



*Ann Arbor District Library*  
**Regular Meeting**  
**Agenda**

Monday, March 17, 2014

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Published by Ann Arbor District Library

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## March 2014

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	<b>17 AADL Board Mtg</b>	18	19	20	21	22
23 30	24 31	25	26	27	28	29

## April 2014

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
<b>20 Closed— Easter</b>	<b>21 AADL Board Mtg</b>	22	23	24	25	26
27	28	29	30			

## May 2014

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	<b>19 AADL Board Mtg</b>	20	21	22	23	24
25	<b>26 Closed— Memorial Day</b>	27	28	<b>29</b>	30	31

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, March 17, 2014 at 6:30 p.m.  
 Ann Arbor District Library, 4<sup>th</sup> Floor Board Room  
 343 S. Fifth Avenue, Ann Arbor, MI 48104

## REGULAR MEETING AGENDA

- 14-065 I. CALL TO ORDER
- 14-066 II. ATTENDANCE
- 14-067 III. VOTE FOR CLOSED SESSION FOR OPINION OF LEGAL COUNSEL  
 (Item of action)  
 Roll call vote
- 14-068 IV. RECESS TO CLOSED SESSION FOR OPINION OF LEGAL COUNSEL
- 14-069 V. RECONVENE REGULAR MEETING AT 7:00 PM
- 14-070 VI. APPROVAL OF AGENDA (pp. 1-2)  
 (Item of action)
- 14-071 VII. APPROVAL OF MINUTES OF FEBRUARY 17, 2014 (pp. 3-14)  
 (Item of action)
- 14-072 VIII. CITIZENS' COMMENTS
- 14-073 IX. FINANCIAL REPORTS (pp. 15-22)
- 14-074 X. APPROVAL OF DISBURSEMENTS (pp. 23-25)  
 (Item of action)
- 14-075 XI. COMMITTEE REPORTS
- 14-076 A. FACILITIES COMMITTEE
- 14-077 B. STRATEGIC PLANNING COMMITTEE
- 14-078 XII. DIRECTOR'S REPORT
- 14-079 XIII. MONTHLY STATISTICS

- 14-080      XIV.    OLD BUSINESS
- 13-214      A.    DEVELOPMENT OF LIBRARY LANE GARAGE  
PROPERTY  
(Item of discussion)  
(30 minutes)
- 13-173      B.    RESOLUTION TO APPROVE THE BIKE SHARE  
PROGRAM LICENSE AGREEMENT WITH THE CLEAN  
ENERGY COALITION (p. 26)  
(Item of action)
- 14-057      C.    INFORM STUDIO REDESIGN OF DOWNTOWN  
LIBRARY PUBLIC ENTRY  
(30 minutes)  
Cory Lavigne
- 14-081      XV.    NEW BUSINESS
- 14-082      A.    EPIC-MRA PRESENTATION ON AADL CUSTOMER  
SATISFACTION SURVEY  
(30 minutes)  
Bernie Porn, President EPIC-MRA
- 14-083      XVI.    CITIZENS' COMMENTS
- 14-084      XVII.    VOTE FOR CLOSED SESSION AT THE APRIL 21, 2014  
REGULAR MEETING FOR OPINION OF LEGAL COUNSEL  
AND DIRECTOR'S EVALUATION  
(Item of action)  
Roll call vote
- 14-085      XVIII.    ADJOURNMENT

#### **CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD**

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

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, FEBRUARY 17, 2014

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, FEBRUARY 17, 2014**

- 14-044 I. CALL TO ORDER
- President Rosenthal called the meeting to order at 7:01 p.m.
- 14-045 II. ATTENDANCE
- Present: Head, Kaplan, Leary, Barney Newman, Rosenthal,  
Surovell  
Absent: Murphy  
Staff: Neiburger, Nieman, Parker, Wilson (recorder)
- 14-046 III. APPROVAL OF AGENDA  
(Item of action)
- Trustee Surovell, supported by Secretary Head, moved to approve the agenda.
- AYES: Head, Kaplan, Leary, Barney Newman, Rosenthal,  
Surovell  
NAYS: None
- Motion passed 6-0.
- 14-047 IV. APPROVAL OF MINUTES OF JANUARY 20, 2014 AND  
FEBRUARY 3, 2014  
(Item of action)
- Trustee Leary, supported by Treasurer Barney Newman, moved to approve the minutes of January 20, 2014 and February 3, 2014.
- AYES: Head, Kaplan, Leary, Barney Newman, Rosenthal,  
Surovell  
NAYS: None
- Motion passed 6-0.

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14-048 V. CITIZENS' COMMENTS

Changming Fan

Good evening my name is Changming Fan. I think I'm the only one Chinese here. So time is short. My company TiniLite World registered in Ann Arbor since 1996. I want to go real quick cause of only three minutes. We are the innovator, maker and also the supplier of a new technology called tini-lite. A lighting display using LED, cell phone, internet, wireless. We have all of the members here are in Ann Arbor district residents and now I am living in Saline. We want to congratulate five star library here AADL has frequent visitors, patrons and I would like to do something, maybe even better and face higher challenges together with you. And I believe AADL set a model, but also created a new trouble because of you're in the frontier. Technology is this town to register. But there are some problems. I believe that we can do a lot of more work together. To build a new community under the leadership of AADL. The wonderful staff and good programs and especially some challenge of new ideas. I was with my tutor, or, Eli we have talked quite a few and I'd like to do something, which is maybe from my prospective as a geek or an unsuccessful entrepreneur and to summarize I brought you some abbreviation which is from lib to lab and to shop which is more towards not only do some physical things in the library and those will maybe produce and sell. So this is live lab shop and also from RIY read it yourself to do it yourself which is American spirit. To do it together DIT this is based entire challenge but we'd like to contribute our technology to you, to this community. That's why I'm here and of course these are the problem and challenges. We're facing frontier, but the problem I see is there is a loss. The tech town is Ann Arbor, I don't see many people come around here when they even do not have credit to our meetings. We should invite them I know, so they too can contribute the AADL, because their children, the web. Here free and also they borrow a lot of books here. Nothing is that, this guy here is, which is Eli, that I know about manufacturing. This is even a higher challenge to this nation. As you know everything almost here, made in China, should change, AADL should be the leader, how to. The third part is that, which is from this manufacture to maker movement how to combine it. So maybe we can have a chance to talk later. But I believe we're in this new juncture whether succeed or fail and that AADL should be and it is now the hub of all of this

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combination. I would say the most important ingredient of cluster of creativity as of 2002 idea but I won't visit here. Ann Arbor has all the ingredients being made of combining the significant value of people run away. Still run away. We should have to do something. The last thing I want to say is that be prepared. Going have lot of naysayers and unexpected problems because of the most intelligent people in this space not chairman, have the vote, have the speaking qualified president one to many to manufacture things here. Nothing happened here since then a couple years ago. So AADL should will it continue on the right course but face a higher challenge, a higher level. And Eli give me some more information which is in taxes given, the State which is cut funding, maybe Carnegie funding and they are kinda ahead of us. Maybe, maybe I'm wrong. But again my name is Changming Fan, the company name is TiniLite World. We want to be with you, be the leader of social, mobile and local movement. Let's build a new community here together with the technology, with the family, with the town such as Saline and with the new register projects. That's all I want to say today. Thank you so much and thank you again for wonderful work you have done for me and for residents, visitors and people come to Ann Arbor. Thank you.

Jamie Vander Broek

Hi everyone. My name is Jamie Vander Broek and I know some of you, but not others. I am a librarian here in town and work at the University. I am also a homeowner and I just wanted to share some recent impressions that I have of the library that are positive. So, close to a year ago when it was still warm enough to walk outside, I was at the Fool Moon, which is the evening event in April and wandering through the huge crowd of people and I came around the corner and there were all these people playing a game and there is light all over the sidewalk. Of course, it turned out to be something that AADL had organized. It was this really cool outdoor event. But they were right there in the middle. One of the best parts of living in Ann Arbor is its annual Fool Moon event. So, that's something that was a while ago but it definitely makes sense that every time I see something recently that's sort of cool or interesting or on the leading edge of what's going on in town, AADL is always involved. So, Nerd Night Ann Arbor, which is like this regular event that happens at local bars and restaurants, where people share things they are passionate about. I went to one and saw my friend talked about, he works for GE,

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about some little mobile ultrasound devices and so he actually did an ultrasound on his stomach while he was talking, which is wild to see. Nerd Night is this really cool thing, like, throughout the night there were sort of, like, hiccups and bumps with organizational aspects of the event and so I sort of wished there was someone in charge of the event when I attended it. I was really excited to see just this last week that AADL has stepped in and will now be kinda like serving exactly, like Nerd Night is a really cool idea, and they're really interesting people in town who come and talk about what they are geeked out about but what it needed was someone to keep everything, keep the wheels greased and in motion. It was really cool to see that AADL is providing that consistency and leadership and driving the whole thing forward. What we really struggle with at my library, I can't speak for my library obviously, but I can speak for what I experience as a librarian there, is negotiating licenses with companies that have zero desire to give us anything for free. So it was real exciting to see that AADL had successfully negotiated with Ghostly International, a local music house, to provide access to Ann Arbor residents to their catalog. Which is really, really cool. I mean that's something that we wish we could accomplish for our people at the University. And then finally another part of my job is to do more traditional library service so I staff a reference desk and also help people via chat. I sit at my house and wait for people to ask me questions via chat. I recently got a question about an old murder case that happened in Ann Arbor. It gave me the opportunity to share with this young woman at the University of Michigan that your library, AADL, had digitized all the Ann Arbor News content. So something that would have been really difficult for her to access was actually very easy. So I think it's really cool that you both excel at traditional library things like providing access to something like digitized archives of the newspaper to things that people wouldn't think of the library would be involved in like Nerd Night Ann Arbor. And then in the middle, this Ghostly International partnership is just the coolest thing. I just want to tell you how great I think you are and I love paying my taxes for this library.

14-049

VI. FINANCIAL REPORTS

Associate Director Nieman reported January showed unrestricted cash balance just over \$12 million. Tax receipts just over \$11 million, reflecting 97.4% of the budgeted amount, have been



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received through the end of January. The fund balance stands at just over \$8.2 million. Four line items are over budget. Under the Employment line item and additional payment of \$74,000 was made to the State of Michigan Pension System in January. This is a pass through with corresponding revenue showing up in State Aid and will require budget adjustments at the end of the fiscal year.

14-050 VII. APPROVAL OF DISBURSEMENTS  
 (Item of action)

Secretary Head, supported by Treasurer Barney Newman, moved to approve the January 2014 disbursements.

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

NAYS: None

Motion passed 6-0.

14-051 VIII. COMMITTEE REPORTS

14-052 A. FACILITIES COMMITTEE

Chairperson Leary reported the Facilities Committee had met. The committee discussed issues with the front entrance of the Downtown Library. Director Parker consulted with InForm Studio regarding the redesign of the front entrance. Chairperson Leary, President Rosenthal and Director Parker met with the City of Ann Arbor Disability Commission. A tentative front entrance design is being presented this evening. A public forum on the front entrance design will be scheduled prior to the next AADL Board meeting.

Trustee Kaplan inquired whether a dollar amount had been established for the front entrance design. Director Parker stated that a quarter of a million would be the goal.

14-053 IX. DIRECTOR'S REPORT

Director Parker announced that Associate Director Choate has accepted a position as Executive Director of the Urbana Free Library. A staff reception will be held for her on February 28<sup>th</sup> and Board members were invited to attend.

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AADL was approached and has agreed to participate in a National Science Foundation Living Lab project. Researchers will be located in the Downtown Library Youth Department. Children over four years in age will be interviewed regarding their views of sharing and being fair. Parents will be present.

Director Parker invited all to the Malletts Creek Branch Library to celebrate its tenth anniversary on March 22<sup>nd</sup>. Day long activities are being planned and remarks will begin at 4:15 p.m.

14-054 X. MONTHLY STATISTICS

Associate Director Neiburger presented January 2014 statistics in comparison with January 2013 in the new statistical format.

14-055 XI. NEW BUSINESS

14-056 A. INFORM STUDIO PRESENTATION: REDESIGN OF DOWNTOWN LIBRARY PUBLIC ENTRY

Cory Lavigne

Director Parker introduced Cory Lavigne from InForm Studio. InForm Studio designed the Traverwood Library and has been asked to prepare a design for the front entrance of the Downtown Library.

Mr. Lavigne presented a draft design of the front entrance. Improvements included a large well-lit tempered glass or resin sign, a large planting bed, bench, heated ramped walkway with railing, replacement of the teal upper panels with a cement fiber rain screen over the existing framing and reconfiguration of the main entrance doors.

Several board members expressed concerns regarding security with the signage. A number of questions regarding materials recommended for use were also asked and answered.

Trustee Leary stated a public forum on the Downtown Library front entrance will be held in March and then the Facilities Committee will meet again on the topic.

14-057 B. APPROVAL TO PROCEED WITH PROPOSAL FOR REDESIGN OF DOWNTOWN LIBRARY PUBLIC ENTRY

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(Item of action)

Trustee Kaplan, supported by Treasurer Barney Newman, moved to proceed with the next step with the proposal of redesign of the Downtown Library front entrance.

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

NAYS: None

Motion passed 6-0.

As an aside from the Facilities Committee, Trustee Leary brought up the topic of the Bike Share agreement. Director Parker stated that the University has signed the agreement and the Library will have final documents, including legal advice, for review at the next Facilities Committee meeting.

14-058

C. APPROVAL OF DIRECTOR'S EVALUATION  
COMMITTEE APPOINTMENTS

(Item of action)

Trustee Leary, supported by Trustee Kaplan, moved to approve the appointment to the Director's Evaluation Committee of Barbara Murphy as chairperson, Jan Barney Newman and Rebecca Head.

Trustee Surovell expressed his displeasure with the appointments. There was no further discussion.

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

NAYS: None

Motion passed 6-0.

14-059

D. RESOLUTION ESTABLISHING A SPECIAL STRATEGIC  
PLANNING COMMITTEE

(Item of action)

Treasurer Barney Newman, supported by Trustee Leary, moved that the Board resolves that a special Strategic Planning Committee be established; that the charge to the special Strategic Planning Committee will be to lead the process to develop a

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strategic plan for 2015-2020; that the committee shall serve through 2014; that all resolutions and parts of resolutions that conflict with the provisions of the resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

14-060

E. APPROVAL OF SPECIAL STRATEGIC PLANNING  
COMMITTEE APPOINTMENTS  
 (Item of action)

Trustee Leary, supported by Treasurer Barney Newman, moved to approve the appointment of Nancy Kaplan as chair, Barbara Murphy and Rebecca Head to the Strategic Planning Committee.

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

NAYS: None

Motion passed 6-0.

14-061

F. RESOLUTION TO ADOPT REVISIONS TO LIBRARY  
POLICIES  
 (Item of action)

Secretary Head, supported by Trustee Leary, moved that the Board resolves that the following Library Policies are revised as proposed: 1.1 Philosophy; 1.5 Freedom to Read; 1.10 Privacy Statement; 2.4 Internet Use; 2.5 MichNet Acceptable Use; 2.11 Interlibrary Loan Services; 2.12 Photocopying and Fees; 3.1 Circulation; 3.2 Confidentiality-Disclosure of Patron Registration Information; 3.4 Requests for Access to Records from the General Public; 4.2 Display and Distribution of Materials by Outside Groups; 5.1 Behavior in Public Sectors of the Ann Arbor District Library; 5.4 Unattended Child; 8.3 Equal Employment Opportunity and Affirmative Action; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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Surovell

NAYS: None

Motion passed 6-0.

14-062

G. RESOLUTION TO REPEAL LIBRARY POLICIES  
 (Item of action)

Trustee Kaplan, supported by Secretary Head, moved that the Board resolves to repeal the following Library Policies as proposed: 1.6 Freedom to View; 2.7 Providing Access to Computer Based Resources; 3.5 Release of Minor Child's Records; 3.6 Fines for Damaged or Lost Materials; 4.5 Business Use of Facilities; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

14-063

XII. CITIZENS' COMMENTS

There were no additional citizens' comments.

14-064

XIII. ADJOURNMENT

Trustee Kaplan, supported by Treasurer Barney Newman, moved to adjourn the meeting.

President Rosenthal adjourned the meeting at 8:46 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the regular meeting held on February 17, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-059**

**RESOLUTION ESTABLISHING A STRATEGIC PLANNING COMMITTEE**

Minutes of the regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17<sup>th</sup> day of February, 2014 at 7:00 p.m.

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

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

THE BOARD RESOLVES AS FOLLOWS:

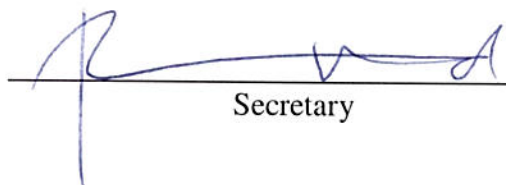
- 1.) That a special Strategic Planning Committee be established.
- 2.) That the charge to the special Strategic Planning Committee will be to lead the process to develop a strategic plan for 2015-2020.
- 3.) That the committee shall serve through 2014.
- 4.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the Regular Board Meeting held on February 17, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

  
Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-061**

**RESOLUTION TO ADOPT REVISIONS TO LIBRARY POLICIES**

Minutes of the regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17<sup>th</sup> day of February, 2014 at 7:00 p.m.

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

ABSENT: Murphy

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

**THE BOARD RESOLVES:**

- 1.) That the following Library Policies are revised as proposed: 1.1 Philosophy; 1.5 Freedom to Read; 1.10 Privacy Statement; 2.4 Internet Use; 2.5 MichNet Acceptable Use; 2.11 Interlibrary Loan Services; 2.12 Photocopying and Fees; 3.1 Circulation; 3.2 Confidentiality-Disclosure of Patron Registration Information; 3.4 Requests for Access to Records from the General Public; 4.2 Display and Distribution of Materials by Outside Groups; 5.1 Behavior in Public Sectors of the Ann Arbor District Library; 5.4 Unattended Child; 8.3 Equal Employment Opportunity and Affirmative Action.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

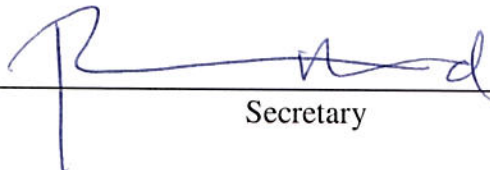
A vote on the foregoing resolution was taken and was as follows:

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

NAYS: None

**RESOLUTION DECLARED ADOPTED.**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the Regular Board Meeting held on February 17, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

  
 \_\_\_\_\_  
 Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-062**

**RESOLUTION TO REPEAL LIBRARY POLICIES**

Minutes of the regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17<sup>th</sup> day of February, 2014 at 7:00 p.m.

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

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

THE BOARD RESOLVES:

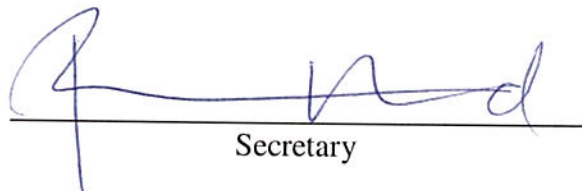
- 1.) To repeal the following Library Policies as proposed: 1.6 Freedom to View; 2.7 Providing Access to Computer Based Resources; 3.5 Release of Minor Child's Records; 3.6 Fines for Damaged or Lost Materials; 4.5 Business Use of Facilities.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the Regular Board Meeting held on February 17, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

  
Secretary



## Ann Arbor District Library Financial Summary for February 2014

### **Cash:**

The unrestricted cash balance as of February 28, 2014 was \$11,944,204 down from \$12,710,441 in January.

### **Tax Receipts:**

The Library has received tax receipts totaling \$11,162,711, 97.6% of the budgeted amount, as of February 28th.

### **Budget vs. Actual:**

The Library showed an operating surplus of \$373,773 through February 28th. This gives the Library a positive fund balance of \$8,441,100 at the end of February, up from \$8,261,720 in January.

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

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

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

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

Purchased Services – The first payment for the survey was made in February.

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

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

ANN ARBOR DISTRICT LIBRARY  
Operating  
For the Eight Months Ending February 28, 2014

	<u>Actual</u>	<u>February Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
<b>Revenue</b>						
Tax Collections - Operating	\$947,333	\$947,333		\$7,578,665	\$7,578,667	(\$2)
State Aid	25,252	6,667	18,585	146,064	53,333	92,731
Penal Fines	16,250	16,250		130,000	130,000	
Interest	36,569	8,333	28,236	66,877	66,667	210
Copiers	2,056	2,500	(444)	19,800	20,000	(200)
Grants/Memorials	40,330	7,500	32,830	107,135	60,000	47,135
Library Fines & Fees	31,932	35,417	(3,485)	255,154	283,333	(28,179)
Non-Resident Fees	1,875	1,250	625	10,482	10,000	482
Fund Bal./Restricted Funds		25,250	(25,250)		202,000	(202,000)
<b>Total Revenue</b>	<u>\$1,101,597</u>	<u>\$1,050,500</u>	<u>\$51,097</u>	<u>\$8,314,177</u>	<u>\$8,404,000</u>	<u>(\$89,823)</u>
<b>Expenditures</b>						
Salaries & Wages	444,054	497,083	(53,029)	3,923,490	3,976,667	(53,177)
Employee Benefits	146,154	131,167	14,987	1,089,916	1,049,333	40,583
Employment Taxes	34,492	38,000	(3,508)	293,181	304,000	(10,819)
<b>Total Employment Cost</b>	<u>\$624,700</u>	<u>\$666,250</u>	<u>(\$41,550)</u>	<u>\$5,306,587</u>	<u>\$5,330,000</u>	<u>(\$23,413)</u>
Custodial and Electrical	\$13,391	\$15,833	(\$2,442)	\$114,225	\$126,667	(\$12,442)
Accounting/Audit	833	833		6,664	6,667	(3)
Legal	1,450	4,167	(2,717)	16,548	33,333	(16,785)
Purchased Services	20,160	13,167	6,993	106,617	105,333	1,284
Utilities	38,867	36,667	2,200	286,032	293,333	(7,301)
Property Insurance	6,881	7,500	(619)	55,046	60,000	(4,954)
Communications	10,861	25,000	(14,139)	134,814	200,000	(65,186)
Materials	124,108	145,833	(21,725)	1,051,315	1,166,667	(115,352)
Software Licenses/Maintenanc	12,243	12,500	(257)	131,895	100,000	31,895
Building Rental	12,773	12,917	(144)	93,948	103,333	(9,385)
Seminars/Conferences/Travel	115	2,333	(2,218)	6,503	18,667	(12,164)
Copier Expense	3,354	3,750	(396)	37,087	30,000	7,087
Library Programming	18,301	22,750	(4,449)	143,064	182,000	(38,936)
Grants/Memorials	3,138	9,583	(6,445)	38,153	76,667	(38,514)
Supplies	16,169	15,333	836	117,198	122,667	(5,469)
Repairs and Maintenance	3,557	28,500	(24,943)	190,006	228,000	(37,994)
Postage	211	2,917	(2,706)	11,467	23,333	(11,866)
Lcards/Circ Cards	3,615	6,000	(2,385)	42,962	48,000	(5,038)
Other Operating Expenditures	670	2,000	(1,330)	10,993	16,000	(5,007)
<b>Total Operating Expense</b>	<u>\$290,697</u>	<u>\$367,583</u>	<u>(\$76,886)</u>	<u>\$2,594,537</u>	<u>\$2,940,667</u>	<u>(\$346,130)</u>
Capital Outlays	\$25,633	\$16,667	\$8,966	\$39,280	\$133,333	(\$94,053)
<b>Total Expenditures</b>	<u>\$941,030</u>	<u>\$1,050,500</u>	<u>(\$109,470)</u>	<u>\$7,940,404</u>	<u>\$8,404,000</u>	<u>(\$463,596)</u>
<b>Net</b>	<u>\$160,567</u>	<u>\$160,567</u>	<u>\$160,567</u>	<u>\$373,773</u>	<u>\$373,773</u>	<u>\$373,773</u>

ANN ARBOR DISTRICT LIBRARY  
Grant Administration  
For the Eight Months Ending February 28, 2014

	<u>Actual</u>	<u>February Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$40,330	\$7,500	<b>\$32,830</b>	\$107,135	\$60,000	<b>\$47,135</b>
Total Revenue	<u>\$40,330</u>	<u>\$7,500</u>	<u><b>\$32,830</b></u>	<u>\$107,135</u>	<u>\$60,000</u>	<u><b>\$47,135</b></u>
Expenditures						
Materials	104	833	<i>(729)</i>	4,171	6,667	<i>(2,496)</i>
Software Licenses/Maintenanc	(349)		<i>(349)</i>			
Seminars/Conferences/Travel		250	<i>(250)</i>		2,000	<i>(2,000)</i>
Library Programming	2,865	8,500	<i>(5,635)</i>	28,343	68,000	<i>(39,657)</i>
Supplies	(575)		<i>(575)</i>			
Other Operating Expenditures	1,094		<i>1,094</i>	5,639		<i>5,639</i>
Total Operating Expense	<u>\$3,139</u>	<u>\$9,583</u>	<u><i>(\$6,444)</i></u>	<u>\$38,153</u>	<u>\$76,667</u>	<u><i>(\$38,514)</i></u>
Total Expenditures	<u>\$3,139</u>	<u>\$9,583</u>	<u><i>(\$6,444)</i></u>	<u>\$38,153</u>	<u>\$76,667</u>	<u><i>(\$38,514)</i></u>
Net	<u>\$37,191</u>	<u>(\$2,083)</u>	<u><b>\$39,274</b></u>	<u>\$68,982</u>	<u>(\$16,667)</u>	<u><b>\$85,649</b></u>

ANN ARBOR DISTRICT LIBRARY  
 Friends of the Library  
 For the Eight Months Ending February 28, 2014

	<u>Actual</u>	<u>February Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$40,000	\$7,500	<b>\$32,500</b>	\$80,000	\$60,000	<b>\$20,000</b>
Total Revenue	<u>\$40,000</u>	<u>\$7,500</u>	<u><b>\$32,500</b></u>	<u>\$80,000</u>	<u>\$60,000</u>	<u><b>\$20,000</b></u>
Expenditures						
Materials				1,180		<b>1,180</b>
Library Programming	1,040	7,500	<b>(6,460)</b>	26,518	60,000	<b>(33,482)</b>
Other Operating Expenditures	1,094		<b>1,094</b>	5,639		<b>5,639</b>
Total Operating Expense	<u>\$2,134</u>	<u>\$7,500</u>	<u><b>(\$5,366)</b></u>	<u>\$33,337</u>	<u>\$60,000</u>	<u><b>(\$26,663)</b></u>
Total Expenditures	<u>\$2,134</u>	<u>\$7,500</u>	<u><b>(\$5,366)</b></u>	<u>\$33,337</u>	<u>\$60,000</u>	<u><b>(\$26,663)</b></u>
Net	<u>\$37,866</u>		<u><b>\$37,866</b></u>	<u>\$46,663</u>		<u><b>\$46,663</b></u>

## Balance Sheet

**ASSETS**

As of 2/28/2014

Current Assets:

## Cash

CASH-COMMERCIAL CHECKING	\$18,326.24
CASH-PAYROLL	7,587.05
HOLTREY FUND	332,078.79
CASH-SAVINGS	1,124,419.00
KENISTON FUND	30,315.43
SHAFER FUND	10,476.08
WESTERMAN FUND	49,215.80
PETTY CASH	2,300.00
WLBPD ACCOUNT	37,133.56
CDs - SHORT TERM	5,600,000.00

Total Cash	\$7,211,851.95
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## Investments

BANK OF ANN ARBOR INVESTMENT	\$3,319,239.14
UNITED BANK AND TRUST INVESTMENT	1,872,332.51

Total Investments	\$5,191,571.65
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## Accounts Receivable

ACCOUNTS RECEIVABLE	\$183,336.50
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Total Accounts Receivable	\$183,336.50
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## Property Taxes Receivable

Total Property Taxes Receivable	\$0.00
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## Prepaid Expenses

PRE-PAID INSURANCE	\$13,596.64
PREPAID EXPENSES	1,250.00

Total Prepaid Expenses	\$14,846.64
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Total Current Assets	\$12,601,606.74
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Capital Assets:

BUILDINGS	\$26,000,844.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	492,257.00
COMMUNICATIONS EQUIPMENT	431,035.00
BUSINESS MACHINES	145,532.00
COMPUTER EQUIPMENT	1,336,624.33
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	40,760.00
FURNITURE & FIXTURES	1,260,109.00
VEHICLES	183,256.00

Total Capital Assets	\$32,040,668.15
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Amount Provided for Long-Term Debt:

LONG TERM SICK	\$28,025.46
LONG TERM VACATION	211,907.84

Total Provided for Long-Term Debt	239,933.30
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TOTAL ASSETS	\$44,882,208.19
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## Ann Arbor District Library

## Balance Sheet

**LIABILITIES AND FUND EQUITY**Current Liabilities:

ACCOUNTS PAYABLE	\$9,776.97
ACCRUED ACCOUNTS PAYABLE	53,810.79
ACCRUED PAYROLL	245,300.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	15,133.08
ACCRUED EMPLOYER 403(b) - UNDECIDED	53,091.75
ACCRUED 403B/MPSERS EMPLOYER	32,198.60
ACCRUED LIABILITY-VACATION S/T	89,969.27

Total Current Liabilities	\$499,280.46
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$28,025.46
ACCRUED LIABILITY-VACATION L/T	211,907.84

Total Long-Term Liabilities	239,933.30
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Fund Equity:

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

RESERVE-ENCUMBRANCES	\$123,761.49
DEFERRED REVENUE - PROPERTY TAX	3,537,465.00
FUND BALANCE - UNDESIGNATED	8,067,328.96
EXCESS REVENUE (SPENDING)	373,770.83

Total Fund Balance	\$12,102,326.28
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Total Fund Equity	\$44,142,994.43
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TOTAL LIABILITIES AND FUND EQUITY	\$44,882,208.19
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# Ann Arbor District Library

Rollforward of undesignated fund balance  
For the Period Ending February 28, 2014

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,261,720	\$ 8,185,929
Total revenues	1,101,597	8,314,177
Expenditures:		
Operating	(915,395)	(7,901,126)
Capital outlays	(25,633)	(39,280)
(Increase) decrease in encumbrances	<u>18,811</u>	<u>(118,600)</u>
Ending surplus (deficit)	<u>\$ 8,441,100</u>	<u>\$ 8,441,100</u>

# Ann Arbor District Library

Monthly and year-to-date cash rollforward  
For Period ending February 28, 2014

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
<b>Monthly rollforward</b>					
Commercial checking	\$ 72,770	\$ 12,368	\$ (416,812)	\$ 350,000	\$ 18,326
Payroll	7,634	2	(466,455)	466,406	7,587
Petty cash	2,300	-	-	-	2,300
Savings	1,072,394	117,203	(48,772)	(16,406)	1,124,419
CDs - Bank of Ann Arbor	6,400,000	-	-	(800,000)	5,600,000
Investments - Bank of Ann Arbor	3,290,341	28,898	-	-	3,319,239
Investments - United Bank and Trust	1,885,002	7,331	-	-	1,872,333
Westerman Fund	49,112	104	-	-	49,216
Shafer Fund	10,475	1	-	-	10,476
Holtrey Fund	332,041	38	-	-	332,079
Keniston Fund	30,313	2	-	-	30,315
WLBPD	37,131	3	-	-	37,134
	<u>\$ 13,169,513</u>	<u>\$ 165,950</u>	<u>\$ (932,039)</u>	<u>\$ -</u>	<u>\$ 12,403,424</u>
<b>Year-to-date rollforward</b>					
Commercial checking	\$ 18,370	\$ 110,176	(3,900,220)	\$ 3,790,000	\$ 18,326
Payroll	15,593	12	(3,861,780)	3,853,762	7,587
Petty cash	2,200	-	-	100	2,300
Savings	706,253	12,091,942	(429,914)	(11,243,862)	1,124,419
CDs - Bank of Ann Arbor	2,000,000	-	-	3,600,000	5,600,000
Investments - Bank of Ann Arbor	3,290,341	28,898	-	-	3,319,239
Investments - United Bank and Trust	1,839,822	32,511	-	-	1,872,333
Westerman Fund	43,080	6,136	-	-	49,216
Shafer Fund	10,468	8	-	-	10,476
Holtrey Fund	331,706	373	-	-	332,079
Keniston Fund	30,293	22	-	-	30,315
WLBPD	37,106	28	-	-	37,134
	<u>\$ 8,325,232</u>	<u>\$ 12,270,106</u>	<u>\$ (8,191,914)</u>	<u>\$ -</u>	<u>\$ 12,403,424</u>



System: 3/11/2014 9:51:41 AM  
 User Date: 3/11/2014

Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Page: 1  
 User ID: NIEMANK

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	2/1/2014
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Vendor Name

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047433	4IMPRINT	4IMPRINT, INC	2/11/2014	CHECK	PMCHK00001611	\$182.72
047476	AGRSER	A GROWING SERVICE LLC	2/14/2014	CHECK	PMCHK00001613	\$340.00
* 047434	AASCH	AAPS/WISD TRANSPORTATION	2/11/2014	CHECK	PMCHK00001611	\$7,771.25
047473	AASCH	AAPS/WISD TRANSPORTATION	2/11/2014	CHECK	PMCHK00001612	\$915.50
047391	AFTDEL	AFTERNOON DELIGHT	2/3/2014	CHECK	PMCHK00001608	\$219.85
047475	AFTDEL	AFTERNOON DELIGHT	2/14/2014	CHECK	PMCHK00001613	\$123.40
047500	ALIDOR	ALICIA DORSET	2/19/2014	CHECK	PMCHK00001614	\$125.00
047464	SFSTRO	ALLIED-EAGLE SUPPLY, INC.	2/11/2014	CHECK	PMCHK00001611	\$506.63
047435	AMEX	AMERICAN EXPRESS	2/11/2014	CHECK	PMCHK00001611	\$47,336.58
047392	ANNARB	ANN ARBOR OBSERVER	2/4/2014	CHECK	PMCHK00001609	\$1,764.90
047393	ANNHRA	ANNA HRACHOVEC	2/4/2014	CHECK	PMCHK00001609	\$1,250.00
047436	ARBBRE	ARBOR BREWING COMPANY	2/11/2014	CHECK	PMCHK00001611	\$110.00
047477	ARBSPR	ARBOR SPRING WATER CO.	2/14/2014	CHECK	PMCHK00001613	\$20.20
047501	ATTMOB	AT&T MOBILITY	2/19/2014	CHECK	PMCHK00001614	\$1,116.21
047394	BARNOB1	BARNES & NOBLE INC.	2/4/2014	CHECK	PMCHK00001609	\$59.34
047437	BARNOB1	BARNES & NOBLE INC.	2/11/2014	CHECK	PMCHK00001611	\$226.84
047523	BARRON	BARRON'S	2/24/2014	CHECK	PMCHK00001615	\$149.98
047438	BATPLU	BATTERIES PLUS	2/11/2014	CHECK	PMCHK00001611	\$109.00
047439	BEADEL	BEAU DELOACH	2/11/2014	CHECK	PMCHK00001611	\$175.00
047524	BERNAN	BERNAN	2/24/2014	CHECK	PMCHK00001615	\$2,000.00
047440	BETAND	BETH ANDERSEN	2/11/2014	CHECK	PMCHK00001611	\$11.20
047478	BETBAT	BETH BATTEY	2/14/2014	CHECK	PMCHK00001613	\$150.00
047502	BLAAUD	BLACKSTONE AUDIO BOOKS	2/19/2014	CHECK	PMCHK00001614	\$652.25
047400	DICBLI	BLICK ART MATERIALS	2/4/2014	CHECK	PMCHK00001609	\$20.80
047525	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	2/24/2014	CHECK	PMCHK00001615	\$55,848.02
047526	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	2/24/2014	CHECK	PMCHK00001615	\$11,441.14
047442	BOOPAG	BOOKLETTERS	2/11/2014	CHECK	PMCHK00001611	\$1,200.00
047441	BOOKLIST	BOOKLIST / ALA	2/11/2014	CHECK	PMCHK00001611	\$147.50
047479	BP	BP	2/14/2014	CHECK	PMCHK00001613	\$390.88
047443	BREWER	BREWER'S	2/11/2014	CHECK	PMCHK00001611	\$495.56
047480	BREWER	BREWER'S	2/14/2014	CHECK	PMCHK00001613	\$181.50
047444	BRIAUD	BRILLIANCE AUDIO, INC.	2/11/2014	CHECK	PMCHK00001611	\$274.41
047395	BRODCO	BRODART CO.	2/4/2014	CHECK	PMCHK00001609	\$578.63
047481	BRODCO	BRODART CO.	2/14/2014	CHECK	PMCHK00001613	\$111.96
047527	BRODCO	BRODART CO.	2/24/2014	CHECK	PMCHK00001615	\$465.79
047396	BRUSAG	BRUCE SAGAN	2/4/2014	CHECK	PMCHK00001609	\$400.00
047445	CAMINN	CAMPUS INN	2/11/2014	CHECK	PMCHK00001611	\$361.20
047482	CARBRO	CARPENTER BROS.	2/14/2014	CHECK	PMCHK00001613	\$83.62
047483	CCTSCAMERA	CCTS CAMERA	2/14/2014	CHECK	PMCHK00001613	\$88.57
047468	THOLEA	CENGAGE LEARNING	2/11/2014	CHECK	PMCHK00001611	\$50.34
047397	CHELAK	CHERRY LAKE PUBLISHING	2/4/2014	CHECK	PMCHK00001609	\$1,077.30
047398	CHISPR	CHINA SPROUT, INC.	2/4/2014	CHECK	PMCHK00001609	\$449.59
047446	CINCOR	CINTAS CORPORATION	2/11/2014	CHECK	PMCHK00001611	\$2,180.36
047484	CITOF1	CITY OF ANN ARBOR TREASURER	2/14/2014	CHECK	PMCHK00001613	\$2,617.42
047503	COMCAS	COMCAST	2/19/2014	CHECK	PMCHK00001614	\$35.25
047447	COMALLW	COMPUTER ALLEY WEST	2/11/2014	CHECK	PMCHK00001611	\$19.92
047485	DAWHEN	DAWN HENRY	2/14/2014	CHECK	PMCHK00001613	\$900.00
047399	DEMCO	DEMCO	2/4/2014	CHECK	PMCHK00001609	\$1,185.72
047401	DTEENE	DTE ENERGY	2/4/2014	CHECK	PMCHK00001609	\$11,443.12
047486	DTEENE	DTE ENERGY	2/14/2014	CHECK	PMCHK00001613	\$11,442.30
047528	DTEENE	DTE ENERGY	2/24/2014	CHECK	PMCHK00001615	\$6,206.39
047529	EDCEDU	EDC EDUCATIONAL SERVICE USBORN	2/24/2014	CHECK	PMCHK00001615	\$59.95
047530	ELILAW	ELITE LAWN & LANDSCAPE, INC.	2/24/2014	CHECK	PMCHK00001615	\$250.00
047504	EMPASS	EMPLOYEE ASSISTANCE PROGRAM	2/19/2014	CHECK	PMCHK00001614	\$3,780.00
047505	EPICMRA	EPIC - MRA	2/19/2014	CHECK	PMCHK00001614	\$10,000.00
047402	FINTIM	FINANCIAL TIMES	2/4/2014	CHECK	PMCHK00001609	\$398.00

## \* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047448	FRIOF	FRIENDS OF THE ANN ARBOR	2/11/2014	CHECK	PMCHK00001611	\$731.75
047425	THOGAL	GALE/CENGAGE LEARNING, INC	2/4/2014	CHECK	PMCHK00001609	\$279.90
047518	THOGAL	GALE/CENGAGE LEARNING, INC	2/19/2014	CHECK	PMCHK00001614	\$179.14
047488	GLEMOR	GLEN MORNINGSTAR, JR.	2/14/2014	CHECK	PMCHK00001613	\$900.00
047531	FIRMAR	GREEN ROAD ASSOCIATES, LP	2/24/2014	CHECK	PMCHK00001615	\$3,208.33
047449	HUTPLU	HUTZEL PLUMBING AND HEATING	2/11/2014	CHECK	PMCHK00001611	\$297.00
047403	INGLIB	INGRAM LIBRARY SERVICES INC.	2/4/2014	CHECK	PMCHK00001609	\$1,509.83
047405	KMODES	KAREN MOELLER DESIGN	2/4/2014	CHECK	PMCHK00001609	\$445.00
047430	KARWIL	KAREN WILSON	2/7/2014	CHECK	PMCHK00001610	\$91.99
047532	KATCUR	KATHERINE'S CATERING	2/24/2014	CHECK	PMCHK00001615	\$958.42
047450	KATCHY	KATIE CHYNOWETH	2/11/2014	CHECK	PMCHK00001611	\$14.34
047404	KITMCK	KITO MCKINNEY	2/4/2014	CHECK	PMCHK00001609	\$100.00
* 047431	KUHSNPE	KUHN SPECIALITY FLOORING	2/7/2014	CHECK	PMCHK00001610	\$8,280.00
047506	KUHSNPE	KUHN SPECIALITY FLOORING	2/19/2014	CHECK	PMCHK00001614	\$8,280.00
047533	LAURAY	LAURA RAYNOR	2/24/2014	CHECK	PMCHK00001615	\$91.88
047451	LCAESPIZ	LITTLE CAESARS PIZZA	2/11/2014	CHECK	PMCHK00001611	\$135.10
047406	MANPOW	MANPOWER	2/4/2014	CHECK	PMCHK00001609	\$334.40
047489	MANPOW	MANPOWER	2/14/2014	CHECK	PMCHK00001613	\$334.40
047507	MANPOW	MANPOWER	2/19/2014	CHECK	PMCHK00001614	\$404.80
047534	MANPOW	MANPOWER	2/24/2014	CHECK	PMCHK00001615	\$334.40
047490	MARBAN	MARTIN BANDYKE	2/14/2014	CHECK	PMCHK00001613	\$400.00
047452	MEP/DIS	MEP, INC/DISTRIBOOKS	2/11/2014	CHECK	PMCHK00001611	\$9.48
047453	METCOM	METCOM	2/11/2014	CHECK	PMCHK00001611	\$1,120.55
047407	MICKRE	MICHELLE KRELL KYDD	2/4/2014	CHECK	PMCHK00001609	\$450.00
047508	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	2/19/2014	CHECK	PMCHK00001614	\$1,900.31
047509	MICOFF	MICHIGAN OFFICE SOLUTIONS	2/19/2014	CHECK	PMCHK00001614	\$1,723.00
047510	MIDTAP	MIDWEST TAPE	2/19/2014	CHECK	PMCHK00001614	\$33,488.37
047474	AANEWS	MLIVE MEDIA GROUP	2/14/2014	CHECK	PMCHK00001613	\$1,740.00
047491	MONHIG	MONICA HIGMAN	2/14/2014	CHECK	PMCHK00001613	\$100.00
047535	MORNIN	MORNINGSTAR, INC.	2/24/2014	CHECK	PMCHK00001615	\$175.00
047408	NATTIM	NATIONAL TIME & SIGNAL CORPORA	2/4/2014	CHECK	PMCHK00001609	\$234.80
047492	NOWTRU	NOWATZKE TRUCK AND TRAILER, IN	2/14/2014	CHECK	PMCHK00001613	\$1,675.96
047409	NUWAVE	NUWAVE AQUARIUMS	2/4/2014	CHECK	PMCHK00001609	\$204.00
047454	NUWAVE	NUWAVE AQUARIUMS	2/11/2014	CHECK	PMCHK00001611	\$253.89
047410	OCLINS	OCLC, INC.	2/4/2014	CHECK	PMCHK00001609	\$3,705.63
047411	OFFDEP	OFFICE DEPOT, INC.	2/4/2014	CHECK	PMCHK00001609	\$2,131.04
047511	PETRUT	PETER RUTH	2/19/2014	CHECK	PMCHK00001614	\$200.00
047512	PIOJAN	PIONEER JANITORIAL SERVICE	2/19/2014	CHECK	PMCHK00001614	\$10,615.68
047413	PITCHA	PITTSFIELD CHARTER TOWNSHIP	2/4/2014	CHECK	PMCHK00001609	\$431.62
047536	PITCHA	PITTSFIELD CHARTER TOWNSHIP	2/24/2014	CHECK	PMCHK00001615	\$115.13
047412	PAUKEL	PKO RECORDS	2/4/2014	CHECK	PMCHK00001609	\$650.00
047493	PRITEC	PRINT TECH INC.	2/14/2014	CHECK	PMCHK00001613	\$795.09
047494	QUACK!	QUACK!MEDIA	2/14/2014	CHECK	PMCHK00001613	\$1,031.25
047414	QUANTA	QUANTA, INC.	2/4/2014	CHECK	PMCHK00001609	\$410.63
047456	R&RDEL	R&R DELIVERY	2/11/2014	CHECK	PMCHK00001611	\$70.00
047459	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	2/11/2014	CHECK	PMCHK00001611	\$2,775.00
047538	RRBOWK	R.R. BOWKER, LLC	2/24/2014	CHECK	PMCHK00001615	\$6,368.00
047457	RACYAN	RACHEL YANIKOGLU	2/11/2014	CHECK	PMCHK00001611	\$25.09
047495	RACYAN	RACHEL YANIKOGLU	2/14/2014	CHECK	PMCHK00001613	\$25.93
047513	RANHOU	RANDOM HOUSE, INC.	2/19/2014	CHECK	PMCHK00001614	\$665.25
047415	RECBOO	RECORDED BOOKS, INC.	2/4/2014	CHECK	PMCHK00001609	\$367.65
047514	RECBOO	RECORDED BOOKS, INC.	2/19/2014	CHECK	PMCHK00001614	\$4,983.41
047458	RECANN	RECYCLE ANN ARBOR	2/11/2014	CHECK	PMCHK00001611	\$339.00
047515	RICAME	RICHARD KOFI AMEYAW	2/19/2014	CHECK	PMCHK00001614	\$400.00
047537	RICBUS	RICOH AMERICAS CORP	2/24/2014	CHECK	PMCHK00001615	\$273.00
047496	ROBHES	ROB HESS	2/14/2014	CHECK	PMCHK00001613	\$150.00
047460	ROYLIM	ROYAL LIMOUSINE	2/11/2014	CHECK	PMCHK00001611	\$182.90
047416	RTI	RTI	2/4/2014	CHECK	PMCHK00001609	\$484.95
047487	ENLENT	SANDRA GREENSTONE	2/14/2014	CHECK	PMCHK00001613	\$1,400.00
047417	SARKEL	SARA MELTON KELLER	2/4/2014	CHECK	PMCHK00001609	\$125.00
047497	SARKEL	SARA MELTON KELLER	2/14/2014	CHECK	PMCHK00001613	\$475.00
047463	SCHSOU	SCHEDULE SOURCE, INC	2/11/2014	CHECK	PMCHK00001611	\$960.00
047462	SCHSEC	SCHILKE SECURITY	2/11/2014	CHECK	PMCHK00001611	\$215.00

System: 3/11/2014 9:51:41 AM  
 User Date: 3/11/2014

Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Page: 3  
 User ID: NIEMANK

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047418	SCHELE	SCHINDLER ELEVATOR CORPORATION	2/4/2014	CHECK	PMCHK00001609	\$603.31
047461	SCHELE	SCHINDLER ELEVATOR CORPORATION	2/11/2014	CHECK	PMCHK00001611	\$1,820.68
047455	PACMEC	SHAMBAUGH & SON, L.P	2/11/2014	CHECK	PMCHK00001611	\$20,966.25
047419	SIGIN	SIGNS IN 1 DAY	2/4/2014	CHECK	PMCHK00001609	\$32.00
047516	SPRINT	SPRINT PCS	2/19/2014	CHECK	PMCHK00001614	\$655.83
047420	STAHAR	STADIUM HARDWARE	2/4/2014	CHECK	PMCHK00001609	\$49.40
047465	STATOW	STADIUM TOWING	2/11/2014	CHECK	PMCHK00001611	\$85.00
047498	STATOW	STADIUM TOWING	2/14/2014	CHECK	PMCHK00001613	\$250.00
047517	STAPOO	STANDARD & POOR'S	2/19/2014	CHECK	PMCHK00001614	\$4,548.92
047421	STAPLE	STAPLES ADVANTAGE	2/4/2014	CHECK	PMCHK00001609	\$39.51
047466	STEOSB	STEVE OSBURN	2/11/2014	CHECK	PMCHK00001611	\$50.00
047422	SWESOU	SWEETWATER SOUND INC.	2/4/2014	CHECK	PMCHK00001609	\$2,122.77
047467	SWESOU	SWEETWATER SOUND INC.	2/11/2014	CHECK	PMCHK00001611	\$449.97
047423	TDSMET	TDS METROCOM	2/4/2014	CHECK	PMCHK00001609	\$7,034.11
047424	THEANN	THE ANN MAGAZINE	2/4/2014	CHECK	PMCHK00001609	\$500.00
047432	TIMGRI	TIM GRIMES	2/7/2014	CHECK	PMCHK00001610	\$1,663.01
047426	TOMSMI	TOM SMITH	2/4/2014	CHECK	PMCHK00001609	\$39.48
047469	TRACSYS	TRACSYSTEMS	2/11/2014	CHECK	PMCHK00001611	\$2,120.00
047427	TRECOL	TRENT COLLIER	2/4/2014	CHECK	PMCHK00001609	\$500.00
047428	ULINE	ULINE, INC.	2/4/2014	CHECK	PMCHK00001609	\$48.64
047521	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	2/19/2014	CHECK	PMCHK00001614	\$1,575.20
047429	UNIPAR	UNITED PARCEL SERVICE	2/4/2014	CHECK	PMCHK00001609	\$31.03
047471	UNIPAR	UNITED PARCEL SERVICE	2/11/2014	CHECK	PMCHK00001611	\$84.13
047520	UNIPAR	UNITED PARCEL SERVICE	2/19/2014	CHECK	PMCHK00001614	\$50.29
047539	UNIPAR	UNITED PARCEL SERVICE	2/24/2014	CHECK	PMCHK00001615	\$511.60
047519	UMICH8	UNIVERSITY OF MICHIGAN	2/19/2014	CHECK	PMCHK00001614	\$131.00
047540	UNUMPRO	UNUM LIFE INSURANCE	2/24/2014	CHECK	PMCHK00001615	\$2,146.55
047470	UMICH11	UOFM SCHOOL OF INFORMATION	2/11/2014	CHECK	PMCHK00001611	\$25.00
047499	VALLINP	VALUE LINE PUBLISHING INC.	2/14/2014	CHECK	PMCHK00001613	\$1,239.00
047541	VARFOR	VARSITY FORD	2/24/2014	CHECK	PMCHK00001615	\$25,633.45
047522	VERWIRC	VERIZON WIRELESS	2/19/2014	CHECK	PMCHK00001614	\$1,912.78
047472	WASMAN	WASTE MANAGEMENT OF MICHIGAN	2/11/2014	CHECK	PMCHK00001611	\$245.11
047542	WESENT	WESTGATE ENTERPRISES, LLC	2/24/2014	CHECK	PMCHK00001615	\$16,765.51
047543	XEROX	XEROX CORPORATION	2/24/2014	CHECK	PMCHK00001615	\$18.87

Total Checks: 153

Total Amount of Checks: \$378,155.53

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**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 13-173**

**RESOLUTION TO APPROVE THE BIKE SHARE PROGRAM LICENSE  
AGREEMENT WITH THE CLEAN ENERGY COALITION**

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 17<sup>th</sup> day of March 2014 at 6:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

THE BOARD RESOLVES:

- 1.) That the Director of the Ann Arbor District Library be authorized to enter into the Bike Share Program License Agreement with the Clean Energy Coalition.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

2014 OFFICERS

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

ADMINISTRATION

Josie Parker . . . . . Director  
Kenneth Nieman . . . . . Associate Director of Finance/HR, Operations,  
Building Programs  
Eli Neiburger . . . . . Associate Director of IT & Product Development

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

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