



Ann Arbor District Library
Regular Meeting
Agenda

Monday, June 18, 2012

Published by Ann Arbor District Library

June 2012

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3	4	5	6	7	8	9 Commu- nity Forum
10	11	12 Commu- nity Forum	13	14	15	16
17	18 AADL Board Mtg	19	20 Commu- nity Forum	21	22	23
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July 2012

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1	2	3	4 Library Closed	5	6	7
8	9	10	11	12	13	14
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August 2012

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

MEMORANDUM

To: District Library Board
From: Josie Parker, Director
Subject: Regular Meeting, Monday, June 18, 2012 at 7:00 p.m.
Ann Arbor District Library, 4th Floor Board Room
343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 12-118 I. CALL TO ORDER
- 12-119 II. ATTENDANCE
- 12-120 III. APPROVAL OF AGENDA (pp. 1-2)
(Item of action)
- 12-121 IV. APPROVAL OF MINUTES OF MAY 21, 2012, JUNE 9, 2012
AND JUNE 12, 2012 (pp. 3-19)
(Item of action)
- 12-122 V. CITIZENS' COMMENTS
- 12-123 VI. FINANCIAL REPORTS (pp. 20-27)
- 12-124 VII. APPROVAL OF DISBURSEMENTS (pp.28-31)
(Item of action)
- 12-125 VIII. COMMITTEE REPORTS
- 12-126 A. FACILITIES COMMITTEE
- 12-127 IX. DIRECTOR'S REPORT
- 12-128 X. NEW BUSINESS
- 12-129 A. RESOLUTION TO AMEND THE 2011-2012 APPROVED
BUDGET (p. 32)
(Item of action)
- 12-130 B. FACILITIES COMMITTEE PUBLIC FORUMS ON THE
FUTURE OF THE DOWNTOWN LIBRARY UPDATE

12-131

C. VOTE FOR EXECUTIVE SESSION AT THE JULY 16, 2012
REGULAR MEETING FOR OPINION OF LEGAL
COUNSEL

(Item of action)
Roll call vote

12-132

XI.

ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 21, 2012

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, MAY 21, 2012

- 12-076 I. CALL TO ORDER
 President Leary called the meeting to order at 6:00 p.m.
- 12-077 II. ATTENDANCE
 Present: Head, Leary, Barney Newman, Rosenthal, Surovell
 Absent: Kaplan, Murphy
 Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)
- 12-078 III. RECESS TO EXECUTIVE SESSION FOR OPINION OF
 LEGAL COUNSEL & DIRECTOR'S EVALUATION
- 12-079 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR
 FISCAL YEAR 2012-2013 AT 7:00PM
 President Leary reconvened to the Public Hearing on the budget at
 7:05 p.m.
- 12-080 V. CALL FOR PUBLIC COMMENT ON THE BUDGET
 President Leary called for public comment on the budget. There
 was no public comment.
- 12-081 VI. RECONVENE REGULAR MEETING IMMEDIATELY
 FOLLOWING PUBLIC HEARING ON FY 2012-13 BUDGET
 President Leary reconvened the regular meeting at 7:06 p.m.
- 12-082 VII. APPROVAL OF AGENDA
 (Item of action)
 Trustee Head, supported by Trustee Surovell, moved to approve
 the agenda.
 AYES: Head, Leary, Barney Newman, Rosenthal, Surovell
 NAYS: None
Motion passed 5-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 21, 2012

12-083 VIII. APPROVAL OF MINUTES OF APRIL 16, 2012
 (Item of action)

Vice President Rosenthal, supported by Secretary Barney Newman, moved to approve the minutes of April 16, 2012.

AYES: Head, Leary, Barney Newman, Rosenthal, Surovell
 NAYS: None

Motion passed 5-0.

12-084 IX. CITIZENS' COMMENTS

There were no citizens' comments.

12-085 X. FINANCIAL REPORTS

Associate Director Nieman reported April showed unrestricted cash balance just over \$9.7 million. Tax receipts just over \$10.9 million, reflecting 98% of the budgeted amount, have been received. The Fund Balance reflects just over \$8.1 million. Two line items are over budget, but will come back into line later in the year.

12-086 XI. APPROVAL OF DISBURSEMENTS
 (Item of action)

Secretary Barney Newman, supported by Trustee Head, moved to approve the April disbursements.

AYES: Head, Leary, Barney Newman, Rosenthal, Surovell
 NAYS: None

Motion passed 5-0.

12-087 XII. COMMITTEE REPORTS

12-088 A. EXECUTIVE COMMITTEE

President Leary reported the committee met to discuss the EPIC-MRA survey results.

12-089 B. FACILITIES COMMITTEE

Vice President Rosenthal reported the Facilities Committee met and reviewed the EPIC-MRA survey results. Preliminary discussion on the physical condition of the downtown building was held.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 21, 2012

12-090

C. FINANCE COMMITTEE

Trustee Surovell reported the committee reviewed the revisions to the proposed 2012-2013 budget. Tax projections received from the county were lower than anticipated and the proposed budget was adjusted accordingly.

12-091

XIII. DIRECTOR'S REPORT

Director Parker reported that VISIONS 2012 held at Washtenaw Community College was a great success. The event was cosponsored by AADL, the Michigan Commission for the Blind and Washtenaw Community College. Attendees totaled roughly 400 and came from surrounding counties, Ohio and Indiana. Thirty-six vendors participated and the event had four speakers. Director Parker thanked all staff who participated.

AADL hosted its Teen Short Story Writing Contest this month. Guest speaker, Caitlin Horrocks, a 1997 contest winner, discussed her published works and introduced this year's winners.

12-092

XIV. NEW BUSINESS

12-093

A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR THE FISCAL YEAR 2012-2013

(Item of action)

Trustee Head, supported by Secretary Barney Newman, 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 21, 2012, on the approval of the proposed budget.

The Board Resolves as follows:

The Board approves and adopts the budget for the fiscal year ending June 30, 2013, as presented.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 21, 2012

All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 5-0.

12-094

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

(Item of action)

Secretary Barney Newman, supported by Trustee Head, moved
 The Board Resolves as follows:

That as to the 2012-2013 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.

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.

That the amounts certified are essential for the fiscal year of the Ann Arbor District Library commencing July 1, 2012, except as subsequently altered or amended by appropriate certification.

That a certified copy of this Resolution may be issued as though the original with the certification provided.

All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 5-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 21, 2012

- 12-095 C. RESOLUTION TO ADOPT THE 2012-2013 BUDGET AS A LINE ITEM BUDGET AND COMPLIANCE OF DISBURSEMENTS
 (Item of action)

Secretary Barney Newman, supported by Trustee Head, moved to adopt the 2012-2013 budget as a line item budget and compliance of disbursements as outlined in the resolution.

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

NAYS: None

Motion passed 5-0.

- 12-096 D. RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY
 (Item of action)

Vice President Rosenthal, supported by Trustee Surovell, moved to extend the Space Use Agreement with the Friends of the Ann Arbor District Library for one year and that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 5-0.

- 12-097 E. DIRECTOR'S EVALUATION LETTER FROM AADL BOARD

President Leary read the following:

Dear Josie,

The Ann Arbor District Library Board of Trustees has completed its evaluation of your work over the last year. In each of the ten areas of your responsibility, you have done excellent work.

Nevertheless, we have agreed that your salary comports with your responsibilities, and is equitable given the compensation of those in comparable positions, so that we will not raise your salary, \$143,114, in the coming year.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 21, 2012

You have attracted talented people and continue to enable them to grow and develop in their positions. The Board encourages you in this direction, which calls for continued delegation of library functions so that you are able to put your time and effort into your public presence and into whatever new situations require your expertise.

We are pleased that the Library was able to budget for merit increases for deserving staff, after two years of foregoing such raises. We are also pleased the library continues to operate without imposing the full millage it could, although we realize that may not always be possible.

We are also pleased that the Library has had a balanced budget, every year, at the same time it develops and provides new services and sees increased use of all the Library's services. One example is the creative new kinds of "collections" you are circulating, going beyond books not only to art prints but more recently to energy meters, science-to-go kits, and telescopes.

We continue to feel that your approach to Board relations is effective, and that task is ever-evolving as the library faces the new challenges of the coming year, in particular helping AADL meet the many challenges of our downtown facility so that AADL can continue to deliver high quality library and information services at all our locations.

We look forward to working with you to continue to improve all the Library's services.

For most of the past year, you led the Michigan Library Association's legislative committee, and we are aware of the effectiveness of your work. We appreciate that you are seen as a national leader and invited to participate in national initiatives.

To repeat a comment from our letter to you last year: We are aware that AADL's community relations efforts have succeeded in creating demand beyond what our existing facilities can support. The big challenge to all of us in the coming year—and the biggest challenge for you—is to lead the effort to determine the best path for ensuring that AADL lives up to what our community expects, in all regards.

The coming year will present new demands that are not completely foreseeable. Ann Arbor is a special community, founded and built on learning and information. The Ann Arbor

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 21, 2012

District Library has increasingly been central to our community and its growth and prosperity. Now AADL has to decide whether its downtown facility is up to providing what the community deserves.

With appreciation for all you have done, and in anticipation of working with you to meet the challenges ahead,

Sincerely,
 Margaret A. Leary, President
 Board of Trustees, Ann Arbor District Library

12-098

- F. VOTE FOR EXECUTIVE SESSION AT THE JUNE 18, 2012 REGULAR MEETING FOR OPINION OF LEGAL COUNSEL
 (Item of action)
 Roll call vote

Vice President Rosenthal, supported by Trustee Head, moved to hold an Executive Session at the June 18, 2012 regular Board meeting for opinion of legal counsel.

A roll call vote was taken.

AYES: Head, Leary, Barney Newman, Rosenthal, Surovell
 NAYS: None

Motion passed 5-0.

12-099

XV. ADJOURNMENT

Vice President Rosenthal, supported by Secretary Barney Newman, moved to adjourn the meeting.

President Leary adjourned the meeting at 7:43 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on May 21, 2012 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 12-093**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR
2012-2013 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 21st day of May 2012 at 6:00 p.m.

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

ABSENT: Kaplan, Murphy

The following preamble and resolution were offered by Trustee Head, and supported by Secretary Barney Newman:

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 21, 2012, 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, 2013, 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, 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 the Annual Board Meeting held on May 21, 2012 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 12-094**

**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 21st day of May 2012 at 6:00p.m.

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

ABSENT: Kaplan, Murphy

The following preamble and resolution was offered by Secretary Barney Newman and supported by Trustee Head:

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 2012-2013 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 2012-2013 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, 2012, 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, 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 the Annual Board Meeting held on May 21, 2012 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 12-095**

**RESOLUTION TO ADOPT THE 2012-2013 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 21st day of May 2012 at 6:00 p.m.

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

ABSENT: Kaplan, Murphy

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

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 2012-13 the total amount of \$12,183,000 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 Associate Director of Finance 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, 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 the Annual Board Meeting held on May 21, 2012 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 12-096**

**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 21st day of May, 2012 at 6:00 p.m.

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

The following resolution was offered by Vice President Prue Rosenthal and supported by Trustee Surovell:

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, 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 the Annual Board Meeting held on May 21, 2012 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 BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
SATURDAY, JUNE 9, 2012

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE SPECIAL MEETING
PUBLIC ENGAGEMENT PROCESS COMMUNITY FORUM
ON DOWNTOWN LIBRARY BUILDING
SATURDAY, JUNE 9, 2012

12-100 I. CALL TO ORDER

President Leary called the meeting to order at 10:00 a.m.

12-101 II. ATTENDANCE

Present: Head, Leary, Barney Newman, Murphy
 Absent: Kaplan, Rosenthal, Surovell
 Staff: Choate, Neiburger, Nieman, Parker
 Others: Sandra Greenstone, Eliven Consulting

12-102 III. WELCOME

President Leary welcomed those present.

12-103 IV. PROCESS OVERVIEW

Sandra Greenstone of Eliven Consulting presented the process overview.

12-104 V. INTRODUCTION

Director Parker presented the introduction.

12-105 VI. INFORMATION STATIONS

Staff were present at the following stations to provide information:

- Children's
- Finances
- Quiet Reading Room
- Research/Archives
- Meeting & Gathering Spaces
- Infrastructure Tour

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
SATURDAY, JUNE 9, 2012

12-106 VII. CURRENT CHALLENGES & POTENTIAL OPPORTUNITIES

Discussion was moderated by Sandra Greenstone.

12-107 VIII. QUESTIONS & ANSWERS

Director Parker and Sandra Greenstone moderated the discussion

12-108 IX. ADJOURNMENT

President Leary adjourned the meeting at 12:00 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 June 9, 2012 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 2012

Cash:

The unrestricted cash balance as of May 31, 2012 was \$8,858,205 down from \$9,728,662 in April.

Tax Receipts:

The Library has received tax receipts totaling \$10,920,753, 97.8% of the budgeted amount, as of May 31st.

Budget vs. Actual:

The Library showed an operating surplus of \$421,209 through May 31st. This gives the Library a positive fund balance of \$8,187,898 at the end of May, up from \$8,179,139 in April.

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

Tax and penal fine 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:

Materials - This line item will fall back into line in the next month.

Supplies - A few large purchases were made in April and May.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Eleven Months Ending May 31, 2012

	<u>Actual</u>	<u>May Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$898,265	\$924,333	(\$26,068)	\$10,141,596	\$10,167,667	(\$26,071)
State Aid				40,873		40,873
Penal Fines	20,833	20,833		229,163	229,167	(4)
Interest	22,699	5,167	17,532	149,058	56,833	92,225
Copiers	2,937	3,167	(230)	32,582	34,833	(2,251)
Grants/Memorials	290	7,500	(7,210)	113,982	82,500	31,482
Library Fines & Fees	36,065	40,417	(4,352)	406,435	444,583	(38,148)
Non-Resident Fees	1,538	1,417	121	14,913	15,583	(670)
Fund Balance Transfer		3,750	(3,750)		41,250	(41,250)
Total Revenue	\$982,627	\$1,006,584	(\$23,957)	\$11,128,602	\$11,072,416	\$56,186
Expenditures						
Salaries & Wages	481,314	473,667	7,647	5,186,888	5,210,333	(23,445)
Employee Benefits	122,430	125,833	(3,403)	1,344,529	1,384,167	(39,638)
Employment Taxes	36,209	36,250	(41)	387,890	398,750	(10,860)
Total Employment Cost	\$639,953	\$635,750	\$4,203	\$6,919,307	\$6,993,250	(\$73,943)
Custodial and Electrical	\$22,243	\$17,500	\$4,743	\$164,629	\$192,500	(\$27,871)
Accounting/Audit	1,250	1,250		13,750	13,750	
Legal	3,296	6,250	(2,954)	47,617	68,750	(21,133)
Purchased Services	5,509	12,417	(6,908)	120,087	136,583	(16,496)
Utilities	31,537	37,917	(6,380)	370,083	417,083	(47,000)
Property Insurance	6,881	7,250	(369)	62,282	79,750	(17,468)
Communications	7,028	15,000	(7,972)	150,438	165,000	(14,562)
Materials	193,707	154,167	39,540	1,740,115	1,695,833	44,282
Software Licenses/Maintenanc	1,027	10,000	(8,973)	98,900	110,000	(11,100)
Building Rental	10,063	12,917	(2,854)	133,417	142,083	(8,666)
Seminars/Conferences/Travel	1,774	1,833	(59)	10,601	20,167	(9,566)
Copier Expense	2,005	5,417	(3,412)	33,138	59,583	(26,445)
Library Programming	33,926	20,833	13,093	229,634	229,167	467
Grants/Memorials	15,019	7,500	7,519	57,346	82,500	(25,154)
Supplies	23,507	15,000	8,507	176,121	165,000	11,121
Repairs and Maintenance	9,894	23,583	(13,689)	240,654	259,417	(18,763)
Postage	139	2,500	(2,361)	23,705	27,500	(3,795)
Lcards/Circ Cards	2,575	5,167	(2,592)	47,232	56,833	(9,601)
Other Operating Expenditures	3,345	1,833	1,512	20,495	20,167	328
Total Operating Expense	\$374,725	\$358,334	\$16,391	\$3,740,244	\$3,941,666	(\$201,422)
Capital Outlays	\$7,126	\$12,500	(\$5,374)	\$47,842	\$137,500	(\$89,658)
Total Expenditures	\$1,021,804	\$1,006,584	\$15,220	\$10,707,393	\$11,072,416	(\$365,023)
Net	(\$39,177)		(\$39,177)	\$421,209		\$421,209

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Eleven Months Ending May 31, 2012

	<u>Actual</u>	<u>May Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$290	\$7,500	(\$7,210)	\$111,608	\$82,500	\$29,108
Total Revenue	<u>\$290</u>	<u>\$7,500</u>	<u>(\$7,210)</u>	<u>\$111,608</u>	<u>\$82,500</u>	<u>\$29,108</u>
Expenditures						
Materials	1,142		1,142	9,578		9,578
Library Programming	13,219		13,219	40,384		40,384
Supplies				1,146		1,146
Other Operating Expenditures	658	7,500	(6,842)	5,038	82,500	(77,462)
Total Operating Expense	\$15,019	\$7,500	\$7,519	\$56,146	\$82,500	(\$26,354)
Total Expenditures	<u>\$15,019</u>	<u>\$7,500</u>	<u>\$7,519</u>	<u>\$56,146</u>	<u>\$82,500</u>	<u>(\$26,354)</u>
Net	<u>(\$14,729)</u>		<u>(\$14,729)</u>	<u>\$55,462</u>		<u>\$55,462</u>

ANN ARBOR DISTRICT LIBRARY
Friends of the Library
For the Eleven Months Ending May 31, 2012

	<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)	\$100,000	\$82,500	\$17,500
Total Revenue		\$7,500	(\$7,500)	\$100,000	\$82,500	\$17,500
Expenditures						
Materials				2,453		2,453
Library Programming	13,037		13,037	40,201		40,201
Supplies				1,146		1,146
Other Operating Expenditures	658	7,500	(6,842)	5,038	82,500	(77,462)
Total Operating Expense	\$13,695	\$7,500	\$6,195	\$48,838	\$82,500	(\$33,662)
Total Expenditures	\$13,695	\$7,500	\$6,195	\$48,838	\$82,500	(\$33,662)
Net	(\$13,695)		(\$13,695)	\$51,162		\$51,162

Balance Sheet

ASSETS

As of 5/31/2012

Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$26,622.19
CASH-PAYROLL	238,627.47
HOLTREY FUND	330,909.58
CASH-SAVINGS	1,406,060.26
KENISTON FUND	30,262.50
SHAFFER FUND	10,457.78
WESTERMAN FUND	43,036.80
PETTY CASH	2,000.00
WLBDP ACCOUNT	37,018.72
CDs - SHORT TERM	2,000,000.00

Total Cash	\$4,124,995.30
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Investments

BANK OF ANN ARBOR INVESTMENT	\$3,331,485.51
UNITED BANK AND TRUST INVESTMENT	1,853,410.26

Total Investments	\$5,184,895.77
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Accounts Receivable

ACCOUNTS RECEIVABLE	\$229,194.28
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Total Accounts Receivable	\$229,194.28
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Property Taxes Receivable

Total Property Taxes Receivable	\$0.00
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Prepaid Expenses

PRE-PAID INSURANCE	\$62,690.63
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Total Prepaid Expenses	\$62,690.63
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Total Current Assets	\$9,601,775.98
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Capital Assets:

BUILDINGS	\$25,972,421.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	460,149.00
COMMUNICATIONS EQUIPMENT	429,943.00
BUSINESS MACHINES	175,244.00
COMPUTER EQUIPMENT	1,307,407.33
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	43,135.00
FURNITURE & FIXTURES	1,302,241.00
VEHICLES	183,256.00

Total Capital Assets	\$32,024,047.15
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Amount Provided for Long-Term Debt:

LONG TERM SICK	\$27,324.99
LONG TERM VACATION	241,660.52

Total Provided for Long-Term Debt	268,985.51
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TOTAL ASSETS	\$41,894,808.64
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Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$139,251.35
ACCRUED ACCOUNTS PAYABLE	22,757.72
ACCRUED PAYROLL	344,500.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	2,591.29
ACCRUED EMPLOYER 403(b) - UNDECIDED	28,246.47
ACCRUED 403B/MPSERS EMPLOYER	4,148.42
ACCRUED LIABILITY-VACATION S/T	97,084.23

Total Current Liabilities	\$638,579.48
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$27,324.99
ACCRUED LIABILITY-VACATION L/T	241,660.52

Total Long-Term Liabilities	268,985.51
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$32,024,047.15
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Fund Balance:

RESERVE-ENCUMBRANCES	\$98,808.37
DEFERRED REVENUE - PROPERTY TAX	676,490.50
FUND BALANCE - UNDESIGNATED	7,766,689.99
EXCESS REVENUE (SPENDING)	421,207.64

Total Fund Balance	\$8,963,196.50
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Total Fund Equity	\$40,987,243.65
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TOTAL LIABILITIES AND FUND EQUITY	\$41,894,808.64
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Ann Arbor District Library

Rollforward of undesignated fund balance
For the Period Ending May 31, 2012

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,179,139	\$ 7,822,173
Total revenues	982,627	11,128,602
Expenditures:		
Operating	(1,014,677)	(10,659,552)
Capital outlays	(7,126)	(47,842)
(Increase) decrease in encumbrances	<u>47,935</u>	<u>(55,483)</u>
Ending surplus (deficit)	<u>\$ 8,187,898</u>	<u>\$ 8,187,898</u>

Ann Arbor District Library

Monthly and year-to-date cash rollforward For Period ending May 31, 2012

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Monthly rollforward					
Commercial checking	\$ 43,295	\$ 14,219	\$ (440,892)	\$ 410,000	\$ 26,622
Payroll	17,453	5	(432,205)	653,374	238,627
Petty cash	2,000	-	-	-	2,000
Savings	701,634	33,946	(66,146)	736,626	1,406,060
CDs - Bank of Ann Arbor	3,800,000	-	-	(1,800,000)	2,000,000
Investments - Bank of Ann Arbor	3,324,381	7,105	-	-	3,331,486
Investments - United Bank and Trust	1,839,899	13,511	-	-	1,853,410
Westerman Fund	43,033	4	-	-	43,037
Shafer Fund	10,457	1	-	-	10,458
Holtrey Fund	330,867	43	-	-	330,910
Keniston Fund	30,260	3	-	-	30,263
WLBPD	37,016	3	-	-	37,019
	<u>\$ 10,180,295</u>	<u>\$ 68,840</u>	<u>\$ (939,243)</u>	<u>\$ -</u>	<u>\$ 9,309,892</u>
Year-to-date rollforward					
Commercial checking	\$ 28,733	\$ 139,775	\$ (5,286,886)	\$ 5,145,000	\$ 26,622
Payroll	245,355	1,198	(5,234,333)	5,226,407	238,627
Petty cash	2,000	-	-	-	2,000
Savings	2,478,284	11,851,432	(552,249)	(12,371,407)	1,406,060
CDs - Bank of Ann Arbor	-	-	-	2,000,000	2,000,000
Investments - Bank of Ann Arbor	3,262,530	68,956	-	-	3,331,486
Investments - United Bank and Trust	1,788,564	64,846	-	-	1,853,410
Westerman Fund	42,497	540	-	-	43,037
Shafer Fund	10,448	10	-	-	10,458
Holtrey Fund	330,453	457	-	-	330,910
Keniston Fund	30,235	28	-	-	30,263
WLBPD	36,985	34	-	-	37,019
	<u>\$ 8,256,084</u>	<u>\$ 12,127,276</u>	<u>\$ (11,073,468)</u>	<u>\$ -</u>	<u>\$ 9,309,892</u>

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Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

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Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	5/1/2012
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
043779	AGRSER	A GROWING SERVICE LLC	5/16/2012	CHECK	PMCHK00001455	\$340.00
043721	AFSMITH	A.F. SMITH ELECTRIC, INC.	5/10/2012	CHECK	PMCHK00001454	\$727.38
043778	AFSMITH	A.F. SMITH ELECTRIC, INC.	5/16/2012	CHECK	PMCHK00001455	\$895.83
043823	AFTDEL	AFTERNOON DELIGHT	5/21/2012	CHECK	PMCHK00001457	\$102.00
043824	ALAFIS	ALAN FISK	5/22/2012	CHECK	PMCHK00001458	\$1,500.00
043686	ALLMOR	ALLISON MORRIS	5/7/2012	CHECK	PMCHK00001453	\$87.53
043825	ALPCOU	ALPENA COUNTY LIBRARY	5/22/2012	CHECK	PMCHK00001458	\$6.95
043687	AMACOM	AMAZON.COM CREDIT PLAN	5/7/2012	CHECK	PMCHK00001453	\$3,900.80
043751	AMEX	AMERICAN EXPRESS	5/16/2012	CHECK	PMCHK00001455	\$88,005.64
043780	ALA	AMERICAN LIBRARY ASSOCIATION	5/16/2012	CHECK	PMCHK00001455	\$1,300.00
043752	ANDOFF	ANDREWS OFFICE WAREHOUSE	5/16/2012	CHECK	PMCHK00001455	\$120.50
043688	ANNARB	ANN ARBOR OBSERVER	5/7/2012	CHECK	PMCHK00001453	\$1,688.40
043777	AANEWS	ANN ARBOR.COM	5/16/2012	CHECK	PMCHK00001455	\$1,175.76
043826	ANNBOH	ANNA BOHICHK	5/22/2012	CHECK	PMCHK00001458	\$1,000.00
043827	ARATOP	ARA TOPOUZIAN	5/22/2012	CHECK	PMCHK00001458	\$400.00
043781	ARBSPR	ARBOR SPRING WATER CO.	5/16/2012	CHECK	PMCHK00001455	\$29.40
043828	ARIBIE	ARIC BIEGANEK	5/22/2012	CHECK	PMCHK00001458	\$1,000.00
043776	ATT	AT&T ADVERTISING SOLUTIONS	5/16/2012	CHECK	PMCHK00001455	\$277.14
043782	ATT	AT&T ADVERTISING SOLUTIONS	5/16/2012	CHECK	PMCHK00001455	\$12.88
043783	ATTMOB	AT&T MOBILITY	5/16/2012	CHECK	PMCHK00001455	\$1,400.37
043754	BBCAUD	AUDIO GO	5/16/2012	CHECK	PMCHK00001455	\$977.94
043753	BARNOB1	BARNES & NOBLE INC.	5/16/2012	CHECK	PMCHK00001455	\$937.85
043689	BARRON	BARRON'S	5/7/2012	CHECK	PMCHK00001453	\$99.00
043784	BASPLAY	BASS PLAYER	5/16/2012	CHECK	PMCHK00001455	\$31.99
043722	BATPLU	BATTERIES PLUS	5/10/2012	CHECK	PMCHK00001454	\$79.92
043785	BEADEL	BEAU DELOACH	5/16/2012	CHECK	PMCHK00001455	\$50.00
043775	WTBERE	BERESFORD CO.	5/16/2012	CHECK	PMCHK00001455	\$567.46
043786	BERNAN	BERNAN	5/16/2012	CHECK	PMCHK00001455	\$2,000.00
043829	BETBAT	BETH BATTEY	5/22/2012	CHECK	PMCHK00001458	\$300.00
043787	BETBEC	BETSY BECKERMAN	5/16/2012	CHECK	PMCHK00001455	\$475.00
043690	BLAAUD	BLACKSTONE AUDIO BOOKS	5/7/2012	CHECK	PMCHK00001453	\$549.60
043830	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	5/22/2012	CHECK	PMCHK00001458	\$40,895.87
043831	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	5/22/2012	CHECK	PMCHK00001458	\$12,914.92
043832	BOOWHO	BOOK WHOLESALERS, INC.	5/22/2012	CHECK	PMCHK00001458	\$97.35
043788	BP	BP	5/16/2012	CHECK	PMCHK00001455	\$450.57
043755	BREWER	BREWER'S	5/16/2012	CHECK	PMCHK00001455	\$523.47
043833	BRIDIS	BRIGHTON DISTRICT LIBRARY	5/22/2012	CHECK	PMCHK00001458	\$11.99
043748	BRIAUD	BRILLIANCE AUDIO, INC.	5/10/2012	CHECK	PMCHK00001454	\$626.23
043756	BRODCO	BRODART CO.	5/16/2012	CHECK	PMCHK00001455	\$1,101.72
043789	BRODCO	BRODART CO.	5/16/2012	CHECK	PMCHK00001455	\$653.70
043691	BUSVAL	BUSCH'S, INC.	5/7/2012	CHECK	PMCHK00001453	\$507.91
043749	BUSCAR	BUSINESS CARD	5/10/2012	CHECK	PMCHK00001454	\$7,791.37
043723	CAIHOR	CAITLIN HORROCKS	5/10/2012	CHECK	PMCHK00001454	\$300.00
043757	CAMINN	CAMPUS INN	5/16/2012	CHECK	PMCHK00001455	\$169.00
043790	CAPPRE	CAPSTONE PRESS	5/16/2012	CHECK	PMCHK00001455	\$9,571.01
043758	CARBRO	CARPENTER BROS.	5/16/2012	CHECK	PMCHK00001455	\$75.82
043791	CDBABY	CD BABY	5/16/2012	CHECK	PMCHK00001455	\$15.00
043724	CDW-G	CDW GOVERNMENT, INC.	5/10/2012	CHECK	PMCHK00001454	\$3,069.10
043744	THOLEA	CENGAGE LEARNING	5/10/2012	CHECK	PMCHK00001454	\$56.00
043692	CENPOI	CENTER POINT PUBLISHING	5/7/2012	CHECK	PMCHK00001453	\$292.67
043834	CHATAF	CHARLOTTE TAFT	5/22/2012	CHECK	PMCHK00001458	\$200.74
043835	CHRIVLIB	CHIPPEWA RIVER DISTRICT LIBRAR	5/22/2012	CHECK	PMCHK00001458	\$16.95
043725	CINCOR	CINTAS CORPORATION	5/10/2012	CHECK	PMCHK00001454	\$1,361.08
043759	CITOF1	CITY OF ANN ARBOR TREASURER	5/16/2012	CHECK	PMCHK00001455	\$2,381.12
043836	CLINTOW	CLINTON TOWNSHIP PUBLIC LIBRAR	5/22/2012	CHECK	PMCHK00001458	\$8.95
043693	COMCAS	COMCAST	5/7/2012	CHECK	PMCHK00001453	\$124.39

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Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

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* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
043792	COMCAS	COMCAST	5/16/2012	CHECK	PMCHK00001455	\$34.89
043793	CONBOC	CONTINENTAL BOOK COMPANY	5/16/2012	CHECK	PMCHK00001455	\$45.40
043726	COTINN	COTTAGE INN CATERING SERVICES	5/10/2012	CHECK	PMCHK00001454	\$290.00
043760	DEMCO	DEMCO	5/16/2012	CHECK	PMCHK00001455	\$111.29
043794	DEMCO	DEMCO	5/16/2012	CHECK	PMCHK00001455	\$1,095.00
043727	DIAMGLA	DIAMOND GLASS	5/10/2012	CHECK	PMCHK00001454	\$1,258.74
043795	DIVMED	DIVERSE MEDIA, INC.	5/16/2012	CHECK	PMCHK00001455	\$62.42
043728	DONBAB	DONALD BABCOCK	5/10/2012	CHECK	PMCHK00001454	\$100.00
043837	DTEENE	DTE ENERGY	5/22/2012	CHECK	PMCHK00001458	\$29,120.20
043796	DYKGOS	DYKEMA GOSSETT	5/16/2012	CHECK	PMCHK00001455	\$3,295.80
043694	ELIBLA	ELISE BLAAUW	5/7/2012	CHECK	PMCHK00001453	\$250.00
043838	ELILAW	ELITE LAWN & LANDSCAPE, INC.	5/22/2012	CHECK	PMCHK00001458	\$5,060.82
043729	EMEDCO	EMEDCO	5/10/2012	CHECK	PMCHK00001454	\$84.23
043797	ENATEC	ENABLING TECHNOLOGIE	5/16/2012	CHECK	PMCHK00001455	\$1,101.72
043730	EXPDES	EXPRESS SIGN DESIGN	5/10/2012	CHECK	PMCHK00001454	\$231.00
043840	FISWIN	FISH WINDOW CLEANING	5/22/2012	CHECK	PMCHK00001458	\$2,136.00
043761	FORFRA	FORMAT FRAMING	5/16/2012	CHECK	PMCHK00001455	\$2,144.72
043841	FREDIS	FREMONT AREA DISTRICT LIBRARY	5/22/2012	CHECK	PMCHK00001458	\$313.40
043731	FULCOM	FULL COMPASS SYSTEMS, LTD	5/10/2012	CHECK	PMCHK00001454	\$421.25
043774	THOGAL	GALE	5/16/2012	CHECK	PMCHK00001455	\$371.21
043695	GALWIL	GALE WILLIAMS	5/7/2012	CHECK	PMCHK00001453	\$100.00
043696	GARISTE	GARI STEIN	5/7/2012	CHECK	PMCHK00001453	\$100.00
043732	GARISTE	GARI STEIN	5/10/2012	CHECK	PMCHK00001454	\$100.00
043842	GAR-EVA	GARRETT-EVANGELICAL SEMINARIES	5/22/2012	CHECK	PMCHK00001458	\$10.00
* 043821	WWGRAI	GRAINGER	5/16/2012	CHECK	PMCHK00001455	\$2,835.88
043822	WWGRAI	GRAINGER	5/17/2012	CHECK	PMCHK00001456	\$2,678.13
043697	GRAMAN	GRANT MANDARINO	5/7/2012	CHECK	PMCHK00001453	\$100.00
043839	FIRMAR	GREEN ROAD ASSOCIATES, LP	5/22/2012	CHECK	PMCHK00001458	\$3,208.33
043698	HANBLA	HANNAH BLAAUW	5/7/2012	CHECK	PMCHK00001453	\$250.00
043843	HOWMEM	HOWE MEMORIAL LIBRARY	5/22/2012	CHECK	PMCHK00001458	\$19.95
043762	INFOGROUP	INFOGROUP	5/16/2012	CHECK	PMCHK00001455	\$630.00
043763	INGLIB	INGRAM LIBRARY SERVICES INC.	5/16/2012	CHECK	PMCHK00001455	\$563.77
043699	IRALAX	IRA LAX	5/7/2012	CHECK	PMCHK00001453	\$54.39
043844	JACDIS	JACKSON DISTRICT LIBRARY	5/22/2012	CHECK	PMCHK00001458	\$22.95
043700	JAMBIZ	JAMES BIZER	5/7/2012	CHECK	PMCHK00001453	\$225.00
043701	JAMCRA	JAMES W. CRAVEN	5/7/2012	CHECK	PMCHK00001453	\$11,124.00
043798	JAMWHI	JAMES WHITE LIBRARY	5/16/2012	CHECK	PMCHK00001455	\$120.00
043845	JANNHO	JANNIE HO	5/22/2012	CHECK	PMCHK00001458	\$100.00
043846	JASSAD	JASON SADOFSKY	5/22/2012	CHECK	PMCHK00001458	\$500.00
043702	JERDRO	JERZY DROZD	5/7/2012	CHECK	PMCHK00001453	\$100.00
043799	JERDRO	JERZY DROZD	5/16/2012	CHECK	PMCHK00001455	\$400.00
043703	JOSBEN	JOSIE BENSON	5/7/2012	CHECK	PMCHK00001453	\$150.00
043735	KATKEH	KATHLEEN KEHOE	5/10/2012	CHECK	PMCHK00001454	\$100.00
043734	KATGOO	KATHRYN GOODSON	5/10/2012	CHECK	PMCHK00001454	\$100.00
043736	KATRAN	KATHY RANGLES	5/10/2012	CHECK	PMCHK00001454	\$817.63
043704	KATCHY	KATIE CHYNOWETH	5/7/2012	CHECK	PMCHK00001453	\$40.40
043733	KATCHY	KATIE CHYNOWETH	5/10/2012	CHECK	PMCHK00001454	\$35.85
043800	KINCAR	KINGDOM CARTRIDGE	5/16/2012	CHECK	PMCHK00001455	\$559.00
043764	KOLOSS	KOLOSSOS	5/16/2012	CHECK	PMCHK00001455	\$310.00
043705	KRIHAY	KRISTEN HAYDEN	5/7/2012	CHECK	PMCHK00001453	\$100.00
043847	LAWTEC	LAWRENCE TECH UNIVERSITY	5/22/2012	CHECK	PMCHK00001458	\$90.00
043706	LEOPES	LEON PESCADOR	5/7/2012	CHECK	PMCHK00001453	\$150.00
043802	LEXMAT	LEXISNEXIS MATTHEW BENDER	5/16/2012	CHECK	PMCHK00001455	\$863.23
043801	LCAESPIZ	LITTLE CAESARS PIZZA	5/16/2012	CHECK	PMCHK00001455	\$55.00
043750	MACPIP	MACPIPES	5/10/2012	CHECK	PMCHK00001454	\$1,029.00
043707	MADBRA	MADELEINE BRADFORD	5/7/2012	CHECK	PMCHK00001453	\$250.00
043708	MADWOO	MADELINE WOODS	5/7/2012	CHECK	PMCHK00001453	\$100.00
043709	MAGCAR	MAGIC CARPET THEATRE	5/7/2012	CHECK	PMCHK00001453	\$250.00
043804	NEOPOS	MAIL FINANCE, INC.	5/16/2012	CHECK	PMCHK00001455	\$226.29
043765	MAISHO	MAIL SHOPPE, INC.	5/16/2012	CHECK	PMCHK00001455	\$357.83
043737	MARWAY	MARTIN-WAYMIRE	5/10/2012	CHECK	PMCHK00001454	\$3,074.09
043766	METCOM	METCOM	5/16/2012	CHECK	PMCHK00001455	\$68.75
043848	METLIFE	METLIFE SBC	5/22/2012	CHECK	PMCHK00001458	\$6,694.80

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
043849	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	5/22/2012	CHECK	PMCHK00001458	\$641.70
043767	MICPRI	MICHIGAN PRINTER SERVICE	5/16/2012	CHECK	PMCHK00001455	\$498.45
043768	MIDTAP	MIDWEST TAPE	5/16/2012	CHECK	PMCHK00001455	\$31,420.00
043850	MILARB	MILLINGTON ARBELA DISTRICT LIB	5/22/2012	CHECK	PMCHK00001458	\$14.00
043738	MONHIG	MONICA HIGMAN	5/10/2012	CHECK	PMCHK00001454	\$100.00
043803	MULBOO	MULTI-CULTURAL BOOKS & VIDEOS	5/16/2012	CHECK	PMCHK00001455	\$3,228.43
043851	MULBOO	MULTI-CULTURAL BOOKS & VIDEOS	5/22/2012	CHECK	PMCHK00001458	\$3,516.82
043852	NEUZON	NEUTRAL ZONE	5/22/2012	CHECK	PMCHK00001458	\$20.00
043710	NEXCOM	NEXTEL COMMUNICATIONS	5/7/2012	CHECK	PMCHK00001453	\$1,478.93
043805	NEXCOM	NEXTEL COMMUNICATIONS	5/16/2012	CHECK	PMCHK00001455	\$409.82
043853	NOMIUN	NORTHERN MICHIGAN UNIVERSITY	5/22/2012	CHECK	PMCHK00001458	\$50.00
043711	NUWAVE	NUWAVE AQUARIUMS	5/7/2012	CHECK	PMCHK00001453	\$393.00
043854	OAKCOM	OAKLAND COMMUNITY COLLEGE	5/22/2012	CHECK	PMCHK00001458	\$10.00
043712	OFFDEP	OFFICE DEPOT, INC.	5/7/2012	CHECK	PMCHK00001453	\$2,447.79
043855	OTSLIB	OTSEGO COUNTY LIBRARY	5/22/2012	CHECK	PMCHK00001458	\$12.00
043806	OXFUNI	OXFORD UNIVERSITY PRESS	5/16/2012	CHECK	PMCHK00001455	\$508.01
043856	PETWHI	PETER WHITE PUBLIC LIBRARY	5/22/2012	CHECK	PMCHK00001458	\$17.99
043857	PIOJAN	PIONEER JANITORIAL SERVICE	5/22/2012	CHECK	PMCHK00001458	\$15,992.08
043858	PITCHA	PITTSFIELD CHARTER TOWNSHIP	5/22/2012	CHECK	PMCHK00001458	\$263.84
043739	PRITEC	PRINT TECH INC.	5/10/2012	CHECK	PMCHK00001454	\$1,391.47
043807	PALENV	PRINTLINK-PALMER	5/16/2012	CHECK	PMCHK00001455	\$324.50
043859	PRIORITY	PRIORITY HEALTH	5/22/2012	CHECK	PMCHK00001458	\$12,389.32
043808	PROINF	PROQUEST - CSA LLC	5/16/2012	CHECK	PMCHK00001455	\$10,473.75
043863	SAGLIB	PUBLIC LIBRARYS OF SAGINAW	5/22/2012	CHECK	PMCHK00001458	\$19.95
043713	PURROS	PURPLE ROSE THEATRE COMPANY	5/7/2012	CHECK	PMCHK00001453	\$300.00
043771	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	5/16/2012	CHECK	PMCHK00001455	\$2,775.00
043769	RANHOU	RANDOM HOUSE, INC.	5/16/2012	CHECK	PMCHK00001455	\$1,239.46
043809	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	5/16/2012	CHECK	PMCHK00001455	\$18.00
043770	RECBOO	RECORDED BOOKS, INC.	5/16/2012	CHECK	PMCHK00001455	\$6,193.50
043810	RENUPH	RENDEL'S UPHOLSTERING & INTERI	5/16/2012	CHECK	PMCHK00001455	\$1,680.00
043714	RICBUS	RICOH AMERICAS CORP	5/7/2012	CHECK	PMCHK00001453	\$1,088.92
043860	RICBUS	RICOH AMERICAS CORP	5/22/2012	CHECK	PMCHK00001458	\$273.00
043861	ROBROB	ROBIN ROBINSON	5/22/2012	CHECK	PMCHK00001458	\$100.00
043862	ROCHIL	ROCHESTER HILLS PUBLIC LIBRARY	5/22/2012	CHECK	PMCHK00001458	\$14.99
043811	RTI	RTI	5/16/2012	CHECK	PMCHK00001455	\$949.50
* 043864	SALDIS	SALINE DISTRICT LIBRARY	5/22/2012	CHECK	PMCHK00001458	\$22.95
043740	SALHAI	SALLY HAINES	5/10/2012	CHECK	PMCHK00001454	\$300.00
043715	SALFUR	SALOMA FURLONG	5/7/2012	CHECK	PMCHK00001453	\$500.00
043865	SARKEL	SARA MELTON KELLER	5/22/2012	CHECK	PMCHK00001458	\$550.00
043716	SARKOP	SARAH KOPACZ	5/7/2012	CHECK	PMCHK00001453	\$150.00
043741	SCHACHO	SCHAKOLAD CHOCOLATE FACTORY	5/10/2012	CHECK	PMCHK00001454	\$82.50
043812	SCHSEC	SCHILKE SECURITY	5/16/2012	CHECK	PMCHK00001455	\$235.00
043772	SCHELE	SCHINDLER ELEVATOR CORPORATION	5/16/2012	CHECK	PMCHK00001455	\$901.13
043813	SPRINT	SPRINT PCS	5/16/2012	CHECK	PMCHK00001455	\$531.79
043742	STAHAR	STADIUM HARDWARE	5/10/2012	CHECK	PMCHK00001454	\$121.72
043814	STAMIC4	STATE OF MICHIGAN	5/16/2012	CHECK	PMCHK00001455	\$390.00
043815	STEOSB	STEVE OSBURN	5/16/2012	CHECK	PMCHK00001455	\$75.00
043773	SUPERD	SUPER D	5/16/2012	CHECK	PMCHK00001455	\$2,638.81
043816	SUPERD	SUPER D	5/16/2012	CHECK	PMCHK00001455	\$2,520.10
043743	TANMED	TANTOR MEDIA	5/10/2012	CHECK	PMCHK00001454	\$457.73
043717	TDSMET	TDS METROCOM	5/7/2012	CHECK	PMCHK00001453	\$3,607.05
043817	UMICH	THE UNIVERSITY MICHIGAN	5/16/2012	CHECK	PMCHK00001455	\$44.00
043745	TOMSMI	TOM SMITH	5/10/2012	CHECK	PMCHK00001454	\$45.63
043818	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	5/16/2012	CHECK	PMCHK00001455	\$1,145.60
043866	UNIPAR	UNITED PARCEL SERVICE	5/22/2012	CHECK	PMCHK00001458	\$105.71
043868	UOPDMERCY	UNIVERSITY OF DETROIT MERCY	5/22/2012	CHECK	PMCHK00001458	\$50.00
043867	UNUMPRO	UNUM LIFE INSURANCE	5/22/2012	CHECK	PMCHK00001458	\$2,802.07
043718	VANDEC	VANESSA DECKER	5/7/2012	CHECK	PMCHK00001453	\$100.00
043819	VANHORN	VANHORN EDUCATIONAL SERVICES	5/16/2012	CHECK	PMCHK00001455	\$300.00
043719	VERWIRC	VERIZON WIRELESS	5/7/2012	CHECK	PMCHK00001453	\$231.89
043720	VICDUR	VICTORIA FORMAN DURANONA	5/7/2012	CHECK	PMCHK00001453	\$50.00
043746	WAAWHI	WAAM RADIO	5/10/2012	CHECK	PMCHK00001454	\$800.00
043820	WASMAN	WASTE MANAGEMENT OF MICHIGAN	5/16/2012	CHECK	PMCHK00001455	\$172.68

System: 6/12/2012 1:59:53 PM
User Date: 6/12/2012

Ann Arbor District Library
VENDOR CHECK REGISTER REPORT
Payables Management

Page: 4
User ID: NIEMANK

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
043869	WESENT	WESTGATE ENTERPRISES, LLC	5/22/2012	CHECK	PMCHK00001458	\$6,855.00
043870	WYSSTE	WYSTAN STEVENS	5/22/2012	CHECK	PMCHK00001458	\$2,630.00
043871	XEROX	XEROX CORPORATION	5/22/2012	CHECK	PMCHK00001458	\$268.98
043747	YENAZZ	YEN-SHI CHI-AZZARO	5/10/2012	CHECK	PMCHK00001454	\$100.00
Total Checks: 186						Total Amount of Checks: \$405,629.36

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 12-129**

RESOLUTION TO AMEND THE 2011-2012 APPROVED BUDGET

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 18th day of June 2012 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1). To transfer \$5,000 from Communications to Supplies.
- 2). To transfer \$5,000 from Repairs to Supplies.
- 3). To transfer \$10,000 from Software to Supplies.
- 4). To transfer \$24,000 from Capital Outlays to Supplies.
- 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:

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

2012 OFFICERS

President Margaret Leary
Vice President Prue Rosenthal
Treasurer Barbara Murphy
Secretary Jan Barney Newman

ADMINISTRATION

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

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

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