



# 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**  
**January 25, 2016, 4:00 p.m.**

Election of Officers

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
  - A. Minutes of the Meeting of December 14, 2015
  - B. Minutes of the Meeting of January 5, 2016
  - C. Personnel Items
- IV. FINANCIAL REPORT
  - A. Financial Reports for the Period Ending December 31, 2015
- V. REPORTS AND RECOMMENDATIONS
  - Recommendations
    - A. Revised CIP Budget
    - B. Contract with KRESA
    - C. Snowmelt – To Be Brought to the Meeting
  - Reports
    - D. Quarterly Strategic Planning Statistics
    - E. Retreat with ARTT and Management Team – Kerria Randolph
    - F. 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. Conflict of Interest Policy
  - B. Board Committees
  - C. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION
  - A. Director’s Midyear Review (Board Members Only)
- XI. ADJOURNMENT

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: December 14, 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**

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 October 26, 2015*
- B. *Personnel Items*

**IV. FINANCIAL REPORTS**

- A. *Financial Reports for the Months Ending October 31, 2015 and November 30, 2015.*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the months ending October 31, 2015 and November 30, 2015.

Discussion: Director Rohrbaugh called trustees' attention to a \$5,000 donation from the Wong Foundation noted in the Capital Improvement Plan. The Wong Foundation has made this donation for a number of consecutive years now. V. Wright asked whether there were any specifications from the Wong Foundation regarding what sorts of purchases could be made with the funds. Director Rohrbaugh stated the Wong family is primarily interested in promoting and advancing the use of technology, so the library has typically used the funds for initiatives in line with those ideals, such as The Hub. J. VanderRoest indicated the president of the Wong Foundation is very pleased with past uses of these funds. Director Rohrbaugh stated one potential use for the donation is the purchase of a charging station for mobile devices.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING OCTOBER 31, 2015 AND NOVEMBER 30, 2015.

MOTION CARRIED 7-0.

**V. REPORTS AND RECOMMENDATIONS**

**RECOMMENDATIONS:**

*A. Non-Resident Fee 2016*

Recommendation: Director Rohrbaugh recommended 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.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO SET THE NON-RESIDENT FEE FOR 2016 AT \$180 PER HOUSEHOLD AND \$90 PER STUDENT NON-RESIDENT CARD.

Discussion: L. Godfrey said she felt this was the first time in a long time that the non-resident fee had been raised. Director Rohrbaugh said that was the case; it had been \$175.00 for some time, rounded either up or down to that figure. President Caple asked how many were sold in the last year. Director Rohrbaugh said that 19 had been sold.

L. Godfrey stated that it is a good indicator of property taxes increasing. J. VanderRoest stated he feels that the people who elect to purchase a non-resident card appreciate the service.

MOTION CARRIED 7-0.

*B. Board Meeting Calendar 2016*

Recommendation: Director Rohrbaugh recommended the board adopt a calendar of 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.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ADOPT A CALENDAR OF MEETINGS FOR THE 2016 CALENDAR YEAR.

Discussion: J. VanderRoest asked whether the fourth Monday in January conflicts with the American Library Association mid-winter conference this year. Director Rohrbaugh stated that

had been the case in the past, but either way, she was not planning on attending the conference this year. K. King indicated the proposed schedule did not conflict with the conference this year.

MOTION CARRIED 7-0.

*C. Snowmelt Planning*

Recommendation: No recommendation.

Executive Summary: Director Rohrbaugh stated she thought she would be able to bring a specific recommendation to the Board of Trustees this month which would allow for preliminary planning for the installation of a snowmelt system along the perimeter of Central Library. Since the appropriate information was not made available in time for the meeting, she instead elected to inform Trustees of the state of the discussions with the various entities involved in the process.

Discussion: Director Rohrbaugh stated she and S. Lindemann recently attended a meeting with Tom Huff and representatives from the Kalamazoo Downtown Development Authority and the City of Kalamazoo to discuss snowmelt installation. It was made known that Tom Huff has plans to install snowmelt extending from the Mall west along South Street up to edge of KPL property. He hopes to have the project completed in time for the 2016 June Jubilee.

She said while it seems to make sense to install a similar system around the library at the same time, it became clear that she did not have enough information to bring a sound installation recommendation to the Board for approval. She said she had anticipated having such information, along with a plan which would detail ballpark costs for the project ready for this meeting, but that proved to not be the case.

Director Rohrbaugh identified three major informational requirements for the project to move forward. The first would be a plan that includes ballpark costs. The second is an understanding with the City of Kalamazoo regarding each party's specific obligations regarding the creation of such a plan. The third is a more clear understanding of what would be ongoing 'mall assessment' costs. These costs are incurred by any party utilizing the existing snowmelt network which has, up until this point, been localized entirely to the Mall. In addition to snowmelt maintenance, these costs also include things such as trash collection, floral plots, benches, etc. Since such additional services may not be extended beyond the Mall, she anticipates an amendment to that existing agreement would be needed

Finally, she stated that she has been in touch with the landscape architectural firm currently working with Tom Huff to begin developing a plan which would need to be approved by the City of Kalamazoo and the Downtown Design Review Committee. The creation of an appropriate plan would require board approval but the costs associated with drafting such a plan have not been determined. Additionally, she said she has in mind the request to explore three different plans which would vary in snowmelt coverage as it extends around the building from South St. onto Rose St.

C. Tenbrink asked about the ongoing costs associated with the Mall Assessment, and whether or not that assessment would be conducted on an annual basis. Director Rohrbaugh stated that was correct and added that for the snowmelt system specifically there is a per-linear foot annual

cost. J. VanderRoest asked whether or not payment of the mall assessment costs as they are currently defined would provide the perimeter of the library with benches, flower beds, etc. Director Rohrbaugh stated that was to be determined, but that it was very much in mind.

L. Godfrey asked about a prior proposal for the library to undertake snowmelt installation without connecting to the city's system. Director Rohrbaugh stated that was an option, but the optimal time to undertake that type of project would be in conjunction with the purchase of a new boiler for Central Library, which is on the long-term Capital Improvement Projects list, and is approximately three to five years down the road.

J. VanderRoest asked whether or not there are any ongoing costs associated with our current methods of snow removal. Director Rohrbaugh replied that while there certainly are costs, particularly in the form of facilities management staff time, the installation of a snowmelt system in no way constitutes a cost-savings approach to the process of snow removal.

J. VanderRoest then asked whether snowmelt could be installed underneath the bricks in the overhang outside Central Library which tend to become very slippery. Director Rohrbaugh stated there was not enough clearance between the bricks and the ceiling of the audiovisual department to accommodate snowmelt.

President Caple asked about the differences between the three proposed snowmelt coverage zones: around the overhang to the bike rack, to the parking lot entrance, and to the corner of Rose and Lovell. S. Lindemann and Director Rohrbaugh explained the differences in the size of the proposed coverage zones. President Caple then reminded trustees that by installing snowmelt *around* the overhang instead of underneath it, snow accumulation in front of the main entrance could be significantly mitigated.

B. Brown asked if installation of a snowmelt system would be a factor in selecting a new boiler down the road if we were to elect to wait and install on our own. S. Lindemann stated it absolutely would be a factor which would necessitate a more elaborate boiler.

L. Godfrey asked whether we could back out of the city's snowmelt network if we elected to operate our own at a later date. S. Lindemann said it would not be easy to do so. L. Godfrey agreed.

J. VanderRoest raised the question of whether installing alongside Tom Huff would minimize disruption of foot traffic through downtown. Director Rohrbaugh said it was reasonable to assume so, especially if we used the same vendor.

C. TenBrink asked if it makes sense to wait and see how Tom's system works before we join the network. Director Rohrbaugh said she and S. Lindemann had discussed that as well, and it remains an option.

L. Godfrey asked whether we were operating on a timeframe that would allow us to install alongside Tom. Director Rohrbaugh said if approval to begin planning was granted at the January Board of Trustees meeting, she believes that would be feasible. L. Godfrey asked why it was that KPL does not just use the existing plan provided by the architecture firm that was

completed for Tom Huff's property. Director Rohrbaugh stated that plan incorporated elements that the library did not require.

L. Godfrey asked what would be known in January that we do not currently know. Director Rohrbaugh stated that among other things, we don't have a firm grasp on what the division of responsibility between the library and the City of Kalamazoo for obtaining a final plan would be. Ideally, she said that in January she could return to the board with a recommendation to approve funds for a plan which would include approximate costs for the entire project and the three possibilities for snowmelt to the bike rack, to parking lot entrance, to Rose/Lovell intersection.

S. Lindemann reminded trustees that the project essentially requires two different plans- one for landscaping and one for engineering and installation of the system. Additionally, it must be determined whether the city's boiler has sufficient capacity to heat the additional proposed zones. While the city engineer claims it will be sufficient, the validity of that claim will need to be determined officially since it directly impacts the feasibility of our participation.

President Caple asked how the board might distill all of these ideas and concepts into a plan of action. R. Brown stated he felt as though more information was needed. L. Godfrey expressed interest in beginning to move on obtaining a plan prior to January.

MOTION: L. GODFREY MOVED TO APPROVE UP TO \$5,000 IN ORDER TO OBTAIN A LIMITED LANDSCAPE ARCHITECTURE PLAN FOR THE INSTALLATION OF SNOWMELT AT CENTRAL LIBRARY.

MOTION CARRIED 4-1 WITH 2 ABSTENTIONS.

REPORTS:

*D. Database Demo – Caitlin Hoag*

Report: Director Rohrbaugh introduced Caitlin Hoag, Reference Librarian.

C. Hoag began her presentation by explaining she would be discussing Gale In-Context Databases. She described these databases as very useful and consisting of a wide array of resources which ultimately provide a rich multimedia browsing experience for the user. Additionally, these databases tend to target students as their primary user group and provide valuable and impressive academic resources for their use.

She stated that it appears as though Gale is very cognizant of the importance of being accessible on mobile devices, and all three databases are optimized for mobile access. The ability for users to save their individual search results, PDFs, etc. using an existing Google Drive account is another important and innovative feature.

C. Hoag then drew trustees' attention to the first of the three databases called *Research In-Context* which is a new database. It fills a niche that was not covered in our existing database resources, and is perfect for doing research on a level that is slightly less academically rigorous than one would expect in a university setting. She described it as very accessible and flexible and

highlighted a feature which automatically generates bibliographic citations in a handful of formats.

She then began a demonstration of *Biography In-Context* which is used to look up biographical profiles about individuals- living, deceased, or fictional. It includes the same kinds of tools that are used in *Research In-Context* and provides a wide variety of multimedia options, and also includes academic journals.

She then accessed *Opposing Viewpoints In-Context* which focuses on controversial topics which provides a healthy mix of opinion pieces and factual information. It is a very useful database for providing one with informed opinions on a given issue backed by statistics, laws, and other supporting materials.

Discussion: V. Wright asked whether the databases could be accessed from home or if they had to be accessed from library PCs. C. Hoag replied that they could be accessed from home or on mobile devices by going through KPL.gov or the MeLCat website.

Disposition: Trustees thanked C. Hoag for her report.

#### *E. Legislative Update – Diane Schiller*

Report: D. Schiller began by stating there are only a handful of legislative efforts which impact libraries currently in the works. The first is a series of Senate bills which exempt library millages from capture. They intend to provide libraries with additional resources in order to stabilize their budgets. The language states that if the TIF authority does not have any outstanding debt or obligations, the library will be exempt. D. Schiller stated that very few libraries operate under TIF authorities who carry no debt, so its effects would be limited. Additionally, there is a chance that the bills will not make it through the Senate.

She then discussed a House Bill now in the Senate Operating Committee, which would amend the Michigan election law to modify the procedures for obtaining and turning in absentee ballots. This bill has a chance of being passed into law by next year.

D. Schiller then discussed an effort to limit the mechanisms which occur during evaluation of commercial property- particularly ‘dark stores’. The process currently allows commercial property to be evaluated at the state level at a rate equal to that of a non-operational entity, hence the term ‘dark stores’.

Finally, she discussed a Senate Bill currently in the House Committee on Commerce and Trade which prohibits a public employer from entering in or renewing a bargaining agreement which allows for paid release time for union officers to conduct union business.

Discussion: No discussion.

Disposition: Trustees thanked D. Schiller for her 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. *Board Nomination Slate* - L. Godfrey summarized the list of nominations for Kalamazoo Public Library Board of Trustees officers. Recommended are B. Caple for President, V. Wright for Vice President, J. VanderRoest for Treasurer, and K. Randolph for Secretary.

B. *Director’s Report*

Report: Director Rohrbaugh began by stating there were two items that have come up since the drafting of the director’s report. First, she said, the Friends of Kalamazoo Public Library had a record-breaking November with \$9,400 in book sales. Next, she reported she had recently attended an Oshtemo Township Board meeting last week where a new ordinance which would require sewer hookups for Oshtemo Township residents and businesses within 15 years or whenever their existing system required replacement. She spoke in favor of the ordinance, and no opposition was voiced at the meeting. It is estimated that it will cost approximately \$30,000 to hook the Oshtemo Branch Library to the sewer system.

She then called trustees’ attention to an item regarding the installation of fiber optic cable by the City of Kalamazoo. This has not yet been scheduled, and since KPL was relying upon it for connection to KRESA as part of our server migration project, the library will go ahead and continue by using an existing fiber optic line owned by Charter Communications for a nominal fee.

Next she stated that branch hours will be slightly modified in the near future, to allow for better flexibility in programming. With the new schedule, Eastwood will be open Monday evenings, Powell will be open on Tuesday evenings, and Washington Square on Wednesday evenings.

She also reported that the User Experience Study of the KPL website and catalog is underway and a link can be found on our website.

Director Rohrbaugh then noted a large number of facilities projects currently underway including the purchase of a new cargo van, the rebuilding of a retaining wall at Washington Square, exterior lighting at Central Library, and the modernization of the freight elevator at Central.

Lastly, she mentioned that November social media statistics had been included in the Director’s Report this month and encouraged trustees to review them.

Discussion: Regarding the fiber optic cable connections, President Caple asked whether there would be any difference in capability between using the Charter cables and those initially planned for. K. King indicated there would be no difference.

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.

V. Wright stated it was pleasant to see that many KPL staff members were involved in presentations at the Michigan Library Association annual conference this year.

L. Godfrey said she found the User Experience Survey to be quite laborious. President Caple said he was looking forward to receiving his copy of 2016 Early Learning Calendar.

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

No one addressed the Board.

**IX. COMMENTS BY TRUSTEES**

- L. Godfrey said she was very pleased to hear about the prestigious Arcus Fellowships recently awarded to a KPL staff members and a member of our Antiracism Transformation Team.
- V. Wright congratulated the KPL spellers for placing second and the KPL cheer team for winning most creative cheer at the 2015 Great Grownup Spelling Bee. She also said she enjoyed the Holiday Tea and a recent author visit from Jacqueline Woodson. Lastly, she noted that President Caple’s wife, Melody, was recently featured in an article in *Encore* magazine.
- C. TenBrink stated she also saw the article regarding Melody. She said she enjoyed the Holiday Tea this year, and wished everyone ‘Happy Holidays’.
- K. Randolph stated he greatly enjoyed the Great Grownup Spelling Bee.
- R. Brown said the Great Grownup Spelling Bee was the highlight of the year for him in terms of his service on the KPL Board of Trustees.
- J. VanderRoest apologized for not being able to attend the entirety of the Spelling Bee this year, but he was pleased to hear that KPL staff won two prizes this year.
- President Caple thanked V. Wright for commenting on the *Encore* article concerning his wife. He stated that the Spelling Bee continues to impress and expressed his satisfaction in seeing so many Kalamazoo area businesses come together to enjoy it. He also said he was pleased to meet several KPL staff members for the first time at the Holiday Tea.

**X. ADJOURNMENT**

Hearing no objection, President Caple adjourned the meeting at 5:13 P.M.

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

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**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: January 5, 2016  
Time: 4:00 p.m.  
Location: Central Library Board Room

**TRUSTEE ROLL CALL:**

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

Absent: Kerria Randolph

**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 Request Veto of Senate Bill No. 571*

Recommendation: Director Rohrbaugh recommended the Board adopt a resolution requesting the governor veto Senate Bill No. 571 and return it to the state legislature for reconsideration.

Executive Summary: The state legislature recently passed Senate Bill No. 571 which, among other things, prohibits libraries and other governmental entities from sharing information about millages within 60 days of an election.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO ADOPT THE RESOLUTION TO REQUEST THE GOVERNOR TO VETO SENATE BILL NO. 571 AND RETURN IT TO THE STATE LEGISLATURE FOR RECONSIDERATION.

Discussion: President Caple shared a recent correspondence from Richard Atwell which read, "Unfortunately, I'll not be able to attend the special meeting because of an out of town obligation. However, the reason for your meeting is of great importance. If I were able to attend the meeting, I would take advantage of the opportunity to address the board and urge you to strongly object to the language and intent of Senate Bill 571. I can't imagine what good would come of such legislation, especially given the role of public libraries to inform and instruct the citizens about their communities. Barring the free dissemination information is appalling."

**Roll Call Vote:** L. Godfrey – yes; V. Wright – yes; C. TenBrink – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple – yes

MOTION CARRIED: 6-0

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

No one addressed the Board.

**III. COMMENTS BY TRUSTEES**

- L. Godfrey had no comments.
- V. Wright stated she was pleased that the Board was able to meet for the purposes of adopting the resolution.
- C. TenBrink had no comments.
- R. Brown stated he was pleased to be able to participate in the adoption of the resolution.
- J. VanderRoest congratulated President Caple on presiding over the shortest Board of Trustees meeting in recent memory.
- President Caple expressed his satisfaction with the recent New Year's Fest events held at the Library and thanked F. Howe and staff for their efforts.

**IV. ADJOURNMENT**

Hearing no objection, President Caple adjourned the meeting at 5:06 P.M.

**X** \_\_\_\_\_

Robert Brown  
Secretary

## MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library DirectorRE: **Personnel Items**

DATE: January 25, 2016

**Employee Transfer**

**Tami Russell** transferred to the Supervisory-Technical FTE 1.0 position of Circulation Supervisor in the Technical & Circulation Services Department. Tami has worked for KPL since October 2007 and has held library assistant positions in Circulation, Children's Room and Teen.

**New Hire**

**John Meyers** will join the salaried staff in the new Supervisory-Technical FTE 1.0 position of Facilities Specialist in the Facilities Management Department on February 1, 2016. John comes to KPL with a broad range of experiences and skill in both commercial and residential properties and has most recently worked for Stream Line Circle, LLC.

**Hourly staff****New Hires**

Milan Harden – Library aide/WSQ  
Douglas Smith – Library aide/WSQ  
Melissa Greenfield – Library Assistant Sub

**Separations**

Karen Nelson – Law Library Intern

**Employee Anniversaries**

- Sue Maas – 40 yrs.
- Linda Hall – 39 yrs.
- Patti Dooley – 31 yrs.
- Gary Green – 25 yrs.
- JD Andersen – 25 yrs.
- Karen Trout – 14 yrs.
- Keith Howard – 12 yrs.
- Steve Braat – 5 yrs.
- David Kohrman – 4 yrs.
- Farrell Howe – 3 yrs.
- Amy Alenius-Hoisington – 1 yr.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

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

DATE: January 25, 2016

**Recommendation:**

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

**Executive Summary:**

Notes to the reports are included for your information.

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Jim VanderRoest, Treasurer

Kalamazoo Public Library  
Internal Financial Statements  
For the month ending December 31, 2015

Combined Balance Sheet

As of December 31<sup>st</sup> the Due to/due from Other Funds account in both the General Operating and the Special Revenue fund shows the receipt of \$6,500 from John & Mary Patton for the Local History Room. The gift will be deposited to the Kalamazoo Community Foundation Local History and Community Information Service fund in January.

Sources and Uses of Funds

Electronic Transfers

Property tax revenues received during the second half of December totaled \$660,268 to begin the receipt cycle of taxes for the library. Total pooled cash and investments as of the end of December totaled \$4,478,782.

General Fund – Revenue and Expenditure Summary

Revenue totaled \$693,929 during December and included the previously mentioned \$660,268 in property tax revenue and \$15,874 for the 4<sup>th</sup> quarter revenue installment for the Law Library. Expenditures totaled \$798,618 for the month with the year-to-date expenditures and encumbrances of \$5,460,490 representing 50.03% of the Preliminary Budget.

Capital Improvement Plan

Expenditures totaling \$90,312 during the month of December included \$61,765 for the Central Lighting Control System project and \$24,455.50 for the Delivery Van. Adjustments to project budgets and recommendations for additional allocations are being reviewed in a revised Capital Improvement Plan during January with the intention of presentation for approval by the full board on January 25<sup>th</sup>.

Special Revenue Fund

Revenue during the month of December included the receipt of the \$6,500 John & Mary Patton gift and several gifts and memorials at the end of the year to total \$8,730. Expenditures during December were dominated by the Ready to Read payments for the Spelling Bee and the purchase of books to distribute.

Endowment Fund

The report represents activity during the month of November and includes several stock trades as well as dividends and interest during the month totaling \$4,379.74.

**Kalamazoo Public Library  
Combined Balance Sheet  
As of December 31, 2015**

	Operating	Capital	Special Revenue	Endowment
<b>Assets</b>				
<b>Cash &amp; Equivalents</b>				
Cash & Checking	\$967,566.95	\$1,775,912.59	\$108,562.43	\$543,758.09
Investments	\$1,626,739.94	\$0.00	\$71,587.65	\$3,343,704.10
Total Cash & Equivalents	<u>\$2,594,306.89</u>	<u>\$1,775,912.59</u>	<u>\$180,150.08</u>	<u>\$3,887,462.19</u>
<b>Accounts Receivable</b>				
Accounts Receivable	\$17,938.48	\$0.00	\$0.00	\$0.00
Total	<u>\$17,938.48</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Other Assets</b>				
Other Assets	\$135,677.43	\$0.00	\$0.00	\$0.00
Due to/from Other Funds	(\$6,500.00)	\$0.00	\$6,500.00	\$0.00
Total Other	<u>\$129,177.43</u>	<u>\$0.00</u>	<u>\$6,500.00</u>	<u>\$0.00</u>
<b>Total Assets</b>	<u><u>\$2,741,422.80</u></u>	<u><u>\$1,775,912.59</u></u>	<u><u>\$186,650.08</u></u>	<u><u>\$3,887,462.19</u></u>
<b>Liabilities and Fund Balance</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$5,263.33	\$25,455.50	\$0.00	\$0.00
Salaries Payable	\$15,257.88	\$0.00	\$0.00	\$0.00
Retirement Payable	\$38,681.89	\$0.00	\$0.00	\$0.00
Total Accounts Payable	<u>\$59,203.10</u>	<u>\$25,455.50</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Net Assets</b>				
Fund Balance	\$2,682,219.70	\$1,750,457.09	\$186,650.08	\$3,887,462.19
Total	<u>\$2,682,219.70</u>	<u>\$1,750,457.09</u>	<u>\$186,650.08</u>	<u>\$3,887,462.19</u>
<b>Total Liabilities &amp; Fund Balance</b>	<u><u>\$2,741,422.80</u></u>	<u><u>\$1,775,912.59</u></u>	<u><u>\$186,650.08</u></u>	<u><u>\$3,887,462.19</u></u>

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

		<u>December</u>
<b>BEGINNING CASH BALANCE *</b>		\$ 4,679,039
* Including short-term investments		
<b><u>SOURCES OF CASH:</u></b>		
Property Tax Receipts	\$ 660,268	
IFT/CFT, PILOT receipts	\$ -	
State Aid/Renaissance Zone Reimbursement	\$ -	
USF Refund/Law Library Contract	\$ -	
Interest Income	\$ 565	
Library Fines & Fees	\$ 12,023	
Other Sources: Gifts, Grants, & Reimbursements	\$ 5,200	
Other Gifts (Ready to Read, etc)	\$ 8,730	
<b>TOTAL SOURCES OF CASH</b>		<b>\$ 686,785</b>
<b><u>USES OF CASH:</u></b>		
Salaries & Wages	\$ (376,694)	
Benefits	\$ (217,279)	
Materials	\$ (99,574)	
Operating Expenditures	\$ (18,365)	
Facilities	\$ (32,277)	
Technical Services	\$ (37,088)	
Purchased Services	\$ (30,956)	
Other	\$ (11,719)	
Capital Expenditures	\$ (63,091)	
	\$ -	
<b>TOTAL USES OF CASH</b>		<b>\$ (887,043)</b>
<b>ENDING CASH</b>		<b>\$ 4,478,782</b>
<b><u>Pooled Cash &amp; Investment Accounts</u></b>		
<b><u>Checking &amp; other liquid accounts</u></b>		
Fifth Third General	\$ 212,384	
Flagstar General	\$ 616,822	
First National NOW & ACH Transfer Accounts	\$ 784,595	
Fifth Third Arcadia Admin	\$ 7,182	
Midwest Business Exchange Account/Paypal	\$ 17,621	
Pooled Cash Accounts	\$ 1,638,604	
<b><u>Pooled Investments</u></b>		
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52	
Flagstar Bank MM & CD's	\$ 1,065,935	
First National Bank MM, ICS Savings, & CD's	\$ 1,774,191	
Pooled Investment Accounts	\$ 2,840,178	
<b>Total Pooled Cash &amp; Investments</b>		<b>\$ 4,478,782</b>

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

<b>Date</b>	<b>Description</b>	<b>From</b>	<b>To</b>	<b>Amount</b>
12/1/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (1,009.00)
12/1/2015	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,263.75)
12/1/2015	403B Employee Contributions	1st National ACH	Journey Retirement Services - Employee Accts	\$ (6,822.72)
12/2/2015	MPERS Employer Contributions	1st National Bank	MPERS	\$ (15,951.73)
12/2/2015	MERS Employer Contribution	1st National Bank	Municipal Employees Retirement System	\$ (29,160.35)
12/3/2015	Transfer to 1st National Checking	1st National ICS		\$ (500,000.00)
12/3/2015	Transfer from 1st National ICS		1st National Checking	\$ 500,000.00
12/7/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (1,003.58)
12/8/2015	Transfer to Fifth Third Arcadia	Fifth Third Checking		\$ (2,000.00)
12/8/2015	Transfer from Fifth Third Bank		Fifth Third Arcadia Checking	\$ 2,000.00
12/15/2015	403B Employee Contributions	1st National ACH	Journey Retirement Services - Employee Accts	\$ (6,308.17)
12/15/2015	Transfer to 1st National ACH	1st National Checking		\$ (6,300.00)
12/15/2015	Transfer from 1st National Checking		1st National ACH	\$ 6,300.00
12/15/2015	ADP Payroll 12/15/2015	Flagstar General	Net Payroll - ADP 12/15/2015	\$ (140,210.22)
12/15/2015	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
12/15/2015	Garnishments	Flagstar General	ADP to various	\$ (309.30)
12/15/2015	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (30,347.47)
12/15/2015	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,513.47)
12/15/2015	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (6,860.38)
12/16/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (734.00)
12/16/2015	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,148.75)
12/16/2015	MPERS Employer Contributions	1st National Bank	MPERS	\$ (13,544.91)
12/16/2015	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,163.10)
12/21/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (961.85)
12/31/2015	ADP Payroll 12/31/2015	Flagstar General	Net Payroll - ADP 12/31/2015	\$ (137,323.57)
12/31/2015	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
12/31/2015	Garnishments	Flagstar General	ADP to various	\$ (309.30)
12/31/2015	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (29,970.70)
12/31/2015	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,158.19)
12/31/2015	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (6,824.19)
12/31/2015	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,163.10)
<b>Total Electronic Transfers October-November 2015</b>				<b>\$ (477,677.06)</b>

# Kalamazoo Public Library

## Revenue and Expenditure Summary

### December 2015

	December	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Revenue</b>						
Property Taxes	\$660,267.97	\$0.00	\$681,434.93	\$10,418,240.00	(\$9,736,805.07)	6.54%
Other Taxes	\$0.00	\$0.00	\$29,485.91	\$114,169.00	(\$84,683.09)	25.83%
Fines and Fees	\$12,022.62	\$0.00	\$76,133.47	\$175,000.00	(\$98,866.53)	43.50%
District Court Penal Fines	\$0.00	\$0.00	\$0.00	\$255,000.00	(\$255,000.00)	0.00%
Local Support	\$5,200.00	\$0.00	\$105,020.00	\$225,000.00	(\$119,980.00)	46.68%
Interest Income	\$564.79	\$0.00	\$6,273.20	\$15,010.00	(\$8,736.80)	41.79%
State Aid and Reimbursements	\$0.00	\$0.00	\$1,000.00	\$74,000.00	(\$73,000.00)	1.35%
Other	\$15,874.50	\$0.00	\$66,374.00	\$96,600.00	(\$30,226.00)	68.71%
<b>Total Revenue</b>	<b>\$693,929.88</b>	<b>\$0.00</b>	<b>\$965,721.51</b>	<b>\$11,373,019.00</b>	<b>(\$10,407,297.49)</b>	<b>8.49%</b>
<b>Expenditures</b>						
<b>Salaries</b>						
Administrator Salaries	\$55,432.26	\$0.00	\$334,843.51	\$653,722.00	\$318,878.49	51.22%
Librarian Salaries	\$113,124.98	\$0.00	\$657,158.28	\$1,365,580.00	\$708,421.72	48.12%
Supervisory Technical Salaries	\$56,702.74	\$0.00	\$350,307.58	\$723,775.00	\$373,467.42	48.40%
Library Assistant Salaries	\$128,736.39	\$0.00	\$784,981.35	\$1,617,240.00	\$832,258.65	48.54%
Hourly Staff	\$49,348.10	\$0.00	\$277,762.03	\$643,122.00	\$365,359.97	43.19%
Substitute Salaries	\$2,929.23	\$0.00	\$31,858.16	\$86,310.00	\$54,451.84	36.91%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$50,000.00)	(\$50,000.00)	0.00%
<b>Total</b>	<b>\$406,273.70</b>	<b>\$0.00</b>	<b>\$2,436,910.91</b>	<b>\$5,039,749.00</b>	<b>\$2,602,838.09</b>	<b>48.35%</b>
<b>Benefits</b>						
Employee Insurance	\$86,482.41	\$0.00	\$515,328.06	\$1,032,006.00	\$516,677.94	49.93%
Retirement	\$50,430.99	\$0.00	\$413,061.21	\$607,485.00	\$194,423.79	68.00%
Employer FICA-Medicare	\$30,159.08	\$0.00	\$184,369.62	\$384,535.00	\$200,165.38	47.95%
Other Benefits	\$3,978.00	\$0.00	\$30,320.24	\$150,675.00	\$120,354.76	20.12%
<b>Total</b>	<b>\$171,050.48</b>	<b>\$0.00</b>	<b>\$1,143,079.13</b>	<b>\$2,174,701.00</b>	<b>\$1,031,621.87</b>	<b>52.56%</b>
<b>Materials</b>						
Adult Books	\$36,086.11	\$25,350.38	\$241,956.45	\$496,600.00	\$254,643.55	48.72%
Juvenile Books	\$8,635.80	\$12,569.29	\$51,986.77	\$97,500.00	\$45,513.23	53.32%
Periodicals	\$469.68	\$0.00	\$29,669.65	\$53,751.00	\$24,081.35	55.20%
Audio-Visual Material	\$21,845.45	\$44,259.77	\$167,468.00	\$340,160.00	\$172,692.00	49.23%
Digital Materials	\$19,203.58	\$0.00	\$112,945.43	\$154,365.00	\$41,419.57	73.17%
<b>Total</b>	<b>\$86,240.62</b>	<b>\$82,179.44</b>	<b>\$604,026.30</b>	<b>\$1,142,376.00</b>	<b>\$538,349.70</b>	<b>52.87%</b>
<b>Facilities</b>						
Fuel	\$754.24	\$0.00	\$3,796.72	\$66,800.00	\$63,003.28	5.68%
Electricity	\$12,583.85	\$0.00	\$93,672.97	\$191,500.00	\$97,827.03	48.92%
Water	\$389.33	\$0.00	\$2,110.61	\$5,850.00	\$3,739.39	36.08%
Custodial Supplies	\$3,997.15	\$0.00	\$23,899.71	\$76,750.00	\$52,850.29	31.14%
Grounds Maintenance	\$916.13	\$0.00	\$21,193.15	\$48,196.00	\$27,002.85	43.97%
Vehicle Maintenance	\$2,209.18	\$0.00	\$3,195.92	\$5,500.00	\$2,304.08	58.11%
Building Repair	\$3,461.44	\$1,818.41	\$20,346.89	\$103,410.00	\$83,063.11	19.68%
Building Operations	\$9,727.77	\$45,054.50	\$107,156.25	\$133,055.00	\$25,898.75	80.54%
<b>Total</b>	<b>\$34,039.09</b>	<b>\$46,872.91</b>	<b>\$275,372.22</b>	<b>\$631,061.00</b>	<b>\$355,688.78</b>	<b>43.64%</b>
<b>Operating Expenses</b>						
Supplies	\$6,540.44	\$217.18	\$33,154.67	\$97,875.00	\$64,720.33	33.87%
Misc. Operating Expenses	\$10,368.13	\$0.00	\$50,961.25	\$116,928.00	\$65,966.75	43.58%
Postage & Freight	\$1,611.02	\$0.00	\$24,604.41	\$39,750.00	\$15,145.59	61.90%
Rent	\$2,981.19	\$525.00	\$16,837.14	\$32,100.00	\$15,262.86	52.45%
Processing Supplies	\$2,636.10	\$0.00	\$9,643.80	\$62,140.00	\$52,496.20	15.52%
<b>Total</b>	<b>\$24,136.88</b>	<b>\$742.18</b>	<b>\$135,201.27</b>	<b>\$348,793.00</b>	<b>\$213,591.73</b>	<b>38.76%</b>

**Kalamazoo Public Library  
Revenue and Expenditure Summary  
December 2015**

	December	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Technical Services</b>						
F&E Repair & Maintenance	\$1,804.38	\$367.00	\$24,397.64	\$61,115.00	\$36,717.36	39.92%
Telecommunications	\$8,696.44	\$0.00	\$47,617.94	\$89,612.00	\$41,994.06	53.14%
Software as Service	\$17,962.81	\$0.00	\$185,174.71	\$192,161.00	\$6,986.29	96.36%
Software Licensing & Maint.	\$560.81	\$5,000.00	\$192,992.54	\$230,418.00	\$37,425.46	83.76%
Cataloging & Processing	\$3,934.25	\$0.00	\$44,789.38	\$85,300.00	\$40,510.62	52.51%
<b>Total</b>	<b>\$32,958.69</b>	<b>\$5,367.00</b>	<b>\$494,972.21</b>	<b>\$658,606.00</b>	<b>\$163,633.79</b>	<b>75.15%</b>
<b>Purchased Services</b>						
Security	\$5,161.28	\$0.00	\$57,995.94	\$177,872.00	\$119,876.06	32.61%
Insurance	\$2,001.03	\$0.00	\$59,642.79	\$86,500.00	\$26,857.21	68.95%
Legal Services	\$0.00	\$0.00	\$144.00	\$15,000.00	\$14,856.00	0.96%
Contracted Services	\$5,992.31	\$11,124.00	\$76,569.57	\$163,736.00	\$87,166.43	46.76%
Printing Services	\$16,308.40	\$0.00	\$47,298.15	\$97,000.00	\$49,701.85	48.76%
Advertising	\$1,973.00	\$0.00	\$20,487.00	\$65,000.00	\$44,513.00	31.52%
<b>Total</b>	<b>\$31,436.02</b>	<b>\$11,124.00</b>	<b>\$262,137.45</b>	<b>\$605,108.00</b>	<b>\$342,970.55</b>	<b>43.32%</b>
<b>Other Expenditures</b>						
Tax Charge Backs	\$5,141.26	\$0.00	\$27,786.12	\$50,000.00	\$22,213.88	55.57%
Staff Development	\$1,685.36	\$1,695.00	\$10,056.73	\$36,713.00	\$26,656.27	27.39%
Travel & Conference	\$1,760.73	\$0.00	\$7,874.26	\$58,731.00	\$50,856.74	13.41%
Board Expenses	\$0.00	\$0.00	\$0.00	\$8,080.00	\$8,080.00	0.00%
Programming Expenditures	\$3,896.05	\$0.00	\$63,073.35	\$160,275.00	\$97,201.65	39.35%
<b>Total</b>	<b>\$12,483.40</b>	<b>\$1,695.00</b>	<b>\$108,790.46</b>	<b>\$313,799.00</b>	<b>\$205,008.54</b>	<b>34.67%</b>
<b>Total</b>	<b>\$798,618.88</b>	<b>\$147,980.53</b>	<b>\$5,460,489.95</b>	<b>\$10,914,193.00</b>	<b>\$5,453,703.05</b>	<b>50.03%</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>\$2,786,908.70</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>(\$104,689.00)</b>	<b>(\$159,550.36)</b>	<b>(\$4,506,338.27)</b>	<b>\$58,826.00</b>	<b>(\$4,565,164.27)</b>	<b>(7660.45%)</b>
<b>ENDING FUND BALANCE</b>	<b>\$2,682,219.70</b>	<b>(\$159,550.36)</b>	<b>\$2,522,669.34</b>	<b>\$7,087,833.61</b>	<b>(\$4,565,164.27)</b>	<b>35.59%</b>

# Kalamazoo Public Library Capital Improvement Plan December 2015

	December	Encumbrances	YTD+Encumb	Budget	Variance
<b>Revenue</b>					
<b>Local Revenue</b>					
<b>Other Local Gifts &amp; Grants</b>					
830 - Computer & Technology Reserve	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Total	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>
<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
Total Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$117,572.00	\$117,572.00
<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
Total Central Library	\$0.00	\$0.00	\$0.00	\$6,344.00	\$6,344.00
<b>Branch Libraries</b>					
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
<b>System-Wide Projects</b>					
814 - Chairs - Multiple Departments	\$0.00	\$0.00	\$2,004.59	\$6,294.00	\$4,289.41
Total System-Wide Projects	\$0.00	\$0.00	\$2,004.59	\$6,294.00	\$4,289.41
<b>Total Furniture &amp; Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,310.51</b>	<b>\$164,175.00</b>	<b>\$161,864.49</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
Total Building Reserve	\$0.00	\$0.00	\$0.00	\$91,962.00	\$91,962.00
<b>Structural Projects</b>					
805 - Central-Marble Tile Maintenance	\$0.00	\$0.00	\$47,400.00	\$70,000.00	\$22,600.00
828 - Eastwood Roof Repair	\$0.00	\$0.00	\$18,210.32	\$22,000.00	\$3,789.68
Total Structural Projects	\$0.00	\$0.00	\$65,610.32	\$92,000.00	\$26,389.68
<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	\$63,816.64	\$120,360.07	\$105,000.00	(\$15,360.07)
Total Mechanical Projects	\$0.00	\$63,816.64	\$131,560.07	\$183,200.00	\$51,639.93
<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	\$61,765.00	\$0.00	\$61,765.00	\$60,000.00	(\$1,765.00)
Total Control & Security Systems	\$61,765.00	\$0.00	\$61,765.00	\$61,217.00	(\$548.00)

# Kalamazoo Public Library Capital Improvement Plan

December 2015

	December	Encumbrances	YTD+Encumb	Budget	Variance
<b>Other Facilities Projects</b>					
811 - Carpet Master Plan	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
893 - Delivery Vehicle	\$25,455.50	\$0.00	\$25,455.50	\$60,000.00	\$34,544.50
Total Other Facilities Projects	\$25,455.50	\$0.00	\$25,455.50	\$157,228.00	\$131,772.50
Total Building Alterations	\$87,220.50	\$63,816.64	\$284,390.89	\$585,607.00	\$301,216.11
<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
Total Computer & Tech. Reserve	\$0.00	\$0.00	\$0.00	\$46,208.00	\$46,208.00
<b>Public Technology &amp; Hardware</b>					
831 - Automation Replacement	\$1,765.97	\$0.00	\$16,170.95	\$90,069.00	\$73,898.05
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	\$1,765.97	\$0.00	\$16,170.95	\$105,454.00	\$89,283.05
<b>Portable Technology</b>					
878 - Portable Devices	\$0.00	\$0.00	\$20,908.33	\$35,618.00	\$14,709.67
Total Portable Technology	\$0.00	\$0.00	\$20,908.33	\$35,618.00	\$14,709.67
<b>Other Tech/Computer Equipment</b>					
854 - Other Tech/Computer Equipment	\$0.00	\$0.00	\$1,900.00	\$7,400.00	\$5,500.00
855 - Telephone System	\$600.00	\$5,883.03	\$0.00	\$13,245.00	\$13,245.00
879 - Office scanners	\$726.24	\$0.00	\$726.24	\$2,284.00	\$1,557.76
Total Other Tech/Computer Equipment	\$1,326.24	\$5,883.03	\$2,626.24	\$22,929.00	\$20,302.76
<b>Server Migration</b>					
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
<b>RFID/Circulation</b>					
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	\$3,092.21	\$19,475.03	\$53,297.52	\$316,143.00	\$262,845.48
<b>Total Expenditures</b>	<b>\$90,312.71</b>	<b>\$83,291.67</b>	<b>\$339,998.92</b>	<b>\$1,065,925.00</b>	<b>\$725,926.08</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)
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)
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$400,086.15</b>	<b>\$0.00</b>	<b>\$2,018,962.85</b>	<b>\$2,018,962.85</b>	<b>\$0.00</b>
<b>TOTAL NET SURPLUS/(DEFICIT)</b>	<b>(\$90,312.71)</b>	<b>(\$83,291.67)</b>	<b>(\$334,998.92)</b>	<b>(\$665,925.00)</b>	<b>(\$330,926.08)</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$309,773.44</b>	<b>(\$83,291.67)</b>	<b>\$1,683,963.93</b>	<b>\$1,353,037.85</b>	<b>(\$330,926.08)</b>

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

	December	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Revenue</b>						
<b>Local Support</b>						
233 - Ready to Read - Gifts	\$500.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	100.0%
235 - Ready to Read - Spelling Bee	\$260.00	\$0.00	\$16,317.00	\$22,000.00	(\$5,683.00)	74.2%
301 - Gifts & Memorials - Materials	\$1,265.00	\$0.00	\$2,115.00	\$1,000.00	\$1,115.00	211.5%
397 - KCF Local History/Comm. Info	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$6,500.00	0.0%
308 - Library Gifts	\$100.00	\$0.00	\$541.85	\$500.00	\$41.85	108.4%
Total Local Support	\$8,625.00	\$0.00	\$26,473.85	\$24,500.00	\$1,973.85	108.1%
<b>Other</b>						
235 - Ready to Read - Spelling Bee	\$105.00	\$0.00	\$1,155.00	\$735.00	\$420.00	157.1%
Total Other	\$105.00	\$0.00	\$1,155.00	\$735.00	\$420.00	157.1%
<b>Total Revenue</b>	<b>\$8,730.00</b>	<b>\$0.00</b>	<b>\$27,628.85</b>	<b>\$25,235.00</b>	<b>\$2,393.85</b>	<b>109.5%</b>
<b>Expenditures</b>						
<b>Materials</b>						
<b>Adult Books</b>						
301 - Gifts & Memorials - Materials	\$153.64	\$195.87	\$1,423.23	\$1,000.00	(\$423.23)	142.3%
Total Adult Books	\$153.64	\$195.87	\$1,423.23	\$1,000.00	(\$423.23)	142.3%
<b>Juvenile Books</b>						
233 - Ready to Read - Gifts	\$4,924.95	\$0.00	\$4,924.95	\$12,000.00	\$7,075.05	41.0%
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	\$4,924.95	\$0.00	\$4,924.95	\$30,250.00	\$25,325.05	16.3%
<b>Audio-Visual Material</b>						
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$40.00	\$0.00	(\$40.00)	0.0%
Total Audio-Visual Material	\$0.00	\$0.00	\$40.00	\$0.00	(\$40.00)	0.0%
<b>Total</b>	<b>\$5,078.59</b>	<b>\$195.87</b>	<b>\$6,388.18</b>	<b>\$31,250.00</b>	<b>\$24,861.82</b>	<b>20.4%</b>
<b>Purchased Services</b>						
<b>Contracted Services</b>						
303 - History Room Gifts	\$0.00	\$0.00	\$1,188.00	\$0.00	(\$1,188.00)	0.0%
Total Contracted Services	\$0.00	\$0.00	\$1,188.00	\$0.00	(\$1,188.00)	0.0%
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,188.00</b>	<b>\$0.00</b>	<b>(\$1,188.00)</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	\$3,025.40	\$0.00	\$3,025.40	\$4,500.00	\$1,474.60	67.2%
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	\$0.00	\$0.00	\$1,606.29	\$0.00	(\$1,606.29)	0.0%
Total Miscellaneous Disbursements	\$3,025.40	\$0.00	\$4,631.69	\$10,226.00	\$5,594.31	45.3%
<b>Total</b>	<b>\$3,025.40</b>	<b>\$0.00</b>	<b>\$4,631.69</b>	<b>\$10,226.00</b>	<b>\$5,594.31</b>	<b>45.3%</b>
<b>Total Expenditures</b>	<b>\$8,103.99</b>	<b>\$195.87</b>	<b>\$12,207.87</b>	<b>\$41,476.00</b>	<b>\$29,268.13</b>	<b>29.4%</b>
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$186,024.07</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>\$626.01</b>	<b>(\$235.82)</b>	<b>\$15,420.98</b>	<b>(\$16,241.00)</b>	<b>(\$31,661.98)</b>	<b>(48.7%)</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$180,150.08</b>	<b>(\$195.87)</b>	<b>\$180,270.51</b>	<b>\$155,108.53</b>	<b>(\$25,161.98)</b>	<b>116.2%</b>

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

	<b>10/31/2015</b>		<b>%</b>	<b>11/30/2015</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	\$ 531,864.32	\$ 531,864.32	0.0%	\$ 543,758.09	\$ 543,758.09	0.0%
Stocks	\$ 1,470,131.45	\$ 2,129,286.60	44.8%	\$ 1,459,078.34	\$ 2,134,668.60	46.3%
Fixed Income Investments	\$ 1,209,583.02	\$ 1,209,808.25	0.0%	\$ 1,209,583.02	\$ 1,209,035.50	0.0%
	\$ -	\$ -		\$ -	\$ -	
<b>Total Value</b>	<b>\$ 3,211,578.79</b>	<b>\$ 3,870,959.17</b>	<b>20.5%</b>	<b>\$ 3,212,419.45</b>	<b>\$ 3,887,462.19</b>	<b>21.0%</b>
<b><u>Fund Balance</u></b>						
Assigned for Children's Endowment		\$ 20,661.98			\$ 20,661.98	
Kalamazoo Public Library Endowment		\$ 3,850,297.19			\$ 3,866,800.21	
<b><u>Year to Date Revenue &amp; Expenditures</u></b>						
Net Withdrawals/Deposits from/to Account		\$ -			\$ -	
Dividend and Interest Income		\$ 15,483.49			\$ 20,163.23	
Realized Gains (Losses) on Sale of Assets		\$ -			\$ -	
Unrealized Gains (Losses) on Market Value		\$ (84,223.10)			\$ (72,366.82)	
Arcadia Investment Management Fee/Other		\$ (11,926.22)			\$ (11,959.22)	
<b>Net Change</b>		<b>\$ (80,665.83)</b>			<b>\$ (64,162.81)</b>	

**Summary:**

Activity during November included the sale of American Express Co and Clean Harbor shares offset with buys of Danaher Corp. and Amtrust Financial Services. Dividends and interest posted during the month totaled \$4,379.74. Market value of the portfolio rose compared to the prior month by \$11,856.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Revised CIP Budget**

DATE: January 25, 2016

**Recommendation:**

**I recommend board approval of the Capital Improvement Plan for the three years ending June 30, 2018.**

**Executive Summary:**

For this revision of the Capital Improvement Plan, the three-year budget range has been extended to include fiscal year 2017-2018 and in so doing creates variances that are primarily due to the extension and the carryover from fiscal year 2014-2015. Project and unallocated reserves carried forward total \$672,676.

Additions to fiscal year 2015-2016 budget allocations include beginning the planning for renovations of Central library public restrooms; Oshtemo building and refurbishment projects including the information desk; consolidation of the generators for Central, Oshtemo, and Eastwood; an Eastwood dropped ceiling project; public photocopiers for Eastwood, Powell, and Washington Square including the purchase of Envisionware "pay ware" terminal interfaces; and the purchase of two cell phone charging stations with the \$5,000 gift from the Wong Foundation.

Also included are specific budget allocation recommendations for the next fiscal year (2016-2017) for the Washington Square attic; the remainder of all Central Louvers on Air Handling Units; and the computer replacement allocation.

The Capital Improvement Plan has been reviewed and is recommended for approval by the Finance and Budget Committee.

[Return to Agenda](#)

**KALAMAZOO PUBLIC LIBRARY  
CAPITAL IMPROVEMENT PLAN  
For the Three Years ending June 30, 2018**

	<u>Fiscal year 2015-2016</u>	<u>Fiscal year 2016-2017</u>	<u>Fiscal year 2017-2018</u>	<u>Three-Year Current Budget Total</u>	<u>Prior Three year Estimate</u>	<u>Variance to Prior Budget</u>
<b>Revenue</b>						
Transfers from Operations	\$ 600,000	\$ 600,000	\$ 600,000	\$ 1,800,000	\$ 1,600,000	\$ 200,000
Other Revenue/Transfers	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 28,900	\$ (23,900)
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 605,000</b>	<b>\$ 600,000</b>	<b>\$ 600,000</b>	<b>\$ 1,805,000</b>	<b>\$ 1,628,900</b>	<b>\$ 176,100</b>
<b>Capital Projects by Category</b>						
Library Systems	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furnishings	\$ 151,410	\$ 75,000	\$ 75,000	\$ 301,410	\$ 265,965	\$ (35,445)
Building Alterations	\$ 746,172	\$ 250,000	\$ 250,000	\$ 1,246,172	\$ 912,750	\$ (333,422)
Computer & Technology	\$ 349,443	\$ 150,000	\$ 150,000	\$ 649,443	\$ 797,406	\$ 147,963
<b>Total Expenditures</b>	<b>\$ 1,247,026</b>	<b>\$ 475,000</b>	<b>\$ 475,000</b>	<b>\$ 2,197,026</b>	<b>\$ 1,976,121</b>	<b>\$ (220,905)</b>
<b>Total Reserves</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>
<b>Total Expenditures + Reserves</b>	<b>\$ 1,747,026</b>	<b>\$ 975,000</b>	<b>\$ 975,000</b>	<b>\$ 2,697,026</b>	<b>\$ 2,476,121</b>	<b>\$ (220,905)</b>
<b>Beginning of Year Fund Balance</b>	<b>\$ 2,018,963</b>	<b>\$ 1,376,937</b>	<b>\$ 1,501,937</b>	<b>\$ 2,018,963</b>	<b>\$ 1,784,253</b>	<b>\$ 234,710</b>
<b>Revenues Over (Under) Expenditures</b>	<b>\$ (642,026)</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ (392,026)</b>	<b>\$ (347,221)</b>	<b>\$ (44,805)</b>
<b>Fund Balance</b>						
Reserved for Building Repairs	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -
Reserved for Oshtemo Utilities	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ (15,000)
Reserved for Central Boiler	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ (50,000)
Assigned for Future Capital Projects	\$ 811,937	\$ 936,937	\$ 1,061,937	\$ 1,061,937	\$ 937,032	\$ (124,905)
<b>End of Year Total Fund Balance</b>	<b>\$ 1,376,937</b>	<b>\$ 1,501,937</b>	<b>\$ 1,626,937</b>	<b>\$ 1,626,937</b>	<b>\$ 1,437,032</b>	<b>\$ 189,905</b>

**Notes:**

The three year Capital Improvement Plan budget has been extended through fiscal year 2017-2018.

Projects carried forward from fiscal year 2014-2015 allocations totaled \$672,676, including \$132,115 in unallocated funds. New projects recommended for approval in this budget cycle include funds to begin the Central library public restrooms; Oshtemo building and refurbishment projects for the public service desk, electrical work, and dumpster enclosure replacement; consolidation and budget augmentation for Central, Oshtemo and Eastwood generators; installation of the Eastwood dropped ceiling; public photocopiers for Eastwood, Powell and Washington Square; and the purchase of portable device USB charging stations with the recent \$5,000 gift from the Wong Foundation. Reserves have been added to begin funding for the Central boiler and future Oshtemo utilities connection.

Specific allocations are recommended for the FY 2016-2017 fiscal year for repair of the Washington Square attic and replacement of all of the remaining Air Handler Units at Central library.

**Kalamazoo Public Library  
Capital Improvement Plan  
Summary of Active Allocations**

<u>Description</u>	<u>Carryover</u>	<u>CEB 15-16 Budget</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
<b>Library Systems &amp; Equipment</b>	\$ -	\$ -	\$ -	\$ -
<b>Furnishings</b>				
Furnishings Reserve	\$ 70,695	\$ 97,572	\$ 75,000	\$ 75,000
Central Library	\$ 6,547	\$ 6,345	\$ -	\$ -
Branch Libraries	\$ 32,765	\$ 41,200	\$ -	\$ -
System-Wide Projects	\$ 4,169	\$ 6,294	\$ -	\$ -
<b>Total Furnishings</b>	<b>\$ 114,175</b>	<b>\$ 151,410</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>
<b>Building Alterations</b>				
Building Alterations Reserve	\$ 42,162	\$ 72,412	\$ 155,000	\$ 250,000
Structural Projects	\$ 22,000	\$ 96,600	\$ 50,000	\$ -
Mechanical Projects	\$ 183,000	\$ 220,150	\$ 45,000	\$ -
Control & Security Systems	\$ 61,217	\$ 102,282	\$ -	\$ -
Other Facilities Projects	\$ 157,228	\$ 254,728	\$ -	\$ -
<b>Total Building Alterations</b>	<b>\$ 465,607</b>	<b>\$ 746,172</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
<b>Computer &amp; Technology</b>				
Computer & Technology Reserve	\$ 19,258	\$ 44,258	\$ 100,000	\$ 100,000
Public Technology & Hardware	\$ 44,653	\$ 113,204	\$ 50,000	\$ 50,000
Portable Technology	\$ 12,218	\$ 35,618	\$ -	\$ -
Other Technology/Computer Equipment	\$ 13,529	\$ 50,429	\$ -	\$ -
Server Migration	\$ -	\$ 84,000	\$ -	\$ -
RFID/Circulation Technologies	\$ 3,234	\$ 21,934	\$ -	\$ -
<b>Total Computer &amp; Technology</b>	<b>\$ 92,893</b>	<b>\$ 349,443</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>
<b>Total Budgeted Expenditures - CIP</b>	<b>\$ 672,676</b>	<b>\$ 1,247,026</b>	<b>\$ 475,000</b>	<b>\$ 475,000</b>

**Kalamazoo Public Library  
Capital Improvement Plan  
Summary of Active Allocations**

<u>Description</u>	<u>Carryover</u>	<u>CEB 15-16 Budget</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
<b>802 Library Systems (Complete)</b>	\$ -	\$ -	\$ -	\$ -
<b>810 Furnishings Reserve -Unallocated</b>	\$ 70,695	\$ 97,572	\$ 75,000	\$ 75,000
<b>Central Library</b>				
818 Video equipment -Canon	\$ 202	\$ -	\$ -	\$ -
889 Children's Room Table/Chairs - replacements	\$ 5,328	\$ 5,328	\$ -	\$ -
892 Local History Furnishings	\$ 1,017	\$ 1,017	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Central Library Furnishing Projects</b>	\$ 6,547	\$ 6,345	\$ -	\$ -
<b>Branches</b>				
815 Adult Workspaces/Public Areas - Oshtemo	\$ 13,565	\$ 0	\$ -	\$ -
<b>894 Oshtemo Refurbishment Projects - All</b>	\$ 15,000	\$ 40,000	\$ -	\$ -
882 Oshtemo Drop box replacement	\$ 4,200	\$ -	\$ -	\$ -
881 Eastwood/Powell - Powell Office Furniture	\$ (0)	\$ 1,200	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Branch Libraries Furnishing Projects</b>	\$ 32,765	\$ 41,200	\$ -	\$ -
<b>System Wide</b>				
814 Chairs Multiple Departments	\$ 4,169	\$ 6,294	\$ -	\$ -
AV-DVD shelving master plan	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Subtotal System-Wide Furnishing Projects</b>	\$ 4,169	\$ 6,294	\$ -	\$ -
<b>Total Furnishings</b>	<b>\$ 114,175</b>	<b>\$ 151,410</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>
<b>820 Building Alterations Reserve - Unallocated</b>	\$ 42,162	\$ 72,412	\$ 155,000	\$ 250,000
<b>Structural Projects</b>				
828 Eastwood Roof Repair	\$ 22,000	\$ 18,201	\$ -	\$ -
Washington Square Attic	\$ -	\$ -	\$ 50,000	\$ -
805 Central Library - Marble tile maintenance	\$ -	\$ 47,400	\$ -	\$ -
<b>Subtotal Structural Projects</b>	\$ 22,000	\$ 96,600	\$ 50,000	\$ -
<b>Mechanical Projects</b>				
823 Generator - combined	\$ 11,000	\$ -	\$ -	\$ -
824 Generator - combined	\$ 6,000	\$ -	\$ -	\$ -
887 Generator - Central, Oshtemo & Eastwood	\$ 50,000	\$ 75,000	\$ -	\$ -
895 Central Freight Elevator	\$ 105,000	\$ 125,000	\$ -	\$ -
<b>841 Central Louvers on Air Handler Units</b>	<b>\$ 11,200</b>	<b>\$ 11,200</b>	<b>\$ 45,000</b>	<b>\$ -</b>

**Kalamazoo Public Library  
Capital Improvement Plan  
Summary of Active Allocations**

<u>Description</u>	<b>CEB</b>			
	<u>Carryover</u>	<u>15-16 Budget</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
<b>Subtotal Mechanical Projects</b>	\$ 183,000	\$ 220,150	\$ 45,000	\$ -
<b>Control &amp; Security Systems</b>	\$ -	\$ 3,000	\$ -	\$ -
827 Security System Updates	\$ 1,217	\$ 37,517	\$ -	\$ -
842 Central Lighting Control	\$ 60,000	\$ 61,765	\$ -	\$ -
<b>Subtotal Control &amp; Security Systems</b>	\$ 61,217	\$ 102,282	\$ -	\$ -
<b>Other Facilities Projects</b>	\$ -	\$ 3,000	\$ -	\$ -
<b>Central Restrooms - Phase I</b>	\$ -	\$ 100,000	\$ -	\$ -
<b>Eastwood - drop ceiling</b>	\$ -	\$ 7,000	\$ -	\$ -
<b>Oshtemo Building projects (electrical, enclosure)</b>	\$ -	\$ 15,000	\$ -	\$ -
893 Delivery Vehicle	\$ 60,000	\$ 32,500	\$ -	\$ -
811 Carpet Master Plan Reserve (Cumulative)	\$ 97,228	\$ 97,228	\$ -	\$ -
<b>Subtotal Facilities Projects</b>	\$ 157,228	\$ 254,728	\$ -	\$ -
<b>Total Building Projects</b>	\$ 465,607	\$ 746,172	\$ 250,000	\$ 250,000
<b>830 Computer &amp; Tech Reserve - Unallocated</b>	\$ 19,258	\$ 44,258	\$ 100,000	\$ 100,000
<b>Technology/Hardware - Public</b>	\$ -	\$ 5,891	\$ -	\$ -
831 Automation Replacement	\$ 30,069	\$ 90,069	\$ 50,000	\$ 50,000
<b>Portable Device USB Charging Stations</b>	\$ -	\$ 5,000	\$ -	\$ -
843 Digital signage	\$ 6,069	\$ 6,069	\$ -	\$ -
845 Public Spaces AV Upgrades	\$ (0)	\$ -	\$ -	\$ -
865 Game Carts - Teen	\$ 3,141	\$ 0	\$ -	\$ -
884 Digital Lab Equipment	\$ 6,175	\$ 6,175	\$ -	\$ -
<b>Subtotal Public Technology/Hardware</b>	\$ 44,653	\$ 113,204	\$ 50,000	\$ 50,000
<b>Portable Technology</b>	\$ -	\$ -	\$ -	\$ -
878 Portable Devices	\$ 12,218	\$ 12,218	\$ -	\$ -
878 iPads (4) mobilereporting security, (0)3 Circulating-Osh	\$ -	\$ 2,400	\$ -	\$ -
878 iPad cases and charging station - Oshtemo Circulating	\$ -	\$ 1,000	\$ -	\$ -
878 iPads updates and replacements	\$ -	\$ 3,000	\$ -	\$ -
878 Mac Minis	\$ -	\$ 1,200	\$ -	\$ -
878 Laptop replacements IT interns	\$ -	\$ 3,000	\$ -	\$ -
878 iPads - replacements (AR, DS) - allowance	\$ -	\$ 1,200	\$ -	\$ -
878 iPad - Circulation Central (BH)	\$ -	\$ 600	\$ -	\$ -
878 Laptop - CAMP (MS)	\$ -	\$ 1,000	\$ -	\$ -
878 iPads - (15) Teen Makerprograms & (10) Youth Circ.	\$ -	\$ 9,000	\$ -	\$ -
878 ipad cases/charging station for circulating iPads	\$ -	\$ 1,000	\$ -	\$ -
<b>Subtotal Portable Technology</b>	\$ 12,218	\$ 35,618	\$ -	\$ -
<b>Other Technology/Computer Equipment</b>	\$ -	\$ -	\$ -	\$ -
879 Office Scanners - administrative/business office	\$ 284	\$ 2,284	\$ -	\$ -
855 Telephone System	\$ 13,245	\$ 13,245	\$ -	\$ -
854 Branch Photocopies/Envisionware terminals	\$ -	\$ 27,500	\$ -	\$ -

**Kalamazoo Public Library  
Capital Improvement Plan  
Summary of Active Allocations**

<u>Description</u>	<u>Carryover</u>	<u>CEB 15-16 Budget</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
854 Spare CISCO switch	\$ -	\$ 2,700	\$ -	\$ -
854 Staff Desktop PC replacement - IT (JC/WH)	\$ -	\$ 3,100	\$ -	\$ -
854 Desktop intern replacement MAC	\$ -	\$ 1,000	\$ -	\$ -
854 42" monitor - discharge area	\$ -	\$ 600	\$ -	\$ -
<b>Subtotal Other Technology/Computer Equipment</b>	<b>\$ 13,529</b>	<b>\$ 50,429</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Server Migration Project - Fiber Install, etc.</b>	<b>\$ -</b>	<b>\$ 84,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RFID/Circulation Technology</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
852 RFID / Circulation	\$ 3,234	\$ 3,234	\$ -	\$ -
852 Comprise Smart Terminals	\$ -	\$ 14,000	\$ -	\$ -
852 Topaz Signature Gem (Circulation signatures)	\$ -	\$ 2,400	\$ -	\$ -
852 RFID Reader Pad/Scanner/Printer (Oshtemo)	\$ -	\$ 2,300	\$ -	\$ -
<b>Subtotal RFID/Circulation Technology</b>	<b>\$ 3,234</b>	<b>\$ 21,934</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Computer &amp; Electronic Technologies</b>	<b>\$ 92,893</b>	<b>\$ 349,443</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>
<b>Total Capital Expenditures</b>	<b>\$ 672,676</b>	<b>\$ 1,247,026</b>	<b>\$ 475,000</b>	<b>\$ 475,000</b>

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Contract with KRESA**

DATE: January 25, 2016

**Recommendation:**

**I recommend board approval of the attached five-month contract, February through June, with KRESA to host our servers at a cost of \$15,000.**

**Executive Summary:**

As board members are aware, we have been talking with KRESA about hosting our servers. We are now ready to make that move. Attachment A to the contract outlines the specific services of virtual server hosting.

This five month contract through June 30, is a short term contract so we can begin July 1 with an annual contract aligned with our fiscal year. We would expect the cost going forward to 2016-2017 to be about the same at \$1,200 per server per year. We expect they will be hosting thirty servers for us.

As a non-profit, the cost is divided among all those who have contracted with KRESA. As more institutions contract with them, the cost should decrease until additional space or staff are needed. The cost would then reset, so to speak.

Our connection to KRESA will be by way of Charter until there is a direct fiber connection available.

[Return to Agenda](#)



# **Shared Services Agreement Virtual Server Hosting 2015-16**

## **SHARED SERVICES AGREEMENT**

This Virtual Server Hosting Agreement Service Agreement (“Service Agreement” or “Agreement”) made this 1st day of February, 2016 between KALAMAZOO PUBLIC LIBRARY (hereinafter “KPL”), and KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY (hereinafter “KALAMAZOO RESA”), a Michigan intermediate school district sets forth the terms and conditions for the supply of Virtual server hosting services.

### **SECTION 1: DESCRIPTION OF SERVICES TO BE PROVIDED BY KALAMAZOO RESA – RELATIONSHIP OF PARTIES**

1.1 KALAMAZOO RESA shall provide to KPL, for the term of this Agreement, Virtual Server Hosting Services as outlined in Attachment “A”.

### **Section 2: TERM OF AGREEMENT AND TERMINATION DURING TERM**

2.1 This Service Agreement shall commence on February 1, 2016 (“Effective Date”) and remain in full force and effect until June 30, 2016.

2.2 After the initial term of this Agreement, this Service Agreement may be terminated for any reason by either Party upon ninety (90) days written notice to the other party. This Service Agreement may be terminated at any time during the initial term of this agreement for material breach of contract after a (60) day cure period allowing for corrective action or as mutually agreed by both Parties in writing.

In the event that this Agreement is terminated during its term pursuant to this provision, KPL will pay KALAMAZOO RESA for hosting services performed under this Agreement up to and including the effective date of termination. Any funds remitted by KPL to KALAMAZOO RESA in excess of the pro-rata charges for services performed by KALAMAZOO RESA up to and including the effective date of termination will be returned to KPL by KALAMAZOO RESA. Any such amounts owed by either Party to the other shall be paid within thirty (30) days of the effective date of termination of this Service Agreement.

### **SECTION 3: INVOICE AND PAYMENT**

3.1 In consideration of the services provided to KPL by KALAMAZOO RESA under this Agreement, KPL will pay KALAMAZOO RESA for services rendered under this Agreement as specified below.

A. KALAMAZOO RESA shall invoice KPL quarterly for the cost of providing VIRTUAL SERVER HOSTING (up to 30 VM's) for the amount of (\$15,000) for the period between February 1, 2016 – June 30, 2016.

3.2 KALAMAZOO RESA shall submit to KPL (1) invoice for all applicable charges for the billing interval. KPL will remit payment within thirty (30) days of receipt.

3.3 Should KPL dispute the accuracy of any invoice delivered by KALAMAZOO RESA, KPL shall, within thirty (30) days of receipt, deliver a written notice and explanation of such dispute to KALAMAZOO RESA. KALAMAZOO RESA shall contact KPL to review the invoice and account within ten (10) business days after receipt of the written notice from KPL.

### **SECTION 7: MISCELLANEOUS**

7.1 None of the terms and provisions of this Agreement may be modified or amended in any way except by an instrument in writing executed by authorized representatives of KALAMAZOO RESA and KPL.

7.2 This Agreement shall be interpreted and enforced under the laws of the State of Michigan applicable to contracts made and to be performed entirely within such State without giving effect of choice of law principles of such State. The parties irrevocably consent to the jurisdiction of the Courts of Michigan to determine all issues which may arise under this Agreement.

7.3 If any provisions of this Agreement should be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions of this Agreement shall not in any way be affected, impaired or prejudiced thereby.

7.4 Neither party hereto shall be liable to the other for any loss of business or any other damages caused by an interruption of this Agreement where such interruption is due to: war, rebellion or insurrection; an act of God; fire; government statute, order or regulation prohibiting the performance of this Agreement; riots; strikes, labor stoppages, lockouts or labor disputes to the extent such occurrences are not caused by the actions of the party seeking relief under this Section; or other causes beyond the reasonable control of KALAMAZOO RESA or KPL.

7.5 The Section headings of this Agreement are for convenience of the Parties only and in no way alter, modify, amend, limit or restrict contractual obligations of the Parties.

7.6 This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which constitute one and the same Agreement.

7.7 Nothing in this Agreement shall be intended to confer third party beneficiary status or rights, pursuant to MCL 600.1405 or under the common law, to any person or entity that is not a party to this Agreement.

**ATTACHMENT A**

**SERVICE LEVEL AGREEMENT BETWEEN KALAMAZOO RESA AND KALAMAZOO PUBLIC LIBRARY**

This attachment A to the Shared Services Agreement relates to the services provided between February 1, 2016 – June 30, 2016 and is agreed upon by both Kalamazoo RESA and the Kalamazoo Public Library.

It is agreed between the two Parties that SW MiTech will provide Virtual Server Hosting as stated below:

**VIRTUAL SERVER HOSTING**

- Hosting of up to 30 VM's
- Up to 5.5 TB of storage for virtualized environment
- Nightly and weekly backups with 2 weeks depth
- DR replication back to KPL servers/SAN for mission critical servers
- Network link monitoring
- Firewall support related to hosted servers
- Ensure reliable operation of hosted environment
- Provide emergency response to any hosting failures

**AUTHORIZATION**

This Service Agreement has been duly authorized, executed and delivered by the parties and constitutes a legal, valid and binding obligation upon each of them, enforceable in accordance with its terms. Each person placing his/her signature below represents and warrants that he/she is the signatory duly authorized to execute this Service Agreement on behalf of KALAMAZOO RESA or KPL, as is respectively applicable.

KPL agrees to pay Kalamazoo RESA \$15,000 for Virtual Server Hosting Services as defined in this Shared Services agreement.

This contract will expire on June 30, 2016. After the initial term of the contract, either party may terminate the contract with ninety (90) days written notice.

For Kalamazoo RESA

Name \_\_\_\_\_ Date \_\_\_\_\_

For Kalamazoo Public Library

Name \_\_\_\_\_ Date \_\_\_\_\_

Please return signed copy to:  
Fax 269-250-9361 or [kbullard@kresa.org](mailto:kbullard@kresa.org)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Strategic Planning Statistics  
Second Quarter 2015 - 2016**

DATE: January 25, 2016

Attached is the second quarter “Strategic Plan Quarterly Statistics 2015 – 2016” report. There are no surprises at this mid-year point. Comments on a few of the items:

- 1.4 – We began loaning iPads for use within the Children’s Room at Central in December. We expect this target of 150 to be met by year end.
- 5.1, 5.2 – Our target of increasing the circulation of adult materials by 25% by June 2016 appears to have been too ambitious.
- 5.4 – Results of the adult survey, conducted during this past quarter, are attached.

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	40,521			<b>86,374</b>	173,428	49.8%	
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	1,774			<b>3,812</b>	13,000	29.3%	
1.3	Each year, the number of people utilizing the Children's Room will increase by 10%.	20,020	13,624			<b>33,644</b>	66,513	50.6%	
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>	-	7			<b>7</b>	150	4.7%	
1.5	Each year, the number of gift books the library distributes will increase by 5%.	295	5,122			<b>5,417</b>	7,519	72.0%	
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	1,130			<b>2,338</b>	5,500	42.5%	

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	24,067			53,991	109,990	49.1%	
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	22,410			48,959	117,563	41.6%	
3.3	By June 30, 2016, the circulation of children's nonfiction will increase by 20%.	17,470	16,866			34,336	79,379	43.3%	
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	3,047			5,950	13,000	45.8%	
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	44			151	150	100.7%	
Goal 4:	Teens and tweens will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, listening, and creating experiences.								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target	
4.1	By June 30, 2016, the circulation of teen reading collections will increase by 10%.	18,264	16,988			35,252	71,890	49.0%	
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	676			2,271	5,000	45.4%	
4.3	Each year, the number of people utilizing the Teen Room will increase by 5%.	7,254	6,669			13,923	34,011	40.9%	
4.4	At least once per year teens and tweens will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 4th Quarter					-		

Strategic Plan Quarterly Statistics 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, 2016, the circulation of adult reading collections will increase by 25%. <b>(Does not include audiobooks.)</b>	130,068	122,070			<b>252,138</b>	663,390	38.0%
5.2	By June 30, 2016, the circulation of adult music and movies will increase by 25%. <b>(Includes Children's music and movies from Hoopla)</b>	190,084	181,601			<b>371,685</b>	995,733	37.3%
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	2,721			<b>5,304</b>	10,000	53.0%
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.

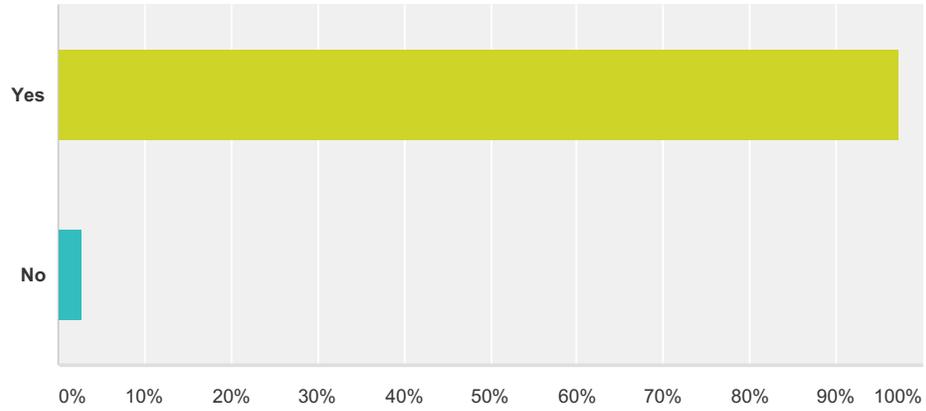
<b>Goal 6: Everyone in Kalamazoo will have free high-speed internet access in the library and digital opportunities tailored to their needs.</b>								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
6.1	By June 30, 2016, the number of people who use a library computer will increase by 10%.	29,668	28,266			<b>57,934</b>	158,871	36.5%
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	6,063			<b>12,627</b>	23,184	54.5%
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	160			<b>332</b>	1,500	22.1%
6.4	At least once per year patrons will be surveyed on their use and satisfaction of digital technology, the library's website, social media, and other digital resources at the library.	Survey Conducted During 4th Quarter						

Strategic Plan Quarterly Statistics 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	5,812			<b>14,623</b>	12,618	115.9%
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	815			<b>2,592</b>	3,000	86.4%

**Q1 Are you able to easily find good things to read, view, or listen to at the Kalamazoo Public Library (KPL)?**

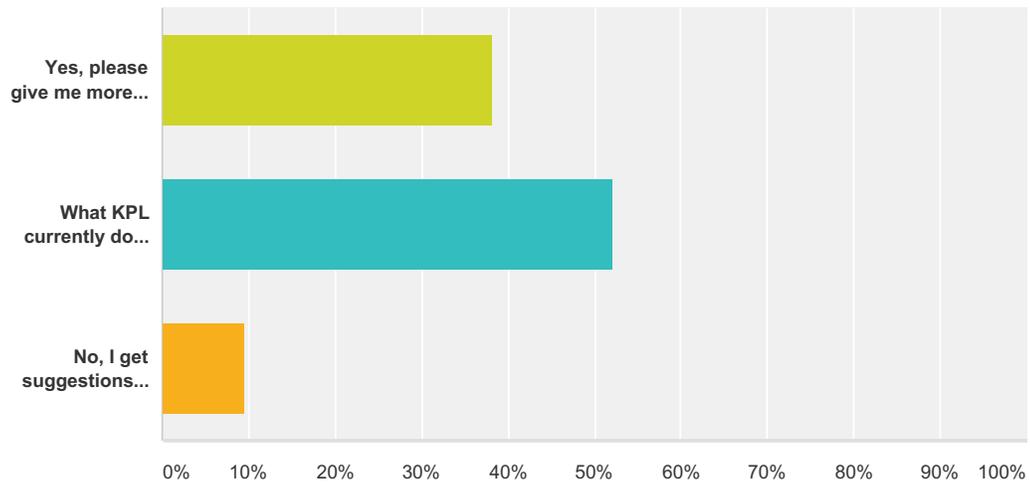
Answered: 189 Skipped: 1



Answer Choices	Responses
Yes	97.35% 184
No	2.65% 5
<b>Total</b>	<b>189</b>

## Q2 Should KPL do more to connect you with great books, movies, or music?

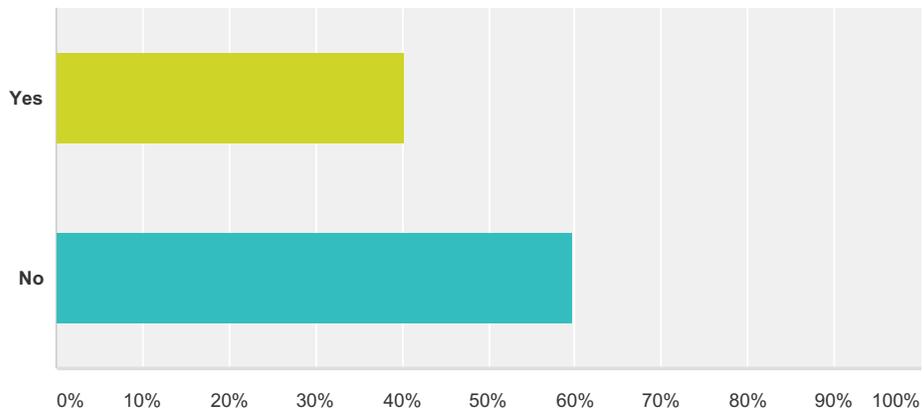
Answered: 186 Skipped: 4



Answer Choices	Responses	
Yes, please give me more suggestions.	38.17%	71
What KPL currently does is just right.	52.15%	97
No, I get suggestions elsewhere and don't need them from KPL.	9.68%	18
<b>Total</b>		<b>186</b>

### Q3 Have you attended a library program for adults in the past year?

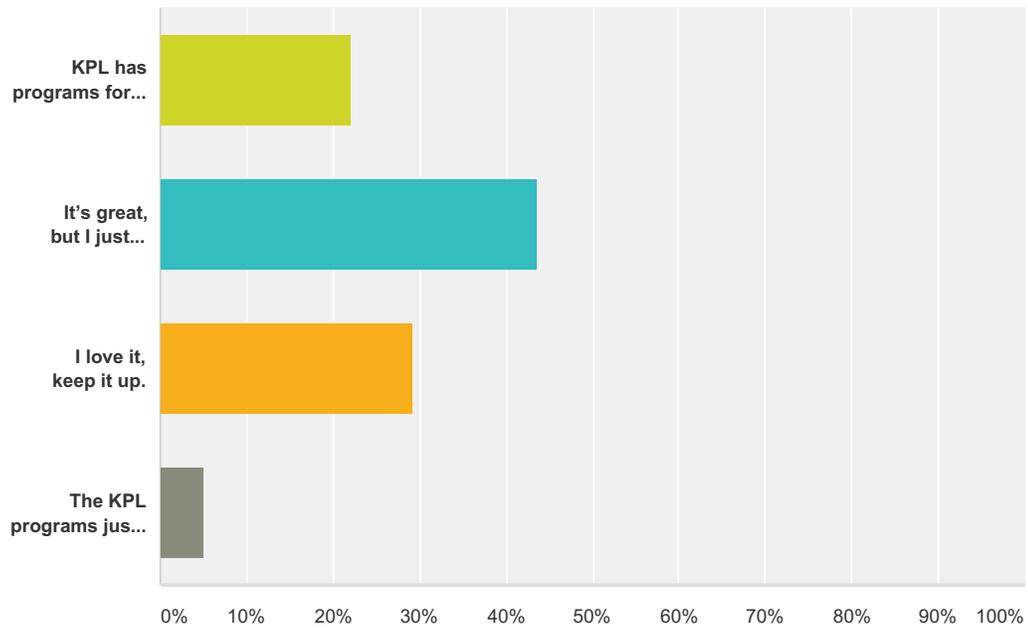
Answered: 189 Skipped: 1



Answer Choices	Responses
Yes	40.21% 76
No	59.79% 113
<b>Total</b>	<b>189</b>

### Q4 How do you feel about programs for adults at KPL?

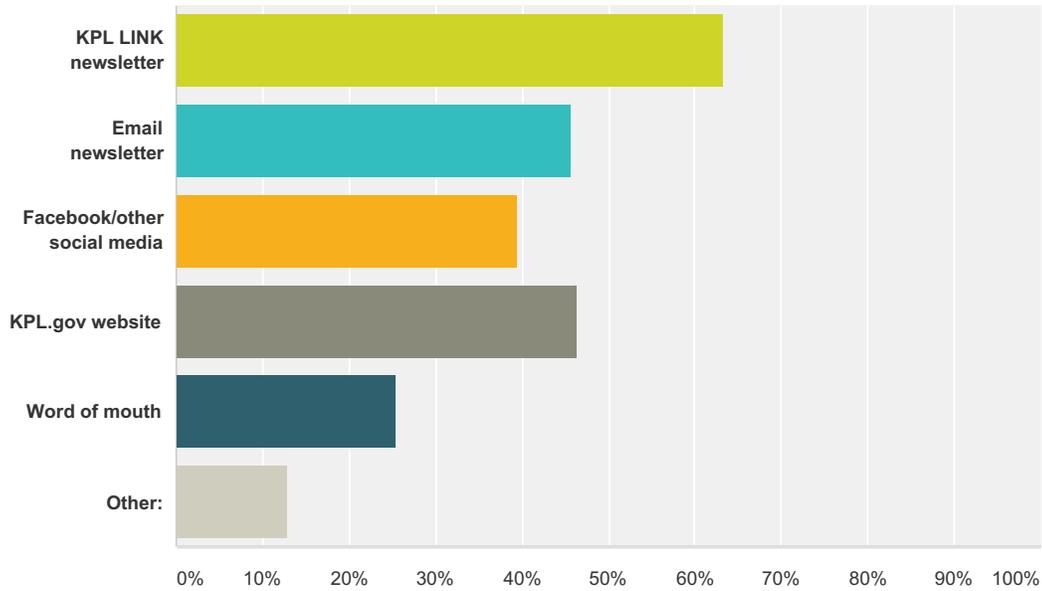
Answered: 181 Skipped: 9



Answer Choices	Responses	
KPL has programs for adults?	22.10%	40
It's great, but I just don't have the time to attend.	43.65%	79
I love it, keep it up.	29.28%	53
The KPL programs just don't seem interesting.	4.97%	9
<b>Total</b>		<b>181</b>

### Q5 How do you hear about what KPL has to offer?

Answered: 177 Skipped: 13



Answer Choices	Responses	Count
KPL LINK newsletter	63.28%	112
Email newsletter	45.76%	81
Facebook/other social media	39.55%	70
KPL.gov website	46.33%	82
Word of mouth	25.42%	45
Other:	12.99%	23
<b>Total Respondents: 177</b>		

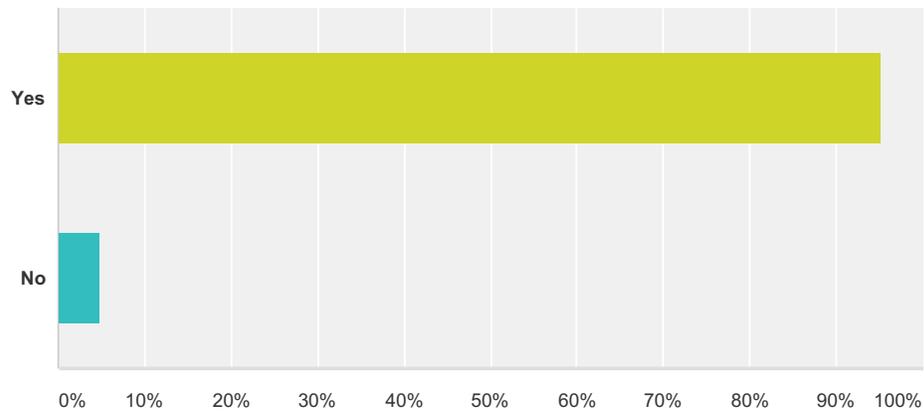
#	Other:	Date
1	Kalamazoo Gazette	1/6/2016 10:24 AM
2	I don't/maybe using email? (collections 2. *cool if they could analyze what's been read + suggest similar?) (programs 2. - more info? email?)	1/6/2016 10:23 AM
3	NONE	1/6/2016 10:20 AM
4	I really only visit KPL for books and the occasional DVD.	1/6/2016 10:10 AM
5	signage at the library itself	1/1/2016 4:54 PM
6	(collections 2.) I would like to read the Kalamazoo Gazette but it usually isn't available.	12/28/2015 9:28 AM
7	(regular mail)	12/28/2015 9:21 AM
8	Telepathy	12/22/2015 1:46 PM
9	(no comment)	12/22/2015 10:18 AM
10	(collections 1.) Yes ~ always! (programs 1.) No ~ but in previous years...	12/22/2015 10:12 AM

## SP 2016 Adult Survey

11	Enjoy Staff Picks. LOVE overdrive, Hoopla & Freegal. Appreciate email reminders when books are due.	12/22/2015 10:04 AM
12	Come to KPL and Find out whats going on	12/22/2015 9:59 AM
13	at the branches!	12/22/2015 9:58 AM
14	go to the library (under 2. programs) often have activities the same night as offerings. * - Kalamazoo Mandolin + Guitar Orchestra - GLAMA jams - Fair Food Matters	12/22/2015 9:32 AM
15	(under 2. collections) I like the staff recommendations of books and films. (under 1. programs) Please keep them up	12/22/2015 9:28 AM
16	(no comment)	12/22/2015 9:25 AM
17	(under 4.) offer classes at different times, multiple choices	12/22/2015 9:24 AM
18	Postings at library	12/22/2015 9:17 AM
19	Uncertain I have not been here in a while.	12/15/2015 1:21 PM
20	I don't; unaware of the programs.	12/15/2015 1:20 PM
21	Staff at oshtemo are great at promoting events	12/12/2015 8:36 AM
22	WMUK	12/12/2015 8:09 AM
23	I'm not very well informed	12/4/2015 4:06 PM

## Q6 Do you find Kalamazoo Public Library buildings welcoming?

Answered: 187 Skipped: 3



Answer Choices	Responses
Yes	95.19% 178
No	4.81% 9
<b>Total</b>	<b>187</b>

#	Please explain:	Date
1	Really fantastic people work here.	1/13/2016 11:54 AM
2	Really fantastic people work here.	1/13/2016 11:54 AM
3	I have mixed feelings about this, but mostly, 'yes'.	1/13/2016 11:54 AM
4	(written on page: What I want to know is why do you use an "illuminati" occult satanic symbol as the symbol for the Library? Also, Islam uses the same! ... the crescent moon! You idiots)	1/6/2016 10:26 AM
5	Clean, bright employee's friendly	1/6/2016 10:23 AM
6	Friendly, Nice people.	1/6/2016 10:20 AM
7	I wish they had more comfortable chairs to just read in. I wish they had computer classes	1/6/2016 10:14 AM
8	Security guards always seem to be looking for problems; makes for a rude welcoming.	1/6/2016 10:10 AM
9	your best asset is your people. they are helpful, friendly and so focused on customer service. give them all a big raise to keep them!	1/1/2016 4:54 PM
10	You need new paint and carpet at Central	1/1/2016 4:27 PM
11	Atmosphere is very friendly - Oshtemo library could use a renovation but is currently comfortable.	12/28/2015 9:30 AM
12	Librarians talk too loud! No one speaks to parents about their kids running around and being noisy. Why don't you even try?	12/28/2015 9:28 AM
13	Clean Environment Friendly Workers	12/28/2015 9:23 AM
14	It's spacious. (collections 2.) Yes, please give me more suggestions. -> Make donations easier.	12/22/2015 10:16 AM
15	Very helpful and friendly	12/22/2015 10:14 AM

## SP 2016 Adult Survey

16	Yes ~ most* I use Central & Oshtemo, ... WA Square every then & now, too. Sometimes at Central folks seen to be camped out. And the smokers at the entrance are off putting, I know it's challenging to meet everyone's needs, and local homeless people frequent the Central branch (using restrooms & computers & just sitting). If it were possible to eliminate the smoking on that corner it might help. (top of page) Thanks for all you do, KPL is the most wonderful civic institution ~ a treasure!	12/22/2015 10:12 AM
17	(only problem is parking downtown.) Consistently nice service from staff - please continue to encourage that behavior.	12/22/2015 10:04 AM
18	Last few years library has gotten noisier: the patrons and also the librarians often speak too loudly (not in low voice or whisper); also cellphone use disturbs other library users. Some libraries now have "quiet rooms" - I expect the entire library to be a quiet place. People who wish to talk with others, directly or on their cell phone, should be required to step outside.	12/22/2015 10:02 AM
19	They are kept clean in and out, on a regular. No Lotering or problems period	12/22/2015 9:59 AM
20	Bright	12/22/2015 9:57 AM
21	Downtown Lib is wide open and feels big like a library when I was a chid.	12/22/2015 9:54 AM
22	for the most part. I like Oshtemo, Central	12/22/2015 9:28 AM
23	Except Washington Square seems gloomy. Hadicapped entrance at Powell sucks.	12/22/2015 9:24 AM
24	Especially it's the nice people!	12/22/2015 9:24 AM
25	They are very friendly and inviting. The librares have well-organized bookshelves. Also, things are easy to find.	12/22/2015 9:21 AM
26	All of the sites I have visited provide an open, welcoming atmosphere. Librarians have constantly been of assistance anytime such was sought. Layouts are fairly easy to navigate so locating materials has not been as issue. And, as stated, when assistance is needed, it is rapidly and willingly provided.	12/21/2015 11:28 AM
27	Security has gone overboard with the "no eating" rule. I don't expect library to allow people to eat meals here, but I got barred for the day for putting a few peanuts in my mouth, while standing. Just use better judgement, that's all.	12/15/2015 1:23 PM
28	The building is very nice and the employees meet with greetings sometimes.	12/15/2015 1:22 PM
29	It's a nice building and everyone is always nice.	12/15/2015 1:21 PM
30	Staff is friendly and helpful.	12/15/2015 1:20 PM
31	The people are nice and friendly (staff).	12/15/2015 1:20 PM
32	Very nice people.	12/15/2015 1:18 PM
33	Always greeted with friendly hello.	12/12/2015 8:36 AM
34	Most of the time.	12/11/2015 2:13 PM
35	Best staff in the business.	12/11/2015 2:11 PM
36	Best staff in the business.	12/11/2015 2:10 PM
37	Thanks for conducting this survey. Generally, yes, KPL buildings are welcoming, however, I think downtown was more welcoming when there was less emphasis on self-service. A couple of clerks bent on promoting self-service check-out and a security guard, however pleasant, are, based on my observation, not meaningly accessible or approachable for patrons who have questions about engaging library services. I'm a retired, non-KPL, librarian and I understand you have to make difficult staffing choices. I think it would be a good investment to have extra outgoing, personable staff members at all levels scheduled for short periods of duty on the entry level during at least the busiest hours. This would be beneficial to both patrons and staff -- I think patrons would feel better attended to and staff would gain direct insight into the needs and interests of patrons who don't find their own way to areas of staff contact. Keep up the good work -- KPL is a great institution and a real credit to our community.	12/9/2015 10:06 PM
38	Some people (not staff lol) scare me	12/2/2015 9:29 AM
39	I don't always feel safe downtown, but that's got less to do with the library in general.	12/2/2015 9:26 AM
40	Awesome, knowledgeable staff.	12/2/2015 9:25 AM
41	Difficult parking	11/17/2015 7:21 AM
42	I feel that the libraries are clean, well-organized, comfortable environment. I love the downtown library especially- feels like home.	11/16/2015 9:14 PM
43	I feel at home at the Central Library. It is one of my favorite places. I prefer the lighting and warmth of the children's library, though. It's a little too dark and grey for me in the rotunda.	11/16/2015 8:41 PM

## SP 2016 Adult Survey

44	Except for parking downtown. Tend to visit other branches due to this.	11/16/2015 8:13 PM
45	Well lit,curtious helpful staff, and comfy seating.	11/16/2015 2:48 PM

**Director's Report  
January 2016**

From the director

1. Recent events attended include the usual DDA and DKI meetings, Oshtemo Twp meeting on sewers, Friends board meetings, several webinars, informal gathering with class 6 director, many internal meetings, several library programs.
2. From the January board meeting of the Friends of KPL:
  - Book donations and sales were strong in December
  - About 10-12 new members joined using the membership form printed in the December LINK
  - Holiday collection of books to distribute to foster children through Family and Children's Service was successful; will repeat collection during *Reading Together*, linking to themes in *Orphan Train*
3. A few dates for your calendar:
  - Feb 20 @ 2:30 – Teen Filmmaker Festival
  - March 7 @ 7:00 – Kick-off of *Reading Together* with author Christina Baker Kline
  - April 5-9 – PLA conference in Denver
  - April 25 @ 7:00 – *Global Reading Challenge* Final

Create young readers

4. Central and Oshtemo will once again offer winter sessions of *1,2,3 Play With Me*, the five-week series for parents and children age 1-3.
5. The 2016 *Kalamazoo Early Learning Calendar* has been sent to our partners and is available at all our locations.

Stimulate imagination

6. Our Winter Break programs were well attended: Maker Mondays, Gift Making, Code Camp, New Year's Hats, coloring for all ages, among others.

7. The 2016 Global Reading Challenge books have been distributed to 149 teams! The finale will be Monday, April 25. We are grateful for the support of the Gary Sisters Foundation which has contributed \$4,000 to help support the purchase of the books.
8. About 35 KPL staff members will be in KPS elementary and middle schools on March 2 and 3 for Literacy Night to register kids and families for KPL cards. This will take a big effort to schedule staff and to have the technology up and running smoothly to register new borrowers remotely.

#### Connect to the online world

9. The library's collection on the Internet Archive (archive.org) continues to grow, soon to be part of the American Libraries Collection. The Gibson Mandolin Guitar Company Catalog "I" from 1914 was just added as was a 1911-12 Year Book of the Kalamazoo Art Association. Access the collection via the black social icon at the bottom of any page on the KPL website.
10. Tax information now has a prominent position on our homepage. It will be continually updated as new tax forms are available. It has links to useful websites and information about free tax preparation.
11. December views on the KPL Flickr photostream topped 138,000, more than three times the typical monthly average. The largest single day was Christmas Day with 17,160 views that day alone. The new Flickr Archive of historical photos, launched on December 9<sup>th</sup>, has already received more than 27,000 views. Both Flickr photostreams can be accessed by the social icons at the bottom of any page on the KPL site.
12. Several new landing pages within our website have been redone and have just gone live or will very soon: The Hub, law library, Oshtemo Branch with other branches to follow. These new pages are mobile friendly.
13. Our OverDrive consortium, MCLS, was one of only thirteen consortia in the country to surpass one million circs in 2015. MCLS circulation increased by 18% last year; our OverDrive circulation increased by 22%.

#### Celebrate local

14. Over 800 attended New Year's Fest shows at Central.

#### Operations

15. Our new delivery van has arrived. This larger vehicle has a ramp so we can use carts rather than bins for transporting materials. Staff no longer need to stoop and the larger size should reduce the number of days that two runs to branches are needed.

16. Six staff members participated in a focus group, led by a researcher from Saginaw Valley State University, on homelessness in Kalamazoo. We were one of nine urban libraries in the state participating in the study.
17. For the second year, we partnered with *Girls on the Run*. Volunteers were set up at each KPL location to help parents register their girls for the run. This is proving to be a good community partnership.
18. IT staff member, Wendy Hand, will have an article published in the *Library of Michigan Dispatch* newsletter on using Chromebases for our public catalogs.
19. Teen Lead Librarian, Andrea Vernola, was selected to participate in the ONEplace Nonprofit Leadership Academy for 2016.

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

<b>Agency</b>	<b>Central Library</b>	<b>East wood</b>	<b>Oshtemo</b>	<b>Powell</b>	<b>Washington Square</b>	<b>Total</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>% Change</b>
<b>BOOKS</b>									
-Adult	20,433	853	9,487	299	2,311	33,383	217,099	229,580	-5%
-ebook	3,313					3,313	25,027	21,185	18%
-Digital Magazine	294					294	2,090	1,356	54%
Teen	3,810	99	983	50	241	5,183	34,486	33,713	2%
Juvenile	14,989	912	7,371	387	1,001	24,660	173,188	184,249	-6%
<b>Total</b>	<b>42,839</b>	<b>1,864</b>	<b>17,841</b>	<b>736</b>	<b>3,553</b>	<b>66,833</b>	<b>451,890</b>	<b>470,083</b>	<b>-4%</b>
<b>AUDIO-VISUAL</b>									
<b>Audiobook</b>									
-CD	1,338	36	810	7	113	2,304	16,971	19,163	-11%
-Digital	1,830					1,830	11,776	10,440	13%
<b>Music</b>									
-CD	4,377	194	712	113	412	5,808	38,197	45,022	-15%
-Digital	1,804					1,804	9,922	8,621	15%
<b>Video</b>									
-DVD	33,269	3,986	9,173	2,791	6,376	55,595	323,558	405,145	-20%
- Digital	677					677	3,555	4,256	
<b>Total Non-Print Material</b>	<b>43,295</b>	<b>4,216</b>	<b>10,695</b>	<b>2,911</b>	<b>6,901</b>	<b>68,018</b>	<b>403,979</b>	<b>492,647</b>	<b>-18%</b>
<b>Total Circulation</b>	<b>86,134</b>	<b>6,080</b>	<b>28,536</b>	<b>3,647</b>	<b>10,454</b>	<b>134,851</b>	<b>855,869</b>	<b>962,730</b>	<b>-11%</b>
<b>Computer Usage</b>									
Onsite Computer Use	6,477	411	1,011	400	475	8,774	57,934	67,057	-14%
Computer Usage Remote						1,942,509	12,742,485	13,769,834	-7%
Wireless Internet	1,939	-	-	-	-	1,939	12,627	11,677	8%
<b>Database Statistics</b>									
Database Sessions	890					890	5,813	7,450	-22%
Database Searches	44,713					44,713	235,041	318,381	-26%
<b>Total Registrations</b>	<b>607</b>	<b>19</b>	<b>72</b>	<b>12</b>	<b>12</b>	<b>722</b>	<b>4,211</b>	<b>3,643</b>	<b>16%</b>

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<b><u>Programs/Tours</u></b>									
Adult Events	16	1	2	1	1	21	154	135	14%
Attendance	1063	30	252	10	3	1358	5559	5479	1%
Teen Events	6	2	2	1	1	12	108	117	-8%
Attendance	103	14	30	11	10	168	3367	3892	-13%
Juvenile Events	21	22	28	19	7	97	534	538	-1%
Attendance	579	264	896	229	171	2139	16761	19762	-15%
<b>Total Events</b>	<b>43</b>	<b>25</b>	<b>32</b>	<b>21</b>	<b>9</b>	<b>130</b>	<b>796</b>	<b>790</b>	1%
<b>Total Attendance</b>	<b>1745</b>	<b>308</b>	<b>1178</b>	<b>250</b>	<b>184</b>	<b>3665</b>	<b>25687</b>	<b>29133</b>	-12%
<b>Law Library</b>									
Visitors	223					<b>223</b>	1566	<b>1654</b>	-5%
Phone Calls	130					<b>130</b>	653	<b>620</b>	5%
Questions Answered	374					<b>374</b>	2371	<b>2256</b>	5%