



*Ann Arbor District Library*  
**Regular Meeting**  
**Agenda**

**Monday, October 15, 2012**

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Published by Ann Arbor District Library

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## October 2012

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

## November 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	<b>12 Closed Staff Day</b>	13	14	15	16	17
18	<b>19 AADL Board Mtg</b>	20	21	<b>22 Library Closed</b>	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	<b>17 AADL Board Mtg</b>	18	19	20	21	22
23 <hr style="border: 1px solid black;"/>	<b>24 Library Closed</b> <hr style="border: 1px solid black;"/>	<b>25 Library Closed</b>	26	27	28	29

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, October 15, 2012 at 7:00 p.m.  
 Ann Arbor District Library, 4<sup>th</sup> Floor Board Room  
 343 S. Fifth Avenue, Ann Arbor, MI 48104

## REGULAR MEETING AGENDA

- 12-203 I. CALL TO ORDER
- 12-204 II. ATTENDANCE
- 12-205 III. APPROVAL OF AGENDA (p. 1)  
 (Item of action)
- 12-206 IV. APPROVAL OF MINUTES OF SEPTEMBER 24, 2012 (pp. 2-5 )  
 (Item of action)
- 12-207 V. CITIZENS' COMMENTS
- 12-208 VI. FINANCIAL REPORTS (pp. 6-13)
- 12-209 VII. APPROVAL OF DISBURSEMENTS (pp. 14-15)  
 (Item of action)
- 12-210 VIII. DIRECTOR'S REPORT
- 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
- 12-213 X. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 24, 2012

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, SEPTEMBER 24, 2012**

12-186 I. CALL TO ORDER

President Leary called the meeting to order at 6:03 p.m.

12-187 II. ATTENDANCE

Present: Head, Kaplan (arrived 7:00 p.m.), Leary, Murphy,  
 Barney Newman, Rosenthal (arrived 6:10 p.m.), Surovell  
 Absent: None  
 Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)  
 Others: Dan Schairbaum, Dykema

12-188 III. VOTE FOR EXECUTIVE SESSION FOR DISCUSSION OF  
 REAL ESTATE

(Item of action)  
 Roll call vote

Trustee Surovell, supported by Secretary Barney Newman, moved  
 to include in the Executive Session a discussion of real estate.

A roll call vote was taken.

AYES: Head, Leary, Murphy, Barney Newman, Surovell  
 NAYS: None

Motion passed 5-0.

12-189 IV. RECESS TO EXECUTIVE SESSION FOR OPINION OF  
 LEGAL COUNSEL & DISCUSSION OF REAL ESTATE

12-190 V. RECONVENE REGULAR MEETING AT 7:00 PM

President Leary reconvened the meeting at 7:06 p.m.

12-191 VI. APPROVAL OF AGENDA  
 (Item of action)

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 24, 2012

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.

12-192 VII. APPROVAL OF MINUTES OF AUGUST 20, 2012  
 (Item of action)

Secretary Barney Newman, supported by Trustee Kaplan, moved to approve the minutes of August 20, 2012.

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

NAYS: None

Motion passed 7-0.

12-193 VIII. CITIZENS' COMMENTS

There were no citizens' comments.

12-194 IX. FINANCIAL REPORTS

Associate Director Nieman reported August showed unrestricted cash balance just over \$13 million. Tax receipts just over \$7.1 million, reflecting 64% of the budgeted amount, have been received. Three line items are over budget but are expected to come into line later in the year.

12-195 X. APPROVAL OF DISBURSEMENTS  
 (Item of action)

Trustee Head, supported by Treasurer Murphy, moved to approve the August disbursements.

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

NAYS: None

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 24, 2012

Motion passed 7-0.

12-196 XI. COMMITTEE REPORTS

12-197 A. FACILITIES COMMITTEE

Vice President Rosenthal reported the Facilities Committee had met and continues to discuss the downtown library building.

12-198 B. FINANCE COMMITTEE

Treasurer Murphy reported the Finance Committee had met, discussed the downtown library building and the progress of the 2011-2012 audit.

12-199 XII. DIRECTOR'S REPORT

Director Parker acknowledged Terry Soave and the Outreach Department for the WLBPB's best practices recently highlighted in a National Library Service for the Blind and Physically Handicapped publication.

Director Parker presented an update on the progress of the 2010-2015 Strategic Plan.

President Leary stated that all staff is to be complimented on the progress of the Strategic Plan.

12-200 XIII. NEW BUSINESS

12-201 A. VOTE FOR EXECUTIVE SESSION AT THE OCTOBER 15, 2012 REGULAR MEETING FOR OPINION OF LEGAL COUNSEL & DISCUSSION OF REAL ESTATE

(Item of action)

Roll call vote

Vice President Rosenthal, supported by Trustee Head, moved to hold an Executive Session at the September 24, 2012 regular Board meeting for opinion of legal counsel and discussion of real estate.

A roll call vote was taken.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 24, 2012

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

NAYS: None

Motion passed 7-0.

12-202      XIV.      ADJOURNMENT

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

President Leary adjourned the meeting at 7:20 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 September 24, 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.

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Secretary

## Ann Arbor District Library Financial Summary for September 2012

### **Cash:**

The unrestricted cash balance as of September 30, 2012 was \$14,022,264 up from \$13,295,765 in August.

### **Tax Receipts:**

The Library has received tax receipts totaling \$8,646,298, 77.2% of the budgeted amount, as of September 30th.

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

The Library showed an operating surplus of \$64,694 through September 30th. This gives the Library a positive fund balance of \$8,035,415 at the end of September, up from \$8,034,003 in August.

### **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 September:

Utilities – Energy costs were a bit higher than normal in the first quarter of the year.

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

Library Programming and Grant Expense – Large purchases for the summer reading game were made in September.

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



ANN ARBOR DISTRICT LIBRARY  
Operating  
For the Three Months Ending September 30, 2012

	September			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Revenue</b>						
Tax Collections - Operating	\$927,667	\$927,667		\$2,783,000	\$2,783,000	
State Aid	6,667	6,667		20,001	20,000	1
Penal Fines	19,167	19,167		57,501	57,500	1
Interest	707	12,500	(11,793)	21,856	37,500	(15,644)
Copiers	2,952	2,917	35	8,866	8,750	116
Grants/Memorials	3,600	7,500	(3,900)	11,965	22,500	(10,535)
Library Fines & Fees	32,117	37,500	(5,383)	104,499	112,500	(8,001)
Non-Resident Fees	1,913	1,333	580	4,732	4,000	732
<b>Total Revenue</b>	<b>\$994,790</b>	<b>\$1,015,251</b>	<b>(\$20,461)</b>	<b>\$3,012,420</b>	<b>\$3,045,750</b>	<b>(\$33,330)</b>
<b>Expenditures</b>						
Salaries & Wages	460,982	483,333	(22,351)	1,443,675	1,450,000	(6,325)
Employee Benefits	129,188	130,417	(1,229)	381,116	391,250	(10,134)
Employment Taxes	34,280	37,000	(2,720)	108,454	111,000	(2,546)
<b>Total Employment Cost</b>	<b>\$624,450</b>	<b>\$650,750</b>	<b>(\$26,300)</b>	<b>\$1,933,245</b>	<b>\$1,952,250</b>	<b>(\$19,005)</b>
Custodial and Electrical	\$16,744	\$16,667	\$77	\$44,056	\$50,000	(\$5,944)
Accounting/Audit	1,000	1,000		3,000	3,000	
Legal	2,276	4,167	(1,891)	10,927	12,500	(1,573)
Purchased Services	11,898	11,583	315	28,766	34,750	(5,984)
Utilities	41,190	35,417	5,773	113,354	106,250	7,104
Property Insurance	6,881	7,000	(119)	20,642	21,000	(358)
Communications	8,932	13,333	(4,401)	67,060	40,000	27,060
Materials	194,974	154,167	40,807	425,739	462,500	(36,761)
Software Licenses/Maintenanc	1,650	10,000	(8,350)	12,844	30,000	(17,156)
Building Rental	10,063	12,917	(2,854)	30,190	38,750	(8,560)
Seminars/Conferences/Travel	545	2,083	(1,538)	1,014	6,250	(5,236)
Copier Expense	4,701	3,750	951	8,269	11,250	(2,981)
Library Programming	25,084	20,833	4,251	68,342	62,500	5,842
Grants/Memorials	14,907	7,500	7,407	29,903	22,500	7,403
Supplies	16,380	15,000	1,380	45,572	45,000	572
Repairs and Maintenance	12,116	24,750	(12,634)	54,765	74,250	(19,485)
Postage	767	2,917	(2,150)	5,902	8,750	(2,848)
Lcards/Circ Cards	7,677	5,833	1,844	11,391	17,500	(6,109)
Other Operating Expenditures	579	1,917	(1,338)	7,616	5,750	1,866
<b>Total Operating Expense</b>	<b>\$378,364</b>	<b>\$350,834</b>	<b>\$27,530</b>	<b>\$989,352</b>	<b>\$1,052,500</b>	<b>(\$63,148)</b>
Capital Outlays	\$5,565	\$13,667	(\$8,102)	\$25,129	\$41,000	(\$15,871)
<b>Total Expenditures</b>	<b>\$1,008,379</b>	<b>\$1,015,251</b>	<b>(\$6,872)</b>	<b>\$2,947,726</b>	<b>\$3,045,750</b>	<b>(\$98,024)</b>
<b>Net</b>	<b>(\$13,589)</b>		<b>(\$13,589)</b>	<b>\$64,694</b>		<b>\$64,694</b>

ANN ARBOR DISTRICT LIBRARY  
Grant Administration  
For the Three Months Ending September 30, 2012

	<u>Actual</u>	<u>September Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$3,600	\$7,500	(\$3,900)	\$4,150	\$22,500	(\$18,350)
Total Revenue	<u>\$3,600</u>	<u>\$7,500</u>	<u>(\$3,900)</u>	<u>\$4,150</u>	<u>\$22,500</u>	<u>(\$18,350)</u>
Expenditures						
Materials	4,900		4,900	9,784		9,784
Library Programming	9,212	7,500	1,712	18,486	22,500	(4,014)
Supplies	385		385	385		385
Other Operating Expenditures	410		410	1,248		1,248
Total Operating Expense	<u>\$14,907</u>	<u>\$7,500</u>	<u>\$7,407</u>	<u>\$29,903</u>	<u>\$22,500</u>	<u>\$7,403</u>
Total Expenditures	<u>\$14,907</u>	<u>\$7,500</u>	<u>\$7,407</u>	<u>\$29,903</u>	<u>\$22,500</u>	<u>\$7,403</u>
Net	<u>(\$11,307)</u>		<u>(\$11,307)</u>	<u>(\$25,753)</u>		<u>(\$25,753)</u>

ANN ARBOR DISTRICT LIBRARY  
Friends of the Library  
For the Three Months Ending September 30, 2012

	<u>Actual</u>	<u>September Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)		\$22,500	(\$22,500)
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>		<u>\$22,500</u>	<u>(\$22,500)</u>
Expenditures						
Materials	4,900		4,900	9,784		9,784
Library Programming	2,283	7,500	(5,217)	11,556	22,500	(10,944)
Supplies	385		385	385		385
Other Operating Expenditures	410		410	1,248		1,248
Total Operating Expense	<u>\$7,978</u>	<u>\$7,500</u>	<u>\$478</u>	<u>\$22,973</u>	<u>\$22,500</u>	<u>\$473</u>
Total Expenditures	<u>\$7,978</u>	<u>\$7,500</u>	<u>\$478</u>	<u>\$22,973</u>	<u>\$22,500</u>	<u>\$473</u>
Net	<u>(\$7,978)</u>		<u>(\$7,978)</u>	<u>(\$22,973)</u>		<u>(\$22,973)</u>

Balance Sheet

**ASSETS**

As of 9/30/2012

Current Assets:

Cash	
CASH-COMMERCIAL CHECKING	\$31,856.17
CASH-PAYROLL	17,155.83
HOLTREY FUND	331,072.73
CASH-SAVINGS	1,735,350.30
KENISTON FUND	30,272.44
SHAFER FUND	10,461.22
WESTERMAN FUND	43,050.95
PETTY CASH	2,000.00
WLBPD ACCOUNT	37,080.90
CDs - SHORT TERM	7,000,000.00
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Total Cash	\$9,238,300.54
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,347,428.63
UNITED BANK AND TRUST INVESTMENT	1,888,472.53
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Total Investments	\$5,235,901.16
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$77,502.00
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Total Accounts Receivable	\$77,502.00
Property Taxes Receivable	
	<hr/>
Total Property Taxes Receivable	\$0.00
Prepaid Expenses	
PRE-PAID INSURANCE	\$44,144.99
	<hr/>
Total Prepaid Expenses	\$44,144.99
	<hr/>
Total Current Assets	\$14,595,848.69
<u>Capital Assets:</u>	
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
	<hr/>
Total Capital Assets	\$32,113,419.15
<u>Amount Provided for Long-Term Debt:</u>	
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	<u>\$46,966,173.79</u>

## Ann Arbor District Library

## Balance Sheet

**LIABILITIES AND FUND EQUITY**Current Liabilities:

ACCOUNTS PAYABLE	\$27,124.89
ACCRUED ACCOUNTS PAYABLE	126,000.00
ACCRUED PAYROLL	262,000.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	1,830.84
ACCRUED EMPLOYER 403(b) - UNDECIDED	34,274.66
ACCRUED 403B/MPSERS EMPLOYER	3,917.12
ACCRUED LIABILITY-VACATION S/T	110,110.96

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Total Current Liabilities	\$565,258.47
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Long-Term Liabilities:

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

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Total Long-Term Liabilities	256,905.95
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Fund Equity:

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

RESERVE-ENCUMBRANCES	\$132,099.46
DEFERRED REVENUE - PROPERTY TAX	5,863,076.00
FUND BALANCE - UNDESIGNATED	7,970,720.62
EXCESS REVENUE (SPENDING)	64,694.14

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Total Fund Balance	\$14,030,590.22
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Total Fund Equity	\$46,144,009.37
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TOTAL LIABILITIES AND FUND EQUITY	\$46,966,173.79
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## Ann Arbor District Library

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

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,034,003	\$ 8,071,490
Total revenues	994,790	3,012,420
Expenditures:		
Operating	(1,002,816)	(2,922,597)
Capital outlays	(5,565)	(25,129)
(Increase) decrease in encumbrances	<u>15,003</u>	<u>(100,769)</u>
Ending surplus (deficit)	<u>\$ 8,035,415</u>	<u>\$ 8,035,415</u>

# Ann Arbor District Library

Monthly and year-to-date cash rollforward  
For Period ending September 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
<b>Monthly rollforward</b>					
Commercial checking	\$ 27,605	\$ 11,378	\$ (317,127)	\$ 310,000	\$ 31,856
Payroll	17,279	4	(438,065)	437,938	17,156
Petty cash	2,000	-	-	-	2,000
Savings	8,012,979	1,495,725	(25,416)	(7,747,938)	1,735,350
CDs - Bank of Ann Arbor	-	-	-	7,000,000	7,000,000
Investments - Bank of Ann Arbor	3,347,429	-	-	-	3,347,429
Investments - United Bank and Trust	1,888,473	-	-	-	1,888,473
Westernman Fund	43,048	3	-	-	43,051
Shafer Fund	10,460	1	-	-	10,461
Holtrey Fund	331,035	38	-	-	331,073
Keniston Fund	30,270	2	-	-	30,272
WLBPD	37,078	3	-	-	37,081
	<u>\$ 13,747,656</u>	<u>\$ 1,507,154</u>	<u>\$ (780,608)</u>	<u>\$ -</u>	<u>\$ 14,474,202</u>
<b>Year-to-date rollforward</b>					
Commercial checking	\$ 13,935	\$ 36,244	\$ (1,417,323)	\$ 1,399,000	\$ 31,856
Payroll	17,412	21	(1,579,445)	1,579,168	17,156
Petty cash	2,000	-	-	-	2,000
Savings	695,424	9,159,154	(141,060)	(7,978,168)	1,735,350
CDs - Bank of Ann Arbor	2,000,000	-	-	5,000,000	7,000,000
Investments - Bank of Ann Arbor	3,331,486	15,943	-	-	3,347,429
Investments - United Bank and Trust	1,869,257	19,216	-	-	1,888,473
Westernman Fund	43,040	11	-	-	43,051
Shafer Fund	10,459	2	-	-	10,461
Holtrey Fund	330,949	124	-	-	331,073
Keniston Fund	30,265	7	-	-	30,272
WLBPD	37,022	59	-	-	37,081
	<u>\$ 8,381,249</u>	<u>\$ 9,230,781</u>	<u>\$ (3,137,828)</u>	<u>\$ -</u>	<u>\$ 14,474,202</u>

Ranges: From: To: From: To:  
 Check Number First Last Check Date 9/1/2012 9/30/2012  
 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
044490	CITOF	CITY OF ANN ARBOR	9/20/2012	CHECK	PMCHK00001487	\$7,997.23
044529	CITOF	CITY OF ANN ARBOR	9/20/2012	CHECK	PMCHK00001488	\$82.00
044473	4IMPRINT	4IMPRINT, INC	9/20/2012	CHECK	PMCHK00001487	\$5,974.15
044476	AGRSER	A GROWING SERVICE LLC	9/20/2012	CHECK	PMCHK00001487	\$340.00
044475	AFSMITH	A.F. SMITH ELECTRIC, INC.	9/20/2012	CHECK	PMCHK00001487	\$2,954.49
044474	ACCCUT	ACCU CUT SYSTEMS	9/20/2012	CHECK	PMCHK00001487	\$103.00
044477	AIMGAR	AIMEE GARGUS	9/20/2012	CHECK	PMCHK00001487	\$61.50
044559	AMACOM	AMAZON.COM CREDIT PLAN	9/28/2012	CHECK	PMCHK00001490	\$3,868.44
044478	AMEX	AMERICAN EXPRESS	9/20/2012	CHECK	PMCHK00001487	\$69,007.39
044528	ANNARB	ANN ARBOR OBSERVER	9/20/2012	CHECK	PMCHK00001488	\$1,688.40
044479	ATTMOB	AT&T MOBILITY	9/20/2012	CHECK	PMCHK00001487	\$1,397.88
044538	BBCAUD	AUDIO GO	9/24/2012	CHECK	PMCHK00001489	\$387.39
044480	B&H	B&H PHOTO-VIDEO	9/20/2012	CHECK	PMCHK00001487	\$590.98
044560	BARNOB1	BARNES & NOBLE INC.	9/28/2012	CHECK	PMCHK00001490	\$802.46
044482	BEATRA	BEAR TRACK STUDIOS, LLC	9/20/2012	CHECK	PMCHK00001487	\$28.00
044481	BEADEL	BEAU DELOACH	9/20/2012	CHECK	PMCHK00001487	\$75.00
044484	BETMAN	BETH MANUEL	9/20/2012	CHECK	PMCHK00001487	\$38.13
044483	BETBEC	BETSY BECKERMAN	9/20/2012	CHECK	PMCHK00001487	\$375.00
044561	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	9/28/2012	CHECK	PMCHK00001490	\$49,529.37
044562	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	9/28/2012	CHECK	PMCHK00001490	\$9,640.05
044485	BOOWHO	BOOK WHOLESALERS, INC.	9/20/2012	CHECK	PMCHK00001487	\$77.05
044486	BP	BP	9/20/2012	CHECK	PMCHK00001487	\$408.01
044539	BRESSE	BRESSER'S INFORMATION SERVICE	9/24/2012	CHECK	PMCHK00001489	\$1,640.00
044540	BREWER	BREWER'S	9/24/2012	CHECK	PMCHK00001489	\$435.80
044487	BRIENG	BRICKENGRAVER, LLC	9/20/2012	CHECK	PMCHK00001487	\$635.00
044541	BRODCO	BRODART CO.	9/24/2012	CHECK	PMCHK00001489	\$1,258.10
044488	BUSVAL	BUSCH'S, INC.	9/20/2012	CHECK	PMCHK00001487	\$75.19
044542	CARBRO	CARPENTER BROS.	9/24/2012	CHECK	PMCHK00001489	\$50.00
044489	CHRHOU	CHRIS HOUGHTON	9/20/2012	CHECK	PMCHK00001487	\$65.00
044543	CINCOR	CINTAS CORPORATION	9/24/2012	CHECK	PMCHK00001489	\$1,616.34
044492	COMCAS	COMCAST	9/20/2012	CHECK	PMCHK00001487	\$34.89
044491	COMALLW	COMPUTER ALLEY WEST	9/20/2012	CHECK	PMCHK00001487	\$97.00
044544	COTINN	COTTAGE INN CATERING SERVICES	9/24/2012	CHECK	PMCHK00001489	\$160.00
044545	DALFIS	DALE FISHER HELI-PHOTO	9/24/2012	CHECK	PMCHK00001489	\$210.00
044530	DAVHOL	DAVID L. HOLMES	9/20/2012	CHECK	PMCHK00001488	\$100.00
044493	DAVMCM	DAVID MCMILLIAN	9/20/2012	CHECK	PMCHK00001487	\$75.00
044546	DAWHEN	DAWN HENRY	9/24/2012	CHECK	PMCHK00001489	\$400.00
044531	DENOWE	DENISE OWENS	9/20/2012	CHECK	PMCHK00001488	\$100.00
044563	DIADUD	DIANE DUDLEY	9/28/2012	CHECK	PMCHK00001490	\$100.00
044564	DTEENE	DTE ENERGY	9/28/2012	CHECK	PMCHK00001490	\$32,966.53
044565	DYKGOS	DYKEMA GOSSETT	9/28/2012	CHECK	PMCHK00001490	\$2,275.70
044494	ERIHHEL	ERIN HELMRICH	9/20/2012	CHECK	PMCHK00001487	\$216.60
044495	FISWIN	FISH WINDOW CLEANING	9/20/2012	CHECK	PMCHK00001487	\$2,846.00
044496	FORFRA	FORMAT FRAMING	9/20/2012	CHECK	PMCHK00001487	\$2,088.40
044582	GRASHA	GRACE SHACKMAN	9/28/2012	CHECK	PMCHK00001491	\$100.00
044497	GRELAK2	GREAT LAKES AUTOMATIC DOOR, IN	9/20/2012	CHECK	PMCHK00001487	\$187.73
044566	FIRMAR	GREEN ROAD ASSOCIATES, LP	9/28/2012	CHECK	PMCHK00001490	\$3,208.33
044498	HIGHSM	HIGHSMITH CO. INC.	9/20/2012	CHECK	PMCHK00001487	\$320.07
044547	HUTPLU	HUTZEL PLUMBING AND HEATING	9/24/2012	CHECK	PMCHK00001489	\$436.12
044499	JASDRI	JASON DRISCOLL	9/20/2012	CHECK	PMCHK00001487	\$300.00
044500	JODHAR	JODY HARNISH	9/20/2012	CHECK	PMCHK00001487	\$62.82
044567	JULAU	JULIE AUSTIN	9/28/2012	CHECK	PMCHK00001490	\$550.00
044502	KMODES	KAREN MOELLER DESIGN	9/20/2012	CHECK	PMCHK00001487	\$4,850.00
044501	KATCHY	KATIE CHYNOWETH	9/20/2012	CHECK	PMCHK00001487	\$54.84
044583	KIPDEG	KIP DEGRAAF	9/28/2012	CHECK	PMCHK00001491	\$169.95
044503	LURAY	LAURA RAYNOR	9/20/2012	CHECK	PMCHK00001487	\$40.84



Ann Arbor District Library  
VENDOR CHECK REGISTER REPORT  
Payables Management

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
044532	LEXMAT	LEXISNEXIS MATTHEW BENDER	9/20/2012	CHECK	PMCHK00001488	\$108.54
044548	LITGUA	LITTLE GUARDIANS-LEE CHEROLIS	9/24/2012	CHECK	PMCHK00001489	\$30.00
044506	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	9/20/2012	CHECK	PMCHK00001487	\$226.29
044568	MARGRI	MARIELA GRIFFOR	9/28/2012	CHECK	PMCHK00001490	\$100.00
044569	MARYAD	MARY STEWART ADAMS	9/28/2012	CHECK	PMCHK00001490	\$100.00
044504	MCMCAR	MCMMASTER-CARR	9/20/2012	CHECK	PMCHK00001487	\$74.63
044570	METLIFE	METLIFE SBC	9/28/2012	CHECK	PMCHK00001490	\$7,850.83
044571	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	9/28/2012	CHECK	PMCHK00001490	\$1,822.70
044505	MICOFF	MICHIGAN OFFICE SOLUTIONS	9/20/2012	CHECK	PMCHK00001487	\$1,565.49
044549	MOSYOU	MOSAIC YOUTH THEATER	9/24/2012	CHECK	PMCHK00001489	\$1,500.00
044572	NEOPOST	NEOFUNDS BY NEOPOST	9/28/2012	CHECK	PMCHK00001490	\$500.00
044550	NEXCOM	NEXTEL COMMUNICATIONS	9/24/2012	CHECK	PMCHK00001489	\$920.82
044507	NICWIL	NICHOLAS WILCOX	9/20/2012	CHECK	PMCHK00001487	\$800.00
044508	NOWTRU	NOWATZKE TRUCK AND TRAILER, IN	9/20/2012	CHECK	PMCHK00001487	\$336.87
044509	NUWAVE	NUWAVE AQUARIUMS	9/20/2012	CHECK	PMCHK00001487	\$302.00
044551	OCLINS	OCLC, INC.	9/24/2012	CHECK	PMCHK00001489	\$3,668.24
044573	PATCAN	PAT CANDOR	9/28/2012	CHECK	PMCHK00001490	\$150.00
044510	PIOJAN	PIONEER JANITORIAL SERVICE	9/20/2012	CHECK	PMCHK00001487	\$11,123.41
044574	PITCHA	PITTSFIELD CHARTER TOWNSHIP	9/28/2012	CHECK	PMCHK00001490	\$226.39
044511	PRITEC	PRINT TECH INC.	9/20/2012	CHECK	PMCHK00001487	\$4,303.12
044575	PRIORITY	PRIORITY HEALTH	9/28/2012	CHECK	PMCHK00001490	\$10,092.40
044535	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	9/20/2012	CHECK	PMCHK00001488	\$2,775.00
044512	REAWIT	READING WITH PICTURES	9/20/2012	CHECK	PMCHK00001487	\$49.98
044533	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	9/20/2012	CHECK	PMCHK00001488	\$18.00
044576	REHROB	REHMANN ROBSON	9/28/2012	CHECK	PMCHK00001490	\$7,000.00
044577	REPPAR	REPUBLIC PARKING	9/28/2012	CHECK	PMCHK00001490	\$140.00
044513	RICBUS	RICOH AMERICAS CORP	9/20/2012	CHECK	PMCHK00001487	\$23.00
044534	RICBUS	RICOH AMERICAS CORP	9/20/2012	CHECK	PMCHK00001488	\$916.77
044578	RICBUS	RICOH AMERICAS CORP	9/28/2012	CHECK	PMCHK00001490	\$273.00
044514	ROCKTHE	ROCK THE BOOTH	9/20/2012	CHECK	PMCHK00001487	\$575.00
044515	ROOSRO	ROOSROAST	9/20/2012	CHECK	PMCHK00001487	\$976.00
044516	SARKEL	SARA MELTON KELLER	9/20/2012	CHECK	PMCHK00001487	\$700.00
044517	SCHSEC	SCHILKE SECURITY	9/20/2012	CHECK	PMCHK00001487	\$150.00
044552	SCHELE	SCHINDLER ELEVATOR CORPORATION	9/24/2012	CHECK	PMCHK00001489	\$580.87
044518	SELAUTO	SELECT AUTO SERVICE	9/20/2012	CHECK	PMCHK00001487	\$335.04
044553	SHAINV	SHARON D. IVERSON	9/24/2012	CHECK	PMCHK00001489	\$46.37
044554	SLOGIN	SLOE GIN FIZZ	9/24/2012	CHECK	PMCHK00001489	\$96.00
044536	SPRINT	SPRINT PCS	9/20/2012	CHECK	PMCHK00001488	\$667.67
044555	STAHAR	STADIUM HARDWARE	9/24/2012	CHECK	PMCHK00001489	\$77.15
044520	STAPOO	STANDARD & POOR'S	9/20/2012	CHECK	PMCHK00001487	\$325.00
044519	STAPLE	STAPLES ADVANTAGE	9/20/2012	CHECK	PMCHK00001487	\$96.02
044521	SUPERD	SUPER D	9/20/2012	CHECK	PMCHK00001487	\$794.62
044522	TONBIC	TONIA BICKFORD	9/20/2012	CHECK	PMCHK00001487	\$40.40
044523	TRACSYS	TRACSYSTEMS	9/20/2012	CHECK	PMCHK00001487	\$5,504.00
044556	TSAFON	TSAI FONG BOOKS, INC.	9/24/2012	CHECK	PMCHK00001489	\$453.75
044579	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	9/28/2012	CHECK	PMCHK00001490	\$1,145.60
044524	UNIPAR	UNITED PARCEL SERVICE	9/20/2012	CHECK	PMCHK00001487	\$217.87
044580	UNUMPRO	UNUM LIFE INSURANCE	9/28/2012	CHECK	PMCHK00001490	\$2,912.81
044526	VERWIRC	VERIZON WIRELESS	9/20/2012	CHECK	PMCHK00001487	\$1,992.59
044525	VERSID	VERONICA SIDHU	9/20/2012	CHECK	PMCHK00001487	\$100.00
044527	VICBRO	VICKI BROWNE	9/20/2012	CHECK	PMCHK00001487	\$81.35
044537	VOSLIG	VOSS LIGHTING	9/20/2012	CHECK	PMCHK00001488	\$55.35
044557	WASMAN	WASTE MANAGEMENT OF MICHIGAN	9/24/2012	CHECK	PMCHK00001489	\$185.52
044581	WESENT	WESTGATE ENTERPRISES, LLC	9/28/2012	CHECK	PMCHK00001490	\$6,855.00
044558	XEROX	XEROX CORPORATION	9/24/2012	CHECK	PMCHK00001489	\$708.00

Total Checks: 111

Total Amount of Checks: \$295,821.63

ANN ARBOR DISTRICT LIBRARY BOARD

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

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Vice President . . . . . Prue Rosenthal  
Treasurer . . . . . Barbara Murphy  
Secretary . . . . . Jan Barney Newman

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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