



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
April 27, 2015, 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 March 23, 2015**
 - B. **Personnel Items**
- IV. FINANCIAL REPORT
 - A. **Financial Reports for the Period Ending March 31, 2015**
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. **Salary Ranges for Supervisory-Technical and Administrative Staff Reports**
 - B. **Third Quarter Strategic Planning Statistics**
 - C. Legislative Update – Diane Schiller
 - D. Walking Tour of Kalamazoo – Beth Timmerman
 - E. Reading Together Wrap-Up – Karen Trout
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. **Director's Report**
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. ADJOURNMENT

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: March 23, 2015
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

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

Absent: None

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. *Minutes of the Meeting of February 23, 2015*
- B. *Personnel Items*

IV. FINANCIAL REPORTS

- A. *Financial Reports for the Month Ending February 28, 2015*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending February 28, 2015.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING FEBRUARY 28, 2015.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

- A. *Revised Budget*

Revised Budget: Director Rohrbaugh recommended the Board approve the General Operating Fund Close Estimate Budget for Fiscal Year 2014-2015 and the Special Revenue Fund Close Estimate Budget for 2014-2015.

Executive Summary:The Close Estimate Budget for Fiscal Year 2014-2015 adjusts both revenue and expenditure expectations to reflect current estimates. Revenue projections have been decreased from the Preliminary Budget by \$28,241 in total, reflecting new estimates for Property Taxes, Fines and Fees, State Aid to Public Libraries, and District Court Penal Fines.

The total of all revisions to the expenditure budgets results in an increase of \$35,888 over the Preliminary Budget. Salaries and Benefit projections have been increased a total of \$57,015 to reflect contractual and benefit census data as of July 1, 2014, the impact of revisions to the hourly wage rates, the elimination of the vacancy credit, and a 1.0 FTE temporary increase in the Library Assistants staffing table. Materials budget revisions result in a net reduction of \$8,277 representing the reconsideration of children's digital book subscriptions and the reclassification of charges to maintain the digital learning stations. Facilities budgets have been increased a total of \$21,800, reflecting electricity rate estimate increases, the repair and restripe of the Oshtemo Parking lot, and the replacement of the compressor on the Washington Square air conditioner. Purchased Services has been revised to also release budgeted reserves, recognize new contractual amounts, and increase the Security services line item budget to provide for additional guard hours at both Central and Eastwood branch. The net result of all revisions to Purchased Services is a reduction in budget of \$12,780. Other budgetary line items have been similarly adjusted.

The Net Excess of Revenue over Expenditures for the Close Estimate Budget is \$27,402, a decrease from the Preliminary Budget projection. However, due to the increase in the Beginning Fund Balance at the beginning of the fiscal year, Ending Fund Balance is projected to increase \$526,192 to \$6,250,766 as of June 30, 2015.

All revisions forecast in the Close Estimate Budget reflect continuing activities in Ready to Read, History Room Gifts, ONEPlace programming, KPL Antiracism Team activities, Children's Family Place, and Gifts and Memorials. No new projects or major grants have been anticipated. Variances reflected are due to the carryover of budget from the prior year and rebalancing of current year expectations.

Both Close Estimate Budgets have been reviewed and are supported by the Finance and Budget Committee.

Discussion: J. VanderRoest observed that the proposed budget follows the pattern from previous years: the first mid-year budget correction will show a slight decrease in the library's fund balance, which will likely be made up later in the year.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE GENERAL OPERATING FUND CLOSE ESTIMATE BUDGET FOR THE FISCAL YEAR 2014-2015 AND THE SPECIAL REVENUE FUND CLOSE ESTIMATE BUDGET FOR 2014-2015.

MOTION CARRIED 7-0.

B. Meeting Rooms AV Project Budget

Recommendation: Director Rohrbaugh recommended approval of an additional \$15,500 of unallocated CIP funds to match \$12,500 of ONEPlace Funding with an additional \$3,000 of contingency KPL funding to complete all of the AV meeting space upgrade project.

Executive Summary: Earlier this year, Convergent Technology Partners was asked to help KPL send out a Request for Proposal for an upgrade project for Central library’s meeting room spaces. The base bid included all of the equipment required in each of the spaces to provide audio and video equipment and control per the requirements of each space. The opening of the bids was conducted on March 4th and resulted in the following:

Company	Van Deusen	Board Room	2nd Floor	Story Place	Bond Cost	Total Cost
Newkirk	\$27,920	\$33,392	\$2,260	\$6,797	\$554	\$70,923
Secant	\$20,805	\$25,974	\$2,001	\$5,118	\$435	\$58,083
Parkway	\$21,580	\$26,950	\$2,625	\$6,320	\$600	\$58,075
Tel Systems	\$18,587	\$23,081	\$2,051	\$5,717	\$490	\$49,926

Convergent Technologies has recommended that Kalamazoo Public Library accept the bid from TEL Systems, including Mandatory Alternate 1 to add integrated lighting control to the Van Deusen, and Voluntary Alternate 2 which would provide for a three year on-site warranty. Tel Systems provided references from three libraries in Michigan (Plymouth, West Bloomfield, and Ann Arbor), all provided excellent recommendations.

After discussions with Thomas Andrews regarding the usage and funding of the upgrade of the Board room, it was agreed that ONEPlace, as the major user of AV in that room, would support half, or \$12,500, of the cost of the upgrade for Board room.

Current Budget (CIP)	\$30,000	
ONEPlace Funding	\$12,500	Estimate at ½ cost of Board Room upgrade
KPL Additional Funding	\$12,500	Estimate at ½ cost of Board Room upgrade
Contingency (KPL)	<u>\$ 3,000</u>	
 Total Project	 \$58,000	

This proposal has been reviewed and is recommended for approval by the Finance and Budget Committee.

Discussion: V. Wright stated her appreciation for the funds put forth by the ONEplace to assist in paying for the AV upgrades being made to the Board room. Director Rohrbaugh said it was fortunate that the ONEplace had the funds in their budget. J. VanderRoest and Director Rohrbaugh agreed that the ONEplace makes good use of the Board room and are likely the most

frequent users of the audiovisual equipment in the room. L. Godfrey pointed out that since so many of the ONEplace participants are members of the public, it provides good exposure for library resources.

President Caple asked what the advantages to doing the upgrades all at once instead of incrementally were. Director Rohrbaugh stated the largest advantage was having the vendors in the building just once as opposed to prolonging the installation process.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION OF AN ADDITIONAL \$15,500 OF UNALLOCATED CIP FUNDS TO MATCH \$12,500 OF ONEPLACE FUNDING WITH AN ADDITIONAL \$3,000 OF CONTINGENCY KPL FUNDING TO COMPLETE ALL OF THE AV MEETING SPACE UPGRADE PROJECT.

MOTION CARRIED 7-0.

REPORTS:

C. Financial and Statistical Review – Diane Schiller

Director Rohrbaugh introduced the presentation by reminding the board that in previous years, the library's auditors have typically conducted financial comparison studies between KPL and other libraries in Michigan. The Library's current firm did not conduct such a study this year, so it was decided in October that D. Schiller would conduct a similar study and report on her findings.

D. Schiller began by sharing population figures of Michigan library districts and explaining how Kalamazoo Public Library compares population-wise to other class VI libraries in Michigan. She continued by demonstrating KPL's relation to the same libraries in terms of millage figures, expenditures per capita, staff per capita, and collections.

Further comparisons focused on the following public library systems: Ann Arbor, Capital, Grand Rapids, Herrick, Kalamazoo, Kent, and Willard. KPL continues to be at the top of the scale in terms of expenditures per capita with Ann Arbor close behind. In most other categories, Kalamazoo Public Library appears rather typical in comparison to other districts, particularly those of similar size and district population. In a number of categories, there are anomalous figures reported by other libraries which tend to skew the results when averaged.

Discussion: President Caple raised the question about whether KPL spends more than most libraries on programming, and whether or not there was a way to investigate and quantify that. D. Schiller responded saying programming expenditures are not something that is reported to the State of Michigan. It would likely necessitate a phone call inquiry to each library regarding expenditures on programmer salaries, supplies, etc. Due to the amorphous nature of the term 'programming', it could mean different things to different libraries and would be difficult to track. Director Rohrbaugh explained, for instance, Grand Rapids Public Library's programming expenditures, such as author visits, is paid for by their foundation and therefore would not appear in their budget.

President Caple asked whether that sort of funding source was typical of other class VI libraries, to which Director Rohrbaugh replied she did not know for certain, but only thought of Grand

Rapids as an example of a library system with a vastly different programming structure.

L. Godfrey reaffirmed the idea that with a good number of libraries in the study reporting somewhat anomalous figures in a variety of categories, it can be difficult to fully understand where a given system truly stands in comparison to others, but the information is good to have nonetheless. D. Schiller agreed, and L. Godfrey added it is additionally important to be able to explain to the public where KPL feels it stands in relation to other libraries in southwest Michigan. Director Rohrbaugh agreed and stated KPL doesn't relate as easily to Detroit and other libraries in southeast Michigan.

J. VanderRoest added that our own somewhat anomalous expenditure figures can largely be explained by exploring the differences in things that Kalamazoo Public Library must pay for that other libraries do not.

Disposition: Trustees thanked D. Schiller for preparing and presenting her report.

D. Possible KRESA Partnership – Wendy Hand

Report: Director Rohrbaugh introduced W. Handy, Network Systems Specialist. Wendy began her presentation by providing some background information regarding KPL's current data center and server capabilities. Currently, there are three large servers that make up the data center which is housed within Central Library. The servers are now more than five years old and no more warranties can be purchased to protect them. Therefore, it is time to think about replacing them or thinking of viable alternative options.

As part of that process, IT spoke with KPL's current vendor and explored the option of outside hosting. The quotes from the vendors were exceptionally expensive. It is known that Kalamazoo Regional Educational Service Agency (KRESA) offers data hosting. Director Rohrbaugh reached out to KRESA and IT staff met with Brian Schupbach. KRESA currently provides data center hosting services for dozens of districts in Kalamazoo, Allegan, and Van Buren Counties. KRESA is a non-profit agency and therefore is able to offer KPL data hosting services at very reasonable rates, and would also save the library approximately \$12,000 per year due to software license sharing capability.

It became clear that data center hosting through KRESA was the best option, but the question of physically connecting to their network via fiber optic cable needed to be addressed. KPL had previously reached out to the City of Kalamazoo to ask about their data center hosting needs, and during that discussion it was revealed that the city is currently planning to begin a large fiber optic cable project to connect traffic lights. The City of Kalamazoo became interested in the idea of connecting their fiber circuits to KRESA's network and providing KPL with the means to connect to that network as well. The cost involved in this process is more affordable than any alternatives, and the advantages to this network would be increased broadband capability and more reliable data back-up systems.

At this point, there are a lot of elements that must come together to make the project a reality, but all parties involved have expressed their commitment to the library and their enthusiasm to make the connections a reality.

Discussion: B. Brown expressed his interest in the idea of connecting to the City of Kalamazoo's fiber network. President Caple asked whether the proposed collaboration would provide connection redundancies. K. King explained that KPL currently does not have connection redundancies, but the partnership with KRESA and the City of Kalamazoo would provide that capability. President Caple asked about KRESA's backup systems for the organizations with whom they partner. W. Hand stated KRESA had a number of off-site data centers for this purpose.

Director Rohrbaugh indicated that a contract with KRESA would most likely be necessary, but that would be decided at a later point. She pointed out that there would be some up-front costs associated with connecting to the fiber network, but over the short-term and long-term this project, as proposed, provides KPL with significant price breaks over alternative options.

President Caple inquired regarding the time frame for this project. W. Hand stated it was the City of Kalamazoo's intention to wait until the ground fully thaws and then begin digging along Lovell St. in early Summer. B. Brown asked whether W. Hand was confident in the data security capabilities of KRESA's network. W. Hand stated that since the network already carries confidential information, including HIPAA data, she was very confident.

Disposition: Trustees thanked W. Hand for her presentation.

E. Security Update – Kevin King and Chris Hawley

Report: Director Rohrbaugh introduced K. King, who oversees security for KPL, and Chris Hawley, Lead Guard through Securitas. She reminded trustees that winter is always the toughest time of year in regards to patron behavior and every day security needs.

K. King began by stating security at KPL is of primary importance, and it is complex due to its unscheduled, unpredictable nature. There are three priorities regarding safety at KPL. They are, in order: people, property, violation of rules. These were established in order to provide guards with a way to prioritize their attention at points in which they have more than one security issue to address. K. King continued by explaining the incident report form, stating that staff are always encouraged to fill out the form liberally in order to obtain the best possible data, provide multiple perspectives on a single incident, and identify locations within the library that may require additional oversight.

K. King introduced C. Hawley, stating that he believes the current guard staff is the best KPL has ever had. The current staff, when combined with recently upgraded surveillance equipment, has led to the resolution of a large number of incidents, and especially the identification of banned patrons visiting the library in violation of their ban. K. King then asked C. Hawley to explain the idea of the 'broken windows theory'. C. Hawley stated it was a criminology theory which demonstrates a correlation between buildings and facilities that are allowed to decay and an increase in undesirable behavior. He argued the same was true regarding the rules in the library; therefore, the guards make it a priority to address the comparatively minor issues of sleeping patrons, those with food, making noise etc. in order to create an atmosphere of orderliness. C. Hawley explained the approach of the guards as having customer service overtones. K. King

stated C. Hawley, in particular, was very good at de-escalating potentially eruptive situations and has been asked by a number of departments within the library to talk to staff about how he does this.

K. King then shared some statistics regarding banned patrons and incident reports, and pointed to a 51% increase in banned patrons between winter 2014 and winter 2015.

Discussion: Regarding the number of incident reports, President Caple asked whether that number took into consideration staff filling out reports about the same incident. K. King indicated it did not, and that was something IT is looking into in order to make the data more accurate. He also supposed, however, that there are still a number of incidents occurring which do not result in the filing of a report.

C. TenBrink asked how many banned patrons attempt to appeal their ban. K. King and Director Rohrbaugh agreed that the number was low, perhaps between a half dozen and dozen per year. L. Godfrey asked whether staff regularly encounter new types of negative behavior or if patrons are typically banned for regularly occurring behaviors. K. King indicated it was more often the latter, such as aggression towards staff. Director Rohrbaugh stated one emerging behavior pattern is that of banned patrons ignoring their ban. K. King agreed, and pointed to increased camera quality and the dissemination of banned patron photographs. He indicated that perhaps banned patrons had an easier time in the past remaining undetected, particularly those that elect to visit multiple library locations.

J. VanderRoest asked how the length of a ban is determined. K. King explained that while ban durations are applied in a somewhat fluid manner, they typically fall into the 30/60/90 day and one year durations. He pointed to the 'one day ban' as having a good degree of utility when applied by our guards. It is typically used to address patrons who are breaking the library's Code of Conduct in a relatively minor fashion. The guards understand that patrons will have bad days for a variety of reasons, and the 'one day ban' allows the patron to return shortly thereafter when they are perhaps in a better state of mind. V. Wright indicated it had been a long time since a banned patron had appealed their ban to the Board of Trustees.

J. VanderRoest asked how frequently calls to the police are made. K. King pointed to some statistics collected on the matter and showed that in 2014, 64 calls to Kalamazoo Public Safety were made, while by March of 2015, already 54 calls had been made.

C. Tenbrink asked whether there were any women on the guard staff. K. King replied that KPL currently had no female guards, but that has not always been the case. C. TenBrink asked how many juvenile patrons are involved in incidents. K. King and C. Hawley explained that typically security issues arise when juvenile patrons gather in small groups, but individually, they are quite well behaved.

L. Godfrey asked whether specific areas of the library are more vulnerable than others. C. Hawley stated the more remote areas of the non-fiction collection have been an issue. K. King pointed out that it tends to change based on where security and staff are focusing their efforts.

Disposition: Trustees thanked K. King and C. Hawley for their report.

F. Legislative Update – Diane Schiller

Report: D. Schiller began by giving an update on House Bills 4261 and 4262. The first seeks to add libraries to the list of places in which a concealed or open-carry weapon may not be carried. The second would classify as a felony offense the third instance of carrying a weapon in such places.

House Bill 4183 would create the ‘Local Government Public Notice Act’ which sets up guidelines for the posting of local government public notices online as opposed to using newspapers. If successful, it would take shape over the next decade.

D. Schiller continued by briefly discussing House Bill 4048 which seeks to slightly change compensation rates for members of a governing board, and House Bill 4182, which would disallow a board member of a public organization to vote via remote, electronic participation in a given meeting.

Finally, the District Library Act has been passed as House Bill 5868. It was signed in January, allows for the reorganization of a District Library following the withdrawal of a member agency, and provides the ability to re-draw district boundaries as necessary. Additionally, there is a Senate Bill in the works which would allow for a School Library to join a library district- a provision that previously existed, but had a ‘sunset’ clause attached.

Discussion: No discussion.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – J. VanderRoest stated the committee met in March and will be meeting in April as well.
- B. *Personnel Committee* – V. Wright said the committee will be meeting in early April.
- C. *Fund Development and Allocations Committee* – No meeting.
- D. *Director’s Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

- A. *Director’s Report*

Report: Director Rohrbaugh began by addressing several monetary gifts from the Friends of Kalamazoo Public Library including the annual gift, mini-grants, scholarship gifts and travel grants.

She continued by stating two staff members and K. Randolph had recently attended a workshop at the Kalamazoo Community Foundation as part of their continued involvement with the Antiracism Transformation Team. Furthermore, the team has requested that all managers and board members attend either the two and a half day or one day 'Healing Racism' workshops currently offered by ERACCE and the YWCA.

She reminded trustees that the Hub Card program will be launching shortly as a six month trial in which non-residents will be able to access KPL's digital lab for the cost of \$10.00 per month.

Director Rohrbaugh drew trustees' attention to two items regarding facility upgrades. KPL will be receiving a credit from Consumer's Energy to upgrading lighting fixtures at Washington Square from HID to LED. Additionally, the phone system upgrades throughout KPL are well underway and staff will be switching to the new system completely by the end of the week.

Finally, she noted that the Safety Committee has suggested the addition of one extra guard to the staff at Central for late afternoons and evenings until mid-spring. This guard will be primarily stationed at the entrance to the building.

Discussion: L. Godfrey asked for an update on Reading Together programs. Director Rohrbaugh stated the program held at the Eastwood branch the previous week was successful. M. Cockrell stated that all the tickets for the film showing April 22nd have been given away.

V. Wright asked whether there is anything that emerged from the webinar recently offered on the Freedom of Information Act. Director Rohrbaugh stated she and D. Schiller have made plans to make some changes to the library's policy surrounding the release of information necessitated by a FOIA request.

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 had no comments.
- V. Wright said she overheard some wonderful patron conversations at a recent Reading Together event. Patrons were very appreciative of the Reading Together program. She also pointed out that topics recently covered in a PLA magazine article regarding safety in libraries made her appreciative of the Safety Committee and the Security Update from K. King and C. Hawley.
- C. TenBrink expressed her anticipation of the Global Reading Challenge finals being held on April 27th.
- K. Randolph said he greatly enjoyed Jerry Dennis's Reading Together presentation.
- R. Brown recently began a research project, utilized three or four areas of KPL and received fantastic customer service from staff.
- J. VanderRoest had no comments.

- President Caple mentioned that Joan Jarl recently passed away. She and her husband Ralph have been very active in Reading Together organization at Friendship Village.

X. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:33 P.M.

X_____

Robert Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: April 27, 2015

Resignation

Brian Pickrell resigned from the KPLSP Custodian FTE 1.0 position in Facilities Management after five days of work for personnel reasons.

New Hire

Ryan Edgar joined the salaried staff on April 1, 2015 in the KPLSP Custodian FTE 1.0 position in Facilities Management vacated by Brian Pickrell. Ryan has been employed at KPL as an hourly custodian since August 2014.

Hourly Staff

New Hires

Kayla Morgan – Library aide/Central Circulation
Reina Richards – Library aide/Central Circulation

Employee Anniversaries

- Brenda Hughes – 38 yrs.
- Barb Veld – 35 yrs.
- Sue Warner – 27 yrs.
- Mandana Nordbrock – 12 yrs.
- Lynn Contos – 10 yrs.
- Drew Weirick – 9 yrs.
- Christi Clardy – 8 yrs.
- Jennifer Cornell – 7 yrs.
- Suzann Middleton – 4 yrs.
- Andrew Van Koevering – 2 yrs.
- Frank Della Costa – 2 yrs.
- Jerod Kauffman – 1 yr.
- Shavon Boyd – 1 yr.
- Mara Minott – 1 yr.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
March 31, 2015**

DATE: April 27, 2015

Recommendation:

I recommend the Board accept the Financial Reports for the month ending March 31, 2015.

Executive Summary:

Notes to the reports are included for your information.

James E. VanderRoest, Treasurer

**Kalamazoo Public Library
Internal Financial Reports
For the month ending March 31, 2015**

Sources and Uses of Funds

Electronic Transfers

March sources of funds included \$2,825,259 in current year ad valorem property taxes. An additional \$87,582 of Other Taxes included \$74,759 in IFT/CFT taxes and an additional \$12,822 in tax "clawbacks" from the City of Kalamazoo from settlements with International Paper for abatements received 2009 through 2012 and Steel Supply & engineering for abatements received 2002 through 2011.

Total pooled cash and investments as of March 31st was \$11,017,068. The electronic transfers listing shows the movement of \$2,250,000 from the First National Bank of Michigan checking account to the Investment Cash Sweep (ICS) account also held at First National Bank. ICS invested funds earn only money market rates but are fully FDIC insured.

The quarterly Governmental Cash Investment Report as of March 31st shows the distribution of the total \$11,017,068 in cash and investments. Much of the \$3,426,562 held in checking and electronic transfer accounts was received late in the month of March and will be distributed to interest earning and FDIC insured accounts early in April.

General Fund Revenue & Expenditure Summary

The receipt of tax revenue during the month of March pushed Property Tax revenue to 95.2% of budget and Other Taxes to exceed budgeted amounts by \$966 at 100.8% due to the receipt of the tax "clawbacks" from the City of Kalamazoo. Also recognized during March is the elimination of delinquent tax receivable balances and all associated deferred and allowance for doubtful account balances. The change in recognition is a strategy to simplify the recognition of tax receipts and was endorsed by our audit firm Rehmann Robson. The net effect of the write-off and actual delinquent tax receipts is the recognition of \$11,388 in delinquent tax revenue so far this fiscal year.

Expenditures are likewise within expected parameters at an overall 68.9% complete. The Supplies and Other categories are lagging even spending pattern expectations and will most likely yield unspent budget amounts at year-end.

Capital Improvement Plan

The Capital Improvement Plan recorded only \$12,009 in actual expenditures during the month of March for replacement computer equipment and consulting fees for the Telephone System replacement project. Open purchase orders (encumbrances) total \$168,903, however, with much of that amount due upon installation and completion of the telephone system (\$90,945).

Other Gifts Revenue & Expenditure Summary

The Ready to Read project posted a reversal of expenditures (\$2,663.97) during March, recording a correction to accommodate the invoicing of several purchases of books for our Ready to Read partners incorrectly charged to KPL funds. The \$855 received in the Gifts and Memorials (301) project represents a number of gifts made in memory of Andrew Bouma.

Endowment Fund

The Endowment Fund is reported as of February 28th balances and shows a significant (\$184,476) market value increase over the prior month. No trades occurred during February, but \$7,868 in dividends and interest were received during the month.

Kalamazoo Public Library Combined Balance Sheet

As of March 31, 2015

	Operating	Capital	Special Revenue	Endowment
Assets				
Cash & Equivalents				
Cash & Checking	\$7,583,450.58	\$1,704,683.53	\$109,012.14	\$246,593.72
Investments	\$1,619,922.18	\$0.00	\$62,946.84	\$3,719,593.55
Total Cash & Equivalents	\$9,203,372.76	\$1,704,683.53	\$171,958.98	\$3,966,187.27
Accounts Receivable				
Accounts Receivable	\$15,974.00	\$0.00	\$0.00	\$0.00
Total	\$15,974.00	\$0.00	\$0.00	\$0.00
Other Assets				
Other Assets	\$185,122.67	\$0.00	\$0.00	\$0.00
Total Other	\$185,122.67	\$0.00	\$0.00	\$0.00
Total Assets	\$9,404,469.43	\$1,704,683.53	\$171,958.98	\$3,966,187.27
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$24,443.75	\$6,309.36	\$60.95	\$0.00
Salaries Payable	\$25,290.33	\$0.00	\$0.00	\$0.00
Retirement Payable	\$51,873.19	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$101,607.27	\$6,309.36	\$60.95	\$0.00
Net Assets				
Fund Balance	\$9,302,862.16	\$1,698,374.17	\$171,898.03	\$3,966,187.27
Total	\$9,302,862.16	\$1,698,374.17	\$171,898.03	\$3,966,187.27
Total Liabilities & Fund Balance	\$9,404,469.43	\$1,704,683.53	\$171,958.98	\$3,966,187.27

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending March 31, 2015**

		March
BEGINNING CASH BALANCE *	\$	8,832,883
* Including short-term investments		
<u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$	2,825,259
IFT/CFT, PILOT receipts	\$	87,582
State Aid/MPSERS UAAL Rate Appropriation	\$	-
District Court Penal Fines/Law Library Revenue	\$	-
Interest Income	\$	793
Library Fines & Fees	\$	19,356
Other Sources: Gifts, Grants, & Reimbursements	\$	1,563
Other Gifts (Ready to Read, etc)	\$	-
TOTAL SOURCES OF CASH	\$	2,934,553
<u>USES OF CASH:</u>		
Salaries & Wages	\$	(411,696)
Benefits	\$	(147,430)
Materials	\$	(52,929)
Supplies	\$	(9,246)
Facilities	\$	(20,912)
Technical Services	\$	(18,160)
Purchased Services	\$	(6,841)
Other	\$	(77,454)
Capital Expenditures	\$	(5,700)
Prepaid Expenditures	\$	-
TOTAL USES OF CASH	\$	(750,367)
ENDING CASH	\$	11,017,069
<u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Fifth Third General & Payroll Checking Accounts	\$	1,861,027
First National NOW & ACH Transfer Accounts	\$	1,560,102
Fifth Third Arcadia Admin	\$	5,433
Petty Cash/Midwest Business Exchange Account/Paypal	\$	14,114
Pooled Cash Accounts	\$	3,440,677
<u>Pooled Investments</u>		
Fifth Third Bank, Fifth Third Securities, CD's	\$	52
Flagstar Bank MM & CD's	\$	1,611,296
First National Bank MM, ICS Savings, & CD's	\$	5,965,043
Pooled Investment Accounts	\$	7,576,392
Total Pooled Cash & Investments	\$	11,017,068

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
March 2015**

	From	To		
3/2/2015	Transfer from 1st National Check		1st National Ltd ACH	\$ 7,200.00
3/2/2015	Transfer to 1st National Ltd ACH	1st National Checking		\$ (7,200.00)
3/3/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (984.00)
3/3/2015	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (4,033.75)
3/4/2014	Transfer to 1st National ACH	1st National Checking		\$ (40,000.00)
3/4/2015	Transfer from 1st National Check		1st National ICS	\$ 500,000.00
3/4/2015	Transfer to 1st National ICS	1st National Checking		\$ (500,000.00)
3/4/2015	Transfer from 1st National Check		1st National ACH	\$ 40,000.00
3/4/2015	MERS February	1st National Transfer	Municipal Employees Retirement System	\$ (23,114.75)
3/5/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (991.96)
3/5/2015	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,206.49)
3/5/2015	MPERS Retirement February	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (28,580.93)
3/12/2015	Transfer from 1st National Check		1st National ICS	\$ 1,000,000.00
3/12/2015	Transfer to 1st National ICS	1st National Checking		\$ (1,000,000.00)
3/13/2015	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,898.38)
3/15/2015	Payroll 3/15/2015	5/3 Payroll Check	Employee Accounts	\$ (120,990.22)
3/15/2015	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
3/15/2015	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,244.87)
3/17/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (1,034.00)
3/17/2015	Employee H.S.A. Contributions	5/3 General Check	Health Equity-Employee Accounts	\$ (4,033.75)
3/18/2015	Transfer from 1st National Check		1st National Ltd ACH	\$ 7,500.00
3/18/2015	Transfer to 1st National Ltd ACH	1st National Checking		\$ (7,500.00)
3/18/2015	Transfer from 1st National Check		1st National ICS	\$ 750,000.00
3/18/2015	Transfer to 1st National ICS	1st National Checking		\$ (750,000.00)
3/19/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (991.96)
3/26/2015	Transfer from 1st National Check		1st National ACH	\$ 30,000.00
3/26/2015	Transfer to 1st National ACH	1st National Checking		\$ (30,000.00)
3/31/2015	Transfer from 1st National Check		1st National Ltd ACH	\$ 7,500.00
3/31/2015	Transfer to 1st National Ltd ACH	1st National Checking		\$ (7,500.00)
3/31/2015	Transfer from 1st National Check		1st National ACH	\$ 20,000.00
3/31/2015	Transfer to 1st National ACH	1st National Checking		\$ (20,000.00)
3/31/2015	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,732.14)
3/31/2015	Payroll 2/28/2015	5/3 Payroll Check	Employee Accounts	\$ (120,846.91)
3/31/2015	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,244.87)
3/31/2015	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
	Total Transfers March			\$ (413,122.99)

**Kalamazoo Public Library
Governmental Cash Investment Report
As of March 31, 2015**

<u>Cash and Investment Accounts</u>	<u>\$</u>	<u>Notes</u>
<u>Checking/Electronic Transfer Accounts</u>		
Fifth Third Bank General Check/Payroll Checking	\$ 1,861,027.15	Variable interest with Sweep Account
First National Bank	\$ 1,461,486.58	Variable interest checking
First National Bank Limited Transfers	\$ 7,564.51	Restricted use ACH only
First National Bank Public Transfers	\$ 91,050.87	Checking-ACH only
Fifth Third Bank Arcadia Checking	\$ 5,433.29	Employee Section 125 Program
Subtotal - Checking	\$ 3,426,562.40	
<u>Money Market/Liquid Funds</u>		
First National Bank-ICS	\$ 5,304,855.90	Insured Cash Sweep/CDARS (multiple)
First National Bank Money Market	\$ 47,325.93	Liquid, PA 20 money market
Flagstar Bank - Interest bearing	\$ 604,287.67	Liquid, PA 20 interest bearing
Fifth Third Securities, money market cash	\$ 52.43	Liquid with interest cash for securities
Subtotal - Funds	\$ 5,956,521.93	
<u>Certificates of Deposit (maturity date order)</u>		
Flagstar Certificate of Deposit #112085255	\$ 505,761.28	91 days @ .3%, maturity 4/13/2015
Flagstar CDARS	\$ 501,247.07	26 wk @ .25, maturity 5/7/2015
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	\$ 1,619,869.75	
Total Investments General Pooled Funds	\$ 11,002,954.08	
<u>Other non-interest bearing</u>		
Paypal deposit account	\$ 4,083.02	
Petty Cash/Midwest Bus Exch/To be deposited	\$ 10,031.33	
Subtotal Other Cash	\$ 14,114.35	
Total General Cash & Investment Accounts	\$ 11,017,068.43	

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
 March 31, 2015

	March	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$2,825,258.54	\$0.00	\$9,709,290.07	\$10,203,999.00	\$494,708.93	95.2%
Other Taxes	\$87,581.63	\$0.00	\$125,134.99	\$124,169.00	(\$965.99)	100.8%
Fines and Fees	\$19,356.34	\$0.00	\$135,843.04	\$175,000.00	\$39,156.96	77.6%
District Court Penal Fines	\$0.00	\$0.00	\$130,268.68	\$255,000.00	\$124,731.32	51.1%
Local Support	\$1,562.77	\$0.00	\$183,022.77	\$232,275.00	\$49,252.23	78.8%
Interest Income	\$793.23	\$0.00	\$8,218.32	\$15,000.00	\$6,781.68	54.8%
State Aid and Reimbursements	\$0.00	\$0.00	\$45,190.58	\$320,049.00	\$274,858.42	14.1%
Other	\$15,903.50	\$0.00	\$81,208.50	\$97,100.00	\$15,891.50	83.6%
Total Revenue	\$2,950,456.01	\$0.00	\$10,418,176.95	\$11,422,592.00	\$1,004,415.05	91.2%
Expenditures						
Salaries						
Administrator Salaries	\$54,351.17	\$0.00	\$490,660.51	\$653,722.00	\$163,061.49	75.1%
Librarian Salaries	\$103,653.59	\$0.00	\$946,460.97	\$1,270,780.00	\$324,319.03	74.5%
Supervisory Technical Salaries	\$56,895.12	\$0.00	\$510,362.51	\$684,530.00	\$174,167.49	74.6%
Library Assistant Salaries	\$128,281.80	\$0.00	\$1,179,575.92	\$1,587,970.00	\$408,394.08	74.3%
Hourly Staff	\$46,630.58	\$0.00	\$401,223.30	\$620,500.00	\$219,276.70	64.7%
Substitute Salaries	\$6,033.21	\$0.00	\$59,135.46	\$103,360.00	\$44,224.54	57.2%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$395,845.47	\$0.00	\$3,587,418.67	\$4,920,862.00	\$1,333,443.33	72.9%
Benefits						
Employee Insurance	\$82,693.55	\$0.00	\$739,160.34	\$1,012,020.00	\$272,859.66	73.0%
Retirement	\$48,113.74	\$0.00	\$483,754.66	\$849,398.00	\$365,643.34	57.0%
Employer FICA-Medicare	\$29,907.76	\$0.00	\$272,094.67	\$376,885.00	\$104,790.33	72.2%
Other Benefits	\$2,279.00	\$0.00	\$43,962.67	\$67,625.00	\$23,662.33	65.0%
Total	\$162,994.05	\$0.00	\$1,538,972.34	\$2,305,928.00	\$766,955.66	66.7%
Materials						
Adult Books	\$29,543.17	\$34,477.10	\$334,955.59	\$469,800.00	\$134,844.41	71.3%
Juvenile Books	\$6,366.74	\$3,447.71	\$75,466.98	\$96,500.00	\$21,033.02	78.2%
Periodicals	\$594.21	\$0.00	\$47,393.03	\$55,585.00	\$8,191.97	85.3%
Audio-Visual Material	\$21,089.02	\$28,456.40	\$235,437.45	\$323,500.00	\$88,062.55	72.8%
Digital Materials	\$3,653.45	\$0.00	\$140,305.58	\$201,850.00	\$61,544.42	69.5%
Total	\$61,246.59	\$66,381.21	\$833,558.63	\$1,147,235.00	\$313,676.37	72.7%
Facilities						
Fuel	\$2,132.79	\$0.00	\$40,721.56	\$67,700.00	\$26,978.44	60.2%
Electricity	\$3,022.13	\$0.00	\$121,408.97	\$194,900.00	\$73,491.03	62.3%
Water	\$351.10	\$0.00	\$3,101.43	\$5,875.00	\$2,773.57	52.8%
Custodial Supplies	\$6,494.15	\$1,309.17	\$55,796.55	\$77,440.00	\$21,643.45	72.1%
Grounds Maintenance	\$0.00	\$0.00	\$20,462.47	\$45,180.00	\$24,717.53	45.3%
Building Repair	\$3,264.19	\$2,343.85	\$40,272.46	\$88,781.00	\$48,508.54	45.4%
Building Operations	\$10,768.62	\$20,266.50	\$109,238.49	\$131,046.00	\$21,807.51	83.4%
Total	\$26,032.98	\$23,919.52	\$391,001.93	\$610,922.00	\$219,920.07	64.0%
Supplies						
Office Supplies	\$2,421.41	\$0.00	\$23,526.82	\$49,600.00	\$26,073.18	47.4%
Marketing Supplies	\$1,034.90	\$0.00	\$5,459.30	\$12,000.00	\$6,540.70	45.5%
Postage & Freight	\$1,139.66	\$0.00	\$21,008.30	\$39,230.00	\$18,221.70	53.6%
Processing Supplies	\$1,018.01	\$0.00	\$15,518.25	\$60,140.00	\$44,621.75	25.8%
Departmental Purchases	\$4,597.81	\$5,143.43	\$22,997.76	\$44,882.00	\$21,884.24	51.2%
Total	\$10,211.79	\$5,143.43	\$88,510.43	\$205,852.00	\$117,341.57	43.0%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
 March 31, 2015

	March	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$2,361.38	\$0.00	\$41,085.73	\$76,576.00	\$35,490.27	53.7%
Telecommunications	\$6,232.02	\$0.00	\$63,509.41	\$90,400.00	\$26,890.59	70.3%
Software & Licensing	\$4,049.20	\$0.00	\$278,298.49	\$323,369.00	\$45,070.51	86.1%
Cataloging & Processing	\$4,009.40	\$0.00	\$38,033.28	\$65,532.00	\$27,498.72	58.0%
Total	\$16,652.00	\$0.00	\$420,926.91	\$555,877.00	\$134,950.09	75.7%
Purchased Services						
Security	\$4,960.17	\$0.00	\$70,056.18	\$136,814.00	\$66,757.82	51.2%
Insurance	\$1,880.33	\$0.00	\$64,202.48	\$85,000.00	\$20,797.52	75.5%
Legal Services	\$0.00	\$0.00	\$72.00	\$10,000.00	\$9,928.00	0.7%
Contracted Services	\$12,898.64	\$4,505.00	\$130,020.51	\$197,525.00	\$67,504.49	65.8%
Printing Services	\$14,550.59	\$0.00	\$59,010.09	\$97,000.00	\$37,989.91	60.8%
Advertising	\$13,048.05	\$0.00	\$47,564.77	\$60,000.00	\$12,435.23	79.3%
Total	\$47,337.78	\$4,505.00	\$370,926.03	\$586,339.00	\$215,412.97	63.3%
Other Expenditures						
Miscellaneous Operating	\$2,720.90	\$229.00	\$23,986.93	\$54,110.00	\$30,123.07	44.3%
Tax Charge Backs	\$203.76	\$0.00	\$35,069.03	\$65,000.00	\$29,930.97	54.0%
Travel & Conference-Director	\$0.00	\$0.00	\$429.52	\$4,000.00	\$3,570.48	10.7%
Travel & Conference	\$2,666.46	\$0.00	\$12,047.11	\$42,535.00	\$30,487.89	28.3%
Staff Development	\$276.69	\$0.00	\$7,313.28	\$21,590.00	\$14,276.72	33.9%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
Miscellaneous Disbursements	\$1,027.42	\$0.00	\$26,981.31	\$63,740.00	\$36,758.69	42.3%
Vehicle Maintenance	\$148.75	\$0.00	\$2,466.78	\$5,500.00	\$3,033.22	44.9%
Programming Expenditures	\$14,369.42	\$0.00	\$73,367.09	\$171,600.00	\$98,232.91	42.8%
Rent	\$4,912.38	\$525.00	\$26,405.70	\$32,100.00	\$5,694.30	82.3%
Total	\$26,325.78	\$754.00	\$208,066.75	\$462,175.00	\$254,108.25	45.0%
Total Expenditures	\$746,646.44	\$100,703.16	\$7,439,381.69	\$10,795,190.00	\$3,355,808.31	68.9%
Transfers						
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$612,500.00	\$612,500.00	0.0%
Total Transfers	\$0.00	\$0.00	\$0.00	\$612,500.00	\$612,500.00	0.0%
BEGINNING FUND BALANCE	\$7,099,052.59	\$0.00	\$6,223,363.74	\$6,223,363.74	\$0.00	
NET SURPLUS/(DEFICIT)	\$2,203,809.57	(\$112,220.16)	\$2,967,278.26	\$14,902.00	(\$2,952,376.26)	
ENDING FUND BALANCE	\$9,302,862.16	(\$112,220.16)	\$9,190,642.00	\$6,238,265.74	(\$2,952,376.26)	

**Kalamazoo Public Library
Capital Improvement Plan
March 31, 2015**

	Actual	Encumbrances	YTD+Encumb	Budget	Variance
Revenue					
Local Revenue					
Other Local Gifts & Grants					
817 - Viewscan microfilm Readers	\$0.00	\$0.00	\$11,000.00	\$11,000.00	\$0.00
843 - Branch digital signage	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00
884 - Digital Lab Equipment	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00
894 - Oshtemo Refurb Phase I	\$0.00	\$0.00	\$2,500.00	\$0.00	(\$2,500.00)
896 - Looped Technology	\$0.00	\$0.00	\$10,400.00	\$10,400.00	\$0.00
Total	\$0.00	\$0.00	\$28,900.00	\$26,400.00	(\$2,500.00)
Total Revenue	\$0.00	\$0.00	\$28,900.00	\$26,400.00	(\$2,500.00)
Expenditures					
Library Systems and Equipment					
Integrated Library System					
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$4,384.00	\$4,384.00
Total Library Systems and Equipment	\$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	\$70,695.00	\$70,695.00
811 - Carpet Master Plan/1st Renovation	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
813 - Display/Public - Central	\$0.00	\$760.05	\$9,634.05	\$10,000.00	\$365.95
814 - Chairs - Multiple Departments	\$0.00	\$1,002.37	\$6,450.48	\$10,620.00	\$4,169.52
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$0.00	\$1,934.99	\$15,500.00	\$13,565.01
817 - Viewscan microfilm Readers	\$0.00	\$0.00	\$21,664.04	\$21,664.00	(\$0.04)
818 - Video equipment-Canon Camcorders	\$0.00	\$0.00	\$0.00	\$3,200.00	\$3,200.00
880 - ADS conference room	\$0.00	\$0.00	\$3,070.52	\$4,100.00	\$1,029.48
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$1,196.49	\$1,196.00	(\$0.49)
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	\$0.00	\$2,596.11	\$2,596.00	(\$0.11)
892 - Local History Room Furniture	\$0.00	\$0.00	\$2,244.26	\$3,261.00	\$1,016.74
893 - Delivery Vehicle	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00
894 - Oshtemo Refurb Phase I	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
Total Furniture & Equipment	\$0.00	\$1,762.42	\$48,790.94	\$324,588.00	\$275,797.06
Building Alterations					
Building Alterations					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$42,362.00	\$42,362.00
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	\$15,490.38	\$15,490.38	\$15,500.00	\$9.62
828 - Eastwood Roof Repair	\$0.00	\$0.00	\$0.00	\$22,000.00	\$22,000.00
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	\$0.00	\$0.00	\$11,181.00	\$11,181.00	\$0.00
874 - Metasys control system/monitors	\$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	\$0.00
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
895 - Central Freight Elevator	\$0.00	\$0.00	\$0.00	\$105,000.00	\$105,000.00
896 - Looped Technology	\$0.00	\$9,240.00	\$12,320.00	\$12,400.00	\$80.00
Total Building Alterations	\$0.00	\$24,730.38	\$57,595.38	\$365,150.00	\$307,554.62

**Kalamazoo Public Library
Capital Improvement Plan
March 31, 2015**

	Actual	Encumbrances	YTD+Encumb	Budget	Variance
Computer & Electronics					
Automation					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$20,058.00	\$20,058.00
831 - Automation Replacement	\$6,309.36	\$98.79	\$9,577.00	\$126,737.00	\$117,160.00
843 - Branch digital signage	\$0.00	\$0.00	\$571.97	\$9,411.00	\$8,839.03
845 - Public Spaces AV Upgrades	\$0.00	\$51,366.00	\$51,366.00	\$58,000.00	\$6,634.00
865 - Game Carts - Teen	\$0.00	\$0.00	\$1,457.77	\$4,599.00	\$3,141.23
878 - Portable Devices	\$0.00	\$0.00	\$7,225.54	\$21,410.00	\$14,184.46
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	\$6,175.00	\$6,175.00
Total Computer & Electronics	\$6,309.36	\$51,464.79	\$70,198.28	\$248,390.00	\$178,191.72
RFID					
RFID and Telecommunications					
852 - RFID Building/Furniture	\$0.00	\$0.00	\$0.00	\$15,199.00	\$15,199.00
855 - Telephone System	\$5,700.00	\$90,945.43	\$107,097.23	\$125,000.00	\$17,902.77
Total RFID	\$5,700.00	\$90,945.43	\$107,097.23	\$140,199.00	\$33,101.77
Total Expenditures	\$12,009.36	\$168,903.02	\$283,681.83	\$1,082,711.00	\$799,029.17
Transfers					
Transfers In/(Out)					
Transfers from other funds					
845 - Public Spaces AV Upgrades	\$0.00	\$0.00	\$0.00	(\$12,500.00)	(\$12,500.00)
Total	\$0.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00
Total Transfers	\$0.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00
TOTAL BEGINNING FUND BALANCE	\$269,699.88	\$0.00	\$343,569.33	(\$1,056,311.00)	(\$1,399,880.33)
TOTAL NET SURPLUS/(DEFICIT)	(\$12,009.36)	(\$168,903.02)	(\$254,781.83)	(\$1,043,811.00)	(\$789,029.17)
TOTAL ENDING FUND BALANCE	\$257,690.52	(\$168,903.02)	\$88,787.50	(\$2,100,122.00)	(\$2,188,909.50)

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
 March 31, 2015

	Actual	Encumbrances	Year-to-Date + Encumbrance	Budget	Variance
Revenue					
Local Support					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$836.14	\$1,000.00	\$163.86
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$21,950.00	\$22,000.00	\$50.00
301 - Gifts & Memorials - Materials	\$855.00	\$0.00	\$1,885.00	\$1,000.00	(\$885.00)
303 - History Room Gifts	\$0.00	\$0.00	\$435.77	\$435.00	(\$0.77)
308 - Library Gifts	\$186.85	\$0.00	\$451.05	\$500.00	\$48.95
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00
379 - Friends Mini-Grants 2015	\$0.00	\$0.00	\$0.00	(\$7,192.90)	(\$7,192.90)
Total Local Support	\$1,041.85	\$0.00	\$25,557.96	\$24,742.10	(\$815.86)
Other					
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$735.00	\$735.00	\$0.00
Total Other	\$0.00	\$0.00	\$735.00	\$735.00	\$0.00
Total Revenue	\$1,041.85	\$0.00	\$26,292.96	\$25,477.10	(\$815.86)
Expenditures					
Salaries					
Hourly Staff					
303 - History Room Gifts	\$0.00	\$0.00	\$803.28	\$1,600.00	\$796.72
Total Hourly Staff Salaries	\$0.00	\$0.00	\$803.28	\$1,600.00	\$796.72
Total	\$0.00	\$0.00	\$803.28	\$1,600.00	\$796.72
Benefits					
Employer FICA-Medicare					
303 - History Room Gifts	\$0.00	\$0.00	\$61.45	\$125.00	\$63.55
Total Employer FICA-Medicare	\$0.00	\$0.00	\$61.45	\$125.00	\$63.55
Total	\$0.00	\$0.00	\$61.45	\$125.00	\$63.55
Materials					
Adult Books					
301 - Gifts & Memorials - Materials	\$117.63	\$378.31	\$764.51	\$1,000.00	\$235.49
Total Adult Books	\$117.63	\$378.31	\$764.51	\$1,000.00	\$235.49
Juvenile Books					
233 - Ready to Read - Gifts	(\$2,663.97)	\$0.00	\$4,785.61	\$12,000.00	\$7,214.39
235 - Ready to Read - Spelling Bee	\$1,747.01	\$0.00	\$13,064.46	\$18,000.00	\$4,935.54
301 - Gifts & Memorials - Materials	\$168.32	\$17.99	\$372.40	\$250.00	(\$122.40)
Total Juvenile Books	(\$748.64)	\$17.99	\$18,222.47	\$30,250.00	\$12,027.53
Total	(\$631.01)	\$396.30	\$18,986.98	\$31,250.00	\$12,263.02
Purchased Services					
Contracted Services					
303 - History Room Gifts	\$0.00	\$0.00	\$1,188.00	\$4,000.00	\$2,812.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$12,000.00	\$12,000.00	\$0.00
Total Contracted Services	\$0.00	\$0.00	\$13,188.00	\$16,000.00	\$2,812.00
Total	\$0.00	\$0.00	\$13,188.00	\$16,000.00	\$2,812.00

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
 March 31, 2015

	Actual	Encumbrances	Year-to-Date + Encumbrance	Budget	Variance
Other Expenditures					
Miscellaneous Disbursements					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$730.00	\$1,000.00	\$270.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$4,114.38	\$4,500.00	\$385.62
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$3,400.00	\$3,400.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$2,611.62	\$6,470.00	\$3,858.38
379 - Friends Mini-Grants 2015	\$0.00	\$0.00	\$0.00	\$7,192.90	\$7,192.90
380 - Scholarships/Administration Mini-Grant	\$0.00	\$0.00	\$26.61	\$1,255.00	\$1,228.39
381 - Staff Appreciation Mini-Grant	\$332.10	\$0.00	\$368.13	\$300.00	(\$68.13)
383 - History Room Mini-Grant	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$238.61	\$786.00	\$547.39
388 - Eastwood/Powell Mini-Grant	\$0.00	\$0.00	\$324.72	\$1,572.00	\$1,247.28
389 - Washington Square Mini-Grant	\$0.00	\$0.00	\$81.64	\$83.00	\$1.36
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$250.00	\$348.00	\$98.00
391 - Children's Mini-Grant	\$590.00	\$0.00	\$941.97	\$1,117.00	\$175.03
Total Miscellaneous Disbursements	\$922.10	\$0.00	\$9,687.68	\$30,023.90	\$20,336.22
Programming Expenditures					
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$0.00	\$1,922.00	\$1,922.00
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00
Total Programming Expenditures	\$0.00	\$0.00	\$0.00	\$8,922.00	\$8,922.00
Total	\$922.10	\$0.00	\$9,687.68	\$38,945.90	\$29,258.22
Total Expenditures	\$291.09	\$396.30	\$42,727.39	\$87,920.90	\$45,193.51
TOTAL BEGINNING FUND BALANCE	\$174,041.61	\$0.00	\$190,830.50	\$190,830.50	\$0.00
TOTAL NET SURPLUS/(DEFICIT)	\$750.76	(\$396.30)	(\$16,434.43)	(\$62,443.80)	(\$46,009.37)
TOTAL ENDING FUND BALANCE	\$174,792.37	(\$396.30)	\$174,396.07	\$128,386.70	(\$46,009.37)

**Kalamazoo Public Library
Endowment Fund
March 31, 2015**

	<u>1/31/2015</u>		%	<u>2/28/2015</u>		%
	<u>Cost</u>	<u>Market</u>	<u>Cost to</u>	<u>Cost</u>	<u>Market</u>	<u>Cost to</u>
	<u>Basis</u>	<u>Basis</u>	<u>Market</u>	<u>Basis</u>	<u>Basis</u>	<u>Market</u>
			<u>Increase</u>			<u>Increase</u>
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 238,725.47	\$ 238,725.47	0.0%	\$ 246,593.72	\$ 246,593.72	0.0%
Stocks	\$ 1,363,570.70	\$ 2,038,062.45	49.5%	\$ 1,363,570.70	\$ 2,227,002.05	63.3%
Fixed Income Investments	\$ 1,490,759.38	\$ 1,497,054.50	0.4%	\$ 1,490,759.38	\$ 1,492,591.50	0.1%
	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	
Total Value	<u>\$ 3,093,055.55</u>	<u>\$ 3,773,842.42</u>	<u>22.0%</u>	<u>\$ 3,100,923.80</u>	<u>\$ 3,966,187.27</u>	<u>27.9%</u>
<u>Fund Balance</u>						
Assigned for Children's Endowment		<u>\$ 18,436.46</u>			<u>\$ 18,545.34</u>	
Kalamazoo Public Library Endowment		<u>\$ 3,755,405.96</u>			<u>\$ 3,947,641.93</u>	
<u>Year to Date Revenue & Expenditures</u>						
Net Withdrawals/Deposits from/to Account		\$ -			\$ -	
Dividend and Interest Income		\$ 30,360.60			\$ 38,228.85	
Realized Gains (Losses) on Sale of Assets		\$ -			\$ -	
Unrealized Gains (Losses) on Market Value		\$ (39,600.44)			\$ 144,876.16	
Arcadia Investment Management Fee/Other		<u>\$ (17,260.14)</u>			<u>\$ (17,260.14)</u>	
Net Change		\$ (26,499.98)			\$ 165,844.87	

Summary:

The market value of the stock portfolio rebounded during the month of February, adding \$184,476 to the market value of the Endowment Fund. Activity within the fund for the month of February included the receipt of dividends and interest payments. No trades were finalized during the month.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Salary Ranges for Supervisory-Technical
and Administrative Staff**

DATE: April 27, 2015

Recommendation:

I recommend board approval of the attached salary ranges for Supervisory-Technical and Administrative Staff to be effective July 1, 2015.

Summary / Background:

We recently contracted with HRM Innovations to conduct a salary range survey of our Supervisory-Technical positions. Salary surveys from Michigan nonprofits, Detroit suburban libraries, HRM survey of area libraries, and Compdata were all used. The average mid-point of the survey results were used to develop the mid-point of these recommended ranges.

Some of the recommended ranges are increased, some decreased, but no employees are red-lined and all employees have room for salary growth within the range of their position, some more than previously, some less. Super-Tech positions are no longer grouped in levels, but each stands alone by job title.

Our salary ranges are stepped: KPLSP, KPLA, Super-Tech, and Administrator. To maintain this pattern, the administrative staff salary ranges have been adjusted by a modest amount at both the minimum and maximum to broaden the range.

The recommendation for both Supervisory – Technical and Administrative Staff ranges have been reviewed in detail by both Personnel and Finance and Budget Committees and comes to the full board with the support of both committees.

**SUPERVISORY-TECHNICAL
SALARY RANGES**

Position	Current		1-Jul-2015	
	Minimum	Maximum	Minimum	Maximum
Accounting & Payroll Coordinator	\$ 48,000	\$ 62,500	\$ 41,000	\$ 59,000
Circulation Supervisor	\$ 48,000	\$ 62,500	\$ 45,000	\$ 63,000
Desktop Systems Specialist	\$ 41,575	\$ 54,075	\$ 35,000	\$ 51,000
Executive Assistant	\$ 48,000	\$ 62,500	\$ 35,000	\$ 53,000
Human Resources Manager	\$ 53,550	\$ 69,850	\$ 55,000	\$ 75,000
Integrated Library Systems Specialist	\$ 48,000	\$ 62,500	\$ 51,000	\$ 69,000
Marketing & Communications Manager	\$ 53,550	\$ 69,850	\$ 53,000	\$ 71,000
Network Systems Manager	\$ 48,000	\$ 62,500	\$ 53,000	\$ 71,000
ONEPlace @ KPL Director	\$ 53,550	\$ 69,850	\$ 53,000	\$ 71,000
ONEPlace Associate	\$ 41,575	\$ 54,075	\$ 35,000	\$ 51,000
Web Coordinator	\$ 53,550	\$ 69,850	\$ 51,000	\$ 69,000
Web Systems Specialist	\$ 48,000	\$ 62,500	\$ 51,000	\$ 69,000

**ADMINISTRATIVE STAFF
SALARY RANGES**

<u>Position</u>	Current		1-Jul-2015	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Department Head	\$ 65,750	\$ 86,250	\$ 65,000	\$ 87,000
Assistant Director	\$ 73,800	\$ 96,800	\$ 73,300	\$ 97,300
Deputy Director	\$ 81,800	\$ 106,800	\$ 81,300	\$ 107,300

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Strategic Planning Quarterly
Statistics Report 2014 - 2015**

DATE: April 27, 2015

Attached is the third quarter “Strategic Plan Quarterly Statistics 2014 – 2015” report. Some comments on a few of the items:

- 1.4 and 3.5: Hub programming for children is just beginning. There will be more Hub programming for this age group in the coming year, especially during the summer.
- 5.4: The survey of adult patrons was conducted this quarter; almost 500 responses were received. A few of the highlights:
 - 99% said they were able to find good things to read, view, or listen to.
 - About 75% said they found materials through the catalog or by browsing the shelves.
 - About 36% had attended a program in the past year.
 - 97% find the physical space of the library welcoming; about an equal number find it easy to locate materials.
- 7.1: Use of the digital section of local history is very popular. During the third quarter a program of the Genealogical Society led to particularly heavy use.

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	44,725	42,557		136,455	168,172	81.1%	
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	2,383	1,891		8,078	13,000	62.1%	
1.3	Each year, the number of people utilizing the Children's Room will increase by 10%.	25,324	16,315	10,201		51,840	60,466	85.7%	
1.4	By June 30, 2015, 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	4,664	2,685		9,062	7,161	126.5%	
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	1,248	1,179		3,648	5,500	66.3%	

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	24,426	22,880		78,745	106,657	73.8%	
3.2	By June 30, 2016, the circulation of children's music and movies will increase by 25%.	30,387	24,751	21,394		76,532	109,726	69.7%	
3.3	By June 30, 2016, the circulation of children's nonfiction will increase by 20%.	18,914	16,999	17,370		53,283	74,969	71.1%	
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	3,692	2,829		11,104	13,000	85.4%	
3.5	By June 30, 2015, 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%.	-	40	-		40	150	26.7%	
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	15,305	14,080		48,753	69,711	69.9%	
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	911	1,102		4,814	5,000	96.3%	
4.3	Each year, the number of people utilizing the Teen Room will increase by 5%.	5,837	6,097	5,525		17,459	32,391	53.9%	
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

Goal 5:	Adults will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2014-2015 Target	% of Target
5.1	By June 30, 2016, the circulation of adult reading collections will increase by 25%.	136,744	123,713	120,094		380,551	619,164	61.5%
5.2	By June 30, 2016, the circulation of adult music and movies will increase by 25%.	234,273	224,511	193,581		652,365	929,350	70.2%
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	5,318	2,475		11,279	10,000	112.8%
5.4	At least once per year adults will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 3rd Quarter						

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

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

Goal 6:	Everyone in Kalamazoo will have free high-speed internet access in the library and digital opportunities tailored to their needs.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	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	31,522	29,008		96,065	154,056	62.4%
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	5,680	5,597		17,274	23,184	74.5%
6.3	By June 30, 2015, 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	143	229		598	1,500	39.9%
6.4	At least once per year patrons will be surveyed on their use and satisfaction of digital technology, the library's website, social media, and other digital resources at the library.	Survey Conducted During 4th Quarter						

Strategic Plan Quarterly Statistics 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	4,229	11,871		20,936	11,647	179.8%
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	1,196	272		2,283	3,000	76.1%

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Director's Report
April 2015

From the director

1. Recent meetings and events attended include several DDA and DKI meetings; a webinar on collaboration; discussions with city staff about use of WS; informal meetings with Friends leadership, KRESA Superintendent, area library directors; SMLC quarterly council meeting; several library programs.
2. The Southwest Michigan Library Cooperative (SMLC) has evolved into primarily a networking group. However, cooperatives do receive some state aide and various coops handle it different ways....most still provide some services. SMLC distributes most of it to member libraries or pays for services on behalf of members. This year SMLC will pay our Michigan Library Association and Midwest Collaborative for Library Services memberships; pay for two days per week of MELCAT delivery services; and reimburse up to \$2,000 for collection development or technology.
3. The Friends AV sale on April 11 netted about \$1,300 and cleaned out many CDs, DVDs and VHS tapes.
4. Through mid- April, we have sold just one HUB card to a patron from Gobles.
5. "Canine Storytime" with therapy dogs Bailey and Darby and their visits to KPL, is featured in the April issue of *Encore*.
6. Work is well underway on budget for 2015-2016 and accompanying action plan and organizational competencies. Budget will come to the board in May and June; action plan and org comps, as we call them, in June or July.
7. Some upcoming dates for your calendar:
 - Wed, May 27 , 10 AM – Party in the Park
 - Sat, June 6 – Summer Reading kick-off and sidewalk booksale
 - Tues, June 9 – 8 AM – Annual Staff Breakfast
 - Wed, Nov 18 – Great Grown-Up Spelling Bee

Create young readers

8. Our Little Scientists program for preschoolers continues to be popular. A recent theme was measuring and counting, explored through a story, some creative dramatics, and then making and playing with play-doh. Another session was on magnets – where do they stick? Next up, experimenting with colors.
9. The work of creating picture book “neighborhoods” is underway. Staff are categorizing the books and relabeling. The big reorganization will occur when all books have been processed. We’ll have a board report on this at a later meeting.
10. We now have nursery rhymes and songs posted above the changing stations in the children’s restrooms at central. This is a reminder to caregivers that kids love to hear songs and rhymes.

Stimulate imagination

11. Spring break week was busy with a wide variety of fun and educational programs: Game Central, Maker Monday, movies, a dance competition.
12. March *First Saturday @ KPL* was a collaboration with KPS. Activities were going on in children’s, teen, and the auditorium. Helpers included the Norrix men’s basketball team who read with kids, and helped with craft projects and a literacy scavenger hunt.
13. All KPS schools celebrated literacy during March. The El Sol literacy night was held at Central with multiple activity stations spread throughout the building. Our staff represented KPL at Greenwood, Milwood, Woodward, Northglade, Winchell, Linden Grove, and Maple Street schools.
14. Some new, popular titles have been added to our Zinio digital magazine collection: The New Yorker, GQ, Wired, Bon Appetit, Vanity Fair, Better Homes and Gardens, among others. A few titles were dropped due to lack of use by our patrons or increased cost.
15. A new feature in the catalog allows patrons to easily view recently ordered or coming soon DVDs. Located half-way down the right hand box on the opening screen of the catalog, the link features popular titles that are still in theaters but have a pre-order status from our vendor, newly released movies and TV shows, as well as older titles new to the collection.
16. We’ve given tours to several interesting groups recently: a community based vocational education class from Norrix and a group of family members of ESL students from WMU.

Connect to the online world

17. Our TECHbar is beginning its second month. This is a drop-in program that provides patrons an opportunity to ask staff about mobile devices, laptops, our downloadable services, and all things tech.
18. A form has been added to the “Join Friends” page on our website to provide for new or renewal memberships online.
19. New credit card arrangements and at a lower cost will soon be in place that will be chip enabled and support a wider variety of credit cards: MasterCard, Visa, Discover, Diners Club, JCB, and American Express.

Operations

20. Our Customer Service Committee is asking at least 100 random patrons the following question: what is the one way you would improve the library? This is an informal, conversational, and easy way to gather data from the people who matter the most – our users.
21. Sue Warner and Bill Caskey gave a presentation at MLA’s Spring Institute for youth librarians. “More than the Usual Suspects” encouraged staff to look beyond the common partnerships to explore organizations that also serve families.
22. Business Office staff will attend a workshop on employer requirements of the Affordable Health Care Act. We will need to provide each full-time employee with a separate form which will be required for filing 2015 taxes. The form will report to the IRS information about health insurance coverage offered and enrollment information. It will determine liability for employer shared responsibility and help the IRS determine if our full-time employees and their dependents are eligible for the premium tax credit. Our system does not currently support creation of the forms, so we will need to figure it out on our own.
23. The Library Office will be testing a new desktop scanner to enable us to move to a paperless – or at least less paper – office.
24. The Marketing and Communications storage area is the next area to be LEANed. Materials have been cleaned out and organized to be more easily accessible to staff.
25. FM staff have been preparing the cooling tower and chiller for warmer weather.
26. The Staff Recognition Committee will soon roll out a new recognition program structured around a variety of awards recognizing staff for one-time and ongoing achievement and above-and-beyond performance across a broad range of categories.

Library stories

27. Comments of appreciation for the HUB are expressed weekly to the HUB staff. HUB users also often stop by the reception desk on their way out to thank us for this service.

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**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
March 31, 2015**

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	23,260	1,089	10,175	391	1,830	36,745	334,446	342,535	-2%
-ebook	4,086					4,086	32,013	28,522	12%
-Digital Magazine	407					407	2,385	2,698	-12%
Teen	3,607	170	945	44	235	5,001	47,419	47,144	1%
Juvenile	<u>17,122</u>	<u>1,516</u>	<u>9,374</u>	<u>258</u>	<u>1,698</u>	<u>29,968</u>	<u>266,559</u>	<u>262,978</u>	1%
Total	48,482	2,775	20,494	693	3,763	76,207	682,822	683,877	0%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,857	62	926	10	115	2,970	27,462	31,100	-12%
-Digital	1,669					1,669	15,594	10,318	51%
Music									
-CD	4,889	281	724	175	265	6,334	63,640	68,031	-6%
-Digital	1,882					1,882	14,229	8,766	62%
Video									
-DVD	33,370	3,390	9,175	2,742	6,238	54,915	572,424	520,431	10%
- Digital	708					708	6,324	1,518	
Total Non-Print Material	44,375	3,733	10,825	2,927	6,618	68,478	699,673	640,164	9%
Total Circulation	92,857	6,508	31,319	3,620	10,381	144,685	1,382,495	1,324,041	4%
Computer Usage									
Onsite Computer Use	7,193	467	1,306	491	603	10,060	96,065	104,933	-8%
Computer Usage Remote						2,334,642	20,443,604	21,508,300	-5%
Database Statistics									
Database Sessions	1,210					1,210	11,070	12,411	-11%
Database Searches	64,723					64,723	495,387	415,311	19%
Total Registrations	370	21	111	5	16	523	4,974	4,834	3%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
March 31, 2015

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	22	2	5	1	0	30	208	212	-2%
Attendance	1325	67	222	1	0	1615	7992	7199	11%
Teen Events	15	1	1	1	0	18	159	191	-17%
Attendance	468	3	15	18	0	504	5146	6988	-26%
Juvenile Events	46	18	22	21	12	119	807	725	11%
Attendance	2006	373	1001	615	518	4513	27672	28800	-4%
Total Events	83	21	28	23	12	167	1174	1128	4%
Total Attendance	3799	443	1238	634	518	6632	40810	42987	-5%
Law Library									
Visitors	238					238	2255	2512	-10%
Phone Calls	90					90	879	790	11%
Questions Answered	356					356	3221	2983	8%