



Kalamazoo Public Library

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PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
December 14, 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 October 26, 2015*
 - B. *Personnel Items*
- IV. FINANCIAL REPORT
 - A. *Financial Reports for the Month Ending October 31, 2015 and November 30, 2015*
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. *Non-Resident Fee 2016*
 - B. *Board Meeting Calendar 2016*
 - C. Snowmelt Planning – Will be Brought to the Meeting
 - Reports
 - D. Database Demo – Caitlin Hoag
 - E. 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 Officer Nomination Slate
 - B. *Director’s Report*
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. ADJOURNMENT

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: October 26, 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 September 28, 2015*
- B. *Personnel Items*

IV. FINANCIAL REPORTS

- A. *Financial Reports for the Month Ending September 30, 2015*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending September 30, 2015.

Discussion: No discussion.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING SEPTEMBER 30, 2015.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

- A. *2014 – 2015 Audit*

Recommendation: Director Rohrbaugh recommended board acceptance of the revised 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.

MOTION: J. VANDERROEST MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ACCEPT THE REVISED FINANCIAL STATEMENTS AND AUDITOR OPINION FOR THE YEAR ENDING JUNE 30, 2015 FROM REHMANN ROBSON.

Discussion: D. Schiller drew attention to a handful of items from the Financial Statements and auditor opinion beginning with the CPA's statements regarding whether KPL's financial statements fairly represent the financial condition of the organization. She noted that the opinion did reflect such a relationship.

L. Godfrey pointed out that in a handful of places in the document, there are dates missing. D. Schiller stated this was because the library still had not received the final copy of the report from the auditors. L. Godfrey asked if despite this, the nature of the financial information was correct. D. Schiller stated that it was.

President Caple asked whether board acceptance of the audit would be compromised in any way without the correct dates listed. J. VanderRoest stated that in the opinion of the Finance & Budget Committee, it was deemed appropriate to accept the audit in its current form.

D. Schiller indicated there was one particular number to which she wished to draw board attention. The 'Statement of Net Position' includes recognition of GASB 68 which regards the potential liability for both of KPL's retirement systems. She described the Municipal Employees' Retirement System (MERS) as one of actual liability, as opposed to the Michigan Public School Employees Retirement System (MPSERS) which constitutes a cost-sharing liability.

Moving on to the Fund Level Financial Statement, D. Schiller stated the net change in fund balances was \$774,000 which is the result of revenues being higher than expenditures. She encouraged trustees to follow along with her to examine the results of the annual budget for a further explanation of the fund balance variance.

She first drew attention to a budget variance of an extra \$98,000. Combined with expenditures totaling approximately \$555,000 less than expected, the net variance comes to about \$654,000, which is roughly 6% of the annual budget. In August, \$100,000 was used to pay down the MERS liability. A close estimate budget revision for the current fiscal year will likely be coming to the board in January.

She stated that she felt the audit went very well. J. VanderRoest agreed and informed the board that the auditors were very complimentary of Diane and the Business Office staff. When compared to other audits Rehmann Robson has undertaken recently, KPL's was very straight-forward.

MOTION CARRIED 7-0.

B. Hub Card

Recommendation: Director Rohrbaugh recommended 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.

MOTION: J. VANDERROEST MOVED AND C. TENBRINK SUPPORTED THE MOTION TO APPROVE THE ONE-MONTH HUB CARD AVAILABLE FOR \$10 PER MONTH TO NON-RESIDENTS.

Discussion: L. Godfrey asked if the card could be renewable each month. Director Rohrbaugh indicated it could be. L. Godfrey asked if this would be easy to do away with if it was ever determined that it had run its course. Director Rohrbaugh said she believed that to be the case. President Caple inquired whether the ongoing oversight of this type of card would be minimal. Director Rohrbaugh stated that was so.

MOTION CARRIED 7-0.

C. Credit Card Terminals

Recommendation: Director Rohrbaugh recommended 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.

MOTION: V. WRIGHT MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE PURCHASE OF EIGHT "CHIP AND PIN" CREDIT CARD SMART TERMINALS FOR EIGHT SELF-CHECK UNITS FOR \$14,000 AND AMMEND THE BUDGET ACCORDINGLY.

Discussion: Director Rohrbaugh stated the chip and pin credit card terminals were necessary to keep up with technological trends. The systems currently in place will only be viable through the end of June 2016. It seems to make good sense to purchase these terminals now while they are on sale.

L. Godfrey stated that since she has begun to receive new chip and pin cards, she has had difficulties using them and asked whether the terminals we are likely to receive will be improved upon in the near future. President Caple indicated he did not believe that to be the case. He stated the proposed technology is in place elsewhere in the world and has been for some time. J. VanderRoest stated the technology has led to much safer transactions.

L. Godfrey asked whether the terminals were high enough quality to last for the foreseeable future. R. Brown said he assumed they would be, since they were being purchased through 3M and presumably came with some form of manufacturer's warranty. Director Rohrbaugh and G. Green confirmed they do come with a warranty and 3M provides onsite tech support as well.

MOTION CARRIED 7-0.

REPORTS:

D. First Quarter Strategic Planning Statistics

Report: Director Rohrbaugh began by drawing board attention to a number of specific goals.

Goal 1.4, which pertains to digital services for pre-kindergarten children, still has no associated data, but the Children's room plans to begin loaning iPads for use at KPL shortly.

Goal 3.5 concerns digital services for older children and is showing strong numbers due to a popular series of summer programs known as 'Code Camp'.

Lastly, goals 7.1 & 7.2 regarding digitized local history collections and attendance at locally-focused programs and outreach events respectively, are well ahead of schedule as per usual.

Discussion: No discussion.

Disposition: Trustees thanked Director Rohrbaugh for her report.

E. Hub Update – Kevin King

Report: K. King began his report by reminding trustees that The Hub has been in service for approximately a year and a half at this time. During this time, IT staff have noticed steady and consistent use from patrons. When looking at use in terms of production stations versus digitization stations, it is clear that digitization is the more popular activity. He added that even though use is heavily weighted towards digitization, we have not yet reached the point at which patrons have to wait in a queue for access to a station.

K. King continued by sharing some Hub Card statistics. So far, 41% have been sold to Portage residents, Comstock and Paw Paw residents account for the next largest shares, and a variety of outlying areas round out the remaining cards sold. Feedback has been positive, and residents of other library systems have thanked IT staff for the opportunity to take advantage of The Hub.

He stated that Hub staff have heard very encouraging stories from patrons regarding their learning processes. Additionally, Hub staff have found the process to be professionally beneficial, as a number have gone on to attend library school. He also added that many staff projects have been undertaken in The Hub and the response has been very positive.

K. King explained that equipment has gradually been added to The Hub, including scanners, a 3D printer, a light table for viewing slides and photographs prior to digitization, and additional digitization computers.

In the future, K. King would like to use The Hub as a repository for photos, videos, and other media relevant to the history of Kalamazoo. It would create an environment in which patrons could digitize their own photos and then opt to share them with us to add to our existing digital local history collection.

Furthermore, K. King is hoping to partner with outside instructors to provide dedicated times for teens and children to come and learn a specific skill, such as digital video production/editing or working with audio.

Discussion: L. Godfrey asked whether a spike in production is noticed due to events such as the Teen Filmmaker Festival. K. King stated that had not occurred noticeably just yet, but the connection with youth audiences has not been as aggressively pursued as he would like.

V. Wright asked how patrons in neighboring communities are hearing about The Hub. K. King stated he believes it's largely word of mouth, and they are likely being informed by their home libraries.

L. Godfrey asked what the curriculum for Code Camp looks like. K. King explained that it deals with basic coding techniques and software. The lessons are set up to build upon each other and gradually become more and more advanced.

Disposition: Trustees thanked K. King for his report.

F. Antiracism Transformation Team (ARTT) – Judi Rambow & Bill Caskey

Report: Director Rohrbaugh introduced Judi Rambow and Bill Caskey from the Antiracism Transformation Team.

B. Caskey began by explaining that part of his initial interest in public libraries was due to their status as a place that is open to all. By virtue of being a public space, they are part of the culture in which they exist and are subject to the same sociological forces that affect all public institutions.

He explained one of the best ways to start antiracism work is by institutionalizing and normalizing it. One way the Kalamazoo Public Library has chosen to do this is by building it into

the public services action plan, which guides service-based processes from year to year. Another way this is accomplished is by seeking partnerships with organizations which represent our community.

The *We Need Diverse Books* campaign has also been important in this process. The campaign was launched in April of 2014 with the intent of addressing the lack of diverse narratives within children's literature. For the last 30 years or so, the Cooperative Children's Book Council has been analyzing the number of books written by or about people of color, and have found they only represent about 10% of the books written for children. KPL has been a proud supporter of the *We Need Diverse Books* initiative since the summer of 2014.

J. Rambow then explained the racial equity impact assessment, which will be discussed in January at a Management Team retreat which will be facilitated by the Crossroads Antiracism Organization Committee and aims to address patterns of racial disparities in products, programs, and services at an institutional level. It will focus on three core areas: collection development, programming, and staffing practices. This assessment will hopefully become an annual undertaking which will track institutional progress.

Discussion: C. Tenbrink asked for additional details about the Crossroads organization. J. Rambow explained that it is a company that facilitates workshops of this sort. V. Wright said she was very pleased to see that the Antiracism Team was doing a great job of keeping these goals front & center. K. Randolph encouraged anyone in attendance who has not yet been to the one-day healing racism seminar at the YWCA to look into doing so.

Disposition: Trustees thanked B. Caskey and J. Rambow for their report.

G. Legislative Update – Diane Schiller

Report: D. Schiller began by explaining the MLA has had a number of thrusts supporting dedicated library millages and tax-captures. These efforts have been aimed at providing library administration and boards more authority over what happens to the tax-captures and dedicated millages. Legislation supporting this would also allow libraries to maintain existing relationships with Downtown Development Authorities and similar organizations.

She continued by stating there has also been some discussion regarding the division of penal fines stemming from motorcycle citations.

Additionally, she reported there are two different sets of legislation being drafted and considered regarding the carrying of firearms in public places. Both of these would discontinue open carry but allow concealed carry in 'no carry' zones, such as schools, but not libraries. Other proposed legislation would allow schools, daycare centers, and entertainment facilities to decide their own policies.

Lastly, Governor Snyder has proposed to pay off Detroit Public Schools \$750 million debt. Part of that debt is a large pension liability for school teachers within that district, which happens to be with MPSERS. This could affect KPL one way or the other via the shared MPSERS liability; Detroit Public Schools owns the lion's share of that liability.

Discussion: L. Godfrey asked whether there was any indication that the MLA-supported tax-capture legislation would become a reality. Directory Rohrbaugh indicated that it sounded like it could go either way. She said that it does appear to be the best effort to date, but it could take a number of years.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – Met to discuss the annual audit which was very productive.
- 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. *Board Nominating Committee*

Report: President Caple announced that in December it will once again be time to elect Board Officers and proposed the creation of an ad-hoc Board Nominating Committee which would report back at the December Board of Trustees meeting. He named Lisa Godfrey as chair of the committee, supported by C. TenBrink and Kerria Randolph.

Discussion: No discussion.

B. *Director’s Report*

Report: Director Rohrbaugh began with a few items that occurred recently enough to have not made their way into the prepared board packet. She noted that the *It’s My Library* campaign got underway today (10/26) and mentioned that the annual call for ‘Best of’ lists has gone out. Trustees are encouraged to submit their list of books, music, and movies for use on the website. Lastly, she stated she received a call from the Flint office of the Michigan Department of Civil Rights asking for additional details regarding a pending complaint filed against KPL by Melindia Jackson. She was also made aware that Ms. Jackson has filed a nearly identical complain against Otsego District Library.

She then called Trustees’ attention to a number of fall author visits, specifically Katherine Applegate’s recent visit which was very strongly attended. She then shared news that one of our YouTube videos, ‘Drawing Manga with Mark Crilley’ has garnered nearly 10,000 views and continues to rise.

She also reported that Ruth Wilson accepted a recent invitation to be interviewed by a national CBS online affiliate concerning her recent *Write Your Own* Obituary program. She may be traveling to Grand Rapids shortly to record in their studios there.

Director Rohrbaugh then reported the conclusion of three large facilities management projects: the lighting control panels have been retrofit with new relay panels, work is complete on the roof at Eastwood, and the grout between tiles on the exterior at Central has been removed and replaced with epoxy.

Discussion: President Caple congratulated K. King who has been asked to stand for election to the Public Library Association board.

J. VanderRoest asked for additional details regarding Project Connect. Director Rohrbaugh stated that event has been held for three or four years now and tends to be a great venue for answering questions and promoting services.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey had no comments.
- V. Wright said it was great to hear about the success of The Hub and is excited for future programming opportunities. She also thanked the AntiRacism Transformation Team again for their report and said she was pleased to see the progress of the project, as well as KPL's ongoing commitment to the work.
- C. TenBrink said she recently read Orphan Train and is looking forward to the Reading Together programs associated with it. She also said that she is looking forward to the Great Grownup Spelling Bee and is excited about the kickoff of *It's My Library*.
- K. Randolph stated he is eagerly anticipating the Great Grownup Spelling Bee as well.
- R. Brown said he considers the Great Grownup Spelling Bee to be one of the library's real highlights of the year. He also said he has a friend who uses the library's website frequently and was very excited to recently discover the mobile app.
- J. VanderRoest said he is looking forward to the Great Grownup Spelling Bee and mentioned he has friends who live between library systems to whom he recently made the suggestion of purchasing a non-resident card.
- President Caple said he is looking forward to seeing everyone at the Great Grownup Spelling Bee. He also reminded trustees to remember to speak directly into their microphones in order to maximize the effectiveness of the Hearing Loop.

X. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:24 P.M

X _____

Robert Brown
Secretary

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: December 14, 2015

Retirement

Nancy Stern has announced her retirement effective March 2016. Nancy currently holds the KPLA Librarian III position as the Washington Square Lead Librarian in the Branch & IT Services Department. She has been employed with the library since March 1973.

Resignation

Jennifer Cornell resigned from her position as Circulation Supervisor in the Tech & Circulations Services department effective November 30, 2015. Jennifer has been employed with the library since April 2008. She has accepted a position as a Training and Consulting Partner with ProQuest.

New Hire

Alex Hudson joined the salaried staff in the KPLSP Library Assistant 3 FTE 1.0 position in Branch & IT Services effective November 9, 2015. Alex has been employed with the library as a library aide since November 1999. He has been assigned primarily at the Washington Square Branch during his years of employment.

Hourly Staff

New Hires

Hillary Cloetingh – Library aide/Oshtemo

Elizabeth Overhiser – Library aide/Washington Square

Separations

Ann Kaskinen – Government docs intern

Dillion Stone – Web systems support intern

Alyssa Ouding – Library aide/Oshtemo

Andre Smith – Library aide/Washington Square

Henry Bongers – Network systems support intern

Employee Anniversaries

Diane Schiller – 25 yrs.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Months Ending
October 31, 2015 and November 30, 2015**

DATE: December 14, 2015

Recommendation:

I recommend the Board accept the Financial Reports for the month ending October 31, 2015 and November 30, 2015.

Executive Summary:

Notes to the reports are included for your information.

Jim VanderRoest, Treasurer

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**Kalamazoo Public Library
Internal Financial Statements
For the two months ending November 30, 2015**

Combined Balance Sheet

As of November 30, the library's general operating fund had \$2,855,183 in total assets, \$2,728,003 of which was held in cash and investments. Other assets of \$126,804 consisted primarily of the payment of the December MESSA insurance invoice. Liabilities totaled \$68,710.

Sources and Uses of Funds

Electronic Transfers

Sources of funds during the months of October and November totaled \$165,009 including \$33,600 Universal Service Fund, a \$15,000 United Way grant to ONEplace, and the law library contract quarterly payment of \$15,874.50. Uses of funds totaled \$1,733,155 for the two month period an average of \$866,000 per month. Governmental cash balances at November 30 totaled \$4,679,039. The electronic transfers report shows the conversion to ADP for the transmittal of employee net pay, taxes, child support, garnishments, and the associated processing fees including several implementation charges.

General Fund – Revenue and Expenditure Summary

October and November columns are shown on the Revenue and Expenditure Summary as well as the comparison of year-to-date balances to the Preliminary Budget. Expenditures for the two months are, in total, very comparable at \$807,614 and \$826,771 for October and November respectively. Comparison of the year to date balance of expenditure plus outstanding purchase orders as of the end of November represent 42.55% of the Preliminary budget total and are overall well within expected parameters at this point of the fiscal year.

Capital Improvement Plan

A gift of \$5,000 from the Wong Foundation in November is the sole revenue item recorded in the Capital Improvement Fund as of November 30th. Expenditures totaled \$74,090 for the two month time frame and included completion of the Central library exterior marble tile and the Eastwood Roof Repair projects, both completed under budget (projects 805 and 828 in the Building Alterations category).

Special Revenue Funds

Ready to Read Spelling Bee sponsorships and Memorial Gifts received a total of \$15,457 gifts and contributions during the months of October and November. Expenditures totaled \$2,062 for Friends Mini-grants, History Room projects, and materials. 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 both September and October was dominated continued volatility in market value, although part of the fiscal years market losses had been recovered by October 31st. Dividends and interest received through the end of October totaled \$15,483, offset by two quarterly management fee payments of \$11,915. The market value of the endowment portfolio totaled \$3,870,959 as of October 31.

Kalamazoo Community Foundation Statements

Both fund statements are presented from the Local History and Community Information Service Fund held at the Kalamazoo Community Foundation. The Kalamazoo Community Foundation portion, valued at \$27,631, and the Kalamazoo Public Library Agency portion, valued at \$72,456, total \$100,087 in available funds.

Kalamazoo Public Library
Combined Balance Sheet
As of November 30, 2015

	<u>Operating</u>	<u>Capital</u>	<u>Special Revenue</u>	<u>Endowment</u>
Assets				
Cash & Equivalents				
Cash & Checking	\$1,101,699.59	\$1,840,769.80	\$114,436.42	\$531,864.32
Investments	\$1,626,303.55	\$0.00	\$71,587.65	\$3,339,124.85
Total Cash & Equivalents	<u>\$2,728,003.14</u>	<u>\$1,840,769.80</u>	<u>\$186,024.07</u>	<u>\$3,870,989.17</u>
Accounts Receivable				
Accounts Receivable	\$376.04	\$0.00	\$0.00	\$0.00
Total	<u>\$376.04</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Other Assets				
Other Assets	\$126,803.76	\$0.00	\$0.00	\$0.00
Total Other	<u>\$126,803.76</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Assets	<u><u>\$2,855,182.94</u></u>	<u><u>\$1,840,769.80</u></u>	<u><u>\$186,024.07</u></u>	<u><u>\$3,870,989.17</u></u>
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$6,690.71	\$0.00	\$0.00	\$0.00
Salaries Payable	\$18,044.77	\$0.00	\$0.00	\$0.00
Retirement Payable	\$43,975.15	\$0.00	\$0.00	\$0.00
Total Accounts Payable	<u>\$68,710.63</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Net Assets				
Fund Balance	\$2,786,472.31	\$1,840,769.80	\$186,024.07	\$3,870,989.17
Total	<u>\$2,786,472.31</u>	<u>\$1,840,769.80</u>	<u>\$186,024.07</u>	<u>\$3,870,989.17</u>
Total Liabilities & Fund Balance	<u><u>\$2,855,182.94</u></u>	<u><u>\$1,840,769.80</u></u>	<u><u>\$186,024.07</u></u>	<u><u>\$3,870,989.17</u></u>

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the two months ending November 30, 2015**

	October and November	
BEGINNING CASH BALANCE *	\$	6,247,185
* Including short-term investments		
<u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$	18,163
IFT/CFT, PILOT receipts	\$	8,052
State Aid/Renaissance Zone Reimbursement	\$	21,434
USF Refund/Law Library Contract	\$	49,480
Interest Income	\$	1,786
Library Fines & Fees	\$	25,375
Other Sources: Gifts, Grants, & Reimbursements	\$	18,660
Other Gifts (Ready to Read, etc)	\$	22,059
TOTAL SOURCES OF CASH	\$	165,009
<u>USES OF CASH:</u>		
Salaries & Wages	\$	(857,995)
Benefits	\$	(328,867)
Materials	\$	(145,039)
Operating Expenditures	\$	(45,155)
Facilities	\$	(76,872)
Technical Services	\$	(45,659)
Purchased Services	\$	(75,895)
Other	\$	(88,654)
Capital Expenditures	\$	(69,019)
	\$	-
TOTAL USES OF CASH	\$	(1,733,155)
ENDING CASH	\$	4,679,039
<u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Fifth Third General	\$	216,544
Flagstar General	\$	263,129
First National NOW & ACH Transfer Accounts	\$	336,701
Fifth Third Arcadia Admin	\$	5,919
Midwest Business Exchange Account/Paypal	\$	17,438
Pooled Cash Accounts	\$	839,732
<u>Pooled Investments</u>		
Fifth Third Bank, Fifth Third Securities, CD's	\$	52
Flagstar Bank MM & CD's	\$	1,065,336
First National Bank MM, ICS Savings, & CD's	\$	2,773,919
Pooled Investment Accounts	\$	3,839,308
Total Pooled Cash & Investments	\$	4,679,039

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
October and November 2015**

Date	Description	From	To	Amount
10/1/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (1,034.00)
10/1/2015	MERS Employer Contribution	1st National Bank	Municipal Employees Retirement System	\$ (28,471.40)
10/1/2015	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,263.75)
10/1/2015	MPSERS Employer Contributions	1st National Bank	MPSERS	\$ (13,080.48)
10/1/2015	Transfer to 1st National ACH	1st National Checking		\$ (40,000.00)
10/1/2015	Transfer from 1st National Checking		1st National ACH	\$ 40,000.00
10/2/2015	Michigan Withholding Taxes -September	1st National Bank	State of Michigan	\$ (13,580.71)
10/2/2015	MPSERS Employer Contributions	1st National Bank	MPSERS	\$ (13,345.49)
10/6/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (1,003.44)
10/12/2015	ADP Payroll Fees	Flagstar General	ADP	\$ (822.00)
10/13/2015	CD Maturity - Flagstar Bank	Flagstar CD		\$ (506,528.65)
10/13/2015	CD Reinvested 90 days		Flagstar CD .25% matures 1/1/2016	\$ 506,852.27
10/15/2015	ADP Payroll 10/15/2015	Flagstar General	Net Payroll - ADP 10/15/2015	\$ (140,277.30)
10/15/2015	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (411.85)
10/15/2015	Garnishments	Flagstar General	ADP to various	\$ (309.30)
10/15/2015	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (30,856.96)
10/15/2015	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,274.86)
10/15/2015	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (6,852.21)
10/16/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (1,009.00)
10/16/2015	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,163.10)
10/20/2015	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,263.75)
10/20/2015	MPSERS Employer Contributions	1st National Bank	MPSERS	\$ (13,428.71)
10/20/2015	Transfer to 1st National ACH	1st National Checking		\$ (40,000.00)
10/20/2015	Transfer from 1st National Checking		1st National ACH	\$ 40,000.00
10/20/2015	Transfer to 1st National Limited ACH	1st National Checking		\$ (6,800.00)
10/20/2015	Transfer from 1st National Checking		1st National Limited ACH	\$ 6,800.00
10/23/2015	ADP Payroll Fees	Flagstar General	ADP	\$ (549.00)
10/23/2015	Transfer to Flagstar General	Flagstar Money Market		\$ (200,000.00)
10/23/2015	Transfer from Flagstar Money Market		Flagstar General Checking	\$ 200,000.00
10/28/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (1,003.44)
10/28/2015	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,163.10)
10/30/2015	ADP Payroll 10/30/2015	Flagstar General	Net Payroll - ADP 10/30/2015	\$ (137,484.41)
10/30/2015	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (411.85)
10/30/2015	Garnishments	Flagstar General	ADP to various	\$ (309.30)
10/30/2015	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (30,829.38)
10/30/2015	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,297.54)
10/30/2015	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (6,870.29)
10/30/2015	Transfer to 1st National Limited ACH	1st National Checking		\$ (6,400.00)
10/30/2015	Transfer from 1st National Checking		1st National Limited ACH	\$ 6,400.00
11/2/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (1,009.00)
11/3/2015	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,263.75)
11/4/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (1,003.44)
11/4/2015	MERS Employer Contribution	1st National Bank	Municipal Employees Retirement System	\$ (28,465.99)
11/4/2015	HCSP MERS Contributions	1st National Bank	Alerus/Employee Accounts	\$ (1,003.58)
11/4/2015	Transfer to 1st National ACH	1st National Checking		\$ (40,000.00)
11/4/2015	Transfer from 1st National Checking		1st National ACH	\$ 40,000.00
11/4/2015	Transfer to 1st National Checking	1st National ICS		\$ (500,000.00)
11/4/2015	Transfer from 1st National ICS		1st National Checking	\$ 500,000.00
11/6/2015	ADP Payroll Fees	Flagstar General	ADP	\$ (268.95)
11/13/2015	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,163.10)
11/13/2015	ADP Payroll 11/13/2015	Flagstar General	Net Payroll - ADP 11/13/2015	\$ (139,932.38)
11/13/2015	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (411.85)
11/13/2015	Garnishments	Flagstar General	ADP to various	\$ (309.30)
11/13/2015	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (30,889.65)
11/13/2015	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,314.57)
11/13/2015	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (6,848.34)
11/13/2015	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
October and November 2015**

Date	Description	From	To	Amount
11/13/2015	Garnishments	Flagstar General	ADP to various	\$ (309.30)
11/13/2015	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (32,782.13)
11/13/2015	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (20,782.02)
11/13/2015	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,384.20)
11/13/2015	Transfer to 1st National Limited ACH	1st National Checking		\$ (6,900.00)
11/13/2015	Transfer from 1st National Checking		1st National Limited ACH	\$ 6,900.00
11/16/2015	MPSERS Employer Contributions	1st National Bank	MPSERS	\$ (13,537.70)
11/16/2015	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,263.75)
11/17/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (1,009.00)
11/19/2015	MPSERS Employer Contributions	1st National Bank	MPSERS	\$ (13,537.70)
11/20/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (1,003.44)
11/20/2015	ADP Payroll/Implementation Fees	Flagstar General	ADP	\$ (2,967.63)
11/20/2015	HCSP MERS Contributions	1st National Bank	Alerus/Employee Accounts	\$ (1,003.58)
11/23/2015	Transfer to 1st National ACH	1st National Checking		\$ (30,000.00)
11/23/2015	Transfer from 1st National Checking		1st National ACH	\$ 30,000.00
11/23/2015	Transfer to Flagstar General	Flagstar Money Market		\$ (150,000.00)
11/23/2015	Transfer from Flagstar Money Market		Flagstar General Checking	\$ 150,000.00
11/30/2015	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,163.10)
11/30/2015	ADP Payroll 11/30/2015	Flagstar General	Net Payroll - ADP 11/30/2015	\$ (145,802.85)
11/30/2015	Transfer to 1st National ACH	1st National Checking		\$ (20,000.00)
11/30/2015	Transfer from 1st National Checking		1st National ACH	\$ 20,000.00
11/30/2015	Transfer to 1st National Limited ACH	1st National Checking		\$ (6,400.00)
11/30/2015	Transfer from 1st National Checking		1st National Limited ACH	\$ 6,400.00
11/30/2015	Transfer to Flagstar General	Flagstar Money Market		\$ (200,000.00)
11/30/2015	Transfer from Flagstar Money Market		Flagstar General Checking	\$ 200,000.00
Total Electronic Transfers October-November 2015				\$ (972,780.93)

Kalamazoo Public Library

Revenue and Expenditure Summary

October and November 2015

	October	November	Encumbrance	Year to Date	Preliminary Budget	Variance	% Complete
Revenue							
Property Taxes	\$5,940.79	\$12,220.83	\$0.00	\$21,166.96	\$10,418,240.00	(\$10,397,073.04)	0.20%
Other Taxes	\$29,485.91	\$0.00	\$0.00	\$29,485.91	\$114,169.00	(\$84,683.09)	25.83%
Fines and Fees	\$12,005.45	\$13,369.83	\$0.00	\$64,110.85	\$175,000.00	(\$110,889.15)	36.63%
District Court Penal Fines	\$0.00	\$0.00	\$0.00	\$0.00	\$255,000.00	(\$255,000.00)	0.00%
Local Support	\$2,510.00	\$16,150.00	\$0.00	\$99,820.00	\$225,000.00	(\$125,180.00)	44.36%
Interest Income	\$991.79	\$794.68	\$0.00	\$5,272.02	\$15,010.00	(\$9,737.98)	35.12%
State Aid and Reimbursements	\$0.00	\$0.00	\$0.00	\$1,000.00	\$74,000.00	(\$73,000.00)	1.35%
Other	\$49,474.50	\$5.00	\$0.00	\$50,499.50	\$96,600.00	(\$46,100.50)	52.28%
Total Revenue	\$100,408.44	\$42,540.34	\$0.00	\$271,355.24	\$11,373,019.00	(\$11,101,663.76)	2.39%
Expenditures							
Salaries							
Administrator Salaries	\$55,432.26	\$55,432.26	\$0.00	\$279,411.25	\$653,722.00	\$374,310.75	42.74%
Librarian Salaries	\$109,036.25	\$111,993.02	\$0.00	\$544,033.30	\$1,365,580.00	\$821,546.70	39.84%
Supervisory Technical Salaries	\$58,647.76	\$58,647.76	\$0.00	\$293,604.84	\$723,775.00	\$430,170.16	40.57%
Library Assistant Salaries	\$126,291.49	\$139,602.36	\$0.00	\$656,244.96	\$1,617,240.00	\$960,995.04	40.58%
Hourly Staff	\$53,976.43	\$50,360.79	\$0.00	\$228,413.93	\$643,122.00	\$414,708.07	35.52%
Substitute Salaries	\$5,094.92	\$5,671.34	\$0.00	\$28,928.93	\$86,310.00	\$57,381.07	33.52%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	(\$50,000.00)	(\$50,000.00)	0.00%
Total	\$408,479.11	\$421,707.53	\$0.00	\$2,030,637.21	\$5,039,749.00	\$3,009,111.79	40.29%
Benefits							
Employee Insurance	\$85,278.82	\$85,211.90	\$0.00	\$428,845.65	\$1,032,006.00	\$603,160.35	41.55%
Retirement	\$52,182.87	\$53,348.20	\$0.00	\$362,630.22	\$607,485.00	\$244,854.78	59.69%
Employer FICA-Medicare	\$30,730.31	\$31,835.96	\$0.00	\$154,210.54	\$384,535.00	\$230,324.46	40.10%
Other Benefits	\$2,530.36	\$2,425.00	\$0.00	\$26,342.24	\$150,675.00	\$124,332.76	17.48%
Total	\$170,722.36	\$172,821.06	\$0.00	\$972,028.65	\$2,174,701.00	\$1,202,672.35	44.70%
Materials							
Adult Books	\$44,853.45	\$31,113.26	\$22,760.40	\$203,280.36	\$496,600.00	\$293,319.64	40.93%
Juvenile Books	\$13,534.15	\$4,699.03	\$4,909.18	\$35,690.86	\$97,500.00	\$61,809.14	36.61%
Periodicals	\$159.01	\$626.74	\$0.00	\$29,199.97	\$53,751.00	\$24,551.03	54.32%
Audio-Visual Material	\$20,835.86	\$21,103.59	\$32,795.75	\$134,158.53	\$340,160.00	\$206,001.47	39.44%
Digital Materials	\$4,739.09	\$3,940.57	\$0.00	\$93,741.85	\$154,365.00	\$60,623.15	60.73%
Total	\$84,121.56	\$61,483.19	\$60,465.33	\$496,071.57	\$1,142,376.00	\$646,304.43	43.42%
Facilities							
Fuel	\$350.81	\$878.26	\$0.00	\$3,042.48	\$66,800.00	\$63,757.52	4.55%
Electricity	\$16,973.24	\$14,416.97	\$0.00	\$81,089.12	\$191,500.00	\$110,410.88	42.34%
Water	\$530.84	\$518.04	\$0.00	\$1,721.28	\$5,850.00	\$4,128.72	29.42%
Custodial Supplies	\$5,957.14	\$4,233.50	\$0.00	\$19,902.56	\$76,750.00	\$56,847.44	25.93%
Grounds Maintenance	\$2,415.00	\$2,100.82	\$0.00	\$20,277.02	\$48,196.00	\$27,918.98	42.07%
Vehicle Maintenance	\$290.93	\$101.00	\$0.00	\$986.74	\$5,500.00	\$4,513.26	17.94%
Building Repair	\$2,123.25	\$6,986.37	\$0.00	\$15,067.04	\$103,410.00	\$88,342.96	14.57%
Building Operations	\$11,173.87	\$5,129.63	\$53,703.50	\$106,077.48	\$133,055.00	\$26,977.52	79.72%
Total	\$39,815.08	\$34,364.59	\$53,703.50	\$248,163.72	\$631,061.00	\$382,897.28	39.32%
Operating Expenses							
Supplies	\$9,935.35	\$900.66	\$0.00	\$25,680.57	\$97,875.00	\$72,194.43	26.24%
Misc. Operating Expenses	\$7,195.46	\$12,702.42	\$1,220.00	\$42,529.60	\$116,928.00	\$74,398.40	36.37%
Postage & Freight	\$1,155.90	\$11,570.85	\$0.00	\$22,993.39	\$39,750.00	\$16,756.61	57.85%
Rent	\$2,456.19	\$2,456.19	\$1,050.00	\$14,380.95	\$32,100.00	\$17,719.05	44.80%
Processing Supplies	\$419.07	\$2,006.68	\$869.90	\$7,877.60	\$62,140.00	\$54,262.40	12.68%
Total	\$21,161.97	\$29,636.80	\$3,139.90	\$113,462.11	\$348,793.00	\$235,330.89	32.53%

Kalamazoo Public Library
Revenue and Expenditure Summary
 October and November 2015

	October	November	Encumbrance	Year to Date	Preliminary Budget	Variance	% Complete
Technical Services							
F&E Repair & Maintenance	\$2,257.52	\$2,968.84	\$0.00	\$22,226.26	\$61,115.00	\$38,888.74	36.37%
Telecommunications	\$7,230.35	\$10,242.16	\$0.00	\$38,921.50	\$89,612.00	\$50,690.50	43.43%
Software as Service	\$637.81	\$6,376.96	\$0.00	\$167,211.90	\$192,161.00	\$24,949.10	87.02%
Software Licensing & Maint.	\$5,809.44	\$14,004.37	\$0.00	\$187,431.73	\$230,418.00	\$42,986.27	81.34%
Cataloging & Processing	\$3,789.50	\$4,521.25	\$0.00	\$40,855.13	\$85,300.00	\$44,444.87	47.90%
Total	\$19,724.62	\$38,113.58	\$0.00	\$456,646.52	\$658,606.00	\$201,959.48	69.34%
Purchased Services							
Security	\$16,769.52	\$10,659.40	\$0.00	\$52,834.66	\$177,872.00	\$125,037.34	29.70%
Insurance	\$2,056.03	\$2,001.03	\$0.00	\$57,641.76	\$86,500.00	\$28,858.24	66.64%
Legal Services	\$144.00	\$0.00	\$0.00	\$144.00	\$15,000.00	\$14,856.00	0.96%
Contracted Services	\$16,069.35	\$8,231.35	\$11,124.00	\$70,577.26	\$163,736.00	\$93,158.74	43.10%
Printing Services	\$7,683.31	\$3,141.03	\$0.00	\$30,989.75	\$97,000.00	\$66,010.25	31.95%
Advertising	\$1,728.00	\$8,096.70	\$0.00	\$18,514.00	\$65,000.00	\$46,486.00	28.48%
Total	\$44,450.21	\$32,129.51	\$11,124.00	\$230,701.43	\$605,108.00	\$374,406.57	38.13%
Other Expenditures							
Tax Charge Backs	\$5,089.14	\$12,460.25	\$0.00	\$22,644.86	\$50,000.00	\$27,355.14	45.29%
Staff Development	\$1,240.32	\$2,819.98	\$1,695.00	\$8,371.37	\$36,713.00	\$28,341.63	22.80%
Travel & Conference	\$2,296.60	\$2,131.30	\$0.00	\$6,113.53	\$58,731.00	\$52,617.47	10.41%
Board Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$8,080.00	\$8,080.00	0.00%
Programming Expenditures	\$10,513.60	\$19,103.26	\$0.00	\$59,177.30	\$160,275.00	\$101,097.70	36.92%
Total	\$19,139.66	\$36,514.79	\$1,695.00	\$96,307.06	\$313,799.00	\$217,491.94	30.69%
Total	\$807,614.57	\$826,771.05	\$130,127.73	\$4,644,018.27	\$10,914,193.00	\$6,270,174.73	42.55%
Transfers							
Transfers In							
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Transfers Out							
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00	0.00%
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00	0.00%
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00	0.00%
Beginning Fund Balance	\$4,277,909.15	\$3,570,703.02	\$0.00	\$7,029,007.61	\$7,029,007.61	\$0.00	100.00%
Net Surplus/(Deficit)	(\$707,206.13)	(\$784,230.71)	(\$141,697.56)	(\$4,384,232.86)	\$58,826.00	(\$4,443,058.86)	(7452.88%)
Ending Fund Balance	\$3,570,703.02	\$2,786,472.31	(\$141,697.56)	\$2,644,774.75	\$7,087,833.61	(\$4,443,058.86)	37.31%

Capital Improvement Plan

October and November 2015

	October & November	Encumbrances	Year to Date + Encumbrances	Budget	Variance
Revenue					
Local Revenue					
Other Local Gifts & Grants					
830 - Computer & Technology Reserve	\$5,000.00	\$0.00	\$5,000.00	\$0.00	(\$5,000.00)
Total	\$5,000.00	\$0.00	\$5,000.00	\$0.00	(\$5,000.00)
Total Revenue	\$5,000.00	\$0.00	\$5,000.00	\$0.00	(\$5,000.00)
Expenditures					
Furnishings					
Furnishings Reserve					
810 - Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$117,572.00	\$117,572.00
Total Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$117,572.00	\$117,572.00
Central Library					
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
Total Central Library	\$0.00	\$0.00	\$0.00	\$6,344.00	\$6,344.00
Branch Libraries					
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$0.00	\$305.92	\$13,565.00	\$13,259.08
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
Total Branch Libraries	\$0.00	\$0.00	\$305.92	\$33,965.00	\$33,659.08
System-Wide Projects					
814 - Chairs - Multiple Departments	\$1,258.81	\$0.00	\$2,004.59	\$6,294.00	\$4,289.41
Total System-Wide Projects	\$1,258.81	\$0.00	\$2,004.59	\$6,294.00	\$4,289.41
Total Furniture & Equipment	\$1,258.81	\$0.00	\$2,310.51	\$164,175.00	\$161,864.49
Building Alterations					
Building Reserve					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$91,962.00	\$91,962.00
Total Building Reserve	\$0.00	\$0.00	\$0.00	\$91,962.00	\$91,962.00
Structural Projects					
805 - Central-Marble Tile Maintenance	\$47,400.00	\$0.00	\$47,400.00	\$70,000.00	\$22,600.00
828 - Eastwood Roof Repair	\$18,210.32	\$0.00	\$18,210.32	\$22,000.00	\$3,789.68
Total Structural Projects	\$65,610.32	\$0.00	\$65,610.32	\$92,000.00	\$26,389.68
Mechanical Projects					
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	\$1,543.43	\$63,816.64	\$120,360.07	\$105,000.00	(\$15,360.07)
Total Mechanical Projects	\$1,543.43	\$63,816.64	\$131,560.07	\$183,200.00	\$51,639.93
Control & Security Systems					
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)
Total Control & Security Systems	\$0.00	\$61,765.00	\$61,765.00	\$61,217.00	(\$548.00)
Other Facilities Projects					
811 - Carpet Master Plan	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
893 - Delivery Vehicle	\$0.00	\$25,455.50	\$25,455.50	\$60,000.00	\$34,544.50
Total Other Facilities Projects	\$0.00	\$25,455.50	\$25,455.50	\$157,228.00	\$131,772.50
Total Building Alterations	\$67,153.75	\$151,037.14	\$284,390.89	\$585,607.00	\$301,216.11

Capital Improvement Plan

October and November 2015

	October & November	Encumbrances	Year to Date + Encumbrances	Budget	Variance
Computer & Technology					
Computer & Tech. Reserve					
830 - Computer & Technology Reserve	\$0.00	\$0.00	\$0.00	\$46,208.00	\$46,208.00
Total Computer & Tech. Reserve	\$0.00	\$0.00	\$0.00	\$46,208.00	\$46,208.00
Public Technology & Hardware					
831 - Automation Replacement	\$2,229.77	\$0.00	\$14,404.98	\$90,069.00	\$75,664.02
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
Total	\$2,229.77	\$0.00	\$14,404.98	\$105,454.00	\$91,049.02
Portable Technology					
878 - Portable Devices	\$3,448.38	\$0.00	\$20,908.33	\$35,618.00	\$14,709.67
Total Portable Technology	\$3,448.38	\$0.00	\$20,908.33	\$35,618.00	\$14,709.67
Other Tech/Computer Equipment					
854 - Other Tech/Computer Equipment	\$0.00	\$0.00	\$1,900.00	\$7,400.00	\$5,500.00
855 - Telephone System	\$0.00	\$6,483.03	\$0.00	\$13,245.00	\$13,245.00
879 - Office scanners	\$0.00	\$0.00	\$0.00	\$2,284.00	\$2,284.00
Total Other Tech/Computer Equipment	\$0.00	\$6,483.03	\$1,900.00	\$22,929.00	\$21,029.00
Server Migration					
856 - Server Migration Project	\$0.00	\$0.00	\$0.00	\$84,000.00	\$84,000.00
Total Server Migration	\$0.00	\$0.00	\$0.00	\$84,000.00	\$84,000.00
RFID/Circulation					
852 - RFID/ILS Equipment	\$0.00	\$13,592.00	\$13,592.00	\$21,934.00	\$8,342.00
Total RFID/Circulation Tech.	\$0.00	\$13,592.00	\$13,592.00	\$21,934.00	\$8,342.00
Total Computer & Technology	\$5,678.15	\$20,075.03	\$50,805.31	\$316,143.00	\$265,337.69
Total Expenditures	\$74,090.71	\$171,112.17	\$337,506.71	\$1,065,925.00	\$728,418.29
Transfers In/(Out)					
Transfers from other funds					
800 - Capital Improvement Plan	\$0.00	\$0.00	\$0.00	(\$400,000.00)	(\$400,000.00)
Total	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00
Total Transfers	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00
Beginning Fund Balance	\$1,909,114.78	\$0.00	\$2,018,963.00	\$2,018,963.00	\$0.00
Net Surplus/(Deficit)	(\$69,090.71)	(\$171,112.17)	(\$332,506.71)	(\$665,925.00)	(\$333,418.29)
Ending Fund Balance	\$1,840,024.07	(\$171,112.17)	\$1,686,456.29	\$1,353,038.00	(\$333,418.29)

Kalamazoo Public Library
Special Revenue Income Statement
 October-November 2015

	October & November	Encumbrances	Year to Date	Preliminary Budget	Variance	% Complete
Revenue						
Local Support						
233 - Ready to Read - Gifts	\$500.00	\$0.00	\$500.00	\$1,000.00	\$500.00	50.0%
235 - Ready to Read - Spelling Bee	\$14,957.00	\$0.00	\$16,057.00	\$22,000.00	\$5,943.00	73.0%
301 - Gifts & Memorials - Materials	\$260.00	\$0.00	\$850.00	\$1,000.00	\$150.00	85.0%
308 - Library Gifts	\$291.85	\$0.00	\$441.85	\$500.00	\$58.15	88.4%
Total Local Support	\$16,008.85	\$0.00	\$17,848.85	\$24,500.00	\$6,651.15	72.9%
Other						
235 - Ready to Read - Spelling Bee	\$1,050.00	\$0.00	\$1,050.00	\$735.00	(\$315.00)	142.9%
Total Other	\$1,050.00	\$0.00	\$1,050.00	\$735.00	(\$315.00)	142.9%
Total Revenue	\$17,058.85	\$0.00	\$18,898.85	\$25,235.00	\$6,336.15	74.9%
Expenditures						
Materials						
Adult Books						
301 - Gifts & Memorials - Materials	\$573.08	\$94.00	\$1,167.72	\$1,000.00	(\$167.72)	116.8%
Total Adult Books	\$573.08	\$94.00	\$1,167.72	\$1,000.00	(\$167.72)	116.8%
Juvenile Books						
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%
Total Juvenile Books	\$0.00	\$0.00	\$0.00	\$30,250.00	\$30,250.00	0.0%
Audio-Visual Material						
301 - Gifts & Memorials - Materials	\$40.00	\$0.00	\$40.00	\$0.00	(\$40.00)	0.0%
Total Audio-Visual Materials	\$40.00	\$0.00	\$40.00	\$0.00	(\$40.00)	0.0%
Total Materials	\$613.08	\$94.00	\$1,207.72	\$31,250.00	\$30,042.28	3.9%
Purchased Services						
Contracted Services						
303 - History Room Gifts	\$594.00	\$0.00	\$1,188.00	\$0.00	(\$1,188.00)	0.0%
Total Contracted Services	\$594.00	\$0.00	\$1,188.00	\$0.00	(\$1,188.00)	0.0%
Total Purchased Services	\$594.00	\$0.00	\$1,188.00	\$0.00	(\$1,188.00)	0.0%
Other Expenditures						
Miscellaneous Disbursements						
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	\$855.70	\$0.00	\$1,606.29	\$0.00	(\$1,606.29)	0.0%
Total Misc. Disbursements	\$855.70	\$0.00	\$1,606.29	\$10,226.00	\$8,619.71	15.7%
Total Other Expenditures	\$855.70	\$0.00	\$1,606.29	\$10,226.00	\$8,619.71	15.7%
Total Expenditures	\$2,062.78	\$94.00	\$4,002.01	\$41,476.00	\$37,473.99	9.6%
Total Beginning Fund Balance	\$171,028.00	\$0.00	\$171,349.53	\$171,349.53	\$171,349.53	100.0%
Total Net Surplus (Deficit)	\$14,996.07	(\$94.00)	\$14,896.84	(\$16,241.00)	(\$31,137.84)	(91.7%)
Total Ending Fund Balance	\$186,024.07	(\$94.00)	\$186,246.37	\$155,108.53	\$140,211.69	110.6%

**Kalamazoo Public Library
Endowment Fund
Report Date: November 30, 2015**

	9/30/2015		%	10/31/2015		%
	Cost	Market	Cost to	Cost	Market	Cost to
	Basis	Basis	Market	Basis	Basis	Market
			Increase			Increase
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 533,544.93	\$ 533,544.93	0.0%	\$ 531,864.32	\$ 531,864.32	0.0%
Stocks	\$ 1,470,131.45	\$ 1,990,272.75	35.4%	\$ 1,470,131.45	\$ 2,129,286.60	44.8%
Fixed Income Investments	\$ 1,209,583.02	\$ 1,210,272.75	0.1%	\$ 1,209,583.02	\$ 1,209,808.25	0.0%
	\$ -	\$ -		\$ -	\$ -	
Total Value	\$ 3,213,259.40	\$ 3,734,090.43	16.2%	\$ 3,211,578.79	\$ 3,870,959.17	20.5%

Fund Balance

Assigned for Children's Endowment	\$ 20,661.98	\$ 20,661.98
Kalamazoo Public Library Endowment	\$ 3,713,428.45	\$ 3,850,297.19

Year to Date Revenue & Expenditures

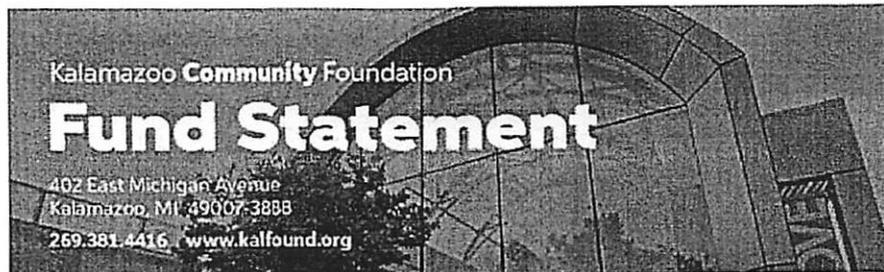
Net Withdrawals/Deposits from/to Account	\$ -	\$ -
Dividend and Interest Income	\$ 11,206.37	\$ 15,483.49
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ (222,313.70)	\$ (84,223.10)
Arcadia Investment Management Fee/Other	\$ (5,968.49)	\$ (11,926.22)
Net Change	\$ (217,075.82)	\$ (80,665.83)

Summary:

Activity during the two months ending October 31st included continuation of market volatility, with market losses recorded during the month of September with a partial recovery in October. Dividends received since the beginning of the fiscal year July 1 total \$15,483, offset by two quarters of management Fees totaling \$11,915.46. No trades occurred during the period.

**Kalamazoo Public Library Local History &
Community Information Service Fund
kpub04**

For the period of 10/1/2015 through 10/31/2015



Fund Activity

Your asset balance as of 10/1/2015	\$26,518.92
Gifts received (see detail)	\$0.00
Grants approved (see detail)	\$0.00
Net investment return	\$1,112.26
Foundation annual administrative fee	\$0.00
Other adjustments	\$0.00
Your asset balance as of 10/31/2015	\$27,631.18

Funds Available to Grant as of 12/3/2015 **\$27,631.18**

Please note: Variances between Grants approved (listed in Fund Activity) and Grant Detail are due to grant cancellations or refunds.

A Note about the Kalamazoo Community Foundation Annual Fee:

For more than 90 years the Kalamazoo Community Foundation has been a trusted philanthropic partner in our region and thousands of generous individuals and families have made this possible. The fees we assess each January (based upon the prior 6-30 fund balance) allow us to professionally manage and steward over 800 funds, support staff consultation, distribute grants and prepare gift acknowledgments. Our fees also help to cover the cost of the independent audit, and compliance with federal and state reporting requirements. For more information about your particular fund's fee, contact one of our Donor Relations Officers at 269-381-4416.

**Kalamazoo Public Library Local History &
Community Information Service Fund (Agency)
kpub03**

For the period of 10/1/2015 through 10/31/2015



Fund Activity

Your asset balance as of 10/1/2015	\$69,539.25
Gifts received (see detail)	\$0.00
Grants approved (see detail)	\$0.00
Net investment return	\$2,916.61
Foundation annual administrative fee	\$0.00
Other adjustments	\$0.00
Your asset balance as of 10/31/2015	\$72,455.86

Funds Available to Grant as of 12/3/2015 **\$72,455.86**

Please note: Variances between Grants approved (listed in Fund Activity) and Grant Detail are due to grant cancellations or refunds.

A Note about the Kalamazoo Community Foundation Annual Fee:

For more than 90 years the Kalamazoo Community Foundation has been a trusted philanthropic partner in our region and thousands of generous individuals and families have made this possible. The fees we assess each January (based upon the prior 6-30 fund balance) allow us to professionally manage and steward over 800 funds, support staff consultation, distribute grants and prepare gift acknowledgments. Our fees also help to cover the cost of the independent audit, and compliance with federal and state reporting requirements. For more information about your particular fund's fee, contact one of our Donor Relations Officers at 269-381-4416.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library DirectorRE: **Non-Resident Fee for 2016**

DATE: December 14, 2015

Recommendation:

I recommend the Board set the non-resident fee for 2016 at \$180 per household and \$90.00 per student non-resident card.

Executive Summary:

Kalamazoo Public Library's non-resident fee is based upon the average tax on a residential parcel within the library district. It is an average calculated by dividing the average residential property tax revenue by the total reported residential parcels. The fee for 2016 calculates at \$181.02 per household. During 2015 the library sold 19 household and 0 (zero) student non-resident cards, comparable to the past two years' experience although 30 household cards were sold in 2012.

Total parcels in the library decreased by another 5 households during the year to total 33,550 (during 2014 the number of households decreased by 120) while the taxable value of residential parcels rose by 2.17%. This resulted in a total increase in the district average residential property tax of \$983 per parcel. We are recommending rounding the non-resident fee down to the nearest \$5 increment per past practice.

Calculations for 2016 are:

Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
Kalamazoo City	19,723	769,772,330	\$39,029	\$154.49
Kalamazoo Twsp	6,901	262,483,964	\$38,036	\$150.56
Oshtemo Twsp	6,341	451,147,966	\$71,148	\$281.62
Texas Twsp	585	50,926,527	\$87,054	\$344.59
Total Library	33,550	1,534,330,787	\$45,733	\$181.02

Calculations for 2015 are:

Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
Kalamazoo City	19,820	757,394,945	\$38,214	\$151.26
Kalamazoo Twsp	6,912	257,834,829	\$37,302	\$147.65
Oshtemo Twsp	6,241	437,724,707	\$70,137	\$277.62
Texas Twsp	584	48,716,993	\$83,420	\$330.20
Total Library	33,557	1,501,671,474	\$44,750	\$177.13

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Calendar of Meetings for 2016**

DATE: December 14, 2015

Recommendation:

I recommend the Board adopt a calendar for meetings for the 2016 calendar year.

Executive Summary:

A suggested calendar for Board meetings during the 2016 calendar year has been developed and is attached for your consideration.

Kalamazoo Public Library

2016 Calendar for Meetings of the Library Board of Trustees

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

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

REGULAR BOARD MEETING DATES

January 25, 2016
February 22, 2016
March 28, 2016
April 25, 2016
May 23, 2016
June 20, 2016*

July 25, 2016
August 22, 2016
September 26, 2016
October 24, 2016
November 2016**
December 12, 2016

* Fourth Monday conflicts with ALA 2016.

** If a meeting is needed in November, it will be scheduled for November 28, 2016.

**Director's Report
December 2015**

From the director

1. Recent meetings and events attended include the usual DDA and DKI meetings, many internal meetings, several webinars, several library programs. I missed the November Friends' board meeting – I was at the Spelling Bee!
2. This year's Great Grown-Up Spelling Bee was another great success with about \$23,000 raised to purchase books for preschoolers. That will buy a lot of books!
3. The city will not be laying fiber optic cable this fall after all. Rather than wait, we will connect to KRESA, as discussed earlier with the board, through a Charter connection rather than directly to KRESA. We expect to bring additional information about the move of our servers to KRESA to the January board meeting.
4. The three smaller branches – Eastwood, Powell, and WS – are open just one night a week: Tuesday. (Oshtemo is open Monday and Tuesday evenings.) We plan to change the evening schedule effective March 1 for more flexibility in programming and use of the meeting rooms and for more locations open Monday through Wednesday, our busiest days. Oshtemo will continue to be open Monday and Tuesday evenings. Eastwood Monday, Powell Tuesday, and Washington Square Wednesday.
5. Our annual staff day was successful and well-received from comments that day and the follow-up survey. LEAN was a major focus along with a wide range of breakout sessions.

Create young readers

6. Participation at all preschool programs at Central has been strong this fall for Toddler Storytime, Baby Storytime, Family Storytime, and Musical Storytime.
7. Our association with KRESA's classes for teen mothers with their infants and toddlers is continuing. Fifteen students at Norrix are learning about language development and importance of talking, reading, singing, and playing with their children. *Ready to Read* is distributing books several times during the school year.
8. The 2016 Early Learning Calendar is in process and ready for distribution from all locations later in the month.

Stimulate imagination

9. Our annual Youth Literature Seminar was exceptional this year! Authors Jason Reynolds and Jacqueline Woodson were engaging, thoughtful, and generous with their time. Jackie spoke with students at Maple Street and young women at the Juvenile Home as well as a public program. Jason talked with young men at the Juvenile Home; both were speakers at the seminar. We had excellent attendance and staff heard many, many comments of thanks and appreciation.
10. The second of the two fall first grade visits are wrapping up. Students returned to hear stories, learn how to return a book, and find another book to check out and take back to school.
11. Team registrations for the Global Reading Challenge are coming in with another large group of 4th and 5th graders ready to read ten new books for the competition. We might have a record number of teams this year.
12. The MJ Party in teen was a nice success. Teens danced to Michael Jackson, had fun with the selfie station, and, of course, enjoyed snacks. Some lucky teens won tickets to the KSO's Michael Jackson performance.
13. Dedicated Rick Riordan fans celebrated their passion at Washington Square's Magnus Chase party. Teen staff had a great line-up of games, activities, and books to give away.
14. KPL staff were invited guests at the "student tea" hosted by librarians from the WMU Medical School. About thirty primarily second year students, along with some faculty and staff, stopped by to hear about KPL services and signed up for KPL cards. They were particularly excited to hear about our digital services.

Connect to the online world

15. The UX study of our catalog and website is underway. As the first step, the online survey is on our homepage. Please participate if you haven't already.
16. The IT Departments from KPL and Willard in Battle Creek will be sponsoring *Library Upload* on January 29. Tech staff from Michigan libraries are invited to present, share, and learn about projects to benefit patrons and staff.
17. KPL will soon be part of Flickr Commons, a joint project between Flickr and the Library of Congress, to "increase access to publicly-held photography collections, and provide a way for the general public to contribute information and knowledge." Photos from our Local History collection are being scanned for this project.

Celebrate local

18. The community room at Oshtemo was a voting site for the November 4 election for Oshtemo Township.

19. *It's My Library* is well launched. Look for new videos of our patrons explaining why KPL is their library, posted each week on our homepage.

Operations

20. KPL staff presented at this fall's MLA annual conference. Kevin King presented about The Hub; Bill Caskey, Dan Hoag, and Sue Warner gave a presentation on our arrangement of picture books into neighborhoods; and Matt Smith did a LEAN presentation along with a spark talk on "How Patron Bashing is Killing Our Spirit."
21. Bill Caskey and Sue Warner gave a professional development training session for the SW Michigan Association for the Education of Young Children organization. The topic was "Rich with Language." The audience was primarily preschool teachers.
22. Staff from branches and youth services are holding quarterly professional development meetings. Their first topic was Family Place Libraries and how to extend that philosophy beyond Central and Oshtemo; next is an overview of the Strengthening Families framework.
23. A new cargo van is on order and expected sometime soon. It is substantially larger to handle the increase in transporting materials among locations.
24. FM staff have been working to rebuild the retaining wall at Washington Square which holds back soil on the north side of the building and has helped reduce previous basement flooding problems there.
25. The exterior downward lights on the towers at Central have been replaced with LED lamps. This change, in addition to the new astronomical controls on all exterior lighting at Central will yield measurable energy savings.
26. Modernization of the freight elevator at Central has begun and is expected to continue throughout the month and possibly into January.

Library stories

27. From an Adult Services staff member: I had a patron call this week who had a LP recording that was important to her (I think it was a recording of a deceased relative singing a concert). She had searched the internet for conversion services in Kalamazoo and kept getting results for the library. She was not eligible for a library card, but really wanted to use the service. She was THRILLED that we offered The Hub card for a reasonable price and had the equipment to allow her to do the conversion. I have no way to confirm but I am hopeful she follows through and ends up using the service for her awesome project.
28. One of the students attending the medical school student tea sent the following message to the med school librarian: "Hello librarians! THANK YOU for making it so easy to sign up for a library card. I did not do it last year because (insert too many excuses here). But this is life changing!! Please let the KPL people know that they're changing lives!"

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**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
October 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>BOOKS</u>									
-Adult	24,077	1,105	10,013	403	2,519	38,117	150,362	158,669	-5%
-ebook	4,261					4,261	17,617	14,066	25%
-Digital Magazine	453					453	1,514	884	71%
Teen	4,337	180	994	48	223	5,782	23,598	23,905	-1%
Juvenile	<u>16,814</u>	<u>1,425</u>	<u>9,172</u>	<u>365</u>	<u>1,189</u>	<u>28,965</u>	<u>121,423</u>	<u>129,282</u>	-6%
Total	<u>49,942</u>	<u>2,710</u>	<u>20,179</u>	<u>816</u>	<u>3,931</u>	<u>77,578</u>	<u>314,514</u>	<u>326,806</u>	-4%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,740	64	930	7	133	2,874	12,128	13,469	-10%
-Digital	2,241					2,241	8,080	6,873	18%
Music									
-CD	4,627	264	863	80	435	6,269	26,050	30,591	-15%
-Digital	1,504					1,504	6,206	4,882	27%
Video									
-DVD	29,841	3,519	9,015	2,870	5,340	50,585	216,184	275,780	-22%
- Digital	553					553	2,152	2,647	-19%
Total Non-Print Material	<u>40,506</u>	<u>3,847</u>	<u>10,808</u>	<u>2,957</u>	<u>5,908</u>	<u>64,026</u>	<u>270,800</u>	<u>334,242</u>	-19%
Total Circulation	<u>90,448</u>	<u>6,557</u>	<u>30,987</u>	<u>3,773</u>	<u>9,839</u>	<u>141,604</u>	<u>585,314</u>	<u>661,048</u>	-11%
Computer Usage									
Onsite Computer Use	7,455	533	1,203	441	617	10,249	39,917	47,398	-16%
Computer Usage Remote						2,204,150	8,739,152	9,842,126	-11%
Wireless Internet	2,097					2,097	8,661	8,031	8%
Database Statistics									
Database Sessions	1,326					1,326	4,163	5,014	-17%
Database Searches	40,856					40,856	156,708	197,285	-21%
Total Registrations	1,033	26	102	7	25	1,193	3,139	2,430	29%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
October 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	34	1	5	2	0	42	114	107	7%
Attendance	886	17	178	20	0	1101	3843	4577	-16%
Teen Events	7	1	2	1	0	11	84	86	-2%
Attendance	221	22	28	52	0	323	2503	3205	-22%
Juvenile Events	34	15	29	19	7	104	346	378	-8%
Attendance	1121	270	954	263	333	2941	12125	14971	-19%
Total Events	75	17	36	22	7	157	544	571	-5%
Total Attendance	2228	309	1160	335	333	4365	18471	22753	-19%
Law Library									
Visitors	295					295	1070	1149	-7%
Phone Calls	109					109	409	431	-5%
Questions Answered	446					446	1629	1568	4%

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

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
BOOKS									
-Adult	21,073	942	9,127	310	2,062	33,514	183,686	192,829	-5%
-ebook	4,097					4,097	21,714	17,531	24%
-Digital Magazine	282					282	1,796	1,082	66%
Teen	4,253	188	1,050	33	181	5,705	29,303	28,665	2%
Juvenile	<u>16,094</u>	<u>1,025</u>	<u>8,339</u>	<u>356</u>	<u>1,291</u>	<u>27,105</u>	<u>148,528</u>	<u>158,204</u>	-6%
Total	45,799	2,155	18,516	699	3,534	70,703	385,027	398,311	-3%
AUDIO-VISUAL									
Audiobook									
-CD	1,527	34	875	12	91	2,539	14,667	16,249	-10%
-Digital	1,866					1,866	9,946	8,592	16%
Music									
-CD	4,840	226	829	126	318	6,339	32,389	37,527	-14%
-Digital	1,912					1,912	8,118	6,749	20%
Video									
-DVD	30,593	3,799	8,670	3,076	5,641	51,779	267,963	338,272	-21%
- Digital	726					726	2,878	3,412	-16%
Total Non-Print Material	41,464	4,059	10,374	3,214	6,050	65,161	335,961	410,801	-18%
Total Circulation	87,263	6,214	28,890	3,913	9,584	135,864	720,988	809,112	-11%
Computer Usage									
Onsite Computer Use	6,773	408	1,090	461	511	9,243	49,160	56,592	-13%
Computer Usage Remote						2,060,824	10,799,976	11,833,679	-9%
Wireless Internet	2,027					2,027	10,688	9,662	11%
Database Statistics									
Database Sessions	760					760	4,923	6,232	-21%
Database Searches	33,620					33,620	190,328	257,833	-26%
Total Registrations	254	8	54	15	19	350	3,489	2,875	21%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
November 30, 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	15	0	0	3	1	19	133	117	14%
Attendance	297	0	0	59	2	358	4201	4701	-11%
Teen Events	11	1	0	0	0	12	96	99	-3%
Attendance	692	4	0	0	0	696	3199	3537	-10%
Juvenile Events	29	13	25	13	11	91	437	463	-6%
Attendance	1096	175	784	122	320	2497	14622	17436	-16%
Total Events	55	14	25	16	12	122	666	679	-2%
Total Attendance	2085	179	784	181	322	3551	22022	25674	-14%
Law Library									
Visitors	295					295	1365	1149	19%
Phone Calls	109					109	518	431	20%
Questions Answered	446					446	2075	1568	32%

Social Media



Statistics

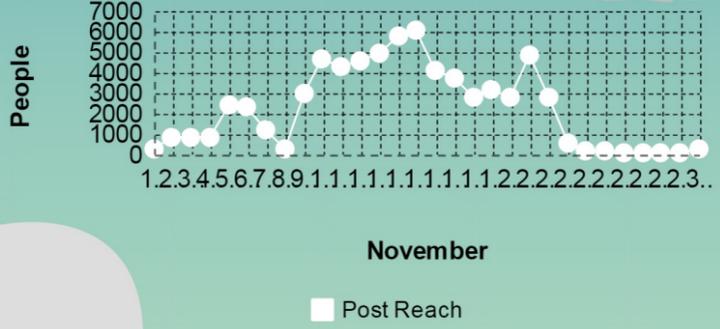
November



4321 Likes

Followers Reached

The Great Grown-Up Spelling Bee was our most engaging event this month! Thanks to everyone involved!



146 New Followers In November

First Snow at Oshtemo



270

Followers

Loving all the great IML Selfies!



17 New Followers in November

The top tweet in November was this retweet:



3271 Total Followers

85 Link Clicks

19 Retweets

47 Likes

55 New Followers in November

Top 5 Channel Visits:

- Catalog Searches 32028
- My Account 15939
- OverDrive 982
- Library Locator 720
- Events 222

Total visits 50,407

Catalog searching and checking personal accounts are still the Top 2!



1026 Unique Users in November



Total Followers 460

Avg. Monthly Viewers 5,237

Avg. Monthly Users Engaged 58

Fun Fact:

Most of our audience is in SW MI, but we're seeing almost as many in NYC!

5 New Followers in November

Detroit Library likes everything we do, and an aspiring author and librarian here in Kalamazoo is one of our main rebloggers.

We had 10 new followers in November, and engagement continues to rise!

393 Posts
110 notes



BIGGEST FANS



46 Total Followers