



Ann Arbor District Library
Regular Meeting
Agenda

Monday, March 15, 2010

Published by Ann Arbor District Library

March 2010

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

April 2010

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

May 2010

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, March 15, 2010 at 6:00 p.m.
 Ann Arbor District Library, Fourth Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI

REGULAR MEETING AGENDA

- 10-167 I. CALL TO ORDER
- 10-168 II. ATTENDANCE
- 10-169 III. RECESS TO EXECUTIVE SESSION FOR DISCUSSION
OF REAL ESTATE
- 10-170 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- 10-171 V. APPROVAL OF AGENDA (pp 1-2)
(Item of action)
- 10-172 VI. APPROVAL OF MINUTES OF FEBRUARY 15, 2010 AND
FEBRUARY 18, 2010 WORK SESSION (pp 3-10)
(Item of action)
- 10-173 VII. CITIZENS' COMMENTS
- 10-174 VIII. FINANCIAL REPORT (pp 11-18)
- 10-175 IX. APPROVAL OF DISBURSEMENTS (pp 19-22)
(Item of action)
- 10-176 X. COMMITTEE REPORTS
- 10-177 A. BUDGET AND FINANCE COMMITTEE
- 10-178 B. POLICY COMMITTEE
- 10-179 C. SPECIAL ISSUES/FAADL COMMITTEE

- 10-180 D. STRATEGIC PLANNING COMMITTEE
- 10-181 XI. DIRECTOR'S REPORT (p 23)
- 10-182 XII. OLD BUSINESS
- 10-068 A. RESOLUTION TO ADOPT PROPOSED AADL STRATEGIC PLAN 2010-2015 (pp 24-31)
(Item of action)
- 10-183 XIII. NEW BUSINESS
- 10-184 A. VOTE FOR EXECUTIVE SESSION AT THE APRIL 19, 2010 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE, DIRECTOR'S EVALUATION, LABOR NEGOTIATIONS & OPINION OF LEGAL COUNSEL
(Item of action)
Roll call vote
- 10-185 XIV. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 15, 2010

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 15, 2010

- 10-143 I. CALL TO ORDER
- President Head called the meeting to order at 6:03 p.m.
- 10-144 II. ATTENDANCE
- Present: Head, Leary, Barney Newman, Rosenthal, Stearns,
Surovell
Absent: Murphy
Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)
- 10-145 III. RECESS TO EXECUTIVE SESSION FOR DIRECTOR'S
EVALUATION
- President Head recessed the meeting to Executive Session at
6:04 p.m.
- 10-146 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- President Head reconvened the meeting at 7:03 p.m.
- 10-147 V. APPROVAL OF AGENDA
(Item of action)
- Trustee Surovell, supported by Vice President Barney
Newman, moved to approve the agenda.
- AYES: Head, Leary, Barney Newman, Rosenthal, Stearns,
Surovell
NAYS: None
- Motion passed 6-0.
- 10-148 VI. APPROVAL OF MINUTES OF JANUARY 18, 2010
(Item of action)

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 15, 2010

Secretary Leary, supported by Trustee Surovell, moved to approve the minutes of January 18, 2010.

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

NAYS: None

Motion passed 6-0.

10-149 VII. CITIZENS' COMMENTS

There were no citizens' comments.

10-150 VIII. FINANCIAL REPORT

Associate Director Nieman reported January showed unrestricted cash balance just over \$11 million. Tax receipts of just over \$11 million reflect 96% of the budgeted amount received through January. The Fund Balance reflects just under \$7.2 million. Five items are over budget in operating and will come back into line later in the year. Utilities saw a huge increase due to estimated gas usage versus an actual reading.

10-151 IX. APPROVAL OF DISBURSEMENTS
(Item of action)

Vice President Barney Newman, supported by Treasurer Rosenthal, moved to approve January disbursements.

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

NAYS: None

Motion passed 6-0.

10-152 X. COMMITTEE REPORTS

10-153 A. BUDGET AND FINANCE COMMITTEE

Treasurer Rosenthal report the committee consisting of

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 15, 2010

herself, Trustee Murphy and Trustee Surovell, met with Director Parker, Associate Director Nieman and Jim Greene to begin discussion on the 2010-2011 budget.

10-154

B. EXECUTIVE COMMITTEE

President Head reported the committee consisting of herself, Vice President Barney Newman and Treasurer Rosenthal met to discuss bylaw issues with regards to the change of the election cycle. The Executive committee will ask the Policy Committee to address changes to the Bylaws, a conflict of interest policy for staff and a whistleblower policy as required by the IRS.

President Head requested that the Friends Liaison committee meet to review the Friends agreement that expires May 19th. The agreement can be extended annually if reaffirmed by both boards.

10-155

C. STRATEGIC PLANNING COMMITTEE

President Head reported the committee consisting of herself, Secretary Leary and Trustee Stearns met with administrative staff and Sandra Greenstone to finalize the draft strategic plan. Copies of the draft have been provided to the Board for the upcoming work session. The associate directors facilitated staff meetings and staff also provided input to the strategic plan via the staff intranet.

10-156

XI. DIRECTOR'S REPORT

Director Parker announced the retirement of Judy Calhoun at the end of February after forty years of service.

Director Parker informed the Board of the disposition of withdrawn library materials. Much of the material goes to the Friends but local non-profits, schools, homeless shelters and jails receive material too.

Director Parker shared a February 12, 2010 communication from the Department of Education regarding changes to

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 15, 2010

services provided by the Library of Michigan. Many of the collections within the Library of Michigan will be offered to libraries around the state reducing the size of the collections and services to two floors. Funding for state aid to public libraries is slated for an additional 2% cut in next year's budget.

Trustee Surovell reported that he is a Trustee of the Library of Michigan Foundation. If the budget for the Library of Michigan does not hold, the foundation will lose its purpose.

Treasurer Barney Newman inquired of the impact on federal funding.

Director Parker stated that if state allocations drop beyond a certain amount federal funding ceases. This would have a direct impact on our patrons as we would lose MeL.

10-157 XII. OLD BUSINESS

No old business was transacted or reported on.

10-158 XIII. NEW BUSINESS

10-159 A. VOTE FOR EXECUTIVE SESSION AT THE MARCH 15, 2010 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE, DIRECTOR'S EVALUATION, LABOR NEGOTIATIONS & OPINION OF LEGAL COUNSEL

(Item of action)

Roll call vote

Secretary Leary, supported by Trustee Surovell, moved to hold an Executive Session at the March 15, 2010 regular Board meeting for discussion of real estate, director's evaluation, labor negotiations and opinion of legal counsel.

A roll call vote was taken.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 15, 2010

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

NAYS: None

Motion passed 6-0.

10-160 XIV. ADJOURNMENT

President Head adjourned the meeting at 7:27 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 February 15, 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 BOARD
 343 S. FIFTH AVENUE, ANN ARBOR, MI
 MINUTES OF THE WORK SESSION
 THURSDAY, FEBRUARY 18, 2010**

10-161 I. CALL TO ORDER

President Head called the meeting to order at 7:04 p.m.

10-162 II. ATTENDANCE

Present: Head, Leary, Murphy, Barney Newman, Rosenthal,
 Stearns, Surovell

Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)

Others: Sandra Greenstone

10-163 III. APPROVAL OF AGENDA
 (Item of action)

Treasurer Rosenthal, supported by Trustee Murphy, moved to approve the agenda.

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

NAYS: None

Motion passed 7-0.

10-164 IV. CITIZENS' COMMENTS

There were no citizens' comments.

10-165 V. OLD BUSINESS

10-068 A. STRATEGIC PLAN DISCUSSION

President Head stated the draft strategic plan is the topic of this meeting.

Associate Director Choate reported on the process used for staff input in crafting the strategic plan. Six staff sessions were held. A blog for additional staff participation was created on the staff intranet.

Sandra Greenstone reported the Strategic Planning Committee reviewed the original draft, allowed for staff input and prepared the revised draft being reviewed tonight.

The Board began review of each section of the draft plan.

The Board reviewed section 1. Services. Clarification was requested and examples were given on several statements.

The Board reviewed section 2. Products. Associate Director Neiburger explained how the library industry was leaning more towards a “content and licensing” model as opposed to the current “purchasing model”. Clarification was requested and examples were given on several statements.

The Board reviewed section 3. Finances. Director Parker stated the goal still remains to develop a multi-year financial process but given the current state of the economy it remains elusive. Associate Director Nieman clarified several statements.

The Board reviewed section 4. Communications. A number of points were discussed and examples or suggestions were provided.

The Board reviewed section 5. Organizational Development. Several points were discussed and examples were provided.


The Board reviewed section 6. Facilities. The Board debated the viability of a Downtown Library building project. Director Parker recommended removing the Facilities section from the Strategic Plan. If the Facilities section is removed some additional modification to the Strategic Plan and adjustment to the 2010-2011 budget process will be required.

10-166 VI. ADJOURNMENT

Vice President Barney Newman, supported by Trustee Stearns moved to adjourn the meeting.

President Head adjourned the meeting at 9:06 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 work session held on February 18, 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 February 2010

Cash:

The unrestricted cash balance as of February 28, 2010 was \$10,415,047 down from \$11,486,059 in January.

Tax Receipts:

The Library has received tax receipts totaling \$11,296,440, 96% of the budgeted amount, as of February 28th.

Budget vs. Actual:

The Library showed an operating surplus of \$324,574 through February 28th. This gives the Library a positive fund balance of \$7,184,310 at the end of February, down from \$7,214,381 in January.

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 February:

Custodial – Carpet and window cleaning took place in July and November.

Utilities – The utility bills for all locations were higher than normal in January and February.

Communications – A payment for internet access was made in October.

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

ANN ARBOR DISTRICT LIBRARY
Operating
For the Eight Months Ending February 28, 2010

	<u>Actual</u>	<u>February Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$973,333	\$973,333		\$7,786,666	\$7,786,667	(\$1)
Penal Fines	22,917	22,917		183,336	183,333	3
Interest	16,879	18,333	(1,454)	92,110	146,667	(54,557)
Copiers	2,995	2,917	78	25,475	23,333	2,142
Grants/Memorials	285	7,500	(7,215)	67,143	60,000	7,143
Library Fines & Fees	35,982	37,500	(1,518)	291,565	300,000	(8,435)
Non-Resident Fees	1,613	1,667	(54)	11,150	13,333	(2,183)
Fund Balance Transfer		14,651	(14,651)		117,209	(117,209)
Total Revenue	\$1,054,004	\$1,078,818	(\$24,814)	\$8,457,445	\$8,630,542	(\$173,097)
Expenditures						
Salaries & Wages	438,932	491,250	(52,318)	3,881,598	3,930,000	(48,402)
Employee Benefits	134,418	139,833	(5,415)	1,041,874	1,118,667	(76,793)
Employment Taxes	33,612	37,500	(3,888)	291,006	300,000	(8,994)
Total Employment Cost	\$606,962	\$668,583	(\$61,621)	\$5,214,478	\$5,348,667	(\$134,189)
Custodial and Electrical	\$14,319	\$16,667	(\$2,348)	\$136,871	\$133,333	\$3,538
Accounting/Audit	1,125	1,125		9,000	9,000	
Legal	1,335	8,333	(6,998)	40,351	66,667	(26,316)
Purchased Services	3,304	11,083	(7,779)	74,865	88,667	(13,802)
Utilities	42,080	31,250	10,830	274,184	250,000	24,184
Property Insurance	7,065	7,500	(435)	56,520	60,000	(3,480)
Communications	19,123	12,833	6,290	141,622	102,667	38,955
Materials	201,132	152,833	48,299	1,185,124	1,222,667	(37,543)
Software Licenses/Maintenanc	2,293	15,833	(13,540)	102,671	126,667	(23,996)
Building Rental	12,688	14,417	(1,729)	76,055	115,333	(39,278)
Seminars/Conferences/Travel	1,729	4,083	(2,354)	15,564	32,667	(17,103)
Copier Expense	6,684	5,500	1,184	37,831	44,000	(6,169)
Library Programming	29,220	24,250	4,970	180,721	194,000	(13,279)
Grants/Memorials	2,557	7,500	(4,943)	43,848	60,000	(16,152)
Supplies	20,486	14,250	6,236	125,085	114,000	11,085
Repairs and Maintenance	55,489	23,675	31,814	186,914	189,400	(2,486)
Postage	87	2,083	(1,996)	16,011	16,667	(656)
Lcards/Circ Cards	1,448	6,625	(5,177)	31,070	53,000	(21,930)
Other Operating Expenditures	3,628	14,325	(10,697)	15,191	114,600	(99,409)
Total Operating Expense	\$425,792	\$374,165	\$51,627	\$2,749,498	\$2,993,335	(\$243,837)
Capital Outlays	\$7,058	\$36,068	(\$29,010)	\$168,895	\$288,543	(\$119,648)
Total Expenditures	\$1,039,812	\$1,078,816	(\$39,004)	\$8,132,871	\$8,630,545	(\$497,674)
Net	\$14,192	\$2	\$14,190	\$324,574	(\$3)	\$324,577

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Eight Months Ending February 28, 2010

	<u>Actual</u>	<u>February Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$285	\$7,500	(\$7,215)	\$67,143	\$60,000	\$7,143
Total Revenue	<u>\$285</u>	<u>\$7,500</u>	<u>(\$7,215)</u>	<u>\$67,143</u>	<u>\$60,000</u>	<u>\$7,143</u>
Expenditures						
Materials	132		132	8,267		8,267
Library Programming	1,227	7,500	(6,273)	23,219	60,000	(36,781)
Supplies				66		66
Other Operating Expenditures	<u>753</u>		<u>753</u>	4,407		<u>4,407</u>
Total Operating Expense	\$2,112	\$7,500	(\$5,388)	\$35,959	\$60,000	(\$24,041)
Total Expenditures	<u>\$2,112</u>	<u>\$7,500</u>	<u>(\$5,388)</u>	<u>\$35,959</u>	<u>\$60,000</u>	<u>(\$24,041)</u>
Net	<u>(\$1,827)</u>		<u>(\$1,827)</u>	<u>\$31,184</u>		<u>\$31,184</u>

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Eight Months Ending February 28, 2010

	<u>Actual</u>	<u>February Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$50,000	\$60,000	(\$10,000)
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>	<u>\$50,000</u>	<u>\$60,000</u>	<u>(\$10,000)</u>
Expenditures						
Materials				7,658		7,658
Library Programming	832	7,500	(6,668)	23,219	60,000	(36,781)
Supplies				66		66
Other Operating Expenditures	<u>753</u>		<u>753</u>	<u>4,407</u>		<u>4,407</u>
Total Operating Expense	<u>\$1,585</u>	<u>\$7,500</u>	<u>(\$5,915)</u>	<u>\$35,350</u>	<u>\$60,000</u>	<u>(\$24,650)</u>
Total Expenditures	<u>\$1,585</u>	<u>\$7,500</u>	<u>(\$5,915)</u>	<u>\$35,350</u>	<u>\$60,000</u>	<u>(\$24,650)</u>
Net	<u>(\$1,585)</u>		<u>(\$1,585)</u>	<u>\$14,650</u>		<u>\$14,650</u>

Balance Sheet

ASSETS

As of 2/28/2010

Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$20,386.73
CASH-PAYROLL	5,673.37
HOLTREY FUND	329,731.36
CASH-SAVINGS	5,501,478.65
KENISTON FUND	30,194.17
SHAFFER FUND	10,434.14
WESTERMAN FUND	41,291.63
PETTY CASH	2,000.00
WLBPD ACCOUNT	36,480.87

Total Cash

\$5,977,670.92

Investments

BANK OF ANN ARBOR INVESTMENT	\$3,178,688.06
UNITED BANK AND TRUST INVESTMENT	1,706,820.32

Total Investments

\$4,885,508.38

Accounts Receivable

ACCOUNTS RECEIVABLE	\$183,336.00
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Total Accounts Receivable

\$183,336.00

Property Taxes Receivable

Total Property Taxes Receivable

\$0.00

Prepaid Expenses

PRE-PAID INSURANCE	\$217,664.00
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Total Prepaid Expenses

\$217,664.00

Total Current Assets

\$11,264,179.30

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

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

TOTAL ASSETS

\$43,167,766.88

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$13,382.96
ACCRUED ACCOUNTS PAYABLE	58,970.29
ACCRUED PAYROLL	148,400.00
UNITED WAY DEDUCTIONS	1,900.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	9,796.76
ACCRUED EMPLOYER 403(b) - UNDECIDED	33,750.41
ACCRUED 403B/MPSERS EMPLOYER	21,678.43
ACCRUED LIABILITY-VACATION S/T	120,291.32

Total Current Liabilities	\$408,170.17
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Long-Term Liabilities:

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

Total Long-Term Liabilities	252,271.57
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Fund Equity:

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

RESERVE-ENCUMBRANCES	\$202,733.43
DEFERRED REVENUE - PROPERTY TAX	3,468,965.00
FUND BALANCE - UNDESIGNATED	6,859,735.97
EXCESS REVENUE (SPENDING)	324,574.73

Total Fund Balance	\$10,856,009.13
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Total Fund Equity	\$42,507,325.14
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TOTAL LIABILITIES AND FUND EQUITY	\$43,167,766.88
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Ann Arbor District Library

Rollforward of undesignated fund balance For the Period Ending February 28, 2010

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,214,381	\$ 7,021,169
Total revenues	1,054,004	8,457,445
Expenditures:		
Operating	(1,032,754)	(7,963,976)
Capital outlays	(7,058)	(168,895)
(Increase) decrease in encumbrances	<u>(44,263)</u>	<u>(161,433)</u>
Ending surplus (deficit)	<u>\$ 7,184,310</u>	<u>\$ 7,184,310</u>

Ann Arbor District Library

Monthly and year-to-date cash rollover
For Period ending February 28, 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	\$ 25,803	\$ 9,887	\$ (655,303)	\$ 640,000	\$ 20,387
Payroll	5,744	6	(450,829)	450,752	5,673
Petty cash	2,000	-	-	-	2,000
Savings	6,581,346	58,316	(47,431)	(1,090,752)	5,501,479
Investments - Bank of Ann Arbor	3,164,261	14,427	-	-	3,178,688
Investments - United Bank and Trust	1,706,820	-	-	-	1,706,820
Westerman Fund	41,287	5	-	-	41,292
Shafer Fund	10,433	1	-	-	10,434
Holtrey Fund	329,670	61	-	-	329,731
Keniston Fund	30,191	3	-	-	30,194
WLBDP	36,477	4	-	-	36,481
	<u>\$ 11,934,032</u>	<u>\$ 82,710</u>	<u>\$ (1,153,563)</u>	<u>\$ -</u>	<u>\$ 10,863,179</u>
Year-to-date rollover					
Commercial checking	\$ 22,267	\$ 81,836	\$ (4,498,716)	\$ 4,415,000	\$ 20,387
Payroll	5,590	1,400	(4,108,358)	4,107,041	5,673
Petty cash	1,900	-	-	100	2,000
Savings	2,295,585	12,114,861	(386,826)	(8,522,141)	5,501,479
Investments - Bank of Ann Arbor	3,124,858	53,830	-	-	3,178,688
Investments - United Bank and Trust	1,699,026	7,794	-	-	1,706,820
Westerman Fund	40,379	913	-	-	41,292
Shafer Fund	10,420	14	-	-	10,434
Holtrey Fund	329,163	568	-	-	329,731
Keniston Fund	30,153	41	-	-	30,194
WLBDP	36,053	428	-	-	36,481
	<u>\$ 7,595,394</u>	<u>\$ 12,261,685</u>	<u>\$ (8,993,900)</u>	<u>\$ -</u>	<u>\$ 10,863,179</u>

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Check Number First Last Check Date 2/1/2010 2/28/2010
 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
038929	AGRSER	A GROWING SERVICE LLC	2/15/2010	CHECK	PMCHK00001252	\$340.00
039026	AARRT&HA	AARRT&HA	2/24/2010	CHECK	PMCHK00001260	\$21.00
038937	AFTDEL	AFTERNOON DELIGHT	2/16/2010	CHECK	PMCHK00001254	\$170.50
038965	ALBIONC	ALBION COLLEGE LIBRARY	2/19/2010	CHECK	PMCHK00001256	\$125.00
038966	ALIBRIS	ALIBRIS	2/19/2010	CHECK	PMCHK00001256	\$64.15
038886	ALLMOR	ALLISON MORRIS	2/9/2010	CHECK	PMCHK00001251	\$44.77
038967	ALTCOM	ALTURA COMMUNICATION SOLUTIONS	2/19/2010	CHECK	PMCHK00001256	\$420.00
039020	AMEX	AMERICAN EXPRESS	2/19/2010	CHECK	PMCHK00001256	\$69,569.16
038888	ANDOFF	ANDREWS OFFICE WAREHOUSE	2/9/2010	CHECK	PMCHK00001251	\$65.20
038887	ANDDWY	ANDY DWYER	2/9/2010	CHECK	PMCHK00001251	\$63.59
038957	ANNARB	ANN ARBOR OBSERVER	2/17/2010	CHECK	PMCHK00001255	\$1,638.90
038936	AASCH	ANN ARBOR PUBLIC SCHOOLS	2/16/2010	CHECK	PMCHK00001254	\$1,618.00
038964	AANews	ANN ARBOR.COM	2/19/2010	CHECK	PMCHK00001256	\$4,365.32
038889	ARBSPR	ARBOR SPRING WATER CO.	2/9/2010	CHECK	PMCHK00001251	\$20.80
038880	SBC	AT&T	2/2/2010	CHECK	PMCHK00001249	\$1,059.65
038951	SBC	AT&T	2/16/2010	CHECK	PMCHK00001254	\$5,209.84
039061	ATT	AT&T	2/24/2010	CHECK	PMCHK00001260	\$237.07
038938	ATTWIR	AT&T ADVERTISING	2/16/2010	CHECK	PMCHK00001254	\$6,926.52
039062	ATTMOB	AT&T MOBILITY	2/24/2010	CHECK	PMCHK00001260	\$1,355.73
038890	ATTWIR	AT&T WIRELESS	2/9/2010	CHECK	PMCHK00001251	\$199.00
039009	SBC-PHONEBOOK	ATT	2/19/2010	CHECK	PMCHK00001256	\$122.00
038958	ATTEDI	ATTICA EDITIONS	2/17/2010	CHECK	PMCHK00001255	\$2,376.42
038968	AUDEDI	AUDIO EDITIONS	2/19/2010	CHECK	PMCHK00001256	\$144.03
038891	AUTRES	AUTOMATED RESOURCE MGMT, INC.	2/9/2010	CHECK	PMCHK00001251	\$461.50
039027	AZISPU	AZ IS PUBLISHING	2/24/2010	CHECK	PMCHK00001260	\$47.80
038969	BANCOF	BANC OF AMERICA LEASING	2/19/2010	CHECK	PMCHK00001256	\$747.97
038970	BANCOFAMER	BANC OF AMERICA LEASING	2/19/2010	CHECK	PMCHK00001256	\$769.73
038971	BANOFAA	BANK OF ANN ARBOR	2/19/2010	CHECK	PMCHK00001256	\$245.00
038972	BBCAUD	BBC AUDIOBOOKS AMERICA	2/19/2010	CHECK	PMCHK00001256	\$3,162.25
038865	BETBAT	BETH BATTEY	2/2/2010	CHECK	PMCHK00001249	\$150.00
038917	BETMAN	BETH MANUEL	2/15/2010	CHECK	PMCHK00001252	\$54.62
038930	BILLEP	BIL LEPP	2/15/2010	CHECK	PMCHK00001253	\$500.00
038973	BLAUD	BLACKSTONE AUDIO BOOKS	2/19/2010	CHECK	PMCHK00001256	\$1,739.00
038892	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	2/9/2010	CHECK	PMCHK00001251	\$11,034.90
038974	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	2/19/2010	CHECK	PMCHK00001256	\$11,034.90
038975	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	2/19/2010	CHECK	PMCHK00001256	\$36,550.42
038977	BOOWHO	BOOK WHOLESALERS, INC.	2/19/2010	CHECK	PMCHK00001256	\$404.70
038976	BOOPAG	BOOKLETTERS	2/19/2010	CHECK	PMCHK00001256	\$1,080.00
039028	BORBOO	BORDERS INC.	2/24/2010	CHECK	PMCHK00001260	\$83.07
039021	BP	BP	2/19/2010	CHECK	PMCHK00001257	\$320.00
038894	BREWER	BREWER'S	2/9/2010	CHECK	PMCHK00001251	\$299.20
038979	BRIPUB	BRIGGS PUBLIC LIBRARY	2/19/2010	CHECK	PMCHK00001256	\$17.95
038978	BRIAUD	BRILLIANCE AUDIO, INC.	2/19/2010	CHECK	PMCHK00001256	\$668.00
039029	BRODCO	BRODART CO.	2/24/2010	CHECK	PMCHK00001260	\$284.37
038918	BUSVAL	BUSCH'S, INC.	2/15/2010	CHECK	PMCHK00001252	\$126.48
038866	BUSCAR	BUSINESS CARD	2/2/2010	CHECK	PMCHK00001249	\$6,137.54
038895	BUTLON	BUTZEL LONG	2/9/2010	CHECK	PMCHK00001251	\$720.00
039030	CALLAN	CALIFORNIA LANGUAGE LABORATORI	2/24/2010	CHECK	PMCHK00001260	\$7.58
039031	CALNEW	CALIFORNIA NEWSREEL	2/24/2010	CHECK	PMCHK00001260	\$109.90
038939	CAMINN	CAMPUS INN	2/16/2010	CHECK	PMCHK00001254	\$169.00
038980	CAPDIS	CAPITAL AREA DISTRICT LIBRARY	2/19/2010	CHECK	PMCHK00001256	\$19.95
038919	CARBRO	CARPENTER BROS.	2/15/2010	CHECK	PMCHK00001252	\$52.96
038981	CCH	CCH INCORPORATED	2/19/2010	CHECK	PMCHK00001256	\$92.75
038982	CDBABY	CD BABY	2/19/2010	CHECK	PMCHK00001256	\$40.00
038867	CDW-G	CDW GOVERNMENT, INC.	2/2/2010	CHECK	PMCHK00001249	\$4,171.38
038983	CDW-G	CDW GOVERNMENT, INC.	2/19/2010	CHECK	PMCHK00001256	\$1,070.01
039015	THOLEA	CENGAGE LEARNING	2/19/2010	CHECK	PMCHK00001256	\$151.19

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
038868	CENPOI	CENTER POINT PUBLISHING	2/2/2010	CHECK	PMCHK00001249	\$396.46
039032	CENPOI	CENTER POINT PUBLISHING	2/24/2010	CHECK	PMCHK00001260	\$318.07
038896	CINCOR	CINTAS CORPORATION	2/9/2010	CHECK	PMCHK00001251	\$725.75
038984	CIRAMO	CIRQUE AMONGUS	2/19/2010	CHECK	PMCHK00001256	\$100.00
038940	CITOF1	CITY OF ANN ARBOR TREASURER	2/16/2010	CHECK	PMCHK00001254	\$193.00
039033	CITOF1	CITY OF ANN ARBOR TREASURER	2/24/2010	CHECK	PMCHK00001260	\$2,040.77
039034	CLEWEA	CLEARWEAVE CORPORATION	2/24/2010	CHECK	PMCHK00001260	\$88.96
038985	COLTOW	COLON TOWNSHIP LIBRARY	2/19/2010	CHECK	PMCHK00001256	\$9.99
038869	COMCAS	COMCAST	2/2/2010	CHECK	PMCHK00001249	\$110.27
039035	COMSPO	COMCASTSPOTLIGHT	2/24/2010	CHECK	PMCHK00001260	\$2,865.00
038931	COMALLW	COMPUTER ALLEY WEST	2/15/2010	CHECK	PMCHK00001253	\$282.00
038920	COTINN	COTTAGE INN CATERING SERVICES	2/15/2010	CHECK	PMCHK00001252	\$180.00
038897	CUPCAKE	CUPCAKE STATION	2/9/2010	CHECK	PMCHK00001251	\$100.00
039036	DKAGEN	D.K. AGENCIES (P) LTD.	2/24/2010	CHECK	PMCHK00001260	\$3,799.50
038893	BRAINORMOUS	DAN PERKINS	2/9/2010	CHECK	PMCHK00001251	\$25.99
038986	DAVMCM	DAVID MCMILLIAN	2/19/2010	CHECK	PMCHK00001256	\$70.00
038959	DEBWO	DEBORAH WOOD	2/17/2010	CHECK	PMCHK00001255	\$770.00
038898	DEMCO	DEMCO	2/9/2010	CHECK	PMCHK00001251	\$3,907.08
038987	DEMCO	DEMCO	2/19/2010	CHECK	PMCHK00001256	\$1,677.03
038988	DENKAH	DENNIS KAHLBAUM	2/19/2010	CHECK	PMCHK00001256	\$20.00
038989	DIVINF	DIVERSITY INFORMATION RESOUURC	2/19/2010	CHECK	PMCHK00001256	\$139.00
038870	DTEENE	DTE ENERGY	2/2/2010	CHECK	PMCHK00001249	\$45,714.94
039037	DTEENE	DTE ENERGY	2/24/2010	CHECK	PMCHK00001260	\$6,203.92
038899	DYKGOS	DYKEMA GOSSETT	2/9/2010	CHECK	PMCHK00001251	\$2,342.98
038960	ELINEI	ELI NEIBURGER	2/17/2010	CHECK	PMCHK00001255	\$430.92
038991	ELILAW	ELITE LAWN & LANDSCAPE, INC.	2/19/2010	CHECK	PMCHK00001256	\$5,010.74
038900	EMPASS	EMPLOYEE ASSISTANCE PROGRAM	2/9/2010	CHECK	PMCHK00001251	\$1,400.00
038961	ENVIRO	ENVIRONMENT'S INC.	2/17/2010	CHECK	PMCHK00001255	\$473.90
038901	FORFRA	FORMAT FRAMING	2/9/2010	CHECK	PMCHK00001251	\$3,290.63
038902	FRIOF	FRIENDS OF THE ANN ARBOR	2/9/2010	CHECK	PMCHK00001251	\$824.75
039014	THOGAL	GALE	2/19/2010	CHECK	PMCHK00001256	\$1,295.87
039038	GALGRO	GALE	2/24/2010	CHECK	PMCHK00001260	\$18,169.08
038921	GARISTE	GARI STEIN	2/15/2010	CHECK	PMCHK00001252	\$100.00
038871	GAYBRO	GAYLORD BROS.	2/2/2010	CHECK	PMCHK00001249	\$1,680.00
038992	GENBIN	GENERAL BINDING CORPORATION	2/19/2010	CHECK	PMCHK00001256	\$121.43
038993	GLEANN	GLEN-ANN TOWING	2/19/2010	CHECK	PMCHK00001256	\$45.00
038884	WWGRAI	GRAINGER	2/2/2010	CHECK	PMCHK00001249	\$7,622.20
038916	WWGRAI	GRAINGER	2/9/2010	CHECK	PMCHK00001251	\$255.58
039023	FIRMAR	GREEN ROAD ASSOCIATES, LP	2/19/2010	CHECK	PMCHK00001258	\$2,916.67
038903	GREMAT	GREG MATTHEWS	2/9/2010	CHECK	PMCHK00001251	\$41.87
039039	GUITPLA	GUITAR PLAYER	2/24/2010	CHECK	PMCHK00001260	\$11.99
038941	HDSUPP	HD SUPPLY FACILITIES MAINTENAN	2/16/2010	CHECK	PMCHK00001254	\$1,129.00
038872	HEISHE	HEIDI SHEFFIELD	2/2/2010	CHECK	PMCHK00001249	\$5,200.00
038922	HONMEI	HONG MEI DELOSH	2/15/2010	CHECK	PMCHK00001252	\$100.00
038994	INGLIB	INGRAM LIBRARY SERVICES INC.	2/19/2010	CHECK	PMCHK00001256	\$398.44
038904	JACSAS	JACQUELINE SASAKI	2/9/2010	CHECK	PMCHK00001251	\$1,596.08
038923	JAMDIA	JAMES DIANA	2/15/2010	CHECK	PMCHK00001252	\$100.00
039063	JAMCOC	JAMES T. COCHRAN	2/24/2010	CHECK	PMCHK00001260	\$150.00
039040	JANJOH	JANET V. JOHNSON-HAYNES	2/24/2010	CHECK	PMCHK00001260	\$500.00
038924	JASBER	JASON BERGMAN	2/15/2010	CHECK	PMCHK00001252	\$100.00
038873	JERDEN	JERRY DENNIS	2/2/2010	CHECK	PMCHK00001249	\$300.00
038925	JERDRO	JERZY DROZD	2/15/2010	CHECK	PMCHK00001252	\$100.00
038905	JIMALL	JIM ALLEN	2/9/2010	CHECK	PMCHK00001251	\$100.00
038932	JOHPER	JOHN PERRY	2/15/2010	CHECK	PMCHK00001253	\$100.00
038926	KATGOO	KATHRYN GOODSON	2/15/2010	CHECK	PMCHK00001252	\$100.00
038906	LAKLEA	LAKESHORE LEARNING MATERIALS	2/9/2010	CHECK	PMCHK00001251	\$132.08
039041	LARKAU	LARRY KAUFMAN	2/24/2010	CHECK	PMCHK00001260	\$100.00
038995	LEACEN	LEARNING CENTER	2/19/2010	CHECK	PMCHK00001256	\$79.00
038907	LIRZHE	LIRONG ZHENG	2/9/2010	CHECK	PMCHK00001251	\$39.38
038874	MCM	MCM	2/2/2010	CHECK	PMCHK00001249	\$6,257.92
038942	METCOM	METCOM	2/16/2010	CHECK	PMCHK00001254	\$1,056.16
039042	METLIFE	METLIFE SBC	2/24/2010	CHECK	PMCHK00001260	\$6,830.70
038996	MICCHA	MICHIGAN CHAMBER OF COMMERCE	2/19/2010	CHECK	PMCHK00001256	\$163.50
038997	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	2/19/2010	CHECK	PMCHK00001256	\$1,388.65

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
038998	MICMUN3	MICHIGAN MUNICIPAL LEAGUE LIAB	2/19/2010	CHECK	PMCHK00001256	\$88,387.00
038908	MICPRI	MICHIGAN PRINTER SERVICE	2/9/2010	CHECK	PMCHK00001251	\$214.00
039043	MICSTA3	MICHIGAN STATE UNIVERSITY	2/24/2010	CHECK	PMCHK00001260	\$11.00
038999	MIDTAP	MIDWEST TAPE	2/19/2010	CHECK	PMCHK00001256	\$74,334.61
038933	MONHIG	MONICA HIGMAN	2/15/2010	CHECK	PMCHK00001253	\$100.00
039000	MONCOU	MONROE COUNTY LIBRARY SYSTEM	2/19/2010	CHECK	PMCHK00001256	\$5.99
039044	MORNIN	MORNINGSTAR, INC.	2/24/2010	CHECK	PMCHK00001260	\$4,670.00
039001	MOVUNL	MOVIES UNLIMITED	2/19/2010	CHECK	PMCHK00001256	\$24.98
038943	MPSERS	MPSERS	2/16/2010	CHECK	PMCHK00001254	\$15,519.89
039045	MUNCOD	MUNICIPAL CODE CORPORATION	2/24/2010	CHECK	PMCHK00001260	\$110.24
038944	NEWPIG	NEW PIG CORPORATION	2/16/2010	CHECK	PMCHK00001254	\$400.47
038875	NEXCOM	NEXTEL COMMUNICATIONS	2/2/2010	CHECK	PMCHK00001249	\$413.96
038909	NICAGG	NICHOLAS AGGOR PUBLISHING LLC	2/9/2010	CHECK	PMCHK00001251	\$1,500.00
038927	NICWIL	NICHOLAS WILCOX	2/15/2010	CHECK	PMCHK00001252	\$800.00
039025	NICWIL	NICHOLAS WILCOX	2/22/2010	CHECK	PMCHK00001259	\$920.00
039046	NICBOO	NICOLA'S BOOKS	2/24/2010	CHECK	PMCHK00001260	\$277.20
038910	NUWAVE	NUWAVE AQUARIUMS	2/9/2010	CHECK	PMCHK00001251	\$195.00
039002	OAKUNI	OAKLAND UNIVERSITY LIBRARY	2/19/2010	CHECK	PMCHK00001256	\$90.00
038876	OFFDEP	OFFICE DEPOT, INC.	2/2/2010	CHECK	PMCHK00001249	\$480.77
038945	OFFSTA	OFFICE STAR LLC	2/16/2010	CHECK	PMCHK00001254	\$61.34
039047	OXFUNI	OXFORD UNIVERSITY PRESS	2/24/2010	CHECK	PMCHK00001260	\$765.34
039003	PACMEC	PACE MECHANICAL SERVICES, INC.	2/19/2010	CHECK	PMCHK00001256	\$41,665.13
038946	PIOJAN	PIONEER JANITORIAL SERVICE	2/16/2010	CHECK	PMCHK00001254	\$9,945.58
039048	PITCHA	PITTSFIELD CHARTER TOWNSHIP	2/24/2010	CHECK	PMCHK00001260	\$156.39
038947	PLAROC	PLANET ROCK	2/16/2010	CHECK	PMCHK00001254	\$500.00
038948	PREPRI	PRECISION PRINTER SERVICES, IN	2/16/2010	CHECK	PMCHK00001254	\$499.75
039004	PREPRI	PRECISION PRINTER SERVICES, IN	2/19/2010	CHECK	PMCHK00001256	\$559.70
038949	PRITEC	PRINT TECH INC.	2/16/2010	CHECK	PMCHK00001254	\$2,047.38
039049	PRIORITY	PRIORITY HEALTH	2/24/2010	CHECK	PMCHK00001260	\$13,800.45
039005	PROINF	PROQUEST - CSA LLC	2/19/2010	CHECK	PMCHK00001256	\$2,926.00
038877	QUANTA	QUANTA, INC.	2/2/2010	CHECK	PMCHK00001249	\$3,727.93
039050	QUANTA	QUANTA, INC.	2/24/2010	CHECK	PMCHK00001260	\$1,113.92
039006	RANHOU	RANDOM HOUSE, INC.	2/19/2010	CHECK	PMCHK00001256	\$2,899.90
039051	RAULIB	RAUSCHHOLZ MEMORIAL LIBRARY	2/24/2010	CHECK	PMCHK00001260	\$5.00
039007	RECB00	RECORDED BOOKS, INC.	2/19/2010	CHECK	PMCHK00001256	\$3,179.28
039052	REPCIN	REPROGRAPHICS, INC.	2/24/2010	CHECK	PMCHK00001260	\$95.71
038878	REPPAR	REPUBLIC PARKING	2/2/2010	CHECK	PMCHK00001249	\$130.00
039008	RICBUS	RICOH AMERICAS CORP	2/19/2010	CHECK	PMCHK00001256	\$913.29
038950	RUBSTA	RUBBER STAMPS UNLIMITED	2/16/2010	CHECK	PMCHK00001254	\$32.40
038879	SALTOR	SALAVADOR TORRES	2/2/2010	CHECK	PMCHK00001249	\$160.00
038952	SCHSEC	SCHILKE SECURITY	2/16/2010	CHECK	PMCHK00001254	\$475.00
038911	SCHELE	SCHINDLER ELEVATOR CORPORATION	2/9/2010	CHECK	PMCHK00001251	\$713.80
039053	SEAREE	SEAN REED	2/24/2010	CHECK	PMCHK00001260	\$100.00
038881	SERMAS	SERVICEMASTER CLEAN CARE	2/2/2010	CHECK	PMCHK00001249	\$10,366.00
039010	SERMAS	SERVICEMASTER CLEAN CARE	2/19/2010	CHECK	PMCHK00001256	\$4,373.00
038990	ELDINS	SIDESTREET DISTRIBUTING	2/19/2010	CHECK	PMCHK00001256	\$1,455.62
038935	SMASER	SMARTED SERVICES	2/15/2010	CHECK	PMCHK00001253	\$300.00
039011	SOUPUB	SOUTHFIELD PUBLIC LIBRARY	2/19/2010	CHECK	PMCHK00001256	\$306.00
038953	SPRINT	SPRINT PCS	2/16/2010	CHECK	PMCHK00001254	\$486.70
038912	STAHAR	STADIUM HARDWARE	2/9/2010	CHECK	PMCHK00001251	\$71.29
038954	STAMIC2	STATE OF MICHIGAN	2/16/2010	CHECK	PMCHK00001254	\$180.00
038913	STESIM	STEPHEN SIMON	2/9/2010	CHECK	PMCHK00001251	\$100.00
039054	STEMAR	STEVE MARSH	2/24/2010	CHECK	PMCHK00001260	\$350.00
039012	TANMED	TANTOR MEDIA	2/19/2010	CHECK	PMCHK00001256	\$109.97
039013	TEACOM	TEACHING COMPANY/THE//	2/19/2010	CHECK	PMCHK00001256	\$82.47
038928	TERSOA	TERRY SOAVE	2/15/2010	CHECK	PMCHK00001252	\$35.04
038882	UMICH	THE UNIVERSITY MICHIGAN	2/2/2010	CHECK	PMCHK00001249	\$3,137.00
039059	UMICH	THE UNIVERSITY MICHIGAN	2/24/2010	CHECK	PMCHK00001260	\$2,766.42
038914	TIMGRI	TIM GRIMES	2/9/2010	CHECK	PMCHK00001251	\$1,412.02
038962	TONBIC	TONIA BICKFORD	2/17/2010	CHECK	PMCHK00001255	\$36.99
039055	TRUBUL	TRUDY BULKEY	2/24/2010	CHECK	PMCHK00001260	\$150.00
039056	TSAFON	TSAI FONG BOOKS, INC.	2/24/2010	CHECK	PMCHK00001260	\$1,183.67
039057	ULINE	ULINE, INC.	2/24/2010	CHECK	PMCHK00001260	\$113.16
039058	ULVCRO	ULVERCROFT USA	2/24/2010	CHECK	PMCHK00001260	\$13.50

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
039016	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	2/19/2010	CHECK	PMCHK00001256	\$1,154.55
038915	UNIPAR	UNITED PARCEL SERVICE	2/9/2010	CHECK	PMCHK00001251	\$73.53
039022	UNIPAR	UNITED PARCEL SERVICE	2/19/2010	CHECK	PMCHK00001257	\$87.09
039017	UNUMPRO	UNUM LIFE INSURANCE	2/19/2010	CHECK	PMCHK00001256	\$2,962.38
038885	VALFLO	VALLEY FLOORS, INC.	2/4/2010	CHECK	PMCHK00001250	\$7,058.41
039024	VOGLOC	VOGEL'S LOCK & SAFE REPAIRS	2/19/2010	CHECK	PMCHK00001258	\$375.00
039018	WASHCC	WASHTENAW COMMUNITY COLLEGE	2/19/2010	CHECK	PMCHK00001256	\$836.50
038955	WASMAN	WASTE MANAGEMENT OF MICHIGAN	2/16/2010	CHECK	PMCHK00001254	\$1,116.54
039019	WESENT	WESTGATE ENTERPRISES, LLC	2/19/2010	CHECK	PMCHK00001256	\$16,226.74
038883	WILTEC	WILTEC TECHNOLOGIES	2/2/2010	CHECK	PMCHK00001249	\$200.00
038956	WORSQU	WORKSQUARED	2/16/2010	CHECK	PMCHK00001254	\$755.13
038963	XEROX	XEROX CORPORATION	2/17/2010	CHECK	PMCHK00001255	\$719.59
038934	YVOLOC	YVONNE LOCKWOOD	2/15/2010	CHECK	PMCHK00001253	\$100.00
039060	ZINTRA	ZING TRAIN	2/24/2010	CHECK	PMCHK00001260	\$350.00
Total Checks: 199						Total Amount of Checks: \$654,246.73

Director's Report, March 2010

1. In November, Ann Arbor District Library staff proctored the National Geographic Bee for a group of home-schooled students allowing them to participate at the school level of the competition. The winner at this level has qualified for the state competition. Andrew Himebaugh will compete at the state competition on April 9, 2010. The final bee will be held in Washington DC May 25-26, 2010.

Congratulations Andrew, and good luck!

2. On Sunday, March 7th, in partnership with Success by Six, Child Care Network and UM Work/Life Resource Center, AADL hosted a Preschool Expo, the first large-scale event of this type in the Ann Arbor Area. Over 250 community members took advantage of the opportunity to conduct one-stop shopping for quality preschool environments with 40 preschools represented.

Memorandum

To: AADL Board of Trustees
From: Rebecca Head, Board President
Date: 3/10/2010
Re: Strategic Plan

The committee has reviewed the strategic plan presented at the February 18th work session and all of the changes that we recommend making are in the following document. Changes are noted as follows:

Changes made to the March 15, 2010 draft

1. Vision, Mission & Values statements added
2. Services:
 - a. Added “patron” to create **“Increase patron convenience in accessing existing services and materials”**
 - b. Added “such as phrase to create” Increase independent access to collections by utilizing patron-oriented classification schemes, such as organizing non-fiction DVDs by genre instead of by Dewey Decimal classification.”
 - c. Alphabetized listings underneath **“Ensure access to a balanced collection of materials, information resources and services for our community's rapidly growing and culturally diverse populations, with an emphasis on:”**
 - d. Alphabetized listings underneath **“Cultivate partnerships to develop both on-site and off-site programs and services that meet the diverse needs of the following communities:”**
3. Facilities
 - a. Change “Develop and maintain clean, safe, physical facilities that creatively meet the needs of the community and staff with an emphasis on sustainability, accessibility and flexibility **Renovate or replace the downtown library with attention to the condition of**

the existing building; tax base; revenue stream; development of surrounding properties and demographics”

To

- a. “Develop space that creatively meets the current and future needs of the community and staff with an emphasis on sustainability; accessibility; flexibility; cleanliness and safety **Replace the downtown library with attention to the condition of the existing building; tax base; revenue stream; development of surrounding properties and demographics”**
- b. Delete everything after “demographics”

Ann Arbor District Library Strategic Plan July 1, 2010 – June 30, 2015

MISSION, VISION AND VALUES

Vision Statement

The Ann Arbor District Library provides collections, programs, and leadership to promote the development of literate and informed citizens through open and equal access to cultural, intellectual, recreational, and information resources.

Mission Statement

The existence of the Ann Arbor District Library assures public ownership of print collections, digital resources, and gathering spaces for the citizens of the library district. We are committed to sustaining the value of public library services for the greater Ann Arbor community through the use of traditional and innovative technologies.

Ann Arbor District Library Values

- Excellence in customer service
- Providing, supporting, and advocating access for all
- Acting with initiative, creativity, and flexibility
- Working together, with enthusiasm and optimism, to reach goals
- Responsible stewardship of resources

1. Services

Develop services, programs and collections that balance community demand and Ann Arbor District Library resources

Increase patron convenience in accessing existing services and materials

- Increase independent access to collections by utilizing patron-oriented classification schemes, such as organizing non-fiction DVDs by genre instead of by Dewey Decimal classification.
- Provide additional access points to materials and resources throughout aadl.org.

- Increase opportunities to issue library cards and check out materials in conjunction with off-site programming.
- Enhance Washtenaw Library for the Blind and Physically Disabled services to keep ahead of the technological change in the National Library Service service model.
- Increase opportunities for fine & fee payment and forgiveness.

Ensure access to a balanced collection of materials, information resources and services for our community's rapidly growing and culturally diverse populations, with an emphasis on:

- Determining community needs to develop additional non-traditional library collections in the model of art prints and energy meters.
- Educators and students of all ages
- Language learning & adult basic literacy
- Local history
- World languages

Cultivate partnerships to develop both on-site and off-site programs and services that meet the diverse needs of the following communities:

- Educators and students of all ages
- Health care consumers
- Hobbyists (adult-oriented and hands-on programs)
- Homeless & homeless service providers
- Local businesses & entrepreneurs
- Low income
- Physically & developmentally disabled
- Unemployed or underemployed

2. Products

Develop products that improve and enhance the delivery of all aspects of library services

Provide 21st century leadership in regards to content rights and distribution and the role of the public library content economies

- Develop products that enhance the library experience for users of mobile devices.

- Identify data sources from outside the library industry, such as Amazon.com or GoodReads.com, to improve patron experience and enhance catalog quality.
- Create a repository and distribution model for locally created and produced content, and explore opportunities for AADL's production resources to be more widely used by the community.
- Develop products that will customize library borrowing to fit individual needs and require less time and management by patrons.
- Explore print-on-demand technology and develop a potential service model.
- Sustain the community value of the public library amidst closed digital content markets and decreasing availability of physical materials by designing digital products that establish new distribution relationships with content producers, push the boundaries of current copyright law and ensure public ownership of and access to content.

3. Finances

Develop a multi-year financial process that assures adequate, sustainable funding for the next twenty years

Explore new funding sources

- Identify grant opportunities and establish connections with community donors for future donation possibilities.
- Identify partners to sponsor large events.

Operate the library in a fiscally responsible manner as determined by law so that revenue and expenses are balanced and funding resources are taken advantage of as they become available

- Focus efficiency-building on financial resources reclaimed from ongoing cost management.
- Network with other large library systems to capitalize upon industry successes.
- Quantify savings and disseminate information about good stewardship.

4. Communications

Develop high-level internal and external communications that get the message out, to all, about what we do and how we do it

Learn more about who is using the Library, who is not and why

- Investigate a Market Analysis / Brand Perception Study in our service area, possibly as a project for graduate students.
- Leverage institutional investment in statistical measures and data collection to enable more sophisticated analysis of library use.

Communicate the value and return on investment to the community from its district library, and how that return might be increased

- Develop plan to actively communicate to eligible potential library users that they have already paid for AADL services.
- Develop methods and messages that specifically demonstrate how potential users can make the most of their personal resources by utilizing AADL's offerings.

Market library services to current patrons and non-users

- Develop stronger partnerships deeper within the University of Michigan's structure to produce and market programs of interest to the general public.
- Explore the use of AADL email, paper notices and receipts as advertising space for events and services.
- Refine orientation experience for new AADL patrons.
- Investigate new online advertising opportunities.
- Pursue high-impact public appearances by AADL staff at meetings of community & business groups to tell the story of AADL's sustained success.
- Investigate the AADL truck for use as advertisement of AADL events and services.
- Standardize and refine the use of pre-event welcome as a promotional tool for existing or new library users.

5. Organizational Development

Develop sustainable, adaptive organizational practices that allow the Library to thrive internally and externally

Prioritize use of resources in this economic climate

- Focus efficiency-building on reallocating staff resources freed by ongoing process development.

- Redesign AADL's collection development methods & manual to deliver a fluid & data-driven collection.
- Internally market AADL products and services to increase staff opportunity to maximize the marketing value of casual patron interactions.

Provide leadership in defining library services

- Find new ways to freely disseminate the objectives, processes and outcomes of AADL's projects to peers in the library industry.
- Pursue partnerships with other leading institutions to enhance and expand the bounds of library services.

Adapt to changing externalities such as the economy and publishing

- Develop products to fill niches created by ongoing change in the publishing industry.
- Explore and expand internet-based service delivery models.
- Identify emerging critical measures (such as print vs. electronic book sales) and monitor data sources to guide AADL service development.

Improve and strengthen collaboration with other organizations to achieve mutual goals

- Identify AADL's ideal partnership characteristics.
- Seek partnerships to expand the reach and breadth of AADL offerings.
- Develop tools for collecting and sharing external contacts to simplify promotion of partnerships & events.

6. Facilities

Develop space that creatively meets the current and future needs of the community and staff with an emphasis on sustainability; accessibility; flexibility; cleanliness and safety

Replace the downtown library with attention to the condition of the existing building; tax base; revenue stream; development of surrounding properties and demographics

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 10-068**

**RESOLUTION TO ADOPT PROPOSED AADL STRATEGIC PLAN
2010-2015**

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 15th day of March 2010, at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To adopt proposed AADL Strategic Plan 2010-2015.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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
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Secretary Margaret Leary

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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:

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