



Ann Arbor District Library
Regular Meeting
Agenda

Monday, May 16, 2011

Published by Ann Arbor District Library

May 2011

S	M	T	W	T	F	S
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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				

June 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 AADL Board Mtg	21	22	23	24	25
26	27	28	29	30		

July 2011

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, May 16, 2011 at 6:00 p.m.
 Ann Arbor District Library, Fourth Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 11-068 I. CALL TO ORDER
- 11-069 II. ATTENDANCE
- 11-070 III. RECESS TO EXECUTIVE SESSION FOR LABOR
NEGOTIATIONS AND DIRECTOR'S EVALUATION
- 11-071 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR
FISCAL YEAR 2011-2012 AT 7:00PM
- 11-072 V. CALL FOR PUBLIC COMMENT ON THE BUDGET
- 11-073 VI. RECONVENE REGULAR MEETING IMMEDIATELY
FOLLOWING PUBLIC HEARING
- 11-074 VII. APPROVAL OF AGENDA (pp 1-2)
(Item of action)
- 11-075 VIII. APPROVAL OF MINUTES OF APRIL 25, 2011 (pp 3-9)
(Item of action)
- 11-076 IX. CITIZENS' COMMENTS
- 11-077 X. FINANCIAL REPORT (pp 10-17)
- 11-078 XI. APPROVAL OF DISBURSEMENTS (pp 18-20)
(Item of action)
- 11-079 XII. COMMITTEE REPORTS
- 11-080 A. FINANCE COMMITTEE
- 11-081 B. DIRECTOR'S EVALUATION

- 11-082 XIII. DIRECTOR'S REPORT (pp 21-22)
- 11-083 XIV. NEW BUSINESS
- 11-084 A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR THE FISCAL YEAR 2011-2012 (pp 23-29)
(Item of action)
- 11-085 B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE LEVIED BY TAXING AUTHORITIES (pp 30-31)
(Item of action)
- 11-086 C. RESOLUTION TO ADOPT THE 2011-2012 BUDGET AS A LINE ITEM BUDGET AND COMPLIANCE OF DISBURSEMENTS (pp 32-33)
(Item of action)
- 11-087 D. RESOLUTION TO AWARD CONTRACTS FOR JANITORIAL SERVICE FOR THE 2011-2012 BUDGET YEAR (pp 34-36)
- 11-088 E. RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY (FAADL) (pp 37-38)
(Item of action)
- 11-089 F. RESOLUTION TO BROADCAST AADL BOARD MEETINGS (p 39)
(Item of action)
- 11-090 G. DIRECTOR'S EVALUATION MEMO FROM AADL BOARD
- 11-091 H. VOTE FOR EXECUTIVE SESSION AT THE JUNE 20, 2011 REGULAR MEETING FOR LABOR NEGOTIATION
(Item of action)
Roll call vote
- 11-092 XV. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 25, 2011

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 25, 2011

- 11-046 I. CALL TO ORDER
- President Leary called the meeting to order at 6:02 p.m.
- 11-047 II. ATTENDANCE
- Present: Head, Leary, Kaplan, Murphy, Barney Newman,
Rosenthal, Surovell
Absent: None
Staff: Choate, Doll, Nieman, Parker, Wilson (recorder)
- 11-048 III. RECESS TO EXECUTIVE SESSION FOR LABOR
NEGOTIATIONS AND DIRECTOR'S EVALUATION
- 11-049 IV. RECONVENE REGULAR MEETING AT 7:00 P.M.
- President Leary reconvened the meeting to order at 7:05 p.m.
- 11-050 V. APPROVAL OF AGENDA
(Item of action)
- Vice President Rosenthal requested an addition to the agenda to report on the Friends of the Ann Arbor District Library. Treasurer Murphy requested an addition to the agenda to present a resolution recommending an auditor. Both items were added under New Business.
- Trustee Surovell, supported by Vice President Rosenthal, moved to approve the agenda as revised.
- AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal, Surovell
NAYS: None
- Motion passed 7-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 25, 2011

11-051 VI. APPROVAL OF MINUTES OF MARCH 21, 2011
 (Item of action)

Vice President Rosenthal, supported by Treasurer Murphy, moved to approve the minutes of March 21, 2011.

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

NAYS: None

ABSTAIN: Surovell

Motion passed 6-0-1.

11-052 VII. CITIZENS' COMMENTS

There were no citizens' comments.

11-053 VIII. FINANCIAL REPORT

Associate Director Nieman reported March showed unrestricted cash balance just over \$10 million. Tax receipts of almost \$11 million, reflecting 96% of the budgeted amount, have been received. The Fund Balance reflects just over \$7.9 million.

Delinquent taxes should be received in the near future.

Three line items are over budget in operating: Employee Benefits, Legal and Library Programming. These items should come back into line later in the year with the exception of Employee Benefits.

State Aid of \$30,000 has been received.

11-054 IX. APPROVAL OF DISBURSEMENTS
 (Item of action)

Trustee Head, supported by Trustee Kaplan, moved to approve the March disbursements.

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

NAYS: None

Motion passed 7-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 25, 2011

11-055 X. COMMITTEE REPORTS

11-056 A. EXECUTIVE COMMITTEE

President Leary reported the Executive Committee met in March for a discussion of the budget.

11-057 B. FINANCE COMMITTEE

Treasurer Murphy reported the Finance Committee met twice in March for discussion of the proposed 2011-2012 budget and to review the RFP's for an auditor.

11-058 C. DIRECTOR'S EVALUATION

President Leary reported the committee met, reviewed board comments, prepared an evaluation document, and has had preliminary discussion with Director Parker. It is anticipated her evaluation will be completed in May.

11-059 XI. DIRECTOR'S REPORT

In addition to her written report, Director Parker reported that she attended oral arguments at the State Court of Appeals regarding the Herrick District Library lawsuit against the Library of Michigan. She noted that it may take up to five months before a ruling is delivered.

After attending an MLA meeting today, Director Parker reported that state aid has not been eliminated from the proposed 2011-2012 state budget. The Senate version of the budget bill holds library funding at the same level of the current budget, however the House version reduces library funding considerably. It is anticipated that a compromise between both will result in funding, but at a lower level than this fiscal year.

11-060 XII. NEW BUSINESS

11-061 A. DISCUSSION OF PROPOSED 2011-2012 BUDGET

Treasurer Murphy began the discussion by reporting the Budget & Finance Committee has reviewed the proposed 2011-2012 budget.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 25, 2011

She introduced Associate Director Nieman to review the proposed budget with the Board.

Associate Director Nieman reported that the proposed tax revenue is being based on a 3% decrease in property taxes and no increase in the millage rate levied. He reviewed a number of expenditures and stated that no layoffs, pay cuts or reduction of hours or services are anticipated. Staff in various departments worked to locate cost savings to bring expenditures down. The current budget proposal shows a deficit but that will be resolved and a balanced budget will be brought to the Board at the May 16th Board meeting.

11-062

B. DISCUSSION ON TELEVISION BOARD MEETINGS

Trustee Kaplan began the discussion on this topic. She stated that by providing access to board meetings via television, a non-internet way, the public would benefit from board meeting topics. Televised meetings would provide the board with increased visibility to showcase accomplishments and allow the public to learn about upcoming changes.

Tim Grimes, Manager of Community Relations and Marketing, was introduced by Director Parker. Mr. Grimes reported on his discussion with CTN regarding this process. If CTN were to provide this service, meetings would be taped and not live as City Council meets the same night as the Library Board. He gave an overview of the responsibility of his department and staff that would be charged with filming board meetings if done in-house. He stated that filming done by library staff provides a polished product.

Trustee Kaplan stated that it is almost the culture of the community to have meetings televised. She requested that this topic be placed on May's agenda for further review.

11-063

C. PRESENTATION ON EBOOKS

Celeste Choate

Associate Director Choate presentation provided an overview of all digital content currently provided by AADL.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 25, 2011

11-064 D. FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY
REPORT

Vice President Rosenthal reported on Friends current and upcoming summer activities. Sales at the Book Shop and online are going well. They are looking to fill several positions on their board.

Director Parker reported that she will be bringing renewal of the space use agreement with the Friends to the Board next month. She will be recommending with this renewal replacing the link on the AADL website to the FAADL website.

Vice President Rosenthal reported that the Friends will be holding their annual meeting this June at the archive location.

11-065 E. RESOLUTION TO APPROVE ACCOUNTING FIRM
REHMANN TO COMPLETE THE LIBRARY'S AUDIT FOR
YEARS ENDING JUNE 30, 2011 THROUGH JUNE 30, 2014

Treasurer Murphy reviewed the process used for securing an audit firm to recommend to the Board.

Treasurer Murphy, supported by Trustee Head, moved to approve the accounting firm of Rehmann of Jackson, Michigan to complete the Library's audit for fiscal years ending June 30, 2011 through June 30, 2014 and that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 7-0.

11-066 F. VOTE FOR EXECUTIVE SESSION AT THE MAY 16, 2011
REGULAR MEETING FOR LABOR NEGOTIATIONS AND
DIRECTOR'S EVALUATION

(Item of action)

Roll call vote

Secretary Barney Newman, supported by Treasurer Murphy, moved to hold an Executive Session at the May 16, 2011 regular

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 25, 2011

Board meeting for labor negotiations and director's evaluation.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

11-067 XIII. ADJOURNMENT

President Leary adjourned the meeting at 8:27 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on April 25, 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

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 11-065**

**RESOLUTION TO APPROVE ACCOUNTING FIRM REHMANN TO
COMPLETE THE LIBRARY'S AUDIT FOR YEARS ENDING JUNE 30, 2011
THROUGH JUNE 30, 2014**

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 25th day of April, 2011 at 6:00 p.m.

PRESENT: Head, Kaplan, Leary, Murphy, Barney Newman, Rosenthal, Surovell
ABSENT: None

The following resolution was offered by Treasurer Murphy, and supported by Trustee Head:

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, 2011 through June 30, 2014.
- 2) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Board Meeting held on April 25, 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 April 2011

Cash:

The unrestricted cash balance as of April 30, 2011 was \$9,410,427 down from \$10,124,400 in March.

Tax Receipts:

The Library has received tax receipts totaling \$11,006,121 97% of the budgeted amount, as of April 30th.

Budget vs. Actual:

The Library showed an operating surplus of \$434,365 through April 30th. This gives the Library a positive fund balance of \$7,958,818 at the end of April, up from \$7,924,535 in March.

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

Tax and penal fine revenues are being recognized monthly at the monthly budgeted amount. This line item will be reconciled with actual receipts at the end of the year.

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

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

Employee Benefits – This reflects the increases in healthcare costs that became effective on July 1st. The variance is decreasing over the second half of the year due to cost savings that were implemented in October.

Legal – Expenses for four issues, research for the Washtenaw corridor TIF, the DDA TIF research, the Herrick Library vs the Library of Michigan brief and labor negotiations, cumulatively put this line over budget.

Library Programming – This line is slightly over budget but will come back into line in the near future.

Repairs and Maintenance – The quarterly payment for the mechanical service agreement was paid in April.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Ten Months Ending April 30, 2011

	<u>Actual</u>	<u>April Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$940,833	\$940,833		\$9,408,330	\$9,408,333	(\$3)
State Aid	14,708		14,708	44,972		44,972
Penal Fines	22,917	22,917		229,170	229,167	3
Interest	1,014	13,333	(12,319)	39,622	133,333	(93,711)
Copiers	3,054	3,333	(279)	31,550	33,333	(1,783)
Grants/Memorials	24,547	7,500	17,047	141,108	75,000	66,108
Library Fines & Fees	38,127	35,833	2,294	400,638	358,333	42,305
Non-Resident Fees	863	1,250	(387)	14,613	12,500	2,113
Fund Balance Transfer		9,167	(9,167)		91,667	(91,667)
Total Revenue	\$1,046,063	\$1,034,166	\$11,897	\$10,310,003	\$10,341,666	(\$31,663)
Expenditures						
Salaries & Wages	471,103	487,000	(15,897)	4,725,862	4,870,000	(144,138)
Employee Benefits	124,358	125,000	(642)	1,299,901	1,250,000	49,901
Employment Taxes	35,634	37,250	(1,616)	350,681	372,500	(21,819)
Total Employment Cost	\$631,095	\$649,250	(\$18,155)	\$6,376,444	\$6,492,500	(\$116,056)
Custodial and Electrical	\$20,983	\$18,333	\$2,650	\$162,123	\$183,333	(\$21,210)
Accounting/Audit	1,125	1,167	(42)	11,250	11,667	(417)
Legal	7,027	6,250	777	74,886	62,500	12,386
Purchased Services	2,358	9,417	(7,059)	80,709	94,167	(13,458)
Utilities	19,849	38,750	(18,901)	352,573	387,500	(34,927)
Property Insurance	7,353	7,917	(564)	73,531	79,167	(5,636)
Communications	6,361	16,667	(10,306)	133,498	166,667	(33,169)
Materials	149,991	154,167	(4,176)	1,433,766	1,541,667	(107,901)
Software Licenses/Maintenanc	5,559	10,833	(5,274)	101,969	108,333	(6,364)
Building Rental	10,063	12,917	(2,854)	120,729	129,167	(8,438)
Seminars/Conferences/Travel	544	1,917	(1,373)	8,759	19,167	(10,408)
Copier Expense	3,332	5,167	(1,835)	43,546	51,667	(8,121)
Library Programming	23,331	20,833	2,498	212,020	208,333	3,687
Grants/Memorials	7,006	7,500	(494)	41,331	75,000	(33,669)
Supplies	8,257	15,333	(7,076)	142,665	153,333	(10,668)
Repairs and Maintenance	47,406	22,083	25,323	235,065	220,833	14,232
Postage	200	2,500	(2,300)	21,677	25,000	(3,323)
Lcards/Circ Cards	20,798	6,250	14,548	57,319	62,500	(5,181)
Other Operating Expenditures	3,263	1,917	1,346	16,929	19,167	(2,238)
Total Operating Expense	\$344,806	\$359,918	(\$15,112)	\$3,324,345	\$3,599,168	(\$274,823)
Capital Outlays	\$57,006	\$25,000	\$32,006	\$174,849	\$250,000	(\$75,151)
Total Expenditures	\$1,032,907	\$1,034,168	(\$1,261)	\$9,875,638	\$10,341,668	(\$466,030)
Net	\$13,156	(\$2)	\$13,158	\$434,365	(\$2)	\$434,367

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Ten Months Ending April 30, 2011

	<u>Actual</u>	<u>April Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$21,490	\$7,500	\$13,990	\$124,756	\$75,000	\$49,756
Total Revenue	<u>\$21,490</u>	<u>\$7,500</u>	<u>\$13,990</u>	<u>\$124,756</u>	<u>\$75,000</u>	<u>\$49,756</u>
Expenditures						
Materials	123		123	9,895		9,895
Library Programming	6,705	7,500	(795)	20,807	75,000	(54,193)
Supplies				242		242
Other Operating Expenditures	177		177	2,598		2,598
Total Operating Expense	<u>\$7,005</u>	<u>\$7,500</u>	<u>(\$495)</u>	<u>\$33,542</u>	<u>\$75,000</u>	<u>(\$41,458)</u>
Total Expenditures	<u>\$7,005</u>	<u>\$7,500</u>	<u>(\$495)</u>	<u>\$33,542</u>	<u>\$75,000</u>	<u>(\$41,458)</u>
Net	<u>\$14,485</u>		<u>\$14,485</u>	<u>\$91,214</u>		<u>\$91,214</u>

ANN ARBOR DISTRICT LIBRARY
Friends of the Library
For the Ten Months Ending April 30, 2011

	<u>Actual</u>	<u>April Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$20,000	\$7,500	\$12,500	\$115,019	\$75,000	\$40,019
Total Revenue	<u>\$20,000</u>	<u>\$7,500</u>	<u>\$12,500</u>	<u>\$115,019</u>	<u>\$75,000</u>	<u>\$40,019</u>
Expenditures						
Materials				5,373		5,373
Library Programming	6,705	7,500	(795)	20,807	75,000	(54,193)
Supplies				242		242
Other Operating Expenditures	177		177	2,598		2,598
Total Operating Expense	<u>\$6,882</u>	<u>\$7,500</u>	<u>(\$618)</u>	<u>\$29,020</u>	<u>\$75,000</u>	<u>(\$45,980)</u>
Total Expenditures	<u>\$6,882</u>	<u>\$7,500</u>	<u>(\$618)</u>	<u>\$29,020</u>	<u>\$75,000</u>	<u>(\$45,980)</u>
Net	<u>\$13,118</u>		<u>\$13,118</u>	<u>\$85,999</u>		<u>\$85,999</u>

Balance Sheet

ASSETS

As of 4/30/2011

Current Assets:

Cash	
CASH-COMMERCIAL CHECKING	\$13,438.70
CASH-PAYROLL	17,349.47
HOLTREY FUND	330,368.81
CASH-SAVINGS	4,395,016.21
KENISTON FUND	30,229.52
SHAFER FUND	10,446.37
WESTERMAN FUND	42,490.24
PETTY CASH	2,000.00
WLBDP ACCOUNT	36,778.44
	<hr/>
Total Cash	\$4,878,117.76
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,230,947.20
UNITED BANK AND TRUST INVESTMENT	1,751,676.08
	<hr/>
Total Investments	\$4,982,623.28
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$253,628.52
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Total Accounts Receivable	\$253,628.52
Property Taxes Receivable	
TAXES RECEIVABLE	\$5,212.06
	<hr/>
Total Property Taxes Receivable	\$5,212.06
Prepaid Expenses	
PRE-PAID INSURANCE	\$55,918.93
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Total Prepaid Expenses	\$55,918.93
	<hr/>
Total Current Assets	\$10,175,500.55
<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
	<hr/>
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
	<hr/>
TOTAL ASSETS	<u>\$42,338,425.07</u>

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$146,063.84
ACCRUED ACCOUNTS PAYABLE	63,202.85
ACCRUED PAYROLL	252,900.00
UNITED WAY DEDUCTIONS	400.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	3,208.00
ACCRUED EMPLOYER 403(b) - UNDECIDED	28,296.91
ACCRUED 403B/MPSERS EMPLOYER	21,911.96
ACCRUED LIABILITY-VACATION S/T	105,470.40

Total Current Liabilities	\$621,453.96
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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	\$125,772.98
DEFERRED REVENUE - PROPERTY TAX	1,469,456.00
FUND BALANCE - UNDESIGNATED	7,524,452.06
EXCESS REVENUE (SPENDING)	434,365.55

Total Fund Balance	\$9,554,046.59
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Total Fund Equity	\$41,451,661.07
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TOTAL LIABILITIES AND FUND EQUITY	\$42,338,425.07
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Ann Arbor District Library

Rollforward of undesignated fund balance For the Period Ending April 30, 2011

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,924,535	\$ 7,621,282
Total revenues	1,046,063	10,310,003
Expenditures:		
Operating	(975,901)	(9,700,788)
Capital outlays	(57,006)	(174,849)
(Increase) decrease in encumbrances	<u>21,127</u>	<u>(96,830)</u>
Ending surplus (deficit)	<u>\$ 7,958,818</u>	<u>\$ 7,958,818</u>

Ann Arbor District Library

Monthly and year-to-date cash rollforward For Period ending April 30, 2011

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	\$ 16,854	\$ 10,051	\$ (398,466)	\$ 385,000	\$ 13,439
Payroll	17,345	5	(449,678)	449,677	17,349
Petty cash	2,000	-	-	-	2,000
Savings	5,105,578	170,060	(45,945)	(834,677)	4,395,016
Investments - Bank of Ann Arbor	3,230,947	-	-	-	3,230,947
Investments - United Bank and Trust	1,751,676	-	-	-	1,751,676
Westerman Fund	42,487	3	-	-	42,490
Shafer Fund	10,445	1	-	-	10,446
Holtrey Fund	330,329	40	-	-	330,369
Keniston Fund	30,228	2	-	-	30,230
WLBPD	36,776	2	-	-	36,778
	<u>\$ 10,574,665</u>	<u>\$ 180,164</u>	<u>\$ (894,089)</u>	<u>\$ -</u>	<u>\$ 9,860,740</u>
Year-to-date rollforward					
Commercial checking	\$ 8,758	\$ 110,213	\$ (4,945,532)	\$ 4,840,000	\$ 13,439
Payroll	231,223	48	(4,834,609)	4,620,777	17,439
Petty cash	2,000	-	-	-	2,000
Savings	2,383,414	11,984,849	(512,470)	(9,460,777)	4,395,016
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
Westerman Fund	41,306	1,184	-	-	42,490
Shafer Fund	10,438	8	-	-	10,446
Holtrey Fund	329,955	414	-	-	330,369
Keniston Fund	30,204	26	-	-	30,230
WLBPD	36,493	285	-	-	36,778
	<u>\$ 8,030,970</u>	<u>\$ 12,122,471</u>	<u>\$ (10,292,611)</u>	<u>\$ -</u>	<u>\$ 9,860,830</u>

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Check Number First Last Check Date 4/1/2010 4/30/2010
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
039244	CITOF	CITY OF ANN ARBOR	4/1/2010	CHECK	PMCHK00001271	\$1,480.74
039276	4ALPRO	4ALL PROMOS	4/16/2010	CHECK	PMCHK00001275	\$1,066.25
039279	AGRSER	A GROWING SERVICE LLC	4/16/2010	CHECK	PMCHK00001275	\$340.00
039286	ARENDA	A-1 RENTAL, INC.	4/16/2010	CHECK	PMCHK00001275	\$40.50
039260	ADEHAR	ADELLA HARDEN	4/1/2010	CHECK	PMCHK00001272	\$100.00
039281	ALTCOM	ALTURA COMMUNICATION SOLUTIONS	4/16/2010	CHECK	PMCHK00001275	\$118.00
039238	AMACOM	AMAZON.COM CREDIT PLAN	4/1/2010	CHECK	PMCHK00001271	\$623.64
039370	AMACOM	AMAZON.COM CREDIT PLAN	4/30/2010	CHECK	PMCHK00001279	\$422.17
039282	AMEX	AMERICAN EXPRESS	4/16/2010	CHECK	PMCHK00001275	\$77,031.18
039280	ALA	AMERICAN LIBRARY ASSOCIATION	4/16/2010	CHECK	PMCHK00001275	\$1,100.00
039261	ANDPAI	ANDERSON PAINT COMPANY	4/8/2010	CHECK	PMCHK00001273	\$182.85
039283	ANDOFF	ANDREWS OFFICE WAREHOUSE	4/16/2010	CHECK	PMCHK00001275	\$112.91
039277	AAADCL	ANN ARBOR AD CLUB	4/16/2010	CHECK	PMCHK00001275	\$40.00
039237	AACAB	ANN ARBOR CABINET CO. INC.	4/1/2010	CHECK	PMCHK00001271	\$475.00
039284	ANNARB	ANN ARBOR OBSERVER	4/16/2010	CHECK	PMCHK00001275	\$1,638.90
039278	AANews	ANN ARBOR.COM	4/16/2010	CHECK	PMCHK00001275	\$3,260.16
039338	ANURAJ	ANUJA RAJENDRA	4/20/2010	CHECK	PMCHK00001276	\$100.00
039285	ARBSPR	ARBOR SPRING WATER CO.	4/16/2010	CHECK	PMCHK00001275	\$67.60
039371	ARCHAMBAULT	ARCHAMBAULT	4/30/2010	CHECK	PMCHK00001279	\$1,959.97
039287	ARMCLE	ARMEN CLEANERS	4/16/2010	CHECK	PMCHK00001275	\$27.40
039255	SBC	AT&T	4/1/2010	CHECK	PMCHK00001271	\$1,102.47
039349	ATT	AT&T	4/21/2010	CHECK	PMCHK00001277	\$338.13
039352	SBC	AT&T	4/21/2010	CHECK	PMCHK00001277	\$6,852.80
039350	ATTMOB	AT&T MOBILITY	4/21/2010	CHECK	PMCHK00001277	\$1,522.58
039239	AUTRES	AUTOMATED RESOURCE MGMT, INC.	4/1/2010	CHECK	PMCHK00001271	\$100.00
039288	AUTRES	AUTOMATED RESOURCE MGMT, INC.	4/16/2010	CHECK	PMCHK00001275	\$1,002.50
039355	BANCOF	BANC OF AMERICA LEASING	4/26/2010	CHECK	PMCHK00001278	\$674.00
039356	BANCOFAMER	BANC OF AMERICA LEASING	4/26/2010	CHECK	PMCHK00001278	\$694.00
039289	BANOFAA	BANK OF ANN ARBOR	4/16/2010	CHECK	PMCHK00001275	\$122.50
039240	BARRON	BARRON'S	4/1/2010	CHECK	PMCHK00001271	\$249.00
039241	BARRON	BARRON'S	4/1/2010	CHECK	PMCHK00001271	\$249.00
039291	BARRON	BARRON'S	4/16/2010	CHECK	PMCHK00001275	\$199.00
039290	BARBAG	BARRY BAGEL'S	4/16/2010	CHECK	PMCHK00001275	\$91.69
039372	BBCAUD	BBC AUDIOBOOKS AMERICA	4/30/2010	CHECK	PMCHK00001279	\$2,296.39
039262	BETMAN	BETH MANUEL	4/8/2010	CHECK	PMCHK00001273	\$35.70
039373	BETBEC	BETSY BECKERMAN	4/30/2010	CHECK	PMCHK00001279	\$100.00
039292	BIFOLKAL	BIFOLKAL PRODUCTIONS, INC	4/16/2010	CHECK	PMCHK00001275	\$48.20
039374	BLAAUD	BLACKSTONE AUDIO BOOKS	4/30/2010	CHECK	PMCHK00001279	\$638.00
039357	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	4/26/2010	CHECK	PMCHK00001278	\$11,034.90
039358	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	4/26/2010	CHECK	PMCHK00001278	\$38,133.61
039375	BOOWHO	BOOK WHOLESALERS, INC.	4/30/2010	CHECK	PMCHK00001279	\$431.45
039339	BP	BP	4/20/2010	CHECK	PMCHK00001276	\$280.50
039293	BREWER	BREWER'S	4/16/2010	CHECK	PMCHK00001275	\$342.61
039376	BRIAUD	BRILLIANCE AUDIO, INC.	4/30/2010	CHECK	PMCHK00001279	\$1,392.81
039242	BRODCO	BRODART CO.	4/1/2010	CHECK	PMCHK00001271	\$6,554.39
039377	BRODCO	BRODART CO.	4/30/2010	CHECK	PMCHK00001279	\$2,174.48
039378	BRYPAR	BRYAN PARKHURST	4/30/2010	CHECK	PMCHK00001279	\$100.00
039294	BUSVAL	BUSCH'S, INC.	4/16/2010	CHECK	PMCHK00001275	\$452.91
039243	BUSCAR	BUSINESS CARD	4/1/2010	CHECK	PMCHK00001271	\$10,009.80
039295	CAMINN	CAMPUS INN	4/16/2010	CHECK	PMCHK00001275	\$384.00
039296	CARBRO	CARPENTER BROS.	4/16/2010	CHECK	PMCHK00001275	\$71.53
039379	CCH	CCH INCORPORATED	4/30/2010	CHECK	PMCHK00001279	\$611.55
039258	THOLEA	CENGAGE LEARNING	4/1/2010	CHECK	PMCHK00001271	\$25.46
039380	CENPOI	CENTER POINT PUBLISHING	4/30/2010	CHECK	PMCHK00001279	\$495.19
039297	CINCOR	CINTAS CORPORATION	4/16/2010	CHECK	PMCHK00001275	\$756.60
039245	COMCAS	COMCAST	4/1/2010	CHECK	PMCHK00001271	\$223.67
039298	COMALLW	COMPUTER ALLEY WEST	4/16/2010	CHECK	PMCHK00001275	\$299.96

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
039381	CONBOC	CONTINENTAL BOOK COMPANY	4/30/2010	CHECK	PMCHK00001279	\$1,372.78
039299	COTINN	COTTAGE INN CATERING SERVICES	4/16/2010	CHECK	PMCHK00001275	\$195.00
039382	DAVSTE	DAVID STEARNES	4/30/2010	CHECK	PMCHK00001279	\$100.00
039383	DEBDIE	DEBORAH DIESEN	4/30/2010	CHECK	PMCHK00001279	\$200.00
039300	DEMCO	DEMCO	4/16/2010	CHECK	PMCHK00001275	\$4,278.78
039340	DICCSIE	DICK SIEGEL	4/20/2010	CHECK	PMCHK00001276	\$600.00
039275	DONDEV	DON DEVINE	4/12/2010	CHECK	PMCHK00001274	\$80.00
039246	DTEENE	DTE ENERGY	4/1/2010	CHECK	PMCHK00001271	\$39,574.37
039384	DTEENE	DTE ENERGY	4/30/2010	CHECK	PMCHK00001279	\$33,093.27
* 039301	DYKGOS	DYKEMA GOSSETT	4/16/2010	CHECK	PMCHK00001275	\$5,674.56
039341	DYKGOS	DYKEMA GOSSETT	4/20/2010	CHECK	PMCHK00001276	\$4,939.51
039247	EDUREC	EDUCATIONAL RECORD CENTER, INC	4/1/2010	CHECK	PMCHK00001271	\$2,400.00
039263	ELINEI	ELI NEIBURGER	4/8/2010	CHECK	PMCHK00001273	\$1,706.62
039303	ELILAW	ELITE LAWN & LANDSCAPE, INC.	4/16/2010	CHECK	PMCHK00001275	\$5,010.74
039342	ELIZSAY	ELIZABETH SAYLES	4/20/2010	CHECK	PMCHK00001276	\$500.00
039264	ERIHIL	ERIN HELMRICH	4/8/2010	CHECK	PMCHK00001273	\$34.65
039304	FIDLAR	FIDLAR COMPANIES	4/16/2010	CHECK	PMCHK00001275	\$771.14
039305	FORFRA	FORMAT FRAMING	4/16/2010	CHECK	PMCHK00001275	\$282.27
039306	FRIBUS	FRIENDS BUSINESS SOURCE	4/16/2010	CHECK	PMCHK00001275	\$1,511.96
039307	FRIOF	FRIENDS OF THE ANN ARBOR	4/16/2010	CHECK	PMCHK00001275	\$829.00
039403	THOGAL	GALE	4/30/2010	CHECK	PMCHK00001279	\$2,796.09
039385	GARISTE	GARI STEIN	4/30/2010	CHECK	PMCHK00001279	\$100.00
039273	WVGRAI	GRAINGER	4/12/2010	CHECK	PMCHK00001274	\$1,352.68
039308	GRELAKE	GREAT LAKES AUTOMATIC DOOR INC	4/16/2010	CHECK	PMCHK00001275	\$662.95
039359	FIRMAR	GREEN ROAD ASSOCIATES, LP	4/26/2010	CHECK	PMCHK00001278	\$2,916.67
039309	IMPLAB	IMPACT LABEL CORP	4/16/2010	CHECK	PMCHK00001275	\$1,699.62
039386	INGLIB	INGRAM LIBRARY SERVICES INC.	4/30/2010	CHECK	PMCHK00001279	\$303.15
039360	JESBRI	JESSICA J. BRIGHT	4/26/2010	CHECK	PMCHK00001278	\$14.00
039387	JESPOC	JESSICA POCIASK	4/30/2010	CHECK	PMCHK00001279	\$100.00
039388	KATGOO	KATHRYN GOODSON	4/30/2010	CHECK	PMCHK00001279	\$100.00
039310	LAKLEA	LAKESHORE LEARNING MATERIALS	4/16/2010	CHECK	PMCHK00001275	\$206.77
039311	LEACEN	LEARNING CENTER	4/16/2010	CHECK	PMCHK00001275	\$79.00
039344	LIRZHE	LIRONG ZHENG	4/20/2010	CHECK	PMCHK00001276	\$30.50
039343	LCAESPIZ	LITTLE CAESARS PIZZA	4/20/2010	CHECK	PMCHK00001276	\$35.00
039248	LOCCAR	LOCKET CARDS	4/1/2010	CHECK	PMCHK00001271	\$20.00
039268	MARRUD	MARK RUDOLPH	4/12/2010	CHECK	PMCHK00001274	\$100.00
039389	MCFI	MCFI	4/30/2010	CHECK	PMCHK00001279	\$271.00
039351	MEGBAT	MEAGHAN BATTLE	4/21/2010	CHECK	PMCHK00001277	\$247.40
039390	MEDPRO	MEDIA PROJECTS, INC.	4/30/2010	CHECK	PMCHK00001279	\$247.00
039345	MEGHIC	MEGAN HICKS	4/20/2010	CHECK	PMCHK00001276	\$450.00
039361	METLIFE	METLIFE SEC	4/26/2010	CHECK	PMCHK00001278	\$6,830.70
039362	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	4/26/2010	CHECK	PMCHK00001278	\$1,392.54
039312	MICPRI	MICHIGAN PRINTER SERVICE	4/16/2010	CHECK	PMCHK00001275	\$84.50
039391	MIDTAP	MIDWEST TAPE	4/30/2010	CHECK	PMCHK00001279	\$80,936.05
039313	MOVUNL	MOVIES UNLIMITED	4/16/2010	CHECK	PMCHK00001275	\$24.99
039314	MPSERS	MPSERS	4/16/2010	CHECK	PMCHK00001275	\$15,553.44
039265	NEOPOST	NEOPOST, INC.	4/8/2010	CHECK	PMCHK00001273	\$234.94
039249	NEWSBAN	NEWSBANK	4/1/2010	CHECK	PMCHK00001271	\$3,550.05
039250	NICBOO	NICOLA'S BOOKS	4/1/2010	CHECK	PMCHK00001271	\$258.72
039392	NICBOO	NICOLA'S BOOKS	4/30/2010	CHECK	PMCHK00001279	\$350.24
039315	NUWAVE	NUWAVE AQUARIUMS	4/16/2010	CHECK	PMCHK00001275	\$314.99
039316	OFFDEP	OFFICE DEPOT, INC.	4/16/2010	CHECK	PMCHK00001275	\$803.79
039393	OXFUNI	OXFORD UNIVERSITY PRESS	4/30/2010	CHECK	PMCHK00001279	\$774.11
039394	PANASI	PAN ASIAN PUBLICATION (USA) IN	4/30/2010	CHECK	PMCHK00001279	\$475.02
039251	PAUBUC	PAUL J. BUCHHOLZ	4/1/2010	CHECK	PMCHK00001271	\$102.95
039252	PETKUP	PETRA KUPPERS	4/1/2010	CHECK	PMCHK00001271	\$100.00
039317	PIOJAN	PIONEER JANITORIAL SERVICE	4/16/2010	CHECK	PMCHK00001275	\$9,945.58
039253	PITCHA	PITTSFIELD CHARTER TOWNSHIP	4/1/2010	CHECK	PMCHK00001271	\$156.39
039363	PITCHA	PITTSFIELD CHARTER TOWNSHIP	4/26/2010	CHECK	PMCHK00001278	\$149.95
039318	PRITEC	PRINT TECH INC.	4/16/2010	CHECK	PMCHK00001275	\$2,168.55
039364	PRIORITY	PRIORITY HEALTH	4/26/2010	CHECK	PMCHK00001278	\$13,800.45
039266	PROINF	PROQUEST - CSA LLC	4/8/2010	CHECK	PMCHK00001273	\$10,705.00
039319	QUACOR	QUANTUM CORPORATION	4/16/2010	CHECK	PMCHK00001275	\$7,406.00
039267	RACYAN	RACHEL YANIKOGLU	4/8/2010	CHECK	PMCHK00001273	\$57.60

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
039395	RANHOU	RANDOM HOUSE, INC.	4/30/2010	CHECK	PMCHK00001279	\$2,611.42
039396	RECBOO	RECORDED BOOKS, INC.	4/30/2010	CHECK	PMCHK00001279	\$7,069.42
039320	RECANN	RECYCLE ANN ARBOR	4/16/2010	CHECK	PMCHK00001275	\$268.00
039397	REPPAR	REPUBLIC PARKING	4/30/2010	CHECK	PMCHK00001279	\$130.00
039365	RICBUS	RICOH AMERICAS CORP	4/26/2010	CHECK	PMCHK00001278	\$982.89
039321	ROCTHE	ROCK THE BOOTH LLC	4/16/2010	CHECK	PMCHK00001275	\$1,100.00
039322	ROYLIM	ROYAL LIMOUSINE	4/16/2010	CHECK	PMCHK00001275	\$166.00
* 039254	RUTBAR	RUTH MCNALLY BARSHAW	4/1/2010	CHECK	PMCHK00001271	\$200.00
039269	RUTBAR	RUTH MCNALLY BARSHAW	4/12/2010	CHECK	PMCHK00001274	\$200.00
039398	RYAEST	RYAN ESTRADA	4/30/2010	CHECK	PMCHK00001279	\$100.00
039327	SFSTRO	S.F. STRONG, INC.	4/16/2010	CHECK	PMCHK00001275	\$1,954.55
039346	SALTOR	SALAVADOR TORRES	4/20/2010	CHECK	PMCHK00001276	\$240.00
039399	SARKEL	SARA MELTON KELLER	4/30/2010	CHECK	PMCHK00001279	\$100.00
039400	SCHACHO	SCHAKOLAD CHOCOLATE FACTORY	4/30/2010	CHECK	PMCHK00001279	\$66.00
039324	SCHSEC	SCHILKE SECURITY	4/16/2010	CHECK	PMCHK00001275	\$295.00
039323	SCHBLE	SCHINDLER ELEVATOR CORPORATION	4/16/2010	CHECK	PMCHK00001275	\$749.92
039325	SCHSPE	SCHOOL SPECIALTY, INC.	4/16/2010	CHECK	PMCHK00001275	\$2,010.04
039270	SELAUTO	SELECT AUTO SERVICE	4/12/2010	CHECK	PMCHK00001274	\$86.70
039326	SERMAS	SERVICEMASTER CLEAN CARE	4/16/2010	CHECK	PMCHK00001275	\$4,373.00
039302	ELDINS	SIDESTREET DISTRIBUTING	4/16/2010	CHECK	PMCHK00001275	\$885.00
039328	SPRINT	SPRINT PCS	4/16/2010	CHECK	PMCHK00001275	\$499.88
039256	STAHAR	STADIUM HARDWARE	4/1/2010	CHECK	PMCHK00001271	\$119.25
039347	STASAK	STAN SAKAI	4/20/2010	CHECK	PMCHK00001276	\$500.00
039274	STAPLE	STAPLES BUSINESS ADVANTAGE	4/12/2010	CHECK	PMCHK00001274	\$143.64
039329	STAMIC4	STATE OF MICHIGAN	4/16/2010	CHECK	PMCHK00001275	\$120.00
039330	STAMIC6	STATE OF MICHIGAN	4/16/2010	CHECK	PMCHK00001275	\$2,646.60
039401	TANMED	TANTOR MEDIA	4/30/2010	CHECK	PMCHK00001279	\$43.99
039402	TEACOM	TEACHING COMPANY/THE//	4/30/2010	CHECK	PMCHK00001279	\$1,939.20
039257	THECLCD	THE CLCD COMPANY	4/1/2010	CHECK	PMCHK00001271	\$449.95
039331	UMICH	THE UNIVERSITY MICHIGAN	4/16/2010	CHECK	PMCHK00001275	\$1,844.92
039353	TONBIC	TONIA BICKFORD	4/21/2010	CHECK	PMCHK00001277	\$23.35
039348	TRACSYS	TRACSYSTEMS	4/20/2010	CHECK	PMCHK00001276	\$5,025.00
039404	TSAFON	TSAI FONG BOOKS, INC.	4/30/2010	CHECK	PMCHK00001279	\$1,100.23
039367	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	4/26/2010	CHECK	PMCHK00001278	\$1,172.45
039271	UNIPAR	UNITED PARCEL SERVICE	4/12/2010	CHECK	PMCHK00001274	\$127.84
039333	UNIPAR	UNITED PARCEL SERVICE	4/16/2010	CHECK	PMCHK00001275	\$45.35
039366	UNIPAR	UNITED PARCEL SERVICE	4/26/2010	CHECK	PMCHK00001278	\$39.04
039405	UNISTA	UNITED STATES POSTAL SERVICES	4/30/2010	CHECK	PMCHK00001279	\$5,000.00
039332	UNIDIR	UNIVERSITY DIRECTORIES	4/16/2010	CHECK	PMCHK00001275	\$895.00
039368	UNUMPRO	UNUM LIFE INSURANCE	4/26/2010	CHECK	PMCHK00001278	\$2,962.38
039272	VALSAM	VALERIE SAMSON	4/12/2010	CHECK	PMCHK00001274	\$252.00
039406	VALLINP	VALUE LINE PUBLISHING INC.	4/30/2010	CHECK	PMCHK00001279	\$538.00
039334	WASHTR	WASHTENAW COUNTY TREASURER	4/16/2010	CHECK	PMCHK00001275	\$2,681.10
039259	WASHNE	WASHTENAW NEWS COMPANY, INC.	4/1/2010	CHECK	PMCHK00001271	\$8,478.12
039335	WASMAN	WASTE MANAGEMENT OF MICHIGAN	4/16/2010	CHECK	PMCHK00001275	\$1,131.01
039336	WATLAB	WATSON LABEL PRODUCTS	4/16/2010	CHECK	PMCHK00001275	\$2,017.92
039369	WESENT	WESTGATE ENTERPRISES, LLC	4/26/2010	CHECK	PMCHK00001278	\$6,855.00
039337	WORCLA	WORLD CLASS TAPES	4/16/2010	CHECK	PMCHK00001275	\$939.90
039354	XEROX	XEROX CORPORATION	4/21/2010	CHECK	PMCHK00001277	\$1,429.81

Total Checks: 170

Total Amount of Checks: \$518,075.99
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Director's Report - May 2011

1. On May 5th AADL opened the exhibit, Benjamin Franklin: In Search of a Better World, with a public reception. The Benjamin Franklin Tercentenary, Philadelphia, and the American Library Association Public Programs Office organized this exhibit. The traveling exhibition for libraries has been made possible by a major grant from the National Endowment for the Humanities: great ideas brought to life.

The traveling exhibition is based on a major exhibition of the same name mounted by the Benjamin Franklin Tercentenary to commemorate the 300th anniversary of Franklin's birth. The Benjamin Franklin Tercentenary is a nonprofit organization established through a major grant from the Pew Charitable Trusts to educate the public about Franklin's enduring legacy. The exhibit will remain at AADL through July 8, 2011.

The reception opened with a fife and drum concert in the lobby of the Downtown Library. The Plymouth Fife and Drum Corps is the first fife and drum corps in the Midwest. This junior corps, consisting of young men and women ranging in age from 12 to 18, was founded in 1971. Music played by the corps spans the 17th to 20th centuries with an emphasis on traditional fife and drum melodies from the Revolutionary War. Their current uniform is a replica of George Washington's personal lifeguard of the era 1776-1783.

The evening was capped by an engaging presentation by Mark Higbee, a professor of history at Eastern Michigan University since 1994. Dr. Higbee earned his PhD from Columbia University, in American history. He's known for teaching lively, engaging classes, and for stressing the connections of the past to the present.

The Community Relations and Marketing Department and the Outreach and Neighborhood Services Department deserve recognition for successfully competing for the exhibit, and for bringing it to the AADL community.

2. The AADL contract with Magnatune received international recognition after Magnatune released a press release about the contract stating the following: *Especially impressive is the fact that the Library's IT*

Director's Report - May 2011

department has made a gorgeous browsing/streaming/downloading interface, with social networking features and musical categories from our information data feeds. They even noticed the Creative Commons licensing that applies to our paid downloads and applied that same license on their library music site and allows the library members to reuse our music as they see fit.

That this service has been well received by our patrons would be an understatement. The IT and Productions staff at AADL are to be congratulated for doing such a great job of bringing an entirely new type of collection into our catalog.

3. On April 22nd, I participated in undergraduate studio reviews at the UM School of Architecture, and served on a symposium panel with library directors from UM, Princeton, Rhode Island School of Art and Design and the Louisville Kentucky Public Library. The entire semester was focused on the possibility of designing new public library spaces along Woodward Avenue in Detroit and the event was titled, "Woodward Avenue and the 21st Century Library." The Traverwood Branch of the AADL was used as the case study for the students and is featured in a book published by one section of the undergraduate students participating in the studio.

Ann Arbor District Library Budget Fiscal Year 2011-2012

Revenues:

Tax Revenue – The tax revenue shown is the projected revenue at 1.55 mills. The tax base dropped by 1.7% for the 2011-12 fiscal year.

All Other Revenue – Projections are based on the current years actual for each of these categories.

Expenses:

Salaries and Wages – Given the projected decreases to the tax base for the foreseeable future and our overall competitive position in the market place we are proposing no increases.

Employee Benefits – This number includes the following:

- Costs for health, dental, vision, life and LTD insurances based on the employee's current family status at the current rates.
- MPSERS employer contribution percentage of 24.47%
- 403(b) employer contribution percentage of 10%
- Costs for worker's comp. insurance and state unemployment insurance.

Employment Taxes – This is the employer portion of FICA for the proposed salaries and wages.

Custodial – Includes janitorial service, carpet cleaning, window cleaning, etc. for all locations.

Accounting/Audit – The cost of the audit for next year.

Legal – The estimated costs for next year.

Purchased Services – Includes \$48,000 for network cataloging services, \$10,000 for Brainfuse, \$25,000 for Unique Management, \$10,000 for the payroll service and \$10,000 for consultants.

Utilities – This includes costs for utilities at all locations.

Property Insurance – This is the expense for all coverage at all locations.

Communications – This includes phone and internet charges.

Materials – This includes print and non-print material along with the necessary supplies needed to process the material.

Software Licenses/Maintenance – Includes costs for license and maintenance agreements for all existing software in the Library and any new packages that will be purchased in the upcoming year.

Building Rental – Includes costs for the West branch and archive locations.

Seminars/Conferences/Training/Travel – Includes costs for conferences, system wide training, departmental training and mileage reimbursement for local travel.

Copier Expense – Includes lease costs for the copiers and any paper charges related to copier usage.

Library Programming – Includes costs for all public programs (story times, etc.), including printing, advertising and public relations.

Grant and Memorial Expenses – This projected expense matches the projected revenue.

Supplies – This includes departmental, computer (\$80,000) and supplies for all facilities (\$75,000).

Repairs and Maintenance – This includes expected expenses for computers and facilities.

Postage – This includes postage and freight.

Circulation Supplies – This includes Lcards, book bags and circ cards for the system.

Other Operating Expenditures – This includes costs for membership dues, food, etc.

Capital Outlays – This includes miscellaneous departmental furniture and equipment, new computer equipment (\$100,000) and facilities improvements.

ANN ARBOR DISTRICT LIBRARY
Statement of Revenues and Expenditures
Operating Budget

	Proposed 2011-2012 <u>Budget</u>	Projected 2010-2011 <u>Actual</u>	<u>Variance</u>
Revenue:			
Tax Collections (1.5500 mill Levy)	\$ 11,092,000	\$ 11,289,998	\$ (197,998)
State Aid	-	-	-
Penal Fines	250,000	275,000	(25,000)
Interest	62,000	56,028	5,972
Copier Revenue	38,000	37,497	503
Grants and Memorials	90,000	124,617	(34,617)
Library Fines, Fees and Other	485,000	483,264	1,736
Nonresident Fees	<u>17,000</u>	<u>18,150</u>	<u>(1,150)</u>
Total Revenues	<u>\$ 12,034,000</u>	<u>\$ 12,284,554</u>	<u>\$ (250,554)</u>
Expenditures			
Salaries & Wages	\$ 5,684,000	\$ 5,647,697	36,303
Employee Benefits	1,510,000	1,533,090	(23,090)
Employment Taxes	<u>435,000</u>	<u>420,192</u>	<u>14,808</u>
Total Employment Cost	<u>\$ 7,629,000</u>	<u>\$ 7,600,979</u>	<u>\$ 28,021</u>
Custodial	\$ 210,000	\$ 219,516	(9,516)
Accounting/Audit	15,000	13,500	1,500
Legal Expense	75,000	75,100	(100)
Purchased Services	104,000	113,030	(9,030)
Utilities	455,000	461,562	(6,562)
Property Insurance	87,000	88,238	(1,238)
Communications	180,000	180,038	(38)
Materials	1,850,000	1,847,295	2,705
Software Licenses/Maintenance	120,000	120,864	(864)
Building Rental	155,000	155,903	(903)
Seminars/Conferences/Training/Travel	22,000	18,712	3,288
Copier Expense	65,000	58,240	6,760
Library Programming	250,000	247,625	2,375
Grant and Memorial Expenses	90,000	124,861	(34,861)
Supplies	180,000	178,560	1,440
Repair and Maintenance	283,000	264,296	18,704
Postage	30,000	29,844	156
Circulation Supplies	62,000	64,932	(2,932)
Other Operating Expenditures	<u>22,000</u>	<u>20,177</u>	<u>1,823</u>
Total Operating Expense	<u>\$ 4,255,000</u>	<u>\$ 4,282,293</u>	<u>\$ (27,293)</u>
Capital Outlays	<u>150,000</u>	<u>191,505</u>	<u>(41,505)</u>
Total Expenditures	<u>\$ 12,034,000</u>	<u>\$ 12,074,777</u>	<u>\$ (40,777)</u>
Net	<u>\$ -</u>	<u>\$ 209,777</u>	<u>\$ (209,777)</u>

ANN ARBOR DISTRICT LIBRARY
Statement of Revenues and Expenditures
Operating Budget

	Proposed 2011-2012 <u>Budget</u>	2010-2011 <u>Budget</u>	<u>Variance</u>
Revenue:			
Tax Collections (1.5500 mill Levy)	\$ 11,092,000	\$ 11,289,998	\$ (197,998)
State Aid	-	-	-
Penal Fines	250,000	275,000	(25,000)
Interest	62,000	160,000	(98,000)
Copier Revenue	38,000	40,000	(2,000)
Grants and Memorials	90,000	90,000	-
Library Fines, Fees and Other	485,000	430,000	55,000
Nonresident Fees	<u>17,000</u>	<u>15,000</u>	<u>2,000</u>
Total Revenues	<u>\$ 12,034,000</u>	<u>\$ 12,299,998</u>	<u>\$ (265,998)</u>
Expenditures			
Salaries & Wages	\$ 5,684,000	\$ 5,844,000	(160,000)
Employee Benefits	1,510,000	1,500,000	10,000
Employment Taxes	<u>435,000</u>	<u>447,000</u>	<u>(12,000)</u>
Total Employment Cost	<u>\$ 7,629,000</u>	<u>\$ 7,791,000</u>	<u>\$ (162,000)</u>
Custodial	\$ 210,000	\$ 220,000	(10,000)
Accounting/Audit	15,000	14,000	1,000
Legal Expense	75,000	75,000	-
Purchased Services	104,000	113,000	(9,000)
Utilities	455,000	465,000	(10,000)
Property Insurance	87,000	95,000	(8,000)
Communications	180,000	200,000	(20,000)
Materials	1,850,000	1,850,000	-
Software Licenses/Maintenance	120,000	130,000	(10,000)
Building Rental	155,000	155,000	-
Seminars/Conferences/Training/Travel	22,000	23,000	(1,000)
Copier Expense	65,000	62,000	3,000
Library Programming	250,000	250,000	-
Grant and Memorial Expenses	90,000	90,000	-
Supplies	180,000	184,000	(4,000)
Repair and Maintenance	283,000	265,000	18,000
Postage	30,000	30,000	-
Circulation Supplies	62,000	75,000	(13,000)
Other Operating Expenditures	<u>22,000</u>	<u>23,000</u>	<u>(1,000)</u>
Total Operating Expense	<u>\$ 4,255,000</u>	<u>\$ 4,319,000</u>	<u>\$ (64,000)</u>
Capital Outlays	<u>150,000</u>	<u>190,000</u>	<u>(40,000)</u>
Total Expenditures	<u>\$ 12,034,000</u>	<u>\$ 12,300,000</u>	<u>\$ (266,000)</u>
Net	<u>\$ -</u>	<u>\$ (2)</u>	<u>\$ 2</u>

Ann Arbor District Libran;
2011-2012 Budget

	Software Maint.	Building Rental	Seminars/ Conf./ Travel	Copier Expense	Library Programs	Grant and Memorial Expense	Supplies	Repair and Maint.	Postage	Lcards/ Circ Cards	Other Operating Exp.	Capital Outlays	Total
Traverwood	-	-	-	-	-	-	-	-	-	-	-	-	60,000
Malletts Creek	-	-	-	-	-	-	-	-	-	-	-	-	57,000
Pittsfield	-	-	-	-	-	-	-	-	-	-	-	-	75,000
West	-	110,000	-	-	-	-	-	-	-	-	-	-	130,000
O & NS	-	-	1,000	-	-	-	8,500	-	-	-	100	-	237,460
YASC	-	-	1,600	-	-	-	5,300	-	-	-	4,050	-	3,414,187
Circulation	-	-	500	-	-	-	4,000	1,000	-	62,000	2,500	-	1,992,449
Community Relations	-	-	500	-	250,000	90,000	3,500	400	-	-	100	-	701,874
Information Access	120,000	-	2,000	60,000	-	-	80,000	15,000	-	-	-	100,000	1,202,095
Finance & HR	-	-	15,600	-	-	-	2,500	-	-	-	6,000	-	2,404,541
Facilities/Security	-	-	300	5,000	-	-	75,200	266,600	30,000	-	1,250	50,000	1,321,044
Administration	-	45,000	500	-	-	-	1,000	-	-	-	6,000	-	436,350
Board	-	-	-	-	-	-	-	-	-	-	2,000	-	2,000
	120,000	155,000	22,000	65,000	250,000	90,000	180,000	283,000	30,000	62,000	22,000	150,000	12,034,000

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 11-084**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR
2011-2012 OF THE ANN ARBOR DISTRICT 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 16th day of May 2011 at 6:00 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____, and supported by _____:

Pursuant to Act 2, Michigan Public Acts of 1968, as amended, before adoption of a budget, a public hearing shall be held as required by Act No. 43 of the Public Acts of the Second Extra Session of 1963, as amended ("Act 43"), and Act No. 267 of the Public Acts of Michigan 1976, as amended.

Pursuant to Act 43, notice of a public hearing on the proposed budget of the District Library must be given by publication in a newspaper of general circulation in the Library District at least 6 days prior to the date of such hearing.

The Board, after due and proper notice, conducted a public hearing on Monday, May 16, 2011, on the approval of the proposed budget.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) The Board approves and adopts the budget for the fiscal year ending June 30, 2012, as presented.
- 2.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 11-085**

**RESOLUTION AUTHORIZING MILLAGE RATE TO BE LEVIED BY TAXING
AUTHORITIES**

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 16th day of May 2011 at 6:00p.m.

PRESENT:

ABSENT:

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

The said Board of Trustees of the Ann Arbor District Library (the "Library") has given due reflection to the budget and operational requirements of the Library as to the 2011-2012 fiscal year.

The said Board of Trustees is desirous of providing for the appropriate certification of operational millage relative to the Library.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That as to the 2011-2012 fiscal year of the Ann Arbor District Library, and as to that portion of said Library within the City of Ann Arbor, and that portion of the Library within the territory, townships, or areas outside the City of Ann Arbor, the voted millage for Library operational purposes shall be the amount of 1.55 mills.
- 2.) That the foregoing amounts are levied by the Ann Arbor District Library and the Secretary of the Board of Trustees is authorized and directed to report the same as the Library tax levy to the proper assessing officer(s) of the appropriate agencies and the Secretary may provide copies of this resolution when requested by any appropriate agency.
- 3.) That the amounts certified are essential for the fiscal year of the Ann Arbor District Library commencing July 1, 2011, except as subsequently altered or amended by appropriate certification.

- 4.) That a certified copy of this Resolution may be issued as though the original with the certification provided.
- 5.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 11-086**

**RESOLUTION TO ADOPT THE 2011-2012 BUDGET AS A LINE ITEM BUDGET
AND COMPLIANCE OF DISBURSEMENTS**

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 16th day of May 2011 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

RESOLUTION ESTABLISHING POLICY FOR DISBURSEMENTS

WHEREAS, on an annual basis the Board adopts an Operating Budget for the Library and;

WHEREAS, the Michigan Department of Treasury's Uniform Accounting Procedures Manual includes the following requirements for approval of disbursements:

All disbursements must be approved by the legislative body prior to disbursement unless addressed otherwise in the charter. The legislative body may establish a formal policy to authorize payments prior to approval to avoid finance or late charges and to pay appropriated amounts and payroll (including related payroll taxes and withholdings). This policy must be very limited and a list of payments made prior to approval must be presented to the legislative body for approval.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1.) Appropriations by the Board. As the Legislative Body of the Library, the Board hereby appropriates for fiscal year 2011-12 the total amount of \$12,034,000 for the expenditure categories set forth in the budget.
- 2.) Disbursements for Payroll and Related Payroll Taxes and Withholdings. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, the Director of the Library, the Associate Director of Finance of the Library or Human Resources Manager of the Library (each as "Authorized Officer") are hereby authorized to provide for the disbursement of Library funds for

payroll (including related payroll taxes and withholdings) provided such disbursements are within the budgeted amounts set forth in the Approved Budget.

- 3.) Disbursements for Recurring Expenses that are necessary to Avoid Finance of Late Charges. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for payments that are for recurring expenses and are necessary to avoid finance or late charges, such as payments for utilities, equipment leases and similar expenses, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 4.) Disbursements for Appropriated Amounts. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for expenditures that have been previously appropriated by the Board pursuant to Paragraph No. 1 of this Resolution, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 5.) Presentation of Disbursements to the Library Board. All disbursements made pursuant to the authority of this Resolution must be presented to the Library Board for approval at a subsequent Board meeting.
- 6.) Limitation of Disbursements to \$28,000. Notwithstanding any provision to the contrary in this Resolution, no Authorized Officer shall be allowed to approve any single expenditure in excess of \$28,000 unless that expenditure has been previously approved in a resolution by the Library Board or in an agreement authorized by the Library Board.
- 7.) Requirement for Dual Signatures. Nothing in this Resolution shall be construed as modifying the current Library Board policy that requires two authorized signatures on all checks, excluding payroll checks, in the amount of \$2,500 or more.
- 8.) Prior Resolutions. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

05/09/11

Award Bids for Janitorial Service for the Library

I. PROBLEM STATEMENT

Select a contractor(s) to provide janitorial services for the Library.

II. EXECUTIVE SUMMARY

Evaluate bids and select a contractor(s) to provide janitorial services.

III. BACKGROUND

The Library's current janitorial contracts expire on June 30, 2011. For the past three years the Library has employed two or three contractors to provide janitorial services at all five locations. The use of multiple contractors has increased competition and provided the Library with options when additional services are required. This bid pack asked for separate bids for each location. Six bid packs were sent out. Of the six packets sent out, five vendors returned bids.

IV. OPTIONS

1. Reject all bids.
2. Reject current bids and rebid to get more competition.
3. Award the bids.

V. RATIONALE:

The Library currently contracts with two vendors to perform janitorial services. This request for bid asked vendors to bid on each location separately. Using multiple contractors has proven successful for the Library over the last three years. It has saved money, we have a backup in case of performance issues, and it creates competition between the vendors who have been awarded bids thereby assuring better service and performance. References were checked for all of the contractors that submitted bids. The contractors were evaluated on quality of work, price and the information received from the references.

VI. RECOMMENDATION

Option 3: Award the Bid - Select contractors to perform janitorial services for the Library by awarding a one-year contract beginning July 1, 2011 with an option for years 2 and 3 to the vendors listed below by location and services.

<u>Location</u>	<u>Vendor</u>	<u>Amount bid (year)</u>
Downtown	Pioneer Janitorial	\$90,483 (1) \$92,303 (2) \$94,149 (3)

West Branch	Pioneer Janitorial	\$10,501 (1) \$11,026 (2) \$11,467 (3)
Pittsfield	Pioneer Janitorial	\$21,021 (1) \$21,452 (2) \$21,774 (3)
Traverwood	R.N.A. Janitorial	\$16,392 (1) \$16,392 (2) \$16,392 (3)
Malletts Creek	R.N.A. Janitorial	\$16,908 (1) \$16,908 (2) \$16,908 (3)

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 11-087**

**RESOLUTION TO AWARD CONTRACTS FOR JANITORIAL SERVICE FOR
THE 2011-2012 BUDGET YEAR**

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 16th day of May 2011 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the contract for janitorial services be awarded to the following companies for budget year 2011-2012, with an option for a second and third year contract.
 - Pioneer Janitorial Services (Downtown, Pittsfield, West)
 - R.N.A. Janitorial (Malletts Creek, Traverwood)
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary



Ann Arbor District Library

May 16, 2011

Pat McDonald
 President, Friends of the Ann Arbor District Library
 3906 Penberton Drive
 Ann Arbor, MI 48105

Dear Ms. McDonald,

Enclosed are two copies of this letter from the Ann Arbor District Library extending the AADL-FAADL Space Use Agreement for one year from its expiration on May 18, 2011. Also, enclosed is the AADL Board Resolution authorizing the extension of the agreement and a copy of the agreement.

Please sign and return one copy of this letter to Ann Arbor District Library, c/o Karen Wilson, 343 S. Fifth Avenue, Ann Arbor, MI 48104. The second copy is for your records at FAADL.

Thank you for your attention to this matter, and we look forward to another great year working together supporting an outstanding public library in our community.

Very truly yours,

Margaret Leary
 President, Board of Trustees
 Ann Arbor District Library

Signed and agreed to:
 ANN ARBOR DISTRICT LIBRARY

FRIENDS OF THE ANN ARBOR DISTRICT
 LIBRARY

By: _____

By: _____

Print Name: Margaret Leary

Print Name: Pat McDonald

Title: President, AADL Board of Trustees

Title: President, FAADL Board

Date: _____

Date: _____

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 11-088**

**RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS
OF THE ANN ARBOR DISTRICT LIBRARY (FAADL)**

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 16th day of May, 2011 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the President of the Board of Trustees of Ann Arbor District Library be authorized to sign a one year extension of the space use agreement along with the President of the Board of the Friends of the Ann Arbor District Library.
- 2.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 11-089**

RESOLUTION TO BROADCAST AADL BOARD MEETINGS

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 16th day of May, 2011 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1) To broadcast those AADL Board meetings held in the 4th floor Board Room of the Downtown Library.
- 2) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

2011 OFFICERS

President Margaret Leary
Vice President Prue Rosenthal
Treasurer Barbara Murphy
Secretary Jan Barney Newman

ADMINISTRATION

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