

Ann Arbor District Library
Regular Meeting
Agenda

Monday, June 20, 2011

Published by Ann Arbor District Library

June 2011

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

July 2011

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

August 2011

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, June 20, 2011 at 6:00 p.m.
 Ann Arbor District Library, Fourth Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 11-093 I. CALL TO ORDER
- 11-094 II. ATTENDANCE
- 11-095 III. RECESS TO EXECUTIVE SESSION FOR LABOR NEGOTIATIONS
- 11-096 IV. RECONVENE REGULAR MEETING AT 7:00PM
- 11-097 V. APPROVAL OF AGENDA (pp 1-2)
(Item of action)
- 11-098 VI. APPROVAL OF MINUTES OF MAY 16, 2011 (pp 3-21)
(Item of action)
- 11-099 VII. CITIZENS' COMMENTS
- 11-100 VIII. FINANCIAL REPORT (pp 22-29)
- 11-101 IX. APPROVAL OF DISBURSEMENTS (pp 30-32)
(Item of action)
- 11-102 X. COMMITTEE REPORTS
- 11-103 A. EXECUTIVE COMMITTEE
- 11-104 XI. DIRECTOR'S REPORT (p 33)
- 11-105 XII. NEW BUSINESS
- 11-106 A. RESOLUTION TO AMEND THE 2010-2011 APPROVED BUDGET (p 34)
(Item of action)

11-107 B. VOTE FOR EXECUTIVE SESSION AT THE JULY 18, 2011
REGULAR MEETING FOR LABOR NEGOTIATION
(Item of action)
Roll call vote

11-108 XIII. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 16, 2011

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, MAY 16, 2011

- 11-068 I. CALL TO ORDER
- President Leary called the meeting to order at 6:01 p.m.
- 11-069 II. ATTENDANCE
- Present: Head (arrived 6:08 p.m.), Leary, Kaplan, Murphy,
 Barney Newman, Rosenthal
 Absent: Surovell
 Staff: Choate, Doll, Neiburger, Nieman, Parker, Wilson (recorder)
- 11-070 III. RECESS TO EXECUTIVE SESSION FOR LABOR
 NEGOTIATIONS AND DIRECTOR'S EVALUATION
- 11-071 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR
 FISCAL YEAR 2011-2012 AT 7:00PM
- President Leary reconvened the meeting to the Public Hearing on
 the 2011-2012 Budget at 7:02 p.m.
- 11-072 V. CALL FOR PUBLIC COMMENT ON THE BUDGET
- President Leary called for public comment on the budget. There
 was no public comment.
- Trustee Head, supported by Trustee Kaplan, moved to close Public
 Hearing and proceed to the regular meeting.
- AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
 Rosenthal
 NAYS: None
- Motion passed 6-0.
- 11-073 VI. RECONVENE REGULAR MEETING IMMEDIATELY
 FOLLOWING PUBLIC HEARING
- President Leary reconvened the regular meeting at 7:04 p.m.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 16, 2011

11-074 VII. APPROVAL OF AGENDA
 (Item of action)

Secretary Barney Newman, supported by Vice President Rosenthal, moved to approve the agenda.

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

NAYS: None

Motion passed 6-0.

11-075 VIII. APPROVAL OF MINUTES OF APRIL 25, 2011
 (Item of action)

Treasurer Murphy, supported by Trustee Head, moved to approve the minutes of April 25, 2011.

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

NAYS: None

Motion passed 6-0.

11-076 IX. CITIZENS' COMMENTS

There were no citizens' comments.

11-077 X. FINANCIAL REPORT

Associate Director Nieman reported April showed unrestricted cash balance just over \$9.4 million. Tax receipts just over \$11 million, reflecting 97% of the budgeted amount, have been received. The Fund Balance reflects just over \$7.9 million.

Four line items are over budget in operating: Library Programming, Repairs & Maintenance, Employee Benefits, and Legal. These items should come back into line later in the year with the exception of Employee Benefits and Legal.

Additional State Aid of \$15,000 has been received.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 16, 2011

11-078 XI. APPROVAL OF DISBURSEMENTS
 (Item of action)

Trustee Head, supported by Trustee Kaplan, moved to approve the April disbursements.

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

NAYS: None

Motion passed 6-0.

11-079 XII. COMMITTEE REPORTS

11-080 A. FINANCE COMMITTEE

Treasurer Murphy reported the committee met and reviewed the revised proposed 2011-2012 budget. It was recommended for adoption tonight.

11-081 B. DIRECTOR'S EVALUATION

President Leary reported the committee did not meet. Director Parker's evaluation was finalized this evening in closed session.

11-082 XIII. DIRECTOR'S REPORT

Director Parker reported in addition to her written report she would like to thank Trustee Kaplan and Trustee Surovell for their attendance at the Ben Franklin exhibit reception.

Director Parker congratulated the Community Relations and Marketing staff for AADL's win of Best of the Show at the American Library Association's upcoming annual conference. AADL also received honorable mentions for three other promotional pieces.

11-083 XIV. NEW BUSINESS

11-084 A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR
THE FISCAL YEAR 2011-2012
 (Item of action)

Secretary Barney Newman, supported by Trustee Kaplan, moved to approve the 2011-2012 budget as read by Treasurer Murphy

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 16, 2011

that 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 16, 2011, 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, 2012, as presented and that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

11-085

B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE
 LEVIED BY TAXING AUTHORITIES
 (Item of action)

Trustee Head, supported by Trustee Kaplan, moved that as to the 2011-2012 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 BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 16, 2011

Ann Arbor District Library commencing July 1, 2011, 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, Kaplan, Leary, Murphy, Barney Newman,
 Rosenthal

NAYS: None

Motion passed 6-0.

11-086

C. RESOLUTION TO ADOPT THE 2011-2012 BUDGET AS A
 LINE ITEM BUDGET AND COMPLIANCE OF
 DISBURSEMENTS
 (Item of action)

Secretary Barney Newman, supported by Treasurer Murphy, moved that the Board resolves 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 appropriations by the Board, as the Legislative Body of the Library, the Board hereby appropriates for fiscal year 2011-12 the total amount of \$12,034,000 for the expenditure categories set forth in the budget.

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

NAYS: None

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 16, 2011

Motion passed 6-0.

11-087

D. RESOLUTION TO AWARD CONTRACTS FOR
JANITORIAL SERVICE FOR THE 2011-2012 BUDGET
YEAR

Associate Director Nieman stated RFP's were sent to six vendors. Of the five received back references were checked along with the quality of work done by each. Contracts being awarded are for one year with the option to renew for an additional two years if service is satisfactory.

Treasurer Murphy, supported by Vice President Rosenthal, moved that the Board resolves that the contract for janitorial services be awarded to the following companies for budget year 2011-2012, with an option for a second and third year contract:

Pioneer Janitorial Services (Downtown, Pittsfield, West)
R.N.A. Janitorial (Malletts Creek, Traverwood)

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

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

NAYS: None

Motion passed 6-0.

11-088

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

Trustee Kaplan, supported by Vice President Rosenthal, moved 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. All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Several Board members expressed their support for the Friends and their pleasure with the progress that has been made by the group.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 16, 2011

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

NAYS: None

Motion passed 6-0.

11-089

F. RESOLUTION TO BROADCAST AADL BOARD
MEETINGS
 (Item of action)

Trustee Kaplan, supported by Treasurer Leary, moved to broadcast those AADL Board meetings held in the 4th floor Board Room of the Downtown Library. All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Kaplan, Murphy

NAYS: Head, Leary, Barney Newman, Rosenthal

Motion failed 2-4.

11-090

G. DIRECTOR'S EVALUATION MEMO 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, and I am delighted to report that, as has been consistently the case in the past, you have exceeded our expectations: to deliver excellent and imaginative library services, to do more even as resources shrink, and to accomplish beyond what we asked of you. In each of the ten areas of your responsibility, you have done superb work. Nevertheless, we have agreed that there be no change in your compensation in the coming year. Your work has earned a raise, but the economic situation does not allow one.

One measure of AADL's success is the prestigious "Five Star Library" award from *Library Journal*, THE journal of the library profession, which reflects system-wide use of the buildings, collections, and services. Our downtown library alone receives about 700,000 visitors a year—almost seven home Michigan football games' worth of people, or 200 full houses in Hill Auditorium. Most of those people do other business while downtown.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 16, 2011

We admire your ability to work with the city and everyone in it. You go to as many meetings as humanly possible; you see and meet with anyone who wants access to you, and you seek ways to get a fuller understanding of what you don't know. You listen to criticism and respond as the face of the Ann Arbor District Library.

One of your greatest gifts is to attract talented people, empower them to excel, and rejoice in their success. You are capable in delegating library functions, which allows you to be such a public presence, locally, state wide, nationally, and recently, internationally. You are the perfect director for AADL.

You have single-handedly demonstrated best practices observed by no other local public institution, and demonstrably lacking in most of Michigan's governing bodies: fair treatment of employees with an eye on the bottom line; superb service aimed at what the patrons need; honesty; transparency; and efficient and meaningful use of public processes. And you can scale this all up: to Harvard, to Milan Italy, and who knows where else!

Your financial management skills are superb, enabling you to provide new services without needing more resources, and to plan and meet your budgetary objectives. Library operations are smooth and aim to provide better service: self-service checkout and self-service hold pickups are great examples. The services provided by AADL exceed national standards: the highest per capita circulation of any library in all categories ranked by Library Journal: nine million transactions. About 700,000 people came to the downtown AADL; many of those also did business with downtown merchants. We applaud and support your goal to boost current core services, and to reach out to readers of everything, in any format, because reading is fundamental to any person's ability to live independently.

You have done just as well in your administration and human resources responsibilities. The Board supports your goals of supporting staff speaking and presenting in many places, and to support staff training and conference attendance related to their AADL work.

The Board also supports your goals in community relations, and we want to do our part to make AADL even more visible throughout the Ann Arbor region; and to forge connections with existing and new groups. We admire the way AADL staff respond to every query posted to you online, by mail, or by phone. We are aware that

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 16, 2011

AADL's community relations efforts have succeeded in creating demand beyond what our existing facilities can support. We also support continuation of your successful efforts partner with other libraries, and other entities, to further the interests of public libraries: your participation in the Harvard Digital Public Library initiative, the National Benchmarks Initiative with the Gates Foundation, and your leadership of the Michigan Library Association's legislative committee are examples.

We appreciate your thoughtful approach to Board relations, and look forward to working with you to resolve economic and political difficulties that may arise this year. We support your work with state and federal elected officials, and want to help you prioritize service efforts, and to make the most important ones very visible to the entire community. Finally, we look forward to 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.

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

Sincerely your Board

Director Parker thanked the Board and stressed that one person does not run an organization of this size. She expressed her thanks to the staff who keep the Library running smoothly.

11-091

H. VOTE FOR EXECUTIVE SESSION AT THE JUNE 20, 2011
REGULAR MEETING FOR LABOR NEGOTIATION

(Item of action)

Roll call vote

Trustee Head, supported by Trustee Kaplan, moved to hold an Executive Session at the June 20, 2011 regular Board meeting for labor negotiation.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 16, 2011

11-092 XV. ADJOURNMENT

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 16, 2011 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 11-084**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR
2011-2012 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 16th day of May 2011 at 6:00 p.m.

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

ABSENT: Surovell

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

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 16, 2011, 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, 2012, 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, Murphy, Barney Newman, Rosenthal

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Board Meeting held on May 16, 2011, 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 11-085**

**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 16th day of May 2011 at 6:00p.m.

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

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

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 2011-2012 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 2011-2012 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, 2011, except as subsequently altered or amended by appropriate certification.

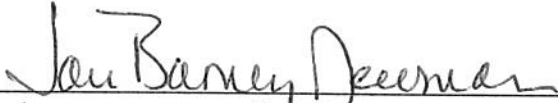
- 4.) That a certified copy of this Resolution may be issued as though the original with the certification provided.
- 5.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Head, Kaplan, Leary, Murphy, Barney Newman, Rosenthal
NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Board Meeting held on May 16, 2011, 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 11-086**

**RESOLUTION TO ADOPT THE 2011-2012 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 16th day of May 2011 at 6:00 p.m.

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

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

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 2011-12 the total amount of \$12,034,000 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, Kaplan, Leary, Murphy, Barney Newman, Rosenthal

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Board Meeting held on May 16, 2011, 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 11-087**

**RESOLUTION TO AWARD CONTRACTS FOR JANITORIAL SERVICE FOR
THE 2011-2012 BUDGET YEAR**

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 May 2011 at 6:00 p.m.

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

The following resolution was offered by Treasurer Murphy and supported by Vice President Rosenthal:

THE BOARD RESOLVES:

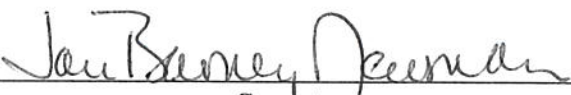
- 1.) That the contract for janitorial services be awarded to the following companies for budget year 2011-2012, with an option for a second and third year contract.
 - Pioneer Janitorial Services (Downtown, Pittsfield, West)
 - R.N.A. Janitorial (Malletts Creek, Traverwood)
- 2.) That all resolutions 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, Murphy, Barney Newman, Rosenthal
NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Board Meeting held on May 16, 2011, 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 11-088**

**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 16th day of May, 2011 at 6:00 p.m.

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

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

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, Murphy, Barney Newman, Rosenthal
NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Board Meeting held on May 16, 2011, 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 2011

Cash:

The unrestricted cash balance as of May 31, 2011 was \$8,610,202 down from \$9,410,427 in April.

Tax Receipts:

The Library has received tax receipts totaling \$11,088,264 98% of the budgeted amount, as of May 31st.

Budget vs. Actual:

The Library showed an operating surplus of \$369,221 through May 31st. This gives the Library a positive fund balance of \$7,890,629 at the end of May, down from \$7,958,818 in April.

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

Tax and penal fine revenues are being recognized monthly at the monthly budgeted amount. This line item will be reconciled with actual receipts at the end of the year.

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

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

Employee Benefits – This reflects the increases in healthcare costs that became effective on July 1st. The variance is decreasing over the second half of the year due to cost savings that were implemented in October.

Legal – Expenses for four issues, research for the Washtenaw corridor TIF, the DDA TIF research, the Herrick Library vs the Library of Michigan brief and labor negotiations, cumulatively put this line over budget.

Library Programming – This line is slightly over budget but will come back into line in the near future.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Eleven Months Ending May 31, 2011

	<u>Actual</u>	<u>May Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$940,833	\$940,833		\$10,349,163	\$10,349,167	(\$4)
State Aid				44,972		44,972
Penal Fines	22,917	22,917		252,087	252,083	4
Interest	32,984	13,333	19,651	72,606	146,667	(74,061)
Copiers	3,496	3,333	163	35,046	36,667	(1,621)
Grants/Memorials	495	7,500	(7,005)	141,603	82,500	59,103
Library Fines & Fees	37,311	35,833	1,478	437,949	394,167	43,782
Non-Resident Fees	1,538	1,250	288	16,150	13,750	2,400
Fund Balance Transfer		9,167	(9,167)		100,833	(100,833)
Total Revenue	<u>\$1,039,574</u>	<u>\$1,034,166</u>	<u>\$5,408</u>	<u>\$11,349,576</u>	<u>\$11,375,834</u>	<u>(\$26,258)</u>
Expenditures						
Salaries & Wages	480,059	487,000	(6,941)	5,205,921	5,357,000	(151,079)
Employee Benefits	131,790	125,000	6,790	1,431,691	1,375,000	56,691
Employment Taxes	35,002	37,250	(2,248)	385,682	409,750	(24,068)
Total Employment Cost	<u>\$646,851</u>	<u>\$649,250</u>	<u>(\$2,399)</u>	<u>\$7,023,294</u>	<u>\$7,141,750</u>	<u>(\$118,456)</u>
Custodial and Electrical	\$13,915	\$18,333	(\$4,418)	\$176,037	\$201,667	(\$25,630)
Accounting/Audit	1,125	1,167	(42)	12,375	12,833	(458)
Legal	26,925	6,250	20,675	101,811	68,750	33,061
Purchased Services	3,586	9,417	(5,831)	84,295	103,583	(19,288)
Utilities	29,145	38,750	(9,605)	381,718	426,250	(44,532)
Property Insurance	7,353	7,917	(564)	80,884	87,083	(6,199)
Communications	6,109	16,667	(10,558)	139,607	183,333	(43,726)
Materials	220,965	154,167	66,798	1,654,731	1,695,833	(41,102)
Software Licenses/Maintenanc	12,045	10,833	1,212	114,013	119,167	(5,154)
Building Rental	10,063	12,917	(2,854)	130,792	142,083	(11,291)
Seminars/Conferences/Travel	1,125	1,917	(792)	9,884	21,083	(11,199)
Copier Expense	4,730	5,167	(437)	48,276	56,833	(8,557)
Library Programming	18,867	20,833	(1,966)	230,887	229,167	1,720
Grants/Memorials	48,320	7,500	40,820	89,652	82,500	7,152
Supplies	20,093	15,333	4,760	162,758	168,667	(5,909)
Repairs and Maintenance	7,951	22,083	(14,132)	243,016	242,917	99
Postage	177	2,500	(2,323)	21,854	27,500	(5,646)
Lcards/Circ Cards	2,110	6,250	(4,140)	59,430	68,750	(9,320)
Other Operating Expenditures	2,909	1,917	992	19,838	21,083	(1,245)
Total Operating Expense	<u>\$437,513</u>	<u>\$359,918</u>	<u>\$77,595</u>	<u>\$3,761,858</u>	<u>\$3,959,082</u>	<u>(\$197,224)</u>
Capital Outlays	\$20,354	\$25,000	(\$4,646)	\$195,203	\$275,000	(\$79,797)
Total Expenditures	<u>\$1,104,718</u>	<u>\$1,034,168</u>	<u>\$70,550</u>	<u>\$10,980,355</u>	<u>\$11,375,832</u>	<u>(\$395,477)</u>
Net	<u>(\$65,144)</u>	<u>(\$2)</u>	<u>(\$65,142)</u>	<u>\$369,221</u>	<u>\$2</u>	<u>\$369,219</u>

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Eleven Months Ending May 31, 2011

	<u>Actual</u>	<u>May Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$495	\$7,500	(\$7,005)	\$125,251	\$82,500	\$42,751
Total Revenue	<u>\$495</u>	<u>\$7,500</u>	<u>(\$7,005)</u>	<u>\$125,251</u>	<u>\$82,500</u>	<u>\$42,751</u>
Expenditures						
Materials	19,760		19,760	29,655		29,655
Library Programming	26,486	7,500	18,986	47,293	82,500	(35,207)
Supplies	104		104	346		346
Other Operating Expenditures	385		385	2,983		2,983
Total Operating Expense	<u>\$46,735</u>	<u>\$7,500</u>	<u>\$39,235</u>	<u>\$80,277</u>	<u>\$82,500</u>	<u>(\$2,223)</u>
Total Expenditures	<u>\$46,735</u>	<u>\$7,500</u>	<u>\$39,235</u>	<u>\$80,277</u>	<u>\$82,500</u>	<u>(\$2,223)</u>
Net	<u>(\$46,240)</u>		<u>(\$46,240)</u>	<u>\$44,974</u>		<u>\$44,974</u>

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Eleven Months Ending May 31, 2011

	<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)	\$115,019	\$82,500	\$32,519
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>	<u>\$115,019</u>	<u>\$82,500</u>	<u>\$32,519</u>
Expenditures						
Materials				5,373		5,373
Library Programming	26,436	7,500	18,936	47,243	82,500	(35,257)
Supplies	104		104	346		346
Other Operating Expenditures	385		385	2,983		2,983
Total Operating Expense	<u>\$26,925</u>	<u>\$7,500</u>	<u>\$19,425</u>	<u>\$55,945</u>	<u>\$82,500</u>	<u>(\$26,555)</u>
Total Expenditures	<u>\$26,925</u>	<u>\$7,500</u>	<u>\$19,425</u>	<u>\$55,945</u>	<u>\$82,500</u>	<u>(\$26,555)</u>
Net	<u>(\$26,925)</u>		<u>(\$26,925)</u>	<u>\$59,074</u>		<u>\$59,074</u>

Balance Sheet

ASSETS

As of 5/31/2011

Current Assets:

Cash	
CASH-COMMERCIAL CHECKING	\$34,688.08
CASH-PAYROLL	17,254.05
HOLTREY FUND	330,412.26
CASH-SAVINGS	3,541,574.57
KENISTON FUND	30,232.17
SHAFER FUND	10,447.29
WESTERMAN FUND	42,493.97
PETTY CASH	2,000.00
WLBPD ACCOUNT	36,781.66

Total Cash \$4,045,884.05

Investments

BANK OF ANN ARBOR INVESTMENT	\$3,245,774.20
UNITED BANK AND TRUST INVESTMENT	1,768,911.08

Total Investments \$5,014,685.28

Accounts Receivable

ACCOUNTS RECEIVABLE	\$276,545.52
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Total Accounts Receivable \$276,545.52

Property Taxes Receivable

TAXES RECEIVABLE	\$5,212.06
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Total Property Taxes Receivable \$5,212.06

Prepaid Expenses

PRE-PAID INSURANCE	\$47,443.39
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Total Prepaid Expenses \$47,443.39

Total Current Assets \$9,389,770.30

Capital Assets:

BUILDINGS	\$25,831,877.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	456,323.00
COMMUNICATIONS EQUIPMENT	429,943.00
BUSINESS MACHINES	170,137.00
COMPUTER EQUIPMENT	1,331,561.66
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	43,135.00
FURNITURE & FIXTURES	1,301,131.00
VEHICLES	183,256.00

Total Capital Assets \$31,897,614.48

Amount Provided for Long-Term Debt:

LONG TERM SICK	\$27,820.65
LONG TERM VACATION	237,489.39

Total Provided for Long-Term Debt 265,310.04

TOTAL ASSETS \$41,552,694.82

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$248,989.54
ACCRUED ACCOUNTS PAYABLE	76,299.53
ACCRUED PAYROLL	298,200.00
UNITED WAY DEDUCTIONS	500.00
ACCRUED EMPLOYER 403(b) - UNDECIDED	28,296.91
ACCRUED 403B/MPERS EMPLOYER	1,800.04
ACCRUED LIABILITY-VACATION S/T	105,470.40

Total Current Liabilities	\$759,556.42
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$27,820.65
ACCRUED LIABILITY-VACATION L/T	237,489.39

Total Long-Term Liabilities	265,310.04
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$31,897,614.48
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Fund Balance:

RESERVE-ENCUMBRANCES	\$128,816.53
DEFERRED REVENUE - PROPERTY TAX	610,768.00
FUND BALANCE - UNDESIGNATED	7,521,408.51
EXCESS REVENUE (SPENDING)	369,220.84

Total Fund Balance	\$8,630,213.88
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Total Fund Equity	\$40,527,828.36
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TOTAL LIABILITIES AND FUND EQUITY	\$41,552,694.82
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Ann Arbor District Library

Rollforward of undesignated fund balance
For the Period Ending May 31, 2011

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,958,818	\$ 7,621,282
Total revenues	1,039,574	11,349,576
Expenditures:		
Operating	(1,084,365)	(10,785,152)
Capital outlays	(20,354)	(195,203)
(Increase) decrease in encumbrances	<u>(3,044)</u>	<u>(99,874)</u>
Ending surplus (deficit)	<u>\$ 7,890,629</u>	<u>\$ 7,890,629</u>

Ann Arbor District Library

Monthly and year-to-date cash rollforward For Period ending May 31, 2011

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	\$ 13,439	\$ 11,931	\$ (445,682)	\$ 455,000	\$ 34,688
Payroll	17,349	5	(445,449)	445,349	17,254
Petty cash	2,000	-	-	-	2,000
Savings	4,395,016	115,755	(68,847)	(900,349)	3,541,575
Investments - Bank of Ann Arbor	3,230,947	14,827	-	-	3,245,774
Investments - United Bank and Trust	1,751,676	17,235	-	-	1,768,911
Westerman Fund	42,490	4	-	-	42,494
Shafer Fund	10,446	1	-	-	10,447
Holtrey Fund	330,369	43	-	-	330,412
Keniston Fund	30,230	2	-	-	30,232
WLBDP	36,778	4	-	-	36,782
	<u>\$ 9,860,740</u>	<u>\$ 159,807</u>	<u>\$ (959,978)</u>	<u>\$ -</u>	<u>\$ 9,060,569</u>
Year-to-date rollforward					
Commercial checking	\$ 8,758	\$ 122,144	\$ (5,391,214)	\$ 5,295,000	\$ 34,688
Payroll	231,223	53	(5,280,058)	5,066,126	17,344
Petty cash	2,000	-	-	-	2,000
Savings	2,383,414	12,100,604	(581,317)	(10,361,126)	3,541,575
Investments - Bank of Ann Arbor	3,213,436	32,338	-	-	3,245,774
Investments - United Bank and Trust	1,743,743	25,168	-	-	1,768,911
Westerman Fund	41,306	1,188	-	-	42,494
Shafer Fund	10,438	9	-	-	10,447
Holtrey Fund	329,955	457	-	-	330,412
Keniston Fund	30,204	28	-	-	30,232
WLBDP	36,493	289	-	-	36,782
	<u>\$ 8,030,970</u>	<u>\$ 12,282,278</u>	<u>\$ (11,252,589)</u>	<u>\$ -</u>	<u>\$ 9,060,659</u>

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Check Number First Last Check Date 5/1/2011 5/31/2011
 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
041667	4IMPRINT	4IMPRINT	5/23/2011	CHECK	PMCHK00001369	\$13,028.87
041668	AGRSER	A GROWING SERVICE LLC	5/25/2011	CHECK	PMCHK00001370	\$340.00
041570	AFSMITH	A.F. SMITH ELECTRIC, INC.	5/10/2011	CHECK	PMCHK00001365	\$2,079.73
041663	AFTDEL	AFTERNOON DELIGHT	5/12/2011	CHECK	PMCHK00001367	\$138.40
041641	ALAFIS	ALAN FISK	5/12/2011	CHECK	PMCHK00001366	\$750.00
041642	ALEXANT	ALEXIA ANTONIOU	5/12/2011	CHECK	PMCHK00001366	\$250.00
041571	ALTCOM	ALTURA COMMUNICATION SOLUTIONS	5/10/2011	CHECK	PMCHK00001365	\$220.00
041557	AMACOM	AMAZON.COM CREDIT PLAN	5/2/2011	CHECK	PMCHK00001364	\$1,487.06
041630	AMEX	AMERICAN EXPRESS	5/12/2011	CHECK	PMCHK00001366	\$56,199.44
041569	AADOOR	ANN ARBOR DOOR CLOSER AND LOCK	5/10/2011	CHECK	PMCHK00001365	\$142.00
041572	ANNARB	ANN ARBOR OBSERVER	5/10/2011	CHECK	PMCHK00001365	\$1,688.40
041633	AANEWS	ANN ARBOR.COM	5/12/2011	CHECK	PMCHK00001366	\$2,351.52
041643	ANNBUR	ANNE E. BURNS	5/12/2011	CHECK	PMCHK00001366	\$375.00
041644	ANURAJ	ANUJA RAJENDRA	5/12/2011	CHECK	PMCHK00001366	\$100.00
041573	ARBSPR	ARBOR SPRING WATER CO.	5/10/2011	CHECK	PMCHK00001365	\$41.60
041574	ARMCLE	ARMEN CLEANERS	5/10/2011	CHECK	PMCHK00001365	\$105.80
041704	ATTMOB	AT&T MOBILITY	5/25/2011	CHECK	PMCHK00001370	\$1,304.68
041575	AUTRES	AUTOMATED RESOURCE MGMT, INC.	5/10/2011	CHECK	PMCHK00001365	\$300.00
041669	BANCOF	BANC OF AMERICA LEASING	5/25/2011	CHECK	PMCHK00001370	\$674.00
041670	BANCOFAMER	BANC OF AMERICA LEASING	5/25/2011	CHECK	PMCHK00001370	\$694.00
041576	BATPLU	BATTERIES PLUS	5/10/2011	CHECK	PMCHK00001365	\$119.50
041645	BENDEV	BEN DEVRIES	5/12/2011	CHECK	PMCHK00001366	\$150.00
041671	BETBEC	BETSY BECKERMAN	5/25/2011	CHECK	PMCHK00001370	\$500.00
041701	BETBEC	BETSY BECKERMAN	5/25/2011	CHECK	PMCHK00001370	\$300.00
041672	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	5/25/2011	CHECK	PMCHK00001370	\$34,532.27
041673	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	5/25/2011	CHECK	PMCHK00001370	\$16,826.24
041674	BP	BP	5/25/2011	CHECK	PMCHK00001370	\$436.73
041577	BREWER	BREWER'S	5/10/2011	CHECK	PMCHK00001365	\$504.24
041579	BUSVAL	BUSCH'S, INC.	5/10/2011	CHECK	PMCHK00001365	\$176.90
041578	BUSCAR	BUSINESS CARD	5/10/2011	CHECK	PMCHK00001365	\$2,597.17
041580	CAMINN	CAMPUS INN	5/10/2011	CHECK	PMCHK00001365	\$676.00
041646	CARSKY	CARISSA SKYE	5/12/2011	CHECK	PMCHK00001366	\$150.00
041647	CARVAN	CARLEEN VANDERBOK	5/12/2011	CHECK	PMCHK00001366	\$487.47
041581	CARBRO	CARPENTER BROS.	5/10/2011	CHECK	PMCHK00001365	\$73.50
041582	CDW-G	CDW GOVERNMENT, INC.	5/10/2011	CHECK	PMCHK00001365	\$28,937.43
041634	CINCOR	CINTAS CORPORATION	5/12/2011	CHECK	PMCHK00001366	\$1,338.99
041583	CITOF1	CITY OF ANN ARBOR TREASURER	5/10/2011	CHECK	PMCHK00001365	\$2,493.70
041585	COMCAS	COMCAST	5/10/2011	CHECK	PMCHK00001365	\$115.75
041648	COMCAS	COMCAST	5/12/2011	CHECK	PMCHK00001366	\$34.91
041584	COMALLW	COMPUTER ALLEY WEST	5/10/2011	CHECK	PMCHK00001365	\$314.98
041675	COMALLW	COMPUTER ALLEY WEST	5/25/2011	CHECK	PMCHK00001370	\$173.81
041586	DAMAUD	DAME AUDIO (ELECTRIC JUNKYARD)	5/10/2011	CHECK	PMCHK00001365	\$500.00
041649	DANSMO	DANI SMOTRICH-BARR	5/12/2011	CHECK	PMCHK00001366	\$100.00
041587	DAVMCM	DAVID MCMILLIAN	5/10/2011	CHECK	PMCHK00001365	\$70.00
041588	DELDR	DELUXE DRAPERY & SHADE CO.	5/10/2011	CHECK	PMCHK00001365	\$164.00
041589	DEMCO	DEMCO	5/10/2011	CHECK	PMCHK00001365	\$53.69
041650	DENOWE	DENISE OWENS	5/12/2011	CHECK	PMCHK00001366	\$100.00
041590	DIAMGLA	DIAMOND GLASS	5/10/2011	CHECK	PMCHK00001365	\$511.31
041651	DONDEV	DON DEVINE	5/12/2011	CHECK	PMCHK00001366	\$80.00
041558	DTEENE	DTE ENERGY	5/2/2011	CHECK	PMCHK00001364	\$25,647.72
041591	DYKGOS	DYKEMA GOSSETT	5/10/2011	CHECK	PMCHK00001365	\$1,533.01
041677	ELINEI	ELI NEIBURGER	5/25/2011	CHECK	PMCHK00001370	\$1,451.58
041559	ELILAW	ELITE LAWN & LANDSCAPE, INC.	5/2/2011	CHECK	PMCHK00001364	\$5,010.74
041676	ELILAW	ELITE LAWN & LANDSCAPE, INC.	5/25/2011	CHECK	PMCHK00001370	\$5,010.74
041652	EMIXIO	EMILY XIAO	5/12/2011	CHECK	PMCHK00001366	\$150.00
041653	ERIBAU	ERIN BAUGHN	5/12/2011	CHECK	PMCHK00001366	\$100.00
041592	FRIBUS	FRIENDS BUSINESS SOURCE	5/10/2011	CHECK	PMCHK00001365	\$207.08

System: 6/13/2011 3:13:00 PM
 User Date: 6/13/2011

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 2
 User ID: NIEMANK

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
041654	FRIOF	FRIENDS OF THE ANN ARBOR	5/12/2011	CHECK	PMCHK00001366	\$852.85
041695	THOGAL	GALE	5/25/2011	CHECK	PMCHK00001370	\$6,798.62
041593	GARISTE	GARI STEIN	5/10/2011	CHECK	PMCHK00001365	\$100.00
041629	WVGRAI	GRAINGER	5/10/2011	CHECK	PMCHK00001365	\$812.50
041594	HOLRUF	HOLLY RUTT	5/10/2011	CHECK	PMCHK00001365	\$100.00
041595	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	5/10/2011	CHECK	PMCHK00001365	\$5,493.50
041678	IEVBAT	IEVA BATES	5/25/2011	CHECK	PMCHK00001370	\$27.28
041596	IMADAT	IMAGE DATA CONVERSION, LLC	5/10/2011	CHECK	PMCHK00001365	\$12,986.16
041702	JAMCRA	JAMES W. CRAVEN	5/25/2011	CHECK	PMCHK00001370	\$729.00
041655	JERWEI	JERRY WEINBERGER	5/12/2011	CHECK	PMCHK00001366	\$100.00
041597	JOEREI	JOE REILLY	5/10/2011	CHECK	PMCHK00001365	\$900.00
041656	JOHEAR	JOHN M. EARLE	5/12/2011	CHECK	PMCHK00001366	\$1,000.00
041679	JULJAC	JULIA JACKSON	5/25/2011	CHECK	PMCHK00001370	\$100.00
041598	KARWIL	KAREN WILSON	5/10/2011	CHECK	PMCHK00001365	\$20.72
041599	KATGOO	KATHRYN GOODSON	5/10/2011	CHECK	PMCHK00001365	\$100.00
041635	KATCHY	KATIE CHYNOWETH	5/12/2011	CHECK	PMCHK00001366	\$34.58
041600	KEIHOO	KEITH HOOD	5/10/2011	CHECK	PMCHK00001365	\$100.00
041601	KOLOSS	KOLOSSOS	5/10/2011	CHECK	PMCHK00001365	\$193.03
041657	LOGKIL	LOGAN KILPELA	5/12/2011	CHECK	PMCHK00001366	\$100.00
041560	LORKAN	LORI KANE	5/2/2011	CHECK	PMCHK00001364	\$50.00
041602	LOVPRO	LOVETT PRODUCTIONS, INC.	5/10/2011	CHECK	PMCHK00001365	\$768.00
041658	MADBRA	MADELEINE BRADFORD	5/12/2011	CHECK	PMCHK00001366	\$250.00
041684	NEOPOS	MAIL FINANCE, INC.	5/25/2011	CHECK	PMCHK00001370	\$226.29
041603	MARHIG	MARK HIGBEE	5/10/2011	CHECK	PMCHK00001365	\$100.00
041561	METCOM	METCOM	5/2/2011	CHECK	PMCHK00001364	\$20,116.11
041604	METCOM	METCOM	5/10/2011	CHECK	PMCHK00001365	\$68.75
041680	METLIFE	METLIFE SBC	5/25/2011	CHECK	PMCHK00001370	\$6,717.72
041605	MICDAI	MICHIGAN DAILY/THE//	5/10/2011	CHECK	PMCHK00001365	\$478.40
041606	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	5/10/2011	CHECK	PMCHK00001365	\$343.00
041681	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	5/25/2011	CHECK	PMCHK00001370	\$2,286.45
041636	MICPRI	MICHIGAN PRINTER SERVICE	5/12/2011	CHECK	PMCHK00001366	\$84.50
041562	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	5/2/2011	CHECK	PMCHK00001364	\$1,574.00
041607	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	5/10/2011	CHECK	PMCHK00001365	\$6,819.00
041682	MONHIG	MONICA HIGMAN	5/25/2011	CHECK	PMCHK00001370	\$100.00
041608	MPS	MPS	5/10/2011	CHECK	PMCHK00001365	\$160.59
041609	NATZEI	NATHANIEL ZEISLER	5/10/2011	CHECK	PMCHK00001365	\$100.00
041683	NATGEO	NATIONAL GEOGRAPHIC TELEVISION	5/25/2011	CHECK	PMCHK00001370	\$500.00
041610	NEOPOST	NEOPOST USA INC	5/10/2011	CHECK	PMCHK00001365	\$242.99
041611	NEUZON	NEUTRAL ZONE	5/10/2011	CHECK	PMCHK00001365	\$400.00
041612	NEXCOM	NEXTEL COMMUNICATIONS	5/10/2011	CHECK	PMCHK00001365	\$392.19
041614	NICWIL	NICHOLAS WILCOX	5/10/2011	CHECK	PMCHK00001365	\$800.00
041613	NICBOO	NICOLA'S BOOKS	5/10/2011	CHECK	PMCHK00001365	\$286.44
041615	NUWAVE	NUWAVE AQUARIUMS	5/10/2011	CHECK	PMCHK00001365	\$459.00
041616	OFFDEP	OFFICE DEPOT, INC.	5/10/2011	CHECK	PMCHK00001365	\$979.66
041617	PACMEC	PACE MECHANICAL SERVICES, INC.	5/10/2011	CHECK	PMCHK00001365	\$21,615.00
041685	PACMEC	PACE MECHANICAL SERVICES, INC.	5/25/2011	CHECK	PMCHK00001370	\$20,354.00
041659	PATJON	PATRICK JONES	5/12/2011	CHECK	PMCHK00001366	\$600.00
041686	PAUDEG	PAUL DeGEORGE	5/25/2011	CHECK	PMCHK00001370	\$800.00
041660	PIOJAN	PIONEER JANITORIAL SERVICE	5/12/2011	CHECK	PMCHK00001366	\$10,422.85
041618	PLYFIT	PLYMOUTH FIFE & DRUM CORPS	5/10/2011	CHECK	PMCHK00001365	\$550.00
041637	PRITEC	PRINT TECH INC.	5/12/2011	CHECK	PMCHK00001366	\$900.45
041687	PRIORITY	PRIORITY HEALTH	5/25/2011	CHECK	PMCHK00001370	\$19,347.20
041619	QUANTA	QUANTA, INC.	5/10/2011	CHECK	PMCHK00001365	\$856.45
041638	RACYAN	RACHEL YANIKOGLU	5/12/2011	CHECK	PMCHK00001366	\$51.82
041688	RANHOU	RANDOM HOUSE, INC.	5/25/2011	CHECK	PMCHK00001370	\$5,986.83
041664	RECMON	RECESS MONKEY C/O DARON HENRY	5/13/2011	CHECK	PMCHK00001368	\$1,000.00
041563	REPPAR	REPUBLIC PARKING	5/2/2011	CHECK	PMCHK00001364	\$135.00
041689	RICBUS	RICOH AMERICAS CORP	5/25/2011	CHECK	PMCHK00001370	\$817.52
041620	ROYLIM	ROYAL LIMOUSINE	5/10/2011	CHECK	PMCHK00001365	\$92.55
041692	SFSTRO	S.F. STRONG, INC.	5/25/2011	CHECK	PMCHK00001370	\$18.25
041661	SAMPUC	SAMANTHA PUCKORIUS	5/12/2011	CHECK	PMCHK00001366	\$250.00
041690	SARKEK	SARA MELTON KELLER	5/25/2011	CHECK	PMCHK00001370	\$950.00
041665	SCHSEC	SCHILKE SECURITY	5/13/2011	CHECK	PMCHK00001368	\$215.00
041564	SCHELE	SCHINDLER ELEVATOR CORPORATION	5/2/2011	CHECK	PMCHK00001364	\$1,100.64

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
041691	SCHELE	SCHINDLER ELEVATOR CORPORATION	5/25/2011	CHECK	PMCHK00001370	\$387.00
041565	SKIINC	SKIDMORE STUDIO LLC	5/2/2011	CHECK	PMCHK00001364	\$2,140.60
041639	SKIINC	SKIDMORE STUDIO LLC	5/12/2011	CHECK	PMCHK00001366	\$8,143.55
041621	SPRINT	SPRINT PCS	5/10/2011	CHECK	PMCHK00001365	\$544.47
041622	STAHAR	STADIUM HARDWARE	5/10/2011	CHECK	PMCHK00001365	\$239.86
041566	STAMIC4	STATE OF MICHIGAN	5/2/2011	CHECK	PMCHK00001364	\$250.00
041693	STEOSB	STEVE OSBURN	5/25/2011	CHECK	PMCHK00001370	\$150.00
041623	SUPHAR	SUPERIOR HARDWOOD	5/10/2011	CHECK	PMCHK00001365	\$7,755.00
041694	SWESOU	SWEETWATER SOUND INC.	5/25/2011	CHECK	PMCHK00001370	\$689.54
041624	TDSMET	TDS METROCOM	5/10/2011	CHECK	PMCHK00001365	\$3,605.02
041703	TEACOM	TEACHING COMPANY/THE//	5/25/2011	CHECK	PMCHK00001370	\$2,593.15
041625	TERMYE	TERESA MYERS	5/10/2011	CHECK	PMCHK00001365	\$100.00
041626	THEANN	THE ANN MAGAZINE	5/10/2011	CHECK	PMCHK00001365	\$400.00
041666	THEBOO	THE BOOGERS C/O PAUL CROWE	5/13/2011	CHECK	PMCHK00001368	\$625.00
041627	THIBOD	THIS BODEK MUSIC	5/10/2011	CHECK	PMCHK00001365	\$1,125.00
041640	TOMSMI	TOM SMITH	5/12/2011	CHECK	PMCHK00001366	\$24.74
041697	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	5/25/2011	CHECK	PMCHK00001370	\$1,172.45
041628	UNIPAR	UNITED PARCEL SERVICE	5/10/2011	CHECK	PMCHK00001365	\$81.46
041696	UNIPAR	UNITED PARCEL SERVICE	5/25/2011	CHECK	PMCHK00001370	\$45.98
041662	UMICH9	UNIVERSITY OF MICHIGAN UNION	5/12/2011	CHECK	PMCHK00001366	\$472.50
041698	UNUMPRO	UNUM LIFE INSURANCE	5/25/2011	CHECK	PMCHK00001370	\$2,990.72
041631	VERWIRC	VERIZON WIRELESS	5/12/2011	CHECK	PMCHK00001366	\$654.48
041567	WASMAN	WASTE MANAGEMENT OF MICHIGAN	5/2/2011	CHECK	PMCHK00001364	\$386.04
041699	WASMAN	WASTE MANAGEMENT OF MICHIGAN	5/25/2011	CHECK	PMCHK00001370	\$395.76
041700	WESENT	WESTGATE ENTERPRISES, LLC	5/25/2011	CHECK	PMCHK00001370	\$6,855.00
041568	XEROX	XEROX CORPORATION	5/2/2011	CHECK	PMCHK00001364	\$832.40
041632	XEROX	XEROX CORPORATION	5/12/2011	CHECK	PMCHK00001366	\$268.98
Total Checks: 148						Total Amount of Checks: \$417,743.55



Join us for a community-wide celebration of reading, writing and literacy.

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2011 Leaders in the Literary Arts (LILA) Awards

Ann Arbor Book Festival 2011 Leaders in the Literary Arts:

Laura Pershin Raynor and Family Learning Institute

The Leader in the Literary Arts (LILA) Awards celebrate individuals and organizations making significant contributions to making our community a place where the literary arts are nurtured, prized, respected, and thrive. LILA recipients spark our reading and writing passions and make our involvement with literature and books a life-long activity. The LILA Awards are presented annually by the Ann Arbor Book Festival. This year, we are honoring storyteller Laura Pershin Raynor and the Family Learning Institute.

June 25 4:15 pm
Festival Tent, E. Washington Street near Alumni Center

Laura Pershin Raynor

Laura Pershin Raynor has performed as a Teller in Residence at the International Storytelling Center in 2005, and she has been featured at the Celebration of Light, Timpanogos and Colonial Williamsburg festivals. Laura brings to life the colorful cast of characters from her unique and loving family. Her Grandma Dinah, who lived to be 105 years old, raised her on the tales of the Old Country, providing Laura with a landscape for her own stories, told in an animated and intimate style. Laura performed at the 2004 National Storytelling Festival. In 2006 she won the Award of Merit for Children's Librarian of the Year in the State of Michigan. Her storytelling home is in the Ann Arbor District Library where she happily tells tales to enthusiastic listeners every week.



The Family Learning Institute (FLI)

The Family Learning Institute (FLI), located at 1954 S. Industrial Hwy in Ann Arbor, provides individualized instruction in reading, writing, and math at no cost to underperforming, low-income students, grade 2-5, from the Ann Arbor Ypsilanti Area. Sessions take place after school and away from school to provide a safe, private environment where children can learn. Doris Sperling, a retired teacher and evaluation expert, and Lefiest Galimore, a community organizer, developed the concept for and established FLI in late 1999.

Amy Rolfes

Amy Rolfes is the Executive Director. She is an Ann Arbor native and attended Ann Arbor public schools. She has been a classroom teacher in both regular and special education. Amy has a B.A. and M.A. in Education from the University of Michigan, and was Lead Teacher at FLI for two years. As Executive Director, Amy manages the educational program as well as advocates for students and informs and educates the community about FLI.



**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 11-106**

RESOLUTION TO AMEND THE 2010-2011 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 20th day of June 2011 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1). To transfer \$60,000 from Salaries & Wages to Employee Benefits.
- 2). To transfer \$40,000 from Utilities to Legal.
- 3). To transfer \$13,000 from Software to Supplies.
- 4). To transfer \$12,000 from Capital Outlays to Supplies.
- 5). To transfer \$19,000 from Capital Outlays to Materials.
- 6). 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

2011 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