

Ann Arbor District Library
Regular Meeting
Agenda

Monday, June 21, 2010

Published by Ann Arbor District Library

June 2010

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MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, June 21, 2010 at 6:00 p.m.
 Ann Arbor District Library, Fourth Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI

REGULAR MEETING AGENDA

- 10-236 I. CALL TO ORDER
- 10-237 II. ATTENDANCE
- 10-238 III. RECESS TO EXECUTIVE SESSION FOR DISCUSSION OF REAL ESTATE, OPINION OF LEGAL COUNSEL & LABOR NEGOTIATIONS
- 10-239 IV. RECONVENE REGULAR MEETING AT 7:00 P.M.
- 10-240 V. APPROVAL OF AGENDA (pp 1-2)
(Item of action)
- 10-241 VI. APPROVAL OF MINUTES OF MAY 17, 2010 (pp 3-27)
(Item of action)
- 10-242 VII. CITIZENS' COMMENTS
- 10-243 VIII. FINANCIAL REPORT (pp 28-35)
- 10-244 IX. APPROVAL OF DISBURSEMENTS (pp 36-38)
(Item of action)
- 10-245 X. DIRECTOR'S REPORT (p 39)
- 10-246 XI. NEW BUSINESS
- 10-247 A. RESOLUTION TO AMEND THE 2009-2010 APPROVED BUDGET (p 40)
(Item of action)
- 10-248 B. RESOLUTION TO AWARD CONTRACT FOR HVAC EQUIPMENT MAINTENANCE AND REPAIR SERVICE FOR THREE YEARS (pp 41-43)
(Item of action)

- 10-249 C. RESOLUTION OF THANKS TO RICHARD DURHAM
UPON HIS RETIREMENT (p 44)
(Item of action)

- 10-250 D. RESOLUTION OF THANKS TO SUE BUDIN UPON HER
RETIREMENT (p 45)
(Item of action)

- 10-251 E. VOTE FOR EXECUTIVE SESSION AT THE JULY 19, 2010
REGULAR BOARD MEETING FOR LABOR
NEGOTIATIONS, DISCUSSION OF REAL ESTATE &
OPINION OF LEGAL COUNSEL
(Item of action)
Roll call vote

- 10-252 XII. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 17, 2010

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, MAY 17, 2010

- 10-209 I. CALL TO ORDER

President Head called the meeting to order at 5:40 p.m.
- 10-210 II. ATTENDANCE

Present: Head, Leary, Murphy, Rosenthal, Stearns
Absent: Barney Newman, Surovell
Staff: Choate, Doll, Neiburger, Nieman, Parker, Wilson (recorder)
Others: Phyllis Adams & Jim Greene, Dykema; Tom Huntzicker, Kapnick Insurance Group
- 10-211 III. RECESS TO EXECUTIVE SESSION FOR DISCUSSION OF REAL ESTATE, OPINION OF LEGAL COUNSEL, LABOR NEGOTIATIONS & DIRECTOR’S EVALUATION
- 10-212 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR FISCAL YEAR 2010-2011 AT 7:00PM

President Head reconvened to the Public Hearing on the budget at 7:04 p.m.

Trustee Murphy was absent.
- 10-213 V. CALL FOR PUBLIC COMMENT ON THE BUDGET

President Head called for public comment on the 2010-2011 budget.

Associate Director Nieman reported the millage rate to be levied will be 1.55 mils. The budget presented is balanced.

There was no public comment.

The Public Hearing on the budget was closed by the unanimous consent of the Board.
- 10-214 VI. RECONVENE REGULAR MEETING IMMEDIATELY FOLLOWING PUBLIC HEARING

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President Head reconvened the regular meeting at 7:07 p.m.

10-215 VII. APPROVAL OF AGENDA
 (Item of action)

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

AYES: Head, Leary, Rosenthal, Stearns

NAYS: None

Motion passed 4-0.

10-216 VIII. APPROVAL OF MINUTES OF APRIL 19, 2010
 (Item of action)

Treasurer Rosenthal, supported by Trustee Stearns, moved to approve the minutes of April 19, 2010.

Trustee Stearns noted a correction to the minutes on page 5, B. Policy Committee. Trustee Stearns, not Trustee Surovell, should be listed as a committee member.

The minutes were voted on as corrected.

AYES: Head, Leary, Rosenthal, Stearns

NAYS: None

Motion passed 4-0.

10-217 IX. CITIZENS' COMMENTS

Kevin Rodgers, Campbell Inc.

“Good evening council members, my name is Kevin Rodgers and I am here representing Campbell Incorporated, we are one of the companies that’s bidding for the contract to do the preventative maintenance for the library. And I just wanted to say a couple of words, basically I wanted to reiterate that we had that contract probably about four years ago and we conducted the preventative maintenance for about six years. We lost that contract just based on a bid so I just wanted to let you know that we didn’t lose it because of performance, we actual did a good job for you. Our guys are very familiar with your facility. As a matter of fact my technicians can talk about some of the issue you used to have

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compared to what you have to right now. I also wanted to reiterate the fact we are based in Ann Arbor, we pay taxes in Ann Arbor, we work here, we are committed to growth in Ann Arbor. We are actually expanding and looking for another building since we're outgrowing the one that we have and want to do all of that here in Ann Arbor because we believe in Ann Arbor. The other thing I wanted to say, I believe we're about just under \$600 more than the current contractor but for that additional money were providing a little bit more than what the original scope was. We're doing a thermology on all the buildings, which is going to do like an infrared study to help prevent problems from happening so that you guys stay comfortable and that we actually lower your repairs and we're also going to do what we call a feasibility study for all of your buildings and what that does is to take a look at each facility, determine where it rates on the energy star scale and we're going to bring our recommendations to bring it up to par with other facilities like it across the country. Our whole model and whole goal is to lower your owning and operating costs and I believe that we can do that. That's the kind of the things I wanted to tell you today."

10-218 X. FINANCIAL REPORT

Associate Director Nieman reported that April showed tax receipts of just over \$11.4 million which reflects 98% of the budgeted amount received. Currently five items are over the year-to-date budget in operating. Adjustments for those line items remaining over budget will be presented in June. Just over \$20,000 was received in state aid, which is the first half for the library for the blind and physically disabled and we should receive a second payment. We should be receiving our portion of the regular state aid.

10-219 XI. APPROVAL OF DISBURSEMENTS
(Item of action)

Secretary Leary, supported by Trustee Stearns, moved to approve April disbursements.

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

Motion passed 4-0.

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10-220 XII. COMMITTEE REPORTS

10-221 A. EXECUTIVE COMMITTEE

President Head reported the Executive Committee met to discuss the library boundaries in Washtenaw County.

10-222 B. DIRECTOR'S EVALUATION COMMITTEE

President Head reported the Director's Evaluation Committee did not meet.

10-223 XIII. DIRECTOR'S REPORT

Director Parker reported that a very successful Visions 2010 conference was held at Washtenaw Community College. The event is a vendor fair for the blind, low vision and physically disabled. Thirty five vendors were visited by 500 participants. Community Relations and Outreach and Neighborhood Services departments were instrumental in the success of this event. Participation from other AADL departments was also acknowledged.

Over 253 submissions were received for the AADL Short Story Writing Contest. The awards ceremony will be held this coming Saturday in the Downtown Library Multipurpose Room. A special thank you was given to Vickie Brown for spearheading this event along with all other staff that made it possible.

Director Parker participated in a panel discussion on "Expansion of Knowledge in the 21st Century Library" held this past Saturday at the Gerald R. Ford Presidential Library and Museum. The event was co-sponsored by the American Bibliophilic Societies and the 2010 Ann Arbor Book Festival.

It was noted that Trustees Rosenthal and Stearns also participated in Visions 2010 and were impressed by how well the event was organized.

10-224 XIV. NEW BUSINESS

10-225 A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR THE FISCAL YEAR 2010-2011
 (Item of action)

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Secretary Leary, supported by Trustee Stearns, moved to approve the resolution adopting the annual budget for the fiscal year 2010-2011 of the Ann Arbor District Library as presented.

AYES: Head, Leary, Rosenthal, Stearns

NAYS: None

Motion passed 4-0.

10-226

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

(Item of action)

Trustee Stearns, supported by Secretary Leary, moved to approve the resolution authorizing the millage rate to be levied by taxing authorities.

AYES: Head, Leary, Rosenthal, Stearns

NAYS: None

Motion passed 4-0.

10-227

C. AMENDMENT OF LIBRARY DISTRICT BOUNDARIES TO EXCLUDE TERRITORY LOCATED WITHIN THE LEGAL BOUNDARIES OF A PUBLIC LIBRARY

(Item of action)

Roll call vote

Secretary Leary, supported by Treasurer Rosenthal, moved to accept the resolution of amendment of the library district boundaries to exclude territory located within the legal boundaries of a public library.

A roll call vote was taken.

AYES: Head, Leary, Rosenthal, Stearns

NAYS: None

Motion passed 4-0.

10-228

D. RESOLUTION TO ADOPT THE 2010-2011 BUDGET AS A LINE ITEM BUDGET AND COMPLIANCE OF DISBURSEMENTS

(Item of action)

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Treasurer Rosenthal, supported by Trustee Stearns moved to approve the resolution to adopt the 2010-2011 budget as a line item budget and compliance of disbursements.

AYES: Head, Leary, Rosenthal, Stearns

NAYS: None

Motion passed 4-0.

10-229

E. RESOLUTION TO ADOPT REVISED BOARD BYLAWS
 (Item of action)

Trustee Stearns, supported by Secretary Leary, moved to accept the resolution to adopt the revised board bylaws.

It was noted that these bylaw changes were made to correspond with the previous election of trustees change.

AYES: Head, Leary, Rosenthal, Stearns

NAYS: None

Motion passed 4-0.

10-230

F. RESOLUTION TO ADOPT POLICY 8.22 CONFLICT OF INTEREST-LIBRARY ADMINISTRATIVE EMPLOYEES
 (Item of action)

Treasurer Rosenthal, supported by Secretary Leary, moved to accept the resolution to adopt Policy 8.22 Conflict of Interest – Library Administrative Employees.

AYES: Head, Leary, Rosenthal, Stearns

NAYS: None

Motion passed 4-0.

10-231

G. RESOLUTION TO ADOPT POLICY 8.23 LEGAL COMPLIANCE
 (Item of action)

Trustee Stearns, supported by Secretary Leary, moved to accept the resolution to adopt Policy 8.23 Legal Compliance.

AYES: Head, Leary, Rosenthal, Stearns

NAYS: None

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Motion passed 4-0.

10-232

H. DISCUSSION OF HVAC EQUIPMENT AND
MAINTENANCE CONTRACT

Associate Director Nieman informed the Board that the current contract with Pace Mechanical expires at the end of June. A RFP was issued to four companies and three sealed bids were received for the maintenance/service contract for the HVAC equipment.

Bid figures were presented to the Board and reviewed. Administration will be recommending accepting the bid from Pace Mechanical at the June Board meeting.

Discussion ensued regarding the presentation made by Campbell, Incorporated during Citizens' Comments.

10-233

I. DIRECTOR'S EVALUATION MEMO FROM AADL
BOARD

President Head read the following evaluation summary memo addressed to Director Josie Parker:

“By way of this memorandum, we the AADL Board of Trustees, applaud the fine work you have achieved during this past year of 2009-2010. The Board's consensus evaluation of this past year's performance was compiled from assessment material submitted by each board member after review of your self-evaluation document. So, of course, you gave us a self-evaluation and we each did our own evaluation and then we put that information together. We also enjoyed the opportunity to discuss next years goals with you and look forward to any continued conversation that you may desire. As in past years, your work and accomplishments are outstanding. Your visionary leadership as the AADL director is commendable and should be noted as such. For the coming fiscal year you once again propose that your salary remain in place without any raise or addition. We respect your recognition of how economic conditions call for fiscal judiciousness. Therefore, the board on review agrees that your compensation will remain at \$143,115 for fiscal year 2010-2011. Your application of AADL resources remain well managed with reduced resources and high service levels. We appreciate your leadership that promotes working with other organizations to gain in-kind resources and where relevant outside funds from grantors. Your actions and management demonstrate excellent financial management and I just want to add excellent

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service delivery too. Josie it's clear that you work to maintain and elevate good customer service particularly at a time when budget revenues have decreased. Two notable examples of that commitment are improving services for the newly incorporated library for the blind and disabled and obtaining the Ann Arbor News archives for the community. Under your leadership expanded services are now offered to those who are patrons of the newly installed library for the blind and disabled. The program renovation demonstrates your commitment to accepting and improving new AADL program services. We also appreciate your perseverance in negotiating with the Ann Arbor News to gain the archives and then to begin planning for the next fiscal year's digitizing step. Having the archive material easily accessible will obviously be an extraordinary benefit to all in the community. Finally the Board applauds your work to continue quality improvement of the existing services during this time of, as mentioned before, continued economic challenge because you have managed to ensure remarkable and unique library service continues. We certainly acknowledged that you have met and exceeded the major and challenging goal of operating AADL with good management and service and with no staff layoffs. These actions are model achievements in these fiscal times. Of course, there is more to this, but I think emphasizing good service, fiscal restraints, but that's what this year has been. As board trustees we are appreciative of your keeping individual board members and the Board as a whole well informed regarding matters of relevance to the AADL, such as those pertinent to proposed policy and legislative issues. In addition, your valuable participation in relevant community affairs serve to assure AADL is well represented. We admire your courage, facilitation and input toward accomplishing the strategic plan and recognize that you structured the process so that AADL staff could easily participate in developing the plan in a productive and interactive manner. We also appreciate your arranging for key managers to provide the board trustees with pertinent background on the current status of AADL and future AADL challenges and opportunities. This process was a great benefit for the Board and facilitated the Board's strategic plan work. In the facilities arena you ensure that the challenging downtown building, that we were just talking about, is operational and that the necessary resources are applied prudently to sustain it. The continued excellent building management evident at all the branches is well supported by your leadership. We value your handling of any issue that may arise and commitment to make certain that it is quickly resolved so that any and all the

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buildings function well. Josie, the Board recognizes that you are an exceptional and outstanding library director. We are pleased and delighted you are our director for the Ann Arbor District Library. Thank you.”

10-234

- J. VOTE FOR EXECUTIVE SESSION AT THE JUNE 21, 2010 REGULAR BOARD MEETING FOR LABOR NEGOTIATIONS, DISCUSSION OF REAL ESTATE & OPINION OF LEGAL COUNSEL
 (Item of action)
 Roll call vote

Secretary Leary, supported by Trustee Stearns, moved to hold an Executive Session at the June 21, 2010 regular Board meeting for discussion of real estate, labor negotiations and opinion of legal counsel.

A roll call vote was taken.

AYES: Head, Leary, Rosenthal, Stearns

NAYS: None

Motion passed 4-0.

10-235

XV. ADJOURNMENT

President Head adjourned the meeting at 7:50 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 17, 2010 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-225**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR
2010-2011 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 17th day of May 2010 at 5:30 p.m.

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

The following preamble and resolution were offered by Secretary Leary, and supported by Trustee Stearns:

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 17, 2010, 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, 2011, 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, Rosenthal, Stearns
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 17, 2010, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-226**

**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 17th day of May 2010 at 5:30 p.m.

PRESENT: Head, Leary, Rosenthal, Stearns

ABSENT: Murphy, Barney Newman, Surovell

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

The said Board of Trustees of the Ann Arbor District Library (the "Library") has given due reflection to the budget and operational requirements of the Library as to the 2010-2011 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 2010-2011 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, 2010, 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, Rosenthal, Stearns
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 17, 2010, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-227**

**RESOLUTION OF AMENDMENT OF LIBRARY DISTRICT BOUNDARIES TO
EXCLUDE TERRITORY LOCATED WITHIN THE LEGAL BOUNDARIES OF A
PUBLIC 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 17th day of May 2010 at 5:30 p.m.

PRESENT: Rebecca Head, Margaret Leary, Prue Rosenthal, Carola Stearns

ABSENT: Barbara Murphy, Jan Barney Newman, Ed Surovell

The following resolution was offered by Margaret Leary, and supported by Prue Rosenthal:

I. Amendment of Territorial Boundaries of Library District

WHEREAS, the Ann Arbor District Library ("Library") was established under the District Library Establishment Act, being sections 397.171 to 397.196 of the Michigan Compiled Laws ("DLEA") and pursuant to a duly executed District Library Agreement effective November 1, 1995;

WHEREAS, the Library was recognized by the legislative counsel created by the legislative counsel act, Act No. 268 of the Public Acts of 1986, being sections 4.1101 to 4.190 of the Michigan Compiled Laws prior to December 29, 1997;

WHEREAS, at the time the Library was established, the DLEA provided that a portion of a township, city, or village to be included in a district library district shall be bounded by township boundaries, city boundaries, or village boundaries, respectively, and by existing district library or school district public library boundaries.

WHEREAS, the District Library Agreement provided that the Library district is comprised of all that territory which is located in the jurisdictional limits of the Ann Arbor Public Schools, and which shall from time to time hereafter become located therein;

WHEREAS, the DLEA was amended effective December 29, 1997, pursuant to Act No. 160 of the Public Acts of 1997, to add new subsection 10 being Section 397.173(10) of the Michigan Compiled Laws, to allow a district library recognized by the legislative

council before December 29, 1997 to amend its boundaries to eliminate territory located within the legal boundaries of a public library or another district library district, if that public library or other district library is recognized by the Michigan Department of History, Arts, and Libraries ("Department") as lawfully established for the purposes of the distribution of state aid and penal fines;

WHEREAS, legislative history for Act No. 160 of the Public Acts of 1997 indicates that the intent of Michigan Compiled Laws Section 397.173(10) is to address the issue of overlapping library territories and to provide a means of setting and changing district library boundaries so as to avoid such overlapping;

WHEREAS, the Northfield Township Area Library is a public library recognized by the Department as lawfully established for the purposes of distribution of state aid and penal fines;

WHEREAS, the legal boundaries of the Library, which are coterminous with the jurisdictional limits of the Ann Arbor Public Schools, includes territory within the legal boundaries of the Northfield Township Area Library as evident in Exhibit A, which is attached and incorporated by reference herein;

WHEREAS, the Board of Trustees has determined that it would be in the best interest of the Library to amend its boundaries to exclude that territory which is within the legal boundaries of the Northfield Township Area Library so that such overlapping territory does not reside within more than one library jurisdiction;

WHEREAS, upon information and belief, access to circulating materials will not be prevented by the proposed amendment to the boundaries of the Library district notwithstanding changes to services provided by the State of Michigan as, currently, Northfield Township Area Library is a member of The Library Network Consortium of multi-type libraries in southeastern Michigan and participates in a shared catalog with other member libraries;

WHEREAS, upon information and belief, Northfield Township Area Library also participates in the statewide resource sharing system MeLCat of which the Library is a member library so that Northfield Township residents have access to millions of titles held in libraries across Michigan through the MeLCat system, with usual delivery between libraries within a three to five day period;

WHEREAS, all programs and events at the Library are provided at no cost to the general public and such programs and events are not restricted to residents of the Library district so that residents of Northfield Township may continue to enjoy Library programs and events on the same basis as other members of the general public if the Library district boundaries are amended as proposed;

WHEREAS, Exhibit A, attached and incorporated by reference herein, is a copy of a map or drawing that is no smaller than 8-1/2 by 11 inches or larger than 14 by 18 inches that clearly shows the existing territory of the Library district;

WHEREAS, Exhibit B, attached and incorporated by reference herein, is a copy of a map or drawing that is no smaller than 8-1/2 by 11 inches or larger than 14 by 18 inches that clearly shows the proposed amended boundaries of the Library district if this Resolution is adopted and effective pursuant to Michigan Compiled Laws Section 397.173(10); and

WHEREAS, as certified by the Treasurer of the Library in the form attached as Exhibit C, the Library has either not levied debt retirement taxes for bonded indebtedness of the Library district or any such bonds are fully redeemed as of the date of this Resolution;

NOW THEREFORE, BE IT RESOLVED THAT, the Library amends its boundaries from those marked in Exhibit A to those marked in Exhibit B and to exclude from the district that territory which is within the legal boundaries of the Northfield Township Area Library, a public library recognized by the Department as lawfully established for the purposes of the distribution of state aid and penal fines.

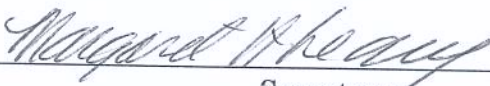
FURTHER RESOLVED THAT, the Board of Trustees directs the Library Director to file with the State Librarian a copy of this resolution together with the maps of the existing and proposed territory of the Library district, attached and incorporated by reference herein as Exhibit A and Exhibit B, respectively.

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

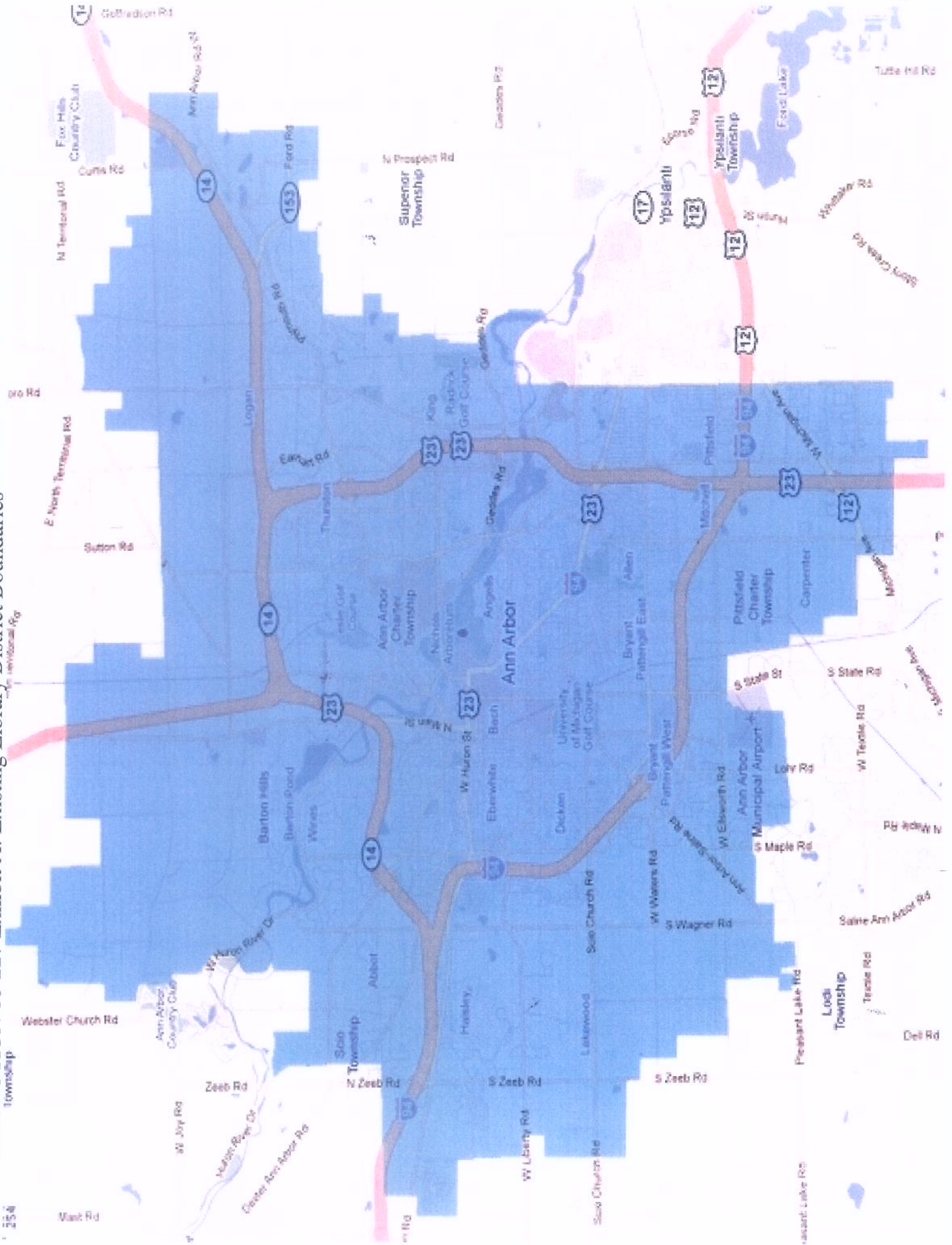
AYES: Rebecca Head, Margaret Leary, Prue Rosenthal, Carola Stearns
 NAYS: None

RESOLUTION DECLARED ADOPTED.

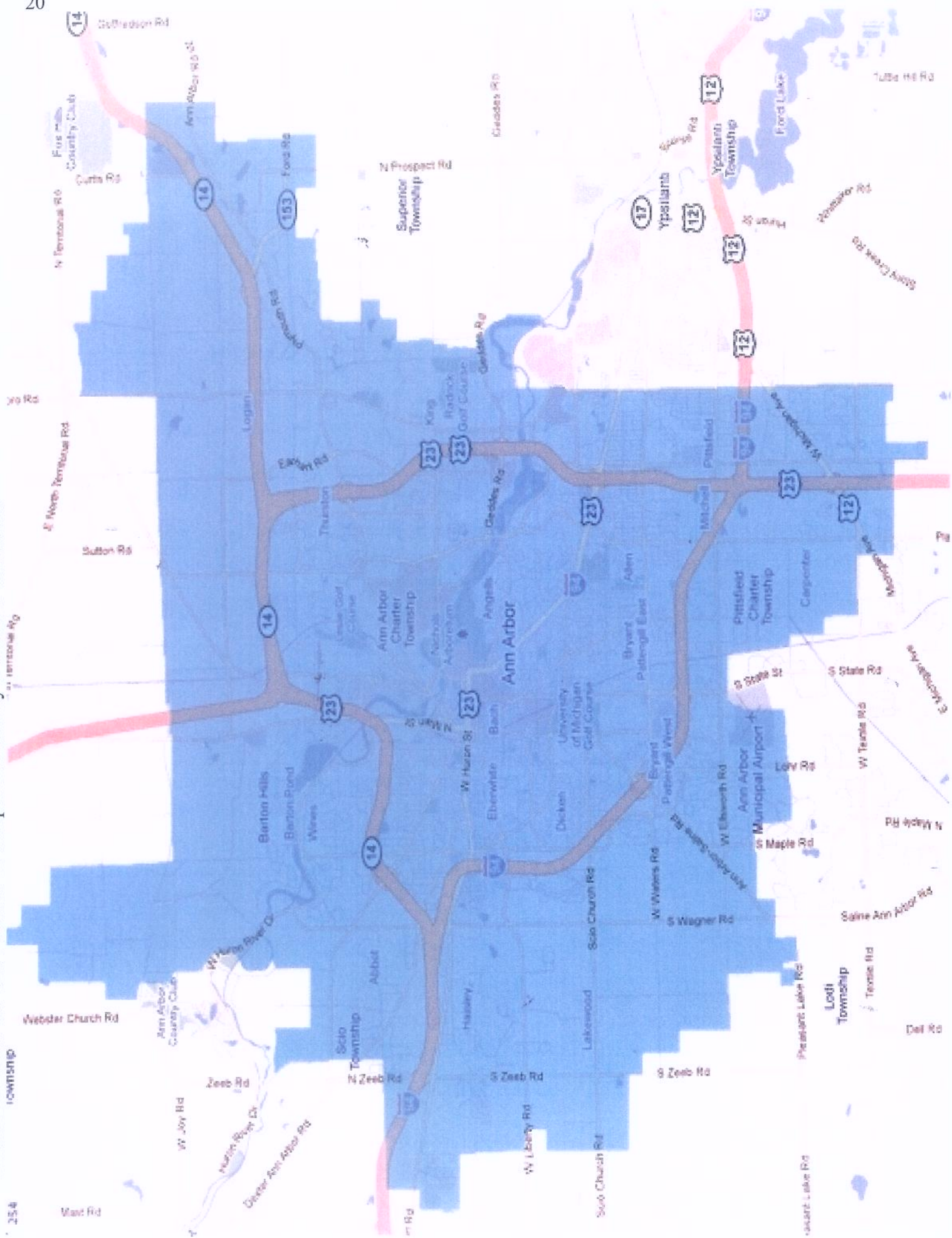
I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Board Meeting held on May 17, 2010, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.


 Secretary

RESOLUTION 10-227 Exhibit A: Existing Library District Boundaries



RESOLUTION 10-227 Exhibit B: Proposed Library District Boundaries



RESOLUTION 10-227 EXHIBIT C

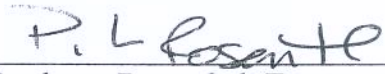
BOARD OF TRUSTEES OF THE ANN ARBOR DISTRICT LIBRARY

CERTIFICATE OF THE TREASURER
RE NO BOND INDEBTEDNESS

The undersigned, Prudence Rosenthal, does hereby certify that:

1. She is the duly elected, qualified and acting Trustee and Treasurer of the Board of Trustees of the Ann Arbor District Library ("Library"), a district library established pursuant to Michigan Compiled Laws Sections 397.171 to 397.196, and as such Treasurer, she has knowledge of the financial affairs of the Library, including any bonded indebted of the Library.
2. The Library has not levied debt retirement taxes for bonded indebtedness of the Library district since the Library was established effective November 1, 1995, or any such bonds have been fully redeemed as of the date of this Certificate.

IN WITNESS WHEREOF, the undersigned has executed and delivered this Certificate on this 17th day of May, 2010.


 Prudence Rosenthal, Trustee and Treasurer

I, Margaret Leary, do hereby certify that I am a Trustee and the Secretary of the Board of Trustees of the Ann Arbor District Library ("Library") and that the signature subscribed to the foregoing Certificate, purporting to be the signature of Prudence Rosenthal, is her genuine signature and that Prudence Rosenthal is the duly elected, qualified and acting Treasurer of the Board of the Library.


 Margaret Leary, Trustee and Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-228**

**RESOLUTION TO ADOPT THE 2010-2011 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 17th day of May 2010 at 5:30 p.m.

PRESENT: Head, Leary, Rosenthal, Stearns

ABSENT: Murphy, Barney Newman, Surovell

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

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 2010-11 the total amount of \$12,300,000 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, Rosenthal, Stearns

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 17, 2010, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-229**

RESOLUTION TO ADOPT REVISED BOARD BY-LAWS

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 17th day of May 2010 at 5:30 p.m.

PRESENT: Head, Leary, Rosenthal, Stearns

ABSENT: Murphy, Barney Newman, Surovell

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

A revised form of Bylaws has been presented to the Board and it is attached to this Resolution 10-229.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) The Board approves the Revised Bylaws as amended.
- 2.) The Bylaws shall be filed with the Secretary of the Board or authorized delegate with its minutes.
- 3.) 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, Rosenthal, Stearns

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 17, 2010, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-230**

**RESOLUTION TO ADOPT POLICY 8.22 CONFLICT OF INTEREST –
LIBRARY ADMINISTRATIVE EMPLOYEES**

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 17th day of May 2010 at 5:30 p.m.

PRESENT: Head, Leary, Rosenthal, Stearns

ABSENT: Murphy, Barney Newman, Surovell

The following resolution was offered by Treasurer Rosenthal, and supported by Secretary Leary:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To adopt the proposed Policy 8.22 Conflict of Interest – Library Administrative Employees.
- 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, Leary, Rosenthal, Stearns

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 17, 2010, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-231**

RESOLUTION TO ADOPT POLICY 8.23 LEGAL COMPLIANCE

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 17th day of May 2010 at 5:30 p.m.

PRESENT: Head, Leary, Rosenthal, Stearns

ABSENT: Murphy, Barney Newman, Surovell

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To adopt the proposed Policy 8.23 Legal Compliance.
- 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, Leary, Rosenthal, Stearns

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 17, 2010, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

Ann Arbor District Library Financial Summary for May 2010

Cash:

The unrestricted cash balance as of May 31, 2010 was \$8,147,403 down from \$8,830,658 in April.

Tax Receipts:

The Library has received tax receipts totaling \$11,556,341, 99% of the budgeted amount, as of May 31st.

Budget vs. Actual:

The Library showed an operating surplus of \$437,553 through May 31st. This gives the Library a positive fund balance of \$7,370,875 at the end of May, up from \$7,307,777 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:

Custodial – Carpet and window cleaning took place in April.

Utilities – The utility bills for all locations have been than normal since January.

Communications – Phone and internet charges have been higher than anticipated.

Materials – Large purchases were made in the month of April.

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

ANN ARBOR DISTRICT LIBRARY
Operating
For the Eleven Months Ending May 31, 2010

	<u>Actual</u>	<u>May Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$973,333	\$973,333		\$10,706,665	\$10,706,667	(\$2)
State Aid	15,281		15,281	35,817		35,817
Penal Fines	22,917	22,917		252,087	252,083	4
Interest	26,541	18,333	8,208	129,101	201,667	(72,566)
Copiers	3,270	2,917	353	35,908	32,083	3,825
Grants/Memorials		7,500	(7,500)	118,178	82,500	35,678
Library Fines & Fees	37,385	37,500	(115)	409,557	412,500	(2,943)
Non-Resident Fees	1,538	1,667	(129)	15,788	18,333	(2,545)
Fund Balance Transfer		14,651	(14,651)		161,163	(161,163)
Total Revenue	\$1,080,265	\$1,078,818	\$1,447	\$11,703,101	\$11,866,996	(\$163,895)
Expenditures						
Salaries & Wages	487,197	491,250	(4,053)	5,330,499	5,403,750	(73,251)
Employee Benefits	126,915	139,833	(12,918)	1,443,096	1,538,167	(95,071)
Employment Taxes	36,809	37,500	(691)	400,634	412,500	(11,866)
Total Employment Cost	\$650,921	\$668,583	(\$17,662)	\$7,174,229	\$7,354,417	(\$180,188)
Custodial and Electrical	\$14,319	\$16,667	(\$2,348)	\$186,013	\$183,333	\$2,680
Accounting/Audit	1,125	1,125		12,375	12,375	
Legal	8,551	8,333	218	58,179	91,667	(33,488)
Purchased Services	1,969	11,083	(9,114)	88,085	121,917	(33,832)
Utilities	31,406	31,250	156	380,796	343,750	37,046
Property Insurance	7,065	7,500	(435)	77,715	82,500	(4,785)
Communications	13,114	12,833	281	211,047	141,167	69,880
Materials	140,461	152,833	(12,372)	1,699,633	1,681,167	18,466
Software Licenses/Maintenanc	2,960	15,833	(12,873)	117,241	174,167	(56,926)
Building Rental	9,772	14,417	(4,645)	111,825	158,583	(46,758)
Seminars/Conferences/Travel	1,547	4,083	(2,536)	22,152	44,917	(22,765)
Copier Expense	5,186	5,500	(314)	53,166	60,500	(7,334)
Library Programming	37,182	24,250	12,932	257,833	266,750	(8,917)
Grants/Memorials	32,156	7,500	24,656	85,942	82,500	3,442
Supplies	9,185	14,250	(5,065)	183,186	156,750	26,436
Repairs and Maintenance	24,687	23,675	1,012	252,247	260,425	(8,178)
Postage	190	2,083	(1,893)	21,534	22,917	(1,383)
Lcards/Circ Cards	4,034	6,625	(2,591)	61,536	72,875	(11,339)
Other Operating Expenditures	1,136	14,325	(13,189)	19,378	157,575	(138,197)
Total Operating Expense	\$346,045	\$374,165	(\$28,120)	\$3,899,883	\$4,115,835	(\$215,952)
Capital Outlays	\$15,304	\$36,068	(\$20,764)	\$191,436	\$396,746	(\$205,310)
Total Expenditures	\$1,012,270	\$1,078,816	(\$66,546)	\$11,265,548	\$11,866,998	(\$601,450)
Net	\$67,995	\$2	\$67,993	\$437,553	(\$2)	\$437,555

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Eleven Months Ending May 31, 2010

	<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)	\$118,178	\$82,500	\$35,678
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>	<u>\$118,178</u>	<u>\$82,500</u>	<u>\$35,678</u>
Expenditures						
Materials	9,836		9,836	21,588		21,588
Library Programming	17,072	7,500	9,572	43,295	82,500	(39,205)
Supplies	489		489	621		621
Other Operating Expenditures	407		407	5,265		5,265
Total Operating Expense	<u>\$27,804</u>	<u>\$7,500</u>	<u>\$20,304</u>	<u>\$70,769</u>	<u>\$82,500</u>	<u>(\$11,731)</u>
Total Expenditures	<u>\$27,804</u>	<u>\$7,500</u>	<u>\$20,304</u>	<u>\$70,769</u>	<u>\$82,500</u>	<u>(\$11,731)</u>
Net	<u>(\$27,804)</u>		<u>(\$27,804)</u>	<u>\$47,409</u>		<u>\$47,409</u>

ANN ARBOR DISTRICT LIBRARY
Friends of the Library
For the Eleven Months Ending May 31, 2010

	<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)	\$100,250	\$82,500	\$17,750
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>	<u>\$100,250</u>	<u>\$82,500</u>	<u>\$17,750</u>
Expenditures						
Materials	8,368		8,368	16,026		16,026
Library Programming	15,969	7,500	8,469	42,192	82,500	(40,308)
Supplies	489		489	621		621
Other Operating Expenditures	407		407	5,265		5,265
Total Operating Expense	<u>\$25,233</u>	<u>\$7,500</u>	<u>\$17,733</u>	<u>\$64,104</u>	<u>\$82,500</u>	<u>(\$18,396)</u>
Total Expenditures	<u>\$25,233</u>	<u>\$7,500</u>	<u>\$17,733</u>	<u>\$64,104</u>	<u>\$82,500</u>	<u>(\$18,396)</u>
Net	<u>(\$25,233)</u>		<u>(\$25,233)</u>	<u>\$36,146</u>		<u>\$36,146</u>

Balance Sheet

ASSETS

As of 5/31/2010

Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$29,792.58
CASH-PAYROLL	5,930.49
HOLTREY FUND	329,895.80
CASH-SAVINGS	3,192,378.75
KENISTON FUND	30,201.70
SHAFFER FUND	10,436.74
WESTERMAN FUND	41,301.92
PETTY CASH	2,000.00
WLBPD ACCOUNT	36,489.97

Total Cash	\$3,678,427.95
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Investments

BANK OF ANN ARBOR INVESTMENT	\$3,195,478.31
UNITED BANK AND TRUST INVESTMENT	1,721,822.52

Total Investments	\$4,917,300.83
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Accounts Receivable

ACCOUNTS RECEIVABLE	\$252,087.00
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Total Accounts Receivable	\$252,087.00
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Property Taxes Receivable

Total Property Taxes Receivable	\$0.00
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Prepaid Expenses

PRE-PAID INSURANCE	\$171,606.00
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Total Prepaid Expenses	\$171,606.00
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Total Current Assets	\$9,019,421.78
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Capital Assets:

BUILDINGS	\$25,680,812.53
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	429,948.00
COMMUNICATIONS EQUIPMENT	429,943.00
BUSINESS MACHINES	167,642.00
COMPUTER EQUIPMENT	1,274,136.66
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	41,451.00
FURNITURE & FIXTURES	1,293,876.00
VEHICLES	183,256.00

Total Capital Assets	\$31,651,316.01
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Amount Provided for Long-Term Debt:

LONG TERM SICK	\$29,436.09
LONG TERM VACATION	222,835.48

Total Provided for Long-Term Debt	252,271.57
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TOTAL ASSETS	\$40,923,009.36
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Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$131,930.91
ACCRUED ACCOUNTS PAYABLE	116,296.62
ACCRUED PAYROLL	295,000.00
UNITED WAY DEDUCTIONS	2,320.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	9,496.82
ACCRUED EMPLOYER 403(b) - UNDECIDED	23,337.69
ACCRUED 403B/MPSERS EMPLOYER	14,541.88
ACCRUED LIABILITY-VACATION S/T	120,291.32
	<hr/>
Total Current Liabilities	\$713,215.24

Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$29,436.09
ACCRUED LIABILITY-VACATION L/T	222,835.48
	<hr/>
Total Long-Term Liabilities	252,271.57

Fund Equity:

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

RESERVE-ENCUMBRANCES	\$129,147.39
DEFERRED REVENUE - PROPERTY TAX	806,185.00
FUND BALANCE - UNDESIGNATED	6,933,322.01
EXCESS REVENUE (SPENDING)	437,552.14
	<hr/>

Total Fund Balance	\$8,306,206.54
	<hr/>

Total Fund Equity	\$39,957,522.55
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TOTAL LIABILITIES AND FUND EQUITY	\$40,923,009.36
	<hr/> <hr/>

Ann Arbor District Library

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

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,307,777	\$ 7,021,169
Total revenues	1,080,265	11,703,101
Expenditures:		
Operating	(996,966)	(11,074,112)
Capital outlays	(15,304)	(191,436)
(Increase) decrease in encumbrances	<u>(4,897)</u>	<u>(87,847)</u>
Ending surplus (deficit)	<u>\$ 7,370,875</u>	<u>\$ 7,370,875</u>

Ann Arbor District Library

Monthly and year-to-date cash rollover For Period ending May 31, 2010

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Monthly rollover					
Commercial checking	\$ 17,018	\$ 10,324	\$ (362,549)	\$ 365,000	\$ 29,793
Payroll	5,534	5	(447,060)	447,451	5,930
Petty cash	2,000	-	-	-	2,000
Savings	3,914,063	135,613	(44,846)	(812,451)	3,192,379
Investments - Bank of Ann Arbor	3,181,428	14,050	-	-	3,195,478
Investments - United Bank and Trust	1,710,615	11,208	-	-	1,721,823
Westerman Fund	41,299	3	-	-	41,302
Shafer Fund	10,436	-	-	-	10,436
Holtrey Fund	329,845	51	-	-	329,896
Keniston Fund	30,199	3	-	-	30,202
WLBPD	36,487	3	-	-	36,490
	<u>\$ 9,278,924</u>	<u>\$ 171,260</u>	<u>\$ (854,455)</u>	<u>\$ -</u>	<u>\$ 8,595,729</u>
Year-to-date rollover					
Commercial checking	\$ 22,267	\$ 117,632	\$ (5,810,106)	\$ 5,700,000	\$ 29,793
Payroll	5,590	1,416	(5,456,455)	5,455,379	5,930
Petty cash	1,900	-	-	100	2,000
Savings	2,295,585	12,593,708	(541,435)	(11,155,479)	3,192,379
Investments - Bank of Ann Arbor	3,124,858	70,620	-	-	3,195,478
Investments - United Bank and Trust	1,699,026	22,797	-	-	1,721,823
Westerman Fund	40,379	923	-	-	41,302
Shafer Fund	10,420	16	-	-	10,436
Holtrey Fund	329,163	733	-	-	329,896
Keniston Fund	30,153	49	-	-	30,202
WLBPD	36,053	437	-	-	36,490
	<u>\$ 7,595,394</u>	<u>\$ 12,808,331</u>	<u>\$ (11,807,996)</u>	<u>\$ -</u>	<u>\$ 8,595,729</u>

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To:
 Check Number First Last
 Vendor ID First Last
 Vendor Name First Last
 Check Date 5/1/2010 5/31/2010
 Checkbook ID First Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
039491	ABISH	A. BISHEL	5/14/2010	CHECK	PMCHK00001283	\$250.00
039537	AFTDEL	AFTERNOON DELIGHT	5/14/2010	CHECK	PMCHK00001283	\$190.73
039492	ALAFIS	ALAN FISK	5/14/2010	CHECK	PMCHK00001283	\$750.00
039424	ALLASP	ALAN'S ASPHALT MAINTENANCE, IN	5/12/2010	CHECK	PMCHK00001281	\$1,500.00
039493	ALIBRIS	ALIBRIS	5/14/2010	CHECK	PMCHK00001283	\$24.90
039538	ALIBRIS	ALIBRIS	5/14/2010	CHECK	PMCHK00001283	\$41.10
039408	ALLPRI	ALLEGRA PRINTING	5/5/2010	CHECK	PMCHK00001280	\$182.07
039469	ALLMOR	ALLISON MORRIS	5/12/2010	CHECK	PMCHK00001281	\$51.20
039494	ALLBUR	ALLISON BURG	5/14/2010	CHECK	PMCHK00001283	\$250.00
039561	AMACOM	AMAZON.COM CREDIT PLAN	5/28/2010	CHECK	PMCHK00001287	\$1,319.35
039470	AMEX	AMERICAN EXPRESS	5/12/2010	CHECK	PMCHK00001281	\$63,354.00
039495	AMYHUN	AMY HUNTLEY	5/14/2010	CHECK	PMCHK00001283	\$600.00
039423	AADOOOR	ANN ARBOR DOOR CLOSER AND LOCK	5/12/2010	CHECK	PMCHK00001281	\$240.00
039425	ANNARB	ANN ARBOR OBSERVER	5/12/2010	CHECK	PMCHK00001281	\$1,638.90
039407	AASCH	ANN ARBOR PUBLIC SCHOOLS	5/5/2010	CHECK	PMCHK00001280	\$319.99
039562	ANNDRO	ANNE DROZD	5/28/2010	CHECK	PMCHK00001287	\$80.00
039420	SBC	AT&T	5/5/2010	CHECK	PMCHK00001280	\$25,873.90
039481	SBC	AT&T	5/12/2010	CHECK	PMCHK00001281	\$6,507.05
039557	SBC	AT&T	5/17/2010	CHECK	PMCHK00001284	\$35.09
039563	ATT	AT&T	5/28/2010	CHECK	PMCHK00001287	\$323.67
039579	SBC	AT&T	5/28/2010	CHECK	PMCHK00001287	\$635.57
* 039558	ATTWIR	AT&T ADVERTISING	5/18/2010	CHECK	PMCHK00001285	\$149.99
039555	ATTMOB	AT&T MOBILITY	5/17/2010	CHECK	PMCHK00001284	\$1,478.44
039560	ATTWIR	AT&T WIRELESS	5/18/2010	CHECK	PMCHK00001286	\$149.99
039539	AUDEDI	AUDIO EDITIONS	5/14/2010	CHECK	PMCHK00001283	\$142.88
039426	AUTRES	AUTOMATED RESOURCE MGMT, INC.	5/12/2010	CHECK	PMCHK00001281	\$455.20
039540	BANCOF	BANC OF AMERICA LEASING	5/14/2010	CHECK	PMCHK00001283	\$674.00
039541	BANCOFAMER	BANC OF AMERICA LEASING	5/14/2010	CHECK	PMCHK00001283	\$694.00
039496	BANOFAA	BANK OF ANN ARBOR	5/14/2010	CHECK	PMCHK00001283	\$122.50
039542	BBCAUD	BBC AUDIOBOOKS AMERICA	5/14/2010	CHECK	PMCHK00001283	\$142.42
039471	BETBEC	BETSY BECKERMAN	5/12/2010	CHECK	PMCHK00001281	\$850.00
039543	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	5/14/2010	CHECK	PMCHK00001283	\$11,034.90
039564	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	5/28/2010	CHECK	PMCHK00001287	\$37,780.81
039409	BORBOO	BORDERS INC.	5/5/2010	CHECK	PMCHK00001280	\$95.75
039556	BP	BP	5/17/2010	CHECK	PMCHK00001284	\$191.50
039427	BREWER	BREWER'S	5/12/2010	CHECK	PMCHK00001281	\$330.75
039428	BRODCO	BRODART CO.	5/12/2010	CHECK	PMCHK00001281	\$76.33
039497	BUSVAL	BUSCH'S, INC.	5/14/2010	CHECK	PMCHK00001283	\$192.96
039429	BUSCAR	BUSINESS CARD	5/12/2010	CHECK	PMCHK00001281	\$3,861.12
039430	BUTLON	BUTZEL LONG	5/12/2010	CHECK	PMCHK00001281	\$1,796.08
039498	CAMINN	CAMPUS INN	5/14/2010	CHECK	PMCHK00001283	\$338.00
039433	CARVAN	CARLEEN VANDERBOK	5/12/2010	CHECK	PMCHK00001281	\$488.22
039432	CARKAT	CAROL R. KATZ	5/12/2010	CHECK	PMCHK00001281	\$300.00
039431	CARBRO	CARPENTER BROS.	5/12/2010	CHECK	PMCHK00001281	\$240.30
039472	CDBABY	CD BABY	5/12/2010	CHECK	PMCHK00001281	\$331.25
039552	THOLEA	CENGAGE LEARNING	5/14/2010	CHECK	PMCHK00001283	\$70.48
039434	CINCOR	CINTAS CORPORATION	5/12/2010	CHECK	PMCHK00001281	\$1,141.08
039410	CITOF1	CITY OF ANN ARBOR TREASURER	5/5/2010	CHECK	PMCHK00001280	\$833.51
039565	CITOF1	CITY OF ANN ARBOR TREASURER	5/28/2010	CHECK	PMCHK00001287	\$2,471.69
039435	CLARES	CLARK RESEARCH CONSULTING	5/12/2010	CHECK	PMCHK00001281	\$1,900.00
039411	COMCAS	COMCAST	5/5/2010	CHECK	PMCHK00001280	\$223.67
039473	COMSPO	COMCASTSPOTLIGHT	5/12/2010	CHECK	PMCHK00001281	\$6,656.00
039566	COMHIG	COMMUNITY HIGH SCHOOL	5/28/2010	CHECK	PMCHK00001287	\$100.00
039499	COMALL	COMPUTER ALLEY EAST	5/14/2010	CHECK	PMCHK00001283	\$78.00
039501	DKAGEN	D.K. AGENCIES (P) LTD.	5/14/2010	CHECK	PMCHK00001283	\$770.80
039437	DAVMCM	DAVID MCMILLIAN	5/12/2010	CHECK	PMCHK00001281	\$70.00
039438	DEMCO	DEMCO	5/12/2010	CHECK	PMCHK00001281	\$2,250.00

System: 6/11/2010 11:02:33 AM
 Jser Date: 6/11/2010

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 2
 User ID: NIEMANK

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
039500	DIADUD	DIANE DUDLEY	5/14/2010	CHECK	PMCHK00001283	\$100.00
039508	GREHAN	DR. GREGORY L. HANNA	5/14/2010	CHECK	PMCHK00001283	\$100.00
039514	JIMABE	DR. JIM ABELSON	5/14/2010	CHECK	PMCHK00001283	\$100.00
039515	JOSHLIM	DR. JOSEPH A. HI8MLE	5/14/2010	CHECK	PMCHK00001283	\$100.00
039529	SAYMOR	DR. SAYOKO MOROI	5/14/2010	CHECK	PMCHK00001283	\$100.00
039567	DTEENE	DTE ENERGY	5/28/2010	CHECK	PMCHK00001287	\$8,994.72
039439	DYKGOS	DYKEMA GOSSETT	5/12/2010	CHECK	PMCHK00001281	\$2,541.20
039412	ELINEI	ELI NEIBURGER	5/5/2010	CHECK	PMCHK00001280	\$257.02
039440	ELINEI	ELI NEIBURGER	5/12/2010	CHECK	PMCHK00001281	\$563.12
039502	ELILAW	ELITE LAWN & LANDSCAPE, INC.	5/14/2010	CHECK	PMCHK00001283	\$5,452.17
039503	ELIZSAY	ELIZABETH SAYLES	5/14/2010	CHECK	PMCHK00001283	\$50.00
039413	ERIKLO	ERIC KLOOSTER	5/5/2010	CHECK	PMCHK00001280	\$354.45
039505	ERIBAU	ERIN BAUGHN	5/14/2010	CHECK	PMCHK00001283	\$100.00
039441	ERIHIL	ERIN HELMRICH	5/12/2010	CHECK	PMCHK00001281	\$19.90
039568	FORFRA	FORMAT FRAMING	5/28/2010	CHECK	PMCHK00001287	\$374.50
039442	FRIBUS	FRIENDS BUSINESS SOURCE	5/12/2010	CHECK	PMCHK00001281	\$228.70
039506	FRIOF	FRIENDS OF THE ANN ARBOR	5/14/2010	CHECK	PMCHK00001283	\$1,025.00
039474	GAYMCK	GAYLELYNN MCKINNEY	5/12/2010	CHECK	PMCHK00001281	\$1,500.00
039443	GAYBRO	GAYLORD BROS.	5/12/2010	CHECK	PMCHK00001281	\$328.06
039545	GAYBRO	GAYLORD BROS.	5/14/2010	CHECK	PMCHK00001283	\$26.43
039507	GLEMOD	GLEN MODELL	5/14/2010	CHECK	PMCHK00001283	\$305.06
039468	WWGRAI	GRAINGER	5/12/2010	CHECK	PMCHK00001281	\$544.72
039544	FIRMAR	GREEN ROAD ASSOCIATES, LP	5/14/2010	CHECK	PMCHK00001283	\$2,916.67
039509	HANBAV	HANEL BAVEJA	5/14/2010	CHECK	PMCHK00001283	\$100.00
039569	HURHIG	HURON HIGH SCHOOL	5/28/2010	CHECK	PMCHK00001287	\$120.00
039510	IFEIRO	IFEOMA IROBUNDA	5/14/2010	CHECK	PMCHK00001283	\$250.00
039546	INFUSA	INFO USA MARKETING, INC	5/14/2010	CHECK	PMCHK00001283	\$630.00
039570	INGLIB	INGRAM LIBRARY SERVICES INC.	5/28/2010	CHECK	PMCHK00001287	\$319.09
039511	JAMCRA	JAMES W. CRAVEN	5/14/2010	CHECK	PMCHK00001283	\$3,990.30
039512	JASMAN	JASMINE AN	5/14/2010	CHECK	PMCHK00001283	\$100.00
039513	JESLIU	JESSICA LIU	5/14/2010	CHECK	PMCHK00001283	\$150.00
039444	KATLAN	KATHY RANGLES	5/12/2010	CHECK	PMCHK00001281	\$147.60
039571	KATCHY	KATIE CHYNOWETH	5/28/2010	CHECK	PMCHK00001287	\$42.75
039516	KAYSTO	KAYLA STOLER	5/14/2010	CHECK	PMCHK00001283	\$150.00
039445	KOLOSS	KOLOSSOS	5/12/2010	CHECK	PMCHK00001281	\$234.69
039517	KRIGRO	KRIS GROH	5/14/2010	CHECK	PMCHK00001283	\$100.00
039475	LADATA	LA DATA, INC.	5/12/2010	CHECK	PMCHK00001281	\$534.80
039446	LAKLEA	LAKESHORE LEARNING MATERIALS	5/12/2010	CHECK	PMCHK00001281	\$1,388.34
039447	LEACEN	LEARNING CENTER	5/12/2010	CHECK	PMCHK00001281	\$1,644.50
039572	LEACEN	LEARNING CENTER	5/28/2010	CHECK	PMCHK00001287	\$1,473.00
039547	LEXMAT	LEXISNEXIS MATTHEW BENDER	5/14/2010	CHECK	PMCHK00001283	\$759.92
039573	LUCROE	LUCY ROEHRIG	5/28/2010	CHECK	PMCHK00001287	\$30.50
039518	LYLMOG	LYLAS MOGK, MD	5/14/2010	CHECK	PMCHK00001283	\$100.00
039414	MAISHO	MAIL SHOPPE, INC.	5/5/2010	CHECK	PMCHK00001280	\$112.65
039448	MANRES	MANAGEMENT RESOURCE CENTER INC	5/12/2010	CHECK	PMCHK00001281	\$472.50
039519	MATJAF	MATEEN JAFFER	5/14/2010	CHECK	PMCHK00001283	\$100.00
039574	METLIFE	METLIFE SBC	5/28/2010	CHECK	PMCHK00001287	\$6,830.70
039449	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	5/12/2010	CHECK	PMCHK00001281	\$1,086.03
039548	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	5/14/2010	CHECK	PMCHK00001283	\$531.36
039476	MICPOW	MICHIGAN POWER RODDING	5/12/2010	CHECK	PMCHK00001281	\$510.00
039450	MICPRI	MICHIGAN PRINTER SERVICE	5/12/2010	CHECK	PMCHK00001281	\$62.00
039520	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	5/14/2010	CHECK	PMCHK00001283	\$8,506.00
039521	MILNEW	MILAN NEWS-LEADER	5/14/2010	CHECK	PMCHK00001283	\$26.00
039451	MPSERS	MPSERS	5/12/2010	CHECK	PMCHK00001281	\$15,577.69
039415	NEXCOM	NEXTEL COMMUNICATIONS	5/5/2010	CHECK	PMCHK00001280	\$356.13
039575	NEXCOM	NEXTEL COMMUNICATIONS	5/28/2010	CHECK	PMCHK00001287	\$377.39
039477	NICWIL	NICHOLAS WILCOX	5/12/2010	CHECK	PMCHK00001281	\$780.00
039522	NOADAL	NOAH HAIDUC-DALE	5/14/2010	CHECK	PMCHK00001283	\$275.00
039452	NOWTRU	NOWATZKE TRUCK AND TRAILER, IN	5/12/2010	CHECK	PMCHK00001281	\$176.14
039453	NUWAVE	NUWAVE AQUARIUMS	5/12/2010	CHECK	PMCHK00001281	\$353.00
039478	NUWAVE	NUWAVE AQUARIUMS	5/12/2010	CHECK	PMCHK00001281	\$89.00
039454	OFFDEP	OFFICE DEPOT, INC.	5/12/2010	CHECK	PMCHK00001281	\$1,161.50
039549	OFFDEP	OFFICE DEPOT, INC.	5/14/2010	CHECK	PMCHK00001283	\$377.73
039416	PACMEC	PACE MECHANICAL SERVICES, INC.	5/5/2010	CHECK	PMCHK00001280	\$18,910.67

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
039576	PIOHSO	PIONEER HIGH SCHOOL OMEGA	5/28/2010	CHECK	PMCHK00001287	\$100.00
039479	PIOJAN	PIONEER JANITORIAL SERVICE	5/12/2010	CHECK	PMCHK00001281	\$9,945.58
039417	PITCHA	PITTSFIELD CHARTER TOWNSHIP	5/5/2010	CHECK	PMCHK00001280	\$100.00
039577	PITCHA	PITTSFIELD CHARTER TOWNSHIP	5/28/2010	CHECK	PMCHK00001287	\$137.07
039455	PRITEC	PRINT TECH INC.	5/12/2010	CHECK	PMCHK00001281	\$2,522.38
039578	PRIORITY	PRIORITY HEALTH	5/28/2010	CHECK	PMCHK00001287	\$13,800.45
039550	RACYAN	RACHEL YANIKOGLU	5/14/2010	CHECK	PMCHK00001283	\$34.90
039525	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	5/14/2010	CHECK	PMCHK00001283	\$18.00
039524	RECBOO	RECORDED BOOKS, INC.	5/14/2010	CHECK	PMCHK00001283	\$66.00
039523	RECANN	RECYCLE ANN ARBOR	5/14/2010	CHECK	PMCHK00001283	\$265.00
039480	RSI	RETAIL SPECIALTY, INC.	5/12/2010	CHECK	PMCHK00001281	\$4,300.00
039418	RICBUS	RICOH AMERICAS CORP	5/5/2010	CHECK	PMCHK00001280	\$1,005.66
039490	RICBUS	RICOH AMERICAS CORP	5/14/2010	CHECK	PMCHK00001282	\$817.52
039551	RICBUS	RICOH AMERICAS CORP	5/14/2010	CHECK	PMCHK00001283	\$117.71
039526	ROSCON	ROSE CONDON	5/14/2010	CHECK	PMCHK00001283	\$150.00
039456	ROYLIM	ROYAL LIMOUSINE	5/12/2010	CHECK	PMCHK00001281	\$332.00
039457	RTI	RTI	5/12/2010	CHECK	PMCHK00001281	\$384.95
039527	RUBSTA	RUBBER STAMPS UNLIMITED	5/14/2010	CHECK	PMCHK00001283	\$24.68
039419	RYANEBY	RYAN EBY	5/5/2010	CHECK	PMCHK00001280	\$245.75
039504	ENLENT	SANDRA GREENSTONE	5/14/2010	CHECK	PMCHK00001283	\$300.00
039528	SARKEL	SARA MELTON KELLER	5/14/2010	CHECK	PMCHK00001283	\$1,050.00
039458	SCHSEC	SCHILKE SECURITY	5/12/2010	CHECK	PMCHK00001281	\$135.00
039482	SCHELE	SCHINDLER ELEVATOR CORPORATION	5/12/2010	CHECK	PMCHK00001281	\$521.15
039459	SCHSPE	SCHOOL SPECIALTY, INC.	5/12/2010	CHECK	PMCHK00001281	\$211.47
039460	SERMAS	SERVICEMASTER CLEAN CARE	5/12/2010	CHECK	PMCHK00001281	\$6,187.00
039530	SHEGHO	SHREELINA GHOSH	5/14/2010	CHECK	PMCHK00001283	\$300.00
039421	SIGGRA	SIGNGRAPHIX, INC.	5/5/2010	CHECK	PMCHK00001280	\$1,331.50
039580	SKYLINE	SKYLINE	5/28/2010	CHECK	PMCHK00001287	\$80.00
039461	SPRINT	SPRINT PCS	5/12/2010	CHECK	PMCHK00001281	\$500.88
039531	STAHAR	STADIUM HARDWARE	5/14/2010	CHECK	PMCHK00001283	\$105.92
039581	STOHIG	STONE HIGH SCHOOL	5/28/2010	CHECK	PMCHK00001287	\$10.00
039582	SUPERD	SUPER D	5/28/2010	CHECK	PMCHK00001287	\$163.67
039532	TANMED	TANTOR MEDIA	5/14/2010	CHECK	PMCHK00001283	\$442.10
039559	TDSMET	TDS METROCOM	5/18/2010	CHECK	PMCHK00001285	\$46.72
039533	THAKOZ	THAD KOZA	5/14/2010	CHECK	PMCHK00001283	\$100.00
039483	THAELE	THALNER ELECTRONICS	5/12/2010	CHECK	PMCHK00001281	\$320.00
039436	CROWLEY	THE CROWLEY COMPANY	5/12/2010	CHECK	PMCHK00001281	\$10,173.50
039536	UMICH	THE UNIVERSITY MICHIGAN	5/14/2010	CHECK	PMCHK00001283	\$1,568.50
039583	TONBIC	TONIA BICKFORD	5/28/2010	CHECK	PMCHK00001287	\$35.00
039534	TOTVEN	TOTAL VENDING & COFFEE SERVICE	5/14/2010	CHECK	PMCHK00001283	\$53.90
039462	TOWELE	TOWLER ELECTRICAL SERVICES	5/12/2010	CHECK	PMCHK00001281	\$150.00
039484	TOWELE	TOWLER ELECTRICAL SERVICES	5/12/2010	CHECK	PMCHK00001281	\$150.00
039463	TRIGON	TRIGONIX	5/12/2010	CHECK	PMCHK00001281	\$1,571.30
039485	TSAFON	TSAI FONG BOOKS, INC.	5/12/2010	CHECK	PMCHK00001281	\$558.81
039535	TSISTORE	TSI STORE SUPPLIES	5/14/2010	CHECK	PMCHK00001283	\$890.00
039486	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	5/12/2010	CHECK	PMCHK00001281	\$1,351.45
039422	UNIPAR	UNITED PARCEL SERVICE	5/5/2010	CHECK	PMCHK00001280	\$39.55
039464	UNIPAR	UNITED PARCEL SERVICE	5/12/2010	CHECK	PMCHK00001281	\$46.34
039553	UNIPAR	UNITED PARCEL SERVICE	5/14/2010	CHECK	PMCHK00001283	\$45.46
039584	UNUMPRO	UNUM LIFE INSURANCE	5/28/2010	CHECK	PMCHK00001287	\$2,962.38
039487	VICBRO	VICKI BROWNE	5/12/2010	CHECK	PMCHK00001281	\$99.15
039465	VOSLIG	VOSS LIGHTING	5/12/2010	CHECK	PMCHK00001281	\$215.86
039466	WHRACE	W.H. RACE & ASSOCIATES	5/12/2010	CHECK	PMCHK00001281	\$8,319.86
039488	WASMAN	WASTE MANAGEMENT OF MICHIGAN	5/12/2010	CHECK	PMCHK00001281	\$1,137.11
039554	WESENT	WESTGATE ENTERPRISES, LLC	5/14/2010	CHECK	PMCHK00001283	\$6,855.00
039467	WILTEC	WILTEC TECHNOLOGIES	5/12/2010	CHECK	PMCHK00001281	\$918.70
039489	XEROX	XEROX CORPORATION	5/12/2010	CHECK	PMCHK00001281	\$719.59

Total Checks: 178

Total Amount of Checks: \$361,553.37

Director's Report June 2010

1. Richard "Dick" Durham retired from the AADL on May 31, 2010. In an email to all of the staff, Dick described his 15 years with AADL like this, "*I hired in on maintenance when the library broke away from the AA school system and decided to go it alone. It was a big leap and the logistics involved were quite daunting; but we did it and the maintenance dept played an integral part. Whole departments were relocated lock, stock and barrel, some to different floors and maintenance made it happen.*

I've seen us go from a sleepy little library with three small overworked branches to the high tech organization we are today, with three new branches each of which is large enough to be a main branch in most cities. I'm proud to have been a part of it and proud to have been associated with the wonderful people here; especially those uniquely talented individuals in the maintenance dept with whom I have considered a privilege to have worked and whose comradeship I will miss."

We thank Dick for his many contributions to AADL, not the least of which is the beautiful little garden behind the wall downtown, and we wish him joy in his retirement.

2. June 30th will mark the retirement of Sue Budin who has been a librarian with AADL for 29 years. Sue's distinction is her work with teens, and a passion for poetry. She served on the Teen Advisory Committee for the Michigan Library Association for many years. She and colleague Vicki Browne began the Short Story Writing Contest at AADL 18 years ago. That contest saw 253 entries this year and it is now a global event! We will miss Sue's gentleness and how her presence alone makes one slow down and take a little more time to consider.
3. Summer Reading 2010, **Make it Happen**, began with hula hooping and chalk drawing at Taste of Ann Arbor, and will formally kick off at The Ark on June 23rd with an event for all ages. Summer reading runs from June 18th through August 23rd.
4. The AADL Downtown Library will remain open during the 5th Avenue and DDA Underground parking garage construction projects. Access to the Downtown Library will remain, the doors opening onto 5th Avenue, but pedestrians will only be able to walk to the Library from William Street going north on Fifth Avenue until the garage project is completed.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-247**

RESOLUTION TO AMEND THE 2009-2010 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 21st day of June 2010 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1). To transfer \$15,000 from Capital Outlay Expense to Communications Expense.
- 2). To transfer \$60,000 from Capital Outlay Expense to Supplies Expense.
- 3). To transfer \$50,000 from Other Operating Expenditures to Utilities Expense.
- 4). To transfer \$60,000 from Other Operating Expenditures to Communications Expense.
- 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

06/09/10

Award the Bid to Provide HVAC Equipment Maintenance and Repair Service for the Library

I. Problem Statement:

Select a contractor to provide HVAC equipment maintenance and repair service for the Library.

II. Executive Summary:

Comparative bids must be evaluated and a contractor selected by the Board for the next three years.

III. Background:

The Library's current mechanical service contract expires June 30, 2010. A request for bid was sent out in order to assure that the Library is paying a competitive rate for mechanical maintenance services. Three vendors responded. The bid amounts are listed below:

	<u>2010/2011</u>	<u>2011/2012</u>	<u>2012/2013</u>	Total (3-Years)
1. Campbell, Inc.	\$85,000.00	\$87,500.00	\$90,000.00	\$262,500.00
2. Goyette Mechanical	\$25,500.00	\$26,500.00	\$27,000.00	\$ 79,000.00
3. Pace Mechanical	\$86,460.00	\$87,325.00	\$88,200.00	\$261,985.00

IV. Options:

- 1 Reject current bids and rebid to get more competition.
- 2 Award the bid.

V. Rationale:

During a post-bid meeting with Goyette Mechanical it became clear to both Library staff and the Goyette representative that the scope of the agreement was not understood. Goyette had quoted a price for quarterly maintenance of the equipment instead of a total coverage maintenance agreement. Goyette was removed from consideration at this time.

Both Campbell, Inc. and Pace Mechanical satisfied all of the conditions outlined in the request for bid. Both companies are highly recommended, reliable, and capable of providing the quality service the Library requires.

VI. RECOMMENDATION:

Campbell and Pace have good reputations and the resources to provide quality service. Pace mechanical has been the Library's contractor for the last four years and is therefore more familiar with the equipment and issues that may arise. Administration recommends that the contract be awarded to Pace Mechanical.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-248**

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

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 21st day of June 2010 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That the contract for HVAC equipment maintenance and repair be awarded to Pace Mechanical Services for three years beginning July 1, 2010 for the bid amount of \$261,985.00.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-249**

**RESOLUTION OF THANKS TO RICHARD DURHAM UPON HIS
RETIREMENT**

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 June 2010 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That it would like to officially thank Richard Durham for his service as an employee July 13, 1996 to May 30, 2010 of the Ann Arbor District Library.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-250**

RESOLUTION OF THANKS TO SUE BUDIN UPON HER RETIREMENT

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 June 2010 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That it would like to officially thank Sue Budin for her service as an employee April 6, 1981 to June 30, 2010 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:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

DISTRICT LIBRARY BOARD

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

2009-2010 OFFICERS

President Rebecca Head
Vice President Jan Barney Newman
Treasurer Prue Rosenthal
Secretary Margaret Leary

ADMINISTRATION

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

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

Ann Arbor District Library
Board of Trustees
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