



Ann Arbor District Library
Regular Meeting
Agenda

Monday, May 21, 2012

Published by Ann Arbor District Library

May 2012

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

June 2012

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

July 2012

S	M	T	W	T	F	S
1	2	3	4 Library Closed	5	6	7
8	9	10	11	12	13	14
15	16 AADL Board Mtg	17	18	19	20	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 21, 2012 at 6:00 p.m.
 Ann Arbor District Library, 4th Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 12-076 I. CALL TO ORDER
- 12-077 II. ATTENDANCE
- 12-078 III. RECESS TO EXECUTIVE SESSION FOR OPINION OF
LEGAL COUNSEL & DIRECTOR'S EVALUATION
- 12-079 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR
FISCAL YEAR 2012-2013 AT 7:00PM
- 12-080 V. CALL FOR PUBLIC COMMENT ON THE BUDGET
- 12-081 VI. RECONVENE REGULAR MEETING IMMEDIATELY
FOLLOWING PUBLIC HEARING
- 12-082 VII. APPROVAL OF AGENDA (pp. 1-2)
(Item of action)
- 12-083 VIII. APPROVAL OF MINUTES OF APRIL 16, 2012 (pp. 3-7)
(Item of action)
- 12-084 IX. CITIZENS' COMMENTS
- 12-085 X. FINANCIAL REPORTS (pp. 8-15)
- 12-086 XI. APPROVAL OF DISBURSEMENTS (pp. 16-18)
(Item of action)
- 12-087 XII. COMMITTEE REPORTS
- 12-088 A. EXECUTIVE COMMITTEE
- 12-089 B. FACILITIES COMMITTEE
- 12-090 XIII. DIRECTOR'S REPORT

- 12-091 XIV. NEW BUSINESS

- 12-092 A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR THE FISCAL YEAR 2012-2013 (pp. 19-25)
 (Item of action)

- 12-093 B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE LEVIED BY TAXING AUTHORITIES (pp. 26-27)
 (Item of action)

- 12-094 C. RESOLUTION TO ADOPT THE 2012-2013 BUDGET AS A LINE ITEM BUDGET AND COMPLIANCE OF DISBURSEMENTS (pp. 28-29)
 (Item of action)

- 12-095 D. RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY (FAADL) (pp. 30-31)
 (Item of action)

- 12-096 E. DIRECTOR'S EVALUATION MEMO FROM AADL BOARD (pp. 32-33)

- 12-097 F. VOTE FOR EXECUTIVE SESSION AT THE JUNE 18, 2012 REGULAR MEETING FOR OPINION OF LEGAL COUNSEL
 (Item of action)
 Roll call vote

- 12-098 XV. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 16, 2012

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 16, 2012

- 12-055 I. CALL TO ORDER
 President Leary called the meeting to order at 6:02 p.m.
- 12-056 II. ATTENDANCE
 Present: Kaplan, Leary, Murphy, Barney Newman, Rosenthal,
 Surovell
 Absent: Head
 Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)
- 12-057 III. RECESS TO EXECUTIVE SESSION FOR OPINION OF
 LEGAL COUNSEL & DIRECTOR'S EVALUATION
- 12-058 IV. RECONVENE REGULAR MEETING AT 7:00 PM
 President Leary reconvened the meeting to order at 7:13 p.m.
- 12-059 V. APPROVAL OF AGENDA
 (Item of action)
 Trustee Surovell, supported by Treasurer Murphy, moved to
 approve the agenda.
 AYES: Kaplan, Leary, Murphy, Barney Newman, Rosenthal,
 Surovell
 NAYS: None
Motion passed 6-0.
- 12-060 VI. APPROVAL OF MINUTES OF MARCH 19, 2012
 (Item of action)
 Vice President Rosenthal, supported by Trustee Kaplan, moved to
 approve the minutes of March 19, 2012.
 AYES: Kaplan, Leary, Murphy, Barney Newman, Rosenthal,
 Surovell
 NAYS: None
Motion passed 6-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 16, 2012

12-061 VII. CITIZENS' COMMENTS

There were no citizens' comments.

12-062 VIII. FINANCIAL REPORTS

Associate Director Nieman reported March showed unrestricted cash balance just over \$10.4 million. Tax receipts just over \$10.8 million, reflecting 98% of the budgeted amount, have been received. The Fund Balance reflects just over \$8 million. Three line items are over budget, but will come back into line later in the year. State Aid of just over \$40 thousand was received and is reflected in the budget.

12-063 IX. APPROVAL OF DISBURSEMENTS

(Item of action)

Secretary Barney Newman, supported by Trustee Kaplan, moved to approve the March disbursements.

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

NAYS: None

Motion passed 6-0.

12-064 X. COMMITTEE REPORTS

12-065 A. DIRECTOR'S EVALUATION

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

12-066 B. EXECUTIVE COMMITTEE

Secretary Barney Newman reported the Executive Committee met in March for discussion of the Director's evaluation and the topic of ebooks.

12-067 C. FINANCE COMMITTEE

Treasurer Murphy reported the Finance Committee met for discussion of the proposed 2012-2013 budget.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 16, 2012

12-068 XI. DIRECTOR'S REPORT

Director Parker reported on her recent discussion with Pat McDonald, Friends of the Ann Arbor District Library Friends President.

Director Parker reported work continues on the 2010-2015 strategic plan. Changes in the publishing community will have an impact on AADL collections. An EPIC-MRA survey was commissioned regarding a downtown building project. Results may be found on the AADL website on the Strategic Plan page under Initiative 6. This survey is the initial step in beginning the discussion process of the downtown library building.

12-069 XII. NEW BUSINESS

12-070 A. DISCUSSION OF PROPOSED 2012-2013 BUDGET

Treasurer Murphy began the discussion by reporting the Budget & Finance Committee has reviewed the proposed 2012-2013 budget.

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

Associate Director Nieman reported that the proposed tax revenue is being based on a 1% increase in property taxes. The millage rate levied will remain at 1.55 mils. He reviewed a number of expenditures and stated that a 3% merit pool was added this year. Staff has not received any pay increases the past two years. Final tax base figures should be received before the May meeting and may result in minor changes.

12-071 B. FACILITIES COMMITTEE APPOINTMENTS APPROVAL
 (Item of action)

Secretary Barney Newman, supported by Treasurer Murphy, moved to approve the appointment of Prue Rosenthal (Chair), Nancy Kaplan and Ed Surovell to a Facilities Committee; the charge of the committee is to gather information needed to make recommendations to the Board about AADL's facilities, including but not limited to a review of information gathered in the past about the condition of the downtown building and to serve through 2012 as recommend by President Leary.

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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 16, 2012

NAYS: None

Motion passed 6-0.

12-072

C. PLA PRESENTATION

Associate Director Choate's presentation provided an overview of Public Library Associates program offered at AADL.

12-073

D. VOTE FOR EXECUTIVE SESSION AT THE MAY 21, 2012
REGULAR MEETING FOR OPINION OF LEGAL
COUNSEL & DIRECTOR'S EVALUATION

(Item of action)

Roll call vote

Vice President Rosenthal, supported by Treasurer Murphy, moved to hold an Executive Session at the May 21, 2012 regular Board meeting for opinion of legal counsel and director's evaluation.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

12-074

E. PUBLIC HEARING FOR THE 2012-2013 BUDGET

Secretary Barney Newman, supported by Trustee Kaplan, moved to hold a public hearing of the 2012-2013 budget at the May 21, 2012 Board meeting.

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

NAYS: None

Motion passed 6-0.

12-075

XIII. ADJOURNMENT

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

President Leary adjourned the meeting at 7:52 p.m.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 16, 2012

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 16, 2012 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 2012

Cash:

The unrestricted cash balance as of April 30, 2012 was \$9,728,662 down from \$10,492,023 in March.

Tax Receipts:

The Library has received tax receipts totaling \$10,920,714, 97.8% of the budgeted amount, as of April 30th.

Budget vs. Actual:

The Library showed an operating surplus of \$339,229 through March 31st. This gives the Library a positive fund balance of \$8,179,139 at the end of April, up from \$8,053,705 in March.

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

Tax and penal fine 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:

Materials - This line item will fall back into line in the next few months.

Supplies - A few large purchases were made in April.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Ten Months Ending April 30, 2012

	<u>Actual</u>	<u>April Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$924,333	\$924,333		\$9,243,331	\$9,243,333	(\$2)
State Aid				40,873		40,873
Penal Fines	20,833	20,833		208,330	208,333	(3)
Interest	14,644	5,167	9,477	126,359	51,667	74,692
Copiers	3,244	3,167	77	29,645	31,667	(2,022)
Grants/Memorials	21,779	7,500	14,279	113,692	75,000	38,692
Library Fines & Fees	37,022	40,417	(3,395)	370,371	404,167	(33,796)
Non-Resident Fees	1,275	1,417	(142)	13,375	14,167	(792)
Fund Balance Transfer		3,750	(3,750)		37,500	(37,500)
Total Revenue	<u>\$1,023,130</u>	<u>\$1,006,584</u>	<u>\$16,546</u>	<u>\$10,145,976</u>	<u>\$10,065,834</u>	<u>\$80,142</u>
Expenditures						
Salaries & Wages	450,086	473,667	(23,581)	4,705,574	4,736,667	(31,093)
Employee Benefits	114,517	125,833	(11,316)	1,222,099	1,258,333	(36,234)
Employment Taxes	34,045	36,250	(2,205)	351,681	362,500	(10,819)
Total Employment Cost	<u>\$598,648</u>	<u>\$635,750</u>	<u>(\$37,102)</u>	<u>\$6,279,354</u>	<u>\$6,357,500</u>	<u>(\$78,146)</u>
Custodial and Electrical	\$15,717	\$17,500	(\$1,783)	\$142,386	\$175,000	(\$32,614)
Accounting/Audit	1,250	1,250		12,500	12,500	
Legal	715	6,250	(5,535)	44,321	62,500	(18,179)
Purchased Services	4,871	12,417	(7,546)	114,578	124,167	(9,589)
Utilities	29,941	37,917	(7,976)	338,546	379,167	(40,621)
Property Insurance	6,881	7,250	(369)	55,402	72,500	(17,098)
Communications	13,929	15,000	(1,071)	143,411	150,000	(6,589)
Materials	142,429	154,167	(11,738)	1,546,408	1,541,667	4,741
Software Licenses/Maintenanc	2,613	10,000	(7,387)	97,873	100,000	(2,127)
Building Rental	10,063	12,917	(2,854)	123,354	129,167	(5,813)
Seminars/Conferences/Travel	1,168	1,833	(665)	8,827	18,333	(9,506)
Copier Expense	2,634	5,417	(2,783)	31,134	54,167	(23,033)
Library Programming	12,781	20,833	(8,052)	195,708	208,333	(12,625)
Grants/Memorials	3,330	7,500	(4,170)	42,327	75,000	(32,673)
Supplies	13,812	15,000	(1,188)	152,614	150,000	2,614
Repairs and Maintenance	34,051	23,583	10,468	230,760	235,833	(5,073)
Postage	158	2,500	(2,342)	23,566	25,000	(1,434)
Lcards/Circ Cards	(621)	5,167	(5,788)	44,657	51,667	(7,010)
Other Operating Expenditures	2,800	1,833	967	17,150	18,333	(1,183)
Total Operating Expense	<u>\$298,522</u>	<u>\$358,334</u>	<u>(\$59,812)</u>	<u>\$3,365,522</u>	<u>\$3,583,334</u>	<u>(\$217,812)</u>
Capital Outlays	\$4,808	\$12,500	(\$7,692)	\$40,716	\$125,000	(\$84,284)
Total Expenditures	<u>\$901,978</u>	<u>\$1,006,584</u>	<u>(\$104,606)</u>	<u>\$9,685,592</u>	<u>\$10,065,834</u>	<u>(\$380,242)</u>
Net	<u>\$121,152</u>		<u>\$121,152</u>	<u>\$460,384</u>		<u>\$460,384</u>

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Ten Months Ending April 30, 2012

	<u>Actual</u>	<u>April Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$20,605	\$7,500	\$13,105	\$111,318	\$75,000	\$36,318
Total Revenue	<u>\$20,605</u>	<u>\$7,500</u>	<u>\$13,105</u>	<u>\$111,318</u>	<u>\$75,000</u>	<u>\$36,318</u>
Expenditures						
Materials	273		273	8,436		8,436
Library Programming	2,200		2,200	27,164		27,164
Supplies				1,146		1,146
Other Operating Expenditures	858	7,500	(6,642)	4,380	75,000	(70,620)
Total Operating Expense	<u>\$3,331</u>	<u>\$7,500</u>	<u>(\$4,169)</u>	<u>\$41,126</u>	<u>\$75,000</u>	<u>(\$33,874)</u>
Total Expenditures	<u>\$3,331</u>	<u>\$7,500</u>	<u>(\$4,169)</u>	<u>\$41,126</u>	<u>\$75,000</u>	<u>(\$33,874)</u>
Net	<u>\$17,274</u>		<u>\$17,274</u>	<u>\$70,192</u>		<u>\$70,192</u>

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Ten Months Ending April 30, 2012

	<u>Actual</u>	<u>April Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$20,000	\$7,500	\$12,500	\$100,000	\$75,000	\$25,000
Total Revenue	<u>\$20,000</u>	<u>\$7,500</u>	<u>\$12,500</u>	<u>\$100,000</u>	<u>\$75,000</u>	<u>\$25,000</u>
Expenditures						
Materials				2,453		2,453
Library Programming	2,200		2,200	27,164		27,164
Supplies				1,146		1,146
Other Operating Expenditures	858	7,500	(6,642)	4,380	75,000	(70,620)
Total Operating Expense	<u>\$3,058</u>	<u>\$7,500</u>	<u>(\$4,442)</u>	<u>\$35,143</u>	<u>\$75,000</u>	<u>(\$39,857)</u>
Total Expenditures	<u>\$3,058</u>	<u>\$7,500</u>	<u>(\$4,442)</u>	<u>\$35,143</u>	<u>\$75,000</u>	<u>(\$39,857)</u>
Net	<u>\$16,942</u>		<u>\$16,942</u>	<u>\$64,857</u>		<u>\$64,857</u>

Balance Sheet

ASSETS

As of 4/30/2012

Current Assets:

Cash	
CASH-COMMERCIAL CHECKING	\$43,294.83
CASH-PAYROLL	17,452.57
HOLTREY FUND	330,867.43
CASH-SAVINGS	701,633.81
KENISTON FUND	30,259.93
SHAFER FUND	10,456.89
WESTERMAN FUND	43,033.15
PETTY CASH	2,000.00
WLBPD ACCOUNT	37,015.58
CDs - SHORT TERM	3,800,000.00
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Total Cash	\$5,016,014.19
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,324,380.51
UNITED BANK AND TRUST INVESTMENT	1,839,899.26
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Total Investments	\$5,164,279.77
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$208,361.28
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Total Accounts Receivable	\$208,361.28
Property Taxes Receivable	
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Total Property Taxes Receivable	\$0.00
Prepaid Expenses	
PRE-PAID INSURANCE	\$70,701.30
	<hr/>
Total Prepaid Expenses	\$70,701.30
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Total Current Assets	\$10,459,356.54
<u>Capital Assets:</u>	
BUILDINGS	\$25,972,421.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	460,149.00
COMMUNICATIONS EQUIPMENT	429,943.00
BUSINESS MACHINES	175,244.00
COMPUTER EQUIPMENT	1,307,407.33
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	43,135.00
FURNITURE & FIXTURES	1,302,241.00
VEHICLES	183,256.00
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Total Capital Assets	\$32,024,047.15
<u>Amount Provided for Long-Term Debt:</u>	
LONG TERM SICK	\$27,324.99
LONG TERM VACATION	241,660.52
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Total Provided for Long-Term Debt	268,985.51
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TOTAL ASSETS	<u><u>\$42,752,389.20</u></u>

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$68,437.25
ACCRUED ACCOUNTS PAYABLE	53,507.72
ACCRUED PAYROLL	281,800.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	13,477.00
ACCRUED EMPLOYER 403(b) - UNDECIDED	28,246.47
ACCRUED 403B/MPSERS EMPLOYER	16,051.34
ACCRUED LIABILITY-VACATION S/T	97,084.23

Total Current Liabilities	\$558,604.01
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$27,324.99
ACCRUED LIABILITY-VACATION L/T	241,660.52

Total Long-Term Liabilities	268,985.51
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$32,024,047.15
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Fund Balance:

RESERVE-ENCUMBRANCES	\$146,743.00
DEFERRED REVENUE - PROPERTY TAX	1,574,870.00
FUND BALANCE - UNDESIGNATED	7,718,755.36
EXCESS REVENUE (SPENDING)	460,384.17

Total Fund Balance	\$9,900,752.53
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Total Fund Equity	\$41,924,799.68
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TOTAL LIABILITIES AND FUND EQUITY	\$42,752,389.20
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Ann Arbor District Library

Rollforward of undesignated fund balance For the Period Ending April 30, 2012

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,053,705	\$ 7,822,173
Total revenues	1,023,130	10,145,976
Expenditures:		
Operating	(897,169)	(9,644,876)
Capital outlays	(4,808)	(40,716)
(Increase) decrease in encumbrances	<u>4,281</u>	<u>(103,418)</u>
Ending surplus (deficit)	<u>\$ 8,179,139</u>	<u>\$ 8,179,139</u>

Ann Arbor District Library

Monthly and year-to-date cash rollover For Period ending April 30, 2012

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Monthly rollover					
Commercial checking	\$ 23,848	\$ 12,667	\$ (443,220)	\$ 450,000	\$ 43,295
Payroll	17,548	4	(431,522)	431,423	17,463
Petty cash	2,000	-	-	-	2,000
Savings	692,829	112,455	(22,227)	(81,423)	701,634
CDs - Bank of Ann Arbor	4,600,000	-	-	(800,000)	3,800,000
Investments - Bank of Ann Arbor	3,317,590	6,791	-	-	3,324,381
Investments - United Bank and Trust	1,838,208	1,691	-	-	1,839,899
Westerman Fund	43,030	3	-	-	43,033
Shafer Fund	10,456	1	-	-	10,457
Holtrey Fund	330,825	42	-	-	330,867
Keniston Fund	30,257	3	-	-	30,260
WLBPD	37,012	4	-	-	37,016
	\$ 10,943,603	\$ 133,661	\$ (696,969)	\$ -	\$ 10,180,295
Year-to-date rollover					
Commercial checking	\$ 28,733	\$ 125,556	\$ (4,845,994)	\$ 4,735,000	\$ 43,295
Payroll	245,355	1,193	(4,802,128)	4,573,033	17,453
Petty cash	2,000	-	-	-	2,000
Savings	2,478,284	11,817,486	(486,103)	(13,108,033)	701,634
CDs - Bank of Ann Arbor	-	-	-	3,800,000	3,800,000
Investments - Bank of Ann Arbor	3,262,530	61,851	-	-	3,324,381
Investments - United Bank and Trust	1,788,564	51,335	-	-	1,839,899
Westerman Fund	42,497	536	-	-	43,033
Shafer Fund	10,448	9	-	-	10,457
Holtrey Fund	330,453	414	-	-	330,867
Keniston Fund	30,235	25	-	-	30,260
WLBPD	36,985	31	-	-	37,016
	\$ 8,256,084	\$ 12,058,436	\$ (10,134,225)	\$ -	\$ 10,180,295

Ranges: From: To: From: To:
 Check Number First Last Check Date 4/1/2012 4/30/2012
 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
043510	4ALPRO	4ALL PROMOS	4/4/2012	CHECK	PMCHK00001446	\$1,059.00
043511	826MIC	826 MICHIGAN	4/4/2012	CHECK	PMCHK00001446	\$183.00
043616	AGRSER	A GROWING SERVICE LLC	4/25/2012	CHECK	PMCHK00001451	\$340.00
043513	AMACOM	AMAZON.COM CREDIT PLAN	4/4/2012	CHECK	PMCHK00001446	\$1,329.24
043568	AMEX	AMERICAN EXPRESS	4/13/2012	CHECK	PMCHK00001450	\$73,291.74
043512	ALA2	AMERICAN LIBRARY ASSOCIATION	4/4/2012	CHECK	PMCHK00001446	\$69.50
043617	AMYCAN	AMY CANTU	4/25/2012	CHECK	PMCHK00001451	\$65.59
043569	ANNARB	ANN ARBOR OBSERVER	4/13/2012	CHECK	PMCHK00001450	\$1,688.40
043567	AANEWS	ANN ARBOR.COM	4/13/2012	CHECK	PMCHK00001450	\$1,567.68
043514	ARBSPR	ARBOR SPRING WATER CO.	4/4/2012	CHECK	PMCHK00001446	\$41.60
043618	ATTMOB	AT&T MOBILITY	4/25/2012	CHECK	PMCHK00001451	\$1,401.17
043572	BBCAUD	AUDIO GO	4/13/2012	CHECK	PMCHK00001450	\$1,351.04
043671	AVCAFE	AV CAFE	4/30/2012	CHECK	PMCHK00001452	\$228.57
043571	BARNOB1	BARNES & NOBLE INC.	4/13/2012	CHECK	PMCHK00001450	\$2,532.79
043573	BEADEL	BEAU DELOACH	4/13/2012	CHECK	PMCHK00001450	\$75.00
043619	BENHOU	BEN HOUSTON	4/25/2012	CHECK	PMCHK00001451	\$1,540.00
043515	BETBAT	BETH BATTEY	4/4/2012	CHECK	PMCHK00001446	\$450.00
043574	BETBEC	BETSY BECKERMAN	4/13/2012	CHECK	PMCHK00001450	\$450.00
043516	BEVMEY	BEVERLY MEYER	4/4/2012	CHECK	PMCHK00001446	\$275.00
043575	BLAAUD	BLACKSTONE AUDIO BOOKS	4/13/2012	CHECK	PMCHK00001450	\$541.20
043620	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	4/25/2012	CHECK	PMCHK00001451	\$37,940.09
043621	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	4/25/2012	CHECK	PMCHK00001451	\$9,758.32
043622	BOOWHO	BOOK WHOLESALERS, INC.	4/25/2012	CHECK	PMCHK00001451	\$127.59
043623	BP	BP	4/25/2012	CHECK	PMCHK00001451	\$320.41
043576	BREWER	BREWER'S	4/13/2012	CHECK	PMCHK00001450	\$432.53
043624	BRIAUD	BRILLIANCE AUDIO, INC.	4/25/2012	CHECK	PMCHK00001451	\$1,377.18
043517	BRODCO	BRODART CO.	4/4/2012	CHECK	PMCHK00001446	\$550.50
043625	BRODCO	BRODART CO.	4/25/2012	CHECK	PMCHK00001451	\$1,344.77
043577	BUSVAL	BUSCH'S, INC.	4/13/2012	CHECK	PMCHK00001450	\$219.21
* 043557	BUSCAR	BUSINESS CARD	4/9/2012	CHECK	PMCHK00001447	\$4,687.45
043565	BUSCAR	BUSINESS CARD	4/9/2012	CHECK	PMCHK00001448	\$4,700.35
* 043558	CARVAN	CARLEEN VANDERBOK	4/9/2012	CHECK	PMCHK00001447	\$497.25
043578	CARVAN	CARLEEN VANDERBOK	4/13/2012	CHECK	PMCHK00001450	\$494.96
043518	CARBRO	CARPENTER BROS.	4/4/2012	CHECK	PMCHK00001446	\$75.84
043579	CDW-G	CDW GOVERNMENT, INC.	4/13/2012	CHECK	PMCHK00001450	\$10,457.45
043626	CDW-G	CDW GOVERNMENT, INC.	4/25/2012	CHECK	PMCHK00001451	\$289.08
043519	CECDUN	CECILE C. DUNHAM	4/4/2012	CHECK	PMCHK00001446	\$23.13
043580	CENPOI	CENTER POINT PUBLISHING	4/13/2012	CHECK	PMCHK00001450	\$289.41
043628	COMHIG	CHS YEARBOOK	4/25/2012	CHECK	PMCHK00001451	\$110.00
043559	CINCOR	CINTAS CORPORATION	4/9/2012	CHECK	PMCHK00001447	\$1,754.21
043520	CITOF1	CITY OF ANN ARBOR TREASURER	4/4/2012	CHECK	PMCHK00001446	\$745.31
043672	CITOF1	CITY OF ANN ARBOR TREASURER	4/30/2012	CHECK	PMCHK00001452	\$2,152.00
043560	COMCAS	COMCAST	4/9/2012	CHECK	PMCHK00001447	\$124.39
043673	COMCAS	COMCAST	4/30/2012	CHECK	PMCHK00001452	\$34.91
043521	COMALLW	COMPUTER ALLEY WEST	4/4/2012	CHECK	PMCHK00001446	\$72.83
043627	COMALLW	COMPUTER ALLEY WEST	4/25/2012	CHECK	PMCHK00001451	\$661.00
043581	COTINN	COTTAGE INN CATERING SERVICES	4/13/2012	CHECK	PMCHK00001450	\$160.00
043630	DKAGEN	D.K. AGENCIES (P) LTD.	4/25/2012	CHECK	PMCHK00001451	\$3,568.10
043582	DAVMCM	DAVID MCMILLIAN	4/13/2012	CHECK	PMCHK00001450	\$70.00
043583	DAWHEN	DAWN HENRY	4/13/2012	CHECK	PMCHK00001450	\$800.00
043522	DEMCO	DEMCO	4/4/2012	CHECK	PMCHK00001446	\$230.73
043629	DEMCO	DEMCO	4/25/2012	CHECK	PMCHK00001451	\$2,646.44
043674	DTEENE	DTE ENERGY	4/30/2012	CHECK	PMCHK00001452	\$29,786.05
043523	ECOCEN	ECOLOGY CENTER	4/4/2012	CHECK	PMCHK00001446	\$103.00
043631	ELILAW	ELITE LAWN & LANDSCAPE, INC.	4/25/2012	CHECK	PMCHK00001451	\$5,010.82
043584	EMPASS	EMPLOYEE ASSISTANCE PROGRAM	4/13/2012	CHECK	PMCHK00001450	\$1,260.00

System: 5/4/2012 10:58:21 AM
 User Date: 5/4/2012

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 2
 User ID: NIEMANK

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
043585	ENVIRO	ENVIRONMENT'S INC.	4/13/2012	CHECK	PMCHK00001450	\$758.39
043524	ERISCH	ERIC SCHOENBAECHLER	4/4/2012	CHECK	PMCHK00001446	\$40.43
043632	FASTSP	FAST SPLASH CAR WASH, INC.	4/25/2012	CHECK	PMCHK00001451	\$8.00
043633	FILIDE	FILM IDEAS, INC.	4/25/2012	CHECK	PMCHK00001451	\$89.90
043561	FRIOF	FRIENDS OF THE ANN ARBOR	4/9/2012	CHECK	PMCHK00001447	\$878.00
043610	THOGAL	GALE	4/13/2012	CHECK	PMCHK00001450	\$863.97
043675	GAMINF	GAME INFORMER MAGAZINE	4/30/2012	CHECK	PMCHK00001452	\$59.94
043586	GAYBRO	GAYLORD BROS.	4/13/2012	CHECK	PMCHK00001450	\$98.75
043635	GAYBRO	GAYLORD BROS.	4/25/2012	CHECK	PMCHK00001451	\$294.46
043676	GLUFREE	GLUTEN-FREE LIVING	4/30/2012	CHECK	PMCHK00001452	\$54.00
043636	GRELAK2	GREAT LAKES AUTOMATIC DOOR, IN	4/25/2012	CHECK	PMCHK00001451	\$159.98
043634	FIRMAR	GREEN ROAD ASSOCIATES, LP	4/25/2012	CHECK	PMCHK00001451	\$3,208.33
043570	ARCHAMBAULT	GROUPE ARCHAMBAULT INC.	4/13/2012	CHECK	PMCHK00001450	\$119.26
043526	GUITPLA	GUITAR PLAYER	4/4/2012	CHECK	PMCHK00001446	\$25.99
043527	GUITWOR	GUITAR WORLD	4/4/2012	CHECK	PMCHK00001446	\$24.95
043588	HOTPRI	H.O.T. PRINTING AND GRAPHICS	4/13/2012	CHECK	PMCHK00001450	\$1,259.00
043587	HENFLA	HENRY J. FLANDYSZ	4/13/2012	CHECK	PMCHK00001450	\$10.77
043677	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	4/30/2012	CHECK	PMCHK00001452	\$715.00
043637	HURHIG	HURON HIGH SCHOOL YEARBOOK	4/25/2012	CHECK	PMCHK00001451	\$120.00
043525	FACONF	INFOBASE LEARNING-FACTS ON FIL	4/4/2012	CHECK	PMCHK00001446	\$69.75
043589	INGLIB	INGRAM LIBRARY SERVICES INC.	4/13/2012	CHECK	PMCHK00001450	\$1,304.17
043529	INTERVIEW	INTERVIEW	4/4/2012	CHECK	PMCHK00001446	\$29.97
043638	JADZUB	JADE ZUBERI	4/25/2012	CHECK	PMCHK00001451	\$300.00
043590	JEFKAS	JEFFREY KASS	4/13/2012	CHECK	PMCHK00001450	\$100.00
043639	JEFKAS	JEFFREY KASS	4/25/2012	CHECK	PMCHK00001451	\$350.00
043640	JOHBAT	JOHN BATDORF	4/25/2012	CHECK	PMCHK00001451	\$500.00
043530	JONBAL	JONATHAN BALLIETT	4/4/2012	CHECK	PMCHK00001446	\$100.00
043591	JOSFANG	JOSH FANGMEIER	4/13/2012	CHECK	PMCHK00001450	\$100.00
043592	KMODES	KAREN MOELLER DESIGN	4/13/2012	CHECK	PMCHK00001450	\$2,630.00
043531	KINCAR	KINGDOM CARTRIDGE	4/4/2012	CHECK	PMCHK00001446	\$559.00
043593	KOLOSS	KOLOSOS	4/13/2012	CHECK	PMCHK00001450	\$272.03
043532	LAKLEA	LAKESHORE LEARNING MATERIALS	4/4/2012	CHECK	PMCHK00001446	\$786.47
043678	LAPQUA	LAPHAMS QUARTERLY	4/30/2012	CHECK	PMCHK00001452	\$49.00
043533	LAURAY	LAURA RAYNOR	4/4/2012	CHECK	PMCHK00001446	\$66.00
043534	LEADIR	LEADERSHIP DIRECTORIES, INC.	4/4/2012	CHECK	PMCHK00001446	\$547.00
043535	LEARES	LEARNING RESOURCES	4/4/2012	CHECK	PMCHK00001446	\$259.87
043641	LIRZHE	LIRONG ZHENG	4/25/2012	CHECK	PMCHK00001451	\$25.70
043594	LCAESPIZ	LITTLE CAESARS PIZZA	4/13/2012	CHECK	PMCHK00001450	\$167.50
043642	LORFIT	LORI FITHIAN	4/25/2012	CHECK	PMCHK00001451	\$350.00
043649	NEOPOS	MAIL FINANCE, INC.	4/25/2012	CHECK	PMCHK00001451	\$226.29
043536	MARWAY	MARTIN-WAYMIRE	4/4/2012	CHECK	PMCHK00001446	\$18,860.00
043643	MARWAY	MARTIN-WAYMIRE	4/25/2012	CHECK	PMCHK00001451	\$3,079.95
043595	MASCOM	MEDCO SUPPLY COMPANY	4/13/2012	CHECK	PMCHK00001450	\$64.30
043596	METCOM	METCOM	4/13/2012	CHECK	PMCHK00001450	\$1,184.95
043644	METLIFE	METLIFE SBC	4/25/2012	CHECK	PMCHK00001451	\$6,814.66
043645	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	4/25/2012	CHECK	PMCHK00001451	\$1,445.09
043646	MICPOW	MICHIGAN POWER RODDING	4/25/2012	CHECK	PMCHK00001451	\$298.00
043647	MICPRI	MICHIGAN PRINTER SERVICE	4/25/2012	CHECK	PMCHK00001451	\$403.50
043615	MICTHE	MICHIGAN THEATER	4/13/2012	CHECK	PMCHK00001450	\$1,000.00
043597	MIDTAP	MIDWEST TAPE	4/13/2012	CHECK	PMCHK00001450	\$66,784.90
043598	MONHIG	MONICA HIGMAN	4/13/2012	CHECK	PMCHK00001450	\$100.00
043648	NATGEO	NATIONAL GEOGRAPHIC	4/25/2012	CHECK	PMCHK00001451	\$46.67
043566	NICWIL	NICHOLAS WILCOX	4/9/2012	CHECK	PMCHK00001449	\$2,600.00
043537	NICBOO	NICOLA'S BOOKS	4/4/2012	CHECK	PMCHK00001446	\$284.20
043650	NICBOO	NICOLA'S BOOKS	4/25/2012	CHECK	PMCHK00001451	\$354.72
043538	NUWAVE	NUWAVE AQUARIUMS	4/4/2012	CHECK	PMCHK00001446	\$412.00
043539	OFFDEP	OFFICE DEPOT, INC.	4/4/2012	CHECK	PMCHK00001446	\$3,844.73
043685	PACMEC	PACE MECHANICAL SERVICES, INC.	4/30/2012	CHECK	PMCHK00001452	\$22,047.30
043679	PALEMAG	PALEO MAGAZINE	4/30/2012	CHECK	PMCHK00001452	\$30.25
043652	PATWOR	PATCHWORKS	4/25/2012	CHECK	PMCHK00001451	\$239.00
043651	PATUND	PATRICIA UNDERDOWN	4/25/2012	CHECK	PMCHK00001451	\$150.00
043540	PETRUT	PETER RUTH	4/4/2012	CHECK	PMCHK00001446	\$350.00
043653	PIOJAN	PIONEER JANITORIAL SERVICE	4/25/2012	CHECK	PMCHK00001451	\$10,167.08

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
043680	PITCHA	PITTSFIELD CHARTER TOWNSHIP	4/30/2012	CHECK	PMCHK00001452	\$9.18
043541	PREBUSP	PREMIER BUSINESS PRODUCTS	4/4/2012	CHECK	PMCHK00001446	\$428.00
043599	PREBUSP	PREMIER BUSINESS PRODUCTS	4/13/2012	CHECK	PMCHK00001450	\$1,476.00
043600	PRITEC	PRINT TECH INC.	4/13/2012	CHECK	PMCHK00001450	\$2,520.35
043654	PRIORITY	PRIORITY HEALTH	4/25/2012	CHECK	PMCHK00001451	\$12,389.32
043657	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	4/25/2012	CHECK	PMCHK00001451	\$2,775.00
043542	RACYAN	RACHEL YANIKOGLU	4/4/2012	CHECK	PMCHK00001446	\$47.34
043655	RACYAN	RACHEL YANIKOGLU	4/25/2012	CHECK	PMCHK00001451	\$60.93
043601	RANHOU	RANDOM HOUSE, INC.	4/13/2012	CHECK	PMCHK00001450	\$1,641.63
043603	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	4/13/2012	CHECK	PMCHK00001450	\$18.00
043602	RECBOO	RECORDED BOOKS, INC.	4/13/2012	CHECK	PMCHK00001450	\$6,526.48
043543	RECANN	RECYCLE ANN ARBOR	4/4/2012	CHECK	PMCHK00001446	\$229.00
043544	REPINC	REPROGRAPHICS, INC.	4/4/2012	CHECK	PMCHK00001446	\$54.41
043681	REPPAR	REPUBLIC PARKING	4/30/2012	CHECK	PMCHK00001452	\$140.00
043545	RICBUS	RICOH AMERICAS CORP	4/4/2012	CHECK	PMCHK00001446	\$60.24
043656	RICBUS	RICOH AMERICAS CORP	4/25/2012	CHECK	PMCHK00001451	\$273.00
043546	ROGBON	ROGER BONAIR-AGARD	4/4/2012	CHECK	PMCHK00001446	\$500.00
043604	ROGKER	ROGER KERSON	4/13/2012	CHECK	PMCHK00001450	\$86.00
043605	ROYLIM	ROYAL LIMOUSINE	4/13/2012	CHECK	PMCHK00001450	\$87.10
043606	SAFBUS	SAFEGUARD BUSINESS SYSTEMS	4/13/2012	CHECK	PMCHK00001450	\$160.86
043658	SALTOR	SALAVADOR TORRES	4/25/2012	CHECK	PMCHK00001451	\$400.00
043607	SARKEL	SARA MELTON KELLER	4/13/2012	CHECK	PMCHK00001450	\$650.00
043660	SCHSEC	SCHILKE SECURITY	4/25/2012	CHECK	PMCHK00001451	\$110.00
043659	SCHELE	SCHINDLER ELEVATOR CORPORATION	4/25/2012	CHECK	PMCHK00001451	\$580.87
043682	SELAUTO	SELECT AUTO SERVICE	4/30/2012	CHECK	PMCHK00001452	\$1,085.80
043661	SPRINT	SPRINT PCS	4/25/2012	CHECK	PMCHK00001451	\$757.28
043547	STAHAR	STADIUM HARDWARE	4/4/2012	CHECK	PMCHK00001446	\$52.71
043608	STAPLE	STAPLES ADVANTAGE	4/13/2012	CHECK	PMCHK00001450	\$194.70
043609	STEOSB	STEVE OSBURN	4/13/2012	CHECK	PMCHK00001450	\$75.00
043662	SUPERD	SUPER D	4/25/2012	CHECK	PMCHK00001451	\$4,288.46
043548	SUSBRU	SUSAN BRUNER	4/4/2012	CHECK	PMCHK00001446	\$100.00
043663	SUSNIS	SUSAN NISHI	4/25/2012	CHECK	PMCHK00001451	\$105.50
043564	HOLRUF	SWEET PEA FLORAL DESIGN, LLC	4/9/2012	CHECK	PMCHK00001447	\$1,000.00
043549	SWESOU	SWEETWATER SOUND INC.	4/4/2012	CHECK	PMCHK00001446	\$499.90
043664	TANMED	TANTOR MEDIA	4/25/2012	CHECK	PMCHK00001451	\$812.19
043562	TDSMET	TDS METROCOM	4/9/2012	CHECK	PMCHK00001447	\$3,601.98
043528	IMAGRO	THE IMAGE GROUP	4/4/2012	CHECK	PMCHK00001446	\$375.02
043683	UMICH	THE UNIVERSITY MICHIGAN	4/30/2012	CHECK	PMCHK00001452	\$2,229.00
043550	TONBIC	TONIA BICKFORD	4/4/2012	CHECK	PMCHK00001446	\$28.19
043551	TOTVEN	TOTAL VENDING & COFFEE SERVICE	4/4/2012	CHECK	PMCHK00001446	\$86.85
043611	TSAFON	TSAI FONG BOOKS, INC.	4/13/2012	CHECK	PMCHK00001450	\$2,169.19
043665	TSAFON	TSAI FONG BOOKS, INC.	4/25/2012	CHECK	PMCHK00001451	\$747.00
043552	ULINE	ULINE, INC.	4/4/2012	CHECK	PMCHK00001446	\$120.41
043612	UMICH10	UM EXHIBIT MUSEUM OF NATURAL H	4/13/2012	CHECK	PMCHK00001450	\$300.00
043666	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	4/25/2012	CHECK	PMCHK00001451	\$1,208.25
043554	UNIPAR	UNITED PARCEL SERVICE	4/4/2012	CHECK	PMCHK00001446	\$23.68
043613	UNIPAR	UNITED PARCEL SERVICE	4/13/2012	CHECK	PMCHK00001450	\$66.41
043684	UNIPAR	UNITED PARCEL SERVICE	4/30/2012	CHECK	PMCHK00001452	\$91.37
043555	UNISTA	UNITED STATES POSTAL SERVICES	4/4/2012	CHECK	PMCHK00001446	\$5,000.00
043553	UNIDIR	UNIVERSITY DIRECTORIES	4/4/2012	CHECK	PMCHK00001446	\$300.00
043667	UNUMPRO	UNUM LIFE INSURANCE	4/25/2012	CHECK	PMCHK00001451	\$2,783.67
043563	VERWIRC	VERIZON WIRELESS	4/9/2012	CHECK	PMCHK00001447	\$231.01
043614	VICBRO	VICKI BROWNE	4/13/2012	CHECK	PMCHK00001450	\$51.41
043668	WASMAN	WASTE MANAGEMENT OF MICHIGAN	4/25/2012	CHECK	PMCHK00001451	\$173.09
043669	WESENT	WESTGATE ENTERPRISES, LLC	4/25/2012	CHECK	PMCHK00001451	\$6,855.00
043556	WILSWA	WILD SWAN THEATER	4/4/2012	CHECK	PMCHK00001446	\$650.00
043670	XEROX	XEROX CORPORATION	4/25/2012	CHECK	PMCHK00001451	\$908.80

Total Checks: 176

Total Amount of Checks: \$432,509.88

Ann Arbor District Library Budget Fiscal Year 2012-2013

Revenues:

Tax Revenue – The tax revenue shown is the projected revenue at 1.55 mills with a 0.4% 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.

Employee Benefits – This number includes the following:

- Costs for health, dental, vision, life and LTD insurances based on the employee's current family status at the current rates. Includes an increase in the amount that the Library contributes toward health care costs.
- MPSERS employer contribution percentage of 24.46% to 27.37%.
- 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, \$10,000 for Brainfuse, \$25,000 for Unique Management, \$10,000 for the payroll service and \$44,000 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
Revisions in Proposed 2012-2013 Budget

Operating Budget

	Proposed 2012-13 Budget <u>As of 5/21/12</u>	Proposed 2012-13 Budget <u>As of 4/16/12</u>	<u>Difference</u>
<u>Revenue:</u>			
Tax Collections	\$ 11,132,000	\$ 11,203,000	\$ (71,000)
<u>Expenditures:</u>			
Purchased Services	\$ 139,000	\$ 145,000	\$ (6,000)
Communications	\$ 160,000	\$ 200,000	\$ (40,000)
Software Licenses	\$ 120,000	\$ 130,000	\$ (10,000)
Capital Outlays	\$ 164,000	\$ 179,000	\$ (15,000)
Net			\$ <u>-</u>

- Tax base increase of approximately 0.4%
- Tax levy equals 1.55 mills

ANN ARBOR DISTRICT LIBRARY
Statement of Revenues and Expenditures
Operating Budget

	Proposed 2012-2013 <u>Budget</u>	Projected 2011-2012 <u>Actual</u>	<u>Variance</u>
Revenue:			
Tax Collections (1.5500 mill Levy)	\$ 11,132,000	\$ 11,091,997	\$ 40,003
State Aid	80,000	81,746	(1,746)
Penal Fines	230,000	249,996	(19,996)
Interest	150,000	148,955	1,045
Copier Revenue	35,000	35,201	(201)
Grants and Memorials	90,000	122,551	(32,551)
Library Fines, Fees and Other	450,000	444,464	5,536
Nonresident Fees	<u>16,000</u>	<u>16,133</u>	<u>(133)</u>
Total Revenues	<u>\$ 12,183,000</u>	<u>\$ 12,191,043</u>	<u>\$ (8,043)</u>
Expenditures			
Salaries & Wages	\$ 5,800,000	\$ 5,673,984	126,016
Employee Benefits	1,565,000	1,476,777	88,223
Employment Taxes	<u>444,000</u>	<u>423,515</u>	<u>20,485</u>
Total Employment Cost	<u>\$ 7,809,000</u>	<u>\$ 7,574,276</u>	<u>\$ 234,724</u>
Custodial	\$ 200,000	\$ 188,892	11,108
Accounting/Audit	12,000	15,000	(3,000)
Legal Expense	50,000	58,141	(8,141)
Purchased Services	139,000	155,276	(16,276)
Utilities	425,000	411,473	13,527
Property Insurance	84,000	64,695	19,305
Communications	160,000	172,643	(12,643)
Materials	1,850,000	1,850,000	-
Software Licenses/Maintenance	120,000	120,015	(15)
Building Rental	155,000	154,555	445
Seminars/Conferences/Training/Travel	25,000	24,212	788
Copier Expense	45,000	38,000	7,000
Library Programming	250,000	249,904	96
Grant and Memorial Expenses	90,000	121,995	(31,995)
Supplies	180,000	179,069	931
Repair and Maintenance	297,000	262,277	34,723
Postage	35,000	31,211	3,789
Circulation Supplies	70,000	60,372	9,628
Other Operating Expenditures	<u>23,000</u>	<u>19,133</u>	<u>3,867</u>
Total Operating Expense	<u>\$ 4,210,000</u>	<u>\$ 4,176,863</u>	<u>\$ 33,137</u>
Capital Outlays	<u>164,000</u>	<u>147,879</u>	<u>16,121</u>
Total Expenditures	<u>\$ 12,183,000</u>	<u>\$ 11,899,018</u>	<u>\$ 283,982</u>
Net	<u>\$ -</u>	<u>\$ 292,025</u>	<u>\$ (292,025)</u>

Ann Arbor District Library
2012-2013 Budget

	<u>Salaries</u>	<u>Wages</u>	<u>Benefits/ FICA</u>	<u>Custodial and Electrical</u>	<u>Audit</u>	<u>Legal</u>	<u>Purchased Services</u>	<u>Utilities</u>	<u>Property Insurance</u>	<u>Communi- cations</u>	<u>Materials</u>	<u>Software Maint.</u>
Traverwood	-	-	-	-	-	-	-	63,000	-	-	-	-
Malletts Creek	-	-	-	-	-	-	-	60,000	-	-	-	-
Pittsfield	-	-	-	-	-	-	-	75,000	-	-	-	-
West	-	-	-	-	-	-	-	18,000	-	-	-	-
O & NS	227,860	-	-	-	-	-	-	-	-	-	-	-
YASC	932,574	252,774	-	-	-	-	10,500	-	-	-	-	-
Circulation	1,078,345	763,887	-	-	-	-	24,500	-	-	-	119,400	-
Community Relations	293,999	29,520	-	-	-	-	-	-	-	160,000	-	-
Information Access	1,026,761	13,120	-	-	-	-	50,000	-	84,000	-	203,000	120,000
Finance & HR	458,118	-	2,009,000	-	12,000	-	10,000	-	-	-	1,527,600	-
Facilities/Security	347,174	82,518	-	200,000	-	-	-	203,500	-	-	-	-
Administration	280,387	12,963	-	-	-	50,000	44,000	5,500	-	-	-	-
Board	-	-	-	-	-	-	-	-	-	-	-	-
	<u>4,645,218</u>	<u>1,154,782</u>	<u>2,009,000</u>	<u>200,000</u>	<u>12,000</u>	<u>50,000</u>	<u>139,000</u>	<u>425,000</u>	<u>84,000</u>	<u>160,000</u>	<u>1,850,000</u>	<u>120,000</u>

Ann Arbor District Library
2012-2013 Budget

	Building Rental	Seminars/ Conf./ Travel	Copier Expense	Library Programs	Grant and Memorial Expense	Supplies	Repair and Maint.	Postage	Lcards/ Circ Cards	Other Operating Exp.	Capital Outlays	Total
Traverwood	-	-	-	-	-	-	-	-	-	-	-	63,000
Malletts Creek	-	-	-	-	-	-	-	-	-	-	-	60,000
Pittsfield	-	-	-	-	-	-	-	-	-	-	-	75,000
West	-	-	-	-	-	-	-	-	-	-	-	18,000
O & NS	110,000	1,000	-	-	-	8,500	-	-	-	-	-	347,360
YASC	-	1,800	-	-	-	5,000	-	-	-	4,050	-	1,206,698
Circulation	-	500	-	-	-	4,000	1,000	-	70,000	3,500	-	2,065,132
Community Relations	-	500	-	250,000	90,000	3,500	400	-	-	100	-	668,019
Information Access	-	2,000	40,000	-	-	80,000	20,000	-	-	-	119,000	1,833,881
Finance & HR	-	18,400	-	-	-	2,500	-	-	-	6,000	-	4,127,618
Facilities/Security	-	300	5,000	-	-	75,500	275,600	35,000	-	1,350	45,000	1,270,942
Administration	45,000	500	-	-	-	1,000	-	-	-	6,000	-	445,350
Board	-	-	-	-	-	-	-	-	-	2,000	-	2,000
	155,000	25,000	45,000	250,000	90,000	180,000	297,000	35,000	70,000	23,000	164,000	12,183,000

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 12-092**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR
2012-2013 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 21st day of May 2012 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 21, 2012, 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, 2013, 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 12-093**

**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 21st day of May 2012 at 6:00p.m.

PRESENT:

ABSENT:

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

The said Board of Trustees of the Ann Arbor District Library (the "Library") has given due reflection to the budget and operational requirements of the Library as to the 2012-2013 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 2012-2013 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, 2012, 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 12-094**

**RESOLUTION TO ADOPT THE 2012-2013 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 21st day of May 2012 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 2012-13 the total amount of \$12,183,000 for the expenditure categories set forth in the budget.
- 2.) Disbursements for Payroll and Related Payroll Taxes and Withholdings. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, the Director of the Library, the Associate Director of Finance of the Library or Human Resources Manager of the Library (each as "Authorized Officer") are hereby authorized to provide for the disbursement of Library funds for

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

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

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary



Ann Arbor District Library

DRAFT

May 21, 2012

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

Dear Ms. McDonald,

Enclosed are two copies of this letter from the Ann Arbor District Library extending the AADL-FAADL Space Use Agreement for one year from its expiration on May 21, 2012. Also, enclosed is the AADL Board Resolution authorizing the extension of the agreement and a copy of the agreement.

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

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

Very truly yours,

Margaret Leary
 President, Board of Trustees
 Ann Arbor District Library

Signed and agreed to:
 ANN ARBOR DISTRICT LIBRARY

FRIENDS OF THE ANN ARBOR DISTRICT
 LIBRARY

By: _____

By: _____

Print Name: Margaret Leary

Print Name: Pat McDonald

Title: President, AADL Board of Trustees

Title: President, FAADL Board

Date: _____

Date: _____

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 12-095**

**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 21st day of May, 2012 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



Ann Arbor District Library

May 21, 2012

Josie Barnes Parker
Director, Ann Arbor District Library

Dear Josie,

The Ann Arbor District Library Board of Trustees has completed its evaluation of your work over the last year. In each of the ten areas of your responsibility, you have done excellent work.

Nevertheless, we have agreed that your salary comports with your responsibilities, and is equitable given the compensation of those in comparable positions, so that we will not raise your salary, \$143,114, in the coming year.

You have attracted talented people and continue to enable them to grow and develop in their positions. The Board encourages you in this direction, which calls for continued delegation of library functions so that you are able to put your time and effort into your public presence and into whatever new situations require your expertise.

We are pleased that the Library was able to budget for merit increases for deserving staff, after two years of foregoing such raises. We are also pleased the library continues to operate without imposing the full millage it could, although we realize that may not always be possible.

We are also pleased that the Library has had a balanced budget, every year, at the same time it develops and provides new services and sees increased use of all the Library's services. One example is the creative new kinds of "collections" you are circulating, going beyond books not only to art prints but more recently to energy meters, science-to-go kits, and telescopes.

We continue to feel that your approach to Board relations is effective, and that task is ever-evolving as the library faces the new challenges of the coming year, in particular helping AADL meet the many challenges of our downtown facility so that AADL can continue to deliver high quality library and information services at all our locations.

We look forward to working with you to continue to improve all the Library's services.

For most of the past year, you led the Michigan Library Association's legislative committee, and we are aware of the effectiveness of your work. We appreciate that you are seen as a national leader and invited to participate in national initiatives.

To repeat a comment from our letter to you last year: We are aware that AADL's community relations efforts have succeeded in creating demand beyond what our existing facilities can support. The big challenge to all of us in the coming year—and the biggest challenge for you—is to lead the effort to determine the best path for ensuring that AADL lives up to what our community expects, in all regards.

The coming year will present new demands that are not completely foreseeable. Ann Arbor is a special community, founded and built on learning and information. The Ann Arbor District Library has increasingly been central to our community and its growth and prosperity. Now AADL has to decide whether its downtown facility is up to providing what the community deserves.

With appreciation for all you have done, and in anticipation of working with you to meet the challenges ahead,

Sincerely,

A handwritten signature in cursive script that reads "Margaret A. Leary".

Margaret A. Leary, President
Board of Trustees, Ann Arbor District Library

ANN ARBOR DISTRICT LIBRARY BOARD

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

2012 OFFICERS

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

ADMINISTRATION

Josie Parker Director
Kenneth Nieman Associate Director of Finance, HR & Operations
Eli Neiburger Associate Director of IT & Product Development
Celeste Choate Associate Director of Services, Collections & Access

The Ann Arbor District Library Board will provide necessary reasonable aids and services to individuals with disabilities who desire information regarding board meetings upon three (3) business days notice. Individuals with disabilities requiring aids or services should contact the Ann Arbor District Library by writing or calling the following:

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