



Ann Arbor District Library
Regular Meeting
Agenda

Monday, April 25, 2011

Published by Ann Arbor District Library

April 2011

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24 Library Closed	25 AADL Board Mtg	26	27	28	29	30

May 2011

S	M	T	W	T	F	S
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8	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 Library Closed	31				

June 2011

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, April 25, 2011 at 6:00 p.m.
 Ann Arbor District Library, Fourth Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 11-046 I. CALL TO ORDER
- 11-047 II. ATTENDANCE
- 11-048 III. RECESS TO EXECUTIVE SESSION FOR LABOR
NEGOTIATIONS AND DIRECTOR'S EVALUATION
- 11-049 IV. RECONVENE REGULAR MEETING AT 7:00 P.M.
- 11-050 V. APPROVAL OF AGENDA (pp 1-2)
(Item of action)
- 11-051 VI. APPROVAL OF MINUTES OF MARCH 21, 2011 (pp 3-6)
(Item of action)
- 11-052 VII. CITIZENS' COMMENTS
- 11-053 VIII. FINANCIAL REPORT (pp 7-14)
- 11-054 IX. APPROVAL OF DISBURSEMENTS (pp 15-18)
(Item of action)
- 11-055 X. COMMITTEE REPORTS
- 11-056 A. EXECUTIVE COMMITTEE
- 11-057 B. FINANCE COMMITTEE
- 11-058 C. DIRECTOR'S EVALUATION
- 11-059 XI. DIRECTOR'S REPORT (pp 19-20)
- 11-060 XII. NEW BUSINESS

- 11-061 A. DISCUSSION OF PROPOSED 2011-2012 BUDGET (pp 21-26)
- 11-062 B. DISCUSSION ON TELEVISIONING BOARD MEETINGS
- 11-063 C. PRESENTATION ON EBOOKS
Celeste Choate, Eli Neiburger
- 11-064 D. VOTE FOR EXECUTIVE SESSION AT THE MAY 16, 2011 REGULAR MEETING FOR LABOR NEGOTIATIONS AND DIRECTOR'S EVALUATION
(Item of action)
Roll call vote
- 11-065 XIII. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 21, 2011

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 21, 2011

- 11-033 I. CALL TO ORDER
- President Leary called the meeting to order at 7:02 p.m.
- 11-034 II. ATTENDANCE
- Present: Head, Leary, Kaplan, Murphy, Barney Newman,
Rosenthal
Absent : Surovell
Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)
- 11-035 III. APPROVAL OF AGENDA
(Item of action)
- Trustee Head, supported by Trustee Kaplan, moved to approve the agenda.
- AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal
NAYS: None
- Motion passed 6-0.
- 11-036 IV. APPROVAL OF MINUTES OF FEBRUARY 21, 2011
(Item of action)
- Trustee Head, supported by Treasurer Murphy, moved to approve the minutes of February 21, 2011.
- AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal
NAYS: None
- Motion passed 6-0.
- 11-037 V. CITIZENS' COMMENTS

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 21, 2011

There were no citizens' comments.

11-038 VI. FINANCIAL REPORT

Associate Director Nieman reported February showed unrestricted cash balance just over \$11 million. Tax receipts of almost \$11 million, reflecting 96% of the budgeted amount, have been received. The Fund Balance reflects just over \$7.9 million.

Two line items are over budget in operating and should come back into line later in the year with the exception of Employee Benefits.

The Friends of the Ann Arbor District Library donated over \$40,000 in February.

11-039 VII. APPROVAL OF DISBURSEMENTS
 (Item of action)

Secretary Barney Newman, supported by Vice President Rosenthal, moved to approve the February disbursements.

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

NAYS: None

Motion passed 6-0.

11-040 VIII. COMMITTEE REPORTS

11-041 A. EXECUTIVE COMMITTEE

President Leary reported the Executive Committee, consisting of herself, Vice President Rosenthal and Treasurer Murphy, met and discussed the upcoming budget. Peter Allen also presented to the committee a presentation on the stages of real estate development.

11-042 IX. DIRECTOR'S REPORT

Director Parker updated the board on the status of the amicus curiae brief filed on behalf of the Herrick District Library.

AADL received four Addy awards, one gold and three silver from the Ann Arbor Ad Club. All four awards were for youth related

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 21, 2011

materials and were designed by Heidi Sheffield.

Director Parker has been invited to serve on a Gates Foundation public access technology benchmarks initiative. The Foundation is no longer funding technology for libraries, but is funding research for creating technology level benchmarks necessary for libraries in delivering services.

Associate Director Eli Neiburger was congratulated on his recent recognition by *Library Journal* as a “Mover and Shaker”.

Director Parker highlighted her attendance at the initial meeting of the Digital Public Library of America workgroup.

The topic of eBooks offered at AADL was discussed and a demonstration was requested for the next board meeting.

11-043 X. NEW BUSINESS

11-044 A. VOTE FOR EXECUTIVE SESSION AT THE APRIL 25, 2011 REGULAR MEETING FOR LABOR NEGOTIATIONS AND DIRECTOR’S EVALUATION
 (Item of action)
 Roll call vote

Trustee Head, supported by Vice President Rosenthal, moved to hold an Executive Session at the April 25, 2011 regular Board meeting for labor negotiations and director’s evaluation.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

11-045 XI. ADJOURNMENT

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

President Leary adjourned the meeting at 7:35 p.m.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 21, 2011

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 21, 2011 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 2011

Cash:

The unrestricted cash balance as of March 31, 2011 was \$10,124,400 down from \$11,001,698 in February.

Tax Receipts:

The Library has received tax receipts totaling \$10,923,075 96% of the budgeted amount, as of March 31st.

Budget vs. Actual:

The Library showed an operating surplus of \$421,210 through March 31st. This gives the Library a positive fund balance of \$7,924,535 at the end of March, up from \$7,903,452 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:

Employee Benefits – This reflects the increases in healthcare costs that became effective on July 1st. The variance is decreasing over the second half of the year due to cost savings that were implemented in October.

Legal – Expenses for four issues, research for the Washtenaw corridor TIF, the DDA TIF research, the Herrick Library vs the Library of Michigan brief and labor negotiations, cumulatively put this line over budget.

Library Programming – This line is slightly over budget but will come back into line in the near future.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Nine Months Ending March 31, 2011

	<u>Actual</u>	<u>March Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$940,833	\$940,833		\$8,467,497	\$8,467,500	(\$3)
State Aid	30,264		30,264	30,264		30,264
Penal Fines	22,917	22,917		206,253	206,250	3
Interest	1,256	13,333	(12,077)	38,608	120,000	(81,392)
Copiers	3,499	3,333	166	28,496	30,000	(1,504)
Grants/Memorials	150	7,500	(7,350)	116,561	67,500	49,061
Library Fines & Fees	40,336	35,833	4,503	362,511	322,500	40,011
Non-Resident Fees	1,650	1,250	400	13,750	11,250	2,500
Fund Balance Transfer		9,167	(9,167)		82,500	(82,500)
Total Revenue	\$1,040,905	\$1,034,166	\$6,739	\$9,263,940	\$9,307,500	(\$43,560)
Expenditures						
Salaries & Wages	502,961	487,000	15,961	4,254,759	4,383,000	(128,241)
Employee Benefits	122,150	125,000	(2,850)	1,175,543	1,125,000	50,543
Employment Taxes	36,918	37,250	(332)	315,046	335,250	(20,204)
Total Employment Cost	\$662,029	\$649,250	\$12,779	\$5,745,348	\$5,843,250	(\$97,902)
Custodial and Electrical	\$14,796	\$18,333	(\$3,537)	\$141,140	\$165,000	(\$23,860)
Accounting/Audit	1,125	1,167	(42)	10,125	10,500	(375)
Legal	21,126	6,250	14,876	67,859	56,250	11,609
Purchased Services	2,998	9,417	(6,419)	78,351	84,750	(6,399)
Utilities	35,017	38,750	(3,733)	332,724	348,750	(16,026)
Property Insurance	7,353	7,917	(564)	66,178	71,250	(5,072)
Communications	7,113	16,667	(9,554)	127,137	150,000	(22,863)
Materials	132,245	154,167	(21,922)	1,283,775	1,387,500	(103,725)
Software Licenses/Maintenanc	2,500	10,833	(8,333)	96,409	97,500	(1,091)
Building Rental	10,063	12,917	(2,854)	110,666	116,250	(5,584)
Seminars/Conferences/Travel	407	1,917	(1,510)	8,215	17,250	(9,035)
Copier Expense	4,721	5,167	(446)	40,214	46,500	(6,286)
Library Programming	26,940	20,833	6,107	188,690	187,500	1,190
Grants/Memorials	7,752	7,500	252	34,326	67,500	(33,174)
Supplies	15,368	15,333	35	134,408	138,000	(3,592)
Repairs and Maintenance	11,462	22,083	(10,621)	187,659	198,750	(11,091)
Postage	5,248	2,500	2,748	21,477	22,500	(1,023)
Lcards/Circ Cards	1,234	6,250	(5,016)	36,521	56,250	(19,729)
Other Operating Expenditures	215	1,917	(1,702)	13,666	17,250	(3,584)
Total Operating Expense	\$307,683	\$359,918	(\$52,235)	\$2,979,540	\$3,239,250	(\$259,710)
Capital Outlays	\$40,172	\$25,000	\$15,172	\$117,842	\$225,000	(\$107,158)
Total Expenditures	\$1,009,884	\$1,034,168	(\$24,284)	\$8,842,730	\$9,307,500	(\$464,770)
Net	\$31,021	(\$2)	\$31,023	\$421,210		\$421,210

ANN ARBOR DISTRICT LIBRARY
 Grant Administration
 For the Nine Months Ending March 31, 2011

	<u>Actual</u>	<u>March Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$150	\$7,500	(\$7,350)	\$103,266	\$67,500	\$35,766
Total Revenue	<u>\$150</u>	<u>\$7,500</u>	<u>(\$7,350)</u>	<u>\$103,266</u>	<u>\$67,500</u>	<u>\$35,766</u>
Expenditures						
Materials	434		434	9,772		9,772
Library Programming	6,967	7,500	(533)	14,102	67,500	(53,398)
Supplies				242		242
Other Operating Expenditures	350		350	2,421		2,421
Total Operating Expense	<u>\$7,751</u>	<u>\$7,500</u>	<u>\$251</u>	<u>\$26,537</u>	<u>\$67,500</u>	<u>(\$40,963)</u>
Total Expenditures	<u>\$7,751</u>	<u>\$7,500</u>	<u>\$251</u>	<u>\$26,537</u>	<u>\$67,500</u>	<u>(\$40,963)</u>
Net	<u>(\$7,601)</u>		<u>(\$7,601)</u>	<u>\$76,729</u>		<u>\$76,729</u>

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Nine Months Ending March 31, 2011

	<u>Actual</u>	<u>March Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$95,019	\$67,500	\$27,519
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>	<u>\$95,019</u>	<u>\$67,500</u>	<u>\$27,519</u>
Expenditures						
Materials				5,373		5,373
Library Programming	6,967	7,500	(533)	14,102	67,500	(53,398)
Supplies				242		242
Other Operating Expenditures	<u>350</u>		<u>350</u>	<u>2,421</u>		<u>2,421</u>
Total Operating Expense	<u>\$7,317</u>	<u>\$7,500</u>	<u>(\$183)</u>	<u>\$22,138</u>	<u>\$67,500</u>	<u>(\$45,362)</u>
Total Expenditures	<u>\$7,317</u>	<u>\$7,500</u>	<u>(\$183)</u>	<u>\$22,138</u>	<u>\$67,500</u>	<u>(\$45,362)</u>
Net	<u>(\$7,317)</u>		<u>(\$7,317)</u>	<u>\$72,881</u>		<u>\$72,881</u>

Date: 4/19/2011

Ann Arbor District Library

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Balance Sheet

ASSETS

As of 3/31/2011

Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$16,854.11
CASH-PAYROLL	17,344.78
HOLTREY FUND	330,329.44
CASH-SAVINGS	5,105,578.12
KENISTON FUND	30,227.92
SHAFER FUND	10,444.74
WESTERMAN FUND	42,486.86
PETTY CASH	2,000.00
WLBPD ACCOUNT	36,775.52

 Total Cash \$5,592,041.49

Investments

BANK OF ANN ARBOR INVESTMENT	\$3,230,947.20
UNITED BANK AND TRUST INVESTMENT	1,751,676.08

 Total Investments \$4,982,623.28

Accounts Receivable

ACCOUNTS RECEIVABLE	\$230,711.52
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 Total Accounts Receivable \$230,711.52

Property Taxes Receivable

TAXES RECEIVABLE	\$5,212.06
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 Total Property Taxes Receivable \$5,212.06

Prepaid Expenses

PRE-PAID INSURANCE	\$78,583.47
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 Total Prepaid Expenses \$78,583.47

 Total Current Assets \$10,889,171.82
Capital Assets:

BUILDINGS	\$25,831,877.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	456,323.00
COMMUNICATIONS EQUIPMENT	429,943.00
BUSINESS MACHINES	170,137.00
COMPUTER EQUIPMENT	1,331,561.66
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	43,135.00
FURNITURE & FIXTURES	1,301,131.00
VEHICLES	183,256.00

 Total Capital Assets \$31,897,614.48
Amount Provided for Long-Term Debt:

LONG TERM SICK	\$27,820.65
LONG TERM VACATION	237,489.39

 Total Provided for Long-Term Debt 265,310.04

 TOTAL ASSETS \$43,052,096.34

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$51,452.28
ACCRUED ACCOUNTS PAYABLE	61,919.62
ACCRUED PAYROLL	219,455.00
UNITED WAY DEDUCTIONS	300.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	3,138.71
ACCRUED EMPLOYER 403(b) - UNDECIDED	28,296.91
ACCRUED 403B/MPSERS EMPLOYER	20,460.64
ACCRUED LIABILITY-VACATION S/T	105,470.40

Total Current Liabilities	\$490,493.56
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$27,820.65
ACCRUED LIABILITY-VACATION L/T	237,489.39

Total Long-Term Liabilities	265,310.04
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$31,897,614.48
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Fund Balance:

RESERVE-ENCUMBRANCES	\$146,900.33
DEFERRED REVENUE - PROPERTY TAX	2,327,243.00
FUND BALANCE - UNDESIGNATED	7,503,324.71
EXCESS REVENUE (SPENDING)	421,210.22

Total Fund Balance	\$10,398,678.26
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Total Fund Equity	\$42,296,292.74
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TOTAL LIABILITIES AND FUND EQUITY	\$43,052,096.34
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Ann Arbor District Library

Rollforward of undesignated fund balance For the Period Ending March 31, 2011

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,903,452	\$ 7,621,282
Total revenues	1,040,905	9,263,940
Expenditures:		
Operating	(969,713)	(8,724,888)
Capital outlays	(40,172)	(117,842)
(Increase) decrease in encumbrances	<u>(9,937)</u>	<u>(117,957)</u>
Ending surplus (deficit)	<u>\$ 7,924,535</u>	<u>\$ 7,924,535</u>

Ann Arbor District Library

Monthly and year-to-date cash rollforward For Period ending March 31, 2011

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

<u>Monthly rollforward</u>	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Commercial checking	\$ 9,785	\$ 12,627	\$ (470,558)	\$ 465,000	\$ 16,854
Payroll	17,150	5	(446,872)	447,062	17,345
Petty cash	2,000	-	-	-	2,000
Savings	5,990,140	77,429	(49,929)	(912,062)	5,105,578
Investments - Bank of Ann Arbor	3,230,947	-	-	-	3,230,947
Investments - United Bank and Trust	1,751,676	-	-	-	1,751,676
Westerman Fund	42,483	4	-	-	42,487
Shafer Fund	10,444	1	-	-	10,445
Holtrey Fund	330,287	42	-	-	330,329
Keniston Fund	30,225	3	-	-	30,228
WLBDP	<u>36,772</u>	<u>4</u>	<u>-</u>	<u>-</u>	<u>36,776</u>
	<u>\$ 11,451,909</u>	<u>\$ 90,115</u>	<u>\$ (967,359)</u>	<u>\$ -</u>	<u>\$ 10,574,665</u>
<u>Year-to-date rollforward</u>					
Commercial checking	\$ 8,758	\$ 100,162	\$ (4,547,066)	\$ 4,455,000	\$ 16,854
Payroll	231,223	43	(4,365,021)	4,171,100	17,345
Petty cash	2,000	-	-	-	2,000
Savings	2,383,414	11,814,789	(466,525)	(8,626,100)	5,105,578
Investments - Bank of Ann Arbor	3,213,436	17,511	-	-	3,230,947
Investments - United Bank and Trust	1,743,743	7,933	-	-	1,751,676
Westerman Fund	41,306	1,181	-	-	42,487
Shafer Fund	10,438	7	-	-	10,445
Holtrey Fund	329,955	374	-	-	330,329
Keniston Fund	30,204	24	-	-	30,228
WLBDP	<u>36,493</u>	<u>283</u>	<u>-</u>	<u>-</u>	<u>36,776</u>
	<u>\$ 8,030,970</u>	<u>\$ 11,942,307</u>	<u>\$ (9,398,612)</u>	<u>\$ -</u>	<u>\$ 10,574,665</u>

System: 4/18/2011 1:43:41 PM
 User Date: 4/18/2011

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 1
 User ID: NIEMANK

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	3/1/2011
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
041234	AGRSE	A GROWING SERVICE LLC	3/16/2011	CHECK	PMCHK00001351	\$340.00
041181	AARDWO	AARON P. DWORKIN	3/1/2011	CHECK	PMCHK00001347	\$1,000.00
041300	AFTDEL	AFTERNOON DELIGHT	3/18/2011	CHECK	PMCHK00001352	\$120.40
041182	ALIBRIS	ALIBRIS	3/1/2011	CHECK	PMCHK00001347	\$80.67
041301	ALLMOR	ALLISON MORRIS	3/18/2011	CHECK	PMCHK00001352	\$32.60
041183	AMACOM	AMAZON.COM CREDIT PLAN	3/1/2011	CHECK	PMCHK00001347	\$1,224.86
041310	AMACOM	AMAZON.COM CREDIT PLAN	3/28/2011	CHECK	PMCHK00001353	\$591.70
041235	AMEX	AMERICAN EXPRESS	3/16/2011	CHECK	PMCHK00001351	\$37,640.91
041232	AAADCL	ANN ARBOR AD CLUB	3/16/2011	CHECK	PMCHK00001351	\$160.00
041207	AACENT	ANN ARBOR CENTER FOR INDEPENDEN	3/9/2011	CHECK	PMCHK00001350	\$425.00
041233	AANEWS	ANN ARBOR.COM	3/16/2011	CHECK	PMCHK00001351	\$2,351.52
041184	ANURAJ	ANUJA RAJENDRA	3/1/2011	CHECK	PMCHK00001347	\$100.00
041236	ARBSPR	ARBOR SPRING WATER CO.	3/16/2011	CHECK	PMCHK00001351	\$36.40
041302	ATTMOB	AT&T MOBILITY	3/18/2011	CHECK	PMCHK00001352	\$1,458.22
041237	AUDEDI	AUDIO EDITIONS	3/16/2011	CHECK	PMCHK00001351	\$23.36
041239	BBCAUD	AUDIO GO	3/16/2011	CHECK	PMCHK00001351	\$905.93
041238	AVCAFE	AV CAFE	3/16/2011	CHECK	PMCHK00001351	\$362.89
041205	B&H	B&H	3/8/2011	CHECK	PMCHK00001349	\$1,970.20
041311	BANCOF	BANC OF AMERICA LEASING	3/28/2011	CHECK	PMCHK00001353	\$674.00
041312	BANCOFAMER	BANC OF AMERICA LEASING	3/28/2011	CHECK	PMCHK00001353	\$694.00
041313	BARNER	BARBARA NERI	3/28/2011	CHECK	PMCHK00001353	\$200.00
041185	BETBAT	BETH BATTEY	3/1/2011	CHECK	PMCHK00001347	\$150.00
041240	BETBEC	BETSY BECKERMAN	3/16/2011	CHECK	PMCHK00001351	\$700.00
041241	BLAAUD	BLACKSTONE AUDIO BOOKS	3/16/2011	CHECK	PMCHK00001351	\$763.00
041303	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	3/18/2011	CHECK	PMCHK00001352	\$67,342.28
041314	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	3/28/2011	CHECK	PMCHK00001353	\$17,275.04
041315	BOOWHO	BOOK WHOLESALERS, INC.	3/28/2011	CHECK	PMCHK00001353	\$278.02
041242	BORBOO	BORDERS INC.	3/16/2011	CHECK	PMCHK00001351	\$177.79
041304	BP	BP	3/18/2011	CHECK	PMCHK00001352	\$399.54
041243	BREWER	BREWER'S	3/16/2011	CHECK	PMCHK00001351	\$375.39
041244	BRIAUD	BRILLIANCE AUDIO, INC.	3/16/2011	CHECK	PMCHK00001351	\$864.17
041245	BRODCO	BRODART CO.	3/16/2011	CHECK	PMCHK00001351	\$173.19
041247	BUSVAL	BUSCH'S, INC.	3/16/2011	CHECK	PMCHK00001351	\$243.30
041246	BUSCAR	BUSINESS CARD	3/16/2011	CHECK	PMCHK00001351	\$7,216.91
041316	CAMDIS	CAMELBACK DISPLAY, INC.	3/28/2011	CHECK	PMCHK00001353	\$262.39
041248	CAMINN	CAMPUS INN	3/16/2011	CHECK	PMCHK00001351	\$338.00
041194	MARYRO	CANINE ASS--NOAH'S TEAM OF AA	3/1/2011	CHECK	PMCHK00001347	\$100.00
041250	CARGAR	CARLOS GARCIA	3/16/2011	CHECK	PMCHK00001351	\$300.00
041249	CARBRO	CARPENTER BROS.	3/16/2011	CHECK	PMCHK00001351	\$9.98
041251	CCH	CCH INCORPORATED	3/16/2011	CHECK	PMCHK00001351	\$329.00
041252	CDW-G	CDW GOVERNMENT, INC.	3/16/2011	CHECK	PMCHK00001351	\$3,741.54
041296	THOLEA	CENGAGE LEARNING	3/16/2011	CHECK	PMCHK00001351	\$119.92
041253	CENPOI	CENTER POINT PUBLISHING	3/16/2011	CHECK	PMCHK00001351	\$192.35
041317	CENPOI	CENTER POINT PUBLISHING	3/28/2011	CHECK	PMCHK00001353	\$320.99
041254	CHESEN	CHELSEA SENIOR CENTER	3/16/2011	CHECK	PMCHK00001351	\$60.00
041208	CHISPR	CHINA SPROUT, INC.	3/9/2011	CHECK	PMCHK00001350	\$718.60
041364	CHRPET	CHRIS PETERS	3/30/2011	CHECK	PMCHK00001354	\$100.00
041255	CINCOR	CINTAS CORPORATION	3/16/2011	CHECK	PMCHK00001351	\$1,281.99
041365	CIRAMO	CIRQUE AMONGUS	3/30/2011	CHECK	PMCHK00001354	\$160.00
041186	CITOF1	CITY OF ANN ARBOR TREASURER	3/1/2011	CHECK	PMCHK00001347	\$2,171.33
041209	CITOF1	CITY OF ANN ARBOR TREASURER	3/9/2011	CHECK	PMCHK00001350	\$1,000.00
041318	CITOF1	CITY OF ANN ARBOR TREASURER	3/28/2011	CHECK	PMCHK00001353	\$1,586.89
041366	CLABEL	CLASSICAL BELLS	3/30/2011	CHECK	PMCHK00001354	\$200.00
* 041319	COLUNI	COLUMBIA UNIVERSITY PRESS	3/28/2011	CHECK	PMCHK00001353	\$13.00
041211	COMCAS	COMCAST	3/9/2011	CHECK	PMCHK00001350	\$114.58
041256	COMCAS	COMCAST	3/16/2011	CHECK	PMCHK00001351	\$34.74
041210	COMALLW	COMPUTER ALLEY WEST	3/9/2011	CHECK	PMCHK00001350	\$322.98

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
041320	COMALLW	COMPUTER ALLEY WEST	3/28/2011	CHECK	PMCHK00001353	\$108.00
041321	DKAGEN	D.K. AGENCIES (P) LTD.	3/28/2011	CHECK	PMCHK00001353	\$3,738.50
041187	DAVQUI	DAVID QUICK	3/1/2011	CHECK	PMCHK00001347	\$63.11
041257	DAWHEN	DAWN HENRY	3/16/2011	CHECK	PMCHK00001351	\$450.00
041258	DEMCO	DEMCO	3/16/2011	CHECK	PMCHK00001351	\$2,891.42
041188	DENKAH	DENNIS KAHLBAUM	3/1/2011	CHECK	PMCHK00001347	\$20.00
041305	DIEASC	DIEGO ASCANI	3/18/2011	CHECK	PMCHK00001352	\$19.79
041259	DISPLA	DISPLAYS2GO	3/16/2011	CHECK	PMCHK00001351	\$52.84
041189	DTEENE	DTE ENERGY	3/1/2011	CHECK	PMCHK00001347	\$45,977.20
041322	DTEENE	DTE ENERGY	3/28/2011	CHECK	PMCHK00001353	\$33,330.88
041323	DYKGOS	DYKEMA GOSSETT	3/28/2011	CHECK	PMCHK00001353	\$14,291.24
041324	EASY	EASY - THE ESL SERIES	3/28/2011	CHECK	PMCHK00001353	\$610.00
041325	EBSCO	EBSCO	3/28/2011	CHECK	PMCHK00001353	\$195.70
041327	ELINEI	ELI NEIBURGER	3/28/2011	CHECK	PMCHK00001353	\$143.94
041306	ELIHAL	ELIOT J. HALVORSON	3/18/2011	CHECK	PMCHK00001352	\$179.98
041326	ELILAW	ELITE LAWN & LANDSCAPE, INC.	3/28/2011	CHECK	PMCHK00001353	\$5,010.74
041190	ERIHHEL	ERIN HELMRICH	3/1/2011	CHECK	PMCHK00001347	\$40.92
041328	ERIHHEL	ERIN HELMRICH	3/28/2011	CHECK	PMCHK00001353	\$24.40
041329	FACTON	FACTS ON FILE	3/28/2011	CHECK	PMCHK00001353	\$69.75
041212	FEDEXP	FEDERAL EXPRESS	3/9/2011	CHECK	PMCHK00001350	\$24.31
041260	FIRRUN	FIRST RUN FEATURES	3/16/2011	CHECK	PMCHK00001351	\$200.00
041213	FRIOF	FRIENDS OF THE ANN ARBOR	3/9/2011	CHECK	PMCHK00001350	\$815.50
041200	THOGAL	GALE	3/1/2011	CHECK	PMCHK00001347	\$1,065.96
041295	THOGAL	GALE	3/16/2011	CHECK	PMCHK00001351	\$886.73
041261	GENBIN	GENERAL BINDING CORPORATION	3/16/2011	CHECK	PMCHK00001351	\$455.33
041330	FIRMAR	GREEN ROAD ASSOCIATES, LP	3/28/2011	CHECK	PMCHK00001353	\$3,208.33
041331	HARINF	HARRIS INFOSOURCE	3/28/2011	CHECK	PMCHK00001353	\$208.00
041262	HOLRUF	HOLLY RUFF	3/16/2011	CHECK	PMCHK00001351	\$500.00
041191	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	3/1/2011	CHECK	PMCHK00001347	\$826.00
041263	IEVBAT	IEVA BATES	3/16/2011	CHECK	PMCHK00001351	\$74.16
041264	INGLIB	INGRAM LIBRARY SERVICES INC.	3/16/2011	CHECK	PMCHK00001351	\$5,959.44
041265	JAMWHI	JAMES WHITE LIBRARY	3/16/2011	CHECK	PMCHK00001351	\$20.00
041192	JANNHO	JANNIE HO	3/1/2011	CHECK	PMCHK00001347	\$100.00
041266	JEFKAS	JEFFREY KASS	3/16/2011	CHECK	PMCHK00001351	\$350.00
041332	JODHAR	JODY HARNISH	3/28/2011	CHECK	PMCHK00001353	\$34.68
041367	JOHSIN	JOHN SINCLAIR	3/30/2011	CHECK	PMCHK00001354	\$400.00
041267	JONBEN	JONATHAN BENDER	3/16/2011	CHECK	PMCHK00001351	\$200.00
041368	KATBRA	KATHY BRADY	3/30/2011	CHECK	PMCHK00001354	\$100.00
041268	KATRAM	KATHY RANGLES	3/16/2011	CHECK	PMCHK00001351	\$29.23
041214	KATCHY	KATIE CHYNOWETH	3/9/2011	CHECK	PMCHK00001350	\$45.60
041269	KOLOSS	KOLOSSOS	3/16/2011	CHECK	PMCHK00001351	\$49.01
041270	LARWIL	LARON WILLIAMS	3/16/2011	CHECK	PMCHK00001351	\$450.00
041307	LAURAY	LAURA RAYNOR	3/18/2011	CHECK	PMCHK00001352	\$191.90
041369	LAURAY	LAURA RAYNOR	3/30/2011	CHECK	PMCHK00001354	\$137.33
041215	LEACEN	LEARNING CENTER	3/9/2011	CHECK	PMCHK00001350	\$487.00
041370	LENSIN	LENI SINCLAIR	3/30/2011	CHECK	PMCHK00001354	\$200.00
041371	LEVRAP	LEV RAPHAEL	3/30/2011	CHECK	PMCHK00001354	\$300.00
041271	LIBDES	LIBRARY DESIGN ASSOCIATES, INC	3/16/2011	CHECK	PMCHK00001351	\$707.00
041193	LCAESPIZ	LITTLE CAESARS PIZZA	3/1/2011	CHECK	PMCHK00001347	\$165.00
041272	LORFIT	LORI FITHIAN	3/16/2011	CHECK	PMCHK00001351	\$350.00
041337	NEOPOS	MAIL FINANCE, INC.	3/28/2011	CHECK	PMCHK00001353	\$226.29
041273	MATDEM	MATTHEW DEMBICKI	3/16/2011	CHECK	PMCHK00001351	\$500.00
041216	MCNMCK	MCNAUGHTON-MCKAY	3/9/2011	CHECK	PMCHK00001350	\$76.59
041333	MEP/DIS	MEP, INC/DISTRIBUTORS	3/28/2011	CHECK	PMCHK00001353	\$19.95
041274	METCOM	METCOM	3/16/2011	CHECK	PMCHK00001351	\$68.75
041334	METLIFE	METLIFE SBC	3/28/2011	CHECK	PMCHK00001353	\$6,680.06
041275	MICKOH	MICHELLE KOHLER	3/16/2011	CHECK	PMCHK00001351	\$112.50
041335	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	3/28/2011	CHECK	PMCHK00001353	\$910.15
041217	MICPRI	MICHIGAN PRINTER SERVICE	3/9/2011	CHECK	PMCHK00001350	\$520.00
041218	MICSTA3	MICHIGAN STATE UNIVERSITY	3/9/2011	CHECK	PMCHK00001350	\$11.00
041276	MIDTAP	MIDWEST TAPE	3/16/2011	CHECK	PMCHK00001351	\$26,314.34
041195	MOLMOO	MOLLY MOONEY	3/1/2011	CHECK	PMCHK00001347	\$102.32
041206	MOSYOU	MOSAIC YOUTH THEATER	3/8/2011	CHECK	PMCHK00001349	\$500.00
041277	MUNCOD	MUNICIPAL CODE CORPORATION	3/16/2011	CHECK	PMCHK00001351	\$110.24

System: 4/18/2011 1:43:41 PM
 User Date: 4/18/2011

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
041196	NANDAM	NANCY DAMM	3/1/2011	CHECK	PMCHK00001347	\$7,809.38
041336	NATTIM	NATIONAL TIME & SIGNAL CORPORA	3/28/2011	CHECK	PMCHK00001353	\$792.00
041278	NBS	NBS	3/16/2011	CHECK	PMCHK00001351	\$1,109.76
041372	NEOPOST	NEOPOST USA	3/30/2011	CHECK	PMCHK00001354	\$260.00
041219	NEXCOM	NEXTEL COMMUNICATIONS	3/9/2011	CHECK	PMCHK00001350	\$359.44
041338	NEXCOM	NEXTEL COMMUNICATIONS	3/28/2011	CHECK	PMCHK00001353	\$563.58
041221	NICWIL	NICHOLAS WILCOX	3/9/2011	CHECK	PMCHK00001350	\$800.00
041220	NICBOO	NICOLA'S BOOKS	3/9/2011	CHECK	PMCHK00001350	\$277.20
041339	NICBOO	NICOLA'S BOOKS	3/28/2011	CHECK	PMCHK00001353	\$258.72
041222	NUWAVE	NUWAVE AQUARIUMS	3/9/2011	CHECK	PMCHK00001350	\$311.00
041279	NUWAVE	NUWAVE AQUARIUMS	3/16/2011	CHECK	PMCHK00001351	\$99.00
041223	OFFDEP	OFFICE DEPOT, INC.	3/9/2011	CHECK	PMCHK00001350	\$69.91
041280	OFFDEP	OFFICE DEPOT, INC.	3/16/2011	CHECK	PMCHK00001351	\$1,009.75
041340	PACMEC	PACE MECHANICAL SERVICES, INC.	3/28/2011	CHECK	PMCHK00001353	\$20,354.00
041281	PIOJAN	PIONEER JANITORIAL SERVICE	3/16/2011	CHECK	PMCHK00001351	\$10,422.85
041224	PITCHA	PITTSFIELD CHARTER TOWNSHIP	3/9/2011	CHECK	PMCHK00001350	\$6.35
041341	PITCHA	PITTSFIELD CHARTER TOWNSHIP	3/28/2011	CHECK	PMCHK00001353	\$98.75
041282	PRITEC	PRINT TECH INC.	3/16/2011	CHECK	PMCHK00001351	\$935.20
041342	PRIORITY	PRIORITY HEALTH	3/28/2011	CHECK	PMCHK00001353	\$19,347.20
041225	RACYAN	RACHEL YANIKOGLU	3/9/2011	CHECK	PMCHK00001350	\$79.44
041343	RANHOU	RANDOM HOUSE, INC.	3/28/2011	CHECK	PMCHK00001353	\$3,146.84
041344	RECBOO	RECORDED BOOKS, INC.	3/28/2011	CHECK	PMCHK00001353	\$6,667.90
041345	RENUPH	RENDEL'S UPHOLSTERING & INTERI	3/28/2011	CHECK	PMCHK00001353	\$185.10
041197	REPPAR	REPUBLIC PARKING	3/1/2011	CHECK	PMCHK00001347	\$135.00
041346	REPPAR	REPUBLIC PARKING	3/28/2011	CHECK	PMCHK00001353	\$135.00
041348	RSI	RETAIL SPECIALITY, INC.	3/28/2011	CHECK	PMCHK00001353	\$3,920.00
041283	RICBUS	RICOH AMERICAS CORP	3/16/2011	CHECK	PMCHK00001351	\$870.76
041347	RICBUS	RICOH AMERICAS CORP	3/28/2011	CHECK	PMCHK00001353	\$817.52
041284	ROBROB	ROBIN ROBINSON	3/16/2011	CHECK	PMCHK00001351	\$100.00
041285	ROYLIM	ROYAL LIMOUSINE	3/16/2011	CHECK	PMCHK00001351	\$166.00
041286	RTI	RTI	3/16/2011	CHECK	PMCHK00001351	\$519.95
041290	SFSTRO	S.F. STRONG, INC.	3/16/2011	CHECK	PMCHK00001351	\$81.28
041351	SFSTRO	S.F. STRONG, INC.	3/28/2011	CHECK	PMCHK00001353	\$481.67
041198	SANRYD	SANDY RYDER	3/1/2011	CHECK	PMCHK00001347	\$100.00
041287	SARKEL	SARA MELTON KELLER	3/16/2011	CHECK	PMCHK00001351	\$975.00
041288	SCHSEC	SCHILKE SECURITY	3/16/2011	CHECK	PMCHK00001351	\$185.00
041349	SCHELE	SCHINDLER ELEVATOR CORPORATION	3/28/2011	CHECK	PMCHK00001353	\$550.32
041289	SELAUTO	SELECT AUTO SERVICE	3/16/2011	CHECK	PMCHK00001351	\$612.61
041226	SERMAS	SERVICEMASTER CLEAN CARE	3/9/2011	CHECK	PMCHK00001350	\$4,373.00
041350	SERMAS	SERVICEMASTER CLEAN CARE	3/28/2011	CHECK	PMCHK00001353	\$4,373.00
041352	SKIINC	SKIDMORE STUDIO LLC	3/28/2011	CHECK	PMCHK00001353	\$5,598.75
041308	SPRINT	SPRINT PCS	3/18/2011	CHECK	PMCHK00001352	\$541.15
041291	STAHAR	STADIUM HARDWARE	3/16/2011	CHECK	PMCHK00001351	\$80.45
041292	STAPLE	STAPLES ADVANTAGE	3/16/2011	CHECK	PMCHK00001351	\$52.57
041293	STEOSB	STEVE OSBURN	3/16/2011	CHECK	PMCHK00001351	\$125.00
041353	SUPERD	SUPER D	3/28/2011	CHECK	PMCHK00001353	\$2,965.48
041227	TDSMET	TDS METROCOM	3/9/2011	CHECK	PMCHK00001350	\$2,871.85
041294	TEACOM	TEACHING COMPANY/THE//	3/16/2011	CHECK	PMCHK00001351	\$239.80
041354	THEANN	THE ANN MAGAZINE	3/28/2011	CHECK	PMCHK00001353	\$400.00
041355	THECLCD	THE CLCD COMPANY	3/28/2011	CHECK	PMCHK00001353	\$449.95
041199	THEFLA	THERESA FLAGG	3/1/2011	CHECK	PMCHK00001347	\$500.00
041228	TONSOL	TONER SOLUTIONS	3/9/2011	CHECK	PMCHK00001350	\$790.00
041309	TOTVEN	TOTAL VENDING & COFFEE SERVICE	3/18/2011	CHECK	PMCHK00001352	\$80.85
041229	TRACSYS	TRACSYSTEMS	3/9/2011	CHECK	PMCHK00001350	\$121.48
041201	TRUBUL	TRUDY BULKEY	3/1/2011	CHECK	PMCHK00001347	\$150.00
041356	TSAFON	TSAI FONG BOOKS, INC.	3/28/2011	CHECK	PMCHK00001353	\$918.52
041358	UMICH10	UM EXHIBIT MUSEUM OF NATURAL H	3/28/2011	CHECK	PMCHK00001353	\$450.00
041298	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	3/16/2011	CHECK	PMCHK00001351	\$1,387.25
041202	UNIPAR	UNITED PARCEL SERVICE	3/1/2011	CHECK	PMCHK00001347	\$43.31
041297	UNIPAR	UNITED PARCEL SERVICE	3/16/2011	CHECK	PMCHK00001351	\$65.85
041359	UNIPAR	UNITED PARCEL SERVICE	3/28/2011	CHECK	PMCHK00001353	\$103.92
041204	UNISTA	UNITED STATES POSTAL SERVICES	3/4/2011	CHECK	PMCHK00001348	\$5,000.00
041357	UMICH1	UNIVERSITY OF MICHIGAN	3/28/2011	CHECK	PMCHK00001353	\$300.00
041230	UMICH11	UNIVERSITY OF MICHIGAN SCHOOL	3/9/2011	CHECK	PMCHK00001350	\$25.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
041360	UNUMPRO	UNUM LIFE INSURANCE	3/28/2011	CHECK	PMCHK00001353	\$2,905.40
041299	VALLINP	VALUE LINE PUBLISHING INC.	3/16/2011	CHECK	PMCHK00001351	\$345.00
041361	WASMAN	WASTE MANAGEMENT OF MICHIGAN	3/28/2011	CHECK	PMCHK00001353	\$373.34
041231	WEBINN	WEBERS INN	3/9/2011	CHECK	PMCHK00001350	\$1,000.00
041203	WMU	WESTERN MICHIGAN UNIVERSITY	3/1/2011	CHECK	PMCHK00001347	\$200.00
041362	WESENT	WESTGATE ENTERPRISES, LLC	3/28/2011	CHECK	PMCHK00001353	\$6,855.00
041373	WILSWA	WILD SWAN THEATER	3/30/2011	CHECK	PMCHK00001354	\$550.00
041363	XEROX	XEROX CORPORATION	3/28/2011	CHECK	PMCHK00001353	\$268.98
Total Checks: 193						Total Amount of Checks: \$450,846.06

Director's Report - April 25, 2011

1. **Dental story time at @ MC Wednesday, February 23rd**

February was National Children's Dental Health Month and Dr. Sabiya Sayed Bunek from Enspire Dental came in to do an oral health themed story time. Dr. Bunek was well-prepared and children went home with toothbrushes and coloring pages: Even those children with no teeth! We look forward to scheduling another event in February 2012 with Dr. Bunek.

2. **Paws to Read began at Traverwood in April**

Patrons drop in for a reading slot with a registered therapy animal through the Reading Education Assistance Dog program. Dogs are available at Traverwood every Saturday in April 10:00-11:00 a.m. and then in May, twice a month on Saturdays. We had 8 attendees the first week and 9 the second.

3. **AADL Presenting @ PLA in 2012**

AADL joined in submitting programs for two proposals for the 2012 PLA Conference to be held in Philadelphia, PA., March 13-17, 2012. In January, the 2012 PLA Conference Program Subcommittee reviewed nearly 350 proposals in its meetings during the ALA Midwinter Meeting in San Diego. The Subcommittee worked since to pare down the list of potential programs to a manageable number. The maximum number of concurrent sessions that can be held is 130. We were pleased to learn that both programs were accepted.

"Give 'em a Shot! Mentoring and Providing Professional Opportunities for the Next Generation of Librarians," will highlight the AADL Public Library Associate program in partnership with graduate MLIS programs. Associate Director Celeste Choate and Human Resources Manager DeAnn Doll will represent AADL on the panel. Rich Kong, former PLA from AADL and a graduate of UM School of Information, is now Information Services Manager at Arlington Heights Memorial Library in Illinois and he will also be a panelist.

"On Life Support, But Not Dead Yet!: Revitalizing Reference for the 21st Century" will also be a panel presentation and Associate Director Celeste Choate will represent AADL.

4. **Lynn Neary Meet Eli Neiburger**

On April 4th, Lynn Neary posted an interview at NPR.com titled, "The Future of Libraries in the Ebook Age". Associate Director of IT and Productions, Eli Neiburger's quote was the promo sentence for the post and was twittered and blogged around the world, "Part of the models we've seen so far are still trying to force 20th century business models onto

Director's Report - April 25, 2011

digital content," Neiburger says. "And any digital native says, 'You mean I have to wait to download an e-book? What sense does that make?' And they're off to the Kindle store to spend \$3.99 or \$4.99 or \$9.99 to get that same book." And, Eli's solution or at least part of the solution is as quoted, "The goal of the library is to obtain the ability to distribute content to its public. And if we can do that easier and more cheaply with the rights holder or the artist themselves and they make more money on it, then it may be heretical — but the future usually is." Here's to the future at AADL.

Ann Arbor District Library Budget Fiscal Year 2011-2012

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 3%.

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.
- MPSERS employer contribution percentage of 24.47%
- 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, \$10,000 for Brainfuse, \$25,000 for Unique Management, \$10,000 for the payroll service and \$10,000 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 (\$100,000) and facilities improvements.

ANN ARBOR DISTRICT LIBRARY
Statement of Revenues and Expenditures
Operating Budget

	Proposed 2011-2012 <u>Budget</u>	Projected 2010-2011 <u>Actual</u>	<u>Variance</u>
Revenue:			
Tax Collections (1.5500 mill Levy)	\$ 10,945,000	\$ 11,289,998	\$ (344,998)
State Aid	-	-	-
Penal Fines	250,000	275,000	(25,000)
Interest	62,000	56,028	5,972
Copier Revenue	38,000	37,497	503
Grants and Memorials	90,000	124,617	(34,617)
Library Fines, Fees and Other	485,000	483,264	1,736
Nonresident Fees	<u>17,000</u>	<u>18,150</u>	<u>(1,150)</u>
Total Revenues	<u>\$ 11,887,000</u>	<u>\$ 12,284,554</u>	<u>\$ (397,554)</u>
Expenditures			
Salaries & Wages	\$ 5,720,000	\$ 5,647,697	72,303
Employee Benefits	1,510,000	1,533,090	(23,090)
Employment Taxes	<u>438,000</u>	<u>420,192</u>	<u>17,808</u>
Total Employment Cost	\$ 7,668,000	\$ 7,600,979	\$ 67,021
Custodial	\$ 210,000	\$ 219,516	(9,516)
Accounting/Audit	15,000	13,500	1,500
Legal Expense	75,000	75,100	(100)
Purchased Services	104,000	113,030	(9,030)
Utilities	455,000	461,562	(6,562)
Property Insurance	87,000	88,238	(1,238)
Communications	180,000	180,038	(38)
Materials	1,850,000	1,847,295	2,705
Software Licenses/Maintenance	120,000	120,864	(864)
Building Rental	155,000	155,903	(903)
Seminars/Conferences/Training/Travel	22,000	18,712	3,288
Copier Expense	65,000	58,240	6,760
Library Programming	250,000	247,625	2,375
Grant and Memorial Expenses	90,000	124,861	(34,861)
Supplies	180,000	178,560	1,440
Repair and Maintenance	283,000	264,296	18,704
Postage	30,000	29,844	156
Circulation Supplies	62,000	64,932	(2,932)
Other Operating Expenditures	<u>22,000</u>	<u>20,177</u>	<u>1,823</u>
Total Operating Expense	\$ 4,255,000	\$ 4,282,293	\$ (27,293)
Capital Outlays	<u>150,000</u>	<u>191,505</u>	<u>(41,505)</u>
Total Expenditures	<u>\$ 12,073,000</u>	<u>\$ 12,074,777</u>	<u>\$ (1,777)</u>
Net	<u>\$ (186,000)</u>	<u>\$ 209,777</u>	<u>\$ (395,777)</u>

ANN ARBOR DISTRICT LIBRARY
Statement of Revenues and Expenditures
Operating Budget

	Proposed 2011-2012 Budget	2010-2011 Budget	Variance
Revenue:			
Tax Collections (1.5500 mill Levy)	\$ 10,945,000	\$ 11,289,998	\$ (344,998)
State Aid	-	-	-
Penal Fines	250,000	275,000	(25,000)
Interest	62,000	160,000	(98,000)
Copier Revenue	38,000	40,000	(2,000)
Grants and Memorials	90,000	90,000	-
Library Fines, Fees and Other	485,000	430,000	55,000
Nonresident Fees	<u>17,000</u>	<u>15,000</u>	<u>2,000</u>
Total Revenues	<u>\$ 11,887,000</u>	<u>\$ 12,299,998</u>	<u>\$ (412,998)</u>
Expenditures			
Salaries & Wages	\$ 5,720,000	\$ 5,844,000	(124,000)
Employee Benefits	1,510,000	1,500,000	10,000
Employment Taxes	<u>438,000</u>	<u>447,000</u>	<u>(9,000)</u>
Total Employment Cost	\$ 7,668,000	\$ 7,791,000	\$ (123,000)
Custodial	\$ 210,000	\$ 220,000	(10,000)
Accounting/Audit	15,000	14,000	1,000
Legal Expense	75,000	75,000	-
Purchased Services	104,000	113,000	(9,000)
Utilities	455,000	465,000	(10,000)
Property Insurance	87,000	95,000	(8,000)
Communications	180,000	200,000	(20,000)
Materials	1,850,000	1,850,000	-
Software Licenses/Maintenance	120,000	130,000	(10,000)
Building Rental	155,000	155,000	-
Seminars/Conferences/Training/Travel	22,000	23,000	(1,000)
Copier Expense	65,000	62,000	3,000
Library Programming	250,000	250,000	-
Grant and Memorial Expenses	90,000	90,000	-
Supplies	180,000	184,000	(4,000)
Repair and Maintenance	283,000	265,000	18,000
Postage	30,000	30,000	-
Circulation Supplies	62,000	75,000	(13,000)
Other Operating Expenditures	<u>22,000</u>	<u>23,000</u>	<u>(1,000)</u>
Total Operating Expense	\$ 4,255,000	\$ 4,319,000	\$ (64,000)
Capital Outlays	<u>150,000</u>	<u>190,000</u>	<u>(40,000)</u>
Total Expenditures	<u>\$ 12,073,000</u>	<u>\$ 12,300,000</u>	<u>\$ (227,000)</u>
Net	<u>\$ (186,000)</u>	<u>\$ (2)</u>	<u>\$ (185,998)</u>

ANN ARBOR DISTRICT LIBRARY BOARD

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

2011 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
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