



Ann Arbor District Library
Regular Meeting
Agenda

Monday, December 20, 2010

Published by Ann Arbor District Library

December 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 AADL Board Mtg	21	22	23	24 Library Closed	25 Library Closed
26	27	28	29	30	31 Library Closed @ 6:00 p.m	

January 2011

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

February 2011

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, December 20, 2010 at 6:00 p.m.
 Ann Arbor District Library, Fourth Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI

REGULAR MEETING AGENDA

- 10-305 I. CALL TO ORDER
- 10-306 II. ATTENDANCE
- 10-307 III. RECESS TO EXECUTIVE SESSION FOR LABOR NEGOTIATIONS
- 10-308 IV. RECONVENE REGULAR MEETING AT 7:00 P.M.
- 10-309 V. APPROVAL OF AGENDA (pp 1-2)
 (Item of action)
- 10-310 VI. APPROVAL OF MINUTES OF NOVEMBER 15, 2010 (pp 3-8)
 (Item of action)
- 10-311 VII. CITIZENS' COMMENTS
- 10-312 VIII. FINANCIAL REPORT (pp 9-16)
- 10-313 IX. APPROVAL OF DISBURSEMENTS (pp 17-19)
 (Item of action)
- 10-314 X. COMMITTEE REPORTS
- 10-315 A. EXECUTIVE COMMITTEE
- 10-316 B. BUDGET AND FINANCE COMMITTEE
- 10-317 XI. DIRECTOR'S REPORT
- 10-318 XII. NEW BUSINESS
- 10-319 A. DISCUSSION ON FILING AN AMICUS CURIAE BRIEF IN SUPPORT OF THE HERRICK DISTRICT LIBRARY'S SUIT AGAINST THE LIBRARY OF MICHIGAN
 (Item of action)

30 minutes

10-320 B. DISCUSSION OF DDA/CITY OF ANN ARBOR PARKING CONTRACT
30 minutes

10-321 C. RESOLUTION OF APPRECIATION TO CAROLA STEARNS (p 20)
(Item of action)

10-322 D. VOTE FOR EXECUTIVE SESSION AT THE JANUARY 17, 2011 ANNUAL BOARD MEETING FOR LABOR NEGOTIATIONS
(Item of action)
Roll call vote

10-323 XIII. ADJOURNMENT

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

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

- 10-288 I. CALL TO ORDER
- President Head called the meeting to order at 7:00 p.m.
- 10-289 II. ATTENDANCE
- Present: Head, Leary, Murphy, Barney Newman, Rosenthal,
Stearns, Surovell
Absent: None
Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)
- 10-290 III. APPROVAL OF AGENDA
(Item of action)
- President Head requested an addition to the agenda under New Business to allow Trustee Stearns to address the Board.
- Vice President Barney Newman, supported by Secretary Leary, moved to approve the agenda.
- AYES: Head, Leary, Murphy, Barney Newman, Rosenthal,
Stearns, Surovell
NAYS: None
- Motion passed 7-0.
- 10-291 IV. APPROVAL OF MINUTES OF OCTOBER 18, 2010
(Item of action)
- Vice President Barney Newman, supported by Trustee Surovell, moved to approve the minutes of October 18, 2010.
- AYES: Head, Leary, Murphy, Barney Newman, Rosenthal,
Stearns, Surovell
NAYS: None
- Motion passed 7-0.

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

10-292 V. CITIZENS' COMMENTS

There were no citizens' comments.

10-293 VI. FINANCIAL REPORT

Associate Director Nieman reported October showed unrestricted cash balance just over \$14.4 million. Tax receipts over \$10.5 million, reflecting 93% of the budgeted amount, have been received. The Fund Balance reflects just over \$7.6 million.

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

Grants and Memorials reflect the receipt of \$50,000 from the Friends of the Ann Arbor District Library.

10-294 VII. APPROVAL OF DISBURSEMENTS
 (Item of action)

Secretary Leary, supported by Trustee Surovell, moved to approve the October disbursements.

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

NAYS: None

Motion passed 7-0.

10-295 VIII. COMMITTEE REPORTS

10-296 A. BUDGET AND FINANCE COMMITTEE

Treasurer Rosenthal reported the committee consisting of herself, Trustee Murphy and Trustee Surovell met with the auditor to review the draft 2009-2010 audit.

10-297 IX. DIRECTOR'S REPORT

Director Parker reported she attended the MLA conference last week as MLA Legislative Chairperson. AADL hosted ALA's National Gaming Day Super Smash Bros Brawl tournament on November 13th. Forty seven libraries participated in this tournament. AADL beat Topeka Shawnee County Library (KS) to win the event.

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

We received our first bi-annual report from the Michigan Commission for the Blind which is responsible for oversight of the WLBDP at AADL. Commendations were received for review and cleanup of patron accounts; for consistently meeting digital technology deployment targets; for taking a proactive stance on providing services and utilizing all staff; for outstanding programs and training; for assigning specialized tasks to specific individuals. Personal contact with all 500 patrons was made. Director Parker thanked Associate Director Choate and staff in the ONS, IT and Circulation departments for all their work on the WLBDP.

Director Parker briefly touched on the proposed DDA/City of Ann Arbor parking contract. This topic was added to the agenda under New Business.

10-298 X. NEW BUSINESS

10-299 A. AUDITOR'S REPORT
 Dave Fisher, Rehmann Robson

Mr. Fisher presented the Ann Arbor District Library 2009-2010 Audit Report. He reviewed the Management's Discussion and Analysis section of the audit and balance sheet as of 6/30/10. Key control systems were tested. No material audit adjustments were needed. No material weaknesses were found.

10-300 B. RESOLUTION TO ACCEPT THE 2009-2010 FINANCIAL AUDIT
 (Item of action)

Treasurer Rosenthal, supported by Trustee Surovell, moved to accept the 2009-2010 financial audit prepared by Rehmann Robson and that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 7-0.

10-301 C. CONSULTATION OF LEGAL COUNSEL

Trustee Surovell, supported by Secretary Leary, moved to

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

authorize the director to consult legal counsel regarding the Library's position related to AADL funding and the DDA/City of Ann Arbor proposed parking contract.

Secretary Leary amended the motion providing that the director or treasurer report preliminary findings back to the Board at the next Board meeting including any recommendations for action. The amended motion was voted on.

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

NAYS: None

Motion passed 7-0.

10-302

D. VOTE FOR EXECUTIVE SESSION AT THE DECEMBER
20, 2010 REGULAR BOARD MEETING FOR LABOR
NEGOTIATIONS

(Item of action)

Roll call vote

Secretary Leary, supported by Vice President Barney Newman, moved to hold Executive Session at the December 20, 2010 regular Board meeting for labor negotiations.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

10-303

E. COMMENTS FROM BOARD MEMBER CAROLA
STEARNS

Trustee Stearns expressed her appreciation of the Board, Library Administration and staff during her tenure on the AADL Board of Trustees. She encouraged the Board to explore alternative funding for the Downtown Library building project; keep the spectacular library system strong; provide the framework for flexibility to continue to evolve and ensure future financial impact be minimized.

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

10-304 XI. ADJOURNMENT

President Head adjourned the meeting at 7:43 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 November 15, 2010 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-300**

RESOLUTION TO ACCEPT THE 2009-2010 FINANCIAL AUDIT

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 15th day of November 2010 at 7:00 p.m.

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

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

THE BOARD RESOLVES:

- 1.) To accept the 2009-2010 financial audit prepared by Rehmann Robson.
- 2.) 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: Head, Leary, Murphy, Barney Newman, Rosenthal, Stearns, Surovell
NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Board Meeting held on November 15, 2010, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



Secretary

Ann Arbor District Library Financial Summary for November 2010

Cash:

The unrestricted cash balance as of November 30, 2010 was \$13,813,474 up from \$14,410,655 in October.

Tax Receipts:

The Library has received tax receipts totaling \$10,723,076 95% of the budgeted amount, as of November 30th.

Budget vs. Actual:

The Library showed an operating surplus of \$173,281 through November 30th. This gives the Library a positive fund balance of \$7,714,378 at the end of October, up from \$7,660,509 in October.

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 November:

Employee Benefits – This reflects the increases in healthcare costs that became effective on July 1st. We are currently implementing cost saving measures that should turn this variance around in the second half of the year.

Purchased Services – A large payment for cataloging and inter-library loan was made in September.

Communications – A large payment for the internet service was made in September.

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

Library Programming – Payment for the winter brochures was made in November.

Supplies – A large purchase of supplies for the WLBDP was made in August.

Repairs and Maintenance – Numerous repairs were completed in September.

Postage – A large payment was made in November.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Five Months Ending November 30, 2010

	<u>Actual</u>	<u>November Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$940,833	\$940,833		\$4,704,165	\$4,704,167	(\$2)
Penal Fines	22,917	22,917		114,585	114,583	2
Interest	5,354	13,333	(7,979)	32,598	66,667	(34,069)
Copiers	2,976	3,333	(357)	16,079	16,667	(588)
Grants/Memorials	11,650	7,500	4,150	69,363	37,500	31,863
Library Fines & Fees	39,324	35,833	3,491	186,010	179,167	6,843
Non-Resident Fees	1,275	1,250	25	8,400	6,250	2,150
Total Revenue	<u>\$1,024,329</u>	<u>\$1,024,999</u>	<u>(\$670)</u>	<u>\$5,131,200</u>	<u>\$5,125,001</u>	<u>\$6,199</u>
Expenditures						
Salaries & Wages	475,908	487,000	(11,092)	2,379,269	2,435,000	(55,731)
Employee Benefits	127,786	125,000	2,786	655,124	625,000	30,124
Employment Taxes	35,002	37,250	(2,248)	177,796	186,250	(8,454)
Total Employment Cost	<u>\$638,696</u>	<u>\$649,250</u>	<u>(\$10,554)</u>	<u>\$3,212,189</u>	<u>\$3,246,250</u>	<u>(\$34,061)</u>
Custodial and Electrical	\$19,189	\$18,333	\$856	\$81,936	\$91,667	(\$9,731)
Accounting/Audit	1,125	1,167	(42)	5,625	5,833	(208)
Legal	117	6,250	(6,133)	18,054	31,250	(13,196)
Purchased Services	2,411	9,417	(7,006)	64,515	47,083	17,432
Utilities	31,723	38,750	(7,027)	168,843	193,750	(24,907)
Property Insurance	7,353	7,917	(564)	36,766	39,583	(2,817)
Communications	10,053	16,667	(6,614)	98,847	83,333	15,514
Materials	184,043	154,167	29,876	729,171	770,833	(41,662)
Software Licenses/Maintenanc	343	10,833	(10,490)	86,297	54,167	32,130
Building Rental	9,772	12,917	(3,145)	48,858	64,583	(15,725)
Seminars/Conferences/Travel	556	1,917	(1,361)	3,922	9,583	(5,661)
Copier Expense	2,864	5,167	(2,303)	23,411	25,833	(2,422)
Library Programming	36,636	20,833	15,803	106,112	104,167	1,945
Grants/Memorials	3,156	7,500	(4,344)	21,736	37,500	(15,764)
Supplies	11,202	15,333	(4,131)	79,751	76,667	3,084
Repairs and Maintenance	12,401	22,083	(9,682)	118,256	110,417	7,839
Postage	5,189	2,500	2,689	15,865	12,500	3,365
Lcards/Circ Cards	1,005	6,250	(5,245)	27,037	31,250	(4,213)
Other Operating Expenditures	731	1,917	(1,186)	8,167	9,583	(1,416)
Total Operating Expense	<u>\$339,869</u>	<u>\$359,918</u>	<u>(\$20,049)</u>	<u>\$1,743,169</u>	<u>\$1,799,582</u>	<u>(\$56,413)</u>
Capital Outlays		\$15,833	(\$15,833)	\$2,561	\$79,167	(\$76,606)
Total Expenditures	<u>\$978,565</u>	<u>\$1,025,001</u>	<u>(\$46,436)</u>	<u>\$4,957,919</u>	<u>\$5,124,999</u>	<u>(\$167,080)</u>
Net	<u>\$45,764</u>	<u>(\$2)</u>	<u>\$45,766</u>	<u>\$173,281</u>	<u>\$2</u>	<u>\$173,279</u>

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Five Months Ending November 30, 2010

	<u>Actual</u>	<u>November Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$22	\$7,500	(\$7,478)	\$57,735	\$37,500	\$20,235
Total Revenue	<u>\$22</u>	<u>\$7,500</u>	<u>(\$7,478)</u>	<u>\$57,735</u>	<u>\$37,500</u>	<u>\$20,235</u>
Expenditures						
Materials	1,420		1,420	6,828		6,828
Library Programming	1,074	7,500	(6,426)	5,044	37,500	(32,456)
Supplies	36		36	162		162
Other Operating Expenditures	627		627	1,813		1,813
Total Operating Expense	<u>\$3,157</u>	<u>\$7,500</u>	<u>(\$4,343)</u>	<u>\$13,847</u>	<u>\$37,500</u>	<u>(\$23,653)</u>
Total Expenditures	<u>\$3,157</u>	<u>\$7,500</u>	<u>(\$4,343)</u>	<u>\$13,847</u>	<u>\$37,500</u>	<u>(\$23,653)</u>
Net	<u>(\$3,135)</u>		<u>(\$3,135)</u>	<u>\$43,888</u>		<u>\$43,888</u>

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Five Months Ending November 30, 2010

	<u>Actual</u>	<u>November Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$54,769	\$37,500	\$17,269
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>	<u>\$54,769</u>	<u>\$37,500</u>	<u>\$17,269</u>
Expenditures						
Materials				5,373		5,373
Library Programming	1,074	7,500	(6,426)	5,044	37,500	(32,456)
Supplies	36		36	162		162
Other Operating Expenditures	627		627	1,813		1,813
Total Operating Expense	\$1,737	\$7,500	(\$5,763)	\$12,392	\$37,500	(\$25,108)
Total Expenditures	<u>\$1,737</u>	<u>\$7,500</u>	<u>(\$5,763)</u>	<u>\$12,392</u>	<u>\$37,500</u>	<u>(\$25,108)</u>
Net	<u>(\$1,737)</u>		<u>(\$1,737)</u>	<u>\$42,377</u>		<u>\$42,377</u>

Balance Sheet

ASSETS

As of 11/30/2010

Current Assets:

Cash	
CASH-COMMERCIAL CHECKING	\$38,168.97
CASH-PAYROLL	5,564.16
HOLTREY FUND	330,165.23
CASH-SAVINGS	8,785,117.98
KENISTON FUND	30,217.09
SHAFER FUND	10,442.07
WESTERMAN FUND	41,322.96
PETTY CASH	2,000.00
WLBPD ACCOUNT	36,763.34
	<hr/>
Total Cash	\$9,279,761.80
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,230,947.20
UNITED BANK AND TRUST INVESTMENT	1,751,676.08
	<hr/>
Total Investments	\$4,982,623.28
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$139,043.52
	<hr/>
Total Accounts Receivable	\$139,043.52
Property Taxes Receivable	
TAXES RECEIVABLE	\$5,212.06
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Total Property Taxes Receivable	\$5,212.06
Prepaid Expenses	
PRE-PAID INSURANCE	\$42,249.98
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Total Prepaid Expenses	\$42,249.98
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Total Current Assets	\$14,448,890.64
<u>Capital Assets:</u>	
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
	<hr/>
Total Capital Assets	\$31,897,614.48
<u>Amount Provided for Long-Term Debt:</u>	
LONG TERM SICK	\$27,820.65
LONG TERM VACATION	237,489.39
	<hr/>
Total Provided for Long-Term Debt	265,310.04
	<hr/>
TOTAL ASSETS	<u><u>\$46,611,815.16</u></u>

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$260,906.52
ACCRUED ACCOUNTS PAYABLE	3,494.24
ACCRUED PAYROLL	291,600.00
UNITED WAY DEDUCTIONS	3,230.00
ACCRUED EMPLOYER 403(b) - UNDECIDED	28,358.69
ACCRUED 403B/MPERS EMPLOYER	7,408.80
ACCRUED LIABILITY-VACATION S/T	105,470.40

Total Current Liabilities	\$700,468.65
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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	\$109,126.27
DEFERRED REVENUE - PROPERTY TAX	5,924,918.00
FUND BALANCE - UNDESIGNATED	7,541,098.77
EXCESS REVENUE (SPENDING)	173,278.95

Total Fund Balance	\$13,748,421.99
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Total Fund Equity	\$45,646,036.47
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TOTAL LIABILITIES AND FUND EQUITY	\$46,611,815.16
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Ann Arbor District Library

Rollforward of undesignated fund balance For the Period Ending November 30, 2010

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,660,509	\$ 7,621,282
Total revenues	1,024,329	5,131,200
Expenditures:		
Operating	(978,563)	(4,955,360)
Capital outlays	-	(2,561)
(Increase) decrease in encumbrances	<u>8,103</u>	<u>(80,183)</u>
Ending surplus (deficit)	<u><u>\$ 7,714,378</u></u>	<u><u>\$ 7,714,378</u></u>

Ann Arbor District Library

Monthly and year-to-date cash rollforward For Period ending November 30, 2010

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Monthly rollforward					
Commercial checking	\$ 11,562	\$ 12,220	\$ (335,613)	\$ 350,000	\$ 38,169
Payroll	5,759	-	(433,312)	433,117	5,564
Petty cash	2,000	-	-	-	2,000
Savings	9,411,973	203,677	(47,415)	(783,117)	8,785,118
Investments - Bank of Ann Arbor	3,227,685	3,262	-	-	3,230,947
Investments - United Bank and Trust	1,751,676	-	-	-	1,751,676
Westerman Fund	41,319	4	-	-	41,323
Shafer Fund	10,441	1	-	-	10,442
Holtrey Fund	330,082	83	-	-	330,165
Keniston Fund	30,212	5	-	-	30,217
WLBPD	36,760	3	-	-	36,763
	<u>\$ 14,859,469</u>	<u>\$ 219,255</u>	<u>\$ (816,340)</u>	<u>\$ -</u>	<u>\$ 14,262,384</u>
Year-to-date rollforward					
Commercial checking	\$ 8,758	\$ 51,871	\$ (2,497,460)	\$ 2,475,000	\$ 38,169
Payroll	231,223	22	(2,411,344)	2,185,663	5,564
Petty cash	2,000	-	-	-	2,000
Savings	2,383,414	11,337,165	(274,798)	(4,660,663)	8,785,118
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	17	-	-	41,323
Shafer Fund	10,438	4	-	-	10,442
Holtrey Fund	329,955	210	-	-	330,165
Keniston Fund	30,204	13	-	-	30,217
WLBPD	36,493	270	-	-	36,763
	<u>\$ 8,030,970</u>	<u>\$ 11,415,016</u>	<u>\$ (5,183,602)</u>	<u>\$ -</u>	<u>\$ 14,262,384</u>

System: 12/13/2010 10:19:27 AM
 Jser Date: 12/13/2010

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	11/1/2010
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
040618	3MCENT	3M	11/23/2010	CHECK	PMCHK00001330	\$1,087.80
040598	AGRSER	A GROWING SERVICE LLC	11/17/2010	CHECK	PMCHK00001329	\$340.00
040587	AFTDEL	AFTERNOON DELIGHT	11/12/2010	CHECK	PMCHK00001328	\$159.80
040599	ALEBOR	ALEX BORSTEIN	11/17/2010	CHECK	PMCHK00001329	\$500.00
040571	ALLMOR	ALLISON MORRIS	11/10/2010	CHECK	PMCHK00001327	\$49.70
040515	ALTCOM	ALTURA COMMUNICATION SOLUTIONS	11/1/2010	CHECK	PMCHK00001324	\$220.00
040619	ALTCOM	ALTURA COMMUNICATION SOLUTIONS	11/23/2010	CHECK	PMCHK00001330	\$275.00
040600	AMEX	AMERICAN EXPRESS	11/17/2010	CHECK	PMCHK00001329	\$65,062.01
040620	ANDOFF	ANDREWS OFFICE WAREHOUSE	11/23/2010	CHECK	PMCHK00001330	\$343.36
040572	ANNARB	ANN ARBOR OBSERVER	11/10/2010	CHECK	PMCHK00001327	\$1,638.90
040597	AANEWS	ANN ARBOR.COM	11/17/2010	CHECK	PMCHK00001329	\$1,246.20
040601	ANURAJ	ANUJA RAJENDRA	11/17/2010	CHECK	PMCHK00001329	\$100.00
040516	ARBSPR	ARBOR SPRING WATER CO.	11/1/2010	CHECK	PMCHK00001324	\$43.40
040517	ARMCLE	ARMEN CLEANERS	11/1/2010	CHECK	PMCHK00001324	\$19.90
040592	SBC	AT&T	11/12/2010	CHECK	PMCHK00001328	\$3.89
040652	ATTMOB	AT&T MOBILITY	11/30/2010	CHECK	PMCHK00001331	\$1,476.94
040570	ATTWIR	AT&T WIRELESS	11/2/2010	CHECK	PMCHK00001326	\$797.00
040593	SBC-PHONEBOOK	AT	11/12/2010	CHECK	PMCHK00001328	\$250.90
040518	AUEDI	AUDIO EDITIONS	11/1/2010	CHECK	PMCHK00001324	\$11.66
040573	AUTRES	AUTOMATED RESOURCE MGMT, INC.	11/10/2010	CHECK	PMCHK00001327	\$492.10
040602	BADAXE	BAD AXE AREA DISTRICT LIBRARY	11/17/2010	CHECK	PMCHK00001329	\$4.75
040621	BANCOF	BANC OF AMERICA LEASING	11/23/2010	CHECK	PMCHK00001330	\$674.00
040622	BANCOFAMER	BANC OF AMERICA LEASING	11/23/2010	CHECK	PMCHK00001330	\$694.00
040519	BANOFAA	BANK OF ANN ARBOR	11/1/2010	CHECK	PMCHK00001324	\$122.50
040574	BETMAN	BETH MANUEL	11/10/2010	CHECK	PMCHK00001327	\$44.70
040653	BETBEC	BETSY BECKERMAN	11/30/2010	CHECK	PMCHK00001331	\$725.00
040520	BLAAUD	BLACKSTONE AUDIO BOOKS	11/1/2010	CHECK	PMCHK00001324	\$439.00
040623	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	11/23/2010	CHECK	PMCHK00001330	\$34,333.20
040624	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	11/23/2010	CHECK	PMCHK00001330	\$9,939.13
040521	BOOWHO	BOOK WHOLESALERS, INC.	11/1/2010	CHECK	PMCHK00001324	\$309.04
040522	BORBOO	BORDERS INC.	11/1/2010	CHECK	PMCHK00001324	\$122.22
040603	BP	BP	11/17/2010	CHECK	PMCHK00001329	\$242.97
040604	BREWER	BREWER'S	11/17/2010	CHECK	PMCHK00001329	\$321.92
040523	BRIAUD	BRILLIANCE AUDIO, INC.	11/1/2010	CHECK	PMCHK00001324	\$598.64
040525	BUSVAL	BUSCH'S, INC.	11/1/2010	CHECK	PMCHK00001324	\$189.41
040588	BUSVAL	BUSCH'S, INC.	11/12/2010	CHECK	PMCHK00001328	\$186.69
040524	BUSCAR	BUSINESS CARD	11/1/2010	CHECK	PMCHK00001324	\$4,902.17
040605	CARBRO	CARPENTER BROS.	11/17/2010	CHECK	PMCHK00001329	\$32.97
040526	CDW-G	CDW GOVERNMENT, INC.	11/1/2010	CHECK	PMCHK00001324	\$8,104.44
040575	CELCHO	CELESTE CHOATE	11/10/2010	CHECK	PMCHK00001327	\$41.00
040527	CEASIAN	CENTER FOR ASIAN AMERICAN MEDI	11/1/2010	CHECK	PMCHK00001324	\$55.00
040528	CENPOI	CENTER POINT PUBLISHING	11/1/2010	CHECK	PMCHK00001324	\$225.93
040589	CINCOR	CINTAS CORPORATION	11/12/2010	CHECK	PMCHK00001328	\$1,408.06
040625	CITOF1	CITY OF ANN ARBOR TREASURER	11/23/2010	CHECK	PMCHK00001330	\$2,571.01
040654	CLABEL	CLASSICAL BELLS	11/30/2010	CHECK	PMCHK00001331	\$800.00
040530	COMCAS	COMCAST	11/1/2010	CHECK	PMCHK00001324	\$114.59
040606	COMCAS	COMCAST	11/17/2010	CHECK	PMCHK00001329	\$30.74
040529	COMALLW	COMPUTER ALLEY WEST	11/1/2010	CHECK	PMCHK00001324	\$93.00
040626	COMALLW	COMPUTER ALLEY WEST	11/23/2010	CHECK	PMCHK00001330	\$254.90
040531	DARWEL	DARLA WELSHONS	11/1/2010	CHECK	PMCHK00001324	\$70.00
040532	DAVGOF	DAVID GOFF	11/1/2010	CHECK	PMCHK00001324	\$30.95
040607	DAVSMA	DAVID SMALL	11/17/2010	CHECK	PMCHK00001329	\$800.00
040533	DEMCO	DEMCO	11/1/2010	CHECK	PMCHK00001324	\$2,382.15
040655	DIADUD	DIANE DUDLEY	11/30/2010	CHECK	PMCHK00001331	\$100.00
040627	DICBLI	DICK BLICK	11/23/2010	CHECK	PMCHK00001330	\$203.35
040534	DISPAP	DISCOUNT PAPER PRODUCTS, INC.	11/1/2010	CHECK	PMCHK00001324	\$1,362.50
040628	DTEENE	DTE ENERGY	11/23/2010	CHECK	PMCHK00001330	\$28,696.79

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
040535	EASENG	EASY ENGLISH NEWS	11/1/2010	CHECK	PMCHK00001324	\$17.50
040629	ELILAW	ELITE LAWN & LANDSCAPE, INC.	11/23/2010	CHECK	PMCHK00001330	\$5,103.24
040536	FORFRA	FORMAT FRAMING	11/1/2010	CHECK	PMCHK00001324	\$196.38
040537	FOXTEN	FOX TENT & AWNING COMPANY	11/1/2010	CHECK	PMCHK00001324	\$1,099.80
040538	FRIBUS	FRIENDS BUSINESS SOURCE	11/1/2010	CHECK	PMCHK00001324	\$1,391.60
040539	FRIOF	FRIENDS OF THE ANN ARBOR	11/1/2010	CHECK	PMCHK00001324	\$947.75
040561	THOGAL	GALE	11/1/2010	CHECK	PMCHK00001324	\$674.16
040630	GAYBRO	GAYLORD BROS.	11/23/2010	CHECK	PMCHK00001330	\$1,680.00
040567	WWGRAI	GRAINGER	11/1/2010	CHECK	PMCHK00001324	\$543.56
040590	GRELAK2	GREAT LAKES AUTOMATIC DOOR, IN	11/12/2010	CHECK	PMCHK00001328	\$156.98
040656	FIRMAR	GREEN ROAD ASSOCIATES, LP	11/30/2010	CHECK	PMCHK00001331	\$2,916.67
040631	HDSUPP	HD SUPPLY FACILITIES MAINTENAN	11/23/2010	CHECK	PMCHK00001330	\$1,017.54
040608	HOUBUR	HOUSING BUREAU FOR SENIORS	11/17/2010	CHECK	PMCHK00001329	\$160.00
040609	ILDPOR	ILDIKO PORTER-SZUCS	11/17/2010	CHECK	PMCHK00001329	\$100.00
040610	IMADAT	IMAGE DATA CONVERSION, LLC	11/17/2010	CHECK	PMCHK00001329	\$1,994.41
040540	INGLIB	INGRAM LIBRARY SERVICES INC.	11/1/2010	CHECK	PMCHK00001324	\$127.47
040541	JAMCRA	JAMES W. CRAVEN	11/1/2010	CHECK	PMCHK00001324	\$1,994.00
040657	JANKRI	JAN KRIST	11/30/2010	CHECK	PMCHK00001331	\$300.00
040611	JIMOTT	JIM OTTAVIANI	11/17/2010	CHECK	PMCHK00001329	\$100.00
040542	KATBRA	KATHY BRADY	11/1/2010	CHECK	PMCHK00001324	\$100.00
040576	KATCHY	KATIE CHYNOWETH	11/10/2010	CHECK	PMCHK00001327	\$43.80
040612	KIMHOLM	KIM HOLM	11/17/2010	CHECK	PMCHK00001329	\$100.00
040591	LAURAY	LAURA RAYNOR	11/12/2010	CHECK	PMCHK00001328	\$80.00
040543	LEACEN	LEARNING CENTER	11/1/2010	CHECK	PMCHK00001324	\$177.00
040632	LEACEN	LEARNING CENTER	11/23/2010	CHECK	PMCHK00001330	\$428.00
040577	LUCROE	LUCY ROEHRIG	11/10/2010	CHECK	PMCHK00001327	\$69.91
040637	NEOPOS	MAIL FINANCE, INC.	11/23/2010	CHECK	PMCHK00001330	\$226.29
040544	MCNMCK	MCNAUGHTON-MCKAY	11/1/2010	CHECK	PMCHK00001324	\$48.00
040578	MEGBAT	MEAGHAN BATTLE	11/10/2010	CHECK	PMCHK00001327	\$50.00
040633	MASCOM	MEDCO SUPPLY COMPANY	11/23/2010	CHECK	PMCHK00001330	\$43.65
040634	METCOM	METCOM	11/23/2010	CHECK	PMCHK00001330	\$68.75
040635	METLIFE	METLIFE SBC	11/23/2010	CHECK	PMCHK00001330	\$6,492.82
040636	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	11/23/2010	CHECK	PMCHK00001330	\$910.15
040545	MILFIL	MILESTONE FILM & VIDEO	11/1/2010	CHECK	PMCHK00001324	\$200.00
040579	MPSERS	MPSERS	11/10/2010	CHECK	PMCHK00001327	\$17,254.67
040613	MYSANT	MYSTERIOUS ANT PRODUCTIONS	11/17/2010	CHECK	PMCHK00001329	\$500.00
040546	NEWDAY	NEW DAY FILMS	11/1/2010	CHECK	PMCHK00001324	\$347.50
040638	NEXCOM	NEXTEL COMMUNICATIONS	11/23/2010	CHECK	PMCHK00001330	\$357.08
040547	NUWAVE	NUWAVE AQUARIUMS	11/1/2010	CHECK	PMCHK00001324	\$441.00
040548	OFFDEP	OFFICE DEPOT, INC.	11/1/2010	CHECK	PMCHK00001324	\$757.58
040549	PACMEC	PACE MECHANICAL SERVICES, INC.	11/1/2010	CHECK	PMCHK00001324	\$21,615.00
040639	PARAVE	PARK AVENUE LIGHTING	11/23/2010	CHECK	PMCHK00001330	\$111.68
040580	PHISTE	PHILIP & ERIN STEAD	11/10/2010	CHECK	PMCHK00001327	\$200.00
040581	PIOJAN	PIONEER JANITORIAL SERVICE	11/10/2010	CHECK	PMCHK00001327	\$10,442.85
040640	PITCHA	PITTSFIELD CHARTER TOWNSHIP	11/23/2010	CHECK	PMCHK00001330	\$748.87
040551	PREPRI	PRECISION PRINTER SERVICES, IN	11/1/2010	CHECK	PMCHK00001324	\$299.85
040642	PRITEC	PRINT TECH INC.	11/23/2010	CHECK	PMCHK00001330	\$2,847.87
040550	PALENV	PRINTLINK-PALMER	11/1/2010	CHECK	PMCHK00001324	\$200.51
040641	PRIORITY	PRIORITY HEALTH	11/23/2010	CHECK	PMCHK00001330	\$20,371.62
040582	RACYAN	RACHEL YANIKOGLU	11/10/2010	CHECK	PMCHK00001327	\$48.25
* 040552	RECBOO	RECORDED BOOKS, INC.	11/1/2010	CHECK	PMCHK00001324	\$2,633.84
040569	RECBOO	RECORDED BOOKS, INC.	11/2/2010	CHECK	PMCHK00001325	\$3,233.84
040643	REHROB	REHMANN ROBSON	11/23/2010	CHECK	PMCHK00001330	\$1,500.00
040553	RENUPH	RENDEL'S UPHOLSTERING & INTERI	11/1/2010	CHECK	PMCHK00001324	\$90.80
040554	RICBUS	RICOH AMERICAS CORP	11/1/2010	CHECK	PMCHK00001324	\$1,170.07
040644	RICBUS	RICOH AMERICAS CORP	11/23/2010	CHECK	PMCHK00001330	\$817.52
040645	RTI	RTI	11/23/2010	CHECK	PMCHK00001330	\$949.90
040658	SARKEL	SARA MELTON KELLER	11/30/2010	CHECK	PMCHK00001331	\$775.00
040555	SCHELE	SCHINDLER ELEVATOR CORPORATION	11/1/2010	CHECK	PMCHK00001324	\$397.00
040646	SCHELE	SCHINDLER ELEVATOR CORPORATION	11/23/2010	CHECK	PMCHK00001330	\$521.15
040556	SELAUTO	SELECT AUTO SERVICE	11/1/2010	CHECK	PMCHK00001324	\$786.71
040583	SERMAS	SERVICEMASTER CLEAN CARE	11/10/2010	CHECK	PMCHK00001327	\$4,373.00
040614	SERMAS	SERVICEMASTER CLEAN CARE	11/17/2010	CHECK	PMCHK00001329	\$4,373.00
040584	SHEAUG	SHERLONYA TURNER	11/10/2010	CHECK	PMCHK00001327	\$33.35

System: 12/13/2010 10:19:27 AM
 User Date: 12/13/2010

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 3
 User ID: NIEMANK

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
040557	STACBAR	STACY BARKER	11/1/2010	CHECK	PMCHK00001324	\$100.00
040558	STAHAR	STADIUM HARDWARE	11/1/2010	CHECK	PMCHK00001324	\$33.94
040659	STAHAR	STADIUM HARDWARE	11/30/2010	CHECK	PMCHK00001331	\$41.52
040660	STEOSE	STEVE OSBURN	11/30/2010	CHECK	PMCHK00001331	\$125.00
040615	SU-FEN	SU-FEN LIN	11/17/2010	CHECK	PMCHK00001329	\$100.00
040559	SUPERD	SUPER D	11/1/2010	CHECK	PMCHK00001324	\$1,310.39
040594	SUSHAR	SUSAN HARRISON	11/12/2010	CHECK	PMCHK00001328	\$9.99
040585	TDSMET	TDS METROCOM	11/10/2010	CHECK	PMCHK00001327	\$3,627.77
040560	THAELE	THALNER ELECTRONICS	11/1/2010	CHECK	PMCHK00001324	\$925.00
040586	TONBIC	TONIA BICKFORD	11/10/2010	CHECK	PMCHK00001327	\$33.05
040647	TRACSYS	TRACSYSTEMS	11/23/2010	CHECK	PMCHK00001330	\$1,360.00
040562	TSAFON	TSAI FONG BOOKS, INC.	11/1/2010	CHECK	PMCHK00001324	\$3,061.25
040563	ULINE	ULINE, INC.	11/1/2010	CHECK	PMCHK00001324	\$318.83
040649	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	11/23/2010	CHECK	PMCHK00001330	\$1,190.35
040564	UNIPAR	UNITED PARCEL SERVICE	11/1/2010	CHECK	PMCHK00001324	\$28.55
040616	UNIPAR	UNITED PARCEL SERVICE	11/17/2010	CHECK	PMCHK00001329	\$60.45
040648	UNIPAR	UNITED PARCEL SERVICE	11/23/2010	CHECK	PMCHK00001330	\$41.70
040661	UNIPAR	UNITED PARCEL SERVICE	11/30/2010	CHECK	PMCHK00001331	\$35.71
040595	UNISTA	UNITED STATES POSTAL SERVICES	11/12/2010	CHECK	PMCHK00001328	\$5,000.00
040650	UNUMPRO	UNUM LIFE INSURANCE	11/23/2010	CHECK	PMCHK00001330	\$2,855.67
040565	VICBRO	VICKI BROWNE	11/1/2010	CHECK	PMCHK00001324	\$70.91
040596	VOSLIG	VOSS LIGHTING	11/12/2010	CHECK	PMCHK00001328	\$180.00
040566	WASHNE	WASHTENAW NEWS COMPANY, INC.	11/1/2010	CHECK	PMCHK00001324	\$5,863.00
040617	WASMAN	WASTE MANAGEMENT OF MICHIGAN	11/17/2010	CHECK	PMCHK00001329	\$912.15
040662	WESENT	WESTGATE ENTERPRISES, LLC	11/30/2010	CHECK	PMCHK00001331	\$6,855.00
040568	XEROX	XEROX CORPORATION	11/1/2010	CHECK	PMCHK00001324	\$505.00
040651	XEROX	XEROX CORPORATION	11/23/2010	CHECK	PMCHK00001330	\$268.98
Total Checks: 148						Total Amount of Checks: \$335,384.59

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-321**

RESOLUTION OF APPRECIATION TO CAROLA STEARNS

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 December 20, 2010 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the Ann Arbor District Library Board would like to officially thank Carola Stearns for her two years and four months of outstanding service as an AADL Trustee.
- 2.) That the District Library Board would like to recognize Carola Stearns for her dedication, leadership, and commitment to the Library, community and staff.
- 3.) That all resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

DISTRICT LIBRARY BOARD

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

2009-2010 OFFICERS

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

ADMINISTRATION

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

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

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