



Kalamazoo Public Library

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PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
September 28, 2015, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS, AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. [Minutes of the Meeting of August 24, 2015](#)
 - B. [Personnel Items](#)
- IV. FINANCIAL REPORT
 - A. [Financial Reports for the Month Ending August 31, 2015](#)
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. [WMU Kercher Center User Experience Study](#)
 - B. [Meeting Room Rental Rates](#)
 - C. [Roth IRA Investment Option](#)
 - Reports
 - D. 2015 Summer Reading Challenge Wrap-up – Michael Cockrell & Andrea Vernola
- 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. ADJOURNMENT

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: August 24, 2015
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

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

Absent: None.

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was amended so that reports following Laurie Stegenga's update on KPL's 403B Plan could precede her, as she had not arrived by the start of the meeting.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Meeting of July 27, 2015*

B. *Personnel Items*

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending July 31, 2015*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending July 31, 2015.

Discussion: No discussion.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JULY 31, 2015.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Revised Registration Policy

Recommendation: Director Rohrbaugh recommended board approval of an additional \$100,000 lump sum from residual fiscal year 2014-2015 funds and 1.5% of fiscal year 2015-2016 covered salaries to reduce the unfunded accrued liability of the Municipal Employees Retirement System (MERS) defined benefit plan for Kalamazoo Public Library.

Executive Summary: The unfunded accrued liability of Kalamazoo Public Library's MERS defined benefit plan as of December 31, 2014 was reported to be \$603,623. With the advent of new governmental accounting standards (GASB 68) that liability will be updated and reported on the library's government wide financial statements as of June 30, 2015. Currently, the retirement system spreads the reduction of that liability over a period of 10 years with a portion of the calculated employer contribution rate dedicated for it. Actuarial assumptions further include an annual smoothed rate of return on investment of 8% to maintain the current 90% funded ratio of the plan.

In order to accelerate the reduction of the unfunded accrued liability and increase the funded ratio of the defined benefit plan for library employees to 100% at a quicker pace, a lump sum additional contribution amount of \$100,000 and an additional 1.5% on covered payroll will reduce the unfunded liability by an additional \$145,000 by the end of fiscal year 2015-2016 based upon current salary levels.

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

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE ATTACHED REGISTRATION POLICY.

Discussion: J. VanderRoest explained this recommendation was the topic of a discussion at a recent Finance and Budget Committee meeting, and it was determined to be a good use of a portion of the considerable surplus of funds from Financial Year 2014-2015. Additionally, he pointed out that the library's unfunded obligation to the MERS retirement fund is finite, and by acting on this recommendation, it will assist in meeting that obligation.

MOTION CARRIED 7-0.

REPORTS

B. Neighborhoods for Picture Books – Sue Warner

Report: Director Rohrbaugh introduced Sue Warner, head of Youth Services. S. Warner began her report by explaining the origin of the project occurred two years prior, as the staff in the Children's Room began to examine the picture book collection, and exploring ways to make the collection easy for children to browse while retaining retrievability functions. They began by placing popular books in clear plastic bins, based around topics such as Trucks, Trains, Princesses, and Ballet.

Previously, when patrons would come in and request books on a specific topic, such as trucks, it was difficult to explain exactly where such books were located, as they were scattered throughout the collection. The bins that resulted from this experiment were heavily used and wildly popular. Based on those findings, and supporting evidence from other libraries it was

decided that a task force should be put together to attempt to explore the possibility of implementing a neighborhood system. The task force included Steve Siebers, Linda Smith, Bill Caskey, Gary Green, Amy Jastrzembski, Melissa Greenfield, and Amy Clark. The taskforce decided to move forward with the project, created a timeline for implementation, and developed a workflow. The project is approaching completion.

Discussion: S. Warner brought in books from each of the nine categories, explained how she and Bill Caskey decide how books are assigned to each category, and elaborated on how the reorganization has been undertaken both at Central Library and at the branches.

C.TenBrink, drawing upon her background in school libraries, expressed her belief that the neighborhood system will prove to be a better arrangement. She also asked if Youth Services is anticipating any confusion on the part of visiting parents. S. Warner said she doesn't believe so because it will be such an easy system to browse.

R. Brown asked whether there are any plans to track which neighborhoods attract the most attention. S. Warner said they will be able to run statistical reports with that in mind, most likely after approximately six months. President Caple asked if this approach is unique or innovative enough to merit an article in a PLA or ALA publication. S. Warner indicated it might be; she announced a proposal has been accepted by the Michigan Library Association for a presentation by Bill Caskey from Youth Services and Dan Hoag from Cataloging at this year's annual conference.

Disposition: Trustees thanked S. Warner for her report.

C. 403B Plan Update – Laurie Stegenga, Foresight Capital Management Advisors

Report: Director Rohrbaugh introduced Laurie Stegenga from Foresight Capital Management Advisors. L. Stegenga explained she had brought a mixture of information. She also stated since KPL and Foresight have been together, KPL's investments have been in a bull market and have performed very well. Recently, the market has been experiencing a slight downturn but it is generally being viewed as an opportunity to invest. She also reported KPL currently has 53 participants enrolled in the 403B plan.

Discussion: L. Stegenga asked if there were any ideas regarding ways in which she could reach additional staff members to encourage them to participate. D. Schiller explained most of those enrolled are salaried staff members who attend the meetings at which L. Stegenga presents. While hourly staff are able to enroll, they rarely do so. There may be ways to make sure that hourly staff have additional opportunities to enroll. T. New explained all new hourly staff members receive all relevant Foresight materials when they begin at KPL.

President Caple asked if L. Stegenga knew what percent of salaried staff members participate in the 403B Plan. D. Schiller estimated it to be somewhere between 60% and 70%.

Disposition: Trustees thanked L. Stegenga for her report.

D. ALA Leadership Institute Report – Michael Cockrell

Report: Director Rohrbaugh reminded trustees that Michael Cockrell recently applied for and was selected to attend a prestigious ALA Leadership Institute retreat. M. Cockrell began his

report by thanking Director Rohrbaugh for writing a strong letter of recommendation on his behalf and KPL in general for supporting professional development opportunities.

M. Cockrell stated he believed this opportunity is one of two truly formative offsite trainings he has attended during his time at KPL, partly because of the very high quality of the presenters and partly because he feels well-positioned to take advantage of the concepts put forth at the seminar. The presenters were Maureen Sullivan, former ALA President and Kathryn Deiss, who is active in the Academic Library division of ALA. He said Maureen and Kathryn were among the best presenters he has ever seen by virtue of their breadth of knowledge and ability to provide resources and advice.

He said that very early on in the three day seminar, the models being put forth were put into practice among the group members in an effort to enhance communication and build trust between attendees. He continued by saying there was a focus on human behavior and emotional intelligence, or lack thereof in the workplace.

He explained one of the greatest takeaways from the experience was a more acute understanding of his own 'leadership practice' - he said much emphasis was placed on this concept as a *practice*, or something to be worked on continuously, the goal being leadership which empowers those around you to do their best work.

Discussion: President Caple asked where the event was held. M. Cockrell stated it was held in Itasca, IL.

V. Wright asked if there was any discussion regarding leadership personalities of individuals. M. Cockrell stated the philosophy put forth was that there is no *one* leadership personality that is correct- anyone can do it, but what they called 'intentional leadership' is ideal, which involves a commitment to leadership at a high level of capability.

J. VanderRoest asked if there was any talk of how the attendees would return to their organizations in order to implement their training. M. Cockrell replied that the presenters cautioned the attendees about returning to the workplace and immediately changing things. On the final day, attendees developed personal plans for themselves regarding implementation of the philosophies discussed.

C. Tenbrink asked what the average age of attendees was. M. Cockrell said he couldn't give an average, but the youngest was probably in their early thirties and the oldest was probably in their late fifties. She asked if there were more men than women. He stated it was the other way around.

Disposition: Trustees thanked M. Cockrell for his report.

E. Digitized Local History Materials – Beth Timmerman

B. Timmerman began by stating that KPL Local History staff has been digitizing materials since 1997. In the early days, things needed to be sent out for digitization. As high-quality equipment became more affordable, it began to make more sense to complete these projects in-house. Now, she says, the process has come full-circle and digitization companies are now equipped with exceptionally impressive technology and charge very nominal fees. Therefore, sending

large quantities of materials out for digitization makes sense, especially considering the speed at which the projects can be completed.

She continued by discussing the ways in which we have presented digital collections on the KPL page over time, the move from photo galleries to Flickr, and the need for a dedicated page to contain and house links to the collections as they grow. B. Timmerman then explained the growth of the Historical Newspapers Database, which provided a number of opportunities to partner with other libraries and historical societies to digitize and host their local newspapers for very affordable rates.

Another section that is growing rapidly is the Archival Film collection. Periodically, films surface elsewhere in the country with relevance to the history of Kalamazoo and make their way into the collection through a series of donations. One recent example is a film of a ceremony at Mountain Home Cemetery on the topic of Lucinda Hinsdale Stone, which was put together for a cable access channel in Ohio. It was discovered in their archives and they elected to pass it along to KPL.

B. Timmerman then moved to a section entitled 'Digitized Books, Catalogs, and Journals', which consists almost entirely of materials which were recently scanned. She explained the reason for this is because we did not have a good way of making these types of materials accessible. Archive.com has proven to be the best option for hosting these documents. As examples of the collection, she accessed a catalog from the Henderson-Ames Co., a set of books from the Michigan State Hospital on the topic of craft projects for patients, a volume entitled The History of Kalamazoo and its Library System, and a set of four books regarding the life and family of George M. Buck, a lawyer and judge who came to Kalamazoo as a child in the 1840s.

Discussion: L. Godfrey asked if any effort had been made to digitize the Polk City Directories. B. Timmerman said some of them can be found KalamazooGenealogy.org and in the Local History Room, they have been looking at digitizing a specific business directory. Over time, she said, they may identify specific volumes of the city directories which are heavily used and consider digitizing them. She stated her goal has been to scan items that are as unique as possible and avoid duplicating efforts.

Disposition: Trustees thanked B. Timmerman for her report.

F. Legislative Update – Diane Schiller

Report: D. Schiller reported she had not seen any action on legislation relevant to the library this month.

Discussion: No discussion.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee* – Met to discuss the MERS Retirement Funding recommendation. Another meeting will take place in October to discuss the annual audit process.

- B. *Personnel Committee* – No meeting.
- 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 began her report with an update on the progress of the snowmelt discussions that have been taking place. She stated it appears likely, but not definite that the first phase of the installation may occur late this year along South St. This installation would run from the Mall to the edge of Central library. Phase two would come later and would include lighting, tree guards, and trash receptacles. She and S. Lindemann had been involved in the discussion to ensure that the library would be able to access the snowmelt system when KPL has completed exploring landscaping and engineering plans.

She then drew Trustees’ attention to several items which indicated strong summer program attendance and mentioned that the Summer Reading Challenge is winding down.

Next, she commented on some major work being conducted by the IT department, including the PC upgrade project which provided an opportunity for FM to dramatically improve cord management and repaint the edges of the carrels. She also mentioned lighting projects recently taken on by FM at Washington Square and Oshtemo.

Discussion: V. Wright asked about an item in the report which discusses the “Kalamazoo Abraham Lincoln Project”; she had not heard about it until now. Director Rohrbaugh stated she recently met with Cameron Brown and Marge Kars, the chair and co-chair of the project who approached the library in the hopes of partnering for programming which would coincide with fund-raising for, and installation of, a statue honoring Abraham Lincoln in Bronson Park.

L. Godfrey drew attention to an item which discussed the manner in which KPL provided free WiFi to a *Kalamazoo Promise 10 Year Celebration* which took place recently in Bronson Park. L. Godfrey said it was commendable that we were able to assist them. Director Rohrbaugh thanked S. Lindemann and Wendy Hand for making that happen.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey asked if the Board Room was equipped with the ability to add additional, mobile microphones to the Hearing Loop system. S. Lindemann said it depends on our ability to add additional receivers, but there are workarounds as well.
- V. Wright had attended the *Beauty of the Spoken Word* poetry slam event recently and said it was very powerful, interesting, and compelling.

- C. TenBrink said she attended *Oshtemo Fun Day* at Flesher Field and was pleased to see the Oshtemo Branch staff representing KPL. Additionally, she was recently in Vancouver and had the opportunity to visit the Vancouver Public Library system. She said their catalog was very impressive and was offered in seven different languages. She also said the building is attached to government offices and commercial entities who pay rent or share the costs associated with the building. She also commented on their Board of Trustees saying it is made up of thirteen individuals appointed by the Vancouver City Council. She also thanked F. Howe for delivering *It's My Library* promotional materials to the Board.
- K. Randolph recently explored the *We Need Diverse Books* initiative and expressed his thanks to staff for engaging in that effort.
- R. Brown attended a community event in the Washington Square area and was glad to see the library represented there. He recently visited a library in New York which had a chessboard built into the floor and watched a young boy play a game against his father.
- J. VanderRoest had no comments.
- President Caple stated he was looking forward to the Healing Racism seminar he plans to attend along with V. Wright and library staff on Thursday.

X. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:26 P.M

X

Robert Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: September 28, 2015

Employee Transfer

Jill Ongley voluntarily transferred to the KPLSP FTE 1.0 MeL Library Assistant 4 position in the Technical & Circulation Services effective September 16, 2015. She most recently held the KPLSP FTE 1.0 Oshtemo Library Assistant 3 position in the Branch & IT Services department. Jill has been employed with KPL since August 1975.

Linda Clearwaters will voluntarily transfer to the KPLSP FTE 1.0 Oshtemo Library Assistant 3 position in the Branch & IT Services department effective October 1, 2015. She has most recently held the KPLSP FTE 1.0 Washington Square Library Assistant 4 position in the same department. Linda has been employed with KPL since June 1996.

Hourly Staff

New Hire

Carly Butterworth – Hub Intern
Shad Double – Library aide – Central Circulation
Wyatt Klan – Library aide – Central Circulation
Laura Barrett – MAC Videography/Photography Intern
Dillon Stone – Web/Database Systems Support Intern
Josh Parish – Evening/weekend custodian

Separations

Michelle Koh– Library aide- Central Circulation
Michelle Lilek- Library aide- Central Circulation
Marcie Stevens - Library aide- Central Circulation
Amanda Dooley - Library aide- Central Circulation
Matt Weaver –MAC Videography/Photography Intern
Suzann Middleton – Library aide – Library office
Barb Hageman – Library aide – Central Circulation

Andrew Alm – Seasonal grounds care – FM
Scott Zurawski – MAC Intern

Employee Anniversaries

Ann Rohrbaugh – 43 yrs.
Teresa Malynowsky-Rakowsky – 40 yrs.
Robyn Lilek – 27 yrs.
Hanna Slotwinski – 20 yrs.
Ryan Gage – 12 yrs.
Stan Weller – 7 yrs.
Terry New – 5 yrs.
Vanisha Gatewood – 5 yrs.
Karen Nelson – 2 yrs.
Chelsea White – 2 yrs.
Silas Kachman – 1 yr.
Lolita Moss – 1 yr.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

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

DATE: September 28, 2015

Recommendation:

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

Executive Summary:

Notes to the reports are included for your information.

James E. VanderRoest, Treasurer

**Kalamazoo Public Library
Internal Financial Statements
For the month ending August 31, 2015**

Sources and Uses of Funds

Electronic Transfers

Sources of funds during the month of August included both the Jan-July District Court Penal fines and the 2nd quarter Law Library contract payments from Kalamazoo County.

Uses of funds during July included \$11,946 in Capital Improvement Plan payments and the annual software maintenance contract payment to SirsiDynix in Technical Services totaling over \$138,000. The total pooled cash and investments balance as of August 31st was \$1,056,627.

Electronic transfers during the month of August included several transfers and a check transfer to move funds within library accounts.

Combined Balance Sheet

Other Assets of \$118,047 as of August 31st consists primarily of the prepayment of the September MESSA (employee medical) invoice of \$102,232. The \$1,277.79 Accounts Receivable balance represents amounts due to the library including invoices for reimbursements for co-sponsored library programs..

General Operating Fund Revenue & Expenditure Summary

Revenue included fines, fees, and interest income totaling \$12,986 for the month of August. Expenditures for the month of August totaled \$922,227 with another \$46,229 in outstanding purchase orders. Outstanding purchase orders in the Facilities category are not represented due to the incorrect posting of purchase orders on June 30th for the new fiscal year. Corrections to the financial data will be completed prior to the end of September. The 19.4% percent complete as of August 31st is within normal expected expenditure patterns with no adjustments to the budget anticipated at this time except the reallocation of the \$100,000 Total Compensation reserve to reflect contractual and performance salaries and benefit changes that began as of July 1st.

Capital Improvement Plan

The Capital Improvement Plan expenditures of \$14,446 during the month of August included payments for technology and mechanical building projects. At this time, it is anticipated that several projects (895 in Building Alterations, Mechanical Projects and 842 in Control & Security Systems) will require the addition of budgeted contingencies to cover the contract when complete.

Endowment Fund

Arcadia Investment Management investment fee for 2nd quarter was paid in July totaling \$5,957.

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

| | | August |
|---|---------------|----------------------|
| BEGINNING CASH BALANCE * | \$ | 7,967,534 |
| * Including short-term investments | | |
| <u>SOURCES OF CASH:</u> | | |
| Property Tax Receipts | \$ | 17,698 |
| IFT/CFT, PILOT receipts | \$ | - |
| State Aid/MPSERS UAAL Rate Appropriation | \$ | - |
| District Court Penal Fines/Law Library Revenue | \$ | 159,510 |
| Interest Income | \$ | 1,134 |
| Library Fines & Fees | \$ | 11,757 |
| Other Sources: Gifts, Grants, & Reimbursements | \$ | 15 |
| Other Gifts (Ready to Read, etc) | \$ | 200 |
| TOTAL SOURCES OF CASH | \$ | 190,314 |
| <u>USES OF CASH:</u> | | |
| Salaries & Wages | \$ | (439,170) |
| Benefits | \$ | (207,791) |
| Materials | \$ | (82,059) |
| Operating Expenditures | \$ | (25,268) |
| Facilities | \$ | (49,923) |
| Technical Services | \$ | (219,027) |
| Purchased Services | \$ | (34,607) |
| Other | \$ | (31,432) |
| Capital Expenditures | \$ | (11,946) |
| | \$ | - |
| TOTAL USES OF CASH | \$ | (1,101,221) |
| ENDING CASH | \$ | 7,056,627 |
| <u>Pooled Cash & Investment Accounts</u> | | |
| <u>Checking & other liquid accounts</u> | | |
| Fifth Third General & Payroll Checking Accounts | \$ | 521,578 |
| Flagstar General & Payroll Checking Account | \$ | 464,440 |
| First National NOW & ACH Transfer Accounts | \$ | 660,840 |
| Fifth Third Arcadia Admin | \$ | 9,292 |
| Petty Cash/Midwest Business Exchange Account/Paypal | \$ | 14,584 |
| Pooled Cash Accounts | \$ | 1,670,734 |
| <u>Pooled Investments</u> | | |
| Fifth Third Bank, Fifth Third Securities, CD's | \$ | 52 |
| Flagstar Bank MM & CD's | \$ | 1,614,200 |
| First National Bank MM, ICS Savings, & CD's | \$ | 3,771,640 |
| Pooled Investment Accounts | \$ | 5,385,893 |
| Total Pooled Cash & Investments | \$ | 7,056,627 |

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

| | From | To | |
|-----------|------------------------------------|-----------------------|--|
| 8/3/2015 | Fifth Third H.S.A. | 5/3 General Check | Fifth Third/Employee Accts \$ (1,134.00) |
| 8/3/2015 | Employee Health Equity H.S.A. | 1st National Transfer | Employee Accounts \$ (4,128.75) |
| 8/3/2015 | State of Michigan Withholding-July | 5/3 General Check | Michigan Department of Treasury \$ (14,665.18) |
| 8/6/2015 | Law Library 2nd Quarter | Kalamazoo County | 5/3 General Checking \$ 15,874.50 |
| 8/6/2015 | District Ct. Penal Fines 2nd Qtr. | Kalamazoo County | 5/3 General Checking \$ 143,635.35 |
| 8/7/2015 | H CSP MERS Contributions | 5/3 General Check | Alerus/Employee Accounts \$ (1,003.44) |
| 8/7/2015 | MERS July | 1st National Transfer | Municipal Employees Retirement System \$ (24,652.95) |
| 8/10/2015 | MPERS Retirement July | 1st National Transfer | Michigan Public School Empl. Ret. Sys. \$ (26,983.59) |
| 8/14/2015 | Transfer to 1st National Checking | 1st National ICS | \$ (1,000,000.00) |
| 8/14/2015 | Transfer from 1st National ICS | | 1st National Checking \$ 1,000,000.00 |
| 8/14/2015 | Transfer to 1st National ACH | 1st National Checking | \$ (40,000.00) |
| 8/14/2015 | Transfer from 1st National Check | | 1st National ACH \$ 40,000.00 |
| 8/14/2015 | Transfer to 1st National Ltd ACH | 1st National Checking | \$ (6,000.00) |
| 8/14/2015 | Transfer from 1st National Check | | 1st National Ltd. ACH \$ 6,000.00 |
| 8/14/2015 | Payroll 8/15/2015 | 5/3 Payroll Check | Employee Accounts \$ (124,331.80) |
| 8/14/2015 | Friend of the Court | 5/3 General Check | Kalamazoo County FOC \$ (105.88) |
| 8/14/2015 | EFTPS Tax Payment | 5/3 General Check | IRS/Social Security Admin \$ (48,322.79) |
| 8/20/2015 | Transfer to 1st National ACH | 1st National Checking | \$ (30,000.00) |
| 8/20/2015 | Transfer from 1st National Check | | 1st National ACH \$ 30,000.00 |
| 8/20/2015 | Check transfer to Fifth Third | 1st National Checking | \$ (400,000.00) |
| 8/20/2015 | Check transfer from 1st National | | Fifth Third General Checking \$ 400,000.00 |
| 8/21/2015 | Transfer to 1st National Ltd ACH | 1st National Checking | \$ (6,300.00) |
| 8/21/2015 | Transfer from 1st National Check | | 1st National Ltd. ACH \$ 6,300.00 |
| 8/24/2015 | Transfer to 1st National Checking | 1st National ICS | \$ (400,000.00) |
| 8/24/2015 | Transfer from 1st National ICS | | 1st National Checking \$ 400,000.00 |
| 8/25/2015 | State of Michigan Withholding-Aug | 5/3 General Check | Michigan Department of Treasury \$ (13,782.65) |
| 8/25/2015 | MPERS Retirement August | 1st National Transfer | Michigan Public School Empl. Ret. Sys. \$ (26,752.43) |
| 8/26/2015 | Transfer to Arcadia Checking | 5/3 General Check | \$ (2,000.00) |
| 8/26/2015 | Transfer from Fifth Third Check | | Fifth Third Arcadia Checking (Section 125) \$ 2,000.00 |
| 8/31/2015 | EFTPS Tax Payment | 5/3 General Check | IRS/Social Security Admin \$ (48,322.79) |
| 8/31/2015 | Payroll 8/31/2015 | 5/3 Payroll Check | Employee Accounts \$ (124,331.80) |
| 8/31/2015 | Friend of the Court | 5/3 General Check | Kalamazoo County FOC \$ (105.88) |
| 8/31/2015 | Employee Health Equity H.S.A. | 1st National Transfer | Employee Accounts \$ (4,128.75) |
| 8/31/2015 | MERS August | 1st National Transfer | Municipal Employees Retirement System \$ (24,613.83) |
| | Total Transfers August | | \$ (327,856.66) |

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

| | Operating | Capital | Special Revenue | Endowment |
|---|-----------------------|-----------------------|---------------------|-----------------------|
| Assets | | | | |
| Cash & Equivalents | | | | |
| Cash & Checking | \$3,394,234.07 | \$1,938,895.72 | \$98,593.55 | \$243,242.85 |
| Investments | \$1,624,903.57 | \$0.00 | \$71,587.65 | \$3,730,216.65 |
| Total Cash & Equivalents | \$5,019,137.64 | \$1,938,895.72 | \$170,181.20 | \$3,973,459.50 |
| Accounts Receivable | | | | |
| Accounts Receivable | \$1,277.79 | \$0.00 | \$0.00 | \$0.00 |
| Total | \$1,277.79 | \$0.00 | \$0.00 | \$0.00 |
| Other Assets | | | | |
| Other Assets | \$118,047.53 | \$0.00 | \$0.00 | \$0.00 |
| Total Other | \$118,047.53 | \$0.00 | \$0.00 | \$0.00 |
| Total Assets | \$5,138,462.96 | \$1,938,895.72 | \$170,181.20 | \$3,973,459.50 |
| Liabilities and Fund Balance | | | | |
| Current Liabilities | | | | |
| Accounts Payable | \$116.71 | \$0.00 | \$0.00 | \$0.00 |
| Salaries Payable | \$3,484.40 | \$0.00 | \$0.00 | \$0.00 |
| Retirement Payable | \$1,003.89 | \$0.00 | \$0.00 | \$0.00 |
| Total Accounts Payable | \$4,604.70 | \$0.00 | \$0.00 | \$0.00 |
| Net Assets | | | | |
| Fund Balance | \$5,133,858.26 | \$1,938,895.72 | \$170,181.20 | \$3,973,459.50 |
| Total | \$5,133,858.26 | \$1,938,895.72 | \$170,181.20 | \$3,973,459.50 |
| Total Liabilities & Fund Balance | \$5,138,462.96 | \$1,938,895.72 | \$170,181.20 | \$3,973,459.50 |

Kalamazoo Public Library

Revenue and Expenditure Summary

As of August 31, 2015

| | Actual | Encumbrance | Year to Date | Budget | Variance | % Complete |
|--------------------------------|---------------------|--------------------|---------------------|---------------------|-----------------------|---------------|
| Revenue | | | | | | |
| Property Taxes | \$0.00 | \$0.00 | \$0.00 | \$10,418,240 | (\$10,418,240) | 0.00% |
| Other Taxes | \$0.00 | \$0.00 | \$0.00 | \$114,169 | (\$114,169) | 0.00% |
| Fines and Fees | \$11,756.95 | \$0.00 | \$24,769.20 | \$175,000 | (\$150,231) | 14.15% |
| District Court Penal Fines | \$0.00 | \$0.00 | \$0.00 | \$255,000 | (\$255,000) | 0.00% |
| Local Support | \$80.00 | \$0.00 | \$15,080.00 | \$225,000 | (\$209,920) | 6.70% |
| Interest Income | \$1,134.18 | \$0.00 | \$1,189.01 | \$15,000 | (\$13,811) | 7.93% |
| State Aid and Reimbursements | \$0.00 | \$0.00 | \$0.00 | \$74,000 | (\$74,000) | 0.00% |
| Other | \$15.00 | \$0.00 | \$135.00 | \$96,600 | (\$96,465) | 0.14% |
| Total Revenue | \$12,986.13 | \$0.00 | \$41,173.21 | \$11,373,009 | (\$11,331,836) | 0.36% |
| Expenditures | | | | | | |
| Salaries | | | | | | |
| Administrator Salaries | \$55,432.24 | \$0.00 | \$113,114.48 | \$653,722 | \$540,608 | 17.30% |
| Librarian Salaries | \$106,565.61 | \$0.00 | \$215,737.39 | \$1,365,580 | \$1,149,843 | 15.80% |
| Supervisory Technical Salaries | \$58,651.00 | \$0.00 | \$117,658.32 | \$723,775 | \$606,117 | 16.26% |
| Library Assistant Salaries | \$128,522.83 | \$0.00 | \$263,410.68 | \$1,617,240 | \$1,353,829 | 16.29% |
| Hourly Staff | \$52,049.92 | \$0.00 | \$76,009.49 | \$643,122 | \$567,113 | 11.82% |
| Substitute Salaries | \$7,586.34 | \$0.00 | \$10,723.24 | \$86,310 | \$75,587 | 12.42% |
| Vacancy Credit | \$0.00 | \$0.00 | \$0.00 | (\$50,000) | (\$50,000) | 0.00% |
| Total | \$408,807.94 | \$0.00 | \$796,653.60 | \$5,039,749 | \$4,243,095 | 15.81% |
| Benefits | | | | | | |
| Employee Insurance | \$86,218.23 | \$0.00 | \$172,104.49 | \$1,032,006 | \$859,902 | 16.68% |
| Retirement | \$47,531.06 | \$0.00 | \$97,035.47 | \$607,485 | \$510,450 | 15.97% |
| Employer FICA-Medicare | \$30,881.91 | \$0.00 | \$61,145.49 | \$384,535 | \$323,390 | 15.90% |
| Other Benefits | \$2,680.36 | \$0.00 | \$19,336.88 | \$150,675 | \$131,338 | 12.83% |
| Total | \$167,311.56 | \$0.00 | \$349,622.33 | \$2,174,701 | \$1,825,079 | 16.08% |
| Materials | | | | | | |
| Adult Books | \$25,668.48 | \$24,223.55 | \$102,896.92 | \$496,600 | \$393,703 | 20.72% |
| Juvenile Books | \$1,892.61 | \$317.85 | \$5,817.87 | \$97,500 | \$91,682 | 5.97% |
| Periodicals | \$786.05 | \$0.00 | \$27,851.56 | \$53,751 | \$25,899 | 51.82% |
| Audio-Visual Material | \$19,431.54 | \$6,090.50 | \$64,722.26 | \$340,160 | \$275,438 | 19.03% |
| Digital Materials | \$24,757.92 | \$0.00 | \$79,416.28 | \$154,365 | \$74,949 | 51.45% |
| Total | \$72,536.60 | \$30,631.90 | \$280,704.89 | \$1,142,376 | \$861,671 | 24.57% |
| Facilities | | | | | | |
| Fuel | \$1,170.21 | \$0.00 | \$1,183.71 | \$66,800 | \$65,616 | 1.77% |
| Electricity | \$22,919.53 | \$0.00 | \$28,724.45 | \$191,500 | \$162,776 | 15.00% |
| Water | \$106.62 | \$0.00 | \$106.62 | \$5,850 | \$5,743 | 1.82% |
| Custodial Supplies | \$3,574.81 | \$0.00 | \$5,560.19 | \$76,750 | \$71,190 | 7.24% |
| Grounds Maintenance | \$14,245.33 | \$0.00 | \$15,820.33 | \$48,196 | \$32,376 | 32.83% |
| Vehicle Maintenance | \$165.01 | \$0.00 | \$165.01 | \$5,500 | \$5,335 | 3.00% |
| Building Repair | \$5,373.45 | \$0.00 | \$5,373.45 | \$103,410 | \$98,037 | 5.20% |
| Building Operations | \$2,006.52 | \$0.00 | \$99,503.84 | \$133,055 | \$33,551 | 74.78% |
| Total | \$49,561.48 | \$0.00 | \$156,437.60 | \$631,061 | \$474,623 | 24.79% |

Kalamazoo Public Library
Revenue and Expenditure Summary
As of August 31, 2015

| | Actual | Encumbrance | Year to Date | Budget | Variance | % Complete |
|-------------------------------|-----------------------|-----------------------|-------------------------|---------------------|-------------------------|---------------|
| Operating Expenses | | | | | | |
| Supplies | \$4,042.82 | \$0.00 | \$4,744.02 | \$97,875 | \$93,131 | 4.85% |
| Misc. Operating Expenses | \$12,538.28 | \$0.00 | \$13,266.03 | \$116,928 | \$103,662 | 11.35% |
| Postage & Freight | \$7,858.34 | \$0.00 | \$8,387.38 | \$39,750 | \$31,363 | 21.10% |
| Rent | \$2,456.19 | \$0.00 | \$7,012.38 | \$32,100 | \$25,088 | 21.85% |
| Processing Supplies | \$972.65 | \$1,712.74 | \$4,177.14 | \$62,140 | \$57,963 | 6.72% |
| Total | \$27,868.28 | \$1,712.74 | \$37,586.95 | \$348,793 | \$311,206 | 10.78% |
| Technical Services | | | | | | |
| F&E Repair & Maintenance | \$2,699.12 | \$0.00 | \$14,191.47 | \$61,115 | \$46,924 | 23.22% |
| Telecommunications | \$6,161.08 | \$0.00 | \$15,243.52 | \$89,612 | \$74,368 | 17.01% |
| Software as Service | \$145,892.81 | \$0.00 | \$159,539.81 | \$192,161 | \$32,621 | 83.02% |
| Software Licensing & Maint. | \$60,627.70 | \$13,884.04 | \$153,441.09 | \$230,418 | \$76,977 | 66.59% |
| Cataloging & Processing | \$3,537.75 | \$0.00 | \$29,241.73 | \$85,300 | \$56,058 | 34.28% |
| Total | \$218,918.46 | \$13,884.04 | \$371,657.62 | \$658,606 | \$286,948 | 56.43% |
| Purchased Services | | | | | | |
| Security | \$11,190.38 | \$0.00 | \$14,314.52 | \$177,872 | \$163,557 | 8.05% |
| Insurance | \$2,001.03 | \$0.00 | \$51,583.67 | \$86,500 | \$34,916 | 59.63% |
| Legal Services | \$0.00 | \$0.00 | \$0.00 | \$15,000 | \$15,000 | 0.00% |
| Contracted Services | \$18,379.50 | \$0.00 | \$30,464.45 | \$163,736 | \$133,272 | 18.61% |
| Printing Services | (\$46.00) | \$0.00 | (\$46.00) | \$97,000 | \$97,046 | (0.05)% |
| Advertising | \$2,033.10 | \$0.00 | \$6,183.20 | \$65,000 | \$58,817 | 9.51% |
| Total | \$33,558.01 | \$0.00 | \$102,499.84 | \$605,108 | \$502,608 | 16.94% |
| Other Expenditures | | | | | | |
| Tax Charge Backs | \$4,950.75 | \$0.00 | \$5,091.42 | \$50,000 | \$44,909 | 10.18% |
| Staff Development | \$905.91 | \$0.00 | \$1,518.41 | \$36,713 | \$35,195 | 4.14% |
| Travel & Conference | \$337.60 | \$0.00 | \$613.94 | \$58,731 | \$58,117 | 1.05% |
| Board Expenses | \$0.00 | \$0.00 | \$0.00 | \$8,080 | \$8,080 | 0.00% |
| Programming Expenditures | \$7,470.16 | \$0.00 | \$14,387.76 | \$160,275 | \$145,887 | 8.98% |
| Total | \$13,664.42 | \$0.00 | \$21,611.53 | \$313,799 | \$292,187 | 6.89% |
| Total Expenditures | \$992,226.75 | \$46,228.68 | \$2,116,774.36 | \$10,914,193 | \$8,797,419 | 19.39% |
| Transfers | | | | | | |
| Transfers from other funds | \$0.00 | \$0.00 | \$0.00 | \$0 | \$0 | 0.00% |
| Total Transfers In | \$0.00 | \$0.00 | \$0.00 | \$0 | \$0 | 0.00% |
| Transfers to other funds | \$0.00 | \$0.00 | \$0.00 | \$400,000 | \$400,000 | 0.00% |
| Total Transfers Out | \$0.00 | \$0.00 | \$0.00 | \$400,000 | \$400,000 | 0.00% |
| Total | \$0.00 | \$0.00 | \$0.00 | \$400,000 | \$400,000 | 0.00% |
| BEGINNING FUND BALANCE | \$6,113,098.88 | \$0.00 | \$7,029,007.61 | \$6,345,761 | \$683,246.61 | 0.00% |
| NET SURPLUS/(DEFICIT) | (\$979,240.62) | (\$192,021.63) | (\$2,087,170.98) | \$58,816 | (\$2,145,986.98) | 0.00% |
| ENDING FUND BALANCE | \$5,133,858.26 | (\$192,021.63) | \$4,941,836.63 | \$6,404,577 | (\$1,462,740.37) | 0.00% |

Kalamazoo Public Library Capital Improvement Plan

August 31, 2015

| | Actual | Encumbrances | YTD+Encumb | Budget | Variance |
|---|--------------------|---------------------|---------------------|---------------------|---------------------|
| Expenditures | | | | | |
| Furnishings | | | | | |
| Furnishings Reserve | | | | | |
| 810 - Furnishings Reserve | \$0.00 | \$0.00 | \$0.00 | \$117,572.00 | \$117,572.00 |
| Total Furnishings Reserve | \$0.00 | \$0.00 | \$0.00 | \$117,572.00 | \$117,572.00 |
| Central Library | | | | | |
| 889 - Children's Room Table/Chairs | \$0.00 | \$0.00 | \$0.00 | \$5,328.00 | \$5,328.00 |
| 892 - Local History Room Furniture | \$0.00 | \$0.00 | \$0.00 | \$1,016.00 | \$1,016.00 |
| Total Central Library | \$0.00 | \$0.00 | \$0.00 | \$6,344.00 | \$6,344.00 |
| Branch Libraries | | | | | |
| 815 - Workspaces & Public Areas-Oshtemo | \$0.00 | \$0.00 | \$10,221.40 | \$13,565.00 | \$3,343.60 |
| 881 - Eastwood/Powell - furniture | \$0.00 | \$0.00 | \$0.00 | \$1,200.00 | \$1,200.00 |
| 882 - Oshtemo-Drop box | \$0.00 | \$0.00 | \$0.00 | \$4,200.00 | \$4,200.00 |
| 894 - Oshtemo Refurb Phase I | \$0.00 | \$0.00 | \$0.00 | \$15,000.00 | \$15,000.00 |
| Total Branch Libraries | \$0.00 | \$0.00 | \$10,221.40 | \$33,965.00 | \$23,743.60 |
| System-Wide Projects | | | | | |
| 814 - Chairs - Multiple Departments | \$745.78 | \$0.00 | \$745.78 | \$6,294.00 | \$5,548.22 |
| Total System-Wide Projects | \$745.78 | \$0.00 | \$745.78 | \$6,294.00 | \$5,548.22 |
| Total Furniture & Equipment | \$745.78 | \$0.00 | \$10,967.18 | \$164,175.00 | \$153,207.82 |
| Building Alterations | | | | | |
| Building Reserve | | | | | |
| 820 - Building Alterations Reserve | \$0.00 | \$0.00 | \$0.00 | \$91,962.00 | \$91,962.00 |
| Total Building Reserve | \$0.00 | \$0.00 | \$0.00 | \$91,962.00 | \$91,962.00 |
| Structural Projects | | | | | |
| 805 - Central-Marble Tile Maintenance | \$0.00 | \$47,400.00 | \$47,400.00 | \$70,000.00 | \$22,600.00 |
| 828 - Eastwood Roof Repair | \$0.00 | \$21,900.00 | \$21,900.00 | \$22,000.00 | \$100.00 |
| Total Structural Projects | \$0.00 | \$69,300.00 | \$69,300.00 | \$92,000.00 | \$22,700.00 |
| Mechanical Projects | | | | | |
| 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 |
| 841 - Central Louvers on AHU-2 | \$11,200.00 | \$0.00 | \$11,200.00 | \$11,200.00 | \$0.00 |
| 887 - Central Generator | \$0.00 | \$0.00 | \$0.00 | \$50,000.00 | \$50,000.00 |
| 895 - Central Freight Elevator | \$0.00 | \$58,640.00 | \$113,640.00 | \$105,000.00 | (\$8,640.00) |
| Total Mechanical Projects | \$11,200.00 | \$58,640.00 | \$124,840.00 | \$183,200.00 | \$58,360.00 |
| Control & Security Systems | | | | | |
| 827 - Security Camera System | \$0.00 | \$0.00 | \$0.00 | \$1,217.00 | \$1,217.00 |
| 842 - Central Lighting Control System | \$0.00 | \$61,765.00 | \$61,765.00 | \$60,000.00 | (\$1,765.00) |
| Total Control & Security Systems | \$0.00 | \$61,765.00 | \$61,765.00 | \$61,217.00 | (\$548.00) |
| Other Facilities Projects | | | | | |
| 811 - Carpet Master Plan | \$0.00 | \$0.00 | \$0.00 | \$97,228.00 | \$97,228.00 |
| 893 - Delivery Vehicle | \$0.00 | \$0.00 | \$0.00 | \$60,000.00 | \$60,000.00 |
| Total Other Facilities Projects | \$0.00 | \$0.00 | \$0.00 | \$157,228.00 | \$157,228.00 |
| Total Building Alterations | \$11,200.00 | \$189,705.00 | \$255,905.00 | \$585,607.00 | \$329,702.00 |

**Kalamazoo Public Library
Capital Improvement Plan
August 31, 2015**

| | Actual | Encumbrances | YTD+Encumb | Budget | Variance |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Computer & Technology | | | | | |
| Computer & Tech. Reserve | | | | | |
| 830 - Computer & Technology Reserve | \$0.00 | \$0.00 | \$0.00 | \$46,208.00 | \$46,208.00 |
| Total Computer & Tech. Reserve | \$0.00 | \$0.00 | \$0.00 | \$46,208.00 | \$46,208.00 |
| Public Technology & Hardware | | | | | |
| 831 - Automation Replacement | \$0.00 | \$11,631.73 | \$11,631.73 | \$90,069.00 | \$78,437.27 |
| 843 - Branch digital signage | \$0.00 | \$0.00 | \$0.00 | \$6,069.00 | \$6,069.00 |
| 865 - Game Carts - Teen | \$0.00 | \$0.00 | \$0.00 | \$3,141.00 | \$3,141.00 |
| 884 - Digital Lab Equipment | \$0.00 | \$0.00 | \$0.00 | \$6,175.00 | \$6,175.00 |
| Total | \$0.00 | \$11,631.73 | \$11,631.73 | \$105,454.00 | \$93,822.27 |
| Portable Technology | | | | | |
| 878 - Portable Devices | \$2,499.95 | \$14,960.00 | \$17,459.95 | \$35,618.00 | \$18,158.05 |
| Total Portable Technology | \$2,499.95 | \$14,960.00 | \$17,459.95 | \$35,618.00 | \$18,158.05 |
| Other Tech/Computer Equipment | | | | | |
| 854 - Other Tech/Computer Equipment | \$0.00 | \$1,900.00 | \$1,900.00 | \$7,400.00 | \$5,500.00 |
| 855 - Telephone System | \$0.00 | \$6,483.03 | \$6,883.03 | \$13,245.00 | \$6,361.97 |
| 879 - Office scanners | \$0.00 | \$0.00 | \$0.00 | \$2,284.00 | \$2,284.00 |
| Total Other Tech/Computer E | \$0.00 | \$8,383.03 | \$8,783.03 | \$22,929.00 | \$14,145.97 |
| Server Migration | | | | | |
| 856 - Server Migration Project | \$0.00 | \$0.00 | \$0.00 | \$84,000.00 | \$84,000.00 |
| Total Server Migration | \$0.00 | \$0.00 | \$0.00 | \$84,000.00 | \$84,000.00 |
| RFID/Circulation | | | | | |
| 852 - RFID Building/Furniture | \$0.00 | \$0.00 | \$0.00 | \$7,934.00 | \$7,934.00 |
| Total RFID/Circulation Tech. | \$0.00 | \$0.00 | \$0.00 | \$7,934.00 | \$7,934.00 |
| Total Computer & Technology | \$2,499.95 | \$34,974.76 | \$37,874.71 | \$302,143.00 | \$264,268.29 |
| Total Expenditures | \$14,445.73 | \$224,679.76 | \$304,746.89 | \$1,051,925.00 | \$747,178.11 |
| Transfers | | | | | |
| Transfers In/(Out) | | | | | |
| Transfers from other funds | | | | | |
| 800 - Capital Improvement Plan | \$0.00 | \$0.00 | \$0.00 | (\$400,000.00) | (\$400,000.00) |
| Total | \$0.00 | \$0.00 | \$0.00 | \$400,000.00 | \$400,000.00 |
| Total Transfers | \$0.00 | \$0.00 | \$0.00 | \$400,000.00 | \$400,000.00 |
| TOTAL BEGINNING FUND BALANCE | \$1,953,341.45 | \$0.00 | \$2,018,962.85 | \$1,345,847.00 | \$673,115.85 |
| TOTAL NET SURPLUS/(DEFICIT) | (\$14,445.73) | (\$224,679.76) | (\$304,746.89) | (\$651,925.00) | \$347,178.11 |
| TOTAL ENDING FUND BALANCE | \$1,938,895.72 | (\$224,679.76) | \$1,714,215.96 | \$693,922.00 | \$1,020,293.96 |

Kalamazoo Public Library
Special Revenue Income Statement
 August 2015

| | Actual | Encumbrance | Year to Date | Budget | Variance | % Complete |
|--|---------------------|-----------------|----------------------|----------------------|----------------------|---------------|
| Revenue | | | | | | |
| Local Support | | | | | | |
| 233 - Ready to Read - Gifts | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 | (\$1,000.00) | 0.0% |
| 235 - Ready to Read - Spelling Bee | \$0.00 | \$0.00 | \$0.00 | \$22,000.00 | (\$22,000.00) | 0.0% |
| 301 - Gifts & Memorials - Materials | \$200.00 | \$0.00 | \$200.00 | \$1,000.00 | (\$800.00) | 20.0% |
| 308 - Library Gifts | \$0.00 | \$0.00 | \$100.00 | \$500.00 | (\$400.00) | 20.0% |
| Total Local Support | \$200.00 | \$0.00 | \$300.00 | \$24,500.00 | (\$24,200.00) | 1.2% |
| Other | | | | | | |
| 235 - Ready to Read - Spelling Bee | \$0.00 | \$0.00 | \$0.00 | \$735.00 | \$735.00 | 0.0% |
| Total Other | \$0.00 | \$0.00 | \$0.00 | \$735.00 | \$735.00 | 0.0% |
| Total Revenue | \$200.00 | \$0.00 | \$300.00 | \$25,235.00 | (\$24,935.00) | 1.2% |
| Expenditures | | | | | | |
| Materials | | | | | | |
| Adult Books | | | | | | |
| 301 - Gifts & Memorials - Materials | \$166.47 | \$123.46 | \$691.93 | \$1,000.00 | \$308.07 | 69.2% |
| Total Adult Books | \$166.47 | \$123.46 | \$691.93 | \$1,000.00 | \$308.07 | 69.2% |
| Juvenile Books | | | | | | |
| 233 - Ready to Read - Gifts | \$0.00 | \$0.00 | \$0.00 | \$12,000.00 | \$10,539.42 | 0.0% |
| 235 - Ready to Read - Spelling Bee | \$0.00 | \$0.00 | \$0.00 | \$18,000.00 | \$22.75 | 0.0% |
| 301 - Gifts & Memorials - Materials | \$0.00 | \$0.00 | \$0.00 | \$250.00 | (\$134.34) | 0.0% |
| Total Juvenile Books | \$0.00 | \$0.00 | \$0.00 | \$30,250.00 | \$10,427.83 | 0.0% |
| Total | \$166.47 | \$123.46 | \$691.93 | \$31,250.00 | \$30,558.07 | 2.2% |
| Purchased Services | | | | | | |
| Contracted Services | | | | | | |
| 303 - History Room Gifts | \$594.00 | \$0.00 | \$594.00 | \$0.00 | (\$594.00) | 0.0% |
| Total Contracted Services | \$594.00 | \$0.00 | \$594.00 | \$0.00 | (\$594.00) | 0.0% |
| Total | \$594.00 | \$0.00 | \$594.00 | \$0.00 | (\$594.00) | 0.0% |
| Other Expenditures | | | | | | |
| Miscellaneous Disbursements | | | | | | |
| 233 - Ready to Read - Gifts | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 | \$270.00 | 0.0% |
| 235 - Ready to Read - Spelling Bee | \$0.00 | \$0.00 | \$0.00 | \$4,500.00 | \$4,420.00 | 0.0% |
| 301 - Gifts & Memorials - Materials | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 | \$911.07 | 0.0% |
| 308 - Library Gifts | \$0.00 | \$0.00 | \$0.00 | \$3,726.00 | \$3,726.00 | 0.0% |
| 310 - KPL Antiracism Transformation Team | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$150.00) | 0.0% |
| 379 - Friends Mini-Grants 2015 | \$150.00 | \$0.00 | \$150.00 | \$0.00 | \$150.00 | 0.0% |
| Total Miscellaneous Disbursements | \$150.00 | \$0.00 | \$150.00 | \$10,226.00 | \$10,076.00 | 1.5% |
| Total Other | \$150.00 | \$0.00 | \$150.00 | \$10,226.00 | \$10,076.00 | 1.5% |
| Total Expenditures | \$910.47 | \$0.00 | \$1,435.93 | \$41,476.00 | \$40,040.07 | 3.5% |
| TOTAL BEGINNING FUND BALANCE | \$170,891.67 | \$0.00 | \$180,919.98 | \$171,349.53 | \$9,570.45 | 105.6% |
| TOTAL NET SURPLUS/(DEFICIT) | (\$710.47) | \$0.00 | (\$14,570.72) | (\$16,241.00) | \$1,670.28 | 89.7% |
| TOTAL ENDING FUND BALANCE | \$170,181.20 | \$0.00 | \$166,349.26 | \$155,108.53 | \$11,240.73 | 107.2% |

**Kalamazoo Public Library
Endowment Fund
Report Date: August 31, 2015**

| | 6/30/2015 | | % | 7/31/2015 | | % |
|---|-------------------------------|-------------------------------|---------------------|-------------------------------|-------------------------------|---------------------|
| | Cost | Market | Cost to | Cost | Market | Cost to |
| | Basis | Basis | Market | Basis | Basis | Market |
| | | | Increase | | | Increase |
| <u>Ameritrade Investments</u> | | | | | | |
| Money Market Account - FDIC | \$ 245,427.30 | \$ 245,427.30 | 0.0% | \$ 243,242.85 | \$ 243,242.85 | 0.0% |
| Stocks | \$ 1,504,405.08 | \$ 2,215,734.05 | 47.3% | \$ 1,504,405.08 | \$ 2,233,759.10 | 48.5% |
| Fixed Income Investments | \$ 1,490,759.38 | \$ 1,490,463.65 | 0.0% | \$ 1,489,215.55 | \$ 1,489,215.55 | 0.0% |
| | \$ - | \$ - | | \$ - | \$ - | |
| Total Value | <u>\$ 3,240,591.76</u> | <u>\$ 3,951,625.00</u> | <u>21.9%</u> | <u>\$ 3,236,863.48</u> | <u>\$ 3,966,217.50</u> | <u>22.5%</u> |
| <u>Fund Balance</u> | | | | | | |
| Assigned for Children's Endowment | | <u>\$ 20,661.98</u> | | | <u>\$ 20,661.98</u> | |
| Kalamazoo Public Library Endowment | | <u>\$ 3,930,963.02</u> | | | <u>\$ 3,945,555.52</u> | |
| <u>Year to Date Revenue & Expenditures</u> | | | | | | |
| Net Withdrawals/Deposits from/to Account | | \$ - | | | \$ - | |
| Dividend and Interest Income | | \$ 53,709.03 | | | \$ 3,773.28 | |
| Realized Gains (Losses) on Sale of Assets | | \$ - | | | \$ - | |
| Unrealized Gains (Losses) on Market Value | | \$ 120,799.84 | | | \$ 16,776.95 | |
| Arcadia Investment Management Fee/Other | | <u>\$ (17,485.69)</u> | | | <u>\$ (5,957.73)</u> | |
| Net Change | | <u>\$ 157,023.18</u> | | | <u>\$ 14,592.50</u> | |

Summary:

No trades occurred during July of 2015. Activity in the portfolio included the payment of the Arcadia Management Investment services fee and the receipt of dividends and interest.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **WMU Kercher Center
User Experience Study**

DATE: September 28, 2015

Recommendation:

I recommend board approval of a contract with Kercher Center for Social Research at Western Michigan University to undertake “The Kalamazoo Public Library Website and Catalog User Experience Study”(attached) and approval of a budget revision to include up to \$15,000 for this study.

Executive Summary:

User experience studies, commonly referred to as UX studies, are increasingly important. Our website touches every part of our services: the access-point to our catalog, databases, digital services, local information, events... everything. It is important to know how our site is being used, what users like and don't like, how easy or difficult it is to locate information. Anecdotes have limited value; a survey or study is designed to provide data and useful reports to help us tailor our website and catalog.

Dr. Whitney DeCamp from the Kercher Center at WMU, led a community survey for us in November 2013, so it was natural to turn to him again. He met with us to understand our need. We shared information with him from the library literature about UX studies.

As outlined in the attached proposal, he proposes a study with three phases: analysis of statistics from our website and catalog; an online survey of patrons and an evaluation of natural use of the catalog; and user experience evaluation of specific tasks. The study would begin in October and conclude with a final report and recommendations in March or April. A small staff task force would then focus on what we learned from the UX and actions to address the findings.

The standard facilities and administrative or indirect costs for all WMU contracts, set by the WMU Board of Trustees, is 51%. I am grateful that with Dr. DeCamp's help and information I was able to provide, the indirect costs have been set at 35%.

The funding to cover the cost of this study would come from our fund balance at the end of 2014-2015.

Proposal for:
The Kalamazoo Public Library Website and Catalog User Experience Study

Prepared By:

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Western Michigan University
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Kercher Center for Social Research
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Proposal for The Kalamazoo Public Library Website and Catalog User Experience Study

The Kercher Center for Social Research (KCSR) of Western Michigan University proposes to assist the Kalamazoo Public Library (KPL) in a study of its patrons' experience in using their website and online catalog.

Phase 1: Analysis of statistics from website and catalog

Statistics from and about the website and catalog (e.g., page hits, search patterns) will be useful to determine the most visited pages and most used tools for the catalog. More in-depth reports, such as statistics regarding on which pages users terminate their sessions, click pathways used, and other such information would also be examined if available.

KPL will provide KCSR with either copies of available reports and statistics, or access to such information (e.g., access to Google Analytics or other statistic services used), as they determine appropriate and reasonable. As part of this process, KPL will *not* provide KCSR with any information about individual users with personally identifying information.

Although generally useful information gleaned from this phase may be included in final reports, the primary purpose of this phase is for more successful preparation for later phases of this research. Statistics about what users are most often doing on the website and catalog, for example, will be helpful in constructing more applicable and useful survey questions.

Phase 2a: Online Survey of KPL patrons

In order to gather additional data about users' activities on the website and catalog, as well as information about their opinions of and desires for these services, a web-based online survey of library patrons will be conducted. This survey will ask about what the participants currently use the site for, what they would like for the site to offer, how they rate the website and different aspects of it, for any suggestions they have to offer, and about any additional topics later determined in cooperation with KPL.

Using suggestions from KPL, user experience surveys from other projects, and personal expertise in survey methods, the principal investigators will provide a draft questionnaire, which will be presented to the KPL for further discussion and revision. Ideally, this process will be iterative and collaborative. After any necessary modifications are made and approved by KPL and the principal investigators, the principal investigators will submit the survey to WMU's Institutional Review Board – along with a protocol for other phases of this project as well – and then prepare the instrument for launching. The WMU College of Arts and Sciences has a contract with Qualtrics for use of their survey platform, which will be used for this project. Because this is an online survey, space limitations are not a concern for this proposal or budget, though KPL and KCSR will later identify a mutually agreeable length to maximize both getting in-depth information and not burdening participants with too many questions.

Because questions will be targeted at individuals who use KPL's website and online catalog and therefore have opinions and suggestions to offer about these services, subjects will be recruited through the library and its services rather than through random sampling. The principal investigators will provide KPL with links to access the survey, and KPL will disseminate the links to its patrons. Suggested methods of distribution include KPL's newsletter, email mailings, as a link on the website, and through use of fliers and handouts, though KPL will have discretion over how they advertise the survey to its patrons. Because this method of distribution is variable and will determine the scope of the audience, KCSR cannot guarantee a sample size or response rate. The previous online survey done by KCSR for KPL yielded nearly 300 responses, which may provide a rough estimate for expected participation for this project.

The descriptive statistical analysis will consist of frequencies and percentages for all questions, and measures of central tendency and dispersion for relevant questions. Responses can also be provided by gender, age, or other demographic variables depending on the needs and requests of KPL and available response size. Tables will be fully labeled for ease of interpretation. The report will also consist of a brief summary of the findings of the study. Open-ended item responses will be published as an appendix to the final report.

Phase 2b: User experience (UX) evaluation of natural usage

To ensure that typical usage by patrons is fully understood, patrons' catalog use will be observed as it naturally occurs. In other words, the principal investigators will observe patrons' catalog use as it occurs to monitor how they use the catalog, what they are using it for, how much time it takes for them to find what they are looking for, and other related information.

These observations will be performed through video capture software installed on select KPL computers. The video recording will only be performed while a principal investigator is on-site and only with patrons who give informed consent to have their catalog usage monitored. Software to be used will ideally be free and open source software (Open Broadcaster Software, if possible), but KPL's IT may use the software of their choice provided that it produces standard-format video files playable through other software (e.g., H264 or MPEG formats in unencrypted MP4, MKV, AVI, MPG containers). The software will capture video of the system display – not of the actual participant through a physical video camera – so as to protect the participants' identity in the recordings. Video recordings will *not* be provided to KPL and will only be accessible by the principal investigators, though datasets, if created, and reports from recordings will be shared with KPL.

This phase will have a target of 25-35 participants. The sample size will not be sufficient to reveal all usage types by participants, but will yield sufficient information to determine the typical usage patterns. Participants will be recruited at KPL by one of the principal investigators in cooperation with KPL staff. To enhance credibility of the study, KPL will provide name-tags to the principal investigators and allow the use of KPL letterhead for documents used with participants (with approval). Participants will be offered a \$10 gift card as compensation for their time and cooperation. The gift cards – ideally a combination of Friends of KPL Bookstore and

Downtown Dollars – will be supplied to the principal investigators by KPL in advance of recruitment so that participants can receive the gift card immediately and without revealing their identity to KPL. Any unused gift cards (e.g., from there being extras to ensure even the last participant will have a choice of gift cards) will be returned to KPL at the end of this phase. Participants will be debriefed with a short survey about their experience to measure their opinion of the catalog and its usability.

Phase 3: User experience (UX) evaluation of specific tasks

Using website/catalog statistics, survey results, and patterns from the natural usage observations, the principal investigators will perform an in-depth analysis of the KPL website and catalog to identify the most frequently used functions of the website/catalog and, if clear trends are found in the survey data, functions that are not used as much as demand might suggest. With this, further evaluations of the user experience will be conducted in a more laboratory-style design to test the experience for users in terms of time and convenience in locating specific items/information or using specific tools. Unlike the natural usage evaluation, this phase will not be limited to the catalog and will include the KPL website within its scope.

This phase will have a target of 20-32 participants, including four groups of 5-8 people. Participants will be recruited through a variety of means, likely including the online survey (asking people at the end if they would be willing to be a participant in this study) and through a call for participants by KPL through email or newsletters. Because new users may provide the most relevant data, providing recruitment information to new KPL members may be especially helpful. Participants will be offered a \$20 gift card as compensation for their time and cooperation. The gift cards – ideally a combination of Friends of KPL Bookstore and Downtown Dollars – will be supplied to the principal investigators by KPL in advance of recruitment so that participants can receive the gift card immediately and without revealing their identity to KPL. Any unused gift cards (e.g., from there being extras to ensure even the last participant will have a choice of gift cards) will be returned to KPL at the end of this phase.

Video capture will be used as described before, but with multiple computers (provided by KPL) set up in a lab/room specifically for this function. Participants will be asked to complete a series of tasks, such as finding information about a specific library program, or searching for a specific book. A follow-up questionnaire will ask how often they use KPL's website/catalog, as people familiar with the site and catalog may already learned how to deal with less-than-ideal designs or click pathways. A brief focus group to discuss strengths and weakness of the current design and what could be done to improve the site and catalog will conclude the panel.

Time Frame

Once the contract is approved by KPL, each phase will be completed consecutively (phase 2a and 2b will occur concurrently). In order to allow each phase to be developed using information from the preceding phase, sufficient buffer time between phases will be needed. The following is an example time frame with rough estimates for the time needed for each phase:

| | |
|------------------|--|
| Sept. 2015: | Contract approvals by KPL and WMU |
| Oct. 2015: | Phase 1 (analysis of statistics), development of online survey, IRB review |
| Oct.-Dec., 2015: | Phase 2 (online survey and natural usage observations) |
| Jan. 2015: | Report for online survey results, development of task list |
| Jan.-Mar. 2016: | Phase 3 (observations of specific tasks) |
| Mar./Apr. 2016: | Final report |

The exact time frames will be agreed upon by both parties as the project progresses, but all activities will be completed no later than April 30, 2016 unless this agreement is modified in writing by mutual consent.

Final Deliverables

Reports for each phases of this project will be provided digitally to KPL as they are finished, and will range in length/type from summary briefings of progress/information learned to full reports with statistics and graphs (such as for the online survey) as appropriate for the type and extent of information gathered. The final report package digitally provided to KPL will include a final comprehensive report and any de-identified datasets created through this project.

Project Personnel

Whitney DeCamp, Ph.D., will oversee and lead the project activities in the KCSR as the Principal Investigator. Rebecca Sevin, M.S., will assist with all activities as a Co-Principal Investigator.

Budget and Schedule

Kalamazoo Public Library

WMU PI: Whitney DeCamp

| Personnel | Year 1: 2015-16 |
|--|------------------------|
| DeCamp, Whitney, PI: 100 hours, overload in the academic year, 0.083 FTE | \$ 5,933 |
| Rebecca Sevin: Enrolled student 120 hours x \$30/hour | \$ 3,600 |
| | |
| Subtotal | \$ 9,533 |
| | |
| Fringe | |
| DeCamp | \$ 1,454 |
| | |
| Subtotal | \$ 1,454 |
| | |
| Total Direct Costs | \$ 10,986 |
| | |
| F&A on MTDC: 35% | \$ 3,845 |
| | |
| Total Direct and Indirect Costs | \$ 14,832 |

PAYMENT SCHEDULE:

This fixed price agreement has a total project cost of \$14,832.00. Kalamazoo Public Library will be billed in four equal installments of \$3,708.00 on the following dates:

- October 15, 2015**
- December 15, 2015**
- February 15, 2016**
- April 15, 2016**

Items not included in the budget above (such as participant incentives) shall be paid directly by KPL.

PROJECT AGREEMENT

This agreement, made and entered into this 15th day of, September 2015, by and between **The Board of Trustees of Western Michigan University** (hereinafter known as **WMU**) and **Kalamazoo Public Library** (hereinafter known as the **Second Party**). **WMU** is a constitutional body corporate organized and existing under the constitution of the State of Michigan, with offices in the city of Kalamazoo, Michigan. **Second Party** is organized and existing under the laws of the State of Michigan, with offices in Kalamazoo.

1. **RECITALS.** **WMU** has experience and expertise that are valuable to **Second Party**. **Second Party** desires to retain **WMU** to perform the work described in Appendix A.
2. **SCOPE OF SERVICES.** **WMU** shall provide the necessary facilities, services and personnel to carry out the described project. All activity shall be performed in a professional fashion to the highest academic standards.
3. **TIME OF PERFORMANCE.** This agreement shall commence on October 1, 2015, and shall continue 12 months through September 30, 2016.
4. **SCHEDULE OF CHARGES.** **Second Party** agrees to pay **WMU** on a fixed price basis in accordance with the budget and schedule in Appendix A. Included in the budget are non-allocable costs at the discounted rate of 35% as established by policy of the **Second Party**.
5. **FEDERAL FUNDS.** This project is not supported with federal funds.
6. **LIABILITY.** Each party to this agreement will be responsible for its own actions and must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from its action during the performance of this agreement. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.
7. **TERMINATION OF AGREEMENT FOR CAUSE.** If either **Second Party** or **WMU** shall violate any of the covenants, understandings or stipulations of this agreement, and the violation is not cured within 15 days, the aggrieved party shall thereupon have the right to terminate this agreement by giving written notice to the other party of such termination and specifying the cause(s) and the effective date thereof. Such notice must be delivered 15 days before the effective date. In the event that such cause for termination shall lie with **Second Party**, all facets of the project must be taken to a logical stopping point, a fiscal and technical report prepared, and just and equitable compensation for any work performed on the project shall be tendered to **WMU**. Should the cause of termination lie with **WMU**, the amount of additional work to be carried out by **WMU** shall be subject to negotiation by all parties. Neither **WMU** nor **Second Party** shall be responsible for any liability for damages sustained by the other party by virtue of any breach of this agreement or through negligence on the part of the other party.
8. **RECORDS.** **WMU** shall maintain all books, documents, papers, accounting records or other evidence pertaining to costs incurred for a period of three years from the date of final payment under this agreement. Such materials shall be readily available during the agreement and retention period for inspection, audit and/or duplication at all reasonable times by authorized representatives of **Second Party**.
9. **DISSEMINATION OF INFORMATION AND INTELLECTUAL PROPERTY RIGHTS.** Press releases pertaining to this agreement or the services, data, or project to which it relates will not be made without prior approval of both parties. Neither party shall unreasonably withhold its approval.

WMU shall own and be responsible for all fees and costs of protecting all inventions, discoveries or other intellectual property arising from **WMU**'s work. **Second Party** shall own and be responsible for all fees and costs of protecting all inventions, discoveries or other intellectual property arising from **Second Party**'s work. If any joint intellectual property is developed, it shall be jointly owned by both parties.
10. **EQUAL EMPLOYMENT OPPORTUNITY.** There shall be no discrimination against any employee who is employed in the work covered by this contract, or against any applicant for such employment, because of race, color, religion, age, sex, handicap or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer,

recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

11. MICHIGAN LAW. The law of the State of Michigan shall apply exclusively to every aspect of all disputes arising in connection with this agreement. By execution of this agreement, **Second Party** submits itself to the personal jurisdiction of the federal and state courts of Michigan.
12. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS. **Second Party** certifies to the best of its knowledge and belief that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; Have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offences enumerated above in this certification; and Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default. **Second Party** certifies that no federal appropriated funds have been paid, or will be paid, by or on behalf of the subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant loan or cooperative agreement.
13. AMENDMENTS. This agreement constitutes the complete understanding of the parties hereto and any amendments to the agreement must be agreed to in writing and signed by both parties.
14. AUTHORITY. The signatories affirm that they have the authority to bind their respective parties to this agreement.

SIGNED ON BEHALF OF WMU

SIGNED ON BEHALF OF KALAMAZOO PUBLIC LIBRARY

Daniel M. Litynski, Vice President for Research
Date:

Name: Ann Rohrbaugh
Title: Library Director
Date:

| Attachment – Contacts WMU Project Agreement | |
|---|---|
| University Contacts | Collaborator Contacts |
| <p>Administrative Contact</p> <p>Name: Dr. Kathy Purnell Research Contracts Administrator</p> <p>Address: Western Michigan University 231 W. Walwood, MS 5456 Kalamazoo, MI 49008-5456</p> <p>Telephone: 269-387-8269 Fax: 269-387-8276 Email: Kathy.purnell@wmich.edu</p> | <p>Administrative Contact</p> <p>Name: Ms. Diane Schiller Assistant Director for Administrative Services</p> <p>Address: Kalamazoo Public Library 315 S. Rose Street Kalamazoo, MI 49007</p> <p>Telephone: 269-342-9837 Fax: Email: dianeS@kpl.gov</p> |
| <p>Principal Investigator</p> <p>Name: Whitney Gunter</p> <p>Address: Department of Sociology 1903 W. Michigan Ave., MS 5257 Western Michigan University Kalamazoo, MI 49008-5257</p> <p>Telephone: (269) 387-3597 Fax: (269) 387-2882 Email: whitney.gunter@wmich.edu</p> | <p>Project Director</p> <p>Name: Ms. Ann Rohrbaugh Library Director</p> <p>Address: 315 S. Rose Street Kalamazoo Public Library Kalamazoo, MI 49007</p> <p>Telephone: 269-553-7828 Fax: Email: AnnR@kpl.gov</p> |
| <p>Financial Contact</p> <p>Name: Ms. Ruth Halcomb Grants and Contracts</p> <p>Address: 4000 Seibert Admin. Bldg. Western Michigan University Kalamazoo, MI 49008-5425</p> <p>Telephone: (269) 387-4707 Fax: (269) 387-4737 Email: ruth.halcomb@wmich.edu</p> | <p>Financial Contact</p> <p>Name: Ms. Diane Schiller Assistant Director for Administrative Services</p> <p>Address: Kalamazoo Public Library 315 S. Rose Street Kalamazoo, MI 49007</p> <p>Telephone: 269-342-9837 Fax: Email: dianeS@kpl.gov</p> |
| <p>Authorized Official</p> <p>Name: Dr. Daniel M. Litynski, VP for Research Office of the VP for Research</p> <p>Address: 1903 W. Michigan Ave., MS 5456 Western Michigan University Kalamazoo, MI 49008-5456</p> <p>Telephone: 269-387-8270 Fax: 269-387-8276 Email: dan.litynski@wmich.edu</p> | <p>Authorized Official</p> <p>Name: Ms. Ann Rohrbaugh Library Director</p> <p>Address: 315 S. Rose Street Kalamazoo Public Library Kalamazoo, MI 49007</p> <p>Telephone: 269-553-7828 Fax: Email: AnnR@kpl.gov</p> |

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Meeting Room Rental Rates**

DATE: September 28, 2015

Recommendation:

I recommend board approval to amend our meeting room costs to include \$25 for food or drink at any location and \$25 for use of the kitchenette at Central for outside groups renting our meeting rooms.

Executive Summary:

We periodically review our room rental rates and procedures. Meeting rooms are intended to be a community service and not to be cost neutral, so rental rates are modest. However there is considerable abuse and clean-up required when food and drink are served and when our kitchenette at Central is used. Groups leave dirty dishes in the kitchenette and use our supplies; food remains, crumbs, and sticky furniture are often left for our Facilities Management staff to clean. We believe this charge will discourage groups from providing food and drink at their events but that we will receive some compensation from those groups that do still choose to provide food or drinks.

This food and kitchenette charge would be effective October 1st; the date outside groups may begin booking rooms for 2016. Previously booked rooms through the end of 2015 would not be impacted.

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Roth IRA Investment Option**

DATE: September 28, 2015

Recommendation:

I recommend board approval for adding a Roth IRA to our 403B plan to provide an additional investment option for employees.

Background:

Investment plan documents must be restated on a regular five year cycle and a new plan document with an updated summary description is required. We are now at that point of restating our plan and it is a convenient opportunity to add this additional investment option for staff. The cost for adding this is minimal, about \$200 per year.

**Director's Report
September 2015**

From the director

1. I attended the usual array of meetings and events in the past few weeks: DDA and DKI meetings, including several on snowmelt; Healing Racism at the YWCA; two webinars; Friends board meeting; many internal meetings; several library programs.
2. I've been asked and have agreed to fill a vacancy on the DKI Executive Board through March, the end of their year.
3. It is likely our audit review will be delayed until the December meeting. Information from MPSERS, one of our two retirement systems, needs to be included to comply with the new accounting requirement. That information has not yet been released by MPSERS.
4. Our six-month trial period selling Hub cards will end September 30. It has gone well. I'll report at the October meeting and will likely recommend that this become a permanent service.
5. The Management Team and the Antiracism Transformational Team (ARTT) are planning for a joint institutional analysis retreat in January.
6. Caitlin Hoag, co-chair of our ARTT, has joined the board of the Society for History and Racial Equity (SHARE), formerly Southwest Michigan Black Heritage Society, and a board on which I also sat for many years. Their emphasis on racial equity makes this a good fit with our ARTT.
7. The *Great Grown-Up Spelling Bee* will be held November 18. Arrangements for trustees to attend will be forthcoming later.

Create young readers

8. We are working on setting the schedule for visits from all KPS first grade classes. This is a complex schedule with 17 elementary schools, bus schedules, and library programs already scheduled.

9. Visits to parenting classes at Norrix have resumed. These monthly visits include talking with teen parents about child development, pre-literacy skills, books and reading, and the importance of play for very young children.
10. Our partnership with the KIA continues with a preschool art and stories program.
11. The fall series of “1, 2, 3 Play with Me”, our Family Place Libraries program is underway at Central and Oshtemo. Again, staff from other agencies serving preschoolers will be resources in areas of music and movement, child development, speech and language development, and healthy nutrition. KPL staff will discuss early literacy.
12. We hosted a focus group of parents of preschoolers through our Family Place Libraries affiliation. The outside evaluation team assessing the entire grant-funded program has chosen several sites for focus groups and we were one.
13. The first meeting of the “new and improved” Teen Advisory Board (TAB) was held last week with a small, but enthusiastic group of teens.

Stimulate imagination

14. KPL participated in many community events and celebrations over recent weeks including Kalamazoo Promise 10-Year Anniversary, the Back to School Bash at the Family Health Center, the Eastside Block Party, Oshtemo Fun Days, and Bronco Bash. We appreciate staff willingness to work these events, often requiring a schedule change.
15. Oshtemo wrapped up another successful summer of “Movies Under the Stars” series, a collaboration with the Friends of the Oshtemo Township Park. Total attendance for the series was 336.
16. Programs during the final month of summer reading were well attended at all locations: Maker Mondays for kids and teens, LEGO contests, Bubbleman, “The Beauty of Spoken Word” for teens, the Michael Jackson Experience, Curious Kids.
17. As listed in the Sept/Oct/Nov LINK we have a strong line up of fall programs including the 2nd annual Booktoberfest, the Youth Literature Seminar, and many author visits along with concerts, local history programs, and a variety of programs for kids and teens.
18. September is National Library Card Sign-up Month and once again many merchants are offering discounts for showing a KPL card. The full list is on our website.
19. This year’s *Reading Together* title is “Orphan Train”. The information is on our website with programs and discussions to be added as they are set.

20. The University of Michigan will soon become a MeL library. This will obviously open up many interlibrary loan possibilities. Michigan State University recently received a gift of about one million DVD's and CD's which will be cataloged and also available for MeL lending.
21. We partnered with the KIA for a book discussion of *Station Eleven*, the Great Michigan Read for 2015. The author, Emily St. John Mandel, will be at KPL on Oct 7.
22. Use of our digital services continues to grow; Hoopla broke 2,000 circulations for the fifth month in a row with a fairly even distribution among audiobooks, music and movies – with ebooks, comics, and TV a much smaller piece of the total. July and August were our strongest months for OverDrive with checkouts over 6,000. Freegal music streamed over 3100 songs and almost 400 digital magazines were downloaded through Zinio.

Connect to the online world

23. Several changes have been made to the ONEplace section of the website, including a newly redesigned landing page, a new top level section entitled "Oneleader Development", several new pages for events and training, and how-to videos.
24. We have registered for the Digital Shift Conference to be held October 14. Programs will be screened in The Hub. The opening keynote is John Palfrey, author of *Biblio Tech: Why Libraries Matter More Than Ever in the Age of Google*. MTEAM members are reading this book as we begin to think about our strategic priorities for the coming years.
25. Staff from Willard Library in Battle Creek visited The Hub recently. They'd like to add a digital lab sometime and are undertaking a project, similar to ours, to digitize photographs from the newspaper.

Celebrate local

26. "It's My Library" will launch in November. A new videographer has been hired and has begun editing the videos that had been filmed.
27. We are celebrating the local craft beer scene during "Booktoberfest" with a wide array of programs and related giveaways.

Operations

28. A self-check unit is now available on the second floor at central, just east of the info desk. Patrons have often asked if checkout service is available on the second floor, so we expect this service to be heavily used.

VII. A.

29. The Law Library now signs up patrons for “Ask a Lawyer” clinics throughout the area in addition to those at Central and Powell.
30. Jackson District Library staff will visit to see our RFID, including the interaction with 3M gates, self-checks and smart book returns.
31. Work is underway on the flat roof replacement at the entry and stairwell at Eastwood, the marble tile work at Central, and the upgrades to the lighting control system also at Central.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
August 31, 2015**

| Agency | Central Library | East wood | Oshtemo | Powell | Washington Square | Total | Year to Date | Prior Year to Date | % Change |
|---------------------------------|----------------------------|----------------------|----------------|---------------|------------------------------|----------------|-------------------------|-------------------------------|---------------------|
| BOOKS | | | | | | | | | |
| -Adult | 22,916 | 1,253 | 11,136 | 396 | 2,471 | 38,172 | 76,219 | 83,029 | -8% |
| -ebook | 4,558 | | | | | 4,558 | 9,081 | 7,101 | 28% |
| -Digital Magazine | 373 | | | | | 373 | 670 | 544 | 23% |
| Teen | 4,031 | 236 | 1,339 | 43 | 330 | 5,979 | 12,368 | 13,985 | -12% |
| Juvenile | 17,346 | 1,513 | 10,211 | 447 | 1,574 | 31,091 | 65,907 | 70,012 | -6% |
| Total | 49,224 | 3,002 | 22,686 | 886 | 4,375 | 80,173 | 164,245 | 174,671 | -6% |
| AUDIO-VISUAL | | | | | | | | | |
| Audiobook | | | | | | | | | |
| -CD | 1,848 | 74 | 1,040 | 19 | 135 | 3,116 | 6,451 | 7,461 | -14% |
| -Digital | 2,308 | | | | | 2,308 | 4,029 | 3,592 | 12% |
| Music | | | | | | | | | |
| -CD | 4,856 | 344 | 840 | 121 | 401 | 6,562 | 13,227 | 14,777 | -10% |
| -Digital | 1,678 | | | | | 1,678 | 3,164 | 2,476 | 28% |
| Video | | | | | | | | | |
| -DVD | 31,581 | 4,946 | 11,655 | 2,584 | 7,373 | 58,139 | 114,694 | 140,812 | -19% |
| - Digital | 626 | | | | | 626 | 1,024 | 1,422 | -28% |
| Total Non-Print Material | 42,897 | 5,364 | 13,535 | 2,724 | 7,909 | 72,429 | 142,589 | 170,540 | -16% |
| Total Circulation | 92,121 | 8,366 | 36,221 | 3,610 | 12,284 | 152,602 | 306,834 | 345,211 | -11% |
| Computer Usage | | | | | | | | | |
| Onsite Computer Use | 7,180 | 600 | 1,394 | 482 | 723 | 10,379 | 19,918 | 24,037 | -17% |
| Computer Usage Remote | | | | | | 2,220,438 | 4,413,370 | 5,303,576 | -17% |
| Wireless Internet | 2,060 | | | | | 2,060 | 4,434 | 4,103 | 8% |
| Database Statistics | | | | | | | | | |
| Database Sessions | 917 | | | | | 917 | 1,825 | 2,088 | -13% |
| Database Searches | 36,155 | | | | | 36,155 | 80,918 | 85,250 | -5% |
| Total Registrations | 352 | 22 | 138 | 14 | 27 | 553 | 1,096 | 1295 | -15% |

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
August 31, 2015

| Agency | <u>Central Library</u> | <u>East wood</u> | <u>Oshtemo</u> | <u>Powell</u> | <u>Washington Square</u> | <u>Total</u> | <u>Year to Date</u> | <u>Prior Year to Date</u> | <u>% Change</u> |
|------------------------------|----------------------------|----------------------|----------------|---------------|------------------------------|--------------|-------------------------|-------------------------------|---------------------|
| <u>Programs/Tours</u> | | | | | | | | | |
| Adult Events | 14 | 1 | 3 | 2 | 1 | 21 | 38 | 45 | -16% |
| Attendance | 194 | 50 | 335 | 33 | 77 | 689 | 1186 | 2868 | -59% |
| Teen Events | 10 | 3 | 4 | 3 | 2 | 22 | 58 | 49 | 18% |
| Attendance | 392 | 99 | 190 | 111 | 50 | 842 | 1742 | 2410 | -28% |
| Juvenile Events | 33 | 6 | 21 | 8 | 7 | 75 | 178 | 202 | -12% |
| Attendance | 1765 | 101 | 1157 | 258 | 258 | 3539 | 7367 | 9161 | -20% |
| Total Events | 57 | 10 | 28 | 13 | 10 | 118 | 274 | 296 | -7% |
| Total Attendance | 2351 | 250 | 1682 | 402 | 385 | 5070 | 10295 | 14439 | -29% |
| Law Library | | | | | | | | | |
| Visitors | 229 | | | | | 229 | 480 | 601 | -20% |
| Phone Calls | 84 | | | | | 84 | 191 | 218 | -12% |
| Questions Answered | 351 | | | | | 351 | 737 | 830 | -11% |