

Inn Arbor District Library Regular Meeting Agenda

Monday, November 16, 2009

Published by Ann Arbor District Library

November 2009

S	\mathbf{M}	Т	W	Т	F	S
1	2	3	4	5	6	7
8	9	10	11 LIBRARY CLOSED	12	13	14
15	16 AADL Board Mtg	17	18	19	20	21
22	23	24	25	26 LIBRARY CLOSED	27	28
29	30					

December 2009

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 LIBRARY CLOSED	25 LIBRARY CLOSED	26
27	28	29	30	31LIBRARY CLOSED at 6 p.m.		

January 2010

S	M	Т	W	T	F	S
					1 LIBRARY CLOSED	2
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
31						

MEMORANDUM

To: From:

District Library Board Josie Parker, Director

Subject:

Regular Meeting, Monday, November 16, 2009 at 7:00 p.m.

Ann Arbor District Library, Fourth Floor Board Room

343 S. Fifth Avenue, Ann Arbor, MI

REGULAR MEETING AGENDA

10-088	I.	CALL TO ORDER
10-089	II.	ATTENDANCE
10-090	III.	APPROVAL OF AGENDA (pp 1-2) (Item of action)
10-091	IV.	APPROVAL OF MINUTES OF OCTOBER 19, 2009 (pp 3-8) (Item of action)
10-092	V.	CITIZENS' COMMENTS
10-093	VI.	FINANCIAL REPORT (pp 9-16)
10-094	VII.	<u>APPROVAL OF DISBURSEMENTS</u> (pp 17-20) (Item of action)
10-095	VIII.	COMMITTEE REPORTS
10-096		A. STRATEGIC PLANNING STEERING COMMITTEE
10-097		B. BUDGET AND FINANCE COMMITTEE
10-098	IX.	DIRECTOR'S REPORT
10-099	X.	OLD BUSINESS
10-068		A. <u>BOARD RETREAT UPDATE - STRATEGIC</u> <u>INITIATIVES DISCUSSION</u>

10-100	XI.	NEW BUSINESS
10-101		A. <u>AUDITOR'S REPORT</u> 30 minutes Rehmann Robson
10-102		B. RESOLUTION TO ACCEPT THE 2008-2009 FINANCIAL AUDIT (p 21) (Item of action) Roll call vote
10-103		C. RESOLUTION TO ENTER INTO AGREEMENT WITH THE HERALD PUBLISHING COMPANY, LLC FOR THE ANN ARBOR NEWS ARCHIVE DONATION (p 22) (Item of action) Mark G. Malven, Dykema
10-104		D. RESOLUTION TO SUPPORT THE RE- ACCREDITATION OF THE UNIVERSITY OF MICHIGAN'S SCHOOL OF INFORMATION MASTER'S OF SCIENCE IN INFORMATION DEGREE PROGRAM BY THE AMERICAN LIBRARY ASSOCIATION (p 23) (Item of action)
10-105		E. VOTE FOR EXECUTIVE SESSION AT THE JANUARY 18, 2010 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE, LABOR NEGOTIATIONS & OPINION OF COUNSEL (Item of action) Roll call vote
10-106	XII.	<u>ADJOURNMENT</u>

ANN ARBOR DISTRICT LIBRARY BOARD 343 S. FIFTH AVENUE, ANN ARBOR, MI MINUTES OF THE REGULAR MEETING MONDAY, OCTOBER 19, 2009

10-070	I.	CALL TO ORDER
		President Head called the meeting to order at 6:03 p.m.
10-071	II.	ATTENDANCE
		Present: Head, Leary, Murphy, Barney Newman, Rosenthal, Surovell Absent: Stearns
		Staff: Choate, Neiburger, Nieman, Parker, Wilson
		(recorder) Others: Phyllis Adams, Dykema; Jim Adams, Butzel Long
10-072	III.	RECESS TO EXECUTIVE SESSION FOR DISCUSSION OF LABOR NEGOTIATIONS & OPINION OF COUNSEL
10-073	IV.	RECONVENE REGULAR MEETING AT 7:00PM
		President Head reconvened the meeting at 7:06 p.m.
10-074	V.	APPROVAL OF AGENDA (Item of action)
		Vice President Barney Newman, supported by Trustee Surovell, moved to approve the agenda.
		AYES: Head, Leary, Murphy, Barney Newman, Rosenthal, Surovell
		NAYS: None
		Motion passed 6-0.
10-075	VI.	APPROVAL OF MINUTES OF SEPTEMBER 21, 2009 AND OF SEPTEMBER 30, 2009 BOARD RETREAT (Item of action)

Vice President Barney Newman, supported by Secretary Leary, moved to approve the minutes of September 21, 2009 and September 30, 2009.

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

Surovell

NAYS: None

Motion passed 6-0.

10-076 VII. CITIZENS' COMMENTS

There were no citizens' comments.

10-077 VIII. <u>FINANCIAL REPORT</u>

Associate Director Nieman reported September showed unrestricted cash balance just over \$14 million. Tax receipts of just over \$10 million reflect 86% of the budgeted amount received through September. The Fund Balance reflects just over \$6.8 million. Five items are over budget in operating and will come back into line later in the year.

10-078 IX. <u>APPROVAL OF DISBURSEMENTS</u> (Item of action)

Trustee Surovell, supported by Treasurer Rosenthal, moved to approve September disbursements.

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

Surovell

NAYS: None

Motion passed 6-0.

10-079 X. <u>COMMITTEE REPORTS</u>

10-080 A. <u>STRATEGIC PLANNING STEERING COMMITTEE</u>

President Head reported the committee met with Director Parker and facilitator Sandra Greenstone to discuss the Board

Retreat and outline the progress of the strategic planning process.

10-081 XI. DIRECTOR'S REPORT

Director Parker reported that AADL staff, along with other sub-regional libraries, met with the Pat Cannon, State Director of the Michigan Commission of the Blind. Digital audiobook players from the National Library Service (NLS) are being released to WLPBD patrons in accordance with NLS rules.

Director Parker congratulated Eli Neiburger and his staff on AADL receiving an Institute of Museum and Library Services grant. AADL is one of four libraries in the country receiving the grant to facilitate the adoption of open source automation software. King County Library System in Washington State will lead the project and partner with Peninsula Library System (San Mateo, California), Orange County Library System (Orlando, Florida), and AADL.

10-082 XII. <u>OLD BUSINESS</u>

10-068 A. <u>BOARD RETREAT UPDATE-STRATEGIC PLAN PROCESS DISCUSSION</u>

Sandra Greenstone

President Head read the Vision Statement of the Library.

Sandra Greenstone reviewed the Board Retreat meeting notes to ascertain that they were an accurate representation of the discussion.

It was the consensus of the Board the meeting notes compiled by Sandra Greenstone accurately represented discussion and decisions made at the Board Retreat.

A working session will be held at the November 16th Board meeting to review draft strategic initiatives being compiled by the Strategic Planning Steering Committee.

10-083 XIII. NEW BUSINESS

Vice President Barney Newman, supported by Trustee Murphy, moved to amend the agenda to add A. Utility Easement Discussion.

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

Surovell

NAYS: None

Motion passed 6-0.

10-084 A. <u>UTILITY EASEMENT DISCUSSION</u>

Director Parker brought before the Board a request by the DDA for a utility easement for installation of water main service.

AADL attorney, Jim Adams, Butzel Long, gave a brief outline of the progress to date of negotiations with the DDA for the utility easement.

Susan Pollay, Executive Director, Ann Arbor Downtown Development Authority addressed the Board clarifying the designation and maintenance of Library Lane.

Trustee Surovell, supported by Secretary Leary moved to recess to Executive Session for Opinion of Counsel.

A roll call vote was taken.

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

Surovell

NAYS: None

Motion passed 6-0.

The Board recessed to Executive Session at 7:50 p.m.

President Head reconvened the meeting at 8:10 p.m. Board members expressed concerns regarding Library Lane

access and impact of development on top of the proposed parking structure.

Susan Pollay gave additional detail regarding Library Lane as a through street with a drop off in front of the library and metered parking along the Lane.

It was the consensus of the Board to authorize Jim Adams to continue negotiations with the DDA on the water main easement request and to pursue the Board's desire for an easement for Library Lane.

10-085

B. PRESENTATION BY CATHERINE McCLARY, WASHTENAW COUNTY TREASURER

Washtenaw County Treasurer Catherine McClary summarized the functions and duties of the County Treasurer's Office. Topics covered included cash handling and investments, tax collection, delinquent tax collection, penal fines and informational workshops and classes provided by her office.

10-086

C. VOTE FOR EXECUTIVE SESSION AT THE NOVEMBER 16, 2009 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE, LABOR NEGOTIATIONS & OPINION OF COUNSEL (Item of action) Roll call vote

Vice President Barney Newman, supported by Treasurer Rosenthal, moved to hold an Executive Session at the November 16, 2009 regular Board meeting for discussion of real estate, labor negotiations and opinion of counsel.

A roll call vote was taken.

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

Surovell

NAYS: None

Motion passed 6-0.

10-087 XIV. ADJOURNMENT

President Head adjourned the meeting at 9:07 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on October 19, 2009 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.

Maufall A helding
Secretary

Ann Arbor District Library Financial Summary for October 2009

Cash:

The unrestricted cash balance as of October 31, 2009 was \$14,316,088 up from \$14,222,911 in September.

Tax Receipts:

The Library has received tax receipts totaling \$11,053,344, 94% of the budgeted amount, as of October 31st.

Budget vs. Actual:

The Library showed an operating surplus of \$147,454 through October 31st. This gives the Library a positive fund balance of \$6,987,014 at the end of October, up from \$6,897,908 in September.

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

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

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

The following operating expense line items, all of which should fall back into line later in the year, are over budget through October:

Salaries, Wages and Taxes - Lump sum payments for merit increases were paid in July.

<u>Custodial</u> – Carpet and window cleaning took place in July.

Purchased Services - An annual payment of approximately \$40,000 for OCLC was made in July.

Communications – A payment for internet access was made in October.

<u>Software Licenses</u> – A large payment of approximately \$60,000 was made in July putting this line item over budget.

ANN ARBOR DISTRICT LIBRARY Operating For the Four Months Ending October 31, 2009

	Actual	October Budget	Variance	Actual	YTD Budget	Variance
Revenue Tax Collections - Operating Penal Fines Interest Copiers Grants/Memorials Library Fines & Fees	\$973,333 22,917 30,639 3,200 3,169 36,685	\$973,333 22,917 18,333 2,917 7,500 37,500	12,306 283 (4,331) (815)	\$3,893,333 91,668 45,934 13,391 3,874 143,970	\$3,893,333 91,667 73,333 11,667 30,000 150,000	1 (27,399) 1,724 (26,126) (6,030)
Non-Resident Fees Fund Balance Transfer	1,388	1,667 9,401	(279) (9,401)	6,105	6,667 37,605	(562) (37,605)
Total Revenue	\$1,071,331	\$1,073,568	(\$2,237)	\$4,198,275	\$4,294,272	(\$95,997)
Expenditures Salaries & Wages Employee Benefits Employment Taxes	493,455 121,230 36,793	491,250 139,833 37,500	2,205 (18,603) (707)	1,994,421 531,687 150,044	1,965,000 559,333 150,000	29,421 (27,646) 44
Total Employment Cost	\$651,478	\$668,583	(\$17,105)	\$2,676,152	\$2,674,333	\$1,819
Custodial and Electrical Accounting/Audit	\$16,133 1,125	\$16,667 1,125	(\$534)	\$70,249 4,500	\$66,667 4,500	\$3,582
Legal Purchased Services	8,992 3,510	8,333 11,083	659 (7,573)	17,950 60,121	33,333 44,333	(15,383) 15,788
Utilities Property Insurance Communications	25,772 7,065 33,829	31,250 7,500 12,833	(5,478) (435) 20.996	114,017 28,260 86,237	125,000 30,000 51,333	(10,983) (1,740) 34,904
Materials Software Licenses/Maintenanc Building Rental	161,413 1,719 16.840	152,833 15,833 9,167	8,580 (14,114) 7,673	532,691 70,906 37,405	611,333 63,333 36,667	(78,642) 7,573
Seminars/Conferences/Travel Copier Expense	1,390 3,449	4,083 5,500	(2,693) (2,051)	7,180 17,618	16,333 22,000	738 (9,153) (4,382)
Library Programming Grants/Memorials Supplies	15,507 4,543 14,465	24,250 7,500 14,250	(8,743) (2,957) 215	75,785 31,064 40,651	97,000 30,000 57,000	(21,215) 1,064 (16.349)
Repairs and Maintenance Postage Lcards/Circ Cards	13,289 125 2,748	23,675 2,083 6,625	(10,386) (1,958) (3,877)	82,499 5,511 22,133	94,700 8,333 26,500	(12,201) (12,822) (4,367)
Other Operating Expenditures	992	14,325	(13,333)	7,252	57,300	(50,048)
Total Operating Expense	\$332,906	\$368,915	(\$36,009)	\$1,312,029	\$1,475,665	(\$163,636)
Capital Outlays		\$36,068	(\$36,068)	\$62,640	\$144,271	(\$81,631)
Total Expenditures	\$984,384	\$1,073,566	(\$89,182)	\$4,050,821	\$4,294,269	(\$243,448)
Net	\$86,947	\$2	\$86,945	\$147,454	\$3	\$147,451

ANN ARBOR DISTRICT LIBRARY Grant Administration For the Four Months Ending October 31, 2009

	Actual	October Budget	Variance	Actual	YTD Budget	Variance
Revenue Grants/Memorials	\$3,169	\$7,500	(\$4,331)	\$3,874	\$30,000	(\$26,126)
Total Revenue	\$3,169	\$7,500	(\$4,331)	\$3,874	\$30,000	(\$26,126)
Expenditures			-			
Materials Library Programming Other Operating Expenditures	3,974 65	7,500	(3,526) 65	7,806 14,999 2,010	30,000	7,806 (15,001) 2,010
Total Operating Expense	\$4,039	\$7,500	(\$3,461)	\$24,815	\$30,000	(\$5,185)
Total Expenditures	\$4,039	\$7,500	(\$3,461)	\$24,815	\$30,000	(\$5,185)
Net	(\$870)		(\$870)	(\$20,941)		(\$20,941)

ANN ARBOR DISTRICT LIBRARY Friends of the Library For the Four Months Ending October 31, 2009

	Actual	October Budget	Variance	Actual	YTD Budget	Variance
Revenue Grants/Memorials		\$7,500	(\$7,500)		\$30,000	(\$30,000)
Total Revenue		\$7,500	(\$7,500)		\$30,000	(\$30,000)
Expenditures			- -		WARANGE CONTRACTOR OF THE STREET	
Materials Library Programming Other Operating Expenditures	4,369 65	7,500	(3,131) 65	7,569 15,394 2,010	30,000	7,569 (14,606) 2,010
Total Operating Expense	\$4,434	\$7,500	(\$3,066)	\$24,973	\$30,000	(\$5,027)
Total Expenditures	\$4,434	\$7,500	(\$3,066)	\$24,973	\$30,000	(\$5,027)
Net	(\$4,434)		(\$4,434)	(\$24,973)		(\$24,973)

Balance Sheet

ASSETS	As of 10/31/2009
Current Assets: Cash	
CASH-COMMERCIAL CHECKING	\$11,323.56
CASH-PAYROLL HOLTREY FUND	5,875.91 329,370.24
CASH-SAVINGS	9,444,685.03
KENISTON FUND	30,172.41
SHAFER FUND	10,426.97
WESTERMAN FUND	40,455.29
PETTY CASH	1,900.00
WLBPD ACCOUNT	36,198.35
Total Cash	\$9,910,407.76
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,151,448.06
UNITED BANK AND TRUST INVESTMENT	1,700,855.32
Total Investments Accounts Receivable	\$4,852,303.38
ACCOUNTS RECEIVABLE	\$91,668.00
Total Accounts Receivable Property Taxes Receivable	\$91,668.00
Total Property Taxes Receivable	\$0.00
Prepaid Expenses PRE-PAID INSURANCE	\$61,478.00
Total Prepaid Expenses	\$61,478.00
Total Current Assets	\$14,915,857.14
Capital Assets:	ψ1.1,010,007.11
BUILDINGS	\$25,680,812.53
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	429,948.00
COMMUNICATIONS EQUIPMENT	429,943.00
BUSINESS MACHINES	167,642.00
COMPUTER EQUIPMENT	1,274,136.66
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	41,451.00
FURNITURE & FIXTURES	1,293,876.00
VEHICLES	183,256.00
Total Capital Assets Amount Provided for Long-Term Debt:	\$31,651,316.01
LONG TERM SICK	\$20.42£.00
LONG TERM VACATION	\$29,436.09 222,835.48
Total Provided for Long-Term Debt	252,271.57
TOTAL ASSETS	\$46,819,444.72

Ann Arbor District Library Balance Sheet

LIABILITIES AND FUND EQUITY

Current Liabilities: ACCOUNTS PAYABLE ACCRUED ACCOUNTS PAYABLE. ACCRUED PAYROLL UNITED WAY DEDUCTIONS EMPLOYEE 403(b)/MPSERS DEDUCTIONS ACCRUED EMPLOYER 403(b) - UNDECIDED ACCRUED 403B/MPSERS EMPLOYER ACCRUED LIABILITY-VACATION S/T	\$35,659.19 61,331.83 268,617.79 1,320.00 10,528.13 33,750.41 17,659.96 120,291.32
Total Current Liabilities	\$549,158.63
Long-Term Liabilities: ACCRUED LIABILITY-SICK PAY ACCRUED LIABILITY-VACATION L/T Total Long-Term Liabilities	\$29,436.09 222,835.48 ————————————————————————————————————
Fund Equity: INVESTMENT-GEN FIXED ASSETS Fund Balance: RESERVE-ENCUMBRANCES DEFERRED REVENUE - PROPERTY TAX FUND BALANCE - UNDESIGNATED EXCESS REVENUE (SPENDING)	\$31,651,316.01 \$222,909.44 7,156,775.00 6,839,559.96 147,454.11
Total Fund Balance	\$14,366,698.51
Total Fund Equity	\$46,018,014.52
TOTAL LIABILITIES AND FUND EQUITY	\$46,819,444.72

Ann Arbor District Library

Rollforward of undesignated fund balance For the Period Ending October 31, 2009

	Month		Year-to-date
Beginning surplus (deficit)	\$ 6,897,908	\$	7,021,169
Total revenues	1,071,331		4,198,275
Expenditures: Operating Capital outlays	(984,385)		(3,988,181) (62,640)
(Increase) decrease in encumbrances	 2,160	_	(181,609)
Ending surplus (deficit)	\$ 6,987,014	\$	6,987,014

Ann Arbor District Library

Monthly and year-to-date cash rollforward For Period ending October 31, 2009

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

End of period <u>balance</u>	\$ 11,324	5,876	1,900	9,444,685	3,151,448	1,700,855	40,455	10,427	329.370	30,172	36,198	\$ 14,762,710		\$ 11,324	5,876	1,900	9,444,685	3,151,448	1,700,855	40,455	10,427	329,370	30,172	36,198	\$ 14,762,710
Transfers	\$ 455,000	459,136	ı	(914,136)	4					,		€		\$ 2,230,000	2,070,804	ī	(4,300,804)	,	,	1	,	,			· ·
<u>Disbursements</u>	\$ (466,812)	(459,135)		(45,313)								\$ (971,260)		\$ (2,279,885)	(2,071,891)		(187,801)	,		í		ï			\$ (4,539,577)
Receipts	659'6 \$	9	1	1,031,133	22,335	1,306	ı	ï	ť	i		\$ 1,064,439		\$ 38,942	1,373		11,637,705	26,590	1,829	92	7	207	19	145	\$ 11,706,893
Beginning of period <u>balance</u>	\$ 13,477	5,869	1,900	9,373,001	3,129,113	1,699,549	40,455	10,427	329,370	30,172	36,198	\$ 14,669,531		\$ 22,267	5,590	1,900	2,295,585	3,124,858	1,699,026	40,379	10,420	329,163	30,153	36,053	\$ 7,595,394
Monthly rollforward	Commercial checking	Payroll	Petty cash	Savings	Investments - Bank of Ann Arbor	Investments - United Bank and Trust	Westerman Fund	Shafer Fund	Holfrey Fund	Keniston Fund	WLBPD		Year-to-date rollforward	Commercial checking	Payroll	Petty cash	Savings	Investments - Bank of Ann Arbor	Investments - United Bank and Trust	Westerman Fund	Shafer Fund	Holtrey Fund	Keniston Fund	WLBPD	* *

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User ID: NIEMANK

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Ann Arbor District Library VENDOR CHECK REGISTER REPORT

Payables Management

From: To: Ranges: From: To: Check Number First Last Check Date 10/1/2009

10/31/2009 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
038307	3M		10/29/2009		PMCHK00001220	\$23,120.06
038309	AGRSER	A GROWING SERVICE LLC	10/29/2009	CHECK	PMCHK00001220	\$340.00
038202	ALAFIS	ALAN FISK	10/14/2009	CHECK	PMCHK00001216	\$1,500.00
038154	ALBDIS	ALBION DISTRICT LIBRARY	10/7/2009	CHECK	PMCHK00001215	\$25.00
038310	ALIBRIS	ALIBRIS	10/29/2009	CHECK	PMCHK00001220	\$207.65
038156	ALLPRI	ALLEGRA PRINTING	10/7/2009	CHECK	PMCHK00001215	\$100.03
038155	ALLMOR	ALLISON MORRIS	10/7/2009	CHECK	PMCHK00001215	\$35.53
038260	AMACOM	AMAZON.COM CREDIT PLAN	10/23/2009		PMCHK00001217	\$1,472,52
038157	AMEX	AMERICAN EXPRESS	10/7/2009	CHECK	PMCHK00001215	\$75,916.27
038153	ALA2	AMERICAN LIBRARY ASSOCIATION	10/7/2009	CHECK	PMCHK00001215	\$31.95
038203	ANDPAI	ANDERSON PAINT COMPANY	10/14/2009	CHECK	PMCHK00001216	\$410.35
038308	AACENT	ANN ARBOR CENTER FOR INDEPENDE	10/29/2009	CHECK	PMCHK00001220	\$382.50
038152	AATOWN	ANN ARBOR CHARTER TOWNSHIP	10/7/2009	CHECK	PMCHK00001215	\$342.63
038201	AADOOR	ANN ARBOR DOOR CLOSER AND LOCK	10/14/2009	CHECK	PMCHK00001216	\$80.00
038158	ANNARB	ANN ARBOR OBSERVER	10/7/2009	CHECK	PMCHK00001215	\$1,638.90
038151	AANEWS	ANN ARBOR.COM	10/7/2009	CHECK	PMCHK00001215	\$2,579.52
038246	SBC	AT&T	10/14/2009	CHECK	PMCHK00001216	\$7,866.52
038261	ATT	AT&T	10/23/2009	CHECK	PMCHK00001217	\$315.74
038284	SBC	AT&T	10/23/2009	CHECK	PMCHK00001217	\$78.64
038311	ATT	AT&T	10/29/2009	CHECK	PMCHK00001220	\$76.22
038204	ATTWIR	AT&T AT&T WIRELESS	10/14/2009	CHECK	PMCHK00001216	\$595.00
038159	AUTRES	AUTOMATED RESOURCE MGMT, INC.	10/7/2009	CHECK	PMCHK00001215	\$456.60
038205	AVCAFE	AV CAFE	10/14/2009	CHECK	PMCHK00001216	\$188.79
038160	BAKTAY	BAKER & TAYLOR	10/7/2009		PMCHK00001215	\$1,895.99
038206	BAKTAY	BAKER & TAYLOR	10/14/2009	CHECK	PMCHK00001216	\$6,580.90
038161	BAKTAY3	BAKER & TAYLOR ENTERTAINMENT.	10/7/2009	CHECK	PMCHK00001215	\$1,522.30
038207	BAKTAY3	BAKER & TAYLOR ENTERTAINMENT.	10/14/2009	CHECK	PMCHK00001216	\$93.27
038297	BANCOF	BANC OF AMERICA LEASING	10/23/2009	CHECK	PMCHK00001218	\$1,799.15
038298	BANCOFAMER	BANC OF AMERICA LEASING	10/23/2009	CHECK	PMCHK00001218	\$694.00
038208	BBCAUD	BBC AUDIOBOOKS AMERICA	10/14/2009	CHECK	PMCHK00001216	\$1,609.14
038262	BILFUN	BILINGUAL FUN COMPANY	10/23/2009	CHECK	PMCHK00001217	\$100.00
038209	BLAAUD	BLACKSTONE AUDIO BOOKS	10/14/2009	CHECK	PMCHK00001216	\$109.85
038312	BLAAUD	BLACKSTONE AUDIO BOOKS	10/29/2009	CHECK	PMCHK00001220	\$971.50
038299	BLUCAR	BLUE CARE NETWORK OF SE MICHIG			PMCHK00001218	\$11,034.90
038300	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	10/23/2009	CHECK	PMCHK00001218	\$40,105.12
038210	BLUDAH	BLUE DAHLIA	10/14/2009		PMCHK00001216	\$600.00
038162	BOOWHO	BOOK WHOLESALERS, INC.	10/7/2009	CHECK	PMCHK00001215	\$183.66
038211	BOOWHO		10/14/2009		PMCHK00001216	\$148.49
038313	BORBOO	BORDERS INC. BP	10/29/2009	CHECK	PMCHK00001220	\$167.80
038263	BP	BP	10/23/2009	CHECK	PMCHK00001217	\$206.40
038306	BP	BP	10/26/2009	CHECK	PMCHK00001219	\$207.90
038212	BRAMIK	BRAD MIKULKA	10/14/2009	CHECK	PMCHK00001216	\$250.00
038314	BRANDE	BRANDERS.COM, INC.	10/29/2009	CHECK	PMCHK00001220	\$3,711.82
038213	BREWER	BREWER'S	10/14/2009	CHECK	PMCHK00001216	\$250.40
038214	BRIAUD	BRILLIANCE AUDIO, INC.	10/14/2009	CHECK	PMCHK00001216	\$1,318.05
038215	BRODCO	BRODART CO.	10/14/2009	CHECK	PMCHK00001216	\$1,602.60
038264	BRODCO	BRODART CO.	10/23/2009	CHECK	PMCHK00001217	\$160.50
038164	BUSVAL	BUSCH'S, INC.	10/7/2009	CHECK	PMCHK00001215	\$286.63
038163	BUSCAR	BUSINESS CARD	10/7/2009	CHECK	PMCHK00001215	\$2,398.99
038315	BUSCAR	BUSINESS CARD	10/29/2009	CHECK	PMCHK00001220	\$2,423.62
038216	CARBRO	CARPENTER BROS.	10/14/2009		PMCHK00001216	\$35.16
038217	CDBABY	CD BABY	10/14/2009		PMCHK00001216	\$96.19
038165	CDW-G	CDW GOVERNMENT, INC.	10/7/2009		PMCHK00001215	\$6,991.33
038252	THOLEA	CENGAGE LEARNING	10/14/2009		PMCHK00001216	\$67.73
038219	CENPOI	CENTER POINT PUBLISHING	10/14/2009		PMCHK00001216	\$67.20
038218	CENMIC	CENTRAL MICHIGAN UNIVERSITY	10/14/2009		PMCHK00001216	\$27.95
038221	CHARUS	CHARLES RUSSELL	10/14/2009		PMCHK00001216	\$680.00
			. , ,			7000.00

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Ann Arbor District Library VENDOR CHECK REGISTER REPORT
Payables Management

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* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
038220	CHARLOTTE	CHARLOTTE COMMUNITY LIBRARY	10/14/2009	CHECK	PMCHK00001216	\$21.95
038222	CHUYAT	CHUCK YATES	10/14/2009		PMCHK00001216	\$22.55
038166	CINCOR	CINTAS CORPORATION	10/7/2009	CHECK	PMCHK00001215	\$587.32
038167	CITOF1	CITY OF ANN ARBOR TREASURER	10/7/2009	CHECK	PMCHK00001215	\$3,370.88
038265	CITOF1	CITY OF ANN ARBOR TREASURER	10/23/2009		PMCHK00001217	\$781.82
038168	COLJEW	COLEMAN JEWETT	10/7/2009	CHECK	PMCHK00001215	\$100.00
038223	COMALLW	COMPUTER ALLEY WEST	10/14/2009		PMCHK00001216	\$1,625.00
038224	COTINN	COTTAGE INN CATERING SERVICES	10/14/2009		PMCHK00001216	\$180.00
038169	DAVDEV	DAVID DEVARTI	10/7/2009		PMCHK00001215	\$100.00
038316	DEAREA	DEAR READER.COM	10/29/2009		PMCHK00001220	\$500.00
038317	DEBGAL	DEBBIE GALLAGHER	10/29/2009		PMCHK00001220	\$37.37
038170	DETDER	DETROIT DERBY GIRLS	10/7/2009	CHECK	PMCHK00001215	\$300.00
038318	DIADAH	DIANE DAHLEM	10/29/2009		PMCHK00001220	\$183.61
038225	DIEASC	DIEGO ASCANI	10/14/2009		PMCHK00001216	\$50.49
038177	KIMEAG	DR. KIM EAGLE	10/7/2009	CHECK	PMCHK00001215	\$100.00
038266 038319	DTEENE	DTE ENERGY EAST LANSING PUBLIC LIBRARY	10/23/2009		PMCHK00001217	\$24,151.75
038226	EASLAN EDCEDU		10/29/2009		PMCHK00001220	\$19.95
038227	ELILAW	EDC EDUCATIONAL SERVICE USBORN ELITE LAWN & LANDSCAPE, INC.	10/14/2009		PMCHK00001216	\$4,331.27
038268	ERIKLO	ERIC KLOOSTER	10/14/2009		PMCHK00001216	\$5,010.86
038228	FINLUM	FINGERLE LUMBER COMPANY	10/23/2009		PMCHK00001217 PMCHK00001216	\$150.00
038269	FRIOF	FRIENDS OF THE ANN ARBOR	10/23/2009		PMCHK00001217	\$66.40 \$693.00
038192	THOGAL	GALE		CHECK	PMCHK00001217	\$1,028.31
038171	GEOLAR	GEOFFREY LARCOM		CHECK	PMCHK00001215	\$1,028.31
038229	GHOSTLY	GHOSTLY INTERNATIONAL	10/14/2009		PMCHK00001215	\$1,644.00
038230	GITSAD	GITI SADEGHI	10/14/2009		PMCHK00001216	\$150.00
038172	GLEANN	GLEN-ANN TOWING		CHECK	PMCHK00001215	\$50.00
038199	WWGRAI	GRAINGER		CHECK	PMCHK00001215	\$68.05
038270	HFGROUP	HF GROUP LLC	10/23/2009		PMCHK00001217	\$3,550.93
038173	INGLIB	INGRAM LIBRARY SERVICES INC.		CHECK	PMCHK00001215	\$1,011.58
038231	INNUSE	INNOVATIVE USERS GROUP	10/14/2009		PMCHK00001216	\$90.00
038271	INSVID	INSTRUCTIONAL VIDEO	10/23/2009		PMCHK00001217	\$208.00
038232	JAKREI	JAKE REICHBART	10/14/2009	CHECK	PMCHK00001216	\$330.00
038321	JENHOF	JENNY HOFFMAN	10/29/2009	CHECK	PMCHK00001220	\$34.10
038272	JIMOTT	JIM OTTAVIANI	10/23/2009	CHECK	PMCHK00001217	\$150.00
038174	KALCOL	KALAMAZOO COLLEGE		CHECK	PMCHK00001215	\$17.00
038176	KATCUR	KATHERINE'S CATERING		CHECK	PMCHK00001215	\$887.64
038233	KATCUR	KATHERINE'S CATERING	10/14/2009		PMCHK00001216	\$900.00
038175	KATBRA	KATHY BRADY		CHECK	PMCHK00001215	\$100.00
038234 038273	KATRAN	KATHY RANDLES	10/14/2009		PMCHK00001216	\$17.65
	KIPDEG	KIP DEGRAAF	10/23/2009		PMCHK00001217	\$269.97
038178 038274	KOLOSS LEACEN	KOLOSSOS	10/7/2009		PMCHK00001215	\$59.04
038275	LEXMAT	LEARNING CENTER LEXISNEXIS MATTHEW BENDER	10/23/2009		PMCHK00001217	\$1,577.00
038179	LUCROE	LUCY ROEHRIG	10/23/2009 10/7/2009		PMCHK00001217 PMCHK00001215	\$129.20
038322	MCNMCK	MCNAUGHTON-MCKAY	10/7/2009		PMCHK00001215	\$21.03
038235	MASCOM	MEDCO SUPPLY COMPANY	10/23/2009		PMCHK00001220	\$273.50 \$88.40
038323	METCOM	METCOM	10/29/2009		PMCHK00001210	\$1,056.93
038301	METLIFE	METLIFE SBC	10/23/2009		PMCHK00001218	\$6,830.70
038276	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV			PMCHK00001217	\$1,388.65
038180	MICLIBA		10/7/2009		PMCHK00001217	\$905.00
038324	MICLIBC		10/29/2009		PMCHK00001220	\$9,948.14
038237	MICTHE		10/14/2009		PMCHK00001216	\$900.00
038181	MIDTAP		10/7/2009		PMCHK00001215	\$34,464.25
038238	MIDTAP		10/14/2009		PMCHK00001216	\$34,734.25
038325	MIDTAP	MIDWEST TAPE	10/29/2009		PMCHK00001220	\$18,335.92
038326	MOYOCO		10/29/2009	CHECK	PMCHK00001220	\$500.00
038182	MPSERS	MPSERS	10/7/2009		PMCHK00001215	\$15,874.03
038327	NEXCOM		10/29/2009	CHECK	PMCHK00001220	\$328.18
038328	NOVOPRI		10/29/2009		PMCHK00001220	\$495.00
038239	OFFDEP		10/14/2009		PMCHK00001216	\$202.94
038240	PANASI	PAN ASIAN PUBLICATION (USA) IN			PMCHK00001216	\$619.40
038278	PANASI	PAN ASIAN PUBLICATION (USA) IN			PMCHK00001217	\$1,270.25
038241	PAUWIS	PAULA WISHART	10/14/2009	CHECK	PMCHK00001216	\$250.00

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Ann Arbor District Library VENDOR CHECK REGISTER REPORT

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* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
038183	PETMEN	PETER MENZEL	10/7/2009	CHECK	PMCHK00001215	\$2,500.00
038279	PIOJAN	PIONEER JANITORIAL SERVICE	10/23/2009		PMCHK00001217	\$9,945.58
038280	PITCHA	PITTSFIELD CHARTER TOWNSHIP	10/23/2009		PMCHK00001217	\$1,619.99
038242	POUENT	POUYA ENTEZAMI	10/14/2009		PMCHK00001216	\$100.00
038329	PREPRI	PRECISION PRINTER SERVICES, IN			PMCHK00001220	\$509.70
038184	PRITEC	PRINT TECH INC.	10/7/2009		PMCHK00001215	\$755.78
038281	PRITEC	PRINT TECH INC.	10/23/2009		PMCHK00001217	\$1,853.90
038277 038302	PALENV PRIORITY	PRINTLINK-PALMER PRIORITY HEALTH	10/23/2009		PMCHK00001217	\$155.16
038244	OUITESCI	QUITE SCIENTIFIC RECORDS	10/23/2009 10/14/2009		PMCHK00001218 PMCHK00001216	\$13,800.45
038185	RANHOU	RANDOM HOUSE, INC.	10/7/2009		PMCHK00001216	\$232.00 \$9,113.72
038330	RANHOU	RANDOM HOUSE, INC.	10/29/2009		PMCHK00001213	\$767.26
038186	RECB00	RECORDED BOOKS, INC.	10/7/2009		PMCHK00001215	\$1,295.55
038282	RECB00	RECORDED BOOKS, INC.	10/23/2009		PMCHK00001217	\$2,939.80
038331	RECB00	RECORDED BOOKS, INC. RECORDED BOOKS, INC.	10/29/2009	CHECK	PMCHK00001220	\$4,802.67
038245	REPPAR	REPUBLIC PARKING	10/14/2009	CHECK	PMCHK00001216	\$130.00
038332	REPPAR	REPUBLIC PARKING	10/29/2009		PMCHK00001220	\$130.00
038283	RICBUS	RICOH AMERICAS CORP	10/23/2009		PMCHK00001217	\$23.00
038303	RICBUS	RICOH AMERICAS CORP	10/23/2009		PMCHK00001218	\$817.52
038333	ROYLIM	ROYAL LIMOUSINE	10/29/2009		PMCHK00001220	\$166.00
038334	SFSTRO	S.F. STRONG, INC.	10/29/2009		PMCHK00001220	\$202.80
038187 038267	SAGVAL	SAGINAW VALLEY STATE UNIVERSIT			PMCHK00001215	\$75.00
038247	ENLENT SCHSEC	SANDRA GREENSTONE SCHILKE SECURITY	10/23/2009 10/14/2009		PMCHK00001217	\$2,800.00
038285	SCHLIB	SCHOLASTIC LIBRARY PUBLISHING			PMCHK00001216 PMCHK00001217	\$325.00
038286	SCHSPE	SCHOOL SPECIALTY, INC.	10/23/2009		PMCHK00001217	\$741.00 \$100.59
038188	SECBYD	SECURITY BY DESIGN, INC.	10/7/2009		PMCHK00001217	\$157.50
038320	ELDINS	SIDESTREET DISTRIBUTING	10/29/2009		PMCHK00001220	\$162.42
038189	SKIINC	SKIDMORE, INC.	10/7/2009		PMCHK00001215	\$2,540.00
038335	SPRINT	SPRINT PCS	10/29/2009		PMCHK00001220	\$1,293.95
038190	STAHAA	STACI HAARER - IT BEGINS WITH			PMCHK00001215	\$100.33
038287	STAPLE	STAPLES BUSINESS ADVANTAGE	10/23/2009		PMCHK00001217	\$92.28
038336	STAMIC4	STATE OF MICHIGAN	10/29/2009		PMCHK00001220	\$190.00
038248 038249	STEAND	STEPHANIE ANDERSON	10/14/2009		PMCHK00001216	\$200.00
038288	SUSMCG SUSMCG	SUSAN MCGRAW SUSAN MCGRAW	10/14/2009 10/23/2009		PMCHK00001216	\$1,800.00
038191	TANMED	TANTOR MEDIA	10/23/2009		PMCHK00001217 PMCHK00001215	\$526.65 \$467.39
038250	TERSOA	TERRY SOAVE	10/14/2009		PMCHK00001215	\$53.18
038236	MCGHIL	THE MCGRAW HILL COMPANIES	10/14/2009		PMCHK00001216	\$507.76
038243	PROSTA//THE	THE PRODUCE STATION	10/14/2009		PMCHK00001216	\$125.50
038193	TMGROU	THE TM GROUP INC	10/7/2009	CHECK	PMCHK00001215	\$140.00
038339	UMICH	THE UNIVERSITY MICHIGAN	10/29/2009	CHECK	PMCHK00001220	\$21,511.84
038251	THOCOO	THOMAS COOLEY LAW SCHOOL	10/14/2009		PMCHK00001216	\$12.00
038337	THOWES	THOMSON WEST	10/29/2009		PMCHK00001220	\$212.00
038289	TOMSMI	TOM SMITH	10/23/2009		PMCHK00001217	\$16.39
038290 038338	TONBIC	TONIA BICKFORD	10/23/2009		PMCHK00001217	\$34.71
038291	TOWELE TRIART	TOWLER ELECTRICAL SERVICES TRIARCO ARTS & CRAFTS	10/29/2009 10/23/2009		PMCHK00001220	\$2,409.55
038194	TRIGON		10/23/2009		PMCHK00001217 PMCHK00001215	\$54.90
038292	TSAFON		10/7/2009		PMCHK00001217	\$1,571.30 \$1,460.90
038195	TUMPRE	TUMBLEWEED PRESS, INC	10/7/2009		PMCHK00001217	\$1,197.00
038254	UNIOMA	UNIQUE MANAGEMENT SERVICES, IN			PMCHK00001216	\$1,288.80
038196	UNIPAR	UNITED PARCEL SERVICE	10/7/2009		PMCHK00001215	\$63.00
038253	UNIPAR	UNITED PARCEL SERVICE	10/14/2009	CHECK	PMCHK00001216	\$83.54
038293	UNIPAR		10/23/2009	CHECK	PMCHK00001217	\$68.36
038340	UNIPAR		10/29/2009		PMCHK00001220	\$30.93
038255	UNIVOFMINN	UNIVERSITY OF MINNESOTA	10/14/2009		PMCHK00001216	\$22.00
038294	UOFSMISS	UNIVERSITY OF SOUTHERN MISSISS			PMCHK00001217	\$10.00
038304	UNUMPRO	UNUM LIFE INSURANCE	10/23/2009		PMCHK00001218	\$2,984.18
038256	UPSTAR	UPSTART	10/14/2009		PMCHK00001216	\$82.46
038197 038295	VICBRO VOSLIG	VICKI BROWNE VOSS LIGHTING	10/7/2009 (PMCHK00001215	\$51.90
038198	WHRACE		10/23/2009 (PMCHK00001217 PMCHK00001215	\$795.32 \$636.08
038257	WASMAN	WASTE MANAGEMENT OF MICHIGAN			PMCHK00001215	\$1,070.97
			,, ,			721010.31

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Ann Arbor District Library VENDOR CHECK REGISTER REPORT Payables Management

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* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook II	Audit Trail Code	Amount
038258 038305 038259 038341 038200 038296	WESBLO WESENT XEROX YARN2S YELBOO ZARNAE	WEST BLOOMFIELD PUBLIC LIBRAR WESTGATE ENTERPRISES, LLC XEROX CORPORATION YARN 2 SPIN YELLOW BOOK USA, INC ZARINAH EL-AMIN NAEEM	Y 10/14/2009 10/23/2009 10/14/2009 10/29/2009 10/7/2009 10/23/2009	CHECK CHECK CHECK	PMCHK00001216 PMCHK00001218 PMCHK00001216 PMCHK00001220 PMCHK00001215 PMCHK00001217	\$4.99 \$6,855.00 \$1,240.08 \$375.00 \$2,587.80 \$350.00
Total Checks:	191			Total	Amount of Checks:	\$466,072.00

BOARD OF TRUSTEES OF ANN ARBOR DISTRICT LIBRARY RESOLUTION 10-102

RESOLUTION TO ACCEPT THE 2008-2009 FINANCIAL AUDIT

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 16th day of November 2009 at 7:00 p.m. PRESENT: **ABSENT:** The following resolution was offered by _____ and supported by THE BOARD RESOLVES: 1.) To accept the 2008-2009 financial audit prepared by Rehmann Robson. 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded. A roll call vote was taken. AYES: NAYS: RESOLUTION DECLARED ADOPTED.

Secretary

DDECENIT.

BOARD OF TRUSTEES OF ANN ARBOR DISTRICT LIBRARY RESOLUTION 10-103

RESOLUTION TO ENTER INTO AGREEMENT WITH THE HERALD PUBLISHING COMPANY, LLC FOR DONATION OF THE ANN ARBOR NEWS ARCHIVE

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 16th day of November 2009 at 7:00 p.m.

ABSENT:									
The	The following resolution was offered by, and supported by;								
THE	BOARD RESOLVES:								
1.)	That the Archive Donation Agreement between Ann Arbor District Library and The Herald Publishing Company, LLC be approved.								
2.)	That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.								
AYE NAY									
RESC	OLUTION DECLARED ADOPTED.								
	Secretary								

BOARD OF TRUSTEES OF ANN ARBOR DISTRICT LIBRARY RESOLUTION 10-104

RESOLUTION TO SUPPORT THE RE-ACCREDITATION OF THE UNIVERSITY OF MICHIGAN'S SCHOOL OF INFORMATION MASTER'S OF SCIENCE IN INFORMATION DEGREE PROGRAM BY THE AMERICAN LIBRARY ASSOCIATION

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District

Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 16th day of November 2009 at 7:00 p.m. PRESENT: ABSENT: The following resolution was offered by _____ and supported by THE BOARD RESOLVES: 1.) To support the re-accreditation of the University of Michigan's School of Information Master's of Science in Information degree program by the American Library Association. 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded. AYES: NAYS: RESOLUTION DECLARED ADOPTED.

Secretary

DISTRICT LIBRARY BOARD

Rebecca Head
Margaret Leary
Barbara Murphy
Jan Barney Newman
Prue Rosenthal
Carola Stearns
Edward Surovell

2009-2010 OFFICERS

President Rebecca Head

Vice President Jan Barney Newman

Treasurer Prue Rosenthal

Secretary Margaret Leary

ADMINISTRATION

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