



Kalamazoo Public Library

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PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
December 15, 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 October 27, 2014
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Periods Ending October 31, 2014 and November 30, 2014
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Non-resident Fee
 - B. Position Reclassification
 - C. Smoke Free / Tobacco Free Policy
 - D. CIP Allocation for Security Cameras
 - E. Board Meeting Calendar for 2015
 - Reports
 - F. Antiracism Transformation Team – Caitlin Hoag and Judi Rambow
 - G. Legislative Update – Diane Schiller
 - H. Oshtemo Brownfield – Diane Schiller
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. Board Officer Nomination Slate
 - 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: October 27, 2014
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Fenner Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James Vander Roest, and Valerie Wright

Absent: Robert Brown

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

RECOGNITIONS:

Director Rohrbaugh recognized Fenner Brown for his service on the Kalamazoo Public Library Board of Trustees from 2009 to 2014.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Meeting of September 22, 2014*

B. *Personnel Items*

The Minutes of the meeting of September 22, 2014 and the personnel items were accepted.

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending September 30, 2014*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending September 30, 2014.

MOTION: V. WRIGHT MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING SEPTEMBER 30, 2014.

MOTION CARRIED 6-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *2013 – 2014 Audit – Stephen W. Blann*

Recommendation: Director Rohrbaugh recommended the Board accept the audited financial statements for the year ending June 30, 2014.

Executive Summary: S. Blann was present for the acceptance of the audited statements for the year ending June 30, 2014. S. Blann presented a slideshow that served as an overview of the financial statements report.

Discussion: Director Rohrbaugh introduced S. Blann from Rehmann Robson. S. Blann thanked the Financial Office staff for preparing high-quality source materials for the report and doing an overall excellent job, especially considering the size of the department. S. Blann began by drawing attention to a number of financial highlights including an increase in the Library's total net position, an increase in government funds, and the current balance of the general fund.

An overview of financial statements was given next, broken down into three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

L. Godfrey stated in past years the audit frequently compared KPL to other Class VI Libraries in Michigan. S. Blann responded saying, procedurally, it made more sense for such a comparison to be done by KPL management while Rehmann focused entirely on the audit itself. Blann also noted that many Class VI Libraries in Michigan have not submitted their end-of-year reports yet and mentioned KPL's audit was completed comparatively early. S. Blann and D. Schiller agreed that it made more sense to wait until a more accurate comparison could be made and if Rehmann was requested to participate in that process, they would certainly do so at that time.

J. Vander Roest inquired as to when that process might be undertaken and D. Schiller stated that it would most likely happen around mid-winter. V. Wright raised the question of where that information is stored and whether it was publicly available. S. Blann responded saying library reports such as these are posted on the State of Michigan's website for public access. Additionally J. Vander Roest indicated that a perceived deficiency in Financial Office staff has been a topic of discussion during each of the audits conducted in his tenure as a board member and this has always been due the flexibility of KPL's Financial Office staff and the tendency to share tasks and responsibilities.

S. Blann thanked KPL staff for the hard work that went into providing Rehmann with the source materials for the audit and the board thanked S. Blann for his report.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING JUNE 30, 2014.

MOTION CARRIED 6-0.

B. Position Reclassification

Recommendation: Director Rohrbaugh recommended a change in classification of a vacant position in Adult Services from .5 time library associate to a .5 time librarian I effective with filling the vacancy.

Executive Summary: During the review process that accompanies the posting of position vacancies, it was determined that much of the work associated with this position, and especially the selection and maintenance of the ebook collection, and handling patron suggestions for fiction and nonfiction has long been a librarian responsibility.

The additional cost for this reclassification would be about \$4,200 annually and about \$2,800 for the remainder of the fiscal year.

Discussion: Director Rohrbaugh summarized the recommendation and the rationale behind the classifications

MOTION: J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE RECOMMENDATION TO RECLASSIFY THE VACANT .5 TIME LIBRARY ASSOCIATE POSITION WITHIN ADULT SERVICES TO A .5 TIME LIBRARIAN I POSITION EFFECTIVE WITH FILLING THE VACANCY.

MOTION CARRIED 6-0.

REPORTS:

C. First Quarter Strategic Planning Statistics

Report: Director Rohrbaugh explained that most items in the strategic planning goals were on target and those that seem to indicate a discrepancy when compared to the timeline of the fiscal year can be explained by seasonal focuses and/or rescheduled implementation. She indicated the surveys are being conducted quarterly and are on track.

The statistics are to be discussed amongst individual departments at staff meetings over the next week or two.

Discussion: L. Godfrey raised a question regarding a target date listed in items 1.4 and 3.5 wondering if perhaps it was a typo and should, in fact, be changed. Director Rohrbaugh agreed and noted that the target date associated with item 6.3 also needed a fix.

L. Godfrey continued by pointing out that the fields in items 1.4 and 3.5, which regard Youth Services programming in the digital lab, were blank and asked if that was intentional. Director Rohrbaugh stated that it was intentional and that Youth Services use of the digital lab was a priority for the remaining quarters in the fiscal year.

V. Wright commented that item 4.2, regarding teen programming participation was well ahead of schedule and item 4.3 regarding use of the Teen Room was slightly behind schedule. Director Rohrbaugh stated that discussions with the library staff responsible for reporting those figures

seems to indicate that a larger figure should be used as a goal in the case of item 4.2 and a less ambitious goal was reasonable for item 4.3.

F. Brown inquired about item 6.3 regarding the total number of patrons using the digital lab, and asked whether or not it was being used as it was initially intended thus far. Director Rohrbaugh stated that it we felt as though we were off to a good start and that so far more users have been making use of the facility for digitization purposes as opposed to production purposes. K. King commented that the goal for that item was somewhat arbitrary given that the digital lab is in its first year and it was somewhat difficult to predict immediate patron response. He went on to state that very shortly, there will be a campaign aimed in engaging teens and college students which will include specialized programming in the lab and promotion of the lab outside of library. F. Brown also stated that he thinks programs aimed at senior citizens and the preservation of their photographic collections would be well-received.

Disposition: Trustees thanked Director Rohrbaugh for the update.

D. Legislative Update – Diane Schiller

Report: D. Schiller brought two pieces of legislation to the board’s attention. The first is a revision to the District Library Act which would allow a district library to continue to function in the event that one or more of its municipalities become disincorporated. The second is a form of Downtown Development Authority legislation which would seek to reign in several of the more sprawling definitions of what constitutes a downtown.

Discussion: D. Schiller stated an additional bit of legislation related to the DDA legislation is the ongoing discussion regarding the proposed Corridor Improvement Authority affecting the west side of Drake Road in Oshtemo Township. She said that Oshtemo was now seeking a Brownfield tax-capture process which would not allow individual entities from opting out of participation.

B. Caple asked whether or not that meant the Corridor Improvement Authority was being scrapped. D. Schiller replied that it was not; it merely failed to generate the level of involvement required to be successful. Instead, it is being incorporated into the Brownfield plan. J. Vander Roest asked whether or not the area was environmentally-sensitive enough to be considered a true Brownfield. D. Schiller said she did not know for certain, but Oshtemo Township was convinced the area fit the protocol for such a tax capture.

Director Rohrbaugh mentioned, regarding the topic of the DDA legislation, the general consensus within Michigan library networks was that it would have no effect on libraries at all.

E. Day in the Life of FM – Susan Lindemann

Report: S. Lindemann showed a video that she had created and set to music using the digital lab which demonstrated all the things Facilities Management does throughout a typical day at Kalamazoo Public Library.

Discussion: L. Godfrey asked S. Lindemann whether KPL owned all the equipment we use for lawn care and snow removal. S. Lindemann answered in the affirmative and elaborated saying KPL staff takes care of the lawn care work at the Oshtemo branch and Central Library. The remaining branches are taken care of by an outside firm- the Green Grass Company.

L. Godfrey and J. Vander Roest said they were very impressed with the video, and S. Lindemann said she felt as though her staff had a wonderful time creating it. She said they were enthusiastic and saw it as an opportunity to truly demonstrate the wide variety of tasks and duties undertaken by Facilities Management on a day to day basis. Director Rohrbaugh expressed plans to show the video at the December salaried staff meeting. J. Vander Roest said he thought it was likely to see staff taking more pride in their buildings upon understanding the amount of work that goes into keeping them clean and functional.

Disposition: Trustees thanked S. Lindemann for her report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – J. Vander Roest stated the committee had recently had their largest annual meeting, the results of which were demonstrated in Stephen Blann’s audit presentation.
- B. *Personnel Committee* – B. Caple mentioned the Personnel Committee had been in communication to review and approve the Position Reclassification within Adult Services.
- C. *Fund Development and Allocations Committee* – No meeting.
- D. *Director’s Building Advisory Committee* – No meeting.
- E. *Legal Liaison Committee* – J. Vander Roest indicated this committee had met recently to discuss the matter of whether or not our legal services should be put out to bid once again. At the conclusion of this discussion, it was decided to not to this because of the high level of service and good rates KPL enjoys with the current arrangement.

VII. OTHER BUSINESS

- A. *Board Nominating Committee* – President TenBrink gave an update on the process of nominating officers for the KPL Board of Trustees for the 2015 calendar year. L. Godfrey has agreed to chair the committee. V. Wright and F. Brown would normally serve on this committee, but with F. Brown departing, President TenBrink will serve in his stead. At the December 2014 Board meeting, a slate of officers will be brought for review.

B. Director’s Report

Report: Director Rohrbaugh began by mentioning a push by the Institute for Library and Museum Services for libraries to obtain 3D Printers. There is a company called 3D Tech that has made an offer to libraries across the country to obtain 3D printers free of charge. The emphasis would be on Science, Technology, Engineering, and Math (STEM) akin to a number of summer

programs undertaken by KPL. KPL has applied for one of these machines and if chosen, it would be placed in the digital lab.

Director Rohrbaugh directed the trustees' attention to an item regarding the phone task force stating that due to a change in the e-rate rules, KPL no longer qualifies for any reimbursement. This means that KPL no longer has to adhere to the specific timeline put forth by the consultant, but we will be upgrading the phone system so that we are in compliance with legal standards by 2016.

Additionally she discussed the recent Michigan Library Association Conference in Grand Rapids and Kevin King's position as conference chair, progress being made towards obtaining a grant for the installation of Looped Technology, the final dispersal of the funds associated with the millage campaign, and some website maintenance that is currently being conducted on the 'Books' section of our website.

Discussion: V. Wright asked for additional details regarding M. Cockrell's recent attendance of a focus group at WMU convened to discuss issues and strategies for dealing with school suspension. M. Cockrell replied saying he was invited because the WMU College of Education recognized public libraries as a resource and regular site of visitation for students who have been suspended from school.

L. Godfrey asked about KPL's involvement in the 'Matter of Balance' programs. K. King said Angela Fortin has contacted the Area Agency on Aging to bring them to the Oshtemo branch to run a program aimed at reducing the fear of falling among older patrons.

F. Brown asked for KPL's official stance on the issues recently discussed by DKI regarding panhandling in downtown Kalamazoo. Director Rohrbaugh pointed to KPL policies which ban panhandling within the library, but it is allowed outside of our building under the tight restrictions that have been imposed by City of Kalamazoo.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey mentioned that B. Brown's mother had very recently passed away. She also said that having viewed KPL's most recent strategic planning statistics, it is pleasant to see that while other libraries seem to be experiencing a decline in elements of circulation, KPL's remain strong.
- V. Wright recently attended Art Prize in Grand Rapids and saw an author who had presented at KPL several years ago, Diane Carol Burdick, who wanted us to know that she has a new book on the history of Apple farming in Michigan. She also thanked J. Vander Roest for making sure she was included in the voter's guide for the upcoming election published by MLive.
- B. Caple said that he recently checked out a wonderful book here at KPL which contained a nameplate dedicated to M. Cockrell's 15 years of service. He also stated

that this year's Reading Together book was fantastic and he will be rereading it prior to the start of the events associated with it. He also thanked Richard Atwell for his long, loyal and continuing attendance at KPL board of trustees meetings.

- F. Brown thanked KPL staff and the board for all their hard work. He said it was an honor to have served on the board and he was sorry to have to miss the Great Grown-Up Spelling Bee this year.
- J. Vander Roest said that he has been greatly impressed over his terms as Treasurer to hear from the auditors what a fantastic job the financial office does year after year.
- President TenBrink said she has just gotten back from Italy and wishes Fenner well in his move there. She also mentioned she was looking forward to the Great Grown-Up Spelling Bee.

X. ADJOURNEMENT

Hearing no objection, acting President TenBrink adjourned the meeting at 5:25 P.M.

X _____
Robert Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: December 15, 2014

Retirement

Josephine Morgan announced her retirement from KPL effective December 31, 2014. Josephine began work at KPL in January 1974. She currently holds the KPLSP Library Assistant 3 FTE 1.0 position of branch custodian in the Facilities Management Department.

Employee Transfer

Matt Smith transferred to the newly modified KPLA Librarian I FTE .5 position in the Adult Services Department. He also currently holds the KPLA Law Library Associate FTE .5 position in Adult Services. Matt previously held the KPLA Reference Associate FTE .5 position within this department.

New Hire

Kirsten Baldwin-Wilson joined the salaried staff in the KPLSP Library Assistant 4 FTE .5 position in the Marketing & Communications Department. Kirsten has worked for KPL since November 2010 as a library aide, library assistant sub and Hub intern.

Hourly staff

New Hires

Abraham Uppal – Library aide/Central Circ.
Latice Fisher – Library aide/Central Circ.
Judith Tyus – Library aide/WSQ
Justin Barnes – Tech Intern
Laura Herman – Library aide/Oshtemo
Natalie Johnson – Tech Intern
Abigail Dame – Professional substitute
Jennifer Dale Wood – Professional substitute
Mary Griswold – Professional substitute

Separations

Tephani DeYoung – Library aide/Central Circ.
Taylor Earl – Library aide/Central Circ.

Employee Anniversaries

- Diane Schiller – 24 years
- Renee MacDonald – 7 years

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Months Ending
October 31, 2014 and November 30, 2014**

DATE: December 15, 2014

Recommendation:

I recommend the Board accept the Financial Reports for the month ending October 31, 2014 and November 30, 2014.

Executive Summary:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

**Kalamazoo Public Library
Internal Financial Reports
For October and November 2014**

**Sources and Uses of Funds
Electronic Transfers**

During October and November, \$55,828 and \$42,801 were recorded as sources of funds. Included were the July-September quarter payment for the law library contract with Kalamazoo County for \$15,625; other funds sources for the two-month period included Ready to Read for \$20,250 and the Viewscan Microfilm Readers (P817) funding of \$11,000 from the Local History Fund at the Kalamazoo Community Foundation. Both uses of funds and electronic transfers included no unusual transactions during either month, uses totaling \$841,475 for October and \$853,853 for November. On average, approximately one-half (1/2) of the uses of funds are accomplished electronically as illustrated by the total \$886,082 for transfers for the two-month time period – averaging approximately \$443,041 per month.

Combined Balance Sheet

The negative accounts receivable balance in the general operating fund column of (\$661.21) represents the net effect of actual “normal” debit balance miscellaneous receivables of the library less approximately \$1,500 of a prepayment of medical insurance coverage by a salaried staff member in preparation for an extended leave of absence.

General Fund Revenue & Expenditure Summary

Revenue posted to the general fund during October and November consisted primarily of fines and fees and local gifts and grants including a grant from the Gary Sisters Foundation of \$4,200 for Youth Services and receipt of a technology reimbursement grant from the Southwest Michigan Library Cooperative for \$1,000.

Expenditures recorded for October and November included several one-time expenditures, including longevity payments to Library Assistants on the final pay in November, and correction of a prior month’s expenditure in Departmental Purchases (Supplies category) in October, resulting in a negative expenditure for the month. Overall, expenditures at November 30th represent 41% of the Preliminary Budget and are well within budgetary guidelines. A Close Estimate Budget Revision is being prepared for board review in February.

Capital Improvement Plan

As previously mentioned, the \$11,000 grant from the Local History and Community Information Fund at the Kalamazoo Community Foundation was received during the month of November as previously anticipated to pay for half of the cost of the two Viewscan microfilm readers purchased for the Local History Room. Other activity during the two-month period included the purchase of staff chairs, display

furniture for the public areas at central library, and miscellaneous computer equipment. As of November 30th, \$1,729,155 remains in the CIP fund balance less an additional \$30,005 reserved for outstanding encumbrances.

Other Gifts Revenue and Expenditure Summary

During October and November \$20,250 was raised for Ready to Read with additional funds pledged yet to be received. Expenditures for the two month period consisted primarily of the purchase of books for distribution for Ready to Read, payments for the KPL Anti-racism Transformation Team training, and miscellaneous amounts for the Spelling Bee and KPL Friends Mini-grants.

Endowment Fund

A single maturity during the month of November for a \$100K note from Barclays Bank of Delaware transferred a similar amount from the Fixed Income Investments category to Money Market Cash. Unrealized gains and losses reflect this fall's market volatility in stocks. The 3rd quarter 2014 payment to Arcadia Investment Management services occurred during November for \$5,740.

KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the two months ending November 30, 2014

	October	November
BEGINNING CASH BALANCE *	\$ 5,619,272	\$ 4,833,625
* Including short-term investments		
 SOURCES OF CASH:		
Property Tax Receipts	\$ 494	\$ -
IFT/CFT, PILOT receipts	\$ 8,155	\$ -
State Aid/MPSERS UAAL Rate Appropriation	\$ -	\$ -
District Court Penal Fines/Law Library Revenue	\$ 15,625	\$ -
Interest Income	\$ 928	\$ 1,244
Library Fines & Fees	\$ 14,345	\$ 12,692
Other Sources: Gifts, Grants, & Reimbursements	\$ 1,460	\$ 5,300
Other Gifts (Ready to Read, etc)	\$ 14,821	\$ 23,565
TOTAL SOURCES OF CASH	\$ 55,828	\$ 42,801
 USES OF CASH:		
Salaries & Wages	\$ (408,886)	\$ (426,062)
Benefits	\$ (177,487)	\$ (197,252)
Materials	\$ (109,182)	\$ (87,459)
Supplies	\$ (9,738)	\$ (8,220)
Facilities	\$ (43,392)	\$ (46,216)
Technical Services	\$ (12,560)	\$ (10,737)
Purchased Services	\$ (45,536)	\$ (25,040)
Other	\$ (14,913)	\$ (44,101)
Capital Expenditures	\$ (8,161)	\$ (4,664)
Prepaid Expenditures	\$ (11,620)	\$ (4,084)
	\$ -	\$ -
TOTAL USES OF CASH	\$ (841,475)	\$ (853,835)
 ENDING CASH	 \$ 4,833,625	 \$ 4,022,592
 <u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Cash to be deposited		\$ -
Fifth Third General & Payroll Checking Accounts	\$ 253,822	\$ 185,259
First National NOW & ACH Transfer Accounts	\$ 438,538	\$ 240,473
Fifth Third Arcadia Admin	\$ 5,448	\$ 6,044
Petty Cash/Midwest Business Exchange Account/Paypal	\$ 12,465	\$ 13,611
Pooled Cash Accounts	\$ 710,273	\$ 445,387
 <u>Pooled Investments</u>		
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52	\$ 52
Flagstar Bank MM & CD's	\$ 1,609,373	\$ 1,610,222
First National Bank MM, ICS Savings, & CD's	\$ 2,513,927	\$ 1,966,930
Pooled Investment Accounts	\$ 4,123,352	\$ 3,577,205
Total Pooled Cash & Investments	\$ 4,833,625	\$ 4,022,591

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
October and November 2014**

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
10/1/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (909.00)
10/1/2014	Transfer to 1st National Ltd. ACH	1st National Checking		\$ (8,400.00)
10/1/2014	Transfer from 1st National Check		1st National Ltd. ACH	\$ 8,400.00
10/1/2014	Transfer to 1st National ACH	1st National Checking		\$ (20,000.00)
10/1/2014	Transfer from 1st National Check		1st National ACH	\$ 20,000.00
10/1/2014	Transfer to 1st National Ltd. ACH	1st National Checking		\$ (8,300.00)
10/1/2014	Transfer from 1st National Check		1st National Ltd. ACH	\$ 8,300.00
10/2/2014	Employee 403B contributions	1st National Ltd. ACH	Employee Accounts	\$ (8,413.35)
10/2/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,619.67)
10/3/2014	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (954.59)
10/3/2014	MERS September	1st National Transfer	Municipal Employees Retirement System	\$ (23,583.88)
10/6/2014	MPERS Retirement September	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (27,436.23)
10/9/2014	Transfer to 1st National Check	1st National ICS		\$ (500,000.00)
10/9/2014	Transfer from 1st National ICS		1st National Checking	\$ 500,000.00
10/9/2014	Transfer to 1st National ACH	1st National Checking		\$ (30,000.00)
10/9/2014	Transfer from 1st National Check		1st National ACH	\$ 30,000.00
10/14/2014	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,415.54)
10/15/2014	Payroll 10/15/2014	5/3 Payroll Check	Employee Accounts	\$ (119,271.35)
10/15/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (48,746.01)
10/15/2014	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
10/15/2014	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,289.61)
10/16/2014	Employee 403B contributions	1st National Ltd. ACH	Employee Accounts	\$ (8,352.02)
10/16/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,869.67)
10/20/2014	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (990.87)
10/22/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (959.00)
10/24/2014	Transfer to 1st National Check	1st National ICS		\$ (500,000.00)
10/24/2014	Transfer from 1st National ICS		1st National Checking	\$ 500,000.00
10/27/2014	Transfer to 5/3 Arcadia	5/3 General Check		\$ (1,000.00)
10/27/2014	Transfer from 5/3 General Check		Fifth Third Arcadia Checking	\$ 1,000.00
10/27/2014	Transfer to 1st National ACH	1st National Checking		\$ (20,000.00)
10/27/2014	Transfer from 1st National Check		1st National ACH	\$ 20,000.00
10/31/2014	Payroll 10/31/2014	5/3 Payroll Check	Employee Accounts	\$ (124,298.47)
10/31/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,402.50)
10/31/2014	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
10/31/2014	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,289.61)
11/3/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (2,822.92)
11/3/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (959.00)
11/6/2014	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (991.96)
11/10/2014	Transfer to 5/3 Arcadia	5/3 General Check		\$ (1,000.00)
11/10/2014	Transfer from 5/3 General Check		Fifth Third Arcadia Checking	\$ 1,000.00
11/12/2014	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,631.19)
11/15/2014	Payroll 11/15/2014	5/3 Payroll Check	Employee Accounts	\$ (120,853.62)
11/15/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (48,745.79)
11/15/2014	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
11/15/2014	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,253.58)
11/17/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (959.00)
11/20/2014	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (991.96)
11/26/2014	Payroll 11/30/2014	5/3 Payroll Check	Employee Accounts	\$ (126,244.00)
11/26/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (50,788.14)
11/26/2014	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
11/26/2014	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,253.58)
11/3/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,869.67)
11/17/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,879.67)
11/5/2014	MERS September	1st National Transfer	Municipal Employees Retirement System	\$ (23,498.76)
11/10/2014	MPERS Retirement September	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (29,274.52)
11/5/2014	Transfer to 1st National ACH	1st National Checking		\$ (15,000.00)
11/5/2014	Transfer from 1st National Check		1st National ACH	\$ 15,000.00
11/14/2014	Transfer to 1st National ACH	1st National Checking		\$ (30,000.00)
11/14/2014	Transfer from 1st National Check		1st National ACH	\$ 30,000.00
11/14/2014	Transfer to 1st National Ltd. ACH	1st National Checking		\$ (9,000.00)
11/14/2014	Transfer from 1st National Check		1st National Ltd. ACH	\$ 9,000.00
11/24/2014	Transfer to 1st National Check	1st National ICS		\$ (500,000.00)
11/24/2014	Transfer from 1st National ICS		1st National Checking	\$ 500,000.00
11/4/2014	Employee 403B contributions	1st National Ltd. ACH	Employee Accounts	\$ (9,007.40)
11/17/2014	Employee 403B contributions	1st National Ltd. ACH	Employee Accounts	\$ (8,832.58)
	Total Transfers October and November			\$ (886,082.23)

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

	Operating	Capital	Special Revenue	Endowment
Assets				
Cash & Equivalents				
Cash & Checking	\$90,937.39	\$1,729,154.96	\$128,252.29	\$379,923.30
Investments	\$2,121,549.39	\$0.00	\$62,946.84	\$3,418,711.30
Total Cash & Equivalents	\$2,212,486.78	\$1,729,154.96	\$191,199.13	\$3,798,634.60
Accounts Receivable				
Accounts Receivable	(\$661.21)	\$0.00	\$0.00	\$0.00
Total	(\$661.21)	\$0.00	\$0.00	\$0.00
Taxes Receivable				
Taxes Receivable	\$51,179.17	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$51,179.17	\$0.00	\$0.00	\$0.00
Other Assets				
Other Assets	\$125,974.44	\$0.00	\$0.00	\$0.00
Total Other	\$125,974.44	\$0.00	\$0.00	\$0.00
Total Assets	\$2,388,979.18	\$1,729,154.96	\$191,199.13	\$3,798,634.60
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$57,811.97	\$0.00	\$3,205.07	\$0.00
Salaries Payable	\$27,329.44	\$0.00	\$0.00	\$0.00
Retirement Payable	\$53,094.99	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$138,236.40	\$0.00	\$3,205.07	\$0.00
Long Term Liabilities				
Long Term Liabilities	\$52,616.36	\$0.00	\$0.00	\$0.00
Total	\$52,616.36	\$0.00	\$0.00	\$0.00
Net Assets				
Fund Balance	\$2,198,126.42	\$1,729,154.96	\$187,994.06	\$3,798,634.60
Total	\$2,198,126.42	\$1,729,154.96	\$187,994.06	\$3,798,634.60
Total Liabilities & Fund Balance	\$2,388,979.18	\$1,729,154.96	\$191,199.13	\$3,798,634.60

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
October and November Year-to-Date 2014

	<u>October</u>	<u>November</u>	<u>Encumbr.</u>	<u>Year to Date +Encumbrance</u>	<u>Budget</u>	<u>Variance</u>	<u>% Complete</u>
I - General Fund							
Revenue							
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$10,249,482.00	(10,249,482)	0.0%
Other Taxes	\$8,154.80	\$0.00	\$0.00	\$30,305.90	\$120,188.00	(89,882)	25.2%
Fines and Fees	\$14,345.08	\$12,692.32	\$0.00	\$71,175.44	\$170,000.00	(98,825)	41.9%
District Court Penal Fines	\$0.00	\$0.00	\$0.00	\$0.00	\$260,000.00	(260,000)	0.0%
Local Support	\$1,460.00	\$5,300.00	\$0.00	\$87,960.00	\$233,275.00	(145,315)	37.7%
Interest Income	\$928.28	\$1,243.61	\$0.00	\$3,998.32	\$15,000.00	(11,002)	26.7%
State Aid and Reimbursements	\$0.00	\$0.00	\$0.00	\$45,190.58	\$306,788.00	(261,597)	14.7%
Other	\$0.00	\$0.00	\$0.00	\$49,373.00	\$96,100.00	(46,727)	51.4%
Total Revenue	\$24,888.16	\$19,235.93	\$0.00	\$288,003.24	\$11,450,833.00	(11,162,830)	2.5%
Expenditures							
Salaries							
Administrator Salaries	\$54,351.17	\$54,351.17	\$0.00	\$273,255.83	\$637,110.00	363,854	42.9%
Librarian Salaries	\$106,826.49	\$104,930.70	\$0.00	\$528,958.84	\$1,249,050.00	720,091	42.3%
Supervisory Technical Salaries	\$56,676.72	\$56,895.12	\$0.00	\$282,822.98	\$665,095.00	382,272	42.5%
Library Assistant Salaries	\$130,135.42	\$142,771.96	\$0.00	\$665,174.24	\$1,563,755.00	898,581	42.5%
Hourly Staff	\$50,592.16	\$48,867.09	\$0.00	\$214,413.51	\$624,758.00	410,344	34.3%
Substitute Salaries	\$8,587.59	\$8,393.83	\$0.00	\$33,426.49	\$88,360.00	54,934	37.8%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	(\$45,000.00)	(45,000)	0.0%
Total	\$407,169.55	\$416,209.87	\$0.00	\$1,998,051.89	\$4,783,128.00	2,785,076	41.8%
Benefits							
Employee Insurance	\$81,344.21	\$82,424.94	\$0.00	\$403,474.58	\$984,895.00	581,420	41.0%
Retirement	\$49,410.61	\$48,955.96	\$0.00	\$286,016.55	\$832,367.00	546,350	34.4%
Employer FICA-Medicare	\$29,459.64	\$32,851.26	\$0.00	\$151,441.46	\$367,605.00	216,164	41.2%
Other Benefits	\$3,962.36	\$2,250.00	\$0.00	\$19,051.60	\$227,800.00	208,748	8.4%
Total	\$164,176.82	\$166,482.16	\$0.00	\$859,984.19	\$2,412,667.00	1,552,683	35.6%
Materials							
Adult Books	\$48,699.39	\$47,146.01	\$17,660.85	\$195,718.63	\$475,600.00	279,881	41.2%
Juvenile Books	\$14,578.33	\$10,836.25	\$11,145.85	\$54,033.10	\$96,500.00	42,467	56.0%
Periodicals	\$2,490.67	\$980.81	\$0.00	\$35,746.90	\$60,262.00	24,515	59.3%
Audio-Visual Material	\$22,962.80	\$32,053.12	\$9,260.48	\$151,369.67	\$312,300.00	160,931	48.5%
Digital Materials	\$14,699.32	\$17,722.78	\$0.00	\$107,878.01	\$210,850.00	102,972	51.2%
Total	\$103,430.51	\$108,738.97	\$38,067.18	\$544,746.01	\$1,155,512.00	610,766	47.1%
Facilities							
Fuel	\$2,623.89	\$3,891.51	\$0.00	\$8,012.52	\$67,700.00	59,687	11.8%
Electricity	\$15,133.29	\$12,415.55	\$0.00	\$78,920.55	\$183,400.00	104,479	43.0%
Water	\$541.05	\$378.78	\$0.00	\$1,579.46	\$5,875.00	4,296	26.9%
Custodial Supplies	\$5,364.89	\$9,933.11	\$2,298.60	\$33,880.60	\$77,440.00	43,559	43.8%
Grounds Maintenance	\$6,350.00	\$10,040.00	\$0.00	\$17,765.00	\$37,880.00	20,115	46.9%
Building Repair	\$4,176.41	\$3,092.74	\$1,198.50	\$21,989.16	\$85,781.00	63,792	25.6%
Building Operations	\$6,913.21	\$7,190.06	\$52,887.00	\$105,904.17	\$131,046.00	25,142	80.8%
Total	\$41,102.74	\$46,941.75	\$56,384.10	\$268,051.46	\$589,122.00	321,071	45.5%
Supplies							
Office Supplies	\$3,088.78	\$1,485.06	\$77.27	\$12,401.47	\$52,600.00	40,199	23.6%
Marketing Supplies	\$611.11	\$131.67	\$0.00	\$3,452.03	\$12,000.00	8,548	28.8%
Postage & Freight	\$1,437.06	\$1,345.83	\$0.00	\$15,925.51	\$39,230.00	23,304	40.6%
Processing Supplies	\$1,534.77	\$5,736.12	\$1,323.61	\$10,688.89	\$62,140.00	51,451	17.2%
Departmental Purchases	(\$4,894.20)	\$1,577.16	\$1,878.02	\$10,081.00	\$47,082.00	37,001	21.4%
Total	\$1,777.52	\$10,275.84	\$3,278.90	\$52,548.90	\$213,052.00	160,503	24.7%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
October and November Year-to-Date 2014

	<u>October</u>	<u>November</u>	<u>Encumbr.</u>	<u>Year to Date +Encumbrance</u>	<u>Budget</u>	<u>Variance</u>	<u>% Complete</u>
Technical Services							
F&E Repair & Maintenance	\$2,143.56	\$4,450.27	\$0.00	\$25,546.31	\$79,176.00	53,630	32.3%
Telecommunications	\$8,697.78	\$48.01	\$0.00	\$29,737.31	\$90,400.00	60,663	32.9%
Software & Licensing	\$12,361.60	\$14,072.77	\$0.00	\$271,621.08	\$323,369.00	51,748	84.0%
Cataloging & Processing	\$4,228.05	\$5,721.40	\$0.00	\$26,906.28	\$65,532.00	38,626	41.1%
Total	\$27,430.99	\$24,292.45	\$0.00	\$353,810.98	\$558,477.00	204,666	63.4%
Purchased Services							
Security	\$8,229.25	\$8,339.36	\$0.00	\$38,831.35	\$129,714.00	90,883	29.9%
Insurance	\$1,938.48	\$1,938.48	\$0.00	\$56,506.63	\$85,000.00	28,493	66.5%
Legal Services	\$72.00	\$0.00	\$0.00	\$72.00	\$12,000.00	11,928	0.6%
Contracted Services	\$7,085.59	\$10,609.57	\$7,852.80	\$89,979.89	\$207,405.00	117,425	43.4%
Printing Services	\$6,167.06	\$13,740.35	\$0.00	\$33,266.55	\$105,000.00	71,733	31.7%
Advertising	\$4,356.10	\$8,052.71	\$0.00	\$21,161.53	\$60,000.00	38,838	35.3%
Total	\$27,848.48	\$42,680.47	\$7,852.80	\$239,817.95	\$599,119.00	359,301	40.0%
Other Expenditures							
Miscellaneous Operating	\$2,983.78	\$2,061.84	\$229.00	\$10,644.19	\$49,980.00	39,336	21.3%
Tax Charge Backs	\$361.05	\$5,068.36	\$0.00	\$8,716.93	\$65,000.00	56,283	13.4%
Travel & Conference-Director	\$24.60	\$404.92	\$0.00	\$429.52	\$4,000.00	3,570	10.7%
Travel & Conference	\$3,013.24	\$2,540.38	\$0.00	\$7,916.51	\$50,035.00	42,118	15.8%
Staff Development	\$1,590.16	\$1,859.31	\$0.00	\$5,503.72	\$27,090.00	21,586	20.3%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	2,000	0.0%
Miscellaneous Disbursements	\$1,924.69	\$2,470.12	\$0.00	\$17,806.01	\$67,540.00	49,734	26.4%
Vehicle Maintenance	\$285.48	\$394.21	\$0.00	\$1,009.69	\$5,500.00	4,490	18.4%
Programming Expenditures	\$8,438.62	\$9,128.27	\$4,000.00	\$40,866.64	\$169,600.00	128,733	24.1%
Rent	\$2,419.59	\$2,419.59	\$1,050.00	\$14,197.95	\$33,500.00	19,302	42.4%
Total	\$21,041.21	\$26,347.00	\$5,279.00	\$107,091.16	\$474,245.00	367,154	22.6%
Total	\$793,977.82	\$841,968.51	\$110,861.98	\$4,424,102.54	\$10,785,322.00	6,361,219	41.0%
Transfers							
Transfers Out							
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$600,000.00	600,000	0.0%
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$600,000.00	600,000	0.0%
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$600,000.00	600,000	0.0%
Total Beginning Fund Balance	\$3,789,948.66	\$3,020,859.00	\$0.00	\$6,223,363.74	\$5,634,849.00	588,515	10%
Total Net Surplus/(Deficit)	(\$769,089.66)	(\$822,732.58)	(\$110,861.98)	(\$4,136,099.30)	\$65,531.00	(4,201,630)	-6412%
Total Ending Fund Balance	\$3,020,859.00	\$2,198,126.42	(\$110,861.98)	\$2,087,264.44	\$5,700,380.00	(3,613,116)	-63%

Kalamazoo Public Library Capital Improvement Plan October & November Year-to-Date

	October	November	Encumbrances	Year-to-Date +Encumbrances	Budget	Variance
Revenue						
Local Revenue						
Other Local Gifts & Grants						
817 - Viewscan microfilm Readers	\$0.00	\$11,000.00	\$0.00	\$11,000.00	\$0.00	(\$11,000.00)
Total	\$0.00	\$11,000.00	\$0.00	\$11,000.00	\$0.00	(\$11,000.00)
Total Revenue	\$0.00	\$11,000.00	\$0.00	\$11,000.00	\$0.00	(\$11,000.00)
Expenditures						
Library Systems and Equipment						
Integrated Library System						
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$0.00	\$4,314.00	\$4,314.00
803 - NCIP	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00	\$70.00
Total Library Systems and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$4,384.00	\$4,384.00
Furniture & Equipment						
Furniture & Equipment						
810 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$94,788.00	\$94,788.00
811 - Carpet Master Plan/1st Renovation	\$0.00	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
813 - Display/Public - Central	\$750.00	\$1,875.00	\$0.00	\$6,000.00	\$10,000.00	\$4,000.00
814 - Chairs - Multiple Departments	\$1,887.85	\$0.00	\$2,235.26	\$4,123.11	\$10,620.00	\$6,496.89
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$0.00	\$0.00	\$1,934.99	\$15,500.00	\$13,565.01
817 - Viewscan microfilm Readers	\$0.00	\$0.00	\$0.00	\$21,664.04	\$22,000.00	\$335.96
818 - Video equipment-Canon Camcorders	\$0.00	\$0.00	\$0.00	\$0.00	\$3,200.00	\$3,200.00
862 - Oshtemo chairs/dollies	\$0.00	\$0.00	\$0.00	\$0.00	\$333.00	\$333.00
880 - ADS conference room	\$0.00	\$0.00	\$0.00	\$3,070.52	\$3,400.00	\$329.48
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$0.00	\$1,196.49	\$1,500.00	\$303.51
882 - Oshtemo-Drop box	\$0.00	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00
889 - Children's Room Table/Chairs	\$0.00	\$0.00	\$0.00	\$0.00	\$5,328.00	\$5,328.00
891 - Digital Lab Furniture	\$1,125.83	\$1,470.28	\$0.00	\$2,596.11	\$4,163.00	\$1,566.89
892 - Local History Room Furniture	\$0.00	\$1,639.00	\$0.00	\$2,244.26	\$3,261.00	\$1,016.74
Total Furniture & Equipment	\$3,763.68	\$4,984.28	\$2,235.26	\$42,829.52	\$275,521.00	\$232,691.48
Building Alterations						
Building Alterations						
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$56,807.00	\$56,807.00
821 - Oshtemo Concrete	\$0.00	\$0.00	\$0.00	\$0.00	\$4,400.00	\$4,400.00
823 - Generator - Oshtemo	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
824 - Generator - Eastwood	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
827 - Security Camera System	\$0.00	\$0.00	\$0.00	\$0.00	\$5,200.00	\$5,200.00
828 - Eastwood Roof Repair	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
841 - Central Louvers on AHU-2	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
842 - Central Lighting Control System	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00
873 - Parking Lot LED Lights	\$0.00	\$0.00	\$0.00	\$11,181.00	\$13,605.00	\$2,424.00
874 - Metasys control system/monitors	\$0.00	\$0.00	\$0.00	\$5,304.00	\$5,407.00	\$103.00
886 - Eastwood Drainage	\$0.00	\$0.00	\$13,300.00	\$13,300.00	\$12,500.00	(\$800.00)
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
Total Building Alterations	\$0.00	\$0.00	\$13,300.00	\$29,785.00	\$250,919.00	\$221,134.00

Kalamazoo Public Library Capital Improvement Plan October & November Year-to-Date

	October	November	Encumbrances	Year-to-Date +Encumbrances	Budget	Variance
Computer & Electronics						
Automation						
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$49,554.00	\$49,554.00
831 - Automation Replacement	\$0.00	\$0.00	\$0.00	\$21.25	\$121,737.00	\$121,715.75
832 - Hardware	\$0.00	\$0.00	\$0.00	\$0.00	\$3,111.00	\$3,111.00
843 - Branch digital signage	\$0.00	\$571.97	\$0.00	\$571.97	\$6,300.00	\$5,728.03
845 - Board room AV upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00
865 - Game Carts - Teen	\$0.00	\$0.00	\$0.00	\$1,200.00	\$4,599.00	\$3,399.00
866 - Department Laptops	\$0.00	\$0.00	\$0.00	\$0.00	\$4,350.00	\$4,350.00
876 - Upgrade virtual services	\$0.00	\$0.00	\$0.00	\$0.00	\$8,304.00	\$8,304.00
878 - Laptops/iPads	\$399.99	\$1,900.11	\$0.00	\$7,225.54	\$17,060.00	\$9,834.46
879 - Office scanners	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
884 - Digital Lab Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$1,175.00	\$1,175.00
888 - Story Place AV	\$0.00	\$0.00	\$0.00	\$0.00	\$11,600.00	\$11,600.00
Total Computer & Electronics	\$399.99	\$2,472.08	\$0.00	\$9,018.76	\$237,790.00	\$228,771.24
RFID						
RFID and Telecommunications						
852 - RFID Building/Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$15,199.00	\$15,199.00
855 - Telephone System	\$0.00	\$0.00	\$14,470.00	\$14,470.00	\$125,000.00	\$110,530.00
Total RFID	\$0.00	\$0.00	\$14,470.00	\$14,470.00	\$140,199.00	\$125,729.00
Total Expenditures	\$4,163.67	\$7,456.36	\$30,005.26	\$96,103.28	\$908,813.00	\$812,709.72
Transfers						
Transfers In/(Out)						
Transfers from other funds						
800 - Capital Improvement Plan	\$0.00	\$0.00	\$0.00	\$0.00	(\$600,000.00)	(\$600,000.00)
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00
Total Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00
TOTAL BEGINNING FUND BALANCE	\$1,729,774.99	\$1,725,611.32	\$0.00	\$1,784,252.98	\$1,690,392.00	\$93,860.98
TOTAL NET SURPLUS/(DEFICIT)	(\$4,163.67)	\$3,543.64	(\$30,005.26)	(\$85,103.28)	(\$308,813.00)	\$223,709.72
TOTAL ENDING FUND BALANCE	\$1,725,611.32	\$1,729,154.96	(\$30,005.26)	\$1,699,149.70	\$1,381,579.00	\$317,570.70

Kalamazoo Public Library

Other Gifts Revenue and Expenditure Summary

October & November Year-to-Date

	October	November	Encumbrances	Year-to-Date + Encumbrance	Budget	Variance
Revenue						
Local Support						
233 - Ready to Read - Gifts	\$0.00	\$16.25	\$0.00	\$224.15	\$2,000.00	\$1,775.85
235 - Ready to Read - Spelling Bee	\$8,650.00	\$11,600.00	\$0.00	\$20,550.00	\$20,000.00	(\$550.00)
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$305.00	\$1,000.00	\$695.00
303 - History Room Gifts	\$0.00	\$0.00	\$0.00	\$135.77	\$0.00	(\$135.77)
308 - Library Gifts	\$0.00	\$214.20	\$0.00	\$214.20	\$3,000.00	\$2,785.80
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Local Support	\$8,650.00	\$11,830.45	\$0.00	\$21,429.12	\$28,000.00	\$6,570.88
Other						
235 - Ready to Read - Spelling Bee	\$0.00	\$735.00	\$0.00	\$735.00	\$0.00	(\$735.00)
Total Other	\$0.00	\$735.00	\$0.00	\$735.00	\$0.00	(\$735.00)
Total Revenue	\$8,650.00	\$12,565.45	\$0.00	\$22,164.12	\$28,000.00	\$5,835.88
Expenditures						
Salaries						
Hourly Staff						
303 - History Room Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Total Hourly Staff Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Benefits						
Employer FICA-Medicare						
303 - History Room Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$39.00	\$39.00
Total Employer FICA-Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$39.00	\$39.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$39.00	\$39.00
Materials						
Adult Books						
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$143.89	\$1,000.00	\$856.11
Total Adult Books	\$0.00	\$0.00	\$0.00	\$143.89	\$1,000.00	\$856.11
Juvenile Books						
233 - Ready to Read - Gifts	\$2,436.95	\$3,261.47	\$0.00	\$7,449.58	\$10,000.00	\$2,550.42
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$0.00	\$17,000.00	\$17,000.00
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00
Total Juvenile Books	\$2,436.95	\$3,261.47	\$0.00	\$7,449.58	\$27,250.00	\$19,800.42
Total	\$2,436.95	\$3,261.47	\$0.00	\$7,593.47	\$28,250.00	\$20,656.53
Purchased Services						
Contracted Services						
303 - History Room Gifts	\$0.00	\$0.00	\$0.00	\$594.00	\$1,288.00	\$694.00
310 - KPL Antiracism Transformation Tea	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$11,799.00	(\$201.00)
Total Contracted Services	\$12,000.00	\$0.00	\$0.00	\$12,594.00	\$13,087.00	\$493.00
Total	\$12,000.00	\$0.00	\$0.00	\$12,594.00	\$13,087.00	\$493.00

Kalamazoo Public Library

Other Gifts Revenue and Expenditure Summary

October & November Year-to-Date

	October	November	Encumbrances	Year-to-Date + Encumbrance	Budget	Variance
Other Expenditures						
Miscellaneous Disbursements						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
235 - Ready to Read - Spelling Bee	\$0.00	\$485.00	\$0.00	\$485.00	\$4,000.00	\$3,515.00
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
310 - KPL Antiracism Transformation Tea	\$135.43	\$70.38	\$0.00	\$205.81	\$1,250.00	\$1,044.19
380 - Scholarships/Administration Mini-Gr	\$0.00	\$0.00	\$0.00	\$26.61	\$0.00	(\$26.61)
381 - Staff Appreciation Mini-Grant	\$36.03	\$0.00	\$0.00	\$36.03	\$0.00	(\$36.03)
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$0.00	\$238.61	\$0.00	(\$238.61)
388 - Eastwood/Powell Mini-Grant	\$0.00	\$0.00	\$0.00	\$324.72	\$0.00	(\$324.72)
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	(\$250.00)
391 - Children's Mini-Grant	\$212.55	\$54.15	\$0.00	\$351.97	\$0.00	(\$351.97)
Total Miscellaneous Disburse	\$384.01	\$609.53	\$0.00	\$1,918.75	\$11,300.00	\$9,381.25
Programming Expenditures						
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$0.00	\$0.00	\$2,209.00	\$2,209.00
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Programming Expend	\$0.00	\$0.00	\$0.00	\$0.00	\$4,209.00	\$4,209.00
Total	\$384.01	\$609.53	\$0.00	\$1,918.75	\$15,509.00	\$13,590.25
Total	\$14,820.96	\$3,871.00	\$0.00	\$22,106.22	\$57,385.00	\$35,278.78
TOTAL BEGINNING FUND BALANCE	\$188,364.91	\$182,193.95	\$0.00	\$190,830.50	\$190,830.50	\$0.00
TOTAL NET SURPLUS/(DEFICIT)	(\$6,170.96)	\$8,694.45	\$0.00	\$57.90	(\$29,385.00)	(\$29,442.90)
ENDING FUND BALANCE						
233 - Ready to Read - Gifts	\$36,103.65	\$32,858.43	\$0.00	\$32,858.43	\$31,083.86	(\$1,774.57)
235 - Ready to Read - Spelling Bee	\$54,905.24	\$66,755.24	\$0.00	\$66,755.24	\$44,955.24	(\$21,800.00)
301 - Gifts & Memorials - Materials	\$3,956.46	\$3,956.46	\$0.00	\$3,956.46	\$3,495.35	(\$461.11)
303 - History Room Gifts	\$5,118.44	\$5,118.44	\$0.00	\$5,118.44	\$3,749.67	(\$1,368.77)
307 - ONEplace Nonprofit Services	\$4,371.58	\$4,371.58	\$0.00	\$4,371.58	\$2,162.58	(\$2,209.00)
308 - Library Gifts	\$3,226.18	\$3,440.38	\$0.00	\$3,440.38	\$1,226.18	(\$2,214.20)
310 - KPL Antiracism Transformation Team	\$6,778.57	\$6,708.19	\$0.00	\$6,708.19	\$5,865.00	(\$843.19)
380 - Scholarships/Administration Mini-Grants	\$1,228.05	\$1,228.05	\$0.00	\$1,228.05	\$1,254.66	\$26.61
381 - Staff Appreciation Mini-Grant	\$263.97	\$263.97	\$0.00	\$263.97	\$300.00	\$36.03
383 - History Room Mini-Grant	\$500.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00
387 - Oshtemo Mini-Grant	\$547.82	\$547.82	\$0.00	\$547.82	\$786.43	\$238.61
388 - Eastwood/Powell Mini-Grant	\$1,247.67	\$1,247.67	\$0.00	\$1,247.67	\$1,572.39	\$324.72
389 - Washington Square Mini-Grant	\$82.98	\$82.98	\$0.00	\$82.98	\$82.98	\$0.00
390 - Teen Services Mini-Grant	\$97.67	\$97.67	\$0.00	\$97.67	\$347.67	\$250.00
391 - Children's Mini-Grant	\$818.83	\$764.68	\$0.00	\$764.68	\$1,116.65	\$351.97
397 - KCF - Local History and Comm Info Agcy	\$62,946.84	\$62,946.84	\$0.00	\$62,946.84	\$62,946.84	\$0.00
TOTAL ENDING FUND BALANCE	\$182,193.95	\$190,888.40	\$0.00	\$190,888.40	\$161,445.50	(\$29,442.90)

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

	9/30/2014		%	10/31/2014		%
	Cost	Market	Cost to	Cost	Market	Cost to
	Basis	Basis	Market	Basis	Basis	Market
			Increase			Increase
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 281,939.78	\$ 281,939.78	0.0%	\$ 379,923.30	\$ 379,923.30	0.0%
Stocks	\$ 1,325,799.97	\$ 2,042,054.15	54.0%	\$ 1,325,799.97	\$ 2,080,102.65	56.9%
Fixed Income Investments	\$ 1,442,994.28	\$ 1,436,395.80	-0.5%	\$ 1,342,994.28	\$ 1,338,608.65	-0.3%
	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	
Total Value	<u>\$ 3,050,734.03</u>	<u>\$ 3,760,389.73</u>	<u>23.3%</u>	<u>\$ 3,048,717.55</u>	<u>\$ 3,798,634.60</u>	<u>24.6%</u>

Fund Balance

Assigned for Children's Endowment	<u>\$ 18,192.74</u>	<u>\$ 18,300.72</u>
Kalamazoo Public Library Endowment	<u>\$ 3,742,196.99</u>	<u>\$ 3,780,333.88</u>

Year to Date Revenue & Expenditures

Net Withdrawals/Deposits from/to Account	\$ -	\$ -
Dividend and Interest Income	\$ 13,062.13	\$ 16,786.23
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ (47,235.82)	\$ (6,974.47)
Arcadia Investment Management Fee/Other	<u>\$ (5,778.98)</u>	<u>\$ (11,519.56)</u>
Net Change	\$ (39,952.67)	\$ (1,707.80)

Summary:

Dividends and interest income were received during the months of September and October. Arcadia Investment Management's quarterly fee was recognized in October. A single maturity of a \$100K note from Barclays Bank of Delaware maturity during October, shifting additional funds into the money market account as of October 31st.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library DirectorRE: **Non-Resident Fee for 2015**

DATE: December 15, 2014

Recommendation:

I recommend the Board renew the non-resident fee for 2015 at \$175 per household and \$87.50 per student non-resident card.

Executive Summary:

The non-resident fee for 2015 is based upon the average tax on a residential parcel within the library district. It is an average calculated by dividing the average residential property tax revenue by the total reported residential parcels. The fee for 2015 calculates at \$177.13 per household. During 2014 the library sold 19 household and 1 student non-resident cards, comparable to the 2013 sale of 24 household and 1 student and the 2012 sale of 30 household and 0 student non-resident cards.

Total parcels in the library decreased by another 120 households during the year to total 33,557 (during 2013 the number of households decreased by 396) while the taxable value of residential parcels rose by 0.1%. This resulted in a total increase in the district average residential property tax of \$507 per parcel. We are recommending holding the non-resident fees steady to reflect the stability of residential taxable value over the past several years despite the reduction in the number of residential parcels.

Calculations for 2015 are:

Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
Kalamazoo City	19,820	757,394,945	\$38,214	\$151.26
Kalamazoo Twsp	6,912	257,834,829	\$37,302	\$147.65
Oshtemo Twsp	6,241	437,724,707	\$70,137	\$277.62
Texas Twsp	584	48,716,993	\$83,420	\$330.2
Total Library	33,557	1,501,671,474	\$44,750	\$177.13

Calculations for 2014 are:

Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
Kalamazoo City	19,944	756,062,384	\$37,909	\$150.06
Kalamazoo Twsp	6,914	256,987,804	\$37,169	\$147.13
Oshtemo Twsp	6,235	430,571,237	\$69,057	\$273.35
Texas Twsp	584	46,352,931	\$79,371	\$314.18
Total Library	33,677	1,489,974,356	\$44,243	\$175.13

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Position Reclassification**

DATE: December 15, 2014

Recommendation:

I recommend the half-time library associate position In Adult Services, Law Library, be reclassified to a librarian I effective January 1, 2015.

Executive Summary:

Matt Smith, who had held two half-time library associate positions in Adult Services – Law Library and reference desk – has accepted the half-time librarian I position reclassified by board action in October. He left the half-time library associate position in reference with the result that he now holds a half-time library associate position in the Law Library and a half-time librarian I position, both within Adult Services.

The work of these two positions cannot be easily separated when they are held by one person. It makes sense to reclassify the library associate half-time position with the expectation we would review the classification at the time it might become vacant again.

The immediate cost for this reclassification is negligible. Mr. Smith is at the top of the library associate pay scale and would move to the bottom of the librarian I pay scale. He will, however, have salary increase potential for future years with this reclassification.

This recommendation is supported by both Personnel and Finance and Budget Committees.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Smoke-Free / Tobacco-Free Work Environment**

DATE: December 15, 2014

Recommendation:

I recommend Board approval of the attached Smoke-Free / Tobacco-Free Work Environment policy.

Executive Summary:

Attached is our current "Smoking in Library Facilities" policy approved by the Board in 1990. Our policy now needs to be revised to include e-cigarettes.

The recommended policy mirrors the language in our staff handbooks.

Smoking in Library Facilities

Adopted: September 24, 1990

Effective: October 1, 1990

In the interest of public health and in compliance with Michigan laws, the Kalamazoo Public Library shall maintain a smoke-free environment in all Library facilities.

Smoking is not permitted in any facility owned, operated, or leased by the Library. Appropriate signs shall be placed in each of the Library's facilities stating that smoking is prohibited.

Specific regulations regarding this policy and its implementation in the various Library facilities shall be developed and promulgated by the Michigan Department of Health. Such rules shall also specify the enforcement procedure which will be followed by the administration relative to this policy.

DRAFT

Kalamazoo Public Library

Smoke-Free / Tobacco-Free Work Environment Policy

Kalamazoo Public Library is dedicated to providing a healthy and productive environment for employees and patrons. As required by law, smoking is prohibited in all Library facilities. Smoking under the statewide smoking ban means the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains a tobacco product. This policy applies to all employees, patrons, contractors, and vendors.

Library employees who smoke shall not congregate outside a building's main doors where visible to the public or in any way hinder entrance or exit to a Library facility. KPL also prohibits the use of e-cigarettes and chewing tobacco within any Library Facility.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **CIP Allocation for Security Cameras**

DATE: December 15, 2014

Recommendation:

I recommend the Board approve an increase of \$9,300 to the Security Camera Upgrade project in the Capital Improvement Plan to accommodate the addition of security cameras at Eastwood, Oshtemo, and Washington Square Branches.

Executive Summary:

Continued vandalism and violations of our rules of conduct have prompted the development of a more comprehensive security and surveillance plan library-wide. The need for additional security and the ability to identify certain patrons perpetrating the bad behavior must be addressed as soon as possible.

The additional funds requested will allow the expansion of our security camera system to cover the front entrances at Eastwood, Oshtemo, and Washington Square plus particular areas both interior and exterior at those branches that require additional security measures. In addition to the front door cameras, at Eastwood two other cameras will be installed, one behind the circulation desk and one that covers the back of the building. A similar outside camera will be included at Washington Square to cover the back stairwell. And at Oshtemo, a camera will be installed behind the circulation desk covering a great deal of the interior of the branch due to our open floor plan.

The project already includes \$5,200 allocated last year that will be available for cameras in the public elevator and the law library at Central library and increased image storage and retrieval capacity.

The recommended revision to the Capital Improvement Plan is available from the unallocated portion of the building alterations category of the CIP for 2014-2015 and comes with the recommendation of the Finance and Budget Committee. Total funds allocated to the Security Camera project after the transfer will be \$14,500.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Calendar of Meetings for 2015**

DATE: December 15, 2014

Recommendation:

I recommend the Board adopt a calendar for meetings for the 2015 calendar year.

Executive Summary:

A suggested calendar for Board meetings during the 2015 calendar year has been developed and is attached for your consideration.

Kalamazoo Public Library

2015 Calendar for Meetings of the Library Board of Trustees

Kalamazoo Public Library Board Meetings are usually scheduled for the fourth Monday of each month at 4:00 p.m. Meetings needing to be changed due to holidays or other circumstances will generally be held on the third Monday.

Meetings are held at Central Library at 315 South Rose Street, Kalamazoo MI 49007 unless otherwise noted. Meetings may occur at branch libraries and advanced notice will be given in those cases. Please refer to the "Notice of Meeting" distributed with meeting materials each month and posted at the Central Library and all branches to verify the date and location of each meeting.

REGULAR BOARD MEETING DATES

January 26, 2015
February 23, 2015
March 23, 2015
April 27, 2015
May 18, 2015 *
June 22, 2015

July 27, 2015
August 24, 2015
September 28, 2015
October 26, 2015
November 2015 **
December 14, 2015

* Fourth Monday conflicts with Memorial Day.

** If a meeting is needed in November, it will be scheduled for November 23, 2015.

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MEMO

TO: Library Trustees

FROM: Cheryl TenBrink
Board President

RE: **Officer Nomination Slate**

DATE: December 15, 2014

I have received the report of the Nominating Committee for the officers of the Board of Trustees. Pursuant to the bylaws, the committee has canvassed the board and considered the information gathered and recommends the following slate of officers:

President: Bruce Caple
Vice President: Valerie Wright
Treasurer: Jim Vander Roest
Secretary: Bob Brown

Director's Report
December 2014

From the director

1. Events and meetings I attended since the October board meeting include the usual DDA and DKI meetings, the annual Promise Breakfast, the State of Downtown address, a focus group on Bronson Park, the Friends holiday gathering, and many library programs.
2. I met with newly elected trustee Kerria Randolph for orientation to the library and current and upcoming issues facing the board. I hope to schedule a further time(s) for him to tour Central and branches and meet and hear from some of the staff. He will be sworn in at the January meeting.
3. We had another successful *Great Grown-Up Spelling Bee* with about \$20,000 raised to buy books to give to kids. Thanks to the board members who bought a letter and attended and participated in the event.
4. I attended the annual "Promise Breakfast" at which Dr. Rice gave an update on KPS progress. He gave more than a shout-out to our partnership. He mentioned 1st grade visits, summer reading, First Saturday @ KPL, and the increase in circulation of juvenile materials. His final slides listed 200 KPS partners and we were one of three he specifically mentioned.
5. Our annual staff day was well received. The keynote was "Improv Effects" followed by two blocks of break-out sessions on a wide variety of topics.
6. The Jim Gilmore Jr Foundation has invited us to submit a grant application for loop technology for the board room and auditorium. Applications are due in January.
7. Bill Caskey and Sue Warner's program proposal "More than the Usual Suspects", about partnerships, was accepted for the MLA Spring Institute to be held in March.
8. Update on new phone system: A mandatory bidders meeting was held November 18. Representatives from four companies were present. Our consultant from Convergent Technologies reviewed the RFP and answered questions. Bids are due December 14; interviews

with the finalists will be conducted on January 12 – 14 with a recommendation to the board at the January meeting.

Create young readers

9. We had a wonderful visit with Todd Parr, the keynote speaker for the Youth Literature Seminar. In addition to the seminar, he visited with kindergartners and first graders at Lincoln and Edison and preschoolers at the YWCA children's center where he signed a book for each child to take home. That evening he joined 140 at KPL for a mac-n-cheese party where he gave a great presentation, signed books, and posed for photos.
10. Musical storytime continues to be fun for the family. October was the Kalamazoo Saxophone Quartet, November songs from the Wizard of Oz, December holiday music.

Stimulate imagination

11. The *Global Reading Challenge* kicked off on December 8 with the announcement of the 2015 titles. We have 131 teams of 4th and 5th graders from 17 schools signed up.
12. Attendance continues to be strong throughout the fall for *First Saturday @ KPL*. We continue to have a different partner organization each month.
13. KPL and Maple Street Magnet School hosted visits by nonfiction author Marc Aronson. Sixth and eighth graders had an amazing discussion about his book *Sugar Changed the World* and a preview of his upcoming book about the role of art and photojournalism during wartime. The students were completely enthralled when he read from his book *Trapped*, about the rescue of trapped Chilean coal miners.
14. KPL staff have submitted their "best of" books, music, and movies for 2014. The list is on our website and has been promoted widely.
15. Our 1st Booktoberfest wrapped up at the end of October. Overall the program series was successful, with the lowest attendance for the book discussions. We will tweak it a bit for next year and offer it again.
16. As an incentive to renew our subscription, our contract with *Freegal* now allows patrons to download five songs per week at no additional cost. With the increase from three to five songs, we expect an increase in use and hopefully some new users.

Connect to the online world

17. The Kids & Parents landing page on our website has been revised to include four event boxes to highlight specific programs or services.

18. In HUB news: services were described to those in the Youthful Offenders Transitions Program; we hope to create some programs for them. The Tech Trainer from the library in Columbia City, Indiana, recently visited and we have consulted with staff at the Dearborn Public Library about starting a digital lab. Use of the digitization services continues to be steady; we are beginning to promote the production side more heavily.
19. We have begun replacing PCs at branches as part of our normal replacement process. New PCs will come with Windows 8, so we are also planning for staff training.
20. Our video on youtube of our May 2011 program "Michigan at the Exposition: 1893 Chicago's World's Fair" has topped 6,300 views. These videos are a great way to extend the reach of our programming well beyond the number of people who might attend the actual event.

Celebrate local

21. The October program on Dr. John Harvey Kellogg has been added to the "Authors @ KPL" and "Local History Presentations" sections of our website.
22. ONEplace attendance is up significantly this year. The average workshop attendance is 23, up from 13 during the same period last year. The increase is likely due to how workshops are scheduled and packaged to increase awareness.

Operations

23. The rearrangement of new books in the first floor rotunda and a quiet study area and current newspaper reading area on the second floor is complete. Comments about the first floor have been generally positive and circulation of books on the display tables has been strong. The study tables and most of the lounge chairs have been relocated to the second floor. There will be a question about the rearrangement on the next adult survey.
24. A project to improve drainage on the east wall of the Eastwood has been completed. A pipe was buried at the roof line to handle run off from the roof and the surrounding area and to carry the run off to the existing dry well in the parking lot.
25. Annual inspection of fire extinguishers and exit and emergency lighting has been completed and repairs have been made. Fall roof inspections were done for Central and Oshtemo and parking lot maintenance for the season has been completed.
26. We have had some recent exterior vandalism at Eastwood and an increase in misbehavior in the building. We will be adding exterior cameras and now have a guard there during the busiest hours.

Library stories

27. A patron visiting the children's room at Central commented that we have the best art work she has ever seen in a library; it is better than the Library of Congress.

28. Rev. Robert B. Jones, Jr., who performed at our concert in March, requested a brief excerpt of our video from his performance to use for promotional purposes. He let us know that the video caught the eye of someone in the music business and it might lead to a record contract!

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**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
October 31, 2014**

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	22,943	1,355	11,045	434	2,323	38,100	158,669	158,926	0%
-ebook	3,454					3,454	14,066	11,970	18%
-Digital Magazine	172					172	884	1,163	-24%
Teen	3,495	256	1,050	77	174	5,052	23,905	22,466	6%
Juvenile	<u>17,555</u>	<u>1,613</u>	<u>9,695</u>	<u>315</u>	<u>1,424</u>	<u>30,602</u>	<u>129,282</u>	<u>124,627</u>	4%
Total	<u>47,619</u>	<u>3,224</u>	<u>21,790</u>	<u>826</u>	<u>3,921</u>	<u>77,380</u>	<u>326,806</u>	<u>319,152</u>	2%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,777	75	1,017	23	93	2,985	13,469	15,476	-13%
-Digital	1,629					1,629	6,873	4,193	64%
Music									
-CD	5,870	377	1,030	313	386	7,976	30,591	31,511	-3%
-Digital	1,240					1,240	4,882	3,648	34%
Video									
-DVD	39,059	5,818	10,707	4,276	7,906	67,766	275,780	236,729	16%
- Digital	589					589	2,647	0	
Total Non-Print Material	<u>50,164</u>	<u>6,270</u>	<u>12,754</u>	<u>4,612</u>	<u>8,385</u>	<u>82,185</u>	<u>334,242</u>	<u>291,557</u>	15%
Total Circulation	<u>97,783</u>	<u>9,494</u>	<u>34,544</u>	<u>5,438</u>	<u>12,306</u>	<u>159,565</u>	<u>661,048</u>	<u>610,709</u>	8%
Computer Usage									
Onsite Computer Use	8,359	734	1,393	619	754	11,859	47,394	50,128	-5%
Computer Usage Remote						2,268,352	9,842,126	9,713,688	1%
Database Statistics									
Database Sessions	1,459					1,459	5,014	5,778	-13%
Database Searches	59,833					59,833	197,285	171,321	15%
Total Registrations	371	8	100	5	31	1,030	4,860	3,753	29%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
October 31, 2014

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>Programs/Tours</u>									
Adult Events	20	2	7	3	3	35	107	100	7%
Attendance	554	34	325	40	37	990	4577	4340	5%
Teen Events	11	1	5	2	1	20	86	92	-7%
Attendance	200	19	93	47	12	371	3205	4062	-21%
Juvenile Events	35	15	34	14	13	111	378	280	35%
Attendance	1834	334	1339	225	333	4065	14971	15956	-6%
Total Events	66	18	46	19	17	166	571	472	21%
Total Attendance	2588	387	1757	312	382	5426	22753	24358	-7%
Law Library									
Visitors	274					274	1149	1228	-6%
Phone Calls	116					116	431	314	37%
Questions Answered	386					386	1568	1210	30%

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

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	21,412	1,136	9,507	370	1,819	34,244	192,829	196,038	-2%
-ebook	3,465					3,465	17,531	14,837	18%
-Digital Magazine	198					198	1,082	1,408	-23%
Teen	3,473	184	923	53	127	4,760	28,665	27,500	4%
Juvenile	<u>17,791</u>	<u>1,345</u>	<u>8,094</u>	<u>425</u>	<u>1,267</u>	<u>28,922</u>	<u>158,204</u>	<u>154,844</u>	2%
Total	<u>46,339</u>	<u>2,665</u>	<u>18,524</u>	<u>848</u>	<u>3,213</u>	<u>71,589</u>	<u>398,311</u>	<u>394,627</u>	1%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,659	70	945	8	98	2,780	16,249	18,872	-14%
-Digital	1,719					1,719	8,592	5,147	67%
Music									
-CD	5,303	290	785	212	346	6,936	37,527	39,264	-4%
-Digital	1,867					1,867	6,749	4,458	51%
Video									
-DVD	38,037	4,607	8,918	3,751	7,179	62,492	338,272	296,150	14%
- Digital	765					765	3,412	0	
Total Non-Print Material	<u>49,350</u>	<u>4,967</u>	<u>10,648</u>	<u>3,971</u>	<u>7,623</u>	<u>76,559</u>	<u>410,801</u>	<u>363,891</u>	13%
Total Circulation	<u>95,689</u>	<u>7,632</u>	<u>29,172</u>	<u>4,819</u>	<u>10,836</u>	<u>148,148</u>	<u>809,112</u>	<u>758,518</u>	7%
Computer Usage									
Onsite Computer Use	6,742	466	1,043	427	520	9,198	56,592	62,489	-9%
Computer Usage Remote						1,991,553	11,833,679	12,025,622	-2%
Database Statistics									
Database Sessions	1,218					1,218	6,232	6,998	-11%
Database Searches	60,548					60,548	257,833	213,315	21%
Total Registrations	317	14	83	6	25	890	5,750	4,787	20%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
November 30, 2014

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>Programs/Tours</u>									
Adult Events	6	0	1	3	0	10	117	123	-5%
Attendance	82	0	0	42	0	124	4701	5063	-7%
Teen Events	9	1	0	3	0	13	99	119	-17%
Attendance	251	11	0	70	0	332	3537	4945	-28%
Juvenile Events	24	12	26	16	7	85	463	359	29%
Attendance	1126	197	578	321	243	2465	17436	18246	-4%
Total Events	39	13	27	22	7	108	679	601	13%
Total Attendance	1459	208	578	433	243	2921	25674	28254	-9%
Law Library									
Visitors	274					274	1423	1522	-7%
Phone Calls	116					116	547	409	34%
Questions Answered	386					386	1954	1598	22%