



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
January 22, 2018, 4:00 p.m.

Election of Officers: [Officer Nomination Slate Enclosed](#)

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. [Minutes of the Meeting of December 11, 2017](#)
 - B. [Personnel Items](#)
- IV. FINANCIAL REPORT
 - A. [Financial Reports for the Periods Ending November 30, 2017 and December 31, 2017](#)
- V. REPORTS AND RECOMMENDATIONS
 - Reports
 - A. [Second Quarter Strategic Planning Statistics](#)
 - B. Reading Together 2018 – Karen Trout
 - C. Kalamazoo Public Schools Library Card – Kevin King
 - D. Hoopla Update – Michael Cockrell
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. [Director's Report](#)
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION
 - A. Director’s Mid-Year Review
- XI. ADJOURNMENT



Kalamazoo
Public Library

MEMO

TO: Library Trustees

FROM: Nominating Committee

RE: **KPL Board of Trustees
Officer Nomination Slate**

DATE: January 22, 2018

The Kalamazoo Public Library Board of Trustees Nominating Committee proposes the following slate of officers for 2018:

President:	James E. VanderRoest
Vice President:	Valerie Wright
Treasurer:	Robert Brown
Secretary:	Jannie Williams

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: December 11, 2017
Time: 4:00 p.m.
Location: Board Room, Central Library

TRUSTEE ROLL CALL:

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

Absent: None

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. Net Neutrality Resolution

Recommendation: Director Wieber recommended the Board adopt the attached resolution regarding the preservation of Net Neutrality Title II classification by the Federal Communications Commission.

MOTION: R. BROWN MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO ADOPT THE ATTACHED RESOLUTION REGARDING THE PRESERVATION OF NET NEUTRALITY TITLE II CLASSIFICATION BY THE FEDERAL COMMUNICATIONS COMMISSION.

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

MOTION CARRIED 6-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. Minutes of the Meeting of October 23, 2017*
- B. Personnel Items*

IV. FINANCIAL REPORTS

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

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

Discussion: Director Wieber stated the addition of Jochem Family Trust funds in the amount of \$86,000 is visible within the October financial statements. He indicated that Nnamdi Dike, Head of Finance & Budget would be giving a synopsis of recent proposed budget revisions later in the meeting.

MOTION: V. WRIGHT MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING OCTOBER 31, 2017.

MOTION CARRIED 6-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *2016-2017 Audit*

Recommendation: I recommend board provisional acceptance of the Financial Statements and auditor opinion for the year ending June 30, 2017 from Rehmann Robson.

Executive Summary: Attached are the audited financial statements and report from Rehmann Robson for their financial statement audit for the year ended June 30, 2017. As stated in their report to the Board, the Library received a “clean” opinion for the presentation of the financial statements. The Auditors identified and proposed an adjustment to correct the beneficial interest asset in the special revenue fund to its proper value at year-end. The amount of the adjustment (approximately \$7,000) was quantitatively material to the related opinion unit, but was not significant or material to the Library’s financial statements as a whole.

The Finance and Budget committee reviewed the audit and the auditor’s opinion and recommends acceptance of the audit report and financial statements for fiscal year 2016-2017.

Report: Director Wieber introduced Kristin Hoogerwerf, representing the Rehmann Robson accounting firm. She stated she had acted as the Principal during the library’s 2016 – 2017 audit process. She then stated she had two individuals working with her to conduct the audit this year. She reminded trustees that the audit process primarily consists of a sample-based inquiry of library financial records.

James E. VanderRoest arrived at 4:10pm.

K. Hoogerwerf gave a brief overview of government-wide financial statements, which includes statement of long-term debt, assets, pension liabilities, and other current resources. She drew attention to a fairly significant increase in the general fund over the last fiscal year, which she attributed to a reimbursement of personal property tax revenues received from the State of Michigan. She then briefly explained the breakdown of types of general fund expenditures throughout the fiscal year, including salaries, benefits, and sums paid to shore up unfunded pension liabilities. Lastly, she explained similar graphical depictions of the status of the Special Revenue Fund balance and expenditures.

She then stated that KPL has received a clean audit for Fiscal Year 2016 – 2017. She identified one quantitatively material adjustment made to the library’s endowment fund during the audit.

She stated a plan has been developed in consultation with Director Wieber and N. Dike to avoid the need for a material adjustment next year.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL STATEMENTS AND AUDITOR OPINION FOR THE YEAR ENDING JUNE 30, 2017 FROM REHMANN ROBSON.

Discussion: J. VanderRoest offered clarification regarding the quantitatively material adjustment of funds held by the Kalamazoo Community Foundation. He stated those funds are restricted for use by the Local History Room and were material since they amount to approximately \$100,000. He stated the percentage of those funds relative to the overall balance of the endowment fund was relatively insignificant.

He then suggested, in the future, should similar issues arise during the audit process, prompt notification of library management and trustees would be appreciated.

Director Wieber reiterated that he and N. Dike have identified appropriate control measures to avoid any surprises during next year's audit. Furthermore, he expressed his expectation that next year's completed audit would be brought to the Board of Trustees at the October meeting.

MOTION CARRIED 7-0.

B. Budget Revisions

Recommendation: Director Wieber recommended the board approve:

1. General Operating Fund Mid-Year Close Estimate Budget for FY 2017-2018
2. Capital Improvement Plan Close Estimate Budget for the three years ending June 30, 2020
3. Special Revenue Fund Close Estimate Budget for FY 2017-2018

Executive Summary: The General Operating Fund Mid-Year Close Estimate Budget for FY 2017-2018 updates our preliminary estimate budget to revise the Library's share of the personal property tax replacement revenue received from the Michigan Local Community Stabilization Authority ("LCSA"). The Library will receive \$787,855 of LCSA state aid revenue this fiscal year, representing 111% of the amount received for this revenue item last fiscal year. The other major revenue adjustment was a reduction of District Court Penal Fines to reflect the approximate receipts from Library's prior fiscal year.

General Operating Fund expenditures incorporate updated salaries and benefits as of the beginning of the fiscal year. Expenditure budgets rose to contribute an additional \$200,000 lump sum to the Municipal Employees Retirement System to reduce the unfunded liability of employee retirement benefits, provide for additional software and software licenses, boost security guard presence at Central Library and increase the budgeted transfer to the Capital Improvement Plan. These expenditure increases were offset by a net decrease in the other expenditures category due to a reduction in expected property tax chargebacks the Library is budgeted to incur during the fiscal year.

The Library's beginning General Fund balance for FY 2017-2018 was revised to include its final carryover balance from the prior fiscal year. The composition of General Fund balance contains a reduction in restricted ONEplace Grant funds by \$95,000 to account for the Gilmore Foundation Grant received last fiscal year to be expended during the current fiscal year. Ending General Fund balance after all revenue, expense and fund balance adjustments increase the preliminary budget estimate by \$637,836 for FY 2017-2018.

The Capital Improvement Plan shifts its three-year projection by one additional year to extend to June 30, 2020. The revised CIP budget for FY 2017-2018 incorporates increased reserves for Oshtemo utilities and the Central boiler while maintaining reserves for Technology and Building Repair at the level of last fiscal year. The CIP received additional financing this year from the Library's Endowment Fund and the Irving Schensul Memorial Fund. Changes for current year allocations include the replacement of lighting fixtures and remodel of the Teen Space at Central and new furniture at the Eastwood and Powell branches. Ending fund balance for Future Capital projects increased over the preliminary budget by \$368,983.

The Special Revenue Fund Mid-Year Close Estimate Budget for FY 2017-2018 incorporates carryover gift and grant balances from the prior fiscal year. Variances are due to the delay of expenditures anticipated from the prior fiscal year and the continuation of current programs. Revenue increases consist of gifts received from the Mesara Trust, Jochem Fund and Friends of KPL. Expense adjustments primarily reflect an initiative to spend a portion of the Mesara Trust on adaptive technologies for Library patrons.

These budgets have been reviewed by the Finance & Budget Committee and come to the full board with committee recommendation for approval.

Report: N. Dike gave a brief overview of the proposed Mid-Year Budget Revisions. He highlighted two adjustments to the General Fund revenues. The first being the funds stemming from the Personal Property Tax Replacement that K. Hoogerwerf had mentioned in her audit report. Director Wieber reminded Trustees that the total amount of funds promised by the State of Michigan for that line item is \$787,000. The second item N. Dike drew attention to concerned the decrease in penal fine revenue and a budget adjustment to bring expectations into line with the amount of funds being released to the library by the county from those sources.

Regarding expenditures, N. Dike identified a handful of revisions to salaries and benefits, stemming from the proposed creation of new positions and a lump sum payment of \$100,000 to MERS to shore up the library's unfunded pension liability.

He then explained some proposed revisions to the Capital Improvement Plan. This year, he stated, approximately \$200,000 less would be moved to the CIP compared to the two years previous, largely due to previous transfers already completed earlier this year, and required for projects undertaken in the first half of the fiscal year.

Director Wieber noted that the library's MERS pension balance is approximately 87% percent funded at present, which amounts to nearly \$1.5 million.

N. Dike then stated \$212,000 has been made available for the completion of the Teen programming space at Central Library. He indicated it is likely that final costs for that project will

come in significantly under budget. He stated any leftover funds would then be made available for the proposed remodeling of The Hub. He then explained an additional \$17,000 was made available to attend to the replacement of a number of lighting fixtures at Central Library. He then drew attention to approximately \$368,000 of unallocated funds within the Capital Improvement Plan.

Regarding the Special Revenue Fund, N. Dike stated the library received some additional gift revenue in the amount of \$293,000, the majority of which came from the Amy Mesara Trust, received in September. Approximately \$80,000 was received from the Jochem Trust, and an additional \$10,000 was given to the library from the Friends of KPL.

MOTION: R. BROWN MOVED AND K. RANDOLPH SUPPORTED THE MOTION TO APPROVE THE FOLLOWING BUDGETS:

1. GENERAL OPERATING FUND MID-YEAR CLOSE ESTIMATE BUDGET FOR FY 2017-2018
2. CAPITAL IMPROVEMENT PLAN CLOSE ESTIMATE BUDGET FOR THE THREE YEARS ENDING JUNE 30, 2020
3. SPECIAL REVENUE FUND CLOSE ESTIMATE BUDGET FOR FY 2017-2018

Discussion: President Godfrey asked how much under budget the Teen programming space project is expected to be upon completion. Susan Lindemann, Head of Facilities Management, stated that while it remains uncertain, it could be approximately \$100,000 under budget.

Director Wieber stated that while some of the additions to salaries concern a handful of positions that will be discussed later in the meeting, but there will also be some funds allocated to allow for increased security guard presence at Central Library.

J. VanderRoest stated there was nothing unusual about any of these budget revisions, as they are very typical of the sorts of adjustments made historically to close estimate budgets.

MOTION CARRIED 7-0.

C. Organization Chart Revision

Recommendation: Director Wieber recommended board approval of the attached revised organizational chart. The current chart is also attached for comparison.

Executive Summary: In anticipation of once again seeking a New Head of IT position, it is appropriate to reinstate the Organizational Chart as approved by the Board in December 2016, with one change. The IT Department Head will oversee the following agencies: IT Office, ILS, and Website, however, Cataloging and Materials Processing (CAMP) will remain under the Adult Services Department.

Kevin King will remain in charge of IT until the position is filled, at which point he will then oversee Branch & Circulation Services.

This recommendation has been discussed with both the Personnel Committee and Finance and Budget Committee and comes to the full board with the support of both committees.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE ATTACHED REVISED ORGANIZATIONAL CHART.

Discussion: President Godfrey asked V. Wright to clarify that the Personnel Committee had taken a look at the proposed Organizational Chart at a recent meeting. V. Wright indicated that was the case.

MOTION CARRIED 7-0.

D. Position Reclassification

Recommendation: Director Wieber recommended the Branch Services Librarian I position at Oshtemo, be reclassified to Assistant Branch Manager Librarian II.

Executive Summary: This reclassification, in conjunction with adding a new Branch Youth Librarian I position, will ease the staffing burden experienced at the Oshtemo Branch due to an increasing growth in patron circulation and usage, and also help deliver better overall library services to Oshtemo patrons.

In addition to maintaining many of its current responsibilities, this reclassified position will also:

- Manage day-to-day operational schedules of the branch to include assessing staffing needs for public service desks and programming.
- Manage library subs to include hiring, training and evaluation.
- Manage and facilitate outreach efforts of the branch.

The cost in annual salary and benefits for this reclassification is \$3,064.

This reclassification has been presented and discussed at recent meetings of the Personnel Committee and the Finance & Budget Committee, and has the full support of both.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO RECLASSIFY THE BRANCH SERVICES LIBRARIAN I POSITION AT OSHTEMO TO ASSISTANT BRANCH MANAGER LIBRARIAN II.

Discussion: J. Williams asked whether three recent library aide separations from the Oshtemo location had anything to do with the reclassification effort. Director Wieber stated that the staffing of those recently vacated positions was unrelated to this position reclassification and would be addressed through the hiring of new library aides.

Kathryn Bergeron, Oshtemo Lead Librarian, stated that it is occasionally difficult to replace library aides at the Oshtemo location due to the open hours of the branch. Having more morning hours tends to make it difficult to hire and retain college and high school students, who often seek library aide positions.

V. Wright stated it is always good to see that growth in patron use of the library is resulting in the expansion of existing positions and the creation of additional positions. She recalled that during the recession, it was very difficult to make the case for the creation of new positions.

MOTION CARRIED 7-0.

E. Librarian I Position Addition

Recommendation: Director Wieber recommended board approval of the addition of a Branch Youth Librarian I to the Oshtemo Branch.

Executive Summary: The Oshtemo branch continues to experience significant growth in overall circulation, programming attendance and usage of library spaces and on-site resources. Kevin King and branch staff report ongoing patron requests for more program offerings at this location. The current staff assigned to this branch are working at capacity so a staffing addition is required in order to meet the growing needs at Oshtemo and to facilitate the library's goal of increased outreach in all areas of our district.

Essential duties of the Branch Youth Librarian I include:

- Work with Teen Services to develop, plan and facilitate programs for tweens and teens.
- Assist in maintaining tween and teen collections.
- Assist with facilitation of children and adult programming.
- Assist patrons at public service desks: helps locate materials; answers reference and readers' advisory questions; instructs patrons in use of all library resources.
- Provide youth programming support to other branches as needed

The cost in annual salary and fringe benefits for this position is \$73,700.

This new position has been presented and discussed at recent meetings of the Personnel Committee and the Finance & Budget Committee, and has the full support of both.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE ADDITION OF A BRANCH YOUTH LIBRARIAN I TO THE OSHTEMO BRANCH.

Discussion: President Godfrey asked whether this librarian would be undertaking collection development elsewhere in the library district or solely at Oshtemo. Kevin King, Head of Branch and Circulation Services, stated that task would be specific to Oshtemo. Andrea Vernola, Lead Teen Librarian, stated it will be of great help to have someone at Oshtemo with insights into the reading preferences of teens at that location. K. King added that it is likely that this librarian will coordinate efforts with Branch Lead Librarians at other locations to assist in analyzing their teen collections and programming efforts.

J. Williams asked what the approximate division of duties between Oshtemo and the other branches for this librarian would be. Director Wieber stated the majority of the duties assigned this librarian would be based at Oshtemo.

A. Vernola stated this position is an excellent opportunity to ensure successful transition of young library patrons to active teen borrowers, with the goal of instilling in them the benefits of being life-long library users.

MOTION CARRIED 7-0.

F. 2018 Nonresident Fee

Recommendation: Director Wieber recommended the Board renew the non-resident fee for 2018 at \$190 per household and \$95 per student non-resident card.

Executive Summary: Kalamazoo Public Library's non-resident fee is based upon the average tax on a residential parcel within the library district. It is an average calculated by dividing the average residential property tax revenue by the total reported residential parcels. The fee for 2018 calculates at \$191.72 per household. During 2017, the library has sold 30 non-resident cards consisting of 29 cards to households and one student non-resident card.

Total parcels in the library decreased by 94 households during the year to total 33,003 (during 2016 the number of households decreased by 453) while the taxable value of residential parcels rose by 2.8%. This resulted in a total increase in the district average residential property tax of \$1,444 per parcel. We recommend rounding the non-resident fee down to the nearest \$5 increment per past practice.

Calculations for 2018 are:

Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
Kalamazoo City	19,205	799,386,024	\$41,624	\$164.36
Kalamazoo Twsp	6,864	270,343,504	\$39,386	\$155.52
Oshtemo Twsp	6,368	478,504,240	\$75,142	\$296.71
Texas Twsp	566	54,160,929	\$95,691	\$377.85
Total Library	33,003	1,602,394,697	\$48,553	\$191.72

Calculations for 2017 are:

Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
Kalamazoo City	19,289	780,379,820	\$40,457	\$160.14
Kalamazoo Twsp	6,882	265,268,545	\$38,545	\$152.57
Oshtemo Twsp	6,358	461,643,161	\$72,608	\$287.41
Texas Twsp	568	51,880,574	\$91,339	\$361.55
Total Library	33,097	1,559,172,100	\$47,109	\$186.47

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO RENEW THE NON-RESIDENT FEE FOR 2018 AT \$190 PER HOUSEHOLD AND \$95 PER STUDENT NON-RESIDENT CARD.

Discussion: No discussion.

MOTION CARRIED 7-0.

G. 2018 Board Meeting Calendar

Recommendation: Director Wieber recommended the Board adopt a calendar for meetings for the 2018 calendar year.

Executive Summary: A suggested calendar for Board meetings during the 2018 calendar year has been developed and is attached for Board consideration.

MOTION: V. WRIGHT MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ADOPT A CALENDAR OF MEETINGS FOR THE 2018 CALENDAR YEAR.

Discussion: President Godfrey pointed out the June meeting is proposed to be held early on account of overlap with the American Library Association annual conference. She stated that is something that is occasionally done based on the number of library staff and trustees attending the conference.

J. VanderRoest asked whether the March meeting conflicted with attendance at the Public Library Association annual conference. Director Wieber stated the meeting is scheduled to take place the Monday immediately following the conference.

J. VanderRoest reminded trustees that any member of the Board who attends the conference this year will be expected to report on their experience.

MOTION CARRIED 7-0.

H. 2018 Powell Lease

Recommendation: Director Wieber recommended board approval of the attached two-year lease renewal with the Douglass Community Association for the Alma Powell Branch Library.

Executive Summary: The Kalamazoo Public Library has leased space from the Douglass Community Association for the operation of the Alma Powell Branch Library since the 1980s. The location of this branch on Paterson Street on the north side of Kalamazoo is a convenient and well-utilized resource for neighborhood residents. The Douglass Community Center is an active site for several organizations and activities that provide social services, and educational and recreational opportunities. In addition, Loaves and Fishes has recently opened a satellite location there for its food bank operations.

KPL currently has no short-term or long-term plans to alter its partnership with the Douglass Community Center, however I recommend a change to a two year lease in an effort to provide

more flexibility in the event that building conditions or unforeseen circumstances require a change in branch location.

The monthly lease amount for calendar year 2018 is \$2,506.62.

MOTION: J. VANDERROEST MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO APPROVE THE ATTACHED TWO-YEAR LEASE RENEWAL WITH THE DOUGLASS COMMUNITY ASSOCIATION FOR THE ALMA POWELL BRANCH LIBRARY.

Discussion: Director Wieber stated while this is an item not typically brought to the Board for approval, this year it made sense to bring the Board along for the conversation. He stated that in recent Management Team discussions and in conversation with S. Lindemann regarding the condition of the building and matters we need to remain aware of, it made sense to deviate from the normal three year lease agreement and instead seek a lease with a term of two years. He stressed that this move in no way constituted a reversal in KPL's commitment to partnership with the Douglass Community Center. He stated that in recent discussions with the Director of the Douglass, there were no objections to this path forward voiced.

President Godfrey stated that since the renovations in the mid-to-late 1990s, there have been issues with the Community Center including the shared nature of HVAC systems, the barrel-vaulted window system, and a handful of other facilities matters. She stated that if the Douglass is unable to continue to maintain the aging structure to the satisfaction of library staff and patrons, which would certainly be understandable, there may come a time in which KPL would explore alternative accommodations for a Northside Neighborhood branch location.

S. Lindemann stated that while the lease states the Douglass will maintain the infrastructure within the leased space, Facilities Management staff have taken the initiative to solve lighting issues, including the transition to LED lights. She stated there have been concerns regarding basic custodial projects and oversight of shared space. She then reminded the Board that while parking lot lighting has been addressed, for a long time it was in such a state that KPL was concerned for the well-being of library staff departing the location at night. She also confirmed that both the HVAC and window issues alluded to by President Godfrey were also of concern. She also noted that recently there were persistent leaking issues in the roof that necessitated the removal of books from shelves for approximately a month.

Director Wieber then stated library administration and branch staff were exploring options that could lead to the Powell branch being open on Saturdays once again. This would require the cooperation of Douglass Center staff, who are on board with the plan. Ideally, he said, open hours on Saturday could begin as early as February. Kevin King, Head of Branch and Circulation Services stated that alterations to Eastwood/Powell staffing arrangements would be minimal and convenient options involving split shifts at both locations in a single day have been identified.

MOTION CARRIED 7-0.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – Met to discuss the results of the audit and budget revisions. No further meetings planned at this point.
- B. *Personnel Committee* – Met to discuss the Oshtemo reclassification and Librarian addition recommendations. V. Wright stated it was a great meeting with a good, productive discussion.
- C. *Fund Development and Allocations Committee* – No meeting.
- D. *Director’s Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

A. *Board Officer Nomination Slate*

Report: President Godfrey stated the officer nomination slate was attached for informational purposes and would be acted upon at the top of the meeting in January.

B. *Director’s Report*

Report: Director Wieber began his report by stating the Teen Room remodeling project was progressing nicely. He asked S. Lindemann to elaborate. She stated the electrical work was being completed presently, and carpeting up to the new walls has been finished. It is beginning to look finalized. Within a week, the cabinetry would be installed. Several furniture items are on order and scheduled for delivery in January.

He continued his report stating that Steve Siebers and Amy Chase had just completed Family Place Library training in Long Island. This allows us to retain Family Place certification at the Oshtemo location and expand to Washington Square. Efforts to communicate the unique aspects of Family Place programming to library patrons are currently being explored.

The Kalamazoo Symphony Orchestra recently performed Musical Storybooks and undertook a new book entitled “Last Stop on Market Street” for their performance which constituted a departure from the usual string quartet format in favor of a full band including trumpet, drums, cello, and clarinet. He stated it was a wonderful performance and expressed his hopes that the authors of the storybooks could be made aware of the fun and unique presentation of their works.

He then stated that as a result of funds donated by the Amy Mesara Trust, Job Access with Speech (for the visually impaired) software has been installed on a handful of patron computers here at Central.

He continued by reminding the Board, in light of the recent national spotlight on sexual harassment, Kalamazoo Public Library does have a Harassment Policy in place. At the next staff meeting the policy will be addressed, and a new form is being made available on MyKPL which will allow staff members to safely and securely report any harassment experienced within the workplace.

Director Wieber then congratulated S. Lindemann on her acceptance of the position of Head of Facilities at Kalamazoo College. He stated it will be extremely difficult to replace her, given the extensive knowledge and skills she brought to KPL.

Discussion: V. Wright stated it was wonderful to hear that \$18,000 was raised during this year's Great Grownup Spelling Bee. She said she was excited to hear about the Teen Space project progress and was looking forward to seeing it. She then stated she had remained at Central Library with a handful of other trustees after the October Board meeting to view the remodeled bathrooms, but they were delayed in their efforts to meet S. Lindemann as planned.

She then stated it was great to hear about staff attendance at the YALSA Symposium and congratulated the spelling and cheer team from KPL for their performance at the Great Grownup Spelling Bee. Next she said she was encouraged to hear the retaining wall at Washington Square had been completed.

J. VanderRoest stated that a recent program at the Powell location honoring African Americans who fought on D-Day deserved to be mentioned. He reminded those in attendance that the D-Day operation took place during an era of segregation within the military. He said he was pleased that we were able to honor those veterans through KPL program offerings.

Director Wieber then looked to Janice Snell of the Friends of Kalamazoo Public Library and informed trustees that the Friends had recently committed an additional \$10,000 to their already considerable annual gift to the library. President Godfrey stated the ongoing generosity of the Friends continues to defy expectations and results in all manner of programs and opportunities for staff and patrons alike.

President Godfrey stated, as a member of the board of directors of Public Media Network, it was gratifying to see PMN take first place in spelling at this year's Great Grownup Spelling Bee. She informed trustees that one of PMN's spellers that evening was also a member of the board.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright thanked S. Lindemann for her years of service. She stated she knows from experience how much it takes to maintain a public building while ensuring it is comfortable and safe. She then stated the monthly Director's Reports are wonderful way to stay informed about the enormous number of activities taking place at KPL day after day.
- J. Williams thanked S. Lindemann for her service to the library. She stated she has personally enjoyed working with S. Lindemann and stated K. College is getting a fantastic Facilities Manager. She then stated that the Great Grownup Spelling Bee was more fun than she could have imagined. She congratulated Jill Lansky, this year's Spelling Bee coordinator, for a job well done.

- C. TenBrink said she wanted to reiterate what V. Wright and J. Williams had said regarding S. Lindemann and wished her luck.
- K. Randolph stated S. Lindemann has done an exceptional job and will be missed.
- R. Brown said he was pleased to hear about S. Lindemann's new opportunity.
- J. VanderRoest stated he worked his way through college as a custodian and has always been impressed with S. Lindemann's management of the FM department. He apologized for missing her for the new bathroom tour last month, and said he was very impressed. He also stated his full support for the Net Neutrality Resolution adopted at the top of the meeting. He stated that had he arrived in time to vote, he would have certainly voted in favor of the resolution.
- President Godfrey thanked S. Lindemann for her years of service at KPL and stated as a K. College employee for sixteen years, she certainly understands the allure of working for that organization. She stated she had watched the recording of S. Lindemann's interview for the position at K. College and knew immediately that she would be selected.

X. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting at 5:25 P.M.

X _____
Jannie Williams
Secretary



MEMO

TO: Library Trustees

FROM: Ryan Wieber
Library Director

RE: **Personnel Items**

DATE: January 22, 2018

Hourly Staff:

New Hires

Abbey Flentje – Library aide Central Circulation

Kathy Vande Wouwer– Library aide Oshtemo

Employee Anniversaries

- Linda Hall – 41 yrs.
- Hanna Slotwinski – 16 yrs.
- Keith Howard – 14 yrs.
- Karen Trout – 12 yrs.
- Steve Braat – 8 yrs.
- David Kohrman – 6 yrs.
- Farrell Howe – 5 yrs.
- Amy Alcenius-Hoisington – 3 yrs.



MEMO

TO: Library Trustees

FROM: Ryan Wieber
Library Director

RE: **Financial Reports for the Months Ending
November 30, 2017 and December 31, 2017**

DATE: January 22, 2018

Recommendation:

I recommend the Board accept the Financial Reports for the months ending November 30, 2017 and December 31, 2017.

Executive Summary:

Notes to the reports are included for your information.

James E. VanderRoest, Treasurer



Kalamazoo Public Library Financial Reports for November 2017

Combined Balance Sheet

As the Library approaches the mid-point of FY 2017-2018, cash balances were reduced by the end of November. This was due in part to higher than typical monthly expenses for benefits related to MPSERS as the Library remit payments for both the Early Retirement Incentive Plan ("ERIP") and the defined pension benefit unfunded actuarial rate stabilization to MPSERS during the month. Other asset and liability accounts were normal for the month.

Sources and Uses and Electronic Transfers

Governmental pooled funds on hand as of November 30, 2017 totaled \$6,458,276. Sources of funds during the month totaled \$224,625, highlighted by State aid reimbursements the Library received associated with its ERIP (\$24,823) and rate stabilization payments (\$146,642) to MPSERS. Uses of funds of totaled \$1,322,034 led by Salaries & Wages, Benefits, Technical Services and Other Expenditures. Electronic transfer activity between KPL bank accounts was higher for the month due to increase expenditures resulting from the timing of a fifth week of accounts payable during November.

General Operating Fund

Library General Fund expenditures recognized through the first four months of FY 2017-2018 totaled \$4,757,456, representing 41% of the Preliminary Budget for the year. Apart from Salary and Wages, General Fund expenses in November were led by Benefits, Technical Services and Other Expenditures. Expenses for Benefits were higher than normal (\$241,706) due to payments to MPSERS highlighted above. Monthly expenditures for Technical Services include the annual cost of the Library's SirsiDynix technology (\$191,008) while the Other Expenditures category experienced higher than normal Tax Chargebacks (\$33,887) and Programming expenses due to the 40th anniversary Youth Literature Seminar (\$19,244). General Fund revenue during the month of November was highlighted by the MPSERS reimbursements mentioned above and local support for ONEplace from the Harold & Grace Upjohn Foundation.

Capital Improvement Plan

Capital Improvement Plan activity during November included local support donations to be utilized for technology upgrades across the Library district (\$5,000). CIP spending totaled \$24,569 for the month, led by Washington Square and Central Library building projects (project 807 and 887, respectively) and Portable Devices (project 878).

Special Revenue Fund

Special Revenue Fund activity during the month of November included revenue of \$13,635, primarily consisting of local support for the Ready-to-Read Spelling Bee program. Special Revenue Fund expenditures totaled (\$12,103) highlighted by spending on materials and miscellaneous disbursements related to the Ready-to-Read Spelling Bee program and the purchase of adaptive technologies equipment for use by Library patrons from the Amy P. Mesara Trust.

Endowment Fund

The market value of the Endowment Fund as of November 30, 2017 per the custodian statement from Ameritrade was \$4,326,669, representing an increase in value of the Endowment Fund of \$108,120 compared to the fund value end of October. 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 November 30, 2017

	Operating	Capital	Special Revenue	Endowment
Assets				
Cash & Equivalents				
Cash & Checking	\$ 1,847,029	\$ 2,485,685	\$ 486,717	\$ 287,051
Investments	\$ 1,639,095	\$ -	\$ 76,569	\$ 4,039,618
Total Cash & Equivalents	\$ 3,486,123	\$ 2,485,685	\$ 563,286	\$ 4,326,669
Accounts Receivable				
Accounts Receivable	\$ 6,889	\$ -	\$ -	\$ -
Total Accounts Receivable	\$ 6,889	\$ -	\$ -	\$ -
Taxes Receivable				
Taxes Receivable	\$ -	\$ -	\$ -	\$ -
Total Taxes Receivable	\$ -	\$ -	\$ -	\$ -
Other Assets				
Other Assets	\$ 142,176	\$ -	\$ -	\$ -
Due to/from Other Funds	\$ -	\$ -	\$ -	\$ -
Total Other Assets	\$ 142,176	\$ -	\$ -	\$ -
Total Assets	\$ 3,635,188	\$ 2,485,685	\$ 563,286	\$ 4,326,669
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$ 1,098	\$ -	\$ -	\$ -
Salaries Payable	\$ 3,823	\$ -	\$ -	\$ -
Retirement Payable	\$ (1,080)	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 3,841	\$ -	\$ -	\$ -
Long Term Liabilities				
Long Term Liabilities	\$ -	\$ -	\$ -	\$ -
Total Long Term Liabilities	\$ -	\$ -	\$ -	\$ -
Net Assets				
Fund Balance	\$ 3,631,347	\$ 2,485,685	\$ 563,286	\$ 4,326,669
Total Net Assets	\$ 3,631,347	\$ 2,485,685	\$ 563,286	\$ 4,326,669
Total Liabilities & Fund Balance	\$ 3,635,188	\$ 2,485,685	\$ 563,286	\$ 4,326,669

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

		November
BEGINNING CASH BALANCE *		\$ 7,555,685
* Including short-term investments		
 <u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$	9,032
IFT/CFT, PILOT, Other receipts	\$	1,282
State Aid/Renaissance Zone Reimbursement	\$	171,465
USF Refund/Law Library Contract/District Ct. Penal Fines	\$	-
Interest Income	\$	1,236
Library Fines & Fees	\$	10,780
Other Sources: Gifts, Grants, & Reimbursements	\$	12,195
Other Gifts (Ready to Read, etc.)	\$	18,635
TOTAL SOURCES OF CASH		\$ 224,625
 <u>USES OF CASH:</u>		
Salaries & Wages	\$	(431,410)
Benefits	\$	(241,706)
Materials	\$	(92,479)
Operating Expenditures	\$	(15,004)
Facilities	\$	(45,216)
Technical Services	\$	(218,108)
Purchased Services	\$	(27,402)
Other	\$	(100,426)
Capital Expenditures	\$	(33,740)
Prepaid Expenditures	\$	(116,544)
TOTAL USES OF CASH		\$ (1,322,034)
 ENDING CASH		 \$ 6,458,276
 <u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Fifth Third General	\$	4,122
Flagstar General	\$	270,994
First National NOW & ACH Transfer Accounts	\$	691,149
Fifth Third Arcadia Administration	\$	2,807
Midwest Business Exchange Account/Paypal	\$	18,441
Pooled Cash Accounts	\$	987,513
 <u>Pooled Investments</u>		
Flagstar Bank MM & CD's	\$	1,073,319
First National Bank MM, ICS Savings, & CD's		4,397,443
Pooled Investment Accounts	\$	5,470,763
 Total Pooled Cash & Investments		 \$ 6,458,276

KALAMAZOO PUBLIC LIBRARY

Sources and Uses of Funds

Electronic Transfers

For the Month ending November 30, 2017

Date	Description	From	To	Amount
11/1/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ (10,600.00)
11/1/2017	Transfer from 1st National Checking	1st National Checking		\$ 10,600.00
11/1/2017	MPSERS Employer Contribution (10/31/2017)	1st National ACH (push)	MPSERS	\$ (10,512.91)
11/2/2017	Transfer from 1st National ICS	1st National ICS	1st National Checking	\$ (900,000.00)
11/2/2017	Transfer from 1st National ICS	1st National ICS		\$ 900,000.00
11/3/2017	MERS HCSP (10/31/17 PY)	Fifth Third Bank	MERS Employees HCSP accounts	\$ (915.15)
11/3/2017	ADP - Payroll Fees	Flagstar General	ADP	\$ (299.67)
11/14/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ (5,500.00)
11/14/2017	Transfer from 1st National Checking	1st National Checking		\$ 5,500.00
11/15/2017	ADP Payroll (11/15/2017 PY)	Flagstar General	Net Payroll - ADP 11/15/2017	\$ (144,626.50)
11/15/2017	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (20,024.39)
11/15/2017	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (15,822.45)
11/15/2017	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (15,822.49)
11/15/2017	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,328.48)
11/15/2017	Garnishments	Flagstar General	ADP to various	\$ (309.30)
11/15/2017	Child Support	Flagstar General	ADP to State of Mich Disbursement Ctr	\$ (180.07)
11/15/2017	Employee Fifth Third HSA (11/15/17 PY)	Fifth Third Bank	Fifth Third Employee Accounts	\$ (434.00)
11/15/2017	KPLSP/KPLA Dues (11/15/17)	Fifth Third Bank	Fifth Third Employee Accounts	\$ (2,307.91)
11/15/2017	MERS HCSP (11/15/17 PY)	Fifth Third Bank	MERS Employees HCSP accounts	\$ (916.95)
11/15/2017	Health Equity HSA (11/15/17 PY)	1st National ACH (push)	Health Equity Employee Accounts	\$ (5,413.91)
11/15/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (pull)	\$ (7,100.00)
11/15/2017	Transfer from 1st National Checking	1st National Checking		\$ 7,100.00
11/15/2017	Transfer from 1st National ACH	1st National ACH (pull)	403B Contributions 11/15/17 Payroll	\$ (7,074.01)
11/17/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ (10,600.00)
11/17/2017	Transfer from 1st National Checking	1st National Checking		\$ 10,600.00
11/17/2017	MPSERS Employer Contribution (11/15/2017)	1st National ACH (push)	MPSERS	\$ (10,561.83)
11/17/2017	ADP - Payroll Fees	Flagstar General	ADP	\$ (1,923.19)
11/28/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (pull)	\$ (7,200.00)
11/28/2017	Transfer from 1st National Checking	1st National Checking		\$ 7,200.00
11/29/2017	MPSERS - UAAL Pymt	1st National ACH (push)	MPSERS	\$ (146,642.00)
11/29/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ (146,642.00)
11/29/2017	Transfer from 1st National Checking	1st National Checking		\$ 146,642.00
11/30/2017	Transfer from 1st National ACH	1st National ACH (pull)	403B Contributions 11/30/17 Payroll	\$ (7,195.69)
11/30/2017	ADP Payroll (11/30/2017)	Flagstar General	Net Payroll - ADP 11/30/2017	\$ (153,534.34)
11/30/2017	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (24,692.12)
11/30/2017	Employee/Employer Social Security	Flagstar General	ADP to SSA/Medicare	\$ (17,284.10)
11/30/2017	Employee/Employer Social Security	Flagstar General	ADP to SSA/Medicare	\$ (17,284.00)
11/30/2017	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (8,140.41)
11/30/2017	Garnishments	Flagstar General	ADP to various	\$ (309.30)
11/30/2017	Child Support	Flagstar General	ADP to State of Mich Disbursement Ctr	\$ (180.07)
11/30/2017	Employee Fifth Third HSA (11/30/17 PY)	Fifth Third Bank	Fifth Third Employee Accounts	\$ (434.00)
11/30/2017	KPLSP/KPLA Dues (11/30/17)	Fifth Third Bank	Fifth Third Employee Accounts	\$ (2,239.55)
11/30/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ (5,300.00)
11/30/2017	Transfer from 1st National Checking	1st National Checking		\$ 5,300.00
11/30/2017	Health Equity HSA (11/30/17 PY)	1st National ACH (push)	Health Equity Employee Accounts	\$ (5,233.91)
11/30/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ (47,000.00)
11/30/2017	Transfer from 1st National Checking	1st National Checking		\$ 47,000.00
11/30/2017	MPSERS Employer Contribution (11/30/2017)	1st National ACH (push)	MPSERS	\$ (12,544.85)
11/30/2017	MERS Contribution - Nov '17	1st National ACH (push)	MERS	\$ (34,069.54)
11/30/2017	Transfer from 1st National ICS	1st National ICS	1st National Checking	\$ (900,000.00)
11/30/2017	Transfer from 1st National ICS	1st National ICS		\$ 900,000.00
Total Electronic Transfers November 2017				\$ (674,257.09)

KALAMAZOO PUBLIC LIBRARY

General Operating Fund

November 30, 2017

	Monthly Expenditures	Monthly Encumbrances	YTD + Expenditures	Preliminary Budget	Budget Remaining	% Complete
Revenue						
Property Taxes	\$ 9,032	\$ -	\$ 14,293	\$ 10,552,167	\$ 10,537,874	0.1%
Other Taxes	\$ 1,282	\$ -	\$ 9,546	\$ 100,081	\$ 90,535	9.5%
Fines and Fees	\$ 10,780	\$ -	\$ 55,539	\$ 180,000	\$ 124,461	30.9%
District Court Penal Fines	\$ -	\$ -	\$ -	\$ 212,000	\$ 212,000	0.0%
Local Support	\$ 12,195	\$ -	\$ 35,785	\$ 225,000	\$ 189,215	15.9%
Interest Income	\$ 1,236	\$ -	\$ 5,373	\$ 15,000	\$ 9,627	35.8%
State Aid and Reimbursements	\$ 171,465	\$ -	\$ 171,465	\$ 548,590	\$ 377,125	31.3%
Other	\$ -	\$ -	\$ 42,608	\$ 113,600	\$ 70,992	37.5%
Total Revenue	\$ 205,990	\$ -	\$ 334,608	\$ 11,946,438	\$ 11,611,830	2.8%
Expenditures						
Salaries						
Administrator Salaries	\$ 57,051	\$ -	\$ 239,143	\$ 628,210	\$ 389,067	38.1%
Librarian Salaries	\$ 119,824	\$ -	\$ 597,274	\$ 1,422,114	\$ 824,840	42.0%
Supervisory Technical Salaries	\$ 69,504	\$ -	\$ 360,083	\$ 883,177	\$ 523,094	40.8%
Library Assistant Salaries	\$ 142,782	\$ -	\$ 673,138	\$ 1,596,947	\$ 923,809	42.2%
Hourly Staff	\$ 54,529	\$ -	\$ 233,133	\$ 723,170	\$ 490,037	32.2%
Substitute Salaries	\$ 5,671	\$ -	\$ 21,839	\$ 68,445	\$ 46,606	31.9%
Vacancy Credit	\$ -	\$ -	\$ -	\$ (50,000)	\$ (50,000)	0.0%
Total	\$ 449,361	\$ -	\$ 2,124,611	\$ 5,272,063	\$ 3,147,452	40.3%
Benefits						
Employee Insurance	\$ 85,157	\$ -	\$ 430,594	\$ 1,067,769	\$ 637,175	40.3%
Retirement	\$ 201,225	\$ -	\$ 432,797	\$ 789,283	\$ 356,486	54.8%
Employer FICA-Medicare	\$ 33,106	\$ -	\$ 155,383	\$ 407,245	\$ 251,862	38.2%
Other Benefits	\$ 2,401	\$ -	\$ 14,905	\$ 66,200	\$ 51,295	22.5%
Total	\$ 321,890	\$ -	\$ 1,033,678	\$ 2,330,497	\$ 1,296,819	44.4%
Materials						
Adult Books	\$ 42,253	\$ (34,343)	\$ 186,726	\$ 529,300	\$ 342,574	35.3%
Juvenile Books	\$ 10,609	\$ (10,101)	\$ 46,513	\$ 109,125	\$ 62,612	42.6%
Periodicals	\$ 1,401	\$ -	\$ 38,297	\$ 49,270	\$ 10,973	77.7%
Audio-Visual Material	\$ 19,785	\$ (32,704)	\$ 131,848	\$ 409,318	\$ 277,470	32.2%
Digital Materials	\$ 4,958	\$ -	\$ 92,107	\$ 166,177	\$ 74,069	55.4%
Total	\$ 79,006	\$ (77,148)	\$ 495,492	\$ 1,263,190	\$ 767,698	39.2%
Facilities						
Fuel	\$ 2,971	\$ -	\$ 4,201	\$ 66,500	\$ 62,299	6.3%
Electricity	\$ 16,581	\$ -	\$ 76,320	\$ 200,000	\$ 123,680	38.2%
Water	\$ 521	\$ -	\$ 1,830	\$ 6,420	\$ 4,590	28.5%
Custodial Supplies	\$ 6,845	\$ 52	\$ 22,345	\$ 80,000	\$ 57,655	27.9%
Grounds Maintenance	\$ 1,744	\$ -	\$ 5,919	\$ 43,476	\$ 37,557	13.6%
Vehicle Maintenance	\$ 160	\$ -	\$ 669	\$ 4,600	\$ 3,931	14.5%
Building Repair	\$ 3,481	\$ -	\$ 27,643	\$ 123,686	\$ 96,043	22.3%
Building Operations	\$ 8,592	\$ (4,769)	\$ 52,558	\$ 134,969	\$ 82,411	38.9%
Total	\$ 40,895	\$ (4,717)	\$ 191,485	\$ 659,651	\$ 468,166	29.0%

KALAMAZOO PUBLIC LIBRARY

General Operating Fund

November 30, 2017

	Monthly Expenditures	Monthly Encumbrances	YTD + Expenditures	Preliminary Budget	Budget Remaining	% Complete
Operating Expenses						
Supplies	\$ 9,113	\$ 6,387	\$ 33,529	\$ 106,363	\$ 72,834	31.5%
Misc. Operating Expenses	\$ 6,843	\$ -	\$ 52,004	\$ 129,452	\$ 77,448	40.2%
Postage & Freight	\$ 1,849	\$ -	\$ 6,490	\$ 46,600	\$ 40,110	13.9%
Rent	\$ 2,507	\$ -	\$ 13,583	\$ 34,100	\$ 20,517	39.8%
Processing Supplies	\$ 1,781	\$ -	\$ 8,033	\$ 65,140	\$ 57,107	12.3%
Total	\$ 22,092	\$ 6,387	\$ 113,639	\$ 381,655	\$ 268,016	29.8%
Technical Services						
F&E Repair & Maintenance	\$ 205	\$ -	\$ 11,992	\$ 28,814	\$ 16,821	41.6%
Telecommunications	\$ 7,590	\$ -	\$ 42,272	\$ 92,234	\$ 49,962	45.8%
Software as Service	\$ 200,972	\$ -	\$ 234,430	\$ 269,022	\$ 34,592	87.1%
Software Licensing & Maint.	\$ 5,478	\$ -	\$ 106,323	\$ 178,973	\$ 72,650	59.4%
Cataloging & Processing	\$ 4,726	\$ -	\$ 20,641	\$ 81,000	\$ 60,359	25.5%
Total	\$ 218,972	\$ -	\$ 415,659	\$ 650,043	\$ 234,383	63.9%
Purchased Services						
Security	\$ 12,305	\$ -	\$ 53,664	\$ 190,539	\$ 136,875	28.2%
Insurance	\$ 1,685	\$ -	\$ 56,074	\$ 91,000	\$ 34,926	61.6%
Legal Services	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	0.0%
Contracted Services	\$ 11,402	\$ -	\$ 71,979	\$ 228,021	\$ 156,042	31.6%
Printing Services	\$ 1,973	\$ -	\$ 25,879	\$ 97,000	\$ 71,121	26.7%
Advertising	\$ 2,457	\$ -	\$ 11,037	\$ 55,900	\$ 44,863	19.7%
Total	\$ 29,822	\$ -	\$ 218,632	\$ 677,460	\$ 458,828	32.3%
Other Expenditures						
Tax Charge Backs	\$ 33,887	\$ -	\$ 34,771	\$ 125,000	\$ 90,229	27.8%
Staff Development	\$ 5,936	\$ -	\$ 22,210	\$ 43,515	\$ 21,305	51.0%
Travel & Conference	\$ 4,386	\$ -	\$ 13,370	\$ 70,400	\$ 57,030	19.0%
Board Expenses	\$ -	\$ -	\$ 1,725	\$ 8,990	\$ 7,265	19.2%
Programming	\$ 32,267	\$ -	\$ 92,183	\$ 198,275	\$ 106,092	46.5%
Total	\$ 76,475	\$ -	\$ 164,259	\$ 446,180	\$ 281,921	36.8%
Total Expenditures	\$ 1,238,513	\$ (75,477)	\$ 4,757,456	\$ 11,680,738	\$ 6,923,282	40.7%
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%
TOTAL BEGINNING FUND BALANCE	\$ 4,663,870	\$ -	\$ 8,054,195			
TOTAL NET SURPLUS/(DEFICIT)	\$ (1,032,523)	\$ (73,828)	\$ (4,422,848)			
TOTAL ENDING FUND BALANCE	\$ 3,631,347	\$ (73,828)	\$ 3,631,347			

KALAMAZOO PUBLIC LIBRARY
Capital Improvement Plan
November 30, 2017

	Monthly Activity	Monthly Encumbrances	YTD + Encumbrances	Carryover Budget	New Approved Requests	Budget Remaining
Revenue Received						
Local Revenue						
Other Local Gifts & Grants						
816 - Teen Space Remodel	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ (50,000)
830 - Computer & Technology Reserve	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ (5,000)
Total	\$ 5,000	\$ -	\$ 55,000	\$ -	\$ -	\$ (55,000)
Total Revenue Received	\$ 5,000	\$ -	\$ 55,000	\$ -	\$ -	\$ (55,000)
Approved Pre-Expenditures						
Furnishings						
Furnishings Reserve						
810 - Furnishings Reserve	\$ -	\$ -	\$ -	\$ 123,772	\$ 75,000	\$ 198,772
Total Furnishings Reserve	\$ -	\$ -	\$ -	\$ 123,772	\$ 75,000	\$ 198,772
Central Library						
889 - Children's Room Table/Chairs	\$ -	\$ -	\$ -	\$ 8,328	\$ 9,500	\$ 17,828
892 - Local History Room Furniture	\$ -	\$ -	\$ -	\$ 1,016	\$ -	\$ 1,016
Total Central Library	\$ -	\$ -	\$ -	\$ 9,344	\$ 9,500	\$ 18,844
Branch Libraries						
815 - Workspaces & Public Areas-Oshstemo	\$ -	\$ -	\$ -	\$ 11,443	\$ -	\$ 11,443
881 - Eastwood/Powell - furniture	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Total Branch Libraries	\$ -	\$ -	\$ -	\$ 12,643	\$ -	\$ 12,643
System-Wide Projects						
814 - Chairs - Multiple Departments	\$ -	\$ -	\$ 5,086	\$ 28,294	\$ -	\$ 28,294
Total System-Wide Projects	\$ -	\$ -	\$ 5,086	\$ 28,294	\$ -	\$ 28,294
Total Furniture & Equipment	\$ -	\$ -	\$ 5,086	\$ 174,053	\$ 84,500	\$ 258,553
Building Alterations						
Building Reserve						
820 - Building Alterations Reserve	\$ -	\$ -	\$ -	\$ 204,352	\$ 250,000	\$ 454,352
Total Building Reserve	\$ -	\$ -	\$ -	\$ 204,352	\$ 250,000	\$ 454,352
Structural Projects						
807 - Washington Square Bldg Projects	\$ 9,993	\$ (9,132)	\$ 12,478	\$ 43,283	\$ -	\$ 30,805
828 - Eastwood Building Projects	\$ -	\$ -	\$ (50)	\$ 2,949	\$ -	\$ 1,076
Total Structural Projects	\$ 9,993	\$ (9,132)	\$ 12,428	\$ 46,232	\$ -	\$ 31,881
Mechanical Projects						
Contingency -- Mechanical Projects	\$ -	\$ -	\$ -	\$ 9,150	\$ -	\$ 9,150
Contingency -- Facilities Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
825 - Central Chiller / Cooling tower	\$ -	\$ -	\$ -	\$ 15,400	\$ -	\$ 15,400
826 - Central Steam Boiler	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
841 - Central Louvers on AHU-2	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
887 - Central Bldg Projects	\$ 7,520	\$ 7,520	\$ 15,040	\$ 75,000	\$ -	\$ 59,960
895 - Central Freight Elevator	\$ -	\$ -	\$ -	\$ 4,640	\$ -	\$ 4,640
Total Mechanical Projects	\$ 7,520	\$ 7,520	\$ 15,040	\$ 154,190	\$ -	\$ 139,150
Control & Security Systems						
827 - Security Systems	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Control & Security Systems	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Facilities Projects						
806 - Central Restrooms	\$ 199	\$ -	\$ 44,369	\$ 58,492	\$ -	\$ 14,123

KALAMAZOO PUBLIC LIBRARY
Capital Improvement Plan
November 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	\$ 199	\$ -	\$ 44,369	\$ 353,750	\$ -	\$ 309,380
Total Building Alterations	\$ 17,711	\$ (1,612)	\$ 71,837	\$ 758,524	\$ 250,000	\$ 934,763
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	\$ 6,143	\$ -	\$ 11,143	\$ 747	\$ 12,000	\$ 1,604
Total Portable Technology	\$ 6,143	\$ -	\$ 11,143	\$ 747	\$ 12,000	\$ 1,604
Other Tech/Computer Equipment						
854 - Other Tech/Computer Equipment	\$ 715	\$ -	\$ 2,134	\$ 60,433	\$ 25,280	\$ 83,579
855 - Telephone System	\$ -	\$ -	\$ -	\$ 11,845	\$ -	\$ 11,845
879 - Office scanners	\$ -	\$ -	\$ -	\$ 5,329	\$ 3,900	\$ 9,229
Total Other Tech/Computer Equipment	\$ 715	\$ -	\$ 2,134	\$ 77,607	\$ 29,180	\$ 104,652
RFID/Circulation						
852 - RFID/ILS Equipment	\$ -	\$ -	\$ -	\$ 3,716	\$ -	\$ -
Total RFID/Circulation Tech.	\$ -	\$ -	\$ -	\$ 3,716	\$ -	\$ -
Total Computer & Technology	\$ 6,858	\$ -	\$ 13,277	\$ 216,141	\$ 191,180	\$ 390,328
Total CIP Expenditures	\$ 24,569	\$ (1,612)	\$ 90,201	\$ 1,148,718	\$ 525,680	\$ 1,583,645
Transfers						
Transfers In/(Out)						
Transfers from other funds						
800 - Capital Improvement Plan	\$ -	\$ -	\$ -	\$ -	\$ (190,000)	\$ (190,000)
816 - Teen Space Remodel	\$ -	\$ -	\$ (162,000)	\$ -	\$ -	\$ 162,000
Total	\$ -	\$ -	\$ (162,000)	\$ -	\$ (190,000)	\$ (28,000)
Total Transfers	\$ -	\$ -	\$ (162,000)	\$ -	\$ (190,000)	\$ (28,000)
TOTAL BEGINNING FUND BALANCE	\$ 1,084,968	\$ -	\$ -			\$ -
TOTAL NET SURPLUS/(DEFICIT)	\$ (19,569)	\$ 34,793	\$ 168,307			
TOTAL ENDING FUND BALANCE	\$ 1,065,399	\$ 34,793	\$ 168,307			

KALAMAZOO PUBLIC LIBRARY

Special Revenue Fund

November 30, 2017

	Monthly Expenditures	Monthly Encumbrances	YTD + Encumbrances	Budget	Budget Left	% Complete
Revenue						
Local Support						
233 - Ready to Read - Gifts	\$ -	\$ -	\$ 10,015	\$ 1,000	\$ (9,015)	1001.5%
235 - Ready to Read - Spelling Bee	\$ 11,820	\$ -	\$ 16,270	\$ 21,800	\$ 5,530	74.6%
301 - Gifts & Memorials - Materials	\$ 1,110	\$ -	\$ 2,119	\$ 2,500	\$ 381	84.8%
302 - Amy P. Mesara Trust	\$ -	\$ -	\$ 200,000	\$ -	\$ (200,000)	0.0%
308 - Library Gifts	\$ 250	\$ -	\$ 500	\$ 500	\$ -	100.0%
309 - Jochem Fund	\$ -	\$ -	\$ 86,041	\$ -	\$ (86,041)	0.0%
310 - KPL Antiracism Transformation Team	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%
Total Local Support	\$ 13,180	\$ -	\$ 314,945	\$ 30,800	\$ (284,145)	1022.5%
Other						
235 - Ready to Read - Spelling Bee	\$ 455	\$ -	\$ 805	\$ 1,200	\$ 395	67.1%
Total Other Revenue	\$ 455	\$ -	\$ 805	\$ 1,200	\$ 395	67.1%
Total Revenue	\$ 13,635	\$ -	\$ 315,750	\$ 32,000	\$ (283,750)	986.7%
Expenditures						
Materials						
Adult Books						
301 - Gifts & Memorials - Materials	\$ 143	\$ (52)	\$ 621	\$ 3,000	\$ 2,379	20.7%
Total Adult Books	\$ 143	\$ (52)	\$ 621	\$ 3,000	\$ 2,379	20.7%
Juvenile Books						
233 - Ready to Read - Gifts	\$ 2,740	\$ -	\$ 8,849	\$ 15,000	\$ 6,151	59.0%
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ 2,003	\$ 18,000	\$ 15,997	11.1%
301 - Gifts & Memorials - Materials	\$ 36	\$ -	\$ 308	\$ 500	\$ 192	61.7%
Total Juvenile Books	\$ 2,777	\$ -	\$ 11,160	\$ 33,500	\$ 22,340	33.3%
Audio-Visual Material						
301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ -	\$ 100	\$ 100	0.0%
Total Audio-Visual Material	\$ -	\$ -	\$ -	\$ 100	\$ 100	0.0%
Total Materials	\$ 2,920	\$ (52)	\$ 11,780	\$ 36,600	\$ 24,820	32.2%
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	\$ 3,547	\$ -	\$ 3,547	\$ 4,500	\$ 953	78.8%
301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ -	\$ 500	\$ 500	0.0%
302 - Amy P. Mesara Trust	\$ 5,428	\$ -	\$ 5,428	\$ -	\$ (5,428)	0.0%
308 - Library Gifts	\$ -	\$ -	\$ -	\$ 2,748	\$ 2,748	0.0%
310 - KPL Antiracism Transformation Team	\$ -	\$ -	\$ 598	\$ 5,000	\$ 4,402	12.0%
387 - Oshtemo Mini-Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
391 - Children's Mini-Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
398 - Friends Mini-Grants 2017	\$ 208	\$ -	\$ 2,673	\$ 3,266	\$ 593	81.8%
Total Misc. Operating Expenses	\$ 9,183	\$ -	\$ 12,245	\$ 22,014	\$ 9,769	55.6%
Total Expenditures	\$ 12,103	\$ (52)	\$ 24,025	\$ 58,614	\$ 34,589	41.0%

KALAMAZOO PUBLIC LIBRARY

Special Revenue Fund

November 30, 2017

	Monthly Expenditures	Monthly Encumbrances	YTD + Encumbrances	Budget	Budget Left	% Complete
BEGINNING FUND BALANCE						
233 - Ready to Read - Gifts	\$ 17,305	\$ -	\$ 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	\$ 81,023	\$ -	\$ 78,226	\$ 78,226	\$ -	100.0%
301 - Gifts & Memorials - Materials	\$ 7,605	\$ -	\$ 7,346	\$ 7,346	\$ -	100.0%
302 - Amy P. Mesara Trust	\$ 215,423	\$ -	\$ 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	\$ 148,541	\$ -	\$ 62,500	\$ 62,500	\$ -	100.0%
310 - KPL Antiracism Transformation Team	\$ 3,714	\$ -	\$ 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	\$ 893	\$ -	\$ 3,357	\$ 3,357	\$ -	100.0%
TOTAL BEGINNING FUND BALANCE	\$ 561,754	\$ -	\$ 271,562	\$ 271,562	\$ -	100.0%
NET SURPLUS/(DEFICIT)						
118 - Budget Reserves	\$ -	\$ -	\$ -	\$ (1,000)	\$ (1,000)	0.0%
233 - Ready to Read - Gifts	\$ (2,740)	\$ -	\$ 1,166	\$ (19,000)	\$ (20,166)	(6.1%)
235 - Ready to Read - Spelling Bee	\$ 8,728	\$ -	\$ 11,525	\$ 500	\$ (11,025)	2305.0%
301 - Gifts & Memorials - Materials	\$ 930	\$ -	\$ 1,190	\$ (1,600)	\$ (2,790)	(74.4%)
302 - Amy P. Mesara Trust	\$ (5,428)	\$ -	\$ 194,572	\$ -	\$ (194,572)	0.0%
308 - Library Gifts	\$ 250	\$ -	\$ 500	\$ (2,248)	\$ (2,748)	(22.2%)
309 - Jochem Fund	\$ -	\$ -	\$ 86,041	\$ -	\$ (86,041)	0.0%
310 - KPL Antiracism Transformation Team	\$ -	\$ -	\$ (598)	\$ -	\$ 598	0.0%
398 - Friends Mini-Grants 2017	\$ (208)	\$ -	\$ (2,673)	\$ (3,266)	\$ (593)	81.8%
TOTAL NET SURPLUS/(DEFICIT)	\$ 1,532	\$ -	\$ 291,725	\$ (26,614)	\$ (318,339)	(1096.1%)
ENDING FUND BALANCE						
118 - Budget Reserves	\$ -	\$ -	\$ -	\$ (1,000)	\$ (1,000)	0.0%
233 - Ready to Read - Gifts	\$ 14,564	\$ -	\$ 14,564	\$ (5,602)	\$ (20,166)	(260.0%)
234 - Ready to Read - KCF	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ -	100.0%
235 - Ready to Read - Spelling Bee	\$ 89,751	\$ -	\$ 89,751	\$ 78,726	\$ (11,025)	114.0%
301 - Gifts & Memorials - Materials	\$ 8,536	\$ -	\$ 8,536	\$ 5,746	\$ (2,790)	148.6%
302 - Amy P. Mesara Trust	\$ 209,996	\$ -	\$ 209,996	\$ 15,423	\$ (194,572)	1361.5%
307 - ONEplace Nonprofit Services	\$ 570	\$ -	\$ 570	\$ 570	\$ -	100.0%
308 - Library Gifts	\$ 3,418	\$ -	\$ 3,418	\$ 670	\$ (2,748)	510.4%
309 - Jochem Fund	\$ 148,541	\$ -	\$ 148,541	\$ 62,500	\$ (86,041)	237.7%
310 - KPL Antiracism Transformation Team	\$ 3,714	\$ -	\$ 3,714	\$ 4,312	\$ 598	86.1%
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	\$ 685	\$ -	\$ 685	\$ 91	\$ (593)	750.6%
TOTAL ENDING FUND BALANCE	\$ 563,286	\$ -	\$ 563,286	\$ 244,948	\$ (318,339)	230.0%

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

MONTHLY STATEMENT

Reporting Period: November 1 - 30, 2017

ACCOUNT SUMMARY

Total Account Value: \$4,326,669.36

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

CHANGE IN ACCOUNT VALUE

	This Month 11/1/17 - 11/30/17	Year to Date 1/1/17 - 11/30/17
BEGINNING VALUE	\$4,218,549.19	\$3,961,399.82
Dividends and Interest	3,874.74	57,899.58
Market Appreciation/(Depreciation)	104,278.43	494,236.15
Withdrawals from Account	-	(162,000.00)
Other Income or Expense	(33.00)	(24,866.19)
ENDING VALUE	\$4,326,669.36	\$4,326,669.36
CHANGE IN VALUE	\$108,120.17	\$365,269.54

*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.*

SUMMARY OF HOLDINGS (does not represent an asset allocation)

	Market Value as of 11/30/17	Percent of Account
Cash and Cash Alternatives	\$287,051.14	6.63%
Exchange Traded Funds (ETFs)	290,838.00	6.72
Fixed Income	1,355,124.87	31.32
Stocks	2,393,655.35	55.32
TOTAL VALUE	\$4,326,669.36	100.0%

*Fixed Income includes
 Corporate, Municipal, Agency,
 Treasury, CMOs, CDs, Structured
 Products, etc.*

Questions about reading your Statement -
 Contact us. (800) 431-3500

Accounts carried by TD Ameritrade Clearing, Inc., Member SIPC



**Kalamazoo Public Library
Financial Reports for December 2017**

Combined Balance Sheet

Cash balances reached their low point of the fiscal year at the end of December. This was due in part to the Library's \$200,000 voluntary lump sum contribution to the Municipal Employee Retirement System to reduce a portion of its unfunded liability in December prior to the end of the calendar year.

Additionally, Accounts Receivable includes the recognition of the Kalamazoo County Law Library invoice for the 4th quarter of 2017 (\$16,561) although an equivalent amount representing the 3rd quarter billing was received in December. Other asset and liability accounts were normal for the month.

Sources and Uses and Electronic Transfers

Governmental pooled funds on hand as of December 31, 2017 totaled \$5,664,693. Sources of funds during the month totaled \$312,913, highlighted by Property Tax Receipts from Kalamazoo Township (\$133,726) and Oshtemo Township (\$89,284). Uses of funds of totaled \$1,106,495 led by Salaries & Wages, Benefits, Prepaid Expenditures and Materials. Electronic transfer amounts between KPL bank accounts was typical for the month of December.

General Operating Fund

Library General Fund expenditures recognized through the first six months of FY 2017-2018 totaled \$5,607,745, representing 48% of the Preliminary Budget for the year. General Fund expenses in December were led by Salary and Wages, Benefits and Materials. Expenses for Benefits were higher than normal (\$273,713) due to voluntary contribution to MERS noted above. General Fund revenue during the month was highlighted by the receipt of property tax revenue from municipal taxing units within the Library district mentioned above and both the receipt and recognition of Kalamazoo County Law Library revenue for the 3rd and 4th quarter of 2017 (\$33,121).

Capital Improvement Plan

Capital Improvement Plan activity during December totaled \$80,048 and was largely attributable to spending on the Teen Space Remodel (project 816, which accounted for \$66,811). There were no open purchase orders in the CIP Fund at the end of the month.

Special Revenue Fund

Special Revenue Fund activity during the month of December included revenue of \$39,055, highlighted by the final distribution from the Mesara Trust (\$29,480) and an unrestricted gift from the Friends of KPL (\$7,000). Special Revenue Fund expenditures were minimal (\$1,910) and largely consisted of the purchase of Materials for the Ready-to-Read program.

Endowment Fund

The market value of the Endowment Fund as of December 31, 2017 per the custodian statement from Ameritrade was \$4,327,116, representing an increase in value of the Endowment Fund of \$447 compared to the fund value end of November. 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 December 31, 2017

	Operating	Capital	Special Revenue	Endowment
Assets				
Cash & Equivalents				
Cash & Checking	\$ 1,072,386	\$ 2,429,601	\$ 523,862	\$ 306,313
Investments	\$ 1,639,095	\$ -	\$ 76,569	\$ 4,020,803
Total Cash & Equivalents	<u>\$ 2,711,481</u>	<u>\$ 2,429,601</u>	<u>\$ 600,431</u>	<u>\$ 4,327,116</u>
Accounts Receivable				
Accounts Receivable	\$ 26,062	\$ -	\$ -	\$ -
Total Accounts Receivable	<u>\$ 26,062</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Other Assets				
Other Assets	\$ 148,092	\$ -	\$ -	\$ -
Due to/from Other Funds	\$ -	\$ -	\$ -	\$ -
Total Other	<u>\$ 148,092</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Assets	<u>\$ 2,885,634</u>	<u>\$ 2,429,601</u>	<u>\$ 600,431</u>	<u>\$ 4,327,116</u>
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$ 2,003	\$ 23,963	\$ -	\$ -
Salaries Payable	\$ 2,736	\$ -	\$ -	\$ -
Retirement Payable	\$ 9,365	\$ -	\$ -	\$ -
Total Current Liabilities	<u>\$ 14,104</u>	<u>\$ 23,963</u>	<u>\$ -</u>	<u>\$ -</u>
Long Term Liabilities				
Long Term Liabilities	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net Assets				
Fund Balance	\$ 2,871,530	\$ 2,405,638	\$ 600,431	\$ 4,327,116
Total Net Assets	<u>\$ 2,871,530</u>	<u>\$ 2,405,638</u>	<u>\$ 600,431</u>	<u>\$ 4,327,116</u>
Total Liabilities & Fund Balance	<u>\$ 2,885,634</u>	<u>\$ 2,429,601</u>	<u>\$ 600,431</u>	<u>\$ 4,327,116</u>

KALAMAZOO PUBLIC LIBRARY
Sources and Uses of Funds
Governmental Pooled Funds
For the month ending December 31, 2017

		December
BEGINNING CASH BALANCE *		\$ 6,458,276
* Including short-term investments		
 <u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$ 239,568	
IFT/CFT, PILOT, Other receipts	\$ -	
State Aid/Renaissance Zone Reimbursement	\$ 6,502	
USF Refund/Law Library Contract/District Ct. Penal Fines	\$ 16,561	
Interest Income	\$ 1,073	
Library Fines & Fees	\$ 9,034	
Other Sources: Gifts, Grants, & Reimbursements	\$ 1,120	
Other Gifts (Ready to Read, etc.)	\$ 39,055	
TOTAL SOURCES OF CASH	\$ 312,913	
 <u>USES OF CASH:</u>		
Salaries & Wages	\$ (408,337)	
Benefits	\$ (273,713)	
Materials	\$ (93,364)	
Operating Expenditures	\$ (34,465)	
Facilities	\$ (39,515)	
Technical Services	\$ (13,571)	
Purchased Services	\$ (39,410)	
Other	\$ (37,396)	
Capital Expenditures	\$ (52,410)	
Prepaid Expenditures	\$ (114,314)	
TOTAL USES OF CASH	\$ (1,106,495)	
 ENDING CASH		 \$ 5,664,693
 <u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Fifth Third General		\$ 16,570
Flagstar General		\$ 275,464
First National NOW & ACH Transfer Accounts		\$ 379,751
Fifth Third Arcadia Administration		\$ 3,168
Midwest Business Exchange Account/Paypal		\$ 18,159
Pooled Cash Accounts		\$ 693,113
 <u>Pooled Investments</u>		
Flagstar Bank MM & CD's		\$ 1,073,371
First National Bank MM, ICS Savings, & CD's		3,898,210
Pooled Investment Accounts		\$ 4,971,581
 Total Pooled Cash & Investments		 \$ 5,664,693

KALAMAZOO PUBLIC LIBRARY

Sources and Uses of Funds

Electronic Transfers

For the Month of December, 2017

Date	Description	From	To	Amount
12/4/2017	HCSP 11/30/17 Payroll	Flagstar Bank	MERS Employees HCSP accounts	\$ (997.95)
12/4/2017	Transfer to 1st Nat'l ACH	1st National Checking	1st National ACH (push)	\$ (150.00)
12/4/2017	Transfer From 1st Nat'l NOW	1st National ACH (push)		\$ 150.00
12/4/2017	MERS UAAL Rate Stabilization	1st National ACH (push)	MERS	\$ (149.12)
12/5/2017	Bank Fees 5/3rd -Nov 17	Fifth Third Bank	Fifth Third Employee Accounts	\$ (274.25)
12/7/2017	1st Nat'l Service Charge Nov 17	1st National Checking		\$ (141.25)
12/7/2017	Law Library 3rd Quarter	Kalamazoo County	1st National Checking	\$ 16,560.50
12/8/2017	ADP-Payroll Fees	Flagstar Bank	ADP	\$ (298.23)
12/15/2017	Child Support	Flagstar Bank	ADP to State of Mich Disbursement Ctr	\$ (180.07)
12/15/2017	EE Social Security / Medicare	Flagstar Bank	ADP to SSA/IRS	\$ (15,528.02)
12/15/2017	ER Social Security / Medicare	Flagstar Bank	ADP to SSA/IRS	\$ (15,527.96)
12/15/2017	Federal Income Tax Withholding	Flagstar Bank	ADP to SSA/IRS	\$ (19,783.47)
12/15/2017	Garnishments	Flagstar Bank	ADP to various	\$ (309.30)
12/15/2017	MI State Withholding	Flagstar Bank	ADP to State of Michigan	\$ (7,216.80)
12/15/2017	Net Payroll - 12/15/2017	Flagstar Bank	Net Payroll - ADP 12/15/2017	\$ (141,587.38)
12/15/2017	Transfer to 1st Nat'l ACH	1st National Checking	1st National ACH (pull)	\$ (7,100.00)
12/15/2017	Transfer from 1st Nat'l Checking	1st National ACH (pull)		\$ 7,100.00
12/15/2017	403B Contributions 12/15/17 Payroll	1st National ACH (pull)	403B Contributions 12/15/17 Payroll	\$ (7,029.48)
12/15/2017	Transfer to 1st Nat'l ACH	1st National Checking	1st National ACH (push)	\$ (5,300.00)
12/15/2017	Transfer From 1st Nat'l NOW	1st National ACH (push)		\$ 5,300.00
12/15/2017	Health Equity HSA-12/15/17	1st National ACH (push)	Health Equity Employee Accounts	\$ (5,233.91)
12/15/2017	5/3rd HSA-12/15/17	Fifth Third Bank	Fifth Third Employee Accounts	\$ (434.00)
12/15/2017	KPLSP/KPLA Dues 12/15/17	Fifth Third Bank	Fifth Third Employee Accounts	\$ (2,239.55)
12/18/2017	Transfer to 1st Nat'l ACH	1st National Checking	1st National ACH (push)	\$ (10,600.00)
12/18/2017	Transfer From 1st Nat'l NOW	1st National ACH (push)		\$ 10,600.00
12/18/2017	MPSERS Contribution-December 15, 2017	1st National ACH (push)	MPSERS	\$ (10,527.92)
12/19/2017	HCSP 12/15/17 Payroll	Fifth Third Bank	MERS Employees HCSP accounts	\$ (917.70)
12/22/2017	ADP-Payroll Fees	Flagstar Bank	ADP	\$ (1,811.35)
12/26/2017	Transfer From ICS	1st National Checking		\$ 500,000.00
12/26/2017	Transfer to 1st Nat'l	1st National ICS Savings	1st National Checking	\$ (500,000.00)
12/26/2017	Transfer to 1st Nat'l ACH	1st National Checking	1st National ACH (push)	\$ (200,000.00)
12/26/2017	Transfer From 1st Nat'l NOW	1st National ACH (push)		\$ 200,000.00
12/26/2017	MERS UAAL Voluntary Contribution	1st National ACH (push)	MERS	\$ (200,000.00)
12/27/2017	Transfer to 1st Nat'l ACH	1st National Checking	1st National ACH (push)	\$ (7,200.00)
12/27/2017	Transfer From 1st Nat'l NOW	1st National ACH (push)		\$ 7,200.00
12/27/2017	Transfer to 1st Nat'l ACH	1st National Checking	1st National ACH (pull)	\$ (7,300.00)
12/27/2017	Transfer from 1st Nat'l Checking	1st National ACH (pull)		\$ 7,300.00
12/27/2017	403B Contributions 12/31/17 Payroll	1st National ACH (pull)	403B Contributions 12/31/17 Payroll	\$ (7,273.64)
12/28/2017	Transfer to 1st Nat'l ACH	1st National Checking	1st National ACH (push)	\$ (34,600.00)
12/28/2017	Transfer From 1st Nat'l NOW	1st National ACH (push)		\$ 34,600.00
12/28/2017	KPLSP/KPLA Dues	Fifth Third Bank	Fifth Third Employee Accounts	\$ (2,239.55)
12/29/2017	Health Equity HSA-12/31/17	1st National ACH (push)	Health Equity Employee Accounts	\$ (7,183.91)
12/29/2017	MERS Contribution -December 2017	1st National ACH (push)	MERS	\$ (34,533.73)
12/29/2017	5/3rd HSA-12/31/17	Fifth Third Bank	Fifth Third Employee Accounts	\$ (434.00)
12/29/2017	EE Social Security / Medicare	Flagstar Bank	ADP to SSA/IRS	\$ (15,924.89)
12/29/2017	ER Social Security / Medicare	Flagstar Bank	ADP to SSA/IRS	\$ (15,924.96)
12/29/2017	Federal Income Tax Withholding	Flagstar Bank	ADP to SSA/IRS	\$ (21,950.14)
12/29/2017	Garnishments	Flagstar Bank	ADP to various	\$ (309.30)
12/29/2017	MI State Withholding	Flagstar Bank	ADP to State of Michigan	\$ (7,418.04)
12/29/2017	Net Payroll - 12/31/2017	Flagstar Bank	Net Payroll - ADP 12/31/2017	\$ (140,670.07)
12/29/2017	Child Support	Flagstar Bank	ADP to State of Mich Disbursement Ctr	\$ (180.07)
Total Electronic Transfers December 2017				\$ (666,783.16)

KALAMAZOO PUBLIC LIBRARY

General Operating Fund

December 31, 2017

	Monthly Activity	Monthly Encumbrances	FY to Date Activity	Revised Budget	Budget Remaining	% Complete
Revenue						
Property Taxes	\$ 239,568	\$ -	\$ 253,860	\$ 10,552,167	\$ 10,298,307	2.4%
Other Taxes	\$ -	\$ -	\$ 9,546	\$ 100,081	\$ 90,535	9.5%
Fines and Fees	\$ 9,034	\$ -	\$ 64,576	\$ 180,000	\$ 115,424	35.9%
District Court Penal Fines	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	0.0%
Local Support	\$ 1,120	\$ -	\$ 36,905	\$ 231,000	\$ 194,095	16.0%
Interest Income	\$ 1,073	\$ -	\$ 6,446	\$ 15,000	\$ 8,554	43.0%
State Aid and Reimbursements	\$ 6,502	\$ -	\$ 177,967	\$ 1,033,316	\$ 855,349	17.2%
Other	\$ 33,121	\$ -	\$ 75,729	\$ 107,044	\$ 31,315	70.7%
Total Revenue	\$ 290,418	\$ -	\$ 625,030	\$ 12,368,608	\$ 11,743,578	5.1%
Expenditures						
Salaries						
Administrator Salaries	\$ 54,710	\$ -	\$ 293,854	\$ 593,516	\$ 299,662	49.5%
Librarian Salaries	\$ 118,310	\$ -	\$ 715,584	\$ 1,445,480	\$ 729,896	49.5%
Supervisory Technical Salaries	\$ 69,653	\$ -	\$ 429,737	\$ 907,918	\$ 478,182	47.3%
Library Assistant Salaries	\$ 130,800	\$ -	\$ 803,938	\$ 1,604,425	\$ 800,487	50.1%
Hourly Staff	\$ 50,209	\$ -	\$ 283,342	\$ 730,665	\$ 447,323	38.8%
Substitute Salaries	\$ 5,603	\$ -	\$ 27,442	\$ 71,445	\$ 44,003	38.4%
Total	\$ 429,285	\$ -	\$ 2,553,896	\$ 5,353,449	\$ 2,799,553	47.7%
Benefits						
Employee Insurance	\$ 85,492	\$ -	\$ 516,086	\$ 1,044,307	\$ 528,221	49.4%
Retirement	\$ 253,294	\$ -	\$ 686,091	\$ 1,035,609	\$ 349,518	66.3%
Employer FICA-Medicare	\$ 31,453	\$ -	\$ 186,835	\$ 409,490	\$ 222,655	45.6%
Other Benefits	\$ 2,000	\$ -	\$ 16,905	\$ 64,000	\$ 47,095	26.4%
Total	\$ 372,240	\$ -	\$ 1,405,918	\$ 2,553,406	\$ 1,147,488	55.1%
Materials						
Adult Books	\$ 23,551	\$ -	\$ 210,278	\$ 529,300	\$ 319,022	39.7%
Juvenile Books	\$ 8,339	\$ -	\$ 54,852	\$ 109,125	\$ 54,273	50.3%
Periodicals	\$ 2,758	\$ -	\$ 41,055	\$ 49,270	\$ 8,215	83.3%
Audio-Visual Material	\$ 35,267	\$ -	\$ 167,115	\$ 410,318	\$ 243,203	40.7%
Digital Materials	\$ 21,815	\$ -	\$ 113,923	\$ 166,177	\$ 52,254	68.6%
Total	\$ 91,731	\$ -	\$ 587,223	\$ 1,264,190	\$ 676,967	46.5%
Facilities						
Fuel	\$ 2,645	\$ -	\$ 6,845	\$ 66,500	\$ 59,655	10.3%
Electricity	\$ 10,448	\$ -	\$ 86,769	\$ 200,000	\$ 113,231	43.4%
Water	\$ 375	\$ -	\$ 2,205	\$ 6,420	\$ 4,215	34.4%
Custodial Supplies	\$ 4,073	\$ (942)	\$ 26,471	\$ 80,000	\$ 53,529	33.1%
Grounds Maintenance	\$ 6,425	\$ (5,840)	\$ 12,344	\$ 43,476	\$ 31,132	28.4%
Vehicle Maintenance	\$ 89	\$ -	\$ 758	\$ 4,600	\$ 3,842	16.5%
Building Repair	\$ 8,049	\$ (2,786)	\$ 35,692	\$ 123,686	\$ 87,994	28.9%
Building Operations	\$ 7,709	\$ (6,051)	\$ 60,214	\$ 134,969	\$ 74,755	44.6%
Total	\$ 39,814	\$ (15,619)	\$ 231,299	\$ 659,651	\$ 428,352	35.1%

KALAMAZOO PUBLIC LIBRARY

General Operating Fund

December 31, 2017

	Monthly Activity	Monthly Encumbrances	FY to Date Activity	Revised Budget	Budget Remaining	% Complete
Operating Expenses						
Supplies	\$ 13,462	\$ (5,246)	\$ 46,990	\$ 106,363	\$ 59,373	44.2%
Misc. Operating Expenses	\$ 8,996	\$ -	\$ 61,001	\$ 130,802	\$ 69,801	46.6%
Postage & Freight	\$ 15,678	\$ -	\$ 22,168	\$ 46,600	\$ 24,432	47.6%
Rent	\$ 3,032	\$ (525)	\$ 16,615	\$ 34,100	\$ 17,485	48.7%
Processing Supplies	\$ 1,295	\$ -	\$ 9,328	\$ 65,140	\$ 55,812	14.3%
Total	\$ 42,463	\$ (5,771)	\$ 156,102	\$ 383,005	\$ 226,903	40.8%
Technical Services						
F&E Repair & Maintenance	\$ 756	\$ -	\$ 12,748	\$ 28,814	\$ 16,066	44.2%
Telecommunications	\$ 7,790	\$ -	\$ 50,062	\$ 95,034	\$ 44,972	52.7%
Software as Service	\$ 999	\$ -	\$ 235,430	\$ 276,612	\$ 41,182	85.1%
Software Licensing & Maint.	\$ 2,403	\$ 1,016	\$ 108,726	\$ 189,453	\$ 80,727	57.4%
Cataloging & Processing	\$ 3,870	\$ -	\$ 24,511	\$ 81,000	\$ 56,489	30.3%
Total	\$ 15,818	\$ 1,016	\$ 431,477	\$ 670,913	\$ 239,435	64.3%
Purchased Services						
Security	\$ 11,111	\$ -	\$ 64,776	\$ 201,859	\$ 137,083	32.1%
Insurance	\$ 1,685	\$ -	\$ 57,759	\$ 91,000	\$ 33,241	63.5%
Legal Services	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	0.0%
Contracted Services	\$ 10,452	\$ -	\$ 82,430	\$ 231,321	\$ 148,891	35.6%
Printing Services	\$ 13,097	\$ -	\$ 38,976	\$ 97,000	\$ 58,024	40.2%
Advertising	\$ 3,331	\$ -	\$ 14,368	\$ 55,900	\$ 41,532	25.7%
Total	\$ 39,677	\$ -	\$ 258,309	\$ 692,080	\$ 433,771	37.3%
Other Expenditures						
Tax Charge Backs	\$ 3,327	\$ -	\$ 38,099	\$ 70,000	\$ 31,901	54.4%
Staff Development	\$ 978	\$ -	\$ 23,188	\$ 53,815	\$ 30,627	43.1%
Travel & Conference	\$ 5,459	\$ -	\$ 18,829	\$ 77,900	\$ 59,071	24.2%
Board Expenses	\$ -	\$ -	\$ 1,725	\$ 8,990	\$ 7,265	19.2%
Programming	\$ 9,498	\$ -	\$ 101,681	\$ 208,275	\$ 106,594	48.8%
Total	\$ 19,263	\$ -	\$ 183,522	\$ 418,980	\$ 235,458	43.8%
Total Expenditures	\$ 1,050,289	\$ (20,373)	\$ 5,807,745	\$ 11,995,673	\$ 6,187,928	48.4%
Transfers						
Transfers Out						
Transfers to other funds	\$ -	\$ -	\$ -	\$ 450,000	\$ 450,000	0.0%
Total	\$ -	\$ -	\$ -	\$ 450,000	\$ 450,000	0.0%
Total Transfers	\$ -	\$ -	\$ -	\$ 450,000	\$ 450,000	0.0%
TOTAL BEGINNING FUND BALANCE	\$ 3,631,351	\$ -	\$ 8,054,195			
TOTAL NET SURPLUS/(DEFICIT)	\$ (759,821)	\$ (53,455)	\$ (5,182,665)			
TOTAL ENDING FUND BALANCE	\$ 2,871,530	\$ (53,455)	\$ 2,871,530			

KALAMAZOO PUBLIC LIBRARY
Capital Improvement Plan
December 31, 2017

	Monthly Activity	Monthly Encumbrances	YTD + Encumbrances	Carryover Budget	New Approved Requests	Budget Remaining
Revenue Received						
Local Revenue						
Other Local Gifts & Grants						
816 - Teen Space Remodel	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ (50,000)
830 - Computer & Technology Reserve	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ (5,000)
Total	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ (55,000)
Total Revenue Received	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ (55,000)
Approved Pre-Expenditures						
Furnishings						
Furnishings Reserve						
810 - Furnishings Reserve	\$ -	\$ -	\$ -	\$ 123,772	\$ 75,000	\$ 198,772
Total Furnishings Reserve	\$ -	\$ -	\$ -	\$ 123,772	\$ 75,000	\$ 198,772
Central Library						
889 - Children's Room Table/Chairs	\$ -	\$ -	\$ -	\$ 8,328	\$ 9,500	\$ 17,828
892 - Local History Room Furniture	\$ -	\$ -	\$ -	\$ 1,016	\$ -	\$ 1,016
Total Central Library	\$ -	\$ -	\$ -	\$ 9,344	\$ 9,500	\$ 18,844
Branch Libraries						
815 - Workspaces & Public Areas-Oshtemo	\$ -	\$ -	\$ -	\$ 11,443	\$ -	\$ 11,443
881 - Eastwood/Powell - furniture	\$ -	\$ 2,505	\$ 2,505	\$ 1,200	\$ 6,600	\$ 5,295
Total Branch Libraries	\$ -	\$ 2,505	\$ 2,505	\$ 12,643	\$ 6,600	\$ 16,738
System-Wide Projects						
814 - Chairs - Multiple Departments	\$ -	\$ -	\$ 5,086	\$ 28,294	\$ -	\$ 28,294
Total System-Wide Projects	\$ -	\$ -	\$ 5,086	\$ 28,294	\$ -	\$ 28,294
Total Furniture & Equipment	\$ -	\$ 2,505	\$ 7,591	\$ 174,053	\$ 91,100	\$ 262,648
Building Alterations						
Building Reserve						
820 - Building Alterations Reserve	\$ -	\$ -	\$ -	\$ 204,352	\$ 250,000	\$ 454,352
Total Building Reserve	\$ -	\$ -	\$ -	\$ 204,352	\$ 250,000	\$ 454,352
Structural Projects						
807 - Washington Square Bldg Projects	\$ 517	\$ (1,117)	\$ 11,878	\$ 43,283	\$ -	\$ 31,406
816 - Teen Space Remodel	\$ 66,811	\$ (64,428)	\$ 98,354	\$ -	\$ 212,000	\$ 113,646
828 - Eastwood Building Projects	\$ -	\$ -	\$ (50)	\$ 2,949	\$ -	\$ 1,076
Total Structural Projects	\$ 67,328	\$ (65,545)	\$ 110,182	\$ 46,232	\$ 212,000	\$ 146,127
Mechanical Projects						
Contingency – Mechanical Projects	\$ -	\$ -	\$ -	\$ 9,150	\$ -	\$ 9,150
Contingency – Facilities Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
825 - Central Chiller / Cooling tower	\$ -	\$ -	\$ -	\$ 15,400	\$ -	\$ 15,400
826 - Central Steam Boiler	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
841 - Central Louvers on AHU-2	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
887 - Central Bldg Projects	\$ 7,520	\$ (7,520)	\$ 15,040	\$ 75,000	\$ 17,000	\$ 76,960
895 - Central Freight Elevator	\$ -	\$ -	\$ -	\$ 4,640	\$ -	\$ 4,640
Total Mechanical Projects	\$ 7,520	\$ (7,520)	\$ 15,040	\$ 154,190	\$ 17,000	\$ 156,150
Control & Security Systems						
827 - Security Systems	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Control & Security Systems	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Facilities Projects						
806 - Central Restrooms	\$ -	\$ -	\$ 44,369	\$ 58,492	\$ -	\$ 14,123

KALAMAZOO PUBLIC LIBRARY
Capital Improvement Plan
December 31, 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	\$ -	\$ -	\$ 44,369	\$ 353,750	\$ -	\$ 309,380
Total Building Alterations	\$ 74,848	\$ (73,065)	\$ 169,591	\$ 758,524	\$ 479,000	\$ 1,066,009
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	\$ 237	\$ -	\$ 237	\$ 34,272	\$ 40,000	\$ 74,035
843 - Branch digital signage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
844 - USB Charging Stations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
884 - Digital Lab Equipment	\$ -	\$ -	\$ -	\$ 10,132	\$ -	\$ 10,132
Total Public Technology & Hardware	\$ 237	\$ -	\$ 237	\$ 44,404	\$ 40,000	\$ 84,167
Portable Technology						
878 - Portable Devices	\$ 1,258	\$ -	\$ 12,401	\$ 747	\$ 12,000	\$ 346
Total Portable Technology	\$ 1,258	\$ -	\$ 12,401	\$ 747	\$ 12,000	\$ 346
Other Tech/Computer Equipment						
854 - Other Tech/Computer Equipment	\$ 3,705	\$ -	\$ 5,839	\$ 60,433	\$ 30,280	\$ 84,874
855 - Telephone System	\$ -	\$ -	\$ -	\$ 11,845	\$ -	\$ 11,845
879 - Office scanners	\$ -	\$ -	\$ -	\$ 5,329	\$ 3,900	\$ 9,229
Total Other Tech/Computer Equipment	\$ 3,705	\$ -	\$ 5,839	\$ 77,607	\$ 34,180	\$ 105,947
RFID/Circulation						
852 - RFID/ILS Equipment	\$ -	\$ -	\$ -	\$ 3,716	\$ -	\$ 3,716
Total RFID/Circulation Tech.	\$ -	\$ -	\$ -	\$ 3,716	\$ -	\$ 3,716
Total Computer & Technology	\$ 5,200	\$ -	\$ 18,477	\$ 216,141	\$ 196,180	\$ 393,845
Total CIP Expenditures	\$ 80,048	\$ (70,560)	\$ 195,659	\$ 1,148,718	\$ 766,280	\$ 1,722,502
Transfers						
Transfers (In) / Out						
Transfers from other funds						
800 - Capital Improvement Plan	\$ -	\$ -	\$ -	\$ -	\$ (190,000)	\$ (190,000)
816 - Teen Space Remodel	\$ -	\$ -	\$ (162,000)	\$ -	\$ -	\$ 162,000
854 - Other Tech / Computer Equipment	\$ (5,000)	\$ -	\$ (5,000)	\$ -	\$ -	\$ -
830 - Computer & Technology Reserve	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ (162,000)	\$ -	\$ (190,000)	\$ (28,000)
Total Transfers	\$ -	\$ -	\$ (162,000)	\$ -	\$ (190,000)	\$ (28,000)
TOTAL BEGINNING FUND BALANCE	\$ 1,060,402	\$ -	\$ 931,885			
TOTAL NET SURPLUS/(DEFICIT)	\$ (80,048)	\$ 14,380	\$ 48,469			
TOTAL ENDING FUND BALANCE	\$ 980,354	\$ 14,380	\$ 980,354			

KALAMAZOO PUBLIC LIBRARY

Special Revenue Fund

December 31, 2017

	Monthly Activity	Monthly Encumbrances	FY to Date Activity	Revised Budget	Budget Left	% Complete
Revenue						
Local Support						
233 - Ready to Read - Gifts	\$ 625	\$ -	\$ 10,640	\$ 1,000	\$ (9,640)	1064.0%
234 - Ready to Read - KCF	\$ 250	\$ -	\$ 250	\$ -	\$ (250)	0.0%
235 - Ready to Read - Spelling Bee	\$ 850	\$ -	\$ 17,120	\$ 21,800	\$ 4,680	78.5%
301 - Gifts & Memorials - Materials	\$ 650	\$ -	\$ 2,769	\$ 2,500	\$ (269)	110.8%
302 - Amy P. Mesara Trust	\$ 29,480	\$ -	\$ 229,480	\$ 200,000	\$ (29,480)	114.7%
308 - Library Gifts	\$ 7,200	\$ -	\$ 7,700	\$ 7,500	\$ (200)	102.7%
309 - Jochem Fund	\$ -	\$ -	\$ 86,041	\$ 86,000	\$ (41)	100.0%
310 - KPL Antiracism Transformation Team	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%
Total Local Support	\$ 39,055	\$ -	\$ 354,000	\$ 323,800	\$ (30,200)	109.3%
Other						
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ 805	\$ 1,200	\$ 395	67.1%
Total Other Revenue	\$ -	\$ -	\$ 805	\$ 1,200	\$ 395	67.1%
Total Revenue	\$ 39,055	\$ -	\$ 354,805	\$ 325,000	\$ (29,805)	109.2%
Expenditures						
Materials						
Adult Books						
301 - Gifts & Memorials - Materials	\$ 15	\$ -	\$ 635	\$ 3,000	\$ 2,365	21.2%
Total Adult Books	\$ 15	\$ -	\$ 635	\$ 3,000	\$ 2,365	21.2%
Juvenile Books						
233 - Ready to Read - Gifts	\$ 1,854	\$ -	\$ 10,702	\$ 15,000	\$ 4,298	71.3%
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ 2,003	\$ 18,000	\$ 15,997	11.1%
301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ 308	\$ 500	\$ 192	61.7%
Total Juvenile Books	\$ 1,854	\$ -	\$ 13,013	\$ 33,500	\$ 20,487	38.8%
Audio-Visual Material						
301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ -	\$ 100	\$ 100	0.0%
Total Audio-Visual Material	\$ -	\$ -	\$ -	\$ 100	\$ 100	0.0%
Total	\$ 1,868	\$ -	\$ 13,649	\$ 36,600	\$ 22,951	37.3%
Operating Expenses						
Misc. Operating Expenses						
118 - Budget Reserves	\$ -	\$ -	\$ -	\$ 2,986	\$ 2,986	0.0%
233 - Ready to Read - Gifts	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%
235 - Ready to Read - Spelling Bee	\$ 42	\$ -	\$ 3,589	\$ 4,500	\$ 911	79.8%
301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ -	\$ 500	\$ 500	0.0%
302 - Amy P. Mesara Trust	\$ -	\$ -	\$ 5,428	\$ 5,000	\$ (428)	108.6%
308 - Library Gifts	\$ -	\$ -	\$ -	\$ 2,748	\$ 2,748	0.0%
310 - KPL Antiracism Transformation Team	\$ -	\$ -	\$ 598	\$ 5,000	\$ 4,402	12.0%
398 - Friends Mini-Grants 2017	\$ -	\$ -	\$ 2,673	\$ 3,266	\$ 593	81.8%
Total Misc. Operating Expenses	\$ 42	\$ -	\$ 12,287	\$ 29,000	\$ 16,713	42.4%
Total	\$ 42	\$ -	\$ 12,287	\$ 29,000	\$ 16,713	42.4%

KALAMAZOO PUBLIC LIBRARY

Special Revenue Fund

December 31, 2017

	Monthly Activity	Monthly Encumbrances	FY to Date Activity	Revised Budget	Budget Left	% Complete
Total Expenditures	\$ 1,910	\$ -	\$ 25,936	\$ 65,600	\$ 39,664	39.5%
BEGINNING FUND BALANCE						
233 - Ready to Read - Gifts	\$ 14,564	\$ -	\$ 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	\$ 89,751	\$ -	\$ 78,226	\$ 78,226	\$ -	100.0%
301 - Gifts & Memorials - Materials	\$ 8,536	\$ -	\$ 7,346	\$ 7,346	\$ -	100.0%
302 - Amy P. Mesara Trust	\$ 209,996	\$ -	\$ 15,423	\$ 15,423	\$ -	100.0%
307 - ONEplace Nonprofit Services	\$ 570	\$ -	\$ 570	\$ 570	\$ -	100.0%
308 - Library Gifts	\$ 3,418	\$ -	\$ 2,918	\$ 2,918	\$ -	100.0%
309 - Jochem Fund	\$ 148,541	\$ -	\$ 62,500	\$ 62,500	\$ -	100.0%
310 - KPL Antiracism Transformation Team	\$ 3,714	\$ -	\$ 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	\$ 685	\$ -	\$ 3,357	\$ 3,357	\$ -	100.0%
TOTAL BEGINNING FUND BALANCE	\$ 563,286	\$ -	\$ 271,562	\$ 271,562	\$ -	100.0%
NET SURPLUS/(DEFICIT)						
118 - Budget Reserves	\$ -	\$ -	\$ -	\$ (2,986)	\$ (2,986)	0.0%
233 - Ready to Read - Gifts	\$ (1,229)	\$ -	\$ (62)	\$ (19,000)	\$ (18,938)	0.3%
234 - Ready to Read - KCF	\$ 250	\$ -	\$ 250	\$ -	\$ (250)	0.0%
235 - Ready to Read - Spelling Bee	\$ 808	\$ -	\$ 12,333	\$ 500	\$ (11,833)	2466.6%
301 - Gifts & Memorials - Materials	\$ 635	\$ -	\$ 1,825	\$ (1,600)	\$ (3,425)	(114.1%)
302 - Amy P. Mesara Trust	\$ 29,480	\$ -	\$ 224,052	\$ 195,000	\$ (29,052)	114.9%
308 - Library Gifts	\$ 7,200	\$ -	\$ 7,700	\$ 4,752	\$ (2,948)	162.0%
309 - Jochem Fund	\$ -	\$ -	\$ 86,041	\$ 86,000	\$ (41)	100.0%
310 - KPL Antiracism Transformation Team	\$ -	\$ -	\$ (598)	\$ -	\$ 598	0.0%
398 - Friends Mini-Grants 2017	\$ -	\$ -	\$ (2,673)	\$ (3,266)	\$ (593)	81.8%
TOTAL NET SURPLUS/(DEFICIT)	\$ 37,145	\$ -	\$ 328,869	\$ 259,400	\$ (69,469)	126.8%
ENDING FUND BALANCE						
118 - Budget Reserves	\$ -	\$ -	\$ -	\$ (2,986)	\$ (2,986)	0.0%
233 - Ready to Read - Gifts	\$ 13,336	\$ -	\$ 13,336	\$ (5,602)	\$ (18,938)	(238.0%)
234 - Ready to Read - KCF	\$ 6,250	\$ -	\$ 6,250	\$ 6,000	\$ (250)	104.2%
235 - Ready to Read - Spelling Bee	\$ 90,559	\$ -	\$ 90,559	\$ 78,726	\$ (11,833)	115.0%
301 - Gifts & Memorials - Materials	\$ 9,171	\$ -	\$ 9,171	\$ 5,746	\$ (3,425)	159.6%
302 - Amy P. Mesara Trust	\$ 239,476	\$ -	\$ 239,476	\$ 210,423	\$ (29,052)	113.8%
307 - ONEplace Nonprofit Services	\$ 570	\$ -	\$ 570	\$ 570	\$ -	100.0%
308 - Library Gifts	\$ 10,618	\$ -	\$ 10,618	\$ 7,670	\$ (2,948)	138.4%
309 - Jochem Fund	\$ 148,541	\$ -	\$ 148,541	\$ 148,500	\$ (41)	100.0%
310 - KPL Antiracism Transformation Team	\$ 3,714	\$ -	\$ 3,714	\$ 4,312	\$ 598	86.1%
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	\$ 685	\$ -	\$ 685	\$ 91	\$ (593)	750.6%
TOTAL ENDING FUND BALANCE	\$ 600,431	\$ -	\$ 600,431	\$ 530,962	\$ (69,469)	113.1%

Account 906-327830

KALAMAZOO PUB LIBRARY ENDWMNT FND
ATTN LISA A GODFREY

CORPORATION

MONTHLY STATEMENT

Reporting Period: December 1 - 31, 2017

ACCOUNT SUMMARY

Total Account Value: \$4,327,115.92

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

CHANGE IN ACCOUNT VALUE

	This Month 12/1/17 - 12/31/17	Year to Date 1/1/17 - 12/31/17
BEGINNING VALUE	\$4,326,669.36	\$3,961,399.82
Dividends and Interest	6,490.15	64,389.73
Market Appreciation/(Depreciation)	(5,989.04)	488,247.11
Withdrawals from Account	-	(162,000.00)
Other Income or Expense	(54.55)	(24,920.74)
ENDING VALUE	\$4,327,115.92	\$4,327,115.92
CHANGE IN VALUE	\$446.56	\$365,716.10

*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.*

SUMMARY OF HOLDINGS (does not represent an asset allocation)

	Market Value as of 12/31/17	Percent of Account
Cash and Cash Alternatives	\$306,313.36	7.08%
Exchange Traded Funds (ETFs)	357,299.50	8.26
Fixed Income	1,576,313.26	36.43
Stocks	2,087,189.80	48.24
TOTAL VALUE	\$4,327,115.92	100.0%

*Fixed Income includes
Corporate, Municipal, Agency,
Treasury, CMOs, CDs, Structured
Products, etc.*

Questions about reading your Statement -
Contact us. (800) 431-3500

Accounts carried by TD Ameritrade Clearing, Inc., Member SIPC





MEMO

TO: Library Trustees

FROM: Ryan Wieber
Library Director

RE: **Strategic Planning Statistics
2nd Quarter 2017-2018**

DATE: January 22, 2018

Attached are the second quarter Strategic Plan Quarterly Statistics 2017-2018. Overall goals appear to be slightly lower than anticipated, but due perhaps to the time of the year and lessening of programs and activities for November-December.

- 1.3 Gift Books: Book distribution for the Ready to Read Program continues perform above expectations, and it helps that the Family Health Center is back on board as a partner. The program received great promotion of course by way of the Great Grownup Spelling Bee.
- 2.1 Birth to Kindergarten Program Attendance: As strong lineup of story times, First Saturdays, and Musical Storybooks events helped to maintain consistent numbers for the period.
- 5.3 Active Cardholders: It is interesting how circulation numbers across the board are on a downward trend, however, active cardholders remain consistently good.
- 7.1 Local History Program Attendance: One statistic remains obvious—patrons appreciate programming on the topic of local history. One bonus for fall stats here was the well-attended “Kalamazoo 1917” program.

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	36,925			80,216	172,500	46.5%
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	1,931			5,311	12,000	44.3%
1.3	This year, the library will distribute 10,000 gift books. (Ready to Read)	3,754	3,544			7,298	10,000	73.0%
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	1,612			3,548	7,000	50.0%
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	36,651			79,601	166,074	47.9%
3.2	The circulation of children's movies and music, all formats, will be maintained at its 2016-2017 level.	22,336	17,688			40,024	92,164	43.4%
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	2,416			6,915	16,000	43.2%

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	9,687			23,491	56,500	41.5%
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	1,424			3,564	9,000	39.6%
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	93,774			200,571	410,000	48.9%
5.2	The circulation of digital collections will increase by 15%.	37,455	39,694			77,149	163,000	47.3%
5.3	The number of active KPL cardholders will increase by 15%.	26,278	22,370			26,278	26,100	85.7%
5.4	At least 10,000 adults will attend or participate in programs or outreach events sponsored or cosponsored by the library.	4,886	1,198			6,084	10,000	60.0%
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	34,110			71,881	145,000	49.5%
6.2	At least 1,000 people will utilize services in the digital lab.	257	291			548	1,000	54.8%

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	215			345	500	69.0%
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	126			729	1,200	60.0%
7.2	Hits on Local History cloud-based archives (archive.org, flickr commons, etc.) will increase by 30%.	40,966	67,161			40,966	433,000	24.9%





**Director's Report
January 2018**

From the Director

1. I had meetings with KPS administrators; Elizabeth Lorbeer, Director of WMed Libraries; Bill McElhone, Kalamazoo Valley Museum Director; Lance Werner of Kent District Library; attended the Friends monthly; presented at the Kiwanis.
2. The library has taken steps to open for business every Saturday afternoon at the Alma Powell Branch from 1:00pm-5:00pm, beginning Saturday, February 3. Kevin King and Judi Rambow have verified the annual price to provide this enhanced service will cost approximately \$4,000 for additional hourly staff which will have minimal effect on the budget. The Douglass Center is pleased to cooperate with our request for Saturday open hours, and per contract, the Center will maintain the parking lot and provide a staff person onsite for hall monitor purposes. We are excited to offer these new hours and look forward to local residents' reception and utilization of the branch on Saturdays. Marketing and Communications will promote the new hours, and the branch will offer special "grand opening" activities on that first Saturday.
3. Our "Every KPS Student a KPL Card" group (Jim Clarey, Steve Maesen, Sue Warner, Kevin King, myself) met in early December with KPS administration to share our plans for an initiative to automatically assign full access library cards to every KPS student unless a parent or guardian during the school enrollment process opts out of the program. This will only be feasible if KPS allows the electronic transfer of identifying information such as student ID number, name, address, email, phone, grade and building information. Under the Family Education Right to Privacy Act (FERPA), this information is labeled as "directory information" and as such can be disclosed by the school district. Each student's unique KPS student number would double as their library card number, so an upload of data from KPS to KPL would make the library account creation process relatively easy. A draft Memo of Agreement is being reviewed by the Library's attorney.
4. The City of Kalamazoo Brownfield Redevelopment Authority held a hearing regarding an amendment to the plan which added "Chapter 48," (215 West Lovell and 418/424 South Rose). These properties will be the future site of a Hinman and AVB development of approximately 140,000 total square feet (32,000 sq foot footprint on the nearby and former Public Safety Headquarters site). It will include a four-story mixed-use building and parking facilities. It is anticipated that the capture of tax increment revenues will start by 2019 and will continue until necessary to reimburse eligible activities plus five years of additional capture. The maximum estimated annual taxes captured from the Library by the authority is \$14,648.

5. Staff Development: Judi Rambow attended the Adult Literacy Research and Training Symposium; Wendy Hand attended the 2017 Library Information Technology Association Conference in Denver; Katheryn Bergeron is the 2017-2018 Chair for the Michigan Author Award work group. This award is handed out at the MLA Conference.

Create Young Readers

6. This year we've been working to add the Family Health Center to our roster of pediatric practices as a Ready to Read book distribution site. They had been a Ready to Read site years ago, but let their partnership lapse due to leadership changes. Now they are back and all of their medical staff have completed the required training to again participate! We are so glad that the many children they serve will be able to receive books at well child visits.
7. The 2018 Early Learning Calendars are available at all library locations; these calendars are free for library patrons. Each day on the calendar contains a suggested activity for parents that helps very young children learn.

Stimulate Imagination

8. The Chill Out @ Oshtemo program filled the unexpected void of a reindeer program cancellation on December 9. Over 255 people attended the event that featured activities such as a hot chocolate bar, balloon animals, games, crafts, and photo opportunities. It is very important to point out that this incredible program was pulled together in less than three days!
9. We had a change-up this year for New Years' Fest at KPL; we were the venue for the Princesses and Superheroes that are usually housed in the big tent in Bronson Park. The extreme cold kept many families with young children at home this year, but we did have 175 hardy souls come to visit with the costumed characters and to make a crown or a shield to take home.
10. The new Teen program space is open and looking terrific! We've been able to use it for some programs already, even though furniture is still on order and finishing touches are yet to be made. Teen patrons are loving it and staff are having fun filling the wonderful cabinets with supplies. The smaller staff office space is just right and looking very sharp. Thanks for FM staff for their very hard work on this huge project.
11. Teen staff have been working with a Kalamazoo Central High School librarian to bring author Kwame Alexander to Kalamazoo and they finally have a date booked! He'll be here Wednesday, February 28 with school visits during the day and an evening program at KPL.

Connect to the Online World

12. MelCat is now 13 years old, and our patrons have benefitted greatly from this service over the years. Some fun facts as provided by the Library of Michigan:

- 430 Michigan libraries now participate
 - Patrons have made 11 million requests
 - The fill rate has reached 92%.
13. Several new copiers have been installed around KPL through a new contract with Precision Printers; locations include Teen, Youth Services, Adult Services, CAMP, Admin, and Oshtemo. IT Department's Vik Kaglan investigated the replacement process and various vendors, and coordinated the installations. With the help of interns a training guide was created.
14. Praises for the HUB continue to flow in as a result of the unique services it offers and the attention provided to patrons who use it. On any given day, the HUB is a busy place with seats filled, digitization projects underway, and employee Ryan Turner giving undivided attention. A new, extraordinary 3D printer has recently been purchased by way of outside funding and is receiving use.

Celebrate Local

15. Librarian Caitlin Hoag welcomed a group of 20 students from the Bureau of Services for Blind Persons Training Center for a presentation on accessible library services. The group had many great questions and were very excited to hear about the variety of services we offer. The new adaptive computers and iPad were a particularly big hit—one student said she had never been to a public library that had JAWS available.
16. Oshtemo Lead Librarian Kathryn Bergeron is participating in a *Basic American Sign Language for Library Staff* online course through the American Library Association. She is learning the basics of sign language as well as library specific terminology, including conversations at the Circulation and Information Desks and during programming and outreach events. She has already used her limited ASL to assist patrons with the DVDs and to register a new cardholder. As an adjunct to the class Kathryn volunteered with Deaf and Hard of Hearing Services' Signing Santa event.
17. The Washington Square Branch received a donation of an original Conrad Kaufman painting in early December. This gift is due to the great outreach the staff at the branch is doing in the community. It is currently hanging near the circulation desk.
18. Steve Siebers was elected to the Edison Business Association Board and nominated to be the Treasurer for 2018. The next Edison Business Association meeting will take place at Washington Square where former State Senator Cameron Brown will talk about the Abraham Lincoln projects that are taking place later in the year.
19. More staff development: The first staff KPL Academy of 2018 will feature "A Day in the Life of a Homeless Child". This informative session will be presented by Monica Poucher, Homeless Liaison Specialist and McKinney Vento Grant Coordinator for KRESA and Maureen Best, a 24 year employee of Kalamazoo's Gospel Mission. It takes place Wednesday, January 24, 9:00 am in the Van Deusen Room.

Operations

20. Camp staff along with Jim Clarey in IT continue to work on setting up EDI (Electronic Data Interchange) for KPL. Adding EDI to our ordering process will streamline some aspects of the ordering process allowing for direct ingestion of records from vendors and eliminating some of the data entry that is currently done. Each vendor needs to be set up individually within our Sirsi system and we will be starting with Midwest Tapes as our largest AV vendor and a helpful partner in getting the system individualized to our needs. Jim Clarey and Linda Smith are taking the lead on the project.

21. The “non-commercial” clause in the study room guidelines has been removed. The policy restricted use to “One reservation per individual or non-commercial group per day is accepted” and now simply limits to one group per day. Limiting to non-commercial groups was not easy to consistently enforce and hasn’t really been an issue for use of the rooms.

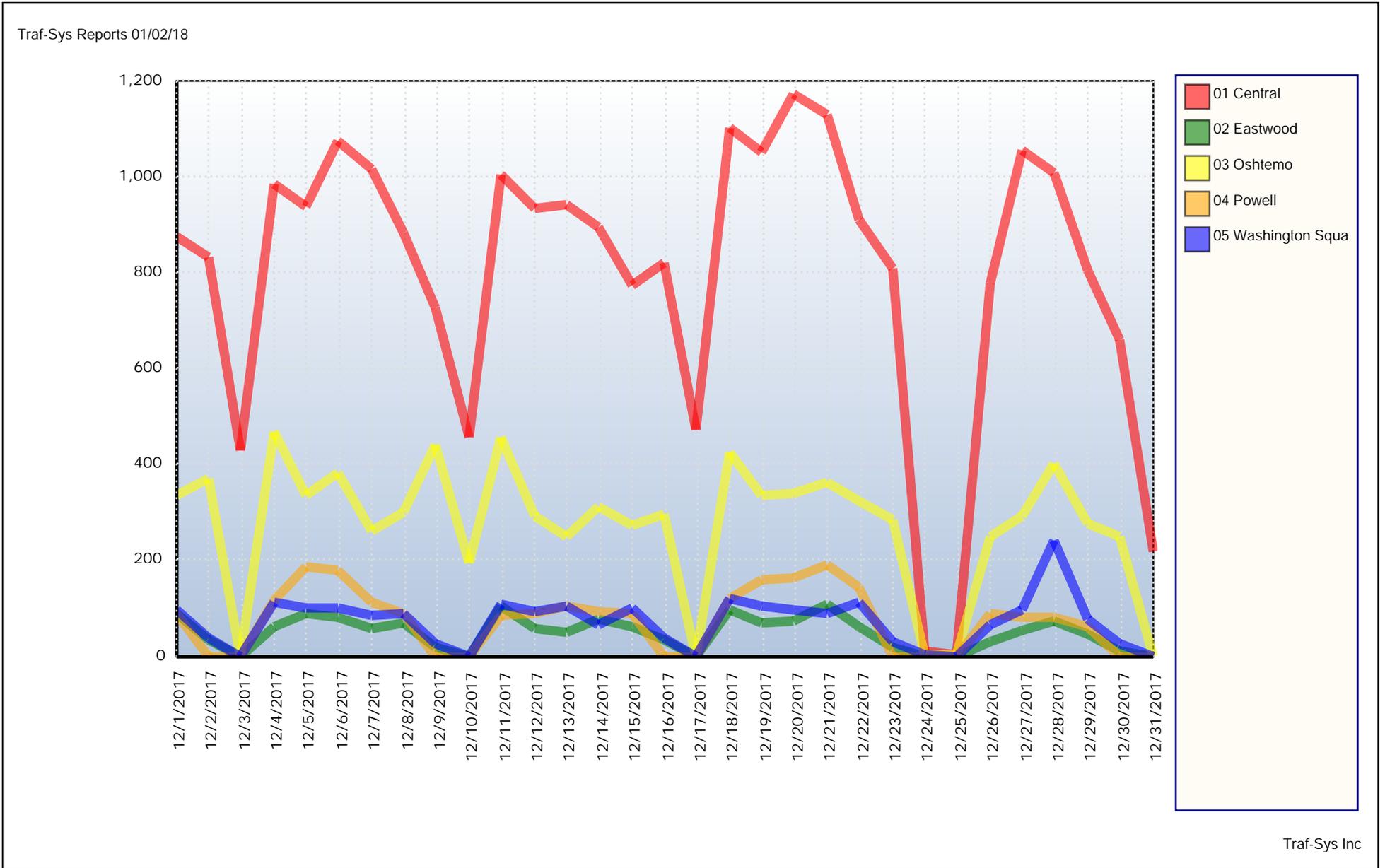
**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
December 31, 2017**

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	18,679	820	8,326	323	1,817	29,965	200,004	205,785	-3%
-ebook	5,943					5,943	35,119	30,138	17%
-Digital Magazine	388					388	2,288	2,812	-19%
Teen	2,006	90	594	37	201	2,928	23,103	30,344	-24%
Juvenile	<u>11,975</u>	<u>1,205</u>	<u>7,325</u>	<u>312</u>	<u>907</u>	<u>21,724</u>	159,267	<u>169,582</u>	-6%
Total	38,991	2,115	16,245	672	2,925	60,948	419,781	438,661	-4%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,293	105	690	44	66	2,198	15,255	16,224	-6%
-Digital	4,319					4,319	24,878	19,002	31%
Music									
-CD	2,930	148	660	70	378	4,186	26,605	30,058	-11%
-Digital	1,954					1,954	11,586	11,398	2%
Video									
-DVD	25,344	2,944	7,283	2,346	5,281	43,198	280,108	329,128	-15%
- Digital	1,110					1,110	5,146	5,091	1%
Total Non-Print Material	<u>36,950</u>	<u>3,197</u>	<u>8,633</u>	<u>2,460</u>	<u>5,725</u>	<u>56,965</u>	<u>363,578</u>	<u>410,901</u>	-12%
Total Circulation	75,941	5,312	24,878	3,132	8,650	117,913	783,359	849,562	-8%
Computer Usage									
Onsite Computer Use	6,114	384	871	513	495	8,377	57,049	57,934	-2%
Total Online Impressions	334,664					334,664	2,403,466		
WiFi Users	2,002					2,002	14,823	12,627	17%
Database Statistics									
Database Sessions	1,266					1,266	6,788	5,813	17%
Database Searches	44,713					44,713	237,868	235,041	1%
Total Registrations	1,168	10	54	14	19	1,265	6,051	4,211	44%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
December 31, 2017

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>Programs/Tours</u>									
Adult Events	13	0	2	2	0	17	171	154	11%
Attendance	173	0	28	56	0	257	6787	5559	22%
Teen Events	8	2	1	3	0	14	118	108	9%
Attendance	336	12	4	37	0	389	3879	3367	15%
Juvenile Events	32	36	27	8	15	118	798	534	49%
Attendance	430	534	756	115	149	1984	19372	16761	16%
Total Events	53	38	30	13	15	149	1087	796	37%
Total Attendance	939	546	788	208	149	2630	30038	25687	17%
Law Library									
Visitors	154					154	1318	1566	-16%
Phone Calls	122					122	920	653	41%
Questions Answered	307					307	2536	2371	7%
KPL App									
Monthly Downloads	Android	iPad	iPhone	iPod		Total	Year to Date		
	196	32	160	0		287	2771		
Monthly Queries	14,725	8,265	36,153	0		59,143	372111		
Monthly Unique Users	312	141	679	1		1,133			

Chain Report - Traffic Trend All Sites - Individually 12/1/2017 to 12/31/2017 By Day



Social Media Statistics

December

KPL's most viewed Facebook Video is our Facebook Live broadcast, which reached 956 people in just an hour! - KPL FB Analytics December 4th 2017.

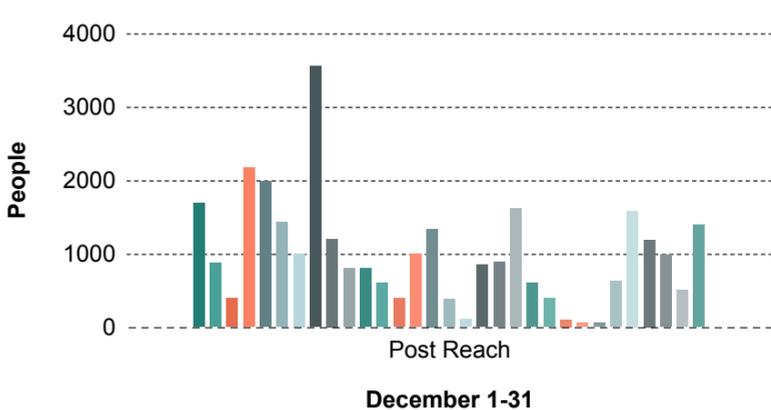
Our two most popular platforms are Facebook and Twitter

6,880 Likes

  23 New

The top Facebook post in December was a promotional post for Rootead's presentation for First Saturday, it reached 2,400 people.

Followers Reached



Top Tweet in December was of patron and painter Conrad Kaufman delivering a painting he created in honor of the dedicated staff at Washington Square! The picture and link was engaged 16 times!



4,127 Followers

9 New 



Engagement



Link Clicks (54.32%) Retweets (3.70%)
Likes (39.51%) Replies (2.47%)

Top 5 Channel Visits:

- Catalog Searches 34,532
- My Account 13,593
- Library Locator 1,004
- Popular Books 232
- DVDs Coming Soon 212



KPL Mobile App

50,015 Total Visits

1,133 Unique Users



KPL branches we need you! We need more awesome posts from branches like EAS, POW, WSQ, and CEN every month! Cheers to an even more social 2018!



 **1,081 Followers!** 

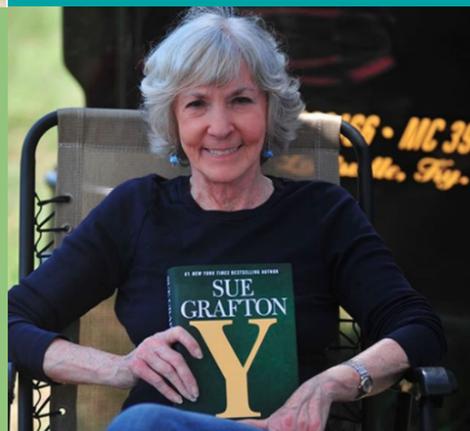
Insta Igloo

This image of OSH's adorable Igloo and penguin gained 29 likes!



Sue Grafton

OSH posted a tribute photo to the Late Sue Grafton, an author that will be greatly missed!



Olaf and Elsa Visit

Olaf and Elsa from Frozen came to celebrate Winterfest with OSH. This image earned 21 likes!

In December KPL reposted a beautiful post made by a Millennial about libraries!



long tweets mcgee
@_Amanda_Killian

Libraries literally aren't just a place to obtain books for free. They're one of the few public spaces left in our society where you're allowed to exist without the expectation of spending money.



370 Notes
379 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	6,798	1,060	4,097	1,226	354
November	6,857	1,065	4,118	1,152	354
December	6,880	1,081	4,127	1,133	379