



Ann Arbor District Library
Regular Meeting
Agenda

Monday, March 19, 2012

Published by Ann Arbor District Library

March 2012

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

April 2012

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

May 2012

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, March 19, 2012 at 6:00 p.m.
 Ann Arbor District Library, 4th Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 12-038 I. CALL TO ORDER
- 12-039 II. ATTENDANCE
- 12-040 III. RECESS TO EXECUTIVE SESSION FOR OPINION OF
LEGAL COUNSEL
- 12-041 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- 12-042 V. APPROVAL OF AGENDA (pp. 1-2)
(Item of action)
- 12-043 VI. APPROVAL OF MINUTES OF FEBRUARY 20, 2012 (pp. 3-7)
(Item of action)
- 12-044 VII. CITIZENS' COMMENTS
- 12-045 VIII. FINANCIAL REPORTS (pp. 8-15)
- 12-046 IX. APPROVAL OF DISBURSEMENTS (pp. 16-19)
(Item of action)
- 12-047 X. COMMITTEE REPORTS
- 12-048 A. BUDGET AND FINANCE COMMITTEE
- 12-049 B. FACILITIES COMMITTEE
- 12-050 XI. DIRECTOR'S REPORT
- 12-051 XII. NEW BUSINESS
- 12-052 A. VOTE FOR EXECUTIVE SESSION AT THE APRIL 16,
2012 REGULAR MEETING FOR OPINION OF LEGAL
COUNSEL & DIRECTOR'S EVALUATION

(Item of action)
Roll call vote

12-053

XIII. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 20, 2012

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 20, 2012

- 12-022 I. CALL TO ORDER
- President Leary called the meeting to order at 6:04 p.m.
- 12-023 II. ATTENDANCE
- Present: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal, Surovell
- Absent: None
- Staff: Neiburger, Nieman, Parker, Wilson (recorder)
- Others Present: William Stapleton, Hooper Hathaway
- 12-024 III. RECESS TO EXECUTIVE SESSION FOR OPINION OF
LEGAL COUNSEL
- 12-025 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- President Leary reconvened the meeting to order at 7:03 p.m.
- 12-026 V. APPROVAL OF AGENDA
(Item of action)
- Trustee Surovell, supported by Trustee Head, moved to approve
the agenda.
- AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal, Surovell
- NAYS: None
- Motion passed 7-0.
- 12-027 VI. APPROVAL OF MINUTES OF JANUARY 16, 2012
(Item of action)
- Secretary Barney Newman, supported by Treasurer Murphy,
moved to approve the minutes of January 16, 2012.
- AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal, Surovell

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 20, 2012

NAYS: None

Motion passed 7-0.

12-028 VII. CITIZENS' COMMENTS

There were no citizens' comments.

12-029 VIII. FINANCIAL REPORTS

Associate Director Nieman reported January showed unrestricted cash balance just over \$12.1 million. Tax receipts just over \$10.7 million, reflecting 96.7% 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.

12-030 IX. APPROVAL OF DISBURSEMENTS
 (Item of action)

Trustee Head, supported by Trustee Kaplan, moved to approve the January disbursements.

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

NAYS: None

Motion passed 7-0.

12-031 X. DIRECTOR'S REPORT

Director Parker congratulated Tim Grimes for his recent two year appointment to the ALA Public & Cultural Programs Advisory Committee. This committee will be seeking IMLS funding to access effective programming held in libraries across the country.

12-032 XI. NEW BUSINESS

12-033 A. RESOLUTION TO ADOPT POLICY 2.13 WEBSITE
TERMS OF USE
 (Item of action)

Secretary Barney Newman, supported by Trustee Head, moved the Board resolves as follows to adopt Policy 2.13 Website Terms of

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 20, 2012

Use and 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.

12-034

B. BOARD COMMITTEE APPOINTMENTS APPROVAL
 (Item of action)

Trustee Surovell, supported by Trustee Kaplan, moved to approve the Board committee appointments as outlined in the Board Bylaws.

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

NAYS: None

Motion passed 7-0.

12-035

C. VALA CONFERENCE-MELBOURNE, AUSTRALIA
PRESENTATION

Associate Director Neiburger reported on his attendance at the February 2012 VALA Conference in Australia. He gave the closing keynote address entitled "Access, schmass: libraries in the Age of Information Ubiquity" and briefly touched on his talk for the Board.

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

Treasurer Murphy, supported by Trustee Head, moved to hold an Executive Session at the March 19, 2012 regular Board meeting for opinion of legal counsel.

A roll call vote was taken.

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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 20, 2012

NAYS: None

Motion passed 7-0.

12-037 XII. ADJOURNMENT

Secretary Barney Newman, supported by Trustee Kaplan, moved to adjourn the meeting.

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

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on February 20, 2012 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

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

ABSENT: None

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

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

Secretary

Ann Arbor District Library Financial Summary for February 2012

Cash:

The unrestricted cash balance as of February 29, 2012 was \$11,179,652 down from \$12,111,531 in January.

Tax Receipts:

The Library has received tax receipts totaling \$10,805,815, 96.8% of the budgeted amount, as of February 29th.

Budget vs. Actual:

The Library showed an operating surplus of \$278,423 through February 29th. This gives the Library a positive fund balance of \$7,992,824 at the end of February, up from \$7,910,058 in January.

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 February:

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 made in January.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Eight Months Ending February 29, 2012

	<u>Actual</u>	<u>February Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$924,333	\$924,333		\$7,394,663	\$7,394,667	(\$4)
Penal Fines	20,833	20,833		166,664	166,667	(3)
Interest	5,033	5,167	(134)	107,656	41,333	66,323
Copiers	3,146	3,167	(21)	23,212	25,333	(2,121)
Grants/Memorials	250	7,500	(7,250)	51,493	60,000	(8,507)
Library Fines & Fees	36,562	40,417	(3,855)	295,966	323,333	(27,367)
Non-Resident Fees	1,350	1,417	(67)	10,375	11,333	(958)
Fund Balance Transfer		3,750	(3,750)		30,000	(30,000)
Total Revenue	<u>\$991,507</u>	<u>\$1,006,584</u>	<u>(\$15,077)</u>	<u>\$8,050,029</u>	<u>\$8,052,666</u>	<u>(\$2,637)</u>
Expenditures						
Salaries & Wages	452,216	473,667	(21,451)	3,777,870	3,789,333	(11,463)
Employee Benefits	123,395	125,833	(2,438)	970,951	1,006,667	(35,716)
Employment Taxes	34,079	36,250	(2,171)	281,528	290,000	(8,472)
Total Employment Cost	<u>\$609,690</u>	<u>\$635,750</u>	<u>(\$26,060)</u>	<u>\$5,030,349</u>	<u>\$5,086,000</u>	<u>(\$55,651)</u>
Custodial and Electrical	\$18,217	\$17,500	\$717	\$116,502	\$140,000	(\$23,498)
Accounting/Audit	1,250	1,250		10,000	10,000	
Legal	1,385	6,250	(4,865)	41,721	50,000	(8,279)
Purchased Services	6,691	12,417	(5,726)	85,210	99,333	(14,123)
Utilities	38,881	37,917	964	269,777	303,333	(33,556)
Property Insurance	6,881	7,250	(369)	55,046	58,000	(2,954)
Communications	2,177	15,000	(12,823)	118,113	120,000	(1,887)
Materials	171,034	154,167	16,867	1,229,608	1,233,333	(3,725)
Software Licenses/Maintenanc	376	10,000	(9,624)	95,027	80,000	15,027
Building Rental	10,063	12,917	(2,854)	90,584	103,333	(12,749)
Seminars/Conferences/Travel	1,536	1,833	(297)	5,154	14,667	(9,513)
Copier Expense	1,854	5,417	(3,563)	26,473	43,333	(16,860)
Library Programming	20,589	20,833	(244)	162,275	166,667	(4,392)
Grants/Memorials	1,595	7,500	(5,905)	37,522	60,000	(22,478)
Supplies	9,573	15,000	(5,427)	107,093	120,000	(12,907)
Repairs and Maintenance	28,457	23,583	4,874	187,612	188,667	(1,055)
Postage	110	2,500	(2,390)	18,207	20,000	(1,793)
Lcards/Circ Cards	5,126	5,167	(41)	44,056	41,333	2,723
Other Operating Expenditures	1,782	1,833	(51)	13,235	14,667	(1,432)
Total Operating Expense	<u>\$327,577</u>	<u>\$358,334</u>	<u>(\$30,757)</u>	<u>\$2,713,215</u>	<u>\$2,866,666</u>	<u>(\$153,451)</u>
Capital Outlays		\$12,500	(\$12,500)	\$28,042	\$100,000	(\$71,958)
Total Expenditures	<u>\$937,267</u>	<u>\$1,006,584</u>	<u>(\$69,317)</u>	<u>\$7,771,606</u>	<u>\$8,052,666</u>	<u>(\$281,060)</u>
Net	<u>\$54,240</u>		<u>\$54,240</u>	<u>\$278,423</u>		<u>\$278,423</u>

ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Eight Months Ending February 29, 2012

	<u>Actual</u>	<u>February Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$250	\$7,500	(\$7,250)	\$50,293	\$60,000	(\$9,707)
Total Revenue	<u>\$250</u>	<u>\$7,500</u>	<u>(\$7,250)</u>	<u>\$50,293</u>	<u>\$60,000</u>	<u>(\$9,707)</u>
Expenditures						
Materials	294		294	7,433		7,433
Library Programming	914		914	24,586		24,586
Supplies				1,146		1,146
Other Operating Expenditures	387	7,500	(7,113)	3,204	60,000	(56,796)
Total Operating Expense	\$1,595	\$7,500	(\$5,905)	\$36,369	\$60,000	(\$23,631)
Total Expenditures	<u>\$1,595</u>	<u>\$7,500</u>	<u>(\$5,905)</u>	<u>\$36,369</u>	<u>\$60,000</u>	<u>(\$23,631)</u>
Net	<u>(\$1,345)</u>		<u>(\$1,345)</u>	<u>\$13,924</u>		<u>\$13,924</u>

ANN ARBOR DISTRICT LIBRARY
 Friends of the Library
 For the Eight Months Ending February 29, 2012

	<u>Actual</u>	<u>February Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$40,000	\$60,000	(\$20,000)
Total Revenue		<u>\$7,500</u>	<u>(\$7,500)</u>	<u>\$40,000</u>	<u>\$60,000</u>	<u>(\$20,000)</u>
Expenditures						
Materials				2,453		2,453
Library Programming	914		914	24,586		24,586
Supplies				1,146		1,146
Other Operating Expenditures	387	7,500	(7,113)	3,204	60,000	(56,796)
Total Operating Expense	<u>\$1,301</u>	<u>\$7,500</u>	<u>(\$6,199)</u>	<u>\$31,389</u>	<u>\$60,000</u>	<u>(\$28,611)</u>
Total Expenditures	<u>\$1,301</u>	<u>\$7,500</u>	<u>(\$6,199)</u>	<u>\$31,389</u>	<u>\$60,000</u>	<u>(\$28,611)</u>
Net	<u>(\$1,301)</u>		<u>(\$1,301)</u>	<u>\$8,611</u>		<u>\$8,611</u>

Balance Sheet

ASSETS

As of 2/29/2012

Current Assets:**Cash**

CASH-COMMERCIAL CHECKING	\$28,835.20
CASH-PAYROLL	17,544.34
HOLTREY FUND	330,784.50
CASH-SAVINGS	579,234.66
KENISTON FUND	30,254.87
SHAFFER FUND	10,455.14
WESTERMAN FUND	43,025.96
PETTY CASH	2,000.00
WLBPD ACCOUNT	37,009.40
CDs - SHORT TERM	5,400,000.00

Total Cash	\$6,479,144.07
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Investments

BANK OF ANN ARBOR INVESTMENT	\$3,313,829.51
UNITED BANK AND TRUST INVESTMENT	1,838,208.26

Total Investments	\$5,152,037.77
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Accounts Receivable

ACCOUNTS RECEIVABLE	\$166,695.28
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Total Accounts Receivable	\$166,695.28
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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	\$4,519.64
PREPAID EXPENSES	75,000.00

Total Prepaid Expenses	\$79,519.64
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Total Current Assets	\$11,907,216.18
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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	\$44,200,248.84
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Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$7,292.82
ACCRUED ACCOUNTS PAYABLE	94,007.72
ACCRUED PAYROLL	196,500.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	13,335.03
ACCRUED EMPLOYER 403(b) - UNDECIDED	28,246.47
ACCRUED 403B/MPSERS EMPLOYER	18,187.00
ACCRUED LIABILITY-VACATION S/T	97,084.23

Total Current Liabilities	\$454,653.27
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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	\$151,098.00
DEFERRED REVENUE - PROPERTY TAX	3,308,640.00
FUND BALANCE - UNDESIGNATED	7,714,400.36
EXCESS REVENUE (SPENDING)	278,424.55

Total Fund Balance	\$11,452,562.91
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Total Fund Equity	\$43,476,610.06
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TOTAL LIABILITIES AND FUND EQUITY	\$44,200,248.84
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Ann Arbor District Library

Rollforward of undesignated fund balance For the Period Ending February 29, 2012

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 7,910,058	\$ 7,822,173
Total revenues	991,507	8,050,029
Expenditures:		
Operating	(937,267)	(7,743,563)
Capital outlays	-	(28,042)
(Increase) decrease in encumbrances	28,526	(107,773)
Ending surplus (deficit)	\$ 7,992,824	\$ 7,992,824

Ann Arbor District Library

Monthly and year-to-date cash rollforward For Period ending February 29, 2012

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

	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Monthly rollforward					
Commercial checking	\$ 24,696	\$ 11,967	\$ (507,828)	\$ 500,000	\$ 28,835
Payroll	17,538	4	(438,756)	438,758	17,544
Petty cash	2,000	-	-	-	2,000
Savings	519,383	43,027	(44,417)	61,242	579,235
CDs - Bank of Ann Arbor	6,400,000	-	-	(1,000,000)	5,400,000
Investments - Bank of Ann Arbor	3,309,706	4,124	-	-	3,313,830
Investments - United Bank and Trust	1,838,208	-	-	-	1,838,208
Westernman Fund	43,024	2	-	-	43,026
Shafer Fund	10,454	1	-	-	10,455
Holtrey Fund	330,745	40	-	-	330,785
Keniston Fund	30,252	3	-	-	30,255
WLBPD	37,006	3	-	-	37,009
	<u>\$ 12,563,012</u>	<u>\$ 59,171</u>	<u>\$ (991,001)</u>	<u>\$ -</u>	<u>\$ 11,631,182</u>
Year-to-date rollforward					
Commercial checking	\$ 28,733	\$ 100,431	\$ (3,995,329)	\$ 3,895,000	\$ 28,835
Payroll	245,355	1,185	(3,926,734)	3,697,738	17,544
Petty cash	2,000	-	-	-	2,000
Savings	2,478,284	11,487,223	(993,534)	(12,992,738)	579,235
CDs - Bank of Ann Arbor	-	-	-	5,400,000	5,400,000
Investments - Bank of Ann Arbor	3,262,530	51,300	-	-	3,313,830
Investments - United Bank and Trust	1,788,564	49,644	-	-	1,838,208
Westernman Fund	42,497	529	-	-	43,026
Shafer Fund	10,448	7	-	-	10,455
Holtrey Fund	330,453	332	-	-	330,785
Keniston Fund	30,235	20	-	-	30,255
WLBPD	36,985	24	-	-	37,009
	<u>\$ 8,256,084</u>	<u>\$ 11,690,695</u>	<u>\$ (8,315,597)</u>	<u>\$ -</u>	<u>\$ 11,631,182</u>

Ranges: From: To: From: To:
 Check Number First Last Check Date 2/1/2012 2/29/2012
 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
043182	4ALPRO	4ALL PROMOS	2/9/2012	CHECK	PMCHK00001430	\$1,059.96
043133	AFSMITH	A.F. SMITH ELECTRIC, INC.	2/1/2012	CHECK	PMCHK00001428	\$262.56
043220	AFSMITH	A.F. SMITH ELECTRIC, INC.	2/17/2012	CHECK	PMCHK00001431	\$526.08
043218	AADL	AADL STAFF ASSOCIATES	2/17/2012	CHECK	PMCHK00001431	\$27.46
043184	ADTSEC	ADT SECURITY SERVICES	2/9/2012	CHECK	PMCHK00001430	\$2,668.42
043221	AFTDEL	AFTERNOON DELIGHT	2/17/2012	CHECK	PMCHK00001431	\$160.70
043134	ALLPRI	ALLEGRA PRINTING	2/1/2012	CHECK	PMCHK00001428	\$111.98
043185	ALLMOR	ALLISON MORRIS	2/9/2012	CHECK	PMCHK00001430	\$60.67
043175	AMASCH	AMANDA SCHOTT	2/3/2012	CHECK	PMCHK00001429	\$25.18
043135	AMACOM	AMAZON.COM CREDIT PLAN	2/1/2012	CHECK	PMCHK00001428	\$1,845.87
043186	AMEX	AMERICAN EXPRESS	2/9/2012	CHECK	PMCHK00001430	\$89,681.12
043136	AMEINT2	AMERICAN INTERIORS	2/1/2012	CHECK	PMCHK00001428	\$540.58
043222	ALA2	AMERICAN LIBRARY ASSOCIATION	2/17/2012	CHECK	PMCHK00001431	\$54.00
043137	ANNARB	ANN ARBOR OBSERVER	2/1/2012	CHECK	PMCHK00001428	\$1,688.40
043183	AANEW1	ANNARBOR.COM	2/9/2012	CHECK	PMCHK00001430	\$262.80
043138	ANNDR0	ANNE DROZD	2/1/2012	CHECK	PMCHK00001428	\$39.50
043187	AROKAU	ARON KAUFMAN	2/9/2012	CHECK	PMCHK00001430	\$100.00
043301	ATTMOB	AT&T MOBILITY	2/24/2012	CHECK	PMCHK00001433	\$1,415.30
043224	BBCAUD	AUDIO GO	2/17/2012	CHECK	PMCHK00001431	\$1,835.50
043290	AYSABI	AYSHA J. ABIADÉ	2/23/2012	CHECK	PMCHK00001432	\$18.98
043302	BAKCOL	BAKER COLLEGE OF CLINTON TWP	2/24/2012	CHECK	PMCHK00001433	\$34.00
043139	BARNOB1	BARNES & NOBLE INC.	2/1/2012	CHECK	PMCHK00001428	\$2,074.99
043223	BARNOB1	BARNES & NOBLE INC.	2/17/2012	CHECK	PMCHK00001431	\$33.23
043188	BEADEL	BEAU DELOACH	2/9/2012	CHECK	PMCHK00001430	\$100.00
043189	BETBAT	BETH BATTEY	2/9/2012	CHECK	PMCHK00001430	\$150.00
043225	BETMAN	BETH MANUEL	2/17/2012	CHECK	PMCHK00001431	\$29.75
043190	BETBEC	BETSY BECKERMAN	2/9/2012	CHECK	PMCHK00001430	\$400.00
043303	BLOLIB	BLOOMFIELD TWP PUBLIC LIBRARY	2/24/2012	CHECK	PMCHK00001433	\$25.00
043304	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	2/24/2012	CHECK	PMCHK00001433	\$44,333.97
043331	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	2/29/2012	CHECK	PMCHK00001434	\$8,706.16
043227	BOOWHO	BOOK WHOLESALERS, INC.	2/17/2012	CHECK	PMCHK00001431	\$152.24
043226	BOOPAG	BOOKLETTERS	2/17/2012	CHECK	PMCHK00001431	\$1,140.00
043228	BP	BP	2/17/2012	CHECK	PMCHK00001431	\$392.97
043305	BRANCHDIS	BRANCH DISTRICT LIBRARY	2/24/2012	CHECK	PMCHK00001433	\$16.00
043306	BRANLIN	BRANDY LINN	2/24/2012	CHECK	PMCHK00001433	\$50.00
043229	BREWER	BREWER'S	2/17/2012	CHECK	PMCHK00001431	\$403.13
043140	BRIAUD	BRILLIANCE AUDIO, INC.	2/1/2012	CHECK	PMCHK00001428	\$604.78
043230	BRIAUD	BRILLIANCE AUDIO, INC.	2/17/2012	CHECK	PMCHK00001431	\$889.53
043141	BRODCO	BRODART CO.	2/1/2012	CHECK	PMCHK00001428	\$670.84
043231	BRODCO	BRODART CO.	2/17/2012	CHECK	PMCHK00001431	\$976.07
043176	BUSCAR	BUSINESS CARD	2/3/2012	CHECK	PMCHK00001429	\$5,055.22
043291	BYNUM	BYNUM PROPERTIES, LLC	2/23/2012	CHECK	PMCHK00001432	\$600.00
043191	CAMINN	CAMPUS INN	2/9/2012	CHECK	PMCHK00001430	\$722.00
043232	CARBRO	CARPENTER BROS.	2/17/2012	CHECK	PMCHK00001431	\$63.36
043233	CDBABY	CD BABY	2/17/2012	CHECK	PMCHK00001431	\$338.39
043142	CDW-G	CDW GOVERNMENT, INC.	2/1/2012	CHECK	PMCHK00001428	\$2,515.01
043192	CDW-G	CDW GOVERNMENT, INC.	2/9/2012	CHECK	PMCHK00001430	\$6,345.85
043234	CDW-G	CDW GOVERNMENT, INC.	2/17/2012	CHECK	PMCHK00001431	\$2,594.74
043235	CENPOI	CENTER POINT PUBLISHING	2/17/2012	CHECK	PMCHK00001431	\$464.49
043236	CHISPR	CHINA SPROUT, INC.	2/17/2012	CHECK	PMCHK00001431	\$1,887.59
043307	CHRIVLIB	CHIPPEWA RIVER DISTRICT LIBRAR	2/24/2012	CHECK	PMCHK00001433	\$6.99
043193	CINCOR	CINTAS CORPORATION	2/9/2012	CHECK	PMCHK00001430	\$1,335.92
043237	CITOF1	CITY OF ANN ARBOR TREASURER	2/17/2012	CHECK	PMCHK00001431	\$3,180.00
043206	LIVPUB	CITY OF LIVONIA	2/9/2012	CHECK	PMCHK00001430	\$17.95
043144	COMCAS	COMCAST	2/1/2012	CHECK	PMCHK00001428	\$122.76
043308	COMCAS	COMCAST	2/24/2012	CHECK	PMCHK00001433	\$200.56

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 User Date: 3/6/2012

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
043143	COMALL	COMPUTER ALLEY EAST	2/1/2012	CHECK	PMCHK00001428	\$206.98
043194	COMALLW	COMPUTER ALLEY WEST	2/9/2012	CHECK	PMCHK00001430	\$141.00
043145	CONPOW	CONTROLLED POWER COMPANY	2/1/2012	CHECK	PMCHK00001428	\$7,416.00
043238	CORNER	CORNERSTONE UNIVERSITY	2/17/2012	CHECK	PMCHK00001431	\$75.00
043239	DANLAR	DANIELLE LARSON	2/17/2012	CHECK	PMCHK00001431	\$59.99
043146	DEMCO	DEMCO	2/1/2012	CHECK	PMCHK00001428	\$2,004.35
043240	DENKAH	DENNIS KAHLBAUM	2/17/2012	CHECK	PMCHK00001431	\$12.00
043195	DYKGOS	DYKEMA GOSSETT	2/9/2012	CHECK	PMCHK00001430	\$4,609.31
043241	EBSCO	EBSCO	2/17/2012	CHECK	PMCHK00001431	\$708.75
043243	ELILAW	ELITE LAWN & LANDSCAPE, INC.	2/17/2012	CHECK	PMCHK00001431	\$5,010.82
043245	ERISCH	ERIC SCHOENBAECHLER	2/17/2012	CHECK	PMCHK00001431	\$25.15
043244	ERIHIL	ERIN HELMRICH	2/17/2012	CHECK	PMCHK00001431	\$1,234.38
043246	FILIDE	FILM IDEAS, INC.	2/17/2012	CHECK	PMCHK00001431	\$879.18
043196	FORFRA	FORMAT FRAMING	2/9/2012	CHECK	PMCHK00001430	\$2,080.32
043197	FRIOF	FRIENDS OF THE ANN ARBOR	2/9/2012	CHECK	PMCHK00001430	\$884.00
043247	FULCOM	FULL COMPASS SYSTEMS, LTD	2/17/2012	CHECK	PMCHK00001431	\$156.00
043248	GALGRO	GALE	2/17/2012	CHECK	PMCHK00001431	\$403.76
043280	THOGAL	GALE	2/17/2012	CHECK	PMCHK00001431	\$1,115.26
043292	GARISTE	GARI STEIN	2/23/2012	CHECK	PMCHK00001432	\$100.00
043310	GENDIS	GENESEE DISTRICT LIBRARY	2/24/2012	CHECK	PMCHK00001433	\$17.00
043249	GLEANN	GLEN-ANN TOWING	2/17/2012	CHECK	PMCHK00001431	\$45.00
043198	GRASTE	GRATITUDE STEEL BAND	2/9/2012	CHECK	PMCHK00001430	\$550.00
043309	FIRMAR	GREEN ROAD ASSOCIATES, LP	2/24/2012	CHECK	PMCHK00001433	\$3,208.33
043311	GREGDOD	GREGORY L. DODD	2/24/2012	CHECK	PMCHK00001433	\$100.00
043250	HOMEPOWER	HOMEPOWER MAGAZINE	2/17/2012	CHECK	PMCHK00001431	\$38.95
043147	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	2/1/2012	CHECK	PMCHK00001428	\$295.00
043148	HUTPLU	HUTZEL PLUMBING AND HEATING	2/1/2012	CHECK	PMCHK00001428	\$840.65
043181	IEVBAT	IEVA BATES	2/3/2012	CHECK	PMCHK00001429	\$78.24
043251	JAMWHI	JAMES WHITE LIBRARY	2/17/2012	CHECK	PMCHK00001431	\$120.00
043252	JANUS	JANUS FILMS	2/17/2012	CHECK	PMCHK00001431	\$110.00
043253	JERDRO	JERZY DROZD	2/17/2012	CHECK	PMCHK00001431	\$50.00
043199	JOEREI	JOE REILLY	2/9/2012	CHECK	PMCHK00001430	\$900.00
043149	KMODES	KAREN MOELLER DESIGN	2/1/2012	CHECK	PMCHK00001428	\$3,000.00
043200	KATWUR	KATHLEEN WURSTER	2/9/2012	CHECK	PMCHK00001430	\$19.95
043293	KATGOU	KATHRYN GOODSON	2/23/2012	CHECK	PMCHK00001432	\$100.00
043255	KATRAN	KATHY RANGLES	2/17/2012	CHECK	PMCHK00001431	\$26.64
043254	KATCHY	KATIE CHYNOWETH	2/17/2012	CHECK	PMCHK00001431	\$25.59
043201	KIMSTU	KIMONKITSY STUDIOS	2/9/2012	CHECK	PMCHK00001430	\$100.00
043202	KINCAR	KINGDOM CARTRIDGE	2/9/2012	CHECK	PMCHK00001430	\$400.00
043203	KIPDEG	KIP DEGRAAF	2/9/2012	CHECK	PMCHK00001430	\$83.81
043150	KOLOSS	KOLOSSOS	2/1/2012	CHECK	PMCHK00001428	\$12.13
043329	KUHNspe	KUHN SPECIALITY FLOORING	2/24/2012	CHECK	PMCHK00001433	\$12,145.00
043204	LARZIE	LARA ZIELIN	2/9/2012	CHECK	PMCHK00001430	\$100.00
043256	LAURAY	LAURA RAYNOR	2/17/2012	CHECK	PMCHK00001431	\$32.89
043205	LIRZHE	LIRONG ZHENG	2/9/2012	CHECK	PMCHK00001430	\$27.75
043294	LCAESPIZ	LITTLE CAESARS PIZZA	2/23/2012	CHECK	PMCHK00001432	\$142.90
043151	LOWE'S	LOWES BUSINESS ACCOUNT	2/1/2012	CHECK	PMCHK00001428	\$31.51
* 043207	LUCROE	LUCY ROEHRIG	2/9/2012	CHECK	PMCHK00001430	\$25.36
043257	LUCROE	LUCY ROEHRIG	2/17/2012	CHECK	PMCHK00001431	\$18.15
043262	NEOPOS	MAIL FINANCE, INC.	2/17/2012	CHECK	PMCHK00001431	\$226.29
043152	MAISHO	MAIL SHOPPE, INC.	2/1/2012	CHECK	PMCHK00001428	\$16.87
043258	MARYAN	MARGARET YANG	2/17/2012	CHECK	PMCHK00001431	\$100.00
043259	MARYGR	MARYGROVE COLLEGE LIBRARY	2/17/2012	CHECK	PMCHK00001431	\$44.42
043153	MATDUB	MATT DUBAY	2/1/2012	CHECK	PMCHK00001428	\$33.96
043208	MAYDIS	MAYVILLE DISTRICT LIBRARY	2/9/2012	CHECK	PMCHK00001430	\$19.00
043312	METLIFE	METLIFE SBC	2/24/2012	CHECK	PMCHK00001433	\$7,027.52
043260	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	2/17/2012	CHECK	PMCHK00001431	\$1,704.78
043313	MICMUN3	MICHIGAN MUNICIPAL LEAGUE LIAB	2/24/2012	CHECK	PMCHK00001433	\$82,203.00
043219	ABRPLA	MICHIGAN STATE UNIVERSITY	2/17/2012	CHECK	PMCHK00001431	\$11.00
043314	MICSTA2	MICHIGAN STATE UNIVERSITY	2/24/2012	CHECK	PMCHK00001433	\$200.00
043261	MIDTAP	MIDWEST TAPE	2/17/2012	CHECK	PMCHK00001431	\$42,058.79
043316	MONHIG	MONICA HIGMAN	2/24/2012	CHECK	PMCHK00001433	\$100.00
043315	MONCOU	MONROE COUNTY LIBRARY SYSTEM	2/24/2012	CHECK	PMCHK00001433	\$13.95

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
043295	MORNIN	MORNINGSTAR, INC.	2/23/2012	CHECK	PMCHK00001432	\$1,333.00
043209	NANNEL	NAN NELSON	2/9/2012	CHECK	PMCHK00001430	\$300.00
043210	NBS	NBS	2/9/2012	CHECK	PMCHK00001430	\$1,018.09
043263	NEWDAY	NEW DAY FILMS	2/17/2012	CHECK	PMCHK00001431	\$315.00
043154	NEXCOM	NEXTEL COMMUNICATIONS	2/1/2012	CHECK	PMCHK00001428	\$386.34
043155	NICWIL	NICHOLAS WILCOX	2/1/2012	CHECK	PMCHK00001428	\$800.00
043264	NICBOO	NICOLA'S BOOKS	2/17/2012	CHECK	PMCHK00001431	\$366.70
043317	NILDIS	NILES DISTRICT LIBRARY	2/24/2012	CHECK	PMCHK00001433	\$4.95
043156	NUWAVE	NUWAVE AQUARIUMS	2/1/2012	CHECK	PMCHK00001428	\$324.00
043318	OAKSCH	OAKLAND SCHOOLS INFORMATION CE	2/24/2012	CHECK	PMCHK00001433	\$25.00
043157	OFFDEP	OFFICE DEPOT, INC.	2/1/2012	CHECK	PMCHK00001428	\$1,250.50
043158	PACMEC	PACE MECHANICAL SERVICES, INC.	2/1/2012	CHECK	PMCHK00001428	\$22,047.30
043159	PIOHSO	PIONEER HIGH SCHOOL OMEGA	2/1/2012	CHECK	PMCHK00001428	\$110.00
043319	PIOJAN	PIONEER JANITORIAL SERVICE	2/24/2012	CHECK	PMCHK00001433	\$10,167.00
043160	PITCHA	PITTSFIELD CHARTER TOWNSHIP	2/1/2012	CHECK	PMCHK00001428	\$943.73
* 043265	PRITEC	PRINT TECH INC.	2/17/2012	CHECK	PMCHK00001431	\$2,115.77
043296	PRITEC	PRINT TECH INC.	2/23/2012	CHECK	PMCHK00001432	\$2,106.77
043320	PRIORITY	PRIORITY HEALTH	2/24/2012	CHECK	PMCHK00001433	\$12,300.76
043269	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	2/17/2012	CHECK	PMCHK00001431	\$2,775.00
043177	RACYAN	RACHEL YANIKOGLU	2/3/2012	CHECK	PMCHK00001429	\$49.51
043297	RACYAN	RACHEL YANIKOGLU	2/23/2012	CHECK	PMCHK00001432	\$206.97
043266	RANHO	RANDOM HOUSE, INC.	2/17/2012	CHECK	PMCHK00001431	\$2,186.05
043161	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	2/1/2012	CHECK	PMCHK00001428	\$36.00
043267	RECBOO	RECORDED BOOKS, INC.	2/17/2012	CHECK	PMCHK00001431	\$3,591.62
043321	REEDIS	REESE UNITY DISTRICT LIBRARY	2/24/2012	CHECK	PMCHK00001433	\$10.00
043162	REGBOO	REGENT BOOK CO., INC.	2/1/2012	CHECK	PMCHK00001428	\$27.34
043163	REPPAR	REPUBLIC PARKING	2/1/2012	CHECK	PMCHK00001428	\$140.00
043268	RICBUS	RICOH AMERICAS CORP	2/17/2012	CHECK	PMCHK00001431	\$1,028.91
043322	RICUSTOM	RICOH AMERICAS CORPORATION	2/24/2012	CHECK	PMCHK00001433	\$273.00
043298	ROBJON	ROBERT B. JONES	2/23/2012	CHECK	PMCHK00001432	\$400.00
043332	ROCHCOL	ROCHESTER COLLEGE	2/29/2012	CHECK	PMCHK00001434	\$30.87
043212	ROCHIL	ROCHESTER HILLS PUBLIC LIBRARY	2/9/2012	CHECK	PMCHK00001430	\$54.90
* 043323	ROCHIL	ROCHESTER HILLS PUBLIC LIBRARY	2/24/2012	CHECK	PMCHK00001433	\$58.82
043330	ROCHIL	ROCHESTER HILLS PUBLIC LIBRARY	2/29/2012	CHECK	PMCHK00001434	\$27.95
043178	ROLTUS	ROLLIE TUSSING	2/3/2012	CHECK	PMCHK00001429	\$900.00
043270	RYANEBY	RYAN EBY	2/17/2012	CHECK	PMCHK00001431	\$24.50
043324	SALSOU	SALEM SOUTH LYON DISTRICT LIBR	2/24/2012	CHECK	PMCHK00001433	\$19.95
043180	SARKEL	SARA MELTON KELLER	2/3/2012	CHECK	PMCHK00001429	\$100.00
043213	SARKEL	SARA MELTON KELLER	2/9/2012	CHECK	PMCHK00001430	\$600.00
043179	SARHEI	SARAH HEIDT	2/3/2012	CHECK	PMCHK00001429	\$815.01
043271	SCHSEC	SCHILKE SECURITY	2/17/2012	CHECK	PMCHK00001431	\$170.00
043164	SCHELE	SCHINDLER ELEVATOR CORPORATION	2/1/2012	CHECK	PMCHK00001428	\$580.87
043214	SCHSPE	SCHOOL SPECIALTY/TEACHERS DISC	2/9/2012	CHECK	PMCHK00001430	\$192.21
043242	ELDINS	SIDESTREET DISTRIBUTING	2/17/2012	CHECK	PMCHK00001431	\$1,282.84
043272	SKYLINE	SKYLINE	2/17/2012	CHECK	PMCHK00001431	\$100.00
043325	SPIESPUB	SPIES PUBLIC LIBRARY	2/24/2012	CHECK	PMCHK00001433	\$18.95
043273	SPRINT	SPRINT PCS	2/17/2012	CHECK	PMCHK00001431	\$487.79
043274	STAHAR	STADIUM HARDWARE	2/17/2012	CHECK	PMCHK00001431	\$52.87
043275	STAPLE	STAPLES ADVANTAGE	2/17/2012	CHECK	PMCHK00001431	\$179.70
043276	STASTREET	STATE STREET AREA ASSOCIATION	2/17/2012	CHECK	PMCHK00001431	\$125.00
043215	STEBLO	STEPHEN G. BLOOM	2/9/2012	CHECK	PMCHK00001430	\$100.00
043216	STEOSB	STEVE OSBURN	2/9/2012	CHECK	PMCHK00001430	\$175.00
043171	VERIZON	SUPERMEDIA LLC	2/1/2012	CHECK	PMCHK00001428	\$231.76
043277	TANMED	TANTOR MEDIA	2/17/2012	CHECK	PMCHK00001431	\$885.71
043165	TDSMET	TDS METROCOM	2/1/2012	CHECK	PMCHK00001428	\$3,606.09
043166	TEACOM	TEACHING COMPANY/THE//	2/1/2012	CHECK	PMCHK00001428	\$15.00
043278	TEACOM	TEACHING COMPANY/THE//	2/17/2012	CHECK	PMCHK00001431	\$459.75
043211	OFFDEPT	TECH DEPOT	2/9/2012	CHECK	PMCHK00001430	\$7.23
043217	THECRE	THE CREATURE CONSERVANCY	2/9/2012	CHECK	PMCHK00001430	\$192.00
043279	THOCOO	THOMAS COOLEY LAW SCHOOL	2/17/2012	CHECK	PMCHK00001431	\$22.00
043167	TIMGRI	TIM GRIMES	2/1/2012	CHECK	PMCHK00001428	\$107.36
043299	TIMMIC	TIMOTHY MICHLING	2/23/2012	CHECK	PMCHK00001432	\$100.00
043281	TOMSMI	TOM SMITH	2/17/2012	CHECK	PMCHK00001431	\$20.59

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Ann Arbor District Library
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 Payables Management

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* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
043282	TONBIC	TONIA BICKFORD	2/17/2012	CHECK	PMCHK00001431	\$28.03
043168	TOTVEN	TOTAL VENDING & COFFEE SERVICE	2/1/2012	CHECK	PMCHK00001428	\$57.90
043285	WALWIR	TRAF-SYS, INC	2/17/2012	CHECK	PMCHK00001431	\$82.00
043284	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	2/17/2012	CHECK	PMCHK00001431	\$1,261.95
043170	UNIPAR	UNITED PARCEL SERVICE	2/1/2012	CHECK	PMCHK00001428	\$57.87
043283	UNIPAR	UNITED PARCEL SERVICE	2/17/2012	CHECK	PMCHK00001431	\$81.71
043169	UMICH8	UNIVERSITY OF MICHIGAN	2/1/2012	CHECK	PMCHK00001428	\$105.00
043326	UNUMPRO	UNUM LIFE INSURANCE	2/24/2012	CHECK	PMCHK00001433	\$2,862.24
043286	WASHNE	WASHTENAW NEWS COMPANY, INC.	2/17/2012	CHECK	PMCHK00001431	\$5,420.75
043172	WASMAN	WASTE MANAGEMENT OF MICHIGAN	2/1/2012	CHECK	PMCHK00001428	\$170.73
043287	WMU	WESTERN MICHIGAN UNIVERSITY	2/17/2012	CHECK	PMCHK00001431	\$91.65
043327	WESENT	WESTGATE ENTERPRISES, LLC	2/24/2012	CHECK	PMCHK00001433	\$19,498.45
043173	WHILAB	WHITLAM LABEL COMPANY, INC.	2/1/2012	CHECK	PMCHK00001428	\$4,310.98
043300	WILCLA	WILLY CLAFLIN	2/23/2012	CHECK	PMCHK00001432	\$500.00
043288	WORBOO	WORLD BOOK, INC.	2/17/2012	CHECK	PMCHK00001431	\$15.00
043289	WORCHA	WORLD CHAMBER OF COMMERCE DIR	2/17/2012	CHECK	PMCHK00001431	\$49.00
043174	XEROX	XEROX CORPORATION	2/1/2012	CHECK	PMCHK00001428	\$1,125.77
043328	XEROX	XEROX CORPORATION	2/24/2012	CHECK	PMCHK00001433	\$268.98

Total Checks: 200

Total Amount of Checks: \$484,847.32

ANN ARBOR DISTRICT LIBRARY BOARD

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

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Vice President Prue Rosenthal
Treasurer Barbara Murphy
Secretary Jan Barney Newman

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Kenneth Nieman Associate Director of Finance, HR & Operations
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