



Ann Arbor District Library
Regular Meeting
Agenda

Monday, March 18, 2013

Published by Ann Arbor District Library

March 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 AADL Board Mtg	19	20	21	22	23
24	25	26	27	28	29	30
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> 31 Library Closed </div>						

April 2013

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				

May 2013

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, March 18, 2013 at 7:00 p.m.
 Ann Arbor District Library, 4th Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 13-048 I. CALL TO ORDER
- 13-049 II. ATTENDANCE
- 13-050 III. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 13-051 IV. APPROVAL OF MINUTES OF FEBRUARY 18, 2013 (pp. 3-7)
 (Item of action)
- 13-052 V. CITIZENS' COMMENTS
- 13-053 VI. FINANCIAL REPORTS (pp. 8-15)
- 13-054 VII. APPROVAL OF DISBURSEMENTS (pp. 16-18)
 (Item of action)
- 13-055 VIII. COMMITTEE REPORTS
- 13-056 A. BUDGET & FINANCE COMMITTEE
- 13-057 B. COMMUNICATIONS COMMITTEE
- 13-058 C. DIRECTOR'S EVALUATION COMMITTEE
- 13-059 D. EXECUTIVE COMMITTEE
- 13-060 E. FACILITIES COMMITTEE
- 13-061 F. POLICY COMMITTEE
- 13-062 IX. DIRECTOR'S REPORT
- 13-063 X. NEW BUSINESS

- 13-064 A. RESOLUTION TO EXTEND THE CONTRACT FOR HVAC
EQUIPMENT MAINTENANCE AND REPAIR FOR THE
LIBRARY FOR 1 YEAR (p. 19)
(Item of action)
- 13-065 B. AADL PODCAST PROGRAM
10 minutes
Tim Grimes
- 13-066 C. AADL AND THE ZUKUNFTSWERKSTATT
10 minutes
Eli Neiburger
- 13-067 D. VOTE FOR CLOSED SESSION AT THE APRIL 15, 2013
REGULAR MEETING FOR DIRECTOR'S EVALUATION
(Item of action)
Roll call vote
- 13-068 XI. CITIZENS' COMMENTS
- 13-069 XII. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 18, 2013

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 18, 2013

- 13-026 I. CALL TO ORDER
- President Rosenthal called the meeting to order at 6:00 p.m.
- 13-027 II. ATTENDANCE
- Present: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal, Surovell
Absent: None
Staff: Choate, Nieman, Parker, Wilson (recorder)
Others Present: Dan Shairbaum, Dykema
- 13-028 III. RECESS TO CLOSED SESSION FOR OPINION OF LEGAL
COUNSEL & DISCUSSION OF REAL ESTATE
- 13-029 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- President Rosenthal reconvened the meeting at 7:01 p.m.
- 13-030 V. APPROVAL OF AGENDA
(Item of action)
- Trustee Leary, supported by Trustee Murphy, moved to approve
the agenda.
- AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal, Surovell
NAYS: None
- Motion passed 7-0.
- 13-031 VI. APPROVAL OF MINUTES OF JANUARY 21, 2013
(Item of action)
- Vice President Barney Newman, supported by Secretary Head,
moved to approve the minutes of January 21, 2013.
- AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal, Surovell

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 18, 2013

NAYS: None

Motion passed 7-0.

13-032 VII. CITIZENS' COMMENTS

Kathy Griswold

Hello, my name is Kathy Griswold and I am here speaking on behalf of the Protect Our Libraries PAC. For many years the community has taken for granted the excellent library services and there has been only minimal interest in the Ann Arbor District Library Board until the recent new downtown library bond. Now the public is interested and we are requesting that the board be more transparent by holding open committee meetings. There are four reasons for holding committee meetings in compliance with the open meetings act. Most public entities in the Ann Arbor area have the majority of their committee meetings in compliance with the open meetings act includes the city, the DDA, the county, the Ann Arbor Public Schools and the AATA. Number two, most public libraries that we contacted have open committee meetings including Grand Rapids and East Lansing. Kalamazoo is currently researching holding open committee meetings and West Bloomfield does not have any subcommittees. Number three, holding open committee meetings ensures compliance with the open meetings act when there is limited deliberation at the board meeting. And four, most importantly the Ann Arbor District Library is a public entity thus the public has the right to transparency. Thank you.

13-033 VIII. FINANCIAL REPORTS

Associate Director Nieman reported January showed unrestricted cash balance just over \$12 million. Tax receipts just over \$10.9 million, reflecting 97.3% of the budgeted amount, have been received through December. The fund balance stands at just over \$8.1 million. Two line items are over budget but are expected to come into line later in the year.

13-034 IX. APPROVAL OF DISBURSEMENTS
 (Item of action)

Trustee Surovell, supported by Secretary Head, moved to approve the January 2013 disbursements.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 18, 2013

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

NAYS: None

Motion passed 7-0.

13-035 X. COMMITTEE REPORTS

13-036 A. COMMUNICATIONS COMMITTEE

Chairperson Kaplan reported the Communications Committee consisting of herself, Trustee Leary and Trustee Surovell met. Their recommendation of adding an additional comment period at the end of board meeting agenda has been instituted.

13-037 B. BUDGET & FINANCE COMMITTEE

Trustee Murphy reported the Budget and Finance Committee is scheduled to meet next week.

13-038 C. DIRECTOR'S EVALUATION COMMITTEE

Chairmanship of the Director's Evaluation Committee was transferred to Vice President Barney Newman. She reported the committee has not yet met.

13-039 D. EXECUTIVE COMMITTEE

President Rosenthal reported the committee did not meet.

13-040 E. FACILITIES COMMITTEE

Chairperson Leary reported the committee is scheduled to meet this week.

13-041 F. POLICY COMMITTEE

Chairperson Murphy reported the committee has not yet scheduled a meeting.

13-042 XI. DIRECTOR'S REPORT

In addition to her written report Director Parker reported the partnership with the AAUW and their "Let's Read Math" program

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 18, 2013

has had very good turnout of elementary students. The library provides the space and advertising and AAUW provides tutors to work with children with math phobias. Staff member Ryan Case was given recognition for his support of this program.

13-043 XII. NEW BUSINESS

13-044 A. PALMA VIDEO/PRESENTATION
 Terry Soave

Terry Soave, Outreach and Neighborhood Services Manager, highlighted AADL partnerships with the C.S. Mott Children's Hospital and PALMA (Proyecto Avance, Latino Mentoring Association) a University of Michigan student organization.

A YouTube video created by a PALMA tutor on the tutoring provided at AADL was presented.

13-045 B. VOTE FOR CLOSED SESSION AT THE MARCH 18, 2013
 REGULAR MEETING FOR OPINION OF LEGAL
 COUNSEL & DISCUSSION OF REAL ESTATE
 (Item of action)
 Roll call vote

Trustee Leary, supported by Secretary Head, moved to hold an Executive Session at the March 18, 2013 regular Board meeting for opinion of legal counsel and discussion of real estate.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

13-046 XIII. CITIZENS' COMMENTS

Lynn Davidge

Thank you making it possible for citizens to comment at the end of your meetings and I look forward to more conversation.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 18, 2013

Jim Osborn

My name is Jim Osborn and I think the public should be able to comment at the beginning and the end of the meeting not just at the end of the meeting if that is what you are intending.

13-047 XIV. ADJOURNMENT

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

President Rosenthal adjourned the meeting at 7:37p.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 18, 2013 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 2013

Cash:

The unrestricted cash balance as of February 28, 2013 was \$11,580,194 down from \$12,350,308 in January.

Tax Receipts:

The Library has received tax receipts totaling \$10,919,816, 97.4% of the budgeted amount, as of February 28th.

Budget vs. Actual:

The Library showed an operating surplus of \$284,911 through February 28th. This gives the Library a positive fund balance of \$8,268,617 at the end of February, up from \$8,126,424 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:

Utilities- January and February usage was higher than normal.

Communications – A payment for the annual payment for the internet was made in July.

Software – A large payment of approximately \$63,000 was made in October putting this line item over budget.

Other Expenditures – A large payment was made in February.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Eight Months Ending February 28, 2013

	<u>Actual</u>	<u>February Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$927,667	\$927,667		\$7,421,335	\$7,421,333	\$2
State Aid	6,667	6,667		53,336	53,333	3
Penal Fines	22,500	19,167	3,333	153,333	153,333	
Interest	6,455	12,500	(6,045)	58,779	100,000	(41,221)
Copiers	2,521	2,917	(396)	20,976	23,333	(2,357)
Grants/Memorials	48,213	7,500	40,713	110,652	60,000	50,652
Library Fines & Fees	33,419	37,500	(4,081)	278,897	300,000	(21,103)
Non-Resident Fees	1,800	1,333	467	10,170	10,667	(497)
Total Revenue	\$1,049,242	\$1,015,251	\$33,991	\$8,107,478	\$8,121,999	(\$14,521)
Expenditures						
Salaries & Wages	468,821	483,333	(14,512)	3,840,311	3,866,667	(26,356)
Employee Benefits	130,006	130,417	(411)	1,025,257	1,043,333	(18,076)
Employment Taxes	35,257	37,000	(1,743)	286,537	296,000	(9,463)
Total Employment Cost	\$634,084	\$650,750	(\$16,666)	\$5,152,105	\$5,206,000	(\$53,895)
Custodial and Electrical	\$16,173	\$16,667	(\$494)	\$115,733	\$133,333	(\$17,600)
Accounting/Audit	1,000	1,000		8,000	8,000	
Legal		4,167	(4,167)	19,653	33,333	(13,680)
Purchased Services	3,718	11,583	(7,865)	76,410	92,667	(16,257)
Utilities	57,946	35,417	22,529	289,266	283,333	5,933
Property Insurance	6,881	7,000	(119)	55,046	56,000	(954)
Communications	17,434	13,333	4,101	130,184	106,667	23,517
Materials	73,746	154,167	(80,421)	1,109,287	1,233,333	(124,046)
Software Licenses/Maintenanc	4,545	10,000	(5,455)	101,081	80,000	21,081
Building Rental	23,090	12,917	10,173	93,534	103,333	(9,799)
Seminars/Conferences/Travel	348	2,083	(1,735)	5,701	16,667	(10,966)
Copier Expense	3,731	3,750	(19)	24,904	30,000	(5,096)
Library Programming	20,441	20,833	(392)	161,067	166,667	(5,600)
Grants/Memorials	926	7,500	(6,574)	39,853	60,000	(20,147)
Supplies	14,151	15,000	(849)	113,859	120,000	(6,141)
Repairs and Maintenance	(1,896)	24,750	(26,646)	170,892	198,000	(27,108)
Postage	5,186	2,917	2,269	16,883	23,333	(6,450)
Lcards/Circ Cards	5,140	5,833	(693)	43,835	46,667	(2,832)
Other Operating Expenditures	2,959	1,917	1,042	16,335	15,333	1,002
Total Operating Expense	\$255,519	\$350,834	(\$95,315)	\$2,591,523	\$2,806,666	(\$215,143)
Capital Outlays	\$13,728	\$13,667	\$61	\$78,939	\$109,333	(\$30,394)
Total Expenditures	\$903,331	\$1,015,251	(\$111,920)	\$7,822,567	\$8,121,999	(\$299,432)
Net	\$145,911		\$145,911	\$284,911		\$284,911

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Eight Months Ending February 28, 2013

	<u>Actual</u>	<u>February Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$48,213	\$7,500	\$40,713	\$102,837	\$60,000	\$42,837
Total Revenue	<u>\$48,213</u>	<u>\$7,500</u>	<u>\$40,713</u>	<u>\$102,837</u>	<u>\$60,000</u>	<u>\$42,837</u>
Expenditures						
Materials				10,703		10,703
Library Programming	640	7,500	(6,860)	25,684	60,000	(34,316)
Supplies				385		385
Other Operating Expenditures	286		286	2,524		2,524
Total Operating Expense	\$926	\$7,500	(\$6,574)	\$39,296	\$60,000	(\$20,704)
Total Expenditures	<u>\$926</u>	<u>\$7,500</u>	<u>(\$6,574)</u>	<u>\$39,296</u>	<u>\$60,000</u>	<u>(\$20,704)</u>
Net	<u>\$47,287</u>		<u>\$47,287</u>	<u>\$63,541</u>		<u>\$63,541</u>

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Eight Months Ending February 28, 2013

	<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	\$32,500	\$80,000	\$60,000	\$20,000
Total Revenue	<u>\$40,000</u>	<u>\$7,500</u>	<u>\$32,500</u>	<u>\$80,000</u>	<u>\$60,000</u>	<u>\$20,000</u>
Expenditures						
Materials				9,784		9,784
Library Programming	640	7,500	(6,860)	17,684	60,000	(42,316)
Supplies				385		385
Other Operating Expenditures	286		286	2,524		2,524
Total Operating Expense	<u>\$926</u>	<u>\$7,500</u>	<u>(\$6,574)</u>	<u>\$30,377</u>	<u>\$60,000</u>	<u>(\$29,623)</u>
Total Expenditures	<u>\$926</u>	<u>\$7,500</u>	<u>(\$6,574)</u>	<u>\$30,377</u>	<u>\$60,000</u>	<u>(\$29,623)</u>
Net	<u>\$39,074</u>		<u>\$39,074</u>	<u>\$49,623</u>		<u>\$49,623</u>

Balance Sheet

ASSETS

As of 2/28/2013

Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$59,121.32
CASH-PAYROLL	22,395.42
HOLTREY FUND	331,581.00
CASH-SAVINGS	1,226,417.70
KENISTON FUND	30,285.13
SHAFFER FUND	10,465.61
WESTERMAN FUND	43,069.00
PETTY CASH	2,100.00
WLBPD ACCOUNT	37,096.45
CDs - SHORT TERM	5,000,000.00

Total Cash	\$6,762,531.63
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Investments

BANK OF ANN ARBOR INVESTMENT	\$3,369,074.63
UNITED BANK AND TRUST INVESTMENT	1,901,084.76

Total Investments	\$5,270,159.39
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Accounts Receivable

ACCOUNTS RECEIVABLE	\$206,669.00
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Total Accounts Receivable	\$206,669.00
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Property Taxes Receivable

Total Property Taxes Receivable	\$0.00
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Prepaid Expenses

PRE-PAID INSURANCE	\$10,202.64
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Total Prepaid Expenses	\$10,202.64
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Total Current Assets	\$12,249,562.66
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Capital Assets:

BUILDINGS	\$25,988,344.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	476,481.00
COMMUNICATIONS EQUIPMENT	431,035.00
BUSINESS MACHINES	175,244.00
COMPUTER EQUIPMENT	1,363,432.33
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	43,135.00
FURNITURE & FIXTURES	1,302,241.00
VEHICLES	183,256.00

Total Capital Assets	\$32,113,419.15
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Amount Provided for Long-Term Debt:

LONG TERM SICK	\$28,025.46
LONG TERM VACATION	228,880.49

Total Provided for Long-Term Debt	256,905.95
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TOTAL ASSETS	\$44,619,887.76
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Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$2,258.32
ACCRUED ACCOUNTS PAYABLE	12,775.00
ACCRUED PAYROLL	259,000.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	1,549.30
ACCRUED EMPLOYER 403(b) - UNDECIDED	34,274.66
ACCRUED 403B/MPSERS EMPLOYER	9,945.63
ACCRUED LIABILITY-VACATION S/T	110,110.96

Total Current Liabilities	\$429,913.87
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$28,025.46
ACCRUED LIABILITY-VACATION L/T	228,880.49

Total Long-Term Liabilities	256,905.95
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$32,113,419.15
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Fund Balance:

RESERVE-ENCUMBRANCES	\$119,115.39
DEFERRED REVENUE - PROPERTY TAX	3,431,916.00
FUND BALANCE - UNDESIGNATED	7,983,704.69
EXCESS REVENUE (SPENDING)	284,912.71

Total Fund Balance	\$11,819,648.79
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Total Fund Equity	\$43,933,067.94
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TOTAL LIABILITIES AND FUND EQUITY	\$44,619,887.76
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Ann Arbor District Library

Rollforward of undesignated fund balance
For the Period Ending February 28, 2013

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,126,424	\$ 8,071,490
Total revenues	1,049,242	8,107,478
Expenditures:		
Operating	(889,603)	(7,743,627)
Capital outlays	(13,728)	(78,939)
(Increase) decrease in encumbrances	<u>(3,718)</u>	<u>(87,785)</u>
Ending surplus (deficit)	<u>\$ 8,268,617</u>	<u>\$ 8,268,617</u>

Ann Arbor District Library

Monthly and year-to-date cash rollforward For Period ending February 28, 2013

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Monthly rollforward					
Commercial checking	\$ 35,261	\$ 12,597	\$ (363,737)	\$ 375,000	\$ 59,121
Payroll	23,629	4	(445,225)	443,987	22,395
Petty cash	2,100	-	-	-	2,100
Savings	625,284	89,530	(69,409)	581,013	1,226,418
CDs - Bank of Ann Arbor	6,400,000	-	-	(1,400,000)	5,000,000
Investments - Bank of Ann Arbor	3,362,949	6,126	-	-	3,369,075
Investments - United Bank and Trust	1,901,085	-	-	-	1,901,085
Westerman Fund	43,066	3	-	-	43,069
Shafer Fund	10,465	1	-	-	10,466
Holtrey Fund	331,543	38	-	-	331,581
Keniston Fund	30,283	2	-	-	30,285
WLBPD	37,094	2	-	-	37,096
	<u>\$ 12,802,759</u>	<u>\$ 108,303</u>	<u>\$ (878,371)</u>	<u>\$ -</u>	<u>\$ 12,032,691</u>
Year-to-date rollforward					
Commercial checking	\$ 13,935	\$ 108,138	\$ (3,834,952)	\$ 3,772,000	\$ 59,121
Payroll	17,412	41	(3,997,708)	4,002,650	22,395
Petty cash	2,000	-	-	100	2,100
Savings	695,424	11,689,976	(434,232)	(10,724,750)	1,226,418
CDs - Bank of Ann Arbor	2,000,000	-	-	3,000,000	5,000,000
Investments - Bank of Ann Arbor	3,331,486	37,589	-	-	3,369,075
Investments - United Bank and Trust	1,869,257	31,828	-	-	1,901,085
Westerman Fund	43,040	29	-	-	43,069
Shafer Fund	10,459	7	-	-	10,466
Holtrey Fund	330,949	632	-	-	331,581
Keniston Fund	30,265	20	-	-	30,285
WLBPD	37,022	74	-	-	37,096
	<u>\$ 8,381,249</u>	<u>\$ 11,868,334</u>	<u>\$ (8,266,892)</u>	<u>\$ 50,000</u>	<u>\$ 12,032,691</u>

Ranges: From: To: From: To:
 Check Number First Last Check Date 2/1/2013 2/28/2013
 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
045404	CITOF	CITY OF ANN ARBOR	2/27/2013	CHECK	PMCHK00001530	\$82.00
045405	CITOF	CITY OF ANN ARBOR	2/27/2013	CHECK	PMCHK00001530	\$82.00
045392	AGRSER	A GROWING SERVICE LLC	2/27/2013	CHECK	PMCHK00001530	\$340.00
045391	AFSMITH	A.F. SMITH ELECTRIC, INC.	2/27/2013	CHECK	PMCHK00001530	\$463.34
045317	AASCH	AAPS/WISD TRANSPORTATION	2/12/2013	CHECK	PMCHK00001527	\$396.75
045350	AARRT&HA	AARRT&HA	2/18/2013	CHECK	PMCHK00001528	\$24.00
045277	ACORN	ACORN NATURALISTS	2/6/2013	CHECK	PMCHK00001526	\$78.90
045351	AFTDEL	AFTERNOON DELIGHT	2/18/2013	CHECK	PMCHK00001528	\$139.50
045393	ALBIONC	ALBION COLLEGE LIBRARY	2/27/2013	CHECK	PMCHK00001530	\$100.00
045394	AMACOM	AMAZON.COM CREDIT PLAN	2/27/2013	CHECK	PMCHK00001530	\$7,057.76
045318	AMEX	AMERICAN EXPRESS	2/12/2013	CHECK	PMCHK00001527	\$54,995.64
045278	ANNARB	ANN ARBOR OBSERVER	2/6/2013	CHECK	PMCHK00001526	\$3,430.30
045352	ANNMAR	ANNE MARTINO	2/18/2013	CHECK	PMCHK00001528	\$67.00
045353	ARMCLE	ARMEN CLEANERS	2/18/2013	CHECK	PMCHK00001528	\$74.95
045382	ATTMOB	AT&T MOBILITY	2/18/2013	CHECK	PMCHK00001528	\$1,251.41
045396	BBCAUD	AUDIO GO	2/27/2013	CHECK	PMCHK00001530	\$747.57
045279	BANMED	BANG MEDIA	2/6/2013	CHECK	PMCHK00001526	\$250.00
045395	BARNOB1	BARNES & NOBLE INC.	2/27/2013	CHECK	PMCHK00001530	\$104.89
045280	BATPLU	BATTERIES PLUS	2/6/2013	CHECK	PMCHK00001526	\$29.96
045354	BEADEL	BEAU DELOACH	2/18/2013	CHECK	PMCHK00001528	\$600.00
045281	BERNAN	BERNAN	2/6/2013	CHECK	PMCHK00001526	\$2,000.00
045397	BETAND	BETH ANDERSEN	2/27/2013	CHECK	PMCHK00001530	\$26.66
045319	BETBAT	BETH BATTEY	2/12/2013	CHECK	PMCHK00001527	\$300.00
045356	BETMAN	BETH MANUEL	2/18/2013	CHECK	PMCHK00001528	\$21.73
045355	BETBEC	BETSY BECKERMAN	2/18/2013	CHECK	PMCHK00001528	\$575.00
045398	BLOLIB	BLOOMFIELD TWP PUBLIC LIBRARY	2/27/2013	CHECK	PMCHK00001530	\$10.00
045399	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	2/27/2013	CHECK	PMCHK00001530	\$47,519.41
045400	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	2/27/2013	CHECK	PMCHK00001530	\$6,848.62
045357	BP	BP	2/18/2013	CHECK	PMCHK00001528	\$247.11
045282	BREWER	BREWER'S	2/6/2013	CHECK	PMCHK00001526	\$900.75
045358	BRIAUD	BRILLIANCE AUDIO, INC.	2/18/2013	CHECK	PMCHK00001528	\$615.18
045359	BRODCO	BRODART CO.	2/18/2013	CHECK	PMCHK00001528	\$1,608.96
045283	BUSCAR	BUSINESS CARD	2/6/2013	CHECK	PMCHK00001526	\$4,370.96
045401	CALNEW	CALIFORNIA NEWSREEL	2/27/2013	CHECK	PMCHK00001530	\$85.95
045402	CAPDIS	CAPITAL AREA DISTRICT LIBRARY	2/27/2013	CHECK	PMCHK00001530	\$12.99
045320	CARBIR	CAROL BIRCH	2/12/2013	CHECK	PMCHK00001527	\$250.00
045284	CARBRO	CARPENTER BROS.	2/6/2013	CHECK	PMCHK00001526	\$41.78
045321	CELCHO	CELESTE CHOATE	2/12/2013	CHECK	PMCHK00001527	\$510.23
045442	THOLEA	CENGAGE LEARNING	2/27/2013	CHECK	PMCHK00001530	\$88.58
045285	CHESEN	CHELSEA SENIOR CENTER	2/6/2013	CHECK	PMCHK00001526	\$35.00
045403	CHRVLIB	CHIPPEWA RIVER DISTRICT LIBRAR	2/27/2013	CHECK	PMCHK00001530	\$6.99
* 045322	CINCOR	CINTAS CORPORATION	2/12/2013	CHECK	PMCHK00001527	\$1,449.52
045383	CINCOR	CINTAS CORPORATION	2/18/2013	CHECK	PMCHK00001528	\$1,511.14
045360	CIRAMO	CIRQUE AMONGUS	2/18/2013	CHECK	PMCHK00001528	\$100.00
045361	CITOF1	CITY OF ANN ARBOR TREASURER	2/18/2013	CHECK	PMCHK00001528	\$2,636.52
045287	COMCAS	COMCAST	2/6/2013	CHECK	PMCHK00001526	\$126.01
045384	COMCAS	COMCAST	2/18/2013	CHECK	PMCHK00001528	\$34.95
045286	COMALLW	COMPUTER ALLEY WEST	2/6/2013	CHECK	PMCHK00001526	\$992.90
045406	CRODIS	CROMAINE DISTRICT LIBRARY	2/27/2013	CHECK	PMCHK00001530	\$51.95
045323	DEMCO	DEMCO	2/12/2013	CHECK	PMCHK00001527	\$2,990.00
045324	DENOWE	DENISE OWENS	2/12/2013	CHECK	PMCHK00001527	\$100.00
045325	DYKGOS	DYKEMA GOSSETT	2/12/2013	CHECK	PMCHK00001527	\$75.60
045362	EBSCO	EBSCO	2/18/2013	CHECK	PMCHK00001528	\$756.00
045326	ERISCH	ERIC SCHOENBAECHLER	2/12/2013	CHECK	PMCHK00001527	\$36.57
045327	FASTSI	FASTSIGNS	2/12/2013	CHECK	PMCHK00001527	\$25.00
045288	FILIDE	FILM IDEAS, INC.	2/6/2013	CHECK	PMCHK00001526	\$566.90

System: 3/7/2013 11:16:14 AM
 User Date: 3/7/2013

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 2
 User ID: NIEMANK

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
045289	FRIOF	FRIENDS OF THE ANN ARBOR	2/6/2013	CHECK	PMCHK00001526	\$710.50
045308	THOGAL	GALE	2/6/2013	CHECK	PMCHK00001526	\$734.40
045408	GARISTE	GARI STEIN	2/27/2013	CHECK	PMCHK00001530	\$100.00
045409	GENDIS	GENESE DISTRICT LIBRARY	2/27/2013	CHECK	PMCHK00001530	\$334.00
* 045328	GLEANN	GLEN-ANN TOWING	2/12/2013	CHECK	PMCHK00001527	\$142.50
045363	GRASHA	GRACE SHACKMAN	2/18/2013	CHECK	PMCHK00001528	\$350.00
045411	GRARAP	GRAND RAPIDS PUBLIC LIBRARY	2/27/2013	CHECK	PMCHK00001530	\$49.99
045290	GRANEW	GRAVOGRAPH-NEW HERMES, INC.	2/6/2013	CHECK	PMCHK00001526	\$88.04
045410	GLCHRCOLIB	GREAT LAKE CHRISTIAN COLLEGE L	2/27/2013	CHECK	PMCHK00001530	\$35.00
045407	FIRMAR	GREEN ROAD ASSOCIATES, LP	2/27/2013	CHECK	PMCHK00001530	\$3,208.33
045329	HARPBEAT	HARPBEAT	2/12/2013	CHECK	PMCHK00001527	\$295.00
045412	HOPCOL	HOPE COLLEGE-VAN WYLEN LIBRARY	2/27/2013	CHECK	PMCHK00001530	\$290.00
045413	HURHSE	HURON HIGH SCHOOL ENTHYMION	2/27/2013	CHECK	PMCHK00001530	\$140.00
045414	HUTPLU	HUTZEL PLUMBING AND HEATING	2/27/2013	CHECK	PMCHK00001530	\$262.00
045364	INGLIB	INGRAM LIBRARY SERVICES INC.	2/18/2013	CHECK	PMCHK00001528	\$1,741.77
045415	JACSAS	JACQUELINE SASAKI	2/27/2013	CHECK	PMCHK00001530	\$88.41
045291	JANBOW	JANET L. BOWER	2/6/2013	CHECK	PMCHK00001526	\$23.45
045330	JOEREI	JOE REILLY	2/12/2013	CHECK	PMCHK00001527	\$900.00
045416	KALPUB	KALAMAZOO PUBLIC LIBRARY	2/27/2013	CHECK	PMCHK00001530	\$17.99
045417	KATBRA	KATHY BRADY	2/27/2013	CHECK	PMCHK00001530	\$100.00
045292	KATCHY	KATIE CHYNOWETH	2/6/2013	CHECK	PMCHK00001526	\$33.86
045293	KELZEC	KELLY ZECHMEISTER	2/6/2013	CHECK	PMCHK00001526	\$100.00
045387	KENNIE	KEN NIEMAN	2/21/2013	CHECK	PMCHK00001529	\$51.33
045331	KINCAR	KINGDOM CARTRIDGE	2/12/2013	CHECK	PMCHK00001527	\$396.00
045294	LAURUY	LAURIANNE UY	2/6/2013	CHECK	PMCHK00001526	\$12.99
045418	LAURUY	LAURIANNE UY	2/27/2013	CHECK	PMCHK00001530	\$100.00
045332	LIBDES	LIBRARY DESIGN ASSOCIATES, INC	2/12/2013	CHECK	PMCHK00001527	\$113.67
045333	LIRZHE	LIRONG ZHENG	2/12/2013	CHECK	PMCHK00001527	\$59.83
045368	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	2/18/2013	CHECK	PMCHK00001528	\$226.29
045365	MANENT	MANCHESTER ENTERPRISE	2/18/2013	CHECK	PMCHK00001528	\$69.60
045295	METCOM	METCOM	2/6/2013	CHECK	PMCHK00001526	\$142.19
045419	METLIFE	METLIFE SBC	2/27/2013	CHECK	PMCHK00001530	\$7,444.97
045388	MICKRE	MICHELLE KRELL KYDD	2/21/2013	CHECK	PMCHK00001529	\$150.00
045420	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	2/27/2013	CHECK	PMCHK00001530	\$1,822.70
045334	MICOFF	MICHIGAN OFFICE SOLUTIONS	2/12/2013	CHECK	PMCHK00001527	\$1,565.49
045421	MICPOW	MICHIGAN POWER RODDING	2/27/2013	CHECK	PMCHK00001530	\$821.00
045296	MICPRI	MICHIGAN PRINTER SERVICE	2/6/2013	CHECK	PMCHK00001526	\$110.00
045422	MICSTA2	MICHIGAN STATE UNIVERSITY	2/27/2013	CHECK	PMCHK00001530	\$200.00
045366	MIDTAP	MIDWEST TAPE	2/18/2013	CHECK	PMCHK00001528	\$41,304.94
045423	MILNEW	MILAN NEWS-LEADER	2/27/2013	CHECK	PMCHK00001530	\$62.40
045390	AANEWS	MLIVE MEDIA GROUP	2/27/2013	CHECK	PMCHK00001530	\$1,392.00
045297	MONHIG	MONICA HIGMAN	2/6/2013	CHECK	PMCHK00001526	\$100.00
045367	MOVLIC	MOVIE LICENSING USA	2/18/2013	CHECK	PMCHK00001528	\$100.00
045335	NATTIM	NATIONAL TIME & SIGNAL CORPORA	2/12/2013	CHECK	PMCHK00001527	\$555.00
045424	NATTIM	NATIONAL TIME & SIGNAL CORPORA	2/27/2013	CHECK	PMCHK00001530	\$487.04
045336	NICWIL	NICHOLAS WILCOX	2/12/2013	CHECK	PMCHK00001527	\$1,000.00
045369	NICBOO	NICOLA'S BOOKS	2/18/2013	CHECK	PMCHK00001528	\$339.78
045337	NOWTRU	NOWATZKE TRUCK AND TRAILER, IN	2/12/2013	CHECK	PMCHK00001527	\$1,689.06
045425	OAKCOM	OAKLAND COMMUNITY COLLEGE	2/27/2013	CHECK	PMCHK00001530	\$35.99
045298	OCLINS	OCLC, INC.	2/6/2013	CHECK	PMCHK00001526	\$3,494.81
045299	OFFDEP	OFFICE DEPOT, INC.	2/6/2013	CHECK	PMCHK00001526	\$3,286.03
045300	PACMEC	PACE MECHANICAL SERVICES, INC.	2/6/2013	CHECK	PMCHK00001526	\$22,050.01
045370	PACMEC	PACE MECHANICAL SERVICES, INC.	2/18/2013	CHECK	PMCHK00001528	\$9,800.00
045426	PANASI	PAN ASIAN PUBLICATION (USA) IN	2/27/2013	CHECK	PMCHK00001530	\$193.70
045427	PIOHSO	PIONEER OMEGA	2/27/2013	CHECK	PMCHK00001530	\$110.00
045428	PIOJAN	PIONEER JANITORIAL SERVICE	2/27/2013	CHECK	PMCHK00001530	\$13,398.21
045338	PITCHA	PITTSFIELD CHARTER TOWNSHIP	2/12/2013	CHECK	PMCHK00001527	\$429.73
045301	PREPLA	PREHISTORIC PLANET LLC	2/6/2013	CHECK	PMCHK00001526	\$897.40
045339	PRITEC	PRINT TECH INC.	2/12/2013	CHECK	PMCHK00001527	\$1,927.35
045429	PRIORITY	PRIORITY HEALTH	2/27/2013	CHECK	PMCHK00001530	\$10,020.27
045436	SAGLIB	PUBLIC LIBRARIES OF SAGINAW	2/27/2013	CHECK	PMCHK00001530	\$10.47
045434	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	2/27/2013	CHECK	PMCHK00001530	\$2,775.00
045302	RACYAN	RACHEL YANIKOGLU	2/6/2013	CHECK	PMCHK00001526	\$55.48

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
045371	RECBOO	RECORDED BOOKS, INC.	2/18/2013	CHECK	PMCHK00001528	\$2,032.62
045431	RECBOO	RECORDED BOOKS, INC.	2/27/2013	CHECK	PMCHK00001530	\$3,744.15
045430	RECANN	RECYCLE ANN ARBOR	2/27/2013	CHECK	PMCHK00001530	\$180.00
045340	RENUPH	RENDEL'S UPHOLSTERING & INTERI	2/12/2013	CHECK	PMCHK00001527	\$250.00
045341	REPINC	REPROGRAPHICS, INC.	2/12/2013	CHECK	PMCHK00001527	\$57.88
045432	REPPAR	REPUBLIC PARKING	2/27/2013	CHECK	PMCHK00001530	\$145.00
045433	RICBUS	RICOH AMERICAS CORP	2/27/2013	CHECK	PMCHK00001530	\$273.00
045303	RICBUS1M	RICOH USA, INC.	2/6/2013	CHECK	PMCHK00001526	\$1,082.54
045342	ROLTUS	ROLLIE TUSSING	2/12/2013	CHECK	PMCHK00001527	\$900.00
045435	ROYLIM	ROYAL LIMOUSINE	2/27/2013	CHECK	PMCHK00001530	\$365.80
045304	RUBSTA	RUBBER STAMPS UNLIMITED	2/6/2013	CHECK	PMCHK00001526	\$29.30
045305	SARKEL	SARA MELTON KELLER	2/6/2013	CHECK	PMCHK00001526	\$125.00
045374	SCHSOU	SCHEDULE SOURCE, INC	2/18/2013	CHECK	PMCHK00001528	\$945.00
045373	SCHSEC	SCHILKE SECURITY	2/18/2013	CHECK	PMCHK00001528	\$340.00
045372	SCHELE	SCHINDLER ELEVATOR CORPORATION	2/18/2013	CHECK	PMCHK00001528	\$592.05
045437	SCHLIB	SCHOLASTIC INC.	2/27/2013	CHECK	PMCHK00001530	\$760.50
045438	SCOREE	SCOTT REED	2/27/2013	CHECK	PMCHK00001530	\$150.00
045343	SIGIN	SIGNS IN 1 DAY	2/12/2013	CHECK	PMCHK00001527	\$270.00
045439	SOUPUB	SOUTHFIELD PUBLIC LIBRARY	2/27/2013	CHECK	PMCHK00001530	\$20.00
045375	SPRINT	SPRINT PCS	2/18/2013	CHECK	PMCHK00001528	\$353.52
045306	STAHAR	STADIUM HARDWARE	2/6/2013	CHECK	PMCHK00001526	\$44.23
045344	STAPLE	STAPLES ADVANTAGE	2/12/2013	CHECK	PMCHK00001527	\$269.64
045440	STAMIC4	STATE OF MICHIGAN	2/27/2013	CHECK	PMCHK00001530	\$370.00
045376	STEOSB	STEVE OSBURN	2/18/2013	CHECK	PMCHK00001528	\$75.00
045377	SUPERD	SUPER D	2/18/2013	CHECK	PMCHK00001528	\$497.15
045378	TANMED	TANTOR MEDIA	2/18/2013	CHECK	PMCHK00001528	\$228.26
045441	TANMED	TANTOR MEDIA	2/27/2013	CHECK	PMCHK00001530	\$176.37
045307	TDSMET	TDS METROCOM	2/6/2013	CHECK	PMCHK00001526	\$6,771.49
045385	THEANN	THE ANN MAGAZINE	2/18/2013	CHECK	PMCHK00001528	\$500.00
045309	TIMGRI	TIM GRIMES	2/6/2013	CHECK	PMCHK00001526	\$1,353.67
045310	TONBIC	TONIA BICKFORD	2/6/2013	CHECK	PMCHK00001526	\$39.07
045443	TRACSYS	TRACSYSTEMS	2/27/2013	CHECK	PMCHK00001530	\$5,025.00
045389	TRECOL	TRENT COLLIER	2/21/2013	CHECK	PMCHK00001529	\$300.00
045345	TSAFON	TSAI FONG BOOKS, INC.	2/12/2013	CHECK	PMCHK00001527	\$1,373.79
045311	ULINE	ULINE, INC.	2/6/2013	CHECK	PMCHK00001526	\$280.27
045445	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	2/27/2013	CHECK	PMCHK00001530	\$1,843.70
045312	UNIPAR	UNITED PARCEL SERVICE	2/6/2013	CHECK	PMCHK00001526	\$36.00
045346	UNIPAR	UNITED PARCEL SERVICE	2/12/2013	CHECK	PMCHK00001527	\$46.26
045380	UNIPAR	UNITED PARCEL SERVICE	2/18/2013	CHECK	PMCHK00001528	\$55.04
045444	UNIPAR	UNITED PARCEL SERVICE	2/27/2013	CHECK	PMCHK00001530	\$99.86
045381	UNISTA	UNITED STATES POSTAL SERVICES	2/18/2013	CHECK	PMCHK00001528	\$5,000.00
045379	UMICH8	UNIVERSITY OF MICHIGAN	2/18/2013	CHECK	PMCHK00001528	\$138.50
045446	UNUMPRO	UNUM LIFE INSURANCE	2/27/2013	CHECK	PMCHK00001530	\$2,813.48
045447	VANDIS	VAN BUREN DISTRICT LIBRARY	2/27/2013	CHECK	PMCHK00001530	\$4.99
045313	VERWIRC	VERIZON WIRELESS	2/6/2013	CHECK	PMCHK00001526	\$642.65
045386	VERWIRC	VERIZON WIRELESS	2/18/2013	CHECK	PMCHK00001528	\$201.44
045347	VICDUR	VICTORIA FORMAN DURANONA	2/12/2013	CHECK	PMCHK00001527	\$50.00
045348	VOSLIG	VOSS LIGHTING	2/12/2013	CHECK	PMCHK00001527	\$155.74
045314	WAGTAL	WAGGING TALES PRODUCTIONS, LLC	2/6/2013	CHECK	PMCHK00001526	\$89.85
045315	WASMAN	WASTE MANAGEMENT OF MICHIGAN	2/6/2013	CHECK	PMCHK00001526	\$201.69
045448	WESENT	WESTGATE ENTERPRISES, LLC	2/27/2013	CHECK	PMCHK00001530	\$15,263.98
045349	WOLSUP	WOLVERINE SUPPLY, INC	2/12/2013	CHECK	PMCHK00001527	\$140.70
045449	WORCHA	WORLD CHAMBER OF COMMERCE DIR	2/27/2013	CHECK	PMCHK00001530	\$54.00
045316	XEROX	XEROX CORPORATION	2/6/2013	CHECK	PMCHK00001526	\$726.67

Total Checks: 173

Total Amount of Checks: \$342,383.73

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 13-064**

**RESOLUTION TO EXTEND THE CONTRACT FOR HVAC EQUIPMENT
MAINTENANCE AND REPAIR FOR THE LIBRARY**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 18th day of March 2013 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the contract for HVAC equipment and maintenance with Pace Mechanical Services be extended for one year until 6/30/2014 for the amount of \$83,865.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

2013 OFFICERS

President Prue Rosenthal
Vice President Jan Barney Newman
Treasurer Nancy Kaplan
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
Celeste Choate Associate Director of Services, Collections & Access

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

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