



Ann Arbor District Library
Regular Meeting
Agenda

Monday, May 19, 2014

Published by Ann Arbor District Library

May 2014

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 AADL Board Mtg	20	21	22	23	24
25	26 Closed- Memorial Day	27	28	29	30	31

June 2014

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

July 2014

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, May 19, 2014 at 6:00 p.m.
 Ann Arbor District Library, 4th Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 14-111 I. CALL TO ORDER
- 14-112 II. ATTENDANCE
- 14-113 III. RECESS TO CLOSED SESSION FOR OPINION OF LEGAL COUNSEL AND DIRECTOR'S EVALUATION
- 14-114 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR FISCAL YEAR 2014-2015 AT 7:00PM
- 14-115 V. CALL FOR PUBLIC COMMENT ON THE BUDGET
- 14-116 VI. RECONVENE REGULAR MEETING IMMEDIATELY FOLLOWING PUBLIC HEARING ON FY 2014-15 BUDGET
- 14-117 VII. APPROVAL OF AGENDA (pp. 1-3)
(Item of action)
- 14-118 VIII. APPROVAL OF MINUTES OF APRIL 21, 2014 (pp. 4-15)
(Item of action)
- 14-119 IX. CITIZENS' COMMENTS
- 14-120 X. FINANCIAL REPORTS (pp. 16-23)
- 14-121 XI. APPROVAL OF DISBURSEMENTS (pp. 24-28)
(Item of action)
- 14-122 XII. COMMITTEE REPORTS
- 14-123 A. BUDGET & FINANCE COMMITTEE
- 14-124 B. COMMUNICATIONS COMMITTEE
- 14-125 C. DIRECTOR'S EVALUATION COMMITTEE

- 14-126 D. FACILITIES COMMITTEE
- 14-127 XIII. DIRECTOR'S REPORT
- 14-128 XIV. MONTHLY STATISTICS
- 14-129 XV. NEW BUSINESS
- 14-130 A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR THE FISCAL YEAR 2014-2015 (pp. 29-34)
(Item of action)
- 14-131 B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE LEVIED BY TAXING AUTHORITIES (pp. 35-36)
(Item of action)
- 14-132 C. RESOLUTION TO ADOPT THE 2014-2015 BUDGET AS A LINE ITEM BUDGET AND COMPLIANCE OF DISBURSEMENTS (pp. 37-38)
(Item of action)
- 14-133 D. RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY (pp. 39-40)
(Item of action)
- 14-134 E. RESOLUTION TO AWARD CONTRACT FOR JANITORIAL SERVICES FOR THREE YEARS (pp. 41-43)
(Item of action)
- 14-135 F. RESOLUTION TO AWARD CONTRACT FOR HVAC EQUIPMENT MAINTENANCE AND REPAIR SERVICE FOR THREE YEARS (pp. 44-45)
(Item of action)
- 14-136 G. RESOLUTION TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE WITH O'NEAL CONSTRUCTION INC. TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE REDESIGN OF THE DOWNTOWN LIBRARY FRONT ENTRANCE (p. 46)
(Item of action)
- 14-137 H. DIRECTOR'S EVALUATION LETTER FROM AADL BOARD

- 14-138 XVI. CITIZENS' COMMENTS
- 14-139 XVII. VOTE FOR CLOSED SESSION AT THE JUNE 16, 2014
REGULAR MEETING FOR OPINION OF LEGAL COUNSEL
(Item of action)
Roll call vote
- 14-140 XVIII. 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 21, 2014

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 21, 2014

- 14-087 I. CALL TO ORDER
- President Rosenthal called the meeting to order at 6:00 p.m.
- 14-088 II. ATTENDANCE
- Present: Head, Kaplan, Leary, Murphy Barney Newman,
Rosenthal, Surovell
Absent: None
Staff: Neiburger, Nieman, Parker, Wilson (recorder)
- 14-089 III. RECESS TO CLOSED SESSION FOR DIRECTOR'S
EVALUATION
- Staff present was excused from the meeting at this point.
- 14-090 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- President Rosenthal reconvened the meeting at 7:05 p.m.
- Staff was in attendance.
- 14-091 V. APPROVAL OF AGENDA
(Item of action)
- Trustee Surovell, supported by Secretary Head, moved to approve the agenda.
- AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal, Surovell
NAYS: None
- Motion passed 7-0.
- 14-092 VI. APPROVAL OF MINUTES OF MARCH 17, 2014
(Item of action)
- Secretary Head, supported by Trustee Kaplan, moved to approve

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 21, 2014

the minutes of March 17, 2014.

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

NAYS: None

Motion passed 7-0.

14-093 VII. CITIZENS' COMMENTS

There were no citizens' comments.

14-094 VIII. FINANCIAL REPORTS

Associate Director Nieman reported March showed unrestricted cash balance just over \$11 million. Tax receipts just over \$11 million, reflecting 98% of the budgeted amount, have been received through the end of March. The fund balance stands at just over \$8.4 million. Three line items are over budget but should come back into line before the end of the fiscal year.

Director Parker noted that this was the final board meeting for Associate Director Nieman as he has accepted a position as CFO at the Sonoma County Library System.

Board members expressed their appreciation of Associate Director Nieman's tenure at AADL.

14-095 IX. APPROVAL OF DISBURSEMENTS
 (Item of action)

Trustee Leary, supported by Secretary Head, moved to approve the March 2014 disbursements.

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

NAYS: None

Motion passed 7-0.

14-096 X. COMMITTEE REPORTS

14-097 A. BUDGET & FINANCE COMMITTEE

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 21, 2014

Chairperson Barney Newman reported the committee met and reviewed the proposed budget being presented under new business.

14-098

B. COMMUNICATIONS COMMITTEE

Chairperson Head reported that the committee had met with city council members. The committee also met and discussed the results of the recent patron satisfaction survey.

14-099

C. DIRECTOR'S EVALUATION COMMITTEE

Chairperson Murphy reported the committee had met several times and reviewed the draft of the director's evaluation today.

14-100

D. FACILITIES COMMITTEE

Chairperson Leary reported the committee met on April 8th and reviewed updated drawings and discussed additional changes made with Cory Lavigne. Proposed changes are being presented under old business. The committee is recommending proceeding with those changes.

14-101

XI. DIRECTOR'S REPORT

In addition to her written report Director Parker reported that AADL received the 2014 Washtenaw County Environmental Excellence Award for Water Quality Protection. President Rosenthal attended the award event with Director Parker and read into the record the following award announcement:

“The Ann Arbor District Library is being singled out tonight for their exceptional water quality protection practices. The Library has been a Community Partners for Clean Streams member since August of 2004 and recently expanded their partnership to include the Malletts Creek, Traverwood and Pittsfield branches. The Library has gone above and beyond in the realm of environmental education, providing our community with opportunities to learn, connect with others and share ideas on topics including climate change, energy, and threats to water quality. Most recently, the Library hosted the 2014 Sustainable Ann Arbor Forum in collaboration with the City of Ann Arbor. They have made a commitment to sustainable infrastructure design to the benefit of water quality. The physical buildings and landscape at many

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 21, 2014

branches were designed to reduce environmental impacts and optimize water quality. The Malletts Creek branch incorporates solar heating, natural daylight, convective cooling and recycled materials. The surrounding landscaping is designed to capture and filter stormwater that falls on impervious surfaces through bioswales, a green roof and native plant gardens. These practices minimize runoff flow velocities and allow for infiltration which reduces discharge of contaminants into our waterways. The Ann Arbor District Library's building and landscape designs at the Malletts, Pittsfield and Traverwood branches serve to inspire us by demonstrating successful green infrastructure and energy efficient practices. The Library serves as a model for other public entities in their collaborative spirit, environment stewardship and progressive actions in developing a motivated community working towards improved water quality. "

Director Parker noted that within one week AADL hosted the Vice Director of the Heilongjiang Provincial Library from China, who serves over 40 million people, and the President of the American Library Association who opened National Library Week events at AADL.

Director Parker announced that DeAnn Doll, Finance and Human Resources Manager of fifteen years has accepted a position as Human Resources Manager for the new Florida Polytechnic University in Lakeland, Florida.

14-102 XII. MONTHLY STATISTICS

Associate Director Neiburger reviewed March 2014 versus March 2013 statistics of collections, users, visits, usage and participation. Top tweets for the month were also presented.

14-103 XIII. OLD BUSINESS

14-057 A. INFORM STUDIO REDESIGN OF DOWNTOWN
LIBRARY PUBLIC ENTRY AND RESOLUTION TO
PROCEED WITH DOWNTOWN LIBRARY PUBLIC
ENTRY CONSTRUCTION
(Item of action)

Trustee Leary reported that Cory Lavigne presented revised drawings to the Facilities Committee taking into account

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 21, 2014

comments and recommendations made at the March public forum and March board meeting. She then introduced Mr. Lavigne to review the changes made.

Mr. Lavigne reviewed changes made in response to the public forum and Board input.

Trustee Leary, supported by Secretary Head, moved that the Board resolves to authorize the Library Director to continue to work with InForm Studio on the redesign of the Downtown Library public entry with the next phase of the project to complete the construction documents for a total dollar amount of \$18,580; to increase the Purchased Services line item in the 2013-2014 budget by \$18,580; that the \$18,580 increase to Purchased Services be transferred from the Fund Balance; to authorize the Library Director to hire a construction manager for the project; 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.

14-104 XIV. NEW BUSINESS

14-105 A. DISCUSSION OF PROPOSED 2014-2015 BUDGET

Associate Director Nieman distributed a revised proposed 2014-2015 budget which reflects an anticipated 2.4% increase in property taxes.

He reported that the proposed tax revenue is being based on an estimated 2.4% increase in property taxes as noted in Washtenaw County's 2014 equalization report. No increase in the millage rate currently levied at 1.55 mils is being recommended. He reviewed a number of expenditures and stated that a 3% merit increase was included this year. A 3% increase was budgeted for employer contributions to health benefits. The materials budget was increased from \$1.7 million to \$1.75 million. Capital Outlays includes the cost for a new utility van. The increase in Legal Services reflects labor negotiations.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 21, 2014

Board members asked several questions regarding the budget. Trustee Surovell inquired about the possibility of losing Personal Property Tax income. Associate Director Nieman reported that loss could be \$635,000 if the State does not replace the tax. Director Parker noted that we do not yet know the impact of changes to that tax. She stated for a partial year replacement funds could be taken from the Fund Balance. If no replacement of the tax is provided, the millage rate for the following budget year would have to be reviewed.

The Board gave no further direction to administration to revise the proposed budget prior to the May 19th public hearing of the budget.

14-106

B. RESOLUTION TO EXTEND AUDITING SERVICES
CONTRACT WITH REHMANN ROBSON FOR ONE YEAR
ENDING JUNE 30, 2015

(Item of action)

Treasurer Barney Newman, supported by Trustee Leary, moved to extend the auditing services contract with Accounting Firm of Rehmann Robson of Jackson, Michigan, for one year ending June 30, 2015 for a fee of \$10,150; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Parker noted the request was made in order to provide continuity with the leaving of Associate Director Nieman and the hiring of a new comptroller.

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

NAYS: None

Motion passed 7-0.

14-107

C. RESOLUTION OF THANKS TO PATTI MILLER UPON
HER RETIREMENT

(Item of action)

President Rosenthal, supported by Vice President Murphy, moved the Board resolves that it would like to officially thank Patti Miller

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 21, 2014

for her services as an employee from July 28, 1997 to April 11, 2014 of the Ann Arbor District Library; that all 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.

14-108 XV. CITIZENS' COMMENTS

There were no additional citizens' comments.

14-109 XVI. VOTE FOR CLOSED SESSION AT THE MAY 19, 2014
 REGULAR MEETING FOR OPINION OF LEGAL COUNSEL
 AND DIRECTOR'S EVALUATION

(Item of action)

Roll call vote

Vice President Murphy, supported by Secretary Head, moved to hold a closed session at the May 19, 2014 regular meeting for opinion of legal counsel and the director's evaluation.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

14-110 XVII. ADJOURNMENT

Vice President Murphy, supported by Treasurer Barney Newman, moved to adjourn the meeting.

President Rosenthal adjourned the meeting at 8:28 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 the regular meeting held on April 21, 2014 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,

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 21, 2014

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 14-057**

**RESOLUTION TO PROCEED WITH DOWNTOWN LIBRARY PUBLIC ENTRY
CONSTRUCTION**

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 21st day of April, 2014 at 6:00 p.m.

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

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

THE BOARD RESOLVES:

- 1) To authorize the Library Director to continue to work with InForm Studio on the redesign of the Downtown Library public entry with the next phase of the project to complete the construction documents for a total dollar amount of \$18,580.
- 2) To increase the Purchased Services line item in the 2013-2014 budget by \$18,580.
- 3) That the \$18,580 increase to Purchased Services be transferred from the Fund Balance.
- 4) To authorize the Library Director to hire a construction manager for the project.
- 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: 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 Regular Board Meeting held on April 21, 2014 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 14-106**

**RESOLUTION TO EXTEND AUDITING SERVICES CONTRACT WITH
ACCOUNTING FIRM REHMANN ROBSON FOR ONE YEAR ENDING
JUNE 30, 2015**

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 21st day of April, 2014 at 6:00 p.m.

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

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

THE BOARD RESOLVES:

- 1) To extend the auditing services contract with Accounting Firm of Rehmann Robson of Jackson, Michigan, for one year ending June 30, 2015 for a fee of \$10,150.
- 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 Regular Board Meeting held on April 21, 2014 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 14-107**

RESOLUTION OF THANKS TO PATTI MILLER UPON HER RETIREMENT

Minutes of the annual 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 21st day of April, 2014 at 6:00 p.m.

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

The following resolution was offered by President Rosenthal, and supported by Vice President Murphy:

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Patti Miller for her service as an employee from July 28, 1997 to April 11, 2014 of the Ann Arbor District Library.
- 2.) That all 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 Regular Board Meeting held on April 21, 2014 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 2014

Cash:

The unrestricted cash balance as of April 30, 2014 was \$10,076,133 down from \$11,038,330 in March.

Tax Receipts:

The Library has received tax receipts totaling \$11,253,449, 98.4% of the budgeted amount, as of April 30th.

Budget vs. Actual:

The Library showed an operating surplus of \$462,393 through April 30th. This gives the Library a positive fund balance of \$8,433,138 at the end of April, up from \$8,415,087 in 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 at the end of the year.

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

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

Purchased Services – The final payment for the survey was made in March.

Software – A large payment of approximately \$66,000 was made in July putting this line item over budget.

Copier Expense – A semi annual payment for copier and printer maintenance was paid in September.

Supplies – Several supply purchases that will last through the rest of the year were made in April.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Ten Months Ending April 30, 2014

	<i>Actual</i>	<i>April Budget</i>	<i>Variance</i>	<i>Actual</i>	<i>YTD Budget</i>	<i>Variance</i>
Revenue						
Tax Collections - Operating	\$947,333	\$947,333		\$9,473,331	\$9,473,333	<i>(\$2)</i>
State Aid	6,667	6,667		159,398	66,667	<i>92,731</i>
Penal Fines	16,250	16,250		162,500	162,500	
Interest	6,217	8,333	<i>(2,116)</i>	82,414	83,333	<i>(919)</i>
Copiers	2,691	2,500	<i>191</i>	25,141	25,000	<i>141</i>
Grants/Memorials	250	7,500	<i>(7,250)</i>	107,435	75,000	<i>32,435</i>
Library Fines & Fees	30,171	35,417	<i>(5,246)</i>	318,586	354,167	<i>(35,581)</i>
Non-Resident Fees	1,463	1,250	<i>213</i>	13,594	12,500	<i>1,094</i>
Fund Bal./Restricted Funds		25,250	<i>(25,250)</i>		252,500	<i>(252,500)</i>
Total Revenue	\$1,011,042	\$1,050,500	<i>(\$39,458)</i>	\$10,342,399	\$10,505,000	<i>(\$162,601)</i>
Expenditures						
Salaries & Wages	453,359	497,083	<i>(43,724)</i>	4,866,684	4,970,833	<i>(104,149)</i>
Employee Benefits	119,029	131,167	<i>(12,138)</i>	1,327,770	1,311,667	<i>16,103</i>
Employment Taxes	34,597	38,000	<i>(3,403)</i>	364,269	380,000	<i>(15,731)</i>
Total Employment Cost	\$606,985	\$666,250	<i>(\$59,265)</i>	\$6,558,723	\$6,662,500	<i>(\$103,777)</i>
Custodial and Electrical	\$15,691	\$15,833	<i>(\$142)</i>	\$149,131	\$158,333	<i>(\$9,202)</i>
Accounting/Audit	833	833		8,330	8,333	<i>(3)</i>
Legal	6,791	4,167	<i>2,624</i>	27,369	41,667	<i>(14,298)</i>
Purchased Services	7,084	13,167	<i>(6,083)</i>	142,038	131,667	<i>10,371</i>
Utilities	27,215	36,667	<i>(9,452)</i>	348,719	366,667	<i>(17,948)</i>
Property Insurance	(5,370)	7,500	<i>(12,870)</i>	56,557	75,000	<i>(18,443)</i>
Communications	12,964	25,000	<i>(12,036)</i>	150,036	250,000	<i>(99,964)</i>
Materials	125,306	145,833	<i>(20,527)</i>	1,324,734	1,458,333	<i>(133,599)</i>
Software Licenses/Maintenanc	15,716	12,500	<i>3,216</i>	153,064	125,000	<i>28,064</i>
Building Rental	10,063	12,917	<i>(2,854)</i>	123,985	129,167	<i>(5,182)</i>
Seminars/Conferences/Travel	3,508	2,333	<i>1,175</i>	12,105	23,334	<i>(11,229)</i>
Copier Expense	3,083	3,750	<i>(667)</i>	44,661	37,500	<i>7,161</i>
Library Programming	34,109	22,750	<i>11,359</i>	195,606	227,500	<i>(31,894)</i>
Grants/Memorials	7,719	9,583	<i>(1,864)</i>	55,161	95,833	<i>(40,672)</i>
Supplies	17,498	15,333	<i>2,165</i>	155,814	153,333	<i>2,481</i>
Repairs and Maintenance	32,582	28,500	<i>4,082</i>	258,956	285,000	<i>(26,044)</i>
Postage	152	2,917	<i>(2,765)</i>	11,868	29,167	<i>(17,299)</i>
Lcards/Circ Cards	1,055	6,000	<i>(4,945)</i>	44,393	60,000	<i>(15,607)</i>
Other Operating Expenditures	1,019	2,000	<i>(981)</i>	14,342	20,000	<i>(5,658)</i>
Total Operating Expense	\$317,018	\$367,583	<i>(\$50,565)</i>	\$3,276,869	\$3,675,834	<i>(\$398,965)</i>
Capital Outlays	\$5,134	\$16,667	<i>(\$11,533)</i>	\$44,414	\$166,667	<i>(\$122,253)</i>
Total Expenditures	\$929,137	\$1,050,500	<i>(\$121,363)</i>	\$9,880,006	\$10,505,001	<i>(\$624,995)</i>
Net	\$81,905		<i>\$81,905</i>	\$462,393	(\$1)	<i>\$462,394</i>

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Ten Months Ending April 30, 2014

	<u>Actual</u>	<u>April Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$250	\$7,500	(\$7,250)	\$107,435	\$75,000	\$32,435
Total Revenue	<u>\$250</u>	<u>\$7,500</u>	<u>(\$7,250)</u>	<u>\$107,435</u>	<u>\$75,000</u>	<u>\$32,435</u>
Expenditures						
Materials	9	833	(824)	4,292	8,333	(4,041)
Seminars/Conferences/Travel		250	(250)		2,500	(2,500)
Library Programming	5,834	8,500	(2,666)	41,555	85,000	(43,445)
Supplies				414		414
Other Operating Expenditures	<u>1,876</u>		<u>1,876</u>	<u>8,900</u>		<u>8,900</u>
Total Operating Expense	<u>\$7,719</u>	<u>\$9,583</u>	<u>(\$1,864)</u>	<u>\$55,161</u>	<u>\$95,833</u>	<u>(\$40,672)</u>
Total Expenditures	<u>\$7,719</u>	<u>\$9,583</u>	<u>(\$1,864)</u>	<u>\$55,161</u>	<u>\$95,833</u>	<u>(\$40,672)</u>
Net	<u>(\$7,469)</u>	<u>(\$2,083)</u>	<u>(\$5,386)</u>	<u>\$52,274</u>	<u>(\$20,833)</u>	<u>\$73,107</u>

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Ten Months Ending April 30, 2014

	<i>April</i>			<i>YTD</i>		
	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$80,000	\$75,000	\$5,000
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>	<u>\$80,000</u>	<u>\$75,000</u>	<u>\$5,000</u>
Expenditures						
Materials				1,180		1,180
Library Programming	4,130	7,500	(3,370)	32,622	75,000	(42,378)
Other Operating Expenditures	1,876		1,876	8,900		8,900
Total Operating Expense	<u>\$6,006</u>	<u>\$7,500</u>	<u>(\$1,494)</u>	<u>\$42,702</u>	<u>\$75,000</u>	<u>(\$32,298)</u>
Total Expenditures	<u>\$6,006</u>	<u>\$7,500</u>	<u>(\$1,494)</u>	<u>\$42,702</u>	<u>\$75,000</u>	<u>(\$32,298)</u>
Net	<u>(\$6,006)</u>		<u>(\$6,006)</u>	<u>\$37,298</u>		<u>\$37,298</u>

Balance Sheet

ASSETSAs of 4/30/2014Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$3,147.32
CASH-PAYROLL	222,025.05
HOLTREY FUND	332,162.05
CASH-SAVINGS	1,148,066.77
KENISTON FUND	30,320.49
SHAHER FUND	10,477.83
WESTERMAN FUND	49,224.03
PETTY CASH	2,300.00
WLBPD ACCOUNT	37,139.76
CDs - SHORT TERM	3,500,000.00

Total Cash	\$5,334,863.30
------------	----------------

Investments

BANK OF ANN ARBOR INVESTMENT	\$3,327,118.14
UNITED BANK AND TRUST INVESTMENT	1,873,476.51

Total Investments	\$5,200,594.65
-------------------	----------------

Accounts Receivable

ACCOUNTS RECEIVABLE	\$190,049.78
---------------------	--------------

Total Accounts Receivable	\$190,049.78
---------------------------	--------------

Property Taxes Receivable

Total Property Taxes Receivable	\$0.00
---------------------------------	--------

Prepaid Expenses

PRE-PAID INSURANCE	\$83,198.30
PREPAID EXPENSES	1,250.00

Total Prepaid Expenses	\$84,448.30
------------------------	-------------

Total Current Assets	\$10,809,956.03
----------------------	-----------------

Capital Assets:

BUILDINGS	\$26,000,844.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	492,257.00
COMMUNICATIONS EQUIPMENT	431,035.00
BUSINESS MACHINES	145,532.00
COMPUTER EQUIPMENT	1,336,624.33
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	40,760.00
FURNITURE & FIXTURES	1,260,109.00
VEHICLES	183,256.00

Total Capital Assets	\$32,040,668.15
----------------------	-----------------

Amount Provided for Long-Term Debt:

LONG TERM SICK	\$28,025.46
LONG TERM VACATION	211,907.84

Total Provided for Long-Term Debt	239,933.30
-----------------------------------	------------

TOTAL ASSETS	\$43,090,557.48
--------------	-----------------

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	(\$87,602.17)
ACCRUED ACCOUNTS PAYABLE	54,576.79
ACCRUED PAYROLL	325,278.29
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	4,592.83
ACCRUED EMPLOYER 403(b) - UNDECIDED	53,091.75
ACCRUED 403B/MPSERS EMPLOYER	(3,585.20)
ACCRUED LIABILITY-VACATION S/T	89,969.27

Total Current Liabilities	\$436,321.56
---------------------------	--------------

Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$28,025.46
ACCRUED LIABILITY-VACATION L/T	211,907.84

Total Long-Term Liabilities	239,933.30
-----------------------------	------------

Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$32,040,668.15
-----------------------------	-----------------

Fund Balance:

RESERVE-ENCUMBRANCES	\$220,345.95
DEFERRED REVENUE - PROPERTY TAX	1,720,150.00
FUND BALANCE - UNDESIGNATED	7,970,744.50
EXCESS REVENUE (SPENDING)	462,394.02

Total Fund Balance	\$10,373,634.47
--------------------	-----------------

Total Fund Equity	\$42,414,302.62
-------------------	-----------------

TOTAL LIABILITIES AND FUND EQUITY	\$43,090,557.48
-----------------------------------	-----------------

Ann Arbor District Library

Rollforward of undesignated fund balance
For the Period Ending April 30, 2014

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,415,087	\$ 8,185,929
Total revenues	1,011,042	10,342,399
Expenditures:		
Operating	(924,003)	(9,835,592)
Capital outlays	(5,134)	(44,414)
(Increase) decrease in encumbrances	<u>(63,854)</u>	<u>(215,184)</u>
Ending surplus (deficit)	<u>\$ 8,433,138</u>	<u>\$ 8,433,138</u>

Ann Arbor District Library

Monthly and year-to-date cash rollover For Period ending April 30, 2014

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
1120625.31					
Monthly rollover					
Commercial checking	\$ 88,460	\$ 11,011	\$ (566,324)	\$ 470,000	\$ 3,147
Payroll	7,242	3	(435,845)	650,625	222,025
Petty cash	2,300	-	-	-	2,300
Savings	939,733	78,333	(49,374)	179,375	1,148,066
CDs - Bank of Ann Arbor	4,800,000	-	-	(1,300,000)	3,500,000
Investments - Bank of Ann Arbor	3,327,118	-	-	-	3,327,118
Investments - United Bank and Trust	1,873,477	-	-	-	1,873,477
Westerman Fund	49,220	4	-	-	49,224
Shafer Fund	10,477	-	-	-	10,477
Holtrey Fund	332,121	41	-	-	332,162
Keniston Fund	30,318	2	-	-	30,320
WLBPD	37,137	2	-	-	37,139
	<u>\$ 11,497,603</u>	<u>\$ 89,396</u>	<u>\$ (1,051,543)</u>	<u>\$ (0)</u>	<u>\$ 10,535,456</u>
Year-to-date rollover					
Commercial checking	\$ 18,370	\$ 133,611	(4,958,834)	\$ 4,810,000	\$ 3,147
Payroll	15,593	17	(4,764,283)	4,970,698	222,025
Petty cash	2,200	-	-	100	2,300
Savings	706,253	12,287,294	(564,682)	(11,280,799)	1,148,066
CDs - Bank of Ann Arbor	2,000,000	-	-	1,500,000	3,500,000
Investments - Bank of Ann Arbor	3,290,341	36,777	-	-	3,327,118
Investments - United Bank and Trust	1,839,822	33,655	-	-	1,873,477
Westerman Fund	43,080	6,144	-	-	49,224
Shafer Fund	10,468	9	-	-	10,477
Holtrey Fund	331,706	456	-	-	332,162
Keniston Fund	30,293	27	-	-	30,320
WLBPD	37,106	34	-	-	37,140
	<u>\$ 8,325,232</u>	<u>\$ 12,498,024</u>	<u>\$ (10,287,799)</u>	<u>\$ (1)</u>	<u>\$ 10,535,456</u>

Ranges: From: To: From: To:
 Check Number First Last Check Date 4/1/2014 4/30/2014
 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
047834	4IMPRINT	4IMPRINT, INC	4/21/2014	CHECK	PMCHK00001630	\$608.39
047931	4IMPRINT	4IMPRINT, INC	4/30/2014	CHECK	PMCHK00001632	\$1,143.60
047837	AGRSER	A GROWING SERVICE LLC	4/21/2014	CHECK	PMCHK00001630	\$340.00
047839	ARENDA	A-1 RENTAL, INC.	4/21/2014	CHECK	PMCHK00001630	\$580.20
047836	AFTDEL	AFTERNOON DELIGHT	4/21/2014	CHECK	PMCHK00001630	\$123.40
047838	ALLENT	ALLIANCE ENTERTAINMENT	4/21/2014	CHECK	PMCHK00001630	\$4,359.31
047765	AMASCH	AMANDA SCHOTT	4/7/2014	CHECK	PMCHK00001627	\$49.35
047932	AMACOM	AMAZON.COM CREDIT PLAN	4/30/2014	CHECK	PMCHK00001632	\$3,924.37
047801	AMEX	AMERICAN EXPRESS	4/15/2014	CHECK	PMCHK00001629	\$53,654.07
047780	ANGNAF	ANGEL NAFIS	4/8/2014	CHECK	PMCHK00001628	\$500.00
* 047780	ANGNAF	ANGEL NAFIS	4/8/2014	CHECK	PMCHK00001628	\$500.00
* 047781	ANNARB	ANN ARBOR OBSERVER	4/8/2014	CHECK	PMCHK00001628	\$1,536.30
047781	ANNARB	ANN ARBOR OBSERVER	4/8/2014	CHECK	PMCHK00001628	\$1,536.30
047933	ANNARB	ANN ARBOR OBSERVER	4/30/2014	CHECK	PMCHK00001632	\$2,520.00
047934	ANNGAO	ANNIE GAO	4/30/2014	CHECK	PMCHK00001632	\$150.00
047893	ATTMOB	AT&T MOBILITY	4/28/2014	CHECK	PMCHK00001631	\$1,081.37
047751	ATTWIR	AT&T WIRELESS	4/3/2014	CHECK	PMCHK00001626	\$1,120.72
047935	AVIZAN	AVIS ZANE	4/30/2014	CHECK	PMCHK00001632	\$250.00
047802	B&H	B&H PHOTO-VIDEO	4/15/2014	CHECK	PMCHK00001629	\$1,213.68
047840	BANMED	BANG MEDIA	4/21/2014	CHECK	PMCHK00001630	\$350.00
047841	BARNOB1	BARNES & NOBLE INC.	4/21/2014	CHECK	PMCHK00001630	\$118.55
047842	BASPLAY	BASS PLAYER	4/21/2014	CHECK	PMCHK00001630	\$37.99
047734	BATPLU	BATTERIES PLUS	4/1/2014	CHECK	PMCHK00001625	\$216.37
047843	BEADEL	BEAU DELOACH	4/21/2014	CHECK	PMCHK00001630	\$150.00
047803	BETBAT	BETH BATTEY	4/15/2014	CHECK	PMCHK00001629	\$450.00
047894	BETMAN	BETH MANUEL	4/28/2014	CHECK	PMCHK00001631	\$22.09
047844	BETBEC	BETSY BECKERMAN	4/21/2014	CHECK	PMCHK00001630	\$200.00
* 047782	BLAAUD	BLACKSTONE AUDIO BOOKS	4/8/2014	CHECK	PMCHK00001628	\$1,469.92
047782	BLAAUD	BLACKSTONE AUDIO BOOKS	4/8/2014	CHECK	PMCHK00001628	\$1,469.92
047895	BLAAUD	BLACKSTONE AUDIO BOOKS	4/28/2014	CHECK	PMCHK00001631	\$1,518.84
047896	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	4/28/2014	CHECK	PMCHK00001631	\$55,252.23
047897	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	4/28/2014	CHECK	PMCHK00001631	\$10,120.54
047804	BP	BP	4/15/2014	CHECK	PMCHK00001629	\$649.87
047936	BRADAY	BRANDON DAYTON	4/30/2014	CHECK	PMCHK00001632	\$100.00
047766	BREWER	BREWER'S	4/7/2014	CHECK	PMCHK00001627	\$542.99
047752	BRIAND	BRIAN ANDERSON	4/3/2014	CHECK	PMCHK00001626	\$110.16
047845	BRODCO	BRODART CO.	4/21/2014	CHECK	PMCHK00001630	\$657.12
047805	BUSVAL	BUSCH'S, INC.	4/15/2014	CHECK	PMCHK00001629	\$458.24
047846	BUSVAL	BUSCH'S, INC.	4/21/2014	CHECK	PMCHK00001630	\$72.91
047937	BUSVAL	BUSCH'S, INC.	4/30/2014	CHECK	PMCHK00001632	\$164.39
047753	BUSCAR	BUSINESS CARD	4/3/2014	CHECK	PMCHK00001626	\$11,260.87
047898	BUSCAR	BUSINESS CARD	4/28/2014	CHECK	PMCHK00001631	\$9,718.98
047806	CAMINN	CAMPUS INN	4/15/2014	CHECK	PMCHK00001629	\$388.50
047938	CAMINN	CAMPUS INN	4/30/2014	CHECK	PMCHK00001632	\$388.50
047735	CAPPRE	CAPSTONE PRESS	4/1/2014	CHECK	PMCHK00001625	\$4,306.15
047847	CARBRO	CARPENTER BROS.	4/21/2014	CHECK	PMCHK00001630	\$76.89
047848	CCTSCAMERA	CCTS CAMERA	4/21/2014	CHECK	PMCHK00001630	\$2,712.66
047807	CDW-G	CDW GOVERNMENT, INC.	4/15/2014	CHECK	PMCHK00001629	\$4,929.18
047849	CDW-G	CDW GOVERNMENT, INC.	4/21/2014	CHECK	PMCHK00001630	\$9,232.81
047808	CHELAK	CERRY LAKE PUBLISHING	4/15/2014	CHECK	PMCHK00001629	\$42,042.26
047850	CHITRI	CHICAGO TRIBUNE	4/21/2014	CHECK	PMCHK00001630	\$108.29
* 047851	CINFON	CINDY FONTANA	4/21/2014	CHECK	PMCHK00001630	\$300.00
047899	CINFON	CINDY FONTANA	4/28/2014	CHECK	PMCHK00001631	\$150.00
047783	CINCOR	CINTAS CORPORATION	4/8/2014	CHECK	PMCHK00001628	\$1,799.92
* 047783	CINCOR	CINTAS CORPORATION	4/8/2014	CHECK	PMCHK00001628	\$1,799.92
047852	CITOF1	CITY OF ANN ARBOR TREASURER	4/21/2014	CHECK	PMCHK00001630	\$1,350.00
047900	CITOF1	CITY OF ANN ARBOR TREASURER	4/28/2014	CHECK	PMCHK00001631	\$891.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047754	COMCAS	COMCAST	4/3/2014	CHECK	PMCHK00001626	\$250.39
047901	COMCAS	COMCAST	4/28/2014	CHECK	PMCHK00001631	\$285.66
047853	COMALLW	COMPUTER ALLEY WEST	4/21/2014	CHECK	PMCHK00001630	\$727.98
047939	COMALLW	COMPUTER ALLEY WEST	4/30/2014	CHECK	PMCHK00001632	\$310.78
047855	COTINN	COTTAGE INN CATERING SERVICES	4/21/2014	CHECK	PMCHK00001630	\$170.00
047736	CRAPUB	CRABTREE PUBLISHING	4/1/2014	CHECK	PMCHK00001625	\$1,695.00
047809	DAWHEN	DAWN HENRY	4/15/2014	CHECK	PMCHK00001629	\$900.00
* 047737	DEAFKAN	DEAF C.A.N.	4/1/2014	CHECK	PMCHK00001625	\$80.00
047856	DEAFKAN	DEAF C.A.N.	4/21/2014	CHECK	PMCHK00001630	\$202.14
047902	DEBGAB	DEBORAH GABRION	4/28/2014	CHECK	PMCHK00001631	\$200.00
047784	DEMCO	DEMCO	4/8/2014	CHECK	PMCHK00001628	\$3,240.11
* 047784	DEMCO	DEMCO	4/8/2014	CHECK	PMCHK00001628	\$3,240.11
047857	DEMCO	DEMCO	4/21/2014	CHECK	PMCHK00001630	\$4,919.50
047940	DEMCO	DEMCO	4/30/2014	CHECK	PMCHK00001632	\$130.76
047785	DIADUD	DIANE DUDLEY	4/8/2014	CHECK	PMCHK00001628	\$100.00
* 047785	DIADUD	DIANE DUDLEY	4/8/2014	CHECK	PMCHK00001628	\$100.00
047738	DTEENE	DTE ENERGY	4/1/2014	CHECK	PMCHK00001625	\$26,527.11
047903	DTEENE	DTE ENERGY	4/28/2014	CHECK	PMCHK00001631	\$27,108.46
047904	DYKGOS	DYKEMA GOSSETT	4/28/2014	CHECK	PMCHK00001631	\$4,613.10
047858	EDIWOW	EDIBLE WOW	4/21/2014	CHECK	PMCHK00001630	\$56.00
047810	EDWOO	EDWARD WOODS	4/15/2014	CHECK	PMCHK00001629	\$12.00
047859	ELALMA	EL ALMA ESPANOLA	4/21/2014	CHECK	PMCHK00001630	\$550.00
047941	ELEBER	ELENA BERNIER	4/30/2014	CHECK	PMCHK00001632	\$150.00
047860	ELILAW	ELITE LAWN & LANDSCAPE, INC.	4/21/2014	CHECK	PMCHK00001630	\$5,010.78
047861	ERGDES	ERGO DESKTOP	4/21/2014	CHECK	PMCHK00001630	\$3,177.00
047767	ERISCH	ERIC SCHOENBAECHLER	4/7/2014	CHECK	PMCHK00001627	\$76.43
047942	EVELIU	EVELINE LIU	4/30/2014	CHECK	PMCHK00001632	\$250.00
047811	FRIOF	FRIENDS OF THE ANN ARBOR	4/15/2014	CHECK	PMCHK00001629	\$704.75
047885	THOGAL	GALE/CENGAGE LEARNING, INC	4/21/2014	CHECK	PMCHK00001630	\$461.10
047924	THOGAL	GALE/CENGAGE LEARNING, INC	4/28/2014	CHECK	PMCHK00001631	\$398.99
047943	GAMESTART	GAMESTART	4/30/2014	CHECK	PMCHK00001632	\$1,200.00
047755	GANDOR	GANDOL DOORS & HARDWARE	4/3/2014	CHECK	PMCHK00001626	\$406.50
047906	GARISTE	GARI STEIN	4/28/2014	CHECK	PMCHK00001631	\$100.00
047768	GLEMOD	GLEN MODELL	4/7/2014	CHECK	PMCHK00001627	\$1,487.10
047769	GRASHA	GRACE SHACKMAN	4/7/2014	CHECK	PMCHK00001627	\$350.00
047799	WVGRAI	GRAINGER	4/8/2014	CHECK	PMCHK00001628	\$1,152.54
* 047799	WVGRAI	GRAINGER	4/8/2014	CHECK	PMCHK00001628	\$1,152.54
047905	FIRMAR	GREEN ROAD ASSOCIATES, LP	4/28/2014	CHECK	PMCHK00001631	\$3,208.33
047862	GUITWOR	GUITAR WORLD	4/21/2014	CHECK	PMCHK00001630	\$24.95
047812	HERJON	HERFF JONES NYSTROM	4/15/2014	CHECK	PMCHK00001629	\$247.50
047863	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	4/21/2014	CHECK	PMCHK00001630	\$2,177.50
047739	HUTPLU	HUTZEL PLUMBING AND HEATING	4/1/2014	CHECK	PMCHK00001625	\$16.98
047928	VANTIGU	INFORM STUDIO	4/28/2014	CHECK	PMCHK00001631	\$2,500.00
047864	INGLIB	INGRAM LIBRARY SERVICES INC.	4/21/2014	CHECK	PMCHK00001630	\$94.72
047865	INTERVIEW	INTERVIEW	4/21/2014	CHECK	PMCHK00001630	\$24.97
047944	JACHAS	JACKSON HASSELL	4/30/2014	CHECK	PMCHK00001632	\$100.00
047866	JACSAY	JACOB W. SAYRAF	4/21/2014	CHECK	PMCHK00001630	\$25.00
047740	JIMLEO	JAMES LEONARD	4/1/2014	CHECK	PMCHK00001625	\$200.00
047787	JEFKAS	JEFFREY KASS	4/8/2014	CHECK	PMCHK00001628	\$300.00
* 047787	JEFKAS	JEFFREY KASS	4/8/2014	CHECK	PMCHK00001628	\$300.00
047788	JERDRO	JERZY DROZD	4/8/2014	CHECK	PMCHK00001628	\$50.00
* 047788	JERDRO	JERZY DROZD	4/8/2014	CHECK	PMCHK00001628	\$50.00
047945	JERDRO	JERZY DROZD	4/30/2014	CHECK	PMCHK00001632	\$50.00
047789	JOSHAU	JOSHUA HAUKE	4/8/2014	CHECK	PMCHK00001628	\$100.00
* 047789	JOSHAU	JOSHUA HAUKE	4/8/2014	CHECK	PMCHK00001628	\$100.00
047867	KMODES	KAREN MOELLER DESIGN	4/21/2014	CHECK	PMCHK00001630	\$1,200.00
047907	KATCUR	KATHERINE'S CATERING	4/28/2014	CHECK	PMCHK00001631	\$1,327.10
047946	KELTOW	KELSEY TOWNE	4/30/2014	CHECK	PMCHK00001632	\$150.00
047908	KITMCK	KITO MCKINNEY	4/28/2014	CHECK	PMCHK00001631	\$100.00
047909	KOFAME	KOFI AMEYAN	4/28/2014	CHECK	PMCHK00001631	\$750.00
047947	KOLOSS	KOLOSSOS	4/30/2014	CHECK	PMCHK00001632	\$46.12
047814	LARZIE	LARA ZIELIN	4/15/2014	CHECK	PMCHK00001629	\$250.00
047813	LARWIL	LARON WILLIAMS	4/15/2014	CHECK	PMCHK00001629	\$495.00
047770	LURAY	LAURA RAYNOR	4/7/2014	CHECK	PMCHK00001627	\$251.35

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047771	LEACEN	LEARNING CENTER	4/7/2014	CHECK	PMCHK00001627	\$466.50
047872	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	4/21/2014	CHECK	PMCHK00001630	\$619.98
047741	MANPOW	MANPOWER	4/1/2014	CHECK	PMCHK00001625	\$950.40
047772	MANPOW	MANPOWER	4/7/2014	CHECK	PMCHK00001627	\$475.20
047815	MANPOW	MANPOWER	4/15/2014	CHECK	PMCHK00001629	\$123.20
047948	MANPOW	MANPOWER	4/30/2014	CHECK	PMCHK00001632	\$123.20
047816	MARYAN	MARGARET YANG	4/15/2014	CHECK	PMCHK00001629	\$250.00
047742	MARCHE	MARIAH CHEREM	4/1/2014	CHECK	PMCHK00001625	\$166.88
047774	MARCHE	MARIAH CHEREM	4/7/2014	CHECK	PMCHK00001627	\$274.40
047868	MARQUNI	MARQUETTE UNIVERSITY	4/21/2014	CHECK	PMCHK00001630	\$100.00
047773	MARBAN	MARTIN BANDYKE	4/7/2014	CHECK	PMCHK00001627	\$400.00
047949	MARCOL	MARY COLLINS	4/30/2014	CHECK	PMCHK00001632	\$100.00
047743	MATDUB	MATT DUBAY	4/1/2014	CHECK	PMCHK00001625	\$32.83
047869	MERRILL	MERRILLVILLE BRANCH	4/21/2014	CHECK	PMCHK00001630	\$15.00
047817	METCOM	METCOM	4/15/2014	CHECK	PMCHK00001629	\$78.13
047950	METCOM	METCOM	4/30/2014	CHECK	PMCHK00001632	\$78.13
047756	METLIFE	METLIFE SBC	4/3/2014	CHECK	PMCHK00001626	\$7,242.36
047910	METLIFE	METLIFE SBC	4/28/2014	CHECK	PMCHK00001631	\$7,481.97
047757	MICOFF	MICHIGAN OFFICE SOLUTIONS	4/3/2014	CHECK	PMCHK00001626	\$1,723.00
047871	MICPOW	MICHIGAN POWER RODDING	4/21/2014	CHECK	PMCHK00001630	\$553.00
047818	MICSTA3	MICHIGAN STATE UNIVERSITY	4/15/2014	CHECK	PMCHK00001629	\$11.00
047870	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	4/21/2014	CHECK	PMCHK00001630	\$250.00
047790	MIDGRA	MIDWEST GRAPHICS & AWARDS	4/8/2014	CHECK	PMCHK00001628	\$155.67
* 047790	MIDGRA	MIDWEST GRAPHICS & AWARDS	4/8/2014	CHECK	PMCHK00001628	\$155.67
047820	MIDTAP	MIDWEST TAPE	4/15/2014	CHECK	PMCHK00001629	\$26,058.74
047911	MIDTAP	MIDWEST TAPE	4/28/2014	CHECK	PMCHK00001631	\$13,470.36
047819	MIDGOT	MIDWESTERN GOTHIC	4/15/2014	CHECK	PMCHK00001629	\$750.00
047835	AANEWS	MLIVE MEDIA GROUP	4/21/2014	CHECK	PMCHK00001630	\$2,436.00
047912	NATSTO	NATIONAL STORAGE CENTER	4/28/2014	CHECK	PMCHK00001631	\$222.00
047758	NICWIL	NICHOLAS WILCOX	4/3/2014	CHECK	PMCHK00001626	\$800.00
047913	NICBOO	NICOLA'S BOOKS	4/28/2014	CHECK	PMCHK00001631	\$334.80
047951	NINSHA	NINA SHALLMAN	4/30/2014	CHECK	PMCHK00001632	\$100.00
047821	NUWAVE	NUWAVE AQUARIUMS	4/15/2014	CHECK	PMCHK00001629	\$423.90
047952	NUWAVE	NUWAVE AQUARIUMS	4/30/2014	CHECK	PMCHK00001632	\$239.90
047822	OCLINS	OCLC, INC.	4/15/2014	CHECK	PMCHK00001629	\$3,847.99
047791	OFFDEP	OFFICE DEPOT, INC.	4/8/2014	CHECK	PMCHK00001628	\$654.86
* 047791	OFFDEP	OFFICE DEPOT, INC.	4/8/2014	CHECK	PMCHK00001628	\$654.86
047873	OFFDEP	OFFICE DEPOT, INC.	4/21/2014	CHECK	PMCHK00001630	\$957.89
047953	OFFDEP	OFFICE DEPOT, INC.	4/30/2014	CHECK	PMCHK00001632	\$644.22
047823	OXFUNI	OXFORD UNIVERSITY PRESS USA	4/15/2014	CHECK	PMCHK00001629	\$143.47
047775	PIOJAN	PIONEER JANITORIAL SERVICE	4/7/2014	CHECK	PMCHK00001627	\$5,825.00
047874	PIOJAN	PIONEER JANITORIAL SERVICE	4/21/2014	CHECK	PMCHK00001630	\$10,615.68
047875	PITCHA	PITTSFIELD CHARTER TOWNSHIP	4/21/2014	CHECK	PMCHK00001630	\$106.98
047824	PRITEC	PRINT TECH INC.	4/15/2014	CHECK	PMCHK00001629	\$2,909.45
047916	PRITEC	PRINT TECH INC.	4/28/2014	CHECK	PMCHK00001631	\$1,092.49
047954	PRITEC	PRINT TECH INC.	4/30/2014	CHECK	PMCHK00001632	\$14,041.33
047744	PRIORITY	PRIORITY HEALTH	4/1/2014	CHECK	PMCHK00001625	\$631.07
047915	PRIORITY	PRIORITY HEALTH	4/28/2014	CHECK	PMCHK00001631	\$1,893.21
047879	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	4/21/2014	CHECK	PMCHK00001630	\$5,075.00
047917	RACYAN	RACHEL YANIKOGLU	4/28/2014	CHECK	PMCHK00001631	\$90.45
047955	RACYAN	RACHEL YANIKOGLU	4/30/2014	CHECK	PMCHK00001632	\$145.09
047825	RANHOU	RANDOM HOUSE, INC.	4/15/2014	CHECK	PMCHK00001629	\$1,205.25
047826	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	4/15/2014	CHECK	PMCHK00001629	\$19.00
047918	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	4/28/2014	CHECK	PMCHK00001631	\$111.00
047776	RECBOO	RECORDED BOOKS, INC.	4/7/2014	CHECK	PMCHK00001627	\$1,647.60
047877	RECBOO	RECORDED BOOKS, INC.	4/21/2014	CHECK	PMCHK00001630	\$2,395.50
047876	RECANN	RECYCLE ANN ARBOR	4/21/2014	CHECK	PMCHK00001630	\$159.00
047919	REGBOO	REGENT BOOK CO., INC.	4/28/2014	CHECK	PMCHK00001631	\$14.01
047759	REHROB	REHMANN ROBSON	4/3/2014	CHECK	PMCHK00001626	\$900.00
047878	REPINC	REPROGRAPHICS, INC.	4/21/2014	CHECK	PMCHK00001630	\$64.30
047777	RICBUS	RICOH AMERICAS CORP	4/7/2014	CHECK	PMCHK00001627	\$351.09
047920	RICBUS	RICOH AMERICAS CORP	4/28/2014	CHECK	PMCHK00001631	\$341.84
047921	ROLTUS	ROLLIE TUSSING	4/28/2014	CHECK	PMCHK00001631	\$900.00
047792	ROSCOCL	ROSCO THE CLOWN	4/8/2014	CHECK	PMCHK00001628	\$450.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
* 047792	ROSCOC	ROSCO THE CLOWN	4/8/2014	CHECK	PMCHK00001628	\$450.00
047827	ROYLIM	ROYAL LIMOUSINE	4/15/2014	CHECK	PMCHK00001629	\$182.90
047828	RTI	RTI	4/15/2014	CHECK	PMCHK00001629	\$179.95
047880	RUBSTA	RUBBER STAMPS UNLIMITED	4/21/2014	CHECK	PMCHK00001630	\$73.53
047854	CONQUA	SAGE PUBLICATIONS, INC	4/21/2014	CHECK	PMCHK00001630	\$244.46
047881	SARKEL	SARA MELTON KELLER	4/21/2014	CHECK	PMCHK00001630	\$475.00
047786	DOUSCH	SCHEER GENIUS	4/8/2014	CHECK	PMCHK00001628	\$375.00
* 047786	DOUSCH	SCHEER GENIUS	4/8/2014	CHECK	PMCHK00001628	\$375.00
047830	SCHSEC	SCHILKE SECURITY	4/15/2014	CHECK	PMCHK00001629	\$335.00
047745	SCHELE	SCHINDLER ELEVATOR CORPORATION	4/1/2014	CHECK	PMCHK00001625	\$1,383.16
047793	SCHELE	SCHINDLER ELEVATOR CORPORATION	4/8/2014	CHECK	PMCHK00001628	\$2,422.35
* 047793	SCHELE	SCHINDLER ELEVATOR CORPORATION	4/8/2014	CHECK	PMCHK00001628	\$2,422.35
047829	SCHELE	SCHINDLER ELEVATOR CORPORATION	4/15/2014	CHECK	PMCHK00001629	\$603.31
047794	SCRILIN	SCREENLINE	4/8/2014	CHECK	PMCHK00001628	\$200.00
* 047794	SCRILIN	SCREENLINE	4/8/2014	CHECK	PMCHK00001628	\$200.00
047914	PACMEC	SHAMBAUGH & SON, L.P	4/28/2014	CHECK	PMCHK00001631	\$20,966.25
047882	SHEAUG	SHERLONYA TURNER	4/21/2014	CHECK	PMCHK00001630	\$125.03
047956	SHEAUG	SHERLONYA TURNER	4/30/2014	CHECK	PMCHK00001632	\$33.38
047760	SPRINT	SPRINT PCS	4/3/2014	CHECK	PMCHK00001626	\$823.82
047883	STAHAR	STADIUM HARDWARE	4/21/2014	CHECK	PMCHK00001630	\$86.58
047795	STAPLE	STAPLES ADVANTAGE	4/8/2014	CHECK	PMCHK00001628	\$271.58
* 047795	STAPLE	STAPLES ADVANTAGE	4/8/2014	CHECK	PMCHK00001628	\$271.58
047957	STAPLE	STAPLES ADVANTAGE	4/30/2014	CHECK	PMCHK00001632	\$50.60
047746	STAMIC4	STATE OF MICHIGAN	4/1/2014	CHECK	PMCHK00001625	\$250.00
047884	STAMIC4	STATE OF MICHIGAN	4/21/2014	CHECK	PMCHK00001630	\$60.00
047796	SWESOU	SWEETWATER SOUND INC.	4/8/2014	CHECK	PMCHK00001628	\$798.00
* 047796	SWESOU	SWEETWATER SOUND INC.	4/8/2014	CHECK	PMCHK00001628	\$798.00
047958	SWESOU	SWEETWATER SOUND INC.	4/30/2014	CHECK	PMCHK00001632	\$199.00
047761	TDSMET	TDS METROCOM	4/3/2014	CHECK	PMCHK00001626	\$6,958.22
047923	THAELE	TEL SYSTEMS	4/28/2014	CHECK	PMCHK00001631	\$606.00
047762	THEANN	THE ANN MAGAZINE	4/3/2014	CHECK	PMCHK00001626	\$500.00
047959	THEANN	THE ANN MAGAZINE	4/30/2014	CHECK	PMCHK00001632	\$500.00
047892	AROCAMP	THE AROUNDCAMPUS GROUP	4/28/2014	CHECK	PMCHK00001631	\$300.00
047922	TEACOM	THE GREAT COURSES	4/28/2014	CHECK	PMCHK00001631	\$5,511.15
047778	TMGROU	THE TM GROUP INC	4/7/2014	CHECK	PMCHK00001627	\$15,058.63
047747	TIMGRI	TIM GRIMES	4/1/2014	CHECK	PMCHK00001625	\$43.58
047886	TOMCLY	TOM CLYNES	4/21/2014	CHECK	PMCHK00001630	\$100.00
047779	TOMSMI	TOM SMITH	4/7/2014	CHECK	PMCHK00001627	\$22.23
047831	TOMTHO	TOM THOMPSON FLOWERS	4/15/2014	CHECK	PMCHK00001629	\$225.00
047800	ADTSEC	TYCO INTEGRATED SECURITY	4/15/2014	CHECK	PMCHK00001629	\$290.00
047832	ULINE	ULINE, INC.	4/15/2014	CHECK	PMCHK00001629	\$342.12
047749	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	4/1/2014	CHECK	PMCHK00001625	\$60.00
* 047888	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	4/21/2014	CHECK	PMCHK00001630	\$1,145.06
047926	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	4/28/2014	CHECK	PMCHK00001631	\$1,109.80
047748	UNIPAR	UNITED PARCEL SERVICE	4/1/2014	CHECK	PMCHK00001625	\$84.30
047887	UNIPAR	UNITED PARCEL SERVICE	4/21/2014	CHECK	PMCHK00001630	\$133.35
047925	UNIPAR	UNITED PARCEL SERVICE	4/28/2014	CHECK	PMCHK00001631	\$52.16
047750	UNUMPRO	UNUM LIFE INSURANCE	4/1/2014	CHECK	PMCHK00001625	\$3,664.18
047927	UNUMPRO	UNUM LIFE INSURANCE	4/28/2014	CHECK	PMCHK00001631	\$2,952.39
047889	VALLINP	VALUE LINE PUBLISHING INC.	4/21/2014	CHECK	PMCHK00001630	\$948.00
047763	VERWIRC	VERIZON WIRELESS	4/3/2014	CHECK	PMCHK00001626	\$911.35
047929	VERWIRC	VERIZON WIRELESS	4/28/2014	CHECK	PMCHK00001631	\$1,385.51
047797	VOSLIG	VOSS LIGHTING	4/8/2014	CHECK	PMCHK00001628	\$54.54
047797	VOSLIG	VOSS LIGHTING	4/8/2014	CHECK	PMCHK00001628	\$54.54
047890	VOSLIG	VOSS LIGHTING	4/21/2014	CHECK	PMCHK00001630	\$264.00
047798	WASHTR	WASHTENAW COUNTY TREASURER	4/8/2014	CHECK	PMCHK00001628	\$13,387.53
047798	WASHTR	WASHTENAW COUNTY TREASURER	4/8/2014	CHECK	PMCHK00001628	\$13,387.53
047891	WASMAN	WASTE MANAGEMENT OF MICHIGAN	4/21/2014	CHECK	PMCHK00001630	\$225.88
047930	WESENT	WESTGATE ENTERPRISES, LLC	4/28/2014	CHECK	PMCHK00001631	\$6,855.00
047833	WESWOO	WESTON WOODS STUDIOS	4/15/2014	CHECK	PMCHK00001629	\$832.50
047764	XEROX	XEROX CORPORATION	4/3/2014	CHECK	PMCHK00001626	\$28.61
047960	ZOELUB	ZOE LUBETKIN	4/30/2014	CHECK	PMCHK00001632	\$250.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
-----						-----
Total Checks:	247				Total Amount of Checks:	\$553,320.93
						=====

Ann Arbor District Library Budget Fiscal Year 2014-2015

Revenues:

Tax Revenue – The tax revenue shown is the projected revenue at 1.5500 mills with a 2.4% 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.

Employee Benefits – This number includes the following:

- Costs for health, dental, vision, life and LTD insurances based on the employee's current family status and a 3% increase in the Library's contribution to health insurance premiums.
- MPSERS employer contribution percentage of 28.16%.
- 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, \$22,000 for Unique Management, \$27,000 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 (\$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 and facilities improvements.

ANN ARBOR DISTRICT LIBRARY
Statement of Revenues and Expenditures
Operating Budget

	Proposed 2014-2015 <u>Budget</u>	Projected 2013-2014 <u>Actual</u>	<u>Variance</u>	
Revenue:				
Tax Collections (1.5500 mill Levy)	\$ 11,637,000	\$ 11,367,998	\$ 269,002	2.4%
State Aid	80,000	219,096	(139,096)	
Penal Fines	225,000	195,000	30,000	15.4%
Interest	100,000	100,316	(316)	-0.3%
Copier Revenue	30,000	29,700	300	1.0%
Grants and Memorials	90,000	160,703	(70,703)	-44.0%
Library Fines, Fees and Other	380,000	382,731	(2,731)	-0.7%
Nonresident Fees	15,000	15,723	(723)	-4.6%
Transfer from Fund Balance/Restricted Funds	<u>11,000</u>	<u>-</u>	<u>11,000</u>	0.0%
Total Revenues	<u>\$ 12,568,000</u>	<u>\$ 12,471,267</u>	<u>\$ 96,733</u>	0.8%
Expenditures				
Salaries & Wages	\$ 5,968,000	\$ 5,885,235	82,765	1.4%
Employee Benefits	1,623,000	1,634,874	(11,874)	-0.7%
Employment Taxes	<u>457,000</u>	<u>439,772</u>	<u>17,228</u>	3.9%
Total Employment Cost	\$ 8,048,000	\$ 7,959,881	\$ 88,119	1.1%
Custodial	\$ 200,000	\$ 171,338	28,662	16.7%
Accounting/Audit	12,000	9,996	2,004	20.0%
Legal Expense	96,000	24,822	71,178	286.8%
Purchased Services	144,000	159,926	(15,926)	-10.0%
Utilities	448,000	429,048	18,952	4.4%
Property Insurance	90,000	82,569	7,431	9.0%
Communications	180,000	179,221	779	0.4%
Materials	1,750,000	1,726,973	23,027	1.3%
Software Licenses/Maintenance	150,000	150,843	(843)	-0.6%
Building Rental	155,000	150,922	4,078	2.7%
Seminars/Conferences/Training/Travel	28,000	19,755	8,245	41.7%
Copier Expense	45,000	55,631	(10,631)	-19.1%
Library Programming	320,000	234,596	85,404	36.4%
Grant and Memorial Expenses	90,000	90,230	(230)	-0.3%
Supplies	185,000	175,797	9,203	5.2%
Repair and Maintenance	312,000	300,564	11,436	3.8%
Postage	35,000	32,201	2,799	8.7%
Circulation Supplies	66,000	69,443	(3,443)	-5.0%
Other Operating Expenditures	<u>24,000</u>	<u>21,490</u>	<u>2,510</u>	11.7%
Total Operating Expense	\$ 4,330,000	\$ 4,085,365	\$ 244,635	6.0%
Capital Outlays	<u>190,000</u>	<u>158,920</u>	<u>31,080</u>	19.6%
Total Expenditures	<u>\$ 12,568,000</u>	<u>\$ 12,204,166</u>	<u>\$ 363,834</u>	3.0%
Net	<u>\$ -</u>	<u>\$ 267,101</u>	<u>\$ (267,101)</u>	-100.0%

Ann Arbor District Library
2014-2015 Budget

	<u>Building Rental</u>	<u>Seminars/ Conf./ Travel</u>	<u>Copier Expense</u>	<u>Library Programs</u>	<u>Grant and Memorial Expense</u>	<u>Supplies</u>	<u>Repair and Maint.</u>	<u>Postage</u>	<u>Lcards/ Circ Cards</u>	<u>Other Operating Exp.</u>	<u>Capital Outlays</u>	<u>Total</u>
Traverwood	-	-	-	-	-	-	-	-	-	-	-	75,000
Malletts Creek	-	-	-	-	-	-	-	-	-	-	-	60,000
Pittsfield	-	-	-	-	-	-	-	-	-	-	-	70,000
West	110,000	-	-	-	-	-	-	-	-	-	-	128,000
O & NS	-	600	-	-	-	8,200	-	-	-	-	-	251,700
YASC	-	1,500	-	-	-	8,000	-	-	-	4,500	-	1,049,187
Circulation	-	500	-	-	-	5,000	1,000	-	66,000	3,800	-	1,910,525
Community Relations	-	1,000	-	320,000	90,000	3,500	1,000	-	-	100	-	833,554
Information Access	-	4,000	40,000	-	-	80,000	20,000	-	-	-	120,000	3,756,422
Finance & HR	-	20,000	-	-	-	2,300	-	-	-	6,600	-	2,669,135
Facilities/Security	-	200	5,000	-	-	75,000	290,000	35,000	-	1,500	70,000	1,362,995
Administration	45,000	200	-	-	-	3,000	-	-	-	5,000	-	398,982
Board	-	-	-	-	-	-	-	-	-	2,500	-	2,500
	155,000	28,000	45,000	320,000	90,000	185,000	312,000	35,000	66,000	24,000	190,000	12,568,000

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-130**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR
2014-2015 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 19th day of May 2014 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 19, 2014, 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, 2015, 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 14-131**

**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 19th day of May 2014 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 2014-2015 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 2014-2015 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, 2014, 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 14-132**

**RESOLUTION TO ADOPT THE 2014-2015 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 19th day of May 2014 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 2014-15 the total amount of \$12,568,000 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 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



Ann Arbor District Library

343 South Fifth Avenue
Ann Arbor, MI 48104-2293
Phone: 734.327.4200
Fax: 734.327.8309

May 19, 2014

Pat McDonald
President, Friends of the Ann Arbor District Library

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 21, 2014. 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,

Prue Rosenthal
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: Prue Rosenthal

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 14-133**

**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 19th day of May, 2014 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

May 7, 2014

Award the Bid to Provide Janitorial Service for the AADL

I. Problem Statement:

Select a contractor(s) to provide Janitorial service for the AADL.

II. Executive Summary:

Comparable bids will be evaluated and a contractor(s) selected by the Board of the AADL for the next three years.

III. Background:

The AADL's current janitorial service contracts expires June 30, 2014. A request for bid was sent out in April in order to assure that the Library is paying a competitive rate for janitorial services. The AADL currently uses two contractors. Three vendors responded. The bid amounts are listed on the attached sheet and are detailed by building location.

IV. Options:

1. Reject current bids and rebid the work.
2. Award the bid(s).

V. Rationale:

Bid meetings were held with each contractor. Pioneer Janitorial and RNA Janitorial are currently contracted by AADL. CITI Building Services is a reputable firm, but it was not clear to AADL during the pre-bid discussion that CITI understood the scope of the work. Their bid amount supports this conclusion.

VI. Recommendation

Administration recommends that RNA Janitorial be selected to perform janitorial services for the next three years, 2014-2017, based on the current performance of the company and the submitted bid amounts.

2014-2017 Janitorial Bids

	<u>Pioneer Janitorial</u>	<u>RNA Janitorial</u>	<u>CITI Building Services</u>
<u>Downtown Branch</u>			
2014-2015	\$ 94,983	\$ 93,480	\$ 90,735
2015-2016	\$ 97,555	\$ 93,480	\$ 90,735
2016-2017	<u>\$ 99,872</u>	<u>\$ 93,480</u>	<u>\$ 90,735</u>
	\$ 292,410	\$ 280,440	\$ 272,205
<u>West Branch</u>			
2014-2015	\$ 12,422	\$ 8,640	\$ 8,395
2015-2016	\$ 12,795	\$ 8,640	\$ 8,395
2016-2017	<u>\$ 13,261</u>	<u>\$ 8,640</u>	<u>\$ 8,395</u>
	\$ 38,478	\$ 25,920	\$ 25,185
<u>Pittsfield Branch</u>			
2014-2015	\$ 22,165	\$ 19,068	\$ 15,525
2015-2016	\$ 24,210	\$ 19,068	\$ 15,525
2016-2017	<u>\$ 24,950</u>	<u>\$ 19,068</u>	<u>\$ 15,525</u>
	\$ 71,325	\$ 57,204	\$ 46,575
<u>Traverwood Branch</u>			
2014-2015	\$ 29,975	\$ 18,492	\$ 15,525
2015-2016	\$ 30,875	\$ 18,492	\$ 15,525
2016-2017	<u>\$ 31,750</u>	<u>\$ 18,492</u>	<u>\$ 15,525</u>
	\$ 92,600	\$ 55,476	\$ 46,575
<u>Malletts Creek Branch</u>			
2014-2015	\$ 28,980	\$ 19,236	\$ 15,525
2015-2016	\$ 29,975	\$ 19,236	\$ 15,525
2016-2017	<u>\$ 30,850</u>	<u>\$ 19,236</u>	<u>\$ 15,525</u>
	\$ 89,805	\$ 57,708	\$ 46,575
Three Year Total:	<u>\$ 584,618</u>	<u>\$ 476,748</u>	<u>\$ 437,115</u>

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-134**

**RESOLUTION TO AWARD CONTRACT FOR JANITORIAL SERVICE FOR
THREE YEARS**

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 19th day of May 2014 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 R.N.A. Janitorial for the next three years, 2014-2017, for the bid amount of \$476,748.00.
- 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

May 7, 2014

Award the Bid to Provide HVAC Equipment Maintenance and Repair Service for the AADL

I. Problem Statement:

Select a contractor to provide HVAC equipment maintenance and repair service for the AADL.

II. Executive Summary:

Comparable bids must be evaluated and a contractor selected by the Board of the AADL for the next three years.

III. Background:

The AADL's current mechanical service contract expires June 30, 2014. A request for bid was sent out in April in order to assure that the Library is paying a competitive rate for mechanical maintenance services. Three vendors responded. The bid amounts are listed below:

<u>All Branches</u>	Shambaugh&Son(Pace)	Gem Energy	Campbell Inc.
2014-15	\$83,865	\$87,900	\$93,216
2015-16	\$86,400	\$89,200	\$97,546
2016-17	<u>\$88,975</u>	<u>\$90,500</u>	<u>\$97,935</u>
	\$259,240	\$267,600	\$288,697

IV. Options:

1. Reject current bids and rebid the work.
2. Award the bid.

V. Rationale:

Bid meetings were held with each contractor. The contractors satisfied all of the conditions outlined in the request for bid. Both Shambaugh & Son, and Campbell have done work for the AADL in the past, and both companies have proven reliable and capable of providing the quality of service required by AADL. Gem Energy met all of the requirements. While AADL does not have direct experience with that company, we do know the work of some of their current principals.

VI. Recommendation

Shambaugh & Son is currently the AADL's contractor and is the current low bidder. AADL is very satisfied with Shambaugh & Son's work. As the HVAC systems age, it is advantageous to have the continuity in maintenance and repair that Shambaugh & Son will provide at a competitive price for AADL. Administration recommends that the contract be awarded to Shambaugh & Son.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-135**

**RESOLUTION TO AWARD CONTRACT FOR HVAC EQUIPMENT
MAINTENANCE AND REPAIR FOR THREE YEARS**

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 19th day of May 2014 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That the contract for HVAC equipment maintenance and repair be awarded to Shambaugh & Son for three years beginning July 1, 2014 for the bid amount of \$259,240.00.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-136**

**RESOLUTION TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE
WITH O'NEAL CONSTRUCTION INC. TO PROVIDE CONSTRUCTION
MANAGEMENT SERVICES FOR THE REDSIGN OF THE DOWNTOWN
LIBRARY FRONT ENTRANCE**

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 19th day of May 2014 at 6:00 p.m.

PRESENT:
ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That the Library Director be authorized to negotiate with O'Neal Construction Inc. to provide construction management services for the Ann Arbor District Library for the redesign of the Downtown Library front entrance.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES:
NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

2014 OFFICERS

President Prue Rosenthal
Vice President Barbara Murphy
Treasurer Jan Barney Newman
Secretary Rebecca Head

ADMINISTRATION

Josie Parker Director
Eli Neiburger Deputy Director

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