



# Kalamazoo Public Library

**kpl.gov**

**PUBLIC MEETING AGENDA**  
**KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES**  
**CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR**  
**315 S. Rose Street, Kalamazoo, MI 49007**  
**October 27, 2014, 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 September 22, 2014
  - B. Personnel Items
- IV. FINANCIAL REPORT
  - A. Financial Reports for the Period Ending September 30, 2014
- V. REPORTS AND RECOMMENDATIONS
  - Recommendations
    - A. 2013-2014 Audit – Stephen W. Blann
    - B. Position Reclassification
  - Reports
    - C. First Quarter Strategic Planning Statistics
    - D. Legislative Update – Diane Schiller
    - E. Day in the Life of Facilities Management – Susan Lindemann
- VI. COMMITTEE REPORTS
  - A. Finance and Budget Committee
  - B. Personnel Committee
  - C. Fund Development Committee
  - D. Director's Building Advisory Committee
  - E. Legal Liaison Committee
- VII. OTHER BUSINESS
  - A. Board Nominating Committee
  - B. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. ADJOURNMENT

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: September 22, 2014  
Time: 4:00 p.m.  
Location: Central Library Board Room

**TRUSTEE ROLL CALL:**

Present: Robert Brown, Bruce Caple, Lisa Godfrey, and James Vander Roest

Absent: Fenner Brown, Cheryl TenBrink, and Valerie Wright

**CALL TO ORDER:**

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

**AGENDA APPROVAL:**

The agenda was approved. Board President C. TenBrink was absent from the meeting and had appointed B. Caple as Acting President.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**  
None.

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**  
No one addressed the Board.

**III. CONSENT CALENDAR**  
A. *Minutes of the Meeting of August 25, 2014*  
B. *Personnel Items*

The Minutes of the meeting of August 25, 2014 and the personnel items were accepted.

**IV. FINANCIAL REPORTS**  
A. *Financial Reports for the Month Ending July 31, 2014*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending August 31, 2014.

MOTION: B. CAPLE MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING AUGUST 31, 2014.

MOTION CARRIED 4-0.

**V. REPORTS AND RECOMMENDATIONS**  
RECOMMENDATIONS:  
No recommendations.

REPORTS:*A. Summer Reading Games Wrap-Up – Andrea Vernola and Michael Cockrell*

Report: Director Rohrbaugh introduced A. Vernola and M. Cockrell. M. Cockrell began by stating participation and prize-claiming rates were up across the board. M. Cockrell also commented there was a very noticeable increase in parents signing up for the Summer Reading Games at the desk in the Children’s room. He attributed this to parents signing themselves, their spouses, and their children up at the same time, saying it’s clear that parents are demonstrating a desire to model good reading behavior for their children. A. Vernola agreed with this assessment, saying the numbers indicated good jumps in participation, and pointed out little had changed in terms of the ways in which prizes were assigned to each game. She stated there were prizes for each age group every fifteen days after the sixty-day mark and bonus activities for each age group that could earn the patron an additional prize: the Chico bags. She stated this year, there were 490 people who claimed that prize, which was much more than in 2013, but was not as many as they had initially hoped.

A. Vernola elaborated on the internal logistics of the 2014 Summer Reading Games, saying all of the prize organization was very similar to last year, which made it easier to focus on staff efficiencies and ways in which we could get the prizes out to all KPL locations in a way that made the most sense. She stated that there were fewer questions and concerns from staff regarding the handling, delivering, and distribution of prizes. M. Cockrell agreed with this assessment and pointed out when fewer large changes are made to the games from year to year, it results in smoother execution overall. Regarding the books given away as prizes this year, A. Vernola stated children ages four through thirteen could earn three books and a final prize which varied depending on age group.

In regards to goals for the 2015 Summer Reading Games, A. Vernola began by drawing attention to the desire to reduce the adult prize budget in order to allow for additional growth of the games. This would be accomplished by retaining the largest prize for the adults, but dropping some of the other prizes and using that money to purchase books to give as prizes for the younger age groups. A. Vernola reiterated that the focus for Summer Reading Games should be school-aged children and commented that the participation rates had been shared with Kalamazoo Public Schools, but no response had been given just yet. She continued by drawing attention to another goal for 2015: continuing to make Summer Reading Games as simple as possible for KPL staff members. M. Cockrell commented that it has been working so far, and A. Vernola stated that the final goal for next year is to change the name of the event to ‘Summer Reading Challenge’.

Discussion: B. Caple indicated that perhaps the window clings given as prizes this year were too large. M. Cockrell stated the size of the clings was a known issue and they had already been reduced from their original size.

J. Vander Roest asked whether it was still planned to refer to the ‘prizes’ as ‘rewards’ in the future. A. Vernola responded saying this was still being discussed regularly, and much research has been conducted on whether or not it makes sense to reward children for reading by providing prizes, as it implies that reading is not its own reward. We have circumvented this logic by providing books as prizes. L. Godfrey agreed this practice constituted a proper stance on that issue.

B. Caple asked who won the drawings for the five Kindle ebook readers. M. Cockrell said the names of the winners were not something that was being made public, stating privacy issues.

Disposition: Trustees thanked A. Vernola, M. Cockrell, and KPL staff for their hard work.

*B. Friends of KPL Update – Sherry Ransford-Ramsdell*

Report: Director Rohrbaugh introduced Sherry Ransford-Ramsdell and welcomed her to the meeting, noting Sherry has been a longtime member of the Friends of Kalamazoo Public Library and has been serving as President since the spring of 2014.

S. Ransford-Ramsdell began by stating the Friends currently have 175 members and this number is less than they would like. The Friends do some amazing things and while the KPL staff does things that the Friends cannot, the Friends do things that KPL staff cannot. The Summer Reading Program, support for employees, scholarships and grants. The Friends are now gold-level sponsors of the Great Grownup Spelling Bee. The Friends find all of these activities very rewarding. The most recent bag sale raised nearly \$2,000. More importantly, they are getting a huge number of books out into the community, and a wide variety of people take advantage of the Friends' prices and their services. Because of all of this, they have determined there is a need for additional volunteers and members. She asked for assistance in bringing this number up.

She continued by pointing out book donation rates had been strong all summer and that was comforting. Sales are up from last year by a good amount. There was concern over the winter when sales were down, but they rebounded in the last half of the fiscal year. The Friends began accepting charge cards during the last year and she believes this may have contributed to the boost in sales. The Friends participated in the WMU/DKI 'Click Downtown' event, the 'Where's Waldo' event through Bookbug, and the KPL 'Golden Ticket' program.

In regards to upcoming events, the annual Friends Volunteer Appreciation Breakfast will be held on Wednesday, September 24 2014 in the VanDeusen Room. S. Ransford-Ramsdell opened the discussion for questions.

Discussion: B. Caple said it sounds like the Friends have a lot of new energy and are taking a lot of new steps. S. Ransford-Ramsdell said it is actually a lot of 'old energy' but they are always taking new steps and doing whatever they can. She also noted that Director of the Friends, Carol Manstrom, recently broke her wrist and will be out for a short while, but the bookstore will remain open during regular hours.

B. Brown asked for clarification regarding the 175 current Friends members and how that compares historically. S. Ransford-Ramsdell said while 175 has been a good average for the last several years, the number used to be considerably higher.

B. Caple indicated he would love to see the Friends annual meeting held in the evening or on a weekend so that interested persons with daytime work schedules could more easily attend. S. Ransford-Ramsdell said many changes were being considered for the annual meeting including the elimination of the food typically served, library tours being given prior to the meeting, and having a volunteer appreciation component added to the meeting. Additionally, it has been

suggested that coupons be given to attendees who would then be able to browse the bookstore. The primary aims of this would be to make the meeting more exciting and less expensive.

Director Rohrbaugh explained the Friends typically give KPL approximately \$50,000 annually, and are the major underwriters for the Summer Reading Games program. They are also the ones who funded the millage campaign and made it possible for the library to not undertake fundraising efforts for the campaign itself. In previous years, this was not the case. There is between \$5,000 and \$6,000 left in the campaign fund and that is from the past two years. The fund will be closed and the remaining money will be returned to the Friends. L. Godfrey stated the contribution to the campaign effort was an extraordinary benefit.

Disposition: Trustees thanked S. Ransford-Ramsdell for her report.

### C. *Booktoberfest – Kevin King*

Director Rohrbaugh indicated that K. King would be delivering the Booktoberfest report in place of Farrell Howe who was attending a seminar.

Report: K. King explained Booktoberfest would hopefully be an annual event. The idea originated within Innovation Team and went to the Programming Committee which formed a small taskforce to take on the planning. The members of this taskforce were K. King, M. Cockrell, Angela Fortin, Karen Trout, and F. Howe. A program agenda was drafted, local breweries were contacted. The central theme is celebrating the brewery landscape of Kalamazoo alongside the Kalamazoo Public Library. Bell's, Arcadia, Tibb's, Bilbo's, Gonzo's, and Bright Eyes were all on board, as well as West Michigan Beer Tours and *The Michigan Beer Film* which will be shown at the Alamo Draffhouse. Programming began last week. Keith Howard gave a wonderful presentation on the history of breweries in Kalamazoo. Over fifty people attended. Additional programs include 'Home Brewing with Bell's Brewery', a screening of *The Michigan Beer Film*, 'Beer and Food Pairings with Gonzo's BiggDogg Brewery', 'Meet the Brewmasters with Arcadia Ales', and a Local Brewery Panel Discussion.

Additionally, there are two book discussions that will take place. The first is *Round Ireland with a Fridge* by Tony Hawks, which will take place at Bilbo's. The second is *The Yellow Birds* by Kevin Powers, to be held at Arcadia Ales.

Two local breweries have brewed special beers in honor of our program. Tibb's is brewing 'Overdue Brew' and Bilbo's is brewing 'Legend of Pumpkin Hollow'. Library patrons will receive \$1.00 off any purchase at Tibb's every Thursday by showing their library card. Patrons will receive \$1.00 off on 'Legend of Pumpkin Hollow' purchases at Bell's by showing their library card.

KPL has ordered limited edition pint glasses to be given away at each event along with coasters. West Michigan Beer Tours will also be giving discounted rates to patrons that show their library cards.

Discussion: B. Caple asked whether there were additional copies of Tony Hawks's book. K. King said KPL had ordered more copies and noted Amazon.com was running low on copies, perhaps because people were buying them for this event.

K. King reiterated that this has been an exciting program series to plan, and all of our partners were excited to be participating.

J. Vander Roest inquired whether there were non-alcoholic components to the programs. K King said there was no alcohol being served at any of the events taking place at KPL. J. Vander Roest stated he was not interested in beer but rather German food and felt others would agree. He encouraged K. King to consider this for next year. B. Caple indicated Gonzo's has great food and encouraged everyone to attend the 'Beer and Food Pairings' event.

Disposition: B. Caple thanked K. King for his report.

*D. Booktoberfest – Kevin King*

Report: Library Box is a new service that IT has begun to investigate. It is in the KPL Digital Action Plan. It is a small white box; a device which will allow us to disseminate digital information in hard to reach places. It essentially takes the place of a bulletin board, an information desk, or a box of handouts- things that are difficult to transport to events taking place within the community. The library box is incredibly small and can do this easily. It's a combination of a router, a USB drive, and software, which when combined, provides a small, mobile web-server. It delivers information which is stored on the USB drive.

Patrons can connect to the Library Box in much the same way they connect to a WiFi network using their mobile devices. Upon opening a web browser, it will take the patron to a pre-constructed webpage where the information stored upon the USB drive will be accessible to download. It does not require a local internet connection. It was created by a man named Jason Griffey, who is the head of IT for the University of Tennessee. His goal was to create a way to wirelessly provide digital information within areas with low or no internet connectivity- a way to deliver education.

Discussion: L. Godfrey asked if connection to the Library Box was dependent on cell phone service towers. K King said it was not. J. Vander Roest asked if it was akin to a WiFi hotspot. K. King said that it was, except it would not give connection to the internet, only to the data stored on the USB drive. L. Godfrey expressed concern that the places to which one might take a library box would not have the necessary devices to connect to the Library Box. J. Vander Roest agreed, but stated KPL staff would be aware of such disparities and tailor the program and supplies to compensate for this. B. Brown suggested KPL employees bring an iPad or other device in order to demonstrate the connection process to those attending the program. K King agreed and said the Library Box allows staff to bring *fewer* materials, as opposed to no materials at all.

The possibilities for program augmentation are numerous and include the sharing of internal documents for staff use, sharing free music, KPL concerts, videos of library events, as well as a lot of general utility for programs such as Reading Together. They could be placed around town for various KPL uses and cost approximately \$50.00 - \$60.00 each.

B. Brown asked what the wireless range on a Library Box would be. K King said it would be approximately the size of the Van Deusen Room. J. Vander Roest said it sounded interesting and encouraged K. King to keep the Trustees updated on the progress of the project. K King said IT staff had been able to reverse engineer the Library Boxes already purchased and felt confident in building their own models, which would save on costs. B. Caple said he could see great utility in Library Box for special events, especially given how pervasive cell phone usage has become in

recent years. B. Brown said the elimination of the need for an internet connection to the KPL website itself was impressive.

Disposition: The Trustees thanked K. King for his report.

**VI. COMMITTEE REPORTS**

- A. *Finance and Budget Committee* – No meeting to report, but there will be a meeting on October 8<sup>th</sup>.
- B. *Personnel Committee* – No meeting.
- C. *Fund Development and Allocations Committee* – Director Rohrbaugh said there was no meeting to report, but there may be a meeting this fall, which might be a good opportunity to review the performance of the endowment. L. Godfrey asked if that would be a meeting in which expenditures would be discussed. Director Rohrbaugh said that it was too early to tell, but she would work with Diane Schiller to determine if even in the event of no expenditure discussion a meeting should still be called in order to meet with the financial advisors.
- D. *Director’s Building Advisory Committee* – No meeting.

**VII. OTHER BUSINESS**

A. *Director’s Report*

Report: Director Rohrbaugh said one item in particular was worth discussing even if all the details were not present, given the absence of D. Schiller. There is a TIF revision being introduced into the House. TIF stands for Tax Increment Financing and has been a big issue in the library field. That is, part of our library millage goes to support downtown through the TIF capture. Most of what has been said so far has come through the DDA, not through MLA. It is not known at this point if it has been introduced just yet or not, but has been characterized as ‘devastating to DDAs’.

The main thrust of this threat is that under the proposed revision, the money from a TIF capture could not be used for programs, operations, or public safety- only for basic capital improvements such as sidewalks and streetlight. Our DDA has been using it for a programs, operations, and public safety in addition to basic capital improvements. It appears as though this may cause DDAs to fold and then reconstitute themselves, except for those with outstanding bonds that need to be paid off on the expectation that TIF capture would continue. It is unclear at this point whether or not entities such as KPL would be able to opt out of this process. As it stands, it is a *major* topic of conversation within DDAs both local and across the state.

Director Rohrbaugh continued by highlighting a number of items on the report, the first being Library Card Signup Month, which is running parallel to the events K. King mentioned in the Booktoberfest report. There is a list on our website of local restaurants and businesses offering discounts during Library Card Signup Month. Next is 1,2,3 Play w/Me which launched at Oshtemo and Central Library. Additionally, the first of the annual First Grade Visits takes place tomorrow at Powell. The first one is usually a particularly big deal; there are generally people from KPS to help launch the program. There are also some changes to the Overdrive model we have been using.

Discussion: L. Godfrey said if the local DDA did have to be reconstituted, it may be likely that the conversation regarding KPL's ability to opt out of the TIF capture would be revisited. Director Rohrbaugh said it would be very difficult for the Kalamazoo DDA to fold and reconstitute due to the large amount of debt it has accrued from the construction of parking ramps in recent years. L. Godfrey said it sounded as if, moving forward, were the revision accepted, the local DDA would only be able to use TIF capture funds to pay for capital improvements and to pay off their debt.

L. Godfrey raised a question concerning automatic checkout feature within Overdrive. Director Rohrbaugh and M. Cockrell said that it allows a hold within overdrive to immediately be checked out and delivered to the patron upon availability.

J. Vander Roest asked about the DKI teambuilding exercise engaged in by MTeam earlier in the month. Director Rohrbaugh explained the exercise was based on Myers Briggs personality types. The results were encouraging and indicative of a very functional MTeam.

Disposition: Trustees thanked Director Rohrbaugh for her report.

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

No one addressed the Board.

**IX. COMMENTS BY TRUSTEES**

- B. Brown thanked KPL for the copy of The Living Great Lakes by Jerry Dennis, and the opportunity to participate in the Great Grownup Spelling Bee.
- J. Vander Roest expressed thanks for his copy of Dennis's book as well. He also said during a recent discussion regarding the Summer Reading Games, he was asked by an eleven-year-old why adults don't receive books as prizes, to which he responded the priority is to get books into the hands of children. This pleased the young patron.
- B. Caple said he had a discussion with a young family who described a KPS program in which books were mailed directly to students. The family was very impressed by the quality of these books. He also related his continuing appreciation for the quality of work done by the KPL staff.

**X. ADJOURNEMENT**

Hearing no objection, acting President Caple adjourned the meeting at 5:01 P.M.

**X** \_\_\_\_\_  
Robert Brown  
Secretary

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Personnel Items**

DATE: October 27, 2014

**Resignation**

**Eleanor Chadderdon** resigned from the KPLA Reader's Services Library Associate FTE 0.5 position in Adult Services Department effective October 24, 2014. Eleanore began work at KPL in February 2006 as a library aide before accepting the library associate position in May 2011. Eleanore will be moving to St. Louis, Missouri.

**Hourly staff**

**New Hires**

Tephani DeYoung – Library aide Central Circulation  
Taylor Earl – Library aide Central Circulation  
Steven Silas Kachman – Library aide Central Circulation  
Katarina Renaldi – Library aide Central Circulation

**Separations**

Jesse Berlinski – Tech Intern  
Laura Snyder – Library aide Eastwood/Powell

**Employee Anniversaries**

- Judy Burtless-Buttery – 33 years
- Mary Wischman - 32 years
- Charlene LaGrone – 27 years
- Dan Husted – 27 years
- Martha Lohrstorfer – 25 years
- Karl Knack – 19 years
- Beth Timmerman – 16 years
- Ben Bruex – 15 years
- Christine Hann – 15 years
- Vik Jaglan – 14 years

### III. B.

- Andrew Lubbert – 8 years
- Tami Russell – 7 years
- Andrea Vernola – 3 years
- Saonna Johnson – 3 years
- Mikki Henry – 1 year

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Financial Reports for the Month Ending  
September 30, 2014**

DATE: October 27, 2014

**RECOMMENDATION:**

**I recommend the Board accept the Financial Reports for the month ending September, 2014.**

**EXECUTIVE SUMMARY:**

Notes to the reports are included for your information.

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Jim Vander Roest, Treasurer

**Kalamazoo Public Library  
Internal Financial Reports  
As of September 30, 2014**

**Government Cash Investment Report**

General pooled cash and investments held by KPL totaled \$5,619,272 as of September 30<sup>th</sup>, of which approximately \$4,068,685 were FDIC insured funds achieved through the use of the First National Bank Insured Cash Sweep (ICS) account and Flagstar Certificates of Deposit Account Registry Service (CDARS). Interest rates on certificates of deposit range from .25% earned on CDARS balances at Flagstar for 26 week investments to the current rate of .8% being earned by two First National Bank rising rate CD's in the second of three 6-month maturities which will eventually earn 1.2% for the last 6 months.

**Sources and Uses of Funds**

**Electronic Transfers**

Sources of funds during September included the annual \$21,969 of Renaissance Zone reimbursements through the State of Michigan. Uses of funds totaled \$872,107 resulting in total cash balances of \$5,619,272.

Two transfers via check of \$200,000 each are included in the electronic transfers report for transparency of information since the checks written on First National Bank funds and deposited to Fifth Third Bank funds for the library were both in lieu of wire transfers, saving the library \$100 in transfer fees. All other transfers and electronic payments listed are achieved via ACH and direct deposit.

**Combined Balance Sheet**

The combined balance sheet shows the distribution of the previously mentioned governmental cash balances between the general operating fund (\$3,765,892); the capital fund (\$1,730,857); and the special revenue fund (\$122,524). Within the total cash and investments in the special revenue fund is the agency portion of the Local History and Community Information Service fund held at the Kalamazoo Community Foundation (\$62,947).

**General Fund Revenue & Expenditure Summary**

Revenue posted to the general fund totaled \$54,882 during the month of September and consisted of the Renaissance Zone reimbursement (\$21,969), Library fines and fees (\$15,249), and the recognition of the law library invoice sent to Kalamazoo County for the quarter ending September 30<sup>th</sup> (\$15,625). Expenditures plus encumbrances totaled \$2,838,777 at September 30<sup>th</sup> or 26.3% of the total expenditure budget. While there is a list of budget revisions accumulating for mid-year review, there are no significant problems or unanticipated increases at this time.

### **Capital Improvement Plan**

Capital expenditures during the month of September totaled \$25,502 and consisted primarily of a credit received upon the negotiated completion of the Parking Lot LED Light project (Building Alterations project 873) and purchase of two Viewscan microfilm Readers (Furniture & Equipment project 817). Open encumbrances include several furniture orders for chairs, digital lab furniture, and a counter for the microfilm readers in Local History, and a contract for the Eastwood Drainage project which will require an additional \$800 in budget allocated to complete. Also reflected in encumbrances is the consulting contract with Convergent Technologies for the Telephone System project (RFID and Telecommunications project 855) for \$14,470.

### **Special Revenue Fund**

During September several letter sponsorships for the Ready to Read Spelling Bee were received along with an undesignated gift to the Ready to Read program. Expenditures during the month consisted of the purchase of Ready to Read books to be distributed for \$1,751. Other activity included several smaller purchases of memorial books and Friends mini-grant purchases.

### **Endowment Fund**

The Endowment fund market value as of August 31<sup>st</sup> totaled \$3,804,840 prior to numerous trades in September and the recent market downturn. Interest and dividend income received through July and August totaled \$10,093.

Diane Schiller  
10/17/2014

**Kalamazoo Public Library  
Governmental Cash Investment Report  
As of September 30, 2014**

<u>Cash and Investment Accounts</u>	<u>\$</u>	<u>Notes</u>
<u>Checking/Electronic Transfer Accounts</u>		
Fifth Third Bank General Check/Payroll Checking	\$ 209,201.61	Variable interest with Sweep Account
First National Bank	\$ 204,053.53	Variable interest checking
First National Bank Limited Transfers	\$ 100.56	Restricted use ACH only
First National Bank Public Transfers	\$ 66,922.15	Checking-ACH only
Fifth Third Bank Arcadia Checking	\$ 5,286.61	Employee Section 125 Program
Subtotal - Checking	\$ 485,564.46	
<u>Money Market/Liquid Funds</u>		
First National Bank-ICS	\$ 2,853,388.41	Insured Cash Sweep/CDARS (multiple)
First National Bank Money Market	\$ 47,290.74	Liquid, PA 20 money market
Flagstar Bank - Interest bearing	\$ 101,527.28	Liquid, PA 20 interest bearing
Fifth Third Securities, money market cash	\$ 52.43	Liquid with interest cash for securities
Subtotal - Funds	\$ 3,002,258.86	
<u>Certificates of Deposit (maturity date order)</u>		
Flagstar Certificate of Deposit #112085255	\$ 504,995.08	92 days @ .3%, maturity 10/14/2014
Flagstar Certificate of Deposit #112199915	\$ 501,625.85	91 days @ .3%, maturity 11/03/2014
Flagstar CDARS	\$ 500,808.32	26 weeks @ .24969%, maturity 11/6/2014
First National Bank Certificate of Deposit #31008618	\$ 306,430.96	18 months, 6 mo terms .4%;.8%;1.2%
First National Bank Certificate of Deposit #31009673	\$ 306,430.44	18 months, 6 mo terms .4%;.8%;1.2%
Subtotal - CDARS/CDs	\$ 2,120,290.65	
<b>Total Investments General Pooled Funds</b>	<b>\$ 5,608,113.97</b>	
<u>Other non-interest bearing</u>		
Paypal deposit account	\$ 1,126.49	
Petty Cash/Midwest Bus Exch/To be deposited	\$ 10,031.33	
Subtotal Other Cash	\$ 11,157.82	
<b>Total General Cash &amp; Investment Accounts</b>	<b>\$ 5,619,271.79</b>	

**KALAMAZOO PUBLIC LIBRARY  
SOURCES AND USES OF FUNDS  
Governmental Pooled Funds  
For the month ending September 30, 2014**

	<b>September</b>
<b>BEGINNING CASH BALANCE *</b>	\$ 6,450,907
* Including short-term investments	
 <b><u>SOURCES OF CASH:</u></b>	
Property Tax Receipts	\$ 878
IFT/CFT, PILOT receipts	\$ 21,969
State Aid/MPSERS UAAL Rate Appropriation	\$ 143
District Court Penal Fines/Law Library Revenue	\$ -
Interest Income	\$ 696
Library Fines & Fees	\$ 15,287
Other Sources: Gifts, Grants, & Reimbursements	\$ 1,200
Other Gifts (Ready to Read, etc)	\$ 300
<b>TOTAL SOURCES OF CASH</b>	<b>\$ 40,473</b>
 <b><u>USES OF CASH:</u></b>	
Salaries & Wages	\$ (400,549)
Benefits	\$ (141,179)
Materials	\$ (115,414)
Supplies	\$ (9,760)
Facilities	\$ (53,646)
Technical Services	\$ (33,357)
Purchased Services	\$ (17,500)
Other	\$ (58,241)
Capital Expenditures	\$ (42,462)
Prepaid Expenditures	\$ -
	\$ -
<b>TOTAL USES OF CASH</b>	<b>\$ (872,107)</b>
 <b>ENDING CASH</b>	 <b>\$ 5,619,272</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 & Payroll Checking Accounts	\$ 209,202
First National NOW & ACH Transfer Accounts	\$ 271,076
Fifth Third Arcadia Admin	\$ 5,287
Petty Cash/Midwest Business Exchange Account/Paypal	\$ 11,158
Pooled Cash Accounts	\$ 496,722
 <b><u>Pooled Investments</u></b>	
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52
Flagstar Bank MM & CD's	\$ 1,608,957
First National Bank MM, ICS Savings, & CD's	\$ 3,513,541
Pooled Investment Accounts	\$ 5,122,550
<b>Total Pooled Cash &amp; Investments</b>	<b>\$ 5,619,272</b>

**Kalamazoo Public Library  
Sources & Uses of Funds  
Electronic Transfers  
September 2014**

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
9/2/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (934.00)
9/2/2014	Employee 403b contributions	1st National Limited ACH	Journey Retirement Services/MG Trust	\$ (8,088.07)
9/2/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,699.67)
9/2/2014	MERS August	1st National Transfer	Municipal Employees Retirement System	\$ (23,478.14)
9/2/2014	MPSERS Retirement August	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (27,471.53)
9/2/2014	Transfer to 1st Nat'l ACH	5/3 General Check		\$ (30,000.00)
9/2/2014	Transfer from 1st National Check		1st National ACH	\$ 30,000.00
9/5/2014	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (954.59)
9/5/2014	Transfer to 1st Nat'l ACH	5/3 General Check		\$ (40,000.00)
9/5/2014	Transfer from 1st National Check		1st National ACH	\$ 40,000.00
9/8/2014	Transfer from (via check)	1st National Check		\$ (200,000.00)
9/8/2014	Transfer to (via check)		Fifth Third Bank Checking	\$ 200,000.00
9/11/2014	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,476.63)
9/15/2014	Payroll 9/15/2014	5/3 Payroll Check	Employee Accounts	\$ (118,478.47)
9/15/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,772.34)
9/15/2014	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
9/15/2014	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,443.61)
9/15/2014	Transfer from	1st National ICS		\$ (500,000.00)
9/15/2014	Transfer to		1st National Checking	\$ 500,000.00
9/15/2014	Transfer from	1st National Check		\$ (8,100.00)
9/15/2014	Transfer to		1st National ACH Transfer	\$ 8,100.00
9/16/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,619.67)
9/16/2014	403b Employee contributions	1st National Limited ACH	Journey Retirement Services/MG Trust	\$ (8,125.65)
9/16/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (909.00)
9/18/2014	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (992.88)
9/29/2014	Transfer from (via check)	1st National Check		\$ (200,000.00)
9/29/2014	Transfer to (via check)		Fifth Third Bank Checking	\$ 200,000.00
9/30/2014	Payroll 9/30/2014	5/3 Payroll Check	Employee Accounts	\$ (118,593.56)
9/30/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (48,458.67)
9/30/2014	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
9/30/2014	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,289.61)
	Total Transfers			\$ (429,997.85)

**Kalamazoo Public Library  
Combined Balance Sheet  
As of September 30, 2014**

	Operating	Capital	Special Revenue	Endowment
<b>Assets</b>				
<b>Cash &amp; Equivalents</b>				
Cash & Checking	\$1,645,548.47	\$1,730,856.51	\$122,523.73	\$270,486.04
Investments	\$2,120,343.08	\$0.00	\$62,946.84	\$3,534,354.45
Total Cash & Equivalents	<u>\$3,765,891.55</u>	<u>\$1,730,856.51</u>	<u>\$185,470.57</u>	<u>\$3,804,840.49</u>
<b>Accounts Receivable</b>				
Accounts Receivable	\$14,438.29	\$0.00	\$0.00	\$0.00
Total	<u>\$14,438.29</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Taxes Receivable</b>				
Taxes Receivable	\$51,942.36	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	<u>\$51,942.36</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Other Assets</b>				
Other Assets	\$89,953.82	\$0.00	\$0.00	\$0.00
Total Other	<u>\$89,953.82</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Total Assets</b>	<u><b>\$3,922,226.02</b></u>	<u><b>\$1,730,856.51</b></u>	<u><b>\$185,470.57</b></u>	<u><b>\$3,804,840.49</b></u>
<b>Liabilities and Fund Balance</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$4,283.36	\$1,081.52	\$0.00	\$0.00
Salaries Payable	\$23,795.45	\$0.00	\$0.00	\$0.00
Retirement Payable	\$51,582.19	\$0.00	\$0.00	\$0.00
Total Accounts Payable	<u>\$79,661.00</u>	<u>\$1,081.52</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Long Term Liabilities</b>				
Long Term Liabilities	\$52,616.36	\$0.00	\$0.00	\$0.00
Total	<u>\$52,616.36</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Net Assets</b>				
Fund Balance	\$3,789,948.66	\$1,729,774.99	\$185,470.57	\$3,804,840.49
Total	<u>\$3,789,948.66</u>	<u>\$1,729,774.99</u>	<u>\$185,470.57</u>	<u>\$3,804,840.49</u>
<b>Total Liabilities &amp; Fund Balance</b>	<u><b>\$3,922,226.02</b></u>	<u><b>\$1,730,856.51</b></u>	<u><b>\$185,470.57</b></u>	<u><b>\$3,804,840.49</b></u>

# Kalamazoo Public Library

## General Fund Revenue and Expenditure Summary

### September 30, 2014

	September	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Revenue</b>						
Property Taxes	\$0.00	\$0.00	\$0.00	\$10,249,482.00	\$10,249,482.00	0.0%
Other Taxes	\$21,969.19	\$0.00	\$22,151.10	\$120,188.00	\$98,036.90	18.4%
Fines and Fees	\$15,249.05	\$0.00	\$44,138.04	\$170,000.00	\$125,861.96	26.0%
District Court Penal Fines	\$0.00	\$0.00	\$0.00	\$260,000.00	\$260,000.00	0.0%
Local Support	\$1,200.00	\$0.00	\$81,200.00	\$233,275.00	\$152,075.00	34.8%
Interest Income	\$696.19	\$0.00	\$1,826.43	\$15,000.00	\$13,173.57	12.2%
State Aid and Reimbursements	\$142.81	\$0.00	\$45,190.58	\$306,788.00	\$261,597.42	14.7%
Other	\$15,625.00	\$0.00	\$49,373.00	\$96,100.00	\$46,727.00	51.4%
<b>Total Revenue</b>	<b>\$54,882.24</b>	<b>\$0.00</b>	<b>\$243,879.15</b>	<b>\$11,450,833.00</b>	<b>\$11,206,953.85</b>	<b>2.1%</b>
<b>Expenditures</b>						
<b>Salaries</b>						
Administrator Salaries	\$54,351.17	\$0.00	\$164,553.49	\$637,110.00	\$472,556.51	25.8%
Librarian Salaries	\$105,127.69	\$0.00	\$317,201.65	\$1,249,050.00	\$931,848.35	25.4%
Supervisory Technical Salaries	\$56,053.76	\$0.00	\$169,251.14	\$665,095.00	\$495,843.86	25.4%
Library Assistant Salaries	\$130,453.88	\$0.00	\$392,266.86	\$1,563,755.00	\$1,171,488.14	25.1%
Hourly Staff	\$45,520.56	\$0.00	\$114,954.26	\$624,758.00	\$509,803.74	18.4%
Substitute Salaries	\$6,679.06	\$0.00	\$16,445.07	\$88,360.00	\$71,914.93	18.6%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$45,000.00)	(\$45,000.00)	0.0%
<b>Total</b>	<b>\$398,186.12</b>	<b>\$0.00</b>	<b>\$1,174,672.47</b>	<b>\$4,783,128.00</b>	<b>\$3,608,455.53</b>	<b>24.6%</b>
<b>Benefits</b>						
Employee Insurance	\$80,478.39	\$0.00	\$239,705.43	\$984,895.00	\$745,189.57	24.3%
Retirement	\$47,580.86	\$0.00	\$187,649.98	\$832,367.00	\$644,717.02	22.5%
Employer FICA-Medicare	\$30,213.62	\$0.00	\$89,130.56	\$367,605.00	\$278,474.44	24.2%
Other Benefits	\$3,858.13	\$0.00	\$12,839.24	\$227,800.00	\$214,960.76	5.6%
<b>Total</b>	<b>\$162,131.00</b>	<b>\$0.00</b>	<b>\$529,325.21</b>	<b>\$2,412,667.00</b>	<b>\$1,883,341.79</b>	<b>21.9%</b>
<b>Materials</b>						
Adult Books	\$29,868.22	\$31,026.39	\$113,238.77	\$475,600.00	\$362,361.23	23.8%
Juvenile Books	\$7,563.73	\$12,509.68	\$29,982.35	\$96,500.00	\$66,517.65	31.1%
Periodicals	\$327.67	\$0.00	\$32,275.42	\$60,262.00	\$27,986.58	53.6%
Audio-Visual Material	\$27,227.75	\$25,355.44	\$112,448.41	\$312,300.00	\$199,851.59	36.0%
Digital Materials	\$8,878.90	\$0.00	\$75,455.91	\$210,850.00	\$135,394.09	35.8%
<b>Total</b>	<b>\$73,866.27</b>	<b>\$68,891.51</b>	<b>\$363,400.86</b>	<b>\$1,155,512.00</b>	<b>\$792,111.14</b>	<b>31.4%</b>
<b>Facilities</b>						
Fuel	\$684.83	\$0.00	\$1,497.12	\$67,700.00	\$66,202.88	2.2%
Electricity	\$24,690.48	\$0.00	\$51,371.71	\$183,400.00	\$132,028.29	28.0%
Water	\$515.44	\$0.00	\$659.63	\$5,875.00	\$5,215.37	11.2%
Custodial Supplies	\$5,921.84	\$1,024.95	\$17,308.95	\$77,440.00	\$60,131.05	22.4%
Grounds Maintenance	\$815.00	\$13,260.00	\$14,635.00	\$37,880.00	\$23,245.00	38.6%
Building Repair	\$5,377.78	\$2,629.50	\$16,151.01	\$85,781.00	\$69,629.99	18.8%
Building Operations	\$6,738.78	\$62,999.50	\$101,913.40	\$131,046.00	\$29,132.60	77.8%
<b>Total</b>	<b>\$44,744.15</b>	<b>\$79,913.95</b>	<b>\$203,536.82</b>	<b>\$589,122.00</b>	<b>\$385,585.18</b>	<b>34.5%</b>

**Kalamazoo Public Library**  
**General Fund Revenue and Expenditure Summary**  
**September 30, 2014**

	September	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Supplies</b>						
Office Supplies	\$1,257.73	\$0.00	\$7,750.36	\$52,600.00	\$44,849.64	14.7%
Marketing Supplies	\$2,659.25	\$0.00	\$2,709.25	\$12,000.00	\$9,290.75	22.6%
Postage & Freight	\$1,232.63	\$0.00	\$13,142.62	\$39,230.00	\$26,087.38	33.5%
Processing Supplies	\$1,557.87	\$0.00	\$2,094.39	\$62,140.00	\$60,045.61	3.4%
Departmental Purchases	\$1,592.24	\$3,318.06	\$14,838.08	\$47,082.00	\$32,243.92	31.5%
<b>Total</b>	<b>\$8,299.72</b>	<b>\$3,318.06</b>	<b>\$40,534.70</b>	<b>\$213,052.00</b>	<b>\$172,517.30</b>	<b>19.0%</b>
<b>Technical Services</b>						
F&E Repair & Maintenance	\$2,679.13	\$0.00	\$18,952.48	\$79,176.00	\$60,223.52	23.9%
Telecommunications	\$6,218.88	\$0.00	\$20,991.52	\$90,400.00	\$69,408.48	23.2%
Software & Licensing	\$270.00	\$1,030.00	\$246,216.71	\$323,369.00	\$77,152.29	76.1%
Cataloging & Processing	\$6,577.68	\$0.00	\$16,956.83	\$65,532.00	\$48,575.17	25.9%
<b>Total</b>	<b>\$15,745.69</b>	<b>\$1,030.00</b>	<b>\$303,117.54</b>	<b>\$558,477.00</b>	<b>\$255,359.46</b>	<b>54.3%</b>
<b>Purchased Services</b>						
Security	\$11,663.79	\$0.00	\$22,262.74	\$129,714.00	\$107,451.26	17.2%
Insurance	\$1,993.48	\$0.00	\$52,629.67	\$85,000.00	\$32,370.33	61.9%
Legal Services	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0.0%
Contracted Services	\$10,956.95	\$2,225.00	\$66,656.93	\$207,405.00	\$140,748.07	32.1%
Printing Services	\$11,977.14	\$0.00	\$13,359.14	\$105,000.00	\$91,640.86	12.7%
Advertising	\$3,954.20	\$0.00	\$8,752.72	\$60,000.00	\$51,247.28	14.6%
<b>Total</b>	<b>\$40,545.56</b>	<b>\$2,225.00</b>	<b>\$163,661.20</b>	<b>\$599,119.00</b>	<b>\$435,457.80</b>	<b>27.3%</b>
<b>Other Expenditures</b>						
Miscellaneous Operating	\$3,357.04	\$229.00	\$5,598.57	\$49,980.00	\$44,381.43	11.2%
Tax Charge Backs	\$0.00	\$0.00	\$3,287.52	\$65,000.00	\$61,712.48	5.1%
Travel & Conference-Director	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
Travel & Conference	\$1,785.51	\$0.00	\$2,362.89	\$50,035.00	\$47,672.11	4.7%
Staff Development	\$1,029.25	\$825.00	\$2,879.25	\$27,090.00	\$24,210.75	10.6%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
Miscellaneous Disbursements	\$1,900.75	\$0.00	\$13,411.20	\$67,540.00	\$54,128.80	19.9%
Vehicle Maintenance	\$184.25	\$0.00	\$330.00	\$5,500.00	\$5,170.00	6.0%
Programming Expenditures	\$9,620.70	\$4,000.00	\$23,299.75	\$169,600.00	\$146,300.25	13.7%
Rent	\$2,944.59	\$1,050.00	\$9,358.77	\$33,500.00	\$24,141.23	27.9%
<b>Total</b>	<b>\$20,822.09</b>	<b>\$6,104.00</b>	<b>\$60,527.95</b>	<b>\$474,245.00</b>	<b>\$413,717.05</b>	<b>12.8%</b>
<b>Total Expenditures</b>	<b>\$764,340.60</b>	<b>\$161,482.52</b>	<b>\$2,838,776.75</b>	<b>\$10,785,322.00</b>	<b>\$7,946,545.25</b>	<b>26.3%</b>
<b>Transfers</b>						
<b>Transfers In</b>						
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Transfers In</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0%</b>
<b>Transfers Out</b>						
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.0%
<b>Total Transfers Out</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$600,000.00</b>	<b>\$600,000.00</b>	<b>0.0%</b>
<b>Total Transfers</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$600,000.00</b>	<b>\$600,000.00</b>	<b>0.0%</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$4,499,407.02</b>	<b>\$0.00</b>	<b>\$6,223,363.74</b>	<b>\$6,223,363.74</b>	<b>\$0.00</b>	<b>100.0%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$709,458.36)</b>	<b>(\$172,999.52)</b>	<b>(\$2,606,414.60)</b>	<b>\$65,511.00</b>	<b>\$2,671,925.60</b>	<b>(3978.6%)</b>
<b>ENDING FUND BALANCE</b>	<b>\$3,789,948.66</b>	<b>(\$172,999.52)</b>	<b>\$3,616,949.14</b>	<b>\$6,288,874.74</b>	<b>\$2,671,925.60</b>	<b>57.5%</b>

**Kalamazoo Public Library  
Income Statement by Project  
Capital Improvement Plan  
September 30, 2014**

	Actual	Encumbrances YTD+Encumb		Budget	Variance
<b>Expenditures</b>					
<b>Library Systems and Equipment</b>					
<b>Integrated Library System</b>					
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$4,314.00	\$4,314.00
803 - NCIP	\$0.00	(\$3,300.00)	(\$3,300.00)	\$70.00	\$3,370.00
<b>Total Library Systems and Equip</b>	<b>\$0.00</b>	<b>(\$3,300.00)</b>	<b>(\$3,300.00)</b>	<b>\$4,384.00</b>	<b>\$7,684.00</b>
<b>Furniture &amp; Equipment</b>					
810 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$94,788.00	\$94,788.00
811 - Carpet Master Plan/1st Renovation	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
813 - Display Units - Central	\$3,375.00	\$0.00	\$3,375.00	\$10,000.00	\$6,625.00
814 - Chairs - Multiple Departments	\$0.00	\$1,887.85	\$1,887.85	\$10,620.00	\$8,732.15
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$0.00	\$1,934.99	\$15,500.00	\$13,565.01
817 - Viewscan microfilm Readers	\$21,664.04	\$0.00	\$21,664.04	\$22,000.00	\$335.96
818 - Video equipment-Canon Camcorders	\$0.00	\$0.00	\$0.00	\$3,200.00	\$3,200.00
862 - Oshtemo chairs/dollies	\$0.00	\$0.00	\$0.00	\$333.00	\$333.00
880 - ADS conference room	\$0.00	\$0.00	\$3,070.52	\$3,400.00	\$329.48
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$1,196.49	\$1,500.00	\$303.51
882 - Oshtemo-Drop box	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00
889 - Children's Room Table/Chairs	\$0.00	\$0.00	\$0.00	\$5,328.00	\$5,328.00
891 - Digital Lab Furniture	\$0.00	\$1,516.11	\$1,516.11	\$4,163.00	\$2,646.89
892 - Local History Room Furniture	\$605.26	\$1,800.00	\$2,405.26	\$3,261.00	\$855.74
<b>Total Furniture &amp; Equipment</b>	<b>\$25,644.30</b>	<b>\$5,203.96</b>	<b>\$37,050.26</b>	<b>\$275,521.00</b>	<b>\$238,470.74</b>
<b>Building Alterations</b>					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$56,807.00	\$56,807.00
821 - Oshtemo Concrete	\$0.00	\$0.00	\$0.00	\$4,400.00	\$4,400.00
823 - Generator - Oshtemo	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
824 - Generator - Eastwood	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
827 - Security Camera System	\$0.00	\$0.00	\$0.00	\$5,200.00	\$5,200.00
828 - Eastwood Roof Repair	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
841 - Central Louvers on AHU-2	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
842 - Central Lighting Control System	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00
873 - Parking Lot LED Lights	(\$2,424.00)	\$0.00	\$11,181.00	\$13,605.00	\$2,424.00
874 - Metasys control system/monitors	\$0.00	\$0.00	\$5,304.00	\$5,407.00	\$103.00
886 - Eastwood Drainage	\$0.00	\$13,300.00	\$13,300.00	\$12,500.00	(\$800.00)
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
<b>Total Building Alterations</b>	<b>(\$2,424.00)</b>	<b>\$13,300.00</b>	<b>\$29,785.00</b>	<b>\$250,919.00</b>	<b>\$221,134.00</b>
<b>Computer &amp; Electronics</b>					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$49,554.00	\$49,554.00
831 - Automation Replacement	\$0.00	\$0.00	\$21.25	\$121,737.00	\$121,715.75
832 - Hardware	\$0.00	\$0.00	\$0.00	\$3,111.00	\$3,111.00
843 - Branch digital signage	\$0.00	\$0.00	\$0.00	\$6,300.00	\$6,300.00
845 - Board room AV upgrade	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00

**Kalamazoo Public Library  
Income Statement by Project  
Capital Improvement Plan  
September 30, 2014**

	<b>Actual</b>	<b>Encumbrances YTD+Encumb</b>	<b>Budget</b>	<b>Variance</b>	
865 - Game Carts - Teen	\$1,200.00	\$0.00	\$1,200.00	\$4,599.00	\$3,399.00
866 - Department Laptops	\$0.00	\$0.00	\$0.00	\$4,350.00	\$4,350.00
876 - Upgrade virtual services	\$0.00	\$0.00	\$0.00	\$8,304.00	\$8,304.00
878 - Laptops/iPads	\$1,081.52	\$1,900.11	\$6,825.55	\$17,060.00	\$10,234.45
879 - Office scanners	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
884 - Digital Lab Equipment	\$0.00	\$0.00	\$0.00	\$1,175.00	\$1,175.00
888 - Story Place AV	\$0.00	\$0.00	\$0.00	\$11,600.00	\$11,600.00
<b>Total Computer &amp; Electronics</b>	<b>\$2,281.52</b>	<b>\$1,900.11</b>	<b>\$8,046.80</b>	<b>\$237,790.00</b>	<b>\$229,743.20</b>
<b>RFID and Telecommunications</b>					
852 - RFID Building/Furniture	\$0.00	\$0.00	\$0.00	\$15,199.00	\$15,199.00
855 - Telephone System	\$0.00	\$14,470.00	\$14,470.00	\$125,000.00	\$110,530.00
<b>Total RFID</b>	<b>\$0.00</b>	<b>\$14,470.00</b>	<b>\$14,470.00</b>	<b>\$140,199.00</b>	<b>\$125,729.00</b>
<b>Total Expenditures</b>	<b>\$25,501.82</b>	<b>\$31,574.07</b>	<b>\$86,052.06</b>	<b>\$908,813.00</b>	<b>\$822,760.94</b>
<b>Transfers</b>					
<b>Transfers In/(Out)</b>					
<b>Transfers from other funds</b>					
800 - Capital Improvement Plan	\$0.00	\$0.00	\$0.00	(\$600,000.00)	(\$600,000.00)
Total	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00
Total Transfers	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$314,593.16</b>	<b>\$0.00</b>	<b>\$343,569.33</b>	<b>\$343,569.33</b>	<b>\$0.00</b>
<b>TOTAL NET SURPLUS/(DEFICIT)</b>	<b>(\$25,501.82)</b>	<b>(\$31,574.07)</b>	<b>(\$86,052.06)</b>	<b>(\$308,813.00)</b>	<b>(\$222,760.94)</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$289,091.34</b>	<b>(\$31,574.07)</b>	<b>\$257,517.27</b>	<b>\$34,756.33</b>	<b>(\$222,760.94)</b>

**Kalamazoo Public Library**  
**Special Revenue Fund - Revenue and Expenditure Summary**  
September 30, 2014

	September	Encumbrances	YTD + Encumbrance	Budget	Variance
<b>Revenue</b>					
<b>Local Support</b>					
233 - Ready to Read - Gifts	\$100.00	\$0.00	\$207.90	\$2,000.00	\$1,792.10
235 - Ready to Read - Spelling Bee	\$200.00	\$0.00	\$300.00	\$20,000.00	\$19,700.00
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$305.00	\$1,000.00	\$695.00
303 - History Room Gifts	\$0.00	\$0.00	\$135.77	\$0.00	(\$135.77)
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Local Support	\$300.00	\$0.00	\$948.67	\$28,000.00	\$27,051.33
<b>Total Revenue</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$948.67</b>	<b>\$28,000.00</b>	<b>\$27,051.33</b>
<b>Expenditures</b>					
<b>Salaries</b>					
<b>Hourly Staff</b>					
303 - History Room Gifts	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Total Hourly Staff Salaries	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Total	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
<b>Benefits</b>					
<b>Employer FICA-Medicare</b>					
303 - History Room Gifts	\$0.00	\$0.00	\$0.00	\$39.00	\$39.00
Total Employer FICA-Medicare	\$0.00	\$0.00	\$0.00	\$39.00	\$39.00
Total	\$0.00	\$0.00	\$0.00	\$39.00	\$39.00
<b>Materials</b>					
<b>Adult Books</b>					
301 - Gifts & Memorials - Materials	\$106.37	\$0.00	\$143.89	\$1,000.00	\$856.11
Total Adult Books	\$106.37	\$0.00	\$143.89	\$1,000.00	\$856.11
<b>Juvenile Books</b>					
233 - Ready to Read - Gifts	\$1,751.16	\$0.00	\$1,751.16	\$10,000.00	\$8,248.84
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$17,000.00	\$17,000.00
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00
Total Juvenile Books	\$1,751.16	\$0.00	\$1,751.16	\$27,250.00	\$25,498.84
Total	\$1,857.53	\$0.00	\$1,895.05	\$28,250.00	\$26,354.95
<b>Purchased Services</b>					
<b>Contracted Services</b>					
303 - History Room Gifts	\$0.00	\$0.00	\$594.00	\$1,288.00	\$694.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$0.00	\$11,799.00	\$11,799.00
Total Contracted Services	\$0.00	\$0.00	\$594.00	\$13,087.00	\$12,493.00
Total	\$0.00	\$0.00	\$594.00	\$13,087.00	\$12,493.00

**Kalamazoo Public Library**  
**Special Revenue Fund - Revenue and Expenditure Summary**  
**September 30, 2014**

	September	Encumbrances	YTD + Encumbrance	Budget	Variance
<b>Other Expenditures</b>					
<b>Miscellaneous Disbursements</b>					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$0.00	\$1,250.00	\$1,250.00
380 - Scholarships/Administration Mini-Grant	\$26.61	\$0.00	\$26.61	\$0.00	(\$26.61)
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$238.61	\$0.00	(\$238.61)
388 - Eastwood/Powell Mini-Grant	\$124.72	\$0.00	\$324.72	\$0.00	(\$324.72)
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$250.00	\$0.00	(\$250.00)
391 - Children's Mini-Grant	\$0.00	\$0.00	\$85.27	\$0.00	(\$85.27)
Total Miscellaneous Disburseme	\$151.33	\$0.00	\$925.21	\$11,300.00	\$10,374.79
<b>Programming Expenditures</b>					
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$0.00	\$2,209.00	\$2,209.00
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Programming Expenditure:	\$0.00	\$0.00	\$0.00	\$4,209.00	\$4,209.00
Total	\$151.33	\$0.00	\$925.21	\$15,509.00	\$14,583.79
<b>Total Expenditures</b>	<b>\$2,008.86</b>	<b>\$0.00</b>	<b>\$3,414.26</b>	<b>\$57,385.00</b>	<b>\$53,970.74</b>
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$202,033.77</b>	<b>\$0.00</b>	<b>\$202,790.50</b>	<b>\$202,790.50</b>	<b>\$0.00</b>
<b>TOTAL NET SURPLUS/(DEFICIT)</b>	<b>(\$1,708.86)</b>	<b>\$0.00</b>	<b>(\$2,465.59)</b>	<b>(\$29,385.00)</b>	<b>(\$26,919.41)</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$200,324.91</b>	<b>\$0.00</b>	<b>\$200,324.91</b>	<b>\$173,405.50</b>	<b>(\$26,919.41)</b>

**Kalamazoo Public Library  
Endowment Fund  
Balances as of: August 2014**

	<b>7/31/2014</b>		<b>%</b>	<b>8/31/2014</b>		<b>%</b>
	<b>Cost</b>	<b>Market</b>	<b>Cost to</b>	<b>Cost</b>	<b>Market</b>	<b>Cost to</b>
	<b>Basis</b>	<b>Basis</b>	<b>Market</b>	<b>Basis</b>	<b>Basis</b>	<b>Market</b>
			<b>Increase</b>			<b>Increase</b>
<b><u>Ameritrade Investments</u></b>						
Money Market Account - FDIC	\$ 267,496.68	\$ 267,496.68	0.0%	\$ 270,486.04	\$ 270,486.04	0.0%
Stocks	\$ 1,233,813.69	\$ 2,025,729.37	64.2%	\$ 1,233,813.69	\$ 2,092,747.45	69.6%
Fixed Income Investments	\$ 1,422,994.28	\$ 1,438,844.75	1.1%	\$ 1,422,994.28	\$ 1,441,607.00	1.3%
	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	
<b>Total Value</b>	<u>\$ 2,924,304.65</u>	<u>\$ 3,732,070.80</u>	<u>27.6%</u>	<u>\$ 2,927,294.01</u>	<u>\$ 3,804,840.49</u>	<u>30.0%</u>

**Fund Balance**

Assigned for Children's Endowment	\$ 18,132.86	\$ 18,233.78
Kalamazoo Public Library Endowment	\$ 3,713,937.94	\$ 3,786,606.71

**Year to Date Revenue & Expenditures**

Net Withdrawals/Deposits from/to Account	\$ -	\$ -
Dividend and Interest Income	\$ 7,073.30	\$ 10,092.66
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ (69,604.32)	\$ 176.01
Arcadia Investment Management Fee/Other	<u>\$ (5,740.58)</u>	<u>\$ (5,770.58)</u>
Net Change	\$ (68,271.60)	\$ 4,498.09

**Summary:**

Dividends and interest income were received during the months of July and August. Arcadia Investment Management's quarterly fee was recognized in July. No trades occurred during the two month time period.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **2013/2014 Audit**

DATE: October 20, 2014

**RECOMMENDATION:**

**Stephen W. Blann of Rehmann Robson will be present for acceptance of the attached audited financial statements for the year ending June 30, 2014.**

The statements were reviewed by the Finance and Budget Committee on October 8, 2014.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Position Reclassification**

DATE: October 20, 2014

**RECOMMENDATION:**

**I recommend a change in classification of a vacant position in Adult Services from .5 time library associate to .5 time librarian I effective with filling the vacancy.**

**EXECUTIVE SUMMARY:**

It is our usual practice to review the responsibilities assigned to a position when it becomes vacant. As a result of that review, some duties have been dropped, primarily assisting with Reading Together, and some have been added, namely selecting for and maintaining the ebook collection, handling patron suggestions for fiction and nonfiction, maintaining the book replacement system, and working at the public services desks.

Selection of materials for the collection has long been a librarian responsibility, that is, a position requiring a MLS / MLIS degree.

The additional cost for this reclassification would be about \$4200 annually, about \$2800 for the remainder of this fiscal year.

This recommendation comes to the full board with the support of the Personnel Committee and the Finance and Budget Committee.

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Quarterly Strategic  
Planning Statistics**

DATE: October 14, 2014

Attached is the first quarter "Strategic Plan Quarterly Statistics 2014 – 2015". This begins our second year with the strategic priorities, goals, and objectives for 2013 – 2016 approved by the board in June 2013.

Most goals are on target for this time in the year. Goals 1.4 and 3.5 focus on programs for youth in the digital lab, both of which will be launched later in the year. Surveys will be undertaken throughout the year as shown on the report.

As always, these quarterly statistics will be reviewed at departmental staff meetings as well as by Management Team.

Strategic Plan Quarterly Statistics 2014-2015

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	2014-2015 Target	% of Target	
1.1	By June 30, 2016, the circulation of picture books, easy readers, and board books will increase by 10%.	49,173				<b>49,173</b>	168,172	29.2%	
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.	3,804				<b>3,804</b>	13,000	29.3%	
1.3	Each year, the number of people utilizing the Children's Room will increase by 10%.	25,324				<b>25,324</b>	60,466	41.9%	
1.4	By June 30, 2014, 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%.					-	150	0.0%	
1.5	Each year, the number of gift books the library distributes will increase by 5%.	1,713				<b>1,713</b>	7,161	23.9%	
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	2014-2015 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 2nd 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.	1,221				<b>1,221</b>	5,500	22.2%	

Strategic Plan Quarterly Statistics 2014-2015

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	2014-2015 Target	% of Target	
3.1	By June 30, 2016, the circulation of children's fiction will increase by 10%.	31,439				<b>31,439</b>	106,657	29.5%	
3.2	By June 30, 2016, the circulation of children's music and movies will increase by 25%.	30,387				<b>30,387</b>	109,726	27.7%	
3.3	By June 30, 2016, the circulation of children's nonfiction will increase by 20%.	18,914				<b>18,914</b>	74,969	25.2%	
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.	4,583				<b>4,583</b>	13,000	35.3%	
3.5	By June 30, 2014, 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%.					-	150	0.0%	
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	2014-2015 Target	% of Target	
4.1	By June 30, 2016, the circulation of teen reading collections will increase by 10%.	19,368				<b>19,368</b>	69,711	27.8%	
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.	2,801				<b>2,801</b>	5,000	56.0%	
4.3	Each year, the number of people utilizing the Teen Room will increase by 5%.	6,097				<b>6,097</b>	32,391	18.8%	
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 2014-2015

<b>Goal 5: Adults will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.</b>								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2014-2015 Target	% of Target
5.1	By June 30, 2016, the circulation of adult reading collections will increase by 25%.	136,744				<b>136,744</b>	619,164	22.1%
5.2	By June 30, 2016, the circulation of adult music and movies will increase by 25%.	234,273				<b>234,273</b>	929,350	25.2%
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.	3,486				<b>3,486</b>	10,000	34.9%
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 3rd Quarter						
<b>Priority 3 - Connect to the digital world: access and digital literacy</b>								
All patrons will have access, tools, and assistance needed to navigate the digital world.								
<b>Goal 6: Everyone in Kalamazoo will have free high-speed internet access in the library and digital opportunities tailored to their needs.</b>								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2014-2015 Target	% of Target
6.1	By June 30, 2016, the number of people who use a library computer will increase by 10%.	35,535				<b>35,535</b>	154,056	23.1%
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%.	5,997				<b>5,997</b>	23,184	25.9%
6.3	By June 30, 2014, 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%.	226				<b>226</b>	1,500	15.1%
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 2014-2015

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	2014-2015 Target	% of Target
7.1	By June 30, 2016, the number of hits on digitized local history collections will increase 30%.	4,836				<b>4,836</b>	11,647	41.5%
7.2	Each year, at least 3,000 people will attend locally focused programs or outreach events sponsored or co-sponsored by the library.	815				<b>815</b>	3,000	27.2%

[Return to Agenda](#)

**Director's Report  
October 2014**

From the director

1. Since our last board meeting, I attended, met with, or participated in DDA and DKI board meetings, the downtown traffic study and discussions, the WMU medical school open house, KPL Friends Volunteer Brunch and monthly board meeting, informal gathering with new directors at Portage and Battle Creek, the online digital conference, the Midwest Collaborative for Library Services annual meeting, Art Hop, SMLC Board and Council, MLA annual conference, and many internal meetings and events.
2. The 2015 ONEplace Leadership Academy has been changed somewhat based on a focus group of recent grads and researching similar programs across the country. Applications are due November 14 for this year's class.
3. Our Phone System Task Force has met with our consultant. We were disappointed to learn that with the new e-rate rules, we will not qualify for any reimbursement. The emphasis has shifted from funding voice services to funding high speed internet connectivity in response to the President's goal of 99% of America's students having broadband and high-speed wireless access within five years.

Since we will not qualify, we are not tied to the e-rate timing schedule and may be looking at a February / March installation. Our Task Force and the consultant reviewed our current servers, data connections, analog lines, fax and elevator phones and talked about phone features, the bid process, and timing.

4. Fifty-nine Friends volunteers were recognized at the annual Volunteer Appreciation gathering. They helped in the store, backroom, garage; served on the board or assisted with special projects. Each volunteer selected a new book being added to the collection in their honor with a bookplate designation. Cheryl TenBrink and I attended and both of us gave brief comments of appreciation.
5. News from the Friends October board meeting:
  - Donations and sales are strong, running ahead of last year
  - Holiday and January sales will be advertised in the next LINK
  - Paperwork is being submitted to Pfizer for their program of donating \$1,000 per retiree to qualified organizations for which retirees are volunteering

- Special sale for educators didn't generate the business hoped for, but good exposure for the bookstore
  - Kevin King gave a tour of The Hub to the board
6. KPL was well presented at last week's MLA annual conference in Grand Rapids. In addition to several staff attending, Kevin King was conference chair, did a presentation on Innovation Teams, and hosted some programs; Matt Smith did a five-minute Spark Talk on customer service; Wendy Hand and Vik Jaglan gave a presentation on "The Bridge", our system for reporting an IT problem or submitting an IT request; and Sue Warner joined other Michigan Family Place Libraries in a presentation.
  7. Susan Lindemann, Richard Atwell and I met with representatives of the Jim Gilmore Jr. Foundation. They invited us to submit a description of our looped technology proposal for our board room and auditorium for consideration at their November meeting. If their board is supportive of the idea, a more formal grant application would be reviewed at their January meeting. It is basically a two-step process.
  8. The millage campaign account has been closed and final reports submitted as required by law. The remaining funds, \$5,760, have gone back to the Friends of KPL whose donation funded the campaign.
  9. KPL was recognized, along with other local organizations, by ERACCE for our anti-racism work. Judi Rambow represented us at this third annual ERACCE awards celebration. Our task force will report on our work at the December board meeting.

#### Create young readers

10. Both Central and Oshtemo completed their fall session of "1,2,3 Play With Me", our Family Place Library series. Evaluations from parents show they have found the sessions to be valuable and entertaining.
11. Sue Warner attended a workshop on the BUILD initiative, a pilot in Michigan, Arizona, Georgia, Washington, and Pennsylvania funded by the Institute for Museum and Library Services. The initiative is working with libraries and museums to better integrate these "asset institutions" into the statewide early childhood systems. We are glad to be included and glad to be seen as a community that has a strong network of institutions that support early learning.

#### Stimulate imagination

12. First grade visits are well underway. Each child is getting a special KPL library card, choosing one book to take back to school, and hearing some stories. The second visit for each class will begin soon.
13. Washington Square now subscribes to three new children's Spanish language periodicals: *Baby Bug*, *Lady Bug*, and *Ask*.

14. Over 225 attended the Eastwood Branch back-to-school party on September 23. This second annual event featured live music, the Fresh Food Fairy, bouncy equipment, games, food, and a DJ.
15. We partnered with Midwest Tapes to have an informational booth at Bronco Bash. We registered students for library cards, introduced them to Hoopla and other digital services as well as all library services. Staff talked to about 150 attendees and registered 42 for a limited use card that can be easily converted to a full-service card on their first visit. We saw a definite spike in Hoopla sign-ups and use over the weekend following the event.
16. The “books” landing page on our website is being revised to feature several new and existing book lists displayed by way of scrolling book covers. Lists include featured books list; new fiction; new nonfiction; new ebooks; and “library reads”, librarian favorites compiled nationally.
17. Popular materials in a digital format continue to be a strong component of our circulation. Ebook use is steadily about 5,000 per month, Hoopla about 1,500, magazines around 700. *US Weekly* is the most popular digital magazine.
18. Oshtemo, along with the Area Agency on Aging, is offering the workshop “Matter of Balance”, eight, two-hour sessions designed to reduce the fear of falling and increase activity among older adults. The workshop is full with 15 participants and 50 on the waiting list. We hope to offer it twice in the spring to meet the demand.

#### Connect to the online world

19. The Hub continues to be popular especially with patrons who digitize photos, audio, and video. We’ve just started offering one-on-one help with photo, audio, and video production.
20. Our new calendar system in use on our website is now integrated into the KPL app. Hoopla Digital is the next service to be added to the app.
21. Our employment application is now online in a fillable form with the ability to attach additional materials – resume, cover letter. Applicants’ information is sent via email to HR. A downloadable application is still available for those who do not wish to submit online.

#### Celebrate local

22. The two new digital microfilm readers for public use, along with a new countertop, are now in place in the Local History Room. The digital readers convert the analog image to digital on large format readers and allow patrons to easily save, print, email images from the microfilm.

#### Operations

23. Michael Cockrell attended a focus group convened by the WMU College of Education and Human Development to discuss issues and potential strategies for dealing with school suspension. We were invited in recognition of the number of suspended students who come to

the library for services during their suspension or simply as a safe place. The meeting confirmed that issues surrounding school suspension are complex and not easily solved in one focus group, but that a multi-faceted off-site alternative to the current model might be beneficial.

24. The HID lamps in the towers at Central have been replaced with LED lamps. The new lamps use less energy, require much less maintenance, and the cost was partially offset through a Consumers Energy rebate program. These lamps are very difficult to access so less maintenance is a big benefit.
25. Parking lot repairs and patching has been done at Washington Square and Oshtemo in preparation for winter wear.
26. Library staff are quite generous and donated many back-to-school supplies to the “Kids Closet” through Communities in Schools. Sue Warner coordinates KPL participation to this partner organization.
27. Panhandling downtown has become a focus for various D’s organizations. We have reviewed the panhandling ordinance with staff. Kevin King represents KPL on the DKI Safety Committee and will be our voice in the discussions about panhandling and ways to better serve all citizens visiting downtown.

#### Library stories

28. One of the Friends volunteers told me how much he values the support and appreciation from library staff for the work of the Friends. He said, “Working with such great organizations has been the most rewarding experience of my “retirement” life!”

**KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
September 30, 2014**

<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	23,098	1,256	10,988	449	2,198	37,989	121,058	120,607	0%
-ebook	3,511					3,511	10,612	9,100	17%
-Digital Magazine	168					168	712	885	-20%
Teen	3,288	238	1,049	74	219	4,868	18,853	17,557	7%
Juvenile	<u>16,732</u>	<u>1,782</u>	<u>8,464</u>	<u>382</u>	<u>1,308</u>	<u>28,668</u>	<u>98,680</u>	<u>94,126</u>	5%
<b>Total</b>	<b><u>46,797</u></b>	<b><u>3,276</u></b>	<b><u>20,501</u></b>	<b><u>905</u></b>	<b><u>3,725</u></b>	<b><u>75,204</u></b>	<b><u>249,915</u></b>	<b><u>242,275</u></b>	3%
<b><u>AUDIO-VISUAL</u></b>									
Audiobook									
-CD	1,749	143	995	14	122	3,023	10,484	11,936	-12%
-Digital	1,652					1,652	5,244	3,114	68%
Music									
-CD	5,721	306	1,003	278	530	7,838	22,615	23,588	-4%
-Digital	1,166					1,166	3,642	2,712	34%
Video									
-DVD	37,994	6,088	10,254	4,848	8,018	67,202	208,014	178,381	17%
- Digital	636					636	2,058	0	
<b>Total Non-Print Material</b>	<b><u>48,918</u></b>	<b><u>6,537</u></b>	<b><u>12,252</u></b>	<b><u>5,140</u></b>	<b><u>8,670</u></b>	<b><u>81,517</u></b>	<b><u>252,057</u></b>	<b><u>219,731</u></b>	15%
<b>Total Circulation</b>	<b><u>95,715</u></b>	<b><u>9,813</u></b>	<b><u>32,753</u></b>	<b><u>6,045</u></b>	<b><u>12,395</u></b>	<b><u>156,721</u></b>	<b><u>501,972</u></b>	<b><u>462,006</u></b>	9%
<b>Computer Usage</b>									
Onsite Computer Use	8,276	707	1,354	459	702	11,498	35,535	36,558	-3%
Computer Usage Remote						2,270,198	7,573,774	7,295,430	4%
Wireless Internet	1,894	0	0	0	0	1,894	5,997	11,827	-49%
<b>Database Statistics</b>									
Database Sessions	1,467					1,467	3,555	3,986	-11%
Database Searches	52,202					52,202	137,452	118,861	16%
<b>Total Registrations</b>	452	13	102	21	32	1,240	3,830	2,649	45%

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<b><u>Programs/Tours</u></b>									
Adult Events	19	1	2	1	4	27	72	62	16%
Attendance	590	69	26	8	26	719	3587	3301	9%
Teen Events	11	1	3	1	1	17	66	71	-7%
Attendance	337	26	15	24	22	424	2834	3388	-16%
Juvenile Events	19	11	18	13	4	65	267	181	48%
Attendance	392	363	544	434	12	1745	10906	10756	1%
<b>Total Events</b>	<b>49</b>	<b>13</b>	<b>23</b>	<b>15</b>	<b>9</b>	<b>109</b>	<b>405</b>	<b>314</b>	29%
<b>Total Attendance</b>	<b>1319</b>	<b>458</b>	<b>585</b>	<b>466</b>	<b>60</b>	<b>2888</b>	<b>17327</b>	<b>17445</b>	-1%
<b>Law Library</b>									
Visitors	274					<b>274</b>	875	<b>893</b>	-2%
Phone Calls	97					<b>97</b>	315	<b>204</b>	54%
Questions Answered	352					<b>352</b>	1182	<b>741</b>	60%

[Return to Agenda](#)