



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
March 28, 2016, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of February 22, 2016
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending February 29, 2016
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Environmental Stewardship and Sustainability Policy
 - B. Social Media Policy
 - Reports
 - C. Implementation of New Registration Policy – Sue Warner
 - D. 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. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION
 - A. Labor Negotiation Discussion (Board Members Only)
- XI. ADJOURNMENT

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: February 22, 2016
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

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

Absent: Cheryl TenBrink

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was amended to include a recommendation to the Board regarding the reclassification of the Librarian I position currently assigned to Adult Services. Additionally, it was determined the Friends of KPL Update would take place at a later meeting of the Board of Trustees.

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 January 25, 2016*

B. *Personnel Items*

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending January 31, 2016.*

Recommendation: Director Rohrbaugh recommended the board accept the Financial Reports for the month ending January 31, 2016.

Discussion: Director Rohrbaugh called trustees' attention to an item concerning the general operating fund. She stated budget revisions are anticipated and she expects a revised close estimate budget will follow shortly.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JANUARY 31, 2016.

MOTION CARRIED 6-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Position Reclassification

Recommendation: Director Rohrbaugh recommended the half-time library associate position, assigned to Adult Services, Law Library and temporarily reclassified as a librarian I, be combined with the half-time librarian I position in Adult Services and the position be advertised as a full-time, librarian I.

Executive Summary: In January 2015, Director Rohrbaugh recommended and the board approved a reclassification of a half-time library associate position in the Law Library to a librarian I. At that time, Matt Smith, held two half-time positions: librarian I and this library associate position in the Law Library. The work of the two positions could not be easily separated so it made sense to reclassify the library associate. Director Rohrbaugh told the board at the time this position became vacant, we would review the classification.

This position is now vacant. Mr. Smith has held these two half-time librarian I positions for the past year. He will now transfer to the Collection Development Librarian position creating one full-time or two half-time vacancies. We have discussed the advantages and disadvantages to both possibilities: separating the two and advertising a half-time librarian I in Adult Services and a half-time library associate in the Law Library OR confirming the position as a librarian I in Adult Services with significant time spent in the Law Library. The outcome of our discussion is to recommend to the board that the half-time library associate position be retained as a librarian I and this position be advertised as it has been filled by Mr. Smith. This approach has worked well and has increased flexibility for the incumbent to work at all desks within Adult Services.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO RECLASSIFY THE HALF-TIME LIBRARY ASSOCIATE POSITION, ASSIGNED TO ADULT SERVICES, LAW LIBRARY AS A LIBRARIAN I, COMBINE WITH THE HALF-TIME LIBRARIAN I POSITION IN ADULT SERVICES AND ADVERTISE IT AS A FULL-TIME, LIBRARIAN I.

Discussion: No discussion.

MOTION CARRIED 6-0.

REPORTS:

B. Home Page Highlights – Keith Howard

Report: K. Howard, Web Coordinator, introduced himself and stated that the primary purpose of his report would be to provide an overview of the features currently displayed on the Kalamazoo Public Library homepage.

He began by showing a screenshot of the original KPL webpage which consisted entirely of text. He stated over the last 12 months, 382,000+ users have generated 890,000 individual sessions on our webpage. He also stated approximately 38% of users begin their sessions on the home page.

Beginning at the top of the page, he drew attention to the search bar, the black navigation bar and the scrolling banner which features library initiatives, goals, and services. He then explained the three main ‘programming boxes’ which highlight events such as Reading Together, Local

History programming, and the Friends Bag of Books Sale. An additional box of the same size is currently dedicated to the *It's My Library* marketing campaign. Below those items are the KPL event calendar, a permanent box for Local History & Genealogy programs, and another rotating box currently featuring a link to the tax information page. Below those are dedicated boxes for ONEplace, The Hub, and The Friends of Kalamazoo Public Library.

He then scrolled up the page a bit to explain the scrolling book covers under the New Arrivals and Staff Picks which are very useful in driving web traffic to the catalog.

Lastly, K. Howard explained the purpose of what he calls the 'mega-footer'. He stated it contains links which make everything on the website as accessible with as few clicks as possible. Featured here are links to the individual branch location pages and the Friends Bookstore, popular library services and web pages that tend to receive high levels of web traffic, links to request specific types of assistance, a link to the current and archived issues of LINK, and Social Media buttons with our latest Twitter feed.

Discussion: No discussion.

Disposition: Trustees thanked K. Howard for his report.

C. Trends in Digital Collections Use – Michael Cockrell

Report: M. Cockrell stated that he would be explaining some trends regarding the use of KPL digital collections, such as Overdrive, Freegal, Zinio, and Hoopla. He began by stating 2008 constituted a turning point for patrons investigating the use of digital collections when many received or purchased tablets and other devices during the holiday season.

Looking at eBooks, M. Cockrell explained KPL began to lend them as early as 2004. As circulation began to rise after 2008, the need to purchase additional quantities of eBook titles beyond what were available to patrons through KPL's membership in the Midwest Collaborative for Library Services became apparent. Additionally, he drew attention to Project Gutenberg which has been digitizing materials that are available in the public domain and making them available through Overdrive.

M. Cockrell then shared statistics which supported his claim that digital collection circulation, and specifically those titled accessed through Overdrive, has been on the rise since 2008. Since that point, circulation has increased each year. Last year, the annual total was more than 70,000.

He stated some patrons have expressed frustration at the overall quality of available titles. He believes this is due to the titles which are typically highlighted by the MCLS, which tend to be bestsellers and highly-circulating romance novels, and may not specifically match the interests of all users. Additionally, he stated the juvenile and teen titles have not circulated as well as he would like, and tapping into those audiences is one of his primary goals for the future.

Moving on to Freegal, downloadable music, M. Cockrell stated patrons have downloaded 35,000 songs since 2013. Recently an ad-free streaming service was enabled. While this is an impressive and valued source of free music, he said he would like to increase visibility of this service.

Along those same lines is Zinio, which provides free digital magazines. Ninety different titles are available but use has been slow. Targeted marketing via email is an option that is being investigated in order to remind those with existing Zinio accounts of the utility of the service.

He went on to report that Hoopla (digital movies, television, audiobooks, comic books & music) has done quite well since it launched in 2013. There has been a steady increase in use. Hoopla, unlike Freegal, generates records within the KPL catalog, so visibility of this service is very high. It also has a wonderful reporting tool which breaks down circulation by media type.

M. Cockrell stated one of his largest goals across all of these platforms is to get a better sense of who is using them, why, and what other types of content they are seeking.

Discussion: President Caple asked whether patrons are able to customize their interface within Overdrive. M. Cockrell stated it would be great if that interface could be tailored to a patron's specific browsing tendencies, but that option is not currently available.

L. Godfrey said that even when carefully searching for titles in Overdrive, it can be difficult to obtain them. She said she has spent months on waiting lists in the past. M. Cockrell stated this is the primary reason for purchasing additional copies of eBooks outside of the MCLS, specifically for KPL patrons.

J. VanderRoest asked whether holds on eBooks through Overdrive ever expire. M. Cockrell stated those holds do not expire. He also stated materials in Overdrive will automatically be checked out to patrons when they reach the front of the holds list. While this is convenient, it has resulted in some patrons completely missing their checkout period for an item.

L. Godfrey expressed her frustration with searching within Freegal, Hoopla, and Zinio. President Caple stated that had been his experience as well. M. Cockrell stated it was his belief that those platforms are more geared towards browsing as opposed to targeted searches.

J. VanderRoest asked whether those platforms would direct patrons towards similar items automatically in a similar fashion to Pandora. M. Cockrell stated the closest to that type of service would be the streaming service through Freegal, which works, but not on the same level of efficacy that Pandora provides.

Disposition: Trustees thanked M. Cockrell for his report.

D. Legislative Update – Diane Schiller

Report: D. Schiller began her report by giving an update on the legislation surrounding Senate Bill 571. She reminded trustees a motion for a preliminary injunction was filed in January which was granted on February 5th. In response, three pieces of legislation in various states of completion are currently being reviewed. The only piece of response legislation that has progressed beyond the committee level is House Bill 5219 which has not seen any activity since February 9th.

She continued by explaining a series of six bills which have support from libraries, but are being resisted by Downtown Development Authorities. These bills would eliminate the automatic capture of tax proceeds imposed upon libraries by DDAs, including those in pre-1994 arrangements, provided there is no bond activity. These bills have been on the floor since December, will be discussed shortly.

Discussion: J. VanderRoest stated House Bill 5219 is the bill which seeks to remove the language concerning the sixty day period, prior to an election, during which public entities must refrain from discussing specific details of a millage which would support their operation. This would reinforce and enhance the original purpose of Senate Bill 571. D. Schiller concurred and supplied a lengthy list of organizations which have voiced opposition to the bill, which may explain why it has not seen activity since the 9th of February.

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. *Director's Report*

Report: Director Rohrbaugh began by discussing the 13th annual Teen Film Maker Festival. Once again it was a very successful event which drew 350 people. The voting for 'People's Choice' was particularly close, with five films being within just a handful of votes of each other. The top prize was awarded to Dorian Murphy for best film and best editing. She has submitted many films in the past and this was her first big win.

She then reminded trustees of the Reading Together kick-off which takes place in two weeks and consists of a visit from Christina Baker Kline who will give a talk at Kalamazoo Central High School.

She then drew attention to a number of items regarding the Friends of KPL. She had recently thanked the Friends for their generous annual gift, which this year totaled approximately \$43,000. The Friends annual meeting will take place in the morning on Saturday, April 30th. Lastly, she reported the Story Place room has recently installed wavy, distorted mirrors which were made available through a Friends mini-grant have proven very popular.

Director Rohrbaugh then stated the device charging lockers, made possible by an annual gift from the Wong Foundation, have been installed at Central Library. The first of which is located on the lower level, just to the left of the stairs near the AV holds shelf. The second is located behind the reference desk near the document scanner and copiers. Both units hold six devices.

She then explained an item in the report regarding the recent implementation of a surcharge of \$25.00 for outside groups using KPL meeting spaces who wished to serve food. She stated there was one day recently in which more than \$1,000 worth of meeting rooms were booked, approximately a quarter of which consisted of food charges.

Lastly, she informed trustees that in response to a request for usage statistics from The Hub, the January figures had been included in her report for review.

Discussion: J. VanderRoest asked if photographs and information regarding usage of the charging lockers could be compiled to share with the Wong Foundation. Director Rohrbaugh said we would certainly do so. L. Godfrey asked whether six individuals could charge their devices simultaneously and if the combinations for the lockers were able to be set by patrons. Director Rohrbaugh stated she was correct on both counts.

L. Godfrey asked whether it was known what sorts of things were being created using the 3D printer in The Hub. Kevin King, head of Branch and IT Services, stated that wasn't being tracked.

V. Wright stated her satisfaction with what had been shared regarding the support given to the library by the Friends of KPL. Director Rohrbaugh stated the Friends are particularly proud of their collaboration with Reading Together to collect books to be distributed. They were very pleased to have been displayed prominently in this year's Reading Together brochure.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey said she had no comments.
- V. Wright stated that even though she does not engage in social media personally, she very much enjoys the occasional inclusion of KPL's social media statistics in the board packet. She said that due to the way the information is organized, she pays closer attention to that document than she might otherwise, and expressed her appreciation for those who develop it. She also stated that her book group has now read Orphan Train on two occasions; the first reading generated what she called a 'sub-par' conversation, but upon re-reading the book as a Reading Together title, it was much more enthusiastically received.
- K. Randolph had no comments.
- R. Brown had no comments.
- J. VanderRoest stated his support of the changes have been made to the KPL website and particularly the home page. He thanked K. Howard for his efforts to enhance its usability. He suggested that perhaps some space on the home page be used to promote some of the lesser-utilized digital collections. He then stated a friend of his who serves on the board for The Ark had recently approached him for details regarding the ONEplace. He stated Thom Andrews was scheduled to host a workshop on the topic of effective board practices. J. VanderRoest said he has been proud to discuss widely the ongoing success of the ONEplace.
- President Caple expressed his sadness regarding the shootings that took place in Kalamazoo the previous weekend. He stated he wished to publicly express his opinion

that those who believe guns do not kill people should be reminded that those individuals who own guns can and do.

X. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:03 P.M.

X _____
Kerria Randolph
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: March 28, 2016

Employee Transfer

Amy Alcenius-Hoisington transferred to the KPLA FTE 1.0 Librarian I Collection Maintenance position in the Adult Services Department effective March 16, 2016. Amy has worked for KPL since January 2015 and has most recently held the KPLA FTE 0.5 Library Associate Reference position in Adult Services.

New Hire

Samara Woolfolk joined the salaried staff in the KPLSP FTE 0.5 Library Assistant 4 position in Marketing & Communications effective March 16, 2016. Samara comes to KPL with a degree in Advertising and Public Relations and varied experiences in social media and marketing with local organizations.

Hourly staff

New Hires

Elyse Covert– Library aide Eastwood/Powell

Employee Anniversaries

- Nancy Stern – 43 Yrs.
- Tod Hall – 18 Yrs.
- Kristen Larson – 9 Yrs.
- Jessica Bauer – 9 Yrs.
- Jacob Ewing – 7 Yrs.
- Patrick Jouppi – 6 Yrs.
- Dee Patterson – 3 Yrs.
- Brea Foster – 2 Yrs.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month
Ending February 29, 2016**

DATE: March 28, 2016

Recommendation:

I recommend the Board accept the Financial Reports for the month ending February 29, 2016.

Executive Summary:

Notes to the reports are included for your information.

Jim VanderRoest, Treasurer

**Kalamazoo Public Library
Internal Financial Statements
For the month ending February 29, 2016**

Combined Balance Sheet

Receivables in the General Fund now include a net vendor credit due of \$24,458.62 from Consumers Power. Corresponding recognition of total credit revenue and expense will be outlined in the General Operating Fund discussion below. The credit due was deposited as of March 17th.

Sources and Uses of Funds

Electronic Transfers

Property tax receipts of \$3,016,685 and IFT/CFT and PILOT receipts of \$17,602 contributed most of the library's fund sources during the month of February. Uses of Cash totaled \$917,628 and included over \$63,000 in distributions to vendors for work on the Central Elevator.

Electronic transfers reflected the receipt of tax revenues with the movement between the 1st National Bank Checking and the 1st National Bank ICS account to ensure FDIC coverage on deposits.

General Operating Fund – Revenue and Expenditure Summary

A total vendor credit of \$39,588 was recognized as refund revenue during the month of February, showing in the \$55,037 total Fines and Fees revenue recognized for the month. Consumer Power indicated the credit on bills beginning in November of 2015 for corrections spanning several years for estimated meter reading errors. Expenditures for the November through February billing statements reduced the vendor credit to the \$24,458 Accounts Receivable balance referenced above. After confirmation and clarification of the credit (and actual receipt of the check), the resulting accounting entries to recognize the revenue, expenditures and receivables were recorded.

Revisions to the Preliminary Budget as presented are in progress and will include the unexpected increase to Refund Revenue. Overall expenditures in the general fund are well within expected parameters at 65% complete although several revisions to individual line item categories are expected with the presentation of the Close Estimate Budget.

Capital Improvement Plan

Activity during the month occurred primarily in the completion and payment of vendor invoices for the Central Freight Elevator project (#895 in the Building Alterations-Mechanical Projects budget). Project budgets reflect the Close Estimate Budget as approved by the board.

Special Revenue Fund

Gifts and Memorials and undesignated gifts to the library totaled \$288 during February. The budget presented is the Preliminary Budget developed in May 2015 and do not reflect carryover balances. All carryovers from the prior fiscal year will be incorporated within the Close Estimate Budget to be presented next month. No funds were spent in excess of allowable carryover balances.

Endowment Fund

Very little actual revenue or trades were recorded during the months of January and February 2016 except for the monthly receipt of dividend income on fixed income investments. Market values on stocks, however, reflect the recent market slide. To illustrate the devaluation of stock investments June 2015 balances are presented for comparison. In June of 2015, the market value of portfolio stocks totaled \$2,215,734. As of February 29th, that market value has fallen to \$1,895,506 – totaling a devaluation of over \$320,000. Since that same time period, however, Arcadia Investment Management has shifted a higher proportion of the total portfolio to cash.

Kalamazoo Public Library Combined Balance Sheet

February 2016

| | Operating | Capital | Special Revenue | Endowment |
|---|-----------------------|-----------------------|---------------------|-----------------------|
| Assets | | | | |
| Cash & Equivalents | | | | |
| Cash & Checking | \$6,531,704.49 | \$1,671,358.35 | \$100,126.55 | \$744,960.25 |
| Investments | \$1,627,004.29 | \$0.00 | \$78,087.65 | \$2,942,052.70 |
| Total Cash & Equivalents | \$8,158,708.78 | \$1,671,358.35 | \$171,714.20 | \$3,687,012.95 |
| Accounts Receivable | | | | |
| Accounts Receivable | \$25,229.74 | \$0.00 | \$0.00 | \$0.00 |
| Total | \$25,229.74 | \$0.00 | \$0.00 | \$0.00 |
| Other Assets | | | | |
| Other Assets | \$174,508.81 | \$0.00 | \$0.00 | \$0.00 |
| Due to/from Other Funds | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Other | \$174,508.81 | \$0.00 | \$0.00 | \$0.00 |
| Total Assets | \$8,358,447.33 | \$1,671,358.35 | \$178,214.20 | \$3,687,012.95 |
| Liabilities and Fund Balance | | | | |
| Current Liabilities | | | | |
| Accounts Payable | \$1,700.28 | \$0.00 | \$0.00 | \$0.00 |
| Salaries Payable | \$4,692.85 | \$0.00 | \$0.00 | \$0.00 |
| Retirement Payable | \$39,857.88 | \$0.00 | \$0.00 | \$0.00 |
| Total Accounts Payable | \$46,251.01 | \$0.00 | \$0.00 | \$0.00 |
| Net Assets | | | | |
| Fund Balance | \$8,312,196.32 | \$1,671,358.35 | \$178,214.20 | \$3,687,012.95 |
| Total | \$8,312,196.32 | \$1,671,358.35 | \$178,214.20 | \$3,687,012.95 |
| Total Liabilities & Fund Balance | \$8,358,447.33 | \$1,671,358.35 | \$178,214.20 | \$3,687,012.95 |

KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending February 29, 2016

| | | February |
|--|--------------|-------------------------|
| BEGINNING CASH BALANCE * | | \$ 7,796,205 |
| * Including short-term investments | | |
| <u>SOURCES OF CASH:</u> | | |
| Property Tax Receipts | \$ 3,016,685 | |
| IFT/CFT, PILOT receipts | \$ 17,602 | |
| State Aid/Renaissance Zone Reimbursement | \$ - | |
| USF Refund/Law Library Contract/District Ct. Penal Fines | \$ - | |
| Interest Income | \$ 838 | |
| Library Fines & Fees | \$ 15,449 | |
| Other Sources: Gifts, Grants, & Reimbursements | \$ 525 | |
| Other Gifts (Ready to Read, etc) | \$ 268 | |
| TOTAL SOURCES OF CASH | | \$ 3,051,367 |
| <u>USES OF CASH:</u> | | |
| Salaries & Wages | \$ (400,781) | |
| Benefits | \$ (191,393) | |
| Materials | \$ (75,728) | |
| Operating Expenditures | \$ (15,627) | |
| Facilities | \$ (40,757) | |
| Technical Services | \$ (22,016) | |
| Purchased Services | \$ (37,823) | |
| Other | \$ (70,134) | |
| Capital Expenditures | \$ (63,369) | |
| Transfer to Kalamazoo Community Foundation | \$ - | |
| TOTAL USES OF CASH | | \$ (917,628) |
| ENDING CASH | | \$ 9,929,944 |
| <u>Pooled Cash & Investment Accounts</u> | | |
| <u>Checking & other liquid accounts</u> | | |
| Fifth Third General | | \$ 346,221 |
| Flagstar General | | \$ 966,891 |
| First National NOW & ACH Transfer Accounts | | \$ 1,252,777 |
| Fifth Third Arcadia Admin | | \$ 5,565 |
| Midwest Business Exchange Account/Paypal | | \$ 17,674 |
| Pooled Cash Accounts | | \$ 2,589,128 |
| <u>Pooled Investments</u> | | |
| Fifth Third Bank, Fifth Third Securities, CD's | | \$ - |
| Flagstar Bank MM & CD's | | \$ 1,066,295 |
| First National Bank MM, ICS Savings, & CD's | | \$ 6,274,520 |
| Pooled Investment Accounts | | \$ 7,340,816 |
| Total Pooled Cash & Investments | | \$ 9,929,944 |

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
February 2016**

| Date | Description | From | To | Amount |
|---|--------------------------------------|-----------------------|--|------------------------|
| 2/1/2016 | Fifth Third H.S.A. | 5/3 General Check | Fifth Third/Employee Accts | \$ (859.00) |
| 2/2/2016 | Employee Health Equity H.S.A. | 1st National Bank | Health Equity Employee Accounts | \$ (4,378.75) |
| 2/2/2016 | Transfer to 1st National ICS | 1st National Checking | | \$ (2,000,000.00) |
| 2/2/2016 | Transfer from 1st National Checking | | 1st National ICS | \$ 2,000,000.00 |
| 2/2/2016 | MPSERS Employer Contributions | 1st National Bank | MPSERS | \$ (13,684.90) |
| 2/2/2016 | MERS Employer Contribution | 1st National Bank | Municipal Employees Retirement System | \$ (28,467.55) |
| 2/5/2016 | HCSP MERS Contributions | 5/3 General Check | Alerus/Employee Accounts | \$ (961.85) |
| 2/10/2016 | Transfer to 1st National ACH | 1st National Checking | | \$ (40,000.00) |
| 2/10/2016 | Transfer from 1st National Checking | | 1st National ACH | \$ 40,000.00 |
| 2/11/2016 | Transfer to 1st National ICS | 1st National Checking | | \$ (500,000.00) |
| 2/11/2016 | Transfer from 1st National Checking | | 1st National ICS | \$ 500,000.00 |
| 2/11/2016 | Transfer to 1st National Limited ACH | 1st National Checking | | \$ (6,600.00) |
| 2/11/2016 | Transfer from 1st National Checking | | 1st National Limited ACH | \$ 6,600.00 |
| 2/12/2016 | 403B Employee Contributions | 1st National ACH | Journey Retirement Services - Employee Accts | \$ (6,598.01) |
| 2/12/2016 | Employee Health Equity H.S.A. | 1st National Bank | Health Equity Employee Accounts | \$ (4,378.75) |
| 2/12/2016 | Union Dues | 5/3 General Check | KPLA/KPLSP Union Treasurers | \$ (2,199.65) |
| 2/15/2016 | ADP Payroll 2/15/2016 | Flagstar General | Net Payroll - ADP 2/15/2016 | \$ (145,312.27) |
| 2/15/2016 | Child Support | Flagstar General | ADP to State of Michigan Disbursement Center | \$ (307.63) |
| 2/15/2016 | Garnishments | Flagstar General | ADP to various | \$ (309.30) |
| 2/15/2016 | Employee/Employer Social Security | Flagstar General | ADP to SSA/IRS | \$ (30,002.95) |
| 2/15/2016 | Federal Withholding Taxes | Flagstar General | ADP to SSA/IRS | \$ (18,787.95) |
| 2/15/2016 | Michigan Withholding Taxes | Flagstar General | ADP to State of Michigan | \$ (7,041.15) |
| 2/16/2016 | MPSERS Employer Contributions | 1st National Bank | MPSERS | \$ (13,959.56) |
| 2/16/2016 | Fifth Third H.S.A. | 5/3 General Check | Fifth Third/Employee Accts | \$ (859.00) |
| 2/18/2016 | HCSP MERS Contributions | 5/3 General Check | Alerus/Employee Accounts | \$ (1,042.02) |
| 2/22/2016 | Transfer to 1st National ACH | 1st National Checking | | \$ (30,000.00) |
| 2/22/2016 | Transfer from 1st National Checking | | 1st National ACH | \$ 30,000.00 |
| 2/24/2016 | Transfer to 1st National Limited ACH | 1st National Checking | | \$ (6,500.00) |
| 2/24/2016 | Transfer from 1st National Checking | | 1st National Limited ACH | \$ 6,500.00 |
| 2/25/2016 | Transfer to 1st National ICS | 1st National Checking | | \$ (1,000,000.00) |
| 2/25/2016 | Transfer from 1st National Checking | | 1st National ICS | \$ 1,000,000.00 |
| 2/29/2016 | Transfer to 1st National ICS | 1st National Checking | | \$ (1,000,000.00) |
| 2/29/2016 | Transfer from 1st National Checking | | 1st National ICS | \$ 1,000,000.00 |
| 2/29/2016 | Employee Health Equity H.S.A. | 1st National Bank | Health Equity Employee Accounts | \$ (4,378.75) |
| 2/29/2016 | 403B Employee Contributions | 1st National ACH | Journey Retirement Services - Employee Accts | \$ (6,607.30) |
| 2/29/2016 | ADP Payroll 2/29/2016 | Flagstar General | Net Payroll - ADP 2/29/2016 | \$ (139,796.83) |
| 2/29/2016 | Child Support | Flagstar General | ADP to State of Michigan Disbursement Center | \$ (307.63) |
| 2/29/2016 | Garnishments | Flagstar General | ADP to various | \$ (309.30) |
| 2/29/2016 | Employee/Employer Social Security | Flagstar General | ADP to SSA/IRS | \$ (30,368.53) |
| 2/29/2016 | Federal Withholding Taxes | Flagstar General | ADP to SSA/IRS | \$ (18,556.74) |
| 2/29/2016 | Michigan Withholding Taxes | Flagstar General | ADP to State of Michigan | \$ (6,945.49) |
| Total Electronic Transfers February 2016 | | | | \$ (486,420.86) |

Kalamazoo Public Library

Revenue and Expenditure Summary

February 2016

| | February | Purchase Orders | Year to Date | Budget | Variance | % Complete |
|--------------------------------|-----------------------|---------------------|-----------------------|------------------------|-------------------------|---------------|
| Revenue | | | | | | |
| Property Taxes | \$3,016,684.83 | \$0.00 | \$7,718,133.01 | \$10,418,240.00 | (\$2,700,106.99) | 74.08% |
| Other Taxes | \$17,601.53 | \$0.00 | \$47,222.24 | \$114,169.00 | (\$66,946.76) | 41.36% |
| Fines and Fees | \$55,037.19 | \$0.00 | \$147,190.49 | \$175,000.00 | (\$27,809.51) | 84.11% |
| District Court Penal Fines | \$0.00 | \$0.00 | \$113,906.16 | \$255,000.00 | (\$141,093.84) | 44.67% |
| Local Support | \$525.00 | \$0.00 | \$109,545.00 | \$225,000.00 | (\$115,455.00) | 48.69% |
| Interest Income | \$838.46 | \$0.00 | \$7,908.81 | \$15,010.00 | (\$7,101.19) | 52.69% |
| State Aid and Reimbursements | \$0.00 | \$0.00 | \$1,000.00 | \$74,000.00 | (\$73,000.00) | 1.35% |
| Other | \$0.00 | \$0.00 | \$66,374.00 | \$96,600.00 | (\$30,226.00) | 68.71% |
| Total Revenue | \$3,090,687.01 | \$0.00 | \$8,211,279.71 | \$11,373,019.00 | (\$3,161,739.29) | 72.20% |
| Expenditures | | | | | | |
| Salaries | | | | | | |
| Administrator Salaries | \$55,432.26 | \$0.00 | \$445,708.03 | \$653,722.00 | \$208,013.97 | 68.18% |
| Librarian Salaries | \$115,095.16 | \$0.00 | \$886,117.78 | \$1,365,580.00 | \$479,462.22 | 64.89% |
| Supervisory Technical Salaries | \$62,131.27 | \$0.00 | \$468,061.69 | \$723,775.00 | \$255,713.31 | 64.67% |
| Library Assistant Salaries | \$126,544.90 | \$0.00 | \$1,039,090.63 | \$1,617,240.00 | \$578,149.37 | 64.25% |
| Hourly Staff | \$50,896.44 | \$0.00 | \$375,537.86 | \$643,122.00 | \$267,584.14 | 58.39% |
| Substitute Salaries | \$5,489.10 | \$0.00 | \$41,716.80 | \$86,310.00 | \$44,593.20 | 48.33% |
| Vacancy Credit | \$0.00 | \$0.00 | \$0.00 | (\$50,000.00) | (\$50,000.00) | 0.00% |
| Total | \$415,589.13 | \$0.00 | \$3,256,232.79 | \$5,039,749.00 | \$1,783,516.21 | 64.61% |
| Benefits | | | | | | |
| Employee Insurance | \$87,472.62 | \$0.00 | \$686,789.89 | \$1,032,006.00 | \$345,216.11 | 66.55% |
| Retirement | \$53,835.65 | \$0.00 | \$520,598.84 | \$607,485.00 | \$86,886.16 | 85.70% |
| Employer FICA-Medicare | \$30,185.74 | \$0.00 | \$244,633.12 | \$384,535.00 | \$139,901.88 | 63.62% |
| Other Benefits | \$1,995.00 | \$0.00 | \$34,895.60 | \$150,675.00 | \$115,779.40 | 23.16% |
| Total | \$173,489.01 | \$0.00 | \$1,486,917.45 | \$2,174,701.00 | \$687,783.55 | 68.37% |
| Materials | | | | | | |
| Adult Books | \$33,458.50 | \$56,845.69 | \$331,238.85 | \$496,600.00 | \$165,361.15 | 66.70% |
| Juvenile Books | \$8,690.71 | \$14,421.57 | \$73,019.44 | \$97,500.00 | \$24,480.56 | 74.89% |
| Periodicals | \$1,850.12 | \$0.00 | \$35,292.64 | \$53,751.00 | \$18,458.36 | 65.66% |
| Audio-Visual Material | \$29,756.37 | \$65,043.58 | \$239,601.11 | \$340,160.00 | \$100,558.89 | 70.44% |
| Digital Materials | \$2,757.28 | \$0.00 | \$124,092.71 | \$154,365.00 | \$30,272.29 | 80.39% |
| Total | \$76,512.98 | \$136,310.84 | \$803,244.75 | \$1,142,376.00 | \$339,131.25 | 70.31% |
| Facilities | | | | | | |
| Fuel | \$17,392.84 | \$0.00 | \$22,454.78 | \$66,800.00 | \$44,345.22 | 33.61% |
| Electricity | \$13,113.10 | \$0.00 | \$120,788.61 | \$191,500.00 | \$70,711.39 | 63.08% |
| Water | \$297.98 | \$0.00 | \$2,705.53 | \$5,850.00 | \$3,144.47 | 46.25% |
| Custodial Supplies | \$10,166.35 | \$0.00 | \$37,806.03 | \$76,750.00 | \$38,943.97 | 49.26% |
| Grounds Maintenance | \$4,315.00 | \$0.00 | \$25,508.15 | \$48,196.00 | \$22,687.85 | 52.93% |
| Vehicle Maintenance | \$54.07 | \$0.00 | \$3,522.74 | \$5,500.00 | \$1,977.26 | 64.05% |
| Building Repair | \$7,500.52 | \$2,860.95 | \$39,411.04 | \$103,410.00 | \$63,998.96 | 38.11% |
| Building Operations | \$4,189.58 | \$24,939.25 | \$108,106.73 | \$133,055.00 | \$24,948.27 | 81.25% |
| Total | \$57,029.44 | \$27,800.20 | \$360,303.61 | \$631,061.00 | \$270,757.39 | 57.09% |

Kalamazoo Public Library
Revenue and Expenditure Summary
February 2016

| | February | Purchase Orders | Year to Date | Budget | Variance | % Complete |
|-------------------------------|---------------------|---------------------|-----------------------|------------------------|-----------------------|---------------|
| Operating Expenses | | | | | | |
| Supplies | \$5,415.92 | \$48.99 | \$42,042.86 | \$97,875.00 | \$55,832.14 | 42.96% |
| Misc. Operating Expenses | \$4,929.23 | \$897.89 | \$63,075.64 | \$116,928.00 | \$53,852.36 | 53.94% |
| Postage & Freight | \$1,985.89 | \$0.00 | \$28,014.06 | \$39,750.00 | \$11,735.94 | 70.48% |
| Rent | \$4,912.38 | \$525.00 | \$21,749.52 | \$32,100.00 | \$10,350.48 | 67.76% |
| Processing Supplies | \$3,409.91 | \$1,145.87 | \$15,660.78 | \$62,140.00 | \$46,479.22 | 25.20% |
| Total | \$20,653.33 | \$2,617.75 | \$170,542.86 | \$348,793.00 | \$178,250.14 | 48.90% |
| Technical Services | | | | | | |
| F&E Repair & Maintenance | \$1,504.47 | \$2,196.56 | \$31,564.89 | \$61,115.00 | \$29,550.11 | 51.65% |
| Telecommunications | \$14,083.59 | \$0.00 | \$63,533.72 | \$89,612.00 | \$26,078.28 | 70.90% |
| Software as Service | \$746.63 | \$2,084.00 | \$179,158.03 | \$192,161.00 | \$13,002.97 | 93.23% |
| Software Licensing & Maint. | \$3,115.20 | \$0.00 | \$196,001.13 | \$230,418.00 | \$34,416.87 | 85.06% |
| Cataloging & Processing | \$3,679.80 | \$0.00 | \$52,010.38 | \$85,300.00 | \$33,289.62 | 60.97% |
| Total | \$23,129.69 | \$4,280.56 | \$522,268.15 | \$658,606.00 | \$136,337.85 | 79.30% |
| Purchased Services | | | | | | |
| Security | \$11,716.69 | \$0.00 | \$86,788.91 | \$177,872.00 | \$91,083.09 | 48.79% |
| Insurance | \$2,001.05 | \$0.00 | \$63,644.87 | \$86,500.00 | \$22,855.13 | 73.58% |
| Legal Services | \$0.00 | \$0.00 | \$396.00 | \$15,000.00 | \$14,604.00 | 2.64% |
| Contracted Services | \$17,029.15 | \$3,708.00 | \$98,603.53 | \$163,736.00 | \$65,132.47 | 60.22% |
| Printing Services | \$3,302.01 | \$0.00 | \$55,496.16 | \$97,000.00 | \$41,503.84 | 57.21% |
| Advertising | \$4,200.50 | \$0.00 | \$27,717.00 | \$65,000.00 | \$37,283.00 | 42.64% |
| Total | \$38,249.40 | \$3,708.00 | \$332,646.47 | \$605,108.00 | \$272,461.53 | 54.97% |
| Other Expenditures | | | | | | |
| Tax Charge Backs | \$6,818.22 | \$0.00 | \$39,384.36 | \$50,000.00 | \$10,615.64 | 78.77% |
| Staff Development | \$1,263.58 | \$3,390.00 | \$17,585.97 | \$36,713.00 | \$19,127.03 | 47.90% |
| Travel & Conference | \$12,560.99 | \$0.00 | \$23,658.95 | \$58,731.00 | \$35,072.05 | 40.28% |
| Board Expenses | \$1,485.00 | \$0.00 | \$3,979.90 | \$8,080.00 | \$4,100.10 | 49.26% |
| Programming Expenditures | \$11,422.62 | \$0.00 | \$89,433.09 | \$160,275.00 | \$70,841.91 | 55.80% |
| Total | \$33,550.41 | \$3,390.00 | \$174,042.27 | \$313,799.00 | \$139,756.73 | 55.46% |
| Total Expenditures | \$838,203.39 | \$178,107.35 | \$7,106,198.35 | \$10,914,193.00 | \$3,807,994.65 | 65.11% |
| Transfers | \$0.00 | \$0.00 | \$0.00 | \$400,000.00 | \$400,000.00 | 0.00% |
| Total | \$0.00 | \$0.00 | \$0.00 | \$400,000.00 | \$400,000.00 | 0.00% |
| Total Transfers | \$0.00 | \$0.00 | \$0.00 | \$400,000.00 | \$400,000.00 | 0.00% |
| BEGINNING FUND BALANCE | \$6,059,712.70 | \$0.00 | \$7,029,007.61 | \$6,345,761.00 | \$683,246.61 | 10.77% |
| NET SURPLUS/(DEFICIT) | \$2,252,483.62 | (\$189,677.18) | \$1,093,511.53 | \$58,826.00 | \$1,034,685.53 | 1858.89% |
| ENDING FUND BALANCE | \$8,312,196.32 | (\$189,677.18) | \$8,122,519.14 | \$6,404,587.00 | \$1,717,932.14 | 26.82% |

**Kalamazoo Public Library
Capital Improvement Plan
February 2016**

| | February | Purchase Orders | Year-to-Date | Budget | Variance |
|---|--------------------|--------------------|---------------------|---------------------|---------------------|
| Revenue | | | | | |
| Local Revenue | | | | | |
| Other Local Gifts & Grants | | | | | |
| 844 - USB Charging Stations | \$0.00 | \$0.00 | \$5,000.00 | \$5,000.00 | \$0.00 |
| Total | \$0.00 | \$0.00 | \$5,000.00 | \$5,000.00 | \$0.00 |
| Total Revenue | \$0.00 | \$0.00 | \$5,000.00 | \$5,000.00 | \$0.00 |
| Expenditures | | | | | |
| Furnishings | | | | | |
| Furnishings Reserve | | | | | |
| 810 - Furnishings Reserve | \$0.00 | \$0.00 | \$0.00 | \$97,572.00 | \$97,572.00 |
| Total Furnishings Reserve | \$0.00 | \$0.00 | \$0.00 | \$97,572.00 | \$97,572.00 |
| Central Library | | | | | |
| 889 - Children's Room Table/Chairs | \$0.00 | \$0.00 | \$0.00 | \$5,328.00 | \$5,328.00 |
| 892 - Local History Room Furniture | \$0.00 | \$0.00 | \$0.00 | \$1,016.00 | \$1,016.00 |
| Total Central Library | \$0.00 | \$0.00 | \$0.00 | \$6,344.00 | \$6,344.00 |
| Branch Libraries | | | | | |
| 815 - Adult Workspaces/Public Area-Oshtemo | \$0.00 | \$17,135.00 | \$17,440.92 | \$40,000.00 | \$22,559.08 |
| 881 - Eastwood/Powell - furniture | \$0.00 | \$0.00 | \$0.00 | \$1,200.00 | \$1,200.00 |
| Total Branch Libraries | \$0.00 | \$17,135.00 | \$17,440.92 | \$41,200.00 | \$23,759.08 |
| System-Wide Projects | | | | | |
| 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 |
| Total Furniture & Equipment | \$0.00 | \$17,135.00 | \$19,445.51 | \$151,410.00 | \$131,964.49 |
| Building Alterations | | | | | |
| Building Reserve | | | | | |
| 820 - Building Alterations Reserve | \$0.00 | \$0.00 | \$0.00 | \$118,352.00 | \$118,352.00 |
| Total Building Reserve | \$0.00 | \$0.00 | \$0.00 | \$118,352.00 | \$118,352.00 |
| Structural Projects | | | | | |
| 805 - Central-Marble Tile Maintenance | \$0.00 | \$0.00 | \$47,400.00 | \$47,400.00 | \$0.00 |
| 828 - Eastwood Roof Repair | \$0.00 | \$0.00 | \$18,210.32 | \$18,210.32 | \$0.00 |
| Total Structural Projects | \$0.00 | \$0.00 | \$65,610.32 | \$65,610.32 | \$0.00 |
| Mechanical Projects | | | | | |
| 841 - Central Louvers on AHU-2 | \$0.00 | \$0.00 | \$11,200.00 | \$11,200.00 | \$0.00 |
| 887 - Generators-all sites | \$0.00 | \$0.00 | \$0.00 | \$75,000.00 | \$75,000.00 |
| 895 - Central Freight Elevator | \$63,369.20 | \$6,720.00 | \$127,080.00 | \$125,000.00 | (\$2,080.00) |
| Total Mechanical Projects | \$63,369.20 | \$6,720.00 | \$138,280.00 | \$211,200.00 | \$72,920.00 |
| Control & Security Systems | | | | | |
| 827 - Security Systems | \$0.00 | \$3,487.77 | \$3,487.77 | \$37,517.00 | \$34,029.23 |
| 842 - Central Lighting Control System | \$0.00 | \$0.00 | \$61,765.00 | \$61,765.00 | \$0.00 |
| Total Control & Security Systems | \$0.00 | \$3,487.77 | \$65,252.77 | \$99,282.00 | \$34,029.23 |
| Other Facilities Projects | | | | | |
| 8XX - Central Rest Rooms | \$0.00 | \$0.00 | \$0.00 | \$100,000.00 | \$100,000.00 |
| 811 - Carpet Master Plan | \$0.00 | \$0.00 | \$0.00 | \$97,228.00 | \$97,228.00 |

**Kalamazoo Public Library
Capital Improvement Plan
February 2016**

| | February | Purchase Orders | Year-to-Date | Budget | Variance |
|--|----------------------|----------------------|-----------------------|-----------------------|---------------------|
| 823 - Oshtemo Building Projects | \$0.00 | \$0.00 | \$0.00 | \$15,000.00 | \$15,000.00 |
| 824 - Eastwood Drop Ceiling | \$0.00 | \$7,000.00 | \$7,000.00 | \$7,000.00 | \$0.00 |
| 893 - Delivery Vehicle | \$0.00 | \$0.00 | \$25,455.50 | \$32,500.00 | \$7,044.50 |
| Total Other Facilities Projects | \$0.00 | \$7,000.00 | \$32,455.50 | \$251,728.00 | \$219,272.50 |
| Total Building Alterations | \$63,369.20 | \$17,207.77 | \$301,598.59 | \$746,172.32 | \$444,573.73 |
| Computer & Technology | | | | | |
| Computer & Tech. Reserve | | | | | |
| 830 - Computer & Technology Reserve | \$0.00 | \$0.00 | \$0.00 | \$47,008.00 | \$47,008.00 |
| Total Computer & Tech. Reserve | \$0.00 | \$0.00 | \$0.00 | \$47,008.00 | \$47,008.00 |
| Public Technology & Hardware | | | | | |
| 831 - Automation Replacement | \$884.00 | \$0.00 | \$17,725.82 | \$90,069.00 | \$72,343.18 |
| 843 - Branch digital signage | \$0.00 | \$0.00 | \$0.00 | \$6,069.00 | \$6,069.00 |
| 844 - USB Charging Stations | \$0.00 | \$0.00 | \$0.00 | \$5,000.00 | \$5,000.00 |
| 865 - Game Carts - Teen | \$0.00 | \$0.00 | \$0.00 | \$3,141.00 | \$3,141.00 |
| 884 - Digital Lab Equipment | \$0.00 | \$0.00 | \$119.90 | \$6,175.00 | \$6,055.10 |
| Total | \$884.00 | \$0.00 | \$17,845.72 | \$110,454.00 | \$92,608.28 |
| Portable Technology | | | | | |
| 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 |
| Other Tech/Computer Equipment | | | | | |
| 854 - Other Tech/Computer/Photocopiers | \$0.00 | \$0.00 | \$1,900.00 | \$34,900.00 | \$33,000.00 |
| 855 - Telephone System | \$0.00 | \$5,883.03 | \$0.00 | \$13,245.00 | \$13,245.00 |
| 879 - Office scanners | \$0.00 | \$0.00 | \$726.24 | \$2,284.00 | \$1,557.76 |
| Total Other Tech/Computer Equipment | \$0.00 | \$5,883.03 | \$2,626.24 | \$50,429.00 | \$47,802.76 |
| Server Migration | | | | | |
| 856 - Server Migration Project | \$0.00 | \$0.00 | \$0.00 | \$84,000.00 | \$84,000.00 |
| Total Server Migration | \$0.00 | \$0.00 | \$0.00 | \$84,000.00 | \$84,000.00 |
| RFID/Circulation | | | | | |
| 852 - RFID/ILS Equipment | \$0.00 | \$0.00 | \$13,607.40 | \$21,934.00 | \$8,326.60 |
| Total RFID/Circulation Tech. | \$0.00 | \$0.00 | \$13,607.40 | \$21,934.00 | \$8,326.60 |
| Total Computer & Technology | \$884.00 | \$5,883.03 | \$54,987.69 | \$349,443.00 | \$294,455.31 |
| Total Expenditures | \$64,253.20 | \$40,225.80 | \$376,031.79 | \$1,247,025.32 | \$870,993.53 |
| Transfers | | | | | |
| Transfers In/(Out) | \$0.00 | \$0.00 | \$0.00 | \$400,000.00 | \$400,000.00 |
| TOTAL BEGINNING FUND BALANCE | \$294,927.90 | \$0.00 | \$578,279.20 | \$578,279.20 | \$0.00 |
| TOTAL NET SURPLUS/(DEFICIT) | (\$64,253.20) | (\$40,225.80) | (\$371,031.79) | (\$842,025.32) | \$470,993.53 |
| TOTAL ENDING FUND BALANCE | \$230,674.70 | (\$40,225.80) | \$207,247.41 | (\$263,746.12) | \$470,993.53 |

Kalamazoo Public Library
Special Revenue Income Statement
February 2016

| | February | Purchase Orders | Year to Date | Budget | Variance | % Complete |
|--|-------------------|--------------------|--------------------|--------------------|---------------------|------------------|
| Revenue | | | | | | |
| Local Support | | | | | | |
| 233 - Ready to Read - Gifts | \$0.00 | \$0.00 | \$1,000.00 | \$1,000.00 | \$0.00 | 100.0% |
| 235 - Ready to Read - Spelling Bee | \$0.00 | \$0.00 | \$17,317.00 | \$22,000.00 | \$4,683.00 | 78.7% |
| 301 - Gifts & Memorials - Materials | \$75.00 | \$0.00 | \$2,290.00 | \$1,000.00 | (\$1,290.00) | 229.0% |
| 308 - Library Gifts | \$193.44 | \$0.00 | \$735.29 | \$500.00 | (\$235.29) | 147.1% |
| 397 - KCF - Local History/Community Info. Fund | \$0.00 | \$0.00 | \$6,500.00 | \$0.00 | (\$6,500.00) | 0.0% |
| Total Local Support | \$268.44 | \$0.00 | \$27,842.29 | \$24,500.00 | (\$3,342.29) | 113.6% |
| Other | | | | | | |
| 235 - Ready to Read - Spelling Bee | \$0.00 | \$0.00 | \$1,120.00 | \$735.00 | (\$385.00) | 152.4% |
| Total Other | \$0.00 | \$0.00 | \$1,120.00 | \$735.00 | (\$385.00) | 152.4% |
| Total Revenue | \$268.44 | \$0.00 | \$28,962.29 | \$25,235.00 | (\$3,727.29) | 114.8% |
| Expenditures | | | | | | |
| Materials | | | | | | |
| Adult Books | | | | | | |
| 301 - Gifts & Memorials - Materials | \$192.41 | \$279.91 | \$1,834.11 | \$1,000.00 | (\$834.11) | 183.4% |
| Total Adult Books | \$192.41 | \$279.91 | \$1,834.11 | \$1,000.00 | (\$834.11) | 183.4% |
| Juvenile Books | | | | | | |
| 233 - Ready to Read - Gifts | \$0.00 | \$0.00 | \$10,229.40 | \$12,000.00 | \$1,770.60 | 85.2% |
| 235 - Ready to Read - Spelling Bee | \$0.00 | \$0.00 | \$194.64 | \$18,000.00 | \$17,805.36 | 1.1% |
| 301 - Gifts & Memorials - Materials | \$31.67 | \$51.97 | \$83.64 | \$250.00 | \$166.36 | 33.5% |
| Total Juvenile Books | \$31.67 | \$51.97 | \$10,507.68 | \$30,250.00 | \$19,742.32 | 34.7% |
| Audio-Visual Material | | | | | | |
| 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% |
| Total Materials | \$224.08 | \$331.88 | \$12,381.79 | \$31,250.00 | \$18,868.21 | 39.6% |
| Purchased Services | | | | | | |
| Contracted Services | | | | | | |
| 303 - History Room Gifts | \$594.00 | \$0.00 | \$1,782.00 | \$0.00 | (\$1,782.00) | 0.0% |
| Total Contracted Services | \$594.00 | \$0.00 | \$1,782.00 | \$0.00 | (\$1,782.00) | 0.0% |
| Total Purchased Services | \$594.00 | \$0.00 | \$1,782.00 | \$0.00 | (\$1,782.00) | 0.0% |
| Other Expenditures | | | | | | |
| Miscellaneous Disbursements | | | | | | |
| 233 - Ready to Read - Gifts | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 | \$1,000.00 | 0.0% |
| 235 - Ready to Read - Spelling Bee | \$0.00 | \$0.00 | \$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% |
| 310 - KPL Antiracism Transformation Team | \$3,006.22 | \$0.00 | \$3,006.22 | \$0.00 | (\$3,006.22) | 0.0% |
| 379 - Friends Mini-Grants 2015 | \$0.00 | \$0.00 | \$1,743.11 | \$0.00 | (\$1,743.11) | 0.0% |
| 391 - Children's Mini-Grant | \$0.00 | \$0.00 | \$174.68 | \$0.00 | (\$174.68) | 0.0% |
| Total Miscellaneous Disbursements | \$3,006.22 | \$0.00 | \$7,949.41 | \$10,226.00 | \$2,276.59 | 77.7% |
| Total Other | \$3,006.22 | \$0.00 | \$7,949.41 | \$10,226.00 | \$2,276.59 | 77.7% |
| Total Expenditures | \$3,824.30 | \$331.88 | \$22,113.20 | \$41,476.00 | \$19,362.80 | 53.3% |
| TOTAL BEGINNING FUND BALANCE | \$181,770 | \$0 | \$171,350 | \$171,350 | \$187,936 | \$16,586 |
| TOTAL NET SURPLUS/(DEFICIT) | (\$3,556) | (\$372) | \$6,849 | (\$16,241) | (\$23,090) | (\$6,849) |
| TOTAL ENDING FUND BALANCE | \$178,214 | (\$372) | \$178,199 | \$155,109 | \$164,846 | \$9,737 |

**Kalamazoo Public Library
Endowment Fund
Report Date: February 2016**

| | 6/30/2015 | | % | 1/31/2016 | | % | 2/29/2016 | | % |
|---|------------------------|------------------------|--------------|------------------------|------------------------|--------------|------------------------|------------------------|--------------|
| | Cost | Market | Cost to | Cost | Market | Cost to | Cost | Market | Cost to |
| | Basis | Basis | Market | Basis | Basis | Market | Basis | Basis | Market |
| | | | Increase | | | Increase | | | Increase |
| <u>Ameritrade Investments</u> | | | | | | | | | |
| Money Market Account - FDIC | \$ 245,427.30 | \$ 245,427.30 | 0.0% | \$ 744,960.25 | \$ 744,960.25 | 0.0% | \$ 747,700.17 | \$ 747,700.17 | 0.0% |
| Stocks | \$ 1,504,405.08 | \$ 2,215,734.05 | 47.3% | \$ 1,459,078.34 | \$ 1,930,270.20 | 32.3% | \$ 1,459,078.34 | \$ 1,895,506.30 | 29.9% |
| Fixed Income Investments | \$ 1,490,759.38 | \$ 1,490,463.65 | 0.0% | \$ 1,008,653.56 | \$ 1,011,782.50 | 0.3% | \$ 1,008,653.56 | \$ 1,013,747.25 | 0.5% |
| | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | |
| Total Value | \$ 3,240,591.76 | \$ 3,951,625.00 | 21.9% | \$ 3,212,692.15 | \$ 3,687,012.95 | 14.8% | \$ 3,215,432.07 | \$ 3,656,953.72 | 13.7% |
| <u>Fund Balance</u> | | | | | | | | | |
| Assigned for Children's Endowment | | \$ 20,661.98 | | | \$ 20,661.98 | | | \$ 20,661.98 | |
| Kalamazoo Public Library Endowment | | \$ 3,930,963.02 | | | \$ 3,666,350.97 | | | \$ 3,636,291.74 | |
| <u>Year to Date Revenue & Expenditures</u> | | | | | | | | | |
| Net Withdrawals/Deposits from/to Account | | \$ - | | | \$ - | | | \$ - | |
| Dividend and Interest Income | | \$ 53,709.03 | | | \$ 27,417.52 | | | \$ 30,190.44 | |
| Realized Gains (Losses) on Sale of Assets | | \$ - | | | \$ - | | | \$ - | |
| Unrealized Gains (Losses) on Market Value | | \$ 120,799.84 | | | \$ (274,112.62) | | | \$ (306,911.77) | |
| Arcadia Investment Management Fee/Other | | \$ (17,485.69) | | | \$ (17,916.95) | | | \$ (17,949.95) | |
| Net Change | | \$ 157,023.18 | | | \$ (264,612.05) | | | \$ (294,671.28) | |

Summary:

Both January and February 2016 summary market values are presented and compared to the market values of the Endowment Fund portfolio as of the end of last fiscal year. Losses in stock market values contributed most of the slide in portfolio market value since the beginning of the fiscal year with total losses of \$306,911 to date.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Environmental Stewardship
and Sustainability Policy**

DATE: March 28, 2016

Recommendation:

I recommend board approval of the attached “Environmental Stewardship and Sustainability Policy” as a replacement for the attached “Environmental Policy” adopted November 23, 1992.

Executive Summary:

We are gradually reviewing our board approved polices and recommending revisions as needed. Our environmental policy written 24 years ago reflected the environmental movement at that time and was more of a plan than a policy. Now it makes sense to adopt a policy that outlines our commitment to the environment; specific plans or goals would be included in our budget and / or action plan for any given year, not part of the policy.

Environmental Policy

The purpose of this policy is to make a contribution towards the conservation of our natural resources and the protection of our environment. In that effort, we recognize the need for the library to become environmentally active and to structure its operation to incorporate the following, to the extent fiscally prudent.

- Purchase products made from recycled materials as available and cost effective.
- Require the use of recycled paper on all contract printing, where practical.
- Explore the possibility of returnable/reusable containers with vendors; purchase as appropriate.
- Purchase cleaning and maintenance materials which are least harmful to the environment.
- Explore and implement energy conservation measures.
- Recycle discarded office paper, newspapers, periodicals, and telephone books.
- Recycle or properly dispose of oil, paints, solvents, etc.
- Maintain current materials data sheets on all chemical products used in the library.
- Reduce the amount and frequency of applications in library facilities to the absolute minimum to maintain insect control.
- Use natural methods of weed and pest control on the library grounds.
- Discontinue the use of products with propellants harmful to the environment.
- Use biodegradable products, e.g. balloons, wherever possible.
- Discontinue the use of styrofoam products until recycling options are available.
- Cooperate with environmental organizations and governmental agencies on displays, bookmarks, programs, etc., on environmental issues.
- Ensure that the collection has current information on environmental topics.
- Provide employees with the latest data on KPL's environmental actions.

-
- Policy adopted November 23, 1992
 - Policy effective November 23, 1992

Environmental Stewardship and Sustainability Policy

The Kalamazoo Public Library believes that in order to fulfill our purpose in serving the community, we must be engaged in the ongoing effort to limit the environmental impact of our operations, and strive to be a leader in modeling ecologically sustainable practices. As we work to build a place for community engagement, we are committed to providing resources for our patrons to learn about sustainability through our collections and programming.

As we seek to reduce our impact on the environment, we are committed to continually evaluating our processes, and taking actions to:

- Reduce the amount of energy we consume
- Reduce the amount of natural resources we consume
- Reduce the amount of pollutants we contribute
- Increase the amount of recycling in our waste stream
- Make purchasing decisions that place a high value on sustainably produced products
- Promote the use of sustainable transportation

We will actively seek methods to measure our impact, and communicate results.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Social Media Policy**

DATE: March 28, 2016

Recommendation:

I recommend board approval of the attached “Social Media Policy” as a replacement for the attached “Social Networking Policy for KPL Patrons” adopted May 23, 2011.

Executive Summary:

Social media has changed considerably since the original policy was approved in 2011. Sites change frequently as new ones gain popularity and other ones lose momentum – it is no longer the norm to list specific sites.

We no longer review comments prior to publishing. In today’s social media world, such as Facebook, users post directly, not through a mediator. If a user adds an inappropriate comment on our post and it comes to our attention, we remove it as outlined in this proposed policy.

This proposed policy reflects the current social media world and hopefully is general enough to serve us well for some time.

Social Networking Policy for KPL Patrons

The Kalamazoo Public Library (KPL) recognizes the value of social networking and seeks a positive and mutually beneficial relationship with our patrons online through blogs, community reviews, patron comments and external social networking tools. Library social networking tools provide a public forum to facilitate the sharing of ideas, opinions and information about Library-related subjects and issues. Patrons are encouraged to share their opinions about Library-related subjects, resources, and programs.

Terms of Use

The Kalamazoo Public Library maintains an online presence including (but not limited to) KPL blogs, Twitter, Facebook, Flickr, YouTube, and other sites. The Kalamazoo Public Library external social networking pages may be linked to other such pages which are neither created nor maintained by the Kalamazoo Public Library. The Kalamazoo Public Library invites participation from everyone; however, the Library reserves the right to remove users from its contacts on various social networking sites.

The Library is not responsible for the content on external pages. The Library does not endorse any information, opinions, services, graphics or advertisements available for viewing on external social networking sites. The Library will not be responsible or liable for any content posted to its site by non-KPL staff.

Rules for commenting

All comments are reviewed prior to being published. Please post responsibly. Protect your privacy and do not post personally identifying information. Young people under age 18, especially, should not post information such as last name, school, age, phone number, address.

Comments are moderated by Library staff and the Library reserves the right to remove comments made to Library blogs or social networking pages. Posts containing the following are against Library rules and will be deleted before posting or removed by Library staff upon discovery:

- Copyright violations
- Comments substantially off-topic or unrelated to the post
- Commercial material or spam
- Duplicate posts from the same individual
- Obscene or racist posts
- Specific and imminent threats

- Defamatory or libelous comments

Online Book Review Policy

Kalamazoo Public Library encourages our patrons to post reviews of materials using the tools available in our online catalog. Library staff moderate reviews posted to the catalog using the above rules as guidelines. The Library reserves the right to edit or remove reviews. Because the current software aggregates reviews submitted through library catalogs across the country, only reviews posted through the Kalamazoo Public Library catalog are able to be moderated by KPL staff. In addition, the Library is not responsible for reviews posted by other libraries.

By choosing to comment you agree to these policies.

-
- Policy approved May 23, 2011
 - Policy effective May 23, 2011

Social Media Policy

Policy #035

Approved: May 23, 2011

Effective: May 23, 2011

Kalamazoo Public Library (KPL) recognizes the value of the online world and seeks to engage with our users in mutually beneficial and meaningful dialogue through social media platforms and other online forums. KPL's presence on social media provides a public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues.

While KPL encourages an open exchange of ideas online, it maintains the rights to moderate, edit, delete, move or close any post or comment at any time without warning or explanation.

Comments and posts containing the following content are unacceptable:

- Comments substantially off-topic or unrelated to the original post
- Copyright or trademark violations
- Defamatory or libelous comments
- Personal attacks of any kind
- Use of racist, obscene, threatening or harassing language
- Commercial material, advertisements, chain letters, and solicitations
- Spam and multiple disruptive or repetitive messages

Information shared with or posted to official KPL pages is also subject to the Terms of Service of the host site and may be used by the owners of the host site for their own purposes. For more information, consult the host website's Terms of Service.

Comments and posts by library users do not necessarily reflect the official position of KPL or its staff. All comments and posts are public records.

[Return to Agenda](#)



Director's Report
March 2016

From the director

1. Since our last meeting, I attended various DDA and DKI board and committee meetings, several *Reading Together* events, and KPS Literacy Night. I participated in interviews with several job applicants; conducted an exit interview with a retiring librarian; met with several KPL committee chairs; attended many internal meetings, including a webinar on embedding librarians in local organizations; met with a community committee interested in enhancing our *Ready to Read* partnerships; began preliminary conversations about *Reading Together 2017*.
2. My second and final term on the DDA board ends this month. I will have served ten years – two years of a partial term, then two four year terms. Susan Lindemann has applied and been appointed to the board. I'm pleased there will continue to be a library representative since the library is a significant funder of the DDA through tax capture of a portion of our millage. I will continue on the DKI board. I had been a DDA representative to the DKI; I have now been asked to serve a three year term on the DKI board.
3. I helped at the rescheduled KPS Literacy Night and missed the Friends' March board meeting. Here's what I heard from the Friends' president:
 - They approved their 2015 – 2016 gift to the library: \$43,000!
 - They approved twelve mini-grants to staff members totaling \$5,012. Projects include books and certificates for a Father's Day Read-in; a play kitchen and food; mirrors for story rooms; ereaders to loan to Powell Urban Fiction book club members; support for author visits.
 - Three KPL staff members were each awarded \$1,000 scholarships towards costs of their graduate library school program.
 - Sales at the recent Bag Sale and that day in the bookstore totaled about \$2,000.
 - Their annual meeting will be Saturday morning, April 30. Details will be in the invitation to all members.
4. *Reading Together 2016* is off to a strong start. About 650 enthusiastic community readers filled Kalamazoo Central Auditorium to hear author Christina Baker Kline; 122 attended a program here just three nights later to hear about orphan train history in Michigan. Programs continue throughout March.
5. The Global Reading Challenge Finale will be held Monday, April 25, the day of our April board meeting. Patrick will be in touch closer to the date to determine interest in board members eating together before the event.

Create young readers

6. KPS Literacy Night was very successful. We had staff at seventeen elementary schools. Although many kids had library cards from 1st grade visits, we did provide cards, especially to younger siblings. It was a good opportunity to talk about the importance of library visits and to promote services.
7. Arranging the JE books into “neighborhoods” is complete. Staff worked one evening recently to shift all the materials. We will welcome feedback from children and their adults. Next up is recataloging and labeling the easy readers in to two categories: very easy readers and more complex easy readers.
8. Youth Services staff continue to visit children and parents at the Loy Norrix Child Care Center to share books and early literacy activities, and to model such activities for the parents with their children. This week was “L” week so the focus was on libraries!

Stimulate imagination

9. We are thrilled that Jason Reynolds is coming to KPL....again! He was here for last fall’s Youth Literature Seminar and when we heard he’d be back in Michigan for a MLA program, we invited him back and he accepted. He will be at KPL on Wednesday, April 13 at 6:30, and will visit some schools and the juvenile home also while in town. I strongly urge you to attend if possible... he is an award-winning, rock-star author. His most popular book is *All-American Boys*.
10. A recent teen maker program turned into a library-wide button frenzy! The button-making program had few teens in attendance, so the project shifted to making and sharing “#kzoostrong” pins decorated with red hearts. Somehow the word got out and became part of a channel 3 news segment on our community’s reaction to the mass shootings.
11. As reported orally at the February board meeting, about 350 attended the 13th annual Teen Filmmaker Fest and had a great time, judging from the audience reaction during the screening. Planning for next year will soon begin!
12. Kids at all agencies once again created Valentine tray favors for residents of local nursing homes and care facilities. They are always pleased to get them and report the residents particularly enjoy receiving a handmade card.
13. Judi Rambow sent this report about the recent Sonya Hollins author visit at Powell: “What better way to spend a Tuesday evening than with Sonya, family and friends! We had Sonya and Sean to present their book, *Benjamin Losford and His Handy Dandy Clippers*. Kenji, the illustrator, who did a fantastic job making the story come alive, was there. Keneisha Darden provided some fantastic loaded deep dish pizzas and we had two barbers that provided some pretty sharp teen haircuts. Sonya did a great presentation that kept her audience involved. She had a couple of history challenges. Spoke about her career beginnings. She introduced her 3rd-4th grade teacher, who was her inspiration and later her mentor. There were about 110 people in attendance, which included school age kids, teens, adults and a couple of Saturday Eve Book Club members. It was a great program that had a wholesome community feel to it.”

Connect to the online world

14. The first phase of the Catalog and Website UX study being conducted for us by the WMU Kercher Center is completed. Phase two, a study of use of our catalog and website in a controlled setting will begin soon. We expect to have results to share with the board later this spring.
15. Work is underway in moving our servers to KRESA. We will connect with KRESA by way of Charter, until there is a direct connection. We should be fully moved to KRESA by the end of the month.
16. Check our website frequently for updated landing pages, most recently Law Library, Local History, Kids & Parents, and each branch. All these redesigned pages are based on a mobile friendly template.

Celebrate local

17. ONEplace is scheduling a speaking tour targeting local nonprofits to spread the word about ONEplace services, especially the leadership development focus.

Operations

18. The annual testing of all our life-safety system was just completed: fire alarms, sprinklers, and exit lighting.
19. Our staff Social Activities Committee held our third annual Chili Cook-off over lunch. We had twelve entries and awarded four prizes.

Library stories

20. Our staff and community usually bond with visiting authors. Children's author and KPL visiting author, Todd Parr, sent "good thoughts and a big hug" via email when he heard the news from Kalamazoo. As staff said, he is caring and kind, just like his books.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
February 29, 2016**

| Agency | Central Library | East wood | Oshtemo | Powell | Washington Square | Total | Year to Date | Prior Year to Date | % Change |
|---------------------------------|----------------------------|----------------------|----------------|---------------|------------------------------|----------------|-------------------------|-------------------------------|---------------------|
| BOOKS | | | | | | | | | |
| -Adult | 20,370 | 726 | 9,287 | 391 | 2,024 | 32,798 | 284,700 | 297,877 | -4% |
| -ebook | 4,311 | | | | | 4,311 | 34,088 | 27,927 | 22% |
| -Digital Magazine | 435 | | | | | 435 | 2,976 | 1,978 | 50% |
| Teen | 3,065 | 144 | 1,008 | 40 | 112 | 4,369 | 43,406 | 42,418 | 2% |
| Juvenile | <u>14,301</u> | <u>880</u> | <u>8,531</u> | <u>261</u> | <u>1,183</u> | <u>25,156</u> | <u>224,419</u> | <u>236,591</u> | -5% |
| Total | 42,482 | 1,750 | 18,826 | 692 | 3,319 | 67,069 | 589,589 | 606,791 | -3% |
| AUDIO-VISUAL | | | | | | | | | |
| Audiobook | | | | | | | | | |
| -CD | 1,401 | 52 | 966 | 16 | 107 | 2,542 | 22,136 | 24,492 | -10% |
| -Digital | 2,325 | | | | | 2,325 | 16,830 | 13,925 | 21% |
| Music | | | | | | | | | |
| -CD | 3,928 | 313 | 948 | 310 | 358 | 5,857 | 50,061 | 57,306 | -13% |
| -Digital | 1,573 | | | | | 1,573 | 13,273 | 12,347 | 7% |
| Video | | | | | | | | | |
| -DVD | 31,294 | 3,503 | 9,450 | 3,109 | 5,221 | 52,577 | 432,358 | 517,509 | -16% |
| - Digital | 747 | | | | | 747 | 5,079 | 5,616 | -10% |
| Total Non-Print Material | 41,268 | 3,868 | 11,364 | 3,435 | 5,686 | 65,621 | 539,737 | 631,195 | -14% |
| Total Circulation | 83,750 | 5,618 | 30,190 | 4,127 | 9,005 | 132,690 | 1,129,326 | 1,237,986 | -9% |
| Computer Usage | | | | | | | | | |
| Onsite Computer Use | 6,022 | 399 | 1,099 | 433 | 438 | 8,391 | 75,085 | 86,005 | -13% |
| Computer Usage Remote | 2,433,200 | | | | | 2,433,200 | 17,545,926 | 18,108,962 | -3% |
| Wireless Internet | 1,128 | | | | | 1,128 | 15,755 | 15,303 | 3% |
| Database Statistics | | | | | | | | | |
| Database Sessions | 1,137 | | | | | 1,137 | 8,170 | 9,860 | -17% |
| Database Searches | 43,287 | | | | | 43,287 | 331,253 | 430,664 | -23% |
| Total Registrations | 286 | 23 | 86 | 13 | 11 | 419 | 5,117 | 4,451 | 15% |

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
February 29, 2016

| Agency | <u>Central Library</u> | <u>East wood</u> | <u>Oshtemo</u> | <u>Powell</u> | <u>Washington Square</u> | <u>Total</u> | <u>Year to Date</u> | <u>Prior Year to Date</u> | <u>% Change</u> |
|------------------------------|----------------------------|----------------------|----------------|---------------|------------------------------|--------------|-------------------------|-------------------------------|---------------------|
| <u>Programs/Tours</u> | | | | | | | | | |
| Adult Events | 2 | 1 | 1 | 1 | 0 | 5 | 181 | 178 | 2% |
| Attendance | 690 | 18 | 10 | 0 | 0 | 718 | 6491 | 6377 | 2% |
| Teen Events | 7 | 0 | 1 | 0 | 0 | 8 | 128 | 141 | -9% |
| Attendance | 203 | 0 | 9 | 0 | 0 | 212 | 3864 | 4642 | -17% |
| Juvenile Events | 21 | 5 | 15 | 15 | 8 | 64 | 665 | 688 | -3% |
| Attendance | 1254 | 92 | 674 | 363 | 322 | 2705 | 20742 | 23159 | -10% |
| Total Events | 30 | 6 | 17 | 16 | 8 | 77 | 974 | 1007 | -3% |
| Total Attendance | 2147 | 110 | 693 | 363 | 322 | 3635 | 31097 | 34178 | -9% |
| Law Library | | | | | | | | | |
| Visitors | 280 | | | | | 280 | 2073 | 2017 | 3% |
| Phone Calls | 126 | | | | | 126 | 903 | 789 | 14% |
| Questions Answered | 465 | | | | | 465 | 3242 | 2865 | 13% |

Social Media Statistics

February

We've expanded how we use Facebook by sharing local information, and posting book-related images and questions to get more engagement. Program promotion now includes images created for our FireSign displays for a more visual pop!



Our two most popular platforms are Facebook and Twitter

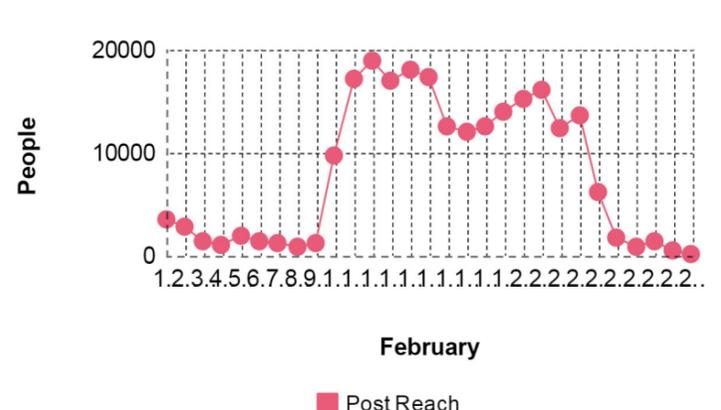
4,939 Likes



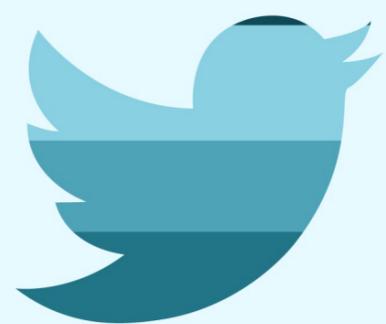
442 New 

Reading Together has gotten lots of attention! As did #kzooststrong

Followers Reached



Engagement



Link Clicks (30%) Retweets (29%)
Likes (38%) Replies (3%)

The top tweet for Feb was #sharingwarmth - sharing hats at Central! Likes and Retweets were up throughout Feb!

3,425 Followers



61 New 

Top 5 Channel Visits:

- Catalog Searches 34,277
- My Account 15,835
- Library Locator 780
- Overdrive 778
- Local Articles 252



KPL Mobile App

52,718 Total Visits

1065 Unique Users

Catalog searching and personal accounts remain at the top of the app uses.



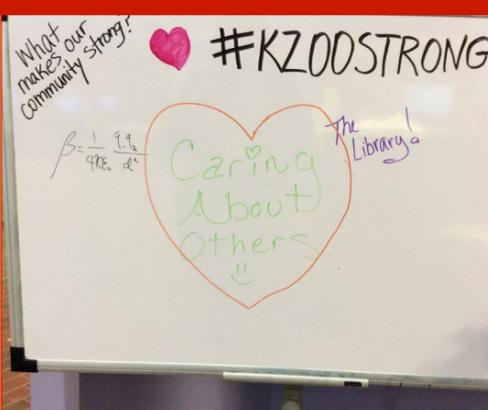
We're loving how Instagram is expanding! Oshtemo is still rocking this platform, and it's great to see more branches posting!

363 Followers 

46 New 

Sad Farewell

The literary world lost a great one this month. Cheers, Harper Lee.



Leap Day

February wasn't all bad. We gained an extra day this year!



#KZOOSTRONG

When Kalamazoo was rocked by this event, we rallied together.



Wow! February was a great month for Tumblr! Our top post was a cosplay of two Teen Titan characters with 208 notes! It's been reblogged and liked quite a bit!



Also, this happened, which was cool.

12 new followers! 

818 Posts
465 Notes
73 Followers





2016 Social Media Report Statistics

| | FB Followers | Instagram followers | Twitter Followers | KPL Mobile App Monthly Unique Users | Tumblr Followers |
|------------------|--------------|---------------------|-------------------|--|------------------|
| Dec-15 | 4,475 | 292 | 3,351 | 1,059 | 54 |
| January | 4,497 | 317 | 3,370 | 1,088 | 61 |
| February | 4,939 | 363 | 3,425 | 1,065 | 73 |
| March | | | | | |
| April | | | | | |
| May | | | | | |
| June | | | | | |
| July | | | | | |
| August | | | | | |
| September | | | | | |
| October | | | | | |
| November | | | | | |
| December | | | | | |