



Ann Arbor District Library
Regular Meeting
Agenda

Monday, August 19, 2013

Published by Ann Arbor District Library

August 2013

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

September 2013

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

October 2013

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, August 19, 2013 at 7:00 p.m.
 Ann Arbor District Library, 4th Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 13-161 I. CALL TO ORDER
- 13-162 II. ATTENDANCE
- 13-163 III. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 13-164 IV. APPROVAL OF MINUTES OF JULY 15, 2013 (pp. 3-17)
 (Item of action)
- 13-165 V. CITIZENS' COMMENTS
- 13-166 VI. FINANCIAL REPORTS (pp. 18-25)
- 13-167 VII. APPROVAL OF DISBURSEMENTS (pp. 26-29)
 (Item of action)
- 13-168 VIII. COMMITTEE REPORTS
- 13-169 A. COMMUNICATIONS COMMITTEE
- 13-170 B. FACILITIES COMMITTEE
- 13-171 IX. DIRECTOR'S REPORT (p. 30)
- 13-172 X. NEW BUSINESS
- 13-173 A. BIKE SHARE PROGRAM
 (30 minutes)
 Heather Seyfarth, Program Supervisor
- 13-174 RESOLUTION TO AMEND THE 2012-2013 APPROVED BUDGET (p. 31)
 (Item of action)
 Ken Nieman

- 13-175 B. RESOLUTION OF THANKS TO VICKI BROWNE UPON HER RETIREMENT (p. 32)
(Item of action)
- 13-176 C. PRESENTATION ON NEW AADL MONTHLY STATISTICAL REPORT
(15 minutes)
Eli Neiburger
- 13-177 D. UPDATE ON 2010-2015 STRATEGIC PLAN (pp. 33-43)
(15 minutes)
Celeste Choate
- 13-178 E. CONTENT LICENSING UPDATE
(10 minutes)
Eli Neiburger
- 13-179 XI. CITIZENS' COMMENTS
- 13-180 XII. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

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

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ANN ARBOR DISTRICT LIBRARY BOARD
PITTSFIELD BRANCH LIBRARY
2359 OAK VALLEY DRIVE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
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- 13-140 I. CALL TO ORDER
- President Rosenthal called the meeting to order at 7:00 p.m.
- 13-141 II. ATTENDANCE
- Present: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal, Surovell
Absent: None
Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)
- 13-142 III. APPROVAL OF AGENDA
(Item of action)
- Trustee Leary, supported by Treasurer Kaplan, moved to approve the agenda.
- AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal, Surovell
NAYS: None
- Motion passed 7-0.
- 13-143 IV. APPROVAL OF MINUTES OF JUNE 17, 2013
(Item of action)
- Trustee Murphy, supported by Trustee Leary, moved to approve the minutes of June 17, 2013.
- AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal, Surovell
NAYS: None
- Motion passed 7-0.

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and explore, discover and experience the arts and the world around them and in many ways I see that same sense of adventure in the work that the library does as you continue to offer the community an extensive array of materials, programs and resources for all ages and interests. On behalf of the Ann Arbor Summer Festival, again I thank you for the library's continued support and partnership. It is deeply appreciated, it has made an impact and I'm told by Eli I get extra points for tonight.

Lyn Davidge

Good evening, as you can see I have recently returned from the annual conference of the American Library Association, which this year was in Chicago. I will hereafter refer to it as ALA. When I was working as a librarian at the University of Michigan it was a fun custom in my department for those who went away on vacation or who went away to conferences to bring back little trinkets and goodies for the rest of the staff. My personal favorite was a pencil embossed with Sharon's staff guard, but that's another story. Since I retired I have been a visitor of AADL and so you have become more than ever my staff here. I'm one of your constituents, I'm a taxpayer, I'm a member of the electorate that put you in office. So it seemed appropriate to bring you back some goodies from ALA. I didn't see any of you there, but it was a huge conference and we may have missed each other. If you haven't recently attended any other conference, I hope you will consider doing so. It would be a great way for you to experience the big picture for yourself. You can independently network, learn, come to understand the many views and many facets of the complex issues facing libraries today. And gain insight on the possibilities of the collaboration among libraries of different types. Now, I realize that I have to put this paragraph in I want to be very clear, that no, no, no, I am not advocating an expensive junket for all of you at taxpayer expense. I realize that there are a variety of individual reasons any one of you may not be in a position to independently attend ALA for, as I say a variety of reasons. But I hope with my goody packet that I brought tonight will get you thinking about it. At ALA both the conference and the various exhibitors offer special flags for attendees to attach to their name tags. And mine here reads ALA member, life member, exhibitor, because I helped out in the national storytelling network booth one day and friend of labor. Now if you had been there or if you were there, you got a fancy red flag that says trustee to attach to your

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name tag and I have put one of those in each one of your packets along with information about two ALA divisions. First of all the Public Library Association and second, United for Libraries which is specifically the division for trustees. I'm sorry that I can't stay for the rest of the meeting but I have another commitment this evening. Karen has a packet for each of you and I hope that you enjoy them and that you have a happy summer. Thank you.

Cheryl & Samantha Orosz

Good evening, my name is Cheryl Orosz and this is Samantha. We are avid summer game players and we came partly because of the offering of summer game points but also to tell you we really enjoy the summer games and we appreciate the opportunities that it affords for community building and playing. Everybody in our family plays. My husband is at the Townie Street Party this evening collecting points and my other daughter is at another program event this evening with friends, where there are other children we are told. But we are also very avid online players and we have created badges. We think it's a great way to enhance research skills and there are real life skills being developed and we wanted you to know that.

Yingchen Jin

Hi, my name is Yingchen. I like the library a lot. I don't have many chapter books of my own and I love reading and I love to go to libraries close to my home in Ann Arbor. I like participating in the summer game because you can win stuff. I didn't know about the summer game last year, but now this year since I know about it, I want to try my best to get many game points. I really, really love libraries.

Lydia Valtadoros

Hi, my name is Lydia Valtadoros. I'm going to Slauson Middle School this year and I am eleven years old. I really appreciate the library program because of all the things it offers, especially the summer reading program and online game because I really like searching through the catalog and finding all the different codes to enter. Thank you.

Philip Valtadoros

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Hi, I'm Philip Valtadoros, I'm Lydia's brother. I'm thirteen and going into eighth grade at Slauson Middle School. The library reading game, I really like it and all it offers. It's like a big incentive for me to read over the summer. I also play the online game and I really enjoy that, especially since I've gotten on the board. I want to thank the Library for all you do.

Bob Rorke

At the June Board meeting I mentioned to you a public minded paper of clinical purposes of violation of Michigan law with the execution of the contract with Allerton Hill Consulting. Since the June meeting I've received communication from the Library that my perceptions were not shared by the Library Board. Tonight I would like to read a few email excerpts gathered by FOIA by Protect Our Library PAC that created my misperception. How did we get into this contract with Allerton Hill? On December 12, 2012, Director Parker received an email from Luke Schaefer an Assistant Professor from the U of M School of Social Work. Professor Schaefer wrote I am an Ann Arbor resident who watched the library bond issue with interest. My colleague and friend Joel Gagne runs a consulting firm that helps public entities communicate more effectively with the public, particularly around tax levies. His firm has a track record of working on campaigns that have resulted in hundreds of millions of additional dollars in public investment. December 14th Director Parker responded to Professor Schaefer writing him an email saying thank you very much for your email and the possible link to Mr. Gagne. We are happy to talk to him, and to you, about the AADL and the unsuccessful bond proposal for a new downtown library. I shared your interest in our situation with my executive committee and they too would appreciate joining a conversation if we decide to have one. On the 19th of December Director Parker emailed President Leary, and said thanks so much Margaret, Eli, Celeste and I were on the phone today with Joel Gagne from Allerton Hill and we were impressed. I sent him more information and he is going to look things over and talk to us again next week. After that they may have a proposal. He asked us why it failed and after discussing it with us, pretty much sums it up we were working blind. He suggested that we needed a two year lead time for another vote if a vote is the decision. He was easy to talk to and did not sound like a used car salesman. His company is all about

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research, data and communication. He also said that communication should be 80% from the library and 20% from an advocacy group. Very different demeanor than the pitch from MW – Martin Waymire. Just as a matter of interest I have not received a proposal from Epic/MRA which is another political consultant. On December 20th President Leary communicated with Director Parker responding, thanks I looked at their website and immediately saw things we did less well than we could have. The first lesson I saw was never surprise the voters. Later on December 20, 2012 Director Parker emailed President Leary, writing I am taking in so much information right now from every direction and am purposefully not trying to make decisions or make judgments. The consultant from Allerton Hill was very blunt about our chances of success anytime in the next couple of years. It's not possible. I'm hearing that from everyone who wants to talk to me and I'm listening. It's very humbling, but not hopeless. On January 14, 2013 Allerton Hill submits their references in writing to the District Library. And who were their references and how were they described their work? Lou Glorie will read the references for you. Thank you.

Lou Glorie

On January 14, 2013 Allerton Hill submits their references in writing to AADL. Who are their references and how did they describe their own work? References are David Conley of RW Baird. David works for an investment bank that specializes in public bonds throughout the Midwest. David has seen our communication work first hand. We have helped their clients pass millions in bonds. We currently enjoy a partnership with them developing communication plans. David Axner, Superintendent of Dublin City Schools. We worked their campaign last November. They lost their operation issue the year before. They have strong opposition in the form of the conservative Buckeye Institute. We were able to overcome this with strong messaging and better organization. Vicki Gnezda, Communications Worthington City Schools. We are working with the district on their long term communications issues. They have had long standing opposition, which includes a board member. With our help they were successful in passing their last two issues and overcoming their opposition. Rick Hanes, Superintendent of Piqua City Schools. We worked with them both from a district end and a campaign end to pass a bond in 2010. No real organized opposition. Very

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conservative part of the state, our polling only had them at 35% approval of the project.

Don Salberg

Good evening, my name is Don Salberg, I'm a longtime resident of northeast Ann Arbor. Back in November of last year at the time that the library millage referendum was placed before voters one of the issues that the library board placed before the citizens needed to do some maintenance and upgrade particularly to the electrical systems so that there would be adequate power outlets for individuals to power their devices, that there may have been some ADA compliance problems with the elevators and that the boiler and cooling units may need to be replaced. It was understood that this should wisely be deferred if there was the possibility of a new library that would be built that would mean necessary maintenances and upgrades unnecessary that would be included in the new library. The millage was defeated and now in June eight months later I urged the library board to start maintenance and upgrade arrangements to meet the necessary demands that were identified in November. Subsequently in the ensuing month I contacted Karen Wilson, who I have not heard back from her. And I am unaware as to whether or not any of these maintenance and upgrade projects have been started and I would hope there have been RFP's out to electricians to upgrade the electrical system. If you've already down that, or you are waiting for proposals to come back. I understand that the ADA compliance issue is not a serious problem and I also understand that maybe even the heating and cooling units do not need to be replaced at this time. But if so, I think it's about time that efforts are made to get this accomplished. And if money for that is not available from general funds, I understand can be taken from reserve funds since these are one time expenditures and qualify for money from the reserve fund. Thank you.

Manish V.

Hi, my name is Manish and I would like to talk about the online summer game. I think it is very fun and it's fun to play the badges but, and you can read and listen and you can record what you do and have a chance to search all through the AADL catalog. But it's kind of weird that some people have hundred thousands point prizes and I don't think that's really possible. I don't know how

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people do it, it's really hard to get points.

Ashish Venumuddula

Hi, my name is Ashish and I love this library because it's very convenient for the people who live in the neighborhood over here. So I can walk or bike and it's very pleasant. I don't have a complaint about this library, but I do have a complaint about the downtown library because their kids section needs more non-fiction books. Especially on airplanes, I got a book on one of them and I got this huge book about that big, and I started reading and I'm like what are they talking about. Other than that I love the libraries.

Elaine Cash

Hi, my name is Elaine Cash. I just want to express my gratitude and appreciation to the library and librarians. My family, my children and I really enjoy playing the summer game and as a mother of two kids I'm always looking for activities for children in a kid friendly environment and I'm really happy to go online and see that there are always events going on at the library and they are free and always interesting and I really want to say thank you for that.

Anna Solomon

My name is Anna Solomon and I live in the Eberwhite neighborhood of Ann Arbor and I talked here a little while ago as a new mom and in appreciation for what you do for new families. One thing that I want to talk about tonight is I'm a program director of a local autism services agency and one of the things that we do offer as part of our mission is educating communities throughout Michigan. And we often give free talks at the Ann Arbor Library. And one of our goals was to go around the state and give free talks to other communities through their public libraries. And to our shock and surprise you are actually pretty unique in that a lot of public libraries don't offer those kinds of community talks that you offer. I just took it for granted until I started looking around the state and realized that it's - what I don't understand it, I don't understand, - and I'll say we just want to come and give a community talk. So I just wanted to say thank you for that service you provide. It's really unique, yet one more

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unique thing at the Ann Arbor Public Library does. Also I did start doing summer gaming and I'm really having a good time doing that too and I got my seventh month old son enrolled as well.

Donald Harrison

My name is Donald Harrison and I just wanted to comment on a recent event at the library which was a streaming of the film *Room 237* which is about Stanley Kubrick's *The Shining* and all kinds of theories, some of them pretty wild. It was really a fascinating, fantastic movie and not just the movie but also bringing in one of the main characters, one of the main interviewees for that film. So, for me that was really a great evening of cinema at the library presented free for the community, a really great turn out. It was close to capacity. So you could say well that the downtown, the basement was adequate, but it was one of the most uncomfortable screenings I've been to in recent memory. You pretty much had to sit sideways with my neck sort of turned at an angle to see most of the screen and so I think that room, you know again you can talk a lot about capacity you know there are problems with downtown. But when you are screening something or doing a presentation it's not just the number of seats it's actually the quality of the venue itself. So, I would definitely think twice about going back to see a film if I thought there were going to be more than thirty or forty people there just in terms of terrible sight lines, just the fact it wasn't built for that. So I don't know what the solution is but moving forward I would love to see more events like that happen at the library. The programming is really fantastic but it just again reminded me that something needs to be done about having more fantastic events and not just focus on the number of bodies and seats but the quality of all the experience you can have. And the summer game is awesome.

13-146 VII. FINANCIAL REPORTS

Associate Director Nieman reported June financials were pre-audit. June showed unrestricted cash balance just over \$8 million. Tax receipts just over \$11 million, reflecting 100% of the budgeted amount, have been received through the end of June. The fund balance stands at just over \$8.2 million. Three line items are over budget and budget amendments will be presented in August.

Auditors will be arriving on September 16th to begin the 2012-

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2013 audit.

13-147 VIII. APPROVAL OF DISBURSEMENTS
 (Item of action)

Secretary Head, supported by Trustee Leary, moved to approve the June 2013 disbursements.

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

NAYS: None

Motion passed 7-0.

13-148 IX. COMMITTEE REPORTS

13-149 A. BUDGET & FINANCE COMMITTEE

Chairperson Kaplan reported the committee had not met.

13-150 B. COMMUNICATIONS COMMITTEE

Chairperson Kaplan reported the committee had not met. A committee meeting is scheduled in August.

13-151 C. EXECUTIVE COMMITTEE

President Rosenthal reported the committee had not met.

13-152 D. FACILITIES COMMITTEE

Chairperson Leary reported the committee has a meeting scheduled for tomorrow.

13-153 E. POLICY COMMITTEE

Chairperson Murphy reported the committee has a meeting scheduled at the end of summer.

13-154 X. DIRECTOR'S REPORT

Director Parker reported that Eli Neiburger and Tim Grimes were once again invited by the Executive Director of the Tribeca Film

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Institute to participate on a new NEH project focusing on immigration. They will again serve on an advisory group representing public libraries. It is quite an honor to be called upon twice.

During the art fair this week hold periods for materials at the downtown library will be extended so patrons can retrieve them after art fair has ended or they can be sent to branches for pickup. Due dates were also extended with no items due during art fair.

AADL received two Family Favorites awards from the Ann Arbor Family Magazine. One for best free activities and one for best storyhour. AADL also received a certificate of recognition for our participation with the Michigan Prisoner ReEntry Initiative.

Recent gifts received include an oil painting entitled *Bridge Construction in July*, donated by the artist, Elaine Wilson. This painting will hang in the Pittsfield branch. Another significant donation received from an anonymous donor is a “classic video game collection”. As we do not circulate video games this collection will be used in future programming and video gaming events.

A second laptop bar was recently added to the Downtown library second floor providing additional seating, power outlets and lighting for up to eight. The vertical file collection was removed to accommodate this upgrade.

Trustee Leary acknowledged Director Parker’s recent inclusion in the book *Library 2020: Today’s Leading Visionaries Describe Tomorrow’s Library* edited by Joseph Janes. She recommended the title to all.

Erin Helmrich, AADL librarian, was introduced and updated the Board on “yarn bombing”, a form of knit graffiti and public art. Two programs were recently held at Pittsfield. Summer game codes can be found in the yarn bombed trees. The downtown library garden was also yarn bombed and has game codes.

13-155

XI.

NEW BUSINESS

13-156

A. RESOLUTION HONORING KARL POHRT

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Trustee Surovell, supported by Trustee Leary, moved that the Ann Arbor District Library Board of Trustees, in conjunction with the Library, itself wishes to acknowledge the passing of Karl Pohrt, one of our community's great citizens. He was such an enormous part of what we, as a library, put forward and of what we all aspire to. We regret deeply his early passing. We wish his family well, and hope that his work continues far into the future, and we celebrate all that he added to our community.

Board members expressed their sentiments regarding their personal experiences with Karl Pohrt.

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

NAYS: None

Motion passed 7-0.

13-157

B. UPDATE OF KIDS READ COMICS AND SUMMER GAME
 Eli Neiburger

Associate Director Eli Neiburger stated the summer game began with a blazing start. Over 1,500 players were registered at the end of the first week. The game includes the classic paper cards and also a very active online component found at play.aadl.org. Badges are collected and points redeemed at the game shop online.

AADL hosted Kids Read Comics for the second year in a row. Over 900, of all ages, attended this event over two days. Twenty-eight events and programs were held. Fifty tables were provided for artists and votes were submitted for a variety of awards. Summer game codes were also available. Kids Read Comics was AADL's contribution to the Book Festival.

13-158

C. UPDATE ON NEW COLLECTIONS
 Celeste Choate

Associate Director Celeste Choate updated the Board on several recently added collections. The origin of the unusual collections began with the Ladies Library Association donation of monies for art books and then a circulating art print collection. These prints circulate constantly and images can be found in the catalog. Recent additions to the collection include Kids Book Clubs To Go,

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Home Tools and additions to Science Tools. The Up for Grabs collection consists of popular items available for walk-in one week checkout. Dinosaurs are the next collection in the making.

13-159 XII. CITIZENS' COMMENTS

Bob Rorke

I would like to continue speaking about the contract with Allerton Hill that was born out of the bond defeat in November. The initial interest in the consulting firm was for political purposes. The references from clients are all political. After the original proposal there was back and forth one was from February 5, 2013 from Trustee Leary to Director Parker and she says his second point which relates to communications is our inability to express what we want AADL to become that it is not yet. That's what I think Allerton Hill can help us with and my understanding is that they would design that message only after finding out what single fairly simple thing that resonates with most voters. A month later after on March 2, 2013 Trustee Leary emails President Prue Rosenthal and my opinion at this moment is that AADL should consider making a plan very broad, no details and make it public. Perhaps in March. Otherwise I fear the other side may take away the initiative and create a conversation in which Ann Arbor District Library has little role thus creating political forces and opinions building on what people remember from last election and getting father away from whatever we might decide to do. I am not sure this is a good idea but could you consider it? That is to talk about what to tell the public but then I get back to the need for the communication audit, the plan, the message before we talk, so I am back where I started. This contract is not wise it's not a generic communication audit it's a communication project, it's a project that, I'm just asking for one more time, how this came about and whether it is legal under Michigan law. Thank you.

Trustee Murphy reminded the Board and the public that public comment is limited to speaking once regarding the same topic during the meeting for each commenter.

13-160 XIII. ADJOURNMENT

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

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President Rosenthal adjourned the meeting at 8:31 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the regular meeting held on July 15, 2013 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 13-156**

RESOLUTION HONORING KARL POHRT

Minutes of the regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 15th day of July 2013 at 7:00 p.m.

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

The following resolution was offered by Trustee Surovell and supported by Trustee Leary:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That the Ann Arbor District Library Board of Trustees, in conjunction with the Library, wishes to acknowledge the passing of Karl Pohrt, one of our community's great citizens. He was such an enormous part of what we, as a library, put forward and of what we all aspire to. We regret deeply his early passing. We wish his family well, and hope that his work continues far into the future, and we celebrate all that he added to our community.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board Meeting held on July 15, 2013 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

Ann Arbor District Library Financial Summary for July 2013

Cash:

The unrestricted cash balance as of July 31, 2013 was \$7,856,576 down from \$7,872,579 in June.

Tax Receipts:

The Library has received tax receipts totaling \$1,084,930, 9.5% of the budgeted amount, as of July 31st.

Budget vs. Actual:

The Library showed an operating deficit of \$20,440 through July 31st. This gives the Library a positive fund balance of \$8,071,974 at the end of July, down from \$8,147,751 in June.

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

Tax, penal fine and state aid revenues are being recognized monthly at the monthly budgeted amount. These line items will be reconciled with actual receipts at the end of the year.

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

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

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

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

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

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

ANN ARBOR DISTRICT LIBRARY
Operating
For the Month Ending July 31, 2013

	<u>Actual</u>	<u>July Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$947,333	\$947,333		\$947,333	\$947,333	
State Aid	6,667	6,667		6,667	6,667	
Penal Fines	16,250	16,250		16,250	16,250	
Interest	359	8,333	(7,974)	359	8,333	(7,974)
Copiers	2,524	2,500	24	2,524	2,500	24
Grants/Memorials	790	7,500	(6,710)	790	7,500	(6,710)
Library Fines & Fees	31,886	35,417	(3,531)	31,886	35,417	(3,531)
Non-Resident Fees	1,405	1,250	155	1,405	1,250	155
Fund Bal./Restricted Funds		2,083	(2,083)		2,083	(2,083)
Total Revenue	<u>\$1,007,214</u>	<u>\$1,027,333</u>	<u>(\$20,119)</u>	<u>\$1,007,214</u>	<u>\$1,027,333</u>	<u>(\$20,119)</u>
Expenditures						
Salaries & Wages	513,961	497,083	16,878	513,961	497,083	16,878
Employee Benefits	127,917	131,167	(3,250)	127,917	131,167	(3,250)
Employment Taxes	38,677	38,000	677	38,677	38,000	677
Total Employment Cost	<u>\$680,555</u>	<u>\$666,250</u>	<u>\$14,305</u>	<u>\$680,555</u>	<u>\$666,250</u>	<u>\$14,305</u>
Custodial and Electrical	\$13,391	\$15,833	(\$2,442)	\$13,391	\$15,833	(\$2,442)
Accounting/Audit	833	833		833	833	
Legal	1,762	4,167	(2,405)	1,762	4,167	(2,405)
Purchased Services	21,576	11,083	10,493	21,576	11,083	10,493
Utilities	34,589	36,667	(2,078)	34,589	36,667	(2,078)
Property Insurance	6,881	7,500	(619)	6,881	7,500	(619)
Communications	52,192	15,000	37,192	52,192	15,000	37,192
Materials	65,667	145,833	(80,166)	65,667	145,833	(80,166)
Software Licenses/Maintenanc	79,232	12,500	66,732	79,232	12,500	66,732
Building Rental	10,063	12,917	(2,854)	10,063	12,917	(2,854)
Seminars/Conferences/Travel	285	2,333	(2,048)	285	2,333	(2,048)
Copier Expense	2,763	3,750	(987)	2,763	3,750	(987)
Library Programming	16,790	17,500	(710)	16,790	17,500	(710)
Grants/Memorials	4,903	9,583	(4,680)	4,903	9,583	(4,680)
Supplies	5,020	15,333	(10,313)	5,020	15,333	(10,313)
Repairs and Maintenance	24,046	25,167	(1,121)	24,046	25,167	(1,121)
Postage	56	2,917	(2,861)	56	2,917	(2,861)
Lcards/Circ Cards	(395)	6,000	(6,395)	(395)	6,000	(6,395)
Other Operating Expenditures	945	2,000	(1,055)	945	2,000	(1,055)
Total Operating Expense	<u>\$340,599</u>	<u>\$346,916</u>	<u>(\$6,317)</u>	<u>\$340,599</u>	<u>\$346,916</u>	<u>(\$6,317)</u>
Capital Outlays	\$6,500	\$14,167	(\$7,667)	\$6,500	\$14,167	(\$7,667)
Total Expenditures	<u>\$1,027,654</u>	<u>\$1,027,333</u>	<u>\$321</u>	<u>\$1,027,654</u>	<u>\$1,027,333</u>	<u>\$321</u>
Net	<u>(\$20,440)</u>	<u></u>	<u>(\$20,440)</u>	<u>(\$20,440)</u>	<u></u>	<u>(\$20,440)</u>

ANN ARBOR DISTRICT LIBRARY
 Grant Administration
 For the Month Ending July 31, 2013

	<u>Actual</u>	<u>July Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$790	\$7,500	(\$6,710)	\$790	\$7,500	(\$6,710)
Total Revenue	<u>\$790</u>	<u>\$7,500</u>	<u>(\$6,710)</u>	<u>\$790</u>	<u>\$7,500</u>	<u>(\$6,710)</u>
Expenditures						
Materials		833	(833)		833	(833)
Seminars/Conferences/Travel		250	(250)		250	(250)
Library Programming	3,182	7,500	(4,318)	3,182	7,500	(4,318)
Other Operating Expenditures	1,146		1,146	1,146		1,146
Total Operating Expense	<u>\$4,328</u>	<u>\$8,583</u>	<u>(\$4,255)</u>	<u>\$4,328</u>	<u>\$8,583</u>	<u>(\$4,255)</u>
Total Expenditures	<u>\$4,328</u>	<u>\$8,583</u>	<u>(\$4,255)</u>	<u>\$4,328</u>	<u>\$8,583</u>	<u>(\$4,255)</u>
Net	<u>(\$3,538)</u>	<u>(\$1,083)</u>	<u>(\$2,455)</u>	<u>(\$3,538)</u>	<u>(\$1,083)</u>	<u>(\$2,455)</u>

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Month Ending July 31, 2013

	<u>Actual</u>	<u>July Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)		\$7,500	(\$7,500)
Total Revenue		\$7,500	(\$7,500)		\$7,500	(\$7,500)
Expenditures						
Library Programming	3,182	7,500	(4,318)	3,182	7,500	(4,318)
Other Operating Expenditures	1,146		1,146	1,146		1,146
Total Operating Expense	\$4,328	\$7,500	(\$3,172)	\$4,328	\$7,500	(\$3,172)
Total Expenditures	\$4,328	\$7,500	(\$3,172)	\$4,328	\$7,500	(\$3,172)
Net	(\$4,328)		(\$4,328)	(\$4,328)		(\$4,328)

Balance Sheet

ASSETS

As of 7/31/2013

Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$25,653.17
CASH-PAYROLL	10,026.68
HOLTREY FUND	331,789.54
CASH-SAVINGS	1,688,533.20
KENISTON FUND	30,297.83
SHAFFER FUND	10,470.00
WESTERMAN FUND	49,091.42
PETTY CASH	2,200.00
WLBPD ACCOUNT	37,108.65
CDs - SHORT TERM	1,000,000.00

Total Cash	\$3,185,170.49
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Investments

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

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

ACCOUNTS RECEIVABLE	\$402,627.86
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Total Accounts Receivable	\$402,627.86
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Property Taxes Receivable

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

PRE-PAID INSURANCE	\$66,119.29
PREPAID EXPENSES	1,250.00

Total Prepaid Expenses	\$67,369.29
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Total Current Assets	\$8,683,065.48
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Capital Assets:

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

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

LONG TERM SICK	\$28,025.46
LONG TERM VACATION	228,880.49

Total Provided for Long-Term Debt	256,905.95
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TOTAL ASSETS	\$41,053,390.58
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Ann Arbor District Library
Balance Sheet

LIABILITIES AND FUND EQUITY

Current Liabilities:

ACCOUNTS PAYABLE	(\$14,552.99)
ACCRUED ACCOUNTS PAYABLE	27,845.95
ACCRUED PAYROLL	210,100.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	11,033.48
ACCRUED EMPLOYER 403(b) - UNDECIDED	34,274.66
ACCRUED 403B/MPSERS EMPLOYER	34,211.36
ACCRUED LIABILITY-VACATION S/T	110,110.96

Total Current Liabilities	\$413,023.42
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$28,025.46
ACCRUED LIABILITY-VACATION L/T	228,880.49

Total Long-Term Liabilities	256,905.95
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Fund Equity:

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

RESERVE-ENCUMBRANCES	\$60,500.00
DEFERRED REVENUE - PROPERTY TAX	137,568.00
FUND BALANCE - UNDESIGNATED	8,092,412.16
EXCESS REVENUE (SPENDING)	(20,438.10)

Total Fund Balance	\$8,270,042.06
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Total Fund Equity	\$40,383,461.21
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TOTAL LIABILITIES AND FUND EQUITY	\$41,053,390.58
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Ann Arbor District Library

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

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,147,751	\$ 8,147,751
Total revenues	1,007,214	1,007,214
Expenditures:		
Operating	(1,021,152)	(1,021,152)
Capital outlays	(6,500)	(6,500)
(Increase) decrease in encumbrances	<u>(55,339)</u>	<u>(55,339)</u>
Ending surplus (deficit)	<u>\$ 8,071,974</u>	<u>\$ 8,071,974</u>

Ann Arbor District Library

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

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Monthly rollforward					
Commercial checking	\$ 18,370	\$ 12,966	\$ (775,683)	\$ 770,000	\$ 25,653
Payroll	15,593	2	(465,773)	460,205	10,027
Petty cash	2,200	-	-	-	2,200
Savings	706,253	1,269,171	(56,686)	(230,205)	1,688,533
CDs - Bank of Ann Arbor	2,000,000	-	-	(1,000,000)	1,000,000
Investments - Bank of Ann Arbor	3,290,341	-	-	-	3,290,341
Investments - United Bank and Trust	1,839,822	-	-	-	1,839,822
Westerman Fund	43,080	6,011	-	-	49,091
Shafer Fund	10,468	2	-	-	10,470
Holtrey Fund	331,706	84	-	-	331,790
Keniston Fund	30,293	5	-	-	30,298
WLBPD	37,106	3	-	-	37,109
	<u>\$ 8,325,232</u>	<u>\$ 1,288,244</u>	<u>\$ (1,298,142)</u>	<u>\$ -</u>	<u>\$ 8,315,334</u>
Year-to-date rollforward					
Commercial checking	\$ 18,370	\$ 12,966	(775,683)	\$ 770,000	\$ 25,653
Payroll	15,593	2	(65,773)	460,205	410,027
Petty cash	2,200	-	-	-	2,200
Savings	706,253	1,269,171	(56,686)	(230,205)	1,688,533
CDs - Bank of Ann Arbor	2,000,000	-	-	(1,000,000)	1,000,000
Investments - Bank of Ann Arbor	3,290,341	-	-	-	3,290,341
Investments - United Bank and Trust	1,839,822	-	-	-	1,839,822
Westerman Fund	43,080	6,011	-	-	49,091
Shafer Fund	10,468	2	-	-	10,470
Holtrey Fund	331,706	84	-	-	331,790
Keniston Fund	30,293	5	-	-	30,298
WLBPD	37,106	3	-	-	37,109
	<u>\$ 8,325,232</u>	<u>\$ 1,288,244</u>	<u>\$ (698,142)</u>	<u>\$ -</u>	<u>\$ 8,715,334</u>

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To:
 Check Number First Last
 Vendor ID First Last
 Vendor Name First Last
 Check Date 7/1/2013 7/31/2013
 Checkbook ID First Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
046235	PRIJOC	10 PRINT JOCO, INC.	7/12/2013	CHECK	PMCHK00001560	\$1,000.00
046253	3PLAYMED	3PLAY MEDIA	7/17/2013	CHECK	PMCHK00001561	\$7,890.62
046199	4IMPRINT	4IMPRINT, INC	7/12/2013	CHECK	PMCHK00001560	\$38,259.50
046200	7CYLSTU	7 CYLINDERS STUDIO	7/12/2013	CHECK	PMCHK00001560	\$4,500.00
046201	AGRSER	A GROWING SERVICE LLC	7/12/2013	CHECK	PMCHK00001560	\$340.00
046205	ARENATA	A-1 RENTAL, INC.	7/12/2013	CHECK	PMCHK00001560	\$523.00
046320	AFSMITH	A.F. SMITH ELECTRIC, INC.	7/26/2013	CHECK	PMCHK00001563	\$199.16
046254	AASCH	AAPS/WISD TRANSPORTATION	7/17/2013	CHECK	PMCHK00001561	\$57.00
046139	ADASTR	ADAMS STREET PUBLISHING CO.	7/2/2013	CHECK	PMCHK00001558	\$465.00
046255	ALLASP	ALAN'S ASPHALT MAINTENANCE, IN	7/17/2013	CHECK	PMCHK00001561	\$7,850.00
046202	ALLAME	ALL AMERICAN HANDYMAN & COMMER	7/12/2013	CHECK	PMCHK00001560	\$5,150.00
046321	ALLHANDS	ALL HANDS ACTIVE	7/26/2013	CHECK	PMCHK00001563	\$300.00
046142	AMACOM	AMAZON.COM CREDIT PLAN	7/2/2013	CHECK	PMCHK00001558	\$5,023.75
046203	AMEX	AMERICAN EXPRESS	7/12/2013	CHECK	PMCHK00001560	\$79,508.05
046141	ALA2	AMERICAN LIBRARY ASSOCIATION	7/2/2013	CHECK	PMCHK00001558	\$60.50
046204	ANNARB	ANN ARBOR OBSERVER	7/12/2013	CHECK	PMCHK00001560	\$1,730.70
046143	ANNHRA	ANNA HRACHOVEC	7/2/2013	CHECK	PMCHK00001558	\$500.00
046144	ARBSPR	ARBOR SPRING WATER CO.	7/2/2013	CHECK	PMCHK00001558	\$41.60
046322	AROKAU	ARON KAUFMAN	7/26/2013	CHECK	PMCHK00001563	\$100.00
046146	ARROWT	ARROW TREE EXPERTS, INC.	7/2/2013	CHECK	PMCHK00001558	\$2,100.00
046256	ATTMOB	AT&T MOBILITY	7/17/2013	CHECK	PMCHK00001561	\$1,099.60
046257	ATUSHT	ATULYN SHETTY	7/17/2013	CHECK	PMCHK00001561	\$150.00
046207	BBCAUD	AUDIO GO	7/12/2013	CHECK	PMCHK00001560	\$138.00
046259	BBCAUD	AUDIO GO	7/17/2013	CHECK	PMCHK00001561	\$749.90
046147	B&H	B&H PHOTO-VIDEO	7/2/2013	CHECK	PMCHK00001558	\$1,206.93
046206	B&H	B&H PHOTO-VIDEO	7/12/2013	CHECK	PMCHK00001560	\$906.20
046148	BATPLU	BATTERIES PLUS	7/2/2013	CHECK	PMCHK00001558	\$368.85
046258	BATPLU	BATTERIES PLUS	7/17/2013	CHECK	PMCHK00001561	\$264.88
046260	BEADEL	BEAU DELOACH	7/17/2013	CHECK	PMCHK00001561	\$75.00
046261	BETBAT	BETH BATTEY	7/17/2013	CHECK	PMCHK00001561	\$150.00
046323	BETBAT	BETH BATTEY	7/26/2013	CHECK	PMCHK00001563	\$300.00
046262	BETBEC	BETSY BECKERMAN	7/17/2013	CHECK	PMCHK00001561	\$475.00
046324	BETBEC	BETSY BECKERMAN	7/26/2013	CHECK	PMCHK00001563	\$300.00
046325	BIGRAP	BIG RAPIDS COMMUNITY LIBRARY	7/26/2013	CHECK	PMCHK00001563	\$18.00
046208	BLAAUD	BLACKSTONE AUDIO BOOKS	7/12/2013	CHECK	PMCHK00001560	\$1,724.37
046333	DICBLI	BLICK ART MATERIALS	7/26/2013	CHECK	PMCHK00001563	\$763.41
046209	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	7/12/2013	CHECK	PMCHK00001560	\$53,915.96
046326	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	7/26/2013	CHECK	PMCHK00001563	\$59,085.65
046327	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	7/26/2013	CHECK	PMCHK00001563	\$9,076.28
046263	BP	BP	7/17/2013	CHECK	PMCHK00001561	\$455.12
046328	BRAPAT	BRAD PATULLO	7/26/2013	CHECK	PMCHK00001563	\$1,000.00
046210	BREWER	BREWER'S	7/12/2013	CHECK	PMCHK00001560	\$481.15
046329	BRIHAY	BRIAN HAYES	7/26/2013	CHECK	PMCHK00001563	\$400.00
046211	BRIAUD	BRILLIANCE AUDIO, INC.	7/12/2013	CHECK	PMCHK00001560	\$3,213.33
046149	BRODCO	BRODART CO.	7/2/2013	CHECK	PMCHK00001558	\$1,810.46
046330	BRODCO	BRODART CO.	7/26/2013	CHECK	PMCHK00001563	\$30.52
046213	BUSVAL	BUSCH'S, INC.	7/12/2013	CHECK	PMCHK00001560	\$801.09
046264	BUSAND	BUSINESS & LEGAL RESOURCES	7/17/2013	CHECK	PMCHK00001561	\$697.45
046212	BUSCAR	BUSINESS CARD	7/12/2013	CHECK	PMCHK00001560	\$9,657.52
046265	CAMINN	CAMPUS INN	7/17/2013	CHECK	PMCHK00001561	\$786.25
046314	CARVAN	CARLEEN VANDERBOK	7/17/2013	CHECK	PMCHK00001562	\$478.56
046214	CARBRO	CARPENTER BROS.	7/12/2013	CHECK	PMCHK00001560	\$82.41
046150	CDW-G	CDW GOVERNMENT, INC.	7/2/2013	CHECK	PMCHK00001558	\$7,779.41
046215	CELCHO	CELESTE CHOATE	7/12/2013	CHECK	PMCHK00001560	\$86.56
046191	THOLEA	CENGAGE LEARNING	7/2/2013	CHECK	PMCHK00001558	\$172.42
046307	THOLEA	CENGAGE LEARNING	7/17/2013	CHECK	PMCHK00001561	\$49.96

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
046151	CHARLOTTE	CHARLOTTE COMMUNITY LIBRARY	7/2/2013	CHECK	PMCHK00001558	\$26.99
046331	CHIPUB	CHICAGO PUBLIC LIBRARY	7/26/2013	CHECK	PMCHK00001563	\$6.00
046216	CHRLIN	CHRIS LINN	7/12/2013	CHECK	PMCHK00001560	\$550.00
046332	CHVAL	CHRIS VALLILLO	7/26/2013	CHECK	PMCHK00001563	\$650.00
046217	CINCOR	CINTAS CORPORATION	7/12/2013	CHECK	PMCHK00001560	\$1,525.03
046152	CITOF1	CITY OF ANN ARBOR TREASURER	7/2/2013	CHECK	PMCHK00001558	\$942.27
046266	CITOF1	CITY OF ANN ARBOR TREASURER	7/17/2013	CHECK	PMCHK00001561	\$2,169.00
046218	CLABEL	CLASSICAL BELLS	7/12/2013	CHECK	PMCHK00001560	\$200.00
046219	COMCAS	COMCAST	7/12/2013	CHECK	PMCHK00001560	\$248.81
046267	COMCAS	COMCAST	7/17/2013	CHECK	PMCHK00001561	\$34.87
046153	DAWHEN	DAWN HENRY	7/2/2013	CHECK	PMCHK00001558	\$500.00
046268	DAWHEN	DAWN HENRY	7/17/2013	CHECK	PMCHK00001561	\$450.00
046154	DEADOL	DEANN DOLL	7/2/2013	CHECK	PMCHK00001558	\$2,657.00
046155	DENOWE	DENISE OWENS	7/2/2013	CHECK	PMCHK00001558	\$100.00
046220	DIEASC	DIEGO ASCANI	7/12/2013	CHECK	PMCHK00001560	\$70.17
046156	DISPLA	DISPLAYS2GO	7/2/2013	CHECK	PMCHK00001558	\$87.49
046157	DTEENE	DTE ENERGY	7/2/2013	CHECK	PMCHK00001558	\$36,545.00
046334	DTEENE	DTE ENERGY	7/26/2013	CHECK	PMCHK00001563	\$34,588.67
046158	DYKGOS	DYKEMA GOSSETT	7/2/2013	CHECK	PMCHK00001558	\$340.20
046335	DYKGOS	DYKEMA GOSSETT	7/26/2013	CHECK	PMCHK00001563	\$1,762.20
046336	EASENG	EASY ENGLISH NEWS	7/26/2013	CHECK	PMCHK00001563	\$182.00
046159	ELILAW	ELITE LAWN & LANDSCAPE, INC.	7/2/2013	CHECK	PMCHK00001558	\$9,083.28
046270	ELILAW	ELITE LAWN & LANDSCAPE, INC.	7/17/2013	CHECK	PMCHK00001561	\$245.00
046337	ELILAW	ELITE LAWN & LANDSCAPE, INC.	7/26/2013	CHECK	PMCHK00001563	\$5,640.78
046221	EPROMOS	EPROMOS	7/12/2013	CHECK	PMCHK00001560	\$4,941.80
046222	ERIHEL	ERIN HELMRICH	7/12/2013	CHECK	PMCHK00001560	\$578.28
046271	ERIHEL	ERIN HELMRICH	7/17/2013	CHECK	PMCHK00001561	\$87.08
046160	EUGCLA	EUGENE CLARK	7/2/2013	CHECK	PMCHK00001558	\$275.00
046223	FIRRUN	FIRST RUN FEATURES	7/12/2013	CHECK	PMCHK00001560	\$200.00
046224	FORFRA	FORMAT FRAMING	7/12/2013	CHECK	PMCHK00001560	\$6,670.44
046275	GRACUT	FOYLES INC. GRANT & CUTLER	7/17/2013	CHECK	PMCHK00001561	\$619.34
046272	FRIOF	FRIENDS OF THE ANN ARBOR	7/17/2013	CHECK	PMCHK00001561	\$781.50
046198	FROPOR	FRONT PORCH ROMANCE	7/2/2013	CHECK	PMCHK00001559	\$5,000.00
046273	GBRAD	G BRADLEY PUBLISHING	7/17/2013	CHECK	PMCHK00001561	\$1,750.00
046278	GT-LABS	G.T. LABS	7/17/2013	CHECK	PMCHK00001561	\$625.01
046247	THOGAL	GALE/CENGAGE LEARNING, INC	7/12/2013	CHECK	PMCHK00001560	\$8,225.56
046339	GAMINF	GAME INFORMER MAGAZINE	7/26/2013	CHECK	PMCHK00001563	\$99.92
046161	GAR-EVA	GARRETT-EVANGELICAL SEMINARIES	7/2/2013	CHECK	PMCHK00001558	\$20.00
046340	GEEKMAG	GEEK	7/26/2013	CHECK	PMCHK00001563	\$44.95
046274	GHOSTLY	GHOSTLY INTERNATIONAL	7/17/2013	CHECK	PMCHK00001561	\$7,000.00
046276	GRASHA	GRACE SHACKMAN	7/17/2013	CHECK	PMCHK00001561	\$350.00
046367	WVGRAI	GRAINGER	7/26/2013	CHECK	PMCHK00001563	\$247.22
046162	GRALED	GRAND LEDGE AREA DISTRICT LIBR	7/2/2013	CHECK	PMCHK00001558	\$19.45
046277	GRELAK2	GREAT LAKES AUTOMATIC DOOR, IN	7/17/2013	CHECK	PMCHK00001561	\$312.92
046338	FIRMAR	GREEN ROAD ASSOCIATES, LP	7/26/2013	CHECK	PMCHK00001563	\$3,208.33
046225	GREKOV	GREG KOVACS	7/12/2013	CHECK	PMCHK00001560	\$250.00
046145	ARCHAMBAULT	GROUPE ARCHAMBAULT INC.	7/2/2013	CHECK	PMCHK00001558	\$21.00
046246	THEHOM	HOME DEPOT CREDIT SERVICES	7/12/2013	CHECK	PMCHK00001560	\$78.00
046341	HOMERL	HOMER PUBLIC LIBRARY	7/26/2013	CHECK	PMCHK00001563	\$7.99
046279	HUTPLU	HUTZEL PLUMBING AND HEATING	7/17/2013	CHECK	PMCHK00001561	\$1,661.15
046280	IMADAT	IMAGE DATA CONVERSION, LLC	7/17/2013	CHECK	PMCHK00001561	\$13,965.50
046163	INGLIB	INGRAM LIBRARY SERVICES INC.	7/2/2013	CHECK	PMCHK00001558	\$1,887.99
046315	INNINT	INNOVATIVE INTERFACES, INC.	7/17/2013	CHECK	PMCHK00001562	\$66,108.00
046343	JACDIS	JACKSON DISTRICT LIBRARY	7/26/2013	CHECK	PMCHK00001563	\$14.95
046226	JANWAY	JANWAY COMPANY USA, INC	7/12/2013	CHECK	PMCHK00001560	\$330.18
046227	JOJBUR	JODY LYNN BURTON	7/12/2013	CHECK	PMCHK00001560	\$200.00
046164	KATCHY	KATIE CHYNOWETH	7/2/2013	CHECK	PMCHK00001558	\$52.66
046228	KOLOSS	KOLOSSOS	7/12/2013	CHECK	PMCHK00001560	\$1,090.13
046281	KRIKIS	KRISTEN KISH	7/17/2013	CHECK	PMCHK00001561	\$1,500.00
046229	LAKLEA	LAKESHORE LEARNING MATERIALS	7/12/2013	CHECK	PMCHK00001560	\$1,459.06
046282	LAURAY	LAURA RAYNOR	7/17/2013	CHECK	PMCHK00001561	\$600.00
046284	LEXMAT	LEXISNEXIS MATTHEW BENDER	7/17/2013	CHECK	PMCHK00001561	\$1,371.23
046344	LEXMAT	LEXISNEXIS MATTHEW BENDER	7/26/2013	CHECK	PMCHK00001563	\$146.34

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
046285	LIBDES	LIBRARY DESIGN ASSOCIATES, INC	7/17/2013	CHECK	PMCHK00001561	\$5,852.00
046283	LCAESPIZ	LITTLE CAESARS PIZZA	7/17/2013	CHECK	PMCHK00001561	\$107.60
046165	LORFIT	LORI FITHIAN	7/2/2013	CHECK	PMCHK00001558	\$400.00
046316	LORKAN	LORI KANE	7/17/2013	CHECK	PMCHK00001562	\$521.62
046166	MACLIFE	MAC/LIFE	7/2/2013	CHECK	PMCHK00001558	\$59.85
046345	MCOMCOL	MACOMB COMMUNITY COLLEGE	7/26/2013	CHECK	PMCHK00001563	\$100.00
046167	MAGNATUNE	MAGNATUNE	7/2/2013	CHECK	PMCHK00001558	\$10,000.00
046349	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	7/26/2013	CHECK	PMCHK00001563	\$226.29
046286	MCFI	MCFI	7/17/2013	CHECK	PMCHK00001561	\$1,334.88
046287	METCOM	METCOM	7/17/2013	CHECK	PMCHK00001561	\$73.44
046346	METLIFE	METLIFE SBC	7/26/2013	CHECK	PMCHK00001563	\$7,435.85
046288	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	7/17/2013	CHECK	PMCHK00001561	\$1,358.68
046347	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	7/26/2013	CHECK	PMCHK00001563	\$556.67
046230	MICOFF	MICHIGAN OFFICE SOLUTIONS	7/12/2013	CHECK	PMCHK00001560	\$221.00
046289	MICOFF	MICHIGAN OFFICE SOLUTIONS	7/17/2013	CHECK	PMCHK00001561	\$1,565.49
046290	MIDTAP	MIDWEST TAPE	7/17/2013	CHECK	PMCHK00001561	\$14,919.04
046168	MITEC	MITEC	7/2/2013	CHECK	PMCHK00001558	\$2,234.95
046138	AANEWS	MLIVE MEDIA GROUP	7/2/2013	CHECK	PMCHK00001558	\$684.00
046348	MODFAR	MODERN FARMER	7/26/2013	CHECK	PMCHK00001563	\$29.97
046231	MONHIG	MONICA HIGMAN	7/12/2013	CHECK	PMCHK00001560	\$100.00
046169	NATTIM	NATIONAL TIME & SIGNAL CORPORA	7/2/2013	CHECK	PMCHK00001558	\$2,096.00
* 046291	NEXCOM	NEXTEL COMMUNICATIONS	7/17/2013	CHECK	PMCHK00001561	\$819.48
046350	NEXCOM	NEXTEL COMMUNICATIONS	7/26/2013	CHECK	PMCHK00001563	\$526.65
046292	NICWIL	NICHOLAS WILCOX	7/17/2013	CHECK	PMCHK00001561	\$800.00
046232	NICBOO	NICOLA'S BOOKS	7/12/2013	CHECK	PMCHK00001560	\$872.20
046233	NUWAVE	NUWAVE AQUARIUMS	7/12/2013	CHECK	PMCHK00001560	\$309.94
046170	OAKUNI	OAKLAND UNIVERSITY LIBRARY	7/2/2013	CHECK	PMCHK00001558	\$90.00
046234	OCLINS	OCLC, INC.	7/12/2013	CHECK	PMCHK00001560	\$3,608.87
046171	OFFDEP	OFFICE DEPOT, INC.	7/2/2013	CHECK	PMCHK00001558	\$2,125.76
046293	OXFUNI	OXFORD UNIVERSITY PRESS USA	7/17/2013	CHECK	PMCHK00001561	\$50.38
046351	PALEMAG	PALEO MAGAZINE	7/26/2013	CHECK	PMCHK00001563	\$60.50
046172	PIOJAN	PIONEER JANITORIAL SERVICE	7/2/2013	CHECK	PMCHK00001558	\$3,231.00
046352	PIOJAN	PIONEER JANITORIAL SERVICE	7/26/2013	CHECK	PMCHK00001563	\$10,615.84
046173	PITCHA	PITTSFIELD CHARTER TOWNSHIP	7/2/2013	CHECK	PMCHK00001558	\$316.11
046294	PITCHA	PITTSFIELD CHARTER TOWNSHIP	7/17/2013	CHECK	PMCHK00001561	\$1,669.75
046295	PLAROC	PLANET ROCK	7/17/2013	CHECK	PMCHK00001561	\$500.00
046296	PRITEC	PRINT TECH INC.	7/17/2013	CHECK	PMCHK00001561	\$2,158.39
046174	PROINF	PROQUEST - CSA LLC	7/2/2013	CHECK	PMCHK00001558	\$11,705.00
046237	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	7/12/2013	CHECK	PMCHK00001560	\$2,775.00
046355	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	7/26/2013	CHECK	PMCHK00001563	\$2,775.00
046236	RACYAN	RACHEL YANIKOGLU	7/12/2013	CHECK	PMCHK00001560	\$97.80
046175	RAHABOO	RAHA BOOKS & MEDIA	7/2/2013	CHECK	PMCHK00001558	\$1,055.00
046297	RANHOU	RANDOM HOUSE, INC.	7/17/2013	CHECK	PMCHK00001561	\$667.50
046176	RECBOO	RECORDED BOOKS, INC.	7/2/2013	CHECK	PMCHK00001558	\$9,411.87
046177	REPINC	REPROGRAPHICS, INC.	7/2/2013	CHECK	PMCHK00001558	\$97.76
046178	REPPAR	REPUBLIC PARKING	7/2/2013	CHECK	PMCHK00001558	\$145.00
046353	REPPAR	REPUBLIC PARKING	7/26/2013	CHECK	PMCHK00001563	\$145.00
046298	RICBUS	RICOH AMERICAS CORP	7/17/2013	CHECK	PMCHK00001561	\$1,980.58
046354	RICBUS	RICOH AMERICAS CORP	7/26/2013	CHECK	PMCHK00001563	\$273.00
046299	ROYLIM	ROYAL LIMOUSINE	7/17/2013	CHECK	PMCHK00001561	\$182.90
046238	SAFBUS	SAFEGUARD BUSINESS SYSTEMS	7/12/2013	CHECK	PMCHK00001560	\$160.86
046356	SAGVAL	SAGINAW VALLEY STATE UNIVERSIT	7/26/2013	CHECK	PMCHK00001563	\$33.00
046300	SARKEL	SARA MELTON KELLER	7/17/2013	CHECK	PMCHK00001561	\$600.00
046301	SCHSOU	SCHEDULE SOURCE, INC	7/17/2013	CHECK	PMCHK00001561	\$965.00
046239	SCHSEC	SCHILKE SECURITY	7/12/2013	CHECK	PMCHK00001560	\$170.00
046179	SCHELE	SCHINDLER ELEVATOR CORPORATION	7/2/2013	CHECK	PMCHK00001558	\$2,019.96
046357	SCOREE	SCOTT REED	7/26/2013	CHECK	PMCHK00001563	\$250.00
046180	SENTPRO	SENTIMENTAL PRODUCTIONS	7/2/2013	CHECK	PMCHK00001558	\$120.00
046240	SHEAUG	SHERLONYA TURNER	7/12/2013	CHECK	PMCHK00001560	\$71.02
046269	ELDINS	SIDESTREET DISTRIBUTING	7/17/2013	CHECK	PMCHK00001561	\$412.14
046181	SIGIN	SIGNS IN 1 DAY	7/2/2013	CHECK	PMCHK00001558	\$28.00
046358	SIMGLU	SIMPLY GLUTEN FREE	7/26/2013	CHECK	PMCHK00001563	\$39.95
046302	SOJMAG	SOJOURNERS MAGAZINE	7/17/2013	CHECK	PMCHK00001561	\$99.95

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
046182	SOULAH	SOURAYA LAHAM	7/2/2013	CHECK	PMCHK00001558	\$142.96
046241	SOULAH	SOURAYA LAHAM	7/12/2013	CHECK	PMCHK00001560	\$17.57
046183	SOUPUB	SOUTHFIELD PUBLIC LIBRARY	7/2/2013	CHECK	PMCHK00001558	\$18.00
046184	SPRTOW	SPRINGFIELD TOWNSHIP LIBRARY	7/2/2013	CHECK	PMCHK00001558	\$14.00
046242	SPRINT	SPRINT PCS	7/12/2013	CHECK	PMCHK00001560	\$412.73
* 046359	ST.CLAIR	ST. CLAIR SHORES PUBLIC LIBRAR	7/26/2013	CHECK	PMCHK00001563	\$80.95
046243	STAHAR	STADIUM HARDWARE	7/12/2013	CHECK	PMCHK00001560	\$77.43
046186	STAPLE	STAPLES ADVANTAGE	7/2/2013	CHECK	PMCHK00001558	\$132.64
046244	STAPLE	STAPLES ADVANTAGE	7/12/2013	CHECK	PMCHK00001560	\$498.05
046185	STAMIC4	STATE OF MICHIGAN	7/2/2013	CHECK	PMCHK00001558	\$190.00
046303	STEHEN	STEPHEN HENDEL	7/17/2013	CHECK	PMCHK00001561	\$60.00
046304	STEOSB	STEVE OSBURN	7/17/2013	CHECK	PMCHK00001561	\$25.00
046188	SUPERD	SUPER D	7/2/2013	CHECK	PMCHK00001558	\$6,743.00
046187	SUPCOL	SUPERIOR COLLISION, INC.	7/2/2013	CHECK	PMCHK00001558	\$3,653.63
046189	TANMED	TANTOR MEDIA	7/2/2013	CHECK	PMCHK00001558	\$1,702.57
046305	TANMED	TANTOR MEDIA	7/17/2013	CHECK	PMCHK00001561	\$46.19
046245	TDSMET	TDS METROCOM	7/12/2013	CHECK	PMCHK00001560	\$6,728.48
046306	TECHNI	TECHNICOLOR, INC	7/17/2013	CHECK	PMCHK00001561	\$25.00
046318	AACHRO	THE ANN ARBOR CHRONICLE, LLC	7/26/2013	CHECK	PMCHK00001563	\$2,160.00
046360	THEANN	THE ANN MAGAZINE	7/26/2013	CHECK	PMCHK00001563	\$500.00
046190	TEACOM	THE GREAT COURSES	7/2/2013	CHECK	PMCHK00001558	\$3,167.30
046342	IMAGRO	THE IMAGE GROUP	7/26/2013	CHECK	PMCHK00001563	\$600.00
046317	TMGROU	THE TM GROUP INC	7/17/2013	CHECK	PMCHK00001562	\$2,980.00
046248	TIMGRI	TIM GRIMES	7/12/2013	CHECK	PMCHK00001560	\$1,204.34
046249	TOMSMI	TOM SMITH	7/12/2013	CHECK	PMCHK00001560	\$75.48
046192	TONBIC	TONIA BICKFORD	7/2/2013	CHECK	PMCHK00001558	\$146.28
046250	TOTVEN	TOTAL VENDING & COFFEE SERVICE	7/12/2013	CHECK	PMCHK00001560	\$57.90
046140	ADTSEC	TYCO INTEGRATED SECURITY	7/2/2013	CHECK	PMCHK00001558	\$3,596.30
046319	ADTSEC	TYCO INTEGRATED SECURITY	7/26/2013	CHECK	PMCHK00001563	\$1,021.57
046193	ULINE	ULINE, INC.	7/2/2013	CHECK	PMCHK00001558	\$339.94
046362	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	7/26/2013	CHECK	PMCHK00001563	\$1,449.90
046251	UNIPAR	UNITED PARCEL SERVICE	7/12/2013	CHECK	PMCHK00001560	\$77.73
046361	UNIPAR	UNITED PARCEL SERVICE	7/26/2013	CHECK	PMCHK00001563	\$33.70
046308	UMICH2	UNIVERSITY OF MICHIGAN	7/17/2013	CHECK	PMCHK00001561	\$48,192.00
046309	UNUMPRO	UNUM LIFE INSURANCE	7/17/2013	CHECK	PMCHK00001561	\$3,114.01
046252	VERWIRC	VERIZON WIRELESS	7/12/2013	CHECK	PMCHK00001560	\$897.58
046310	VERWIRC	VERIZON WIRELESS	7/17/2013	CHECK	PMCHK00001561	\$201.44
046311	VOSLIG	VOSS LIGHTING	7/17/2013	CHECK	PMCHK00001561	\$2,169.16
046363	VOSLIG	VOSS LIGHTING	7/26/2013	CHECK	PMCHK00001563	\$2,017.12
046312	WARNAT	WARDS SCIENCE	7/17/2013	CHECK	PMCHK00001561	\$2,409.04
046194	WASHCC	WASHTENAW COMMUNITY COLLEGE	7/2/2013	CHECK	PMCHK00001558	\$575.00
046195	WASMAN	WASTE MANAGEMENT OF MICHIGAN	7/2/2013	CHECK	PMCHK00001558	\$204.50
046365	WMU	WESTERN MICHIGAN UNIVERSITY	7/26/2013	CHECK	PMCHK00001563	\$25.00
046364	WESENT	WESTGATE ENTERPRISES, LLC	7/26/2013	CHECK	PMCHK00001563	\$6,855.00
046366	WOMHEA	WOMEN'S HEALTH	7/26/2013	CHECK	PMCHK00001563	\$60.88
046313	XEROX	XEROX CORPORATION	7/17/2013	CHECK	PMCHK00001561	\$56.29
046196	YP	YP	7/2/2013	CHECK	PMCHK00001558	\$363.00
046197	YPSCOU	YPSILANTI COURIER	7/2/2013	CHECK	PMCHK00001558	\$78.00

Total Checks: 230

Total Amount of Checks: \$760,775.97

Director's Report – August 2013

1. Through a partnership with Washtenaw County Parks and Recreation, AADL hosted a Life-Sized Angry Birds program at the Meri Lou Murray Recreation Center, serving approximately 400 persons. Families were able to experience a real life interpretation of Angry Birds, one of the world's most popular games. We saw people who hadn't before attended library programming as well as many of our regular program attendees. Jon Keith, our partner representative at the Meri Lou Murray Recreation Center, said that it was clearly a well-planned event, and that they'd be open to repeating this event again, or to do something else with them in the future.
2. Associate Director Celeste Choate was one of 11 librarians (and the only public librarian) to receive a \$1300 Sewell Stipend from the Public Health/Health Administration section of the Medical Library Association to attend the American Public Health Association's Annual Meeting. She will be co-presenting a paper with MICHHR's Adam Paberzs, "Combining science and community benefit: The community engagement coordinating council pilot grant review process".
<https://apha.confex.com/apha/141am/webprogram/Paper292025.html>
3. This year's 8th Annual AADL Lego Contest featured 185 entries across 6 age categories, from preschool to adult, and awarded 66 awards to the most outstanding work in each category. Over 500 people attended the awards ceremony at Kensington Court. The adult category included a 1st prize model of a Koi pond with life-size heron, and a 2nd prize model of Blimpie Burger complete with snow bears and a long line of customers. A winning Preschool model featured a Lego Laura Ingalls Wilder, and the winning 3-5th grade entry was a giant Go Blue Football bot that played "The Victors".
4. Summer Game wraps up August 30th and has passed 3500 online players in addition to thousands of paper game players. Over 500 players have earned the Josie's Catfish Badge, and we're closing in on 50 million points earned through reading, watching, listening and searching for codes at our buildings, community spaces, and online.

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

RESOLUTION TO AMEND THE 2012-2013 APPROVED BUDGET

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 19th of August 2013 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1). To transfer \$4,000 from Capital Outlays to Utilities.
- 2). To transfer \$4,000 from Capital Outlays to Communications.
- 3). To transfer \$3,000 from Circulation Supplies to Software.
- 4). All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

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

RESOLUTION OF THANKS TO VICKI BROWNE UPON HER RETIREMENT

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 19th day of August 2013 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Vicki Browne for her service as an employee March 14, 1988 to June 30, 2013 of the Ann Arbor District Library.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

Ann Arbor District Library Strategic Plan 2010-2015 2012-2013

Strategic Initiative I

Services:

Develop services, programs and collections that balance community demand and Ann Arbor District Library resources

Goal 1: Increase convenience in accessing existing services and materials.

- Increase independent access to collections by utilizing patron-oriented classification schemes, such as organizing non-fiction DVDs by genre instead of by Dewey decimal classification.
 - Improved spine labeling & call number standards for better alignment between catalog and material labeling.
 - Improved catalog search engine performance to allow removal of search result limits.
 - Introduced “Up for Grabs” copies of items for no wait, no charge circulation.
- Provide additional access points to materials and resources throughout aadl.org.
 - Enhanced catalog & website with lists, multiple cards per account, easier requesting from around the site.
 - Created small Business & Job Search Toolkit page with links to resources for entrepreneurs and job seekers.
 - Established rotating adult and youth Staff Picks collections, allowing patrons to receive staff recommendations on their own terms.
 - Made magazines holdable and renewable.
 - Integrated ILL requests & checkouts into patron myaccount page.
 - Added all branches to the possible pickup locations for Art Prints.
 - Created a front-page blog with an overview of event highlights for the current week, providing better access to upcoming event information.
 - Building upon summer 2011’s success, enhanced play.aadl.org and the Summer Game experience.
- Increase opportunities to issue library cards and check out materials in conjunction with off-site programming.
 - Staff actively promotes both AADL and WLBDP membership by issuing AADL library cards on the spot at offsite vendor fairs and other outreach events and activities.
 - Over 25% of WLBDP patrons signed up for AADL library cards in the first year of Large-Print-by-Mail service.
 - Staff actively issued library cards at school events, and other youth-serving community sites.
 - Staff actively promoted L-Cards for AAPS teachers through other established initiatives such as May School Visits.
- Enhance Washtenaw Library for the Blind and Physically Disabled services to keep ahead of the technological change in the National Library Service service model.
 - Digital duplication of materials: The entire BARD catalog was downloaded onto a local server for easy access; specialized requests are being fulfilled for a local book group; and processes are currently in development to fulfill wishlist and other specialized requests not offered through the Regional or NLS libraries.

- Digital cartridges and cables were made available for purchase through Circulation for patrons wishing to download books on their own but prefer the cartridge format to a thumb drive.
- All requests for materials not available in our physical collection, but available for download from BARD, are now being fulfilled on a weekly basis by means of in-house digital duplication.
- Invited a representative from NLS to speak about new directions at the NLS at VISIONS2012 and with Library staff.
- Increase opportunities for fine & fee payment and forgiveness.
 - Expanded use of Fine Forgiveness Coupon distribution as part of 2011 summer game.
 - Discover Card added as option for online fine payment.

Goal 2: Ensure access to a balanced collection of materials, information resources and services for our community's rapidly growing and culturally diverse populations, with an emphasis on:

- Educators and students of all ages.
 - Expanded schedule of storytime and baby playgroup events to be year-round.
 - Implemented Saturday family storytime programming.
 - Generated tags and lists designed to help patrons determine material reading level and to support school projects.
 - Launched Science to Go kit collection to support & develop youth interest in science.
 - Added non-book learning materials, such as Brain Quest and Fandex cards.
 - Developing a jump.aadl.org page designed for parents and caregivers.
 - Added Kids Book Clubs to Go kits collection.
 - Increased topical displays Downtown to highlight AADL holdings.
 - Developed and implemented the Science Fair Expo to support parents and students as they plan science fair projects.
 - Developed Science Tools collection intended for informal educators, students and science fair projects.
 - Developed and implemented the Short Story Contest for Grades 3-5 to encourage writing among young patrons.
- Language learning & adult basic literacy.
 - Evaluated online language learning products and subscribed to Byki.
 - Hosted a meeting of area ESL service providers and educators in order to exchange information and promote AADL resources.
- World languages.
 - Expanded the World Languages Collection to include audiobooks and added cover images of World Language Books to the catalog.
 - Implemented Spanish language story time programming with partner organization Fall 2011.
- Local history.
 - Digitized 13,000 articles from the AADL clippings file in preparation for the launch of Old News.
 - Launched oldnews.aadl.org with over 100,000 local newspaper articles in October 2011.
 - In partnership with the Ann Arbor Summer Festival, launched aasf.aadl.org with 1,000 photographs, 200 articles, other documents and original podcasts.
- Determining community needs to develop additional non-traditional library collections in the model of art prints and energy meters.
 - Developed and launched Science to Go kit collection in late 2011.
 - Expanded energy meter collection.
 - Launched telescope collection for beginning users and hobbyists.
 - Launched Music Tools, Science Tools, Home Tools and Up for Grabs collections.

Goal 3: Cultivate partnerships to develop both on-site and off-site programs and services that meet the diverse needs of the following communities:

- Physically & developmentally disabled.
 - Worked with a team of low vision providers (Taubman Health Sciences Library, Lions Club, Kellogg Eye Center, Michigan Eye Bank) to offer low vision screenings and low vision events for 2011 Healthy Vision month. This partnership is scheduled to continue to brainstorm other events.
 - Staff have forged relationships with the following community groups: UM Council for Disability Concerns; Kellogg Eye Center low vision group; and the VA Visual Impairment Services Team.
 - Developed a new sensory play event for children with autism.
 - Established relationship with Washtenaw County High Point School instructors arranging for and providing an onsite story time for severely physically & developmentally disabled students; and have scheduled offsite story times to occur in the future.
 - Began offering offsite storytimes at the Washtenaw Intermediate School District High Point School.
 - Began facilitating tours of the Downtown Library for youth participating in Intentional Communities of Washtenaw.
 - Created promotional stickers that were placed in the front every book in AADL's large print book collection to highlight WLBPDP services.
 - Set up WLBPDP demonstration accounts with all eight public libraries located in Washtenaw County to promote WLBPDP services and provided promotional stickers for large print book collections, in addition to posters and other display materials.
 - Created and distributed WLBPDP posters throughout the community to promote WLBPDP services.
- Educators and students of all ages.
 - With a UM class and Community High School, offered a weekly program to assist high school students with writing their college admission essay Winter 2010.
 - Partnered with Eastern Michigan University to offer a workshop to prepare high school students for college writing.
 - Washtenaw County Literacy Coalition and Washtenaw County Literacy directors were added to the Ann Arbor/Ypsilanti Reads Outreach Committee and several events were planned with the Literacy Coalition of Washtenaw County for the 10/11 Read.
 - Added Alpha Epsilon Delta to AADL's free, school year drop-in homework help providers.
 - Offered regular opportunities for young readers to read to therapy dogs to increase their confidence with reading/support developing literacy.
 - Partnered with Mack School to teach fifth graders how to capture and record family stories, using traditional and modern techniques including podcasting.
 - Established partnership with W-A-Y Washtenaw program, acting as learning site (computer lab) for students who need an alternative to the typical school experience.
 - Worked with AAPS to place withdrawn AADL materials in AAPS classrooms.
 - Extended an invitation to all and presented AADL services and resources to local PTSO groups.
 - Established two separate PTSO email lists, one for elementary (27 PTSOs) and one for middle and high school (10 PTSOs), and are sending monthly emails highlighting AADL programs, resources, and services.
- Hobbyists. (adult-oriented and hands-on programs)
 - Began discussions to bring the Kids Reads Comics convention to Ann Arbor and, working with local comic artists, we have increased the amount of comic artists programming – and have added it as a category in Axis and online. Kids Read Comics has been held at the AADL for the past two years (2012 and 2013).

- Expanded the Lego contest to include adults and expanded the off-site space at Webers for the event; resumed popular Lego League competitive robot-building event.
- In conjunction with the Maker Faire, developed a 'bitdragon' art project program – and incorporated this into the 'Make It Happen' summer reading theme. Also developed a series of wreck and make labs which were extremely popular.
- Expanded our partnership with local animators and artists to include workshops for adults.
- In conjunction with the circulating telescopes collection, began to offer off-site stargazing events in conjunction with the University Lowbrow Astronomers.
- Began to offer a series of science-based events for youth, teens and adults during the summer 2012. These events are designed to be repeated throughout the year.
- Hosted Maker Works exhibit, highlighting the works of local "maker" hobbyists.
- Added computer classes in response to patron demand on subjects including: Python, HTML, CSS, and JavaScript.
- Partnered with All Hands Active to develop programming for makers of all ages.
- Unemployed or underemployed.
 - Partnered with local author to offer workshop on networking and other skills for adults.
 - Updated and added job-seeking classes to computer class offerings: UMjobs.org (in partnership with UM Human Resources. UM Human Resources also promotes our computer classes as a community resource to job-seekers coming to them); Social-Networking for Job Search; Applying for Jobs Online; Resume 101, and Cover Letter 101.
 - In response to demand, increased the occurrence of UMjobs.org class to once a month.
- Local businesses & entrepreneurs.
 - Developed programs on starting your own business with Schokolad Chocolate Factory, New Chelsea Market, Homewatch Caregivers and local businesses.
 - Developed an extremely popular event on funding for non-profits that was repeated several times due to demand.
 - Facilitated business reference database presentations to regional SCORE volunteers.
- Low income.
 - Partnered with Food Gatherers on a program on food stamps and how to apply for them.
 - Greatly expanded disposition of withdrawn AADL materials to community contacts/organizations that specifically serve low-income individuals.
- Homeless & homeless service providers.
 - AADL regularly participated in community meetings as well as a listserv with crisis intervention staff from the County, non-profit organizations, faith-based organizations, and law-enforcement agencies to share information on accessing and streamlining services.
 - Provided a panel discussion on the homelessness issue in Washtenaw County in conjunction with the Washtenaw Housing Alliance. We also videotaped the event and as of June 27 (a little over 5 months after the event took place) the video has been viewed over 1,000 times.
 - Developed and are instituting targeted offsite outreach programs in partnership with local homeless shelters.
 - Placed withdrawn AADL materials with homeless students via AAPS Homeless Liaison.
 - Facilitated offsite outreach programs (summer reading, hands-on craft making, and story times) at the Washtenaw County Youth Center, SafeHouse, the Interfaith Hospitality Network @ Alpha House and the Staples Family Center.
 - Established partnership with Imagine Community, offering regular offsite programming at the Delonis Center.
 - Hosted exhibit of works created by Imagine Community participants and volunteers.
- Health care consumers.
 - Began a partnership post-NIH-grant with Taubman Health Sciences Library and MICHR for several health-related events.

- Began a very productive partnership with the UM Center for Human Adjustment for an ongoing series of events on health and behavior issues.
- Partnered with the National Alliance on Mental Illness-Washtenaw County for a community forum on mental illness.
- Partnered with AAPS, C.S. Mott Children's Hospital and the VA Hospital to develop and deliver Valentine's cards made by local kids to hospital patients.
- Partnered with C.S. Mott Children's Hospital to provide storytelling at regularly scheduled events for patients and their families.
- Expanded storytelling opportunities through C.S. Mott Children's Hospital Family Services, including a new, regularly scheduled program and afterward, offering drop-in stories to youth and their families in waiting rooms.
- Facilitated offsite programming for residents and provided information on resources available to staff at Arbor Hospice & Homecare.

Strategic Initiative II

Products:

Develop products that improve and enhance the delivery of all aspects of library services

Goal: Provide 21st century leadership in regards to content rights and distribution and the role of the public library content economies

- Develop products that enhance the library experience for users of mobile devices.
 - Determined that platform-specific apps are not a good use of Library time; began early tests & development of requirements for platform-independent mobile website.
- Identify data sources from outside the library industry, such as Amazon.com or GoodReads.com, to improve patron experience and enhance catalog quality.
 - Migrated patron-facing bibliographic records away from MARC for greater flexibility and usability.
 - Began to provide movie trailers through the AADL catalog.
 - Early prototyping of metadata aggregator for cataloging workflow.
 - Actively pursuing additional data sources to enhance patron experience with the catalog.
 - Added collecting samples of each track into music cataloging workflow for inclusion in the catalog.
- Create a repository and distribution model for locally created and produced content, and explore opportunities for AADL's production resources to be more widely used by the community.
 - Magnatune development added capacity to aadl.org to store and distribute digital objects from any source; infrastructure development continues to support this project.
- Develop products that will customize library borrowing to fit individual needs and require less time and management by patrons.
 - Addition of multiple cards per aadl.org online account greatly increased convenience in multi-card households; launch of wishlists is much-appreciated patron feature with positive impact on fulfillment times.
- Explore print-on-demand technology and develop a potential service model.
 - Print on demand team is exploring opportunities and developing a potential service plan.
- Sustain the community value of the public library amidst closed digital content markets and decreasing availability of physical materials by designing digital products that establish new distribution relationships with content producers, push the boundaries of current copyright law and ensure public ownership of and access to content.

- Licensed and launched Magnatune collection, providing excellent value for patrons and for AADL; continuing talks with other rights holders for similar deals.
- Developed general licensor's license for digital materials to use as starting point for negotiations with other rights holders.
- Worked with the rights holder to make the movie *Grown in Detroit* available for online streaming for AADL cardholders.
- Established licensing agreements with new rightsholders, including Ghostly International, Front Porch Romance, and other local authors and creators.

Strategic Initiative III

Finances:

Develop a multi-year financial process that assures adequate, sustainable funding for the next twenty years

Goal 1: Explore new funding sources

- Identify grant opportunities and establish connections with community donors for future donation possibilities.
 - Secured a grant from ALA and NEH to act as a focus group for book selection for the NEH Muslim Journeys Project
 - Received a \$2,500 grant for the *America's Music: A Film History of Our Popular Music from Blues to Bluegrass to Broadway* film and discussion program and hosted this series of events.
 - AADL staff was invited to serve as advisors for two nationwide Library NEH grant proposals by the Tribeca Film Institute.
- Identify partners to sponsor large events.
 - Grew partnership with Ann Arbor Summer Festival, providing access to large local audience, sophisticated venues, and traveling acts for signature AADL events.

Goal 2: Operate the library in a fiscally responsible manner as determined by law so that revenue and expenses are balanced and funding resources are taken advantage of as they become available.

- Focus efficiency-building on financial resources reclaimed from ongoing cost management.
 - Evaluate scheduling of public service desks, establishing procedures that minimize costs without negative impact on patrons.
 - Selected and implemented scheduling software which provides better usability and accuracy, resulting in less time spent scheduling and more reliable staffing of desks and events.
 - Migrated to hosted voice over IP phone system for substantial savings and new features.
- Network with other large library systems to capitalize upon industry successes.
 - Participated in 2nd year of the IMLS grant through King County Library, enabling AADL to investigate and keep abreast of critical new tools in the industry.
 - Collaborated with Harvard Library Innovation Lab on Digital Public Library of America Beta Sprint projects, Shelf Life & Library Cloud.
- Quantify savings and disseminate information about good stewardship.

Strategic Initiative IV

Communications:

Develop high-level internal and external communications that get the message out, to all, about what we do and how we do it

Goal 1: Learn more about who is using the Library, who is not and why

- Investigate a Market Analysis / Brand Perception Study in our service area, possibly as a project for graduate students.
 - Investigating options to work with academic units, building upon successes of past relationship with UM School of Information for class projects.
 - Conducted a WLBDP Patron Satisfaction Survey (37% of WLBDP patrons responded.)
 - Contracted for communications audit.
- Leverage institutional investment in statistical measures and data collection to enable more sophisticated analysis of library use.
 - Unified stats database infrastructure completed and begins storage 7/2011; improved reports & data analysis to come.

Goal 2: Communicate the value and return on investment to the community from its district library, and how that return might be increased

- Develop plan to actively communicate to eligible potential library users that they have already paid for AADL services.
 - Began monthly appearance on Ann Arbor's 107.1 radio station on the Martin Bandyke show about upcoming events, which always ends with the statement that there is never a fee to attend an AADL event.
- Develop methods and messages that specifically demonstrate how potential users can make the most of their personal resources by utilizing AADL's offerings.
 - Instituted practice that return on investment is included in all conversations with media outlets.
 - Participated in a panel presenting on "Digital Resources in Libraries" sponsored by the AAUW.
 - Appeared in national media regarding tool collections.

Goal 3: Market library services to current patrons and non-users

- Develop stronger partnerships deeper within the University of Michigan's structure to produce and market programs of interest to the general public.
 - Worked with several high-profile partners (including the UM Museum of Art, UMS, the UM School of Music, Theatre and Dance, the Office of the Senior Vice-Provost for Academic Affairs and the UM Alumni Association) to make possible an off-site event featuring Aaron Dworkin.
 - Began a very productive partnership with the UM Center for Human Adjustment for an ongoing series of events on health and behavior issues.
 - Established a partnership with Story Collider, a side project of UM Physics post-docs, to produce science-themed storytelling nights for a general audience.
 - Presented at the Librarians' Forum of the University of Michigan about AADL's philosophy of providing public library services with a culture of generosity, how it is accomplished in a 21st century digital environment, and how AADL works to provide programming support and collaboration with over 30 units on the UM campus.
- Explore the use of AADL email, paper notices and receipts as advertising space for events and services.
 - Centralized messaging infrastructure in development to offer better options to patrons and more flexible delivery options to AADL.
- Developed simple method to insert promotional messages to email pickup notices, used for trackable promotion of new services & events.

- Refine orientation experience for new AADL patrons.
 - Added more complete information about getting and using a library card to aadl.org.
 - Redesigned 'My Library Card' brochure in a much more accessible, easier-to-read format. The brochure now can be updated by CRM staff (instead of all updates being done by an outside firm) – which saves on future design costs and enables revisions to be produced more often and in a
 - Developed a brief script for staff use when issuing library cards that gives essential information about their use.
- Investigate new online advertising opportunities.
 - Have included funds for Facebook ads in our regular programming budget – and now do Facebook ads each month.
 - Post AADL events information on free online sites every month.
- Pursue high-impact public appearances by AADL staff at meetings of community & business groups to tell the story of AADL's sustained success.
 - AADL had a high profile event that hosted Dan Rather at the Michigan Theater.
 - The Library Board held 3 community meetings to explain services and the importance of the Downtown Library.
- Investigate the AADL truck for use as advertisement of AADL events and services.
- Standardize and refine the use of pre-event welcome as a promotional tool for existing or new library users.

Strategic Initiative V

Organizational Development:

Develop sustainable, adaptive organizational practices that allow the Library to thrive internally and externally

Goal 1: Prioritize use of resources in this economic climate

- Focus efficiency-building on reallocating staff resources freed by ongoing process development.
 - Computer classes: Instituted online class evaluations and revised class handouts to steer class participants to evolving online resources.
 - Creating opportunities for staff from across departments to participate in a greater variety of programs and services to reduce program costs.
- Redesign AADL's collection development methods & manual to deliver a fluid & data-driven collection.
 - Developed and documented collection maintenance procedures to facilitate data-driven, efficient collection maintenance.
 - Developed process to track aggregated request fulfillment to better inform collection development decision-making.
- Internally market AADL products and services to increase staff opportunity to maximize the marketing value of casual patron interactions.
 - Supported peer-to-peer training about products and services at staff meetings and other internal communications.
 - Internal reorganization resulted in consolidation of training and discussion opportunities related to new products and services.

Goal 2: Provide leadership in defining library services

- Find new ways to freely disseminate the objectives, processes and outcomes of AADL's projects to peers in the library industry.
 - Planned to expand use of AADL's dev blog (posts on aadl.org intended for staff at other libraries) by staff outside the IT department.
 - Several recent talks were presented by staff at Public Library Association and American Library Association conferences.
 - Content was contributed to different books.
 - Presented at University of Michigan's Library Leadership Seminar.
 - Director contributed a chapter to "Library 2020: Today's Leading Visionaries Describe Tomorrow's Library," edited by Joseph Janes.
 - Presented on AADL's approach to service via a Public Library Association webinar and at the Massachusetts Library Association's annual conference.
 - WLBPD Outreach practices have been submitted to and published in the U.S. Library of Congress, National Library Service for the Blind & Physically Handicapped "Best Practices from the Network" Operations Alerts distributed to all network libraries nation-wide on two separate occasions.
 - Built upon partnership begun in 2005 to partner with the U.S. State Department, Zukunftswerkstatt ("Future Workshop"), and the Deutsche-American Institute in Tübingen to tour several German cities, talking about Gaming, Learning and Libraries.
 - Discussed the future of the library in the digital age on National Public Radio's "On Point" with Anthony Marx, CEO of the New York Public Library.
- Pursue partnerships with other leading institutions to enhance and expand the bounds of library services.
 - Participated in the Digital Public Library of America meetings & the UNESCO World Forum on Culture and Cultural Industries: The Book Tomorrow: The Future of the Written Word.
 - Participated in 2nd year of the IMLS grant through King County Library System and the NIH Partners in Research Grant with the University of Michigan.
 - Participated in development of the "America's Music: A Film History of Our Popular Music from Blues to Bluegrass to Broadway" project with Tribeca Film Institute. AADL staff will assist in national training session in Chicago for participants.
 - Participated in development of the "Muslim Journeys: Bridging Cultures" Bookshelf Project with ALA and the NEH. AADL staff was involved in the initial planning meetings in Washington DC for this project and also served as a focus group.
 - Governor Snyder appointed the Director to the Michigan Commission for Blind Persons.
 - Developed and are hosting, administering, and providing support for a Network Libraries Wiki for all libraries in the U.S. Library of Congress, National Library Service for the Blind & Physically Handicapped network to access and contribute content. The Northern and Midlands Conferences of Libraries for the Blind & Physically Handicapped passed resolutions commending and thanking AADL for this work.
 - Partnered with U.S. State Department, Zukunftswerkstatt ("Future Workshop"), and the Deutsche-American Institute in Tübingen to host the German-American Gaming League Championships, a library video game tournament series with online matches and a German championship that offered winners the chance to come to Ann Arbor and participate in an international tournament final.

Goal 3: Adapt to changing externalities such as the economy and publishing

- Develop products to fill niches created by ongoing change in the publishing industry.
 - Magnatune project establishes a licensing and access model well suited to niche content providers; paves way for similar projects with audiobooks, video or ebooks.
 - Expanded Magnatune infrastructure to support Video and Book content.

- Negotiated the first licensing book deal for fiction.
- Explore and expand internet-based service delivery models.
 - Features required to launch Magnatune developed internet-based content delivery infrastructure to be used for successive projects.
 - Developed and deployed new unified online question system, including text support and public question forums.
- Identify emerging critical measures (such as print vs. electronic book sales) and monitor data sources to guide AADL service development.

Goal 4: Improve and strengthen collaboration with other organizations to achieve mutual goals

- Identify AADL's ideal partnership characteristics.
- Seek partnerships to expand the reach and breadth of AADL offerings.
 - Expanded partnerships with local technical user groups.
 - Partnered more closely with downtown businesses for marketing.
 - Expanded presence at partner organizations, festivals, fairs and events.
 - Expanded partnerships with adult education and literacy groups, including PALMA and AAPS Adult Education.
- Develop tools for collecting and sharing external contacts to simplify promotion of partnerships & events.
 - Host a local listserv for Library Biz Connect, a group comprised of small business and entrepreneur-related support service-providers and libraries that shares information about their respective programs and resources; and, also partners on programming.

Strategic Initiative VI

Facilities:

Develop and maintain clean, safe, physical facilities that creatively meet the needs of the community and staff with an emphasis on sustainability, accessibility and flexibility

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 2012, a poll was conducted by EPIC-MRA to determine the public's attitude about the services and facilities provided by AADL and their willingness to fund a downtown facility project. The results of that poll are [here](#).
- The Library Board held three Community Forums in June 2012 to discuss the challenges and opportunities of the Downtown Library and gather feedback from the public.
- The Library Board placed a bond proposal on the November 2012 ballot to borrow funds to pay all or part of the costs of constructing, furnishing and equipping a new main library building to be located at the current site of the downtown library building. The bond did not pass.
- Provide a welcoming environment to those with disabilities.
 - AATA installed sound and light notification system for patrons using the A-Ride pickup service.
- Provide various configurations of public space to increase small study group accommodation.
- Improve accommodation of large audiences for popular Downtown programs so that we no longer have to split audiences.

Goal 2: Maximize the efficiency and utilization of meeting rooms and other facilities

- Develop metrics in order to increase occupancy rates.
 - Conducted room use survey to determine how to increase meeting room occupancy.
- Expand opportunities for structured meeting room use without the overhead of an AADL-hosted program, such as classes hosted by partners or social viewing of international television.
 - Provided space for Washtenaw Literacy to hold ESL conversation groups at the Traverwood Branch.
 - Provided ongoing space on a weekly basis for the WISD's W-A-Y Washtenaw program.
- Improve Downtown event attendee experiences by providing state-of-the-art venues and up-to-date furnishings.
 - Completed upgrade to Multi-Purpose Room sound system to better accommodate the range of programming at AADL.

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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:

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