

**PUBLIC MEETING AGENDA**  
**KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES**  
**COMMUNITY ROOM – WASHINGTON SQUARE BRANCH LIBRARY**  
**1244 Portage St. Kalamazoo, MI 49001**  
**September 26, 2016, 4:00 p.m.**

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
  - A. Resolution Honoring the Bill and Melinda Gates Foundation and its Contribution to Building the Capacity of Public Libraries
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
  - A. Minutes of the Meeting of August 22, 2016
  - B. Personnel Items
- IV. FINANCIAL REPORT
  - A. Financial Reports for the Period Ending August 31, 2016
- V. REPORTS AND RECOMMENDATIONS
  - Reports
    - A. Orientation for New Employees – Terry New
    - B. 2016 Summer Reading Challenge Wrap-Up – Andrea Vernola, Kala Luzia, Michael Cockrell
    - C. Washington Square Update – Steve Siebers
    - D. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
  - A. Finance and Budget Committee
  - B. Personnel Committee
  - C. Fund Development Committee
  - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
  - A. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. ADJOURNMENT

TOUR OF WASHINGTON SQUARE BRANCH TO FOLLOW MEETING

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Resolution Honoring the Bill & Melinda  
Gates Foundation and its Contribution to  
Building the Capacity of Public Libraries**

DATE: September 26, 2016

**Recommendation:**

**I recommend board approval of the attached resolution, thanking the Bill and Melinda Gates Foundation for their support of public libraries, including KPL.**

**Background:**

Over the past 20 years, the Bill and Melinda Gates Foundation has invested an estimated \$1 billion in public libraries. The foundation is now ending its work with public libraries and moving on to other priorities. The Urban Library Council, of which we are a member, will present the foundation with the ULC Executive Leadership Award on behalf of all ULC member libraries and is suggesting that each ULC member library ask their governing board to pass a resolution recognizing the foundation's contributions to public libraries. The resolutions will be gathered by ULC and presented to the foundation along with the leadership award.

KPL received more than 50 PCs through the foundation. They were placed in branches, in the Tech Center at Central, and our computer lab, and came loaded with Internet Explorer and MS Office. The foundation guidelines required that the PCs be available for public use at no cost and with no staff intervention needed. They were to provide access to external information, namely the internet, and personal productivity or reference software....word processing, spreadsheets, educational software for example.

Some of the equipment came directly to us, some through the Southwest Michigan Library Cooperative to which the foundation provided grants. For many small libraries, these Gates Computers, as they were called, were the first and for a while, the only PCs they had for the public. For larger libraries like us, it greatly expanded our tech capability long before home PCs were popular.

KALAMAZOO PUBLIC LIBRARY

**Resolution Honoring the Bill and Melinda Gates Foundation and its Contribution to Building the Capacity of Public Libraries**

Minutes of a Meeting of the Board of Trustees of the Kalamazoo Public Library, Kalamazoo Michigan, held on September 26, 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 Bill and Melinda Gates Foundation has established itself as the 21<sup>st</sup> Century Andrew Carnegie for public libraries and the people and communities they serve; and

**WHEREAS**, the Gates Foundation was a pioneer in understanding the risks of the digital divide and the importance of digital inclusion; and

**WHEREAS**, the Gates Foundation challenged public libraries to become technology leaders and provided millions of dollars to help libraries become go-to resources and trusted guides in an increasingly digital world; and

**WHEREAS**, the Gates Foundation provided a significant investment to develop *Edge*, a national technology benchmarking system created to ensure that public libraries have the right technology to meet today's needs and the promise of tomorrow; and

**WHEREAS**, with its commitment to ensuring that all people have access to the opportunities they need to succeed in school and life, the Gates Foundation has had a profound impact in communities across the country; and

**WHEREAS**, the work of the Gates Foundation has enhanced the capacity, value, and power of public libraries as vital community assets; and

**WHEREAS**, the Kalamazoo Public Library and the residents of Kalamazoo have benefitted from the vision, commitment, and support of the Bill and Melinda Gates Foundation through the provision of computers and essential software resulting in greatly enhanced access to information;

**NOW THEREFORE BE IT RESOLVED** that the Kalamazoo Public Library Board of Trustees thanks the Bill and Melinda Gates Foundation for its groundbreaking work in support of public libraries

**BE IT FURTHER RESOLVED**, that the Kalamazoo Public Library Board of Trustees recognizes and appreciates the importance of libraries as essential community resources supporting community goals, meeting diverse education needs of patrons from birth through senior years, and ensuring equal access to the opportunities of the 21<sup>st</sup> century.

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 September 26, 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: August 22, 2016  
Time: 4:00 p.m.  
Location: Central Library, Board Room

**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.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

*A. Social Justice Resolution*

Executive Summary: A meeting on the topic of the Black Lives Matter movement, facilitated by ERACCE and attended by Kalamazoo Public Library staff and trustees, was held on Thursday, August 4<sup>th</sup>. Following the meeting, the Board of Trustees drafted a resolution recommitting the Kalamazoo Public Library to addressing equal justice under the law, racial justice and institutional racism, social-economic divisions in our community and human dignity for all.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE SOCIAL JUSTICE RESOLUTION.

Discussion: No discussion.

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

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

No one addressed the Board.

**III. CONSENT CALENDAR**

*A. Minutes of the Meeting of July 25, 2016*

Discussion: J. VanderRoest stated that while he had to leave the July meeting while it was still in session, his departure was not indicated in the minutes.

*B. Personnel Items*

**IV. FINANCIAL REPORTS**

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

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

Discussion: No discussion.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JULY 31, 2016.

MOTION CARRIED 7-0.

**V. REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

*A. Revisions to Organizational Chart*

Recommendation: Director Rohrbaugh recommended 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.

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.

MOTION: J. VANDERROEST MOVED AND C. TENBRINK SUPPORTED THE MOTION TO REVISE THE ORGANIZATION CHART, IN ORDER TO CHANGE THE POSITION OF ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES TO HEAD, FINANCE AND BUDGET, AND MOVE TO THE DEPARTMENT HEAD LEVEL AND THAT HUMAN RESOURCES BE MOVED FROM THE ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES TO THE LIBRARY DIRECTOR.

Discussion: J. VanderRoest asked whether Director Rohrbaugh felt as though she simply did not need an Assistant Director or if there was simply no one currently on staff capable of taking on that role. Director Rohrbaugh stated she did not believe one was required at this time.

MOTION CARRIED 7-0.

*B. Expenditures from Local History Fund*

Recommendation: Director Rohrbaugh recommended 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.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE AN EXPENDITURE OF \$10,750 FROM THE LOCAL HISTORY AND COMMUNITY INFORMATION SERVICE FUND AT THE KALAMAZOO COMMUNITY FOUNDATION FOR THE PURCHASE OF BIBLIOBOARDS.

Discussion: L. Godfrey asked if KPL staff could use BiblioBoards to share files from the library's collections. Director Rohrbaugh stated that was possible. J. VanderRoest asked whether there were copyright issues that might come into play. Michael Cockrell, head of Adult Services, stated that staff would not let copyright issues become a problem. Kevin King, head of Branch and IT Services, said there will be a gatekeeping & review process associated with all submissions.

V. Wright asked whether this service is something patrons have specifically requested. Director Rohrbaugh said it was not, and the primary motivation for this initiative is to allow users of the Hub to share their creations. K. King stated it was a goal to make that possible, a product was identified that would assist it making it a reality, and staff decided to go for it.

President Caple asked whether there is an annual fee for continued use of the service. Director Rohrbaugh stated the annual cost of maintaining a subscription to BiblioBoards is approximately \$10,000.

J. VanderRoest asked how much of the current balance of local history gift funds is being held by the Kalamazoo Community Foundation. Diane Schiller, Assistant Director for Administrative Services, stated that approximately \$80,000 was currently being held by the Kalamazoo

Community Foundation. She stated the exact figure could be found in this month's financial statements.

MOTION CARRIED 7-0.

*C. Fine Forgiveness Proposal*

Recommendation: Director Rohrbaugh recommended 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 23<sup>rd</sup> through October 29<sup>th</sup>. Fine amnesty is an appropriate complement to the Embracing Forgiveness program scheduled for Tuesday, October 25<sup>th</sup> 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.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE PROPOSAL FOR A LIBRARY FINE FORGIVENESS WEEK, OCTOBER 23 - 29, AS WRITTEN AND SUBMITTED BY THE ANTIRACISM TRANSFORMATION TEAM.

Discussion: L. Godfrey asked Director Rohrbaugh to clarify that despite the associated event being held at the Alma Powell Branch Library, the fine forgiveness week would be undertaken system-wide. Director Rohrbaugh stated that was the case.

C. TenBrink asked whether the event and the fine forgiveness initiative would be promoted widely. Director Rohrbaugh stated that it would be.

J. VanderRoest asked if was possible to institute "blanket", system-wide, fine forgiveness. Director Rohrbaugh said yes, but the goal of the initiative is to ensure patrons revisit the library in person during that week.

R. Brown asked if the fines would be cleared through Sirsi. Director Rohrbaugh said that the changes would be made to the patron account within Sirsi. R. Brown then asked for assurance that fines associated with lost materials would not be forgiven. Director Rohrbaugh said that only overdue charges would be forgiven.

C. TenBrink asked for the dollar amount, in fines, at which point borrowing privileges are restricted. Director Rohrbaugh stated that amount is \$10.00.

President Caple asked what the estimated cost to the library would be to institute this type of fine forgiveness. D. Schiller stated that the cost would be immaterial. President Caple then stated the last time he remembered fines being forgiven was many years ago, perhaps in the 1990s. L. Godfrey stated there are certain principles involved in such initiatives, since they regard the use of taxpayer funds. President Caple supposed that is the reason that such efforts require board approval, and that this effort is in keeping with the spirit of the forgiveness-themed event taking place at the Powell Branch.

C. TenBrink asked if the total fines forgiven could be shared after the fine forgiveness week has concluded. Director Rohrbaugh stated that Technical and Circulation Services staff would be generating a report.

MOTION CARRIED 7-0.

REPORTS:

*D. ONEplace @ KPL Update: Thom Andrews*

Report: Director Rohrbaugh introduced Thom Andrews, Director of ONEplace @ KPL. He began by distributing copies of the July 2015 – June 2016 ONEplace @ KPL Annual Report and stating that in June of 2016, the ONEplace concluded its three year plan to develop a focused leader development program.

He stated that in 2015, the ONEplace Nonprofit Leader Academy was revamped based on research of best practices from organizations across the country. In 2015, the academy met monthly from February – November, which allowed for additional opportunities for professional growth. This practice will continue in 2016.

Additionally, ONEplace has continued to develop Peer Learning Groups. Historically, such groups have consisted of round-table discussions based on specific topics, some of which worked better than others. To determine the best approach, ONEplace staff experimented with four different formats and meetings at different times of the year. Full day sessions were determined to be an improvement over previous models.

In the winter of 2015, ONEplace began a program based around the sharing of free online videos at a rate of two per month. It was determined that the in-person ‘webinar & discussion’ format moved a little too slowly, but being able to watch webinars and discuss them remotely resulted in better conversations. End of year surveys indicated that registrants wanted additional videos, so this year, they will be offered at a rate of three per month.

T. Andrews reported this year is the beginning a new three-year plan, and have decided to partner with resources at Western Michigan University to evaluate return on investment and community impact. A report will be generated after December of 2018.

T. Andrews also informed trustees that former ONEplace Associate, Lolita Moss, has left the organization to pursue studies at the University of Michigan, and Matt Lechel, Executive Director of Kalamazoo Collective Housing, will be taking over in that position. Lastly, he thanked Kalamazoo Public Library trustees and staff for their understanding while he took an extended period of leave last year. He stated it was a relief to know that ONEplace was in good hands while he was able to focus on himself.

Discussion: V. Wright expressed her appreciation for the constant refining of programs to continually improve their effectiveness.

J. VanderRoest asked T. Andrews how the ONEplace philosophy of Resolute-Humble Leadership compares to that of Servant Leadership. T. Andrews stated he was familiar with both, and that both offer different paths towards the same ends. Additionally, he stated that the tenants of Resolute-Humble Leadership are very similar to those offered by Jim Collins in his popular books and articles where he refers to 'Level 5 Leadership', which promotes strong support for the cause of collaborative and cooperative engagement in leadership philosophies.

Disposition: Trustees thanked T. Andrews for his report.

*E. LocalHop – Farrell Howe*

Report: Director Rohrbaugh introduced Farrell Howe, Marketing and Communications Manager. F. Howe began her report by distributing informational bookmarks from LocalHop and connecting to the app on her phone to the board room AV system.

She then explained that until recently, the Marketing and Communications department had been engaged in posting all KPL events to five or six separate Kalamazoo-based events calendars, a process which was immensely time-consuming and repetitive. Some months ago, K. King was approached by LocalHop, who explained how their app uses GPS tracking to supply news of events around towns, from myriad organizations, as people make their way through the city.

Since then, LocalHop has been actively recruiting Kalamazoo organizations to submit lists of their events in order to create the single most comprehensive events calendar app available. As an initial incentive, LocalHop membership was provided free of charge to KPL and other early adopters. Since that time, the list of community partners has grown steadily.

F. Howe explained that by following specific organizations on the app, such as KPL, users will be able to view upcoming events remotely, and if the notifications option is enabled by the user, they will be alerted to events in progress or beginning shortly as they come within close proximity to them. Additionally, she explained the app has the ability to add events to a calendar, recommend similar events, and allows the user to instantly report any problems they encounter.

In terms of submitting events to LocalHop, she reported that KPL will be able to send a single Microsoft Excel spreadsheet quarterly with all relevant info, which will then be added to the app by LocalHop staff.

Discussion: C. TenBrink asked if churches can join LocalHop. F. Howe stated they could; it is open to all community organizations.

President Caple asked if LocalHop was locally owned. K. King stated they are based out of Royal Oak, MI. F. Howe stated they have visited Kalamazoo numerous times in the last several months and have been very hands-on.

R. Brown asked for clarification regarding LocalHop's GPS notifications. F. Howe said that the notifications can be toggled so if a user does not wish to use them but wants to use other aspects of the app, that can be done easily.

President Caple explained he had downloaded the app during F. Howe's report and he is excited to see how it functions.

Disposition: Trustees thanked F. Howe for her report.

*F. Legislative Update – Diane Schiller*

Report: D. Schiller reported that since the state legislature was on recess, there had been no news to report concerning any of the issues she has been following.

Discussion: No discussion.

Disposition: Trustees thanked D. Schiller for her report.

**VI. COMMITTEE REPORTS**

*A. Finance and Budget Committee – No meeting.*

*B. Personnel Committee – Met to consider the adopted changes to the KPL Organizational Chart.*

*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 drew trustees' attention to a single item regarding a number of upcoming events for in the fall, including the October 6<sup>th</sup> visit from Dr. Needlman, the October 13<sup>th</sup> gathering of the Friends of Michigan Libraries and Michigan Trustee Alliance, the Great Grown-Up Spelling Bee on November 9<sup>th</sup>, and the Youth Literature Seminar taking place November 18<sup>th</sup>. She thanked trustees who had expressed interest in attending these functions.

Discussion: V. Wright asked who the featured speaker at this year's Youth Literature Seminar would be. Director Rohrbaugh stated it would be Naomi Shihab Nye.

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

George Magas of 742 Norton Dr. approached the table and expressed his support for current City of Kalamazoo plans to install free Wi-Fi in Bronson Park. He then explained that KPL should consider being a leader in organizing all downtown organizations to come together to provide free Wi-Fi for all downtown residents and visitors.

He explained while the library provides this service on their grounds, he is aware that occasionally, the library must act to ban specific patrons for varying lengths of time.

He also reported that some cities have already begun to explore this as a possibility.

**IX. COMMENTS BY TRUSTEES**

- L. Godfrey had no comments.
- V. Wright wished to acknowledge D. Schiller's upcoming retirement. She stated that D. Schiller has always been, in her opinion, more than an accountant, and has cared holistically for the library.
- C. TenBrink had no comments.
- K. Randolph had no comments.
- R. Brown stated he agreed with V. Wright regarding D. Schiller's retirement. He also thanked L. Godfrey for her work in drafting the Social Justice Resolution.
- J. VanderRoest also wished to express his appreciation for D. Schiller's contributions to KPL over the years. He stated as Board Treasurer for approximately twenty to twenty-five years, it has been a pleasure to work with her.
- President Caple wished to echo all the sentiments offered by the other trustees regarding D. Schiller's retirement and L. Godfrey's work on the Social Justice Resolution.

**X. ADJOURNMENT**

Hearing no objection, President Caple adjourned the meeting at 4:52 P.M.

**X** \_\_\_\_\_  
Kerria Randolph  
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Personnel Items**

DATE: September 26, 2016

**Resignation**

**Ryan Edgar** has resigned from his position of FTE 1.0 KPLSP Library Assistant 3 Weekend Custodian effective October 15, 2016. Ryan has worked for the library since August 2014. He is leaving the library to pursue his own business venture.

**Retirement**

**Stan Weller** has announced his retirement from his position as FTE 1.0 KPLSP Library Assistant 3 in Technical & Circulation Services effective December 31, 2016. Stan has worked for the library since September 2008.

**Hourly Staff**

**New Hires**

Musaab Yousif – Library aide Central Circulation  
Robert Gildea – Library aide Central Circulation  
Alice Law – Library aide Washington Square  
Brent Coates – Library aide Local History (rehire)  
Denise McCaffrey – Library aide Washington Square

**Separations**

Reina Richards – Library aide Central Circulation  
Rikako Izumi – Library aide Central Circulation

**Employee Anniversaries**

- Jill Ongley – 40 yrs.
- Teresa Malynowsky-Rakowsky – 37 yrs.
- Hanna Slotwinski – 21 yrs.
- Ryan Gage – 13 yrs.
- Stan Weller – 8 yrs.
- Terry New – 6 yrs.
- Vanisha Gatewood – 6 yrs.
- Chelsea White – 3 yrs.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

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

DATE: September 26, 2016

**Recommendation:**

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

**Executive Summary:**

Notes to the reports are included for your information.

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James E. VanderRoest, Treasurer

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

**Sources and Uses of Funds**

**Electronic Transfers**

Government pooled funds as of August 31<sup>st</sup> totaled \$7,834,304. During August, the Library received the second half-year of District Court Penal fines for FY 2015-2016 totaling \$109,088 and \$40,805 in State Aid for the same year. Both the Penal fines and State Aid were recognized as revenue in the year ending June 30, 2016. A Universal Service Fund reimbursement in the amount of \$39,280 (the amount corrected on September 1 due to a posting error). Uses and transfers of funds were not unusual and represented typical activity for the month of August.

**Combined Balance Sheet**

Of the above mentioned pooled funds of \$7,834,304, a total of \$5,540,550 is held in the General Fund with the bulk of the remaining cash and investments held in the Capital Improvement Fund. Other Assets in the General fund consists primarily of the monthly prepaid MESSA insurance invoice – this month in particular is the invoice for September totaling \$111,235.

**General Fund – Revenue and Expenditure Summary**

Revenue recognized during the month of August included the previously mentioned Universal Service Fund receipt, with an additional \$1,550 recognized in a correcting entry on September 1. For the month of August, Summer Reading prizes increased the monthly expenditures of Programming in the Other category as did funding the prepaid mailing permit used to mail the Link charged to Postage & Freight in Operating Expenses. Outstanding purchase orders as of August 31<sup>st</sup> totaled \$223,068 in the general fund including \$88,098 in materials orders, \$83,440 in contracts for building and grounds maintenance and repairs.

**Capital Improvement Plan**

Outstanding purchase orders in the Capital Improvement Plan total \$113,222 and consist primarily of replacement staff PC's ordered from the GovConnection (project 831 for \$97,893) and a security system upgrade for Oshtemo branch from Johnson Controls (project 827 ). Expenditures totaled \$31,080 for the month and included partial activity for both staff PC's and the security system upgrade project as well as the purchase of replacement AWE Early Learning workstations (project 854 for \$20,224).

### **Special Revenue Fund**

August activity in the Special Revenue funds consisted primarily of book purchases for Ready to Read and Gifts and Memorials.

### **Endowment Fund**

Reported activity is through the July 31<sup>st</sup> Ameritrade balances reporting a total market value of the portfolio of \$3,924,715. The net change in value during the month of July was \$88,430 and consisted primarily of unrealized gains (\$89,148), dividends and interest (\$5,097) net of the payment of the Arcadia Investment Management Fee for the quarter ending June 30<sup>th</sup> of \$5,815.

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

		<u>August</u>	
<b>BEGINNING CASH BALANCE *</b>		\$	8,544,857
* Including short-term investments			
 <b><u>SOURCES OF CASH:</u></b>			
Property Tax Receipts	\$	11,108	
IFT/CFT, PILOT receipts	\$	-	
State Aid/Renaissance Zone Reimbursement	\$	40,805	
USF Refund/Law Library Contract/District Ct. Penal Fines	\$	148,368	
Interest Income	\$	-	
Library Fines & Fees	\$	10,731	
Other Sources: Gifts, Grants, & Reimbursements	\$	4,615	
Other Gifts (Ready to Read, etc)	\$	-	
<b>TOTAL SOURCES OF CASH</b>		<b>\$</b>	<b>215,627</b>
 <b><u>USES OF CASH:</u></b>			
Salaries & Wages	\$	(432,568)	
Benefits	\$	(169,104)	
Materials	\$	(109,110)	
Operating Expenditures	\$	(26,468)	
Facilities	\$	(42,750)	
Technical Services	\$	(52,336)	
Purchased Services	\$	(35,407)	
Other	\$	(37,429)	
Capital Expenditures	\$	(21,007)	
Prepaid Expenditures	\$	-	
<b>TOTAL USES OF CASH</b>		<b>\$</b>	<b>(926,180)</b>
 <b>ENDING CASH</b>		 <b>\$</b>	 <b>7,834,304</b>
 <b><u>Pooled Cash &amp; Investment Accounts</u></b>			
<b><u>Checking &amp; other liquid accounts</u></b>			
Fifth Third General		\$	56,980
Flagstar General		\$	447,046
First National NOW & ACH Transfer Accounts		\$	564,116
Fifth Third Arcadia Admin		\$	4,587
Midwest Business Exchange Account/Paypal		\$	12,494
Pooled Cash Accounts		\$	1,085,223
 <b><u>Pooled Investments</u></b>			
Flagstar Bank MM & CD's		\$	1,068,338
First National Bank MM, ICS Savings, & CD's		\$	5,680,744
Pooled Investment Accounts		\$	6,749,081
<b>Total Pooled Cash &amp; Investments</b>		<b>\$</b>	<b>7,834,304</b>

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

<b>Date</b>	<b>Description</b>	<b>From</b>	<b>To</b>	<b>Amount</b>
8/1/2016	403B Employee Contributions	1st National ACH	MG Trust/Journey Retirement/ Employee Accts	\$ (4,988.69)
8/2/2016	Transfer to 1st National ACH	1st National Checking		\$ (31,000.00)
8/2/2016	Transfer from 1st National Checking		1st National ACH	\$ 31,000.00
8/3/2016	MERS HCSP	Fifth Third Bank	MERS Employees HCSP accounts	\$ (980.58)
8/4/2016	MPERS Employer Contributions	1st National Bank	MPERS	\$ (12,781.56)
8/11/2016	Transfer to 1st National Limited ACH	1st National Checking		\$ (6,100.00)
8/11/2016	Transfer from 1st National Checking		1st National Limited ACH	\$ 6,100.00
8/15/2016	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,607.91)
8/15/2016	403B Employee Contributions	1st National ACH	MG Trust/Journey Retirement/ Employee Accts	\$ (6,056.65)
8/15/2016	Employee Fifth Third H.S.A.	Fifth Third Bank	Fifth Third Employee Accounts	\$ (759.00)
8/15/2016	ADP Payroll 8/15/2016	Flagstar General	Net Payroll - ADP 8/15/2016	\$ (142,933.65)
8/15/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
8/15/2016	Garnishments	Flagstar General	ADP to various	\$ (309.30)
8/15/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (30,447.14)
8/15/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,735.30)
8/15/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (6,893.52)
8/17/2016	MERS HCSP	Fifth Third Bank	MERS Employees HCSP accounts	\$ (953.48)
8/17/2016	Transfer to 1st National ACH	1st National Checking		\$ (40,000.00)
8/17/2016	Transfer from 1st National Checking		1st National ACH	\$ 40,000.00
8/18/2016	MPERS Employer Contributions	1st National Bank	MPERS	\$ (12,781.56)
8/23/2016	Transfer to 1st National Checking	1st National ICS		\$ (600,000.00)
8/23/2016	Transfer from 1st National ICS		1st National Checking	\$ 600,000.00
8/29/2016	Employee Fifth Third H.S.A.	Fifth Third Bank	Fifth Third Employee Accounts	\$ (579.00)
8/30/2016	403B Employee Contributions	1st National ACH	MG Trust/Journey Retirement/ Employee Accts	\$ (6,192.93)
8/30/2016	Transfer to 1st National Limited ACH	1st National Checking		\$ (6,200.00)
8/30/2016	Transfer from 1st National Checking		1st National Limited ACH	\$ 6,200.00
8/31/2016	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,632.91)
8/31/2016	ADP Payroll 8/31/2016	Flagstar General	Net Payroll - ADP 8/31/2016	\$ (143,772.02)
8/31/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
8/31/2016	Garnishments	Flagstar General	ADP to various	\$ (338.99)
8/31/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (31,644.43)
8/31/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (19,488.74)
8/31/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,172.82)
<b>Total Electronic Transfers August 2016</b>				<b>\$ (457,665.44)</b>

# Kalamazoo Public Library Combined Balance Sheet

August 31, 2016

	Operating	Capital	Special Revenue	Endowment
<b>Assets</b>				
<b>Cash &amp; Equivalents</b>				
Cash & Checking	\$3,909,854.45	\$2,189,577.69	\$104,426.24	\$408,782.46
Investments	\$1,630,695.53	\$0.00	\$80,811.91	\$3,515,932.49
<b>Total Cash &amp; Equivalents</b>	<b>\$5,540,549.98</b>	<b>\$2,189,577.69</b>	<b>\$185,238.15</b>	<b>\$3,924,714.95</b>
<b>Accounts Receivable</b>				
Accounts Receivable	\$281.67	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$281.67</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Other Assets</b>				
Other Assets	\$121,956.45	\$0.00	\$0.00	\$0.00
<b>Total Other</b>	<b>\$121,956.45</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$5,662,788.10</b>	<b>\$2,189,577.69</b>	<b>\$185,238.15</b>	<b>\$3,924,714.95</b>
<b>Liabilities and Fund Balance</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$920.48	\$7,710.60	\$0.00	\$0.00
Salaries Payable	\$2,070.36	\$0.00	\$0.00	\$0.00
Retirement Payable	\$45,561.62	\$0.00	\$0.00	\$0.00
<b>Total Accounts Payable</b>	<b>\$48,552.46</b>	<b>\$7,710.60</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Assets</b>				
Fund Balance	\$5,614,235.64	\$2,181,867.09	\$185,238.15	\$3,924,714.95
<b>Total</b>	<b>\$5,614,235.64</b>	<b>\$2,181,867.09</b>	<b>\$185,238.15</b>	<b>\$3,924,714.95</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$5,662,788.10</b>	<b>\$2,189,577.69</b>	<b>\$185,238.15</b>	<b>\$3,924,714.95</b>

**Kalamazoo Public Library**  
**General Fund**  
**Revenue and Expenditure Summary**  
August 31, 2016

	August	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Revenue</b>						
Property Taxes	\$572.72	\$0.00	\$572.72	\$10,391,156.00	(\$10,390,583.28)	0.01%
Other Taxes	\$0.00	\$0.00	\$0.00	\$102,700.00	(\$102,700.00)	0.00%
Fines and Fees	\$10,730.60	\$0.00	\$23,392.00	\$180,000.00	(\$156,608.00)	13.00%
District Court Penal Fines	\$0.00	\$0.00	\$0.00	\$255,000.00	(\$255,000.00)	0.00%
Local Support	\$4,614.98	\$0.00	\$4,614.98	\$225,000.00	(\$220,385.02)	2.05%
Interest Income	\$1,045.50	\$0.00	\$1,123.07	\$15,000.00	(\$13,876.93)	7.49%
State Aid and Reimbursements	\$0.00	\$0.00	\$0.00	\$211,388.00	(\$211,388.00)	0.00%
Other	\$37,729.94	\$0.00	\$37,729.94	\$113,600.00	(\$75,870.06)	33.21%
<b>Total Revenue</b>	<b>\$54,693.74</b>	<b>\$0.00</b>	<b>\$67,432.71</b>	<b>\$1,493,844.00</b>	<b>(\$11,426,411.29)</b>	<b>0.59%</b>
<b>Expenditures</b>						
<b>Salaries</b>						
Administrator Salaries	\$56,565.60	\$0.00	\$116,907.12	\$665,190.00	\$548,282.88	17.58%
Librarian Salaries	\$113,716.77	\$0.00	\$232,558.54	\$1,353,555.00	\$1,120,996.46	17.18%
Supervisory Technical Salaries	\$69,162.86	\$0.00	\$133,767.78	\$786,815.00	\$653,047.22	17.00%
Library Assistant Salaries	\$128,155.59	\$0.00	\$259,447.68	\$1,569,840.00	\$1,310,392.32	16.53%
Hourly Staff	\$48,265.97	\$0.00	\$71,920.91	\$695,000.00	\$623,079.09	10.35%
Substitute Salaries	\$5,750.11	\$0.00	\$8,478.26	\$89,000.00	\$80,521.74	9.53%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$50,000.00)	(\$50,000.00)	0.00%
<b>Total</b>	<b>\$421,616.90</b>	<b>\$0.00</b>	<b>\$823,080.29</b>	<b>\$5,109,400.00</b>	<b>\$4,286,319.71</b>	<b>16.11%</b>
<b>Benefits</b>						
Employee Insurance	\$79,764.13	\$0.00	\$170,638.95	\$1,060,680.00	\$890,041.05	16.09%
Retirement	\$54,470.25	\$0.00	\$108,498.32	\$784,718.00	\$676,219.68	13.83%
Employer FICA-Medicare	\$31,045.83	\$0.00	\$60,649.07	\$391,755.00	\$331,105.93	15.48%
Other Benefits	\$3,180.36	\$0.00	\$26,368.14	\$211,000.00	\$184,631.86	12.50%
<b>Total</b>	<b>\$168,460.57</b>	<b>\$0.00</b>	<b>\$366,154.48</b>	<b>\$2,448,153.00</b>	<b>\$2,081,998.52</b>	<b>14.96%</b>
<b>Materials</b>						
Adult Books	\$32,540.13	\$43,326.20	\$99,175.49	\$513,300.00	\$414,124.51	19.32%
Juvenile Books	\$5,212.49	\$9,724.25	\$17,670.73	\$103,500.00	\$85,829.27	17.07%
Periodicals	\$3,533.56	\$0.00	\$23,761.89	\$44,876.00	\$21,114.11	52.95%
Audio-Visual Material	\$28,417.33	\$35,047.50	\$90,034.81	\$368,500.00	\$278,465.19	24.43%
Digital Materials	\$23,180.93	\$0.00	\$69,579.86	\$157,147.00	\$87,567.14	44.28%
<b>Total</b>	<b>\$92,884.44</b>	<b>\$88,097.95</b>	<b>\$300,222.78</b>	<b>\$1,187,323.00</b>	<b>\$887,100.22</b>	<b>25.29%</b>
<b>Facilities</b>						
Fuel	\$217.40	\$0.00	\$350.47	\$66,500.00	\$66,149.53	0.53%
Electricity	\$20,916.95	\$0.00	\$27,623.23	\$200,000.00	\$172,376.77	13.81%
Water	\$133.12	\$0.00	\$133.12	\$5,820.00	\$5,686.88	2.29%
Custodial Supplies	\$5,056.61	\$0.00	\$6,595.15	\$76,200.00	\$69,604.85	8.66%
Grounds Maintenance	\$2,385.00	\$7,505.00	\$9,890.00	\$38,486.00	\$28,596.00	25.70%
Vehicle Maintenance	\$575.68	\$0.00	\$575.68	\$3,300.00	\$2,724.32	17.44%
Building Repair	\$9,368.69	\$7,020.00	\$17,208.69	\$97,010.00	\$79,801.31	17.74%
Building Operations	\$4,773.99	\$68,914.50	\$98,479.85	\$132,868.00	\$34,388.15	74.12%
<b>Total</b>	<b>\$43,427.44</b>	<b>\$83,439.50</b>	<b>\$160,856.19</b>	<b>\$620,184.00</b>	<b>\$459,327.81</b>	<b>25.94%</b>

**Kalamazoo Public Library**  
**General Fund**  
**Revenue and Expenditure Summary**  
August 31, 2016

	August	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Operating Expenses</b>						
Supplies	\$3,562.30	\$0.00	\$4,693.38	\$97,875.00	\$93,181.62	4.80%
Misc. Operating Expenses	\$7,305.97	\$5,525.00	\$22,790.47	\$112,928.00	\$90,137.53	20.18%
Postage & Freight	\$10,963.44	\$0.00	\$11,715.43	\$46,350.00	\$34,634.57	25.28%
Rent	\$2,455.67	\$1,575.00	\$7,011.34	\$34,100.00	\$27,088.66	20.56%
Processing Supplies	\$5,834.10	\$0.00	\$5,834.10	\$60,140.00	\$54,305.90	9.70%
<b>Total</b>	<b>\$30,121.48</b>	<b>\$7,100.00</b>	<b>\$52,044.72</b>	<b>\$351,393.00</b>	<b>\$299,348.28</b>	<b>14.81%</b>
<b>Technical Services</b>						
F&E Repair & Maintenance	\$2,731.81	\$1,637.00	\$13,691.35	\$74,098.00	\$60,406.65	18.48%
Telecommunications	\$7,442.26	\$0.00	\$14,845.68	\$94,830.00	\$79,984.32	15.66%
Software as Service	\$4,942.50	\$0.00	\$148,838.00	\$194,050.00	\$45,212.00	76.70%
Software Licensing & Maint.	\$26,630.88	\$40,919.00	\$153,191.71	\$257,667.00	\$104,475.29	59.45%
Cataloging & Processing	\$5,195.45	\$0.00	\$33,443.73	\$80,300.00	\$46,856.27	41.65%
<b>Total</b>	<b>\$46,942.90</b>	<b>\$42,556.00</b>	<b>\$364,010.47</b>	<b>\$700,945.00</b>	<b>\$336,934.53</b>	<b>51.93%</b>
<b>Purchased Services</b>						
Security	\$16,928.52	\$0.00	\$19,317.12	\$183,500.00	\$164,182.88	10.53%
Insurance	\$2,280.23	\$0.00	\$52,888.19	\$89,000.00	\$36,111.81	59.42%
Legal Services	\$48.00	\$0.00	\$48.00	\$5,000.00	\$4,952.00	0.96%
Contracted Services	\$4,927.38	\$1,875.00	\$18,138.43	\$137,256.00	\$119,117.57	13.22%
Printing Services	\$331.00	\$0.00	\$331.00	\$94,500.00	\$94,169.00	0.35%
Advertising	\$4,591.73	\$0.00	\$8,361.73	\$55,500.00	\$47,138.27	15.07%
<b>Total</b>	<b>\$29,106.86</b>	<b>\$1,875.00</b>	<b>\$99,084.47</b>	<b>\$564,756.00</b>	<b>\$465,671.53</b>	<b>17.54%</b>
<b>Other Expenditures</b>						
Tax Charge Backs	\$135.70	\$0.00	\$1,268.46	\$50,000.00	\$48,731.54	2.54%
Staff Development	\$1,176.50	\$0.00	\$1,176.50	\$47,620.00	\$46,443.50	2.47%
Travel & Conference	\$954.89	\$0.00	\$954.89	\$46,247.00	\$45,292.11	2.06%
Board Expenses	\$567.00	\$0.00	\$567.00	\$5,780.00	\$5,213.00	9.81%
Programming Expenditures	\$16,882.48	\$0.00	\$29,753.59	\$176,704.00	\$146,950.41	16.84%
<b>Total</b>	<b>\$19,716.57</b>	<b>\$0.00</b>	<b>\$33,720.44</b>	<b>\$326,351.00</b>	<b>\$292,630.56</b>	<b>10.33%</b>
<b>Total</b>	<b>\$852,277.16</b>	<b>\$223,068.45</b>	<b>\$2,199,173.84</b>	<b>\$11,308,505.00</b>	<b>\$9,109,331.16</b>	<b>19.45%</b>
<b>Transfers</b>						
<b>Transfers Out</b>						
Transfers Out	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00	0.00%
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$300,000.00</b>	<b>\$300,000.00</b>	<b>0.00%</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$300,000.00</b>	<b>\$300,000.00</b>	<b>0.00%</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$6,411,819.06</b>	<b>\$0.00</b>	<b>\$7,522,908.32</b>	<b>\$7,522,908.32</b>	<b>\$0.00</b>	<b>100.00%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$797,583.42)</b>	<b>(\$235,163.28)</b>	<b>(\$2,143,835.96)</b>	<b>(\$114,661.00)</b>	<b>(\$2,029,174.96)</b>	<b>1869.72%</b>
<b>ENDING FUND BALANCE</b>	<b>\$5,614,235.64</b>	<b>(\$235,163.28)</b>	<b>\$5,379,072.36</b>	<b>\$7,408,247.32</b>	<b>(\$2,029,174.96)</b>	<b>72.61%</b>

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

	Actual	Encumbrances	Year-to-Date + Encumbrances	Budget	Variance
<b>Expenditures</b>					
<b>Furnishings</b>					
<b>Furnishings Reserve</b>					
810 - Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$151,772.00	\$151,772.00
<b>Total Furnishings Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$151,772.00</b>	<b>\$151,772.00</b>
<b>Central Library</b>					
889 - Children's Room Table/Chairs	\$0.00	\$0.00	\$0.00	\$8,328.00	\$8,328.00
892 - Local History Room Furniture	\$0.00	\$0.00	\$0.00	\$1,016.00	\$1,016.00
<b>Total Central Library</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,344.00</b>	<b>\$9,344.00</b>
<b>Branch Libraries</b>					
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$0.00	\$0.00	\$11,443.00	\$11,443.00
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00
<b>Total Branch Libraries</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,643.00</b>	<b>\$12,643.00</b>
<b>System-Wide Projects</b>					
814 - Chairs - Multiple Departments	\$0.00	\$856.02	\$856.02	\$18,750.00	\$17,893.98
<b>Total System-Wide Projects</b>	<b>\$0.00</b>	<b>\$856.02</b>	<b>\$856.02</b>	<b>\$18,750.00</b>	<b>\$17,893.98</b>
<b>Total Furniture &amp; Equipment</b>	<b>\$0.00</b>	<b>\$856.02</b>	<b>\$856.02</b>	<b>\$192,509.00</b>	<b>\$191,652.98</b>
<b>Building Alterations</b>					
<b>Building Reserve</b>					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$268,352.00	\$268,352.00
<b>Total Building Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$268,352.00</b>	<b>\$268,352.00</b>
<b>Structural Projects</b>					
807 - Washington Square Attic	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
<b>Total Structural Projects</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>
<b>Mechanical Projects</b>					
841 - Central Louvers on AHU-2	\$0.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00
887 - Generators-all sites	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00
895 - Central Freight Elevator	\$0.00	\$0.00	\$0.00	\$4,640.00	\$4,640.00
<b>Total Mechanical Projects</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$124,640.00</b>	<b>\$124,640.00</b>
<b>Control &amp; Security Systems</b>					
827 - Security Systems	\$7,710.60	\$5,140.40	\$12,851.00	\$34,029.00	\$21,178.00
<b>Total Control &amp; Security Systems</b>	<b>\$7,710.60</b>	<b>\$5,140.40</b>	<b>\$12,851.00</b>	<b>\$34,029.00</b>	<b>\$21,178.00</b>
<b>Other Facilities Projects</b>					
806 - Central Restrooms	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00
808 - Oshtemo Smart Drop - Design Phase	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
811 - Carpet Master Plan	\$0.00	\$0.00	\$0.00	\$84,949.00	\$84,949.00
823 - Oshtemo Building Projects	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
824 - Eastwood Drop Ceiling	\$0.00	\$0.00	\$0.00	\$2,932.00	\$2,932.00
893 - Delivery Venice	\$0.00	\$0.00	\$0.00	\$7,044.00	\$7,044.00
<b>Total Other Facilities Projects</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$214,925.00</b>	<b>\$214,925.00</b>
<b>Total Building Alterations</b>	<b>\$7,710.60</b>	<b>\$5,140.40</b>	<b>\$12,851.00</b>	<b>\$691,946.00</b>	<b>\$679,095.00</b>

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

	Actual	Encumbrances	Year-to-Date + Encumbrances	Budget	Variance
<b>Computer &amp; Technology</b>					
<b>Computer &amp; Tech. Reserve</b>					
830 - Computer & Technology Reserve	\$0.00	\$0.00	\$0.00	\$72,809.00	\$72,809.00
<b>Total Computer &amp; Tech. Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$72,809.00</b>	<b>\$72,809.00</b>
<b>Public Technology &amp; Hardware</b>					
831 - PC Replacement	\$3,145.06	\$97,892.93	\$101,037.99	\$145,371.00	\$44,333.01
843 - Branch digital signage	\$0.00	\$0.00	\$1,228.45	\$6,069.00	\$4,840.55
844 - USB Charging Stations	\$0.00	\$0.00	\$3,071.55	\$3,072.00	\$0.45
884 - Digital Lab Equipment	\$0.00	\$0.00	\$0.00	\$5,895.00	\$5,895.00
<b>Total</b>	<b>\$3,145.06</b>	<b>\$97,892.93</b>	<b>\$105,337.99</b>	<b>\$160,407.00</b>	<b>\$55,069.01</b>
<b>Portable Technology</b>					
878 - Portable Devices	\$0.00	\$9,332.60	\$9,332.60	\$14,710.00	\$5,377.40
<b>Total Portable Technology</b>	<b>\$0.00</b>	<b>\$9,332.60</b>	<b>\$9,332.60</b>	<b>\$14,710.00</b>	<b>\$5,377.40</b>
<b>Other Tech/Computer Equipment</b>					
854 - Other Tech/Computer Equipment	\$20,224.00	\$0.00	\$20,224.00	\$161,200.00	\$140,976.00
855 - Telephone System	\$0.00	\$0.00	\$0.00	\$11,845.00	\$11,845.00
879 - Office scanners	\$0.00	\$0.00	\$0.00	\$1,558.00	\$1,558.00
<b>Total Other Tech/Computer Equipment</b>	<b>\$20,224.00</b>	<b>\$0.00</b>	<b>\$20,224.00</b>	<b>\$174,603.00</b>	<b>\$154,379.00</b>
<b>RFID/Circulation</b>					
852 - RFID/ILS Equipment	\$0.00	\$0.00	\$0.00	\$8,326.00	\$8,326.00
<b>Total RFID/Circulation Tech.</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,326.00</b>	<b>\$8,326.00</b>
<b>Total Computer &amp; Technology</b>	<b>\$23,369.06</b>	<b>\$107,225.53</b>	<b>\$134,894.59</b>	<b>\$430,855.00</b>	<b>\$295,960.41</b>
<b>Total Expenditures</b>	<b>\$31,079.66</b>	<b>\$113,221.95</b>	<b>\$148,601.61</b>	<b>\$1,315,310.00</b>	<b>\$1,166,708.39</b>
<b>Transfers</b>					
<b>Transfers In/(Out)</b>					
<b>Transfers from other funds</b>					
800 - Capital Improvement Plan	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$300,000.00</b>	<b>\$300,000.00</b>
<b>Total Transfers</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$300,000.00</b>	<b>\$300,000.00</b>
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$772,263.10</b>	<b>\$0.00</b>	<b>\$2,217,246.75</b>	<b>\$2,217,246.75</b>	<b>\$0.00</b>
<b>TOTAL NET SURPLUS/(DEFICIT)</b>	<b>(\$31,079.66)</b>	<b>(\$113,221.95)</b>	<b>(\$148,601.61)</b>	<b>(\$1,015,310.00)</b>	<b>(\$866,708.39)</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$741,183.44</b>	<b>(\$113,221.95)</b>	<b>\$2,068,645.14</b>	<b>\$1,201,936.75</b>	<b>(\$866,708.39)</b>

**Kalamazoo Public Library**  
**Special Revenue Income Statement**  
August 31, 2016

	August	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Revenue</b>						
<b>Local Support</b>						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$10,500.00	\$1,000.00	(\$9,500.00)	1050.0%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$21,800.00	\$21,800.00	0.0%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$200.00	\$2,500.00	\$2,300.00	8.0%
<b>Total Local Support</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,700.00</b>	<b>\$25,300.00</b>	<b>\$14,600.00</b>	<b>42.3%</b>
<b>Other</b>						
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00	0.0%
<b>Total Other</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,200.00</b>	<b>\$1,200.00</b>	<b>0.0%</b>
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,700.00</b>	<b>\$26,500.00</b>	<b>\$15,800.00</b>	<b>40.4%</b>
<b>Expenditures</b>						
<b>Materials</b>						
<b>Adult Books</b>						
301 - Gifts & Memorials - Materials	\$154.00	\$0.00	\$170.74	\$3,000.00	\$2,829.26	5.7%
<b>Total Adult Books</b>	<b>\$154.00</b>	<b>\$0.00</b>	<b>\$170.74</b>	<b>\$3,000.00</b>	<b>\$2,829.26</b>	<b>5.7%</b>
<b>Juvenile Books</b>						
233 - Ready to Read - Gifts	\$1,755.20	\$0.00	\$1,755.20	\$12,000.00	\$10,244.80	14.6%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$18,000.00	\$18,000.00	0.0%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$145.88	\$500.00	\$354.12	29.2%
<b>Total Juvenile Books</b>	<b>\$1,755.20</b>	<b>\$0.00</b>	<b>\$1,901.08</b>	<b>\$30,500.00</b>	<b>\$28,598.92</b>	<b>6.2%</b>
<b>Audio-Visual Material</b>						
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
<b>Total Audio-Visual Material</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>0.0%</b>
<b>Total</b>	<b>\$1,909.20</b>	<b>\$0.00</b>	<b>\$2,071.82</b>	<b>\$33,600.00</b>	<b>\$31,528.18</b>	<b>6.2%</b>
<b>Other Expenditures</b>						
<b>Miscellaneous Disbursements</b>						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.0%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
379 - Friends Mini-Grants 2015	\$484.80	\$0.00	\$484.80	\$0.00	(\$484.80)	0.0%
<b>Total Misc. Disbursements</b>	<b>\$484.80</b>	<b>\$0.00</b>	<b>\$484.80</b>	<b>\$10,000.00</b>	<b>\$9,515.20</b>	<b>4.8%</b>
<b>Total</b>	<b>\$484.80</b>	<b>\$0.00</b>	<b>\$484.80</b>	<b>\$10,000.00</b>	<b>\$9,515.20</b>	<b>4.8%</b>
<b>Total</b>	<b>\$2,394.00</b>	<b>\$0.00</b>	<b>\$2,556.62</b>	<b>\$43,600.00</b>	<b>\$41,043.38</b>	<b>5.9%</b>
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$187,632.15</b>	<b>\$0.00</b>	<b>\$177,094.77</b>	<b>\$177,094.77</b>	<b>\$0.00</b>	<b>100.0%</b>
<b>TOTAL NET SURPLUS/(DEFICIT)</b>	<b>(\$2,394.00)</b>	<b>\$0.00</b>	<b>\$8,143.38</b>	<b>(\$17,100.00)</b>	<b>(\$25,243.38)</b>	<b>(47.6%)</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$185,238.15</b>	<b>\$0.00</b>	<b>\$185,238.15</b>	<b>\$159,994.77</b>	<b>(\$25,243.38)</b>	<b>115.8%</b>

**Endowment Fund**  
**Report Date July 31, 2016**

	6/30/2016		%	7/31/2016		%
	Cost	Market	Cost to	Cost	Market	Cost to
	Basis	Basis	Market	Basis	Basis	Market
			Increase			Increase
<b>Ameritrade Investments</b>						
Money Market Account - FDIC	\$ 209,500.03	\$ 209,500.03	0.0%	\$ 408,782.46	\$ 408,782.46	0.0%
Stocks	\$ 1,518,443.75	\$ 2,087,647.25	37.5%	\$ 1,518,443.75	\$ 2,174,650.35	43.2%
Fixed Income Investments	\$ 1,524,992.41	\$ 1,539,137.57	0.9%	\$ 1,324,992.41	\$ 1,341,282.14	1.2%
	\$ -	\$ -		\$ -	\$ -	
<b>Total Value</b>	<b>\$ 3,252,936.19</b>	<b>\$ 3,836,284.85</b>	<b>17.9%</b>	<b>\$ 3,252,218.62</b>	<b>\$ 3,924,714.95</b>	<b>20.7%</b>

**Fund Balance**

Assigned for Children's Endowment	\$ 20,661.98	\$ 20,661.98
Kalamazoo Public Library Endowment	\$ 3,815,622.87	\$ 3,904,052.97

**Year to Date Revenue & Expenditures**

Net Withdrawals/Deposits from/to Account	\$ -	\$ -
Dividend and Interest Income	\$ 45,678.83	\$ 5,097.34
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ (137,286.68)	\$ 89,147.67
Arcadia Investment Management Fee/Other	\$ (23,732.30)	\$ (5,814.91)
Net Change	\$ (115,340.15)	\$ 88,430.10

**Summary:**

The net change in value in the Endowment Fund during July 2016 was \$88,430.10, consisting of unrealized gains of \$89,148, dividends and interest of \$5,097, and the Arcadia Investment Management Fee for the quarter ending June 30th. In addition to the receipt of the dividends and interest, A CD with American Express Centurian Bank matured on July 25th, increasing the portfolio's cash holdings.

**Director's Report  
September 2016**

From the director

1. As usual, I have attended a number of DKI meetings, the Friends board meeting, the Douglass Community Center appreciation gathering, many internal meetings, and a few library programs.
2. From the Friends of KPL September board meeting:
  - Sales at the Bag Sale were good: \$830 in the auditorium and \$1228 in the store.
  - Of the leftover books from the sale....some were donated elsewhere, some shipped to Better World Books, some recycled.
  - The bookstore participated in "Where's Waldo?" and "Snap Downtown".
  - The board approved \$5,000 to bring in a teen author in the spring, hopefully for some school visits as well as a public program.
  - The board approved \$5,000 for Reading Together if Bryan Stevenson accepts our invitation.
3. As reported at a previous board meeting, Loaves and Fishes will open a site at the Douglass, hopefully in December. Renovation of the space is underway. They expect to start with daytime hours, probably Tuesday and Thursday afternoons, and eventually increase to include some evenings. We'll see if this new service at Douglass has an impact on Powell services and hours.
4. It is KPL's turn to serve on the SMLC board again. I'll be our representative.

Create young readers

5. We are beginning a new model for programs for infants and toddlers at Central and Oshtemo. Each month there will be a 1,2,3 Play With Me series and a Baby Storytime (Baby Lapsit and Baby Steps) offered. This will give families an opportunity every month to attend a program for their age group – infants and toddlers.
6. Eastwood will continue their pilot program, Play and Learn, every Monday evening and Thursday morning. This is a drop-in program for children age 1 – 5 and their caregivers focused on child-led play to support early learning.

7. Students from WMU College of Education and Human Development will be observing some of our storytimes this fall. The goal is to provide those planning to be teachers with opportunities to observe children experiencing literacy activities and reading in public spaces before they student teach. We are always pleased to provide such experiences for future teachers.
8. Feedback from staff who worked on the JE book neighborhood project and staff who have talked with patrons about the rearrangement, report that the category arrangement has been positively received.

Stimulate imagination

9. We offered a wide range of programs during August:
  - The Lego contests at Central and Oshtemo are always a draw. At Central there were 56 entries and 187 voters.
  - “Juggling Funny Stories” kept everyone from babies to grandparents engaged.
  - Two “Ocean Odyssey” programs, presented by the Air Zoo both had full registration.
  - Code camp for a variety of ages, beginning with 1<sup>st</sup> graders, continued to be a popular program over the summer.
10. The First Day Shoe Fund annual distribution included a resource fair this year. We participated to promote our services to school age children.
11. Public Safety invited Powell to host a table at their block party at Fox Ridge Apartments. It was a great opportunity to highlight our services and build a relationship with the neighborhood and Public Safety.
12. There is a “resist bias” display of children’s books at Central. Included are books about six kinds of identity: gender, culture, ethnicity, disabilities, family differences, and economic class. There are pamphlets for patrons to take home: “Teaching Young Children to Resist Bias: What Parents Can Do.” This display has gotten some positive local attention from other organizations including mention on Facebook and from the Learning Network.
13. Angela Fortin from Oshtemo Branch visited the Stadium Dr. Apartments and renewed two cards, registered three new patrons, and signed up six for Via Mail.
14. Once again we participated in “Snap Downtown” and Bronco Bash, both opportunities to introduce WMU students to our resources.
15. We continue to use the rotunda at Central to promote materials through a variety of short-term displays. The Staff Picks, featuring a different staff member each week, has been very popular; a Hispanic Heritage Month display will be running through mid-October. AV displays are

promoting cult classics and some of the 100 best films of the 21<sup>st</sup> century as determined by a BBC poll.

16. The new Hoopla website features improved content discovery tools and site navigation, faster and more responsive browsing, an improved built-in audio player, better filtering on category landing pages, and streamlined registration process. Use of Hoopla continues to increase each month.
17. Oshtemo hosted the Commission on Middle East Affairs Town Hall meeting earlier this month. Two translators from the east side of the state shared their experiences of the Middle Eastern American community building in Metro Detroit. Our staff highlighted library services such as ESL resources and public meeting spaces, and our plans to work with the Kalamazoo Refugee Council.

#### Connect to the online world

18. August was the busiest month this year in The Hub.... over 80 patrons used an average of 135 minutes per session.

#### Celebrate local

19. Local History recently received a large collection of scrapbooks, correspondence, ledgers, and hundreds of photos from a descendant of the Milham family. Many of the items date back to the 1800's.
20. Our photos on the specialized Flickr Commons page received a huge boost this summer thanks to "Vanished Kalamazoo", a Facebook group with over 15,000 members. We had 89,469 views in July after being shared within this group, along with many comments. Photos from the Milham collection will be added soon.

#### Operations

21. Once again, we will join other libraries across the state to raise awareness of the life-saving importance of the Michigan Organ Donor Registry. We will have an informational table in the first floor rotunda during the first week in October.
22. Staff from Kent District Library visited to see our MelCat processes.
23. Refurbishment of the passenger elevator at Central is completed. It has a new floor and recovered wall panels.
24. The life safety monitoring panel at Oshtemo has been replaced with a modern version. The new equipment can be programmed remotely and interfaces with a new card access system. Similar upgrades will be done at all locations over the coming months.

25. Work has begun on a new dumpster enclosure at Oshtemo. This will allow us to house both trash and recycling, address some off-hour public dumping issues, and replace a badly worn enclosure.

Library stories

26. A patron observed our lead guard, Chris Hawley, dealing with a patron who was “shouting repetitive / staccato unseeing words of anger in a loud voice, for a length of time”. Later the patron let staff know of his respect for Chris’s handling of this situation. He said, “I would be proud to have this young man on my team. He displayed professional composure in a very difficult time.” Indeed we appreciate Chris’s work for us. Staff thank him often, it is particularly gratifying to be appreciated by a patron.

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

<b>Agency</b>	<b><u>Central Library</u></b>	<b><u>East wood</u></b>	<b><u>Oshtemo</u></b>	<b><u>Powell</u></b>	<b><u>Washington Square</u></b>	<b><u>Total</u></b>	<b><u>Year to Date</u></b>	<b><u>Prior Year to Date</u></b>	<b><u>% Change</u></b>
<b><u>BOOKS</u></b>									
-Adult	22,408	861	11,529	558	2,360	37,716	72,913	76,259	-4%
-ebook	5,209					5,209	10,203	9,081	12%
-Digital Magazine	441					441	1,224	670	83%
Teen	3,868	179	1,342	57	395	5,841	11,965	12,368	-3%
Juvenile	<u>17,202</u>	<u>975</u>	<u>11,640</u>	<u>435</u>	<u>1,249</u>	<u>31,501</u>	<u>63,399</u>	<u>65,907</u>	-4%
<b>Total</b>	<b><u>49,128</u></b>	<b><u>2,015</u></b>	<b><u>24,511</u></b>	<b><u>1,050</u></b>	<b><u>4,004</u></b>	<b><u>80,708</u></b>	<b><u>159,704</u></b>	<b><u>164,285</u></b>	-3%
<b><u>AUDIO-VISUAL</u></b>									
Audiobook									
-CD	1,819	58	990	21	108	2,996	5,970	6,451	-7%
-Digital	3,206					3,206	6,234	4,029	55%
Music									
-CD	3,277	179	956	641	528	5,581	10,490	13,227	-21%
-Digital	1,944					1,944	3,787	3,164	20%
Video									
-DVD	32,168	4,280	10,359	4,628	6,853	58,288	112,017	114,694	-2%
- Digital	750					750	1,550	1,024	51%
<b>Total Non-Print Material</b>	<b><u>43,164</u></b>	<b><u>4,517</u></b>	<b><u>12,305</u></b>	<b><u>5,290</u></b>	<b><u>7,489</u></b>	<b><u>72,765</u></b>	<b><u>140,048</u></b>	<b><u>142,589</u></b>	-2%
<b>Total Circulation</b>	<b><u>92,292</u></b>	<b><u>6,532</u></b>	<b><u>36,816</u></b>	<b><u>6,340</u></b>	<b><u>11,493</u></b>	<b><u>153,473</u></b>	<b><u>299,752</u></b>	<b><u>306,874</u></b>	-2%
<b>Computer Usage</b>									
Onsite Computer Use	7,137	528	1,514	572	817	10,568	22,938	19,918	15%
Total Online Impressions						727,969	1,243,022		
WiFi Users	2,833					2,833	5,648	4,434	27%
<b>Database Statistics</b>									
Database Sessions	1,523					1,523	2,567	1,825	41%
Database Searches	34,005					34,005	67,467	80,918	-17%
<b>Total Registrations</b>	499	29	156	14	38	736	1,505	1,096	37%

KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
August 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>
<b><u>Programs/Tours</u></b>									
Adult Events	1	1	7	4	0	13	32	38	-16%
Attendance	30	17	568	54	0	669	1059	1186	-11%
Teen Events	34	3	5	5	2	49	86	58	48%
Attendance	545	82	114	189	52	982	1877	1742	8%
Juvenile Events	35	17	34	17	8	111	218	178	22%
Attendance	1389	132	1075	398	99	3093	6420	7367	-13%
<b>Total Events</b>	<b>70</b>	<b>21</b>	<b>46</b>	<b>26</b>	<b>10</b>	<b>173</b>	<b>336</b>	<b>274</b>	<b>23%</b>
<b>Total Attendance</b>	<b>1964</b>	<b>231</b>	<b>1757</b>	<b>641</b>	<b>151</b>	<b>4744</b>	<b>9356</b>	<b>10295</b>	<b>-9%</b>
<b>Law Library</b>									
Visitors	285					<b>285</b>	492	<b>480</b>	3%
Phone Calls	153					<b>153</b>	244	<b>191</b>	28%
Questions Answered	447					<b>447</b>	743	<b>737</b>	1%