

April 18th, 2017

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2	CTO, Additions (2 minutes)(7:02pm)	
	Document Summary	1A
	Agenda	2A-2B
3	Opportunity to Address Board	
4	Consent Agenda	
	Minutes of March 21st, 2017 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3B
5	Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:09pm)	
	March Detailed Revenue & Expense Report (action)(Available at meeting)	4
	March Detailed Balance Sheet (action)(Available at meeting)	5
6	Approval of Checks (Green) (5 minutes)(7:14pm)	
	March Check Register (action)(Available at meeting)	6
7	Committee Reports (10 minutes)(7:24pm)	7A
8	New Business	
	Library Foundation (15 Minutes)(7:39pm)	8A-8C
	Non-Resident Card Program Participation (10 minutes)(7:49pm)	9A-9B
9	Old Business	
	Fundraising and Building Project (20 minutes)(8:09pm)	
10	Director's Report (5 minutes)(8:14pm)	
	Librarian's Narrative Report	10A-10B
11	Executive Session(s) (20 minutes)(8:34pm)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:35pm)	
14	Attachments	
	Friends Attendees for Calendar Year 2017	11A
	Statistics for March 2017	12A

Lake Bluff Public Library
Regular Meeting of the Board of Library Trustees
Tuesday, April 18th, 2017 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter through Library main entrance

- 1. Call to Order (7:00pm)**
- 2. Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
- 3. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 4. Approval of Minutes**
 - a. Approval of Minutes of March 21st, 2016 Regular Board Meeting (action)(2 minutes)(7:04pm)
- 5. February 2017 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:09pm)**
 - a. March Detailed Revenue & Expense Report (Available at meeting)
 - b. March Detailed Balance Sheet (Available at meeting)
- 6. Approval of checks (Green Pages) (5 minutes)(7:14pm)**
 - a. March Monthly Checks (xx-xx) (action)
- 7. Committee Reports (10 minutes)(7:24pm)
(Committees that met)**
 - a. Building and Grounds Committee (CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)
 - b. Finance Committee (CHAIR: Butler. MEMBERS: Kregor.)
 - c. Human Resources Committee (CHAIR: Kregor. MEMBERS: Butler and Meierhoff.)
 - d. Special Meeting of Library Board (No quorum present, discussion but no meeting or action)

(Committees that did not meet)

 - e. Building Project Task Force (CHAIR: Meierhoff. MEMBERS: Schons.)
 - f. Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Jerch and Stroh.)
 - g. Long Range Planning Committee (CHAIR: Wojda. MEMBERS: Schons.)
 - h. Outreach Committee (CHAIR: Schons. MEMBERS: Butler and Kregor.)
 - i. Policy and Bylaw Committee (CHAIR: Stroh. MEMBERS: Meierhoff, and Schons.)
- 8. New Business**
 - a. Library Foundation (15 minutes)(7:39pm)
 - b. Non-Resident Card Program Participation (10 minutes)(7:49pm)

9. Old Business

- a. Fundraising and Building Project (20 minutes)(8:09pm)

10. Director's Report (5 minutes)(8:14pm)

- a. Director's Narrative Report

11. Executive Session(s) (20 minutes)(8:34pm)

- a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)
- b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

12. Any and all other business which may properly come before the Board**13. Adjournment (1 minute)(8:35pm)****Attachments:**

Friends Meeting Attendees for 2016-2017

Usage Statistics for the Month of March, 2017

Library Foundation Information

Fundraising and Building Project Update

Non-Resident Participation Information

Upcoming Board Meetings: May 16, June 20, and July 18, 2017.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, March 21, 2017, at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL 60044

1. **Call to Order:** Vice President Cal Stroh called the meeting to order at 7:07 pm. Present were Trustees Janie Jerch, Tim Kregor, Carl Schons, Romain Wojda, also Library Employees Martha O'Hara, Eliza Jarvi, and Library Director Eric Bailey. Kathy Meierhoff and Scot Butler were absent.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** There were none.
4. **Approval of Minutes:** Schons moved and Wojda seconded a motion to accept the February 21, 2017 minutes; all voted aye.
5. **February 2017 Financial Reports:** Bailey noted that the white summary sheet is not available from the Village, but because the Village is getting new accounting software, we will no longer need it. For this month, Bailey felt we would just need the yellow (Revenue and Expense Report and Balance) and green (Check Disbursements) sheets. Kregor moved, and Schons seconded a motion to accept the February Revenue and Expense Report and Balance; all voted aye.
6. **Approval of checks**
 - a. Kregor moved and Schons seconded a motion to approve the February 2017 Checks (12975-12999). Bailey noted that both types of checks are now being reported together.
7. **Committee Reports:**

(Committees that met)

 - a. Human Resources (**CHAIR:** Kregor, **MEMBERS:** Meierhoff and Butler.) The committee went through Bailey's yearly review. The report is done but the committee still needs to meet to approve the report.
 - b. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh.) Susan Griffin announced her plans to retire at the end of September. Marlene Scheibl will take over her duties. Cathy McKechney of the Lake Bluff History Museum reported that the Museum is now caught up on donations to the Friends of the Library for the memorial bricks. She wants to discuss which organization is responsible for collecting the money and installing the bricks. Currently it is being done by the Friends of the Library, so McKechney said she would discuss it with them.
 The Library is currently leaning towards setting up our own 501(c)(3) rather than having the Friends of the Library use theirs to handle potential donations for the proposed building project. There was a discussion of how we would pay for the start-up costs. TWB will be consulted for advice.

(Committees that did not meet.)

 - c. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh.)
 - d. Finance (**Chair:** Butler. **MEMBERS:** Kregor.)
 - e. Building Project Task Force (**CHAIR:** Meierhoff, **MEMBER:** Schons.)
 - f. Long Range Planning (**CHAIR:** Wojda, **MEMBER:** Schons.)
 - g. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler and Kregor.)
 - h. Policy and Bylaw Committee (**CHAIR:** Stroh, **MEMBERS:** Meierhoff and Schons.)

8. New Business: The Library is currently leaning towards setting up our own 501(c)(3) Foundation rather than having the Friends of the Library use theirs to handle potential donations for the proposed building project. There was a discussion of how we would pay for the start-up costs. TWB will be consulted for advice.

9. Old Business: The ad-hoc committee for the Fundraising and Building Project will be meeting soon. Also, Bailey said that in a meeting with Scott Drury, he reported that he was “not encouraged” on the passing of Cullerton’s bi-partisan budget, called the Grand Bargain. The state budget impasse continues.

10. Director’s Report: Regarding the recent theft of video games, one individual has paid his account; another will pay soon, and the remaining perpetrators will be handled by the judicial system.

11. Executive Session:

Butler moved and Stroh seconded a motion to go into executive session; all voted aye. Executive session began at 8:25 and ended at 8:59 after the same moved and seconded to end; all voted aye.

a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)

b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meeting Act 5 ILCS 120/2 (c) (21)

12. Any and all other business: There was none.

13. Adjournment: Wojda moved and Schons seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:11 pm.

Respectfully submitted,

Janie Jerch

Planned Versus Revised Personnel Expenses, FY2017-2018

SUMMARY: We have had some turnover, some expected and some not, which will effect staffing and costs in the new fiscal year. This is a summary of those changes, identified goals and needs that were considered as needs were evaluated, and what changes have been made.

Human Resources Changes

- Donna Williams is retiring and Skylar Reinhard and Will Cordeniz have left their jobs for full time work.
- **Total Funds Unrestricted Due to Turnover: \$123,014.56**

Goals and Needs

1. Fill the now vacant Head of Youth Services position.
2. Ensure adequate staffing of Youth Services and coverage of Will and Skylar's responsibilities.
3. Restructure Adult Services
 - a. Provide Relief for Martha O'Hara
 - i. Adult Services presently encompasses all work at the Main Desk (Circulation, Reader's Advisory, and Reference) as well as adult programs, selection of adult collections, and much of our expanding outreach. Head of Adult Services Martha O'Hara has seen her workload increase well beyond what she can effectively manage.
 - b. Retain Liliana LaValle
 - i. Library Associate Liliana LaValle will be graduating with an MLS this fall.

Actions

1. Eliza Jarvi to fill Head of Youth Services: New Expense for FY 2017-2018: **\$11,726.98**
2. Coverage for Youth Services
 - a. Donna Williams final month (May 2017) and retaining her at 12 hours a week: **\$24,2417.71**
 - b. Two new staff members and 4.5 additional hours for existing Youth Services staff: **\$19,396.19**
3. Ensure Coverage of Will's Responsibilities
 - a. New staff member and 4.75 additional hours for existing Adult Services staff: **\$13,263.59**
4. Ensure Coverage of Skylar's Responsibilities
 - a. New Community Engagement Coordinator (28 Hours): **\$24,158.30**
5. Restructure Adult Services
 - a. Division of current department in half, with Martha O'Hara as Head of Adult Services and Liliana LaValle as Head of Circulation. Additional responsibility and pay to Liliana: **\$2,327.01**
6. Add Funds to Contingency
 - a. FUNDS AVAILABLE FROM TURNOVER: **\$123,014.56**
 - b. REVISED HR EXPENSES: **\$95,113.79**
 - c. CONTINGENCY ADDITION: **\$27,900.77**

CONCLUSION: As noted above, the responsibilities of departing staff members were carefully reviewed and evaluated. I have erred conservatively in moving to cover them, as it is easier to later add additional hours than to take them away. Personnel costs for FY 2017-2018 were projected to increase \$24,000 from the estimated-actual cost for FY 2016-2017. Actual expenses for FY 2017-2018 should be lower than those for FY 2016-2017 given the above calculations.

Information on the Establishment and Guidelines for a Library Foundation

PURPOSE:

The intent of this document is to provide a short account of how a Foundation is set up, what it does, and what its relationship to its 'parent' organization is once it is established.

PRE-INCORPORATION

- 1. Select a unique name to register under (can check through a web portal to verify that your choice is unique)
- 2. Select at least three individuals to be the initial trustee board

INCORPORATION

1. Submission of Articles of Incorporation (Charter) – Form NP-102.10

a. FORM REQUIREMENTS:

- i. Corporate Name
- ii. Registered Agent and Office
 - 1. The name of the agent or office can be changed later via a Form NP-105.10
- iii. Duration
 - 1. How long the organization will exist, with perpetuity being the default
- iv. Purpose
 - 1. A general statement conforming to one of the accepted categories for the formation of a non-profit
 - 2. A more specific purpose elaborating on the general category
- v. Directors
 - 1. There have to be at least three directors
- vi. Incorporators
 - 1. Person or persons organizing the not for profit entity
- vii. Other Provisions
 - 1. Tax Exempt Status
 - a. If applying for tax exempt status, the IRS requires an elaboration of purposes, means for achieving them, procedures for dissolution, etc.
 - b. The statements here largely dictate what exempt status is granted
 - 2. Restrictions and Qualifications
 - a. Not required, but may list who can be a member, director, or officer
 - 3. Other Regulations
 - a. Any other regulations for the governing of the internal affairs of the corporation (optional)

b. Submission Requirements:

- i. Two copies of the Articles sent to Secretary of State
- ii. A \$50 certified check, money order, or cashier's check for the filing fee
- iii. For a \$25 fee, the Secretary of State offers to expedite the filing, guaranteeing filing within 24 hours of receipt of the Articles

c. Documentation

- i. Once certified and filed, both copies are stamped, one is filed and one is sent back to us

INITIAL SETUP

1. Approval of Bylaws

a. We have copies of foundation bylaws from:

- i. Lake Bluff Park District
- ii. Waukegan Public Library
- iii. Fremont Public Library
- iv. Aurora Public Library (Pending)

b. Establishment of officers according to bylaws

POST-INCORPORATION FILINGS

1. Federal Income Tax

- a. Must be incorporated and have received certified Articles of Incorporation back
- b. A necessary filing if you do not wish to pay a Federal Income Tax
- c. The filing cost is \$400
- d. To submit with Form 1023:
 - i. Application Form
 - ii. Copy of Articles of Incorporation
 - iii. Bylaws

2. Illinois Income Tax

- a. If you receive a Federal Exemption, you automatically do not have to pay Illinois taxes
- b. A filing is only necessary if you do not apply for Federal exemption or were turned down
- c. With Articles of Incorporation already on file, just the appropriate paperwork is needed
- d. There is no charge for filing

3. Illinois Attorney General Registration

- a. Per the Illinois Charitable Trust Act, any charitable entity that has held \$4,000 or more in the previous 12 months must file with the Illinois Attorney General's Office
- b. Initial filing is necessary, and requires:
 - i. Form CO-1: Registration Statement
 - ii. Form CO-2: Financial Information Form
 - iii. A copy of the instrument creating and governing the trust
 - iv. Articles of Incorporation and certificate of good standing, partnership agreement, bylaws, and other such organizational documents
 - v. A list of names, mailing addresses, and daytime telephone numbers of all trustees, directors, and officers
 - vi. An IRS determination letter, or a copy of a submitted IRS 1023 form, to prove 501C3 status
 - vii. Copies of any fundraising contracts
- c. A \$15 registration fee applies

FAQS

Can the library spend public funds to establish a private Foundation?

Per the Illinois Local Library Act (75 ILCS 5/2-1) a tax for “library purposes” is authorized. While there is currently no case law to provide perfect clarity, the conventional wisdom is that founding or supporting a Foundation whose only purpose is to support the library fits the description.

Can the library spend time and money to maintain a Foundation?

Many libraries, such as Fremont, Waukegan, and Aurora, do just that. Waukegan and Aurora have staff members whose responsibility is Foundation business. While the practice is common enough for us to be on safe ground if we went this route, it would be ideal for the Foundation to pay its own way.

Can the Foundation cover the costs of incorporation and hiring consultants?

The obvious catch here is that payment of these costs is necessary to getting the Foundation up and running in the first place. However, once it IS up and running it could absolutely make a donation to the library to cover those earlier expenses.

Where are the boundaries here?

If it feels unclear where the lines are, that’s because it is unclear. Practice varies and the law isn’t crystal.

What is local experience?

I’ve reviewed the Vliet Center-Library Annex (VCLA) Committee records from 1998-2001 for local practice.

- The VCLA actually consisted of two different groups. These were:
 - The VCLA Fund, Inc. was formed for the Wood Building project and ended after that project was finished. This group did not include library board or staff members, but did include individuals who had previously been on the library board.
 - Library Trustees were involved in the founding of the Fund, but completed paperwork post-founding to exempt themselves once it was set up.
 - The Friends of the Library were charged with selecting the Library representatives to serve on the VCLA Fund board.
 - The VCLA Advisory Committee consisted of members of the library staff, library board, and museum board.
 - This would have kept current Board members from directly serving on the Fund, Inc. board while still allowing for a great deal of immediate collaboration.
- The two committees operated mostly in tandem. Most meetings were joint meetings.
- The VCLA billed itself as a ‘Public-Private Partnership.’
- As the instrument of cooperation between the museum and library, expenses were handled through the VCLA.
- Many decisions required that both partner organizations approve VCLA recommendations.
- Both the library and the museum contributed funds from their own reserves to the VCLA as it worked on the project.

Statement of Participation in Nonresident Card Program

Whereas, Title 23, Subtitle B, Chapter 1, Part 3050 (hereinafter referred to as 'the code'), Section 3050.20(a) of the Illinois Administrative Code requires that Public Libraries in the state of Illinois annually take action to decide whether or not to issue nonresident library cards, and;

Whereas, it is the intention of the Lake Bluff Public Library to participate in the non-resident program and offer service to individuals fitting the criteria established in Section 3050.25 of the Code;

The Board of Library Trustees affirms the following:

The Lake Bluff Public Library will provide service to nonresidents owning property in incorporated Lake Bluff, according to Section 3050.70 of the Code and in accordance with policy CIR-2 as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident homeowners not paying taxes to support any library and who fit the requirements of Section 3050.25 using the Tax Bill Method as provided for by Section 3050.60(b)(1) of the Code and in accordance with policy CIR-4 as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of single family dwellings not paying taxes to support any library and who fit the requirements of Section 3050.25 by devising its own formula as allowed in Section 3050.60(b)(2) of the Code. The formula to be used shall be the Tax Bill Method listed in Section 3050.60(b)(1) of the Code and in accordance with policy CIR-4 as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of multiple family dwellings not paying taxes to support any library and who fit the requirements of Section 3050.25 by devising its own formula as allowed in Section 3050.60(b)(2) of the Code and in accordance with policy CIR-4 as adopted by the Library Board of Trustees. The library shall charge a flat rate of \$16.00 per household.

Payment of a nonresident fee shall entitle all individuals who can meet the library's requirements for establishing permanent residency to a card. Nonresident cards shall be valid for one year from the date of payment if the card has expired or the non-resident is applying for the first time, or one year from the date of expiration of a current nonresident card if the nonresident is paying in advance to avoid a lapse in service. The Lake Bluff Public Library will place no restriction on the access of nonresident cardholders to whom it has issued a library card. Nonresident cards from other participating libraries will be honored with the same restrictions as are placed on all Reciprocal Borrowers by the library.

Approved by the Board of Library Trustees of the Lake Bluff Public Library on April 18, 2017, and in effect from July 1, 2017 until July 1, 2018.

Lake Bluff Public Library Nonresident Card Policies

CIR-3: Non-Resident Library Cards

Non-Resident Library Cards may be purchased by residents of unincorporated Lake Bluff properties that do not pay property taxes to specifically fund any local library. The cost of library service for residents outside the boundaries of incorporated Lake Bluff is determined by the taxable valuation of the property multiplied by the 26 current tax rate for library service for Lake Bluff taxpayers. Non-Resident fees are charged on an annual basis and provide library cards for the entire household. When necessary, the Library Board of Trustees may make adjustments to that formula within the extent allowed by law. By law non-Resident Cards are valid for one year from the date of payment. Non-Resident cardholders are entitled to the same privileges and access as Resident cardholders.

CIR-3.1: Applicants Who Own Unincorporated Lake Bluff Property, But Do Not Live in Lake Bluff

Individuals who own eligible unincorporated Lake Bluff properties but do not reside in Lake Bluff may purchase a Non-Resident card. Applicants must meet the requirements listed in CIR-1 and CIR-2.1. By law only one such card will be issued for each parcel of property and will be valid for one year

Director's Report – April, 2017

Phyllis Fox Writing and Bookmark Contest

March was Phyllis Fox month, with 41 writing contest entrants and 49 entrants for the bookmark design contest. Please mark your calendar for the awards ceremony, which is on May 10, 2017 at 7pm. Trustees are strongly encouraged to attend.

New Magnets

A few years back, we ran out of magnets with our library logo and library hours. They were popular, but we didn't want to order them if they would be quickly out of date. With our new logo and hours in place, plus a fantastic deal found by Skylar Reinhard, we have ordered a new batch. They've been very well received. Check them out by the circulation desk when you have a chance.

Friends' Luncheon

The Friends of the Library provided Library staff and trustees with a wonderful catered lunch from Graffiti Grill on National Library Worker Appreciation Day (April 11th). The food was delicious, and a thank you note has been sent.

Garden Club Plantings

On April 12th, the Lake Bluff Garden Club came out and provided us, once again, with some lovely plantings in the cement urn in front of the library. This is completed by the usual fantastic job by our landscaper, Isauro Reyes, in getting the yard in great shape for spring.

Retirement of Staff Member

I have received notice that Donna Williams, who has been with us since 1990, will be retiring from her position as Head of Youth Services effective June 1, 2017. Martha O'Hara, Eliza Jarvi, and I are working on retirement festivities that will celebrate Ms. Williams many contributions in her time here. I plan to have a certificate available in May for a Board vote of thanks. Donna will be staying on for 12 hours a week.

New Head of Youth Services

Over the past year, Eliza Jarvi has taken on a growing amount of the work in Youth Services. She has been efficient, and shown creativity and energy with these additional responsibilities. I have promoted her to Head of Youth Services. Eliza is a Lake Bluff native who joined the staff here in 2000 when she was still in High School.

Resignation of Staff Members

Two part time staff members, Skylar Reinhard and Will Cordeniz, submitted their resignations this month. Both are leaving us for full time work. We wish them the best on their journeys ahead. I met with the Finance and HR Committees on April 12 regarding the handling of these openings. A summary of the document I provided those committees can be found in your packet under committee reports.

New Staff Member

Meghan Geraghty, a long time library user, is joining us this summer as a Youth Services assistant. If you see her around this summer, please say hello!

Video Game Theft

We are continuing to work with the Lake Bluff Police regarding the six individuals who were identified as having sold some of their checkouts at resale outlets. Four of the six have now paid the replacement cost of the video games on their accounts.

New Financial Software

We are still working on getting into the rhythm with the new software setup! A few wires got crossed this week, and as a result the reports are not ready in time for the packet. I expect they will be ready and available by the meeting itself.

Respectfully submitted,

Eric Scott Bailey

Friends of the Library Meeting Dates

2016 Meeting Dates

January 16 at 10:00am – TIM KREGOR

February 20 at 10:00am – SCOT BUTLER

March 19 at 10:00am – JANIE JERCH

April 16 at 10:00am – ROMAIN WOJDA

June 18 at 10:00am – KATHY MEIERHOFF

August 20 at 10:00am – CANCELLED

September 17 at 10:00am – SCOT BUTLER

October 15 at 10:00am – SCOT BUTLER

November 19 at 10:00am – CANCELLED

All meetings will be held in the Lake Bluff Library Spruth Meeting Room.

2017 Meeting Dates (To Be Assigned)

January 21 at 10:00am – KATHY MEIERHOFF

February 18 at 10:00am – TIM KREGOR

March 18 at 10:00am – CAL STROH

April 15 at 10:00am – ROMAIN WOJDA

May 20 at 10:00am – SCOT BUTLER

June 17 at 10:00am – JANIE JERCH

August 19 at 10:00am

September 16 at 10:00am

October 21 at 10:00am

November 18 at 10:00am

Respectfully submitted,

Eric Scott Bailey

Library Director

12A

Measure	This month		Past 6 months		Past 12 months		FY to date	
Points of Service	28,382	-8.37%	174,756	-1.80%	402,533	35.55%	363,735	-0.94%
Database Interactions	3,233	-26.94%	20,176	-7.51%	41,321	2.00%	37,717	3.31%
Patron Interactions	15,882	-6.98%	104,602	-0.05%	251,975	70.52%	225,364	-1.94%
Circulation	9,267	-2.22%	49,978	-2.96%	109,237	0.51%	100,654	-0.21%
Circulation	9,267	-2.22%	49,978	-2.96%	109,237	0.51%	100,654	-0.21%
Books and Magazines	5,117	-3.00%	27,966	-0.81%	63,817	3.07%	59,018	2.34%
Electronic	1,094	6.94%	6,010	2.63%	11,990	1.42%	11,011	0.87%
AV	3,056	-3.87%	16,002	-8.30%	33,430	-4.35%	30,625	-5.12%
Patron Interactions	15,882	-6.98%	104,602	-0.05%	251,975	70.52%	225,364	-1.94%
Website Visits	8,545	-12.75%	51,111	-2.07%	103,631	-6.62%	94,474	-7.74%
In-Person Visits	7,337	0.78%	53,491	1.96%	148,344	303.13%	130,890	2.73%
Books and Magazines	5,117	-3.00%	27,966	-0.81%	63,817	3.07%	59,018	2.34%
Adult	2,309	-3.47%	12,624	-4.91%	26,819	-4.21%	24,567	-4.79%
Teen	161	-12.50%	900	9.22%	2,130	25.29%	2,005	26.66%
Children	2,647	-1.93%	14,442	2.48%	34,868	8.23%	32,426	7.15%
Electronic	1,094	6.94%	6,010	2.63%	11,990	1.42%	11,011	0.87%
Adult	928	11.54%	5,129	5.77%	10,151	4.83%	9,313	5.04%
Teen	79	-17.71%	444	2.30%	1,005	5.02%	920	1.32%
Children	87	-8.42%	437	-23.73%	834	-29.44%	778	-31.87%
AV	3,056	-3.87%	16,002	-8.30%	33,430	-4.35%	30,625	-5.12%
Adult	2,426	1.68%	12,553	-5.55%	25,411	-1.69%	23,223	-2.71%
Teen	0	-100.00%	6	100.00%	12	20.00%	10	11.11%
Children	630	-20.45%	3,443	-17.18%	8,007	-11.92%	7,392	-11.97%
In-Person Visits	7,337	0.78%	53,491	1.96%	148,344	303.13%	130,890	2.73%
Programming Attendees	446	-1.98%	8,710	9.07%	39,493	7.32%	32,248	6.94%
Adult	199	2.05%	3,285	-9.95%	11,046	-11.33%	9,427	-12.26%
Teen	12	-47.83%	251	-54.94%	1,149	-45.73%	952	-47.02%
Children	235	-0.84%	5,174	36.84%	27,298	22.83%	21,869	24.16%
Other In-Person Visits	6,891	0.97%	44,781	0.68%	108,851	0.00%	98,642	1.42%

- "Past 6 months" covers the time period from October 2016 through March 2017 inclusive and "Past 12 months" covers the time period from April 2016 through March 2017 inclusive.
- The percentages reflect the changes between the present and this same time span in the previous year:
 - "This month": March 2017 - March 2016 / March 2016
 - "Past 6 months": (October 2016 ... March 2017) - (October 2015 ... March 2016) / (October 2015 ... March 2016)
 - "Past 12 months": (April 2016 ... March 2017) - (April 2015 ... March 2016) / (April 2015 ... March 2016)
 - "FY to date": (May 2016 ... March 2017) - (May 2015 ... March 2016) / (May 2015 ... March 2016)