



# Kalamazoo Public Library

**kpl.gov**

**PUBLIC MEETING AGENDA**  
**KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES**  
**BARNABEE GALLERY – ALMA POWELL BRANCH LIBRARY**  
**1000 W. Patterson St., Kalamazoo, MI 49007**  
**July 25, 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 June 20, 2016
  - B. Minutes of the Meeting of June 27, 2016
  - C. Personnel Items
- IV. FINANCIAL REPORT
  - A. Financial Reports for the Period Ending June 30, 2016
- V. REPORTS AND RECOMMENDATIONS
  - Recommendations
    - A. MERS Delegates
  - Reports
    - B. Director's Goals
    - C. Quarterly Strategic Planning Statistics
    - D. Law Library Report – Caitlin Hoag
    - E. Powell Branch Update – Judi Rambow
    - F. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
  - A. Finance and Budget Committee
  - B. Personnel Committee
  - C. Fund Development Committee
  - D. Director's Building Advisory Committee
- VII. OTHER BUSINESS
  - A. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. ADJOURNMENT

TOUR OF POWELL BRANCH TO FOLLOW MEETING

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: June 20, 2016  
Time: 4:00 p.m.  
Location: Board Room – Central Library

**TRUSTEE ROLL CALL:**

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

Absent: Bruce Caple

**PUBLIC HEARING:**

Vice President Wright called the Public Hearing to order at 4:00 p.m. regarding the proposed Preliminary Budget for 2016-2017. She invited those attending to speak regarding this budget.

Tim Russ of 24 Robin Hood Drive, Grand Rapids, MI approached the table and introduced himself. He stated that he works for the Michigan Education Association and represents the bargaining interests of Kalamazoo Public Library Support Personnel (KPLSP). He encouraged the Board to provide a larger cost of living increase to members of KPLSP in order to match the amount provided to members of the Kalamazoo Professional Librarians Association (KPLA). He stated to do otherwise would exacerbate the already considerable compensation difference between these two groups of employees.

He then clarified his statement by encouraging the Board to provide a three percent increase to KPLSP members instead of the 2.5 percent increase currently being offered to both KPLSP and KPLA members for the purpose of off-setting the increased cost of health insurance over the next fiscal year. He then pointed out that considering the library's 130% fund balance, the issue was not one of affordability.

The vice president closed the public hearing at 4:04 p.m. after it was determined no additional individuals wished to address the Board on this subject.

**CALL TO ORDER:**

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

**AGENDA APPROVAL:**

The agenda was approved.

---

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

*A. Resolution to Approve the Preliminary Budget and Authorize Millage Levy for 2016-2017*

Recommendation: Director Rohrbaugh recommended the Board adopt the resolution to approve the General Operating Fund – Preliminary Budget FY 2016-2017 and authorize that 3.9583 mills be levied for library operations for 2016-2017.

Executive Summary: The budget was reviewed at the regular Board Meeting on May 23, 2016. Prior to this meeting a Public Hearing was conducted for the public to comment on the budget

and millage rate.

**MOTION:** J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE RESOLUTION TO APPROVE THE GENERAL OPERATING FUND – PRELIMINARY BUDGET FY 2016 – 2017 AND AUTHORIZE THAT 3.9583 MILLS BE LEVIED FOR LIBRARY OPERATIONS FOR 2016 – 2017.

**Discussion:** No discussion.

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

MOTION CARRIED 6-0

*B. Resolution to Authorize Bank Signature Authority*

**Recommendation:** Director Rohrbaugh recommended the Board adopt the resolution to authorize bank signature authority.

**Executive Summary:** Certain changes in personnel require that the Board of Trustees by resolution update the persons upon whom authority to transact banking business on behalf of the Kalamazoo Public Library is conferred.

**MOTION:** R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ADOPT THE RESOLUTION TO AUTHORIZE BANK SIGNATURE AUTHORITY.

**Discussion:** No discussion.

**Roll Call Vote:** L. Godfrey – yes; C. TenBrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest - abstain; V. Wright - yes

MOTION CARRIED 5-0 WITH 1 ABSTENTION

*C. Account Resolutions Certificate for Treasury Management Services (Government Entity)*

**Recommendation:** Director Rohrbaugh recommended the Board adopt the Account Resolutions Certificate for Treasury Management Services (Government Entity).

**Executive Summary:** Certain changes in personnel require that the Board of Trustees by resolution update the persons upon whom authority to transact banking business with Fifth Third Bank on behalf of the Kalamazoo Public Library is conferred.

**MOTION:** L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO ADOPT THE ACCOUNT RESOLUTIONS CERTIFICATE FOR TREASURY MANAGEMENT SERVICES (GOVERNMENT ENTITY).

**Discussion:** No discussion.

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

MOTION CARRIED 6-0

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the Board.

**III. CONSENT CALENDAR**

- A. *Minutes of the Meeting of May 23, 2016*
- B. *Personnel Items*

**IV. FINANCIAL REPORTS**

- A. *Financial Reports for the Month Ending May 31, 2016.*

Recommendation: Director Rohrbaugh recommended the board accept the Financial Reports for the month ending May 31, 2016.

Discussion: Director Rohrbaugh mentioned to trustees that it was discovered earlier in the day that a page was missing from the Financial Reports included in the board packet, and that a supplemental version had been provided for each board member.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MAY 31, 2016.

MOTION CARRIED 6-0.

**V. REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

- A. *KPLA Contract*

Recommendation: Director Rohrbaugh recommended board approval of the attached contract between Kalamazoo Public Library and the Kalamazoo Professional Librarians Association (KPLA).

Executive Summary: On Monday June 13th, a tentative agreement was reached between KPL and KPLA reflecting contract changes previously reviewed by the board. The terms and changes include a contract term through June 30, 2018; shortening the probationary period for new employees from one year to six months with a proscribed two performance evaluations during the probation; and shortening of the evaluation period of transferring employees from six to three months and the addition of a restriction of subsequent transfers for another six months unless the transfer met certain involuntary or performance related criteria.

As previously reviewed with the board, the tentative agreement includes the addition of one floating holiday for each bargaining unit member annually beginning with their 13<sup>th</sup> full fiscal year of service. Appendix A includes the revised salary schedules and not-to-base payments of 2.25% year one with \$250 not-to-base and 2.0% year two with \$250 not-to-base. Also in the appendix, the “Opt-Out” of medical insurance payment was increased from \$1800 per year to

\$2000 per year and the professional memberships reimbursement was increased from \$125 to \$250 and will now include specializations within the ALA and MLA memberships.

Insurance options includes the change of the Choices II option to include a Saver Rx prescription drug policy rather than the \$10/\$20 drug co-pay currently in effect. An Appendix C was added to include a description of the apportionment calculation utilized to smooth the allocation of the medical cap.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE ATTACHED CONTRACT BETWEEN KALAMAZOO PUBLIC LIBRARY AND THE KALAMAZOO PROFESSIONAL LIBRARIANS ASSOCIATION (KPLA).

Discussion: C. TenBrink asked whether the contract covered a one or two year period. Director Rohrbaugh stated it covered a two year period, expiring June 30<sup>th</sup>, 2018.

MOTION CARRIED 6-0.

REPORTS:

*B. Action Plans for 2016 – 2017*

Report: Director Rohrbaugh explained that these plans are in keeping with the regular process of planning for the coming fiscal year. Strategic planning priorities were identified, goals were set based on those priorities, and staff in each department discussed ways in which they can meet those goals. Those ideas are then revised and approved by the Management Team.

Discussion: Vice President Wright stated she is always pleased to see the Action Plans, and asked for additional details concerning items which mentioned 'The Late Show' and plans to organize a story mob. Sue Warner, head of Youth Services explained 'The Late Show' is a program through the Kalamazoo County Juvenile Home in which community members are brought in to read to the kids at night. She stated the library's role has been to prepare the readings for the program and send them to the volunteer readers. She then expressed her desire to create a database of all the volunteer readers in order to support the process of providing them with the readings they need.

She then explained that a story mob is similar to a story walk, which is an outdoor event in which a group of individuals proceed along a prepared route featuring placards or postings which each tell a section of a story. The difference is that a story mob is more of a creative, dramatic event in which a story is created and then acted out.

L. Godfrey asked whether an evaluation of the Baker & Taylor profile would only be happening in teen or whether that was a project with implications for all age groups. Director Rohrbaugh indicated that should be considered as an 'across the board' action item.

C. TenBrink asked for an explanation of an item which plans for the creation of a library-sponsored book diversity mock award. S. Warner explained books would be curated by library staff for the purpose of naming one the winner. L. Godfrey suggested that if the award was meant to be laudatory in nature, it should not be referred to as a mock award. J. VanderRoest and C. TenBrink agreed.

Disposition: Trustees thanked Director Rohrbaugh for the report.

*C. User Experience Study – Kevin King*

Report: Director Rohrbaugh introduced Kevin King, head of Branch and IT Services, and reminded trustees that some time ago, the library contracted with the Kercher Center at Western Michigan University to conduct a user experience study of the library's catalog and website.

K. King began by explaining the report delivered to the library from the Kercher Center was approximately 300 pages long and is available as a PDF. He stated the process took approximately four to five months and was headed up by Dr. Whitney DeCamp and his research assistant, Rebecca Seven. The study consisted of four phases: Server Statistics, Survey of Patrons, Observation of Natural Usage, and Focus Groups.

In the Server Statistics phase, it was determined that 25% of KPL network traffic originates internally, Google Chrome is the most popular browser, and two thirds of users use a desktop or laptop, and the ONEplace employment postings page remains KPL's most popular webpage.

During the Survey of Patrons phase, the survey was promoted through KPL's eNewsletter and website. 1,261 people participated in the survey, which was significantly more than expected. The top three things that patrons used the website for were: more information regarding books and media, library hours, and information regarding events. Generally speaking, patrons communicated satisfaction with the catalog and website. Patrons did express some frustrations concerning access to the catalog and webpage on mobile devices and difficulties finding what they were looking for in the catalog.

During the Observation of Natural Usage phase, software was installed on certain PCs to record how patrons were using the catalog. In all cases, the patrons gave their permission to be monitored. Feedback from this phase indicated patrons often have difficulty locating the search bar; the expectation, generally set by Google, is that the search bar is front and center. New users also expressed that it was difficult to narrow searches. Time and time again, users stated they wished the catalog functioned exactly like a Google search.

During the final phase, Focus Groups, four separate sessions were undertaken. The survey respondents provided a good pool of focus group candidates. The large field of candidates allowed Dr. DeCamp and Ms. Seven to select individuals from all backgrounds and walks of life. Much of the feedback from this phase mirrored what was said during the survey and observation phases, but focus group attendees also indicated they wished that different media types with the same name were more distinctly labeled. Additionally, attendees felt there could be some utility in employing more instructional videos on the website. Others wished the format was more like Goodreads.

Overall, feedback regarding the library in general was extremely positive, both in terms of technology and staffing. As a final result of the study, five themes were identified:

- Improve Search Experience

- Improve Mobile Experience
- Improve Event Information Presentation
- Create Additional Instructional Videos
- Emphasize Readers'/Materials Advisory Features

In closing, K. King stated the library's committee members for this project were, in addition to himself, J.D. Anderson, Jim Clarey, Michael Cockrell, Gary Green, Keith Howard, and Wendy Hand.

Discussion: Vice President Wright asked whether there was any feedback that surprised the committee. K. King stated he felt the committee had a good idea of the sorts of feedback they would encounter, but the call for additional instructional videos came as a surprise. Additionally, the request for improved event information presentation was not anticipated.

R. Brown stated the User Experience Study seemed like useful work. K. King agreed and explained it was fitting to have J.D. Anderson as a committee member, given her impending departure from KPL; she was able to give the benefit of her years of experience prior to leaving.

Director Rohrbaugh reminded trustees of the good relationship the library enjoys with the Kercher Center and pointed out this is the second study that has been undertaken with their assistance.

Disposition: Trustees thanked K. King for his report.

*D. Department of Labor Updates to Overtime Regulations – Terry New*

Report: Director Rohrbaugh introduced Terry New, Human Resources Manager.

T. New began by stating that with the possible exception of the ACA Reporting Requirement, these labor updates are probably the largest issue currently facing employers. She stated these rules fall under the Fair Labor Standards Act (FLSA) and require that in addition to paying minimum wage, employers must pay overtime to employees who work more than 40 hours per week unless they meet certain exemptions. The FLSA defines those exemptions as administrative, executive, professional, computer professional, and outside sales. Those categories are subject to criteria based on salary, salary basis, and duties.

The key provisions that have changed, and are applicable to the library, are the change to the standard salary level for exemption from \$455 per week to \$913, and the establishment of a mechanism to automatically adjust such standards every three years. The changes are effective Dec. 1<sup>st</sup> 2016. Effects on KPL should be minimal.

Hourly employees and those in KPLSP are considered non-exempt. Vacation time, and other authorized forms of time off are included in the calculation of overtime. Sunday shifts for KPLSP members are paid at a double-time compensation rate. KPLA members, while they could be legally considered exempt are, in practice, considered to be non-exempt. Sunday shifts for KPLA members are paid at standard time and a half overtime rate.

Supervisory-Technical employees are either exempt or non-exempt, depending on the position in question. Anything over 40 hours has traditionally been considered compensatory time for non-exempt individuals. It remains to be seen if those employees can be offered a choice between overtime and compensatory time. Administrators remain exempt from overtime.

Discussion: No discussion.

Disposition: Trustees thanked T. New for her report.

*E. Legislative Update – Diane Schiller*

D. Schiller began her report with an update on MPSERS. There was a suit brought by the MEA, teachers, and others against the State of Michigan over a 2010 law (revised in 2012) which stated all MPSERS employees must contribute 3% to the trust to pay for their healthcare. The decision on the suit has travelled through various elements of the legislature and has landed in the Michigan Court of Appeals. On June 7<sup>th</sup>, the court ruled the 2010 act unconstitutional, citing violations to contracts and takings clauses of the state and federal constitutions and the guarantees of substandard due process regarding those constitutions. The result was a decision that stated that MPSERS contributions between 2010 and 2012 were ruled unconstitutional, but those after 2012 were not. It has been remitted back to the trial court. The State of Michigan has 40 days from the date of decision to appeal.

She then provided an update on the ‘Dark Store Legislation’, which has passed the house and was referred to the Senate Finance Committee. No committee meetings have been scheduled and the Senate is currently on break.

D. Schiller then briefly mentioned the TIFA capture bills put forth to eliminate most of the automatic tax captures imposed upon public libraries. The bills have passed the Senate and are now being brought to the House Tax Policy Committee, where no meetings have been scheduled.

**VI. COMMITTEE REPORTS**

*A. Finance and Budget Committee – No meeting.*

*B. Personnel Committee – Vice President Wright stated there was a meeting to discuss the Director’s annual evaluation.*

*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 by calling trustees’ attention to an item indicating the library’s annual calendar of holiday closings had been finalized and was attached for review.

She then noted a pair of items regarding the kickoff of the Summer Reading Challenge. She stated the kickoff coincided with June Jubilee, as has been the practice in the past, and said staff had been very active out and about raising awareness at community events, including the Farmers' Market.

Next, she informed trustees that the library's data servers have been transferred to KRESA, finalizing months of work. She stated the transfer went very smoothly.

Discussion: L. Godfrey asked for additional details regarding the new IT blog, Ten Forward. K. King stated it was launched in response to requests from staff for additional information regarding tech trends and IT projects taking place at the library. He said G. Green had started a similar blog some years back and this was a revitalization of that effort.

Vice President Wright asked about an item concerning a gathering of librarians to discuss Ready to Read. Director Rohrbaugh reminded trustees there was an effort underway to revitalize Ready to Read and asked S. Warner to elaborate. S. Warner stated that representatives from all over Kalamazoo County were invited to visit and talk about the benefits of working directly with pediatric and family practice doctors, and other childcare/preschool organizations within their service districts who may not yet be tied into efforts similar to Ready to Read. She stated a good and productive conversation ensued.

C. TenBrink asked whether homeschooled children were being reached by Ready to Read. S. Warner stated, based on evidence from pediatricians, that most children within the county are being seen by the major pediatric practices. C. TenBrink asked whether there was a health center on the north side that was distributing Ready to Read resources. S. Warner said there is. For some time, they had distanced themselves from Ready to Read, because they considered it a burden on their limited resources, but that connection has been reestablished.

C. TenBrink stated she observed many mothers who had brought one or two children of appropriate age to Party in the Park this year- more than in years past. She said that since they were not part of a larger group, they often needed to be invited to come and sit down and join a group. She asked whether there was a better way to engage children not part of a group. S. Warner said she noticed that as well and many staff were busy engaging those children. She estimated that this year was the first time many had come to Party in the Park and were uncertain as to how the event functions.

Vice President Wright stated she noticed the security camera has been installed in the passenger elevator. She asked S. Lindemann whether there had been any noticeable trends since its installation. S. Lindemann said there had been no vandalism in the elevator since it was installed.

J. VanderRoest requested elaboration on CollectionHQ's Biggest Improver Program. She said M. Cockrell would know more than she about that particular function, but explained that the idea is to set targets for book genres, such as mysteries or biographies. CollectionHQ then measures the circulation of those genres.

K. Randolph asked whether 'Three Book Battle' was a new program. S. Warner indicated Three Book Battle was in its third year. She said there has been a lot of interest from kids, but it was determined that it might be more effective to hold it during winter or spring break.

J. VanderRoest asked whether the first grade visits had been going well or if there were any plans to alter their structure. S. Warner stated they had been functioning well for both the library and Kalamazoo Public Schools. G. Green stated that the library card process has been fine-tuned so that the kids have their cards when they arrive at the library.

**VIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

**IX. COMMENTS BY TRUSTEES**

- L. Godfrey had no comments.
- C. TenBrink said she had been having lunch with friends recently and said that one of her friend's book club had requested multiple copies of a Reading Together title from years past. Upon calling the library, it was determined that most of our copies of the title in question had been given to the Friends of KPL. The staff member was nevertheless able to check with the Friends, found an appropriate number of copies and checked them out to the book club for an extended period of time. She then said she had a wonderful time at Party in the Park.
- K. Randolph had no comments.
- R. Brown has no comments.
- J. VanderRoest stated he was sorry to have missed Party in the Park, but heard from a friend who is new to the community who said they were very impressed with the event.
- Vice President Wright stated June Jubilee was fantastic and was impressed with the activity in the library's portico. She also said the graphics for the Summer Reading Challenge are particularly exciting this year.

**X. EXECUTIVE SESSION**

MOTION: J. VANDERROEST MOVED AND C. TENBRINK SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION TO DISCUSS THE LABOR NEGOTIATIONS AND THE DIRECTOR'S EVALUATION.

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

MOTION CARRIED 6-0.

Trustees moved to an executive session at 5:05 P.M.

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

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

MOTION CARRIED 6-0.

Trustees moved to open session at 5:52 P.M.

**XI. RETURN TO OPEN SESSION FOR CONSIDERATION OF DIRECTOR'S CONTRACT**

Recommendation: The Personnel Committee is satisfied with the director's performance for the past year and recommended the director's total compensation package and contract be adjusted as follows:

1. 3% increase in salary.
2. A one-time deposit of \$1,000 is to be added to the director's HCSP account.
3. Director's three year contract be rolled over for another year.

MOTION: VICE PRESIDENT WRIGHT MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADJUST THE DIRECTOR'S TOTAL COMPENSATION AS STATED, ROLL OVER THE CONTRACT FOR ANOTHER YEAR, AND AMEND THE CONTRACT AS STATED.

MOTION CARRIED 6-0.

**XII. ADJOURNMENT**

Hearing no objection, Vice President Wright adjourned the meeting at 5:55 P.M.

**X** \_\_\_\_\_  
Kerria Randolph  
Secretary

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: June 27, 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.

**AGENDA APPROVAL:**

The agenda was approved.

---

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

No recognitions, resolutions, or communications.

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the Board.

**III. REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

A. *KPLSP Contract*

Recommendation: Director Rohrbaugh recommended the Board approve the contract between Kalamazoo Public Library and the Kalamazoo Public Library Support Personnel Association (KPLSP).

Executive Summary: On Tuesday, June 21, a tentative agreement was reached between KPL and KPLSP. The terms and changes include a two-year contract term through June 30, 2018 and the addition of a section granting operational employees time and one-half pay for hours worked when they are directed to report to work when the library has been closed.

Appendix A includes the revised salary schedules and not-to-base payments of 2.0% year one with \$250 not-to-base and 2.0% year two with \$250 not-to-base. Also in the appendix, the "Opt-Out" of medical insurance payment was increased from \$1800 per year to \$2000 per year.

Insurance options include the change of the Choices II option to substitute a Saver Rx prescription drug policy in place of the \$10/\$20 drug co-pay currently in effect. An Appendix C was added to include a description of the apportionment calculation utilized to smooth the allocation of the medical cap.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE CONTRACT BETWEEN KALAMAZOO PUBLIC LIBRARY AND THE KALAMAZOO PUBLIC LIBRARY SUPPORT PERSONNEL ASSOCIATION (KPLSP).

Discussion: No discussion

MOTION CARRIED 7-0.

**IV. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the Board.

**V. COMMENTS BY TRUSTEES**

- L. Godfrey had no comments.
- V. Wright stated she was pleased that the entire Board of Trustees was able to attend the special meeting.
- C. TenBrink had no comments.
- K. Randolph had no comments.
- R. Brown had no comments.
- J. VanderRoest had no comments.
- President Caple stated it was encouraging to see a lot of people out in the heat and the rain on Sunday supporting the Kalamazoo Bicycle Club's repurposed Kal Tour ride.

**VI. ADJOURNMENT**

Hearing no objection, President Caple adjourned the meeting at 4:03 P.M.

**X** \_\_\_\_\_  
Kerria Randolph  
Secretary

[Return to Agenda](#)

## MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library DirectorRE: **Personnel Items**

DATE: July 25, 2016

**New Hire**

**Chafe Hensley** will be joining the salaried staff on August 8, 2016 in the FTE 1.0 Supervisory-Technical position of Graphic Design Specialist in the Marketing & Communications Department. Chafe comes to this position with more than 20 years of professional experience in graphic design. He has most recently worked as a designer with VML.

**Resignation**

**Lolita Moss** has resigned from her position of FTE 1.0 Supervisory-Technical position of ONEplace Associate effective August 12, 2016. Lolita has held this position since September 2014. She will begin work on her graduate degree in a joint program in Social Work and Social Science at University of Michigan.

**Hourly Staff****New Hires**

Krystina Edwards – Library aide Eastwood/Powell

Emma Kate Poindexter – Library aide Eastwood/Powell

Suzanne Middleton – Library aide/Library office (summer only)

**Separations**

Douglas Smith – Library aide WSQ

Silvia Galva – Library aide WSQ

**Employee Anniversaries**

- Kim Ross – 25 yrs.
- Maria Fox – 12 yrs.
- Jun Van Lear – 9 yrs.
- Tyesha Powe – 8 yrs.
- Alex Merrill – 6 yrs.
- Thom Andrews – 4 yrs.
- Meredith Farrer – 3 yrs.
- Anastasia Huber – 2 yrs.
- Ruth Figgins – 2 yrs.
- Joshua Schaus – 2 yrs.
- Vickie Ray – 1 yr.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Financial Reports for the Month  
Ending June 30, 2016**

DATE: July 25, 2016

**Recommendation:**

**I recommend the Board accept the Financial Reports for the month ending June 30, 2016.**

**Executive Summary:**

Notes to the reports are included for your information.

---

Jim VanderRoest, Treasurer

**Kalamazoo Public Library  
Financial Reports for June 2016**

**Combined Balanced Sheet**

Other Assets in the General Operating Fund totaled \$487,538 as of June 30<sup>th</sup>, consisting of prepaid expenditures for fiscal year 2016-2017. Prepaid items included the July MESSA employee insurance invoice, software maintenance upgrades and licensing for the integrated library system, subscriptions, property and liability insurance, and other miscellaneous contracts.

**Government Cash Investment Report**

As of the quarter ending June 30<sup>th</sup>, general pooled cash and investments totaled \$9,368,358. Interest being earned on certificates of deposit range from less than .2% on CDARS at Flagstar Bank to .5% currently being earned on CD's at Flagstar and 1<sup>st</sup> National Banks. The 1<sup>st</sup> National Bank certificates which mature in March 2017 will earn 1.0% for the last six months of the 18 month term.

**Sources and Uses of Funds**

**Electronic Transfers**

Sources of Funds during the month of June included two grants from the Irving S. Gilmore Foundation: \$90,000 for ONEPlace operating expenses and \$10,000 for the 2017 Reading Together program. Uses of funds included prepaid items for employee insurance and software service contracts in addition to the usual salaries, benefits, and materials costs.

**General Operating Funds**

Fiscal year 2015-2016 expenditures recognized through the report date of July 13<sup>th</sup> totaled \$10,506,599, representing 94.05% of the Close Estimate Budget for the year. Outstanding items include the accrual of payroll expenditures for hours worked June 16<sup>th</sup>-30<sup>th</sup>, utilities expenses for June, and several days of materials invoices yet to be received or processed. Several line items in the Purchased Services and Other budget categories overran their individual line item budget while the adopted category remains within budget. For Purchased Services, Insurance overran by (\$427), Printing by (\$756) and Advertising by (\$5,700) while the adopted budget category of Purchased Services is still under budget by over \$71,867. Board Expenses in the Other category overran (\$759).

Revenue outstanding includes the January through June receipts of District Court Penal Fines and any remaining delinquent property tax receipts through the close of the library's fiscal year by mid-August.

**Capital Improvement Plan**

Expenditures recognized during the month of June totaled \$19,402, representing payments for the carpet replacement at Oshtemo (811-Carpet Master Plan), repair to the Eastwood dropped ceiling (824),

and \$1,996 in miscellaneous technology expenditures. Year-to-date expenditures totaled \$426,923, representing 37% of the total \$1,163,025 of approved capital project budget.

#### Special Revenue Fund

Expenditures for June totaled \$3,669, consisting primarily of memorial books, Ready to Read books to be distributed, and completion of several Friends Mini-Grants and the History Room gift fund. Total expenditures to day of \$32,864; represent just over 52% of the total budget for the year.

#### Endowment Fund

May and June activity within the Endowment portfolio consisted of dividend and interest income receipts and market value fluctuations. Since the low point in market values as of February 28<sup>th</sup> when the total portfolio fell to a market value of \$3,656,954, the endowment fund has regained \$179,331 of the \$294,671 of market declines lost.

Accrued interest on money market investments as of June 30<sup>th</sup> has yet to be recognized as a part of year-end procedures and will increase the market value of the fund.

# Kalamazoo Public Library Combined Balance Sheet

June 30, 2016

	Operating	Capital	Special Revenue	Endowment
<b>Assets</b>				
<b>Cash &amp; Equivalents</b>				
Cash & Checking	\$5,410,004.68	\$2,229,543.22	\$98,442.63	\$206,409.29
Investments	\$1,630,617.96	\$0.00	\$78,087.65	\$3,637,874.91
<b>Total Cash &amp; Equivalents</b>	<b>\$7,040,622.64</b>	<b>\$2,229,543.22</b>	<b>\$176,530.28</b>	<b>\$3,844,284.20</b>
<b>Accounts Receivable</b>				
Accounts Receivable	\$57,561.83	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$57,561.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Taxes Receivable</b>				
Taxes Receivable	\$10,262.27	\$0.00	\$0.00	\$0.00
<b>Total Taxes Receivable</b>	<b>\$10,262.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Other Assets</b>				
Other Assets	\$487,538.09	\$0.00	\$0.00	\$0.00
<b>Total Other</b>	<b>\$487,538.09</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$7,595,984.83</b>	<b>\$2,229,543.22</b>	<b>\$176,530.28</b>	<b>\$3,844,284.20</b>
<b>Liabilities and Fund Balance</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$68,523.41	\$12,279.16	\$509.33	\$0.00
Salaries Payable	\$4,811.41	\$0.00	\$0.00	\$0.00
Retirement Payable	\$1,179.34	\$0.00	\$0.00	\$0.00
<b>Total Accounts Payable</b>	<b>\$74,514.16</b>	<b>\$12,279.16</b>	<b>\$509.33</b>	<b>\$0.00</b>
<b>Net Assets</b>				
Fund Balance	\$7,521,470.67	\$2,217,264.06	\$176,020.95	\$3,844,284.20
<b>Total</b>	<b>\$7,521,470.67</b>	<b>\$2,217,264.06</b>	<b>\$176,020.95</b>	<b>\$3,844,284.20</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$7,595,984.83</b>	<b>\$2,229,543.22</b>	<b>\$176,530.28</b>	<b>\$3,844,284.20</b>

**Kalamazoo Public Library  
Governmental Cash Investment Report  
As of June 30, 2016**

<u>Cash and Investment Accounts</u>	<u>\$</u>	<u>Notes</u>
<u>Checking/Electronic Transfer Accounts</u>		
Fifth Third Bank General Check	\$ 329,359.38	Variable interest checking
Flagstar Bank General Checking	\$ 593,006.61	Variable interest checking
First National Bank	\$ 541,645.49	Variable interest checking
First National Bank Limited Transfers	\$ 186.82	Restricted use ACH only
First National Bank Public Transfers	\$ 32,543.32	Checking-ACH only
Fifth Third Bank Arcadia Checking	<u>\$ 5,234.61</u>	Employee Section 125 Program
Subtotal - Checking	\$ 1,501,976.23	
<u>Money Market/Liquid Funds</u>		
First National Bank-ICS	\$ 6,113,448.44	Insured Cash Sweep/CDARS (multiple)
First National Bank Money Market	\$ 47,420.95	Liquid, PA 20 money market
Flagstar Bank - Interest bearing	<u>\$ 56,734.55</u>	Liquid, PA 20 interest bearing
Subtotal - Funds	\$ 6,217,603.94	
<u>Certificates of Deposit (maturity date order)</u>		
Flagstar Certificate of Deposit #112085255	\$ 507,745.95	91 days @ .5%, maturity 7/11/2016
accrued interest at 6/30/2016	\$ 564.16	
First National Bank Certificate of Deposit #31008618	\$ 308,719.12	3/22/17 maturity, 6 mo terms .3%,.5%;1.0%
accrued interest at 6/30/2016	\$ 890.74	
First National Bank Certificate of Deposit #31009673	\$ 308,619.35	3/24/17 maturity, 6 mo terms .3%,.5%;1.0%*
accrued interest at 6/30/2016	\$ 884.85	
Flagstar CDARS	\$ 502,997.63	26 wk @ .1998% Maturity 5/5/16
accrued interest at 6/30/2016	<u>\$ 196.16</u>	
Subtotal - CDARS/CDs	\$ 1,630,617.96	
<b>Total Investments General Pooled Funds</b>	<b>\$ 9,350,198.13</b>	
<u>Other non-interest bearing</u>		
Paypal deposit account	\$ 8,480.15	
Petty Cash/Midwest Bus Exch/To be deposited	<u>\$ 9,680.21</u>	
Subtotal Other Cash	\$ 18,160.36	
<b>Total General Cash &amp; Investment Accounts</b>	<b>\$ 9,368,358.49</b>	

**KALAMAZOO PUBLIC LIBRARY**  
**SOURCES AND USES OF FUNDS**  
**Governmental Pooled Funds**  
**For the month ending June 30, 2016**

		June
<b>BEGINNING CASH BALANCE *</b>		\$ 10,358,018
* Including short-term investments		
 <b><u>SOURCES OF CASH:</u></b>		
Property Tax Receipts	\$ 30,998	
IFT/CFT, PILOT receipts	\$ 10,885	
State Aid/Renaissance Zone Reimbursement	\$ -	
USF Refund/Law Library Contract/District Ct. Penal Fines	\$ -	
Interest Income	\$ 4,760	
Library Fines & Fees	\$ 14,775	
Other Sources: Gifts, Grants, & Reimbursements	\$ 100,020	
Other Gifts (Ready to Read, etc)	\$ -	
<b>TOTAL SOURCES OF CASH</b>		<b>\$ 161,439</b>
 <b><u>USES OF CASH:</u></b>		
Salaries & Wages	\$ (448,083)	
Benefits	\$ (212,518)	
Materials	\$ (93,948)	
Operating Expenditures	\$ (23,572)	
Facilities	\$ (61,291)	
Technical Services	\$ (17,587)	
Purchased Services	\$ (55,451)	
Other	\$ (41,195)	
Capital Expenditures	\$ (5,984)	
Prepaid Expenditures	\$ (191,471)	
<b>TOTAL USES OF CASH</b>		<b>\$ (1,151,099)</b>
 <b>ENDING CASH</b>		<b>\$ 9,368,358</b>
 <b><u>Pooled Cash &amp; Investment Accounts</u></b>		
<b><u>Checking &amp; other liquid accounts</u></b>		
Fifth Third General		\$ 329,359
Flagstar General		\$ 593,007
First National NOW & ACH Transfer Accounts		\$ 574,376
Fifth Third Arcadia Admin		\$ 5,235
Midwest Business Exchange Account/Paypal		\$ 18,160
Pooled Cash Accounts		\$ 1,520,137
 <b><u>Pooled Investments</u></b>		
Flagstar Bank MM & CD's		\$ 1,068,238
First National Bank MM, ICS Savings, & CD's		\$ 6,779,983
Pooled Investment Accounts		\$ 7,848,222
 <b>Total Pooled Cash &amp; Investments</b>		<b>\$ 9,368,358</b>

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

<b>Date</b>	<b>Description</b>	<b>From</b>	<b>To</b>	<b>Amount</b>
6/1/2016	403B Employee Contributions	1st National ACH	MG Trust/Journey Retirement/ Employee Accts	\$ (6,601.14)
6/2/2016	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,403.75)
6/6/2016	MPSERS Employer Contributions	1st National Bank	MPSERS	\$ (12,854.06)
6/7/2016	MERS Employer Contribution	1st National Bank	Municipal Employees Retirement System	\$ (29,806.48)
6/14/2016	Transfer to 1st National Limited ACH	1st National Checking		\$ (6,500.00)
6/14/2016	Transfer from 1st National Checking		1st National Limited ACH	\$ 6,500.00
6/14/2016	Transfer to 1st National ACH	1st National Checking		\$ (30,000.00)
6/14/2016	Transfer from 1st National Checking		1st National ACH	\$ 30,000.00
6/15/2016	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (859.00)
6/15/2016	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (1,035.84)
6/15/2016	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,543.75)
6/15/2016	ADP Payroll 6/15/2016	Flagstar General	Net Payroll - ADP 6/15/2016	\$ (143,482.16)
6/15/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
6/15/2016	Garnishments	Flagstar General	ADP to various	\$ (309.30)
6/15/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (30,550.91)
6/15/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,793.98)
6/15/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,026.79)
6/15/2016	403B Employee Contributions	1st National ACH	MG Trust/Journey Retirement/ Employee Accts	\$ (6,543.21)
6/20/2016	MPSERS Employer Contributions	1st National Bank	MPSERS	\$ (12,622.94)
6/22/2016	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (1,077.81)
6/24/2016	Transfer to 1st National Limited ACH	1st National Checking		\$ (13,000.00)
6/24/2016	Transfer from 1st National Checking		1st National Limited ACH	\$ 13,000.00
6/28/2016	MERS Employer Contribution	1st National Bank	Municipal Employees Retirement System	\$ (31,191.04)
6/28/2016	Transfer to 1st National ACH	1st National Checking		\$ (32,000.00)
6/28/2016	Transfer from 1st National Checking		1st National ACH	\$ 32,000.00
6/30/2016	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,313.75)
6/30/2016	403B Employee Contributions	1st National ACH	MG Trust/Journey Retirement/ Employee Accts	\$ (12,824.98)
6/30/2016	MPSERS Employer Contributions	1st National Bank	MPSERS	\$ (12,513.64)
6/30/2016	ADP Payroll 6/30/2016	Flagstar General	Net Payroll - ADP 6/30/2016	\$ (142,486.94)
6/30/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
6/30/2016	Garnishments	Flagstar General	ADP to various	\$ (309.30)
6/30/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (31,949.26)
6/30/2016	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (859.00)
6/30/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (19,310.64)
6/30/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,153.90)
<b>Total Electronic Transfers June 2016</b>				<b>\$ (544,038.83)</b>

**Kalamazoo Public Library**  
**General Operating Fund**  
**June 30, 2016**

	March	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Revenue</b>						
Property Taxes	\$30,998.49	\$0.00	\$10,501,258.19	\$10,448,240.00	\$53,018.19	100.51%
Other Taxes	\$10,885.47	\$0.00	\$139,977.10	\$113,634.00	\$26,343.10	123.18%
Fines and Fees	\$14,775.35	\$0.00	\$207,315.07	\$215,000.00	(\$7,684.93)	96.43%
District Court Penal Fines	\$0.00	\$0.00	\$113,906.16	\$255,000.00	(\$141,093.84)	44.67%
Local Support	\$100,020.00	\$0.00	\$254,253.32	\$228,000.00	\$26,253.32	111.51%
Interest Income	\$4,760.16	\$0.00	\$17,608.38	\$15,000.00	\$2,608.38	117.39%
State Aid and Reimbursements	\$40,267.38	\$0.00	\$218,923.04	\$211,388.00	\$7,535.04	103.56%
Other	\$16,273.70	\$0.00	\$101,111.40	\$96,600.00	\$4,511.40	104.67%
<b>Total Revenue</b>	<b>\$217,980.55</b>	<b>\$0.00</b>	<b>\$11,554,352.66</b>	<b>\$11,582,862.00</b>	<b>(\$28,509.34)</b>	<b>99.75%</b>
<b>Expenditures</b>						
<b>Salaries</b>						
Administrator Salaries	\$55,432.26	\$0.00	\$667,437.07	\$667,450.00	\$12.93	100.00%
Librarian Salaries	\$110,646.02	\$0.00	\$1,333,171.12	\$1,340,910.00	\$7,738.88	99.42%
Supervisory Technical Salaries	\$65,595.97	\$0.00	\$718,702.92	\$721,600.00	\$2,897.08	99.60%
Library Assistant Salaries	\$123,988.19	\$0.00	\$1,548,013.07	\$1,573,355.00	\$25,341.93	98.39%
Hourly Staff	\$53,276.03	\$0.00	\$581,965.68	\$654,355.00	\$72,389.32	88.94%
Substitute Salaries	\$5,533.78	\$0.00	\$63,052.24	\$92,625.00	\$29,572.76	68.07%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total</b>	<b>\$414,472.25</b>	<b>\$0.00</b>	<b>\$4,912,342.10</b>	<b>\$5,050,295.00</b>	<b>\$137,952.90</b>	<b>97.27%</b>
<b>Benefits</b>						
Employee Insurance	\$88,189.13	\$0.00	\$1,033,463.34	\$1,049,345.00	\$15,881.66	98.49%
Retirement	\$53,550.28	\$0.00	\$872,749.59	\$893,598.00	\$20,848.41	97.67%
Employer FICA-Medicare	\$31,250.02	\$0.00	\$367,691.71	\$386,445.00	\$18,753.29	95.15%
Other Benefits	\$11,941.95	\$0.00	\$59,324.58	\$63,235.00	\$3,910.42	93.82%
<b>Total</b>	<b>\$184,931.38</b>	<b>\$0.00</b>	<b>\$2,333,229.22</b>	<b>\$2,392,623.00</b>	<b>\$59,393.78</b>	<b>97.52%</b>
<b>Materials</b>						
Adult Books	\$56,654.63	\$10,794.75	\$434,589.14	\$511,650.00	\$77,060.86	84.94%
Juvenile Books	\$9,769.53	\$771.66	\$93,991.55	\$98,205.00	\$4,213.45	95.71%
Periodicals	\$2,866.76	\$0.00	\$43,343.22	\$47,751.00	\$4,407.78	90.77%
Audio-Visual Material	\$27,662.21	\$30,534.47	\$307,930.89	\$345,160.00	\$37,229.11	89.21%
Digital Materials	\$5,101.82	\$0.00	\$151,744.72	\$154,365.00	\$2,620.28	98.30%
<b>Total</b>	<b>\$102,054.95</b>	<b>\$42,100.88</b>	<b>\$1,031,599.52</b>	<b>\$1,157,131.00</b>	<b>\$125,531.48</b>	<b>89.15%</b>
<b>Facilities</b>						
Fuel	\$1,420.84	\$0.00	\$37,457.10	\$66,800.00	\$29,342.90	56.07%
Electricity	\$20,153.49	\$0.00	\$182,814.28	\$191,500.00	\$8,685.72	95.46%
Water	\$813.08	\$0.00	\$4,696.10	\$5,850.00	\$1,153.90	80.28%
Custodial Supplies	\$10,019.21	\$0.00	\$67,868.46	\$76,750.00	\$8,881.54	88.43%
Grounds Maintenance	\$7,507.78	\$0.00	\$41,566.35	\$48,196.00	\$6,629.65	86.24%
Vehicle Maintenance	\$140.80	\$0.00	\$3,928.16	\$5,500.00	\$1,571.84	71.42%
Building Repair	\$14,311.54	\$0.00	\$84,783.56	\$107,055.00	\$22,271.44	79.20%
Building Operations	\$20,608.49	\$525.00	\$126,450.40	\$133,055.00	\$6,604.60	95.04%
<b>Total</b>	<b>\$74,975.23</b>	<b>\$525.00</b>	<b>\$549,564.41</b>	<b>\$634,706.00</b>	<b>\$85,141.59</b>	<b>86.59%</b>

**Kalamazoo Public Library  
General Operating Fund  
June 30, 2016**

	March	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Operating Expenses</b>						
Supplies	\$14,817.26	\$0.00	\$78,215.10	\$97,875.00	\$19,659.90	79.91%
Misc. Operating Expenses	\$8,040.33	\$0.00	\$92,841.50	\$112,928.00	\$20,086.50	82.21%
Postage & Freight	\$1,186.43	\$0.00	\$32,911.04	\$42,750.00	\$9,838.96	76.98%
Rent	\$2,270.07	\$0.00	\$31,388.16	\$32,100.00	\$711.84	97.78%
Processing Supplies	\$25,836.38	\$0.00	\$46,355.07	\$52,140.00	\$5,784.93	88.91%
<b>Total</b>	<b>\$52,150.47</b>	<b>\$0.00</b>	<b>\$281,710.87</b>	<b>\$337,793.00</b>	<b>\$56,082.13</b>	<b>83.40%</b>
<b>Technical Services</b>						
F&E Repair & Maintenance	\$4,401.97	\$0.00	\$45,899.89	\$60,365.00	\$14,465.11	76.04%
Telecommunications	\$11,376.21	\$0.00	\$103,069.50	\$103,712.00	\$642.50	99.38%
Software as Service	\$0.00	\$2,084.00	\$185,737.71	\$194,261.00	\$8,523.29	95.61%
Software Licensing & Maint.	\$4,598.80	\$0.00	\$202,290.94	\$237,657.00	\$35,366.06	85.12%
Cataloging & Processing	\$5,977.80	\$0.00	\$71,454.43	\$85,300.00	\$13,845.57	83.77%
<b>Total</b>	<b>\$26,354.78</b>	<b>\$2,084.00</b>	<b>\$608,452.47</b>	<b>\$681,295.00</b>	<b>\$72,842.53</b>	<b>89.31%</b>
<b>Purchased Services</b>						
Security	\$10,868.76	\$0.00	\$138,051.11	\$164,580.00	\$26,528.89	83.88%
Insurance	\$261.75	\$0.00	\$89,427.28	\$89,000.00	(\$427.28)	100.48%
Legal Services	\$4,968.00	\$0.00	\$8,484.00	\$15,000.00	\$6,516.00	56.56%
Contracted Services	\$8,081.40	\$0.00	\$123,879.23	\$169,586.00	\$45,706.77	73.05%
Printing Services	\$15,610.92	\$0.00	\$97,256.59	\$96,500.00	(\$756.59)	100.78%
Advertising	\$2,920.00	\$0.00	\$61,200.60	\$55,500.00	(\$5,700.60)	110.27%
<b>Total</b>	<b>\$42,710.83</b>	<b>\$0.00</b>	<b>\$518,298.81</b>	<b>\$590,166.00</b>	<b>\$71,867.19</b>	<b>87.82%</b>
<b>Other Expenditures</b>						
Tax Charge Backs	\$600.28	\$0.00	\$44,130.04	\$50,000.00	\$5,869.96	88.26%
Staff Development	\$2,419.93	\$0.00	\$24,274.59	\$41,232.00	\$16,957.41	58.87%
Travel & Conference	\$2,094.36	\$0.00	\$42,934.75	\$58,731.00	\$15,796.25	73.10%
Board Expenses	\$2,346.00	\$0.00	\$8,839.05	\$8,080.00	(\$759.05)	109.39%
Programming Expenditures	\$22,453.80	\$0.00	\$151,223.65	\$169,275.00	\$18,051.35	89.34%
<b>Total</b>	<b>\$29,914.37</b>	<b>\$0.00</b>	<b>\$271,402.08</b>	<b>\$327,318.00</b>	<b>\$55,915.92</b>	<b>82.92%</b>
<b>Total</b>	<b>\$927,564.26</b>	<b>\$44,709.88</b>	<b>\$10,506,599.48</b>	<b>\$11,171,327.00</b>	<b>\$664,727.52</b>	<b>94.05%</b>
<b>Transfers</b>						
<b>Transfers In</b>						
Transfers from other funds	\$0.00	\$0.00	\$0.00	(\$3,090.00)	(\$3,090.00)	0.00%
<b>Total Transfers In</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$3,090.00)</b>	<b>(\$3,090.00)</b>	<b>0.00%</b>
<b>Transfers Out</b>						
Transfers to other funds	\$600,000.00	\$0.00	\$600,000.00	\$600,000.00	\$0.00	100.00%
<b>Total</b>	<b>\$600,000.00</b>	<b>\$0.00</b>	<b>\$600,000.00</b>	<b>\$600,000.00</b>	<b>\$0.00</b>	<b>100.00%</b>
<b>Total</b>	<b>\$600,000.00</b>	<b>\$0.00</b>	<b>\$600,000.00</b>	<b>\$596,910.00</b>	<b>(\$3,090.00)</b>	<b>100.52%</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$8,831,054.38</b>	<b>\$0.00</b>	<b>\$7,029,007.61</b>	<b>\$7,029,007.61</b>	<b>\$0.00</b>	<b>100.00%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$1,309,583.71)</b>	<b>(\$56,279.71)</b>	<b>\$436,183.35</b>	<b>(\$185,375.00)</b>	<b>\$621,558.35</b>	<b>(235.30%)</b>
<b>ENDING FUND BALANCE</b>	<b>\$7,521,470.67</b>	<b>(\$56,279.71)</b>	<b>\$7,465,190.96</b>	<b>\$6,843,632.61</b>	<b>\$621,558.35</b>	<b>109.08%</b>

# Kalamazoo Public Library Capital Improvement Plan

June 30, 2016

	Actual	Encumb.	Year-to-Date +Encumb.	Budget	Variance	%
<b>Revenue</b>						
<b>Local Revenue</b>						
<b>Other Local Gifts &amp; Grants</b>						
830 - Computer & Technology Reserve	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	100%
Total	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	100%
Total Revenue	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	100%
<b>Expenditures</b>						
<b>Furnishings</b>						
<b>Furnishings Reserve</b>						
810 - Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$97,572.00	\$97,572.00	0%
Total Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$97,572.00	\$97,572.00	0%
<b>Central Library</b>						
889 - Children's Room Table/Chairs	\$0.00	\$0.00	\$0.00	\$5,328.00	\$5,328.00	0%
892 - Local History Room Furniture	\$0.00	\$0.00	\$0.00	\$1,016.00	\$1,016.00	0%
Total Central Library	\$0.00	\$0.00	\$0.00	\$6,344.00	\$6,344.00	0%
<b>Branch Libraries</b>						
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$0.00	\$28,557.10	\$40,000.00	\$11,442.90	71%
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00	0%
Total Branch Libraries	\$0.00	\$0.00	\$28,557.10	\$41,200.00	\$12,642.90	69%
<b>System-Wide Projects</b>						
814 - Chairs - Multiple Departments	\$0.00	\$0.00	\$5,344.08	\$6,294.00	\$949.92	85%
Total System-Wide Projects	\$0.00	\$0.00	\$5,344.08	\$6,294.00	\$949.92	85%
Total Furniture & Equipment	\$0.00	\$0.00	\$33,901.18	\$151,410.00	\$117,508.82	22%
<b>Building Alterations</b>						
<b>Building Reserve</b>						
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$118,352.00	\$118,352.00	0%
Total Building Reserve	\$0.00	\$0.00	\$0.00	\$118,352.00	\$118,352.00	0%
<b>Structural Projects</b>						
805 - Central-Marble Tile Maintenance	\$0.00	\$0.00	\$47,400.00	\$47,400.00	\$0.00	100%
828 - Eastwood Roof Repair	\$0.00	\$0.00	\$18,210.32	\$18,210.00	(\$0.32)	100%
Total Structural Projects	\$0.00	\$0.00	\$65,610.32	\$65,610.00	(\$0.32)	100%
<b>Mechanical Projects</b>						
841 - Central Louvers on AHU-2	\$0.00	\$0.00	\$11,200.00	\$11,200.00	\$0.00	100%
887 - Generators-all sites	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00	0%
895 - Central Freight Elevator	\$0.00	\$0.00	\$120,360.00	\$125,000.00	\$4,640.00	96%
Total Mechanical Projects	\$0.00	\$0.00	\$131,560.00	\$211,200.00	\$79,640.00	62%
<b>Control &amp; Security Systems</b>						
827 - Security Systems	\$1,058.71	\$0.00	\$3,487.77	\$37,517.00	\$34,029.23	9%
842 - Central Lighting Control System	\$0.00	\$0.00	\$61,765.00	\$61,765.00	\$0.00	100%
Total Control & Security Systems	\$1,058.71	\$0.00	\$65,252.77	\$99,282.00	\$34,029.23	66%

# Kalamazoo Public Library Capital Improvement Plan

June 30, 2016

	Actual	Encumb.	Year-to-Date +Encumb.	Budget	Variance	%
<b>Other Facilities Projects</b>						
806 - Central Restrooms	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0%
811 - Carpet Master Plan	\$12,279.16	\$0.00	\$12,279.16	\$97,228.00	\$84,948.84	13%
823 - Oshtemo Building Projects	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0%
824 - Eastwood Drop Ceiling	\$4,068.13	\$0.00	\$4,068.13	\$7,000.00	\$2,931.87	58%
893 - Delivery Vehicle	\$0.00	\$0.00	\$25,455.50	\$32,500.00	\$7,044.50	78%
<b>Total Other Facilities Projects</b>	<b>\$16,347.29</b>	<b>\$0.00</b>	<b>\$41,802.79</b>	<b>\$251,728.00</b>	<b>\$209,925.21</b>	<b>17%</b>
<b>Total Building Alterations</b>	<b>\$17,406.00</b>	<b>\$0.00</b>	<b>\$304,225.88</b>	<b>\$746,172.00</b>	<b>\$441,946.12</b>	<b>41%</b>
<b>Computer &amp; Technology</b>						
<b>Computer &amp; Tech. Reserve</b>						
830 - Computer & Technology Reserve	\$0.00	\$0.00	\$0.00	\$47,008.00	\$47,008.00	0%
<b>Total Computer &amp; Tech. Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$47,008.00</b>	<b>\$47,008.00</b>	<b>0%</b>
<b>Public Technology &amp; Hardware</b>						
831 - PC Replacement	\$0.00	\$0.00	\$24,680.51	\$90,069.00	\$65,388.49	27%
843 - Branch digital signage	\$0.00	\$0.00	\$0.00	\$6,069.00	\$6,069.00	0%
844 - USB Charging Stations	\$0.00	\$0.00	\$1,928.45	\$5,000.00	\$3,071.55	39%
865 - Game Carts - Teen	\$1,836.15	\$0.00	\$3,141.00	\$3,141.00	\$0.00	100%
884 - Digital Lab Equipment	\$159.90	\$0.00	\$279.80	\$6,175.00	\$5,895.20	5%
<b>Total</b>	<b>\$1,996.05</b>	<b>\$0.00</b>	<b>\$30,029.76</b>	<b>\$110,454.00</b>	<b>\$80,424.24</b>	<b>27%</b>
<b>Portable Technology</b>						
878 - Portable Devices	\$0.00	\$0.00	\$20,908.33	\$35,618.00	\$14,709.67	59%
<b>Total Portable Technology</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,908.33</b>	<b>\$35,618.00</b>	<b>\$14,709.67</b>	<b>59%</b>
<b>Other Tech/Computer Equipment</b>						
854 - Other Tech/Computer Equipment	\$0.00	\$20,224.00	\$22,124.00	\$34,900.00	\$12,776.00	63%
855 - Telephone System	\$0.00	\$0.00	\$1,400.00	\$13,245.00	\$11,845.00	11%
879 - Office scanners	\$0.00	\$0.00	\$726.24	\$2,284.00	\$1,557.76	32%
<b>Total Other Tech/Computer Equipment</b>	<b>\$0.00</b>	<b>\$20,224.00</b>	<b>\$24,250.24</b>	<b>\$50,429.00</b>	<b>\$26,178.76</b>	<b>48%</b>
<b>RFID/Circulation</b>						
852 - RFID/ILS Equipment	\$0.00	\$0.00	\$13,607.40	\$21,934.00	\$8,326.60	62%
<b>Total RFID/Circulation Tech.</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,607.40</b>	<b>\$21,934.00</b>	<b>\$8,326.60</b>	<b>62%</b>
<b>Total Computer &amp; Technology</b>	<b>\$1,996.05</b>	<b>\$20,224.00</b>	<b>\$88,795.73</b>	<b>\$265,443.00</b>	<b>\$176,647.27</b>	<b>33%</b>
<b>Total Expenditures</b>	<b>\$19,402.05</b>	<b>\$20,224.00</b>	<b>\$426,922.79</b>	<b>\$1,163,025.00</b>	<b>\$736,102.21</b>	<b>37%</b>
<b>Transfers</b>						
Transfers In/(Out)	\$600,000.00	\$0.00	\$600,000.00	\$600,000.00	\$0.00	100%
<b>BEGINNING FUND BALANCE</b>	<b>\$195,982.46</b>	<b>\$0.00</b>	<b>\$578,279.20</b>	<b>\$558,025.00</b>	<b>\$20,254.20</b>	<b>104%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$580,597.95</b>	<b>(\$20,224.00)</b>	<b>\$178,077.21</b>	<b>\$558,025.00</b>	<b>(\$379,947.79)</b>	<b>-32%</b>
<b>ENDING FUND BALANCE</b>	<b>\$776,580.41</b>	<b>(\$20,224.00)</b>	<b>\$756,356.41</b>	<b>\$1,116,050.00</b>	<b>(\$359,693.59)</b>	<b>-68%</b>

**Kalamazoo Public Library**  
**Special Revenue Income Statement**  
June 30, 2016

	June	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Revenue</b>						
<b>Local Support</b>						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$1,300.00	\$1,050.00	(\$250)	123.8%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$17,517.00	\$18,000.00	\$483	97.3%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$2,380.00	\$2,500.00	\$120	95.2%
308 - Library Gifts	\$0.00	\$0.00	\$872.94	\$750.00	(\$123)	116.4%
377 - Friends Mini-Grants - 2016	\$0.00	\$0.00	\$8,012.89	\$8,013.00	\$0	100.0%
397 - KCF - Local History and Comm. Info.	\$0.00	\$0.00	\$6,500.00	\$6,500.00	\$0	100.0%
<b>Total Local Support</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,582.83</b>	<b>\$36,813.00</b>	<b>\$230</b>	<b>99.4%</b>
<b>Other</b>						
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$1,120.00	\$1,120.00	\$0	100.0%
<b>Total Other</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,120.00</b>	<b>\$1,120.00</b>	<b>\$0</b>	<b>100.0%</b>
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$37,702.83</b>	<b>\$37,933.00</b>	<b>\$230</b>	<b>99.4%</b>
<b>Expenditures</b>						
<b>Materials</b>						
<b>Adult Books</b>						
301 - Gifts & Memorials - Materials	\$473.35	\$148.97	\$2,488.14	\$3,000.00	\$512	82.9%
<b>Total Adult Books</b>	<b>\$473.35</b>	<b>\$148.97</b>	<b>\$2,488.14</b>	<b>\$3,000.00</b>	<b>\$512</b>	<b>82.9%</b>
<b>Juvenile Books</b>						
233 - Ready to Read - Gifts	\$742.00	\$0.00	\$11,999.75	\$12,000.00	\$0	100.0%
235 - Ready to Read - Spelling Bee	\$1,016.00	\$0.00	\$1,210.64	\$18,000.00	\$16,789	6.7%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$76.42	\$250.00	\$174	30.6%
<b>Total Juvenile Books</b>	<b>\$1,758.00</b>	<b>\$0.00</b>	<b>\$13,286.81</b>	<b>\$30,250.00</b>	<b>\$16,963</b>	<b>43.9%</b>
<b>Audio-Visual Material</b>						
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$40.00	\$100.00	\$60	40.0%
<b>Total Audio-Visual Material</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40.00</b>	<b>\$100.00</b>	<b>\$60</b>	<b>40.0%</b>
<b>Total Materials</b>	<b>\$2,231.35</b>	<b>\$148.97</b>	<b>\$15,814.95</b>	<b>\$33,350.00</b>	<b>\$17,535</b>	<b>47.4%</b>
<b>Purchased Services</b>						
<b>Contracted Services</b>						
303 - History Room Gifts	\$500.18	\$0.00	\$2,282.18	\$2,282.00	(\$0)	100.0%
<b>Total Contracted Services</b>	<b>\$500.18</b>	<b>\$0.00</b>	<b>\$2,282.18</b>	<b>\$2,282.00</b>	<b>(\$0)</b>	<b>100.0%</b>
<b>Total Purchased Services</b>	<b>\$500.18</b>	<b>\$0.00</b>	<b>\$2,282.18</b>	<b>\$2,282.00</b>	<b>(\$0)</b>	<b>100.0%</b>
<b>Other Expenditures</b>						
<b>Miscellaneous Disbursements</b>						
233 - Ready to Read - Gifts	\$491.56	\$0.00	\$491.56	\$1,000.00	\$508	49.2%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$3,025.40	\$4,500.00	\$1,475	67.2%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000	0.0%
307 - ONEplace Nonprofit Services	\$266.35	\$0.00	\$266.35	\$922.00	\$656	28.9%
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$4,645.00	\$4,645	0.0%
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$3,006.22	\$3,858.00	\$852	77.9%
377 - Friends Mini-Grants - 2016	(\$6.71)	\$0.00	\$5,568.49	\$8,013.00	\$2,445	69.5%
379 - Friends Mini-Grants 2015	\$187.00	\$0.00	\$2,234.25	\$2,476.00	\$242	90.2%
391 - Children's Mini-Grant	\$0.00	\$0.00	\$174.68	\$175.00	\$0	99.8%
<b>Total Miscellaneous Disbursements</b>	<b>\$938.20</b>	<b>\$0.00</b>	<b>\$14,766.95</b>	<b>\$26,589.00</b>	<b>\$11,822</b>	<b>55.5%</b>
<b>Total Other</b>	<b>\$938.20</b>	<b>\$0.00</b>	<b>\$14,766.95</b>	<b>\$26,589.00</b>	<b>\$11,822</b>	<b>55.5%</b>
<b>Total Expenditures</b>	<b>\$3,669.73</b>	<b>\$148.97</b>	<b>\$32,864.08</b>	<b>\$62,221.00</b>	<b>\$29,357</b>	<b>52.8%</b>
<b>Transfers</b>						
Transfers Out	\$0.00	\$0.00	\$0.00	\$3,090.00	\$3,090	0.0%
<b>BEGINNING FUND BALANCE</b>	<b>\$179,690.68</b>	<b>\$0.00</b>	<b>\$171,349.53</b>	<b>\$171,349.53</b>	<b>\$0</b>	<b>100.0%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$3,669.73)</b>	<b>(\$148.97)</b>	<b>\$4,838.75</b>	<b>(\$27,378.00)</b>	<b>(\$32,217)</b>	<b>(17.7%)</b>
<b>ENDING FUND BALANCE</b>	<b>\$176,020.95</b>	<b>(\$148.97)</b>	<b>\$176,188.28</b>	<b>\$143,971.53</b>	<b>(\$32,217)</b>	<b>122.4%</b>

**Kalamazoo Public Library  
Endowment Fund  
Report Date June 30, 2016**

	6/30/2015		%	5/31/2016		%	6/30/2016		%
	Cost	Market	Cost to	Cost	Market	Cost to	Cost	Market	Cost to
	Basis	Basis	Market	Basis	Basis	Market	Basis	Basis	Market
			Increase			Increase			Increase
<b>Ameritrade Investments</b>									
Money Market Account - FDIC	\$ 245,427.30	\$ 245,427.30	0.0%	\$ 206,409.29	\$ 206,409.29	0.0%	\$ 209,500.03	\$ 209,500.03	0.0%
Stocks	\$ 1,504,405.08	\$ 2,215,734.05	47.3%	\$ 1,518,443.75	\$ 2,105,688.40	38.7%	\$ 1,518,443.75	\$ 2,087,647.25	37.5%
Fixed Income Investments	\$ 1,490,759.38	\$ 1,490,463.65	0.0%	\$ 1,524,992.41	\$ 1,532,186.51	0.5%	\$ 1,524,992.41	\$ 1,539,137.57	0.9%
	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
<b>Total Value</b>	<b>\$ 3,240,591.76</b>	<b>\$ 3,951,625.00</b>	<b>21.9%</b>	<b>\$ 3,249,845.45</b>	<b>\$ 3,844,284.20</b>	<b>18.3%</b>	<b>\$ 3,252,936.19</b>	<b>\$ 3,836,284.85</b>	<b>17.9%</b>
<b>Fund Balance</b>									
Assigned for Children's Endowment		\$ 20,661.98			\$ 20,661.98			\$ 20,661.98	
Kalamazoo Public Library Endowment		\$ 3,930,963.02			\$ 3,823,622.22			\$ 3,815,622.87	
<b>Year to Date Revenue &amp; Expenditures</b>									
Net Withdrawals/Deposits from/to Account	\$ -			\$ -			\$ -		
Dividend and Interest Income	\$ 53,709.03			\$ 42,588.09			\$ 45,678.83		
Realized Gains (Losses) on Sale of Assets	\$ -			\$ -			\$ -		
Unrealized Gains (Losses) on Market Value	\$ 120,799.84			\$ (126,196.59)			\$ (137,286.68)		
Arcadia Investment Management Fee/Other	\$ (17,485.69)			\$ (23,732.30)			\$ (23,732.30)		
Net Change	\$ 157,023.18			\$ (107,340.80)			\$ (115,340.15)		

**Summary:**

May and June activity within the Endowment fund portfolio consisted of dividend and interest income receipts and market value fluctuations. Since the low point in market values as of February 28th when the total portfolio fell to a market value of \$3,656,954, the Endowment Fund portfolio has regained \$179,331 of the \$294,671 of market value declines experienced earlier in the fiscal year.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **MERS Delegates**

DATE: July 25, 2016

**Recommendation:**

**I recommend the appointment of Diane Schiller as the Officer Delegate and the certification of Amy Alcenius-Hoisington as the Employee Delegate to serve at the 2016 Municipal Employees Retirement System (MERS) Annual Meeting.**

**Executive Summary:**

Beginning in 2004/2005, staff members have attended the annual MERS meeting. With so many KPL employees enrolled in MERS, we feel it is important for us to participate in the system. In the past we have sent both an officer and employee delegate to attend the MERS annual meeting.

The officer delegate must be appointed by official action of the Board to serve and the employee delegate must be elected by ballot and certified by either the chief administrative officer or a member of the governing body. Amy Alcenius-Hoisington will serve as the employee delegate and Diane Schiller will serve as the officer delegate. The MERS Annual Meeting will take place September 28 - 29.

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Director's Goals**

DATE: July 25, 2016

The *KPL Public Services Action Plan 2016-2017* and the *KPL Support Services Action Plan 2016 – 2017* were shared with the board at the June board meeting. Those two plans outline our work for the year to meet the goals and objectives of our strategic plan. We will continue reporting progress quarterly to the board.

I'm involved, to greatly varying degrees, in all of these activities. My goals for 2016 – 2017 include the following:

1. Oversee progress on public services and support services action plan items; report to the board quarterly.
2. Revise the organizational chart as opportunities arise.
3. Re-energize *Ready to Read* with Dr. Needlman visit, county outreach, additional pediatric partnerships.
4. Examine space and staffing for teen services; recommend changes.
5. Develop plan for more effective internal communications.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Strategic Planning Statistics**  
**Fourth Quarter 2015 - 2016**

DATE: July 25, 2016

Attached is the fourth quarter report on our strategic planning objectives, concluding the 2015 – 2016 fiscal year.

Generally our targeted circulation goals of a 10% increase over the previous year were not met. We were overly optimistic that growth would continue when in hindsight a more reasonable target would have been to maintain circulation at the previous year levels in those areas. As with many libraries, our circulation seemed to have topped out two to three years ago. In other areas, use was strong. A few comments:

- Our *Ready to Read* program was strong with many gift books distributed (1.5) and attendance at *Party in the Park* (1.2).
- Teen program attendance surpassed our target (4.2).
- Although use of library computers is down (6.1), use of our Wi-Fi is up (6.2). Increasingly users have their own devices.
- Use of the Hub did not meet expectations (6.3).
- Online local history use is strong (7.1).
- There is good attendance at locally focused programs (7.2).
- The teen survey (4.4) and technology survey (6.4) were conducted this quarter. The responses are attached.

With this year-end data, we will now set targets for 2016 – 2017. I expect we will be more realistic, especially with circulation targets, and realize an increase year after year is just not likely. Efforts to promote books, movies, and music will continue, of course, with some new initiatives this year, as outlined in the action plans.

Strategic Plan Quarterly Statistics 2015-2016

Priority 1 - Create young readers and learners: early literacy								
Children from birth to kindergarten will have materials, programs, and digital opportunities designed to ensure they will enter school ready to learn.								
Goal 1:	Children, birth to kindergarten, will have access to materials, programs, and digital opportunities to help them enter school ready to learn to read, write, and listen.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
1.1	By June 30, 2016, the circulation of picture books, easy readers, and board books will increase by 10%.	45,853	40,521	38,948	38,201	<b>163,523</b>	173,428	94.3%
1.2	Each year, at least 13,000 children, birth to kindergarten, will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	2,038	1,774	2,128	4,581	<b>10,521</b>	13,000	80.9%
1.3	Each year, the number of people utilizing the Children's Room will increase by 10%.	20,020	13,624	9,204	15,288	<b>58,136</b>	66,513	87.4%
1.4	By June 30, 2016, at least 150 children, birth to kindergarten, will utilize digital tools. Each subsequent year the number of children utilizing digital tools will increase by 10%. <b>(iPads and Chromebooks)</b>	-	7	51	28	<b>86</b>	150	57.3%
1.5	Each year, the number of gift books the library distributes will increase by 5%.	295	5,122	1,608	2,471	<b>9,496</b>	7,519	126.3%
Goal 2:	Parents and caregivers will have the tools and skills needed to prepare children, birth to kindergarten, to learn when they enter school.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
2.1	At least once per year parents of young children will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 3rd Quarter						
2.2	Each year, at least 5,500 parents and caregivers will attend or participate in programs or outreach events sponsored or co-sponsored by the library designed to give them the tools to prepare children to learn when they enter school.	1,208	1,130	1,343	2,130	<b>5,811</b>	5,500	105.7%

Strategic Plan Quarterly Statistics 2015-2016

Priority 2 - Stimulate imagination: reading, viewing, listening, and creating for pleasure								
Residents of all ages will have access to materials, programs and services designed to enhance their leisure time.								
Goal 3:	Children, first to fifth grade, will have materials, programs, and services that stimulate their imagination and provide pleasurable reading, viewing, listening, and creating experience							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
3.1	By June 30, 2016, the circulation of children's fiction will increase by 10%.	29,924	24,067	22,437	25,022	<b>101,450</b>	109,990	92.2%
3.2	By June 30, 2016, the circulation of children's music and movies will increase by 25%. <b>(Does not include Hoopla stats for Children's music and movies. Those are included in goal 5.2)</b>	26,549	22,410	22,689	21,953	<b>93,601</b>	117,563	79.6%
3.3	By June 30, 2016, the circulation of children's nonfiction will increase by 20%.	17,470	16,866	18,080	17,173	<b>69,589</b>	79,379	87.7%
3.4	Each year, at least 13,000 children will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	2,903	3,047	3,189	4,095	<b>13,234</b>	13,000	101.8%
3.5	By June 30, 2016, at least 150 of children, first to fifth grade, will utilize digital tools. Each subsequent year the number of children utilizing digital tools will increase by 10%.	107	44	10	-	<b>161</b>	150	107.3%
Goal 4:	Teens and tweens will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, listening, and creating experiences.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
4.1	By June 30, 2016, the circulation of teen reading collections will increase by 10%.	18,264	16,988	13,703	15,402	<b>64,357</b>	71,890	89.5%
4.2	Each year, at least 5,000 teens will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	1,595	676	971	2,095	<b>5,337</b>	5,000	106.7%
4.3	Each year, the number of people utilizing the Teen Room will increase by 5%.	7,254	6,669	4,316	6,851	<b>25,090</b>	34,011	73.8%
4.4	At least once per year teens and tweens will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 4th Quarter				-		

## Strategic Plan Quarterly Statistics 2015-2016

Goal 5:	Adults will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
5.1	By June 30, 2016, the circulation of adult reading collections will increase by 25%. <b>(Does not include audiobooks.)</b>	133,560	126,892	126,314	125,485	<b>512,251</b>	663,390	77.2%
5.2	By June 30, 2016, the circulation of adult music and movies will increase by 25%. <b>(Includes Children's music and movies from Hoopla)</b>	190,084	181,601	189,212	176,446	<b>737,343</b>	995,733	74.1%
5.3	Each year, at least 10,000 adults will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	2,583	2,721	1,804	1,869	<b>8,977</b>	10,000	89.8%
5.4	At least once per year adults will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 2nd Quarter						

### Priority 3 - Connect to the digital world: access and digital literacy

All patrons will have access, tools, and assistance needed to navigate the digital world.

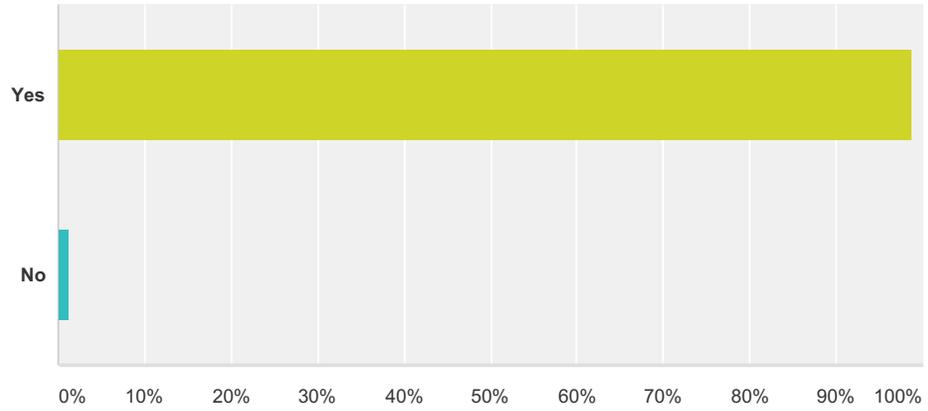
Goal 6:	Everyone in Kalamazoo will have free high-speed internet access in the library and digital opportunities tailored to their needs.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
6.1	By June 30, 2016, the number of people who use a library computer will increase by 10%.	29,668	28,266	26,218	26,446	<b>110,598</b>	158,871	69.6%
6.2	By June 30, 2016, the number of unique users who use the library's Wi-Fi to connect to the Internet will increase by 50%. <b>(Reporting method corrected in FY 2014-2015)</b>	6,564	6,063	5,393	6,529	<b>24,549</b>	23,184	105.9%
6.3	By June 30, 2016, at least 1,500 people will utilize services in the digital lab. Each subsequent year, the number of people utilizing the digital lab will increase by 25%.	172	160	147	180	<b>659</b>	1,500	43.9%
6.4	At least once per year patrons will be surveyed on their use and satisfaction of digital technology, the library's website, social media, and other digital resources at the library.	Survey Conducted During 4th Quarter						

Strategic Plan Quarterly Statistics 2015-2016

Priority 4 - Discover and celebrate local: history, genealogy, information, and culture								
Residents and visitors will have the resources, tools, and programs necessary to understand and appreciate all aspects of the Kalamazoo community including its past, present, and future.								
Goal 7:	Residents and visitors will have the resources, tools, and programs to understand and appreciate local and family histories and the culture unique to Kalamazoo.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
7.1	By June 30, 2016, the number of hits on digitized local history collections will increase 30%.	8,811	5,812	9,272	7,472	<b>31,367</b>	12,618	248.6%
7.2	Each year, at least 3,000 people will attend locally focused programs or outreach events sponsored or co-sponsored by the library.	1,777	815	286	800	<b>3,678</b>	3,000	122.6%

**Q1 When you visit the library, are you able to find something good to read, watch, or listen to?**

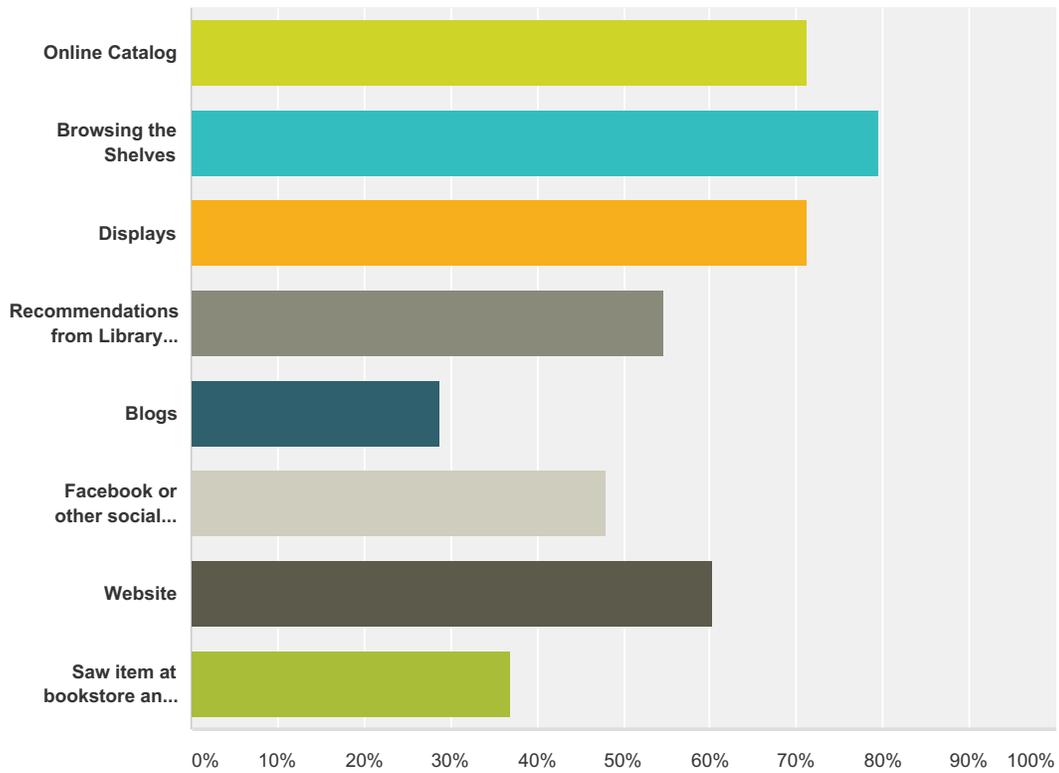
Answered: 74 Skipped: 0



Answer Choices	Responses
Yes	98.65% 73
No	1.35% 1
<b>Total</b>	<b>74</b>

## Q2 How do you find good materials to read, view or listen to? (Check all that apply)

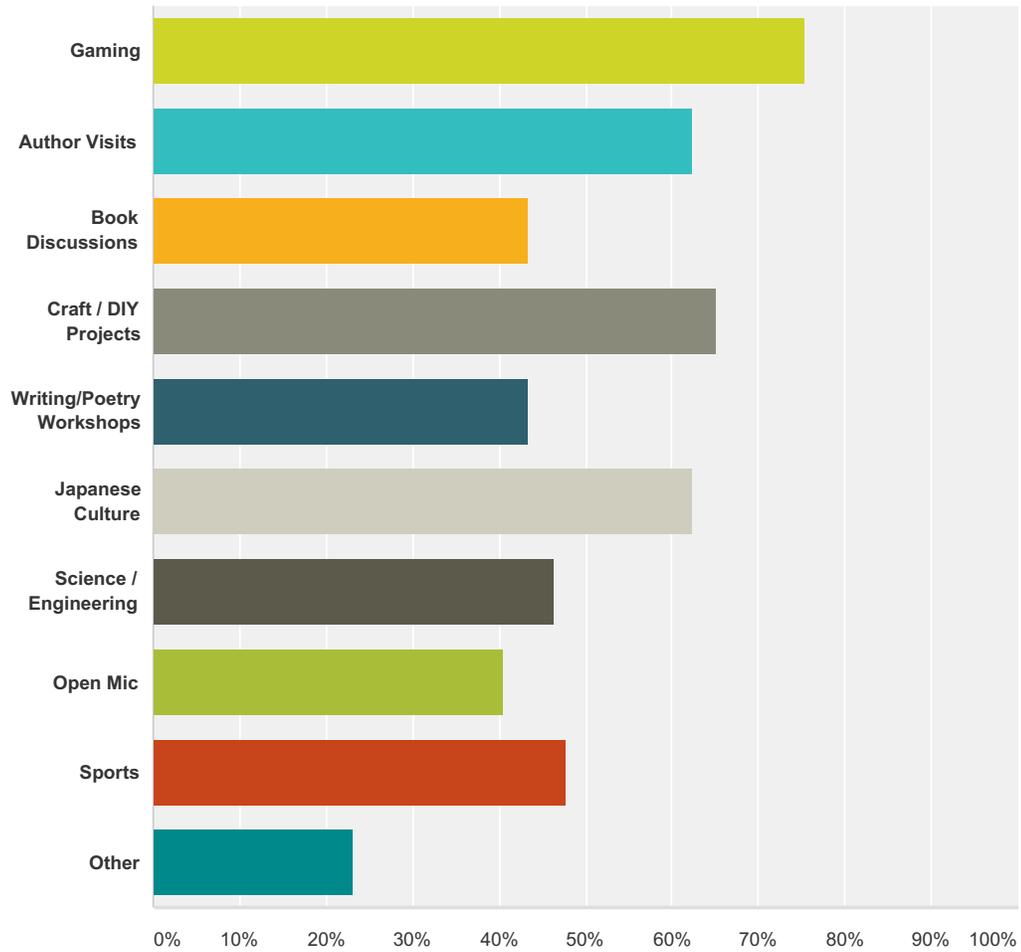
Answered: 73 Skipped: 1



Answer Choices	Responses
Online Catalog	71.23% 52
Browsing the Shelves	79.45% 58
Displays	71.23% 52
Recommendations from Library Staff	54.79% 40
Blogs	28.77% 21
Facebook or other social media sites	47.95% 35
Website	60.27% 44
Saw item at bookstore and checked availability at library	36.99% 27
<b>Total Respondents: 73</b>	

### Q3 What types of programs have you attended at the library?

Answered: 69 Skipped: 5

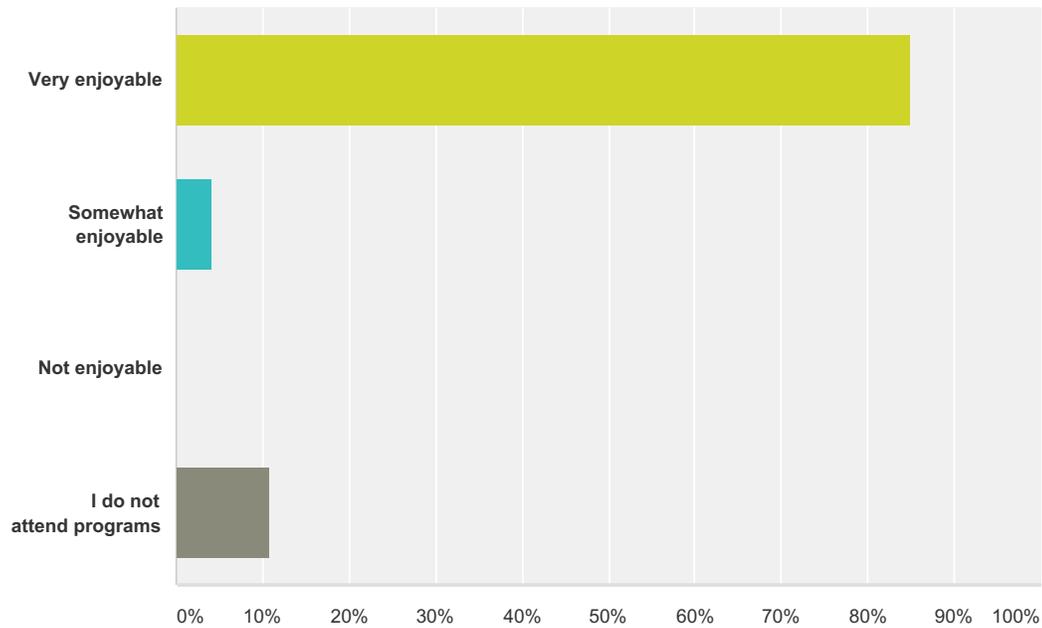


Answer Choices	Responses	Count
Gaming	75.36%	52
Author Visits	62.32%	43
Book Discussions	43.48%	30
Craft / DIY Projects	65.22%	45
Writing/Poetry Workshops	43.48%	30
Japanese Culture	62.32%	43
Science / Engineering	46.38%	32
Open Mic	40.58%	28
Sports	47.83%	33
Other	23.19%	16

Total Respondents: 69

### Q4 How would you rate the programs you have attended at the library?

Answered: 73 Skipped: 1



Answer Choices	Responses	Count
Very enjoyable	84.93%	62
Somewhat enjoyable	4.11%	3
Not enjoyable	0.00%	0
I do not attend programs	10.96%	8
<b>Total</b>		<b>73</b>

#	If you selected 'Not enjoyable' or 'I do not attend', please explain why.	Date
1	I have not had time to attend.	7/18/2016 11:49 AM
2	I just haven't been here a lot.	7/18/2016 11:48 AM
3	Could not attend.	7/18/2016 11:46 AM
4	I do not have the time, I am very busy.	7/18/2016 11:45 AM
5	*Note: Question #4 patron indicated "Harry Potter Party" under "Other"	7/12/2016 3:00 PM
6	*Note: Question 3: For "other" the patron wrote in "Harry Potter"; Question 4: The patron wrote in "enjoyable" between very/somewhat enjoyable spaces*	7/12/2016 2:13 PM
7	Too far away	7/12/2016 2:08 PM

## Q5 What programs would you like to see at the library?

Answered: 38 Skipped: 36

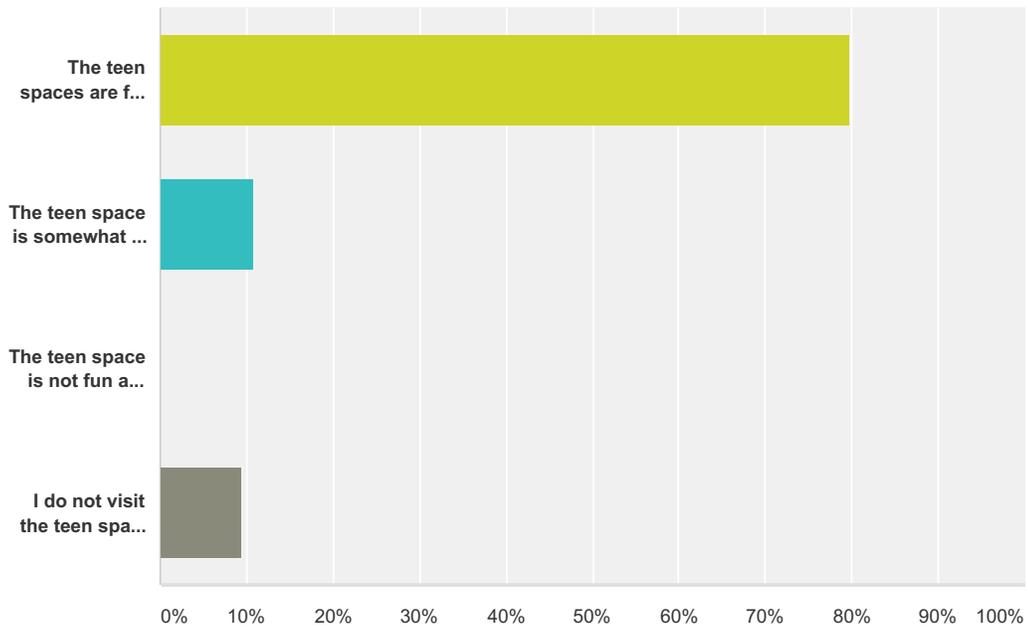
#	Responses	Date
1	Pokemon Go! hunts outside the library	7/18/2016 12:11 PM
2	Pokemon. Harry Potter. Combine them.	7/18/2016 12:10 PM
3	Pokemon all day every day, especially once more content comes out.	7/18/2016 12:09 PM
4	Writing	7/18/2016 12:03 PM
5	Archery programs!	7/18/2016 12:03 PM
6	I want to skype with authors	7/18/2016 12:02 PM
7	I went to disc golf. The professional woman was awesome.	7/18/2016 12:01 PM
8	Minecraft & Pizza	7/18/2016 11:59 AM
9	Dinosaurs?	7/18/2016 11:59 AM
10	Craft. Writing. Animals.	7/18/2016 11:57 AM
11	More pokemon, more animals.	7/18/2016 11:56 AM
12	More animals and crafting.	7/18/2016 11:56 AM
13	Showing animals and cooking. (Not cooking the animals)	7/18/2016 11:55 AM
14	Zoo City Hoops.	7/18/2016 11:54 AM
15	One where you can just sing. A lot. A singing program.	7/18/2016 11:53 AM
16	Zoo City Hoops. Cooking with Chef K.	7/18/2016 11:53 AM
17	Animals!	7/18/2016 11:51 AM
18	Any.	7/18/2016 11:49 AM
19	Bookshare!	7/18/2016 11:46 AM
20	Science & engineering would be the one I'd go to.	7/18/2016 11:45 AM
21	I think the programs here are fine and they do not really need anything new.	7/18/2016 11:43 AM
22	More engineering!!!	7/18/2016 11:42 AM
23	I would like to see group programming activities	7/18/2016 11:30 AM
24	Graphic novel workshop	7/18/2016 11:29 AM
25	Pokemon Go!	7/18/2016 10:53 AM
26	More engineering.	7/12/2016 3:06 PM
27	Knitting program, photography and fitness.	7/12/2016 3:05 PM
28	IDK	7/12/2016 3:04 PM
29	Cute boys! (^Q^) J/K	7/12/2016 3:03 PM
30	N/A	7/12/2016 3:01 PM
31	More authors.	7/12/2016 3:00 PM
32	More gaming programs.	7/12/2016 2:19 PM
33	Gaming/fun	7/12/2016 2:18 PM
34	Sports	7/12/2016 2:17 PM

## 2015/2016 Teen/Tween Patron Survey

35	Psychology, mythology & cooking.	7/12/2016 2:16 PM
36	None	7/12/2016 2:15 PM
37	Harry Potter, comic.	7/12/2016 2:13 PM
38	A 3 day "writing talent shop" where multiple authors, teens, get together to write a book or show as a whole whilst everyone contributes. Later on it is performed.	7/12/2016 2:10 PM

### Q6 Are the teen spaces at the library fun and welcoming?

Answered: 74 Skipped: 0



Answer Choices	Responses
The teen spaces are fun and welcoming.	79.73% 59
The teen space is somewhat fun and welcoming.	10.81% 8
The teen space is not fun and welcoming.	0.00% 0
I do not visit the teen space at the library.	9.46% 7
<b>Total</b>	<b>74</b>

2015/2016 Teen/Tween Patron Survey

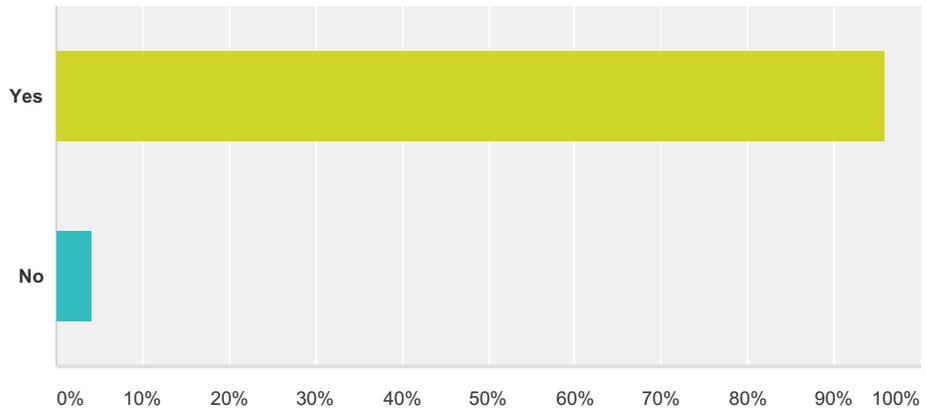
**Q7 How could the teen space be improved?**

Answered: 33 Skipped: 41

#	Responses	Date
1	Outdoor space.	7/18/2016 12:01 PM
2	More computers for gaming. I see more teens upstairs than down here.	7/18/2016 11:59 AM
3	More room to spread out and chill	7/18/2016 11:59 AM
4	IDK	7/18/2016 11:57 AM
5	We don't know.	7/18/2016 11:56 AM
6	I don't think they could be improved.	7/18/2016 11:53 AM
7	More books on mythology.	7/18/2016 11:53 AM
8	Beanbags, more seating.	7/18/2016 11:50 AM
9	At the Oshtemo Branch it could be expanded.	7/18/2016 11:49 AM
10	They cannot.	7/18/2016 11:48 AM
11	more seating space	7/18/2016 11:46 AM
12	More comfortable seating. I'd recommend the 'don't judge a book by the cover' where the books are wrapped to hide the book with a general description on the front.	7/18/2016 11:45 AM
13	I don't really go to the teen space. But when I do it is to get books. I like the way it is.	7/18/2016 11:43 AM
14	More books.	7/18/2016 11:42 AM
15	Anime/Manga	7/18/2016 11:30 AM
16	A couch for a sit and read area.	7/18/2016 11:29 AM
17	Another room, separate from the main room.	7/18/2016 10:53 AM
18	It could be more friendly/new furniture.	7/12/2016 3:06 PM
19	More computers	7/12/2016 3:05 PM
20	No more ghetto people, better board games.	7/12/2016 3:04 PM
21	No more ghetto people	7/12/2016 3:03 PM
22	More variety of books.	7/12/2016 3:01 PM
23	Music could be played. More comics and games. More tables and comfy stuff.	7/12/2016 3:00 PM
24	Get a little more electronics.	7/12/2016 2:19 PM
25	More comfy.	7/12/2016 2:19 PM
26	I think the teen space is just fine how it already is.	7/12/2016 2:18 PM
27	More computers more games and more books.	7/12/2016 2:17 PM
28	More publicity.	7/12/2016 2:16 PM
29	More tables.	7/12/2016 2:15 PM
30	Bigger. Music playing more comic books. Harry Potter section, more Harry Potter.	7/12/2016 2:13 PM
31	In certain areas of the room it is very dark. Also there should be a computer specifically for the library catalog and checking for a certain book.	7/12/2016 2:10 PM
32	More books and craft programs.	7/12/2016 2:08 PM
33	Private room for video games.	6/15/2016 12:28 PM

### Q8 Would you like to see a dedicated program space in the Teen Area at Central?

Answered: 72 Skipped: 2



Answer Choices	Responses	
Yes	95.83%	69
No	4.17%	3
<b>Total</b>		<b>72</b>

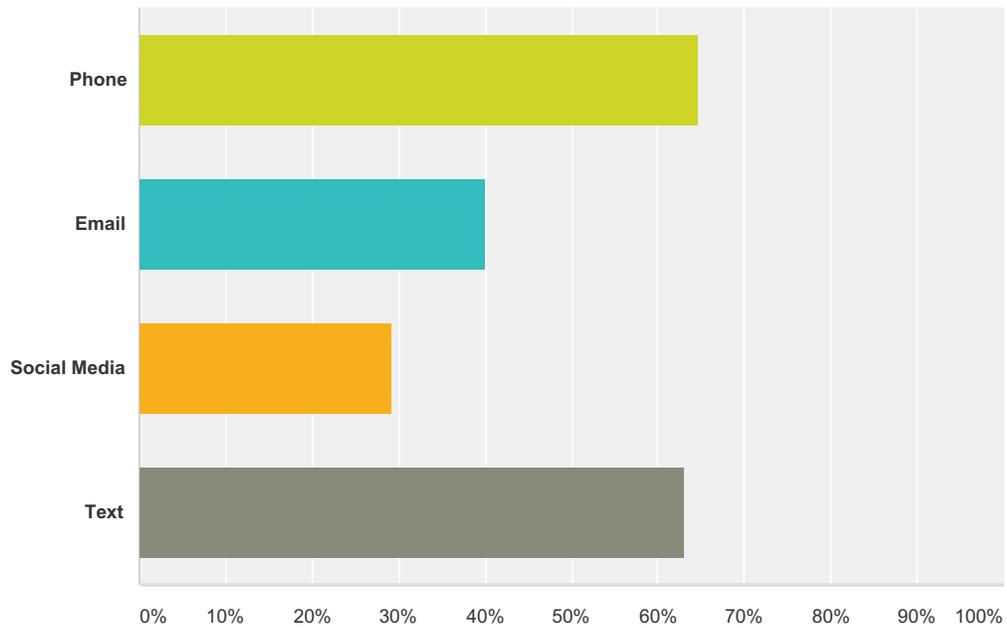
**Q9 If you do not visit the teen space, what sorts of services or activities would encourage you to do so?**

Answered: 18 Skipped: 56

#	Responses	Date
1	Disc golf was nice. Longer programs would make it better	7/18/2016 12:10 PM
2	Pokemon battles! (once available)	7/18/2016 12:09 PM
3	Programs every week	7/18/2016 12:01 PM
4	More time on computers - I know there's only so many for everyone.	7/18/2016 11:59 AM
5	IDK	7/18/2016 11:57 AM
6	Anything.	7/18/2016 11:53 AM
7	Regular weekly activities.	7/18/2016 11:50 AM
8	I visit every time I come to the library.	7/18/2016 11:49 AM
9	more interaction with the staff	7/18/2016 11:46 AM
10	An ongoing crafting area.	7/18/2016 11:45 AM
11	Nothing much really. I just come to here to get books/movies.	7/18/2016 11:43 AM
12	Love the teen area, best part is all the good books for suggestion on display.	7/18/2016 11:29 AM
13	Read.	7/12/2016 3:06 PM
14	I visit the teen space.	7/12/2016 3:00 PM
15	Gaming or sports activities.	7/12/2016 2:18 PM
16	I just do a lot of volunteering.	7/12/2016 2:16 PM
17	I visit the teen space.	7/12/2016 2:13 PM
18	All-day, every day access to video games.	6/15/2016 12:28 PM

### Q10 What is the best way to communicate with you?

Answered: 65 Skipped: 9

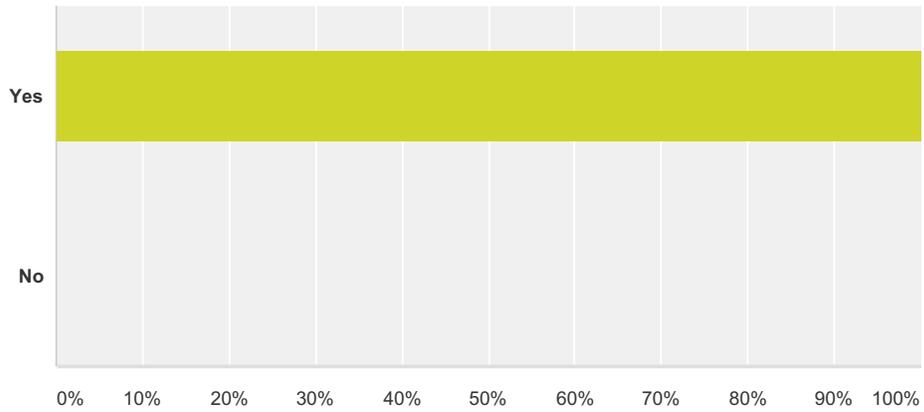


Answer Choices	Responses
Phone	64.62% 42
Email	40.00% 26
Social Media	29.23% 19
Text	63.08% 41
<b>Total Respondents: 65</b>	

#	Other (please specify)	Date
1	Computer.	7/18/2016 11:51 AM
2	Talk to me.	7/18/2016 11:48 AM
3	Do not communicate with me.	7/18/2016 11:42 AM
4	i dont know if you have my number	7/18/2016 10:54 AM
5	Myspace	7/12/2016 3:03 PM

### Q1 Do you view KPL as a resource for digital access and learning?

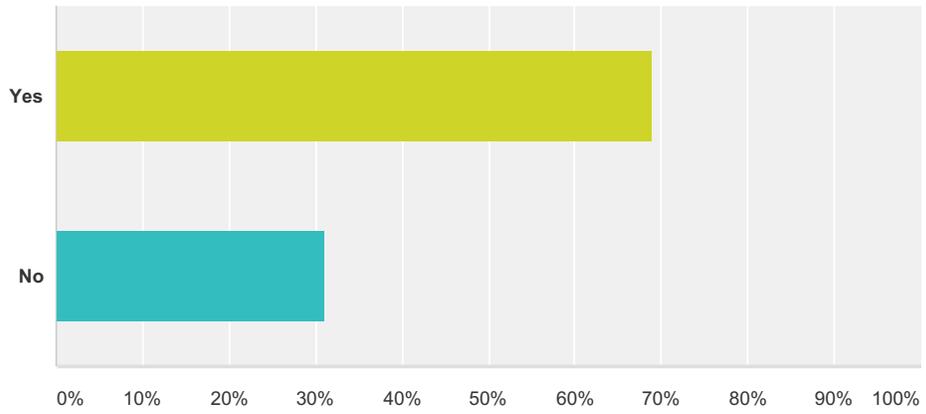
Answered: 74 Skipped: 1



Answer Choices	Responses
Yes	100.00% 74
No	0.00% 0
<b>Total</b>	<b>74</b>

## Q2 Have you used The Hub, the library's digital lab?

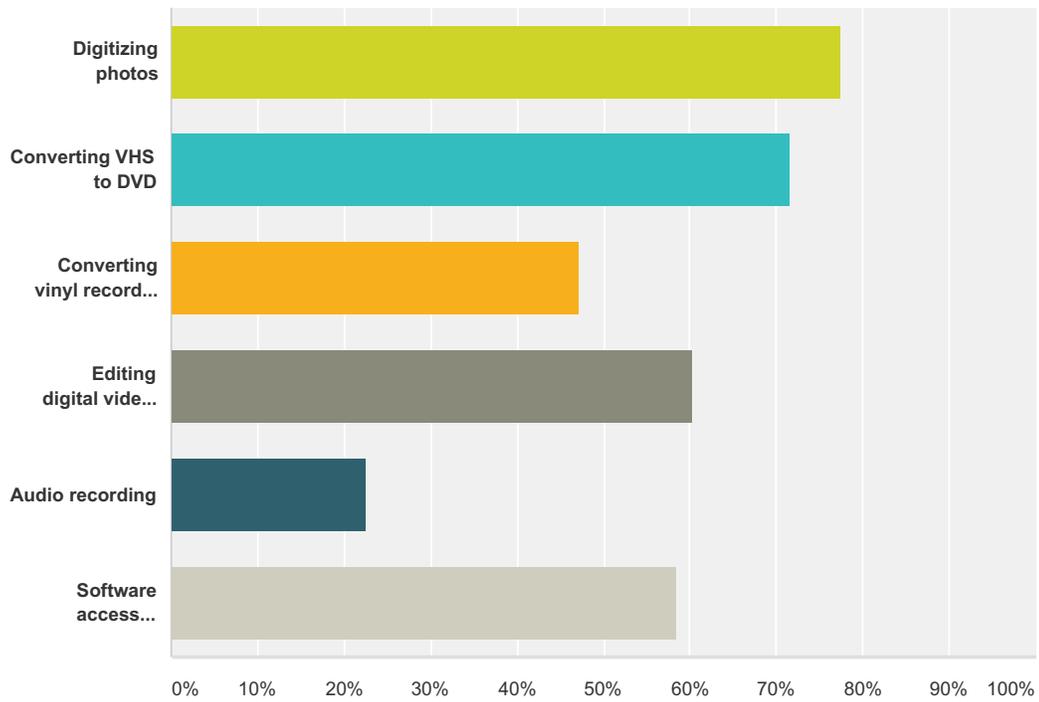
Answered: 74 Skipped: 1



Answer Choices	Responses	
Yes	68.92%	51
No	31.08%	23
<b>Total</b>		<b>74</b>

### Q3 If so, what have you used The Hub for? (Please check all that apply)

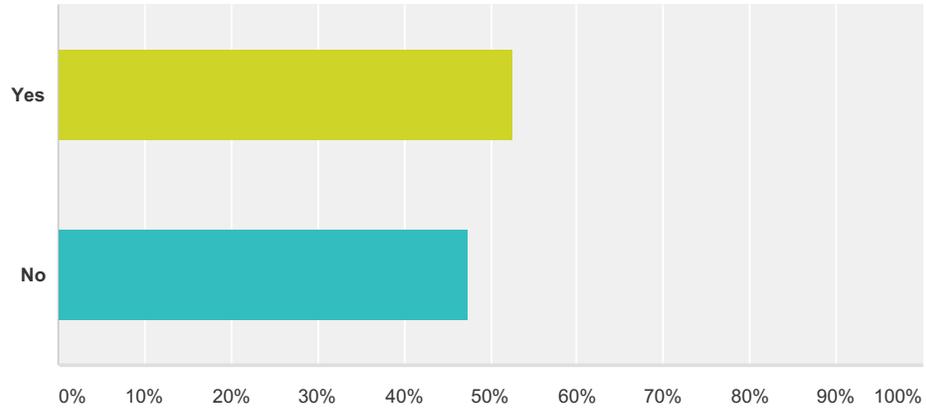
Answered: 53 Skipped: 22



Answer Choices	Responses
Digitizing photos	77.36% 41
Converting VHS to DVD	71.70% 38
Converting vinyl records to MP3 and/or CD	47.17% 25
Editing digital video, audio, and/or photos	60.38% 32
Audio recording	22.64% 12
Software access (Photoshop, Illustrator, Anime Studio, Garage Band, etc.)	58.49% 31
<b>Total Respondents: 53</b>	

### Q4 Would you be interested in attending workshops to learn about digital tools in The Hub?

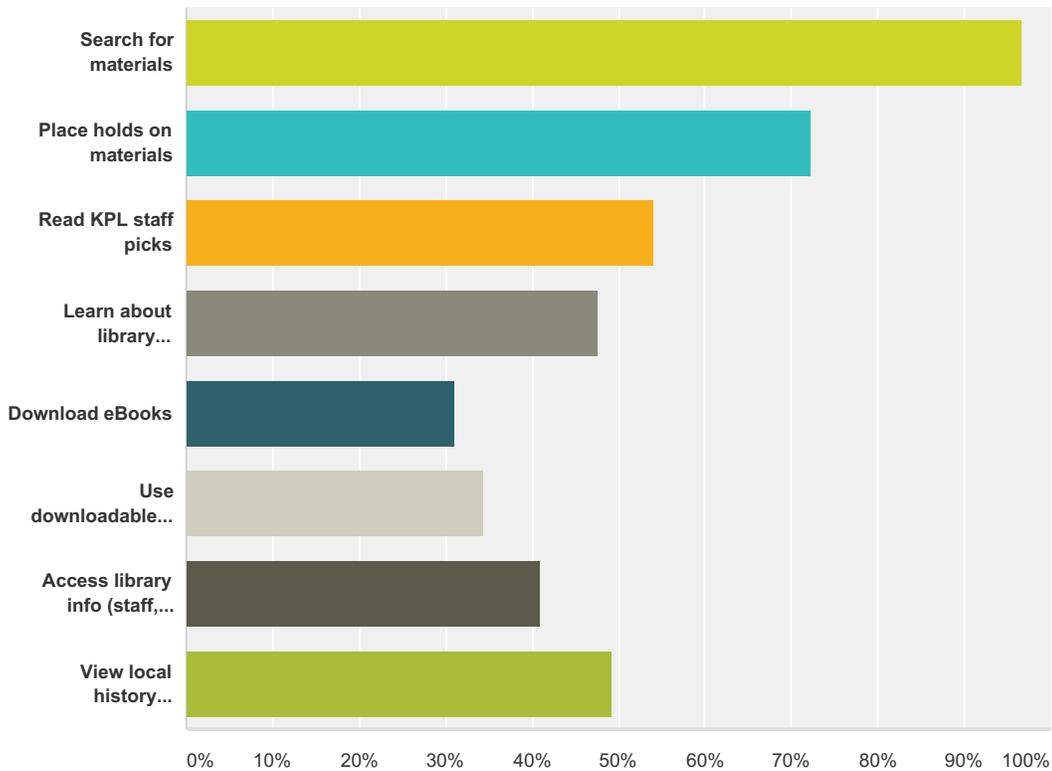
Answered: 74 Skipped: 1



Answer Choices	Responses	
Yes	52.70%	39
No	47.30%	35
<b>Total</b>		<b>74</b>

### Q5 How do you use KPL's website? (Please check all that apply)

Answered: 61 Skipped: 14

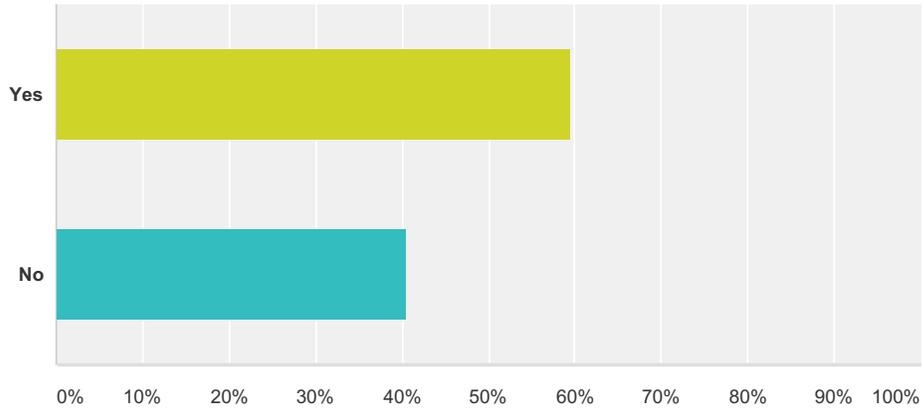


Answer Choices	Responses
Search for materials	96.72% 59
Place holds on materials	72.13% 44
Read KPL staff picks	54.10% 33
Learn about library programs	47.54% 29
Download eBooks	31.15% 19
Use downloadable services such as Freegal, Hoopla, Rocket Languages, and Zinio	34.43% 21
Access library info (staff, board of trustees, locations, hours, etc.)	40.98% 25
View local history resources	49.18% 30
<b>Total Respondents: 61</b>	

#	Other	Date
1	I'd use 'the newsletter more if it came earlier in the month. Portage - need to know what going on in my town.	7/16/2016 2:12 PM
2	*Note: On Question #8 patron stated "Ryan was extremely helpful & patient. He managed a full house, attending to each of us very professionally. So knowledgeable!"*	7/12/2016 10:03 AM
3	*Note: For Question #2, patron stated they used The Hub "only once"	7/12/2016 10:00 AM
4	*Note: For question #3, patron said they convert cassette tapes to CD, not vinyl records*	7/12/2016 9:51 AM

### Q6 Do you use the KPL mobile app?

Answered: 69 Skipped: 6

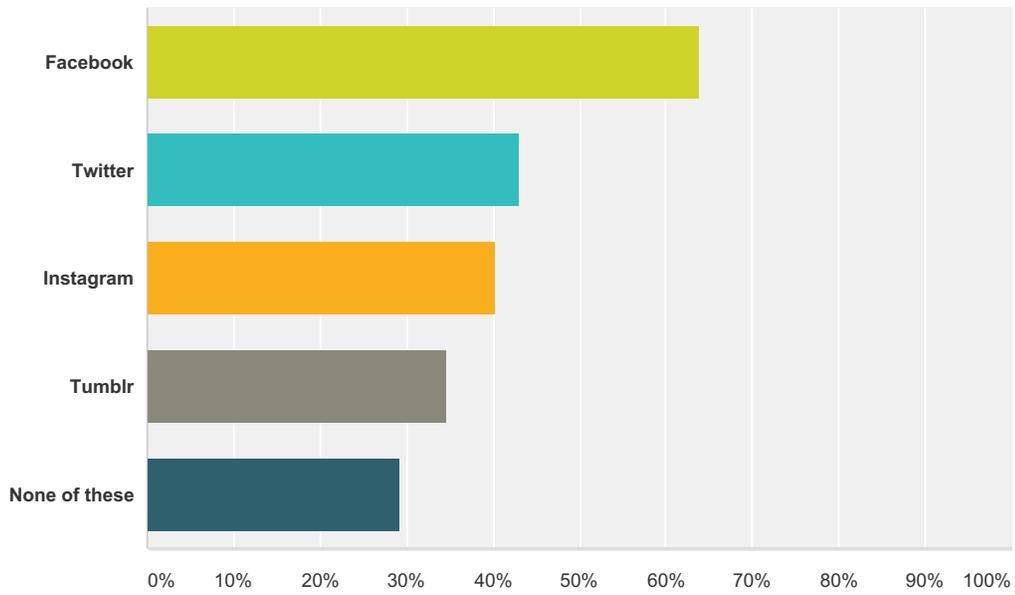


Answer Choices	Responses	
Yes	59.42%	41
No	40.58%	28
<b>Total</b>		<b>69</b>

#	If you answered 'Yes', please explain how you typically use it:	Date
1	Catalog features	7/18/2016 11:27 AM
2	Catalog features	7/18/2016 11:26 AM
3	I mostly use the catalog functions. It's handy.	7/13/2016 2:13 PM
4	I mostly use the catalog functions. It's handy.	7/13/2016 2:13 PM
5	"To search for and reserve books and see what is on my account."	7/12/2016 10:05 AM
6	"Haven't heard of it."	7/12/2016 10:00 AM
7	Catalog	7/12/2016 9:52 AM
8	Catalog searches, holds, etc.	6/29/2016 12:18 PM
9	Catalog searches, holds, etc.	6/29/2016 12:17 PM

### Q7 Which social media outlets do you use to follow KPL? (Please check all that apply)

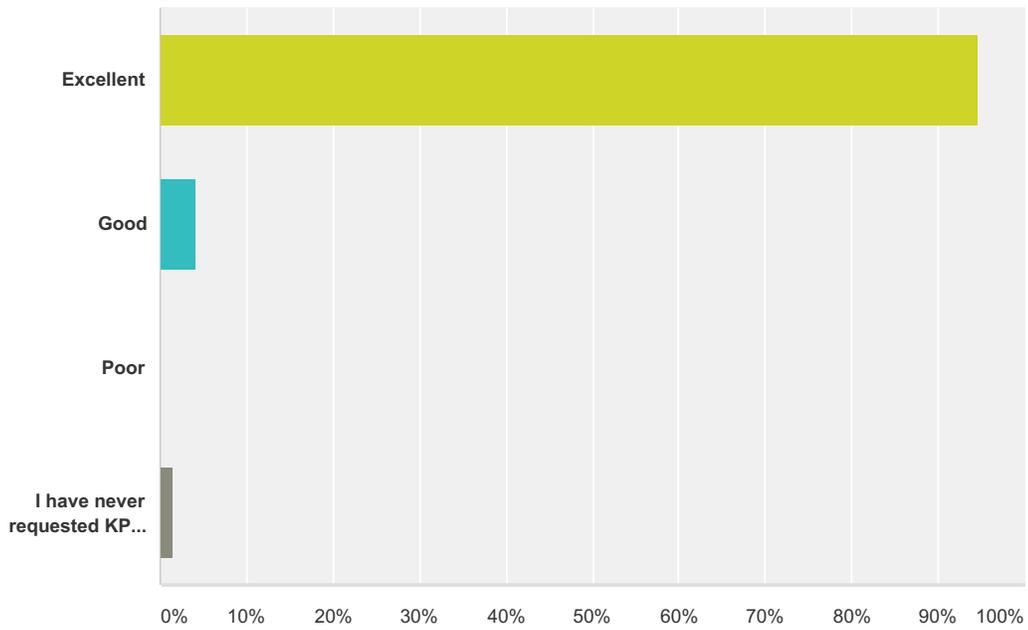
Answered: 72 Skipped: 3



Answer Choices	Responses	Count
Facebook	63.89%	46
Twitter	43.06%	31
Instagram	40.28%	29
Tumblr	34.72%	25
None of these	29.17%	21
<b>Total Respondents: 72</b>		

### Q8 How would you rate KPL staff assistance for online/digital tools?

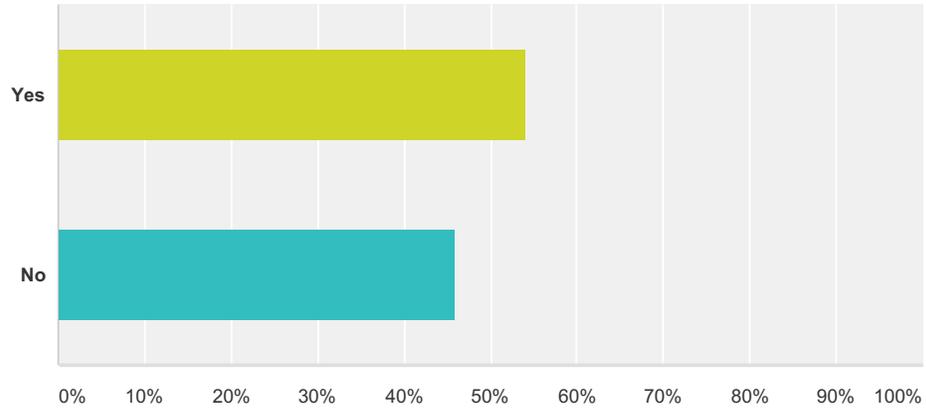
Answered: 73 Skipped: 2



Answer Choices	Responses
Excellent	94.52% 69
Good	4.11% 3
Poor	0.00% 0
I have never requested KPL staff assistance for online/digital tools.	1.37% 1
<b>Total</b>	<b>73</b>

### Q9 Would you be interested in an opportunity for scheduled one-on-one help?

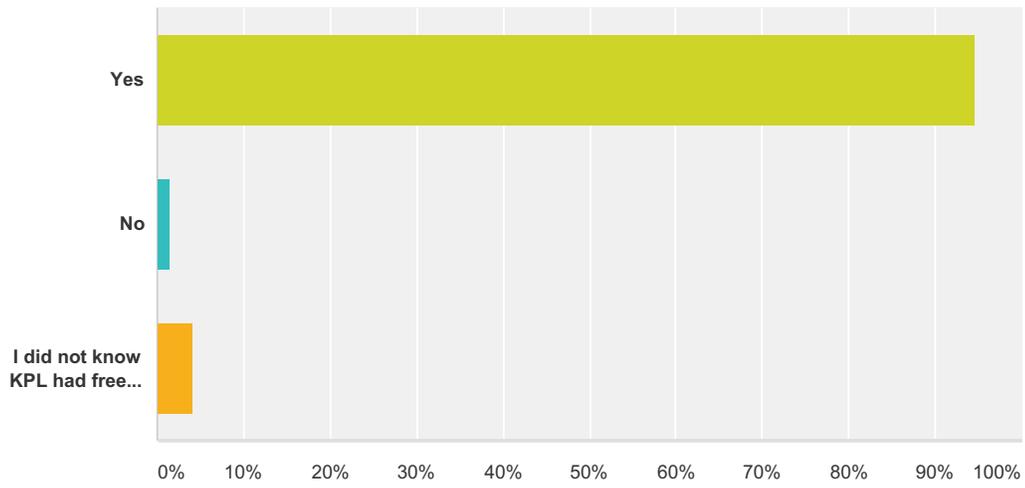
Answered: 72 Skipped: 3



Answer Choices	Responses	
Yes	54.17%	39
No	45.83%	33
<b>Total</b>		<b>72</b>

### Q10 Do you feel that KPL's free WiFi capabilities meet your needs?

Answered: 73 Skipped: 2

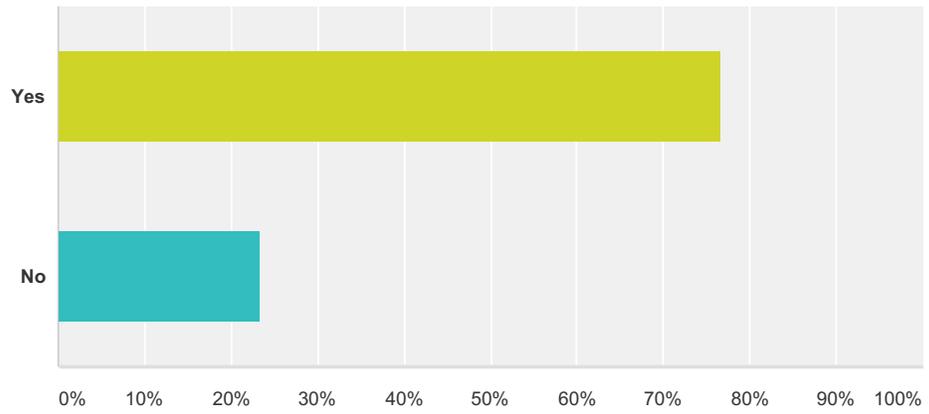


Answer Choices	Responses
Yes	94.52% 69
No	1.37% 1
I did not know KPL had free WiFi.	4.11% 3
<b>Total</b>	<b>73</b>

#	If you answered 'No', please explain why that is the case:	Date
	There are no responses.	

### Q11 Do you have WiFi at home?

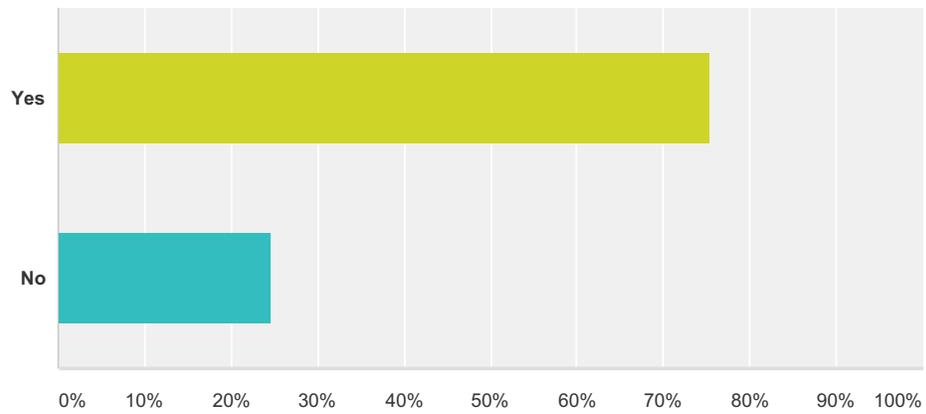
Answered: 73 Skipped: 2



Answer Choices	Responses	
Yes	76.71%	56
No	23.29%	17
<b>Total</b>		<b>73</b>

### Q12 Do you have a computer (desktop or laptop) at home?

Answered: 73 Skipped: 2



Answer Choices	Responses
Yes	75.34% 55
No	24.66% 18
<b>Total</b>	<b>73</b>

**Director's Report**  
**July 2016**

From the director

1. Meetings and events attended in the past several weeks include State Bar of Michigan luncheon celebrating the Kalamazoo Case; informal meetings with area library directors; several DKI meetings; PIKA demo; meeting with a *Ready to Read* donor; many internal meetings; some library programs.
2. The KPL Friends leadership and I met with the leadership of the state-wide Friends of Libraries organization to plan for their state conference to be held here in October.
3. Over the past several weeks, we have been discussing the possibility of extending Powell hours to include Saturday afternoons. We confirmed we would not add those hours at this time because no other services or offices in the Douglass are open then, the same reason we closed Saturdays several years ago – very, very little business and some concerns about staff being alone in the building. Loaves and Fishes will open a site in the Douglass in the fall and we will revisit our service hours when we know the hours of Loaves and Fishes and the impact they will have on traffic in the building.
4. KPL staff continue to be out and about, speaking and representing KPL:
  - Gary Green and Kevin King attended the annual ALA conference in Orlando. Gary participated in a panel on how we use our mobile app and the metrics we used to measure patron use of it. Kevin attended meetings of the three committees on which he serves. Both attended a variety of sessions as well as the exhibits.
  - Susan Lindemann and John Meyers attended NeoCon, a furniture and design expo, in Chicago. They saw numerous products and designs with applications within the library world – seating solutions, sound-absorbing materials, children's furniture, play-spaces among others.
  - Andrea Vernola spoke at a recent KYDNet meeting, a group of area youth development professionals, about library service and programs. Andrea has also been asked to serve on Kalamazoo Community Foundation LGBT Homeless Youth Initiative.
  - Jill Lansky will serve on a new national committee for "We Need Diverse Books". They will unveil a new app at ALA mid-winter.

- Following up on her recent board report on services to seniors, Angela Fortin recently visited Evergreen North Apartments where she spoke to fourteen residents and signed up six for library cards.
5. A very generous anonymous donor has given us \$10,000 for books for *Ready to Read* (R2R) with the intention of a similar donation each of the next two years. This gift, along with the involvement of retired pediatrician Dr. Allan LaReau, is re-energizing R2R. We are planning for Dr. Robert Needlman's October visit to be the kick-off for expanding the program throughout the county. Dr. Needlman is the founder of *Reach Out and Read*, the national model for our R2R program. We'll have a fuller report at an upcoming meeting.
  6. Annual reports from our staff committees are attached.

#### Stimulate imagination

7. Staff members were on hand to register 286 Maple Street Magnet School students for library cards during the final days of the school year. Hopefully most are participating in summer reading activities.
8. The Lincoln School YMCA camp will bring their participants to the library four times over the summer. They will sign up for summer reading challenge, tour the children's room and hear stories. Another summer camp program, Pathfinder Kids, have also visited for a similar program.
9. We are partnering with KPS to promote their "Compass Learning" summer skills program. This is an extension of their school year math program; it is web-based and can be accessed with school ID. It is a good companion to our summer programs.
10. Local musician now international performer, Nashon Holloway, entertained over 100 teens at Powell. She asked the teens about obstacles in their lives; they shared challenges or racism, injustice, sexism, time, hard questions in school, bullying. Staff report it was emotional and inspirational.
11. Author Kate DiCamillo visited KPL on Monday, July 11 as part of a tour to promote her new book *Raymie Nightingale*. Her publisher, Candlewick Press, covered all expenses so this was a free program. Kate talked with a capacity crowd of 172 kids and adults about the new book, then answered a multitude of questions with humor, grace, and patience. Afterward, she signed books for not only the people at the program, but for the additional 320 people who were also eager to meet her but had arrived after we reached room capacity! Books for sale were provided by Bookbug; staff from the store completely sold out their stock of her books. This was a return visit for Kate and she was delighted to be in Kalamazoo again and to have such a generous group of readers who were on hand to welcome her.

12. We've had good feedback from our table at the city's "Lunch Time Live" events on Fridays. We've received many book suggestions and attendees seem more inclined for impromptu book discussions there than in the library. The "Reading is Hot" t-shirts have also proven to be very popular. We've also been at the Farmers' Market promoting services.
13. Patrons now have access to "Novelist", a reader's advisory database that makes it easy to find the next great read. It offers read-alike recommendations, reading lists, and an "appeal" feature that helps readers determine why they enjoyed a book and whether a particular book will fit their preferred style. It covers only fiction titles.

#### Connect to the online world

14. Many of us saw a demo of "Pika", a catalog discovery layer developed by a library consortium in Colorado. The discovery layer is the public facing component of our library catalog. We especially like that all formats for the same title are shown in one record. We currently use a discovery layer from SIRSI, our library vendor, and have several separate programs for other features on our website and catalog which could be replaced with Pika. Next step is to investigate how smoothly it would work with our version of SIRSI.
15. We have completely revised our e-newsletter and will now send it out on Thursdays instead of Fridays, as Tuesdays and Thursdays have a statistically higher open rate. About 58% of our recipients view it on a mobile device, not a desktop.
16. We have a contract with KRESA for hosting our servers effective July 1. The contract will remain in effect until either party gives 90 days written notice to terminate it. The move and trial period went smoothly and we are pleased with the partnership. The annual cost is \$41,148, the rate we expected based on the original proposal.

#### Celebrate local

17. KPL staff were at the Gay Pride Festival to promote our services. In addition, we updated our booklists, created displays, and added a local resource referral list.

#### Operations

18. Early summer maintenance projects have included patch, seal and strip the parking lot at Central; a new garage door at Central; emergency lighting tested and repaired as needed; biennial vibration analysis of Central mechanicals completed and minor repairs underway; summer grounds pruning and clean-up completed at all branches.

[Return to Agenda](#)

**KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
June 30, 2016**

<b>Agency</b>	<b><u>Central Library</u></b>	<b><u>East wood</u></b>	<b><u>Oshtemo</u></b>	<b><u>Powell</u></b>	<b><u>Washington Square</u></b>	<b><u>Total</u></b>	<b><u>Year to Date</u></b>	<b><u>Prior Year to Date</u></b>	<b><u>% Change</u></b>
<b><u>BOOKS</u></b>									
-Adult	19,960	823	10,550	384	2,245	33,962	421,204	442,598	-5%
-ebook	4,906					4,906	53,194	43,028	24%
-Digital Magazine	619					619	4,831	3,623	33%
Teen	3,725	203	1,366	92	331	5,717	63,045	63,119	0%
Juvenile	<u>16,217</u>	<u>1,180</u>	<u>10,938</u>	<u>436</u>	<u>1,274</u>	<u>30,045</u>	331,586	<u>357,900</u>	-7%
<b>Total</b>	<b><u>45,427</u></b>	<b><u>2,206</u></b>	<b><u>22,854</u></b>	<b><u>912</u></b>	<b><u>3,850</u></b>	<b><u>75,249</u></b>	<b><u>873,860</u></b>	<b><u>910,268</u></b>	-4%
<b><u>AUDIO-VISUAL</u></b>									
Audiobook									
-CD	1,673	59	912	8	75	2,727	32,969	36,216	-9%
-Digital	2,848					2,848	27,779	21,265	31%
Music									
-CD	2,935	199	729	217	253	4,333	70,555	81,722	-14%
-Digital	1,779					1,779	20,002	19,665	2%
Video									
-DVD	28,351	4,071	8,732	3,457	5,775	50,386	642,249	728,363	-12%
- Digital	736					736	8,006	8,410	-5%
<b>Total Non-Print Material</b>	<b><u>38,322</u></b>	<b><u>4,329</u></b>	<b><u>10,373</u></b>	<b><u>3,682</u></b>	<b><u>6,103</u></b>	<b><u>62,809</u></b>	<b><u>801,560</u></b>	<b><u>895,641</u></b>	-11%
<b>Total Circulation</b>	<b><u>83,749</u></b>	<b><u>6,535</u></b>	<b><u>33,227</u></b>	<b><u>4,594</u></b>	<b><u>9,953</u></b>	<b><u>138,058</u></b>	<b><u>1,675,420</u></b>	<b><u>1,805,909</u></b>	-7%
<b>Computer Usage</b>									
Onsite Computer Use	5,909	546	1,163	491	634	8,743	110,598	122,934	-10%
Computer Usage Remote	2,552,280					2,552,280	26,592,683	27,148,625	-2%
Wireless Internet	2,312					2,312	24,549	23,350	5%
<b>Database Statistics</b>									
Database Sessions	1,074					1,074	12,520	13,412	-7%
Database Searches	38,131					38,131	509,773	527,188	-3%
<b>Total Registrations</b>	1,318	65	324	43	86	1,836	9,444	6,542	44%

KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
June 30, 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>
<b><u>Programs/Tours</u></b>									
Adult Events	12	1	9	1	2	25	272	309	-12%
Attendance	874	8	322	13	195	1412	10226	10405	-2%
Teen Events	4	2	8	4	3	21	209	192	9%
Attendance	995	29	120	183	45	1372	6759	6507	4%
Juvenile Events	36	14	28	12	8	98	1116	1082	3%
Attendance	5207	202	730	272	219	6630	37937	40351	-6%
<b>Total Events</b>	<b>52</b>	<b>17</b>	<b>45</b>	<b>17</b>	<b>13</b>	<b>144</b>	<b>1597</b>	<b>1583</b>	1%
<b>Total Attendance</b>	<b>7076</b>	<b>239</b>	<b>1172</b>	<b>468</b>	<b>459</b>	<b>9414</b>	<b>54922</b>	<b>57263</b>	-4%
<b>Law Library</b>									
Visitors	269					<b>269</b>	3020	<b>2747</b>	10%
Phone Calls	128					<b>128</b>	1324	<b>1095</b>	21%
Questions Answered	424					<b>424</b>	4729	<b>4136</b>	14%

# Antiracism Team (ARTT)

## 2015/16 Annual Report

**Co-Chairs:** Judi Rambow and Caitlin Hoag

**Committee Members:** Bill Caskey, Charles Cooper, Angela Fortin, Amy Galick, Brenda Hughes, Jermaine Jackson, SaConna Johnson, Fernando Ospina, Kerria Randolph

### **Strengthening ARTT's Capacity:**

- Multiple members of the team attended the Kalamazoo Summit on Racism in November of 2015 to learn about antiracism organizing and capacity building and to make connections with other organizations addressing systemic racism in the community.
- Bill Caskey, Jermaine Jackson, and Caitlin Hoag attended a three part racial equity capacity building series along with several other Kalamazoo organizations that was coordinated by The Kalamazoo Community Foundation, The Arcus Center for Social Justice, ERAC/CE and SHARE (June 2016).
- Judi Rambow and Caitlin Hoag attended PLA conferences about diverse hiring, addressing structural racism at the Madison, WI public library, and microaggressions, among others.
- Judi Rambow and Caitlin Hoag met with ISAAC members to discuss antiracism organizing in Kalamazoo.
- Began planning for a "meet and greet" with other antiracism teams (PFC and ISAAC).
- Caitlin Hoag joined the board of SHARE (Society for History and Racial Equity) to act as a liaison for the library.
- Multiple members attended a webinar entitled "Serving Spanish Speakers in the Library."
- Multiple members attended the Ta-Nehisi Coates speaking engagement.
- Angela Fortin, Jermaine Jackson, Judi Rambow and others attended community caucusing held by ERAC/CE.
- Jermaine Jackson reached out to and made connections with Despierta Kalamazoo, an organization that raises awareness of and celebrates Latino heritage. We will have a booth and participate in their September 17 Despierta Kalamazoo Festival. We will be offering a Day of the Dead program this fall in collaboration with Despierta Kalamazoo on November 1 and participating in some capacity at the Hispanic American Council's Day of the Dead program November 2.
- Continued to develop team relationships through one-to-ones.

### **Institutionalizing Antiracist Identity:**

- Continued to support staff attendance at ERAC/CE's two-and-a-half day antiracism workshop.
- Met with staff members who attended a 1-day antiracism training at the YWCA to discuss the analysis.
- Terry New gave a "Spark Talk" at staff day about microaggressions.
- Held a one-day Crossroads retreat with MTeam and selectors/programmers regarding the creation of a Racial Equity Impact Assessment (REIA).
- Championed the institution and sustained presence of the We Need Diverse Books campaign on the library's homepage and youth services pages, and with a staff meeting presentation.
- Presented to the KPL Board of Trustees about WNDB.
- Reported ARTT news in MTeam notes and department meetings.
- Taskforces were formed to focus on 3 areas of concern (collections, staffing and programming) to impact the 2016-17 Action Plan.

- Intentionally hiring People of Color.

#### **Building Accountability to Antiracist People of Color:**

- Generated extensive suggestions for the Action Plan with regard to programming, hiring, and collection development, resulting in an ARTT action plan document with over 40 suggestions. Nearly half of the suggestions were accepted and added to the action plan.
- Adapted the City of Seattle’s Racial Equity Toolkit to apply to the library.
- Organized and staffed a table at the Mothers of Hope Family Reunion picnic.
- Requested that Mas Que Nada, WMU’s Latin Jazz ensemble, perform as part of our concert series, in an effort to offer more inclusive programming.
- More emphasis on intentional diverse programming including People of Color as vendors and guests at storytime programs.
- Intentional inclusion of diverse books at Bookworms Parent Child book club during “heritage months” and beyond.
- Increased “heritage months” displays in Children’s Room.
- Championed inclusion of more diverse titles/content at storytime programs
- In collaboration with web coordinator, added more inclusive Youth Media Award lists to library website including Walter Dean Myers award.
- Created “1,000 Black Girl Books” displays at multiple locations.

### **ARTT Action Plan Submissions**

#### **Priority 1**

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

- Find and order from at least 3 independent publishers that support writers of color and offer materials with characters of color.
- Reevaluate our Baker & Taylor profile
- Create displays by and about POC and use Collection HQ to evaluate displays
- Every library location will acknowledge Martin Luther King Jr. Day (3rd Monday of January), Black History Month (February), Women’s History Month (March), Arab American Heritage Month (April), Asian-Pacific American History Month (May), LGBT Pride Month (June), Hispanic Heritage Month (September 15 – October 15), and Native American Heritage Month (November) by creating displays and booklists or offering programs.
- Hold programs at all locations for El día de los niños/El día de los libros (Children's Day/Book Day) (April 30).
- Create Spanish-language storytime at Washington Square.
- Outreach to people of color communities and organizations to create accountable programs, collections, and services for people of color, in support of ARTT goals (specific organizations could include SHARE, Hispanic American Council, ISAAC, Kalamazoo Islamic Center, India Association of Kalamazoo, Chinese Association of Greater Kalamazoo).
- Establish calendar to facilitate timely planning of programs and displays, allowing for input from community partner organizations.

- Create rubric for making programming decisions equitably and determining outcome measures.

## **Priority 2**

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

- Find and order from at least 3 independent publishers that support writers of color and offer materials with characters of color.
- Create displays by and about POC and use Collection HQ to evaluate displays.
- Every library location will acknowledge Martin Luther King Jr. Day (3rd Monday of January), Black History Month (February), Women's History Month (March), Arab American Heritage Month (April), Asian-Pacific American History Month (May), LGBT Pride Month (June), Hispanic Heritage Month (September 15 – October 15), and Native American Heritage Month (November) by creating displays and booklists or offering programs.
- Outreach to people of color communities and organizations to create accountable programs, collections, and services for people of color, in support of ARTT goals (specific organizations could include SHARE, Hispanic American Council, ISAAC, Kalamazoo Islamic Center, India Association of Kalamazoo, Chinese Association of Greater Kalamazoo).
- Establish calendar to facilitate timely planning of programs and displays, allowing for input from community partner organizations.
- Create rubric for making programming decisions equitably and determining outcome measures.

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

- Find and order from at least 3 independent publishers that support writers of color and offer materials with characters of color.
- Create displays by and about POC and use Collection HQ to evaluate displays
- Create/use label for Walter Award and promote the award in the Link.
- Every library location will acknowledge Martin Luther King Jr. Day (3rd Monday of January), Black History Month (February), Women's History Month (March), Arab American Heritage Month (April), Asian-Pacific American History Month (May), LGBT Pride Month (June), Hispanic Heritage Month (September 15 – October 15), and Native American Heritage Month (November) by creating displays and booklists or offering programs.
- Outreach to people of color communities and organizations to create accountable programs, collections, and services for people of color, in support of ARTT goals (specific organizations could include SHARE, Hispanic American Council, ISAAC, Kalamazoo Islamic Center, India Association of Kalamazoo, Chinese Association of Greater Kalamazoo).
- Establish calendar to facilitate timely planning of programs and displays, allowing for input from community partner organizations.
- Create rubric for making programming decisions equitably and determining outcome measures.

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

- Integrate Urban Fiction genre into the first floor stacks, treating it as we do other genre fiction.
- Create a systematic way for aides to participate in “staff picks” display and library blogs.
- Reevaluate our Baker & Taylor profile.
- Find and order from at least 3 independent publishers that support writers of color and offer materials with characters of color.
- Offer a fine amnesty period.
- Diversify Book Club in a Bag offerings by selecting titles written by writers of color.
- Create displays by and about people of color and use Collection HQ to evaluate displays.
- Investigate loaning pre-loaded, Urban Fiction Kindles at the Alma Powell Branch, starting with a pilot project including members of the Alma Powell Book Club.
- Every library location will acknowledge Martin Luther King Jr. Day (3rd Monday of January), Black History Month (February), Women’s History Month (March), Arab American Heritage Month (April), Asian-Pacific American History Month (May), LGBT Pride Month (June), Hispanic Heritage Month (September 15 – October 15), and Native American Heritage Month (November) by creating displays and booklists or offering programs.
- Outreach to people of color communities and organizations to create accountable programs, collections, and services for people of color, in support of ARTT goals (specific organizations could include SHARE, Hispanic American Council, ISAAC, Kalamazoo Islamic Center, India Association of Kalamazoo, Chinese Association of Greater Kalamazoo).
- Reading Together selection committee will include at least 3 people of color.
- Establish calendar to facilitate timely planning of programs and displays, allowing for input from community partner organizations.
- Create rubric for making programming decisions equitably and determining outcome measures.
- Participate in the following community events/festivals: Kalamazoo Pride (June), Black Arts Festival (July), Mothers of Hope Ultimate Family Reunion (August). [Cost of these events should be included in a specific budget line item.]

**Priority 3**

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

- Establish a way for all patrons to have access to the computers regardless of library card status or residency.
- Allow patrons (with library card) to access library Chromebooks; increase patron awareness of and access to other mobile/laptop technology (iPads).

#### **Priority 4**

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

- Explore partnerships with local organizations to archive and digitize Kalamazoo's multicultural history.

#### **KPL Support Services Action Plan – 2015-2016**

##### **Staffing/Personnel/Training**

- Revise applications to promote values of equity while modifying language that may discourage diverse applicants. Evaluate process after one year.
- Develop protocols to ensure equitable interviews using a racial equity impact assessment tool. Interview process should include explanation of library efforts to be an anti-racist organization. Evaluate process after one year.
- Establish protocols that ensure posting of employment opportunities in locations that are more accessible to marginalized communities. Evaluate process after one year.
- Require new staff members to attend ERACCE 2 ½ day anti-racism workshop and implement a plan to send current salaried staff to 2 ½ day training. KPL will send four current salaried employees who haven't yet attended to one of the four 2 ½ day trainings on a regular quarterly basis. Evaluate process after one year.
- Support staff efforts to attend continuing educational opportunities to further library's anti-racist mission. Evaluate process after one year.
- Investigate process/program that encourages staff to attend library sciences school to increase diversity in the profession. Evaluate process after one year.

# Customer Service Committee

## 2015/16 Annual Report

**Chair:** Stewart Fritz

**Committee Members:** Christine Hahn, Stan Weller, Gary Green, Ruth Wilson, Terry New, Jill Ongley, Keith Howard; Matt Smith (member emeritus)

**Committee Mission:** Define and document what great customer service looks like at KPL; develop action steps for achieving the vision and share with fellow employees; establish methods for measuring progress.

### Committee Projects:

- Sustainable bags at Circ
  - After learning that patrons would be interested in higher-quality, reusable bags at the Circulation Desk, the Committee researched different types of bags with the help of MAC. We liked a two-bag solution: a high-quality, reusable branded KPL bag that would be sold for a minimal charge, and a plain plastic bag that could be purchased in bulk rolls. The bags were introduced as part of the “It’s My Library” campaign and while the campaign is over, the bags were a great success and have since sold out.
- Patron Account Photos/Library Account Photos
  - With a rollout of an updated version of Workflows last year, we learned that we now had the ability to add patron photos to Workflows records. While we appreciated the obvious benefits for Circ and Security staff, we were also hesitant because of the many privacy and logistics concerns. After many discussions and looking at practices at other libraries around the country, we recommended against patron photos at this time.
- Stickers for new patrons
  - Along with MAC, the CS Committee developed a fun, eye-catching sticker, similar to the “I Voted!” sticker, given out to new patrons upon registering for a library card. We felt that this was a great way to show off library pride for new patrons.
- Standardized computer usage/extra time procedures
  - By far the project that we spent the most time on this year was coming up with a standardized group of policies for computer usage and extending patrons’ time as needed. We did extensive research at all locations to determine which areas were in need of more or less rigorous time extension procedures, and managers worked with CS members to write up a set of procedures for each location. As a result, we now can confidently extend patron computer time equitably and consistently at each location according to demand.

**Current Project:** Our current project is a recommendation on the front entry materials drop box at Central. We have recorded the amount of materials on an average week and are in the process of evaluating and making a recommendation based on this data.

# Digital Action Team (DAT)

## 2015/16 Annual Report

**Chair:** Kevin King

**Committee Members:** Andrea Vernola, Ann Rohrbaugh, Farrell Howe, Gary Green, Keith Howard, Michael Cockrell, Ryan Gage, Sue Warner, Wendy Hand

**Committee Mission:** Kalamazoo Public Library's Digital Action Team (DAT) is charged primarily with facilitating, managing and oversight of the technological needs of both staff and patrons. The team also investigates new digital opportunities and analyzes current services to make sure we are close to the "bleeding edge" of technology. DAT pulls tech related items from the library Action Plans to ensure that KPL is achieving and reaching the goals determined by MTeam and staff. This in turn means that much of our work is directed at giving staff the tools and support to reach their digital needs. Many times smaller teams will be formed and tasked with a specific goal. The membership of these task forces will often have non-DAT members.

DAT is committed to not only keeping track of KPL's Digital initiatives, but also the best practices in libraries all over the world. Our goal is to keep KPL on the forefront of technology to continue to provide patrons with the best access to the digital world!

**Committee Projects:** DAT worked on many projects in the past year including:

- Facilitating the implementation of a website and catalog usability study (UX). This study conducted by WMU's Kercher Center will help DAT, TCS, and the website team work towards improving one of our two most important tools.
- Investigated many different best practices and best products to start improving our library catalog. This includes the possible implementation of PIKA a catalog overlay from Marmot (CO) Library Network (<https://marmot.org>).
- We are constantly discussing ways to improve already existing tech service and products. In the past year we have looked at MiCollab (internal communication software), myKPL (Staff Intranet), circulating iPads, and Boopsie (product that manages the KPL app). This important work helps determine if changes are needed.
- Throughout the year DAT will schedule demos and webinars to learn about new products that will help the staff provide exceptional service. Some products like the LocalHop app (<https://getlocalhop.com>), SelectReads (<http://www.dearreader.com/select-reads/>) and Beanstack (online reading game) we have been recommended to add. Others like BluBeam (<https://bluubeam.com>) and Unique Live Chat have been put on hold.
- One of last year's goals was to sponsor a Hack-a-thon at KPL. Although we did not specifically do that, we did host an event just for IT professionals working in libraries called Library Upload. This one day un-conference attracted close to 50 people in Janaury!
- A task force is currently investigating a new CMS (Content Management System) for our website. The goal is to replace our current product with one that is more user friendly for staff to manage. Also, we need to find a vendor that is more responsive to a library of our size.

- Other projects include seeking out a new digital sign replacement; implementing color printing; highlighting AV and digital services; and ramping up our social media presence.

**Upcoming Projects:** In the next year DAT plans to manage, implement or analyze the following digital areas:

- Technology Competencies for staff.
- Project based programming in The Hub.
- Working with local organizations to sponsor a Hack-a-thon!
- Mobile Hot Spot circulation to provide Wi-Fi to areas of Kalamazoo unserved.
- Continue to implement the best practices and best products in response to the UX Study.
- Investigate a new platform for the staff Intranet (myKPL).
- Any other possible new tech initiative that is related to libraries!

## **Innovation Team (InnTeam) 2015/16 Annual Report**

**Chair:** Amy Alcenius-Hoisington

**Committee Members:** Kiersten Jouppi, Jermaine Jackson, Karen Trout, Kevin King, Kristen Larson, Wendy Hand

**Committee Mission:** KPL's InnTeam is not just a trend watching group or innovation "think tank." Our purpose is to not only to inspire and foster new innovations, but also to assist staff by facilitating ideas from beginning to end. We believe that public libraries should be a cauldron for innovation. The group champions ideas and successes by being very transparent. InnTeam meets every month, but communicates regularly to share any new trend, fad, or innovation we discover.

**Committee Process:** Ideas are submitted from both InnTeam and staff through email or by simply talking to an InnTeam member. These ideas are discussed by InnTeam and then a decision is made to either dismiss it, move towards implementation, or move to an idea "parking lot" for future consideration. Following each InnTeam committee meeting, the committee chair meets briefly with the Library Director to determine if any ideas is good enough to pass on to stakeholders (staff most likely to benefit from the innovation or idea). InnTeam may continue to provide support for projects as needed, or the project may be given over entirely to the appropriate stakeholders.

At each meeting, we review the progress on the approved ideas and plan how we can assist in their implementation. Periodically, we will also review ideas in the parking lot, in case the time may be right for implementation.

In years past, InnTeam has run annual "Innovation Jams" where staff is invited to a lunch-time meeting to share their ideas with the group. This year, InnTeam instead ran a "Whiteboard Jam" where staff was encouraged to write ideas on whiteboard at each of the branches, or email the committee chair. This technique elicited 20-25 unique ideas from staff from all branches.

**Sample Ideas:** Examples of the ideas that have come through InnTeam this year are as follows:

- Successes
  - Phone charging stations- Discussed by InnTeam and implemented by FM.
  - "My Librarian"- Idea for personalized reader advisory morphed into an ADS initiative (led by Matt) to feature recommendations by individual librarians on Staff Picks display and possibly the KPL Homepage. The ADS action plan was already working toward more RA tools, so InnTeam contributed by fanning the flames.
  - Handmade Hat Giveaway- Karen Trout knitted way too many hats this year, and presented the idea of giving away hand-made hats with tags saying "Made for you by a KPL staff member". This year only her hats were given away, but future years could include projects by other KPL knitters. Hats were put out during a particularly snowy day this year.
  - Drawing Tablet in Hub- Idea was submitted on a whiteboard during the Whiteboard Jam. Kevin loved the idea and Vik bought a tablet.

- KnowledgeProjectsLife- Lunchtime presentations of TED talks with conversation. One program has already run and two are planned for coming months. Karen Trout is continuing to coordinate this program.
- Ideas Given to Stakeholders
  - Coloring Programs (Programing Committee) - For Teens and Kids, Andrea implemented formal and informal programing. Other ideas were attempted, but the fad is likely to pass quickly.
  - “New Adult” Programing (Programing Committee) - InnTeam had many discussions regarding programing for adults in their 20’s and early 30’s. Ideas included programs like the [alt+library in Sacramento](#) and “How to be an Adult” educational programs.
  - Non-Resident Buy in, Quarterly Cards (MTeam) - Ann will present this idea to the Board next time fees are calculated
  - Bike Repair Stations (BIT) - Kevin is looking into this, specifically for branches.
- “Parking Lot”
  - Podcast- Idea has been worked out, but still need to be implemented. Waiting for Laura to return to KPL.
  - Maker Faire- Festival for learning skills to make things. Could include programing in HUB.
  - Library of Things- We continuously get people submitting ideas related to loaning physical items. Item ideas include tools, sewing machines, musical instruments, and specialized technology.
  - Internet Hotspots- Good idea, but they are really expensive.
  - Staff Vending Machine Changes- Determined there wasn’t enough demand for substantial changes.
  - Social Worker in the Library- InnTeam and MTeam does not believe the time is right; however, this idea has been growing in the library world at large, so this will likely be revisited.

# LEAN Steering Committee

## 2015/16 Annual Report

**Chair:** Susan Lindemann

**Committee Members:** Patrick Jouppi, Amy Clark, Matt Smith, Bill Caskey, Alex Hudson

**Committee Activity:** This year the committee continued to educate through facilitated events, but placed a strong emphasis on developing the entire staff's conception of LEAN to a broader set of principles and tools. The committee also decided we would like to relieve some of the confusion around the name of the methodology, and transition to the simpler "Continuous Improvement Committee", in hopes of more quickly bringing new staff along.

**Staff Day Presentation:** The committee was fortunate to be granted the keynote spot on the 2015 staff day agenda. Our hope was to cultivate a fuller understanding of what it means for an organization to be on the LEAN journey. Most staff members have been involved in a 5S, and the team was becoming concerned that some were not able to see the bigger picture. Starting with a humorous video, in which our own Steve Siebers starred as a misguided Yoga student (brilliant performance) who could not see the deeper meaning of his practice. The team tackled big LEAN concepts in small bites. Value versus waste, who is the customer, service delivery chains, efficiency versus LEAN, flow, a culture of experimentation, the first touch principal, pushing decision making to the lowest level and the LEAN emphasis on respect for people, were all touched upon. An exercise that illustrated the immediate benefits of LEAN helped staff visualize the way that focusing on what you can do to help others actually gets the job done quicker than focusing on your own silo. This was a big effort for the team, and we were thrilled to receive lots of positive feedback.

### Facilitated Events:

- Stock Room 5S
  - Patrick facilitated a 5S of the third floor stock room. The team made a dramatic overhaul of the space, clearing lots of unneeded items, removing unnecessary shelving, and organizing the space so that it is much easier to find items and maintain stock. This follows up an event in the adjacent MAC storage space last year, and the kitchenette/copy area the previous, making the area complete. Team members included: Amy Alcenius-Hoisington, Jeremy Breeding, Michael Cockrell and Patti Dooley.
- Banned Patron Process Map
  - Amy and Susan facilitated the beginning of a process map for the banning of a patron. They looked at the entire flow from a ban request by staff through the appeal process. The current state map was completed, with some initial Kaizen opportunities identified. The project was interrupted by some staffing changes, but we expect it to be completed in the coming months, as new staff work into their roles. Team Members: Jim Clarey, Chris Hawley, Kevin King, Patrick Jouppi and Ann Rohrbaugh.

**Knowledge Sharing:** Susan Lindemann was invited to present at Van Buren District Library's Staff Day in August on the topic of Lean in the Library. The presentation was a brief definition of LEAN concepts, and how they apply in the Library environment, with lots of good examples from KPL.

**Branding Change:** The committee has revised its charter to rebrand their efforts under the heading of Continuous Improvement. Our charge has not changed, but we feel that this language is easier for new staff to understand, and completely fits the work that we do. We will still be using the LEAN concepts, tools and even language, but we think this may open the conversation more easily, and also allow us more room to expand our tool box.

# KPL Programming Committee (ProgComm)

## 2015/16 Annual Report

**Chair:** Michael Cockrell

**Committee Members:** Andrea Vernola, Angela Fortin, Beth Timmerman, Farrell Howe, Jill Lansky, Judi Rambow, Kala Luzia, Karen Trout, Keith Howard, Kevin King, Lolita Moss, Robyn Lilek, Ryan Gage, Teresa Malynowsky-Rakowsky

**Committee Mission:** The Kalamazoo Public Library's Programming Committee (ProgComm) continues to focus on improving the efficiency and effectiveness of public programming at KPL. The committee worked through several major initiatives during the past year. The committee's work saw further refinement of our program promotion and publicity procedures that focused on tailoring the correct level and mix of promotion (print flyers, posters, social media, website, etc.) for each of our programs. A program creation rubric was created that helps guide programmers through the thought process involved in creating or considering a new programming initiative. Related to the program creation rubric was work done in conjunction with the ARTT that is focused on bringing more diversity to KPL's program offerings and to attempt to be more conscious of the audiences represented in our community that we are not attracting to our programs or are not reaching segments of our community with our communications. There is much more work to do for ProgComm in the years ahead and, as always, attracting more and more people to our programs remains a moving target, but the past year saw positive steps forward in offering entertaining and enriching programming experiences for all of our community.

### **Kid's Programming Highlights:**

- The 38th annual Mary Calletto Rife Youth Literature Seminar was another wonderful gathering to celebrate books and writing for kids and teens. This year's guests were authors Jacqueline Woodson and Jason Reynolds.
- Author Jason Reynolds returned to Kalamazoo in the spring, visiting KPL as well as students at Maple Street Magnet School and the Kalamazoo County Juvenile Home.
- Ready to Read's annual Party in the Park attracted 1875 preschoolers and their caregivers.
- The Great Grown-Up Spelling Bee raised money for the purchase of books that were distributed to children through pediatric medical offices as well as home visitation programs throughout Kalamazoo County.
- STEM related programming continued with programs like Maker Mondays for kids ages 6-11 and the Little Scientist program designed for ages 3-6. Both programs explored physics, chemistry, botany, engineering, etc. Preschool and daycare groups have found the Little Scientist program favorable for monthly field trips and have made up the bulk of attendees. Code Camp continues to introduce kids to computer programming using Chromebooks and LEGO at the Library sessions continue to be held on a monthly basis at all branches.
- The First Saturday @ KPL program is thriving still. Thanks to strong partnerships with Kalamazoo Public Schools, Lift Up Through Literacy, Kalamazoo Symphony Orchestra, and Kalamazoo Literacy Council, to name a few, our library patrons experienced a variety of activities each month conducted by the host organization. Book prizes were given away to attendees and the host organizations provided valuable information in support of promoting their missions and ours.

- Special programs during school Winter Break in December and Spring Break in April kept kids engaged at the library. Fan favorite programs included Bubbleman, Nature-on-the-Go, Palamazoo Puppets, Avian Wonders, and Miss Lisa the Ballerina.
- Encouraging reading and promoting children's literature remained a priority. Opportunities to meet authors Katherine Applegate, Jacqueline Woodson, and Sonya Hollins were special highlights this year. The Bookworms book club discussed a variety of titles from historical fiction like Abby Takes a Stand by Patricia McKissack to hilarious adventure tales such as Numbed! by David Lubar.
- There were many programs that encouraged family bonding. The Color with Us, From the Heart, and the newly introduced Brain Buster Fridays programs provided parents and children a time to color, create and learn together. Family Storytimes and Musical Storytimes at Oshtemo Branch and Central Library remain our most popular family bonding programs.
- Early learning programs such as 1-2-3 Play with Me, Baby Lapsit and Baby Steps, Baby Talk and Toddler Talk continue to be offered on a monthly basis. Parents have requested more programming for this age group so Story Place programs are being introduced to the branches in the upcoming year.
- Animal programs continue to be well attended.
- Many animals have come to the various branches including bats, skunks, birds, ferrets, and Tucker, the golden retriever that loves to listen to children read at the Reading with Tucker program which rotates on a monthly basis among the branches.
- The 2016 Global Reading Challenge First Place winners came from Parkwood-Upjohn. The First Graders and Head Start student visits continued and the staff were still delighted to see these Kalamazoo Public School kids get excited about visiting the various library branches.
- Physical activities remain an important part of youth growth and development. Kids got physical at the library with yoga, martial arts, capoeira, Zumba and ballet programs during this past year. There were numerous opportunities to promote future actors and actresses with programs like Fancy Pants Theater workshops and the Civic Theater drama workshop featuring the play Stuart Little. The Kalamazoo Symphony Orchestra held their Fall and Spring Musical Storybooks program for ages 3-6. Also, the Gilmore Family Concerts series featured Terrence Wilson and his exquisite baby grand piano at the Central Library.
- Establishing new partnerships helped further program offerings for children. We participated in the national Money Smart Week programming in April by partnering with Kalsee Credit Union. Free copies of Rosemary Well's Bunny Money book were distributed to preschoolers and a piggy bank decorating craft and finance education workbook program for school ages kids was held at the various branches. The Father's Day Read-In event in June helped launch the newly established Fathers Do Read grassroots organization here in Kalamazoo. Our goal was to celebrate father's that promote early literacy by reading to their children.
- Children's programming has focused on promoting cultural diversity with a Martin Luther King Jr Celebration program at the Alma Powell branch, a Chinese New Year celebration at Washington Square, and a Cinco de Mayo craft program at the Central Library. Children explored the art legacies of Romare Bearden and Georgia O'Keeffe. The Carnival Extravaganza program during Spring Break at the Alma Powell branch featured a diverse roster of presenters and drew over 400 attendees.

#### **Teen Programming Highlights:**

- We held 235 programs for tweens and teens, 5th grade and up, in 2015-2016 with a total attendance of 7400. Programs were held at all library locations and included favorites like Maker Mondays, Tie-Dye, JPop club, and gaming programs, as well as other programs like a Harry Potter Book Night and Gift

Making. We brought in presenters to teach Manga, Zen Journaling, Book Making, 3D printing, and much more. Over a hundred teens attended a recent Nashon Holloway concert at Powell. Through programs at KPL, teens were exposed to new skills and had the opportunity to build relationships with others and grow in their knowledge and appreciation of library services.

- As I talk with librarians in Michigan and around the country, many are happy with 10-20 teens at any event. Many KPL events are this small but we also host many author visits or concerts where 50-100 teens are present. We're always tinkering with the right mix of small and large events. Smaller events like gaming or book clubs are more personal and accessible, where teens can build relationships and have fun. Larger events like author visits, concerts, and pop-culture or literature celebrations, are fun and exciting. All KPL Teen events give kids the opportunity to feel included, to use their library well, and to have access to caring adults.
- Author Visits
  - We hosted three author visits for teens this past year including Jacqueline Woodson, G. Neri, and Jason Reynolds. We were able to have each of them visit Maple Street Magnet School and the Juvenile Home before doing a public visit for all ages in the evenings. Bringing engaging authors to Kalamazoo to inspire and encourage our city's teens, remains an important goal of Teen Services at KPL. We hope to expand our author visit partnership with KPS to Loy Norrix, Kalamazoo Central, or Phoenix in the coming years.
- Outreach
  - Building partnerships with local organizations has been our focus and we expect many great program and outreach opportunities to come from our involvement with local youth-serving organizations. Andrea has been meeting with KYDnet partners to increase their awareness of library programs for youth and share how we might visit their locations to share about library services and initiatives. KYDnet has also been very helpful in sharing training opportunities for KPL staff.
  - Our partnership with KPS continues to grow. In addition to author visits at Maple Street, KPL staff were present at all middle and high school Literacy Nights in March. In June, through a partnership with CIRC/IT, we registered over 700 students for summer reading over 3 days at Maple Street. Of those 700 students almost 300 signed up for library cards. It was a lot of work but well worth it as we see those kids playing summer reading and visiting the library with their new cards.
  - There is always more partnership work and collaborative outreach to do. The Late Show continues to be a mutually wonderful partnership with the Juvenile Home. This July, KPL Teen Services will participate for the first time in the National Summer Learning Association Day in Bronson Park, and in August we will launch a year-round spoken word poetry initiative with Speak it Forward.
- TAB
  - Andrea continues to work on rebuilding the Teen Advisory Board: attracting membership and making meaningful connections with youth. The group has grown back up to 5-10 middle schoolers regularly attending through this summer. They have helped plan the Pokémon and Harry Potter parties as well as assist with gaming programs. In the Fall, we will focus on growing the group further. We're looking at creating more meaningful volunteer opportunities for teens and expanding TAB to more than one location. We have teachers interested and ready to share these opportunities at Kalamazoo Central and Maple Street.

### Adult Programming Highlights:

- The Urban Fiction Book Discussion Group continued going strong with a full year of monthly discussions. 2016 will see us experiment with loaning e-readers to this group and exploring eBook discussions.
- The Vegan Kalamazoo book group continued to partner with KPL and to meet several times per year in our community rooms.
- KPL TECHBar offered tech help to patrons at all locations. While this program proved more successful in some locations than in others, the need for tech help continues to resonate with our patrons.
- Oshtemo branch continued to offer unique programs for families with the fourth and fifth year of its Movies Under the Stars outdoor summer movies.
- The second annual Booktoberfest brought a plethora of beer focused programming in September & October of 2015, including programs featuring representatives from brewing programs at KVCC and WMU, several programs on home brewing, and a program on hops farming here in Michigan. We also brought Fred Bueltmann aka "The Beervangelist" to town for a talk about pairing food and beer.
- Fall of 2015 saw a big focus on author visits with several author events throughout the fall months. October brought an evening celebrating the release of local literary hero Bonnie Jo Campbell's new story collection Mothers, Tell Your Daughters, a visit from Great Michigan Read title author Emily St. John Mandel, as well as a talk from Fred Bueltmann "The Beervangelist" during Booktoberfest. In November we welcomed Yolanda Neals, author of DEAR Yvette: Shattered Fairytales, for an event at the Powell branch.
- Fall was also a busy time for Local History programming with programs about Frank Lloyd Wright in Kalamazoo, the history of local Harness Horse Racing, a wildly popular program on how to craft your own Obituary, and a program about mail order kit homes in Michigan.
- 2015-16 saw the completion of the KPL Concert Series with wonderful local musical acts playing to enthusiastic crowds of music lovers. Highlights from the year include Nashon Holloway Band, Ken Morgan Jazz Experience, and Latin jazz from Mas Que Nada. The Series proved too expensive to be sustainable, but has a lasting legacy with video and audio from most of the series on our website.
- Our partnership with Great Lakes Acoustical Music Association continued with the group offering well attended monthly 'acoustic slow jams' and 'community sing' programs.
- For the second year KPL partnered with WMU faculty and students to host a Community Discussion on Climate Change with nearly 100 like-minded people in attendance to discuss George Marshall's book Don't Even Think About It: Why Our Brains are Wired to Ignore Climate Change.
- March 7th, 2016 brought Christina Baker Kline, author of Orphan Train, to Kalamazoo to kick off Reading Together 2016. A near capacity crowd filled Kalamazoo Central Auditorium to hear Kline talk about her book and the little known history of the Orphan Trains. Kline's visit kicked off a month of programming focused on the themes connected to the book, highlights included: Orphan Trains in Michigan, a program about What Defines Family?, a very popular workshop on memoir writing, and a couple of programs focused on the foster care system in Michigan. Another highly successful year of Reading Together!
- Other unique adult programs from the past year include: Exquisite Hair Showcase, Tintype Photography with Eric Hennig, India Travel Journal with yogini and chef Bridgett Blough sharing stories of her adventures traveling in India, Zen Journaling, a discussion on writing with big name local authors Bonnie Jo Campbell, Jaimy Gordon, and Andy Mozina.
- We also continued our long standing partnership with the local tax initiative and bar associations to bring Free Tax Prep and Ask A Lawyer programming to the community throughout the year.

## **KPL Social Activities Committee (SAC) 2015/16 Annual Report**

**Chair:** Daniel J. Hoag

**Committee Members:** Kiersten Jouppi, Gary Green, Mikki Henry, Caitlin Hoag, Patrick Jouppi, Terry New, Beth Timmerman, Ruth Wilson

**Committee Mission:** To boost workplace morale and foster a sense of community among library staff by organizing and executing a variety of extracurricular activities.

**Committee Activity:** Over the past year, our members have organized or promoted the following:

- An ice cream social for staff
- Three SAC Lounge events, with treats and music in the Staff Lounge
- Several movie nights at the Alamo Drafthouse
- Several afternoon Board Game Lunches
- A group outing to see Ta-Nehisi Coates at Miller Auditorium
- A Halloween costume contest
- Three “It’s My Library” promotional pin raffles
- Decorations for the winter Holiday Tea
- Our third annual Chili Cook-off
- A Candy Gram fundraiser for Valentine’s Day
- Three indoor walking circuit raffles
- Staff knitting and crafting groups
- A professional Team Trivia event in the Van Deusen Room
- 10 free raffles for Kalamazoo Growlers tickets
- A Zentangle class for staff

The winners of our raffles and competitive events have received various prizes, gift baskets, and Downtown Dollars, including newly produced SAC-branded water bottles that we had created.

**Goals for the upcoming fiscal year:**

- Continue to try to boost average attendance at SAC events
- Organize more events designed from our wellness branch
- Improve our brand through better use of photos and our myKPL page
- Launch our long-in-the-works Scavenger Hunt
- Continue to find new, highly-successful events like our Chili Cook-off or Team Trivia

This year we saw a significant increase in attendance to many of our events, and we had a very successful Team Trivia night. We will continue to search to ways to get staff members active and invested. Upcoming events include a summer cookout, a *Ghostbusters* Movie Night, our fall Scavenger Hunt, and a staff group excursion to *The Book of Mormon* at Miller Auditorium.

## Shared Leave Committee

### 2015/16 Annual Report

**Chair:** Terry New

**Committee Members:** Sue Warner, Karen Trout, Jeremy Breeding

**Committee Activity:** A total of 553.25 hours were provided from the bank during the 2015-2016 fiscal year to fulfill eligible staff requests. This is compared with 1006.75 total hours for the previous fiscal year.

Requests for donations coordinated in December and June yielded 366 and 260 hours respectively and the balance of the Shared Leave Bank as of July 1, 2016 is 1261.9 hours.

No revisions to the program are recommended at this time. Sue Warner, Karen Trout and Jeremy Breeding will be ending their terms on this committee in December 2016. New members from Administration, KPLA and KPLSP employee groups will be assigned at that time.

## Staff Recognition Committee 2015/16 Annual Report

**Chair:** Terry New

**Committee Members:** Kevin King, Robyn Lilek, Jill Lansky, Barb Veld, Milan Harden

**Committee Mission:** Promote and support a staff recognition program which fosters a culture of mutual respect, reward and recognition at all levels within the library.

It was recommended that the Staff Recognition Committee Task Force evolve into an ongoing committee in January 2016 to ensure the ongoing promotion and evaluation of the recognition program.

Committee projects:

- Staff survey
  - The committee conducted a staff survey in March to assess the status and effectiveness of the Staff Recognition Program rolled out in April 2014. The overall feedback from staff was positive. There were clear trends indicating progressively less familiarity with the level of the awards. The committee plans more visible promotion for the Prism Award. Plans were made to present information regarding the Prism Award process at the May staff meeting. Kevin gave a presentation at the May staff meeting regarding the nomination process for the Prism Award. The committee will continue to develop creative ways to promote the program to staff.
- Rainbow Awards
  - Because of a concern that Rainbow Award were moving away from their original intent which was to award ongoing above and beyond behavior or individuals/teams by administration, Terry and Kevin led a discussion with MTeam which focused on ensuring that all had an accurate understanding of the process and intent of the award. It was decided that potential nominations would be vetted at MTeam meetings once a month.
- Swoosh Awards
  - The Swoosh Award system has been very successful for peer to peer recognition and recognizing the one-time above and beyond behaviors. The committee will continue to develop ways to keep interest levels high.