



Ann Arbor District Library
Regular Meeting
Agenda

Monday, November 19, 2012

Published by Ann Arbor District Library

November 2012

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

December 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 AADL Board Mtg	18	19	20	21	22
23 30	24 Library Closed 31	25 Library Closed	26	27	28	29

January 2013

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, November 19, 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

- 12-214 I. CALL TO ORDER
- 12-215 II. ATTENDANCE
- 12-216 III. RECESS TO EXECUTIVE SESSION FOR OPINION OF
LEGAL COUNSEL & DISCUSSION OF REAL ESTATE
- 12-217 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- 12-218 V. APPROVAL OF AGENDA (pp. 1-2)
(Item of action)
- 12-219 VI. APPROVAL OF MINUTES OF OCTOBER 15, 2012 (pp. 3-6)
(Item of action)
- 12-220 VII. CITIZENS' COMMENTS
- 12-221 VIII. FINANCIAL REPORTS (pp. 7-14)
- 12-222 IX. APPROVAL OF DISBURSEMENTS (pp. 15-18)
(Item of action)
- 12-223 X. COMMITTEE REPORTS
- 12-224 A. FACILITIES COMMITTEE
- 12-225 B. BUDGET & FINANCE COMMITTEE
- 12-226 XI. DIRECTOR'S REPORT
- 12-227 XII. NEW BUSINESS

- 12-228 A. AUDITOR'S REPORT
 30 minutes
 Sherry Brubaker, Rehmann Robson
- 12-229 B. RESOLUTION TO ACCEPT THE 2011-2012 FINANCIAL
 AUDIT (p. 19)
 (Item of action)
- 12-230 C. VOTE FOR EXECUTIVE SESSION AT THE DECEMBER
 17, 2012 REGULAR MEETING FOR OPINION OF LEGAL
 COUNSEL & DISCUSSION OF REAL ESTATE
 (Item of action)
 Roll call vote
- 12-231 XIII. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 15, 2012

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 15, 2012

- 12-203 I. CALL TO ORDER
 President Leary called the meeting to order at 7:03 p.m.
- 12-204 II. ATTENDANCE
 Present: Head, Kaplan, Leary, Murphy, Barney Newman,
 Rosenthal, Surovell
 Absent: None
 Staff: Choate, Neiburger, Nieman, Wilson (recorder)
- 12-205 III. APPROVAL OF AGENDA
 (Item of action)
 Vice President Rosenthal, supported by Trustee Head, moved to approve the agenda.
 AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
 Rosenthal, Surovell
 NAYS: None
Motion passed 7-0.
- 12-206 IV. APPROVAL OF MINUTES OF SEPTEMBER 24, 2012
 (Item of action)
 Secretary Barney Newman, supported by Treasurer Murphy, moved to approve the minutes of September 24, 2012.
 AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
 Rosenthal, Surovell
 NAYS: None
Motion passed 7-0.
- 12-207 V. CITIZENS' COMMENTS
 Ellie Serras

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 15, 2012

I'm Ellie Serras and I am chair of the Our New Downtown Library campaign committee and I just wanted to let you all know if you didn't, that in twenty one days it will be time to vote for a new downtown library. Yes, August 20th was the last time I reported to you about the Our New Downtown Library campaign. Needless to say a lot has happened since then. So I thought it was time to bring you all up to date about our progress so far. The Our New Downtown Library campaign committee has been vigorously meeting with citizens, speaking to groups and presenting to organizations. Support for the new downtown library building is widespread and diverse. There are over one hundred contributors from corporations and individuals. The Our New Library website includes thirty testimonials from leaders in business, arts organizations, private citizens and non-profits who serve the most at-risk populations in our community. Members in the campaign committee have distributed five hundred small yard signs and we have twenty-five large signs coming soon that will go out this week. We've mailed over thirty-five thousand postcards and will be distributing another ten thousand in the next two weeks. We've distributed three hundred buttons, of which I am sporting tonight and some of you are. And we've just reordered those because we've had so many requests. Members of the Our New Downtown Library campaign have attended fourteen events to date and have spoken on two radio segments. Op-eds were published by the Ann Arbor.com and The Ann Magazine. We have six more events scheduled but are eager to put more on our calendar. So if you know of any one or any organization or any neighborhood interested in talking with us we are always ready to meet with people. The campaign will have ads in local media including The Observer, Ann Arbor.com, Facebook and Comcast and these will start in the next couple of weeks. Campaign committee volunteers can be seen at the farmers market every Saturday morning answering questions, distributing yards signs, buttons and information. This campaign is built on confidence and trust. When I'm talking with people, I can say here are the facts. This campaign is not built on rumors or innuendo. Being able to submit evidence and data accumulated over the last decade by astute library staff are the most powerful and persuasive arguments. We are not wondering "if we build it will they come", we know "they" are already coming and the building can't accommodate them today, much less tomorrow. To me our new library will be an expression of core values of this community, education and equal access to information for everyone. It will be an exciting place,

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 15, 2012

where cultures are shared, differences of opinion are welcome, ideas collide and innovations explode. I commend the Ann Arbor Library Board of Directors for your leadership and putting this initiative forward at this time. It's my honor to be part of this advocacy group for this great institution. Thank you.

12-208 VI. FINANCIAL REPORTS

Associate Director Nieman reported September showed unrestricted cash balance just over \$14 million. Tax receipts just over \$8.6 million, reflecting 77% of the budgeted amount, have been received. Four line items are over budget but are expected to come into line later in the year.

12-209 VII. APPROVAL OF DISBURSEMENTS
 (Item of action)

Trustee Kaplan, supported by Trustee Surovell, moved to approve the September disbursements.

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

NAYS: None

Motion passed 7-0.

12-210 VIII. DIRECTOR'S REPORT

President Leary reported that Director Parker is absent as she is attending two township meetings tonight to report on the bond proposal. President Leary announced that Director Parker has been appointed by the Governor to serve on the board of the Commission for Blind Persons. She is one of only seven people on the commission.

12-211 IX. NEW BUSINESS

12-212 A. VOTE FOR EXECUTIVE SESSION AT THE NOVEMBER 19, 2012 REGULAR MEETING FOR OPINION OF LEGAL COUNSEL & DISCUSSION OF REAL ESTATE
 (Item of action)
 Roll call vote

Trustee Head, supported by Treasurer Murphy, moved to hold an

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 15, 2012

Executive Session at the November 19, 2012 regular Board meeting for opinion of legal counsel and discussion of real estate.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

12-213 X. ADJOURNMENT

Vice President Rosenthal, supported by Secretary Barney Newman, moved to adjourn the meeting.

President Leary adjourned the meeting at 7:13 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 15, 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 October 2012

Cash:

The unrestricted cash balance as of October 31, 2012 was \$14,955,713 up from \$14,022,264 in September.

Tax Receipts:

The Library has received tax receipts totaling \$10,617,253, 94.7% of the budgeted amount, as of October 31st.

Budget vs. Actual:

The Library showed an operating deficit of \$27,585 through October 31st. This gives the Library a positive fund balance of \$7,937,876 at the end of October, down from \$8,035,415 in September.

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 October:

Purchased Services – The annual payment for the use of the Brainfuse product was made in October.

Communications – A payment for the annual payment for the internet was made in July.

Software – A large payment of approximately \$63,000 was made in October putting this line item over budget.

Supplies – A couple large purchases of IT supplies were made in October.

Other Operating Expenses - This line item will fall back closer to the budget in the near future.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Four Months Ending October 31, 2012

	Actual	October Budget	Variance	Actual	YTD Budget	Variance
Revenue						
Tax Collections - Operating	\$927,667	\$927,667		\$3,710,667	\$3,710,667	
State Aid	6,667	6,667		26,668	26,667	1
Penal Fines	20,833	19,167	1,666	78,334	76,667	1,667
Interest	7,144	12,500	(5,356)	29,001	50,000	(20,999)
Copiers	2,656	2,917	(261)	11,523	11,667	(144)
Grants/Memorials	725	7,500	(6,775)	12,690	30,000	(17,310)
Library Fines & Fees	35,995	37,500	(1,505)	140,494	150,000	(9,506)
Non-Resident Fees	863	1,333	(470)	5,595	5,333	262
Total Revenue	\$1,002,550	\$1,015,251	(\$12,701)	\$4,014,972	\$4,061,001	(\$46,029)
Expenditures						
Salaries & Wages	493,134	483,333	9,801	1,936,809	1,933,333	3,476
Employee Benefits	133,707	130,417	3,290	514,823	521,667	(6,844)
Employment Taxes	35,600	37,000	(1,400)	144,054	148,000	(3,946)
Total Employment Cost	\$662,441	\$650,750	\$11,691	\$2,595,686	\$2,603,000	(\$7,314)
Custodial and Electrical	\$13,173	\$16,667	(\$3,494)	\$57,230	\$66,667	(\$9,437)
Accounting/Audit	1,000	1,000		4,000	4,000	
Legal	6,660	4,167	2,493	17,588	16,667	921
Purchased Services	20,549	11,583	8,966	49,315	46,333	2,982
Utilities	26,645	35,417	(8,772)	139,998	141,667	(1,669)
Property Insurance	6,881	7,000	(119)	27,523	28,000	(477)
Communications	11,419	13,333	(1,914)	78,478	53,333	25,145
Materials	188,119	154,167	33,952	613,858	616,667	(2,809)
Software Licenses/Maintenanc	64,754	10,000	54,754	77,598	40,000	37,598
Building Rental	10,063	12,917	(2,854)	40,253	51,667	(11,414)
Seminars/Conferences/Travel	502	2,083	(1,581)	1,516	8,333	(6,817)
Copier Expense	3,636	3,750	(114)	11,905	15,000	(3,095)
Library Programming	13,863	20,833	(6,970)	82,206	83,333	(1,127)
Grants/Memorials	2,944	7,500	(4,556)	32,847	30,000	2,847
Supplies	17,970	15,000	2,970	63,543	60,000	3,543
Repairs and Maintenance	39,377	24,750	14,627	94,142	99,000	(4,858)
Postage	209	2,917	(2,708)	6,111	11,667	(5,556)
Lcards/Circ Cards	515	5,833	(5,318)	11,906	23,333	(11,427)
Other Operating Expenditures	2,409	1,917	492	10,025	7,667	2,358
Total Operating Expense	\$430,688	\$350,834	\$79,854	\$1,420,042	\$1,403,334	\$16,708
Capital Outlays	\$1,700	\$13,667	(\$11,967)	\$26,829	\$54,667	(\$27,838)
Total Expenditures	\$1,094,829	\$1,015,251	\$79,578	\$4,042,557	\$4,061,001	(\$18,444)
Net	(\$92,279)		(\$92,279)	(\$27,585)		(\$27,585)

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Four Months Ending October 31, 2012

	<u>Actual</u>	<u>October Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$725	\$7,500	(\$6,775)	\$4,875	\$30,000	(\$25,125)
Total Revenue	<u>\$725</u>	<u>\$7,500</u>	<u>(\$6,775)</u>	<u>\$4,875</u>	<u>\$30,000</u>	<u>(\$25,125)</u>
Expenditures						
Materials	290		290	10,074		10,074
Library Programming	1,708	7,500	(5,792)	20,193	30,000	(9,807)
Supplies				385		385
Other Operating Expenditures	389		389	1,637		1,637
Total Operating Expense	<u>\$2,387</u>	<u>\$7,500</u>	<u>(\$5,113)</u>	<u>\$32,289</u>	<u>\$30,000</u>	<u>\$2,289</u>
Total Expenditures	<u>\$2,387</u>	<u>\$7,500</u>	<u>(\$5,113)</u>	<u>\$32,289</u>	<u>\$30,000</u>	<u>\$2,289</u>
Net	<u>(\$1,662)</u>		<u>(\$1,662)</u>	<u>(\$27,414)</u>		<u>(\$27,414)</u>

ANN ARBOR DISTRICT LIBRARY
Friends of the Library
For the Four Months Ending October 31, 2012

	<u>Actual</u>	<u>October Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)		\$30,000	(\$30,000)
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>		<u>\$30,000</u>	<u>(\$30,000)</u>
Expenditures						
Materials				9,784		9,784
Library Programming	637	7,500	(6,863)	12,193	30,000	(17,807)
Supplies				385		385
Other Operating Expenditures	389		389	1,637		1,637
Total Operating Expense	<u>\$1,026</u>	<u>\$7,500</u>	<u>(\$6,474)</u>	<u>\$23,999</u>	<u>\$30,000</u>	<u>(\$6,001)</u>
Total Expenditures	<u>\$1,026</u>	<u>\$7,500</u>	<u>(\$6,474)</u>	<u>\$23,999</u>	<u>\$30,000</u>	<u>(\$6,001)</u>
Net	<u>(\$1,026)</u>		<u>(\$1,026)</u>	<u>(\$23,999)</u>		<u>(\$23,999)</u>

Balance Sheet

ASSETS

As of 10/31/2012

Current Assets:

Cash	
CASH-COMMERCIAL CHECKING	\$18,345.36
CASH-PAYROLL	237,177.76
HOLTREY FUND	331,117.63
CASH-SAVINGS	1,455,557.35
KENISTON FUND	30,275.18
SHAFFER FUND	10,462.17
WESTERMAN FUND	43,054.84
PETTY CASH	2,000.00
WLBPD ACCOUNT	37,084.25
CDs - SHORT TERM	8,000,000.00
	<hr/>
Total Cash	\$10,165,074.54
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,353,273.63
UNITED BANK AND TRUST INVESTMENT	1,889,358.53
	<hr/>
Total Investments	\$5,242,632.16
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$105,002.00
	<hr/>
Total Accounts Receivable	\$105,002.00
Property Taxes Receivable	
	<hr/>
Total Property Taxes Receivable	\$0.00
Prepaid Expenses	
PRE-PAID INSURANCE	\$42,245.32
	<hr/>
Total Prepaid Expenses	\$42,245.32
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Total Current Assets	\$15,554,954.02

Capital Assets:

BUILDINGS	\$25,988,344.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	476,481.00
COMMUNICATIONS EQUIPMENT	431,035.00
BUSINESS MACHINES	175,244.00
COMPUTER EQUIPMENT	1,363,432.33
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 \$32,113,419.15

Amount Provided for Long-Term Debt:

LONG TERM SICK	\$28,025.46
LONG TERM VACATION	228,880.49
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Total Provided for Long-Term Debt	256,905.95
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TOTAL ASSETS \$47,925,279.12

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	(\$9,873.51)
ACCRUED ACCOUNTS PAYABLE	114,000.00
ACCRUED PAYROLL	321,000.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	18.13
ACCRUED EMPLOYER 403(b) - UNDECIDED	34,274.66
ACCRUED 403B/MPSERS EMPLOYER	3,825.32
ACCRUED LIABILITY-VACATION S/T	110,110.96

Total Current Liabilities \$573,355.56

Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$28,025.46
ACCRUED LIABILITY-VACATION L/T	228,880.49

Total Long-Term Liabilities 256,905.95

Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$32,113,419.15
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Fund Balance:

RESERVE-ENCUMBRANCES	\$137,359.00
DEFERRED REVENUE - PROPERTY TAX	6,906,364.00
FUND BALANCE - UNDESIGNATED	7,965,461.08
EXCESS REVENUE (SPENDING)	(27,585.62)

Total Fund Balance \$14,981,598.46

Total Fund Equity \$47,095,017.61

TOTAL LIABILITIES AND FUND EQUITY \$47,925,279.12

Ann Arbor District Library

Rollforward of undesignated fund balance For the Period Ending October 31, 2012

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,035,415	\$ 8,071,490
Total revenues	1,002,550	4,014,972
Expenditures:		
Operating	(1,093,129)	(4,015,728)
Capital outlays	(1,700)	(26,829)
(Increase) decrease in encumbrances	<u>(5,260)</u>	<u>(106,029)</u>
Ending surplus (deficit)	<u>\$ 7,937,876</u>	<u>\$ 7,937,876</u>

Ann Arbor District Library

Monthly and year-to-date cash rollforward For Period ending October 31, 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 rollforward					
Commercial checking	\$ 31,856	\$ 14,019	\$ (597,530)	\$ 570,000	\$ 18,345
Payroll	17,156	5	(439,477)	659,494	237,178
Petty cash	2,000	-	-	-	2,000
Savings	1,735,350	2,025,898	(76,197)	(2,229,494)	1,455,557
CDs - Bank of Ann Arbor	7,000,000	-	-	1,000,000	8,000,000
Investments - Bank of Ann Arbor	3,347,429	5,845	-	-	3,353,274
Investments - United Bank and Trust	1,888,473	886	-	-	1,889,359
Westernman Fund	43,051	4	-	-	43,055
Shafer Fund	10,461	1	-	-	10,462
Holtrey Fund	331,073	45	-	-	331,118
Keniston Fund	30,272	3	-	-	30,275
WLBPD	37,081	3	-	-	37,084
	<u>\$ 14,474,202</u>	<u>\$ 2,046,709</u>	<u>\$ (1,113,204)</u>	<u>\$ -</u>	<u>\$ 15,407,707</u>
Year-to-date rollforward					
Commercial checking	\$ 13,935	\$ 50,263	\$ (2,014,853)	\$ 1,969,000	\$ 18,345
Payroll	17,412	26	(2,018,922)	2,238,662	237,178
Petty cash	2,000	-	-	-	2,000
Savings	695,424	11,185,052	(217,257)	(10,207,662)	1,455,557
CDs - Bank of Ann Arbor	2,000,000	-	-	6,000,000	8,000,000
Investments - Bank of Ann Arbor	3,331,486	21,788	-	-	3,353,274
Investments - United Bank and Trust	1,869,257	20,102	-	-	1,889,359
Westernman Fund	43,040	15	-	-	43,055
Shafer Fund	10,459	3	-	-	10,462
Holtrey Fund	330,949	169	-	-	331,118
Keniston Fund	30,265	10	-	-	30,275
WLBPD	37,022	62	-	-	37,084
	<u>\$ 8,381,249</u>	<u>\$ 11,277,490</u>	<u>\$ (4,251,032)</u>	<u>\$ -</u>	<u>\$ 15,407,707</u>

System: 11/13/2012 10:03:22 AM
 User Date: 11/13/2012

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 1
 User ID: NIEMANK

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	10/1/2012
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
044747	3M	3M COMPANY	10/30/2012	CHECK	PMCHK00001497	\$900.00
044584	4IMPRINT	4IMPRINT, INC	10/5/2012	CHECK	PMCHK00001492	\$739.08
044633	4IMPRINT	4IMPRINT, INC	10/11/2012	CHECK	PMCHK00001493	\$1,171.03
044669	AGRSER	A GROWING SERVICE LLC	10/17/2012	CHECK	PMCHK00001495	\$340.00
044635	AIMGAR	AIMEE GARGUS	10/11/2012	CHECK	PMCHK00001493	\$32.75
044670	ALLHANDS	ALL HANDS ACTIVE	10/17/2012	CHECK	PMCHK00001495	\$250.00
044636	ALLPRI	ALLEGRA PRINTING	10/11/2012	CHECK	PMCHK00001493	\$130.00
044709	ALLPRI	ALLEGRA PRINTING	10/23/2012	CHECK	PMCHK00001496	\$328.09
044749	AMASCH	AMANDA SCHOTT	10/30/2012	CHECK	PMCHK00001497	\$39.68
044748	AMACOM	AMAZON.COM CREDIT PLAN	10/30/2012	CHECK	PMCHK00001497	\$3,819.03
044637	AMEX	AMERICAN EXPRESS	10/11/2012	CHECK	PMCHK00001493	\$77,626.95
044586	ALA2	AMERICAN LIBRARY ASSOCIATION	10/5/2012	CHECK	PMCHK00001492	\$140.50
044634	AACONV	ANN ARBOR CONVENTION AND VISIT	10/11/2012	CHECK	PMCHK00001493	\$100.00
044587	ANNARB	ANN ARBOR OBSERVER	10/5/2012	CHECK	PMCHK00001492	\$1,688.40
044588	ARBSPR	ARBOR SPRING WATER CO.	10/5/2012	CHECK	PMCHK00001492	\$27.60
044621	AROKAU	ARON KAUFMAN	10/5/2012	CHECK	PMCHK00001492	\$100.00
044671	ATTMOB	AT&T MOBILITY	10/17/2012	CHECK	PMCHK00001495	\$1,429.80
044672	BBCAUD	AUDIO GO	10/17/2012	CHECK	PMCHK00001495	\$1,065.90
044710	BATPLU	BATTERIES PLUS	10/23/2012	CHECK	PMCHK00001496	\$87.91
044750	BEADEL	BEAU DELOACH	10/30/2012	CHECK	PMCHK00001497	\$25.00
044638	BELLEIRE	BELLE TIRE	10/11/2012	CHECK	PMCHK00001493	\$435.96
044589	BENMIC	BENZ MICROSCOPE OPTICS CENTER	10/5/2012	CHECK	PMCHK00001492	\$3,783.00
044622	BETBAT	BETH BATTEY	10/5/2012	CHECK	PMCHK00001492	\$300.00
044673	BETMAN	BETH MANUEL	10/17/2012	CHECK	PMCHK00001495	\$23.25
044711	BETBEC	BETSY BECKERMAN	10/23/2012	CHECK	PMCHK00001496	\$200.00
044751	BETBEC	BETSY BECKERMAN	10/30/2012	CHECK	PMCHK00001497	\$500.00
044674	BLAAUD	BLACKSTONE AUDIO BOOKS	10/17/2012	CHECK	PMCHK00001495	\$1,744.20
044596	DICBLI	BLICK ART MATERIALS	10/5/2012	CHECK	PMCHK00001492	\$97.04
044712	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	10/23/2012	CHECK	PMCHK00001496	\$50,419.67
044713	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	10/23/2012	CHECK	PMCHK00001496	\$9,922.04
044639	BOOWHO	BOOK WHOLESALERS, INC.	10/11/2012	CHECK	PMCHK00001493	\$247.86
044675	BP	BP	10/17/2012	CHECK	PMCHK00001495	\$555.03
044752	BRAINFUSE	BRAINFUSE, INC.	10/30/2012	CHECK	PMCHK00001497	\$15,000.00
044640	BREWER	BREWER'S	10/11/2012	CHECK	PMCHK00001493	\$510.42
044676	BRIAUD	BRILLIANCE AUDIO, INC.	10/17/2012	CHECK	PMCHK00001495	\$1,383.75
044677	BRODCO	BRODART CO.	10/17/2012	CHECK	PMCHK00001495	\$196.15
044641	BUSVAL	BUSCH'S, INC.	10/11/2012	CHECK	PMCHK00001493	\$311.81
044590	BUSCAR	BUSINESS CARD	10/5/2012	CHECK	PMCHK00001492	\$5,478.32
044642	CARBRO	CARPENTER BROS.	10/11/2012	CHECK	PMCHK00001493	\$11.98
044623	CATARA	CATALINA ARANGO	10/5/2012	CHECK	PMCHK00001492	\$100.00
044591	CDW-G	CDW GOVERNMENT, INC.	10/5/2012	CHECK	PMCHK00001492	\$4,630.67
044714	CDW-G	CDW GOVERNMENT, INC.	10/23/2012	CHECK	PMCHK00001496	\$9,039.00
044715	CELCHO	CELESTE CHOATE	10/23/2012	CHECK	PMCHK00001496	\$137.67
044643	CINCOR	CINTAS CORPORATION	10/11/2012	CHECK	PMCHK00001493	\$1,427.26
044753	CITOF1	CITY OF ANN ARBOR TREASURER	10/30/2012	CHECK	PMCHK00001497	\$288.00
044593	COMCAS	COMCAST	10/5/2012	CHECK	PMCHK00001492	\$124.38
044678	COMCAS	COMCAST	10/17/2012	CHECK	PMCHK00001495	\$34.87
044592	COMALLW	COMPUTER ALLEY WEST	10/5/2012	CHECK	PMCHK00001492	\$169.00
044644	COMALLW	COMPUTER ALLEY WEST	10/11/2012	CHECK	PMCHK00001493	\$431.00
044668	COTINN	COTTAGE INN CATERING SERVICES	10/15/2012	CHECK	PMCHK00001494	\$195.00
044716	CULHIS	CULLINARY HISTORIANS OF ANN ARB	10/23/2012	CHECK	PMCHK00001496	\$20.00
044679	DELTA	DELTA COLLEGE LIBRARY	10/17/2012	CHECK	PMCHK00001495	\$20.00
044594	DELDR	DELUXE DRAPERY & SHADE CO.	10/5/2012	CHECK	PMCHK00001492	\$300.00
044595	DEMCO	DEMCO	10/5/2012	CHECK	PMCHK00001492	\$4,118.11
044680	DRYLIB	DRYDEN TOWNSHIP LIBRARY	10/17/2012	CHECK	PMCHK00001495	\$15.93
044717	DTEENE	DTE ENERGY	10/23/2012	CHECK	PMCHK00001496	\$25,957.08

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
044754	DYKGOS	DYKEMA GOSSETT	10/30/2012	CHECK	PMCHK00001497	\$6,660.30
044645	EARADV	EARLY ADVANTAGE	10/11/2012	CHECK	PMCHK00001493	\$3,900.00
044681	EDCEDU	EDC EDUCATIONAL SERVICE USBORN	10/17/2012	CHECK	PMCHK00001495	\$4,814.16
044597	ELILAW	ELITE LAWN & LANDSCAPE, INC.	10/5/2012	CHECK	PMCHK00001492	\$5,010.82
044718	ELILAW	ELITE LAWN & LANDSCAPE, INC.	10/23/2012	CHECK	PMCHK00001496	\$5,395.86
044719	ELLROS	ELLIOTT ROSS	10/23/2012	CHECK	PMCHK00001496	\$100.00
044628	ERISCH	ERIC SCHOENBAECHLER	10/5/2012	CHECK	PMCHK00001492	\$171.50
044755	ERIHLE	ERIN HELMRICH	10/30/2012	CHECK	PMCHK00001497	\$55.94
044646	FRIOF	FRIENDS OF THE ANN ARBOR	10/11/2012	CHECK	PMCHK00001493	\$1,425.75
044700	THOGAL	GALE	10/17/2012	CHECK	PMCHK00001495	\$1,542.10
044721	GARISTE	GARI STEIN	10/23/2012	CHECK	PMCHK00001496	\$100.00
044768	WGRRAI	GRAINGER	10/30/2012	CHECK	PMCHK00001497	\$377.52
044613	GRARAP	GRAND RAPIDS PUBLIC LIBRARY	10/5/2012	CHECK	PMCHK00001492	\$238.18
044598	GRANEW	GRAVOGRAPH-NEW HERMES, INC.	10/5/2012	CHECK	PMCHK00001492	\$1,481.00
044722	GRELAK2	GREAT LAKES AUTOMATIC DOOR, IN	10/23/2012	CHECK	PMCHK00001496	\$477.21
044720	FIRMAR	GREEN ROAD ASSOCIATES, LP	10/23/2012	CHECK	PMCHK00001496	\$3,208.33
044683	HOLTOW	HOLLY TOWNSHIP LIBRARY	10/17/2012	CHECK	PMCHK00001495	\$8.00
044647	HURCAM	HURON CAMERA SERVICE, INC.	10/11/2012	CHECK	PMCHK00001493	\$1,699.99
044723	HUTPLU	HUTZEL PLUMBING AND HEATING	10/23/2012	CHECK	PMCHK00001496	\$2,400.00
044684	INGLIB	INGRAM LIBRARY SERVICES INC.	10/17/2012	CHECK	PMCHK00001495	\$756.14
044685	INNINT	INNOVATIVE INTERFACES, INC.	10/17/2012	CHECK	PMCHK00001495	\$63,876.00
044624	JADZUB	JADE ZUBERI	10/5/2012	CHECK	PMCHK00001492	\$300.00
044686	JAMWHI	JAMES WHITE LIBRARY	10/17/2012	CHECK	PMCHK00001495	\$120.00
044724	KATGOO	KATHRYN GOODSON	10/23/2012	CHECK	PMCHK00001496	\$100.00
044648	KATCHY	KATIE CHYNOWETH	10/11/2012	CHECK	PMCHK00001493	\$34.63
044649	KOLOSS	KOLOSSOS	10/11/2012	CHECK	PMCHK00001493	\$520.99
044599	LEACEN	LEARNING CENTER	10/5/2012	CHECK	PMCHK00001492	\$377.50
044757	LEXMAT	LEXISNEXIS MATTHEW BENDER	10/30/2012	CHECK	PMCHK00001497	\$109.44
044600	LIBDES	LIBRARY DESIGN ASSOCIATES, INC	10/5/2012	CHECK	PMCHK00001492	\$58.00
044650	LIRZHE	LIRONG ZHENG	10/11/2012	CHECK	PMCHK00001493	\$31.30
044756	LCAESPIZ	LITTLE CAESARS PIZZA	10/30/2012	CHECK	PMCHK00001497	\$60.50
044758	MAGNET	MAGNET	10/30/2012	CHECK	PMCHK00001497	\$24.95
044730	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	10/23/2012	CHECK	PMCHK00001496	\$226.29
044625	MARDOM	MARXENGELS DOMINGUEZ	10/5/2012	CHECK	PMCHK00001492	\$100.00
044601	MASCOM	MEDCO SUPPLY COMPANY	10/5/2012	CHECK	PMCHK00001492	\$29.70
044602	METCOM	METCOM	10/5/2012	CHECK	PMCHK00001492	\$137.50
044759	METLIFE	METLIFE SBC	10/30/2012	CHECK	PMCHK00001497	\$7,477.47
044726	MICKRE	MICHELLE KRELL KYDD	10/23/2012	CHECK	PMCHK00001496	\$500.00
044725	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	10/23/2012	CHECK	PMCHK00001496	\$1,822.70
044652	MIMUNC	MICHIGAN MUNICIPAL WORKER'S CO	10/11/2012	CHECK	PMCHK00001493	\$6,111.00
044629	MICOFF	MICHIGAN OFFICE SOLUTIONS	10/5/2012	CHECK	PMCHK00001492	\$1,565.49
044603	MICPRI	MICHIGAN PRINTER SERVICE	10/5/2012	CHECK	PMCHK00001492	\$146.50
044728	MICSTA2	MICHIGAN STATE UNIVERSITY	10/23/2012	CHECK	PMCHK00001496	\$200.00
044651	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	10/11/2012	CHECK	PMCHK00001493	\$20,517.73
044727	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	10/23/2012	CHECK	PMCHK00001496	\$5,085.00
044687	MIDTAP	MIDWEST TAPE	10/17/2012	CHECK	PMCHK00001495	\$43,594.92
044585	AANEWS	MLIVE MEDIA GROUP	10/5/2012	CHECK	PMCHK00001492	\$1,175.76
044708	AANEWS	MLIVE MEDIA GROUP	10/23/2012	CHECK	PMCHK00001496	\$1,959.60
044729	MONHIG	MONICA HIGMAN	10/23/2012	CHECK	PMCHK00001496	\$100.00
044626	MORGRU	MORGAN GRUBOLA	10/5/2012	CHECK	PMCHK00001492	\$100.00
044653	NEWVID	NEW VIDEO GROUP, INC	10/11/2012	CHECK	PMCHK00001493	\$350.00
044688	NEWSBAN	NEWSBANK	10/17/2012	CHECK	PMCHK00001495	\$2,615.00
044604	NICWIL	NICHOLAS WILCOX	10/5/2012	CHECK	PMCHK00001492	\$800.00
044689	NILDIS	NILES DISTRICT LIBRARY	10/17/2012	CHECK	PMCHK00001495	\$15.00
044654	NOWTRU	NOWATZKE TRUCK AND TRAILER, IN	10/11/2012	CHECK	PMCHK00001493	\$152.20
044655	NUWAVE	NUWAVE AQUARIUMS	10/11/2012	CHECK	PMCHK00001493	\$219.00
044614	OAKCOM	OAKLAND COMMUNITY COLLEGE	10/5/2012	CHECK	PMCHK00001492	\$306.90
044731	OCLINS	OCLC, INC.	10/23/2012	CHECK	PMCHK00001496	\$3,595.38
044605	OFFDEP	OFFICE DEPOT, INC.	10/5/2012	CHECK	PMCHK00001492	\$1,401.69
044656	OFFDEP	OFFICE DEPOT, INC.	10/11/2012	CHECK	PMCHK00001493	\$438.68
044690	OPPLIB	OPPERMAN MEMORIAL LIBRARY	10/17/2012	CHECK	PMCHK00001495	\$6.99
044733	PIOJAN	PIONEER JANITORIAL SERVICE	10/23/2012	CHECK	PMCHK00001496	\$10,398.41
044606	PITCHA	PITTSFIELD CHARTER TOWNSHIP	10/5/2012	CHECK	PMCHK00001492	\$88.50

System: 11/13/2012 10:03:22 AM
 User Date: 11/13/2012

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 3
 User ID: NIEMANK

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
044760	PITCHA	PITTSFIELD CHARTER TOWNSHIP	10/30/2012	CHECK	PMCHK00001497	\$121.53
044615	PLYDIS	PLYMOUTH DISTRICT LIBRARY	10/5/2012	CHECK	PMCHK00001492	\$39.95
044616	PORDIS	PORTAGE DISTRICT LIBRARY	10/5/2012	CHECK	PMCHK00001492	\$15.00
044630	PREBUSP	PREMIER BUSINESS PRODUCTS	10/5/2012	CHECK	PMCHK00001492	\$3,172.00
044657	PRITEC	PRINT TECH INC.	10/11/2012	CHECK	PMCHK00001493	\$1,978.69
044734	PRITEC	PRINT TECH INC.	10/23/2012	CHECK	PMCHK00001496	\$2,272.82
044732	PALENV	PRINTLINK-PALMER	10/23/2012	CHECK	PMCHK00001496	\$224.10
044761	PRIORITY	PRIORITY HEALTH	10/30/2012	CHECK	PMCHK00001497	\$10,092.40
044658	PSFUR	PS FURNITURE	10/11/2012	CHECK	PMCHK00001493	\$3,825.50
044659	QUANTA	QUANTA, INC.	10/11/2012	CHECK	PMCHK00001493	\$258.06
044607	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	10/5/2012	CHECK	PMCHK00001492	\$2,775.00
044736	RACYAN	RACHEL YANIKOGLU	10/23/2012	CHECK	PMCHK00001496	\$43.23
044691	RANHOV	RANDOM HOUSE, INC.	10/17/2012	CHECK	PMCHK00001495	\$1,624.17
044693	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	10/17/2012	CHECK	PMCHK00001495	\$18.00
044692	RECBOO	RECORDED BOOKS, INC.	10/17/2012	CHECK	PMCHK00001495	\$4,817.60
044762	REPPAR	REPUBLIC PARKING	10/30/2012	CHECK	PMCHK00001497	\$140.00
044737	RICBUS	RICOH AMERICAS CORP	10/23/2012	CHECK	PMCHK00001496	\$273.00
044763	RICBUS	RICOH AMERICAS CORP	10/30/2012	CHECK	PMCHK00001497	\$936.04
044694	ROCHIL	ROCHESTER HILLS PUBLIC LIBRARY	10/17/2012	CHECK	PMCHK00001495	\$64.98
044738	ROOSRO	ROOSROAST	10/23/2012	CHECK	PMCHK00001496	\$176.00
044608	ROYLIM	ROYAL LIMOUSINE	10/5/2012	CHECK	PMCHK00001492	\$182.90
044660	RTI	RTI	10/11/2012	CHECK	PMCHK00001493	\$1,014.95
044739	SARKEL	SARA MELTON KELLER	10/23/2012	CHECK	PMCHK00001496	\$100.00
044764	SARKEL	SARA MELTON KELLER	10/30/2012	CHECK	PMCHK00001497	\$525.00
044696	SCHSEC	SCHILKE SECURITY	10/17/2012	CHECK	PMCHK00001495	\$110.00
044661	SCHELE	SCHINDLER ELEVATOR CORPORATION	10/11/2012	CHECK	PMCHK00001493	\$580.87
044695	SCHLIB	SCHOLASTIC LIBRARY PUBLISHING	10/17/2012	CHECK	PMCHK00001495	\$828.95
044662	SELAUTO	SELECT AUTO SERVICE	10/11/2012	CHECK	PMCHK00001493	\$419.21
044617	SHIDIS	SHIAWASSEE DISTRICT LIBRARY	10/5/2012	CHECK	PMCHK00001492	\$15.00
044682	ELDINS	SIDESTREET DISTRIBUTING	10/17/2012	CHECK	PMCHK00001495	\$194.24
044663	SIGIN	SIGNS IN 1 DAY	10/11/2012	CHECK	PMCHK00001493	\$380.00
044765	SIGIN	SIGNS IN 1 DAY	10/30/2012	CHECK	PMCHK00001497	\$380.00
044664	SPRINT	SPRINT PCS	10/11/2012	CHECK	PMCHK00001493	\$517.23
044665	STAHAR	STADIUM HARDWARE	10/11/2012	CHECK	PMCHK00001493	\$220.81
044666	STAPLE	STAPLES ADVANTAGE	10/11/2012	CHECK	PMCHK00001493	\$82.07
044766	STEOSB	STEVE OSBURN	10/30/2012	CHECK	PMCHK00001497	\$25.00
044697	SUPERD	SUPER D	10/17/2012	CHECK	PMCHK00001495	\$352.06
044698	TANMED	TANTOR MEDIA	10/17/2012	CHECK	PMCHK00001495	\$400.97
044631	TDSMET	TDS METROCOM	10/5/2012	CHECK	PMCHK00001492	\$4,032.69
044699	TEACOM	TEACHING COMPANY/THE//	10/17/2012	CHECK	PMCHK00001495	\$539.75
044740	TERDIC	TERENCE DICKINSON	10/23/2012	CHECK	PMCHK00001496	\$900.00
044609	TERRYB	TERRYBERRY	10/5/2012	CHECK	PMCHK00001492	\$385.03
044741	THAELE	THALNER ELECTRONICS	10/23/2012	CHECK	PMCHK00001496	\$500.00
044735	PROSTA//THE	THE PRODUCE STATION	10/23/2012	CHECK	PMCHK00001496	\$175.00
044767	TIMGRI	TIM GRIMES	10/30/2012	CHECK	PMCHK00001497	\$557.00
044667	TONBIC	TONIA BICKFORD	10/11/2012	CHECK	PMCHK00001493	\$31.64
044627	TONCLI	TONY CLIFF	10/5/2012	CHECK	PMCHK00001492	\$100.00
044701	TRASWI	TRACY SWINBURN	10/17/2012	CHECK	PMCHK00001495	\$600.00
044702	ULVCRO	ULVERCROFT USA	10/17/2012	CHECK	PMCHK00001495	\$192.83
044742	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	10/23/2012	CHECK	PMCHK00001496	\$1,494.65
044610	UNIPAR	UNITED PARCEL SERVICE	10/5/2012	CHECK	PMCHK00001492	\$48.70
044618	UNIPAR	UNITED PARCEL SERVICE	10/5/2012	CHECK	PMCHK00001492	\$52.30
044703	UNIPAR	UNITED PARCEL SERVICE	10/17/2012	CHECK	PMCHK00001495	\$31.28
044743	UNUMPRO	UNUM LIFE INSURANCE	10/23/2012	CHECK	PMCHK00001496	\$2,874.42
044632	VERWIRC	VERIZON WIRELESS	10/5/2012	CHECK	PMCHK00001492	\$264.55
044704	VERWIRC	VERIZON WIRELESS	10/17/2012	CHECK	PMCHK00001495	\$201.44
044705	VICDUR	VICTORIA FORMAN DURANONA	10/17/2012	CHECK	PMCHK00001495	\$50.00
044769	VOGLOC	VOGEL'S LOCK & SAFE REPAIRS	10/31/2012	CHECK	PMCHK00001498	\$120.00
044706	WASHLIB	WASHTENAW COUNTY MAPSTORE	10/17/2012	CHECK	PMCHK00001495	\$105.00
044611	WASHTR	WASHTENAW COUNTY TREASURER	10/5/2012	CHECK	PMCHK00001492	\$60,664.77
044612	WASMAN	WASTE MANAGEMENT OF MICHIGAN	10/5/2012	CHECK	PMCHK00001492	\$186.10
044619	WSULIB	WAYNE STATE UNIVERSITY LIBRARI	10/5/2012	CHECK	PMCHK00001492	\$65.00
044744	WEBINN	WEBERS INN	10/23/2012	CHECK	PMCHK00001496	\$50.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
044745	WESENT	WESTGATE ENTERPRISES, LLC	10/23/2012	CHECK	PMCHK00001496	\$6,855.00
044746	WPFLIB	WILLIAM P. FAUST LIBRARY OF WE	10/23/2012	CHECK	PMCHK00001496	\$20.00
044707	WORBOO	WORLD BOOK, INC.	10/17/2012	CHECK	PMCHK00001495	\$636.00
044620	YPSDIS	YPSILANTI DISTRICT LIBRARY	10/5/2012	CHECK	PMCHK00001492	\$9.99
Total Checks: 186						Total Amount of Checks: \$565,784.16

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 12-229**

RESOLUTION TO ACCEPT THE 2011-2012 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 19th day of November 2012 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To accept the 2011-2012 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 vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

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,
Building Programs
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