



Kalamazoo Public Library

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**PUBLIC HEARING AND MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
June 23, 2014, 4:00 p.m.**

PUBLIC HEARING ON PROPOSED 2013-2014 PRELIMINARY BUDGET

An opportunity will be provided for public comment on the proposed budget.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
 - A. Resolution to Approve the Preliminary Budget and Authorize Millage Levy for 2014-2015
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of May 19, 2014
 - B. Minutes of the Meeting of June 16, 2014
 - C. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending May 31, 2014
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Rules of Conduct
 - B. Purpose Statement, Vision, and Core Values
 - Reports
 - C. Action Plan and Organizational Competencies
 - 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
 - A. Director’s Annual Review
- XI. RETURN TO OPEN SESSION FOR CONSIDERATION OF DIRECTOR’S CONTRACT
- XII. ADJOURNMENT

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Resolution to Adopt the Preliminary Budget
and Authorize the Millage Levy for 2014-2015**

DATE: June 23, 2014

RECOMMENDATION:

I recommend the Board adopt the attached resolution to approve the General Operating Fund – Preliminary Budget FY 2014-2015 and authorize that 3.9583 mills be levied for library operations for 2014-2015.

EXECUTIVE SUMMARY:

The budget was reviewed at the regular Board Meeting on May 19, 2014. Prior to this meeting a Public Hearing was conducted for consideration of the budget and millage rate by the public and the revised budget was brought before the Board.

KALAMAZOO PUBLIC LIBRARY

**RESOLUTION TO ADOPT THE BUDGET
AND AUTHORIZE A MILLAGE LEVY FOR 2014-2015**

Minutes of a Meeting of the Board of Trustees of the Kalamazoo Public Library,
Kalamazoo Michigan, held on June 23, 2014 at 4:00 p.m.

TRUSTEES PRESENT: _____

TRUSTEES ABSENT: _____

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____.

WHEREAS, it is necessary for the Board of Trustees of the Kalamazoo Public Library to adopt a budget for fiscal year 2014-2015 to support the Library's operations and millage levy; and

WHEREAS, a public hearing was held pursuant to public notice on June 23, 2014 at which time all interested persons were given an opportunity to comment on the proposed budget and the millage levy for fiscal year 2014-2015; and

WHEREAS, the Board of Trustees has given due consideration to the budget and operational requirements of the Library and the proposed millage levy; and

WHEREAS, the Board of Trustees desires to provide for the appropriate certification of the operational millage levy for the Library;

NOW, THEREFORE, BE IT HEREBY RESOLVED that for the 2014-2015 fiscal year, the Board of Trustees hereby adopts and approves the budget as recommended for the Library by the Director in the total amount of \$11,450,833.

BE IT FURTHER RESOLVED that as to the 2014-2015 fiscal year, the millage for the Library operational purposes shall be in the amount of \$10,503,047.

BE IT FURTHER RESOLVED that the foregoing amounts are hereby levied by the Kalamazoo Public Library in the following manner:

The above-enumerated millage amount shall be levied on December 1, 2014, that being 3.9583 mills for Library operational purposes.

BE IT FURTHER RESOLVED that the Secretary of the Board of Trustees is hereby authorized and directed to report the aforementioned levies to the proper assessing officer or officers of the appropriate agencies, and the Secretary may provide copies of this Resolution when requested by an appropriate agency.

AYES: Trustees _____

NAYS: Trustees _____

RESOLUTION DECLARED ADOPTED.

Robert Brown, Secretary

Certificate

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kalamazoo Public Library, Kalamazoo, Michigan at a meeting held on June 23, 2014, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Robert Brown, Secretary

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Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: May 19, 2014
Time: 4:00 p.m.
Location: Powell Branch Library – Barnabee Gallery

TRUSTEE ROLL CALL:

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

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

A. Resolution to Authorize a Public Hearing on the Proposed Budget for 2014-2015

Recommendation: Director Rohrbaugh recommended the Board adopt the resolution authorizing a public hearing on the 2014-2015 budget.

Executive Summary: It is necessary to hold a public hearing on the proposed budget and publish notice of the hearing as detailed in the resolution to legally set the millage rate that supports the budget and allow the authorized property taxes to be collected for operation of the library.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE RESOLUTION AUTHORIZING A PUBLIC HEARING ON THE 2014-2015 BUDGET.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; B. Caple – yes; F. Brown – yes; R. Brown – yes; J. Vander Roest – yes; C. TenBrink – yes

MOTION CARRIED: 7-0

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. Minutes of the Board Meeting of April 28, 2014

B. Personnel Items (none)

J. Vander Roest drew attention to a line on page 73 of the minutes when he mentioned CPA firms with “good reputations” were approached for the audit. He assured other Board and

audience members he did not say this as a way to bad mouth CPA firms who were not contacted for bids and asked the phrase be changed on the minutes. The revised minutes from the April 28, 2014 Board Meeting were accepted.

IV. FINANCIAL REPORTS

A. Financial Reports for the Month Ending April 30, 2014

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending April 30, 2014.

Discussion: Director Rohrbaugh said the library had paid its last debt payment. The transfers talked about in the Close Estimate Budget were those which would be approved in recommendation V. A.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING APRIL 30, 2014.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Budgets

Recommendation: Director Rohrbaugh recommended the Board take the following action by separate motions and votes:

1. Approve the "General Operating Fund – Close Estimate Budget Revision for FY 2013-2014"
2. Receive for review the "General Operating Fund – Preliminary Budget FY 2014-2015"
3. Approve the "Capital Improvement Plan for the Three Years Ending June 30, 2016"
4. Approve the "Other Gifts & Grants Revised Close Estimate Budget for FY 2013-2014" and the "Other Gifts & Grants Preliminary Budget for FY 2014-2015"

Executive Summary:

Close Estimate Budget Revision for FY 2013-2014

The Close Estimate Budget Revision for fiscal year ending June 30, 2014 revises revenues for estimated reductions in district court penal fines and IFT/CFT tax revenue, and a partial year increase in law library revenue from Kalamazoo County. Budget revisions affecting Salary and Benefits, the recognition of increased costs associated with snowplowing and concrete repair, and budget transfers to support summer reading are in amounts significant enough to require a full revision and review of the budget.

In the Salaries and Benefits categories reserves in Employee Insurance have been released and a recent multi-year correction for Employer FICA combined to reduce the Benefits category budget by \$19,230. That reduction was partially offset by an increase of \$1,350 representing the cost of an increase of 1.0 FTE for a Library Assistant/Operational employee during June 2014 to add capacity during anticipated leaves of absence and vacancies of current staff.

ONEPlace Leadership Academy budgets have been revised to reflect additional expenditures in Programming and Departmental Purchases resulting in a \$14,000 reduction in ending ONEPlace restricted fund balance.

The remaining budget transfers realign budget transfers to support the Summer Reading program along with a small adjustment to the amount paid for rent of the Powell Branch space at the Douglass Community Association.

There is no change to General Operating Unassigned Fund Balance as a result of all revisions and transfers.

Preliminary Budget for FY 2014-2015

The Preliminary General Fund Budget for fiscal year ending June 30, 2015 continues library operations with no expected growth in taxable values. Budgeted revenues for the year increase a fraction and result in essentially the same revenue levels as the prior year. Comparison of the three years of data presented for comparison with this Preliminary Budget shows revenues will have been essentially flat for the duration of fiscal years 2012-2013, 2013-2014, and now 2014-2015 at \$11.4 million. Over that time period, tax revenue has fallen while restricted revenues have increased for the Michigan Public School Employees Retirement System Unfunded Actuarial Accrued Liability (MPSERS UAAL) appropriations from the State of Michigan and support for the county law library from Kalamazoo County. This overall trend results in an effective decrease in unrestricted funds available to support ongoing library services over the same three year period although that trend is steadying with the stabilization of taxable values and repayment of the last outstanding bond debt in May 2014.

Also in May of 2014, the second of two library millages was renewed for 1.1801 mills by district voters for twenty years. The first millage was renewed in 2009 for 2.7782 mills and will expire in 2029. The MPSERS UAAL appropriation and liability is continued at prior year levels in the 2014-2015 Preliminary Budget until notice of the expected increase in both is received from the Office of Retirement Services. District Court Penal Fines have also decreased over the three year period but have been partially offset by increased contractual revenue supporting the Kalamazoo County Law Library operated by Kalamazoo Public Library.

Expenditures budgeted for fiscal year 2014-2015 include continuation of support for the library's strategic priorities: Create young readers and learners - early literacy; Stimulate imagination - reading, viewing, listening, and creating for pleasure; Connect to the digital world - access and digital literacy; and Discover and celebrate local - history, genealogy, information, and culture. The library is continuing to invest in materials, services, and programming which support our priorities and will invest in new programs and services including the library's new digital lab, The Hub, and a significant increase in digital materials.

Salary projections include the addition of one full-time equivalent Library Assistant/Operational position to augment capacity during an anticipated period of leaves of absences and vacancies. Due to timing, all increases and changes to salary and benefit costs except for position changes and contractual increases are accounted for in a lump-sum compensation reserve. Distribution of the reserve will occur after the conclusion of all contractual arrangements is finalized and individual increases are determined.

Funding commitments for capital improvements will increase to \$600,000 for fiscal year 2014-2015 to help support anticipated projects in the Capital Improvement Plan including reserves for telephone system, server, and van replacements. The net change to fund balance as a result of the Preliminary Budget is an increase to unassigned fund balance of \$65,531.

Capital Improvement Plan

The Capital Improvement Plan update includes additions to reserves totaling \$275,000 for future building projects, replacement of the library-wide telephone system to update technologies and accommodate new 911 requirements, replace computer servers, and replace the library's delivery vehicle.

New projects identified for fiscal year 2014-2015 start dates include viewscan microfilm readers for the Clarence L. Miller Local History Room, display units, chair replacement for both public and staff, replacement of the lighting control system at Central Library, upgrade of the Board Room projector equipment, audio visual improvements for the Children's Story Place, repair and replacement of air handling equipment and roof repair, and multiple replacements of public and staff computer and technology equipment.

The Capital Improvement Plan three year projection ends up \$292,500 compared to the prior three year plan reflecting the increased commitment of support from the general fund and release of individual budget category reserves back to fund balance available for future capital projects.

Special Revenue Funds

The Special Revenue budget continues gifts and grants at funded levels into fiscal year 2014-15. Major activity continues to be Ready to Read, ONEplace Services, the KPL Antiracism Transformation project, and Local History gifts. No new major gifts or grant are anticipated in either fiscal year.

Discussion: Director Rohrbaugh said this was an instance when months of work went into a few recommendations which take only a short amount of time at a Board meeting. She explained she was asking the Board, following the usual pattern, to approve the "General Operating Fund – Close Estimate Budget Revision for FY 2013-2014", receive for review the "General Operating Fund – Preliminary Budget FY 2014-2015", approve the "Capital Improvement Plan for the Three Years Ending June 30, 2016", and approve the "Other Gifts & Grants Revised Close Estimate Budget for FY 2013-2014" and the "Other Gifts & Grants Preliminary Budget for FY 2014-2015". The budgets were reviewed in detail by the Finance and Budget Committee. Upon approval, Director Rohrbaugh said she would bring the Preliminary Budget for the FY 2014-2015 back to the June meeting where the Board would also hold a public hearing and authorize the millage levy.

MOTION: J. VANDER ROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE "GENERAL OPERATING FUND – CLOSE ESTIMATE BUDGET REVISION FOR FY 2013-2014".

Discussion: J. Vander Roest said he, as treasurer, was in support of all four motions. He explained the Finance and Budget Committee had extensively reviewed the budgets and asked many clarifying questions of library staff.

MOTION CARRIED 7-0.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO RECEIVE FOR REVIEW THE “GENERAL OPERATING FUND – PRELIMINARY BUDGET FY 2014-2015”.

MOTION CARRIED 7-0.

MOTION: R. BROWN MOVED AND B. CAPLE SUPPORTED THE MOTION TO APPROVE THE “CAPITAL IMPROVEMENT PLAN FOR THE THREE YEARS ENDING JUNE 30, 2016”.

MOTION CARRIED 7-0.

MOTION: F. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE “OTHER GIFTS & GRANTS REVISED CLOSE ESTIMATE BUDGET FOR FY 2013-2014” AND THE “OTHER GIFTS & GRANTS PRELIMINARY BUDGET FOR FY 2014-2015”.

MOTION CARRIED 7-0.

B. Supervisory-Technical and Administrative Staff Compensation Pools for FY 2014-2015

Recommendation: Director Rohrbaugh recommended the Board approve the compensation pools for Supervisory-Technical and Administrative Employees for the FY 2014-2015.

Executive Summary: The recommended compensation pools for supervisory-technical and administrative staff provide for merit increases plus the associated retirement and employer FICA costs for all non-represented staff within the proposed adjusted salary ranges for FY 2014-2015.

Recommended Supervisory-Technical Pool	\$28,000
Recommended Administrative Pool	\$23,000*

* Includes allowance for the Director.

Discussion: Director Rohrbaugh said this was the second recommendation typically handled at the May Board meeting. She reviewed the recommendation saying evaluations for Supervisory-Technical employees and Administrators would be completed before the end of the year and salary increases would be effective July 1st.

MOTION: F. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE COMPENSATION POOLS FOR SUPERVISORY-TECHNICAL AND ADMINISTRATIVE EMPLOYEES FOR THE FY 2014-2015.

MOTION CARRIED 7-0.

REPORTS:

C. Reading Together Wrap-Up – Karen Santamaria

Report: Director Rohrbaugh welcomed Reading Together Coordinator K. Santamaria. K. Santamaria showed a presentation with photos from events and statistics related to circulation and program attendance. In general, she received very positive feedback this year. Reading Together 2014 was the first year the library chose two books by two separate authors. K. Santamaria showed pictures from the Tracie McMillan visit and Art Hop at MLive, which is believed to have attracted about 350 people and was an event where books were checked out

on-site. The Kalamazoo Valley Museum was the perfect venue for the midday film series. B. Caple asked if the list of films was included on the library's website and K. Santamaria responded saying the website should have a detailed description of each of the films. She mentioned patrons appreciated the new banner showing each of the Reading Together books chosen in the past.

K. Santamaria also highlighted the panels with local farmers, the event at People's Church with Peggy Wolff and Bonnie Jo Campbell, the cooking demonstration, *Beyond Food for Thought* at the Portage District Library, the *Farmworker's Story*, Karika Phillips at Bronson, *Farmer's Market 101*, Oshtemo Branch's midday program on container gardening, the student artwork by a local EFA class, and Novella Carpenter's visit. Some of the other new things offered in 2014 included displays at Book Bug, the Partner's Potluck, the Coffee Shop area of the website, and Reading Together To-Go. K. Santamaria said she was happy to be able to plan intergenerational book discussions with students from KPS and Friendship Village again this year. She added that Reading Together's biggest community champion in 2014 was the People's Food Co-op.

Total circulation for 2014 was 1,970 for *The American Way of Eating* and 1,615 for *Farm City* – 94% of materials checked out were print books with less than 1% ebooks. Program attendance averaged about 100 people per event and ranged from 16 to 420. K. Santamaria said she thought Kalamazoo Central was a great location for author visit. President TenBrink said it was nice to have guidance when it came to parking at the Novella Carpenter visit.

Disposition: Trustees thanked K. Santamaria for her report and hard work making Reading Together and success once again.

D. Summer Reading Games – Andrea Vernola

Report: Director Rohrbaugh said M. Cockrell would be presenting on Summer Reading Games since A. Vernola was ill. M. Cockrell began by acknowledging K. Santamaria's hard work on Reading Together. He then began talking about Summer Reading Games saying they would last from June 2-August 30. The kickoff party would be during June Jubilee on June 7th and would have inflatables, a climbing wall, and Summer Reading Games sign-up. He said the staff committee usually begins meeting in September and October because the planning of the Summer Reading Games is such a long process. This year, the committee was expanded to include other input, especially from the branches.

M. Cockrell then showed Board members the artwork for the game boards for each age group and explained the prizes and bonus activities. He said staff from the library would once again be signing up patrons for Summer Reading Games and library cards at the Farmer's Market. At Central Library, only one desk on each floor will sign up patrons and distribute prizes to help staff keep better track of prize distribution.

Discussion: President TenBrink asked if students in summer school would be participating again this year. S. Warner said teachers would be given a modified game for their students and that prizes would be distributed in school. She said if any students came to the library with their school cards, staff would transfer their data to the full game so they could continue playing. M. Cockrell said staff would begin signing up patrons as soon as the cards were printed and the database was ready. J. Vander Roest asked if the trustees could be automatically enrolled in the Summer Reading Games. M. Cockrell said they could be. Director Rohrbaugh reminded the

Board and staff Summer Reading Games were paid for by the Friends of the Kalamazoo Public Library and thanked Friends liaison, J. Snell, for the Friends ongoing support.

Disposition: Trustees thanked M. Cockrell for his report.

E. Status Report on Purpose, Vision, and Core Values – Thom Andrews

Report: Director Rohrbaugh said T. Andrews was back to follow-up on the Purpose, Vision, and Core Value draft presented and discussed at the previous Board meeting. T. Andrews said there had been strong support in general for the document among the departments he had met and talked with. He covered what some of the sticking points were for staff and how they had been modified on the latest draft he was sharing with Trustees. Though not specifically signaled out, staff thought the statements taken in whole addressed overarching goals of the library such as learning, literacy, diversity, and inclusion. T. Andrews said he hoped when the Purpose, Vision, and Core Values were taken in concert with the Strategic Plan, the important elements staff and Board thought were missing would be covered.

J. Vander Roest said the Core Value related to Intellectual Freedom was more a statement of intent instead of a promise to take action. Board members came up with ideas for more action oriented verbs to begin this core value. T. Andrews reminded the Board this was primarily an internal document. L. Godfrey said it was not exclusively an internal document and granting agencies would request the information. B. Caple talked about how additional language to some of the phrases could be limiting instead of expansive. He thought the phrase “through any media” in the Intellectual Freedom core value was extraneous. Board members then discussed whether the phrase “to one another and the world” broadened or limited the vision statement. T. Andrews finished up the conversation by explaining he and Director Rohrbaugh would be meeting and discussing these drafts with a few more departments and hoped to bring a recommendation to the June Board meeting regarding the new and improved Purpose, Vision, and Core Values.

Disposition: Trustees thanked T. Andrews for his work on this project.

F. Legislative Report – Diane Schiller

Report: D. Schiller said the only thing she had to share with the Board was Senate Bill 934 which would increase the state minimum wage in a number of steps ending at \$9.20 in 2017. She explained the minimum wage was currently \$7.40 and the lowest paid employees at the library made \$8.00. The first increase would be September 1st with minimum wage increasing to \$8.15. D. Schiller said the Board would need to initially decide whether to increase only those making \$8.00 to \$8.15 or whether the library should increase all hourly rates proportionally in line with stair step ranges the library uses. She estimated the impact in the next fiscal year would be about \$17,000-18,000.

D. Schiller explained the minimum wage would be indexed starting in 2018 based on the Consumer Price Index for Detroit. She said the new law would also have an effect on bank time for Supervisory-Technical employees. B. Caple asked how many hours were worked at the wage level. D. Schiller answered during the last pay period, 2,400 hours were worked by hourly employees, 1,800 of which were worked by aides. B. Caple asked what the wage rates were for hourly employees at the library. D. Schiller responded aides ranged from \$8.00-\$10.50, library

assistant subs earned \$11.50, interns ranged from \$8.50-12.50, and librarian subs earned around \$16 per hour.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee*—J. Vander Roest said the Finance and Budget Committee had met to review the budgets in the first recommendation.

B. *Personnel Committee*—B. Caple said the Personnel Committee had met briefly in May and would be working on the Director’s evaluation into the next month.

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

D. *Director’s Building Advisory Committee*—no meeting.

VII. OTHER BUSINESS

A. *Director’s Report*

Report: Director Rohrbaugh said she wanted to begin her report acknowledging the successful passage of the millage with all precincts passing but one, which was only defeated by two people. Secondly, Director Rohrbaugh mentioned a recent meeting she and B. Caple attended at the Douglass Community Association which offered an update on the status of the community center. The organization has successfully paid off critical outstanding debts and had completed a building assessment. The Executive Director and Board, however, are still trying to secure ongoing financial support to allow them to continue paying their bills. A survey of users was completed and a main service priority identified was service to preschoolers. B. Caple said it was clear to him that with the current Executive Director and Board, the organization was headed in the right direction. He said he was especially interested in hearing about the facility and was pleased with the great strides that were being made.

Discussion: L. Godfrey asked if the organization had any income other than grants and donations. Director Rohrbaugh said the Executive Director, S. Thomas-Cloud, had been asked by donors if the Douglass would charge for program attendance. S. Thomas-Cloud made a point of saying the participants in these programs cannot afford to pay. L. Godfrey asked how the organization planned to be sustainable. Director Rohrbaugh said this was not addressed. The main point of the meeting was to give an update to the community about the debt and celebrate the advances they’ve made. B. Caple said this meeting was more of a progress report and it was obvious their problems had not been solved. Gifts and grants are what they operate on.

L. Godfrey said she hoped the community was not expecting more of the Douglass than could be met. B. Caple said the panelists made a point of saying the neighborhood is underserved in many ways, Kalamazoo has a lot of wealth, and it would be a shame if this venture were not supported by the community. J. Vander Roest asked if the problem with the United Way had been addressed. Director Rohrbaugh said this was not talked about but B. Caple said the United Way had made a \$100,000 contribution to the organization. L. Godfrey said she thought the problem was being addressed with the replacement of the Executive Director and Board. J.

Vander Roest wondered if this were the case stating the United Way was the obvious channel for the community as a whole to support the Douglass Community Association.

Report: Looking to the Director's Report, Director Rohrbaugh mentioned item four saying the Family Place visit went well. She thanked the Board members who had attended the luncheon with the visiting representatives. She said the Hub (item eleven) had a soft opening with the grand opening planned for May 27. She drew attention to item sixteen and the new FM unit the library had purchased with money from the Friends and item eighteen and the painting and lettering over the entrance to the Local History Room. Director Rohrbaugh said she had sent pictures to the Patton's and talked to them on the phone quite regularly.

Discussion: V. Wright asked for more information on item two. Director Rohrbaugh said a recent Library Journal article had discussed how a library could be a good venue for community engagement. She had heard the new city manager was placing more emphasis on community engagement, therefore, Director Rohrbaugh had sent this information on to him. What resulted was a nice conversation with L. Lam from the City of Kalamazoo.

L. Godfrey said she and B. Caple had been the trustees who met with the Family Place visitors in item four. She said they seemed very impressed with KPL, especially only being one year into the program. Director Rohrbaugh reminded trustees that Family Place was a trademark and only two of KPL's locations were considered Family Place Libraries. F. Brown asked about item twelve. Director Rohrbaugh said this was staff taking pictures throughout the library on a specific day. These pictures then rotated on the library's website. K. King added that it was during National Library Week. Director Rohrbaugh said there had been less pictures taken this year but the library's Flickr page had more views. J. Vander Roest asked if the aide swap mentioned in item fifteen was useful. Director Rohrbaugh said she had heard good feedback. J. Vander Roest said it would be a good way to share best practices.

F. Brown asked if there were plans for sharing with the Board an update on the Antiracism Transformation Team. Director Rohrbaugh said the most recent training had just been completed on the Friday preceding the Board meeting. T. New said the training would be completed by the end of the year and the Board would be receiving reports. L. Godfrey asked what the impact of Hoopla was on the AV statistics. M. Cockrell drew attention to the digital statistic which included Hoopla saying it was factored into overall AV circulation. Director Rohrbaugh said it was good to see the library still had positive circulation. Though KPL's circulation is still up, this is not the case with many other libraries.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright mentioned how fun the Global Reading Challenge was to watch. She said it was great to see how proud and engaged families were for a non-athletic event. She thought it was also a great event for siblings of the participating children to see.
- President TenBrink thanked everyone for their help in passing the millage. She said she also really enjoyed the recent Friends' Annual Luncheon.

X. EXECUTIVE SESSION

A. Negotiations Update

President TenBrink asked for a motion to move into executive session to receive an update on union negotiations.

MOTION: F. BROWN MOVED AND B. CAPLE SUPPORTED THE MOTION TO MOVE INTO EXECUTIVE SESSION TO RECEIVE AN UPDATE ON UNION NEGOTIATIONS.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; B. Caple – yes; F. Brown – yes; R. Brown – yes; J. Vander Roest – yes; C. TenBrink – yes

MOTION CARRIED 7-0.

Trustees moved into executive session at 5:25 p.m. President TenBrink invited Director Rohrbaugh, D. Schiller, T. New, and M. Cockrell to stay for the Executive Session.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; B. Caple – yes; F. Brown – yes; R. Brown – yes; J. Vander Roest – yes; C. TenBrink – yes

MOTION CARRIED 7-0.

Trustees moved to open session at 5:55 p.m.

XI. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:56 P.M.

X _____
Robert Brown
Secretary

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: June 16, 2014
Time: 5:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Fenner Brown (late), Robert Brown, Bruce Caple, Lisa Godfrey, Valerie Wright and James Vander Roest

Absent: Cheryl TenBrink

CALL TO ORDER:

Vice President Caple called the meeting to order at 5:00 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. EXECUTIVE SESSION

A. Union Contract Negotiations

Vice President Caple asked for a motion to move into executive session to discuss ongoing union negotiations.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO MOVE INTO EXECUTIVE SESSION TO DISCUSS UNION NEGOTIATIONS.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; R. Brown – yes; J. Vander Roest – yes; B. Caple – yes

MOTION CARRIED 5-0.

Trustees moved into executive session at 5:03 p.m. Vice President Caple invited Director Rohrbaugh, D. Schiller, T. New, and M. Cockrell to stay for the Executive Session.

Trustee F. Brown arrived at 5:04 p.m.

MOTION: J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; F. Brown – yes; R. Brown – yes; J. Vander Roest – yes; B. Caple – yes

MOTION CARRIED 6-0.

Trustees moved to open session at 5:36 p.m.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO AUTHORIZE THE LIBRARY'S NEGOTIATING TEAM TO CONTINUE NEGOTIATING ALONG THE LINES DESCRIBED AND DISCUSSED.

MOTION CARRIED 6-0.

IV. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

V. COMMENTS BY TRUSTEES

- R. Brown said he had received an invite from Representative Margaret O'Brien and Senator Tonya Schuitmaker to attend an event at Kalamazoo Valley Community College to discuss local issues with other government officials. He asked if other Board members would be attending. L. Godfrey and he will likely attend.

VI. ADJOURNEMENT

Hearing no objection, Vice President Caple adjourned the meeting at 5:44 P.M.

X _____
Robert Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: June 23, 2014

Employee Transfer

Derek Johnson will transfer to the KPLSP FTE 1.0 Library Assistant 3 position of Weekend Custodian in Facilities Management effective June 28, 2014. Derek has previously held the KPLSP FTE 1.0 Evening Custodian position.

Position Modification

The KPLSP FTE 0.5 position of Lead Evening Custodian currently held by **Steven Braat** will be increased to FTE 1.0 effective July 1, 2014. Steven previously held the KPLSP FTE 0.5 Weekend Custodian in addition to the Lead Evening Custodian position.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
May 31, 2014**

DATE: June 23, 2014

RECOMMENDATION:

I recommend the Board accept the Financial Reports for the month ending May 31, 2014.

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

**Kalamazoo Public Library
Interim Financial Reports
As of May 31, 2014**

Sources and Uses of Funds

Electronic Transfers

During the month of May, Kalamazoo Public Library received the Kalamazoo County revolving tax fund remittance for delinquent real property taxes for the current tax year. The total for KPL for all taxing jurisdictions was \$569,719.66. Other receipts during the month included the transfer of the remaining funds in the Debt Service fund accounts after the payment of the last and final 1996 bond note. The funds returned to the general fund equaled \$11,691.83. The first quarter law library payment of \$15,625 and the MPERS UAAL rate appropriation of \$23,196 were also deposited. Funds remaining in cash and investments as of May 31st totaled \$8,892,738.

Combined Balance Sheet

After the receipt of delinquent property taxes from Kalamazoo County, total outstanding taxes receivable for all years equal \$91,901. The final tax revenue and receivable reconciliation is underway to determine any adjustments to that outstanding balance.

The Debt Service Fund will be closed as of the end of this fiscal year and currently shows a zero balance after the transfer to the general fund of all outstanding monies set aside for the payment of long-term bonds.

General Fund Revenue and Expenditure Summary

Revenue is 98.1% complete as of May 31st with adjustments to tax revenue and expected June revenue yet outstanding. Expenditures compared to the Close Estimate Budget Revision are 86.1% complete and currently indicate no budget overruns except (\$45) in Advertising which will be investigated and corrected if necessary. The transfer from the Debt Service shows in the Transfers section as an incoming adjustment to increase the general fund balance.

Capital Improvement Plan

Expenditures totaled \$20,293 in the Capital Improvement Plan during the month of May, with additional \$36,422 encumbrances outstanding. A total of \$451,543 budgeted in through June 30, 2014 remains unspent for all projects

Other Gifts Revenue and Expenditure Summary

During May the only significant activity occurred in the ONEplace Nonprofit Services fund to pay programming expenses for the Leadership Academy which concluded earlier this month. Total expenditures were \$4,643 for the month of May.

Endowment Fund

Balances are shown as of April 2014 due to the usual timing of statements. During April the fund paid the Arcadia Investment Management fee per contract for the quarter ending June 30th. Also, two purchases of fixed income investments (corporate notes) were purchased for Coca Cola and Statoil ASA. Net earnings since July 1, 2013 total \$338,312.

Kalamazoo Community Foundation – Local History and Community Information Service Fund

The Kalamazoo Community Foundation website and reporting of funds has undergone a major transformation. The two fund statements included in this interim report are for the quarter ending March 31st and show the balances for the Agency segment recognized on KPL's balance sheet (kpub03) and the fund statement recognized on the KCF balance sheet (kpub04). The recent \$10,000 distribution requested and recognized in the Capital Improvement Plan during April was withdrawn from the KCF portion of the fund and is indicated by the different in the balances between March 31 and June 3 on the kpub04 statement.

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending May 31, 2014**

	May
BEGINNING CASH BALANCE *	\$ 9,108,746
* Including short-term investments	
 <u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 571,057
IFT/CFT, PILOT receipts	\$ 10,550
State Aid/MPSERS UAAL Rate Appropriation	\$ 23,196
District Court Penal Fines/Law Library Revenue	\$ 15,625
Interest Income	\$ 1,677
Library Fines & Fees	\$ 13,108
Other Sources: Gifts, Grants, & Reimbursements	\$ 16,741
Other Gifts (Ready to Read, etc)	\$ -
TOTAL SOURCES OF CASH	\$ 651,953
 <u>USES OF CASH:</u>	
Salaries & Wages	\$ (396,956)
Benefits	\$ (100,676)
Materials	\$ (67,093)
Supplies	\$ (23,305)
Facilities	\$ (31,343)
Technical Services	\$ (24,909)
Purchased Services	\$ (29,165)
Other	\$ (69,813)
Capital Expenditures	\$ (28,800)
Prepaid Expenditures	\$ (95,901)
Debt Service - transferred to reserve	\$ -
TOTAL USES OF CASH	\$ (867,961)
 ENDING CASH	 \$ 8,892,738
 <u>Pooled Cash & Investment Accounts</u>	
<u>Checking & other liquid accounts</u>	
Cash to be deposited	\$ -
Fifth Third General & Payroll Checking Accounts	\$ 408,550
First National NOW & ACH Transfer Accounts	\$ 1,246,796
Fifth Third Arcadia Admin & Transfers Accounts	\$ 6,526
Petty Cash/Midwest Business Exchange Account/Paypal	\$ 10,729
Pooled Cash Accounts	\$ 1,672,601
 <u>Pooled Investments</u>	
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52
Flagstar Bank MM & CD's	\$ 1,506,364
First National Bank MM, ICS Savings, & CD's	\$ 5,713,720
Pooled Investment Accounts	\$ 7,220,137
Total Pooled Cash & Investments	\$ 8,892,738

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
May 2012**

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
5/1/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (934.00)
5/1/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,456.17)
5/4/2014	MERS March	1st National Transfer	Municipal Employees Retirement System	\$ (22,379.63)
5/5/2014	MPSERS UAAL March	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (27,671.07)
5/6/2014	Employee 403b Contributions	1st National Transfer	Employee Accounts	\$ (6,449.18)
5/6/2014	CD Maturity	Flagstar CD		\$ (500,749.15)
5/6/2014	Reinvest CD		Reinvest @ .35% 90 days 8/14/14	\$ 501,187.31
5/7/2014	HCSP MERS Contributions	5/3 General Check	Employee Accounts	\$ (978.35)
5/8/2014	MPSERS April	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (23,195.90)
5/9/2014	Transfer from	1st National NOW Check		\$ (30,000.00)
5/9/2014	Transfer to		1st National Transfer	\$ 30,000.00
5/12/2014	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,272.01)
5/12/2014	Law Library 1st QTR	Kalamazoo County	5/3 General Checking	\$ 15,625.00
5/14/2014	Close Debt Service Accounts	1st National 1996 DS	1st National NOW	\$ 11,691.83
5/15/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (934.00)
5/15/2014	Payroll May 15, 2014	5/3 Payroll Check	Employee Accounts	\$ (118,284.31)
5/15/2014	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
5/15/2014	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,270.13)
5/15/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,769.79)
5/15/2014	Transfer from	1st National NOW Check		\$ (300,000.00)
5/15/2014	Transfer to		5/3 General Checking	\$ 300,000.00
5/15/2014	Transfer from	1st National ICS		\$ (800,000.00)
5/15/2014	Transfer to		1st National NOW	\$ 800,000.00
5/15/2014	Transfer from	1st National NOW Check		\$ (6,700.00)
5/15/2014	Transfer to		1st National ACH	\$ 6,700.00
5/16/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,691.17)
5/16/2014	Employee 403b Contributions	5/3 General Check	Employee Accounts	\$ (6,830.77)
5/19/2014	HCSP MERS Contributions	5/3 General Check	Employee Accounts	\$ (978.35)
5/30/2014	Transfer from	1st National NOW Check		\$ (40,000.00)
5/30/2014	Transfer to		1st National Transfer	\$ 40,000.00
5/30/2014	Payroll May 30, 2014	5/3 Payroll Check	Employee Accounts	\$ (118,567.59)
5/30/2014	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
5/30/2014	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,270.13)
5/30/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,691.66)
5/30/2014	Transfer from	1st National NOW Check		\$ (6,500.00)
5/30/2014	Transfer to		1st National ACH	\$ 6,500.00
5/30/2014	MPSERS May	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (22,595.14)
		Total Electronic Transactions		\$ (441,676.12)

Kalamazoo Public Library Combined Balance Sheet

May 31, 2014

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	(\$132,792.61)	\$1,820,025.70	\$0.00	\$134,036.50	\$44,212.95
Investments	\$7,071,468.54	\$0.00	\$0.00	\$55,764.38	\$3,686,077.15
Total Cash & Equivalents	\$6,938,675.93	\$1,820,025.70	\$0.00	\$189,800.88	\$3,730,290.10
Accounts Receivable					
Accounts Receivable	\$2,780.82	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$2,780.82	\$0.00	\$0.00	\$0.00	\$0.00
Taxes Receivable					
Taxes Receivable	\$91,901.31	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$91,901.31	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets					
Other Assets	\$223,067.37	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$223,067.37	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$7,256,425.43	\$1,820,025.70	\$0.00	\$189,800.88	\$3,730,290.10
Liabilities and Fund Balance					
Current Liabilities					
Accounts Payable	\$25,427.38	\$0.00	\$0.00	\$0.00	\$0.00
Salaries Payable	\$24,905.34	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$50,697.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$101,029.72	\$0.00	\$0.00	\$0.00	\$0.00
Long Term Liabilities					
Long Term Liabilities	\$35,477.86	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$35,477.86	\$0.00	\$0.00	\$0.00	\$0.00
Net Assets					
Fund Balance	\$7,119,446.84	\$1,820,025.70	\$0.00	\$189,800.88	\$3,730,290.10
Total	\$7,119,446.84	\$1,820,025.70	\$0.00	\$189,800.88	\$3,730,290.10
Total Liabilities & Fund Balance	\$7,256,425.43	\$1,820,025.70	\$0.00	\$189,800.88	\$3,730,290.10

Kalamazoo Public Library

General Fund Revenue and Expenditure Summary

May 31, 2014

	May	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$7,376.59	\$0.00	\$10,262,948.59	\$10,240,572.00	(\$22,376.59)	100.2%
Other Taxes	\$3,173.54	\$0.00	\$99,193.31	\$130,188.00	\$30,994.69	76.2%
Fines and Fees	\$13,108.01	\$0.00	\$158,861.80	\$170,000.00	\$11,138.20	93.4%
Other Revenue	\$23,195.90	\$0.00	\$458,703.03	\$654,905.00	\$196,201.97	70.0%
Local Support	\$5,000.00	\$0.00	\$228,549.65	\$231,775.00	\$3,225.35	98.6%
Interest Income	\$1,677.01	\$0.00	\$15,505.68	\$15,000.00	(\$505.68)	103.4%
Other	\$47.60	\$0.00	\$1,648.15	\$1,500.00	(\$148.15)	109.9%
Total Revenue	\$53,578.65	\$0.00	\$11,225,410.21	\$11,443,940.00	\$218,529.79	98.1%
Expenditures						
Salaries						
Administrator Salaries	\$52,956.58	\$0.00	\$584,122.42	\$637,110.00	\$52,987.58	91.7%
Librarian Salaries	\$103,065.60	\$0.00	\$1,124,662.51	\$1,234,010.00	\$109,347.49	91.1%
Supervisory Technical Salaries	\$55,227.72	\$0.00	\$617,600.72	\$676,715.00	\$59,114.28	91.3%
Library Assistant Salaries	\$125,889.04	\$0.00	\$1,404,494.88	\$1,538,270.00	\$133,775.12	91.3%
Hourly Staff	\$47,219.18	\$0.00	\$490,004.39	\$601,679.00	\$111,674.61	81.4%
Substitute Salaries	\$7,315.92	\$0.00	\$68,937.43	\$89,960.00	\$21,022.57	76.6%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$391,674.04	\$0.00	\$4,289,822.35	\$4,777,744.00	\$487,921.65	89.8%
Benefits						
Employee Insurance	\$78,992.00	\$0.00	\$862,314.02	\$972,470.00	\$110,155.98	88.7%
Retirement	\$92,427.54	\$0.00	\$696,487.63	\$829,873.00	\$133,385.37	83.9%
Employer FICA-Medicare	\$29,593.52	\$0.00	\$315,888.35	\$357,820.00	\$41,931.65	88.3%
Other Benefits	\$2,700.00	\$0.00	\$30,457.18	\$52,800.00	\$22,342.82	57.7%
Total	\$203,713.06	\$0.00	\$1,905,147.18	\$2,212,963.00	\$307,815.82	86.1%
Materials						
Adult Books	\$30,451.79	\$51,099.81	\$416,169.05	\$479,050.00	\$62,880.95	86.9%
Juvenile Books	\$12,137.65	\$7,579.59	\$88,124.30	\$94,850.00	\$6,725.70	92.9%
Periodicals	\$1,830.11	\$0.00	\$45,195.23	\$60,706.00	\$15,510.77	74.4%
Audio-Visual Material	\$35,086.48	\$84,988.84	\$300,689.62	\$309,300.00	\$8,610.38	97.2%
Digital Materials	\$5,638.12	\$0.00	\$153,510.33	\$198,620.00	\$45,109.67	77.3%
Total	\$85,144.15	\$143,668.24	\$1,003,688.53	\$1,142,526.00	\$138,837.47	87.8%
Facilities						
Fuel	\$3,685.17	\$0.00	\$51,839.24	\$67,700.00	\$15,860.76	76.6%
Electricity	\$12,408.57	\$0.00	\$158,068.44	\$182,900.00	\$24,831.56	86.4%
Water	\$349.37	\$0.00	\$3,702.57	\$5,875.00	\$2,172.43	63.0%
Custodial Supplies	\$4,704.07	\$4,562.62	\$62,972.03	\$75,275.00	\$12,302.97	83.7%
Grounds Maintenance	\$730.00	\$5,080.00	\$33,090.00	\$37,450.00	\$4,360.00	88.4%
Building Repair	\$2,807.33	\$0.00	\$57,923.38	\$84,075.00	\$26,151.62	68.9%
Building Operations	\$5,894.28	\$17,737.00	\$117,951.67	\$134,732.00	\$16,780.33	87.5%
Total	\$30,578.79	\$27,379.62	\$485,547.33	\$588,007.00	\$102,459.67	82.6%
Supplies						
Office Supplies	\$5,033.48	\$174.00	\$37,251.30	\$47,520.00	\$10,268.70	78.4%
Marketing Supplies	\$36.47	\$0.00	\$1,175.90	\$5,920.00	\$4,744.10	19.9%
Postage & Freight	\$987.71	\$0.00	\$31,727.50	\$46,230.00	\$14,502.50	68.6%
Processing Supplies	\$1,091.91	\$22,954.65	\$46,003.23	\$62,140.00	\$16,136.77	74.0%
Departmental Purchases	\$9,004.34	\$2,733.22	\$33,655.19	\$47,603.00	\$13,947.81	70.7%
Total	\$16,153.91	\$25,861.87	\$149,813.12	\$209,413.00	\$59,599.88	71.5%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
 May 31, 2014

	May	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$3,494.38	\$0.00	\$46,844.22	\$74,420.00	\$27,575.78	62.9%
Telecommunications	\$12,014.34	\$0.00	\$76,494.42	\$90,280.00	\$13,785.58	84.7%
Software & Licensing	\$4,928.51	\$9,143.00	\$259,980.35	\$296,779.00	\$36,798.65	87.6%
Cataloging & Processing	\$8,224.95	\$0.00	\$47,228.31	\$72,422.00	\$25,193.69	65.2%
Total	\$28,662.18	\$9,143.00	\$430,547.30	\$533,901.00	\$103,353.70	80.6%
Purchased Services						
Security	\$4,080.89	\$0.00	\$85,911.89	\$112,884.00	\$26,972.11	76.1%
Insurance	\$4,024.48	\$0.00	\$78,354.92	\$83,500.00	\$5,145.08	93.8%
Legal Services	\$4,988.00	\$0.00	\$8,615.50	\$17,000.00	\$8,384.50	50.7%
Contracted Services	\$5,703.00	\$0.00	\$124,418.98	\$200,663.00	\$76,244.02	62.0%
Printing Services	\$2,880.69	\$0.00	\$94,595.92	\$105,000.00	\$10,404.08	90.1%
Advertising	\$7,722.00	\$0.00	\$50,045.61	\$50,000.00	(\$45.61)	100.1%
Total	\$29,399.06	\$0.00	\$441,942.82	\$569,047.00	\$127,104.18	77.7%
Other Expenditures						
Miscellaneous Operating	\$2,421.83	\$0.00	\$24,536.06	\$62,582.00	\$38,045.94	39.2%
Tax Charge Backs	\$15,764.73	\$0.00	\$89,473.67	\$100,000.00	\$10,526.33	89.5%
Travel & Conference-Director	\$0.00	\$0.00	\$617.93	\$4,000.00	\$3,382.07	15.4%
Travel & Conference	\$2,918.85	\$0.00	\$28,578.37	\$49,700.00	\$21,121.63	57.5%
Staff Development	\$657.94	\$0.00	\$5,873.25	\$28,470.00	\$22,596.75	20.6%
Travel & Conference - Board	\$0.00	\$0.00	\$1,085.00	\$5,000.00	\$3,915.00	21.7%
Miscellaneous Disbursements	\$765.27	\$0.00	\$43,935.23	\$66,574.00	\$22,638.77	66.0%
Vehicle Maintenance	\$637.55	\$0.00	\$4,200.05	\$5,260.00	\$1,059.95	79.8%
Programming Expenditures	\$22,408.36	\$0.00	\$151,288.04	\$167,700.00	\$16,411.96	90.2%
Rent	\$2,419.59	\$0.00	\$30,599.37	\$33,100.00	\$2,500.63	92.4%
Total	\$47,994.12	\$0.00	\$380,186.97	\$522,386.00	\$142,199.03	72.8%
Total Expenditures	\$833,319.31	\$206,052.73	\$9,086,695.60	\$10,555,987.00	\$1,469,291.40	86.1%
Transfers						
Transfers In						
Transfers from other funds	\$11,691.83	\$0.00	\$11,691.83	\$0.00	\$11,691.83	100.0%
Total Transfers In	\$11,691.83	\$0.00	\$11,691.83	\$0.00	\$11,691.83	100.0%
Transfers Out						
Transfers to other funds	(\$400,000.00)	\$0.00	(\$1,435,000.00)	(\$1,454,000.00)	\$19,000.00	98.7%
Total	(\$400,000.00)	\$0.00	(\$1,435,000.00)	(\$1,454,000.00)	\$19,000.00	98.7%
Total	(\$388,308.17)	\$0.00	(\$1,423,308.17)	(\$1,454,000.00)	\$30,691.83	97.9%
BEGINNING FUND BALANCE	\$8,287,499.57	\$0.00	\$6,197,991.57	\$6,197,991.57	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$1,168,052.73)	(\$211,810.73)	\$709,644.54	(\$566,047.00)	(\$1,275,692.00)	(125.4%)
ENDING FUND BALANCE	\$7,119,446.84	(\$211,810.73)	\$6,907,636.11	\$5,631,944.57	(\$1,275,692.00)	122.7%

**Kalamazoo Public Library
Income Statement
Capital Improvement Plan**

	Actual	Encumbrances	Year to Date	Budget	Variance
Revenue					
Local Revenue					
Other Local Gifts & Grants					
884 - Digital Lab Equipment	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
Total	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
Total Revenue	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
Expenditures					
Library Systems and Equipment					
Integrated Library System					
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$4,314.00	\$4,314.00
803 - NCIP	\$0.00	\$7,930.00	\$7,930.00	\$8,000.00	\$70.00
Total Library Systems and Equipment	\$0.00	\$7,930.00	\$7,930.00	\$12,314.00	\$4,384.00
Furniture & Equipment					
Furniture & Equipment					
810 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$65,608.00	\$65,608.00
811 - Carpet Master Plan/1st Renovation	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$1,934.99	\$1,934.99	\$15,500.00	\$13,565.01
862 - Oshtemo chairs/dollies	\$0.00	\$190.78	\$7,166.84	\$7,500.00	\$333.16
880 - ADS conference room	\$0.00	\$3,072.28	\$3,072.28	\$3,400.00	\$327.72
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
882 - Oshtemo-Drop box	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00
889 - Children's Room Table/Chairs	\$1,566.18	\$0.00	\$1,566.18	\$7,500.00	\$5,933.82
891 - Digital Lab Furniture	\$0.00	\$0.00	\$10,836.84	\$15,000.00	\$4,163.16
892 - Local History Room Furniture	\$0.00	\$0.00	\$2,739.43	\$6,000.00	\$3,260.57
Total Furniture & Equipment	\$1,566.18	\$5,198.05	\$27,316.56	\$223,436.00	\$196,119.44
Building Alterations					
Building Alterations					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$672.00	\$672.00
821 - Oshtemo Concrete	\$0.00	\$0.00	\$0.00	\$4,400.00	\$4,400.00
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	\$5,154.00	\$6,372.01	\$6,418.00	\$45.99
870 - 2013 Renovations-Youth/History/Camp	\$0.00	\$0.00	\$193,317.27	\$193,319.00	\$1.73
873 - Parking Lot LED Lights	\$0.00	\$18,140.00	\$18,140.00	\$18,140.00	\$0.00
874 - Metasys control system/monitors	(\$1,718.00)	\$0.00	\$19,910.00	\$36,773.00	\$16,863.00
883 - Portable Thermal Chamber	\$0.00	\$0.00	\$8,995.00	\$8,995.00	\$0.00
885 - Digital Lab Space	\$17,182.00	\$0.00	\$27,567.00	\$27,200.00	(\$367.00)
886 - Eastwood Drainage	\$0.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
Total Building Alterations	\$15,464.00	\$23,294.00	\$274,301.28	\$375,417.00	\$101,115.72
Computer & Electronics					
Automation					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$29,551.00	\$29,551.00
831 - Automation Replacement	\$0.00	\$0.00	\$2,382.80	\$79,120.00	\$76,737.20
832 - Hardware	\$1,920.00	\$0.00	\$2,495.78	\$5,607.00	\$3,111.22
865 - Game Carts - Teen	\$0.00	\$0.00	\$7,412.46	\$12,011.00	\$4,598.54
866 - Laptops for IT, MAC, Teen	\$1,342.58	\$0.00	\$1,856.96	\$1,860.00	\$3.04
875 - Spare Switches	\$0.00	\$0.00	\$5,974.00	\$5,974.00	\$0.00
876 - Upgrade virtual services	\$0.00	\$0.00	\$0.00	\$8,304.00	\$8,304.00
877 - Envisionware Letter Document Station	\$0.00	\$0.00	\$7,375.00	\$7,375.00	\$0.00
878 - Laptops/iPads	\$0.00	\$0.00	\$5,165.51	\$11,410.00	\$6,244.49
884 - Digital Lab Equipment	\$0.00	\$0.00	\$28,546.04	\$29,721.00	\$1,174.96
888 - Children's AV Cart	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Total Computer & Electronics	\$3,262.58	\$0.00	\$61,208.55	\$195,933.00	\$134,724.45
RFID					
RFID					
850 - RFID Reserve	\$0.00	\$0.00	\$0.00	\$14,906.00	\$14,906.00
853 - RFID - 3M Self Check Unit	\$0.00	\$0.00	\$11,706.56	\$12,000.00	\$293.44
Total RFID	\$0.00	\$0.00	\$11,706.56	\$26,906.00	\$15,199.44
Total Expenditures	\$20,292.76	\$36,422.05	\$382,462.95	\$834,006.00	\$451,543.05
Transfers					
Transfers In/(Out)					
Transfers from other funds					
800 - Capital Improvement Plan	\$400,000.00	\$0.00	\$400,000.00	\$400,000.00	\$0.00
870 - 2013 Renovations-Youth/History/Camp	\$0.00	\$0.00	\$52,726.00	\$52,726.00	\$0.00
884 - Digital Lab Equipment	\$0.00	\$0.00	\$6,949.00	\$6,949.00	\$0.00
892 - Local History Room Furniture	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00
Total	\$400,000.00	\$0.00	\$465,675.00	\$465,675.00	\$0.00
Total Transfers	\$400,000.00	\$0.00	\$465,675.00	\$465,675.00	\$0.00
BEGINNING FUND BALANCE	\$0	\$0	\$1,690,392	\$1,690,392	\$0
NET SURPLUS/(DEFICIT)	\$379,707.24	(\$36,422.05)	\$93,212.05	(\$358,331.00)	(\$451,543.05)
ENDING FUND BALANCE	\$379,342.05	(\$36,422.05)	\$1,783,604.05	\$1,332,061.00	(\$451,543.05)

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
 May 31, 2014

	May	Encumbrances	Year-to-Date + Encumbrances	Budget	Variance
Revenue					
Local Support					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$1,380.53	\$2,000.00	\$619.47
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$20,937.00	\$21,000.00	\$63.00
301 - Gifts & Memorials - Materials	\$190.00	\$0.00	\$790.00	\$1,000.00	\$210.00
303 - History Room Gifts	\$0.00	\$0.00	\$7,100.00	\$7,000.00	(\$100.00)
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$1,912.43	\$1,900.00	(\$12.43)
308 - Library Gifts	\$0.00	\$0.00	\$9,531.57	\$8,750.00	(\$781.57)
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$30,914.00	\$30,914.00	\$0.00
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00
380 - Scholarships/Administration Mini-Grants	\$0.00	\$0.00	\$2,950.00	\$2,950.00	\$0.00
381 - Staff Appreciation Mini-Grant	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00
382 - Adult Services Mini-Grants	\$0.00	\$0.00	\$440.00	\$440.00	\$0.00
387 - Oshemo Mini-Grant	\$0.00	\$0.00	\$1,395.00	\$1,395.00	\$0.00
388 - Eastwood/Powell Mini-Grant	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00
389 - Washington Square Mini-Grant	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$775.00	\$775.00	\$0.00
391 - Children's Mini-Grant	\$0.00	\$0.00	\$1,350.00	\$1,350.00	\$0.00
Total Local Support	\$190.00	\$0.00	\$87,525.53	\$87,524.00	(\$1.53)
Other					
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$420.00	\$0.00	(\$420.00)
Total Other	\$0.00	\$0.00	\$420.00	\$0.00	(\$420.00)
Total Revenue	\$190.00	\$0.00	\$87,945.53	\$87,524.00	(\$421.53)
Expenditures					
Salaries					
Hourly Staff					
303 - History Room Gifts	\$0.00	\$0.00	\$546.03	\$1,500.00	\$953.97
Total Hourly Staff Salaries	\$0.00	\$0.00	\$546.03	\$1,500.00	\$953.97
Total	\$0.00	\$0.00	\$546.03	\$1,500.00	\$953.97
Benefits					
Employer FICA-Medicare					
303 - History Room Gifts	\$0.00	\$0.00	\$33.86	\$115.00	\$81.14
Total Employer FICA-Medicare	\$0.00	\$0.00	\$33.86	\$115.00	\$81.14
Total	\$0.00	\$0.00	\$33.86	\$115.00	\$81.14
Materials					
Adult Books					
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$157.02	\$1,000.00	\$842.98
Total Adult Books	\$0.00	\$0.00	\$157.02	\$1,000.00	\$842.98
Juvenile Books					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$2,748.26	\$17,000.00	\$14,251.74
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00
Total Juvenile Books	\$0.00	\$0.00	\$2,748.26	\$27,250.00	\$24,501.74
Total	\$0.00	\$0.00	\$2,905.28	\$28,250.00	\$25,344.72

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
 May 31, 2014

	May	Encumbrances	Year-to-Date + Encumbrances	Budget	Variance
Purchased Services					
Contracted Services					
303 - History Room Gifts	\$0.00	\$0.00	\$1,656.00	\$5,000.00	\$3,344.00
Total Contracted Services	\$0.00	\$0.00	\$1,656.00	\$5,000.00	\$3,344.00
Total	\$0.00	\$0.00	\$1,656.00	\$5,000.00	\$3,344.00
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	\$3,923.89	\$4,000.00	\$76.11
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$0.00	\$1,250.00	\$1,250.00
380 - Scholarships/Administration Mini-Grants	\$0.00	\$0.00	\$2,450.00	\$3,767.00	\$1,317.00
381 - Staff Appreciation Mini-Grant	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
382 - Adult Services Mini-Grants	\$0.00	\$0.00	\$0.00	\$440.00	\$440.00
383 - History Room Mini-Grant	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
387 - Oshemo Mini-Grant	\$0.00	\$238.61	\$238.61	\$1,912.00	\$1,673.39
388 - Eastwood/Powell Mini-Grant	\$0.00	\$0.00	\$309.62	\$1,882.00	\$1,572.38
389 - Washington Square Mini-Grant	\$0.00	\$0.00	\$0.00	\$361.00	\$361.00
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$392.93	\$1,475.00	\$1,082.07
391 - Children's Mini-Grant	\$0.00	\$0.00	\$1,243.92	\$2,715.00	\$1,471.08
Total Miscellaneous Disburseme	\$0.00	\$238.61	\$8,558.97	\$19,652.00	\$11,093.03
Programming Expenditures					
307 - ONEplace Nonprofit Services	\$4,550.00	\$0.00	\$7,850.00	\$7,550.00	(\$300.00)
315 - Children's Room (Family Place)	\$93.15	\$0.00	\$5,543.00	\$7,000.00	\$1,457.00
Total Programming Expenditure:	\$4,643.15	\$0.00	\$13,393.00	\$14,550.00	\$1,157.00
Total	\$4,643.15	\$238.61	\$21,951.97	\$34,202.00	\$12,250.03
Total Expenditures	\$4,643.15	\$238.61	\$27,093.14	\$69,067.00	\$41,973.86
Transfers					
Transfers Out					
4-7902-0-3					
303 - History Room Gifts	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00
308 - Library Gifts	\$0.00	\$0.00	\$6,949.00	\$6,949.00	\$0.00
Total	\$0.00	\$0.00	\$12,949.00	\$12,949.00	\$0.00
Total Transfers	\$0.00	\$0.00	\$12,949.00	\$12,949.00	\$0.00
BEGINNING FUND BALANCE	\$208,704.03	\$0.00	\$156,108.88	\$156,108.88	\$0.00
NET SURPLUS/(DEFICIT)	(\$4,453.15)	(\$238.61)	\$47,903.39	\$5,508.00	(\$42,395.39)
ENDING FUND BALANCE	\$204,250.88	(\$238.61)	\$204,012.27	\$161,616.88	(\$42,395.39)

**Kalamazoo Public Library
Endowment Fund
Balances as of: April 2014**

	3/31/2014		%	4/30/2014		%
	<u>Cost</u>	<u>Market</u>	<u>Cost to</u>	<u>Cost</u>	<u>Market</u>	<u>Cost to</u>
	<u>Basis</u>	<u>Basis</u>	<u>Increase</u>	<u>Basis</u>	<u>Basis</u>	<u>Market</u>
						<u>Increase</u>
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 149,932.42	\$ 149,932.42	0.0%	\$ 44,212.95	\$ 44,212.95	0.0%
Stocks	\$ 1,152,096.49	\$ 2,044,381.05	77.4%	\$ 1,152,096.49	\$ 2,048,524.15	77.8%
Fixed Income Investments	\$ 1,538,666.08	\$ 1,533,915.00	-0.3%	\$ 1,642,289.55	\$ 1,637,553.00	-0.3%
	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	
Total Value	<u>\$ 2,840,694.99</u>	<u>\$ 3,728,228.47</u>	31.2%	<u>\$ 2,838,598.99</u>	<u>\$ 3,730,290.10</u>	31.4%
<u>Fund Balance</u>						
Assigned for Children's Endowment		<u>\$ 18,115.68</u>			<u>\$ 18,541.55</u>	
Kalamazoo Public Library Endowment		<u>\$ 3,710,112.79</u>			<u>\$ 3,711,748.55</u>	
<u>Year to Date Revenue & Expenditures</u>						
Net Withdrawals/Deposits from/to Account		\$ (52,576.52)			\$ (52,576.52)	
Dividend and Interest Income		\$ 38,943.06			\$ 42,587.64	
Realized Gains (Losses) on Sale of Assets		\$ -			\$ -	
Unrealized Gains (Losses) on Market Value		\$ 365,380.53			\$ 369,538.16	
Arcadia Investment Management Fee/Other		<u>\$ (15,496.50)</u>			<u>\$ (21,237.08)</u>	
Net Change		\$ 336,250.57			\$ 338,312.20	

Summary:

In addition to the payment of the Arcadia Investment Management Fee for the quarter ending 6/30/2014, several fixed income securities were purchased during the month of April including corporate notes for Coca Cola and Statoil ASA.

KALAMAZOO COMMUNITY FOUNDATION

FUND STATEMENT

151 South Rose Street, Suite 332 Kalamazoo, MI 49007-4775 269.381.4416 www.kalfound.org

Kalamazoo Public Library Local History & Community Information kpub03

For the period of 1/1/2014 through 3/31/2014

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	\$1,156.23
Foundation annual administrative fee	(\$641.29)
Other adjustments	\$0.00
Your asset balance as of 3/31/2014	\$60,729.89

Funds Available to Grant as of 6/3/2014	\$61,104.90
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KALAMAZOO COMMUNITY FOUNDATION

FUND STATEMENT

151 South Rose Street, Suite 331 Kalamazoo, MI 49007-4775 269.381.4416 www.kalfound.org

Kalamazoo Public Library Local History & Community Information kpub04

For the period of 1/1/2014 through 3/31/2014

Fund Activity

Your asset balance as of 1/1/2014	\$45,402.50
Gifts received (see detail)	\$0.00
Grants approved (see detail)	\$0.00
Net investment return	\$871.80
Foundation annual administrative fee	(\$483.54)
Other adjustments	\$0.00
Your asset balance as of 3/31/2014	\$45,790.76

Funds Available to Grant as of 6/3/2014	\$36,032.35
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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Rules of Conduct**

DATE: June 23, 2014

RECOMMENDATION:

I recommend Board approval of the “Rules of Conduct for Library Use, June 2014”, revised to prohibit electronic substitutes for tobacco products and to clarify footwear.

EXECUTIVE SUMMARY:

Our current rules were last revised in 2010, before e-tobacco products were in common use. We join with other libraries and many public spaces in prohibiting their use.

Barefoot has been changed to “without appropriate footwear” to address the issue of patrons with socks and no shoes.

These changes have been reviewed by our attorney.

Kalamazoo Public Library

Rules of Conduct for Library Use

These Rules of Conduct were adopted by the [Board of Trustees](#) of the Kalamazoo Public Library to promote a quiet, safe, attractive, sanitary, and orderly atmosphere and to insure every person's ability to use the Library and Library materials to the maximum extent possible and to have reasonable access to Library facilities without unreasonable interference from any other person. Any person violating any of these Rules may be asked to leave the Library for the remainder of the day, or for a longer period of time under the circumstances described below. Any person who refuses to leave the Library after being requested to do so for violating these Rules, or who returns to the Library prior to the authorized time, will be subject to arrest and prosecution for trespass. These Rules apply to all Library facilities, including but not limited to the [Central Library](#) and [Branch Libraries](#).

Persons using Library facilities shall not

1. Make loud or unnecessary sounds or noises which disturb the quiet of the Library, other persons, or Library staff.
2. Loiter, which is defined as remaining in the Library without reading, studying, or using Library materials or facilities or being engaged in Library-related activities. Persons not using the Library shall leave the premises.
3. Harass, intimidate, disturb, threaten or assault any person by word or act, or interfere with any other person's use of the Library facilities by behaving in any manner which reasonably can be expected to disturb other persons or interfere with their use of the Library. Examples of such behavior include but are not limited to, fighting, assault and or battery upon another person, staring at another person, following another person, singing, or unwelcome talking to others or in monologues.
4. Use tobacco products or electronic substitutes (e.g. e-cigs, e-cigars, etc.), or possess or consume food or beverages. However beverages in capped or covered containers (for example, coffee cups with plastic tops or water bottles with caps) may be possessed and consumed and food or beverages may be consumed at library events when authorized.
5. Enter into or remain in the Library barefoot without appropriate footwear or without wearing a shirt.
6. Sleep, solicit or beg.
7. Possess any weapon including but not limited to any firearm, knife with a blade longer than three (3) inches, any switchblade or mechanically operated knife, blackjack, brass or metal knuckles, bar, club, or bludgeon. Exception – law enforcement, security personnel, and as may be permitted by law.
8. Damage or steal Library property.
9. Possess, consume, or be under the influence of any intoxicant or any controlled substance (except as may be authorized by prescription).
10. Bring any animal into the facilities, except service animals and animals brought into the Library in connection with Library programs.
11. Operate any personal electronic device or any other device that any other person can hear or that interferes with another person's use of the Library.

12. Having bodily hygiene so offensive as to constitute a nuisance to other persons.
13. Throw anything or item, spit, use squirt guns, leave debris or waste materials in or on the study tables or in any other place except designated waste receptacles, or engage in any other conduct which is inconsistent with Library uses or activities.
14. Engage in public displays of affection, disrobe (completely or partially), or engage in sexual activity.
15. Bring into the public area of the Library, or possess or control while in the public area of the Library, any large bag or bags or other large items, including but not limited to suitcases, duffle bags, large backpacks, bedrolls, blankets, and plastic garbage bags. Diaper bags and bags measuring 10" x 16" x 24" or smaller are permitted.
16. Violate any laws or any of these Rules of Conduct or fail to follow posted policies, directives, or procedures, including but not limited to the Library's Internet and Computer Use Policy.
17. Refuse or fail to leave the Library facilities after having been requested to do so for violating these Rules.

Implementation of Policy

Any person who violates Rules 3, 7, 8, 13, 14 or 16, or who repeatedly (two or more times) violates any other Rule, may be denied access to the Library by the Director (or his or her designee) upon notice to the person. While the denial period is intended to be progressive, i.e., 1st violation – up to 30 days, 2nd violation – up to 60 days, 3rd violation – up to 90 days, the Director may deny access for a period of up to one year or permanently for any violation that significantly disrupts the operation of the Library or significantly interferes with a patron's or patrons' right(s) to use the Library. Before denying access to any person the Director or designee shall inform the person of the reason and period of time he or she is being denied access and give the person a reasonable opportunity to state his or her response to the proposed denial. The director or designee shall confirm the denial by written notice to the person if the person's name and address are known. A person denied access may appeal to the director within five (5) days of the date of the written notice. Additionally, a person denied such access may appeal the denial in writing to the Library Board at 315 South Rose Street, Kalamazoo, MI 49007, within ten (10) days of the date of the written notice. The appeal shall state the reasons why access to the Library should not be denied. An appeal to the Library Board shall not stay the Director's denial. The Library Board shall provide the person with an opportunity to be heard before deciding the appeal and may affirm, modify, or reverse the Director's denial. A person who has been denied access permanently may re-apply to the Board for access after a period of one year. The petition shall set forth the reasons the person believes reinstatement is justified. The Library Board shall provide the person with an opportunity to be heard before it makes its decision on the petition for reinstatement. The Library Board may deny, grant, or grant with conditions the petition for reinstatement.

Policy adopted August 27, 1990

Revisions adopted June 22, 1998, February 24, 2003, March 24, 2003, September 25, 2006, January 25, 2010, June 23, 2014

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Purpose Statement, Vision and Core Values**

DATE: June 23, 2014

RECOMMENDATION:

I recommend Board approval of the attached purpose, vision, and values statements.

EXECUTIVE SUMMARY:

Over the course of the past three months, 91 staff and Board members discussed revisions to these statements. Thom Andrews facilitated discussions with trustees, Management Team, and each library department and gave an interim report to the board at the May Board meeting.

Since then, all departments have had a chance to weigh in on the statements. Overall, there were some isolated comments, that is brought up at one meeting only; comments or reactions expressed multiple times have been incorporated into this final recommendation.

The changes from the draft presented at the May board meeting:

- Purpose – no change
- Vision – added “collaborative”
- Community – used descriptive sentence from “compassion” and changed to “we stand together”
- Compassion – used descriptive sentence from Community
- Intellectual Freedom – changed opening verb, replacing “uphold” with “champion”

Thom Andrews will attend the June 23 Board Meeting and would be able to elaborate further on the discussions if desired by the board.

DRAFT

Purpose (why we exist in this place and time)

To be a place for everyone to explore, discover, and engage

Vision (what the world will be when our purpose is fulfilled)

A community distinguished by curiosity and inspired by our collaborative connections to one another and the world

Values (principle or quality intrinsically desirable)

Community

We stand together to serve, to learn, and to create

Compassion

We extend welcome to all and provide a safe environment in which to connect and explore

Equal & open access

We ensure our community's access to shared information

Intellectual freedom

We champion everyone's right to receive and impart information and ideas through any media

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Action Plan and Organizational
Competencies**

DATE: June 23, 2014

The Organizational Competencies and the Action Plan for 2014-2015 are attached for Board information. These are the documents that outline the implementation of the strategic priorities for the year.

The Organizational Competencies are the operational activities or underpinnings that support the Action Plan items. Generally these competencies are led by the operational departments: Facilities Management, IT, Tech Services, Financial Services, HR.

The Action Plan is based directly on the objectives for the year that support the three year goal. These vary from year to year; the public services departments typically take the lead on these items with support from the operational departments.

Progress on meeting these strategic plan objectives will be reported to the Board quarterly, following the same pattern as our previous strategic plan.

Action Plan – 2014-2015

Priority 1

Goal 1: Children, birth to kindergarten, will have access to materials, programs, and digital opportunities to help them enter school ready to learn to read, write, and listen.

- Seek new community partners and possibly a sponsor for Early Learning Calendar.
- Conduct three 1,2,3 Play With Me (Family Place Library) sessions at both Oshtemo and Central.
- Conduct professional development (MLA annual, SI, etc.) around Family Place Libraries.
- Establish relationship with PEEP via FPL.
- Move picture books from Dewey order into a “neighborhood” organization.
- Plan and conduct programs with digital content for The Hub.
- Loan tablets to parents in Children’s Room and Branches.
- Create regular Participatory Learning Experiences for children at Central and Branches.
- Create sets of picture books with audiobooks.
- Create and implement shared professional development opportunities with early learning partners.
- Create shelf signs as discovery aids within popular sections of J nf b-5 and 6-11.
- Measure the effectiveness of at least three displays at each branch that highlight materials for children that will stimulate imagination and provide pleasurable reading, viewing, listening and creating experiences.
- Devise and implement innovative storytimes at branches – iPads, Storymobs, Guest readers, etc.

Goal 2: Parents and caregivers will have the tools and skills needed to prepare children, birth to kindergarten, to learn when they enter school.

- Conduct focus groups with parents to determine needs of families regarding preschool learning.
- Investigate expanding Baby Talk and Toddler Talk to WSQ branch.
- Distribute FPL info through R2R partners.
- Work with pediatricians to promote library programs to parents.
- Create a Central Children’s Room page (b-5, 6-11) on the library’s website.
- Expand Parenting links and content on website.

Priority 2

Goal 3: Children, first to fifth grade, will have materials, programs, and services that stimulate their imagination and provide pleasurable reading, viewing, listening, and creating experiences

- Investigate adding a second KPS elementary to the Powell model.
- Expand homework help resources on website.
- Host a Mini Maker Faire.
- Host Maker Monday programs.
- Create sets of picture books with audiobooks.

- Plan and conduct programs with digital content for The Hub.
- Create a Central Children's Room page (b-5, 6-11).
- Implement JE neighborhoods organization (b-5 and 6-11).
- Create regular Participatory Learning Experiences for children at Central and Branches.
- Create shelf signs as discovery aids within popular sections of J nf b-5 and 6-11.
- Create targeted displays that support Common Core curriculum.
- Investigate a school-year reading program that will follow 1000 Books Before Kindergarten.
- Investigate a STEAM (or STREAM)-centered summer reading game program that incorporates other Kzoo organizations.
- Consider library cards for all KPS students.
- Measure the effectiveness of at least three displays at each branch that highlight materials for children that will stimulate imagination and provide pleasurable reading, viewing, listening and creating experiences.

Goal 4: Teens and tweens will have material, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, listening, and creating experiences.

- Survey teens about their preferred method of communication with KPL.
- Recruit teen ambassadors to work with MAC to better reach teen patrons.
- Reach out to homeschool groups with library information.
- Plan programs with digital content for The Hub.
- Create targeted displays in support of Common Core.
- Continue Three Book Battle.
- Establish Galley Group, pending grant approval.
- Evaluate teen program success.
- Host a Mini Maker Faire.
- Host Maker Monday programs.
- Establish summer volunteer squad for teens (reinventing TAB).
- Collaborate with local poetry groups for programs.
- Consider library cards for all KPS students.
- Measure the effectiveness of at least three displays at each branch that highlight materials for teens that will stimulate imagination and provide pleasurable reading, viewing, listening and creating experiences.

Goal 5: Adults will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.

- Promote digital collections through library publications, website content, and other targeted marketing plans.
- Create uniform system for adding title discovery posts to social networking sites. (New Music/Movie Tuesday, Books we like, Library Reads titles assigned to specific staff).
- Evaluate loaning tablet computers from the reference desk.
- Investigate alternatives or additions to current streaming and downloadable audiovisual content providers (Overdrive, Freegal, MWT Hoopla).
- Promote Freegal service use at KPL public computers.

- Increase reader's advisory and title discovery on the KPL website with redesign of www.kpl.gov/books.
- Measure the effectiveness of at least three displays at each branch that highlight materials for adults that will stimulate imagination and provide pleasurable reading, viewing, listening and creating experiences.
- Plan programs with digital content for The Hub.
- Improve branch websites.
- Develop curriculum for Library Skills classes at branches; pilot classes at Powell.
- Investigate and implement discussion groups at the branches that focus on books, movies, and other related topics.
- Create instructional videos using the for patrons Digital Lab.
- Increase merchandising of materials on the 1st floor and lower level of Central.
- Create system for maintaining redesigned 1st floor displays.
- Create digital collection display for the 1st floor.
- Hold regularly scheduled Digital Collections 101 programs in The Hub.
- Host a Mini Maker Faire.
- Expand roaming reference.

Priority 3

Goal 6: Everyone in Kalamazoo will have free high-speed internet access in the library and digital opportunities tailored to their needs.

- Create a system for electronically "calling" staff for computer assistance in public computer area.
- Promote and highlight the databases offered to public.
- Implement "Text a Librarian" and develop workflow for answering text questions.
- Plan programs for The Hub.
- Establish an Artist in Residence program for The Hub to assist with software.
- Expand hours for The Hub and staff accordingly.
- Investigate teaching Digital Literacy skills classes that would focus on social media, online commerce, and privacy.

Priority 4

Goal 7: Residents and visitors will have the resources, tools, and programs to understand and appreciate local and family histories and the culture unique to Kalamazoo.

- Host one genealogy or local history event annually at each branch location.
- Continue to digitize microfilm and other local history holdings and pursue appropriate partnerships to support the digitization initiative.
- Create "digitized" area on Local History website.
- Move all CMS photo galleries to Flickr.

- Partner with local organizations and individuals to offer a “local” programming series that focuses on what is great and unique about Kalamazoo.
- Investigate development of a local music project (archiving and offering digital files from local musicians).
- Plan Local History focused programming that utilizes The Hub.
- Celebrate branches in each neighborhood by offering at least one community-wide event.
- Create a method for allowing patrons to share their digitized content and materials with the library.

Organizational Competencies – 2014-2015

Infrastructure and Use of Space

- Design improved layout for Children's room at Oshtemo branch, replace floor covering, and implement new design.
- Redesign the Central 1st floor and lower level AV area to increase merchandising of collections.
- Investigate cause of ice dam problems at Eastwood branch and develop mitigation plan.
- Calculate load and determine operational requirements for request for proposal to replace back-up generator at Central Library, select and implement.
- Upgrade controls on Central Library's Freight elevator to decrease down-time and maintenance costs and improve safety.
- Investigate upgrading the Lighting controls and the Central Library to address failing components and avoid catastrophic failure.
- Specify and purchase new delivery vehicle to replace existing van reaching the end of its life with a model that has improved capacity and features.
- Develop strategy for replacing the Central Library's Steam boiler with more efficient and reliable heat generation.
- Evaluate data from energy monitors and develop improvement plan which utilizes current technology to decrease energy use.

Communications with Patrons

- Evaluate signage; improve accordingly.
- Reexamine distribution of Link.
- Revise patron surveys – consider what we want to know.
- Provide and maintain a roster of community organizations that offer technology services and resources.
- Investigate, create and implement an improved communications for tween/teen marketing.
- Design and execute new KPL brand and marketing campaign.
- Design and execute new social media strategy and marketing campaign.
- Revise fliers and communications for new library card users to explain services received.
- Investigate alternative library card options (i.e. computer use only).

Business Office

- Complete development, distribution, and access of Web Invoicing and Web Purchasing modules for department use.
- Investigate possibilities for redesign of monthly financial statements to the board.
- Complete banking and credit card efficiencies, establish new contracts where practical.
- Establish criteria and recommendation for electronic storage of all official administrative documents.
- Investigate EDI for Acquisitions.

Security

- Specify needs for system-wide security monitoring (burglary/fire) and develop RFP for monitoring service.
- Assess AV security measures (all AV holds in lower level, all AV checked out in lower level, forced receipt printing) implemented in 2013 and make any necessary changes to policy or procedure.

Catalog and Collections

- Consider moving back runs of periodicals; reimagine space.
- Catalog all JE books to reflect “Neighborhood” categories.
- Use Web analytics to evaluate the use of KPL’s catalog and to assess and improve the effectiveness of Enterprise.
- Examine Hold process with recataloging of fiction, ILS Reports restructured and restructured reports.
- Conduct Value Stream Map in CAMP.
- Assess the effectiveness of Collection HQ.
- Examine database cost and usage and develop a system for determining an acceptable ROI.

Circulation

- Implement, monitor and review “Claims Returned” Procedure.
- Evaluate Discharge/Smartdrop flow to assess changes invoked.
- Plan, organize and implement process for school cards for all KPS students, if funded.
- Consider MelCat holds on hold shelf after NCIP implementation.
- Continue to revise Circulation manual and street guide as staff resources.
- Implement NCIP software to allow MelCat materials to be checked out, notices sent etc. using our SirsiDynix system.

Website

- Review blogging and social media contributions.
- Analyze website updates monthly and website usage reports quarterly.
- Perform a content inventory of library website annually and perform necessary clean-up.
- Develop a plan to assist in managing the homepage content.
- Develop a plan to create, update and maintain content – define departmental content contributors and create a plan to monitor and evaluate results.
- Perform mid-year review of new website features, evaluate and respond accordingly.
- Revise and update individual branch pages to reflect their respective neighborhoods & clientele.

Technology and Upgrades

- Investigate moving servers to “the cloud”.
- Plan a pilot program for Library Boxes and possibly implement.
- Install digital signs at all branches.
- Implement a system that utilizes Lync to immediately contact IT staff with simple tech issues.
- Upgrade servers, SharePoint, and SQL.

- Install the events calendaring solution (Sign-Up from Evanced) and investigate a possible meeting room solution replacement.
- Replace public PCs at branches.
- Redesign the public PC desktops to better serve patrons.
- Provide multimedia production equipment in The Hub (e.g. digital cameras, audio recorders, video cameras) for in-library staff and public use.
- Develop a RFP for our new phone system and post to USF.
- Implement MobileCirc on Sirsi and roll out on mobile devices.
- Implement e-resource on Sirsi enabling one step downloading of digital material.
- Prepare Tablets for loaning in Childrens: Bib records, item records, RFID and Barcoding.
- Prepare Tablets for loaning in Reference for Zinio: Bib records, item records, RFID and Barcoding.
- Create a Tech Management Plan.
- Strengthen existing partnerships and develop new ones to amplify the library's reach and advance digital action plan.
- Promote The Hub and KPL digital services locally, statewide and nationally by sharing resources and presenting at conferences/workshops.
- Conduct an evaluation of the effectiveness of digital literacy programs and services annually.

Staffing/Personnel

- Design and Implement Staff recognition system.
- Evaluate branch staffing patterns to seek resource saving options.
- Draft and implement Tech Competencies, including training and evaluation.
- Investigate procedures for advanced evaluations for staff with supervisory responsibilities (i.e. 360 evaluations, supervisory evaluation).
- Investigate outside resources for development of employee benefit resource, time and attendance and scheduling solutions.
- Develop a plan for the consistent review and update of library policy; consider placement on website.
- Develop model for centralized scheduling of library aides.
- Explore possibility of social worker; meet with stakeholders; form partnerships.
- Redevelop Personnel items for Board packet.
- Investigate a tech mentor program.
- Examine and recommend changes to hourly pay scales.

Training

- Facilitate a Tech Training Day for staff.
- Increase the use of video training for staff training.
- Provide staff with access to a variety of troubleshooting guides on myKPL.
- Launch an internal campaign to encourage staff to fully use *mySites* on *myKPL*.
- Establish procedure for annual review of emergency procedures and establish training schedules.
- Complete emergency response plan and training schedule for staff.
- Establish a training schedule for required harassment and other HR related topics.

- Develop training resources for one point of service, security training, and code of service for new employee orientations on myKPL.
- Develop leadership curriculum for those in supervisory roles in partnership with ONEplace.
- Compile comprehensive CMS training/reference guide for each department.

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**Director's Report
June 2014**

From the director

1. Recent meetings and events attended include DDA and DKI, the community forum at the Douglass Community Association, Kalamazoo Literacy Council annual meeting, Friends board meeting, an informal gathering with other class 6 library directors, many internal meetings, several library programs.
2. Information from the Friends June Board meeting:
 - June 7 Sidewalk Sale: \$1248 outside, \$2063 in the bookstore; Americorp workers were huge help with set-up
 - All leftovers from the sidewalk sale were taken by a vendor for about \$1 per bag
 - 101 children's books were sold at *Party in the Park*
 - May 17 – 50% off for new and renewing members was a successful membership perk
 - No meetings over the summer....next meeting September 10
3. Three KPL Board positions will be on the November 4 ballot. Petitions are due to the county by August 12.

Create young readers

4. *Party in the Park* was a great success with over 1,200 kids and their accompanying adults listening to stories read by community leaders and costumed book characters. We have heard it said, "if you are a leader in Kalamazoo County, being an invited reader at *Party in the Park* should be on your resume!" This is a program that embodies the philosophy of *Family Place Libraries*....it shows our priority of serving young children, our successful community partnerships, and that staff from all departments have a hand in the success of the event.
5. The *Three Book Battle*, a follow-up to the *Global Reading Challenge* for middle school age, was held on May 31. Kids loved it and about 65 friends and family attended. This was the first year; we will definitely offer it again.
6. YS staff joined with the symphony, Crescendo Academy, and Education for the Arts for professional development in "Orff Music in Storytime". These groups all serve children from preschool to about 5th grade in a variety of settings, including library storytimes.

Stimulate imagination

7. Summer reading sign-ups have been strong so far. In addition to the regular sign-ups, we are working with Communities in Schools, KPS summer school, and Goodwill Life Guides. Kids in the YMCA summer program will be visiting Central weekly.
8. “Squishy Circuits” was a fun program with play-doh, batteries, and wire – a good example of educational play.
9. The Lego Contest will be expanded to all KPL locations this summer. Encourage builders of all ages to participate.
10. Hoopla use was back up after a slower April with record high circulation of 1187 titles in May. There was a relatively even distribution across all categories...audiobooks, movies, music, and TV...with the largest jump in TV. Interestingly, much of the TV circulation was of children’s titles. New patron registrations also continue to grow steadily from 331 to 839 in the first four months of 2014.
11. The urban fiction book discussion group at Powell is growing; each session attracts about ten patrons.
12. Both Powell and Washington Square had very successful “spring flings”. About 200 attended the Powell event with music, inflatables, food, and the Fresh Food Fairy. WS also attracted about 200 for taiko drumming, a plant exchange, crafts for kids, and of course, the Fresh Food Fairy making human-powered fruit smoothies.
13. With poetry readings drawing strong attendance and the success of the Kalamazoo Poetry Festival in April, the success of *Poems that Ate Our Ears*, a Friends of Poetry event for school age children, was not surprising. A crowd of about 125 celebrated its 30th anniversary here during June Jubilee.
14. Christine Hann from ADS spoke to the Disability Network of SW Michigan, Brain Injury Support Group. Her presentation focused on resources for patrons who do not read print and included Hoopla, Overdrive, and MelCat.
15. Oshtemo has made changes to better highlight some collections. The former teen area has been converted into a new book/reading area. The teen area has been moved to the beginning of adult fiction and a café style table and chairs has been placed there. Both moves have been popular with patrons.

Connect to the digital world

16. The Hub hosted a grand opening celebration with about 60 patrons in attendance. The group was excited about the new service and asked many good questions. Several media outlets covered the opening; use is steadily increasing.
17. Our internet speed has been increased from 40 to 50 megs per second, the highest speed we can access with our current provider.

Celebrate local

18. ADS staff joined with others from the SW Michigan Local History Librarians Consortium for a tour of the Genealogy Center at the Allen County Public Library in Fort Wayne. The center houses the second largest genealogy collection in the country and collaborates with Ancestry.com, Fold 3, Internet Archives, and Family Search to make digital materials available online.
19. Social Studies teachers from Kalamazoo Central toured local history recently. After working with the information database and the KG on microfilm, one teacher announced he had just decided his summer AP class would be doing a project involving these resources – just the outcome we were hoping for!

Operations

20. The Antiracism Transformation Team participated in an in-depth 3 ½ day Team Analysis training. It included a study of the history of racism, defining and analyzing cultural and institutional racism, and team development activities. Next the team will examine our institutional history and current structure to assess the impact of racism on the library now and throughout our history. This information will be used to help formulate a plan for the team for next steps in training and development.
21. Facilities Management received a grant from Sketch-Up for two seats for Sketch-Up Pro for a year. This is 3D solid modeling software that we will use to help staff visualize space changes.
22. Three additional cameras have been installed in the AV area to help combat theft for a total of four. One looks directly at the “holds” area.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
May 31, 2014**

Agency	Central	East			Washington		Year to	Prior Year	%
BOOKS	Library	wood	Oshtemo	Powell	Square	Total	Date	to Date	Change
-Adult	22,385	1,169	10,026	481	2,487	36,548	417,106	425,659	-2%
-ebook	3,174					3,174	34,991	26,090	34%
-Digital Magazine	316					316	3,232		
Teen	3,382	201	1,142	23	217	4,965	57,281	57,593	-1%
Juvenile	13,832	1,670	8,160	447	1,381	25,490	318,061	289,542	10%
Total	43,089	3,040	19,328	951	4,085	70,493	830,671	799,386	4%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,810	90	970	16	197	3,083	37,567	42,044	-11%
-Digital	1,408					1,408	13,210	8,118	63%
Music							-		
-CD	4,397	296	1,009	213	436	6,351	81,206	93,969	-14%
-Digital	1,141					1,141	10,985		
Video							-		
-DVD	31,518	4,483	9,424	3,021	6,208	54,654	631,428	649,378	-3%
- Digital	553					553	2,507		
Total Non-Print Material	40,827	4,869	11,403	3,250	6,841	67,190	776,903	793,509	-2%
Total Circulation	83,916	7,909	30,731	4,201	10,926	137,683	1,607,574	1,592,895	1%
Computer Usage									
Onsite Computer Use	7,488	637	1,280	517	750	10,672	126,764	133,458	-5%
Computer Usage Remote						2,351,544	26,181,337	30,789,480	-15%
Wireless Internet	1,725	-	-	-	-	1,725	31,905	32,312	-1%
Database Statistics									
Database Sessions	1,424					1,424	14,939	14,667	2%
Database Searches	41,003					41,003	490,362	480,183	2%
							-		
Total Registrations	314	33	73	8	25	906	10,102	11,450	-12%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
May 31, 2014

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	17	2	4	2	1	26	255	273	-7%
Attendance	347	21	108	83	48	607	8361	7374	13%
Teen Events	6	1	4	2	1	14	225	118	91%
Attendance	161	31	12	35	20	259	7777	5532	41%
Juvenile Events	36	16	17	17	6	92	921	918	0%
Attendance	3005	345	397	522	176	4445	37069	33738	10%
Total Events	59	19	25	21	8	132	1401	1309	7%
Total Attendance	3513	397	517	640	244	5311	53207	46644	14%
Law Library									
Visitors	279					279	3094	2692	15%
Phone Calls	112					112	1021	1147	-11%
Questions Answered	428					428	3842	3863	-1%

*Prior year to date total for law library doesn't include July 2013 stats. (started recording August 2013)