



Ann Arbor District Library
**Regular Meeting
Agenda**

Monday, June 16, 2014

Published by Ann Arbor District Library

June 2014

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15	16 AADL Board Mtg @Traverwd	17	18	19	20	21
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29	30					

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20	21 AADL Board Mtg @Pittsfield	22	23	24	25	26
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17	18 AADL Board Mtg @Malletts Creek	19	20	21	22	23
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MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, June 16, 2014 at 6:00 p.m.
 Traverwood Branch Library
 3333 Traverwood Drive (at Huron Parkway)
 Ann Arbor, MI 48105

REGULAR MEETING AGENDA

- 14-141 I. CALL TO ORDER
- 14-142 II. ATTENDANCE
- 14-143 III. RECESS TO CLOSED SESSION FOR OPINION OF LEGAL COUNSEL AND DIRECTOR'S EVALUATION
- 14-144 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- 14-145 V. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 14-146 VI. APPROVAL OF MINUTES OF MAY 19, 2014 (pp. 3-27)
 (Item of action)
- 14-147 VII. CITIZENS' COMMENTS
- 14-148 VIII. FINANCIAL REPORTS (pp. 28-33)
- 14-149 IX. APPROVAL OF DISBURSEMENTS (pp. 34-36)
 (Item of action)
- 14-150 X. COMMITTEE REPORTS
- 14-151 A. FACILITIES COMMITTEE
- 14-152 XI. DIRECTOR'S REPORT
- 14-153 XII. MONTHLY STATISTICS
- 14-154 XIII. OLD BUSINESS
- 14-136 A. RESOLUTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN THE CONTRACT WITH O'NEAL CONSTRUCTION INC. TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE REDESIGN OF THE DOWNTOWN LIBRARY FRONT ENTRANCE (p. 37)
 (Item of action)

- 14-155 XIV. NEW BUSINESS
- 14-156 A. RESOLUTION OF THANKS TO PAT MCDONALD FOR HER SERVICE ON THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY BOARD (p. 38)
(Item of action)
- 14-157 B. RESOLUTION OF THANKS TO MARY KAY COTTER FOR HER SERVICE ON THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY BOARD (p. 39)
(Item of action)
- 14-158 C. RESOLUTION OF THANKS TO FRED MAYER FOR HIS SERVICE ON THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY BOARD (p. 40)
(Item of action)
- 14-159 XV. CITIZENS' COMMENTS
- 14-160 XVI. VOTE FOR CLOSED SESSION AT THE JULY 21, 2014 REGULAR MEETING FOR OPINION OF LEGAL COUNSEL
(Item of action)
Roll call vote
- 14-161 XVII. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

1. Persons who wish to address the Library Board may reserve time on any regular or special meeting agenda by calling 327-8311 by 5:00 PM of the weekday preceding the meeting. Persons who have not reserved time in advance may speak after those who have reserved time.
2. Maximum time for individual speakers will not exceed three minutes.
3. One speaker may yield his/her time to another if both have signed up and both are in attendance at the meeting.
4. No person may speak more than once on the same subject during a single meeting.
5. Citizens' Comments at special meetings or study sessions will occur at the end of the meeting. Maximum time for individual speakers will not exceed three minutes.
6. Trustees, Director, and Administrators will not answer questions during Citizens' Comments. The speaker may request a response in writing. Trustees may, with the permission of the Board President, ask a question of a speaker. No dialog will occur.
7. Individuals addressing the Board should take into consideration rules of common courtesy.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
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ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, MAY 19, 2014

- 14-111 I. CALL TO ORDER
- President Rosenthal called the meeting to order at 6:02 p.m.
- 14-112 II. ATTENDANCE
- Present: Head, Kaplan, Leary, Murphy (left 6:59 p.m.), Barney Newman, Rosenthal, Surovell
Absent: None
Staff: Neiburger, Parker, Wilson (recorder)
- 14-113 III. RECESS TO CLOSED SESSION FOR DIRECTOR'S EVALUATION
- Staff present, except for the Director, were excused from the meeting at this point.
- 14-114 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR FISCAL YEAR 2014-2015 AT 7:00PM
- President Rosenthal reconvened to the Public Hearing on the 2014-2015 Budget at 7:02 p.m.
- Trustee Murphy was absent for the remainder of the meeting. Staff was in attendance.
- 14-115 V. CALL FOR PUBLIC COMMENT ON THE BUDGET
- President Rosenthal called for public comment on the budget. There was no public comment.
- 14-116 VI. RECONVENE REGULAR MEETING IMMEDIATELY FOLLOWING PUBLIC HEARING ON FY 2014-15 BUDGET
- President Rosenthal reconvened to the regular meeting at 7:04 p.m.
- 14-117 VII. APPROVAL OF AGENDA
(Item of action)

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Secretary Head, supported by Trustee Leary, moved to approve the agenda. Trustee Leary, supported by Secretary Head, moved to amend the agenda with the addition of Director's Evaluation to the vote for closed session on June 16, 2014. The amended agenda was voted on and was as follows:

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

NAYS: None

Motion passed 6-0.

14-118 VIII. APPROVAL OF MINUTES OF APRIL 21, 2014
 (Item of action)

Trustee Surovell, supported by Trustee Leary, moved to approve the minutes of April 21, 2014.

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

NAYS: None

Motion passed 6-0.

14-119 IX. CITIZENS' COMMENTS

Lyn Davidge

Hi, I'm Lyn Davidge, I live in Scio Township and I'm glad to be back. I haven't seen you for a while. I wanted to thank you for continuing this year as you did last year in holding the summer meetings in various branches other than Downtown. I noticed at the ones I was able to attend last summer that there were new faces. Hallelujah. And quite good turn outs for those. And I think it's really important if you are thinking about ways of communicating with the public that you kind of get out and be visible and make it easy for people to see you and get to know what the board is doing. The only thing I'm disappointed about is the fact that you're only doing it the three times. So I've decided that it's not too early to say hey, as you're looking ahead to next year and setting your budget for, not your budget, sorry, your schedule for 2015 how about having six meetings in the other branches. How about expanding this a little bit and giving people even more opportunities to attend. Thank you.

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Don Salberg

Good evening. I want to read to you portions of Ann Arbor District Library's Purchasing Policy as adopted by the Ann Arbor District Library Board December 12, 1995, with revisions adopted on September 16, 1996, August 13, 2001 and June 19, 2006. Basically it says encourage by every legitimate means active and vigorous competition for library district business. Under one of its sub clauses it says if the cost of required materials, equipment, goods, supplies or services can reasonably be expected to exceed a base of \$27,000 specifications shall be prepared describing the kind, quantity, and quality of all materials, equipment, goods, supplies, and services which may be needed for any designated period. I am reviewing this policy because it is not being used in the selection of construction firm to replace the front of the library. The executive director has communicated to me that no RFP will be issued for this project despite the fact that it will cost more than \$28,000 limit above which RFP's are mandated. In fact the project may cost as much as \$250,000. I ask the library board insist that the executive director follow its own purchasing policies and ensure that the selection of the construction firm for replacing the front of the library will be decided by competitive bidding if bids are submitted by more than one firm. Also I encourage that local companies be allowed to compete for a contract which may not have been the case previously when services were sought from Allerton Hill Consulting of Columbus Ohio, EPIC-MRA of Lansing Michigan and from InForm Studio of Northville Michigan. The Ann Arbor community will benefit if its tax dollars are retained by contracting with local companies. Thank you.

14-120 X. FINANCIAL REPORTS

Deputy Director Neiburger reported April showed unrestricted cash balance just over \$10 million. Tax receipts just over \$11 million, reflecting 98.4% of the budgeted amount, have been received through the end of April. The fund balance stands at just over \$8.4 million. Four line items are over budget but should come back into line before the end of the fiscal year.

14-121 XI. APPROVAL OF DISBURSEMENTS
 (Item of action)

Trustee Leary, supported by Treasurer Barney Newman, moved to approve the April 2014 disbursements.

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

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NAYS: None

Motion passed 6-0.

14-122 XII. COMMITTEE REPORTS

14-123 A. BUDGET & FINANCE COMMITTEE

Chairperson Barney Newman reported the committee met, discussed the proposed budget and have budget related resolutions following later in the agenda.

14-124 B. COMMUNICATIONS COMMITTEE

Chairperson Head reported that the committee consisting of herself and Trustees Leary and Rosenthal met on May 9th with the new social media marketing technician, discussed the upcoming newsletter and holding a board candidate information event for prospective AADL board candidates in the near future.

14-125 C. DIRECTOR'S EVALUATION COMMITTEE

President Rosenthal reported the committee consisting of Chairperson Murphy, Trustees Barney Newman and Head completed the Director's evaluation letter. It was noted that Chairperson Murphy has left the meeting due to illness.

President Rosenthal read the following:

Dear Josie,

You are the Five-Star Director in the fifth year of our being designated a Five-Star library.

Once again it is our privilege, as in previous years, to thank you for the extraordinary work you do for the library and the Ann Arbor community as Director of the Ann Arbor District Library.

You are a talented administrator. The structure you have put in place for AADL staffing and administration uses the varied skills of all of the staff members in effective and innovative ways.

You are an extraordinary leader and manager with great foresight;

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a good listener; an amazingly articulate person; an excellent decision-maker. And great to work with. As I said in the closed session meeting, it is marvelous to work with somebody who has the vision for what we can be. We are great and can be even better. However that happens.

Your responsibilities cover the entire range of areas included in the duties of many library directors, but are wider than even those. Because we are an independent entity, and not funded by money from the State or City budgets, you have had large responsibilities in areas such as Financial Management, Community Service, and State and Federal Relations, to name a few.

You are aware of the work of nearly every staff member and are able to offer counsel when there are problems, and congratulate and reward them when they go above and beyond, as they often do at AADL.

You are a sought-after speaker, panel-member, and participant in conferences and workshops around the State, the country, and even internationally.

As a Commissioner for the Bureau of Blind Persons, appointed by Governor Snyder, your participation is the only library representative offers a much-needed, innovative, and technologically sophisticated point-of-view to their work. And I think says a great deal about what the blind community thinks of you.

Your excellent planning for the implementation of the new electronic HR system, working with managers and supervisors, made this potentially disruptive major internal change invisible to the public.

Once again this year, relations with our Librarians' Union and our Associates' Union were excellent. Again, there were again no grievances.

You continue to be an inspiration to students and colleagues, and have expanded your influence by writing, editing (e.g. for the Journal of Library Administration) and lecturing.

You are always available to Board members for consultation,

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information, and updates. You make certain that the Board as a whole, and individual Board members are always aware of current and future issues and events of interest to our library. You are greatly respected as an administrator and library professional by the Board and all who work with you.

In view of your excellent work this year, the Board has chosen to give you a 3% raise. Thank you, Josie.

Director Parker thanked the Board and clarified that in regards to implementation of the HR system, she just said yes. Staff was responsible for getting everything up and running and deserves the credit.

14-126

D. FACILITIES COMMITTEE

Chairperson Leary reported the committee consisting of herself and Trustees Barney Newman and Surovell met on May 8th. The committee discussed the resolutions being presented later in the agenda regarding O'Neal Construction, the Friends Space Use Agreement, janitorial services and the HVAC system maintenance and repair.

Trustee Surovell requested more detailed information regarding the responsibilities of construction management services.

Director Parker responded that the company would oversee the construction project; review construction documents; work with the architect regarding the budget; secure permits, handle safety and inspections; bid out work to the trades as they are not building the project and help the library stay open during construction.

14-127

XIII. DIRECTOR'S REPORT

Director Parker reported that Visions 2014 held at the Morris Lawrence Building at Washtenaw Community College was a huge success and she thanked all staff who participated in this event for their amazing work. Approximately 500 people attended the event and came from all over the state and some from out of state.

Director Parker reported the public elevator is out of service as the hydraulic piston has failed. Repairs will take several months and it is not anticipated to be back in service until the end of August.

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Repairs are anticipated to cost around \$100,000 and will begin in July. Access to the lower level will be curtailed when work begins. Arrangements are being made to accommodate the Friends Book Shop. Staff is escorting patrons through staff areas to access the freight elevator to the upper floors when needed.

14-128 XIV. MONTHLY STATISTICS

Associate Director Neiburger reviewed April 2014 versus April 2013 statistics of collections, users, visits, usage and participation. Top tweets for the month were also presented. Also viewed was the video "The Summer Game" produced to promote the AADL summer game to all ages.

14-129 XV. NEW BUSINESS

14-130 A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR
THE FISCAL YEAR 2014-2015
(Item of action)

Treasurer Barney Newman, supported by Trustee Leary, moved Pursuant to Act 2, Michigan Public Acts of 1968, as amended, before adoption of a budget, a public hearing shall be held as required by Act No. 43 of the Public Acts of the Second Extra Session of 1963, as amended ("Act 43"), and Act No. 267 of the Public Acts of Michigan 1976, as amended.

Pursuant to Act 43, notice of a public hearing on the proposed budget of the District Library must be given by publication in a newspaper of general circulation in the Library District at least 6 days prior to the date of such hearing.

The Board, after due and proper notice, conducted a public hearing on Monday, May 19, 2014, on the approval of the proposed budget.

The Board resolves as follows:

- 1.) The Board approves and adopts the budget for the fiscal year ending June 30, 2015, as presented.
- 2.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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Trustee Leary requested clarification regarding the 3% merit increase for staff. Director Parker noted that the 3% increase is a merit increase and is distributed accordingly.

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

NAYS: None

Motion passed 6-0.

14-131

B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE
 LEVIED BY TAXING AUTHORITIES

(Item of action)

Secretary Head, supported by Trustee Leary, moved that the Board resolves as follows:

- 1.) That as to the 2014-2015 fiscal year of the Ann Arbor District Library, and as to that portion of said Library within the City of Ann Arbor, and that portion of the Library within the territory, townships, or areas outside the City of Ann Arbor, the voted millage for Library operational purposes shall be the amount of 1.55 mills.
- 2.) That the foregoing amounts are levied by the Ann Arbor District Library and the Secretary of the Board of Trustees is authorized and directed to report the same as the Library tax levy to the proper assessing officer(s) of the appropriate agencies and the Secretary may provide copies of this resolution when requested by any appropriate agency.
- 3.) That the amounts certified are essential for the fiscal year of the Ann Arbor District Library commencing July 1, 2014, except as subsequently altered or amended by appropriate certification.
- 4.) That a certified copy of this Resolution may be issued as though the original with the certification provided.
- 5.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

It was noted that the full millage is not being assessed and the

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millage rate is the same as last year.

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

NAYS: None

Motion passed 6-0.

14-132

C. RESOLUTION TO ADOPT THE 2014-2015 BUDGET AS A
LINE ITEM BUDGET AND COMPLIANCE OF
DISBURSEMENTS
 (Item of action)

Treasurer Barney Newman, supported by Trustee Leary, moved that the Board resolves as follows:

- 1.) Appropriations by the Board. As the Legislative Body of the Library, the Board hereby appropriates for fiscal year 2014-15 the total amount of \$12,568,000 for the expenditure categories set forth in the budget.
- 2.) Disbursements for Payroll and Related Payroll Taxes and Withholdings. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, the Director of the Library, the Chief Financial Officer of the Library or Human Resources Manager of the Library (each as "Authorized Officer") are hereby authorized to provide for the disbursement of Library funds for payroll (including related payroll taxes and withholdings) provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 3.) Disbursements for Recurring Expenses that are necessary to Avoid Finance of Late Charges. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for payments that are for recurring expenses and are necessary to avoid finance or late charges, such as payments for utilities, equipment leases and similar expenses, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.

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- 4.) Disbursements for Appropriated Amounts. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for expenditures that have been previously appropriated by the Board pursuant to Paragraph No. 1 of this Resolution, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 5.) Presentation of Disbursements to the Library Board. All disbursements made pursuant to the authority of this Resolution must be presented to the Library Board for approval at a subsequent Board meeting.
- 6.) Limitation of Disbursements to \$28,000. Notwithstanding any provision to the contrary in this Resolution, no Authorized Officer shall be allowed to approve any single expenditure in excess of \$28,000 unless that expenditure has been previously approved in a resolution by the Library Board or in an agreement authorized by the Library Board.
- 7.) Requirement for Dual Signatures. Nothing in this Resolution shall be construed as modifying the current Library Board policy that requires two authorized signatures on all checks, excluding payroll checks, in the amount of \$2,500 or more.
- 8.) Prior Resolutions. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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

NAYS: None

Motion passed 6-0.

14-133

- D. RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY
 (Item of action)

President Rosenthal, supported by Trustee Leary, moved that the

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Board resolves as follows:

- 1.) That the President of the Board of Trustees of Ann Arbor District Library be authorized to sign a one year extension of the space use agreement along with the President of the Board of the Friends of the Ann Arbor District Library.
- 2.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Trustee Leary noted that the Facilities Committee has reviewed the Friends request for replacement carpeting the Book Shop. This will be done after the elevator work is completed and in conjunction with replacement of the lower level carpeting.

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

NAYS: None

Motion passed 6-0.

14-134

E. RESOLUTION TO AWARD CONTRACT FOR JANITORIAL SERVICES FOR THREE YEARS
 (Item of action)

Trustee Leary, supported by Secretary Head, moved that the Board resolves as follows:

- 1.) That the contract for janitorial services be awarded to R.N.A. Janitorial for the next three years, 2014-2017, for the bid amount of \$476,748.00.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Trustee Leary noted bids were reviewed by the Facilities Committee. R.N.A. has been doing work for AADL and we are satisfied with their work.

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

NAYS: None

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Motion passed 6-0.

14-135

- F. RESOLUTION TO AWARD CONTRACT FOR HVAC EQUIPMENT MAINTENANCE AND REPAIR SERVICE FOR THREE YEARS
 (Item of action)

Trustee Kaplan, supported by Secretary Head, moved that the Board resolves as follows:

- 1.) That the contract for HVAC equipment maintenance and repair be awarded to Shambaugh & Son for three years beginning July 1, 2014 for the bid amount of \$259,240.00.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Trustee Leary reported that bids were reviewed by the Facilities Committee. Shambaugh & Son have been doing work for AADL and we are satisfied with their work. They were the lowest bidder.

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

NAYS: None

Motion passed 6-0.

14-136

- G. RESOLUTION TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE WITH O'NEAL CONSTRUCTION INC. TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE REDESIGN OF THE DOWNTOWN LIBRARY FRONT ENTRANCE
 (Item of action)

Secretary Head, supported by Treasurer Barney Newman, moved that the Board resolves as follows:

- 1.) That the Library Director be authorized to negotiate with O'Neal Construction Inc. to provide construction management services for the Ann Arbor District Library for the redesign of the Downtown Library front entrance.
- 2.) That all resolutions and parts of resolutions that conflict

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with the provisions of this resolution are rescinded.

Trustee Leary reported that the Facilities Committee recommends this resolution. That Director Parker provided qualifications from O'Neal to the Committee and has she has previous experience working with O'Neal. Director Parker noted it was permissible to use a qualifications request in lieu of an RFP.

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

NAYS: None

Motion passed 6-0.

14-137

H. DIRECTOR'S EVALUATION LETTER FROM AADL BOARD

President Rosenthal noted the Director's evaluation letter was approved by the Board and read earlier in the meeting.

14-138

XVI. CITIZENS' COMMENTS

There were no additional citizens' comments.

14-139

XVII. VOTE FOR CLOSED SESSION AT THE JUNE 16, 2014 REGULAR MEETING FOR OPINION OF LEGAL COUNSEL AND DIRECTOR'S EVALUATION (Item of action)

Roll call vote

President Rosenthal, supported by Treasurer Barney Newman, moved to hold a closed session at the June 16, 2014 regular meeting for opinion of legal counsel and the director's evaluation.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

14-140

XVIII. ADJOURNMENT

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President Rosenthal adjourned the meeting at 8:24 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 the regular meeting held on May 19, 2014 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 14-130**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR
2014-2015 OF THE ANN ARBOR DISTRICT LIBRARY**

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 19th day of May 2014 at 6:00 p.m.

PRESENT: Head, Kaplan, Leary, Barney Newman, Rosenthal, Surovell

ABSENT: Murphy

The following preamble and resolution were offered by Treasurer Barney Newman, and supported by Trustee Leary:

Pursuant to Act 2, Michigan Public Acts of 1968, as amended, before adoption of a budget, a public hearing shall be held as required by Act No. 43 of the Public Acts of the Second Extra Session of 1963, as amended (“Act 43”), and Act No. 267 of the Public Acts of Michigan 1976, as amended.

Pursuant to Act 43, notice of a public hearing on the proposed budget of the District Library must be given by publication in a newspaper of general circulation in the Library District at least 6 days prior to the date of such hearing.

The Board, after due and proper notice, conducted a public hearing on Monday, May 19, 2014, on the approval of the proposed budget.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) The Board approves and adopts the budget for the fiscal year ending June 30, 2015, as presented.
- 2.) 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, Kaplan, Leary, Barney Newman, Rosenthal, 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 Regular Board Meeting held on May 19, 2014 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 14-131**

**RESOLUTION AUTHORIZING MILLAGE RATE TO BE LEVIED BY
TAXING AUTHORITIES**

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 19th day of May 2014 at 6:00 p.m.

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

The following preamble and resolution was offered by Secretary Head, and supported by Trustee Leary:

The said Board of Trustees of the Ann Arbor District Library (the "Library") has given due reflection to the budget and operational requirements of the Library as to the 2014-2015 fiscal year.

The said Board of Trustees is desirous of providing for the appropriate certification of operational millage relative to the Library.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That as to the 2014-2015 fiscal year of the Ann Arbor District Library, and as to that portion of said Library within the City of Ann Arbor, and that portion of the Library within the territory, townships, or areas outside the City of Ann Arbor, the voted millage for Library operational purposes shall be the amount of 1.55 mills.
- 2.) That the foregoing amounts are levied by the Ann Arbor District Library and the Secretary of the Board of Trustees is authorized and directed to report the same as the Library tax levy to the proper assessing officer(s) of the appropriate agencies and the Secretary may provide copies of this resolution when requested by any appropriate agency.
- 3.) That the amounts certified are essential for the fiscal year of the Ann Arbor District Library commencing July 1, 2014, except as subsequently altered or amended by appropriate certification.
- 4.) That a certified copy of this Resolution may be issued as though the original with the certification provided.

- 5.) 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, Kaplan, Leary, Barney Newman, Rosenthal, 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 Regular Board Meeting held on May 19, 2014 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 14-132**

**RESOLUTION TO ADOPT THE 2014-2015 BUDGET AS A LINE ITEM BUDGET
AND COMPLIANCE OF DISBURSEMENTS**

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 19th day of May 2014 at 6:00 p.m.

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

The following resolution was offered by Treasurer Barney Newman, and supported by Trustee Leary:

THE BOARD RESOLVES AS FOLLOWS:

RESOLUTION ESTABLISHING POLICY FOR DISBURSEMENTS

WHEREAS, on an annual basis the Board adopts an Operating Budget for the Library and;

WHEREAS, the Michigan Department of Treasury's Uniform Accounting Procedures Manual includes the following requirements for approval of disbursements:

All disbursements must be approved by the legislative body prior to disbursement unless addressed otherwise in the charter. The legislative body may establish a formal policy to authorize payments prior to approval to avoid finance or late charges and to pay appropriated amounts and payroll (including related payroll taxes and withholdings). This policy must be very limited and a list of payments made prior to approval must be presented to the legislative body for approval.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1.) Appropriations by the Board. As the Legislative Body of the Library, the Board hereby appropriates for fiscal year 2014-15 the total amount of \$12,568,000 for the expenditure categories set forth in the budget.
- 2.) Disbursements for Payroll and Related Payroll Taxes and Withholdings. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, the Director of the Library, the Chief Financial Officer of the Library or Human Resources Manager of the Library (each as "Authorized Officer") are hereby authorized to provide for the disbursement of Library funds for payroll

(including related payroll taxes and withholdings) provided such disbursements are within the budgeted amounts set forth in the Approved Budget.

- 3.) Disbursements for Recurring Expenses that are necessary to Avoid Finance of Late Charges. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for payments that are for recurring expenses and are necessary to avoid finance or late charges, such as payments for utilities, equipment leases and similar expenses, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 4.) Disbursements for Appropriated Amounts. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for expenditures that have been previously appropriated by the Board pursuant to Paragraph No. 1 of this Resolution, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 5.) Presentation of Disbursements to the Library Board. All disbursements made pursuant to the authority of this Resolution must be presented to the Library Board for approval at a subsequent Board meeting.
- 6.) Limitation of Disbursements to \$28,000. Notwithstanding any provision to the contrary in this Resolution, no Authorized Officer shall be allowed to approve any single expenditure in excess of \$28,000 unless that expenditure has been previously approved in a resolution by the Library Board or in an agreement authorized by the Library Board.
- 7.) Requirement for Dual Signatures. Nothing in this Resolution shall be construed as modifying the current Library Board policy that requires two authorized signatures on all checks, excluding payroll checks, in the amount of \$2,500 or more.
- 8.) Prior Resolutions. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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

AYES: Head, Kaplan, Leary, Barney Newman, Rosenthal, 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 Regular Board Meeting held on May 19, 2014 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 14-133**

**RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS
OF THE ANN ARBOR DISTRICT LIBRARY (FAADL)**

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 19th day of May, 2014 at 6:00 p.m.

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

The following resolution was offered by President Rosenthal, and supported by Trustee Leary:

THE BOARD RESOLVES:

- 1.) That the President of the Board of Trustees of Ann Arbor District Library be authorized to sign a one year extension of the space use agreement along with the President of the Board of the Friends of the Ann Arbor District Library.
- 2.) 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, Kaplan, Leary, Barney Newman, Rosenthal, 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 Regular Board Meeting held on May 19, 2014 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 14-134**

**RESOLUTION TO AWARD CONTRACT FOR JANITORIAL SERVICE FOR
THREE YEARS**

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 19th day of May 2014 at 6:00 p.m.

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

The following resolution was offered by Trustee Leary, and supported by Secretary Head:

THE BOARD RESOLVES:

- 1.) That the contract for janitorial services be awarded to R.N.A. Janitorial for the next three years, 2014-2017, for the bid amount of \$476,748.00.
- 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, Kaplan, Leary, Barney Newman, Rosenthal, 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 Regular Board Meeting held on May 19, 2014 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 14-135**

**RESOLUTION TO AWARD CONTRACT FOR HVAC EQUIPMENT
MAINTENANCE AND REPAIR FOR THREE YEARS**

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 19th day of May 2014 at 6:00 p.m.

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

The following resolution was offered by Trustee Kaplan, and supported by Secretary Head:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That the contract for HVAC equipment maintenance and repair be awarded to Shambaugh & Son for three years beginning July 1, 2014 for the bid amount of \$259,240.00.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Kaplan, Leary, Barney Newman, Rosenthal, 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 Regular Board Meeting held on May 19, 2014 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 14-136**

**RESOLUTION TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE
WITH O'NEAL CONSTRUCTION INC. TO PROVIDE CONSTRUCTION
MANAGEMENT SERVICES FOR THE REDSIGN OF THE DOWNTOWN
LIBRARY FRONT ENTRANCE**

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 19th day of May 2014 at 6:00 p.m.

PRESENT: Head, Kaplan, Leary, Barney Newman, Rosenthal, Surovell

ABSENT: Murphy

The following resolution was offered by Secretary Head, and supported by Treasurer Barney Newman:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That the Library Director be authorized to negotiate with O'Neal Construction Inc. to provide construction management services for the Ann Arbor District Library for the redesign of the Downtown Library front entrance.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Kaplan, Leary, Barney Newman, Rosenthal, 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 Regular Board Meeting held on May 19, 2014 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 May 2014

Cash:

The unrestricted cash balance as of May 31st, 2014 was \$9,528,534, down from \$10,076,133 in April.

Tax Receipts:

The Library has received tax receipts totaling \$11,254,740, 98.4% of the budgeted amount, as of May 31st.

Budget vs. Actual:

The Library showed an operating surplus of \$523,529 through May 31st. This gives the Library a positive fund balance of \$8,001,633 as of May 31st, down from \$8,433,138 at the end of April.

Year-to-Date Revenue (Budget vs. Actual):

Tax, penal fine and state aid revenues are being recognized monthly at the monthly budgeted amount. These line items will be reconciled with actual receipts at the end of the year.

Year-to-Date Expenditures (Budget vs. Actual):

The following operating expense line items are over budget through May:

Purchased Services – The final payment for the survey was made in March.

Software – A large payment of approximately \$66,000 was made in July putting this line item over budget.

Copier Expense – A semi annual payment for copier and printer maintenance was paid in September.

Supplies – Several supply purchases that will last through the rest of the year were made in May.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Eleven Months Ending May 31, 2014

	<u>Actual</u>	<u>May Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$907,381	\$947,333	(\$39,952)	\$10,380,712	\$10,420,667	(\$39,955)
State Aid	67,786	6,667	61,119	227,184	73,333	153,851
Penal Fines	16,250	16,250		178,750	178,750	
Interest	326	8,333	(8,007)	82,740	91,667	(8,927)
Copiers	2,466	2,500	(34)	27,607	27,500	107
Grants/Memorials		7,500	(7,500)	107,435	82,500	24,935
Library Fines & Fees	19,682	35,417	(15,735)	338,268	389,583	(51,315)
Non-Resident Fees	1,350	1,250	100	14,944	13,750	1,194
Fund Bal./Restricted Funds		25,250	(25,250)		277,750	(277,750)
Total Revenue	\$1,015,241	\$1,050,500	(\$35,259)	\$11,357,640	\$11,555,500	(\$197,860)
Expenditures						
Salaries & Wages	471,409	497,083	(25,674)	5,338,093	5,467,917	(129,824)
Employee Benefits	96,708	131,167	(34,459)	1,424,478	1,442,833	(18,355)
Employment Taxes	35,528	38,000	(2,472)	399,797	418,000	(18,203)
Total Employment Cost	\$603,645	\$666,250	(\$62,605)	\$7,162,368	\$7,328,750	(\$166,382)
Custodial and Electrical	\$12,652	\$15,833	(\$3,181)	\$161,783	\$174,167	(\$12,384)
Accounting/Audit	833	833		9,163	9,167	(4)
Legal	1,504	4,167	(2,663)	28,873	45,833	(16,960)
Purchased Services	13,250	13,167	83	155,288	144,833	10,455
Utilities	30,682	36,667	(5,985)	379,401	403,333	(23,932)
Property Insurance	6,881	7,500	(619)	63,437	82,500	(19,063)
Communications	18,343	25,000	(6,657)	168,379	275,000	(106,621)
Materials	157,034	145,833	11,201	1,481,768	1,604,167	(122,399)
Software Licenses/Maintenanc	16,835	12,500	4,335	169,899	137,500	32,399
Building Rental	10,063	12,917	(2,854)	134,049	142,083	(8,034)
Seminars/Conferences/Travel	1,826	2,333	(507)	13,930	25,667	(11,737)
Copier Expense	4,844	3,750	1,094	49,505	41,250	8,255
Library Programming	13,246	22,750	(9,504)	208,852	250,250	(41,398)
Grants/Memorials	4,830	9,583	(4,753)	59,991	105,417	(45,426)
Supplies	23,128	15,333	7,795	178,942	168,667	10,275
Repairs and Maintenance	27,869	28,500	(631)	286,825	313,500	(26,675)
Postage	240	2,917	(2,677)	12,108	32,083	(19,975)
Lcards/Circ Cards	360	6,000	(5,640)	44,753	66,000	(21,247)
Other Operating Expenditures	2,661	2,000	661	17,002	22,000	(4,998)
Total Operating Expense	\$347,081	\$367,583	(\$20,502)	\$3,623,948	\$4,043,417	(\$419,469)
Capital Outlays	\$3,380	\$16,667	(\$13,287)	\$47,795	\$183,333	(\$135,538)
Total Expenditures	\$954,106	\$1,050,500	(\$96,394)	\$10,834,111	\$11,555,500	(\$721,389)
Net	\$61,135		\$61,135	\$523,529		\$523,529

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Eleven Months Ending May 31, 2014

	<i>May</i>			<i>YTD</i>		
	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>
Revenue						
Grants/Memorials		\$7,500	<i>(\$7,500)</i>	\$107,435	\$82,500	<i>\$24,935</i>
Total Revenue		\$7,500	<i>(\$7,500)</i>	\$107,435	\$82,500	<i>\$24,935</i>
Expenditures						
Materials	384	833	<i>(449)</i>	4,676	9,167	<i>(4,491)</i>
Seminars/Conferences/Travel		250	<i>(250)</i>		2,750	<i>(2,750)</i>
Library Programming	4,446	8,500	<i>(4,054)</i>	46,001	93,500	<i>(47,499)</i>
Supplies				414		<i>414</i>
Other Operating Expenditures				8,900		<i>8,900</i>
Total Operating Expense	\$4,830	\$9,583	<i>(\$4,753)</i>	\$59,991	\$105,417	<i>(\$45,426)</i>
Total Expenditures	\$4,830	\$9,583	<i>(\$4,753)</i>	\$59,991	\$105,417	<i>(\$45,426)</i>
Net	<i>(\$4,830)</i>	<i>(\$2,083)</i>	<i>(\$2,747)</i>	\$47,444	<i>(\$22,917)</i>	<i>\$70,361</i>

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Eleven Months Ending May 31, 2014

	<u>Actual</u>	<u>May Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$80,000	\$82,500	(\$2,500)
Total Revenue		\$7,500	(\$7,500)	\$80,000	\$82,500	(\$2,500)
Expenditures						
Materials				1,180		1,180
Library Programming	4,446	7,500	(3,054)	37,068	82,500	(45,432)
Other Operating Expenditures				8,900		8,900
Total Operating Expense	\$4,446	\$7,500	(\$3,054)	\$47,148	\$82,500	(\$35,352)
Total Expenditures	\$4,446	\$7,500	(\$3,054)	\$47,148	\$82,500	(\$35,352)
Net	(\$4,446)		(\$4,446)	\$32,852		\$32,852

Balance Sheet

ASSETS

As of 5/31/2014

Current Assets:

Cash	
CASH-COMMERCIAL CHECKING	\$24,476.73
CASH-PAYROLL	7,194.68
HOLTREY FUND	332,121.10
CASH-SAVINGS	1,914,078.90
KENISTON FUND	30,318.00
SHAFER FUND	10,476.97
WESTERMAN FUND	49,219.98
PETTY CASH	2,300.00
WLBDP ACCOUNT	37,136.71
CDs - SHORT TERM	2,000,000.00
	<hr/>
Total Cash	\$4,407,323.07
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,327,118.14
UNITED BANK AND TRUST INVESTMENT	1,873,476.51
	<hr/>
Total Investments	\$5,200,594.65
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$212,966.78
	<hr/>
Total Accounts Receivable	\$212,966.78
Property Taxes Receivable	
	<hr/>
Total Property Taxes Receivable	\$0.00
Prepaid Expenses	
PRE-PAID INSURANCE	\$75,187.63
PREPAID EXPENSES	1,250.00
	<hr/>
Total Prepaid Expenses	\$76,437.63
	<hr/>
Total Current Assets	\$9,897,322.13
<u>Capital Assets:</u>	
BUILDINGS	\$26,000,844.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	492,257.00
COMMUNICATIONS EQUIPMENT	431,035.00
BUSINESS MACHINES	145,532.00
COMPUTER EQUIPMENT	1,336,624.33
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	40,760.00
FURNITURE & FIXTURES	1,260,109.00
VEHICLES	183,256.00
	<hr/>
Total Capital Assets	\$32,040,668.15
<u>Amount Provided for Long-Term Debt:</u>	
LONG TERM SICK	\$28,025.46
LONG TERM VACATION	211,907.84
	<hr/>
Total Provided for Long-Term Debt	239,933.30
	<hr/>
TOTAL ASSETS	<u>\$42,177,923.58</u>

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	(\$26,194.67)
ACCRUED ACCOUNTS PAYABLE	55,409.79
ACCRUED PAYROLL	123,038.26
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	33,513.85
ACCRUED EMPLOYER 403(b) - UNDECIDED	53,091.75
ACCRUED 403B/MPSERS EMPLOYER	39,959.05
ACCRUED LIABILITY-VACATION S/T	89,969.27
	<hr/>
Total Current Liabilities	\$368,787.30

Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$28,025.46
ACCRUED LIABILITY-VACATION L/T	211,907.84
	<hr/>
Total Long-Term Liabilities	239,933.30

Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$32,040,668.15
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Fund Balance:

RESERVE-ENCUMBRANCES	\$189,457.32
DEFERRED REVENUE - PROPERTY TAX	813,914.00
FUND BALANCE - UNDESIGNATED	8,001,633.13
EXCESS REVENUE (SPENDING)	523,530.38
	<hr/>
Total Fund Balance	\$9,528,534.83

Total Fund Equity	\$41,569,202.98
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TOTAL LIABILITIES AND FUND EQUITY	<hr/> <hr/> \$42,177,923.58
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Ranges: From: To: From: To:
 Check Number First Last Check Date 5/1/2014 5/31/2014
 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
048064	3PLAYMED	3PLAY MEDIA	5/29/2014	CHECK	PMCHK00001636	\$1,630.44
047963	AGRSER	A GROWING SERVICE LLC	5/16/2014	CHECK	PMCHK00001634	\$340.00
048065	ADASTR	ADAMS STREET PUBLISHING CO.	5/29/2014	CHECK	PMCHK00001636	\$465.00
047962	AFTDEL	AFTERNOON DELIGHT	5/16/2014	CHECK	PMCHK00001634	\$124.50
048035	ALAFIS	ALAN FISK	5/21/2014	CHECK	PMCHK00001635	\$750.00
047964	ALLENT	ALLIANCE ENTERTAINMENT	5/16/2014	CHECK	PMCHK00001634	\$6,555.82
047965	AMEX	AMERICAN EXPRESS	5/16/2014	CHECK	PMCHK00001634	\$48,682.39
048066	ALA1	AMERICAN LIBRARY ASSOC	5/29/2014	CHECK	PMCHK00001636	\$1,300.00
047966	ANDPAI	ANDERSON PAINT COMPANY	5/16/2014	CHECK	PMCHK00001634	\$55.44
048067	ATT	AT&T ADVERTISING SOLUTIONS	5/29/2014	CHECK	PMCHK00001636	\$12.87
047967	ATTMOB	AT&T MOBILITY	5/16/2014	CHECK	PMCHK00001634	\$1,035.24
047968	B&H	B&H PHOTO-VIDEO	5/16/2014	CHECK	PMCHK00001634	\$854.99
048068	B&H	B&H PHOTO-VIDEO	5/29/2014	CHECK	PMCHK00001636	\$11,376.71
048069	BARKLA	BARBARA KLAVER	5/29/2014	CHECK	PMCHK00001636	\$16.90
047969	BARNOB1	BARNES & NOBLE INC.	5/16/2014	CHECK	PMCHK00001634	\$151.38
048070	BARNOB1	BARNES & NOBLE INC.	5/29/2014	CHECK	PMCHK00001636	\$96.08
047970	BEADEL	BEAU DELOACH	5/16/2014	CHECK	PMCHK00001634	\$125.00
047972	BETMAN	BETH MANUEL	5/16/2014	CHECK	PMCHK00001634	\$19.04
047971	BETBEC	BETSY BECKERMAN	5/16/2014	CHECK	PMCHK00001634	\$550.00
047987	DICBLI	BLICK ART MATERIALS	5/16/2014	CHECK	PMCHK00001634	\$202.27
047973	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	5/16/2014	CHECK	PMCHK00001634	\$54,804.14
047974	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	5/16/2014	CHECK	PMCHK00001634	\$8,874.24
047975	BP	BP	5/16/2014	CHECK	PMCHK00001634	\$291.51
047976	BREWER	BREWER'S	5/16/2014	CHECK	PMCHK00001634	\$461.70
048037	BRIAND	BRIAN ANDERSON	5/21/2014	CHECK	PMCHK00001635	\$92.18
047977	BRIAUD	BRILLIANCE AUDIO, INC.	5/16/2014	CHECK	PMCHK00001634	\$1,847.83
047978	BRODCO	BRODART CO.	5/16/2014	CHECK	PMCHK00001634	\$3,296.41
048038	BRUCON	BRUCE CONFORTH	5/21/2014	CHECK	PMCHK00001635	\$100.00
048071	CARBRO	CARPENTER BROS.	5/29/2014	CHECK	PMCHK00001636	\$32.51
047979	CDW-G	CDW GOVERNMENT, INC.	5/16/2014	CHECK	PMCHK00001634	\$5,304.84
048072	CDW-G	CDW GOVERNMENT, INC.	5/29/2014	CHECK	PMCHK00001636	\$2,876.72
048094	THOLEA	CENGAGE LEARNING	5/29/2014	CHECK	PMCHK00001636	\$26.39
047980	CINCOR	CINTAS CORPORATION	5/16/2014	CHECK	PMCHK00001634	\$1,659.34
047981	CITOF1	CITY OF ANN ARBOR TREASURER	5/16/2014	CHECK	PMCHK00001634	\$2,721.31
048073	CITOF	CITY OF ANN ARBOR TREASURER	5/29/2014	CHECK	PMCHK00001636	\$246.00
048040	CLARDIS	CLARKSTON INDEPENDENCE DISTRIC	5/21/2014	CHECK	PMCHK00001635	\$18.00
047983	COMCAS	COMCAST	5/16/2014	CHECK	PMCHK00001634	\$44.76
047982	COMALLW	COMPUTER ALLEY WEST	5/16/2014	CHECK	PMCHK00001634	\$420.09
047984	CRITERION	CRITERION PICTURES USA	5/16/2014	CHECK	PMCHK00001634	\$270.00
047985	DAVMCM	DAVID MCMILLIAN	5/16/2014	CHECK	PMCHK00001634	\$75.00
048074	DEMCO	DEMCO	5/29/2014	CHECK	PMCHK00001636	\$2,251.17
047986	DENOWE	DENISE OWENS	5/16/2014	CHECK	PMCHK00001634	\$100.00
048075	DRAMED	DRAFTHOUSE MEDIA LLC	5/29/2014	CHECK	PMCHK00001636	\$500.00
048076	DTEENE	DTE ENERGY	5/29/2014	CHECK	PMCHK00001636	\$15,088.53
048077	DYKGOS	DYKEMA GOSSETT	5/29/2014	CHECK	PMCHK00001636	\$1,503.85
047988	EHIM	EHIM	5/16/2014	CHECK	PMCHK00001634	\$8,077.52
047961	ELINEI	ELI NEIBURGER	5/7/2014	CHECK	PMCHK00001633	\$102.99
048078	ELILAW	ELITE LAWN & LANDSCAPE, INC.	5/29/2014	CHECK	PMCHK00001636	\$5,010.78
048079	FISWIN	FISH WINDOW CLEANING	5/29/2014	CHECK	PMCHK00001636	\$2,036.00
047992	GRACUT	FOYLES INC. GRANT & CUTLER	5/16/2014	CHECK	PMCHK00001634	\$896.81
047990	FRIOF	FRIENDS OF THE ANN ARBOR	5/16/2014	CHECK	PMCHK00001634	\$661.50
047991	GARISTE	GARI STEIN	5/16/2014	CHECK	PMCHK00001634	\$100.00
048080	GAYBRO	GAYLORD BROS.	5/29/2014	CHECK	PMCHK00001636	\$2,504.34
047989	FIRMAR	GREEN ROAD ASSOCIATES, LP	5/16/2014	CHECK	PMCHK00001634	\$3,208.33
048036	ARCHAMBAULT	GROUPE ARCHAMBAULT INC.	5/21/2014	CHECK	PMCHK00001635	\$352.27
047993	INFOTOD	INFORMATION TODAY, INC.	5/16/2014	CHECK	PMCHK00001634	\$404.50
047994	KATCHY	KATIE CHYNOWETH	5/16/2014	CHECK	PMCHK00001634	\$44.58

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047995	KELBAR	KELLY BARSON	5/16/2014	CHECK	PMCHK00001634	\$100.00
047996	KELCAU	KELSEY CAULEY	5/16/2014	CHECK	PMCHK00001634	\$32.09
047997	KITMCK	KITO MCKINNEY	5/16/2014	CHECK	PMCHK00001634	\$100.00
048041	KYLBUN	KYLE HUNTER	5/21/2014	CHECK	PMCHK00001635	\$200.00
048042	LANCOM	LANSING COMMUNITY COLLEGE	5/21/2014	CHECK	PMCHK00001635	\$45.00
047998	LAUZIE	LAURA ZIELIN	5/16/2014	CHECK	PMCHK00001634	\$250.00
048043	LEXMAT	LEXISNEXIS MATTHEW BENDER	5/21/2014	CHECK	PMCHK00001635	\$1,125.31
048044	LIBSER	LIBRARY SERVICES-CITY OF HOPE	5/21/2014	CHECK	PMCHK00001635	\$6.00
048045	LIRZHE	LIRONG ZHENG	5/21/2014	CHECK	PMCHK00001635	\$62.67
048046	LISWHE	LISA WHEELER	5/21/2014	CHECK	PMCHK00001635	\$253.00
047999	MANPOW	MANPOWER	5/16/2014	CHECK	PMCHK00001634	\$123.20
048047	MANPOW	MANPOWER	5/21/2014	CHECK	PMCHK00001635	\$123.20
048081	MANPOW	MANPOWER	5/29/2014	CHECK	PMCHK00001636	\$123.20
048001	MARYAN	MARGARET YANG	5/16/2014	CHECK	PMCHK00001634	\$250.00
048000	MARBAN	MARTIN BANDYKE	5/16/2014	CHECK	PMCHK00001634	\$400.00
048048	MARBAN	MARTIN BANDYKE	5/21/2014	CHECK	PMCHK00001635	\$500.00
048049	MATBAL	MATTHEW BALL	5/21/2014	CHECK	PMCHK00001635	\$300.00
048050	MELHUD	MELISSA HUDSON	5/21/2014	CHECK	PMCHK00001635	\$100.00
048051	METLIFE	METLIFE SBC	5/21/2014	CHECK	PMCHK00001635	\$5,878.36
048002	MICOFF	MICHIGAN OFFICE SOLUTIONS	5/16/2014	CHECK	PMCHK00001634	\$1,723.00
048082	MICOFF	MICHIGAN OFFICE SOLUTIONS	5/29/2014	CHECK	PMCHK00001636	\$1,723.00
048052	MIDTAP	MIDWEST TAPE	5/21/2014	CHECK	PMCHK00001635	\$13,406.42
048034	AANEWS	MLIVE MEDIA GROUP	5/21/2014	CHECK	PMCHK00001635	\$1,392.00
048003	NICWIL	NICHOLAS WILCOX	5/16/2014	CHECK	PMCHK00001634	\$1,000.00
048053	NICBOO	NICOLA'S BOOKS	5/21/2014	CHECK	PMCHK00001635	\$318.60
048054	NOMIUN	NORTHERN MICHIGAN UNIVERSITY	5/21/2014	CHECK	PMCHK00001635	\$230.00
048055	NUWAVE	NUWAVE AQUARIUMS	5/21/2014	CHECK	PMCHK00001635	\$214.00
048083	OCLINS	OCLC, INC.	5/29/2014	CHECK	PMCHK00001636	\$7,663.19
048084	OFFDEP	OFFICE DEPOT, INC.	5/29/2014	CHECK	PMCHK00001636	\$969.41
048039	CALSTA	OVIATT LIBRARY - INTERLIBRARY	5/21/2014	CHECK	PMCHK00001635	\$20.00
048056	OXFUNI	OXFORD UNIVERSITY PRESS USA	5/21/2014	CHECK	PMCHK00001635	\$131.93
048005	PARAVE	PARK AVENUE LIGHTING	5/16/2014	CHECK	PMCHK00001634	\$1,867.50
048086	PINECONES	PINECONES & PODZ	5/29/2014	CHECK	PMCHK00001636	\$47.65
048006	PIOJAN	PIONEER JANITORIAL SERVICE	5/16/2014	CHECK	PMCHK00001634	\$10,615.65
048087	PITCHA	PITTSFIELD CHARTER TOWNSHIP	5/29/2014	CHECK	PMCHK00001636	\$115.13
048007	PRITEC	PRINT TECH INC.	5/16/2014	CHECK	PMCHK00001634	\$2,236.65
048085	PALENV	PRINTLINK-PALMER	5/29/2014	CHECK	PMCHK00001636	\$924.85
048057	PRIORITY	PRIORITY HEALTH	5/21/2014	CHECK	PMCHK00001635	\$1,893.21
048008	RACYAN	RACHEL YANIKOGLU	5/16/2014	CHECK	PMCHK00001634	\$190.61
048058	RACYAN	RACHEL YANIKOGLU	5/21/2014	CHECK	PMCHK00001635	\$97.78
048009	RANHOU	RANDOM HOUSE, INC.	5/16/2014	CHECK	PMCHK00001634	\$1,136.25
048010	RECBOO	RECORDED BOOKS, INC.	5/16/2014	CHECK	PMCHK00001634	\$8,285.30
048088	RTI	RTI	5/29/2014	CHECK	PMCHK00001636	\$487.55
048089	RUBSTA	RUBBER STAMPS UNLIMITED	5/29/2014	CHECK	PMCHK00001636	\$31.10
048011	SARKEL	SARA MELTON KELLER	5/16/2014	CHECK	PMCHK00001634	\$550.00
048014	SCHSOU	SCHEDULE SOURCE, INC	5/16/2014	CHECK	PMCHK00001634	\$1,925.50
048013	SCHSEC	SCHILKE SECURITY	5/16/2014	CHECK	PMCHK00001634	\$265.00
048012	SCHELE	SCHINDLER ELEVATOR CORPORATION	5/16/2014	CHECK	PMCHK00001634	\$1,383.16
048059	SCHELE	SCHINDLER ELEVATOR CORPORATION	5/21/2014	CHECK	PMCHK00001635	\$603.31
048015	SELAUTO	SELECT AUTO SERVICE	5/16/2014	CHECK	PMCHK00001634	\$4,043.54
048004	PACMEC	SHAMBAUGH & SON, L.P	5/16/2014	CHECK	PMCHK00001634	\$12,628.09
048016	SIL0'MOD	SILE O'MODHRAIN	5/16/2014	CHECK	PMCHK00001634	\$100.00
048017	SPRINT	SPRINT PCS	5/16/2014	CHECK	PMCHK00001634	\$823.82
048060	ST.CLAIR	ST. CLAIR SHORES PUBLIC LIBRAR	5/21/2014	CHECK	PMCHK00001635	\$19.95
048018	STAHAR	STADIUM HARDWARE	5/16/2014	CHECK	PMCHK00001634	\$65.94
048090	STECYC	STERICYCLE, INC	5/29/2014	CHECK	PMCHK00001636	\$297.46
048019	STEOSB	STEVE OSBURN	5/16/2014	CHECK	PMCHK00001634	\$50.00
048061	SWESOU	SWEETWATER SOUND INC.	5/21/2014	CHECK	PMCHK00001635	\$14,402.05
048020	TANMED	TANTOR MEDIA	5/16/2014	CHECK	PMCHK00001634	\$2,433.81
048021	TDSMET	TDS METROCOM	5/16/2014	CHECK	PMCHK00001634	\$6,961.31
048091	TDSMET	TDS METROCOM	5/29/2014	CHECK	PMCHK00001636	\$7,067.20
048093	TERSOA	TERRY SOAVE	5/29/2014	CHECK	PMCHK00001636	\$1,276.99
048092	TEACOM	THE GREAT COURSES	5/29/2014	CHECK	PMCHK00001636	\$58.00
048062	TMGROU	THE TM GROUP INC	5/21/2014	CHECK	PMCHK00001635	\$982.50

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
048022	THEUNDER	THE UNDERSTANDING GROUP LLC	5/16/2014	CHECK	PMCHK00001634	\$5,000.00
048023	TOMSMI	TOM SMITH	5/16/2014	CHECK	PMCHK00001634	\$68.55
048095	TRIGON	TRIGONIX	5/29/2014	CHECK	PMCHK00001636	\$21,481.25
048096	ULINE	ULINE, INC.	5/29/2014	CHECK	PMCHK00001636	\$153.80
048025	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	5/16/2014	CHECK	PMCHK00001634	\$1,288.80
048024	UNIPAR	UNITED PARCEL SERVICE	5/16/2014	CHECK	PMCHK00001634	\$134.09
048097	UNIPAR	UNITED PARCEL SERVICE	5/29/2014	CHECK	PMCHK00001636	\$72.70
048026	UNUMPRO	UNUM LIFE INSURANCE	5/16/2014	CHECK	PMCHK00001634	\$2,967.51
048027	VERWIRC	VERIZON WIRELESS	5/16/2014	CHECK	PMCHK00001634	\$1,198.96
048028	WAAWHI	WAAM RADIO	5/16/2014	CHECK	PMCHK00001634	\$800.00
048029	WASHTR	WASHTENAW COUNTY TREASURER	5/16/2014	CHECK	PMCHK00001634	\$145.53
048030	WASMAN	WASTE MANAGEMENT OF MICHIGAN	5/16/2014	CHECK	PMCHK00001634	\$225.62
048063	WESBLO	WEST BLOOMFIELD PUBLIC LIBRARY	5/21/2014	CHECK	PMCHK00001635	\$9.95
048031	WESENT	WESTGATE ENTERPRISES, LLC	5/16/2014	CHECK	PMCHK00001634	\$6,855.00
048032	WILTEC	WILTEC TECHNOLOGIES	5/16/2014	CHECK	PMCHK00001634	\$208.24
048033	XEROX	XEROX CORPORATION	5/16/2014	CHECK	PMCHK00001634	\$794.83
Total Checks: 137						Total Amount of Checks: \$364,685.48

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-136**

**RESOLUTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN THE
CONTRACT WITH O'NEAL CONSTRUCTION INC. TO PROVIDE
CONSTRUCTION MANAGEMENT SERVICES FOR THE REDESIGN OF THE
DOWNTOWN LIBRARY FRONT ENTRANCE**

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 16th day of June 2014 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the Director of the Ann Arbor District Library be authorized to enter into contract with O'Neal Construction Inc. to provide construction management services for the redesign of the Downtown Library front entrance.
- 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:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-156**

**RESOLUTION OF THANKS TO PAT MCDONALD FOR HER SERVICE ON
THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY BOARD**

Minutes of the 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 16th day of June, 2014 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the Ann Arbor District Library Board would like to officially thank Pat McDonald for her service on the Friends of the Ann Arbor District Library Board.
- 2.) That the Ann Arbor District Library Board would like to recognize Pat McDonald for her dedication, leadership and commitment in her six year role as President of the Friends of the Ann Arbor District Library Board.
- 3.) That all resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-157**

**RESOLUTION OF THANKS TO MARY KAY COTTER FOR HER SERVICE
ON THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY BOARD**

Minutes of the 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 16th day of June, 2014 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the Ann Arbor District Library Board would like to officially thank Mary Kay Cotter for her six years of service on the Friends of the Ann Arbor District Library Board.
- 2.) That the Ann Arbor District Library Board would like to recognize Mary Kay Cotter for her dedication and commitment in her role as Secretary and Membership Chair of the Friends of the Ann Arbor District Library Board.
- 3.) That all resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-158**

**RESOLUTION OF THANKS TO FRED MAYER FOR HIS SERVICE ON THE
FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY BOARD**

Minutes of the 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 16th day of June, 2014 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the Ann Arbor District Library Board would like to officially thank Fred Mayer for his six years of service on the Friends of the Ann Arbor District Library Board.
- 2.) That the Ann Arbor District Library Board would like to recognize Fred Mayer for his dedication and commitment in his role as Director on the Friends of the Ann Arbor District Library Board.
- 3.) That all resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

2014 OFFICERS

President Prue Rosenthal
Vice President Barbara Murphy
Treasurer Jan Barney Newman
Secretary Rebecca Head

ADMINISTRATION

Josie Parker Director
Eli Neiburger Deputy Director

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