



**MEETING AGENDA**  
**KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES**  
**CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR**  
**315 S. Rose Street, Kalamazoo, MI 49007**  
**March 25, 2013, 4:00 p.m.**

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
  - A. Minutes of the Meeting of February 25, 2013
  - B. Personnel Items (none)
- IV. FINANCIAL REPORT
  - A. Financial Reports for the Period Ending February 28, 2013
- V. REPORTS AND RECOMMENDATIONS
  - Recommendations
    - A. Child Safety Policy
    - B. Equal Employment Opportunity Policy and Anti-Harassment Policy Reports
  - C. ONEplace@kpl Update – Thom Andrews
  - D. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
  - A. Finance and Budget Committee
  - B. Personnel Committee
  - C. Fund Development Committee
  - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
  - A. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION
- XI. ADJOURNMENT

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: February 25, 2013  
Time: 4:00  
Location: Central Library Board Room

**TRUSTEE ROLL CALL:**

Present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James VanderRoest, and Valerie Wright.

Absent: None

**CALL TO ORDER:**

President TenBrink called the meeting to order at 4:00 p.m.

**AGENDA APPROVAL:**

The agenda was approved.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

None.

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the Board.

**III. CONSENT CALENDAR**

A. *Minutes of the Board Meeting of January 28, 2013*

B. *Personnel Items*

- Position Addition

**Steven Braat** added the KPLSP FTE .5 Library Assistant 4 position of Lead Evening Custodian in Facilities Management effective February 1, 2012. Steven also holds the KPLSP FTE .5 Library Assistant 3 position of Weekend Custodian in Facilities Management.

- New Hire

**Adam McFarlin** joined the staff in the FTE .75 Supervisory-Technical 2 position of ONEplace Assistant effective February 16, 2013. Adam brings to this position approximately 5 years of experience in nonprofit settings and most recently held the position of Senior Member Services Representative at the Kalamazoo Regional Chamber of Commerce.

IV. **FINANCIAL REPORT**A. *Financial Reports for the Month Ending January 31, 2013*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending January 31, 2013.

MOTION: R. BROWN MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JANUARY 31, 2013.

MOTION CARRIED 7-0.

V. **REPORTS AND RECOMMENDATIONS**REPORTS:A. *Teen Filmmaker Festival Report – Stewart Fritz*

Report: Director Rohrbaugh introduced S. Fritz to Board members. S. Fritz said that the 10<sup>th</sup> Annual Teen Filmmaker Festival had taken place on February 24<sup>th</sup> at the State Theater and had attracted the largest crowd ever with over 600 people in attendance. There were 127 entries submitted, 28 of which were accepted. Most student entries were from the area and some of the winners were repeat winners from previous years. S. Fritz showed two of the winning films for Board members.

Discussion: L. Godfrey asked if all the films were available for viewing. S. Fritz answered all the accepted films could be viewed on the library's youtube channel. F. Brown asked what the grand vision was for the film fest. S. Fritz explained that if the film fest were to become much larger, it would have to be run differently to accommodate the greater number of people. He told trustees that he has had interest both nationally and internationally to expand. R. Brown expressed his appreciation for the event being local and L. Godfrey commented the event had already grown tremendously since its inception. V. Wright asked if any of the teens who had entered had gone into film for a career. S. Fritz answered one of the judges this year was currently a film student at New York University. He had started entering the film fest at age 13. He and M. Cockrell also said at least two other directors had gone on to attend film school. B. Caple asked if teen staff were able to use the preparation or afterglow of the film fest to boost attendance at other teen events. S. Fritz answered that they had tried but the momentum had not carried to other events. B. Caple asked if the library offered programs to help prepare for the film fest. F. Howe explained that the Kalamazoo Institute of Arts had taken the lead with these types of classes.

Disposition: Trustees thanked S. Fritz for his report.

B. *Reading Together Update – Karen Santamaria*

Report: K. Santamaria handed out brochures for Reading Together to each Board member. She told them Amy Waldman would be visiting the following week and the library was excited to be having a big event at the end of Reading Together when Brooke Gladstone would be visiting, recommending that Board members listen to her NPR show, *On the Media*, if they had the opportunity. She then distributed bookmarks to Board members which marketed the Amy Waldman visit on one side and Brooke Gladstone on the other. K. Santamaria reported circulation of *The Submission* was strong: print circulation was on target, Book Club in a Bag had

already surpassed its goal, audiobooks were not as strong as she had hoped but digital audiobook circulation had been very high.

K. Santamaria highlighted some of the programs she was excited for including the panel discussion on art as an expression of grief with an art educator, grief support counselor for Hospice, the sculptor commissioned to complete the Eric Zapata memorial, and an art therapist. Another program titled “Public Art and Controversy” will have members of the Public Art Commission talking about local public art and the differences between how the community perceives works of art and what the artist meant it to mean. There will be a panel of Muslim Americans who will discuss the ways their lives have changed following 9/11. Sherry Ransford-Ramsdell will lead two book discussions about the six main characters in the book and Edwin Martini from Western Michigan University led a program discussing fiction as alternative history.

Discussion: L. Godfrey asked about the Art Hop on March 1<sup>st</sup>. K. Santamaria said the Art Hop would feature artwork in the rotunda by EFA students in a digital design class as well as readings from the theater practice and performance students inspired by *The Submission*.

Disposition: Board members thanked K. Santamaria for her report and the work she has done to prepare for Reading Together.

#### C. *Freegal and Rocket Languages Services – Michael Cockrell*

Report: Director Rohrbaugh welcomed M. Cockrell to talk about Freegal and Rocket Languages, two new services the library is providing through the Southwest Michigan Library Cooperative. M. Cockrell said the products came from a company called Library Ideas. He explained that Freegal offered free, legal, downloadable music through libraries. Resident borrowers were allowed three downloads per week and the database contained millions of songs, thousands of artists, and hundreds of genres. The downloading of songs was quick and easy and between February 1<sup>st</sup> and the Board meeting, the library had already given away 700 songs. The songs are DRM free.

M. Cockrell told Board members that Freegal was transparent in its reporting to KPL and able to convey which genres and artists were the most popular. He then walked through the process of downloading a song. The main complaint patrons have had so far is with the search function because patrons are not able to limit their search results after they have done an initial search but the service has been warmly received by the patrons who have used it.

Discussion: J. VanderRoest asked if the library could give feedback to the company about the search function. M. Cockrell said the library was able to give feedback and he would like to be able to work with the company to customize the page to include KPL’s logo. J. VanderRoest asked if Freegal offered suggestions of other artists based on past downloads. M. Cockrell answered it did not but new and popular artists were highlighted. He noted the database allowed patrons to search by genre saying it was impressive the number of genres offered. L. Godfrey asked what the classical music collection contained. M. Cockrell pulled up the classical music collection by genre. J. VanderRoest asked if Freegal offered a mechanism for purchasing more songs once patrons had reached their three item limit. M. Cockrell answered there wasn’t a way to do this. He explained that all of the artists had Sony contracts and had therefore been paid already to distribute the song. L. Godfrey asked if other music labels would be offering music through Freegal. M. Cockrell said at this time Sony was the only company but Library Ideas was working to reach deals with other companies. He commented he was surprised on

the great number of songs offered through the database and impressed with the amount of enjoyable music he had found.

Report: M. Cockrell moved on to begin talking about Rocket Languages explaining the database offered self-paced tutorials for 13 different languages. M. Cockrell explained how the site worked. Each patron has an individual login so that they can enter the site and continue where they left off. The site records the user's voice and repeats the phrases they have practiced to help them get the correct accent. M. Cockrell told meetings attendees Rocket Languages had not been as popular as Freegal but he would like to promote it more.

Discussion: J. VanderRoest asked if Rocket Languages could be promoted through a public service announcement on WMUK. F. Brown suggested the service be promoted through the library's digital signage. Director Rohrbaugh said these may be good ways to promote the service. M. Cockrell acknowledged Rocket Languages would be difficult to use in the library since patrons needed microphones to get the full effect of the tool. B. Caple asked if statistics were available from the site. M. Cockrell said statistics were available but the library would not know who was taking what languages or how they were doing in their studies. He pointed out users received badges when they reached certain levels of competency. L. Godfrey asked what the depth of the training was for the languages. M. Cockrell explained the lessons taught conversational language that would be helpful for someone traveling. J. VanderRoest asked if the Spanish and Portuguese were European or Latin American. M. Cockrell answered he believed the Spanish and Portuguese were Latin American.

Disposition: Director Rohrbaugh and Board members thanked M. Cockrell for his report.

*D. Envisionware – Kevin King*

Report: Director Rohrbaugh explained that Envisionware was the print and computer management system the library was using. K. King said the Envisionware project had begun last spring. This system replaced SAM. K. King explained to trustees how to login to a computer, hide the screen to hold a computer in use if a patron needed to leave their computer for a short time, reserve a computer, and print. K. King explained staff have more control over computers with this system. He said the system was very smart when it came to reserving computers and that computers could be reserved from inside the library, as well as, outside the library from the library's website. K. King said the customer support for the system and the interface were much more user friendly. He explained that the way the printers were networked will require less printers in the rotunda at Central compared to what there was in the past. K. King lastly explained E-Commerce. Though the library is still working to have e-commerce up and working completely, it allows patrons to pay fines and add money to print with a credit card online.

Disposition: Board members thanked K. King for his report.

*E. Legislative Update – Diane Schiller*

Report: D. Schiller told meeting attendees that there was not a lot of information to report on. Both parties had recently held their caucuses to elect new party chairs. The Republican Party voted to support proposed legislation that would change the Electoral College rules. She also mentioned an emergency manager would be appointed to work with the city of Detroit. D. Schiller said many people believed the state needed more money for road work but there were

differences in opinion of where this money should come from. She mentioned that there were, at the time of the meeting, three lawsuits relating to Right to Work.

Disposition: Board members thanked D. Schiller for his report.

## VI. COMMITTEE REPORTS

A. *Finance and Budget Committee*—no report.

B. *Personnel Committee*—V. Wright said that the Personnel Committee had not met but reminded Board members that the Director's Annual review would be passed out at the March Board Meeting.

C. *Fund Development and Allocations Committee*—no report.

D. *Director's Building Advisory Committee*—Director Rohrbaugh told Board members there had been no meeting but that she had an update saying architect S. Penchansky had visited the library last on January 30<sup>th</sup>, two days after the previous Board meeting when the plans were first presented to the full Board. Some details were finalized on this day and S. Penchansky was to return on March 20<sup>th</sup>. She said she hoped the full plans would be finalized on this day and following this he would be able to draw up bid documents and develop a tentative time table for the construction project.

## VII. OTHER BUSINESS

A. *Director's Report*

Presentation: Director Rohrbaugh started by mentioning three items not on the Director's Report. She discussed the bed bug issue the library had recently had saying the Washington Square Branch and Children's Room had been treated and reopened to the public for use. She said the main people dealing with this issue going forward would be S. Lindemann, K. King, and F. Howe and the library would develop a routine for prevention and treatment. She said she felt good about the way the issue was handled and she sensed the community was grateful for the way it was dealt with as well. B. Caple said he assumed staff would be trained on using the Packtite and recognizing the signs of bed bugs. He asked if there would be any further change to the ways staff process materials. Director Rohrbaugh said the bag policy would be more strictly enforced. She said materials would continue to be inspected but that she could not guarantee everything would be caught when the library circulated over a million items each year. She said the first bed bugs were found in a book because it was damaged. K. King said Patron Services staff were being encouraged to shelve books from a cart rather than by the arm full as a way to lower the chances a bug would crawl from a book onto a staff members clothing. J. Vander Roest asked if the library was asking patrons to refrain from reading in bed. Director Rohrbaugh answered that the library was not requesting this.

L. Godfrey mentioned an article in the Kalamazoo Gazette that day which talked about bed bugs in local hospitals. J. Vander Roest asked how reliable the bed bug sniffing dogs were when they alerted areas. S. Lindemann said there was only one other bug they could confuse the scent with, a bat bug that was only present if there was a bat infestation. She continued describing how the handlers would revisit areas of the library to ensure the legitimacy of positive alerts. K. King said the dogs were generally 95-96% accurate. J. Vander Roest asked what kinds of dogs were used. S. Lindemann said there was a beagle mix, a lab, and a terrier mix. S. Lindemann

told Board members if they were worried about bugs in books checked out from the library, they should keep them in Ziploc bags unless reading them.

Director Rohrbaugh invited trustees to an upcoming webinar the library was hosting on campaigns. She also told them March would be the first anniversary of First Saturday@kpl. Looking to the Director's Report, she next highlighted item 6 and the mail survey conducted by the Kercher Center. Director Rohrbaugh said many surveys had been returned and the Kercher Center was hoping to receive a total of 400 surveys back. She mentioned the survey was now on the library's website for patrons to complete until March 15<sup>th</sup>. The results of the survey should be available by mid-April. Next Director Rohrbaugh highlighted item 14 and the strong use of the website for the month of January. She emphasized item 15 saying the tagging of AV materials with the new stingray tags was underway.

F. Brown asked if Director Rohrbaugh if she could speak more about item 8. She said this was the first program designated for 7<sup>th</sup> grade to adult and that the instructor for the class first connected through the library during Reading Together in a previous year. L. Godfrey asked if this was the combined attendance following four sessions or the attendance at each session. M. Cockrell said this was the combined attendance. J. Vander Roest asked what the library put on its Flickr account. Director Rohrbaugh answered it was primarily pictures from library events.

Disposition: Trustees thanked Director Rohrbaugh for her report.

#### VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

Ayshhyah Khazad, 710 Collins St., Apt. 1202, said he had addressed the Board at the previous meeting about combining Science Fiction and Fantasy. He said the M. Cockrell had told him this would be done and he wondered how long it may take. M. Cockrell answered that over a thousand items would need to be shifted and the process may be complete by early March. A. Khazad also commented there were often babies crying or children throwing tantrums in the library and he would appreciate it if the library could be a quieter place.

#### IX. COMMENTS BY TRUSTEES

- C. TenBrink said she was looking forward to Amy Waldman's visit for Reading Together.
- J. Vander Roest said he appreciated the library's transparency during the bed bug episode saying he was very happy and impressed with the way the library handled things.
- R. Brown thanked staff for being vigilant and diligent during the bed bug episode.
- B. Caple said the bed bug issue was very professionally handled by the library and he appreciated the updates from Ann to the Trustees.
- V. Wright said she was looking forward to Reading Together.
- L. Godfrey said she agreed with the other Trustees about the way the bed bug issue was handled. She said she sensed the community appreciated the way it was handled as well and said she presumed there would be no downturn in library usage as a result. Director Rohrbaugh said she hoped circulation would not drop but that this would remain to be seen with time. She said she had received very good advice from other libraries who had endured similar issues through the Urban Libraries Council listserv. L. Godfrey suggested that the library's ebook circulation may rise as a result of the bed bug episode.

**X. ADJOURNEMENT**

Hearing no objection, President TenBrink adjourned the meeting at 5:22 p.m.

**X** \_\_\_\_\_  
Fenner Brown  
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Financial Reports for the Month Ending  
February 28, 2013**

DATE: March 25, 2013

**RECOMMENDATION:**

**I recommend the Board accept the Financial Reports for the month ending February 28, 2013.**

**EXECUTIVE SUMMARY:**

Notes to the reports are included for your information.

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Jim Vander Roest, Treasurer

March 18, 2013  
Kalamazoo Public Library  
Internal Financial Statements  
For the month ending February 28, 2013

### Combined Balance Sheet

The library received \$3,658,805 in current and delinquent tax receipts during the month of February, reducing the overall Taxes Receivable balance to \$1,764,486. Outstanding balances of current year taxes receivable total \$1,792,678 at the end of the month with \$749,100 outstanding from Kalamazoo Township, representing over fifty percent of the total amount due from that entity for the year. Inquiries were made to the Deputy Treasurer who indicated that an accounting system conversion and reconciliation issue caused the delay. The library has since received tax receipts from Kalamazoo Township totaling over \$607,000, bringing the outstanding tax balances more in line with expectations.

### Sources and Uses of Funds – Governmental Pooled Funds

#### Electronic Transfers

Total pooled cash and investments as of February 28<sup>th</sup> totaled \$10,066,488 including the above mentioned \$3.6M of tax receipts. Uses of cash and electronic transfers for the month reflect typical monthly activity for salaries, benefits, and disbursements with a total use of cash for the month totaling \$718,844. An ACH transfer of \$35,000 from the Endowment Fund Ameritrade money market account was received on February 11. The Capital Improvement Plan anticipated the allocation from the fund from funds made available in 2011.

### General Fund Revenue and Expenditure Summary

Total year-to-date expenditures as of February 28<sup>th</sup> are reported at 62.1% of the Close Estimate Budget. Transfers of \$400,000 to the Capital Improvement Plan were booked by the end of the month with \$981,000 remaining to be transferred to fund debt service payments during calendar year 2013. There will be a need to adjust the recently adopted Close Estimate Budget for the cost of Griffin Pest Solutions services during the month as well as unanticipated expenditures for supplies and equipment for ongoing facilities and materials maintenance needs. The anticipated expenditures have not yet been recorded as of the reported statement date.

### Capital Improvement Plan

Receipt of the prior year Endowment Fund allocation of \$35,000 for the Teen Wall was received during February and reported as an incoming ACH transfer. No other activity occurred during the month with only \$28,047 in outstanding purchase orders outstanding.

### Special Revenue

A total of \$204,349 in balances held by the Projects listed at the bottom of the statement remains as of February 28<sup>th</sup>. Included in that amount is the balance of the agency portion of the Kalamazoo Community Foundation's Local History Fund totaling \$78,558.

### Endowment Fund

The market value of the Kalamazoo Public Library Endowment Fund rose to \$3,334,205 as of January 31, 2013. Current month activity included the recognition of the Arcadia Investment Management quarterly fee of \$4,948 during the month and multiple dividend and interest receipts. The market value rose over \$108,000 during January reflecting growth in stock values.

# Kalamazoo Public Library Combined Balance Sheet

As of February 28, 2013

	Operating	Capital	Debt Service	Special Revenue	Endowment
<b>Assets</b>					
Cash & Equivalents	\$8,231,779.66	\$1,742,948.48	\$103,160.36	\$204,409.87	\$3,299,205.69
Accounts Receivable	\$2,919.59	\$0.00	\$0.00	\$0.00	\$0.00
Taxes Receivable	\$1,764,486.17	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets	\$154,294.60	\$0.00	\$0.00	\$0.00	\$0.00
Capital & Long-term Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Assets</b>	<b>\$10,153,480.02</b>	<b>\$1,742,948.48</b>	<b>\$103,160.36</b>	<b>\$204,409.87</b>	<b>\$3,299,205.69</b>
<b>Liabilities</b>					
Current Liabilities	\$148,798.30	\$0.00	\$0.00	\$28.30	\$0.00
Long Term Liabilities	\$32,139.09	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$180,937.39</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28.30</b>	<b>\$0.00</b>
<b>Net Assets</b>					
Fund Balance	\$9,972,542.63	\$1,742,948.48	\$103,160.36	\$204,381.57	\$3,299,205.69
<b>Total Liabilities and Fund Balance</b>	<b>\$10,153,480.02</b>	<b>\$1,742,948.48</b>	<b>\$103,160.36</b>	<b>\$204,409.87</b>	<b>\$3,299,205.69</b>

**KALAMAZOO PUBLIC LIBRARY  
SOURCES AND USES OF FUNDS  
Governmental Pooled Funds  
For the month ending February 28, 2013**

		<b>February</b>
<b>BEGINNING CASH BALANCE *</b>	\$	7,067,226.40
* Including short-term investments		
 <b>SOURCES OF CASH:</b>		
Property Tax Receipts	\$	3,658,805
IFT/CFT Taxes not in Levy/Pilots	\$	41,528
State Aid	\$	-
District Court Penal Fines/Law Library Revenue	\$	-
Interest Income	\$	1,053
Library Fines & Fees	\$	16,520
Other Sources: Gifts, Grants, & Reimbursements	\$	200
Other Gifts (Ready to Read, etc)	\$	-
<b>TOTAL SOURCES OF CASH</b>	<b>\$</b>	<b>3,718,106</b>
 <b>USES OF CASH:</b>		
Salaries & Wages	\$	(349,106)
Benefits	\$	(148,099)
Materials	\$	(62,504)
Supplies	\$	(15,316)
Facilities	\$	(47,949)
Technical Services	\$	(6,346)
Purchased Services	\$	(15,662)
Other	\$	(51,754)
Gifts & Grants	\$	(2,272)
Capital Expenditures	\$	(7,803)
Prior Year Expenditures	\$	(12,033)
Debt Service - transferred to reserve	\$	-
<b>TOTAL USES OF CASH</b>	<b>\$</b>	<b>(718,844)</b>
 <b>ENDING CASH</b>	 <b>\$</b>	 <b>10,066,488</b>
 <b><u>Pooled Cash &amp; Investment Accounts</u></b>		
<b><u>Checking &amp; other liquid accounts</u></b>		
Cash to be deposited		
Fifth Third General & Payroll Checking Accounts	\$	2,081,893.03
Fifth Third Arcadia Admin & Transfers Accounts	\$	79,947.44
Petty Cash/Midwest Business Exchange Account/Paypal	\$	12,927.50
Pooled Cash Accounts	\$	2,174,767.97
 <b><u>Pooled Investments</u></b>		
Fifth Third Bank, Fifth Third Securities, CD's	\$	52.43
Flagstar Bank MM & CD's	\$	853,503.54
Huntington Aim Treasury, MM & CD's	\$	24,154.66
First National Bank MM & CD's	\$	7,014,009.12
Pooled Investment Accounts	\$	7,891,719.75
<b>Total Pooled Cash &amp; Investments</b>	<b>\$</b>	<b>10,066,488</b>

**Kalamazoo Public Library  
Sources & Uses of Funds  
Electronic Transfers  
February**

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
2/4/2013	MERS Employer Contribution	5/3 ACH Transfer	Municipal Employees Retirement System	\$ (22,943.49)
2/5/2013	403B Employee Contributions	5/3 ACH Transfer	MEBS Employee Accounts	\$ (5,794.30)
2/5/2013	MERS HCSP	5/3 ACH Transfer	MERS HCSP Employee Accounts	\$ (998.55)
2/8/2013	MPERS Contributions	5/3 ACH Transfer	Michigan Public School Employees R.S.	\$ (27,490.39)
2/11/2013	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,678.34)
2/11/2013	Incoming Wire/Transfer	Ameritrade MM	5/3 General Checking	\$ 35,000.00
2/13/2013	Transfer to ACH Transfer	5/3 General Check		\$ (50,000.00)
2/13/2013	Transfer from 5/3 General		5/3 ACH Transfer	\$ 50,000.00
2/15/2013	Payroll February 15, 2013	5/3 Payroll Check	Employee Accounts	\$ (120,186.83)
2/15/2013	KPLA/KPLSP Union Dues	5/3 General Check	Union Treasurers	\$ (2,222.34)
2/15/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
2/19/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,241.48)
2/19/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,823.17)
2/19/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (854.00)
2/21/2013	MERS HCSP	5/3 ACH Transfer	MERS HCSP Employee Accounts	\$ (970.41)
2/22/2013	403B Employee Contributions	5/3 ACH Transfer	MEBS Employee Accounts	\$ (5,472.30)
2/22/2013	Transfer to ACH Transfer	5/3 General Check		\$ (20,000.00)
2/22/2013	Transfer from Gen. checking		Fifth Third ACH Checking	\$ 20,000.00
2/26/2013	Transfer to ACH Transfer	5/3 General Check		\$ (35,000.00)
2/26/2013	Transfer from Gen. checking		Fifth Third ACH Checking	\$ 35,000.00
2/28/2013	Payroll 2/28/2013	5/3 Payroll Check	Employee Accounts	\$ (114,701.44)
2/28/2013	KPLA/KPLSP Union Dues	5/3 General Check	Union Treasurers	\$ (2,188.11)
2/28/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
2/28/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (854.00)
		<b>Total Transfer Transactions - February</b>		<b>\$ (334,630.91)</b>

# Kalamazoo Public Library

## General Fund Revenue and Expenditure Summary

### Through February 28, 2013

	February	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Revenue</b>						
Property Taxes	\$0.00	\$0.00	\$10,252,974.00	\$10,292,974.00	\$40,000.00	99.6%
Other Taxes	\$41,527.84	\$0.00	\$78,995.28	\$147,665.00	\$68,669.72	53.5%
Fines and Fees	\$16,520.23	\$0.00	\$117,619.48	\$150,000.00	\$32,380.52	78.4%
Other Revenue	\$0.00	\$0.00	\$188,548.85	\$420,690.00	\$232,141.15	44.8%
Local Support	\$200.00	\$0.00	\$191,790.00	\$233,275.00	\$41,485.00	82.2%
Interest Income	\$1,053.10	\$0.00	\$5,925.31	\$10,000.00	\$4,074.69	59.3%
Other	\$0.00	\$0.00	\$3,900.00	\$0.00	(\$3,900.00)	0.0%
<b>Total Revenue</b>	<b>\$59,301.17</b>	<b>\$0.00</b>	<b>\$10,839,752.92</b>	<b>\$11,254,604.00</b>	<b>\$414,851.08</b>	<b>96.3%</b>
<b>Expenditures</b>						
<b>Salaries</b>						
Administrator Salaries	\$52,102.07	\$0.00	\$421,958.26	\$630,075.00	\$208,116.74	67.0%
Librarian Salaries	\$99,193.94	\$0.00	\$783,610.49	\$1,177,655.00	\$394,044.51	66.5%
Supervisory Technical Salaries	\$55,162.22	\$0.00	\$463,920.83	\$694,910.00	\$230,989.17	66.8%
Library Assistant Salaries	\$123,956.31	\$0.00	\$1,011,998.05	\$1,544,950.00	\$532,951.95	65.5%
Hourly Staff	\$48,994.50	\$0.00	\$346,899.93	\$652,700.00	\$305,800.07	53.1%
Substitute Salaries	\$3,978.29	\$0.00	\$36,228.99	\$81,200.00	\$44,971.01	44.6%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total</b>	<b>\$383,387.33</b>	<b>\$0.00</b>	<b>\$3,064,616.55</b>	<b>\$4,781,490.00</b>	<b>\$1,716,873.45</b>	<b>64.1%</b>
<b>Benefits</b>						
Employee Insurance	\$81,271.86	\$0.00	\$634,807.90	\$1,033,160.00	\$398,352.10	61.4%
Retirement	\$45,194.57	\$0.00	\$373,505.63	\$610,320.00	\$236,814.37	61.2%
Employer FICA-Medicare	\$29,168.51	\$0.00	\$232,648.06	\$371,525.00	\$138,876.94	62.6%
Other Benefits	\$3,137.18	\$0.00	\$45,395.32	\$84,140.00	\$38,744.68	54.0%
<b>Total</b>	<b>\$158,772.12</b>	<b>\$0.00</b>	<b>\$1,286,356.91</b>	<b>\$2,099,145.00</b>	<b>\$812,788.09</b>	<b>61.3%</b>
<b>Materials</b>						
Adult Books	\$33,885.09	\$37,428.70	\$301,661.86	\$485,750.00	\$184,088.14	62.1%
Juvenile Books	\$5,329.95	\$4,420.53	\$57,075.19	\$93,850.00	\$36,774.81	60.8%
Periodicals	\$2,309.84	\$0.00	\$50,501.68	\$53,660.00	\$3,158.32	94.1%
Audio-Visual Material	\$31,399.46	\$17,790.87	\$219,846.49	\$296,300.00	\$76,453.51	74.2%
Digital Materials	(\$5,203.67)	\$1,500.00	\$135,187.47	\$155,620.00	\$20,432.53	86.9%
<b>Total</b>	<b>\$67,720.67</b>	<b>\$61,140.10</b>	<b>\$764,272.69</b>	<b>\$1,085,180.00</b>	<b>\$320,907.31</b>	<b>70.4%</b>
<b>Facilities</b>						
Fuel	\$8,079.55	\$0.00	\$23,965.65	\$67,700.00	\$43,734.35	35.4%
Electricity	\$11,757.01	\$0.00	\$107,499.99	\$182,900.00	\$75,400.01	58.8%
Water	\$0.00	\$0.00	\$3,081.71	\$5,650.00	\$2,568.29	54.5%
Custodial Supplies	\$941.77	\$1,891.23	\$27,830.46	\$66,045.00	\$38,214.54	42.1%
Grounds Maintenance	\$2,346.00	\$120.00	\$18,065.18	\$36,005.00	\$17,939.82	50.2%
Building Repair	\$10,363.61	\$3,511.01	\$43,509.36	\$76,325.00	\$32,815.64	57.0%
Building Operations	\$5,542.33	\$21,807.25	\$97,157.07	\$115,240.00	\$18,082.93	84.3%
<b>Total</b>	<b>\$39,030.27</b>	<b>\$27,329.49</b>	<b>\$321,109.42</b>	<b>\$549,865.00</b>	<b>\$228,755.58</b>	<b>58.4%</b>
<b>Supplies</b>						
Office Supplies	\$3,174.52	\$0.00	\$19,572.73	\$53,000.00	\$33,427.27	36.9%
Marketing Supplies	\$1,996.00	\$0.00	\$6,086.90	\$21,350.00	\$15,263.10	28.5%
Postage & Freight	\$1,185.98	\$0.00	\$24,099.86	\$45,000.00	\$20,900.14	53.6%
Processing Supplies	\$910.77	\$0.00	\$18,879.83	\$55,000.00	\$36,120.17	34.3%
Departmental Purchases	\$8,702.83	\$0.00	\$16,005.36	\$64,000.00	\$47,994.64	25.0%
<b>Total</b>	<b>\$15,970.10</b>	<b>\$0.00</b>	<b>\$84,644.68</b>	<b>\$238,350.00</b>	<b>\$153,705.32</b>	<b>35.5%</b>

**Kalamazoo Public Library**  
**General Fund Revenue and Expenditure Summary**  
Through February 28, 2013

	February	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Technical Services</b>						
F&E Repair & Maintenance	\$3,920.11	\$0.00	\$27,768.98	\$75,400.00	\$47,631.02	36.8%
Telecommunications	\$422.87	\$0.00	\$40,638.41	\$87,360.00	\$46,721.59	46.5%
Software & Licensing	\$26,914.32	\$675.00	\$195,954.40	\$312,697.00	\$116,742.60	62.7%
Cataloging & Processing	\$3,505.78	\$0.00	\$46,172.94	\$64,890.00	\$18,717.06	71.2%
<b>Total</b>	<b>\$34,763.08</b>	<b>\$675.00</b>	<b>\$310,534.73</b>	<b>\$540,347.00</b>	<b>\$229,812.27</b>	<b>57.5%</b>
<b>Purchased Services</b>						
Security	\$7,892.54	\$0.00	\$58,205.73	\$113,471.00	\$55,265.27	51.3%
Insurance	\$1,828.78	\$0.00	\$55,753.96	\$80,500.00	\$24,746.04	69.3%
Legal Services	\$456.00	\$0.00	\$3,033.00	\$15,000.00	\$11,967.00	20.2%
Contracted Services	\$7,435.45	\$9,325.00	\$133,121.34	\$226,150.00	\$93,028.66	58.9%
Printing Services	\$2,432.14	\$30,012.00	\$77,035.84	\$85,000.00	\$7,964.16	90.6%
Advertising	\$3,230.40	\$11,306.60	\$44,119.42	\$62,000.00	\$17,880.58	71.2%
<b>Total</b>	<b>\$23,275.31</b>	<b>\$50,643.60</b>	<b>\$371,269.29</b>	<b>\$582,121.00</b>	<b>\$210,851.71</b>	<b>63.8%</b>
<b>Other Expenditures</b>						
Miscellaneous Operating	\$1,482.16	\$0.00	\$19,207.53	\$43,730.00	\$24,522.47	43.9%
Tax Charge Backs	\$1,196.80	\$0.00	\$95,432.43	\$175,000.00	\$79,567.57	54.5%
Travel & Conference-Director	\$225.00	\$0.00	\$658.23	\$4,000.00	\$3,341.77	16.5%
Travel & Conference	\$1,462.04	\$0.00	\$9,607.38	\$45,700.00	\$36,092.62	21.0%
Staff Development	\$25.00	\$0.00	\$7,498.38	\$31,770.00	\$24,271.62	23.6%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
Miscellaneous Disbursements	\$1,517.70	\$0.00	\$36,482.56	\$63,909.00	\$27,426.44	57.1%
Vehicle Maintenance	\$226.10	\$0.00	\$2,095.82	\$3,780.00	\$1,684.18	55.4%
Programming Expenditures	\$12,529.09	\$0.00	\$66,658.89	\$137,800.00	\$71,141.11	48.4%
Rent	\$2,343.06	\$1,050.00	\$24,112.54	\$31,100.00	\$6,987.46	77.5%
<b>Total</b>	<b>\$21,006.95</b>	<b>\$1,050.00</b>	<b>\$261,753.76</b>	<b>\$539,789.00</b>	<b>\$278,035.24</b>	<b>48.5%</b>
<b>Total</b>	<b>\$743,925.83</b>	<b>\$140,838.19</b>	<b>\$6,464,558.03</b>	<b>\$10,416,287.00</b>	<b>\$3,951,728.97</b>	<b>62.1%</b>
<b>Transfers</b>						
<b>Transfers In</b>						
<b>Transfers from other funds</b>	\$0.00	\$0.00	\$0.00	(\$5,638.53)	(\$5,638.53)	0.0%
<b>Total Transfers In</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$5,638.53)</b>	<b>(\$5,638.53)</b>	<b>0.0%</b>
<b>Transfers Out</b>						
<b>Transfers to other funds</b>	\$400,000.00	\$0.00	\$500,000.00	\$1,481,000.00	\$981,000.00	33.8%
<b>Total</b>	<b>\$400,000.00</b>	<b>\$0.00</b>	<b>\$500,000.00</b>	<b>\$1,481,000.00</b>	<b>\$981,000.00</b>	<b>33.8%</b>
<b>Total</b>	<b>\$400,000.00</b>	<b>\$0.00</b>	<b>\$500,000.00</b>	<b>\$1,475,361.47</b>	<b>\$975,361.47</b>	<b>33.9%</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$11,057,167.29</b>	<b>\$0.00</b>	<b>\$5,956,932.55</b>	<b>\$5,956,932.55</b>	<b>\$0.00</b>	<b>100.0%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$1,084,624.66)</b>	<b>(\$140,838.19)</b>	<b>\$3,875,194.89</b>	<b>(\$637,044.47)</b>	<b>(\$4,512,239.36)</b>	<b>(608.3%)</b>
<b>ENDING FUND BALANCE</b>	<b>\$9,972,542.63</b>	<b>(\$140,838.19)</b>	<b>\$9,832,127.44</b>	<b>\$5,319,888.08</b>	<b>(\$4,512,239.36)</b>	<b>184.8%</b>

# Kalamazoo Public Library Capital Improvement Plan Through February 28, 2013

	Actual	Encumbrance	Year to Date	Budget	Variance
<b>Revenues</b>					
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc. Receipts	\$35,000.00	\$0.00	\$35,000.00	\$73,500.00	(\$38,500.00)
Other Local Gifts & Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Local Gifts & Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Revenues</b>	<b>\$35,000.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>	<b>\$73,500.00</b>	<b>(\$38,500.00)</b>
<b>Expenses</b>					
Integrated Library System	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Furniture & Equipment	\$0.00	\$11,260.51	\$22,723.17	\$357,550.00	\$334,826.83
Building Alterations	\$0.00	\$16,787.00	\$50,440.74	\$278,225.00	\$227,784.26
Automation	\$0.00	\$0.00	\$173,011.21	\$315,966.00	\$142,954.79
RFID	\$0.00	\$0.00	\$2,791.96	\$34,628.00	\$31,836.04
Reserve for Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$28,047.51</b>	<b>\$248,967.08</b>	<b>\$998,683.00</b>	<b>\$749,715.92</b>
<b>Transfers</b>					
Transfers In			\$400,000.00	\$400,000.00	\$0.00
<b>BEGINNING FUND BALANCE</b>	<b>\$1,307,948.48</b>	<b>\$0.00</b>	<b>\$1,556,915.56</b>	<b>\$1,528,868.05</b>	<b>\$28,047.51</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$0.00</b>	<b>(\$28,047.51)</b>	<b>\$157,985.41</b>	<b>\$103,565.00</b>	<b>\$54,420.41</b>
<b>ENDING FUND BALANCE</b>	<b>\$1,307,948.48</b>	<b>(\$28,047.51)</b>	<b>\$1,714,900.97</b>	<b>\$1,632,433.05</b>	<b>\$82,467.92</b>

Project	Project Description	Beginning Balance	Net Change	Ending Balance
802	Library Systems	\$12,314.00	\$0.00	\$12,314.00
811	Carpet Master Plan/1st Renovation	\$134,441.00	\$0.00	\$134,441.00
812	AV/Tech Center/Rotunda	\$5,733.00	\$0.00	\$5,733.00
814	Chairs - Multiple Departments	\$1,041.84	\$0.00	\$1,041.84
815	Laptop chairs & Workspaces-Oshtemo	\$15,500.00	\$0.00	\$15,500.00
818	Central Youth/2nd Floor Space Project	\$7,749.50	\$0.00	\$7,749.50
821	Oshtemo Concrete	\$4,400.00	\$0.00	\$4,400.00
823	Generator - Oshtemo	\$11,000.00	\$0.00	\$11,000.00
824	Generator - Eastwood	\$6,000.00	\$0.00	\$6,000.00
825	Central Chiller/Cooling Tower	\$546.02	\$0.00	\$546.02
827	Security Camera System	\$17,500.00	\$0.00	\$17,500.00
831	Automation Replacement	\$29,120.39	\$0.00	\$29,120.39
832	Hardware	\$10,002.40	\$0.00	\$10,002.40
837	Management Server Replacement 2013	\$12,000.00	\$0.00	\$12,000.00
839	Envisionware	\$2.00	\$0.00	\$2.00
851	RFID 3M	\$0.04	\$0.00	\$0.04
861	IT Workroom Furnishings	\$4,000.00	\$0.00	\$4,000.00
862	Oshtemo Chair Dollies	\$1,100.00	\$0.00	\$1,100.00
863	Eye Wash Stations	\$850.24	\$0.00	\$850.24
864	Washington Square Envelope	\$930.00	\$0.00	\$930.00
865	Game Carts - Teen	\$12,265.00	\$0.00	\$12,265.00
866	Laptops for IT, MAC, Teen	\$6,000.00	\$0.00	\$6,000.00
867	RFID Pad Replacement	\$5,783.00	\$0.00	\$5,783.00
868	Photocopier-Patron Svcs	\$21.00	\$0.00	\$21.00
869	2013 Furniture Option-Rearrangement Project	\$17,000.00	\$0.00	\$17,000.00
870	2013 Renovations-Youth/History/Camp	\$112,000.00	\$0.00	\$112,000.00
871	Eastwood Server Closet Adaptation	\$7,000.00	\$0.00	\$7,000.00
<b>Totals:</b>		<b>\$434,299.43</b>	<b>\$0.00</b>	<b>\$434,299.43</b>

**Kalamazoo Public Library**  
**Other Gifts Revenue and Expenditure Summary**  
Through February 28, 2013

	February	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Revenue</b>						
Fines and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Local Support	\$80.71	\$0.00	\$26,533.24	\$24,000.00	(\$2,533.24)	110.6%
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Other	\$0.00	\$0.00	\$1,015.00	\$0.00	(\$1,015.00)	0.0%
<b>Total Revenue</b>	<b>\$80.71</b>	<b>\$0.00</b>	<b>\$27,548.24</b>	<b>\$24,000.00</b>	<b>(\$3,548.24)</b>	<b>114.8%</b>
<b>Expenditures</b>						
<b>Salaries</b>						
Librarian Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Hourly Staff	\$0.00	\$0.00	\$632.65	\$5,000.00	\$4,367.35	12.7%
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$632.65</b>	<b>\$5,000.00</b>	<b>\$4,367.35</b>	<b>12.7%</b>
<b>Benefits</b>						
Employer FICA-Medicare	\$0.00	\$0.00	\$30.33	\$383.00	\$352.67	7.9%
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30.33</b>	<b>\$383.00</b>	<b>\$352.67</b>	<b>7.9%</b>
<b>Materials</b>						
Adult Books	\$179.70	\$31.95	\$236.57	\$2,000.00	\$1,763.43	11.8%
Juvenile Books	\$0.00	\$0.00	\$6,361.00	\$27,500.00	\$21,139.00	23.1%
Periodicals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Audio-Visual Material	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Digital Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total</b>	<b>\$179.70</b>	<b>\$31.95</b>	<b>\$6,597.57</b>	<b>\$29,500.00</b>	<b>\$22,902.43</b>	<b>22.4%</b>
<b>Supplies</b>						
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Marketing Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Departmental Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0%</b>
<b>Purchased Services</b>						
Contracted Services	\$544.50	\$0.00	\$4,842.05	\$5,000.00	\$157.95	96.8%
Printing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total</b>	<b>\$544.50</b>	<b>\$0.00</b>	<b>\$4,842.05</b>	<b>\$5,000.00</b>	<b>\$157.95</b>	<b>96.8%</b>
<b>Other Expenditures</b>						
Miscellaneous Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Travel & Conference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Miscellaneous Disbursemen	\$0.00	\$0.00	\$4,347.79	\$9,876.00	\$5,528.21	44.0%
Programming Expenditures	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.0%
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,347.79</b>	<b>\$29,876.00</b>	<b>\$25,528.21</b>	<b>14.6%</b>
<b>Total Expenditures</b>	<b>\$724.20</b>	<b>\$31.95</b>	<b>\$16,450.39</b>	<b>\$69,759.00</b>	<b>\$53,308.61</b>	<b>23.6%</b>
<b>Transfers</b>						
<b>Transfers In</b>						
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Transfers In</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0%</b>
<b>Transfers Out</b>						
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$5,638.53	\$5,638.53	0.0%
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,638.53</b>	<b>\$5,638.53</b>	<b>0.0%</b>
<b>Total Transfers</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,638.53</b>	<b>\$5,638.53</b>	<b>0.0%</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$205,025.06</b>	<b>\$0.00</b>	<b>\$193,251.77</b>	<b>\$193,251.77</b>	<b>\$0.00</b>	<b>100.0%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$643.49)</b>	<b>(\$31.95)</b>	<b>\$11,097.85</b>	<b>(\$51,397.53)</b>	<b>(\$62,495.38)</b>	<b>(21.6%)</b>
<b>ENDING FUND BALANCE</b>	<b>\$204,381.57</b>	<b>(\$31.95)</b>	<b>\$204,349.62</b>	<b>\$141,854.24</b>	<b>(\$62,495.38)</b>	<b>144.1%</b>

Project ID	Project Description	Beginning Balance	Adjustments	Net Change	Ending Balance
233	Ready to Read - Gifts	\$38,966.00	\$0.00	\$868.24	\$39,834.24
235	Ready to Read - Spelling Bee	\$26,489.19	\$0.00	\$8,944.17	\$35,433.36
301	Gifts & Memorials - Materials	\$3,021.99	\$0.00	\$20.38	\$3,042.37
303	History Room Gifts	\$13,491.18	\$0.00	\$1,494.97	\$14,986.15
304	Friedman Room Gift	\$5,638.53	\$0.00	\$0.00	\$5,638.53
307	ONEplace Nonprofit Services	\$22,310.57	\$0.00	\$0.00	\$22,310.57
380	Scholarships/Administration Mini-Grants	\$524.80	\$0.00	\$0.00	\$524.80
381	Staff Appreciation Mini-Grant	\$201.14	\$0.00	(\$181.38)	\$19.76
382	Adult Services Mini-Grants	\$143.80	\$0.00	\$0.00	\$143.80
383	History Room Mini-Grant	\$500.00	\$0.00	\$0.00	\$500.00
387	Oshemo Mini-Grant	\$517.25	\$0.00	\$0.00	\$517.25
388	Powell Mini-Grant	\$1,082.01	\$0.00	\$0.00	\$1,082.01
389	Washington Square Mini-Grant	\$111.18	\$0.00	\$0.00	\$111.18
390	Teen Services Mini-Grant	\$700.00	\$0.00	\$0.00	\$700.00
391	Children's Mini-Grant	\$995.84	\$0.00	\$0.00	\$995.84
397	KCF - Local History Fund	\$78,558.29	\$0.00	\$0.00	\$78,558.29
<b>Totals:</b>		<b>\$193,251.77</b>	<b>\$0.00</b>	<b>\$11,146.38</b>	<b>\$204,398.15</b>

**Kalamazoo Public Library  
Endowment Fund  
Report date: February 2013  
Balances as of: January 2013**

	12/31/2012		%	1/31/2013		%
	<u>Cost</u> <u>Basis</u>	<u>Market</u> <u>Basis</u>	<u>Cost to</u> <u>Market</u> <u>Increase</u>	<u>Cost</u> <u>Basis</u>	<u>Market</u> <u>Basis</u>	<u>Cost to</u> <u>Market</u> <u>Increase</u>
<b><u>Ameritrade Investments</u></b>						
Money Market Account - FDIC	\$ 150,331.23	\$ 150,331.23	0.0%	\$ 219,770.88	\$ 250,280.69	13.9%
Stocks	\$ 1,233,334.68	\$ 1,719,720.65	39.4%	\$ 1,196,600.81	\$ 1,827,628.00	52.7%
Fixed Income Investments	\$ 1,345,372.27	\$ 1,355,930.25	0.8%	\$ 1,245,537.27	\$ 1,256,297.00	0.9%
	\$ -	\$ -		\$ -	\$ -	
<b>Total Value</b>	<u>\$ 2,729,038.18</u>	<u>\$ 3,225,982.13</u>	<u>18.2%</u>	<u>\$ 2,661,908.96</u>	<u>\$ 3,334,205.69</u>	<u>25.3%</u>

**Fund Balance**

Assigned for Children's Endowment	\$ 16,774.94	\$ 16,941.51
Kalamazoo Public Library Endowment	\$ 3,209,207.19	\$ 3,317,264.18

**Year to Date Revenue & Expenditures**

Gift Income-additions to principal	\$ -	\$ -
Dividend and Interest Income	\$ 25,970.66	\$ 30,868.46
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ 163,450.72	\$ 271,724.82
Arcadia Investment Management Fee/Other	\$ (10,021.08)	\$ (14,969.42)
Net Change	\$ 179,400.30	\$ 287,623.86

**Summary:**

January activity included the sale of fixed income certificates of deposit and a correction of historical cost to reflect the December sale of 900 shares of Omnicom Group Inc. stock. The quarterly investment management fee paid to Arcadia Investment Management totaled \$4,948.34 during January.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Child Safety Policy**

DATE: March 25, 2013

**RECOMMENDATION:**

**I recommend board approval of the attached “Child Safety Policy”, to replace the “Unattended Children Policy”, also attached.**

**EXECUTIVE SUMMARY:**

This recommended policy emphasizes safety, rather than “unattended children” to reflect changes in society since the original policy was approved twenty years ago. There is also a need to more clearly define the caregiver: someone who is able to attend to the child’s safety and insure appropriate behavior. Based on our experience, we have also increased the age from five to six at which children may be left alone with a caregiver elsewhere in the building.

We continue our review of board approved library policies and expect to bring several to you over the next year.

This policy would be effective upon board approval.

## **Child Safety Policy**

KPL encourages parents to consider the safety and well-being of their children when visiting KPL.

We welcome children to use the facilities and services of the public library. However, the responsibility for the care, safety, and behavior of children using the library rests with the parent, guardian, or caregiver (age 12 and older) who is able to attend to the child's safety and insure appropriate behavior. All patrons, including children, are expected to comply with the library's Rules of Behavior. Children and their caregivers who do not abide by these rules may be asked to leave the library.

Children age five and younger must have a parent or caregiver in the immediate vicinity and in visual contact with the child.

Children from age six through eight may be left alone in the Children's Room at Central Library, or the children's area of a Branch Library, provided a parent, guardian, or caregiver (age 12 and older) is in the building.

Children age nine and older who can understand and follow the Rules of Behavior and who can care for themselves may use the Library unattended, subject to the Rules of Behavior and policies of the library. Children who do not abide by these rules may be asked to leave the library; this possibility should be taken into account when deciding whether to leave a child unattended in the library.

Exceptions to this are for children up to age nine attending a library program; the parent or caregiver must remain in the library building and rejoin the child at the end of the program.

When the safety of an unattended child is in doubt, or the parent or caregiver cannot be located, or if the library is closing, library staff are authorized to call Kalamazoo Department of Public Safety and stay with the child until police arrive. Police may then decide to keep the child in their custody until a parent or guardian can be contacted.

The library is not responsible if children leave library property unattended.

**3/5/13**

## Unattended Children Policy

Policy #013

Adopted: March 22, 1993

Effective: March 22, 1993

“Unattended” means that the parent/care giver is not in the Library building with the child.

Children under the age of seven should be attended and adequately supervised by a responsible adult or mature adolescent over the age of 12. Children aged four and younger may not be left in the Children's Room (Main Library)/Children's Area (branches) unless attending scheduled library programs. Children aged five and six may be left alone in the Children's Room/Area provided a responsible adult or mature adolescent is in the building. Children aged seven and older may use the Library unattended subject to the Rules of Behavior and policies of the Kalamazoo Public Library.

Parents/legal guardians are responsible for their children's safety and behavior while in the Library or on Library property and will be held responsible for damage to Library property caused by their children.

If it is determined by Library staff that a child is left unattended, a staff person shall try to locate the parent/care giver following established procedures.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Equal Employment Opportunity Policy  
and Anti-Harassment Policy**

DATE: March 25, 2013

**RECOMMENDATION:**

**I recommend board approval of the two attached policies “Equal Employment Opportunity Policy” and “Anti-Harassment Policy” to replace the current ones originally adopted in March 1994 and also attached for reference.**

**EXECUTIVE SUMMARY:**

Both of these policies have been revised to eliminate some redundancy, for clarity, and to reflect changes; for example, HIV/AIDS is now considered a disability and is not singled out in an EEO policy.

We have also included the procedures for implementation of the anti-discrimination claim rather than in a separate document. This follows the model of other institutions and, we believe, will be clearer to staff who might have an issue.

These policies have been reviewed by the Personnel Committee and come to the full board with committee support.

Upon board approval, these policies will become effective immediately and will be formatted in the consistent style to which we are moving as we revise and review all policies. They would also become the basis for staff training to be carried out over the next few months.

## Kalamazoo Public Library

### Equal Employment Opportunity Policy

Equal Employment Opportunity is a fundamental principle at the Kalamazoo Public Library, where employment opportunities are based on job qualifications without discrimination based on race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status or any other characteristic protected by applicable law. The library will make reasonable accommodations for employees and job applicants with disabilities.

Kalamazoo Public Library's commitment to equal opportunity is applied to all personnel policies and practices, including but not limited to, recruitment and hiring, training, promotion, transfer, compensation, benefits, discipline, termination as well as social and recreational activities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations.

## Equal Employment Opportunity Policy

Policy #015

Adopted: March 28, 1994

Effective: March 28, 1994

Revised: June 26, 2000

Revised: December 14, 2009

Kalamazoo Public Library will take all necessary steps to ensure that each employee's work environment is free of unlawful discrimination or harassment based on race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status, or any other characteristic protected by federal, state or local law or ordinance.

All employees and job applicants are guaranteed equality of employment opportunity. The employer will not discriminate against any worker or applicant on the basis of race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status, or any other characteristic protected by federal, state or local law or ordinance. The employer will make reasonable accommodations for job applicants and employees with disabilities.

All personnel policies and practices of the organization, including compensation, benefits, discipline, safety and health programs, as well as social and recreational activities, will be administered and conducted without regard to any individual's race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status, or any other characteristic protected by federal, state or local law or ordinance.

Workers with HIV/AIDS or AIDS-related complex are protected by state and federal handicap discrimination laws. Michigan law prohibits discrimination against the handicapped and Michigan has officially declared AIDS to be a handicap. Moreover, the Americans with Disabilities Act clearly protects individuals with AIDS from discrimination in employment (as does the Rehabilitation Act of 1973 and the Employment Retirement Income Security Act.) Employers have a legal obligation to make reasonable accommodations for AIDS-infected workers just as they would for other handicapped or disabled workers who are otherwise qualified to perform the essential functions of their job.

Reviewed by administration 12/08

## **Kalamazoo Public Library**

### **Anti-Harassment Policy**

The Kalamazoo Public Library is committed to providing and sustaining a work environment that is free from prohibited discrimination and harassment. Discrimination or harassment on the basis of any activity or characteristic protected by applicable law, which include race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, and marital status is prohibited.

The library will not tolerate unlawful discrimination or harassment of any kind. Unlawful discrimination includes harassment on any of these bases that has the purpose or effect of unreasonably interfering with an individual's work performance or that creates an intimidating, offensive or hostile environment. Through enforcement of this policy and by education of staff, the library will seek to prevent, correct and discipline behavior that violates this policy. Employees should promptly report any incidents of harassment they experience or observe, as well as any suspected retaliation related to a complaint to library administration or the human resources manager. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances. Every report of perceived harassment will be investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge.

The library will not tolerate retaliation against any employees or other person who in good faith reports a violation or perceived violation of this policy, or retaliation against any employee or other person who participates in any investigations as a witness or otherwise.

### **Definitions**

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, and marital status. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

## **Forms of Harassment**

**Verbal:** Oral or written communications (to include postings to social media sites whether or not associated or affiliated with KPL) that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on age, disability, marital status, national origin, race or color, religion, sex, sexual orientation or gender identity.

**Nonverbal:** Conduct such as staring, leering and giving inappropriate gifts; physical conduct such as assault or unwanted touching. Visual images such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy and electronic form.

## **Sexual Harassment**

Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, that lowers morale and therefore interferes with work effectiveness. Sexual harassment may take different forms.

**Verbal:** Oral or written communications (to include postings to social media sites whether or not associated or affiliated with KPL) that contain sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats. Requests for any type of sexual favor (this includes repeated, unwelcome requests for dates). Verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.

**Nonverbal:** The distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, email, photos, text messages, Internet postings, etc., that is sexual in nature.

**Physical:** Unwelcome, unwanted physical contact, including but not limited to touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

## Complaint Resolution Process

KPL encourages individuals who believe they are being harassed or have experienced discrimination in any form to firmly and promptly notify the offender that his/her behavior is unwelcome.

The library recognizes that such a communication may not be possible and has established a complaint resolution process. Any person electing to utilize this process will be treated courteously, the problem handled swiftly and as confidentially as feasible in light of the need to take appropriate corrective action, and the registering of a complaint will in no way be used against the individual nor will it have an adverse impact on the individual's employment status. While reporting such incidents may be a difficult personal experience, allowing harassment activities to continue will most certainly lead to less desirable outcomes. For that reason, individuals are strongly urged to utilize this process.

An individual who feels harassed, discriminated or retaliated against may initiate the complaint process by reporting the incident to their supervisor or human resources manager. The complainant (the individual making the complaint) will then be asked to submit a written and signed complaint with the HR manager utilizing *the Discrimination & Harassment Complaint form* (on myKPL). No formal action will be taken against any person under this policy unless a written and signed complaint is on file containing sufficient details to allow the HR manager to determine if the policy may have been violated. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an coming forward, the supervisor or manager should immediately report it to the HR manager.

Upon receiving the complaint, or being advised by a supervisor or manager that violation of this policy may be occurring, the HR manager will:

1. Initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
2. Notify the person(s) charged [hereafter referred to as "respondent(s)"] of a complaint.
3. During the investigation, the HR manager, together with other management employee(s), will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
4. Within 15 business days of the complaint being filed (or the matter being referred to the HR manager), the HR manager or other person conducting the investigation will conclude the investigation and submit a report of his or her findings to the library director.
5. If it is determined that harassment or discrimination in violation of the library's policy has occurred, the HR manager will recommend appropriate disciplinary action. The appropriate action will depend on the following factors: (a) The severity, frequency and pervasiveness of the conduct; (b) Prior complaints made by the complainant; (c) Prior complaints made against the respondent; (d) The quality of the evidence (first-hand knowledge, credible corroboration etc.).
6. If the investigation is inconclusive or it is determined that there has been no harassment or

discrimination in violation of this policy, but some potentially problematic conduct is revealed, preventative action may be taken.

7. Within five (5) days after the investigation is concluded, the HR manager will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation and to inform them of the action being recommended by the HR manager.

8. The complainant and the respondent may submit statements to the HR manager challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting with the HR manager in which the findings of the investigation is discussed.

9. Within 10 days from the date the HR manager meets with the complainant and respondent, the company will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the HR manager and other management staff as may be appropriate and decide what action, if any, will be taken. The HR manager will report the library's decision to the complainant, the respondent and the appropriate management assigned to the department(s) in which the complainant and the respondent work. The library's decision will be in writing and will include finding of fact and a statement for or against disciplinary action. If disciplinary is to be taken, the sanction will be stated.

### **False Accusations**

If an investigation results in a finding that the complainant falsely accused another of discrimination or harassment knowingly or in a malicious manner, the complainant will be subject to appropriate remedial action up to and including possible termination.

### **Appeals Process**

If either the complainant or respondent involved in a discrimination or harassment investigation is dissatisfied with the manner in which the issue is being handled, timeliness, or the outcome or resolution, that individual may appeal the decision. Written comments should be submitted to the library director 10 days from the date of the library's written decision.

## Anti-Discrimination and Harassment Policy

Policy #014

Adopted: January 26, 2004

Effective: January 26, 2004

Revised: December 14, 2009

### Philosophy

The Kalamazoo Public Library's (KPL) goal is to provide its employees with a working environment that is free from unlawful and/or prohibited discrimination and harassment. KPL does not tolerate discrimination or harassment (whether verbal, physical, or environmental), nor does it tolerate reprisals against those who file good faith discrimination and/or harassment complaints.

KPL does not tolerate discrimination or harassment of its employees (or patrons) based on the following characteristics/protected classifications: race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status, or any other characteristic protected by federal, state, or local law or ordinance.

### Definitions

Discrimination is generally defined as different or disparate treatment of those who are similarly situated, or where there is a disparate impact on those within a protected classification.

Harassment is generally defined as verbal/non-verbal, written, and/or physical conduct that denigrates, humiliates, or shows hostility or aversion towards another individual.

### Prohibited Conduct

Discrimination and/or harassment are prohibited and will not be tolerated when directed at another person because of that person's race, color, religion, sex/gender, national origin, age, disability/handicap, height, weight, familial status, marital status, veteran status, sexual orientation, or other characteristic protected by federal, state, or local law or ordinance.

### Additional Information About Harassment

Prohibited harassment may occur when:

- Submission to or tolerance of such conduct is either explicitly or implicitly made a term or condition of employment. Sexual harassment is a specific form of harassment, and may include conduct aimed at gaining sexual favors as a quid pro quo (i.e. in exchange) for employment, advancement, or some other tangible benefit;
- Submission to or tolerance of (or in the case of sex harassment, rejection of) such conduct by an employee is used as a basis for employment decisions such as promotions, assignment, demotion, discipline, or discharge;

- Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment by unreasonably interfering with an employee's work performance or otherwise adversely affecting an individual's employment opportunities.

Harassment can take many forms, but the most common are:

- Verbal: epithets, slurs, negative stereotyping, jokes, sexual innuendo, suggestive comments, insults, threats, comments about an individual, his/her body or other sexual matters, or other verbally threatening, intimidating, hostile or offensive acts relating to an individual's protected characteristics.
- Nonverbal: pictures, making suggestive or insulting noises, staring/leering, whistling, gestures, touching, pinching, impeding movement, or other non-verbal threatening, intimidating, hostile or offensive acts relating to an individual's protected characteristics.
- Written: poems, letters, cartoons, or other visual or physical renderings that denigrate or show hostility or aversion toward another person because of his/her inclusion within a protected classification.

#### Individuals Covered by This Policy

This policy protects all KPL employees and applies to all who come into contact with KPL personnel, including other staff, vendors, visitors, etc.

**Director's Report  
March 2013**

From the director

1. Recent meetings and events attended include DDA, DKI, the usual internal meetings, and a variety of library programs.
2. Directors from Jackson, Battle Creek, Holland, Grand Rapids, Kent District, and I met for our semi-annual informal sharing / discussing day. Our conversation was wide ranging and included strategic planning, budgetary challenges, digital services, loaning tablet and ereaders.
3. Attached is the library schedule for 2013 / 2014. With the exception of staff day, this follows our pattern of previous years. We are planning to have staff day earlier in the fall than in recent years.
4. *First Saturday @ KPL* was included in an article on literacy collaborations in the January / February issue of *Public Libraries*.
5. I participated in a random phone survey of Urban Library Council (ULC) members to assess their services. I'm a strong supporter and our ULC membership has served us well, so my comments were very supportive.
6. And speaking of ULC, several staff and a trustee attended a ULC webinar on millage / bond campaigns. There were several good take-aways, including the advice to poll well in advance of the vote. Most of it was good review for us and confirmed what we have done in previous campaigns.
7. Citizens were invited to complete our survey through a link on our website and through our email newsletter. The link was available for three weeks; Kercher Center staff are now compiling the results; we hope to have a report in mid-April.

Create young readers

8. We're working with the PEEP (pre-kindergarten) classes in KPS so that all their students have library cards.

Stimulate imagination

9. Visits by KPS first graders have resumed and are scheduled throughout March and April. This is the third visit so they are now proficient library users and proud of their library cards!

10. *Global Reading Challenge* is now underway in 18 elementary schools. School challenges are in March, with one team from each school advancing to the branch challenges to be held in mid-April. The final challenge is on Monday evening, April 22.
11. About 225 attended the first anniversary of *First Saturday @ KPL* and Dr. Seuss's birthday party in March. Our partners were KPS and the Northside Ministerial Alliance. About 15-18 KPS staff members offered activities around the building along with our staff.
12. *Reading Together 2013* is off to a strong start and steady circulation of the book. About 260 people attended the March Art Hop that featured artwork from EFA students inspired by themes in the book. Nearly 400 attended Amy Waldman's talk on March 5 and more than 50 the following day at K College. She ended her visit here with a live chat through MLIVE.
13. "Blind Date" books were flying off the shelves for Valentine's Day. Staff selected, wrapped, decorated and re-stocked the display.

#### Operations

14. "Google Translate", a free website translation service, has been added to our website. A user is able to translate the full text of the website into 65 different languages. While machine translations are seldom perfect, the result for us is an acceptable translation of website content with no additional maintenance on our part.
15. With the changes resulting from LEAN implementation, most days returned items on back on the shelves within hours of being returned.
16. LEAN Team is now working in the discharge and delivery area at Oshtemo. Most of the old bookmobile shelving has been removed and a second discharge station has been installed. The team is continuing to review workflow in the area and are organizing and labeling.
17. Law library staff recently had an inservice day to hear and learn from local attorneys about legal issues that potentially effect law library service delivery. Topics included consumer issues, the new parentage act, and custody issues.
18. Adult Services staff have begun a schedule of roaming help at Central. Staff are assigned ½ hour shifts Monday through Friday from 11:30 – 3:00. Roamers will walk throughout the building offering readers advisory, directional, or general help to patrons as well as being a "staff presence" in low traffic areas that have experienced theft activity.
19. Incorporating HR employee information is the next step in the Financial Edge system along with e-mailing direct deposit notices and updating employee contact information.

**VII. A.**

20. Our security camera system is in the process of an upgrade. It will include four new cameras and a device to convert the analog feed from the existing cameras to digital information that can be stored and viewed in an advanced search and retrieval software package.
21. A blower has been installed above the first floor vestibule, as well as an improvised manifold to create an air cushion at the entry way at central. This is an attempt to keep the cold air from blowing into the circ desk and rotunda area and seems to be making a positive impact.

## Kalamazoo Public Library

2013/2014

### Library Schedule

Thursday, July 4 <sup>th</sup> , 2013	Closed (Independence Day)
Monday, September 2 <sup>nd</sup> , 2013	Closed (Labor Day)
Thursday, September 5 <sup>th</sup> , 2013	First Thursday Evening Open (Winter Hours Begin)
Sunday, September 8 <sup>th</sup> , 2013	First Sunday Open
Thursday, September 12 <sup>th</sup> , 2013	Staff Day
Wednesday, November 27 <sup>th</sup> , 2013	Close at 5:00 p.m. (Schedule Adjustment)
Thursday, November 28 <sup>th</sup> , 2013	Closed (Thanksgiving Day)
Tuesday, December 24 <sup>th</sup> , 2013	Closed (Christmas Eve)
Wednesday, December 25 <sup>th</sup> , 2013	Closed (Christmas)
Tuesday, December 31 <sup>st</sup> , 2013	Close at 5:00 p.m. (Schedule Adjustment)
Wednesday, January 1 <sup>st</sup> , 2014	Closed (New Year's Day)
Sunday, April 20 <sup>th</sup> , 2014	Closed (Easter Day)
Thursday, May 15 <sup>th</sup> , 2014	Last Thursday Evening of Service
Sunday, May 18 <sup>th</sup> , 2014	Last Sunday of Service (Summer Hours Begin)
Monday, May 26 <sup>th</sup> , 2014	Closed (Memorial Day)

**KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
February 28, 2013**

<b>Agency</b>	<b>Central Library</b>	<b>East wood</b>	<b>Oshtemo</b>	<b>Powell</b>	<b>Washington Square</b>	<b>Total</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>% Change</b>
<b><u>Print Material</u></b>									
Adult	22304	1273	8583	523	1633	34316	312155	317001	-2%
ebooks	2283					2283	18216	9611	90%
Teen	2883	123	852	36	126	4020	42884	47170	-9%
Juvenile	<u>11853</u>	<u>1173</u>	<u>7285</u>	<u>223</u>	<u>921</u>	<u>21455</u>	<u>213642</u>	<u>201790</u>	6%
<b>Total Print Material</b>	<b>39323</b>	<b>2569</b>	<b>16720</b>	<b>782</b>	<b>2680</b>	<b>62074</b>	<b>586897</b>	<b>575572</b>	2%
		0	0	0	0	0			
<b><u>Non-Print Material</u></b>									
Audio-Book	1802	75	816	12	106	2811	26582	30287	-12%
Audio-Music	5280	303	1031	308	302	7224	69483	69724	0%
Video/DVD	32671	3583	8538	3042	5111	52945	479489	388314	23%
Other	55	22	197	15	16	305	3420	4533	-25%
Overdrive:eaudiobooks	624					624	5752	2668	116%
<b>Total Non-Print Material</b>	<b>40432</b>	<b>3983</b>	<b>10582</b>	<b>3377</b>	<b>5535</b>	<b>63909</b>	<b>584726</b>	<b>495526</b>	18%
<b>Total Circulation</b>	<b>79755</b>	<b>6552</b>	<b>27302</b>	<b>4159</b>	<b>8215</b>	<b>125983</b>	<b>1171623</b>	<b>1071098</b>	9%
<b>Computer Usage</b>									
*Onsite Computer Use	7907	693	1119	616	531	10866	97912		
Computer Usage Remote						2809318	21558814	18826942	15%
Wireless Internet	1803	148	316	221	80	2568	24719	17758	39%
<b>Database Statistics</b>									
Database Sessions	1444					1444	10394	10169	2%
Database Searches	50699					50699	337541	279717	21%
<b>Total Registrations</b>	988	54	234	16	28	1320	7840	6587	19%

\* Due to new computer management software being used at the library. Yearly totals are not comparable

KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
February 28, 2013

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<b><u>Programs/Tours</u></b>									
In-House									
Adult Events	17	2	6	5	0	30	168	170	-1%
Attendance	255	58	117	68	0	498	3111	4886	-36%
Teen Events	11	1	0	1	0	13	77	66	17%
Attendance	591	28	0	21	0	640	2558	1614	58%
Juvenile Events	23	10	18	11	1	63	561	489	15%
Attendance	181	182	646	114	15	1138	17360	15475	12%
<b>Outreach</b>									
Adult Events	0	0	0	0	0	0	10	5	100%
Attendance	0	0	0	0	0	0	1259	554	127%
Teen Events	1	0	0	0	0	1	2	6	-67%
Attendance	600	0	0	0	0	600	737	1036	-29%
Juvenile Events	0	2	0	6	3	11	57	37	54%
Attendance	0	28	0	96	94	218	3178	3478	-9%
<b>Total Events</b>	<b>52</b>	<b>15</b>	<b>24</b>	<b>23</b>	<b>4</b>	<b>118</b>	<b>875</b>	<b>773</b>	<b>13%</b>
<b>Total Attendance</b>	<b>1627</b>	<b>296</b>	<b>763</b>	<b>299</b>	<b>109</b>	<b>3094</b>	<b>28203</b>	<b>27043</b>	<b>4%</b>
<b>Law Library</b>									
Visitors	268						<b>1907</b>		
Phone Calls	114						<b>850</b>		
Questions Answered	410						<b>2798</b>		

\* New statistics for Law Library doesn't include July 2012