



*A*nn Arbor District Library
**Annual Meeting
Agenda**

Monday, January 16, 2012

Published by Ann Arbor District Library

January 2012

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

February 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			

March 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 AADL Board Mtg	20	21	22	23	24
25	26	27	28	29	30	31

MEMORANDUM

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

ANNUAL MEETING AGENDA

- 12-001 I. CALL TO ORDER
- 12-002 II. ATTENDANCE
- 12-003 III. PRESIDENT'S REMARKS
- 12-004 IV. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 12-005 V. ELECT LIBRARY BOARD OFFICERS
1. PRESIDENT
 (Item of action)
 Roll call vote
 2. VICE PRESIDENT
 (Item of action)
 Roll call vote
 3. TREASURER
 (Item of action)
 Roll call vote
 4. SECRETARY
 (Item of action)
 Roll call vote
- 12-006 VI. INSTALLATION OF OFFICERS
- “I, (name stated), DO SOLEMNLY SWEAR THAT I WILL ABIDE BY THE BYLAWS, RULES, AND REGULATIONS OF MY OFFICE AS TO THE BEST OF MY ABILITY.”
- 12-007 VII. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS

- 12-008 VIII. APPROVAL OF MINUTES OF NOVEMBER 22, 2011 & DECEMBER 8, 2011 (pp. 3-15)
(Item of action)
- 12-009 IX. CITIZENS' COMMENTS
- 12-010 X. FINANCIAL REPORTS (pp. 16-31)
- 12-011 XI. APPROVAL OF DISBURSEMENTS (pp. 32-38)
(Item of action)
- 12-012 XII. COMMITTEE REPORTS
- 12-013 A. POLICY COMMITTEE
- 12-014 XIII. DIRECTOR'S REPORT
- 12-015 XIV. NEW BUSINESS
- 12-016 A. APPROVAL OF BOARD MEETING DATES FOR 2012 (pp. 39-41)
(Item of action)
- 12-017 B. RESOLUTION TO EXTEND THE TERM OF LEASE WITH WESTGATE ENTERPRISES, LLC. (p. 42)
(Item of action)
- 12-018 C. PROPOSED WEBSITE TERMS OF USE POLICY (pp. 43-47)
(Item of discussion)
15 minutes
Eli Neiburger
- 12-019 D. CIRCULATING REALIA COLLECTIONS AT AADL
15 minutes
Celeste Choate
- 12-020 E. VOTE FOR EXECUTIVE SESSION AT THE FEBRUARY 20, 2012 REGULAR MEETING FOR OPINION OF LEGAL COUNSEL
(Item of action)
Roll call vote
- 12-021 XV. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
TUESDAY, NOVEMBER 22, 2011

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
TUESDAY, NOVEMBER 22, 2011

- 11-168 I. CALL TO ORDER
- President Leary called the meeting to order at 6:02 p.m.
- 11-169 II. ATTENDANCE
- Present: Head, Kaplan, Leary, Barney Newman
Absent: Murphy, Rosenthal, Surovell
Staff: Choate, Doll, Neiburger, Nieman, Parker,
Wilson (recorder)
Others Present: William Stapleton, Hooper Hathaway
- 11-170 III. RECESS TO EXECUTIVE SESSION FOR LABOR
NEGOTIATIONS AND OPINION OF LEGAL COUNSEL
- 11-171 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- President Leary reconvened the meeting to order at 7:10 p.m.
- 11-172 V. APPROVAL OF AGENDA
(Item of action)
- Trustee Head, supported by Trustee Kaplan, moved to approve the agenda with the addition of "D. Resolution to Extend the Term of Lease for Space Housing the Ann Arbor News Archive".
- AYES: Head, Kaplan, Leary, Barney Newman
NAYS: None
- Motion passed 4-0.
- 11-173 VI. APPROVAL OF MINUTES OF OCTOBER 18, 2011
(Item of action)
- Trustee Head, supported by Trustee Kaplan, moved to approve the minutes of October 18, 2011.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
TUESDAY, NOVEMBER 22, 2011

AYES: Head, Kaplan, Leary, Barney Newman

NAYS: None

Motion passed 4-0.

11-174 VII. CITIZENS' COMMENTS

There were no citizens' comments.

11-175 VIII. FINANCIAL REPORT

Associate Director Nieman reported October showed unrestricted cash balance just over \$14.7 million. Tax receipts just over \$10.5 million, reflecting 95% of the budgeted amount, have been received. The Fund Balance reflects just over \$7.7 million. Four line items are over budget, but will come back into line later in the year.

Associate Director Nieman directed the Board's attention to the Balance Sheet and noted that CDs-Short Term is a new listing. Monies invested in a previous program with Bank of Ann Arbor are now invested in 13 and 26 weeks CDs in amounts of \$250,000 at other financial institutions. This maintains FIDC coverage for these funds. This program is still being managed by Bank of Ann Arbor.

11-176 IX. APPROVAL OF DISBURSEMENTS
 (Item of action)

Secretary Barney Newman, supported by Trustee Kaplan, moved to approve the October disbursements.

AYES: Head, Kaplan, Leary, Barney Newman

NAYS: None

Motion passed 4-0.

11-177 X. COMMITTEE REPORTS

11-178 A. BUDGET AND FINANCE COMMITTEE

Trustee Kaplan reported the Finance Committee consisting of herself and Treasurer Murphy met with the auditor and reviewed

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
TUESDAY, NOVEMBER 22, 2011

the draft 2010-2011 audit. The committee also discussed briefly the auditor's recommendation for a fund balance policy. Committee member Trustee Surovell was absent.

11-179 XI. DIRECTOR'S REPORT

Director Parker referenced her written report that AADL once again achieved a 5 star rating in Library Journal's national rating of public libraries. She also congratulated Kent District and Benzie Shores both 3 star's in their respective expenditure categories.

Director Parker congratulated the Friends of the Ann Arbor District Library on their recent audit. She congratulated Sally Allen on her work as FAADL Treasurer.

11-180 XII. NEW BUSINESS

11-181 A. AUDITOR'S REPORT

Dave Fisher, Rehmann Robson

Mr. Fisher presented the Ann Arbor District Library 2009-2010 Audit Report. He reviewed the Management's Discussion and Analysis section of the audit and balance sheet as of 6/30/11. Key control systems were tested. No material audit adjustments were needed. No material weaknesses were found and a clean opinion was given.

11-182 B. RESOLUTION TO ACCEPT THE 2010-2011 FINANCIAL AUDIT
 (Item of action)

Trustee Kaplan, supported by Secretary Barney Newman, moved to accept the 2010-2011 financial audit prepared by Rehmann Robson. That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Kaplan, Leary, Barney Newman

NAYS: None

Motion passed 4-0.

11-183 C. RESOLUTION TO INCREASE THE ADMINISTRATION DEPARTMENT CONSULTING BUDGET LINE BY \$45,000

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
TUESDAY, NOVEMBER 22, 2011

(Item of action)

Trustee Kaplan, supported by Trustee Head, moved to increase the Administration Department Consulting budget line by \$45,000 and that the \$45,000 increase for Administration Department Consulting be transferred from the Fund Balance. That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Parker stated that Administration is recommending the process to review the downtown library be restarted.

AYES: Head, Kaplan, Leary, Barney Newman

NAYS: None

Motion passed 4-0.

11-184

D. RESOLUTION TO EXTEND THE TERM OF LEASE FOR THE SPACE THAT HOUSES ANN ARBOR NEWS ARCHIVE

(Item of action)

Trustee Head, supported by Secretary Barney Newman, moved to extend the lease with Green Road Associates for one year commencing January 1, 2012 at the annual rate of \$38,000 and that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Parker noted the lease can be terminated with six months' notice by either party.

AYES: Head, Kaplan, Leary, Barney Newman

NAYS: None

Motion passed 4-0.

11-185

E. PLAY.AADL.ORG SHOW & TELL
 Eli Neiburger

Associate Director Neiburger gave an overview of the 2011 summer game at play.aadl.org. The game was well received by all age groups with the biggest surprise being the increase in adult participation over previous years.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
TUESDAY, NOVEMBER 22, 2011

11-186 F. VOTE FOR EXECUTIVE SESSION AT THE DECEMBER
15, 2011 REGULAR MEETING FOR LABOR
NEGOTIATIONS

(Item of action)
Roll call vote

Trustee Head, supported by Trustee Kaplan, moved to hold an Executive Session at the December 15, 2011 regular Board meeting for labor negotiation.

A roll call vote was taken.

AYES: Head, Kaplan, Leary, Barney Newman
NAYS: None

Motion passed 4-0.

11-187 XIII. ADJOURNMENT

President Leary adjourned the meeting at 8:25 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 November 22, 2011 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.


Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 11-182**

RESOLUTION TO ACCEPT THE 2010-2011 FINANCIAL AUDIT

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 22nd day of November 2011 at 6:00 p.m.

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

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

THE BOARD RESOLVES:

- 1.) To accept the 2010-2011 financial audit prepared by Rehmann Robson.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Head, Kaplan, Leary, Barney Newman
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 Board Meeting held on November 22, 2011, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.


Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 11-183**

**RESOLUTION TO INCREASE THE ADMINISTRATION DEPARTMENT
CONSULTING BUDGET LINE BY \$45,000**

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 22nd day of November 2011 at 6:00 p.m.

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

The following resolution was offered by Trustee Kaplan and supported by Trustee Head:

THE BOARD RESOLVES:

- 1.) To increase the Administration Department Consulting budget line by \$45,000.
- 2.) That the \$45,000 increase for Administration Department Consulting be transferred from the Fund Balance.
- 3.) 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, Barney Newman
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 Board Meeting held on November 22, 2011, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 11-184**

**RESOLUTION TO EXTEND THE TERM OF LEASE FOR THE
SPACE THAT HOUSES ANN ARBOR NEWS ARCHIVE**

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 22nd day of November 2011 at 6:00 p.m.

PRESENT: Head, Kaplan, Leary, Barney Newman

ABSENT: Murphy, Rosenthal, Surovell

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

THE BOARD RESOLVES:

- 1.) To extend the lease with Green Road Associates for one (1) year commencing January 1, 2012. The annual rate will be \$38,000/year.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Head, Kaplan, Leary, Barney Newman

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 Board Meeting held on November 22, 2011, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.


Secretary

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
THURSDAY, DECEMBER 8, 2011

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE SPECIAL MEETING
THURSDAY, DECEMBER 8, 2011

- 11-188 I. CALL TO ORDER
- President Leary called the meeting to order at 4:05 p.m.
- 11-189 II. ATTENDANCE
- Present: Kaplan, Leary, Murphy, Barney Newman, Rosenthal,
Surovell
Absent: Head
Staff: Choate, Doll, Neiburger, Nieman, Parker, Wilson
(recorder)
- 11-190 III. APPROVAL OF AGENDA
- Trustee Kaplan, supported by Secretary Barney Newman, moved to approve the agenda as revised.
- AYES: Kaplan, Leary, Murphy, Barney Newman, Rosenthal,
Surovell
NAYS: None
- Motion passed 6-0.
- 11-191 IV. NEW BUSINESS
- 11-192 A. RESOLUTION TO APPROVE AND RATIFY AGREEMENT
WITH THE ANN ARBOR DISTRICT LIBRARY
LIBRARIANS ASSOCIATION
(Item of action)
- Director Parker was pleased to present the settlement of the labor agreements with both bargaining units effective January 1, 2012 through June 30, 2015 for Library Board ratification.
- Secretary Barney Newman, supported by Treasurer Murphy, moved that the Board resolves to approve and ratify the Agreement effective January 1, 2012 between the Ann Arbor

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
THURSDAY, DECEMBER 8, 2011

District Library Librarians Association and the Ann Arbor District Library, that all 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.

11-193

B. RESOLUTION TO APPROVE AND RATIFY AGREEMENT
WITH THE ANN ARBOR DISTRICT LIBRARY STAFF
ASSOCIATES
(Item of action)

Trustee Kaplan, supported by Vice President Rosenthal, moved that the Board resolves to approve and ratify the Agreement effective January 1, 2012 between the Ann Arbor District Library Staff Associates and the Ann Arbor District Library, that all 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.

11-194

C. VOTE TO CANCEL THE DECEMBER 15, 2011 BOARD
MEETING
(Item of action)

President Leary, supported by Secretary Barney Newman, moved to cancel the December 15, 2011 Board meeting due to lack of agenda items.

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

NAYS: None

Motion passed 6-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
THURSDAY, DECEMBER 8, 2011

11-195 D. VOTE FOR EXECUTIVE SESSION AT THE JANUARY 16, 2012 ANNUAL MEETING FOR OPINION OF LEGAL COUNSEL

(Item of action)

Roll call vote

Treasurer Murphy, supported by Secretary Barney Newman, moved to hold an Executive Session at the January 16, 2012 Annual 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.

11-196 V. ADJOURNMENT

President Leary adjourned the meeting at 4:14 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 December 8, 2011 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 11-192**

**RESOLUTION TO APPROVE AND RATIFY AGREEMENT WITH THE
ANN ARBOR DISTRICT LIBRARY LIBRARIANS ASSOCIATION**

Minutes of a special meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 8th day of December, 2011 at 4:00 p.m.

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

The following resolution was offered by Secretary Barney Newman, and supported by Treasurer Murphy:

THE BOARD RESOLVES:

- 1.) To approve and ratify the Agreement effective January 1, 2012 between the Ann Arbor District Library Librarians Association and 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: 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 Special Board Meeting held on December 8, 2011, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 11-193**

**RESOLUTION TO APPROVE AND RATIFY AGREEMENT WITH THE
ANN ARBOR DISTRICT LIBRARY STAFF ASSOCIATES**

Minutes of a special meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 8th day of December, 2011 at 4:00 p.m.

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

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

THE BOARD RESOLVES:

- 1.) To approve and ratify the Agreement effective January 1, 2012 between the Ann Arbor District Library Staff Associates and 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: 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 Special Board Meeting held on December 8, 2011, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

Ann Arbor District Library Financial Summary for November 2011

Cash:

The unrestricted cash balance as of November 30, 2011 was \$13,822,219 down from \$14,769,143 in October.

Tax Receipts:

The Library has received tax receipts totaling \$10,624,876, 95.2% of the budgeted amount, as of November 30th.

Budget vs. Actual:

The Library showed an operating surplus of \$120,370 through October 31st. This gives the Library a positive fund balance of \$7,783,139 at the end of November, up from \$7,776,059 in October.

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

Tax and penal fine 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 November:

Purchased Services - A large payment for cataloging and inter-library loan was made in September.

Communications – A payment for the annual maintenance for the phone systems was made in July.

Software Licenses – A large payment of approximately \$63,000 was made in September putting this line item over budget.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Five Months Ending November 30, 2011

	November			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Tax Collections - Operating	\$924,333	\$924,333		\$4,621,664	\$4,621,667	(\$3)
Penal Fines	20,833	20,833		104,165	104,167	(2)
Interest	698	5,167	(4,469)	52,568	25,833	26,735
Copiers	2,551	3,167	(616)	14,712	15,833	(1,121)
Grants/Memorials	100	7,500	(7,400)	6,610	37,500	(30,890)
Library Fines & Fees	37,976	40,417	(2,441)	182,725	202,083	(19,358)
Non-Resident Fees	1,038	1,417	(379)	6,550	7,083	(533)
Fund Balance Transfer		3,750	(3,750)		18,750	(18,750)
Total Revenue	\$987,529	\$1,006,584	(\$19,055)	\$4,988,994	\$5,032,916	(\$43,922)
Expenditures						
Salaries & Wages	467,304	473,667	(6,363)	2,375,655	2,368,333	7,322
Employee Benefits	122,298	125,833	(3,535)	606,360	629,167	(22,807)
Employment Taxes	33,802	36,250	(2,448)	176,400	181,250	(4,850)
Total Employment Cost	\$623,404	\$635,750	(\$12,346)	\$3,158,415	\$3,178,750	(\$20,335)
Custodial and Electrical	\$11,117	\$17,500	(\$6,383)	\$72,400	\$87,500	(\$15,100)
Accounting/Audit	1,250	1,250		6,250	6,250	
Legal	1,180	6,250	(5,070)	27,165	31,250	(4,085)
Purchased Services	2,060	12,417	(10,357)	68,562	62,083	6,479
Utilities	28,992	37,917	(8,925)	156,848	189,583	(32,735)
Property Insurance	6,881	7,250	(369)	34,404	36,250	(1,846)
Communications	5,229	15,000	(9,771)	96,300	75,000	21,300
Materials	232,265	154,167	78,098	753,965	770,833	(16,868)
Software Licenses/Maintenanc	2,120	10,000	(7,880)	77,613	50,000	27,613
Building Rental	10,063	12,917	(2,854)	60,394	64,583	(4,189)
Seminars/Conferences/Travel	602	1,833	(1,231)	3,554	9,167	(5,613)
Copier Expense	2,959	5,417	(2,458)	19,974	27,083	(7,109)
Library Programming	21,143	20,833	310	98,061	104,167	(6,106)
Grants/Memorials	4,076	7,500	(3,424)	22,845	37,500	(14,655)
Supplies	11,549	15,000	(3,451)	55,957	75,000	(19,043)
Repairs and Maintenance	5,381	23,583	(18,202)	95,623	117,917	(22,294)
Postage	266	2,500	(2,234)	12,814	12,500	314
Lcards/Circ Cards	(103)	5,167	(5,270)	10,981	25,833	(14,852)
Other Operating Expenditures	4,053	1,833	2,220	9,549	9,167	382
Total Operating Expense	\$351,083	\$358,334	(\$7,251)	\$1,683,259	\$1,791,666	(\$108,407)
Capital Outlays	\$1,408	\$12,500	(\$11,092)	\$26,950	\$62,500	(\$35,550)
Total Expenditures	\$975,895	\$1,006,584	(\$30,689)	\$4,868,624	\$5,032,916	(\$164,292)
Net	\$11,634		\$11,634	\$120,370		\$120,370

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Five Months Ending November 30, 2011

	November			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Grants/Memorials	\$100	\$7,500	(\$7,400)	\$5,410	\$37,500	(\$32,090)
Total Revenue	<u>\$100</u>	<u>\$7,500</u>	<u>(\$7,400)</u>	<u>\$5,410</u>	<u>\$37,500</u>	<u>(\$32,090)</u>
Expenditures						
Materials	127		127	5,108		5,108
Library Programming	3,832		3,832	13,897		13,897
Supplies				1,146		1,146
Other Operating Expenditures	117	7,500	(7,383)	2,358	37,500	(35,142)
Total Operating Expense	\$4,076	\$7,500	(\$3,424)	\$22,509	\$37,500	(\$14,991)
Total Expenditures	<u>\$4,076</u>	<u>\$7,500</u>	<u>(\$3,424)</u>	<u>\$22,509</u>	<u>\$37,500</u>	<u>(\$14,991)</u>
Net	<u>(\$3,976)</u>		<u>(\$3,976)</u>	<u>(\$17,099)</u>		<u>(\$17,099)</u>

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Five Months Ending November 30, 2011

	<i>November</i>			<i>YTD</i>		
	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>
Revenue						
Grants/Memorials		\$7,500	<i>(\$7,500)</i>		\$37,500	<i>(\$37,500)</i>
Total Revenue		<u>\$7,500</u>	<u><i>(\$7,500)</i></u>		<u>\$37,500</u>	<u><i>(\$37,500)</i></u>
Expenditures						
Materials				2,453		<i>2,453</i>
Library Programming	3,832		<i>3,832</i>	13,897		<i>13,897</i>
Supplies				1,146		<i>1,146</i>
Other Operating Expenditures	117	7,500	<i>(7,383)</i>	2,358	37,500	<i>(35,142)</i>
Total Operating Expense	<u>\$3,949</u>	<u>\$7,500</u>	<u><i>(\$3,551)</i></u>	<u>\$19,854</u>	<u>\$37,500</u>	<u><i>(\$17,646)</i></u>
Total Expenditures	<u>\$3,949</u>	<u>\$7,500</u>	<u><i>(\$3,551)</i></u>	<u>\$19,854</u>	<u>\$37,500</u>	<u><i>(\$17,646)</i></u>
Net	<u><i>(\$3,949)</i></u>		<u><i>(\$3,949)</i></u>	<u><i>(\$19,854)</i></u>		<u><i>(\$19,854)</i></u>

Balance Sheet

ASSETS

As of 11/30/2011

Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$25,433.91
CASH-PAYROLL	235,455.93
HOLTREY FUND	330,660.82
CASH-SAVINGS	860,606.52
KENISTON FUND	30,247.33
SHAFFER FUND	10,452.53
WESTERMAN FUND	42,515.27
PETTY CASH	2,000.00
WLBPD ACCOUNT	37,000.18
CDs - SHORT TERM	7,600,000.00

Total Cash	\$9,174,372.49
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Investments

BANK OF ANN ARBOR INVESTMENT	\$3,286,662.07
UNITED BANK AND TRUST INVESTMENT	1,812,060.26

Total Investments	\$5,098,722.33
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Accounts Receivable

ACCOUNTS RECEIVABLE	\$104,196.28
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Total Accounts Receivable	\$104,196.28
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Property Taxes Receivable

TAXES RECEIVABLE	\$29,819.42
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Total Property Taxes Receivable	\$29,819.42
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Prepaid Expenses

PRE-PAID INSURANCE	\$28,551.65
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Total Prepaid Expenses	\$28,551.65
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Total Current Assets	\$14,435,662.17
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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	\$46,728,694.83
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Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	(\$78,216.75)
ACCRUED ACCOUNTS PAYABLE	177,482.72
ACCRUED PAYROLL	312,500.00
UNITED WAY DEDUCTIONS	1,150.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	518.34
ACCRUED EMPLOYER 403(b) - UNDECIDED	28,246.47
ACCRUED 403B/MPSERS EMPLOYER	1,260.96
ACCRUED LIABILITY-VACATION S/T	97,084.23

Total Current Liabilities	\$540,025.97
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Long-Term Liabilities:

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

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	\$202,730.55
DEFERRED REVENUE - PROPERTY TAX	5,909,767.00
FUND BALANCE - UNDESIGNATED	7,662,767.81
EXCESS REVENUE (SPENDING)	120,370.84

Total Fund Balance	\$13,895,636.20
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Total Fund Equity	\$45,919,683.35
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TOTAL LIABILITIES AND FUND EQUITY	\$46,728,694.83
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Ann Arbor District Library

Rollforward of undesignated fund balance
For the Period Ending November 30, 2011

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,776,059	\$ 7,822,173
Total revenues	987,529	4,988,994
Expenditures:		
Operating	(974,489)	(4,841,673)
Capital outlays	(1,408)	(26,950)
(Increase) decrease in encumbrances	<u>(4,552)</u>	<u>(159,405)</u>
Ending surplus (deficit)	<u>\$ 7,783,139</u>	<u>\$ 7,783,139</u>

Ann Arbor District Library

Monthly and year-to-date cash rollover
For Period ending November 30, 2011

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Monthly rollover					
Commercial checking	\$ 33,197	\$ 13,106	\$ (520,869)	\$ 500,000	\$ 25,434
Payroll	18,885	5	(431,922)	648,488	235,456
Petty cash	2,000	-	-	-	2,000
Savings	2,816,339	62,092	(69,336)	(1,948,488)	860,607
CDs - Bank of Ann Arbor	6,800,000	-	-	800,000	7,600,000
Investments - Bank of Ann Arbor	3,286,662	-	-	-	3,286,662
Investments - United Bank and Trust	1,812,060	-	-	-	1,812,060
Westerman Fund	42,512	3	-	-	42,515
Shafer Fund	10,452	1	-	-	10,453
Holtrey Fund	330,620	41	-	-	330,661
Keniston Fund	30,245	2	-	-	30,247
WLBPD	36,997	3	-	-	37,000
	<u>\$ 15,219,969</u>	<u>\$ 75,253</u>	<u>\$ (1,022,127)</u>	<u>\$ -</u>	<u>\$ 14,273,095</u>
Year-to-date rollover					
Commercial checking	\$ 28,733	\$ 60,142	\$ (2,593,441)	\$ 2,530,000	\$ 25,434
Payroll	245,355	1,173	(2,393,596)	2,382,524	235,456
Petty cash	2,000	-	-	-	2,000
Savings	2,478,284	11,156,038	(261,191)	(12,512,524)	860,607
CDs - Bank of Ann Arbor	-	-	-	7,600,000	7,600,000
Investments - Bank of Ann Arbor	3,262,530	24,132	-	-	3,286,662
Investments - United Bank and Trust	1,788,564	23,496	-	-	1,812,060
Westerman Fund	42,497	18	-	-	42,515
Shafer Fund	10,448	5	-	-	10,453
Holtrey Fund	330,453	208	-	-	330,661
Keniston Fund	30,235	12	-	-	30,247
WLBPD	36,985	15	-	-	37,000
	<u>\$ 8,256,084</u>	<u>\$ 11,265,239</u>	<u>\$ (5,248,228)</u>	<u>\$ -</u>	<u>\$ 14,273,095</u>

Ann Arbor District Library Financial Summary for December 2011

Cash:

The unrestricted cash balance as of December 31, 2011 was \$13,025,082 down from \$13,822,219 in November.

Tax Receipts:

The Library has received tax receipts totaling \$10,745,159, 96.2% of the budgeted amount, as of December 31st.

Budget vs. Actual:

The Library showed an operating surplus of \$202,576 through December 31st. This gives the Library a positive fund balance of \$7,910,402 at the end of December, up from \$7,783,139 in November.

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

Tax and penal fine 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 December:

Communications – A payment for the annual maintenance for the phone systems was made in July.

Software Licenses – A large payment of approximately \$63,000 was made in September putting this line item over budget.

Postage – A large payment was made in December.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Six Months Ending December 31, 2011

	December			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Tax Collections - Operating	\$924,333	\$924,333		\$5,545,997	\$5,546,000	(\$3)
Penal Fines	20,833	20,833		124,998	125,000	(2)
Interest	23,665	5,167	18,498	76,233	31,000	45,233
Copiers	2,549	3,167	(618)	17,261	19,000	(1,739)
Grants/Memorials	44,168	7,500	36,668	50,778	45,000	5,778
Library Fines & Fees	38,299	40,417	(2,118)	221,024	242,500	(21,476)
Non-Resident Fees	1,200	1,417	(217)	7,750	8,500	(750)
Fund Balance Transfer		3,750	(3,750)		22,500	(22,500)
Total Revenue	\$1,055,047	\$1,006,584	\$48,463	\$6,044,041	\$6,039,500	\$4,541
Expenditures						
Salaries & Wages	477,932	473,667	4,265	2,853,586	2,842,000	11,586
Employee Benefits	115,255	125,833	(10,578)	721,614	755,000	(33,386)
Employment Taxes	35,214	36,250	(1,036)	211,613	217,500	(5,887)
Total Employment Cost	\$628,401	\$635,750	(\$7,349)	\$3,786,813	\$3,814,500	(\$27,687)
Custodial and Electrical	\$15,717	\$17,500	(\$1,783)	\$88,117	\$105,000	(\$16,883)
Accounting/Audit	1,250	1,250		7,500	7,500	
Legal	8,267	6,250	2,017	35,432	37,500	(2,068)
Purchased Services	4,472	12,417	(7,945)	73,035	74,500	(1,465)
Utilities	37,886	37,917	(31)	194,734	227,500	(32,766)
Property Insurance	6,881	7,250	(369)	41,285	43,500	(2,215)
Communications	7,658	15,000	(7,342)	103,957	90,000	13,957
Materials	168,041	154,167	13,874	922,006	925,000	(2,994)
Software Licenses/Maintenanc	5,033	10,000	(4,967)	82,646	60,000	22,646
Building Rental	10,063	12,917	(2,854)	70,457	77,500	(7,043)
Seminars/Conferences/Travel	(857)	1,833	(2,690)	2,697	11,000	(8,303)
Copier Expense	2,191	5,417	(3,226)	22,165	32,500	(10,335)
Library Programming	14,594	20,833	(6,239)	112,655	125,000	(12,345)
Grants/Memorials	8,225	7,500	725	31,070	45,000	(13,930)
Supplies	12,927	15,000	(2,073)	68,883	90,000	(21,117)
Repairs and Maintenance	15,823	23,583	(7,760)	111,446	141,500	(30,054)
Postage	5,114	2,500	2,614	17,929	15,000	2,929
Lcards/Circ Cards	20,698	5,167	15,531	31,679	31,000	679
Other Operating Expenditures	461	1,833	(1,372)	10,009	11,000	(991)
Total Operating Expense	\$344,444	\$358,334	(\$13,890)	\$2,027,702	\$2,150,000	(\$122,298)
Capital Outlays		\$12,500	(\$12,500)	\$26,950	\$75,000	(\$48,050)
Total Expenditures	\$972,845	\$1,006,584	(\$33,739)	\$5,841,465	\$6,039,500	(\$198,035)
Net	\$82,202		\$82,202	\$202,576		\$202,576

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Six Months Ending December 31, 2011

	<u>Actual</u>	<u>December Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$44,168	\$7,500	\$36,668	\$49,578	\$45,000	\$4,578
Total Revenue	<u>\$44,168</u>	<u>\$7,500</u>	<u>\$36,668</u>	<u>\$49,578</u>	<u>\$45,000</u>	<u>\$4,578</u>
Expenditures						
Materials	1,961		1,961	7,069		7,069
Library Programming	6,078		6,078	19,974		19,974
Supplies				1,146		1,146
Other Operating Expenditures	186	7,500	(7,314)	2,544	45,000	(42,456)
Total Operating Expense	<u>\$8,225</u>	<u>\$7,500</u>	<u>\$725</u>	<u>\$30,733</u>	<u>\$45,000</u>	<u>(\$14,267)</u>
Total Expenditures	<u>\$8,225</u>	<u>\$7,500</u>	<u>\$725</u>	<u>\$30,733</u>	<u>\$45,000</u>	<u>(\$14,267)</u>
Net	<u>\$35,943</u>		<u>\$35,943</u>	<u>\$18,845</u>		<u>\$18,845</u>

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Six Months Ending December 31, 2011

	<u>Actual</u>	<u>December Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$40,000	\$7,500	\$32,500	\$40,000	\$45,000	(\$5,000)
Total Revenue	<u>\$40,000</u>	<u>\$7,500</u>	<u>\$32,500</u>	<u>\$40,000</u>	<u>\$45,000</u>	<u>(\$5,000)</u>
Expenditures						
Materials				2,453		2,453
Library Programming	6,078		6,078	19,974		19,974
Supplies				1,146		1,146
Other Operating Expenditures	186	7,500	(7,314)	2,544	45,000	(42,456)
Total Operating Expense	<u>\$6,264</u>	<u>\$7,500</u>	<u>(\$1,236)</u>	<u>\$26,117</u>	<u>\$45,000</u>	<u>(\$18,883)</u>
Total Expenditures	<u>\$6,264</u>	<u>\$7,500</u>	<u>(\$1,236)</u>	<u>\$26,117</u>	<u>\$45,000</u>	<u>(\$18,883)</u>
Net	<u>\$33,736</u>		<u>\$33,736</u>	<u>\$13,883</u>		<u>\$13,883</u>

Balance Sheet

ASSETS

As of 12/31/2011

Current Assets:

Cash	
CASH-COMMERCIAL CHECKING	\$78,250.74
CASH-PAYROLL	17,634.66
HOLTREY FUND	330,701.59
CASH-SAVINGS	605,132.64
KENISTON FUND	30,249.82
SHAFER FUND	10,453.39
WESTERMAN FUND	43,018.77
PETTY CASH	2,000.00
WLBPD ACCOUNT	37,003.22
CDs - SHORT TERM	7,200,000.00
	<hr/>
Total Cash	\$8,354,444.83
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,302,954.51
UNITED BANK AND TRUST INVESTMENT	1,819,108.26
	<hr/>
Total Investments	\$5,122,062.77
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$125,029.28
	<hr/>
Total Accounts Receivable	\$125,029.28
Property Taxes Receivable	
TAXES RECEIVABLE	\$29,819.42
	<hr/>
Total Property Taxes Receivable	\$29,819.42
Prepaid Expenses	
PRE-PAID INSURANCE	\$20,540.98
	<hr/>
Total Prepaid Expenses	\$20,540.98
	<hr/>
Total Current Assets	\$13,651,897.28
<u>Capital Assets:</u>	
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
	<hr/>
Total Capital Assets	\$32,024,047.15
<u>Amount Provided for Long-Term Debt:</u>	
LONG TERM SICK	\$27,324.99
LONG TERM VACATION	241,660.52
	<hr/>
Total Provided for Long-Term Debt	268,985.51
	<hr/>
TOTAL ASSETS	<u>\$45,944,929.94</u>

Ann Arbor District Library
Balance Sheet

LIABILITIES AND FUND EQUITY

Current Liabilities:

ACCOUNTS PAYABLE	\$12,326.49
ACCRUED ACCOUNTS PAYABLE	187,832.72
ACCRUED PAYROLL	122,600.00
UNITED WAY DEDUCTIONS	1,300.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	12,548.83
ACCRUED EMPLOYER 403(b) - UNDECIDED	28,246.47
ACCRUED 403B/MPSERS EMPLOYER	16,167.49
ACCRUED LIABILITY-VACATION S/T	97,084.23

Total Current Liabilities	\$478,106.23
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Long-Term Liabilities:

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

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	\$157,670.75
DEFERRED REVENUE - PROPERTY TAX	5,105,718.00
FUND BALANCE - UNDESIGNATED	7,707,827.61
EXCESS REVENUE (SPENDING)	202,574.69

Total Fund Balance	\$13,173,791.05
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Total Fund Equity	\$45,197,838.20
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TOTAL LIABILITIES AND FUND EQUITY	\$45,944,929.94
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Ann Arbor District Library

Rollforward of undesignated fund balance
For the Period Ending December 31, 2011

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,783,139	\$ 7,822,173
Total revenues	1,055,047	6,044,041
Expenditures:		
Operating	(972,843)	(5,814,516)
Capital outlays	-	(26,950)
(Increase) decrease in encumbrances	<u>45,059</u>	<u>(114,346)</u>
Ending surplus (deficit)	<u>\$ 7,910,402</u>	<u>\$ 7,910,402</u>

Ann Arbor District Library

Monthly and year-to-date cash rollforward For Period ending December 31, 2011

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Monthly rollforward					
Commercial checking	\$ 25,434	\$ 14,072	\$ (341,255)	\$ 380,000	\$ 78,251
Payroll	235,456	4	(655,003)	437,178	17,635
Petty cash	2,000	-	-	-	2,000
Savings	860,607	206,287	(44,583)	(417,178)	605,133
CDs - Bank of Ann Arbor	7,600,000	-	-	(400,000)	7,200,000
Investments - Bank of Ann Arbor	3,286,662	16,293	-	-	3,302,955
Investments - United Bank and Trust	1,812,060	7,048	-	-	1,819,108
Westerman Fund	42,515	504	-	-	43,019
Shafer Fund	10,453	-	-	-	10,453
Holtrey Fund	330,661	41	-	-	330,702
Keniston Fund	30,247	3	-	-	30,250
WLBPD	37,000	3	-	-	37,003
	<u>\$ 14,273,095</u>	<u>\$ 244,255</u>	<u>\$ (1,040,841)</u>	<u>\$ -</u>	<u>\$ 13,476,509</u>
Year-to-date rollforward					
Commercial checking	\$ 28,733	\$ 74,214	\$ (2,934,896)	\$ 2,910,000	\$ 78,251
Payroll	245,355	1,177	(3,048,599)	2,819,702	17,635
Petty cash	2,000	-	-	-	2,000
Savings	2,478,284	11,362,325	(305,774)	(12,929,702)	605,133
CDs - Bank of Ann Arbor	-	-	-	7,200,000	7,200,000
Investments - Bank of Ann Arbor	3,262,530	40,425	-	-	3,302,955
Investments - United Bank and Trust	1,788,564	30,544	-	-	1,819,108
Westerman Fund	42,497	522	-	-	43,019
Shafer Fund	10,448	5	-	-	10,453
Holtrey Fund	330,453	249	-	-	330,702
Keniston Fund	30,235	15	-	-	30,250
WLBPD	36,985	18	-	-	37,003
	<u>\$ 8,256,084</u>	<u>\$ 11,509,494</u>	<u>\$ (6,289,069)</u>	<u>\$ -</u>	<u>\$ 13,476,509</u>

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	11/1/2011
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
042629	3M	3M COMPANY	11/3/2011	CHECK	PMCHK00001411	\$462.80
042667	3M	3M COMPANY	11/16/2011	CHECK	PMCHK00001412	\$1,788.00
042630	4IMPRINT	4IMPRINT, INC	11/3/2011	CHECK	PMCHK00001411	\$516.13
042713	AGRSER	A GROWING SERVICE LLC	11/22/2011	CHECK	PMCHK00001414	\$340.00
042774	ALFFUR	ALFAX FURNITURE	11/30/2011	CHECK	PMCHK00001416	\$353.00
042622	AMACOM	AMAZON.COM CREDIT PLAN	11/1/2011	CHECK	PMCHK00001410	\$1,997.74
042775	AMACOM	AMAZON.COM CREDIT PLAN	11/30/2011	CHECK	PMCHK00001416	\$1,371.52
042668	AMEX	AMERICAN EXPRESS	11/16/2011	CHECK	PMCHK00001412	\$75,629.63
042631	ALA2	AMERICAN LIBRARY ASSOCIATION	11/3/2011	CHECK	PMCHK00001411	\$39.60
042632	ANNARB	ANN ARBOR OBSERVER	11/3/2011	CHECK	PMCHK00001411	\$1,688.40
042712	AANEWS	ANN ARBOR.COM	11/22/2011	CHECK	PMCHK00001414	\$1,567.68
042621	AANEW1	ANNARBOR.COM	11/1/2011	CHECK	PMCHK00001410	\$131.40
042633	ARBSPR	ARBOR SPRING WATER CO.	11/3/2011	CHECK	PMCHK00001411	\$36.40
042634	ARMCLE	ARMEN CLEANERS	11/3/2011	CHECK	PMCHK00001411	\$82.75
042669	ARMCLE	ARMEN CLEANERS	11/16/2011	CHECK	PMCHK00001412	\$92.70
042635	AROKAU	ARON KAUFMAN	11/3/2011	CHECK	PMCHK00001411	\$100.00
042636	ATTWIR	AT&T WIRELESS	11/3/2011	CHECK	PMCHK00001411	\$299.97
042716	BBCAUD	AUDIO GO	11/22/2011	CHECK	PMCHK00001414	\$1,294.34
042715	AVCAFE	AV CAFE	11/22/2011	CHECK	PMCHK00001414	\$65.85
042623	BARNOB1	BARNES & NOBLE INC.	11/1/2011	CHECK	PMCHK00001410	\$110.67
042670	BEADEL	BEAU DELOACH	11/16/2011	CHECK	PMCHK00001412	\$200.00
042717	BETBAT	BETH BATTEY	11/22/2011	CHECK	PMCHK00001414	\$300.00
042671	BETBEC	BETSY BECKERMAN	11/16/2011	CHECK	PMCHK00001412	\$475.00
042776	BETBEC	BETSY BECKERMAN	11/30/2011	CHECK	PMCHK00001416	\$600.00
042718	BLAAUD	BLACKSTONE AUDIO BOOKS	11/22/2011	CHECK	PMCHK00001414	\$882.00
042704	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	11/21/2011	CHECK	PMCHK00001413	\$44,861.74
042777	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	11/30/2011	CHECK	PMCHK00001416	\$7,264.92
042719	BOOWHO	BOOK WHOLESALERS, INC.	11/22/2011	CHECK	PMCHK00001414	\$190.10
042672	BOPMED	BOPPER MEDIA, INC.	11/16/2011	CHECK	PMCHK00001412	\$1,380.00
042720	BP	BP	11/22/2011	CHECK	PMCHK00001414	\$420.84
042637	BREWER	BREWER'S	11/3/2011	CHECK	PMCHK00001411	\$414.00
042721	BRIAUD	BRILLIANCE AUDIO, INC.	11/22/2011	CHECK	PMCHK00001414	\$844.45
042673	BRODCO	BRODART CO.	11/16/2011	CHECK	PMCHK00001412	\$1,495.50
042722	BRODCO	BRODART CO.	11/22/2011	CHECK	PMCHK00001414	\$5,147.81
042674	BUSVAL	BUSCH'S, INC.	11/16/2011	CHECK	PMCHK00001412	\$663.65
042638	BUSCAR	BUSINESS CARD	11/3/2011	CHECK	PMCHK00001411	\$1,980.52
042650	MARYRO	CANINE ASS--NOAH'S TEAM OF AA	11/3/2011	CHECK	PMCHK00001411	\$100.00
042723	CARBRO	CARPENTER BROS.	11/22/2011	CHECK	PMCHK00001414	\$27.98
042675	CDW-G	CDW GOVERNMENT, INC.	11/16/2011	CHECK	PMCHK00001412	\$1,172.01
042724	CDW-G	CDW GOVERNMENT, INC.	11/22/2011	CHECK	PMCHK00001414	\$2,022.12
042763	THOLEA	CENGAGE LEARNING	11/22/2011	CHECK	PMCHK00001414	\$222.86
042725	CENPOI	CENTER POINT PUBLISHING	11/22/2011	CHECK	PMCHK00001414	\$465.48
042676	CINCOR	CINTAS CORPORATION	11/16/2011	CHECK	PMCHK00001412	\$1,286.34
042639	CITOF1	CITY OF ANN ARBOR TREASURER	11/3/2011	CHECK	PMCHK00001411	\$2,215.60
042726	CITOF1	CITY OF ANN ARBOR TREASURER	11/22/2011	CHECK	PMCHK00001414	\$3,308.02
042640	COMCAS	COMCAST	11/3/2011	CHECK	PMCHK00001411	\$150.64
042728	COMCAS	COMCAST	11/22/2011	CHECK	PMCHK00001414	\$158.64
042727	COMALLW	COMPUTER ALLEY WEST	11/22/2011	CHECK	PMCHK00001414	\$94.00
042778	COMALLW	COMPUTER ALLEY WEST	11/30/2011	CHECK	PMCHK00001416	\$282.00
042729	CONBOC	CONTINENTAL BOOK COMPANY	11/22/2011	CHECK	PMCHK00001414	\$301.90
042730	COTINN	COTTAGE INN CATERING SERVICES	11/22/2011	CHECK	PMCHK00001414	\$155.00
042779	DAVGAT	DAVID GATTEN	11/30/2011	CHECK	PMCHK00001416	\$300.00
042780	DONHAR	DONALD HARRISON	11/30/2011	CHECK	PMCHK00001416	\$236.40
042731	DTEENE	DTE ENERGY	11/22/2011	CHECK	PMCHK00001414	\$23,897.21
042641	DYGOS	DYKEMA GOSSETT	11/3/2011	CHECK	PMCHK00001411	\$4,298.90
042732	ERISCH	ERIC SCHOENBAECHLER	11/22/2011	CHECK	PMCHK00001414	\$35.64

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
042642	FRESCI	FREEDOM SCIENTIFIC	11/3/2011	CHECK	PMCHK00001411	\$766.50
042677	FRIOF	FRIENDS OF THE ANN ARBOR	11/16/2011	CHECK	PMCHK00001412	\$852.20
042762	THOGAL	GALE	11/22/2011	CHECK	PMCHK00001414	\$1,800.16
042781	GARISTE	GARI STEIN	11/30/2011	CHECK	PMCHK00001416	\$100.00
042624	GARGRI	GARY GRIMSHAW	11/1/2011	CHECK	PMCHK00001410	\$1,200.00
042782	GEOFRA	GEORGE W. FRAYNE	11/30/2011	CHECK	PMCHK00001416	\$2,250.00
042705	FIRMAR	GREEN ROAD ASSOCIATES, LP	11/21/2011	CHECK	PMCHK00001413	\$3,208.33
042714	ARCHAMBAULT	GROUPE ARCHAMBAULT INC.	11/22/2011	CHECK	PMCHK00001414	\$119.26
042643	HIGHSM	HIGHSMITH CO. INC.	11/3/2011	CHECK	PMCHK00001411	\$291.13
042644	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	11/3/2011	CHECK	PMCHK00001411	\$1,504.50
042783	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	11/30/2011	CHECK	PMCHK00001416	\$1,180.00
042733	HOUBUR	HOUSING BUREAU FOR SENIORS	11/22/2011	CHECK	PMCHK00001414	\$160.00
042734	IMADAT	IMAGE DATA CONVERSION, LLC	11/22/2011	CHECK	PMCHK00001414	\$3,622.60
042784	INFOTOD	INFORMATION TODAY, INC.	11/30/2011	CHECK	PMCHK00001416	\$347.05
042678	JANWAY	JANWAY COMPANY USA, INC	11/16/2011	CHECK	PMCHK00001412	\$1,103.95
042785	JANWAY	JANWAY COMPANY USA, INC	11/30/2011	CHECK	PMCHK00001416	\$2,285.24
042645	JERDEN	JERRY DENNIS	11/3/2011	CHECK	PMCHK00001411	\$400.00
042786	JERDRO	JERZY DROZD	11/30/2011	CHECK	PMCHK00001416	\$100.00
042787	JOHMIL	JOHN J. MILLER	11/30/2011	CHECK	PMCHK00001416	\$200.00
042679	JOHLAT	JOHN LATINI	11/16/2011	CHECK	PMCHK00001412	\$400.00
042680	JOHSIN	JOHN SINCLAIR	11/16/2011	CHECK	PMCHK00001412	\$500.00
042773	JOHSIN	JOHN SINCLAIR	11/29/2011	CHECK	PMCHK00001415	\$750.00
042788	JOHSIN	JOHN SINCLAIR	11/30/2011	CHECK	PMCHK00001416	\$100.00
042646	JOSHC	JOSEPH HICKEY	11/3/2011	CHECK	PMCHK00001411	\$100.00
042735	KATKNI	KAT'S KNITS	11/22/2011	CHECK	PMCHK00001414	\$323.00
042648	KATKEH	KATHLEEN KEHOE	11/3/2011	CHECK	PMCHK00001411	\$100.00
042681	KATRAN	KATHY RANGLES	11/16/2011	CHECK	PMCHK00001412	\$77.70
042647	KATCHY	KATIE CHYNOWETH	11/3/2011	CHECK	PMCHK00001411	\$64.90
042736	KFTPUB	KFT PUBLISHING	11/22/2011	CHECK	PMCHK00001414	\$74.00
042737	KIPDEG	KIP DEGRAAF	11/22/2011	CHECK	PMCHK00001414	\$149.00
042738	LAURAY	LAURA RAYNOR	11/22/2011	CHECK	PMCHK00001414	\$39.89
042649	LENSIN	LENI SINCLAIR	11/3/2011	CHECK	PMCHK00001411	\$500.00
042789	LENSIN	LENI SINCLAIR	11/30/2011	CHECK	PMCHK00001416	\$100.00
042739	LEXMAT	LEXISNEXIS MATTHEW BENDER	11/22/2011	CHECK	PMCHK00001414	\$301.18
042682	LORKAN	LORI KANE	11/16/2011	CHECK	PMCHK00001412	\$331.35
042683	MAGCAR	MAGIC CARPET THEATRE	11/16/2011	CHECK	PMCHK00001412	\$250.00
042745	NEOPOS	MAIL FINANCE, INC.	11/22/2011	CHECK	PMCHK00001414	\$226.29
042740	MCFI	MCFI	11/22/2011	CHECK	PMCHK00001414	\$438.00
042741	MCNMCK	MCNAUGHTON-MCKAY	11/22/2011	CHECK	PMCHK00001414	\$208.00
042684	MASCOM	MEDCO SUPPLY COMPANY	11/16/2011	CHECK	PMCHK00001412	\$53.20
042685	METCOM	METCOM	11/16/2011	CHECK	PMCHK00001412	\$68.75
042706	METLIFE	METLIFE SBC	11/21/2011	CHECK	PMCHK00001413	\$6,949.40
042790	MICERL	MICHAEL ERELWINE	11/30/2011	CHECK	PMCHK00001416	\$100.00
042742	MICEDU	MICHIGAN EDUCATION DIRECTORY	11/22/2011	CHECK	PMCHK00001414	\$123.25
042707	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	11/21/2011	CHECK	PMCHK00001413	\$561.74
042743	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	11/22/2011	CHECK	PMCHK00001414	\$581.30
042686	MICLIBA	MICHIGAN LIBRARY ASSOCIATION	11/16/2011	CHECK	PMCHK00001412	\$3,236.00
042791	MICPOW	MICHIGAN POWER RODDING	11/30/2011	CHECK	PMCHK00001416	\$327.00
042687	MICPRI	MICHIGAN PRINTER SERVICE	11/16/2011	CHECK	PMCHK00001412	\$299.00
042744	MIDTAP	MIDWEST TAPE	11/22/2011	CHECK	PMCHK00001414	\$68,123.30
042651	NEXCOM	NEXTEL COMMUNICATIONS	11/3/2011	CHECK	PMCHK00001411	\$398.17
042746	NEXCOM	NEXTEL COMMUNICATIONS	11/22/2011	CHECK	PMCHK00001414	\$392.14
042747	NICBOO	NICOLA'S BOOKS	11/22/2011	CHECK	PMCHK00001414	\$3,338.29
042652	NUWAVE	NUWAVE AQUARIUMS	11/3/2011	CHECK	PMCHK00001411	\$409.00
042792	NUWAVE	NUWAVE AQUARIUMS	11/30/2011	CHECK	PMCHK00001416	\$219.84
042688	OFFDEP	OFFICE DEPOT, INC.	11/16/2011	CHECK	PMCHK00001412	\$1,167.87
042793	OXFUNI	OXFORD UNIVERSITY PRESS	11/30/2011	CHECK	PMCHK00001416	\$86.30
042748	PANASI	PAN ASIAN PUBLICATION (USA) IN	11/22/2011	CHECK	PMCHK00001414	\$130.30
042749	PIOJAN	PIONEER JANITORIAL SERVICE	11/22/2011	CHECK	PMCHK00001414	\$10,167.08
042689	PITCHA	PITTSFIELD CHARTER TOWNSHIP	11/16/2011	CHECK	PMCHK00001412	\$1,786.86
042653	PORDIS	PORTAGE DISTRICT LIBRARY	11/3/2011	CHECK	PMCHK00001411	\$20.25
042794	PREBUSP	PREMIER BUSINESS PRODUCTS	11/30/2011	CHECK	PMCHK00001416	\$537.16
042654	PRITEC	PRINT TECH INC.	11/3/2011	CHECK	PMCHK00001411	\$1,322.08

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
042708	PRIORITY	PRIORITY HEALTH	11/21/2011	CHECK	PMCHK00001413	\$16,232.40
042795	PUNPLA	PUN PLAMDONDON	11/30/2011	CHECK	PMCHK00001416	\$600.00
042690	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	11/16/2011	CHECK	PMCHK00001412	\$3,725.00
042626	RACYAN	RACHEL YANIKOGLU	11/1/2011	CHECK	PMCHK00001410	\$80.80
042750	RANHOU	RANDOM HOUSE, INC.	11/22/2011	CHECK	PMCHK00001414	\$4,277.78
042655	RANHOT	RANDY HOTTEN	11/3/2011	CHECK	PMCHK00001411	\$100.00
042656	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	11/3/2011	CHECK	PMCHK00001411	\$18.00
042751	RECBOO	RECORDED BOOKS, INC.	11/22/2011	CHECK	PMCHK00001414	\$826.32
042752	REGBOO	REGENT BOOK CO., INC.	11/22/2011	CHECK	PMCHK00001414	\$13.67
042796	REPPAR	REPUBLIC PARKING	11/30/2011	CHECK	PMCHK00001416	\$140.00
042657	RICLES	RICHARD LESUEUR	11/3/2011	CHECK	PMCHK00001411	\$100.00
042709	RICBUS	RICOH AMERICAS CORP	11/21/2011	CHECK	PMCHK00001413	\$273.00
042753	RICBUS	RICOH AMERICAS CORP	11/22/2011	CHECK	PMCHK00001414	\$600.91
042658	RTI	RTI	11/3/2011	CHECK	PMCHK00001411	\$1,159.95
042691	RUBSTA	RUBBER STAMPS UNLIMITED	11/16/2011	CHECK	PMCHK00001412	\$28.80
042692	RYACAS	RYAN CASE	11/16/2011	CHECK	PMCHK00001412	\$350.73
042797	RYAEST	RYAN ESTRADA	11/30/2011	CHECK	PMCHK00001416	\$100.00
042695	SFSTRO	S.F. STRONG, INC.	11/16/2011	CHECK	PMCHK00001412	\$521.87
042757	SFSTRO	S.F. STRONG, INC.	11/22/2011	CHECK	PMCHK00001414	\$107.50
042798	SFSTRO	S.F. STRONG, INC.	11/30/2011	CHECK	PMCHK00001416	\$119.10
042754	SANDREF	SANDREFF PUBLISHING	11/22/2011	CHECK	PMCHK00001414	\$15.00
042693	SARKEL	SARA MELTON KELLER	11/16/2011	CHECK	PMCHK00001412	\$350.00
042756	SCHSEC	SCHILKE SECURITY	11/22/2011	CHECK	PMCHK00001414	\$95.00
042755	SCHELE	SCHINDLER ELEVATOR CORPORATION	11/22/2011	CHECK	PMCHK00001414	\$1,002.28
042694	SCHSPE	SCHOOL SPECIALTY/TEACHERS DISC	11/16/2011	CHECK	PMCHK00001412	\$40.59
042659	SELAUTO	SELECT AUTO SERVICE	11/3/2011	CHECK	PMCHK00001411	\$454.24
042660	SHAKUC	SHANNON KUCHERA	11/3/2011	CHECK	PMCHK00001411	\$500.00
042627	SHAINV	SHARON D. IVERSON	11/1/2011	CHECK	PMCHK00001410	\$30.62
042758	SKIINC	SKIDMORE STUDIO LLC	11/22/2011	CHECK	PMCHK00001414	\$2,142.00
042696	SPRINT	SPRINT PCS	11/16/2011	CHECK	PMCHK00001412	\$547.32
042697	STAHAR	STADIUM HARDWARE	11/16/2011	CHECK	PMCHK00001412	\$42.04
042661	STAPLE	STAPLES ADVANTAGE	11/3/2011	CHECK	PMCHK00001411	\$131.37
042698	STEOSB	STEVE OSBURN	11/16/2011	CHECK	PMCHK00001412	\$75.00
042799	STEWOO	STEVE WOOD	11/30/2011	CHECK	PMCHK00001416	\$600.00
042759	SUPERD	SUPER D	11/22/2011	CHECK	PMCHK00001414	\$3,639.70
042800	SUPERD	SUPER D	11/30/2011	CHECK	PMCHK00001416	\$878.55
042760	TANMED	TANTOR MEDIA	11/22/2011	CHECK	PMCHK00001414	\$1,156.39
042662	TDSMET	TDS METROCOM	11/3/2011	CHECK	PMCHK00001411	\$3,571.90
042801	TDSMET	TDS METROCOM	11/30/2011	CHECK	PMCHK00001416	\$3,593.50
042761	TEACOM	TEACHING COMPANY/THE//	11/22/2011	CHECK	PMCHK00001414	\$1,569.00
042663	THEANN	THE ANN MAGAZINE	11/3/2011	CHECK	PMCHK00001411	\$800.00
042625	PROSTA//THE	THE PRODUCE STATION	11/1/2011	CHECK	PMCHK00001410	\$149.75
042764	THOWES	THOMSON WEST	11/22/2011	CHECK	PMCHK00001414	\$262.00
042802	TIMGRI	TIM GRIMES	11/30/2011	CHECK	PMCHK00001416	\$32.17
042699	TONBIC	TONIA BICKFORD	11/16/2011	CHECK	PMCHK00001412	\$58.97
042700	TOTVEN	TOTAL VENDING & COFFEE SERVICE	11/16/2011	CHECK	PMCHK00001412	\$86.85
042803	TRACSYS	TRACSYSTEMS	11/30/2011	CHECK	PMCHK00001416	\$2,120.00
042765	TRAROM	TRACY ROMANOW	11/22/2011	CHECK	PMCHK00001414	\$165.00
042701	TUMPRE	TUMBLEWEED PRESS, INC	11/16/2011	CHECK	PMCHK00001412	\$1,197.00
042767	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	11/22/2011	CHECK	PMCHK00001414	\$1,530.45
042628	UNIPAR	UNITED PARCEL SERVICE	11/1/2011	CHECK	PMCHK00001410	\$56.53
042766	UNIPAR	UNITED PARCEL SERVICE	11/22/2011	CHECK	PMCHK00001414	\$153.82
042804	UNIPAR	UNITED PARCEL SERVICE	11/30/2011	CHECK	PMCHK00001416	\$86.62
042805	UNIPRO	UNIVERSITY PRODUCTS, INC.	11/30/2011	CHECK	PMCHK00001416	\$545.77
042710	UNUMPRO	UNUM LIFE INSURANCE	11/21/2011	CHECK	PMCHK00001413	\$2,815.89
042664	VERWIRC	VERIZON WIRELESS	11/3/2011	CHECK	PMCHK00001411	\$389.69
042807	VERWIRC	VERIZON WIRELESS	11/30/2011	CHECK	PMCHK00001416	\$32.45
042806	VERLIB	VERNON LIBRARY SUPPLIES	11/30/2011	CHECK	PMCHK00001416	\$45.77
042702	VOSLIG	VOSS LIGHTING	11/16/2011	CHECK	PMCHK00001412	\$1,391.72
042768	WASHTR	WASHTENAW COUNTY TREASURER	11/22/2011	CHECK	PMCHK00001414	\$92,704.09
042769	WASMAN	WASTE MANAGEMENT OF MICHIGAN	11/22/2011	CHECK	PMCHK00001414	\$158.66
042703	WBPRO	WB PROMOTION	11/16/2011	CHECK	PMCHK00001412	\$193.99
042770	WEBINN	WEBERS INN	11/22/2011	CHECK	PMCHK00001414	\$25.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
042711	WESENT	WESTGATE ENTERPRISES, LLC	11/21/2011	CHECK	PMCHK00001413	\$6,855.00
042665	WOLSUP	WOLVERINE SUPPLY, INC	11/3/2011	CHECK	PMCHK00001411	\$270.00
042771	WOMMAK	WOMAN MAKE MOVIES, INC.	11/22/2011	CHECK	PMCHK00001414	\$297.00
042772	WORBOO	WORLD BOOK, INC.	11/22/2011	CHECK	PMCHK00001414	\$2,474.40
042808	WORCLA	WORLD CLASS TAPES	11/30/2011	CHECK	PMCHK00001416	\$727.50
042666	XEROX	XEROX CORPORATION	11/3/2011	CHECK	PMCHK00001411	\$640.37
Total Checks: 188						Total Amount of Checks: \$488,819.15

Ranges: From: To: From: To:
 Check Number First Last Check Date 12/1/2011 12/31/2011
 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
042814	AGRSER	A GROWING SERVICE LLC	12/8/2011	CHECK	PMCHK00001418	\$340.00
042818	ARENATA	A-1 RENTAL, INC.	12/8/2011	CHECK	PMCHK00001418	\$36.00
042887	AFSMITH	A.F. SMITH ELECTRIC, INC.	12/19/2011	CHECK	PMCHK00001421	\$2,116.66
042886	AARRT&HA	AARRT&HA	12/19/2011	CHECK	PMCHK00001421	\$24.00
* 042815	AMEX	AMERICAN EXPRESS	12/8/2011	CHECK	PMCHK00001418	\$132,884.23
042881	AMEX	AMERICAN EXPRESS	12/8/2011	CHECK	PMCHK00001419	\$76,327.99
042816	ANNARB	ANN ARBOR OBSERVER	12/8/2011	CHECK	PMCHK00001418	\$1,688.40
042885	AANEW1	ANNARBOR.COM	12/19/2011	CHECK	PMCHK00001421	\$1,175.76
042817	ARBSPR	ARBOR SPRING WATER CO.	12/8/2011	CHECK	PMCHK00001418	\$55.60
042888	ARMCLE	ARMEN CLEANERS	12/19/2011	CHECK	PMCHK00001421	\$109.50
042819	ATTMOB	AT&T MOBILITY	12/8/2011	CHECK	PMCHK00001418	\$1,428.87
042889	ATTMOB	AT&T MOBILITY	12/19/2011	CHECK	PMCHK00001421	\$1,460.56
042823	BBCAUD	AUDIO GO	12/8/2011	CHECK	PMCHK00001418	\$1,127.34
042890	BAKTAY	BAKER & TAYLOR - YBP	12/19/2011	CHECK	PMCHK00001421	\$114.40
042820	BARNOB1	BARNES & NOBLE INC.	12/8/2011	CHECK	PMCHK00001418	\$1,732.36
042821	BARRON	BARRON'S	12/8/2011	CHECK	PMCHK00001418	\$199.00
042822	BATPLU	BATTERIES PLUS	12/8/2011	CHECK	PMCHK00001418	\$12.99
042891	BATPLU	BATTERIES PLUS	12/19/2011	CHECK	PMCHK00001421	\$154.40
042951	BEADEL	BEAU DELOACH	12/28/2011	CHECK	PMCHK00001422	\$75.00
042892	BERNAN	BERNAN	12/19/2011	CHECK	PMCHK00001421	\$1,000.00
042893	BETBAT	BETH BATTEY	12/19/2011	CHECK	PMCHK00001421	\$450.00
042952	BETBEC	BETSY BECKERMAN	12/28/2011	CHECK	PMCHK00001422	\$450.00
042831	DICBLI	BLICK ART MATERIALS	12/8/2011	CHECK	PMCHK00001418	\$84.38
042894	BLOLIB	BLOOMFIELD TWP PUBLIC LIBRARY	12/19/2011	CHECK	PMCHK00001421	\$50.00
042895	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	12/19/2011	CHECK	PMCHK00001421	\$53,247.23
042953	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	12/28/2011	CHECK	PMCHK00001422	\$8,917.03
042896	BOPMED	BOPPER MEDIA, INC.	12/19/2011	CHECK	PMCHK00001421	\$690.00
042897	BP	BP	12/19/2011	CHECK	PMCHK00001421	\$373.13
042824	BREWER	BREWER'S	12/8/2011	CHECK	PMCHK00001418	\$438.24
042898	BRODCO	BRODART CO.	12/19/2011	CHECK	PMCHK00001421	\$1,809.52
042899	BRUCON	BRUCE CONFORTH	12/19/2011	CHECK	PMCHK00001421	\$100.00
042826	BUSVAL	BUSCH'S, INC.	12/8/2011	CHECK	PMCHK00001418	\$215.77
042825	BUSCAR	BUSINESS CARD	12/8/2011	CHECK	PMCHK00001418	\$5,970.84
042900	CARODIS	CARO AREA DISTRICT LIBRARY	12/19/2011	CHECK	PMCHK00001421	\$18.95
042827	CARBRO	CARPENTER BROS.	12/8/2011	CHECK	PMCHK00001418	\$8.49
042828	CARTOP	CARROT-TOP INDUSTRIES, INC.	12/8/2011	CHECK	PMCHK00001418	\$403.92
042829	CDW-G	CDW GOVERNMENT, INC.	12/8/2011	CHECK	PMCHK00001418	\$1,721.21
042876	THOLEA	CENGAGE LEARNING	12/8/2011	CHECK	PMCHK00001418	\$27.47
042901	CHARLOTTE	CHARLOTTE COMMUNITY LIBRARY	12/19/2011	CHECK	PMCHK00001421	\$35.00
042902	CHRIVLIB	CHIPPEWA RIVER DISTRICT LIBRAR	12/19/2011	CHECK	PMCHK00001421	\$27.49
042903	CINCOR	CINTAS CORPORATION	12/19/2011	CHECK	PMCHK00001421	\$1,279.43
042904	CITOF1	CITY OF ANN ARBOR TREASURER	12/19/2011	CHECK	PMCHK00001421	\$5,906.99
042882	CLABEL	CLASSICAL BELLS	12/16/2011	CHECK	PMCHK00001420	\$800.00
042883	COMCAS	COMCAST	12/16/2011	CHECK	PMCHK00001420	\$42.89
042830	CONBOC	CONTINENTAL BOOK COMPANY	12/8/2011	CHECK	PMCHK00001418	\$213.36
042909	DONSOF	DAN'S SOFT TOUCH AUTO WASH INC	12/19/2011	CHECK	PMCHK00001421	\$46.63
042905	DAVFEN	DAVID FENTON	12/19/2011	CHECK	PMCHK00001421	\$100.00
042906	DAVMCM	DAVID MCMILLIAN	12/19/2011	CHECK	PMCHK00001421	\$70.00
042907	DEMCO	DEMCO	12/19/2011	CHECK	PMCHK00001421	\$1,415.35
042908	DIEASC	DIEGO ASCANI	12/19/2011	CHECK	PMCHK00001421	\$59.78
042832	DIVMED	DIVERSE MEDIA, INC.	12/8/2011	CHECK	PMCHK00001418	\$261.27
042910	DTEENE	DTE ENERGY	12/19/2011	CHECK	PMCHK00001421	\$31,886.16
042833	DYKGOS	DYKEMA GOSSETT	12/8/2011	CHECK	PMCHK00001418	\$1,076.37
042911	DYKGOS	DYKEMA GOSSETT	12/19/2011	CHECK	PMCHK00001421	\$5,509.16
042834	EDCEDU	EDC EDUCATIONAL SERVICE USBORN	12/8/2011	CHECK	PMCHK00001418	\$3,708.79
042912	ELILAW	ELITE LAWN & LANDSCAPE, INC.	12/19/2011	CHECK	PMCHK00001421	\$10,021.64

System: 1/5/2012 4:22:46 PM
 User Date: 1/5/2012

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
042809	ERIHBL	ERIN HELMRICH	12/2/2011	CHECK	PMCHK00001417	\$20.32
042954	ERIHBL	ERIN HELMRICH	12/28/2011	CHECK	PMCHK00001422	\$358.30
042835	FINTIM	FINANCIAL TIMES	12/8/2011	CHECK	PMCHK00001418	\$348.00
042914	FRASERLIB	FRASER PUBLIC LIBRARY	12/19/2011	CHECK	PMCHK00001421	\$19.95
042915	FRIOF	FRIENDS OF THE ANN ARBOR	12/19/2011	CHECK	PMCHK00001421	\$700.00
042938	THOGAL	GALE	12/19/2011	CHECK	PMCHK00001421	\$531.14
042836	GAYBRO	GAYLORD BROS.	12/8/2011	CHECK	PMCHK00001418	\$61.25
042916	GENPAR	GENIE PARKER	12/19/2011	CHECK	PMCHK00001421	\$100.00
042913	FIRMAR	GREEN ROAD ASSOCIATES, LP	12/19/2011	CHECK	PMCHK00001421	\$3,208.33
042917	GREGAT	GREG GATTUSO	12/19/2011	CHECK	PMCHK00001421	\$100.00
042918	HILCOM	HILLSDALE COMMUNITY LIBRARY	12/19/2011	CHECK	PMCHK00001421	\$21.00
042919	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	12/19/2011	CHECK	PMCHK00001421	\$1,681.50
042837	JODHAR	JODY HARNISH	12/8/2011	CHECK	PMCHK00001418	\$80.00
042838	JOEREI	JOE REILLY	12/8/2011	CHECK	PMCHK00001418	\$500.00
042839	KARSIM	KAREN SIMPSON	12/8/2011	CHECK	PMCHK00001418	\$100.00
042840	KINCAR	KINGDOM CARTRIDGE	12/8/2011	CHECK	PMCHK00001418	\$439.00
042841	KOLOSS	KOLOSSOS	12/8/2011	CHECK	PMCHK00001418	\$22.19
042920	KOLOSS	KOLOSSOS	12/19/2011	CHECK	PMCHK00001421	\$1,678.76
042842	LECPUB	LECTORUM PUBLICATIONS, INC.	12/8/2011	CHECK	PMCHK00001418	\$124.63
042843	LIBJOU	LIBRARY JOURNAL	12/8/2011	CHECK	PMCHK00001418	\$1,225.92
042921	LINTWP	LINCOLN TOWNSHIP PUBLIC LIBRAR	12/19/2011	CHECK	PMCHK00001421	\$5.00
042810	LUCROE	LUCY ROEHRIG	12/2/2011	CHECK	PMCHK00001417	\$37.18
042884	NEOPOS	MAIL FINANCE, INC.	12/16/2011	CHECK	PMCHK00001420	\$226.29
042922	MARFOR	MARIA FORMAN-DURANONA	12/19/2011	CHECK	PMCHK00001421	\$100.00
042844	MARSTA	MARY STACK	12/8/2011	CHECK	PMCHK00001418	\$100.00
042845	MATBAL	MATTHEW BALL	12/8/2011	CHECK	PMCHK00001418	\$300.00
042936	STAMIC6	MCB BRAILLE AND TALKING BOOK L	12/19/2011	CHECK	PMCHK00001421	\$2,244.00
042846	MCNMCK	MCNAUGHTON-MCKAY	12/8/2011	CHECK	PMCHK00001418	\$331.90
042923	METCOM	METCOM	12/19/2011	CHECK	PMCHK00001421	\$735.66
042955	METLIFE	METLIFE SBC	12/28/2011	CHECK	PMCHK00001422	\$6,713.92
042811	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	12/2/2011	CHECK	PMCHK00001417	\$1,453.25
042924	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	12/19/2011	CHECK	PMCHK00001421	\$561.74
042847	MICPRI	MICHIGAN PRINTER SERVICE	12/8/2011	CHECK	PMCHK00001418	\$125.00
042848	MONHIG	MONICA HIGMAN	12/8/2011	CHECK	PMCHK00001418	\$100.00
042925	MONCOU	MONROE COUNTY LIBRARY SYSTEM	12/19/2011	CHECK	PMCHK00001421	\$6.50
042849	MORNIN	MORNINGSTAR, INC.	12/8/2011	CHECK	PMCHK00001418	\$1,850.00
042850	MUSRET	MUSTARD'S RETREAT	12/8/2011	CHECK	PMCHK00001418	\$300.00
042851	NEOPOST	NEOFUNDS BY NEOPOST	12/8/2011	CHECK	PMCHK00001418	\$262.99
042926	NICWIL	NICHOLAS WILCOX	12/19/2011	CHECK	PMCHK00001421	\$2,600.00
042852	NICBOO	NICOLA'S BOOKS	12/8/2011	CHECK	PMCHK00001418	\$328.15
042927	NUWAVE	NUWAVE AQUARIUMS	12/19/2011	CHECK	PMCHK00001421	\$337.00
042853	OFFDEP	OFFICE DEPOT, INC.	12/8/2011	CHECK	PMCHK00001418	\$659.84
042855	PANASI	PAN ASIAN PUBLICATION (USA) IN	12/8/2011	CHECK	PMCHK00001418	\$241.80
042856	PARRISH	PARRISH FINE FRAMING & ART	12/8/2011	CHECK	PMCHK00001418	\$311.11
042928	PITCHA	PITTSFIELD CHARTER TOWNSHIP	12/19/2011	CHECK	PMCHK00001421	\$92.63
042929	PLYDIS	PLYMOUTH DISTRICT LIBRARY	12/19/2011	CHECK	PMCHK00001421	\$36.99
042857	PRITEC	PRINT TECH INC.	12/8/2011	CHECK	PMCHK00001418	\$2,605.86
042956	PRIORITY	PRIORITY HEALTH	12/28/2011	CHECK	PMCHK00001422	\$11,345.21
042871	STEPRO	PROLOG - CRJ BOOKS	12/8/2011	CHECK	PMCHK00001418	\$1,514.19
042930	PROINF	PROQUEST - CSA LLC	12/19/2011	CHECK	PMCHK00001421	\$3,790.00
042862	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	12/8/2011	CHECK	PMCHK00001418	\$2,775.00
042858	RANHOU	RANDOM HOUSE, INC.	12/8/2011	CHECK	PMCHK00001418	\$162.00
042859	RECBOO	RECORDED BOOKS, INC.	12/8/2011	CHECK	PMCHK00001418	\$5,120.57
042860	REGBOO	REGENT BOOK CO., INC.	12/8/2011	CHECK	PMCHK00001418	\$13.67
042957	REHROB	REHMANN ROBSON	12/28/2011	CHECK	PMCHK00001422	\$900.00
042861	RICBUS	RICOH AMERICAS CORP	12/8/2011	CHECK	PMCHK00001418	\$11.50
042931	RICBUS	RICOH AMERICAS CORP	12/19/2011	CHECK	PMCHK00001421	\$399.11
042863	RTI	RTI	12/8/2011	CHECK	PMCHK00001418	\$1,072.42
042935	SFSTRO	S.F. STRONG, INC.	12/19/2011	CHECK	PMCHK00001421	\$978.04
042932	SAGVAL	SAGINAW VALLEY STATE UNIVERSIT	12/19/2011	CHECK	PMCHK00001421	\$10.00
042958	SARKEL	SARA MELTON KELLER	12/28/2011	CHECK	PMCHK00001422	\$625.00
042934	SCHSEC	SCHILKE SECURITY	12/19/2011	CHECK	PMCHK00001421	\$135.00
042933	SCHELE	SCHINDLER ELEVATOR CORPORATION	12/19/2011	CHECK	PMCHK00001421	\$1,030.81

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
042864	SCHSPE	SCHOOL SPECIALTY/TEACHERS DISC	12/8/2011	CHECK	PMCHK00001418	\$128.48
042865	SHUCRU	SHUTTA CRUM	12/8/2011	CHECK	PMCHK00001418	\$100.00
042866	SKIINC	SKIDMORE STUDIO LLC	12/8/2011	CHECK	PMCHK00001418	\$5,275.00
042867	SPRINT	SPRINT PCS	12/8/2011	CHECK	PMCHK00001418	\$547.32
042868	STAHAR	STADIUM HARDWARE	12/8/2011	CHECK	PMCHK00001418	\$124.42
042869	STAMIC4	STATE OF MICHIGAN	12/8/2011	CHECK	PMCHK00001418	\$130.00
042870	STAMIC4	STATE OF MICHIGAN	12/8/2011	CHECK	PMCHK00001418	\$370.00
042959	STEOSB	STEVE OSBURN	12/28/2011	CHECK	PMCHK00001422	\$50.00
042872	TANMED	TANTOR MEDIA	12/8/2011	CHECK	PMCHK00001418	\$46.19
042854	OFFDEPT	TECH DEPOT	12/8/2011	CHECK	PMCHK00001418	\$7.95
042873	TECDIF	TECHNICAL DIFFERENCE, INC.	12/8/2011	CHECK	PMCHK00001418	\$852.78
042874	THAELE	THALNER ELECTRONICS	12/8/2011	CHECK	PMCHK00001418	\$297.00
042937	THEANN	THE ANN MAGAZINE	12/19/2011	CHECK	PMCHK00001421	\$400.00
042875	THEARK	THE ARK	12/8/2011	CHECK	PMCHK00001418	\$750.00
042939	TOTVEN	TOTAL VENDING & COFFEE SERVICE	12/19/2011	CHECK	PMCHK00001421	\$28.95
042940	ULINE	ULINE, INC.	12/19/2011	CHECK	PMCHK00001421	\$163.88
042942	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	12/19/2011	CHECK	PMCHK00001421	\$1,485.70
042812	UNIPAR	UNITED PARCEL SERVICE	12/2/2011	CHECK	PMCHK00001417	\$25.58
042877	UNIPAR	UNITED PARCEL SERVICE	12/8/2011	CHECK	PMCHK00001418	\$33.75
042941	UNIPAR	UNITED PARCEL SERVICE	12/19/2011	CHECK	PMCHK00001421	\$32.26
042943	UNUMPRO	UNUM LIFE INSURANCE	12/19/2011	CHECK	PMCHK00001421	\$2,912.64
042878	VERLIB	VERNON LIBRARY SUPPLIES	12/8/2011	CHECK	PMCHK00001418	\$1,291.55
042944	WASHCC	WASHTENAW COMMUNITY COLLEGE	12/19/2011	CHECK	PMCHK00001421	\$558.75
042879	WASMAN	WASTE MANAGEMENT OF MICHIGAN	12/8/2011	CHECK	PMCHK00001418	\$172.03
042945	WAYKRA	WAYNE KRAMER	12/19/2011	CHECK	PMCHK00001421	\$500.00
042880	WESEL	WE SELL MATS	12/8/2011	CHECK	PMCHK00001418	\$244.00
042946	WESENT	WESTGATE ENTERPRISES, LLC	12/19/2011	CHECK	PMCHK00001421	\$6,855.00
042947	WOLMOO	WOLVERINE-MOORE GLASS, INC.	12/19/2011	CHECK	PMCHK00001421	\$219.00
042948	WORBOO	WORLD BOOK, INC.	12/19/2011	CHECK	PMCHK00001421	\$4,037.00
042813	WORCLA	WORLD CLASS TAPES	12/2/2011	CHECK	PMCHK00001417	\$727.50
042949	XEROX	XEROX CORPORATION	12/19/2011	CHECK	PMCHK00001421	\$268.98
042950	YPSDIS	YPSILANTI DISTRICT LIBRARY	12/19/2011	CHECK	PMCHK00001421	\$10.99

Total Checks: 151

Total Amount of Checks: \$319,131.64
=====

DISCUSSION OF BOARD MEETING DATES FOR 2012 CALENDAR YEAR

I. Statement:

Per AADL Board By-Laws, the Board must set the regularly scheduled meetings for the calendar year at their Annual Meeting. With the move of the date of elections to November the annual meeting will now be held in January.

II. Background:

During the 2011 calendar year the Board made the following date changes:

Board meetings cancelled: December 15, 2011

Board meeting dates changed: October 17th was changed to October 18th; October 21st was changed to October 22nd; December 19th was changed to December 15th.

Special meetings called: December 8, 2011 for labor contract negotiations.

Board Work Sessions called: No Board Work Sessions were called.

III. Options:

2012

The Board can decide to continue to meet on the third Monday of each month. The library is not scheduled to close on any holiday when the Board would be regularly scheduled to meet.

Board Retreats

Generally the Board holds one retreat within the first quarter of a new year (previous years were based on AADL fiscal calendar - due to 2010 change in the election cycle, the Board now follows a calendar year).

The Board can choose to have a Regular Meeting or a Retreat and/or both.

No retreats were scheduled in 2011.

The Board reserves the right to make changes to the schedule, or call special meetings, in accordance with the Michigan Open Meetings Act.

IV. Recommendations:

Meeting dates for calendar year 2012 are recommended by Administration for the third Monday of the month with the exception of September:

Administration recommends adopting the following calendar:

Monday, **February 20, 2012**
Monday, **March 19, 2012**
Monday, **April 16, 2012**
Monday, **May 21, 2012**
Monday, **June 18, 2012**
Monday, **July 16, 2012**
Monday, **August 20, 2012**
Monday, **September 24, 2012**
Monday, **October 15, 2012**
Monday, **November 19, 2012**
Monday, **December 17, 2012**
Monday, **January 21, 2013**

V. General Information:

2012 Library related conferences:

January 20-24, 2012—ALA Midwinter Meeting, Dallas, Texas
June 21-26, 2012—ALA Annual Conference, Anaheim, California
November 7-9, 2012—Michigan Library Association Annual Conference, Dearborn, Michigan
January 25-29, 2013—ALA Midwinter Meeting, Seattle, Washington



ANN ARBOR DISTRICT LIBRARY BOARD 2012 MEETING SCHEDULE

MONDAY, JANUARY 16, 2012
MONDAY, FEBRUARY 20, 2012
MONDAY, MARCH 19, 2012
MONDAY, APRIL 16, 2012
MONDAY, MAY 21, 2012
MONDAY, JUNE 18, 2012
MONDAY, JULY 16, 2012
MONDAY, AUGUST 20, 2012
MONDAY, SEPTEMBER 24, 2012
MONDAY, OCTOBER 15, 2012
MONDAY, NOVEMBER 19, 2012
MONDAY, DECEMBER 17, 2012
MONDAY, JANUARY 21, 2013

All Regular Meetings occur in the 4th Floor Board Room of the Downtown Library, 343 South Fifth Avenue, Ann Arbor unless otherwise noted. Meetings generally begin at 7:00 p.m. Please verify meeting date and time by calling 734.327.8311 or visiting our website at www.aadl.org/aboutus/board.

The Board reserves the right to make changes to the schedule, or call special meetings, in accordance with the Michigan Open Meetings Act. Such changes and additions will be posted at the Ann Arbor District Library, 343 South Fifth Avenue, our branch locations, our website www.aadl.org/aboutus/board, and other locations as appropriate.

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 and services should write the Ann Arbor District Library Board at Ann Arbor District Library, 343 South Fifth Avenue, Ann Arbor, MI 48104, email wilsonk@aadl.org or call 734.327.8311.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 12-017**

**RESOLUTION TO EXTEND THE TERM OF LEASE WITH WESTGATE
ENTERPRISES, LLC**

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 16th day of January, 2012 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To extend the lease with Westgate Enterprises, LLC for two (2) years, with two-one year options, commencing February 1, 2012. The annual rate will be \$82,260/year.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

DRAFT

2.13

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Last Updated: _____, 2012

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- An electronic or physical signature of a person authorized to act on behalf of the owner of the copyright allegedly infringed;
- A description of the copyrighted work you claim has been infringed, including a copy of the copyrighted work or the web page address where the copyrighted work may be found;

- Identification of the location on the Site of the material you claim has been infringed, or the link or reference to another website that contains the material you claim has been infringed;
- Your name, address, telephone number and email address;
- A statement by you that you have a good faith belief that the disputed use of the material at issue is not authorized by the copyright owner, the agent of the copyright owner or the law; and
- A statement by you that the information in this notification is accurate and a statement, under penalty of perjury, that you are the copyright owner of the material allegedly infringed or authorized to act on the copyright owner's behalf.

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Ann Arbor District Library
343 South Fifth Avenue
Ann Arbor, Michigan 48104
Phone: 734.327.4263
Facsimile: 734.327.8309

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DRAFT

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
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