



Ann Arbor District Library
Regular Meeting
Agenda

Monday, March 21, 2011

Published by Ann Arbor District Library

March 2011

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

April 2011

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

May 2011

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, March 21, 2011 at 7:00 p.m.
 Ann Arbor District Library, Fourth Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 11-033 I. CALL TO ORDER
- 11-034 II. ATTENDANCE
- 11-035 III. APPROVAL OF AGENDA (p 1)
 (Item of action)
- 11-036 IV. APPROVAL OF MINUTES OF FEBRUARY 21, 2011 (pp 2-5)
 (Item of action)
- 11-037 V. CITIZENS' COMMENTS
- 11-038 VI. FINANCIAL REPORT (pp 6-13)
- 11-039 VII. APPROVAL OF DISBURSEMENTS (pp 14-16)
 (Item of action)
- 11-040 VIII. COMMITTEE REPORTS
- 11-041 A. EXECUTIVE COMMITTEE
- 11-042 IX. DIRECTOR'S REPORT
- 11-043 X. NEW BUSINESS
- 11-044 A. VOTE FOR EXECUTIVE SESSION AT THE APRIL 25,
 2011 REGULAR MEETING FOR LABOR NEGOTIATIONS
 AND DIRECTOR'S EVALUATION
 (Item of action)
 Roll call vote
- 11-045 XI. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 21, 2011

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 21, 2011

- 11-018 I. CALL TO ORDER
- Vice President Rosenthal called the meeting to order at 6:00 p.m.
- 11-019 II. ATTENDANCE
- Present: Head, Kaplan, Murphy, Rosenthal, Surovell
 Absent: Leary, Barney Newman
 Staff: Choate, Doll, Neiburger, Nieman, Parker, Wilson (recorder)
 Others: Jim Greene, Dykema
- 11-020 III. RECESS TO EXECUTIVE SESSION FOR LABOR NEGOTIATIONS
- 11-021 IV. RECONVENE REGULAR MEETING AT 7:00 P.M.
- Vice President Rosenthal reconvened the meeting at 7:05 p.m.
- 11-022 V. APPROVAL OF AGENDA
 (Item of action)
- Trustee Head, supported by Treasurer Murphy, moved to approve the agenda.
- The motion was approved by unanimous consent.
- 11-023 VI. APPROVAL OF MINUTES OF JANUARY 17, 2011
 (Item of action)
- Trustee Surovell, supported by Trustee Head, moved to approve the minutes of January 17, 2011.
- The motion was approved by unanimous consent.
- 11-024 VII. CITIZENS' COMMENTS
- There were no citizens' comments.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 21, 2011

11-025 VIII. FINANCIAL REPORT

Associate Director Nieman reported January showed unrestricted cash balance just over \$11.8 million. Tax receipts of almost \$11 million, reflecting 96% of the budgeted amount, have been received. The Fund Balance reflects just over \$7.7 million.

Five line items are over budget in operating and should come back into line later in the year with the exception of Employee Benefits.

11-026 IX. APPROVAL OF DISBURSEMENTS
 (Item of action)

Treasurer Murphy, supported by Trustee Head, moved to approve the January disbursements.

AYES: Head, Kaplan, Murphy, Rosenthal, Surovell

NAYS: None

Motion passed 5-0.

11-027 X. DIRECTOR'S REPORT

Director Parker stated her report stands as written but highlighted several activities listed in the report.

Director Parker noted the Preschool Expo held on January 30th was an excellent example of community partnerships.

She remarked that the Second Grade Roundup, with transportation funding provided by the Friends, along with classroom visits to 5th graders in May are some examples of what the library does to provide additional educational support.

Vice President Rosenthal commended Director Parker and Associated Director Neiburger on their participation in international events.

11-028 XI. NEW BUSINESS

11-029 A. BOARD COMMITTEE APPOINTMENTS APPROVAL
 (Item of action)

Trustee Head, supported by Treasurer Murphy, moved to approve

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 21, 2011

the Board Committee Appointments as presented.

AYES: Head, Kaplan, Murphy, Rosenthal, Surovell

NAYS: None

Motion passed 5-0.

11-030

B. APRIL 18, 2011 BOARD MEETING CHANGE OF DATE
TO APRIL 25, 2011

(Item of action)

Trustee Surovell, supported by Trustee Kaplan, moved to approve the date change of the April 18, 2011 Board meeting to April 25, 2011.

AYES: Head, Kaplan, Murphy, Rosenthal, Surovell

NAYS: None

Motion passed 5-0.

11-031

C. VOTE FOR EXECUTIVE SESSION AT THE MARCH 21,
2011 REGULAR MEETING FOR LABOR NEGOTIATIONS

(Item of action)

Roll call vote

Trustee Kaplan, supported by Treasurer Murphy, moved to hold an Executive Session at the March 21, 2011 regular Board meeting for labor negotiations.

A roll call vote was taken.

AYES: Head, Kaplan, Murphy, Rosenthal, Surovell

NAYS: None

Motion passed 5-0.

11-032

XII. ADJOURNMENT

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

Trustee Kaplan expressed interest in Associate Director Neiburger's March 31st video conference presentation at the "Spring Event for Italian Librarians" in Rome. Director Parker will email board members a link to the presentation.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 21, 2011

Vice President Rosenthal adjourned the meeting at 7:15 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 21, 2011 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

Ann Arbor District Library Financial Summary for February 2011

Cash:

The unrestricted cash balance as of February 28, 2011 was \$11,001,698 down from \$11,825,091 in January.

Tax Receipts:

The Library has received tax receipts totaling \$10,911,897 96% of the budgeted amount, as of February 28th.

Budget vs. Actual:

The Library showed an operating surplus of \$390,190 through February 28th. This gives the Library a positive fund balance of \$7,903,452 at the end of February, up from \$7,789,984 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, all of which should fall back into line later in the year, are over budget through February:

Employee Benefits – This reflects the increases in healthcare costs that became effective on July 1st. We are currently implementing cost saving measures that should turn this variance around in the second half of the year.

Software Licenses – A large payment of approximately \$60,000 was made in July putting this line item over budget.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Eight Months Ending February 28, 2011

	<u>Actual</u>	<u>February Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$940,833	\$940,833		\$7,526,665	\$7,526,667	(\$2)
Penal Fines	22,917	22,917		183,336	183,333	3
Interest	1,308	13,333	(12,025)	37,352	106,667	(69,315)
Copiers	2,994	3,333	(339)	24,998	26,667	(1,669)
Grants/Memorials	40,500	7,500	33,000	116,411	60,000	56,411
Library Fines & Fees	37,076	35,833	1,243	322,176	286,667	35,509
Non-Resident Fees	1,538	1,250	288	12,100	10,000	2,100
Fund Balance Transfer		9,167	(9,167)		73,333	(73,333)
Total Revenue	<u>\$1,047,166</u>	<u>\$1,034,166</u>	<u>\$13,000</u>	<u>\$8,223,038</u>	<u>\$8,273,334</u>	<u>(\$50,296)</u>
Expenditures						
Salaries & Wages	439,676	487,000	(47,324)	3,751,798	3,896,000	(144,202)
Employee Benefits	119,475	125,000	(5,525)	1,053,393	1,000,000	53,393
Employment Taxes	32,466	37,250	(4,784)	278,128	298,000	(19,872)
Total Employment Cost	<u>\$591,617</u>	<u>\$649,250</u>	<u>(\$57,633)</u>	<u>\$5,083,319</u>	<u>\$5,194,000</u>	<u>(\$110,681)</u>
Custodial and Electrical	\$14,796	\$18,333	(\$3,537)	\$126,344	\$146,667	(\$20,323)
Accounting/Audit	1,125	1,167	(42)	9,000	9,333	(333)
Legal	826	6,250	(5,424)	46,733	50,000	(3,267)
Purchased Services	4,395	9,417	(5,022)	75,353	75,333	20
Utilities	48,268	38,750	9,518	297,708	310,000	(12,292)
Property Insurance	7,353	7,917	(564)	58,825	63,333	(4,508)
Communications	5,825	16,667	(10,842)	120,025	133,333	(13,308)
Materials	107,580	154,167	(46,587)	1,151,530	1,233,333	(81,803)
Software Licenses/Maintenanc	800	10,833	(10,033)	93,909	86,667	7,242
Building Rental	31,909	12,917	18,992	100,602	103,333	(2,731)
Seminars/Conferences/Travel	2,745	1,917	828	7,808	15,333	(7,525)
Copier Expense	3,666	5,167	(1,501)	35,493	41,333	(5,840)
Library Programming	15,577	20,833	(5,256)	161,750	166,667	(4,917)
Grants/Memorials	2,331	7,500	(5,169)	26,574	60,000	(33,426)
Supplies	12,892	15,333	(2,441)	119,040	122,667	(3,627)
Repairs and Maintenance	11,212	22,083	(10,871)	176,197	176,667	(470)
Postage	148	2,500	(2,352)	16,229	20,000	(3,771)
Lcards/Circ Cards	576	6,250	(5,674)	35,288	50,000	(14,712)
Other Operating Expenditures	1,596	1,917	(321)	13,451	15,333	(1,882)
Total Operating Expense	<u>\$273,620</u>	<u>\$359,918</u>	<u>(\$86,298)</u>	<u>\$2,671,859</u>	<u>\$2,879,332</u>	<u>(\$207,473)</u>
Capital Outlays	\$24,800	\$25,000	(\$200)	\$77,670	\$200,000	(\$122,330)
Total Expenditures	<u>\$890,037</u>	<u>\$1,034,168</u>	<u>(\$144,131)</u>	<u>\$7,832,848</u>	<u>\$8,273,332</u>	<u>(\$440,484)</u>
Net	<u>\$157,129</u>	<u>(\$2)</u>	<u>\$157,131</u>	<u>\$390,190</u>	<u>\$2</u>	<u>\$390,188</u>

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Eight Months Ending February 28, 2011

	<u>Actual</u>	<u>February Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$40,500	\$7,500	\$33,000	\$103,116	\$60,000	\$43,116
Total Revenue	<u>\$40,500</u>	<u>\$7,500</u>	<u>\$33,000</u>	<u>\$103,116</u>	<u>\$60,000</u>	<u>\$43,116</u>
Expenditures						
Materials	827		827	9,338		9,338
Library Programming	1,260	7,500	(6,240)	7,135	60,000	(52,865)
Supplies				242		242
Other Operating Expenditures	243		243	2,071		2,071
Total Operating Expense	<u>\$2,330</u>	<u>\$7,500</u>	<u>(\$5,170)</u>	<u>\$18,786</u>	<u>\$60,000</u>	<u>(\$41,214)</u>
Total Expenditures	<u>\$2,330</u>	<u>\$7,500</u>	<u>(\$5,170)</u>	<u>\$18,786</u>	<u>\$60,000</u>	<u>(\$41,214)</u>
Net	<u>\$38,170</u>		<u>\$38,170</u>	<u>\$84,330</u>		<u>\$84,330</u>

ANN ARBOR DISTRICT LIBRARY
Friends of the Library
For the Eight Months Ending February 28, 2011

	<u>Actual</u>	<u>February Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$40,250	\$7,500	\$32,750	\$95,019	\$60,000	\$35,019
Total Revenue	<u>\$40,250</u>	<u>\$7,500</u>	<u>\$32,750</u>	<u>\$95,019</u>	<u>\$60,000</u>	<u>\$35,019</u>
Expenditures						
Materials				5,373		5,373
Library Programming	1,260	7,500	(6,240)	7,135	60,000	(52,865)
Supplies				242		242
Other Operating Expenditures	243		243	2,071		2,071
Total Operating Expense	<u>\$1,503</u>	<u>\$7,500</u>	<u>(\$5,997)</u>	<u>\$14,821</u>	<u>\$60,000</u>	<u>(\$45,179)</u>
Total Expenditures	<u>\$1,503</u>	<u>\$7,500</u>	<u>(\$5,997)</u>	<u>\$14,821</u>	<u>\$60,000</u>	<u>(\$45,179)</u>
Net	<u><u>\$38,747</u></u>		<u><u>\$38,747</u></u>	<u>\$80,198</u>		<u><u>\$80,198</u></u>

Balance Sheet

<u>ASSETS</u>	<u>As of 2/28/2011</u>
<u>Current Assets:</u>	
Cash	
CASH-COMMERCIAL CHECKING	\$9,784.74
CASH-PAYROLL	17,149.89
HOLTREY FUND	330,287.36
CASH-SAVINGS	5,990,140.35
KENISTON FUND	30,225.35
SHAFER FUND	10,443.85
WESTERMAN FUND	42,483.25
PETTY CASH	2,000.00
WLBDP ACCOUNT	36,772.40
	<hr/>
Total Cash	\$6,469,287.19
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,230,947.20
UNITED BANK AND TRUST INVESTMENT	1,751,676.08
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Total Investments	\$4,982,623.28
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$207,794.52
	<hr/>
Total Accounts Receivable	\$207,794.52
Property Taxes Receivable	
TAXES RECEIVABLE	\$5,212.06
	<hr/>
Total Property Taxes Receivable	\$5,212.06
Prepaid Expenses	
PRE-PAID INSURANCE	\$87,059.01
	<hr/>
Total Prepaid Expenses	\$87,059.01
	<hr/>
Total Current Assets	\$11,751,976.06
<u>Capital Assets:</u>	
BUILDINGS	\$25,831,877.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	456,323.00
COMMUNICATIONS EQUIPMENT	429,943.00
BUSINESS MACHINES	170,137.00
COMPUTER EQUIPMENT	1,331,561.66
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	43,135.00
FURNITURE & FIXTURES	1,301,131.00
VEHICLES	183,256.00
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Total Capital Assets	\$31,897,614.48
<u>Amount Provided for Long-Term Debt:</u>	
LONG TERM SICK	\$27,820.65
LONG TERM VACATION	237,489.39
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Total Provided for Long-Term Debt	265,310.04
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TOTAL ASSETS	<u><u>\$43,914,900.58</u></u>

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$82,494.25
ACCRUED ACCOUNTS PAYABLE	60,794.62
ACCRUED PAYROLL	150,900.00
UNITED WAY DEDUCTIONS	200.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	3,002.68
ACCRUED EMPLOYER 403(b) - UNDECIDED	28,296.91
ACCRUED 403B/MPSERS EMPLOYER	23,507.30
ACCRUED LIABILITY-VACATION S/T	105,470.40

Total Current Liabilities	\$454,666.16
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Long-Term Liabilities:

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

Total Long-Term Liabilities	265,310.04
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Fund Equity:

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

RESERVE-ENCUMBRANCES	\$136,963.48
DEFERRED REVENUE - PROPERTY TAX	3,256,897.00
FUND BALANCE - UNDESIGNATED	7,513,261.56
EXCESS REVENUE (SPENDING)	390,187.86

Total Fund Balance	\$11,297,309.90
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Total Fund Equity	\$43,194,924.38
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TOTAL LIABILITIES AND FUND EQUITY	\$43,914,900.58
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Ann Arbor District Library

Rollforward of undesignated fund balance
For the Period Ending February 28, 2011

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,789,984	\$ 7,621,282
Total revenues	1,047,166	8,223,038
Expenditures:		
Operating	(865,237)	(7,755,178)
Capital outlays	(24,800)	(77,670)
(Increase) decrease in encumbrances	<u>(43,661)</u>	<u>(108,020)</u>
Ending surplus (deficit)	<u>\$ 7,903,452</u>	<u>\$ 7,903,452</u>

Ann Arbor District Library

Monthly and year-to-date cash rollforward For Period ending February 28, 2011

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

Monthly rollforward	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Commercial checking	\$ 19,008	\$ 11,264	\$ (485,487)	\$ 465,000	\$ 9,785
Payroll	7,625	5	(436,668)	446,208	17,150
Petty cash	2,000	-	-	-	2,000
Savings	6,813,835	139,579	(52,066)	(911,208)	5,990,140
Investments - Bank of Ann Arbor	3,230,947	-	-	-	3,230,947
Investments - United Bank and Trust	1,751,676	-	-	-	1,751,676
Westernman Fund	42,480	3	-	-	42,483
Shafer Fund	10,444	-	-	-	10,444
Holtrey Fund	330,249	38	-	-	330,287
Keniston Fund	30,222	3	-	-	30,225
WLBPD	36,770	2	-	-	36,772
	<u>\$ 12,275,256</u>	<u>\$ 150,894</u>	<u>\$ (974,241)</u>	<u>\$ -</u>	<u>\$ 11,451,909</u>
Year-to-date rollforward					
Commercial checking	\$ 8,758	\$ 87,535	\$ (4,076,508)	\$ 3,990,000	\$ 9,785
Payroll	231,223	38	(3,938,149)	3,724,038	17,150
Petty cash	2,000	-	-	-	2,000
Savings	2,383,414	11,737,360	(416,596)	(7,714,038)	5,990,140
Investments - Bank of Ann Arbor	3,213,436	17,511	-	-	3,230,947
Investments - United Bank and Trust	1,743,743	7,933	-	-	1,751,676
Westernman Fund	41,306	1,177	-	-	42,483
Shafer Fund	10,438	6	-	-	10,444
Holtrey Fund	329,955	332	-	-	330,287
Keniston Fund	30,204	21	-	-	30,225
WLBPD	36,493	279	-	-	36,772
	<u>\$ 8,030,970</u>	<u>\$ 11,852,192</u>	<u>\$ (8,431,253)</u>	<u>\$ -</u>	<u>\$ 11,451,909</u>

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Check Number First Last Check Date 2/1/2011 2/28/2011
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
041018	AGRSER	A GROWING SERVICE LLC	2/9/2011	CHECK	PMCHK00001342	\$340.00
041017	AFSMITH	A.F. SMITH ELECTRIC, INC.	2/9/2011	CHECK	PMCHK00001342	\$214.00
041102	AFSMITH	A.F. SMITH ELECTRIC, INC.	2/22/2011	CHECK	PMCHK00001346	\$194.76
041101	AARRT&HA	AARRT&HA	2/22/2011	CHECK	PMCHK00001346	\$22.00
041103	ALIBRIS	ALIBRIS	2/22/2011	CHECK	PMCHK00001346	\$201.58
041020	ALLPRI	ALLEGRA PRINTING	2/9/2011	CHECK	PMCHK00001342	\$182.07
041019	ALLMOR	ALLISON MORRIS	2/9/2011	CHECK	PMCHK00001342	\$70.77
041021	AMEX	AMERICAN EXPRESS	2/9/2011	CHECK	PMCHK00001342	\$47,665.86
041104	ANDMAC	ANDREW MACLAREN	2/22/2011	CHECK	PMCHK00001346	\$73.55
041100	AATOWN	ANN ARBOR CHARTER TOWNSHIP	2/18/2011	CHECK	PMCHK00001345	\$7,245.42
041022	ANNARB	ANN ARBOR OBSERVER	2/9/2011	CHECK	PMCHK00001342	\$1,688.40
041016	AASYMP	ANN ARBOR SYMPHONY ORCHESTRA	2/9/2011	CHECK	PMCHK00001342	\$100.00
041105	ANNDWY	ANN DWYER	2/22/2011	CHECK	PMCHK00001346	\$292.28
041015	AANEWL	ANNARBOR.COM	2/9/2011	CHECK	PMCHK00001342	\$2,939.40
041023	ARBSPR	ARBOR SPRING WATER CO.	2/9/2011	CHECK	PMCHK00001342	\$22.40
041024	AROKAU	ARON KAUFMAN	2/9/2011	CHECK	PMCHK00001342	\$100.00
041087	ATTWIR	AT&T ADVERTISING	2/18/2011	CHECK	PMCHK00001344	\$840.00
041086	ATTMOB	AT&T MOBILITY	2/18/2011	CHECK	PMCHK00001344	\$1,460.94
041108	BBCAUD	AUDIO GO	2/22/2011	CHECK	PMCHK00001346	\$1,184.61
041106	BANCOF	BANC OF AMERICA LEASING	2/22/2011	CHECK	PMCHK00001346	\$740.98
041107	BANCOFAMER	BANC OF AMERICA LEASING	2/22/2011	CHECK	PMCHK00001346	\$762.57
041025	BETBAT	BETH BATTEY	2/9/2011	CHECK	PMCHK00001342	\$150.00
041088	BETMAN	BETH MANUEL	2/18/2011	CHECK	PMCHK00001344	\$17.15
041026	BLAAUD	BLACKSTONE AUDIO BOOKS	2/9/2011	CHECK	PMCHK00001342	\$657.50
041109	BLAAUD	BLACKSTONE AUDIO BOOKS	2/22/2011	CHECK	PMCHK00001346	\$394.00
041110	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	2/22/2011	CHECK	PMCHK00001346	\$16,377.44
041112	BOOWHO	BOOK WHOLESALERS, INC.	2/22/2011	CHECK	PMCHK00001346	\$181.56
041111	BOOPAG	BOOKLETTERS	2/22/2011	CHECK	PMCHK00001346	\$1,140.00
041113	BORBOO	BORDERS INC.	2/22/2011	CHECK	PMCHK00001346	\$54.30
041089	BP	BP	2/18/2011	CHECK	PMCHK00001344	\$436.94
041027	BRANLIN	BRANDY LINN	2/9/2011	CHECK	PMCHK00001342	\$50.00
041028	BREWER	BREWER'S	2/9/2011	CHECK	PMCHK00001342	\$403.87
041114	BRIAUD	BRILLIANCE AUDIO, INC.	2/22/2011	CHECK	PMCHK00001346	\$278.34
041115	BRODCO	BRODART CO.	2/22/2011	CHECK	PMCHK00001346	\$1,531.25
041030	BUSVAL	BUSCH'S, INC.	2/9/2011	CHECK	PMCHK00001342	\$14.36
041029	BUSCAR	BUSINESS CARD	2/9/2011	CHECK	PMCHK00001342	\$2,134.50
041090	CAMINN	CAMPUS INN	2/18/2011	CHECK	PMCHK00001344	\$169.00
041116	CAMINN	CAMPUS INN	2/22/2011	CHECK	PMCHK00001346	\$507.00
041091	CARBRO	CARPENTER BROS.	2/18/2011	CHECK	PMCHK00001344	\$28.51
041117	CCH	CCH INCORPORATED	2/22/2011	CHECK	PMCHK00001346	\$95.50
041031	CDW-G	CDW GOVERNMENT, INC.	2/9/2011	CHECK	PMCHK00001342	\$5,066.46
041165	THOLEA	CENGAGE LEARNING	2/22/2011	CHECK	PMCHK00001346	\$119.92
041118	CENPOI	CENTER POINT PUBLISHING	2/22/2011	CHECK	PMCHK00001346	\$344.11
041119	CHRVAL	CHRIS VALLILLO	2/22/2011	CHECK	PMCHK00001346	\$650.00
041032	CINCOR	CINTAS CORPORATION	2/9/2011	CHECK	PMCHK00001342	\$1,042.86
041033	CITOF1	CITY OF ANN ARBOR TREASURER	2/9/2011	CHECK	PMCHK00001342	\$817.61
041035	COMCAS	COMCAST	2/9/2011	CHECK	PMCHK00001342	\$114.58
041120	COMCAS	COMCAST	2/22/2011	CHECK	PMCHK00001346	\$34.74
041034	COMALLW	COMPUTER ALLEY WEST	2/9/2011	CHECK	PMCHK00001342	\$1,055.96
041092	COTINN	COTTAGE INN CATERING SERVICES	2/18/2011	CHECK	PMCHK00001344	\$160.00
041036	COYDAV	COY DAVIS	2/9/2011	CHECK	PMCHK00001342	\$700.00
041123	DKAGEN	D.K. AGENCIES (P) LTD.	2/22/2011	CHECK	PMCHK00001346	\$115.80
041037	DEMCO	DEMCO	2/9/2011	CHECK	PMCHK00001342	\$1,193.80
041038	DENOWE	DENISE OWENS	2/9/2011	CHECK	PMCHK00001342	\$100.00
041122	DIVMED	DIVERSE MEDIA, INC.	2/22/2011	CHECK	PMCHK00001346	\$245.38
041121	DIVINF	DIVERSITY INFORMATION RESOUURC	2/22/2011	CHECK	PMCHK00001346	\$145.00
041040	DYKGS	DYKEMA GOSSETT	2/9/2011	CHECK	PMCHK00001342	\$13,185.45

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
041124	EASWES	EAST WEST PRESS, LLC	2/22/2011	CHECK	PMCHK00001346	\$49.92
041126	ELILAW	ELITE LAWN & LANDSCAPE, INC.	2/22/2011	CHECK	PMCHK00001346	\$5,010.74
041041	EMPASS	EMPLOYEE ASSISTANCE PROGRAM	2/9/2011	CHECK	PMCHK00001342	\$1,330.00
041127	ERIDUR	ERIN DURRETT	2/22/2011	CHECK	PMCHK00001346	\$16.25
041128	EVAAND	EVAN ANDERSON	2/22/2011	CHECK	PMCHK00001346	\$89.49
041129	FILIDE	FILM IDEAS, INC.	2/22/2011	CHECK	PMCHK00001346	\$893.90
041042	FRIOF	FRIENDS OF THE ANN ARBOR	2/9/2011	CHECK	PMCHK00001342	\$902.00
041085	GAMSTO	GAME STOP	2/9/2011	CHECK	PMCHK00001343	\$1,079.76
041043	GARISTE	GARI STEIN	2/9/2011	CHECK	PMCHK00001342	\$100.00
041044	GAYBRO	GAYLORD BROS.	2/9/2011	CHECK	PMCHK00001342	\$66.10
041130	FIRMAR	GREEN ROAD ASSOCIATES, LP	2/22/2011	CHECK	PMCHK00001346	\$3,208.33
041131	GUITPLA	GUITAR PLAYER	2/22/2011	CHECK	PMCHK00001346	\$11.99
041132	GUITWOR	GUITAR WORLD	2/22/2011	CHECK	PMCHK00001346	\$14.95
041133	HILDOR	HILARY DORWART	2/22/2011	CHECK	PMCHK00001346	\$260.76
041134	HOMEPOWER	HOMEPOWER MAGAZINE	2/22/2011	CHECK	PMCHK00001346	\$24.95
041135	HOOPHO	HOOKED ON PHONICS	2/22/2011	CHECK	PMCHK00001346	\$83.75
041045	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	2/9/2011	CHECK	PMCHK00001342	\$8,195.50
041046	INGLIB	INGRAM LIBRARY SERVICES INC.	2/9/2011	CHECK	PMCHK00001342	\$2,623.25
041093	JACSAS	JACQUELINE SASAKI	2/18/2011	CHECK	PMCHK00001344	\$1,278.43
041047	JASDEP	JASON DEPASQUALE	2/9/2011	CHECK	PMCHK00001342	\$400.00
041048	JENHOF	JENNY HOFFMAN	2/9/2011	CHECK	PMCHK00001342	\$23.81
041049	JERDRO	JERZY DROZD	2/9/2011	CHECK	PMCHK00001342	\$100.00
041050	JOEREI	JOE REILLY	2/9/2011	CHECK	PMCHK00001342	\$1,400.00
041136	KATROB	KATHRINA ROBB	2/22/2011	CHECK	PMCHK00001346	\$267.57
041052	KATGOO	KATHRYN GOODSON	2/9/2011	CHECK	PMCHK00001342	\$100.00
041051	KATCHY	KATIE CHYNOWETH	2/9/2011	CHECK	PMCHK00001342	\$52.29
041137	KIPDEG	KIP DEGRAAF	2/22/2011	CHECK	PMCHK00001346	\$430.50
041138	LEADIR	LEADERSHIP DIRECTORIES, INC.	2/22/2011	CHECK	PMCHK00001346	\$998.00
041139	LIBHOT	LIBRARY HOTLINE	2/22/2011	CHECK	PMCHK00001346	\$119.00
041053	MAGNATUNE	MAGNATUNE	2/9/2011	CHECK	PMCHK00001342	\$5,000.00
041056	NEOPOS	MAIL FINANCE, INC.	2/9/2011	CHECK	PMCHK00001342	\$226.29
041054	MCNMCK	MCNAUGHTON-MCKAY	2/9/2011	CHECK	PMCHK00001342	\$100.00
041140	MEP/DIS	MEP, INC/DISTRIBOOKS	2/22/2011	CHECK	PMCHK00001346	\$340.35
041055	METCOM	METCOM	2/9/2011	CHECK	PMCHK00001342	\$1,134.23
041141	METLIFE	METLIFE SBC	2/22/2011	CHECK	PMCHK00001346	\$6,604.74
041142	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	2/22/2011	CHECK	PMCHK00001346	\$910.15
041143	MICMUN3	MICHIGAN MUNICIPAL LEAGUE LIAB	2/22/2011	CHECK	PMCHK00001346	\$82,569.00
041144	MIDTAP	MIDWEST TAPE	2/22/2011	CHECK	PMCHK00001346	\$34,998.78
041145	MORNIN	MORNINGSTAR, INC.	2/22/2011	CHECK	PMCHK00001346	\$4,670.00
041057	NEXCOM	NEXTEL COMMUNICATIONS	2/9/2011	CHECK	PMCHK00001342	\$356.28
041059	NICWIL	NICHOLAS WILCOX	2/9/2011	CHECK	PMCHK00001342	\$800.00
041058	NICBOO	NICOLA'S BOOKS	2/9/2011	CHECK	PMCHK00001342	\$277.20
041060	NOWTRU	NOWATZKE TRUCK AND TRAILER, IN	2/9/2011	CHECK	PMCHK00001342	\$1,453.00
041146	NOWTRU	NOWATZKE TRUCK AND TRAILER, IN	2/22/2011	CHECK	PMCHK00001346	\$1,399.06
041061	NUWAVE	NUWAVE AQUARIUMS	2/9/2011	CHECK	PMCHK00001342	\$247.00
041062	OFFDEP	OFFICE DEPOT, INC.	2/9/2011	CHECK	PMCHK00001342	\$751.60
041063	OMAWALE	OMAWALE ENTERTAINMENT, LLC	2/9/2011	CHECK	PMCHK00001342	\$550.00
041147	OXFUNI	OXFORD UNIVERSITY PRESS	2/22/2011	CHECK	PMCHK00001346	\$239.60
041064	PACMEC	PACE MECHANICAL SERVICES, INC.	2/9/2011	CHECK	PMCHK00001342	\$89,462.00
041148	PATPMI	PATTI MILLER	2/22/2011	CHECK	PMCHK00001346	\$22.61
041149	PIOHSO	PIONEER HIGH SCHOOL OMEGA	2/22/2011	CHECK	PMCHK00001346	\$100.00
041065	PIOJAN	PIONEER JANITORIAL SERVICE	2/9/2011	CHECK	PMCHK00001342	\$10,422.85
041066	PITCHA	PITTSFIELD CHARTER TOWNSHIP	2/9/2011	CHECK	PMCHK00001342	\$360.42
041150	PITCHA	PITTSFIELD CHARTER TOWNSHIP	2/22/2011	CHECK	PMCHK00001346	\$119.63
041067	PREPRI	PRECISION PRINTER SERVICES, IN	2/9/2011	CHECK	PMCHK00001342	\$314.85
041094	PRITEC	PRINT TECH INC.	2/18/2011	CHECK	PMCHK00001344	\$733.41
041152	PRITEC	PRINT TECH INC.	2/22/2011	CHECK	PMCHK00001346	\$348.69
041151	PRIORITY	PRIORITY HEALTH	2/22/2011	CHECK	PMCHK00001346	\$19,347.20
041068	PURROS	PURPLE ROSE THEATRE COMPANY	2/9/2011	CHECK	PMCHK00001342	\$300.00
041069	QUANTA	QUANTA, INC.	2/9/2011	CHECK	PMCHK00001342	\$253.15
041070	RACYAN	RACHEL YANIKOGLU	2/9/2011	CHECK	PMCHK00001342	\$40.00
041153	RANHOU	RANDOM HOUSE, INC.	2/22/2011	CHECK	PMCHK00001346	\$2,226.23
041154	RECBOO	RECORDED BOOKS, INC.	2/22/2011	CHECK	PMCHK00001346	\$3,839.26
041095	REHROB	REHMANN ROBSON	2/18/2011	CHECK	PMCHK00001344	\$1,285.00

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
041156	RICSUN	RICH SUN	2/22/2011	CHECK	PMCHK00001346	\$165.61
041071	RICBUS	RICOH AMERICAS CORP	2/9/2011	CHECK	PMCHK00001342	\$467.64
041155	RICBUS	RICOH AMERICAS CORP	2/22/2011	CHECK	PMCHK00001346	\$853.83
041157	ROCMUS	ROCHESTER HILLS MUSEUM AT VANH	2/22/2011	CHECK	PMCHK00001346	\$21.00
041158	ROYLIM	ROYAL LIMOUSINE	2/22/2011	CHECK	PMCHK00001346	\$166.00
041072	RUBSTA	RUBBER STAMPS UNLIMITED	2/9/2011	CHECK	PMCHK00001342	\$52.50
041096	RYANEBY	RYAN EBY	2/18/2011	CHECK	PMCHK00001344	\$1,004.12
041073	SARKEL	SARA MELTON KELLER	2/9/2011	CHECK	PMCHK00001342	\$100.00
041039	DOUSCH	SCHEER GENIUS	2/9/2011	CHECK	PMCHK00001342	\$675.00
041160	SCHSEC	SCHILKE SECURITY	2/22/2011	CHECK	PMCHK00001346	\$135.00
041159	SCHELE	SCHINDLER ELEVATOR CORPORATION	2/22/2011	CHECK	PMCHK00001346	\$550.32
041074	SETON	SETON	2/9/2011	CHECK	PMCHK00001342	\$275.25
041125	ELDINS	SIDESTREET DISTRIBUTING	2/22/2011	CHECK	PMCHK00001346	\$802.97
041075	SIDELL	SIDNEY ELLIS	2/9/2011	CHECK	PMCHK00001342	\$360.00
041076	SPRINT	SPRINT PCS	2/9/2011	CHECK	PMCHK00001342	\$541.15
041077	STAHAR	STADIUM HARDWARE	2/9/2011	CHECK	PMCHK00001342	\$117.32
041078	STASTREET	STATE STREET AREA ASSOCIATION	2/9/2011	CHECK	PMCHK00001342	\$125.00
041161	SUPERD	SUPER D	2/22/2011	CHECK	PMCHK00001346	\$3,279.00
041079	SUSBUT	SUSAN BUTTERWICK	2/9/2011	CHECK	PMCHK00001342	\$100.00
041162	TANMED	TANTOR MEDIA	2/22/2011	CHECK	PMCHK00001346	\$185.71
041080	TDSMET	TDS METROCOM	2/9/2011	CHECK	PMCHK00001342	\$3,626.24
041163	TEACOM	TEACHING COMPANY/THE//	2/22/2011	CHECK	PMCHK00001346	\$1,506.21
041097	TERSOA	TERRY SOAVE	2/18/2011	CHECK	PMCHK00001344	\$100.00
041164	THEANN	THE ANN MAGAZINE	2/22/2011	CHECK	PMCHK00001346	\$400.00
041098	TOMSMI	TOM SMITH	2/18/2011	CHECK	PMCHK00001344	\$17.76
041099	TONBIC	TONIA BICKFORD	2/18/2011	CHECK	PMCHK00001344	\$16.94
041166	TSAFON	TSAI FONG BOOKS, INC.	2/22/2011	CHECK	PMCHK00001346	\$48.41
041169	UNIOMA	UNIQUE MANAGEMENT SERVICES, IN	2/22/2011	CHECK	PMCHK00001346	\$1,387.25
041168	UNIPAR	UNITED PARCEL SERVICE	2/22/2011	CHECK	PMCHK00001346	\$80.00
041167	UMICH8	UNIVERSITY OF MICHIGAN	2/22/2011	CHECK	PMCHK00001346	\$147.50
041170	UNUMPRO	UNUM LIFE INSURANCE	2/22/2011	CHECK	PMCHK00001346	\$2,834.20
041171	VALLINP	VALUE LINE PUBLISHING INC.	2/22/2011	CHECK	PMCHK00001346	\$898.00
041173	WASLEG	WASHTENAW LEGAL NEWS	2/22/2011	CHECK	PMCHK00001346	\$80.00
041172	WASHNE	WASHTENAW NEWS COMPANY, INC.	2/22/2011	CHECK	PMCHK00001346	\$3,779.10
041081	WASHUN	WASHTENAW UNITED WAY	2/9/2011	CHECK	PMCHK00001342	\$3,440.00
041174	WASMAN	WASTE MANAGEMENT OF MICHIGAN	2/22/2011	CHECK	PMCHK00001346	\$370.87
041175	WBEZALL	WBEZ ALLIANCE, INC.	2/22/2011	CHECK	PMCHK00001346	\$30.00
041176	WESENT	WESTGATE ENTERPRISES, LLC	2/22/2011	CHECK	PMCHK00001346	\$16,240.00
041177	WILTEC	WILTEC TECHNOLOGIES	2/22/2011	CHECK	PMCHK00001346	\$3,522.15
041082	WINMAN	WINNINGMAN, LLC	2/9/2011	CHECK	PMCHK00001342	\$500.00
041178	WORCHA	WORLD CHAMBER OF COMMERCE DIR	2/22/2011	CHECK	PMCHK00001346	\$53.00
041083	XEROX	XEROX CORPORATION	2/9/2011	CHECK	PMCHK00001342	\$342.00
041179	XEROX	XEROX CORPORATION	2/22/2011	CHECK	PMCHK00001346	\$268.98
041180	XPEPAP	XPEDX PAPER & GRAPHICS	2/22/2011	CHECK	PMCHK00001346	\$76.76
041084	ZENZUM	ZENA ZUMETA	2/9/2011	CHECK	PMCHK00001342	\$100.00

Total Checks: 166

Total Amount of Checks: \$465,378.09

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ANN ARBOR DISTRICT LIBRARY BOARD

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

2011 OFFICERS

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Vice President Prue Rosenthal
Treasurer Barbara Murphy
Secretary Jan Barney Newman

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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:

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