



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

Monday, October 20, 2014

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Published by Ann Arbor District Library

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## October 2014

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

## November 2014

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 30	24	25	26	<b>27 Closed– Thanksgiv- ing</b>	28	29

## December 2014

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	<b>24 Closed– Christmas Eve</b>	<b>25 Closed– Christmas Day</b>	26	27
28	29	30	<b>31 Closed– New Years Eve @ 6 pm</b>			

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, October 20, 2014 at 7:00 p.m.  
 Ann Arbor District Library, 4<sup>th</sup> Floor Board Meeting Room  
 343 S. Fifth Avenue, Ann Arbor, MI 48104

## REGULAR MEETING AGENDA

- 14-212 I. CALL TO ORDER
- 14-213 II. ATTENDANCE
- 14-214 III. APPROVAL OF AGENDA (pp. 1-2)  
 (Item of action)
- 14-215 IV. APPROVAL OF MINUTES OF SEPTEMBER 15, 2014 (pp. 3-15)  
 (Item of action)
- 14-216 V. CITIZENS' COMMENTS
- 14-217 VI. FINANCIAL REPORTS (pp. 16-19)
- 14-218 VII. APPROVAL OF DISBURSEMENTS (pp. 20-22)  
 (Item of action)
- 14-219 VIII. COMMITTEE REPORTS
- 14-220 A. BUDGET & FINANCE COMMITTEE
- 14-221 B. FACILITIES COMMITTEE
- 14-222 IX. DIRECTOR'S REPORT
- 14-223 X. MONTHLY STATISTICS
- 14-224 XI. OLD BUSINESS
- 14-177 A. DOWNTOWN LIBRARY ELEVATOR REPAIR UPDATE
- 14-225 XII. NEW BUSINESS

- 14-226                    A. RESOLUTION TO AMEND AND RESTATE THE ANN ARBOR DISTRICT LIBRARY 403(b) TAX SHELTERED ANNUITY PLAN (pp. 23-24)  
(Item of action)
- 14-227                    B. RESOLUTION RECOGNIZING OCTOBER 19-25, 2014 AS NATIONAL FRIENDS OF THE LIBRARY WEEK (pp. 25-26)  
(Item of action)
- 14-228                    XIII. CITIZENS' COMMENTS
- 14-229                    XIV. ADJOURNMENT

**CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD**

1. Persons who wish to address the Library Board may reserve time on any regular or special meeting agenda by calling 327-8311 by 5:00 PM of the weekday preceding the meeting. Persons who have not reserved time in advance may speak after those who have reserved time.
2. Maximum time for individual speakers will not exceed three minutes.
3. One speaker may yield his/her time to another if both have signed up and both are in attendance at the meeting.
4. No person may speak more than once on the same subject during a single meeting.
5. Citizens' Comments at special meetings or study sessions will occur at the end of the meeting. Maximum time for individual speakers will not exceed three minutes.
6. Trustees, Director, and Administrators will not answer questions during Citizens' Comments. The speaker may request a response in writing. Trustees may, with the permission of the Board President, ask a question of a speaker. No dialog will occur.
7. Individuals addressing the Board should take into consideration rules of common courtesy.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 15, 2014

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, SEPTEMBER 15, 2014**

- 14-190 I. CALL TO ORDER
- President Rosenthal called the meeting to order at 7:00 p.m.
- 14-191 II. ATTENDANCE
- Present: Head, Leary, Barney Newman, Rosenthal, Surovell  
Absent: Kaplan, Murphy  
Staff: Hadler, Neiburger, Parker, Wilson (recorder)
- 14-192 III. APPROVAL OF AGENDA  
(Item of action)
- Treasurer Barney Newman, supported by Trustee Leary, moved to approve the agenda.
- AYES: Head, Leary, Barney Newman, Rosenthal, Surovell  
NAYS: None
- Motion passed 5-0.
- 14-193 IV. APPROVAL OF MINUTES OF JULY 21, 2014 AND JULY 29, 2014  
(Item of action)
- Secretary Head, supported by Trustee Leary, moved to approve the minutes of July 21, 2014.
- AYES: Head, Leary, Barney Newman, Rosenthal, Surovell  
NAYS: None
- Motion passed 5-0.
- Treasurer Barney Newman, supported by Secretary Head, moved to approve the minutes of July 29, 2014.
- AYES: Head, Leary, Barney Newman, Rosenthal, Surovell  
NAYS: None

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Motion passed 5-0.

14-194 V. CITIZENS' COMMENTS

There were no Citizens' Comments.

14-195 VI. FINANCIAL REPORTS

Director Parker introduced Bruce Hadler, Chief Financial Officer.

Mr. Hadler reported July showed an unrestricted cash balance just over \$8.8 million. Tax receipts just over \$1.3 million, reflecting 11.2% of the budgeted amount, have been received through the end of July. Budget versus actual showed an operating surplus of just over \$89,000. The fund balance stands just above \$8.3 million. Eight line items are over budget and should come back into line later in the year.

The August report showed an unrestricted cash balance just over \$7.8 million. Tax receipts just over \$7.5 million, reflecting 65.2% of the budgeted amount, have been received through the end of August. Budget versus actual showed an operating surplus of just over \$14,000. The fund balance stands just above \$8.2 million. Eight line items are over budget and should come back into line later in the year.

14-196 VII. APPROVAL OF DISBURSEMENTS

(Item of action)

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

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

NAYS: None

Motion passed 5-0.

Treasurer Barney Newman, supported by Secretary Head, moved to approve the August 2014 disbursements.

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

NAYS: None

Motion passed 5-0.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
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14-197 VIII. COMMITTEE REPORTS

14-198 A. BUDGET & FINANCE COMMITTEE

Chairperson Barney Neman reported the committee consisting of herself and Trustees Kaplan and Murphy met and were introduced to Bruce Hadler, CFO. The committee also reviewed and is recommending the resolution for a budget increase in library programming under New Business on the agenda.

14-199 B. COMMUNICATIONS COMMITTEE

Chairperson Head reported the committee consisting of herself and Trustees Leary and Rosenthal met on September 10, 2014. The committee discussed communications and community outreach including the WLBP. A resolution is being recommended under New Business regarding the WLBP and the State of Michigan. The Director has engaged a local media company to develop banners, vehicle wraps and a logo for publishing content. The committee received updates on the upcoming Tubingen 50 years celebration and the AADL fall newsletter.

14-200 C. FACILITIES COMMITTEE

Chairperson Leary reported the committee consisting of herself and Trustees Barney Newman and Surovell met on September 3, 2014. Committee members were introduced to Bruce Hadler, CFO. The committee received updates on the front entrance project and the elevator project.

14-201 IX. DIRECTOR'S REPORT

Director Parker reported she was extremely pleased with the hire of Bruce Hadler as CFO.

Another delay in repair of the Downtown Library elevator has occurred. The PVC pipe that encases the hydraulic jack developed a crack and water leakage. Locating the leak and replacement of the damaged section is in process.

Board members were encouraged to view the August AADL LEGO Contest and Awards video of an event held at Kensington Court. The video is available AADL website at [aadl.org/videos](http://aadl.org/videos).

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*The Ann Arbor Chronicle* archives will be held by AADL. Dave Askins and Mary Morgan approached AADL in 2010 as part of their planning process in the event *The Ann Arbor Chronicle* was to cease publication.

2015 celebrates the 50<sup>th</sup> anniversary of the Tubingen–Ann Arbor Sister City partnership. AADL will be participating with locally related events from May 28–June 5, 2015.

The fall AADL newsletter has been published and is being mailed to library district residents. The newsletter focused on funding. Recent surveys indicated as many as 70% of district residents were unaware of how AADL is funded.

Director Parker informed the Board she is participating on a county task force assessing locations to act as warming centers on extremely cold winter days. Washtenaw County Community Support and Treatment Services staff will be in the Downtown Library on days their office has been closed due to cold weather.

14-202 X. MONTHLY STATISTICS

Associate Director Neiburger reviewed 2014 Summer Game statistics. Highlights included that there were just under 5,000 online game players, up 26% from 2013 and just over 13,500 paper game players, up 13% from 2013. Summer Game shop orders were up 44% to just over 5,200. Prize books distributed were up 17% to just over 4,200.

Attendees at public events for the summer were up 14% at just over 31,000. 2014 saw 2,514 new players to the game, up 27% from 2013. Of those new players, 901 were drawn in with the postcard advertising the Summer Game.

14-203 XI. OLD BUSINESS

14-136 A. DOWNTOWN LIBRARY FRONT ENTRANCE REDESIGN UPDATE

Director Parker reported construction work on the Downtown Library front entrance has been postponed until next spring. Concrete bids received were very high. The concrete work will be re-bid in October for spring construction. The Bike Share



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 15, 2014

installation will proceed as planned.

14-204 XII. NEW BUSINESS

14-205 A. WLBDP AND OUTREACH UPDATE

Terry Soave

Terry Soave, Outreach and Neighborhood Services Manager was introduced. Ms. Soave displayed the use of a currency reader, which is the most recent addition for WLBDP users. In February the WLBDP celebrated its fifth year at AADL. AADL supplements NLS service by providing large print materials, books on CD, eBooks, magnifiers, and services to book clubs along with an assistive technology training lab and trained staff. She stated there has been a 9½% increase in base membership.

14-206 B. RESOLUTION TO AUTHORIZE THE DIRECTOR TO ENTER INTO MEMORANDUM OF UNDERSTANDING WITH THE STATE OF MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

(Item of action)

Secretary Head, supported by Trustee Leary, moved that the Board resolves to authorize the Library Director to enter into a Memorandum of Understanding with the State of Michigan Department of Licensing and Regulatory Affairs establishing the responsibilities and procedures related to the provision of consortium of user libraries software for use by libraries serving the blind and disabled; that this Memorandum of Understanding is in effect from October 1, 2014 through September 30, 2016; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 5-0.

14-207 C. RESOLUTION TO ENTER INTO BANKING AGREEMENTS WITH AUTHORIZED FINANCIAL INSTITUTIONS

(Item of action)

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 15, 2014

Treasurer Barney Newman, supported by Trustee Leary, moved to authorize the resolution to enter into banking agreements with the Bank of Ann Arbor and Old National Bank as proposed.

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

Motion passed 5-0.

14-208

D. RESOLUTION TO INCREASE BUDGET LINE FOR LIBRARY PROGRAMMING BY \$50,000 AND TRANSFER FUNDS FROM FUND BALANCE  
 (Item of action)

Treasurer Barney Newman, supported by Trustee Leary, moved that the Board resolves to increase the budget line for Library Programming by \$50,000.00; that the \$50,000.00 increase for Library Programming be transferred from the Fund Balance; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

Motion passed 5-0.

14-209

E. RESOLUTION OF THANKS TO SHIRLEY COLEMAN UPON HER RETIREMENT  
 (Item of action)

Secretary Head, supported by Trustee Leary, moved the Board resolves that it would like to officially thank Shirley Coleman for her service as an employee from April 30, 1991 to September 30, 2014 of the Ann Arbor District Library; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

Motion passed 5-0.

14-210

XIII. CITIZENS' COMMENTS

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 15, 2014

There were no Citizens' Comments.

14-211      XIV.    ADJOURNMENT

Trustee Surovell moved to adjourn the meeting.

President Rosenthal adjourned the meeting at 8:46 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the regular meeting held on September 15, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-206**

**RESOLUTION TO AUTHORIZE THE DIRECTOR TO ENTER INTO  
MEMORANDUM OF UNDERSTANDING WITH THE STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS**

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 15<sup>th</sup> day of September, 2014 at 7:00 p.m.

PRESENT: Rebecca Head, Margaret Leary, Jan Barney Newman, Prue Rosenthal, Ed Surovell

ABSENT: Nancy Kaplan, Barbara Murphy

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

THE BOARD RESOLVES:

- 1.) To authorize the Library Director to enter into a Memorandum of Understanding with the State of Michigan Department of Licensing and Regulatory Affairs establishing the responsibilities and procedures related to the provision of consortium of user libraries software for use by libraries serving the blind and disabled.
- 2.) That this Memorandum of Understanding is in effect from October 1, 2014 through September 30, 2016.
- 3.) 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: Head, Leary, Barney Newman, Rosenthal, Surovell

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Regular Board Meeting held on September 15, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Rebecca Head, Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-207**

**RESOLUTION TO ENTER INTO BANKING AGREEMENTS WITH  
AUTHORIZED FINANCIAL INSTITUTIONS**

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 15<sup>th</sup> day of September, 2014 at 7:00 p.m.

PRESENT: Rebecca Head, Margaret Leary, Jan Barney Newman, Prue Rosenthal, Ed Surovell

ABSENT: Nancy Kaplan, Barbara Murphy

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

THE BOARD RESOLVES:

- 1.) That the Bank of Ann Arbor and Old National Bank are designated as depositories for the funds of the Ann Arbor District Library and to provide other financial accommodations indicated in this resolution.
- 2.) That this resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by either Financial Institution. Any and all prior resolutions adopted by the Ann Arbor District Library and certified by either Financial Institution as governing the operation of the Library's account(s), are in full force and effect, until either Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- 3.) That the signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Ann Arbor District Library. Any Agent, so long as they act in a representative capacity as an Agent of the Ann Arbor District Library, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers, from time to time with either Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- 4.) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Ann Arbor District Library with either Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

- 5.) The Ann Arbor District Library agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Library. The Ann Arbor District Library authorizes either Financial Institution, at any time, to charge the Library for all checks, drafts, or other orders, for the payment of money, that are drawn on either Financial Institution, so long as they contain the required number of signatures for this purpose.
- 6.) The Ann Arbor District Library acknowledges and agrees that either Financial Institution may furnish at its discretion automated access devices to Agents of the Library to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term “automated access device” includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- 7.) The Ann Arbor District Library acknowledges and agrees that either Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent(s) named on this resolution. The term “alternative signature and verification codes” includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Library with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Library authorizes each Agent to have custody of the Library’s private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.
- 8.) That the authorized Agents for the Ann Arbor District Library shall be Josie Parker, Director, Eli Neiburger, Deputy Director and Bruce Hadler, Chief Financial Officer.
- 9.) That Rebecca Head, Ann Arbor District Library Board Secretary, has the authority to certify this resolution.
- 10.) 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: Head, Leary, Barney Newman, Rosenthal, Surovell

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Regular Board Meeting held on September 15, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Rebecca Head, Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-208**

**RESOLUTION TO INCREASE LIBRARY PROGRAMMING BUDGET**

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 15<sup>th</sup> day of September, 2014 at 7:00 p.m.

PRESENT: Rebecca Head, Margaret Leary, Jan Barney Newman, Prue Rosenthal, Ed Surovell

ABSENT: Nancy Kaplan, Barbara Murphy

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

THE BOARD RESOLVES:

- 1.) To increase the budget line for Library Programming by \$50,000.00.
- 2.) That the \$50,000.00 increase for Library Programming be transferred from the Fund Balance.
- 3.) 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: Head, Leary, Barney Newman, Rosenthal, Surovell

NAYS: None

RESOLUTION DECLARED ADOPTED.

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Rebecca Head, Secretary



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-209**

**RESOLUTION OF THANKS TO SHIRLEY COLEMAN UPON HER  
RETIREMENT**

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 15<sup>th</sup> day of September, 2014 at 7:00 p.m.

PRESENT: Rebecca Head, Margaret Leary, Jan Barney Newman, Prue Rosenthal, Ed Surovell

ABSENT: Nancy Kaplan, Barbara Murphy

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

**THE BOARD RESOLVES:**

- 1.) That it would like to officially thank Shirley Coleman for her service as an employee from April 30, 1991 to September 30, 2014 of the Ann Arbor District Library.
- 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: Head, Leary, Barney Newman, Rosenthal, Surovell

NAYS: None

**RESOLUTION DECLARED ADOPTED.**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Regular Board Meeting held on September 15, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Rebecca Head, Secretary

## Ann Arbor District Library Financial Summary for September 2014

### **Cash:**

The unrestricted cash balance as of September 30, 2014 was \$16,499,224 up from \$7,848,302 in August.

### **Tax Receipts:**

The Library has received tax receipts totaling \$10,937,646, 94.0% of the budgeted amount, as of September 30.

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

The Library showed an operating surplus of \$95,289 through September 30. This gives the Library a positive fund balance of \$8,389,508 as of September 30, up from \$8,287,864 at the end of 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 during year-end close.

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

The following operating expense line items are over budget through September.

Legal – Fees paid for restatement of AADL 403(b) plan were paid in September.

Purchased Services – Fees for a public accounting firm's end of year audit work as well as some annual subscription invoices were paid in September.

Communications – The annual payment for internet connectivity paid in August adversely affected September YTD compared to budget.

Software – The annual payment for the library automation system paid in August adversely affected September YTD compared to budget.

Copier Expense – Quarterly payment for copier lease and maintenance paid in July adversely affected September YTD compared to budget.

Grants/Memorials – Supplies for summer reading programs paid in August adversely affected September YTD compared to budget.

Supplies – Laptops for four new librarians on staff as well as networking equipment for Mallets Creek and Pittsfield were purchased in September.

Other Operating Expenditures – Annual association dues paid for in July adversely affected August YTD compared to budget.

ANN ARBOR DISTRICT LIBRARY  
Operating  
For the Three Months Ending September 30, 2014

	September			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Tax Collections - Operating	\$969,750	\$969,750		\$2,909,250	\$2,909,250	
State Aid	6,667	6,667		20,001	20,000	1
Penal Fines	18,750	18,750		56,250	56,250	
Interest	18,366	8,333	10,033	19,280	25,000	(5,720)
Copiers	2,640	2,500	140	7,986	7,500	486
Grants/Memorials	150	7,500	(7,350)	5,935	22,500	(16,565)
Library Fines & Fees	27,247	31,667	(4,420)	89,562	95,000	(5,438)
Non-Resident Fees	1,934	1,250	684	5,009	3,750	1,259
Fund Bal./Restricted Funds		695,038	(695,038)		696,871	(696,871)
<b>Total Revenue</b>	<b>\$1,045,504</b>	<b>\$1,741,455</b>	<b>(\$695,951)</b>	<b>\$3,113,273</b>	<b>\$3,836,121</b>	<b>(\$722,848)</b>
Expenditures						
Salaries & Wages	470,843	497,333	(26,490)	1,431,396	1,492,000	(60,604)
Employee Benefits	129,356	135,250	(5,894)	363,456	405,750	(42,294)
Employment Taxes	35,127	38,083	(2,956)	106,927	114,250	(7,323)
<b>Total Employment Cost</b>	<b>\$635,326</b>	<b>\$670,666</b>	<b>(\$35,340)</b>	<b>\$1,901,779</b>	<b>\$2,012,000</b>	<b>(\$110,221)</b>
Custodial and Electrical	\$21,684	\$16,667	\$5,017	\$48,194	\$50,000	(\$1,806)
Accounting/Audit	1,000	1,000		3,000	3,000	
Legal	9,887	8,000	1,887	26,444	24,000	2,444
Purchased Services	22,693	12,000	10,693	49,075	36,000	13,075
Utilities	35,786	37,333	(1,547)	99,207	112,000	(12,793)
Property Insurance	6,881	7,500	(619)	20,642	22,500	(1,858)
Communications	12,056	15,000	(2,944)	77,228	45,000	32,228
Materials	101,677	145,833	(44,156)	328,520	437,499	(108,979)
Software Licenses/Maintenanc	2,684	12,500	(9,816)	95,276	37,500	57,776
Building Rental	10,063	12,917	(2,854)	30,190	38,750	(8,560)
Seminars/Conferences/Travel	1,531	2,333	(802)	1,569	7,000	(5,431)
Copier Expense	3,133	3,750	(617)	14,826	11,250	3,576
Library Programming	30,226	76,668	(46,442)	78,618	130,001	(51,383)
Grants/Memorials	5,009	7,500	(2,491)	34,721	22,500	12,221
Supplies	22,780	15,417	7,363	47,187	46,250	937
Repairs and Maintenance	9,443	26,000	(16,557)	52,329	78,000	(25,671)
Postage	358	2,917	(2,559)	5,734	8,750	(3,016)
Lcards/Circ Cards	3,243	5,500	(2,257)	4,874	16,500	(11,626)
Other Operating Expenditures	2,274	2,000	274	10,528	6,000	4,528
<b>Total Operating Expense</b>	<b>\$302,408</b>	<b>\$410,835</b>	<b>(\$108,427)</b>	<b>\$1,028,162</b>	<b>\$1,132,500</b>	<b>(\$104,338)</b>
Capital Outlays	\$29,865	\$659,954	(\$630,089)	\$88,043	\$691,621	(\$603,578)
<b>Total Expenditures</b>	<b>\$967,599</b>	<b>\$1,741,455</b>	<b>(\$773,856)</b>	<b>\$3,017,984</b>	<b>\$3,836,121</b>	<b>(\$818,137)</b>
<b>Net</b>	<b>\$77,905</b>		<b>\$77,905</b>	<b>\$95,289</b>		<b>\$95,289</b>

Date: 10/14/2014

Ann Arbor District Library

1

## Balance Sheet

**ASSETS**As of 9/30/2014Current Assets:

## Cash

CASH-COMMERCIAL CHECKING	\$70,870.47
CASH-PAYROLL	7,378.12
HOLTREY FUND	332,370.95
CASH-SAVINGS	9,000,621.87
KENISTON FUND	30,333.21
SHAFFER FUND	10,482.22
WESTERMAN FUND	49,244.67
PETTY CASH	2,300.00
WLBPD ACCOUNT	37,155.32
CDs - SHORT TERM	2,000,498.59
PRICE FUND	19,735.03

Total Cash	\$11,560,990.45
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## Investments

BANK OF ANN ARBOR INVESTMENT	\$3,391,551.04
UNITED BANK AND TRUST INVESTMENT	1,923,542.16

Total Investments	\$5,315,093.20
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## Accounts Receivable

ACCOUNTS RECEIVABLE	\$54,315.33
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Total Accounts Receivable	\$54,315.33
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## Property Taxes Receivable

Total Property Taxes Receivable	\$0.00
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## Prepaid Expenses

PRE-PAID INSURANCE	\$46,895.99
PREPAID EXPENSES	1,250.00

Total Prepaid Expenses	\$48,145.99
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Total Current Assets	\$16,978,544.97
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Capital Assets:

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

Total Capital Assets	\$32,040,668.15
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Amount Provided for Long-Term Debt:

LONG TERM SICK	\$28,025.46
LONG TERM VACATION	201,926.00

Total Provided for Long-Term Debt	229,951.46
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TOTAL ASSETS	\$49,249,164.58
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## Ann Arbor District Library

## Balance Sheet

**LIABILITIES AND FUND EQUITY**Current Liabilities:

ACCOUNTS PAYABLE	(\$57,315.71)
ACCRUED ACCOUNTS PAYABLE	7,044.77
UNION DUES/DEDUCTIONS	1,707.34
ACCRUED PAYROLL	314,961.59
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	328.13
ACCRUED EMPLOYER 403(b) - UNDECIDED	(33,912.17)
ACCRUED 403B/MPSERS EMPLOYER	(10,359.12)
ACCRUED LIABILITY-VACATION S/T	86,539.71

Total Current Liabilities	\$308,994.54
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$28,025.46
ACCRUED LIABILITY-VACATION L/T	201,926.00

Total Long-Term Liabilities	229,951.46
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$32,040,668.15
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Fund Balance:

RESERVE-ENCUMBRANCES	\$156,357.91
DEFERRED REVENUE - PROPERTY TAX	8,028,396.69
FUND BALANCE - UNDESIGNATED	8,389,507.96
EXCESS REVENUE (SPENDING)	95,287.87

Total Fund Balance	\$16,669,550.43
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Total Fund Equity	\$48,710,218.58
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TOTAL LIABILITIES AND FUND EQUITY	\$49,249,164.58
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Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges: From: To: From: To:  
 Check Number First Last Check Date 9/1/2014 9/30/2014  
 Vendor ID First Last Checkbook ID First Last  
 Vendor Name First Last

Sorted By: Vendor Name

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
048735	3PLAYMED	3PLAY MEDIA	9/24/2014	CHECK	PMCHK00001672	\$589.03
048816	4IMPRINT	4IMPRINT, INC	9/25/2014	CHECK	PMCHK00001673	\$1,124.60
048823	4IMPRINT	4IMPRINT, INC	9/30/2014	CHECK	PMCHK00001674	\$134.18
048739	AGRSER	A GROWING SERVICE LLC	9/24/2014	CHECK	PMCHK00001672	\$340.00
048738	AARRT&HA	AARRT&HA	9/24/2014	CHECK	PMCHK00001672	\$24.00
048687	AFTDEL	AFTERNOON DELIGHT	9/15/2014	CHECK	PMCHK00001667	\$170.30
048740	ALLENT	ALLIANCE ENTERTAINMENT	9/24/2014	CHECK	PMCHK00001672	\$1,982.08
048817	ALLENT	ALLIANCE ENTERTAINMENT	9/25/2014	CHECK	PMCHK00001673	\$5,201.12
048688	AMASCH	AMANDA SCHOTT	9/17/2014	CHECK	PMCHK00001668	\$28.36
048689	AMASZO	AMANDA V. SZOT	9/17/2014	CHECK	PMCHK00001668	\$680.00
048741	AMACOM	AMAZON.COM CREDIT PLAN	9/24/2014	CHECK	PMCHK00001672	\$11,724.63
048690	AMBCON	AMBER CONVILLE	9/17/2014	CHECK	PMCHK00001668	\$300.00
048824	AMEAPP	AMERICAN APPRAISAL ASSOC.	9/30/2014	CHECK	PMCHK00001674	\$1,000.00
048736	AACONV	ANN ARBOR CONVENTION AND VISIT	9/24/2014	CHECK	PMCHK00001672	\$100.00
* 048691	APPLE	APPLE, INC.	9/17/2014	CHECK	PMCHK00001668	\$2,592.00
* 048731	APPLE	APPLE, INC.	9/18/2014	CHECK	PMCHK00001669	\$2,442.99
048732	APPLE	APPLE, INC.	9/18/2014	CHECK	PMCHK00001670	\$2,193.00
048692	ARMCLE	ARMEN CLEANERS	9/17/2014	CHECK	PMCHK00001668	\$106.70
048693	AROKAU	ARON KAUFMAN	9/17/2014	CHECK	PMCHK00001668	\$100.00
048742	ASSOCMUT	ASSOCIATED MUTUAL INSURANCE	9/24/2014	CHECK	PMCHK00001672	\$606.18
048733	ATTWIR	AT&T WIRELESS	9/18/2014	CHECK	PMCHK00001670	\$249.99
048743	ATTWIR	AT&T WIRELESS	9/24/2014	CHECK	PMCHK00001672	\$1,030.45
048818	B&H	B&H PHOTO-VIDEO	9/25/2014	CHECK	PMCHK00001673	\$89.95
048744	BARNOBI	BARNES & NOBLE INC.	9/24/2014	CHECK	PMCHK00001672	\$393.06
048745	BARRON	BARRON'S	9/24/2014	CHECK	PMCHK00001672	\$597.00
048694	BEADEL	BEAU DELOACH	9/17/2014	CHECK	PMCHK00001668	\$75.00
048746	BENZPUB	BENZONIA PUBLIC LIBRARY	9/24/2014	CHECK	PMCHK00001672	\$46.90
048696	BETMAN	BETH MANUEL	9/17/2014	CHECK	PMCHK00001668	\$40.60
048695	BETBEC	BETSY BECKERMAN	9/17/2014	CHECK	PMCHK00001668	\$475.00
048747	BETBEC	BETSY BECKERMAN	9/24/2014	CHECK	PMCHK00001672	\$300.00
048697	BLAAUD	BLACKSTONE AUDIO BOOKS	9/17/2014	CHECK	PMCHK00001668	\$1,336.26
048819	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	9/25/2014	CHECK	PMCHK00001673	\$60,894.20
048748	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	9/24/2014	CHECK	PMCHK00001672	\$6,408.83
048749	BP	BP	9/24/2014	CHECK	PMCHK00001672	\$381.08
048750	BREWER	BREWER'S	9/24/2014	CHECK	PMCHK00001672	\$431.18
048751	BRIAUD	BRILLIANCE PUBLISHING, INC.	9/24/2014	CHECK	PMCHK00001672	\$1,053.65
048752	BUSVAL	BUSCH'S, INC.	9/24/2014	CHECK	PMCHK00001672	\$320.58
048753	CAPDIS	CAPITAL AREA DISTRICT LIBRARY	9/24/2014	CHECK	PMCHK00001672	\$97.98
048698	CDW-G	CDW GOVERNMENT, INC.	9/17/2014	CHECK	PMCHK00001668	\$1,036.34
048820	CDW-G	CDW GOVERNMENT, INC.	9/25/2014	CHECK	PMCHK00001673	\$18,527.19
048825	CDW-G	CDW GOVERNMENT, INC.	9/30/2014	CHECK	PMCHK00001674	\$4,647.65
048699	CINCOR	CINTAS CORPORATION	9/17/2014	CHECK	PMCHK00001668	\$2,114.27
048754	CITOF	CITY OF ANN ARBOR TREASURER	9/24/2014	CHECK	PMCHK00001672	\$5,138.36
048700	COMCAS	COMCAST	9/17/2014	CHECK	PMCHK00001668	\$250.31
048755	COMALLW	COMPUTER ALLEY WEST	9/24/2014	CHECK	PMCHK00001672	\$655.11
048756	CORNELL	CORNELL LAB OF ORNITHOLOGY	9/24/2014	CHECK	PMCHK00001672	\$305.00
048826	DEAREA	DEAR READER.COM	9/30/2014	CHECK	PMCHK00001674	\$500.00
048702	DENOWE	DENISE OWENS	9/17/2014	CHECK	PMCHK00001668	\$100.00
048757	DIADUD	DIANE DUDLEY	9/24/2014	CHECK	PMCHK00001672	\$100.00
048758	DTEENE	DTE ENERGY	9/24/2014	CHECK	PMCHK00001672	\$29,358.45
048759	DYKGOS	DYKEMA GOSSETT	9/24/2014	CHECK	PMCHK00001672	\$9,886.68
048760	EARADV	EARLY ADVANTAGE	9/24/2014	CHECK	PMCHK00001672	\$3,900.00
048762	ELINEI	ELI NEIBURGER	9/24/2014	CHECK	PMCHK00001672	\$205.20
048761	ELILAW	ELITE LAWN & LANDSCAPE, INC.	9/24/2014	CHECK	PMCHK00001672	\$5,010.78
048827	ERIZUR	ERIN ZURBUCHEN	9/30/2014	CHECK	PMCHK00001674	\$100.00
048703	FISWIN	FISH WINDOW CLEANING	9/17/2014	CHECK	PMCHK00001668	\$1,233.00

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
048764	FISWIN	FISH WINDOW CLEANING	9/24/2014	CHECK	PMCHK00001672	\$388.00
048804	THOGAL	GALE/CENGAGE LEARNING, INC	9/24/2014	CHECK	PMCHK00001672	\$660.69
048828	GARISTE	GARI STEIN	9/30/2014	CHECK	PMCHK00001674	\$100.00
* 048765	GLOROC	GLORIA ROCHA	9/24/2014	CHECK	PMCHK00001672	\$250.00
048767	GRAVAL	GRAND VALLEY STATE UNIVERSITY	9/24/2014	CHECK	PMCHK00001672	\$145.43
048766	GRANEW	GRAVOGRAPH-NEW HERMES, INC.	9/24/2014	CHECK	PMCHK00001672	\$1,481.00
048829	GRELAKE	GREAT LAKES AUTOMATIC DOOR INC	9/30/2014	CHECK	PMCHK00001674	\$234.00
048763	FIRMAR	GREEN ROAD ASSOCIATES, LP	9/24/2014	CHECK	PMCHK00001672	\$3,208.33
048768	GREKOV	GREG KOVAS	9/24/2014	CHECK	PMCHK00001672	\$225.00
048704	IMADAT	IMAGE DATA CONVERSION, LLC	9/17/2014	CHECK	PMCHK00001668	\$11,463.55
048812	VANTIGU	INFORM STUDIO	9/24/2014	CHECK	PMCHK00001672	\$1,858.00
048769	ISHPUB	ISHPEMING CARNEGIE PUBLIC LIBR	9/24/2014	CHECK	PMCHK00001672	\$16.96
048770	JAMWHI	JAMES WHITE LIBRARY	9/24/2014	CHECK	PMCHK00001672	\$120.00
048846	JARVAN	JARED VAN ECK	9/30/2014	CHECK	PMCHK00001675	\$500.00
048772	KMODES	KAREN MOELLER DESIGN	9/24/2014	CHECK	PMCHK00001672	\$7,603.75
048830	KATGOO	KATHRYN GOODSON	9/30/2014	CHECK	PMCHK00001674	\$100.00
048705	KATCHY	KATIE CHYNOWETH	9/17/2014	CHECK	PMCHK00001668	\$47.94
048706	KELCAU	KELSEY CAULEY	9/17/2014	CHECK	PMCHK00001668	\$82.48
048831	KINKEY	KINGS KEYBOARD HOUSE	9/30/2014	CHECK	PMCHK00001674	\$450.00
048771	KIPDEG	KIP DEGRAAF	9/24/2014	CHECK	PMCHK00001672	\$95.98
048707	LAURAY	LAURA RAYNOR	9/17/2014	CHECK	PMCHK00001668	\$65.98
048708	LAUZIE	LAURA ZIELIN	9/17/2014	CHECK	PMCHK00001668	\$250.00
048773	LEACEN	LEARNING CENTER	9/24/2014	CHECK	PMCHK00001672	\$508.00
048832	LEXMAT	LEXISNEXIS MATTHEW BENDER	9/30/2014	CHECK	PMCHK00001674	\$129.83
048709	MANPOW	MANPOWER	9/17/2014	CHECK	PMCHK00001668	\$228.80
048774	MANPOW	MANPOWER	9/24/2014	CHECK	PMCHK00001672	\$228.80
048833	MANPOW	MANPOWER	9/30/2014	CHECK	PMCHK00001674	\$228.80
048712	MARYAN	MARGARET YANG	9/17/2014	CHECK	PMCHK00001668	\$250.00
048775	MARCHE	MARIAH CHEREM	9/24/2014	CHECK	PMCHK00001672	\$1,439.90
048711	MARSTO	MARK STONE	9/17/2014	CHECK	PMCHK00001668	\$500.00
048710	MARBAN	MARTIN BANDYKE	9/17/2014	CHECK	PMCHK00001668	\$400.00
048776	MATRIX	MATRIX TRUST CO AttnTPA000320	9/24/2014	CHECK	PMCHK00001672	\$48,965.63
* 048734	MATRIX	Matrix Trust Co:AtttTPA00320 a	9/22/2014	CHECK	PMCHK00001671	\$46,770.93
048834	MATDUB	MATT DUBAY	9/30/2014	CHECK	PMCHK00001674	\$28.49
048777	MELNEI	MELISSA NEILL	9/24/2014	CHECK	PMCHK00001672	\$100.00
048835	METCOM	METCOM	9/30/2014	CHECK	PMCHK00001674	\$4,327.00
048778	METLIFE	METLIFE SBC	9/24/2014	CHECK	PMCHK00001672	\$6,623.85
048713	MICOFF	MICHIGAN OFFICE SOLUTIONS	9/17/2014	CHECK	PMCHK00001668	\$1,895.00
048714	MIDTAP	MIDWEST TAPE	9/17/2014	CHECK	PMCHK00001668	\$5,557.08
048779	MIDTAP	MIDWEST TAPE	9/24/2014	CHECK	PMCHK00001672	\$7,331.12
048836	MIDTAP	MIDWEST TAPE	9/30/2014	CHECK	PMCHK00001674	\$8,842.21
048737	AANEWS	MLIVE MEDIA GROUP	9/24/2014	CHECK	PMCHK00001672	\$2,088.00
048780	NAPALIB	NAPA COUNTY LIBRARY	9/24/2014	CHECK	PMCHK00001672	\$29.50
048837	NATTIM	NATIONAL TIME & SIGNAL CORPORA	9/30/2014	CHECK	PMCHK00001674	\$447.00
048715	NEWSBAN	NEWSBANK	9/17/2014	CHECK	PMCHK00001668	\$3,062.80
048717	NICWIL	NICHOLAS WILCOX	9/17/2014	CHECK	PMCHK00001668	\$500.00
048716	NICBOO	NICOLA'S BOOKS	9/17/2014	CHECK	PMCHK00001668	\$164.32
048718	NUWAVE	NUWAVE AQUARIUMS	9/17/2014	CHECK	PMCHK00001668	\$263.90
048838	NUWAVE	NUWAVE AQUARIUMS	9/30/2014	CHECK	PMCHK00001674	\$129.95
048781	OCLINS	OCLC, INC.	9/24/2014	CHECK	PMCHK00001672	\$4,041.93
048719	OFFDEP	OFFICE DEPOT, INC.	9/17/2014	CHECK	PMCHK00001668	\$190.67
048782	OFFDEP	OFFICE DEPOT, INC.	9/24/2014	CHECK	PMCHK00001672	\$225.96
048839	OFFDEP	OFFICE DEPOT, INC.	9/30/2014	CHECK	PMCHK00001674	\$511.95
048783	ORGBAT	ORGANIZATION FOR BAT CONSERVAT	9/24/2014	CHECK	PMCHK00001672	\$50.00
048784	ORITOW	ORION TOWNSHIP PUBLIC LIBRARY	9/24/2014	CHECK	PMCHK00001672	\$11.99
048785	OXFUNI	OXFORD UNIVERSITY PRESS USA	9/24/2014	CHECK	PMCHK00001672	\$8.98
048786	PETWHI	PETER WHITE PUBLIC LIBRARY	9/24/2014	CHECK	PMCHK00001672	\$2.25
048787	PITCHA	PITTSFIELD CHARTER TOWNSHIP	9/24/2014	CHECK	PMCHK00001672	\$1,288.73
048788	PORDIS	PORTAGE DISTRICT LIBRARY	9/24/2014	CHECK	PMCHK00001672	\$31.95
048789	PRITEC	PRINT TECH INC.	9/24/2014	CHECK	PMCHK00001672	\$1,690.10
048790	PROINF	PROQUEST - CSA LLC	9/24/2014	CHECK	PMCHK00001672	\$5,025.00
048796	SAGLIB	PUBLIC LIBRARIES OF SAGINAW	9/24/2014	CHECK	PMCHK00001672	\$19.99
048791	QUACK!	QUACK!MEDIA	9/24/2014	CHECK	PMCHK00001672	\$1,375.00

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
048723	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	9/17/2014	CHECK	PMCHK00001668	\$20,063.00
048720	RACYAN	RACHEL YANIKOGLU	9/17/2014	CHECK	PMCHK00001668	\$92.13
048821	RAIMEX	RAICES MEXICANAS DE DETROIT	9/25/2014	CHECK	PMCHK00001673	\$250.00
048721	RANHO	RANDOM HOUSE, INC.	9/17/2014	CHECK	PMCHK00001668	\$377.50
048792	RANHO	RANDOM HOUSE, INC.	9/24/2014	CHECK	PMCHK00001672	\$67.50
048722	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	9/17/2014	CHECK	PMCHK00001668	\$72.50
048793	RECBOO	RECORDED BOOKS, INC.	9/24/2014	CHECK	PMCHK00001672	\$5,696.88
048794	REHROB	REHMANN ROBSON	9/24/2014	CHECK	PMCHK00001672	\$6,000.00
048795	RTI	RTI	9/24/2014	CHECK	PMCHK00001672	\$383.75
048840	SAFBUS	SAFEGUARD BUSINESS SYSTEMS	9/30/2014	CHECK	PMCHK00001674	\$208.88
048701	CONQUA	SAGE PUBLICATIONS, INC	9/17/2014	CHECK	PMCHK00001668	\$87.89
048724	SARKEL	SARA MELTON KELLER	9/17/2014	CHECK	PMCHK00001668	\$500.00
048798	SCHSO	SCHEDULE SOURCE, INC	9/24/2014	CHECK	PMCHK00001672	\$961.00
048726	SCHSEC	SCHILKE SECURITY	9/17/2014	CHECK	PMCHK00001668	\$95.00
048725	SCHELE	SCHINDLER ELEVATOR CORPORATION	9/17/2014	CHECK	PMCHK00001668	\$12,463.51
048797	SCHLIB	SCHOLASTIC INC.	9/24/2014	CHECK	PMCHK00001672	\$1,132.30
048727	SHEAUG	SHERLONYA TURNER	9/17/2014	CHECK	PMCHK00001668	\$39.31
048841	SPARBAR	SPARTAN BARRICADING&TRAFFIC CO	9/30/2014	CHECK	PMCHK00001674	\$100.80
048799	SPRINT	SPRINT PCS	9/24/2014	CHECK	PMCHK00001672	\$411.91
048822	SPRINT	SPRINT PCS	9/25/2014	CHECK	PMCHK00001673	\$672.82
048800	STAHAR	STADIUM HARDWARE	9/24/2014	CHECK	PMCHK00001672	\$69.92
048801	STAPOO	STANDARD & POOR'S	9/24/2014	CHECK	PMCHK00001672	\$325.00
048802	STEPET	STEFFORIA, PETIK & ASSOCIATES	9/24/2014	CHECK	PMCHK00001672	\$5,003.75
048803	THEANN	THE ANN MAGAZINE	9/24/2014	CHECK	PMCHK00001672	\$500.00
048728	TMGROU	THE TM GROUP INC	9/17/2014	CHECK	PMCHK00001668	\$170.00
048842	THOWES	THOMSON REUTERS-WEST	9/30/2014	CHECK	PMCHK00001674	\$179.00
048805	TSAFON	TSAI FONG BOOKS, INC.	9/24/2014	CHECK	PMCHK00001672	\$511.17
048843	ULINE	ULINE, INC.	9/30/2014	CHECK	PMCHK00001674	\$96.27
048807	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	9/24/2014	CHECK	PMCHK00001672	\$993.45
048729	UNIPAR	UNITED PARCEL SERVICE	9/17/2014	CHECK	PMCHK00001668	\$162.55
048806	UNIPAR	UNITED PARCEL SERVICE	9/24/2014	CHECK	PMCHK00001672	\$49.87
048844	UNIPAR	UNITED PARCEL SERVICE	9/30/2014	CHECK	PMCHK00001674	\$78.32
048809	UOFSTHOMAS	UNIVERSITY OF ST. THOMAS	9/24/2014	CHECK	PMCHK00001672	\$60.00
048808	UNUMPRO	UNUM LIFE INSURANCE	9/24/2014	CHECK	PMCHK00001672	\$2,897.37
048810	VALLINP	VALUE LINE PUBLISHING INC.	9/24/2014	CHECK	PMCHK00001672	\$19,400.00
048811	VANDIS	VAN BUREN DISTRICT LIBRARY	9/24/2014	CHECK	PMCHK00001672	\$5.95
048845	VANDIS	VAN BUREN DISTRICT LIBRARY	9/30/2014	CHECK	PMCHK00001674	\$7.99
048813	VERWIRC	VERIZON WIRELESS	9/24/2014	CHECK	PMCHK00001672	\$1,656.15
048730	WASHNE	WASHTENAW NEWS COMPANY, INC.	9/17/2014	CHECK	PMCHK00001668	\$5,329.75
048814	WASMAN	WASTE MANAGEMENT OF MICHIGAN	9/24/2014	CHECK	PMCHK00001672	\$223.67
048815	WESENT	WESTGATE ENTERPRISES, LLC	9/24/2014	CHECK	PMCHK00001672	\$17,907.72

Total Checks: 160

Total Amount of Checks: \$426,840.38



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-226**

**RESOLUTION TO AMEND AND RESTATE THE ANN ARBOR DISTRICT  
LIBRARY 403(b) TAX SHELTERED ANNUITY PLAN**

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 20<sup>th</sup> day of October, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

**WHEREAS**, the Employer sponsors and maintains the Ann Arbor District Library 403(b) Tax Sheltered Annuity Plan (the "Plan") for the benefit of eligible employees.

**WHEREAS**, the Employer desires to amend and restate the Plan to comply with applicable laws, including qualification requirements under the Internal Revenue Code.

**WHEREAS**, under the terms of the Plan, the Employer, through its Board of Trustees, may appoint and remove plan representatives, amend and restate the Plan, and delegate and transfer to third parties the authority and power to administer, amend and terminate the Plan.

**NOW THEREFORE, BE IT RESOLVED**, that the Plan, in the form presented to the Trustees, is approved and adopted generally effective as of January 1, 2009, except as otherwise provided therein.

**FURTHER RESOLVED**, the undersigned hereby delegates to the Executive Director or the Chief Financial Officer the full and discretionary authority, power and duty to:

- Act as the Plan Administrator and Named Fiduciary of the Plan with the full and discretionary power to administer the Plan.
- Amend, modify, restate or otherwise alter the terms of the Plan as required to comply with law, collective bargaining agreements or otherwise reflect plan design changes.
- Appoint and remove trustees, custodians, payroll slot vendors and other third party administrators for the Plan.
- Manage and invest the assets of the Plan, including the power to:

- Adopt and maintain an Investment Policy for the investment of Plan assets;
- Select and monitor the investment choices, including those that are available for Participant-directed investments under the Plan; and
- Appoint one or more investment advisors to assist in evaluating the investment performance of Plan assets or educating and advising plan participants regarding their self-directed investment choices under the Plan.

**RESOLVED FURTHER**, notwithstanding the Executive Director's or Chief Financial Officer's amendment authority granted hereunder, the Employer, through the Board of Trustees, reserves and retains the right, at any time, to amend, modify or otherwise alter this delegation of authority and/or the Plan, as well as the exclusive power to terminate the Plan.

**RESOLVED FURTHER**, the Executive Director and Chief Financial Officer shall be indemnified by the Employer, to the extent permitted by state law, against any and all liabilities arising by reason of any act or failure to act made in good faith pursuant to the provisions of the Plan, including expenses reasonably incurred in the defense of any claim relating thereto.

**RESOLVED FURTHER**, that any actions taken previously by the Executive Director, Employer's Human Resources Department in implementing the benefit design, administrative or other changes necessary to comply with recent law changes for the Plan are hereby ratified, confirmed, and approved.

**RESOLVED FURTHER**, that the Executive Director or the Chief Financial Officer is authorized and directed to execute the Plan, and take such other action as may be necessary or appropriate to implement the Plan or these resolutions.

**RESOLVED FURTHER**, that Rebecca Head, Ann Arbor District Library Board Secretary, has the authority to certify this resolution.

**RESOLVED FURTHER**, 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.

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Rebecca Head, Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-227**

**RESOLUTION RECOGNIZING OCTOBER 19-25, 2014 AS NATIONAL  
FRIENDS OF THE LIBRARY WEEK**

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 20<sup>th</sup> day of October, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

**WHEREAS**, The Friends of the Ann Arbor District Library, established by local citizens in 1953, recognizes the critical importance of a securely-established public library and has provided loyal and consistent support for the development of our highly-respected District Library system;

**WHEREAS**, The Friends has continuously obtained funds and resources for the District Library, thereby providing support for programming, equipment, collections, special educational events and exhibits, and outreach to the community;

**WHEREAS**, the work of the Friends highlights the fact that our library is a cornerstone of the community's access to education and enrichment and aims to encourage everyone, from small children to senior citizens, to engage in the joy of life-long learning through use of the library's resources;

**WHEREAS**, the Friends understand the critical importance of public awareness of the library's needs and resources and endeavors to sustain community support for the District Library and its collections and services;

**WHEREAS**, the Friends' gift of their time and commitment to the Ann Arbor District Library demonstrates the way that volunteerism leads to positive civic engagement and the betterment of our community;

**NOW THEREFORE, BE IT RESOLVED**, that the Ann Arbor District Library Board of Trustees proclaims October 19-25, 2014 as Friends of the Library week in Ann Arbor, County of Washtenaw, Michigan and urges everyone to join the Friends of the District Library and thank them for all they do to make our library and community so much better.

**RESOLVED FURTHER**, 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.

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Rebecca Head, Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

2014 OFFICERS

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

ADMINISTRATION

Josie Parker . . . . . Director  
Eli Neiburger . . . . . Deputy Director  
Bruce Hadler . . . . . Chief Financial Officer

**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