



# Regular Meeting Agenda

Monday, March 21, 2016

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## March 2016

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	<b>21 AADL Board Mtg</b>	22	23	<b>24 AADL Board Re- treat</b>	25	26
<b>27 Closed - Easter</b>	28	29	30	31		

## April 2016

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

## May 2016

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
22	<b>23 AADL Board Mtg</b>	24	25	26	27	28
29	<b>30—Closed Memorial Day</b>	31				

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, March 21, 2016 at 6:00 p.m.  
 Ann Arbor District Library, Fourth Floor Board Room  
 343 S. Fifth Avenue, Ann Arbor, MI

## REGULAR MEETING AGENDA

- 16-056 I. CALL TO ORDER
- 16-057 II. ATTENDANCE
- 16-058 III. VOTE FOR CLOSED SESSION FOR DISCUSSION OF REAL ESTATE AND OPINION OF LEGAL COUNSEL  
 (Item of action)  
 Roll call vote
- 16-059 IV. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE & OPINION OF COUNSEL
- 16-060 V. RECONVENE REGULAR MEETING AT 7:00PM
- 16-061 VI. APPROVAL OF AGENDA (pp. 1-3)  
 (Item of action)
- 16-062 VII. APPROVAL OF MINUTES OF FEBRUARY 15, 2016 (pp. 4-15)  
 (Item of action)
- 16-063 VIII. CITIZENS' COMMENTS
- 16-064 IX. FINANCIAL REPORT (pp. 16-19)
- 16-065 X. APPROVAL OF DISBURSEMENTS (pp. 20-23)  
 (Item of action)
- 16-066 XI. COMMITTEE REPORTS
- 16-067 A. BUDGET AND FINANCE COMMITTEE
- 16-068 B. COMMUNICATIONS COMMITTEE
- 16-069 C. FACILITIES COMMITTEE

- 16-070 D. STRATEGIC PLANNING COMMITTEE
- 16-071 XII. DIRECTOR'S REPORT
- 16-072 XIII. MONTHLY STATISTICS
- 16-073 XIV. NEW BUSINESS
- 16-074 A. EPIC-MRA PRESENTATION ON AADL 2016 CUSTOMER SATISFACTION SURVEY  
(30 minutes)  
John Cavanagh, EPIC-MRA
- 16-075 B. BRIDGEPORT CONSULTING  
(30 minutes)  
Kerry Sheldon, Griffin Reames
- 16-076 C. RESOLUTION TO ESTABLISH A CAPITAL PROJECTS FUND (p. 24)  
(Item of action)
- 16-077 D. RESOLUTION OF THANKS TO RAE ANN WEYMOUTH UPON HER RETIREMENT FROM THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY BOOKSHOP (p. 25)  
(Item of action)
- 16-078 E. VOTE FOR CLOSED SESSION AT THE APRIL 18, 2016 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE AND OPINION OF LEGAL COUNSEL  
(Item of action)  
Roll call vote
- 16-079 XV. CITIZENS' COMMENTS
- 16-080 XVI. 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 15, 2016

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, FEBRUARY 15, 2016**

- 16-032 I. CALL TO ORDER
- President Barney Newman called the meeting to order 6:04 p.m.
- 16-033 II. ATTENDANCE
- Board Present: Kaplan, Leary, Barney Newman, Surovell  
 Board Absent: Leija, Rosenthal, Vander Broek  
 Staff: Hadler, Neiburger, Parker, Wilson (recorder)  
 Others Present: Dan Schairbaum, Dykema
- 16-034 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE & OPINION OF LEGAL COUNSEL
- 16-035 IV. RECONVENE REGULAR MEETING AT 7:00PM
- President Barney Newman reconvened the meeting at 7:00 p.m.
- 16-036 V. APPROVAL OF AGENDA  
 (Item of action)
- Secretary Leary, supported by Trustee Kaplan, moved to approve the agenda. President Barney Newman proposed the addition of Item F. under New Business: Approval of Board Retreat date of March 24, 2016 to be held at the Gladwin Center at 3:00 p.m. It was Board consensus to amend the agenda as proposed. The amended agenda was voted on.
- AYES: Kaplan, Leary, Barney Newman, Surovell  
 NAYS: None
- Motion passed 4-0.
- 16-037 VI. APPROVAL OF MINUTES OF JANUARY 19, 2016  
 (Item of action)

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, FEBRUARY 15, 2016

Vice President Surovell, supported by Trustee Kaplan, moved to approve the minutes of January 19, 2016.

AYES: Kaplan, Leary, Barney Newman, Surovell

NAYS: None

Motion passed 4-0.

16-038 VII. CITIZENS' COMMENTS

There were no citizens' comments.

16-039 VIII. FINANCIAL REPORT

CFO Hadler reported January showed an unrestricted cash balance just over \$13.7 million. Tax receipts over \$12.5 million, reflecting 97.9% of the budgeted amount, have been received through the end of January. The fund balance stands just above \$8.7 million. Seven line items are currently over budget on a year to date basis.

16-040 IX. APPROVAL OF DISBURSEMENTS  
 (Item of action)

Trustee Kaplan, supported by Vice President Surovell, moved to approve the January 2016 disbursements.

AYES: Kaplan, Leary, Barney Newman, Surovell

NAYS: None

Motion passed 4-0.

16-041 X. COMMITTEE REPORTS

16-042 A. BUDGET AND FINANCE COMMITTEE

Director Parker reported that the committee met and discussed the agenda item added tonight regarding retaining Rehmann to complete the financial audit for the next three years and concurred with Administration's recommendation. The budget process was reviewed and revisions to budget line items will be addressed at a later date.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, FEBRUARY 15, 2016

16-043

B. COMMUNICATIONS COMMITTEE

Director Parker reported that the committee met and reviewed the EPIC-MRA survey questions. The phone survey process is anticipated to begin next week. The online annual report has been well received by the public. Only one negative comment has been received in email. Westgate updates to the public will be sent out later this week in email.

President Barney Newman reported receiving a phone call complimenting the annual report and in consequence a donation was made to AADL.

16-044

C. STRATEGIC PLANNING COMMITTEE

Director Parker reported that the committee had not met but the Bridgeport Consultants had completed their conversations with all Board members. They have also met with Josie and Eli and in discussion with them the Strategic Plan document date is being moved to June 30, 2016 in the Strategic Planning Committee resolution listed further in the agenda. Bridgeport will be talking with other groups and stakeholders in parallel with the Information Architecture project. They will be attending future AADL Board meetings.

16-045

XI. DIRECTOR'S REPORT

Director Parker reported that the sublease to provide a café at the Westgate Branch Library has been signed with Sweetwaters. Trustee Leary expressed her pleasure at this public/private partnership. Director Parker noted that Westgate was also pleased with this development.

Director Parker invited all Board members to the Ann Arbor/Ypsilanti Reads Author Event being held next week Tuesday, February 23<sup>rd</sup> at the WCC Towsley Auditorium. Christina Henriquez author of *The Book of Unknown Americans* will be speaking.

Trustee Kaplan inquired about the operating hours of the café.



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, FEBRUARY 15, 2016

Director Parker stated they would be operating before opening and after closing hours at the Westgate Branch. This may result in review of branch operating hours.

16-046      XII.      MONTHLY STATISTICS

Deputy Director Neiburger reviewed programming statistics from FY 2007-2008 through FY 2014-2015. During this time frame adult program attendance has seen an overall increase of roughly 73% and youth program attendance has seen an overall increase of roughly 60%.

16-047      XIII.      NEW BUSINESS

16-048      A.      RESOLUTION ESTABLISHING A SPECIAL COMMUNICATIONS COMMITTEE  
 (Item of action)

Secretary Leary, supported by Trustee Kaplan, moved that a special Communications Committee be established; that the charge to the special Communications Committee will be to consider the implementation of recommendations in the communications audit, and related issues; that the committee shall serve through 2016; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

Motion passed 4-0.

16-049      B.      RESOLUTION ESTABLISHING A SPECIAL FACILITIES COMMITTEE  
 (Item of action)

Trustee Kaplan, supported by Secretary Leary, moved that a special Facilities Committee be established; that the charge to the special Facilities Committee will be to recommend to the Board steps needed to develop and maintain clean, safe, physical facilities that creatively meet the needs of the community and staff with an emphasis on sustainability, accessibility, and flexibility;

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, FEBRUARY 15, 2016

that the committee shall serve through 2016; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Kaplan, Leary, Barney Newman, Surovell

NAYS: None

Motion passed 4-0.

16-050

C. RESOLUTION ESTABLISHING A SPECIAL STRATEGIC PLANNING COMMITTEE

(Item of action)

Secretary Leary, supported by Trustee Kaplan, moved that a special Strategic Planning Committee be established; that the charge to the Strategic Planning Committee is to act as a steering group for the planning process that includes the entire Board of Trustees and the AADL staff; to engage at their discretion an external consultant to facilitate the process with the staff and Board; to plan at minimum three facilitated substantial conversations with a quorum of the Board at regularly scheduled public Board meetings that will determine the time period the Strategic Plan will cover and the components and structure of the plan and that one of the three meetings will be structured as a town hall style event that includes an invitation for the public to engage in conversation with the Board about the future of the Library and to provide a Strategic Plan document for Board review and approval no later than June 30, 2016; that the committee shall serve through 2016; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Kaplan, Leary, Barney Newman, Surovell

NAYS: None

Motion passed 4-0.

16-051

D. APPROVAL OF BOARD COMMITTEE APPOINTMENTS AS PROPOSED BY AADL BOARD PRESIDENT

(Item of action)

Secretary Leary, supported by Vice President Surovell, moved to

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, FEBRUARY 15, 2016

approve the Board Committee appointments as submitted by President Barney Newman.

AYES: Kaplan, Leary, Barney Newman, Surovell

NAYS: None

Motion passed 4-0.

16-052

E. RESOLUTION TO APPROVE ACCOUNTING FIRM REHMANN TO COMPLETE THE LIBRARY'S AUDIT FOR YEARS ENDING JUNE 30, 2016 THROUGH JUNE 30, 2018  
 (Item of action)

President Barney Newman, supported by Trustee Kaplan, moved to approve the Accounting Firm of Rehmann of Jackson, Michigan, to complete the Library's audit for fiscal years ending June 30, 2016 through June 30, 2018; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Kaplan, Leary, Barney Newman, Surovell

NAYS: None

Motion passed 4-0.

16-053

F. APPROVAL OF BOARD RETREAT DATE OF MARCH 24, 2016 TO BE HELD AT THE GLADWIN CENTER AT 3:00 P.M.  
 (Item of action)

Secretary Leary supported by Trustee Kaplan, moved to approve the Board Retreat date of March 24, 2016 at 3:00 p.m. at the Gladwin Center.

AYES: Kaplan, Leary, Barney Newman, Surovell

NAYS: None

Motion passed 4-0.

16-054 , XIV. CITIZENS' COMMENTS

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, FEBRUARY 15, 2016

There were no additional citizens' comments.

16-055      XV.      ADJOURNMENT

President Barney Newman adjourned the meeting at 7:35 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on February 15, 2016 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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Margaret Leary, Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 16-048**

**RESOLUTION ESTABLISHING A SPECIAL COMMUNICATIONS  
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 15<sup>th</sup> day of February, 2016 at 6:00 p.m.

PRESENT: Nancy Kaplan, Margaret Leary, Jan Barney Newman, Ed Surovell

ABSENT: Jim Leija, Prue Rosenthal, Jamie Vander Broek

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That a special Communications Committee be established.
- 2.) That the charge to the special Communications Committee will be to consider the implementation of recommendations in the communications audit, and related issues.
- 3.) That the committee shall serve through 2016.
- 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: Nancy Kaplan, Margaret Leary, Jan Barney Newman, Ed 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 a Regular Board Meeting held on February 15, 2016 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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Margaret Leary, Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 16-049**

**RESOLUTION ESTABLISHING A SPECIAL FACILITIES 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 15<sup>th</sup> day of February, 2016 at 6:00 p.m.

PRESENT: Nancy Kaplan, Margaret Leary, Jan Barney Newman, Ed Surovell

ABSENT: Jim Leija, Prue Rosenthal, Jamie Vander Broek

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That a special Facilities Committee be established.
- 2.) That the charge to the special Facilities Committee will be to recommend to the Board steps needed to develop and maintain clean, safe, physical facilities that creatively meet the needs of the community and staff with an emphasis on sustainability, accessibility, and flexibility.
- 3.) That the committee shall serve through 2016.
- 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: Nancy Kaplan, Margaret Leary, Jan Barney Newman, Ed Surovell

NAYS: None

RESOLUTION DECLARED ADOPTED.

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Margaret Leary, Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 16-050**

**RESOLUTION ESTABLISHING A SPECIAL 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 15<sup>th</sup> day of February, 2016 at 6:00 p.m.

PRESENT: Nancy Kaplan, Margaret Leary, Jan Barney Newman, Ed Surovell

ABSENT: Jim Leija, Prue Rosenthal, Jamie Vander Broek

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That a special Strategic Planning Committee be established.
- 2.) That the charge to the Strategic Planning Committee is to act as a steering group for the planning process that includes the entire Board of Trustees and the AADL staff; to engage at their discretion an external consultant to facilitate the process with the staff and Board; to plan at minimum three facilitated substantial conversations with a quorum of the Board at regularly scheduled public Board meetings that will determine the time period the Strategic Plan will cover and the components and structure of the plan and that one of the three meetings will be structured as a town hall style event that includes an invitation for the public to engage in conversation with the Board about the future of the Library and to provide a Strategic Plan document for Board review and approval no later than June 30, 2016.
- 3.) That the committee shall serve through 2016.
- 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: Nancy Kaplan, Margaret Leary, Jan Barney Newman, Ed 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 a Regular Board Meeting held on February 15, 2016 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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Margaret Leary, Secretary



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 16-052**

**RESOLUTION TO APPROVE ACCOUNTING FIRM REHMANN TO  
COMPLETE THE LIBRARY'S AUDIT FOR YEARS ENDING JUNE 30, 2016  
THROUGH JUNE 30, 2018**

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 15<sup>th</sup> day of February, 2016 at 6:00 p.m.

PRESENT: Nancy Kaplan, Margaret Leary, Jan Barney Newman, Ed Surovell

ABSENT: Jim Leija, Prue Rosenthal, Jamie Vander Broek

The following resolution was offered by President Barney Newman, and supported by Trustee Kaplan:

THE BOARD RESOLVES:

- 1) To approve the Accounting Firm of Rehmann of Jackson, Michigan, to complete the Library's audit for fiscal years ending June 30, 2016 through June 30, 2018.
- 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: Nancy Kaplan, Margaret Leary, Jan Barney Newman, Ed 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 a Regular Board Meeting held on February 15, 2016 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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Margaret Leary, Secretary

## Ann Arbor District Library Financial Summary for February 2016

### **Cash:**

The unrestricted cash balance as of February 29, 2016 was \$12,631,913 down from \$13,708,610 in January.

### **Tax Receipts:**

The Library has received tax receipts totaling \$12,544,913, 97.9% of the budgeted amount, as of February 29.

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

The Library has a positive fund balance of \$8,830,725 as of February 29, up from \$8,705,678 at the end of January.

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

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

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

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

Purchased Services – Payment for public opinion research, website design and strategic planning put this item over budget year to date.

Communications – The annual payment for internet connectivity paid in September put this item over budget year-to-date.

Materials – Annual online and print subscriptions and additions to the tools collection put this item over budget year-to-date.

Software – A large renewal payment for cataloging software paid in July and software license agreements paid in September put this item over budget year-to-date.

Grants / Memorials – Game prizes and promotional materials paid in August put this item over budget year-to-date.

Supplies – Supplies purchased to outfit the Secret Lab put this item over budget year-to-date.

Repairs and Maintenance – Payments for landscape maintenance in January and charges for moving materials out of the Westgate branch paid in December put this item over budget year-to-date.

ANN ARBOR DISTRICT LIBRARY  
Operating  
For the Eight Months Ending Monday, February 29, 2016

	February			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Revenue</b>						
Tax Collections - Operating	\$1,063,250	\$1,063,250		\$8,506,000	\$8,506,000	
State Aid	3,750	3,750		30,000	30,000	
Penal Fines	18,750	18,750		150,000	150,000	
Interest	10,327	8,333	1,994	99,107	66,667	32,440
Copiers	2,233	2,500	(267)	18,939	20,000	(1,061)
Grants/Memorials	550	7,500	(6,950)	67,366	60,000	7,366
Library Fines & Fees	23,402	27,500	(4,098)	207,043	220,000	(12,957)
Non-Resident Fees	1,313	1,250	63	11,464	10,000	1,464
<b>Total Revenue</b>	<b>\$1,123,575</b>	<b>\$1,132,833</b>	<b>(\$9,258)</b>	<b>\$9,089,919</b>	<b>\$9,062,667</b>	<b>\$27,252</b>
<b>Expenditures</b>						
Salaries & Wages	459,420	505,917	(46,497)	3,868,129	4,047,336	(179,207)
Employee Benefits	121,008	130,512	(9,504)	957,693	1,044,099	(86,406)
Employment Taxes	34,318	38,703	(4,385)	286,630	309,624	(22,994)
<b>Total Employment Cost</b>	<b>\$614,746</b>	<b>\$675,132</b>	<b>(\$60,386)</b>	<b>\$5,112,452</b>	<b>\$5,401,059</b>	<b>(\$288,607)</b>
Custodial and Electrical	\$15,693	\$15,000	\$693	\$111,644	\$120,000	(\$8,356)
Accounting/Audit	1,000	1,000		8,000	8,000	
Legal	7,198	8,330	(1,132)	26,772	66,637	(39,865)
Purchased Services	38,188	12,402	25,786	149,868	99,216	50,652
Utilities	31,855	37,500	(5,645)	244,433	300,000	(55,567)
Property Insurance	7,580	7,500	80	59,418	60,000	(582)
Communications	10,573	15,000	(4,427)	134,304	120,000	14,304
Materials	151,008	148,666	2,342	1,278,540	1,189,328	89,212
Software Licenses/Maint	4,969	12,500	(7,531)	130,337	100,000	30,337
Building Rental	7,346	12,917	(5,571)	97,682	103,336	(5,654)
Seminars/Conferences/Travel	430	2,143	(1,713)	4,744	17,144	(12,400)
Copier Expense	2,496	3,750	(1,254)	22,928	30,003	(7,075)
Library Programming	22,577	30,833	(8,256)	208,424	246,664	(38,240)
Grants/Memorials	1,174	7,500	(6,326)	63,269	60,000	3,269
Supplies	25,613	16,643	8,970	227,063	133,144	93,919
Repairs and Maintenance	19,433	28,083	(8,650)	265,023	224,664	40,359
Postage	5,347	2,917	2,430	12,928	23,336	(10,408)
Lcards/Circ Cards	3,540	5,717	(2,177)	23,931	45,736	(21,805)
Other Operating Expenditures	1,003	2,217	(1,214)	13,452	17,736	(4,284)
<b>Total Operating Expense</b>	<b>\$357,023</b>	<b>\$370,618</b>	<b>(\$13,595)</b>	<b>\$3,082,760</b>	<b>\$2,964,944</b>	<b>\$117,816</b>
Capital Outlays	\$10,906	\$87,083	(\$76,177)	\$560,121	\$696,664	(\$136,543)
<b>Total Expenditures</b>	<b>\$982,675</b>	<b>\$1,132,833</b>	<b>(\$150,158)</b>	<b>\$8,755,333</b>	<b>\$9,062,667</b>	<b>(\$307,334)</b>
<b>Net</b>	<b>\$140,900</b>		<b>\$140,900</b>	<b>\$334,586</b>		<b>\$334,586</b>

## ANN ARBOR DISTRICT LIBRARY

Balance Sheet  
Monday, February 29, 2016

**ASSETS****Current Assets****Cash**

Cash - Commercial Checking	\$95,599.27
Cash - Payroll	17,942.42
Holtrey Fund	333,077.84
Cash - Savings	4,999,336.20
Keniston Fund	30,426.26
Shafer Fund	10,497.05
Westerman Fund	29,491.84
Petty Cash	2,150.00
WLBDP Account	38,308.77
Price Fund	21,364.48
Ladies Library Association	14,002.38
ICS Money Market	<u>2,006,529.98</u>
<b>Total Cash</b>	<b>7,598,726.49</b>

**Investments**

Bank of Ann Arbor Investment	3,507,106.74
Old National Trust Company	<u>2,003,248.07</u>
<b>Total Investments</b>	<b>5,510,354.81</b>

**Accounts Receivable**

Accounts Receivable	<u>180,000.00</u>
<b>Total Accounts Receivable</b>	<b>180,000.00</b>

**Prepaid Expenses**

Prepaid Insurance	99,882.58
Prepaid Expenses	
Prepaid Rent	
<b>Total Prepaid Expenses</b>	<u>99,882.58</u>
<b>Total Current Assets</b>	<b>13,388,963.88</b>

**Capital Assets**

Buildings	26,296,532.20
Land	2,108,182.82
Audio Visual Equipment	586,387.00
Communications Equipment	473,681.00
Business Machines	111,595.00
Computer Equipment	1,125,256.30
Machinery & Tools	42,068.00
Appliances & Accessories	37,015.00
Furniture & Fixtures	1,147,025.18
Vehicles	92,467.75
Construction in Progress	<u>244,895.54</u>
<b>Total Capital Assets</b>	<b>32,265,105.79</b>

**Amount Provided for Long-Term Debt**

Long Term Sick	28,641.84
Long Term Vacation	<u>266,006.17</u>
<b>Total Provided for Long-Term Debt</b>	<b>294,648.01</b>

**TOTAL ASSETS** 45,948,717.68

## ANN ARBOR DISTRICT LIBRARY

Balance Sheet  
Monday, February 29, 2016

**LIABILITIES AND FUND EQUITY****Current Liabilities**

Accounts Payable	(25,740.41)
Accrued Accounts Payable	5,139.63
Security Deposit	4,000.00
Accrued Payroll	298,050.55
EE 403(b) deduction / EE Miors Pmt	1,499.29
ER 403(b) Contribution	
Accrued Liability - Vacation S/T	42,644.71

<b>Total Current Liabilities</b>	<b><u>325,593.77</u></b>
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**Long-Term Liabilities**

Accrued Liability - Sick Pay	28,641.84
Accrued Liability - Vacation L/T	266,006.17
<b>Total Long-Term Liabilities</b>	<b><u>294,648.01</u></b>

**Fund Equity**

Investment - Gen Fixed Assets	32,265,105.79
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**Fund Balance**

Reserve - Encumbrances	215,472.39
Deferred Revenue - Property Taxes	4,017,173.00
Fund Balance - Undesignated	8,496,137.30
Excess Revenue (Spending)	334,587.42

<b>Total Fund Balance</b>	<b><u>13,063,370.11</u></b>
<b>Total Fund Equity</b>	<b><u>45,328,475.90</u></b>

<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b><u><u>45,948,717.68</u></u></b>
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Ranges: From: To: From: To:  
 Check Number First Last Check Date 2/1/2016 2/29/2016  
 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
052151	AGRSER	A GROWING SERVICE LLC	2/12/2016	CHECK	PMCHK00001875	\$340.00
052150	AFTDEL	AFTERNOON DELIGHT	2/12/2016	CHECK	PMCHK00001875	\$129.50
052238	AFTDEL	AFTERNOON DELIGHT	2/26/2016	CHECK	PMCHK00001883	\$22.50
052111	AMASCH	AMANDA SCHOTT	2/5/2016	CHECK	PMCHK00001873	\$17.85
052182	AMASCH	AMANDA SCHOTT	2/16/2016	CHECK	PMCHK00001877	\$26.19
052240	AMASCH	AMANDA SCHOTT	2/26/2016	CHECK	PMCHK00001883	\$34.80
052062	AMACORP	AMAZON	2/3/2016	CHECK	PMCHK00001870	\$3,402.77
052239	AMACORP	AMAZON	2/26/2016	CHECK	PMCHK00001883	\$7,936.85
052064	AMACOM	AMAZON.COM CREDIT PLAN	2/3/2016	CHECK	PMCHK00001871	\$1,021.22
052152	AMEX	AMERICAN EXPRESS	2/12/2016	CHECK	PMCHK00001875	\$62,309.39
052065	ANNARB	ANN ARBOR OBSERVER	2/3/2016	CHECK	PMCHK00001871	\$3,272.80
052112	ANNSEW	ANN ARBOR SEWING CENTER	2/5/2016	CHECK	PMCHK00001873	\$1,418.00
052153	ANNDR0	ANNE DROZD	2/12/2016	CHECK	PMCHK00001875	\$35.37
052067	APPLE	APPLE, INC.	2/3/2016	CHECK	PMCHK00001871	\$2,138.00
052066	APPIMA	APPLIED IMAGING	2/3/2016	CHECK	PMCHK00001871	\$305.70
052068	ARIJAV	ARIFA JAVED	2/3/2016	CHECK	PMCHK00001871	\$500.00
052183	ATTMOB	AT&T MOBILITY	2/16/2016	CHECK	PMCHK00001877	\$644.35
052110	B&H	B&H PHOTO-VIDEO	2/3/2016	CHECK	PMCHK00001872	\$2,719.88
052241	BAKCOL	BAKER COLLEGE OF FLINT	2/26/2016	CHECK	PMCHK00001883	\$39.99
052154	BANMED	BANG MEDIA	2/12/2016	CHECK	PMCHK00001875	\$350.00
052184	BARNOB1	BARNES & NOBLE INC.	2/16/2016	CHECK	PMCHK00001877	\$186.50
052113	BATPLU	BATTERIES PLUS	2/5/2016	CHECK	PMCHK00001873	\$24.99
052114	BETNEA	BETHANY NEAL	2/5/2016	CHECK	PMCHK00001873	\$250.00
052204	BETBEC	BETSY BECKERMAN	2/19/2016	CHECK	PMCHK00001878	\$825.00
052115	BLAAUD	BLACKSTONE AUDIO BOOKS	2/5/2016	CHECK	PMCHK00001873	\$706.83
052205	BLAAUD	BLACKSTONE AUDIO BOOKS	2/19/2016	CHECK	PMCHK00001878	\$187.99
052210	DICBLI	BLICK ART MATERIALS	2/19/2016	CHECK	PMCHK00001878	\$42.85
052247	DICBLI	BLICK ART MATERIALS	2/26/2016	CHECK	PMCHK00001883	\$310.78
052185	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	2/16/2016	CHECK	PMCHK00001877	\$59,851.79
052206	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	2/19/2016	CHECK	PMCHK00001878	\$6,630.92
052155	BOOIND	BOOK INDUSTRY STUDY GROUP, INC	2/12/2016	CHECK	PMCHK00001875	\$645.00
052207	BP	BP	2/19/2016	CHECK	PMCHK00001878	\$292.25
052116	BREWER	BREWER'S	2/5/2016	CHECK	PMCHK00001873	\$302.77
052156	BRICON	BRIDGEPORT CONSULTING	2/12/2016	CHECK	PMCHK00001875	\$2,915.00
052103	BRIOBR	BRIDGET O'BRIEN	2/3/2016	CHECK	PMCHK00001872	\$125.00
052069	BRIAUD	BRILLIANCE PUBLISHING, INC.	2/3/2016	CHECK	PMCHK00001871	\$272.41
052208	BRIAUD	BRILLIANCE PUBLISHING, INC.	2/19/2016	CHECK	PMCHK00001878	\$252.93
052157	BRODCO	BRODART CO.	2/12/2016	CHECK	PMCHK00001875	\$1,479.34
052242	BRODCO	BRODART CO.	2/26/2016	CHECK	PMCHK00001883	\$5,219.81
052140	BUSVAL	BUSCH'S, INC.	2/9/2016	CHECK	PMCHK00001874	\$80.99
052102	BUSCAR	BUSINESS CARD	2/3/2016	CHECK	PMCHK00001872	\$5,369.68
052117	CARBRO	CARPENTER BROS.	2/5/2016	CHECK	PMCHK00001873	\$195.33
052070	CDW-G	CDW GOVERNMENT, INC.	2/3/2016	CHECK	PMCHK00001871	\$109.48
052118	CDW-G	CDW GOVERNMENT, INC.	2/5/2016	CHECK	PMCHK00001873	\$161.15
052158	CDW-G	CDW GOVERNMENT, INC.	2/12/2016	CHECK	PMCHK00001875	\$2,204.30
052186	CDW-G	CDW GOVERNMENT, INC.	2/16/2016	CHECK	PMCHK00001877	\$138.33
052159	CINCOR	CINTAS CORPORATION	2/12/2016	CHECK	PMCHK00001875	\$2,003.00
052209	CINCOR	CINTAS CORPORATION	2/19/2016	CHECK	PMCHK00001878	\$103.02
052141	CITOF1	CITY OF ANN ARBOR TREASURER	2/9/2016	CHECK	PMCHK00001874	\$2,423.82
052160	CITOF1	CITY OF ANN ARBOR TREASURER	2/12/2016	CHECK	PMCHK00001875	\$149.33
052072	COMCAS	COMCAST	2/3/2016	CHECK	PMCHK00001871	\$134.40
052188	COMCAS	COMCAST	2/16/2016	CHECK	PMCHK00001877	\$38.47
052243	COMCAS	COMCAST	2/26/2016	CHECK	PMCHK00001883	\$124.90
052119	COMALLW	COMPUTER ALLEY WEST	2/5/2016	CHECK	PMCHK00001873	\$1,039.96
052187	COMALLW	COMPUTER ALLEY WEST	2/16/2016	CHECK	PMCHK00001877	\$2,080.69
052244	CRADOO	CRAWFORD DOOR SALES	2/26/2016	CHECK	PMCHK00001883	\$930.00

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052190	DKAGEN	D.K. AGENCIES (P) LTD.	2/16/2016	CHECK	PMCHK00001877	\$647.10
052245	DCAPRO	DCA PRODUCTS, INC	2/26/2016	CHECK	PMCHK00001883	\$110.00
052246	DEMCO	DEMCO	2/26/2016	CHECK	PMCHK00001883	\$349.12
052073	DISPAP	DISCOUNT PAPER PRODUCTS, INC.	2/3/2016	CHECK	PMCHK00001871	\$95.08
052189	DISPAP	DISCOUNT PAPER PRODUCTS, INC.	2/16/2016	CHECK	PMCHK00001877	\$774.80
052074	DTEENE	DTE ENERGY	2/3/2016	CHECK	PMCHK00001871	\$9,931.71
052211	DTEENE	DTE ENERGY	2/19/2016	CHECK	PMCHK00001878	\$20,275.14
052248	DTEENE	DTE ENERGY	2/26/2016	CHECK	PMCHK00001883	\$8,953.22
052191	DYKGOS	DYKEMA GOSSETT	2/16/2016	CHECK	PMCHK00001877	\$1,850.40
052249	EASMIC	EASTERN MICHIGAN UNIVERSITY	2/26/2016	CHECK	PMCHK00001883	\$30.00
052142	ELILAW	ELITE LAWN & LANDSCAPE, INC.	2/9/2016	CHECK	PMCHK00001874	\$7,525.00
052120	ELIPEA	ELIZABETH PEARCE	2/5/2016	CHECK	PMCHK00001873	\$63.46
052161	ELLLIV	ELLEN LIVINGSTON	2/12/2016	CHECK	PMCHK00001875	\$125.00
052143	ELYAUR	ELYSE AURBACH	2/9/2016	CHECK	PMCHK00001874	\$300.00
052192	EVEHOL	EVELYN HOLLENSHEAD	2/16/2016	CHECK	PMCHK00001877	\$27.22
052121	FINTIM	FINANCIAL TIMES	2/5/2016	CHECK	PMCHK00001873	\$1,695.00
052122	FORFRA	FORMAT FRAMING	2/5/2016	CHECK	PMCHK00001873	\$57.06
052162	FORFRA	FORMAT FRAMING	2/12/2016	CHECK	PMCHK00001875	\$3,076.22
052123	FRIOF	FRIENDS OF THE ANN ARBOR	2/5/2016	CHECK	PMCHK00001873	\$2,061.10
052098	THOGAL	GALE/CENGAGE LEARNING, INC	2/3/2016	CHECK	PMCHK00001871	\$185.53
052137	THOGAL	GALE/CENGAGE LEARNING, INC	2/5/2016	CHECK	PMCHK00001873	\$46.39
052179	THOGAL	GALE/CENGAGE LEARNING, INC	2/12/2016	CHECK	PMCHK00001875	\$475.71
052264	THOGAL	GALE/CENGAGE LEARNING, INC	2/26/2016	CHECK	PMCHK00001883	\$131.95
052230	GARISTE	GARI STEIN	2/23/2016	CHECK	PMCHK00001882	\$100.00
052193	GOVSOL	GOVERNOR BUSINESS SOLUTIONS	2/16/2016	CHECK	PMCHK00001877	\$83.12
052250	GRAVAL	GRAND VALLEY STATE UNIV LIBRAR	2/26/2016	CHECK	PMCHK00001883	\$87.33
052075	FIRMAR	GREEN ROAD ASSOCIATES, LLC	2/3/2016	CHECK	PMCHK00001871	\$3,646.00
052251	HERDIS	HERRICK DISTRICT LIBRARY	2/26/2016	CHECK	PMCHK00001883	\$55.00
052163	HFGROUP	HF GROUP LLC	2/12/2016	CHECK	PMCHK00001875	\$96.10
052212	HFGROUP	HF GROUP LLC	2/19/2016	CHECK	PMCHK00001878	\$1,426.96
052252	HOBBLA	HOBBS & BLACK ASSOCIATES, INC.	2/26/2016	CHECK	PMCHK00001883	\$1,330.00
052194	HOOHAT	HOOPER, HATHAWAY, P.C.	2/16/2016	CHECK	PMCHK00001877	\$5,347.50
052124	HUGGAL	HUGH GALLAGHER	2/5/2016	CHECK	PMCHK00001873	\$200.00
052164	HUTPLU	HUTZEL PLUMBING AND HEATING	2/12/2016	CHECK	PMCHK00001875	\$110.00
052253	HUTPLU	HUTZEL PLUMBING AND HEATING	2/26/2016	CHECK	PMCHK00001883	\$643.73
052076	INSDES	INSITE DESIGN STUDIO	2/3/2016	CHECK	PMCHK00001871	\$595.26
052165	INSDES	INSITE DESIGN STUDIO	2/12/2016	CHECK	PMCHK00001875	\$4,955.08
052077	JENSMI	JENNIFER L. SMITH	2/3/2016	CHECK	PMCHK00001871	\$89.75
052144	JEWISHNE	JEWISH NEWS	2/9/2016	CHECK	PMCHK00001874	\$245.00
052125	KAMBOL	KAMI BOLYARD	2/5/2016	CHECK	PMCHK00001873	\$17.38
052195	KAYPEN	KAYLA COUGHLIN	2/16/2016	CHECK	PMCHK00001877	\$19.66
052126	KELULL	KELSEY ULLENBRUCH	2/5/2016	CHECK	PMCHK00001873	\$23.49
052078	LEACEN	LEARNING CENTER	2/3/2016	CHECK	PMCHK00001871	\$199.00
052166	LOWE'S	LOWES BUSINESS ACCOUNT	2/12/2016	CHECK	PMCHK00001875	\$425.60
052231	MABROD	MABEL RODRIGUEZ	2/23/2016	CHECK	PMCHK00001882	\$200.00
052127	MARYAN	MARGARET YANG	2/5/2016	CHECK	PMCHK00001873	\$250.00
052104	MARBAN	MARTIN BANDYKE	2/3/2016	CHECK	PMCHK00001872	\$400.00
052128	MATRIX	MATRIX TRUST CO AttnTPA000320	2/5/2016	CHECK	PMCHK00001873	\$22,038.08
052213	MATRIX	MATRIX TRUST CO AttnTPA000320	2/19/2016	CHECK	PMCHK00001878	\$21,821.68
052232	MCNMCK	MCNAUGHTON-MCKAY	2/23/2016	CHECK	PMCHK00001882	\$47.23
052167	MASCOM	MEDCO SUPPLY COMPANY	2/12/2016	CHECK	PMCHK00001875	\$20.35
052214	MERCON	MERCES CONSULTING	2/19/2016	CHECK	PMCHK00001878	\$300.00
052105	METCOM	METCOM	2/3/2016	CHECK	PMCHK00001872	\$5,551.88
052196	METCOM	METCOM	2/16/2016	CHECK	PMCHK00001877	\$1,030.95
052233	METLIFE	METLIFE SBC	2/23/2016	CHECK	PMCHK00001882	\$6,792.40
052129	MICDIB	MICHAEL DIBELLA	2/5/2016	CHECK	PMCHK00001873	\$100.00
052130	MICKRE	MICHELLE KRELL KYDD	2/5/2016	CHECK	PMCHK00001873	\$450.00
052254	MICMUN3	MICHIGAN MUNICIPAL LEAGUE LIAB	2/26/2016	CHECK	PMCHK00001883	\$92,298.00
052131	MICOFF	MICHIGAN OFFICE SOLUTIONS	2/5/2016	CHECK	PMCHK00001873	\$2,286.70
052079	MICPOW	MICHIGAN POWER RODDING	2/3/2016	CHECK	PMCHK00001871	\$298.00
052216	MSUTEC	MICHIGAN STATE UNIVERSITY	2/19/2016	CHECK	PMCHK00001878	\$50.00
052080	MIDTAP	MIDWEST TAPE	2/3/2016	CHECK	PMCHK00001871	\$26,327.09
052132	MIDTAP	MIDWEST TAPE	2/5/2016	CHECK	PMCHK00001873	\$17,064.26

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052170	MIDTAP	MIDWEST TAPE	2/12/2016	CHECK	PMCHK00001875	\$10,367.59
052215	MIDTAP	MIDWEST TAPE	2/19/2016	CHECK	PMCHK00001878	\$5,495.22
052255	MIDTAP	MIDWEST TAPE	2/26/2016	CHECK	PMCHK00001883	\$9,591.93
052169	MIDGOT	MIDWESTERN GOTHIC	2/12/2016	CHECK	PMCHK00001875	\$5,550.00
052063	AANEWS	MLIVE MEDIA GROUP	2/3/2016	CHECK	PMCHK00001871	\$1,944.00
052149	AANEWS	MLIVE MEDIA GROUP	2/12/2016	CHECK	PMCHK00001875	\$2,436.00
052234	MONHIG	MONICA HIGMAN	2/23/2016	CHECK	PMCHK00001882	\$100.00
052197	MORNIN	MORNINGSTAR, INC.	2/16/2016	CHECK	PMCHK00001877	\$175.00
052171	MULBOO	MULTI-CULTURAL BOOKS & VIDEOS	2/12/2016	CHECK	PMCHK00001875	\$138.65
052198	MULBOO	MULTI-CULTURAL BOOKS & VIDEOS	2/16/2016	CHECK	PMCHK00001877	\$269.55
052217	NICBOO	NICOLA'S BOOKS	2/19/2016	CHECK	PMCHK00001878	\$562.00
052235	NUWAVE	NUWAVE AQUARIUMS	2/23/2016	CHECK	PMCHK00001882	\$119.95
052256	NUWAVE	NUWAVE AQUARIUMS	2/26/2016	CHECK	PMCHK00001883	\$119.95
052257	ONEACON	O'NEAL CONSTRUCTION	2/26/2016	CHECK	PMCHK00001883	\$2,710.37
052172	OCLINS	OCLC, INC.	2/12/2016	CHECK	PMCHK00001875	\$3,929.61
052081	OFFDEP	OFFICE DEPOT, INC.	2/3/2016	CHECK	PMCHK00001871	\$57.07
052106	OFFDEP	OFFICE DEPOT, INC.	2/3/2016	CHECK	PMCHK00001872	\$1,408.34
052145	OFFDEP	OFFICE DEPOT, INC.	2/9/2016	CHECK	PMCHK00001874	\$782.21
052199	OFFDEP	OFFICE DEPOT, INC.	2/16/2016	CHECK	PMCHK00001877	\$124.47
052236	OFFDEP	OFFICE DEPOT, INC.	2/23/2016	CHECK	PMCHK00001882	\$149.58
052082	OMEBUS	OMEGA BUSINESS CENTER, LLC	2/3/2016	CHECK	PMCHK00001871	\$3,700.00
052181	OPTINT	OPTO INTERNATIONAL, INC MODULA	2/15/2016	CHECK	PMCHK00001876	\$7,491.75
052133	PATDUN	PATRICK DUNN	2/5/2016	CHECK	PMCHK00001873	\$100.00
052218	PATDUN	PATRICK DUNN	2/19/2016	CHECK	PMCHK00001878	\$100.00
052087	RANHOU	PENGUIN RANDOM HOUSE, LLC	2/3/2016	CHECK	PMCHK00001871	\$547.50
052220	RANHOU	PENGUIN RANDOM HOUSE, LLC	2/19/2016	CHECK	PMCHK00001878	\$1,218.50
052200	PITCHA	PITTSFIELD CHARTER TOWNSHIP	2/16/2016	CHECK	PMCHK00001877	\$152.86
052084	PLAWIS	PLANT WISE	2/3/2016	CHECK	PMCHK00001871	\$12,475.00
052173	PLAWIS	PLANT WISE	2/12/2016	CHECK	PMCHK00001875	\$950.00
052085	PRITEC	PRINT TECH INC.	2/3/2016	CHECK	PMCHK00001871	\$621.07
052107	PRITEC	PRINT TECH INC.	2/3/2016	CHECK	PMCHK00001872	\$833.68
052258	PRITEC	PRINT TECH INC.	2/26/2016	CHECK	PMCHK00001883	\$1,919.17
052091	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	2/3/2016	CHECK	PMCHK00001871	\$13,243.00
052174	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	2/12/2016	CHECK	PMCHK00001875	\$2,450.00
052086	RACYAN	RACHEL YANIKOGLU	2/3/2016	CHECK	PMCHK00001871	\$15.98
052219	RACYAN	RACHEL YANIKOGLU	2/19/2016	CHECK	PMCHK00001878	\$117.88
052089	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	2/3/2016	CHECK	PMCHK00001871	\$19.00
052259	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	2/26/2016	CHECK	PMCHK00001883	\$38.00
052088	RECBOO	RECORDED BOOKS, INC.	2/3/2016	CHECK	PMCHK00001871	\$1,305.74
052134	RECBOO	RECORDED BOOKS, INC.	2/5/2016	CHECK	PMCHK00001873	\$457.28
052221	RECBOO	RECORDED BOOKS, INC.	2/19/2016	CHECK	PMCHK00001878	\$3,208.77
052260	REDLIB	REDFORD TOWNSHIP DISTRICT LIBR	2/26/2016	CHECK	PMCHK00001883	\$39.00
052090	REHROB	REHMANN ROBSON	2/3/2016	CHECK	PMCHK00001871	\$925.00
052222	RTI	RESEARCH TECHNOLOGY INT'L	2/19/2016	CHECK	PMCHK00001878	\$1,479.93
052237	ROBROB	ROBIN ROBINSON	2/23/2016	CHECK	PMCHK00001882	\$100.00
052201	RUBSTA	RUBBER STAMPS UNLIMITED	2/16/2016	CHECK	PMCHK00001877	\$36.50
052175	RUTBAR	RUTH MCNALLY BARSHAW	2/12/2016	CHECK	PMCHK00001875	\$219.00
052223	SARKEL	SARA MELTON KELLER	2/19/2016	CHECK	PMCHK00001878	\$275.00
052093	SCHSOU	SCHEDULE SOURCE, INC	2/3/2016	CHECK	PMCHK00001871	\$911.50
052176	SCHSEC	SCHILKE SECURITY	2/12/2016	CHECK	PMCHK00001875	\$210.00
052092	SCHLIB	SCHOLASTIC INC.	2/3/2016	CHECK	PMCHK00001871	\$456.30
052146	SCIOTOW	SCIO TOWNSHIP UTILITY DEPT.	2/9/2016	CHECK	PMCHK00001874	\$49.71
052261	SEBTOW	SEBEWAING TOWNSHIP LIBRARY	2/26/2016	CHECK	PMCHK00001883	\$9.99
052135	SEMSTU	SEMANTIC STUDIOS, LLC	2/5/2016	CHECK	PMCHK00001873	\$25,200.00
052083	PACMEC	SHAMBAUGH & SON, L.P	2/3/2016	CHECK	PMCHK00001871	\$21,600.00
052177	SHETUR	SHERLONYA TURNER	2/12/2016	CHECK	PMCHK00001875	\$104.17
052262	SOUPUB	SOUTHFIELD PUBLIC LIBRARY	2/26/2016	CHECK	PMCHK00001883	\$18.00
052147	STAHAR	STADIUM HARDWARE	2/9/2016	CHECK	PMCHK00001874	\$40.73
052224	STEOSB	STEVE OSBURN	2/19/2016	CHECK	PMCHK00001878	\$25.00
052094	STETEE	STEVE TEERI	2/3/2016	CHECK	PMCHK00001871	\$115.05
052095	SWESOU	SWEETWATER SOUND INC.	2/3/2016	CHECK	PMCHK00001871	\$4,936.85
052108	SWESOU	SWEETWATER SOUND INC.	2/3/2016	CHECK	PMCHK00001872	\$1,899.79
052178	SWESOU	SWEETWATER SOUND INC.	2/12/2016	CHECK	PMCHK00001875	\$899.00



\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052096	TDSMET	TDS METROCOM	2/3/2016	CHECK	PMCHK00001871	\$7,105.31
052263	TDSMET	TDS METROCOM	2/26/2016	CHECK	PMCHK00001883	\$7,081.75
052097	THAELE	TEL SYSTEMS	2/3/2016	CHECK	PMCHK00001871	\$410.00
052136	THEANN	THE ANN MAGAZINE	2/5/2016	CHECK	PMCHK00001873	\$500.00
052225	TEACOM	THE TEACHING COMPANY SALES, LL	2/19/2016	CHECK	PMCHK00001878	\$4,002.55
052099	TSAFON	TSAI FONG BOOKS, INC.	2/3/2016	CHECK	PMCHK00001871	\$1,204.18
052265	TSAFON	TSAI FONG BOOKS, INC.	2/26/2016	CHECK	PMCHK00001883	\$61.64
052148	ULINE	ULINE, INC.	2/9/2016	CHECK	PMCHK00001874	\$22.73
052180	ULINE	ULINE, INC.	2/12/2016	CHECK	PMCHK00001875	\$1,514.86
052202	ULINE	ULINE, INC.	2/16/2016	CHECK	PMCHK00001877	\$100.60
052267	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	2/26/2016	CHECK	PMCHK00001883	\$1,118.75
052266	UNIPAR	UNITED PARCEL SERVICE	2/26/2016	CHECK	PMCHK00001883	\$166.45
052229	UNISTA	UNITED STATES POSTAL SERVICES	2/22/2016	CHECK	PMCHK00001881	\$5,000.00
052226	UNUMPRO	UNUM LIFE INSURANCE	2/19/2016	CHECK	PMCHK00001878	\$930.86
052227	UNUMPRO	UNUM LIFE INSURANCE	2/19/2016	CHECK	PMCHK00001879	\$2,040.05
052228	UNUMPRO	UNUM LIFE INSURANCE	2/19/2016	CHECK	PMCHK00001880	\$1,864.83
052268	VANDIS	VAN BUREN DISTRICT LIBRARY	2/26/2016	CHECK	PMCHK00001883	\$8.99
052138	VERWIRC	VERIZON WIRELESS	2/5/2016	CHECK	PMCHK00001873	\$1,739.95
052203	VERWIRC	VERIZON WIRELESS	2/16/2016	CHECK	PMCHK00001877	\$882.70
052139	VOSLIG	VOSS LIGHTING	2/5/2016	CHECK	PMCHK00001873	\$142.72
052109	WARNAT	VWR INTERNATIONAL LLC	2/3/2016	CHECK	PMCHK00001872	\$218.22
052100	WASMAN	WASTE MANAGEMENT OF MICHIGAN	2/3/2016	CHECK	PMCHK00001871	\$229.52
052101	XEROX	XEROX CORPORATION	2/3/2016	CHECK	PMCHK00001871	\$56.95
052269	XEROX	XEROX CORPORATION	2/26/2016	CHECK	PMCHK00001883	\$14.11

Total Checks: 206

Total Amount of Checks: \$653,247.87

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 16-076**

**RESOLUTION TO ESTABLISH A CAPITAL PROJECTS FUND**

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 21<sup>st</sup> day of March, 2016 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To designate funds to establish a capital projects fund in the amount of \$\_\_\_\_\_ to fund the Ann Arbor District Library's portion of the Westgate Branch expansion.
- 2.) That all of the expenditures from this fund are for capital projects.
- 3.) 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.

---

Margaret Leary, Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 16-077**

**RESOLUTION OF THANKS TO RAE ANN WEYMOUTH UPON HER  
RETIREMENT FROM THE FRIENDS OF THE ANN ARBOR DISTRICT  
LIBRARY BOOKSHOP**

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 21<sup>st</sup> day of March, 2016 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That it would like to officially recognize Rae Ann Weymouth for her years of service as Director of the Friends of the Ann Arbor District Library Bookshop.
- 2.) To recognize Rae Ann Weymouth for her commitment upon her retirement as of the 31<sup>st</sup> day of March 2016.
- 3.) 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.

---

Margaret Leary, Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

Nancy Kaplan  
Margaret Leary  
Jim Leija  
Jan Barney Newman  
Prue Rosenthal  
Edward Surovell  
Jamie Vander Broek

2016 OFFICERS

President . . . . . Jan Barney Newman  
Vice President . . . . . Edward Surovell  
Treasurer . . . . . Prue Rosenthal  
Secretary . . . . . Margaret Leary

ADMINISTRATION

Josie Parker . . . . . Director  
Eli Neiburger . . . . . Deputy Director  
Bruce Hadler . . . . . Chief Financial Officer

**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