



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

**Monday, July 16, 2012**

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Published by Ann Arbor District Library

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## July 2012

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

## August 2012

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

## September 2012

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

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, July 16, 2012 at 7:00 p.m.  
 Ann Arbor District Library, 4<sup>th</sup> Floor Board Room  
 343 S. Fifth Avenue, Ann Arbor, MI 48104

## REGULAR MEETING AGENDA

- |        |       |   |
|--------|-------|---|
| 12-143 | I.    | <u>CALL TO ORDER</u>  |
| 12-144 | II.   | <u>ATTENDANCE</u>   |
| 12-145 | III.  | <u>APPROVAL OF AGENDA</u> (pp. 1-2)<br>(Item of action)   |
| 12-146 | IV.   | <u>APPROVAL OF MINUTES OF JUNE 18, 2012 AND JUNE 20, 2012</u> (pp. 3-10)<br>(Item of action)                        |
| 12-147 | V.    | <u>CITIZENS' COMMENTS</u>   |
| 12-148 | VI.   | <u>FINANCIAL REPORTS</u> (pp. 11-18)  |
| 12-149 | VII.  | <u>APPROVAL OF DISBURSEMENTS</u> (pp. 19-21)<br>(Item of action)  |
| 12-150 | VIII. | <u>COMMITTEE REPORTS</u>  |
| 12-151 |       | A. <u>FACILITIES COMMITTEE</u>  |
| 12-152 | IX.   | <u>DIRECTOR'S REPORT</u>  |
| 12-153 | X.    | <u>NEW BUSINESS</u>   |
| 12-154 |       | A. <u>FACILITIES COMMITTEE PUBLIC FORUMS ON THE FUTURE OF THE DOWNTOWN LIBRARY UPDATE</u>                           |
| 12-155 |       | B. <u>RESOLUTION AUTHORIZING BOND PROPOSAL TO REPLACE DOWNTOWN LIBRARY BUILDING</u> (pp. 22-28)<br>(Item of action) |

- 12-156 C. VOTE FOR SPECIAL BOARD MEETING TO APPROVE  
BALLOT LANGUAGE OF BOND PROPOSAL  
(Item of action)
- 12-157 D. VOTE FOR EXECUTIVE SESSION AT THE AUGUST 20,  
2012 REGULAR MEETING FOR OPINION OF LEGAL  
COUNSEL  
(Item of action)  
Roll call vote
- 12-158 XI. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 18, 2012

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, JUNE 18, 2012**

12-118 I. CALL TO ORDER

President Leary called the meeting to order at 7:05 p.m.

12-119 II. ATTENDANCE

Present: Kaplan, Leary, Murphy, Barney Newman, Rosenthal,  
Surovell

Absent: Head

Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)

12-120 III. APPROVAL OF AGENDA  
(Item of action)

Vice President Rosenthal, supported by Treasurer Murphy, moved to approve the agenda. Trustee Kaplan requested under New Business the addition of a letter received from MLA.

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

NAYS: None

Motion passed 6-0.

12-121 IV. APPROVAL OF MINUTES OF MAY 21, 2012, JUNE 9, 2012  
AND JUNE 12, 2012  
(Item of action)

Secretary Barney Newman, supported by Trustee Kaplan, moved to approve the minutes of May 21, 2012, June 9, 2012 and June 12, 2012.

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

NAYS: None

Motion passed 6-0.

12-122 V. CITIZENS' COMMENTS

There were no citizens' comments.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 18, 2012

12-123 VI. FINANCIAL REPORTS

Associate Director Nieman reported May showed unrestricted cash balance just over \$8.8 million. Tax receipts just over \$10.9 million, reflecting 98% of the budgeted amount, have been received. Delinquent taxes were received in June, bringing up the budgeted amount to 100%.

12-124 VII. APPROVAL OF DISBURSEMENTS  
 (Item of action)

Vice President Rosenthal, supported by Treasurer Murphy, moved to approve the May disbursements.

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

NAYS: None

Motion passed 6-0.

12-125 VIII. COMMITTEE REPORTS

12-126 A. FACILITIES COMMITTEE

Vice President Rosenthal reported the Facilities Committee has sponsored two public forums to date, with a third this Wednesday, on the downtown library building. Board members were pleased with the format of the meetings.

12-127 IX. DIRECTOR'S REPORT

Director Parker reported that the summer reading game has begun. go@aadl was kicked-off yesterday with R.O.C.K (Royal Order of Chords and Keys) at the Top of the Park. Over 700 kids attended. This was the first of four Kids Rock Series@TOP that the Library is sponsoring.

A certificate of appreciation was received from the Michigan Prisoner Re-entry Initiative for allowing use of the library as a meeting location and other services provided.

An invitation to the Board and staff was received for the DDA's Library Lane Parking Structure Grand Opening celebration on Thursday July 12<sup>th</sup>.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 18, 2012

12-128 X. NEW BUSINESS

12-129 A. RESOLUTION TO AMEND THE 2011-2012 APPROVED BUDGET  
 (Item Of Action)

Secretary Barney Newman, supported by Trustee Kaplan, moved the Board resolves as follows: To transfer \$5,000 from Communications to Supplies; to transfer \$5,000 from Repairs to Supplies; to transfer \$10,000 from Software to Supplies; to transfer \$24,000 from Capital Outlays to Supplies; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

12-130 B. FACILITIES COMMITTEE PUBLIC FORUMS ON THE FUTURE OF THE DOWNTOWN LIBRARY UPDATE

Vice President Rosenthal reviewed the two public forums held to date. She asked for any thoughts on improving this coming Wednesday's forum. Board members agreed the forums were well run and informative.

Director Parker reported the tour portion of the forum has been filmed and placed on the website. Public who attended both forums was given ample opportunity to ask questions or comment and the forums ended on time.

12-131 C. MICHIGAN LIBRARY ASSOCIATION COMMUNICATION

President Leary read the following letter into the record:

"This letter is in recognition of Josie Parker's service to the Michigan Library Association (MLA). Josie served MLA as President, 2007-2008 and she served as Chair of the MLA Legislative Committee, 2010-12. As she steps down from those responsibilities, I wish to recognize her leadership, commitment and accomplishments.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 18, 2012

MLA has undergone significant changes in the last seven years. As President, 2007-2008, Josie led the charge to restructure and rejuvenate the 117 year old association. MLA had grown in size and scale beyond its ability to focus on core member benefits and financial sustainability. The transition from constituent to strategic governance required significant time, strategy, outside consultants, bylaws changes and member education. Josie traveled the state, listened to members, and led a transitional leadership forum to engage members in building a new MLA. Without that restructuring, MLA would not have survived to achieve our mission, of helping libraries and library professionals succeed.

As Chair of the Legislative Committee in 2010-11, MLA's Legislative Committee developed and implemented a statewide issue advocacy campaign including the Protect Michigan Libraries website, statewide media, and target district meetings with legislators. As a result, MLA prevented a proposed 40% cut to libraries and actually increased library funding by 6%. That year the Legislative Committee also laid the foundation to restore renaissance zone funding for libraries through research and analysis.

As Chair of the Legislative Committee in 2011-12, MLA increased funding in support of libraries by \$6,562,300 through increases in state aid to libraries, MeL funding and reinstatement of renaissance zone reimbursements. Josie personally testified before the Local, Intergovernmental and Regional Affairs Committee and the Appropriations Education Subcommittee under the theme of "Essential e-services Through Michigan's Libraries." This testimony helped rebrand libraries as an essential government service critical to new literacy skills and access to essential information.

Josie Parker is a visionary among her peers. She is a vocal advocate of library services and is extremely well-respected in the library community and by legislators.

Josie's involvement in MLA would not have been possible without the support of the Ann Arbor District Library Board of Trustees. Thank you, and your fellow Trustees, for your support of Josie's involvement in MLA and for your support of MLA as an organizational member. Josie's leadership has benefited the entire library community in Michigan.

Sincerely,  
Richard Cochran, MLA President"



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 18, 2012

12-132                    D. VOTE FOR EXECUTIVE SESSION AT THE JULY 16, 2012  
REGULAR MEETING FOR OPINION OF LEGAL  
COUNSEL

(Item of action)

Roll call vote

Vice President Rosenthal, supported by Secretary Barney Newman, moved to hold an Executive Session at the July 16, 2012 regular Board meeting for opinion of legal counsel.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

12-133                    XI.    ADJOURNMENT

Trustee Surovell, moved to adjourn the meeting.

President Leary adjourned the meeting at 7:30 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on June 18, 2012 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 12-129**

**RESOLUTION TO AMEND THE 2011-2012 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 18<sup>th</sup> day of June 2012 at 6:00 p.m.

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

ABSENT: Head

The following resolution was offered by Secretary Barney Newman and supported by Trustee Kaplan:

THE BOARD RESOLVES AS FOLLOWS:

- 1). To transfer \$5,000 from Communications to Supplies.
- 2). To transfer \$5,000 from Repairs to Supplies.
- 3). To transfer \$10,000 from Software to Supplies.
- 4). To transfer \$24,000 from Capital Outlays to Supplies.
- 5). 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: 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 the Regular Board Meeting held on June 18, 2012 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE SPECIAL MEETING  
WEDNESDAY, JUNE 20, 2012

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE SPECIAL MEETING**  
**PUBLIC ENGAGEMENT PROCESS COMMUNITY FORUM**  
**ON DOWNTOWN LIBRARY BUILDING**  
**WEDNESDAY, JUNE 20, 2012**

12-134 I. CALL TO ORDER

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

12-135 II. ATTENDANCE

Present: Leary, Kaplan, Barney Newman, Rosenthal

Absent: Head, Murphy, Surovell

Staff: Choate, Neiburger, Nieman, Parker

Others: Sandra Greenstone, Enliven Consulting

12-136 III. WELCOME

President Leary welcomed those present.

12-137 IV. PROCESS OVERVIEW

Sandra Greenstone of Enliven Consulting presented the process overview.

12-138 V. INTRODUCTION

Director Parker presented the introduction.

12-139 VI. INFORMATION STATIONS

Staff were present at the following stations to provide information:

- Children's
- Finances
- Quiet Reading Room
- Research/Archives
- Meeting & Gathering Spaces
- Infrastructure Tour

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE SPECIAL MEETING  
WEDNESDAY, JUNE 20, 2012

12-140      VII.      CURRENT CHALLENGES & POTENTIAL OPPORTUNITIES

Discussion was moderated by Sandra Greenstone.

12-141      VIII.      QUESTIONS & ANSWERS

Director Parker and Sandra Greenstone moderated the discussion

12-142      IX.      ADJOURNMENT

President Leary adjourned the meeting at 9:00 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 June 20, 2012 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

## **Ann Arbor District Library Financial Summary for June 2012**

### **Cash:**

The unrestricted cash balance as of June 30, 2012 was \$7,929,514 down from \$8,858,205 in May.

### **Tax Receipts:**

The Library has received tax receipts totaling \$11,145,083, 99.8% of the budgeted amount, as of June 30th.

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

The Library showed an operating surplus of \$410,945 through June 30th. This gives the Library a positive fund balance of \$8,245,111 at the end of June, up from \$8,187,898 in May.

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

Penal fine revenues are being recognized monthly at the monthly budgeted amount. This 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 June:

ANN ARBOR DISTRICT LIBRARY  
Operating  
For the Twelve Months Ending June 30, 2012

	<u>Actual</u>	<u>June Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
<b>Revenue</b>						
Tax Collections - Operating	\$794,631	\$924,333	(\$129,702)	\$10,936,227	\$11,092,000	(\$155,773)
State Aid	22,590		22,590	63,463		63,463
Penal Fines	20,833	20,833		249,996	250,000	(4)
Interest	16,111	5,167	10,944	165,170	62,000	103,170
Copiers	2,853	3,167	(314)	35,435	38,000	(2,565)
Grants/Memorials	50	7,500	(7,450)	114,032	90,000	24,032
Library Fines & Fees	38,571	40,417	(1,846)	445,007	485,000	(39,993)
Non-Resident Fees	1,502	1,417	85	16,414	17,000	(586)
Fund Balance Transfer		3,750	(3,750)		45,000	(45,000)
<b>Total Revenue</b>	<u>\$897,141</u>	<u>\$1,006,584</u>	<u>(\$109,443)</u>	<u>\$12,025,744</u>	<u>\$12,079,000</u>	<u>(\$53,256)</u>
<b>Expenditures</b>						
Salaries & Wages	456,707	473,667	(16,960)	5,643,595	5,684,000	(40,405)
Employee Benefits	117,501	125,833	(8,332)	1,462,030	1,510,000	(47,970)
Employment Taxes	34,799	36,250	(1,451)	422,690	435,000	(12,310)
<b>Total Employment Cost</b>	<u>\$609,007</u>	<u>\$635,750</u>	<u>(\$26,743)</u>	<u>\$7,528,315</u>	<u>\$7,629,000</u>	<u>(\$100,685)</u>
Custodial and Electrical	\$14,792	\$17,500	(\$2,708)	\$179,421	\$210,000	(\$30,579)
Accounting/Audit	1,250	1,250		15,000	15,000	
Legal	2,277	6,250	(3,973)	49,893	75,000	(25,107)
Purchased Services	7,627	12,417	(4,790)	127,714	149,000	(21,286)
Utilities	34,640	37,917	(3,277)	404,723	455,000	(50,277)
Property Insurance	6,881	7,250	(369)	69,163	87,000	(17,837)
Communications	3,413	14,583	(11,170)	153,851	175,000	(21,149)
Materials	70,609	154,167	(83,558)	1,810,724	1,850,000	(39,276)
Software Licenses/Maintenanc	130	9,167	(9,037)	99,030	110,000	(10,970)
Building Rental	10,063	12,917	(2,854)	143,481	155,000	(11,519)
Seminars/Conferences/Travel	1,293	1,833	(540)	11,894	22,000	(10,106)
Copier Expense	1,019	5,417	(4,398)	34,157	65,000	(30,843)
Library Programming	14,106	20,833	(6,727)	243,740	250,000	(6,260)
Grants/Memorials	29,391	7,500	21,891	86,737	90,000	(3,263)
Supplies	29,769	18,667	11,102	205,890	224,000	(18,110)
Repairs and Maintenance	14,836	23,167	(8,331)	255,490	278,000	(22,510)
Postage	139	2,500	(2,361)	23,843	30,000	(6,157)
Lcards/Circ Cards	8,671	5,167	3,504	55,903	62,000	(6,097)
Other Operating Expenditures	862	1,833	(971)	21,356	22,000	(644)
<b>Total Operating Expense</b>	<u>\$251,768</u>	<u>\$360,335</u>	<u>(\$108,567)</u>	<u>\$3,992,010</u>	<u>\$4,324,000</u>	<u>(\$331,990)</u>
Capital Outlays	\$46,632	\$10,500	\$36,132	\$94,474	\$126,000	(\$31,526)
<b>Total Expenditures</b>	<u>\$907,407</u>	<u>\$1,006,585</u>	<u>(\$99,178)</u>	<u>\$11,614,799</u>	<u>\$12,079,000</u>	<u>(\$464,201)</u>
<b>Net</b>	<u>(\$10,266)</u>	<u>(\$1)</u>	<u>(\$10,265)</u>	<u>\$410,945</u>		<u>\$410,945</u>

ANN ARBOR DISTRICT LIBRARY  
Grant Administration  
For the Twelve Months Ending June 30, 2012

	<u>Actual</u>	<u>June Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$50	\$7,500	(\$7,450)	\$111,658	\$90,000	\$21,658
Total Revenue	<u>\$50</u>	<u>\$7,500</u>	<u>(\$7,450)</u>	<u>\$111,658</u>	<u>\$90,000</u>	<u>\$21,658</u>
Expenditures						
Materials	92		92	9,670		9,670
Library Programming	28,888		28,888	69,272		69,272
Supplies				1,146		1,146
Other Operating Expenditures	411	7,500	(7,089)	5,449	90,000	(84,551)
Total Operating Expense	<u>\$29,391</u>	<u>\$7,500</u>	<u>\$21,891</u>	<u>\$85,537</u>	<u>\$90,000</u>	<u>(\$4,463)</u>
Total Expenditures	<u>\$29,391</u>	<u>\$7,500</u>	<u>\$21,891</u>	<u>\$85,537</u>	<u>\$90,000</u>	<u>(\$4,463)</u>
Net	<u>(\$29,341)</u>		<u>(\$29,341)</u>	<u>\$26,121</u>		<u>\$26,121</u>

ANN ARBOR DISTRICT LIBRARY  
Friends of the Library  
For the Twelve Months Ending June 30, 2012

	<u>Actual</u>	<u>June Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$100,000	\$90,000	\$10,000
Total Revenue		\$7,500	(\$7,500)	\$100,000	\$90,000	\$10,000
Expenditures						
Materials				2,453		2,453
Library Programming	29,071		29,071	69,272		69,272
Supplies				1,146		1,146
Other Operating Expenditures	411	7,500	(7,089)	5,449	90,000	(84,551)
Total Operating Expense	\$29,482	\$7,500	\$21,982	\$78,320	\$90,000	(\$11,680)
Total Expenditures	\$29,482	\$7,500	\$21,982	\$78,320	\$90,000	(\$11,680)
Net	(\$29,482)		(\$29,482)	\$21,680		\$21,680



Date: 7/10/2012

Ann Arbor District Library

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## Balance Sheet

PRE-ANSIT

**ASSETS**

As of 6/30/2012

Current Assets:

## Cash

CASH-COMMERCIAL CHECKING	\$13,934.75
CASH-PAYROLL	17,411.81
HOLTREY FUND	330,949.02
CASH-SAVINGS	695,424.17
KENISTON FUND	30,264.90
SHAFFER FUND	10,458.61
WESTERMAN FUND	43,040.22
PETTY CASH	2,000.00
WLBPD ACCOUNT	37,021.66
CDs - SHORT TERM	2,000,000.00

Total Cash	\$3,180,505.14
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## Investments

BANK OF ANN ARBOR INVESTMENT	\$3,331,485.51
UNITED BANK AND TRUST INVESTMENT	1,869,257.26

Total Investments	\$5,200,742.77
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## Accounts Receivable

ACCOUNTS RECEIVABLE	\$250,027.28
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Total Accounts Receivable	\$250,027.28
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## Property Taxes Receivable

Total Property Taxes Receivable	\$0.00
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## Prepaid Expenses

PRE-PAID INSURANCE	\$54,679.96
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Total Prepaid Expenses	\$54,679.96
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Total Current Assets	\$8,685,955.15
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Capital Assets:

BUILDINGS	\$25,972,421.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	460,149.00
COMMUNICATIONS EQUIPMENT	429,943.00
BUSINESS MACHINES	175,244.00
COMPUTER EQUIPMENT	1,307,407.33
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	43,135.00
FURNITURE & FIXTURES	1,302,241.00
VEHICLES	183,256.00

Total Capital Assets	\$32,024,047.15
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Amount Provided for Long-Term Debt:

LONG TERM SICK	\$27,324.99
LONG TERM VACATION	241,660.52

Total Provided for Long-Term Debt	268,985.51
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TOTAL ASSETS	\$40,978,987.81
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## Ann Arbor District Library

## Balance Sheet

**LIABILITIES AND FUND EQUITY**Current Liabilities:

ACCOUNTS PAYABLE	\$41,339.61
ACCRUED ACCOUNTS PAYABLE	80,007.72
ACCRUED PAYROLL	130,964.29
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	13,564.95
ACCRUED EMPLOYER 403(b) - UNDECIDED	28,246.47
ACCRUED 403B/MPSERS EMPLOYER	18,306.47
ACCRUED LIABILITY-VACATION S/T	97,084.23

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Total Current Liabilities	\$409,513.74
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$27,324.99
ACCRUED LIABILITY-VACATION L/T	241,660.52

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Total Long-Term Liabilities	268,985.51
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$32,024,047.15
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Fund Balance:

RESERVE-ENCUMBRANCES	\$31,330.01
FUND BALANCE - UNDESIGNATED	7,834,168.35
EXCESS REVENUE (SPENDING)	410,943.05

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Total Fund Balance	\$8,276,441.41
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Total Fund Equity	\$40,300,488.56
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TOTAL LIABILITIES AND FUND EQUITY	\$40,978,987.81
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## Ann Arbor District Library

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

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,187,898	\$ 7,822,173
Total revenues	897,141	12,025,744
Expenditures:		
Operating	(860,774)	(11,520,327)
Capital outlays	(46,632)	(94,474)
(Increase) decrease in encumbrances	<u>67,478</u>	<u>11,995</u>
Ending surplus (deficit)	<u>\$ 8,245,111</u>	<u>\$ 8,245,111</u>

# Ann Arbor District Library

## Monthly and year-to-date cash rollover For Period ending June 30, 2012

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

Monthly rollover	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Commercial checking	\$ 26,622	\$ 11,802	\$ (539,489)	\$ 515,000	\$ 13,935
Payroll	238,627	4	(652,646)	431,427	17,412
Petty cash	2,000	-	-	-	2,000
Savings	1,406,060	281,410	(45,619)	(946,427)	695,424
CDs - Bank of Ann Arbor	2,000,000	-	-	-	2,000,000
Investments - Bank of Ann Arbor	3,331,486	-	-	-	3,331,486
Investments - United Bank and Trust	1,853,410	15,847	-	-	1,869,257
Westernman Fund	43,037	3	-	-	43,040
Shafer Fund	10,458	1	-	-	10,459
Holtrey Fund	330,910	39	-	-	330,949
Keniston Fund	30,263	2	-	-	30,265
WLBPD	37,019	3	-	-	37,022
	\$ 9,309,892	\$ 309,111	\$ (1,237,754)	\$ -	\$ 8,381,249

Year-to-date rollover	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Commercial checking	\$ 28,733	\$ 151,577	\$ (5,826,375)	\$ 5,660,000	\$ 13,935
Payroll	245,355	1,202	(5,886,979)	5,657,834	17,412
Petty cash	2,000	-	-	-	2,000
Savings	2,478,284	12,132,842	(597,868)	(13,317,834)	695,424
CDs - Bank of Ann Arbor	-	-	-	2,000,000	2,000,000
Investments - Bank of Ann Arbor	3,262,530	68,956	-	-	3,331,486
Investments - United Bank and Trust	1,788,564	80,693	-	-	1,869,257
Westernman Fund	42,497	543	-	-	43,040
Shafer Fund	10,448	11	-	-	10,459
Holtrey Fund	330,453	496	-	-	330,949
Keniston Fund	30,235	30	-	-	30,265
WLBPD	36,985	37	-	-	37,022
	\$ 8,256,084	\$ 12,436,387	\$ (12,311,222)	\$ -	\$ 8,381,249

PRE - AUDIT

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Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
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Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	6/1/2012
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
043995	AGRSE	A GROWING SERVICE LLC	6/22/2012	CHECK	PMCHK00001463	\$340.00
043993	AASCH	AAPS/WISD TRANSPORTATION	6/22/2012	CHECK	PMCHK00001463	\$1,331.00
043872	ABSAF	ABSOLUTELY BAFFLING MAGIC	6/5/2012	CHECK	PMCHK00001459	\$295.00
043873	ADTSEC	ADT SECURITY SERVICES	6/5/2012	CHECK	PMCHK00001459	\$174.00
043994	ADTSEC	ADT SECURITY SERVICES	6/22/2012	CHECK	PMCHK00001463	\$3,479.05
043896	ALLHANDS	ALL HANDS ACTIVE	6/8/2012	CHECK	PMCHK00001460	\$100.00
043954	ALTCOM	ALTURA COMMUNICATION SOLUTIONS	6/19/2012	CHECK	PMCHK00001462	\$1,488.50
043897	AMASCH	AMANDA SCHOTT	6/8/2012	CHECK	PMCHK00001460	\$23.53
043874	AMACOM	AMAZON.COM CREDIT PLAN	6/5/2012	CHECK	PMCHK00001459	\$5,265.80
043898	AMEX	AMERICAN EXPRESS	6/8/2012	CHECK	PMCHK00001460	\$60,175.55
043899	ANDPAI	ANDERSON PAINT COMPANY	6/8/2012	CHECK	PMCHK00001460	\$52.78
043952	AAFARM	ANN ARBOR FARMERS MARKET	6/19/2012	CHECK	PMCHK00001462	\$25.00
043992	AALERN	ANN ARBOR LEARNING COMMUNITY	6/22/2012	CHECK	PMCHK00001463	\$118.25
043955	ANNARB	ANN ARBOR OBSERVER	6/19/2012	CHECK	PMCHK00001462	\$1,688.40
043895	AANEWS	ANN ARBOR.COM	6/8/2012	CHECK	PMCHK00001460	\$1,837.13
043996	ANNBOH	ANNA BOHICHIK	6/22/2012	CHECK	PMCHK00001463	\$1,220.00
043953	AANEW1	ANNARBOR.COM	6/19/2012	CHECK	PMCHK00001462	\$131.40
043900	ARIBIE	ARIC BIEGANEK	6/8/2012	CHECK	PMCHK00001460	\$1,900.00
043956	AROKAU	ARON KAUFMAN	6/19/2012	CHECK	PMCHK00001462	\$100.00
043957	ASSPLU	ASSOCIATED PLUMBING & SEWER SE	6/19/2012	CHECK	PMCHK00001462	\$455.00
043998	ATTMOB	AT&T MOBILITY	6/22/2012	CHECK	PMCHK00001463	\$1,401.43
043901	AUDEDI	AUDIO EDITIONS	6/8/2012	CHECK	PMCHK00001460	\$49.90
043903	BBCAUD	AUDIO GO	6/8/2012	CHECK	PMCHK00001460	\$1,065.57
043999	AVCAFE	AV CAFE	6/22/2012	CHECK	PMCHK00001463	\$63.60
043875	BARNOB1	BARNES & NOBLE INC.	6/5/2012	CHECK	PMCHK00001459	\$2,322.89
043902	BATPLU	BATTERIES PLUS	6/8/2012	CHECK	PMCHK00001460	\$119.98
044000	BEADEL	BEAU DELOACH	6/22/2012	CHECK	PMCHK00001463	\$650.00
043904	BLAAUD	BLACKSTONE AUDIO BOOKS	6/8/2012	CHECK	PMCHK00001460	\$404.40
044001	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	6/22/2012	CHECK	PMCHK00001463	\$44,714.20
044002	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	6/22/2012	CHECK	PMCHK00001463	\$11,138.26
043958	BP	BP	6/19/2012	CHECK	PMCHK00001462	\$489.07
043905	BREWER	BREWER'S	6/8/2012	CHECK	PMCHK00001460	\$432.09
043906	BRIAUD	BRILLIANCE AUDIO, INC.	6/8/2012	CHECK	PMCHK00001460	\$858.40
043907	BRODCO	BRODART CO.	6/8/2012	CHECK	PMCHK00001460	\$8,728.18
043909	BUSVAL	BUSCH'S, INC.	6/8/2012	CHECK	PMCHK00001460	\$259.25
043959	BUSVAL	BUSCH'S, INC.	6/19/2012	CHECK	PMCHK00001462	\$113.86
043908	BUSCAR	BUSINESS CARD	6/8/2012	CHECK	PMCHK00001460	\$13,462.77
043910	CAMINN	CAMPUS INN	6/8/2012	CHECK	PMCHK00001460	\$507.00
043960	CAMINN	CAMPUS INN	6/19/2012	CHECK	PMCHK00001462	\$169.00
043911	CAPPRE	CAPSTONE PRESS	6/8/2012	CHECK	PMCHK00001460	\$67.47
044004	CARVAN	CARLEEN VANDERBOK	6/22/2012	CHECK	PMCHK00001463	\$35.24
044003	CARNOW	CAROLYN NOWAK	6/22/2012	CHECK	PMCHK00001463	\$400.00
043961	CARBRO	CARPENTER BROS.	6/19/2012	CHECK	PMCHK00001462	\$303.54
043912	CDBABY	CD BABY	6/8/2012	CHECK	PMCHK00001460	\$227.40
043913	CDW-G	CDW GOVERNMENT, INC.	6/8/2012	CHECK	PMCHK00001460	\$14,948.65
043876	CELCHO	CELESTE CHOATE	6/5/2012	CHECK	PMCHK00001459	\$171.38
043947	THOLEA	CENGAGE LEARNING	6/8/2012	CHECK	PMCHK00001460	\$28.02
043877	CENPOI	CENTER POINT PUBLISHING	6/5/2012	CHECK	PMCHK00001459	\$268.65
043878	CHUFOL	CHUCK FOLDS	6/5/2012	CHECK	PMCHK00001459	\$500.00
043914	CINCOR	CINTAS CORPORATION	6/8/2012	CHECK	PMCHK00001460	\$1,392.19
043962	CITOF1	CITY OF ANN ARBOR TREASURER	6/19/2012	CHECK	PMCHK00001462	\$31,720.75
044005	CITOF1	CITY OF ANN ARBOR TREASURER	6/22/2012	CHECK	PMCHK00001463	\$3,705.87
043916	COMCAS	COMCAST	6/8/2012	CHECK	PMCHK00001460	\$124.38
* 043963	COMCAS	COMCAST	6/19/2012	CHECK	PMCHK00001462	\$85.78
044006	COMCAS	COMCAST	6/22/2012	CHECK	PMCHK00001463	\$167.27
043915	COMALLW	COMPUTER ALLEY WEST	6/8/2012	CHECK	PMCHK00001460	\$332.00

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\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
043951	COTINN	COTTAGE INN CATERING SERVICES	6/13/2012	CHECK	PMCHK00001461	\$159.40
043917	CUMULUS	CUMULUS BROADCASTING, INC.	6/8/2012	CHECK	PMCHK00001460	\$2,000.00
044007	DTEENE	DTE ENERGY	6/22/2012	CHECK	PMCHK00001463	\$31,015.98
044008	DYKGOS	DYKEMA GOSSETT	6/22/2012	CHECK	PMCHK00001463	\$2,114.20
044009	ELILAW	ELITE LAWN & LANDSCAPE, INC.	6/22/2012	CHECK	PMCHK00001463	\$5,150.82
043918	ERISCH	ERIC SCHOENBAECHLER	6/8/2012	CHECK	PMCHK00001460	\$30.97
043964	ERIHIL	ERIN HELMRICH	6/19/2012	CHECK	PMCHK00001462	\$459.20
043965	FIDLAR	FIDLAR COMPANIES	6/19/2012	CHECK	PMCHK00001462	\$1,051.26
043919	FISWIN	FISH WINDOW CLEANING	6/8/2012	CHECK	PMCHK00001460	\$710.00
044011	FORFRA	FORMAT FRAMING	6/22/2012	CHECK	PMCHK00001463	\$710.06
043920	FRIOF	FRIENDS OF THE ANN ARBOR	6/8/2012	CHECK	PMCHK00001460	\$1,651.75
043946	THOGAL	GALE	6/8/2012	CHECK	PMCHK00001460	\$1,025.27
043922	GARISTE	GARI STEIN	6/8/2012	CHECK	PMCHK00001460	\$100.00
043921	GAR-EVA	GARRETT-EVANGELICAL SEMINARIES	6/8/2012	CHECK	PMCHK00001460	\$10.00
044010	FIRMAR	GREEN ROAD ASSOCIATES, LP	6/22/2012	CHECK	PMCHK00001463	\$3,208.33
043997	ARCHAMBAULT	GROUPE ARCHAMBAULT INC.	6/22/2012	CHECK	PMCHK00001463	\$242.77
043966	HARBOR	HARBOR HOUSE PUBLISHERS	6/19/2012	CHECK	PMCHK00001462	\$295.00
044012	HONCRE	HONEY CREEK COMMUNITY SCHOOL	6/22/2012	CHECK	PMCHK00001463	\$111.50
044013	HOOHAT	HOOVER, HATHAWAY, PRICE, BEUCH	6/22/2012	CHECK	PMCHK00001463	\$162.50
044014	INFTOD	INFORMATION TODAY, INC.	6/22/2012	CHECK	PMCHK00001463	\$356.55
043967	INGLIB	INGRAM LIBRARY SERVICES INC.	6/19/2012	CHECK	PMCHK00001462	\$97.73
044015	INVIDARC	INTERNET VIDEO ARCHIVE	6/22/2012	CHECK	PMCHK00001463	\$4,600.00
043879	JACSAS	JACQUELINE SASAKI	6/5/2012	CHECK	PMCHK00001459	\$115.77
044016	JASDRI	JASON DRISCOLL	6/22/2012	CHECK	PMCHK00001463	\$1,200.00
043880	JENHOF	JENNY IOTT	6/5/2012	CHECK	PMCHK00001459	\$31.50
043881	JUXTAP	JUXTAPOZ	6/5/2012	CHECK	PMCHK00001459	\$34.99
043884	KMODES	KAREN MOELLER DESIGN	6/5/2012	CHECK	PMCHK00001459	\$5,400.00
043882	KATCHY	KATIE CHYNOWETH	6/5/2012	CHECK	PMCHK00001459	\$37.19
043883	KENRAY	KEN RAYNOR	6/5/2012	CHECK	PMCHK00001459	\$49.76
043885	KOLOSS	KOLOSSOS	6/5/2012	CHECK	PMCHK00001459	\$743.42
043969	LEXMAT	LEXISNEXIS MATTHEW BENDER	6/19/2012	CHECK	PMCHK00001462	\$108.54
043886	LIRZHE	LIRONG ZHENG	6/5/2012	CHECK	PMCHK00001459	\$26.55
043968	LCASPIZ	LITTLE CAESARS PIZZA	6/19/2012	CHECK	PMCHK00001462	\$167.50
043970	LIVE	LIVE	6/19/2012	CHECK	PMCHK00001462	\$150.00
044021	NEOPOS	MAIL FINANCE, INC.	6/22/2012	CHECK	PMCHK00001463	\$226.29
043971	MARWAY	MARTIN-WAYMIRE	6/19/2012	CHECK	PMCHK00001462	\$3,139.95
044017	MARGRO	MARYGROVE AWNING	6/22/2012	CHECK	PMCHK00001463	\$515.00
043923	MATSE	MATTHEW SENZATIMORE	6/8/2012	CHECK	PMCHK00001460	\$400.00
043972	MATSE	MATTHEW SENZATIMORE	6/19/2012	CHECK	PMCHK00001462	\$400.00
044018	MCMCK	MCNAUGHTON-MCKAY	6/22/2012	CHECK	PMCHK00001463	\$274.10
043924	METCOM	METCOM	6/8/2012	CHECK	PMCHK00001460	\$68.75
044019	METLIFE	METLIFE SBC	6/22/2012	CHECK	PMCHK00001463	\$7,608.00
043974	MICKRE	MICHELLE KRELL KYDD	6/19/2012	CHECK	PMCHK00001462	\$450.00
043973	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	6/19/2012	CHECK	PMCHK00001462	\$1,031.00
044020	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	6/22/2012	CHECK	PMCHK00001463	\$641.70
043926	MIMUNC	MICHIGAN MUNICIPAL WORKER'S CO	6/8/2012	CHECK	PMCHK00001460	\$13,375.00
043925	MIDTAP	MIDWEST TAPE	6/8/2012	CHECK	PMCHK00001460	\$44,688.18
043975	NATTIM	NATIONAL TIME & SIGNAL CORPORA	6/19/2012	CHECK	PMCHK00001462	\$295.00
043887	NEIBER	NEIL BERNSTEIN	6/5/2012	CHECK	PMCHK00001459	\$100.00
043888	NICBOO	NICOLA'S BOOKS	6/5/2012	CHECK	PMCHK00001459	\$290.20
043976	NICBOO	NICOLA'S BOOKS	6/19/2012	CHECK	PMCHK00001462	\$294.00
043927	NORWOOD	NORWOOD HOUSE PRESS, INC.	6/8/2012	CHECK	PMCHK00001460	\$8,003.25
043928	NOWTRU	NOWATZKE TRUCK AND TRAILER, IN	6/8/2012	CHECK	PMCHK00001460	\$286.90
043929	NUWAVE	NUWAVE AQUARIUMS	6/8/2012	CHECK	PMCHK00001460	\$470.00
044022	NUWAVE	NUWAVE AQUARIUMS	6/22/2012	CHECK	PMCHK00001463	\$211.00
043889	OFFDEP	OFFICE DEPOT, INC.	6/5/2012	CHECK	PMCHK00001459	\$592.64
043977	OFFDEP	OFFICE DEPOT, INC.	6/19/2012	CHECK	PMCHK00001462	\$1,850.04
044023	OXFUNI	OXFORD UNIVERSITY PRESS	6/22/2012	CHECK	PMCHK00001463	\$38.50
044024	PIOJAN	PIONEER JANITORIAL SERVICE	6/22/2012	CHECK	PMCHK00001463	\$12,017.08
043930	PITCHA	PITTSFIELD CHARTER TOWNSHIP	6/8/2012	CHECK	PMCHK00001460	\$153.43
043931	PRITEC	PRINT TECH INC.	6/8/2012	CHECK	PMCHK00001460	\$3,724.49
043980	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	6/19/2012	CHECK	PMCHK00001462	\$3,405.00
043890	RACYAN	RACHEL YANIKOGLU	6/5/2012	CHECK	PMCHK00001459	\$104.67



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Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
043932	RANHOU	RANDOM HOUSE, INC.	6/8/2012	CHECK	PMCHK00001460	\$1,179.74
044025	REBSHO	REBECCA SHOOK	6/22/2012	CHECK	PMCHK00001463	\$90.24
044026	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	6/22/2012	CHECK	PMCHK00001463	\$18.00
043933	RECBOO	RECORDED BOOKS, INC.	6/8/2012	CHECK	PMCHK00001460	\$3,853.81
043978	RECANN	RECYCLE ANN ARBOR	6/19/2012	CHECK	PMCHK00001462	\$317.00
043934	REGBOO	REGENT BOOK CO., INC.	6/8/2012	CHECK	PMCHK00001460	\$40.87
044039	RENUPH	RENDEL'S UPHOLSTERING & INTERI	6/26/2012	CHECK	PMCHK00001464	\$1,680.00
043935	REPPAR	REPUBLIC PARKING	6/8/2012	CHECK	PMCHK00001460	\$140.00
043937	RICLES	RICHARD LESUEUR	6/8/2012	CHECK	PMCHK00001460	\$100.00
043979	RICKEK	RICK KEMPA	6/19/2012	CHECK	PMCHK00001462	\$100.00
043936	RICBUS	RICOH AMERICAS CORP	6/8/2012	CHECK	PMCHK00001460	\$23.00
043938	ROYLIM	ROYAL LIMOUSINE	6/8/2012	CHECK	PMCHK00001460	\$673.25
043981	RTI	RTI	6/19/2012	CHECK	PMCHK00001462	\$487.32
043985	SFSTRO	S.F. STRONG, INC.	6/19/2012	CHECK	PMCHK00001462	\$387.29
044027	SARKEL	SARA MELTON KELLER	6/22/2012	CHECK	PMCHK00001463	\$425.00
043983	SCHSEC	SCHILKE SECURITY	6/19/2012	CHECK	PMCHK00001462	\$210.00
043982	SCHLE	SCHINDLER ELEVATOR CORPORATION	6/19/2012	CHECK	PMCHK00001462	\$3,468.00
044028	SCHLE	SCHINDLER ELEVATOR CORPORATION	6/22/2012	CHECK	PMCHK00001463	\$3,104.51
043939	SCHLIB	SCHOLASTIC LIBRARY PUBLISHING	6/8/2012	CHECK	PMCHK00001460	\$2,183.50
043984	SCHSPE	SCHOOL SPECIALTY/TEACHERS DISC	6/19/2012	CHECK	PMCHK00001462	\$1,587.29
043940	SHAINV	SHARON D. IVERSON	6/8/2012	CHECK	PMCHK00001460	\$42.94
043986	SIOLYL	SIOBHAN LYLE	6/19/2012	CHECK	PMCHK00001462	\$75.00
043941	SKIINC	SKIDMORE STUDIO LLC	6/8/2012	CHECK	PMCHK00001460	\$8,831.00
044029	SOUUNI	SOUTH UNIVERSITY AREA ASSOCIAT	6/22/2012	CHECK	PMCHK00001463	\$250.00
043942	SPRINT	SPRINT PCS	6/8/2012	CHECK	PMCHK00001460	\$532.01
044030	STAHAA	STACI HAARER - IT BEGINS WITH	6/22/2012	CHECK	PMCHK00001463	\$2,776.97
043943	STAHAR	STADIUM HARDWARE	6/8/2012	CHECK	PMCHK00001460	\$12.07
043987	STAPLE	STAPLES ADVANTAGE	6/19/2012	CHECK	PMCHK00001462	\$25.89
044031	STEOSB	STEVE OSBURN	6/22/2012	CHECK	PMCHK00001463	\$100.00
043944	SUPERD	SUPER D	6/8/2012	CHECK	PMCHK00001460	\$2,137.66
044032	TANMED	TANTOR MEDIA	6/22/2012	CHECK	PMCHK00001463	\$399.18
043945	TDSMET	TDS METROCOM	6/8/2012	CHECK	PMCHK00001460	\$3,618.26
043891	TEACOM	TEACHING COMPANY/THE//	6/5/2012	CHECK	PMCHK00001459	\$1,639.95
043892	TERSOA	TERRY SOAVE	6/5/2012	CHECK	PMCHK00001459	\$1,337.08
043988	TRACSYS	TRACSYSTEMS	6/19/2012	CHECK	PMCHK00001462	\$5,025.00
044034	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	6/22/2012	CHECK	PMCHK00001463	\$1,423.05
043893	UNIPAR	UNITED PARCEL SERVICE	6/5/2012	CHECK	PMCHK00001459	\$32.84
044033	UNIPAR	UNITED PARCEL SERVICE	6/22/2012	CHECK	PMCHK00001463	\$51.68
044035	UNUMPRO	UNUM LIFE INSURANCE	6/22/2012	CHECK	PMCHK00001463	\$2,893.81
043948	UOFTEX	UTB LIBRARY - U OF TEXAS AT BR	6/8/2012	CHECK	PMCHK00001460	\$62.00
043949	VERWIRC	VERIZON WIRELESS	6/8/2012	CHECK	PMCHK00001460	\$234.39
044036	VERLIB	VERNON LIBRARY SUPPLIES	6/22/2012	CHECK	PMCHK00001463	\$865.29
043950	VOSLIG	VOSS LIGHTING	6/8/2012	CHECK	PMCHK00001460	\$1,266.40
043894	WASHCC	WASHTENAW COMMUNITY COLLEGE	6/5/2012	CHECK	PMCHK00001459	\$1,650.75
044037	WASHTR	WASHTENAW COUNTY TREASURER	6/22/2012	CHECK	PMCHK00001463	\$66,307.20
043989	WASMAN	WASTE MANAGEMENT OF MICHIGAN	6/19/2012	CHECK	PMCHK00001462	\$181.56
044038	WESENT	WESTGATE ENTERPRISES, LLC	6/22/2012	CHECK	PMCHK00001463	\$6,855.00
043990	XEROX	XEROX CORPORATION	6/19/2012	CHECK	PMCHK00001462	\$268.98
043991	YPSCOU	YPSILANTI COURIER	6/19/2012	CHECK	PMCHK00001462	\$78.00

Total Checks: 168

Total Amount of Checks: \$518,568.51

July 6, 2012

AADL Facilities Committee recommendation to the AADL Board:

It is the recommendation of the Facilities Committee that a bond proposal for \$65 million for the replacement of the Downtown Library building at its current location at Fifth and William be placed on the November 6, 2012, ballot. This recommendation will be brought forward at the July 16 Board meeting of the AADL with an accompanying resolution.

On April 16, 2012, this Committee was charged to gather information needed to make recommendations to the Board about AADL's facilities, including but not limited to a review of information gathered in the past about the condition of the Downtown building.

Our work included a review of planning and study documents dating back to 2007, as well as a review of the history of the building and its two renovations, the last of which was completed in 1990. The current facility comprises 110,000 square feet over 5 floors.

We found that the decision to suspend the project in 2008 due to the severe economic downturn in the state and nationally was prudent; however, the work that had been done prior to that decision was comprehensive and forward-thinking in ways that greatly facilitated the deliberations of this Committee.

The Board of AADL adopted a strategic plan in 2010 that stated clearly in its *Strategic Initiative VI, Facilities Goal 1: Renovate or replace the downtown library with attention to the condition of the existing building; tax base; revenue stream; development of surrounding properties and demographics*. In March of 2012, the Board commissioned an EPIC-MRA telephone survey that



included questions that specifically queried voters' willingness to fund a replacement or renovation of the Downtown Library through a bond proposal. The results of this survey were positive enough to lead the Board to form our Committee and to begin a community discussion about the Downtown Library.

Since April, we have reviewed the EPIC-MRA survey results, participated in the three community forums held at the Downtown Library, reviewed the Providence Report from 2007, and had the 2008 cost estimates reviewed and confirmed.

We have made the following findings:

- Our community continues to feel that the Ann Arbor District Library's Downtown location is a vital hub to our community. In conversations with community leaders, they are virtually unanimous in supporting steps to ensure our library can meet the needs of this community for the next 50 years.
- Our community believes that the downtown library remains as relevant – or more so – today as in the past, regardless of the development of the internet, ebooks or other technological developments.
- Use of the downtown library continues to be extraordinarily high. The average number of yearly visits to the Downtown Library over the past five years was 606,173. The average yearly number of library-sponsored events Downtown for the past four years was 441.
- Our examination shows that the building has been well maintained given its age. Many of the flaws now visible are

the inevitable result of age, changing technologies and shifting needs and interests of the public. While ADA compliant, the building is grandfathered, and does not present the public with universal access.

- A key message that the staff and the public, through the forums and conversations, have brought to this Committee is an understanding that the building in its current form constrains service implementation. Decisions are made around the building's room sizes and configuration. We can go on as we are, but we cannot do more -- and more is what our community is expecting of us and is saying to us, too.
- Among the key shortcomings that have become increasingly evident are:
  - We do not have a children's room that reflects the modern family's use of a public library.
  - The library's current configuration does not lend itself to efficient use of staff to maintain a presence in all public areas of the facility, creating security concerns. A more efficiently laid out library could reduce operating expenses, or allow staff to be utilized in ways that better serve the public.
  - AADL has a national and international reputation for its use of technology in public library service delivery. The need for cabling will not go away with advances in WiFi, and this building is as technologically enabled as it can be. It is important to remember that technology delivers to our patrons, and it is a backbone in a modern library system. Our ability in the current facility to add more cable is severely constrained. Additional cable capacity is vital to ensure that our patrons, those who visit the Downtown library physically

and virtually @ aadl.org, have satisfactory online experiences with the Library.

- We do not have an auditorium at all, much less one that can seat the size audiences that Ann Arbor can and does draw.
- Our community likes to meet and talk together and the public library remains a space that is trusted and known to welcome all comers. That we are a first choice of a meeting space for many groups is not a surprise, and we should be. What we cannot do is meet the demand or to even come close and we should be able to do that, too. We expect that demand to increase, as citizens and organizations look for spaces to meet face to face for community events, planning, tutoring and other vital activities. In the past three years, there has been a 21.8% increase in the number of occurrences of outside organizations who book rooms Downtown for non-library sponsored events, rentals or events. The total number rose to 363 occurrences for the 2011-2012 fiscal year.
- The Ann Arbor News Archive is currently housed offsite and is not publicly accessible because there is not space Downtown, nor are we able Downtown to control the environment for this archival collection.
- Last but not least, there is the book and reading. The public has told us we need a modern quiet reading room, to provide the quality experience they demand. They also have made it clear that the library must do everything technologically that it needs to do to meet the needs of the community – but not sacrifice the book. We recognize that books will take up less and less space over the course of this century, but we still have them in the hundreds of thousands, and will house them in a new library.

- Our review found that the 2008 cost estimates are accurate for today's construction market. At that time a new 160,000 square foot building would cost \$71 million and a project renovating the 1990 portion of the building and replacing the 1958 building with a four-story addition would have cost \$65 million. These estimates included the costs associated with moving out, operating in temporary locations, and moving back into the new library. The difference is less than 10%. There are clearly economic benefits, long-term and short-term, for building now.

The committee also took our financial practices into consideration when making this recommendation. The AADL does not levy the full millage allowed by the voters, and has not done so for several years. We levy 1.55 mills, but could levy 1.93 mills. Because there is a voted operating millage in perpetuity that will cover the operational costs of any new facility, as evidenced by our branch building experience, we do not need to ask the voters for an additional operating millage. Ann Arbor has historically valued and funded a library system that reflects the community's standards for education, learning, and literacy. Since 1866 when the Ladies' Library Association opened the first public circulating library in Ann Arbor, those fortunate enough to be in positions to secure a positive future for the library have done so. Sometimes the choices were clear; other times, not so clear. They were always important and rarely without controversy.

In 2012, the decision to replace the building rather than to replace a portion of the building and renovate the remainder is another critical decision point for the leaders and citizens of the Ann Arbor community. Placing a bond proposal on the November ballot, at a time of the highest turnout of voters, will give citizens an opportunity to move their library forward, once again into a new

century and into a technological age that Andrew Carnegie could not have envisioned in detail. Mr. Carnegie would recognize the mission of access to knowledge and a place to bring together ideas and thought into discussion, and eventually into action. The people of Ann Arbor know well the value, economic and social, of such a mission.

Whether it is for an individual taking an online test in order to apply for a job, or a difficult community discussion on race relations in 2012, storytime for preschool children, a maker fair, comic convention, exhibits, individual study and research, or public meetings, the Library Board can say that it is reasonable to construct and operate a new facility designed as best possible to meet the needs of the community for 2012 and for 2062.

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 12-155**

**RESOLUTION AUTHORIZING BOND PROPOSAL TO REPLACE  
DOWNTOWN LIBRARY BUILDING**

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 16<sup>th</sup> day of July 2012 at 7:00 p.m.

PRESENT:

ABSENT:

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

**THE BOARD RESOLVES AS FOLLOWS:**

- 1.) That a bond proposal for \$65 million for a period of \_\_\_\_ years to fund the replacement of the Downtown Library building at its current location at Fifth and William be placed on the November 6, 2012 ballot.
- 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.

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Secretary

## ANN ARBOR DISTRICT LIBRARY BOARD

Rebecca Head  
Nancy Kaplan  
Margaret Leary  
Barbara Murphy  
Jan Barney Newman  
Prue Rosenthal  
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Celeste Choate .... Associate Director of Services, Collections & Access

**The Ann Arbor District Library Board will provide necessary reasonable aids and services to individuals with disabilities who desire information regarding board meetings upon three (3) business days notice. Individuals with disabilities requiring aids or services should contact the Ann Arbor District Library by writing or calling the following:**

Ann Arbor District Library  
Board of Trustees  
343 South Fifth Avenue  
Ann Arbor, MI 48104-2293  
(734) 327-8311