



Ann Arbor District Library
Regular Meeting
Agenda

Monday, January 18, 2010

Published by Ann Arbor District Library

January 2010

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	18 AADL Board Mtg	19	20	21	22	23
24	25	26	27	28	29	30
31						

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	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			

MEMORANDUM

To: District Library Board
From: Josie Parker, Director
Subject: Regular Meeting, Monday, January 18, 2010 at 7:00 p.m.
Ann Arbor District Library, Fourth Floor Board Room
343 S. Fifth Avenue, Ann Arbor, MI

REGULAR MEETING AGENDA

- 10-129 I. CALL TO ORDER
- 10-130 II. ATTENDANCE
- 10-131 III. APPROVAL OF AGENDA (pp 1-2)
(Item of action)
- 10-132 IV. APPROVAL OF MINUTES OF DECEMBER 21, 2009
(pp 3-9)
(Item of action)
- 10-133 V. CITIZENS' COMMENTS
- 10-134 VI. FINANCIAL REPORT (pp10-17)
- 10-135 VII. APPROVAL OF DISBURSEMENTS (pp 18-20)
(Item of action)
- 10-136 VIII. COMMITTEE REPORTS
- 10-137 A. DIRECTOR'S EVALUATION COMMITTEE
- 10-138 IX. DIRECTOR'S REPORT
- 10-139 X. OLD BUSINESS
- 10-127 A. DISCUSSION OF CITY OF ANN ARBOR "LIBRARY LOT" DEVELOPMENT

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 COUNSEL

(Item of action)

Roll call vote

10-142 XII. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 21, 2009

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 21, 2009

- 10-114 I. CALL TO ORDER
- President Head called the meeting to order at 6:00 p.m.
- 10-115 II. ATTENDANCE
- Present: Head, Leary, Murphy, Rosenthal, Stearns,
Surovell (arr. 6:20 p.m.)
- Absent: Barney Newman
- Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)
- Others: Jim Adams, Butzel Long
- 10-116 III. VOTE FOR EXECUTIVE SESSION FOR OPINION OF
LEGAL COUNSEL
(Item of action)
Roll call vote
- Trustee Murphy, supported by Secretary Leary, moved to recess to an Executive Session for Opinion of Legal Counsel.
- A roll call vote was taken.
- AYES: Head, Leary, Murphy, Rosenthal, Stearns
NAYS: None
- Motion passed 5-0.
- 10-117 IV. RECESS TO EXECUTIVE SESSION FOR OPINION OF
LEGAL COUNSEL
- President Head recessed the meeting to Executive Session at 6:02 p.m.
- 10-118 V. RECONVENE REGULAR MEETING AT 7:00 PM
- President Head reconvened the meeting at 7:04 p.m.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 21, 2009

10-119 VI. APPROVAL OF AGENDA
 (Item of action)

Secretary Leary, supported by Treasurer Rosenthal, moved to approve the agenda.

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

Motion passed 6-0.

10-120 VII. APPROVAL OF MINUTES OF NOVEMBER 16, 2009
AND DECEMBER 1, 2009
 (Item of action)

Secretary Leary, supported by Trustee Surovell, moved to approve the minutes of November 16, 2009 and December 1, 2009.

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

Motion passed 6-0.

10-121 VIII. CITIZENS' COMMENTS

Glen Modell

Hello, I'm Glen Modell as you know, this is my annual audit speech. The items to which I am objecting in the current audit are on pages 22 and 24. Thank you.

10-122 IX. FINANCIAL REPORT

Associate Director Nieman reported November showed unrestricted cash balance just over \$13.5 million. Tax receipts of just over \$11 million reflect 95% of the budgeted amount received through November. The Fund Balance reflects just over \$7 million. Five items are over budget in operating and will come back into line later in the year.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 21, 2009

10-123 X. APPROVAL OF DISBURSEMENTS
 (Item of action)

Trustee Murphy, supported by Secretary Leary, moved to approve November disbursements.

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

Motion passed 6-0.

10-124 XI. DIRECTOR'S REPORT

Director Parker reported the receipt of a \$50,000 check from the Friends of the Ann Arbor District Library.

The 2008-2009 online AADL Annual Report was viewed.

10-125 XII. NEW BUSINESS

10-126 A. DISCUSSION ON CHANGING ELECTIONS
SCHEDULE FOR THE ANN ARBOR DISTRICT
LIBRARY BOARD
 (Item of action)

President Head informed the Board of the decision of the Ann Arbor Public School Board to change their election cycle to November. The Library must follow their choice, but may decide whether to hold elections annually, on even or on odd years.

Director Parker stated that if the Board chose even years current Board members terms would be extended through December of 2010.

Secretary Leary, supported by Treasurer Rosenthal, moved That the Board of Trustees of the Library changes the elections for Library Board members to November of odd years, at the same time as Ann Arbor Public School District Board elections.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 21, 2009

The Board further discussed the merits of odd versus even year elections.

AYES: None

NAYS: Head, Leary, Murphy, Rosenthal, Stearns, Surovell

Motion failed 0-6.

Treasurer Rosenthal, supported by Trustee Murphy, moved that the Board of Trustees of the Library changes the elections for Library Board members to November of even years, at the same time as Ann Arbor Public School District Board elections. That a copy of this Resolution shall be transmitted to the Washtenaw County Clerk with a request that provisions for Library Board elections be included in the Ann Arbor Public School District election coordinating committee's report to the Michigan Secretary of State. That all resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

10-127

B. DISCUSSION OF CITY OF ANN ARBOR LIBRARY
LOT PROPOSALS

Director Parker reviewed the background of the Downtown Library building project.

Board discussion revolved around what type of project would serve the Library and its patrons well. The Board discussed the need for a "master plan" of the area incorporating the Library, the "Library Lot", the former "Y lot" and the Blake Transit location.

10-128

XIII. ADJOURNMENT

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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 21, 2009

President Head adjourned the meeting at 8:07 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 December 21, 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 10-126**

**RESOLUTION TO CHANGE ELECTIONS SCHEDULE FOR THE ANN ARBOR
DISTRICT LIBRARY BOARD OF TRUSTEES TO NOVEMBER OF EVEN YEARS TO
ALIGN WITH ANN ARBOR PUBLIC SCHOOLS CHANGE OF ELECTION DATE**

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 21st day of December, at 6:00 p.m.

PRESENT: Head, Leary, Murphy, Rosenthal, Stearns, Surovell

ABSENT: Barney Newman

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

WHEREAS, Public Act 24 of 1989, as amended, provides that elections for the Ann Arbor District Library ("Library") Board of Trustees shall be held at the same time as the elections for board members of the Ann Arbor Public Schools ("School District");

WHEREAS, pursuant to the provisions of Public Act 24 of 1989, as amended, the Library has traditionally held its Board elections at the same time as the School District board elections, in May of each even year;

WHEREAS, Public Act 302 of 2003 and Public Act 292 of 2004 provide that all School District board elections shall be held at the odd-year November general election, unless an alternative election schedule is selected by the School District board;

WHEREAS, pursuant to the provisions of Public Act 302 of 2003 and Public Act 292 of 2004, on December 16, 2009, the School District board approved a motion to hold its board elections annually in November;

WHEREAS, Public Act 302 of 2003, Public Act 286 of 2004, and Public Act 287 of 2004 provide that School District board elections shall be administered by the Washtenaw County Clerk and the school district election coordinating committee;

WHEREAS, Public Act 24 of 1989, as amended, and Public Act 302 of 2003, Public Act 286 of 2004, and Public Act 287 of 2004, when read together, indicate that the Washtenaw County Clerk and the school district election coordinating committee also shall administer Library Board elections;

WHEREAS, the Board wishes to continue to hold Library Board elections at the same time as School District board elections, and to have Library Board elections administered in the same manner as School District board elections:

THE BOARD RESOLVES:

- 1) That the Board of Trustees of the Library changes the elections for Library Board members to November of even years, at the same time as Ann Arbor Public School District Board elections.
- 2) That a copy of this Resolution shall be transmitted to the Washtenaw County Clerk with a request that provisions for Library Board elections be included in the Ann Arbor Public School District election coordinating committee's report to the Michigan Secretary of State.
- 3) That all resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Leary, Murphy, 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 December 21, 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 December 2009

Cash:

The unrestricted cash balance as of December 31, 2009 was \$12,392,701 down from \$13,551,206 in November.

Tax Receipts:

The Library has received tax receipts totaling \$11,152,225, 95% of the budgeted amount, as of December 31st.

Budget vs. Actual:

The Library showed an operating surplus of \$242,232 through December 31st. This gives the Library a positive fund balance of \$7,122,959 at the end of December, up from \$7,004,160 in November.

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 December:

Salaries, Wages and Taxes – Lump sum payments for merit increases were paid in 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 internet access was made in October.

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

ANN ARBOR DISTRICT LIBRARY
Operating
For the Six Months Ending December 31, 2009

	<i>Actual</i>	<i>December Budget</i>	<i>Variance</i>	<i>Actual</i>	<i>YTD Budget</i>	<i>Variance</i>
Revenue						
Tax Collections - Operating	\$973,333	\$973,333		\$5,839,999	\$5,840,000	(\$1)
Penal Fines	22,917	22,917		137,502	137,500	2
Interest	3,562	18,333	(14,771)	69,084	110,000	(40,916)
Copiers	2,825	2,917	(92)	18,946	17,500	1,446
Grants/Memorials	51,965	7,500	44,465	56,409	45,000	11,409
Library Fines & Fees	37,989	37,500	489	218,014	225,000	(6,986)
Non-Resident Fees	1,258	1,667	(409)	7,888	10,000	(2,112)
Fund Balance Transfer		14,651	(14,651)		87,907	(87,907)
Total Revenue	\$1,093,849	\$1,078,818	\$15,031	\$6,347,842	\$6,472,907	(\$125,065)
Expenditures						
Salaries & Wages	489,349	491,250	(1,901)	2,955,773	2,947,500	8,273
Employee Benefits	100,089	139,833	(39,744)	768,645	839,000	(70,355)
Employment Taxes	35,515	37,500	(1,985)	220,676	225,000	(4,324)
Total Employment Cost	\$624,953	\$668,583	(\$43,630)	\$3,945,094	\$4,011,500	(\$66,406)
Custodial and Electrical	\$15,939	\$16,667	(\$728)	\$103,860	\$100,000	\$3,860
Accounting/Audit	1,125	1,125		6,750	6,750	
Legal	8,639	8,333	306	35,953	50,000	(14,047)
Purchased Services	4,668	11,083	(6,415)	68,653	66,500	2,153
Utilities	40,364	31,250	9,114	185,188	187,500	(2,312)
Property Insurance	7,065	7,500	(435)	42,390	45,000	(2,610)
Communications	9,885	12,833	(2,948)	104,722	77,000	27,722
Materials	101,677	152,833	(51,156)	860,712	917,000	(56,288)
Software Licenses/Maintenanc	2,395	15,833	(13,438)	98,544	95,000	3,544
Building Rental	12,252	14,417	(2,165)	56,511	86,500	(29,989)
Seminars/Conferences/Travel	1,840	4,083	(2,243)	11,590	24,500	(12,910)
Copier Expense	3,073	5,500	(2,427)	27,861	33,000	(5,139)
Library Programming	22,780	24,250	(1,470)	128,513	145,500	(16,987)
Grants/Memorials	4,174	7,500	(3,326)	38,958	45,000	(6,042)
Supplies	23,731	14,250	9,481	80,192	85,500	(5,308)
Repairs and Maintenance	14,302	23,675	(9,373)	112,469	142,050	(29,581)
Postage	153	2,083	(1,930)	10,783	12,500	(1,717)
Lcards/Circ Cards	3,469	6,625	(3,156)	26,069	39,750	(13,681)
Other Operating Expenditures	2,489	14,325	(11,836)	10,587	85,950	(75,363)
Total Operating Expense	\$280,020	\$374,165	(\$94,145)	\$2,010,305	\$2,245,000	(\$234,695)
Capital Outlays	\$65,531	\$36,068	\$29,463	\$150,211	\$216,407	(\$66,196)
Total Expenditures	\$970,504	\$1,078,816	(\$108,312)	\$6,105,610	\$6,472,907	(\$367,297)
Net	\$123,345	\$2	\$123,343	\$242,232		\$242,232

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Six Months Ending December 31, 2009

	<u>Actual</u>	<u>December Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$51,965	\$7,500	\$44,465	\$56,409	\$45,000	\$11,409
Total Revenue	<u>\$51,965</u>	<u>\$7,500</u>	<u>\$44,465</u>	<u>\$56,409</u>	<u>\$45,000</u>	<u>\$11,409</u>
Expenditures						
Materials				8,135		8,135
Library Programming	2,442	7,500	(5,058)	19,659	45,000	(25,341)
Supplies				66		66
Other Operating Expenditures	<u>1,228</u>		<u>1,228</u>	<u>3,654</u>		<u>3,654</u>
Total Operating Expense	<u>\$3,670</u>	<u>\$7,500</u>	<u>(\$3,830)</u>	<u>\$31,514</u>	<u>\$45,000</u>	<u>(\$13,486)</u>
Total Expenditures	<u>\$3,670</u>	<u>\$7,500</u>	<u>(\$3,830)</u>	<u>\$31,514</u>	<u>\$45,000</u>	<u>(\$13,486)</u>
Net	<u>\$48,295</u>		<u>\$48,295</u>	<u>\$24,895</u>		<u>\$24,895</u>

ANN ARBOR DISTRICT LIBRARY
Friends of the Library
For the Six Months Ending December 31, 2009

	<u>Actual</u>	<u>December Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$50,000	\$7,500	\$42,500	\$50,000	\$45,000	\$5,000
Total Revenue	<u>\$50,000</u>	<u>\$7,500</u>	<u>\$42,500</u>	<u>\$50,000</u>	<u>\$45,000</u>	<u>\$5,000</u>
Expenditures						
Materials				7,658		7,658
Library Programming	2,442	7,500	(5,058)	20,054	45,000	(24,946)
Supplies				66		66
Other Operating Expenditures	<u>1,228</u>		<u>1,228</u>	<u>3,654</u>		<u>3,654</u>
Total Operating Expense	<u>\$3,670</u>	<u>\$7,500</u>	<u>(\$3,830)</u>	<u>\$31,432</u>	<u>\$45,000</u>	<u>(\$13,568)</u>
Total Expenditures	<u>\$3,670</u>	<u>\$7,500</u>	<u>(\$3,830)</u>	<u>\$31,432</u>	<u>\$45,000</u>	<u>(\$13,568)</u>
Net	<u>\$46,330</u>		<u>\$46,330</u>	<u>\$18,568</u>		<u>\$18,568</u>

Balance Sheet

ASSETS

As of 12/31/2009

Current Assets:

Cash	
CASH-COMMERCIAL CHECKING	\$15,051.51
CASH-PAYROLL	5,710.85
HOLTREY FUND	329,505.65
CASH-SAVINGS	7,501,963.71
KENISTON FUND	30,178.62
SHAFFER FUND	10,429.63
WESTERMAN FUND	41,072.26
PETTY CASH	2,000.00
WLBPD ACCOUNT	36,472.57
Total Cash	<u>\$7,972,384.80</u>
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,161,154.06
UNITED BANK AND TRUST INVESTMENT	1,706,820.32
Total Investments	<u>\$4,867,974.38</u>
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$137,502.00
Total Accounts Receivable	<u>\$137,502.00</u>
Property Taxes Receivable	
Total Property Taxes Receivable	<u>\$0.00</u>
Prepaid Expenses	
PRE-PAID INSURANCE	\$21,794.00
Total Prepaid Expenses	<u>\$21,794.00</u>
Total Current Assets	<u>\$12,999,655.18</u>

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
Total Capital Assets	<u>\$31,651,316.01</u>

Amount Provided for Long-Term Debt:

LONG TERM SICK	\$29,436.09
LONG TERM VACATION	222,835.48
Total Provided for Long-Term Debt	<u>252,271.57</u>

TOTAL ASSETS

\$44,903,242.76

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$79,310.57
ACCRUED ACCOUNTS PAYABLE	68,292.85
ACCRUED PAYROLL	92,500.00
UNITED WAY DEDUCTIONS	1,620.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	9,921.67
ACCRUED EMPLOYER 403(b) - UNDECIDED	33,750.41
ACCRUED 403B/MPSERS EMPLOYER	17,853.20
ACCRUED LIABILITY-VACATION S/T	120,291.32

Total Current Liabilities	\$423,540.02
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Long-Term Liabilities:

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

Total Long-Term Liabilities	252,271.57
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Fund Equity:

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

RESERVE-ENCUMBRANCES	\$181,739.83
DEFERRED REVENUE - PROPERTY TAX	5,271,416.00
FUND BALANCE - UNDESIGNATED	6,880,729.57
EXCESS REVENUE (SPENDING)	242,229.76

Total Fund Balance	\$12,576,115.16
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Total Fund Equity	\$44,227,431.17
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TOTAL LIABILITIES AND FUND EQUITY	\$44,903,242.76
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Ann Arbor District Library

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

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,004,160	\$ 7,021,169
Total revenues	1,093,849	6,347,842
Expenditures:		
Operating	(904,973)	(5,955,401)
Capital outlays	(65,531)	(150,211)
(Increase) decrease in encumbrances	<u>(4,546)</u>	<u>(140,440)</u>
Ending surplus (deficit)	<u>\$ 7,122,959</u>	<u>\$ 7,122,959</u>

Ann Arbor District Library

Monthly and year-to-date cash rollover For Period ending December 31, 2009

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

<u>Monthly rollover</u>	<u>Beginning of period balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Transfers</u>	<u>End of period balance</u>
Commercial checking	\$ 19,372	\$ 11,493	\$ (665,813)	\$ 570,000	\$ 15,052
Payroll	5,753	7	(675,574)	675,525	5,711
Petty cash	2,000	-	-	-	2,000
Savings	8,656,107	158,174	(66,792)	(1,245,525)	7,501,964
Investments - Bank of Ann Arbor	3,161,154	-	-	-	3,161,154
Investments - United Bank and Trust	1,706,820	-	-	-	1,706,820
Westerman Fund	40,460	612	-	-	41,072
Shafer Fund	10,428	2	-	-	10,430
Holtrey Fund	329,422	84	-	-	329,506
Keniston Fund	30,175	4	-	-	30,179
WLBPD	36,203	270	-	-	36,473
	<u>\$ 13,997,894</u>	<u>\$ 170,646</u>	<u>\$ (1,328,179)</u>	<u>\$ -</u>	<u>\$ 12,840,361</u>
<u>Year-to-date rollover</u>					
Commercial checking	\$ 22,267	\$ 60,703	\$ (3,242,918)	\$ 3,175,000	\$ 15,052
Payroll	5,690	1,387	(3,202,306)	3,201,040	5,711
Petty cash	1,900	-	-	100	2,000
Savings	2,295,685	11,879,937	(297,418)	(6,376,140)	7,501,964
Investments - Bank of Ann Arbor	3,124,858	36,296	-	-	3,161,154
Investments - United Bank and Trust	1,699,026	7,794	-	-	1,706,820
Westerman Fund	40,379	693	-	-	41,072
Shafer Fund	10,420	10	-	-	10,430
Holtrey Fund	329,163	343	-	-	329,506
Keniston Fund	30,153	26	-	-	30,179
WLBPD	36,053	420	-	-	36,473
	<u>\$ 7,595,394</u>	<u>\$ 11,987,609</u>	<u>\$ (6,742,642)</u>	<u>\$ -</u>	<u>\$ 12,840,361</u>

Ranges: From: To: From: To:
 Check Number First Last Check Date 12/1/2009 12/31/2009
 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
038605	3M	3M COMPANY	12/16/2009	CHECK	PMCHK00001235	\$18,496.55
038562	AGRSER	A GROWING SERVICE LLC	12/11/2009	CHECK	PMCHK00001231	\$340.00
038651	ARENPA	A-1 RENTAL, INC.	12/21/2009	CHECK	PMCHK00001236	\$20.90
038492	ALIBRIS	ALIBRIS	12/2/2009	CHECK	PMCHK00001228	\$191.45
038606	ALLMOR	ALLISON MORRIS	12/16/2009	CHECK	PMCHK00001235	\$35.20
038553	AMEX	AMERICAN EXPRESS	12/7/2009	CHECK	PMCHK00001230	\$57,285.30
038563	AMYFLO	AMY FLOWERS	12/11/2009	CHECK	PMCHK00001231	\$620.00
038554	ANDPAI	ANDERSON PAINT COMPANY	12/7/2009	CHECK	PMCHK00001230	\$92.68
038493	ANNARB	ANN ARBOR OBSERVER	12/2/2009	CHECK	PMCHK00001228	\$1,638.90
038561	AANews	ANN ARBOR.COM	12/11/2009	CHECK	PMCHK00001231	\$3,237.60
038650	AMYFLO	ANN FLOWERS	12/21/2009	CHECK	PMCHK00001236	\$620.00
038560	AANEW1	ANNARBOR.COM	12/11/2009	CHECK	PMCHK00001231	\$108.00
038494	ANTDEAB	ANTONIO A. DeABREU	12/2/2009	CHECK	PMCHK00001228	\$231.40
038564	ARBSPR	ARBOR SPRING WATER CO.	12/11/2009	CHECK	PMCHK00001231	\$13.80
038565	ARMCLE	ARMEN CLEANERS	12/11/2009	CHECK	PMCHK00001231	\$7.00
038495	ATT	AT&T	12/2/2009	CHECK	PMCHK00001228	\$76.22
038531	SBC	AT&T	12/2/2009	CHECK	PMCHK00001228	\$882.61
038636	SBC	AT&T	12/16/2009	CHECK	PMCHK00001235	\$800.66
038659	SBC	AT&T	12/21/2009	CHECK	PMCHK00001236	\$3,996.48
038662	ATT	AT&T	12/22/2009	CHECK	PMCHK00001238	\$171.15
038496	ATTMOB	AT&T MOBILITY	12/2/2009	CHECK	PMCHK00001228	\$1,274.63
038607	ATTMOB	AT&T MOBILITY	12/16/2009	CHECK	PMCHK00001235	\$1,340.41
038555	AUTRES	AUTOMATED RESOURCE MGMT, INC.	12/7/2009	CHECK	PMCHK00001230	\$489.80
038497	AVCAFE	AV CAFE	12/2/2009	CHECK	PMCHK00001228	\$250.49
038608	BANCOF	BANC OF AMERICA LEASING	12/16/2009	CHECK	PMCHK00001235	\$674.00
038609	BANCOFAMER	BANC OF AMERICA LEASING	12/16/2009	CHECK	PMCHK00001235	\$694.00
038603	BANDITO	BANDITO'S	12/11/2009	CHECK	PMCHK00001233	\$229.50
038610	BANDITO	BANDITO'S	12/16/2009	CHECK	PMCHK00001235	\$244.50
038498	BBCAUD	BBC AUDIOBOOKS AMERICA	12/2/2009	CHECK	PMCHK00001228	\$2,896.02
038663	BETBAT	BETH BATTEY	12/22/2009	CHECK	PMCHK00001238	\$150.00
038499	BETMAN	BETH MANUEL	12/2/2009	CHECK	PMCHK00001228	\$42.74
038500	BLAAUD	BLACKSTONE AUDIO BOOKS	12/2/2009	CHECK	PMCHK00001228	\$1,152.50
038652	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	12/21/2009	CHECK	PMCHK00001236	\$11,034.90
038611	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	12/16/2009	CHECK	PMCHK00001235	\$36,707.44
038501	BOOWHO	BOOK WHOLESALERS, INC.	12/2/2009	CHECK	PMCHK00001228	\$404.93
038566	BORBOO	BORDERS INC.	12/11/2009	CHECK	PMCHK00001231	\$57.44
038661	BP	BP	12/21/2009	CHECK	PMCHK00001237	\$349.44
038664	BP	BP	12/22/2009	CHECK	PMCHK00001238	\$1.50
038567	BREWER	BREWER'S	12/11/2009	CHECK	PMCHK00001231	\$316.98
038502	BRIAUD	BRILLIANCE AUDIO, INC.	12/2/2009	CHECK	PMCHK00001228	\$803.25
038568	BUSVAL	BUSCH'S, INC.	12/11/2009	CHECK	PMCHK00001231	\$176.59
038503	BUSCAR	BUSINESS CARD	12/2/2009	CHECK	PMCHK00001228	\$2,238.82
038612	CAMINN	CAMPUS INN	12/16/2009	CHECK	PMCHK00001235	\$192.00
038569	CARBRO	CARPENTER BROS.	12/11/2009	CHECK	PMCHK00001231	\$22.54
038504	CDBABY	CD BABY	12/2/2009	CHECK	PMCHK00001228	\$46.39
038541	THOLEA	CENGAGE LEARNING	12/2/2009	CHECK	PMCHK00001228	\$28.54
038641	THOLEA	CENGAGE LEARNING	12/16/2009	CHECK	PMCHK00001235	\$67.74
038505	CENPOI	CENTER POINT PUBLISHING	12/2/2009	CHECK	PMCHK00001228	\$430.13
038571	CINCOR	CINTAS CORPORATION	12/11/2009	CHECK	PMCHK00001231	\$514.34
038572	CITOF1	CITY OF ANN ARBOR TREASURER	12/11/2009	CHECK	PMCHK00001231	\$385.67
038506	CLABEL	CLASSICAL BELLS	12/2/2009	CHECK	PMCHK00001228	\$800.00
038507	COMFAR	COMMUNITY FARM OF ANN ARBOR	12/2/2009	CHECK	PMCHK00001228	\$30.00
038653	COTINN	COTTAGE INN CATERING SERVICES	12/21/2009	CHECK	PMCHK00001236	\$160.00
038613	CRESTL	CRESTLINE	12/16/2009	CHECK	PMCHK00001235	\$1,092.89
038573	DEMCO	DEMCO	12/11/2009	CHECK	PMCHK00001231	\$107.70
038614	DETELE	DETROIT ELEVATOR COMPANY	12/16/2009	CHECK	PMCHK00001235	\$45,867.00
038574	DIAMGLA	DIAMOND GLASS	12/11/2009	CHECK	PMCHK00001231	\$670.00

System: 1/11/2010 2:29:11 PM
 User Date: 1/11/2010

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 2
 User ID: NIEMANK

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
038509	DIAKIM	DIANE KIMBALL	12/2/2009	CHECK	PMCHK00001228	\$100.00
038654	DONGYU	DONG YU CHINA MARKET	12/21/2009	CHECK	PMCHK00001236	\$273.75
038570	CHACHA	DR. CHANGFU CHANG	12/11/2009	CHECK	PMCHK00001231	\$250.00
038655	DTEENE	DTE ENERGY	12/21/2009	CHECK	PMCHK00001236	\$37,349.58
038615	DUSTBO	DUSTBOOKS	12/16/2009	CHECK	PMCHK00001235	\$145.00
038575	DYKGOS	DYKEMA GOSSETT	12/11/2009	CHECK	PMCHK00001231	\$14,632.30
038510	EBSCO	EBSCO	12/2/2009	CHECK	PMCHK00001228	\$47,955.07
038617	ELINEI	ELI NEIBURGER	12/16/2009	CHECK	PMCHK00001235	\$2,127.23
038616	ELILAW	ELITE LAWN & LANDSCAPE, INC.	12/16/2009	CHECK	PMCHK00001235	\$5,010.74
038618	ENATEC	ENABLING TECHNOLOGIE	12/16/2009	CHECK	PMCHK00001235	\$820.00
038620	FEDEXP	FEDERAL EXPRESS	12/16/2009	CHECK	PMCHK00001235	\$25.39
038639	SHERATON	FOUR POINTS SHERATON ANN ARBOR	12/16/2009	CHECK	PMCHK00001235	\$378.00
038556	FRIOF	FRIENDS OF THE ANN ARBOR	12/7/2009	CHECK	PMCHK00001230	\$952.00
038540	THOGAL	GALE	12/2/2009	CHECK	PMCHK00001228	\$3,874.02
038649	WWGRAI	GRAINGER	12/16/2009	CHECK	PMCHK00001235	\$985.95
038621	FIRMAR	GREEN ROAD ASSOCIATES, LP	12/16/2009	CHECK	PMCHK00001235	\$2,916.67
038576	HOUBUR	HOUSING BUREAU FOR SENIORS	12/11/2009	CHECK	PMCHK00001231	\$205.00
038549	VERIZON	IDEARC MEDIA CORP.	12/2/2009	CHECK	PMCHK00001228	\$168.30
038511	INFOD	INFORMATION TODAY, INC.	12/2/2009	CHECK	PMCHK00001228	\$318.55
038512	INGLIB	INGRAM LIBRARY SERVICES INC.	12/2/2009	CHECK	PMCHK00001228	\$436.66
038513	INSVID	INSTRUCTIONAL VIDEO	12/2/2009	CHECK	PMCHK00001228	\$53.91
038577	JERDRO	JERZY DROZD	12/11/2009	CHECK	PMCHK00001231	\$100.00
038578	KOLOSS	KOLOSSOS	12/11/2009	CHECK	PMCHK00001231	\$256.62
038514	LEXMAT	LEXISNEXIS MATTHEW BENDER	12/2/2009	CHECK	PMCHK00001228	\$89.01
038623	LEXMAT	LEXISNEXIS MATTHEW BENDER	12/16/2009	CHECK	PMCHK00001235	\$1,712.58
038515	LIBJOU	LIBRARY JOURNAL	12/2/2009	CHECK	PMCHK00001228	\$1,105.93
038622	LCAESPIZ	LITTLE CAESARS PIZZA	12/16/2009	CHECK	PMCHK00001235	\$205.00
038624	MAINASSOC	MAIN STREET AREA ASSOCIATION	12/16/2009	CHECK	PMCHK00001235	\$160.00
038625	MARKRA	MARIA KRAMER	12/16/2009	CHECK	PMCHK00001235	\$84.86
038516	MCCBOO	MCCORMICK BOOKS	12/2/2009	CHECK	PMCHK00001228	\$301.50
038579	MEGBAT	MEAGHAN BATTLE	12/11/2009	CHECK	PMCHK00001231	\$91.41
038656	METLIFE	METLIFE SBC	12/21/2009	CHECK	PMCHK00001236	\$6,470.88
038517	MICEDU	MICHIGAN EDUCATION DIRECTORY	12/2/2009	CHECK	PMCHK00001228	\$118.75
038580	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	12/11/2009	CHECK	PMCHK00001231	\$1,388.65
038626	MICLIBA	MICHIGAN LIBRARY ASSOCIATION	12/16/2009	CHECK	PMCHK00001235	\$500.00
038657	MICLIBA	MICHIGAN LIBRARY ASSOCIATION	12/21/2009	CHECK	PMCHK00001236	\$85.00
038581	MICLIBC	MICHIGAN LIBRARY CONSORTIUM	12/11/2009	CHECK	PMCHK00001231	\$1,200.00
* 038518	MIDTAP	MIDWEST TAPE	12/2/2009	CHECK	PMCHK00001228	\$70,697.48
038552	MIDTAP	MIDWEST TAPE	12/2/2009	CHECK	PMCHK00001229	\$71,797.48
038582	MPSERS	MPSERS	12/11/2009	CHECK	PMCHK00001231	\$15,572.58
038583	NEWSWEEK	NEWSWEEK	12/11/2009	CHECK	PMCHK00001231	\$240.00
038557	NEXCOM	NEXTEL COMMUNICATIONS	12/7/2009	CHECK	PMCHK00001230	\$630.43
038627	NEXCOM	NEXTEL COMMUNICATIONS	12/16/2009	CHECK	PMCHK00001235	\$538.72
038558	NICWIL	NICHOLAS WILCOX	12/7/2009	CHECK	PMCHK00001230	\$1,620.00
038519	NICBOO	NICOLA'S BOOKS	12/2/2009	CHECK	PMCHK00001228	\$269.70
038584	NOADAL	NOAH HAIDUC-DALE	12/11/2009	CHECK	PMCHK00001231	\$100.00
038604	ONEACON	O'NEAL CONSTRUCTION	12/16/2009	CHECK	PMCHK00001234	\$5,497.86
038628	ONEACON	O'NEAL CONSTRUCTION	12/16/2009	CHECK	PMCHK00001235	\$4,758.72
038585	OFFDEP	OFFICE DEPOT, INC.	12/11/2009	CHECK	PMCHK00001231	\$3,344.21
038586	OFFSTA	OFFICE STAR LLC	12/11/2009	CHECK	PMCHK00001231	\$157.58
038587	PACMEC	PACE MECHANICAL SERVICES, INC.	12/11/2009	CHECK	PMCHK00001231	\$5,850.00
038520	PANASI	PAN ASIAN PUBLICATION (USA) IN	12/2/2009	CHECK	PMCHK00001228	\$945.60
038521	PBS	PBS	12/2/2009	CHECK	PMCHK00001228	\$59.85
038629	PIOJAN	PIONEER JANITORIAL SERVICE	12/16/2009	CHECK	PMCHK00001235	\$9,945.58
038658	PITCHA	PITTSFIELD CHARTER TOWNSHIP	12/21/2009	CHECK	PMCHK00001236	\$175.71
038630	PREPRI	PRECISION PRINTER SERVICES, IN	12/16/2009	CHECK	PMCHK00001235	\$299.85
038588	PRITEC	PRINT TECH INC.	12/11/2009	CHECK	PMCHK00001231	\$2,318.97
038522	PRIORITY	PRIORITY HEALTH	12/2/2009	CHECK	PMCHK00001228	\$13,800.45
038665	PRIORITY	PRIORITY HEALTH	12/22/2009	CHECK	PMCHK00001238	\$13,800.45
038523	PUBWEE	PUBLISHERS WEEKLY	12/2/2009	CHECK	PMCHK00001228	\$999.96
038590	RRBOWK	R.R. BOWKER	12/11/2009	CHECK	PMCHK00001231	\$18,011.37
038524	RACYAN	RACHEL YANIKOGLU	12/2/2009	CHECK	PMCHK00001228	\$60.99
038525	RANHOU	RANDOM HOUSE, INC.	12/2/2009	CHECK	PMCHK00001228	\$5,740.85
038631	RANHOU	RANDOM HOUSE, INC.	12/16/2009	CHECK	PMCHK00001235	\$516.90

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
038526	RECBOO	RECORDED BOOKS, INC.	12/2/2009	CHECK	PMCHK00001228	\$5,618.74
038632	RECBOO	RECORDED BOOKS, INC.	12/16/2009	CHECK	PMCHK00001235	\$246.64
038527	REGBOO	REGENT BOOK CO., INC.	12/2/2009	CHECK	PMCHK00001228	\$37.35
038633	REHROB	REHMANN ROBSON	12/16/2009	CHECK	PMCHK00001235	\$1,355.00
038528	REPPAR	REPUBLIC PARKING	12/2/2009	CHECK	PMCHK00001228	\$130.00
038589	RICBUS	RICOH AMERICAS CORP	12/11/2009	CHECK	PMCHK00001231	\$1,496.73
038634	RICBUS	RICOH AMERICAS CORP	12/16/2009	CHECK	PMCHK00001235	\$817.52
038591	RUBSTA	RUBBER STAMPS UNLIMITED	12/11/2009	CHECK	PMCHK00001231	\$16.20
038635	RUSPUB	RUSSIAN PUBLISHING HOUSE LTD.	12/16/2009	CHECK	PMCHK00001235	\$561.75
038593	SFSTRO	S.F. STRONG, INC.	12/11/2009	CHECK	PMCHK00001231	\$58.93
038508	CONQUA	SAGE PUBLICATIONS, INC	12/2/2009	CHECK	PMCHK00001228	\$287.10
038530	SAIJAM	SAINT JAMES BOOKS	12/2/2009	CHECK	PMCHK00001228	\$49.90
038619	ENLENT	SANDRA GREENSTONE	12/16/2009	CHECK	PMCHK00001235	\$1,300.00
038592	SCHACHO	SCHAKOLAD CHOCOLATE FACTORY	12/11/2009	CHECK	PMCHK00001231	\$66.00
038637	SCHSEC	SCHILKE SECURITY	12/16/2009	CHECK	PMCHK00001235	\$315.00
038638	SECBYD	SECURITY BY DESIGN, INC.	12/16/2009	CHECK	PMCHK00001235	\$270.00
038532	SENTPRO	SENTIMENTAL PRODUCTIONS	12/2/2009	CHECK	PMCHK00001228	\$110.00
038559	SERMAS	SERVICEMASTER CLEAN CARE	12/7/2009	CHECK	PMCHK00001230	\$3,354.00
038660	SERMAS	SERVICEMASTER CLEAN CARE	12/21/2009	CHECK	PMCHK00001236	\$5,993.00
038533	SHAINV	SHARON D. IVERSON	12/2/2009	CHECK	PMCHK00001228	\$27.83
038594	SKIINC	SKIDMORE, INC.	12/11/2009	CHECK	PMCHK00001231	\$5,535.00
038534	SPRINT	SPRINT PCS	12/2/2009	CHECK	PMCHK00001228	\$417.31
038535	STAHAR	STADIUM HARDWARE	12/2/2009	CHECK	PMCHK00001228	\$81.54
038536	STAPOO	STANDARD & POOR'S	12/2/2009	CHECK	PMCHK00001228	\$596.00
038602	STAPLE	STAPLES BUSINESS ADVANTAGE	12/11/2009	CHECK	PMCHK00001232	\$59.30
038640	SUPERD	SUPER D	12/16/2009	CHECK	PMCHK00001235	\$143.97
038537	TANMED	TANTOR MEDIA	12/2/2009	CHECK	PMCHK00001228	\$1,004.07
038538	TEACOM	TEACHING COMPANY/THE//	12/2/2009	CHECK	PMCHK00001228	\$239.90
038539	TERSOA	TERRY SOAVE	12/2/2009	CHECK	PMCHK00001228	\$35.00
038529	ROCPEO	THE ROCK PEOPLE, LLC	12/2/2009	CHECK	PMCHK00001228	\$50.85
038542	TIMBAR	TIM BARON	12/2/2009	CHECK	PMCHK00001228	\$35.04
038543	TIMGRI	TIM GRIMES	12/2/2009	CHECK	PMCHK00001228	\$33.55
038544	TOMSMI	TOM SMITH	12/2/2009	CHECK	PMCHK00001228	\$31.02
038545	TONBIC	TONIA BICKFORD	12/2/2009	CHECK	PMCHK00001228	\$42.19
038595	TONBIC	TONIA BICKFORD	12/11/2009	CHECK	PMCHK00001231	\$39.66
038596	TOTVEN	TOTAL VENDING & COFFEE SERVICE	12/11/2009	CHECK	PMCHK00001231	\$53.90
038597	TOWELE	TOWLER ELECTRICAL SERVICES	12/11/2009	CHECK	PMCHK00001231	\$2,500.00
038546	UNIPAR	UNITED PARCEL SERVICE	12/2/2009	CHECK	PMCHK00001228	\$83.77
038598	UNIPAR	UNITED PARCEL SERVICE	12/11/2009	CHECK	PMCHK00001231	\$30.76
038642	UNIPAR	UNITED PARCEL SERVICE	12/16/2009	CHECK	PMCHK00001235	\$26.88
038643	UNUMPRO	UNUM LIFE INSURANCE	12/16/2009	CHECK	PMCHK00001235	\$2,958.35
038644	UPSTAR	UPSTART	12/16/2009	CHECK	PMCHK00001235	\$80.44
038547	VALFLO	VALLEY FLOORS, INC.	12/2/2009	CHECK	PMCHK00001228	\$6,678.90
038548	VALLINP	VALUE LINE PUBLISHING INC.	12/2/2009	CHECK	PMCHK00001228	\$3,232.00
038645	VICBRO	VICKI BROWNE	12/16/2009	CHECK	PMCHK00001235	\$74.86
038599	VICDUR	VICTORIA FORMKAN DURANONA	12/11/2009	CHECK	PMCHK00001231	\$100.00
038600	WASLIT	WASHTENAW LITERACY	12/11/2009	CHECK	PMCHK00001231	\$8,065.00
038550	WASHNE	WASHTENAW NEWS COMPANY, INC.	12/2/2009	CHECK	PMCHK00001228	\$11,501.75
038646	WASMAN	WASTE MANAGEMENT OF MICHIGAN	12/16/2009	CHECK	PMCHK00001235	\$1,079.32
038647	WESENT	WESTGATE ENTERPRISES, LLC	12/16/2009	CHECK	PMCHK00001235	\$6,855.00
038648	WOLSUP	WOLVERINE SUPPLY, INC	12/16/2009	CHECK	PMCHK00001235	\$141.15
038601	XEROX	XEROX CORPORATION	12/11/2009	CHECK	PMCHK00001231	\$719.59
038551	YBP	YBP	12/2/2009	CHECK	PMCHK00001228	\$101.87

Total Checks: 174

Total Amount of Checks: \$584,832.47

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DISTRICT LIBRARY BOARD

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

2009-2010 OFFICERS

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Vice President Jan Barney Newman
Treasurer Prue Rosenthal
Secretary Margaret Leary

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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