



*Ann Arbor District Library*  
**Regular Meeting**  
**Agenda**

Monday, August 17, 2009

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## August 2009

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

## September 2009

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

## October 2009

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	<b>19 AADL Board Mtg</b>	20	21	22	23	24
25	26	27	28	29	30	31

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, August 17, 2009 at 7:00 p.m.  
 Ann Arbor District Library, Fourth Floor Board Room  
 343 S. Fifth Avenue, Ann Arbor, MI

## REGULAR MEETING AGENDA

- 10-023 I. CALL TO ORDER
- 10-024 II. ATTENDANCE
- 10-025 III. APPROVAL OF AGENDA (p 1)  
 (Item of action)
- 10-026 IV. APPROVAL OF MINUTES OF JULY 20, 2009 (pp 2-11)  
 (Item of action)
- 10-027 V. CITIZENS' COMMENTS
- 10-028 VI. FINANCIAL REPORT (pp 12-19)
- 10-029 VII. APPROVAL OF DISBURSEMENTS (pp 20-23)  
 (Item of action)
- 10-030 VIII. DIRECTOR'S REPORT (p 24)
- 10-031 IX. NEW BUSINESS
- 10-032 A. BOARD COMMITTEE APPOINTMENTS APPROVAL  
 (Item of action)
- 10-033 B. RESOLUTION OF THANKS TO JEAN SEMMES UPON HER  
 RETIREMENT (p 25)  
 (Item of action)
- 10-034 C. RESOLUTION TO AWARD THE CONTRACT TO REPAIR  
 DOWNTOWN LIBRARY SERVICE ELEVATOR (pp 26-27)  
 (Item of action)
- 10-035 D. VOTE FOR EXECUTIVE SESSION AT THE SEPTEMBER 21,  
 2009 REGULAR BOARD MEETING FOR DISCUSSION OF  
 REAL ESTATE & OPINION OF COUNSEL  
 (Item of action)  
 Roll call vote
- 10-036 X. ADJOURNMENT

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE ANNUAL MEETING**  
**MONDAY, JULY 20, 2009**

10-001 I. CALL TO ORDER

President Head called the meeting to order at 7:00 p.m.

10-002 II. ATTENDANCE

Present: Head, Leary, Murphy, Barney Newman, Rosenthal, Stearns

Absent: Surovell

Staff: Neiburger, Nieman, Parker, Wilson (recorder)

10-003 III. PRESIDENT'S REMARKS

President Head remarked on the ups and downs of the past year. Highlights included opening the new Traverwood Branch; beginning the planning process for a new Downtown Library to postponing the construction process due to the economy; dealing with several major repairs at the Downtown Library; welcoming the WLBPB; lowering the millage levy due to the economic downturn. President Head commended AADL staff for all their good work throughout the changes. The focus for 2009-2010 will be on the near future and the strategic plan ending in 2010.

10-004 IV. APPROVAL OF AGENDA  
(Item of action)

Treasurer Rosenthal, supported by Trustee Stearns, moved to approve the agenda.

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

NAYS: None

Motion passed 6-0.

10-005 V. ELECT LIBRARY BOARD OFFICERS

1. PRESIDENT  
(Item of action)  
Roll call vote

Trustee Leary, supported by Trustee Rosenthal, nominated Rebecca Head for President. No other nominations were made.

A roll call vote was taken.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE ANNUAL MEETING  
MONDAY, JULY 20, 2009

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

Motion passed 6-0.

2. VICE PRESIDENT  
 (Item of action)  
 Roll call vote

Trustee Rosenthal, supported by Trustee Stearns, nominated Jan Barney Newman for Vice President. No other nominations were made.

A roll call vote was taken.

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

Motion passed 6-0.

3. TREASURER  
 (Item of action)  
 Roll call vote

Trustee Barney Newman, supported by Trustee Stearns, nominated Prue Rosenthal for Treasurer. No other nominations were made.

A roll call vote was taken.

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

Motion passed 6-0.

4. SECRETARY  
 (Item of action)  
 Roll call vote

Trustee Head, supported by Trustee Barney Newman, nominated Margaret Leary for Secretary. No other nominations were made.

A roll call vote was taken.

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

Motion passed 6-0.

10-006 VI. INSTALLATION OF OFFICERS

Director Parker administered the oath installing Board officers: Trustee Head as President, Trustee Barney Newman as Vice President, Trustee Rosenthal as Treasurer, and Trustee Leary as Secretary.

“I, (name stated), DO SOLEMNLY SWEAR THAT I WILL ABIDE BY THE BYLAWS, RULES, AND REGULATIONS OF MY OFFICE AS TO THE BEST OF MY ABILITY.”

10-007 VII. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS

President Head noted that this was the second term for all officers.

10-008 VIII. APPROVAL OF MINUTES OF JUNE 15, 2009  
 (Item of action)

Secretary Leary, supported by Vice President Barney Newman, moved to approve the minutes of June 15, 2009.

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

Motion passed 6-0.

10-009 IX. CITIZENS' COMMENTS

There were no citizens' comments.

10-010 X. FINANCIAL REPORT

Associate Director Nieman reported all financial documents were noted as pre-audit. The auditors are scheduled to begin the week of August 31<sup>st</sup>.

June showed unrestricted cash balance of \$7 million. June tax receipts reflect 100% of the budgeted amount. As of June 30<sup>th</sup> the Library had an operating surplus of \$455,000, which may change with the audit. State Aid of \$143,000 will be received for this past fiscal year of which roughly \$40,000 is allocated to the Washtenaw Library for the Blind and Physically Disabled. The Fund Balance reflects just over \$6.8 million.

Trustee Murphy inquired whether once property taxes were received by the Library, could they be taken back. Associate Director Nieman responded yes they could; when property tax appeals are awarded, payments are reimbursed.

10-011 XI. APPROVAL OF DISBURSEMENTS  
 (Item of action)

Treasurer Rosenthal, supported by Secretary Leary, moved to approve June disbursements.

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

Motion passed 6-0.

10-012 XII. COMMITTEE REPORTS

10-013 A. POLICY COMMITTEE

Vice President Barney Newman reported the Policy Committee had met and discussed the policy changes and new policies being recommended under New Business.

10-014 XIII. DIRECTOR'S REPORT

Director Parker reported that the quick survey on AADL's website has had a total of 4,500 responses, which represents 616 individuals answering the survey. This is a trial survey format and may be used in the future for other surveys.

Governor Granholm has issued an Executive Order to dismantle the Department of History, Arts and Libraries (HAL). Federal grant monies currently used to operate MeL and MeLCat may be impacted. Along with the possibility of state aid being eliminated, the impact of services provided to the WLBPB is unknown. The order transfers LBPH services to the Michigan Commission for the Blind which focuses on research, development to prevent blindness and vocational training for the blind. Literacy is not mentioned as a charge of the Commission. Nor does it provide support for those with other physical disabilities. Director Parker stated she will be monitoring the outcome of the LBPH services move from the Library of Michigan.

10-015 XIV. NEW BUSINESS

10-016 A. RESOLUTION OF THANKS TO ALICE FISHMAN UPON HER RETIREMENT  
 (Item of action)

Treasurer Rosenthal, supported by Trustee Murphy, moved that the Board resolves that it would like to officially thank Alice Fishman for her service as an employee May 20, 1985 to June 30, 2009 of the Ann Arbor District Library and that all resolutions that conflict with the provisions of this resolution are rescinded.

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

Motion passed 6-0.

10-017

B. RESOLUTION TO ADOPT REVISION TO POLICY 7.16  
LIBRARY CREDIT CARD POLICY  
 (Item of action)

Treasurer Rosenthal, supported by Vice President Barney Newman, moved that the Board resolves that Policy 7.16 Library Credit Card Policy is revised as proposed and that all resolutions that conflict with the provisions of this resolution are rescinded.

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

Motion passed 6-0.

10-018

C. RESOLUTION TO ADOPT POLICY 7.17 ACCEPTANCE OF  
PAYMENTS VIA FINANCIAL TRANSACTION DEVICES  
 (Item of action)

Vice President Barney Newman, supported by Trustee Murphy, moved that the Board resolves to adopt the proposed Policy 7.17 Library Policy for Acceptance of Payments Via Financial Transaction Devices and that all resolutions that conflict with the provisions of this resolution are rescinded.

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

Motion passed 6-0.

10-019

D. RESOLUTION TO ADOPT POLICY 7.18 PAYMENT OF  
LIBRARY FUNDS VIA ELECTRONIC TRANSACTIONS  
 (Item of action)

Trustee Murphy, supported by Vice President Barney Newman, moved that the Board resolves to adopt the proposed Policy 7.18 Library Policy for Payment of Library Funds Via Electronic Transactions and that all resolutions that conflict with the provisions of this resolution are rescinded.

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

Motion passed 6-0.



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE ANNUAL MEETING  
MONDAY, JULY 20, 2009

10-020 E. APPROVE BOARD MEETING DATES FOR 2009-2010  
 (Item of action)

Secretary Leary, supported by Treasurer Rosenthal, moved to approve the proposed Board meeting dates for 2009-2010.

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

Motion passed 6-0.

10-021 F. VOTE FOR EXECUTIVE SESSION AT THE AUGUST 17, 2009  
REGULAR MEETING FOR DISCUSSION OF REAL ESTATE  
AND OPINION OF COUNSEL  
 (Item of action)  
 Roll call vote

Secretary Leary, supported by Trustee Stearns, moved to hold an Executive Session at the August 17, 2009 regular Board meeting for discussion of real estate and opinion of counsel.

A roll call vote was taken.

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

Motion passed 6-0.

10-022 XV. ADJOURNMENT

Trustee Stearns, supported by Trustee Murphy, moved to adjourn the meeting.

President Head adjourned the meeting at 7:40 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on July 20, 2009 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 10-016**

**RESOLUTION OF THANKS TO ALICE FISHMAN UPON HER RETIREMENT**

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 20<sup>th</sup> day of July 2009 at 7:00 p.m.

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

The following resolution was offered by Treasurer Rosenthal, and supported by Trustee Murphy:

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Alice Fishman for her service as an employee May 20, 1985 to June 30, 2009 of the Ann Arbor District Library.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Leary, Murphy, Barney Newman, Rosenthal, Stearns  
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 July 20, 2009, 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 10-017**

**RESOLUTION TO ADOPT REVISION TO POLICY 7.16 LIBRARY CREDIT CARD**

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 20th day of July 2009 at 7:00 p.m.

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

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

THE BOARD RESOLVES:

- 1.) That Policy 7.16 Library Credit Card is revised as proposed.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Leary, Murphy, Barney Newman, Rosenthal, Stearns  
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 July 20, 2009, 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 10-018**

**RESOLUTION ADOPTING POLICY 7.17 LIBRARY POLICY FOR ACCEPTANCE OF  
PAYMENTS VIA FINANCIAL TRANSACTION DEVICES**

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 20th day of July 2009 at 7:00 p.m.

PRESENT: Head, Leary, Murphy, Barney Newman, Rosenthal, Stearns

ABSENT: Surovell

The following resolution was offered by Vice President Barney Newman, and supported by Trustee Murphy:

THE BOARD RESOLVES:

- 1.) To adopt the proposed Policy 7.17 Library Policy for Acceptance of Payments Via Financial Transaction Devices.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

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

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 July 20, 2009, 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 10-019**

**RESOLUTION ADOPTING POLICY 7.18 LIBRARY POLICY FOR PAYMENT OF  
LIBRARY FUNDS VIA ELECTRONIC TRANSACTIONS**

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 20th day of July 2009 at 7:00 p.m.

PRESENT: Head, Leary, Murphy, Barney Newman, Rosenthal, Stearns

ABSENT: Surovell

The following resolution was offered by Trustee Murphy, and supported by Vice President Barney Newman:

THE BOARD RESOLVES:

- 1.) To adopt the proposed Policy 7.18 Library Policy for Payment of Library Funds Via Electronic Transactions.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

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

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 July 20, 2009, 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 July 2009

### **Cash:**

The unrestricted cash balance as of July 31, 2009 was \$5,788,358 down from \$7,149,226 in June.

### **Tax Receipts:**

The Library has received tax receipts totaling \$98,537, 1% of the budgeted amount, as of June 30th.

### **Budget vs. Actual:**

The Library showed an operating deficit of \$4,317 through July 31st. This gives the Library a positive fund balance of \$6,795,024 at the end of July, down from \$6,831,647 in June.

### **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, all of which should fall back into line later in the year, are over budget through July:

Custodial – Carpet and window cleaning took place in July.

Purchased Services - An annual payment of approximately \$40,000 for OCLC was made in July.

Communications – A payment for the annual maintenance for the phone systems was made in July.

Software Licenses – A large payment of approximately \$60,000 was made in July putting this line item over budget.

Repairs and Maintenance – A quarterly payment of \$19,000 for the HVAC maintenance agreement was made in July.

Circ Supplies – A large purchase was made in July.

ANN ARBOR DISTRICT LIBRARY  
Operating  
For the Month Ending July 31, 2009

	<u>Actual</u>	<u>July Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
<b>Revenue</b>						
Tax Collections - Operating	\$973,333	\$973,333		\$973,333	\$973,333	
Penal Fines	22,917	22,917		22,917	22,917	
Interest	1,300	18,333	<b>(17,033)</b>	1,300	18,333	<b>(17,033)</b>
Copiers	3,489	2,917	<b>572</b>	3,489	2,917	<b>572</b>
Grants/Memorials	625	7,500	<b>(6,875)</b>	625	7,500	<b>(6,875)</b>
Library Fines & Fees	36,237	37,500	<b>(1,263)</b>	36,237	37,500	<b>(1,263)</b>
Non-Resident Fees	1,680	1,667	<b>13</b>	1,680	1,667	<b>13</b>
<b>Total Revenue</b>	<b><u>\$1,039,581</u></b>	<b><u>\$1,064,167</u></b>	<b><u>(\$24,586)</u></b>	<b><u>\$1,039,581</u></b>	<b><u>\$1,064,167</u></b>	<b><u>(\$24,586)</u></b>
<b>Expenditures</b>						
Salaries & Wages	485,454	491,250	<b>(5,796)</b>	485,454	491,250	<b>(5,796)</b>
Employee Benefits	135,629	139,833	<b>(4,204)</b>	135,629	139,833	<b>(4,204)</b>
Employment Taxes	36,843	37,500	<b>(657)</b>	36,843	37,500	<b>(657)</b>
<b>Total Employment Cost</b>	<b><u>\$657,926</u></b>	<b><u>\$668,583</u></b>	<b><u>(\$10,657)</u></b>	<b><u>\$657,926</u></b>	<b><u>\$668,583</u></b>	<b><u>(\$10,657)</u></b>
Custodial and Electrical	\$22,126	\$16,667	<b>\$5,459</b>	\$22,126	\$16,667	<b>\$5,459</b>
Accounting/Audit	1,125	1,125		1,125	1,125	
Legal	4,225	8,333	<b>(4,108)</b>	4,225	8,333	<b>(4,108)</b>
Purchased Services	47,213	11,083	<b>36,130</b>	47,213	11,083	<b>36,130</b>
Utilities	27,467	31,250	<b>(3,783)</b>	27,467	31,250	<b>(3,783)</b>
Property Insurance	7,065	7,500	<b>(435)</b>	7,065	7,500	<b>(435)</b>
Communications	30,147	12,833	<b>17,314</b>	30,147	12,833	<b>17,314</b>
Materials	84,200	152,833	<b>(68,633)</b>	84,200	152,833	<b>(68,633)</b>
Software Licenses/Maintenanc	63,428	15,833	<b>47,595</b>	63,428	15,833	<b>47,595</b>
Building Rental	6,855	9,167	<b>(2,312)</b>	6,855	9,167	<b>(2,312)</b>
Seminars/Conferences/Travel	3,927	4,083	<b>(156)</b>	3,927	4,083	<b>(156)</b>
Copier Expense	3,428	5,500	<b>(2,072)</b>	3,428	5,500	<b>(2,072)</b>
Library Programming	14,604	24,250	<b>(9,646)</b>	14,604	24,250	<b>(9,646)</b>
Grants/Memorials	13,344	7,500	<b>5,844</b>	13,344	7,500	<b>5,844</b>
Supplies	4,599	14,250	<b>(9,651)</b>	4,599	14,250	<b>(9,651)</b>
Repairs and Maintenance	39,144	23,675	<b>15,469</b>	39,144	23,675	<b>15,469</b>
Postage	112	2,083	<b>(1,971)</b>	112	2,083	<b>(1,971)</b>
Lcards/Circ Cards	9,675	6,625	<b>3,050</b>	9,675	6,625	<b>3,050</b>
Other Operating Expenditures	909	14,325	<b>(13,416)</b>	909	14,325	<b>(13,416)</b>
<b>Total Operating Expense</b>	<b><u>\$383,593</u></b>	<b><u>\$368,915</u></b>	<b><u>\$14,678</u></b>	<b><u>\$383,593</u></b>	<b><u>\$368,915</u></b>	<b><u>\$14,678</u></b>
Capital Outlays	\$2,379	\$26,667	<b>(\$24,288)</b>	\$2,379	\$26,667	<b>(\$24,288)</b>
<b>Total Expenditures</b>	<b><u>\$1,043,898</u></b>	<b><u>\$1,064,165</u></b>	<b><u>(\$20,267)</u></b>	<b><u>\$1,043,898</u></b>	<b><u>\$1,064,165</u></b>	<b><u>(\$20,267)</u></b>
<b>Net</b>	<b><u>(\$4,317)</u></b>	<b><u>\$2</u></b>	<b><u>(\$4,319)</u></b>	<b><u>(\$4,317)</u></b>	<b><u>\$2</u></b>	<b><u>(\$4,319)</u></b>

ANN ARBOR DISTRICT LIBRARY  
 Grant Administration  
 For the Month Ending July 31, 2009

	<u>Actual</u>	<u>July Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$625	\$7,500	<b>(\$6,875)</b>	\$625	\$7,500	<b>(\$6,875)</b>
Total Revenue	<u>\$625</u>	<u>\$7,500</u>	<u><b>(\$6,875)</b></u>	<u>\$625</u>	<u>\$7,500</u>	<u><b>(\$6,875)</b></u>
Expenditures						
Materials	7,303		<b>7,303</b>	7,303		<b>7,303</b>
Library Programming	3,924	7,500	<b>(3,576)</b>	3,924	7,500	<b>(3,576)</b>
Other Operating Expenditures	586		<b>586</b>	586		<b>586</b>
Total Operating Expense	<u>\$11,813</u>	<u>\$7,500</u>	<u><b>\$4,313</b></u>	<u>\$11,813</u>	<u>\$7,500</u>	<u><b>\$4,313</b></u>
Total Expenditures	<u>\$11,813</u>	<u>\$7,500</u>	<u><b>\$4,313</b></u>	<u>\$11,813</u>	<u>\$7,500</u>	<u><b>\$4,313</b></u>
Net	<u>(\$11,188)</u>		<u><b>(\$11,188)</b></u>	<u>(\$11,188)</u>		<u><b>(\$11,188)</b></u>



ANN ARBOR DISTRICT LIBRARY  
 Friends of the Library  
 For the Month Ending July 31, 2009

	<u>Actual</u>	<u>July Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	<b>(\$7,500)</b>		\$7,500	<b>(\$7,500)</b>
Total Revenue		<u>\$7,500</u>	<u><b>(\$7,500)</b></u>		<u>\$7,500</u>	<u><b>(\$7,500)</b></u>
Expenditures						
Materials	7,257		<b>7,257</b>	7,257		<b>7,257</b>
Library Programming	3,924	7,500	<b>(3,576)</b>	3,924	7,500	<b>(3,576)</b>
Other Operating Expenditures	586		<b>586</b>	586		<b>586</b>
Total Operating Expense	<u>\$11,767</u>	<u>\$7,500</u>	<u><b>\$4,267</b></u>	<u>\$11,767</u>	<u>\$7,500</u>	<u><b>\$4,267</b></u>
Total Expenditures	<u>\$11,767</u>	<u>\$7,500</u>	<u><b>\$4,267</b></u>	<u>\$11,767</u>	<u>\$7,500</u>	<u><b>\$4,267</b></u>
Net	<u><b>(\$11,767)</b></u>		<u><b>(\$11,767)</b></u>	<u><b>(\$11,767)</b></u>		<u><b>(\$11,767)</b></u>

**ASSETS**

As of 7/31/2009

Current Assets:

Cash	
CASH-COMMERCIAL CHECKING	\$18,650.98
CASH-PAYROLL	5,547.60
HOLTREY FUND	329,162.78
CASH-SAVINGS	938,374.50
KENISTON FUND	30,153.41
SHAFER FUND	10,422.62
WESTERMAN FUND	40,421.50
PETTY CASH	1,900.00
WLBPD ACCOUNT	36,168.12
	<hr/>
Total Cash	\$1,410,801.51
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,124,857.78
UNITED BANK AND TRUST INVESTMENT	1,699,026.26
	<hr/>
Total Investments	\$4,823,884.04
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$227,455.51
	<hr/>
Total Accounts Receivable	\$227,455.51
Property Taxes Receivable	
	<hr/>
Total Property Taxes Receivable	\$0.00
Prepaid Expenses	
PRE-PAID INSURANCE	\$121,004.00
	<hr/>
Total Prepaid Expenses	\$121,004.00
	<hr/>
Total Current Assets	\$6,583,145.06

Capital Assets:

BUILDINGS	\$25,498,511.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	361,736.00
COMMUNICATIONS EQUIPMENT	429,943.00
BUSINESS MACHINES	171,180.00
COMPUTER EQUIPMENT	1,393,290.66
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	37,926.00
FURNITURE & FIXTURES	1,267,484.00
VEHICLES	183,256.00
CONSTRUCTION IN PROGRESS	186,334.00
	<hr/>
Total Capital Assets	\$31,679,911.48

Amount Provided for Long-Term Debt:

LONG TERM SICK	\$39,702.25
LONG TERM VACATION	220,407.33
	<hr/>
Total Provided for Long-Term Debt	260,109.58

TOTAL ASSETS	<hr/> <hr/>
	\$38,523,166.12

## Ann Arbor District Library

## Balance Sheet

**LIABILITIES AND FUND EQUITY**Current Liabilities:

ACCOUNTS PAYABLE	\$132,916.63
ACCRUED ACCOUNTS PAYABLE	149,542.17
ACCRUED PAYROLL	114,000.00
UNITED WAY DEDUCTIONS	960.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	11,367.23
ACCRUED EMPLOYER 403(b) - UNDECIDED	12,599.80
ACCRUED 403B/MPSERS EMPLOYER	23,733.59
ACCRUED LIABILITY-VACATION S/T	110,346.94

Total Current Liabilities	\$555,466.36
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$39,702.25
ACCRUED LIABILITY-VACATION L/T	220,407.33

Total Long-Term Liabilities	260,109.58
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$31,679,911.48
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Fund Balance:

RESERVE-ENCUMBRANCES	\$107,452.00
DEFERRED REVENUE - PROPERTY TAX	(874,797.00)
FUND BALANCE - UNDESIGNATED	6,799,338.04
EXCESS REVENUE (SPENDING)	(4,314.34)

Total Fund Balance	\$6,027,678.70
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Total Fund Equity	\$37,707,590.18
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TOTAL LIABILITIES AND FUND EQUITY	\$38,523,166.12
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## Ann Arbor District Library

### Rollforward of undesignated fund balance For the Period Ending July 31, 2009

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 6,831,647	\$ 6,831,647
Total revenues	1,039,581	1,039,581
Expenditures:		
Operating	(1,041,515)	(1,041,515)
Capital outlays	(2,379)	(2,379)
(Increase) decrease in encumbrances	<u>(32,310)</u>	<u>(32,310)</u>
Ending surplus (deficit)	<u>\$ 6,795,024</u>	<u>\$ 6,795,024</u>

# Ann Arbor District Library

## Monthly and year-to-date cash rollforward For Period ending July 31, 2009

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
<b>Monthly rollforward</b>					
Commercial checking	\$ 22,267	\$ 9,908	\$ (888,524)	\$ 875,000	\$ 18,651
Payroll	5,590	1,355	(708,603)	707,206	5,548
Petty cash	1,900	-	-	-	1,900
Savings	2,295,585	271,858	(46,862)	(1,582,206)	938,375
Investments - Bank of Ann Arbor	3,124,858	-	-	-	3,124,858
Investments - United Bank and Trust	1,699,026	-	-	-	1,699,026
Westernman Fund	40,379	43	-	-	40,422
Shafer Fund	10,420	3	-	-	10,423
Holtrey Fund	329,163	-	-	-	329,163
Keniston Fund	30,153	-	-	-	30,153
WLBPD	36,053	115	-	-	36,168
	<u>\$ 7,595,394</u>	<u>\$ 283,282</u>	<u>\$ (1,643,989)</u>	<u>\$ -</u>	<u>\$ 6,234,687</u>
<b>Year-to-date rollforward</b>					
Commercial checking	\$ 22,267	\$ 9,908	\$ (888,524)	\$ 875,000	\$ 18,651
Payroll	5,590	1,355	(708,603)	707,206	5,548
Petty cash	1,900	-	-	-	1,900
Savings	2,295,585	271,858	(46,862)	(1,582,206)	938,375
Investments - Bank of Ann Arbor	3,124,858	-	-	-	3,124,858
Investments - United Bank and Trust	1,699,026	-	-	-	1,699,026
Westernman Fund	40,379	43	-	-	40,422
Shafer Fund	10,420	3	-	-	10,423
Holtrey Fund	329,163	-	-	-	329,163
Keniston Fund	30,153	-	-	-	30,153
WLBPD	36,053	115	-	-	36,168
	<u>\$ 7,595,394</u>	<u>\$ 283,282</u>	<u>\$ (1,643,989)</u>	<u>\$ -</u>	<u>\$ 6,234,687</u>

Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges: From: To:  
 Check Number First Last  
 Vendor ID First Last  
 Vendor Name First Last  
 Check Date 7/1/2009 7/31/2009  
 Checkbook ID First Last

Sorted By: Check Number

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
037574	DTEENE	DTE ENERGY	7/2/2009	CHECK	PMCHK00001190	\$19,855.65
037575	ELINEI	ELI NEIBURGER	7/2/2009	CHECK	PMCHK00001190	\$1,128.47
037576	PITCHA	PITTSFIELD CHARTER TOWNSHIP	7/2/2009	CHECK	PMCHK00001190	\$1,480.61
037577	ALLMOR	ALLISON MORRIS	7/7/2009	CHECK	PMCHK00001191	\$58.19
037578	ANNARB	ANN ARBOR OBSERVER	7/7/2009	CHECK	PMCHK00001191	\$1,638.90
037579	ARENATA	A-1 RENTAL, INC.	7/7/2009	CHECK	PMCHK00001191	\$126.14
037580	ARROWT	ARROW TREE EXPERTS, INC.	7/7/2009	CHECK	PMCHK00001191	\$1,100.00
037581	AUTRES	AUTOMATED RESOURCE MGMT, INC.	7/7/2009	CHECK	PMCHK00001191	\$704.75
037582	BETMAN	BETH MANUEL	7/7/2009	CHECK	PMCHK00001191	\$52.64
037583	BREWER	BREWER'S	7/7/2009	CHECK	PMCHK00001191	\$226.78
037584	CAMINN	CAMPUS INN	7/7/2009	CHECK	PMCHK00001191	\$562.77
037585	CHRFRA	CHRIS FRASER	7/7/2009	CHECK	PMCHK00001191	\$150.00
037586	CINCOR	CINTAS CORPORATION	7/7/2009	CHECK	PMCHK00001191	\$556.96
037587	CITOF1	CITY OF ANN ARBOR TREASURER	7/7/2009	CHECK	PMCHK00001191	\$1,891.00
037588	DTEENE	DTE ENERGY	7/7/2009	CHECK	PMCHK00001191	\$3,900.57
037589	FRIOF	FRIENDS OF THE ANN ARBOR	7/7/2009	CHECK	PMCHK00001191	\$1,135.50
037590	JEWFAM	JEWISH FAMILY SERVICES	7/7/2009	CHECK	PMCHK00001191	\$2,328.84
037591	KEICAU	KEIKO CAULEY	7/7/2009	CHECK	PMCHK00001191	\$100.00
037592	LCAESPIZ	LITTLE CAESARS PIZZA	7/7/2009	CHECK	PMCHK00001191	\$205.00
037593	MCMI	MCMI	7/7/2009	CHECK	PMCHK00001191	\$27,162.00
037594	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	7/7/2009	CHECK	PMCHK00001191	\$1,291.77
037595	MOVLIC	MOVIE LICENSING USA	7/7/2009	CHECK	PMCHK00001191	\$395.00
037596	PALEOS	PALEOSHOWS, LLC	7/7/2009	CHECK	PMCHK00001191	\$600.00
037597	RACYAN	RACHEL YANIKOGLU	7/7/2009	CHECK	PMCHK00001191	\$34.75
037598	RAYSAM	RAYA SAMET	7/7/2009	CHECK	PMCHK00001191	\$38.92
037599	RUSVID	RUSSELL VIDEO SERVICES, INC.	7/7/2009	CHECK	PMCHK00001191	\$161.00
037600	SARKEL	SARA MELTON KELLER	7/7/2009	CHECK	PMCHK00001191	\$100.00
037601	SBC	AT&T	7/7/2009	CHECK	PMCHK00001191	\$8,679.45
037602	SHAINV	SHARON D. IVERSON	7/7/2009	CHECK	PMCHK00001191	\$37.24
037603	SKIINC	SKIDMORE, INC.	7/7/2009	CHECK	PMCHK00001191	\$6,525.00
037604	TERSOA	TERRY SOAVE	7/7/2009	CHECK	PMCHK00001191	\$48.19
037605	TONBIC	TONIA BICKBORD	7/7/2009	CHECK	PMCHK00001191	\$68.64
037606	TRIGON	TRIGONIX	7/7/2009	CHECK	PMCHK00001191	\$7,071.80
037607	WIZWIG	WIZZYWIG	7/7/2009	CHECK	PMCHK00001191	\$300.00
037608	AANEWS	ANN ARBOR NEWS	7/9/2009	CHECK	PMCHK00001192	\$5,517.12
037609	AASCH	ANN ARBOR PUBLIC SCHOOLS	7/9/2009	CHECK	PMCHK00001192	\$204.78
037610	ALIBRIS	ALIBRIS	7/9/2009	CHECK	PMCHK00001192	\$273.35
037611	AMACOM	AMAZON.COM CREDIT PLAN	7/9/2009	CHECK	PMCHK00001192	\$563.18
037612	ARCHAMBAULT	ARCHAMBAULT	7/9/2009	CHECK	PMCHK00001192	\$2,417.76
037613	AVCAFE	AV CAFE	7/9/2009	CHECK	PMCHK00001192	\$157.50
037614	BAKTAY	BAKER & TAYLOR	7/9/2009	CHECK	PMCHK00001192	\$71,285.16
037615	BAKTAY3	BAKER & TAYLOR ENTERTAINMENT.	7/9/2009	CHECK	PMCHK00001192	\$16,260.49
037616	BBCAUD	BBC AUDIOBOOKS AMERICA	7/9/2009	CHECK	PMCHK00001192	\$1,572.75
037617	BLAUD	BLACKSTONE AUDIO BOOKS	7/9/2009	CHECK	PMCHK00001192	\$1,441.05
037618	BOOWHO	BOOK WHOLESALERS, INC.	7/9/2009	CHECK	PMCHK00001192	\$628.82
037619	BORBOO	BORDERS INC.	7/9/2009	CHECK	PMCHK00001192	\$6,657.03
037620	BRIAUD	BRILLIANCE AUDIO, INC.	7/9/2009	CHECK	PMCHK00001192	\$1,761.60
037621	BRODCO	BRODART CO.	7/9/2009	CHECK	PMCHK00001192	\$623.43
037622	CALLAN	CALIFORNIA LANGUAGE LABORATORI	7/9/2009	CHECK	PMCHK00001192	\$1,224.08
037623	CARBRO	CARPENTER BROS.	7/9/2009	CHECK	PMCHK00001192	\$57.59
037624	CDW-G	CDW GOVERNMENT, INC.	7/9/2009	CHECK	PMCHK00001192	\$410.21
037625	CENPOI	CENTER POINT PUBLISHING	7/9/2009	CHECK	PMCHK00001192	\$470.37
037626	CITWAL	CITYWALKS	7/9/2009	CHECK	PMCHK00001192	\$124.75
037627	CONQUA	SAGE PUBLICATIONS, INC	7/9/2009	CHECK	PMCHK00001192	\$164.83
037628	COUOF	COUNCIL OF STATE GOV'T/THE//	7/9/2009	CHECK	PMCHK00001192	\$89.10
037629	DIAACC	DIALECT ACCENT SPECIALISTS INC	7/9/2009	CHECK	PMCHK00001192	\$956.94
037630	DIADAH	DIANE DAHLEM	7/9/2009	CHECK	PMCHK00001192	\$55.55

Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
037631	DONSOF	DON'S SOFT TOUCH AUTO WASH INC	7/9/2009	CHECK	PMCHK00001192	\$8.00
037632	EDUREC	EDUCATIONAL RECORD CENTER, INC	7/9/2009	CHECK	PMCHK00001192	\$119.70
037633	ELDINS	SIDESTREET DISTRIBUTING	7/9/2009	CHECK	PMCHK00001192	\$128.72
037634	ELILAW	ELITE LAWN & LANDSCAPE, INC.	7/9/2009	CHECK	PMCHK00001192	\$3,570.00
037635	FORFRA	FORMAT FRAMING	7/9/2009	CHECK	PMCHK00001192	\$1,985.58
037636	FUNNYT	FUNNYTIMES	7/9/2009	CHECK	PMCHK00001192	\$25.00
037637	GALEGRO	GALE GROUP, THE	7/9/2009	CHECK	PMCHK00001192	\$16,585.00
037638	GALGRO	GALE	7/9/2009	CHECK	PMCHK00001192	\$19.99
037639	GENSOC	THE GENEALOGICAL SOCIETY OF WA	7/9/2009	CHECK	PMCHK00001192	\$10.00
037640	GRACUT	GRANT & CUTLER LTD	7/9/2009	CHECK	PMCHK00001192	\$121.43
037641	GUITPLA	GUITAR PLAYER	7/9/2009	CHECK	PMCHK00001192	\$14.99
037642	GUITWOR	GUITAR WORLD	7/9/2009	CHECK	PMCHK00001192	\$24.00
037643	INFOTD	INFORMATION TODAY, INC.	7/9/2009	CHECK	PMCHK00001192	\$534.10
037644	INGLIB	INGRAM LIBRARY SERVICES INC.	7/9/2009	CHECK	PMCHK00001192	\$2,309.35
037645	JUXTAP	JUXTAPOZ	7/9/2009	CHECK	PMCHK00001192	\$24.99
037646	LIBHOT	LIBRARY HOTLINE	7/9/2009	CHECK	PMCHK00001192	\$119.99
037647	MICLIBC	MICHIGAN LIBRARY CONSORTIUM	7/9/2009	CHECK	PMCHK00001192	\$2,750.00
037648	MIDTAP	MIDWEST TAPE	7/9/2009	CHECK	PMCHK00001192	\$74,341.21
037649	MPSERS	MPSERS	7/9/2009	CHECK	PMCHK00001192	\$17,070.51
037650	NATARC	NATIONAL ARCHIVE PUBLISHING CO	7/9/2009	CHECK	PMCHK00001192	\$14,956.50
037651	NUWAVE	NUWAVE AQUARIUMS	7/9/2009	CHECK	PMCHK00001192	\$268.00
037652	OCLINS	OCLC, INC.	7/9/2009	CHECK	PMCHK00001192	\$3,142.25
* 037653	ONEACON	O'NEAL CONSTRUCTION	7/9/2009	CHECK	PMCHK00001192	\$18,326.20
037654	PRIORITY	PRIORITY HEALTH	7/9/2009	CHECK	PMCHK00001192	\$12,786.54
037655	RANHO	RANDOM HOUSE, INC.	7/9/2009	CHECK	PMCHK00001192	\$5,496.51
037656	RECBOO	RECORDED BOOKS, INC.	7/9/2009	CHECK	PMCHK00001192	\$8,646.80
037657	REGBOO	REGENT BOOK CO., INC.	7/9/2009	CHECK	PMCHK00001192	\$13.28
* 037658	SECBYD	SECURITY BY DESIGN, INC.	7/9/2009	CHECK	PMCHK00001192	\$12,845.00
037659	SOULAH	SOURAYA LAHAM	7/9/2009	CHECK	PMCHK00001192	\$55.17
037660	SUPERD	SUPER D	7/9/2009	CHECK	PMCHK00001192	\$1,973.49
037661	TANMED	TANTOR MEDIA	7/9/2009	CHECK	PMCHK00001192	\$43.99
037662	TAYFRA	TAYLOR & FRANCIS	7/9/2009	CHECK	PMCHK00001192	\$746.99
037663	TEACOM	TEACHING COMPANY/THE//	7/9/2009	CHECK	PMCHK00001192	\$4,396.84
037664	THOGAL	GALE	7/9/2009	CHECK	PMCHK00001192	\$2,766.52
037665	THOLEA	CENGAGE LEARNING	7/9/2009	CHECK	PMCHK00001192	\$163.96
037666	ULVCRO	ULVERCROFT USA	7/9/2009	CHECK	PMCHK00001192	\$27.00
037667	UMICH	THE UNIVERSITY MICHIGAN	7/9/2009	CHECK	PMCHK00001192	\$567.00
037668	VICBRO	VICKI BROWNE	7/9/2009	CHECK	PMCHK00001192	\$66.04
037669	WENSTA	WENDY ST. ANTOINE	7/9/2009	CHECK	PMCHK00001192	\$45.10
037670	WORCHA	WORLD CHAMBER OF COMMERCE DIR	7/9/2009	CHECK	PMCHK00001192	\$50.00
037671	AFTDEL	AFTERNOON DELIGHT	7/20/2009	CHECK	PMCHK00001193	\$145.95
037672	ALLCOU	ALLEN COUNTY PUBLIC LIBRARY	7/20/2009	CHECK	PMCHK00001193	\$39.00
037673	ALLPRI	ALLEGRA PRINTING	7/20/2009	CHECK	PMCHK00001193	\$93.98
037674	AROKAU	ARON KAUFMAN	7/20/2009	CHECK	PMCHK00001193	\$600.00
037675	ARTALL	ARTS ALLIANCE	7/20/2009	CHECK	PMCHK00001193	\$80.00
037676	BANOFAA	BANK OF ANN ARBOR	7/20/2009	CHECK	PMCHK00001193	\$122.50
037677	BENSPI	BEN SPITZER	7/20/2009	CHECK	PMCHK00001193	\$600.00
037678	BLOLIB	BLOOMFIELD TWP PUBLIC LIBRARY	7/20/2009	CHECK	PMCHK00001193	\$8.95
037679	BP	BP	7/20/2009	CHECK	PMCHK00001193	\$265.40
037680	BUFERI	BUFFALO & ERIE COUNTY PUB LIB	7/20/2009	CHECK	PMCHK00001193	\$20.00
037681	BUSVAL	BUSCH'S, INC.	7/20/2009	CHECK	PMCHK00001193	\$825.41
037682	BUTLON	BUTZEL LONG	7/20/2009	CHECK	PMCHK00001193	\$451.35
037683	CLEBLO	CLEAR BLOCK PRODUCTIONS	7/20/2009	CHECK	PMCHK00001193	\$275.00
037684	CLEPUB	CLEVELAND PUBLIC LIBRARY	7/20/2009	CHECK	PMCHK00001193	\$10.00
037685	COMSPO	COMCASTSPOTLIGHT	7/20/2009	CHECK	PMCHK00001193	\$3,681.00
037686	CRANLIB	CRANBROOK ACADEMY OF ART LIBRA	7/20/2009	CHECK	PMCHK00001193	\$30.00
037687	DELTACO	DELTA COLLEGE LIBRARY	7/20/2009	CHECK	PMCHK00001193	\$45.00
037688	DOUSCH	SCHEER GENIUS	7/20/2009	CHECK	PMCHK00001193	\$575.00
037689	DYKGOS	DYKEMA GOSSETT	7/20/2009	CHECK	PMCHK00001193	\$4,723.53
037690	ERIZUR	ERIN ZURBUCHEN	7/20/2009	CHECK	PMCHK00001193	\$200.00
037691	FAMLEA	FAMILY LEARNING INSTITUTE	7/20/2009	CHECK	PMCHK00001193	\$36.00
037692	GARISTE	GARI STEIN	7/20/2009	CHECK	PMCHK00001193	\$200.00
037693	HECONVIS	HEATHER L. CONWAY-VISSER	7/20/2009	CHECK	PMCHK00001193	\$19.95
037694	HENNEPIN	HENNEPIN COUNTY TREASURER	7/20/2009	CHECK	PMCHK00001193	\$15.00

Ann Arbor District Library  
VENDOR CHECK REGISTER REPORT  
Payables Management

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
037695	HILWIL	HILLARY WILL	7/20/2009	CHECK	PMCHK00001193	\$100.00
037696	INDPUB	INDIANAPOLIS-MARION CTY PUBLIC	7/20/2009	CHECK	PMCHK00001193	\$5.00
037697	IOSCOLIB	IOSCO-ARENAC DISTRICT LIBRARY	7/20/2009	CHECK	PMCHK00001193	\$23.95
037698	KATGOO	KATHRYN GOODSON	7/20/2009	CHECK	PMCHK00001193	\$200.00
037699	KOLOSS	KOLOSSOS	7/20/2009	CHECK	PMCHK00001193	\$5.00
037700	LAURAY	LAURA RAYNOR	7/20/2009	CHECK	PMCHK00001193	\$66.98
037701	LCAESPIZ	LITTLE CAESARS PIZZA	7/20/2009	CHECK	PMCHK00001193	\$95.00
037702	LEXMAT	LEXISNEXIS MATTHEW BENDER	7/20/2009	CHECK	PMCHK00001193	\$87.00
037703	MAGRAI	MAGICAL RAIN THEATRE WORKS	7/20/2009	CHECK	PMCHK00001193	\$690.00
037704	MEGBAT	MEAGHAN BATTLE	7/20/2009	CHECK	PMCHK00001193	\$206.45
037705	MICGIO	MICHELLE GIORIANDO	7/20/2009	CHECK	PMCHK00001193	\$200.00
037706	MICSTA5	MICHIGAN STATE UNIVERSITY	7/20/2009	CHECK	PMCHK00001193	\$8.00
037707	MONCOU	MONROE COUNTY LIBRARY SYSTEM	7/20/2009	CHECK	PMCHK00001193	\$37.90
037708	OFFDEP	OFFICE DEPOT, INC.	7/20/2009	CHECK	PMCHK00001193	\$221.93
037709	PIOJAN	PIONEER JANITORIAL SERVICE	7/20/2009	CHECK	PMCHK00001193	\$9,945.58
037710	PITCHA	PITTSFIELD CHARTER TOWNSHIP	7/20/2009	CHECK	PMCHK00001193	\$1,274.57
037711	PREPRI	PRECISION PRINTER SERVICES, IN	7/20/2009	CHECK	PMCHK00001193	\$140.00
037712	PRITEC	PRINT TECH INC.	7/20/2009	CHECK	PMCHK00001193	\$929.78
037713	RANHOT	RANDY HOTTEN	7/20/2009	CHECK	PMCHK00001193	\$100.00
037714	ROYLIM	ROYAL LIMOUSINE	7/20/2009	CHECK	PMCHK00001193	\$210.30
037715	SALWOL	SALLIE WOLF	7/20/2009	CHECK	PMCHK00001193	\$150.00
037716	SARKEL	SARA MELTON KELLER	7/20/2009	CHECK	PMCHK00001193	\$175.00
037717	SBC	AT&T	7/20/2009	CHECK	PMCHK00001193	\$6,228.94
037718	SCHACHO	SCHAKOLAD CHOCOLATE FACTORY	7/20/2009	CHECK	PMCHK00001193	\$66.00
037719	SCHELE	SCHINDLER ELEVATOR CORPORATION	7/20/2009	CHECK	PMCHK00001193	\$310.66
037720	SCHSEC	SCHILKE SECURITY	7/20/2009	CHECK	PMCHK00001193	\$245.00
037721	STAMIC4	STATE OF MICHIGAN	7/20/2009	CHECK	PMCHK00001193	\$50.00
037722	STAMIC7	STATE OF MICHIGAN	7/20/2009	CHECK	PMCHK00001193	\$350.00
037723	STAPLE	STAPLES BUSINESS ADVANTAGE	7/20/2009	CHECK	PMCHK00001193	\$14.41
037724	STEJEN	STEVE JENSEN	7/20/2009	CHECK	PMCHK00001193	\$59.98
037725	THEARK	THE ARK	7/20/2009	CHECK	PMCHK00001193	\$34.45
037726	TISLIB	TISCH LIBRARY TUFTS UNIVERSITY	7/20/2009	CHECK	PMCHK00001193	\$20.00
037727	TMGROU	THE TM GROUP INC	7/20/2009	CHECK	PMCHK00001193	\$3,044.00
037728	TONSOL	TONER SOLUTIONS	7/20/2009	CHECK	PMCHK00001193	\$265.00
037729	UMASS	UNIVERSITY OF MASSACHUSETTS	7/20/2009	CHECK	PMCHK00001193	\$15.00
037730	UNICHI	UNIVERSITY OF CHICAGO LIBRARY	7/20/2009	CHECK	PMCHK00001193	\$20.00
037731	UNILL	UNIVERSITY OF ILLINOIS	7/20/2009	CHECK	PMCHK00001193	\$15.00
037732	UNIPAR	UNITED PARCEL SERVICE	7/20/2009	CHECK	PMCHK00001193	\$100.71
037733	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	7/20/2009	CHECK	PMCHK00001193	\$1,351.45
037734	UOFGEO	UNIVERSITY OF GEORGIA LIBRARIE	7/20/2009	CHECK	PMCHK00001193	\$30.00
037735	UVERMONT	UNIVERSITY OF VERMONT	7/20/2009	CHECK	PMCHK00001193	\$15.00
037736	WASLIT	WASHTENAW LITERACY	7/20/2009	CHECK	PMCHK00001193	\$3,755.97
037737	WASUNI	WASHINGTON UNIVERSITY SCH OF M	7/20/2009	CHECK	PMCHK00001193	\$11.00
037738	WESBLO	WEST BLOOMFIELD PUBLIC LIBRARY	7/20/2009	CHECK	PMCHK00001193	\$74.95
037739	WICMEM	WICKSON MEMORIAL LIBRARY	7/20/2009	CHECK	PMCHK00001193	\$7.99
037740	WISLIB	WISCONSIN LIBRARY SERVICES	7/20/2009	CHECK	PMCHK00001193	\$20.00
037741	WVGRAI	GRAINGER	7/20/2009	CHECK	PMCHK00001193	\$457.80
037742	SCHHAR	SCHAFFER HARDWOOD FLOOR	7/22/2009	CHECK	PMCHK00001194	\$596.78
037743	ALTCOM	ALTURA COMMUNICATION SOLUTIONS	7/24/2009	CHECK	PMCHK00001195	\$18,954.18
037744	BRAPAT	BRAD PATULLO	7/24/2009	CHECK	PMCHK00001195	\$600.00
037745	HEISHE	HEIDI SHEFFIELD	7/24/2009	CHECK	PMCHK00001195	\$5,500.00
037746	PACMEC	PACE MECHANICAL SERVICES, INC.	7/24/2009	CHECK	PMCHK00001195	\$39,166.67
037747	PERMAN	PERFORMING ARTIST MANAGEMENT	7/24/2009	CHECK	PMCHK00001195	\$170.00
037748	QUANTA	QUANTA, INC.	7/24/2009	CHECK	PMCHK00001195	\$3,080.54
* 037749	SCHELE	SCHINDLER ELEVATOR CORPORATION	7/24/2009	CHECK	PMCHK00001195	\$2,247.88
037750	UNIMAN	UNITED MANKIND COMMUNICATIONS	7/24/2009	CHECK	PMCHK00001195	\$100.00
037751	WASHTR	WASHTENAW COUNTY TREASURER	7/24/2009	CHECK	PMCHK00001195	\$148,183.95
037752	WASMAN	WASTE MANAGEMENT OF MICHIGAN	7/24/2009	CHECK	PMCHK00001195	\$1,070.97
037753	XEROX	XEROX CORPORATION	7/24/2009	CHECK	PMCHK00001195	\$1,047.31
037754	AGRSER	A GROWING SERVICE LLC	7/29/2009	CHECK	PMCHK00001196	\$340.00
037755	AMACOM	AMAZON.COM CREDIT PLAN	7/29/2009	CHECK	PMCHK00001196	\$37.96
037756	ATT	AT&T	7/29/2009	CHECK	PMCHK00001196	\$230.34
037757	BANCOF	BANC OF AMERICA LEASING	7/29/2009	CHECK	PMCHK00001196	\$674.00
037758	BANCOFAMER	BANC OF AMERICA LEASING	7/29/2009	CHECK	PMCHK00001196	\$694.00



Ann Arbor District Library  
VENDOR CHECK REGISTER REPORT  
Payables Management

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
037759	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	7/29/2009	CHECK	PMCHK00001196	\$11,806.54
037760	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	7/29/2009	CHECK	PMCHK00001196	\$38,551.66
037761	BUSCAR	BUSINESS CARD	7/29/2009	CHECK	PMCHK00001196	\$3,153.62
037762	CHABUR	DR. CHARLES BURANT	7/29/2009	CHECK	PMCHK00001196	\$100.00
037763	CITOP1	CITY OF ANN ARBOR TREASURER	7/29/2009	CHECK	PMCHK00001196	\$850.60
037764	COMALLW	COMPUTER ALLEY WEST	7/29/2009	CHECK	PMCHK00001196	\$90.88
037765	COMCAS	COMCAST	7/29/2009	CHECK	PMCHK00001196	\$268.43
037766	DTEENE	DTE ENERGY	7/29/2009	CHECK	PMCHK00001196	\$26,615.92
037767	ELILAW	ELITE LAWN & LANDSCAPE, INC.	7/29/2009	CHECK	PMCHK00001196	\$9,380.74
037768	ERIHLE	ERIN HELMRICH	7/29/2009	CHECK	PMCHK00001196	\$1,375.36
037769	INNINT	INNOVATIVE INTERFACES, INC.	7/29/2009	CHECK	PMCHK00001196	\$60,384.00
037770	LIRZHE	LIRONG ZHENG	7/29/2009	CHECK	PMCHK00001196	\$34.32
037771	METLIFE	METLIFE SBC	7/29/2009	CHECK	PMCHK00001196	\$6,709.70
037772	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	7/29/2009	CHECK	PMCHK00001196	\$731.77
037773	MICLIBC	MICHIGAN LIBRARY CONSORTIUM	7/29/2009	CHECK	PMCHK00001196	\$35,000.00
037774	NEXCOM	NEXTEL COMMUNICATIONS	7/29/2009	CHECK	PMCHK00001196	\$293.49
037775	PRIORITY	PRIORITY HEALTH	7/29/2009	CHECK	PMCHK00001196	\$12,786.54
037776	RICBUS	RICOH AMERICAS CORP	7/29/2009	CHECK	PMCHK00001196	\$817.52
037777	SBC	AT&T	7/29/2009	CHECK	PMCHK00001196	\$2,385.90
037778	SCHELE	SCHINDLER ELEVATOR CORPORATION	7/29/2009	CHECK	PMCHK00001196	\$2,073.07
037779	SERMAS	SERVICEMASTER CLEAN CARE	7/29/2009	CHECK	PMCHK00001196	\$12,180.00
037780	SIGIN	SIGNS IN 1 DAY	7/29/2009	CHECK	PMCHK00001196	\$25.00
037781	SUSWOO	DR. SUSAN WOOLFORD	7/29/2009	CHECK	PMCHK00001196	\$100.00
037782	TIMGRI	TIM GRIMES	7/29/2009	CHECK	PMCHK00001196	\$1,494.20
037783	UNIPAR	UNITED PARCEL SERVICE	7/29/2009	CHECK	PMCHK00001196	\$27.78
037784	UNUMPRO	UNUM LIFE INSURANCE	7/29/2009	CHECK	PMCHK00001196	\$3,016.81
037785	WASLIT	WASHTENAW LITERACY	7/29/2009	CHECK	PMCHK00001196	\$347.50
037786	WESENT	WESTGATE ENTERPRISES, LLC	7/29/2009	CHECK	PMCHK00001196	\$6,855.00
037787	WILSWA	WILD SWAN THEATER	7/29/2009	CHECK	PMCHK00001196	\$300.00
037788	XEROX	XEROX CORPORATION	7/29/2009	CHECK	PMCHK00001196	\$174.81
037789	ATTWIR	AT&T WIRELESS	7/31/2009	CHECK	PMCHK00001197	\$198.00

Total Checks: 216

Total Amount of Checks: \$881,683.14

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## Director's Report July 2009

1. Summer reading at public libraries is a long tradition that stems from efforts of librarians and educators to help school children maintain their reading skills during the holiday. AADL has always maintained a good effort with the schools in our district to enlist their support of summer reading and this year we are pleased that the 800 K- 6<sup>th</sup> grade children enrolled in summer school at AAPS are also participating in summer reading. We have worked, too, to develop a relationship with schools that allow them to acknowledge children who have participated in the library reading program. When registering, children can identify their school and give permission to AADL to release their name to the school. Over time we hope to establish the library as a serious and competent partner so that everyone involved in literacy work will work together to affectively address the needs and eliminate illiteracy in schoolchildren without creating new programs or adding operational costs to stressed school system budgets.
2. There's a new way to find foreign language materials in the catalog at AADL. The terminology has been changed to World Languages. For example, if one is looking for materials in Arabic, use the Advanced Search option and click on call number & enter World-Ara. There's a new collection, too: Youth Lang-Learn. The Basic Reading and ESL collections are now called Language Learning or Lang-Learn for short. It is now possible to look for Lang-Learn Fiction with Reading Levels for adults. Librarian Lucy Roerhig is responsible for this great idea and she has spent the better part of the last year managing this very successful project.
3. AADL has added a quick survey on the catalog page at aadl.org. This survey is optional and is intended to give us direct feedback about the catalog from people who have chosen to use the catalog. We are working on an upgrade to the catalog and the survey is one of the ways that we are using to get better information about what works now and what doesn't work in terms of navigation around the catalog.
4. The material circulation total for this past fiscal year is 9,260,595. This is 1M greater than the 2007/08 fiscal year and 2M greater than the 2006/07 year. While the increase was expected due to the opening of the Traverwood Branch, the continued increase of use of the collection should not go unremarked. Choices have been made that allow access to the collection electronically that are clearly impacting on the use of the collection. Of the total, 5.1M of the transactions are renewals. AADL does not limit the number of items that can be on a card, nor do we limit how many renewals can occur on an item if there are no outstanding requests for the item. We balance this very generous policy with a fine and fee system that is designed to give as much flexibility to the user as possible without placing the AADL in a poor financial condition. We are pleased that both are working well and during a terrible economy. Where many libraries are resorting to policies that restrict collection use and are cutting collection expenditures in response to revenue losses, AADL is able to continue as usual for this next fiscal year.

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 10-033**

**RESOLUTION OF THANKS TO JEAN SEMMES UPON HER RETIREMENT**

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 17<sup>th</sup> day of August 2009 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Jean Semmes for her service as an employee February 3, 1989 to August 15, 2009 of the Ann Arbor District Library.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Secretary

08/10/09

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## **Award The Contract to Repair Downtown Library Freight Elevator**

### ***I. PROBLEM STATEMENT***

The freight elevator in the Downtown Library failed in late May and needs to be repaired.

### ***II. BACKGROUND***

The freight elevator was installed in 1990 as part of the renovation of the Downtown Library that added two floors and extended the library to the east. The elevator has been routinely maintained and inspected, and should not have failed. The cause is unknown and cannot be known until repair work commences.

Administration solicited bids for the work of repairing and/or replacing the freight elevator. In addition, we secured the services of O'Neal Construction to review the bids and to conduct contractor interviews.

### ***III. SUMMARY OF OPTIONS***

<b>Replace Cylinder</b>	<b>Replace Cylinder</b>	<b>Replace Cylinder</b>
Detroit Elevator	Otis Elevator	Schindler
\$112,814	\$147,462	\$151,633

<b>Replace Elevator</b>	<b>Replace Elevator</b>
Detroit Elevator	Schindler
\$204,352	\$207,660

### ***IV. RECOMMENDATION***

Administration recommends replacing the cylinder and keeping the existing cab and doors.

Administration recommends that the contract to replace the cylinder for the freight elevator be awarded to Detroit Elevator for \$112,814.00. O'Neal Construction, Inc. will act as the coordinator of the project for the AADL.

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 10-034**

**RESOLUTION TO AWARD THE CONTRACT TO REPAIR DOWNTOWN LIBRARY  
SERVICE ELEVATOR**

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 17<sup>th</sup> day of August, 2009 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

THE BOARD RESOLVES:

- 1.) To award the contract for repair of the service elevator at the Downtown Library Branch to Detroit Elevator for the amount of \$112,814.00.
- 2.) To increase the budget line for Capital Outlays to \$112,814.00 for the repair of the service elevator at the Downtown Library
- 3.) That the \$112,814.00 increase for Capital Outlays be transferred from the Fund Balance.
- 4.) That O'Neal Construction, Inc. act as the coordinator of the project for the AADL.
- 5.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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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