



Kalamazoo Public Library

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PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
February 23, 2015, 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 January 26, 2015
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending January 31, 2015.
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Community Postings Policy
 - B. Hub Card for Non-Residents
 - Reports
 - C. Virtual Library Report – Gary Green & Keith Howard
 - D. Phone System Status Report – Gary Green
 - E. Eastwood Roof Challenges – Susan Lindemann
 - F. 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. Conflict of Interest Policy – Lisa Godfrey
 - B. Board Committee Assignments – Bruce Caple
 - C. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. ADJOURNMENT

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: January 26, 2015
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

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

Absent: None

CALL TO ORDER:

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

OATH OF OFFICE:

David DeVries, KPL Librarian and Notary Public, administered the oath of office to recently re-elected trustees James E. VanderRoest and Valerie Wright and newly elected trustee Kerria Randolph. All three trustees' terms will expire December 2018.

DISPOSITION:

Trustees thanked D. DeVries for administering the oath of office.

ELECTION OF OFFICERS:

President TenBrink invited L. Godfrey, chair of the nominating committee for board officers for 2015-2016, to present the following slate of officers, first presented at the December 2014 meeting.

Recommendation: Bruce Caple, President
Valerie Wright, Vice President
James E. VanderRoest, Treasurer
Robert Brown, Secretary

Hearing no further suggestions, President TenBrink closed the nominations.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE SLATE OF OFFICERS RECOMMENDED BY THE NOMINATION COMMITTEE FOR 2015-2016.

MOTION CARRIED 7-0.

AGENDA APPROVAL:

The agenda was amended to add item B-I, a recommendation to approve a budget revision for the looped technology grant.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

RECOGNITIONS:

Director Rohrbaugh presented two books to outgoing President TenBrink which were added to the collection in honor of her term as Board President.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. *Minutes of the Meeting of December 15, 2014*
- B. *Personnel Items*

IV. FINANCIAL REPORTS

- A. *Financial Reports for the Month Ending December 31, 2014.*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending December 31, 2014.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING DECEMBER 31, 2014.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

- A. *Replacement Phone System*

Recommendation: Director Rohrbaugh recommended board approval of the purchase of a new voice communications system from BSB Communications for a total of \$85,957.87 the base bid, with an additional 5% contingency of \$4,298 and alternate equipment and applications of \$2,578 for a total of \$92,833.87.

Executive Summary: Attached is the recommendation from our consulting firm, Convergent Technology Partners, outlining the bids received and the review and recommendation process. KPL staff spoke directly with references provided concerning their experiences with both BSB Communications and Mitel equipment. All were very positive, have had very good experiences.

This recommendation has been reviewed and is supported by the Finance and Budget Committee.

Discussion: R. Brown raised the question of where BSB Communications is located. Director Rohrbaugh stated BSB is based in Metro Detroit, but operates a number of satellite offices with many company representatives working from their homes. Estimated response time for requested service is approximately two hours.

V. Wright asked about additional items which arose during the bidding process. K. King indicated that during the bidding process, there were a number of services and products that were left out of the bid, the need of which became apparent as talks continued.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE PURCHASE OF A NEW VOICE COMMUNICATIONS SYSTEM FROM BSB COMMUNICATIONS FOR A TOTAL OF \$85,957.87 THE BASE BID, WITH AN ADDITIONAL 5% CONTINGENCY OF \$4,298 AND ALTERNATE EQUIPMENT APPLICATIONS OF \$2,578 FOR A TOTAL OF \$92,833.867.

MOTION CARRIED 7-0.

B-1. Installation of Looped Technology in the Van Deusen Auditorium and Board Room

Recommendation: Director Rohrbaugh recommended board approval to proceed with the installation of looped technology in the Van Deusen Auditorium and board room at Central Library as funded by a \$10,400 grant from the Jim Gilmore, Jr. Foundation.

Executive Summary: Our grant application for this project has been approved by the Jim Gilmore Jr. Foundation. We would like to proceed as soon as possible with the detailed planning and set the timing for installation. With board approval to proceed now, we would then add this as a revenue and expenditure item with the revised budget to be brought to the board at the February meeting.

Detailed planning could possibly change the final cost from the \$10,400 in the less-detailed proposal from the vendor but any cost above that could be handled in the operating budget and should be known by the February meeting.

Discussion: Director Rohrbaugh thanked Richard Atwell for his work in bringing looped technology to the attention of the library and providing guidance as KPL began to investigate the possibility of installing the service.

V. Wright inquired as to whether or not KPL had already received the grant funds from the Jim Gilmore Jr. Foundation. Director Rohrbaugh stated it had not arrived yet, but since she had heard definitively that KPL had been awarded the grant, she thought it best to seek approval of the budget revision as soon as possible.

MOTION: J. VANDERROEST MOVED AND C. TENBRINK SUPPORTED THE MOTION TO PROCEED WITH THE INSTALLATION OF LOOPED TECHNOLOGY IN THE VAN DEUSEN AUDITORIUM AND BOARD ROOM AT CENTRAL LIBRARY AS FUNDED BY A \$10,400 GRANT FROM THE JIM GILMORE JR. FOUNDATION.

MOTION CARRIED 7-0.

B. CIP Budget

Recommendation: Director Rohrbaugh recommended the Board approve the Capital Improvement Plan for the Three Years Ending June 30, 2017.

Executive Summary: The Capital Improvement Plan revision presented to the board for approval revises the three year coverage period to include fiscal year 2016-2017. Variances to the prior three year budget approved by the board reflect the differences between the year dropping off, fiscal year 2013-2014, and the addition of fiscal year 2016-2017 estimates. In addition, several amounts previously reserved for specific projects have been recommended for budget allocation approval within the current fiscal year, including the telephone system and the purchase of a replacement for the delivery van.

Other projects included for budget allocation for fiscal year 2014-2015 include \$15,000 for replacement and relocation of the Oshtemo branch public service desk; the addition of funds to total \$22,000 for repair of the Eastwood branch roof; \$105,000 for the refurbishment of the Central library freight elevator, and the addition of funds to total \$30,000 to upgrade audio and visual equipment for public meeting spaces at Central library.

Overall, the Capital Improvement Plan projects an ending fund balance of \$1,815,477 at the end of the new three-year period with \$1,163,122 remaining available to be assigned for future year projects.

Discussion: C. TenBrink inquired about the proposed upgrade to audiovisual equipment for meeting places at Central Library. Director Rohrbaugh stated this item refers to upgrades to the storyplace room located in Children's, which currently has no audiovisual technology. Additionally, it will provide for upgrades for the technology in both the Board Room and the Van Deusen Room.

President Caple requested additional details regarding the status of the freight elevator at Central Library and the proposed upgrades. S. Lindemann explained the primary issue with the freight elevator is that it has never been seriously renovated and dates from the construction of Central Library in 1959. She noted that the freight elevator will be out of service for approximately 4-6 weeks when upgrades begin.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE CAPITAL IMPROVEMENT PLAN FOR THE THREE YEARS ENDING JUNE 30, 2017.

MOTION CARRIED 7-0.

C. Smoke Free / Tobacco Free Policy

Recommendation: Director Rohrbaugh recommended board approval of the attached Smoke-Free / Tobacco-Free Work Environment policy.

Executive Summary: At the December meeting the proposed policy was tabled. This proposal incorporates the suggestions made at the meeting.

Our current policy “Smoking in Library Facilities” approved in 1990, is attached for information.

Discussion: L. Godfrey raised the question of whether or not the title ‘Smoke Free / Tobacco Free’ is inclusive enough to describe the use of e-cigarettes and vaporizers. It was determined that between the title of the policy and the accompanying language, the policy, as written, would be sufficient for library purposes.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE ATTACHED SMOKE-FREE / TOBACCO-FREE WORK ENVIRONMENT POLICY.

MOTION CARRIED 7-0

REPORTS:

D. Quarterly Strategic Planning Statistics

Report: Director Rohrbaugh introduced the quarterly strategic planning statistics, revised to reflect the figures gathered during the second quarter of the 2015-2016 fiscal year. She stated that most were on target, and reminded trustees that some figures represent goals which have steady, continuous growth throughout the year, while others spike during a particular quarter.

Discussion: L. Godfrey raised a question regarding goal 1.4: Utilization of digital tools by children age birth through five. S. Warner stated goal 1.4 describes the use of iPads by children and caregivers in the Children’s Room. K. King stated that loaning of iPads to patrons is currently slated to begin in Adult Services and will be moving to Youth Services shortly thereafter.

V. Wright asked about the target number for goal 4.3. It has been previously indicated that annual growth of 5% use of the Teen Room may be an unrealistic goal and it was determined that it continues to be so. President Caple added that it seemed in previous years, there was a falloff in teen and school-age use of library facilities during the second quarter as school resumes.

Disposition: Trustees thanked staff for their work in preparing the statistics.

E. “Walking” Tour: Part One – Beth Timmerman

Report: Director Rohrbaugh introduced Beth Timmerman, KPL Local History Specialist. She stated one of the most popular breakout sessions at this year’s Staff Day was Beth’s presentation of a digital walking tour through downtown Kalamazoo, which had a special focus on buildings that had a special relationship to Kalamazoo Public Library.

B. Timmerman indicated that she had split the tour into two sections and would be giving a presentation of the first section, which focused on the buildings and places in downtown Kalamazoo with the most direct connection to the library.

She began by giving a brief history of Kalamazoo Public Library, focusing on the original library building. She continued by detailing the history of the Prange Building, located across Rose St. from the Central Library, and the Austin Sill house, located behind the Prange Building.

Next up on the tour was the Kalamazoo Institute Arts, originally located in the YWCA Building. For some time, they were based out of a pair of buildings owned by KPL before moving to their own building, located on South Street. She continued by discussing the history of the Kalamazoo Corset Company, The Kalamazoo Valley Museum, the Uptown Theatre, Corporation Hall, and finally the 1892 Post Office, which occupied the corner where JC Penney's and ultimately, the MLive building were built.

Discussion: Regarding the JC Penney building, there was discussion between B. Timmerman, C. TenBrink, and L. Godfrey regarding the storage of library materials in the basement while Central was being renovated in the late 1990s.

L. Godfrey asked a question regarding the lack of funds for the original library during the 1920s and the building of the Washington Square Branch which occurred in 1927 and whether they were related. B. Timmerman indicated the answer to that question would almost certainly be in the annual reports for those years.

Disposition: Trustees enthusiastically thanked B. Timmerman for her report.

F. Legislative Update – Diane Schiller

Report: D. Schiller explained that at the end of the 2014 session, all tabled legislation had 'died'. Currently, legislators are setting agendas for committees and it is unclear at this point what the first issues undertaken will be.

Discussion: No discussion.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee* – J. VanderRoest stated the committee had met to discuss the new telephone system contract and estimated the committee would meet in February to discuss the close estimate.

B. *Personnel Committee* – No meeting.

C. *Fund Development and Allocations Committee* – L. Godfrey stated the committee met last week for a status report on the library endowment account. She stated that overall, the fund did not perform particularly well this year, but there's no reason to assume that trend will continue.

D. *Director's Building Advisory Committee* – Director Rohrbaugh stated the committee met at Oshtemo to discuss the move of a public service desk and the repurposing of the architectural element known as 'excalibur'.

VII. OTHER BUSINESS

A. *Conflict of Interest Policy – Lisa Godfrey*

Discussion: L. Godfrey indicated that while there is an existing conflict of interest clause (Article VII) in the Board of Trustees by-laws, it would not be an uncommon practice for a body such as the board to adopt a stand-alone conflict of interest policy. Primarily, this would prevent a given trustee, their families and friends from benefitting financially from a particular course of action decided upon by the board through a deliberation in which that trustee had participated.

She recommended the adoption of such a policy which would be based on the existing language in the Board of Trustees by-laws as well as that found in Kalamazoo Public Library staff handbooks.

Director Rohrbaugh stated she has been in contact with other class VI libraries and is under the impression that those library boards annually submit a conflict of interest disclosure.

It was decided that the Conflict of Interest Policy would be slightly revised to include the language from Board of Trustees by-laws, the staff handbook, and the inclusion of a space in which to indicate potential conflicting organizations. The policy will be brought to the February meeting as a recommendation.

B. *Director's Report*

Report: Director Rohrbaugh began by mentioning Carol Manstrom, executive secretary of the Friends of Kalamazoo Public Library appears on the cover of this month's Southwest Michigan Spark, and is accompanied by a very positive article regarding the Friends of KPL.

She reported that the Reading Together brochures have been approved, have gone to the printers, and will be available very soon.

Regarding a recent event at the Oshtemo Branch in which patrons were invited to see reindeer from a local farm, Director Rohrbaugh reported that 919 people attended, and we believe this to be a programming record.

She continued by stating 2014 National Book Award winner, Jacqueline Woodson, will be our 2015 Youth Literature Seminar speaker and will be in town on November 5th and 6th.

Tax season is once again upon us, and Director Rohrbaugh reported Christine Hann is leading the efforts at KPL to be a site for tax form pick-ups and assistance. She indicated recent trends regarding the IRS giving less and less support to libraries in this capacity seem to be continuing, which is frustrating, but KPL will do their best.

Lastly, she mentioned Susan Lindemann has been busy leading an effort to convert 150 halogen lamps at Central to more energy-efficient LED lamps. In addition to costing less to operate, a rebate from Consumer's Energy will cover approximately half the initial cost.

Discussion: No discussion.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey said another board upon which she serves was recently discussing the potential need for looped technology. She will be glad to share what we have learned. She also said at a recent Rotary Club meeting there was a presentation by Public Media Network which made mention of partnership with KPL through the ONEplace, the Hub, and Teen Filmmaker Festival.
- V. Wright thanked Cheryl for her hard work as Board President, and in particular, her commitment to representing the board at library and community events. She also stated that she has greatly enjoyed re-reading this year's Reading Together title with her book group.
- C. TenBrink thanked everyone for their support during her time as Board President, and thanked Ann for all of her work. She stated that she will be on vacation for a month in Florida and will not be attending the February meeting.
- K. Randolph stated he was happy to be on the board and looks forward to working with everyone.
- R. Brown had no comments.
- J. VanderRoest had no comments.
- President Caple welcomed K. Randolph to the board and thanked Cheryl for her work as Board President and expressed his ongoing fascination with The Living Great Lakes, this year's Reading Together title which has given him additional insight in the nature of the Great Lakes system. He also thanked Ann, the board, and the staff of KPL for their support as he begins his term as Board President.

X. EXECUTIVE SESSION

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION TO DISCUSS THE DIRECTOR'S MIDYEAR REVIEW.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to an executive session at 5:25 P.M.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to open session at 5:40 P.M.

XI. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 6:00 P.M.

X _____
Robert Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: February 23, 2015

New Hire

Brian Pickrell will join the salaried staff on March 2, 2015 in the KPLSP Custodian FTE 1.0 position in Facilities Management. Brian comes to KPL from Mattawan Consolidated School District where he has worked as a custodian for over 5 years.

Hourly Staff

Separations

Andy Woroniecki – Web-Database Systems Intern

Employee Anniversaries

- Nancy Davis-Smith – 40 yrs.
- Rebecca Steel – 21 yrs.
- Ruth Wilson – 19 yrs.
- Jeremy Breeding – 14 yrs.
- Jermaine Jackson – 12 yrs.
- Janet Shawaryn – 11 yrs.
- Carlos Santiago-Lugo – 10 yrs.
- Bill Gallagher – 7 yrs.
- Matt Smith – 6 yrs.
- Angelina Rodriguez – 4 yrs.
- Matt Weaver – 4 yrs.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
January 31, 2015**

DATE: February 23, 2015

Recommendation:

I recommend the Board accept the Financial Reports for the month ending January 31, 2015.

Executive Summary:

Notes to the reports are included for your information.

James E. VanderRoest, Treasurer

**Kalamazoo Public Library
Internal Financial Reports
For the month ending January 31, 2015**

**Sources and Uses of Funds
Electronic Transfers**

January sources of funds included the receipt of \$3,176,401 in property tax receipts from all of the taxing entities within the district. The receipts were \$1,967,562 from the City of Kalamazoo, \$609,016 from Kalamazoo Township, \$495,499 from Oshtemo Township, and \$97,953 from Texas Township. Also received during January was \$130,268 in District Court Penal Fines representing the library's share of collections from July 1 through December 31st.

Uses of funds totaled \$760,757 during January consisting primarily of salaries and benefits which totaled \$562,575 or nearly 74% of the total.

Combined Balance Sheet

Current liabilities total \$90,630, of which \$81,502 or nearly 90% is also associated with salaries and benefits. The \$52,616 of Deferred Tax Revenue represents delinquent property taxes levied but not recognized (received).

Cash for all funds within the library total \$5,322,487, representing 46% of Total Assets at the fund level. Investments contribute another \$5,892,205 or 52%, resulting in 98% of the library total assets being held in either cash or investments as of January 31st.

General Fund Revenue and Expenditure Summary

Both Total Revenue at 45% complete and Total Expenditures of 55% complete are well within expected patterns and budgeted levels. A Close Estimate Budget Revision is underway but delayed until March presentation for approval due waiting for additional information regarding the MPSERS UAAL Rate Stabilization funding levels from the Library of Michigan. The amount of State Aid Revenue and Retirement expense in the current Preliminary Budget is targeted at the prior year level of \$246,948. While it has been predicted that amount will be higher, MPSERS officials have not yet released the final (and recalculated) amount for this fiscal year.

Capital Improvement Plan

The Capital Improvement Plan comparison has been updated for the revised budget approved at the January board meeting. Expenditures totaled \$13,735, of which \$10,451 recognized the payment for the library's consultant on the Telephone System project (855)

Special Revenue Fund

The Special Revenue Fund budget will also be updated in March with a Close Estimate Budget. Since the fund is a collection of small gifts and grants, the effect of delays in expenditure of budget is very evident by mid-year when compared to the Preliminary Budget developed last May. None of the negative variances to budget represent expenditures in excess of revenue, but rather an outdated Preliminary Budget.

Endowment Fund

The Endowment Fund market balances as of December 31st totaled \$3,845,836 for cash, stocks, and fixed income investments. Dividend and interest revenue for the fiscal year totaled \$24,401 and market appreciation for the six-month period corrected down to \$32,613. Arcadia Investment Management executed trades during the month of December to correct the portfolio emphasis within the market segments and invest excess cash held in the money market account.

Kalamazoo Community Foundation

Local History & Community Service Fund

Fund Statements for both segments of the Local History & Community Service Fund held at the Kalamazoo Community Foundation are included for board information. The Agency (kpub03) statement represents funds recognized on the library's balance sheet (\$70,832.78) and the foundation portion of the fund (kpub04) represents funds received by and recognized by the foundation (\$27,020.42). The total of the two segments total all funds available for the library as of December 31st in the amount of \$97,853.32. The letter received from the foundation recognizing the \$6,000 gift from General and Mrs. John S. Patton is not included in either fund statement and will be recognized in balances as of the quarter ending March 31, 2015.

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending January 31, 2015**

	January
BEGINNING CASH BALANCE *	\$ 4,738,577
* Including short-term investments	
 <u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 3,176,401
IFT/CFT, PILOT receipts	\$ 4,000
State Aid/MPSERS UAAL Rate Appropriation	\$ -
District Court Penal Fines/Law Library Revenue	\$ 130,268
Interest Income	\$ 2,008
Library Fines & Fees	\$ 12,462
Other Sources: Gifts, Grants, & Reimbursements	\$ 2,350
Other Gifts (Ready to Read, etc)	\$ 600
TOTAL SOURCES OF CASH	\$ 3,328,089
 <u>USES OF CASH:</u>	
Salaries & Wages	\$ (406,074)
Benefits	\$ (156,501)
Materials	\$ (74,720)
Supplies	\$ (3,978)
Facilities	\$ (49,033)
Technical Services	\$ (10,153)
Purchased Services	\$ (26,267)
Other	\$ (21,111)
Capital Expenditures	\$ (11,924)
Prepaid Expenditures	\$ (995)
TOTAL USES OF CASH	\$ (760,757)
 ENDING CASH	 \$ 7,305,909
 <u>Pooled Cash & Investment Accounts</u>	
<u>Checking & other liquid accounts</u>	
Fifth Third General & Payroll Checking Accounts	\$ 1,518,522
First National NOW & ACH Transfer Accounts	\$ 1,441,761
Fifth Third Arcadia Admin	\$ 6,503
Petty Cash/Midwest Business Exchange Account/Paypal	\$ 13,856
Pooled Cash Accounts	\$ 2,980,642
 <u>Pooled Investments</u>	
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52
Flagstar Bank MM & CD's	\$ 1,610,661
First National Bank MM, ICS Savings, & CD's	\$ 2,714,554
Pooled Investment Accounts	\$ 4,325,268
Total Pooled Cash & Investments	\$ 7,305,909

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
January 2015**

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
1/2/2015	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (959.00)
1/2/2015	Transfer to 1st National ACH	1st National Checking		\$ (30,000.00)
1/2/2015	Transfer to 1st National ICS	1st National Checking		\$ (500,000.00)
1/2/2015	Transfer from 1st National Check		1st National ICS	\$ 500,000.00
1/2/2015	Transfer to 1st National Ltd. ACH	1st National Checking		\$ (7,500.00)
1/2/2015	Transfer from 1st National Check		1st National Limited ACH	\$ 7,500.00
1/2/2015	Transfer from 1st National Check		1st National ACH	\$ 30,000.00
1/2/2015	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,909.17)
1/5/2015	MERS December	1st National Transfer	Municipal Employees Retirement System	\$ (23,406.15)
1/5/2015	Employee 403B contributions	1st National Ltd. ACH	Employee Accounts	\$ (7,515.66)
1/6/2015	MPERS Retirement December	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (30,057.28)
1/16/2015	Transfer to 1st National ACH	1st National Checking		\$ (40,000.00)
1/16/2015	Transfer from 1st National Check		1st National ACH	\$ 40,000.00
1/6/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (991.96)
1/13/2015	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (14,036.72)
1/15/2015	Payroll 1/15/2015	5/3 Payroll Check	Employee Accounts	\$ (122,689.80)
1/15/2015	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,896.41)
1/15/2015	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
1/15/2015	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,233.64)
1/16/2015	Transfer to 1st National Ltd. ACH	1st National Checking		\$ (7,200.00)
1/16/2015	Transfer from 1st National Check		1st National Limited ACH	\$ 7,200.00
1/16/2015	Transfer to 1st National ICS	1st National Checking		\$ (500,000.00)
1/16/2015	Transfer from 1st National Check		1st National ICS	\$ 500,000.00
1/20/2015	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (1,034.00)
1/20/2015	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,938.75)
1/20/2015	Employee 403B contributions	1st National Ltd. ACH	Employee Accounts	\$ (7,205.24)
1/22/2015	Transfer to Arcadia	5/3 General Check		\$ (2,000.00)
1/22/2015	Transfer from Fifth Third Checking		Arcadia Checking	\$ 2,000.00
1/29/2015	Transfer to 1st National ACH	1st National Checking		\$ (20,000.00)
1/29/2015	Transfer from 1st National Check		1st National ACH	\$ 20,000.00
1/30/2015	Payroll 1/30/2015	5/3 Payroll Check	Employee Accounts	\$ (121,159.36)
1/30/2015	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,731.33)
1/30/2015	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
1/30/2015	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,220.56)
1/30/2015	Transfer to 1st National Ltd. ACH	1st National Checking		\$ (7,200.00)
1/30/2015	Transfer from 1st National Check		1st National Limited ACH	\$ 7,200.00
1/30/2015	Transfer to 1st National ICS	1st National Checking		\$ (500,000.00)
1/30/2015	Transfer from 1st National Check		1st National ICS	\$ 500,000.00
	Total Transfers January			\$ (436,196.79)

**Kalamazoo Public Library
Combined Balance Sheet
As of January 31, 2015**

	Operating	Capital	Special Revenue	Endowment	Total Library
Assets					
Cash & Equivalents					
Cash & Checking	\$3,367,607.23	\$1,702,822.12	\$113,551.54	\$138,506.32	\$5,322,487.21
Investments	\$2,121,928.43	\$0.00	\$62,946.84	\$3,707,330.15	\$5,892,205.42
Total Cash & Equivalents	\$5,489,535.66	\$1,702,822.12	\$176,498.38	\$3,845,836.47	\$11,214,692.63
Accounts Receivable					
Accounts Receivable	(\$86.00)	\$0.00	\$0.00	\$0.00	(\$86.00)
Total	(\$86.00)	\$0.00	\$0.00	\$0.00	(\$86.00)
Taxes Receivable					
Taxes Receivable	\$44,412.41	\$0.00	\$0.00	\$0.00	\$44,412.41
Total Taxes Receivable	\$44,412.41	\$0.00	\$0.00	\$0.00	\$44,412.41
Other Assets					
Other Assets	\$143,207.61	\$0.00	\$0.00	\$0.00	\$143,207.61
Total Other	\$143,207.61	\$0.00	\$0.00	\$0.00	\$143,207.61
Total Assets	\$5,677,069.68	\$1,702,822.12	\$176,498.38	\$3,845,836.47	\$11,402,226.65
Liabilities and Fund Balance					
Current Liabilities					
Accounts Payable	\$9,128.08	\$0.00	\$0.00	\$0.00	\$9,128.08
Salaries Payable	\$29,775.67	\$0.00	\$0.00	\$0.00	\$29,775.67
Retirement Payable	\$51,726.37	\$0.00	\$0.00	\$0.00	\$51,726.37
Total Accounts Payable	\$90,630.12	\$0.00	\$0.00	\$0.00	\$90,630.12
Deferred Inflows					
Deferred Tax Revenue	\$52,616.36	\$0.00	\$0.00	\$0.00	\$52,616.36
Total	\$52,616.36	\$0.00	\$0.00	\$0.00	\$52,616.36
Net Assets					
Fund Balance	\$5,533,823.20	\$1,702,822.12	\$176,498.38	\$3,845,836.47	\$11,258,980.17
Total	\$5,533,823.20	\$1,702,822.12	\$176,498.38	\$3,845,836.47	\$11,258,980.17
Total Liabilities & Fund Balance	\$5,677,069.68	\$1,702,822.12	\$176,498.38	\$3,845,836.47	\$11,402,226.65

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
January 31, 2015

	Month	Encumbrance	Year to Date +Encumbrances	Budget	Variance	% Complete
Revenue						
Property Taxes	\$3,170,030.11	\$0.00	\$4,598,596.16	\$10,249,482	(\$5,650,886)	44.9%
Other Taxes	\$4,060.00	\$0.00	\$34,365.90	\$120,188	(\$85,822)	28.6%
Fines and Fees	\$12,462.01	\$0.00	\$99,075.68	\$170,000	(\$70,924)	58.3%
District Court Penal Fines	\$130,268.68	\$0.00	\$130,268.68	\$260,000	(\$129,731)	50.1%
Local Support	\$500.00	\$0.00	\$178,460.00	\$233,275	(\$54,815)	76.5%
Interest Income	\$2,007.81	\$0.00	\$6,336.74	\$15,000	(\$8,663)	42.2%
State Aid and Reimbursements	\$0.00	\$0.00	\$45,190.58	\$306,788	(\$261,597)	14.7%
Other	\$200.00	\$0.00	\$65,198.00	\$96,100	(\$30,902)	67.8%
Total Revenue	\$3,319,528.61	\$0.00	\$5,157,491.74	\$11,450,833	(\$6,293,341)	45.0%
Expenditures						
Salaries						
Administrator Salaries	\$54,351.17	\$0.00	\$381,958.17	\$637,110	\$255,152	60.0%
Librarian Salaries	\$103,656.50	\$0.00	\$738,559.52	\$1,249,050	\$510,490	59.1%
Supervisory Technical Salaries	\$56,895.12	\$0.00	\$396,572.27	\$665,095	\$268,523	59.6%
Library Assistant Salaries	\$128,325.97	\$0.00	\$922,570.66	\$1,563,755	\$641,184	59.0%
Hourly Staff	\$48,100.43	\$0.00	\$308,959.72	\$624,758	\$315,798	49.5%
Substitute Salaries	\$6,226.32	\$0.00	\$48,479.70	\$88,360	\$39,880	54.9%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$45,000)	(\$45,000)	0.0%
Total	\$397,555.51	\$0.00	\$2,797,100.04	\$4,783,128	\$1,986,028	58.5%
Benefits						
Employee Insurance	\$82,429.51	\$0.00	\$573,115.96	\$984,895	\$411,779	58.2%
Retirement	\$48,047.43	\$0.00	\$386,792.38	\$832,367	\$445,575	46.5%
Employer FICA-Medicare	\$30,041.26	\$0.00	\$212,386.27	\$367,605	\$155,219	57.8%
Other Benefits	\$2,730.36	\$0.00	\$39,236.67	\$227,800	\$188,563	17.2%
Total	\$163,248.56	\$0.00	\$1,211,531.28	\$2,412,667	\$1,201,136	50.2%
Materials						
Adult Books	\$39,617.03	\$31,028.97	\$271,149.88	\$475,600	\$204,450	57.0%
Juvenile Books	\$5,677.40	\$3,331.84	\$64,667.99	\$96,500	\$31,832	67.0%
Periodicals	\$868.05	\$0.00	\$46,503.50	\$60,262	\$13,759	77.2%
Audio-Visual Material	\$13,065.26	\$13,422.10	\$178,938.47	\$312,300	\$133,362	57.3%
Digital Materials	\$5,926.95	\$0.00	\$122,741.34	\$210,850	\$88,109	58.2%
Total	\$65,154.69	\$47,782.91	\$684,001.18	\$1,155,512	\$471,511	59.2%
Facilities						
Fuel	\$9,310.58	\$0.00	\$26,953.91	\$67,700	\$40,746	39.8%
Electricity	\$12,341.37	\$0.00	\$104,976.08	\$183,400	\$78,424	57.2%
Water	\$304.80	\$0.00	\$2,394.91	\$5,875	\$3,480	40.8%
Custodial Supplies	\$7,013.97	\$1,309.17	\$45,937.70	\$77,440	\$31,502	59.3%
Grounds Maintenance	\$2,127.00	\$0.00	\$20,462.47	\$37,880	\$17,418	54.0%
Building Repair	\$6,825.71	\$2,343.85	\$34,710.29	\$85,781	\$51,071	40.5%
Building Operations	\$18,276.44	\$30,266.50	\$107,268.97	\$131,046	\$23,777	81.9%
Total	\$56,199.87	\$33,919.52	\$342,704.33	\$589,122	\$246,418	58.2%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
January 31, 2015

	Year to Date			Budget	Variance	% Complete
	Month	Encumbrance	+Encumbrances			
Supplies						
Office Supplies	\$2,165.04	\$0.00	\$17,220.83	\$52,600	\$35,379	32.7%
Marketing Supplies	\$172.75	\$0.00	\$3,761.50	\$12,000	\$8,239	31.3%
Postage & Freight	\$629.15	\$0.00	\$18,430.66	\$39,230	\$20,799	47.0%
Processing Supplies	\$2,497.27	\$0.00	\$13,253.31	\$62,140	\$48,887	21.3%
Departmental Purchases	\$825.90	\$961.79	\$13,611.64	\$47,082	\$33,470	28.9%
Total	\$6,290.11	\$961.79	\$66,277.94	\$213,052	\$146,774	31.1%
Technical Services						
F&E Repair & Maintenance	\$2,013.60	\$0.00	\$30,867.15	\$79,176	\$48,309	39.0%
Telecommunications	\$8,496.18	\$0.00	\$50,880.56	\$90,400	\$39,519	56.3%
Software & Licensing	\$28.46	\$0.00	\$272,210.49	\$323,369	\$51,159	84.2%
Cataloging & Processing	\$2,031.55	\$0.00	\$30,542.43	\$65,532	\$34,990	46.6%
Total	\$12,569.79	\$0.00	\$384,500.63	\$558,477	\$173,976	68.8%
Purchased Services						
Security	\$8,846.07	\$0.00	\$55,644.98	\$129,714	\$74,069	42.9%
Insurance	\$1,938.48	\$0.00	\$60,383.59	\$85,000	\$24,616	71.0%
Legal Services	\$0.00	\$0.00	\$72.00	\$12,000	\$11,928	0.6%
Contracted Services	\$6,894.82	\$7,545.00	\$104,375.96	\$207,405	\$103,029	50.3%
Printing Services	\$1,157.50	\$0.00	\$38,533.05	\$105,000	\$66,467	36.7%
Advertising	\$6,242.48	\$0.00	\$30,418.72	\$60,000	\$29,581	50.7%
Total	\$25,079.35	\$7,545.00	\$289,428.30	\$599,119	\$309,691	48.3%
Other Expenditures						
Miscellaneous Operating	\$3,015.28	\$229.00	\$18,902.55	\$49,980	\$31,077	37.8%
Tax Charge Backs	\$478.15	\$0.00	\$34,865.27	\$65,000	\$30,135	53.6%
Travel & Conference-Director	\$0.00	\$0.00	\$429.52	\$4,000	\$3,570	10.7%
Travel & Conference	\$207.00	\$0.00	\$8,294.47	\$50,035	\$41,741	16.6%
Staff Development	\$0.00	\$0.00	\$6,781.59	\$27,090	\$20,308	25.0%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$2,000	\$2,000	0.0%
Miscellaneous Disbursements	\$5,019.80	\$0.00	\$24,413.48	\$67,540	\$43,127	36.1%
Vehicle Maintenance	\$231.87	\$0.00	\$2,229.74	\$5,500	\$3,270	40.5%
Programming Expenditures	\$4,296.27	\$4,000.00	\$51,498.05	\$169,600	\$118,102	30.4%
Rent	\$2,419.59	\$525.00	\$19,037.13	\$33,500	\$14,463	56.8%
Total	\$15,667.96	\$4,754.00	\$166,451.80	\$474,245	\$307,793	35.1%
Total Expenditures	\$741,765.84	\$94,963.22	\$5,941,995.50	\$10,785,322	\$4,843,327	55.1%
Transfers						
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$600,000	\$600,000	0.0%
Total	\$0.00	\$0.00	\$0.00	\$600,000	\$600,000	0.0%
BEGINNING FUND BALANCE	\$2,956,060.43	\$0.00	\$6,223,363.74	\$6,223,364	\$0	
NET SURPLUS/(DEFICIT)	\$2,577,762.77	(\$94,963.22)	(\$784,503.76)	\$65,511	(\$850,015)	
ENDING FUND BALANCE	\$5,533,823.20	(\$94,963.22)	\$5,438,859.98	\$6,288,875	(\$850,015)	

Kalamazoo Public Library

Income Statement

Capital Improvement Plan

	Actual	Encumbrances	Year to Date	Budget	Variance
Revenue					
Local Revenue					
Other Local Gifts & Grants					
817 - Viewscan microfilm Readers	\$0.00	\$0.00	\$11,000.00	\$11,000.00	\$0.00
843 - Branch digital signage	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00
884 - Digital Lab Equipment	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00
Total	\$0.00	\$0.00	\$16,000.00	\$16,000.00	\$0.00
Total Revenue	\$0.00	\$0.00	\$16,000.00	\$16,000.00	\$0.00
Expenditures					
Library Systems and Equipment					
Integrated Library System					
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$4,384.00	\$4,384.00
Total Library Systems and Equipment	\$0.00	\$0.00	\$0.00	\$4,384.00	\$4,384.00
Furniture & Equipment					
Furniture & Equipment					
810 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$70,695.00	\$70,695.00
811 - Carpet Master Plan/1st Renovation	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
813 - Display/Public - Central	\$979.00	\$0.00	\$8,874.00	\$10,000.00	\$1,126.00
814 - Chairs - Multiple Departments	\$508.22	\$1,325.00	\$5,448.11	\$10,620.00	\$5,171.89
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$0.00	\$1,934.99	\$15,500.00	\$13,565.01
817 - Viewscan microfilm Readers	\$0.00	\$0.00	\$21,664.04	\$21,664.00	(\$0.04)
818 - Video equipment-Canon Camcorders	\$0.00	\$0.00	\$0.00	\$3,200.00	\$3,200.00
880 - ADS conference room	\$0.00	\$0.00	\$3,070.52	\$4,100.00	\$1,029.48
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$1,196.49	\$1,196.00	(\$0.49)
882 - Oshtemo-Drop box	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00
889 - Children's Room Table/Chairs	\$0.00	\$0.00	\$0.00	\$5,328.00	\$5,328.00
891 - Digital Lab Furniture	\$0.00	\$0.00	\$2,596.11	\$2,596.00	(\$0.11)
892 - Local History Room Furniture	\$0.00	\$0.00	\$2,244.26	\$3,261.00	\$1,016.74
893 - Delivery Vehicle	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00
892 - Local History Room Furniture	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
Total Furniture & Equipment	\$1,487.22	\$1,325.00	\$47,028.52	\$324,588.00	\$277,559.48
Building Alterations					
Building Alterations					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$44,362.00	\$44,362.00
823 - Generator - Oshtemo	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
824 - Generator - Eastwood	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
827 - Security Camera System	\$0.00	\$15,490.38	\$15,490.38	\$15,500.00	\$9.62
828 - Eastwood Roof Repair	\$0.00	\$0.00	\$0.00	\$22,000.00	\$22,000.00
841 - Central Louvers on AHU-2	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
842 - Central Lighting Control System	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00
873 - Parking Lot LED Lights	\$0.00	\$0.00	\$11,181.00	\$11,181.00	\$0.00
874 - Metasys control system/monitors	\$0.00	\$0.00	\$5,304.00	\$5,407.00	\$103.00
886 - Eastwood Drainage	\$0.00	\$0.00	\$13,300.00	\$13,300.00	\$0.00
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
895 - Central Freight Elevator	\$0.00	\$0.00	\$0.00	\$105,000.00	\$105,000.00
Total Building Alterations	\$0.00	\$15,490.38	\$45,275.38	\$354,750.00	\$309,474.62

Kalamazoo Public Library

Income Statement

Capital Improvement Plan

	Actual	Encumbrances	Year to Date	Budget	Variance
Computer & Electronics					
Automation					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$48,058.00	\$48,058.00
831 - Automation Replacement	\$1,539.02	\$933.59	\$3,168.85	\$126,737.00	\$123,568.15
843 - Branch digital signage	\$0.00	\$0.00	\$571.97	\$9,411.00	\$8,839.03
845 - Public Spaces AV Upgrades	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00
865 - Game Carts - Teen	\$257.77	\$0.00	\$1,457.77	\$4,599.00	\$3,141.23
878 - Portable Devices	\$0.00	\$0.00	\$7,225.54	\$21,410.00	\$14,184.46
879 - Office scanners	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
884 - Digital Lab Equipment	\$0.00	\$0.00	\$0.00	\$6,175.00	\$6,175.00
Total Computer & Electronics	\$1,796.79	\$933.59	\$12,424.13	\$248,390.00	\$235,965.87
Other Technology					
RFID and Telecommunications					
852 - RFID Building/Furniture	\$0.00	\$0.00	\$0.00	\$15,199.00	\$15,199.00
855 - Telephone System	\$10,451.80	\$14,470.00	\$24,921.80	\$125,000.00	\$100,078.20
Total RFID	\$0.00	\$14,470.00	\$24,921.80	\$140,199.00	\$115,277.20
Total Expenditures	\$13,735.81	\$32,218.97	\$129,649.83	\$1,072,311.00	\$942,661.17
Transfers					
Transfers In/(Out)					
Transfers from other funds					
800 - Capital Improvement Plan	\$0.00	\$0.00	\$0.00	(\$600,000.00)	(\$600,000.00)
Total	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00
TOTAL BEGINNING FUND BALANCE	\$275,874.28	\$0.00	\$343,569.33	(\$140,500.00)	(\$484,069.33)
TOTAL NET SURPLUS/(DEFICIT)	(\$13,735.81)	(\$32,218.97)	(\$113,649.83)	(\$456,311.00)	(\$342,661.17)
TOTAL ENDING FUND BALANCE	\$262,138.47	(\$32,218.97)	\$229,919.50	(\$596,811.00)	(\$826,730.50)

**Kalamazoo Public Library
Special Revenue Fund
January 31, 2015**

	Actual	Encumbrances	Year-to-Date + Encumbrance	Budget	Variance
Revenue					
Local Support					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$729.15	\$2,000.00	\$1,270.85
235 - Ready to Read - Spelling Bee	\$100.00	\$0.00	\$21,950.00	\$20,000.00	(\$1,950.00)
301 - Gifts & Memorials - Materials	\$200.00	\$0.00	\$955.00	\$1,000.00	\$45.00
303 - History Room Gifts	\$300.00	\$0.00	\$435.77	\$0.00	(\$435.77)
308 - Library Gifts	\$0.00	\$0.00	\$214.20	\$3,000.00	\$2,785.80
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Local Support	\$600.00	\$0.00	\$24,284.12	\$28,000.00	\$3,715.88
Other					
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$735.00	\$0.00	(\$735.00)
Total Other	\$0.00	\$0.00	\$735.00	\$0.00	(\$735.00)
Total Revenue	\$600.00	\$0.00	\$25,019.12	\$28,000.00	\$2,980.88
Expenditures					
Salaries					
Hourly Staff					
303 - History Room Gifts	\$803.28	\$0.00	\$803.28	\$500.00	(\$303.28)
Total Hourly Staff Salaries	\$803.28	\$0.00	\$803.28	\$500.00	(\$303.28)
Total	\$803.28	\$0.00	\$803.28	\$500.00	(\$303.28)
Benefits					
Employer FICA-Medicare					
303 - History Room Gifts	\$61.45	\$0.00	\$61.45	\$39.00	(\$22.45)
Total Employer FICA-Medicare	\$61.45	\$0.00	\$61.45	\$39.00	(\$22.45)
Total	\$61.45	\$0.00	\$61.45	\$39.00	(\$22.45)
Materials					
Adult Books					
301 - Gifts & Memorials - Materials	\$55.45	\$116.95	\$316.29	\$1,000.00	\$683.71
Total Adult Books	\$55.45	\$116.95	\$316.29	\$1,000.00	\$683.71
Juvenile Books					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$7,449.58	\$10,000.00	\$2,550.42
235 - Ready to Read - Spelling Bee	\$8,744.97	\$0.00	\$8,744.97	\$17,000.00	\$8,255.03
301 - Gifts & Memorials - Materials	\$0.00	\$216.75	\$216.75	\$250.00	\$33.25
Total Juvenile Books	\$8,744.97	\$216.75	\$16,411.30	\$27,250.00	\$10,838.70
Total	\$8,800.42	\$333.70	\$16,727.59	\$28,250.00	\$11,522.41
Purchased Services					
Contracted Services					
303 - History Room Gifts	\$594.00	\$0.00	\$1,188.00	\$1,288.00	\$100.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$12,000.00	\$11,799.00	(\$201.00)
Total Contracted Services	\$594.00	\$0.00	\$13,188.00	\$13,087.00	(\$101.00)
Total	\$594.00	\$0.00	\$13,188.00	\$13,087.00	(\$101.00)

**Kalamazoo Public Library
Special Revenue Fund
January 31, 2015**

	Actual	Encumbrances	Year-to-Date + Encumbrance	Budget	Variance
Other Expenditures					
Miscellaneous Disbursements					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$4,114.38	\$4,000.00	(\$114.38)
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$2,397.42	\$1,250.00	(\$1,147.42)
380 - Scholarships/Administration Mini-Grants	\$0.00	\$0.00	\$26.61	\$0.00	(\$26.61)
381 - Staff Appreciation Mini-Grant	\$0.00	\$0.00	\$36.03	\$0.00	(\$36.03)
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$238.61	\$0.00	(\$238.61)
388 - Eastwood/Powell Mini-Grant	\$0.00	\$0.00	\$324.72	\$0.00	(\$324.72)
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$250.00	\$0.00	(\$250.00)
391 - Children's Mini-Grant	\$0.00	\$0.00	\$351.97	\$0.00	(\$351.97)
Total Miscellaneous Disbursements	\$0.00	\$0.00	\$7,739.74	\$11,300.00	\$3,560.26
Programming Expenditures					
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$0.00	\$2,209.00	\$2,209.00
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Programming Expenditures	\$0.00	\$0.00	\$0.00	\$4,209.00	\$4,209.00
Total	\$0.00	\$0.00	\$7,739.74	\$15,509.00	\$7,769.26
Total Expenditures	\$10,259.15	\$333.70	\$38,520.06	\$57,385.00	\$18,864.94
TOTAL BEGINNING FUND BALANCE	\$187,322.41	\$0.00	\$190,830.50	\$190,830.50	\$0.00
TOTAL NET SURPLUS/(DEFICIT)	(\$9,659.15)	(\$333.70)	(\$13,500.94)	(\$29,385.00)	(\$15,884.06)
ENDING FUND BALANCE					
233 - Ready to Read - Gifts	\$33,363.43	\$0.00	\$33,363.43	\$31,083.86	(\$2,279.57)
235 - Ready to Read - Spelling Bee	\$55,780.89	\$0.00	\$55,780.89	\$44,955.24	(\$10,825.65)
301 - Gifts & Memorials - Materials	\$4,551.01	(\$333.70)	\$4,217.31	\$3,495.35	(\$721.96)
303 - History Room Gifts	\$3,959.71	\$0.00	\$3,959.71	\$3,749.67	(\$210.04)
307 - ONEplace Nonprofit Services	\$4,371.58	\$0.00	\$4,371.58	\$2,162.58	(\$2,209.00)
308 - Library Gifts	\$3,440.38	\$0.00	\$3,440.38	\$1,226.18	(\$2,214.20)
310 - KPL Antiracism Transformation Team	\$4,516.58	\$0.00	\$4,516.58	\$5,865.00	\$1,348.42
380 - Scholarships/Administration Mini-Grants	\$1,228.05	\$0.00	\$1,228.05	\$1,254.66	\$26.61
381 - Staff Appreciation Mini-Grant	\$263.97	\$0.00	\$263.97	\$300.00	\$36.03
383 - History Room Mini-Grant	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00
387 - Oshtemo Mini-Grant	\$547.82	\$0.00	\$547.82	\$786.43	\$238.61
388 - Eastwood/Powell Mini-Grant	\$1,247.67	\$0.00	\$1,247.67	\$1,572.39	\$324.72
389 - Washington Square Mini-Grant	\$82.98	\$0.00	\$82.98	\$82.98	\$0.00
390 - Teen Services Mini-Grant	\$97.67	\$0.00	\$97.67	\$347.67	\$250.00
391 - Children's Mini-Grant	\$764.68	\$0.00	\$764.68	\$1,116.65	\$351.97
397 - KCF - Local History	\$62,946.84	\$0.00	\$62,946.84	\$62,946.84	\$0.00
TOTAL ENDING FUND BALANCE	\$177,663.26	(\$333.70)	\$177,329.56	\$161,445.50	(\$15,884.06)

**Kalamazoo Public Library
Endowment Fund
December 31, 2014**

	11/30/2014		%	12/31/2014		%
	Cost	Market	Cost to	Cost	Market	Cost to
	Basis	Basis	Market	Basis	Basis	Market
			Increase			Increase
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 385,062.20	\$ 385,062.20	0.0%	\$ 138,506.32	\$ 138,506.32	0.0%
Stocks	\$ 1,325,799.97	\$ 2,143,984.88	61.7%	\$ 1,363,570.70	\$ 2,120,711.65	55.5%
Fixed Income Investments	\$ 1,342,994.28	\$ 1,340,964.10	-0.2%	\$ 1,595,780.87	\$ 1,586,618.50	-0.6%
	\$ -	\$ -		\$ -	\$ -	
Total Value	\$ 3,053,856.45	\$ 3,870,011.18	26.7%	\$ 3,097,857.89	\$ 3,845,836.47	24.1%

Fund Balance

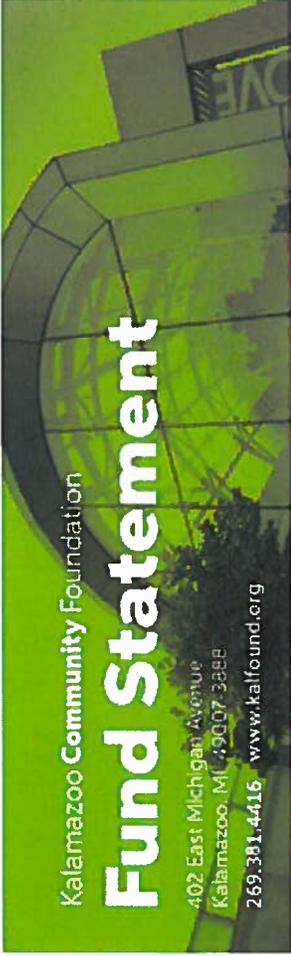
Assigned for Children's Endowment	\$ 18,276.56	\$ 18,376.86
Kalamazoo Public Library Endowment	\$ 3,851,734.62	\$ 3,827,459.61

Year to Date Revenue & Expenditures

Net Withdrawals/Deposits from/to Account	\$ -	\$ -
Dividend and Interest Income	\$ 21,444.13	\$ 24,400.87
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ 59,744.21	\$ 32,612.76
Arcadia Investment Management Fee/Other	\$ (11,519.56)	\$ (11,519.56)
Net Change	\$ 69,668.78	\$ 45,494.07

Summary:

December trades included repositioning of stocks, including the sale of Citrix Systems Inc and ThermoFisher holdings. Trimble Navigation shares were also reduced from 1895 shares to 1400 shares. New stocks added during December included 450 shares of Malloncrkrod Pub. Ltd., 1000 shares of Mylan Inc., and 500 shares of Cavium Inc. Fixed income trades included the acquisition of a City Bank CD maturing 4/9/2021 @ 2.65% and a Federal Home Loan bond due 12/19/2019 @ 1.25%. Interest and dividend payments were also received in the amount of \$2,965.14, while the market depreciated (unrealized) prior gains (\$27,131) by month-end.



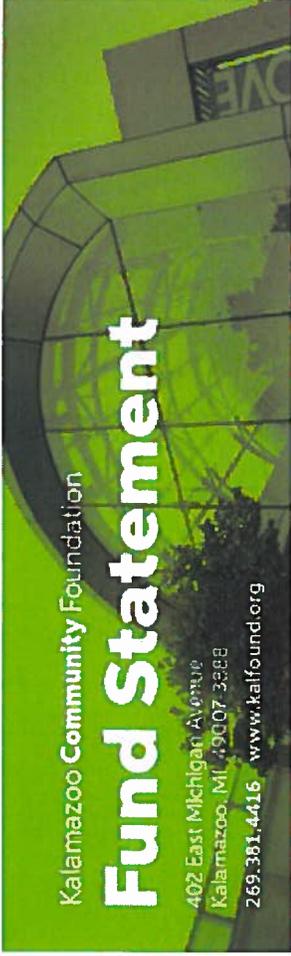
**Kalamazoo Public Library Local History & Community
 Information Service Fund (Agency)
 kpub03**

For the period of 1/1/2014 through 12/31/2014

Fund Activity

Your asset balance as of 1/1/2014	\$60,214.95
Gifts received (see detail)	\$0.00
Grants approved (see detail)	\$0.00
Net investment return	\$5,983.01
Foundation annual administrative fee	(\$641.29)
Other adjustments	\$0.00
Your asset balance as of 12/31/2014	\$65,556.67

Funds Available to Grant as of 1/23/2015 \$70,832.78



**Kalamazoo Public Library Local History & Community
 Information Service Fund
 kpub04**

For the period of 1/1/2014 through 12/31/2014

Grant Detail	Date	Amount
Kalamazoo Public Library	04/08/2014	\$10,000.00
Kalamazoo Public Library	10/22/2014	\$11,000.00
Total Grants		\$21,000.00

Fund Activity	Amount
Your asset balance as of 1/1/2014	\$45,402.50
Gifts received (see detail)	\$0.00
Grants approved (see detail)	(\$21,000.00)
Net investment return	\$3,528.32
Foundation annual administrative fee	(\$483.54)
Other adjustments	\$0.00
Your asset balance as of 12/31/2014	\$27,447.28

Funds Available to Grant as of 1/23/2015 **\$27,020.42**

Your Gifts



Ms. Diane Schuller
Kalamazoo Public Library
315 South Rose Street
Kalamazoo, MI 49007

January 20, 2015

When you give, our community thrives. Thank you for your generous gift.

Donor Name: Kalamazoo Public Library

Date of Gift: 1/20/2015

Gift Amount: \$6,000.00

Fund Credited: Kalamazoo Public Library Local History & Community Information Service Fund (Agency)

Sincerely,

A handwritten signature in cursive script, appearing to read "Susan".

Susan Springgate
Vice President, Finance & Administration

Your gift was made to a component fund of the Community Foundation. Because the Community Foundation has exclusive legal control over the contributed assets, your gift is subject to the Community Foundation's authority to redirect donations received to another beneficiary without approval if the purpose of the fund is deemed no longer widely beneficial or necessary, incapable of fulfillment, or inconsistent with the charitable needs of the community. If it is not your intent to have your gift added to such a fund, please contact us at 269-381-4416.

Important tax statement:

Your gift is fully tax deductible for Federal Income Tax purposes, as you have received no benefit from it for goods or services. We suggest you consult with your tax advisor for complete information about the tax deductibility of your gift. Please retain this official gift receipt for your tax record. Kalamazoo Community Foundation Tax ID #38-3333202.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Community Postings Policy**

DATE: February 23, 2015

Recommendation:

I recommend board approval of the attached "Community Postings Policy".

Executive Summary:

We welcome public postings on our bulletin boards but with limited space and in a public building, we need to have a board-approved policy to provide information to those who want to post items and guidelines to the staff who maintain the boards. This recommended policy would address those needs.

DRAFT

Kalamazoo Public Library Community Postings Policy

Kalamazoo Public Library welcomes public postings (flyers, brochures, posters) as part of its mission to connect our community, and to encourage the civic, intellectual and cultural pursuits of the community. Temporary and limited space is provided for displays of an informational, educational, cultural, intellectual, civic, charitable, or recreational nature; and not for commercial advertising, fund raising or political purposes.

Regulations

Display space is limited and public postings will be displayed for a period no longer than one month prior to the event.

Allowed

Public postings must:

- Originate from a nonprofit organization, community group or governmental agency
- Be approved and posted by Kalamazoo Public Library marketing department only

Not Allowed

Public postings may not include:

- Personal advertisements (including items for sale, lost pets)
- Job postings, resumes or employment requests
- Events or promotions from for-profit entities
- Fundraising events for personal profit
- Promotional campaign materials for individuals running for office or other ballot issues that are not related to Kalamazoo Public Library
- Kalamazoo Public Library will not post subpoenas or other materials from process servers

Rules

1. Posting of public handouts, announcements and brochures is performed by Kalamazoo Public Library staff only. Unapproved materials will be immediately removed and discarded.
2. The library may limit the size of the display, number of items, schedule and the frequency an individual or group has on display.
3. Time sensitive material will be discarded immediately following the announced event or final date listed on the document.
4. Distribution or posting of materials by the library does not indicate the library's endorsement of the issue or events promoted by those materials.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Hub Card for Non-Residents**

DATE: February 23, 2015

Recommendation:

I recommend board approval of a six month trial during which we would offer one month “HUB Cards” available for \$10 per month to non-residents.

Executive Summary:

In response to inquiries and requests to use The Hub from non-residents, we are proposing a “Hub Card” to be available for \$10 for one month access. The card would be printed in a format similar to a business card with The Hub logo and a barcode identifier. The barcode would link to a patron profile that would allow for Hub use only, no other library services. The barcode would allow use of the reservation system.

Although The Hub is busy, seldom are all workstations in use during a shift. We believe there is capacity for additional use for the limited number of cards we expect to sell.

If approved by the board, we would launch the service April 1 for a trial six-month period, that is through the end of September.

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MEMO

TO: Library Trustees

FROM: Lisa Godfrey

RE: **Conflict of Interest**

DATE: February 23, 2015

As we discussed at the last board meeting, a conflict of interest disclosure statement is an appropriate method to underscore our Conflict of Interest statement that is included in the Board of Trustees Bylaws. Attached is a redraft of such a disclosure statement that reflects the substance of our discussion. Please note that the sections from the bylaws and the employee handbook are reproduced on the reverse side of the disclosure and are intended to be part of the document.

I will recommend its approval at the February board meeting unless I hear from others that further modifications are in order.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

In accordance with the provisions of state policies and the Kalamazoo Public Library Board of Trustees Bylaws, the Kalamazoo Public Library trustees must disclose any conflict of interest that may exist between the trustee and any KPL subcontractor.

A conflict of interest is a circumstance in which the trustee's individual interest impairs, or gives the appearance of impairing the ability to make unbiased decisions or provide unbiased public service.

If a trustee's circumstances, personal or professional, change during the year and place the trustee in a situation where there is a conflict of interest or the appearance of a conflict of interest, it shall be the trustee's responsibility to request and complete a new Conflict of Interest Disclosure statement prior to attending the next meeting of the Kalamazoo Public Library Board of Trustees.

DISCLOSURE:

The undersigned discloses that (check one),

- As a trustee of the Kalamazoo Public Library Board of Trustees I am in a position where my job responsibilities, or my position as a member of a community board, or my personal interests, either create a conflict of interest or may give the appearance of a conflict of interest with the following named agency(ies) that is (are) contracting with or providing services to the Kalamazoo Public Library.
- To My knowledge, no conflict of interest exists between me and any agency contracting with or providing services to the Kalamazoo Public Library.

Print name

Signature

Date

Potentially Conflicting Agencies (if any)

7.1 Conflicts of Interest Prohibited: No member of the Board shall deliberate or vote upon any matter in which the member has direct or indirect pecuniary interest. No member of the Board shall accept employment or other economic benefit (except for *de minimis* benefit incidental to Board duties) from the Library, any contractor or vendor of the Library, or any person seeking to influence the outcome of a matter before the Board. No member shall be eligible for appointment to any position the compensation of which is partially or fully funded from Library funds, for at least one (1) year after such person ceases to be a member. In all respects consistent with the foregoing, members of the Board are subject to the same conflict of interest policy applicable to Library Staff pursuant to policy adopted by the Board.

- Kalamazoo Public Library Board of Trustees Bylaws

Conflicts of Interest

All employees shall exercise good faith and good judgment in all transactions involving their duties and responsibilities at KPL.

Each staff member should provide full disclosure of any business or financial enterprise or activity in which they or their family is involved which might influence, or might appear to have the capacity to influence, their decisions or actions on KPL matters. No library employee can use their library position to benefit monetarily a relative or friend (e.g. making library purchases or procurements directly or indirectly from a family member or friend, or directing library business to a family member or friend).

The only exceptions are if the Director or Assistant Director for Administrative Services has given written authorization for such purchase, procurement, or business.

- Kalamazoo Public Library Supervisory-Technical and Administrator Handbook, page 24

Director's Report
February 2015

From the director

1. Recent meetings and events attended include the usual DDA and DKI meetings, a Family Place webinar, Friends board meeting, meetings with other library directors, many internal committee meetings, several library programs.
2. Information from the Friends February board meeting:
 - January sales were \$8,359; last January was \$6,617.
 - The Bag Sale results were \$1,132 in the auditorium and \$1,128 in the bookstore that day.
 - The ad in March *Encore* will focus on membership rather than the bookstore.
 - They recently held their annual appreciation lunch for the FM staff.
 - The letter sent to perspective members in December resulted in \$525 in dues from new members.
 - The annual meeting will be April 21, from 4:30 – 6:00 in the auditorium. Behind-the-scenes tours of the library will be offered and the bookstore will be open to members only with a discount incentive.
3. Installation of the hearing loop in the board room and auditorium is scheduled for the week of March 16.
4. “We Need Diverse Books” (WNDB) is about encouraging publishers to recognize and act on the importance of children having the opportunity to see themselves in books they read. Creating a collection that reflects our community has long been a priority for us; we join others in encouraging publishers to provide more books that represent all. We’ll be sharing information about WNDB through our website.
5. The Antiracism Transformation Team (ARTT) has begun work on goals and objectives from the team’s strategic plan set in December. The team invites trustees and managers who have not attended the ERAC/CE Analyzing and Understanding Systemic Racism Workshop to attend one of this year’s sessions. Information and the schedule are available.

6. Judi Rambow and Jermaine Jackson from our ARTT participated in a lunchtime film showing and discussion: *Race: The Power of Illusion*, sponsored by the Racial Healing Initiative of SW Michigan Black Heritage Society and KVCC's Arcadia Campus Committee for Cultural Understanding.

Create young readers

7. *Party in the Park* will be Wednesday, May 27, from 10:00 – 11:00 AM. Once again we hope trustees will join in reading to preschoolers.

Stimulate imagination

8. Bookworms, our Parent / Child Book Group, recently discussed Igraine the Brave. The Friends provide funding for each parent / child to have a copy of the book to read together and add to their home library.
9. LEGO at the library continues to be popular. All locations have regular programs with kids of all ages playing with our Lego collection, interacting with each other, and earning stickers for their Lego Club cards.
10. Children's recently came across a list of current books featuring multi-racial children in both fiction and picture books. It is sometimes difficult to search for such titles so it is helpful to have another list and add to our holdings as needed.
11. ALA recently announced their annual youth book awards. Jacqueline Woodson and Jason Reynolds both won awards and will be speakers at our Youth Literature Seminar in November! Jacqueline won the Coretta Scott King author award and a Newbery Honor book for Brown Girl Dreaming and Jason won the Coretta Scott King New Talent award for When I Was the Greatest.
12. *Food for Your Soul*, featuring cookbook author Keneisha Morgan-Darden, drew a good crowd to Powell. Attendees were treated to white bean chili, cornbread, and sweet potatoes by a cook with a special connection to KPL who danced while she cooked!
13. We no longer have a circulating collection of video games. Our collection has steadily shrunk through theft and damage. With the high cost of each game and the need to keep current with new platforms, continuing to offer this service in any meaningful way has become unsustainable. The remaining games will be given to Teen to use in programming or in-house gaming.
14. Regarding the big announcement this week about *Go Set a Watchman*, the Harper Lee sequel (or prequel?) to *To Kill a Mockingbird*: While it's too early to place an actual order yet since we have a 90-day cancellation policy with our vendors and this title isn't scheduled for

release until July 2015, an order record for the hardcover print edition has been created so that patrons can start placing holds. When we are able, we will place the actual order for the appropriate number of copies of the hardcover print edition as well as audio, large print, and presumably ebook.

15. Use of OverDrive had another “post-holiday” spike continuing the trend of the past several years. January was the highest circulation of digital content through OverDrive with 5,773 circulations and an increase in the number of new patrons who signed up for OverDrive for the first time.

Connect to the online world

16. I pads are now available for in-house use at the 2nd floor reference desk. They will provide access to our Zinio digital magazine collection, *Kalamazoo Gazette* digital edition, MLIVE, Facebook, KPL, and similar apps, but not offer open internet browsing.
17. The “music” page on our website has been revised. It features two event content blocks, links to Hoopla and Freegal and the latest music blog.
18. The “movies” page also has a new look. It features a video trailer, cover scrolls for several categories and links to downloadable services.
19. We have identified four social media outlets on which we will promote the library: Facebook, Twitter, Pinterest, and Instagram / Tumblr. We’ll have a social media report at an upcoming board meeting.
20. Recent work on our catalog has added some new features:
 - When a search yields a number of hits, the list can be narrowing by using the facets in the left-hand column. “View all” will list the relevant navigators that can be sorted in a number of ways.
 - “My Account” now has tabs for digital checkouts and digital holds. Items can be downloaded, some returned, and holds cancelled from the “My Account Digital” tab.

Celebrate local

21. Library programmers and ONEplace collaborated on an event that highlighted three individuals striving to make our community better. Three who had been selected from submissions received via email had ten minutes for their presentation. Kyle Bibby from the Nature Center discussed citizen science and a butterfly network. James Mattox talked about his program “A’s for J’s” which awards students with good grades a pair of Michael Jordan sneakers and Cathy Pinto from AACORN Farms described her program which provides adults

with autism an opportunity to contribute through farming. We will offer this program again in May.

Operations

22. Additional security cameras have been installed at branches and Teen at Central. The elevator and law library are yet to be done.
23. Caitlin Hoag is now a Notary Public, joining David DeVries and Matt Smith. Although we do not actively promote or advertise this service, we can offer it when patrons inquire.
24. Several staff members have appeared on Lori Moore's TV show, most recently Karen Trout promoting *Reading Together* and Thom Andrews on ONEplace@kpl services.
25. Marketing and Communications (MAC) is LEANing their storage space. The goal is to make it easy for staff to locate banners, signs, and marketing materials without relying on MAC staff and to keep inventory current and relevant.
26. Nancy Stern from WS attended the public meeting on expanding the design review district to the WS area. I attended a city commission meeting on this same topic.

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**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS**

January 31, 2015

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	22,994	1,267	9,520	424	2,027	36,232	265,705	268,668	-1%
-ebook	3,070					3,070	24,255	21,702	12%
-Digital Magazine	303					303	1,659	2,075	-20%
Teen	3,162	170	913	70	188	4,503	38,216	37,385	2%
Juvenile	<u>16,468</u>	<u>1,363</u>	<u>8,088</u>	<u>174</u>	<u>1,223</u>	<u>27,316</u>	<u>211,565</u>	<u>205,865</u>	3%
Total	45,997	2,800	18,521	668	3,438	71,424	541,400	535,695	1%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,738	55	859	12	99	2,763	21,926	25,008	-12%
-Digital	1,592					1,592	12,032	7,532	60%
Music									
-CD	5,190	344	906	212	305	6,957	51,979	54,058	-4%
-Digital	1,951					1,951	10,572	6,543	62%
Video									
-DVD	37,181	4,254	9,554	3,679	7,227	61,895	467,040	411,322	14%
- Digital	794					794	5,050	587	
Total Non-Print Material	48,446	4,653	11,319	3,903	7,631	75,952	568,599	505,050	13%
Total Circulation	94,443	7,453	29,840	4,571	11,069	147,376	1,109,999	1,040,745	7%
Computer Usage									
Onsite Computer Use	7,327	483	1,155	546	609	10,120	77,177	83,563	-8%
Computer Usage Remote						2,276,042	16,045,876	16,795,789	-4%
Database Statistics									
Database Sessions	1,218					1,218	8,668	10,073	-14%
Database Searches	60,548					60,548	378,929	321,414	18%
Total Registrations	316	11	93	6	30	456	4099	3944	4%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
January 31, 2015

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>
<u>Programs/Tours</u>									
Adult Events	15	1	1	1	1	19	154	157	-2%
Attendance	287	18	19	6	11	341	5820	5599	4%
Teen Events	13	1	0	1	0	15	132	159	-17%
Attendance	327	0	0	17	0	344	4236	6019	-30%
Juvenile Events	21	13	17	15	3	69	607	508	19%
Attendance	593	160	485	218	23	1479	21241	21711	-2%
Total Events	49	15	18	17	4	103	893	824	8%
Total Attendance	1207	178	504	241	34	2164	31297	33329	-6%
Law Library									
Visitors	231					231	1885	1999	-6%
Phone Calls	73					73	693	736	-6%
Questions Answered	302					302	2558	2388	7%