



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, Kalamazoo, MI 49007
June 20, 2016, 4:00 p.m.

PUBLIC HEARING ON PROPOSED 2016-2017 PRELIMINARY BUDGET
An opportunity will be provided for public comment on the proposed budget.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
 - A. Resolution to Approve the Preliminary Budget and Authorize Millage Levy for 2016-2017
 - B. Resolution to Authorize Bank Signature Authority
 - C. Account Resolutions Certificate for Treasury Management Services (Government Entity)
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. **Minutes of the Meeting of May 23, 2016**
 - B. **Personnel Items**
- IV. FINANCIAL REPORT
 - A. **Financial Reports for the Period Ending May 31, 2016**
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. KPLA Contract – Diane Schiller (Will be Brought to the Meeting)
 - Reports
 - B. **Action Plans for 2016-2017**
 - C. User Experience Study – Kevin King
 - D. Department of Labor Updates to Overtime Regulations – Terry New
 - E. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. **Director's Report**
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION
 - A. Executive Session for Labor Negotiations and Director’s Evaluation
- XI. ADJOURNMENT

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: May 23, 2016
Time: 4:00 p.m.
Location: Oshtemo Community Room

TRUSTEE ROLL CALL:

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

Absent: None

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. *Resolution to Authorize a Public Hearing on the Proposed Budget for 2016-2017*

Recommendation: Director Rohrbaugh recommended the Board adopt the resolution authorizing a public hearing on the 2016-2017 budget.

Executive Summary: It is necessary to hold a public hearing on the proposed budget and publish notice of the hearing as detailed in the resolution to legally set the millage rate that supports the budget and allow the authorized property taxes to be collected for the operation of the library.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ADOPT THE RESOLUTION AUTHORIZING A PUBLIC HEARING ON THE 2016 – 2017 BUDGET

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. CONSENT CALENDAR

- A. *Minutes of the Meeting of April 25, 2016*
- B. *Personnel Items*

IV. FINANCIAL REPORTS

- A. *Financial Reports for the Month Ending April 30, 2016.*

Recommendation: Director Rohrbaugh recommended the board accept the Financial Reports for the month ending April 30, 2016.

Discussion: Director Rohrbaugh stated that the library had received approximately 94% of its annual revenue, which was to be expected at this point in the fiscal year.

MOTION: R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING APRIL 30, 2016.

MOTION CARRIED 6-0.

K. Randolph arrived at 4:05 p.m.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *Budgets*

Recommendation: Director Rohrbaugh recommended the Board take the following action:

1. Receive for review the "General Operating Fund – Preliminary Budget for FY 2016-2017"
2. Approve the "Capital Improvement Plan for the Three Years Ending June 30, 2018"
3. Approve the "Special Revenue Preliminary Budget for FY 2016-2017"

Executive Summary:

General Operating Preliminary Budget for FY 2016-2017

The Preliminary Budget for fiscal year ending June 30, 2017 recognizes a taxable value decrease of 0.82% for 2016-2017. After elimination of non-recurring revenue items from the prior year and the sunset of Renaissance Zone reimbursements, total revenue decreases \$89,018 compared to the prior year.

Salaries and Benefits are budgeted to include the addition of a 1.0 FTE graphic artist position to support marketing and communication efforts, the cost of which is partially offset by a corresponding decrease in the need to contract locally for the graphic artist and design services in Purchased Services. A total compensation reserve has been set aside for salary and benefit changes as of July 1, as well as the continuation of an additional 1.5% of employee salaries to support unfunded liabilities of employee retirement funds in the Municipal Employees Retirement System (MERS). However, the lump sum of \$100,000 approved for payment to MERS in the prior fiscal year has not been repeated in 2016-2017 at this time.

Technical services budgets include costs associated with the addition of a partnership with the Kalamazoo Regional Educational Service Agency (KRESA) for storage and management of the library's electronic data.

The preliminary estimate for the operational transfer of support to the Capital Improvement Plan has been reduced by half to \$300,000 with the intention of restoring full funding later in

the year if possible. The Preliminary Budget for fiscal year 2016-2017 results in a net of expenditures exceeding revenue by \$117,066 supported by Unassigned Fund Balance.

Special Revenue Fund Preliminary Budget for FY 2016-2017

The Preliminary Budget for FY 2016-2017 continues activities in Ready to Read, Gifts and Memorials, and the Local History and Community Information Service Fund held at the Kalamazoo Community Foundation. Ready to Read includes support for Dr. Robert Needlman's visit in the fall of 2016.

Capital Improvement Plan for the three years ending June 30, 2018

The Capital Improvement Plan encompasses the three years ending June 30, 2018. Estimates for fiscal year 2015-2016 have been revised to move the Server Migration Project funds (\$84,000) from an active project allocation to a reserve. Additional new projects recommended for fiscal year 2016-2017 include additional funds for staff desktop replacements, network infrastructure replacements, AWE Early Learning Station replacements, an expanded allocation for comprehensive public photocopy replacements, and funding to design and investigate smart-drop placement at Oshtemo.

These budgets have been reviewed and are supported by the Finance and Budget committee. The Personnel Committee has reviewed and supports the staffing and personnel related aspects of these budgets.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO RECEIVE FOR REVIEW THE "GENERAL OPERATING FUND – PRELIMINARY BUDGET FOR FY 2016-2017", APPROVE THE "CAPITAL IMPROVEMENT PLAN FOR THE THREE YEARS ENDING JUNE 30, 2018", AND APPROVE THE "SPECIAL REVENUE PRELIMINARY BUDGET FOR FY 2016-2017".

Discussion: J. VanderRoest reiterated these budgets had been brought to the Finance and Budget Committee for review and come to the Board with their approval. He then expressed his appreciation for the work completed by the library's Business Office in the months leading up to this meeting to prepare these budgets.

MOTION CARRIED 7-0.

B. Salary Ranges for Supervisory-Technical and Administrative Staff

Recommendation: Director Rohrbaugh recommended board approval of the attached salary ranges for Supervisory-Technical and Administrative Staff to be effective July 1, 2016.

Executive Summary: The recommended revisions to the Supervisory-Technical and Administrative salary ranges are based upon the December 2014 to December 2015 1.713% change in the Consumer Price Index – All Urban Consumers published by the Bureau of Labor Statistics.

These changes have been reviewed by both Personnel and Finance and Budget Committees and come to the full board with their support.

Position	Fiscal Year 2015-2016		Fiscal Year 2016-2017	
	Minimum	Maximum	Minimum	Maximum
Supervisory Technical				
Accounting Specialist	\$ 35,000	\$ 53,000	\$ 35,910	\$ 53,910
Circulation Supervisor	\$ 45,000	\$ 63,000	\$ 46,080	\$ 64,080
Desktop Systems Specialist	\$ 35,000	\$ 51,000	\$ 35,875	\$ 51,875
Executive Assistant	\$ 35,000	\$ 53,000	\$ 35,910	\$ 53,910
Facilities Specialist	\$ 51,000	\$ 69,000	\$ 52,180	\$ 70,180
Human Resources Manager	\$ 55,000	\$ 75,000	\$ 56,285	\$ 76,285
Integrated Library Systems Specialist	\$ 51,000	\$ 69,000	\$ 52,180	\$ 70,180
Marketing & Communications Manager	\$ 53,000	\$ 71,000	\$ 54,215	\$ 72,215
Network Systems Manager	\$ 53,000	\$ 71,000	\$ 54,215	\$ 72,215
ONEPlace @ KPL Director	\$ 53,000	\$ 71,000	\$ 54,215	\$ 72,215
ONEPlace Associate	\$ 35,000	\$ 51,000	\$ 35,875	\$ 51,875
Payroll & Benefits Specialist	\$ 35,000	\$ 53,000	\$ 35,910	\$ 53,910
Web Coordinator	\$ 51,000	\$ 69,000	\$ 52,180	\$ 70,180
Web Systems Specialist	\$ 51,000	\$ 69,000	\$ 52,180	\$ 70,180
Department Head	\$ 65,000	\$ 87,000	\$ 66,490	\$ 88,490
Assistant Director	\$ 73,300	\$ 97,300	\$ 74,965	\$ 98,965
Deputy Director	\$ 81,300	\$107,300	\$ 83,135	\$109,135

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE ATTACHED SALARY RANGES FOR SUPERVISORY-TECHNICAL AND ADMINISTRATIVE STAFF TO BE EFFECTIVE JULY 1, 2016.

Discussion: V. Wright said she was pleased that these sorts of salary increases provide for some flexibility, especially in cases where staff have reached the salary cap associated with their position.

MOTION CARRIED 7-0.

C. Salary Pool for Supervisory-Technical and Administrative Staff

Recommendation: Director Rohrbaugh recommended board approval of the compensation pool of \$45,000 for Supervisory-Technical and Administrative employees for fiscal year 2016-2017.

Executive Summary: This recommendation follows our usual practice for these two employee groups. This pool would provide for salary merit increases within the salary ranges, also recommended at this meeting.

This recommendation has been reviewed and is supported by both Personnel and Finance and Budget Committees.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE COMPENSATION POOL OF \$45,000 FOR SUPERVISORY-TECHNICAL AND ADMINISTRATIVE EMPLOYEES FOR FISCAL YEAR 2016-2017.

Discussion: No discussion.

MOTION PASSED 7-0.

D. Business Office Staffing

Recommendation: Director Rohrbaugh recommended the following classification and title changes in the Business Office:

- The position of Accounting and Payroll Coordinator, S-T salary range of \$41,000 - \$59,000, be changed to Payroll and Benefits Specialist, S-T salary range of \$35,000 - \$53,000. This position is vacant.
- The position of Library Assistant V, be reclassified to S-T salary range of \$35,000 - \$53,000, effective July 1, 2016.
- The position of Library Assistant IV be reclassified to Library Assistant V, effective July 1, 2016.

Executive Summary: The June 30 retirement of the Accounting and Payroll Coordinator has prompted some shifting of duties to align work more logically, build on employee strengths, and increase some separation of duties as always desired by auditors. I also believe these changes will position us better for future Business Office staffing changes and the never-ending increase in reporting – state, federal, retirement system, etc.

These changes have been discussed with KPLSP. There will be no significant increase in costs for these changes; no budget adjustments are needed.

These changes have been reviewed by both Personnel and Finance and Budget Committees and come to the full board with their support.

MOTION: V. WRIGHT MOVED AND C. TENBRINK SUPPORTED THE MOTION TO RECLASSIFY THE POSITION OF ACCOUNTING AND PAYROLL COORDINATOR, S-T SALARY RANGE OF \$41,000 - \$59,000, TO PAYROLL AND BENEFITS SPECIALIST, S-T SALARY RANGE OF \$35,000 - \$53,000, THE POSITION OF LIBRARY ASSISTANT V, TO S-T SALARY RANGE OF \$35,000 - \$53,000, EFFECTIVE JULY 1, 2016, AND THE POSITION OF LIBRARY ASSISTANT IV TO LIBRARY ASSISTANT V EFFECTIVE JULY 1, 2016.

Discussion: V. Wright stated the vacancy of the Accounting and Payroll Coordinator position provided a good opportunity to evaluate that position and others in the Business Office and make changes where appropriate.

J. VanderRoest reminded trustees that during the library's annual audit, the auditors routinely suggest there be a stronger separation of job duties within the Business Office. While that department remains too small to separate those duties as fully as they would like, these reclassifications constitute a significant step in that direction.

MOTION PASSED 7-0.REPORTS:

E. Summer Reading Challenge – Andrea Vernola, Michael Cockrell, and Kala Luzia

Report: Director Rohrbaugh introduced A. Vernola, M. Cockrell, and K. Luzia. They began by passing out the Summer Reading Challenge game boards for the year and A. Vernola explained how patrons can keep track of how many days they have read for twenty minutes or more.

A significant difference between this year and previous year's summer reading efforts is the introduction of an online component. Patrons will be able to track their progress, complete bonus activities, and earn badges. M. Cockrell stated the online product KPL is using for the Summer Reading Challenge is called Beanstack, and reported the vendor has been very responsive and easy to work with. A. Vernola agreed and explained Beanstack began as a book recommendation service. M. Cockrell stated their recommendations are not based on an algorithm, but rather reflect recommendations from real librarians; the option to receive recommendations is built into the online Summer Reading Challenge.

M. Cockrell then explained prizes this summer are being awarded much like they were last year. Kids and teens will receive books at the 15, 30, and 45 day marks. The 60 day prize for kids and teens is a t-shirt designed by Paul Sizer who designed our theme for the Summer Reading Challenge for the last two years. Adults will receive a raffle entry for a Friends of KPL gift certificate at the 15, 30, and 45 day marks, and the 60 day prize is an attractive and colorful KPL-branded mug.

K. Luzia explained that this year's kickoff party would focus on signing kids and families up for the Summer Reading Challenge instead of placing the emphasis on games and activities. The kickoff party will also provide an opportunity to demonstrate the online aspects of the Summer Reading Challenge. M. Cockrell stated that the annual Friends Book Sale would take place in the parking lot at Central Library and Summer Reading Challenge signups and demonstrations will be happening in the portico.

A. Vernola then distributed iPads to trustees in order to explain how the online Summer Reading Challenge interface is used. She explained that it took a good deal of work to prepare the online component and stated the importance of receiving feedback on usability or other potential uses for Beanstack. A. Vernola then provided examples of the bonus activities in which patrons can engage in order to earn additional sticker badges.

In closing, A. Vernola stated the online component also includes a function which will make the adult raffle process much simpler, and provides the ability to send mass emails for the purpose of reminding patrons when they are able to pick up prizes.

Discussion: R. Brown asked for additional details regarding the book recommendation feature of the online component. A. Vernola explained there is a box to check when signing up online. If checked, recommendations will be emailed or displayed on a weekly basis.

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

F. Library Services to Older Adults – Angela Fortin

Report: Director Rohrbaugh introduced A. Fortin, Oshtemo Branch Librarian.

A. Fortin began her report by explaining broader demographic changes occurring in the United States, in particular, the trend towards longer lifespans. Such trends are being projected to continue, and as a result, many public institutions are rethinking the ways in which they serve these demographics.

She reported that KPL currently is engaged in a number of initiatives with a focus on serving older patrons including the 'via mail' service which provides library materials to patrons through the mail, deposit collections of KPL materials at various locations including retirement facilities throughout Kalamazoo, and participation in the Senior and Caregiver Expo, held every year during the Fall.

Additionally, KPL programs such as TechBar, Reading Together, Genealogy Lock-Ins, Concerts, Cooking & Food programs, and exercise programs. Partnership with the Kalamazoo County Area Agency on Aging has yielded healthy-living workshops such as 'Matter of Balance', 'Personal Action Towards Health', and 'Creating Confident Caregivers'.

Recently, Librarians from the Oshtemo Branch Library have been travelling to Friendship Village to discuss library services and library card assistance. Additionally, A. Fortin stated she has visited Spring Valley Crossing, another residential facility and has plans to visit two further facilities. She also reported there are a handful of new programs aimed at increasing fluency with technology for senior citizens.

Discussion: President Caple asked whether anyone from the Washington Square Branch had done any work with Heritage Community of Kalamazoo. Kevin King, Head of Branch and IT Services, stated that is something that is currently being discussed.

L. Godfrey asked whether senior citizen facilities have been receptive to visits from librarians. A. Fortin indicated that was the case.

J. VanderRoest inquired whether KPL had established a relationship with Senior Services. A. Fortin explained she has tried to get in touch with them, has not been successful, but plans to continue her efforts.

Disposition: Trustees thanked A. Fortin for her report.

G. Oshtemo Branch Updates – Nancy Davis-Smith

Report: Director Rohrbaugh introduced N. Davis-Smith, Oshtemo Branch Lead Librarian.

N. Davis-Smith began by welcoming all in attendance to the Oshtemo Branch. She stated she and all the Oshtemo staff were very pleased to host this month's Board of Trustees meeting.

She explained that there has recently been some construction taking place nearby. An all-hours medical care facility is being constructed near Meijer on M-43, along with a handful of other

projects yet to be determined. Additionally, at the corner of 9th and Stadium, Oshtemo Township crews have been removing the remains of a gas station and are working to improve the aesthetics of the intersection by re-routing some of the power lines. She reported Oshtemo in general is continuing to grow, especially in regards to residential properties. She stated Oshtemo staff expect to see the effects of that growth reflected in increased numbers of visitors to the library and enhanced circulation.

The Oshtemo Branch Library has several summer initiatives planned, including another round of the popular outdoor “Movies Under the Stars” which is co-sponsored by the Alamo Drafthouse and the Oshtemo Friends of the Parks. New this year will be “Music in the Park” held at the recently renovated Flesher Field on 9th Street.

Regarding the library facilities, there have been three significant improvement efforts undertaken at Oshtemo recently. Carpet was replaced near the entryway and a brand new public service desk has been installed in more central location. The location of the old public service desk has been redesigned as a play place for children, and the flooring there is currently being replaced with a softer, rubbery material chosen to help minimize bumps and bruises kids might receive while playing. In closing, she reminded trustees that a tour of the branch was scheduled after the meeting.

Discussion: No discussion.

Disposition: Trustees thanked N. Davis-Smith for her report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – J. VanderRoest stated there had been a meeting to review the General Operating Fund Preliminary Budget for 2016 - 2017, Capital Improvement Plan for Three Years Ending 2018, and the Special Revenue Fund Preliminary Budget for 2016 - 2017.
- B. *Personnel Committee* – V. Wright stated there was a meeting to discuss the Salary Ranges and Salary Pool for Supertechnical-Advisory and Administrative Staff for 2016 -2017 and the Business Office Staffing recommendation.
- 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 reminding trustees that Party in the Park will be held on June 1st.

She then drew trustees' attention to a handful of items regarding KPL staff who have been attending workshops and presenting at conferences, including many staff who were involved in this year's Michigan Library Association annual conference.

Next, she provided a response from M. Cockrell, to a question asked at the April meeting regarding declining database use. He had stated that the three most expensive databases generate the most patron use, while use of other databases has proved less satisfactory. Database subscriptions are frequently being reviewed for continuing relevance.

She then explained KPL's recent adoption of the LocalHop app, which is an integrated community events calendar currently being used by numerous Kalamazoo businesses and organizations.

Finally, she provided a long list of projects being completed by Facilities Management staff, which included a list of annual projects at Central Libraries rotunda, skylight cleaning at Eastwood, landscaping work, and the previously mentioned improvements at the Oshtemo Branch Library.

Discussion: President Caple asked, regarding an item that concerned the library's switch to a new internet service provider, whether staff and patrons have seen a noticeable change in connection speed. K. King explained that the library can now support more concurrent users without a loss in data speeds and stated when the new fiscal year begins in July, all KPL locations will have increased bandwidth.

He then asked what was meant by an item that stated Oshtemo staff were conducting an inventory of the collection. Director Rohrbaugh stated such an inventory is needed from time to time to ensure that the catalog accurately represents the available collection. L. Godfrey asked whether the RFID technology was making that process more automated than it might have been previously. Director Rohrbaugh stated the RFID technology makes such efforts an on-going project, but happens to be a particular focus at Oshtemo at the moment. President Caple asked N. Davis-Smith whether the RFID technology was assisting in their efforts. N. Davis-Smith stated it was.

J. VanderRoest, in regards to the installation of a new drinking fountain at Washington Square which is specially designed to allow for the refilling of water bottles, asked if such fountains could be installed at all locations. Director Rohrbaugh said that as older fountains are replaced, she hoped that would be the case. Susan Lindemann, Head of Facilities, stated the fountains at Central may be challenging to replace with such models because they were specially chosen for that location. V. Wright asked exactly where the new fountain was installed at Washington Square. S. Lindemann stated it is located directly across from the men's bathroom.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey had no comments.

- V. Wright expressed her enthusiasm for the 2016 Summer Reading Challenge and her appreciation for the opportunity to track her progress online. She also stated she was very pleased with all three reports given this month.
- C. TenBrink said she was thankful for A. Fortin's report on services to older KPL patrons, and KPL's outreach to those demographics.
- K. Randolph stated he was excited for this year's Summer Reading Challenge. He also said he appreciated A. Fortin's report on services to older patrons, realizing that he is now representative of that demographic.
- R. Brown said he has a friend who is looking forward to completing the Summer Reading Challenge to win a coffee mug.
- J. VanderRoest stated he was recently in Monroe, WI, and made it a point to visit the local public library. He said the library operates as an entity within a school district and circulates approximately 250,000 items annually. The staff described lack of adequate space as their greatest challenge currently. He then reminded all in attendance we should be thankful that planning for growth was taken into consideration during the renovations of KPL facilities that took place in the late 1990s.
- President Caple thanked all presenters for their reports, and encouraged A. Fortin to continue the good work in reaching out to older patrons.

X. EXECUTIVE SESSION

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION TO DISCUSS THE LABOR NEGOTIATIONS.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to an executive session at 5:15 P.M.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to open session at 5:54 P.M.

XI. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:55 P.M.

X

Kerria Randolph
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: June 20, 2016

Employee Transfer

Amy Clark transferred into the S-T FTE 1.0 Payroll & Benefits Specialist position vacated by Carol Conrad's retirement effective June 6, 2016. Amy most recently held the KPLSP LA4 Administrative Support position in the Branch & IT Services department. Amy has been employed with the library since May 2003.

Hourly staff

New Hires

Silvia Galva – Library Aide WSQ
Nicki Clark – Library Aide Oshtemo
Rebekah Gonyer – Library Aide Oshtemo
Cherise Smith – Library Aide Oshtemo
Cassidy Nykamp – Tech Intern

Separations

Brea Foster – Tech Intern
Diondraye Wiseman – Library Aide Oshtemo
Stefan Jovanovich – Graphic Arts Intern

Employee Anniversaries

- Marlene Pyle – 59 yrs.
- Wendy Hand – 30 yrs.
- Jim Clarey – 21 yrs.
- Linda Clearwaters – 20 yrs.

- Maureen Lannon – 20 yrs.
- Jerry Smith – 18 yrs.
- Jill Lansky – 16 yrs.
- Amy Manley – 15 yrs.
- Rachel Hudson – 10 yrs.
- Asia Haywood – 5 yrs.
- Humberto Cortes – 2 yrs.
- Kit Almy – 2 yrs.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month
Ending May 31, 2016**

DATE: June 20, 2016

Recommendation:

I recommend the Board accept the Financial Reports for the month ending May 31, 2016.

Executive Summary:

Notes to the reports are included for your information.

Jim VanderRoest, Treasurer

Kalamazoo Public Library
Financial Reports for May 2016

Combined Trial Balance

Prepaid items rose from \$231,887 as of April 30th to \$279,155 as of May 31st due prepayment of the library databases acquired through Recorded Books and Midwest Collaborative Services.

Sources and Uses of Funds

Electronic Transfers

Sources of funds included \$430,220 for current year property tax receipts from Kalamazoo County's payment of the guaranteed outstanding real property tax receipts for the 2015 tax levy. The State of Michigan also remitted \$40,267 in State Aid to Public Libraries, representing 50% of the total amount due for the year. As of May 31st, total pooled cash and investments totaled \$10,358,018, representing a net use of funds of \$354,707.

Electronic Transfers

Electronic transfers totaled a net \$457,003 to support payroll and benefit payments.

General Operating Fund

Revenue recognized as of May 31st has risen to 97.9% of the total revenue budget for the year. Amounts yet outstanding include the second half of the State Aid to Public Libraries and District Court Penal fines. In the purchased services category, both Advertising and Insurance have exceeded individual line item budget estimates. It is expected that the overall budgeted category of purchased services will remain within adopted budget limits. Expenditures currently total 86.7% of the close Estimate Budget with one month (approximately 8.3%) of the year remaining.

Capital Improvement Plan

Expenditures recognized during May included the payment for the new public service desk at Oshtemo of \$18,335 (Furnishings Branch Libraries category, project 815) and the purchase of several staff chairs for \$3,339. Building Alterations Control and Security Systems equipment was purchased for \$2,429 and a total of \$8,259 in a variety of Public Technology and Hardware was expensed during the month. Current encumbrances total \$25,820.

Special Revenue Funds

Several gifts were received in Ready to Read and the Gifts and Memorials project totaling \$290. Expenditures were concentrated mini-grant expenditures for both 2015 and 2016 grants received.

Endowment Fund

April activity in the endowment portfolio included multiple trades of stock and the purchase of over \$500,000 in fixed income investments. The Arcadia Investment Management quarterly fee of \$5,782 and numerous receipts of dividends and interest were also transacted during the month of April. The unrealized loss on the market value of investments reduced total market value of the fund by 8,899, giving back some of the market gains from the month before. Value of the fund as of April 30th was \$3,797,220.

Kalamazoo Public Library
Combined Balance Sheet
 May 31, 2016

	Operating	Capital	Special Revenue	Endowment
Assets				
Cash & Equivalents				
Cash & Checking	\$6,990,742.80	\$1,637,522.99	\$101,603.03	\$201,042.54
Investments	\$1,628,398.83	\$0.00	\$78,087.65	\$3,596,178.36
Total Cash & Equivalents	\$8,619,141.63	\$1,637,522.99	\$179,690.68	\$3,797,220.90
Accounts Receivable				
Accounts Receivable	\$701.63	\$0.00	\$0.00	\$0.00
Total	\$701.63	\$0.00	\$0.00	\$0.00
Other Assets				
Other Assets	\$279,155.36	\$0.00	\$0.00	\$0.00
Total Other	\$279,155.36	\$0.00	\$0.00	\$0.00
Total Assets	\$8,898,998.62	\$1,637,522.99	\$179,690.68	\$3,797,220.90
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$11,266.27	\$856.88	\$0.00	\$0.00
Salaries Payable	\$12,625.74	\$0.00	\$0.00	\$0.00
Retirement Payable	\$43,807.44	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$67,699.45	\$856.88	\$0.00	\$0.00
Net Assets				
Fund Balance	\$8,831,299.17	\$1,636,666.11	\$179,690.68	\$3,797,220.90
Total	\$8,831,299.17	\$1,636,666.11	\$179,690.68	\$3,797,220.90
Total Liabilities & Fund Balance	\$8,898,998.62	\$1,637,522.99	\$179,690.68	\$3,797,220.90

KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending May 31, 2016

		May
BEGINNING CASH BALANCE *		\$ 10,712,725
* Including short-term investments		
 <u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$ 430,220	
IFT/CFT, PILOT receipts	\$ 11,365	
State Aid/Renaissance Zone Reimbursement	\$ 40,267	
USF Refund/Law Library Contract/District Ct. Penal Fines	\$ -	
Interest Income	\$ 1,700	
Library Fines & Fees	\$ 13,928	
Other Sources: Gifts, Grants, & Reimbursements	\$ 320	
Other Gifts (Ready to Read, etc)	\$ 290	
TOTAL SOURCES OF CASH		\$ 498,091
 <u>USES OF CASH:</u>		
Salaries & Wages	\$ (410,186)	
Benefits	\$ (143,138)	
Materials	\$ (66,594)	
Operating Expenditures	\$ (12,802)	
Facilities	\$ (34,632)	
Technical Services	\$ (18,769)	
Purchased Services	\$ (36,800)	
Other	\$ (57,603)	
Capital Expenditures	\$ (24,104)	
Prepaid Expenditures	\$ (48,170)	
TOTAL USES OF CASH		\$ (852,798)
 ENDING CASH		\$ 10,358,018
 <u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Fifth Third General		\$ 338,449
Flagstar General		\$ 971,851
First National NOW & ACH Transfer Accounts		\$ 679,995
Fifth Third Arcadia Admin		\$ 5,235
Midwest Business Exchange Account/Paypal		\$ 18,148
Pooled Cash Accounts		\$ 2,013,677
 <u>Pooled Investments</u>		
Flagstar Bank MM & CD's		\$ 1,067,752
First National Bank MM, ICS Savings, & CD's		\$ 7,276,588
Pooled Investment Accounts		\$ 8,344,340
 Total Pooled Cash & Investments		\$ 10,358,018

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

Date	Description	From	To	Amount
5/2/2016	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (859.00)
5/3/2016	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (1,042.02)
5/4/2016	MERS Employer Contribution	1st National Bank	Municipal Employees Retirement System	\$ (29,699.45)
5/5/2016	CDARS maturity	Flagstar Bank		\$ (502,496.77)
5/5/2016	CDARS reinvestment 26wk .25% 11/3/16		Flagstar Bank	\$ 502,997.63
5/13/2016	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,403.75)
5/13/2016	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,229.84)
5/13/2016	ADP Payroll 5/13/2016	Flagstar General	Net Payroll - ADP 5/13/2016	\$ (143,580.22)
5/13/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
5/13/2016	Garnishments	Flagstar General	ADP to various	\$ (309.30)
5/13/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (30,507.17)
5/13/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,936.68)
5/13/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,025.72)
5/16/2016	Transfer to 1st National ACH	1st National Checking		\$ (40,000.00)
5/16/2016	Transfer from 1st National Checking		1st National ACH	\$ 40,000.00
5/16/2016	Transfer to 1st National Limited ACH	1st National Checking		\$ (6,400.00)
5/16/2016	Transfer from 1st National Checking		1st National Limited ACH	\$ 6,400.00
5/17/2016	403B Employee Contributions	1st National ACH	Journey Retirement Services - Employee Accts	\$ (6,493.38)
5/18/2016	MPERS Employer Contributions	1st National Bank	MPERS	\$ (12,675.93)
5/20/2016	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (1,042.02)
5/31/2016	Transfer to 1st National ACH	1st National Checking		\$ (30,000.00)
5/31/2016	Transfer from 1st National Checking		1st National ACH	\$ 30,000.00
5/31/2016	Transfer to 1st National Limited ACH	1st National Checking		\$ (6,600.00)
5/31/2016	Transfer from 1st National Checking		1st National Limited ACH	\$ 6,600.00
5/31/2016	ADP Payroll 5/31/2016	Flagstar General	Net Payroll - ADP 5/31/2016	\$ (138,694.29)
5/31/2016	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,229.84)
5/31/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
5/31/2016	Garnishments	Flagstar General	ADP to various	\$ (309.30)
5/31/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (30,180.78)
5/31/2016	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (859.00)
5/31/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,898.68)
5/31/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (6,912.41)
Total Electronic Transfers May 2016				\$ (457,003.18)

Kalamazoo Public Library
General Operating Fund
May 2016

	May	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$4,517.38	\$0.00	\$41,497.92	\$60,365.00	\$18,867.08	68.75%
Telecommunications	\$9,438.23	\$0.00	\$91,693.29	\$103,712.00	\$12,018.71	88.41%
Software as Service	\$1,552.35	\$2,084.00	\$185,737.71	\$194,261.00	\$8,523.29	95.61%
Software Licensing & Maint.	\$1,399.50	\$0.00	\$197,692.14	\$237,657.00	\$39,964.86	83.18%
Cataloging & Processing	\$4,002.15	\$0.00	\$65,476.63	\$85,300.00	\$19,823.37	76.76%
Total	\$20,909.61	\$2,084.00	\$582,097.69	\$681,295.00	\$99,197.31	85.44%
Purchased Services						
Security	\$11,565.82	\$0.00	\$127,182.35	\$164,580.00	\$37,397.65	77.28%
Insurance	\$6,540.23	\$0.00	\$89,165.53	\$89,000.00	(\$165.53)	100.19%
Legal Services	\$2,448.00	\$0.00	\$3,516.00	\$15,000.00	\$11,484.00	23.44%
Contracted Services	\$5,824.50	\$0.00	\$115,797.83	\$169,586.00	\$53,788.17	68.28%
Printing Services	\$2,605.66	\$0.00	\$81,645.67	\$96,500.00	\$14,854.33	84.61%
Advertising	\$3,120.50	\$0.00	\$58,280.60	\$55,500.00	(\$2,780.60)	105.01%
Total	\$32,104.71	\$0.00	\$475,587.98	\$590,166.00	\$114,578.02	80.59%
Other Expenditures						
Tax Charge Backs	\$235.80	\$0.00	\$43,529.76	\$50,000.00	\$6,470.24	87.06%
Staff Development	\$2,686.99	\$0.00	\$21,854.66	\$41,232.00	\$19,377.34	53.00%
Travel & Conference	\$11,136.02	\$0.00	\$40,840.39	\$58,731.00	\$17,890.61	69.54%
Board Expenses	\$2,230.53	\$0.00	\$6,493.05	\$8,080.00	\$1,586.95	80.36%
Programming Expenditures	\$15,238.05	\$0.00	\$128,769.85	\$169,275.00	\$40,505.15	76.07%
Total	\$31,527.39	\$0.00	\$241,487.71	\$327,318.00	\$85,830.29	73.78%
Total	\$807,482.28	\$149,993.18	\$9,684,073.73	\$11,171,327.00	\$1,487,253.27	86.69%
Transfers						
Transfers In						
Transfers from other funds	\$0.00	\$0.00	\$0.00	(\$3,090.00)	(\$3,090.00)	0.00%
Total Transfers In	\$0.00	\$0.00	\$0.00	(\$3,090.00)	(\$3,090.00)	0.00%
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%
Total	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%
Total	\$0.00	\$0.00	\$0.00	\$596,910.00	\$596,910.00	0.00%
BEGINNING FUND BALANCE	\$9,140,980.68	\$0.00	\$7,029,007.61	\$7,029,007.61	\$0.00	100.00%
NET SURPLUS/(DEFICIT)	(\$309,681.51)	(\$161,563.01)	\$1,652,298.38	(\$185,375.00)	\$1,837,673.38	(891.33%)
ENDING FUND BALANCE	\$8,831,299.17	(\$161,563.01)	\$8,681,305.99	\$6,843,632.61	\$1,837,673.38	126.79%

**Kalamazoo Public Library
Capital Improvement Plan
May 31, 2016**

	Actual	Encumbrances	Year-to-Date +Encumb	Budget	Variance
Revenue					
Local Revenue					
Other Local Gifts & Grants					
830 - Computer & Technology Reserve	\$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 - Workspaces & Public Areas-Oshtemo	\$18,335.70	\$0.00	\$28,557.10	\$40,000.00	\$11,442.90
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00
Total Branch Libraries	\$18,335.70	\$0.00	\$28,557.10	\$41,200.00	\$12,642.90
System-Wide Projects					
814 - Chairs - Multiple Departments	\$3,339.49	\$0.00	\$5,344.08	\$6,294.00	\$949.92
Total System-Wide Projects	\$3,339.49	\$0.00	\$5,344.08	\$6,294.00	\$949.92
Total Furniture & Equipment	\$21,675.19	\$0.00	\$33,901.18	\$151,410.00	\$117,508.82
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	\$18,210.00	(\$0.32)
Total Structural Projects	\$0.00	\$0.00	\$65,610.32	\$65,610.00	(\$0.32)
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	\$0.00	\$0.00	\$120,360.00	\$125,000.00	\$4,640.00
Total Mechanical Projects	\$0.00	\$0.00	\$131,560.00	\$211,200.00	\$79,640.00
Control & Security Systems					
827 - Security Systems	\$2,429.06	\$1,058.71	\$4,546.48	\$37,517.00	\$32,970.52
842 - Central Lighting Control System	\$0.00	\$0.00	\$61,765.00	\$61,765.00	\$0.00
Total Control & Security Systems	\$2,429.06	\$1,058.71	\$66,311.48	\$99,282.00	\$32,970.52
Other Facilities Projects					
806 - Central Restrooms	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00

**Kalamazoo Public Library
Capital Improvement Plan
May 31, 2016**

	Year-to-Date				
	Actual	Encumbrances	+Encumb	Budget	Variance
811 - Carpet Master Plan	\$0.00	\$12,279.16	\$12,279.16	\$97,228.00	\$84,948.84
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	\$11,086.13	\$7,000.00	(\$4,086.13)
893 - Delivery Vehicle	\$0.00	\$0.00	\$25,455.50	\$32,500.00	\$7,044.50
Total Other Facilities Projects	\$0.00	\$19,279.16	\$48,820.79	\$251,728.00	\$202,907.21
Total Building Alterations	\$2,429.06	\$20,337.87	\$312,302.59	\$746,172.00	\$433,869.41
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 - PC Replacement	\$6,954.69	\$0.00	\$24,680.51	\$90,069.00	\$65,388.49
843 - Branch digital signage	\$0.00	\$0.00	\$0.00	\$6,069.00	\$6,069.00
844 - USB Charging Stations	\$0.00	\$0.00	\$1,928.45	\$5,000.00	\$3,071.55
865 - Game Carts - Teen	\$1,304.85	\$0.00	\$1,304.85	\$3,141.00	\$1,836.15
884 - Digital Lab Equipment	\$0.00	\$0.00	\$119.90	\$6,175.00	\$6,055.10
Total	\$8,259.54	\$0.00	\$28,033.71	\$110,454.00	\$82,420.29
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 Equipment	\$0.00	\$0.00	\$1,900.00	\$34,900.00	\$33,000.00
855 - Telephone System	\$0.00	\$5,483.03	\$6,883.03	\$13,245.00	\$6,361.97
879 - Office scanners	\$0.00	\$0.00	\$726.24	\$2,284.00	\$1,557.76
Total Other Tech/Computer Equipment	\$0.00	\$5,483.03	\$9,509.27	\$50,429.00	\$40,919.73
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	\$8,259.54	\$5,483.03	\$72,058.71	\$265,443.00	\$193,384.29
Total Expenditures	\$32,363.79	\$25,820.90	\$418,262.48	\$1,163,025.00	\$744,762.52
Total Transfers In/(Out)	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00
TOTAL BEGINNING FUND BALANCE					
	\$228,346.25	\$0.00	\$578,279.20	(\$558,025.00)	(\$1,136,304.20)
TOTAL NET SURPLUS/(DEFICIT)					
	(\$32,363.79)	(\$25,820.90)	(\$413,262.48)	(\$558,025.00)	(\$144,762.52)
TOTAL ENDING FUND BALANCE					
	\$195,982.46	(\$25,820.90)	\$165,016.72	(\$1,116,050.00)	(\$1,281,066.72)

Kalamazoo Public Library
Special Revenue Income Statement
 May 31, 2016

	May	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Local Support						
233 - Ready to Read - Gifts	\$250.00	\$0.00	\$1,300.00	\$1,050.00	(\$250.00)	123.8%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$17,517.00	\$18,000.00	\$483.00	97.3%
301 - Gifts & Memorials - Materials	\$40.00	\$0.00	\$2,380.00	\$2,500.00	\$120.00	95.2%
308 - Library Gifts	\$0.00	\$0.00	\$872.94	\$750.00	(\$122.94)	116.4%
377 - Friends Mini-Grants - 2016	\$0.00	\$0.00	\$8,012.89	\$8,013.00	\$0.11	100.0%
397 - KCF - Local History and Community Info. Fund	\$0.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	100.0%
Total Local Support	\$290.00	\$0.00	\$36,582.83	\$36,813.00	\$230.17	99.4%
Other						
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$1,120.00	\$1,120.00	\$0.00	100.0%
Total Other	\$0.00	\$0.00	\$1,120.00	\$1,120.00	\$0.00	100.0%
Total Revenue	\$290.00	\$0.00	\$37,702.83	\$37,933.00	\$230.17	99.4%
Expenditures						
Materials						
Adult Books						
301 - Gifts & Memorials - Materials	\$0.00	\$295.89	\$2,161.71	\$3,000.00	\$838.29	72.1%
Total Adult Books	\$0.00	\$295.89	\$2,161.71	\$3,000.00	\$838.29	72.1%
Juvenile Books						
233 - Ready to Read - Gifts	\$1,028.35	\$0.00	\$11,257.75	\$12,000.00	\$742.25	93.8%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$194.64	\$18,000.00	\$17,805.36	1.1%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$76.42	\$250.00	\$173.58	30.6%
Total Juvenile Books	\$1,028.35	\$0.00	\$11,528.81	\$30,250.00	\$18,721.19	38.1%
Audio-Visual Material						
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$40.00	\$100.00	\$60.00	40.0%
Total Audio-Visual Material	\$0.00	\$0.00	\$40.00	\$100.00	\$60.00	40.0%
Total Materials	\$1,028.35	\$295.89	\$13,730.52	\$33,350.00	\$19,619.48	41.2%
Purchased Services						
Contracted Services						
303 - History Room Gifts	\$0.00	\$0.00	\$1,782.00	\$2,282.00	\$500.00	78.1%
Total Contracted Services	\$0.00	\$0.00	\$1,782.00	\$2,282.00	\$500.00	78.1%
Total Purchased Services	\$0.00	\$0.00	\$1,782.00	\$2,282.00	\$500.00	78.1%
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%
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$0.00	\$922.00	\$922.00	0.0%
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$4,645.00	\$4,645.00	0.0%
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$3,006.22	\$3,858.00	\$851.78	77.9%
377 - Friends Mini-Grants - 2016	\$1,719.48	\$0.00	\$5,575.20	\$8,013.00	\$2,437.80	69.6%
379 - Friends Mini-Grants 2015	\$85.27	\$0.00	\$2,047.25	\$2,476.00	\$428.75	82.7%
391 - Children's Mini-Grant	\$0.00	\$0.00	\$174.68	\$175.00	\$0.32	99.8%
Total Miscellaneous Disb.	\$1,804.75	\$0.00	\$13,828.75	\$26,589.00	\$12,760.25	52.0%
Total	\$2,833.10	\$295.89	\$29,341.27	\$62,221.00	\$32,879.73	47.2%
Transfers Out						
380 - Friends Mini-Grants - Administration	\$0.00	\$0.00	\$0.00	\$3,090.00	\$3,090.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$3,090.00	\$3,090.00	0.0%
TOTAL BEGINNING FUND BALANCE	\$182,233.78	\$0.00	\$171,349.53	\$171,349.53	\$0.00	100.0%
TOTAL NET SURPLUS/(DEFICIT)	(\$2,543.10)	(\$335.84)	\$8,361.56	(\$27,378.00)	(\$35,739.56)	(30.5%)
TOTAL ENDING FUND BALANCE	\$179,690.68	(\$335.84)	\$179,711.09	\$143,971.53	(\$35,739.56)	124.8%

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

	6/30/2015		%	3/31/2016		%	4/30/2016		%
	Cost Basis	Market Basis	Cost to Market Increase	Cost Basis	Market Basis	Cost to Market Increase	Cost Basis	Market Basis	Cost to Market Increase
<u>Ameritrade Investments</u>									
Money Market Account - FDIC	\$ 245,427.30	\$ 245,427.30	0.0%	\$ 750,080.13	\$ 750,080.13	0.0%	\$ 201,042.54	\$ 201,042.54	0.0%
Stocks	\$ 1,504,405.08	\$ 2,215,734.05	47.3%	\$ 1,459,078.34	\$ 2,039,210.95	39.8%	\$ 1,518,443.75	\$ 2,064,612.05	36.0%
Fixed Income Investments	\$ 1,490,759.38	\$ 1,490,463.65	0.0%	\$ 1,008,653.56	\$ 1,017,961.00	0.9%	\$ 1,524,992.41	\$ 1,531,566.31	0.4%
	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Total Value	\$ 3,240,591.76	\$ 3,951,625.00	21.9%	\$ 3,217,812.03	\$ 3,807,252.08	18.3%	\$ 3,244,478.70	\$ 3,797,220.90	17.0%
<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			\$ 3,786,590.10			\$ 3,776,558.92	
<u>Year to Date Revenue & Expenditures</u>									
Net Withdrawals/Deposits from/to Account		\$ -			\$ -			\$ -	
Dividend and Interest Income		\$ 53,709.03			\$ 32,570.40			\$ 37,221.34	
Realized Gains (Losses) on Sale of Assets		\$ -			\$ -			\$ -	
Unrealized Gains (Losses) on Market Value		\$ 120,799.84			\$ (158,993.37)			\$ (167,893.14)	
Arcadia Investment Management Fee/Other		\$ (17,485.69)			\$ (17,949.95)			\$ (23,732.30)	
Net Change		\$ 157,023.18			\$ (144,372.92)			\$ (154,404.10)	

Summary:

April activity in the Endowment portfolio included multiple trades of stock and the purchase of over \$500,000 in fixed income investments. The Arcadia Investment Management quarterly fee of \$5,782 and numerous receipt of dividends and interest were also transacted during the month of April. The Unrealized loss on the market value of investments reduced total market value of the fund by \$8,899, giving back some of the market gains from the month before.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Action Plans for 2016 – 2017**

DATE: June 20, 2016

Executive Summary:

The *KPL Public Services Action Plan* and *KPL Support Services Action Plan*, both for 2016 - 2017, are attached for board information. As in previous years, these documents outline the implementation of the strategic priorities for the year.

Both action plans began at the department level. Departments discussed possible initiatives to meet the goals of each overarching priority for the year. Management Team then discussed each item and finalized the plans. These plans then became the basis for budget requests for the year – the budget to be approved at this June 20 meeting for the year beginning July 1.

As in past years, progress on meeting the strategic objectives will be reported to the board quarterly. Progress on items not specifically addressed in the quarterly reports will be shared with the board periodically through the director's report or oral reports at monthly meetings.

Departmental / Committee Key:

In each of the following documents, specific library departments, task forces, and committees are referred to in shorthand. The entities in question are:

ADS – Adult Services
YS – Youth Services
FM – Facilities Management
MAC – Marketing & Communications
BIT – Branch & IT Services
TCS – Technical Services
DAT – Digital Action Team
HR – Human Resources
ARTT – Antiracism Transformation Team
LSC – LEAN Steering Committee
Circ Task Force – Circulation Task Force
Prog Comm – Programming Committee

KPL Public Services Action Plan – 2016-2017

Priority 1

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.

- Evaluate JE Neighborhoods transition. (YS, TCS, BIT)
- Implement a new storytime model at Eastwood, Powell, and WSQ, using the Family Place model. (BIT, YS)
- Investigate outreach opportunities for services to preschoolers at Washington Square and implement based on findings. (YS, BIT)
- Plan Spanish speaking storytimes at branches with the greatest need. (BIT, YS)
- Identify locations in branch neighborhoods where we can facilitate storytime programs; implement as feasible. (BIT, YS)
- Develop an outcome-based evaluation tool to review preschool programs. (YS, BIT)
- Investigate Every Child Ready to Read and implement. (YS, BIT)
- Investigate a grant-funded program to expand Ready to Read book distribution. (YS)
- Strengthen relationship with Ladies Library Association for Ready to Read book distribution. (YS)
- Loan tablets to parents at Branches. (YS, BIT)
- Conduct Tablet Tales programs using iPads. (YS, BIT)
- Provide iPad stations and more game computers at each branch. (BIT, YS)
- Post all youth and adult award winners on KPL website, social media, and/or catalog. (YS, ADS, TCS, Web)

- Evaluate Baker & Taylor profile; seek additional sources for materials by writers of color and those with characters and themes of color. (ADS, YS, TCS, ARTT)

Goal 2: Parents and caregivers will have the tools and skills needed to prepare children, birth to kindergarten, to learn when they enter school.

- Expand services to teen parents at Loy Norrix High School. (YS)
- Create a web presence and displays that support the We Need Diverse Books campaign. (YS)
- Develop and implement a service to make use of Osmo and iPads. (YS, BIT, MAC)

Priority 2

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 experiences

- Investigate arranging J fiction by genre. (YS, TCS, BIT)
- Use tweens to teach Minecraft to kids. (YS)
- Create a library-sponsored book diversity mock award. (YS, BIT, ARTT)
- Review and update all website booklists. (YS)
- Determine ways that KPL can support KPS' third grade reading initiative. (YS, BIT)
- Partner with KPS for Literacy Night event and library card signups at all elementary schools. (YS, TCS)
- Work with in-district private and charter schools to sign up students for library cards. (YS, BIT, TCS)
- Post all youth and adult award winners on KPL website, social media, and/or catalog. (YS, ADS, TCS, Web)

- Evaluate Baker & Taylor profile; seek additional sources for materials by writers of color and those with characters and themes of color. (ADS, YS, TCS, ARTT)

Goal 4: Teens and tweens will have material, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, listening, and creating experiences.

- Reach out to homeschool groups with library information. (YS, BIT)
- Create a Late Show database of readers. (YS)
- Implement a storymob or story walk event through TAB. (YS)
- Implement a Book Buddies program through TAB. (YS)
- Create a library-sponsored book diversity mock award. (YS, BIT, ARTT)
- Host a poetry and spoken word event. (YS, BIT)
- Investigate creating a Teen Book Club in a Bag for use with agencies serving teens. (YS, ADS)
- Investigate creating a makerspace in Teen. (YS)
- Partner with KPS for Literacy Night event and library card signups at all middle schools. (YS, TCS)
- Review and update all website booklists. (YS, Web)
- Provide iPad stations and more game computers at each branch. (BIT, YS)
- Offer multi-player gaming programs (Minecraft) at Central and Branches. (YS, BIT)
- Post all youth and adult award winners on KPL website, social media, and/or catalog. (YS, ADS, TCS, Web)
- Evaluate Baker & Taylor profile; seek additional sources for materials by writers of color and those with characters and themes of color. (ADS, YS, TCS, ARTT)

Goal 5: Adults will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.

- Create instructional videos for patrons. (MAC, ADS, YS, BIT)
- Implement “Reading is HOT” #whatareyoureadingkzoo – promotional project. (ADS, MAC)
- Feature KPL “Staff of the Week” on homepage – with reading/viewing favorites list, tied to a physical display in rotunda or at branch. (ADS, Web)
- Develop and implement Social Media strategy focused on highlighting collections and services. (ADS)
- Create intriguing monthly custom booklists to be featured in a homepage highlight and on the landing page in the catalog. (ADS, Web)
- Circulate cookbooks at Farmers Market. (ADS, Others)
- Create system for posting lists of award winning & popular books on 1st floor for browsers & easy to find on the website or ideally in the catalog (ADS, Web)
- Partner with Ministry with Community for a Ministry Book club. (ADS)
- Add Freegal artist profiles to the music stacks (ADS, MAC)
- Collect Staff Picks Freegal song files and share with patrons in a variety of ways to promote Freegal service. (ADS, MAC)
- Offer free KPL Staff Picks songs to anyone who uses charging stations. (ADS)
- Explore film discussion series through partnership w/Kalamazoo and/or WMU film societies. (ADS)
- Pilot loaning pre-loaded, Urban Fiction Kindles with the Alma Powell Branch Book Club. (ADS, BIT, ARTT)
- Invite staff of color to serve on Reading Together selection committee. (ADS)
- Celebrate the 15th year anniversary of Reading Together with the support of wide range of community partners. (ADS, MAC)

- Develop a reader's advisory program that emphasizes staff materials lists on website. (ADS, BIT, Web)
- Post all youth and adult award winners on KPL website, social media, and/or catalog. (YS, ADS, TCS, Web)
- Evaluate Baker & Taylor profile; seek additional sources for materials by writers of color and those with characters and themes of color. (ADS, YS, TCS, ARTT)

Priority 3

Goal 6: Everyone in Kalamazoo will have free high-speed internet access in the library and digital opportunities tailored to their needs.

- Create instructional videos for patrons. (MAC, ADS, YS, BIT)
- Consider and if feasible, implement a Wi-Fi Hot Spot lending program. (BIT, ADS)
- Sponsor a Hackathon to use area talent, and promote KPL. (BIT, DAT)
- Move the TECHBar idea to open hours in The Hub. (BIT, DAT, ADS)
- Increase loaning of iPads at reference desk – add Safari and more entertainment apps to each device and advertise with signage at ref desk and through roaming staff. (ADS, TCS, BIT)
- Create themed programming in The Hub. (ADS, BIT)
- Develop and implement a plan for separating public computer usage from the requirement of having current library account in good standing. (ADS, BIT, ARTT)
- Investigate circulating Chromebooks within the library with particular emphasis on branches; promote digital services and databases. (ADS, BIT)

Priority 4

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.

- Host at least two genealogy or local history events annually at each branch location with focus on diverse communities. (ADS, BIT)
- Plan Local History focused programming that utilizes The Hub. (ADS, BIT)
- Implement a service which allows patrons to share their digitized content and materials on KPL's website. (ADS, BIT)
- Define and create a Local Music feature for Local History. (ADS, Web)
- Create digital "school composite" section in LH digitized area of the web. (ADS, Web)
- Continue to digitize microfilm and other local history holdings and pursue appropriate partnerships to support the digitization initiative. (ADS)
- Develop a plan to make Otsego digitized newspapers and Kalamazoo Gazette eReplica editions available on LH computers. (ADS, BIT)
- Partner with local organizations and individuals to offer a "local" programming series that focuses on what is great and unique about Kalamazoo. (ADS)
- Further develop the Kalamazoo Local Wiki. (ADS, BIT)
- Explore possibility of obtaining current marriage and divorce information from the county and the court. (ADS)
- Determine best use and promote use of the Local History iPad. (ADS)
- Evaluate scrapbook collection for future digitization. (ADS)
- Index and input full collection of KVP newsletters. (ADS)
- Complete death stories index of first six months of 1917 Kalamazoo Gazette. (ADS)

- Review and update all Local History and genealogy web pages. (ADS, Web)
- Explore partnership with local organizations to archive and digitize Kalamazoo’s multicultural history. (ADS, ARTT)

Public Services Action Plan Items Across Age Groups

- Commemorate Martin Luther King Jr. Day (3rd Monday of January), Black History Month (February), Women’s History Month (March), Arab American Heritage Month (April), Asian-Pacific American History Month (May), LGBT Pride Month (June), Hispanic Heritage Month (September 15 – October 15), and Native American Heritage Month (November) at all locations through displays, booklists, and/or programs. (ADS, YS, BIT, MAC, Prog Comm)
- Participate in community events and festivals with emphasis on those celebrating diversity. (Prog Comm)
- Measure, using CHQ, the effectiveness of at least three displays at each branch. (BIT)
- Identify locations in branch neighborhood to possibly embed a librarian. (BIT, YS)
- Plan programs with digital content for The Hub, specifically coding, Google apps, 3D printing and interactive programs. (BIT, YS)

KPL Support Services Action Plan – 2016-2017

Infrastructure and Use of Space

- Remove bulletin boards from Central Children’s Room entrance; investigate replacement. (YS, FM)
- Assess use of Alice room for folktales. (YS)
- Continue to transform the Eastwood Branch story room into a “Story Place.” (BIT, YS, FM)
- Develop engineering plan to replace current steam heating system at Central Library with hot water alternative. (FM)
- Design interior improvements and develop implementation plan for refurbishing the public restrooms at the Central Library. (FM)
- Assess building envelope water leaks at Oshtemo branch, develop list of actions to mitigate water penetration into interior and degradation of building materials; complete in-budget maintenance items and draft budget plan for the balance. (FM)
- Transition WSQ to “essentially all” LED lamps. (FM)

Communications with Patrons

- Launch a campaign focusing on library card registration and renewal; promote National Library Sign-Up Month at all locations. (ADS, MAC, TCS, BIT)
- Create new email templates for targeted emails to various patron groups. (ADS, MAC, TCS)
- Locate and implement a new digital sign solution. (MAC, BIT)
- Enhance KPL Mobile app. (TCS, DAT)
- Increase Ready to Read book distribution through relationship with Ladies Library Association. (YS)
- Work with pediatricians to distribute Early Learning Calendars. (YS)

- Develop a plan to identify and form partnerships and investigate ways to provide programs, collections, and services which better represent our community and respond to their interests. (ARTT, YS, ADS, BIT, Prog Comm)
- Create targeted reading/service email lists based on the interests and/or library use of patrons and craft a messaging strategy (content and timing) for each group. (ADS, MAC)
- Use email blasts tied to big authors or big title releases that encourage patrons to sign-up for Author Alerts from that author (ADS, MAC)
- Create and promote a KPL Speakers Bureau with assigned staff prepared to speak to groups about specific KPL programs and services. (ADS, BIT, YS, Prog Comm)
- Join the 'Arts' community's efforts to develop and maintain arts calendar – arts news channel. (ADS)
- Consider a fine amnesty week or month to encourage lapsed or discouraged patrons to come back to KPL. (ADS, BIT, ARTT)

Business Office & Administration

- Establish criteria and recommendation for electronic storage of all official administrative documents, integrating document tracking system and historical employee records. (Patrick, Terry, Diane, Susan, BIT)
- Complete and refine applications within ADP for human resources and benefits; examine ADP workflows and design new paths and work reassignments when necessary. (Diane, Terry, Wendy)

Catalog and Collections

- Analyze the Deposit Collection service, recommend any changes and implement. (BIT)
- Complete Baker and Taylor TS360 migration. (TCS, ADS)
- Implement EDI (Electronic Data Interchange) for acquisitions; implement for Financial Edge invoices. (TCS, Diane)

- Implement recommendations to catalog and website based on Usability Study. (TCS, Keith, BIT)
- Establish a schedule and criteria for purges of patron records and items. (TCS, ADS, BIT)
- Implement the software program MarcEdit and the appropriate authority/bibliographic services. (TCS)
- Expand “Coming Soon” from DVDs to all formats. (TCS, ADS)
- Combine Mystery & Thriller genres in adult fiction stacks. (TCS, ADS)
- Inventory Local History book collection. (ADS, TCS)
- Create a plan for continual inventory of collections and implement as feasible. (TCS, ADS)
- Ensure authors of color are represented in Book Club in a Bag collections. (ADS, ARTT)
- Integrate Urban Fiction collection into the first floor stacks after the mystery collection. (ADS, ARTT)

Circulation

- Establish a new library card/new user follow up program. (BIT, YS, ADS, TCS)
- Review and document all patron card types; incorporate into the Circulation Manual on myKPL. (TCS, BIT, YS)
- Review and revise Circulation Manual. (Circ Task Force)

Website

- Update all staff web profiles. (MAC, Keith)
- Continue to plan for and possibly implement a new CMS for the library website. (IT, Keith)
- Search out and implement an easy way to efficiently and effectively create and display book lists on the website. (Keith)
- Purchase and promote Novelist products. (ADS, MAC, Web)

Technology and Upgrades

- Conduct community digital needs assessment. (BIT, MAC)
- Comply with e911 regulations. (BIT, Susan)

- Establish photocopying, color printing, and faxing services at each branch. (BIT, FM, Diane)
- Create a Technology Management Plan that outlines how IT manages, replaces, and updates technology.
(BIT)
- Replace staff desktop computers. (BIT)
- Investigate installing a Smart Drop at the Oshtemo Branch. (BIT, FM, TCS)
- Install iPad stations and more game computers at each branch. (BIT, YS)
- Update and improve the network system, including the wireless network. (BIT)
- Roll-out new Meeting Room Scheduling application. (FM, MRM Task Force)
- Investigate the possibility of moving from a Microsoft Office environment to Google. (BIT)
- Investigate removing the current public PCs at WSQ and moving to a Chromebook system. (BIT, FM)
- Continue reorganization of the data closets at Central. (BIT)

Staffing/Personnel/Training

- Define a range of professional development activities for all YS staff. (YS, BIT)
- Investigate rotating staff to branches for storytime. (YS, BIT)
- Implement a “re-launch” of myKPL and commence an internal campaign to encourage staff to fully use *mySites* on *myKPL*. (BIT, HR)
- Investigate a blended tech training system for staff and patrons by utilizing Lynda.com. (BIT, HR)
- Develop protocol to ensure equitable interviews. (HR, ARTT)
- Support staff efforts to attend continuing educational opportunities to further library’s antiracist values.
(ARTT, All)
- Require new salaried staff members to attend ERACCE, one-day training; set expectation for designated staff groups to attend fuller training. (HR, ARTT)

- Support and mentor staff who are interested in library careers: work study, fellowships, scholarships, etc. (ARTT)
- Develop training tools for hourly staff in support of library's anti-racist values. (HR, ARTT)
- Create training tool to introduce LEAN and its basic concepts to new staff members. (LSC, HR)
- Investigate the development of an Education for Employment program for high school students to encourage librarianship. (HR, ARTT)
- Investigate the development of work opportunities for disabled individuals in partnership with agencies such as MRC, Michigan Rehabilitation Services, etc. (HR)
- Design and implement a self-directed professional development/training model for testing within specific employee groups. (HR)
- Finalize staff tech competencies model and design a plan for training and evaluation; develop implementation plan. (HR, BIT, ADS)
- Facilitate quarterly professional development for librarians and interested staff. (KPLA, YS, BIT, ADS, HR)
- Work with KPLA to develop plan for cross-training for orientation and rotation of public service desk shifts. (KPLA, BIT, YS, ADS)
- Develop librarian internship in partnership with Wayne State and University of Michigan library schools. (HR, YS, ADS, BIT)

Programming

- Establish a calendar for timely planning of programs and displays, allowing for input from community partners. (Prog Comm)
- Create a Speakers Bureau webpage to better manage requests for library speakers and visits. (Prog Comm)

Director's Report
June 2016

From the director

1. Recent meetings and events attended include DKI Executive Board, gathering of county libraries to discuss *Ready to Read*, *Party in the Park*, education day at the Growlers, *Lunch Time Live*, many internal meetings, and several library programs. I met with two retiring staff members for exit interviews and conducted annual evaluation conferences with nine staff members.
2. KPL staff continues to be presenting at workshops and conferences. In addition to staff mentioned in previous reports, Wendy Hand and Stewart Fritz also presented at the Rural Libraries Conference in April. Wendy discussed using Technology Readiness Infrastructure Grants to purchase Chromebases for inexpensive online catalogs. Stewart's topic was "12 Months of Fun" about easy, low-cost children's programs.
3. Information from the Friends June board meeting:
 - The bag sale on June Jubilee Saturday was very successful and the tent in the parking lot worked well. Sunrise Rotary Club members helped with set-up; over 150 people, some of whom jumped the brick wall, were waiting for the 9 AM opening. Sales were \$1,335 at the sale and \$2,029 in the bookstore that day
 - 107 books were sold and many new contacts made at *Party in the Park*.
 - Once again, the bookstore provided low cost books for the Summer Food Service Program run by Loaves and Fishes.
 - The Friends hope to participate with the library in the Bronson Park *Lunch Time Live* program this summer.
 - An orientation manual has been prepared for new board members.
4. The 2016 – 2017 library calendar is attached.

Create young readers

5. As shared with trustees earlier, the 19th annual *Party in the Park* was a huge success with about 1,870 preschoolers and many adults. This signature *Ready to Read* program continues to grow.
6. School-year visits to the teen mothers and babies at Loy Norrix ended with each mother choosing two new books for her baby, provided by *Ready to Read*.

7. Storytimes at Oshtemo have been so successful that we will begin to offer back-to-back sessions to accommodate the 50-70 attendees who regularly attend.
8. We continue to transform the story room at Eastwood into a more interactive space similar to the Story Place at Central. We'll be offering more "play and learn" sessions during the summer.

Stimulate imagination

9. The Summer Reading Challenge kickoff on Saturday, during June Jubilee weekend, was busy and fun. We registered kids and adults for the challenge and celebrated *First Saturday @ KPL*.
10. The Kalamazoo Literacy Council was our partner for the May *First Saturday @ KPL*. They engaged kids in a seed and soil activity and some short but effective literacy games. Several canvas bags full of books were given away during the raffle. *Lift Up Through Literacy* was on hand to check in with parents involved in their program.
11. First grade visits are over for the year. Staff have enjoyed watching first graders become confident and proficient readers as they learned to use the library.
12. The *Three Book Battle*, a program created for kids who have aged out of the *Global Reading Challenge*, had three teams of 6th graders this year. The kids loved the books that were chosen and had a good time. We are looking to attract more teams by changing to a different time during the school year as spring is particularly busy for families.
13. Staff are out and about promoting summer reading: Head Start Family Literacy celebration, three Lift Up Through Literacy events, a YMCA event, KPS Bilingual Program family celebration, two Growlers' Education Day programs, and several end-of-school events.
14. LGBTQ movie and book lists are now up on our website and will be featured on the home page during Pride 2016.
15. We had several adult author visits in May. A large crowd at Eastwood heard Alexandria Osborne talk about her memoir *The Black Mzungu*. A smaller, but well engaged and enthusiastic crowd at Central gathered to hear National Book Award winner Jaimy Gordon, National Book Award Finalist Bonnie Jo Campbell, and K-College creative writing instructor and author Andy Mozina talk about their individual approaches to writing. The event was in celebration of Mozina's recently published novel *Contrary Motion*.
16. After months of gathering commitments of support from a long list of partnering organizations, we have sent off a substantial packet of materials that support our proposal to bring Dr. Atul Gawande to Kalamazoo for *Reading Together 2017*. We have requested a response by July 1.

17. We continue to focus on promoting books and reading. Some recent efforts:

- Following the move of urban fiction to the regular genre stacks, we've used the empty shelving unit to improve the flow of new fiction and grouped the display tables together.
- A new display of "Michigan Notable Books" from the past seven years in on the rolling display unit near the service desk.
- We will be implementing some products from SelectReads in our catalog over the next few months. This service includes stock and customized book recommendation e-newsletters, the ability to deliver email when an author's titles are added to the collection and an easy way to add title lists to the website.
- We've signed up to be part of CollectionHQ's Biggest Improver program. The program sets individual targets in specific collection measurements for us to strive for and discounted pricing on new features if they are reached.

18. Following up on Andrea Vernola's recent report on Teen Services: she has been working with *Read and Write Kalamazoo* at Maple St Middle School. This is a yearlong program coaching students on their writing, getting to know them, and promoting KPL. Their stories were published in a book shared aloud at a party with KPS administrators. This is another good partnership that leads to better connections with teens.

Connect to the online world

19. The move of all our servers to KRESA was completed a week ahead of schedule. We experienced only minor hiccups during the move of 29 servers to a remote data center. Already this is proving to be a good move with KRESA, an excellent partner.
20. The branches are being prepared for an increase in wireless speed. This will double our speed at all locations and will help with the increase in patrons using mobile devices in our buildings.
21. The IT Department is launching a blog designed to help, inform, and educate staff about all things digital – KPL's Ten Forward! <https://tenforwardblog.com>
22. IT staff attended a mini-conference, "Building IT Together". It was attended by area IT staff from both profit and non-profit organizations and was a good networking opportunity.

Celebrate local

23. Local History staff took a field trip to the Library of Michigan and Michigan Archives for a tour of the building and the immense resources. Each staff had a project they focused on for “real world” experience with the collections.
24. We’ve been selected to be part of the American Libraries Collection on the Internet Archives; our online local history collection has been moved there with a new dedicated splash page. We are proud to join many other major libraries in making our unique collection universally and easily accessible.
25. And on a related point...the article on breweries of Kalamazoo from our website has been published as a twenty page article with numerous photos and drawings in a Great Britain publication, *Brewery History*.
26. Oshtemo was represented at a welcome party for area refugees. About 100 folks new to the area attended – this was a good opportunity to reach out to an underserved community.
27. We are working with KPS to create a small space at WSQ for a monthly art show of KPS student work.

Operations

28. A new security camera has been added to the passenger elevator at Central; we hope this will reduce vandalism in the elevator.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
May 31, 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>BOOKS</u>									
-Adult	20,574	782	9,665	384	1,851	33,256	387,192	404,772	-4%
-ebook	4,646					4,646	48,288	39,919	21%
-Digital Magazine	455					455	4,212	3,164	33%
Teen	2,936	93	1,266	52	155	4,466	57,292	57,259	0%
Juvenile	<u>13,010</u>	<u>944</u>	<u>7,217</u>	<u>346</u>	<u>891</u>	<u>22,408</u>	<u>301,541</u>	<u>321,590</u>	-6%
Total	<u>41,621</u>	<u>1,819</u>	<u>18,148</u>	<u>782</u>	<u>2,897</u>	<u>65,231</u>	<u>798,525</u>	<u>826,704</u>	-3%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,570	48	960	13	77	2,668	30,242	33,113	-9%
-Digital	2,773					2,773	24,931	19,466	28%
Music									
-CD	3,509	162	846	163	265	4,945	66,222	75,279	-12%
-Digital	1,685					1,685	18,223	17,892	2%
Video									
-DVD	28,693	3,106	9,303	3,191	5,365	49,658	591,863	673,698	-12%
- Digital	693					693	7,270	7,729	-6%
Total Non-Print Material	<u>38,923</u>	<u>3,316</u>	<u>11,109</u>	<u>3,367</u>	<u>5,707</u>	<u>62,422</u>	<u>738,751</u>	<u>827,177</u>	-11%
Total Circulation	<u>80,544</u>	<u>5,135</u>	<u>29,257</u>	<u>4,149</u>	<u>8,604</u>	<u>127,653</u>	<u>1,537,276</u>	<u>1,653,881</u>	-7%
Computer Usage									
Onsite Computer Use	6,148	433	1,104	503	530	8,718	101,855	113,740	-10%
Computer Usage Remote	2,168,194					2,168,194	24,040,403	24,907,400	-3%
Wireless Internet	2,033					2,033	22,237	21,191	5%
Database Statistics									
Database Sessions	1,176					1,176	11,446	13,110	-13%
Database Searches	40,212					40,212	471,642	593,110	-20%
Total Registrations	309	21	78	14	23	445	7,608	5,878	29%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
May 31, 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	10	1	4	3	0	18	247	280	-12%
Attendance	139	77	24	25	0	265	8814	9478	-7%
Teen Events	14	3	1	3	0	21	188	182	3%
Attendance	186	27	27	23	0	263	5387	6062	-11%
Juvenile Events	45	11	26	14	6	102	1018	998	2%
Attendance	1236	331	580	180	90	2417	31307	35738	-12%
Total Events	69	15	31	20	6	141	1453	1460	0%
Total Attendance	1561	435	631	228	90	2945	45508	51278	-11%
Law Library									
Visitors	194					194	2751	2543	8%
Phone Calls	107					107	1196	1019	17%
Questions Answered	319					319	4305	3833	12%

Kalamazoo Public Library

2016/2017 Library Schedule

Monday, July 4, 2016	Closed for Independence Day
Monday, September 5, 2016	Closed for Labor Day
Thursday, September 8, 2016	Winter Hours Begin – Open Thursday Evenings at Central Library until 9:00 p.m.
Sunday, September 11, 2016	Open Sunday Afternoons at Central Library – 1:00 to 5:00 p.m.
Thursday November 3 rd , 2016	Closed for Staff Day
Wednesday, November 23, 2016	Close at 5:00 p.m. for Thanksgiving
Thursday, November 24, 2016	Closed for Thanksgiving Day
Saturday, December 24, 2016	Closed for Christmas Eve
Sunday, December 25, 2016	Closed for Christmas
Monday, December 26, 2016	Closed for Christmas Weekend
Sunday, January 1, 2017	Closed for New Year’s Day
Monday, January 2, 2017	Closed for New Year’s Weekend
Sunday, April 16, 2017	Closed for Easter Day
Thursday, May 18, 2017	Last Thursday Evening of Service – Central Library closes at 6:00 p.m. starting May 25
Sunday, May 21, 2017	Last Sunday of Service – Summer Hours begin Monday May 22
Monday, May 29, 2017	Closed for Memorial Day