

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

Monday, September 16, 2013

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Published by Ann Arbor District Library

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## September 2013

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

## October 2013

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

## November 2013

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

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, September 16, 2013 at 7:00 p.m.  
 Ann Arbor District Library, Malletts Creek Branch Library  
 3090 E. Eisenhower Parkway, Ann Arbor, MI 48108

## REGULAR MEETING AGENDA

- 13-181 I. CALL TO ORDER
- 13-182 II. ATTENDANCE
- 13-183 III. APPROVAL OF AGENDA (pp. 1-2)  
 (Item of action)
- 13-184 IV. APPROVAL OF MINUTES OF AUGUST 19, 2013 (pp. 3-13)  
 (Item of action)
- 13-185 V. CITIZENS' COMMENTS
- 13-186 VI. FINANCIAL REPORTS (pp. 14-21)
- 13-187 VII. APPROVAL OF DISBURSEMENTS (pp. 22-25)  
 (Item of action)
- 13-188 VIII. COMMITTEE REPORTS
- 13-189 IX. DIRECTOR'S REPORT (pp. 26-27)
- 13-190 X. NEW BUSINESS
- 13-191 A. CORRIDOR IMPROVEMENT AUTHORITY TIF CAPTURE  
 (30 minutes)  
 Craig Lyon, Director of Utilities and Municipal Services  
 Pittsfield Charter Township
- 13-192 XI. OLD BUSINESS
- 13-193 A. MONTHLY STATISTICAL REPORT  
 (15 minutes)  
 Eli Neiburger
- 13-194 XII. CITIZENS' COMMENTS

13-195      XIII.    ADJOURNMENT**CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD**

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

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, AUGUST 19, 2013

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, AUGUST 19, 2013**

- 13-161 I. CALL TO ORDER
- President Rosenthal called the meeting to order at 7:01 p.m.
- 13-162 II. ATTENDANCE
- Present: Head, Kaplan, Leary, Murphy, Barney Newman,  
Rosenthal, Surovell  
Absent: None  
Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)
- 13-163 III. APPROVAL OF AGENDA  
(Item of action)
- Vice President Barney Newman, supported by Treasurer Kaplan,  
moved to approve the agenda.
- AYES: Head, Kaplan, Leary, Murphy, Barney Newman,  
Rosenthal, Surovell  
NAYS: None
- Motion passed 7-0.
- 13-164 IV. APPROVAL OF MINUTES OF JULY 15, 2013  
(Item of action)
- Trustee Leary, supported by Trustee Surovell, moved to approve  
the minutes of July 15, 2013.
- Trustee Leary requested clarifying quotation marks be added to  
statements made by Bob Rorke in public comments regarding  
paraphrasing of board email communications.
- AYES: Head, Kaplan, Leary, Murphy, Barney Newman,  
Rosenthal, Surovell  
NAYS: None



ANN ARBOR DISTRICT LIBRARY BOARD  
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MONDAY, AUGUST 19, 2013

Motion passed 7-0.

President Rosenthal stated for the public record that Allerton Hill Consulting was engaged to provide only a communication audit for the Ann Arbor District Library. That the Ann Arbor District Library was not doing a survey. That the Ann Arbor District Library was not seeking a bond referendum in 2013. That the Ann Arbor District Library Board had not engaged in any violation of law.

13-165

V. CITIZENS' COMMENTS

Libby Hunter

While I am aware that you have hired Allerton Hill Consulting Firm for \$28,000, now this is a bill paid by the Ann Arbor taxpayers, your stated goal for this hiring is to improve communication with the public. However, there are some effective, simple and much more cost effective ways that could at least help achieve that goal. And one would be, as has been mentioned before here, hold your monthly board meetings on a night other than when city council meets. Tonight is one of those meetings, in fact maybe every board meeting conflicts. The Protect Our Libraries PAC has looked at all of the other public bodies that meet in the library district and found that there are nights in which there are no conflicts that would be free on the calendar when the board could meet. I don't have those with me but, a further way to improve communications with the public would be to televise the board meetings and the equipment is all here. Other groups use this room to meet precisely because of the video capabilities built into this room and televising meetings has really become the standard for public bodies in this community. And finally just a last note opening up all committee and subcommittee meetings to the public could also help further this communication goal. And that's it. Thank you very much.

Tom Brown

Hi, my name is Tom Brown and I live at Cranbrook. I want to thank Josie for her warm reception when we did summer games. Lydia and I, my daughter, we came up and talked with Josie and she was very helpful and very supportive of Lydia's future so we really appreciate that. Also I wanted to say that Lydia and I have

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, AUGUST 19, 2013

gotten out and done a lot of different things because of the summer game and we went to all of the parks and that was really neat. So I really thank the whole Board here and all the folks who provide support for the summer game. And I would like to say I'm glad that it's not televised today because I didn't really dress for it.

Lydia Brown

Hello, I am Lydia Brown and live on Cranbrook Road. I'm really excited about this summer reading game. I just started doing it for the prizes but now I'm definitely just doing it for fun. I'm twenty-fifth on the leader board which is really exciting. And I got a chocolate pack and it informed me that a local chocolate company, Schokolad, so I'm going to go there in the future. That's why I like the summer reading game. Thanks.

Lyn Davidge

I'm Lyn Davidge and I live on North Maple Road. And Lydia I hope you saw the code on the door. Yes, I have it written down. I'm here actually tonight to make a request and I realize that it is not something you would probably be prepared to do tonight, but I would ask your consideration for future meetings. There's always a place in the agenda for the approval of disbursements which is one of your jobs. But for those of us who are curious enough to glance through it, I think that in the interest of communication which we've been talking a lot about lately, you might want to consider just some little explanations of some of the larger amounts that are on those disbursement lists. For example, I am dying of curiosity on this month's, the one you are going to be acting on tonight, to know about the \$79,000 plus to American Express. And I'm curious of the \$48,000 plus to the University of Michigan. Those both just kind of popped out at me. I'm sure that each of your constituents would have different thing pop out based on our backgrounds and so on. I'm cool with \$66,000 to Innovative Interfaces because I know all about them and how important they are. But the other two are kind of vague in my mind and I'm just not quite sure what they might represent. So if you could consider that in the interest of open communication with your constituents in the future, I think that would be most appropriate it. Thank you very much.



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, AUGUST 19, 2013

Donald Salberg

Thank you. My name is Donald Salberg and I live on Lexington Drive in northeast Ann Arbor. I'm speaking tonight sort of to update some concerns that were voiced before the referendum about the status of the building and its functioning. I believe there were three issues that were raised prior to the referendum. The first was inadequate power that prevented a number of patrons from being able to hook up their electronic devices. I want to thank Josie Parker for meeting with me and informing me that there have been new power strips installed for laptop use and that apparently the power problem has been resolved. Another possible issue was compliance with the American Disabilities Act. There was a question related I believe to the elevators and maybe some other areas of the library. I was told though in meeting with Josie Parker that we're in complete compliance with the American Disabilities Act. I'm very happy to hear that. And finally there was some concern about whether any of the heating and cooling units would need to be replaced soon. And I've been told that these units are working very well, that it's very difficult to predict when they would need replacement that it could be years. And I was very pleased to hear that. I must commend Josie Parker and the staff for being excellent stewards for our library. Thank you.

13-166 VI. FINANCIAL REPORTS

Associate Director Nieman reported July showed unrestricted cash balance just over \$7.8 million. Tax receipts just over \$1 million, reflecting 9.5% of the budgeted amount, have been received through the end of July. It was noted the majority of taxes are received in August and September. The fund balance stands at just over \$8 million. Four line items are over budget and will come back into line later in the year.

Treasurer Kaplan inquired about the 2013 penal fines figures distributed in the board packet. Associate Director Nieman reported that roughly \$26,000 was received over the budgeted amount.

13-167 VII. APPROVAL OF DISBURSEMENTS  
 (Item of action)

Trustee Leary, supported by Secretary Head moved, to approve the



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, AUGUST 19, 2013

July 2013 disbursements.

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

NAYS: None

Motion passed 7-0.

13-168 VIII. COMMITTEE REPORTS

13-169 A. COMMUNICATIONS COMMITTEE

Chairperson Kaplan reported the committee had met with Allerton Hill for an update, but received no written report. The communications audit will be ready in several weeks and the committee will met again at that time. The report will be made public.

13-170 B. FACILITIES COMMITTEE

Chairperson Leary reported the committee met on July 16<sup>th</sup> and received an update on the general conditions of all facilities.

Administration reported that the Downtown library front entrance doors are breaking down frequently due to metal fatigue among other stressors. Director Parker will be seeking professional advice regarding action to be taken. Facilities will meet to discuss any options provided and bring recommendations to the Board for action.

13-171 IX. DIRECTOR'S REPORT

Director Parker reported the life-sized Angry Birds program held at the Meri Lou Murray Recreation Center was a great success. Staff at the center expressed interest in partnering again with the library to provide another event at their location.

The 8<sup>th</sup> annual Lego Contest was held at Kensington Court and had over 500 attendees. Contestants leave their entries for judging and return in the evening for announcements of winners and then take their Legos home. Prizes are paid for with monies from the Friends.

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The summer game wraps up at the end of August. There have been over 500 visits to the catfish in Josie's office. Kudos was expressed for all staff that had a part in making the game a success.

Associate Director Choate was congratulated on receiving the Sewell Stipend from the Public Health/Health Administration of the Medical Library Association. She will be co-presenting a paper at the American Public Health Association's annual meeting.

13-172 X. NEW BUSINESS

13-173 A. BIKE SHARE PROGRAM

Heather Seyfarth, Program Supervisor of the Clean Energy Coalition presented an overview of the bike share program being established in Ann Arbor. The bike share program is a partnership between the Clean Energy Coalition, the Ann Arbor Transportation Authority, the City of Ann Arbor, and the University of Michigan. The program is slated to begin April 2014. The Downtown Library location is under consideration as a possible B-cycle station site.

Board members asked the following questions: Is an earlier start date of March being considered? What type of business plan is being developed for long term sustainability? Are there other vendors available besides B-cycle that offer bike share programs? Will helmets be provided as part of the program? How does the program extend use time of the bicycle if it is needed? Was the AATA downtown location considered as a site as opposed to the Library? May bikes be returned to any station? Is liability insurance covered by the bike share program or do host station sites need to provide it? Will there be a written agreement with host station sites providing all details?

Director Parker noted that only very preliminary discussions had been held with the Clean Energy Coalition regarding the possibility of the Library being a host station site. She felt that tonight's presentation was necessary for Board consideration and input before any decisions were made.

13-174 B. RESOLUTION TO AMEND THE 2012-2013 APPROVED BUDGET

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
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(Item of action)

Secretary Head, supported by Trustee Leary, moved the Board resolves to transfer \$4,000 from Capital Outlays to Utilities. To transfer \$4,000 from Capital Outlays to Communications. To transfer \$3,000 from Circulation Supplies to Software. All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 7-0.

13-175

C. RESOLUTION OF THANKS TO VICKI BROWNE UPON  
 HER RETIREMENT

(Item of action)

Trustee Murphy, supported by Trustee Leary, moved the Board resolves that it would like to officially thank Vicki Browne for her service as an employee March 14, 1988 to June 30, 2013 of the Ann Arbor District Library. That all resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 7-0.

13-176

D. PRESENTATION ON NEW AADL MONTHLY  
 STATISTICAL REPORT

Associate Director Neiburger presented a new model for organizing in-depth, in-house statistical information. The report outlines the tangible collection alongside the digital collection. It breaks down library card holder usage alongside usage via the AADL website. Actual patron visits to AADL locations alongside entry to AADL through various webpages of our website. Usage is broken down by checkouts and downloads. Attendance at the various AADL events is broken down by category and location. Posts to the website are also broken down by category.



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
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Vice President Barney Newman left the meeting at 8:14 p.m.

Board members expressed their very favorable impressions of the format.

13-177

E. UPDATE ON 2010-2015 STRATEGIC PLAN  
 Celeste Choate

Associate Director Choate highlighted 2012-2013 activity under the six strategic initiatives of the 2010-2015 AADL Strategic Plan.

13-178

F. CONTENT LICENSING UPDATE  
 Eli Neiburger

Associate Director Neiburger updated the Board on direct licensing that the library is pursuing. Products range from ebooks, graphic novels, musical and video recordings.

13-179

XI. CITIZENS' COMMENTS  
 Bob Rorke

Bob Rorke, Wynnstone, Ann Arbor, Michigan. First, Trustee Leary, my apologies. There are no quotes I noticed in any of the minutes and that's because I had only one copy at the last meeting. I will email a copy to Karen so she can put in the proper quotes. I had no intention of putting words in your mouth. So I will correct that. As to some of the other comments that were made, that there was going to be no bond in 2013 after reading the data released in the FOIA I understood that, my question I guess to the trustees and the Administration is there any talk of the bond for 2014 or bringing forward another proposal to replace this library with another building. I was also interested in the fact there's no survey requested for Allerton Hill I wondered if there was any other contract or of this being thought of for Allerton Hill either for the remainder of this year or next year. And finally I'm interested in whether any of the trustees or administration have discussed the possibility of a new bond with Allerton Hill or has Allerton Hill discussed that possibility with the staff of the library or trustees for the future. So do I have to send an email with questions or do you have the questions. Thank you.

13-180

XII. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, AUGUST 19, 2013

Trustee Murphy, supported by Trustee Leary, moved to adjourn the meeting.

President Rosenthal adjourned the meeting at 9:22 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 August 19, 2013 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 13-174**

**RESOLUTION TO AMEND THE 2012-2013 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 19<sup>th</sup> of August 2013 at 7:00 p.m.

PRESENT: Head, Kaplan, Leary, Murphy, Barney Newman, Rosenthal, Surovell  
ABSENT: None

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

THE BOARD RESOLVES AS FOLLOWS:

- 1). To transfer \$4,000 from Capital Outlays to Utilities.
- 2). To transfer \$4,000 from Capital Outlays to Communications.
- 3). To transfer \$3,000 from Circulation Supplies to Software.
- 4). 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, Barney Newman, Rosenthal, Surovell  
NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board Meeting held on August 19, 2013 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 13-175**

**RESOLUTION OF THANKS TO VICKI BROWNE 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 19<sup>th</sup> day of August 2013 at 7:00 p.m.

PRESENT: Head, Kaplan, Leary, Murphy, Barney Newman, Rosenthal, Surovell  
ABSENT: None

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

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Vicki Browne for her service as an employee March 14, 1988 to June 30, 2013 of the Ann Arbor District Library.
- 2.) That all 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, Barney Newman, Rosenthal, Surovell  
NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board Meeting held on August 19, 2013 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

## Ann Arbor District Library Financial Summary for August 2013

### **Cash:**

The unrestricted cash balance as of August 31, 2013 was \$13,751,668 up from \$7,856,576 in July.

### **Tax Receipts:**

The Library has received tax receipts totaling \$7,465,909, 65.2% of the budgeted amount, as of August 31<sup>st</sup>.

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

The Library showed an operating surplus of \$35,648 through August 31<sup>st</sup>. This gives the Library a positive fund balance of \$8,056,005 at the end of August, down from \$8,089,059 in 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 at the end of the year.

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

The following operating expense line items are over budget through August:

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

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

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

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

ANN ARBOR DISTRICT LIBRARY  
Operating  
For the Two Months Ending August 31, 2013

	August			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Revenue</b>						
Tax Collections - Operating	\$947,333	\$947,333		\$1,894,667	\$1,894,667	
State Aid	6,667	6,667		13,334	13,333	1
Penal Fines	16,250	16,250		32,500	32,500	
Interest		8,333	(8,333)	360	16,667	(16,307)
Copiers	3,210	2,500	710	5,734	5,000	734
Grants/Memorials	1,600	7,500	(5,900)	2,390	15,000	(12,610)
Library Fines & Fees	24,095	35,417	(11,322)	55,981	70,833	(14,852)
Non-Resident Fees	1,125	1,250	(125)	2,530	2,500	30
Fund Bal./Restricted Funds		2,083	(2,083)		4,167	(4,167)
<b>Total Revenue</b>	<b>\$1,000,280</b>	<b>\$1,027,333</b>	<b>(\$27,053)</b>	<b>\$2,007,496</b>	<b>\$2,054,667</b>	<b>(\$47,171)</b>
<b>Expenditures</b>						
Salaries & Wages	504,151	497,083	7,068	1,033,042	994,167	38,875
Employee Benefits	124,779	131,167	(6,388)	257,802	262,333	(4,531)
Employment Taxes	37,838	38,000	(162)	77,571	76,000	1,571
<b>Total Employment Cost</b>	<b>\$666,768</b>	<b>\$666,250</b>	<b>\$518</b>	<b>\$1,368,415</b>	<b>\$1,332,500</b>	<b>\$35,915</b>
Custodial and Electrical	\$13,391	\$15,833	(\$2,442)	\$26,782	\$31,667	(\$4,885)
Accounting/Audit	833	833		1,666	1,667	(1)
Legal	140	4,167	(4,027)	1,903	8,333	(6,430)
Purchased Services	6,324	11,083	(4,759)	27,900	22,167	5,733
Utilities	38,192	36,667	1,525	72,781	73,333	(552)
Property Insurance	6,881	7,500	(619)	13,762	15,000	(1,238)
Communications	9,318	15,000	(5,682)	61,509	30,000	31,509
Materials	92,210	145,833	(53,623)	157,877	291,667	(133,790)
Software Licenses/Maintenanc	13,746	12,500	1,246	92,978	25,000	67,978
Building Rental	10,063	12,917	(2,854)	20,127	25,833	(5,706)
Seminars/Conferences/Travel	69	2,333	(2,264)	354	4,667	(4,313)
Copier Expense	1,255	3,750	(2,495)	4,018	7,500	(3,482)
Library Programming	18,438	17,500	938	35,227	35,000	227
Grants/Memorials	6,944	9,583	(2,639)	11,847	19,167	(7,320)
Supplies	21,382	15,333	6,049	26,402	30,667	(4,265)
Repairs and Maintenance	10,632	25,167	(14,535)	34,678	50,333	(15,655)
Postage	5,155	2,917	2,238	5,211	5,833	(622)
Lcards/Circ Cards	(227)	6,000	(6,227)	(622)	12,000	(12,622)
Other Operating Expenditures	1,589	2,000	(411)	2,533	4,000	(1,467)
<b>Total Operating Expense</b>	<b>\$256,335</b>	<b>\$346,916</b>	<b>(\$90,581)</b>	<b>\$596,933</b>	<b>\$693,834</b>	<b>(\$96,901)</b>
Capital Outlays		\$14,167	(\$14,167)	\$6,500	\$28,333	(\$21,833)
<b>Total Expenditures</b>	<b>\$923,103</b>	<b>\$1,027,333</b>	<b>(\$104,230)</b>	<b>\$1,971,848</b>	<b>\$2,054,667</b>	<b>(\$82,819)</b>
<b>Net</b>	<b>\$77,177</b>		<b>\$77,177</b>	<b>\$35,648</b>		<b>\$35,648</b>



ANN ARBOR DISTRICT LIBRARY  
Grant Administration  
For the Two Months Ending August 31, 2013

	August			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Grants/Memorials	\$1,600	\$7,500	<i>(\$5,900)</i>	\$2,390	\$15,000	<i>(\$12,610)</i>
Total Revenue	<u>\$1,600</u>	<u>\$7,500</u>	<u><i>(\$5,900)</i></u>	<u>\$2,390</u>	<u>\$15,000</u>	<u><i>(\$12,610)</i></u>
Expenditures						
Materials	151	833	<i>(682)</i>	151	1,667	<i>(1,516)</i>
Seminars/Conferences/Travel		250	<i>(250)</i>		500	<i>(500)</i>
Library Programming	6,231	7,500	<i>(1,269)</i>	9,413	15,000	<i>(5,587)</i>
Other Operating Expenditures	561		<i>561</i>	1,707		<i>1,707</i>
Total Operating Expense	<u>\$6,943</u>	<u>\$8,583</u>	<u><i>(\$1,640)</i></u>	<u>\$11,271</u>	<u>\$17,167</u>	<u><i>(\$5,896)</i></u>
Total Expenditures	<u>\$6,943</u>	<u>\$8,583</u>	<u><i>(\$1,640)</i></u>	<u>\$11,271</u>	<u>\$17,167</u>	<u><i>(\$5,896)</i></u>
Net	<u><i>(\$5,343)</i></u>	<u><i>(\$1,083)</i></u>	<u><i>(\$4,260)</i></u>	<u><i>(\$8,881)</i></u>	<u><i>(\$2,167)</i></u>	<u><i>(\$6,714)</i></u>

ANN ARBOR DISTRICT LIBRARY  
Friends of the Library  
For the Two Months Ending August 31, 2013

	<u>Actual</u>	<u>August Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)		\$15,000	(\$15,000)
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>		<u>\$15,000</u>	<u>(\$15,000)</u>
Expenditures						
Materials	75		75	75		75
Library Programming	6,231	7,500	(1,269)	9,413	15,000	(5,587)
Other Operating Expenditures	561		561	1,707		1,707
Total Operating Expense	<u>\$6,867</u>	<u>\$7,500</u>	<u>(\$633)</u>	<u>\$11,195</u>	<u>\$15,000</u>	<u>(\$3,805)</u>
Total Expenditures	<u>\$6,867</u>	<u>\$7,500</u>	<u>(\$633)</u>	<u>\$11,195</u>	<u>\$15,000</u>	<u>(\$3,805)</u>
Net	<u>(\$6,867)</u>		<u>(\$6,867)</u>	<u>(\$11,195)</u>		<u>(\$11,195)</u>

Date: 9/10/2013

Ann Arbor District Library

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## Balance Sheet

**ASSETS**As of 8/31/2013Current Assets:

## Cash

CASH-COMMERCIAL CHECKING	\$5,973.19
CASH-PAYROLL	4,950.99
HOLTREY FUND	331,789.54
CASH-SAVINGS	7,608,380.56
KENISTON FUND	30,297.83
SHAFFER FUND	10,470.00
WESTERMAN FUND	49,091.42
PETTY CASH	2,300.00
WLBPD ACCOUNT	37,108.65
CDs - SHORT TERM	1,000,000.00

Total Cash	\$9,080,362.18
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## Investments

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

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

ACCOUNTS RECEIVABLE	\$72,467.88
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Total Accounts Receivable	\$72,467.88
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## Property Taxes Receivable

TAXES RECEIVABLE	(\$102,265.49)
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Total Property Taxes Receivable	(\$102,265.49)
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## Prepaid Expenses

PRE-PAID INSURANCE	\$62,910.66
PREPAID EXPENSES	1,250.00

Total Prepaid Expenses	\$64,160.66
------------------------	-------------

Total Current Assets	\$14,244,888.56
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Capital Assets:

BUILDINGS	\$25,988,344.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	476,481.00
COMMUNICATIONS EQUIPMENT	431,035.00
BUSINESS MACHINES	175,244.00
COMPUTER EQUIPMENT	1,363,432.33
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	43,135.00
FURNITURE & FIXTURES	1,302,241.00
VEHICLES	183,256.00

Total Capital Assets	\$32,113,419.15
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Amount Provided for Long-Term Debt:

LONG TERM SICK	\$28,025.46
LONG TERM VACATION	211,907.84

Total Provided for Long-Term Debt	239,933.30
-----------------------------------	------------

TOTAL ASSETS	\$46,598,241.01
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## Ann Arbor District Library

## Balance Sheet

**LIABILITIES AND FUND EQUITY**Current Liabilities:

ACCOUNTS PAYABLE	(\$99,577.88)
ACCRUED ACCOUNTS PAYABLE	96,573.11
ACCRUED PAYROLL	267,900.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	13,156.42
ACCRUED EMPLOYER 403(b) - UNDECIDED	53,091.75
ACCRUED 403B/MPSERS EMPLOYER	25,824.44
ACCRUED LIABILITY-VACATION S/T	89,969.27

Total Current Liabilities	\$446,937.11
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Long-Term Liabilities:

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

Total Long-Term Liabilities	239,933.30
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Fund Equity:

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

RESERVE-ENCUMBRANCES	\$170,732.90
DEFERRED REVENUE - PROPERTY TAX	5,571,213.00
FUND BALANCE - UNDESIGNATED	8,020,357.55
EXCESS REVENUE (SPENDING)	35,648.00

Total Fund Balance	\$13,797,951.45
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Total Fund Equity	\$45,911,370.60
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TOTAL LIABILITIES AND FUND EQUITY	\$46,598,241.01
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## Ann Arbor District Library

### Rollforward of undesignated fund balance For the Period Ending August 31, 2013

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,089,059	\$ 8,185,929
Total revenues	1,000,280	2,007,496
Expenditures:		
Operating	(923,101)	(1,965,348)
Capital outlays	-	(6,500)
(Increase) decrease in encumbrances	<u>(110,233)</u>	<u>(165,572)</u>
Ending surplus (deficit)	<u>\$ 8,056,005</u>	<u>\$ 8,056,005</u>

# Ann Arbor District Library

## Monthly and year-to-date cash rollforward For Period ending August 31, 2013

Source: cash activity as recorded in the Great Plains general ledger system

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
<b>Monthly rollforward</b>					
Commercial checking	\$ 25,653	\$ 12,092	\$ (451,772)	\$ 420,000	\$ 5,973
Payroll	10,027	-	(461,886)	456,810	4,951
Petty cash	2,200	-	-	-	2,200
Savings	1,688,533	6,844,520	(47,862)	(876,810)	7,608,381
CDs - Bank of Ann Arbor	1,000,000	-	-	-	1,000,000
Investments - Bank of Ann Arbor	3,290,341	-	-	-	3,290,341
Investments - United Bank and Trust	1,839,822	-	-	-	1,839,822
Westerman Fund	49,091	-	-	-	49,091
Shafer Fund	10,470	-	-	-	10,470
Holtrey Fund	331,790	-	-	-	331,790
Keniston Fund	30,298	-	-	-	30,298
WLBPD	37,109	-	-	-	37,109
	<u>\$ 8,315,334</u>	<u>\$ 6,856,612</u>	<u>\$ (961,520)</u>	<u>\$ -</u>	<u>\$ 14,210,426</u>
<b>Year-to-date rollforward</b>					
Commercial checking	\$ 18,370	\$ 25,058	(1,227,455)	\$ 1,190,000	\$ 5,973
Payroll	15,593	2	(927,659)	917,015	4,951
Petty cash	2,200	-	-	-	2,200
Savings	706,253	8,113,691	(104,548)	(1,107,015)	7,608,381
CDs - Bank of Ann Arbor	2,000,000	-	-	(1,000,000)	1,000,000
Investments - Bank of Ann Arbor	3,290,341	-	-	-	3,290,341
Investments - United Bank and Trust	1,839,822	-	-	-	1,839,822
Westerman Fund	43,080	6,011	-	-	49,091
Shafer Fund	10,468	2	-	-	10,470
Holtrey Fund	331,706	84	-	-	331,790
Keniston Fund	30,293	5	-	-	30,298
WLBPD	37,106	3	-	-	37,109
	<u>\$ 8,325,232</u>	<u>\$ 8,144,856</u>	<u>\$ (2,259,662)</u>	<u>\$ -</u>	<u>\$ 14,210,426</u>



Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges: From: To: From: To:  
 Check Number First Last Check Date 8/1/2013 8/31/2013  
 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
046478	AGRSER	A GROWING SERVICE LLC	8/23/2013	CHECK	PMCHK00001569	\$340.00
046433	ARENATA	A-1 RENTAL, INC.	8/15/2013	CHECK	PMCHK00001567	\$100.50
046369	AFSMITH	A.F. SMITH ELECTRIC, INC.	8/7/2013	CHECK	PMCHK00001564	\$4,350.00
046477	AFSMITH	A.F. SMITH ELECTRIC, INC.	8/23/2013	CHECK	PMCHK00001569	\$3,282.00
046476	A.M.BE	A.M. BEST COMPANY, INC.	8/23/2013	CHECK	PMCHK00001569	\$166.95
046466	AFTDEL	AFTERNOON DELIGHT	8/19/2013	CHECK	PMCHK00001568	\$141.40
046370	ALLAME	ALL AMERICAN HANDYMAN & COMMER	8/7/2013	CHECK	PMCHK00001564	\$6,500.00
046479	ALLHANDS	ALL HANDS ACTIVE	8/23/2013	CHECK	PMCHK00001569	\$150.00
046431	ALLPRI	ALLEGRA PRINTING	8/15/2013	CHECK	PMCHK00001567	\$117.98
046371	ALLHIL	ALLERTON-HILL CONSULTING	8/7/2013	CHECK	PMCHK00001564	\$7,000.00
046372	AMACOM	AMAZON.COM CREDIT PLAN	8/7/2013	CHECK	PMCHK00001564	\$1,037.81
046480	AMACOM	AMAZON.COM CREDIT PLAN	8/23/2013	CHECK	PMCHK00001569	\$6,314.30
046432	AMEX	AMERICAN EXPRESS	8/15/2013	CHECK	PMCHK00001567	\$35,856.32
046373	AMEINT2	AMERICAN INTERIORS	8/7/2013	CHECK	PMCHK00001564	\$504.04
046374	ANDPAI	ANDERSON PAINT COMPANY	8/7/2013	CHECK	PMCHK00001564	\$468.99
046375	ANNARB	ANN ARBOR OBSERVER	8/7/2013	CHECK	PMCHK00001564	\$1,730.70
046555	ANNOHAG	ANN O'HAGAN	8/28/2013	CHECK	PMCHK00001570	\$100.00
046376	ANNHRA	ANNA HRACHOVEC	8/7/2013	CHECK	PMCHK00001564	\$815.05
046368	AANEW1	ANNARBOR.COM	8/7/2013	CHECK	PMCHK00001564	\$657.00
046467	ANNMAR	ANNE MARTINO	8/19/2013	CHECK	PMCHK00001568	\$43.79
046481	APPIMA	APPLIED IMAGING	8/23/2013	CHECK	PMCHK00001569	\$200.00
046482	ATTMOB	AT&T MOBILITY	8/23/2013	CHECK	PMCHK00001569	\$1,102.87
046483	BANMED	BANG MEDIA	8/23/2013	CHECK	PMCHK00001569	\$500.00
046377	BARNOB1	BARNES & NOBLE INC.	8/7/2013	CHECK	PMCHK00001564	\$393.57
046484	BARNOB1	BARNES & NOBLE INC.	8/23/2013	CHECK	PMCHK00001569	\$190.31
046378	BAYCOU	BAY COUNTY LIBRARY SYSTEM	8/7/2013	CHECK	PMCHK00001564	\$21.95
046485	BEADEL	BEAU DELOACH	8/23/2013	CHECK	PMCHK00001569	\$100.00
046434	BETAND	BETH ANDERSEN	8/15/2013	CHECK	PMCHK00001567	\$14.41
046435	BETBAT	BETH BATTEY	8/15/2013	CHECK	PMCHK00001567	\$150.00
046468	BETBAT	BETH BATTEY	8/19/2013	CHECK	PMCHK00001568	\$150.00
046436	BETMAN	BETH MANUEL	8/15/2013	CHECK	PMCHK00001567	\$21.53
046486	BETBEC	BETSY BECKERMAN	8/23/2013	CHECK	PMCHK00001569	\$425.00
046437	BLAAUD	BLACKSTONE AUDIO BOOKS	8/15/2013	CHECK	PMCHK00001567	\$530.65
046487	BLAAUD	BLACKSTONE AUDIO BOOKS	8/23/2013	CHECK	PMCHK00001569	\$1,740.35
046488	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	8/23/2013	CHECK	PMCHK00001569	\$55,851.97
046489	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	8/23/2013	CHECK	PMCHK00001569	\$9,081.08
046438	BP	BP	8/15/2013	CHECK	PMCHK00001567	\$374.92
046379	BREWER	BREWER'S	8/7/2013	CHECK	PMCHK00001564	\$404.07
046490	BRIENG	BRICKENGRAVER, LLC	8/23/2013	CHECK	PMCHK00001569	\$698.00
046439	BRIAUD	BRIILLIANCE AUDIO, INC.	8/15/2013	CHECK	PMCHK00001567	\$177.44
046440	BRODCO	BRODART CO.	8/15/2013	CHECK	PMCHK00001567	\$107.13
046469	BRODCO	BRODART CO.	8/19/2013	CHECK	PMCHK00001568	\$715.13
046491	BRODCO	BRODART CO.	8/23/2013	CHECK	PMCHK00001569	\$639.00
046381	BUSVAL	BUSCH'S, INC.	8/7/2013	CHECK	PMCHK00001564	\$465.23
046380	BUSCAR	BUSINESS CARD	8/7/2013	CHECK	PMCHK00001564	\$6,960.72
046556	BUSCAR	BUSINESS CARD	8/28/2013	CHECK	PMCHK00001570	\$5,916.66
046492	CAIRNTO	CAIRN TO CAIRN	8/23/2013	CHECK	PMCHK00001569	\$500.00
046441	CAMINN	CAMPUS INN	8/15/2013	CHECK	PMCHK00001567	\$636.30
046572	CARVAN	CARLEEN VANDERBOK	8/28/2013	CHECK	PMCHK00001570	\$246.32
046382	CATARA	CATALINA ARANGO	8/7/2013	CHECK	PMCHK00001564	\$100.00
046493	CDW-G	CDW GOVERNMENT, INC.	8/23/2013	CHECK	PMCHK00001569	\$9,345.29
046383	CELCHO	CELESTE CHOATE	8/7/2013	CHECK	PMCHK00001564	\$20.40
046384	CINCOR	CINTAS CORPORATION	8/7/2013	CHECK	PMCHK00001564	\$1,631.16
046447	INFOGROUP	CITY DIRECTORIES-A SUBSIDIARY	8/15/2013	CHECK	PMCHK00001567	\$560.00
046442	CITOF1	CITY OF ANN ARBOR TREASURER	8/15/2013	CHECK	PMCHK00001567	\$2,656.42
046494	COLVAN	COLEEN VANCE	8/23/2013	CHECK	PMCHK00001569	\$14.95



System: 9/10/2013 3:34:41 PM  
 User Date: 9/10/2013

Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Page: 2  
 User ID: NIEMANK

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
046386	COMCAS	COMCAST	8/7/2013	CHECK	PMCHK00001564	\$248.81
046496	COMCAS	COMCAST	8/23/2013	CHECK	PMCHK00001569	\$42.87
046558	COMCAS	COMCAST	8/28/2013	CHECK	PMCHK00001570	\$247.91
046385	COMALLW	COMPUTER ALLEY WEST	8/7/2013	CHECK	PMCHK00001564	\$552.72
046495	COMALLW	COMPUTER ALLEY WEST	8/23/2013	CHECK	PMCHK00001569	\$353.00
046557	COMALLW	COMPUTER ALLEY WEST	8/28/2013	CHECK	PMCHK00001570	\$105.84
046387	COUOF	COUNCIL OF STATE GOV'T/THE//	8/7/2013	CHECK	PMCHK00001564	\$58.50
046443	DAWHEN	DAWN HENRY	8/15/2013	CHECK	PMCHK00001567	\$450.00
046497	DAYPRO	DAYTON PRODUCTIONS	8/23/2013	CHECK	PMCHK00001569	\$6.00
046498	DEADOL	DEANN DOLL	8/23/2013	CHECK	PMCHK00001569	\$100.00
046499	DEBGAB	DEBORAH GABRION	8/23/2013	CHECK	PMCHK00001569	\$200.00
046500	DEMCO	DEMCO	8/23/2013	CHECK	PMCHK00001569	\$34.71
046559	DEMCO	DEMCO	8/28/2013	CHECK	PMCHK00001570	\$2,876.94
046470	DENOWE	DENISE OWENS	8/19/2013	CHECK	PMCHK00001568	\$100.00
046388	DOMPIZ	DOMINO'S PIZZA	8/7/2013	CHECK	PMCHK00001564	\$102.85
046429	DTEENE	DTE ENERGY	8/13/2013	CHECK	PMCHK00001566	\$34,588.67
046501	DTEENE	DTE ENERGY	8/23/2013	CHECK	PMCHK00001569	\$34,810.09
046444	DYKGOS	DYKEMA GOSSETT	8/15/2013	CHECK	PMCHK00001567	\$140.40
046389	ELINEI	ELI NEIBURGER	8/7/2013	CHECK	PMCHK00001564	\$76.86
046560	ELINEI	ELI NEIBURGER	8/28/2013	CHECK	PMCHK00001570	\$1,504.67
046445	ELILAW	ELITE LAWN & LANDSCAPE, INC.	8/15/2013	CHECK	PMCHK00001567	\$5,080.78
046502	ERGDSE	ERGO DESKTOP	8/23/2013	CHECK	PMCHK00001569	\$998.00
046391	ERISCH	ERIC SCHOENBAECHLER	8/7/2013	CHECK	PMCHK00001564	\$25.43
046390	ERIHIL	ERIN HELMRICH	8/7/2013	CHECK	PMCHK00001564	\$65.99
046504	FIRRUN	FIRST RUN FEATURES	8/23/2013	CHECK	PMCHK00001569	\$300.00
046392	FRIOF	FRIENDS OF THE ANN ARBOR	8/7/2013	CHECK	PMCHK00001564	\$828.25
046422	THOGAL	GALE/CENGAGE LEARNING, INC	8/7/2013	CHECK	PMCHK00001564	\$338.86
046546	THOGAL	GALE/CENGAGE LEARNING, INC	8/23/2013	CHECK	PMCHK00001569	\$1,414.50
046446	GETDOWN	GET DOWNTOWN PROGRAM	8/15/2013	CHECK	PMCHK00001567	\$1,600.00
046554	WWGRAI	GRAINGER	8/23/2013	CHECK	PMCHK00001569	\$173.03
046503	FIRMAR	GREEN ROAD ASSOCIATES, LP	8/23/2013	CHECK	PMCHK00001569	\$3,208.33
046505	HAPPYFUZ	HAPPY FUZZY YARN	8/23/2013	CHECK	PMCHK00001569	\$399.00
046506	HARBOR	HARBOR HOUSE PUBLISHERS	8/23/2013	CHECK	PMCHK00001569	\$295.00
046471	IEVBAT	IEVA BATES	8/19/2013	CHECK	PMCHK00001568	\$40.78
046507	INGLIB	INGRAM LIBRARY SERVICES INC.	8/23/2013	CHECK	PMCHK00001569	\$443.75
046508	INVIDARC	INTERNET VIDEO ARCHIVE	8/23/2013	CHECK	PMCHK00001569	\$4,600.00
046509	JAYFOS	JAY FOSGITT	8/23/2013	CHECK	PMCHK00001569	\$100.00
046510	JEAVAN	JEAN E. VAN LENTE	8/23/2013	CHECK	PMCHK00001569	\$28.00
046394	JENDAV	JENNIFER PHARR DAVIS	8/7/2013	CHECK	PMCHK00001564	\$250.00
046395	JERDRO	JERZY DROZD	8/7/2013	CHECK	PMCHK00001564	\$900.00
046396	JESHUN	JESSICA S. HUNTER	8/7/2013	CHECK	PMCHK00001564	\$225.00
046397	JODHAR	JODY HARNISH	8/7/2013	CHECK	PMCHK00001564	\$31.56
046448	JOSHIC	JOSEPH HICKEY	8/15/2013	CHECK	PMCHK00001567	\$150.00
046574	JOSBUC	JOSHUA BUCHANAN	8/30/2013	CHECK	PMCHK00001572	\$100.00
046511	JOSHAU	JOSHUA HAUKE	8/23/2013	CHECK	PMCHK00001569	\$26.00
046561	JOSTUC	JOSHUA TUCKER	8/28/2013	CHECK	PMCHK00001570	\$150.00
046563	KMODES	KAREN MOELLER DESIGN	8/28/2013	CHECK	PMCHK00001570	\$4,850.00
046513	KATCUR	KATHERINE'S CATERING	8/23/2013	CHECK	PMCHK00001569	\$1,351.50
046562	KATCUR	KATHERINE'S CATERING	8/28/2013	CHECK	PMCHK00001570	\$675.75
046573	KATCUR	KATHERINE'S CATERING	8/28/2013	CHECK	PMCHK00001571	\$675.00
046512	KATBRA	KATHY BRADY	8/23/2013	CHECK	PMCHK00001569	\$100.00
046398	KATCHY	KATIE CHYNOWETH	8/7/2013	CHECK	PMCHK00001564	\$27.85
046514	KAYPEN	KAYLA PENNOYER	8/23/2013	CHECK	PMCHK00001569	\$19.98
046399	KIPDEG	KIP DEGRAAF	8/7/2013	CHECK	PMCHK00001564	\$25.43
046515	KOLOSS	KOLOSSOS	8/23/2013	CHECK	PMCHK00001569	\$150.18
046400	LANCOM	LANSING COMMUNITY COLLEGE	8/7/2013	CHECK	PMCHK00001564	\$45.00
046517	LEACEN	LEARNING CENTER	8/23/2013	CHECK	PMCHK00001569	\$298.50
046516	LCAESPIZ	LITTLE CAESARS PIZZA	8/23/2013	CHECK	PMCHK00001569	\$133.50
046524	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	8/23/2013	CHECK	PMCHK00001569	\$226.29
046518	MARKMAR	MARK MARIANO	8/23/2013	CHECK	PMCHK00001569	\$66.00
046472	MARVAN	MARTHA VANDERKOLK	8/19/2013	CHECK	PMCHK00001568	\$300.00
046519	METCOM	METCOM	8/23/2013	CHECK	PMCHK00001569	\$1,826.15
046520	METLIFE	METLIFE SBC	8/23/2013	CHECK	PMCHK00001569	\$7,529.42



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
046521	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	8/23/2013	CHECK	PMCHK00001569	\$1,969.86
046402	MICOFF	MICHIGAN OFFICE SOLUTIONS	8/7/2013	CHECK	PMCHK00001564	\$1,565.49
046401	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	8/7/2013	CHECK	PMCHK00001564	\$3,692.40
046403	MIDTAP	MIDWEST TAPE	8/7/2013	CHECK	PMCHK00001564	\$20,246.09
046522	MIDTAP	MIDWEST TAPE	8/23/2013	CHECK	PMCHK00001569	\$24,514.21
046404	MIKBOC	MIKE BOCIANOWSKI	8/7/2013	CHECK	PMCHK00001564	\$40.00
046430	AANEWS	MLIVE MEDIA GROUP	8/15/2013	CHECK	PMCHK00001567	\$1,044.00
046405	MONHIG	MONICA HIGMAN	8/7/2013	CHECK	PMCHK00001564	\$100.00
046523	MONHIG	MONICA HIGMAN	8/23/2013	CHECK	PMCHK00001569	\$100.00
046473	MONTAL	MONTALVAN & ASSOCIATES, LLC	8/19/2013	CHECK	PMCHK00001568	\$800.00
046406	NATTIM	NATIONAL TIME & SIGNAL CORPORA	8/7/2013	CHECK	PMCHK00001564	\$260.20
046564	NBS	NBS	8/28/2013	CHECK	PMCHK00001570	\$2,348.84
046449	NEXCOM	NEXTEL COMMUNICATIONS	8/15/2013	CHECK	PMCHK00001567	\$356.42
046407	NICWIL	NICHOLAS WILCOX	8/7/2013	CHECK	PMCHK00001564	\$1,400.00
046525	NICBOO	NICOLA'S BOOKS	8/23/2013	CHECK	PMCHK00001569	\$303.80
046408	NUWAVE	NUWAVE AQUARIUMS	8/7/2013	CHECK	PMCHK00001564	\$214.95
046526	NUWAVE	NUWAVE AQUARIUMS	8/23/2013	CHECK	PMCHK00001569	\$205.00
046474	OCLINS	OCLC, INC.	8/19/2013	CHECK	PMCHK00001568	\$3,484.50
046409	OFFDEP	OFFICE DEPOT, INC.	8/7/2013	CHECK	PMCHK00001564	\$1,041.37
046450	OFFDEP	OFFICE DEPOT, INC.	8/15/2013	CHECK	PMCHK00001567	\$610.03
046527	OFFDEP	OFFICE DEPOT, INC.	8/23/2013	CHECK	PMCHK00001569	\$2,369.92
046528	PAUSTO	PAUL STORRIE	8/23/2013	CHECK	PMCHK00001569	\$115.80
046529	PIOJAN	PIONEER JANITORIAL SERVICE	8/23/2013	CHECK	PMCHK00001569	\$10,615.68
046410	PITCHA	PITTSFIELD CHARTER TOWNSHIP	8/7/2013	CHECK	PMCHK00001564	\$28.32
046530	PITCHA	PITTSFIELD CHARTER TOWNSHIP	8/23/2013	CHECK	PMCHK00001569	\$725.35
046531	PRITEC	PRINT TECH INC.	8/23/2013	CHECK	PMCHK00001569	\$2,814.25
046411	QDOBA	QDOBA MEXICAN GRILL	8/7/2013	CHECK	PMCHK00001564	\$325.00
046412	QUANTA	QUANTA, INC.	8/7/2013	CHECK	PMCHK00001564	\$565.43
046453	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	8/15/2013	CHECK	PMCHK00001567	\$2,775.00
046413	RACYAN	RACHEL YANIKOGLU	8/7/2013	CHECK	PMCHK00001564	\$40.40
046414	RANHOU	RANDOM HOUSE, INC.	8/7/2013	CHECK	PMCHK00001564	\$1,357.50
046532	RANHOU	RANDOM HOUSE, INC.	8/23/2013	CHECK	PMCHK00001569	\$2,212.50
046415	RECBOO	RECORDED BOOKS, INC.	8/7/2013	CHECK	PMCHK00001564	\$424.17
046451	RECBOO	RECORDED BOOKS, INC.	8/15/2013	CHECK	PMCHK00001567	\$2,623.55
046533	RECBOO	RECORDED BOOKS, INC.	8/23/2013	CHECK	PMCHK00001569	\$2,683.51
046416	REGBOO	REGENT BOOK CO., INC.	8/7/2013	CHECK	PMCHK00001564	\$25.24
046565	REPPAR	REPUBLIC PARKING	8/28/2013	CHECK	PMCHK00001570	\$145.00
046452	RICBUS	RICOH AMERICAS CORP	8/15/2013	CHECK	PMCHK00001567	\$19.40
046534	RICBUS	RICOH AMERICAS CORP	8/23/2013	CHECK	PMCHK00001569	\$273.00
046535	RICBUS	RICOH AMERICAS CORP	8/23/2013	CHECK	PMCHK00001569	\$329.86
046454	ROYLIM	ROYAL LIMOUSINE	8/15/2013	CHECK	PMCHK00001567	\$279.35
046536	RUBSTA	RUBBER STAMPS UNLIMITED	8/23/2013	CHECK	PMCHK00001569	\$93.54
046538	SFSTRO	S.F. STRONG, INC.	8/23/2013	CHECK	PMCHK00001569	\$308.35
046537	SARKEL	SARA MELTON KELLER	8/23/2013	CHECK	PMCHK00001569	\$525.00
046455	SCHACHO	SCHAKOLAD CHOCOLATE FACTORY	8/15/2013	CHECK	PMCHK00001567	\$2,200.00
046458	SCHSOU	SCHEDULE SOURCE, INC	8/15/2013	CHECK	PMCHK00001567	\$959.00
046457	SCHSEC	SCHILKE SECURITY	8/15/2013	CHECK	PMCHK00001567	\$170.00
046456	SCHELE	SCHINDLER ELEVATOR CORPORATION	8/15/2013	CHECK	PMCHK00001567	\$592.05
046459	SCHSPE	SCHOOL SPECIALTY	8/15/2013	CHECK	PMCHK00001567	\$5.99
046417	SELAUTO	SELECT AUTO SERVICE	8/7/2013	CHECK	PMCHK00001564	\$45.90
046566	SETON	SETON	8/28/2013	CHECK	PMCHK00001570	\$536.20
046418	SHEAUG	SHERLONYA TURNER	8/7/2013	CHECK	PMCHK00001564	\$278.55
046475	SHEAUG	SHERLONYA TURNER	8/19/2013	CHECK	PMCHK00001568	\$70.02
046539	SIGIN	SIGNS IN 1 DAY	8/23/2013	CHECK	PMCHK00001569	\$78.00
046419	SOUHAV	SOUTH HAVEN MEMORIAL LIBRARY	8/7/2013	CHECK	PMCHK00001564	\$15.99
046567	SOUUNI	SOUTH UNIVERSITY AREA ASSOCIAT	8/28/2013	CHECK	PMCHK00001570	\$250.00
046460	SPRINT	SPRINT PCS	8/15/2013	CHECK	PMCHK00001567	\$412.53
046420	STAHAR	STADIUM HARDWARE	8/7/2013	CHECK	PMCHK00001564	\$125.53
046461	STAPLE	STAPLES ADVANTAGE	8/15/2013	CHECK	PMCHK00001567	\$133.44
046540	STAPLE	STAPLES ADVANTAGE	8/23/2013	CHECK	PMCHK00001569	\$271.20
046541	STEOSB	STEVE OSBURN	8/23/2013	CHECK	PMCHK00001569	\$25.00
046542	STUJOH	STUART JOHNSON	8/23/2013	CHECK	PMCHK00001569	\$100.00
046543	SUPERD	SUPER D	8/23/2013	CHECK	PMCHK00001569	\$1,855.40



System: 9/10/2013 3:34:41 PM  
User Date: 9/10/2013

Ann Arbor District Library  
VENDOR CHECK REGISTER REPORT  
Payables Management

Page: 4  
User ID: NIEMANK

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
046544	TANMED	TANTOR MEDIA	8/23/2013	CHECK	PMCHK00001569	\$156.14
046421	TDSMET	TDS METROCOM	8/7/2013	CHECK	PMCHK00001564	\$6,824.12
046568	TDSMET	TDS METROCOM	8/28/2013	CHECK	PMCHK00001570	\$6,804.57
046545	TERMINIX	TERMINIX COMMERCIAL PROCESSING	8/23/2013	CHECK	PMCHK00001569	\$150.00
046569	THEANN	THE ANN MAGAZINE	8/28/2013	CHECK	PMCHK00001570	\$500.00
046393	GENSOC	THE GENEALOGICAL SOCIETY OF WA	8/7/2013	CHECK	PMCHK00001564	\$10.00
046547	THOZAH	THOMAS ZAHLER ART STUDIOS	8/23/2013	CHECK	PMCHK00001569	\$79.96
046423	TOMSMI	TOM SMITH	8/7/2013	CHECK	PMCHK00001564	\$39.55
046575	TOMSMI	TOM SMITH	8/30/2013	CHECK	PMCHK00001572	\$32.34
046424	TONBIC	TONIA BICKFORD	8/7/2013	CHECK	PMCHK00001564	\$39.78
046550	USPOST	U.S. POSTAL SERVICE	8/23/2013	CHECK	PMCHK00001569	\$1,120.00
046549	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	8/23/2013	CHECK	PMCHK00001569	\$1,360.40
046462	UNIPAR	UNITED PARCEL SERVICE	8/15/2013	CHECK	PMCHK00001567	\$126.32
046548	UNIPAR	UNITED PARCEL SERVICE	8/23/2013	CHECK	PMCHK00001569	\$28.67
046576	UNIPAR	UNITED PARCEL SERVICE	8/30/2013	CHECK	PMCHK00001572	\$34.25
046463	UNISTA	UNITED STATES POSTAL SERVICES	8/15/2013	CHECK	PMCHK00001567	\$5,000.00
046428	UNUMPRO	UNUM LIFE INSURANCE	8/12/2013	CHECK	PMCHK00001565	\$3,016.63
046425	UTRMIC	UTR MICHIGAN	8/7/2013	CHECK	PMCHK00001564	\$200.00
046426	VERWIRC	VERIZON WIRELESS	8/7/2013	CHECK	PMCHK00001564	\$897.56
046551	VERWIRC	VERIZON WIRELESS	8/23/2013	CHECK	PMCHK00001569	\$204.30
046464	VICDUR	VICTORIA FORMAN DURANONA	8/15/2013	CHECK	PMCHK00001567	\$50.00
046570	WARNAT	WARDS SCIENCE	8/28/2013	CHECK	PMCHK00001570	\$597.84
046571	WASHTR	WASHTENAW COUNTY TREASURER	8/28/2013	CHECK	PMCHK00001570	\$10,237.95
046552	WASHNE	WASHTENAW NEWS COMPANY, INC.	8/23/2013	CHECK	PMCHK00001569	\$5,698.00
046427	WASMAN	WASTE MANAGEMENT OF MICHIGAN	8/7/2013	CHECK	PMCHK00001564	\$205.21
046553	WESENT	WESTGATE ENTERPRISES, LLC	8/23/2013	CHECK	PMCHK00001569	\$17,556.90
046465	XEROX	XEROX CORPORATION	8/15/2013	CHECK	PMCHK00001567	\$651.02

Total Checks: 209

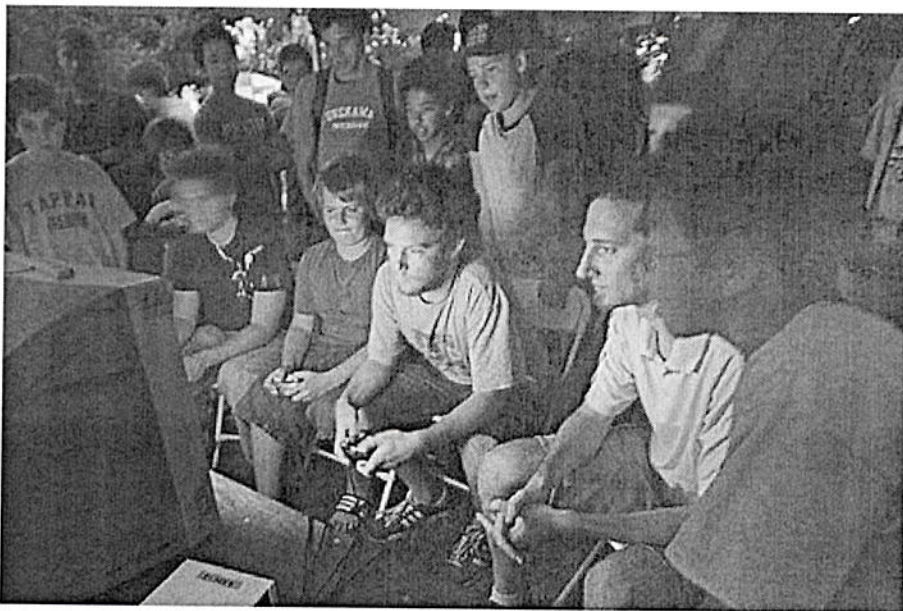
Total Amount of Checks: \$453,260.70

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## Director's Report – September 2013

1. Associate Director Celeste Choate presented the poster "National Institutes of Health: "Partners in Research" Engaging the Community in Clinical Research at the 6th Annual Clinical and Translational Science Award (CTSA) National Conference in Bethesda, MD. The conference theme was "Science of Community-Engaged Research: Future Directions" and Celeste attended as a guest of MICHR in her role as community co-facilitator of MICHR's Community Engagement Coordinating Council.
2. A photo of an AADL Top of the Park event from 2010 will be included in ALA's "60 ways to use your library card" slideshow for National Library Card month.  
<http://www.ala.org/conferencesevents/celebrationweeks/card>

### 60 Ways to Use Your Library Card



6. Learn check mate: attend a library game night.

*Photo: Ann Arbor District Library, Mich.*

AADL's scans of the Ann Arbor Sun will be included in Independent Voices, a collection of Alternative Newspapers produced by Reveal Digital. AADL's release of the Sun under a creative commons license means that the paper will be included in the open access portion of the project, available to all users of the product at no charge.

## Director's Report – September 2013

On Wednesday, September 11th, AADL released an archives feature on the history of the Ann Arbor Garden Club at an event at Pittsfield Branch. The collection includes newspaper clippings, previously unpublished photos, and documents produced by the club over the years.



ANN ARBOR DISTRICT LIBRARY BOARD

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**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