERVICES, IN	3/10/2010	CHECK	PMCHK00001264	\$399.80
039116	PRITEC	PRINT TECH INC.	3/10/2010	CHECK	PMCHK00001264	\$2,957.48
039229	PRIORITY	PRIORITY HEALTH	3/26/2010	CHECK	PMCHK00001270	\$13,800.45
039117	QUANTA	QUANTA, INC.	3/10/2010	CHECK	PMCHK00001264	\$5,147.45
039118	RACYAN	RACHEL YANIKOGLU	3/10/2010	CHECK	PMCHK00001264	\$34.01
039188	RANHOU	RANDOM HOUSE, INC.	3/23/2010	CHECK	PMCHK00001268	\$4,336.55

System: 4/7/2010 11:47:46 AM
 Ser Date: 4/7/2010

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 3
 User ID: NIEMANK

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
039189	RECBOO	RECORDED BOOKS, INC.	3/23/2010	CHECK	PMCHK00001268	\$7,863.58
039153	REHROB	REHMANN ROBSON	3/16/2010	CHECK	PMCHK00001266	\$2,330.00
039075	REPPAR	REPUBLIC PARKING	3/3/2010	CHECK	PMCHK00001262	\$130.00
039230	REPPAR	REPUBLIC PARKING	3/26/2010	CHECK	PMCHK00001270	\$130.00
039119	RICBUS	RICOH AMERICAS CORP	3/10/2010	CHECK	PMCHK00001264	\$2,184.62
039231	RICBUS	RICOH AMERICAS CORP	3/26/2010	CHECK	PMCHK00001270	\$817.52
039190	ROBSWE	ROBERT E. SWEET	3/23/2010	CHECK	PMCHK00001268	\$500.00
039216	ROBROB	ROBIN ROBINSON	3/24/2010	CHECK	PMCHK00001269	\$100.00
039120	ROYLIM	ROYAL LIMOUSINE	3/10/2010	CHECK	PMCHK00001264	\$166.00
039121	RTI	RTI	3/10/2010	CHECK	PMCHK00001264	\$2,031.07
039125	SFSTRO	S.F. STRONG, INC.	3/10/2010	CHECK	PMCHK00001264	\$965.00
039122	SARKEL	SARA MELTON KELLER	3/10/2010	CHECK	PMCHK00001264	\$900.00
039124	SCHSEC	SCHILKE SECURITY	3/10/2010	CHECK	PMCHK00001264	\$145.00
039193	SCHELE	SCHINDLER ELEVATOR CORPORATION	3/23/2010	CHECK	PMCHK00001268	\$844.11
039123	SCHOUT	SCHOOL OUTFITTERS	3/10/2010	CHECK	PMCHK00001264	\$391.18
039194	SERMAS	SERVICEMASTER CLEAN CARE	3/23/2010	CHECK	PMCHK00001268	\$4,373.00
039126	SHAINV	SHARON D. IVERSON	3/10/2010	CHECK	PMCHK00001264	\$21.84
039127	SKIINC	SKIDMORE, INC.	3/10/2010	CHECK	PMCHK00001264	\$7,805.00
039128	SMASER	SMARTED SERVICES	3/10/2010	CHECK	PMCHK00001264	\$545.00
039155	SPAPRO	SPARGEL PRODUCTIONS	3/23/2010	CHECK	PMCHK00001267	\$267.87
039129	SPRINT	SPRINT PCS	3/10/2010	CHECK	PMCHK00001264	\$508.81
039130	STAHAR	STADIUM HARDWARE	3/10/2010	CHECK	PMCHK00001264	\$2.79
039133	STATOW	STADIUM TOWING	3/10/2010	CHECK	PMCHK00001264	\$95.00
039131	STAPLE	STAPLES BUSINESS ADVANTAGE	3/10/2010	CHECK	PMCHK00001264	\$365.77
039132	STASTREET	STATE STREET AREA ASSOCIATION	3/10/2010	CHECK	PMCHK00001264	\$125.00
039134	SWESOU	SWEETWATER SOUND INC.	3/10/2010	CHECK	PMCHK00001264	\$99.97
039195	TANMED	TANTOR MEDIA	3/23/2010	CHECK	PMCHK00001268	\$476.18
039196	TEACOM	TEACHING COMPANY/THE//	3/23/2010	CHECK	PMCHK00001268	\$1,229.45
039217	UMICH	THE UNIVERSITY MICHIGAN	3/24/2010	CHECK	PMCHK00001269	\$2,397.83
039135	TIMBAR	TIM BARON	3/10/2010	CHECK	PMCHK00001264	\$21.89
039232	TIMGRI	TIM GRIMES	3/26/2010	CHECK	PMCHK00001270	\$215.00
039136	TONBIC	TONIA BICKFORD	3/10/2010	CHECK	PMCHK00001264	\$28.38
039137	TOTVEN	TOTAL VENDING & COFFEE SERVICE	3/10/2010	CHECK	PMCHK00001264	\$53.90
039077	TOWELE	TOWLER ELECTRICAL SERVICES	3/3/2010	CHECK	PMCHK00001262	\$650.00
039138	TRACSYS	TRACSYSTEMS	3/10/2010	CHECK	PMCHK00001264	\$208.67
039165	DAVHEI	TWO OF A KIND	3/23/2010	CHECK	PMCHK00001268	\$450.00
039198	UMICH10	UM EXHIBIT MUSEUM OF NATURAL H	3/23/2010	CHECK	PMCHK00001268	\$300.00
039200	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	3/23/2010	CHECK	PMCHK00001268	\$1,333.55
039199	UNIPAR	UNITED PARCEL SERVICE	3/23/2010	CHECK	PMCHK00001268	\$136.06
039233	UNIPAR	UNITED PARCEL SERVICE	3/26/2010	CHECK	PMCHK00001270	\$72.49
039078	UMICH8	UNIVERSITY OF MICHIGAN	3/3/2010	CHECK	PMCHK00001262	\$147.50
039139	UMICH11	UNIVERSITY OF MICHIGAN SCHOOL	3/10/2010	CHECK	PMCHK00001264	\$25.00
039234	UNUMPRO	UNUM LIFE INSURANCE	3/26/2010	CHECK	PMCHK00001270	\$2,962.38
039140	VOSLIG	VOSS LIGHTING	3/10/2010	CHECK	PMCHK00001264	\$3,231.06
039201	WASMAN	WASTE MANAGEMENT OF MICHIGAN	3/23/2010	CHECK	PMCHK00001268	\$1,117.48
039235	WEBINN	WEBERS INN	3/26/2010	CHECK	PMCHK00001270	\$1,000.00
039141	WESVIR	WEST VIRGINIA UNIVERSITY LIBRA	3/10/2010	CHECK	PMCHK00001264	\$15.00
039236	WESENT	WESTGATE ENTERPRISES, LLC	3/26/2010	CHECK	PMCHK00001270	\$6,855.00
039142	WHILAB	WHITLAM LABEL COMPANY, INC.	3/10/2010	CHECK	PMCHK00001264	\$820.64
039202	WORCHA	WORLD CHAMBER OF COMMERCE DIR	3/23/2010	CHECK	PMCHK00001268	\$53.00
039203	WORCLA	WORLD CLASS TAPES	3/23/2010	CHECK	PMCHK00001268	\$915.00
039154	XEROX	XEROX CORPORATION	3/16/2010	CHECK	PMCHK00001266	\$719.59

Total Checks: 173

Total Amount of Checks: \$421,316.40

Director's Report April 2010

1. National Library Week was observed at AADL with a variety of programs including the following:
 - a. Festifools Parade Robot costume workshop brought over 300 to a family event that provided materials for children to design robot costumes to wear in the parade which began at 4:00PM on Main Street Sunday, April 11, 2010.
 - b. Franklyn Cater a senior producer at NPR's All Things Considered, Wayne Drehs a three time Emmy award winning writer for ESPN.com, and Kyle Poplin a co-founder of Bluffton Today, an online newspaper, represented the Knight-Wallace Fellows program at UM with presentations followed by a panel discussion titled "The Future of Journalism" on Monday evening. This event is the 8th Director's program offered as part of National Library Week and was co-sponsored by the Knight-Wallace Fellows. Library Director Josie Parker was introduced by WUOM commentator Christina Shockley.
 - c. Living Well with Low Vision: On Thursday, April 15th, Sayoko Moroi, MD, PhD of the UM Kellogg Eye Center, and Lylas Mogk MD, of Henry Ford Health Systems discussed low vision, its causes, current research and treatment, and strategies for living well with low vision. Approximately one person in three has some form of vision-reducing eye disease by age 65, making this one of the most common health issues today. This event was made possible through a Partners In Research Program with the National Institute of Health and is co-sponsored by the Michigan Institute for Clinical and Health Research and the UM Health Sciences Libraries. The Ann Arbor District Library is the Washtenaw Library for the Blind and Physically Disabled, wlbpd@aadl.org. The event is also being held in conjunction with AADL's upcoming Low Vision Fair at Washtenaw Community College on Wednesday, May 12th.
2. The AADL was awarded a 2010 Silver ADDY by the Ann Arbor Ad Club for the Traverwood Branch Sustainable Features Brochure in the Collection Material, Brochure, Four Color Category. This piece was designed by Karen Moeller Design with AADL staff member Jenny Hoffman providing project oversight.

Ann Arbor District Library Budget Fiscal Year 2010-2011

Revenues:

Tax Revenue – The tax revenue shown is the projected revenue at 1.55 mills. The revenue also reflects an expected drop in the Library's tax base of 6%.

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

Expenses:

Salaries and Wages – Given the projected decreases to the tax base for the foreseeable future and our overall competitive position in the market place we are proposing no increases.

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. We need to continue to look for ways to contain healthcare costs. With reasonable cooperation from all covered employees we believe that costs can be kept at or below present levels.
- MPERS employer contribution percentage of 19.41%
- 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 \$48,000 for network cataloging services, \$13,000 for Brainfuse, \$23,000 for Unique Management, \$9,000 for the payroll service and \$15,000 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 (\$60,000).

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 (\$120,000) and facilities improvements.

ANN ARBOR DISTRICT LIBRARY
Statement of Revenues and Expenditures
Operating Budget
At Current Millage

	Proposed 2010-2011 Budget	Projected 2009-2010 Actual	Variance	
Revenue:				
Tax Collections (1.5500 mill Levy)	\$ 10,990,000	\$ 11,679,999	\$ (689,999)	-5.9%
State Aid	-	-	-	
Penal Fines	275,000	275,004	(4)	0.0%
Interest	160,000	138,165	21,835	15.8%
Copier Revenue	40,000	38,213	1,787	4.7%
Grants and Memorials	90,000	100,715	(10,715)	-10.6%
Library Fines, Fees and Other	430,000	437,348	(7,348)	-1.7%
Nonresident Fees	<u>15,000</u>	<u>16,725</u>	<u>(1,725)</u>	-10.3%
Total Revenues	<u>\$ 12,000,000</u>	<u>\$ 12,686,169</u>	<u>\$ (686,169)</u>	-5.4%
Expenditures				
Salaries & Wages	\$ 5,844,000	\$ 5,822,397	21,603	0.4%
Employee Benefits	1,500,000	1,562,811	(62,811)	-4.0%
Employment Taxes	<u>447,000</u>	<u>436,509</u>	<u>10,491</u>	2.4%
Total Employment Cost	<u>\$ 7,791,000</u>	<u>\$ 7,821,717</u>	<u>\$ (30,717)</u>	-0.4%
Custodial	\$ 220,000	\$ 205,307	14,693	7.2%
Accounting/Audit	14,000	13,500	500	3.7%
Legal Expense	75,000	70,527	4,473	6.3%
Purchased Services	113,000	112,298	702	0.6%
Utilities	415,000	411,276	3,724	0.9%
Property Insurance	95,000	89,780	5,220	5.8%
Communications	200,000	212,433	(12,433)	-5.9%
Materials	1,800,000	1,830,686	(30,686)	-1.7%
Software Licenses/Maintenance	130,000	154,007	(24,007)	-15.6%
Building Rental	155,000	114,083	40,917	35.9%
Seminars/Conferences/Training/Travel	23,000	30,346	(7,346)	-24.2%
Copier Expense	62,000	56,747	5,253	9.3%
Library Programming	250,000	286,082	(36,082)	-12.6%
Grant and Memorial Expenses	90,000	65,772	24,228	36.8%
Supplies	184,000	187,628	(3,628)	-1.9%
Repair and Maintenance	265,000	280,371	(15,371)	-5.5%
Postage	30,000	24,017	5,983	24.9%
Circulation Supplies	75,000	46,605	28,395	60.9%
Other Operating Expenditures	<u>23,000</u>	<u>22,787</u>	<u>213</u>	0.9%
Total Operating Expense	<u>\$ 4,219,000</u>	<u>\$ 4,214,252</u>	<u>\$ 4,748</u>	0.1%
Capital Outlays	<u>190,000</u>	<u>253,343</u>	<u>(63,343)</u>	-25.0%
Total Expenditures	<u>\$ 12,200,000</u>	<u>\$ 12,289,312</u>	<u>\$ (89,312)</u>	-0.7%
Net	<u>\$ (200,000)</u>	<u>\$ 396,857</u>	<u>\$ (596,857)</u>	-150.4%

Ann Arbor District Library
2010-2011 Budget

	Software Maint.	Building Rental	Seminars/ Conf./ Travel	Copier Expense	Library Programs	Grant and Memorial Expense	Supplies	Repair and Maint.	Postage	Lcards/ Circ Cards	Other Operating Exp.	Capital Outlays	Total
Traverwood	-	-	-	-	-	-	-	-	-	-	-	-	60,000
Malletts Creek	-	-	-	-	-	-	-	-	-	-	-	-	57,000
Pittsfield	-	-	-	-	-	-	-	-	-	-	-	-	60,000
West	-	110,000	-	-	-	-	-	-	-	-	-	-	130,000
O & NS	-	-	1,000	-	-	-	27,700	-	-	-	100	-	256,660
Access & User Serv	-	-	800	-	-	-	2,800	-	-	-	3,400	-	2,946,907
Youth	-	-	1,800	-	-	-	2,500	-	-	-	-	-	552,815
Circulation	-	-	500	-	-	-	6,000	750	-	75,000	4,000	-	2,072,265
Community Relations	-	-	500	-	250,000	90,000	3,500	400	-	-	100	-	659,988
Information Access	130,000	-	2,000	60,000	-	-	80,000	15,000	-	-	-	120,000	1,232,252
Finance & HR	-	-	15,400	-	-	-	-	-	-	-	6,900	-	2,421,844
Facilities/Security	-	-	500	2,000	-	-	60,000	248,850	30,000	-	-	70,000	1,322,419
Administration	-	45,000	500	-	-	-	1,500	-	-	-	6,000	-	425,350
Board	-	-	-	-	-	-	-	-	-	-	2,500	-	2,500
	130,000	155,000	23,000	62,000	250,000	90,000	184,000	265,000	30,000	75,000	23,000	190,000	12,200,000

**ANN ARBOR DISTRICT LIBRARY
BOARD OF TRUSTEES**

BYLAWS

ARTICLE I
NAME AND LOCATION

1.1 Authority. This organization was formed by Agreement between Ann Arbor Public Schools and the City of Ann Arbor, dated November 1, 1995 (the “Agreement”). For purposes of these Bylaws, the Ann Arbor Public Schools and the City of Ann Arbor may each be referred to as a Participating Municipality in accordance with Section 2 of the District Library Establishment Act, Michigan Compiled Laws Annotated §397.171 *et seq.* (the “Act”). The language of the statutes used is as it exists on the date of the revised Bylaws; any amendments to the statutes supersede the text of the Bylaws.

1.2 Name. In accordance with terms of the Agreement, this organization shall be called the Ann Arbor District Library.

1.3 Purposes. The Ann Arbor District Library Board of Trustees (the “Board of Trustees”) shall govern operations of the Ann Arbor District Library as specified herein and with such power and authority to perform those acts, tasks, and functions described herein and permitted or required by the Agreement and the Act.

1.4 District Served. The Ann Arbor District Library shall serve the district which is comprised of all that territory located in the jurisdictional limits of the Ann Arbor Public Schools as such limits may exist from time to time, or such other boundaries as may be determined by the voters.

1.5 Dissolution. The Ann Arbor District Library may be dissolved and assets of the Ann Arbor District Library distributed in accordance with the Agreement and applicable provisions of the Act.

ARTICLE II
POWERS AND DUTIES; FISCAL MATTERS

2.1 Powers and Duties. The Board of Trustees shall have the power and authority to do and perform the following acts, tasks and functions as described in Sec. 12 of the Act, MCLA 397.182:

- (a) Establish, maintain, and operate a public library for the District;
- (b) Appoint and remove officers from among its members;
- (c) Appoint and remove a Library Director and fix his or her compensation;
- (d) Purchase, sell, convey, lease or otherwise acquire or dispose of real or personal property including, but not limited to, land contracts and installment purchase contracts;
- (e) Erect buildings;
- (f) Supervise and control Ann Arbor District Library property;
- (g) Enter into a contract to receive library-related service from or give library-related service to a library or a municipality within or without the District (MCLA 397.182 sect 12(1));
- (h) Adopt bylaws and regulations, not inconsistent with the Act, governing the Board of Trustees and the Ann Arbor District Library;
- (i) Propose and levy upon approval of the electors as provided in the Act, a tax for support of the Ann Arbor District Library;
- (j) Borrow money pursuant to the District Library Financing Act (1988 P.A. 265, MCLA 397.281 to 397.290);
- (k) Issue bonds pursuant to 1988 P.A. 265, MCLA 397.281 to 397.290;
- (l) Accept gifts and grants for the Ann Arbor District Library; and
- (m) Do any other thing necessary for conducting the Ann Arbor District Library service, the cost of which shall be charged against the Ann Arbor District Library Fund.

2.2 *Fiscal Authority.* Money for the Ann Arbor District Library shall be paid to the Board of Trustees and deposited in a fund designated as the Ann Arbor District Library fund. The Board of Trustees shall have exclusive control of the expenditure of money deposited in the Ann Arbor District Library fund, including the authority to prepare budgets and final authority as to the expenditure of such funds. The Board of Trustees shall prepare and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, as amended. The Board of Trustees shall be responsible for establishing the approval process for all financial expenditures.

2.3 Fiscal Year. The fiscal year for the Ann Arbor District Library shall be the annual period commencing July 1 and ending the following June 30 of each year.

ARTICLE III **BOARD MEMBERSHIP**

3.1 Composition. In accordance with the Act and the Agreement, the Board of Trustees shall consist of seven (7) members elected at large from the District. Board members shall be elected on nonpartisan ballots. A nomination for the office of Board member shall be in accordance with the requirements of Sections 8 (MCLA 397.178) and 11 (MCLA 397.181) of the Act. A candidate for appointment or election to the Board of Trustees shall be a resident of the District.

3.2 Terms. Board members shall be elected for staggered terms in accordance with Section 11 (MCLA 397.181) of the Act at school board elections and, except as provided in Section 3.3, Board members shall serve for four (4) year terms that begin on July 1 following the election.

Proposed revision

3.2 Terms. Board members shall be elected for staggered terms in accordance with Section 11 (MCLA 397.181) of the Act at school board elections and, except as provided in Section 3.3, Board members shall serve for four (4) year terms that begin on July 1 following the election at the same time as those terms of office of members of the Board of Education of the Ann Arbor Public Schools elected at the same election.

3.3 Vacancies. A vacancy shall occur on the Board of Trustees in the event any Trustee is removed from office in accordance with Section 3.3b of these Bylaws, resigns, dies, is convicted of a felony, ceases to be a resident of the District, or for such other reason as permitted by law.

a. Resignation. Resignation from the Board of Trustees shall be by written letter submitted to the President of the Board of Trustees. The resignation shall be effective upon receipt of such notice by the President.

b. Removal. In accordance with Section 8(2) (MCLA 397.178(2)) of the Act, the Governor of the State of Michigan shall have the power to remove a member of the Board of Trustees for cause, pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended. A member of the Board of Trustees also may be removed by being recalled pursuant to Section 14 of the Act.

c. Filling vacancies. (MCLA 397.181 Sec. 11 (1) h (i and ii)) A vacancy in the office of a board member shall be filled until the expiration of the vacating board member's term by appointment by majority vote of the remaining board members. If

the vacancy occurs 140 or more days before the first regularly scheduled election of board members that follows the beginning of the term of the board member vacating office and that term is 4 years, all of the following apply:

- i. The vacancy shall be filled by appointment by majority vote of the remaining board members only until the next date on which the term of any board member expires.
- ii. A board member shall be elected at the regularly scheduled election of board members next following the occurrence of the vacancy to fill the vacancy for the remainder of the term of the board member vacating office.

3.4 Compensation. The Board of Trustees may compensate Trustees for attending official meetings of the Board or committees of the Board and shall include the amount of compensation, if any, in the annual budget. Compensation shall not exceed \$30.00 per Board member per meeting. A Trustee shall not be compensated for attending more than 52 meetings per year. The Board of Trustees also may reimburse a Trustee for necessary expenses that the Trustee incurs in the performance of official duties.

3.5 Conflict of Interest and Commitment. No member of the Board of Trustees or his or her immediate family member shall benefit financially from the Trustee's membership on the Board, or create the appearance of a conflict of interest or commitment, or of impropriety. If a Trustee or his or her immediate family member is being considered for a contract or other financial relationship with the Ann Arbor District Library, that Trustee must disclose to the full Board of Trustees that he or she has a conflict of interest. A Trustee with a conflict of interest shall not vote on any matters concerning the conflict of interest or commitment, although a Trustee with a conflict of interest may participate in discussions regarding such matters after disclosing the conflict and may answer questions that may be raised by other members of the Board of Trustees regarding the matter. The Board of Trustees may adopt specific policies and procedures to further address potential conflicts of interest.

3.6 Execution of Contracts. The Board of Trustees may in any instance designate one or more members to execute contracts and other instruments on behalf of the Board, and such authority may be general or confined to specific transactions. The Board of Trustees may also ratify any execution. When the execution of any instrument has been authorized without specifying the executing officers or agents, the President, Vice President, Secretary or Treasurer of the Board of Trustees may execute such instrument on behalf of the Ann Arbor District Library, and any of the foregoing officers may delegate such authority to the Library Director.

ARTICLE IV **OFFICERS**

4.1 Elected Officers. The Board of Trustees shall elect a President, Vice President, Secretary and Treasurer. Officers shall be regularly appointed or elected and voting members of the Board of Trustees.

4.2 President. The President shall preside at all meetings of the Board, appoint committees with the approval of the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer. The President shall have the power and authority, on behalf of the Board of Trustees, to perform all acts, execute and deliver all documents and take all steps necessary and appropriate to effectuate the actions and policies of the Board.

4.3 Vice President. The Vice President shall assume the duties of the President in his or her absence. In the event of resignation, removal, disability, or death of the President, the Vice President shall assume the office of President for the unexpired portion of the vacated term.

4.4 Secretary. The Secretary shall see that a true and accurate account of all proceedings at Board of Trustee meetings is kept and shall perform such other duties as usually pertain to the office of secretary or as shall be determined from time to time by the Board of Trustees. In compliance with any requirements of state law regarding the holding of meetings of public bodies, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of the majority of the Board, the Secretary may delegate any of those responsibilities to the Library Director.

4.5 Treasurer. The Treasurer shall have charge of the funds of the Ann Arbor District Library, providing for their safe custody and investment as directed by the Board of Trustees, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Ann Arbor District Library funds through a system of vouchers presented by authorized personnel. A record of all monies received or deposited to the Ann Arbor District Library funds shall be kept by the Treasurer, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for his or her by State or Federal law and these Bylaws. With the approval of a majority of the Board of Trustees, the Treasurer may delegate any of these responsibilities to the Library Director.

4.6 Terms of Office. All officers shall serve for a one (1) year term. Election of officers shall occur at the annual meeting of the Board of Trustees. Terms of office shall commence upon election and terminate upon the election of new officers at the next annual meeting of the Board of Trustees or at such time that the officer's successor has been duly elected or appointed. No officer shall serve more than two (2) consecutive terms in the same office.

4.7 Vacancies. In the event of the death, resignation, removal or other inability to serve of any officer, vacancies in any office shall be filled by the Board of Trustees at its next regular meeting following the occurrence of a vacancy, except for the office of President, in

which case the Vice President shall assume the duties of the office for the unexpired term. A successor Vice President shall be elected to fill any vacancy so created in that office.

4.8 Resignation; Removal. Resignation from office shall be by written letter submitted to the Board of Trustees. Any officer may be removed with or without cause by the vote of two-thirds (2/3) of the members of the Board of Trustees then in office at any regular or special meeting.

ARTICLE V **MEETINGS**

5.1 Annual and Regular Meetings. The annual meeting of the Board of Trustees shall be held each year in July. At the annual meeting, the Board of Trustees shall determine the schedule of regular meetings of the Board of Trustees for the upcoming year. Within ten (10) days following the annual meeting, a notice shall be posted in a public place setting forth the dates, times and places of all regular meetings scheduled for the ensuing year. If there is a change in the schedule of regular meetings, there shall be posted within 3 days after the meeting at which the change is made, a public notice stating the new dates, times, and places of the regular meetings for that year.

Proposed revision

5.1 Annual and Regular Meetings. The annual meeting of the Board of Trustees shall be the first meeting of each new calendar year. At the annual meeting, the Board of Trustees shall determine the schedule of regular meetings of the Board of Trustees for the upcoming year. Within ten (10) days following the annual meeting, a notice shall be posted in a public place setting forth the dates, times and places of all regular meetings scheduled for the ensuing year. (MCLA 15.265(2)) If there is a change in the schedule of regular meetings, there shall be posted within 3 days after the meeting at which the change is made, a public notice stating the new dates, times, and places of the regular meetings for that year.

5.2 Special Meetings. Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice is given of the time and purpose for the special meeting. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary. No business may be conducted at a special meeting except the business specified in the notice of the meeting.

5.3 Notice of Regular Meetings. Notice of regular meetings, including an agenda, shall be posted in a public place and shall be distributed by the Secretary to all members of the Board of Trustees at least four (4) days before the regular meeting.

5.4 Agenda for Regular Meetings. The agenda for regular meetings shall include the following items:

- Call to order and attendance
- Approval of agenda
- Approval of minutes
- Citizens' comments
- Financial report
- Committee reports
- Old Business
- New Business
- Adjournment

5.5 Quorum. No official business shall be conducted without a quorum of the Board being present at the meeting. For all meetings, both regular and special, four (4) members of the Board of Trustees shall constitute a quorum for the transaction of business.

5.6 Voting. Each member present at a Board meeting shall vote yes or no unless the member has declared a conflict of interest that precludes voting per Section 3.5. Each member of the Board of Trustees shall have one (1) vote and the act of a majority of the Board at any meeting at which a quorum is present shall be the act of the Board of Trustees except as otherwise provided by these Bylaws or as required by Michigan law. All votes of members of the Board of Trustees shall be recorded and shall become matters of public record. In case of emergency, if Board action is needed and a Board meeting cannot be convened on an emergency basis, with the concurrence of the President, members of the Board of Trustees may be polled individually by a Board member or by the Library Director. An effort shall be made to contact all Board members prior to initiating the emergency polling procedure. Any action taken on an emergency basis pursuant to this procedure shall be ratified by the Board of Trustees at the next Board meeting.

5.7 Rules of Procedure. The Board shall use *Robert's Rules of Order Newly Revised (10th ed.)* as guidelines for the conduct of meetings.

ARTICLE VI **COMMITTEES**

6.1 Designation of Committees. The following standing committees shall serve the Board of Trustees: (1) Budget and Finance Committee; (2) Director's Evaluation Committee; (3) Policy Committee and (4) Executive Committee. In addition to the foregoing standing committees, the Board of Trustees may establish such special committees and subcommittees from time to time as it shall deem necessary or appropriate.

6.2 Committee Functions. The Board of Trustees shall define the powers and responsibilities of all committees and subcommittees. All committees and subcommittees, whether standing or special, shall serve in an advisory capacity to the Board of Trustees. No committee or subcommittee shall have authority to take final action with respect to any matter or have the power to decide or deliberate public policy on behalf of the Board of Trustees. Each committee shall present recommendations to the Board of Trustees for deliberation and action by the Board in accordance with Section 6.5 and the Board shall be free to reject, accept or modify the committee's nonbinding recommendations.

6.3 Committee Members; Chairpersons. Subject to the approval of the Board of Trustees, the President shall appoint the committee chairpersons and other members of standing and special committees from a list of proposed committee members prepared in consultation with the Library Director. All appointments to standing committees shall be consistent with membership requirements described in Section 6.6 of these Bylaws. Committees may, but need not, be composed solely of members of the Board of Trustees. Any committee member appointed by the Board of Trustees and any committee chairperson may be removed by a majority vote of the Board of Trustees with or without cause at any time. Individuals appointed by the Board of Trustees to serve on standing and special committees shall make every effort to attend scheduled committee meetings. Upon invitation by the committee chairperson, individuals other than appointed committee members may attend committee meetings.

6.4 Call and Notice of Committee Meetings. Committees and subcommittees shall meet in accordance with a schedule established by the committee or subcommittee and with such frequency as they deem appropriate to effectively discharge their functions, or as required by these Bylaws or by Board resolution. Reasonable notice of the meetings of any committee or subcommittee shall be given to the members thereof. The chairperson of any committee or the President may call a special meeting of any committee. Notice of the time and place of a special meeting of the committee shall be given to each committee member in advance of the meeting by any means, including mail, telephone, facsimile transmission, or e-mail, which can be reasonably expected to provide the committee members with actual advance notice of the meeting. Notice of any meeting of a committee may be waived in writing before or after the meeting. Attendance at a meeting constitutes waiver of notice of the meeting, except where the purpose of the attendance is to object to the holding of the meeting.

6.5 Meetings of Committees. A quorum for a committee meeting shall consist of a least one (1) Trustee member appointed to the committee. At each meeting of the Board of Trustees, each committee chairperson shall deliver a verbal report to the Board of Trustees with respect to activities of the Committee since the last Board meeting. Verbal reports as to committee activities shall be presented prior to deliberation and voting by the Board on committee recommendations. Each verbal report shall summarize the recommendations of the committee. If the committee was unable to agree as to its recommendations to the Board of Trustees, the verbal report shall briefly summarize the majority and minority views of the committee with respect to that issue. Any committee may submit a written report to the Board in lieu of the verbal report described herein.

6.6 Charge and Responsibilities of Standing Committees.

6.6.1 Budget and Finance Committee. The Budget and Finance Committee shall consist of three (3) Trustees, the Library Director, the chief financial officer of the Library and such other persons, including members of the Library staff and members of the public having expertise in matters within the scope of the committee's duties, as the Board may deem appropriate. The Budget and Finance Committee shall (i) make recommendations to the Board on the adoption of the annual budget; (ii) review long-term plans for capital expenditures and make recommendations to the Library Director and the Board; (iii) review and advise the Board on financial policies and financial matters, such as insurance requirements, banking relationships, accounting practices, investment policies, internal controls, borrowings, millage and election issues and other similar matters; (iv) develop the basis for the operating millage proposal to be submitted to the electors of the Ann Arbor Library District; and (v) provide the necessary data to enable the Board to select financing for new buildings and properties, the amount and form of such financing, and procedures for approval of proposed financing by electors, if required.

6.6.2 Director's Evaluation Committee. The Committee shall consist of three (3) Trustees, and such other persons, as the Board may deem appropriate. The Director's Evaluation Committee shall serve to advise the Board of Trustees with respect to the Library Director's performance appraisal by collecting relevant information from the Director and Board, organizing the evaluation materials and communicating the draft evaluation document to the Board for its consideration and approval.

6.6.3 Policy Committee. The Policy Committee shall consist of three (3) Trustees and the Library Director. The Policy Committee shall annually review all Library policies except those within the jurisdiction of the Budget and Finance Committee, and make recommendations for policy changes to the Board of Trustees. The Library Director shall bring to the Policy Committee for review any procedures or practices which affect policy.

6.6.4 Executive Committee. The Executive Committee shall consist of the President, and any two Elected Officers. The Executive Committee shall assist in the preparation of the agenda for annual, regular, and special meetings, and shall perform such other tasks as the President or the Board of Trustees shall from time to time determine.

6.7 Special Committees. The Board of Trustees may from time to time appoint special committees for selected tasks and shall define the size, composition, purposes and duration of such special committees pursuant to a resolution of the Board. Special committees shall review matters within the scope of their assigned work and advise the Board of Trustees and the Library Director thereon. All special committees shall abide by the general committee

procedures described in Sections 6.2 through 6.5 of these Bylaws. All special committees shall disband when they have completed the work for which they were appointed.

ARTICLE VII **LIBRARY DIRECTOR**

7.1 Appointment. The Library Director shall be appointed by the Board of Trustees and shall be considered to be the executive officer of the Ann Arbor District Library.

7.2 Duties and Authority of the Library Director. The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board of Trustees. The Library Director shall be responsible for the care of the building and equipment; for the employment, development and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board a written annual report of the Library, including the audited financial statements.

7.3 Attendance at Board Meetings. The Library Director or the Library Director's representative shall attend all meetings of the Board of Trustees.

ARTICLE VIII **MISCELLANEOUS**

8.1 Immunity. The Board of Trustees, its individual trustees, officers, agents, employees and volunteers (the "AADL Agents") shall be immune from tort liability for injuries to persons or damages to property caused by the AADL Agents while in the course of employment or service or volunteer while acting on behalf of the Ann Arbor District Library provided that the AADL Agent is acting or reasonably believes he or she is acting within the scope of his or her authority in furtherance of the purposes of the Ann Arbor District Library and the AADL Agent's conduct does not amount to gross negligence that is the proximate cause of the injury or damage. As used in this Section, "gross negligence" means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.

8.2 Insurance. The Board of Trustees may purchase and maintain liability insurance to indemnify and protect the Board of Trustees and the individuals trustees, officers, committee and subcommittee members, employees, volunteers and agents of the Board of Trustees and the Ann Arbor District Library (the "AADL Agents") against any liability asserted against the Ann Arbor District Library and the AADL Agents and incurred by such individuals in any such capacity or arising out of such status with respect to the Ann Arbor

District Library, whether or not the Ann Arbor District Library would have power to indemnify the person against such liability under these Bylaws or the laws of the State of Michigan.

8.3 Indemnification.

- (a) Each person who is or was a trustee, officer, committee or subcommittee member, employee, volunteer or agent of the Board of Trustees and the Ann Arbor District Library and each person who serves or has served at the request of the Board of Trustees (the “AADL Agents”) shall be indemnified by the Ann Arbor District Library to the fullest extent permitted by the laws of the State of Michigan as they may be in effect from time to time for all actions taken by any AADL Agent which he or she reasonably believes to be within the scope of his or her authority, and if an employee within the scope of his or her employment, and which conduct does not amount to gross negligence that is the proximate cause of injury or damage to a person. For purposes of this Section, “gross negligence” shall have the meaning specified in Section 8.1 of these Bylaws.
- (b) Whenever a claim is made or a civil action is commenced against an AADL Agent for injuries to persons or property caused by alleged negligence of the AADL Agent while in the course of that individual’s authority or, if an employee, within the scope of the employee’s employment, the Board of Trustees may pay for, engage, or furnish the services of an attorney to advise the AADL Agent as to the claim and to appear for and represent the AADL Agent in the action. The Board of Trustees may compromise, settle and pay the claim before or after the commencement of a civil action. Whenever a judgment for damages is awarded against an AADL Agent as a result of a civil action for personal injuries or property damage caused by the AADL Agent while acting within his or her authority or, if an employee, within the scope of his or her employment, the Board of Trustees may indemnify the AADL Agent or pay, settle, or compromise the judgment.
- (c) Whenever a criminal action is commenced against an AADL Agent based upon his or conduct while acting within the scope of his or her authority, or if an employee, within the scope of his or her employment, if the AADL Agent had a reasonable basis for believing that he or she was acting within the scope of his or her authority at the time of the alleged conduct, the Board of Trustees may pay for, engage, or furnish the services of an attorney to advise the AADL Agent as to the action, and to appear for and represent the AADL Agent in the action.

8.4 Amendments. These Bylaws may be amended by the Board of Trustees upon a vote of two-thirds (2/3) of the Trustees voting at a meeting for which notice was duly provided and at which a quorum is present, provided that no amendment shall be adopted which is inconsistent with the Agreement or the Act. Amendments shall become effective immediately upon approval by the Board of Trustees unless the Board specifies an alternative effective date.

Approved by the Ann Arbor District Library Board of Trustees

Secretary

Bylaws adopted December 12, 1995 and amended effective September 14, 1998, October 19, 1998, April 16, 2001 and November 19, 2007.

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Ann Arbor District Library
Conflict of Interest Policy
Library Administrative Employees

I. Application of Policy

This policy is intended to supplement, but not replace, federal and state laws governing conflicts of interest applicable to the Library and its operations, with respect to potential conflicts of interest involving Library Administrative Employees (as defined below).

This policy applies to Library Administrative Employees with significant decision-making authority as follows: Director, Associate Director, Administrative Assistant, Manager, Staffing Coordinator, and Purchasing Agent (collectively, "Administrative Employees"). Persons covered under this policy, as well as their relatives and associates, may be referred to in this policy as "interested parties."

II. Conflict of Interest

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of the Library. There are a variety of situations that raise conflict of interest concerns including, but not limited to, the following:

- A. Financial Interests - A conflict may exist where an interested party directly or indirectly benefits or profits as a result of a decision, policy or transaction made by the Library. Examples include situations where:
- The Library contracts to purchase or lease goods, services, or properties from an interested party.
 - The Library offers employment or compensation to an interested party or an entity with which the interested party has a direct or indirect financial interest, other than a person who is already employed by the Library.
 - An interested party is provided with a gift, gratuity, or favor of a substantial nature from a person or entity that does business or seeks to do business with the Library. The preceding shall not apply to tokens of appreciation having an aggregate value of \$75 or less.
 - An interested party is gratuitously provided use of the facilities, property, or services of the Library, except in accordance with Library policies as to public use of Library facilities and property.
 - The Library adopts a policy that financially benefits an interested party.

A financial interest is not necessarily a conflict of interest. A financial conflict of interest exists only when there is a determination of an actual conflict of interest pursuant to this policy.

Ann Arbor District Library
Conflict of Interest Policy
Library Administrative Employees

B. Other Interests - A conflict also may exist where an interested party obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with the Library. Examples include where:

- An interested party seeks to obtain preferential treatment by the Library or recognition for himself/herself or another interested party.
- An interested party seeks to make use of confidential information obtained from the Library for his/her own benefit (not necessarily financial) or for the benefit of another interested party.
- An interested party seeks to take advantage of an opportunity or enables another interested person or other organization to take advantage of an opportunity that he/she has reason to believe would be of interest to the Library.
- The Library adopts a policy that provides a significant nonfinancial benefit to an interested party.

Again, a conflict of interest exists only when there is a determination of an actual conflict of interest pursuant to this policy.

II. Disclosure of Potential Conflicts of Interest

Each Administrative Employee is under a continuing obligation to disclose any potential conflict of interest as soon as it is known or reasonably should be known. For Administrative Employees other than the Library Director, any potential conflict of interest (as defined in this policy) shall be disclosed to the Library Director. In the case of the Library Director, any potential conflict of interest (as defined in this policy) shall be disclosed to the Board Chair.

In addition to the continuing obligation to disclose potential conflicts of interest, each Administrative Employee shall complete the Affirmation of Compliance (Appendix A) upon his/her association with the Library and annually thereafter.

IV. Procedures for Review of Potential Conflicts

Where the potential conflict involves an Administrative Employee other than the Library Director, the Library Director shall be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of the Library. The Library Director shall report to the Chair the results of any review and the action taken. The Chair shall determine whether any further board review or action is required. If the Library Director is not disinterested with respect to the matter, it shall be further reviewed and approved by the Board Chair.

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For any potential conflict of interest involving the Library Director, the Board Chair shall be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of the Library, including referral of the matter to the Board of Trustees for further consideration or action. If the Board Chair is not disinterested with respect to the potential conflict of interest, the matter shall be reviewed further and approved by the Board of Trustees.

Further consideration or action on potential or actual conflicts of interest shall include but not necessarily be limited to invoking the procedures described below with respect to a specific proposed action, policy or transaction.

V. Procedures for Addressing Conflicts of Interest

Where a potential conflict exists between the interests of the Library and an interested party with respect to a specific proposed action, policy or transaction, the responsible reviewer under Section IV shall consider the matter. The Library shall refrain from acting until such time as the proposed action, policy or transaction has been approved by the responsible reviewer.

- A. An interested party who has a potential conflict of interest with respect to a proposed action, policy or transaction of the corporation may provide factual information about the proposed conflict and/or action, policy or transaction.
- B. The Library Director, Board Chair, or Board of Trustees, as applicable, may approve the proposed action, policy or transaction presented by an Administrative Employee with a potential or actual conflict of interest upon finding that it is in the best interests of the Library.
- C. In making a determination as to a proposed action, policy or transaction that involves a potential or actual conflict of interest, the Library Director, Board Chair, or Board of Trustees, as applicable, shall consider whether the terms of the proposed action, transaction or policy are fair and reasonable to the Library and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a party or entity that is not an interested party.
- D. Approval of any proposed action, policy or transaction by the Board of Trustees shall follow Board policies and procedures, including the conflict of interest policy applicable to Board members.

VI. Documentation

The Library shall document when a conflict disclosure is made under this policy by an Administrative Employee and the disposition of the potential or actual conflict, including a determination that the responsible reviewer acted without any conflict of interest as defined in this policy.

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VII. Violations of Conflict of Interest Policy

An Administrative Employee's failure to disclose a potential or actual conflict of interest may result in such disciplinary and corrective action as the Library Director or Board of Trustees shall determine.

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APPENDIX A

Ann Arbor District Library

Conflict of Interest - Affirmation of Compliance by Administrative Employees

I have received and read the Conflict of Interest Policy for Library Administrative Employees.

Name (Please print)	Signature	Date
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Ann Arbor District Library
Legal Compliance Policy

It is the intent of the Library to adhere to all laws, regulations, and rules promulgated pursuant to law that apply to the Library, including but not limited to, all laws providing for the protection of whistleblowers.

Employees with concerns regarding a violation or suspected violation of a law, regulation, or rule should report their concerns either verbally or in writing to the Director. An employee, who is uncomfortable in bringing such matter to the Director, may report his or her concerns to the Chair of the Board of Directors.

No employee will be discharged, threatened or otherwise discriminated against regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, a violation or a suspected violation of a law or regulation or rule promulgated pursuant to law of the State of Michigan, a political subdivision of this state, or the United States to a public body, unless the employee knows that the report is false, or because the employee is requested by a public body to participate in an investigation, hearing, or inquiry held by that public body, or a court action.



Ann Arbor District Library

April 19, 2010

Pat McDonald
 President, Friends of the Ann Arbor District Library
 3906 Penberton Drive
 Ann Arbor, MI 48105

Dear Ms. McDonald,

Enclosed are two copies of this letter from the Ann Arbor District Library extending the AADL-FAADL Space Use Agreement for one year from its expiration on May 18, 2010. Also, enclosed is the AADL Board Resolution authorizing the extension of the agreement, and a copy of the agreement.

Please sign and return one copy of this letter to Ann Arbor District Library, c/o Karen Wilson, 343 S. Fifth Avenue, Ann Arbor, MI 48104. The second copy is for your records at FAADL.

Thank you for your attention to this matter, and we look forward to another great year working together supporting an outstanding public library in our community.

Very truly yours,

Rebecca A. Head
 President, Board of Trustees
 Ann Arbor District Library

Signed and agreed to:
 ANN ARBOR DISTRICT LIBRARY

FRIENDS OF THE ANN ARBOR DISTRICT
 LIBRARY

By: _____

By: _____

Print Name: Rebecca Head

Print Name: Pat McDonald

Title: President, AADL Board of Trustees

Title: President, FAADL Board

Date: _____

Date: _____

*

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-206**

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

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 19th day of April, 2010 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the President of the Board of Trustees of Ann Arbor District Library be authorized to sign a one year extension of the space use agreement along with the President of the Board of the Friends of the Ann Arbor District Library.
- 2.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

DISTRICT LIBRARY BOARD

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

2009-2010 OFFICERS

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

ADMINISTRATION

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

The Ann Arbor District Library Board will provide necessary reasonable aids and services to individuals with disabilities who desire information regarding board meetings upon three (3) business days notice. Individuals with disabilities requiring aids or services should contact the Ann Arbor District Library by writing or calling the following:

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