



**PUBLIC MEETING AGENDA**  
**KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES**  
**BOARD ROOM – THIRD FLOOR, CENTRAL LIBRARY**  
**315 S Rose St., Kalamazoo, MI 49007**  
**February 27, 2017, 4:00 p.m.**

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
  - A. Ameritrade Secretary's Certificate
  - B. Wells Fargo Associated Person Information Certificate
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
  - A. Minutes of the Meeting of January 23, 2017
  - B. Minutes of the Meeting of February 6, 2017
  - C. Personnel Items
- IV. FINANCIAL REPORT
  - A. Financial Reports for the Period Ending January 31, 2017
- V. REPORTS AND RECOMMENDATIONS
  - Recommendations
    - A. Teen Staffing Recommendation
    - B. CIP Revision for Truck Purchase
  - Reports
    - C. Tax Captures – Nnamdi Dike
    - D. Digital Learn – Kevin King
- 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

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Authorization of Secretary's and  
Associated Person Information Certificates**

DATE: February 27, 2017

**Recommendation:**

I recommend the Board authorize the attached TD Ameritrade Secretary's Certificate Regarding Corporate Resolutions and Wells Fargo Associated Person Information Certificate.

**Executive Summary:**

With the retirement of Diane Schiller and Nnamdi Dike having accepted the position of Head of Finance & Budget, it is necessary at this time to update, by Board of Trustees resolution, the persons upon whom authority to transact business with TD Ameritrade and Wells Fargo on behalf of Kalamazoo Public Library is conferred.

These certificates will satisfy the final requirements associated with the resolution adopted by the Kalamazoo Public Library Board of Trustees at the January 23<sup>rd</sup> meeting.

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: January 23, 2017  
Time: 4:00 p.m.  
Location: Board Room, Central Library

**TRUSTEE ROLL CALL:**

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

Absent: None

**CALL TO ORDER:**

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

**OATH OF OFFICE:**

David DeVries, KPL Librarian and Notary Public, administered the oath of office to recently re-elected trustees Lisa Godfrey, Robert Brown, and Cheryl TenBrink, and newly elected trustee Jannie Williams. All four trustees' terms will expire December 2020.

**DISPOSITION:**

Trustees thanked D. DeVries for administering the oath of office.

**ELECTION OF OFFICERS:**

President Wright invited L. Godfrey, chair of the nominating committee for board officers for 2017-2018, to present the following slate of officers, first presented at the December 2016 meeting.

Recommendation: Lisa Godfrey, President  
Valerie Wright, Vice President  
James E. VanderRoest, Treasurer  
Kerria Randolph, Secretary

Hearing no further suggestions, President Wright closed the nominations.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE SLATE OF OFFICERS RECOMMENDED BY THE NOMINATION COMMITTEE FOR 2017-2018.

MOTION CARRIED 7-0.

**AGENDA APPROVAL:**

The agenda was approved.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

RECOGNITIONS:

- A. Director Rohrbaugh recognized J. VanderRoest's twenty-five years of service to Kalamazoo Public Library with the addition of two books to the KPL collection in his honor.

RESOLUTIONS:

*B. Ameritrade Resolution & Wells Fargo Non-Corporate Agreement*

Recommendation: Director Rohrbaugh recommended the Board authorize the attached TD Ameritrade Incumbency Certificate and Wells Fargo Non-Corporate Agreement.

MOTION: L. GODFREY MOVED TO ADOPT THE RESOLUTION AUTHORIZING THE ATTACHED TD AMERITRADE INCUMBENCY CERTIFICATE AND WELLS FARGO NON-CORPORATE AGREEMENT.

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

MOTION CARRIED 6-0 WITH ONE ABSTENTION.

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

Asha Khazad, 1215 Oakland Dr. A. Khazad expressed his fondness for the genres of Science Fiction and Fantasy. He then related his dissatisfaction that books by some of his favorite authors from those genres, including J.R.R. Tolkein and Robert A. Heinlein seem to not be included in the adult collection. He suggested the library ask knowledgeable staff members or patrons to ensure those authors are better represented in the collection in the future.

**III. CONSENT CALENDAR**

- A. Minutes of the Meeting of December 12, 2016*
- B. Personnel Items*

**IV. FINANCIAL REPORTS**

- A. Financial Reports for the Months Ending November 30, 2016 and December 31, 2016*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the months ending November 30, 2016 and December 31, 2016.

Discussion: J. VanderRoest stated expenditures were on track. Director Rohrbaugh pointed out that these reports include the lump sum payment made to the retirement account, approved at a previous meeting. She also stated that tax revenues have begun to come in and further evidence of that will be seen in upcoming financial reports.

MOTION: J. VANDERROEST MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTHS ENDING NOVEMBER 30, 2016 AND DECEMBER 31, 2016.

MOTION CARRIED 7-0.

**V. REPORTS AND RECOMMENDATIONS**

REPORTS:

- A. Second Quarter Strategic Planning Statistics*

Report: Director Rohrbaugh shared strategic planning statistics from the second quarter of fiscal year 2016-2017 and began her report by drawing attention to a handful of items.

Regarding the number of gift books distributed thus far in 2016-2017, she reminded trustees the majority of such books are distributed during the spring at "Party in the Park."

She stated there was a quarterly survey conducted, focusing on parents and caregivers of young children and drew attention to the attached survey results.

Lastly, she mentioned some challenges regarding the calculation of the 'number of active cardholders'. She reminded trustees that active cardholders are described as those who had used their library card in the previous six months. She said that despite attempts to be consistent in the way in which that number is generated, the figure reported this quarter was surprising, given what was reported during the first quarter. She then reminded trustees the goal is not a common library metric, and should be considered a work in progress.

Discussion: J. Williams asked how active cardholder status is tied to library card usage. Director Rohrbaugh stated it was tied to any library service in which your card is scanned or otherwise specifically used. For example, program attendance is not counted.

President Godfrey asked whether the number reported constituted unique users. Director Rohrbaugh and M. Cockrell, Head of Adult Services, stated that was the case.

*B. Late Show at the Juvenile Home – Sue Warner & Jill Lansky*

Report: Director Rohrbaugh introduced S. Warner, Head of Youth Services, and J. Lansky, Library Associate.

They began their report by distributing informational packets detailing the scope and nature of the program. S. Warner described the program as a long-standing collaborative effort with the Kalamazoo County Juvenile Home. She described the purpose of the program, saying the intent is to bring a sense of comfort and calm to the residents of the juvenile home at bedtime. This is accomplished by reading to the residents for approximately 30 to 45 minutes over the public address system. The residents have the option to not listen to the readings, but very few elect to do so.

She stated the program was begun by Audrey Gray, and modeled after a program she had heard about in California while she was an active member of the Lawyers Auxiliary for Kalamazoo County. Today, Marge Kars, former Bronson Hospital librarian, runs the program, with support from KPL staff and volunteer readers.

Readings are conducted every Tuesday and Wednesday, and on the first Monday of each month, a representative from Kalamazoo Department of Public Safety also reads to the residents.

J. Lansky stated each time KPL has brought an author to Kalamazoo who they believe would be of interest to teens, they inquire as to whether the author would be willing to participate in The Late Show or visit the juvenile home. A recent visit from author Greg Neri sparked a lot of discussion in teen literacy circles and encouraged KPL staff to bring this report to the Board of Trustees as well as generate a nomination to present at the American Library Association annual conference.

Discussion: J. Williams asked whether there are specific criteria for volunteer readers. S. Warner stated there were no such criteria; individuals who are comfortable reading aloud are preferred. Additionally, the juvenile home requires visitors of this nature to be 18 years of age.

V. Wright asked what the average age of the residents is and whether the selected readings are geared towards individuals of both genders. J. Lansky stated the age range is 11 to 18. S. Warner said that extra attention is given to ensure that themes are selected that are generally considered to be of interest to both boys and girls.

President Godfrey stated she believes this is an excellent program, which has become known throughout the legal community in Kalamazoo. She reported it has been the topic of writings in the Michigan Bar Journal.

Disposition: Trustees thanked S. Warner and J. Lansky for their report.

*C. Loaning of Hot Spots – Michael Cockrell & Kevin King*

Report: Director Rohrbaugh introduced M. Cockrell, and stated Kevin King was away, attending the ALA Midwinter Conference; therefore Bethany Maley, Branch and IT Services Library Assistant, would be filling in for him.

M. Cockrell thanked Bethany for her assistance in this report, stating she was responsible for the majority of the best practices research that led to this initiative. He began by explaining it was approximately one to two years ago when KPL staff first began hearing of libraries, especially the New York Public Library, lending WiFi hot spots.

As a result of initial investigation, KPL staff decided to attempt to loan WiFi hot spots to the general public, as opposed to a highly-specialized loaning program specifically targeting individuals who, for a variety of reasons, are unable to connect to the internet on a day to day basis.

B. Maley reported KPL was able to obtain hot spots through the Mobile Beacon initiative by TechSoup, a nonprofit which provides discounted technology and services to libraries, schools, and other public organizations. Ten hot spots were provided to KPL, free of charge. Monthly fees for operating the hot spots amounts to \$10 per month per device.

B. Maley then stated she looked at 14 other libraries currently lending hot spots to investigate best practices regarding loan periods, policies, and overdues, holds, etc. The hot spots come packaged in protective cases, which were also independently researched and come with a manual that provides quick instructions for connecting to the device.

M. Cockrell stated the purpose of these devices is simply to ‘check out’ the internet. They operate much in the same way as a mobile device with a data plan. Users can connect any WiFi-capable device to the hot spot and access the entirety of the internet. He then stated all research and planning steps were conducted in a very methodical and comprehensive manner.

He continued by explaining the loan period for the hot spots is twenty-one days, with a \$1 per day late charge. Hot spots can be renewed and they can also be remotely disabled at the end of

a loan period. KPL has made them available through an unpublicized soft-launch. At present, of the ten devices available, six have been checked out.

M. Cockrell reported positive feedback from a family whose son is currently undergoing radiation therapy at Bronson Hospital; he was able to use the hotspot to access the internet instead of using the local hospital WiFi, which is restrictive and operates behind a secure firewall. His family reports the device has made a significant impact in the quality of his stay.

Discussion: President Godfrey asked whether it made sense to focus public relations efforts on that type of usage. Farrell Howe, Marketing and Communications Manager stated that was absolutely the case.

J. VanderRoest asked whether patrons checking out the device must have their own data plan. M. Cockrell said that is not the case because KPL is effectively paying for and providing the data plan through the Sprint network.

President Godfrey asked if staff had received any additional feedback from patrons regarding their use. M. Cockrell said they had not, but a number of library staff had borrowed the devices to test them and reported they worked very well.

V. Wright asked if there would be a public announcement of their availability. M. Cockrell said that was the case; even though there are currently only ten devices available, the library wants to see them all circulate widely.

President Godfrey asked when the library would qualify for more hot spots through Mobile Beacon. M. Cockrell said ten more could be obtained at that rate in July. B. Maley said additional units, beyond the ten for \$10 each, were available at a rate of \$70 each.

Disposition: Trustees thanked M. Cockrell and B. Maley for their report.

**VI. COMMITTEE REPORTS**

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

B. *Personnel Committee* – No meeting.

C. *Fund Development and Allocations Committee* – No meeting, but it is expected there will be a meeting in March.

D. *Director's Building Advisory Committee* – No meeting. The walk-off carpet considered at the most recent meeting of this committee has been installed.

**VII. OTHER BUSINESS**

A. *Director's Report*

Report: Director Rohrbaugh began her report by discussing a handful of matters that came up since the publishing of the report. First, the Friends of KPL had a very successful Bag of Books sale, selling over 9,000 books and raising \$2,000.

She then reported that the accounts had been settled in the matter of the large bequest to KPL from the estate of Irving Schensul; the amount to be given to the library for investment will be \$2,716,379 plus \$50,000 available to be spent immediately. More details will be emerging before long regarding options for spending plans, which will require a meeting of the Fund Development Committee. One option is to make the annual interest generated by this endowment available for spending, and another is to set a specific amount to be spent each year regardless of the interest generated.

Director Rohrbaugh then reminded trustees that the MLA was successful in getting legislation passed allowing libraries to opt out of tax captures, assuming their associated tax capture unit does not carry any debt. In Kalamazoo, the DDA has roughly \$700,000 in debt associated with the construction of a number of parking ramps. Therefore, KPL cannot opt out of that tax capture, but may be eligible to opt out of the Oshtemo DDA tax capture. Others would include Brownfield initiatives and the Land Bank.

She continued by announcing the 2017 Early Learning Calendars have arrived. Additionally, promotional materials for Overdue Brew and Reading Together have been completed and are now available.

Director Rohrbaugh reported attendance at winter break library programs was high, especially the popular 'Reindeer Reign' event which attracted 431 visitors despite poor weather.

She then stated the legal community of Kalamazoo is increasingly asking the Law Library to host legal clinics. A new clinic will be held on Wednesday mornings at KPL in place of the clinic previously held at the family court.

Next, she stated a new 'Group Programs and Services Request Form' is now available on the website which will assist patrons in requesting a specific library service and then direct that request to the appropriate library staff.

Discussion: President Godfrey asked whether there were any new tax capture initiatives on the horizon. Director Rohrbaugh stated there were none to her knowledge, but those would be the easiest to negotiate since the option to opt out would be available immediately.

V. Wright stated it was encouraging to hear that many KPL staff had been active presenting at library conferences. She also expressed her enthusiasm for the newly formed Teen Galley Review Group. Lastly, she said the themed Reading Together discussion groups sound wonderful.

J. VanderRoest asked for additional information regarding Matt Smith's conference presentations on 'patron bashing'. M. Cockrell stated that presentation explores the detrimental effects that discussing patrons in a negative light have on the workplace and the library profession in general.

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

No one addressed the Board.

## IX. COMMENTS BY TRUSTEES

- J. VanderRoest expressed his gratitude for the recognition of his 25 years of service, and welcomed J. Williams to the board.
- R. Brown said he was pleased to see KPL staff members at a recent meeting regarding refugees in Kalamazoo County. He also welcomed J. Williams to the board.
- K. Randolph congratulated those trustees who took their oath of office at the top of the meeting. He welcomed J. Williams to the library, and expressed his appreciation for 'The Late Show', saying that it made him very proud to serve on the Board of Trustees.
- C. TenBrink welcomed J. Williams, congratulated J. VanderRoest on his 25 years of service, and expressed her satisfaction at being re-elected to the board.
- J. Williams stated that while she has served on several boards in the past, she has never had such a smooth and thorough orientation before. She said she was very pleased to learn about 'The Late Show', and was looking forward to sharing information about that program with friends and colleagues.
- V. Wright welcomed J. Williams to the board and congratulated those trustees who had been re-elected.
- President Godfrey welcomed J. Williams and reminded trustees that board committee assignments will be completed before long. She then stated that KPL staff members often feel encouraged by seeing board members support library activities; she recommended J. Williams attend library programs as a way of quickly learning some of the intricacies of library work.

## X. EXECUTIVE SESSION

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION FOR CONSIDERATION OF THE DIRECTOR'S MID-YEAR REVIEW.

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

MOTION CARRIED 7-0.

Trustees moved to an executive session at 5:06 P.M.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

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

MOTION CARRIED 7-0.

Trustees moved to open session at 5:32 P.M.

Discussion: President Godfrey explained during discussion of Director Rohrbaugh's Mid-Year Review, she officially announced her retirement effective June 30<sup>th</sup>, 2017. To that end, Director Rohrbaugh had compiled a list of executive search firms she believes would be an asset in the search for a new director.

President Godfrey stated the board should now discuss whether an outside search firm should be utilized, who should serve on KPL's search committee, and whether the search should be national, regional, local, or otherwise.

Director Rohrbaugh explained a rough outline of the timeframe that should be adhered to during this process, as it was described to her by a representative of an executive search firm to whom she had reached out for initial input. She then explained a bit about the processes of advertising the position and candidate recruitment as typically undertaken by a search firm.

Director Rohrbaugh recommended the Board of Trustees engage the services of an executive search firm, and stated she was willing to serve in whatever capacity the board saw fit during the search. She also recommended the board establish an internal search committee or task force to work with the chosen search firm. Lastly, she suggested that Terry New, Human Resources Manager serve on that committee as well as a representative of KPL's Antiracism Transformation Team.

R. Brown thanked Director Rohrbaugh for providing the Board of Trustees with a generous amount of time to ensure that a search is properly conducted. He then stated his opinion that an executive search firm should be employed for this process. He suggested a request for proposal be generated and sent to the firms that Director Rohrbaugh has identified in a timely manner. T. New stated, from an antiracism standpoint, the inclusion of a search firm makes good sense.

J. VanderRoest stated his belief that the entire Board of Trustees should comprise the search committee. President Godfrey agreed and suggested that in addition to the trustees, the committee includes T. New and Director Rohrbaugh as nonvoting members of the committee. President Godfrey then stated that Patrick Jouppi, Executive Assistant, should take minutes of the public meetings in which the search committee convenes.

MOTION: V. WRIGHT MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO GENERATE A REQUEST FOR PROPOSAL TO BE SENT TO EXECUTIVE SEARCH FIRMS, AND THAT THE SEARCH COMMITTEE BE COMPRISED OF THE FULL BOARD OF TRUSTEES AND STAFFED BY TERRY NEW, PATRICK JOUPPI AND DIRECTOR ROHRBAUGH.

MOTION CARRIED 7-0.

**XI. ADJOURNMENT**

Hearing no objection, President Godfrey adjourned the meeting at 6:05 P.M.

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

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: February 6, 2017  
Time: 4:00 p.m.  
Location: Board Room, Central Library

**TRUSTEE ROLL CALL:**

Present: Robert Brown, Lisa Godfrey, Kerria Randolph, James E. VanderRoest, Jannie Williams and Valerie Wright

Absent: Cheryl TenBrink

**CALL TO ORDER:**

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

**AGENDA APPROVAL:**

The agenda was approved.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

No recognitions, resolutions, or communications.

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

No one wished to address the board.

**III. REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

A. *Contract with Search Firm*

Recommendation: Director Rohrbaugh recommended the board accept one of the proposals put forth by executive search firms to whom KPL reached out regarding the search for a new library director.

Discussion: President Godfrey invited trustees to give their feedback related to the proposals sent by HRM Innovations, Bradbury Miller Associates, and Hartzell-Mika Consulting.

Trustees discussed what they considered the strengths and weaknesses of the three firms responding to KPL's request for proposal in terms of completeness, capability, resources, reach, and cost.

MOTION: J. VANDERROEST MOVED AND K. RANDOLPH SUPPORTED THE MOTION TO ACCEPT THE PROPOSAL PUT FORTH BY BRADBURY MILLER ASSOCIATES FOR CONDUCTING THE DIRECTOR SEARCH FOR KALAMAZOO PUBLIC LIBRARY.

Discussion: R. Brown raised a question regarding the inclusivity of the price quoted by Bradbury Miller Associates. President Godfrey stated she believed there may have been one item alluded

to in the proposal that was not included in the quoted price. Director Rohrbaugh stated she knew that the cost of the candidates' trips to Kalamazoo were not included in the quote.

President Godfrey stated Bradbury Miller Associates had recommended in their proposal there be no overlap between the current and future directors; she recalled this may not have been congruent with the previously-voiced opinions of all members of the search committee. Since that decision has implications for the generation and implementation of a timeline, she recommended the search committee decide.

J. VanderRoest suggested the committee accept the proposed timeline and take advantage of any opportunity for overlap, but not make it a priority. Director Rohrbaugh stated she will be available to discuss emergent matters with a new director in the event there is no time allowed for overlap.

MOTION CARRIED 6-0.

President Godfrey stated she would sign the contract, and asked Director Rohrbaugh to contact Bradbury Miller Associates, to let them know a decision has been reached. Director Rohrbaugh stated she would be in touch with the firm to plan the timeline appropriately.

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

No one wished to address the Board.

**V. COMMENTS BY TRUSTEES**

- J. VanderRoest had no comments.
- R. Brown stated he has been regularly attending meetings of the Refugee Council and has been pleased to see library personnel in attendance.
- K. Randolph had no comments.
- J. Williams had no comments, but asked how the RSVP process for the Kareem Abdul-Jabbar visit has been going. Director Rohrbaugh said it has been going well; an email list is being generated, and staff feel good about the number of people wishing to attend.
- V. Wright said she felt very positively about the decision made by the selection committee tonight.
- President Godfrey stated she has been hearing incredibly positive things about Writings on the Wall, the 2017 Reading Together selection.

**VI. ADJOURNMENT**

Hearing no objection, President Godfrey adjourned the meeting at 4:20 P.M.

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



## MEMO

TO: Library Trustees

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

DATE: February 27, 2017

**Resignation**

**Mikki Henry** resigned from the FTE .75 KPLA Library Associate position of effective February 15, 2017. Mikki has worked at KPL since October 2013.

**New Hire**

**Matthew Gilman** will be joining the salaried staff in the FTE 1.0 KPLSP Evening Custodian position effective March 15, 2017. Matthew comes to KPL with a history of professional and personal custodial work, building maintenance, repair and remodeling.

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

Emily Fletcher– Tech Intern

**Separations**

Luke Margules– Web/Database Systems Support Intern

**Employee Anniversaries**

- Rebecca Steel – 23 yrs.
- Ruth Wilson – 21 yrs.
- Jeremy Breeding – 16 yrs.
- Jermaine Jackson – 14 yrs.
- Janet Shawaryn – 13 yrs.
- Carlos Santiago- Lugo – 12 yrs.
- Matt Smith – 8 yrs.
- Angelina Rodriguez – 6 yrs.
- Tajah Grady – 4 yrs.
- John Meyers – 1 yr.
- Zack Hunkins – 1 yr.
- Dominique Essix – 1 yr.
- Elyse Covert – 1 yr.



MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Financial Reports for the Month  
Ending January 31, 2017**

DATE: February 27, 2017

**Recommendation:**

I recommend the Board accept the Financial Reports for the month ending January 31, 2017.

**Executive Summary:**

Notes to the reports are included for your information.

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James E. VanderRoest, Treasurer

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**Kalamazoo Public Library  
Financial Reports for January 2017**

**Combined Balance Sheet**

Cash balances were higher in January as the Library began to receive its share of winter 2016 property tax revenue from taxes collected in the district. Other asset and liability balances were normal during the month of January.

**Sources and Uses of Funds and Electronic Transfers**

Government pooled funds on hand as of January 31, 2017 totaled \$5,810,914. Sources of funds in the month of January consisted primarily of seasonal property tax receipts from Kalamazoo Library District taxing units (\$2,016,465). Uses of funds included Salaries, Materials and Facilities. Electronic transfer activity between KPL accounts was typical for the month of January.

**General Operating Fund**

As noted above, the majority of revenue recognized during January was from property taxes led by Oshtemo Township from whom the Library received \$970,273. The Library recognized \$2,557,325 of property tax revenue through January of 2017, representing 25% of the total budget for property taxes in the fiscal year. Expenditures totaled \$882,685 during the month and combined with encumbrances represent a year-to-date commitment of 56.9% of the General Operating Fund budget (as adjusted).

**Capital Improvement Plan**

There was limited activity in the Capital Improvement Plan during the month as expenditures totaled \$17,469 during the month of January. The vast majority of this spending was for the Security Systems upgrade from Johnson Controls (project 827). Open purchase orders consist of the Security Systems upgrade (project 827), the Carpet Master Plan (project 811) and Door Counter Sensors (project 897).

**Special Revenue Fund**

There was little activity in the Special Revenue Fund during the month of January and that which occurred was for the Ready to Read Program. Through January 2017, the Special Revenue Fund has receipted \$38,375, or 144% of its budgeted revenue for the year. Fiscal year expenditures for the Special Revenue fund at the end of January total \$10,571, or 24% of the expense budget (as adjusted).

**Endowment Fund**

The market value of the Endowment Fund as of January 31, 2017 per the custodian statement from Ameritrade was \$4,010,891. This represents an increase in value of the Endowment Fund of \$49,491 compared to the fund value end of December. A copy of page 1 of the monthly statement from Ameritrade is attached to the end of this internal financial report.

# KALAMAZOO PUBLIC LIBRARY

## Combined Balance Sheet

January 31, 2017

	Operating	Capital	Special Revenue	Endowment
<b>Assets</b>				
<b>Cash &amp; Equivalents</b>				
Cash & Checking	\$ 2,045,488	\$ 2,015,905	\$ 120,027	\$ 158,021
Investments	\$ 1,631,126	\$ -	\$ 70,062	\$ 3,803,379
<b>Total Cash &amp; Equivalents</b>	<b>\$ 3,676,614</b>	<b>\$ 2,015,905</b>	<b>\$ 190,089</b>	<b>\$ 3,961,400</b>
<b>Accounts Receivable</b>				
Accounts Receivable	\$ 2,800	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 2,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Taxes Receivable</b>				
Taxes Receivable	\$ -	\$ -	\$ -	\$ -
<b>Total Taxes Receivable</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Assets</b>				
Other Assets	\$ 138,428	\$ -	\$ -	\$ -
Due to/from Other Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Other Assets</b>	<b>\$ 138,428</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Assets</b>	<b>\$ 3,817,843</b>	<b>\$ 2,015,905</b>	<b>\$ 190,089</b>	<b>\$ 3,961,400</b>
<b>Liabilities and Fund Balance</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 125	\$ -	\$ -	\$ -
Salaries Payable	\$ 2,127	\$ -	\$ -	\$ -
Retirement Payable	\$ 40,195	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 42,446</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Long Term Liabilities</b>				
Long Term Liabilities	\$ -	\$ -	\$ -	\$ -
<b>Total Long Term Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Assets</b>				
Fund Balance	\$ 3,775,396	\$ 2,015,905	\$ 190,089	\$ 3,961,400
<b>Total Net Assets</b>	<b>\$ 3,775,396</b>	<b>\$ 2,015,905</b>	<b>\$ 190,089</b>	<b>\$ 3,961,400</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 3,817,843</b>	<b>\$ 2,015,905</b>	<b>\$ 190,089</b>	<b>\$ 3,961,400</b>

**KALAMAZOO PUBLIC LIBRARY**  
**Sources and Uses of Funds**  
**Governmental Pooled Funds**  
For the month ending January 31, 2017

		January
<b>BEGINNING CASH BALANCE *</b>		\$ 4,654,743
* Including short-term investments		
 <b><u>SOURCES OF CASH:</u></b>		
Property Tax Receipts	\$ 2,016,465	
IFT/CFT, PILOT, Other receipts	\$ 109	
State Aid/Renaissance Zone Reimbursement	\$ -	
USF Refund/Law Library Contract/District Ct. Penal Fines	\$ -	
Interest Income	\$ 502	
Library Fines & Fees	\$ 12,647	
Other Sources: Gifts, Grants, & Reimbursements	\$ -	
Other Gifts (Ready to Read, etc.)	\$ 1,897	
<b>TOTAL SOURCES OF CASH</b>		<b>\$ 2,031,620</b>
 <b><u>USES OF CASH:</u></b>		
Salaries & Wages	\$ (419,181)	
Benefits	\$ (108,857)	
Materials	\$ (81,965)	
Operating Expenditures	\$ (14,955)	
Facilities	\$ (60,776)	
Technical Services	\$ (22,773)	
Purchased Services	\$ (30,935)	
Other	\$ (17,950)	
Capital Expenditures	\$ (16,980)	
Prepaid Expenditures	\$ (101,078)	
<b>TOTAL USES OF CASH</b>		<b>\$ (875,449)</b>
 <b>ENDING CASH</b>		 <b>\$ 5,810,914</b>
 <b><u>Pooled Cash &amp; Investment Accounts</u></b>		
<b><u>Checking &amp; other liquid accounts</u></b>		
Cash to be deposited		
Fifth Third General		\$ 16,863
Flagstar General		\$ 419,209
First National NOW & ACH Transfer Accounts		\$ 1,702,757
Fifth Third Arcadia Administration		\$ 4,068
Midwest Business Exchange Account/Paypal		\$ 15,965
Pooled Cash Accounts		<b>\$ 2,158,861</b>
 <b><u>Pooled Investments</u></b>		
Flagstar Bank MM & CD's		\$ 1,068,875
First National Bank MM, ICS Savings, & CD's		2,583,178
Pooled Investment Accounts		<b>\$ 3,652,053</b>
<b>Total Pooled Cash &amp; Investments</b>		<b>\$ 5,810,914</b>

**KALAMAZOO PUBLIC LIBRARY**  
**Sources and Uses of Funds**  
**Electronic Transfers**  
For the Month ending January 31, 2017

<b>Date</b>	<b>Description</b>	<b>From</b>	<b>To</b>	<b>Amount</b>
1/3/2017	Transfer from 1st National Checking		1st National ACH (push)	\$ (34,500.00)
1/4/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ 34,500.00
1/3/2017	MERS Employer Contribution (Dec 2016)	1st National ACH (push)	MERS	\$ (34,321.92)
1/4/2017	MERS HCSP (12/31/16 PY)	Fifth Third Bank	MERS Employees HCSP accounts	\$ (1,214.17)
1/4/2017	Transfer to 1st National ICS	1st National ACH (push)	1st National ICS	\$ (200,000.00)
1/4/2017	Transfer from 1st National ACH (push)			\$ 200,000.00
1/5/2017	Transfer from 1st National Checking		1st National ACH (push)	\$ (15,100.00)
1/5/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ 15,100.00
1/5/2017	MPSERS Employer Contribution (Dec 2016)	1st National ACH (push)	MPSERS	\$ (15,019.20)
1/6/2017	ADP - Payroll Fees (12/31/16 PY)	Flagstar General	ADP	\$ (280.38)
1/12/2017	Transfer from 1st National Checking		1st National ACH (pull)	\$ 7,000.00
1/12/2017	Transfer from 1st National Checking		1st National ACH (pull)	\$ (7,000.00)
1/13/2017	Employee Fifth Third HSA (1/15/17 PY)	Fifth Third Bank	Fifth Third Employee Accounts	\$ (554.00)
1/13/2017	KPLA/KPLSP Union Dues	Fifth Third Bank	Union Treasurer Accounts	\$ (2,133.72)
1/13/2017	ADP Payroll (1/15/2017 PY)	Flagstar General	Net Payroll - ADP 1/15/2017	\$ (156,149.21)
1/13/2017	Child Support	Flagstar General	ADP to State of Michigan Disbursement	\$ (180.07)
1/13/2017	Garnishments	Flagstar General	ADP to various	\$ (346.68)
1/13/2017	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (17,241.59)
1/13/2017	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (17,241.61)
1/13/2017	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (26,059.62)
1/13/2017	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (8,117.55)
1/13/2017	403B Employee Contributions (1/15/17 PY)	1st National ACH (pull)		\$ (6,947.01)
1/13/2017	Health Equity HSA (1/15/17 PY)	1st National ACH (push)	Health Equity Employee Accounts	\$ (4,392.91)
1/18/2017	MPSERS Employer Contribution (Jan 15, 2017)	1st National ACH (push)	MPSERS	\$ (9,352.08)
1/18/2017	MERS HCSP (1/15/17 PY)	Fifth Third Bank	MERS Employees HCSP accounts	\$ (26,233.18)
1/18/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ 9,500.00
1/18/2017	Transfer from 1st National Checking		1st National ACH (push)	\$ (9,500.00)
1/20/2017	ADP - Payroll Fees	Flagstar General	ADP	\$ (1,944.53)
1/30/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (pull)	\$ 7,100.00
1/30/2017	Transfer from 1st National Checking		1st National ACH (push)	\$ (7,100.00)
1/30/2017	KPLA/KPLSP Union Dues	Fifth Third Bank	Union Treasurer Accounts	\$ (2,133.72)
1/30/2017	403B Employee Contributions (1/30/17 PY)	1st National ACH (pull)		\$ (7,033.81)
1/31/2017	Transfer from 1st National Checking		1st National ACH (push)	\$ 29,500.00
1/31/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ (29,500.00)
1/31/2017	Health Equity HSA (1/31/17 PY)	1st National ACH (push)	Health Equity Employee Accounts	\$ (4,342.91)
1/31/2017	Employee Fifth Third HSA (1/31/17 PY)	Fifth Third Bank	Fifth Third Employee Accounts	\$ (554.00)
1/31/2017	ADP Payroll 1/31/2017	Flagstar General	Net Payroll - ADP 1/31/2017	\$ (133,427.47)
1/31/2017	Child Support	Flagstar General	ADP to State of Michigan Disbursement	\$ (180.07)
1/31/2017	Garnishments	Flagstar General	ADP to various	\$ (309.30)
1/31/2017	Employee/Employer Social Security	Flagstar General	ADP to SSA/Medicare	\$ (14,807.17)
1/31/2017	Employee/Employer Social Security	Flagstar General	ADP to SSA/Medicare	\$ (14,807.19)
1/31/2017	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,369.43)
1/31/2017	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (6,768.41)
<b>Total Electronic Transfers January 2017</b>				<b>\$ (530,462.91)</b>

**KALAMAZOO PUBLIC LIBRARY**  
**General Operating Fund**  
**Revenue and Expenditure Summary**  
January 31, 2017

	Month	Encumbrance	YTD + Encumbrances	Adjusted Budget	Budget Remaining	% Complete
<b>1 - General Fund</b>						
<b>Revenue</b>						
Property Taxes	\$ 2,016,465	\$ -	\$ 2,557,325	\$ 10,405,672	\$ 7,848,347	24.58%
Other Taxes	\$ 109	\$ -	\$ 29,801	\$ 140,002	\$ 110,201	21.29%
Fines and Fees	\$ 12,647	\$ -	\$ 84,825	\$ 180,000	\$ 95,175	47.12%
District Court Penal Fines	\$ -	\$ -	\$ -	\$ 212,000	\$ 212,000	0.00%
Local Support	\$ -	\$ -	\$ 101,567	\$ 240,000	\$ 138,433	42.32%
Interest Income	\$ 502	\$ -	\$ 5,109	\$ 15,000	\$ 9,891	34.06%
State Aid and Reimbursements	\$ -	\$ -	\$ -	\$ 903,000	\$ 903,000	0.00%
Other	\$ -	\$ -	\$ 72,302	\$ 113,600	\$ 41,298	63.65%
<b>Total Revenue</b>	<b>\$ 2,029,723</b>	<b>\$ -</b>	<b>\$ 2,850,930</b>	<b>\$ 12,209,274</b>	<b>\$ 9,358,344</b>	<b>23.35%</b>
<b>Expenditures</b>						
				\$ 8,002,414		
<b>Salaries</b>						
Administrator Salaries	\$ 47,194	\$ -	\$ 403,877	\$ 681,575	\$ 277,698	59.26%
Librarian Salaries	\$ 109,534	\$ -	\$ 812,761	\$ 1,396,275	\$ 583,514	58.21%
Supervisory Technical Salaries	\$ 68,379	\$ -	\$ 486,357	\$ 846,640	\$ 360,283	57.45%
Library Assistant Salaries	\$ 123,885	\$ -	\$ 910,714	\$ 1,559,664	\$ 648,950	58.39%
Hourly Staff	\$ 49,989	\$ -	\$ 325,927	\$ 695,000	\$ 369,073	46.90%
Substitute Salaries	\$ 4,575	\$ -	\$ 31,972	\$ 89,000	\$ 57,028	35.92%
Vacancy Credit	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total</b>	<b>\$ 403,556</b>	<b>\$ -</b>	<b>\$ 2,971,608</b>	<b>\$ 5,268,154</b>	<b>\$ 2,296,546</b>	<b>56.41%</b>
<b>Benefits</b>						
Employee Insurance	\$ 86,369	\$ -	\$ 613,296	\$ 1,076,570	\$ 463,274	56.97%
Retirement	\$ 49,183	\$ -	\$ 579,816	\$ 1,009,025	\$ 429,209	57.46%
Employer FICA-Medicare	\$ 32,049	\$ -	\$ 223,089	\$ 410,380	\$ 187,291	54.36%
Other Benefits	\$ 59,447	\$ -	\$ 139,382	\$ 238,285	\$ 98,903	58.49%
<b>Total</b>	<b>\$ 227,048</b>	<b>\$ -</b>	<b>\$ 1,555,582</b>	<b>\$ 2,734,260</b>	<b>\$ 1,178,678</b>	<b>56.89%</b>
<b>Materials</b>						
Adult Books	\$ 46,819	\$ (137)	\$ 321,921	\$ 513,300	\$ 191,379	62.72%
Juvenile Books	\$ 11,437	\$ (7,288)	\$ 69,470	\$ 103,500	\$ 34,030	67.12%
Periodicals	\$ 332	\$ -	\$ 36,992	\$ 45,876	\$ 8,884	80.64%
Audio-Visual Material	\$ 29,112	\$ 1,214	\$ 228,788	\$ 370,300	\$ 141,512	61.78%
Digital Materials	\$ 5,214	\$ -	\$ 128,420	\$ 167,897	\$ 39,477	76.49%
<b>Total</b>	<b>\$ 92,915</b>	<b>\$ (6,211)</b>	<b>\$ 785,591</b>	<b>\$ 1,200,873</b>	<b>\$ 415,282</b>	<b>65.42%</b>
<b>Facilities</b>						
Fuel	\$ 7,492	\$ -	\$ 13,484	\$ 66,500	\$ 53,016	20.28%
Electricity	\$ 13,123	\$ -	\$ 106,175	\$ 200,000	\$ 93,825	53.09%
Water	\$ 341	\$ -	\$ 2,546	\$ 5,820	\$ 3,274	43.74%
Custodial Supplies	\$ 6,862	\$ -	\$ 36,868	\$ 76,200	\$ 39,332	48.38%
Grounds Maintenance	\$ 3,985	\$ -	\$ 18,645	\$ 40,486	\$ 21,841	46.05%
Vehicle Maintenance	\$ 191	\$ -	\$ 1,467	\$ 6,800	\$ 5,333	21.58%
Building Repair	\$ 8,406	\$ 1,390	\$ 73,204	\$ 114,210	\$ 41,006	64.10%
Building Operations	\$ 24,220	\$ (23,658)	\$ 109,518	\$ 132,868	\$ 23,350	82.43%
<b>Total</b>	<b>\$ 64,620</b>	<b>\$ (22,268)</b>	<b>\$ 361,907</b>	<b>\$ 642,884</b>	<b>\$ 280,977</b>	<b>56.29%</b>

**KALAMAZOO PUBLIC LIBRARY**  
**General Operating Fund**  
**Revenue and Expenditure Summary**  
January 31, 2017

	Month	Encumbrance	YTD + Encumbrances	Adjusted Budget	Budget Remaining	% Complete
<b>Operating Expenses</b>						
Supplies	\$ 10,103	\$ (1,832)	\$ 47,836	\$ 103,743	\$ 55,907	46.11%
Misc. Operating Expenses	\$ 8,236	\$ -	\$ 58,080	\$ 113,732	\$ 55,652	51.07%
Postage & Freight	\$ 1,902	\$ -	\$ 22,223	\$ 46,350	\$ 24,127	47.95%
Rent	\$ 2,456	\$ -	\$ 19,290	\$ 34,100	\$ 14,810	56.57%
Processing Supplies	\$ 1,136	\$ (449)	\$ 12,370	\$ 60,140	\$ 47,770	20.57%
<b>Total</b>	<b>\$ 23,833</b>	<b>\$ (2,281)</b>	<b>\$ 159,798</b>	<b>\$ 358,065</b>	<b>\$ 198,267</b>	<b>44.63%</b>
<b>Technical Services</b>						
F&E Repair & Maintenance	\$ 2,779	\$ -	\$ 31,687.22	\$ 74,442	\$ 42,755	42.57%
Telecommunications	\$ 7,275	\$ -	\$ 51,709.84	\$ 94,830	\$ 43,120	54.53%
Software as Service	\$ -	\$ -	\$ 167,001.25	\$ 210,680	\$ 43,679	79.27%
Software Licensing & Maintenance	\$ 8,837	\$ (280)	\$ 182,374.88	\$ 261,539	\$ 79,164	69.73%
Cataloging & Processing	\$ 6,500	\$ -	\$ 57,650.38	\$ 80,300	\$ 22,650	71.79%
<b>Total</b>	<b>\$ 25,391</b>	<b>\$ (280)</b>	<b>\$ 490,424</b>	<b>\$ 721,791</b>	<b>\$ 231,367</b>	<b>67.95%</b>
<b>Purchased Services</b>						
Security	\$ 10,707	\$ -	\$ 75,377	\$ 183,500	\$ 108,123	41.08%
Insurance	\$ 1,780	\$ -	\$ 61,789	\$ 91,500	\$ 29,711	67.53%
Legal Services	\$ -	\$ -	\$ 8,208	\$ 15,000	\$ 6,792	54.72%
Contracted Services	\$ 11,273	\$ -	\$ 64,412	\$ 164,356	\$ 99,944	39.19%
Printing Services	\$ 5,475	\$ -	\$ 44,713	\$ 94,500	\$ 49,787	47.32%
Advertising	\$ 2,006	\$ -	\$ 22,111	\$ 55,500	\$ 33,389	39.84%
<b>Total</b>	<b>\$ 31,242</b>	<b>\$ -</b>	<b>\$ 276,611</b>	<b>\$ 604,356</b>	<b>\$ 327,745</b>	<b>45.77%</b>
<b>Other Expenditures</b>						
Tax Charge Backs	\$ -	\$ -	\$ 21,768	\$ 45,000	\$ 23,232	48.37%
Staff Development	\$ 2,023	\$ -	\$ 17,105	\$ 50,520	\$ 33,415	33.86%
Travel & Conference	\$ 327	\$ -	\$ 11,181	\$ 47,750	\$ 36,569	23.42%
Board Expenses	\$ 479	\$ -	\$ 1,776	\$ 5,780	\$ 4,004	30.72%
Programming	\$ 11,252	\$ -	\$ 106,001	\$ 201,725	\$ 95,724	52.55%
<b>Total</b>	<b>\$ 14,081</b>	<b>\$ -</b>	<b>\$ 157,831</b>	<b>\$ 350,775</b>	<b>\$ 192,944</b>	<b>44.99%</b>
<b>Total</b>	<b>\$ 882,685</b>	<b>\$ (31,039)</b>	<b>\$ 6,759,352</b>	<b>\$ 11,881,158</b>	<b>\$ 5,121,806</b>	<b>56.89%</b>
<b>Transfers</b>						
<b>Transfers In</b>						
Transfers from other funds	\$ -	\$ -	\$ (13,840)	\$ (10,750)	\$ 3,090	128.75%
<b>Total Transfers In</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (13,840)</b>	<b>\$ (10,750)</b>	<b>\$ 3,090</b>	<b>128.75%</b>
<b>Transfers Out</b>						
Transfers to other funds	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	0.00%
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ 600,000</b>	<b>0.00%</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 882,685</b>	<b>\$ (31,039)</b>	<b>\$ 6,745,511</b>	<b>\$ 12,470,408</b>	<b>\$ 5,724,897</b>	<b>54.09%</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 2,611,202</b>	<b>\$ -</b>	<b>\$ 7,522,908</b>	<b>\$ 7,522,908</b>	<b>\$ 7,522,908</b>	
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ 1,147,038</b>	<b>\$ 31,039</b>	<b>\$ (3,894,581)</b>	<b>\$ (261,134)</b>	<b>\$ 3,633,447</b>	<b>1491.41%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 3,758,241</b>	<b>\$ (142,008)</b>	<b>\$ 3,628,327</b>	<b>\$ 7,408,247</b>	<b>\$ (3,792,015)</b>	<b>48.98%</b>

**KALAMAZOO PUBLIC LIBRARY**

**Capital Improvement Plan**

January 31, 2017

	Actual	Encumbrances	YTD + Encumbrances	Revised Budget	Budget Remaining	YTD
<b>3 - Capital Improvement Plan</b>						
<b>Expenditures</b>						
<b>Furnishings</b>						
<b>Furnishings Reserve</b>						
810 - Furnishings Reserve	\$ -	\$ -	\$ -	\$ 126,772	\$ 126,772	\$ -
Total Furnishings Reserve	\$ -	\$ -	\$ -	\$ 126,772	\$ 126,772	\$ -
<b>Central Library</b>						
813 - Display/Public - Central	\$ 1,500	\$ 3,000	\$ 4,500	\$ -	\$ (4,500)	\$ 1,500
889 - Children's Room Table/Chairs	\$ -	\$ -	\$ -	\$ 8,328	\$ 8,328	\$ -
892 - Local History Room Furniture	\$ -	\$ -	\$ -	\$ 1,016	\$ 1,016	\$ -
Total Central Library	\$ 1,500	\$ 3,000	\$ 4,500	\$ 9,344	\$ 4,844	\$ 1,500
<b>Branch Libraries</b>						
815 - Workspaces & Public Areas-Oshtemo	\$ -	\$ -	\$ -	\$ 11,443	\$ 11,443	\$ -
881 - Eastwood/Powell - furniture	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200	\$ -
Total Branch Libraries	\$ -	\$ -	\$ -	\$ 12,643	\$ 12,643	\$ -
<b>System-Wide Projects</b>						
814 - Chairs - Multiple Departments	\$ -	\$ -	\$ 3,444	\$ 43,750	\$ 40,306	\$ 3,444
Total System-Wide Projects	\$ -	\$ -	\$ 3,444	\$ 43,750	\$ 40,306	\$ 3,444
<b>Total Furniture &amp; Equipment</b>	<b>\$ 1,500</b>	<b>\$ 3,000</b>	<b>\$ 7,944</b>	<b>\$ 192,509</b>	<b>\$ 184,565</b>	<b>\$ 4,944</b>
<b>Building Alterations</b>						
<b>Building Reserve</b>						
820 - Building Alterations Reserve	\$ -	\$ -	\$ -	\$ 204,352	\$ 204,352	\$ -
Total Building Reserve	\$ -	\$ -	\$ -	\$ 204,352	\$ 204,352	\$ -
<b>Structural Projects</b>						
807 - Washington Square Bldg Projects	\$ -	\$ 4,230	\$ 4,230	\$ 50,000	\$ 45,770	\$ -
Total Structural Projects	\$ -	\$ 4,230	\$ 4,230	\$ 50,000	\$ 45,770	\$ -
<b>Mechanical Projects</b>						
841 - Central Louvers on AHU-2	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000	\$ -
887 - Generators-all sites	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ -
895 - Central Freight Elevator	\$ -	\$ -	\$ -	\$ 4,640	\$ 4,640	\$ -
Total Mechanical Projects	\$ -	\$ -	\$ -	\$ 124,640	\$ 124,640	\$ -
<b>Control &amp; Security Systems</b>						
827 - Security Systems	\$ 15,480	\$ 15,806	\$ 44,137	\$ 34,029	\$ (10,108)	\$ 28,331
Total Control & Security Systems	\$ 15,480	\$ 15,806	\$ 44,137	\$ 34,029	\$ (10,108)	\$ 28,331
<b>Other Facilities Projects</b>						
806 - Central Restrooms	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
808 - Oshtemo Smart Drop - Design Phase	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -
811 - Carpet Master Plan	\$ -	\$ 5,775	\$ 5,775	\$ 134,949	\$ 129,174	\$ -
823 - Oshtemo Building Projects	\$ -	\$ -	\$ 15,031	\$ 15,000	\$ (31)	\$ 15,031
824 - Eastwood Drop Ceiling	\$ -	\$ -	\$ -	\$ 2,932	\$ 2,932	\$ -

**KALAMAZOO PUBLIC LIBRARY**

**Capital Improvement Plan**

January 31, 2017

	Actual	Encumbrances	YTD + Encumbrances	Revised Budget	Budget Remaining	YTD
893 - Delivery Vehicle	\$ -	\$ -	\$ -	\$ 7,045	\$ 7,045	\$ -
897 - System - Door Counter Sensors	\$ -	\$ 6,150	\$ 6,150	\$ 14,000	\$ 7,850	\$ -
Total Other Facilities Projects	\$ -	\$ 11,925	\$ 26,956	\$ 278,926	\$ 251,970	\$ 15,031
<b>Total Building Alterations</b>	<b>\$ 15,480</b>	<b>\$ 31,961</b>	<b>\$ 75,323</b>	<b>\$ 691,947</b>	<b>\$ 622,773</b>	<b>\$ 43,362</b>
<b>Computer &amp; Technology</b>						
Computer & Tech. Reserve						
830 - Computer & Technology Reserve	\$ -	\$ -	\$ -	\$ 89,668	\$ 89,668	\$ -
Total Computer & Tech. Reserve	\$ -	\$ -	\$ -	\$ 89,668	\$ 89,668	\$ -
Public Technology & Hardware						
831 - PC Replacement	\$ -	\$ -	\$ 108,387	\$ 145,371	\$ 36,984	\$ 108,387
843 - Branch digital signage	\$ -	\$ -	\$ 1,228	\$ 1,228	\$ -	\$ 1,228
844 - USB Charging Stations	\$ -	\$ -	\$ 3,072	\$ 3,072	\$ -	\$ 3,072
884 - Digital Lab Equipment	\$ 169	\$ -	\$ 2,808	\$ 13,807	\$ 10,999	\$ 2,808
Total	\$ 169	\$ -	\$ 115,495	\$ 163,478	\$ 47,983	\$ 115,495
Portable Technology						
878 - Portable Devices	\$ 320	\$ -	\$ 13,963	\$ 14,710	\$ 747	\$ 13,963
Total Portable Technology	\$ 320	\$ -	\$ 13,963	\$ 14,710	\$ 747	\$ 13,963
Other Tech/Computer Equipment						
854 - Other Tech/Computer Equipment	\$ -	\$ (20,224)	\$ 2,124	\$ 136,200	\$ 134,076	\$ 22,348
855 - Telephone System	\$ -	\$ -	\$ -	\$ 11,845	\$ 11,845	\$ -
879 - Office scanners	\$ -	\$ -	\$ 1,229	\$ 6,558	\$ 5,329	\$ 1,229
Total Other Tech/Computer Equip.	\$ -	\$ (20,224)	\$ 3,353	\$ 154,603	\$ 151,250	\$ 23,577
RFID/Circulation						
852 - RFID/ILS Equipment	\$ -	\$ -	\$ -	\$ 8,326	\$ 8,326	\$ -
Total RFID/Circulation Tech.	\$ -	\$ -	\$ -	\$ 8,326	\$ 8,326	\$ -
<b>Total Computer &amp; Technology</b>	<b>\$ 489</b>	<b>\$ (20,224)</b>	<b>\$ 132,812</b>	<b>\$ 430,785</b>	<b>\$ 297,973</b>	<b>\$ 153,036</b>
<b>Total Expenditures</b>	<b>\$ 17,469</b>	<b>\$ 14,737</b>	<b>\$ 216,079</b>	<b>\$ 1,315,241</b>	<b>\$ 1,105,311</b>	<b>\$ 201,342</b>
<b>Transfers</b>						
Transfers In/(Out)						
Transfers from other funds						
800 - Capital Improvement Plan	\$ -	\$ -	\$ -	\$ (600,000)	\$ (600,000)	\$ -
Total	\$ -	\$ -	\$ -	\$ (600,000)	\$ (600,000)	\$ -
<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (600,000)</b>	<b>\$ (600,000)</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 592,690</b>	<b>\$ -</b>	<b>\$ 776,563</b>		<b>\$ -</b>	<b>\$ 776,563</b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>\$ (17,469)</b>	<b>\$ (8,587)</b>	<b>\$ (209,929)</b>		<b>\$ (505,381)</b>	<b>\$ (201,342)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 575,221</b>	<b>\$ (8,587)</b>	<b>\$ 566,634</b>		<b>\$ (505,381)</b>	<b>\$ 575,221</b>

**KALAMAZOO PUBLIC LIBRARY**  
**Special Revenue Fund**  
**Revenue and Expenditure Summary**  
January 31, 2017

	Month	Encumbrance	YTD + Encumbrances	Adjusted Budget	Budget Remaining	% Complete
<b>4 - Special Revenue Fund</b>						
<b>Revenue</b>						
<b>Local Support</b>						
233 - Ready to Read - Gifts	\$ 1,225	\$ -	\$ 14,525	\$ 1,000	\$ (13,525)	1452.50%
235 - Ready to Read - Spelling Bee	\$ 100	\$ -	\$ 15,058	\$ 21,800	\$ 6,742	69.07%
301 - Gifts & Memorials - Materials	\$ 520	\$ -	\$ 2,327	\$ 2,500	\$ 173	93.08%
308 - Library Gifts	\$ 52	\$ -	\$ 5,275	\$ -	\$ (5,275)	n/a
<b>Total Local Support</b>	<b>\$ 1,897</b>	<b>\$ -</b>	<b>\$ 37,185</b>	<b>\$ 25,300</b>	<b>\$ (11,885)</b>	<b>146.98%</b>
<b>Other</b>						
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ 1,190	\$ 1,200	\$ 10	99.17%
<b>Total Other</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,190</b>	<b>\$ 1,200</b>	<b>\$ 10</b>	<b>99.17%</b>
<b>Total Revenue</b>	<b>\$ 1,897</b>	<b>\$ -</b>	<b>\$ 38,375</b>	<b>\$ 26,500</b>	<b>\$ (11,875)</b>	<b>144.81%</b>
<b>Expenditures</b>						
<b>Materials</b>						
<b>Adult Books</b>						
301 - Gifts & Memorials - Materials	\$ 159	\$ (153)	\$ 438	\$ 3,000	\$ 2,562	14.59%
<b>Total Adult Books</b>	<b>\$ 159</b>	<b>\$ (153)</b>	<b>\$ 438</b>	<b>\$ 3,000</b>	<b>\$ 2,562</b>	<b>14.59%</b>
<b>Juvenile Books</b>						
233 - Ready to Read - Gifts	\$ 2,044	\$ (423)	\$ 5,116	\$ 12,000	\$ 6,884	42.63%
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ -	\$ 18,000	\$ 18,000	0.00%
301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ 146	\$ 500	\$ 354	29.18%
<b>Total Juvenile Books</b>	<b>\$ 2,044</b>	<b>\$ (423)</b>	<b>\$ 5,262</b>	<b>\$ 30,500</b>	<b>\$ 25,238</b>	<b>17.25%</b>
<b>Audio-Visual Material</b>						
301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ -	\$ 100	\$ 100	0.00%
<b>Total Audio-Visual Material</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>0.00%</b>
<b>Total</b>	<b>\$ 2,203</b>	<b>\$ (576)</b>	<b>\$ 5,699</b>	<b>\$ 33,600</b>	<b>\$ 27,901</b>	<b>16.96%</b>
<b>Other Expenditures</b>						
<b>Miscellaneous Disbursements</b>						
233 - Ready to Read - Gifts	\$ -	\$ -	\$ 1,712	\$ 5,000	\$ 3,288	34.24%
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ 3,648	\$ 4,500	\$ 852	81.06%
301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ -	\$ 500	\$ 500	0.00%
307 - ONEplace Nonprofit - Programming	\$ -	\$ -	\$ -	\$ 570	\$ 570	0.00%
308 - Other Local Gifts & Grants	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,500	0.00%
310 - KPL Antiracism Transformation Team	\$ -	\$ -	\$ 298	\$ 852	\$ 554	34.98%
377 - Friends Mini-Grants - 2016	\$ -	\$ -	\$ 751	\$ 1,694	\$ 943	44.35%
379 - Friends Mini-Grants 2015	\$ -	\$ -	\$ 242	\$ 242	\$ -	100.00%
<b>Total Miscellaneous Disbursements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,651</b>	<b>\$ 17,858</b>	<b>\$ 11,207</b>	<b>37.24%</b>
<b>Total Expenditures</b>	<b>\$ 2,203</b>	<b>\$ (576)</b>	<b>\$ 12,351</b>	<b>\$ 51,458</b>	<b>\$ 39,108</b>	<b>24.00%</b>
<b>Transfers</b>						
<b>Transfers Out</b>						
<b>4-7902-0-3</b>						
380 - Friends Mini-Grants - Administration	\$ -	\$ -	\$ 1,046	\$ 1,046	\$ -	100.00%
383 - History Room Mini-Grant	\$ -	\$ -	\$ 500	\$ 500	\$ -	100.00%

**KALAMAZOO PUBLIC LIBRARY**  
**Special Revenue Fund**  
**Revenue and Expenditure Summary**  
January 31, 2017

	Month	Encumbrance	YTD + Encumbrances	Adjusted Budget	Budget Remaining	% Complete
387 - Oshtemo Mini-Grant	\$ -	\$ -	\$ 548	\$ 548	\$ -	100.00%
388 - Eastwood/Powell Mini-Grant	\$ -	\$ -	\$ 898	\$ 898	\$ -	100.00%
389 - Washington Square Mini-Grant	\$ -	\$ -	\$ 1	\$ 1	\$ -	100.00%
390 - Teen Services Mini-Grant	\$ -	\$ -	\$ 98	\$ 98	\$ -	100.00%
397 - KCF - Local History & Comm Info Agency Fd	\$ -	\$ -	\$ 10,750	\$ 5,000	\$ (5,750)	215.00%
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,840</b>	<b>\$ 8,090</b>	<b>\$ (5,750)</b>	<b>0.00%</b>
<b>Total Expenditures and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,840</b>	<b>\$ 59,549</b>	<b>\$ (13,840)</b>	<b>0.00%</b>

**BEGINNING FUND BALANCE**

233 - Ready to Read - Gifts	\$ 29,024	\$ -	\$ 19,699	\$ -	\$ -
235 - Ready to Read - Spelling Bee	\$ 73,126	\$ -	\$ 60,625	\$ -	\$ -
301 - Gifts & Memorials - Materials	\$ 6,125	\$ -	\$ 4,742	\$ -	\$ -
307 - ONEplace Nonprofit Services	\$ 570	\$ -	\$ 570	\$ -	\$ -
308 - Library Gifts	\$ 9,991	\$ -	\$ 4,768	\$ -	\$ -
310 - KPL Antiracism Transformation Team	\$ 554	\$ -	\$ 852	\$ -	\$ -
377 - Friends Mini-Grants - 2016	\$ 943	\$ -	\$ 1,694	\$ -	\$ -
379 - Friends Mini-Grants 2015	\$ -	\$ -	\$ 242	\$ -	\$ -
380 - Friends Mini-Grants - Administration	\$ -	\$ -	\$ 1,046	\$ -	\$ -
383 - History Room Mini-Grant	\$ -	\$ -	\$ 500	\$ -	\$ -
387 - Oshtemo Mini-Grant	\$ -	\$ -	\$ 548	\$ -	\$ -
388 - Eastwood/Powell Mini-Grant	\$ -	\$ -	\$ 898	\$ -	\$ -
389 - Washington Square Mini-Grant	\$ -	\$ -	\$ 1	\$ -	\$ -
390 - Teen Services Mini-Grant	\$ -	\$ -	\$ 98	\$ -	\$ -
397 - KCF - Local History & Comm Info Agency Fund	\$ 70,062	\$ -	\$ 80,812	\$ -	\$ -
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$ 190,395</b>	<b>\$ -</b>	<b>\$ 177,095</b>	<b>\$ -</b>	<b>\$ -</b>

**NET SURPLUS/(DEFICIT)**

233 - Ready to Read - Gifts	\$ (819)	\$ (810)	\$ 7,697	\$ (23,697)
235 - Ready to Read - Spelling Bee	\$ 100	\$ -	\$ 12,600	\$ (12,100)
301 - Gifts & Memorials - Materials	\$ 361	\$ -	\$ 1,743	\$ (3,343)
308 - Library Gifts	\$ 52	\$ -	\$ 5,275	\$ (5,275)
310 - KPL Antiracism Transformation Team	\$ -	\$ -	\$ (298)	\$ 298
377 - Friends Mini-Grants - 2016	\$ -	\$ -	\$ (751)	\$ 751
379 - Friends Mini-Grants 2015	\$ -	\$ -	\$ (242)	\$ 242
380 - Friends Mini-Grants - Administration	\$ -	\$ -	\$ (1,046)	\$ 1,046
383 - History Room Mini-Grant	\$ -	\$ -	\$ (500)	\$ 500
387 - Oshtemo Mini-Grant	\$ -	\$ -	\$ (548)	\$ 548
388 - Eastwood/Powell Mini-Grant	\$ -	\$ -	\$ (898)	\$ 898
389 - Washington Square Mini-Grant	\$ -	\$ -	\$ (1)	\$ 1
390 - Teen Services Mini-Grant	\$ -	\$ -	\$ (98)	\$ 98
397 - KCF - Local History & Comm Info Agency Fund	\$ -	\$ -	\$ (10,750)	\$ 10,750
<b>TOTAL NET SURPLUS/(DEFICIT)</b>	<b>\$ (306)</b>	<b>\$ (810)</b>	<b>\$ 12,184</b>	<b>\$ (29,284)</b>

**ENDING FUND BALANCE**

233 - Ready to Read - Gifts	\$ 28,206	\$ (810)	\$ 27,396	\$ (23,697)
235 - Ready to Read - Spelling Bee	\$ 73,226	\$ -	\$ 73,226	\$ (12,100)
301 - Gifts & Memorials - Materials	\$ 6,486	\$ -	\$ 6,486	\$ (3,343)
307 - ONEplace Nonprofit Services	\$ 570	\$ -	\$ 570	\$ -
308 - Library Gifts	\$ 10,043	\$ -	\$ 10,043	\$ (5,275)
310 - KPL Antiracism Transformation Team	\$ 554	\$ -	\$ 554	\$ 298
377 - Friends Mini-Grants - 2016	\$ 943	\$ -	\$ 943	\$ 751
379 - Friends Mini-Grants 2015	\$ -	\$ -	\$ -	\$ 242
380 - Friends Mini-Grants - Administration	\$ -	\$ -	\$ -	\$ 1,046

**KALAMAZOO PUBLIC LIBRARY**  
**Special Revenue Fund**  
**Revenue and Expenditure Summary**  
January 31, 2017

	Month	Encumbrance	YTD + Encumbrances	Adjusted Budget	Budget Remaining	% Complete
383 - History Room Mini-Grant	\$ -	\$ -	\$ -		\$ 500	
387 - Oshtemo Mini-Grant	\$ -	\$ -	\$ -		\$ 548	
388 - Eastwood/Powell Mini-Grant	\$ -	\$ -	\$ -		\$ 898	
389 - Washington Square Mini-Grant	\$ -	\$ -	\$ -		\$ 1	
390 - Teen Services Mini-Grant	\$ -	\$ -	\$ -		\$ 98	
397 - KCF - Local History & Comm Info Agency Fund	\$ 70,062	\$ -	\$ 70,062		\$ 10,750	
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$ 190,089</b>	<b>\$ (810)</b>	<b>\$ 189,279</b>		<b>\$ (29,284)</b>	

**MONTHLY STATEMENT**

Reporting Period: January 1 - 31, 2017

**ACCOUNT SUMMARY**

**Total Account Value: \$4,010,890.63**

**YOUR INDEPENDENT ADVISOR**

ARCADIA INVESTMENT MGMT CORP  
 125 S. KALAMAZOO MALL  
 SUITE 306  
 KALAMAZOO MI 49007

For questions regarding the services provided  
 by your Independent Advisor call  
 (269) 349-0800

Questions? - Contact us.  
 (800) 431-3500

TD Ameritrade Clearing, Inc., Member SIPC

**CHANGE IN ACCOUNT VALUE**

	This Month 1/1/17 - 1/31/17	Year to Date 1/1/17 - 1/31/17
<b>BEGINNING VALUE</b>	<b>\$3,961,399.82</b>	<b>\$3,961,399.82</b>
Dividends and Interest	3,992.41	3,992.41
Market Appreciation/(Depreciation)	51,460.74	51,460.74
Other Income or Expense	(5,962.34)	(5,962.34)
<b>ENDING VALUE</b>	<b>\$4,010,890.63</b>	<b>\$4,010,890.63</b>
<b>CHANGE IN VALUE</b>	<b>\$49,490.81</b>	<b>\$49,490.81</b>

*Market Appreciation/  
 Depreciation  
 The change in value of  
 investments due to the market  
 assessment of their worth, which  
 is separate from value added by  
 corporate actions (such as the  
 issuance of dividend or interest  
 payments) and your own  
 additions or withdrawals.*

*Other Income or Expense  
 Miscellaneous expenses  
 including management fees, as  
 well as TD Ameritrade fees (such  
 as for wire transfer or returned  
 checks) and/or miscellaneous  
 income credited to the account  
 such as a margin interest  
 adjustment, royalties, etc.*

**SUMMARY OF HOLDINGS** (does not represent an asset allocation)

	Market Value as of 1/31/17	Percent of Account
Cash and Cash Alternatives	\$156,051.12	3.89%
Fixed Income	1,663,135.71	41.47
Stocks	2,191,703.80	54.64
<b>TOTAL VALUE</b>	<b>\$4,010,890.63</b>	<b>100.0%</b>

*Fixed Income includes  
 Corporate, Municipal, Agency,  
 Treasury, CMOs, CDs, Structured  
 Products, etc.*



## MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Teen Staffing Recommendation**

DATE: February 27, 2017

**Recommendation:**

**I recommend board approval of a change in a position within Youth Services from .75 library associate to full-time librarian I.**

**Background:**

Mikki Henry, .75 FTE library associate with primary responsibility for Ready to Read, has resigned. Her responsibilities have been shifted to Jill Lansky, a full-time library associate. Ms. Lansky will retain .25 duties including the Late Show and Global Reading Challenge along with .75 time on Ready to Read and related duties. The result is a .75 FTE library associate vacancy which I recommend be changed to librarian I and increased to full-time.

A full-time librarian in teen would staff the public service desk, plan and implement programs for this age group, support collection maintenance and development, assist with school visits to middle and high schools, and plan for increased after school drop-in opportunities for tweens and teens particularly in the new programming space we hope to create in the teen office area over the next year.

The additional cost for this staffing change for the remainder of this fiscal year is approximately \$5,500. Upon board approval, we would advertise this position with the hope of having someone within the next 4-6 weeks.

This recommendation has been reviewed by the Personnel and Finance and Budget Committees and comes to the full board with the support of both committees.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **CIP Revision for Truck Purchase**

DATE: February 27, 2017

**Recommendation:**

**I recommend purchase of a truck for use of our Facilities Management staff for approximately \$25,000, with funds currently in the CIP building reserve.**

**Background:**

As our buildings age, our staff is increasingly doing repairs that require picking up supplies or equipment and transporting them between buildings. On occasion, they have used their personal vehicles – not a practice we want to continue.

We are able to purchase a truck through the government purchase plan. The list price for the truck is \$33,560; government price is \$22,354, approximately \$25,000 with license and fees. The truck would be kept in the garage at Oshtemo. There is a 6-8 week delivery for the truck. If ordered now, it should be available for spring project work.

This recommendation has been reviewed and is supported by the Finance and Budget Committee. I expect to meet with the committee in mid-March and bring further CIP expenditures for building projects to the March meeting.

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**Director's Report  
February 2017**

From the Director

1. Recent meetings and events attended include Friends of KPL board meetings, receptions at both the Kalamazoo Community and Irving S. Gilmore Foundations, a Communities in Schools tour of Woodward School, informal meetings with our financial advisor and with our liaison from the Kalamazoo Community Foundation, DKI board, SMLC board, WMUK and Public Media Network interviews for Reading Together. I also participated in many interviews for the Head of IT / Tech Services and planned for the director search consultants visit.
2. Some dates for your calendar:
  - Saturday, March 4, Noon – Teen Filmmaker Festival
  - Tuesday, March 14, 7:00 PM – Kareem Abdul-Jabbar
  - Monday, April 24, 7:00 PM– Global Reading Finale
  - Saturday, May 6, 10:00 AM – Friends of KPL annual meeting and volunteer recognition
  - Wednesday, May 31, 10:00 AM – Party in the Park
  - Thursday, June 1, 8:00 AM – Staff Recognition Breakfast
3. From the Friends of KPL February board meeting:
  - January Bag of Books sale results: \$900 at the booksale; \$1500 in the store
  - Closing a week for inventory management was helpful in brainstorming ways to reduce their inventory in storage... weed more frequently, hold more mini-sales, reduce prices, look for other outlets, consider offsite storage
  - FM Staff appreciation lunch was well received by FM.
  - Local History Librarian Beth Timmerman, will be the speaker at the annual meeting.
  - Michael Cockrell described the new Hot Spots service to the Friends board.
4. We've realized attendance at some summer reading programs was submitted too late for inclusion in the quarterly strategic planning report distributed at the January meeting. They will be corrected for the third quarter report for the April board meeting.
5. Trustee Williams, Nnamdi Dike, and I toured all four branches on a recent afternoon. Staff at each location spoke briefly about their programs and services.

Create Young Readers

6. January *First Saturday @ KPL* with the Kalamazoo Symphony featured an instrument petting zoo and related crafts. We drew for two family passes to family concerts and every child received a book to keep.

February *First Saturday @ KPL* will feature a new partner: Healthy Babies Healthy Start Kalamazoo. They have reached out to still more organizations who will join in this monthly family program.

7. A new partnership with KRESA's parent educators who run preschool playgroups with families is in the works. Children's Room staff will visit the playgroups monthly to share songs, rhymes, and reading with children birth to three and their caregivers.
8. The new play space at Washington Square is a huge hit! The highlight is the pretend kitchen.
9. Musical Storytime at Oshtemo on Monday evening featured special guests Ahmed Tofiq, violinist, and Bashdar Sdiq, cellist, who performed traditional Kurdish music for an all-ages crowd. WMU's *Western Herald* covered this event with a nice piece in the paper.

#### Stimulate Imagination

10. KPL will again be a part of KPS's annual Literacy Night programs for all elementary and middle schools. This is an opportunity for us to talk with KPS families about KPL's collections, services and programs to register K-12<sup>th</sup> graders for library cards.
11. The YALSA Galley Group is moving forward. We now have 20 students registered, have circulated 30 galleys and received back 5 reviews in just our first week of operations. Participants in this program can check galleys out from the Teen Area at Central or from the library at Maple Street Middle School where we meet. For every review received, teens are entered to win a set of books or a gift card from Bookbug. They are really excited about this program, and the opportunity they have help shape book publishing and marketing for teens.
12. Oshtemo has added a small collection of children's books in Arabic in response to the growing number of Arabic speaking refugees. Next up is investigating an ESL collection to help them with the assimilation process. Central will be adding materials in Arabic for all ages, fiction as well as nonfiction.
13. Tweens and teens have loved the two virtual reality programs we've offered at Central. We are working with local company NovaVR and expect to offer additional VR programs.
14. Sixty-five attended the "Race and Medicine" program at Powell. The moderated panel discussion focused on the book *Black Man in a White Coat*. Many from the medical community, including medical school students, shared their experiences.
15. Powell staff participated in a neighborhood event offering free tax services, banking, and budget planning. They promoted our related services.
16. Thanks to a Friends of KPL mini-grant we have purchased ten kindles and loaded them with popular, new urban fiction. The branch's Urban Fiction Book Group is serving as the pilot group and will provide feedback about their experiences with a pre-loaded kindle. We are also promoting urban fiction digital format to the book group.

17. Eastwood hosted a MLK Day program to discuss the video *Martin's Big Words* and activities centered on kindness.
18. The Edison Business Association met at Washington Square; staff presented on our business resources and our digital download services.
19. MelCat, the state wide interlibrary loan service, filled 1,036, 208 requests in 2016. At KPL, we borrowed 15,809 items for our patrons and loaned 13,391 to patrons at other libraries.

#### Connect to the Online World

20. Our ten WiFi hotspots have begun circulating and have already been discovered by several patrons without any outside advertising. Holds can be placed on the hotspots to be transferred to other branches and we will monitor the circulation stats to determine if more hotspots should be purchased in order to keep up with demand.

#### Celebrate Local

21. Local history is moving ahead on digitization projects related to two important sets in the collection. The first is the Meader Collection – a 36-volume set, put together in the 1930s and '40s by Robert Meader. It contains several-page biographies of hundreds of Kalamazoo residents, most including quality portraits. Permission was obtained years ago to digitize the set and make it available through the website.
22. The second project involves digitization of more than 100 audiocassette tapes of oral history recorded in the late 1980s. This is an extremely important collection because it was the work of C. Allen Alexander, physician and first African-American surgeon in Kalamazoo. It includes Dr. Alexander telling his own story and interviews he conducted with dozens of others. His goal was to document his autobiography as well as the social changes and medical progress in Kalamazoo from the time he came here in 1931. The work was eventually turned into three books, but the tapes went into storage and have not been heard since the completion of the project in the early 1990s. They will now be digitized and improved through noise-reduction and re-mastering. When this process is complete, they will be uploaded to Archive.org.

#### Operations

23. We are collaborating with Michigan Works! to host resume writing workshops here. As part of the grant-funded "Strategies for Success" program, Michigan Works! programming is moving out into the community. The first priority will be resume writing with job skills development training to follow.
24. A library school student is doing an internship in Youth Services this semester.

Students in WMU's Literacy Studies class will be observing in our preschool programs to get experience with kids and families engaged in literacy activities.

## VII. A.

25. The first floor lobby and the area by the holds shelves has been re-carpeted with a walk-off matting which is designed to be durable and grab moisture and dirt from shoes and shows soil less readily. This is our most heavily trafficked area in Central.
26. The system upgrades for the intrusion alarms and fire systems are complete at all buildings.
27. KRESA's "Seeds for Success" program, which encompasses several home-visitation programs for families with children from birth to 3, has asked us to put on a professional development session for the staff. They are looking for some guidance in helping families integrate reading and literacy activities into their lives.

**KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
January 31, 2017**

<b>Agency</b>	<b>Central Library</b>	<b>East wood</b>	<b>Oshtemo</b>	<b>Powell</b>	<b>Washington Square</b>	<b>Total</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>% Change</b>
<b><u>BOOKS</u></b>									
-Adult	22,347	965	9,504	382	1,850	35,048	240,843	251,772	-4%
-ebook	4,248					4,248	34,386	29,777	15%
-Digital Magazine	380					380	3,192	2,541	26%
Teen	2,903	158	885	81	292	4,319	34,663	39,037	-11%
Juvenile	<u>14,464</u>	<u>1,015</u>	<u>8,754</u>	<u>298</u>	<u>1,045</u>	<u>25,576</u>	<u>195,158</u>	<u>199,263</u>	-2%
<b>Total</b>	<b><u>44,342</u></b>	<b><u>2,138</u></b>	<b><u>19,143</u></b>	<b><u>761</u></b>	<b><u>3,187</u></b>	<b><u>69,571</u></b>	<b><u>508,242</u></b>	<b><u>522,390</u></b>	-3%
<b><u>AUDIO-VISUAL</u></b>									
Audiobook									
-CD	1,413	38	794	25	102	2,372	18,596	19,594	-5%
-Digital	3,641					3,641	22,643	14,505	56%
Music									
-CD	3,364	144	623	104	274	4,509	34,567	44,204	-22%
-Digital	2,241					2,241	13,639	11,700	17%
Video									
-DVD	33,414	4,792	8,678	3,906	7,900	58,690	387,818	379,781	2%
- Digital	909					909	6,000	4,332	39%
<b>Total Non-Print Material</b>	<b><u>44,982</u></b>	<b><u>4,974</u></b>	<b><u>10,095</u></b>	<b><u>4,035</u></b>	<b><u>8,276</u></b>	<b><u>72,362</u></b>	<b><u>483,263</u></b>	<b><u>474,116</u></b>	2%
<b>Total Circulation</b>	<b><u>89,324</u></b>	<b><u>7,112</u></b>	<b><u>29,238</u></b>	<b><u>4,796</u></b>	<b><u>11,463</u></b>	<b><u>141,933</u></b>	<b><u>991,505</u></b>	<b><u>996,506</u></b>	-1%
<b>Computer Usage</b>									
Onsite Computer Use	6,589	413	1,187	509	556	9,254	66,296	66,694	-1%
Total Online Impressions	452,716					452,716	3,284,344		
WiFi Users	2,592					2,592	18,533	14,627	27%
<b>Database Statistics</b>									
Database Sessions	1,046					1,046	8,226	7,033	17%
Database Searches	42,957					42,957	261,740	287,966	-9%
<b>Total Registrations</b>	1,410	44	211	17	68	1,750	6,909	4,698	47%

KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
January 31, 2017

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	3	0	2	2	0	7	90	176	-49%
Attendance	305	0	30	69	0	404	5324	5773	-8%
Teen Events	11	2	4	3	1	21	217	120	81%
Attendance	577	5	12	27	86	707	5581	3652	53%
Juvenile Events	19	16	29	7	22	93	843	601	40%
Attendance	858	161	444	43	334	1840	22252	18037	23%
<b>Total Events</b>	<b>33</b>	<b>18</b>	<b>35</b>	<b>12</b>	<b>23</b>	<b>121</b>	<b>1150</b>	<b>897</b>	<b>28%</b>
<b>Total Attendance</b>	<b>1740</b>	<b>166</b>	<b>486</b>	<b>139</b>	<b>420</b>	<b>2951</b>	<b>33157</b>	<b>27462</b>	<b>21%</b>

# Social Media Statistics



# January



According to the latest PEW Study on Social Media (published Nov 2016), Facebook remains the most popular, with 79% of online adults using it!



## Our two most popular platforms are Facebook and Twitter

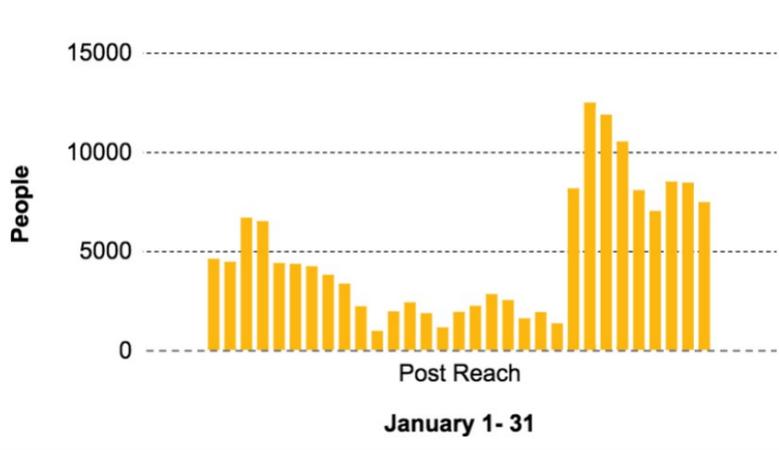
6,133 Likes



125 New

Our RSVP post for Kareem Abdul-Jabbar's visit in March reached 51,603 people who commented, and was shared 317 times.

## Followers Reached



The top tweet for January was for our Cuentos Y Canciones event at Washington Square Branch.

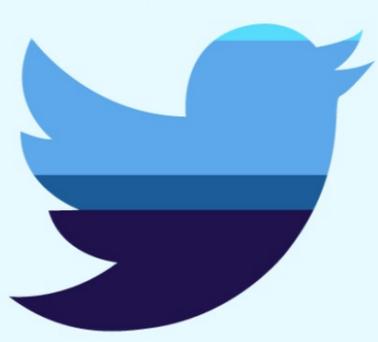


3,851 Followers



32 New

## Engagement



Link Clicks (39.60%) Retweets (11.41%)  
Likes (43.62%) Replies (5.37%)

## Top 5 Channel Visits:

- Catalog Searches 35,646
- My Account 15,207
- Library Locator 874
- Popular DVDs 588
- Overdrive 506



## KPL Mobile App

53,927 Total Visits

1,196 Unique Users



32% of online Americans use Instagram to stay connected according to the most recent PEW Study (Nov. 2016)



845 Followers



43 new

## Lets go LEGO!

Oshtemo Branch captured this adorable picture of one of our youth patrons with his creation.



## Button Gluttons

Our patrons love our Reading Together 2017 buttons on and offline!



## Insta Props!

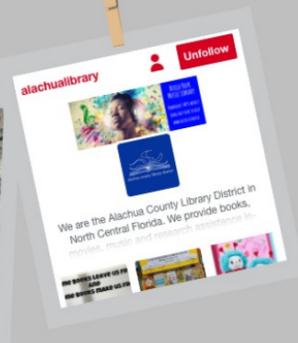
Our followers really liked our repost of this sweet shout out from Grayling Ceramics.



For the month of January some our Biggest Fans were the Detroit Library, Schlow Centre Region Library, and Alachua County Library District in North Central Florida!



778 Notes  
259 Followers



# 2017 Social Media Report Statistics

	<b>FB Followers</b>	<b>Instagram followers</b>	<b>Twitter Followers</b>	<b>KPL Mobile App Monthly Unique Users</b>	<b>Tumblr Followers</b>
<b>Dec-16</b>	6,008	802	3,819	1,148	199
<b>January</b>	6,133	845	3,851	1,196	259
<b>February</b>					
<b>March</b>					
<b>April</b>					
<b>May</b>					
<b>June</b>					
<b>July</b>					
<b>August</b>					
<b>September</b>					
<b>October</b>					
<b>November</b>					
<b>December</b>					