

PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
BOARD ROOM – THIRD FLOOR, CENTRAL LIBRARY
315 S Rose St., Kalamazoo, MI 49007
August 22, 2016, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
 - A. Social Justice Resolution
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of July 25, 2016
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending July 31, 2016
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Revisions to Organizational Chart
 - B. Expenditure from Local History Fund
 - C. Fine Forgiveness Proposal
 - Reports
 - D. ONEplace @ KPL Update – Thom Andrews
 - E. Local Hop – Farrell Howe
 - F. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. ADJOURNMENT

KALAMAZOO PUBLIC LIBRARY

Social Justice Resolution

Minutes of a Meeting of the Board of Trustees of the Kalamazoo Public Library, Kalamazoo Michigan, held on August 22, 2016 at 4:00 p.m. at Central Library.

TRUSTEES PRESENT: _____

TRUSTEES ABSENT: _____

The following preamble and resolution were offered by Member _____ and supported by Member _____

WHEREAS, The Kalamazoo Public Library has a vision to have a community inspired by collaborative connections to one another; and

WHEREAS, KPL values compassion and champions everyone's right to be welcome in a safe environment in the library and in the wider community; and

WHEREAS, KPL shares the belief in a fundamental right to live without discrimination and supports the movement for social justice; and

WHEREAS, KPL recognizes through its programming that open access to materials and media including those on racial equality and social justice can open minds and change the world by changing perspectives, and

WHEREAS, KPL has determined that it is necessary to explicitly affirm its position on the concepts of equal justice under the law, racial justice and institutional racism and human dignity for all;

NOW, THEREFORE, BE IT RESOLVED that KPL recommits itself to address equal justice under the law, racial justice and institutional racism, social-economic divisions in our community and human dignity for all through our programs, services, policies, practices and the empowerment of staff to serve our community with these values as priorities.

AYES: Members _____

NAYS: Members _____

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees

Certificate

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kalamazoo Public Library, Kalamazoo, Michigan at a meeting held on August 22, 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: July 25, 2016
Time: 4:00 p.m.
Location: Alma Powell Branch Library, Barnabee Gallery

TRUSTEE ROLL CALL:

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

Absent: None

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. *Minutes of the Meeting of June 20, 2016*
- B. *Minutes of the Meeting of June 27, 2016*
- C. *Personnel Items*

IV. FINANCIAL REPORTS

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

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

Discussion: Director Rohrbaugh stated that while these reports concern the final month of the fiscal year, they are not the final year-end numbers.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JUNE 30, 2016.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

- A. *MERS Delegates*

Recommendation: Director Rohrbaugh recommended the appointment of Diane Schiller as the Officer Delegate and the certification of Amy Alcenius-Hoisington as the Employee Delegate to serve at the 2016 Municipal Employees Retirement System (MERS) Annual Meeting.

Executive Summary: Beginning in 2004/2005, staff members have attended the annual MERS meeting. With so many KPL employees enrolled in MERS, we feel it is important for us to participate in the system. In the past we have sent both an officer and employee delegate to attend the MERS annual meeting.

The officer delegate must be appointed by official action of the Board to serve and the employee delegate must be elected by ballot and certified by either the chief administrative officer or a member of the governing body. Amy Alcenius-Hoisington will serve as the employee delegate and Diane Schiller will serve as the officer delegate. The MERS Annual Meeting will take place September 28 - 29.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPOINT DIANE SCHILLER AS THE OFFICER DELEGATE AND CERTIFY AMY ALCENIUS-HOISINGTON AS THE EMPLOYEE DELEGATE TO SERVE AT THE 2016 MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) ANNUAL MEETING.

Discussion: L. Godfrey asked where the Annual Meeting was scheduled to take place. Director Rohrbaugh stated it was occurring in Traverse City.

MOTION CARRIED 7-0.

REPORTS:

B. Director's Goals

Report: Director Rohrbaugh stated she has lifted a number of high-profile items from the Action Plans in which she will be involved over the next year and provided them as her annual Director's Goals for board consideration. She then mentioned the implementation of a new discovery layer for the library's catalog could be considered alongside those listed.

Discussion: President Caple asked whether the question of compatibility between the new discovery layer and Sirsi had been investigated. Director Rohrbaugh said that had been explored and the products would indeed be compatible.

V. Wright asked about Director Rohrbaugh's plans to examine the state of Teen spaces and staffing. Director Rohrbaugh stated that item primarily concerns the proposed creation of a dedicated Teen programming space, which could potentially involve the reworking of the existing Teen staff offices.

Disposition: Trustees thanked Director Rohrbaugh for her report.

C. Quarterly Strategic Planning Statistics

Report: Director Rohrbaugh began by drawing Trustees' attention to a handful of items she had highlighted from the strategic planning statistics for the final quarter of fiscal year 2015-2016.

She stated circulation targets were largely unmet after a number of years of strong growth. She reminded the board that trend is representative of American public libraries in general.

She also noted Ready to Read exceeded the goal of distributing more than 7,519 gift books, teen attendance at programs was strong, and pointed out while patron PC use was down, more WiFi connections were utilized, indicating more patrons are connecting with their own devices.

In closing, she stated patron use of the Hub was not as high as had been anticipated, but use of digitized local history collections far exceeded the goal and attendance at locally-focused programs was very strong as well. She then pointed out the results of the Teen Patron and Technology surveys were attached to the statistics for board review. Finally, she reminded the board that goals and targets for the 2016-2017 fiscal year would be set in August.

Discussion: R. Brown asked if general circulation numbers had held steady or actually decreased. Director Rohrbaugh indicated that overall circulation had decreased 7% from the previous year. R. Brown asked whether that trend could be explained at all by general economic recovery over the last several years. Director Rohrbaugh stated that the general consensus is during tough economic times, library use trends upwards, so it stands to reason the reverse is also true. She also stated the increase in popularity of digital streaming services is suspected to have impacted digital circulation numbers.

J. VanderRoest expressed surprise that patron PC usage has declined in the last year. Director Rohrbaugh reiterated her supposition that has to do with increased access to library WiFi through personal devices owned by patrons. She stated some public libraries are reducing the number of public PCs, but does not believe KPL to be making that decision in the near future. President Caple suggested that when the time comes to replace the PCs, it may make sense to keep that trend in mind.

V. Wright stated she thought the results of the Teen Patron survey were encouraging, especially regarding the number of teens who browse the shelves for reading materials and enjoy attending author visits. L. Godfrey asked whether the survey was reaching those who do not visit the library. Director Rohrbaugh stated these results come from those who visit the spaces. J. VanderRoest stated his satisfaction with knowing that KPL users tend to respond so positively to the surveys. L. Godfrey suggested undertaking increased efforts to reach those who do not visit the library.

J. VanderRoest asked, regarding the circulation targets for next year's strategic planning process, whether the goal would be to see an increase or maintain current levels. Director Rohrbaugh stated those goals would be set at a Management Team meeting in August and the plan is to maintain current circulation levels.

Disposition: Trustees thanked Director Rohrbaugh for her report.

D. Law Library Report – Caitlin Hoag

Report: Director Rohrbaugh introduced Caitlin Hoag, Law Librarian. C. Hoag began by explaining that she has been busy sharing information regarding the Law Library with KPL staff recently and

feels privileged to be part of a truly unique function within a public library, providing a valuable service to patrons and the court system.

She stated over 3,000 patrons visited the Law Library last year and over 5,000 questions were answered. She attributed that largely to an expansion of the 'Ask a Lawyer' program. She stated that the majority of those questions come from individuals who are preparing to represent themselves in court for a variety of reasons, primarily family law. Many of these individuals require divorce packets which are sold for \$3.00 in the Law Library. Many individuals seeking paperwork for divorce and custody purposes are directed to the library by court employees.

C. Hoag then explained that while Law Library staff do not provide legal advice, patrons are encouraged to attend the 'Ask a Lawyer' programs to obtain free advice from qualified professionals. In recent years, the demand for legal advice has prompted Law Library staff and representatives of the Bar Association, primarily a local lawyer named Dan Conklin, to expand these services. In addition to legal clinics operated through KPL, there were regular clinics being held at the Eastside Neighborhood Association and the Portage Community Center which were not able to adequately serve the populace. KPL was advised to step in and oversee those clinics as well, resulting in a total of five monthly legal clinics at four different locations.

Discussion: C. TenBrink stated her satisfaction with the services provided by the Law Library and asked how many individuals regularly staff the library. C. Hoag stated she works in the Law Library part-time. Amy Alcenius-Hoisington works primarily in the Law Library, and Zack Hunkins is the dedicated Law Library Intern. Additionally, Christine Hann, Ryan Gage, and Matt Smith each work one shift per week. She stated all of these individuals attend to regular Law Library duties while working the desk.

L. Godfrey asked whether they are receiving enough volunteer support from local attorneys. C. Hoag stated it is a struggle, especially concerning family law inquiries. Many attorneys previously relied upon have retired and it has proved difficult to connect with new members of the Bar Association. She reiterated that Dan Conklin has been instrumental in making key connections. L. Godfrey then stated she felt C. Hoag's regular contributions to *Annotations*, the Bar Associations regularly published newsletter, have been strong and well-received.

Disposition: Trustees thanked Caitlin Hoag for her report.

E. Powell Branch Update – Judi Rambow

Report: President Caple invited Judi Rambow to report on recent activities and initiatives at the Powell Branch. J. Rambow began by stating summer is always a busy time for the branch, due in part to day-camps from three local organizations that come to the library in large groups. Regarding the circulation figures commented upon earlier in the meeting, she suspects that digital circulation at Powell is probably not trending downwards as much as other locations. She stated the populace that visits the branch views the audiovisual collection as being very important and it is well-utilized.

She then mentioned recent staff involvement in a 5S event which resulted in a reorganization of the back office as well as a new location for a drop-box, which has enhanced the flow of materials from the point of drop-off to getting back on the shelves considerably.

Additionally, the Powell Branch recently received a new mobile gaming station that features a large high-definition TV with Playstation 4 and Nintendo Wii-U systems. Furthermore, lockers for Powell staff were recently installed.

Adult Literacy Council meetings at Powell continue to be popular. She stated that is largely in part to Michael Evans, director of the Literacy Council, who has ensured that tutors are available to the students. Regular meetings take place every Thursday, and patrons are able to receive assistance with a variety of matters ranging from improving literacy skills to job searching.

J. Rambow asked Kevin King, Head of Branch and IT Services, if there was anything she had left out. K. King stated a focus at Powell as of late had been improving the 'attractiveness' of the collection, using lots of face-outs, curating high-use collections and making them very visible. J. Rambow then mentioned the current display in the Barnabee Gallery which consists of photographs on loan from Sonya Hollins which were, in turn, left to her by a local photographer who had collected them over a long career. The photographs depict area students, largely high-school seniors. She stated the photographs have generated a good amount of discussion from patrons who recognize their friends and family among the students.

Discussion: J. VanderRoest asked if the Powell Branch has kept up their impressive collection of jazz albums. J. Rambow stated that collection was largely the effort of former Powell Branch Lead Librarian, Michael Cockrell. She said she does not believe the Jazz collection has been as carefully attended to, but she emphasized the value in asking for and receiving suggestions from patrons. She then reported that, as an example, older movies in the Western genre have become a niche collection that circulates surprisingly well.

J. VanderRoest then asked whether the branch was experiencing heating & cooling difficulties, as had been the case in the past. J. Rambow stated she believed it was improving over time, but occasionally the curved glass windows do seem to collect the sun's heat fairly intensely. J. VanderRoest then asked how relations are faring between the branch staff and the administrators of the Douglass Community Center. J. Rambow stated Sherry Thomas-Cloud was preparing to leave the Douglass, but it had long been a goal of hers to try to organize a luncheon for library staff, Douglass staff, and the staff of the other organizations who rent space at the Douglass.

K. Randolph asked whether J. Rambow had any ideas for improvement or any 'wish list' items she would like to share. J. Rambow stated that she knows open hours for the Powell Branch on Saturdays are off the table for now, as a recent discussion among Management Team on the topic yielded security and staffing concerns. She said she agrees with the decision, but would very much like the topic to be revisited in the event that other agencies within the Douglass became active on Saturdays, specifically Loaves & Fishes who plan to open a location within the Douglass in the fall.

V. Wright asked whether there had been requests from patrons to maintain open hours on Saturday. J. Rambow stated that while they had not heard much from patrons on the matter, Powell staff members were enthusiastic about the idea. She reminded Trustees that when the branch had been open on Saturdays in the past, it was primarily visited by children.

Director Rohrbaugh stated she had several conversations with Sherry Thomas-Cloud, Executive Director of the Douglass, who indicated she had heard from a handful of community members who expressed interest in having access to the Powell location on Saturdays, and had suggested that evening hours might be best.

She then reiterated that if the Powell location were to open on Saturdays, it would be the only organization within the Douglass that did so and therefore would constitute something of a security risk. She also reminded Trustees that when the Powell location was open on Saturdays, foot traffic tended to be very light. She also stated her intent to revisit the issue when Loaves & Fishes opens their Douglass location in the Fall.

President Caple asked whether it would make sense to contact Loaves & Fishes ahead of time to gauge whether they plan to maintain open hours on Saturdays. Director Rohrbaugh stated that was certainly doable; in her conversations with Sherry Thomas-Cloud, Sherry stated Loaves & Fishes was initially planning to be open approximately two days per week.

C. TenBrink asked if a branch tour was scheduled after the meeting for Trustees. J. Rambow said such a tour would take place.

Disposition: Trustees thanked J. Rambow for her report.

F. Legislative Update – Diane Schiller

Report: D. Schiller stated that since the State Legislature was on summer break, there was not much to report. That being said, she stated that Governor Snyder has chosen to appeal a recent ruling on the MERS 3% case, which found in favor of the plaintiffs. He has appealed to the Supreme Court without his Attorney General, instead choosing to utilize a private firm.

She then stated the only other news to report regards Senate Bill #571, which among other things, bans businesses from collecting union political action committee money from their employees if their business has its own PAC. The AFL/CIO have brought suit in response to this particular clause.

Discussion: President Caple asked for clarification as to why Governor Snyder has opted to choose a private firm for his appeal in the MERS case. L. Godfrey stated Bill Schuette, Michigan Attorney General, will likely be running for Governor when Snyder's term is up. J. VanderRoest indicated that perhaps Schuette does not wish to be associated with Governor Snyder at this juncture.

L. Godfrey then asked for news regarding the current status of reimbursement for personal property taxes. D. Schiller stated the library is considered a Tier III organization for purposes of reimbursement. Funds will first be distributed to 'essential services'; cities, counties, and townships that provide police and fire services. In the event funds are available, which appears to be the case thus far, they will be distributed to organizations such as KPL. She stated if 100% of KPL's personal property taxes were refunded, it would total approximately \$300,000. D. Schiller stated she has been unable to verify how many Tier III organizations will benefit from this, but news from Portage Public Library indicates that while some funds will be available to

Tier III organizations, the State of Michigan is unwilling to commit to a figure at this time. It is expected that more information will be made available near September.

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 mentioning a recent development that did not appear written in the report. She stated that the Reading Together 2017 invitation to Dr. Atul Gawande was declined, despite considerable staff efforts. The discussion has turned to the possibility of inviting Bryan Stevenson, whose book is entitled Just Mercy.

She then shared plans for a two-day conference organized by the Friends of Michigan Libraries, taking place in the Van Deusen Room on October 13 and 14. The first day will have a focus on issues relevant to friends organizations and the second will focus on those pertaining to library trustees.

Next she announced a large \$10,000 donation to Ready to Read from an anonymous donor who hopes to be able to make similar donations in each of the next two years. This donation, along with the involvement of Dr. Allan LaRue, retired pediatrician, has considerably reenergized Ready to Read. Additionally, Dr. Needlman, founder of Reach Out and Read, will be visiting on October 6th for the purpose of a public program and grand rounds with med students and pediatricians at Bronson Hospital.

Director Rohrbaugh then referred back to Pika, which was discussed earlier in the meeting. She said Pika will provide a new discovery layer for the existing Sirsi catalog. There are vendors and specialty groups who are developing discovery layers to provide an experience more akin to an internet search engine, which was something KPL patrons considered a priority during the recently conducted User Experience Study. Pika has been confirmed to function with Sirsi. Timing and cost for implementation are under consideration.

She then reminded Trustees that the KPL eNewsletter has a new format and is now being delivered on Thursdays. Recently gathered analytics have demonstrated that 58% of those reading the eNewsletter are using a mobile device to do so.

Discussion: President Caple asked, regarding the Pika discovery layer, when KPL’s subscription to the current Sirsi layer expires. Director Rohrbaugh stated it is renewed each spring, and in the

event that Pika is implemented by then, the library would not renew its subscription to Sirsi Enterprise.

V. Wright stated it is wonderful to hear so many stories about KPL staff members representing the library throughout the community at public events. She also reminded all in attendance that she very much appreciates the annual committee reports which are attached to the Director's Report each July. She explained that it would be nearly impossible to understand the amount of work done in staff committees without these reports.

V. Wright asked about the Racial Equity Toolkit supplied by the City of Seattle. K. Randolph stated the City of Seattle has an Antiracism Team which deals with the entire City and County of Seattle, specifically regarding hiring practices. He said it is a much broader project than KPL's, but the library's Antiracism Transformation Team was able to use that model for their purposes.

V. Wright also expressed her satisfaction with staff attendance at the three-part racial equity capacity building series and other workshops. Next, she asked what a 'Zentangle Class' is. Farrell Howe explained it involves the use of shapes and patterns as part of the construction of a larger image. It is supposed to be a meditative practice.

Lastly, V. Wright stated her appreciation for the variety of outreach projects, partnerships with Kalamazoo Public Schools, and author visits arranged by the library.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey had no comments.
- C. TenBrink had no comments.
- K. Randolph thanked the library for the continual support of the Antiracism Transformation Team's work, which while difficult in nature, is very important.
- R. Brown had no comments.
- V. Wright thanked library staff for the time spent drafting and publishing the annual committee reports.
- President Caple had no comments.

X. ADJOURNMENT

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

X _____
Kerria Randolph
Secretary

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: August 22, 2016

New Hire

Bethany Maley joined the salaried staff on August 1, 2016 in the FTE 1.0 KPLSP LA4 Administrative Support position in the Branch & IT Services department. Bethany has worked for the KPL since August 2006 as a library aide at the Oshtemo branch.

Jarrold Wilson joined the salaried staff on August 8, 2016 in the FTE 1.0 Supervisory-Technical position of Web Application Developer in the Branch & IT Services department. Jarrold comes to this position with over 18 years of experience in technology and communications and most recently operated his own consulting company.

Matthew Lechel will be joining the salaried staff on September 1, 2016 in the FTE 1.0 Supervisory-Technical position of ONEplace Associate in the Adult Services department. Matt most recently has served as Executive Director at Kalamazoo Collective Housing and Property Manager and Neighborhood Development Director at Vine Neighborhood Association.

Retirement

Diane Schiller has announced her retirement from her position as the Assistant Director for Administrative Services effective January 1, 2017. Diane has served the library within the business office since December 1990.

Hourly staff

New Hires

Morgan Barbour – Library aide Eastwood/Powell
Emily Reagan – Library aide Eastwood/Powell
Saleem Ismail – Library aide Washington Square
Espirt Autenreith – Library aide Washington Square

Separations

Krystina Edwards– Library aide Eastwood/Powell
Vickie Ray – Library aide Eastwood/Powell
Monica Pabelonio – Library aide Central Circulation

Nicki Clark – Library aide Oshtemo

Employee Anniversaries

- Ann Rohrbaugh – 44 yrs.
- Lauri Bouma – 38 yrs.
- Waneta Hodges – 37 yrs.
- Ann Walker – 20 yrs.
- Nancy DiBella – 15 yrs.
- Caitlin Hoag – 15 yrs.
- Steve Siebers – 12 yrs.
- Bethany Maley – 10 yrs.
- Stewart Fritz – 10 yrs.
- Tamara Skidmore – 9 yrs.
- Dan Hoag – 7 yrs.
- Angela Fortin – 5 yrs.
- Susan Lindemann – 5 yrs.
- Ryan Edgar – 2 yrs.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

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

DATE: August 22, 2016

Recommendation:

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

Executive Summary:

Notes to the reports are included for your information.

Jim VanderRoest, Treasurer

**Kalamazoo Public Library
Financial Reports for July 2016**

Following the normal set of internal financial reports for July 2016 are both the Kalamazoo Community Foundation Local History and Community Information Service Fund reports and the Arcadia Investment Management KPL Endowment Fund portfolio reports for the year ending June 30, 2016. Both will be briefly noted after the July 2016 internal reports.

Sources and Uses of Funds-Government Pooled Funds

Electronic Transfers

Government pooled funds as of July 31st totaled \$8,544,857. During July KPL received property taxes and the 2nd quarter Law Library contract payment both of which represent revenue recognized during the prior fiscal year. In addition, an anonymous gift to Ready to Read along with fines and fees brought the total sources of cash during the month of July to \$50,389. Uses of funds totaled \$886,404 during July. Electronic transfers during July concentrated on items related to payroll and transfers between disbursement accounts.

Combined Balance Sheet

Taxes received as of July 31st of \$8,097.91 represent property taxes received in July, recognized in June revenue, and deposited in KPL bank accounts in the first week in August. Other assets of \$103,526 consist primarily of the MESSA employee insurance payment for August coverages.

General Operating Fund – Revenue and Expenditure Summary

Total July expenditures of \$1,118,219 in the General Operating Fund are higher than average due to the recognition of prepaid expenditure items in which the cash was actually expended during April, May, and June. Just over \$374,000 of prepaid expenditures are included within the July expenditure total. That recognition influences the percent complete of 10.71% for all general fund expenditures.

Capital Improvement Plan

Budgets presented in the Capital Improvement Plan report for the month of July include not only fiscal year 16-17 approved budgets but carryover amounts representing unspent approved allocations from FY 15-16. Only \$4,300 of recognized expenditures was recorded during July with \$21,000 of outstanding contracts on purchase orders.

Special Revenue Fund

Revenue recognized during July includes the anonymous gift to Ready to Read of \$10,000. Expenditures were minimal at \$162 for the month. The report for this month does include beginning and ending fund balance detail for all of the active projects remaining in the Special Revenue fund. Beginning balance funds totaled \$177,095 as of July 1 and included \$80,811.91 as of June 30th in the Kalamazoo Community Foundation Local History and Community Information Service Agency Fund. Additional Local History funds are recognized on the Kalamazoo Community Foundation's balance sheet in the amount of \$28,195 as of June 30th.

Kalamazoo Community Foundation
Local History and Community Information Service Funds

Both the Agency (KPL) portion and the foundation's fund statements are included in this month's financial packet. Gifts from the Patton's during the fiscal year were deposited to the Agency account in the amount of \$6,500. Both portions of the funds also recognized net investment return and administrative fees.

Arcadia Investment Management Corporation
KPL Endowment Fund

This year Arcadia Investment Management Corporation initiated a new on-line accessible reporting system for their clients. The report as of June 30, 2016 is included and summarizes total market value as of that date to be \$3,844,535. Both asset allocation graphics and portfolio positions are included in the report. The market value recognized in KPL's balance sheet for Endowment Fund portfolio positions as of June 30th includes the accrued income on fixed income investments listed in the detail.

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

		July
BEGINNING CASH BALANCE *	\$	9,380,872
* Including short-term investments		
 <u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$	10,288
IFT/CFT, PILOT receipts	\$	-
State Aid/Renaissance Zone Reimbursement	\$	-
USF Refund/Law Library Contract/District Ct. Penal Fines	\$	16,274
Interest Income	\$	78
Library Fines & Fees	\$	12,661
Other Sources: Gifts, Grants, & Reimbursements	\$	389
Other Gifts (Ready to Read, etc)	\$	10,700
TOTAL SOURCES OF CASH	\$	50,389
 <u>USES OF CASH:</u>		
Salaries & Wages	\$	(456,967)
Benefits	\$	(128,141)
Materials	\$	(74,910)
Operating Expenditures	\$	(40,432)
Facilities	\$	(61,219)
Technical Services	\$	(49,986)
Purchased Services	\$	(27,797)
Other	\$	(30,372)
Capital Expenditures	\$	(16,579)
Prepaid Expenditures	\$	-
TOTAL USES OF CASH	\$	(886,404)
 ENDING CASH	 \$	 8,544,857
 <u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Fifth Third General	\$	55,521
Flagstar General	\$	438,366
First National NOW & ACH Transfer Accounts	\$	679,788
Fifth Third Arcadia Admin	\$	4,587
Midwest Business Exchange Account/Paypal	\$	18,294
Pooled Cash Accounts	\$	1,196,558
 <u>Pooled Investments</u>		
Flagstar Bank MM & CD's	\$	1,068,316
First National Bank MM, ICS Savings, & CD's	\$	6,279,983
Pooled Investment Accounts	\$	7,348,299
 Total Pooled Cash & Investments	 \$	 8,544,857

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

Date	Description	From	To	Amount
7/1/2016	MPERS Employer Contributions	1st National Bank	MPERS	\$ (12,513.64)
7/6/2016	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,957.91)
7/15/2016	403B Employee Contributions	1st National ACH	MG Trust/Journey Retirement/ Employee Accts	\$ (4,990.76)
7/15/2016	Transfer to 1st National Limited ACH	1st National Checking		\$ (5,000.00)
7/15/2016	Transfer from 1st National Checking		1st National Limited ACH	\$ 5,000.00
7/15/2016	ADP Payroll 7/15/2016	Flagstar General	Net Payroll - ADP 7/15/2016	\$ (158,547.85)
7/15/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
7/15/2016	Garnishments	Flagstar General	ADP to various	\$ (357.37)
7/15/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (32,752.44)
7/15/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (22,155.24)
7/15/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,792.99)
7/18/2016	Transfer to 1st National ACH	1st National Checking		\$ (45,000.00)
7/18/2016	Transfer from 1st National Checking		1st National ACH	\$ 45,000.00
7/20/2016	Transfer to 1st National Checking	1st National ICS		\$ (500,000.00)
7/20/2016	Transfer from 1st National ICS		1st National Checking	\$ 500,000.00
7/25/2016	MPERS Employer Contributions	1st National Bank	MPERS	\$ (12,853.63)
7/28/2016	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,707.91)
7/31/2016	ADP Payroll 7/31/2016	Flagstar General	Net Payroll - ADP 7/31/2016	\$ (138,016.06)
7/31/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
7/31/2016	Garnishments	Flagstar General	ADP to various	\$ (315.52)
7/31/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (29,807.82)
7/31/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,087.41)
7/31/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (6,761.18)
Total Electronic Transfers July 2016				\$ (455,232.99)

Kalamazoo Public Library
Combined Balance Sheet
 July 31, 2016

	Operating	Capital	Special Revenue	Endowment
Assets				
Cash & Equivalents				
Cash & Checking	\$4,594,644.70	\$2,212,946.75	\$106,820.24	\$209,500.03
Investments	\$1,630,695.53	\$0.00	\$80,811.91	\$3,626,784.82
Total Cash & Equivalents	\$6,225,340.23	\$2,212,946.75	\$187,632.15	\$3,836,284.85
Accounts Receivable				
Accounts Receivable	\$150,897.58	\$0.00	\$0.00	\$0.00
Total	\$150,897.58	\$0.00	\$0.00	\$0.00
Taxes Receivable				
Taxes Receivable	\$8,097.91	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$8,097.91	\$0.00	\$0.00	\$0.00
Other Assets				
Other Assets	\$103,526.02	\$0.00	\$0.00	\$0.00
Total Other	\$103,526.02	\$0.00	\$0.00	\$0.00
Total Assets	\$6,487,861.74	\$2,212,946.75	\$187,632.15	\$3,836,284.85
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$14,509.33	\$0.00	\$0.00	\$0.00
Salaries Payable	\$5,516.39	\$0.00	\$0.00	\$0.00
Retirement Payable	\$44,071.88	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$64,097.60	\$0.00	\$0.00	\$0.00
Net Assets				
Fund Balance	\$6,423,764.14	\$2,212,946.75	\$187,632.15	\$3,836,284.85
Total	\$6,423,764.14	\$2,212,946.75	\$187,632.15	\$3,836,284.85
Total Liabilities & Fund Balance	\$6,487,861.74	\$2,212,946.75	\$187,632.15	\$3,836,284.85

Kalamazoo Public Library

Revenue and Expenditure Summary

July 2016

	July	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$0.00	\$0.00	\$0.00	\$10,391,156.00	(\$10,391,156.00)	0.00%
Other Taxes	\$0.00	\$0.00	\$0.00	\$102,700.00	(\$102,700.00)	0.00%
Fines and Fees	\$12,661.40	\$0.00	\$12,661.40	\$180,000.00	(\$167,338.60)	7.03%
District Court Penal Fines	\$0.00	\$0.00	\$0.00	\$255,000.00	(\$255,000.00)	0.00%
Local Support	\$0.00	\$0.00	\$0.00	\$225,000.00	(\$225,000.00)	0.00%
Interest Income	\$77.57	\$0.00	\$77.57	\$15,000.00	(\$14,922.43)	0.52%
State Aid and Reimbursements	\$0.00	\$0.00	\$0.00	\$211,388.00	(\$211,388.00)	0.00%
Other	\$0.00	\$0.00	\$0.00	\$113,600.00	(\$113,600.00)	0.00%
Total Revenue	\$12,738.97	\$0.00	\$12,738.97	\$11,493,844.00	(\$11,481,105.03)	0.11%
Expenditures						
Salaries						
Administrator Salaries	\$60,341.52	\$0.00	\$60,341.52	\$665,190.00	\$604,848.48	9.07%
Librarian Salaries	\$118,841.77	\$0.00	\$118,841.77	\$1,353,555.00	\$1,234,713.23	8.78%
Supervisory Technical Salaries	\$64,604.92	\$0.00	\$64,604.92	\$786,815.00	\$722,210.08	8.21%
Library Assistant Salaries	\$131,292.09	\$0.00	\$131,292.09	\$1,569,840.00	\$1,438,547.91	8.36%
Hourly Staff	\$23,654.94	\$0.00	\$23,654.94	\$695,000.00	\$671,345.06	3.40%
Substitute Salaries	\$2,728.15	\$0.00	\$2,728.15	\$89,000.00	\$86,271.85	3.07%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$50,000.00)	(\$50,000.00)	0.00%
Total	\$401,463.39	\$0.00	\$401,463.39	\$5,109,400.00	\$4,707,936.61	7.86%
Benefits						
Employee Insurance	\$90,874.82	\$0.00	\$90,874.82	\$1,060,680.00	\$969,805.18	8.57%
Retirement	\$54,028.07	\$0.00	\$54,028.07	\$784,718.00	\$730,689.93	6.89%
Employer FICA-Medicare	\$29,603.24	\$0.00	\$29,603.24	\$391,755.00	\$362,151.76	7.56%
Other Benefits	\$23,187.78	\$0.00	\$23,187.78	\$211,000.00	\$187,812.22	10.99%
Total	\$197,693.91	\$0.00	\$197,693.91	\$2,448,153.00	\$2,250,459.09	8.08%
Materials						
Adult Books	\$23,309.16	\$0.00	\$23,309.16	\$513,300.00	\$489,990.84	4.54%
Juvenile Books	\$2,733.99	\$0.00	\$2,733.99	\$103,500.00	\$100,766.01	2.64%
Periodicals	\$20,228.33	\$0.00	\$20,228.33	\$44,876.00	\$24,647.67	45.08%
Audio-Visual Material	\$26,569.98	\$0.00	\$26,569.98	\$368,500.00	\$341,930.02	7.21%
Digital Materials	\$46,398.93	\$0.00	\$46,398.93	\$157,147.00	\$110,748.07	29.53%
Total	\$119,240.39	\$0.00	\$119,240.39	\$1,187,323.00	\$1,068,082.61	10.04%
Facilities						
Fuel	\$133.07	\$0.00	\$133.07	\$66,500.00	\$66,366.93	0.20%
Electricity	\$6,706.28	\$0.00	\$6,706.28	\$200,000.00	\$193,293.72	3.35%
Water	\$0.00	\$0.00	\$0.00	\$5,820.00	\$5,820.00	0.00%
Custodial Supplies	\$1,538.54	\$0.00	\$1,538.54	\$76,200.00	\$74,661.46	2.02%
Grounds Maintenance	\$0.00	\$8,810.00	\$8,810.00	\$38,486.00	\$29,676.00	22.89%
Vehicle Maintenance	\$0.00	\$0.00	\$0.00	\$3,300.00	\$3,300.00	0.00%
Building Repair	\$820.00	\$7,020.00	\$7,840.00	\$97,010.00	\$89,170.00	8.08%
Building Operations	\$24,791.36	\$72,942.50	\$97,733.86	\$132,868.00	\$35,134.14	73.56%
Total	\$33,989.25	\$88,772.50	\$122,761.75	\$620,184.00	\$497,422.25	19.79%

Kalamazoo Public Library
Revenue and Expenditure Summary
 July 2016

	July	Encumbrance	Year to Date	Budget	Variance	% Complete
Operating Expenses						
Supplies	\$1,131.08	\$323.70	\$1,454.78	\$97,875.00	\$96,420.22	1.49%
Misc. Operating Expenses	\$9,959.50	\$0.00	\$9,959.50	\$112,928.00	\$102,968.50	8.82%
Postage & Freight	\$751.99	\$0.00	\$751.99	\$46,350.00	\$45,598.01	1.62%
Rent	\$2,980.67	\$1,575.00	\$4,555.67	\$34,100.00	\$29,544.33	13.36%
Processing Supplies	\$0.00	\$723.90	\$723.90	\$60,140.00	\$59,416.10	1.20%
Total	\$14,823.24	\$2,622.60	\$17,445.84	\$351,393.00	\$333,947.16	4.96%
Technical Services						
F&E Repair & Maintenance	\$9,322.54	\$0.00	\$9,322.54	\$74,098.00	\$64,775.46	12.58%
Telecommunications	\$1,795.10	\$0.00	\$1,795.10	\$94,830.00	\$93,034.90	1.89%
Software as Service	\$143,895.50	\$0.00	\$143,895.50	\$194,050.00	\$50,154.50	74.15%
Software Licensing & Maint.	\$85,641.83	\$0.00	\$85,641.83	\$257,667.00	\$172,025.17	33.24%
Cataloging & Processing	\$28,248.28	\$0.00	\$28,248.28	\$80,300.00	\$52,051.72	35.18%
Total	\$268,903.25	\$0.00	\$268,903.25	\$700,945.00	\$432,041.75	38.36%
Purchased Services						
Security	\$2,388.60	\$0.00	\$2,388.60	\$183,500.00	\$181,111.40	1.30%
Insurance	\$50,607.96	\$0.00	\$50,607.96	\$89,000.00	\$38,392.04	56.86%
Legal Services	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
Contracted Services	\$11,336.05	\$1,875.00	\$13,211.05	\$137,256.00	\$124,044.95	9.63%
Printing Services	\$0.00	\$0.00	\$0.00	\$94,500.00	\$94,500.00	0.00%
Advertising	\$3,770.00	\$0.00	\$3,770.00	\$55,500.00	\$51,730.00	6.79%
Total	\$68,102.61	\$1,875.00	\$69,977.61	\$564,756.00	\$494,778.39	12.39%
Other Expenditures						
Tax Charge Backs	\$1,132.76	\$0.00	\$1,132.76	\$50,000.00	\$48,867.24	2.27%
Staff Development	\$0.00	\$0.00	\$0.00	\$47,620.00	\$47,620.00	0.00%
Travel & Conference	\$0.00	\$0.00	\$0.00	\$46,247.00	\$46,247.00	0.00%
Board Expenses	\$0.00	\$0.00	\$0.00	\$5,780.00	\$5,780.00	0.00%
Programming Expenditures	\$12,871.11	\$0.00	\$12,871.11	\$176,704.00	\$163,832.89	7.28%
Total	\$14,003.87	\$0.00	\$14,003.87	\$326,351.00	\$312,347.13	4.29%
Total	\$1,118,219.91	\$93,270.10	\$1,211,490.01	\$11,308,505.00	\$10,097,014.99	10.71%
Transfers						
Transfers In						
1-7901-0-0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Transfers Out						
1-7902-0-0	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00	0.00%
Total	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00	0.00%
Total	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00	0.00%
BEGINNING FUND BALANCE	\$7,529,245.08	\$0.00	\$7,529,245.08	\$7,529,245.08	\$0.00	100.00%
NET SURPLUS/(DEFICIT)	(\$1,105,480.94)	(\$107,448.93)	(\$1,212,929.87)	(\$114,661.00)	(\$1,098,268.87)	1057.84%
ENDING FUND BALANCE	\$6,423,764.14	(\$107,448.93)	\$6,316,315.21	\$7,414,584.08	(\$1,098,268.87)	85.19%

Kalamazoo Public Library
Capital Improvement Plan
 July 31, 2016

	Actual	Encumbrances	Year-to-Date + Encumbrances	Budget	Variance
Expenditures					
Furnishings					
Furnishings Reserve					
810 - Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$151,772.00	\$0.00
Total Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$151,772.00	\$0.00
Central Library					
889 - Children's Room Table/Chairs	\$0.00	\$0.00	\$0.00	\$8,328.00	\$0.00
892 - Local History Room Furniture	\$0.00	\$0.00	\$0.00	\$1,016.00	\$0.00
Total Central Library	\$0.00	\$0.00	\$0.00	\$9,344.00	\$0.00
Branch Libraries					
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$0.00	\$0.00	\$11,443.00	\$0.00
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00
Total Branch Libraries	\$0.00	\$0.00	\$0.00	\$12,643.00	\$0.00
System-Wide Projects					
814 - Chairs - Multiple Departments	\$0.00	\$0.00	\$0.00	\$18,750.00	\$0.00
Total System-Wide Projects	\$0.00	\$0.00	\$0.00	\$18,750.00	\$0.00
Total Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$192,509.00	\$0.00
Building Alterations					
Building Reserve					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$268,352.00	\$0.00
Total Building Reserve	\$0.00	\$0.00	\$0.00	\$268,352.00	\$0.00
Structural Projects					
807 - Washington Square Attic	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00
Total Structural Projects	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00
Mechanical Projects					
841 - Central Louvers on AHU-2	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00
887 - Generators-all sites	\$0.00	\$0.00	\$0.00	\$75,000.00	\$0.00
895 - Central Freight Elevator	\$0.00	\$0.00	\$0.00	\$4,640.00	\$0.00
Total Mechanical Projects	\$0.00	\$0.00	\$0.00	\$124,640.00	\$0.00
Control & Security Systems					
827 - Security Systems	\$0.00	\$12,851.00	\$12,851.00	\$21,178.00	\$0.00
Total Control & Security Systems	\$0.00	\$12,851.00	\$12,851.00	\$21,178.00	\$0.00
Other Facilities Projects					
806 - Central Restrooms	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00
808 - Oshtemo Smart Drop - Design Phase	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00
811 - Carpet Master Plan	\$0.00	\$0.00	\$0.00	\$84,949.00	\$0.00
823 - Oshtemo Building Projects	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00
824 - Eastwood Drop Ceiling	\$0.00	\$0.00	\$0.00	\$2,932.00	\$0.00
893 - Delivery Vehicle	\$0.00	\$0.00	\$0.00	\$7,044.00	\$0.00
Total Other Facilities Projects	\$0.00	\$0.00	\$0.00	\$214,925.00	\$0.00
Total Building Alterations	\$0.00	\$12,851.00	\$12,851.00	\$679,095.00	\$0.00
Computer & Technology					
Computer & Tech. Reserve					
830 - Computer & Technology Reserve	\$0.00	\$0.00	\$0.00	\$72,809.00	\$0.00
Total Computer & Tech. Reserve	\$0.00	\$0.00	\$0.00	\$72,809.00	\$0.00

Kalamazoo Public Library
Capital Improvement Plan
 July 31, 2016

	Actual	Encumbrances	Year-to-Date + Encumbrances	Budget	Variance
Public Technology & Hardware					
831 - PC Replacement	\$0.00	\$782.91	\$782.91	\$144,588.09	\$0.00
843 - Branch digital signage	\$1,228.45	\$0.00	\$1,228.45	\$4,840.55	\$1,228.45
844 - USB Charging Stations	\$3,071.55	\$0.00	\$3,071.55	\$0.45	\$3,071.55
884 - Digital Lab Equipment	\$0.00	\$0.00	\$0.00	\$5,895.00	\$0.00
Total	\$4,300.00	\$782.91	\$5,082.91	\$155,324.09	\$4,300.00
Portable Technology					
878 - Portable Devices	\$0.00	\$0.00	\$0.00	\$14,710.00	\$0.00
Total Portable Technology	\$0.00	\$0.00	\$0.00	\$14,710.00	\$0.00
Other Tech/Computer Equipment					
854 - Other Tech/Computer Equipment	\$0.00	\$20,224.00	\$20,224.00	\$140,976.00	\$0.00
855 - Telephone System	\$0.00	\$0.00	\$0.00	\$11,845.00	\$0.00
879 - Office scanners	\$0.00	\$0.00	\$0.00	\$1,558.00	\$0.00
Total Other Tech/Computer Equipment	\$0.00	\$20,224.00	\$20,224.00	\$154,379.00	\$0.00
RFID/Circulation					
852 - RFID/ILS Equipment	\$0.00	\$0.00	\$0.00	\$8,326.00	\$0.00
Total RFID/Circulation Tech.	\$0.00	\$0.00	\$0.00	\$8,326.00	\$0.00
Total Computer & Technology	\$4,300.00	\$21,006.91	\$25,306.91	\$405,548.09	\$4,300.00
Total Expenditures	\$4,300.00	\$33,857.91	\$38,157.91	\$1,277,152.09	\$4,300.00
Transfers					
Transfers In/(Out)					
Transfers from other funds					
800 - Capital Improvement Plan	\$0.00	\$0.00	\$0.00	(\$600,000.00)	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$600,000.00	\$0.00
Total Transfers	\$0.00	\$0.00	\$0.00	\$600,000.00	\$0.00
TOTAL BEGINNING FUND BALANCE	\$776,563.10	\$0.00	\$776,563.10	(\$1,491,873.10)	\$776,563.10
TOTAL NET SURPLUS/(DEFICIT)	(\$4,300.00)	(\$33,857.91)	(\$38,157.91)	(\$677,152.09)	(\$4,300.00)
TOTAL ENDING FUND BALANCE	\$772,263.10	(\$33,857.91)	\$738,405.19	(\$2,169,025.19)	\$772,263.10

Kalamazoo Public Library
Special Revenue Income Statement
 July 31, 2016

	July	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Local Support						
233 - Ready to Read - Gifts	\$10,500.00	\$0.00	\$10,500.00	\$0.00	(\$10,500.00)	0.0%
301 - Gifts & Memorials - Materials	\$200.00	\$0.00	\$200.00	\$0.00	(\$200.00)	0.0%
Total Local Support	\$10,700.00	\$0.00	\$10,700.00	\$0.00	(\$10,700.00)	0.0%
Total Revenue	\$10,700.00	\$0.00	\$10,700.00	\$0.00	(\$10,700.00)	0.0%
Expenditures						
Materials						
Adult Books						
301 - Gifts & Memorials - Materials	\$16.74	(\$39.95)	\$16.74	\$0.00	(\$16.74)	0.0%
Total Adult Books	\$16.74	(\$39.95)	\$16.74	\$0.00	(\$16.74)	0.0%
Juvenile Books						
301 - Gifts & Memorials - Materials	\$145.88	\$0.00	\$145.88	\$0.00	(\$145.88)	0.0%
Total Juvenile Books	\$145.88	\$0.00	\$145.88	\$0.00	(\$145.88)	0.0%
Total	\$162.62	(\$39.95)	\$162.62	\$0.00	(\$162.62)	0.0%
Total	\$162.62	(\$39.95)	\$162.62	\$0.00	(\$162.62)	0.0%
BEGINNING FUND BALANCE						
233 - Ready to Read - Gifts	\$19,698.53	\$0.00	\$19,698.53	\$19,698.53	\$0.00	100.0%
235 - Ready to Read - Spelling Bee	\$60,625.32	\$0.00	\$60,625.32	\$60,625.32	\$0.00	100.0%
301 - Gifts & Memorials - Materials	\$4,742.30	\$0.00	\$4,742.30	\$4,742.30	\$0.00	100.0%
307 - ONEplace Nonprofit Services	\$570.23	\$0.00	\$570.23	\$570.23	\$0.00	100.0%
308 - Library Gifts	\$4,767.70	\$0.00	\$4,767.70	\$4,767.70	\$0.00	100.0%
310 - KPL Antiracism Transformation Team	\$851.82	\$0.00	\$851.82	\$851.82	\$0.00	100.0%
377 - Friends Mini-Grants - 2016	\$1,694.40	\$0.00	\$1,694.40	\$1,694.40	\$0.00	100.0%
379 - Friends Mini-Grants 2015	\$242.21	\$0.00	\$242.21	\$242.21	\$0.00	100.0%
380 - Friends Mini-Grants - Administration	\$1,045.85	\$0.00	\$1,045.85	\$1,045.85	\$0.00	100.0%
383 - History Room Mini-Grant	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	100.0%
387 - Oshtemo Mini-Grant	\$547.82	\$0.00	\$547.82	\$547.82	\$0.00	100.0%
388 - Eastwood/Powell Mini-Grant	\$897.67	\$0.00	\$897.67	\$897.67	\$0.00	100.0%
389 - Washington Square Mini-Grant	\$1.34	\$0.00	\$1.34	\$1.34	\$0.00	100.0%
390 - Teen Services Mini-Grant	\$97.67	\$0.00	\$97.67	\$97.67	\$0.00	100.0%
397 - KCF - Local History & Comm. Info. Fund	\$80,811.91	\$0.00	\$80,811.91	\$80,811.91	\$0.00	100.0%
TOTAL BEGINNING FUND BALANCE	\$177,094.77	\$0.00	\$177,094.77	\$177,094.77	\$0.00	100.0%
NET SURPLUS/(DEFICIT)						
233 - Ready to Read - Gifts	\$10,500.00	\$0.00	\$10,500.00	\$0.00	(\$10,500.00)	0.0%
301 - Gifts & Memorials - Materials	\$37.38	\$0.00	\$37.38	\$0.00	(\$37.38)	0.0%
TOTAL NET SURPLUS/(DEFICIT)	\$10,537.38	\$0.00	\$10,537.38	\$0.00	(\$10,537.38)	0.0%
ENDING FUND BALANCE						
233 - Ready to Read - Gifts	\$30,198.53	\$0.00	\$30,198.53	\$19,698.53	(\$10,500.00)	153.3%
235 - Ready to Read - Spelling Bee	\$60,625.32	\$0.00	\$60,625.32	\$60,625.32	\$0.00	100.0%
301 - Gifts & Memorials - Materials	\$4,779.68	\$0.00	\$4,779.68	\$4,742.30	(\$37.38)	100.8%
307 - ONEplace Nonprofit Services	\$570.23	\$0.00	\$570.23	\$570.23	\$0.00	100.0%
308 - Library Gifts	\$4,767.70	\$0.00	\$4,767.70	\$4,767.70	\$0.00	100.0%
310 - KPL Antiracism Transformation Team	\$851.82	\$0.00	\$851.82	\$851.82	\$0.00	100.0%
377 - Friends Mini-Grants - 2016	\$1,694.40	\$0.00	\$1,694.40	\$1,694.40	\$0.00	100.0%
379 - Friends Mini-Grants 2015	\$242.21	\$0.00	\$242.21	\$242.21	\$0.00	100.0%
380 - Friends Mini-Grants - Administration	\$1,045.85	\$0.00	\$1,045.85	\$1,045.85	\$0.00	100.0%
383 - History Room Mini-Grant	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	100.0%
387 - Oshtemo Mini-Grant	\$547.82	\$0.00	\$547.82	\$547.82	\$0.00	100.0%
388 - Eastwood/Powell Mini-Grant	\$897.67	\$0.00	\$897.67	\$897.67	\$0.00	100.0%
389 - Washington Square Mini-Grant	\$1.34	\$0.00	\$1.34	\$1.34	\$0.00	100.0%
390 - Teen Services Mini-Grant	\$97.67	\$0.00	\$97.67	\$97.67	\$0.00	100.0%
397 - KCF - Local History & Comm. Info. Fund	\$80,811.91	\$0.00	\$80,811.91	\$80,811.91	\$0.00	100.0%
TOTAL ENDING FUND BALANCE	\$187,632.15	\$0.00	\$187,632.15	\$177,094.77	(\$10,537.38)	106.0%



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

For the period of 7/1/2015 through 6/30/2016

Fund Activity

Your asset balance as of 7/1/2015	\$71,587.65
Gifts received (see detail)	\$6,500.00
Grants approved (see detail)	\$0.00
Net investment return	\$3,547.52
Foundation annual administrative fee	(\$823.26)
Other adjustments	\$0.00
Your asset balance as of 6/30/2016	\$80,811.91

Gift Detail	Date	Amount
Kalamazoo Public Library	02/03/2016	\$6,500.00
Total Gifts		\$6,500.00

Funds Available to Grant as of 8/12/2016 **\$82,583.49**

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

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



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

For the period of 7/1/2015 through 6/30/2016

Fund Activity

Your asset balance as of 7/1/2015	\$27,300.10
Gifts received (see detail)	\$0.00
Grants approved (see detail)	\$0.00
Net investment return	\$1,209.53
Foundation annual administrative fee	(\$313.95)
Other adjustments	\$0.00
Your asset balance as of 6/30/2016	\$28,195.68

Funds Available to Grant as of 8/12/2016 **\$28,813.79**

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

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



Kalamazoo Public Library Endwmnt

As of 6/30/2016

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Portfolio Summary

Notice

We encourage you to compare Arcadia's statement to the statement received from your custodian. While we strive to provide up-to-date information, there may be some timing differences reflected in cash balances. Please let us know if you have any questions.

Asset Allocation

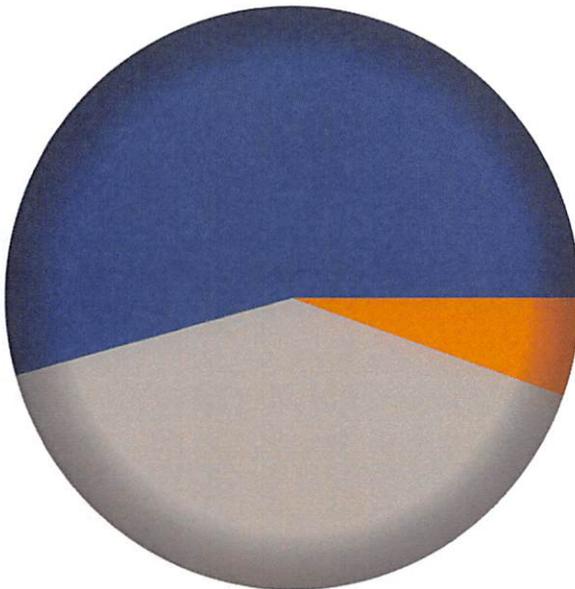
Asset Class	Current Value	Current Percent
Cash & Equivalents	\$209,500	5.45%
Taxable Fixed Income	\$1,547,387	40.25%
Domestic Equities	\$2,087,647	54.30%
Unmanaged Assets	\$0	0.00%
Managed Assets	\$3,844,535	100.00%

Account Ledger

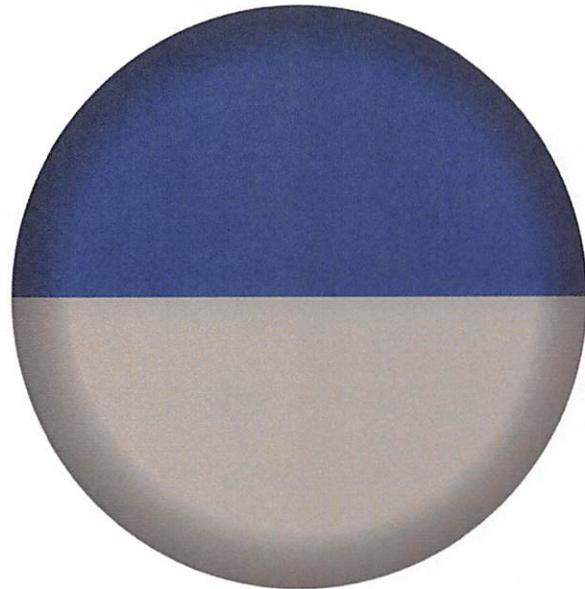
Account Name (Number)	Inception Date	Total Value
Kalamazoo Public Library Endwmnt (xxxxx7830)	1/31/2003	\$3,844,535

Asset Allocation

Kalamazoo Public Library Endwmnt



Current Allocation



Target Allocation

Security Type	Current Value	Current Percent	Target Percent	Target Minimum Percent	Target Maximum Percent
Cash and Money Funds	\$209,500	5.45%	0.00%	0.00%	20.00%
Fixed Income	\$1,547,387	40.25%	50.00%	40.00%	60.00%
Equities	\$2,087,647	54.30%	50.00%	40.00%	60.00%
Total	\$3,844,535	100.00%	100.00%		

Portfolio Positions

Description	Quantity	Price	Value	Cost Basis	Unrealized Gain/Loss	Annual Income	Current Yield	Weight
Cash & Equivalents								
Cash & Equivalents								
CASH			\$209,500	\$209,500	\$0	\$0	0.00%	5.45%
Cash & Equivalents Total			\$209,500	\$209,500	\$0	\$0	0.00%	5.45%
Cash & Equivalents Total			\$209,500	\$209,500	\$0	\$0	0.00%	5.45%
Taxable Fixed Income								
Certificates of Deposit								
American Express Centurion Bank Salt Lake City, UT 07/25/2016 1.100%	200,000.00	\$100.05	\$200,093	\$200,000	\$93	\$2,200	1.10%	5.23%
Accrued Income			\$952					
Cit Bk Salt Lake City Ut Cd 2.65%21 04/09/2021 2.650%	150,000.00	\$105.24	\$157,860	\$151,949	\$5,912	\$3,975	2.52%	4.13%
Accrued Income			\$904					
Ge Cap Retail Bk Draper Utah Cd 2.15%19 07/29/2019 2.150%	50,000.00	\$102.95	\$51,477	\$50,000	\$1,477	\$1,075	2.09%	1.35%
Accrued Income			\$466					
Goldman Sachs Bk Usa Ny Cd 1.8%17 08/01/2017 1.800%	50,000.00	\$101.03	\$50,513	\$50,000	\$513	\$900	1.78%	1.32%
Accrued Income			\$372					
Goldman Sachs Bk Usa Ny Cd 1.85%17 05/02/2017 1.850%	150,000.00	\$100.69	\$151,031	\$151,186	(\$155)	\$2,775	1.84%	3.94%
Accrued Income			\$456					
Certificates of Deposit Total			\$614,124	\$603,134	\$7,840	\$10,925	1.79%	15.97%

Portfolio Positions

Description	Quantity	Price	Value	Cost Basis	Unrealized Gain/Loss	Annual Income	Current Yield	Weight
Taxable Fixed Income								
Government Bonds								
Federal Home Ln Mtg Corp 10/02/2019 1.250%	100,000.00	\$101.19	\$101,188	\$96,675	\$4,513	\$1,250	1.24%	2.64%
Accrued Income			\$309					
Tennessee Valley Auth 10/15/2018 1.750%	75,000.00	\$102.07	\$76,556	\$75,497	\$1,059	\$1,313	1.71%	2.00%
Accrued Income			\$277					
Government Bonds Total			\$178,330	\$172,172	\$5,572	\$2,563	1.44%	4.64%
Corporate Bonds								
BMW BANK OF NORTH AMERICA CD 02/12/2018 1.050%	100,000.00	\$100.57	\$100,566	\$100,323	\$243	\$1,050	1.04%	2.63%
Accrued Income			\$403					
BMW BANK OF NORTH AMERICA CD 07/17/2020 2.250%	70,000.00	\$103.28	\$72,297	\$71,992	\$305	\$1,575	2.18%	1.90%
Accrued Income			\$716					
CAPITAL ONE BK USA NATL ASSN C D 07/29/2020 2.300%	116,000.00	\$103.48	\$120,034	\$119,801	\$233	\$2,668	2.22%	3.15%
Accrued Income			\$1,126					
Coca Cola Co 09/01/2021 3.300%	50,000.00	\$108.62	\$54,311	\$51,900	\$2,411	\$1,650	3.04%	1.43%
Accrued Income			\$550					
COSTCO WHOLESALE CORPORATION S ENIOR NOTE M/W 02/15/2022 2.250%	50,000.00	\$103.18	\$51,589	\$50,868	\$722	\$1,125	2.18%	1.35%
Accrued Income			\$425					
DISCOVER BK CD 08/12/2020 2.300%	42,000.00	\$103.68	\$43,546	\$43,475	\$71	\$966	2.22%	1.14%
Accrued Income			\$371					

Portfolio Positions

Description	Quantity	Price	Value	Cost Basis	Unrealized Gain/Loss	Annual Income	Current Yield	Weight
Taxable Fixed Income								
Corporate Bonds								
General Elec Cap Corp Mtn Be 12/11/2019 2.100%	75,000.00	\$103.17	\$77,375	\$75,578	\$1,797	\$1,575	2.04%	2.01%
Accrued Income			\$88					
HOME DEPOT INC SENIOR NOTE CAL LABLE M/W 06/01/2022 2.625% Call 05/01/2022 100.00	50,000.00	\$104.65	\$52,327	\$52,042	\$285	\$1,313	2.51%	1.36%
Accrued Income			\$109					
Qualcomm 05/18/18 05/18/2018 1.400%	75,000.00	\$100.89	\$75,667	\$75,739	(\$72)	\$1,050	1.39%	1.97%
Accrued Income			\$120					
Statoil Asa 11/08/2020 2.900%	50,000.00	\$104.15	\$52,075	\$51,010	\$1,065	\$1,450	2.78%	1.36%
Accrued Income			\$213					
Texas Instrs Inc 08/03/2019 1.650%	50,000.00	\$101.37	\$50,687	\$50,384	\$303	\$825	1.63%	1.33%
Accrued Income			\$339					
Corporate Bonds Total			\$754,933	\$743,111	\$7,363	\$15,247	2.03%	19.64%
Taxable Fixed Income Total			\$1,547,387	\$1,518,417	\$20,774	\$28,734	1.87%	40.25%
Domestic Equities								
Consumer Discretionary								
BorgWarner Inc	880.00	\$29.52	\$25,978	\$35,181	(\$9,203)	\$458	1.76%	0.68%
Buffalo Wild Wings Inc	300.00	\$138.95	\$41,685	\$40,134	\$1,551	\$0	0.00%	1.08%
O Reilly Automotive Inc	250.00	\$271.10	\$67,775	\$37,585	\$30,190	\$0	0.00%	1.76%
Starbucks Corp	1,175.00	\$57.12	\$67,116	\$18,770	\$48,346	\$940	1.40%	1.75%
Tractor Supply Co	450.00	\$91.18	\$41,031	\$40,474	\$557	\$432	1.05%	1.07%

Portfolio Positions

Description	Quantity	Price	Value	Cost Basis	Unrealized Gain/Loss	Annual Income	Current Yield	Weight
Domestic Equities								
Consumer Discretionary								
VF Corp	900.00	\$61.49	\$55,341	\$13,172	\$42,169	\$1,332	2.41%	1.44%
Consumer Discretionary Total			\$298,926	\$185,316	\$113,610	\$3,162	1.06%	7.78%
Consumer Staples								
Costco Wholesale Corp	520.00	\$157.04	\$81,661	\$56,466	\$25,195	\$936	1.15%	2.12%
Estee Lauder Cos Inc	720.00	\$91.02	\$65,534	\$10,860	\$54,675	\$864	1.32%	1.70%
United Natural Foods Inc	1,290.00	\$46.80	\$60,372	\$51,701	\$8,671	\$0	0.00%	1.57%
Consumer Staples Total			\$207,567	\$119,027	\$88,540	\$1,800	0.87%	5.40%
Energy								
Core Laboratories NV	400.00	\$123.89	\$49,556	\$27,918	\$21,638	\$880	1.78%	1.29%
Halliburton Co	1,185.00	\$45.29	\$53,669	\$45,939	\$7,730	\$853	1.59%	1.40%
Suncor Energy Inc	1,450.00	\$27.73	\$40,209	\$38,429	\$1,780	\$316	0.79%	1.05%
Energy Total			\$143,433	\$112,286	\$31,147	\$2,049	1.43%	3.73%
Financials								
Affiliated Managers Group Inc	185.00	\$140.77	\$26,042	\$21,878	\$4,165	\$0	0.00%	0.68%
AmTrust Financial Services	2,000.00	\$24.50	\$49,000	\$58,952	(\$9,952)	\$1,200	2.45%	1.27%
CBRE Group Inc	1,990.00	\$26.48	\$52,695	\$43,350	\$9,345	\$0	0.00%	1.37%
Intercontinental Exchange Inc	295.00	\$255.96	\$75,508	\$32,555	\$42,953	\$1,003	1.33%	1.96%
Financials Total			\$203,246	\$156,735	\$46,511	\$2,203	1.08%	5.29%
Health Care								
Abbvie Inc	790.00	\$61.91	\$48,909	\$46,854	\$2,055	\$1,801	3.68%	1.27%
Cerner Corp	1,325.00	\$58.60	\$77,645	\$64,906	\$12,739	\$0	0.00%	2.02%

Portfolio Positions

Description	Quantity	Price	Value	Cost Basis	Unrealized Gain/Loss	Annual Income	Current Yield	Weight
Domestic Equities								
Health Care								
Mallinckrodt PLC	575.00	\$60.78	\$34,949	\$51,794	(\$16,846)	\$0	0.00%	0.91%
Medidata Solutions Inc	960.00	\$46.87	\$44,995	\$44,561	\$434	\$0	0.00%	1.17%
Medivation Inc	900.00	\$60.30	\$54,270	\$46,576	\$7,694	\$0	0.00%	1.41%
Mylan Inc	1,050.00	\$43.24	\$45,402	\$60,585	(\$15,183)	\$252	0.56%	1.18%
Stryker Corporation	375.00	\$119.83	\$44,936	\$40,189	\$4,748	\$570	1.27%	1.17%
Health Care Total			\$351,106	\$355,466	(\$4,360)	\$2,623	0.75%	9.13%
Industrials								
Beacon Roofing Supply Inc	1,400.00	\$45.47	\$63,658	\$36,354	\$27,304	\$0	0.00%	1.66%
Chicago Bridge & Iron Company	1,025.00	\$34.63	\$35,496	\$45,551	(\$10,056)	\$287	0.81%	0.92%
Danaher Corp	400.00	\$101.00	\$40,400	\$38,018	\$2,382	\$256	0.63%	1.05%
Fastenal Co	1,050.00	\$44.39	\$46,610	\$51,466	(\$4,857)	\$1,260	2.70%	1.21%
Illinois Tool Works Inc	535.00	\$104.16	\$55,726	\$18,492	\$37,234	\$1,177	2.11%	1.45%
Middleby Corp	320.00	\$115.25	\$36,880	\$34,731	\$2,149	\$0	0.00%	0.96%
Industrials Total			\$278,769	\$224,612	\$54,157	\$2,980	1.07%	7.25%
Information Technology								
Accenture PLC	450.00	\$113.29	\$50,981	\$13,328	\$37,653	\$990	1.94%	1.33%
Adobe Systems Inc	825.00	\$95.79	\$79,027	\$23,082	\$55,944	\$0	0.00%	2.06%
Alphabet Inc Class C	50.00	\$692.10	\$34,605	\$30,388	\$4,217	\$0	0.00%	0.90%
Apple Inc	600.00	\$95.60	\$57,360	\$58,779	(\$1,419)	\$1,368	2.38%	1.49%
Cavium Inc	550.00	\$38.60	\$21,230	\$32,989	(\$11,759)	\$0	0.00%	0.55%
Cognex Corp	1,400.00	\$43.10	\$60,340	\$49,586	\$10,754	\$420	0.70%	1.57%
Intuit Inc	870.00	\$111.61	\$97,101	\$29,184	\$67,916	\$1,044	1.08%	2.53%
Oracle Corporation	1,000.00	\$40.93	\$40,930	\$40,860	\$70	\$600	1.47%	1.06%

Portfolio Positions

Description	Quantity	Price	Value	Cost Basis	Unrealized Gain/Loss	Annual Income	Current Yield	Weight
Domestic Equities								
Information Technology								
Palo Alto Networks Inc	320.00	\$122.64	\$39,245	\$44,783	(\$5,538)	\$0	0.00%	1.02%
Information Technology Total			\$480,818	\$322,981	\$157,837	\$4,422	0.92%	12.51%
Materials								
Air Products & Chemicals Inc	550.00	\$142.04	\$78,122	\$45,588	\$32,534	\$1,892	2.42%	2.03%
Ecolab Inc	385.00	\$118.60	\$45,661	\$12,038	\$33,623	\$539	1.18%	1.19%
Materials Total			\$123,783	\$57,626	\$66,157	\$2,431	1.96%	3.22%
Domestic Equities Total			\$2,087,647	\$1,534,047	\$553,600	\$21,670	1.04%	54.30%
Total			\$3,844,535	\$3,261,964	\$574,374	\$50,404	1.31%	100.00%

Trade Activity

From January 1, 2016 to June 30, 2016

Trade Date	Activity	Description	Price	Quantity	Amount	Realized Gain/Loss
3/31/2016	Buy	AmTrust Financial Services (AFSI)	\$25.83	400.00	\$10,332	
3/31/2016	Buy	Fastenal Co (FAST)	\$49.01	1,050.00	\$51,456	
3/31/2016	Buy	Oracle Corporation (ORCL)	\$40.85	1,000.00	\$40,850	
3/31/2016	Buy	Stryker Corporation (SYK)	\$107.14	375.00	\$40,179	
3/31/2016	Buy	Tractor Supply Co (TSCO)	\$89.92	450.00	\$40,464	
3/31/2016	Sell	Ecolab Inc (ECL)	\$111.34	225.00	\$25,052	\$16,502
3/31/2016	Sell	Express Scripts (ESRX)	\$68.38	500.00	\$34,190	(\$202)
3/31/2016	Sell	Methode Electronics Inc (MEI)	\$29.25	1,000.00	\$29,246	(\$4,793)
3/31/2016	Sell	Starbucks Corp (SBUX)	\$59.91	150.00	\$8,986	\$6,551
3/31/2016	Sell	Suncor Energy Inc (SU)	\$27.83	150.00	\$4,174	\$188
3/31/2016	Sell	Valmont Industries Inc (VMI)	\$123.90	405.00	\$50,180	\$13,721
3/30/2016	Buy	BMW BANK OF NORTH AMERICA CD (05580ACF9)	\$102.85	70,000.00	\$71,992	
3/30/2016	Buy	BMW BANK OF NORTH AMERICA CD (05580ADS0)	\$100.32	100,000.00	\$100,323	
3/30/2016	Buy	CAPITAL ONE BK USA NATL ASSN C D (140420TX8)	\$103.28	116,000.00	\$119,801	
3/30/2016	Buy	COSTCO WHOLESALE CORPORATION 5 ENIOR NOTE M/W (22160KAH8)	\$101.74	50,000.00	\$50,868	
3/30/2016	Buy	DISCOVER BK CD (254672TQ1)	\$103.51	42,000.00	\$43,475	

Trade Activity

From January 1, 2016 to June 30, 2016

Trade Date	Activity	Description	Price	Quantity	Amount	Realized Gain/Loss
3/30/2016	Buy	HOME DEPOT INC SENIOR NOTE CAL LABLE M/W (437076BG6)	\$104.08	50,000.00	\$52,042	
3/30/2016	Buy	Qualcomm 05/18/18 (747525AG8)	\$100.99	75,000.00	\$75,739	
1/6/2016	Sell	Ge Cap Bk Inc Retail Cd 1.7%16 (36160JEZ7)	\$100.00	150,000.00	\$150,000	\$0

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Revisions to Organizational Chart**

DATE: August 22, 2016

Recommendation:

I recommend the organization chart be revised to change the position of Assistant Director for Administrative Services to Head, Finance and Budget, and moved to the department head level and that Human Resources be moved from the Assistant Director for Administrative Services to the Library Director.

The current organizational chart and the proposed one are attached.

Executive Summary:

Diane Schiller's upcoming retirement prompts us to reexamine our organizational structure and to recommend these changes.

Diane was appointed Assistant Director for Administrative Services, with finance and HR responsibilities, after many years of library experience. The expectation has long been that a new finance person would head a department, not serve as assistant director.

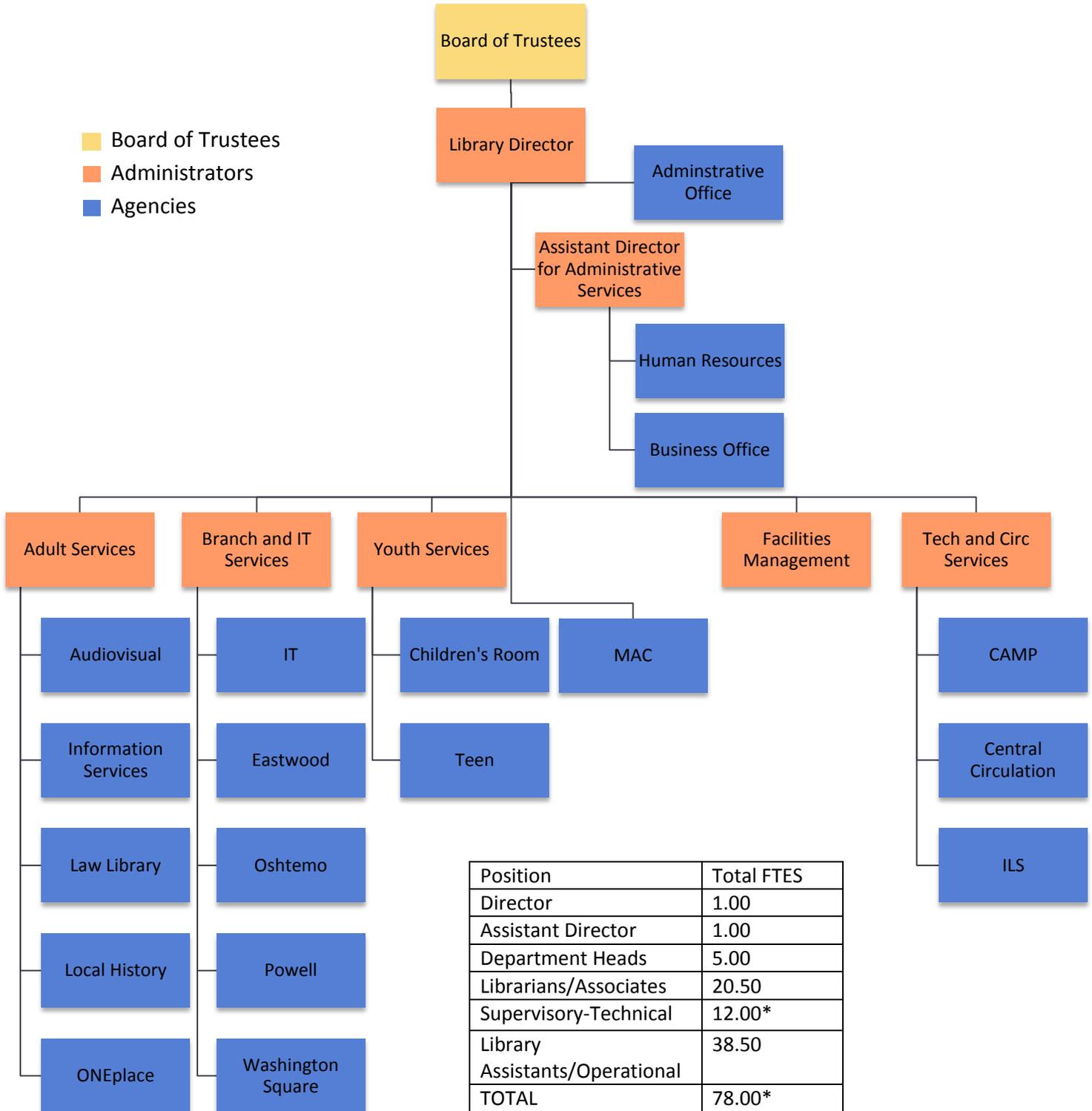
Moving HR to the Library Director will allow the search for the Head, Finance and Budget to focus on financial experience and expertise without the HR element.

While revising the chart to reflect these changes, it made sense to move to a horizontal chart and show the HR and MAC positions at their accurate level, that is, between department and agency level, both MTEAM members.

Upon board approval, the position of Head, Finance and Budget, will be advertised widely with the hope of having someone begin about November 1 and overlap with Diane for about two weeks. After that time, Diane will be available for consultation and advice.

These changes have been reviewed and are supported by the Personnel Committee.

Kalamazoo Public Library Organizational Chart



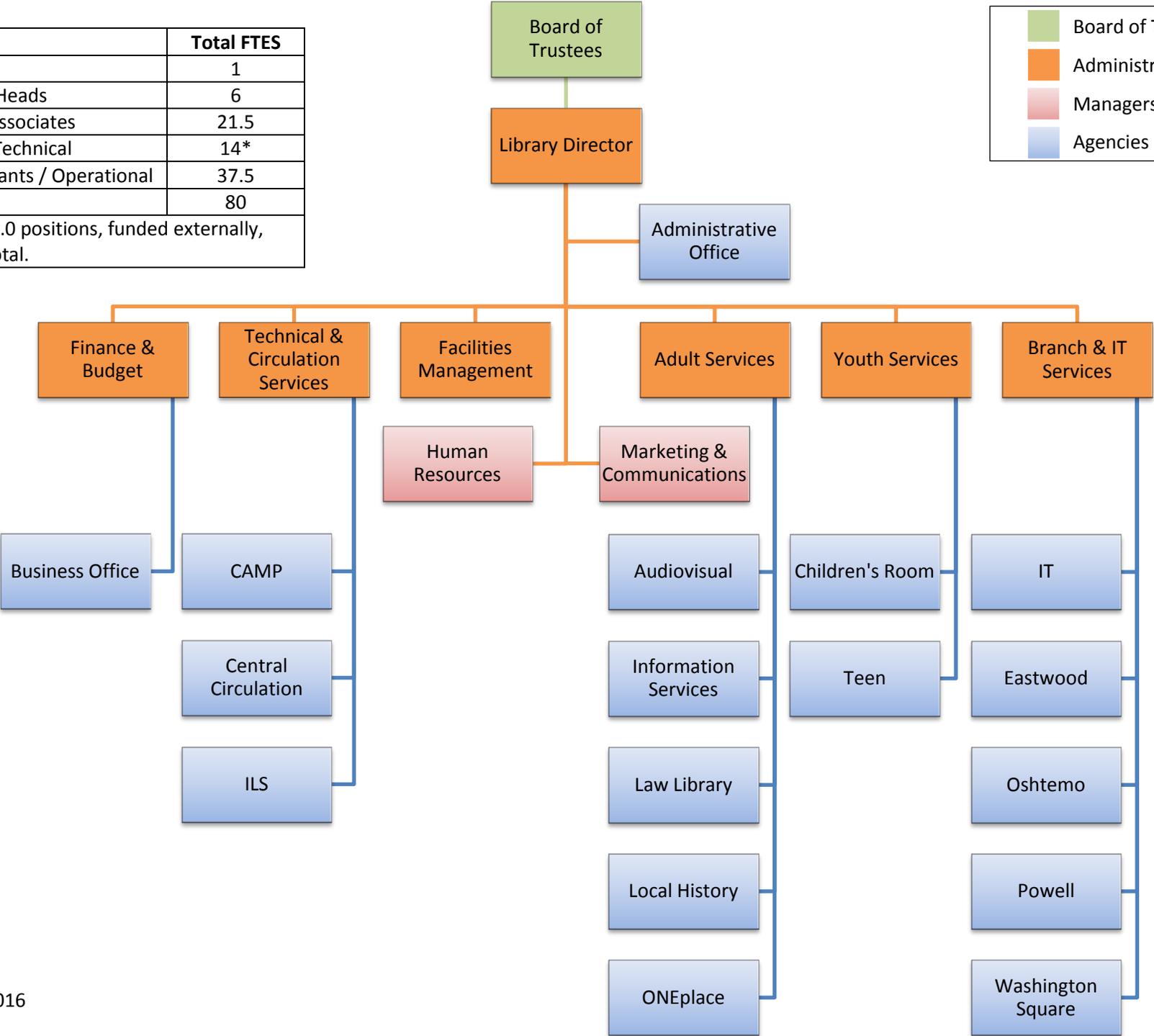
Position	Total FTES
Director	1.00
Assistant Director	1.00
Department Heads	5.00
Librarians/Associates	20.50
Supervisory-Technical	12.00*
Library Assistants/Operational	38.50
TOTAL	78.00*

*ONEplace: 2.00 positions, funded externally, included in total

Proposed Kalamazoo Public Library Organizational Chart

Position	Total FTES
Director	1
Department Heads	6
Librarians / Associates	21.5
Supervisory-Technical	14*
Library Assistants / Operational	37.5
Total	80
*ONEplace: 2.0 positions, funded externally, included in total.	

- Board of Trustees
- Administrators
- Managers
- Agencies



MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Expenditure from Local History Fund**

DATE: August 22, 2016

Recommendation:

I recommend approval of an expenditure of \$10,750 from the Local History and Community Information Service Fund at the Kalamazoo Community Foundation for the purchase of BiblioBoards.

Executive Summary:

BiblioBoards Platinum Community Engagement Package would provide for local history staff to build a digital creative hub for our community to share unique content with a distinctly local focus. The mobile and web friendly tool would allow local historians, genealogists, local authors, musicians, and anyone with an interest in preserving Kalamazoo's history to share images, film footage, audio files, or documents. It would help connect users of The Hub who wish to capture and share their digitized content with others, would encourage discovery of those resources through records in our catalog, and allow us to engage still further in preserving and celebrating all things local.

The balance of local history gift funds, between those held at the Kalamazoo Community Foundation and internally, is currently \$111,397.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Fine Forgiveness Proposal**

DATE: August 22, 2016

Recommendation:

I recommend approval of the following proposal for a library fine forgiveness week, October 23 - 29, as written and submitted by the Antiracism Transformation Team.

Executive Summary:

The Antiracism Transformation Team (ARTT) proposes that the library should offer fine amnesty during the week of October 23rd through October 29th. Fine amnesty is an appropriate complement to the Embracing Forgiveness program scheduled for Tuesday, October 25th at the Powell branch, a program that features Andrew Collins and Jameel McGee. Collins, a former Benton Harbor police officer, falsified evidence in a case that sent McGee to prison for a crime he didn't commit. Collins' misconduct later came to light, and he served time in prison for his crimes. Both McGee and Collins say their time in prison was a defining moment in their lives that lead them to discover the power of forgiveness, and are now good friends and co-workers. The ARTT recognizes that forgiveness is an important aspect of antiracism work and would like the library to embrace that message by offering fine amnesty. We believe amnesty will take down financial barriers that may leave the doors of the library closed to some of our most disadvantaged community members.

The ARTT recommends that fine amnesty would include overdue charges only and not charges for lost or damaged materials. Amnesty would be advertised in such a manner that would promote the Embracing Forgiveness program and would consist of a press release, information on the fire signs at all branches, presence on social media, and a highlight on the homepage of the website. To receive fine forgiveness, patrons would have to come in person to the circulation desk at any one of our branches. Staff members at circulation desks would make patrons aware of the fine amnesty when assisting them. Attendance at the Embracing Forgiveness program would not be required.

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**Director's Report
August 2016**

From the director

1. There are fewer meetings during the summer but numerous DKI meetings continue as well as the usual internal meetings and programs.
2. Some dates for your calendar; more information closer to the events:
 - October 6 – Visit from Dr. Robert Needleman, founder of Reach Out and Read
 - October 13 and 14 – meetings at KPL of Friends of Michigan Libraries and Michigan Trustee Alliance
 - October 26 – 28 – MLA annual conference in Lansing
 - November 3 – KPL annual staff day
 - November 9 – Great Grown-Up Spelling Bee
 - November 18 – Youth Literature Seminar
3. The volunteer social worker possibility didn't come together after all. We'll continue to look for opportunities to partner with other agencies to provide this service.
4. Staff continue to contribute to our profession: Matt Smith spoke at a state-wide conference in Indiana about the negative effect of patron bashing, venting, and rumination, the program he has given at MLA conference and at some library staff days. Kevin King facilitated a book discussion on *The Shallows: What the Internet is Doing to Our Brains* for Midwest Collaborative for Library Services.
5. I've been asked by several people about the impact on the library of the possible \$70 million gift/endowment to the city. As nearly as I can tell and as confirmed by others with whom I have talked, there should be no impact on the library millage since ours is separately voted and not part of the city millage. Of course, I will continue to watch these developments.

Create young readers

6. New early literacy computers were installed in the children's areas at all locations. These very popular stations, for ages 2 – 12, offer fun and interactive programs to engage students in the traditional curriculum areas, including reading. Spanish speaking versions of the programs are also included.

7. Preschool programs continue over the summer, even with the emphasis on programs for school age kids. Baby Steps and Baby Lapsit Storytimes as well as Family Storytime are all being offered.

Stimulate imagination

8. Summer programs continue to be well attended. Most recently Lego building at Central and Oshtemo and tie-dying for tweens and teens at all branches.
9. The Kids' Day at the Black Arts Festival attracted over 200 kids. At our table, kids made bookmarks as we talked with them about what they are reading and promoted our programs.
10. Kids are reaching the end of the summer reading challenge. Those who started in early June have already earned all four prizes and are sporting Paul Sizer summer reading t-shirts.
11. With the continued rise in popularity of our Hoopla service we've had to adjust some of our account limits to keep pace with the increased use. We set monthly budget limits that translate into daily caps. We will continue to monitor the new limits to try to avoid limiting the number of titles our patrons can borrow each month – the current limit is fifteen.
12. The Oshtemo staff continue to work with refugee families in the area. In the coming months, staff will be giving tours of the branches and showcasing our services. There may be informational meetings to connect the families to resources.
13. There have been a number of changes at Washington Square, including a rotating art display from KPS and a play area. There has also been a strong partnership with the Boys & Girls Club for their summer programs. We will try to schedule a board meeting there in the fall.

Operations

14. Restoration work has been completed on the Oshtemo sign. A cap section was removed to replace damaged blocks, the mortar color matched, and the cap re-installed. Air pollution, dirt and debris, biologicals, and guano had discolored the stone portion of the sign. It was cleaned with a specialty biological solution and re-lettered. Work continues on the Eastwood sign and the Central perimeter wall cap. What a great improvement.
15. Staff PC replacements are underway; IT will be offering workshops on Windows 10 for staff.

Library stories

16. One of the teen moms from Loy Norrix has been coming to Washington Square and Central regularly with her son. They are playing reading games, checking out books, and taking advantage of THEIR libraries!
17. We received a nice note from Communities in Schools: "We are very grateful for the recent donation of socks that we received from our friends at KPL for the CIS Kids' Closet. While socks may not seem like a big thing, they are important to ensuring all kids can attend school with

VII. A.

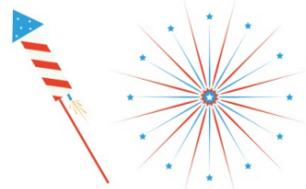
dignity and confidence, ready to learn. Thank you to everyone who donated and thank you to KPL for all that you do to help kids succeed!”

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Social Media Statistics



July



For KPL's Facebook, posts with video and photos reach 30 percent more people than statuses with no media or links attached to them.



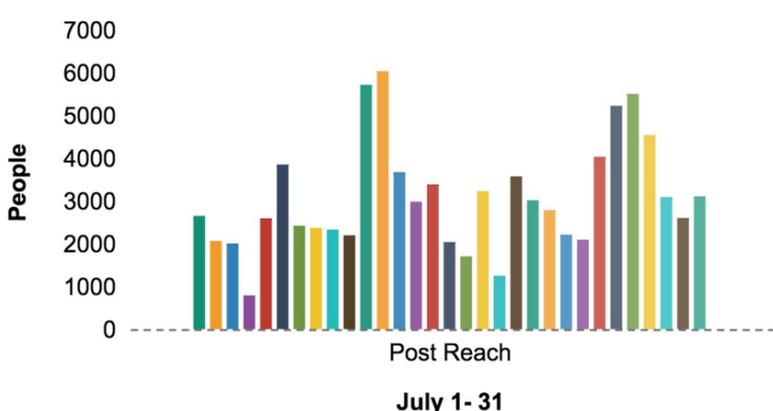
Our two most popular platforms are Facebook and Twitter

5,476 Likes

158 New

The amazing Kate DiCamillo visited us again with her latest best seller and our promotional post got 1,066 reactions and comments. The reactions were pure excitement and the event was packed full!

Followers Reached



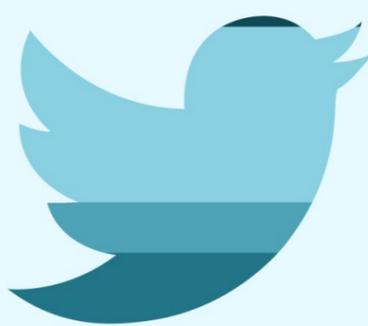
The top tweet for July was about our Fresh Food Fairy and her free smoothies at our Washington Square Branch!



3,655 Followers

38 New

Engagement



Link Clicks(23.08%) Retweets(16.48%)
Likes(57.14%) Replies(3.30%)

Top 5 Channel Visits:

- Catalog Searches 36,344
- My Account 15,487
- Library Locator 987
- Popular DVDs 530
- Overdrive 334



KPL Mobile App

54,670 Total Visits

1,168 Unique Users

Summer Reading Challenge really boosted our numbers this summer!



Each of our branches expertly highlighted our diverse and engaging summer this month on Instagram!



529 Followers



54 new

Pet-a-Gator!

Critchlow Alligator Sanctuary reptiles took over our Oshtemo Branch Library.



The Leopard's Drum

Alma Powell Branch Library youth brought a West African Asante tale to life with the help of "Rootead" performers and of course drums!

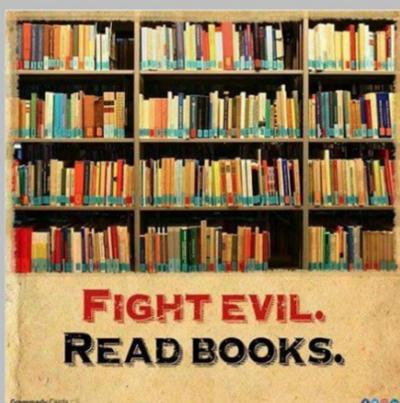


Tech Take Down!

Tear-Apart Tech Tuesday at Central was educational and just plain fun! Well, maybe not for the computer.



Our purpose at KPL is to be a place for everyone to explore, discover and engage. Our Tumblr followers seem to agree and proved it by making this meme our top post in July!



493 Notes

124 Followers



**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
July 31, 2016**

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
BOOKS									
-Adult	20,713	931	11,163	411	1,979	35,197	35,197	38,269	-8%
-ebook	4,994					4,994	4,994	4,523	10%
-Digital Magazine	783					783	783	297	164%
Teen	3,740	168	1,766	74	376	6,124	6,124	6,389	-4%
Juvenile	<u>17,142</u>	<u>1,156</u>	<u>11,987</u>	<u>505</u>	<u>1,108</u>	<u>31,898</u>	<u>31,898</u>	<u>34,816</u>	-8%
Total	<u>47,372</u>	<u>2,255</u>	<u>24,916</u>	<u>990</u>	<u>3,463</u>	<u>78,996</u>	<u>78,996</u>	<u>84,294</u>	-6%
AUDIO-VISUAL									
Audiobook									
-CD	1,771	46	1,044	9	104	2,974	2,974	3,335	-11%
-Digital	3,028					3,028	3,028	1,721	76%
Music									
-CD	3,207	197	1,015	205	285	4,909	4,909	6,665	-26%
-Digital	1,843					1,843	1,843	1,486	24%
Video									
-DVD	29,447	3,800	10,464	4,241	5,777	53,729	53,729	56,555	-5%
- Digital	800					800	800	398	101%
Total Non-Print Material	<u>40,096</u>	<u>4,043</u>	<u>12,523</u>	<u>4,455</u>	<u>6,166</u>	<u>67,283</u>	<u>67,283</u>	<u>70,160</u>	-4%
Total Circulation	<u>87,468</u>	<u>6,298</u>	<u>37,439</u>	<u>5,445</u>	<u>9,629</u>	<u>146,279</u>	<u>146,279</u>	<u>154,454</u>	-5%
Computer Usage									
Onsite Computer Use	8,365	655	1,777	738	835	12,370	12,370	9,539	30%
Total Online Impressions						515,053	515,053		
WiFi Users	2,815	0	0	0	0	2,815	2,815	2,374	19%
Database Statistics									
Database Sessions	1,044					1,044	1,044	908	15%
Database Searches	33,462					33,462	33,462	44,763	-25%
Total Registrations	500	35	180	24	30	769	769	543	42%

*The method used to tabulate 'Total Online Impressions' has been corrected to more accurately conform to industry standards for FY2016-2017

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
July 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	8	1	5	3	2	19	19	17	12%
Attendance	229	0	23	87	51	390	390	497	-22%
Teen Events	21	5	5	6	0	37	37	36	3%
Attendance	625	79	39	152	0	895	895	900	-1%
Juvenile Events	41	12	20	19	15	107	107	103	4%
Attendance	1939	222	543	443	180	3327	3327	3828	-13%
Total Events	70	18	30	28	17	163	163	156	4%
Total Attendance	2793	301	605	682	231	4612	4612	5225	-12%
Law Library									
Visitors	207					207	207	344	-40%
Phone Calls	91					91	91	138	-34%
Questions Answered	296					296	296	506	-42%