



Ann Arbor District Library
Regular Meeting
Agenda

Monday, February 15, 2010

Published by Ann Arbor District Library

February 2010

S M T W T F S

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

March 2010

S M T W T F S

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

April 2010

S M T W T F S

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, February 15, 2010 at 6:00 p.m.
 Ann Arbor District Library, Fourth Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI

REGULAR MEETING AGENDA

- 10-143 I. CALL TO ORDER
- 10-144 II. ATTENDANCE
- 10-145 III. RECESS TO EXECUTIVE SESSION FOR DIRECTOR'S
EVALUATION
- 10-146 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- 10-147 V. APPROVAL OF AGENDA (pp 1-2)
(Item of action)
- 10-148 VI. APPROVAL OF MINUTES OF JANUARY 18, 2010
(pp 3-6)
(Item of action)
- 10-149 VII. CITIZENS' COMMENTS
- 10-150 VIII. FINANCIAL REPORT (pp 7-14)
- 10-151 IX. APPROVAL OF DISBURSEMENTS (pp 15-18)
(Item of action)
- 10-152 X. COMMITTEE REPORTS
- 10-153 A. BUDGET AND FINANCE COMMITTEE
- 10-154 B. EXECUTIVE COMMITTEE
- 10-155 C. STRATEGIC PLANNING COMMITTEE

- 10-156 XI. DIRECTOR'S REPORT (p 19)
- 10-157 XII. OLD BUSINESS
- 10-158 XIII. NEW BUSINESS
- 10-159 A. VOTE FOR EXECUTIVE SESSION AT THE MARCH
15, 2010 REGULAR BOARD MEETING FOR
DISCUSSION OF REAL ESTATE, DIRECTOR'S
EVALUATION, LABOR NEGOTIATIONS & OPINION
OF LEGAL COUNSEL
(Item of action)
Roll call vote
- 10-160 XIV. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JANUARY 18, 2010

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, JANUARY 18, 2010

10-129 I. CALL TO ORDER

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

10-130 II. ATTENDANCE

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

Absent: None

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

10-131 III. APPROVAL OF AGENDA
 (Item of action)

Trustee Surovell, supported by Trustee Murphy, moved to
 approve the agenda.

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

NAYS: None

Motion passed 7-0.

10-132 IV. APPROVAL OF MINUTES OF DECEMBER 21, 2009
 (Item of action)

Secretary Leary, supported by Treasurer Rosenthal, moved to
 approve the minutes of December 21, 2009.

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, JANUARY 18, 2010

10-136 VIII. COMMITTEE REPORTS

10-137 A. DIRECTOR'S EVALUATION COMMITTEE

President Head reported that the Director's Evaluation Committee had met. The committee discussed the evaluation process and decided to use a process similar to last years. Committee members are Secretary Leary, Trustee Stearns and President Head.

10-138 IX. DIRECTOR'S REPORT

Director Parker reported that the Ann Arbor News Archive move is almost complete.

Staff was given the opportunity to participate in the strategic planning process. Sixty staff members attended six discussion sessions led by the associate directors. Staff input will be communicated to the Board Strategic Planning Committee.

A new assistive technology lab was created in the Local History Room and the Local History collection was moved out to the second floor area.

Director Parker created and distributed a timeline of the Ann Arbor District Library Building Program from 1958 to January 2010.

10-139 X. OLD BUSINESS

10-127 A. DISCUSSION OF CITY OF ANN ARBOR "LIBRARY LOT" DEVELOPMENT

Director Parker introduced Mr. Roger Fraser, City Administrator.

Mr. Fraser outlined the City's RFP process for seeking development proposals for the surface of the "Library Lot". The seven proposals received will proceed through an interview process this week. The City will also be seeking a consultant to review the proposals as the City does not have in-house expertise to ascertain viability.

The Board engaged Mr. Fraser with numerous questions

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JANUARY 18, 2010

regarding the planning for this project. They expressed their concern of the lack of a master plan for the area.

Secretary Leary left the meeting at 7:50 p.m.

10-140 XI. NEW BUSINESS

- 10-141 A. VOTE FOR EXECUTIVE SESSION AT THE FEBRUARY 15, 2010 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE, DIRECTOR'S EVALUATION & OPINION OF LEGAL COUNSEL
 (Item of action)
 Roll call vote

Trustee Murphy, supported by Trustee Stearns, moved to hold an Executive Session at the February 15, 2010 regular Board meeting for discussion of real estate, director's evaluation, and opinion of legal counsel.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

10-142 XII. ADJOURNMENT

President Head adjourned the meeting at 7:55 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 January 18, 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 January 2010

Cash:

The unrestricted cash balance as of January 31, 2010 was \$11,486,059 down from \$12,392,701 in December.

Tax Receipts:

The Library has received tax receipts totaling \$11,277,123, 96% of the budgeted amount, as of January 31st.

Budget vs. Actual:

The Library showed an operating surplus of \$310,382 through January 31st. This gives the Library a positive fund balance of \$7,214,381 at the end of January, up from \$7,122,959 in December.

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 January:

Salaries, Wages and Taxes – Lump sum payments for merit increases were paid in July.

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

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

Communications – A payment for internet access was made in October.

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

ANN ARBOR DISTRICT LIBRARY
Operating
For the Seven Months Ending January 31, 2010

	<u>Actual</u>	<u>January Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$973,333	\$973,333		\$6,813,332	\$6,813,333	(\$1)
Penal Fines	22,917	22,917		160,419	160,417	2
Interest	6,147	18,333	(12,186)	75,231	128,333	(53,102)
Copiers	3,534	2,917	617	22,480	20,417	2,063
Grants/Memorials	10,449	7,500	2,949	66,858	52,500	14,358
Library Fines & Fees	37,570	37,500	70	255,583	262,500	(6,917)
Non-Resident Fees	1,650	1,667	(17)	9,538	11,667	(2,129)
Fund Balance Transfer		14,651	(14,651)		102,558	(102,558)
Total Revenue	\$1,055,600	\$1,078,818	(\$23,218)	\$7,403,441	\$7,551,725	(\$148,284)
Expenditures						
Salaries & Wages	486,894	491,250	(4,356)	3,442,667	3,438,750	3,917
Employee Benefits	138,811	139,833	(1,022)	907,456	978,833	(71,377)
Employment Taxes	36,718	37,500	(782)	257,394	262,500	(5,106)
Total Employment Cost	\$662,423	\$668,583	(\$6,160)	\$4,607,517	\$4,680,083	(\$72,566)
Custodial and Electrical	\$18,692	\$16,667	\$2,025	\$122,552	\$116,667	\$5,885
Accounting/Audit	1,125	1,125		7,875	7,875	
Legal	3,063	8,333	(5,270)	39,016	58,333	(19,317)
Purchased Services	2,908	11,083	(8,175)	71,561	77,583	(6,022)
Utilities	46,917	31,250	15,667	232,104	218,750	13,354
Property Insurance	7,065	7,500	(435)	49,455	52,500	(3,045)
Communications	17,778	12,833	4,945	122,500	89,833	32,667
Materials	123,280	152,833	(29,553)	983,992	1,069,833	(85,841)
Software Licenses/Maintenanc	1,834	15,833	(13,999)	100,378	110,833	(10,455)
Building Rental	6,855	14,417	(7,562)	63,366	100,917	(37,551)
Seminars/Conferences/Travel	2,245	4,083	(1,838)	13,835	28,583	(14,748)
Copier Expense	3,286	5,500	(2,214)	31,147	38,500	(7,353)
Library Programming	22,988	24,250	(1,262)	151,501	169,750	(18,249)
Grants/Memorials	2,333	7,500	(5,167)	41,291	52,500	(11,209)
Supplies	24,407	14,250	10,157	104,599	99,750	4,849
Repairs and Maintenance	18,956	23,675	(4,719)	131,425	165,725	(34,300)
Postage	5,141	2,083	3,058	15,924	14,583	1,341
Lcards/Circ Cards	3,553	6,625	(3,072)	29,622	46,375	(16,753)
Other Operating Expenditures	975	14,325	(13,350)	11,563	100,275	(88,712)
Total Operating Expense	\$313,401	\$374,165	(\$60,764)	\$2,323,706	\$2,619,165	(\$295,459)
Capital Outlays	\$11,625	\$36,068	(\$24,443)	\$161,836	\$252,475	(\$90,639)
Total Expenditures	\$987,449	\$1,078,816	(\$91,367)	\$7,093,059	\$7,551,723	(\$458,664)
Net	\$68,151	\$2	\$68,149	\$310,382	\$2	\$310,380

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Seven Months Ending January 31, 2010

	<u>Actual</u>	<u>January Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$10,449	\$7,500	\$2,949	\$66,858	\$52,500	\$14,358
Total Revenue	<u>\$10,449</u>	<u>\$7,500</u>	<u>\$2,949</u>	<u>\$66,858</u>	<u>\$52,500</u>	<u>\$14,358</u>
Expenditures						
Materials				8,135		8,135
Library Programming	2,333	7,500	(5,167)	21,992	52,500	(30,508)
Supplies				66		66
Other Operating Expenditures				3,654		3,654
Total Operating Expense	<u>\$2,333</u>	<u>\$7,500</u>	<u>(\$5,167)</u>	<u>\$33,847</u>	<u>\$52,500</u>	<u>(\$18,653)</u>
Total Expenditures	<u>\$2,333</u>	<u>\$7,500</u>	<u>(\$5,167)</u>	<u>\$33,847</u>	<u>\$52,500</u>	<u>(\$18,653)</u>
Net	<u>\$8,116</u>		<u>\$8,116</u>	<u>\$33,011</u>		<u>\$33,011</u>

ANN ARBOR DISTRICT LIBRARY
Friends of the Library
For the Seven Months Ending January 31, 2010

	<u>Actual</u>	<u>January Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$50,000	\$52,500	(\$2,500)
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>	<u>\$50,000</u>	<u>\$52,500</u>	<u>(\$2,500)</u>
Expenditures						
Materials				7,658		7,658
Library Programming	2,333	7,500	(5,167)	22,387	52,500	(30,113)
Supplies				66		66
Other Operating Expenditures				<u>3,654</u>		<u>3,654</u>
Total Operating Expense	<u>\$2,333</u>	<u>\$7,500</u>	<u>(\$5,167)</u>	<u>\$33,765</u>	<u>\$52,500</u>	<u>(\$18,735)</u>
Total Expenditures	<u>\$2,333</u>	<u>\$7,500</u>	<u>(\$5,167)</u>	<u>\$33,765</u>	<u>\$52,500</u>	<u>(\$18,735)</u>
Net	<u>(\$2,333)</u>		<u>(\$2,333)</u>	<u>\$16,235</u>		<u>\$16,235</u>

Balance Sheet

ASSETS

As of 1/31/2010

Current Assets:

Cash	
CASH-COMMERCIAL CHECKING	\$25,803.32
CASH-PAYROLL	5,744.43
HOLTREY FUND	329,670.39
CASH-SAVINGS	6,581,346.00
KENISTON FUND	30,190.90
SHAFER FUND	10,433.01
WESTERMAN FUND	41,287.16
PETTY CASH	2,000.00
WLBDP ACCOUNT	36,476.92
	<hr/>
Total Cash	\$7,062,952.13
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,164,261.06
UNITED BANK AND TRUST INVESTMENT	1,706,820.32
	<hr/>
Total Investments	\$4,871,081.38
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$160,419.00
	<hr/>
Total Accounts Receivable	\$160,419.00
Property Taxes Receivable	
	<hr/>
Total Property Taxes Receivable	\$0.00
Prepaid Expenses	
PRE-PAID INSURANCE	\$149,119.00
	<hr/>
Total Prepaid Expenses	\$149,119.00
	<hr/>
Total Current Assets	\$12,243,571.51

Capital Assets:

BUILDINGS	\$25,680,812.53
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	429,948.00
COMMUNICATIONS EQUIPMENT	429,943.00
BUSINESS MACHINES	167,642.00
COMPUTER EQUIPMENT	1,274,136.66
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	41,451.00
FURNITURE & FIXTURES	1,293,876.00
VEHICLES	183,256.00
	<hr/>
Total Capital Assets	\$31,651,316.01
<u>Amount Provided for Long-Term Debt:</u>	
LONG TERM SICK	\$29,436.09
LONG TERM VACATION	222,835.48
	<hr/>
Total Provided for Long-Term Debt	252,271.57
	<hr/>

TOTAL ASSETS

\$44,147,159.09

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$42,999.93
ACCRUED ACCOUNTS PAYABLE	74,147.53
ACCRUED PAYROLL	143,000.00
UNITED WAY DEDUCTIONS	1,760.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	11,986.90
ACCRUED EMPLOYER 403(b) - UNDECIDED	33,750.41
ACCRUED 403B/MPSERS EMPLOYER	19,801.16
ACCRUED LIABILITY-VACATION S/T	120,291.32

Total Current Liabilities	\$447,737.25
---------------------------	--------------

Long-Term Liabilities:

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

Total Long-Term Liabilities	252,271.57
-----------------------------	------------

Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$31,651,316.01
-----------------------------	-----------------

Fund Balance:

RESERVE-ENCUMBRANCES	\$158,469.56
DEFERRED REVENUE - PROPERTY TAX	4,422,983.00
FUND BALANCE - UNDESIGNATED	6,903,999.84
EXCESS REVENUE (SPENDING)	310,381.86

Total Fund Balance	\$11,795,834.26
--------------------	-----------------

Total Fund Equity	\$43,447,150.27
-------------------	-----------------

TOTAL LIABILITIES AND FUND EQUITY	\$44,147,159.09
-----------------------------------	-----------------

Ann Arbor District Library

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

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,122,959	\$ 7,021,169
Total revenues	1,055,600	7,403,441
Expenditures:		
Operating	(975,823)	(6,931,223)
Capital outlays	(11,625)	(161,836)
(Increase) decrease in encumbrances	<u>23,270</u>	<u>(117,170)</u>
Ending surplus (deficit)	<u>\$ 7,214,381</u>	<u>\$ 7,214,381</u>

Ann Arbor District Library

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

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Monthly rollforward					
Commercial checking	\$ 15,052	\$ 11,246	\$ (600,495)	\$ 600,000	\$ 25,803
Payroll	5,711	7	(455,223)	455,249	5,744
Petty cash	2,000	-	-	-	2,000
Savings	7,501,964	176,608	(41,977)	(1,055,249)	6,581,346
Investments - Bank of Ann Arbor	3,161,154	3,107	-	-	3,164,261
Investments - United Bank and Trust	1,706,820	-	-	-	1,706,820
Westerman Fund	41,072	215	-	-	41,287
Shafer Fund	10,430	3	-	-	10,433
Holtrey Fund	329,506	164	-	-	329,670
Keniston Fund	30,179	12	-	-	30,191
WLBPD	36,473	4	-	-	36,477
	<u>\$ 12,840,361</u>	<u>\$ 191,366</u>	<u>\$ (1,097,695)</u>	<u>\$ -</u>	<u>\$ 11,934,032</u>

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Year-to-date rollforward					
Commercial checking	\$ 22,267	\$ 71,949	\$ (3,843,413)	\$ 3,775,000	\$ 25,803
Payroll	5,590	1,394	(3,657,529)	3,656,289	5,744
Petty cash	1,900	-	-	100	2,000
Savings	2,295,585	12,056,545	(339,395)	(7,431,389)	6,581,346
Investments - Bank of Ann Arbor	3,124,858	39,403	-	-	3,164,261
Investments - United Bank and Trust	1,699,026	7,794	-	-	1,706,820
Westerman Fund	40,379	908	-	-	41,287
Shafer Fund	10,420	13	-	-	10,433
Holtrey Fund	329,163	507	-	-	329,670
Keniston Fund	30,153	38	-	-	30,191
WLBPD	36,053	424	-	-	36,477
	<u>\$ 7,595,394</u>	<u>\$ 12,178,975</u>	<u>\$ (7,840,337)</u>	<u>\$ -</u>	<u>\$ 11,934,032</u>

Ranges: From: To: From: To:
 Check Number First Last Check Date 1/1/2010 1/31/2010
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
038702	3M	3M COMPANY	1/7/2010	CHECK	PMCHK00001241	\$20,037.10
038806	3M	3M COMPANY	1/22/2010	CHECK	PMCHK00001247	\$530.12
038807	AGRSER	A GROWING SERVICE LLC	1/22/2010	CHECK	PMCHK00001247	\$340.00
038725	ADTSEC	ADT SECURITY SERVICES	1/18/2010	CHECK	PMCHK00001245	\$784.93
038843	ADTSEC	ADT SECURITY SERVICES	1/27/2010	CHECK	PMCHK00001248	\$2,397.45
038717	AFTDEL	AFTERNOON DELIGHT	1/18/2010	CHECK	PMCHK00001244	\$129.40
038769	ALBIONC	ALBION COLLEGE LIBRARY	1/19/2010	CHECK	PMCHK00001246	\$66.90
038668	AMACOM	AMAZON.COM CREDIT PLAN	1/4/2010	CHECK	PMCHK00001240	\$1,395.22
038703	AMEX	AMERICAN EXPRESS	1/7/2010	CHECK	PMCHK00001241	\$41,734.78
038726	AMEINT2	AMERICAN INTERIORS	1/18/2010	CHECK	PMCHK00001245	\$2,317.86
038704	ANNARB	ANN ARBOR OBSERVER	1/7/2010	CHECK	PMCHK00001241	\$3,277.80
038724	AASCH	ANN ARBOR PUBLIC SCHOOLS	1/18/2010	CHECK	PMCHK00001245	\$1,718.79
038722	AAYOUTH	ANN ARBOR YOUTH CHORALE	1/18/2010	CHECK	PMCHK00001244	\$250.00
038723	AANEWS	ANN ARBOR.COM	1/18/2010	CHECK	PMCHK00001245	\$1,649.54
038768	AANEW1	ANNARBOR.COM	1/19/2010	CHECK	PMCHK00001246	\$216.00
038808	ANURAJ	ANUJA RAJENDRA	1/22/2010	CHECK	PMCHK00001247	\$100.00
038809	ARATOP	ARA TOPOUZIAN	1/22/2010	CHECK	PMCHK00001247	\$300.00
038705	ARBSPR	ARBOR SPRING WATER CO.	1/7/2010	CHECK	PMCHK00001241	\$80.00
038716	ARKITE	ARKITEKTURA IN-SITE	1/13/2010	CHECK	PMCHK00001243	\$285.00
038718	ARKITE	ARKITEKTURA IN-SITE	1/18/2010	CHECK	PMCHK00001244	\$187.00
038691	SBC	AT&T	1/4/2010	CHECK	PMCHK00001240	\$417.17
038712	SBC	AT&T	1/7/2010	CHECK	PMCHK00001241	\$520.34
038727	ATT	AT&T	1/18/2010	CHECK	PMCHK00001245	\$76.66
038810	ATT	AT&T	1/22/2010	CHECK	PMCHK00001247	\$249.04
038836	SBC	AT&T	1/22/2010	CHECK	PMCHK00001247	\$11,539.20
038811	ATTMOB	AT&T MOBILITY	1/22/2010	CHECK	PMCHK00001247	\$1,346.18
038728	AUTRES	AUTOMATED RESOURCE MGMT, INC.	1/18/2010	CHECK	PMCHK00001245	\$676.75
038844	AUTRES	AUTOMATED RESOURCE MGMT, INC.	1/27/2010	CHECK	PMCHK00001248	\$985.50
038812	AZISPU	AZ IS PUBLISHING	1/22/2010	CHECK	PMCHK00001247	\$11.95
038669	B&H	B&H	1/4/2010	CHECK	PMCHK00001240	\$602.70
038770	BAKCOLO	BAKER COLLEGE OF OWOSSO	1/19/2010	CHECK	PMCHK00001246	\$27.95
038845	BANCOF	BANC OF AMERICA LEASING	1/27/2010	CHECK	PMCHK00001248	\$674.00
038846	BANCOFAMER	BANC OF AMERICA LEASING	1/27/2010	CHECK	PMCHK00001248	\$694.00
038729	BANOFAA	BANK OF ANN ARBOR	1/18/2010	CHECK	PMCHK00001245	\$122.50
038771	BARRON	BARRON'S	1/19/2010	CHECK	PMCHK00001246	\$299.00
038772	BBCAUD	BBC AUDIOBOOKS AMERICA	1/19/2010	CHECK	PMCHK00001246	\$2,793.43
038670	BETBEC	BETSY BECKERMAN	1/4/2010	CHECK	PMCHK00001240	\$625.00
038813	BETBEC	BETSY BECKERMAN	1/22/2010	CHECK	PMCHK00001247	\$600.00
038773	BLAAUD	BLACKSTONE AUDIO BOOKS	1/19/2010	CHECK	PMCHK00001246	\$360.00
038847	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	1/27/2010	CHECK	PMCHK00001248	\$37,067.60
038671	BOOWHO	BOOK WHOLESALERS, INC.	1/4/2010	CHECK	PMCHK00001240	\$139.22
038672	BORBOO	BORDERS INC.	1/4/2010	CHECK	PMCHK00001240	\$65.86
038814	BORBOO	BORDERS INC.	1/22/2010	CHECK	PMCHK00001247	\$43.91
038815	BP	BP	1/22/2010	CHECK	PMCHK00001247	\$224.60
038730	BREWER	BREWER'S	1/18/2010	CHECK	PMCHK00001245	\$296.62
038673	BRIAUD	BRILLIANCE AUDIO, INC.	1/4/2010	CHECK	PMCHK00001240	\$255.11
038774	BRIAUD	BRILLIANCE AUDIO, INC.	1/19/2010	CHECK	PMCHK00001246	\$757.24
038674	BRODCO	BRODART CO.	1/4/2010	CHECK	PMCHK00001240	\$1,203.07
038816	BRODCO	BRODART CO.	1/22/2010	CHECK	PMCHK00001247	\$748.44
038731	BUSVAL	BUSCH'S, INC.	1/18/2010	CHECK	PMCHK00001245	\$549.29
038675	BUSCAR	BUSINESS CARD	1/4/2010	CHECK	PMCHK00001240	\$1,698.42
038817	CARBRO	CARPENTER BROS.	1/22/2010	CHECK	PMCHK00001247	\$5.98
038818	CCH	CCH INCORPORATED	1/22/2010	CHECK	PMCHK00001247	\$318.52
038775	CDBABY	CD BABY	1/19/2010	CHECK	PMCHK00001246	\$561.21
038676	CDW-G	CDW GOVERNMENT, INC.	1/4/2010	CHECK	PMCHK00001240	\$5,188.56
038732	CDW-G	CDW GOVERNMENT, INC.	1/18/2010	CHECK	PMCHK00001245	\$9,397.23
038799	THOLEA	CENGAGE LEARNING	1/19/2010	CHECK	PMCHK00001246	\$28.54

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
038859	THOLEA	CENGAGE LEARNING	1/27/2010	CHECK	PMCHK00001248	\$250.82
038677	CENPOI	CENTER POINT PUBLISHING	1/4/2010	CHECK	PMCHK00001240	\$122.82
038848	CHISPR	CHINA SPROUT, INC.	1/27/2010	CHECK	PMCHK00001248	\$2,124.72
038804	CINCOR	CINTAS CORPORATION	1/19/2010	CHECK	PMCHK00001246	\$910.46
038714	CITOF1	CITY OF ANN ARBOR TREASURER	1/8/2010	CHECK	PMCHK00001242	\$2,839.06
038819	CITOF1	CITY OF ANN ARBOR TREASURER	1/22/2010	CHECK	PMCHK00001247	\$267.00
038849	CITOF1	CITY OF ANN ARBOR TREASURER	1/27/2010	CHECK	PMCHK00001248	\$797.78
038767	COLUNI	COLUMBIA UNIVERSITY PRESS	1/18/2010	CHECK	PMCHK00001245	\$1,491.00
038706	COMCAS	COMCAST	1/7/2010	CHECK	PMCHK00001241	\$271.04
038678	COMSPO	COMCASTSPOTLIGHT	1/4/2010	CHECK	PMCHK00001240	\$5,503.00
038733	COMSPO	COMCASTSPOTLIGHT	1/18/2010	CHECK	PMCHK00001245	\$3,803.00
038715	COMALLW	COMPUTER ALLEY WEST	1/8/2010	CHECK	PMCHK00001242	\$290.00
038820	COMALLW	COMPUTER ALLEY WEST	1/22/2010	CHECK	PMCHK00001247	\$111.00
038719	DAVDAV	DAVID E. DAVIS	1/18/2010	CHECK	PMCHK00001244	\$100.00
038734	DAVMCM	DAVID MCMILLIAN	1/18/2010	CHECK	PMCHK00001245	\$70.00
038679	DEAFCAN	DEAF C.A.N.	1/4/2010	CHECK	PMCHK00001240	\$116.34
038735	DEBABB	DEBRA ABBEG	1/18/2010	CHECK	PMCHK00001245	\$54.70
038776	DELTATWP	DELTA TWP DISTRICT LIBRARY	1/19/2010	CHECK	PMCHK00001246	\$15.00
038680	DEMCO	DEMCO	1/4/2010	CHECK	PMCHK00001240	\$41.91
038777	DONSOF	DON'S SOFT TOUCH AUTO WASH INC	1/19/2010	CHECK	PMCHK00001246	\$8.00
038778	EASTPOINTE	EASTPOINTE MEMORIAL LIBRARY	1/19/2010	CHECK	PMCHK00001246	\$29.00
038779	EDCEDU	EDC EDUCATIONAL SERVICE USBORN	1/19/2010	CHECK	PMCHK00001246	\$659.40
038681	EDIWOW	EDIBLE WOW	1/4/2010	CHECK	PMCHK00001240	\$28.00
038720	ELINEI	ELI NEIBURGER	1/18/2010	CHECK	PMCHK00001244	\$714.98
038821	ELILAW	ELITE LAWN & LANDSCAPE, INC.	1/22/2010	CHECK	PMCHK00001247	\$5,010.74
038822	FILIDE	FILM IDEAS, INC.	1/22/2010	CHECK	PMCHK00001247	\$199.75
038780	FLATPLB	FLAT RIVER COMMUNITY LIBRARY	1/19/2010	CHECK	PMCHK00001246	\$15.00
038666	FOXTEN	FOX TENT & AWNING COMPANY	1/4/2010	CHECK	PMCHK00001239	\$668.20
038707	FRIOF	FRIENDS OF THE ANN ARBOR	1/7/2010	CHECK	PMCHK00001241	\$956.50
038798	THOGAL	GALE	1/19/2010	CHECK	PMCHK00001246	\$1,938.38
038823	GAYBRO	GAYLORD BROS.	1/22/2010	CHECK	PMCHK00001247	\$221.37
038736	GLOEQU	GLOBAL EQUIPMENT CO.	1/18/2010	CHECK	PMCHK00001245	\$158.83
038766	WWGRAI	GRAINGER	1/18/2010	CHECK	PMCHK00001245	\$127.49
038850	FIRMAR	GREEN ROAD ASSOCIATES, LP	1/27/2010	CHECK	PMCHK00001248	\$2,916.67
038737	GREORF	GREG ORFALEA	1/18/2010	CHECK	PMCHK00001245	\$100.00
038851	GREORF	GREG ORFALEA	1/27/2010	CHECK	PMCHK00001248	\$57.00
038824	HWWILLS	H. W. WILSON COMPANY, THE	1/22/2010	CHECK	PMCHK00001247	\$1,380.00
038781	HFGROUP	HF GROUP LLC	1/19/2010	CHECK	PMCHK00001246	\$13.20
038782	HOULAK	HOUGHTON LAKE PUBLIC LIBRARY	1/19/2010	CHECK	PMCHK00001246	\$25.00
038738	HUTPLU	HUTZEL PLUMBING AND HEATING	1/18/2010	CHECK	PMCHK00001245	\$14.45
038682	INGLIB	INGRAM LIBRARY SERVICES INC.	1/4/2010	CHECK	PMCHK00001240	\$1,303.72
038739	INTERFIRE	INTERSTATE FIRE PROTECTION, IN	1/18/2010	CHECK	PMCHK00001245	\$745.00
038740	JANWAY	JANWAY COMPANY USA, INC	1/18/2010	CHECK	PMCHK00001245	\$368.63
038825	JERDEN	JERRY DENNIS	1/22/2010	CHECK	PMCHK00001247	\$2,000.00
038683	JERDRO	JERZY DROZD	1/4/2010	CHECK	PMCHK00001240	\$100.00
038708	JOESTO	JOEL STONE	1/7/2010	CHECK	PMCHK00001241	\$100.00
038783	KALCOL	KALAMAZOO COLLEGE	1/19/2010	CHECK	PMCHK00001246	\$64.95
038852	KEPASS	KEPLER ASSOCIATES, INC.	1/27/2010	CHECK	PMCHK00001248	\$800.00
038803	KOLOSS	KOLOSSOS	1/19/2010	CHECK	PMCHK00001246	\$79.49
038709	LAURAY	LAURA RAYNOR	1/7/2010	CHECK	PMCHK00001241	\$47.38
038826	LEADIR	LEADERSHIP DIRECTORIES, INC.	1/22/2010	CHECK	PMCHK00001247	\$978.00
038784	LEXMAT	LEXISNEXIS MATTHEW BENDER	1/19/2010	CHECK	PMCHK00001246	\$1,702.86
038684	MARNOO	MARGARET NOORI	1/4/2010	CHECK	PMCHK00001240	\$100.00
038710	MARLAW	MARK LAWRENCE	1/7/2010	CHECK	PMCHK00001241	\$300.00
038827	MARHER	MARTIN J. HERSHOCK	1/22/2010	CHECK	PMCHK00001247	\$100.00
038854	MEGBAT	MEAGHAN BATTLE	1/27/2010	CHECK	PMCHK00001248	\$602.47
038853	MEEINC	MEE INC.	1/27/2010	CHECK	PMCHK00001248	\$2,495.00
038855	METLIFE	METLIFE SBC	1/27/2010	CHECK	PMCHK00001248	\$6,710.76
038711	MICGIO	MICHELLE GIORIANDO	1/7/2010	CHECK	PMCHK00001241	\$150.00
038685	MICDAI	MICHIGAN DAILY/THE//	1/4/2010	CHECK	PMCHK00001240	\$476.80
038741	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	1/18/2010	CHECK	PMCHK00001245	\$1,819.24
038742	MICLIBA	MICHIGAN LIBRARY ASSOCIATION	1/18/2010	CHECK	PMCHK00001245	\$50.00
038785	MICLIBC	MICHIGAN LIBRARY CONSORTIUM	1/19/2010	CHECK	PMCHK00001246	\$7,417.00
038828	MICOFF	MICHIGAN OFFICE SOLUTIONS	1/22/2010	CHECK	PMCHK00001247	\$9,130.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
038743	MICPRI	MICHIGAN PRINTER SERVICE	1/18/2010	CHECK	PMCHK00001245	\$94.50
038786	MICSTA2	MICHIGAN STATE UNIVERSITY	1/19/2010	CHECK	PMCHK00001246	\$100.00
038744	MICTHE	MICHIGAN THEATER	1/18/2010	CHECK	PMCHK00001245	\$586.68
038787	MIDTAP	MIDWEST TAPE	1/19/2010	CHECK	PMCHK00001246	\$70,827.50
038829	MITEC	MITEC	1/22/2010	CHECK	PMCHK00001247	\$1,268.14
038788	MONCOU	MONROE COUNTY LIBRARY SYSTEM	1/19/2010	CHECK	PMCHK00001246	\$36.40
038745	MPSERS	MPSERS	1/18/2010	CHECK	PMCHK00001245	\$23,333.54
038789	NICBOO	NICOLA'S BOOKS	1/19/2010	CHECK	PMCHK00001246	\$551.40
038830	NICBOO	NICOLA'S BOOKS	1/22/2010	CHECK	PMCHK00001247	\$3,200.00
038686	NOADAL	NOAH HAIDUC-DALE	1/4/2010	CHECK	PMCHK00001240	\$175.00
038746	NUWAVE	NUWAVE AQUARIUMS	1/18/2010	CHECK	PMCHK00001245	\$462.00
038747	OFFDEP	OFFICE DEPOT, INC.	1/18/2010	CHECK	PMCHK00001245	\$1,301.89
038831	OFFDEP	OFFICE DEPOT, INC.	1/22/2010	CHECK	PMCHK00001247	\$345.01
038687	PAUKEL	PAUL KELLER	1/4/2010	CHECK	PMCHK00001240	\$850.00
038790	PENSTA	PENNSYLVANIA STATE UNIVERSITY	1/19/2010	CHECK	PMCHK00001246	\$125.00
038832	PETMAD	PETER M. RUTH	1/22/2010	CHECK	PMCHK00001247	\$400.00
038749	PIOJAN	PIONEER JANITORIAL SERVICE	1/18/2010	CHECK	PMCHK00001245	\$9,945.58
038833	PITCHA	PITTSFIELD CHARTER TOWNSHIP	1/22/2010	CHECK	PMCHK00001247	\$137.07
038750	PRITEC	PRINT TECH INC.	1/18/2010	CHECK	PMCHK00001245	\$5,670.40
038748	PALENV	PRINTLINK-PALMER	1/18/2010	CHECK	PMCHK00001245	\$188.76
038856	PRIORITY	PRIORITY HEALTH	1/27/2010	CHECK	PMCHK00001248	\$13,800.45
038688	PROINF	PROQUEST - CSA LLC	1/4/2010	CHECK	PMCHK00001240	\$3,555.00
038689	QUANTA	QUANTA, INC.	1/4/2010	CHECK	PMCHK00001240	\$2,562.56
038793	RRBOWK	R.R. BOWKER	1/19/2010	CHECK	PMCHK00001246	\$507.87
038834	RACYAN	RACHEL YANIKOGLU	1/22/2010	CHECK	PMCHK00001247	\$46.59
038791	RANHOU	RANDOM HOUSE, INC.	1/19/2010	CHECK	PMCHK00001246	\$4,929.40
038792	RECBOO	RECORDED BOOKS, INC.	1/19/2010	CHECK	PMCHK00001246	\$7,005.26
038751	REPPAR	REPUBLIC PARKING	1/18/2010	CHECK	PMCHK00001245	\$130.00
038752	RICLES	RICHARD LESUEUR	1/18/2010	CHECK	PMCHK00001245	\$100.00
038857	RICBUS	RICOH AMERICAS CORP	1/27/2010	CHECK	PMCHK00001248	\$931.20
038858	RODBRO	RODNEY BROWN	1/27/2010	CHECK	PMCHK00001248	\$1,200.00
038835	ROYLIM	ROYAL LIMOUSINE	1/22/2010	CHECK	PMCHK00001247	\$156.00
038753	RTI	RTI	1/18/2010	CHECK	PMCHK00001245	\$569.95
038690	SARKEL	SARA MELTON KELLER	1/4/2010	CHECK	PMCHK00001240	\$800.00
038794	SCHSEC	SCHILKE SECURITY	1/19/2010	CHECK	PMCHK00001246	\$415.00
038692	SCHELE	SCHINDLER ELEVATOR CORPORATION	1/4/2010	CHECK	PMCHK00001240	\$1,552.60
038693	SCHSPE	SCHOOL SPECIALTY, INC.	1/4/2010	CHECK	PMCHK00001240	\$168.69
038754	SCHSPE	SCHOOL SPECIALTY, INC.	1/18/2010	CHECK	PMCHK00001245	\$89.36
038694	SECBYD	SECURITY BY DESIGN, INC.	1/4/2010	CHECK	PMCHK00001240	\$13,468.54
038837	SERMAS	SERVICEMASTER CLEAN CARE	1/22/2010	CHECK	PMCHK00001247	\$4,373.00
038755	SMASER	SMARTED SERVICES	1/18/2010	CHECK	PMCHK00001245	\$1,390.00
038713	SOWANDE	SOWANDE KEITA OMOWALE	1/7/2010	CHECK	PMCHK00001241	\$375.00
038756	SPRINT	SPRINT PCS	1/18/2010	CHECK	PMCHK00001245	\$374.62
038695	STAHAR	STADIUM HARDWARE	1/4/2010	CHECK	PMCHK00001240	\$181.37
038795	STAPOO	STANDARD & POOR'S	1/19/2010	CHECK	PMCHK00001246	\$596.00
038757	STAPLE	STAPLES BUSINESS ADVANTAGE	1/18/2010	CHECK	PMCHK00001245	\$87.50
038838	STAPLE	STAPLES BUSINESS ADVANTAGE	1/22/2010	CHECK	PMCHK00001247	\$52.31
038839	SUSFIL	SUSAN FILIPIAK	1/22/2010	CHECK	PMCHK00001247	\$100.00
038796	TANMED	TANTOR MEDIA	1/19/2010	CHECK	PMCHK00001246	\$949.10
038797	TEACOM	TEACHING COMPANY/THE//	1/19/2010	CHECK	PMCHK00001246	\$1,866.68
038667	UMICH	THE UNIVERSITY MICHIGAN	1/4/2010	CHECK	PMCHK00001239	\$504.00
038698	UMICH	THE UNIVERSITY MICHIGAN	1/4/2010	CHECK	PMCHK00001240	\$1,568.50
038758	THOCOO	THOMAS COOLEY LAW SCHOOL	1/18/2010	CHECK	PMCHK00001245	\$55.00
038759	TONSOL	TONER SOLUTIONS	1/18/2010	CHECK	PMCHK00001245	\$338.00
038696	TOTVEN	TOTAL VENDING & COFFEE SERVICE	1/4/2010	CHECK	PMCHK00001240	\$222.80
038760	TRACSYS	TRACSYSTEMS	1/18/2010	CHECK	PMCHK00001245	\$2,432.50
038800	TROPUB	TROY PUBLIC LIBRARY	1/19/2010	CHECK	PMCHK00001246	\$11.95
038697	TSAPON	TSAY FONG BOOKS, INC.	1/4/2010	CHECK	PMCHK00001240	\$3,087.38
038801	UCLA	UCLA LIBRARY BUSINESS SVCS	1/19/2010	CHECK	PMCHK00001246	\$15.00
038761	ULINE	ULINE, INC.	1/18/2010	CHECK	PMCHK00001245	\$79.55
038700	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	1/4/2010	CHECK	PMCHK00001240	\$1,485.70
038840	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	1/22/2010	CHECK	PMCHK00001247	\$1,396.20
038699	UNIPAR	UNITED PARCEL SERVICE	1/4/2010	CHECK	PMCHK00001240	\$78.28
038805	UNIPAR	UNITED PARCEL SERVICE	1/19/2010	CHECK	PMCHK00001246	\$67.10

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
038860	UNISTA	UNITED STATES POSTAL SERVICES	1/27/2010	CHECK	PMCHK00001248	\$5,000.00
038762	UNILIT	UNIVERSITY LITHOGRAPHERS	1/18/2010	CHECK	PMCHK00001245	\$2,295.00
038861	UNUMPRO	UNUM LIFE INSURANCE	1/27/2010	CHECK	PMCHK00001248	\$2,913.61
038802	VALLINP	VALUE LINE PUBLISHING INC.	1/19/2010	CHECK	PMCHK00001246	\$2,065.00
038721	VOSLIG	VOSS LIGHTING	1/18/2010	CHECK	PMCHK00001244	\$463.35
038841	WASMAN	WASTE MANAGEMENT OF MICHIGAN	1/22/2010	CHECK	PMCHK00001247	\$1,076.34
038763	WATFOR	WATERFORD TOWNSHIP PUBLIC LIBR	1/18/2010	CHECK	PMCHK00001245	\$6.99
038764	WESENT	WESTGATE ENTERPRISES, LLC	1/18/2010	CHECK	PMCHK00001245	\$2,480.02
038862	WESENT	WESTGATE ENTERPRISES, LLC	1/27/2010	CHECK	PMCHK00001248	\$6,855.00
038765	WHILAB	WHITLAM LABEL COMPANY, INC.	1/18/2010	CHECK	PMCHK00001245	\$2,344.50
038863	WILSWA	WILD SWAN THEATER	1/27/2010	CHECK	PMCHK00001248	\$750.00
038701	WORBOO	WORLD BOOK, INC.	1/4/2010	CHECK	PMCHK00001240	\$4,674.00
038842	XEROX	XEROX CORPORATION	1/22/2010	CHECK	PMCHK00001247	\$964.88
038864	XEROX	XEROX CORPORATION	1/27/2010	CHECK	PMCHK00001248	\$1,100.73
Total Checks: 199						Total Amount of Checks: \$456,331.01

Director's Report, February 2010

1. The eighth Ann Arbor-Ypsilanti Reads began well with an attendance of over 400 people at the launch event featuring author Jerry Dennis discussing his book, The Living Great Lakes. The Washtenaw Community College hosted the event at the Morris Lawrence Building and the Ypsilanti District Library welcomed the author and special guests with a pre-event reception. Lectures and other programs highlighting the theme of the Great Lakes as inland seas will take place throughout the Ann Arbor-Ypsilanti community through the month of March.
2. We will bid Judy Calhoun a fond and grateful farewell at the end of February. After 40 years at the public library in Ann Arbor, Judy is really retiring. In her own words written in her inimitable style, "5 directors, 10 dept heads, umpteen supervisors....just had lunch w/one of my first yesterday....everything comes full circle...". Thank you, Judy, for defining public library service in Ann Arbor for so many of us.
3. Dan Cady came to work at AADL in the Reception office at the loading dock Downtown upon his retirement from the State of MI. Dan welcomed vendors, contractors, speakers, entertainers, FAADL members, thousands donating books, and very importantly his colleagues into the Library with a smile and a helping hand for many years. At the end of this past year, Dan left AADL to pursue other interests. We thank Dan for his contribution to the Library, and wish him well.

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