



# Regular Meeting Agenda

Monday, May 18, 2015

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Published by Ann Arbor District Library

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## May 2015

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 31	<b>25 Closed- Memorial Day</b>	26	27	28	29	30

## June 2015

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

## July 2015

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

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, May 18, 2015 at 6:00 p.m.  
 Ann Arbor District Library, 4<sup>th</sup> Floor Board Meeting Room  
 343 S. Fifth Avenue, Ann Arbor, MI 48104

PUBLIC FY2015-2016 BUDGET HEARING AND  
 REGULAR MEETING AGENDA

- 15-092 I. CALL TO ORDER
- 15-093 II. ATTENDANCE
- 15-094 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE, OPINION OF LEGAL COUNSEL AND DIRECTOR'S EVALUATION
- 15-095 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR FISCAL YEAR 2015-2016 AT 7:00PM
- 15-096 V. CALL FOR PUBLIC COMMENT ON THE 2015-2016 BUDGET
- 15-097 VI. RECONVENE REGULAR MEETING IMMEDIATELY FOLLOWING PUBLIC HEARING ON THE 2015-2016 BUDGET
- 15-098 VII. APPROVAL OF AGENDA (pp. 1-2)  
(Item of action)
- 15-099 VIII. APPROVAL OF MINUTES OF APRIL 20, 2015 (pp. 3-11)  
(Item of action)
- 15-100 IX. CITIZENS' COMMENTS
- 15-101 X. FINANCIAL REPORTS (pp. 12-15)
- 15-102 XI. APPROVAL OF DISBURSEMENTS (pp. 16-19)  
(Item of action)
- 15-103 XII. COMMITTEE REPORTS
- 15-104 A. BUDGET AND FINANCE COMMITTEE
- 15-105 B. DIRECTOR'S EVALUATION COMMITTEE

- 15-106 XIII. DIRECTOR'S REPORT
- 15-107 XIV. MONTHLY STATISTICS
- 15-108 XV. NEW BUSINESS
- 15-109 A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR THE FISCAL YEAR 2015-2016 (pp. 20-23)  
(Item of action)
- 15-110 B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE LEVIED BY TAXING AUTHORITIES (pp. 24-25)  
(Item of action)
- 15-111 C. RESOLUTION TO ADOPT THE 2015-2016 BUDGET AS A LINE ITEM BUDGET AND COMPLIANCE OF DISBURSEMENTS (pp. 26-27)  
(Item of action)
- 15-112 D. DIRECTOR'S EVALUATION LETTER FROM AADL BOARD
- 15-113 E. VOTE FOR CLOSED SESSION AT THE JUNE 15, 2015 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE AND LABOR NEGOTIATIONS  
(Item of action)  
Roll call vote
- 15-114 XVI. CITIZENS' COMMENTS
- 15-115 XVII. 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, APRIL 20, 2015

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, APRIL 20, 2015**

- 15-069 I. CALL TO ORDER  
 President Barney Newman called the meeting to order at 5:31 p.m.
- 15-070 II. ATTENDANCE  
 Board Present: Head, Kaplan, Leary, Leija, Barney Newman, Rosenthal, Surovell  
 Absent: None  
 Staff: Hadler, Neiburger, Parker, Tuthill, Wilson (recorder)  
 Others Present: William Stapleton, Hooper Hathaway P.C.; James Greene, Dykema Gossett, PLLC
- 15-071 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE, OPINION OF LEGAL COUNSEL AND DIRECTOR'S EVALUATION
- 15-072 IV. RECONVENE REGULAR MEETING AT 7:00 PM  
 President Barney Newman reconvened the meeting at 7:00 p.m.
- 15-073 V. APPROVAL OF AGENDA  
 (Item of action)  
 Trustee Leary, supported by Treasurer Head, moved to approve the agenda.  
 AYES: Head, Kaplan, Leary, Leija, Barney Newman, Rosenthal, Surovell  
 NAYS: None  
Motion passed 7-0.
- 15-074 VI. APPROVAL OF MINUTES OF MARCH 16, 2015 AND MARCH 23, 2015  
 (Item of action)  
 Trustee Rosenthal supported by Secretary Kaplan, moved to

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 20, 2015

approve the minutes of March 16, 2015 and March 23, 2015.

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

NAYS: None

Motion passed 7-0.

15-075 VII. CITIZENS' COMMENTS

There were no citizens' comments.

15-076 VIII. FINANCIAL REPORTS

CFO Hadler reported March showed an unrestricted cash balance just over \$7.7 million. Tax receipts over \$11.5 million, reflecting 98.6% of the budgeted amount, have been received through the end of March. Budget versus actual showed an operating surplus of \$463,344. The fund balance stands just above \$8.1 million. Five line items are over budget and should come back into line later in the year.

15-077 IX. APPROVAL OF DISBURSEMENTS  
 (Item of action)

Treasurer Head, supported by Trustee Leary, moved to approve the March 2015 disbursements.

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

NAYS: None

Motion passed 7-0.

15-078 X. COMMITTEE REPORTS

15-079 A. BUDGET AND FINANCE COMMITTEE

Chairperson Surovell reported the committee consisting of himself and Trustees Head and Leija met and discussed the proposed 2015-2016 budget. The committee considered several operational and capital costs budget scenarios and is recommending a millage increase to 1.74 mills. Chairperson Surovell noted the maximum millage rate that could be levied is 1.92 mills.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 20, 2015

15-080

B. DIRECTOR'S EVALUATION COMMITTEE

Chairperson Rosenthal reported the committee consisting of herself and Trustees Kaplan and Surovell had met twice and have created and distributed the evaluation document for the Director in closed session to the Board.

Director Parker noted that she requested her evaluation be done in closed session.

15-081

C. FACILITIES COMMITTEE

Chairperson Leary reported the committee consisting of herself and Trustees Rosenthal and Surovell met on April 8<sup>th</sup> and received an update on the Downtown Library front entrance project. The Downtown Library is tentatively scheduled to be closed May 29<sup>th</sup> through June 10<sup>th</sup> for this project. The former Friends basement space is also being renovated during the front entrance project.

The committee reviewed and is recommending the resolution later in the meeting to adjust the 2014-2015 budget.

The committee reviewed the Friends space use agreement per the Friends request to adjust audit compliance matters.

The committee discussed long range budget expenditures to maintain the systems physical facilities and the creation of a Facilities Manager for the system.

15-082

XI. DIRECTOR'S REPORT

Director Parker reported last week AADL celebrated National Library Week with a number of well attended programs. She also wished to acknowledge staff present tonight, those who work with the public and those who provide programming for the Library.

Director Parker reported that on April 12<sup>th</sup> University of Michigan President Mark Schlissel introduced *Polio: An American Story* author Dr. David Oshinsky here for a program on the 60<sup>th</sup> anniversary of the polio vaccine. The program drew 90 attendees and was co-sponsored by the UM Center for the History of Medicine.

Several events last week included a celebration of 85 years of the

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 20, 2015

Ann Arbor Civic Theatre which launched their online digital library here, FestiFools programming and a gaming tourney.

On May 27<sup>th</sup> AADL will be hosting Dr. John Austin, President, Michigan State Board of Education, Dr. Jim Duderstadt, former President, University of Michigan, Director National Science Foundation and National Commission of the Future of Higher Education and David Schroeter, Gale/Cengage Learning for a panel discussion on the status of education in Michigan. The discussion will be moderated by Lou Glazer.

15-083 XII. MONTHLY STATISTICS

Deputy Director Neiburger relayed statistics regarding views of AADL event related videos. Since 2010, AADL programs have seen roughly 400,000 attendees while videos of those programs have generated over 546,707 views.

15-084 XIII. NEW BUSINESS

15-085 A. RESOLUTION AMENDING THE 2014-2015 BUDGET FOR DOWNTOWN LIBRARY MAINTENANCE AND FURNISHINGS  
 (Item of action)

Trustee Leary, supported by Treasurer Head, moved that the Board resolves to increase the FY2014-2015 Capital Outlays budget line by \$125,000 to cover costs for Downtown Library maintenance and furnishings including carpeting and replacement furniture; that the \$125,000 increase for Capital Outlays be transferred from the FY2014-2015 Employment budget line; that all resolutions and parts of resolutions that conflict with the provisions of this resolution be rescinded.

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

NAYS: None

Motion passed 7-0.

15-086 B. DISCUSSION OF PROPOSED 2015-2016 BUDGET

CFO Hadler presented the narrative for the proposed 2015-2016 budget which reflects an anticipated 2% increase in the property



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 20, 2015

tax base. He noted that this is subject to change once the 2015 Washtenaw County equalization report is received. An increase in the millage rate levied to 1.74 mils is being proposed.

He reviewed a number of expenditures and stated that a 3% merit increase for full-time employees was included this year. The materials budget was increased from \$1.75 million to \$1.78 million. Capital Outlays includes the renovation of both downtown elevators, a power generator at Malletts Creek and upgrade of surveillance camera system.

Board members asked for clarification of several line items. The Board gave no further direction to administration to revise the proposed budget prior to the May 18<sup>th</sup> public hearing of the budget.

15-087

C. DISCUSSION OF FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY SPACE USE AGREEMENT

Director Parker briefed the Board on the status of the Space Use Agreement with the Friends of the Ann Arbor District Library. The Friends requested adjustment to the section regarding their auditing process. In lieu of annual audits they have proposed audit reviews for two consecutive years followed by a full audit. The Facilities Committee has reviewed this request and is proposing one additional year of a full audit, followed by two years of audit reviews, then a full audit.

The Board discussed concerns of full compliance on the behalf of the Friends regarding the Space Use Agreement.

Vice President Surovell, supported by Trustee Leary, moved to refer the Space Use Agreement issue back to the Facilities Committee for further review and discussion.

Director Parker informed the Board that FAADL Board members were out of the country currently and unable to address compliance issues regarding posting their financial documents at this time. She recommends that officers of both Boards meet to discuss the issue.

The Board continued discussion regarding the agreement and lack of open hours of the Book Shop.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 20, 2015

The motion to refer the Space Use Agreement to the Facilities Committee was withdrawn by general consent.

It was the consensus of the Board that the President along with the Director continues discussion with the FAADL Board.

Treasurer Head left the meeting at 8:40 p.m.

15-088

D. RESOLUTION OF THANKS TO CARLEEN VANDERBOK  
UPON HER RETIREMENT  
 (Item of action)

Trustee Rosenthal, supported by Trustee Leary, moved that the Board resolves that it would like to officially thank Carleen VanderBok for her service as an employee from October 14, 1996 to April 1, 2015 of the Ann Arbor District Library; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

15-089

E. VOTE FOR CLOSED SESSION AT THE MAY 18, 2015  
REGULAR BOARD MEETING FOR DISCUSSION OF  
REAL ESTATE, OPINION OF LEGAL COUNSEL AND  
DIRECTOR'S EVALUATION

(Item of action)

Roll call vote

Trustee Leary, supported by Secretary Kaplan, moved to hold a closed session at the May 18, 2015 regular meeting for discussion of real estate, opinion of legal counsel and director's evaluation.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 20, 2015

15-090      XIV.    CITIZENS' COMMENTS

There were no citizens' comments.

15-091      XV.    ADJOURNMENT

Trustee Leary, supported by Secretary Kaplan, moved to adjourn the meeting.

President Barney Newman adjourned the meeting at 8:43 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 20, 2015 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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Nancy Kaplan, Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 15-085**

**RESOLUTION TO AMEND THE 2014-2015 BUDGET FOR DOWNTOWN  
LIBRARY MAINTENANCE AND FURNISHINGS**

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 20<sup>th</sup> day of April, 2015 at 5:30 p.m.

PRESENT: Rebecca Head, Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney  
Newman, Prue Rosenthal, Ed Surovell

ABSENT: None

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

THE BOARD RESOLVES:

- 1.) To increase the FY 2014-2015 Capital Outlays budget line by \$125,000 to cover costs for Downtown Library maintenance and furnishings including carpeting and replacement furniture.
- 2.) That the \$125,000 increase for Capital Outlays be transferred from the FY 2014-2015 Employment budget line.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution be rescinded.

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

AYES: Rebecca Head, Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney  
Newman, Prue Rosenthal, 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 April 20, 2015 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.

\_\_\_\_\_  
Nancy Kaplan, Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 15-088**

**RESOLUTION OF THANKS TO CARLEEN VANDERBOK UPON HER  
RETIREMENT**

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 20<sup>th</sup> day of April, 2015 at 5:30 p.m.

PRESENT: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell

ABSENT: Rebecca Head

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

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Carleen VanderBok for her service as an employee from October 14, 1996 to April 1, 2015 of the Ann Arbor District Library.
- 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, Jim Leija, Jan Barney Newman, Prue Rosenthal, 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 April 20, 2015 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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Nancy Kaplan, Secretary

## **Ann Arbor District Library Financial Summary for April 2015**

### **Cash:**

The unrestricted cash balance as of April 30, 2015 was \$10,343,293 up from \$7,734,968 in March.

### **Tax Receipts:**

The Library has received tax receipts totaling \$11,550,606, 98.6% of the budgeted amount, as of April 30.

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

The Library showed an operating surplus of \$433,560 through April 30. This gives the Library a positive fund balance of \$8,636,572 as of April 30, up from \$8,115,055 at the end of March.

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

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

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

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

Purchased Services – Architectural fees and temporary staffing costs adversely affected April YTD compared to budget.

Communications – The annual payment for internet connectivity paid in August adversely affected April YTD compared to budget.

Software – The annual payment for the library automation system paid in August as well as annual technical support contracts paid in January adversely affected April YTD compared to budget.

Supplies – The purchase of computers for service desks and staff work stations adversely affected April YTD compared to budget.

Other Operating Expenditures – Annual association dues paid in July adversely affected April YTD compared to budget.

ANN ARBOR DISTRICT LIBRARY  
Operating  
For the Ten Months Ending April 30, 2015

	<u>Actual</u>	<u>April Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
<b>Revenue</b>						
Tax Collections - Operating	\$969,750	\$969,750		\$9,697,500	\$9,697,500	
State Aid	6,667	6,667		66,670	66,667	3
Penal Fines	18,750	18,750		187,500	187,500	
Interest	5,240	8,333	(3,093)	143,065	83,333	59,732
Copiers	2,723	2,500	223	25,810	25,000	810
Grants/Memorials	95	7,500	(7,405)	53,841	75,000	(21,159)
Library Fines & Fees	28,012	31,667	(3,655)	289,975	316,667	(26,692)
Non-Resident Fees	900	1,250	(350)	13,711	12,500	1,211
Fund Bal./Restricted Funds		917	(917)		813,288	(813,288)
<b>Total Revenue</b>	<b>\$1,032,137</b>	<b>\$1,047,334</b>	<b>(\$15,197)</b>	<b>\$10,478,072</b>	<b>\$11,277,455</b>	<b>(\$799,383)</b>
<b>Expenditures</b>						
Salaries & Wages	470,247	372,332	97,915	4,711,806	4,848,333	(136,527)
Employee Benefits	149,959	135,250	14,709	1,253,570	1,352,500	(98,930)
Employment Taxes	34,833	38,083	(3,250)	350,582	380,833	(30,251)
<b>Total Employment Cost</b>	<b>\$655,039</b>	<b>\$545,665</b>	<b>\$109,374</b>	<b>\$6,315,958</b>	<b>\$6,581,666</b>	<b>(\$265,708)</b>
Custodial and Electrical	\$13,568	\$16,667	(\$3,099)	\$143,529	\$166,667	(\$23,138)
Accounting/Audit	1,000	1,000		9,280	10,000	(720)
Legal	7,877	8,000	(123)	71,823	80,000	(8,177)
Purchased Services	22,536	12,000	10,536	145,543	120,000	25,543
Utilities	26,213	37,333	(11,120)	325,088	373,333	(48,245)
Property Insurance	(4,266)	7,500	(11,766)	60,105	75,000	(14,895)
Communications	11,092	15,000	(3,908)	154,737	150,000	4,737
Materials	163,238	145,833	17,405	1,408,444	1,458,333	(49,889)
Software Licenses/Maintenanc	2,691	12,500	(9,809)	148,144	125,000	23,144
Building Rental	10,355	12,917	(2,562)	127,119	129,167	(2,048)
Seminars/Conferences/Travel	72	2,333	(2,261)	7,199	23,333	(16,134)
Copier Expense	3,806	3,750	56	26,166	37,500	(11,334)
Library Programming	29,147	26,667	2,480	274,511	316,668	(42,157)
Grants/Memorials	8,102	7,500	602	61,419	75,000	(13,581)
Supplies	43,455	15,417	28,038	168,510	154,167	14,343
Repairs and Maintenance	40,640	26,000	14,640	228,204	260,000	(31,796)
Postage	259	2,917	(2,658)	17,585	29,167	(11,582)
Lcards/Circ Cards	1,395	5,500	(4,105)	12,883	55,000	(42,117)
Other Operating Expenditures	1,376	2,000	(624)	20,514	20,000	514
<b>Total Operating Expense</b>	<b>\$382,556</b>	<b>\$360,834</b>	<b>\$21,722</b>	<b>\$3,410,803</b>	<b>\$3,658,335</b>	<b>(\$247,532)</b>
Capital Outlays	\$24,327	\$140,835	(\$116,508)	\$317,751	\$1,037,454	(\$719,703)
<b>Total Expenditures</b>	<b>\$1,061,922</b>	<b>\$1,047,334</b>	<b>\$14,588</b>	<b>\$10,044,512</b>	<b>\$11,277,455</b>	<b>(\$1,232,943)</b>
<b>Net</b>	<b>(\$29,785)</b>		<b>(\$29,785)</b>	<b>\$433,560</b>		<b>\$433,560</b>

## Balance Sheet

<u>ASSETS</u>	<u>As of 4/30/2015</u>
<u>Current Assets:</u>	
Cash	
CASH-COMMERCIAL CHECKING	(\$37,812.97)
CASH-PAYROLL	7,043.58
HOLTREY FUND	332,660.63
CASH-SAVINGS	2,938,440.94
KENISTON FUND	30,400.85
SHAFFER FUND	10,488.30
WESTERMAN FUND	29,267.32
PETTY CASH	2,450.00
WLBPD ACCOUNT	37,276.95
PRICE FUND	21,146.76
ICS Money Market	2,003,180.04
	<hr/>
Total Cash	\$5,374,542.40
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,465,391.78
OLD NATIONAL TRUST COMPANY	1,964,599.86
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Total Investments	\$5,429,991.64
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$232,234.34
	<hr/>
Total Accounts Receivable	\$232,234.34
Property Taxes Receivable	
	<hr/>
Total Property Taxes Receivable	\$0.00
Prepaid Expenses	
PRE-PAID INSURANCE	\$76,375.50
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Total Prepaid Expenses	\$76,375.50
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Total Current Assets	\$11,113,143.88
<u>Capital Assets:</u>	
BUILDINGS	\$26,027,639.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	541,835.00
COMMUNICATIONS EQUIPMENT	431,035.00
BUSINESS MACHINES	145,532.00
COMPUTER EQUIPMENT	1,361,944.33
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	40,760.00
FURNITURE & FIXTURES	1,261,083.00
VEHICLES	108,889.00
	<hr/>
Total Capital Assets	\$32,068,968.15
<u>Amount Provided for Long-Term Debt:</u>	
LONG TERM SICK	\$28,025.46
LONG TERM VACATION	201,926.00
	<hr/>
Total Provided for Long-Term Debt	229,951.46
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TOTAL ASSETS	<u>\$43,412,063.49</u>



## Ann Arbor District Library

## Balance Sheet

**LIABILITIES AND FUND EQUITY**Current Liabilities:

ACCOUNTS PAYABLE	\$45,687.07
ACCRUED ACCOUNTS PAYABLE	10,607.50
ACCRUED PAYROLL	191,064.91
ACCRUED FICA	(32,769.28)
ACCRUED SUI	(1,575.13)
FEDERAL/STATE WITHHOLDING	(26,837.48)
EE 403(b) deduction / EE Miors Pmt	2,727.86
ER 403(b) Contribution	3,025.05
ACCRUED LIABILITY-VACATION S/T	86,539.71

Total Current Liabilities	\$278,470.21
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$28,025.46
ACCRUED LIABILITY-VACATION L/T	201,926.00

Total Long-Term Liabilities	229,951.46
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$32,068,968.15
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Fund Balance:

RESERVE-ENCUMBRANCES	\$342,852.53
DEFERRED REVENUE - PROPERTY TAX	1,855,248.69
FUND BALANCE - UNDESIGNATED	8,203,013.34
EXCESS REVENUE (SPENDING)	433,559.11

Total Fund Balance	\$10,834,673.67
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Total Fund Equity	\$42,903,641.82
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TOTAL LIABILITIES AND FUND EQUITY	\$43,412,063.49
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Ranges: From: To: From: To:  
 Check Number First Last Check Date 4/1/2015 4/30/2015  
 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
049917	4IMPRINT	4IMPRINT, INC	4/2/2015	CHECK	PMCHK00001732	\$4,671.64
050027	4IMPRINT	4IMPRINT, INC	4/21/2015	CHECK	PMCHK00001737	\$2,682.87
050030	AGRSER	A GROWING SERVICE LLC	4/21/2015	CHECK	PMCHK00001737	\$340.00
050029	AFSMITH	A.F. SMITH ELECTRIC, INC.	4/21/2015	CHECK	PMCHK00001737	\$184.40
* 049952	ACCTEM	ACCOUNTEMPS	4/8/2015	CHECK	PMCHK00001733	\$741.42
049979	ACCTEM	ACCOUNTEMPS	4/16/2015	CHECK	PMCHK00001735	\$741.42
050028	ACCTEM	ACCOUNTEMPS	4/21/2015	CHECK	PMCHK00001737	\$1,580.59
050082	ACCTEM	ACCOUNTEMPS	4/28/2015	CHECK	PMCHK00001741	\$2,774.09
050083	ADAOUT	ADAMS OUTDOOR ADVERTISING	4/28/2015	CHECK	PMCHK00001741	\$1,650.00
049953	ADASTR	ADAMS STREET PUBLISHING CO.	4/8/2015	CHECK	PMCHK00001733	\$560.00
050024	AFTDEL	AFTERNOON DELIGHT	4/20/2015	CHECK	PMCHK00001736	\$124.50
049980	ALLENT	ALLIANCE ENTERTAINMENT	4/16/2015	CHECK	PMCHK00001735	\$5,195.15
050084	ALLENT	ALLIANCE ENTERTAINMENT	4/28/2015	CHECK	PMCHK00001741	\$7,030.21
049919	AMASCH	AMANDA SCHOTT	4/2/2015	CHECK	PMCHK00001732	\$16.64
049918	AMACOM	AMAZON.COM CREDIT PLAN	4/2/2015	CHECK	PMCHK00001732	\$10,232.82
049981	AMEX	AMERICAN EXPRESS	4/16/2015	CHECK	PMCHK00001735	\$58,281.89
050031	ANGNAF	ANGEL NAFIS	4/21/2015	CHECK	PMCHK00001737	\$400.00
050032	ANNARB	ANN ARBOR OBSERVER	4/21/2015	CHECK	PMCHK00001737	\$2,318.80
049978	ANNSEW	ANN ARBOR SEWING CENTER	4/8/2015	CHECK	PMCHK00001734	\$3,545.00
049920	APPLE	APPLE, INC.	4/2/2015	CHECK	PMCHK00001732	\$1,422.00
050033	APPLE	APPLE, INC.	4/21/2015	CHECK	PMCHK00001737	\$29,788.00
050085	APPLE	APPLE, INC.	4/28/2015	CHECK	PMCHK00001741	\$1,568.00
* 049954	APPCOM	APPLECOMPUTER, INC.	4/8/2015	CHECK	PMCHK00001733	\$2,479.00
049955	APPIMA	APPLIED IMAGING	4/8/2015	CHECK	PMCHK00001733	\$220.67
050034	AROKAU	ARON KAUFMAN	4/21/2015	CHECK	PMCHK00001737	\$100.00
050022	ATTMOB	AT&T MOBILITY	4/16/2015	CHECK	PMCHK00001735	\$785.60
050035	BANMED	BANG MEDIA	4/21/2015	CHECK	PMCHK00001737	\$350.00
049956	BARNOB1	BARNES & NOBLE INC.	4/8/2015	CHECK	PMCHK00001733	\$252.62
049957	BENMIC	BENZ MICROSCOPE OPTICS CENTER	4/8/2015	CHECK	PMCHK00001733	\$304.00
049982	BETBAT	BETH BATTEY	4/16/2015	CHECK	PMCHK00001735	\$540.00
049983	BETBEC	BETSY BECKERMAN	4/16/2015	CHECK	PMCHK00001735	\$525.00
049942	BLAAUD	BLACKSTONE AUDIO BOOKS	4/8/2015	CHECK	PMCHK00001733	\$893.96
049984	BLAAUD	BLACKSTONE AUDIO BOOKS	4/16/2015	CHECK	PMCHK00001735	\$677.97
050081	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	4/27/2015	CHECK	PMCHK00001740	\$119,469.71
050036	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	4/21/2015	CHECK	PMCHK00001737	\$7,267.76
050037	BP	BP	4/21/2015	CHECK	PMCHK00001737	\$256.00
049958	BREWER	BREWER'S	4/8/2015	CHECK	PMCHK00001733	\$342.26
049985	BRIAUD	BRILLIANCE PUBLISHING, INC.	4/16/2015	CHECK	PMCHK00001735	\$515.33
049986	BRYCHI	BRYAN CHICK	4/16/2015	CHECK	PMCHK00001735	\$125.00
049922	BUSCAR	BUSINESS CARD	4/2/2015	CHECK	PMCHK00001732	\$7,861.83
049987	CAPDIS	CAPITAL AREA DISTRICT LIBRARY	4/16/2015	CHECK	PMCHK00001735	\$50.94
049916	CARVAN	CARLEEN VANDERBOK	4/1/2015	CHECK	PMCHK00001731	\$121.92
049923	CARPAL	CAROL PALMS	4/2/2015	CHECK	PMCHK00001732	\$600.00
049988	CARBRO	CARPENTER BROS.	4/16/2015	CHECK	PMCHK00001735	\$15.16
049989	CATARA	CATALINA ARANGO	4/16/2015	CHECK	PMCHK00001735	\$100.00
049943	CDW-G	CDW GOVERNMENT, INC.	4/8/2015	CHECK	PMCHK00001733	\$105.22
050038	CDW-G	CDW GOVERNMENT, INC.	4/21/2015	CHECK	PMCHK00001737	\$8,060.56
050086	CDW-G	CDW GOVERNMENT, INC.	4/28/2015	CHECK	PMCHK00001741	\$4,063.32
049944	CENMIC	CENTRAL MICHIGAN UNIVERSITY	4/8/2015	CHECK	PMCHK00001733	\$60.16
050039	CHRGIA	CHRIS GIARRUSSO	4/21/2015	CHECK	PMCHK00001737	\$100.00
049993	COMHIG	CHS YEARBOOK	4/16/2015	CHECK	PMCHK00001735	\$90.00
049990	CINCOR	CINTAS CORPORATION	4/16/2015	CHECK	PMCHK00001735	\$1,783.32
049924	CITOF1	CITY OF ANN ARBOR TREASURER	4/2/2015	CHECK	PMCHK00001732	\$3,882.56
050040	CITOF1	CITY OF ANN ARBOR TREASURER	4/21/2015	CHECK	PMCHK00001737	\$2,304.00
049991	CLABEL	CLASSICAL BELLS	4/16/2015	CHECK	PMCHK00001735	\$200.00
049925	COLSIM	COLIN SIMPSON	4/2/2015	CHECK	PMCHK00001732	\$19.49

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
049992	COMCAS	COMCAST	4/16/2015	CHECK	PMCHK00001735	\$36.65
050087	COMALLW	COMPUTER ALLEY WEST	4/28/2015	CHECK	PMCHK00001741	\$1,914.05
049994	CONTI	CONTI	4/16/2015	CHECK	PMCHK00001735	\$953.00
049995	DAVMCM	DAVID MCMILLIAN	4/16/2015	CHECK	PMCHK00001735	\$75.00
049996	DAWHEN	DAWN HENRY	4/16/2015	CHECK	PMCHK00001735	\$450.00
049945	DEMCO	DEMCO	4/8/2015	CHECK	PMCHK00001733	\$1,146.60
050088	DEMCO	DEMCO	4/28/2015	CHECK	PMCHK00001741	\$2,651.06
049946	DTEENE	DTE ENERGY	4/8/2015	CHECK	PMCHK00001733	\$14,795.95
050041	DTEENE	DTE ENERGY	4/21/2015	CHECK	PMCHK00001737	\$5,125.66
049997	DYKGOS	DYKEMA GOSSETT	4/16/2015	CHECK	PMCHK00001735	\$3,116.38
050042	ELILAW	ELITE LAWN & LANDSCAPE, INC.	4/21/2015	CHECK	PMCHK00001737	\$5,010.74
050043	ELYAUR	ELYSE AURBACH	4/21/2015	CHECK	PMCHK00001737	\$300.00
049926	ERIHHEL	ERIN HELMRICH	4/2/2015	CHECK	PMCHK00001732	\$30.18
049927	EVEHOL	EVERLYN HOLLENSHEAD	4/2/2015	CHECK	PMCHK00001732	\$30.55
049998	EVEHOL	EVERLYN HOLLENSHEAD	4/16/2015	CHECK	PMCHK00001735	\$10.95
049999	FASTSP	FAST SPLASH CAR WASH, INC.	4/16/2015	CHECK	PMCHK00001735	\$24.00
050044	FASTSP	FAST SPLASH CAR WASH, INC.	4/21/2015	CHECK	PMCHK00001737	\$40.00
050000	FINTIM	FINANCIAL TIMES	4/16/2015	CHECK	PMCHK00001735	\$1,695.00
050089	FORFRA	FORMAT FRAMING	4/28/2015	CHECK	PMCHK00001741	\$2,108.50
049959	FRIOF	FRIENDS OF THE ANN ARBOR	4/8/2015	CHECK	PMCHK00001733	\$1,065.00
050070	THOGAL	GALE/CENGAGE LEARNING, INC	4/21/2015	CHECK	PMCHK00001737	\$285.80
050102	THOGAL	GALE/CENGAGE LEARNING, INC	4/28/2015	CHECK	PMCHK00001741	\$527.80
049928	GAMESTART	GAMESTART	4/2/2015	CHECK	PMCHK00001732	\$3,200.00
050090	GAMESTART	GAMESTART	4/28/2015	CHECK	PMCHK00001741	\$800.00
049960	GARISTE	GARI STEIN	4/8/2015	CHECK	PMCHK00001733	\$100.00
049947	GENDIS	GENESEE DISTRICT LIBRARY	4/8/2015	CHECK	PMCHK00001733	\$51.00
049929	GRASHA	GRACE SHACKMAN	4/2/2015	CHECK	PMCHK00001732	\$700.00
049961	GRASHA	GRACE SHACKMAN	4/8/2015	CHECK	PMCHK00001733	\$350.00
049950	WWGRAI	GRAINGER	4/8/2015	CHECK	PMCHK00001733	\$200.50
050077	WWGRAI	GRAINGER	4/21/2015	CHECK	PMCHK00001737	\$716.71
050046	GRAVAL	GRAND VALLEY STATE UNIV LIBRAR	4/21/2015	CHECK	PMCHK00001737	\$23.84
050045	FIRMAR	GREEN ROAD ASSOCIATES, LLC	4/21/2015	CHECK	PMCHK00001737	\$3,500.00
049921	ARCHAMBAULT	GROUPE ARCHAMBAULT INC.	4/2/2015	CHECK	PMCHK00001732	\$97.59
050091	HIGGRA	HIGHLANDER GRAPHICS	4/28/2015	CHECK	PMCHK00001741	\$1,575.00
050092	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	4/28/2015	CHECK	PMCHK00001741	\$4,761.00
050047	HUTPLU	HUTZEL PLUMBING AND HEATING	4/21/2015	CHECK	PMCHK00001737	\$324.80
050048	JACDIS	JACKSON DISTRICT LIBRARY	4/21/2015	CHECK	PMCHK00001737	\$12.00
049962	JIMLEO	JAMES LEONARD	4/8/2015	CHECK	PMCHK00001733	\$200.00
049930	JARVAN	JARED VAN ECK	4/2/2015	CHECK	PMCHK00001732	\$50.00
050049	JEWISHNE	JEWISH NEWS	4/21/2015	CHECK	PMCHK00001737	\$660.00
050050	JOEREI	JOE REILLY	4/21/2015	CHECK	PMCHK00001737	\$900.00
049931	KATCHY	KATIE CHYNOWETH	4/2/2015	CHECK	PMCHK00001732	\$14.71
049932	KAYPEN	KAYLA COUGHLIN	4/2/2015	CHECK	PMCHK00001732	\$14.59
050001	KELCAU	KELSEY CAULEY	4/16/2015	CHECK	PMCHK00001735	\$50.49
050002	LARZIE	LARA ZIELIN	4/16/2015	CHECK	PMCHK00001735	\$250.00
049963	LASSLO	LASZLO SLOMOVITS	4/8/2015	CHECK	PMCHK00001733	\$500.00
049933	LAURAY	LAURA RAYNOR	4/2/2015	CHECK	PMCHK00001732	\$29.98
050051	LAURAY	LAURA RAYNOR	4/21/2015	CHECK	PMCHK00001737	\$22.99
050093	LEARES	LEARNING RESOURCES	4/28/2015	CHECK	PMCHK00001741	\$539.82
049966	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	4/8/2015	CHECK	PMCHK00001733	\$13.47
050055	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	4/21/2015	CHECK	PMCHK00001737	\$619.98
049964	MANPOW	MANPOWER	4/8/2015	CHECK	PMCHK00001733	\$470.22
050003	MANPOW	MANPOWER	4/16/2015	CHECK	PMCHK00001735	\$474.83
050094	MANPOW	MANPOWER	4/28/2015	CHECK	PMCHK00001741	\$1,613.72
050007	MARYAN	MARGARET YANG	4/16/2015	CHECK	PMCHK00001735	\$250.00
050005	MARCHE	MARIAH CHEREM	4/16/2015	CHECK	PMCHK00001735	\$106.60
050006	MARSTO	MARK STONE	4/16/2015	CHECK	PMCHK00001735	\$750.00
050004	MARBAN	MARTIN BANDYKE	4/16/2015	CHECK	PMCHK00001735	\$400.00
049934	MATRIX	MATRIX TRUST CO AttnTPA000320	4/2/2015	CHECK	PMCHK00001732	\$23,469.26
050023	MATRIX	MATRIX TRUST CO AttnTPA000320	4/16/2015	CHECK	PMCHK00001735	\$28,676.97
050108	MATRIX	MATRIX TRUST CO AttnTPA000320	4/29/2015	CHECK	PMCHK00001742	\$18,739.88
050052	MATBAL	MATTHEW BALL	4/21/2015	CHECK	PMCHK00001737	\$300.00
050008	MCNMCK	MCNAUGHTON-MCKAY	4/16/2015	CHECK	PMCHK00001735	\$85.50

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
049948	METCOM	METCOM	4/8/2015	CHECK	PMCHK00001733	\$78.13
050053	METLIFE	METLIFE SBC	4/21/2015	CHECK	PMCHK00001737	\$6,474.81
050095	MICHUC	MICHAEL HUCKABY	4/28/2015	CHECK	PMCHK00001741	\$800.00
049965	MICKRE	MICHELLE KRELL KYDD	4/8/2015	CHECK	PMCHK00001733	\$450.00
050096	MICOFF	MICHIGAN OFFICE SOLUTIONS	4/28/2015	CHECK	PMCHK00001741	\$1,895.00
049935	MIDTAP	MIDWEST TAPE	4/2/2015	CHECK	PMCHK00001732	\$12,432.61
050054	MIDTAP	MIDWEST TAPE	4/21/2015	CHECK	PMCHK00001737	\$17,167.90
* 050080	AANEWS	MLIVE MEDIA GROUP	4/27/2015	CHECK	PMCHK00001739	\$2,088.00
049967	NICWIL	NICHOLAS WILCOX	4/8/2015	CHECK	PMCHK00001733	\$1,000.00
050056	NICBOO	NICOLA'S BOOKS	4/21/2015	CHECK	PMCHK00001737	\$296.50
050079	NINSPE	NINE SPEAKERS, INC	4/22/2015	CHECK	PMCHK00001738	\$1,750.00
050057	NUWAVE	NUWAVE AQUARIUMS	4/21/2015	CHECK	PMCHK00001737	\$327.90
049968	OCLINS	OCLC, INC.	4/8/2015	CHECK	PMCHK00001733	\$4,002.85
049936	OFFDEP	OFFICE DEPOT, INC.	4/2/2015	CHECK	PMCHK00001732	\$1,794.60
050058	OFFDEP	OFFICE DEPOT, INC.	4/21/2015	CHECK	PMCHK00001737	\$70.98
050011	RANHOU	PENGUIN RANDOM HOUSE, LLC	4/16/2015	CHECK	PMCHK00001735	\$746.25
050098	RANHOU	PENGUIN RANDOM HOUSE, LLC	4/28/2015	CHECK	PMCHK00001741	\$817.50
050009	PIOHSO	PIONEER OMEGA	4/16/2015	CHECK	PMCHK00001735	\$114.00
050059	PITCHA	PITTSFIELD CHARTER TOWNSHIP	4/21/2015	CHECK	PMCHK00001737	\$129.58
050010	PRITEC	PRINT TECH INC.	4/16/2015	CHECK	PMCHK00001735	\$283.07
050097	PRITEC	PRINT TECH INC.	4/28/2015	CHECK	PMCHK00001741	\$1,466.34
050060	QUACK!	QUACK!MEDIA	4/21/2015	CHECK	PMCHK00001737	\$2,581.25
049971	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	4/8/2015	CHECK	PMCHK00001733	\$13,243.00
049937	RACYAN	RACHEL YANIKOGLU	4/2/2015	CHECK	PMCHK00001732	\$139.92
049970	RACYAN	RACHEL YANIKOGLU	4/8/2015	CHECK	PMCHK00001733	\$66.87
050061	RACYAN	RACHEL YANIKOGLU	4/21/2015	CHECK	PMCHK00001737	\$14.95
049938	RECBOO	RECORDED BOOKS, INC.	4/2/2015	CHECK	PMCHK00001732	\$693.00
050012	RECBOO	RECORDED BOOKS, INC.	4/16/2015	CHECK	PMCHK00001735	\$3,355.58
050099	RECBOO	RECORDED BOOKS, INC.	4/28/2015	CHECK	PMCHK00001741	\$4,306.32
050062	RICBUS	RICOH AMERICAS CORP	4/21/2015	CHECK	PMCHK00001737	\$486.16
050063	ROCKTHE	ROCK THE BOOTH	4/21/2015	CHECK	PMCHK00001737	\$650.00
050064	RTI	RTI	4/21/2015	CHECK	PMCHK00001737	\$786.50
050013	SARKEL	SARA MELTON KELLER	4/16/2015	CHECK	PMCHK00001735	\$550.00
050066	SCHSOU	SCHEDULE SOURCE, INC	4/21/2015	CHECK	PMCHK00001737	\$932.50
050065	SCHSEC	SCHILKE SECURITY	4/21/2015	CHECK	PMCHK00001737	\$95.00
049972	SCHLE	SCHINDLER ELEVATOR CORPORATION	4/8/2015	CHECK	PMCHK00001733	\$620.27
* 050014	SCHLE	SCHINDLER ELEVATOR CORPORATION	4/16/2015	CHECK	PMCHK00001735	\$878.08
049969	PACMEC	SHAMBAUGH & SON, L.P	4/8/2015	CHECK	PMCHK00001733	\$1,080.23
050107	SHETUR	SHERLONYA TURNER	4/28/2015	CHECK	PMCHK00001741	\$294.45
050067	SHIERL	SHIRA ERLICHMAN	4/21/2015	CHECK	PMCHK00001737	\$400.00
050015	SPRINT	SPRINT PCS	4/16/2015	CHECK	PMCHK00001735	\$412.91
049973	STAHAR	STADIUM HARDWARE	4/8/2015	CHECK	PMCHK00001733	\$213.16
049974	STAPOO	STANDARD & POOR'S	4/8/2015	CHECK	PMCHK00001733	\$4,288.92
049949	STAPLE	STAPLES ADVANTAGE	4/8/2015	CHECK	PMCHK00001733	\$40.52
050100	STAPLE	STAPLES ADVANTAGE	4/28/2015	CHECK	PMCHK00001741	\$758.98
050068	STAMIC4	STATE OF MICHIGAN	4/21/2015	CHECK	PMCHK00001737	\$60.00
050016	STEOSB	STEVE OSBURN	4/16/2015	CHECK	PMCHK00001735	\$25.00
050017	TANMED	TANTOR MEDIA	4/16/2015	CHECK	PMCHK00001735	\$413.47
049939	TDSMET	TDS METROCOM	4/2/2015	CHECK	PMCHK00001732	\$6,970.71
050069	THAELE	TEL SYSTEMS	4/21/2015	CHECK	PMCHK00001737	\$205.00
049975	THEANN	THE ANN MAGAZINE	4/8/2015	CHECK	PMCHK00001733	\$500.00
050101	THEANN	THE ANN MAGAZINE	4/28/2015	CHECK	PMCHK00001741	\$800.00
050071	THOLIB	THOMAS TOWNSHIP LIBRARY	4/21/2015	CHECK	PMCHK00001737	\$21.95
050106	TOTVEN	TOTAL VENDING & COFFEE SERVICE	4/28/2015	CHECK	PMCHK00001741	\$115.80
050018	TSAFON	TSAI FONG BOOKS, INC.	4/16/2015	CHECK	PMCHK00001735	\$378.90
050072	TSAFON	TSAI FONG BOOKS, INC.	4/21/2015	CHECK	PMCHK00001737	\$196.76
050103	TSAFON	TSAI FONG BOOKS, INC.	4/28/2015	CHECK	PMCHK00001741	\$1,063.78
050073	ULINE	ULINE, INC.	4/21/2015	CHECK	PMCHK00001737	\$57.00
049940	UMICH10	UM EXHIBIT MUSEUM OF NATURAL H	4/2/2015	CHECK	PMCHK00001732	\$500.00
050074	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	4/21/2015	CHECK	PMCHK00001737	\$1,038.20
049976	UNIPAR	UNITED PARCEL SERVICE	4/8/2015	CHECK	PMCHK00001733	\$54.08
050019	UNIPAR	UNITED PARCEL SERVICE	4/16/2015	CHECK	PMCHK00001735	\$68.67
050025	UNIPAR	UNITED PARCEL SERVICE	4/20/2015	CHECK	PMCHK00001736	\$55.13

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
050105	UNIPAR	UNITED PARCEL SERVICE	4/28/2015	CHECK	PMCHK00001741	\$41.59
050075	UNUMPRO	UNUM LIFE INSURANCE	4/21/2015	CHECK	PMCHK00001737	\$4,179.66
049977	VERWIRC	VERIZON WIRELESS	4/8/2015	CHECK	PMCHK00001733	\$1,201.39
050020	VERWIRC	VERIZON WIRELESS	4/16/2015	CHECK	PMCHK00001735	\$843.70
050026	VERWIRC	VERIZON WIRELESS	4/20/2015	CHECK	PMCHK00001736	\$843.38
050104	WASHNE	WASHTENAW NEWS COMPANY, INC.	4/28/2015	CHECK	PMCHK00001741	\$5,103.90
049941	WASMAN	WASTE MANAGEMENT OF MICHIGAN	4/2/2015	CHECK	PMCHK00001732	\$233.57
050076	WESENT	WESTGATE ENTERPRISES, LLC	4/21/2015	CHECK	PMCHK00001737	\$6,855.00
050021	WILTEC	WILTEC TECHNOLOGIES	4/16/2015	CHECK	PMCHK00001735	\$6,315.25
049951	XEROX	XEROX CORPORATION	4/8/2015	CHECK	PMCHK00001733	\$12.38
050078	XEROX	XEROX CORPORATION	4/21/2015	CHECK	PMCHK00001737	\$513.01

Total Checks: 193

Total Amount of Checks: \$560,936.58  
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## Ann Arbor District Library Proposed Budget Fiscal Year 2015-2016

### **Revenues:**

Tax Revenue – The tax revenue shown is the projected revenue at 1.65 mills with a 3% increase in the tax base.

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

### **Expenses:**

Salaries and Wages – This reflects current salaries plus a 3 percent merit increase for full-time employees.

Positions Added: Deputy Director, Senior HR Specialist, CFO, Facilities Manager  
Archive Tech, Scheduling Tech, Production Tech, Software Developer.

Positions Eliminated: Assoc. Director (Service/Collections), Assoc. Director Finance  
Assoc. Director IT, HR Manager, Secretary (CR), Circulation Manager, Staffing Coordinator.

Employee Benefits – This number includes the following:

- Costs for health, dental, vision, life and LTD insurances based on the employee's current family status.
- MPSERS employer contribution percentage of 25.78%.
- 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 \$50,000 for network cataloging services, \$22,820 for Unique Management, \$31,000 for the payroll service and \$45,000 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 (\$90,000) and supplies for all facilities (\$80,000).

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 a standard baseline (\$270,000) for replacement of computer equipment, carpeting, old furniture and building equipment. Funds for new shelving and furniture downtown (\$235,000), the renovation of both downtown elevators (\$110,000), a power generator at Mallet's Creek (\$50,000) and \$300,000 for an upgrade of the downtown CCTV Surveillance Camera System. All funds in this category will be spent on renovations and repair throughout the system.

ANN ARBOR DISTRICT LIBRARY  
Statement of Revenues and Expenditures  
Proposed Operating Budget

	Proposed 2015-2016 Budget	Projected 2014-2015 Actual	Variance	
<b>Revenue:</b>				
Tax Collections (1.6500 mill Levy)	12,759,000.00	\$ 11,540,710.00	\$ 1,218,290.00	10.6%
State Aid	45,000.00	48,209.00	(3,209.00)	-6.7%
Penal Fines	225,000.00	225,000.00	-	0.0%
Interest	100,000.00	100,000.00	-	0.0%
Copier Revenue	30,000.00	30,063.00	(63.00)	-0.2%
Grants and Memorials	90,000.00	90,000.00	-	0.0%
Library Fines, Fees and Other	330,000.00	345,868.50	(15,868.50)	-4.6%
Non Resident Fees	15,000.00	17,079.00	(2,079.00)	-12.2%
Transfer from Fund Balance / Restricted Funds	-	-	-	0.0%
<b>Total Revenues</b>	<b>\$ 13,594,000.00</b>	<b>\$ 12,396,929.50</b>	<b>\$ 1,197,070.50</b>	<b>9.7%</b>
<b>Expenditures:</b>				
Salaries and Wages	6,070,996.00	5,643,499.50	427,496.50	7.6%
Employee Benefits	1,566,148.00	1,482,297.00	83,851.00	5.7%
Employment taxes	464,431.00	420,058.50	44,372.50	10.6%
<b>Total Employment Costs</b>	<b>\$ 8,101,575.00</b>	<b>\$ 7,545,855.00</b>	<b>\$ 555,720.00</b>	<b>7.4%</b>
Custodial	\$ 180,000.00	\$ 175,077.00	\$ 4,923.00	2.8%
Accounting / Audit	12,000.00	10,920.00	1,080.00	9.9%
Legal Expense	100,000.00	96,000.00	4,000.00	4.2%
Purchased Services	148,820.00	170,698.50	(21,878.50)	-12.8%
Utilities	450,000.00	393,334.50	56,665.50	14.4%
Property Insurance	90,000.00	85,447.50	4,552.50	5.3%
Communications	180,000.00	188,956.50	(8,956.50)	-4.7%
Materials	1,784,000.00	1,750,000.00	34,000.00	1.9%
Software Licenses / Maintenance	150,000.00	164,570.50	(14,570.50)	-8.9%
Building Rental	155,000.00	142,539.00	12,461.00	8.7%
Seminars / Conference / Training / Travel	25,700.00	10,093.50	15,606.50	154.6%
Copier Expense	45,000.00	26,509.50	18,490.50	69.8%
Library Programming	370,000.00	308,625.00	61,375.00	19.9%
Grants and Memorial Expenses	90,000.00	72,222.00	17,778.00	24.6%
Supplies	199,700.00	166,002.00	33,698.00	20.3%
Repairs and Maintenance	337,000.00	271,076.00	65,924.00	24.3%
Postage	35,000.00	18,064.50	16,935.50	93.8%
Circulations Supplies	68,600.00	16,560.00	52,040.00	314.3%
Other Operating Expenditures	26,605.00	26,133.00	472.00	1.8%
<b>Total Operating Expenses</b>	<b>\$ 4,447,425.00</b>	<b>\$ 4,092,829.00</b>	<b>\$ 354,596.00</b>	<b>8.7%</b>
Capital Outlays	1,045,000.00	1,020,000.00	25,000.00	2.5%
<b>Total Expenditures</b>	<b>\$ 13,594,000.00</b>	<b>\$ 12,658,684.00</b>	<b>\$ 935,316.00</b>	<b>7.4%</b>
<b>Net</b>	<b>\$ -</b>	<b>\$ (261,754.50)</b>	<b>\$ 261,754.50</b>	<b>-100.0%</b>



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 15-109**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR  
2015-2016 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 18<sup>th</sup> day of May 2015 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 18, 2015, 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, 2016, 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.

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Nancy Kaplan, Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 15-110**

**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 18<sup>th</sup> day of May 2015 at 6:00 p.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 2015-2016 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 2015-2016 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 1.65 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, 2015, 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.

---

Nancy Kaplan, Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 15-111**

**RESOLUTION TO ADOPT THE 2015-2016 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 18<sup>th</sup> day of May 2015 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 2015-16 the total amount of \$13,594,000 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 Chief Financial Officer of the Library or Senior Human Resources Specialist 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.

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Nancy Kaplan, Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

Rebecca Head  
Nancy Kaplan  
Margaret Leary  
Jim Leija  
Jan Barney Newman  
Prue Rosenthal  
Edward Surovell

2015 OFFICERS

President . . . . . Jan Barney Newman  
Vice President . . . . . Edward Surovell  
Treasurer . . . . . Rebecca Head  
Secretary . . . . . Nancy Kaplan

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