



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

Monday, February 17, 2014

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Published by Ann Arbor District Library

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## February 2014

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

## March 2014

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9	10	11	12	13	14	15
16	<b>17 AADL Board Mtg</b>	18	19	20	21	22
23 30	24 31	25	26	27	28	29

## April 2014

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



## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, February 17, 2014 at 7:00 p.m.  
 Ann Arbor District Library, 4<sup>th</sup> Floor Board Room  
 343 S. Fifth Avenue, Ann Arbor, MI 48104

## REGULAR MEETING AGENDA

- 14-044 I. CALL TO ORDER
- 14-045 II. ATTENDANCE
- 14-046 III. APPROVAL OF AGENDA (pp. 1-2)  
 (Item of action)
- 14-047 IV. APPROVAL OF MINUTES OF JANUARY 20, 2014 AND  
 FEBRUARY 3, 2014 (pp. 3-30)  
 (Item of action)
- 14-048 V. CITIZENS' COMMENTS
- 14-049 VI. FINANCIAL REPORTS (pp. 31-38)
- 14-050 VII. APPROVAL OF DISBURSEMENTS (pp. 39-42)  
 (Item of action)
- 14-051 VIII. COMMITTEE REPORTS
- 14-052 A. FACILITIES COMMITTEE
- 14-053 IX. DIRECTOR'S REPORT
- 14-054 X. MONTHLY STATISTICS
- 14-055 XI. NEW BUSINESS
- 14-056 A. INFORM STUDIO PRESENTATION: REDESIGN OF  
 DOWNTOWN LIBRARY PUBLIC ENTRY  
 (30 minutes)  
 Cory Lavigne
- 14-057 B. APPROVAL TO PROCEED WITH PROPOSAL FOR  
 REDESIGN OF DOWNTOWN LIBRARY PUBLIC ENTRY  
 (Item of action)

- 14-058 C. APPROVAL OF DIRECTOR'S EVALUATION COMMITTEE APPOINTMENTS  
(Item of action)
- 14-059 D. RESOLUTION ESTABLISHING A SPECIAL STRATEGIC PLANNING COMMITTEE (p. 43)  
(Item of action)
- 14-060 E. APPROVAL OF SPECIAL STRATEGIC PLANNING COMMITTEE APPOINTMENTS  
(Item of action)
- 14-061 F. RESOLUTION TO ADOPT REVISIONS TO LIBRARY POLICIES (pp. 44-74)  
(Item of action)
- 14-062 G. RESOLUTION TO REPEAL LIBRARY POLICIES (p.75)  
(Item of action)
- 14-063 XII. CITIZENS' COMMENTS
- 14-064 XIII. ADJOURNMENT

#### **CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD**

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



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE ANNUAL MEETING  
MONDAY, JANUARY 20, 2014

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE ANNUAL MEETING**  
**MONDAY, JANUARY 20, 2014**

14-001 I. CALL TO ORDER

President Rosenthal called the meeting to order at 7:02 p.m.

14-002 II. ATTENDANCE

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

Absent: None

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

14-003 III. PRESIDENT'S REMARKS

President Rosenthal remarked that it has been an honor to serve as President of the Board for the past year. She highlighted a number of achievements during 2013:

- \* Outreach Department Manager Soave and her staff were acknowledged for their work with CS Mott Hospital, PALMA and the WLBDP
- \* Director Parker and Associate Director Nieman accessed the physical condition of all AADL facilities
- \* Allerton Hill Consulting was engaged to create a communication plan
- \* *USA Today* quoted Associate Director Choate regarding AADL special collections
- \* The 2013-2014 budget and the FAADL Space Use Agreement extension were approved
- \* Associate Director Neiburger and Community Relations Department Manager Grimes were again invited by the Tribeca Film Institute to participate on a new NEH project focusing on Immigration.
- \* The It's All Write Short Story Contest and Summer Games were very successful
- \* The Pittsfield Charter Township Corridor Improvement TIF agreement was signed
- \* Staff reviewed and presented numerous policy updates to the Policy Committee
- \* AADL was named a *Library Journal* 5 Star Library for the fifth year in a row.

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President Rosenthal commended the staff and director for all that is done on a daily basis that makes AADL so special.

14-004 IV. NOMINATION & ELECTION OF LIBRARY BOARD OFFICERS

1. PRESIDENT  
 (Item of action)  
 Roll call vote

Trustee Head, supported by Trustee Murphy, nominated Prue Rosenthal for Board President. No other nominations were made.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

2. VICE PRESIDENT  
 (Item of action)  
 Roll call vote

Trustee Leary, supported by Trustee Surovell, nominated Barbara Murphy for Board Vice President. No other nominations were made.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

3. TREASURER  
 (Item of action)  
 Roll call vote

Trustee Kaplan, supported by Trustee Head, nominated Jan Barney Newman for Board Treasurer. No other nominations were made.

A roll call vote was taken.

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



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NAYS: None

Motion passed 7-0.

4. SECRETARY  
 (Item of action)  
 Roll call vote

Trustee Barney Newman supported by Trustee Leary, nominated Rebecca Head for Board Secretary. No other nominations were made.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

14-005 V. INSTALLATION OF OFFICERS

President Rosenthal administered the oath installing Board officers for 2014: Trustee Rosenthal as President, Trustee Murphy as Vice President, Trustee Barney Newman as Treasurer, and Trustee Head as Secretary.

“I, (name stated), DO SOLEMNLY SWEAR THAT I WILL ABIDE BY THE BYLAWS, RULES, AND REGULATIONS OF MY OFFICE AS TO THE BEST OF MY ABILITY.”

14-006 VI. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS

14-007 VII. APPROVAL OF AGENDA  
 (Item of action)

President Rosenthal proposed to amend the agenda by adding under New Business B. Resolution Establishing the Special Communications Committee; C. Resolution Establishing the Special Facilities Committee; D. Appointment of Board Committee Members.

Treasurer Barney Newman, supported by Trustee Kaplan, moved to approve the revised agenda.

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

Motion passed 7-0.

14-008 VIII. APPROVAL OF MINUTES OF DECEMBER 16, 2013  
 (Item of action)

Trustee Leary, supported by Vice President Murphy, moved to approve the minutes of December 16, 2013.

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

Motion passed 7-0.

14-009 IX. CITIZENS' COMMENTS

Jerzy Drozd

Hi everybody, my name is Jerzy Drozd and I am a cartoonist and teaching artist and my comments tonight are more or less just a big glowing thank you for three items. The Board of the Ann Arbor District Library provide the youth of Ann Arbor, as I have said I am a cartoonist, a teaching artist that means I teach courses on making graphic novels which is not a widely available field of study for young people. And even if you do find them, courses on making graphic novels, they can cost hundreds, even thousands of dollars. And for the past seven years I've been working with AADL to provide comic courses for young people for free. Free access to this information. I've seen young people, from seven years grow into young adults and I recently ran into one of my former students at Toronto Comics Arts Festival and she's now working in the publishing industry alongside of award winning cartoonist Tom Hart, working on one of his books. So here's a kid who seven years ago was a fourteen year old who loved manga. Because of what you provided to her she got access to information that allowed her to work in the publishing field. So thank you for that. The second thing I want to thank you guys for is Ann Arbor District Library netcast studio. If you don't know the Ann Arbor District Library does podcasts and I've been hosting a podcast since 2011 now and it's called "Comics are Great", the Dick Cavett show for cartoonists. Which means that we have a lot of different guests and working professionals and local professionals



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and AADL staff on the show. In other words the youth in Ann Arbor has their TV show about making comics because AADL was forward thinking enough to say where to do kids watch stuff? YouTube, let's put these, stream them live on YouTube. So every two weeks we do a show where we do all sorts of different best-selling authors, plus local celebrities. One highlight for me was, every hear of, familiar with a guy named Mark Kistler, PBS host of a drawing show from the seventies and eighties, I had him on, I got to teach him how to use twitter. So it's been a benefit to me, it's connected me to a wider group of cartoonists but, it's also connected a wider world of cartoonists to AADL which leads me to my third thanks. I serve as the programing coordinator for an event called Kids Read Comics, which was mentioned earlier tonight and you're all aware of this event that we do yearly. In 2012 we brought the event to AADL. AADL has been a very gracious, incredible partner for this event. I don't need to give you guys numbers on how many people you've affected through this thing. But if people haven't heard of this thing, it's a weekend of twenty-five or more free workshops lead by three professionals around the nation. Guests include *New York Times* bestselling author Ann Tuttlemyer (sic), Rafael Rosado, Ben Hatke and if those names don't mean anything to you, imagine this you're ten years old and you go to the library and there's Charles Schultz and David (sic) sitting there saying come draw with me. How awesome would that be to you as a ten year old? One educator from out of town, we get people come from all over the country to this thing said to me it's the single coolest pro-literacy event of the year. We have cartoonists who come from all over the globe, literally. One came from Australia a couple years ago on his dime. Because he had to be a part of this amazing, cool Kids Read Comics. One of my favorite stories to tell is, this goes back to podcasts, I mentioned AADL staff was on this podcast that I do, which reaches out to cartoonists. One of the guests at the show saw an AADL staff member walk by who had been on the show many, many times, and breathlessly grabbed me by the sleeve and said that's her. I don't know what to say. So AADL has celebrity librarians that cartoonists get the vapors when they're around. One last time, again that you for supporting the youth of Ann Arbor.

Shary Brown

Well, mine's not nearly so well organized, but I also have come to say thank you. I have been a card holder for probably more than sixty years. I was obviously born and raised in Ann Arbor. So I have three things also. I have being a resident of Ann Arbor as a kid and looking forward to seeing the bookmobile come around

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the corner. All the kids in the neighborhood up to the bookmobile. That was ground breaking stuff sixty years ago. And you guys were there and did that, brought books to us, and the community. As a professional, I organized events in Ann Arbor, ran the Street Art Fair and again the library stepped up and became a home for us, a home that we didn't have. We were on the streets for four days a year, but we didn't have a place to engage the community, but we did here. We didn't have a place when the rug got pulled out from under us in how we juried our artists. The film was gone, the projectors were going, we needed to attract our artists, we needed to be able to review them, the library again stepped up and said we can help you. We can help you with this technology, we can help provide a place for you to bring your jurors and I think you continue to do this today. I'm now a retired person and I use the library and I think I would like to continue learning all my life and the library does that for me. You have great programs, one my jobs as a retired person is to volunteer and I volunteer at Fool Moon Festival and again, the library is there. You've engaged other organizations in town, you have become a center for us to meet other groups in town that would like to play with us as we put on our events. So I think, for me all of my life the library has been a place of leadership, its been forward looking , its provided new skills and technology to all of us who have nowhere else to go and I want to see you continue to do that. It has been a tremendous resource for me. Thank you.

Kathy Griswold

Good evening, following on the theme of showing appreciation, I also have a thank you and then a few comments. A year ago the Protect Our Libraries PAC mentioned the library's contribution to serving the homeless population in this community and while we're working on trying to find a better solution for the homeless, including twenty four hour a day warming centers, cooling shelters. I do want to acknowledge the service that is provided by the Ann Arbor District Library, especially the downtown branch for some of the people that use this for the resources including staying warm in winter. I know that's a real burden and it needs to be addressed by a different group of people but for now it's being done and really appreciated. I also have to agree that this is really a great report and great things are being done at the library but I'm somewhat troubled that given that you podcast and that this room is equipped for CTN and that you have spent money on improving communications, why you're not recording these meetings. At least CTN now has an on demand feature so if someone wanted to see the work of the library board if wanted to skip and just see the



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financials, or one of the other reports they could easily do that through the on demand feature. So I really hope that you consider that this year. A few other comments, collaboration, I know that a lot of collaboration is being done especially at the staff level. I'd like to see more collaboration at the board level with the Ann Arbor Public Schools. Another is the Michigan Theater. If you can rent their viewing room, I think we all know that their desperate for more financial resources. And long term make plans for how your podcasting operation, and some of the functions you provide here will dovetail with what CTN is doing because some of your functions seem to be very similar and long term there's probably some efficiencies there. Another area in addition to collaboration is becoming more professional. I'm really troubled that Ann Arbor District Library email addresses are not being used by the board members. That's sort of standard for most boards within this community, the school board, city council members and that would be a very easy thing to do and provides a more professional appearance when communicating with community members. We've talked before about open committee meetings and just having more transparency, this is the beginning of a new year and I hope you'll focus on that. And lastly, a question. I was looking on the library website and I was just going to type in Allerton Hill, because I wanted to look their communications report, and I don't see any type of Google or other search for the library website. You have one once you get into the books and videos and your circulations. But I don't see a search, so maybe I'm wrong, but if not, it would be nice to have. Thank you.

Don Salberg

My name is Don Salberg, I live on Lexington Drive in northeast Ann Arbor. I want to wish you all a happy new year. Good evening. I want to share a revelation and along with it some important new information that should interest you. I've always wondered way a new library would cost as much as the planned one would. Then I realized that the \$330 per square foot that's required for building the library which is much more than the average \$200 per square foot is required in order to provide an adequate superstructure to hold the many shelves of books that you have. And that seems appropriate that it would cost that amount of money. It would be of benefit, of course, to be able to reduce the number of books and weight thereof and to be able to do the library much less expensively. In this regard, I must call your attention to a new digital library that opened up in San Antonio, Texas called the BiblioTech. Actually, Bexar County Digital Library. Some of you appear to be aware of it. It cost 2.4

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million dollars to build. Holds 10 thousand eBooks, 500 hundred e-readers, 48 computers, 20 ipods and laptops. Similarly the Archbishop Stepinac High School, White Plains, New York has replaced all its textbooks with a digital library. Students no longer have to carry thirty-five pound backpacks. They also find it cheaper because they can pay for use of a digital library for \$150 rather than having to out rightly buy textbooks for \$750 each year. The digital library also is accessible wherever there is an internet connection. Which gives more freedom for students to be able to study anywhere they want. The students can highlight passages and annotate their material without having to worry about damaging the textbook, reducing its resale value. Teachers can add material easier, get homework and communicate with material being viewed by the student. The world is quickly becoming digital and while older individuals who may recall a world without computers, who resist the retirement of printed material, the younger generation born into the digital era who have no difficulty accommodating. When you consider again to ask for a new library bond referendum beware that the world of information, education and entertainment is rapidly changing and that the old library, with its thousands of books may become obsolete and undesirable for the new tech savvy world. Also it might well consider a decentralized library system. Which a digital library would be able to provide. You can setup small branches in small rental places in multiple areas of the city and make it much more convenient for individuals to not have to travel distance down to a central library. Many of them will have to pay for parking. Having a digital branch library close by is very convenient. Thank you very much.

Libby Hunter

I would like to suggest that several reasons this group should meet, in my opinion, on a different night in the month of January. I'll be very brief. Some of my reasons are the following, and I tried to think of as many as I could but I don't know if they are all here. Martin Luther King Day is almost a sacred day for some people. He's a hero to possibly thousands of people in Ann Arbor and certainly millions of people world-wide. There are Martin Luther King events in our area tonight and this is a day of service in his honor for many people. Let's see, depending on your age, King lived during your lifetime or at least near your lifetime so his, it's not like its celebrating someone who lived five hundred years ago. I can't think of a better way to say that. The Ann Arbor Schools celebrate King today by not being in session and city council celebrates by postponing their regularly scheduled meeting until tomorrow night. I'm sure you have reasons for meeting on this

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holiday which I'm unaware of. I just feel compelled to state my reasons which I'm hoping you might take into consideration when creating next year's meeting calendar. Thank you very much.

14-010 X. FINANCIAL REPORTS

Associate Director Nieman reported November showed unrestricted cash balance just over \$13.5 million. Tax receipts just over \$11 million, reflecting 97% of the budgeted amount, have been received through the end of December. The fund balance stands at just over \$8.1 million. Six line items are over budget and will come back into line later in the year.

14-011 XI. APPROVAL OF DISBURSEMENTS  
 (Item of action)

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

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

NAYS: None

Motion passed 7-0.

14-012 XII. COMMITTEE REPORTS

14-013 A. COMMUNICATIONS COMMITTEE

Chairperson Kaplan reported the committee had an information gathering meeting offsite with a local company.

14-014 B. POLICY COMMITTEE

Chairperson Murphy reported the committee met in December and reviewed the policy revisions being submitted for discussion tonight.

14-015 XIII. DIRECTOR'S REPORT

Director Parker began her report with a video presentation of the annual report. She reported on the number of Martin Luther King Day events being held at the library and the Ann Arbor/Ypsilanti Reads author program scheduled tomorrow at Washtenaw Community College.

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14-016           XIV.    NEW BUSINESS

14-017                   A.    APPROVAL OF BOARD MEETING DATES AND  
LOCATIONS FOR 2014

(Item of action)

Trustee Leary, supported by Secretary Head, moved to approve the 2014 AADL Board meeting dates and locations as presented.

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

NAYS:   None

Motion passed 7-0.

14-018                   B.    RESOLUTION ESTABLISHING A SPECIAL  
COMMUNICATIONS COMMITTEE

(Item of action)

Secretary Head, supported by Trustee Leary, moved that the Board resolves that a special Communications Committee be established; that the charge to the special Communications Committee will be to consider the implementation of recommendations in the communications audit, and related issues; that the committee shall serve through 2014; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS:   None

Motion passed 7-0.

14-019                   C.    RESOLUTION ESTABLISHING A SPECIAL FACILITIES  
COMMITTEE

(Item of action)

Trustee Leary, supported by Secretary Head, moved that the Board resolves that a special Facilities Committee be established; that the charge to the special Facilities Committee will be to recommend to the Board steps needed to 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; that the committee shall serve through 2014; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 7-0.

14-020

D. APPROVAL OF BOARD COMMITTEE APPOINTMENTS  
 (Item of action)

President Rosenthal presented the following Board Committee appointments for approval:

Budget & Finance: Jan Barney Newman-Chair, Barbara Murphy,  
 Nancy Kaplan

Communications: Rebecca Head-Chair, Margaret Leary, Prue  
 Rosenthal

Facilities: Margaret Leary-Chair, Jan Barney Newman, Ed  
 Surovell

Policy: Barbara Murphy-Chair, Nancy Kaplan, Prue Rosenthal

Secretary Head, supported by Trustee Leary, moved to approve the Board committee appointments as recommended.

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

NAYS: None

Motion passed 7-0.

14-021

E. RESOLUTION OF THANKS TO BETH ANDERSEN UPON  
 HER RETIREMENT  
 (Item of action)

Secretary Head, supported by Vice President Murphy, moved the Board resolves that it would like to officially thank Beth Andersen for her service as an employee from December 18, 1978 to January 30, 2014 of the Ann Arbor District Library; that all resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 7-0





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Associate Director Nieman informed the board that a quote was also sought from Briarwood Ford. The vehicle from Varsity Ford met requirements more so than the one from Briarwood.

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

NAYS: None

Motion passed 7-0

14-025

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

Secretary Head, supported by Trustee Leary, moved the Board resolves to increase the Library Programming line item in the 2013-2014 budget by \$63,000; that the \$63,000 increase to Library Programming be transferred from the Fund Balance; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Parker reported that the funds would be used to design, publish and mail a quarterly newsletter to district residents. That post cards to special events would also be mailed and recognition efforts would be made for our 5 Star designation.

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

NAYS: None

Motion passed 7-0

14-026

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

Vice President Murphy, supported by Secretary Head, moved the Board resolves to increase the Purchased Services line item in the 2013-2014 budget by \$20,000 to cover a satisfaction survey of library district residents to be conducted by EPIC-MRA; that the \$20,000 increase to Purchase Services be transferred from the Fund Balance; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Parker stated that a recommendation of the communications audit was to survey district residents on a bi-

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yearly basis. From 500 up to 600 persons of various age demographics would be contacted.

Trustee Leary supported by Vice President Murphy moved to amend the motion to increase the amount to the Purchased Services budget line by \$25,000.

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

NAYS: None

Motion passed 7-0.

Treasurer Barney Newman, supported by Secretary Head, moved to approve the amended resolution.

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

NAYS: None

Motion passed 7-0.

14-027

K. PROPOSED POLICY CHANGES  
 (Item of discussion)

Director Parker noted that in following past practice proposed policy changes are presented to the Board for review and discussion. There will be no action on them tonight. Policy changes were presented in the current view, marked up view and draft view for ease of noting changes. She noted the bulk of the changes affect the circulation policy and will allow greater access to AADL library cards to non-resident K-12 students.

14-028

XV. CITIZENS' COMMENTS

There were no additional citizens' comments.

14-029

XVI. ADJOURNMENT

Vice President Murphy, supported by Trustee Kaplan, moved to adjourn the meeting.

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

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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 annual meeting held on January 20, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-018**

**RESOLUTION ESTABLISHING A SPECIAL COMMUNICATIONS  
COMMITTEE**

Minutes of the annual 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 20<sup>th</sup> day of January, 2014 at 7:00 p.m.

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

ABSENT: None

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That a special Communications Committee be established.
- 2.) That the charge to the special Communications Committee will be to consider the implementation of recommendations in the communications audit, and related issues.
- 3.) That the committee shall serve through 2014.
- 4.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the Annual Board Meeting held on January 20, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-019**

**RESOLUTION ESTABLISHING A SPECIAL FACILITIES COMMITTEE**

Minutes of the annual 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 20<sup>th</sup> day of January, 2014 at 7:00 p.m.

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

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That a special Facilities Committee be established.
- 2.) That the charge to the special Facilities Committee will be to recommend to the Board steps needed to 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.
- 3.) That the committee shall serve through 2014.
- 4.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the Annual Board Meeting held on January 20, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-021**

**RESOLUTION OF THANKS TO BETH ANDERSEN UPON HER RETIREMENT**

Minutes of the annual 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 20<sup>th</sup> day of January, 2014 at 7:00 p.m.

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

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

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Beth Andersen for her service as an employee from December 18, 1978 to January 30, 2014 of the Ann Arbor District Library.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

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

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

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the Annual Board Meeting held on January 20, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-022**

**RESOLUTION OF THANKS TO IEVA BATES UPON HER RETIREMENT**

Minutes of the annual 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 20<sup>th</sup> day of January, 2014 at 7:00 p.m.

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

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

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Ieva Bates for her service as an employee from August 23, 1976 to January 31, 2014 of the Ann Arbor District Library.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

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

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

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the Annual Board Meeting held on January 20, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-023**

**RESOLUTION OF THANKS TO JACQUELINE SASAKI UPON HER  
RETIREMENT**

Minutes of the annual 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 20<sup>th</sup> day of January, 2014 at 7:00 p.m.

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

ABSENT: None

The following resolution was offered by President Rosenthal, and supported by Treasurer Barney Newman:

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Jacqueline Sasaki for her service as an employee from September 15, 1988 to January 31, 2014 of the Ann Arbor District Library.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the Annual Board Meeting held on January 20, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-024**

**RESOLUTION TO AMEND THE 2013-2014 APPROVED BUDGET**

Minutes of the annual 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 20<sup>th</sup> of January, 2014 at 7:00 p.m.

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

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

THE BOARD RESOLVES AS FOLLOWS:

- 1). To increase the Capital Outlays line item in the 2013-2014 budget by \$30,000 to cover the purchase of a delivery truck from Varsity Ford.
- 2). That the \$30,000 increase to Capital Outlays be transferred from the Fund Balance.
- 3). 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 the Annual Board Meeting held on January 20, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-025**

**RESOLUTION TO AMEND THE 2013-2014 APPROVED BUDGET**

Minutes of the annual 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 20<sup>th</sup> of January, 2014 at 7:00 p.m.

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

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

THE BOARD RESOLVES AS FOLLOWS:

- 1). To increase the Library Programming line item in the 2013-2014 budget by \$63,000.
- 2). That the \$63,000 increase to Library Programming be transferred from the Fund Balance.
- 3). 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 the Annual Board Meeting held on January 20, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-026**

**RESOLUTION TO AMEND THE 2013-2014 APPROVED BUDGET**

Minutes of the annual 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 20<sup>th</sup> of January, 2014 at 7:00 p.m.

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

Vice President Murphy, supported by Secretary Head, moved the Board resolves to increase the Purchased Services line item in the 2013-2014 budget by \$20,000 to cover a satisfaction survey of library district residents to be conducted by EPIC-MRA; that the \$20,000 increase to Purchase Services be transferred from the Fund Balance; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Trustee Leary supported by Vice President Murphy moved to amend the motion to increase the amount to the Purchased Services budget line by \$25,000. Motion passed.

Treasurer Barney Newman, supported by Secretary Head, moved to approve the amended resolution:

THE BOARD RESOLVES AS FOLLOWS:

- 1). To increase the Purchased Services line item in the 2013-2014 budget by \$25,000 to cover a satisfaction survey of library district residents to be conducted by EPIC-MRA.
- 2). That the \$25,000 increase to Purchased Services be transferred from the Fund Balance.
- 3). 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 the Annual Board Meeting held on January 20, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE BOARD RETREAT  
MONDAY, FEBRUARY 3, 2014

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE BOARD RETREAT**  
**MONDAY, FEBRUARY 3, 2014**

14-030 I. CALL TO ORDER

President Rosenthal called the meeting to order at 4:03 p.m.

14-031 II. ATTENDANCE

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

Absent: None

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

Other: Sandra Greenstone, Facilitator

14-032 III. APPROVAL OF AGENDA

(Item of action)

Trustee Surovell, supported by Secretary Head, moved to approve the agenda.

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

NAYS: None

Motion passed 7-0.

14-033 IV. WELCOME AND OVERVIEW

Josie Parker/Sandra Greenstone

Director Parker introduced staff members Jody Harnish, Mariah Cherem, Matt Dubay and Erin Helmrich. They work with the special tools collections and will be presenting them today.

Sandra Greenstone noted she has worked with the Board over the last ten years. Originally over 100 people worked to develop the first strategic plan in which she was involved. Five years ago a very different process was used. Now we are looking to determine what type of data is needed to proceed with the next strategic plan for 2015-2020.

14-034 V. CITIZENS' COMMENTS

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE BOARD RETREAT  
MONDAY, FEBRUARY 3, 2014

There were no citizens' comments.

14-035 VI. COLLECTIONS PRESENTATION

Associate Director Neiburger gave background information on how the special tools collections were started and how they have grown.

The Board recessed at 3:20 p.m. to have hands-on demonstrations of items from the special tools collections.

The Board reconvened at 4:47 p.m.

President Rosenthal thanked staff for their presentations.

Director Parker stated that a mission of the public library distributing materials is not limited to bound items. The collections chosen do not compete with retail.

14-036 VII. THE NEXT FIVE YEARS  
 Josie Parker/Eli Neiburger

Associate Director Neiburger reviewed industry trends regarding books, ebooks, BluRay, tablets, streaming services and DVD's. He then reviewed AADL usage trends from material checkouts, program attendance, door counts and website visits.

Director Parker reviewed external pressures including filling gaps in service as schools are losing their media centers; increase of public institutions moving their physical presence to the web and telling their customers to go to the library to access the web; filters and perceptions – we monitor our spaces but we can't guarantee that you won't see something objectionable here; urban development around our spaces over which we have no control; chronically homeless are those who find the library as the last resort; We are not a part of the community discussion on this issue. All of these issues have an impact on our ability to provide service.

Blurred lines and clarity of mission is another topic Director Parker addressed. She reviewed a number of organizations who receive partnership support from AADL. With the WLBDP, AADL is providing access to those who qualify in Washtenaw County and is working with other local libraries to reach county residents who qualify for the service. We participate in MeL,

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE BOARD RETREAT  
MONDAY, FEBRUARY 3, 2014

loaning books as well as borrowing books from libraries throughout the State. Conversations with the new Dean of UM Libraries and the new AAPS Superintendent may lead to stronger partnerships with blurred lines of service.

14-037 VIII. RECESS FOR BREAK AT 6:06 PM

14-038 IX. RECONVENE MEETING AT 6:18 PM

14-039 X. STRATEGIC PLAN 2015-2020 BOARD DISCUSSION  
 Sandra Greenstone/Josie Parker

Director Parker reported the Board determined the six initiatives in the current plan and staff brought the goals forward for those initiatives. She answered questions board members had regarding several of the initiatives.

Sandra Greenstone led the board through discussion regarding the planning process for the next strategic plan. She reviewed the process used previously. Board members commented on a variety of topics including whom we are not serving; what is the role of the library; who uses downtown and why; what is the advocacy role of the board; how to address the homeless issue; our branch locations in planning; pressures on district resources. Board members discussed the planning process. The Board President will determine if a strategic planning committee will be established or if the process will default to the Executive Committee.

14-041 XI. NEXT STEPS  
 Sandra Greenstone/Josie Parker

Sandra Greenstone led the board through discussion on the next steps and timelines. She also addressed possible ways to engage staff, community partners, stakeholders and citizen residents.

President Rosenthal thanked staff for a job well done tonight.

14-042 XII. CITIZENS' COMMENTS

There were no citizens' comments.

14-043 XIII. ADJOURNMENT

Vice President Murphy, supported by Trustee Kaplan, moved to

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE BOARD RETREAT  
MONDAY, FEBRUARY 3, 2014

adjourn the meeting.

President Rosenthal adjourned the meeting at 7:31 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 board retreat held on February 3, 2014 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

## Ann Arbor District Library Financial Summary for January 2014

### **Cash:**

The unrestricted cash balance as of January 31, 2014 was \$12,710,441 down from \$13,503,795 in December.

### **Tax Receipts:**

The Library has received tax receipts totaling \$11,146,646, 97.4% of the budgeted amount, as of January 31st.

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

The Library showed an operating surplus of \$213,201 through January 31st. This gives the Library a positive fund balance of \$8,261,720 at the end of January, up from \$8,188,907 in December.

### **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 January:

Employment - An additional payment of approximately \$74,000 was made to the State of Michigan Pension System in January. This is a pass through with the corresponding revenue showing up in State Aid. The budget will need to be amended at the end of the year for this expense.

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.

Copier Expense - A semi annual payment for copier and printer maintenance was paid in September.

ANN ARBOR DISTRICT LIBRARY  
Operating  
For the Seven Months Ending January 31, 2014

	<u>Actual</u>	<u>January Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
<b>Revenue</b>						
Tax Collections - Operating	\$947,333	\$947,333		\$6,631,331	\$6,631,333	(\$2)
State Aid	80,810	6,667	<b>74,143</b>	120,812	46,667	<b>74,145</b>
Penal Fines	16,250	16,250		113,750	113,750	
Interest	11,750	8,333	<b>3,417</b>	30,309	58,333	<b>(28,024)</b>
Copiers	2,191	2,500	<b>(309)</b>	17,743	17,500	<b>243</b>
Grants/Memorials	800	7,500	<b>(6,700)</b>	66,805	52,500	<b>14,305</b>
Library Fines & Fees	32,299	35,417	<b>(3,118)</b>	223,222	247,917	<b>(24,695)</b>
Non-Resident Fees	900	1,250	<b>(350)</b>	8,607	8,750	<b>(143)</b>
Fund Bal./Restricted Funds		15,250	<b>(15,250)</b>		106,750	<b>(106,750)</b>
<b>Total Revenue</b>	<b>\$1,092,333</b>	<b>\$1,040,500</b>	<b>\$51,833</b>	<b>\$7,212,579</b>	<b>\$7,283,500</b>	<b>(\$70,921)</b>
<b>Expenditures</b>						
Salaries & Wages	504,152	497,083	<b>7,069</b>	3,479,436	3,479,583	<b>(147)</b>
Employee Benefits	205,235	131,167	<b>74,068</b>	943,763	918,167	<b>25,596</b>
Employment Taxes	37,255	38,000	<b>(745)</b>	258,689	266,000	<b>(7,311)</b>
<b>Total Employment Cost</b>	<b>\$746,642</b>	<b>\$666,250</b>	<b>\$80,392</b>	<b>\$4,681,888</b>	<b>\$4,663,750</b>	<b>\$18,138</b>
Custodial and Electrical	\$13,391	\$15,833	<b>(\$2,442)</b>	\$100,834	\$110,833	<b>(\$9,999)</b>
Accounting/Audit	833	833		5,831	5,833	<b>(2)</b>
Legal	2,411	4,167	<b>(1,756)</b>	15,098	29,167	<b>(14,069)</b>
Purchased Services	9,996	13,167	<b>(3,171)</b>	86,456	92,167	<b>(5,711)</b>
Utilities	33,206	36,667	<b>(3,461)</b>	247,165	256,667	<b>(9,502)</b>
Property Insurance	6,881	7,500	<b>(619)</b>	48,165	52,500	<b>(4,335)</b>
Communications	19,751	15,000	<b>4,751</b>	123,953	105,000	<b>18,953</b>
Materials	98,290	145,833	<b>(47,543)</b>	927,207	1,020,833	<b>(93,626)</b>
Software Licenses/Maintenanc	5,738	12,500	<b>(6,762)</b>	119,653	87,500	<b>32,153</b>
Building Rental	10,063	12,917	<b>(2,854)</b>	81,175	90,417	<b>(9,242)</b>
Seminars/Conferences/Travel	3,166	2,333	<b>833</b>	6,388	16,333	<b>(9,945)</b>
Copier Expense	7,375	3,750	<b>3,625</b>	33,733	26,250	<b>7,483</b>
Library Programming	28,049	22,750	<b>5,299</b>	124,763	159,250	<b>(34,487)</b>
Grants/Memorials	9,169	9,583	<b>(414)</b>	35,014	67,083	<b>(32,069)</b>
Supplies	6,895	15,333	<b>(8,438)</b>	101,030	107,333	<b>(6,303)</b>
Repairs and Maintenance	31,063	28,500	<b>2,563</b>	186,450	199,500	<b>(13,050)</b>
Postage	235	2,917	<b>(2,682)</b>	11,257	20,417	<b>(9,160)</b>
Lcards/Circ Cards	(350)	6,000	<b>(6,350)</b>	39,348	42,000	<b>(2,652)</b>
Other Operating Expenditures	1,733	2,000	<b>(267)</b>	10,323	14,000	<b>(3,677)</b>
<b>Total Operating Expense</b>	<b>\$287,895</b>	<b>\$357,583</b>	<b>(\$69,688)</b>	<b>\$2,303,843</b>	<b>\$2,503,083</b>	<b>(\$199,240)</b>
Capital Outlays		\$16,667	<b>(\$16,667)</b>	\$13,647	\$116,667	<b>(\$103,020)</b>
<b>Total Expenditures</b>	<b>\$1,034,537</b>	<b>\$1,040,500</b>	<b>(\$5,963)</b>	<b>\$6,999,378</b>	<b>\$7,283,500</b>	<b>(\$284,122)</b>
<b>Net</b>	<b>\$57,796</b>		<b>\$57,796</b>	<b>\$213,201</b>		<b>\$213,201</b>



Date: 2/10/2014

Ann Arbor District Library

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## Balance Sheet

**ASSETS**As of 1/31/2014Current Assets:

## Cash

CASH-COMMERCIAL CHECKING	\$72,770.02
CASH-PAYROLL	7,634.96
HOLTREY FUND	332,040.58
CASH-SAVINGS	1,072,394.16
KENISTON FUND	30,313.10
SHAFFER FUND	10,475.28
WESTERMAN FUND	49,112.03
PETTY CASH	2,300.00
WLBPD ACCOUNT	37,130.71
CDs - SHORT TERM	6,400,000.00

Total Cash	\$8,014,170.84
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## Investments

BANK OF ANN ARBOR INVESTMENT	\$3,290,341.14
UNITED BANK AND TRUST INVESTMENT	1,865,002.17

Total Investments	\$5,155,343.31
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## Accounts Receivable

ACCOUNTS RECEIVABLE	\$160,419.50
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Total Accounts Receivable	\$160,419.50
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## Property Taxes Receivable

Total Property Taxes Receivable	\$0.00
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## Prepaid Expenses

PRE-PAID INSURANCE	\$22,857.31
PREPAID EXPENSES	1,250.00

Total Prepaid Expenses	\$24,107.31
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Total Current Assets	\$13,354,040.96
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Capital Assets:

BUILDINGS	\$26,000,844.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	492,257.00
COMMUNICATIONS EQUIPMENT	431,035.00
BUSINESS MACHINES	145,532.00
COMPUTER EQUIPMENT	1,336,624.33
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	40,760.00
FURNITURE & FIXTURES	1,260,109.00
VEHICLES	183,256.00

Total Capital Assets	\$32,040,668.15
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Amount Provided for Long-Term Debt:

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

Total Provided for Long-Term Debt	239,933.30
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TOTAL ASSETS	\$45,634,642.41
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ANN ARBOR DISTRICT LIBRARY  
Grant Administration  
For the Seven Months Ending January 31, 2014

	<u>Actual</u>	<u>January Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$800	\$7,500	( <b>\$6,700</b> )	\$66,805	\$52,500	<b>\$14,305</b>
Total Revenue	<u>\$800</u>	<u>\$7,500</u>	<u>(<b>\$6,700</b>)</u>	<u>\$66,805</u>	<u>\$52,500</u>	<u><b>\$14,305</b></u>
Expenditures						
Materials	559	833	( <b>274</b> )	4,067	5,833	( <b>1,766</b> )
Software Licenses/Maintenanc				349		<b>349</b>
Seminars/Conferences/Travel		250	( <b>250</b> )		1,750	( <b>1,750</b> )
Library Programming	8,421	7,500	<b>921</b>	25,478	52,500	( <b>27,022</b> )
Other Operating Expenditures	188		<b>188</b>	4,546		<b>4,546</b>
Total Operating Expense	<u>\$9,168</u>	<u>\$8,583</u>	<u><b>\$585</b></u>	<u>\$34,440</u>	<u>\$60,083</u>	<u>(<b>\$25,643</b>)</u>
Total Expenditures	<u>\$9,168</u>	<u>\$8,583</u>	<u><b>\$585</b></u>	<u>\$34,440</u>	<u>\$60,083</u>	<u>(<b>\$25,643</b>)</u>
Net	<u>(\$8,368)</u>	<u>(\$1,083)</u>	<u>(<b>\$7,285</b>)</u>	<u>\$32,365</u>	<u>(\$7,583)</u>	<u><b>\$39,948</b></u>

ANN ARBOR DISTRICT LIBRARY  
 Friends of the Library  
 For the Seven Months Ending January 31, 2014

	<u>Actual</u>	<u>January Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$40,000	\$52,500	(\$12,500)
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>	<u>\$40,000</u>	<u>\$52,500</u>	<u>(\$12,500)</u>
Expenditures						
Materials				1,180		1,180
Library Programming	8,421	7,500	921	25,478	52,500	(27,022)
Other Operating Expenditures	188		188	4,546		4,546
Total Operating Expense	<u>\$8,609</u>	<u>\$7,500</u>	<u>\$1,109</u>	<u>\$31,204</u>	<u>\$52,500</u>	<u>(\$21,296)</u>
Total Expenditures	<u>\$8,609</u>	<u>\$7,500</u>	<u>\$1,109</u>	<u>\$31,204</u>	<u>\$52,500</u>	<u>(\$21,296)</u>
Net	<u>(\$8,609)</u>		<u>(\$8,609)</u>	<u>\$8,796</u>		<u>\$8,796</u>

## Ann Arbor District Library

## Balance Sheet

**LIABILITIES AND FUND EQUITY**Current Liabilities:

ACCOUNTS PAYABLE	(\$18,532.29)
ACCRUED ACCOUNTS PAYABLE	52,977.79
ACCRUED PAYROLL	254,500.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	13,995.67
ACCRUED EMPLOYER 403(b) - UNDECIDED	53,091.75
ACCRUED 403B/MPSERS EMPLOYER	35,013.37
ACCRUED LIABILITY-VACATION S/T	89,969.27

Total Current Liabilities	\$481,015.56
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Long-Term Liabilities:

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

Total Long-Term Liabilities	239,933.30
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Fund Equity:

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

RESERVE-ENCUMBRANCES	\$142,572.17
DEFERRED REVENUE - PROPERTY TAX	4,468,733.00
FUND BALANCE - UNDESIGNATED	8,048,518.28
EXCESS REVENUE (SPENDING)	213,201.95

Total Fund Balance	\$12,873,025.40
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Total Fund Equity	\$44,913,693.55
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TOTAL LIABILITIES AND FUND EQUITY	\$45,634,642.41
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# Ann Arbor District Library

## Rollforward of undesignated fund balance For the Period Ending January 31, 2014

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,188,907	\$ 8,185,929
Total revenues	1,092,333	7,212,579
Expenditures:		
Operating	(1,034,538)	(6,985,730)
Capital outlays	-	(13,647)
(Increase) decrease in encumbrances	<u>15,018</u>	<u>(137,411)</u>
Ending surplus (deficit)	<u>\$ 8,261,720</u>	<u>\$ 8,261,720</u>

# Ann Arbor District Library

Monthly and year-to-date cash rollforward  
For Period ending January 31, 2014

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
<b>Monthly rollforward</b>					
Commercial checking	\$ 38,440	\$ 13,430	\$ (479,100)	\$ 500,000	\$ 72,770
Payroll	9,240	1	(444,508)	442,901	7,634
Petty cash	2,300	-	-	-	2,300
Savings	1,008,310	157,734	(50,749)	(42,901)	1,072,394
CDs - Bank of Ann Arbor	7,300,000	-	-	(900,000)	6,400,000
Investments - Bank of Ann Arbor	3,290,341	-	-	-	3,290,341
Investments - United Bank and Trust	1,855,164	9,838	-	-	1,865,002
Westerman Fund	49,108	4	-	-	49,112
Shafer Fund	10,473	2	-	-	10,475
Holtrey Fund	331,955	86	-	-	332,041
Keniston Fund	30,308	5	-	-	30,313
WLBPD	37,121	10	-	-	37,131
	<u>\$ 13,962,760</u>	<u>\$ 181,110</u>	<u>\$ (974,357)</u>	<u>\$ -</u>	<u>\$ 13,169,513</u>
<b>Year-to-date rollforward</b>					
Commercial checking	\$ 18,370	\$ 97,808	(3,483,408)	\$ 3,440,000	\$ 72,770
Payroll	15,593	10	(3,395,325)	3,387,356	7,634
Petty cash	2,200	-	-	100	2,300
Savings	706,253	11,974,739	(381,142)	(11,227,456)	1,072,394
CDs - Bank of Ann Arbor	2,000,000	-	-	4,400,000	6,400,000
Investments - Bank of Ann Arbor	3,290,341	-	-	-	3,290,341
Investments - United Bank and Trust	1,839,822	25,180	-	-	1,865,002
Westerman Fund	43,080	6,032	-	-	49,112
Shafer Fund	10,468	7	-	-	10,475
Holtrey Fund	331,706	335	-	-	332,041
Keniston Fund	30,293	20	-	-	30,313
WLBPD	37,106	25	-	-	37,131
	<u>\$ 8,325,232</u>	<u>\$ 12,104,156</u>	<u>\$ (7,259,875)</u>	<u>\$ -</u>	<u>\$ 13,169,513</u>

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Ann Arbor District Library  
VENDOR CHECK REGISTER REPORT  
Payables Management

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Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	1/1/2014
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Vendor Name

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047247	AGRSE	A GROWING SERVICE LLC	1/10/2014	CHECK	PMCHK00001600	\$340.00
047200	AASCH	AAPS/WISD TRANSPORTATION	1/3/2014	CHECK	PMCHK00001599	\$1,383.00
047304	ADASTR	ADAMS STREET PUBLISHING CO.	1/23/2014	CHECK	PMCHK00001603	\$465.00
047282	AFTDEL	AFTERNOON DELIGHT	1/17/2014	CHECK	PMCHK00001602	\$146.40
047306	ALBDIS	ALBION DISTRICT LIBRARY	1/23/2014	CHECK	PMCHK00001603	\$32.95
047232	SFSTRO	ALLIED-EAGLE SUPPLY, INC.	1/3/2014	CHECK	PMCHK00001599	\$1,012.23
047201	AMACOM	AMAZON.COM CREDIT PLAN	1/3/2014	CHECK	PMCHK00001599	\$7,439.58
047359	AMACOM	AMAZON.COM CREDIT PLAN	1/29/2014	CHECK	PMCHK00001606	\$4,352.34
047283	AMEX	AMERICAN EXPRESS	1/17/2014	CHECK	PMCHK00001602	\$27,076.58
047360	AMYTAR	AMY TARRANT	1/29/2014	CHECK	PMCHK00001606	\$250.00
047202	ANNARB	ANN ARBOR OBSERVER	1/3/2014	CHECK	PMCHK00001599	\$1,730.70
047248	ANNARB	ANN ARBOR OBSERVER	1/10/2014	CHECK	PMCHK00001600	\$1,699.60
047246	AANEW1	ANNARBOR.COM	1/10/2014	CHECK	PMCHK00001600	\$262.80
047361	ANNMAR	ANNE MARTINO	1/29/2014	CHECK	PMCHK00001606	\$76.15
047307	AROKAU	ARON KAUFMAN	1/23/2014	CHECK	PMCHK00001603	\$100.00
047357	ATTMOB	AT&T MOBILITY	1/24/2014	CHECK	PMCHK00001604	\$1,119.71
047203	B&H	B&H PHOTO-VIDEO	1/3/2014	CHECK	PMCHK00001599	\$134.44
047284	BAKTAY	BAKER & TAYLOR - YBP	1/17/2014	CHECK	PMCHK00001602	\$119.60
047204	BARNOB1	BARNES & NOBLE INC.	1/3/2014	CHECK	PMCHK00001599	\$51.13
047249	BARNOB1	BARNES & NOBLE INC.	1/10/2014	CHECK	PMCHK00001600	\$123.91
047308	BEADEL	BEAU DELOACH	1/23/2014	CHECK	PMCHK00001603	\$375.00
047205	BETMAN	BETH MANUEL	1/3/2014	CHECK	PMCHK00001599	\$14.40
047206	BLAAUD	BLACKSTONE AUDIO BOOKS	1/3/2014	CHECK	PMCHK00001599	\$647.93
047309	BLAAUD	BLACKSTONE AUDIO BOOKS	1/23/2014	CHECK	PMCHK00001603	\$1,267.95
047310	BLOLIB	BLOOMFIELD TWP PUBLIC LIBRARY	1/23/2014	CHECK	PMCHK00001603	\$38.00
047311	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	1/23/2014	CHECK	PMCHK00001603	\$55,848.02
047312	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	1/23/2014	CHECK	PMCHK00001603	\$9,537.77
047285	BP	BP	1/17/2014	CHECK	PMCHK00001602	\$381.32
047207	BRESSE	BRESSER'S INFORMATION SERVICE	1/3/2014	CHECK	PMCHK00001599	\$348.00
047313	BREWER	BREWER'S	1/23/2014	CHECK	PMCHK00001603	\$492.06
047250	BRIPOR	BRIAN PORTER-SZUCS	1/10/2014	CHECK	PMCHK00001600	\$100.00
047208	BRIAUD	BRILLIANCE AUDIO, INC.	1/3/2014	CHECK	PMCHK00001599	\$1,753.91
047209	BRODCO	BRODART CO.	1/3/2014	CHECK	PMCHK00001599	\$1,117.81
047314	BRODCO	BRODART CO.	1/23/2014	CHECK	PMCHK00001603	\$531.03
047251	BRYCOL	BRYAN COLLIER	1/10/2014	CHECK	PMCHK00001600	\$1,107.59
047363	BUSVAL	BUSCH'S, INC.	1/29/2014	CHECK	PMCHK00001606	\$188.28
047252	BUSCAR	BUSINESS CARD	1/10/2014	CHECK	PMCHK00001600	\$4,681.32
047362	BUSCAR	BUSINESS CARD	1/29/2014	CHECK	PMCHK00001606	\$7,700.10
047389	BUSCAR	BUSINESS CARD	1/30/2014	CHECK	PMCHK00001607	\$8,195.07
047364	CAPPRE	CAPSTONE PRESS	1/29/2014	CHECK	PMCHK00001606	\$1,081.72
047316	CARVAN	CARLEEN VANDERBOK	1/23/2014	CHECK	PMCHK00001603	\$496.78
047365	CARVAN	CARLEEN VANDERBOK	1/29/2014	CHECK	PMCHK00001606	\$21.41
047315	CARBRO	CARPENTER BROS.	1/23/2014	CHECK	PMCHK00001603	\$24.97
047317	CELCHO	CELESTE CHOATE	1/23/2014	CHECK	PMCHK00001603	\$1,100.48
047318	CENMIC	CENTRAL MICHIGAN UNIVERSITY	1/23/2014	CHECK	PMCHK00001603	\$260.12
047366	CHESTA	CHELSEA STANDARD	1/29/2014	CHECK	PMCHK00001606	\$109.20
047319	CINCOR	CINTAS CORPORATION	1/23/2014	CHECK	PMCHK00001603	\$1,781.17
047320	CITOF1	CITY OF ANN ARBOR TREASURER	1/23/2014	CHECK	PMCHK00001603	\$2,241.00
047254	COMCAS	COMCAST	1/10/2014	CHECK	PMCHK00001600	\$293.56
047321	COMCAS	COMCAST	1/23/2014	CHECK	PMCHK00001603	\$250.39
047210	COMALLW	COMPUTER ALLEY WEST	1/3/2014	CHECK	PMCHK00001599	\$1,837.94
047253	COMALLW	COMPUTER ALLEY WEST	1/10/2014	CHECK	PMCHK00001600	\$325.94
047255	CONBOC	CONTINENTAL BOOK COMPANY	1/10/2014	CHECK	PMCHK00001600	\$98.11
047286	COUOF	COUNCIL OF STATE GOV'T/THE//	1/17/2014	CHECK	PMCHK00001602	\$89.10
047256	DAVMCM	DAVID MCMILLIAN	1/10/2014	CHECK	PMCHK00001600	\$75.00
047211	DEMCO	DEMCO	1/3/2014	CHECK	PMCHK00001600	\$215.00



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Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

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\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047257	DENOWE	DENISE OWENS	1/10/2014	CHECK	PMCHK00001600	\$100.00
047367	DEXLEA	DEXTER LEADER	1/29/2014	CHECK	PMCHK00001606	\$109.20
047322	DICLIB	DICKINSON COUNTY LIBRARY	1/23/2014	CHECK	PMCHK00001603	\$14.95
047323	DLWSTOR	DLW STORYTELL, INC.	1/23/2014	CHECK	PMCHK00001603	\$300.00
047212	DONGYU	DONG YU CHINA MARKET	1/3/2014	CHECK	PMCHK00001599	\$273.75
047368	DTEENE	DTE ENERGY	1/29/2014	CHECK	PMCHK00001606	\$21,656.35
047369	DYKGOS	DYKEMA GOSSETT	1/29/2014	CHECK	PMCHK00001606	\$2,280.80
047213	EDCEDU	EDC EDUCATIONAL SERVICE USBORN	1/3/2014	CHECK	PMCHK00001599	\$1,802.14
047370	ELILAW	ELITE LAWN & LANDSCAPE, INC.	1/29/2014	CHECK	PMCHK00001606	\$215.00
047258	ERIAMI	ERIC AMIDON	1/10/2014	CHECK	PMCHK00001600	\$100.00
047371	FORFRA	FORMAT FRAMING	1/29/2014	CHECK	PMCHK00001606	\$5,473.09
047259	FRIOF	FRIENDS OF THE ANN ARBOR	1/10/2014	CHECK	PMCHK00001600	\$926.75
047237	THOGAL	GALE/CENGAGE LEARNING, INC	1/3/2014	CHECK	PMCHK00001599	\$1,005.61
047301	THOGAL	GALE/CENGAGE LEARNING, INC	1/17/2014	CHECK	PMCHK00001602	\$564.65
047260	GARISTE	GARI STEIN	1/10/2014	CHECK	PMCHK00001600	\$100.00
047214	GLOEQU	GLOBAL EQUIPMENT CO.	1/3/2014	CHECK	PMCHK00001599	\$134.36
047245	WWGRAI	GRAINGER	1/3/2014	CHECK	PMCHK00001599	\$698.00
047287	GRASTE	GRATITUDE STEEL BAND	1/17/2014	CHECK	PMCHK00001602	\$200.00
047325	GRASTE	GRATITUDE STEEL BAND	1/23/2014	CHECK	PMCHK00001603	\$550.00
047324	FIRMAR	GREEN ROAD ASSOCIATES, LP	1/23/2014	CHECK	PMCHK00001603	\$3,208.33
047372	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	1/29/2014	CHECK	PMCHK00001606	\$130.00
047373	IEVBAT	IEVA BATES	1/29/2014	CHECK	PMCHK00001606	\$45.32
047241	VANTIGU	INFORM STUDIO	1/3/2014	CHECK	PMCHK00001599	\$4,315.50
047215	INGLIB	INGRAM LIBRARY SERVICES INC.	1/3/2014	CHECK	PMCHK00001599	\$331.32
047374	JAMCRA	JAMES W. CRAVEN	1/29/2014	CHECK	PMCHK00001606	\$2,681.50
047216	JANWAY	JANWAY COMPANY USA, INC	1/3/2014	CHECK	PMCHK00001599	\$2,735.00
047326	JANWAY	JANWAY COMPANY USA, INC	1/23/2014	CHECK	PMCHK00001603	\$626.75
047375	JANWAY	JANWAY COMPANY USA, INC	1/29/2014	CHECK	PMCHK00001606	\$557.62
047288	JEAREY	JEAN REYNOLDS	1/17/2014	CHECK	PMCHK00001602	\$30.00
047327	JEFWAW	JEFF WAWRZASZEK	1/23/2014	CHECK	PMCHK00001603	\$580.00
047328	JERDRO	JERZY DROZD	1/23/2014	CHECK	PMCHK00001603	\$50.00
047329	KMODES	KAREN MOELLER DESIGN	1/23/2014	CHECK	PMCHK00001603	\$5,200.00
047261	KATGOO	KATHRYN GOODSON	1/10/2014	CHECK	PMCHK00001600	\$100.00
047217	KATCHY	KATIE CHYNOWETH	1/3/2014	CHECK	PMCHK00001599	\$11.07
047289	KBKLAN	KBK LANDSCAPING	1/17/2014	CHECK	PMCHK00001602	\$2,100.00
047290	KITMCK	KITO MCKINNEY	1/17/2014	CHECK	PMCHK00001602	\$100.00
047262	LEXMAT	LEXISNEXIS MATTHEW BENDER	1/10/2014	CHECK	PMCHK00001600	\$85.08
047330	LEXMAT	LEXISNEXIS MATTHEW BENDER	1/23/2014	CHECK	PMCHK00001603	\$466.34
047218	LIBJOU	LIBRARY JOURNAL, LLC	1/3/2014	CHECK	PMCHK00001599	\$157.99
047376	LIRZHE	LIRONG ZHENG	1/29/2014	CHECK	PMCHK00001606	\$106.51
047266	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	1/10/2014	CHECK	PMCHK00001600	\$619.98
047219	MAINASSOC	MAIN STREET AREA ASSOCIATION	1/3/2014	CHECK	PMCHK00001599	\$170.00
047220	MANPOW	MANPOWER	1/3/2014	CHECK	PMCHK00001599	\$695.20
047263	MANPOW	MANPOWER	1/10/2014	CHECK	PMCHK00001600	\$334.40
047291	MANPOW	MANPOWER	1/17/2014	CHECK	PMCHK00001602	\$246.40
047377	MANPOW	MANPOWER	1/29/2014	CHECK	PMCHK00001606	\$334.40
047292	MARYAN	MARGARET YANG	1/17/2014	CHECK	PMCHK00001602	\$150.00
047379	MARCHE	MARIAH CHEREM	1/29/2014	CHECK	PMCHK00001606	\$38.25
047264	MARSTO	MARK STONE	1/10/2014	CHECK	PMCHK00001600	\$500.00
047378	MARBAN	MARTIN BANDYKE	1/29/2014	CHECK	PMCHK00001606	\$800.00
047331	MEP/DIS	MEP, INC/DISTRIBUTORS	1/23/2014	CHECK	PMCHK00001603	\$383.80
047332	MERNET	MERIT NETWORK, INC.	1/23/2014	CHECK	PMCHK00001603	\$212.46
047265	METCOM	METCOM	1/10/2014	CHECK	PMCHK00001600	\$3,982.88
047380	METCOM	METCOM	1/29/2014	CHECK	PMCHK00001606	\$1,198.58
047333	METLIFE	METLIFE SBC	1/23/2014	CHECK	PMCHK00001603	\$7,182.50
047293	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	1/17/2014	CHECK	PMCHK00001602	\$1,222.36
047334	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	1/23/2014	CHECK	PMCHK00001603	\$1,358.68
047221	MIDTAP	MIDWEST TAPE	1/3/2014	CHECK	PMCHK00001599	\$16,259.79
047381	MIDTAP	MIDWEST TAPE	1/29/2014	CHECK	PMCHK00001606	\$14,731.63
047303	AANEWS	MLIVE MEDIA GROUP	1/23/2014	CHECK	PMCHK00001603	\$1,044.00
047294	MONHIG	MONICA HIGMAN	1/17/2014	CHECK	PMCHK00001602	\$100.00
047267	NICWIL	NICHOLAS WILCOX	1/10/2014	CHECK	PMCHK00001600	\$2,000.00
047295	NICWIL	NICHOLAS WILCOX	1/17/2014	CHECK	PMCHK00001602	\$1,000.00

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 VENDOR CHECK REGISTER REPORT  
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\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047335	NICBOO	NICOLA'S BOOKS	1/23/2014	CHECK	PMCHK00001603	\$354.80
047382	NOWTRU	NOWATZKE TRUCK AND TRAILER, IN	1/29/2014	CHECK	PMCHK00001606	\$282.72
047268	NUWAVE	NUWAVE AQUARIUMS	1/10/2014	CHECK	PMCHK00001600	\$263.89
047222	OCLINS	OCLC, INC.	1/3/2014	CHECK	PMCHK00001599	\$4,000.83
047223	OFFDEP	OFFICE DEPOT, INC.	1/3/2014	CHECK	PMCHK00001599	\$554.99
047224	OXFUNI	OXFORD UNIVERSITY PRESS USA	1/3/2014	CHECK	PMCHK00001599	\$388.76
047336	PIOJAN	PIONEER JANITORIAL SERVICE	1/23/2014	CHECK	PMCHK00001603	\$10,615.68
047390	PITCHA	PITTSFIELD CHARTER TOWNSHIP	1/30/2014	CHECK	PMCHK00001607	\$106.98
047337	PRITEC	PRINT TECH INC.	1/23/2014	CHECK	PMCHK00001603	\$5,433.31
047225	PRIORITY	PRIORITY HEALTH	1/3/2014	CHECK	PMCHK00001599	\$2,524.28
047383	PRIORITY	PRIORITY HEALTH	1/29/2014	CHECK	PMCHK00001606	\$2,524.28
047269	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	1/10/2014	CHECK	PMCHK00001600	\$2,775.00
047296	RACYAN	RACHEL YANIKOGLU	1/17/2014	CHECK	PMCHK00001602	\$205.83
047226	RANHOU	RANDOM HOUSE, INC.	1/3/2014	CHECK	PMCHK00001599	\$532.42
047384	RANHOU	RANDOM HOUSE, INC.	1/29/2014	CHECK	PMCHK00001606	\$75.00
047227	RECBOO	RECORDED BOOKS, INC.	1/3/2014	CHECK	PMCHK00001599	\$2,242.85
047297	RECBOO	RECORDED BOOKS, INC.	1/17/2014	CHECK	PMCHK00001602	\$1,710.59
047385	RICAME	RICHARD KOFI AMEYAW	1/29/2014	CHECK	PMCHK00001606	\$600.00
047340	RICSOL	RICHARD SOLOMON, MD	1/23/2014	CHECK	PMCHK00001603	\$100.00
047338	RICBUS	RICOH AMERICAS CORP	1/23/2014	CHECK	PMCHK00001603	\$3,197.53
047339	RICBUS	RICOH AMERICAS CORP	1/23/2014	CHECK	PMCHK00001603	\$283.00
047298	RUTSEP	RUTA SEPETYS	1/17/2014	CHECK	PMCHK00001602	\$2,000.00
047341	RYAEST	RYAN ESTRADA	1/23/2014	CHECK	PMCHK00001603	\$100.00
047270	SANSLO	SANDOR SLOMOVITS	1/10/2014	CHECK	PMCHK00001600	\$600.00
047342	SARKEL	SARA MELTON KELLER	1/23/2014	CHECK	PMCHK00001603	\$200.00
047229	SCHSOU	SCHEDULE SOURCE, INC	1/3/2014	CHECK	PMCHK00001599	\$955.50
047299	SCHSOU	SCHEDULE SOURCE, INC	1/17/2014	CHECK	PMCHK00001602	\$951.00
047271	SCHSEC	SCHILKE SECURITY	1/10/2014	CHECK	PMCHK00001600	\$265.00
047228	SCHELE	SCHINDLER ELEVATOR CORPORATION	1/3/2014	CHECK	PMCHK00001599	\$603.31
047230	SCHSPE	SCHOOL SPECIALTY	1/3/2014	CHECK	PMCHK00001599	\$60.40
047231	SELAUTO	SELECT AUTO SERVICE	1/3/2014	CHECK	PMCHK00001599	\$449.75
047343	SELAUTO	SELECT AUTO SERVICE	1/23/2014	CHECK	PMCHK00001603	\$422.59
047386	SPRINT	SPRINT PCS	1/29/2014	CHECK	PMCHK00001606	\$1,237.59
047272	STAHAR	STADIUM HARDWARE	1/10/2014	CHECK	PMCHK00001600	\$72.45
047344	STAPOO	STANDARD & POOR'S	1/23/2014	CHECK	PMCHK00001603	\$650.00
047233	SUPERD	SUPER D	1/3/2014	CHECK	PMCHK00001599	\$3,810.34
047387	SUPERD	SUPER D	1/29/2014	CHECK	PMCHK00001606	\$301.45
047234	SWESOU	SWEETWATER SOUND INC.	1/3/2014	CHECK	PMCHK00001599	\$749.95
047273	SWESOU	SWEETWATER SOUND INC.	1/10/2014	CHECK	PMCHK00001600	\$655.99
047345	SWESOU	SWEETWATER SOUND INC.	1/23/2014	CHECK	PMCHK00001603	\$4,859.36
047274	TANMED	TANTOR MEDIA	1/10/2014	CHECK	PMCHK00001600	\$267.97
047275	TDSMET	TDS METROCOM	1/10/2014	CHECK	PMCHK00001600	\$14,422.45
047281	TDSMET	TDS METROCOM	1/10/2014	CHECK	PMCHK00001601	\$7,501.82
047236	THEANN	THE ANN MAGAZINE	1/3/2014	CHECK	PMCHK00001599	\$500.00
047300	THECRE	THE CREATURE CONSERVANCY	1/17/2014	CHECK	PMCHK00001602	\$218.00
047235	TEACOM	THE GREAT COURSES	1/3/2014	CHECK	PMCHK00001599	\$894.05
047346	TEACOM	THE GREAT COURSES	1/23/2014	CHECK	PMCHK00001603	\$2,962.55
047347	TRASWI	TRACY SWINBURN	1/23/2014	CHECK	PMCHK00001603	\$600.00
047276	TSAFON	TSAI FONG BOOKS, INC.	1/10/2014	CHECK	PMCHK00001600	\$245.93
047305	ADTSEC	TYCO INTEGRATED SECURITY	1/23/2014	CHECK	PMCHK00001603	\$3,059.11
047238	ULINE	ULINE, INC.	1/3/2014	CHECK	PMCHK00001599	\$437.64
047348	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	1/23/2014	CHECK	PMCHK00001603	\$1,109.80
047239	UNIPAR	UNITED PARCEL SERVICE	1/3/2014	CHECK	PMCHK00001599	\$31.84
047302	UNIPAR	UNITED PARCEL SERVICE	1/17/2014	CHECK	PMCHK00001602	\$159.22
047388	UNIPAR	UNITED PARCEL SERVICE	1/29/2014	CHECK	PMCHK00001606	\$70.25
047240	UNUMPRO	UNUM LIFE INSURANCE	1/3/2014	CHECK	PMCHK00001599	\$6,315.38
047349	UNUMPRO	UNUM LIFE INSURANCE	1/23/2014	CHECK	PMCHK00001603	\$3,106.59
047277	VALLINP	VALUE LINE PUBLISHING INC.	1/10/2014	CHECK	PMCHK00001600	\$950.00
047278	VALLINP	VALUE LINE PUBLISHING INC.	1/10/2014	CHECK	PMCHK00001600	\$1,239.00
047279	VERWIRC	VERIZON WIRELESS	1/10/2014	CHECK	PMCHK00001600	\$909.93
047358	VERWIRC	VERIZON WIRELESS	1/24/2014	CHECK	PMCHK00001605	\$500.81
047350	VICDUR	VICTORIA FORMAN DURANONA	1/23/2014	CHECK	PMCHK00001603	\$50.00
047352	WASLEFC	WASHINGTON COUNTY LEGAL NEWS	1/23/2014	CHECK	PMCHK00001603	\$50.00

System: 2/4/2014 3:11:41 PM  
 User Date: 2/4/2014

Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Page: 4  
 User ID: NIEMANK

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047242	WASHTR	WASHTENAW COUNTY TREASURER	1/3/2014	CHECK	PMCHK00001599	\$17,885.60
047351	WASHNE	WASHTENAW NEWS COMPANY, INC.	1/23/2014	CHECK	PMCHK00001603	\$6,609.50
047280	WASMAN	WASTE MANAGEMENT OF MICHIGAN	1/10/2014	CHECK	PMCHK00001600	\$203.93
047355	WSULIB	WAYNE STATE UNIVERSITY LIBRARI	1/23/2014	CHECK	PMCHK00001603	\$50.00
047354	WMU	WESTERN MICHIGAN UNIVERSITY	1/23/2014	CHECK	PMCHK00001603	\$50.00
047353	WESENT	WESTGATE ENTERPRISES, LLC	1/23/2014	CHECK	PMCHK00001603	\$9,564.46
047243	WESWOO	WESTON WOODS STUDIOS	1/3/2014	CHECK	PMCHK00001599	\$56.85
047244	WHILAB	WHITLAM LABEL COMPANY, INC.	1/3/2014	CHECK	PMCHK00001599	\$3,201.59
047356	XEROX	XEROX CORPORATION	1/23/2014	CHECK	PMCHK00001603	\$1,343.02

Total Checks: 191

Total Amount of Checks: \$383,595.23  
 =====

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-059**

**RESOLUTION ESTABLISHING A STRATEGIC PLANNING COMMITTEE**

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 17<sup>th</sup> day of February, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That a special Strategic Planning Committee be established.
- 2.) That the charge to the special Strategic Planning Committee will be to lead the process to develop a strategic plan for 2015-2020.
- 3.) That the committee shall serve through 2014.
- 4.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-061**

**RESOLUTION TO ADOPT REVISIONS TO LIBRARY POLICIES**

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 17<sup>th</sup> day of February, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the following Library Policies are revised as proposed: 1.1 Philosophy; 1.5 Freedom to Read; 1.10 Privacy Statement; 2.4 Internet Use; 2.5 MichNet Acceptable Use; 2.11 Interlibrary Loan Services; 2.12 Photocopying and Fees; 3.1 Circulation; 3.2 Confidentiality-Disclosure of Patron Registration Information; 3.4 Requests for Access to Records from the General Public; 4.2 Display and Distribution of Materials by Outside Groups; 5.1 Behavior in Public Sectors of the Ann Arbor District Library; 5.4 Unattended Child; 8.3 Equal Employment Opportunity and Affirmative Action.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

---

Secretary

Ann Arbor District Library  
Philosophy

The Ann Arbor District Library Board assumes the support of and responsibility for certain activities which it considers wholesome and beneficial auxiliaries to the community. In keeping with this policy library service is furnished to the public with the Ann Arbor District Library Board serving as the Board of Trustees for the district library.

The Ann Arbor District Library, thus deriving its support from the people of the district through the Ann Arbor District Library Board, accordingly accepts the responsibility of serving the entire district by providing free and open access to its facilities and services for all members of the community.

This district library service is provided on the assumption and in the faith that those who take advantage of it will become more capable in their occupations, more enlightened in discharging their duties as citizens, and enriched in their personal lives.

In a democratic society the district library constitutes a resource where the individuals are free to learn about controversial issues, to consider them from all sides, and to arrive at their own decisions. Therefore facts and opinions on important, complex, and controversial subjects about which there is general concern must be freely available.

It is not within the proper province of the Library to promote particular beliefs or views. If it were to do so, it would fail in one of its unique reasons for existence. Care must be exercised that parts or segments of the community do not unduly influence the selection of materials, either positively or negatively. There must be constant and vigilant resistance to any such efforts in the community, whether in the name of political, moral, or religious beliefs.

The Ann Arbor District Library supports the principles of intellectual freedom as set forth by the Freedom to Read Statement as revised June 30, 2004 by the American Library Association and in the Library Bill of Rights as amended January 23, 1980 by the American Library Association Council.

Ann Arbor District Library  
Freedom to Read

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

NOTE: "Books" as used in this statement includes all kinds of materials acquired for Library use.

Issued May 1953 by the ALA and the Association of American Publishers.

Adopted by the ALA Council June 25, 1953; revised January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.



Ann Arbor District Library  
Privacy Statement

This document details the assurances and intentions of the Ann Arbor District Library's (AADL) approach to privacy.

Information Collection and Use

AADL is the sole user of the information collected on our website or at our facilities. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. AADL collects information from our users at several different points.

Internet Use

In order to use the Internet stations at an AADL branch, a user must provide his/her name and address and show valid identification. This information is only used in the event that the user breaks one of the AADL rules of behavior during his/her session. The information collected is destroyed daily. No logs are kept as to what content is viewed during a session.

Obtaining a Library Card

In order to obtain a library card, patrons must provide photo ID and proof of current address.

If patrons choose to provide an email address on their library card application, this information will only be used to deliver AADL notices. Email addresses will never be sold to or shared with others.

Minor's Library Records

The person who becomes liable for payment for or return of the materials identified in the library record of a minor by signing the minor's application for a library card shall designate to whom the minor's library record may be released by filling out the Release of Minor Child's Library Record section on the application.

Checking out Materials

When an AADL cardholder checks out an item, that information is recorded for the purpose of determining due dates and overdue fines. Holds are also recorded as part of a cardholder's record. However, when the book is returned, or the reserved item is picked up and returned, this information is removed from the patron's record by default. Patrons may choose to have their checkout history recorded for their own use. This information can only be accessed by the cardholder via aadl.org. Patrons have the ability to delete any or all records from their history, or turn off the recording of checkouts at any time.

Board Meetings

In order to make a citizen's comment at an AADL Board Meeting, a citizen will be asked to present his/her name and address. The information given will not be used in any other way.

Donating to the Library

When a donation is given to AADL, we will record the donor's name, address and type and amount of gift to comply with AADL auditing procedures and to issue the donor a receipt for tax purposes. This information will never be given or sold to other organizations. Donor information will be used internally to further AADL development efforts.

Ann Arbor District Library  
Privacy Statement

Comment Cards and Online Forms

When a patron fills out a comment card or online comment form, he/she can optionally provide his/her name, address, and email address. This enables AADL to respond to patrons' comments. This information will not be shared or sold to other organizations.

Log Files

When a user visits our website, his/her IP address is recorded. We use this information to analyze trends, administer the site, determine popularity of content, and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

Sharing

We may share aggregated information, such as traffic rates and browser types, with the public. This is not linked to any personal information that can identify any individual person.

Links

The AADL web site contains links to other sites. Please be aware that AADL is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by AADL.

Newsletter

If a user wishes to subscribe to our newsletter, we ask for contact information such as name and email address.

Surveys

From time-to-time our site requests information from users via surveys or contests. Participation in these surveys or contests is completely voluntary and the user therefore has a choice whether or not to disclose this information. Information requested may include contact information (such as name and shipping address), and demographic information (such as zip code, age level). Survey information will be used for purposes of monitoring or improving the use and satisfaction of AADL.

Notification of Changes

If we decide to change our privacy policy, we will post those changes on our Homepage so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will send a notice to the email addresses given to us by our users. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

Ann Arbor District Library  
Internet Use Policy

In keeping with our stated mission, Ann Arbor District Library in accordance to Michigan state laws provides limited public access to the Internet. Public access to the Internet is available to all users of the Ann Arbor District Library on selected computers throughout the Library system. The Library is making the Internet available to the public as an information and educational resource in support of our role as this community's information and lifelong learning center.

Consistent with our mission and the professional principles of public librarianship, this Internet Use Policy affirms the safeguarding of First Amendment rights, intellectual freedom, equity of access, confidentiality of information about users and their use of all Library resources including electronic, and individual responsibility. The Library affirms the following principles and user rights as delineated in *Access to Digital Information, Services and Networks*, an interpretation of the American Library Association's Library Bill of Rights (Adopted January 24, 1996; amended January 19, 2005; and July 15, 2009, by the ALA Council.):

- Users' access should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.
- Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults.
- Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.
- Users have both the right of confidentiality and the right of privacy. The Library should uphold these rights by policy, procedure, and practice in accordance with "Privacy: An Interpretation of the Library Bill of Rights," and "Importance of Education to Intellectual Freedom: An Interpretation of the Library Bill of Rights" which can be found on the American Library Association's website <http://www.ala.org/>.

The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. The Library makes no guarantees, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information available via the Internet is accurate, current or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet. If a Michigan court decision states that a particular website contains obscene material or sexually explicit material harmful to minors, the Library will block that site.

Users are cautioned that ideas, points of view and images found on the Internet can be controversial, divergent and inflammatory. The provision of access does not mean or imply that

Ann Arbor District Library  
Internet Use Policy

the Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the Internet.

The Internet offers access to a wealth of information that can be personally, professionally and culturally enriching. Library staff has attempted to identify on the Library's home page specific starting points for searches and links to sources on the Internet, which are consistent with the Library's mission and roles. But, because the Internet is a vast and unregulated information network, it also enables access to ideas, information, images and commentary beyond the confines of the Library's collection, mission, selection criteria and collection development policies. Because of this and the fact that access points on the Internet change often, rapidly and unpredictably, the Library cannot protect individuals from information and images they might find offensive or disturbing.

Our users are required to comply with our Internet Service Provider's Acceptable Use Policy.

Computers available to the public, which can be used to access the Internet, must be shared by Library users of all ages, background and sensibilities. Since staff cannot consistently and effectively monitor the public's use of the Internet, customers are asked to be sensitive of others' values and beliefs when accessing potentially controversial information and images. If requested, the Library will provide filtered Internet access on a per session basis.

Users are cautioned that, because security in an electronic environment such as the Internet can not be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use and, therefore, should be considered public.

Access to Stations Dedicated to Children

Access to the Ann Arbor District Library youth Internet stations at the Downtown Library is restricted to users aged 14 and under and their parents. Parents must be accompanied by a child.

Child Safety on the Internet

Parents or guardians are responsible for the Internet information selected and/or accessed by their children. Children, under 18 years of age, who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and to monitor their children's use of the Internet.

User Responsibilities

All users of the Internet are expected to use this Library resource in a responsible and courteous way, consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulations and procedures established for its use including, but not limited to, those of the Library. Responsible, courteous use of the Internet includes:

Ann Arbor District Library  
Internet Use Policy

- Recognizing that the Internet, like all of the Library's information sources, must be shared and used in a manner which respects the rights of others and refrains from activities that prevent others from using it.
- Using the Library's Internet resources for educational, informational and recreational purposes only.
- Refraining from using the Library's Internet resources to conduct a business or commercial enterprise, or engage in commercial activity such as the distribution of advertising.
- Refraining from illegal or unethical use of the Internet.
- Respecting intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise-controlled software or data residing on the Internet.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
- Refraining from damaging or altering the setup of the equipment used to access the Internet at the Library.
- Refraining from altering or damaging software or data residing in the Internet.
- Refraining from the deliberate propagation of computer worms and/or viruses.
- Refraining from the transmission of threatening, harassing or abusive language and images.

Compliance with the Library Policy and Guidelines

In addition to this specified policy, general guidelines for the use of all public-access computers govern the use of the Internet in the Library. Violation of the policies and regulations that govern the use of the Library's Internet resources may result in suspension or loss of the privilege to use these resources. Illegal activity involving the Library's Internet resources will be subject to prosecution by the appropriate authorities.

Ann Arbor District Library  
MichNet Acceptable Use Policy

Purpose

The purpose of MichNet is given in Article II of Merit Network Inc.'s Bylaws updated July 6, 2007, which state in part that "...In pursuance of its academic mission to support teaching, research, and public service, Merit also provides network-related applications and services. It is the role of Merit as the operator of a high-speed research and education network to contribute broadly to educational and economic development in Michigan...."

Merit Acceptable Use Policy

**Revised to remove obsolete use of "affiliate", 6 December 2013**

**Prior version, May 30, 2006**

This Policy is a guide to the acceptable use of Merit Network facilities and services (Services). Any Member organization or individual connected to Merit's network in order to use it directly, or to connect to any other network(s), must comply with this policy and the stated purposes and Acceptable Use policies of any other network(s) or host(s) used.

Each Member organization is responsible for the activity of its users (including guests and other temporary users) and for ensuring that its users are familiar with this policy or an equivalent policy. In addition, each Member is encouraged to maintain and enforce its own Acceptable Use policies. The provisions of this policy govern all use of the Services, including any unsupervised anonymous network access offered by Members.

The following guidelines will be applied to determine whether or not a particular use of the Services is appropriate:

1. Users must respect the privacy of others. Users shall not intentionally seek information on, or represent themselves as, another user unless explicitly authorized to do so by that user. Nor shall Users obtain copies of, or modify files, other data, or passwords belonging to others.
2. Users must respect the legal protection applied to programs, data, photographs, music, written documents and other material as provided by copyright, trademark, patent, licensure and other proprietary rights mechanisms.
3. Users must respect the integrity of other public or private computing and network systems. Users shall not intentionally develop or use programs that harass other users or infiltrate any other computer, computing system or network and/or damage or alter the software components or file systems of a computer, computing system or network.
4. Use should be consistent with guiding ethical statements and accepted community standards. Use of the Services for malicious, fraudulent, or misrepresentative purposes is not acceptable.



Ann Arbor District Library  
MichNet Acceptable Use Policy

5. The Services may not be used in ways that violate applicable laws or regulations.
6. The Services may not be used in a manner that precludes or significantly hampers network access by others. Nor may the Services be used in a manner that significantly impairs access to other networks connected to Merit.
7. Connections which create routing patterns that are inconsistent with the effective and shared use of the Services may not be established.
8. Unsolicited advertising is not acceptable. Advertising is permitted on some Web pages, mailing lists, news groups and similar environments if advertising is explicitly allowed in that environment.
9. Repeated, unsolicited and/or unwanted communication of an intrusive nature is strictly prohibited. Continuing to send e-mail messages or other communications to an individual or organization after being asked to stop is not acceptable.

The intent of this policy is to identify certain types of uses that are not appropriate, but this policy does not necessarily enumerate all possible inappropriate uses. Using the guidelines given above, Merit may at any time make a determination that a particular use is not appropriate.

Merit will not monitor or judge the content of information transmitted via the Services, but will investigate complaints of possible inappropriate use. In the course of investigating complaints, Merit staff will safeguard the privacy of all parties and will themselves follow the guidelines given in this policy and in Merit's Privacy Policy. Merit will only release sensitive, confidential or personally identifiable information to third parties when required by law, or when in Merit's judgment, release is required to prevent serious injury or harm that could result from violation of this policy.

### **Remedial Action**

When Merit learns of possible inappropriate use, Merit staff will notify the Member responsible, who must take immediate remedial action and inform Merit of its action. Merit will assist the Member in identifying the nature and source of the inappropriate use and in implementing remedial action if requested. Provided the Member implements remedial action promptly, Merit will take no further action. If Merit is unable to contact the Member, or if the Member is unable to implement remedial action, Merit reserves the right to pursue remedial action independently. Wherever possible, Merit will pursue remedial action with the least impact to the overall service for the Member.

Should the situation be considered an emergency, and Merit deems it necessary to prevent further inappropriate activity, Merit may temporarily disconnect a Member from the network. An emergency is defined as: "Serious security incidents that require immediate attention to prevent harm to an individual, to protect information from loss or damage that would be difficult or



Ann Arbor District Library  
MichNet Acceptable Use Policy

impossible to correct or to deal with serious on-going denial of service attacks."

If temporary disconnection is deemed necessary by Merit staff, every effort will be made to inform the Member prior to disconnection, and every effort will be made to re-establish the connection as soon as it is mutually deemed safe.

Any determination of inappropriate use serious enough to require disconnection shall be promptly communicated to every member of the Merit Board of Directors through an established means of publication.

Ann Arbor District Library  
Interlibrary Loan (ILL) Services

Purpose:

Interlibrary Loan (ILL) services at the Ann Arbor District Library assist cardholders in obtaining library materials which are not available in the Library's own collection. ILL Services are offered subject to the guidelines and limitations outlined below and in accordance with established procedures.

Structure and Scope:

The ILL resources of the Ann Arbor District Library include library cooperative arrangements and an extensive national network of public, academic and special libraries.

Costs and Fees:

Overdue fines on ILL materials are in accordance with the Library's Circulation Department policy.

Replacement costs for unreturned and damaged ILL materials are determined by the lending institutions.

Ann Arbor District Library  
Photocopying and Fees Policy

Most photocopying of Library materials for a customer's use is to be done directly by the customer on copiers provided for that purpose at all Library Branches. When necessary, Library staff will assist customers in learning how to use copiers and to make photocopies.

In addition, the Library will photocopy and mail, fax, or when appropriate, E-mail, materials to Library cardholders in reply to requests using the procedures and fees established by Library Administration. The purpose of this activity is to offer the results of quick, "ready-reference" service in a timely and convenient manner to Library customers. The Library is not able to conduct and offer the results of extensive research or fulfill homework assignments in this manner. The Library will not make a profit on articles copied and distributed to customers through this policy.

The Library will not receive E-mailed documents on behalf of customers. Customers who wish to receive a document by E-mail for downloading or printing at the Library will be instructed in the mechanics of establishing a personal E-mail account.

Ann Arbor District Library  
Circulation

3.1A Issuance of Library Cards

Application for a new library card may be made at any public service desk of the Ann Arbor District Library.

The Ann Arbor District Library issues resident and non-resident library cards to patrons regardless of age.

3.1Aa Persons Under 18 Years of Age

Must have application signed by parent or an adult acting 'in loco parentis' for the minor.

A library card may be issued to anyone (babies included) regardless of age.

The person who signs the library card application for a child under the age of 18 years is responsible for any outstanding fines, bills or overdue material on the child's library card.

3.1B Individual Library Cards Issued for no fee

To borrow materials from the Library without paying the non-resident fee, users will be required to prove they qualify for one of the categories listed below. Procedures for such proof are developed by the Circulation Department and approved by the Director.

3.1Ba Residents

Patrons who live within the Ann Arbor District Library boundaries are eligible for a library card for no fee.

3.1Bb Non-Resident Property Owners or Renters

Property owners or renters (and their families) who do not reside within the Ann Arbor District Library boundaries, but who own or rent property within the Ann Arbor District Library boundaries, are eligible for a library card for no fee.

Families include persons living at the same address.

3.1Bc Resident Business Library Cards

Businesses or non-profit organizations located within the Ann Arbor District Library boundaries are eligible for library cards for no fee. Any W-2 employee of such a business or non-profit organization may use the resident business library card for no fee.

3.1Bd Non-Resident Retired Employee

A retired employee of the Ann Arbor District Library or its predecessor the Ann Arbor Public Library, as verified by the District Library's Human Resources office, is eligible for a library card for no fee. ("Retiree" includes all former W-2

Ann Arbor District Library  
Circulation

employees of the Library as defined in this section who did not separate from employment with the Library prior to retirement.)

3.1Be K-12 Instructional Staff and Students

Non-resident instructional staff and students of State approved schools serving students in grades K-12 located within Ann Arbor District Library boundaries are eligible for a library card for no fee.

3.1Bf Washtenaw Library for the Blind and Physically Disabled @ AADL Patrons and their Families

The fee for a non-resident card will be waived for individual non-residents who qualify for services through the Washtenaw Library for the Blind and Physically Disabled @ AADL and their families. All circulation policies will apply to this non-resident card including, but not limited to, issuance of cards, collection of fines, circulation of materials, renewal of materials, and lost materials.

Families include persons living at the same address.

3.1Bg Tutor Cards

Any non-resident tutor who brings a letter from a licensed non-profit tutoring organization may be issued a library card for no fee.

3.1Bh Temporary Residents

Residents who are living at hotels, shelters, or other residences within the Ann Arbor District Library boundaries and/or are waiting until new homes in the Ann Arbor District Library boundaries are ready for occupancy are eligible for a temporary library card for no fee.

3.1Bi Hospitalized Individuals

Individuals hospitalized in facilities within the Ann Arbor District Library boundaries are eligible for a temporary library card for no fee.

3.1C Library Cards for a fee

A person or business that does not qualify for a no fee library card under Section 3.1B of this policy is eligible for a non-resident library card. Procedures for library card application are developed by the Circulation Department and approved by the Director.

The fee for a non-resident library card is \$150.00 per year for an individual card or for all cards issued to people living or employees working at the same address.

Quarterly payment of \$37.50 is the minimum that will be accepted. Cards issued with quarterly payment will expire at the end of the paid current quarter.

Ann Arbor District Library  
Circulation

Upon request, a portion of the fee (\$150.00) for an annual non-resident library card will be refunded prorated on a quarterly basis for any unexpired quarter.

3.1D MILibraryCard

The Ann Arbor District Library does not participate in the MILibraryCard program.

3.1E Homebound Patrons

Any resident of the Ann Arbor District Library boundaries who is temporarily or permanently homebound is eligible to request Homebound Service.

3.1F Privacy of Patron Records

3.1Fa Michigan Library Privacy Act (MLPA)

The MLPA (MCL 397.601 *et seq.*) Section 3 provides:

"Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard thereon, a library or an employee or agent of the library shall not release or disclose a library record or portion of a library record to any person without the written consent of the person liable for payment for or return of the materials identified in that library record."

3.1Fb Confidentiality of Library Record

Absent a court order, documents, records or other information retained by the Ann Arbor District Library that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library ("Library Record") may only be disclosed or released by the Library to the patron or to another person with the written consent of the patron or a person designated in writing by person liable for payment for or return of the materials identified in that library record. A patron may request information about his/her library card record over the telephone. (S)/he must provide his/her borrower ID number or identifying information. Access by other individuals is allowed only with the written permission of that patron.

A Library Record is not subject to disclosure under the Michigan Freedom of Information Act.

Transactions cannot be transferred from one patron record to another, including fines or fees.

A patron's record is not to be used to determine residency for anyone else.

Ann Arbor District Library  
Circulation

Materials cannot be checked out to a patron without that patron's permission; possession of another patron's library card or valid picture I.D. implies permission to use the card. Patrons may designate another person to pick up material 'on hold' provided the material is checked out to the requesting patron.

Patrons may opt in to a checkout history service. Access to the history will be online only. Staff will not be able to retrieve or reproduce the reading histories.

3.1G Renewal of Library Card

A patron may renew his/her library card by appearing in person at any public service desk of the Ann Arbor District Library and complying with the renewal procedure.

3.1H Circulation of Material

Materials are circulated to patrons of the Ann Arbor District Library who have been issued library cards. The patron's card must be current and have no delinquencies which would stop checkout of Library materials.

3.1I Reference Materials

Reference materials do not circulate to staff members or patrons without permission from a department manager or supervisor.

3.1J Stolen Items

Library materials stolen from a patron remain the responsibility of the patron. A receipt may be offered to the patron for insurance purposes.

3.1K Claims Returned

The Library allows the use of the "claims returned" function to clear disputed items from a patron's record. A patron account may have a maximum of 5 "claims returned" items that have not been found and cleared. The "claims returned" function absolves the patron of responsibility for the item including responsibility for the replacement cost if the item is never found. Once the patron has been billed for an item and the item status is "billed", the "claims returned" function may not be used for that item.

3.1L Refunds for "Lost" or "Billed" Materials

A patron may receive a refund for payment of a "lost" or "billed" item that is returned within three (3) months after being designated as "lost" or "billed" by the Library. The item being returned must be in library condition, as determined by a Circulation Supervisor. The amount of the refund will be the amount paid for the item minus the maximum overdue fine.

3.1M Renewal of Materials

Eligible Library materials checked out Downtown or at the Branch Libraries may be renewed at any public service desk.

Ann Arbor District Library Policy Manual: Policy 3.1: Circulation

Policy adopted 12/12/95--Resolution 95-014

Revisions adopted on 1/30/96--Resolution 96-102, 2/13/96--Resolution 96-102, 11/18/96--Resolution 97-108, 8/18/97--

Resolution 98-036, 9/15/97, 3/16/98--Resolution 98-158, 3/13/00--Resolution 00-144, 1/9/01--Resolution 01-114, 9/11/01--

Resolution 01-233, 10/6/01, 12/15/03--Resolution 04-113, 6/20/05, 6/19/06--Resolution 06-201, and 1/26/09--Resolution 09-140

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Ann Arbor District Library  
Circulation

3.1N Return of Materials

Library materials may be returned to any Ann Arbor District Library location.

3.1O Payment Policy

Borrowing privileges under an individual’s library card will be suspended once the amount owed on the card exceeds \$10. Partial payments will be accepted.

3.1P Fines

Library Administration is authorized to develop operational policies to discourage the careless or malicious damage or destruction of Library materials, and to encourage the timely return of materials on loan.

Financial penalties included in this policy or any procedures developed by the Library and approved by the Library Director should not exceed the cost of replacing or repairing the damaged or overdue materials.

Neither this policy nor any procedures developed by the Library to implement it should be construed as abrogation of the right to prefer legal charges against individuals perpetuating acts of vandalism or theft.

Fines are calculated from the date due.

Fines cannot be collected before an item is returned or renewed.

<u>MATERIALS</u>	<u>DAILY FINE</u>	<u>MAXIMUM FINE</u>
Videos and Tools	\$1.00	\$10.00
All other materials	\$0.25	\$10.00

3.1Q Collection of Fines, Fees, Replacement Charges

Patron accounts will be sent to a commercial collection agency designated by the Ann Arbor District Library for collection when there is an unpaid balance of \$40.00 or more of fines, fees, and/or replacement charges.



Ann Arbor District Library  
Confidentiality Policy  
Disclosure of Patron Registration Information

It is the policy of the Ann Arbor District Library to preserve the confidentiality of the registration records of its patrons to the fullest extent permitted by law. To that end, the registration records of the Library shall be released or disclosed only as provided herein.

All patron information shall be treated by the staff of the Ann Arbor District Library as confidential, including name, address, phone number, and any other information provided on the patron's registration form. This policy also prohibits disclosure of whether or not a person has a library card.

1. Registration Records: This policy defines "registration records" as any information gathered from the patron on the library card registration form (name, address, phone number, etc.). This policy does not cover Library circulation records protected by the Michigan Library Privacy Act. For information on nondisclosure of those records, see Policy 3.1F: Privacy of Patron Records.
2. Notification of the Library Director: Any employee of the Ann Arbor District Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any registration record shall promptly notify the Library Director.
3. Action by the Library Director: The Library Director, in a timely manner, shall review all requests and orders, consult with the Library's attorney, as necessary, and respond in an appropriate manner to each such request or court order in accordance with this policy and the Michigan Freedom of Information Act, 1976 District Act 442, MCL 15.231 - 15.246.
4. Requests for Registration Information: The Library Director shall deny, in writing, all requests for the release or disclosure of registration information unless the Library Director has received the written consent to such release or disclosure from the persons identified in the records. Patron registration information is considered by the Library Board to be "information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy" as exempted from disclosure in the Michigan Freedom of Information Act, MCL 15.243 (1).
5. Freedom of Information Act Requests for Registration Information: The Library Director shall deny, in writing, any designated "Freedom of Information Act" request for the release or disclosure of confidential patron registration information. See Policy 3.3: Freedom of Information Act: Denial of Request for Information.

Ann Arbor District Library  
Requests for Access to Records from the General Public

These regulations and procedures are in compliance with state and federal statutes, including Public Act No. 442 of the Michigan Public Acts of 1976, the “Freedom of Information Act.”

An opportunity to inspect the records of the Ann Arbor District Library and/or receive copies of the records will be provided upon oral or written request from any person or group of persons. Every effort will be expended to provide public access to appropriate records in a manner conducive to good public relations.

Records specifically described in Section 13 of P.A. 442 shall be exempt from disclosure. Such records include, but are not limited to:

- Information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual’s privacy.
- Records or information specifically described and exempted from disclosure by statute.
- A bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of bids or proposals, or if a public opening is not to be conducted, until the time for the receipt of bids or proposals has expired.
- Appraisals of real property to be acquired by the public body until (i) an agreement is entered into; or (ii) three years have elapsed since the making of the appraisal, unless litigation relative to the acquisition has not yet terminated.
- Test questions and answers, scoring keys, and other examination instruments or data used to administer a license, public employment, or academic examination, unless the public interest in disclosure under this act outweighs the public interest in nondisclosure.
- Medical, counseling, or psychological facts, or evaluations concerning an individual if the individual’s identity would be revealed by a disclosure of those facts or evaluation.
- Communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a final agency determination of policy or action. Instances where this exemption shall not apply are specifically described in P.A. 442, Section 13(n).
- Information the release of which would prevent the public body from complying with the Federal Family Education Rights and Privacy Act of 1974.
- Information or records subject to the attorney-client privilege, the physician-patient privilege, or the psychologist-patient privilege.

The Director, with advice or legal counsel, has prepared a listing for public use of the most common records which are open to public scrutiny or are exempt from public scrutiny as part of

Ann Arbor District Library  
Requests for Access to Records from the General Public

the “Ann Arbor District Library Freedom of Information Act Response to Request for Public Records” form.

Forms

The following forms shall be used to implement requests for disclosure of Library records.

1. Ann Arbor District Library Freedom of Information Act Response to Request for Public Records.
2. Denial of Request Form Letter.
3. Statement of Fees for Freedom of Information Act Requests.

Procedure

- A. All requests to inspect the records of the Ann Arbor District Library shall be made to the central office of the Library at 343 South Fifth Avenue. Whether oral or written, the requests shall be referred on the day received to the Library Director or designee for reply. Pertinent information or correspondence regarding the request shall be included. Requests shall sufficiently describe the record to enable Library officials to identify and find the record. Separate requests shall be made for each record desired and separate forms shall be filed. If a request is made over the phone, the person receiving the request will inform the person making the request of the guidelines for determining charges for providing records. Nothing in this procedure shall imply that routine, day-to-day inquiries to the Library for information must be subject to these procedures.
- B. The Library Director or designee shall maintain a file of requests received, showing the nature and date of the request, and manner and date of final response to the request.
- C. Immediately, but not more than five business days after the request has been made, unless a single extension of not more than ten business days has been issued, a waiver of the time limits has been agreed to in writing by the requesting person, the Library Director or designee shall render one of the following responses:
  1. Grant the request. The “Request for Library Records Form” shall be sent to the person who maintains the record requested for response as directed on the form.
  2. Issue a written notice using “Denial of Request for Library Records Letter” to the requesting person denying the request. A denial of the request shall be signed by the Library Director or designee and state the reason for the denial, including an explanation of the requesting person’s right to seek judicial review of the decision. Failure to properly respond to the request constitutes a denial and allows the requester to initiate court action to compel disclosure.
  3. Grant the request in part and issue a written notice to the requesting person denying the request in part. Material which is partially exempt and partially subject to disclosure shall be separated or deleted and the non-exempt material offered for inspection. A general

Ann Arbor District Library  
Requests for Access to Records from the General Public

description of the separated or deleted information shall be provided to the requesting person.

- D. Upon receipt of the request by the person maintaining the requested record the request shall be filled in one or more of the following ways:
1. Providing reasonable opportunity and facilities for inspecting and taking notes from the records for the requesting person. Original records shall not be removed from the area provided for inspection and note taking.
  2. Providing copies of the records if so requested. If a fee is charged, the copy of the record shall not be released until the fee has been received or the person making the request demonstrates inability to pay or receipt of public assistance.
  3. Honoring requests for records which are issued on a regular basis (such as minutes of Board meetings) on a six-month renewable subscription basis. A listing of the requester's name, address, record subscribed to, charge, and expiration date of the subscription shall be maintained by the person issuing the record.
  4. Determining the actual cost of mailing, duplication, search, and/or compiling the record. No charge for the first \$20.00 of a fee may be made to an individual who proves indigence or receipt of public assistance. State guidelines for determining free and reduced cost meals to families shall be used as guidelines to determine indigence. At the discretion of the Director or designee, charges may be waived if providing the service free is in the public interest.
- E. The person filling the request shall compute the charges, collect the funds and deposit the money in the building miscellaneous revolving account.
- F. The individual filing the request shall return the completed appropriate form(s), "Ann Arbor District Library Freedom of Information Act Response to Request for Public Records," and/or "Statement of Fees for Freedom of Information Act Requests" to the Library Director or designee, indicating their request has been complied with.
- G. Copies of this procedure shall be posted at each office from which records may be requested. (As an option, the Library may also wish to publish them in the Library newsletter).

Ann Arbor District Library  
Display and Distribution of Materials by Outside Groups

It shall be the policy of the Ann Arbor District Library:

1. To strive to represent all viewpoints in its collection. To this end it welcomes individual copies of any books, pamphlets, or other materials provided by outside groups for possible inclusion in the Library collection, if consistent with its needs and balance.
2. To avoid the promotion of particular beliefs or views. Display or distribution of materials by outside groups does not imply sanction or agreement with the materials by the Ann Arbor District Library.
3. To serve as an information center providing needed and wanted information to the community. Thus, it is the goal of this display and distribution policy to provide materials of an informative nature rather than to further the causes of any individual group.
4. To publicize, through the posting of posters, flyers, etc., meetings and other events sponsored by non-profit organizations. This privilege is open to all groups, regardless of political, religious, or moral ideology.
5. To serve as a distribution facility for publications of groups and organizations such as schools; national, state, and local governmental agencies; quasi-public and social agencies; special interest organizations; service clubs; and publications written, published, sponsored, or co-sponsored by the Ann Arbor District Library. This policy excludes materials of a politically partisan nature or that promote a profit-making organization.

Nothing in this policy shall authorize the distribution of materials by hand to patrons using the Library.

It should be noted that Library display space is limited and therefore distribution of these materials must be in accordance with that limitation.

Exceptions to this policy must be approved by the Director of the Ann Arbor District Library.

Ann Arbor District Library  
Rules of Behavior

Behavior in the Public Sectors of the Ann Arbor District Library

The Board of Trustees of the Ann Arbor District Library is empowered by the District Library Establishment Act, MCL 397.171 et seq., to supervise and control Library property, to adopt bylaws and regulations, not inconsistent with the Act and to do any other thing necessary for conducting the Library service. It is the policy of the Ann Arbor District Library that any person who poses a material threat to the efficient and effective supervision and control of Library property or who willfully and materially interferes with Library operations, including the use and enjoyment of the Library by other patrons, may be excluded from the use of the Library. An individual who violates this policy may be excluded from the Library upon the order of the Library Director or the Library Director's designee. For purposes of this policy, "withholding of Library privileges" means an individual may not enter or use the Library.

The Board of Trustees of the Ann Arbor District Library has adopted this policy regarding behavior in the public sectors of the Library. The Ann Arbor District Library may establish and implement additional policies and procedures related to Library property and operations including without limitation user registration; scheduling and regulating use of Library equipment; scheduling and collecting fees for public use of meeting rooms; regulating usage of any Library property and materials, including without limitation, specialized equipment and/or services provided by the Library and made available to the public; and additional policies regulating use of or patron behavior on Library premises. Such policies and procedures shall seek to make Library property and/or services available to everyone on a safe and equitable basis, to allow staff members to conduct Library business, and to safeguard the Library's property against misuse or abuse.

Behavior prohibited by Ann Arbor City or Pittsfield Township Charter and Ordinances, as appropriate, as well as Federal or State Law, is also prohibited on the premises of the Ann Arbor District Library.

**In addition, the Ann Arbor District Library:**

1. Prohibits the consumption or possession of alcoholic beverages on Library property.
2. Prohibits smoking in or on any Library property that constitutes a "public place" pursuant to Michigan Clean Indoor Air Act, MCL 333.12601 et seq., or other Library property (indoor or outdoor) that is posted with NO SMOKING signs or the international "no smoking" symbol.
3. Bans all weapons from Library premises, except for concealed weapons that are exempt from licensure under Michigan law or lawfully licensed and carried in compliance with Act 372 of 1927, as amended.

**PERSONS WHO VIOLATE THE ABOVE RULES ARE SUBJECT TO THE WITHHOLDING OF LIBRARY PRIVILEGES AS FOLLOWS:**

**FIRST OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR SIX MONTHS.**

Ann Arbor District Library Policy Manual, Policy 5.1: Behavior in Public Sectors of the Ann Arbor District Library  
Policy adopted 12/12/95—Resolution 96-034

Revisions adopted 8/1/97—Resolution? 12/98—Resolution 99-111, 10/20/03—Resolution 04-082, 9/20/04—Resolution 05-037 and 1/28/08—Resolution 08-127

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Ann Arbor District Library  
Rules of Behavior

**SECOND OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE YEAR.**

4. Requires patrons to wear shirts and shoes, or other footwear, at all times in the Library for hygiene and safety purposes.
5. Prohibits the disturbance of other Library patrons, or interference with other Library patrons' use of the facilities through extremely poor personal hygiene.
6. Prohibits foods in the Library except in designated areas. Beverages in covered containers are permissible.
7. Prohibits sleeping on Library property.
8. Prohibits the use of roller skates, roller blades, skateboards or other similar devices on Library property.
9. Prohibits patrons from bringing bicycles into the Library buildings, securing bicycles to the handicapped ramp railing at any entrance or exit, or parking bicycles in such a manner that they obstruct patrons entering or exiting the Library.
10. Prohibits gambling on Library property.
11. Bans conversation and other sounds in louder volume than the general noise level of the area.
12. Bans animals from the Library and entrance/exit areas except service animals used to assist the handicapped.
13. Prohibits loitering in areas posted as "No Loitering."
14. Prohibits all campaigning, petitioning, interviewing, survey-taking, soliciting, sales, or other speech or conduct, which results in the disruption of normal Library activities.

**PERSONS WHO VIOLATE THE ABOVE RULES ARE SUBJECT TO THE WITHHOLDING OF LIBRARY PRIVILEGES AS FOLLOWS:**

**FIRST OFFENSE: ONE WARNING, THEN OUT FOR THE DAY.**

**SECOND OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE WEEK.**

**THIRD OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE MONTH.**

**SUBSEQUENT OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE YEAR.**

**Notwithstanding the foregoing provisions, any person may, without prior notice or warning, be immediately removed from the Ann Arbor District Library if his or her presence or conduct on the premises poses an immediate and imminent danger to any person or property.**

Persons whose Library privileges are withheld for more than 30 days pursuant to the above rules may appeal to the Library Board of Trustees by appearing in person during the Citizens' Comments portion of the agenda at a special or regularly-scheduled Board meeting. This appearance must be within sixty (60) days after the Library's mailing of notice of withholding of privileges. Such persons' suspension from Library premises shall be rescinded for the limited

Ann Arbor District Library Policy Manual, Policy 5.1: Behavior in Public Sectors of the Ann Arbor District Library

Policy adopted 12/12/95—Resolution 96-034

Revisions adopted 8/1/97—Resolution?; 12/98—Resolution 99-111; 10/20/03—Resolution 04-082; 9/20/04—Resolution 05-037 and 1/28/08—Resolution 08-127

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Ann Arbor District Library  
Rules of Behavior

purpose of attending any Board meeting at which they appear to appeal. The Board of Trustees may extend the usual and customary time limit afforded to an individual for public comment to grant a person making an appeal sufficient time to address the Board. The Board shall hear the appeal, and respond in writing within 10 days.



Ann Arbor District Library  
Unattended Child Policy

The Ann Arbor District Library wants children who use our Libraries to find them warm, inviting, enjoyable and secure.

To ensure their complete safety, children must be attended by a responsible party.

For the protection and well-being of children using our Libraries, the following policy has been established.

I. Policy

- A. The responsibility for children using the Library rests not with the Library staff but with the parent/guardian/assigned chaperone, who is at least 13 years of age.
- B. A child under 6 years of age must be attended by a parent/guardian/assigned chaperone who is in close physical proximity (within sight and earshot of the child) at all times while in any Ann Arbor District Library building.
- C. A child older than 6 years of age who, because of special circumstances, may need constant assistance, must be attended by a parent/guardian/assigned chaperone who is in close physical proximity (within sight and earshot of the child) at all times while in any Ann Arbor District Library Building.
- D. Disruptive behavior by children shall be handled in accordance with Policy 5.1 Behavior in Public Sectors of the Ann Arbor District Library.

II. Procedures

All staff shall follow the procedure in the AADL Emergency Manual when there is an unattended child in any Library building.

Ann Arbor District Library  
Equal Employment Opportunity and Affirmative Action Policy

The Ann Arbor District Library is an Equal Opportunity/Affirmative Action employer. The Library bases its employment decisions on its staffing needs and on each person's qualifications, including such relevant factors as performance, experience, training, and education. The Library will not discriminate against employees or applicants for employment on any matter related to employment including hire, tenure, terms, conditions, and privileges of employment, because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, gender identity or expression, or other factors prohibited by applicable law.

The Ann Arbor District Library is committed to taking affirmative action to increase diversity of applicants and employees.

ANN ARBOR DISTRICT LIBRARY POLICY NOTEBOOK  
ADOPTED BY THE ANN ARBOR DISTRICT LIBRARY BOARD

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7.17	Policy for Acceptance of Payments via Financial Transaction Devices .....	(7/20/09)
7.18	Policy for Payment of Library Funds via Electronic Transactions .....	(7/20/09)

## STAFF

### **8.0 Staff**

8.2	Salaries.....	(12/12/95)
8.3	Equal Employment Opportunity and Affirmative Action .....	(last revised 4/19/04)
8.4	Employment of Close Relatives .....	(last revised 4/19/04)
8.6.1	Family and Medical Leave of Absence .....	(last revised 4/27/09)
8.8	Staff Development and Training Policy .....	(last revised 4/19/04)
8.8.1	Performance Evaluation Policy .....	(2/16/98)
8.8.2	Pay for Performance Policy for Non-Represented Employees .....	(7/20/98)
8.9	Workplace Violence and Weapons Policy .....	(5/17/99)
8.10	Worker's Compensation .....	(last revised 4/19/04)
8.11	Court Appearances .....	(12/12/95)
8.12	Emergency Closing Policy .....	(last revised 4/19/04)
8.13	Sexual Harassment .....	(last revised 3/24/97)
8.15	Software Use Policy .....	(last revised 4/19/04)
8.16	Computer, Electronic Communications and Voice Mail Policy ...	(last revised 4/19/04)
8.18	Relocation Expenses Policy.....	(10/20/97)
8.19	Recruitment Expenses Policy .....	(10/20/97)
8.20	Bonus Policy .....	(4/19/04)
8.21	Social Security Number Privacy Policy .....	(12/19/05)
8.22	Conflict of Interest Policy-Library Administrative Employees .....	(5/17/10)
8.23	Legal Compliance Policy.....	(5/17/10)

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-062**

**RESOLUTION TO REPEAL LIBRARY POLICIES**

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 17<sup>th</sup> day of February, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To repeal the following Library Policies as proposed: 1.6 Freedom to View; 2.7 Providing Access to Computer Based Resources; 3.5 Release of Minor Child's Records; 3.6 Fines for Damaged or Lost Materials; 4.5 Business Use of Facilities.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Secretary



ANN ARBOR DISTRICT LIBRARY BOARD

Rebecca Head  
Nancy Kaplan  
Margaret Leary  
Barbara Murphy  
Jan Barney Newman  
Prue Rosenthal  
Edward Surovell

2014 OFFICERS

President . . . . . Prue Rosenthal  
Vice President . . . . . Barbara Murphy  
Treasurer . . . . . Jan Barney Newman  
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Kenneth Nieman . . . . . Associate Director of Finance/HR, Operations,  
Building Programs  
Eli Neiburger . . . . . Associate Director of IT & Product Development  
Celeste Choate . . . . . Associate Director of Services, Collections & Access

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

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



