



Kalamazoo Public Library

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PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
February 22, 2016, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. **Minutes of the Meeting of January 25, 2016**
 - B. **Personnel Items**
- IV. FINANCIAL REPORT
 - A. **Financial Reports for the Period Ending January 31, 2016**
- V. REPORTS AND RECOMMENDATIONS
 - Reports
 - A. Home Page Highlights – Keith Howard
 - B. Trends in Digital Collections Use – Michael Cockrell
 - C. Implementation of New Registration Policy – Sue Warner
 - D. Friends of KPL Update – Sherry Ransford-Ramsdell
 - E. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. **Director's Report**
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. ADJOURNMENT

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: January 25, 2016
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.

ELECTION OF OFFICERS:

President Caple invited L. Godfrey, chair of the nominating committee for board officers for 2016-2017, to present the following slate of officers, first presented at the December 2015 meeting.

Recommendation: Bruce Caple, President
Valerie Wright, Vice President
James E. VanderRoest, Treasurer
Kerria Randolph, Secretary

Hearing no further suggestions, President Caple closed the nominations.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE SLATE OF OFFICERS RECOMMENDED BY THE NOMINATION COMMITTEE FOR 2016-2017.

MOTION CARRIED 7-0.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

Asha Khazad, 1103 N Prairie Ave #2. A. Khazad stated he was in the process of changing his name to 'Nehemiah' and that he was temporarily living at the Oakland House on Oakland Drive. He stated his appreciation for the library and the opportunity to address the board. He said that he had recently been hospitalized for an extended time on a trip out east. Upon his return, he discovered he had been evicted from his apartment and his possessions, along with a number of library materials, had been disposed of. The cost of the lost fees associated with the library materials totaled approximately \$747.00. He was informed that due to the circumstances surrounding the disposal of the materials, the fines would be dropped. He thanked the board

and staff of Kalamazoo Public Library for this consideration.

III. CONSENT CALENDAR

- A. *Minutes of the Meeting of December 14, 2015*
- B. *Personnel Items*

IV. FINANCIAL REPORTS

- A. *Financial Reports for the Months Ending December 31, 2015*

Recommendation: Director Rohrbaugh recommended the board accept the Financial Reports for the months ending December 31, 2015.

Discussion: Director Rohrbaugh called trustees' attention to a \$6,500 donation from the Patton family, which will be added to the existing account which supports the Clarence L. Miller Family Local History Room. Additionally, the library received approximately \$1,200 in 'end of year' gifts from various individuals.

J. VanderRoest asked whether it seemed annual donations had declined following the elimination of the tax credit associated with gifts to the library. Director Rohrbaugh reported no notable difference in donations.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING DECEMBER 31, 2015.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

- A. *Revised CIP Budget*

Recommendation: Director Rohrbaugh recommended board approval of the Capital Improvement Plan for the three years ending June 30, 2018.

Executive Summary: For this revision of the Capital Improvement Plan, the three-year budget range has been extended to include fiscal year 2017-2018 and in so doing creates variances that are primarily due to the extension and the carryover from fiscal year 2014-2015. Project and unallocated reserves carried forward total \$672,676.

Additions to fiscal year 2015-2016 budget allocations include beginning the planning for renovations of Central library public restrooms; Oshtemo building and refurbishment projects including the information desk; consolidation of the generators for Central, Oshtemo, and Eastwood; an Eastwood dropped ceiling project; public photocopiers for Eastwood, Powell, and Washington Square including the purchase of Envisionware "pay ware" terminal interfaces; and the purchase of two cell phone charging stations with the \$5,000 gift from the Wong Foundation.

Also included are specific budget allocation recommendations for the next fiscal year (2016-2017) for the Washington Square attic; the remainder of all Central Louvers on Air Handling Units; and the computer replacement allocation.

The Capital Improvement Plan has been reviewed and is recommended for approval by the Finance and Budget Committee.

MOTION: R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO APPROVE THE CAPITAL IMPROVEMENT PLAN FOR THE THREE YEARS ENDING JUNE 30, 2018.

Discussion: Director Rohrbaugh stated it was likely she would bring a revised General Fund Budget to the Board of Trustees meeting in March.

MOTION CARRIED 7-0.

B. Contract with KRESA

Recommendation: Director Rohrbaugh recommended board approval of the attached five-month contract, February through June, with KRESA to host our servers at a cost of \$15,000.

Executive Summary: As board members are aware, we have been talking with KRESA about hosting our servers. We are now ready to make that move. Attachment A to the contract outlines the specific services of virtual server hosting.

This five month contract through June 30, is a short term contract so we can begin July 1 with an annual contract aligned with our fiscal year. We would expect the cost going forward to 2016-2017 to be about the same at \$1,200 per server per year. We expect they will be hosting thirty servers for us.

As a non-profit, the cost is divided among all those who have contracted with KRESA. As more institutions contract with them, the cost should decrease until additional space or staff are needed. The cost would then reset, so to speak.

Our connection to KRESA will be by way of Charter until there is a direct fiber connection available.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE ATTACHED FIVE-MONTH CONTRACT, FEBRUARY THROUGH JUNE, WITH KRESA TO HOST OUR SERVERS AT A COST OF \$15,000.

Discussion: J. VanderRoest suggested the record reflect that this recommendation was brought to the Finance and Budget Committee for approval prior to the meeting.

President Caple asked whether the library had received any language regarding the contract extensions beginning in July. Director Rohrbaugh stated she expects the rate per server will remain approximately the same. The current rate is \$1,200 per server and we expect KRESA will host 30 servers for the library. That rate would decrease in the event that they attract more customers, or increase if they needed to purchase additional hardware or staff. L. Godfrey asked whether that was reflected in the contract. Director Rohrbaugh said it was not.

President Caple asked how far in advance we could expect to have language. Director Rohrbaugh asked Kevin King and Wendy Hand if they could elaborate. K. King stated he imagined the contract language would probably not be fully determined until close to the end of the five-month contract, but he does not anticipate any surprises. L. Godfrey stated it was her understanding the conversation is ongoing, and there have been certain non-binding agreements discussed. K. King and Director Rohrbaugh agreed that was the case.

President Caple then asked what the contract period for the intermediary fiber-optic connection with Charter Communications would be. K. King stated he is seeking a one-year agreement. C. TenBrink inquired as to the costs of that connection. K. King stated that was an ongoing cost which would be subject to e-rate discounts. W. Hand stated for the first five months, it could be as much as \$1,800 per month, but after July, the e-rate will become effective and the discount could be as much as 80%. C. TenBrink asked if we had the specifics of the e-rate discount in writing. K. King and W. Hand stated that was the case.

V. Wright asked who else has a contract with KRESA for server hosting. K. King stated many area school districts rely on KRESA for server hosting. He added that KPL would be the first public library.

President Caple asked for clarification regarding the expiration date, if any, of the e-rate discount. K. King stated e-rate is in a constant state of flux. He said KPL's internet contract with Charter Communications expire in May. The e-rate discount on phone connections changes each year, beginning at a 60% e-rate discount and moving to 40% next year. E-rate is being modified to phase out phone support and provide better support for internet access and hardware. President Caple stated his thought regarding the expiration of e-rate was in relation to the phasing out of phone support.

MOTION CARRIED 7-0.

REPORTS:

C. Snowmelt Planning

Report: Director Rohrbaugh began by stating she had initially thought to bring this item to the meeting as a recommendation, but instead is simply reporting on progress to date. In December trustees approved funding for a plan that would yield the probable construction costs for three different lengths of a snowmelt system. The costs were received and shared with the Finance and Budget Committee. It was determined the estimated costs were significantly higher than we had expected.

Director Rohrbaugh continued, saying she told Steve Deisler of Downtown Kalamazoo Incorporated it seemed unlikely that construction of snowmelt would be recommended to the board. She stated he expressed his surprise at the quoted costs and offered to look and determine if the project could be "value-engineered". Director Rohrbaugh encouraged him to do so, and said he will likely discuss the project with engineers from the City of Kalamazoo.

Discussion: L. Godfrey stated her satisfaction with the current methods of removing snow from the sidewalks and entry-ways at Central Library. V. Wright asked for the quoted cost for

construction of snowmelt that would extend all the way to Lovell Street. Director Rohrbaugh stated it was estimated to be \$385,000.

President Caple assessed the projected costs for the projects to be orders of magnitude beyond the costs discussed during initial conversations with other interested parties. Director Rohrbaugh stated she believes it is possible that those parties had received significantly different quotes and could only speculate as to the reasons why that may have been the case.

K. Randolph asked for the quoted cost for the short version of the plan, which would run only to the bike racks on Rose St. Director Rohrbaugh stated that plan was estimated to be approximately \$227,000. She also reminded trustees that none of these quoted costs accounted for ongoing maintenance. Those projections were to be investigated by the City of Kalamazoo, and while she had not heard from them, she reported that she had not pursued them either since it seemed unlikely, given the other associated costs, we would move forward with plans to install snowmelt.

Disposition: Trustees thanked Director Rohrbaugh and S. Lindemann for their thorough investigation of snowmelt feasibility.

D. Quarterly Strategic Planning Statistics

Report: Director Rohrbaugh shared the strategic planning statistics from the second quarter of the 2015-2016 fiscal year. She began by drawing attention to a handful of specific items.

Item 1.4, which pertains to digital services for pre-kindergarten children, has only very recently begun to accrue data due to the loaning of iPads within the Children's Room.

Items 5.1 and 5.2 regarding the circulation of adult materials may have been too ambitious. She reminded trustees that library use in general seems to be down and this figure came as no surprise after having seen circulation figures from month to month.

Lastly, item 5.4 concerns the adult patron survey which was conducted this quarter. The results were included along with individual responses from patrons.

Discussion: President Caple asked whether staff have made any specific changes as a result of the survey responses or if staff have noticed certain trends which seem to demand attention. M. Cockrell stated he specifically pays attention to questions regarding programming and has noticed that patrons routinely report that they simply just don't have time to attend library programs regularly.

V. Wright asked whether there has been feedback regarding the circulation of iPads in the Children's Room. S. Warner responded that it seemed that the service has been appreciated. L. Godfrey asked if Youth Services staff knew how the iPads were being used. S. Warner stated that parents typically let their children use the iPads in the manner they see fit. Often young children simply bang on the device to learn its use.

President Caple asked if, since we count the visitors to the digital lab, whether we tally the amount of time that the workstations and equipment are being used. K. King stated the amount

of time logged into each workstation is tracked. President Caple expressed his interest in seeing that data.

Disposition: Trustees thanked Director Rohrbaugh for her report.

E. Retreat with ARTT and Management Team – Kerria Randolph

Report: K. Randolph began by explaining his appreciation and enjoyment of his affiliation with the library, both as a trustee and as a member of the Antiracism Transformation Team. Regarding the ARTT, he reminded trustees that the team is comprised of community members and library staff. The work conducted by the team is contentious by nature and he expressed his gratitude that so many are willing to engage and commit at the level they have.

Regarding the retreat, he stated there were three primary topics of discussion: Collection development, programming, and staffing. He described the overall feelings of the ARTT regarding the collections at KPL as generally positive, but not without room for improvement. Regarding programming, he reported his satisfaction with the 2016 Early Literacy Calendars and the diversity portrayed therein. Concerning staffing at the library, he expressed the team's satisfaction regarding the two African American librarians currently employed at KPL.

K. Randolph stated that following the retreat, Director Rohrbaugh attended the next ARTT meeting and expressed her concerns that the retreat did not seem to meet the expectations of all in attendance. He said the team agreed that her concerns were valid, and there were elements of the retreat which could have been more effective. He stated that he participated in a discussion regarding programming at KPL during the retreat which resulted in plans for ARTT members to investigate programming opportunities which may exist in the community.

He reiterated to trustees that they are always welcome to attend ARTT meetings and stressed the importance of one-on-one conversations, a regular function of their meetings.

Discussion: V. Wright asked for additional details regarding the composition of the group. K. Randolph stated that in addition to the previously mentioned parties, the event was facilitated by Crossroads and ERACCE. Director Rohrbaugh added that a number of librarians dedicated to collection development were in attendance as well.

President Caple asked K. Randolph for an overall assessment of how the ARTT views the library's current status on the path to becoming an antiracist organization. K. Randolph said he believes the team thinks that while the library could do quite a bit better, everyone on the team is very pleased with the library's commitment to the antiracism transformation process.

Disposition: Trustees thanked K. Randolph for his report.

F. Legislative Update – Diane Schiller

Report: D. Schiller began her report by providing an update on Senate Bill 571, recently passed by Governor Snyder. There have been two responses to his call for revision. The first is Senate Bill 703 which strikes the language regarding the sixty-day period during which government entities cannot currently provide information regarding a millage to their constituents. The

second is House Bill 5219, which was put forth by the author of Senate Bill 571. That bill would amend the initial bill to provide specific types of communications that would be unlawful under Senate Bill 571.

Discussion: L. Godfrey stated that it seemed as though House Bill 5219 was a direct response to Governor Snyder's request for a revision to Senate Bill 571, whereas Senate Bill 703 is a response to the bill itself.

Director Rohrbaugh reported the legislative committee of the Michigan Library Association believes an injunction may be coming in response to the bill. L. Godfrey asked whether the bill would be of concern to those in the MLA seeking election next year. Director Rohrbaugh said it certainly seemed so.

J. VanderRoest stated the Lansing School District has a large millage coming up this year and under the current provisions, they would have to cease discussing it on March 4th. He added that the most contentious language in Senate Bill 571 was added at the latest moment possible and it was not read by those legislators including Margaret O'Brien and Tanya Schuitmaker who voted for it. C. Tenbrink stated she had received solicitations from the Democratic party seeking donations in order to put a stop to the bill.

President Caple shared his concerns regarding a particular statement from the same state legislators several years earlier surrounding changes proposed to the Personal Property Tax, in which they claimed the proposed amendments constituted "...what they were told would work". He stated it seemed to be a telling statement regarding the degree to which state legislators are enabled to create legislation on their own. J. VanderRoest stated this was an example of the sort of legislation produced by the American Legislative Exchange Council (ALEC).

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – Met to approve to the revised CIP and the contract with KRESA. Additionally, the committee reviewed the figures associated with the installation of snowmelt and concurred with library administrators that the system was too costly.
- 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. *Conflict of Interest Policy* – Director Rohrbaugh drew trustees' attention to the Conflict of Interest Statement which was provided to each board member at the beginning of the meeting. She said that it was the same statement completed by trustees in January of 2015, and has become an annual occurrence.

B. *Board Committees* – President Caple stated his decision to retain the committee roster from calendar year 2015 for use in 2016 and would communicate the specifics of that roster to trustees via email following the meeting.

C. *Director's Report*

Report: Director Rohrbaugh began by calling attention to an item regarding the winter sessions of *1, 2, 3, Play with Me*, which upon reaching the end of term accounted for by the Family Place grant, the Youth Services department has decided to absorb and continue as a regular library program.

Concerning the *Global Reading Challenge* she stated this year we have a record number of teams at the onset of the competition.

She continued by drawing attention to an item regarding Kalamazoo Public Schools *Literacy Night*, during which approximately 35 library staff members will visit KPS elementary and middle schools in order to provide kids and families with library cards.

Director Rohrbaugh then stated our annual free tax preparation sessions will begin shortly. Christine Hann will be updating the website accordingly and ensuring the events run smoothly.

She then announced the purchase of the new KPL delivery vehicle, which is considerably larger than our previous van. It is equipped with a ramp and elevated ceiling which eliminates the need for staff to stoop. We believe it is large enough to eliminate the need to for multiple trips to branches.

Discussion: L. Godfrey asked whether the books for the *Global Reading Challenge* were listed on the website. Director Rohrbaugh indicated they were.

President Caple mentioned the Gary Sisters Foundation who donated \$4,000 for the purchase of books for the *Global Reading Challenge*, and inquired as to whether or not they were a local organization. Director Rohrbaugh stated they were local, and had made this donation for a number of years, which allows the schools to retain the books used in the *Global Reading Challenge* instead of needing to return them to the library.

J. VanderRoest asked for details regarding the disposal of the old delivery van. Director Rohrbaugh stated it was traded in as part of the purchase of the new vehicle. V. Wright asked where it was purchased. Director Rohrbaugh said it was purchased through the Seelye Auto Group.

L. Godfrey asked whether or not an article recently written by W. Hand on the topic of using Chromebases as library OPACs and published in the Library of Michigan *Dispatch* newsletter could be accessed. W. Hand stated it should be published next week. Director Rohrbaugh indicated it may be available through the website.

President Caple asked for additional details regarding a recent visit from a Professor of Social Work at Saginaw Valley State University. Director Rohrbaugh asked P. Jouppi if he could elaborate on the significance of that visit. He stated we were asked by Dr. Mark Geisler to put

together a focus group of KPL employees to discuss the library's policies regarding homeless individuals, library card eligibility policies, the nature of our partnerships with other community organizations with an emphasis on serving the homeless, and other relevant topics. He said he believed Dr. Geisler and his research assistant were impressed by the quality of our policies, the accessibility of library cards, our communication with other community entities, and particularly our leadership in the mitigation of bedbugs. President Caple asked what Dr. Geisler plans to do with the information gathered. P. Jouppi stated the goal of the study was to collect data from urban libraries in Michigan, generate an article to be published in relevant scholarly journals, and potentially present his findings at a future Michigan Library Association conference.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey said she had no comments.
- V. Wright thanked K. Randolph for his work with the Antiracism Transformation Team. She said she has been thinking about the quality of the antiracism trainings she has attended as a board member, and appreciates that the work was inherently difficult. She also stated she recently signed up for a one-year membership at the British Library and was thrilled to have had the opportunity to visit the institution. She said that access to specific materials was understandably very heavily regulated.
- C. TenBrink stated she would be away for the February meeting on a six week trip to Florida.
- K. Randolph had no comments.
- R. Brown had no comments.
- J. VanderRoest had no comments.
- President Caple thanked K. Randolph for his leadership with the ARTT, and reiterated the difficulty of the topics discussed by that body. He also thanked all members of the team for their ongoing work.

X. EXECUTIVE SESSION

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

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

MOTION CARRIED 7-0.

Trustees moved to an executive session at 5:02 P.M.

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

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

MOTION CARRIED 7-0.

Trustees moved to open session at 5:41 P.M.

XI. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:42 P.M.

X _____
Kerria Randolph
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: February 22, 2016

Employee Transfer

Kirsten Baldwin-Wilson transferred to the KPLSP FTE 1.0 Library Assistant 3 position in Teen Services effective February 16, 2016. Kirsten has worked for KPL since November 2010 and has most recently held the KPLSP FTE 0.5 Library Assistant 4 position in Marketing & Communications.

Steve Siebers will transfer to the KPLA FTE 1.0 Washington Square Branch Lead Librarian III position effective March 1, 2016. Steve has worked for KPL since August 2004 and has most recently held the KPLA position of Collection Development Specialist in the Adult Services Department.

Hourly Staff

New Hires

Zack Hunkins – Law Library intern/ADS
Luke Margules – Programming Support intern/BITS
Roque Infanzon-Mendoza – Library aide/WSQ

Separations

Shad Double – Library aide/Circulation
Steven Silas Kachman – Library aide/Circulation
Brent Coates – Library aide/ADS
Mandana Nordbrock – Library aide/ADS

Employee Anniversaries

- Nancy Davis-Smith - 41 yrs.
- Rebecca Steel - 22 yrs.
- Ruth Wilson - 20 yrs.
- Jeremy Breeding - 15 yrs.
- Jermaine Jackson - 13 yrs.
- Janet Shawaryn - 12 yrs.
- Carlos Santiago-Lugo - 11 yrs.
- Bill Gallagher - 8 yrs.
- Matt Smith - 7 yrs.
- Angelina Rodriguez - 5 yrs.
- Tajah Grady - 3 yrs.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
January 31, 2016**

DATE: February 22, 2016

Recommendation:

I recommend the Board accept the Financial Reports for the month ending January 31, 2016.

Executive Summary:

Notes to the reports are included for your information.

Jim VanderRoest, Treasurer

**Kalamazoo Public Library
Internal Financial Statements
For the month ending January 31, 2016**

Combined Balance Sheet

Due to the timing of the check and subsequent deposit of the Patton gift at the Kalamazoo Community Foundation, only the recognition of the "yet to be deposited" \$6,500 in the Special Revenue fund remains as a balance in the "Due to/from Other Funds" account. The deposit will be recognized in February as being deposited to the "Investment" line in that same fund during February, corresponding to the date recognized at the foundation.

Sources and Uses of Funds

Electronic Transfers

Property tax revenue of \$4,020,013 was recognized during January representing \$2,338,213 from the City of Kalamazoo, \$854,255 from Oshtemo Township, \$663,582 from Kalamazoo Township, and \$158,553 from Texas Township for current tax year revenue with the remaining \$5,410 in delinquent tax receipts.

District Court Penal Fines for the first six months of the fiscal year totaled \$113,906 with an additional \$15,875 received from the county for the quarterly law library payment.

Uses of funds during the month of January totaled \$856,423 including \$39,510 in capital expenditures and the transfer of the \$6,500 Patton gift to the Kalamazoo Community Foundation.

Total Pooled Cash and Investments totaled \$7,796,205 as of January 31st.

General Operating Fund

Revenue recognized during the month of January totaled \$4,154,871 including the previously mentioned Property Tax revenues of \$4,020,013 and Penal Fines of \$113,906. Local Support included a \$4,000 grant from the Irving S. Gilmore Foundation for the Reading Together program.

Expenditures including encumbrances as of January 31st represented 56.8% of the Preliminary Budget which is well within standard expenditure expectations. No expenditure categories are currently in excess of budgeted allocations. Budget revisions are anticipated, however, for the Close Estimate Budget revision later this spring.

Capital Improvement Plan

Expenditures totaled \$14,845 during the month, the majority of which represented the purchase of Comprise Smart Terminals for the self-check stations from 3M. Outstanding encumbrances represent commitments for the Central Freight Elevation (Building Mechanical Project 895) for \$63,369; Oshtemo refurbishment and furniture (Furnishings Branch Library Project 894); and miscellaneous outstanding purchase order balances for the Telephone System (Computer & Technology Project 855).

Special Revenue Fund

Ready to Read Spelling Bee gifts received during January totaled \$1,000. Expenditures totaled \$5,945 during January with \$5,499 of the total for Spelling Bee books. Several budgets in the Special Revenue Fund require budget revisions to properly reflect carryover balances not recognized by the Preliminary Budget. None of the negative balances represent funds spent in excess of fund balances.

Endowment Fund

One fixed income note in the amount of \$50,000 (Berkshire Hathaway) matured during the month shifting the same amount of cost basis from Fixed Income Investments to Cash. Market value decreased nearly \$62,000 during the month of December and was offset by several thousand dollars in dividends received at the end of the quarter. Market value of the fund at December 31st was \$3,828,401.

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

	Operating	Capital	Special Revenue	Endowment
Assets				
Cash & Equivalents				
Cash & Checking	\$4,330,104.22	\$1,735,611.55	\$103,682.41	\$596,670.81
Investments	\$1,627,056.72	\$0.00	\$71,587.65	\$3,231,729.80
Total Cash & Equivalents	\$5,957,160.94	\$1,735,611.55	\$175,270.06	\$3,828,400.61
Accounts Receivable				
Accounts Receivable	\$547.41	\$0.00	\$0.00	\$0.00
Total	\$547.41	\$0.00	\$0.00	\$0.00
Other Assets				
Other Assets	\$149,479.75	\$0.00	\$0.00	\$0.00
Due to/from Other Funds	\$0.00	\$0.00	\$6,500.00	\$0.00
Total Other	\$149,479.75	\$0.00	\$6,500.00	\$0.00
Total Assets	\$6,107,188.10	\$1,735,611.55	\$181,770.06	\$3,828,400.61
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$1,582.29	\$0.00	\$0.00	\$0.00
Salaries Payable	\$5,887.31	\$0.00	\$0.00	\$0.00
Retirement Payable	\$40,005.80	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$47,475.40	\$0.00	\$0.00	\$0.00
Net Assets				
Fund Balance	\$6,059,712.70	\$1,735,611.55	\$181,770.06	\$3,828,400.61
Total	\$6,059,712.70	\$1,735,611.55	\$181,770.06	\$3,828,400.61
Total Liabilities & Fund Balance	\$6,107,188.10	\$1,735,611.55	\$181,770.06	\$3,828,400.61

KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending January 31, 2016

		January
BEGINNING CASH BALANCE *	\$	4,478,782
* Including short-term investments		
 <u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$	4,020,013
IFT/CFT, PILOT receipts	\$	135
State Aid/Renaissance Zone Reimbursement	\$	-
USF Refund/Law Library Contract/District Ct. Penal Fines	\$	129,781
Interest Income	\$	797
Library Fines & Fees	\$	16,020
Other Sources: Gifts, Grants, & Reimbursements	\$	6,000
Other Gifts (Ready to Read, etc)	\$	1,100
TOTAL SOURCES OF CASH	\$	4,173,846
 <u>USES OF CASH:</u>		
Salaries & Wages	\$	(425,957)
Benefits	\$	(157,408)
Materials	\$	(73,717)
Operating Expenditures	\$	(11,394)
Facilities	\$	(50,083)
Technical Services	\$	(13,053)
Purchased Services	\$	(39,410)
Other	\$	(39,391)
Capital Expenditures	\$	(39,510)
Transfer to Kalamazoo Community Foundation	\$	(6,500)
TOTAL USES OF CASH	\$	(856,423)
 ENDING CASH	 \$	 7,796,205
 <u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Fifth Third General	\$	346,591
Flagstar General	\$	1,187,937
First National NOW & ACH Transfer Accounts	\$	3,397,960
Fifth Third Arcadia Admin	\$	5,531
Midwest Business Exchange Account/Paypal	\$	17,486
Pooled Cash Accounts	\$	4,955,506
 <u>Pooled Investments</u>		
Fifth Third Bank, Fifth Third Securities, CD's	\$	52
Flagstar Bank MM & CD's	\$	1,066,274
First National Bank MM, ICS Savings, & CD's	\$	1,774,373
Pooled Investment Accounts	\$	2,840,699
Total Pooled Cash & Investments	\$	7,796,205

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
January 2016**

Date	Description	From	To	Amount
1/4/2016	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,148.75)
1/4/2016	Transfer to 1st National Limited ACH	1st National Checking		\$ (6,300.00)
1/4/2016	Transfer from 1st National Checking		1st National Limited ACH	\$ 6,300.00
1/4/2016	Transfer to 1st National ACH	1st National Checking		\$ (40,000.00)
1/4/2016	Transfer from 1st National Checking		1st National ACH	\$ 40,000.00
1/4/2016	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (734.00)
1/5/2016	403B Employee Contributions	1st National ACH	Journey Retirement Services - Employee Accts	\$ (6,371.36)
1/5/2016	MPERS Employer Contributions	1st National Bank	MPERS	\$ (13,430.07)
1/8/2016	MERS Employer Contribution	1st National Bank	Municipal Employees Retirement System	\$ (28,412.41)
1/8/2016	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (960.73)
1/12/2016	Transfer to 1st National Limited ACH	1st National Checking		\$ (6,000.00)
1/12/2016	Transfer from 1st National Checking		1st National Limited ACH	\$ 6,000.00
1/12/2016	403B Employee Contributions	1st National ACH	Journey Retirement Services - Employee Accts	\$ (5,868.08)
1/12/2016	Transfer to 1st National ACH	1st National Checking		\$ (40,000.00)
1/12/2016	Transfer from 1st National Checking		1st National ACH	\$ 40,000.00
1/15/2016	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,278.75)
1/15/2016	MPERS Employer Contributions	1st National Bank	MPERS	\$ (13,610.04)
1/15/2016	ADP Payroll 1/15/2016	Flagstar General	Net Payroll - ADP 1/15/2016	\$ (139,062.42)
1/15/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
1/15/2016	Garnishments	Flagstar General	ADP to various	\$ (309.30)
1/15/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (30,426.68)
1/15/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,230.86)
1/15/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (6,786.27)
1/15/2016	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (859.00)
1/15/2016	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,204.95)
1/21/2016	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (961.85)
1/26/2016	Transfer to 1st National Limited ACH	1st National Checking		\$ (5,900.00)
1/26/2016	Transfer from 1st National Checking		1st National Limited ACH	\$ 5,900.00
1/26/2016	Transfer to 1st National ACH	1st National Checking		\$ (20,000.00)
1/26/2016	Transfer from 1st National Checking		1st National ACH	\$ 20,000.00
1/29/2016	403B Employee Contributions	1st National ACH	Journey Retirement Services - Employee Accts	\$ (5,869.84)
1/29/2016	ADP Payroll 12/31/2015	Flagstar General	Net Payroll - ADP 1/29/2016	\$ (137,066.55)
1/29/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
1/29/2016	Garnishments	Flagstar General	ADP to various	\$ (309.30)
1/29/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (29,728.75)
1/29/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,264.94)
1/29/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (6,817.85)
1/29/2016	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,230.11)
Total Electronic Transfers January 2016				\$ (477,558.12)

**Kalamazoo Public Library
General Operating Fund
January 31, 2016**

	January	Encumbrance	Year to Date	Preliminary Budget	Variance	% Complete
Revenue						
Property Taxes	\$4,020,013.25	\$0.00	\$4,701,448.18	\$10,418,240.00	(\$5,716,791.82)	45.13%
Other Taxes	\$134.80	\$0.00	\$29,620.71	\$114,169.00	(\$84,548.29)	25.94%
Fines and Fees	\$16,019.83	\$0.00	\$92,153.30	\$175,000.00	(\$82,846.70)	52.66%
District Court Penal Fines	\$113,906.16	\$0.00	\$113,906.16	\$255,000.00	(\$141,093.84)	44.67%
Local Support	\$4,000.00	\$0.00	\$109,020.00	\$225,000.00	(\$115,980.00)	48.45%
Interest Income	\$797.15	\$0.00	\$7,070.35	\$15,010.00	(\$7,939.65)	47.10%
State Aid and Reimbursements	\$0.00	\$0.00	\$1,000.00	\$74,000.00	(\$73,000.00)	1.35%
Other	\$0.00	\$0.00	\$66,374.00	\$96,600.00	(\$30,226.00)	68.71%
Total Revenue	\$4,154,871.19	\$0.00	\$5,120,592.70	\$11,373,019.00	(\$6,252,426.30)	45.02%
Expenditures						
Salaries						
Administrator Salaries	\$55,432.26	\$0.00	\$390,275.77	\$653,722.00	\$263,446.23	59.70%
Librarian Salaries	\$113,864.34	\$0.00	\$771,022.62	\$1,365,580.00	\$594,557.38	56.46%
Supervisory Technical Salaries	\$55,622.84	\$0.00	\$405,930.42	\$723,775.00	\$317,844.58	56.09%
Library Assistant Salaries	\$127,564.38	\$0.00	\$912,545.73	\$1,617,240.00	\$704,694.27	56.43%
Hourly Staff	\$46,879.39	\$0.00	\$324,641.42	\$643,122.00	\$318,480.58	50.48%
Substitute Salaries	\$4,369.54	\$0.00	\$36,227.70	\$86,310.00	\$50,082.30	41.97%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$50,000.00)	(\$50,000.00)	0.00%
Total	\$403,732.75	\$0.00	\$2,840,643.66	\$5,039,749.00	\$2,199,105.34	56.36%
Benefits						
Employee Insurance	\$83,989.21	\$0.00	\$599,317.27	\$1,032,006.00	\$432,688.73	58.07%
Retirement	\$53,701.98	\$0.00	\$466,763.19	\$607,485.00	\$140,721.81	76.84%
Employer FICA-Medicare	\$30,077.76	\$0.00	\$214,447.38	\$384,535.00	\$170,087.62	55.77%
Other Benefits	\$2,580.36	\$0.00	\$32,900.60	\$150,675.00	\$117,774.40	21.84%
Total	\$170,349.31	\$0.00	\$1,313,428.44	\$2,174,701.00	\$861,272.56	60.40%
Materials						
Adult Books	\$24,328.59	\$20,700.82	\$261,635.48	\$496,600.00	\$234,964.52	52.69%
Juvenile Books	\$10,489.68	\$8,084.94	\$57,992.10	\$97,500.00	\$39,507.90	59.48%
Periodicals	\$3,772.87	\$0.00	\$33,442.52	\$53,751.00	\$20,308.48	62.22%
Audio-Visual Material	\$21,592.93	\$29,719.31	\$174,520.47	\$340,160.00	\$165,639.53	51.31%
Digital Materials	\$8,390.00	\$0.00	\$121,335.43	\$154,365.00	\$33,029.57	78.60%
Total	\$68,574.07	\$58,505.07	\$648,926.00	\$1,142,376.00	\$493,450.00	56.80%
Facilities						
Fuel	\$1,265.22	\$0.00	\$5,061.94	\$66,800.00	\$61,738.06	7.58%
Electricity	\$14,002.54	\$0.00	\$107,675.51	\$191,500.00	\$83,824.49	56.23%
Water	\$296.94	\$0.00	\$2,407.55	\$5,850.00	\$3,442.45	41.15%
Custodial Supplies	\$3,739.97	\$0.00	\$27,639.68	\$76,750.00	\$49,110.32	36.01%
Grounds Maintenance	\$0.00	\$0.00	\$21,193.15	\$48,196.00	\$27,002.85	43.97%
Vehicle Maintenance	\$272.75	\$0.00	\$3,468.67	\$5,500.00	\$2,031.33	63.07%
Building Repair	\$10,521.09	\$3,519.59	\$32,569.16	\$103,410.00	\$70,840.84	31.50%
Building Operations	\$16,876.15	\$28,788.25	\$107,766.15	\$133,055.00	\$25,288.85	80.99%
Total	\$46,974.66	\$32,307.84	\$307,781.81	\$631,061.00	\$323,279.19	48.77%
Operating Expenses						
Supplies	\$3,640.46	\$0.00	\$36,577.95	\$97,875.00	\$61,297.05	37.37%
Misc. Operating Expenses	\$6,287.27	\$0.00	\$57,248.52	\$116,928.00	\$59,679.48	48.96%
Postage & Freight	\$1,423.76	\$0.00	\$26,028.17	\$39,750.00	\$13,721.83	65.48%
Rent	\$0.00	\$525.00	\$16,837.14	\$32,100.00	\$15,262.86	52.45%
Processing Supplies	\$1,461.20	\$932.23	\$12,037.23	\$62,140.00	\$50,102.77	19.37%
Total	\$12,812.69	\$1,457.23	\$148,729.01	\$348,793.00	\$200,063.99	42.64%

**Kalamazoo Public Library
General Operating Fund
January 31, 2016**

	January	Encumbrance	Year to Date	Preliminary Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$3,833.22	\$0.00	\$27,863.86	\$61,115.00	\$33,251.14	45.59%
Telecommunications	\$1,832.19	\$0.00	\$49,450.13	\$89,612.00	\$40,161.87	55.18%
Software as Service	\$707.69	\$0.00	\$176,327.40	\$192,161.00	\$15,833.60	91.76%
Software Licensing & Maint.	\$4,893.39	\$5,000.00	\$197,885.93	\$230,418.00	\$32,532.07	85.88%
Cataloging & Processing	\$3,541.20	\$0.00	\$48,330.58	\$85,300.00	\$36,969.42	56.66%
Total	\$14,807.69	\$5,000.00	\$499,857.90	\$658,606.00	\$158,748.10	75.90%
Purchased Services						
Security	\$17,076.28	\$0.00	\$75,072.22	\$177,872.00	\$102,799.78	42.21%
Insurance	\$2,001.03	\$0.00	\$61,643.82	\$86,500.00	\$24,856.18	71.26%
Legal Services	\$252.00	\$0.00	\$396.00	\$15,000.00	\$14,604.00	2.64%
Contracted Services	\$12,420.81	\$7,416.00	\$85,282.38	\$163,736.00	\$78,453.62	52.09%
Printing Services	\$4,896.00	\$0.00	\$52,194.15	\$97,000.00	\$44,805.85	53.81%
Advertising	\$3,029.50	\$0.00	\$23,516.50	\$65,000.00	\$41,483.50	36.18%
Total	\$39,675.62	\$7,416.00	\$298,105.07	\$605,108.00	\$307,002.93	49.26%
Other Expenditures						
Tax Charge Backs	\$4,780.02	\$0.00	\$32,566.14	\$50,000.00	\$17,433.86	65.13%
Staff Development	\$4,570.66	\$3,390.00	\$16,322.39	\$36,713.00	\$20,390.61	44.46%
Travel & Conference	\$3,223.70	\$0.00	\$11,097.96	\$58,731.00	\$47,633.04	18.90%
Board Expenses	\$2,494.90	\$0.00	\$2,494.90	\$8,080.00	\$5,585.10	30.88%
Programming Expenditures	\$14,937.12	\$0.00	\$78,010.47	\$160,275.00	\$82,264.53	48.67%
Total	\$30,006.40	\$3,390.00	\$140,491.86	\$313,799.00	\$173,307.14	44.77%
Total	\$786,933.19	\$108,076.14	\$6,197,963.75	\$10,914,193.00	\$4,716,229.25	56.79%
Transfers						
Transfers In						
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00	0.00%
Total	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00	0.00%
Total	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00	0.00%
BEGINNING FUND BALANCE	\$2,691,774.70	\$0.00	\$7,029,007.61	\$7,029,007.61	\$0.00	100.00%
NET SURPLUS/(DEFICIT)	\$3,367,938.00	(\$119,645.97)	(\$1,088,940.88)	\$58,826.00	(\$1,147,766.88)	(1851.12%)
ENDING FUND BALANCE	\$6,059,712.70	(\$119,645.97)	\$5,940,066.73	\$7,087,833.61	(\$1,147,766.88)	83.81%

Kalamazoo Public Library Capital Improvement Plan January 2016

	January	Encumbrances	Year to Date + Encumbrance	Close Estimate Budget	Variance
Revenue					
Local Revenue					
Other Local Gifts & Grants					
830 - Computer & Technology Reserve	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
Total	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
Total Revenue	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
Expenditures					
Furnishings					
Furnishings Reserve					
810 - Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$97,572.00	\$97,572.00
Total Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$97,572.00	\$97,572.00
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	\$305.92	\$40,000.00	\$39,694.08
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00
894 - Oshtemo Refurb Phase I	\$0.00	\$17,135.00	\$17,135.00	\$0.00	(\$17,135.00)
Total Branch Libraries	\$0.00	\$17,135.00	\$17,440.92	\$41,200.00	\$23,759.08
System-Wide Projects					
814 - Chairs - Multiple Departments	\$0.00	\$0.00	\$2,004.59	\$6,294.00	\$4,289.41
Total System-Wide Projects	\$0.00	\$0.00	\$2,004.59	\$6,294.00	\$4,289.41
Total Furniture & Equipment	\$0.00	\$17,135.00	\$19,445.51	\$151,410.00	\$131,964.49
Building Alterations					
Building Reserve					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$118,352.00	\$118,352.00
Total Building Reserve	\$0.00	\$0.00	\$0.00	\$118,352.00	\$118,352.00
Structural Projects					
805 - Central-Marble Tile Maintenance	\$0.00	\$0.00	\$47,400.00	\$47,400.00	\$0.00
828 - Eastwood Roof Repair	\$0.00	\$0.00	\$18,210.32	\$18,210.00	(\$0.32)
Total Structural Projects	\$0.00	\$0.00	\$65,610.32	\$65,610.00	(\$0.32)
Mechanical Projects					
823 - Oshtemo Building Projects	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
824 - Eastwood Drop Ceiling	\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00
841 - Central Louvers on AHU-2	\$0.00	\$0.00	\$11,200.00	\$11,200.00	\$0.00
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00
895 - Central Freight Elevator	\$447.37	\$63,368.92	\$120,359.72	\$125,000.00	\$4,640.28
Total Mechanical Projects	\$447.37	\$63,368.92	\$131,559.72	\$233,200.00	\$101,640.28
Control & Security Systems					
827 - Security Systems	\$0.00	\$0.00	\$0.00	\$37,517.00	\$37,517.00
842 - Central Lighting Control System	\$0.00	\$0.00	\$61,765.00	\$61,765.00	\$0.00
Total Control & Security Systems	\$0.00	\$0.00	\$61,765.00	\$99,282.00	\$37,517.00

**Kalamazoo Public Library
Capital Improvement Plan
January 2016**

	January	Encumbrances	Year to Date + Encumbrance	Close Estimate Budget	Variance
Other Facilities Projects					
806 - Central Restrooms	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00
811 - Carpet Master Plan	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
893 - Delivery Vehicle	\$0.00	\$0.00	\$25,455.50	\$32,500.00	\$7,044.50
Total Other Facilities Projects	\$0.00	\$0.00	\$25,455.50	\$229,728.00	\$204,272.50
Total Building Alterations	\$447.37	\$63,368.92	\$284,390.54	\$746,172.00	\$461,781.46
Computer & Technology					
Computer & Tech. Reserve					
830 - Computer & Technology Reserve	\$0.00	\$0.00	\$0.00	\$47,008.00	\$47,008.00
Total Computer & Tech. Reserve	\$0.00	\$0.00	\$0.00	\$47,008.00	\$47,008.00
Public Technology & Hardware					
831 - Automation Replacement	\$670.87	\$0.00	\$16,841.82	\$90,069.00	\$73,227.18
843 - Branch digital signage	\$0.00	\$0.00	\$0.00	\$6,069.00	\$6,069.00
844 - USB Charging Stations	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
865 - Game Carts - Teen	\$0.00	\$0.00	\$0.00	\$3,141.00	\$3,141.00
884 - Digital Lab Equipment	\$119.90	\$0.00	\$119.90	\$6,175.00	\$6,055.10
Total	\$790.77	\$0.00	\$16,961.72	\$110,454.00	\$93,492.28
Portable Technology					
878 - Portable Devices	\$0.00	\$0.00	\$20,908.33	\$35,618.00	\$14,709.67
Total Portable Technology	\$0.00	\$0.00	\$20,908.33	\$35,618.00	\$14,709.67
Other Tech/Computer Equipment					
854 - Other Tech/Computer Equipment	\$0.00	\$0.00	\$1,900.00	\$34,900.00	\$33,000.00
855 - Telephone System	\$0.00	\$5,883.03	\$0.00	\$13,245.00	\$13,245.00
879 - Office scanners	\$0.00	\$0.00	\$726.24	\$2,284.00	\$1,557.76
Total Other Tech/Computer Equipme	\$0.00	\$5,883.03	\$2,626.24	\$50,429.00	\$47,802.76
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/ILS Equipment	\$13,607.40	\$0.00	\$13,607.40	\$21,934.00	\$8,326.60
Total RFID/Circulation Tech.	\$13,607.40	\$0.00	\$13,607.40	\$21,934.00	\$8,326.60
Total Computer & Technology	\$14,398.17	\$5,883.03	\$54,103.69	\$349,443.00	\$295,339.31
Total Expenditures	\$14,845.54	\$86,386.95	\$357,939.74	\$1,247,025.00	\$889,085.26
Transfers					
Transfers In/(Out)	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00
BEGINNING FUND BALANCE	\$1,680,868.65	\$0.00	\$2,018,962.85	\$2,018,962.85	\$0.00
NET SURPLUS/(NET SURPLUS/(DEFICIT))	(\$14,845.54)	(\$86,386.95)	(\$352,939.74)	(\$642,025.00)	(\$289,085.26)
ENDING FUND BALANCE	\$1,666,023.11	(\$86,386.95)	\$1,666,023.11	\$1,376,937.85	(\$289,085.26)

Kalamazoo Public Library
Special Revenue Income Statement
 January 31, 2016

	January	Encumbrance	Year to Date	Preliminary Budget	Variance	% Complete
Revenue						
Local Support						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	100.0%
235 - Ready to Read - Spelling Bee	\$1,000.00	\$0.00	\$17,317.00	\$22,000.00	\$4,683.00	78.7%
301 - Gifts & Memorials - Materials	\$100.00	\$0.00	\$2,215.00	\$1,000.00	(\$1,215.00)	221.5%
308 - Library Gifts	\$0.00	\$0.00	\$541.85	\$500.00	(\$41.85)	108.4%
397 - KCF - Local History and Community Infor	\$0.00	\$0.00	\$6,500.00	\$0.00	(\$6,500.00)	0.0%
Total Local Support	\$1,100.00	\$0.00	\$27,573.85	\$24,500.00	(\$3,073.85)	112.5%
Other						
235 - Ready to Read - Spelling Bee	(\$35.00)	\$0.00	\$1,120.00	\$735.00	(\$385.00)	152.4%
Total Other	(\$35.00)	\$0.00	\$1,120.00	\$735.00	(\$385.00)	152.4%
Total Revenue	\$1,065.00	\$0.00	\$28,693.85	\$25,235.00	(\$3,458.85)	113.7%
Expenditures						
Materials						
Adult Books						
301 - Gifts & Memorials - Materials	\$134.43	\$40.01	\$1,401.80	\$1,000.00	(\$401.80)	140.2%
Total Adult Books	\$134.43	\$40.01	\$1,401.80	\$1,000.00	(\$401.80)	140.2%
Juvenile Books						
233 - Ready to Read - Gifts	\$5,304.45	\$0.00	\$10,229.40	\$12,000.00	\$1,770.60	85.2%
235 - Ready to Read - Spelling Bee	\$194.64	\$0.00	\$194.64	\$18,000.00	\$17,805.36	1.1%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	0.0%
Total Juvenile Books	\$5,499.09	\$0.00	\$10,424.04	\$30,250.00	\$19,825.96	34.5%
Audio-Visual Material						
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$40.00	\$0.00	(\$40.00)	0.0%
Total Audio-Visual Material	\$0.00	\$0.00	\$40.00	\$0.00	(\$40.00)	0.0%
Total Materials	\$5,633.52	\$40.01	\$11,865.84	\$31,250.00	\$19,384.16	38.0%
Purchased Services						
Contracted Services						
303 - History Room Gifts	\$0.00	\$0.00	\$1,188.00	\$0.00	(\$1,188.00)	0.0%
Total Contracted Services	\$0.00	\$0.00	\$1,188.00	\$0.00	(\$1,188.00)	0.0%
Total Purchased Services	\$0.00	\$0.00	\$1,188.00	\$0.00	(\$1,188.00)	0.0%
Other Expenditures						
Miscellaneous Disbursements						
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	\$3,025.40	\$4,500.00	\$1,474.60	67.2%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$3,726.00	\$3,726.00	0.0%
379 - Friends Mini-Grants 2015	\$136.82	\$0.00	\$1,743.11	\$0.00	(\$1,743.11)	0.0%
391 - Children's Mini-Grant	\$174.68	\$0.00	\$174.68	\$0.00	(\$174.68)	0.0%
Total Miscellaneous Disbursements	\$311.50	\$0.00	\$4,943.19	\$10,226.00	\$5,282.81	48.3%
Total Other Expenditures	\$311.50	\$0.00	\$4,943.19	\$10,226.00	\$5,282.81	48.3%
Total Expenditures	\$5,945.02	\$40.01	\$17,997.03	\$41,476.00	\$23,478.97	43.4%
BEGINNING FUND BALANCE	\$186,650.08	\$0.00	\$171,349.53	\$171,349.53	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$4,880.02)	(\$79.96)	\$10,696.82	(\$16,241.00)	(\$26,937.82)	(65.9%)
ENDING FUND BALANCE	\$181,770.06	(\$79.96)	\$182,046.35	\$155,108.53	(\$26,937.82)	117.4%

**Kalamazoo Public Library
Endowment Fund
Report Date: January 31, 2016**

	11/30/2015		%	12/31/2015		%
	Cost	Market	Cost to	Cost	Market	Cost to
	Basis	Basis	Market	Basis	Basis	Market
			Increase			Increase
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 543,758.09	\$ 543,758.09	0.0%	\$ 596,670.81	\$ 596,670.81	0.0%
Stocks	\$ 1,459,078.34	\$ 2,134,668.60	46.3%	\$ 1,459,078.34	\$ 2,076,433.80	42.3%
Fixed Income Investments	\$ 1,209,583.02	\$ 1,209,035.50	0.0%	\$ 1,158,653.56	\$ 1,155,296.00	-0.3%
	\$ -	\$ -		\$ -	\$ -	
Total Value	\$ 3,212,419.45	\$ 3,887,462.19	21.0%	\$ 3,214,402.71	\$ 3,828,400.61	19.1%

Fund Balance

Assigned for Children's Endowment	\$ 20,661.98	\$ 20,661.98
Kalamazoo Public Library Endowment	\$ 3,866,800.21	\$ 3,807,738.63

Year to Date Revenue & Expenditures

Net Withdrawals/Deposits from/to Account	\$ -	\$ -
Dividend and Interest Income	\$ 20,163.23	\$ 23,170.35
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ (72,366.82)	\$ (134,435.52)
Arcadia Investment Management Fee/Other	\$ (11,959.22)	\$ (11,959.22)
Net Change	\$ (64,162.81)	\$ (123,224.39)

Summary:

Activity during the month of December included the maturity of Berkshire Hathaway fixed income notes at \$50,000 and the receipt of multiple dividends at end of quarter. Market value continued to fall during December with nearly \$62,000 loss in value.

**Director's Report
February 2016**

From the director

1. Recent meetings and events attended include Friends of KPL board meeting, several DDA and DKI meetings, many internal meetings, and several library programs. I participated in interviews with job candidates and am on the LEAN work group examining our banned patron process.
2. The Friends of KPL gave us \$43,500 for this year plus they funded many mini-grants and several \$1,000 library school scholarships for employees. We used their gift for programs or services that gave them visibility or for items that cannot be purchased from public funds. They paid for the Summer Reading Challenge for all ages, were a gold level sponsor of the *Great Grown-Up Spelling Bee*, and a sponsor of *Reading Together*. Their gift helped support the *Global Reading Challenge* and the youth literature seminar; it recognized staff at our annual staff breakfast, including acknowledgement of years of service; and purchased plants for holiday decorations. As I say often and mean sincerely, we are fortunate to have such good Friends!
3. In other news from the Friends February board meeting:
 - Book store revenues through the first ten months of the fiscal year are \$83,167.
 - Book donations and sales continue to be strong.
 - The winter bag sale will be March 5.
 - The thank you lunch for KPL FM staff will be February 15.
 - Friends will have an informational table at the *Reading Together* author event.
 - Friends are collecting books for children to be distributed through Family and Children's Services as a tie-in with *Orphan Train / Reading Together*.
 - The annual meeting and volunteer recognition will be combined into one event to be held Saturday morning, April 30, at the Fetzer Center at WMU. Details to come later.
4. Departments are working on goals, targets, action plans, and budgets for the year beginning July 1st. We'll bring those items to the board over the late spring, following our usual pattern.

Create young readers

5. Two mirrors have been installed on the walls in the Story Place. One is very low so crawlers can see themselves; the other is a wavy, distorted mirror for preschooler to enjoy. Both were purchased with funds from a Friends of KPL mini-grant.

Stimulate imagination

6. We frequently receive requests from local authors to host a book talk or promote their book in some way. While we can't always accommodate these requests, we now are supporting local authors through our just-launched "Writers' Block". Authors are videotaped answering five questions: describe your book, what inspired you, why should folks read your book, where is it available, what do you love about Kalamazoo. The tape is then edited to two minutes or so and available on social media and on our website.

Connect to the online world

7. Two six unit charging stations have been installed at Central: one on the lower level and one in the copy area on the second floor. Each locker contains a USB port and fits a cellphone or tablet. The owner sets a three digit combination when the locker is closed. If these work well at Central, we'll consider them for branches. These units were purchased with the gift from the Wong Foundation.
8. The law library page on our website has been redesigned. It includes a news and information blog that the law library staff will maintain.
9. The contract with KRESA to host our servers has been signed as has the contract with Charter for use of their fiber-optic lines. The move is in the works.
10. Web and IT staff are taking an ALA online course "Using Drupal to Build Library Websites". Drupal is an open source content management system, used by many libraries. We are evaluating it as a possible replacement for Ektron, the current system used for our website.

Celebrate local

11. Washington Square is featuring a piece of local art, the final project of the Edison Arts Mentorship Program. The program is a partnership of the Gwen Frostic School of Art, the Black Arts Cultural Center and Ms. Smith's art class at Edison Environmental Science Academy. The project was inspired by where the children live and how they see the future of their neighborhood.
12. With the fifty item minimum satisfied, we have submitted our application to join the American Libraries Collection on the Internet Archives (archive.org). Our recent additions include a 1911 history of First Baptist Church, a 1919 history of Galesburg, a 1917 Bronson Hospital annual report, a 1894 history of Kalamazoo churches, and a report on diphtheria in Kalamazoo in 1884.
13. The Oshtemo Mitten Tree collected 190 pairs of mittens, 90 hats, 40 scarves, and 12 pairs of socks over the holidays. This long-time partnership is with the West Oshtemo Grange 1630. Staff report that many of the items were handmade.

Operations

14. Tax season is well underway. We have a dedicated tax forms computer station on the second floor at Central for state and federal forms. Patrons can print out what they need at \$.10 per copy. In addition, we have some federal and state forms to distribute – whatever is provided to public libraries.
15. The patron focused phase of the “It’s My Library” campaign will soon wrap-up with a montage video for each location that will feature multiple patrons. The next stage will focus on our partnerships in the community.
16. Changes to our meeting room rates have been well-received by outside groups which rent our spaces. On one day in January, we booked over \$1,000 of meeting room rentals at the nonprofit rate. Approximately one quarter of that total was generated by the food charge we implemented last year.
17. Board members have expressed interest in use of The Hub. In January, the digitization equipment was used 27 times at an average of 2 ¼ hours per user. Production equipment was used 20 times, about 2 hours per user. The 3D printer was used just twice at about 2 ¾ hours per user.
18. The “Library Upload” event, held here on January 29, attracted over thirty IT staff from public libraries all across the state. The most popular part of the day was sharing about public and staff tech projects in other libraries.
19. The modernization work on the freight elevator is complete and it passed the state inspection. The elevator was back in service as of February 8.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
January 31, 2016**

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>BOOKS</u>									
-Adult	21,590	746	9,639	401	2,327	34,703	251,842	265,705	-5%
-ebook	4,750					4,750	29,777	24,255	23%
-Digital Magazine	451					451	2,541	1,659	53%
Teen	3,234	79	976	35	227	4,551	39,037	38,216	2%
Juvenile	<u>15,346</u>	<u>1,072</u>	<u>8,376</u>	<u>391</u>	<u>890</u>	<u>26,075</u>	<u>199,263</u>	<u>211,565</u>	-6%
Total	<u>45,371</u>	<u>1,897</u>	<u>18,991</u>	<u>827</u>	<u>3,444</u>	<u>70,530</u>	<u>522,460</u>	<u>541,400</u>	-3%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,469	39	1,018	9	88	2,623	19,594	21,926	-11%
-Digital	2,729					2,729	14,505	12,032	21%
Music									
-CD	4,504	172	795	211	325	6,007	44,204	51,979	-15%
-Digital	1,778					1,778	11,700	10,572	11%
Video									
-DVD	33,074	3,647	10,035	3,112	6,355	56,223	379,781	467,040	-19%
- Digital	777					777	4,332	5,050	-14%
Total Non-Print Material	<u>44,331</u>	<u>3,858</u>	<u>11,848</u>	<u>3,332</u>	<u>6,768</u>	<u>70,137</u>	<u>474,116</u>	<u>568,599</u>	-17%
Total Circulation	<u>89,702</u>	<u>5,755</u>	<u>30,839</u>	<u>4,159</u>	<u>10,212</u>	<u>140,667</u>	<u>996,576</u>	<u>1,109,999</u>	-10%
Computer Usage									
Onsite Computer Use	6,434	376	1,100	419	431	8,760	66,694	77,177	-14%
Computer Usage Remote	2,370,241					2,370,241	15,112,726	16,045,876	-6%
Wireless Internet	2,000					2,000	14,627	13,629	7%
Database Statistics									
Database Sessions	1,220					1,220	7,033	8,668	-19%
Database Searches	52,925					52,925	287,966	378,929	-24%
Total Registrations	324	13	120	18	12	487	4,698	4,099	15%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
January 31, 2016

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	16	1	2	3	0	22	176	154	14%
Attendance	171	0	29	14	0	214	5773	5820	-1%
Teen Events	10	1	1	0	0	12	120	132	-9%
Attendance	262	19	4	0	0	285	3652	4236	-14%
Juvenile Events	16	9	26	12	4	67	601	607	-1%
Attendance	308	71	732	116	49	1276	18037	21241	-15%
Total Events	42	11	29	15	4	101	897	893	0%
Total Attendance	741	90	765	130	49	1775	27462	31297	-12%
Law Library									
Visitors	227					227	1793	1857	-3%
Phone Calls	124					124	777	717	8%
Questions Answered	406					406	2777	2611	6%

Social Media Statistics



January



We've expanded how we use Facebook by sharing local information, and posting book-related images and questions to get more engagement. Program promotion now includes images created for our FireSign displays for a more visual pop!



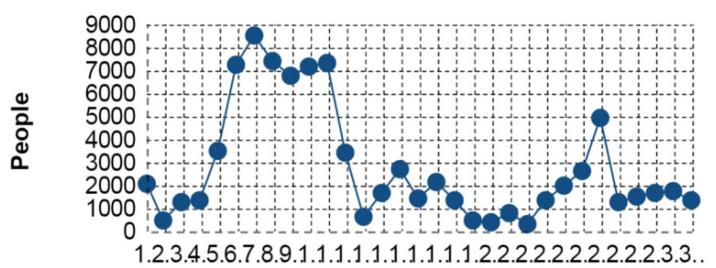
Our two most popular platforms are Facebook and Twitter

4,497 Likes

114 New

Marley Dias' #1000BlackGirl Books campaign has generated a lot of discussion.

Followers Reached



January

Post Reach

MLK Day received the most impressions. Alan Rickman & David Bowie's READ posters were the most engaging.

3,370 Followers

59 New



Engagement



Link Clicks (54%) Retweets (12%)
Likes (29%) Replies (5%)

Top 5 Channel Visits:

- Catalog Searches 44,343
- My Account 19,215
- OverDrive 900
- Library Locator 779
- Events 232



KPL Mobile App

66,312 Total Visits

1088 Unique Users

The 2016 Reading Together page went live, and saw a little action in January. We're looking forward to seeing how many hits it gets as RT continues!



We're loving how Instagram is expanding! Oshtemo is still rocking this platform, and it's great to see more branches posting!

317 Followers



25 New

It's My Library

Keep the pictures coming! The kids are looking adorable!



Snow at Oshtemo

We finally got some snow in January! It really piled up in Oshtemo!



Face Book

Washington Square got in on the fun with these great shots!



Tumblr saw significant growth last year, which we hope to keep going. Utilization of the Queue feature has allowed us to post things multiple times a day, and on days that we're not in the office.

We have 8 new followers for January, among them JSTOR, and Schlow Library in PA.

jstor started following you

schlowlibrary started following you



642 Posts
189 Notes
61 Followers

