



Kalamazoo
Public Library

PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
BOARD ROOM – THIRD FLOOR, CENTRAL LIBRARY
315 S Rose St., Kalamazoo, MI 49007
October 23, 2017, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of September 25, 2017
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending September 30, 2017
- V. REPORTS AND RECOMMENDATIONS
 - Reports
 - A. Five Word Book Reviews – Milan Harden & Samara Woolfolk
 - B. Powell Book Club - Kindle Focus Group – Matt Smith
 - C. Strategic Planning Quarterly Statistics
- 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
 - B. Board Nominating Committee
 - C. Staff and Board Professional Development Discussion
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. ADJOURNMENT

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: September 25, 2017
Time: 4:00 p.m.
Location: Board Room, Central Library

TRUSTEE ROLL CALL:

Present: Robert Brown, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, James E. VanderRoest, and Jannie Williams.

Absent: Valerie Wright

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. *Thomas B. Andrews Resolution*

Recommendation: Director Wieber recommended the Board adopt the attached resolution to honor the legacy of Thomas B. Andrews and his service to the Kalamazoo Public Library.

Discussion: No discussion.

Roll Call Vote: J. Williams – yes; C. TenBrink – yes. K. Randolph – yes; R. Brown – yes; J. VanderRoest - yes; L. Godfrey – yes.

RESOLUTION ADOPTED 6-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Meeting of August 28, 2017*
B. *Personnel Items*

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending August 31, 2017*

Recommendation: Director Wieber recommended the Board accept the Financial Reports for the month ending August 31, 2017.

Discussion: No discussion.

MOTION: R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING AUGUST 31, 2017.

MOTION CARRIED 6-0.

V. **REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

A. *Registration Policy Revision*

Recommendation: Director Wieber recommended the Board approve the reclassification from Library Assistant III to Library Assistant IV of the position of Material Processing Library Assistant effective October 1, 2017.

Executive Summary: The Material Processing Library Assistant position has for several years been responsible for managing three library aides, including the hiring, training, scheduling, and performance management for those staff. Reclassifying it to a Library Assistant IV to reflect the supervisory responsibilities of this position would keep it consistent with the classification for all Library Assistant with Supervisory responsibilities.

The annual cost to move this position from Library Assistant III to Library Assistant IV is \$1,200.

This recommendation has been reviewed and is supported by the Personnel Committee.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE RECLASSIFICATION FROM LIBRARY ASSISTANT III TO LIBRARY ASSISTANT IV OF THE POSITION OF MATERIAL PROCESSING LIBRARY ASSISTANT EFFECTIVE OCTOBER 1, 2017.

Discussion: No discussion.

MOTION CARRIED 6-0.

REPORTS:

B. *Musical Storybooks – Bill Caskey*

Report: Director Wieber introduced Bill Caskey, Lead Children's Librarian. B. Caskey began by describing Musical Storybooks as a long-standing partnership with the Kalamazoo Symphony Orchestra, dating back to the early-to-mid 1990s. He stated Mary Rife of Kalamazoo Public Library and Jane Rooks Ross, former Director of Education for Kalamazoo Symphony Orchestra partnered at that time to create a unique program they called M&Ms, or *Music and Make-Believe*.

He stated the goal was to involve kids in stories, develop imaginative skills, and introduce them to musicians. The program was developed in consultation with the KSO String Quartet, Kalamazoo Head Start, and PEEP. The program targeted 4-6 year olds with a focus on great picture books and string music. The first books selected for the program were Berlioz the Bear, The Maestro Plays, and Mole Music.

B. Caskey then shared photos of the program that have been taken by KPL staff over the years. He stated the program begins with a reading of a story to the children in attendance. They then engage in a craft project tied to the theme of the book. Then the kids hear the story again, but this time with musical accompaniment. He described the reading of the story alongside the music as transformative in nature. A new dimension is added to the stories as the text is punctuated by the musical performance.

Approximately twelve years ago, The Perfect Purple Feather was added to the book rotation. Several years later, the target ages for the program was expanded to include three year olds. Shortly thereafter the title of the program was changed to *Musical Storybooks*. Last fall, They All Saw a Cat was added to rotation at the request of members of the KSO String Quartet. While not a largely musical book, it does contain a refrain that the kids are encouraged to sing. As a further modification to the program, the KSO staff suggested that abstract art be included. Kandinsky's *Composition VII* was utilized recently, and the musicians were asked what they saw in the piece, and then perform a piece describing what they had seen.

In November of this year, *Musical Storybooks* will debut Last Stop on Market Street, a very highly decorated children's title, focusing on the relationship between a child and his grandmother. The KSO String Quartet is currently preparing music to accompany the book.

B. Caskey then stated the KSO Family Fun Chamber Series has been performing at KPL as of late. In the past, the Woodwind Quartet has performed *Peter and the Wolf*, and the Brass Quintet has performed *Carnival of Animals*. *Pictures at an Expedition* will be performed this coming Saturday.

Discussion: J. Williams asked for more details regarding the selection of the books. B. Caskey stated the initial three books were selected in collaboration with the KSO, but he couldn't speak to exactly how they were agreed upon. Since then, books have been discovered for the program by KPL librarians and string quartet members. He emphasized the amount of work it takes to compose a score to the books.

President Godfrey asked if the entire lineup of books is still in rotation. B. Caskey stated that was the case. It takes approximately three years to cycle through the rotation, so by the time children have attended *Musical Storytimes*, they will have heard them all.

Disposition: Trustees thanked B. Caskey for his report.

C. Summer Reading Challenge – Kala Luzia and Michael Cockrell

Report: Kala Luzia, Children's Librarian, and Michael Cockrell, Head of Adult Services, introduced themselves to the board. K. Luzia began by distributing statistical data gathered in the aftermath of Summer Reading Challenge 2017. She then shared photos of the Summer Reading Challenge decals and other promotional material used, as well as an example of this year's t-shirt.

Overall, K. Luzia said she felt the Summer Reading Challenge went very well. 5,513 readers signed up this year, which is fairly consistent with figures seen in recent years. 4,789 prizes were given away and there was an 84% prize collection rate. 113,590 days of reading were logged

over the summer in total. Beanstack, our online logging utility was used once again, and saw significant improvements from last year.

1,895 Kalamazoo Public School students signed up this year, which means that a nearly equal number of students came from other school districts combined. More than 240 programs were offered this summer.

This year, a prize raffle was not conducted to provide an incentive for adults to participate in the Summer Reading Challenge. Looking forward to next year, a goal will be to bring the completion rate up above 50%. Staff are currently thinking of ways to make prize collection more simple and ensure that those who begin the program see it through to the 60 day point.

M. Cockrell stated he did not believe prizes for adults have been terribly effective as an incentive. Most adults that engage with the program sign up in solidarity with the rest of their families. He stated he would like to develop ways to encourage adults to read outside their typically preferred genre.

Discussion: President Godfrey asked if the adult activity completion rate was high simply because the adults were completing the activities in conjunction with their families. M. Cockrell supposed that was the case.

C. Tenbrink stated it made sense to see that Maple Street Magnet School had the highest teen/tween signup rates, as they are the only middle school within Kalamazoo Public Schools that has a professional librarian on staff. She suggested that library staff would have to do a good deal of outreach to other schools within KPS in order to see similar signup rates within schools without librarians.

J. Williams asked who would be the best KPS staff members to assist with that process. K. Luzia said KidNet could be of assistance in conjunction with their efforts to prevent summer slide. President Godfrey stated KPL has a long history of doing their utmost to keep children and teens engaged in learning throughout the summer months.

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

D. Legislative Update – Ryan Wieber

Report: Director Wieber stated it didn't appear as though there was currently any impending legislation that would be detrimental to library funding on the horizon, but he believes it is always best to stay alert in order to be as prepared as possible.

He reported that he is currently serving on the MLA Legislative Committee, which meets once a month. This month, the committee discussed a handful of tax capture bills. Last year, public libraries in Michigan were afforded the option to opt out of tax captures, and these bills have largely been generated as an effort to clearly define some of the language that was included in those original bills.

He stated that Governor Snyder signed a bill making it a bit easier for individuals and organizations to donate more to Super PACs by way of reduced transparency regarding the point of origin of those funds. There was some concern about language similar to Senate Bill

III. A.

571, which included a struck-down clause forbidding libraries from discussing issues related to millages within 60 days of a vote, finding its way into that bill, but that did not occur. The bill was being commonly referred to as the 'Citizens United Bill'.

House Bill 4814, which would limit millages to November elections, is currently in the House Elections Committee.

He then reported 27 State Senators have reached their term limits and will depart next year. Senator Stamas of Midland, MI has been a supporter of Michigan libraries, and has been appointed as the next Appropriations Chair.

Discussion: R. Brown asked for additional details regarding the Citizens United Bill. Director Wieber reiterated that it has been signed into law, and allows candidates to seek funds from Super PACs without the need for either party to disclose the individual origins of the money.

Director Wieber stated he has recently met with Senator Margaret O'Brien and Representatives Jon Hoadley and Brandt Iden to talk about library services within their constituent communities.

President Godfrey asked whether MLA would be working against the bill limiting millages to November elections. Director Wieber stated that was the case.

Disposition: Trustees thanked Director Wieber for his report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – No meeting.
- B. *Personnel Committee* – Met to consider the position reclassification.
- C. *Fund Development and Allocations Committee* – Met to discuss a bequest from the Amy Mesara Trust, and considered some language from the trust requesting that the funds be used to support equipment and services for the visually impaired.
- D. *Director's Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

- A. *Director's Report*

Report: Director Wieber began his report by stating penal fine revenues are down this year by approximately 30% once again, continuing the pattern from last year. The MLA is concerned as this trend is seen across the state. That translates to approximately a loss of \$100,000 from the amount received annually from as recently as 2013. The Treasurer's office had no explanation when asked, but were looking into the matter. A report from the state police indicates that fewer traffic tickets that generate penal fines are being written as police have shifted a degree of attention to crime of other sorts.

He then stated that Milwood Elementary School had invited KPL staff to sign kids up for library cards during a recent after school ice cream social. Steve Maesen and Steve Siebers worked hard

to sign up as many kids as possible. Steve Siebers reported that it was, in his opinion, the best library outreach effort he has engaged in thus far.

Director Wieber then reported the library has expanded its holdings of WiFi hotspots on account of high demand. The library now has 27 hotspots available. There had been a substantial holds list for these items. M. Cockrell stated there were upwards of 48 holds near the beginning of the summer. Repeat lenders have provided nothing but positive feedback regarding their use.

Director Wieber continued, stating library staff has been active in attending seminars and townhalls on the topic of the national opioid epidemic. He emphasized the importance of being proactive in preparing for an overdose event within KPL facilities. He then stated increased security presence may be sought in the near future to both act as a deterrent and increase our ability to react to such a situation in an expedient manner.

Lastly, Director Wieber stated the lower level bathrooms are rapidly approaching completion. At Washington Square, the restoration work has been completed, and the community room is now available once again for programming. Susan Lindemann, Head of Facilities, stated due to some recent damage, the hardware on the front door of Washington Square will be replaced with an electric lock and crash bar before long.

Director Wieber then noted the retaining wall at that location has been deteriorating to the extent that bricks have become loose, one of which was recently thrown through a window of the library.

Discussion: J. VanderRoest stated, in regards to state penal fines, that the majority of those funds are generated by highway weigh stations, many of which are not currently being utilized. While, for KPL, the loss of penal fine revenue has had a fairly minimal impact, many smaller libraries have undergone significant budget reductions to cope with this loss.

President Godfrey asked if it was known how patrons were utilizing the WiFi hotspots. M. Cockrell stated it has been difficult to ascertain exactly how they were being used. President Godfrey suggested a targeted survey to determine the scope of their use. Director Wieber asked whether they work while traveling. M. Cockrell said they work as long as there is phone coverage through the Sprint network in the area. Patrons have reported taking the devices on the road with them. He also stated, to date, only one hotspot has not been returned. Farrell Howe, Marketing and Communications Manager stated the library had not initially done a large marketing push for the hotspots out of concern that demand would outstrip availability.

R. Brown asked if M. Cockrell knew how it was that one of the devices was lost. M. Cockrell stated it simply was not returned, and consequently, was remotely deactivated by staff.

J. Williams asked, in regards to the opioid epidemic, whether security at branches was of concern at this time. Kevin King, Head of Branch and Circulation and Head of Security stated it was not a concern at this time. Security presence at Washington Square is currently considered adequate, as well as at the Eastwood location. The primary area of concern, by far, is Central Library. Director Wieber stated his assumption that Central Library is a more desirable and convenient location for such behavior.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- J. Williams stated she had recently attended the funeral services of one of the young people killed in a recent car crash in Kalamazoo. She reported that a special thanks to the Alma Powell Branch Library was included in materials distributed at the services. Staff at the Powell location recently assisted the family of the deceased in their search for a venue for a memorial event.
- C. TenBrink had no comments.
- K. Randolph had no comments.
- R. Brown said he had attended a number of community events around town, including Despierta Kalamazoo, and was pleased to see library staff there, promoting services.
- J. VanderRoest reflected upon discussions that took place during his early years on the board in which technological innovations were, by the count of some people, increasingly rendering libraries irrelevant. He stated that many of those innovations are now, themselves, obsolete while libraries remain a large part of communities across the world.
- President Godfrey had no comments

X. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting at 5:17 P.M.

X

Kerria Randolph
Secretary



MEMO

TO: Library Trustees

FROM: Ryan Wieber
Library Director

RE: **Personnel Items**

DATE: October 23, 2017

Hourly Staff

New Hires

Lisandro Gutierrez – CAD Intern

Sepations

Gwen Oosterhouse – Librarian Sub

Employee Anniversaries

- Ben Bruex – 18 yrs.
- Amy Chase – 15 yrs.
- Anastasia Huber – 13 yrs.
- Jun VanLear – 9 yrs.
- Andrea Vernola – 6 yrs.
- Justin Barnes – 3 yrs.
- Mary Griswold – 3 yrs.
- Destany Kelly – 1 yr.
- Ben Miller – 1 yr.



MEMO

TO: Library Trustees

FROM: Ryan Wieber
Library Director

RE: **Financial Reports for the Month
Ending September 30, 2017**

DATE: October 23, 2017

Recommendation:

I recommend the Board accept the Financial Reports for the month ending September 30, 2017.

Executive Summary:

Notes to the reports are included for your information.

James E. VanderRoest, Treasurer

Kalamazoo Public Library
Financial Reports for September 2017

Combined Balance Sheet

Cash balances remain high at the end of September. Other Assets dropped considerably during the month due to the Business Office posting the expenses that were identified at the end of last fiscal year as prepaid into FY 2017-2018. All other asset and liability accounts were normal for the month.

Sources and Uses of Funds and Electronic Transfers

Governmental pooled funds on hand as of September 30, 2017 totaled \$8,284,422. Sources of funds during the month totaled \$304,511, highlighted by the receipt of the second installment of the Library's share of District Court Penal Fines from Kalamazoo County (\$73,771) and another distribution from the Amy P. Mesara Trust (\$200,000). Uses of funds of totaled \$830,082 led by Salaries & Wages, Prepaid Expenditures and Materials. Electronic transfer activity between KPL bank accounts was typical for the month of September.

General Operating Fund

Library expenditures recognized through the first three months of date of FY 2017-2018 totaled \$2,663,788, representing 23% of the Preliminary Budget for the year. Apart from Salary and Benefits, expenses during the month of September were led by Materials and Technical Services. General Fund revenue was highlighted by fines and fees received across the KPL District.

Capital Improvement Plan

There was little activity in the Capital Improvement Plan during September and the spending that occurred (\$21,963) was attributed to the Central Restroom Upgrades (project 806).

Special Revenue Fund

The Special Revenue Fund received substantial gift and donation revenue during the month of September, led by the \$200,000 distribution from the Amy P. Mesara Trust mentioned above and a \$10,000 donation for the Ready-to-Read program. Spending from the Special Revenue Fund was minimal for the month.

Endowment Fund

The market value of the Endowment Fund as of September 30, 2017 per the custodian statement from Ameritrade was \$4,148,791, representing an increase in value of the Endowment Fund of \$85,556 compared to the fund value end of August. A copy of page 1 of the monthly statement from Ameritrade is attached to the end of this internal financial report.

KALAMAZOO PUBLIC LIBRARY

Combined Balance Sheet

As of September 30, 2017

	Operating	Capital	Special Revenue	Endowment
Assets				
Cash & Equivalents				
Cash & Checking	\$ 3,709,755	\$ 2,535,846	\$ 399,610	\$ 182,184
Investments	\$ 1,639,095	\$ -	\$ 76,569	\$ 3,966,607
Total Cash & Equivalents	\$ 5,348,850	\$ 2,535,846	\$ 476,179	\$ 4,148,791
Accounts Receivable				
Accounts Receivable	\$ 6,740	\$ -	\$ -	\$ -
Total	\$ 6,740	\$ -	\$ -	\$ -
Taxes Receivable				
Taxes Receivable	\$ -	\$ -	\$ -	\$ -
Total Taxes Receivable	\$ -	\$ -	\$ -	\$ -
Other Assets				
Other Assets	\$ 134,425	\$ -	\$ -	\$ -
Due to/from Other Funds	\$ -	\$ -	\$ -	\$ -
Total Other	\$ 134,425	\$ -	\$ -	\$ -
Total Assets	\$ 5,490,015	\$ 2,535,846	\$ 476,179	\$ 4,148,791
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$ 236	\$ -	\$ -	\$ -
Salaries Payable	\$ 2,284	\$ -	\$ -	\$ -
Retirement Payable	\$ 51,483	\$ -	\$ -	\$ -
Total Accounts Payable	\$ 54,003	\$ -	\$ -	\$ -
Long Term Liabilities				
Long Term Liabilities	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -
Net Assets				
Fund Balance	\$ 5,436,012	\$ 2,535,846	\$ 476,179	\$ 4,148,791
Total	\$ 5,436,012	\$ 2,535,846	\$ 476,179	\$ 4,148,791
Total Liabilities & Fund Balance	\$ 5,490,015	\$ 2,535,846	\$ 476,179	\$ 4,148,791

KALAMAZOO PUBLIC LIBRARY
Sources and Uses of Funds
Governmental Pooled Funds
For the month ending September 30, 2017

September

BEGINNING CASH BALANCE *	\$ 8,809,993
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* Including short-term investments

SOURCES OF CASH:

Property Tax Receipts	\$ 1,000
IFT/CFT, PILOT, Other receipts	\$ 887
State Aid/Renaissance Zone Reimbursement	\$ -
USF Refund/Law Library Contract/District Ct. Penal Fines	\$ 73,771
Interest Income	\$ 1,352
Library Fines & Fees	\$ 10,196
Other Sources: Gifts, Grants, & Reimbursements	\$ 6,895
Other Gifts (Ready to Read, etc.)	\$ 210,410
TOTAL SOURCES OF CASH	\$ 304,511

USES OF CASH:

Salaries & Wages	\$ (405,922)
Benefits	\$ (37,643)
Materials	\$ (73,819)
Operating Expenditures	\$ (11,258)
Facilities	\$ (40,754)
Technical Services	\$ (32,274)
Purchased Services	\$ (38,119)
Other	\$ (40,840)
Capital Expenditures	\$ (21,697)
Prepaid Expenditures	\$ (127,757)
TOTAL USES OF CASH	\$ (830,082)

ENDING CASH	\$ 8,284,422
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Pooled Cash & Investment Accounts

Checking & other liquid accounts

Fifth Third General	\$ 19,395
Flagstar General	\$ 136,977
First National NOW & ACH Transfer Accounts	\$ 442,445
Fifth Third Arcadia Administration	\$ 1,036
Midwest Business Exchange Account/Paypal	\$ 15,833
Pooled Cash Accounts	\$ 615,685

Pooled Investments

Flagstar Bank MM & CD's	\$ 1,073,226
First National Bank MM, ICS Savings, & CD's	\$ 6,595,510
Pooled Investment Accounts	\$ 7,668,737
Total Pooled Cash & Investments	\$ 8,284,422

KALAMAZOO PUBLIC LIBRARY

Sources and Uses of Funds

Electronic Transfers

For the Month ending September 30, 2017

Description	From	To	Amount
9/1/2017 Transfer from 1st National Checking	1st National Checking		\$ 450,000.00
9/1/2017 Transfer from 1st National Checking	1st National ICS	1st National Checking	\$ (450,000.00)
9/5/2017 MERS HCSP (8/31/17 PY)	Fifth Third Bank	MERS Employees HCSP accounts	\$ (963.56)
9/8/2017 ADP Payroll Fees (8/31/2017)	Flagstar General	ADP	\$ (289.59)
9/12/2017 Transfer from 1st National Checking	1st National Checking		\$ 5,000.00
9/12/2017 Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ (5,000.00)
9/13/2017 District Ct. Penal Fines (2nd Installment)	Kalamazoo County	1st National Checking	\$ 73,770.83
9/13/2017 Transfer from 1st National Checking	1st National Checking		\$ 6,700.00
9/13/2017 Transfer from 1st National Checking	1st National Checking	1st National ACH (pull)	\$ (6,700.00)
9/15/2017 ADP Payroll (9/15/2017 PY)	Flagstar General	Net Payroll - ADP 9/15/2017	\$ (145,767.63)
9/15/2017 Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (20,016.33)
9/15/2017 Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (15,915.10)
9/15/2017 Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (15,915.14)
9/15/2017 Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,364.84)
9/15/2017 Employee Fifth Third HSA (9/15/17 PY)	Fifth Third Bank	Fifth Third Employee Accounts	\$ (684.00)
9/15/2017 Garnishments	Flagstar General	ADP to various	\$ (353.68)
9/15/2017 Child Support	Flagstar General	ADP to State of Mich Disbursement Ctr	\$ (180.07)
9/15/2017 Health Equity HSA (9/15/17 PY)	1st National ACH (push)	Health Equity Employee Accounts	\$ (4,913.91)
9/15/2017 KPLSP/KPLA Dues (9/15/17)	Fifth Third Bank	Fifth Third Employee Accounts	\$ (2,393.55)
9/16/2017 Transfer from 1st National Checking	1st National Checking		\$ 10,200.00
9/19/2017 Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ (10,200.00)
9/19/2017 MERS HCSP (9/15/17 PY)	Fifth Third Bank	MERS Employees HCSP accounts	\$ (957.56)
9/19/2017 MPSERS Employer Contribution (9/15/2017)	1st National ACH (push)	MPSERS	\$ (10,123.48)
9/22/2017 ADP - Payroll Fees	Flagstar General	ADP	\$ (1,828.06)
9/28/2017 Transfer from 1st National Checking	1st National Checking		\$ 4,900.00
9/28/2017 Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ (4,900.00)
9/28/2017 Transfer from 1st National Checking	1st National Checking		\$ 6,300.00
9/28/2017 Transfer from 1st National Checking	1st National Checking	1st National ACH (pull)	\$ (6,300.00)
9/29/2017 ADP Payroll (9/30/2017)	Flagstar General	Net Payroll - ADP 9/30/2017	\$ (137,055.43)
9/29/2017 Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (19,586.04)
9/29/2017 Employee/Employer Social Security	Flagstar General	ADP to SSA/Medicare	\$ (15,329.52)
9/29/2017 Employee/Employer Social Security	Flagstar General	ADP to SSA/Medicare	\$ (15,329.54)
9/29/2017 Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,095.54)
9/29/2017 Garnishments	Flagstar General	ADP to various	\$ (309.30)
9/29/2017 Child Support	Flagstar General	ADP to State of Mich Disbursement Ctr	\$ (180.07)
9/29/2017 KPLSP/KPLA Dues (9/15/17)	Fifth Third Bank	Fifth Third Employee Accounts	\$ (2,239.55)
9/29/2017 Employee Fifth Third HSA (9/30/17 PY)	Fifth Third Bank	Fifth Third Employee Accounts	\$ (584.00)
9/29/2017 Health Equity HSA (9/30/17 PY)	1st National ACH (push)	Health Equity Employee Accounts	\$ (4,813.91)
Total Electronic Transfers September 2017			\$ (356,418.57)

KALAMAZOO PUBLIC LIBRARY

General Operating Fund

September 30, 2017

	Monthly Activity	Monthly Encumbrances	YTD + Expenditures	Preliminary Budget	Budget Remaining	% Complete
Revenue						
Property Taxes	\$ 1,000	\$ -	\$ 1,238	\$ 10,552,167	\$ 10,550,929	0.0%
Other Taxes	\$ 887	\$ -	\$ 887	\$ 100,081	\$ 99,194	0.9%
Fines and Fees	\$ 10,196	\$ -	\$ 32,942	\$ 180,000	\$ 147,058	18.3%
District Court Penal Fines	\$ -	\$ -	\$ -	\$ 212,000	\$ 212,000	0.0%
Local Support	\$ 6,870	\$ -	\$ 7,200	\$ 225,000	\$ 217,800	3.2%
Interest Income	\$ 1,352	\$ -	\$ 2,885	\$ 15,000	\$ 12,115	19.2%
State Aid and Reimbursements	\$ -	\$ -	\$ -	\$ 548,590	\$ 548,590	0.0%
Other	\$ 25	\$ -	\$ 454	\$ 113,600	\$ 113,146	0.4%
Total Revenue	\$ 20,331	\$ -	\$ 45,605	\$ 11,946,438	\$ 11,900,833	0.4%

Expenditures

Salaries

Administrator Salaries	\$ 46,351	\$ -	\$ 135,742	\$ 628,210	\$ 492,468	21.6%
Librarian Salaries	\$ 118,131	\$ -	\$ 356,948	\$ 1,422,114	\$ 1,065,166	25.1%
Supervisory Technical Salaries	\$ 71,283	\$ -	\$ 221,945	\$ 883,177	\$ 661,232	25.1%
Library Assistant Salaries	\$ 131,703	\$ -	\$ 401,416	\$ 1,596,947	\$ 1,195,531	25.1%
Hourly Staff	\$ 52,600	\$ -	\$ 128,971	\$ 723,170	\$ 594,199	17.8%
Substitute Salaries	\$ 4,131	\$ -	\$ 11,538	\$ 68,445	\$ 56,907	16.9%
Vacancy Credit	\$ -	\$ -	\$ -	\$ (50,000)	\$ (50,000)	0.0%
Total	\$ 424,198	\$ -	\$ 1,256,559	\$ 5,272,063	\$ 4,015,504	23.8%

Benefits

Employee Insurance	\$ 85,644	\$ -	\$ 258,363	\$ 1,067,769	\$ 809,406	24.2%
Retirement	\$ 51,911	\$ -	\$ 154,750	\$ 789,283	\$ 634,533	19.6%
Employer FICA-Medicare	\$ 31,245	\$ -	\$ 91,560	\$ 407,245	\$ 315,685	22.5%
Other Benefits	\$ 4,727	\$ -	\$ 9,685	\$ 66,200	\$ 56,515	14.6%
Total	\$ 173,526	\$ -	\$ 514,359	\$ 2,330,497	\$ 1,816,138	22.1%

Materials

Adult Books	\$ 30,891	\$ -	\$ 108,953	\$ 529,300	\$ 420,347	20.6%
Juvenile Books	\$ 12,968	\$ -	\$ 27,159	\$ 109,125	\$ 81,966	24.9%
Periodicals	\$ 28,796	\$ -	\$ 34,820	\$ 49,270	\$ 14,450	70.7%
Audio-Visual Material	\$ 35,158	\$ -	\$ 72,766	\$ 409,318	\$ 336,552	17.8%
Digital Materials	\$ 42,018	\$ -	\$ 78,464	\$ 166,177	\$ 87,712	47.2%
Total	\$ 149,831	\$ -	\$ 322,162	\$ 1,263,190	\$ 941,027	25.5%

Facilities

Fuel	\$ 595	\$ -	\$ 981	\$ 66,500	\$ 65,519	1.5%
Electricity	\$ 22,996	\$ -	\$ 44,749	\$ 200,000	\$ 155,251	22.4%
Water	\$ 542	\$ -	\$ 798	\$ 6,420	\$ 5,622	12.4%
Custodial Supplies	\$ 4,733	\$ -	\$ 11,032	\$ 80,000	\$ 68,968	13.8%
Grounds Maintenance	\$ 819	\$ -	\$ 1,871	\$ 43,476	\$ 41,605	4.3%
Vehicle Maintenance	\$ 292	\$ -	\$ 405	\$ 4,600	\$ 4,195	8.8%
Building Repair	\$ 3,072	\$ -	\$ 19,661	\$ 123,686	\$ 104,025	15.9%

KALAMAZOO PUBLIC LIBRARY

General Operating Fund

September 30, 2017

	Monthly Activity	Monthly Encumbrances	YTD + Expenditures	Preliminary Budget	Budget Remaining	% Complete
Building Operations	\$ 7,149	\$ (6,260)	\$ 35,823	\$ 134,969	\$ 99,146	26.5%
Total	\$ 40,198	\$ (6,260)	\$ 115,320	\$ 659,651	\$ 544,331	17.5%
Operating Expenses						
Supplies	\$ 5,946	\$ 490	\$ 18,084	\$ 106,363	\$ 88,279	17.0%
Misc. Operating Expenses	\$ 7,897	\$ 4,645	\$ 31,507	\$ 128,802	\$ 97,295	24.5%
Postage & Freight	\$ 1,210	\$ -	\$ 3,390	\$ 46,600	\$ 43,210	7.3%
Rent	\$ 2,507	\$ -	\$ 8,045	\$ 34,100	\$ 26,055	23.6%
Processing Supplies	\$ 1,086	\$ (234)	\$ 4,970	\$ 65,140	\$ 60,170	7.6%
Total	\$ 18,645	\$ 4,901	\$ 65,996	\$ 381,005	\$ 315,009	17.3%
Technical Services						
F&E Repair & Maintenance	\$ 7,957	\$ -	\$ 8,933	\$ 28,814	\$ 19,881	31.0%
Telecommunications	\$ 8,959	\$ -	\$ 24,784	\$ 92,234	\$ 67,450	26.9%
Software as Service	\$ 27,992	\$ (19,038)	\$ 33,451	\$ 269,022	\$ 235,571	12.4%
Software Licensing & Maint.	\$ 43,983	\$ -	\$ 89,335	\$ 178,973	\$ 89,638	49.9%
Cataloging & Processing	\$ 3,631	\$ -	\$ 10,155	\$ 81,000	\$ 70,845	12.5%
Total	\$ 92,523	\$ (19,038)	\$ 166,659	\$ 650,043	\$ 483,384	25.6%
Purchased Services						
Security	\$ 10,759	\$ -	\$ 29,640	\$ 190,539	\$ 160,899	15.6%
Insurance	\$ 49,332	\$ -	\$ 52,703	\$ 91,000	\$ 38,297	57.9%
Legal Services	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	0.0%
Contracted Services	\$ 16,283	\$ -	\$ 45,968	\$ 228,021	\$ 182,053	20.2%
Printing Services	\$ 16,986	\$ -	\$ 19,706	\$ 97,000	\$ 77,294	20.3%
Advertising	\$ 2,794	\$ -	\$ 4,854	\$ 55,900	\$ 51,046	8.7%
Total	\$ 96,154	\$ -	\$ 152,871	\$ 677,460	\$ 524,589	22.6%
Other Expenditures						
Tax Charge Backs	\$ 654	\$ -	\$ 654	\$ 125,000	\$ 124,346	0.5%
Staff Development	\$ 4,688	\$ -	\$ 14,580	\$ 43,515	\$ 28,935	33.5%
Travel & Conference	\$ 2,802	\$ -	\$ 4,471	\$ 70,400	\$ 65,929	6.4%
Board Expenses	\$ 190	\$ -	\$ 730	\$ 8,990	\$ 8,260	8.1%
Programming	\$ 12,365	\$ -	\$ 49,427	\$ 198,275	\$ 148,848	24.9%
Total	\$ 20,699	\$ -	\$ 69,861	\$ 446,180	\$ 376,319	15.7%
Total Expenditures	\$ 1,015,773	\$ (20,397)	\$ 2,663,788	\$ 11,680,088	\$ 9,016,301	22.8%
Transfers						
Transfers Out						
Transfers to other funds	\$ -	\$ -	\$ -	\$ 190,000	\$ 190,000	0.0%
Total	\$ -	\$ -	\$ -	\$ 190,000	\$ 190,000	0.0%
Total Transfers	\$ -	\$ -	\$ -	\$ 190,000	\$ 190,000	0.0%

KALAMAZOO PUBLIC LIBRARY

Capital Improvement Plan

September 30, 2017

Monthly Activity	Monthly Encumbrances	YTD + Encumbrances	Carryover Budget	New Approved Requests	Budget Remaining
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3 - Capital Improvement Plan

Revenue Received

Local Revenue

Other Local Gifts & Grants

816 - Teen Space Remodel

Total

\$	-	\$	-	\$	50,000	\$	-	\$	-	\$	(50,000)
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Total Revenue Received

\$	-	\$	-	\$	50,000	\$	-	\$	-	\$	(50,000)
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Approved Pre-Expenditures

Furnishings

Furnishings Reserve

810 - Furnishings Reserve

Total Furnishings Reserve

\$	-	\$	-	\$	-	\$	123,772	\$	75,000	\$	198,772
----	---	----	---	----	---	----	---------	----	--------	----	---------

Central Library

889 - Children's Room Table/Chairs

892 - Local History Room Furniture

Total Central Library

\$	-	\$	-	\$	-	\$	8,328	\$	9,500	\$	17,828
\$	-	\$	-	\$	-	\$	1,016	\$	-	\$	1,016
\$	-	\$	-	\$	-	\$	9,344	\$	9,500	\$	18,844

Branch Libraries

815 - Workspaces & Public Areas-Oshtemo

881 - Eastwood/Powell - furniture

Total Branch Libraries

\$	-	\$	-	\$	-	\$	11,443	\$	-	\$	11,443
\$	-	\$	-	\$	-	\$	1,200	\$	-	\$	1,200
\$	-	\$	-	\$	-	\$	12,643	\$	-	\$	12,643

System-Wide Projects

814 - Chairs - Multiple Departments

Total System-Wide Projects

\$	-	\$	-	\$	5,086	\$	28,294	\$	-	\$	28,294
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Total Furniture & Equipment

\$	-	\$	-	\$	5,086	\$	174,053	\$	84,500	\$	203,186
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Building Alterations

Building Reserve

820 - Building Alterations Reserve

Total Building Reserve

\$	-	\$	-	\$	-	\$	204,352	\$	250,000	\$	454,352
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Structural Projects

807 - Washington Square Bldg Projects

828 - Eastwood Building Projects

Total Structural Projects

\$	-	\$	5,073	\$	5,073	\$	43,153	\$	-	\$	43,153
\$	-	\$	-	\$	(50)	\$	2,949	\$	-	\$	2,949
\$	-	\$	5,073	\$	5,023	\$	46,102	\$	-	\$	46,102

Mechanical Projects

Contingency – Mechanical Projects

Contingency – Facilities Projects

825 - Central Chiller / Cooling tower

826 - Central Steam Boiler

841 - Central Louvers on AHU-2

887 - Generators-all sites

895 - Central Freight Elevator

Total Mechanical Projects

\$	-	\$	-	\$	-	\$	9,150	\$	-	\$	9,150
\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
\$	-	\$	-	\$	-	\$	15,400	\$	-	\$	15,400
\$	-	\$	-	\$	-	\$	5,000	\$	-	\$	5,000
\$	-	\$	-	\$	-	\$	45,000	\$	-	\$	45,000
\$	-	\$	-	\$	-	\$	75,000	\$	-	\$	75,000
\$	-	\$	-	\$	-	\$	4,640	\$	-	\$	4,640
\$	-	\$	-	\$	-	\$	154,190	\$	-	\$	154,190

Control & Security Systems

827 - Security Systems

Total Control & Security Systems

\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
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Other Facilities Projects

806 - Central Restrooms

\$	21,963	\$	(21,854)	\$	2,723	\$	58,492	\$	-	\$	36,529
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KALAMAZOO PUBLIC LIBRARY

Capital Improvement Plan

September 30, 2017

	Monthly Activity	Monthly Encumbrances	YTD + Encumbrances	Carryover Budget	New Approved Requests	Budget Remaining
808 - Oshtemo Smart Drop - Design Phase	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
811 - Carpet Master Plan	\$ -	\$ -	\$ -	\$ 274,174	\$ -	\$ 274,174
823 - Oshtemo Building Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
824 - Eastwood Drop Ceiling	\$ -	\$ -	\$ -	\$ 2,932	\$ -	\$ 2,932
893 - Delivery Vehicle	\$ -	\$ -	\$ -	\$ 9,691	\$ -	\$ 9,691
897 - System - Door Counter Sensors	\$ -	\$ -	\$ -	\$ 3,461	\$ -	\$ 3,461
Total Other Facilities Projects	\$ 21,963	\$ (21,854)	\$ 2,723	\$ 353,750	\$ -	\$ 331,786
Total Building Alterations	\$ 21,963	\$ (16,781)	\$ 7,746	\$ 758,394	\$ 250,000	\$ 986,430
Computer & Technology						
Computer & Tech. Reserve						
830 - Computer & Technology Reserve	\$ -	\$ -	\$ -	\$ 89,668	\$ 110,000	\$ 199,668
Total Computer & Tech. Reserve	\$ -	\$ -	\$ -	\$ 89,668	\$ 110,000	\$ 199,668
Public Technology & Hardware						
831 - PC Replacement	\$ -	\$ -	\$ -	\$ 34,272	\$ 40,000	\$ 74,272
843 - Branch digital signage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
844 - USB Charging Stations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
884 - Digital Lab Equipment	\$ -	\$ -	\$ -	\$ 10,132	\$ -	\$ 10,132
Total Public Technology & Hardware	\$ -	\$ -	\$ -	\$ 44,404	\$ 40,000	\$ 84,404
Portable Technology						
878 - Portable Devices	\$ -	\$ 1,270	\$ 2,575	\$ 747	\$ 12,000	\$ 10,172
Total Portable Technology	\$ -	\$ 1,270	\$ 2,575	\$ 747	\$ 12,000	\$ 10,172
Other Tech/Computer Equipment						
854 - Other Tech/Computer Equipment	\$ -	\$ -	\$ -	\$ 60,433	\$ 25,280	\$ 104,424
855 - Telephone System	\$ -	\$ -	\$ -	\$ 11,845	\$ -	\$ -
879 - Office scanners	\$ -	\$ -	\$ -	\$ 5,329	\$ 3,900	\$ 9,229
Total Other Tech/Computer Equipment	\$ -	\$ -	\$ -	\$ 77,607	\$ 29,180	\$ 113,652
RFID/Circulation						
852 - RFID/ILS Equipment	\$ -	\$ -	\$ -	\$ 3,716	\$ -	\$ -
Total RFID/Circulation Tech.	\$ -	\$ -	\$ -	\$ 3,716	\$ -	\$ -
Total Computer & Technology	\$ -	\$ 1,270	\$ 2,575	\$ 216,141	\$ 191,180	\$ 407,896
Total CIP Expenditures	\$ 21,963	\$ (15,511)	\$ 15,407	\$ 1,148,588	\$ 525,680	\$ 1,597,512
Transfers						
Transfers In/(Out)						
Transfers from other funds						
800 - Capital Improvement Plan	\$ 162,000	\$ -	\$ -			\$ (190,000)
816 - Teen Space Remodel	\$ (162,000)	\$ -	\$ (162,000)			\$ 162,000
Total	\$ -	\$ -	\$ 162,000			\$ 28,000
Total Transfers	\$ -	\$ -	\$ 162,000			\$ 28,000
TOTAL BEGINNING FUND BALANCE	\$ 1,132,526	\$ -	\$ 931,885			\$ -
TOTAL NET SURPLUS/(DEFICIT)	\$ (21,963)	\$ 17,916	\$ 196,593			\$ (214,865)
TOTAL ENDING FUND BALANCE	\$ 1,110,563	\$ 17,916	\$ 1,128,479			\$ (214,865)

KALAMAZOO PUBLIC LIBRARY

Special Revenue Fund

September 30, 2017

	Monthly Activity	Monthly Encumbrances	YTD + Encumbrances	Budget	Budget Left	% Complete
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4 - Special Revenue Fund

Revenue

Local Support

233 - Ready to Read - Gifts	\$ 10,000	\$ -	\$ 10,015	\$ 1,000	\$ (9,015)	1001.5%
235 - Ready to Read - Spelling Bee	\$ 350	\$ -	\$ 350	\$ 21,800	\$ 21,450	1.6%
301 - Gifts & Memorials - Materials	\$ 59	\$ -	\$ 184	\$ 2,500	\$ 2,316	7.4%
302 - Amy P. Mesara Trust	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ (200,000)	n.a.
308 - Library Gifts	\$ -	\$ -	\$ 250	\$ 500	\$ 250	50.0%
310 - KPL Antiracism Transformation Team	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%
Total Local Support	\$ 210,409	\$ -	\$ 210,799	\$ 30,800	\$ (179,999)	684.4%

Other

235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200	0.0%
Total Other Revenue	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200	0.0%
Total Revenue	\$ 210,409	\$ -	\$ 210,799	\$ 32,000	\$ (178,799)	658.7%

Expenditures

Materials

Adult Books

301 - Gifts & Memorials - Materials	\$ 138	\$ -	\$ 306	\$ 3,000	\$ 2,694	10.2%
Total Adult Books	\$ 138	\$ -	\$ 306	\$ 3,000	\$ 2,694	10.2%

Juvenile Books

233 - Ready to Read - Gifts	\$ 111	\$ -	\$ 2,240	\$ 15,000	\$ 12,760	14.9%
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ 2,003	\$ 18,000	\$ 15,997	11.1%
301 - Gifts & Memorials - Materials	\$ 16	\$ -	\$ 16	\$ 500	\$ 484	3.2%
Total Juvenile Books	\$ 127	\$ -	\$ 4,259	\$ 33,500	\$ 29,241	12.7%

Audio-Visual Material

301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ -	\$ 100	\$ 100	0.0%
Total Audio-Visual Material	\$ -	\$ -	\$ -	\$ 100	\$ 100	0.0%
Total Materials	\$ 265	\$ -	\$ 4,564	\$ 36,600	\$ 32,036	12.5%

Operating Expenses

Misc. Operating Expenses

118 - Budget Reserves	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	0.0%
233 - Ready to Read - Gifts	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,500	0.0%
301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ -	\$ 500	\$ 500	0.0%
308 - Library Gifts	\$ -	\$ -	\$ -	\$ 2,748	\$ 2,748	0.0%
310 - KPL Antiracism Transformation Team	\$ 46	\$ -	\$ 303	\$ 5,000	\$ 4,697	6.1%
379 - Friends Mini-Grants 2015	\$ -	\$ -	\$ -	\$ 3,266	\$ 3,266	0.0%
398 - Friends Mini-Grants 2017	\$ 138	\$ -	\$ 1,314	\$ -	\$ (1,314)	0.0%
Total Misc. Operating Expenses	\$ 185	\$ -	\$ 1,617	\$ 22,014	\$ 20,397	7.3%

KALAMAZOO PUBLIC LIBRARY

Special Revenue Fund

September 30, 2017

	Monthly Activity	Monthly Encumbrances	YTD + Encumbrances	Budget	Budget Left	% Complete
Total Operating Expenses	\$ 185	\$ -	\$ 1,617	\$ 22,014	\$ 20,397	7.3%
Total Expenditures	\$ 449	\$ -	\$ 6,181	\$ 58,614	\$ 52,433	10.5%

BEGINNING FUND BALANCE

233 - Ready to Read - Gifts	\$ 11,284	\$ -	\$ 13,398	\$ 13,398	\$ -	100.0%
234 - Ready to Read - KCF	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ -	100.0%
235 - Ready to Read - Spelling Bee	\$ 76,223	\$ -	\$ 78,226	\$ 78,226	\$ -	100.0%
301 - Gifts & Memorials - Materials	\$ 7,303	\$ -	\$ 7,346	\$ 7,346	\$ -	100.0%
302 - Amy P. Mesara Trust	\$ 15,423	\$ -	\$ 15,423	\$ 15,423	\$ -	100.0%
307 - ONEplace Nonprofit Services	\$ 570	\$ -	\$ 570	\$ 570	\$ -	100.0%
308 - Library Gifts	\$ 3,168	\$ -	\$ 2,918	\$ 2,918	\$ -	100.0%
309 - Jochem Fund	\$ 62,500	\$ -	\$ 62,500	\$ 62,500	\$ -	100.0%
310 - KPL Antiracism Transformation Team	\$ 4,055	\$ -	\$ 4,312	\$ 4,312	\$ -	100.0%
377 - Friends Mini-Grants - 2016	\$ 943	\$ -	\$ 943	\$ 943	\$ -	100.0%
397 - KCF - Local History & Comm Info Agency Fd	\$ 76,569	\$ -	\$ 76,569	\$ 76,569	\$ -	100.0%
398 - Friends Mini-Grants 2017	\$ 2,181	\$ -	\$ 3,357	\$ 3,357	\$ -	100.0%
	\$ 266,220	\$ -	\$ 271,562	\$ 271,562	\$ -	100.0%

NET SURPLUS/(DEFICIT)

118 - Budget Reserves	\$ -	\$ -	\$ -	\$ (1,000)	\$ (1,000)	0.0%
233 - Ready to Read - Gifts	\$ 9,889	\$ -	\$ 7,775	\$ (19,000)	\$ (26,775)	(40.9%)
235 - Ready to Read - Spelling Bee	\$ 350	\$ -	\$ (1,653)	\$ 500	\$ 2,153	(330.6%)
301 - Gifts & Memorials - Materials	\$ (95)	\$ -	\$ (138)	\$ (1,600)	\$ (1,462)	8.6%
302 - Amy P. Mesara Trust	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ (200,000)	0.0%
308 - Library Gifts	\$ -	\$ -	\$ 250	\$ (2,248)	\$ (2,498)	(11.1%)
310 - KPL Antiracism Transformation Team	\$ (46)	\$ -	\$ (303)	\$ -	\$ 303	0.0%
379 - Friends Mini-Grants 2015	\$ -	\$ -	\$ -	\$ (3,266)	\$ (3,266)	0.0%
398 - Friends Mini-Grants 2017	\$ (138)	\$ -	\$ (1,314)	\$ -	\$ 1,314	0.0%
	\$ 209,960	\$ -	\$ 204,618	\$ (26,614)	\$ (231,232)	(768.8%)

ENDING FUND BALANCE

118 - Budget Reserves	\$ -	\$ -	\$ -	\$ (1,000)	\$ (1,000)	0.0%
233 - Ready to Read - Gifts	\$ 21,173	\$ -	\$ 21,173	\$ (5,602)	\$ (26,775)	(377.9%)
234 - Ready to Read - KCF	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ -	100.0%
235 - Ready to Read - Spelling Bee	\$ 76,573	\$ -	\$ 76,573	\$ 78,726	\$ 2,153	97.3%
301 - Gifts & Memorials - Materials	\$ 7,208	\$ -	\$ 7,208	\$ 5,746	\$ (1,462)	125.5%
302 - Amy P. Mesara Trust	\$ 215,423	\$ -	\$ 215,423	\$ 15,423	\$ (200,000)	1396.7%
307 - ONEplace Nonprofit Services	\$ 570	\$ -	\$ 570	\$ 570	\$ -	100.0%
308 - Library Gifts	\$ 3,168	\$ -	\$ 3,168	\$ 670	\$ (2,498)	473.1%
309 - Jochem Fund	\$ 62,500	\$ -	\$ 62,500	\$ 62,500	\$ -	100.0%
310 - KPL Antiracism Transformation Team	\$ 4,009	\$ -	\$ 4,009	\$ 4,312	\$ 303	93.0%
377 - Friends Mini-Grants - 2016	\$ 943	\$ -	\$ 943	\$ 943	\$ -	100.0%
379 - Friends Mini-Grants 2015	\$ -	\$ -	\$ -	\$ (3,266)	\$ (3,266)	0.0%
397 - KCF - Local History & Comm Info Agency Fd	\$ 76,569	\$ -	\$ 76,569	\$ 76,569	\$ -	100.0%
398 - Friends Mini-Grants 2017	\$ 2,043	\$ -	\$ 2,043	\$ 3,357	\$ 1,314	60.8%
	\$ 476,179	\$ -	\$ 476,179	\$ 244,948	\$ (231,232)	194.4%

MONTHLY STATEMENT

Reporting Period: September 1 - 30, 2017

ACCOUNT SUMMARY

Total Account Value: \$4,148,791.29

YOUR INDEPENDENT ADVISOR

ARCADIA INVESTMENT MGMT CORP
125 S. KALAMAZOO MALL
SUITE 306
KALAMAZOO MI 49007

For questions regarding the services provided
by your Independent Advisor call
(269) 349-0800

Questions? - Contact us.
(800) 431-3500

TD Ameritrade Clearing, Inc., Member SIPC

CHANGE IN ACCOUNT VALUE

	This Month 9/1/17 - 9/30/17	Year to Date 1/1/17 - 9/30/17
BEGINNING VALUE	\$4,063,235.48	\$3,961,399.82
Dividends and Interest	5,686.52	46,802.41
Market Appreciation/(Depreciation)	79,925.60	321,225.26
Withdrawals from Account	-	(162,000.00)
Other Income or Expense	(56,31)	(18,636.20)
ENDING VALUE	\$4,148,791.29	\$4,148,791.29
CHANGE IN VALUE	\$85,555.81	\$187,391.47

ACCOUNT SUMMARY

Total Account Value: \$4,148,791.29

SUMMARY OF HOLDINGS (does not represent an asset allocation)

	Market Value as of 9/30/17	Percent of Account
Cash and Cash Alternatives	\$182,183.96	4.39%
Exchange Traded Funds (ETFs)	288,007.00	6.94
Fixed Income	1,461,281.03	35.22
Stocks	2,217,319.30	53.44
TOTAL VALUE	\$4,148,791.29	100.0%

Account 906-327830
KALAMAZOO PUB LIBRARY ENDWMNT FND
ATTN LISA A GODFREY
CORPORATION

**Market Appreciation/
Depreciation**
*The change in value of
investments due to the market
assessment of their worth, which
is separate from value added by
corporate actions (such as the
issuance of dividend or interest
payments) and your own
additions or withdrawals.*

Other Income or Expense

Miscellaneous expenses

*including management fees, as
well as TD Ameritrade fees (such
as for wire transfer or returned
checks) and/or miscellaneous
income credited to the account
such as a margin interest
adjustment, royalties, etc.*



Institutional



MEMO

TO: Library Trustees
RE: **Strategic Planning Statistics
First Quarter 2017 - 2018**

FROM: Ryan Wieber
Library Director
DATE: October 23, 2017

Attached is the first quarter Strategic Plan Quarterly Statistics 2017-2018. Most goals are on track for a strong year. Comments on a few of them:

- 1.3: Gift books – Ready to Read gift book distribution is off to a fine start this year and includes books given out to eight pediatric offices, the WMU School of Medicine, KRESA West Campus, Vicksburg Party in the Park, Loaves and Fishes, and the Head Start Health & Wellness Fair.
- 5.3: Active Card Holders – We are continuing to measure this number in the same way we have over the past year, examining active card use within the most recent six-month period. We expect it will fluctuate throughout the year.
- 5.4: Adult Program and Outreach Attendance – We are reporting strong numbers during this first quarter on the heels of our efforts to distribute eclipse glasses for the 2017 solar eclipse and provide attendant programming opportunities.
- 7.1: Locally Focused Program and Outreach Attendance – Another item off to a good start due to strong public attendance of the weekly Lunchtime Live events throughout the summer as well as the 2nd Annual Despierta Kalamazoo Hispanic Heritage Fiesta, both of which took place in Bronson Park.

Strategic Plan Quarterly Statistics 2017-2018

Priority 1 - Create young readers and learners: early literacy

Children from birth to kindergarten will have materials, programs, and digital opportunities designed to ensure they will enter school ready to learn.

Goal 1: Children, birth to kindergarten, will have access to materials, programs, and digital opportunities to help them enter school ready to learn to read, write, and listen.		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2017-2018 Target	% of Target
1.1	The circulation of picture books, easy readers, and board books will increase by 5%.	43,291				43,291	172,500	25.2%
1.2	At least 12,000 children will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	3,380				3,380	12,000	28.2%
1.3	This year, the library will distribute 10,000 gift books. (Ready to Read)	3,754				3,754	10,000	37.5%

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

		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2017-2018 Target	% of Target
2.1	7,000 parents and caregivers of young children will attend or participate in programs or outreach events sponsored or co-sponsored by the library designed to support them in their role as parent or caregiver.	1,936				1,936	7,000	27.7%

Priority 2 - Stimulate imagination: reading, viewing, listening, and creating for pleasure

Residents of all ages will have access to materials, programs and services designed to enhance their leisure time.

Goal 3: Children, first to fifth grade, will have materials, programs, and services that stimulate their imagination and provide pleasurable reading, viewing, listening, and creating experiences.		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2017-2018 Target	% of Target
3.1	The circulation of children's fiction and non-fiction, all formats, will be maintained at its 2016-2017 level.	42,950				42,950	166,074	25.9%
3.2	The circulation of children's movies and music, all formats, will be maintained at its 2016-2017 level.	22,336				22,336	92,164	24.2%
3.3	At least 16,000 children will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	4,499				4,499	16,000	28.1%

Strategic Plan Quarterly Statistics 2017-2018

Goal 4: Teens and tweens will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, listening, and creating experiences.												
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2017-2018 Target	% of Target				
4.1	The circulation of teen fiction and non-fiction, all formats, will be maintained at its 2016-2017 level.	13,804				13,804	56,500	24.4%				
4.2	At least 9,000 teens will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	2,140				2,140	9,000	23.8%				
Goal 5: Adults will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.												
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2017-2018 Target	% of Target				
5.1	The circulation of adult reading collections will be maintained at its 2016-2017 level.	106,797				106,797	410,000	26.0%				
5.2	The circulation of digital collections will increase by 15%.	37,455				37,455	163,000	23.0%				
5.3	The number of active KPL cardholders will increase by 15%.	26,278				26,278	26,100	100.0%				
5.4	At least 10,000 adults will attend or participate in programs or outreach events sponsored or cosponsored by the library.	4,886				4,886	10,000	48.9%				
5.5	75% of surveyed patrons will report that Reading Together has had a positive impact on their lives.	Survey Undertaken in 3rd Quarter										
Priority 3 - Connect to the digital world: access and digital services												
All patrons will have access, tools, and assistance needed to navigate the digital world.												
Goal 6: Everyone in Kalamazoo will have free high-speed internet access in the library and digital opportunities tailored to their needs.												
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2017-2018 Target	% of Target				
6.1	The number of people who use library resources to connect to the digital world will be maintained at its 2016-2017 level. (PCs + WiFi)	37,771				37,771	145,000	26.0%				
6.2	At least 1,000 people will utilize services in the digital lab.	257				257	1,000	25.7%				

Strategic Plan Quarterly Statistics 2017-2018

6.3	Each year, at least 500 people will attend or participate in digitally based programs or outreach events, sponsored or co-sponsored by the library.	130				130	500	26.0%
Priority 4 - Discover and celebrate local: history, genealogy, information, and culture								
Residents and visitors will have the resources, tools, and programs necessary to understand and appreciate local and family histories and the culture unique to Kalamazoo.								
Goal 7:	Residents and visitors will have the resources, tools, and programs to understand and appreciate local and family histories and the culture unique to Kalamazoo.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2017-2018 Target	% of Target
7.1	At least 1,200 people will attend locally focused programs or outreach events sponsored or co-sponsored by the library.	603				603	1,200	50.0%
7.2	Hits on Local History cloud-based archives (archive.org, flickr commons, etc.) will increase by 30%.	40,966				40,966	433,000	9.4%



Director's Report

October 2017

From the Director

1. During the past month I attended a 2.5 day ERACCE Training, had meetings with the Library of Michigan Foundation, trustees of the Irving S. Gilmore Foundation, MLA Legislative Committee, Kalamazoo County Treasurer's office, and Friends of KPL. I also visited a few 1st grade classes as they made their first class visits, received a comprehensive tour of the downtown KVCC facilities, and had an interview on WMUK.
2. Kevin King and I have enrolled in the Harwood Public Libraries Innovators Lab, an online version of their onsite 2.5 day training. Harwood promotes community improvement and organizational change and planning by “turning outward,” listening to the needs and aspirations of the entire community, and then developing strategies within the library to address those needs. Harwood has been around for at least a decade or two, and is an ALA-partnering organization. No matter which direction KPL eventually turns for its next strategic planning process, the core Harwood premise of identifying the local community’s aspirations and allowing strategy to organically develop from there is a worthy consideration.
3. I have assigned library staff to a “KPS Library Card Task Force” to assess the development of a process to get a library card into the hands of every Kalamazoo Public Schools student. This task force will initially determine whether or not we can utilize current student ID cards (all students in grades 6-12 have them) as library cards – we believe we can—and then begin developing our budgets and policies while identifying logistical concerns to move forward. There are three immediate factors in our favor for an eventual, successful implementation: 1) a very supportive KPS; 2) technology capabilities with SIRSI; and 3) an existing framework based on our 1st grade card program.
4. The 2016-17 FY Audit process is nearly completed, and we are expecting the draft audit any day. As a result of the delayed timing in its issuance, the Finance and Budget Committee will not have enough time to convene and review it for a recommendation to the full board for acceptance (and presentation) at the October meeting. Currently, I have scheduled the presentation by the auditor for the regular December board meeting.
5. A follow-up on our opioid awareness issue: Kevin King is now a member of the Kalamazoo County Opioid Epidemic group and has shared with them our desire to be an outlet for public awareness and education. We are also receiving an introduction to identify potential overdose cases and the application of Narcan for MTeam members and lead librarians. This training will

help determine if this is the path we wish to ultimately take.

6. The library will be changing employee life insurance providers—switching from Madison Life to Minnesota Life in order to offer employees better rates and higher levels of coverage for themselves and dependents. Terry New has investigated this and will soon begin the changeover process.
7. Several staff will be attending the Michigan Library Association annual conference in Lansing October 18-20, and KPL will once again be highlighted by our outstanding staff presenting their work at various sessions. An MLA follow-up report will be summarized for the board in December.

Create Young Readers

8. Visits with teen parents at Loy Norrix High School began in October; these visits will occur monthly throughout the school year as talk with these parents about speech and language development, connect them to KPL with new or cleared library cards, play with their babies in the childcare center on site, and support their growing parenting skills.
9. We took Ready to Read's Party in the Park on the road to Vicksburg on September 27. As part of our effort to expand our reach to other parts of Kalamazoo County, we partnered with Vicksburg librarian Stephanie Willoughby for a smaller version of our annual Bronson Park event. Jill Lansky coordinated an enthusiastic group of KPL costumed book readers who traveled south to join Vicksburg celebrity readers who entertained a robust group of about 220 caregivers and kids. We gave away 154 books to preschoolers, who also enjoyed the police car, fire truck, dump truck, and frontend loader that showed up plus two loud trains that whooshed by. It was quite the morning! Plans are already underway for the second annual Vicksburg Party in the Park.

Jill Lansky recorded a wonderful piece on Public Media Network about our Ready to Read program. This is part of their “Community Spotlight” series. Jill’s passion for sharing books with young children and for working with community partners really comes through.

10. Dominique Essix was the special guest at Central Library Musical Storytime recently. Dominique accompanied the read-alouds with improvised piano stylings, talked about how he began as a musician, and played some songs along with Bill for the preschoolers and their adults.
11. Changes are coming to the Central Children’s Room as the folktales and fairytales are integrated back into the nonfiction collection and shelving is removed from the southwest corner of the room. That space will now become an additional program space, with bench seating added along the west wall at a later time. This will help us better serve the families who are staying and playing at our place for longer periods of time. Thanks to FM staff for their hard work on this project, and to Children’s Room staff for their hard work weeding and shifting.
12. Team Registrations and sponsorships are starting to roll in for the Great Grown-Up Spelling Bee, to be held Wednesday, November 8 at WMU’s Bernhard Center. It’s not too early to think about KPL’s team! If you’re thinking about being a part of our spelling and cheer team, talk with Jill Lansky.

Stimulate Imagination

13. First grade visits are underway at all locations. The kids are so excited to receive their library cards! It's a great opportunity for us to introduce them to their library and encourage them to return with their families.
14. Kalamazoo Central seniors visited KPL Central on October 10th. We had three groups of 25-plus who learned about our digital resources, how to get library cards, our many branches, programs, collections, and services. They took a tour of the whole building, of teen specifically, and then our website and digital resources. Andrea Vernola coordinated the visit, with help from Stewart Fritz and Bill Caskey. It was a busy hour and a half but time well spent! The final group of seniors will be visiting October 24. This is a new partnership with the Kalamazoo Central librarian and they plan to bring other grades here in winter and spring. So many of these students had questions about volunteering or working here--now or someday-- about college and career resources, and about resources and programs they were previously unaware of. As always the Friends Bookstore, Freegal, Hoopla, and Overdrive were big hits. Bingo cards and prizes were part of the day, and everyone was attentive and went home with a free book and some KPL swag! Planning is beginning for library visits from Kalamazoo Central juniors with a goal of mid-October. This will be followed with freshman library visits in January.
15. Teens Top 10 begins again at Maple Street Middle School this week and will meet six times this fall. The number of reviews written to date totals 163. We will also add a group at Kalamazoo Central starting in early October.
16. Steve Siebers, Steve Maesen, Brenda Hughes, Judi Rambow, Amanda Lentz, Teresa Malynowsky-Rakowsky, Stewart Fritz, Milan Harden , and Andrea Vernola all attended YALSA and Library of Michigan-sponsored training on creating teen driven and centered services and spaces, held at Portage District Library. What great advocates for youth and their information needs we have at KPL!

Connect to the Online World

17. IT has purchased an interesting device that makes it easy for staff to livestream events to our FaceBook page or YouTube Channel. It is called MEVO (<https://getmevo.com>) and soon the Program Committee and IT will be developing a guide on how to use it for future programs. We are also creating a page we are currently calling "KPL Live" for any event we decide to livestream.
18. **OverDrive History** – On October 2nd OverDrive will add reading history to its service. The borrowing history will begin to be collected on the day the feature goes live, but users will be able to manually add titles previously read. How the History page works:
 - Each time a title is borrowed, it is added to the user's history. At launch, a user will see an empty history until they borrow a title, or manually add it.
 - Titles can be manually added through the context menu (...) or from the title details page. For example, users can add titles they read before the start of the history, or titles read from other sources (print, purchased, etc.).
 - Users can remove individual titles from the History page through the context menu (...) or on the title details page.

- A user can choose to hide their history from the Settings page. If the user opts to display their history again at a later date, they will only see titles added from that point forward.
- This has been a highly-requested feature from users over the years. We know that some users have been tracking their read titles via ratings, so the history includes an option to import their rated titles list. If a rated title is already on the history, it will not be added again.
- Users will see personalized suggestions on the home page in a “You may also like” collection that recommends titles based on the most recent titles in their history (excluding titles that received low ratings).

Celebrate Local

19. As an outreach activity, Steve Siebers has been going to the Heritage Community Memory Care Facility to do presentations once a month. Topics he has covered so far are: Beatrix Potter, Norman Rockwell, and history of the Edison Neighborhood and the Washington Square Library. After his last visit, the program coordinator said that she wanted to make a field trip to the library with some of the residents. They will be visiting Washington Square on Thursday, September 28.
20. On Wednesday, October 11th, Steve Maesen, Jermaine Jackson, and Brenda Hughes staffed KPL’s table at Project Connect. From 12pm-4pm we issued eight library cards, spoke with a total of 35 people about how KPL can assist them with their needs (free internet access, programs, etc.), and worked with 11 people to either forgive or reduce their account balances. Many of these 11 patrons have had fines and bills for at least four years and have avoided using any KPL library for at least that long. They were happy to know we will work them to help restore full access.
21. On Monday, October 9th, Wyatt Klan and Steve Maesen attended part of WMU School of Medicine’s Wellness Week. Wellness week is designed to promote a work-life (or school-life) balance for the students. In one hour we issued 10 cards to students, all of whom sought our table out and had already done some research on what KPL has to offer (streaming content, databases, etc.).
22. Beginning in January, Angela Fortin and Linda Clearwaters will add an additional day of outreach service at Friendship Village. They will offer library card registration and renewal, readers’ advisory, tech assistance, and a book discussion.
23. In September, WSQ tested out a movie watching game similar to the Winter Reading Game the library did last year. Patrons were asked to watch three movies in the month of September. One had to be about someone who didn’t look like you or live like you, one had to be a documentary, and one had to come from their Staff Picks display. It was well received by almost every patron to whom they told about the game. 43 eventually turned in a completed card and got to choose a movie to keep from the duplicate movies we would be discarding and they were entered in a lottery to win one of five \$20 gift cards to the Kalamazoo 10 Theater. Their Staff Picks display did brisk business and a display of documentaries did surprisingly well. WSQ plans to do it again soon.

24. Notary service info – KPL offers free notary public service to our patrons at the Central library when one of our staff members who are notaries are on duty. Our three notaries are David DeVries, Caitlin Hoag, and Matt Smith. Between the three of these staff members, we cover most open hours during the week. It is always best practice to verify that one of these staff members are in the building and to make contact with them to be sure of their availability to notarize before directing patrons to another location or a particular service desk.

Operations

25. We are confident that we have solved the AV issues in the Van Deusen Room. Vik Jaglan has been working with a few vendors to identify the issue. The amplifier has been replaced and the AV program has been updated.
26. The lower level restrooms are ready to open to the public. The refurbishment included new basins with on board hand dryers called the “Air-Deck.” This provides a touchless faucet, foaming soap and hand drying all without removing your hands from the trough style basin. The new flush valve toilets use a timed photo eye to control the length of the flush, conserving water. The new partitions are designed with a zero clearance edges to provide a more private space in our gender-neutral restrooms. The terrazzo floors have been refurbished, and a quartz base added to make it easier to clean. All the lighting has been upgraded to LED. Many thanks to John Meyers for his hard work on this project.
27. LibCal, a software application for managing our meeting room bookings for staff and outside organization functions has been implemented. It replaces Meeting Room Manager, and the process has transitioned smoothly thanks to a team led by Patrick Jouppi and Susan Lindemann. The new software has better functionality and is utilized by all staff, especially the FM Department who rely on it for accurate and timely setup and take down work.

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
September 30, 2017

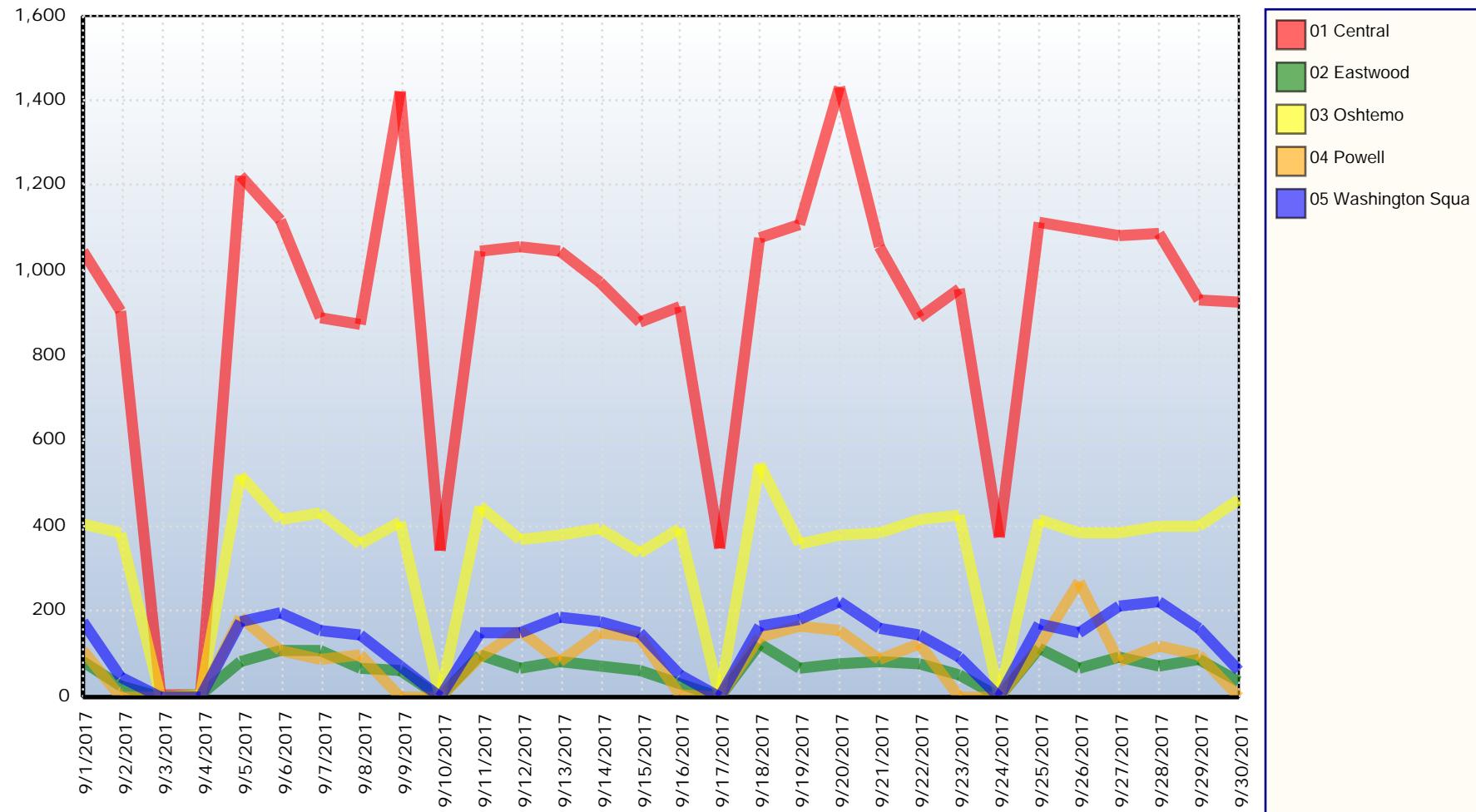
Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	19,253	897	10,418	358	1,893	32,819	106,769	106,594	0%
-ebook	5,637					5,637	17,468	15,141	15%
-Digital Magazine	417					417	1,208	1,650	-27%
Teen	2,502	116	715	62	314	3,709	13,569	16,570	-18%
Juvenile	<u>12,262</u>	<u>1,209</u>	<u>9,263</u>	<u>321</u>	<u>1,255</u>	24,310	<u>85,891</u>	<u>89,644</u>	-4%
Total	40,071	2,222	20,396	741	3,462	66,892	224,905	229,599	-2%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,745	60	837	14	66	2,722	8,351	8,666	-4%
-Digital	4,099					4,099	11,731	9,283	26%
Music									
-CD	2,680	130	638	80	477	4,005	13,534	15,463	-12%
-Digital	1,803					1,803	5,593	5,723	-2%
Video									
-DVD	24,434	3,629	7,034	2,857	5,677	43,631	145,606	162,563	-10%
- Digital	896					896	2,380	2,328	2%
Total Non-Print Material	35,657	3,819	8,509	2,951	6,220	57,156	187,195	204,026	-8%
Total Circulation	75,728	6,041	28,905	3,692	9,682	124,048	412,100	433,625	-5%
Computer Usage									
Onsite Computer Use	6,269	489	1,265	486	647	9,156	29,817	31,855	-6%
Total Online Impressions	386,957					386,957	1,248,393	1,552,177	-20%
WiFi Users	2,409	0	0	0	0	2,409	7,945	8,141	-2%
Database Statistics									
Database Sessions	979					979	2,882	3,846	-25%
Database Searches	37,697					37,697	112,996	103,864	9%
Total Registrations	916	27	145	5	30	1,123	3,065	2,567	19%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
September 30, 2017

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>Programs/Tours</u>									
Adult Events	26	1	1	3	3	34	98	44	123%
Attendance	1736	16	12	44	74	1882	5281	3340	58%
Teen Events	7	2	3	5	0	17	75	104	-28%
Attendance	1678	6	17	24	0	1725	2280	3892	-41%
Juvenile Events	29	25	30	15	13	112	393	308	28%
Attendance	3984	371	653	302	222	5532	11368	11389	0%
Total Events	62	28	34	23	16	163	566	456	24%
Total Attendance	7398	393	682	370	296	9139	18929	18621	2%
<u>Law Library</u>									
Visitors	210					210	694	790	-12%
Phone Calls	199					199	515	338	52%
Questions Answered	475					475	1328	1112	19%

Chain Report - Traffic Trend
All Sites - Individually
9/1/2017 to 9/30/2017 By Day

Traf-Sys Reports 10/02/17



Traf-Sys Inc

Social Media Statistics

September

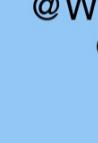


Internet users in their late 20s and early 30s account for the greatest share of the user base at some of the biggest social networks, including Facebook, Google + and Twitter to name a few. (GlobalWebIndex)



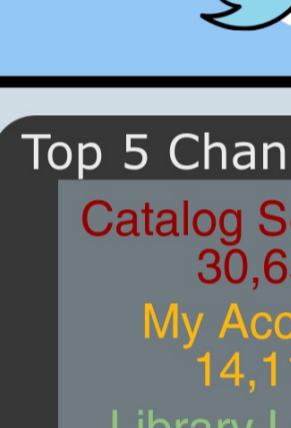
Our two most popular platforms are Facebook and Twitter

6,738 Likes



Top post in September was a reminder that library card sign-up month was over on September 30th, it reached 3,800 people!

Top tweet for September was encouraging @WesternMichU students to get a library card and start the year out right!



4,088 Followers



5 New

Top 5 Channel Visits:

Catalog Searches

30,659

My Account

14,119

Library Locator

1,484

Popular DVDs

448

Overdrive

422



KPL Mobile App

48,192 Total Visits

1,403 Unique Users



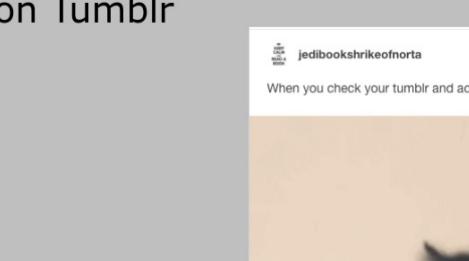
Instagram is used by over 80% of upper-income US teens.



1,041 Followers!

September 1st Sign Up!

On September 1st, two excited teens at CEN hurried to get library cards once they learned of the cool benefits! 21 likes!



Backroom Antics

This photo showing the character of two OSH staff gained 32 likes



In September our top follower Schlow Centre Region Library reblogged our .gif post about reading "spoilers" on Tumblr



56 Notes

352 Followers



2017 Social Media Report Statistics

	FB Followers	Instagram followers	Twitter Followers	KPL Mobile App Monthly Unique Users	Tumblr Followers
Dec-16	6,008	802	3,819	1,148	199
January	6,133	845	3,851	1,196	259
February	6,349	890	3,867	1,144	261
March	6,402	931	3,894	1,189	284
April	6,435	969	3,933	1,158	298
May	6,481	1000	3,957	1,103	308
June	6,548	997	3,989	1,204	320
July	6,578	1,010	4,022	1,279	336
August	6,663	1,027	4,083	1,346	352
September	6,738	1,041	4,088	1,403	352
October					
November					
December					