



PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
BOARD ROOM – THIRD FLOOR, CENTRAL LIBRARY
315 S Rose St., Kalamazoo, MI 49007
February 26, 2018, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
 - A. [Resolution Against Guns in Libraries](#)

- II. PERSONS REQUESTING TO ADDRESS THE BOARD

- III. CONSENT CALENDAR
 - A. [Minutes of the Meeting of January 22, 2018](#)
 - B. [Personnel Items](#)

- IV. FINANCIAL REPORT
 - A. [Financial Reports for the Periods Ending January 31, 2018](#)

- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. [CIP Revision](#)

 - Reports
 - B. [Overdrive / Libby App Demonstration – Amy Alcenius-Hoisington](#)
 - C. [Immigrant Services and Programming – Angela Fortin and Mary Knowles](#)

- VI. COMMITTEE REPORTS
 - A. [Finance and Budget Committee](#)
 - B. [Personnel Committee](#)
 - C. [Fund Development Committee](#)
 - D. [Director’s Building Advisory Committee](#)

- VII. OTHER BUSINESS
 - A. [Director's Report](#)
 - B. [Committee Assignments](#)

- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

- IX. COMMENTS BY TRUSTEES

- X. ADJOURNMENT

Kalamazoo Public Library

RESOLUTION AGAINST GUNS IN LIBRARIES

Minutes of a Meeting of the Board of Trustees of the Kalamazoo Public Library, Kalamazoo Michigan, held on February 26, 2018 at 4:00 p.m.

TRUSTEES PRESENT: _____

TRUSTEES ABSENT: _____

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____.

WHEREAS gun violence and mass shootings in public places continue to escalate, and

WHEREAS public libraries are and ought to remain safe places for children and adults to visit, check out materials, engage in educational and cultural activities, and meet others, and

WHEREAS Library Trustees, security, staff and the visiting public share a priority of keeping Kalamazoo Public Library a safe and welcoming environment, and

WHEREAS, respect for the Second Amendment rights and privacy of law-abiding citizens must not be at the expense of keeping guns away from dangerous people; and

WHEREAS, the Kalamazoo Public Library Board of Trustees opposes any legislation that would further weaken the Library's ability to provide a safe and welcoming environment, free from weapons, and

WHEREAS, in response to the most recent in a series of school shootings, Kalamazoo Public Library Board of Trustees are calling on elected leaders to do more, now, to end mass murder gun violence in our schools, workplaces and public spaces:

THEREFORE, BE IT RESOLVED guns and weapons of any kind have no place in libraries, and the Trustees of the Kalamazoo Public Library urge Michigan lawmakers to expeditiously include public libraries as gun-free zones, and to eliminate accessibility to assault weapons, parts and ammunition.

AYES: Trustees _____

NAYS: Trustees _____

RESOLUTION DECLARED ADOPTED.

Jannie Williams, Secretary

Certificate

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kalamazoo Public Library, Kalamazoo, Michigan at a meeting held on February 26, 2018, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan 1976, as amended, and that the minute of said meeting were kept and will be or have been made available as required by said Act.

Jannie Williams, Secretary

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: January 22, 2018
Time: 4:00 p.m.
Location: Board Room, Central Library

TRUSTEE ROLL CALL:

Present: Robert Brown, Lisa Godfrey, Kerria Randolph, James E. VanderRoest, and Valerie Wright

Absent: Cheryl TenBrink, Jannie Williams

CALL TO ORDER:

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

ELECTION OF OFFICERS:

President Godfrey presented the following slate of officers, first shared at the December 2017 meeting.

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

Hearing no further suggestions, President Godfrey closed the nominations.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE SLATE OF OFFICERS RECOMMENDED BY THE NOMINATION COMMITTEE FOR 2018-2019.

MOTION CARRIED 5-0.

AGENDA APPROVAL:

President VanderRoest stated that Board Committee Assignments would be addressed as item VII. B. The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. *Minutes of the Meeting of December 11, 2017*
- B. *Personnel Items*

IV. FINANCIAL REPORTS

- A. *Financial Reports for the Months Ending November 30, 2017 and December 31, 2017.*

Recommendation: Director Wieber recommended the Board accept the Financial Reports for the months ending November 30, 2017 and December 31, 2017.

Discussion: Director Wieber stated the financial reports constitute a fairly typical two month period. He drew attention to the \$200,000 MERS contribution, which is evidenced in the December reports.

L. Godfrey asked why the December endowment fund earnings totaled \$447 while that same figure in November totaled over \$108,000. Nnamdi Dike, Head of Finance and Budget, stated those numbers were correct. He said there had been a readjustment of the endowment portfolio in December. The portfolio's performance did lag in comparison to the broader markets due to its more conservative arrangement. Additionally, the December statement includes the quarterly expenses and fees incurred by the endowment fund.

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

MOTION CARRIED 5-0.

V. REPORTS AND RECOMMENDATIONS

REPORTS:

A. Second Quarter Strategic Planning Statistics

Report: Director Wieber began by drawing trustees' attention to a handful of specific strategic planning goals. The number of gift books distributed by Ready to Read has been very impressive in the first half of fiscal year 2017 – 2018. Additionally, children's programming attendance has also been strong. He mentioned the number of active card holders measured this quarter was indicative of strong library use by patrons. Lastly, he stated Local History programming attendance has been very strong. Ruth Wilson's *Kalamazoo 1917* program was particularly popular and well attended. She has been asked to present the program at the Friends of KPL Annual Meeting later this Spring.

Discussion: V. Wright asked for insight into the low performance of visits to the Local History cloud-based archives. She wondered whether the goal of increasing that figure by 30% was too aggressive. Director Wieber and Michael Cockrell, Head of Adult Services supposed that was the case.

L. Godfrey stated it may stand to reason that the rapid growth of DNA analysis websites and services could be leading to a decline in the interest of individuals conducting their own genealogical research using traditional methods. Director Wieber stated, thankfully, library patrons still visit the Local History Room regularly despite the popularity of those services.

Disposition: Trustees thanked Director Wieber for his report.

B. Reading Together

Report: Director Wieber introduced Karen Trout, Adult Services Librarian. K. Trout began her report by drawing attention to this year's *Reading Together* brochure, which reflects a lot of

hard work by KPL Graphic Designer, Chafe Hensley. She stated there are a large number of book discussions taking place this year, both hosted by KPL and through other area libraries, such as Portage and Parchment, as well as other organizations such as Kalamazoo Loaves & Fishes. She stated she is particularly interested in those discussions that examine Evicted from specific perspectives such as legal, literary, and sociological.

She then stated there is a series of programs scheduled that are designed to dig a bit deeper into the themes and issues discussed in the book. The two programs bookending that series discuss the points of view expressed in Evicted from the point of view of landlords and tenants respectively. Additionally, there will be a program on homelessness co-moderated by Monica Poucher, KPS homeless liaison specialist, and Cykeia Lee from the Kalamazoo Promise. That program will focus on a panel of Kalamazoo citizens who, collectively, have a wide variety of personal experience with various issues related to homelessness.

On March 1st, there will be an informational program concerning the eviction process in Kalamazoo. The entire process will be explored, regional differences will be discussed, and local resources will be shared.

Lastly, there will be a program focusing on tenant/landlord rights and responsibilities. That program will be co-led by representatives from the City of Kalamazoo and Legal Aid of Western Michigan. It will be moderated by Judge Tiffany Ankley.

She then pointed to a section in the brochure entitled "Do Something" which details relevant suggestions and volunteer opportunities for participants to pursue once *Reading Together* wraps up for the year.

She encouraged Trustees to visit Matthew Desmond's website, justshelter.org, which provides resources and services related to eviction and homelessness available to people all over the country. During the author visit on March 16th, the library will be using the usual pre-presentation slideshow to highlight those same sorts of resources available locally.

Discussion: L. Godfrey asked what sorts of landlords K. Trout had located for the landlord/tenant rights and responsibilities program. K. Trout stated Housing Resources Incorporated has recommended a pair of suitable landlords. L. Godfrey asked whether they were landlords who evict tenants on a regular basis. K. Trout said she couldn't be certain at this point, but stated that was definitely a topic that would come up during the course of the program. She stated that she trusts the judgement of Housing Resources Incorporated to provide good candidates for a productive discussion.

L. Godfrey asked who was running the program on the eviction process. Director Wieber suggested it may be a representative from Legal Aid. K. Trout said the *Reading Together* steering committee is hoping to bring someone on board from Health and Human Services' Eviction Aversion Program, but that remains to be seen. Legal Aid will be involved.

President VanderRoest asked whether a landlord's attorney would be assisting. K. Trout stated the representative from the City of Kalamazoo would largely be acting in that role. President VanderRoest stated that if the steering committee would be interested in securing a landlord's attorney, he could be of some assistance in making a recommendation. K. Trout thanked him for

the suggestion.

Director Wieber thanked Karen and the steering committee for their passion and their compassion in putting together this year's *Reading Together* program series.

L. Godfrey agreed and cautioned there is a danger associated with being too heavily on one side or the other of the issues surrounding landlord/tenant rights and responsibilities and the process of eviction. She stated one of the best things about Matthew Desmond's book was his commitment to objectivity.

President VanderRoest stated his confidence that *Reading Together* would be educating, not vilifying. He thanked Karen for all her hard work.

Disposition: Trustees thanked Karen for her report.

C. *Kalamazoo Public Schools Library Card – Kevin King*

Report: Director Wieber introduced Kevin King, Head of Branch and Circulation Services. Director Wieber stated the idea of ensuring every Kalamazoo Public Schools student has a library card has been around for some time. After a discussion with Superintendent Dr. Michael Rice, Director Wieber decided explore that goal, believing it may be significantly easier today than it was even five years ago.

He stated electronic transference of student records for the purpose of creating library cards can be accomplished using the library's current ILS. K King stated this type of collaboration has been an ideal within the public library sphere for some time now. He explained the program was tentatively being called the *1Card*. Ultimately, the card will be available to all Kalamazoo Public Schools students and staff. Similar programs are underway at libraries within the school districts of Cleveland, OH and Jacksonville, FL. There are also a number of public libraries in Michigan that have undertaken this type of arrangement.

K. King then showed a promotional video from Baltimore County Public Library which detailed the type of resources available to students through a very similar partnership between the library and schools there.

He stated this would result in thousands of new library cards being created for kids in Kalamazoo. Specifically, this initiative would make it possible for students without a permanent address to obtain resident borrowing privileges. A recent inquiry into the matter showed that there are approximately 700 Kalamazoo Public Library Students who are homeless. Students who receive a student ID, typically middle and high school students, will be able to use that ID as a secondary library card.

He explained that enrollment in the program will be automatic, with an opt-out option available for parents who do not wish for their children to obtain this type of card. All fines associated with existing student library card accounts will be wiped in an effort to give all KPS students a completely fresh start with the library.

Moving forward, K. King stated the first step is to test integration with the KPS student account information. He said that the IT department at KPS has been very cooperative. Director Wieber stated Willard Library recently undertook a similar project with Battle Creek Public Schools and has been very helpful in offering advice.

K. King continued, saying the next step would be to draft program guidelines and a memo of understanding between the library and KPS. Marketing will follow. A campaign is scheduled to be in place in early March, in time for KPS *Literacy Night*, so we can begin to talk to kids about their new cards at that point.

Director Wieber stated the drafting of the memo of understanding will contain specific mention of the services accessible with the new card as well as provide written authorization for the library to obtain and utilize the student information provided by the schools for the purpose of creating the cards. A draft is being reviewed currently by the library's attorney, and will be given to KPS administrators to review before final approval by KPL Trustees.

K. King then stated distribution of cards should take place before the end of the year. In early 2019, the system will be analyzed and any recommended changes will be made. Director Wieber stated he was told recently by President VanderRoest that when he attended KPS in his youth, all KPS students were given library cards.

Discussion: L. Godfrey asked approximately how many out-of-district KPS staff would be receiving library cards through this initiative, and whether in-district staff would have their fines cleared. Director Wieber stated in an effort to create buy-in from staff and students alike for this initiative, staff would have late fees cleared from their account, but not fines associated with lost or damaged items. It is unknown at this point how many out-of-district KPS staff would be receiving cards.

L. Godfrey suggested it would be good to keep track of how many staff members living out of the service district receive cards, since non-resident cards cost nearly \$200 per year. K. King stated KPS would be providing that number before long. Director Wieber reminded trustees that the practice does constitute a departure from the language of the current registration policy, which will likely need to be updated to reflect the new circumstances.

K. King stated the taskforce in charge of implementing the new cards consists of himself, Director Wieber, Sue Warner, Head of Youth Services, Steve Maesen, Circulation Manager, Jim Clarey, ILS Specialist, and Farrell Howe, Marketing and Communications Manager.

Disposition: Trustees thanked K. King for his report.

D. Michael Cockrell – Hoopla Update

Report: Director Wieber introduced M. Cockrell, who began his report by stating KPL first made hoopla available to patrons in 2013. Over the five years since then, the platform has gone through some significant changes. He reminded Trustees that hoopla is a digital platform, provided by contract with Midwest Tape. Hoopla has become Midwest Tape's most popular service and has grown their business significantly.

He stated hoopla initially provided audiobooks, music, television, and movies. In 2015, they added ebooks and e-comicbooks. All downloads are viewed through a proprietary application for mobile devices or on a PC. It is available to resident borrowers only. Patrons sign up for an account through the hoopla app, which is then authenticated by our patron database. Patrons are allowed 15 downloads per month, and all downloads are paid for my KPL according to a per-circulation pricing model.

Hoopla provides a variety of oversight tools to control monthly spending, including configurable title allowances and spending caps. Individual titles and formats can be blocked by the contracting agency. There is also a 'Kid's Mode' which automatically filters out certain types of content for juvenile borrowers.

M. Cockrell then shared some statistics from the last five years of use. He stated total circulation has grown from 16,000 downloads in the first year to more than 51,000 in 2017. Since 2013, the total number of downloads has increased each year. In the first year, less than 200 KPL patrons were using hoopla, many of whom were KPL staff. In 2017, more than 5,000 individual KPL patrons were using hoopla.

He then pointed to circulation statistics over the years, stating that hoopla was originally envisioned as a way to provide digital movies and television to patrons. Over time, audiobooks have emerged as the most popular hoopla format. In terms of ebooks and audiobooks, 54% of those downloaded were fiction titles, 32% were nonfiction, and the remaining 14% were juvenile titles.

He continued by explaining there are many KPL patrons who casually use hoopla throughout the month and do not reach their allotted 15 titles, but there is also a sizable population who regularly exhaust their monthly download allowances.

M. Cockrell stated that while music circulation accounts for a relatively small percentage of total hoopla circulation, patrons are using hoopla to download a broad selection of musical genres. The single most frequently downloaded item to date on hoopla at KPL has been the original cast recording of the Broadway musical, *Hamilton*. The soundtracks to Disney movies are quite popular as well.

He then stated hoopla is not a cheap service, but it is a powerful one. The library pays for each individual download which range in price from \$0.49 to \$3.99 depending on the format and title in question. The average cost per circulation is \$1.98. He stated one of the advantages to offering this service is that patrons can select and check out materials all day, every day, whether the library is open or not. Libraries work with hoopla to establish a daily circulation cap to ensure that budgeting for hoopla can remain under control and to ensure that users are not cut off from the service for longer than necessary.

He explained that hoopla has been successful at KPL for a number of reasons. First, hoopla item records appear in KPL catalog searches, so patrons see that materials in which they are interested are available through the platform. Second, he credits the Marketing and Communication department for good promotion of hoopla in LINK and elsewhere. Lastly, he stated that the content provided by hoopla has steadily improved and covers a lot of esoteric genres not necessarily represented elsewhere in the KPL collection.

Discussion: L. Godfrey stated her experience with the breadth of content available on hoopla has been less than satisfactory, but stated support for the platform, especially if it allows patrons to have an opportunity to browse titles that we might not be able to provide otherwise.

Disposition: Trustees thanked M. Cockrell for his report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – No meeting.
- B. *Personnel Committee* – No meeting.
- C. *Fund Development and Allocations Committee* – No meeting.
- D. *Director’s Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

A. *Director’s Report*

Report: Director Wieber began his report by drawing attention to a handful of items, the first of which is the increase in open hours at the Powell location beginning Saturday, February 3rd. He shared plans for a special opening event and referred to K. King for the details. K. King stated the event would take place on February 10th, with the 3rd constituting a ‘soft open’. Farrell Howe, Marketing and Communications Manager, stated there will be a banner up on the 3rd, flyers are being distributed announcing the new Saturday hours, and print materials are being updated to reflect that change. There will also be a press release and social media announcements. Additionally, during the Art Hop on February 2nd, the Barnabee Gallery will host an exhibit containing pieces inspired by The Immortal Life of Henrietta Lacks. K. King stated on the 10th, the Powell Branch will be screening the HBO movie of the same name and will be serving soul food.

Director Wieber continued, stating the Family Health Center has resumed its role as a pediatric distributor of Ready to Read books. All pediatric physicians partnering with Ready to Read receive instruction regarding the importance of distributing books to children at an early age.

He then stated Teen staff have partnered with Kalamazoo Public Schools to bring author Kwame Alexander to Kalamazoo on Wednesday, February 28th. Alexander was the recipient of the 2015 Newbury Medal for The Crossover.

Director Wieber informed trustees that all KPL staff have been invited to a KPL Academy entitled “A Day in the Life of a Homeless Child”. It will be presented by KRESA and a representative from the Kalamazoo Gospel Mission. Along similar lines, a program taking place on February 15th seeks to educate staff and patrons about the neurological impact of growing up in an environment of drugs, violence, and/or other adverse childhood experiences. Registration for two sessions, 10:00am and 6:00pm, is available on the KPL website. Sue Warner, Head of Youth Services, stated the program is focused around the film *Resilience*.

Director Wieber introduced Robyn Lilek, Facilities Management Library Assistant, and stated she has been of great help while he has served as interim Department Head. Interviews for the new

FM Head are underway, and an announcement regarding the direction of that process will be made soon. He stated the department is engaged in some minor HVAC repairs and shelving reconfiguration in Teen and the Oshtemo location. He then stated the Washington Square basement is currently dry.

Lastly, he stated that Kent District Library has been engaged in an initiative to deliver books to beleaguered libraries in Port Arthur, Texas as they recover from hurricane damage. KPL is assisting and tomorrow twenty boxes books will be delivered to Kent District Library for that purpose.

Discussion: V. Wright stated she was excited to hear about the new open hours on Saturday at Powell and the 1Card initiative. She also said that an item in the Director's Report concerning Brownfield Redevelopment Authority tax captures funding a new development on the corner of Lovell and Rose was encouraging to hear. She then expressed her ongoing appreciation for the Social Media statistics included in the Board packet and thanked Marketing and Communications for their work.

L. Godfrey stated she hopes recent changes to study room guidelines allowing their use by commercial groups will be accompanied by monitoring of that use in an effort to identify and discourage abuse. M. Cockrell stated study room use has always been monitored for a variety of reasons. L. Godfrey asked if it was easy to determine, for example, the difference between a therapist using the space as a convenient location to meet with a patient and an attorney conducting business with a client. M. Cockrell stated that would be difficult to discern. L. Godfrey supposed that sort of use must occur from time to time, but agreed it would be difficult to tell exactly what sort of business was being conducted. M. Cockrell agreed and stated it seems intrusive to obtain that level of detail from patrons.

L. Godfrey then asked whether patrons often had to wait to use a study room. M. Cockrell stated that was not the case and explained that the rooms are typically booked in advance by groups of regular users such as student groups and Literacy Council groups. He then stated that all study room bookings are limited to one hour, which keeps use of the rooms orderly. He assured trustees that rooms are monitored to the extent that explicitly illegal behavior or that in conflict with the library's Code of Conduct could be identified.

Director Wieber stated issues of commercial use of study rooms had become problematic when he was at Otsego District Library and resulted in time limits being imposed on the rooms, similar to those in place at KPL.

President VanderRoest asked if trustees could be given a tour of the newly renovated Teen Space. Director Wieber stated that could certainly be arranged, as many finishing touches had recently been attended to. President VanderRoest suggested a tour following the February meeting. Director Wieber agreed and said new furniture purchased for the main Teen space was likely to have arrived by that point.

President VanderRoest then stated he had noticed many check warrants related to lost MeLCat items and asked whether the library had been experiencing greater loss of MeLCat items proportional to those owned by KPL. K. King stated the loss of MeLCat items wasn't necessarily out of proportion. He explained there was a period of time in which payment requests for lost

MeLCat items were not being conducted in a timely manner, so the large number of them recently can be attributed to that work being caught up.

Lastly, he stated he was pleased to hear that Oshtemo Lead Librarian Kathryn Bergeron was participating in an online American Sign Language course, and asked how many KPL staff are fluent in ASL. K. King stated he was aware that Brittany Tyson, IT Intern, was fluent and was the only one that came to mind. President VanderRoest asked whether that training could be offered to other staff. Director Wieber stated that could be investigated. Director Wieber asked whether anyone on management team was aware of a historical need for ASL translation services at the library. M. Cockrell stated there was one patron who would regularly work with a reference desk Tech Intern fluent in ASL, but that was some time ago. K. King stated that occasionally large programs such as *Reading Together* functions may require translation.

Disposition: Trustees thanked Director Wieber for his report.

B. Board Committee Assignments

Report: President VanderRoest stated he would be reaching out to trustees to ascertain their preferences concerning service on board committees for the 2018 calendar year. He also shared plans to reconstitute the Litigation Committee under the name Legal Affairs Committee, primarily for the purpose of attending to any concerns regarding Texas Township penal fines.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright had no comments.
- K. Randolph had no comments.
- R. Brown stated that on his way to the meeting tonight he observed some children sliding down the hill at the Washington Square Branch and appeared to be thoroughly enjoying themselves.
- L. Godfrey suggested that following the departure of Susan Lindemann, Sue Warner resume being referred to as 'Susan'.
- President VanderRoest had no comments.

X. EXECUTIVE SESSION

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION FOR CONSIDERATION OF THE DIRECTOR'S MID-YEAR REVIEW.

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

MOTION CARRIED 5-0.

Trustees moved to an executive session at 5:19 P.M.

MOTION: L. GODFREY MOVED AND K. RANDOLPH SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

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

MOTION CARRIED 5-0.

Trustees moved to open session at 5:44 P.M.

XI. ADJOURNMENT

Hearing no objection, President VanderRoest adjourned the meeting at 5:45 P.M.

X _____
Jannie Williams
Secretary



MEMO

TO: Library Trustees

FROM: Ryan Wieber
Library Director

RE: **Personnel Items**

DATE: February 26, 2018

New Hire

Ragan Savara will be joining the salaried staff on March 1, 2018 in the FTE 1.0 Supervisory-Technical position of ONEplace Associate. Ragan comes to KPL from Legal Aid of Western Michigan where she has served as a staff attorney since 2007.

Hourly staff

New Hires

Meshia Branson– Library aide Central Circulation

Employee Anniversaries

- Rebecca Steel – 24 yrs.
- Ruth Wilson – 22 yrs.
- Jeremy Breeding – 17 yrs.
- Jermaine Jackson – 15 yrs.
- Janet Shawaryn – 14 yrs.
- Carlos Santiago- Lugo – 13 yrs.
- Matt Smith – 9 yrs.
- Angelina Rodriguez – 7 yrs.
- Tajah Grady – 5 yrs.
- John Meyers – 2 yrs.
- Zack Hunkins – 2 yrs.
- Dominique Essix – 2 yrs.
- Elyse Covert – 2 yrs.
- Kathryn Bergeron – 1 yr.



MEMO

TO: Library Trustees

FROM: Ryan Wieber
Library Director

RE: **Financial Reports for the Month
Ending January 31, 2018**

DATE: February 26, 2018

Recommendation:

I recommend the Board accept the Financial Reports for the month ending January 31, 2018.

Executive Summary:

Notes to the reports are included for your information.

Robert Brown, Treasurer

**Kalamazoo Public Library
Financial Reports for January 2018**

Combined Balance Sheet

Cash balances were high at the end of January as the Library began to receive its share property tax revenue from municipal taxing units in the KPL district. Salaries Payable were higher this month due to the Library's receipt of the Healthcare contribution refund from the State of Michigan (\$78,033). The refund is authorized by a Michigan Supreme Court decision and will be paid to eligible current and former employees over the next few weeks. Other asset and liability accounts were normal for the month.

Sources and Uses and Electronic Transfers

Governmental pooled funds on hand as of January 31, 2018 totaled \$10,215,136. Sources of funds during the month totaled \$5,364,146, highlighted by Property Tax Receipts from the City of Kalamazoo (\$2,695,722) and Oshtemo Township (\$1,545,701). Uses of funds totaled \$813,703 led by Salaries & Wages, Prepaid Expenditures and Materials. Due to the major receipt of property tax revenue, electronic transfer amounts between KPL bank accounts was slightly lower for the month of January.

General Operating Fund

Library General Fund expenditures recognized through the first seven months of FY 2017-2018 totaled \$6,666,251, representing 56% of the Revised Budget for the fiscal year. General Fund expenses in January were led by Salary & Wages, Benefits and Materials. As noted above, General Fund revenue during the month was highlighted by the receipt of property tax revenue from municipal taxing units in the Library district. In addition, the Library received Local Support totaling \$72,530 during the month, highlighted by the annual support for ONEplace from the Kalamazoo Community Foundation (\$65,000).

Capital Improvement Plan

Capital Improvement Plan activity during January totaled \$29,472 and was largely attributable to spending on the Teen Space Remodel (project 816, which accounted for \$25,793). 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 included revenue of \$17,638, highlighted by the final distribution from the Jochem Fund (\$16,088). Special Revenue Fund expenditures totaled \$6,821 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 January 31, 2018 per the custodian statement from Ameritrade was \$4,457,544, representing an increase in value of the Endowment Fund of \$130,428 compared to the fund value end of December. 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 January 31, 2018

	Operating	Capital	Special Revenue	Endowment
Assets				
Cash & Equivalents				
Cash & Checking	\$ 5,198,834	\$ 2,842,355	\$ 535,103	\$ 303,979
Investments	\$ 1,639,095	\$ -	\$ 76,569	\$ 4,153,565
Total Cash & Equivalents	<u>\$ 6,837,929</u>	<u>\$ 2,842,355</u>	<u>\$ 611,672</u>	<u>\$ 4,457,544</u>
Accounts Receivable				
Accounts Receivable	\$ 23,905	\$ -	\$ -	\$ -
Total Accounts Receivable	<u>\$ 23,905</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Other Assets				
Other Assets	\$ 147,368	\$ -	\$ -	\$ -
Due to/from Other Funds	\$ -	\$ -	\$ -	\$ -
Total Other Assets	<u>\$ 147,368</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Assets	<u>\$ 7,009,202</u>	<u>\$ 2,842,355</u>	<u>\$ 611,672</u>	<u>\$ 4,457,544</u>
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$ 42,160	\$ 16,189	\$ 424	\$ -
Salaries Payable	\$ 93,864	\$ -	\$ -	\$ -
Retirement Payable	\$ 41,678	\$ -	\$ -	\$ -
Total Current Liabilities	<u>\$ 177,703</u>	<u>\$ 16,189</u>	<u>\$ 424</u>	<u>\$ -</u>
Long Term Liabilities				
Long Term Liabilities	\$ -	\$ -	\$ -	\$ -
Total Long Term Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net Assets				
Fund Balance	\$ 6,831,499	\$ 2,826,166	\$ 611,249	\$ 4,457,544
Total Net Assets	<u>\$ 6,831,499</u>	<u>\$ 2,826,166</u>	<u>\$ 611,249</u>	<u>\$ 4,457,544</u>
Total Liabilities & Fund Balance	<u>\$ 7,009,202</u>	<u>\$ 2,842,355</u>	<u>\$ 611,672</u>	<u>\$ 4,457,544</u>

KALAMAZOO PUBLIC LIBRARY

Sources and Uses of Funds

Governmental Pooled Funds

For the month ending January 31, 2018

January

BEGINNING CASH BALANCE * \$ 5,664,693

* Including short-term investments

SOURCES OF CASH:

Property Tax Receipts	\$ 5,180,068	
IFT/CFT, PILOT, Other receipts	\$ 4,335	
State Aid/Renaissance Zone Reimbursement	\$ -	
USF Refund/Law Library Contract/District Ct. Penal Fines	\$ -	
Interest Income	\$ 895	
Library Fines & Fees	\$ 10,647	
Other Sources: Gifts, Grants, & Reimbursements	\$ 150,563	
Other Gifts (Ready to Read, etc.)	\$ 17,638	
TOTAL SOURCES OF CASH		\$ 5,364,146

USES OF CASH:

Salaries & Wages	\$ (394,120)	
Benefits	\$ (32,155)	
Materials	\$ (81,290)	
Operating Expenditures	\$ (6,163)	
Facilities	\$ (50,092)	
Technical Services	\$ (49,382)	
Purchased Services	\$ (29,100)	
Other	\$ (33,977)	
Capital Expenditures	\$ (31,166)	
Prepaid Expenditures	\$ (106,258)	
TOTAL USES OF CASH		\$ (813,703)

ENDING CASH \$ 10,215,136

Pooled Cash & Investment Accounts

Checking & other liquid accounts

Fifth Third General	\$ 9,258
Flagstar General	\$ 487,874
First National NOW & ACH Transfer Accounts	\$ 4,727,232
Fifth Third Arcadia Administration	\$ 908
Midwest Business Exchange Account/Paypal	\$ 17,608
Pooled Cash Accounts	\$ 5,242,879

Pooled Investments

Flagstar Bank MM & CD's	\$ 1,073,424
First National Bank MM, ICS Savings, & CD's	3,898,832
Pooled Investment Accounts	\$ 4,972,257

Total Pooled Cash & Investments \$ 10,215,136

KALAMAZOO PUBLIC LIBRARY

Sources and Uses of Funds

Electronic Transfers

For the Month of January, 2018

Date	Description	From	To	Amount
1/3/2018	Transfer to 1st Nat'l ACH	1st National Checking	1st National ACH (push)	(\$10,600.00)
1/3/2018	Transfer From 1st Nat'l NOW	1st National Checking		\$10,600.00
1/3/2018	MPSERS Contribution-December 31, 2017	1st National ACH (push)	MERS	(\$10,591.95)
1/4/2018	HCSP 12/31/17 Payroll	Fifth Third Bank	MERS Employees HCSP accounts	(\$959.49)
1/5/2018	ADP-Payroll Fees	Flagstar Bank	ADP	(\$295.35)
1/15/2018	Child Support	Flagstar Bank	ADP to State of Mich Disbursement Ctr	\$ (180.07)
1/15/2018	EE Social Security / Medicare	Flagstar Bank	ADP to SSA/IRS	\$ (14,985.18)
1/15/2018	ER Social Security / Medicare	Flagstar Bank	ADP to SSA/IRS	\$ (14,985.18)
1/15/2018	Federal Income Tax Withholding	Flagstar Bank	ADP to SSA/IRS	\$ (18,848.22)
1/15/2018	Garnishments	Flagstar Bank	ADP to various	\$ (309.30)
1/15/2018	MI State Withholding	Flagstar Bank	ADP to State of Michigan	\$ (6,936.21)
1/15/2018	Net Payroll - 1/15/2018	Flagstar Bank	Net Payroll - ADP 1/15/2018	\$ (136,516.91)
1/12/2018	Transfer to 1st Nat'l ACH	1st National Checking	1st National ACH (push)	(\$4,400.00)
1/12/2018	Transfer From 1st Nat'l NOW	1st National Checking		\$4,400.00
1/12/2018	Health Equity HSA-1/15/18	1st National ACH (push)	MERS	\$4,349.33
1/12/2018	5/3rd HSA-1/15/18	Fifth Third Bank	Fifth Third Employee Accounts	(\$434.00)
1/16/2018	KPLSP/KPLA Dues	Fifth Third Bank	Fifth Third Employee Accounts	(\$2,239.55)
1/17/2018	Transfer to 1st Nat'l ACH	1st National Checking	1st National ACH (pull)	(\$6,800.00)
1/17/2018	Transfer from 1st Nat'l Checking	1st National Checking		\$6,800.00
1/18/2018	HCSP 1/15/17 Payroll	Fifth Third Bank	MERS Employees HCSP accounts	(\$870.09)
1/18/2018	Transfer to 1st Nat'l ACH	1st National Checking	1st National ACH (push)	(\$10,700.00)
1/18/2018	Transfer From 1st Nat'l NOW	1st National Checking		\$10,700.00
1/18/2018	MPSERS Contribution - January 15, 2018	1st National ACH (push)	MPSERS	(\$10,643.54)
1/19/2018	ADP-Payroll Fees	Flagstar Bank	ADP	(\$1,840.51)
1/29/2018	Transfer to 1st Nat'l ACH	1st National Checking	1st National ACH (push)	(\$4,400.00)
1/29/2018	Transfer From 1st Nat'l NOW	1st National Checking		\$4,400.00
1/31/2018	Health Equity HSA-1/31/18	1st National ACH (push)	MERS	(\$4,349.33)
1/31/2018	5/3rd HSA-1/31/18	Fifth Third Bank	Fifth Third Employee Accounts	(\$434.00)
1/31/2018	KPLSP/KPLA Dues 1/31/18	Fifth Third Bank	Fifth Third Employee Accounts	(\$2,239.55)
1/31/2018	Child Support	Flagstar Bank	ADP to State of Mich Disbursement Ctr	\$ (180.07)
1/31/2018	EE Social Security / Medicare	Flagstar Bank	ADP to SSA/IRS	\$ (15,363.90)
1/31/2018	ER Social Security / Medicare	Flagstar Bank	ADP to SSA/IRS	\$ 15,353.86
1/31/2018	Federal Income Tax Withholding	Flagstar Bank	ADP to SSA/IRS	\$ (15,736.11)
1/31/2018	Garnishments	Flagstar Bank	ADP to various	\$ (309.30)
1/31/2018	MI State Withholding	Flagstar Bank	ADP to State of Michigan	\$ (7,119.95)
1/31/2018	Net Payroll - 1/31/2018	Flagstar Bank	Net Payroll - ADP 1/31/2018	\$ (140,994.91)
Total Electronic Transfers January 2018:				(\$387,659.48)

KALAMAZOO PUBLIC LIBRARY

General Operating Fund

January 31, 2018

	Monthly Activity	Monthly Encumbrances	FY to Date Activity	Revised Budget	Budget Remaining	% Complete
Revenue						
Property Taxes	\$ 5,180,068	\$ -	\$ 5,433,928	\$ 10,552,167	\$ 5,118,239	51.5%
Other Taxes	\$ 4,335	\$ -	\$ 13,881	\$ 100,081	\$ 86,200	13.9%
Fines and Fees	\$ 10,647	\$ -	\$ 75,223	\$ 180,000	\$ 104,777	41.8%
District Court Penal Fines	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	0.0%
Local Support	\$ 72,530	\$ -	\$ 109,485	\$ 231,000	\$ 121,515	47.4%
Interest Income	\$ 895	\$ -	\$ 7,341	\$ 15,000	\$ 7,659	48.9%
State Aid and Reimbursements	\$ -	\$ -	\$ 177,967	\$ 1,033,316	\$ 855,349	17.2%
Other	\$ -	\$ -	\$ 75,729	\$ 107,044	\$ 31,315	70.7%
Total Revenue	\$ 5,268,475	\$ -	\$ 5,893,555	\$ 12,368,608	\$ 6,475,053	47.6%
Expenditures						
Salaries						
Administrator Salaries	\$ 38,977	\$ -	\$ 332,830	\$ 593,516	\$ 260,686	56.1%
Librarian Salaries	\$ 117,803	\$ -	\$ 833,387	\$ 1,445,480	\$ 612,093	57.7%
Supervisory Technical Salaries	\$ 69,653	\$ -	\$ 499,390	\$ 907,918	\$ 408,528	55.0%
Library Assistant Salaries	\$ 132,015	\$ -	\$ 935,953	\$ 1,604,425	\$ 668,472	58.3%
Hourly Staff	\$ 48,664	\$ -	\$ 332,006	\$ 730,665	\$ 398,659	45.4%
Substitute Salaries	\$ 3,661	\$ -	\$ 31,103	\$ 71,445	\$ 40,343	43.5%
Total	\$ 410,773	\$ -	\$ 2,964,669	\$ 5,353,449	\$ 2,388,780	55.4%
Benefits						
Employee Insurance	\$ 84,613	\$ -	\$ 600,700	\$ 1,044,307	\$ 443,607	57.5%
Retirement	\$ 51,305	\$ -	\$ 737,396	\$ 1,035,609	\$ 298,213	71.2%
Employer FICA-Medicare	\$ 30,349	\$ -	\$ 217,184	\$ 409,490	\$ 192,306	53.0%
Other Benefits	\$ 2,376	\$ -	\$ 19,281	\$ 64,000	\$ 44,719	30.1%
Total	\$ 168,643	\$ -	\$ 1,574,561	\$ 2,553,406	\$ 978,845	61.7%
Materials						
Adult Books	\$ 43,432	\$ -	\$ 253,710	\$ 529,300	\$ 275,590	47.9%
Juvenile Books	\$ 10,491	\$ -	\$ 65,342	\$ 109,125	\$ 43,783	59.9%
Periodicals	\$ 1,358	\$ -	\$ 42,414	\$ 49,270	\$ 6,856	86.1%
Audio-Visual Material	\$ 34,353	\$ -	\$ 201,468	\$ 410,318	\$ 208,850	49.1%
Digital Materials	\$ 6,742	\$ -	\$ 120,665	\$ 166,177	\$ 45,512	72.6%
Total	\$ 96,377	\$ -	\$ 683,599	\$ 1,264,190	\$ 580,590	54.1%
Facilities						
Fuel	\$ 8,529	\$ -	\$ 15,375	\$ 66,500	\$ 51,125	23.1%
Electricity	\$ 15,990	\$ -	\$ 102,759	\$ 200,000	\$ 97,241	51.4%
Water	\$ 354	\$ -	\$ 2,560	\$ 6,420	\$ 3,860	39.9%
Custodial Supplies	\$ 4,182	\$ -	\$ 30,653	\$ 80,000	\$ 49,347	38.3%
Grounds Maintenance	\$ 3,522	\$ -	\$ 15,866	\$ 43,476	\$ 27,610	36.5%
Vehicle Maintenance	\$ 102	\$ -	\$ 859	\$ 4,600	\$ 3,741	18.7%
Building Repair	\$ 472	\$ -	\$ 36,164	\$ 123,686	\$ 87,522	29.2%
Building Operations	\$ 20,693	\$ (17,924)	\$ 80,907	\$ 134,969	\$ 54,062	59.9%
Total	\$ 53,845	\$ (17,924)	\$ 285,143	\$ 659,651	\$ 374,508	43.2%

KALAMAZOO PUBLIC LIBRARY

General Operating Fund

January 31, 2018

	Monthly Activity	Monthly Encumbrances	FY to Date Activity	Revised Budget	Budget Remaining	% Complete
Operating Expenses						
Supplies	\$ 5,348	\$ -	\$ 52,338	\$ 106,363	\$ 54,025	49.2%
Misc. Operating Expenses	\$ 6,990	\$ 5,639	\$ 67,991	\$ 130,802	\$ 62,811	52.0%
Postage & Freight	\$ 1,438	\$ -	\$ 23,607	\$ 46,600	\$ 22,993	50.7%
Rent	\$ -	\$ -	\$ 16,615	\$ 34,100	\$ 17,485	48.7%
Processing Supplies	\$ 685	\$ 508	\$ 10,013	\$ 65,140	\$ 55,127	15.4%
Total	\$ 14,462	\$ 6,147	\$ 170,564	\$ 383,005	\$ 212,441	44.5%
Technical Services						
F&E Repair & Maintenance	\$ 88	\$ -	\$ 12,836	\$ 28,814	\$ 15,978	44.5%
Telecommunications	\$ 8,482	\$ -	\$ 58,544	\$ 95,034	\$ 36,490	61.6%
Software as Service	\$ 18,182	\$ -	\$ 253,611	\$ 276,612	\$ 23,001	91.7%
Software Licensing & Maint.	\$ 20,070	\$ (3,641)	\$ 128,797	\$ 189,453	\$ 60,656	68.0%
Cataloging & Processing	\$ 5,994	\$ -	\$ 30,504	\$ 81,000	\$ 50,496	37.7%
Total	\$ 52,815	\$ (3,641)	\$ 484,293	\$ 670,913	\$ 186,620	72.2%
Purchased Services						
Security	\$ 19,355	\$ -	\$ 84,131	\$ 201,859	\$ 117,728	41.7%
Insurance	\$ 1,685	\$ -	\$ 59,444	\$ 91,000	\$ 31,556	65.3%
Legal Services	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	0.0%
Contracted Services	\$ 13,751	\$ -	\$ 96,181	\$ 231,321	\$ 135,140	41.6%
Printing Services	\$ 4,516	\$ -	\$ 43,492	\$ 97,000	\$ 53,508	44.8%
Advertising	\$ 2,304	\$ -	\$ 16,672	\$ 55,900	\$ 39,228	29.8%
Total	\$ 41,611	\$ -	\$ 299,920	\$ 692,080	\$ 392,160	43.3%
Other Expenditures						
Tax Charge Backs	\$ 149	\$ -	\$ 38,248	\$ 70,000	\$ 31,753	54.6%
Staff Development	\$ 2,110	\$ -	\$ 25,298	\$ 53,815	\$ 28,517	47.0%
Travel & Conference	\$ 1,672	\$ -	\$ 20,501	\$ 77,900	\$ 57,399	26.3%
Board Expenses	\$ 498	\$ -	\$ 2,223	\$ 8,990	\$ 6,767	24.7%
Programming	\$ 15,552	\$ -	\$ 117,234	\$ 208,275	\$ 91,041	56.3%
Total	\$ 19,980	\$ -	\$ 203,502	\$ 418,980	\$ 215,478	48.6%
Total Expenditures	\$ 858,506	\$ (15,418)	\$ 6,666,251	\$ 11,995,673	\$ 5,329,422	55.6%
Transfers						
Transfers Out						
Transfers to other funds	\$ 450,000	\$ -	\$ 450,000	\$ 450,000	\$ -	100.0%
Total	\$ 450,000	\$ -	\$ 450,000	\$ 450,000	\$ -	100.0%
Total Transfers	\$ 450,000	\$ -	\$ 450,000	\$ 450,000	\$ -	100.0%
TOTAL BEGINNING FUND BALANCE	\$ 2,871,530	\$ -	\$ 8,054,195			
TOTAL NET SURPLUS/(DEFICIT)	\$ 3,959,969	\$ (38,037)	\$ (1,222,696)			
TOTAL ENDING FUND BALANCE	\$ 6,831,499	\$ (38,037)	\$ 6,831,499			

KALAMAZOO PUBLIC LIBRARY

Capital Improvement Plan

January 31, 2018

	Monthly Activity	Monthly Encumbrances	YTD Expenses + 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	\$ -	\$ -	\$ -	\$ 1,200	\$ 6,600	\$ 7,800
Total Branch Libraries	\$ -	\$ -	\$ -	\$ 12,643	\$ 6,600	\$ 19,243
System-Wide Projects						
814 - Chairs - Multiple Departments	\$ -	\$ 931	\$ 5,086	\$ 28,294	\$ -	\$ 23,208
Total System-Wide Projects	\$ -	\$ 931	\$ 5,086	\$ 28,294	\$ -	\$ 23,208
Total Furniture & Equipment	\$ -	\$ 931	\$ 5,086	\$ 174,053	\$ 91,100	\$ 260,067
Building Alterations						
Building Reserve						
820 - Building Alterations Reserve	\$ -	\$ -	\$ -	\$ 213,502	\$ 250,000	\$ 463,502
Total Building Reserve	\$ -	\$ -	\$ -	\$ 213,502	\$ 250,000	\$ 463,502
Structural Projects						
807 - Washington Square Bldg Projects	\$ -	\$ -	\$ 11,878	\$ 43,153	\$ -	\$ 31,276
816 - Teen Space Remodel	\$ 25,793	\$ (21,763)	\$ 97,602	\$ -	\$ 212,000	\$ 114,398
828 - Eastwood Building Projects	\$ -	\$ -	\$ 1,873	\$ 4,396	\$ -	\$ 2,523
Total Structural Projects	\$ 25,793	\$ (21,763)	\$ 111,352	\$ 47,549	\$ 212,000	\$ 148,197
Mechanical Projects						
826 - Central Steam Boiler	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
841 - Central Louvers on AHU-2	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
887 - Central Library Bldg Projects	\$ -	\$ -	\$ 15,040	\$ 75,000	\$ 17,000	\$ 76,960
895 - Central Freight Elevator	\$ -	\$ -	\$ -	\$ 4,640	\$ -	\$ 4,640
Total Mechanical Projects	\$ -	\$ -	\$ 15,040	\$ 129,640	\$ 17,000	\$ 131,600
Control & Security Systems						
827 - Security Systems	\$ -	\$ -	\$ -	\$ (12,306)	\$ -	\$ (12,306)
Total Control & Security Systems	\$ -	\$ -	\$ -	\$ (12,306)	\$ -	\$ (12,306)
Other Facilities Projects						
806 - Central Restrooms	\$ -	\$ -	\$ 44,369	\$ 55,631	\$ -	\$ 11,261
808 - Oshtemo Smart Drop - Design Phase	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
811 - Carpet Master Plan	\$ -	\$ -	\$ -	\$ 274,174	\$ -	\$ 274,174
823 - Oshtemo Building Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

KALAMAZOO PUBLIC LIBRARY

Capital Improvement Plan

January 31, 2018

	Monthly Activity	Monthly Encumbrances	YTD Expenses + Encumbrances	Carryover Budget	New Approved Requests	Budget Remaining
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	\$ 350,888	\$ -	\$ 306,519
Total Building Alterations	\$ 25,793	\$ (21,763)	\$ 170,762	\$ 729,274	\$ 479,000	\$ 1,037,512
Computer & Technology						
Computer & Tech. Reserve						
830 - Computer & Technology Reserve	\$ -	\$ -	\$ -	\$ 94,509	\$ 110,000	\$ 204,509
Total Computer & Tech. Reserve	\$ -	\$ -	\$ -	\$ 94,509	\$ 110,000	\$ 204,509
Public Technology & Hardware						
831 - PC Replacement	\$ 800	\$ -	\$ 1,037	\$ 34,272	\$ 40,000	\$ 73,235
843 - Branch digital signage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
844 - USB Charging Stations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
884 - Digital Lab Equipment	\$ -	\$ -	\$ -	\$ 10,132	\$ -	\$ 10,132
Total Public Technology & Hardware	\$ 800	\$ -	\$ 1,037	\$ 44,404	\$ 40,000	\$ 83,367
Portable Technology						
878 - Portable Devices	\$ -	\$ -	\$ 12,401	\$ 747	\$ 12,000	\$ 346
Total Portable Technology	\$ -	\$ -	\$ 12,401	\$ 747	\$ 12,000	\$ 346
Other Tech/Computer Equipment						
854 - Other Tech/Computer Equipment	\$ 149	\$ -	\$ 5,988	\$ 36,118	\$ 30,280	\$ 60,410
855 - Telephone System	\$ -	\$ -	\$ -	\$ 11,845	\$ -	\$ 11,845
879 - Office scanners	\$ 2,730	\$ -	\$ 2,730	\$ 329	\$ 3,900	\$ 1,499
Total Other Tech/Computer Equipment	\$ 2,879	\$ -	\$ 8,718	\$ 48,292	\$ 34,180	\$ 73,754
RFID/Circulation						
852 - RFID/ILS Equipment	\$ -	\$ -	\$ -	\$ 3,716	\$ -	\$ 3,716
Total RFID/Circulation Tech.	\$ -	\$ -	\$ -	\$ 3,716	\$ -	\$ 3,716
Total Computer & Technology	\$ 3,679	\$ -	\$ 22,156	\$ 191,667	\$ 196,180	\$ 365,691
Total CIP Expenditures	\$ 29,472	\$ (20,832)	\$ 198,004	\$ 1,094,994	\$ 766,280	\$ 1,663,270
Transfers						
Transfers (In) / Out						
Transfers from other funds						
800 - Capital Improvement Plan	\$ (855,139)	\$ -	\$ (855,139)	\$ (405,139)	\$ (450,000)	\$ -
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	\$ (855,139)	\$ -	\$ (1,017,139)	\$ (405,139)	\$ (612,000)	\$ -
Total Transfers	\$ (855,139)	\$ -	\$ (1,017,139)	\$ (405,139)	\$ (612,000)	\$ -
TOTAL BEGINNING FUND BALANCE	\$ 980,352	\$ -	\$ 931,885			
TOTAL NET SURPLUS/(DEFICIT)	\$ 825,667	\$ 35,213	\$ 874,136			
TOTAL ENDING FUND BALANCE	\$ 1,806,024	\$ 35,213	\$ 1,806,024			

KALAMAZOO PUBLIC LIBRARY

Special Revenue Fund

January 31, 2018

	Monthly Activity	Monthly Encumbrances	FY to Date Activity	Budget	Budget Left	% Complete
Revenue						
Local Support						
233 - Ready to Read - Gifts	\$ 100	\$ -	\$ 10,740	\$ 1,000	\$ (9,740)	1074.0%
234 - Ready to Read - KCF	\$ -	\$ -	\$ 250	\$ -	\$ (250)	0.0%
235 - Ready to Read - Spelling Bee	\$ 1,200	\$ -	\$ 18,320	\$ 21,800	\$ 3,480	84.0%
301 - Gifts & Memorials - Materials	\$ 250	\$ -	\$ 3,019	\$ 2,500	\$ (519)	120.8%
302 - Amy P. Mesara Trust	\$ -	\$ -	\$ 229,480	\$ 200,000	\$ (29,480)	114.7%
308 - Library Gifts	\$ -	\$ -	\$ 7,700	\$ 7,500	\$ (200)	102.7%
309 - Jochem Fund	\$ 16,088	\$ -	\$ 102,129	\$ 86,000	\$ (16,129)	118.8%
310 - KPL Antiracism Transformation Team	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%
Total Local Support	\$ 17,638	\$ -	\$ 371,639	\$ 323,800	\$ (47,839)	114.8%
Other						
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ 805	\$ 1,200	\$ 395	67.1%
Total Other Revenue	\$ -	\$ -	\$ 805	\$ 1,200	\$ 395	67.1%
Total Revenue	\$ 17,638	\$ -	\$ 372,444	\$ 325,000	\$ (47,444)	114.6%
Expenditures						
Materials						
Adult Books						
301 - Gifts & Memorials - Materials	\$ 54	\$ -	\$ 689	\$ 3,000	\$ 2,311	23.0%
Total Adult Books	\$ 54	\$ -	\$ 689	\$ 3,000	\$ 2,311	23.0%
Juvenile Books						
233 - Ready to Read - Gifts	\$ 5,627	\$ -	\$ 16,329	\$ 15,000	\$ (1,329)	108.9%
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ 2,003	\$ 18,000	\$ 15,997	11.1%
301 - Gifts & Memorials - Materials	\$ 35	\$ -	\$ 343	\$ 500	\$ 157	68.7%
Total Juvenile Books	\$ 5,662	\$ -	\$ 18,675	\$ 33,500	\$ 14,825	55.7%
Audio-Visual Material						
301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ -	\$ 100	\$ 100	0.0%
Total Audio-Visual Material	\$ -	\$ -	\$ -	\$ 100	\$ 100	0.0%
Total Materials Expenses	\$ 5,716	\$ -	\$ 19,365	\$ 36,600	\$ 17,235	52.9%
Operating Expenses						
Misc. Operating Expenses						
118 - Budget Reserves	\$ -	\$ -	\$ -	\$ 2,986	\$ 2,986	0.0%
233 - Ready to Read - Gifts	\$ 21	\$ -	\$ 21	\$ 5,000	\$ 4,979	0.4%
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ 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	\$ 118	\$ -	\$ 118	\$ 2,748	\$ 2,630	4.3%
310 - KPL Antiracism Transformation Team	\$ 850	\$ -	\$ 1,448	\$ 5,000	\$ 3,552	29.0%
398 - Friends Mini-Grants 2017	\$ 117	\$ -	\$ 2,789	\$ 3,266	\$ 477	85.4%
Total Misc. Operating Expenses	\$ 1,105	\$ -	\$ 13,392	\$ 29,000	\$ 15,608	46.2%
Total Operating Expenses	\$ 1,105	\$ -	\$ 13,392	\$ 29,000	\$ 15,608	46.2%
Total Expenditures	\$ 6,821	\$ -	\$ 32,757	\$ 65,600	\$ 32,843	49.9%

KALAMAZOO PUBLIC LIBRARY

Special Revenue Fund

January 31, 2018

	Monthly Activity	Monthly Encumbrances	FY to Date Activity	Budget	Budget Left	% Complete
BEGINNING FUND BALANCE						
233 - Ready to Read - Gifts	\$ 13,336	\$ -	\$ 13,398	\$ 13,398	\$ -	100.0%
234 - Ready to Read - KCF	\$ 6,250	\$ -	\$ 6,000	\$ 6,000	\$ -	100.0%
235 - Ready to Read - Spelling Bee	\$ 90,559	\$ -	\$ 78,226	\$ 78,226	\$ -	100.0%
301 - Gifts & Memorials - Materials	\$ 9,171	\$ -	\$ 7,346	\$ 7,346	\$ -	100.0%
302 - Amy P. Mesara Trust	\$ 239,476	\$ -	\$ 15,423	\$ 15,423	\$ -	100.0%
307 - ONEplace Nonprofit Services	\$ 570	\$ -	\$ 570	\$ 570	\$ -	100.0%
308 - Library Gifts	\$ 10,618	\$ -	\$ 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 and Community Informa	\$ 76,569	\$ -	\$ 76,569	\$ 76,569	\$ -	100.0%
398 - Friends Mini-Grants 2017	\$ 685	\$ -	\$ 3,357	\$ 3,357	\$ -	100.0%
	\$ 600,431	\$ -	\$ 271,562	\$ 271,562	\$ -	100.0%
NET SURPLUS/(DEFICIT)						
118 - Budget Reserves	\$ -	\$ -	\$ -	\$ (2,986)	\$ (2,986)	0.0%
233 - Ready to Read - Gifts	\$ (5,548)	\$ -	\$ (5,610)	\$ (19,000)	\$ (13,390)	29.5%
234 - Ready to Read - KCF	\$ -	\$ -	\$ 250	\$ -	\$ (250)	0.0%
235 - Ready to Read - Spelling Bee	\$ 1,200	\$ -	\$ 13,533	\$ 500	\$ (13,033)	2706.6%
301 - Gifts & Memorials - Materials	\$ 161	\$ -	\$ 1,986	\$ (1,600)	\$ (3,586)	(124.1%)
302 - Amy P. Mesara Trust	\$ -	\$ -	\$ 224,052	\$ 195,000	\$ (29,052)	114.9%
308 - Library Gifts	\$ (118)	\$ -	\$ 7,582	\$ 4,752	\$ (2,830)	159.6%
309 - Jochem Fund	\$ 16,088	\$ -	\$ 102,129	\$ 86,000	\$ (16,129)	118.8%
310 - KPL Antiracism Transformation Team	\$ (850)	\$ -	\$ (1,448)	\$ -	\$ 1,448	0.0%
398 - Friends Mini-Grants 2017	\$ (117)	\$ -	\$ (2,789)	\$ (3,266)	\$ (477)	85.4%
	\$ 10,818	\$ -	\$ 339,687	\$ 259,400	\$ (80,287)	131.0%
ENDING FUND BALANCE						
118 - Budget Reserves	\$ -	\$ -	\$ -	\$ (2,986)	\$ (2,986)	0.0%
233 - Ready to Read - Gifts	\$ 7,788	\$ -	\$ 7,788	\$ (5,602)	\$ (13,390)	(139.0%)
234 - Ready to Read - KCF	\$ 6,250	\$ -	\$ 6,250	\$ 6,000	\$ (250)	104.2%
235 - Ready to Read - Spelling Bee	\$ 91,759	\$ -	\$ 91,759	\$ 78,726	\$ (13,033)	116.6%
301 - Gifts & Memorials - Materials	\$ 9,332	\$ -	\$ 9,332	\$ 5,746	\$ (3,586)	162.4%
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	\$ 10,500	\$ -	\$ 10,500	\$ 7,670	\$ (2,830)	136.9%
309 - Jochem Fund	\$ 164,629	\$ -	\$ 164,629	\$ 148,500	\$ (16,129)	110.9%
310 - KPL Antiracism Transformation Team	\$ 2,864	\$ -	\$ 2,864	\$ 4,312	\$ 1,448	66.4%
377 - Friends Mini-Grants - 2016	\$ 943	\$ -	\$ 943	\$ 943	\$ -	100.0%
397 - KCF - Local History and Community Informa	\$ 76,569	\$ -	\$ 76,569	\$ 76,569	\$ -	100.0%
398 - Friends Mini-Grants 2017	\$ 568	\$ -	\$ 568	\$ 91	\$ (477)	622.6%
	\$ 611,249	\$ -	\$ 611,249	\$ 530,962	\$ (80,287)	115.1%

MONTHLY STATEMENT

Reporting Period: January 1 - 31, 2018

ACCOUNT SUMMARY

Total Account Value: \$4,457,543.59

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 1/1/18 - 1/31/18	Year to Date 1/1/18 - 1/31/18
BEGINNING VALUE	\$4,327,115.92	\$4,327,115.92
Dividends and Interest	4,132.52	4,132.52
Market Appreciation/(Depreciation)	132,762.12	132,762.12
Other Income or Expense	(6,466.97)	(6,466.97)
ENDING VALUE	\$4,457,543.59	\$4,457,543.59
CHANGE IN VALUE	\$130,427.67	\$130,427.67

*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 1/31/18	Percent of Account
Cash and Cash Alternatives	\$303,978.91	6.82%
Exchange Traded Funds (ETFs)	372,564.50	8.36
Fixed Income	1,569,763.88	35.22
Stocks	2,211,236.30	49.61
TOTAL VALUE	\$4,457,543.59	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 DirectorRE: **CIP Oshtemo Lighting
Conversion Project**

DATE: February 26, 2018

Recommendation:

I recommend board approval for the designation of \$80,000 of unallocated CIP funds for CIP Project 823 "Oshtemo Building Projects," specifically to be used for the conversion of fluorescent to LED lighting throughout Oshtemo Branch Library.

Executive Summary:

KPL's Facilities Capital Plan (2013), a 10-15 year plan that identified upcoming capital needs and replacement costs across KPL, indicated the need to convert from existing fluorescent lighting systems to more efficient LED lighting. Benefits of doing so result in immediate and long-term cost savings, and larger projects such as proposed here result in qualifying for significant rebates from Consumers Energy. The rebate application process is initiated by the electrical contractor and a higher rebate is a result of filing an application earlier in the calendar year.

The Facilities Management Department identified Oshtemo as a priority as fixtures (ballasts) are beginning to fail in growing consistency, and a switchover to LED at that location seems an ideal place to start the process. The goal is to continue the switchover in upcoming years at other locations. At this point, 10% of Central's lighting has been converted to LED. Based on an earlier estimate from our partnering electrical contractor, I anticipate the cost for the project at Oshtemo, post rebate, to range from \$70,000-\$80,000.



Director's Report February 2018

From the Director

1. The Reading Together programming is well underway and we are seeing good attendance numbers at book discussion programs. The "Landlord's Point of View" program at Friendship village drew approximately 30 attendees—mostly non-Friendship Village residents—and the content and discussion proved interesting. Karen Trout represented KPL well by providing an overview of this year's book and events at the Rotary Club of Kalamazoo on February 19. A reminder that the visit by author Matthew Desmond occurs on Friday, March 16 at Chenery Auditorium.
2. This year's Overdue Brew programming was very successful again, in terms of attendance and participant enthusiasm. The "History of Kalamazoo Brewing" bus tours on January 20 were filled with patrons within minutes of online registration opening. KPL's Keith Howard gave a fascinating glimpse into Kalamazoo's brewing past with his tour talks. Other popular events this year included a food pairing at Gonzo's BiggDogg, tasting at Tibbs and music by the Polkaholics at Old Dog Tavern. Farrell Howe led the programming and marketing efforts and did a great job.
3. Government Information and Local Organization Directory Associate Christine Hann continues to coordinate the Volunteer Income Tax Preparation Service (VITA) onsite weekly at Central. This free service includes electronic filing for individuals and families with household income under \$54,000 in 2017, and the preparers are IRS-certified community volunteers.
4. Michigan HB 4814 regarding the limiting of library ballot issues to November has not gained traction, and MLA reports that there could be a modification that adds the month of August to the language. There has been no significant movement on Senate Bills 305-310, which are the items that seek to clarify the tax capture changes that were put into law in December 2016. MLA and Michigan libraries see no harm in those clarifications. MLA's executive director Gail Madziar also reports that a KPL-led push to legislatively offer protections for libraries and their staff members who may apply Narcan in opioid overdose instances is underway.
5. The Friends of the Kalamazoo Public Library reported at their February board meeting the January book sale brought in nice proceeds, and of course we are grateful for their yearly gifts which are applied to the Summer Reading program and many other programs and initiatives. The Friends also fund annual mini-grants to staff which support new ideas/programs and staff educational opportunities.

Create Young Readers

6. The 2018 Early Learning Calendars were very popular this year! Central's copies were all distributed well before the end of January. Our partner organizations at Great Start Collaborative, WMU's Reading Clinic, KPS's Lift Up Through Literacy, Child Care Resources, Kalamazoo County Ready 4s, and PEEP purchased 1175 calendars from us to distribute to their client families, as well.
7. The Ready to Read advisory committee met for its quarterly update; we are making good progress on outreach efforts to collaborate with other county libraries. Now that we have established an outreach program with Vicksburg Library, we are working with Portage District Library to plan a Ready to Read event in late August at Celery Flats.
8. 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

Stimulate Imagination

9. Entries for this year's Teen Film Fest have come in and are now being screened for showing on Saturday, March 17 at the Judy Jolliffe Theatre in the Epic Center.
10. Teen Services staff are working hard with Kalamazoo Central High School staff on the Kwame Alexander author visit on Wednesday, February 28. He will visit with KC students during the afternoon at their school, then come to Central Library for a 6:00 p.m. program.
11. Plans are underway for the 41st annual Youth Literature Seminar on November 2, 2018. Keynote speakers will be Jennifer L. Holm and Matthew Holm, authors of the *Babymouse* series of graphic novels and many other books.
12. Now that the Late Show has become a KPL program, we have seen a surge of interest from staff in becoming readers! We are so happy to welcome (so far) Kathryn Bergeron, Jarrod Wilson, Amanda Lentz, Steve Siebers, Dan Hoag, Kiersten Jouppi, Karl Knack, and Sarah Nyenhuis as new readers to our list of current KPL readers: Karen Beaudoin, Stewart Fritz, Karen Trout, and Sue Warner.
13. The Teen space at Central is looking amazing! FM staff have been working super-hard to cut down and move shelving; staff have shifted and re-shifted books. The office space is nearly finished, with a new fridge and the pegboard back up to keep the clutter organized. Come on down and see the coolness!

Connect to the Online World

14. Auto-renewal of items as discussed at a fall board meeting was implemented in late January. This one-time renewal per item is meant only as a convenience for patrons, and is becoming more common at larger public libraries. Patrons automatically receive a text message or email notification two days prior to an item's due date indicating an item renewal, for one period beyond

the original due date. Items that do not qualify for auto renewal include anything on hold for another patron and any item already auto-renewed once.

Celebrate Local

15. The Second Washington Square Movie Challenge has begun! The first challenge was in September and was very popular. Patrons are asked to watch certain types of movies during the month. When they have filled in their card, it is entered in a drawing for movie swag! The staff has been creating some great movie displays to support the contest.
16. In spite of the snow, Powell's Saturday February 10 "Grand Re-opening" was a huge success. There were 64 in attendance for the movie, and many enjoyed the film and snacks. It was amazing and they could not have done it without the help of Judi Rambow, Jermaine Jackson, Anastasia Huber, Teresa Rakowsky, Erika Dowdell, Dee Patterson and Theodore Gill for painting faces, running the desk and supervising the kids. Judi credits Jermaine for all the planning, networking and the execution of an excellent program.
17. Local history is anxiously anticipating hosting the first ever social gathering for the Vanished Kalamazoo Facebook group - **Vanished Kalamazoo and You: Preserving Your Kalamazoo Legacy**. Staff has worked closely with Greg Gabry, creator and administrator for the group, to plan a fun and informative afternoon on Saturday, February 24. In addition to local history staff, there will be representatives from the WMU Archives and Regional History Collections, Kalamazoo Valley Museum and the Historic Preservation Commission to share information about historical collections and resources. There will also be a continuously running slide show of historical photos of Kalamazoo and attendees are encouraged to bring their own items for "show and tell." Response has been so overwhelming that we are now planning to live stream the event for those unable to attend.
18. Circulation Department is aiding Kalamazoo College with MeLCat assistance during their process of changing to a new ILS, which will force them to temporarily cease statewide interlibrary loan for their students and faculty. We have made arrangements to work with K College libraries to ensure their students have access to MeLCat items, and will be visiting the main library on three occasions to sign students up for KPL library cards.

Facilities & Operations

19. The shifting of the physical adult audiobook collection at Central is now complete, with audiobooks now incorporated into the very beginning of the north end of the nonfiction stacks. Two of the empty shelving units from the 2nd floor will be repurposed in AV to create better collection distribution.
20. I am proud of all of KPL's FM staff who have maintained a positive spirit and work-together attitude during this period without a Head of FM. They have ably kept buildings heated, clean, accessible and safe, and with the recent rain are working hard to identify causes of leaks and methods to quickly resolve problems.

21. The teen collection space has been modified to reflect the plans presented to the board in May 2017, prior to work commencing. Shelving has been lowered and moved, and now the remaining work includes ordering the new chairs, tables, and shelving end-panels.
22. The boiler replacement study at Central has begun with engineers from Byce, with an anticipated completion date 4-6 weeks out. The results of this study will provide the recommended replacement options and estimated costs. For budgetary planning purposes, it would be prudent to follow-up the study by identifying a timeline for the replacement work and identifying the funding method to achieve it. My recommendation is to complete the work by summer 2019.

Miscellaneous

23. The KPL Law Library was nominated and has won the Liberty Bell award from the Kalamazoo Bar Association! The stellar job in managing the law clinics along with the day-to-day support that the Law Library offers to citizens and attorneys was noted in the nomination. The award will be presented to Law staff on May 3rd at the bar association's Law Day. The award puts the Law Library in the running for the State Bar Liberty Bell award (<https://www.michbar.org/programs/libertybellaward>) which will be awarded later this year.
24. Seven staff from the Willard Library visited KPL on 2/16 to tour the Hub and the new Teen space. They are considering creating similar spaces in Battle Creek. It was a mix of IT and librarians. Vik Jaglan and Brittany conducted the tour. A lot of pictures were taken and the group was very impressed.

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
 January 31, 2018

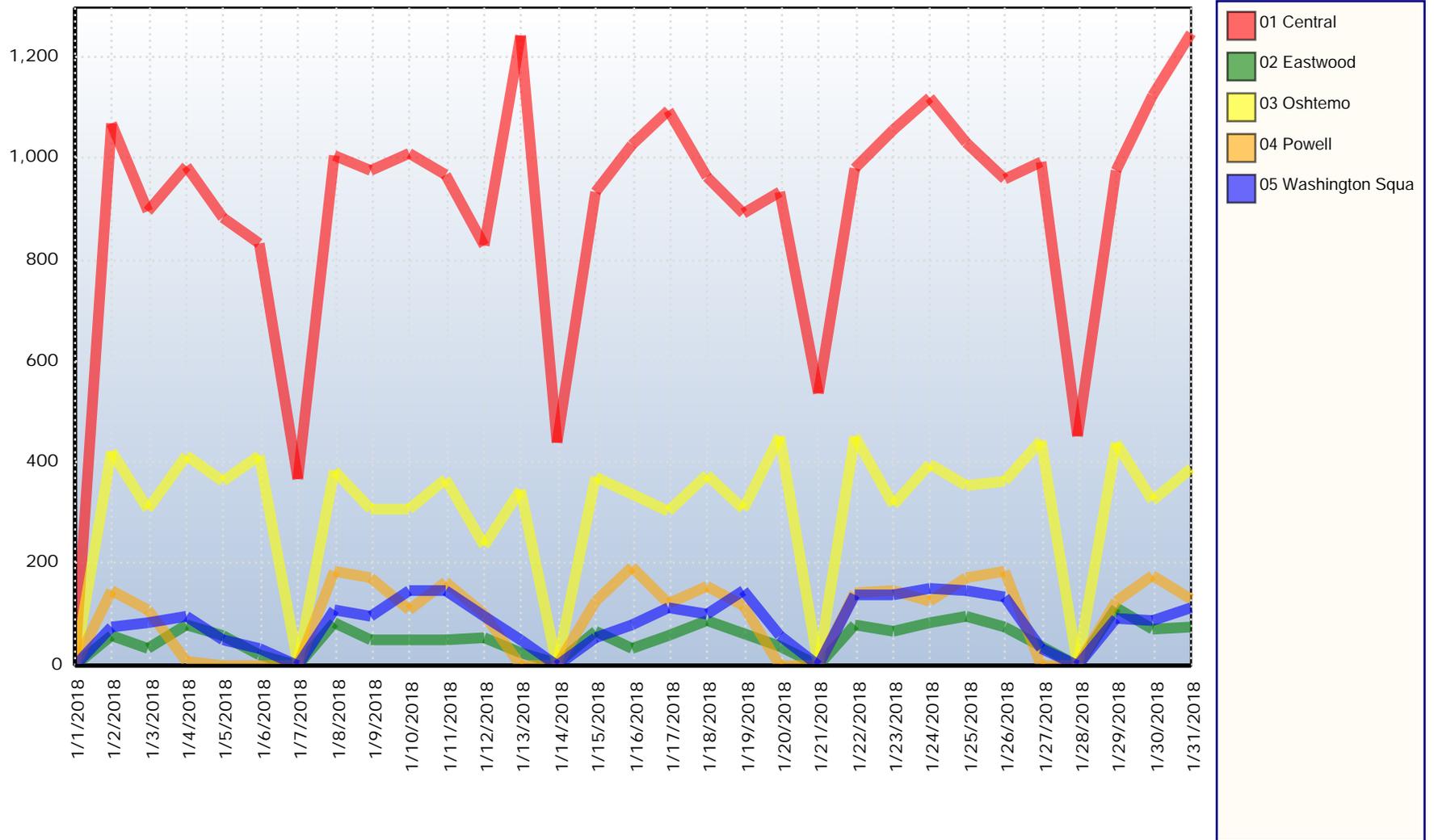
Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	21,928	768	9,900	349	2,104	35,049	235,053	240,833	-2%
-ebook	6,628					6,628	41,747	34,386	21%
-Digital Magazine	320					320	2,608	3,192	-18%
Teen	2,377	76	737	36	154	3,380	26,483	34,663	-24%
Juvenile	<u>13,525</u>	<u>1,845</u>	<u>10,046</u>	<u>291</u>	<u>1,075</u>	<u>26,782</u>	<u>186,049</u>	<u>195,158</u>	-5%
Total	44,778	2,689	20,683	676	3,333	72,159	491,940	508,232	-3%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,430	67	817	42	39	2,395	17,650	18,596	-5%
-Digital	5,007					5,007	29,885	22,643	32%
Music									
-CD	2,958	133	643	130	389	4,253	30,858	34,567	-11%
-Digital	2,183					2,183	13,769	13,639	1%
Video									
-DVD	29,968	3,432	8,775	3,470	6,979	52,624	332,732	387,818	-14%
- Digital	1,034					1,034	6,180	6,000	3%
Total Non-Print Material	<u>42,580</u>	<u>3,632</u>	<u>10,235</u>	<u>3,642</u>	<u>7,407</u>	<u>67,496</u>	<u>431,074</u>	<u>483,263</u>	-11%
Total Circulation	87,358	6,321	30,918	4,318	10,740	139,655	923,014	991,495	-7%
Computer Usage									
Onsite Computer Use	6,461	461	1,034	559	561	9,076	66,125	66,296	0%
Total Online Impressions	410,964					410,964	2,814,430	3,284,344	-14%
WiFi Users	2,300					2,300	17,123	18,533	-8%
Database Statistics									
Database Sessions	1,152					1,152	7,940	8,226	-3%
Database Searches	17,395					17,395	255,263	261,740	-2%
Total Registrations	649	52	179	20	32	932	6,983	6,909	1%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
January 31, 2018

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	3	0	2	2	0	7	178	176	1%
Attendance	305	0	30	69	0	404	7191	5773	25%
Teen Events	11	2	4	3	1	21	139	120	16%
Attendance	577	5	12	27	86	707	4586	3652	26%
Juvenile Events	19	16	29	7	22	93	891	601	48%
Attendance	858	161	444	43	334	1840	21212	18037	18%
Total Events	33	18	35	12	23	121	1208	897	35%
Total Attendance	1740	166	486	139	420	2951	32989	27462	20%
Law Library									
Visitors	227					227	1545	1793	-14%
Phone Calls	124					124	1044	777	34%
Questions Answered	406					406	2942	2777	6%
KPL App									
Monthly Downloads	Android	iPad	iPhone	iPod		Total	Year to Date		
	192	35	205	4		436	3,207		
Monthly Queries	13,931	8,776	37,272	143		60,143	432,254		
Monthly Unique Users	313	155	783	4		1,256			

Chain Report - Traffic Trend All Sites - Individually 1/1/2018 to 1/31/2018 By Day

Traf-Sys Reports 02/02/18



Social Media Statistics

January.

75% of KPL's followers on twitter are Homeowners - Twitter Analytics

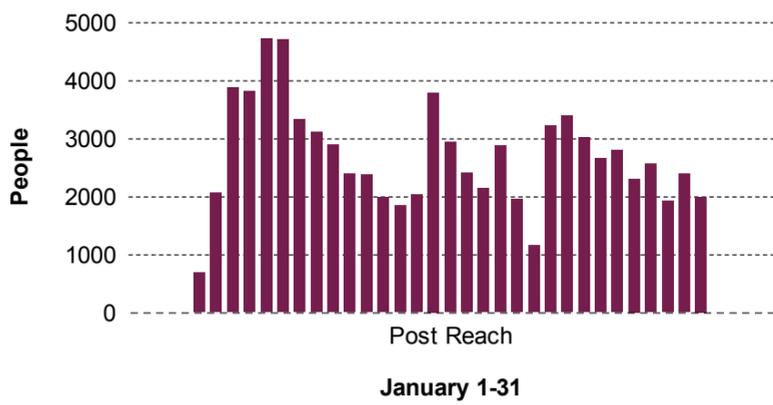
Our two most popular platforms are Facebook and Twitter

6,977 Likes

  97 New

The top Facebook post in January was KPL asking to find the owner of a ring that was found in a Book Club Bag. Our followers' reaction was to share 33 times and spread the word! It reached 4,227 people.

Followers Reached



Top Twitter Mention came from @jessamyn "Thanks @KzooLibrary for this great public domain photo of the interior of the @gibsonguitar factory in 1936..."



4,146 Followers

19 New 

Engagement



Link Clicks (41.54%) Retweets (9.23%)
Likes (49.23%) Replies (0%)

Top 5 Channel Visits:

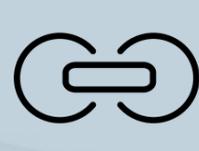
- Catalog Searches 34,527
- My Account 13,297
- Library Locator 1,056
- DVDs Coming Soon 262
- Popular Books 218



KPL Mobile App

49,884 Total Visits

1,256 Unique Users



In January KPL's Instagram saw more comments and conversation with other libraries and followers. The engagement is awesome!



 1,090 Followers! 

In a Book Nook

This image of OSH's adorable patrons hiding in plain sight gained 26 likes!



73

Days until spring



Regram

KPL OSH shared a post from another Instagram account, which is an advanced trick and increases engagement!

Days Until Spring

OSH's post of this image gained 22 likes and prompted a candid conversation between KPL followers like Southfield Public Library.



In January KPL's top post on Tumblr was an article titled "How a Library Handles a Rare and Deadly Book of Wallpaper Samples."



621 Notes
400 Followers



2018 Social Media Report Statistics

	FB Followers	Instagram followers	Twitter Followers	KPL Mobile App Monthly Unique Users	Tumblr Followers
Dec-17	6,880	1,081	4,127	1,133	379
January	6,977	1,090	4,146	1,256	400
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					