



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

Monday, February 20, 2012

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Published by Ann Arbor District Library

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## February 2012

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

## March 2012

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

## April 2012

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

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, February 20, 2012 at 6:00 p.m.  
 Ann Arbor District Library, 4<sup>th</sup> Floor Board Room  
 343 S. Fifth Avenue, Ann Arbor, MI 48104

## REGULAR MEETING AGENDA

- 12-022 I. CALL TO ORDER
- 12-023 II. ATTENDANCE
- 12-024 III. RECESS TO EXECUTIVE SESSION FOR OPINION OF  
LEGAL COUNSEL
- 12-025 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- 12-026 V. APPROVAL OF AGENDA (pp. 1-2)  
(Item of action)
- 12-027 VI. APPROVAL OF MINUTES OF JANUARY 16, 2012 (pp. 3-10)  
(Item of action)
- 12-028 VII. CITIZENS' COMMENTS
- 12-029 VIII. FINANCIAL REPORTS (pp. 11-18)
- 12-030 IX. APPROVAL OF DISBURSEMENTS (pp. 19-21)  
(Item of action)
- 12-031 X. DIRECTOR'S REPORT
- 12-032 XI. NEW BUSINESS
- 12-033 A. RESOLUTION TO ADOPT POLICY 2.13 WEBSITE  
TERMS OF USE (pp. 22-27)  
(Item of action)
- 12-034 B. BOARD COMMITTEE APPOINTMENTS APPROVAL (p.  
28)  
(Item of action)

- 12-035                    C. VALA CONFERENCE-MELBOURNE, AUSTRALIA  
PRESENTATION  
15 minutes  
Eli Neiburger
- 12-036                    D. VOTE FOR EXECUTIVE SESSION AT THE MARCH 19,  
2012 REGULAR MEETING FOR OPINION OF LEGAL  
COUNSEL  
(Item of action)  
Roll call vote
- 12-037                    XII. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE ANNUAL MEETING  
MONDAY, JANUARY 16, 2012

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE ANNUAL MEETING**  
**MONDAY, JANUARY 16, 2012**

12-001 I. CALL TO ORDER

President Leary called the meeting to order at 7:04 p.m.

12-002 II. ATTENDANCE

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

Absent: Head

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

12-003 III. PRESIDENT'S REMARKS

President Leary remarked on the events of 2011: AADL once again received a 5 star ranking in *Library Journal's America's Star Libraries, 2011*; Trustee Edward Surovell received MLA's Trustee Citation of Merit award; efforts of the Community Relations Department earned the Library four ADDY awards; Laura Pershin Raynor received a Leader in the Literary Arts award at the Kerrytown BookFest; Eli Neiburger was recognized as a *Library Journal* 2011 Movers & Shakers Tech Leader; the Friends of the Ann Arbor District Library received another good audit; Tim Grimes and Eli Neiburger were asked to participate in NEH programs/projects; Josie Parker participated in a digital public library forum at Harvard and was invited to a UNESCO meeting of the future of the book in Italy; the Library received an excellent audit report for this year and levied less than the total millage available. President Leary thanked administration and staff for their excellent efforts.

President Leary thanked Josie and Robert Parker for a recent financial donation made to the Library in honor of the Board.

12-004 IV. APPROVAL OF AGENDA  
 (Item of action)

The agenda was approved by unanimous consent.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE ANNUAL MEETING  
MONDAY, JANUARY 16, 2012

12-005      V.      ELECT LIBRARY BOARD OFFICERS

1. PRESIDENT  
(Item of action)  
Roll call vote

Trustee Surovell, supported by Trustee Rosenthal, nominated Margaret Leary for Board President. No other nominations were made.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

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

Trustee Barney Newman, supported by Trustee Kaplan, nominated Prue Rosenthal for Board Vice President. No other nominations were made.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

3. TREASURER  
(Item of action)  
Roll call vote

Trustee Barney Newman, supported by Trustee Rosenthal, nominated Barbara Murphy for Board Treasurer. No other nominations were made.

A roll call vote was taken.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE ANNUAL MEETING  
MONDAY, JANUARY 16, 2012

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

NAYS: None

Motion passed 6-0.

4. SECRETARY  
 (Item of action)  
 Roll call vote

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

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

12-006 VI. INSTALLATION OF OFFICERS

Trustee Leary administered the oath installing Board officers for a second year in a row: Trustee Leary as President, Trustee Rosenthal as Vice President, Trustee Murphy as Treasurer, and Trustee Barney Newman 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.”

12-007 VII. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS

Officers remained the same as last year.

12-008 VIII. APPROVAL OF MINUTES OF NOVEMBER 22, 2011 & DECEMBER 8, 2011  
 (Item of action)

Secretary Barney Newman, supported by Trustee Kaplan, moved to approve the minutes of November 22, 2011 and December 8, 2011.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE ANNUAL MEETING  
MONDAY, JANUARY 16, 2012

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

NAYS: None

Motion passed 6-0.

12-009 IX. CITIZENS' COMMENTS

There were no citizens' comments.

12-010 X. FINANCIAL REPORTS

Associate Director Nieman reported December showed unrestricted cash balance just over \$13 million. Tax receipts just over \$10.7 million, reflecting 96.2% of the budgeted amount, have been received. The Fund Balance reflects just over \$7.9 million. Three line items are over budget, but will come back into line later in the year. The Grants line item shows that over \$44 thousand has been donated through the end of December and of that amount \$40 thousand was donated by the Friends.

12-011 XI. APPROVAL OF DISBURSEMENTS  
 (Item of action)

Treasurer Murphy, supported by Vice President Rosenthal, moved to approve the November and December 2011 disbursements.

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

NAYS: None

Motion passed 6-0.

12-012 XII. COMMITTEE REPORTS

12-013 A. POLICY COMMITTEE

Secretary Barney Newman reported the policy committee met and reviewed the draft website terms of use policy and stated that Eli Neiburger will address this policy later in the agenda. The policy committee consists of Jan Barney Newman, Rebecca Head and Nancy Kaplan.

12-014 XIII. DIRECTOR'S REPORT



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE ANNUAL MEETING  
MONDAY, JANUARY 16, 2012

Director Parker reported that Erin Helmrich is chairing the 2012 Michael L. Printz Award for Excellence in Young Adult Literature. The committee will announce the award winner during the ALA Midwinter Meeting, held next week in Dallas. In February Eli Neiburger will be in Australia as a key note speaker at the VALA biennial conference. In March Celeste Choate and DeAnn Doll will be in Philadelphia participating on PLA conference panels.

12-015       XIV.    NEW BUSINESS

12-016       A.    APPROVAL OF BOARD MEETING DATES FOR 2012  
               (Item of action)

Secretary Barney Newman, supported by Trustee Kaplan, moved to accept the Board 2012 meeting schedule as proposed.

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

NAYS:   None

Motion passed 6-0.

12-017       B.    RESOLUTION TO EXTEND THE TERM OF LEASE WITH  
               WESTGATE ENTERPRISES, LLC.  
               (Item of action)

Trustee Kaplan, supported by Vice President Rosenthal, moved that the Board resolves to extend the lease with Westgate Enterprises, LLC for two years, with two one year options, commencing on February 1, 2012 at the annual rate of \$82,260. That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS:   None

Motion passed 6-0.

12-018       C.    PROPOSED WEBSITE TERMS OF USE POLICY  
               (Item of discussion)

Associate Director Neiburger reported to the Board that he and

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE ANNUAL MEETING  
MONDAY, JANUARY 16, 2012

library counsel met with the Policy Committee to present and review the proposed website terms of use policy.

He reviewed each section of the policy for the Board and provided background information. He noted that the policy is an outcome of the negotiation process for the Ann Arbor News archive.

Per Board practice, this policy will be placed on the February 20<sup>th</sup> Board meeting agenda for approval.

12-019

D. CIRCULATING REALIA COLLECTIONS AT AADL

Associate Director Choate presented samples of the various non-traditional items the library circulates. In addition to art prints and energy meters AADL is now circulating science kits, Brain Quest and Fandex Family Field Guides.

12-020

E. VOTE FOR EXECUTIVE SESSION AT THE FEBRUARY 20, 2012 REGULAR MEETING FOR OPINION OF LEGAL COUNSEL

(Item of action)

Roll call vote

Treasurer Murphy, supported by Vice President Rosenthal, moved to hold Executive Session at the February 20, 2012 regular Board meeting for opinion of legal counsel.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

12-021

XV. ADJOURNMENT

Secretary Barney Newman, supported by Vice President Rosenthal, moved to adjourn the meeting.

President Leary adjourned the meeting at 7:58 p.m.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE ANNUAL MEETING  
MONDAY, JANUARY 16, 2012

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 16, 2012 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

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

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

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

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

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

THE BOARD RESOLVES:

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

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

AYES: 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 16, 2012 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary

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

### **Cash:**

The unrestricted cash balance as of January 31, 2012 was \$12,111,531 down from \$13,025,082 in December.

### **Tax Receipts:**

The Library has received tax receipts totaling \$10,792,983, 96.7% of the budgeted amount, as of January 31st.

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

The Library showed an operating surplus of \$224,186 through January 31st. This gives the Library a positive fund balance of \$7,910,058 at the end of January, down from \$7,910,402 in December.

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

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

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

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

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

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

Lcards/Circ Supplie – A large purchase was mad in January.

ANN ARBOR DISTRICT LIBRARY  
Operating  
For the Seven Months Ending January 31, 2012

	January			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Revenue</b>						
Tax Collections - Operating	\$924,333	\$924,333		\$6,470,330	\$6,470,333	(\$3)
Penal Fines	20,833	20,833		145,831	145,833	(2)
Interest	26,391	5,167	21,224	102,623	36,167	66,456
Copiers	2,804	3,167	(363)	20,066	22,167	(2,101)
Grants/Memorials	465	7,500	(7,035)	51,243	52,500	(1,257)
Library Fines & Fees	38,380	40,417	(2,037)	259,404	282,917	(23,513)
Non-Resident Fees	1,275	1,417	(142)	9,025	9,917	(892)
Fund Balance Transfer		3,750	(3,750)		26,250	(26,250)
<b>Total Revenue</b>	<b>\$1,014,481</b>	<b>\$1,006,584</b>	<b>\$7,897</b>	<b>\$7,058,522</b>	<b>\$7,046,084</b>	<b>\$12,438</b>
<b>Expenditures</b>						
Salaries & Wages	472,068	473,667	(1,599)	3,325,654	3,315,667	9,987
Employee Benefits	125,942	125,833	109	847,556	880,833	(33,277)
Employment Taxes	35,836	36,250	(414)	247,449	253,750	(6,301)
<b>Total Employment Cost</b>	<b>\$633,846</b>	<b>\$635,750</b>	<b>(\$1,904)</b>	<b>\$4,420,659</b>	<b>\$4,450,250</b>	<b>(\$29,591)</b>
Custodial and Electrical	\$10,167	\$17,500	(\$7,333)	\$98,285	\$122,500	(\$24,215)
Accounting/Audit	1,250	1,250		8,750	8,750	
Legal	4,904	6,250	(1,346)	40,336	43,750	(3,414)
Purchased Services	5,485	12,417	(6,932)	78,519	86,917	(8,398)
Utilities	36,162	37,917	(1,755)	230,896	265,417	(34,521)
Property Insurance	6,881	7,250	(369)	48,165	50,750	(2,585)
Communications	11,978	15,000	(3,022)	115,935	105,000	10,935
Materials	136,567	154,167	(17,600)	1,058,574	1,079,167	(20,593)
Software Licenses/Maintenanc	12,005	10,000	2,005	94,651	70,000	24,651
Building Rental	10,063	12,917	(2,854)	80,520	90,417	(9,897)
Seminars/Conferences/Travel	921	1,833	(912)	3,618	12,833	(9,215)
Copier Expense	2,454	5,417	(2,963)	24,619	37,917	(13,298)
Library Programming	29,031	20,833	8,198	141,686	145,833	(4,147)
Grants/Memorials	4,857	7,500	(2,643)	35,927	52,500	(16,573)
Supplies	28,637	15,000	13,637	97,520	105,000	(7,480)
Repairs and Maintenance	47,710	23,583	24,127	159,155	165,083	(5,928)
Postage	169	2,500	(2,331)	18,097	17,500	597
Lcards/Circ Cards	7,251	5,167	2,084	38,930	36,167	2,763
Other Operating Expenditures	1,443	1,833	(390)	11,452	12,833	(1,381)
<b>Total Operating Expense</b>	<b>\$357,935</b>	<b>\$358,334</b>	<b>(\$399)</b>	<b>\$2,385,635</b>	<b>\$2,508,334</b>	<b>(\$122,699)</b>
Capital Outlays	\$1,092	\$12,500	(\$11,408)	\$28,042	\$87,500	(\$59,458)
<b>Total Expenditures</b>	<b>\$992,873</b>	<b>\$1,006,584</b>	<b>(\$13,711)</b>	<b>\$6,834,336</b>	<b>\$7,046,084</b>	<b>(\$211,748)</b>
<b>Net</b>	<b>\$21,608</b>		<b>\$21,608</b>	<b>\$224,186</b>		<b>\$224,186</b>

ANN ARBOR DISTRICT LIBRARY  
Grant Administration  
For the Seven Months Ending January 31, 2012

	January			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Grants/Memorials	\$465	\$7,500	(\$7,035)	\$50,043	\$52,500	(\$2,457)
Total Revenue	<u>\$465</u>	<u>\$7,500</u>	<u>(\$7,035)</u>	<u>\$50,043</u>	<u>\$52,500</u>	<u>(\$2,457)</u>
Expenditures						
Materials	70		70	7,139		7,139
Library Programming	3,699		3,699	23,673		23,673
Supplies				1,146		1,146
Other Operating Expenditures	274	7,500	(7,226)	2,817	52,500	(49,683)
Total Operating Expense	<u>\$4,043</u>	<u>\$7,500</u>	<u>(\$3,457)</u>	<u>\$34,775</u>	<u>\$52,500</u>	<u>(\$17,725)</u>
Total Expenditures	<u>\$4,043</u>	<u>\$7,500</u>	<u>(\$3,457)</u>	<u>\$34,775</u>	<u>\$52,500</u>	<u>(\$17,725)</u>
Net	<u>(\$3,578)</u>		<u>(\$3,578)</u>	<u>\$15,268</u>		<u>\$15,268</u>

ANN ARBOR DISTRICT LIBRARY  
Friends of the Library  
For the Seven Months Ending January 31, 2012

	<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				2,453		2,453
Library Programming	3,699		3,699	23,673		23,673
Supplies				1,146		1,146
Other Operating Expenditures	274	7,500	(7,226)	2,817	52,500	(49,683)
Total Operating Expense	<u>\$3,973</u>	<u>\$7,500</u>	<u>(\$3,527)</u>	<u>\$30,089</u>	<u>\$52,500</u>	<u>(\$22,411)</u>
Total Expenditures	<u>\$3,973</u>	<u>\$7,500</u>	<u>(\$3,527)</u>	<u>\$30,089</u>	<u>\$52,500</u>	<u>(\$22,411)</u>
Net	<u>(\$3,973)</u>		<u>(\$3,973)</u>	<u>\$9,911</u>		<u>\$9,911</u>



## Balance Sheet

**ASSETS**

As of 1/31/2012

Current Assets:

## Cash

CASH-COMMERCIAL CHECKING	\$24,696.71
CASH-PAYROLL	17,538.13
HOLTREY FUND	330,745.08
CASH-SAVINGS	519,382.64
KENISTON FUND	30,252.47
SHAFFER FUND	10,454.31
WESTERMAN FUND	43,022.54
PETTY CASH	2,000.00
WLBPD ACCOUNT	37,006.46
CDs - SHORT TERM	6,400,000.00

Total Cash	\$7,415,098.34
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## Investments

BANK OF ANN ARBOR INVESTMENT	\$3,309,705.51
UNITED BANK AND TRUST INVESTMENT	1,838,208.26

Total Investments	\$5,147,913.77
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## Accounts Receivable

ACCOUNTS RECEIVABLE	\$145,862.28
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Total Accounts Receivable	\$145,862.28
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## Property Taxes Receivable

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

PRE-PAID INSURANCE	\$12,530.31
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Total Prepaid Expenses	\$12,530.31
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Total Current Assets	\$12,751,224.12
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Capital Assets:

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

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

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

Total Provided for Long-Term Debt	268,985.51
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TOTAL ASSETS	\$45,044,256.78
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## Ann Arbor District Library

## Balance Sheet

**LIABILITIES AND FUND EQUITY**Current Liabilities:

ACCOUNTS PAYABLE	\$99,776.50
ACCRUED ACCOUNTS PAYABLE	11,757.72
ACCRUED PAYROLL	172,560.00
UNITED WAY DEDUCTIONS	1,300.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	13,315.69
ACCRUED EMPLOYER 403(b) - UNDECIDED	28,246.47
ACCRUED 403B/MPSERS EMPLOYER	17,361.40
ACCRUED LIABILITY-VACATION S/T	97,084.23

Total Current Liabilities	\$441,402.01
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Long-Term Liabilities:

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

Total Long-Term Liabilities	268,985.51
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Fund Equity:

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

RESERVE-ENCUMBRANCES	\$179,624.00
DEFERRED REVENUE - PROPERTY TAX	4,220,140.00
FUND BALANCE - UNDESIGNATED	7,685,874.36
EXCESS REVENUE (SPENDING)	224,183.75

Total Fund Balance	\$12,309,822.11
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Total Fund Equity	\$44,333,869.26
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TOTAL LIABILITIES AND FUND EQUITY	\$45,044,256.78
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## Ann Arbor District Library

Rollforward of undesignated fund balance  
For the Period Ending January 31, 2012

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,910,402	\$ 7,822,173
Total revenues	1,014,481	7,058,522
Expenditures:		
Operating	(991,780)	(6,806,296)
Capital outlays	(1,092)	(28,042)
(Increase) decrease in encumbrances	<u>(21,953)</u>	<u>(136,299)</u>
Ending surplus (deficit)	<u>\$ 7,910,058</u>	<u>\$ 7,910,058</u>

# Ann Arbor District Library

Monthly and year-to-date cash rollforward  
For Period ending January 31, 2012

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	\$ 78,251	\$ 14,250	\$ (552,805)	\$ 485,000	\$ 24,696
Payroll	17,635	4	(439,379)	439,278	17,538
Petty cash	2,000	-	-	-	2,000
Savings	605,133	81,871	(43,343)	(124,278)	519,383
CDs - Bank of Ann Arbor	7,200,000	-	-	(800,000)	6,400,000
Investments - Bank of Ann Arbor	3,302,955	6,751	-	-	3,309,706
Investments - United Bank and Trust	1,819,108	19,100	-	-	1,838,208
Westerman Fund	43,019	5	-	-	43,024
Shafer Fund	10,453	1	-	-	10,454
Holtrey Fund	330,702	43	-	-	330,745
Keniston Fund	30,250	2	-	-	30,252
WLBPD	37,003	3	-	-	37,006
	<u>\$ 13,476,509</u>	<u>\$ 122,030</u>	<u>\$ (1,035,527)</u>	<u>\$ -</u>	<u>\$ 12,563,012</u>
<b>Year-to-date rollforward</b>					
Commercial checking	\$ 28,733	\$ 88,464	\$ (3,487,501)	\$ 3,395,000	\$ 24,696
Payroll	245,355	1,181	(3,487,978)	3,258,980	17,538
Petty cash	2,000	-	-	-	2,000
Savings	2,478,284	11,444,196	(349,117)	(13,053,980)	519,383
CDs - Bank of Ann Arbor	-	-	-	6,400,000	6,400,000
Investments - Bank of Ann Arbor	3,262,530	47,176	-	-	3,309,706
Investments - United Bank and Trust	1,788,564	49,644	-	-	1,838,208
Westerman Fund	42,497	527	-	-	43,024
Shafer Fund	10,448	6	-	-	10,454
Holtrey Fund	330,453	282	-	-	330,745
Keniston Fund	30,235	17	-	-	30,252
WLBPD	36,985	21	-	-	37,006
	<u>\$ 8,256,084</u>	<u>\$ 11,631,524</u>	<u>\$ (7,324,596)</u>	<u>\$ -</u>	<u>\$ 12,563,012</u>

Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges: From: To: From: To:  
 Check Number First Last Check Date 1/1/2012 1/31/2012  
 Vendor ID First Last Checkbook ID First Last  
 Vendor Name First Last

Sorted By: Vendor Name

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
043020	AGRSER	A GROWING SERVICE LLC	1/12/2012	CHECK	PMCHK00001424	\$340.00
043018	AFSMITH	A.F. SMITH ELECTRIC, INC.	1/12/2012	CHECK	PMCHK00001424	\$1,450.00
043017	AASCH	AAPS/WISD TRANSPORTATION	1/12/2012	CHECK	PMCHK00001424	\$1,769.50
042960	ACTRAC	ACTRACE	1/6/2012	CHECK	PMCHK00001423	\$420.60
042961	ADTSEC	ADT SECURITY SERVICES	1/6/2012	CHECK	PMCHK00001423	\$873.65
043019	AFTDEL	AFTERNOON DELIGHT	1/12/2012	CHECK	PMCHK00001424	\$170.10
042963	ALAGLE	ALAN GLENN	1/6/2012	CHECK	PMCHK00001423	\$300.00
043021	ALLMOR	ALLISON MORRIS	1/12/2012	CHECK	PMCHK00001424	\$123.55
043078	ALTCOM	ALTURA COMMUNICATION SOLUTIONS	1/19/2012	CHECK	PMCHK00001426	\$1,170.00
043022	AMASCH	AMANDA SCHOTT	1/12/2012	CHECK	PMCHK00001424	\$19.50
042964	AMACOM	AMAZON.COM CREDIT PLAN	1/6/2012	CHECK	PMCHK00001423	\$1,269.53
043023	AMEX	AMERICAN EXPRESS	1/12/2012	CHECK	PMCHK00001424	\$93,507.12
042962	ALA2	AMERICAN LIBRARY ASSOCIATION	1/6/2012	CHECK	PMCHK00001423	\$40.50
043024	AMYCAN	AMY CANTU	1/12/2012	CHECK	PMCHK00001424	\$32.30
043025	ANDMAC	ANDREW MACLAREN	1/12/2012	CHECK	PMCHK00001424	\$21.21
043015	AAFILM	ANN ARBOR FILM FESTIVAL	1/12/2012	CHECK	PMCHK00001424	\$360.00
043026	ANNARB	ANN ARBOR OBSERVER	1/12/2012	CHECK	PMCHK00001424	\$3,105.90
043016	AANEWS	ANN ARBOR.COM	1/12/2012	CHECK	PMCHK00001424	\$1,175.76
043093	ARBCO	ARBCO RECORDS	1/25/2012	CHECK	PMCHK00001427	\$52.00
043079	ATMOB	AT&T MOBILITY	1/19/2012	CHECK	PMCHK00001426	\$1,350.19
042966	BBCAUD	AUDIO GO	1/6/2012	CHECK	PMCHK00001423	\$1,650.46
042982	JERWHE	BANG MEDIA LLC	1/6/2012	CHECK	PMCHK00001423	\$700.00
042965	BARNOB1	BARNES & NOBLE INC.	1/6/2012	CHECK	PMCHK00001423	\$3,353.21
043080	BARNOB1	BARNES & NOBLE INC.	1/19/2012	CHECK	PMCHK00001426	\$49.40
042967	BEADEL	BEAU DELOACH	1/6/2012	CHECK	PMCHK00001423	\$225.00
043027	BETAND	BETH ANDERSEN	1/12/2012	CHECK	PMCHK00001424	\$18.06
042969	BETBEC	BETSY BECKERMAN	1/6/2012	CHECK	PMCHK00001423	\$550.00
042970	BLAAUD	BLACKSTONE AUDIO BOOKS	1/6/2012	CHECK	PMCHK00001423	\$555.50
043094	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	1/25/2012	CHECK	PMCHK00001427	\$31,632.79
043095	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	1/25/2012	CHECK	PMCHK00001427	\$14,725.31
043028	BOOWHO	BOOK WHOLESALERS, INC.	1/12/2012	CHECK	PMCHK00001424	\$314.28
043081	BP		1/19/2012	CHECK	PMCHK00001426	\$449.24
043029	BREWER	BREWER'S	1/12/2012	CHECK	PMCHK00001424	\$508.41
042971	BRODCO	BRODART CO.	1/6/2012	CHECK	PMCHK00001423	\$3,889.90
043031	BUSVAL	BUSCH'S, INC.	1/12/2012	CHECK	PMCHK00001424	\$183.29
043082	BUSVAL	BUSCH'S, INC.	1/19/2012	CHECK	PMCHK00001426	\$166.37
043030	BUSCAR	BUSINESS CARD	1/12/2012	CHECK	PMCHK00001424	\$5,280.68
043077	BUSCAR	BUSINESS CARD	1/16/2012	CHECK	PMCHK00001425	\$5,265.73
042972	CALNEW	CALIFORNIA NEWSREEL	1/6/2012	CHECK	PMCHK00001423	\$155.85
043032	CAMINN	CAMPUS INN	1/12/2012	CHECK	PMCHK00001424	\$1,389.00
043096	CARVAN	CARLEEN VANDERBOK	1/25/2012	CHECK	PMCHK00001427	\$103.99
043097	CARWEA	CAROLE BOSTON WEATHERFORD	1/25/2012	CHECK	PMCHK00001427	\$1,280.00
043033	CARBRO	CARPENTER BROS.	1/12/2012	CHECK	PMCHK00001424	\$29.04
042973	CDW-G	CDW GOVERNMENT, INC.	1/6/2012	CHECK	PMCHK00001423	\$5,177.04
043069	THOLEA	CENGAGE LEARNING	1/12/2012	CHECK	PMCHK00001424	\$48.23
042974	CENPOI	CENTER POINT PUBLISHING	1/6/2012	CHECK	PMCHK00001423	\$318.92
043034	CINCOR	CINTAS CORPORATION	1/12/2012	CHECK	PMCHK00001424	\$1,595.55
043098	CITOF1	CITY OF ANN ARBOR TREASURER	1/25/2012	CHECK	PMCHK00001427	\$2,152.06
042976	COMCAS	COMCAST	1/6/2012	CHECK	PMCHK00001423	\$87.86
043083	COMCAS	COMCAST	1/19/2012	CHECK	PMCHK00001426	\$42.91
042975	COMALLW	COMPUTER ALLEY WEST	1/6/2012	CHECK	PMCHK00001423	\$207.00
043035	CONWOR	CONNECTED WORLD	1/12/2012	CHECK	PMCHK00001424	\$17.97
043084	DARTRE	DAROLD TREFFERT	1/19/2012	CHECK	PMCHK00001426	\$2,000.00
042977	DAVMCM	DAVID MCMILLIAN	1/6/2012	CHECK	PMCHK00001423	\$70.00
043100	DEMCO	DEMCO	1/25/2012	CHECK	PMCHK00001427	\$4,818.66
043101	DIAMGLA	DIAMOND GLASS	1/25/2012	CHECK	PMCHK00001427	\$2,231.00

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
043102	DONDAV	DONALD DAVIS	1/25/2012	CHECK	PMCHK00001427	\$130.00
042978	DONGYU	DONG YU CHINA MARKET	1/6/2012	CHECK	PMCHK00001423	\$274.50
042983	JULDON	DR. JULIE DONNELLY	1/6/2012	CHECK	PMCHK00001423	\$1,450.00
043103	DTEENE	DTE ENERGY	1/25/2012	CHECK	PMCHK00001427	\$36,083.53
042979	EBSKO	EBSKO	1/6/2012	CHECK	PMCHK00001423	\$46,454.23
043036	EDIWOW	EDIBLE WOW	1/12/2012	CHECK	PMCHK00001424	\$28.00
043104	ELILAW	ELITE LAWN & LANDSCAPE, INC.	1/25/2012	CHECK	PMCHK00001427	\$5,010.82
043037	ELIBAI	ELIZABETH BAIER	1/12/2012	CHECK	PMCHK00001424	\$20.09
043038	EMIXIO	EMILY XIAO	1/12/2012	CHECK	PMCHK00001424	\$150.00
043039	ERISCH	ERIC SCHOENBAECHLER	1/12/2012	CHECK	PMCHK00001424	\$26.30
042980	ERIHIL	ERIN HELMRICH	1/6/2012	CHECK	PMCHK00001423	\$51.74
043043	GRACUT	FOYLES INC. GRANT & CUTLER	1/12/2012	CHECK	PMCHK00001424	\$1,153.31
043040	FRIOF	FRIENDS OF THE ANN ARBOR	1/12/2012	CHECK	PMCHK00001424	\$876.50
043106	FULCOM	FULL COMPASS SYSTEMS, LTD	1/25/2012	CHECK	PMCHK00001427	\$3,056.80
043068	THOGAL	GALE	1/12/2012	CHECK	PMCHK00001424	\$841.49
043041	GARISTE	GARI STEIN	1/12/2012	CHECK	PMCHK00001424	\$100.00
043042	GAYBRO	GAYLORD BROS.	1/12/2012	CHECK	PMCHK00001424	\$103.29
043076	WWGRAI	GRAINGER	1/12/2012	CHECK	PMCHK00001424	\$1,349.90
043107	GRELAK2	GREAT LAKES AUTOMATIC DOOR, IN	1/25/2012	CHECK	PMCHK00001427	\$696.98
043105	FIRMAR	GREEN ROAD ASSOCIATES, LP	1/25/2012	CHECK	PMCHK00001427	\$3,208.33
043109	HAYGRI	HAYES GRINDING SERVICE	1/25/2012	CHECK	PMCHK00001427	\$194.00
043044	HFGROUP	HF GROUP LLC	1/12/2012	CHECK	PMCHK00001424	\$995.80
043045	IEVBAT	IEVA BATES	1/12/2012	CHECK	PMCHK00001424	\$13.93
043046	INGLIB	INGRAM LIBRARY SERVICES INC.	1/12/2012	CHECK	PMCHK00001424	\$507.95
043110	INGLIB	INGRAM LIBRARY SERVICES INC.	1/25/2012	CHECK	PMCHK00001427	\$355.95
042981	JASLAN	JASON LANGEL	1/6/2012	CHECK	PMCHK00001423	\$300.00
043111	JEFKAS	JEFFREY KASS	1/25/2012	CHECK	PMCHK00001427	\$150.00
043085	JERDRO	JERZY DROZD	1/19/2012	CHECK	PMCHK00001426	\$100.00
043112	JODHAR	JODY HARNISH	1/25/2012	CHECK	PMCHK00001427	\$34.68
043048	KMODES	KAREN MOELLER DESIGN	1/12/2012	CHECK	PMCHK00001424	\$4,500.00
042968	BENHIS	KAREN WIGHT	1/6/2012	CHECK	PMCHK00001423	\$160.00
042984	KATKEH	KATHLEEN KEHOE	1/6/2012	CHECK	PMCHK00001423	\$100.00
043047	KATCHY	KATIE CHYNOWETH	1/12/2012	CHECK	PMCHK00001424	\$18.81
042985	KIPDEG	KIP DEGRAAF	1/6/2012	CHECK	PMCHK00001423	\$99.98
042986	LANJAE	LANA JAEGER	1/6/2012	CHECK	PMCHK00001423	\$108.00
043113	LAURAY	LAURA RAYNOR	1/25/2012	CHECK	PMCHK00001427	\$48.00
042987	LEADIR	LEADERSHIP DIRECTORIES, INC.	1/6/2012	CHECK	PMCHK00001423	\$1,046.00
043049	LEXMAT	LEXISNEXIS MATTHEW BENDER	1/12/2012	CHECK	PMCHK00001424	\$272.99
043050	LIRZHE	LIRONG ZHENG	1/12/2012	CHECK	PMCHK00001424	\$56.07
043114	LIRZHE	LIRONG ZHENG	1/25/2012	CHECK	PMCHK00001427	\$76.32
043086	LORKAN	LORI KANE	1/19/2012	CHECK	PMCHK00001426	\$24.60
043119	NEOPOS	MAIL FINANCE, INC.	1/25/2012	CHECK	PMCHK00001427	\$226.29
042988	MAINASSOC	MAIN STREET AREA ASSOCIATION	1/6/2012	CHECK	PMCHK00001423	\$170.00
043051	MARWAY	MARTIN-WAYMIRE	1/12/2012	CHECK	PMCHK00001424	\$3,000.00
043115	MCFI	MCFI	1/25/2012	CHECK	PMCHK00001427	\$1,644.00
043116	MCNMCK	MCNAUGHTON-MCKAY	1/25/2012	CHECK	PMCHK00001427	\$59.00
043087	METCOM	METCOM	1/19/2012	CHECK	PMCHK00001426	\$68.75
043117	METLIFE	METLIFE SBC	1/25/2012	CHECK	PMCHK00001427	\$6,381.20
043052	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	1/12/2012	CHECK	PMCHK00001424	\$581.30
043053	MICPRI	MICHIGAN PRINTER SERVICE	1/12/2012	CHECK	PMCHK00001424	\$598.00
043054	MIDTAP	MIDWEST TAPE	1/12/2012	CHECK	PMCHK00001424	\$108,228.53
043118	MIGHTYMAC	MIGHTY MAC FILMS	1/25/2012	CHECK	PMCHK00001427	\$124.75
043055	MITEC	MITEC	1/12/2012	CHECK	PMCHK00001424	\$2,627.73
043056	MMUSIC	MMUSIC & MUSICIANS	1/12/2012	CHECK	PMCHK00001424	\$20.00
042989	NEXCOM	NEXTEL COMMUNICATIONS	1/6/2012	CHECK	PMCHK00001423	\$402.94
042990	NICWIL	NICHOLAS WILCOX	1/6/2012	CHECK	PMCHK00001423	\$100.00
043088	NICBOO	NICOLA'S BOOKS	1/19/2012	CHECK	PMCHK00001426	\$312.23
043057	NUWAVE	NUWAVE AQUARIUMS	1/12/2012	CHECK	PMCHK00001424	\$235.00
042991	OFFDEP	OFFICE DEPOT, INC.	1/6/2012	CHECK	PMCHK00001423	\$3,378.24
042992	ORITEL	ORION TELESCOPES & BINOCULARS	1/6/2012	CHECK	PMCHK00001423	\$1,329.16
042993	OXFUNI	OXFORD UNIVERSITY PRESS	1/6/2012	CHECK	PMCHK00001423	\$134.04
042994	PIOJAN	PIONEER JANITORIAL SERVICE	1/6/2012	CHECK	PMCHK00001423	\$10,167.08
043058	PIOJAN	PIONEER JANITORIAL SERVICE	1/12/2012	CHECK	PMCHK00001424	\$10,167.08

Ann Arbor District Library  
VENDOR CHECK REGISTER REPORT  
Payables Management

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
043120	PREBUSP	PREMIER BUSINESS PRODUCTS	1/25/2012	CHECK	PMCHK00001427	\$687.50
043122	PRITEC	PRINT TECH INC.	1/25/2012	CHECK	PMCHK00001427	\$2,548.31
043121	PRIORITY	PRIORITY HEALTH	1/25/2012	CHECK	PMCHK00001427	\$11,345.21
043123	PROINF	PROQUEST - CSA LLC	1/25/2012	CHECK	PMCHK00001427	\$3,120.00
043059	QUANTA	QUANTA, INC.	1/12/2012	CHECK	PMCHK00001424	\$255.00
042998	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	1/6/2012	CHECK	PMCHK00001423	\$2,775.00
043060	RACYAN	RACHEL YANIKOGLU	1/12/2012	CHECK	PMCHK00001424	\$82.10
042995	RANHOU	RANDOM HOUSE, INC.	1/6/2012	CHECK	PMCHK00001423	\$1,384.46
042996	RECBOO	RECORDED BOOKS, INC.	1/6/2012	CHECK	PMCHK00001423	\$5,394.13
043061	REHROB	REHMANN ROBSON	1/12/2012	CHECK	PMCHK00001424	\$1,325.00
043089	RENUPH	RENDEL'S UPHOLSTERING & INTERI	1/19/2012	CHECK	PMCHK00001426	\$1,806.00
042997	REPPAR	REPUBLIC PARKING	1/6/2012	CHECK	PMCHK00001423	\$140.00
043125	RICSOL	RICHARD SOLOMON, MD	1/25/2012	CHECK	PMCHK00001427	\$100.00
043062	RICMIN	RICK MINICH C/O SUTTON	1/12/2012	CHECK	PMCHK00001424	\$195.25
043124	RICBUS	RICOH AMERICAS CORP	1/25/2012	CHECK	PMCHK00001427	\$273.00
042999	ROBSTE	ROB STENZINGER	1/6/2012	CHECK	PMCHK00001423	\$100.00
043126	ROBROB	ROBIN ROBINSON	1/25/2012	CHECK	PMCHK00001427	\$100.00
043099	CONQUA	SAGE PUBLICATIONS, INC	1/25/2012	CHECK	PMCHK00001427	\$238.52
043000	SARKEL	SARA MELTON KELLER	1/6/2012	CHECK	PMCHK00001423	\$400.00
043064	SCHSEC	SCHILKE SECURITY	1/12/2012	CHECK	PMCHK00001424	\$250.00
043063	SCHELE	SCHINDLER ELEVATOR CORPORATION	1/12/2012	CHECK	PMCHK00001424	\$580.87
043065	SHAMELESS	SHAMELESS	1/12/2012	CHECK	PMCHK00001424	\$35.00
043001	SHAINV	SHARON D. IVERSON	1/6/2012	CHECK	PMCHK00001423	\$50.09
043066	SHEAUG	SHERLONYA TURNER	1/12/2012	CHECK	PMCHK00001424	\$85.23
043127	SPRINT	SPRINT PCS	1/25/2012	CHECK	PMCHK00001427	\$452.58
043002	STAHAR	STADIUM HARDWARE	1/6/2012	CHECK	PMCHK00001423	\$24.97
043003	STAPOO	STANDARD & POOR'S	1/6/2012	CHECK	PMCHK00001423	\$1,192.00
043004	STEOSB	STEVE OSBURN	1/6/2012	CHECK	PMCHK00001423	\$50.00
043067	SUPERD	SUPER D	1/12/2012	CHECK	PMCHK00001424	\$759.47
043128	SUPERD	SUPER D	1/25/2012	CHECK	PMCHK00001427	\$1,321.81
043005	SWARIV	SWAN RIVER PUBLISHING	1/6/2012	CHECK	PMCHK00001423	\$89.70
043006	TANMED	TANTOR MEDIA	1/6/2012	CHECK	PMCHK00001423	\$712.11
043007	TDSMET	TDS METROCOM	1/6/2012	CHECK	PMCHK00001423	\$3,544.12
043070	TOMSMI	TOM SMITH	1/12/2012	CHECK	PMCHK00001424	\$51.46
043071	TONBIC	TONIA BICKFORD	1/12/2012	CHECK	PMCHK00001424	\$40.36
043129	TRACSYS	TRACSYSTEMS	1/25/2012	CHECK	PMCHK00001427	\$6,163.00
043090	TWOKIND	TWO OF A KIND	1/19/2012	CHECK	PMCHK00001426	\$550.00
043108	GROOVE	UAC / GROOVE	1/25/2012	CHECK	PMCHK00001427	\$150.00
043008	ULVCRO	ULVERCROFT USA	1/6/2012	CHECK	PMCHK00001423	\$212.38
043073	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	1/12/2012	CHECK	PMCHK00001424	\$1,655.75
043009	UNIPAR	UNITED PARCEL SERVICE	1/6/2012	CHECK	PMCHK00001423	\$48.26
043091	UNIPAR	UNITED PARCEL SERVICE	1/19/2012	CHECK	PMCHK00001426	\$111.08
043010	UNISTA	UNITED STATES POSTAL SERVICES	1/6/2012	CHECK	PMCHK00001423	\$5,000.00
043072	UNILIT	UNIVERSITY LITHOGRAPHERS	1/12/2012	CHECK	PMCHK00001424	\$2,480.00
043130	UNUMPRO	UNUM LIFE INSURANCE	1/25/2012	CHECK	PMCHK00001427	\$2,746.28
043011	VANHORN	VANHORN EDUCATIONAL SERVICES	1/6/2012	CHECK	PMCHK00001423	\$375.00
043012	VERWIRC	VERIZON WIRELESS	1/6/2012	CHECK	PMCHK00001423	\$233.44
043092	VICDUR	VICTORIA FORMAN DURANONA	1/19/2012	CHECK	PMCHK00001426	\$50.00
043013	VOSLIG	VOSS LIGHTING	1/6/2012	CHECK	PMCHK00001423	\$571.20
043074	WASHTR	WASHTENAW COUNTY TREASURER	1/12/2012	CHECK	PMCHK00001424	\$8,684.50
043075	WASLEG	WASHTENAW LEGAL NEWS	1/12/2012	CHECK	PMCHK00001424	\$80.00
043014	WASMAN	WASTE MANAGEMENT OF MICHIGAN	1/6/2012	CHECK	PMCHK00001423	\$170.57
043131	WESENT	WESTGATE ENTERPRISES, LLC	1/25/2012	CHECK	PMCHK00001427	\$6,855.00
043132	WILTEC	WILTEC TECHNOLOGIES	1/25/2012	CHECK	PMCHK00001427	\$193.00

Total Checks: 173

Total Amount of Checks: \$531,353.07

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The Library encourages users of this Site to become involved in its interactive sections by participating in online discussions and, in some cases, uploading content. Before you participate in these activities, however, we ask that you please make sure that any such content does not infringe the rights of any third party. For example, if you upload a drawing or a photo, please make sure that you are the creator of the artwork. Do not contribute content if you do not own the rights.

Additionally, please remember to exercise good judgment when contributing written material or other content. The Library reserves the right to edit or remove contributions that are offensive or objectionable to others, that use inappropriate language, or that are off-topic. We also ask that you do not insert your own or a third party's advertising, branding or other promotional content into any contribution made to this Site.

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If you believe that your work has been used on the Library's Site or network in any manner that constitutes copyright infringement, please notify the Library's copyright agent by written notice. The notice should include the following information:

- An electronic or physical signature of a person authorized to act on behalf of the owner of the copyright allegedly infringed;
- A description of the copyrighted work you claim has been infringed, including a copy of the copyrighted work or the web page address where the copyrighted work may be found;
- Identification of the location on the Site of the material you claim has been infringed, or the link or reference to another website that contains the material you claim has been infringed;
- Your name, address, telephone number and email address;

- A statement by you that you have a good faith belief that the disputed use of the material at issue is not authorized by the copyright owner, the agent of the copyright owner or the law; and
- A statement by you that the information in this notification is accurate and a statement, under penalty of perjury, that you are the copyright owner of the material allegedly infringed or authorized to act on the copyright owner's behalf.

The Library's copyright agent for notice of claims of copyright infringement on this Site and the Library's network is Josie Parker whose contact information is as follows:

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

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### **Policy on Spamming**

Ann Arbor District Library  
Website Terms of Use Policy

2.13

You specifically agree that you will not utilize email addresses or any electronic data obtained by using this Site to transmit the same or substantially similar unsolicited message to 10 or more recipients in a single day, or 20 or more unsolicited messages in a single week (consecutive 7-day period). The Library, in its sole discretion, will identify violations of the limitations on email usage set forth in these Terms of Use. Violations may result in your removal from registered areas, denial of support or services, or other consequences.

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DRAFT

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 12-033**

**RESOLUTION TO ADOPT POLICY 2.13 WEBSITE TERMS OF USE**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 20th day of February, 2012 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To adopt the proposed Policy 2.13 Website Terms of Use.
- 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 of Trustees  
Committee Assignments for 2012

**BY COMMITTEE**

**Budget & Finance:**

Barbara Murphy (Treasurer) Chair  
Nancy Kaplan  
Ed Surovell

**Director's Evaluation:**

Margaret Leary (President) Chair  
Jan Barney Newman (Secretary)  
Prue Rosenthal (Vice President)

**Policy:**

Jan Barney Newman (Secretary) Chair  
Rebecca Head  
Nancy Kaplan

**Executive:**

*The Executive Committee shall consist of the President, and any two Elected Officers chosen at time it needs to meet.*

**Ad Hoc Committees:**

**Strategic Planning Steering:**

Margaret Leary (President) Chair  
Rebecca Head  
Prue Rosenthal (Vice President)

**BY BOARD MEMBER**

**Rebecca Head**

Policy  
Strategic Planning Steering

**Nancy Kaplan**

Budget & Finance  
Policy

**Margaret Leary, President**

Director's Evaluation (Chair)  
Strategic Planning (Chair)  
*Executive*

**Barbara Murphy, Treasurer**

Budget & Finance (Chair)  
*Executive*

**Jan Barney Newman, Secretary**

Director's Evaluation  
Policy (Chair)  
*Executive*

**Prue Rosenthal, Vice President**

Director's Evaluation  
Strategic Planning Steering  
*Executive*

**Ed Surovell**

Budget & Finance

ANN ARBOR DISTRICT LIBRARY BOARD

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

2012 OFFICERS

President . . . . . Margaret Leary  
Vice President . . . . . Prue Rosenthal  
Treasurer . . . . . Barbara Murphy  
Secretary . . . . . Jan Barney Newman

ADMINISTRATION

Josie Parker . . . . . Director  
Kenneth Nieman . . . . . Associate Director of Finance, HR & Operations  
Eli Neiburger . . . . . Associate Director of IT & Product Development  
Celeste Choate . . . . . Associate Director of Services, Collections & Access

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