



# 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**  
**October 26, 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 September 28, 2015**
  - B. **Personnel Items**
- IV. FINANCIAL REPORT
  - A. **Financial Reports for the Month Ending September 30, 2015**
- V. REPORTS AND RECOMMENDATIONS
  - Recommendations
    - A. **2014 – 2015 Audit**
    - B. **Hub Card**
    - C. **Credit Card Terminals**
  - Reports
    - D. **First Quarter Strategic Planning Statistics**
    - E. Hub Update – Kevin King
    - F. Antiracism Transformation Team (ARTT) – Judi Rambow & Bill Caskey
    - G. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
  - A. Finance and Budget Committee
  - B. Personnel Committee
  - C. Fund Development Committee
  - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
  - A. Board Nominating Committee
  - B. **Director’s Report**
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. ADJOURNMENT

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: September 28, 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.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

- A. *Resolution to recognize Lisa A. Godfrey as the first Kalamazoo Public Library trustee to serve twenty-five consecutive years.*

Recommendation: Director Rohrbaugh recommended the Board adopt the resolution recognizing Lisa A. Godfrey as the first Kalamazoo Public Library trustee to serve twenty-five consecutive years.

MOTION: J. VANDERROEST MOVED TO ADOPT THE RESOLUTION RECOGNIZING LISA A. GODFREY AS THE FIRST KALAMAZOO PUBLIC LIBRARY TRUSTEE TO SERVE TWENTY-FIVE CONSECUTIVE YEARS.

MOTION CARRIED: 6-0.

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

No one addressed the Board.

**III. CONSENT CALENDAR**

- A. *Minutes of the Meeting of August 24, 2015*  
B. *Personnel Items*

**IV. FINANCIAL REPORTS**

- A. *Financial Reports for the Month Ending August 31, 2015*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending August 31, 2015.

Discussion: No discussion.

MOTION: V. WRIGHT MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING AUGUST 31, 2015.

MOTION CARRIED 7-0.

**V. REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

*A. Revised Registration Policy*

Recommendation: Director Rohrbaugh recommended board approval of a contract with Kercher Center for Social Research at Western Michigan University to undertake “The Kalamazoo Public Library Website and Catalog User Experience Study” and approval of a budget revision to include up to \$15,000 for this study.

Executive Summary: User experience studies, commonly referred to as UX studies, are increasingly important. Our website touches every part of our services: the access-point to our catalog, databases, digital services, local information, events, etc. It is important to know how our site is being used, what users like and don’t like, and how easy or difficult it is to locate information. Anecdotes have limited value; a survey or study is designed to provide data and useful reports to help us tailor our website and catalog.

Dr. Whitney DeCamp from the Kercher Center at WMU, led a community survey for us in November 2013, so it was natural to turn to him again. He met with us to understand our need. We shared information with him from the library literature about UX studies.

As outlined in the attached proposal, he proposes a study with three phases: analysis of statistics from our website and catalog; an online survey of patrons and an evaluation of natural use of the catalog; and user experience evaluation of specific tasks. The study would begin in October and conclude with a final report and recommendations in March or April. A small staff task force would then focus on what we learned from the UX and actions to address the findings.

The standard facilities and administrative or indirect costs for all WMU contracts, set by the WMU Board of Trustees, is 51%. With Dr. DeCamp’s help and information Director Rohrbaugh was able to provide, the indirect costs have been set at 35%.

The funding to cover the cost of this study would come from our fund balance at the end of 2014-2015.

MOTION: J. VANDERROEST MOVED AND C. TENBRINK SUPPORTED THE MOTION TO APPROVE THE CONTRACT WITH KERCHER CENTER FOR SOCIAL RESEARCH AT WESTERN MICHIGAN UNIVERSITY TO UNDERTAKE “THE KALAMAZOO PUBLIC LIBRARY WEBSITE AND CATALOG USER EXPERIENCE STUDY” AND APPROVAL OF A BUDGET REVISION TO INCLUDE UP TO \$15,000 FOR THIS STUDY.

Discussion: President Caple asked for additional details regarding Phase 2B: The User Experience through Natural Usage. Director Rohrbaugh stated Dr. DeCamp and his team will observe patrons in the building who are using the catalog and website. In the next phase, a bank of

Chromebooks would be set up, volunteer patrons will be given a set of instructions, and they will be observed as they attempt to carry out a given task, such as locating a specific item or information on the library's website.

L. Godfrey asked about whether the team would be observing mobile device usability. Director Rohrbaugh indicated the issue would most likely be addressed at least in the form of a survey. President Caple also voiced his support of focusing on usability on mobile devices.

C. TenBrink asked whether the study will be broken down into age groups. Director Rohrbaugh indicated that was her impression.

V. Wright requested additional details regarding the proposed gift card incentive for patrons participating in the study. Director Rohrbaugh said ideally the gift cards would be a combination of Downtown Dollars and Friends of KPL Bookstore certificates. L. Godfrey stated that those incentives might not be as effective for those participating in the study at branch locations. J. VanderRoest suggested a cash incentive. Director Rohrbaugh stated regardless of the ultimate form of the incentive, she wanted to leave that decision up to the library to reduce the overall indirect cost assessed by WMU.

MOTION CARRIED 7-0.

*B. Meeting Room Rental Rates*

Recommendation: Director Rohrbaugh recommended board approval to amend our meeting room costs to include \$25 for food or drink at any location and \$25 for use of the kitchenette at Central for outside groups renting our meeting rooms.

Executive Summary: We periodically review our room rental rates and procedures. Meeting rooms are intended to be a community service and not to be cost neutral, so rental rates are modest. However there is considerable abuse and clean-up required when food and drink are served and when our kitchenette at Central is used. Groups leave dirty dishes in the kitchenette and use our supplies; food remains, crumbs, and sticky furniture are often left for our Facilities Management staff to clean. We believe this charge will discourage groups from providing food and drink at their events while we will receive some compensation from those groups that do still choose to provide food or drinks.

This food and kitchenette charge would be effective October 1<sup>st</sup>; the date outside groups may begin booking rooms for 2016. Previously booked rooms through the end of 2015 would not be impacted.

MOTION: B. BROWN MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO AMEND OUR MEETING ROOM COSTS TO INCLUDE \$25 FOR FOOD OR DRINK AT ANY LOCATION AND \$25 FOR USE OF THE KITCHENETTE AT CENTRAL FOR OUTSIDE GROUPS RENTING OUR MEETING ROOMS.

Discussion: L. Godfrey asked whether or not such changes would affect the ways in which internal events are booked and how food is provided at those events. She also asked whether something should be done to ensure library staff members responsible for those events

properly clean up after themselves. Director Rohrbaugh stated a charge for food at internal events would effectively result in the library paying itself.

J. VanderRoest asked whether there is a check-out procedure involved when outside groups leave meeting spaces. He said other organizations have used this procedure and it he has found it to be effective. Director Rohrbaugh stated there is no procedure, because especially for evening events, this would fall to Facilities Management who would likely not have the time to respond to such requirements. Director Rohrbaugh asked S. Lindemann to comment. S. Lindemann agreed with that assessment. D. Schiller also agreed.

L. Godfrey inquired as to the number of groups that serve food at meetings. Director Rohrbaugh stated groups who do so are certainly the minority. L. Godfrey raised the possibility of banning food in meeting spaces altogether. President Caple asked about a group with whom he is affiliated that rents the Van Deusen Room quarterly and whether that group has ever had cleanup issues. Director Rohrbaugh and S. Lindemann indicated that was not the case. S. Lindemann said the groups that tend to push the boundaries of acceptable behavior regarding their service of food are few, but they generally use the space specifically for purpose of gathering for meals.

C. TenBrink stated she is part of a group that occasionally rents the Oshtemo Community Room and they tend to serve food. She said it is likely that the proposed added cost may make that room a less feasible option for the purposes of that organization.

S. Lindemann stated that groups who leave messes are the exception, but in one recent case, a room was left in such a state that it became necessary to impose upon them a \$25 cleanup charge. She went on to say that the very act of bringing food into a room generates additional cleanup time for Facilities Management staff, and when events occur back-to-back it can be very difficult to clean the room to a satisfactory degree between those events. This is due to the need to wipe down all tables and remove trash in addition to more routine tear-down tasks. By contrast, events where food is not served are relatively simple to clean up after.

President Caple said he believed the proposed \$25 food charge would be very affordable for outside groups wishing to use our meeting spaces. C. TenBrink stated that may be the case for some groups, but perhaps not for all. V. Wright pointed out there were other things to take into consideration such as the cleanliness of the kitchenette at Central Library.

MOTION CARRIED 6-1.

*C. Roth IRA Investment Option*

Recommendation: Director Rohrbaugh recommended board approval for adding a Roth IRA to our 403B plan to provide an additional investment option for employees.

Executive Summary: Investment plan documents must be restated on a regular five year cycle and a new plan document with an updated summary description is required. We are now at that point of restating our plan and it is a convenient opportunity to add this additional investment option for staff. The cost for adding this is minimal, about \$200 per year.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADD A ROTH IRA TO OUR 403B PLAN TO PROVIDE AN ADDITIONAL INVESTMENT OPTION FOR EMPLOYEES.

Discussion: C. Tenbrink expressed her support for this additional investment option. L. Godfrey asked whether staff had specifically requested this option. D. Schiller said in the past there had been staff who asked if Roth IRAs could be investigated. J. VanderRoest stated Roth IRAs are among the best investment options available.

MOTION CARRIED 7-0.

REPORTS:

*D. 2015 Summer Reading Challenge Wrap-Up – Michael Cockrell & Andrea Vernola*

Report: Director Rohrbaugh introduced M. Cockrell and A. Vernola, who led the Summer Reading Challenge initiative this year. M. Cockrell and A. Vernola distributed statistics regarding signups and prize collection.

A. Vernola stated that the upward trend in signups continued this year with 5,746 in total. She said they attribute that trend to increased awareness and promotion of the Summer Reading Challenge. Prize collection was strong for each age group with the exception of adults, who saw a decline in total number of prizes awarded. They believe this is due to the decreased total number of tangible prizes for adults. M. Cockrell stated that while some did not elect to claim the 15, 30, and 45 day prizes, many did come and claim their 60 day prize. This also speaks to the tendency of adults to view the Summer Reading Challenge as primarily aimed at children, which is certainly the case. 5,401 books were given to children this year as prizes.

Discussion: L. Godfrey said that it seemed as though Reference Desk staff aren't always up to speed on Summer Reading Challenge signup protocol. A. Vernola said she believes that may be the case because the vast majority of signups occur in the Children's Room, and the Reference Desk is frequently staffed by substitute librarians who may not be as comfortable with the procedure as other staff members. Summer Reading Challenge signup instructions are distributed to everyone who works at public service desks, however.

L. Godfrey asked about the removal of bonus activities such as attending library programs, visiting branches, etc. She also pointed out that it was much less of a *game* this year. A. Vernola agreed, and said that was part of the rationale for changing the name from 'Summer Reading Game' to 'Summer Reading Challenge'.

M. Cockrell expressed an interest in exploring an online component to the Summer Reading Challenge which would engage adults and make the event more of a celebration of reading and literature for that age group. A. Vernola agreed and stated new options were becoming available every year.

President Caple asked whether there was any talk about adult prizes as a driving force behind children's signups. M. Cockrell said he believes it is the other way around; parents are signing up as they bring their children in to the library to do the same.

Director Rohrbaugh expressed her pride in the Summer Reading Challenge, and in particular, the

ongoing KPL commitment to running the program for all three summer months, which is considerably longer than most libraries.

M. Cockrell also pointed out one large change this year was using a single game board for each age group, which saved a lot of money on design and printing. He was pleased to see that decision did not generate much negative feedback at all.

L. Godfrey asked whether anyone had thought about the idea of allowing adults to win books for their children instead of raffle tickets or other adult prizes from previous years. A. Vernola said that sounded like a good idea; there are libraries that do similar things. Lastly, she said the variety of books that were able to be given away this year was unprecedented due to a new arrangement with the distributor.

Disposition: Trustees thanked M. Cockrell and A. Vernola for their report.

**VI. COMMITTEE REPORTS**

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

B. *Personnel Committee* – No meeting.

C. *Fund Development and Allocations Committee* – No meeting.

D. *Director's Building Advisory Committee* – No meeting.

**VII. OTHER BUSINESS**

A. *Director's Report*

Report: Director Rohrbaugh began her report by reminding Trustees they are invited to the Park Club after the meeting to celebrate L. Godfrey's 25 years of service. She then spoke a bit about Orphan Train by Christina Baker Kline, the 2016 'Reading Together' selection, which was placed at each Trustee's seat. She said it looks like a strong selection this year, and one that has already been widely read by many book groups. She stated it appears as though there is a high level of interest in discussing the book and meeting the author, who will be in Kalamazoo on March 7<sup>th</sup>.

She then drew Trustees' attention to an item in the report regarding the annual audit. While the audit is generally brought to the October meeting, that may not be the case this year due to the auditors who require retirement information yet to be released by MPSERS. If it is not complete in time for the October meeting, it will appear at the meeting taking place in early December. Director Rohrbaugh then pointed to a number of successful back-to-school programs that recently took place, as well as a strong line-up of events taking place in the fall.

The final item she wished to address was the major work taking place on the tiles outside of Central Library. It is a significant and necessary restoration project which should be completed before winter.

Discussion: L. Godfrey asked whether trustees were free to attend the Digital Shift Conference, taking place on October 14<sup>th</sup>. Director Rohrbaugh stated trustees are welcome to attend and the attendance information will be distributed shortly.

L. Godfrey also asked where the Marketing & Communications Department's new videography intern is going to school. Director Rohrbaugh stated she is a freshman at Western Michigan University.

Lastly, L. Godfrey asked about the programming statistics and whether or not there is a target number of attendees for 'successful' events. Director Rohrbaugh said there is not a specific target number, but such things are discussed very frequently, especially regarding adult programs. She said she believes KPL may be currently providing too much adult programming and spreading the audience too thinly as a result. There appear to be considerable benefits to partnering with outside groups for programming of this type.

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 expressed her thanks for the recognition of her 25 years of service on the board.
- V. Wright said it is great to have a community record of L. Godfrey's service. She also expressed her enthusiasm for Orphan Train as the 2016 Reading Together selection.
- C. TenBrink had no comments.
- K. Randolph had no comments.
- R. Brown had no comments.
- J. VanderRoest recently visited the public library in Juneau, Alaska. The library is located on the 5<sup>th</sup> floor of a parking structure, and is very nicely laid out. One particularly interesting feature is a glass-walled children's area.
- President Caple stated his wife's book club recently read Orphan Train and found it compelling. He recently visited the Dingle Branch of the County Kerry Public Library system in Ireland and enjoyed the visit. He also expressed a final thanks to L. Godfrey for her years of service.

**X. ADJOURNMENT**

Hearing no objection, President Caple adjourned the meeting at 4:56 P.M

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

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Personnel Items**

DATE: October 26, 2015

**New Hire**

**Kala Luiza** will join the salaried staff in the KPLA Children's Programming Librarian II FTE 1.0 position in Youth Services effective November 1, 2015. Kala comes to KPL from Broward County Libraries in Fort Lauderdale, Florida where she has held positions in Youth Services, Adult Reference and Special Collections & Adult Services.

**Employee Transfer**

**Angelina Rodriguez** voluntarily transferred to the KPLSP FTE 1.0 Washington Square Library Assistant 4 position in Branch & IT Services effective October 16, 2015. Angelina most recently held the KPLSP FTE 1.0 Washington Square/Eastwood/Powell Library Assistant 3 position in the Branch & IT Services department. Angelina has been employed with KPL since February 2011.

**Hourly Staff**

**Separations**

Lynn Contos - Library aide - Oshtemo

**Employee Anniversaries**

**October**

- Mary Wischman – 33 yrs.
- Charlene LaGrone – 28 yrs.
- Karl Knack – 20 yrs.
- Beth Timmerman – 17 yrs.
- Ben Bruex – 16 yrs.
- Christine Hann – 16 yrs.
- Vik Jaglan – 15 yrs.
- Tami Russell – 8 yrs.
- Martha Lohrstorfer – 5 yrs. (post retirement)
- Andrea Vernola – 4 yrs.

- Saonna Johnson – 4 yrs.
- Gwen Oosterhouse – 3 yrs.
- Mikki Henry – 2 yrs.
- Katy Renaldi – 1 yr.
- Judi Tyus – 1 yr.
- Justin Barnes – 1 yr.
- Abigail Dame – 1 yr.
- Ann Kaskinen – 1 yr.
- Jennifer Wood – 1 yr.
- Mary Griswold – 1 yr.

### **November**

- Linda Smith – 40 yrs.
- Kathy Peterson – 26 yrs.
- Kevin King – 17 yrs.
- Carol Conrad – 17 yrs.
- Alex Hudson – 16 yrs.
- Amy Jastrzembki – 14 yrs.
- Mary Platte – 12 yrs.
- Judi Rambow – 9 yrs.
- Chris Kabell – 9 yrs.
- Sharon Linders – 8 yrs.
- Erika Dowdell – 8 yrs.
- Bill Caskey – 7 yrs.
- Joanna Lundberg – 6 yrs. (post retirement)
- Stefan Jovanovich – 5 yrs.
- Natalie Johnson – 1 yr.
- Laura Herman – 1 yr.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Financial Reports for the Month Ending  
September 30, 2015**

DATE: October 26, 2015

**Recommendation:**

**I recommend the Board accept the Financial Reports for the month ending September 30, 2015.**

**Executive Summary:**

Notes to the reports are included for your information.

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James E. VanderRoest, Treasurer

**Kalamazoo Public Library  
Internal Financial Statements  
For the month ending September 30, 2015**

Sources and Uses of Funds

Electronic Transfers

Sources of funds during the month of September totaled \$90,700 including \$65,000 from the Kalamazoo Community Foundation in support of ONEPlace. Uses of funds totaled \$900,142, and included the lump-sum \$100,000 contribution to the Municipal Employees Retirement System (MERS) approved by the board at the August meeting.

Electronic transfers totaled \$473,461 for the month, lower than usual due to the timing of payments made at the end of August to accommodate staff absences.

Governmental Cash Investment Report

The quarterly cash investment report as of September 30<sup>th</sup> does not reveal any changes in the investment plan. Returns on money market investments continue to be extremely low, with .25% on shorter term certificates of deposit the norm.

General Fund – Revenue and Expenditure Summary

Overall, total expenditures as of September 30<sup>th</sup> represent 27.91% of the Preliminary Budget. That is slightly above 25% complete due to the above mentioned lump sum payment to MERS of \$100,000 as revealed by the 42.32% complete status of Retirement expense in the Benefits category. Other line-items which exceed the "norm" of 25% were periodicals (52.86%), digital materials (55.1%), grounds maintenance (35.3%), building operations (76.17%), rent (29.5%), furniture & equipment repair & maintenance (27.82%), software as service (74.82%), cataloging & processing (38.15%), and insurance (61.95%). Most of these accounts have either service or maintenance contracts which encumber funds for anticipated services or prepay the contract in its entirety for the fiscal year.

Capital Improvement Plan

Expenditures in the capital fund during September totaled \$29,035 and represented invoices from Dell and Apple for a variety of computer equipment. Outstanding purchase orders totaled \$204,636 as of the end of September of which \$196,425 were for building projects including the central freight elevator, central marble tile maintenance, Eastwood roof repair, and central lighting control system. The central freight elevator and lighting control system projects will require budget adjustments from established contingency reserves.

Special Revenue Funds

Ready to Read Spelling Bee sponsorships and Memorial Gifts received a total of \$1,540 in gifts and contributions during the month of September. Expenditures totaled \$600.59 for Friends Mini-grants. A budget revision to accommodate carry-over from the prior year is anticipated and will roll the unspent budgets for many of unbudgeted line-items.

### Endowment Fund

Activity reported for August was dominated by the reflection of Unrealized Losses on Market Value at the end of the month to total a net change to market value of the fund of (\$152,468.14). Total Market value as of August 31<sup>st</sup> was \$3,799,157.

**Kalamazoo Public Library  
Combined Balance Sheet  
As of September 30, 2015**

	Operating	Capital	Special Revenue	Endowment
<b>Assets</b>				
<b>Cash &amp; Equivalents</b>				
Cash & Checking	\$2,612,154.47	\$1,909,860.51	\$99,440.35	\$377,646.61
Investments	\$1,625,979.93	\$0.00	\$71,587.65	\$3,421,510.25
<b>Total Cash &amp; Equivalents</b>	<b>\$4,238,134.40</b>	<b>\$1,909,860.51</b>	<b>\$171,028.00</b>	<b>\$3,799,156.86</b>
<b>Accounts Receivable</b>				
Accounts Receivable	\$2,390.29	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$2,390.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Other Assets</b>				
Other Assets	\$117,911.53	\$0.00	\$0.00	\$0.00
<b>Total Other</b>	<b>\$117,911.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$4,358,436.22</b>	<b>\$1,909,860.51</b>	<b>\$171,028.00</b>	<b>\$3,799,156.86</b>
<b>Liabilities and Fund Balance</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$116.71	\$0.00	\$0.00	\$0.00
Salaries Payable	\$24,234.11	\$0.00	\$0.00	\$0.00
Retirement Payable	\$56,176.25	\$0.00	\$0.00	\$0.00
<b>Total Accounts Payable</b>	<b>\$80,527.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Assets</b>				
Fund Balance	\$4,277,909.15	\$1,909,860.51	\$171,028.00	\$3,799,156.86
<b>Total</b>	<b>\$4,277,909.15</b>	<b>\$1,909,860.51</b>	<b>\$171,028.00</b>	<b>\$3,799,156.86</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$4,358,436.22</b>	<b>\$1,909,860.51</b>	<b>\$171,028.00</b>	<b>\$3,799,156.86</b>

**KALAMAZOO PUBLIC LIBRARY**  
**SOURCES AND USES OF FUNDS**  
**Governmental Pooled Funds**  
**For the month ending September 30, 2015**

		<u>September</u>	
<b>BEGINNING CASH BALANCE *</b>		\$	7,056,627
* Including short-term investments			
 <b><u>SOURCES OF CASH:</u></b>			
Property Tax Receipts	\$	3,005	
IFT/CFT, PILOT receipts	\$	-	
State Aid/MPSERS UAAL Rate Appropriation	\$	-	
District Court Penal Fines/Law Library Revenue	\$	-	
Interest Income	\$	2,297	
Library Fines & Fees	\$	13,966	
Other Sources: Gifts, Grants, & Reimbursements	\$	69,892	
Other Gifts (Ready to Read, etc)	\$	1,540	
<b>TOTAL SOURCES OF CASH</b>		<b>\$</b>	<b>90,700</b>
 <b><u>USES OF CASH:</u></b>			
Salaries & Wages	\$	(352,435)	
Benefits	\$	(248,111)	
Materials	\$	(93,207)	
Operating Expenditures	\$	(13,978)	
Facilities	\$	(37,048)	
Technical Services	\$	(41,726)	
Purchased Services	\$	(13,092)	
Other	\$	(54,907)	
Capital Expenditures	\$	(45,637)	
	\$	-	
<b>TOTAL USES OF CASH</b>		<b>\$</b>	<b>(900,142)</b>
 <b>ENDING CASH</b>		 <b>\$</b>	 <b>6,247,185</b>
 <b><u>Pooled Cash &amp; Investment Accounts</u></b>			
<b><u>Checking &amp; other liquid accounts</u></b>			
Fifth Third General & Payroll Checking Accounts	\$	156,747	
Flagstar General & Payroll Checking Account	\$	470,342	
First National NOW & ACH Transfer Accounts	\$	710,380	
Fifth Third Arcadia Admin	\$	6,712	
Midwest Business Exchange Account/Paypal	\$	15,258	
Pooled Cash Accounts	\$	1,359,440	
 <b><u>Pooled Investments</u></b>			
Fifth Third Bank, Fifth Third Securities, CD's	\$	52	
Flagstar Bank MM & CD's	\$	1,614,483	
First National Bank MM, ICS Savings, & CD's	\$	3,273,210	
Pooled Investment Accounts	\$	4,887,745	
<b>Total Pooled Cash &amp; Investments</b>	<b>\$</b>		<b>6,247,185</b>

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

		<b>From</b>	<b>To</b>	
9/1/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (1,134.00)
9/8/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (1,003.44)
9/15/2015	Payroll 9/15/2015	5/3 Payroll Check	Employee Accounts	\$ (124,050.11)
9/15/2015	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,317.10)
9/15/2015	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
9/15/2015	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (48,460.97)
9/17/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (1,134.00)
9/17/2015	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (4,263.75)
9/18/2015	403b Employee deductions	1st National ACH	Journey Retirement Services	\$ (6,133.41)
9/21/2015	MERS July catch-up	1st National Transfer	Municipal Employees Retirement System	\$ (3,923.62)
9/21/2015	MERS August catch-up	1st National Transfer	Municipal Employees Retirement System	\$ (3,913.52)
9/22/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (1,003.44)
9/22/2015	MERS Lump Sum	1st National Transfer	Municipal Employees Retirement System	\$ (100,000.00)
9/22/2015	Transfer to 1st National Checking	1st National ICS		\$ (500,000.00)
9/22/2015	Transfer from 1st National ICS		1st National Checking	\$ 500,000.00
9/22/2015	CD Maturity - 1st National	1st National Bank		\$ (308,187.62)
9/22/2015	CD Rollover - 1st National	1st National Bank	Rising rate 180 day .3%, .5%, 1.0%	\$ 308,719.12
9/24/2015	CD Maturity - 1st National	1st National Bank		\$ (308,074.49)
9/24/2015	CD Rollover - 1st National	1st National Bank	Rising rate 180 day .3%, .5%, 1.0%	\$ 308,719.12
9/30/2015	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (48,539.47)
9/30/2015	Payroll 8/31/2015	5/3 Payroll Check	Employee Accounts	\$ (122,256.58)
9/30/2015	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,163.10)
9/30/2015	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (4,128.75)
	<b>Total Transfers September</b>			<b>\$ (473,460.89)</b>

**Kalamazoo Public Library  
Governmental Cash Investment Report  
As of September 30, 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	\$ 156,747.20	Variable interest with Sweep Account
Flagstar Bank General Checking	\$ 470,342.20	Variable interest checking
First National Bank	\$ 630,260.92	Variable interest checking
First National Bank Limited Transfers	\$ 6,363.33	Restricted use ACH only
First National Bank Public Transfers	\$ 73,756.15	Checking-ACH only
Fifth Third Bank Arcadia Checking	\$ 6,712.26	Employee Section 125 Program
Subtotal - Checking	\$ 1,344,182.06	
<u>Money Market/Liquid Funds</u>		
First National Bank-ICS	\$ 2,608,509.73	Insured Cash Sweep/CDARS (multiple)
First National Bank Money Market	\$ 47,361.74	Liquid, PA 20 money market
Flagstar Bank - Interest bearing	\$ 605,893.72	Liquid, PA 20 interest bearing
Fifth Third Securities, money market cash	\$ 52.43	Liquid with interest cash for securities
Subtotal - Funds	\$ 3,261,817.62	
<u>Certificates of Deposit (maturity date order)</u>		
Flagstar Certificate of Deposit #112085255	\$ 506,528.65	90 days @ .25%, maturity 10/13/2015
First National Bank Certificate of Deposit #31008618	\$ 308,719.12	3/22/17 maturity, 6 mo terms .3%;.5%;1.0%
First National Bank Certificate of Deposit #31009673	\$ 308,619.35	3/24/17 maturity, 6 mo terms .3%;.5%;1.0%*
Flagstar CDARS	\$ 502,060.38	26 wk @ .25%, maturity 11/5/15 *
Subtotal - CDARS/CDs	\$ 1,625,927.50	
<b>Total Investments General Pooled Funds</b>	<b>\$ 6,231,927.18</b>	
<u>Other non-interest bearing</u>		
Paypal deposit account	\$ 5,687.06	
Petty Cash/Midwest Bus Exch/To be deposited	\$ 9,571.02	
Subtotal Other Cash	\$ 15,258.08	
<b>Total General Cash &amp; Investment Accounts</b>	<b>\$ 6,247,185.26</b>	

**Kalamazoo Public Library**  
**Revenue and Expenditure Summary**  
As of September 30, 2015

	Actual	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Revenue</b>						
Property Taxes	\$3,005.34	\$0.00	\$3,005.34	\$10,418,240.00	(\$10,415,234.66)	0.03%
Other Taxes	\$0.00	\$0.00	\$0.00	\$114,169.00	(\$114,169.00)	0.00%
Fines and Fees	\$13,966.37	\$0.00	\$38,735.57	\$175,000.00	(\$136,264.43)	22.13%
District Court Penal Fines	\$0.00	\$0.00	\$0.00	\$255,000.00	(\$255,000.00)	0.00%
Local Support	\$66,080.00	\$0.00	\$81,160.00	\$225,000.00	(\$143,840.00)	36.07%
Interest Income	\$2,296.54	\$0.00	\$3,485.55	\$15,010.00	(\$11,524.45)	23.22%
State Aid and Reimbursements	\$1,000.00	\$0.00	\$1,000.00	\$74,000.00	(\$73,000.00)	1.35%
Other	\$885.00	\$0.00	\$1,020.00	\$96,600.00	(\$95,580.00)	1.06%
<b>Total Revenue</b>	<b>\$87,233.25</b>	<b>\$0.00</b>	<b>\$128,406.46</b>	<b>\$11,373,019.00</b>	<b>(\$11,244,612.54)</b>	<b>1.13%</b>
<b>Expenditures</b>						
<b>Salaries</b>						
Administrator Salaries	\$55,432.25	\$0.00	\$168,546.73	\$653,722.00	\$485,175.27	25.78%
Librarian Salaries	\$107,266.64	\$0.00	\$323,004.03	\$1,365,580.00	\$1,042,575.97	23.65%
Supervisory Technical Salaries	\$58,651.00	\$0.00	\$176,309.32	\$723,775.00	\$547,465.68	24.36%
Library Assistant Salaries	\$126,940.43	\$0.00	\$390,351.11	\$1,617,240.00	\$1,226,888.89	24.14%
Hourly Staff	\$48,067.22	\$0.00	\$124,076.71	\$643,122.00	\$519,045.29	19.29%
Substitute Salaries	\$7,439.43	\$0.00	\$18,162.67	\$86,310.00	\$68,147.33	21.04%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$50,000.00)	(\$50,000.00)	0.00%
<b>Total</b>	<b>\$403,796.97</b>	<b>\$0.00</b>	<b>\$1,200,450.57</b>	<b>\$5,039,749.00</b>	<b>\$3,839,298.43</b>	<b>23.82%</b>
<b>Benefits</b>						
Employee Insurance	\$86,250.44	\$0.00	\$258,354.93	\$1,032,006.00	\$773,651.07	25.03%
Retirement	\$160,063.68	\$0.00	\$257,099.15	\$607,485.00	\$350,385.85	42.32%
Employer FICA-Medicare	\$30,498.78	\$0.00	\$91,644.27	\$384,535.00	\$292,890.73	23.83%
Other Benefits	\$2,050.00	\$0.00	\$21,386.88	\$150,675.00	\$129,288.12	14.19%
<b>Total</b>	<b>\$278,862.90</b>	<b>\$0.00</b>	<b>\$628,485.23</b>	<b>\$2,174,701.00</b>	<b>\$1,546,215.77</b>	<b>28.90%</b>
<b>Materials</b>						
Adult Books	\$56,663.30	\$46,358.09	\$150,911.34	\$496,600.00	\$345,688.66	30.39%
Juvenile Books	\$9,196.45	\$9,396.56	\$21,945.06	\$97,500.00	\$75,554.94	22.51%
Periodicals	\$562.66	\$0.00	\$28,414.22	\$53,751.00	\$25,336.78	52.86%
Audio-Visual Material	\$21,719.55	\$29,703.86	\$89,127.19	\$340,160.00	\$251,032.81	26.20%
Digital Materials	\$5,645.91	\$0.00	\$85,062.19	\$154,365.00	\$69,302.81	55.10%
<b>Total</b>	<b>\$93,787.87</b>	<b>\$85,458.51</b>	<b>\$375,460.00</b>	<b>\$1,142,376.00</b>	<b>\$766,916.00</b>	<b>32.87%</b>
<b>Facilities</b>						
Fuel	\$629.70	\$0.00	\$1,813.41	\$66,800.00	\$64,986.59	2.71%
Electricity	\$20,974.46	\$0.00	\$49,698.91	\$191,500.00	\$141,801.09	25.95%
Water	\$565.78	\$0.00	\$672.40	\$5,850.00	\$5,177.60	11.49%
Custodial Supplies	\$4,151.73	\$0.00	\$9,711.92	\$76,750.00	\$67,038.08	12.65%
Grounds Maintenance	\$1,515.87	\$1,250.00	\$17,011.20	\$48,196.00	\$31,184.80	35.30%
Vehicle Maintenance	\$429.80	\$0.00	\$594.81	\$5,500.00	\$4,905.19	10.81%
Building Repair	\$583.97	\$0.00	\$5,957.42	\$103,410.00	\$97,452.58	5.76%
Building Operations	\$6,859.39	\$65,282.75	\$101,353.23	\$133,055.00	\$31,701.77	76.17%
<b>Total</b>	<b>\$35,710.70</b>	<b>\$66,532.75</b>	<b>\$186,813.30</b>	<b>\$631,061.00</b>	<b>\$444,247.70</b>	<b>29.60%</b>
<b>Operating Expenses</b>						
Supplies	\$10,100.54	\$1,790.00	\$16,634.56	\$97,875.00	\$81,240.44	17.00%
Misc. Operating Expenses	\$8,145.69	\$6,680.00	\$28,091.72	\$116,928.00	\$88,836.28	24.02%
Postage & Freight	\$1,879.26	\$0.00	\$10,266.64	\$39,750.00	\$29,483.36	25.83%
Rent	\$2,981.19	\$1,050.00	\$9,468.57	\$32,100.00	\$22,631.43	29.50%
Processing Supplies	\$2,117.55	\$419.07	\$5,001.02	\$62,140.00	\$57,138.98	8.05%
<b>Total</b>	<b>\$25,224.23</b>	<b>\$9,939.07</b>	<b>\$69,462.51</b>	<b>\$348,793.00</b>	<b>\$279,330.49</b>	<b>19.92%</b>

**Kalamazoo Public Library**  
**Revenue and Expenditure Summary**  
As of September 30, 2015

	Actual	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Technical Services</b>						
F&E Repair & Maintenance	\$2,808.43	\$0.00	\$16,999.90	\$61,115.00	\$44,115.10	27.82%
Telecommunications	\$6,205.47	\$0.00	\$21,448.99	\$89,612.00	\$68,163.01	23.94%
Software as Service	\$657.32	\$0.00	\$160,197.13	\$192,161.00	\$31,963.87	83.37%
Software Licensing & Maint.	\$34,981.87	\$4,787.84	\$172,405.76	\$230,418.00	\$58,012.24	74.82%
Cataloging & Processing	\$3,302.65	\$0.00	\$32,544.38	\$85,300.00	\$52,755.62	38.15%
<b>Total</b>	<b>\$47,955.74</b>	<b>\$4,787.84</b>	<b>\$403,596.16</b>	<b>\$658,606.00</b>	<b>\$255,009.84</b>	<b>61.28%</b>
<b>Purchased Services</b>						
Security	\$11,091.22	\$0.00	\$25,405.74	\$177,872.00	\$152,466.26	14.28%
Insurance	\$2,001.03	\$0.00	\$53,584.70	\$86,500.00	\$32,915.30	61.95%
Legal Services	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Contracted Services	\$4,688.11	\$0.00	\$35,152.56	\$163,736.00	\$128,583.44	21.47%
Printing Services	\$20,211.41	\$0.00	\$20,165.41	\$97,000.00	\$76,834.59	20.79%
Advertising	\$2,506.10	\$0.00	\$8,689.30	\$65,000.00	\$56,310.70	13.37%
<b>Total</b>	<b>\$40,497.87</b>	<b>\$0.00</b>	<b>\$142,997.71</b>	<b>\$605,108.00</b>	<b>\$462,110.29</b>	<b>23.63%</b>
<b>Other Expenditures</b>						
Tax Charge Backs	\$4.05	\$0.00	\$5,095.47	\$50,000.00	\$44,904.53	10.19%
Staff Development	\$1,097.66	\$0.00	\$2,616.07	\$36,713.00	\$34,096.93	7.13%
Travel & Conference	\$1,071.69	\$0.00	\$1,685.63	\$58,731.00	\$57,045.37	2.87%
Board Expenses	\$0.00	\$0.00	\$0.00	\$8,080.00	\$8,080.00	0.00%
Programming Expenditures	\$15,172.68	\$0.00	\$29,560.44	\$160,275.00	\$130,714.56	18.44%
<b>Total</b>	<b>\$17,346.08</b>	<b>\$0.00</b>	<b>\$38,957.61</b>	<b>\$313,799.00</b>	<b>\$274,841.39</b>	<b>12.41%</b>
<b>Total</b>	<b>\$943,182.36</b>	<b>\$166,718.17</b>	<b>\$3,046,223.09</b>	<b>\$10,914,193.00</b>	<b>\$7,867,969.91</b>	<b>27.91%</b>
<b>Transfers</b>						
<b>Transfers In</b>						
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Transfers In</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Transfers Out</b>						
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00	0.00%
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$400,000.00</b>	<b>\$400,000.00</b>	<b>0.00%</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$400,000.00</b>	<b>\$400,000.00</b>	<b>0.00%</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$5,133,858.26</b>	<b>\$0.00</b>	<b>\$7,029,007.61</b>	<b>\$7,029,007.61</b>	<b>\$0.00</b>	<b>100.00%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$855,949.11)</b>	<b>(\$178,288.00)</b>	<b>(\$2,929,386.46)</b>	<b>\$58,826.00</b>	<b>(\$2,988,212.46)</b>	<b>(4979.75%)</b>
<b>ENDING FUND BALANCE</b>	<b>\$4,277,909.15</b>	<b>(\$178,288.00)</b>	<b>\$4,099,621.15</b>	<b>\$7,087,833.61</b>	<b>(\$2,988,212.46)</b>	<b>57.84%</b>

**Kalamazoo Public Library**  
**Capital Improvement Plan**  
September 30, 2015

	Actual	Encumbrances	YTD+Encumb	Budget	Variance
<b>Expenditures</b>					
<b>Furnishings</b>					
<b>Furnishings Reserve</b>					
810 - Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$117,572.00	\$117,572.00
<b>Total Furnishings Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$117,572.00</b>	<b>\$117,572.00</b>
<b>Central Library</b>					
889 - Children's Room Table/Chairs	\$0.00	\$0.00	\$0.00	\$5,328.00	\$5,328.00
892 - Local History Room Furniture	\$0.00	\$0.00	\$0.00	\$1,016.00	\$1,016.00
<b>Total Central Library</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,344.00</b>	<b>\$6,344.00</b>
<b>Branch Libraries</b>					
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$0.00	\$10,221.40	\$13,565.00	\$3,343.60
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00
882 - Oshtemo-Drop box	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00
894 - Oshtemo Refurb Phase I	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
<b>Total Branch Libraries</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,221.40</b>	<b>\$33,965.00</b>	<b>\$23,743.60</b>
<b>System-Wide Projects</b>					
814 - Chairs - Multiple Departments	\$0.00	\$1,258.81	\$2,004.59	\$6,294.00	\$4,289.41
<b>Total System-Wide Projects</b>	<b>\$0.00</b>	<b>\$1,258.81</b>	<b>\$2,004.59</b>	<b>\$6,294.00</b>	<b>\$4,289.41</b>
<b>Total Furniture &amp; Equipment</b>	<b>\$0.00</b>	<b>\$1,258.81</b>	<b>\$12,225.99</b>	<b>\$164,175.00</b>	<b>\$151,949.01</b>
<b>Building Alterations</b>					
<b>Building Reserve</b>					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$91,962.00	\$91,962.00
<b>Total Building Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$91,962.00</b>	<b>\$91,962.00</b>
<b>Structural Projects</b>					
805 - Central-Marble Tile Maintenance	\$0.00	\$47,400.00	\$47,400.00	\$70,000.00	\$22,600.00
828 - Eastwood Roof Repair	\$0.00	\$21,900.00	\$21,900.00	\$22,000.00	\$100.00
<b>Total Structural Projects</b>	<b>\$0.00</b>	<b>\$69,300.00</b>	<b>\$69,300.00</b>	<b>\$92,000.00</b>	<b>\$22,700.00</b>
<b>Mechanical Projects</b>					
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
841 - Central Louvers on AHU-2	\$0.00	\$0.00	\$11,200.00	\$11,200.00	\$0.00
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
895 - Central Freight Elevator	\$0.00	\$65,360.00	\$120,360.00	\$105,000.00	(\$15,360.00)
<b>Total Mechanical Projects</b>	<b>\$0.00</b>	<b>\$65,360.00</b>	<b>\$131,560.00</b>	<b>\$183,200.00</b>	<b>\$51,640.00</b>
<b>Control &amp; Security Systems</b>					
827 - Security Camera System	\$0.00	\$0.00	\$0.00	\$1,217.00	\$1,217.00
842 - Central Lighting Control System	\$0.00	\$61,765.00	\$61,765.00	\$60,000.00	(\$1,765.00)
<b>Total Control &amp; Security Systems</b>	<b>\$0.00</b>	<b>\$61,765.00</b>	<b>\$61,765.00</b>	<b>\$61,217.00</b>	<b>(\$548.00)</b>
<b>Other Facilities Projects</b>					
811 - Carpet Master Plan	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
893 - Delivery Vehicle	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00
<b>Total Other Facilities Projects</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$157,228.00</b>	<b>\$157,228.00</b>
<b>Total Building Alterations</b>	<b>\$0.00</b>	<b>\$196,425.00</b>	<b>\$262,625.00</b>	<b>\$585,607.00</b>	<b>\$322,982.00</b>

**Kalamazoo Public Library  
Capital Improvement Plan  
September 30, 2015**

	Actual	Encumbrances	YTD+Encumb	Budget	Variance
<b>Computer &amp; Technology</b>					
<b>Computer &amp; Tech. Reserve</b>					
830 - Computer & Technology Reserve	\$0.00	\$0.00	\$0.00	\$46,208.00	\$46,208.00
<b>Total Computer &amp; Tech. Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$46,208.00</b>	<b>\$46,208.00</b>
<b>Public Technology &amp; Hardware</b>					
831 - Automation Replacement	\$12,175.21	\$469.68	\$12,644.89	\$90,069.00	\$77,424.11
843 - Branch digital signage	\$0.00	\$0.00	\$0.00	\$6,069.00	\$6,069.00
865 - Game Carts - Teen	\$0.00	\$0.00	\$0.00	\$3,141.00	\$3,141.00
884 - Digital Lab Equipment	\$0.00	\$0.00	\$0.00	\$6,175.00	\$6,175.00
<b>Total</b>	<b>\$12,175.21</b>	<b>\$469.68</b>	<b>\$12,644.89</b>	<b>\$105,454.00</b>	<b>\$92,809.11</b>
<b>Portable Technology</b>					
878 - Portable Devices	\$14,960.00	\$0.00	\$17,459.95	\$35,618.00	\$18,158.05
<b>Total Portable Technology</b>	<b>\$14,960.00</b>	<b>\$0.00</b>	<b>\$17,459.95</b>	<b>\$35,618.00</b>	<b>\$18,158.05</b>
<b>Other Tech/Computer Equipment</b>					
854 - Other Tech/Computer Equipment	\$1,900.00	\$0.00	\$1,900.00	\$7,400.00	\$5,500.00
855 - Telephone System	\$0.00	\$6,483.03	\$6,883.03	\$13,245.00	\$6,361.97
879 - Office scanners	\$0.00	\$0.00	\$0.00	\$2,284.00	\$2,284.00
<b>Total Other Tech/Computer Equipment</b>	<b>\$1,900.00</b>	<b>\$6,483.03</b>	<b>\$8,783.03</b>	<b>\$22,929.00</b>	<b>\$14,145.97</b>
<b>Server Migration</b>					
856 - Server Migration Project	\$0.00	\$0.00	\$0.00	\$84,000.00	\$84,000.00
<b>Total Server Migration</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$84,000.00</b>	<b>\$84,000.00</b>
<b>RFID/Circulation</b>					
852 - RFID/ILS Equipment	\$0.00	\$0.00	\$0.00	\$7,934.00	\$7,934.00
<b>Total RFID/Circulation Tech.</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,934.00</b>	<b>\$7,934.00</b>
<b>Total Computer &amp; Technology</b>	<b>\$29,035.21</b>	<b>\$6,952.71</b>	<b>\$38,887.87</b>	<b>\$302,143.00</b>	<b>\$263,255.13</b>
<b>Total Expenditures</b>	<b>\$29,035.21</b>	<b>\$204,636.52</b>	<b>\$313,738.86</b>	<b>\$1,051,925.00</b>	<b>\$738,186.14</b>
<b>Transfers</b>					
<b>Transfers In/(Out)</b>					
<b>Transfers from other funds</b>					
800 - Capital Improvement Plan	\$0.00	\$0.00	\$0.00	(\$400,000.00)	(\$400,000.00)
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$400,000.00</b>	<b>\$400,000.00</b>
<b>Total Transfers</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$400,000.00</b>	<b>\$400,000.00</b>
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$498,212.07</b>	<b>\$0.00</b>	<b>\$578,279.20</b>	<b>\$578,279.20</b>	<b>\$0.00</b>
<b>TOTAL NET SURPLUS/(DEFICIT)</b>	<b>(\$29,035.21)</b>	<b>(\$204,636.52)</b>	<b>(\$313,738.86)</b>	<b>(\$651,925.00)</b>	<b>(\$338,186.14)</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$469,176.86</b>	<b>(\$204,636.52)</b>	<b>\$264,540.34</b>	<b>(\$73,645.80)</b>	<b>(\$338,186.14)</b>

**Kalamazoo Public Library**  
**Special Revenue Income Statement**  
September 2015

	Actual	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Revenue</b>						
<b>Local Support</b>						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
235 - Ready to Read - Spelling Bee	\$1,100.00	\$0.00	\$1,100.00	\$22,000.00	\$20,900.00	5.0%
301 - Gifts & Memorials - Materials	\$390.00	\$0.00	\$590.00	\$1,000.00	\$410.00	59.0%
308 - Library Gifts	\$50.00	\$0.00	\$150.00	\$500.00	\$350.00	30.0%
<b>Total Local Support</b>	<b>\$1,540.00</b>	<b>\$0.00</b>	<b>\$1,840.00</b>	<b>\$24,500.00</b>	<b>\$22,660.00</b>	<b>7.5%</b>
<b>Other</b>						
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$735.00	\$735.00	0.0%
<b>Total Other</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$735.00</b>	<b>\$735.00</b>	<b>0.0%</b>
<b>Total Revenue</b>	<b>\$1,540.00</b>	<b>\$0.00</b>	<b>\$1,840.00</b>	<b>\$25,235.00</b>	<b>\$23,395.00</b>	<b>7.3%</b>
<b>Expenditures</b>						
<b>Materials</b>						
<b>Adult Books</b>						
301 - Gifts & Memorials - Materials	\$92.61	\$408.90	\$909.54	\$1,000.00	\$90.46	91.0%
<b>Total Adult Books</b>	<b>\$92.61</b>	<b>\$408.90</b>	<b>\$909.54</b>	<b>\$1,000.00</b>	<b>\$90.46</b>	<b>91.0%</b>
<b>Juvenile Books</b>						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0.0%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$18,000.00	\$18,000.00	0.0%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	0.0%
<b>Total Juvenile Books</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,250.00</b>	<b>\$30,250.00</b>	<b>0.0%</b>
<b>Total</b>	<b>\$92.61</b>	<b>\$408.90</b>	<b>\$909.54</b>	<b>\$31,250.00</b>	<b>\$30,340.46</b>	<b>2.9%</b>
<b>Purchased Services</b>						
<b>Contracted Services</b>						
303 - History Room Gifts	\$0.00	\$0.00	\$594.00	\$0.00	(\$594.00)	0.0%
<b>Total Contracted Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$594.00</b>	<b>\$0.00</b>	<b>(\$594.00)</b>	<b>0.0%</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$594.00</b>	<b>\$0.00</b>	<b>(\$594.00)</b>	<b>0.0%</b>
<b>Other Expenditures</b>						
<b>Miscellaneous Disbursements</b>						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.0%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$3,726.00	\$3,726.00	0.0%
379 - Friends Mini-Grants 2015	\$600.59	\$0.00	\$750.59	\$0.00	(\$750.59)	0.0%
<b>Total Miscellaneous Disbursements</b>	<b>\$600.59</b>	<b>\$0.00</b>	<b>\$750.59</b>	<b>\$10,226.00</b>	<b>\$9,475.41</b>	<b>7.3%</b>
<b>Total</b>	<b>\$600.59</b>	<b>\$0.00</b>	<b>\$750.59</b>	<b>\$10,226.00</b>	<b>\$9,475.41</b>	<b>7.3%</b>
<b>Total</b>	<b>\$693.20</b>	<b>\$408.90</b>	<b>\$2,254.13</b>	<b>\$41,476.00</b>	<b>\$39,221.87</b>	<b>5.4%</b>
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$170,181.20</b>	<b>\$0.00</b>	<b>\$171,349.53</b>	<b>\$171,349.53</b>	<b>\$0.00</b>	<b>100.0%</b>
<b>TOTAL NET SURPLUS/(DEFICIT)</b>	<b>\$846.80</b>	<b>(\$448.85)</b>	<b>(\$414.13)</b>	<b>(\$16,241.00)</b>	<b>(\$15,826.87)</b>	<b>2.5%</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$171,028.00</b>	<b>(\$448.85)</b>	<b>\$170,935.40</b>	<b>\$155,108.53</b>	<b>(\$15,826.87)</b>	<b>110.2%</b>

**Kalamazoo Public Library  
Endowment Fund  
Report Date: August 31, 2015**

	<b>7/31/2015</b>		<b>%</b>	<b>8/31/2015</b>		<b>%</b>
	<b>Cost</b>	<b>Market</b>	<b>Cost to</b>	<b>Cost</b>	<b>Market</b>	<b>Cost to</b>
	<b>Basis</b>	<b>Basis</b>	<b>Market</b>	<b>Basis</b>	<b>Basis</b>	<b>Market</b>
			<b>Increase</b>			<b>Increase</b>
<b><u>Ameritrade Investments</u></b>						
Money Market Account - FDIC	\$ 243,242.85	\$ 243,242.85	0.0%	\$ 377,646.61	\$ 377,646.61	0.0%
Stocks	\$ 1,504,405.08	\$ 2,233,759.10	48.5%	\$ 1,504,405.08	\$ 2,063,052.25	37.1%
Fixed Income Investments	\$ 1,489,215.55	\$ 1,489,215.55	0.0%	\$ 1,359,914.83	\$ 1,358,458.00	-0.1%
	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	
<b>Total Value</b>	<b><u>\$ 3,236,863.48</u></b>	<b><u>\$ 3,966,217.50</u></b>	<b><u>22.5%</u></b>	<b><u>\$ 3,241,966.52</u></b>	<b><u>\$ 3,799,156.86</u></b>	<b><u>17.2%</u></b>
<b><u>Fund Balance</u></b>						
Assigned for Children's Endowment		<u>\$ 20,661.98</u>			<u>\$ 20,661.98</u>	
Kalamazoo Public Library Endowment		<u>\$ 3,945,555.52</u>			<u>\$ 3,778,494.88</u>	
<b><u>Year to Date Revenue &amp; Expenditures</u></b>						
Net Withdrawals/Deposits from/to Account		\$ -			\$ -	
Dividend and Interest Income		\$ 3,773.28			\$ 8,177.04	
Realized Gains (Losses) on Sale of Assets		\$ -			\$ -	
Unrealized Gains (Losses) on Market Value		\$ 16,776.95			\$ (154,687.45)	
Arcadia Investment Management Fee/Other		<u>\$ (5,957.73)</u>			<u>\$ (5,957.73)</u>	
<b>Net Change</b>		<b>\$ 14,592.50</b>			<b>\$ (152,468.14)</b>	

**Summary:**

Not stock trades occurred during August. A certificate of deposit at Ally Bank-Midvale was redeemed, resulting in the transfer of cash balances from fixed income investments to the money market account. The unrealized loss in market value reflects the reduction in stock market values as of August 31st.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Acceptance of Audited  
Financial Statements**

DATE: October 26, 2015

**Recommendation:**

I recommend board acceptance of the attached Financial Statements and auditor opinion for the year ending June 30, 2015 from Rehmann Robson.

**Executive Summary**

Due to the requirements of new Governmental Accounting Standard Board Statement Number 68 Accounting and Reporting for Pensions (GASB 68) and the timing of receiving final financial information from the State of Michigan, the final and dated report and audited financial statements for the year ending June 30, 2015 are not yet available.

However, a draft version of the financial statements and report from Rehmann Robson are enclosed. The final version is identical to the enclosed draft except for the dating of materials.

The Finance and Budget committee reviewed the audit and the auditor's opinion and recommends acceptance.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Hub Card**

DATE: October 26, 2015

**Recommendation:**

**I recommend board approval of a one-month Hub card available for \$10 per month to non-residents.**

**Executive Summary:**

The six-month trial period for offering a Hub card for \$10 per month ended on September 30. During the six months, we sold seventeen cards to appreciative non-residents who used The Hub for a variety of projects. This is a level of use we can easily sustain with the staff and equipment available.

Of the seventeen cards, seven were sold to Portage residents. Before our trial period, the Portage District Library asked about purchasing Hub cards they could then check out to their patrons. Given this few number of cards and the modest price, they have decided not to get involved.

Kevin King, Head of IT and Branches, will give a Hub update at the meeting.

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Credit Card Terminals**

DATE: October 26, 2015

**Recommendation:**

**I recommend board approval to purchase eight “chip and pin” credit card smart terminals for our eight self-check units for \$14,000 and to amend the budget accordingly.**

**Executive Summary:**

Support for our current credit card readers will end on June 30, 2016, as the industry converts to a chip and pin credit card system. The promotional pricing from 3M for a unit is \$1,699 through December 31, increasing to \$2,099 on January 1, 2016. The promotional total for our eight units would be \$13,592.

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

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Strategic Planning Quarterly  
Statistics 2015 - 2016**

DATE: October 26, 2015

Attached is the first quarter “Strategic Plan Quarterly Statistics 2015 – 2016”. This begins our third year with the priorities, goals, and objectives for 2013 – 2016 approved by the board in June 2013. Most goals are about where expected at this first quarter of the year. Comments on a few of them:

- 1.4 – No programs yet for this age group; will soon begin loaning iPads within the children’s room for child and adult to work together
- 3.5 – This summer’s Code Camp was popular, well received
- 7.1 and 7.2 – Use and attendance is strong!

Strategic Plan Quarterly Statistics 2015-2016

Priority 1 - Create young readers and learners: early literacy									
Children from birth to kindergarten will have materials, programs, and digital opportunities designed to ensure they will enter school ready to learn.									
Goal 1:	Children, birth to kindergarten, will have access to materials, programs, and digital opportunities to help them enter school ready to learn to read, write, and listen.								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target	
1.1	By June 30, 2016, the circulation of picture books, easy readers, and board books will increase by 10%.	45,853				<b>45,853</b>	173,428	26.4%	
1.2	Each year, at least 13,000 children, birth to kindergarten, will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	2,038				<b>2,038</b>	13,000	15.7%	
1.3	Each year, the number of people utilizing the Children's Room will increase by 10%.	13,624				<b>13,624</b>	66,513	20.5%	
1.4	By June 30, 2016, at least 150 children, birth to kindergarten, will utilize digital tools. Each subsequent year the number of children utilizing digital tools will increase by 10%. <b>(iPads and Chromebooks)</b>	-				-	150	0.0%	
1.5	Each year, the number of gift books the library distributes will increase by 5%.	295				<b>295</b>	7,519	3.9%	
Goal 2:	Parents and caregivers will have the tools and skills needed to prepare children, birth to kindergarten, to learn when they enter school.								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target	
2.1	At least once per year parents of young children will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 3rd Quarter							
2.2	Each year, at least 5,500 parents and caregivers will attend or participate in programs or outreach events sponsored or co-sponsored by the library designed to give them the tools to prepare children to learn when they enter school.	1,208				<b>1,208</b>	5,500	22.0%	

Strategic Plan Quarterly Statistics 2015-2016

Priority 2 - Stimulate imagination: reading, viewing, listening, and creating for pleasure								
Residents of all ages will have access to materials, programs and services designed to enhance their leisure time.								
Goal 3:	Children, first to fifth grade, will have materials, programs, and services that stimulate their imagination and provide pleasurable reading, viewing, listening, and creating experience							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
3.1	By June 30, 2016, the circulation of children's fiction will increase by 10%.	29,924				<b>29,924</b>	109,990	27.2%
3.2	By June 30, 2016, the circulation of children's music and movies will increase by 25%. <b>(Does not include Hoopla stats for Children's music and movies. Those are included in goal 5.2)</b>	26,549				<b>26,549</b>	117,563	22.6%
3.3	By June 30, 2016, the circulation of children's nonfiction will increase by 20%.	17,470				<b>17,470</b>	79,379	22.0%
3.4	Each year, at least 13,000 children will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	2,903				<b>2,903</b>	13,000	22.3%
3.5	By June 30, 2016, at least 150 of children, first to fifth grade, will utilize digital tools. Each subsequent year the number of children utilizing digital tools will increase by 10%.	107				<b>107</b>	150	71.3%
Goal 4:	Teens and tweens will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, listening, and creating experiences.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
4.1	By June 30, 2016, the circulation of teen reading collections will increase by 10%.	18,264				<b>18,264</b>	71,890	25.4%
4.2	Each year, at least 5,000 teens will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	1,595				<b>1,595</b>	5,000	31.9%
4.3	Each year, the number of people utilizing the Teen Room will increase by 5%.	6,669				<b>6,669</b>	34,011	19.6%
4.4	At least once per year teens and tweens will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 4th Quarter					-	

## Strategic Plan Quarterly Statistics 2015-2016

<b>Goal 5: Adults will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.</b>								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
5.1	By June 30, 2017, the circulation of adult reading collections will increase by 25%. <b>(Does not include audiobooks.)</b>	130,068				<b>130,068</b>	663,390	19.6%
5.2	By June 30, 2017, the circulation of adult music and movies will increase by 25%. <b>(Includes Children's music and movies from Hoopla)</b>	190,084				<b>190,084</b>	995,733	19.1%
5.3	Each year, at least 10,000 adults will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	2,583				<b>2,583</b>	10,000	25.8%
5.4	At least once per year adults will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 2nd Quarter						

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

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

<b>Goal 6: Everyone in Kalamazoo will have free high-speed internet access in the library and digital opportunities tailored to their needs.</b>								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
6.1	By June 30, 2016, the number of people who use a library computer will increase by 10%.	29,668				<b>29,668</b>	158,871	18.7%
6.2	By June 30, 2016, the number of unique users who use the library's Wi-Fi to connect to the Internet will increase by 50%. <b>(Reporting method corrected in FY 2014-2015)</b>	6,564				<b>6,564</b>	52,734	12.4%
6.3	By June 30, 2016, at least 1,500 people will utilize services in the digital lab. Each subsequent year, the number of people utilizing the digital lab will increase by 25%.	172				<b>172</b>	1,500	11.5%
6.4	At least once per year patrons will be surveyed on their use and satisfaction of digital technology, the library's website, social media, and other digital resources at the library.	Survey Conducted During 4th Quarter						

Strategic Plan Quarterly Statistics 2015-2016

Priority 4 - Discover and celebrate local: history, genealogy, information, and culture								
Residents and visitors will have the resources, tools, and programs necessary to understand and appreciate all aspects of the Kalamazoo community including its past, present, and future.								
Goal 7:	Residents and visitors will have the resources, tools, and programs to understand and appreciate local and family histories and the culture unique to Kalamazoo.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
7.1	By June 30, 2016, the number of hits on digitized local history collections will increase 30%.	8,811				<b>8,811</b>	12,618	69.8%
7.2	Each year, at least 3,000 people will attend locally focused programs or outreach events sponsored or co-sponsored by the library.	1,777				<b>1,777</b>	3,000	59.2%

**Director's Report  
October 2015**

From the director

1. Recent meetings and events attended include several D's meetings, our KPL Academy on digital services, Friends board meeting, the Digital Shift online conference, and several library programs. I also hosted several class 6 library directors earlier this month.
2. From the Friends of KPL October board meeting:
  - September income was \$7,190, slightly ahead of last year
  - October Bag Sale was successful but many books not sold; working on a plan to dispose of them – increase recycling, more to Better World Books
  - Working on rearranging storage area in the garage
  - Will be a gold level sponsor of the Spelling Bee and staff a membership table at the Bee
  - Will hold on setting date for January sale until timing of elevator work is known
3. Some dates for your calendar:
  - November 5 & 6 – Youth Literature Seminar – full information in brochure and website
  - November 11 – annual staff day; closed to the public
  - November 18 – Great Grown-Up Spelling Bee
  - December 8 – KPL Holiday Tea – additional information forthcoming
  - December 14 – November / December board meeting (no meeting in November)
4. Kevin King has been asked to stand for election to the PLA board. He and I discussed the impact on KPL and his other association involvement if he wins and we are both comfortable we could make it work smoothly.

Stimulate imagination

5. First graders from KPS continue to visit Central and branches for their first of three visits this school year. We will welcome and create cards for 1,200 students!
6. The visit from children's author, Katherine Applegate, was a big success and well attended by children and adults. She loved our library and was very complimentary to our staff. Her new middle-school grade novel, *Crenshaw*, was released on the day of her visit. Thanks to Bookbug for the partnership that brought her here.

7. Greg Neri, who writes for teens, also visited. He spent time with students at Maple Street and at the Juvenile Home. Students at both locations were prepared, having read at least one of his books. Later, he visited Powell and talked about *Ghetto Cowboy* to a large group from the Boys and Girls Club and Lakeside. A generous grant from the Friends allowed us to distribute copies of his books in advance of the visit.
8. For many years, some of the YS staff has worked on The Late Show, a community program of reading at bedtime to students in the Juvenile Home. Jill Lansky and Sue Warner select and prepare the readings and send them out to readers. The Kalamazoo Dept of Public Safety will now join the roster of readers.
9. Two recent author visits came off very well. On October 7<sup>th</sup> KPL hosted the Michigan Humanities Council's 2015-16 Great Michigan Read author Emily St. John Mandel. Mandel, the author of the Great Michigan Read selection *Station Eleven*, presented an entertaining lecture about the influences and inspirations behind her book along with a short reading and a great Q&A with the audience of 100 people. Staff from the Michigan Humanities Council was on hand and very happy with the event. We hope to continue our relationship with the Council and host future Great Michigan Read authors at KPL.
10. On October 15<sup>th</sup> we hosted local literary superstar Bonnie Jo Campbell to celebrate the release of her new story collection, *Mothers, Tell Your Daughters*. An enthusiastic crowd of 70 people, including Bonnie's mother, enjoyed a reading from the new book along with a timely essay entitled *What I Learned about Writing from My Mother*. Members of the writing-focused nonprofit **RAWK** were on hand to accept a donation from Bonnie Jo that had been raised for the group at the book release party and to share information about their organization.
11. Oshtemo's annual Fall Festival drew over 350 attendees who enjoyed crafts, activities, an outdoor photo booth, and fall snacks.
12. A report from our Midwest Tapes representative shows that the Hoopla service at KPL is doing very well in comparison to other Midwest Hoopla libraries of a comparable size. Of about 30 libraries, we ranked at the top or very near the top in all of the Midwest circulation categories. Our circulation as well as percentage of our patrons registered on hoopla has steadily increased since the service was launched in early 2014; we are circulating about 2000 items per month. In September the circulation was 1939 with 639 audiobook titles, 575 movie/television titles, 479 music titles, 152 ebooks, and 94 comics checked out.

#### Connect to the online world

13. Our top performing video on YouTube is the Drawing Manga program presented by Mark Crilley in June at Oshtemo. It was been viewed 9,460 times from 134 countries!

Celebrate local

14. A full house of fifty registered and attended “Beer Tasting with Alex Mantakounis” at Shakespeare’s as one of several *Booktoberfest* events.
15. Ruth Wilson reprised the *Write Your Own Obituary* program, which was a big hit at last year’s KPL Staff Day, for the public on October 15. A crowd of nearly 50 people enjoyed the event in the Local History Room. The program received lots of buzz due to a Channel 3 News story which boosted attendance. The concept of writing one’s own obituary seems to have struck a chord because Ruth has now been asked for an interview with a national CBS online affiliate and will be traveling to Grand Rapids to record the interview in a studio there.
16. We participated in the latest Project Connect at the fairgrounds Expo Center. This is an annual event connecting individuals and families to free on-site community services. KPL staff helped answer questions about and promote all of our services. This year they offered a new Kids Corner with activities and services directed at children; we helped staff this area and read stories to children during the event.
17. We joined libraries across the state in the organ donation awareness campaign *Libraries for Life*, October 5 -11. Staff operated an information booth during lunchtime each day and talked to patrons about the organ donation system and the lives that it saves. Staff helped several patrons register for the organ donation system and spoke to many more about the system and the value of organ donation in general.

Operations

18. All of the public catalog units have been replaced with Chromebase computers. They are faster and have larger screens with high resolution. They are more cost effective and easier for IT staff to maintain.
19. The lighting control panels at Central have been retrofit with new relay panels that are able to communicate with the existing building automation system. This addresses the components in the original system that no longer communicated with several of the panels.
20. Work is complete on the rebuild of the flat roof at Eastwood. The structure is now slopped to shed precipitation and the entire surface is covered with ice and water shield. This project was not intended to address ice dams on the entire structure, just the area over the stairwell where there has been substantial interior damage.
21. Work continues on the removal of the old grout between the tiles at Central with new epoxy been added.

Library stories

22. Not really a library story, but interesting observation from Thom Andrews from a recent conference he attended:

When I went to the Alliance for Nonprofit Management conference last week, I had two questions: how unique is the ONEplace model and what do other CBO's (Capacity Building Organizations) do around leader development.

First, at our CBO affinity group session, I learned that the ONEplace model is "unheard of." Many were envious of how we are organized and supported by the library and funding community. One colleague there called it "brilliant!" When they raised concerns about grantors backing out, I conveyed that I do what every nonprofit does in that I keep a strong relationship with our funders.

Second, because most CBOs rely on funds from consulting contracts, they are very organization-centered. Some may offer the occasional open-enrollment workshop for individuals but most of their work is board- or organizational-development related. Again, the ONEplace model allows us to focus on individual leader development while also providing board development services. It takes individual leaders to make any approach, structure, or model work, so by focusing on leader development we help build organizational capacity at the ground level.

Overall I came back not only with answers to my questions but with a reaffirmation of the foresight of KPL and others who created and continue to support ONEplace.

23. Part of a message from KPS about the first grade visits:

"The KPL staff members are a joy! Thanks for all you do to make these library visits meaningful to the students. It is a lot of work with changed schedules and staff adjustments, but I do appreciate your dedication to making this project a success for both the library and the school district."

**KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
September 30, 2015**

<b>Agency</b>	<b><u>Central Library</u></b>	<b><u>East wood</u></b>	<b><u>Oshtemo</u></b>	<b><u>Powell</u></b>	<b><u>Washington Square</u></b>	<b><u>Total</u></b>	<b><u>Year to Date</u></b>	<b><u>Prior Year to Date</u></b>	<b><u>% Change</u></b>
<b><u>BOOKS</u></b>									
-Adult	21,607	1,227	10,378	350	2,338	35,900	112,195	120,710	-7%
-ebook	4,275					4,275	13,356	10,612	26%
-Digital Magazine	391					391	1,061	712	49%
Teen	3,931	230	1,018	51	218	5,448	17,816	18,853	-6%
Juvenile	<u>15,477</u>	<u>1,393</u>	<u>8,058</u>	<u>363</u>	<u>1,260</u>	<u>26,551</u>	<u>92,458</u>	<u>98,680</u>	-6%
<b>Total</b>	<b><u>45,681</u></b>	<b><u>2,850</u></b>	<b><u>19,454</u></b>	<b><u>764</u></b>	<b><u>3,816</u></b>	<b><u>72,565</u></b>	<b><u>236,886</u></b>	<b><u>249,567</u></b>	-5%
<b><u>AUDIO-VISUAL</u></b>									
Audiobook									
-CD	1,693	82	912	8	108	2,803	9,254	10,484	-12%
-Digital	1,810					1,810	5,839	5,244	11%
Music									
-CD	4,830	339	827	169	389	6,554	19,781	22,615	-13%
-Digital	1,538					1,538	4,702	3,642	29%
Video									
-DVD	29,808	4,082	8,918	2,452	5,645	50,905	165,599	208,014	-20%
- Digital	575					575	1,599	2,058	-22%
<b>Total Non-Print Material</b>	<b><u>40,254</u></b>	<b><u>4,503</u></b>	<b><u>10,657</u></b>	<b><u>2,629</u></b>	<b><u>6,142</u></b>	<b><u>64,185</u></b>	<b><u>206,774</u></b>	<b><u>252,057</u></b>	-18%
<b>Total Circulation</b>	<b><u>85,935</u></b>	<b><u>7,353</u></b>	<b><u>30,111</u></b>	<b><u>3,393</u></b>	<b><u>9,958</u></b>	<b><u>136,750</u></b>	<b><u>443,660</u></b>	<b><u>501,624</u></b>	-12%
<b>Computer Usage</b>									
Onsite Computer Use	7,027	438	1,265	419	601	9,750	29,668	35,535	-17%
Computer Usage Remote						2,121,632	6,535,002	7,573,774	-14%
Wireless Internet	2,130					2,130	6,564	5,997	9%
<b>Database Statistics</b>									
Database Sessions	1,012					1,012	2,837	3,555	-20%
Database Searches	34,934					34,934	115,852	137,452	-16%
<b>Total Registrations</b>	659	28	121	17	25	850	1,946	1,915	2%

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Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<b><u>Programs/Tours</u></b>									
Adult Events	23	2	5	2	2	34	72	72	0%
Attendance	1361	93	63	18	21	1556	2742	3587	-24%
Teen Events	11	1	1	2	0	15	73	66	11%
Attendance	336	11	66	25	0	438	2180	2834	-23%
Juvenile Events	23	7	21	11	2	64	242	267	-9%
Attendance	670	89	714	261	83	1817	9184	10906	-16%
<b>Total Events</b>	<b>57</b>	<b>10</b>	<b>27</b>	<b>15</b>	<b>4</b>	<b>113</b>	<b>387</b>	<b>405</b>	-4%
<b>Total Attendance</b>	<b>2367</b>	<b>193</b>	<b>843</b>	<b>304</b>	<b>104</b>	<b>3811</b>	<b>14106</b>	<b>17327</b>	-19%
<b>Law Library</b>									
Visitors	295					<b>295</b>	775	<b>875</b>	-11%
Phone Calls	109					<b>109</b>	300	<b>315</b>	-5%
Questions Answered	446					<b>446</b>	1183	<b>1182</b>	0%