



Ann Arbor District Library
Regular Meeting
Agenda

Monday, September 15, 2014

Published by Ann Arbor District Library

September 2014

S	M	T	W	T	F	S
	1 Closed-Labor Day	2	3	4	5	6
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October 2014

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12	13 Closed-Staff Day	14	15	16	17	18
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23 30	24	25	26	27 Closed-Thanksgiving	28	29

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, September 15, 2014 at 7:00 p.m.
 Ann Arbor District Library, aadlfreespace, 3rd Floor
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 14-190 I. CALL TO ORDER
- 14-191 II. ATTENDANCE
- 14-192 III. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 14-193 IV. APPROVAL OF MINUTES OF JULY 21, 2014 AND JULY 29, 2014 (pp. 3-25)
 (Item of action)
- 14-194 V. CITIZENS' COMMENTS
- 14-195 VI. FINANCIAL REPORTS (pp. 26-33)
- 14-196 VII. APPROVAL OF DISBURSEMENTS (pp. 34-41)
 (Item of action)
- 14-197 VIII. COMMITTEE REPORTS
- 14-198 A. BUDGET & FINANCE COMMITTEE
- 14-199 B. COMMUNICATIONS COMMITTEE
- 14-200 C. FACILITIES COMMITTEE
- 14-201 IX. DIRECTOR'S REPORT
- 14-202 X. MONTHLY STATISTICS
- 14-203 XI. OLD BUSINESS
- 14-136 A. DOWNTOWN LIBRARY FRONT ENTRANCE REDESIGN UPDATE

- 14-204 XII. NEW BUSINESS
- 14-205 A. WLBPD AND OUTREACH UPDATE (pp. 42-45)
(10 minutes)
Terry Soave
- 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 (pp. 46-49)
(Item of action)
- 14-207 C. RESOLUTION TO ENTER INTO BANKING AGREEMENTS WITH AUTHORIZED FINANCIAL INSTITUTIONS (p. 50-51)
(Item of action)
- 14-208 D. RESOLUTION TO INCREASE BUDGET LINE FOR LIBRARY PROGRAMMING BY \$50,000 AND TRANSFER FUNDS FROM FUND BALANCE (p. 52)
(Item of action)
- 14-209 E. RESOLUTION OF THANKS TO SHIRLEY COLEMAN UPON HER RETIREMENT (p. 53)
(Item of action)
- 14-210 XIII. CITIZENS' COMMENTS
- 14-211 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.

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343 S. FIFTH AVENUE, ANN ARBOR, MI
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14-162 I. CALL TO ORDER

President Rosenthal called the meeting to order at 7:00 p.m.

14-163 II. ATTENDANCE

Present: Head, Kaplan, Leary, Murphy, Rosenthal
Absent: Barney Newman, Surovell
Staff: Neiburger, Parker, Wilson (recorder)

14-164 III. APPROVAL OF AGENDA
(Item of action)

Secretary Head, supported by Trustee Kaplan moved to approve the agenda. Trustee Leary requested the agenda be amended under New Business to add a resolution to seek bids and award the contract for carpeting. Secretary Head, supported by Vice President Murphy, moved to approve the amended agenda. The amended agenda was voted on.

AYES: Head, Kaplan, Leary, Murphy, Rosenthal
NAYS: None

Motion passed 5-0.

14-165 IV. APPROVAL OF MINUTES OF JUNE 16, 2014
(Item of action)

Vice President Murphy, supported by Trustee Leary, moved to approve the minutes of June 16, 2014.

AYES: Head, Kaplan, Leary, Murphy, Rosenthal
NAYS: None

Motion passed 5-0.

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14-166 V. CITIZENS' COMMENTS

Rachel Coffman

My name is Rachel Coffman from second grade going into third grade and I just really love the summer game and so do my sisters. We love it so much that we've been hiding codes all over our house. We would take a post-it-note and put like brush, brush, brush and put it in the toothbrush cabinet like that. It's like a fun game, we would take little things, like paper and hide them for scavenger hunts and make little badges cut out of paper. It was really fun. I just really love the summer game. Thanks.

Lyn Davidge

I love the summer game too. My name is Lyn Davidge, I live in Scio Township and I spent the last 15 minutes running around looking for codes. And I just wrote one down. Did Rachel see the code? So I really hate to stand up here tonight and be a Grinch but there's one in every crowd. I wanted to say that I was very pleased last Monday to attend the informational meeting for potential AADL board members. I had been looking forward to the meeting and I had been looking in various places, the AADL website, MLive Ann Arbor News, Chronicle, so forth watching for the time and the place and I was quite surprised to discover a Chronicle notice that was posted on Sunday morning the thirteenth of July at 11 a.m. announcing the meeting for Friday evening the fourteenth. In my opinion that was incredibly short notice to the public so out of curiosity and to try and double check myself I went back to the AADL website and I clicked again on everything that I could think of that might lead me to the announcement of that meeting. I also went back and searched MLive again I scanned my Sunday Ann Arbor News last Sunday and I'm passable good at tracking down information but hey, you know, I might have missed all previous announcements. It could happen. On the other hand I was left with the uncomfortable feeling that maybe the short notice notice in the Chronicle was the only notice of the potential candidates meeting and you know what that looks like don't you? It looks like you were hoping no one would show up and I hope that you really do not want to give that impression even to one constituent at one time. Now similarly here we are tonight at the Downtown Library and I think a number of us must have hiked up three long flights of stairs to get here to attend a meeting that months ago was

announced to, that it was going to be scheduled at Pittsfield Branch. Now I knew that the venue had been changed from Pittsfield to Downtown and I, very kindly a couple of trustees passed that information, they gave me a heads-up shortly after the June meeting out at the Traverwood Branch. They knew that I thought it was a good idea for the trustees to get out and move around and be visible in all of the branches at various times and they knew to that I disagreed with that decision. But hey, you know I respect and I understand the board's right to make that decision. What I can't understand in that particular case is why the change from Pittsfield to Downtown wasn't just announced at the June meeting at Traverwood. That would, Mary would have heard it, it would have been in the Chronicle report and people would have had very timely notice of that schedule change. Again, it looks like you are hoping no one would show up tonight. I mean that's the impression that people get from that kind of thing. Thank goodness it wasn't true and thank goodness there are so many people here to speak to you tonight. The word got out very well about this meeting and I just hope that this is the wave of the future and that there will be more listing of the board meetings from now on. Thank you.

Cherie Burkheiser

Hi, I'm Cherie Burkheiser and honestly I'm here because I'm addicted to the summer game. I have a two year old son who I started visiting the library last year and finding books for him and I discovered the summer game kinda late in the season last year and I wasn't able to get very far in it but I was immediately addicted to it. I immediately jotted in my calendar when it was going to start for this year and I was there the first day that it started this year. And I've been getting all the codes I can possible get so that's really why I'm here. But, I do want to make a couple of comments, I thought that I just didn't want to come up here, say hi, thanks for the codes, goodbye. So, in looking for certain books, I've poked around other library websites and I've lived in Ann Arbor my whole life so I only know Ann Arbor District Library and you know, you only know what you know, and so you think well, everybody's got a website like Ann Arbor, right? No, they don't. The website that we have is actually, very, very good. Several of the districts that I've been on are difficult to search, and when you do search them, you're not really sure what you have found. You can't really tell if they have the book or not. The Ann

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Arbor website, you know of course everything is going to have little quirks, nuances that irritate you, but it's a really very good website and after seeing that I thought I would let you know that. The only comment that I think that I have negative, would be an improvement on the comments board where when somebody hits the reply button, where somebody's made a comment and they want to reply to that comment, make it easier to follow that communication. Because right now it's just one big long list of comments and you can't tell that, you know, that somebody, especially with the summer game because some of people are on there are going you know, I'm having a really hard time with this code, and could somebody help giving an additional clue and you hit reply at its below ten other comments that have nothing to do with that. So that's the one thing. The other comment I would make would is make sure when you are doing the park codes that permanent codes. Because I started late last year I didn't get through the parks and so I'm trying to complete those badges this year at least two of the parks had non-permanent codes. And one of them was graffiti on a bench that since been sanded and painted over and another was signs on a fence that were removed for this year. So that would be the only thing when you're out in the public, make sure that you are giving us codes that are permanent. I look forward to when my son is older and help search the catalog with me instead me of doing all the work by myself. Thank you very much.

Kathy Griswold

Good evening. The Ann Arbor community is really fortunate to have such an excellent library and truly excellent staff. I just want to talk about one lost opportunity and two minor areas of weakness. The lost opportunity is something where I feel like you are not addressing part of your mission statement for underserved populations and low income students. I've talked to a number of students and tried to engage them in the summer games and I don't have the resources to do that and so I really think that we need to go out into some of those communities and I think that need is substantiated in a couple of ways. One is there are a number of non-profits that are working with underserved youth and they have limited financial resources especially compared to the resources of the library. And they are providing books for students in some of the subsidized housing units. The other thing is Kiwanis recently provided a grant for the Family Learning Institute to buy a

modified bookmobile. So I would really like to see the library revisit a modified bookmobile. Maybe a bookmobile that not only has books but has computer equipment that could be used in the vehicle. In terms of weaknesses one I have addressed many, many times and that's communications. I just want to bring your attention to the suit that was filed by the Detroit Free Press against the University of Michigan for violating the Open Meetings Act. I believe that their regents operate similar to the way that trustees operate and that is just within the limits of the Open Meetings Act. Another thing that I just cringe when I see it is the material in front of you has been printed in slide mode not in handout mode so it wastes a tremendous amount of toner. I don't understand why you are getting white writing on black background. You do slides that way, you don't do handouts that way. And the last thing is facilities. The step at Traverwood has not been repaired yet. It's a very minor teeny tiny little issue, but it is a safety issue that needs to be addressed. Thank you.

Sara Mayman

Hi I'm Sara Mayman and I am also enjoying the summer game and the library all the time, all winter too. I have kind of a proposal that goes with the new tools and the kind of new media things that you guys are doing like super 8 movies and beta and zip drives and that kind of thing. I was hoping the Library could have a media room or have these things on reserve that we could check out, we patrons. They could be donated from people and I thought the maker work people could manage the upkeep on them. Or somehow work together that way. I've found things in my parents' house when I was cleaning them out and I don't know if I should throw them away. I need to look at them. I tried to buy a couple machines that haven't worked for some reason or other. And I think a lot of people are probably in that same boat. It could be tried and if it didn't work or broke immediately, at least it was a try. But they could be donated by patrons because pretty much you just need to see what's on your media transfer and you're done with it, and then if the maker works keep it. And, I was thinking check it out, but keep it in the Library in a room patrons could use at the Library and not to take home, just to keep it safe. And a bonus would be you have the ability to transfer your own media somehow at the Library. Again those are kind of expensive to buy, but you only need to use it once and then you're done so a lot of people may need to do something like that. And lastly, I would

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offer to help if there's a committee or something that I would be happy to help volunteer to do that.

Lydia and Tom Brown

Hello, I'm Tom, and I'm Lydia. [Tom] We also are enjoying the summer games a lot. Some things we've been to this summer, we've went to shrinky dinks, falcon fun dream catchers, those are all quick fun things we did. We also really enjoyed the emerging writer's workshop. Lydia wants to be a writer, so she really likes those. We also have visited all the branches, because of all the branches we've been outdoors a lot so I've needed my hat also. We've went to Kids Reads Comics and that was a lot of fun, that was a big deal here. That was fun we got lots of codes there. We went to Parker Mill and we were getting our codes there and a deer was going through the woods. We thought that was cool. And then just last week we went to Barton Nature Area. I've lived in Ann Arbor twenty-two years and have never been to Barton Nature Area. Isn't that sad. And the codes made me go there. That was cool. And as we were walking through there we saw a deer romping through the woods. And also near our house we went to Mary Beth Doyle Park and I hadn't been then since it had been renewed and cleaned up and straightened out and coming back from there we saw a badger. A badger in Ann Arbor. So that was pretty neat. So, then all the branches, we've got seventy-eight total badges, seventy-eight total badges. We've saw Josie's chickens, that was a fun one. We made a video. We have a summer games team also, our youth group at church made a summer games team. That's been interesting getting other folks involved. First year ever, I've started to tag items, write reviews, rate items in the catalog and that's been pretty neat. I'm actually working on my reading log to, just the regular reading log. [Lydia] I really dig buttons, so I've put all of my buttons on my AADL bag and there's a couple of vintage AADL buttons on it too. Which is really cool. Some from the Malletts Creek age and the Loving Branch age. [Tom] We miss the Loving Branch, but we like Malletts Creek. Anything else? Thank you very much.

Jinny Potter

That was pretty awesome. I am also a summer game fan girl. So a little bit about why I love the summer game. My family moved here to Michigan about four years ago from the south like Josie. In

the south we're all super friendly and like to get together and talk and do things and when we first moved to Michigan we moved to the Metro Detroit area and I went to the library because that's part of the community, the community center and they had things for me and my son, who was a baby at the time, once a month. I never felt like I became part of that community. So we moved to Ann Arbor and my husband has to commute for an hour each way, but it's been worth it. Having the library has just been, it has really helped with the homesickness. The summer game has been a great introduction, learning more about the local businesses, learning about some of the parks that I never knew existed. And it's a lot of fun to play with my family. And I just adore it. We're hoping that the recent success with the transit being that maybe we can lead with it the expansion of the downtown branch. I think that it's already pretty awesome but hearing some of the ideas that others have talked about of making it even more of a resource for the community. It's really inviting and I would love if there's a committee or board, I would love to be a part of that. I would love to give back because the library has given so much to my family. My three ½ year old who doesn't have a favorite branch. We visit about every branch once a week. I want to go to the one with the ball machine, I want to go see the fish, I want to go make cupcakes, so he loves it. I'm really looking forward to when the book reviews are going to come out because he put that one on the calendar for a while so I'm looking forward to seeing that video of him doing a book review. His first book review. It will be a funny tale if that becomes his occupation later on. Anyway, thank you so much and I'm going to take a picture of the game code, because that's what I do.

Gladwin McGee

My name is Gladwin McGee and I'm a resident of Ann Arbor. I'm very concerned about the purging of large numbers of reference books. Such as reference books from the downtown public library in recent months. They're several reference books and sets of reference books that I've used in the past year and in recent months that have been removed from the shelves. These include a three volume Encyclopedia of Television, a three volume Encyclopedia of Musical Theater, eight volume Encyclopedia of American Constitution. Just last week there was a Merriam Webster Encyclopedia of Literature that was removed from the shelf as well as a Benet's Reader's Encyclopedia and also the

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American Decades series which is a survey decade by decade of American history and culture, including volumes from the sixties and seventies and so forth. I would have hoped that it would be part of the philosophical guardian of librarians to respect various pathways of learning discovery, including respecting the choices of those of us who cherish various print reference works and found enrichment and would like to have the opportunity to continue using them. Some really wonderful sets of reference works have been removed from the reference shelves and withdrawn in the last several months. This process has seemed to increase to what seems to someone like me, which has used many times and cherish them, to be of almost bibliocidal [sic] proportions. It's true the Internet provides unprecedented collection of facts, allows some to claim print reference books are now old, can be dispensed with. However the best reference books are more than just collections of facts. The outstanding contextual frameworks for highlighting, exploring connections of unrelated but independent sets of facts. I use the 1960s volume of American Decades series several times to explore various aspects of society, culture and historical conflict. This and other reference sets that have been recently decimated are ones that meant a lot to me. I personally sought riches of overview and insight about aspects of history, culture and ideas that I've explored by using these reference works have sadden me greatly to see their removal. Rather than my saying any more I think I'll ask if anybody has any questions. I have made an appointment to talk to the director actually.

Rosie

So pretty much all this spring, my sister, Margaret and I have been talking about, oh my goodness, I can't wait for the summer game to start up again and I'm almost a bit confused as they call it the summer game, I guess it's kinda cool, and then we got her hooked. So, she's here with us and I would like to thank you all for doing such a wonderful job and for encouraging reading and other modes of learning. I would also like to thank you for hosting Nerd Night that was awesome and very informative. I just would like to say keep up the good work. I will be sad when August ends because it will be gone until next year, but thank you.

14-167

VI. FINANCIAL REPORTS

Deputy Director Neiburger reported June showed unrestricted cash

balance just over \$8.7 million. Tax receipts just over \$11.2 million, reflecting 99% of the budgeted amount, have been received through the end of June. The fund balance stands at just over \$8.1 million. Five line items are over budget and necessary year end budget adjustments are presented under New Business.

14-168

VII.

APPROVAL OF DISBURSEMENTS

(Item of action)

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

AYES: Head, Kaplan, Leary, Murphy, Rosenthal

NAYS: None

Motion passed 5-0.

14-169

VIII.

COMMITTEE REPORTS

14-170

A. COMMUNICATIONS COMMITTEE

Chairperson Head reported the committee consisting of herself and Trustees Leary and Rosenthal met and reviewed recommendations of the Allerton Hill document and progress to date. The committee discussed the success of the summer newsletter and the focus of the fall newsletter which will focus on AADL finances.

14-171

B. FACILITIES COMMITTEE

Chairperson Leary reported the committee consisting of herself and Trustees Barney Newman and Surovell met on June 25th. The committee reviewed the budget and schematics of the Downtown Library front entrance project as being presented under Old Business. The need to replace carpeting in areas Downtown and at West Branch was discussed and is being presented under New Business. The committee was updated on the Downtown Library public elevator and a resolution regarding that is also under New Business.

14-172

IX.

DIRECTOR'S REPORT

Director Parker reported on the summer game. She reported that feedback from the May Visions Vendor Fair is still being received. The Bike Share program is still active and the Library will be

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hosting a site. A slide show of the May 2014 Visions event was shown. Director Parker reported that the Friends provided funding for that event.

14-173 X. MONTHLY STATISTICS

Associate Director Neiburger reviewed June 2014 versus June 2013 statistics of collections, users, visits, usage and participation. He reported that the Downtown Library was missing door count data for five days this month. He noted the door count equipment is an issue that would be addressed. Top tweets for the month were also presented. The Kids Reads Comics event held here and drew a large crowd.

14-174 XI. OLD BUSINESS

14-136 A. RESOLUTION APPROVING CONSTRUCTION BUDGET FOR DOWNTOWN LIBRARY FRONT ENTRANCE REDESIGN
 (Item of action)

Trustee Leary, supported by Vice President Murphy, moved the Board resolves to approve the construction budget provided by O'Neal Construction Inc. for the Downtown Library front entrance redesign; to increase the budget line for Capital Outlays by \$425,523.00 for redesign of the front entrance of the Downtown Library; that the \$425,523.00 increase for Capital Outlays be transferred from the Fund Balance; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Parker noted that changes made to the design were done by the Facilities Committee. Schematic cost estimates and proposed design changes were presented in the Board Packet. Signage was removed from the budget and is the Library's responsibility to provide.

AYES: Head, Kaplan, Leary, Murphy, Rosenthal

NAYS: None

Motion passed 5-0.

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14-175 XII. NEW BUSINESS

14-176 A. RESOLUTION TO SEEK BIDS AND AWARD CONTRACT FOR CARPETING WEST BRANCH AND PORTIONS OF THE DOWNTOWN LIBRARY

(Item of action)

Trustee Leary, supported by Secretary Head, moved the Board resolves that the Director be authorized to seek bids and award contract for carpeting West Branch and portions of the Downtown Library not to exceed \$50,000.00; to increase the budget line for Capital Outlays by \$50,000.00 for carpeting West Branch and portions of the Downtown Library; that the \$50,000.00 increase for Capital Outlays be transferred from the Fund Balance; that all resolutions and parts of resolutions that conflict with the provisions of this resolution be rescinded.

Director Parker noted that due to the elevator repair carpeting in the lower level will need replacement. Carpeting will be replaced in the Multipurpose Room, the Friends book shop and the lower level lobby area. Also at Downtown the third floor carpeting will be replaced as it is original to the 1990's addition. West Branch will be closed temporarily to replace worn carpeting there.

AYES: Head, Kaplan, Leary, Murphy, Rosenthal

NAYS: None

Motion passed 5-0.

14-177 B. RESOLUTION TO AWARD THE CONTRACT TO REPAIR DOWNTOWN LIBRARY PUBLIC ELEVATOR

(Item of action)

Secretary Head, supported by Vice President Murphy, moved the Board resolves to award the contracts for repair of the public elevator at the Downtown Library Branch to Schindler Elevator Corporation for the amount of \$93,598.00; to increase the budget line for Capital Outlays by \$57,988.00 for the repair of the public elevator at the Downtown Library; to increase the budget line for Capital Outlays by \$35,610.00 for well drilling (after-drill) of elevator hole in the existing hoistway and clean out of existing hole and casing; that the \$93,598.00 increase for Capital Outlays be transferred from the Fund Balance; that all resolutions and parts of resolutions that conflict with the provisions of this resolution

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are rescinded.

Director Parker explained the process for replacement of the public elevator hydraulic jack.

AYES: Head, Kaplan, Leary, Murphy, Rosenthal

NAYS: None

Motion passed 5-0.

14-178

C. RESOLUTION TO AMEND THE 2013-2014 APPROVED BUDGET
 (Item of action)

Vice President Murphy, supported by Secretary Head, moved the Board resolves to transfer \$22,500 from Capital Outlays to Supplies; to transfer \$49,800 from Capital Outlays to Software Licenses/Maintenance; to transfer \$17,000 from Utilities to Purchased Services; to transfer \$6,500 from Utilities to Copier Expense; to transfer \$500 from Utilities to Library Programming; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Kaplan, Leary, Murphy, Rosenthal

NAYS: None

Motion passed 5-0.

14-179

D. RESOLUTION OF THANKS TO WENDY ST. ANTOINE UPON HER RETIREMENT
 (Item of action)

President Rosenthal, supported by Vice President Murphy, moved the Board resolves that it would like to officially thank Wendy St. Antoine for her service as an employee from December 16, 1996 to August 15, 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, Kaplan, Leary, Murphy, Rosenthal

NAYS: None

Motion passed 5-0.

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14-180

E. VOTE TO CANCEL THE AUGUST 18, 2014 REGULAR BOARD MEETING
 (Item of action)

Secretary Head, supported by Vice President Murphy, moved to cancel the August 18, 2014 Ann Arbor District Library Board meeting.

After brief discussion by the board the action was approved by unanimous consent.

14-181

XIII. CITIZENS' COMMENTS

Donald Harrison

I would like to say one thing. The codes are making me do it. In the collection of non-traditional items, musical instruments have been a really great addition. I think I've used most of them or tried them out. And recently a few weeks ago I was checking out something or looking for a code at the library, whatever I was doing Downtown, I saw this little green table over in that section and so I checked it out and took it to a family reunion that weekend and setup this little table, the net and within minutes we were playing Ping-Pong at the family reunion. So family members who hadn't seen each other in probably years were having a really great time. So it was a lot of fun but also really meaningful. So things like that to me really create a lot of value. So I wanted to share that the Ping-Pong table headlines some of the other items have had. But Mary, I don't know if you are still taking notes but maybe this will put some pressure on the Parks and Rec to get some public Ping-Pong tables. Thank you.

Donald Salberg

My name is Donald Salberg and I live in northeast Ann Arbor and I wasn't going to talk before the board meeting until I heard about the apparent inflated cost for O'Neal to replace the front entrance to the Library. If I understand correctly and I might have missed the figures, Josie Parker had indicated for months that she hoped that cost would be kept to under \$250,000 and now I'm not sure if the total cost is estimated at \$425,000 or closer to \$700,000. [Director Parker interjected that she did not know where Dr. Salberg came up with the \$700,000.] I didn't know if the \$425,000

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that I believe was the figure mentioned was going to be the total cost for the project at this time. You're not going to answer questions? So I will assume that the \$400,000 plus thousand dollar figure still represents almost doubling of the cost of constructing the front entrance. I don't know how much of that is involved with the heating coils. I also wonder about the heating coils [Trustee Murphy interjected \$67,000] \$67,000 for the heating coils? This is how much it costs? That is if it works. One of the problems with heating coils as I understand it is that if it doesn't completely melt the snow as it falls, which can be up to a foot an hour, that what you get is a thin layer of water that's being melted by the coils covered by a thin layer of ice and snow and that could potentially make the walkway slipperier than it would be otherwise. Furthermore, I don't know what the expected lifetime of these coils are, how frequently they break down and if there is any way that you can repair them other than by breaking up the concrete entirely and replacing everything or at least a piece of the coil. Furthermore, it would be nice to know what the estimates for cost of operation would be, how much more would the library have to spend in electricity and running these coils. I think that using salt and manual removal of snow probably has worked very well for the library in the past. I have not heard of many suits from slips and falls in winter in front of the library and I'm just wondering if this expense is entirely necessary. Thank you.

14-182 XIV. ADJOURNMENT

Director Parker announced that the Friends of the Library Book Shop is now located on the main floor area of the Library due to the elevator repair. Trustee Kaplan inquired if they could remain on the first floor after the elevator repair is completed. Director Parker responded that it was a possibility but talks with the Friends will need to take place.

Vice President Murphy moved to adjourn the meeting.

President Rosenthal adjourned the meeting at 8:48 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 July 21, 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,

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JULY 21, 2014

being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-136**

**RESOLUTION TO APPROVE THE CONSTRUCTION BUDGET FOR THE
DOWNTOWN LIBRARY FRONT ENTRANCE REDESIGN**

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 21st day of July, 2014 at 7:00 p.m.

PRESENT: Head, Kaplan, Leary, Murphy, Rosenthal
ABSENT: Barney Newman, Surovell

The following resolution was offered by Trustee Leary, and supported by Vice President Murphy:

THE BOARD RESOLVES:

- 1.) To approve the construction budget provided by O'Neal Construction Inc. for the Downtown Library front entrance redesign.
- 2.) To increase the budget line for Capital Outlays by \$425,523.00 for redesign of the front entrance of the Downtown Library.
- 3.) That the \$425,523.00 increase for Capital Outlays be transferred from the Fund Balance.
- 4.) 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, Kaplan, Leary, Murphy, Rosenthal
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 July 21, 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.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-176**

**RESOLUTION TO SEEK BIDS AND AWARD CONTRACT FOR CARPETING
WEST BRANCH AND PORTIONS OF THE DOWNTOWN LIBRARY**

Minutes of the 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 21st day of July, 2014 at 7:00 p.m.

PRESENT: Head, Kaplan, Leary, Murphy, Rosenthal
ABSENT: Barney Newman, Surovell

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

THE BOARD RESOLVES:

- 1.) That the Director be authorized to seek bids and award contract for carpeting West Branch and portions of the Downtown Library not to exceed \$50,000.00.
- 2.) To increase the budget line for Capital Outlays by \$50,000.00 for carpeting West Branch and portions of the Downtown Library.
- 3.) That the \$50,000.00 increase for Capital Outlays be transferred from the Fund Balance.
- 4.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution be rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES: Head, Kaplan, Leary, Murphy, Rosenthal
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 July 21, 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.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-177**

**RESOLUTION TO AWARD THE CONTRACT TO REPAIR DOWNTOWN
LIBRARY PUBLIC ELEVATOR**

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 21st day of July, 2014 at 7:00 p.m.

PRESENT: Head, Kaplan, Leary, Murphy, Rosenthal

ABSENT: Barney Newman, Surovell

The following resolution was offered by Secretary Head, and supported by Vice President Murphy:

THE BOARD RESOLVES:

- 1.) To award the contracts for repair of the public elevator at the Downtown Library Branch to Schindler Elevator Corporation for the amount of \$93,598.00.
- 2.) To increase the budget line for Capital Outlays by \$57,988.00 for the repair of the public elevator at the Downtown Library.
- 3.) To increase the budget line for Capital Outlays by \$35,610.00 for well drilling (after-drill) of elevator hole in the existing hoistway and clean out of existing hole and casing.
- 4.) That the \$93,598.00 increase for Capital Outlays be transferred from the Fund Balance.
- 5.) 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, Kaplan, Leary, Murphy, Rosenthal

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 July 21, 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.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-178**

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 21st day of July 2014 at 7:00 p.m.

PRESENT: Head, Kaplan, Leary, Murphy, Rosenthal

ABSENT: Barney Newman, Surovell

The following resolution was offered by Vice President Murphy and supported by Secretary Head:

THE BOARD RESOLVES AS FOLLOWS:

- 1). To transfer \$22,500 from Capital Outlays to Supplies.
- 2). To transfer \$49,800 from Capital Outlays to Software Licenses / Maintenance.
- 3). To transfer \$17,000 from Utilities to Purchased Services.
- 4). To transfer \$6,500 from Utilities to Copier Expense.
- 5). To transfer \$500 from Utilities to Library Programming.
- 6). 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, Kaplan, Leary, Murphy, Rosenthal

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 July 21, 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.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-179**

**RESOLUTION OF THANKS TO WENDY ST. ANTOINE UPON HER
RETIREMENT**

Minutes of the 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 21st day of July, 2014 at 7:00 p.m.

PRESENT: Head, Kaplan, Leary, Murphy, Rosenthal
ABSENT: Barney Newman, Surovell

The following resolution was offered by President Rosenthal, and supported by Vice President Murphy:

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Wendy St. Antoine for her service as an employee from December 16, 1996 to August 15, 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, Kaplan, Leary, Murphy, Rosenthal
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 July 21, 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.

Secretary

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, JULY 29, 2014

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE SPECIAL MEETING
MONDAY, JULY 29, 2014

- 14-183 I. CALL TO ORDER
 President Rosenthal called the meeting to order at 6:37 p.m.
- 14-184 II. ATTENDANCE
 Present: Head, Barney Newman, Rosenthal, Surovell
 Absent: Kaplan, Leary, Murphy
 Staff: Neiburger, Parker, Wilson (recorder)
- 14-185 III. CITIZENS' COMMENTS
 There were no Citizen's Comments.
- 14-186 IV. APPROVAL OF AGENDA
 (Item of action)
 Secretary Head, supported by Trustee Surovell, moved to approve the agenda.
 AYES: Head, Barney Newman, Rosenthal, Surovell
 NAYS: None
Motion passed 4-0.
- 14-187 V. OLD BUSINESS
- 14-177 VI. A. RESOLUTION TO INCREASE CAPITAL OUTLAYS
BUDGET FOR THE DOWNTOWN LIBRARY ELEVATOR
PROJECT
 (Item of action)
 Secretary Head, supported by Trustee Surovell, moved the Board resolves to increase the budget line for Capital Outlays by \$75,000.00 for the repair of the public elevator at the Downtown Library; that the \$75,000.00 increase for Capital Outlays be transferred from the Fund Balance; that all resolutions and parts of

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, JULY 29, 2014

resolutions that conflict with the provisions of this resolution are rescinded.

Director Parker informed the Board that assessment of the elevator found three casings inside of each other that do not allow for placement of the new jack. Removal of these casings is an additional expense.

AYES: Head, Barney Newman, Rosenthal, Surovell

NAYS: None

Motion passed 4-0.

14-188 VII. CITIZENS' COMMENTS

There were no Citizen's Comments.

14-189 VIII. ADJOURNMENT

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

AYES: Head, Barney Newman, Rosenthal, Surovell

NAYS: None

Motion passed 4-0.

President Rosenthal adjourned the meeting at 6:49 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 special meeting held on July 29, 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.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-177**

**RESOLUTION TO INCREASE CAPITAL OUTLAYS BUDGET FOR
DOWNTOWN LIBRARY ELEVATOR REPAIR**

Minutes of a special 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 29th day of July, 2014 at 6:30 p.m.

PRESENT: Head, Barney Newman, Rosenthal, Surovell

ABSENT: Kaplan, Leary, Murphy

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

THE BOARD RESOLVES:

- 1.) To increase the budget line for Capital Outlays by \$75,000.00 for the repair of the public elevator at the Downtown Library.
- 2.) That the \$75,000.00 increase for Capital Outlays 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, 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 Special Board Meeting held on July 29, 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.

Secretary

Ann Arbor District Library Financial Summary for July 2014

Cash:

The unrestricted cash balance as of July 31, 2014 was \$8,865,057 up from \$8,778,589 in June.

Tax Receipts:

The Library has received tax receipts totaling \$1,304,092, 11.2% of the budgeted amount, as of July 31.

Budget vs. Actual:

The Library showed an operating surplus of \$89,423 through July 31. This gives the Library a positive fund balance of \$8,322,463 as of July 31, up from \$8,170,790 at the end of June.

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 July.

Legal – Fees paid for CFO search and HR matters were paid in July.

Purchased Services – Annual payments as well as an architect's invoice were paid in July.

Copier Expense – Quarterly payments for copier lease and maintenance were paid in July.

Library Programming – A few major summer programs were paid for in July.

Grants/Memorials – Books were purchased for summer reading programs in July.

Postage - Paid for the postage meter to be filled in July.

Other Operating Expenditures – Annual association dues paid for in July.

Capital Outlays – Purchased a Cargo Van in July.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Month Ending July 31, 2014

	<u>Actual</u>	<u>July Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$969,750	\$969,750		\$969,750	\$969,750	
State Aid	6,667	6,667		6,667	6,667	
Penal Fines	18,750	18,750		18,750	18,750	
Interest	183	8,333	(8,150)	183	8,333	(8,150)
Copiers	2,446	2,500	(54)	2,446	2,500	(54)
Grants/Memorials	635	7,500	(6,865)	635	7,500	(6,865)
Library Fines & Fees	30,384	31,667	(1,283)	30,384	31,667	(1,283)
Non-Resident Fees	1,538	1,250	288	1,538	1,250	288
Fund Bal./Restricted Funds		917	(917)		917	(917)
Total Revenue	<u>\$1,030,353</u>	<u>\$1,047,334</u>	<u>(\$16,981)</u>	<u>\$1,030,353</u>	<u>\$1,047,334</u>	<u>(\$16,981)</u>
Expenditures						
Salaries & Wages	477,802	497,333	(19,531)	477,802	497,333	(19,531)
Employee Benefits	120,075	135,250	(15,175)	120,075	135,250	(15,175)
Employment Taxes	35,722	38,083	(2,361)	35,722	38,083	(2,361)
Total Employment Cost	\$633,599	\$670,666	(\$37,067)	\$633,599	\$670,666	(\$37,067)
Custodial and Electrical	\$13,243	\$16,667	(\$3,424)	\$13,243	\$16,667	(\$3,424)
Accounting/Audit	1,000	1,000		1,000	1,000	
Legal	10,749	8,000	2,749	10,749	8,000	2,749
Purchased Services	18,493	12,000	6,493	18,493	12,000	6,493
Utilities	34,386	37,333	(2,947)	34,386	37,333	(2,947)
Property Insurance	6,881	7,500	(619)	6,881	7,500	(619)
Communications	10,927	15,000	(4,073)	10,927	15,000	(4,073)
Materials	98,338	145,834	(47,496)	98,338	145,834	(47,496)
Software Licenses/Maintenanc	4,720	12,500	(7,780)	4,720	12,500	(7,780)
Building Rental	10,063	12,917	(2,854)	10,063	12,917	(2,854)
Seminars/Conferences/Travel	11	2,333	(2,322)	11	2,333	(2,322)
Copier Expense	11,319	3,750	7,569	11,319	3,750	7,569
Library Programming	26,955	26,667	288	26,955	26,667	288
Grants/Memorials	10,858	7,500	3,358	10,858	7,500	3,358
Supplies	7,671	15,417	(7,746)	7,671	15,417	(7,746)
Repairs and Maintenance	6,661	26,000	(19,339)	6,661	26,000	(19,339)
Postage	5,227	2,917	2,310	5,227	2,917	2,310
Lcards/Circ Cards	322	5,500	(5,178)	322	5,500	(5,178)
Other Operating Expenditures	6,227	2,000	4,227	6,227	2,000	4,227
Total Operating Expense	<u>\$284,051</u>	<u>\$360,835</u>	<u>(\$76,784)</u>	<u>\$284,051</u>	<u>\$360,835</u>	<u>(\$76,784)</u>
Capital Outlays	<u>\$23,280</u>	<u>\$15,833</u>	<u>\$7,447</u>	<u>\$23,280</u>	<u>\$15,833</u>	<u>\$7,447</u>
Total Expenditures	<u>\$940,930</u>	<u>\$1,047,334</u>	<u>(\$106,404)</u>	<u>\$940,930</u>	<u>\$1,047,334</u>	<u>(\$106,404)</u>
Net	<u>\$89,423</u>		<u>\$89,423</u>	<u>\$89,423</u>		<u>\$89,423</u>

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Date: 9/10/2014

Ann Arbor District Library

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Balance Sheet

ASSETS

As of 7/31/2014

Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$240,390.84
CASH-PAYROLL	7,475.12
HOLTREY FUND	332,287.65
CASH-SAVINGS	834,229.19
KENISTON FUND	30,328.14
SHAFFER FUND	10,480.47
WESTERMAN FUND	49,236.44
PETTY CASH	2,300.00
WLBPD ACCOUNT	37,149.11
CDs - SHORT TERM	2,000,000.00
PRICE FUND	19,731.73

Total Cash \$3,563,608.69

Investments

BANK OF ANN ARBOR INVESTMENT	\$3,377,235.45
UNITED BANK AND TRUST INVESTMENT	1,920,979.39

Total Investments \$5,298,214.84

Accounts Receivable

ACCOUNTS RECEIVABLE	\$418,279.64
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Total Accounts Receivable \$418,279.64

Property Taxes Receivable

Total Property Taxes Receivable	\$0.00
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Prepaid Expenses

PRE-PAID INSURANCE	\$62,917.33
PREPAID EXPENSES	1,250.00

Total Prepaid Expenses \$64,167.33

Total Current Assets \$9,344,270.50

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

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

TOTAL ASSETS \$41,614,890.11

Ann Arbor District Library
 Balance Sheet

LIABILITIES AND FUND EQUITY

Current Liabilities:

ACCOUNTS PAYABLE	\$17,236.04
ACCRUED ACCOUNTS PAYABLE	101,041.37
ACCRUED PAYROLL	210,586.85
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	6,300.25
ACCRUED EMPLOYER 403(b) - UNDECIDED	53,091.75
ACCRUED 403B/MPSERS EMPLOYER	(13,733.41)
ACCRUED LIABILITY-VACATION S/T	86,539.71
<hr/>	
Total Current Liabilities	\$461,062.56

Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$28,025.46
ACCRUED LIABILITY-VACATION L/T	201,926.00
<hr/>	
Total Long-Term Liabilities	229,951.46

Fund Equity:

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

RESERVE-ENCUMBRANCES	\$136,977.61
DEFERRED REVENUE - PROPERTY TAX	334,343.00
FUND BALANCE - UNDESIGNATED	8,322,463.37
EXCESS REVENUE (SPENDING)	89,423.96
<hr/>	
Total Fund Balance	\$8,883,207.94

Total Fund Equity	\$40,923,876.09
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TOTAL LIABILITIES AND FUND EQUITY	<hr/> <hr/> \$41,614,890.11
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Ann Arbor District Library Financial Summary for August 2014

Cash:

The unrestricted cash balance as of August 31, 2014 was \$7,848,302 down from \$8,865,057 in July.

Tax Receipts:

The Library has received tax receipts totaling \$7,589,198, 65.2% of the budgeted amount, as of August 31.

Budget vs. Actual:

The Library showed an operating surplus of \$14,831 through August 31. This gives the Library a positive fund balance of \$8,287,864 as of August 31, down from \$8,322,463 at the end of July.

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 August.

Legal – Fees paid for CFO search and HR matters paid in July adversely affected August YTD compared to budget.

Purchased Services – Annual payments as well as payments to an architect made in July adversely affected August YTD compared to budget.

Communications – The annual payment for internet connectivity was paid in August.

Software – The annual payment for the library automation system was paid in August.

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

Grants/Memorials – Supplies for summer reading programs were paid in August.

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

Capital Outlays – Payment was made for elevator repair in August.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Two Months Ending August 31, 2014

	<u>Actual</u>	<u>August Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$969,750	\$969,750		\$1,939,500	\$1,939,500	
State Aid	6,667	6,667		13,334	13,333	1
Penal Fines	18,750	18,750		37,500	37,500	
Interest	731	8,333	(7,602)	914	16,667	(15,753)
Copiers	2,539	2,500	39	4,985	5,000	(15)
Grants/Memorials	5,150	7,500	(2,350)	5,785	15,000	(9,215)
Library Fines & Fees	29,793	31,667	(1,874)	60,176	63,333	(3,157)
Non-Resident Fees	1,500	1,250	250	3,038	2,500	538
Fund Bal./Restricted Funds		917	(917)		1,833	(1,833)
Total Revenue	\$1,034,880	\$1,047,334	(\$12,454)	\$2,065,232	\$2,094,666	(\$29,434)
Expenditures						
Salaries & Wages	482,751	497,333	(14,582)	960,553	994,667	(34,114)
Employee Benefits	114,026	135,250	(21,224)	234,101	270,500	(36,399)
Employment Taxes	36,078	38,083	(2,005)	71,800	76,167	(4,367)
Total Employment Cost	\$632,855	\$670,666	(\$37,811)	\$1,266,454	\$1,341,334	(\$74,880)
Custodial and Electrical	\$13,267	\$16,667	(\$3,400)	\$26,510	\$33,333	(\$6,823)
Accounting/Audit	1,000	1,000		2,000	2,000	
Legal	5,809	8,000	(2,191)	16,557	16,000	557
Purchased Services	7,890	12,000	(4,110)	26,383	24,000	2,383
Utilities	29,035	37,333	(8,298)	63,421	74,667	(11,246)
Property Insurance	6,881	7,500	(619)	13,762	15,000	(1,238)
Communications	54,245	15,000	39,245	65,172	30,000	35,172
Materials	128,505	145,834	(17,329)	226,843	291,666	(64,823)
Software Licenses/Maintenanc	87,871	12,500	75,371	92,591	25,000	67,591
Building Rental	10,063	12,917	(2,854)	20,127	25,833	(5,706)
Seminars/Conferences/Travel	28	2,333	(2,305)	38	4,667	(4,629)
Copier Expense	375	3,750	(3,375)	11,693	7,500	4,193
Library Programming	21,437	26,667	(5,230)	48,391	53,333	(4,942)
Grants/Memorials	18,854	7,500	11,354	29,712	15,000	14,712
Supplies	16,736	15,417	1,319	24,407	30,833	(6,426)
Repairs and Maintenance	36,224	26,000	10,224	42,886	52,000	(9,114)
Postage	149	2,917	(2,768)	5,376	5,833	(457)
Lcards/Circ Cards	1,325	5,500	(4,175)	1,647	11,000	(9,353)
Other Operating Expenditures	2,026	2,000	26	8,253	4,000	4,253
Total Operating Expense	\$441,720	\$360,835	\$80,885	\$725,769	\$721,665	\$4,104
Capital Outlays	\$34,899	\$15,833	\$19,066	\$58,178	\$31,667	\$26,511
Total Expenditures	\$1,109,474	\$1,047,334	\$62,140	\$2,050,401	\$2,094,666	(\$44,265)
Net	(\$74,594)		(\$74,594)	\$14,831		\$14,831

Date: 9/9/2014

Ann Arbor District Library

1

Balance Sheet

ASSETS

As of 8/31/2014

Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$229,174.27
CASH-PAYROLL	7,477.07
HOLTREY FUND	332,327.25
CASH-SAVINGS	6,509,786.85
KENISTON FUND	30,330.55
SHAFFER FUND	10,481.30
WESTERMAN FUND	49,240.35
PETTY CASH	2,300.00
WLBPD ACCOUNT	37,152.06
CDs - SHORT TERM	2,000,000.00
PRICE FUND	19,733.30

Total Cash	\$9,228,003.00
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Investments

BANK OF ANN ARBOR INVESTMENT	\$3,377,235.45
UNITED BANK AND TRUST INVESTMENT	1,920,979.39

Total Investments	\$5,298,214.84
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Accounts Receivable

ACCOUNTS RECEIVABLE	(\$5,861,945.36)
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Total Accounts Receivable	(\$5,861,945.36)
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Property Taxes Receivable

TAXES RECEIVABLE	(\$392,862.65)
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Total Property Taxes Receivable	(\$392,862.65)
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Prepaid Expenses

PRE-PAID INSURANCE	\$54,906.66
PREPAID EXPENSES	1,250.00

Total Prepaid Expenses	\$56,156.66
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Total Current Assets	\$8,327,566.49
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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	\$40,598,186.10
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Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	(\$88,291.56)
ACCRUED ACCOUNTS PAYABLE	170,925.05
ACCRUED PAYROLL	275,500.87
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	6,443.34
ACCRUED EMPLOYER 403(b) - UNDECIDED	53,091.75
ACCRUED 403B/MPSERS EMPLOYER	(15,507.68)
ACCRUED LIABILITY-VACATION S/T	86,539.71

Total Current Liabilities	\$488,701.48
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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	\$171,577.38
DEFERRED REVENUE - PROPERTY TAX	(635,407.00)
FUND BALANCE - UNDESIGNATED	8,287,863.60
EXCESS REVENUE (SPENDING)	14,831.03

Total Fund Balance	\$7,838,865.01
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Total Fund Equity	\$39,879,533.16
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TOTAL LIABILITIES AND FUND EQUITY	\$40,598,186.10
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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	7/1/2014
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
048309	4IMPRINT	4IMPRINT, INC	7/15/2014	CHECK	PMCHK00001647	\$11,671.04
048366	ARENTA	A-1 RENTAL, INC.	7/18/2014	CHECK	PMCHK00001650	\$456.50
048363	AFSMITH	A.F. SMITH ELECTRIC, INC.	7/18/2014	CHECK	PMCHK00001650	\$7,529.78
048411	AFTDEL	AFTERNOON DELIGHT	7/21/2014	CHECK	PMCHK00001652	\$102.60
048252	AMACOM	AMAZON.COM CREDIT PLAN	7/1/2014	CHECK	PMCHK00001643	\$2,772.21
048428	AMACOM	AMAZON.COM CREDIT PLAN	7/31/2014	CHECK	PMCHK00001654	\$8,162.53
048410	AMBCON	AMBER CONVILE	7/18/2014	CHECK	PMCHK00001651	\$300.00
048310	AMEX	AMERICAN EXPRESS	7/15/2014	CHECK	PMCHK00001647	\$65,891.32
048286	ANNARB	ANN ARBOR OBSERVER	7/7/2014	CHECK	PMCHK00001646	\$1,650.60
048364	ANNHRA	ANNA HRACHOVEC	7/18/2014	CHECK	PMCHK00001650	\$500.00
048365	APPIMA	APPLIED IMAGING	7/18/2014	CHECK	PMCHK00001650	\$2,645.00
048412	AROKAU	ARON KAUFMAN	7/21/2014	CHECK	PMCHK00001652	\$100.00
048429	ATTMOB	AT&T MOBILITY	7/31/2014	CHECK	PMCHK00001654	\$1,031.46
048253	B&H	B&H PHOTO-VIDEO	7/1/2014	CHECK	PMCHK00001643	\$1,483.28
048353	B&H	B&H PHOTO-VIDEO	7/15/2014	CHECK	PMCHK00001649	\$5,029.63
048367	BARNOB1	BARNES & NOBLE INC.	7/18/2014	CHECK	PMCHK00001650	\$648.93
048288	BATPLU	BATTERIES PLUS	7/7/2014	CHECK	PMCHK00001646	\$229.88
048368	BEADEL	BEAU DELOACH	7/18/2014	CHECK	PMCHK00001650	\$150.00
048413	BETBAT	BETH BATTEY	7/21/2014	CHECK	PMCHK00001652	\$360.00
048369	BETBEC	BETSY BECKERMAN	7/18/2014	CHECK	PMCHK00001650	\$250.00
048357	DICBLI	BLICK ART MATERIALS	7/15/2014	CHECK	PMCHK00001649	\$337.62
048289	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	7/7/2014	CHECK	PMCHK00001646	\$56,088.95
048430	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	7/31/2014	CHECK	PMCHK00001654	\$57,538.27
048254	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	7/1/2014	CHECK	PMCHK00001643	\$10,715.52
048431	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	7/31/2014	CHECK	PMCHK00001654	\$2,164.52
048370	BP	BP	7/18/2014	CHECK	PMCHK00001650	\$448.54
048255	BRAPAT	BRAD PATULLO	7/1/2014	CHECK	PMCHK00001643	\$1,200.00
048256	BRESSE	BRESSER'S INFORMATION SERVICE	7/1/2014	CHECK	PMCHK00001643	\$368.00
048311	BREWER	BREWER'S	7/15/2014	CHECK	PMCHK00001647	\$462.24
048290	BRODCO	BRODART CO.	7/7/2014	CHECK	PMCHK00001646	\$577.85
048354	BRODCO	BRODART CO.	7/15/2014	CHECK	PMCHK00001649	\$713.16
048432	BRODCO	BRODART CO.	7/31/2014	CHECK	PMCHK00001654	\$561.00
048313	BUSVAL	BUSCH'S, INC.	7/15/2014	CHECK	PMCHK00001647	\$538.79
* 048312	BUSCAR	BUSINESS CARD	7/15/2014	CHECK	PMCHK00001647	\$6,412.96
048352	BUSCAR	BUSINESS CARD	7/15/2014	CHECK	PMCHK00001648	\$6,451.91
048356	CHDIST	C & H DISTRIBUTORS, LLC.	7/15/2014	CHECK	PMCHK00001649	\$1,583.38
048371	CAMINN	CAMPUS INN	7/18/2014	CHECK	PMCHK00001650	\$1,622.25
048373	CARVAN	CARLEEN VANDERBOK	7/18/2014	CHECK	PMCHK00001650	\$446.38
048372	CARBRO	CARPENTER BROS.	7/18/2014	CHECK	PMCHK00001650	\$36.98
* 048414	CATARA	CATALINA ARANGO	7/21/2014	CHECK	PMCHK00001652	\$100.00
048355	CDW-G	CDW GOVERNMENT, INC.	7/15/2014	CHECK	PMCHK00001649	\$4,580.59
048433	CDW-G	CDW GOVERNMENT, INC.	7/31/2014	CHECK	PMCHK00001654	\$1,684.20
048434	CHACHO	CHAN W. CHOI	7/31/2014	CHECK	PMCHK00001654	\$40.00
048374	CINCOR	CINTAS CORPORATION	7/18/2014	CHECK	PMCHK00001650	\$777.92
048435	CINCOR	CINTAS CORPORATION	7/31/2014	CHECK	PMCHK00001654	\$1,029.26
048291	CITOF1	CITY OF ANN ARBOR TREASURER	7/7/2014	CHECK	PMCHK00001646	\$82.00
048314	CITOF1	CITY OF ANN ARBOR TREASURER	7/15/2014	CHECK	PMCHK00001647	\$540.00
048375	CITOF1	CITY OF ANN ARBOR TREASURER	7/18/2014	CHECK	PMCHK00001650	\$1,944.00
048315	COLKRO	COLBY ANN KROLAK	7/15/2014	CHECK	PMCHK00001647	\$12.00
048293	COMCAS	COMCAST	7/7/2014	CHECK	PMCHK00001646	\$269.32
048437	COMCAS	COMCAST	7/31/2014	CHECK	PMCHK00001654	\$313.98
048292	COMALLW	COMPUTER ALLEY WEST	7/7/2014	CHECK	PMCHK00001646	\$1,970.72
048376	COMALLW	COMPUTER ALLEY WEST	7/18/2014	CHECK	PMCHK00001650	\$1,088.25
048294	CONTI	CONTI	7/7/2014	CHECK	PMCHK00001646	\$20,376.01
048438	COSSPE	COSTUME SPECIALISTS	7/31/2014	CHECK	PMCHK00001654	\$140.00
048257	CRADOO	CRAWFORD DOOR SALES	7/1/2014	CHECK	PMCHK00001643	\$158.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
048316	DANJON	DANI JONES	7/15/2014	CHECK	PMCHK00001647	\$94.00
048415	DAWHEN	DAWN HENRY	7/21/2014	CHECK	PMCHK00001652	\$450.00
048439	DEMCO	DEMCO	7/31/2014	CHECK	PMCHK00001654	\$499.04
048377	DIADUD	DIANE DUDLEY	7/18/2014	CHECK	PMCHK00001650	\$100.00
048358	DIEASC	DIEGO ASCANI	7/15/2014	CHECK	PMCHK00001649	\$76.10
048351	YENWO	DR. YEN YEN WOO	7/15/2014	CHECK	PMCHK00001647	\$40.00
048295	DTEENE	DTE ENERGY	7/1/2014	CHECK	PMCHK00001646	\$13,542.12
048440	DTEENE	DTE ENERGY	7/31/2014	CHECK	PMCHK00001654	\$31,104.90
048258	DYKGOS	DYKEMA GOSSETT	7/1/2014	CHECK	PMCHK00001643	\$6,152.40
048359	DYKGOS	DYKEMA GOSSETT	7/15/2014	CHECK	PMCHK00001649	\$10,748.70
048441	EBSKO	EBSKO	7/31/2014	CHECK	PMCHK00001654	\$734.95
048426	EHIM	EHIM	7/22/2014	CHECK	PMCHK00001653	\$1,399.18
048317	ELILAW	ELITE LAWN & LANDSCAPE, INC.	7/15/2014	CHECK	PMCHK00001647	\$925.50
048318	EMMCAP	EMMA T. CAPPS	7/15/2014	CHECK	PMCHK00001647	\$30.00
048442	EPROMOS	EPROMOS	7/31/2014	CHECK	PMCHK00001654	\$8,598.52
048319	ERIHIL	ERIN HELMRICH	7/15/2014	CHECK	PMCHK00001647	\$60.76
048378	ERIHIL	ERIN HELMRICH	7/18/2014	CHECK	PMCHK00001650	\$106.06
048320	FRACAM	FRANK CANNUSO	7/15/2014	CHECK	PMCHK00001647	\$20.00
048321	FRIOF	FRIENDS OF THE ANN ARBOR	7/15/2014	CHECK	PMCHK00001647	\$692.00
048444	FRIOF	FRIENDS OF THE ANN ARBOR	7/31/2014	CHECK	PMCHK00001654	\$275.50
048347	THOGAL	GALE/CENGAGE LEARNING, INC	7/15/2014	CHECK	PMCHK00001647	\$8,795.44
048403	THOGAL	GALE/CENGAGE LEARNING, INC	7/18/2014	CHECK	PMCHK00001650	\$52.48
048360	GAYBRO	GAYLORD BROS.	7/15/2014	CHECK	PMCHK00001649	\$1,099.19
048406	WWGRAI	GRAINGER	7/18/2014	CHECK	PMCHK00001650	\$818.25
048379	GRELAKE	GREAT LAKES AUTOMATIC DOOR INC	7/18/2014	CHECK	PMCHK00001650	\$449.50
048259	FIRMAR	GREEN ROAD ASSOCIATES, LP	7/1/2014	CHECK	PMCHK00001643	\$3,208.33
048443	FIRMAR	GREEN ROAD ASSOCIATES, LP	7/31/2014	CHECK	PMCHK00001654	\$3,208.33
048287	ARCHAMBAULT	GROUPE ARCHAMBAULT INC.	7/7/2014	CHECK	PMCHK00001646	\$138.39
048416	HFGROUP	HF GROUP LLC	7/21/2014	CHECK	PMCHK00001652	\$1,158.90
048296	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	7/7/2014	CHECK	PMCHK00001646	\$2,437.50
048361	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	7/15/2014	CHECK	PMCHK00001649	\$3,282.50
048463	VANTIGU	INFORM STUDIO	7/31/2014	CHECK	PMCHK00001654	\$7,432.00
048297	INGLIB	INGRAM LIBRARY SERVICES INC.	7/7/2014	CHECK	PMCHK00001646	\$135.52
048380	JACKSON	JACKSON ASSOCIATES, INC.	7/18/2014	CHECK	PMCHK00001650	\$375.00
048322	JACCHA	JACOB CHABOT	7/15/2014	CHECK	PMCHK00001647	\$64.00
048417	JASKOL	JASON KOLLUM	7/21/2014	CHECK	PMCHK00001652	\$350.00
048323	JAYFOS	JAY FOSGITT	7/15/2014	CHECK	PMCHK00001647	\$30.00
048260	JOEREI	JOE REILLY	7/1/2014	CHECK	PMCHK00001643	\$500.00
048381	JOHTEF	JOHN TEFI	7/18/2014	CHECK	PMCHK00001650	\$500.00
048276	KAPNICK	KAPNICK INSURANCE GROUP	7/1/2014	CHECK	PMCHK00001644	\$3,620.00
048362	KARWIL	KAREN WILSON	7/15/2014	CHECK	PMCHK00001649	\$46.43
048382	KELCAU	KELSEY CAULEY	7/18/2014	CHECK	PMCHK00001650	\$19.38
048419	KERTOW	KERRYTOWN BOOKFEST 2014	7/21/2014	CHECK	PMCHK00001652	\$30.00
048298	KOLOSS	KOLOSSOS	7/7/2014	CHECK	PMCHK00001646	\$832.75
048383	KOLOSS	KOLOSSOS	7/18/2014	CHECK	PMCHK00001650	\$616.43
048324	KRIMOO	KRIS MOORE	7/15/2014	CHECK	PMCHK00001647	\$12.00
048261	LAKLEA	LAKESHORE LEARNING MATERIALS	7/1/2014	CHECK	PMCHK00001643	\$167.81
048445	LAURAY	LAURA RAYNOR	7/31/2014	CHECK	PMCHK00001654	\$48.58
048420	LAUZIE	LAURA ZIELIN	7/21/2014	CHECK	PMCHK00001652	\$250.00
048325	LEECH	LEE CHEROLIS	7/15/2014	CHECK	PMCHK00001647	\$30.00
048436	CITOF2	LESLIE SCIENCE & NATURE CENTER	7/31/2014	CHECK	PMCHK00001654	\$4,000.00
048385	LEXMAT	LEXISNEXIS MATTHEW BENDER	7/18/2014	CHECK	PMCHK00001650	\$129.83
048446	LEXMAT	LEXISNEXIS MATTHEW BENDER	7/31/2014	CHECK	PMCHK00001654	\$168.30
048386	LIRZHE	LIRONG ZHENG	7/18/2014	CHECK	PMCHK00001650	\$47.93
048262	LCAESPIZ	LITTLE CAESARS PIZZA	7/1/2014	CHECK	PMCHK00001643	\$68.40
* 048384	LCAESPIZ	LITTLE CAESARS PIZZA	7/18/2014	CHECK	PMCHK00001650	\$134.60
048407	LCAESPIZ	LITTLE CAESARS PIZZA	7/18/2014	CHECK	PMCHK00001651	\$134.60
048387	LUCROE	LUCY ROEHRIG	7/18/2014	CHECK	PMCHK00001650	\$23.80
048447	MAGNATUNE	MAGNATUNE	7/31/2014	CHECK	PMCHK00001654	\$10,000.00
048453	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	7/31/2014	CHECK	PMCHK00001654	\$619.98
048277	MANPOW	MANPOWER	7/1/2014	CHECK	PMCHK00001644	\$149.60
048326	MANPOW	MANPOWER	7/15/2014	CHECK	PMCHK00001647	\$1,302.40
048421	MANPOW	MANPOWER	7/21/2014	CHECK	PMCHK00001652	\$624.80

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
048448	MANPOW	MANPOWER	7/31/2014	CHECK	PMCHK00001654	\$1,443.20
048449	MARYAN	MARGARET YANG	7/31/2014	CHECK	PMCHK00001654	\$250.00
048328	MARSTO	MARK STONE	7/15/2014	CHECK	PMCHK00001647	\$500.00
048327	MARBAN	MARTIN BANDYKE	7/15/2014	CHECK	PMCHK00001647	\$400.00
048329	MATDUB	MATT DUBAY	7/15/2014	CHECK	PMCHK00001647	\$171.86
048330	MATFEA	MATT FEAZELL	7/15/2014	CHECK	PMCHK00001647	\$29.90
048331	MERNET	MERIT NETWORK, INC.	7/15/2014	CHECK	PMCHK00001647	\$98,166.00
048450	METCOM	METCOM	7/31/2014	CHECK	PMCHK00001654	\$2,222.41
048263	METLIFE	METLIFE SBC	7/1/2014	CHECK	PMCHK00001643	\$7,153.21
048451	METLIFE	METLIFE SBC	7/31/2014	CHECK	PMCHK00001654	\$10,798.73
048264	MICLIBA	MICHIGAN LIBRARY ASSOCIATION	7/1/2014	CHECK	PMCHK00001643	\$3,883.00
048278	MICOFF	MICHIGAN OFFICE SOLUTIONS	7/1/2014	CHECK	PMCHK00001644	\$1,723.00
048452	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	7/31/2014	CHECK	PMCHK00001654	\$27,596.69
048265	MIDTAP	MIDWEST TAPE	7/1/2014	CHECK	PMCHK00001643	\$8,831.99
048332	MIDTAP	MIDWEST TAPE	7/15/2014	CHECK	PMCHK00001647	\$21,320.85
048266	MONTAL	MONTALVAN & ASSOCIATES, LLC	7/1/2014	CHECK	PMCHK00001643	\$800.00
048333	NATTIM	NATIONAL TIME & SIGNAL CORPORA	7/15/2014	CHECK	PMCHK00001647	\$2,096.00
048388	NICWIL	NICHOLAS WILCOX	7/18/2014	CHECK	PMCHK00001650	\$800.00
048334	NUWAVE	NUWAVE AQUARIUMS	7/15/2014	CHECK	PMCHK00001647	\$116.95
048389	NUWAVE	NUWAVE AQUARIUMS	7/18/2014	CHECK	PMCHK00001650	\$126.95
048285	NVREN	NV RENTALS	7/2/2014	CHECK	PMCHK00001645	\$720.00
048299	NVREN	NV RENTALS	7/7/2014	CHECK	PMCHK00001646	\$685.00
048279	OCLINS	OCLC, INC.	7/1/2014	CHECK	PMCHK00001644	\$3,921.49
048454	OFFDEP	OFFICE DEPOT, INC.	7/31/2014	CHECK	PMCHK00001654	\$2,192.50
048335	OXFUNI	OXFORD UNIVERSITY PRESS USA	7/15/2014	CHECK	PMCHK00001647	\$17.96
048336	PATTSMITH	PATTY SMITH	7/15/2014	CHECK	PMCHK00001647	\$108.86
048390	PATTSMITH	PATTY SMITH	7/18/2014	CHECK	PMCHK00001650	\$34.58
048337	PAUFRI	PAUL FRICKE	7/15/2014	CHECK	PMCHK00001647	\$20.00
048455	PITCHA	PITTSFIELD CHARTER TOWNSHIP	7/31/2014	CHECK	PMCHK00001654	\$522.63
* 048391	PLAROC	PLANET ROCK	7/18/2014	CHECK	PMCHK00001650	\$500.00
048408	PLAROC	PLANET ROCK	7/18/2014	CHECK	PMCHK00001651	\$500.00
048338	PRANAV	PRANAS T. NAVJOKAITIS	7/15/2014	CHECK	PMCHK00001647	\$71.94
048267	PRITEC	PRINT TECH INC.	7/1/2014	CHECK	PMCHK00001643	\$11,838.58
048392	PRITEC	PRINT TECH INC.	7/18/2014	CHECK	PMCHK00001650	\$15,169.97
048393	QUACK!	QUACK!MEDIA	7/18/2014	CHECK	PMCHK00001650	\$250.00
048339	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	7/15/2014	CHECK	PMCHK00001647	\$5,550.00
048394	RACYAN	RACHEL YANIKOGLU	7/18/2014	CHECK	PMCHK00001650	\$18.87
048422	RAILAG	RAINA LAGRAN	7/21/2014	CHECK	PMCHK00001652	\$100.00
048301	RANHOU	RANDOM HOUSE, INC.	7/7/2014	CHECK	PMCHK00001646	\$915.00
048395	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	7/18/2014	CHECK	PMCHK00001650	\$66.50
048302	RECBOO	RECORDED BOOKS, INC.	7/7/2014	CHECK	PMCHK00001646	\$3,948.37
048427	RENUPH	RENDEL'S UPHOLSTERING & INTERI	7/22/2014	CHECK	PMCHK00001653	\$255.00
048456	RICBUS	RICOH AMERICAS CORP	7/31/2014	CHECK	PMCHK00001654	\$8,168.08
048409	ROLTUS	ROLLIE TUSSING	7/18/2014	CHECK	PMCHK00001651	\$900.00
048340	RONBRA	RON BRAUN	7/15/2014	CHECK	PMCHK00001647	\$70.00
048303	ROYLIM	ROYAL LIMOUSINE	7/7/2014	CHECK	PMCHK00001646	\$548.70
048396	ROYLIM	ROYAL LIMOUSINE	7/18/2014	CHECK	PMCHK00001650	\$182.90
048397	SARKEL	SARA MELTON KELLER	7/18/2014	CHECK	PMCHK00001650	\$400.00
048268	SCHACHO	SCHAKOLAD CHOCOLATE FACTORY	7/1/2014	CHECK	PMCHK00001643	\$382.00
048399	SCHSOU	SCHEDULE SOURCE, INC	7/18/2014	CHECK	PMCHK00001650	\$916.50
048398	SCHSEC	SCHILKE SECURITY	7/18/2014	CHECK	PMCHK00001650	\$135.00
048269	SCHELE	SCHINDLER ELEVATOR CORPORATION	7/1/2014	CHECK	PMCHK00001643	\$1,031.03
048341	SCHELE	SCHINDLER ELEVATOR CORPORATION	7/15/2014	CHECK	PMCHK00001647	\$603.31
048300	PACMEC	SHAMBAUGH & SON, L.P	7/7/2014	CHECK	PMCHK00001646	\$490.82
048342	SHEAUG	SHERLONYA TURNER	7/15/2014	CHECK	PMCHK00001647	\$176.86
048400	SHEAUG	SHERLONYA TURNER	7/18/2014	CHECK	PMCHK00001650	\$49.96
048423	SHEAUG	SHERLONYA TURNER	7/21/2014	CHECK	PMCHK00001652	\$100.78
048280	SOULAH	SOURAYA LAHAM	7/1/2014	CHECK	PMCHK00001644	\$143.34
048304	SOUUNI	SOUTH UNIVERSITY AREA ASSOCIAT	7/7/2014	CHECK	PMCHK00001646	\$250.00
048457	SPRINT	SPRINT PCS	7/31/2014	CHECK	PMCHK00001654	\$823.82
048343	STAHAR	STADIUM HARDWARE	7/15/2014	CHECK	PMCHK00001647	\$124.82
048458	STAMIC4	STATE OF MICHIGAN	7/31/2014	CHECK	PMCHK00001654	\$190.00
048344	STEPET	STEFFORIA, PETIK & ASSOCIATES	7/15/2014	CHECK	PMCHK00001647	\$881.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
048270	STEAND	STEPHANIE ANDERSON	7/1/2014	CHECK	PMCHK00001643	\$300.00
048401	STEOSB	STEVE OSBURN	7/18/2014	CHECK	PMCHK00001650	\$25.00
048281	TDSMET	TDS METROCOM	7/1/2014	CHECK	PMCHK00001644	\$6,960.44
048271	THAELE	TEL SYSTEMS	7/1/2014	CHECK	PMCHK00001643	\$7,955.00
048346	THAELE	TEL SYSTEMS	7/15/2014	CHECK	PMCHK00001647	\$43,125.00
048345	TERSOA	TERRY SOAVE	7/15/2014	CHECK	PMCHK00001647	\$135.68
048402	THEANN	THE ANN MAGAZINE	7/18/2014	CHECK	PMCHK00001650	\$500.00
048272	THEUNDER	THE UNDERSTANDING GROUP LLC	7/1/2014	CHECK	PMCHK00001643	\$3,400.00
048305	TIMGRI	TIM GRIMES	7/7/2014	CHECK	PMCHK00001646	\$1,285.93
048418	JOETAC	TIPTOP ENTERTAINMENT LLC	7/21/2014	CHECK	PMCHK00001652	\$395.00
048282	TOMSMI	TOM SMITH	7/1/2014	CHECK	PMCHK00001644	\$92.29
048306	TOTVEN	TOTAL VENDING & COFFEE SERVICE	7/7/2014	CHECK	PMCHK00001646	\$173.70
* 048404	TREMCO	TREMCO/ WEATHERPROOFING TECHNO	7/18/2014	CHECK	PMCHK00001650	\$5,025.02
048424	TWITER	TWIG TERRARIUMS	7/21/2014	CHECK	PMCHK00001652	\$1,820.00
048251	ADTSEC	TYCO INTEGRATED SECURITY	7/1/2014	CHECK	PMCHK00001643	\$3,615.60
048348	ULINE	ULINE, INC.	7/15/2014	CHECK	PMCHK00001647	\$155.21
048460	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	7/31/2014	CHECK	PMCHK00001654	\$1,172.45
048283	UNIPAR	UNITED PARCEL SERVICE	7/1/2014	CHECK	PMCHK00001644	\$67.42
048349	UNIPAR	UNITED PARCEL SERVICE	7/15/2014	CHECK	PMCHK00001647	\$98.75
048459	UNIPAR	UNITED PARCEL SERVICE	7/31/2014	CHECK	PMCHK00001654	\$71.02
048461	UNISTA	UNITED STATES POSTAL SERVICES	7/31/2014	CHECK	PMCHK00001654	\$5,000.00
048273	UNUMPRO	UNUM LIFE INSURANCE	7/1/2014	CHECK	PMCHK00001643	\$2,863.35
048462	UNUMPRO	UNUM LIFE INSURANCE	7/31/2014	CHECK	PMCHK00001654	\$1,048.60
048307	VARFOR	VARSITY FORD	7/7/2014	CHECK	PMCHK00001646	\$23,279.75
048350	VERWIRC	VERIZON WIRELESS	7/15/2014	CHECK	PMCHK00001647	\$747.20
048464	VERWIRC	VERIZON WIRELESS	7/31/2014	CHECK	PMCHK00001654	\$806.06
048274	WASHCC	WASHTENAW COMMUNITY COLLEGE	7/1/2014	CHECK	PMCHK00001643	\$1,724.94
048284	WASHCC	WASHTENAW COMMUNITY COLLEGE	7/1/2014	CHECK	PMCHK00001644	\$525.00
048308	WASHTR	WASHTENAW COUNTY TREASURER	7/7/2014	CHECK	PMCHK00001646	\$15,817.04
048405	WASMAN	WASTE MANAGEMENT OF MICHIGAN	7/18/2014	CHECK	PMCHK00001650	\$224.96
048275	WESENT	WESTGATE ENTERPRISES, LLC	7/1/2014	CHECK	PMCHK00001643	\$6,855.00
048465	WESENT	WESTGATE ENTERPRISES, LLC	7/31/2014	CHECK	PMCHK00001654	\$6,855.00
048425	WILPEK	WILLIAM PEKAREK	7/21/2014	CHECK	PMCHK00001652	\$20.81
048466	WORSQU	WORKSQUARED	7/31/2014	CHECK	PMCHK00001654	\$858.00
048467	XEROX	XEROX CORPORATION	7/31/2014	CHECK	PMCHK00001654	\$14.09

Total Checks: 217

Total Amount of Checks: \$810,349.65

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Check Number First Last Check Date 8/1/2014 8/31/2014
 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
048470	3PLAYMED	3PLAY MEDIA	8/6/2014	CHECK	PMCHK00001655	\$3,191.38
048628	4ALPRO	4ALL PROMOS	8/27/2014	CHECK	PMCHK00001665	\$1,048.38
048629	4IMPRINT	4IMPRINT, INC	8/27/2014	CHECK	PMCHK00001665	\$2,263.91
048593	AGRSER	A GROWING SERVICE LLC	8/21/2014	CHECK	PMCHK00001664	\$680.00
048539	AFSMITH	A.F. SMITH ELECTRIC, INC.	8/14/2014	CHECK	PMCHK00001661	\$177.50
048603	GENBIN	ACCO BRANDS USA LLC	8/21/2014	CHECK	PMCHK00001664	\$89.64
048471	ACCCUT	ACCU CUT SYSTEMS	8/6/2014	CHECK	PMCHK00001655	\$69.00
048538	ADAKAT	ADAM KATOK	8/14/2014	CHECK	PMCHK00001661	\$380.00
048473	ALMCOL	ALMA COLLEGE LIBRARY	8/6/2014	CHECK	PMCHK00001655	\$41.95
048630	AMACOM	AMAZON.COM CREDIT PLAN	8/27/2014	CHECK	PMCHK00001665	\$10,296.90
048540	AMBCON	AMBER CONVILLE	8/14/2014	CHECK	PMCHK00001661	\$300.00
048474	ANNARB	ANN ARBOR OBSERVER	8/6/2014	CHECK	PMCHK00001655	\$1,650.60
048679	ANNARB	ANN ARBOR OBSERVER	8/29/2014	CHECK	PMCHK00001666	\$1,650.60
048536	AANEW1	ANNARBOR.COM	8/14/2014	CHECK	PMCHK00001661	\$657.80
048531	APPLE	APPLE, INC.	8/11/2014	CHECK	PMCHK00001658	\$6,052.00
048533	APPLE	APPLE, INC.	8/11/2014	CHECK	PMCHK00001659	\$7,503.00
* 048541	ARBSPR	ARBOR SPRING WATER CO.	8/14/2014	CHECK	PMCHK00001661	\$102.00
048582	ARBSPR	ARBOR SPRING WATER CO.	8/14/2014	CHECK	PMCHK00001662	\$88.00
048631	ASSOCMUT	ASSOCIATED MUTUAL INSURANCE	8/27/2014	CHECK	PMCHK00001665	\$1,818.55
048588	ATTMOB	AT&T MOBILITY	8/15/2014	CHECK	PMCHK00001663	\$1,036.51
048475	BANMED	BANG MEDIA	8/6/2014	CHECK	PMCHK00001655	\$700.00
048543	BARNOB1	BARNES & NOBLE INC.	8/14/2014	CHECK	PMCHK00001661	\$175.16
048632	BARNOB1	BARNES & NOBLE INC.	8/27/2014	CHECK	PMCHK00001665	\$232.67
048544	BARRON	BARRON'S	8/14/2014	CHECK	PMCHK00001661	\$149.88
048545	BATPLU	BATTERIES PLUS	8/14/2014	CHECK	PMCHK00001661	\$59.92
048546	BEADEL	BEAU DELOACH	8/14/2014	CHECK	PMCHK00001661	\$100.00
048476	BETBAT	BETH BATTEY	8/6/2014	CHECK	PMCHK00001655	\$180.00
048547	BETBEC	BETSY BECKERMAN	8/14/2014	CHECK	PMCHK00001661	\$525.00
048477	BLAAUD	BLACKSTONE AUDIO BOOKS	8/6/2014	CHECK	PMCHK00001655	\$2,624.87
048486	DICBLI	BLICK ART MATERIALS	8/6/2014	CHECK	PMCHK00001655	\$367.03
048553	DICBLI	BLICK ART MATERIALS	8/14/2014	CHECK	PMCHK00001661	\$76.80
048594	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	8/21/2014	CHECK	PMCHK00001664	\$58,619.02
048595	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	8/21/2014	CHECK	PMCHK00001664	\$6,589.60
048596	BP	BP	8/21/2014	CHECK	PMCHK00001664	\$387.39
048548	BREWER	BREWER'S	8/14/2014	CHECK	PMCHK00001661	\$532.92
048680	BRIENG	BRICKENGRAVER, LLC	8/29/2014	CHECK	PMCHK00001666	\$860.00
048478	BRIAUD	BRILLIANCE AUDIO, INC.	8/6/2014	CHECK	PMCHK00001655	\$889.67
048549	BRODCO	BRODART CO.	8/14/2014	CHECK	PMCHK00001661	\$26.22
048480	BUSVAL	BUSCH'S, INC.	8/6/2014	CHECK	PMCHK00001655	\$282.75
048634	BUSVAL	BUSCH'S, INC.	8/27/2014	CHECK	PMCHK00001665	\$364.67
* 048479	BUSCAR	BUSINESS CARD	8/6/2014	CHECK	PMCHK00001655	\$6,640.44
048529	BUSCAR	BUSINESS CARD	8/6/2014	CHECK	PMCHK00001656	\$6,772.49
048633	BUSCAR	BUSINESS CARD	8/27/2014	CHECK	PMCHK00001665	\$6,239.67
048481	CAMINN	CAMPUS INN	8/6/2014	CHECK	PMCHK00001655	\$783.30
048550	CARBRO	CARPENTER BROS.	8/14/2014	CHECK	PMCHK00001661	\$56.09
048635	CDW-G	CDW GOVERNMENT, INC.	8/27/2014	CHECK	PMCHK00001665	\$4,437.36
048681	CDW-G	CDW GOVERNMENT, INC.	8/29/2014	CHECK	PMCHK00001666	\$398.26
048636	CHARLOTTE	CHARLOTTE COMMUNITY LIBRARY	8/27/2014	CHECK	PMCHK00001665	\$34.00
048551	CINCOR	CINTAS CORPORATION	8/14/2014	CHECK	PMCHK00001661	\$3,119.46
048606	INFOGROUP	CITY DIRECTORIES-A SUBSIDIARY	8/21/2014	CHECK	PMCHK00001664	\$575.00
048535	CITOF1	CITY OF ANN ARBOR TREASURER	8/13/2014	CHECK	PMCHK00001660	\$308.88
048552	CITOF1	CITY OF ANN ARBOR TREASURER	8/14/2014	CHECK	PMCHK00001661	\$2,758.14
048589	COMCAS	COMCAST	8/15/2014	CHECK	PMCHK00001663	\$89.31
048482	COMALLW	COMPUTER ALLEY WEST	8/6/2014	CHECK	PMCHK00001655	\$263.00
048637	COMALLW	COMPUTER ALLEY WEST	8/27/2014	CHECK	PMCHK00001665	\$1,006.94
048483	CORNER	CORNERSTONE UNIVERSITY	8/6/2014	CHECK	PMCHK00001655	\$75.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
048484	CYNFOS	CYNDI FOSTER	8/6/2014	CHECK	PMCHK00001655	\$24.00
048597	DEBGAB	DEBORAH GABRION	8/21/2014	CHECK	PMCHK00001664	\$200.00
048638	DEMCO	DEMCO	8/27/2014	CHECK	PMCHK00001665	\$3,682.87
048485	DENOWE	DENISE OWENS	8/6/2014	CHECK	PMCHK00001655	\$100.00
048598	DIADUD	DIANE DUDLEY	8/21/2014	CHECK	PMCHK00001664	\$100.00
048487	DOTHOU	DOTHAN HOUSTON COUNTY LIBRARY	8/6/2014	CHECK	PMCHK00001655	\$14.98
048554	DTEENE	DTE ENERGY	8/14/2014	CHECK	PMCHK00001661	\$4,608.96
048599	DTEENE	DTE ENERGY	8/21/2014	CHECK	PMCHK00001664	\$9,701.95
048639	DTEENE	DTE ENERGY	8/27/2014	CHECK	PMCHK00001665	\$13,606.81
048555	DYKGOS	DYKEMA GOSSETT	8/14/2014	CHECK	PMCHK00001661	\$5,808.65
048640	EHIM	EHIM	8/27/2014	CHECK	PMCHK00001665	\$1,404.53
048600	ELINEI	ELI NEIBURGER	8/21/2014	CHECK	PMCHK00001664	\$526.95
048488	ELILAW	ELITE LAWN & LANDSCAPE, INC.	8/6/2014	CHECK	PMCHK00001655	\$171.25
048641	ELILAW	ELITE LAWN & LANDSCAPE, INC.	8/27/2014	CHECK	PMCHK00001665	\$9,350.78
048556	ELSPUB	ELSIE PUBLIC LIBRARY	8/14/2014	CHECK	PMCHK00001661	\$12.95
048642	EPROMOS	EPROMOS	8/27/2014	CHECK	PMCHK00001665	\$7,771.28
048643	ERGDES	ERGO DESKTOP	8/27/2014	CHECK	PMCHK00001665	\$618.00
048532	ERIHIL	ERIN HELMRICH	8/11/2014	CHECK	PMCHK00001658	\$99.02
048601	ERIMAN	ERIN MANN	8/21/2014	CHECK	PMCHK00001664	\$100.00
048489	EVEHOL	EVELYN HOLLENSHEAD	8/6/2014	CHECK	PMCHK00001655	\$17.94
048583	FINLUM	FINGERLE LUMBER COMPANY	8/14/2014	CHECK	PMCHK00001662	\$43.54
048557	FRIOF	FRIENDS OF THE ANN ARBOR	8/14/2014	CHECK	PMCHK00001661	\$3,351.50
048522	THOGAL	GALE/CENGAGE LEARNING, INC	8/6/2014	CHECK	PMCHK00001655	\$796.51
048671	THOGAL	GALE/CENGAGE LEARNING, INC	8/27/2014	CHECK	PMCHK00001665	\$293.88
048644	GAYBRO	GAYLORD BROS.	8/27/2014	CHECK	PMCHK00001665	\$64.40
048530	GETDOWN	GET DOWNTOWN PROGRAM	8/8/2014	CHECK	PMCHK00001657	\$1,600.00
048677	WWGRAI	GRAINGER	8/27/2014	CHECK	PMCHK00001665	\$121.38
048602	FIRMAR	GREEN ROAD ASSOCIATES, LP	8/21/2014	CHECK	PMCHK00001664	\$3,208.33
048604	GREADR	GRETCHEN ADRAICIE	8/21/2014	CHECK	PMCHK00001664	\$100.00
048542	ARCHAMBAULT	GROUPE ARCHAMBAULT INC.	8/14/2014	CHECK	PMCHK00001661	\$160.03
048605	HARSKR	HARRY SKRDLA	8/21/2014	CHECK	PMCHK00001664	\$200.00
048490	HFCC	HENRY FORD COMMUNITY COLLEGE	8/6/2014	CHECK	PMCHK00001655	\$40.00
048491	HOPCOL	HOPE COLLEGE-VAN WYLEN LIBRARY	8/6/2014	CHECK	PMCHK00001655	\$65.00
048558	INNINT	INNOVATIVE INTERFACES, INC.	8/14/2014	CHECK	PMCHK00001661	\$68,424.00
048584	INVIDARC	INTERNET VIDEO ARCHIVE	8/14/2014	CHECK	PMCHK00001662	\$4,600.00
048492	JAMWHI	JAMES WHITE LIBRARY	8/6/2014	CHECK	PMCHK00001655	\$260.00
048559	JERDRO	JERZY DROZD	8/14/2014	CHECK	PMCHK00001661	\$700.00
048645	JONSTE	JON M. STEVENS	8/27/2014	CHECK	PMCHK00001665	\$100.00
048590	JOSPAR	JOSIE PARKER	8/15/2014	CHECK	PMCHK00001663	\$66.30
048493	KALCOL	KALAMAZOO COLLEGE	8/6/2014	CHECK	PMCHK00001655	\$30.00
048607	KATCUR	KATHERINE'S CATERING	8/21/2014	CHECK	PMCHK00001664	\$1,235.65
048646	KATBRA	KATHY BRADY	8/27/2014	CHECK	PMCHK00001665	\$100.00
048647	KENMAG	KENNETH W. MAGEE	8/27/2014	CHECK	PMCHK00001665	\$100.00
048648	LARZIE	LARA ZIELIN	8/27/2014	CHECK	PMCHK00001665	\$250.00
048649	LEXMAT	LEXISNEXIS MATTHEW BENDER	8/27/2014	CHECK	PMCHK00001665	\$263.11
048612	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	8/21/2014	CHECK	PMCHK00001664	\$355.50
048650	MAKERWO	MAKERWORX LLC-DBA MAKER WORKS	8/27/2014	CHECK	PMCHK00001665	\$2,400.00
048560	MANPOW	MANPOWER	8/14/2014	CHECK	PMCHK00001661	\$695.20
048585	MANPOW	MANPOWER	8/14/2014	CHECK	PMCHK00001662	\$677.60
048651	MANPOW	MANPOWER	8/27/2014	CHECK	PMCHK00001665	\$695.20
048682	MANPOW	MANPOWER	8/29/2014	CHECK	PMCHK00001666	\$343.20
048608	MARYAN	MARGARET YANG	8/21/2014	CHECK	PMCHK00001664	\$250.00
048494	MARKMAR	MARK MARIANO	8/6/2014	CHECK	PMCHK00001655	\$10.00
048495	MARQUNI	MARQUETTE UNIVERSITY	8/6/2014	CHECK	PMCHK00001655	\$125.00
048561	MARBAN	MARTIN BANDYKE	8/14/2014	CHECK	PMCHK00001661	\$900.00
048496	MATFAU	MATT FAULKNER	8/6/2014	CHECK	PMCHK00001655	\$40.00
048563	MCFMI	MCFMI	8/14/2014	CHECK	PMCHK00001661	\$595.00
048609	MCNMCK	MCNAUGHTON-MCKAY	8/21/2014	CHECK	PMCHK00001664	\$178.04
048653	MCNMCK	MCNAUGHTON-MCKAY	8/27/2014	CHECK	PMCHK00001665	\$352.76
048562	MASCOM	MEDCO SUPPLY COMPANY	8/14/2014	CHECK	PMCHK00001661	\$41.75
048652	MASCOM	MEDCO SUPPLY COMPANY	8/27/2014	CHECK	PMCHK00001665	\$48.90
048610	MERNET	MERIT NETWORK, INC.	8/21/2014	CHECK	PMCHK00001664	\$48,157.90
048654	METCOM	METCOM	8/27/2014	CHECK	PMCHK00001665	\$160.00

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
048611	METLIFE	METLIFE SBC	8/21/2014	CHECK	PMCHK00001664	\$6,348.63
048655	MICKRE	MICHELLE KRELL KYDD	8/27/2014	CHECK	PMCHK00001665	\$450.00
048497	MICCHA	MICHIGAN CHAMBER SERVICES, INC	8/6/2014	CHECK	PMCHK00001655	\$263.50
048499	MICOFF	MICHIGAN OFFICE SOLUTIONS	8/6/2014	CHECK	PMCHK00001655	\$1,723.00
048498	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	8/6/2014	CHECK	PMCHK00001655	\$3,803.16
048500	MIDTAP	MIDWEST TAPE	8/6/2014	CHECK	PMCHK00001655	\$12,952.94
048656	MIDTAP	MIDWEST TAPE	8/27/2014	CHECK	PMCHK00001665	\$26,990.10
048537	AANEWS	MLIVE MEDIA GROUP	8/14/2014	CHECK	PMCHK00001661	\$696.00
048565	NICWIL	NICHOLAS WILCOX	8/14/2014	CHECK	PMCHK00001661	\$800.00
048501	NICBOO	NICOLA'S BOOKS	8/6/2014	CHECK	PMCHK00001655	\$308.10
048564	NICBOO	NICOLA'S BOOKS	8/14/2014	CHECK	PMCHK00001661	\$318.37
048566	NUWAVE	NUWAVE AQUARIUMS	8/14/2014	CHECK	PMCHK00001661	\$122.99
048657	NUWAVE	NUWAVE AQUARIUMS	8/27/2014	CHECK	PMCHK00001665	\$390.87
048567	OFFDEP	OFFICE DEPOT, INC.	8/14/2014	CHECK	PMCHK00001661	\$3,320.55
048658	OFFDEP	OFFICE DEPOT, INC.	8/27/2014	CHECK	PMCHK00001665	\$415.41
048613	PATMCCAU	PATRICK MCCAULEY	8/21/2014	CHECK	PMCHK00001664	\$100.00
048614	PITCHA	PITTSFIELD CHARTER TOWNSHIP	8/21/2014	CHECK	PMCHK00001664	\$1,117.58
048502	POIPEN	POISONED PEN PRESS	8/6/2014	CHECK	PMCHK00001655	\$5,922.81
048503	PRITEC	PRINT TECH INC.	8/6/2014	CHECK	PMCHK00001655	\$3,151.13
048659	PRITEC	PRINT TECH INC.	8/27/2014	CHECK	PMCHK00001665	\$4,555.88
048504	PUTDISL	PUTNAM DISTRICT LIBRARY	8/6/2014	CHECK	PMCHK00001655	\$13.99
048660	QUANTA	QUANTA, INC.	8/27/2014	CHECK	PMCHK00001665	\$317.61
048572	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	8/14/2014	CHECK	PMCHK00001661	\$13,255.00
048664	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	8/27/2014	CHECK	PMCHK00001665	\$13,255.00
048505	RACYAN	RACHEL YANIKOGLU	8/6/2014	CHECK	PMCHK00001655	\$292.41
048569	RACYAN	RACHEL YANIKOGLU	8/14/2014	CHECK	PMCHK00001661	\$120.34
048661	RAILAG	RAINA LAGRAN	8/27/2014	CHECK	PMCHK00001665	\$100.00
048506	RANHO	RANDOM HOUSE, INC.	8/6/2014	CHECK	PMCHK00001655	\$621.75
* 048507	RANSOM	RANSOM DISTRICT LIBRARY	8/6/2014	CHECK	PMCHK00001655	\$28.00
048570	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	8/14/2014	CHECK	PMCHK00001661	\$240.50
048508	RECBOO	RECORDED BOOKS, INC.	8/6/2014	CHECK	PMCHK00001655	\$1,054.02
048662	RECBOO	RECORDED BOOKS, INC.	8/27/2014	CHECK	PMCHK00001665	\$5,446.10
048509	REDLIB	REDFORD TOWNSHIP DISTRICT LIBR	8/6/2014	CHECK	PMCHK00001655	\$19.95
048615	REGBOO	REGENT BOOK CO., INC.	8/21/2014	CHECK	PMCHK00001664	\$15.01
048616	REHROB	REHMANN ROBSON	8/21/2014	CHECK	PMCHK00001664	\$1,425.00
048571	RENUPH	RENDEL'S UPHOLSTERING & INTERI	8/14/2014	CHECK	PMCHK00001661	\$731.00
048663	REPINC	REPROGRAPHICS, INC.	8/27/2014	CHECK	PMCHK00001665	\$106.16
048510	RICBUS	RICOH AMERICAS CORP	8/6/2014	CHECK	PMCHK00001655	\$130.19
048511	ROBPAP	ROBERT PAPINEAU	8/6/2014	CHECK	PMCHK00001655	\$325.00
048665	RONSCH	RONALD E. SCHMITT	8/27/2014	CHECK	PMCHK00001665	\$119.27
048683	ROOSRO	ROOSROAST	8/29/2014	CHECK	PMCHK00001666	\$1,224.00
048573	ROYLIM	ROYAL LIMOUSINE	8/14/2014	CHECK	PMCHK00001661	\$182.90
048512	RTI	RTI	8/6/2014	CHECK	PMCHK00001655	\$475.15
048513	SALDIS	SALINE DISTRICT LIBRARY	8/6/2014	CHECK	PMCHK00001655	\$55.85
048514	SARKEL	SARA MELTON KELLER	8/6/2014	CHECK	PMCHK00001655	\$100.00
048574	SARKEL	SARA MELTON KELLER	8/14/2014	CHECK	PMCHK00001661	\$450.00
048586	SCHACHO	SCHAKOLAD CHOCOLATE FACTORY	8/14/2014	CHECK	PMCHK00001662	\$1,100.00
048684	SCHACHO	SCHAKOLAD CHOCOLATE FACTORY	8/29/2014	CHECK	PMCHK00001666	\$1,100.00
048667	SCHSO	SCHEDULE SOURCE, INC	8/27/2014	CHECK	PMCHK00001665	\$950.50
048575	SCHSEC	SCHILKE SECURITY	8/14/2014	CHECK	PMCHK00001661	\$225.00
048515	SCHELE	SCHINDLER ELEVATOR CORPORATION	8/6/2014	CHECK	PMCHK00001655	\$979.00
048666	SCHELE	SCHINDLER ELEVATOR CORPORATION	8/27/2014	CHECK	PMCHK00001665	\$27,023.39
048685	SCHELE	SCHINDLER ELEVATOR CORPORATION	8/29/2014	CHECK	PMCHK00001666	\$603.31
048617	SCOWET	SCOTT WETTLAUFER	8/21/2014	CHECK	PMCHK00001664	\$100.00
048668	SDCA	SDCA	8/27/2014	CHECK	PMCHK00001665	\$75.00
048618	SELAUTO	SELECT AUTO SERVICE	8/21/2014	CHECK	PMCHK00001664	\$549.51
048568	PACMEC	SHAMBAUGH & SON, L.P	8/14/2014	CHECK	PMCHK00001661	\$20,966.25
048516	SHEAUG	SHERLONYA TURNER	8/6/2014	CHECK	PMCHK00001655	\$101.88
048576	SHEAUG	SHERLONYA TURNER	8/14/2014	CHECK	PMCHK00001661	\$199.93
048517	STAHAR	STADIUM HARDWARE	8/6/2014	CHECK	PMCHK00001655	\$94.01
048518	STAPLE	STAPLES ADVANTAGE	8/6/2014	CHECK	PMCHK00001655	\$48.78
048577	STAPLE	STAPLES ADVANTAGE	8/14/2014	CHECK	PMCHK00001661	\$318.52
048578	STEOSB	STEVE OSBURN	8/14/2014	CHECK	PMCHK00001661	\$25.00

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
048619	SUSWIN	SUSAN CEE WINEBERG	8/21/2014	CHECK	PMCHK00001664	\$100.00
048519	TANMED	TANTOR MEDIA	8/6/2014	CHECK	PMCHK00001655	\$985.07
048520	TDSMET	TDS METROCOM	8/6/2014	CHECK	PMCHK00001655	\$6,956.54
048669	TDSMET	TDS METROCOM	8/27/2014	CHECK	PMCHK00001665	\$7,062.80
048521	THEANN	THE ANN MAGAZINE	8/6/2014	CHECK	PMCHK00001655	\$500.00
048534	AROCAMP	THE AROUNDCAMPUS GROUP	8/13/2014	CHECK	PMCHK00001660	\$300.00
048670	TEACOM	THE GREAT COURSES	8/27/2014	CHECK	PMCHK00001665	\$5,631.35
048587	TMGROU	THE TM GROUP INC	8/14/2014	CHECK	PMCHK00001662	\$3,126.25
048591	TMGROU	THE TM GROUP INC	8/15/2014	CHECK	PMCHK00001663	\$2,867.50
048620	TOMSMI	TOM SMITH	8/21/2014	CHECK	PMCHK00001664	\$27.60
048621	TREMCO	TREMCO/ WEATHERPROOFING TECHNO	8/21/2014	CHECK	PMCHK00001664	\$4,808.00
048622	TSAFON	TSAI FONG BOOKS, INC.	8/21/2014	CHECK	PMCHK00001664	\$3,106.68
048672	TWITER	TWIG TERRARIUMS	8/27/2014	CHECK	PMCHK00001665	\$6,015.00
048472	ADTSEC	TYCO INTEGRATED SECURITY	8/6/2014	CHECK	PMCHK00001655	\$809.09
048523	ULINE	ULINE, INC.	8/6/2014	CHECK	PMCHK00001655	\$582.00
048686	ULINE	ULINE, INC.	8/29/2014	CHECK	PMCHK00001666	\$148.39
048579	UNDGRO	UNDERGROUND PRINTING INC.	8/14/2014	CHECK	PMCHK00001661	\$95.54
048674	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	8/27/2014	CHECK	PMCHK00001665	\$1,405.15
048524	UNIPAR	UNITED PARCEL SERVICE	8/6/2014	CHECK	PMCHK00001655	\$106.53
048580	UNIPAR	UNITED PARCEL SERVICE	8/14/2014	CHECK	PMCHK00001661	\$41.57
048623	UNIPAR	UNITED PARCEL SERVICE	8/21/2014	CHECK	PMCHK00001664	\$65.15
048673	UNIPAR	UNITED PARCEL SERVICE	8/27/2014	CHECK	PMCHK00001665	\$41.89
048624	UNISTA	UNITED STATES POSTAL SERVICES	8/21/2014	CHECK	PMCHK00001664	\$1,198.00
048625	UNUMPRO	UNUM LIFE INSURANCE	8/21/2014	CHECK	PMCHK00001664	\$2,859.31
048525	VERWIRC	VERIZON WIRELESS	8/6/2014	CHECK	PMCHK00001655	\$848.28
048592	VERWIRC	VERIZON WIRELESS	8/15/2014	CHECK	PMCHK00001663	\$775.06
048675	VERWIRC	VERIZON WIRELESS	8/27/2014	CHECK	PMCHK00001665	\$1,181.02
048626	VICDUR	VICTORIA FORMAN DURANONA	8/21/2014	CHECK	PMCHK00001664	\$100.00
048581	WASHNE	WASHTENAW NEWS COMPANY, INC.	8/14/2014	CHECK	PMCHK00001661	\$5,570.00
048526	WASMAN	WASTE MANAGEMENT OF MICHIGAN	8/6/2014	CHECK	PMCHK00001655	\$224.32
048527	WSULIB	WAYNE STATE UNIVERSITY LIBRARI	8/6/2014	CHECK	PMCHK00001655	\$110.00
048676	WEATEC	WEATHERPROOFING TECHNOLOGIES I	8/27/2014	CHECK	PMCHK00001665	\$2,425.00
048627	WESENT	WESTGATE ENTERPRISES, LLC	8/21/2014	CHECK	PMCHK00001664	\$6,855.00
048528	XEROX	XEROX CORPORATION	8/6/2014	CHECK	PMCHK00001655	\$989.06
048678	XEROX	XEROX CORPORATION	8/27/2014	CHECK	PMCHK00001665	\$19.36
Total Checks:	217				Total Amount of Checks:	\$576,000.60

WLBPD@AADL Celebrating 5 Years!

In an effort to maintain localized services for Washtenaw County residents with qualifying visual and physical limitations, the Ann Arbor District Library assumed the administration of services as an NLS Subregional Network Library, as the Washtenaw Library for the Blind & Physically Disabled @ Ann Arbor District Library, in February of 2009.

Anybody seeking the services of the WLBPD@AADL shall be accommodated at any of Ann Arbor District Library's five locations, during all hours of operation in-person, by phone, or by email.

Services Provided

In addition to NLS provided materials and equipment and general account maintenance and readers' advisory, the WLBPD@AADL also provides the following materials and services:

- **Large Print Books-by-Mail:** AADL circulates over 3,500 fiction and non-fiction, adult, teen, and youth titles in Large Print format. All WLBPD patrons are also eligible to receive Large Print Books-by-Mail sent to them from the AADL collection.
- **Audiobooks:** AADL has a Book on CD (BOCD) and Book on Cassette (BOC) collection.
- **Described Video DVDs:** AADL has a robust DVD collection, including Described Videos in DVD format. A list of those titles is available on the library's website.
- **Ebooks/Eaudio/Evideo:** AADL participates in a consortium with other Michigan libraries to offer ebooks, eaudio, and evideo to patrons.
- **As a service to low-vision Youth and Adult book clubs:** WLBPD staff accommodates requests for digital copies of selected book for book club members. WLBPD produces Book Clubs to Go Guides, which include: summary information and reviews of the title(s); author

biography; a list of suggested discussion questions and read-alikes; tips for book groups; and evaluation forms in accessible formats.

- **Assistive Technology on Public Computing Stations:** All public computing stations at all AADL locations are equipped with, or have access to: JAWS, Giant Trackball Mouse, Microsoft Windows Magnifier, and Zoom Text.
- **Assistive Technology Lab:** The Assistive Technology Lab located at the Downtown AADL is equipped with: a Kurzweil 1000 Scanning Station, a JAWS computing station, a Closed-Circuit Reader, a large screen Mac Station, and a Refreshable Braille Display station.
- **Assistive Technology Training:** Assistive technology training is available in the Assistive Technology Lab at the Downtown AADL on a walk-in basis: Tuesdays 1:00 pm-6:00 pm and Wednesdays 9:30am-2:30pm.
- **Hand-Held Magnifiers:** Each AADL location has a collection of hand-held magnifiers for use within the library.
- **Outreach:** WLBDP@AADL staff is available to: give presentations and demonstrations; attend meetings and support groups; host booths at expos and information fairs; and visit local libraries, schools, and institutions to promote and sign individuals up for services.

WLBDP@AADL Accomplishments

Josie Parker, Director, Appointed to the Michigan Commission for Blind Persons by Governor Rick Snyder (2012).

Staff Training Highlighted: The WLBDP@AADL's training was highlighted as "Training in Action" in "A How-To-Do-It Manual for Librarians®" *Implementing Cost-Effective Assistive Computer Technology*, by Jane Vincent, copyright 2012, Neal-Schuman Publishers, Inc.

WLBDP Receives Best Practices Recognition: WLBDP@AADL has received recognition from the National Library Service for *Best Practices from the Network: Spreading the Word about Braille and Talking Books*, for

the development and implementation of creative new ways to publicize WLBDP@AADL services, including community outreach and the creation of a large print sticker to be placed in the covers of all public library large print book collections throughout Washtenaw County.

Public Library Demonstration Accounts Established: In an effort to further promote services, all public libraries in Washtenaw County have been set-up with a demonstration account, provided posters, and offered brochures as well as custom-made laminated posters for their own promotional display purposes.

LBPH Network Libraries Wiki Developed & Administered: The WLBDP@AADL launched the Libraries for the Blind & Physically Handicapped Network Libraries Wiki. Providing a centralized repository for National Library Service for the Blind and Physically Handicapped, Network Library staff across the country, the LBPH-NL Wiki serves to promote greater, more efficient, and more effective provision of services.

Special Collections Added: The WLBDP@AADL described DVD collection has more than tripled in size and pre-downloaded as well as on-demand series' on a single cartridge made available. Instead of waiting for the next book in a series to arrive, patrons can receive an entire series or multiple titles in a series on a single digital cartridge (though some series require two cartridges). More than twenty different series have been pre-downloaded for patrons to choose from. The checkout period for series cartridges is six months.

Increased Readership: In 2013, WLBDP@AADL experienced a 9.43% increase in patrons being served.

BARD Participation one of the Highest in the Country: The percentage of WLBDP@AADL patrons registered for the National Library Service's Braille and Audio Reading Download website, where they may access tens of thousands of books and dozens of magazines, has exceeded 33%, more than double the national average.

WLBDP@AADL Website: The WLBDP@AADL website is always kept up-to-date with the latest news and information related to WLBDP@AADL services, resources, outreach and events. The WLBDP@AADL website may be accessed here: <http://wlbpd.aadl.org/>.

WLBDP@AADL Patron Satisfaction Survey: The results of WLBDP@AADL's 2012 Patron Satisfaction Survey indicated 87% of respondents rated their overall experience as either excellent or good, and 97% of respondents indicated they would recommend WLBDP services to friends and family members.

VISIONS: What's New in Technology for the Blind & Visually Impaired: VISIONS, a biennial vendor fair attended by over 500 people, is presented by the Ann Arbor District Library (which also serves as the Washtenaw Library for the Blind and Physically Disabled) and is cosponsored by the State of Michigan's Bureau of Services for Blind Persons and Washtenaw Community College.

Child in a Strange Country: Helen Keller and the History of Education for People Who are Blind or Visually Impaired: In 2014 WLBDP@AADL hosted this travelling exhibit from the American Printing House for the Blind Museum, with over 5,000 visitors.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
AND
ANN ARBOR DISTRICT LIBRARY**

Purpose

This Memorandum of Understanding (MOU) is entered into between the Department of Licensing and Regulatory Affairs and the Ann Arbor District Library to establish the responsibilities and procedures related to the provision of consortium of user libraries software for use by libraries serving the blind and disabled.

The primary objective of the MOU is to set forth the provision of consortium of user libraries software as follows:

- The Department of Licensing and Regulatory Affairs, Bureau of Services for Blind Persons (LARA/BSBP) is authorized to enter into this MOU under §§10(3)(g),(h), and (m) of the Library of Michigan Act, 1982 PA 540, MCL 397.20, and §§5 and 7 of the History, Arts and Libraries Act, 2001 PA 63, MCL 399.705 and 399.707.
- Ann Arbor District Library (AADL) is authorized to enter into this MOU under §§8(2)(d),(h), and §14, of the State Aid to Public Libraries Act, 1977 PA 89, MCL 397.558 and 397.564, and §§12(1)(g) and (m) of the District Library Establishment Act, 1989 PA 24, MCL 397.182.
- LARA/BSBP is the lead library support agency delivering library services and technological advances throughout Michigan to a network of regional libraries, sub-regional libraries, and advisory and outreach centers for blind and physically disabled individuals.
- All Michigan residents who are unable to see or read standard print because of visual or physical disabilities are eligible to receive free reading materials from this network of libraries.
- The Consortium of User Libraries (CUL) is an organization composed of libraries licensed to use a proprietary, automated registration and circulation system to furnish reading materials to blind and physically disabled individuals.

AADL desires to perform the responsibilities of a sub-regional library for the blind and physically disabled.

Period of Agreement

This MOU between the Department of Licensing and Regulatory Affairs, Bureau of Services for Blind Persons (hereinafter referred to as "LARA/BSBP") and the Ann Arbor District Library (hereinafter referred to as "AADL") is effective from October 1, 2014 through September 30, 2016.

Memorandum of Understanding
Agreement #: LARA 15-MOU-002
Page 2 of 3

Work Statement of Each Party

LARA shall:

LARA/BSBP will undertake the following responsibilities:

1. LARA/BSBP, through BSBP, Braille and Talking Book Library (BTBL), will provide AADL with the most recent version of the CUL application software over the Internet. The server where the CUL application resides is located in Lansing and maintained by the Michigan Department of Technology, Management and Budget (DTMB).
2. LARA/BSBP BTBL will provide the workstation software required at AADL for connection to the CUL application software on the DTMB managed server via Internet.
3. LARA/BSBP BTBL will provide CUL software maintenance, support, and payment of the CUL sublicense fee.
4. LARA/BSBP BTBL will provide access to the CUL On-Line Public Access catalog for book selection by AADL patrons.
5. LARA/BSBP BTBL reserves the right to take any part of the system offline for updates, repairs, or maintenance at its convenience. Since there may be unpredictable and unannounced interruptions to the system, both parties acknowledge there may be periods when the CUL software system is offline.
6. LARA/BSBP BTBL will furnish a count of Washtenaw County readers possessing active status on or before October 1 and April 1 annually to AADL.

AADL shall:

AADL will furnish the following services to its blind and disabled patrons:

1. Handle on-line patron registration.
2. Maintain reader patron records.
3. Perform reader advisory services and any other service required, including follow up on weekly Comprehensive Mailing List System (CMLS) reports.
4. Handle interactive ordering of books, machines, and magazines.
5. Furnish walk-in service to patrons.
6. Maintain a collection of digital books representing the NLS two-year collection.
7. Perform continuous outreach efforts throughout the service area.
8. Complete and submit semi-annual reports in the NLS system.

Memorandum of Understanding
 Agreement #: LARA 15-MOU-002
 Page 3 of 3

9. Complete and submit required State Annual report in the State database by February 1 of each calendar year.
10. Perform responsibilities outlined in the attached document entitled Advisory and Outreach Center Responsibilities.
11. AADL will furnish necessary hardware components, hardware maintenance, hardware upgrades, and operational Internet connection sites to facilitate access to the DTMB managed server, as well as perform all functions needed to furnish services under this MOU.

Each party agrees to seek its own legal representation and bear its own costs, including but not limited to expert witness fees, attorneys fees and adverse judgments, in connection with any litigation that may arise from the performance of any activity undertaken pursuant to this MOU. It is expressly understood and agreed that neither party will indemnify the other in the event of litigation.

Reporting

All required reports must be submitted in the designated databases as referenced above.

Termination & Amendments

Either party may terminate this MOU at any time by giving sixty (60) days prior written notice to the other party. This MOU may be amended upon written approval of the parties at any time.

This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed or exist to bind any of the parties.

Termination for Lack of Funds

LARA's support for the stated purposes of this MOU is subject to and conditional upon the availability of funds for such purposes. No commitment is made by LARA to continue or expand such activities. LARA may terminate this MOU immediately upon written notice to the AADL at any time prior to the completion of this MOU if, in the opinion of LARA, funding becomes unavailable for this service or such funds are restricted.

Closeout

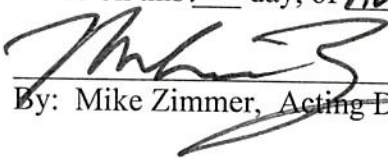
When this MOU is concluded or terminated, AADL shall provide LARA, within thirty (30) days after conclusion or termination, with data necessary to complete outstanding reports as required as a condition of the MOU.

Department of Licensing and Regulatory Affairs

Ann Arbor District Library

Dated on this 15th day, of August, 2014

Dated on this ___ day, of _____, 2014

By:  Mike Zimmer, Acting Director

By: _____
 Josie Parker, Director

**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 15th day of September, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

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

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:

NAYS:

RESOLUTION DECLARED ADOPTED.

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 15th day of September, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

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

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:

NAYS:

RESOLUTION DECLARED ADOPTED.

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 15th day of September, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

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

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:

NAYS:

RESOLUTION DECLARED ADOPTED.

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 15th day of September, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

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

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:

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

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