



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

Monday, October 21, 2013

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Published by Ann Arbor District Library

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## October 2013

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

## November 2013

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

## December 2013

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

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, October 21, 2013 at 6:00 p.m.  
 Ann Arbor District Library, 4<sup>th</sup> Floor Board Room  
 343 S. Fifth Avenue, Ann Arbor, MI 48104

## REGULAR MEETING AGENDA

- 13-196 I. CALL TO ORDER
- 13-197 II. ATTENDANCE
- 13-198 III. VOTE FOR EXECUTIVE SESSION FOR OPINION OF LEGAL COUNSEL  
 (Item of action)  
 Roll call vote
- 13-199 IV. RECESS TO EXECUTIVE SESSION FOR OPINION OF LEGAL COUNSEL
- 13-200 V. RECONVENE REGULAR MEETING AT 7:00 PM
- 13-201 VI. APPROVAL OF AGENDA (pp. 1-2)  
 (Item of action)
- 13-202 VII. APPROVAL OF MINUTES OF SEPTEMBER 16, 2013 (pp. 3-8)  
 (Item of action)
- 13-203 VIII. CITIZENS' COMMENTS
- 13-204 IX. FINANCIAL REPORTS (pp. 9-16)
- 13-205 X. APPROVAL OF DISBURSEMENTS (pp. 17-19)  
 (Item of action)
- 13-206 XI. COMMITTEE REPORTS
- 13-207 A. COMMUNICATIONS COMMITTEE
- 13-208 B. EXECUTIVE COMMITTEE
- 13-209 C. POLICY COMMITTEE

- 13-210 XII. DIRECTOR'S REPORT (pp. 20-21)
- 13-211 XIII. OLD BUSINESS
- 13-191 A. PITTSFIELD CHARTER TOWNSHIP CORRIDOR  
IMPROVEMENT AUTHORITY TIF CAPTURE  
DISCUSSION  
(30 minutes)
- 13-212 XIV. NEW BUSINESS
- 13-213 A. RESOLUTION TO AMEND 2013-2014 APPROVED  
BUDGET (p. 22)  
(Item of action)
- 13-214 B. AADL SERVICES TO EDUCATORS AND STUDENTS  
(30 minutes)  
Celeste Choate
- 13-215 XV. CITIZENS' COMMENTS
- 13-216 XVI. 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 16, 2013

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**MALLETTS CREEK BRANCH LIBRARY**  
**3090 E. EISENHOWER PARKWAY, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, SEPTEMBER 16, 2013**

- 13-181 I. CALL TO ORDER
- President Rosenthal called the meeting to order at 7:01 p.m.
- 13-182 II. ATTENDANCE
- Present: Kaplan, Leary, Barney Newman, Rosenthal, Surovell  
 Absent: Head, Murphy  
 Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)
- 13-183 III. APPROVAL OF AGENDA  
 (Item of action)
- Trustee Surovell, supported by Trustee Leary, moved to approve the agenda.
- AYES: Kaplan, Leary, Barney Newman, Rosenthal, Surovell  
 NAYS: None
- Motion passed 5-0.
- 13-184 IV. APPROVAL OF MINUTES OF AUGUST 19, 2013  
 (Item of action)
- Vice President Barney Newman, supported by Treasurer Kaplan, moved to approve the minutes of August 19, 2013.
- AYES: Kaplan, Leary, Barney Newman, Rosenthal, Surovell  
 NAYS: None
- Motion passed 5-0.
- 13-185 V. CITIZENS' COMMENTS
- Donald Salberg

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 16, 2013

Good evening ladies and token gentlemen. My name is Donald Salberg, I live at Lexington Drive in northeastern Ann Arbor and I must apologize I'm actually not speaking on behalf of myself, I am speaking on behalf of Libby Hunter who is home ill. She asked me to read a statement before the board. Today she sent by email an FOIA request and this is what she is asking: Dear Miss Parker, I am requesting the following documents per Michigan's Freedom of Information statute. Emails and all written documents between staff, board members and consultants regarding the 2012 Library bond campaign from January 1<sup>st</sup> 2012 to date of this request. I would like the material in electronic format. If you believe any item is exempt from the FOIA, please describe the item and reasons that justify the exemption. If the cost will exceed \$10.00 please contact me signed sincerely, Libby Hunter. Thank you.

Lou Glorie

Good evening, my name is Lou Glorie and I live at Brooks Street, Ann Arbor. ADA issues as well as projects that may impact accessibility were discussed at the August board meeting. It was recorded that the downtown library is largely in compliance with the Americans With Disabilities Act and where compliance is not possible, accessible to users with disabilities. But of course, we can do better. Since it looks like there will be some renovations done to the front entrance it's a good time to consider improvements that would make the downtown entrance more accessible. I'm hoping that at least one door can be widened a bit and the horrible jumble of concrete fronting Fifth Avenue can be made less hazardous. I urge the board to think about how the multiple levels of the sidewalk along Fifth Avenue would be experienced by patrons with visual impairments. Think about someone who uses a walker being dropped off in front of the building. Even if the Fifth Avenue frontage is in strictly legally terms compliant with ADA rules, it is still not easy to use and is certainly not attractive. Last month Mr. Nieman reported an unrestricted fund balance of 7.8 million. I'm not saying blow it all on a fancy entrance. But please think about going beyond the repair and look to improve this area of the property not only for safety, but also to help move Fifth Avenue from bumper chic to pedestrian friendly. The sidewalk improvements would likely be paid for by the DDA, but the library should start this process by incorporating the sidewalk with any repairs and changes to the front entrance. And on another subject also addressed at the

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 16, 2013

August meeting the Board President made to formally clarify statements recorded in the minutes. I can certainly understand that Miss Rosenthal would not want to claim authorship of those comments. It is often difficult for people to sort through minutes and get things right. One way to avoid this problem would be to have the board and committee meetings recorded and broadcast by CTN. There would then be an unambiguous record of what was said and by whom. Openness and transparency benefit not only the public but also governing bodies acting in good faith. Thank you.

13-186 VI. FINANCIAL REPORTS

Associate Director Nieman reported August showed unrestricted cash balance just over \$13 million. Tax receipts just under \$7.5 million, reflecting 65% of the budgeted amount, have been received through the end of August. The fund balance stands at just over \$8 million. Four line items are over budget and will come back into line later in the year.

Treasurer Kaplan inquired about expenditures for materials and L cards. Associate Director Nieman explained the line items for materials and L cards.

13-187 VII. APPROVAL OF DISBURSEMENTS  
 (Item of action)

Trustee Leary, supported by Treasurer Kaplan, moved to approve the August 2013 disbursements.

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

Motion passed 5-0.

13-188 VIII. COMMITTEE REPORTS

President Rosenthal noted that no committees had met since the last board meeting.

13-189 IX. DIRECTOR'S REPORT

Director Parker recognized Associate Director Choate for her presentation at the Annual Clinical and Translational Science

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 16, 2013

Award National Conference in Maryland. She worked with MICHHR's Community Engagement Coordinating Council.

An AADL Top of the Park event from 2010 will be part of ALA's "60 ways to use your library card" promotion.

AADL's scans of *Ann Arbor Sun* will be included in Independent Voices.

On September 11<sup>th</sup> AADL released an archives feature on the history of the Ann Arbor Garden Club. Documents produced by the club can be found at [oldnews.aadl.org](http://oldnews.aadl.org).

Director Parker has been invited to serve on the *Journal of Library Administration* editorial board and to write a quarterly column about issues affecting the management of public libraries.

13-190

X.

NEW BUSINESS

13-191

A. CORRIDOR IMPROVEMENT AUTHORITY TIF CAPTURE

Craig Lyon, Director of Utilities and Municipal Services  
 Pittsfield Charter Township

Craig Lyon spoke briefly regarding Pittsfield Charter Township's Corridor Improvement Authority State Street Improvement Project. He introduced Dick Carlisle of Carlisle Wortman Associates who reviewed project details.

The Board was informed that six governmental entities including Ann Arbor District Library were potentially subject to TIF capture with this project. A public hearing on the Development and Tax Increment Financing Plan is scheduled for October 9<sup>th</sup> after which a sixty day opt out time frame for the affected taxing units is open as required by state statute.

The Corridor Improvement Authority would capture 50% of the incremental value over a twenty year period from the District Library for an estimated amount of \$120,436. The District Library would continue to receive all tax revenues it currently receives from the base year taxable value, which is approximately \$8,536 per year.

AADL Board members questioned the impact of library tax



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 16, 2013

monies being diverted to this project. They also questioned the viability of the project if the majority of taxing authorities chose to opt out. Board members inquired whether the township considered issuing bonds as opposed to a TIF capture.

Trustee Leary, supported by Vice President Barney Newman, moved that the Board request a copy of the State Street CIA Development Plan and Tax Increment Financing Plan and a copy of the draft Tax Sharing Agreement between taxing authorities and the Pittsfield State Street Corridor Improvement authority agreement as soon as possible.

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

Motion passed 5-0.

13-192 XI. OLD BUSINESS

13-193 A. MONTHLY STATISTICAL REPORT  
 Eli Neiburger

Associate Director Neiburger presented August 2013 statistics in comparison with August 2012 in the new statistical format. Summer game data was also outlined in the report. It was noted that funding for the summer game was provided by the Friends of the Ann Arbor District Library and the Westerman Fund.

13-194 XII. CITIZENS' COMMENTS

There were no additional citizens' comments.

Treasurer Kaplan remarked favorably on the letter received from the Department of Veterans Affairs Office thanking the library for a donation of DVD's. Director Parker responded that materials removed from the collection were offered to a variety of locations in addition to the Friends Book Shop.

13-195 XIII. ADJOURNMENT

Vice President Barney Newman, supported by Trustee Leary, moved to adjourn the meeting.

President Rosenthal adjourned the meeting at 8:40 p.m.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 16, 2013

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 16, 2013 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 2013

### **Cash:**

The unrestricted cash balance as of September 30, 2013 was \$14,696,232 up from \$13,751,668 in August.

### **Tax Receipts:**

The Library has received tax receipts totaling \$9,353,945, 81.7% of the budgeted amount, as of September 30th.

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

The Library showed an operating surplus of \$35,648 through August 31st. This gives the Library a positive fund balance of \$8,030,081 at the end of September, down from \$8,056,005 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:

Employment Costs – The merit increases took effect and were paid in July.

Purchased Services – A couple of large payments were made in July.

Utilities – The utility costs were a little higher than budgeted in the month of September.

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

Software – A large payment of approximately \$66,000 was made in July putting this line item over budget.

Building Rental – The summer taxes and CAM charges for Westgate were paid in September.

Copier Expense – A semi annual payment for copier and printer maintenance was paid in September.

Supplies – A large purchase for the new selfcheck stations was made in September.

Circulation Supplies – A large purchase of hold stickers was made in September.

ANN ARBOR DISTRICT LIBRARY  
Operating  
For the Three Months Ending September 30, 2013

	<u>Actual</u>	<u>September Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
<b>Revenue</b>						
Tax Collections - Operating	\$947,333	\$947,333		\$2,842,000	\$2,842,000	
State Aid	6,667	6,667		20,001	20,000	1
Penal Fines	16,250	16,250		48,750	48,750	
Interest	1,704	8,333	(6,629)	2,064	25,000	(22,936)
Copiers	2,699	2,500	199	8,433	7,500	933
Grants/Memorials	3,350	7,500	(4,150)	5,740	22,500	(16,760)
Library Fines & Fees	37,375	35,417	2,558	93,956	106,250	(12,294)
Non-Resident Fees	1,500	1,250	250	4,030	3,750	280
Fund Bal./Restricted Funds		2,083	(2,083)		6,250	(6,250)
<b>Total Revenue</b>	<u>\$1,017,478</u>	<u>\$1,027,333</u>	<u>(\$9,855)</u>	<u>\$3,024,974</u>	<u>\$3,082,000</u>	<u>(\$57,026)</u>
<b>Expenditures</b>						
Salaries & Wages	482,278	497,083	(14,805)	1,515,321	1,491,250	24,071
Employee Benefits	115,796	131,167	(15,371)	373,598	393,500	(19,902)
Employment Taxes	36,019	38,000	(1,981)	113,590	114,000	(410)
<b>Total Employment Cost</b>	<u>\$634,093</u>	<u>\$666,250</u>	<u>(\$32,157)</u>	<u>\$2,002,509</u>	<u>\$1,998,750</u>	<u>\$3,759</u>
Custodial and Electrical	\$18,359	\$15,833	\$2,526	\$45,140	\$47,500	(\$2,360)
Accounting/Audit	833	833		2,499	2,500	(1)
Legal	1,184	4,167	(2,983)	3,086	12,500	(9,414)
Purchased Services	10,861	11,083	(222)	38,761	33,250	5,511
Utilities	40,626	36,667	3,959	113,407	110,000	3,407
Property Insurance	6,881	7,500	(619)	20,642	22,500	(1,858)
Communications	15,985	15,000	985	77,494	45,000	32,494
Materials	214,982	145,833	69,149	372,858	437,500	(64,642)
Software Licenses/Maintenanc	4,069	12,500	(8,431)	97,047	37,500	59,547
Building Rental	20,765	12,917	7,848	40,892	38,750	2,142
Seminars/Conferences/Travel	538	2,333	(1,795)	892	7,000	(6,108)
Copier Expense	10,939	3,750	7,189	14,956	11,250	3,706
Library Programming	18,169	17,500	669	53,396	52,500	896
Grants/Memorials	7,286	9,583	(2,297)	19,133	28,750	(9,617)
Supplies	25,735	15,333	10,402	52,137	46,000	6,137
Repairs and Maintenance	35,745	25,167	10,578	70,423	75,500	(5,077)
Postage	376	2,917	(2,541)	5,587	8,750	(3,163)
Lcards/Circ Cards	25,508	6,000	19,508	24,886	18,000	6,886
Other Operating Expenditures	2,307	2,000	307	4,841	6,000	(1,159)
<b>Total Operating Expense</b>	<u>\$461,148</u>	<u>\$346,916</u>	<u>\$114,232</u>	<u>\$1,058,077</u>	<u>\$1,040,750</u>	<u>\$17,327</u>
Capital Outlays	\$8,476	\$14,167	(\$5,691)	\$14,976	\$42,500	(\$27,524)
<b>Total Expenditures</b>	<u>\$1,103,717</u>	<u>\$1,027,333</u>	<u>\$76,384</u>	<u>\$3,075,562</u>	<u>\$3,082,000</u>	<u>(\$6,438)</u>
<b>Net</b>	<u>(\$86,239)</u>		<u>(\$86,239)</u>	<u>(\$50,588)</u>		<u>(\$50,588)</u>

ANN ARBOR DISTRICT LIBRARY  
Grant Administration  
For the Three Months Ending September 30, 2013

	<u>Actual</u>	<u>September Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$3,350	\$7,500	(\$4,150)	\$5,740	\$22,500	(\$16,760)
Total Revenue	<u>\$3,350</u>	<u>\$7,500</u>	<u>(\$4,150)</u>	<u>\$5,740</u>	<u>\$22,500</u>	<u>(\$16,760)</u>
Expenditures						
Materials	1,634	833	801	1,785	2,500	(715)
Seminars/Conferences/Travel		250	(250)		750	(750)
Library Programming	3,867	7,500	(3,633)	13,281	22,500	(9,219)
Other Operating Expenditures	1,785		1,785	3,492		3,492
Total Operating Expense	<u>\$7,286</u>	<u>\$8,583</u>	<u>(\$1,297)</u>	<u>\$18,558</u>	<u>\$25,750</u>	<u>(\$7,192)</u>
Total Expenditures	<u>\$7,286</u>	<u>\$8,583</u>	<u>(\$1,297)</u>	<u>\$18,558</u>	<u>\$25,750</u>	<u>(\$7,192)</u>
Net	<u>(\$3,936)</u>	<u>(\$1,083)</u>	<u>(\$2,853)</u>	<u>(\$12,818)</u>	<u>(\$3,250)</u>	<u>(\$9,568)</u>

ANN ARBOR DISTRICT LIBRARY  
 Friends of the Library  
 For the Three Months Ending September 30, 2013

	<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	1,106		1,106	1,180		1,180
Library Programming	3,867	7,500	(3,633)	13,281	22,500	(9,219)
Other Operating Expenditures	1,785		1,785	3,492		3,492
Total Operating Expense	<u>\$6,758</u>	<u>\$7,500</u>	<u>(\$742)</u>	<u>\$17,953</u>	<u>\$22,500</u>	<u>(\$4,547)</u>
Total Expenditures	<u>\$6,758</u>	<u>\$7,500</u>	<u>(\$742)</u>	<u>\$17,953</u>	<u>\$22,500</u>	<u>(\$4,547)</u>
Net	<u>(\$6,758)</u>		<u>(\$6,758)</u>	<u>(\$17,953)</u>		<u>(\$17,953)</u>

## Balance Sheet

**ASSETS**

As of 9/30/2013

Current Assets:

## Cash

CASH-COMMERCIAL CHECKING	\$29,856.66
CASH-PAYROLL	2,269.29
HOLTREY FUND	331,872.72
CASH-SAVINGS	8,531,642.99
KENISTON FUND	30,302.89
SHAFFER FUND	10,471.75
WESTERMAN FUND	49,099.62
PETTY CASH	2,300.00
WLBPD ACCOUNT	37,114.85
CDs - SHORT TERM	1,000,000.00

Total Cash	\$10,024,930.77
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## Investments

BANK OF ANN ARBOR INVESTMENT	\$3,290,341.14
UNITED BANK AND TRUST INVESTMENT	1,839,822.19

Total Investments	\$5,130,163.33
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## Accounts Receivable

ACCOUNTS RECEIVABLE	\$68,751.50
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Total Accounts Receivable	\$68,751.50
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## Property Taxes Receivable

Total Property Taxes Receivable	\$0.00
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## Prepaid Expenses

PRE-PAID INSURANCE	\$54,899.99
PREPAID EXPENSES	1,250.00

Total Prepaid Expenses	\$56,149.99
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Total Current Assets	\$15,279,995.59
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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	211,907.84

Total Provided for Long-Term Debt	239,933.30
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TOTAL ASSETS	\$47,560,597.04
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## Ann Arbor District Library

## Balance Sheet

**LIABILITIES AND FUND EQUITY**Current Liabilities:

ACCOUNTS PAYABLE	\$97,632.92
ACCRUED ACCOUNTS PAYABLE	91,406.11
ACCRUED PAYROLL	300,800.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	1,750.41
ACCRUED EMPLOYER 403(b) - UNDECIDED	53,091.75
ACCRUED 403B/MPSERS EMPLOYER	13,183.84
ACCRUED LIABILITY-VACATION S/T	89,969.27

Total Current Liabilities	\$647,834.30
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$28,025.46
ACCRUED LIABILITY-VACATION L/T	211,907.84

Total Long-Term Liabilities	239,933.30
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Fund Equity:

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

RESERVE-ENCUMBRANCES	\$110,419.58
DEFERRED REVENUE - PROPERTY TAX	6,491,661.00
FUND BALANCE - UNDESIGNATED	8,080,670.87
EXCESS REVENUE (SPENDING)	(50,590.16)

Total Fund Balance	\$14,632,161.29
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Total Fund Equity	\$46,672,829.44
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TOTAL LIABILITIES AND FUND EQUITY	\$47,560,597.04
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# Ann Arbor District Library

Rollforward of undesignated fund balance  
For the Period Ending September 30, 2013

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,056,005	\$ 8,185,929
Total revenues	1,017,478	3,024,974
Expenditures:		
Operating	(1,095,239)	(3,060,587)
Capital outlays	(8,476)	(14,976)
(Increase) decrease in encumbrances	<u>60,313</u>	<u>(105,259)</u>
Ending surplus (deficit)	<u>\$ 8,030,081</u>	<u>\$ 8,030,081</u>

# Ann Arbor District Library

Monthly and year-to-date cash rollover  
For Period ending September 30, 2013

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 rollover</b>					
Commercial checking	\$ 5,973	\$ 11,816	\$ (372,932)	\$ 385,000	\$ 29,857
Payroll	4,951	2	(454,489)	451,805	2,269
Petty cash	2,200	-	-	100	2,300
Savings	7,608,381	1,839,822	(76,656)	(836,905)	8,531,643
CDs - Bank of Ann Arbor	1,000,000	-	-	-	1,000,000
Investments - Bank of Ann Arbor	3,290,341	-	-	-	3,290,341
Investments - United Bank and Trust	1,839,822	-	-	-	1,839,822
Westerman Fund	49,091	9	-	-	49,100
Shafer Fund	10,470	2	-	-	10,472
Hollrey Fund	331,790	83	-	-	331,873
Keniston Fund	30,288	5	-	-	30,303
WLBPD	37,109	6	-	-	37,115
	<u>\$ 14,210,426</u>	<u>\$ 1,848,746</u>	<u>\$ (904,077)</u>	<u>\$ -</u>	<u>\$ 15,155,095</u>

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
<b>Year-to-date rollover</b>					
Commercial checking	\$ 18,370	\$ 36,874	(1,600,387)	\$ 1,575,000	\$ 29,857
Payroll	15,593	4	(1,382,148)	1,368,820	2,269
Petty cash	2,200	-	-	100	2,300
Savings	706,253	9,950,514	(181,204)	(1,943,920)	8,531,643
CDs - Bank of Ann Arbor	2,000,000	-	-	(1,000,000)	1,000,000
Investments - Bank of Ann Arbor	3,290,341	-	-	-	3,290,341
Investments - United Bank and Trust	1,839,822	-	-	-	1,839,822
Westerman Fund	43,080	6,020	-	-	49,100
Shafer Fund	10,468	4	-	-	10,472
Hollrey Fund	331,706	167	-	-	331,873
Keniston Fund	30,293	10	-	-	30,303
WLBPD	37,106	9	-	-	37,115
	<u>\$ 8,325,232</u>	<u>\$ 9,993,602</u>	<u>\$ (3,163,739)</u>	<u>\$ -</u>	<u>\$ 15,155,095</u>

Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	9/1/2013
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
046578	AFSMITH	A.F. SMITH ELECTRIC, INC.	9/18/2013	CHECK	PMCHK00001574	
046693	A.M.BE	A.M. BEST COMPANY, INC.	9/30/2013	CHECK	PMCHK00001577	\$224.15
046643	ACCCUT	ACCU CUT SYSTEMS	9/25/2013	CHECK	PMCHK00001575	\$166.95
046644	ACCSHR	ACCUSHRED, LLC	9/25/2013	CHECK	PMCHK00001575	\$26.00
046695	AMASCH	AMANDA SCHOTT	9/30/2013	CHECK	PMCHK00001577	\$100.00
046577	AMEAPP	AMERICAN APPRAISAL ASSOC.	9/16/2013	CHECK	PMCHK00001573	\$25.70
046579	AMEX	AMERICAN EXPRESS	9/18/2013	CHECK	PMCHK00001574	\$1,100.00
046580	ANNARB	ANN ARBOR OBSERVER	9/18/2013	CHECK	PMCHK00001574	\$72,862.32
046581	AROKAU	ARON KAUFMAN	9/18/2013	CHECK	PMCHK00001574	\$2,450.70
046696	ATT	AT&T ADVERTISING SOLUTIONS	9/30/2013	CHECK	PMCHK00001574	\$100.00
046582	ATMOB	AT&T MOBILITY	9/18/2013	CHECK	PMCHK00001577	\$4,716.82
046583	B&H	B&H PHOTO-VIDEO	9/18/2013	CHECK	PMCHK00001574	\$963.17
046584	BARNOB1	BARNES & NOBLE INC.	9/18/2013	CHECK	PMCHK00001574	\$209.00
046585	BARRON	BARRON'S	9/18/2013	CHECK	PMCHK00001574	\$308.37
046586	BATPLU	BATTERIES PLUS	9/18/2013	CHECK	PMCHK00001574	\$597.00
046645	BATPLU	BATTERIES PLUS	9/25/2013	CHECK	PMCHK00001574	\$29.96
046646	BEADEL	BEAU DELOACH	9/25/2013	CHECK	PMCHK00001575	\$98.96
046647	BETBEC	BETSY BECKERMAN	9/25/2013	CHECK	PMCHK00001575	\$250.00
046587	BLAUD	BLACKSTONE AUDIO BOOKS	9/18/2013	CHECK	PMCHK00001575	\$475.00
046648	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	9/25/2013	CHECK	PMCHK00001574	\$715.16
046649	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	9/25/2013	CHECK	PMCHK00001575	\$56,125.93
046588	BP	BP	9/18/2013	CHECK	PMCHK00001575	\$9,081.08
046589	BREWER	BREWER'S	9/18/2013	CHECK	PMCHK00001574	\$291.56
046590	BRIAUD	BRILLIANCE AUDIO, INC.	9/18/2013	CHECK	PMCHK00001574	\$516.61
046591	CAMINN	CAMPUS INN	9/18/2013	CHECK	PMCHK00001574	\$219.93
046650	CAMINN	CAMPUS INN	9/25/2013	CHECK	PMCHK00001574	\$478.80
046592	CAPDIS	CAPITAL AREA DISTRICT LIBRARY	9/18/2013	CHECK	PMCHK00001575	\$250.00
046651	CAPPRE	CAPSTONE PRESS	9/25/2013	CHECK	PMCHK00001574	\$37.94
046593	CARBRO	CARPENTER BROS.	9/18/2013	CHECK	PMCHK00001575	\$7,875.21
046652	CDW-G	CDW GOVERNMENT, INC.	9/25/2013	CHECK	PMCHK00001574	\$177.88
046594	CENMIC	CENTRAL MICHIGAN UNIVERSITY	9/18/2013	CHECK	PMCHK00001575	\$10,932.79
046595	CINCOR	CINTAS CORPORATION	9/18/2013	CHECK	PMCHK00001574	\$67.51
046596	CITOF1	CITY OF ANN ARBOR TREASURER	9/18/2013	CHECK	PMCHK00001574	\$1,890.56
046598	COMCAS	COMCAST	9/18/2013	CHECK	PMCHK00001574	\$6,367.14
046597	COMALLW	COMPUTER ALLEY WEST	9/18/2013	CHECK	PMCHK00001574	\$34.87
046600	CORNELL	CORNELL-ORNITHOLOGY BNA ONLINE	9/18/2013	CHECK	PMCHK00001574	\$159.91
046601	DANGRA	DANIEL GRASER	9/18/2013	CHECK	PMCHK00001574	\$295.00
046653	DAVMCM	DAVID MCMILLIAN	9/25/2013	CHECK	PMCHK00001574	\$100.00
046654	DTEENE	DTE ENERGY	9/25/2013	CHECK	PMCHK00001575	\$75.00
046697	DYKOSG	DYKEMA GOSSETT	9/30/2013	CHECK	PMCHK00001575	\$32,030.54
046602	EARADV	EARLY ADVANTAGE	9/18/2013	CHECK	PMCHK00001577	\$1,183.50
046655	EDCEDU	EDC EDUCATIONAL SERVICE USBORN	9/25/2013	CHECK	PMCHK00001574	\$3,900.00
046603	FASTSP	FAST SPLASH CAR WASH, INC.	9/18/2013	CHECK	PMCHK00001575	\$3,503.61
046604	FIDLAR	FIDLAR ONLINE	9/18/2013	CHECK	PMCHK00001574	\$36.00
046657	FISWIN	FISH WINDOW CLEANING	9/25/2013	CHECK	PMCHK00001574	\$555.68
046698	FORFRA	FORMAT FRAMING	9/30/2013	CHECK	PMCHK00001575	\$2,509.00
046687	THOGAL	GALE/CENGAGE LEARNING, INC	9/25/2013	CHECK	PMCHK00001577	\$3,261.82
046605	GARSTE	GARETH STEVENS PUBLISHING	9/18/2013	CHECK	PMCHK00001575	\$637.29
046658	GARISTE	GARI STEIN	9/25/2013	CHECK	PMCHK00001574	\$100.00
046659	GEMINI	GEMINI	9/25/2013	CHECK	PMCHK00001575	\$100.00
046660	GENBIN	GENERAL BINDING CORPORATION	9/25/2013	CHECK	PMCHK00001575	\$1,005.00
046656	FIRMAR	GREEN ROAD ASSOCIATES, LP	9/25/2013	CHECK	PMCHK00001575	\$240.00
046661	HAYGRI	HAYES GRINDING SERVICE	9/25/2013	CHECK	PMCHK00001575	\$3,208.33
046606	HOPCOL	HOPE COLLEGE-VAN WYLEN LIBRARY	9/18/2013	CHECK	PMCHK00001575	\$69.00
046662	JESHUN	JESSICA S. HUNTER	9/25/2013	CHECK	PMCHK00001574	\$65.00
046608	KATGOO	KATHRYN GOODSON	9/18/2013	CHECK	PMCHK00001575	\$204.00
					PMCHK00001574	\$100.00

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
046607	KATCHY	KATIE CHYNOWETH	9/18/2013	CHECK	PMCHK00001574	\$21.87
046609	LEXMAT	LEXISNEXIS MATTHEW BENDER	9/18/2013	CHECK	PMCHK00001574	\$117.54
046610	LUCROE	LUCY ROEHRIG	9/18/2013	CHECK	PMCHK00001574	\$29.72
046611	LYNHER	LYNN HERSHBERGER HEFFERAN	9/18/2013	CHECK	PMCHK00001574	\$300.00
046617	NEOPOS	MALL FINANCE, INC/NEOPOST USA	9/18/2013	CHECK	PMCHK00001574	\$226.29
046664	MCNMCK	MCNAUGHTON-MCKAY	9/25/2013	CHECK	PMCHK00001575	\$215.82
046663	MASCOM	MEDCO SUPPLY COMPANY	9/25/2013	CHECK	PMCHK00001575	\$440.40
046665	MERINC	MERGENT, INC.	9/25/2013	CHECK	PMCHK00001575	\$5,218.00
046666	METCOM	METCOM	9/25/2013	CHECK	PMCHK00001575	\$999.68
046667	METLIFE	METLIFE SBC	9/25/2013	CHECK	PMCHK00001575	\$7,689.88
046612	MICKRE	MICHELLE KRELL KYDD	9/18/2013	CHECK	PMCHK00001574	\$450.00
046668	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	9/25/2013	CHECK	PMCHK00001575	\$1,969.86
046613	MICLIBA	MICHIGAN LIBRARY ASSOCIATION	9/18/2013	CHECK	PMCHK00001574	\$140.00
046614	MICOFF	MICHIGAN OFFICE SOLUTIONS	9/18/2013	CHECK	PMCHK00001574	\$7,524.21
046615	MICPOW	MICHIGAN POWER RODDING	9/18/2013	CHECK	PMCHK00001574	\$255.00
046616	MIDTAP	MIDWEST TAPE	9/18/2013	CHECK	PMCHK00001574	\$13,867.70
046694	AANEWS	MLIVE MEDIA GROUP	9/30/2013	CHECK	PMCHK00001577	\$1,500.36
046699	NEXCOM	NEXTEL COMMUNICATIONS	9/30/2013	CHECK	PMCHK00001577	\$163.57
046618	NICWIL	NICHOLAS WILCOX	9/18/2013	CHECK	PMCHK00001574	\$800.00
046669	NORWOOD	NORWOOD HOUSE PRESS, INC.	9/25/2013	CHECK	PMCHK00001575	\$934.13
* 046670	NUWAVE	NUWAVE AQUARIUMS	9/25/2013	CHECK	PMCHK00001575	\$12,021.79
046692	NUWAVE	NUWAVE AQUARIUMS	9/25/2013	CHECK	PMCHK00001576	\$636.79
046671	OCLINS	OCLC, INC.	9/25/2013	CHECK	PMCHK00001575	\$7,289.81
046619	OFFDEP	OFFICE DEPOT, INC.	9/18/2013	CHECK	PMCHK00001574	\$719.60
046620	PETHAR	PETER HARPER	9/18/2013	CHECK	PMCHK00001574	\$595.00
046621	PIOJAN	PIONEER JANITORIAL SERVICE	9/18/2013	CHECK	PMCHK00001574	\$10,615.68
046700	PIOJAN	PIONEER JANITORIAL SERVICE	9/30/2013	CHECK	PMCHK00001577	\$2,459.00
046673	PITCHA	PITTSFIELD CHARTER TOWNSHIP	9/25/2013	CHECK	PMCHK00001575	\$2,228.52
046622	PRITEC	PRINT TECH INC.	9/18/2013	CHECK	PMCHK00001574	\$4,022.13
046676	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	9/25/2013	CHECK	PMCHK00001575	\$2,775.00
046623	RACYAN	RACHEL YANIKOGLU	9/18/2013	CHECK	PMCHK00001574	\$44.18
046674	RANHOV	RANDOM HOUSE, INC.	9/25/2013	CHECK	PMCHK00001575	\$2,553.00
046675	RECBOO	RECORDED BOOKS, INC.	9/25/2013	CHECK	PMCHK00001575	\$2,973.23
046701	REHROB	REHMANN ROBSON	9/30/2013	CHECK	PMCHK00001577	\$6,000.00
046702	RENUPH	RENDEL'S UPHOLSTERING & INTERI	9/30/2013	CHECK	PMCHK00001577	\$393.00
046703	RICLES	RICHARD LESUEUR	9/30/2013	CHECK	PMCHK00001577	\$100.00
046677	ROOSRO	ROOSROAST	9/25/2013	CHECK	PMCHK00001575	\$900.00
046678	RUBSTA	RUBBER STAMPS UNLIMITED	9/25/2013	CHECK	PMCHK00001575	\$183.69
046599	CONQUA	SAGE PUBLICATIONS, INC	9/18/2013	CHECK	PMCHK00001574	\$348.12
046679	SARKEL	SARA MELTON KELLER	9/25/2013	CHECK	PMCHK00001575	\$375.00
046682	SCHSOU	SCHEDULE SOURCE, INC	9/25/2013	CHECK	PMCHK00001575	\$968.50
046681	SCHSEC	SCHILKE SECURITY	9/25/2013	CHECK	PMCHK00001575	\$135.00
046624	SCHELE	SCHINDLER ELEVATOR CORPORATION	9/18/2013	CHECK	PMCHK00001574	\$592.05
046680	SCHLIB	SCHOLASTIC INC.	9/25/2013	CHECK	PMCHK00001575	\$1,858.80
046625	SELAUTO	SELECT AUTO SERVICE	9/18/2013	CHECK	PMCHK00001574	\$231.18
046672	PACMEC	SHAMBAUGH & SON, L.P	9/25/2013	CHECK	PMCHK00001575	\$20,966.25
046683	SHEAUG	SHERLONYA TURNER	9/25/2013	CHECK	PMCHK00001575	\$49.94
046626	SPRINT	SPRINT PCS	9/18/2013	CHECK	PMCHK00001574	\$412.53
046627	STAHAR	STADIUM HARDWARE	9/18/2013	CHECK	PMCHK00001574	\$80.20
046629	STAPOO	STANDARD & POOR'S	9/18/2013	CHECK	PMCHK00001574	\$325.00
046685	STAPLE	STAPLES ADVANTAGE	9/25/2013	CHECK	PMCHK00001575	\$32.88
046628	STAMIC4	STATE OF MICHIGAN	9/18/2013	CHECK	PMCHK00001574	\$390.00
046684	STAMIC4	STATE OF MICHIGAN	9/25/2013	CHECK	PMCHK00001575	\$60.00
046686	STEOSB	STEVE OSBURN	9/25/2013	CHECK	PMCHK00001575	\$25.00
046630	SUPERD	SUPER D	9/18/2013	CHECK	PMCHK00001574	\$1,796.95
046631	THAELE	TEL SYSTEMS	9/18/2013	CHECK	PMCHK00001574	\$590.00
046632	TONBIC	TONIA BICKFORD	9/18/2013	CHECK	PMCHK00001574	\$25.43
046633	TWOKIND	TWO OF A KIND	9/18/2013	CHECK	PMCHK00001574	\$550.00
046634	ULINE	ULINE, INC.	9/18/2013	CHECK	PMCHK00001574	\$159.09
046636	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	9/18/2013	CHECK	PMCHK00001574	\$1,038.20
046635	UNIPAR	UNITED PARCEL SERVICE	9/18/2013	CHECK	PMCHK00001574	\$139.66
046688	UNIPAR	UNITED PARCEL SERVICE	9/25/2013	CHECK	PMCHK00001575	\$52.68
046689	UNUMPRO	UNUM LIFE INSURANCE	9/25/2013	CHECK	PMCHK00001575	\$2,060.62

System: 10/14/2013 11:03:12 AM  
 User Date: 10/14/2013

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
046637	UPSTAR	UPSTART	9/18/2013	CHECK	PMCHK00001574	\$960.00
046638	VANDIP	VANNA DIPTIMAN	9/18/2013	CHECK	PMCHK00001574	\$21.95
046639	VERWIRC	VERIZON WIRELESS	9/18/2013	CHECK	PMCHK00001574	\$1,101.60
046640	WASMAN	WASTE MANAGEMENT OF MICHIGAN	9/18/2013	CHECK	PMCHK00001574	\$224.72
046641	WMU	WESTERN MICHIGAN UNIVERSITY	9/18/2013	CHECK	PMCHK00001574	\$105.00
046690	WESENT	WESTGATE ENTERPRISES, LLC	9/25/2013	CHECK	PMCHK00001575	\$6,855.00
046691	WESWOO	WESTON WOODS STUDIOS	9/25/2013	CHECK	PMCHK00001575	\$473.10
046642	XEROX	XEROX CORPORATION	9/18/2013	CHECK	PMCHK00001574	\$14.95

Total Checks: 127

Total Amount of Checks: \$363,377.81

## Director's Report – October 2013

1. The Oculus Rift Hackathon was held on the weekend of October 11-13th. This event brought together teams of software developers to make playable games for the Oculus Rift Head-mounted display (Virtual Reality) in just 42 hours. A public playtest of the created games was held at AADL on Sunday, where AADL users had a chance to try the device and vote for their favorite submissions. This event was a partnership between AADL, UM Library, All Hands Active, the Ann Arbor Game Makers Meetup, and A2Geeks. This is only the 2nd ever Hackathon for this cutting-edge device, and it attracted the attention of Oculus, the makers of the device, who will judge the entries and award an Oculus Rift Development Kit to the winning team. Other prizes were donated by Multinational graphics hardware makers NVIDIA, who recently opened an Ann Arbor Office, and local startup Duo Security. Thanks to our partners and sponsors on this event.
2. In addition to AADL's Public Library Associates and participation in UM-SI's Practical Engagement Program, we have 4 teams of UM students working on analysis projects for AADL this fall.

A CIC (Community Information Core) team will analyze 2000 and 2010 Census data collected by former PLAs and provide a report on the demographic trends of our community.

In addition, another team from CIC will be working with AADL.org's web analytics to identify some trends, dead ends, and user personas and make some recommendations for future analytics and content management.

Then, a team from BOND Consulting Group, composed of Ross School of Business Undergrads, is doing some detailed analysis of the Summer Game to make some recommendations about points and the Summer Game Shop from an economic perspective.

Finally, a team from the A2 Data Dive, a project of the UM School of Information, will be analyzing AADL request fulfillment data to look for trends and clusters of use at their event in November.

While AADL has had participation from class teams and other credit work in the past, this fall has seen extensive demand for AADL as a partner in extracurricular on-campus data analysis activities, and we're eager to see what these teams come up with.

## Director's Report – October 2013

3. Librarian Mariah Cherem shared information about the Ann Arbor District Library during EarthFest 2013. The annual event, which took place September 19th on the Diag, featured sustainable ideas for transportation, water, food and electricity in addition to free food, games, giveaways and live entertainment. Mariah appeared in a photo of the event in *The Record*.

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 13-213**

**RESOLUTION TO AMEND THE 2013-2014 APPROVED 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 21<sup>st</sup> of October 2013 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1). To increase the Repair and Maintenance line item in the 2013-2014 budget by \$40,000 to cover repairs and testing for the roof of the downtown branch.
- 2). That the \$40,000 increase to Repair and Maintenance be transferred from the Fund Balance.
- 3). 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

2013 OFFICERS

President . . . . . Prue Rosenthal  
Vice President . . . . . Jan Barney Newman  
Treasurer . . . . . Nancy Kaplan  
Secretary . . . . . Rebecca Head

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