



**PUBLIC MEETING AGENDA**  
**KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES**  
**BOARD ROOM, CENTRAL LIBRARY**  
**315 S. Rose St., Kalamazoo, MI 49007**  
**October 28, 2019, 4:00 p.m.**

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
  - A. [Resolution to Become a Fine Free Public Library on January 1, 2020](#)
  - B. Communications
  
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
  
- III. CONSENT CALENDAR
  - A. [Minutes of the Meeting of September 23, 2018](#)
  - B. [Personnel Items](#)
  
- IV. FINANCIAL REPORT
  - A. [Financial Reports for the Period Ending September 30, 2018](#)
  
- V. REPORTS AND RECOMMENDATIONS
  - Recommendations
    - A. [Acceptance of Audited Financial Statements – Presented by Gabridge & Company](#)
    - B. [Organizational Chart Revision](#)
    - C. [Mobile Library Purchase Recommendation](#)
    - D. [Mobile Library Services Librarian and Library Assistant Positions](#)
    - E. [Affiliation Agreement with WMU for MSW Internship](#)
  
  - Reports
    - F. [Digital Publishing and Libraries – 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. ADJOURNMENT



## MEMO

TO: Library Trustees

FROM: Ryan Wieber  
Library DirectorRE: **KPL as a Fine Free Public Library**

DATE: October 28, 2019

**Recommendation:**

I recommend board adoption of the Resolution to Become a Fine-Free Public Library on January 1, 2020.

**Executive Summary:**

KPL strives to identify ways to remove barriers, improve access to the library, and encourage library usage for all in our community. These goals are firmly established in our new, community-led strategic priorities, otherwise known as “The KPL Plan.”

Going fine free has become a movement across U.S. libraries over the past 5-10 years, which allowed our Fine Free Staff Workgroup plenty of case studies to review. KPL actually set the pace back in 1989, with the removal of overdue fines on children’s materials, and we have known since that time, that there is no significant difference on rate or speed of return with fined versus non-fined items. In other words, fine free has worked well here for 30 years, with no detrimental outcome for service to patrons. However, we do know this: while many users incur late fees, the ability to pay them depends greatly on income. Those who are able to pay can keep visiting and borrowing, however, those who are unable to pay, simply stop using the library—and in many instances fail to return overdue materials.

Some important notes:

- Budgeted fine revenue for FY 2019/2020 is \$20,100 or approximately 0.2% of KPL’s annual operating budget.
- KPL still wants items returned, so others can enjoy them. Patrons who do not return items by 10 days overdue, will have a temporary blocked account until items are returned; and for anything 30 days overdue the library will seek replacement costs from patrons.
- In order to go fine free, all overdue fines as of December 31, 2019 will be waived. All lost material fees, however, will remain on a patron’s account. Patrons are encouraged to return materials. We want materials back, but more importantly we want our patrons to come back, too!

A tremendous thank you to our Staff workgroup who devoted time and heart to the Fine Free initiative: Bethany Maley, Steve Maesen, Jim Clarey, Erika Dowdell, Matt Smith, Amanda Lentz, Kevin King, Nnamdi Dike, Jarrod Wilson, Kala Luzia, Waneta Hodges, and Bill Caskey.

KALAMAZOO PUBLIC LIBRARY

**Resolution to Become a Fine Free Public Library on January 1, 2020**

Minutes of a Meeting of the Board of Trustees of the Kalamazoo Public Library, Kalamazoo Michigan, held on October 28, 2019 at 4:00 p.m. at Central Library.

TRUSTEES PRESENT: \_\_\_\_\_

\_\_\_\_\_

TRUSTEES ABSENT: \_\_\_\_\_

\_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_

**WHEREAS**, the Board of Trustees of the Kalamazoo Public Library established a Strategic Priority on March 25, 2019 to Advance, Equity, and Inclusion by providing Services to All in Our Diverse Community, with Goal 1 of that priority being to “provide to everyone in our community equal, barrier-free access to library services, collections and programs;” and

**WHEREAS**, the Kalamazoo Public Library Board of Trustees adopted a Social Justice Resolution on August 22, 2016 to recommit itself to “address equal justice under the law, racial justice and institutional racism, social-economic divisions in our community and human dignity for all through our programs, services, policies, practices and the empowerment of staff to serve our community with these values as priorities;” and

**WHEREAS**, the Library recognizes that the application of fines for overdue materials imposes an unfair barrier to access, which disproportionately impacts residents of lower socioeconomic status; and

**WHEREAS**, since 1989 the Library has not imposed fines on children’s materials; and

**WHEREAS**, overdue fine revenue amounts to 0.2% of KPL’s annual operating revenue budget; and

**WHEREAS**, rather than imposing fines for overdue circulating items, the Library will defer to its existing procedure of blocking the accounts of patrons who have materials overdue by a designated number of days;

**NOW, THEREFORE, BE IT RESOLVED** that the Library Board of Trustees approves Kalamazoo Public Library as a fine free library.

AYES: Members \_\_\_\_\_

NAYS: Members \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Secretary, Board of Trustees

Certificate

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kalamazoo Public Library, Kalamazoo, Michigan at a meeting held on October 28, 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Secretary, Board of Trustees

# A Fine-Free Future:

## Eliminating Overdue Fines at the Kalamazoo Public Library

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OCTOBER 2019



Kalamazoo  
Public Library

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## I. INTRODUCTION

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### Summary

This report reviews fine free initiatives undertaken at other public libraries of various service populations, and also proposes a path with changes to processes in order to go fine free in 2020. KPL budgetarily does not rely on overdue fines, as they amount to 0.2% of the current year revenue. The top benefit as experienced by other libraries who have been fine free for an extended time is the removal of a barrier that undoubtedly exists for a large group of patrons. While many can pay fines for overdue items, there are many with lower incomes who cannot, so when patrons are confronted with either paying overdue fines or stop visiting the library, the latter is often the chosen route. We want *all* in our community to use the library, and to enjoy its benefits.

Other libraries' case studies have shown negligible changes to service in terms of lost materials, wait times for items on hold, and length of average checkout periods.

This initiative supports KPL's 2018-2019 community member-led strategic plan priorities of: 1) Advancing Equity and Inclusion, 2) Inspiring Literacy and Learning, and 3) Engaging the Community.

## II. PAST OVERDUE FINES INITIATIVES

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KPL has previously held amnesty periods where overdue fines were forgiven when patrons visited the library. The Director's Report and Board of Trustees meeting minutes following the amnesty periods indicate increased circulation, increased card renewals, and many patrons were able to use the library again.

From the April 25, 2011 Board of Trustees meeting minutes:

*We provided a fine forgiveness program that tied in with the major theme of forgiveness in the Tracy Kidder book featured this year, Strength in What Remains. Over \$33,000 in fines were forgiven during that period. Many of those fines would never have been collected and it was invaluable to us to be able to clear up our patron records. The number of people who were very happy with this program cannot be measured in dollars; many people whose fines were forgiven paid for lost books after the fines were cleared and others are now using the library again. Although we don't want to offer fine forgiveness often, it was a very positive program and was very good for public relations. (Kalamazoo Public Library, Board of Trustees Meeting Minutes)*

From Director's Report Dec. of 2016:

*Next, [Director Ann Rohrbaugh] reported that both the fine forgiveness initiative and the 'Embracing Forgiveness' program held at the Powell Branch were very successful. About 150 people attended the program to hear an extremely compelling story about forgiveness, law enforcement, and wrongful arrest. The fine forgiveness initiative resulted in \$26,780.78 in fines forgiven. Approximately 750 library cards were renewed that week. It seems as though circulation has been up since fine forgiveness week, and staff received many positive comments from patrons. Both of these efforts were proposed by KPL's Antiracism Transformation Team. (Kalamazoo Public Library, Director's Report)*

In 1989, overdue fines were completely eliminated from youth materials during the Year of the Young Reader celebrations. The goal was to improve literacy and make access to the library easier for youth.

## Library ends all book fines for children

FONTELLA WHITE  
GAZETTE STAFF WRITER

Delinquency will no longer be a concern for children who borrow books from the Kalamazoo Public Library.

The library has decided to permanently end all fines against juvenile borrowers who fail to return material on time. Director Saul Amdursky hopes the move will help promote reading and books.

The change also is part of 1989 Year of the Young Reader celebrations. National and local organizations are participating in the year-long effort to improve literacy and increasing readership.

"Hopefully, the things we're doing will make coming here easier and a more positive experience for kids," Amdursky said. "We want to do everything possible to encourage children to read."

Children under 12 with previous library fines will not have to pay, and in the future, if they keep juvenile materials beyond the due date, they will not be charged. Also, but only for this year, all young people

Please see BOOKS, A2

### BOOKS

Continued from A1

up to the age of 18 may return overdue materials and have their slates wiped clean.

Amdursky said there is no amnesty on unreturned materials.

"If a book, or some other borrowed material, is overdue, it must be returned. The fines may be wiped out, but the materials cannot be," he said.

"The staff of the Kalamazoo Public Library and the bookmobile and branches feels that this Year of the Young Reader is the perfect year to encourage young people to read, not only by themselves, but also their families," Amdursky said.

"Having accumulated fines and/or their card blocked for use be-

cause of unreturned materials is not exactly the way to encourage young readers, therefore the amnesty program."

Along with removing fines, the library will replace a card free twice for children. The charge had been 25 cents.

Obtaining a card will be easier as well. In the past, parents had to be present with a child to verify information. The new plan allows the child to take the card home for parents to sign.

"This really should encourage kids to come back to the library. I think it's a great idea, but we will just have to see how it works," said Jackie Morrison, president of the Kalamazoo Board of Education.

*Kalamazoo Gazette April 22, 1989*

In addition to amnesty periods and eliminating fines on youth materials, for the launch of our OneCard program with Kalamazoo Public Schools, all fines and fees from student accounts were forgiven. For KPS employees all overdue fines were forgiven.

### III. HOW FINES WORK

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Currently, there is a three-day grace period for overdue fines on books and audiobooks. If the items are returned within those three days, no fines are accrued. If the item is returned after three days, the fines are accrued beginning from the first day the item was overdue.

Once a patron owes the Library \$10.00 or more in overdue fines, their account is blocked until the balance is reduced to under \$10.00. When a patron has five or more overdue items, regardless of the fine amount owed, their account is blocked until the number of overdue items is below three.

<b>Overdue fines by Material</b>		
<b>Adult Material Type</b>	<b>Current Daily Fine</b>	<b>Current Maximum Fine</b>
Magazines	\$0.05	\$3.00
Books	\$0.10	\$5.00
Audiobooks	\$0.10	\$5.00
CDs	\$0.10	\$5.00
DVDs	\$0.25	\$5.00
Hot Pick Books	\$1.00	\$5.00
Hot Pick DVDs	\$1.00	\$5.00
HotSpots	\$1.00	\$5.00
<b>Juvenile/Teen Material Type</b>	<b>Current Daily Fine</b>	<b>Current Maximum Fine</b>
Magazines	No fines	No fines
Books	No fines	No fines
Audiobooks	\$0.10	\$5.00
CDs	\$0.10	\$5.00
DVDs	\$0.25	\$5.00

### IV. BACKGROUND ON FINE ELIMINATION PROGRAMS

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Based on findings from interviews conducted with twelve libraries, news articles, and studies from other libraries, fine elimination has many positive impacts. These libraries have found eliminating fines has increased circulation and the number of patrons using the library. They also reported better staff and patron experiences and more positive interactions between patrons

and staff. These libraries also found that charging overdue fines often costs more in staff time and equipment than the revenue fines brought in.

### Experiences at Other Libraries

To analyze overdue fine elimination, KPL reviewed case studies and consulted with twelve libraries between 2016 and 2019 who had eliminated fines or were in the final stages of doing so (Table 1). The libraries interviewed were chosen based on elimination of all overdue fines, not just elimination of fines on youth or teen materials.

The twelve libraries interviewed reported an overall positive response from patrons and found eliminating fines has saved on staff time and costs, and in some cases resulted in increased circulation. The libraries interviewed report the following:

- Vernon Area Public Library (Illinois) reported seeing a significant savings in staff time and service costs. VAPL also found books were returned an average of eight days earlier, new cardholders increased by eight percent and circulation of physical materials increased by one percent.
- Gadsden Public Library (Alabama) felt that it was worth giving up fine revenue for the positive public relations fine elimination created.
- Stark County District Library (Ohio) shared that eliminating fines has brought patrons back into the library and increased circulation at SCDL.
- Monona Public Library (Wisconsin) noted eliminating overdue fine transactions gave staff more time to dedicate to other duties.
- Adams County Public Library (Ohio) found that eliminating overdue fines has reduced negative experiences with patrons. ACPL also found more materials are being returned, especially long overdues.
- Delaware County District Library (Ohio) similarly found negative patron interactions decreased and report that the majority of patron interactions at DCDL are now positive.
- Mercer County District Library (Ohio) reported a significant number of lost materials have been returned following fine elimination.

Nine libraries interviewed chose to remove existing fines at the time overdue fines were eliminated. Of the libraries that did not remove existing fines, some remove fines as they encounter them, and the remaining libraries waive fines on a case-by-case basis.

Recently, the Chicago Public Library became the largest system in the country to go fine-free. Their plan is very similar to not only KPL's proposal, but also most of the libraries outlined above. (Rosenberg-Douglas and Byrne)

### Fine-Free Library Interviews

Library	Location	Population Served*	Implemented	Were existing fines cancelled?
Monona Public Library	Madison, WI	9,435	Jan 2012	no
Mercer County District Library	Celina, OH	27,600	Apr 2016	yes
Adams County Public Library	Adams County, OH	28,550	Nov 2016	yes
Ela Area Public Library	Lake Zurich, IL	34,462	Sep 2015	yes
Addison Public Library	Addison, IL	36,942	Nov 2016	yes
Vernon Area Public Library	Lincolnshire, IL	42,500	Sep 2015	yes
Gadsden Public Library	Gadsden, AL	66,000	Aug 2015	yes
Kalamazoo Public Library	Kalamazoo, MI	116,445		
Delaware County District Library	Delaware County, OH	125,797	May 2016	no
Salt Lake City Public Library**	Salt Lake City, UT	190,884	Jul 2017	yes
Kansas City Public Library**	Kansas City, MO	218,765	Jul 2019	yes
Stark County District Library	Canton, OH	240,131	Sep 2014	no
Toledo Lucas County Public Library	Toledo, OH	441,815	Jan 2019	no
Nashville Public Library	Nashville, TN	668,347	Jul 2017	yes
Columbus Metropolitan Library	Columbus, OH	850,548	Jan 2017	no

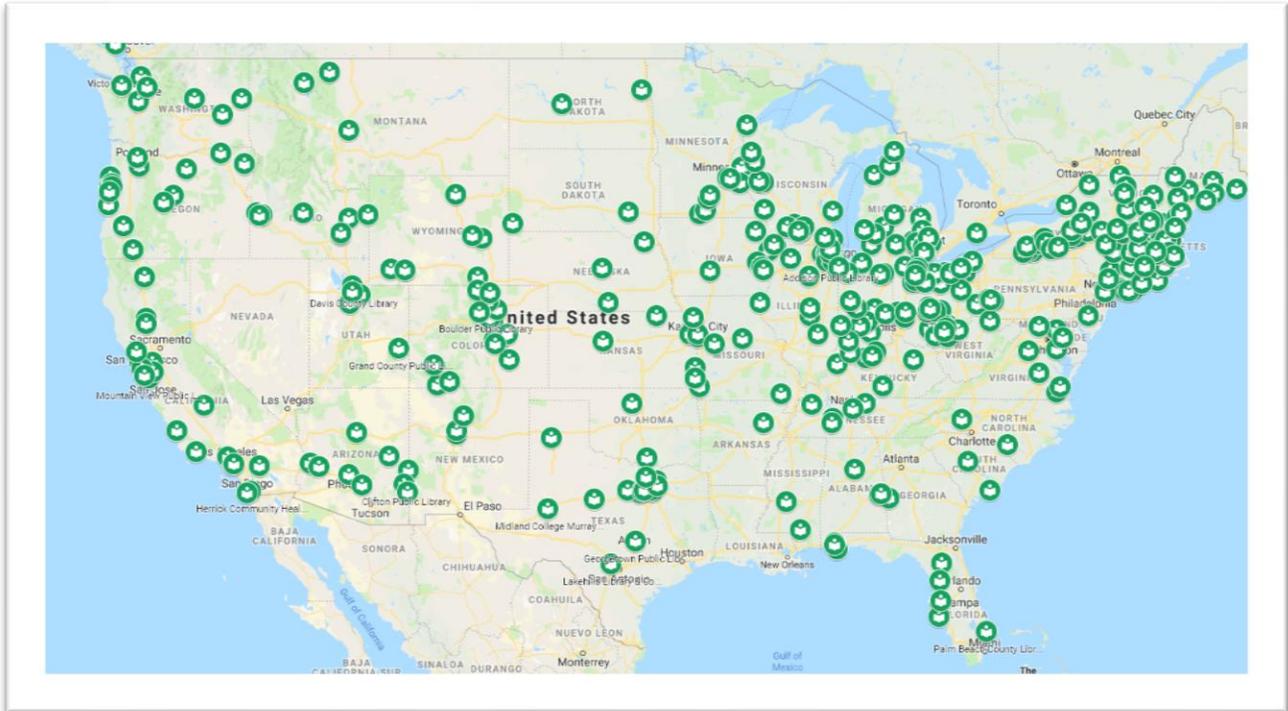
\*From the IMLS FY2016 Public Libraries Survey.

\*\*Salt Lake City Public Library and Kansas City Public Library were not interviewed. SLCL and KCPL do not appear in the preceding summary.

## V. FINE-FREE LIBRARY MAP

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The map below depicts the libraries in the United States that are fine-free.



(“Fine Free Library Map”)

See Appendix II for a full list of fine-free libraries.

## VI. ADVANCING EQUITY AND INCLUSION

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### ALA Resolution on Monetary Library Fines as a Form of Social Inequity

During the 2019 ALA Midwinter Meetings in Seattle, the ALA Council passed a resolution that declared monetary fines as a form of social inequity. In the resolution, a section of the **Library Bill of Rights** was cited, “All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access.” (Appendix I)

### KPL Social Justice

On August 22, 2016, the Kalamazoo Public Library Board passed a Social Justice Resolution with the full support of staff. This resolution aligns with the proposal to eliminate fines on overdue

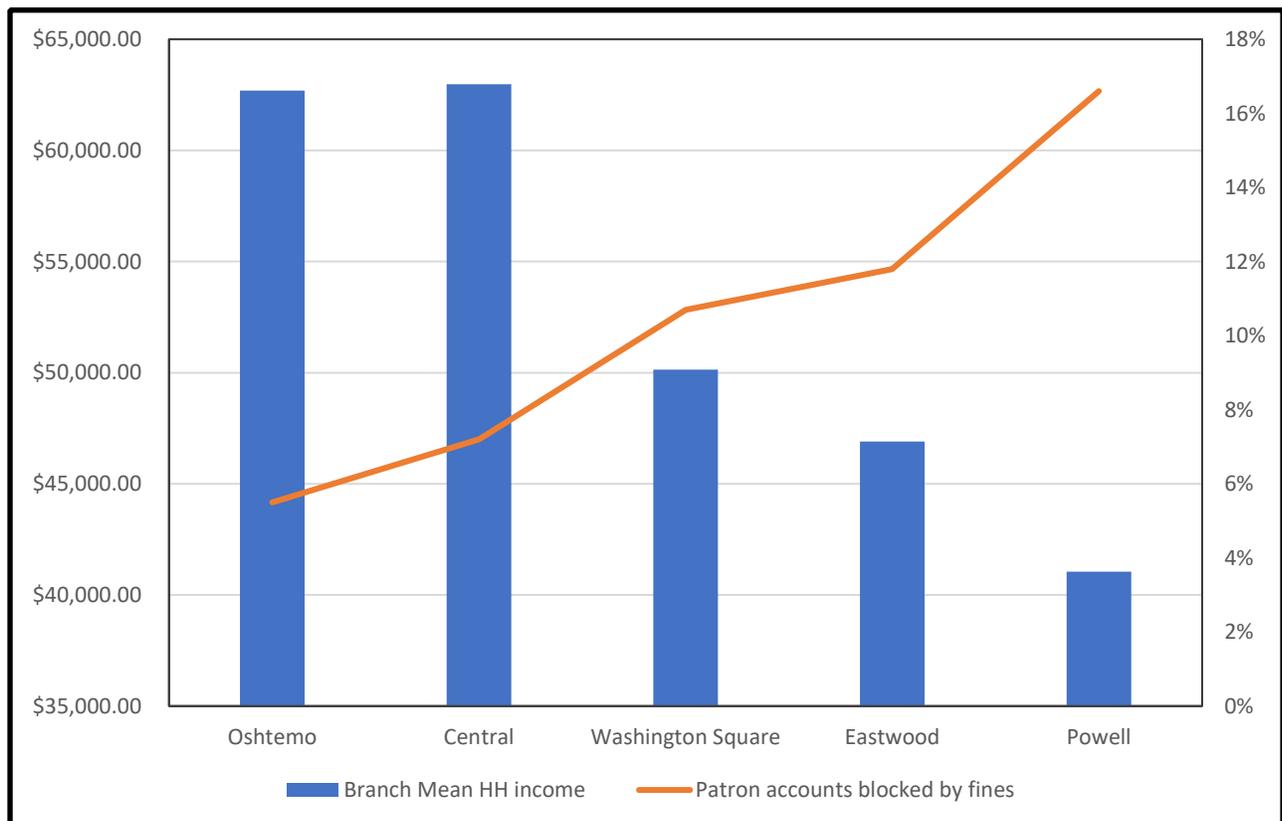
materials and the aforementioned ALA Resolution. Specifically, the final statement of the KPL Social Justice Resolution reads:

*...that KPL recommits itself to address equal justice under the law, racial justice and institutional racism, socio-economic divisions in our community and human dignity for all through our programs, services, policies, practices and the empowerment of staff to serve our community with these values as priorities. ("Social Justice Resolution")*

Furthermore, an examination of the average household income compared to the percentage of accounts blocked in each branch neighborhood clearly shows that the lower the income, the more likely a patron is unable to use the library.

An elimination of fines would emphasize KPL's support of equity, diversity, and inclusion for citizens of our district by removing an economic barrier to access. Also, the library would be welcoming back hundreds of patrons who have been unable to utilize Kalamazoo Public Library resources.

Locations in lower-income communities have more users blocked due to fines:



## VII. PROPOSED CHANGES

### Lost and Damaged Material Fees

When the Library goes fine-free, KPL will continue to bill patrons for items that are either not returned after 30 days or have been damaged to the extent that the material needs to be replaced.

### Notification process changes

Current Overdue Notices and Proposed Notices without Fines at KPL			
Current	Proposed	Current Cost	Proposed Cost
<ol style="list-style-type: none"> <li>One courtesy renewal (performed on due date)</li> <li>Reminder email about due date 2 days before due date (email only)</li> <li>Account blocked at 5 overdue items or \$10 or more in fines and/or estimated fines</li> </ol>	<ol style="list-style-type: none"> <li>Increase courtesy renewals to 3 (performed on due date)</li> <li>Reminder email about due date 2 days before due date (email only)</li> <li>Account blocked when material(s) are 10 days overdue</li> </ol>	<ol style="list-style-type: none"> <li>\$0</li> <li>\$0</li> <li>\$0</li> </ol>	<ol style="list-style-type: none"> <li>\$0</li> <li>\$0</li> <li>\$0</li> </ol>
<ol style="list-style-type: none"> <li>Overdue notice sent 3 days after item is due (phone, SMS, email)</li> <li>Overdue notice sent at 11 days overdue (phone, SMS, email)</li> <li>Overdue notice sent at 33 days overdue (phone, SMS, email [paper if phone/SMS fails])</li> </ol>	<ol style="list-style-type: none"> <li>Overdue notice sent 3 days after item is due (phone, SMS, email)</li> <li>Overdue notice sent at 15 days overdue (phone, SMS, email)</li> <li>Billing notice sent by KPL at 30 days indicating patron has been billed for overdue materials and may be sent to collections (email or letter)</li> </ol>	<ol style="list-style-type: none"> <li>Phone \$100.35* SMS \$69.60* Email \$0</li> <li>Phone \$48.45* SMS \$42.30* Email \$0</li> <li>Phone \$23.85* SMS \$15.50* Email \$0 Paper \$36.54*</li> </ol>	<ol style="list-style-type: none"> <li>Phone \$100.35* SMS \$69.60* Email \$0</li> <li>Phone \$48.45* SMS \$42.30* Email \$0</li> <li>Phone \$23.85* SMS \$15.50* Email \$0 Paper \$36.54*</li> </ol>
<ol style="list-style-type: none"> <li>Long overdue materials auto-billed at 45 days</li> <li>Patrons sent to UIC if balance is at least \$45</li> </ol>	<ol style="list-style-type: none"> <li>Long overdue materials auto-billed at 30 days               <ul style="list-style-type: none"> <li>Eliminate processing fee (\$5)</li> </ul> </li> <li>Patrons sent to UIC 21 days after being billed for materials if balance is at least \$30</li> </ol>	<ol style="list-style-type: none"> <li>\$0</li> <li>UIC Placements \$1,100.85*</li> </ol>	<ol style="list-style-type: none"> <li>\$0</li> <li>UIC Placements \$1,100.85*</li> </ol>
*Based on an average from September 2018 - April 2019		Total average monthly cost: \$1,437.44	Total average monthly cost: \$1,437.44

## Process Changes

KPL will send out overdue and billing notices to patrons under the fine-free plan. This is to better assist patrons in returning overdue materials. The Library's Integrated Library System (ILS) can run automated overdue and billing notices for us.

The Library will need to make various process adjustments under a fine-free structure in order to more effectively notify patrons of billed items. For example, we will print and send out the billing notices in-house, rather than contract with a 3<sup>rd</sup> party. The Library Assistant in charge of Patron Accounts will take on this new process. Our expectation is that this will add no more than 15 minutes per day to their current job duties.

Once the fine elimination program proceeds, patrons who have overdue material will be notified of those materials at the point of checkout. If any material that has not been returned and is nine or fewer days late, the patron will be able to check out material as usual. However, if any material is 10 or more days overdue the patron account will be notified at checkout that their account is blocked until the patron returns the overdue material. At this juncture the patron may return the overdue material to the Library at no charge and their account will return to regular (unblocked) status.

Alternatively, if the patron has determined that the material is lost, they will have the opportunity to pay the required material replacement fee through a self-check device, at the circulation desk, or through the KPL website to unblock their account. KPL expects that fine elimination will lead to the return of more materials to the Library collection and we estimate a 20% reduction in material replacement fee revenue for the current fiscal year and thereafter.

## VIII. PROJECTING THE IMPACT OF FINE ELIMINATION AT KPL

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### Financial Considerations

In FY 2018-2019 Kalamazoo Public Library collected \$61,647 of fine revenue, which consists of late fines for overdue items and material replacement fees for lost material. The share of library revenue attributable to fines has fallen steadily in each of the last five fiscal years and represented less than 0.5 percent of the library’s \$12,400,374 of budgeted operating revenue last fiscal year. However, this fine revenue must be considered along with the expense necessary for library staff to manage the fine payment process when staff interact with patrons during the payment of late and overdue fines (“Encounters”). Library employees had 7,156 such encounters with patrons in 2018. Based on the average hourly wage of branch and circulation staff at KPL and the average time to discuss, receive, and record late fine payments by patrons (about four minutes), the library incurred Encounter costs of approximately \$9,400 to process the receipt of fine revenue. Finally, the library sends long overdue materials (items billed as lost) to an outside vendor, who send collection notices (“Placements”) directly to patrons. The cost incurred by the library for Placements in FY 2018-2019 was approximately \$12,000. Proposed changes to the notification process as a consequence of going fine-free have no net impact to the library’s finances. To summarize, the financial impact of fine elimination at the KPL is shown in the table below.

Category	FY 2018-2019	FY 2019-2020 Budget	Fiscal Years Thereafter
Gross Fine Revenue	\$61,647	\$20,100	\$8,000 (x)
Cost of Encounters (y)	(\$9,400)	(\$4,700)	(\$1,880)
Cost of Placements (z)	(\$12,000)	(\$9,000)	(\$6,000)
<b>Net Fine Revenue</b>	<b>\$40,247</b>	<b>\$6,400</b>	<b>\$120</b>

(x) Gross Fine Revenue includes only material replacement revenue after FY 2019-2020. Amount shown is 80% of the average material replacement revenue KPL received over the last five fiscal years.

(y) Cost of Encounters expected to reduce by 50% this fiscal year and by 80% in fiscal years thereafter.

(z) Cost of Placements expected to reduce by 25% this fiscal year and by 50% in fiscal years thereafter.

In summary, as patrons return overdue materials to the library collection without penalty, staff will have more time to provide other library services that better align with the KPL Strategic Plan. Lower expected fine revenue will be offset by reduced expense to process and collect fines from library patrons (Encounter and Placement costs). Eliminating late and overdue fines will have minimal impact on KPL’s current finances and a diminishing impact in future years.

## Measurement Plan

Based on studies and reports from other libraries that have eliminated overdue fines, there are several statistics KPL will monitor in order to determine the effects of eliminating fines.

The following statistics would be collected:

- Items borrowed
- New library cards
- Visitors
- Average time on hold
- Holds filled (available holds that are checked out)
- Average checkout length
- Replacement charges (items billed as lost)
- Forgiven/Cancelled replacement charges (items billed as lost that were returned)
- Payments of replacement charges (items billed as lost that have been paid for)
- Outstanding replacement charges (items that have been billed as lost and not paid for)
- Percentage paid of replacement charges (percentage of lost bills that have been paid)

## IX. DIRECTOR'S RECOMMENDATION

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Overdue fines have unintentionally created a barrier to access for *many* library patrons. The standard practice of assessing fines has long been justified as a means to prompt or motivate borrowers in returning materials in a timely manner, so others can enjoy a shared library collection. However, recent research and community engagement has revealed that while many users incur late fees, the ability to pay them depends greatly on income. Those who are able to pay can keep visiting and borrowing, however, those who are unable to pay, simply stop using the library—and in many instances fail to return overdue materials. In KPL's outreach efforts, staff consistently hear from residents who have at some point in the past accrued late fines and were unable to pay, thus keeping them from returning to the library. In some cases, this fear of returning to the library extends decades. Experience and data from other fine free libraries show that the rate of return is *not higher* when people are fined for overdue materials. Oftentimes, people simply stop using the library.

Patrons may not be aware that KPL regularly removes fines and works with patrons in order to receive materials back and ease the burden that fines may produce. Removing fines is not necessarily a new measure in Kalamazoo. In 1989, KPL ended the practice of assessing fines on all children's materials, and since then, that shift in policy did not result in detrimental service or

lack of item availability. Individuals and families returned materials. In January 2018, KPL initiated a one-time automatic renewal for materials without holds, which has resulted in materials returned on time (after the auto-renewal) and fewer fines assessed. Our goal is to encourage and grow library usage for all residents, and for them to enjoy the benefits that a public library provides.

In making the change away from assessing fines, KPL is not forsaking its responsibility to seek the return of overdue library items. Overdue notifications and communications to patrons will still occur, and accounts will be restricted if items are not returned. We look forward to the new fine-free environment and welcoming patrons back to KPL. This is a great thing for our patrons, our community, neighborhoods, families, and children. Growing up reading books and visiting libraries is essential to the good health of a great community!

*Ryan Wieber*

## APPENDIX

### Appendix I: ALA Resolution on Monetary Library Fines as a Form of Social Inequity

2018-2019 ALA CD# 38 (Rev.1/27)  
2019 ALA Midwinter Meeting

#### Resolution on Monetary Library Fines as a Form of Social Inequity

Whereas monetary fines present an economic barrier to access of library materials and services;

Whereas there is mounting evidence that indicates eliminating fines increases library card adoption and library usage;

Whereas monetary fines create a barrier in public relations, and absorb valuable staff time applying, collecting, and managing dues;

Whereas the first policy objective listed in ALA Policy B.8.10 (Library Services to the Poor) as approved by ALA Council on January 27, 2019, states that the American Library Association shall implement these objectives by “Promoting the removal of barriers to library and information services, particularly fees, and overdue charges”;

Whereas ALA Policy B.4.2 (Free Access to Information) “asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services”;

Whereas in Economic Barriers to Information Access, An Interpretation of the Library Bill of Rights, ALA states “All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access;

Whereas libraries will need to take determined and pragmatic action to dismantle practices of collecting monetary fines

Whereas libraries of all types are responsive to bodies, be they school districts, boards of trustees, college and university administration, or government entities and therefore need to be able to make the case to those bodies about eliminating fines; and

Whereas monetary fines ultimately do not serve the core mission of the modern library; now, therefore, be it

*Resolved*, that the American Library Association (ALA), on behalf of its members

1. adds a statement to the Policy Manual that establishes that “The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services.”;
2. urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and
3. urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.

Mover: Peter Hepburn, Councilor At-Large, 773.426.8082

Seconders: Matt Ciszek, Councilor At-Large, 330.397.3650

Sara Dallas, Councilor At-Large, 518.859.0742

Ed Garcia, Councilor At-Large, 401-497-8992

Version: Final. 1.27.19 4:51 PM

## Appendix II: Fine-Free Libraries

- Abilene Public Library
- Adair County Public Library
- Addison Public Library
- Alachua County Library District
- Alameda County Library
- Alameda Free Library
- Albany County Public Library
- Albany Public Library
- Albuquerque Bernalillo County Library System
- Alfred Box of Books Library
- Algonquin Area Public Library
- Allegan District Library
- Altadena Library
- Altoona Public Library
- Amery Public Library
- Anderson Public Library
- Angelica Free Library
- Anythink Libraries
- Arapahoe Libraries
- Arcanum Public Library
- Ardmore Public Library
- Ashtabula County District Library
- Athena Public Library
- Athens Public Library
- Auburn Public Library
- Baldwin County Library Cooperative
- Bangor Public Library
- Barre Public Library
- Bartholomew County Public Library
- Basehor Community Library
- Bath County Memorial Library
- Belvedere Tiburon Library
- Benbrook Public Library
- Berkeley Public Library
- Berthoud Community Library District
- Bexley Public Library
- Blue Public Library
- Bigelow Free Public Library
- Blodgett Memorial Library
- Bolton Public Library
- Boulder Public Library
- Bouse Public Library
- Boyce Ditto Public Library
- Boylston Public Library
- Brandon Free Public Library
- Brooke County Public Library
- Brooks Memorial Library
- Brooksville Library
- Broomfield Library
- Brunswick Community Library
- Buchanan District Library
- Burton Public Library
- Burton Barr Central Library
- Caldwell Public Library
- Calvert Library Prince Frederick
- Camden County Library System
- Canastota Public Library
- Canyon Area Library
- Carnegie-Stout Public Library
- Caro Area District Library
- Cascade Public Library
- Castleton Public Library
- Castro Valley Library
- Centennial Public Library
- C. E. Weldon Public Library
- Center Moriches Free Library
- Chadwick Public Library
- Champlain Memorial Library
- Charleston County Public Libraries
- Charlestown Library
- Chatham Public Library
- Chattahoochee Valley Libraries
- Chauncey Public Library
- Chesley Memorial Library
- Chicago Public Library
- Chillicothe and Ross County Public Library
- Citrus County Library System
- Clackamas Community College Library
- Claverack Free Library
- Clermont Public Library
- Cleveland Public Library
- Cleveland Heights-University Heights Public Library
- Clifton Public Library
- Columbus Metropolitan Library
- Converse County Library
- Contra Costa County Libraries
- Coolville Public Library
- Cozby Library and Community Commons
- Cromaine Library
- Crook County Library
- Cuba Library
- Culpeper County Library
- Daniel Boone Regional Library
- Dallas Public Library
- Davis County Library
- Dayton Metro Libraries
- Decatur Public Library
- Delaware County District Library
- Denver Central Library
- Denton Libraries
- Deruyter Free Library
- Deschutes Public Library
- Main | Detroit Public Library
- Dr. Shaw Memorial Library
- Driftwood Public Library
- Dubuque County Library
- Duluth Public Library
- Duncan Public Library
- Dunham Public Library
- Eagle Mountain City Library
- East Adams Library District
- Eaton Rapids Area District Library
- Effingham Public Library
- E J Cottrell Memorial Library
- Eisenhower Public Library
- Edgemont City Library
- Ela Area Public Library
- Ellsworth Public Library
- Ely Public Library
- Enid Public Library
- Enoch Pratt Free Library
- Enterprise Library

- Evansville Vanderburgh Public Library
- Fall Creek Public Library
- Fairbanks North Star Borough Public Libraries
- Fitchburg Public Library
- Flat River Community Library
- Flagstaff City-Coconino County Public Library
- Flower Mound Library
- Floyd Memorial Library
- Fort Hunter Free Library
- Fort Scott Public Library
- Fort Vancouver Regional Libraries Operations Center
- Fort Worth Public Library – Central
- Fowler Public Library
- Franklin Pratt Library
- Franklin Public Library
- Fred A Vaught Library
- Frederick County Public Libraries
- Fremont Public Library
- Frisco Public Library
- Garden City Public Library
- George Latimer Central Library
- Georgetown Peabody Library
- Georgetown Public Library
- Gilliam County Library
- Glenrock Branch Library
- Glenside Public Library
- Glouster Public Library
- Grafton-Midview Public Library
- Grand County Public Library
- Grand Forks Air Force Base Library
- Grandview Heights Public Library
- Granville Public Library
- Greene-Hills School
- Greenwood Public Library
- Goodwin Memorial Library
- Griffin Free Public Library
- Hackensack-Johnson Public Library
- Hagerstown Jefferson Township Library
- Hamilton Public Library
- Hamilton-Wenham Public Library
- Harbor Springs Library
- Harbor-Topky Memorial Library
- Harborfields Public Library
- Harrington Library
- Harrison County Public Library
- Hartington Library
- Hauppauge Public Library
- Hay Memorial Library
- Hays Public Library
- Herrick Community Health Library
- Hickory Public Library
- High Plains Library District
- Hildreth Public Library
- Hillsborough County Public Libraries
- Huntington Public Library
- Idaho Falls Public Library
- Ignacio Community Library
- Ilion Free Public Library
- ImagineIF Library (Kalispell)
- Ipswich Libraries
- Irving Public Library
- Island Free Library
- J. V. Fletcher Library
- Jackson City Library
- Jackson County Libraries
- Jackson County Library
- Jasper Public Library
- Jefferson County Library
- Jervis Public Library
- John G. McCullough Free Library
- Johnson County Library
- Johnstown Public Library
- Jones Library
- Joplin Public Library
- Joshua Hyde Public Library
- Josiah Carpenter Library
- Kansas City Public Library: Plaza Branch
- Kendallville Public Library
- Kent District Library
- Kitsap Regional Libraries
- La Conner Regional Library
- La Crosse Public Library
- Lakehills Library & Community
- Lamar County Library System Headquarters
- Lansing Public Library (IL)
- Lapeer District Library Administration Office
- L.E. Phillips Memorial Public Library
- Leeds Libraries
- Leland Township Library
- Leverett Public Library
- Lewis & Clark Library
- Lewis Cooper Jr Memorial Library
- Lewis Ginter Botanical Garden
- Libraries Tasmania
- Library Wide Awake Club
- Licking County Library
- Littleton Library
- Lobelville Public Library
- Loma Colorado Main Library
- Lorain Public Library
- Loutit District Library
- Loveland Public Library
- Lucius Beebe Memorial Library
- Lyman Community Library
- Lyon Township Public Library
- M N Spear Memorial Library
- Mabel D. Blodgett Reading Center
- Mackinaw Area Public Library
- Maricopa County Library District/Central Express
- Marin County Free Library
- Marshall Public Library
- Martin County Library
- Marysville Public Library
- Medicine Spring Library
- Mesa Public Library
- McComb Library

- McLean-Mercer Regional Library
- Meigs County District Public Library
- Memorial Hall Library
- Meridian Library District
- Middleton Public Library
- Midland College Murray Fasken Learning Resource Center/Library
- Milford Public Library
- Millvale Community Library
- Milton Public Library
- Mississippi Library Commission
- Mitchell Public Library
- Modeste Bedient Memorial Library
- Montclair Public Library
- Monona Public Library
- Monroe County Library System
- Monroeville Public Library Monroeville
- Montour Falls Library
- Morgan County Public Library
- Morgantown Public Library System
- Mount Clemens Public Library
- Mountain View Public Library
- Mt. Shasta Library
- Muir Library
- Nampa Public Library
- Nashville Public Library
- Nederland Community Library
- Nelsonville Public Library
- New Albany-Floyd County Public Library
- New London Public Library
- New Salem Public Library
- New Woodstock Free Library
- Newbury Library
- Newburyport Public Library
- Newport Public Library
- Newark Public Library
- Noble County Public Library (Albion)
- North Branch Library
- North Central Regional Libraries
- North Kansas City Public Library
- North Mankato Taylor Library
- North Olympic Library System
- Northborough Library
- North Baltimore Public Library
- Norway Memorial Library
- Oak Park Public Library
- Oakland Public Library
- Odon Winkelpleck Public Library
- Old Forge Library
- Old Worthington Library
- Orange Beach Public Library
- Orford Social Library
- Orland Free Library
- Otterville Public Library
- Pagosa Spring Library
- Palm Beach County Library
- Palm Springs Public Library
- Patchogue-Medford Library
- Park City Library
- Parkersburg & Wood County Public Library
- Pataskala Public Library
- Peabody Memorial Library
- Pelham Town Library
- Perry County Public Library
- Petoskey District Library
- Pierson Library
- Pikes Peak Library District
- Pinal County Library District-Florence Community Library
- Pines & Plains Libraries
- Pinson Public Library
- Pittsburg Library – Contra Costa County Library
- Pittsburg Public Library
- Placentia Library District
- Pleasanton Library
- Poplar Bluff Public Library
- Portsmouth Public Library
- Potsdam Public Library
- Putney Public Library
- Queen Anne’s County Library
- Portneuf District Libraries
- Racine Public Library
- Rangeley Public Library
- Reading Public Library
- Red Feather Lakes Community Library
- Redford Township District Library
- Rensselaerville Library
- Rice Lake Public Library
- Richland Library Main
- Richland Hills Public Library
- Robbins Library
- Robeson County Public Library System
- Rock Springs Library
- Rockland Public Library
- Rolling Hills Library
- Romeo District Library
- Roseburg Public Library
- Rossford Public Library
- Rowley Public Library
- Roy & Helen Hall Memorial Library
- Sachse Public Library
- Saginaw Chippewa Tribal Library
- Salisbury Free Library
- Salt Lake City Public Library
- San Diego Central Library
- San Francisco Public Library
- San Luis Obispo Library
- San Mateo County Libraries
- Sandusky Library
- Sanger Public Library
- Santa Barbara Public Library
- Sarasota County Libraries
- Sargent Library
- Sauk City Public Library
- Schuylerville Public Library
- Security Public Library
- Shaker Heights Public Library
- Sheboygan Falls Memorial Library
- Shelter Island Public Library
- Show Low Public Library
- Siletz Public Library

- Siuslaw Public Library
- Sno-Isle Libraries
- Sonoma County Library: Central Library
- Southgate Library
- Spokane Public Library
- Spooner Memorial Library
- Spring Green Community Library
- St. Joseph Public Library
- St. Ignace Public Library
- St Peter Library
- Stark Library, Main Library
- Stevens Memorial Library
- Stair Public Library
- Suffolk Public Library
- Sullivan Free Library
- Summerdale Public Library
- Sun Prairie Public Library
- Swansea Free Public Library
- Sweetwater County Library System
- Sutton Free Library
- Taylor Community Library
- Temple Terrace Public Library
- The Community Library
- The Fogg Library
- The Plains Public Library
- Thomas Nelson Community College
- Thorntown Public Library
- Tiffin-Seneca Public Library
- Tippecanoe County Public Library
- Toledo Public Library
- Toledo Lucas County Public Libraries
- Tompkins County Public Library
- Tomkins Cove Public Library
- Tipp City Public Library
- Trails Regional Library Warrensburg Branch
- Tufts Library
- Tulare County Library
- Upton Library
- Utica Public Library District
- Valley of the Tetons Library
- Valparaiso Public Library
- Van Meter Public Library
- Ventress Memorial Library
- Vernon Area Public Library District
- Verona Public Library
- Vespasian Warner Public Library District
- Vigo County Public Library
- Washington County Library
- Waldport Public Library
- Walker Memorial Library
- Warren-Newport Public Library
- Warsaw Public Library
- Waterford Public Library
- Way Public Library
- Wellington Public Library
- Wells (Albany) Public Library
- West Branch Public Library
- West Lafayette Public Library
- West Liberty Public Library
- Westborough Public Library
- Westernville Library
- Westerville Public Library
- Westlake Porter Public Library
- Willimantic Public Library
- Whiting Public Library
- White Mountain Library
- Whittlesea's Library
- Wilkinsburg Public Library
- Wilkinson Public Library
- Willoughby-Eastlake Public Library
- Willows Public Library
- Wood County District Public Library
- Yorba Linda Public Library
- York Public Library

("Fine Free Library Map")

### Appendix III: Reference List

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Rosenberg-Douglas, Katherine, and John Byrne. “Chicago to Become Largest U.S. Public Library System to Go Fine-Free for Overdue Materials That Get Returned.” 30 Sept. 2019, <https://www.chicagotribune.com/news/breaking/ct-chicago-library-fines-eliminated-20190930-liidgxi62nb4tnnmfmnlphykja-story.html>.

“Social Justice Resolution.” Kalamazoo Public Library, 22 Aug. 2016, <https://www.kpl.gov/about/social-justice-resolution/>.

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**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: September 23, 2019  
Time: 4:00 p.m.  
Location: Board Room, Central Library

**TRUSTEE ROLL CALL:**

Present: Robert Brown, Lisa Godfrey, Jennifer Moore, Anna Moss, Cheryl TenBrink, Jannie Williams

Absent: Chris Kindy

**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**

There were no recognitions, resolutions, or communications.

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

No one wished to address the Board.

**III. CONSENT CALENDAR**

- A. *Minutes of the Meeting of August 26, 2019.*
- B. *Personnel Items*

**IV. FINANCIAL REPORTS**

- A. *Financial Reports for the Months Ending August 31, 2019.*

Recommendation: Director Wieber recommended the Board accept the Financial Reports for the month ending August 31, 2019.

MOTION: R. BROWN MOVED, AND C. TENBRINK SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING AUGUST 31, 2019.

Discussion: Director Wieber stated county penal fine revenue had been received in the amount of \$155,00. Library General Operating Fund revenue for the current fiscal year so far has been 0.6%, with expenditures totaling 13.5% of the close estimate budget. Within the Capital Improvement Plan, expenditures were made to support network infrastructure upgrades. Within the Special Revenue Fund, \$275,000 in Local History-restricted funds were received from the Mary Miller Patton Trust.

MOTION CARRIED 6-0.

**V. REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

*A. Adult Services Library Associate Reclassification*

Recommendation: Director Wieber recommended Board approval of the new “Reader Services Librarian.” This full time Librarian position replaces the current part-time Reference Services Associate position.

Executive Summary: As a result of the planned changes to the upcoming reorganization plan, and specifically the future change of current Reader Services Librarian Karen Trout to Community Engagement Librarian, the library will need to replace Karen’s fiction collection development work through another position. Karen will maintain her Reading Together work but transition out of collection development.

Currently, the part-time Reference Services Associate position is vacant, and is the ideal position to add the fiction responsibilities, four hours weekly of cataloging work, and continue to assist with public desk work. In doing so, this job becomes full time at Librarian II level.

The additional cost of this position is approximately \$27,000 net increase for fiscal 2019-2020. This request has been reviewed and is supported by both the Personnel Committee and the Finance & Budget Committee.

MOTION: A. MOSS MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE NEW “READER SERVICES LIBRARIAN.” THIS FULL TIME LIBRARIAN POSITION REPLACES THE CURRENT PART-TIME REFERENCE SERVICES ASSOCIATE POSITION.

Discussion: No discussion.

MOTION CARRIED 6-0.

REPORTS:

*B. Great Grown Up Spelling Bee – Jill Lansky*

Report: Director Wieber introduced Jill Lansky, Youth Outreach Coordinator. Jill began her report by formally inviting all Trustees to attend the 2019 Great Grown Up Spelling Bee, scheduled for the evening of Wednesday, November 13. She shared photos from last year’s Bee while discussing the local partnerships which make Ready to Read possible. She stated all of KPL’s partner pediatric offices are invited to the Bee.

She then explained the impact of the Spelling Bee as a fundraiser to support Ready to Read, the manner in which the Spelling Bee competition is held, how local businesses and nonprofits participate, and the cost for the public to attend. She encouraged Trustees to consider whether anyone they know professionally might make a good sponsor. She stated she was happy to reach out to any potential candidates.

Discussion: No discussion.

Disposition: Trustees thanked J. Lansky for her report.

C. *Shared Leave Report – Terry New*

Report: Terry New, Head of Human Resources, began her report by stating she has thought very highly of the Shared Leave program at KPL since beginning at the library nine years ago, and has been very pleased to see the positive impact it has created. She stated that it originated as a result of an identified need within the Kalamazoo Public Library Support Personnel staff group in 2007.

She then shared some statistics over the years regarding those hours donated and used. She stated that she likes to see the hour balance in the program stay around 1,500 hours which has proved to be sustainable. All approved requests for a withdrawal from the Shared Leave Bank since the program's inception have been fulfilled. These withdrawals are to be made for the purpose of treating a serious health condition for either the employee or an immediate family member. The employee must have worked for the library for at least six months, and first exhaust all of their personal sick time in order to make a withdrawal.

She stated a committee of members from all staff groups meets approximately twice a year, and sometimes as needed to review the program and any specific matters that may arise. She then explained some of the additional parameters and definitions developed over time which are used to ensure the program remains sustainable and not subject to abuse.

Discussion: No discussion.

Disposition: Trustees thanked T. New for her report.

D. *Summer Reading Challenge 2019 – Michael Cockrell and Amanda Lentz*

Report: Director Wieber introduced Michael Cockrell, Head of Adult Services, and Amanda Lentz, Branch Teen Librarian.

Discussion: M. Cockrell began his report by stating this year's theme has been *Find Your Space*. This theme had different implications for each age group. He stated KPL has always been proud to offer summer reading programming and activities for the full summer as opposed to condensing the effort to a more truncated timeline.

He stated that young kids were encouraged to read twenty minutes per day and earned book prizes for 15, 30 and 45 days logged, while at 60 days they were awarded this year's summer reading t-shirt.

A. Lentz described the game for teens as bingo boards which encouraged them to complete tasks such as drawing a self-portrait or cooking dinner for their family. Prizes were awarded for completion of four boards, with books being the prize for the first three and backpacks for the fourth.

Adults were encouraged to read any three titles from six reading lists prepared by KPL staff. Those who did were awarded with stylish journals made of recycled materials. M. Cockrell and A. Lentz then shared some statistics from this year that showed that while participant numbers were slightly down from last year, they are similar to those in recent years past. A. Lentz then

spoke to the successful programming associated with summer reading this year such as *Tales on the Trail*, story times at Wolf Lake Fish Hatchery, *Silent Disco* at Powell, and *Space Art* with Patrick Herberger, a well-known local muralist.

Disposition: Trustees thanked M. Cockrell and A. Lentz for their report.

*E. Strategic Plan in Action – Ryan Wieber*

Report: Director Wieber began his report by reminding those present of the three priorities decided upon by the community during KPL's recent Strategic Planning process. They are: *Advancing Equity & Inclusion, Engaging the Community, and Inspiring Literacy, Learning, and Experiences*. He stated that KPL has had the opportunity to take part in an initiative which touches on all three through partnership with the Kalamazoo Institute of Arts and their exhibition of *Black Refractions*, a traveling exhibit on loan from the Studio Museum in Harlem.

KPL and other local organizations have worked with the KIA to help promote the exhibit while simultaneously creating fun and innovative programming. KPL IT staff have created a microsite dedicated to tracking all programming and events community-wide associated with the exhibit. Furthermore, kiosks will be installed at each location hosting a related event or program to gather feedback and impressions from the public. He then displayed images of the hardware used to gather that information as well as images from the microsite.

Head of Branch and Circulation Services, Kevin King, then reported on his role in planning KPL's *Artist in Action* series in which five local artists of color will visit each KPL location for several days in which they will be working to create art in view of library patrons. He stated that all the work created during their visits will be on display at KPL during the December Art Hop.

Regarding the *Artists in Action* series, Director Wieber reported that Darien Burress had been visiting Powell this week, James Palmore will visit Eastwood October 7 - 11, Tanisha Pyron will visit Washington Square from October 30 – November 1, Al Harris will visit Oshtemo from November 11 – 15, and Audrey Mills will be at Central Library on November 18 – 22.

Director Wieber then reported on the Kalamazoo Promise Technology Training Partnership which seeks to offer training to Kalamazoo Promise stop-outs – those who are eligible for higher education through the Kalamazoo Promise but have elected to not pursue that route. The partners, KPL included, have put together a program which seeks to offer training and resources to the students who were chosen for an eight-month Google IT Support Professional certification program which will result in internships upon completion.

Discussion: C. TenBrink asked who the instructor for the certification program will be. Director Wieber stated that he was unsure of her name but knows that she works for the Kalamazoo Promise.

J. Williams asked who the other community partners are. Director Wieber stated they are Rx Optical, KRESA, New Mind Media, Greenleaf Trust and CTS Telecom.

President Godfrey asked whether the internships would be paid. Director Wieber assumed that was true for all the community partners. President Godfrey stated that this type of training has become increasingly commonplace throughout the country.

Disposition: Trustees thanked Director Wieber for his report.

**VI. COMMITTEE REPORTS**

A. *Finance and Budget Committee* – Met to consider the reclassification of the adult services library associate position.

B. *Personnel Committee* – Met twice to review the Director’s evaluation process.

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 noting the *Back to School Bash* at Eastwood has been postponed due to concerns about EEE. He then stated this year’s Reading Together title has been announced and will be *We Are the Weather* by Jonathan Safran Foer. He stated many KPL patrons indicated that climate change was a topic they’d like to see discussed during this year’s Reading Together efforts.

He then reported that library staff attended The Wellness & Recovery Fair at the Arcadia Creek Festival Site, met with over 270 patrons, and forgave \$2549 in fines. The Friends of KPL quarterly Booksale resulted in one-day sales of more than \$3,200.

Lastly, he reported that the Central County Transit Authority is investigating the possibility of creating a new bus stop at the Oshtemo Township Hall which is adjacent to the Oshtemo KPL Branch and Oshtemo Township Park. He stated that he will be attending a meeting of the CCTA Board to voice support for that effort.

Discussion: Trustees discussed the merits of sending letters of support to the CCTA Board regarding a potential ballot initiative to create a new bus stop and made plans to do so.

R. Brown asked whether there was a bus stop near the Powell Branch Library. Director Wieber indicated that was the case.

J. Williams stated that the improvements to the PRISM newsletter have been outstanding. She then stated she is reading a book mentioned in this month’s Director’s Report entitled *Why Are All the Black Kids Sitting Together in the Cafeteria?* She recommended it to all present as an excellent example of social justice literature. She then stated she has been very pleased to see the library so involved in the programming surrounding *Black Refractions*. Lastly, she thanked ONEplace and Human Resources staff for their guidance in her Director’s evaluation research.

J. Moore stated she had heard wonderful things about high schoolers being able to ride the bus with their OneCards. A. Moss stated that the automatic enrollment into the OneCard program was very well thought out. She then reported her daughter's class is taking a field trip to the Kalamazoo Institute of Arts to view *Black Refractions*.

President Godfrey asked whether there were any mechanisms in place to gauge the effectiveness of the free Metro bus use aspect of the OneCard initiative. Director Wieber and Farrell Howe, Marketing and Communications Manager, indicated that information was coming in both qualitatively and quantitatively and would be shared with the Board.

Disposition: Trustees thanked Director Wieber for his report.

*B. Discussion: Board Development*

Report: Director Wieber drew attention to a slideshow depicting a variety of resources available to Michigan Library Trustees for Board development. He began by highlighting United for Libraries which is a function of the American Library Association and offers a variety of videos, webinars, and other helpful resources.

He then stated the Library of Michigan creates the Library Trustee Manual and also offers the expertise of their staff who are willing to travel to serve library boards throughout the state. Next, he touched on seminars offered by the Friends of Michigan Libraries Trustee Alliance.

Lastly, he highlighted the annual or bi-annual conferences of the American, Public, and Michigan Library Associations and the dates and locations of each of those events taking place over the next calendar year.

Discussion: Trustees discussed the manner in which future board discussions based on the resources listed might occur.

Disposition: Trustees thanked Director Wieber for his report.

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

No one wished to address the board.

**IX. COMMENTS BY TRUSTEES**

- R. Brown had no comments.
- J. Williams stated she is very excited about the path the library is on.
- J. Moore had no comments.
- A. Moss stated her service on the Reading Together Selection Committee was very enjoyable. She also reported that the Friends Bag of Books Sale was exciting, enjoyable, and well-attended.

- C. TenBrink had no comments.
- President Godfrey had no comments.

**X. ADJOURNMENT**

Hearing no objection, President Godfrey adjourned the meeting at 5:21 P.M.

**X** \_\_\_\_\_  
Cheryl TenBrink  
Secretary



## MEMO

TO: Library Trustees

FROM: Ryan Wieber  
Library DirectorRE: **Personnel Items**

DATE: October 28, 2019

**Transfer**

**Joe Brown** transferred into the KPLSP Maintenance Technician Library Assistant 4 FTE 1.0 position in the Facilities Management Department effective September 8, 2019. Joe has most recently held the KPLSP Weekend Custodian Library Assistant 3 FTE 1.0 position.

**New Hires**

**Haley Terpstra** joined the salaried staff in the FTE 1.0 KPLSP Weekend Custodian Library Assistant 3 position effective September 30, 2019.

**Hourly staff****New Hires**

Kayla Cruz – Library aide WSQ/Central Circulation  
Miriam Hernandez – Library aide Eastwood/Powell  
Tootie Horn – Library aide Oshtemo  
Ca'Jon Martin – Library aide Oshtemo  
Kimi Curtis – Library aide Oshtemo  
Janelle Anderson-Hampton – Library aide Central Circulation  
Susan O'Connor – Librarian Sub  
Elysha Ryan – Librarian Sub  
Karen Vater – Librarian Sub

**Separations**

Tai Powe – Library aide Central Circulation

**Employee Anniversaries**

- Charlene LaGrone – 32 yrs.
- Karl Knack – 24 yrs.
- Beth Timmerman – 21 yrs.

- Christine Hann – 20 yrs.
- Ben Bruex – 20 yrs.
- Vik Jaglen – 19 yrs.
- Anastasia Huber – 15 yrs.
- Andrea Vernola – 8 yrs.
- Mary Griswold – 5 yrs.
- Miles Bunting – 1 yr.



MEMO

TO: Library Trustees

FROM: Ryan Wieber  
Library Director

RE: **Financial Reports for the Month  
Ending September 30, 2019**

DATE: October 28, 2019

**Recommendation:**

I recommend the Board accept the Financial Reports for the month ending September 30, 2019.

**Executive Summary:**

Notes to the reports are included for your information.

---

Robert Brown, Treasurer

**Kalamazoo Public Library**  
**Financial Reports for September 2019**

**Governmental Pooled Funds -- Sources and Uses, Electronic Transfers and Combined Balance Sheet**

Total cash and investment balances for the month of September remained high as the Library's Governmental Pooled Funds on hand as of September 30, 2019 totaled \$11,368,794. Sources of funds during the month totaled \$144,597, led by KPL's receipt of a restricted donation for ONEplace from the Kalamazoo Community Foundation (\$65,000) and Law Library revenue from Kalamazoo County (\$35,283). Uses of cash of totaled \$909,398 led by Salaries & Wages, Benefits and Prepaid Expenditures. Electronic transfer activity among the Library's bank accounts was normal for the month.

**Revenue and Expenditure Summary -- General Operating Fund**

General Fund revenue recognized during September totaled \$109,308, led by the Library's receipt of Law Library revenue and financial support for ONEplace mentioned above in addition to interest income on KPL's investments (\$13,374). While KPL has earned 1.5% of its budgeted revenue for the fiscal year to date, relatively high short-term interest rates over the past three months have allowed the Library to earn \$47,348 on cash investments thru September, representing 53% of FY 2019-2020 budget for interest income. The Library recognized expenditures of \$827,081 during September and cumulative year-to-date expenses total \$2,510,891, or 20% of the total expenditure budget for the fiscal year.

**Capital Improvement Plan**

Capital Improvement Plan activity accelerated during the month of September, highlighted by spending on the Central Restroom Project (P #806 totaling \$39,143), Central Building Projects (P# 829 totaling \$14,760) and Technology Innovations (P #865 totaling \$11,689). Open purchase orders for CIP projects at the end of the month were led by IT Infrastructure Projects (P#856, totaling \$90,463), Local History Digitization (P#892, totaling \$83,615) and Computer Equipment & Peripherals (P#831, totaling \$66,590).

**Special Revenue Fund**

Financial activity in the Special Revenue Fund was light during the month of September. SRF revenue of \$525 was largely credited to Youth Literature Seminar. SRF expenditures totaled \$1,523 and were primarily attributable to the Ready to Read initiative (P #233).

**Endowment Fund**

Uncertainty continued in the financial markets during the month of September as global trade wars, the inverted yield curve environment and further evidence of an economic slowdown persisted. On September 18<sup>th</sup> the Federal Reserve lowered its target Fed Funds rate, the second rate cut by the Fed in seven weeks. The market value of the Library's Endowment Fund as of the end of September per the custodian statement from Ameritrade was \$4,759,795, an increase in Endowment Fund value of \$6,693 compared to the fund value at the end of August. A copy of page 1 of the monthly statement from TD Ameritrade is attached to the end of this internal financial report.

**KALAMAZOO PUBLIC LIBRARY**  
**Sources and Uses of Funds**  
**Governmental Pooled Funds**  
For the month ending September 30, 2019

	<b>September</b>
<b>BEGINNING CASH BALANCE *</b>	<b>\$ 12,133,595</b>
* Including short-term investments	
 <b>SOURCES OF CASH:</b>	
Property Tax Receipts	\$ 1,119
IFT/CFT, PILOT, Other Tax Receipts	\$ 716
State Aid/Renaissance Zone Reimbursement	\$ -
USF Refunds/Law Library Contract/District Ct. Penal Fines	\$ 35,283
Interest Income	\$ 13,374
Library Fines & Fees	\$ 7,998
Other Sources: Gifts, Grants, & Reimbursements	\$ 85,582
Other (CIP and SRF Revenue, etc.)	\$ 525
<b>TOTAL SOURCES OF CASH</b>	<b>\$ 144,597</b>
 <b>USES OF CASH:</b>	
Salaries & Wages	\$ (399,650)
Benefits	\$ (90,348)
Materials	\$ (73,457)
Operating Expenditures	\$ (14,498)
Facilities	\$ (48,583)
Technical Services	\$ (19,931)
Purchased Services	\$ (47,083)
Other	\$ (40,851)
Capital Expenditures	\$ (64,973)
Prepaid Expenditures	\$ (110,023)
<b>TOTAL USES OF CASH</b>	<b>\$ (909,398)</b>
 <b>ENDING CASH</b>	 <b><u>\$ 11,368,794</u></b>
 <b><u>Pooled Cash &amp; Investment Accounts</u></b>	
<b><u>Checking &amp; other liquid accounts</u></b>	
Petty Cash	\$ 250
Flagstar General	\$ 77,156
First National NOW & ACH Transfer Accounts	\$ 130,724
Consumers Credit Union - Share Savings/Navia Administration	\$ 26,524
Consumers Credit Union - General Checking	\$ 2,760
Midwest Business Exchange Account/Paypal	\$ 23,475
<b>Pooled Cash Accounts</b>	<b>\$ 260,888</b>
 <b><u>Pooled Investments</u></b>	
Flagstar Bank Premier Savings, MM & CDs	\$ 5,487,429
First National Bank ICS Savings, MM & CDs	\$ 5,369,652
Consumers Credit Union Money Market Acct	\$ 250,824
<b>Pooled Investment Accounts</b>	<b>\$ 11,107,906</b>
 <b>TOTAL CASH AND POOLED INVESTMENTS</b>	 <b><u>\$ 11,368,794</u></b>

# Kalamazoo Public Library

## Combined Balance Sheet

As of September 30, 2019

	Operating	Capital	Special Revenue	Endowment
<b>Assets</b>				
Cash & Equivalents				
Cash & Checking	\$ 5,540,157	\$ 2,794,815	\$ 1,848,612	\$ 425,493
Investments	\$ 1,184,869	\$ -	\$ 85,906	\$ 4,334,302
Total Cash & Equivalents	<u>\$ 6,725,026</u>	<u>\$ 2,794,815</u>	<u>\$ 1,934,518</u>	<u>\$ 4,759,795</u>
Accounts Receivable				
Accounts Receivable	\$ 18,633	\$ -	\$ -	\$ -
Total Accounts Receivable	<u>\$ 18,633</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Taxes Receivable				
Taxes Receivable	\$ -	\$ -	\$ -	\$ -
Total Taxes Receivable	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Other Assets				
Other Assets	\$ 287,692	\$ -	\$ -	\$ -
Due to/from Other Funds	\$ -	\$ -	\$ -	\$ -
Total Other Assets	<u>\$ 287,692</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Assets</b>	<u><b>\$ 7,031,351</b></u>	<u><b>\$ 2,794,815</b></u>	<u><b>\$ 1,934,518</b></u>	<u><b>\$ 4,759,795</b></u>
<b>Liabilities and Fund Balance</b>				
Current Liabilities				
Accounts Payable	\$ (230)	\$ -	\$ -	\$ -
Salaries Payable	\$ 608	\$ -	\$ -	\$ -
Retirement Payable	\$ 1,583	\$ -	\$ -	\$ -
Total Current Liabilities	<u>\$ 1,961</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Long Term Liabilities				
Long Term Liabilities	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net Assets				
Fund Balance	\$ 7,029,390	\$ 2,794,815	\$ 1,934,518	\$ 4,759,795
Total	<u>\$ 7,029,390</u>	<u>\$ 2,794,815</u>	<u>\$ 1,934,518</u>	<u>\$ 4,759,795</u>
<b>Total Liabilities &amp; Fund Balance</b>	<u><b>\$ 7,031,351</b></u>	<u><b>\$ 2,794,815</b></u>	<u><b>\$ 1,934,518</b></u>	<u><b>\$ 4,759,795</b></u>

**Kalamazoo Public Library**  
**General Operating Fund**  
 Month of September, 2019

	Month of September		Activity YTD	PEB	Budget Left	% Complete
	Activity	Encumbrances				
<b>I - General Fund</b>						
<b>Revenue</b>						
Property Taxes	\$1,119	\$0	\$2,154	\$11,525,000	\$11,522,846	0.0%
Other Taxes	\$716	\$0	\$716	\$101,100	\$100,384	0.7%
Fines and Fees	\$7,998	\$0	\$21,613	\$70,765	\$49,152	30.5%
District Court Penal Fines	\$0	\$0	\$0	\$140,000	\$140,000	0.0%
Local Support	\$67,820	\$0	\$68,400	\$151,500	\$83,100	45.1%
Interest Income	\$13,327	\$0	\$47,301	\$90,000	\$42,699	52.6%
State Aid and Reimbursements	\$0	\$0	\$0	\$585,362	\$585,362	0.0%
Other	\$17,642	\$0	\$49,610	\$165,000	\$115,391	30.1%
<b>Total Revenue</b>	<b>\$108,622</b>	<b>\$0</b>	<b>\$189,794</b>	<b>\$12,828,727</b>	<b>\$12,638,933</b>	<b>1.5%</b>
<b>Expenditures</b>						
<b>Salaries</b>						
Administrator Salaries	\$55,841	\$0	\$153,563	\$731,758	\$578,195	21.0%
Librarian Salaries	\$117,453	\$0	\$321,893	\$1,558,774	\$1,236,881	20.7%
Supervisory Technical Salaries	\$66,007	\$0	\$185,737	\$856,912	\$671,175	21.7%
Library Assistant Salaries	\$118,998	\$0	\$347,831	\$1,691,050	\$1,343,219	20.6%
Hourly Staff	\$50,409	\$0	\$140,476	\$843,752	\$703,276	16.6%
Substitute Salaries	\$7,514	\$0	\$20,763	\$79,050	\$58,287	26.3%
<b>Total</b>	<b>\$416,222</b>	<b>\$0</b>	<b>\$1,170,263</b>	<b>\$5,761,296</b>	<b>\$4,591,033</b>	<b>20.3%</b>
<b>Benefits</b>						
Employee Insurance	\$91,298	\$0	\$276,062	\$1,079,962	\$803,900	25.6%
Retirement	\$50,600	\$0	\$141,562	\$1,053,286	\$911,724	13.4%
Employer FICA-Medicare	\$30,640	\$0	\$86,425	\$442,137	\$355,712	19.5%
Other Benefits	\$2,467	\$0	\$13,752	\$52,285	\$38,533	26.3%
<b>Total</b>	<b>\$175,005</b>	<b>\$0</b>	<b>\$517,801</b>	<b>\$2,627,670</b>	<b>\$2,109,869</b>	<b>19.7%</b>
<b>Materials</b>						
Adult Books	\$23,359	\$0	\$95,094	\$497,383	\$402,289	19.1%
Juvenile Books	\$5,931	\$0	\$14,846	\$110,000	\$95,154	13.5%
Periodicals	\$1,319	\$0	\$4,771	\$50,950	\$46,179	9.4%
Audio-Visual Material	\$41,986	\$0	\$67,921	\$411,318	\$343,397	16.5%
Digital Materials	\$0	\$0	\$31,612	\$195,841	\$164,230	16.1%
<b>Total</b>	<b>\$72,594</b>	<b>\$0</b>	<b>\$214,243</b>	<b>\$1,265,492</b>	<b>\$1,051,249</b>	<b>16.9%</b>
<b>Facilities</b>						
Fuel	\$884	\$0	\$1,668	\$76,800	\$75,132	2.2%
Electricity	\$19,449	\$0	\$43,778	\$205,500	\$161,722	21.3%
Water	\$662	\$0	\$1,339	\$6,765	\$5,426	19.8%
Custodial Supplies	\$4,500	(\$962)	\$9,353	\$80,000	\$70,647	11.7%
Grounds Maintenance	\$1,250	\$0	\$10,354	\$55,225	\$44,871	18.7%
Vehicle Maintenance	\$217	\$0	\$386	\$4,600	\$4,214	8.4%

# Kalamazoo Public Library

## General Operating Fund

Month of September, 2019

	Month of September		Activity YTD	PEB	Budget Left	% Complete
	Activity	Encumbrances				
Building Repair	\$9,248	\$0	\$13,461	\$119,180	\$105,719	11.3%
Building Operations	\$9,997	(\$3,594)	\$47,212	\$145,910	\$98,698	32.4%
<b>Total</b>	<b>\$46,207</b>	<b>(\$4,556)</b>	<b>\$127,552</b>	<b>\$693,980</b>	<b>\$566,428</b>	<b>18.4%</b>
<b>Operating Expenses</b>						
Supplies	\$7,829	(\$232)	\$16,505	\$115,230	\$98,725	14.3%
Misc. Operating Expenses	\$1,942	\$0	\$16,998	\$92,415	\$75,417	18.4%
Postage & Freight	\$1,280	\$0	\$13,676	\$42,600	\$28,924	32.1%
Rent	\$2,608	\$0	\$8,350	\$34,580	\$26,230	24.1%
Processing Supplies	\$4,406	\$0	\$11,726	\$39,400	\$27,674	29.8%
<b>Total</b>	<b>\$18,064</b>	<b>(\$232)</b>	<b>\$67,255</b>	<b>\$324,225</b>	<b>\$256,970</b>	<b>20.7%</b>
<b>Technical Services</b>						
F&E Repair & Maintenance	\$7	\$0	\$932	\$21,164	\$20,232	4.4%
Telecommunications	\$7,345	\$0	\$16,137	\$137,284	\$121,147	11.8%
Software as Service	\$885	\$0	\$204,208	\$327,034	\$122,826	62.4%
Software Licensing & Maint.	\$13,604	\$3,300	\$21,800	\$118,528	\$96,728	18.4%
Cataloging & Processing	\$3,902	\$0	\$9,700	\$80,300	\$70,600	12.1%
<b>Total</b>	<b>\$25,743</b>	<b>\$3,300</b>	<b>\$252,776</b>	<b>\$684,310</b>	<b>\$431,534</b>	<b>36.9%</b>
<b>Purchased Services</b>						
Security	\$33,915	\$0	\$44,591	\$231,283	\$186,692	19.3%
Insurance	\$1,816	\$0	\$5,448	\$92,000	\$86,552	5.9%
Legal Services	\$766	\$0	\$6,086	\$35,000	\$28,914	17.4%
Contracted Services	\$7,350	\$0	\$33,915	\$141,505	\$107,590	24.0%
Printing Services	\$2,391	\$0	\$5,835	\$144,000	\$138,165	4.1%
Advertising	\$1,330	\$0	\$2,486	\$40,000	\$37,514	6.2%
<b>Total</b>	<b>\$47,568</b>	<b>\$0</b>	<b>\$98,361</b>	<b>\$683,788</b>	<b>\$585,427</b>	<b>14.4%</b>
<b>Other Expenditures</b>						
Tax Charge Backs	\$0	\$0	\$2,123	\$30,000	\$27,877	7.1%
Staff Development	\$2,329	\$0	\$7,236	\$51,629	\$44,393	14.0%
Travel & Conference	\$2,582	\$0	\$2,758	\$92,850	\$90,092	3.0%
Board Expenses	\$83	\$0	\$446	\$10,000	\$9,554	4.5%
Programming	\$20,308	\$0	\$49,700	\$240,400	\$190,700	20.7%
<b>Total</b>	<b>\$25,301</b>	<b>\$0</b>	<b>\$62,263</b>	<b>\$424,879</b>	<b>\$362,616</b>	<b>14.7%</b>
<b>Total</b>	<b>\$826,705</b>	<b>(\$1,488)</b>	<b>\$2,510,515</b>	<b>\$12,465,640</b>	<b>\$9,955,125</b>	<b>20.1%</b>
<b>Transfers</b>						
<b>Transfers Out</b>						
Transfers to other funds	\$0	\$0	\$0	\$100,000	\$100,000	0.0%
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>0.0%</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>0.0%</b>

# Kalamazoo Public Library

## General Operating Fund

Month of September, 2019

	Month of September		Activity YTD	PEB	Budget Left	% Complete
	Activity	Encumbrances				
<b>NET SURPLUS/(DEFICIT)</b>						
110 - Administrative Services	\$36,858	\$0	\$107,109	\$12,058,120	\$11,951,011	0.9%
111 - Business Office	(\$26,604)	\$0	(\$77,401)	(\$548,905)	(\$471,504)	14.1%
112 - Human Resources	(\$18,940)	\$0	(\$53,695)	(\$288,503)	(\$234,808)	18.6%
118 - Budget Reserves	\$0	\$0	\$0	(\$75,696)	(\$75,696)	0.0%
121 - Library Office	(\$24,122)	\$0	(\$84,883)	(\$389,096)	(\$304,213)	21.8%
122 - Marketing and Communications	(\$18,111)	(\$537)	(\$69,770)	(\$473,553)	(\$403,783)	14.7%
123 - Web Coordinator	(\$8,520)	\$0	(\$25,476)	(\$108,004)	(\$82,528)	23.6%
131 - Adult Services Office	(\$10,657)	\$0	(\$29,292)	(\$136,579)	(\$107,287)	21.4%
132 - Adult Services	(\$78,672)	\$0	(\$242,538)	(\$1,243,459)	(\$1,000,921)	19.5%
133 - History Room	(\$25,507)	\$0	(\$91,642)	(\$378,829)	(\$287,187)	24.2%
135 - Law Library	(\$13,108)	\$0	(\$40,834)	(\$232,084)	(\$191,250)	17.6%
137 - ONEplace	\$50,907	\$0	\$26,004	(\$29,820)	(\$55,824)	(87.2)%
139 - Audio Visual	(\$60,764)	\$0	(\$121,600)	(\$640,942)	(\$519,342)	19.0%
141 - Branch & IT Office	(\$48,350)	\$0	(\$98,895)	(\$524,301)	(\$425,406)	18.9%
144 - Oshtemo Branch	(\$42,613)	\$0	(\$129,101)	(\$617,745)	(\$488,644)	20.9%
145 - Eastwood/Powell Branches	(\$38,746)	\$232	(\$96,551)	(\$445,594)	(\$349,043)	21.7%
146 - Washington Square Branch	(\$20,994)	\$0	(\$55,300)	(\$259,122)	(\$203,822)	21.3%
147 - IT	(\$42,745)	\$1,250	(\$127,489)	(\$626,114)	(\$498,625)	20.4%
151 - Youth Services Office	(\$16,570)	\$0	(\$48,821)	(\$260,581)	(\$211,760)	18.7%
152 - Teen Services	(\$20,183)	\$0	(\$51,631)	(\$290,832)	(\$239,201)	17.8%
157 - Children's Room	(\$45,271)	(\$4,013)	(\$134,225)	(\$628,816)	(\$494,591)	21.3%
171 - Technical Svcs/ILS Office	(\$16,240)	\$0	(\$41,009)	(\$284,377)	(\$243,368)	14.4%
172 - Technical Services	(\$48,303)	\$0	(\$134,285)	(\$652,450)	(\$518,165)	20.6%
173 - ILS	(\$17,464)	\$0	(\$237,116)	(\$347,965)	(\$110,849)	68.1%
174 - Circulation	(\$40,438)	\$0	(\$110,671)	(\$588,260)	(\$477,589)	18.8%
181 - Facilities Management Office	(\$23,913)	\$0	(\$67,234)	(\$301,080)	(\$233,846)	22.3%
182 - Facilities Management	(\$84,186)	\$3,812	(\$247,834)	(\$1,210,491)	(\$962,657)	20.5%
183 - Facilities - East	(\$3,624)	\$50	(\$10,848)	(\$48,315)	(\$37,467)	22.5%
184 - Facilities - Oshtemo	(\$7,460)	\$569	(\$11,230)	(\$95,617)	(\$84,387)	11.7%
185 - Facilities - Powell	(\$1,634)	\$40	(\$5,022)	(\$21,026)	(\$16,004)	23.9%
186 - Facilities - Washington Square	(\$2,109)	\$85	(\$9,442)	(\$46,877)	(\$37,435)	20.1%
<b>TOTAL NET SURPLUS/(DEFICIT)</b>	<b>(\$718,083)</b>	<b>\$1,488</b>	<b>(\$2,320,721)</b>	<b>\$263,087</b>	<b>\$2,583,808</b>	<b>(882.1)%</b>

**Kalamazoo Public Library**  
**Capital Improvement Plan Fund**  
September 30, 2019

	Monthly Activity	Monthly Encumbrances	Activity YTD	Carryover Budget	New Approved Requests	Budget Remaining
<b>Revenue Received</b>						
Local Revenue						
Other Local Gifts & Grants						
800 - CIP Fund (Transfer from Other Funds)	\$ -	\$ -	\$ -	\$ -	\$ 616,000	\$ 616,000
830 - Computer & Technology Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ 616,000	\$ 616,000
<b>Total Revenue Received</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 616,000</b>	<b>\$ 616,000</b>
<b>Approved Expenditures</b>						
Furnishings						
Furnishings Reserve						
810 - Furnishings Reserve	\$ -	\$ -	\$ -	\$ 160,404	\$ 25,000	\$ 185,404
Total Furnishings Reserve	\$ -	\$ -	\$ -	\$ 160,404	\$ 25,000	\$ 198,772
Central Library						
813 - Display/Public - Central	\$ -	\$ -	\$ -	\$ 17,980	\$ 4,500	\$ 22,480
818 - Circulation Room Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
861 - IT Office Furnishings	\$ -	\$ -	\$ -	\$ 263	\$ 2,201	\$ 2,464
884 - Digital Lab Furnishings	\$ -	\$ -	\$ -	\$ -	\$ 2,469	\$ 2,469
889 - Children's Room Table/Chairs	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
892 - Local History Room Furniture	\$ -	\$ 3,695	\$ -	\$ -	\$ -	\$ -
Total Central Library	\$ -	\$ 3,695	\$ -	\$ 43,243	\$ 9,170	\$ 52,413
Branch Libraries						
815 - Workspaces & Public Areas - Oshtemo	\$ -	\$ -	\$ -	\$ 52	\$ 16,900	\$ 16,952
817 - Workspaces & Public Areas - WSQ	\$ -	\$ -	\$ -	\$ 370	\$ 3,575	\$ 3,945
881 - Eastwood/Powell - Furniture	\$ -	\$ -	\$ -	\$ 5,639	\$ -	\$ 5,639
Total Branch Libraries	\$ -	\$ -	\$ -	\$ 6,060	\$ 20,475	\$ 26,535
System-Wide Projects						
814 - Chairs - Multiple Departments	\$ 1,103	\$ 984	\$ 1,103	\$ 18,468	\$ 1,590	\$ 18,955
Total System-Wide Projects	\$ 1,103	\$ 984	\$ 1,103	\$ 18,468	\$ 1,590	\$ 18,955
<b>Total Furniture &amp; Equipment</b>	<b>\$ 1,103</b>	<b>\$ 4,679</b>	<b>\$ 1,103</b>	<b>\$ 228,176</b>	<b>\$ 56,235</b>	<b>\$ 296,676</b>
Building Alterations						
Building Reserve						
820 - Building Alterations Reserve	\$ -	\$ -	\$ -	\$ 283,810	\$ 250,000	\$ 533,810
Total Building Reserve	\$ -	\$ -	\$ -	\$ 283,810	\$ 250,000	\$ 533,810
Structural Projects						
807 - Washington Square Bldg Projects	\$ -	\$ -	\$ -	\$ 40,000	\$ 31,266	\$ 71,266
809 - Washington Square Remediation	\$ -	\$ -	\$ -	\$ 36,066	\$ -	\$ 36,066
828 - Eastwood Building Projects	\$ -	\$ -	\$ -	\$ -	\$ 10,900	\$ 10,900
td -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Structural Projects	\$ -	\$ -	\$ -	\$ 76,066	\$ 42,166	\$ 118,232
Mechanical Projects						
826 - Central Steam Boiler	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000
841 - Central Louvers on AHU-2	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
887 - Generator, Central, Eastwood & Powell	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
895 - Central Freight Elevator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Mechanical Projects	\$ -	\$ -	\$ -	\$ 120,000	\$ 70,000	\$ 190,000
Control & Security Systems						
827 - Security Systems	\$ -	\$ -	\$ -	\$ -	\$ 6,600	\$ 6,600
Total Control & Security Systems	\$ -	\$ -	\$ -	\$ -	\$ 6,600	\$ 6,600
Other Facilities Projects						
806 - Central Restrooms	\$ 39,143	\$ (34,331)	\$ 65,019	\$ 44,963	\$ 69,000	\$ 48,944
808 - Dropbox Replacement	\$ -	\$ -	\$ -	\$ 5,000	\$ 27,500	\$ 32,500
811 - Carpet Master Plan	\$ -	\$ -	\$ -	\$ 257,448	\$ -	\$ 257,448
816 - Teen Space Remodel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Kalamazoo Public Library**  
**Capital Improvement Plan Fund**  
September 30, 2019

	Monthly Activity	Monthly Encumbrances	Activity YTD	Carryover Budget	New Approved Requests	Budget Remaining
823 - Oshtemo Building Projects	\$ -	\$ -	\$ -	\$ 45	\$ 12,200	\$ 12,245
824 - Eastwood Drop Ceiling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
829 - Central Building Projects	\$ 14,760	\$ (13,545)	\$ 14,760	\$ -	\$ 28,200	\$ 13,440
893 - Delivery Vehicle	\$ -	\$ -	\$ -	\$ -	\$ 170,000	\$ 170,000
897 - System - Door Counter Sensors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
tbd - Central Space Study	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -
Total Other Facilities Projects	\$ 53,903	\$ (47,876)	\$ 79,779	\$ 307,456	\$ 336,900	\$ 534,577
<b>Total Building Alterations</b>	<b>\$ 53,903</b>	<b>\$ (47,876)</b>	<b>\$ 79,779</b>	<b>\$ 787,332</b>	<b>\$ 705,666</b>	<b>\$ 1,383,219</b>
<b>Computer &amp; Technology</b>						
Computer & Tech. Reserve						
830 - Computer & Technology Reserve	\$ -	\$ -	\$ -	\$ 188,408	\$ 50,000	\$ 238,408
Total Computer & Tech. Reserve	\$ -	\$ -	\$ -	\$ 188,408	\$ 50,000	\$ 238,408
<b>Public Technology &amp; Hardware</b>						
831 - Computer Equipment & Peripherals	\$ -	\$ -	\$ 2,990	\$ 29,253	\$ 68,534	\$ 94,797
843 - Branch digital signage	\$ -	\$ -	\$ -	\$ (2,342)	\$ 6,784	\$ 4,443
844 - USB Charging Stations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
857 - Selfcheck Upgrade Project	\$ -	\$ -	\$ -	\$ 59,172	\$ -	\$ 59,172
862 - AV Enhancements	\$ -	\$ -	\$ 452	\$ 2,015	\$ 12,576	\$ 14,139
865 - Tech Innovation Projects	\$ 11,689	\$ (11,639)	\$ 11,829	\$ (1,590)	\$ 21,545	\$ 8,126
884 - Digital Lab Equipment	\$ -	\$ -	\$ -	\$ 7,211	\$ 6,000	\$ 13,211
892 - Local History Room Digitization	\$ -	\$ -	\$ -	\$ -	\$ 77,220	\$ 77,220
Total Public Technology & Hardware	\$ 11,689	\$ (11,639)	\$ 15,271	\$ 93,719	\$ 192,659	\$ 271,107
<b>Portable Technology</b>						
878 - Portable Devices	\$ -	\$ -	\$ -	\$ 11,209	\$ -	\$ 11,209
Total Portable Technology	\$ -	\$ -	\$ -	\$ 11,209	\$ -	\$ 11,209
<b>Other Tech/Computer Equipment</b>						
854 - Other Tech/Computer Equipment	\$ -	\$ -	\$ -	\$ 45,654	\$ 9,500	\$ 55,154
855 - Communications Systems	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
856 - IT Infrastructure Projects	\$ -	\$ -	\$ -	\$ 87,458	\$ -	\$ 87,458
879 - Office scanners	\$ -	\$ -	\$ -	\$ 329	\$ -	\$ 329
tbd - Library of Things (Tech Related)	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ 16,000
Total Other Tech/Computer Equipment	\$ -	\$ -	\$ -	\$ 133,440	\$ 25,500	\$ 158,940
<b>RFID/Circulation</b>						
852 - RFID/ILS Equipment	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000
Total RFID/Circulation Tech.	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000
<b>Total Computer &amp; Technology</b>	<b>\$ 11,689</b>	<b>\$ (11,639)</b>	<b>\$ 15,271</b>	<b>\$ 434,776</b>	<b>\$ 268,159</b>	<b>\$ 687,664</b>
<b>Total CIP Expenditures</b>	<b>\$ 66,695</b>	<b>\$ (54,836)</b>	<b>\$ 96,153</b>	<b>\$ 1,450,284</b>	<b>\$ 1,030,060</b>	<b>\$ 2,367,559</b>
<b>Transfers</b>						
Transfers (In) / Out						
Transfers to / (from) other funds						
800 - Capital Improvement Plan	\$ -	\$ -	\$ -	\$ -	\$ (616,000)	\$ (616,000)
Total	\$ -	\$ -	\$ -	\$ -	\$ (616,000)	\$ (616,000)
<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (616,000)</b>	<b>\$ (616,000)</b>
<b>BEGINNING FUND BALANCE (All Projects)</b>	<b>\$ 1,847,839</b>					
<b>TOTAL NET SURPLUS/(DEFICIT) -- All Projects</b>	<b>\$ (66,695)</b>					
<b>ENDING FUND BALANCE (All Projects)</b>	<b>\$ 1,781,144</b>					

**Kalamazoo Public Library  
Special Revenue Fund  
Month of September, 2019**

	Month of September		Activity YTD	PEB	Budget Left	% Complete
	Activity	Encumbrance				
<b>Revenue</b>						
<b>Local Support</b>						
233 - Ready to Read - Gifts	\$0	\$0	\$2,000	\$0	(\$2,000)	0.0 %
235 - Ready to Read - Spelling Bee	\$475	\$0	\$475	\$0	(\$475)	0.0 %
301 - Gifts & Memorials - Materials	\$50	\$0	\$170	\$0	(\$170)	0.0 %
310 - KPL Antiracism Transformation Team	\$0	\$0	\$7,500	\$0	(\$7,500)	0.0 %
397 - KCF- Local History Fd (Patton Trust)	\$0	\$0	\$275,000	\$0	(\$275,000)	0.0 %
<b>Total Local Support</b>	<b>\$525</b>	<b>\$0</b>	<b>\$285,145</b>	<b>\$0</b>	<b>(\$285,145)</b>	<b>0.0 %</b>
<b>Total Revenue</b>	<b>\$525</b>	<b>\$0</b>	<b>\$285,145</b>	<b>\$0</b>	<b>(\$285,145)</b>	<b>0.0 %</b>
<b>Expenditures</b>						
<b>Materials</b>						
<b>Juvenile Books</b>						
233 - Ready to Read - Gifts	\$1,459	\$0	\$3,118	\$0	(\$3,118)	0.0 %
301 - Gifts & Memorials - Materials	\$0	\$0	\$22	\$0	(\$22)	0.0 %
<b>Total Juvenile Books</b>	<b>\$1,459</b>	<b>\$0</b>	<b>\$3,141</b>	<b>\$0</b>	<b>(\$3,141)</b>	<b>0.0 %</b>
<b>Total</b>	<b>\$1,459</b>	<b>\$0</b>	<b>\$3,141</b>	<b>\$0</b>	<b>(\$3,141)</b>	<b>0.0 %</b>
<b>Operating Expenses</b>						
<b>Misc. Operating Expenses</b>						
310 - KPL Antiracism Transformation Team	\$0	\$0	\$176	\$0	(\$176)	0.0 %
393 - Friends Mini-Grants 2019	\$64	\$0	\$64	\$0	(\$64)	0.0 %
398 - Friends Mini-Grants 2017	\$0	\$0	\$61	\$0	(\$61)	0.0 %
<b>Total Misc. Operating Expenses</b>	<b>\$64</b>	<b>\$0</b>	<b>\$301</b>	<b>\$0</b>	<b>(\$301)</b>	<b>0.0 %</b>
<b>Total</b>	<b>\$64</b>	<b>\$0</b>	<b>\$301</b>	<b>\$0</b>	<b>(\$301)</b>	<b>0.0 %</b>
<b>Total</b>	<b>\$1,523</b>	<b>\$0</b>	<b>\$3,442</b>	<b>\$0</b>	<b>(\$3,442)</b>	<b>0.0 %</b>
<b>BEGINNING FUND BALANCE</b>						
233 - Ready to Read - Gifts	\$8,095	\$0	\$7,755	(\$1,217)	(\$8,971)	(637.4)%
234 - Ready to Read - KCF	\$7,250	\$0	\$7,250	\$7,250	\$0	100.0 %
235 - Ready to Read - Spelling Bee	\$87,199	\$0	\$87,199	\$91,759	\$4,560	95.0 %
301 - Gifts & Memorials - Materials	\$8,705	\$0	\$8,608	\$8,142	(\$466)	105.7 %
302 - Amy P. Mesara Trust	\$239,488	\$0	\$239,488	\$239,488	\$0	100.0 %
307 - ONEplace Nonprofit Services	\$0	\$0	\$0	\$570	\$570	0.0 %
308 - Library Gifts	\$12,972	\$0	\$12,972	\$7,233	(\$5,739)	179.4 %
309 - Jochem Fund	\$164,634	\$0	\$164,634	\$164,634	\$0	100.0 %
310 - KPL Antiracism Transformation Team	\$8,182	\$0	\$858	\$4,347	\$3,490	19.7 %
377 - Friends Mini-Grants - 2016	\$0	\$0	\$0	\$943	\$943	0.0 %
378 - Strategic Plan Initiatives	\$16,000	\$0	\$16,000	\$0	(\$16,000)	0.0 %
393 - Friends Mini-Grants 2019	\$4,740	\$0	\$4,740	\$0	(\$4,740)	0.0 %

**Kalamazoo Public Library  
Special Revenue Fund  
Month of September, 2019**

	Month of September		Activity YTD	PEB	Budget Left	% Complete
	Activity	Encumbrance				
397 - KCF- Local History Fd (Patton Trust)	\$1,378,906	\$0	\$1,103,906	\$79,858	(\$1,024,048)	1,382.3 %
398 - Friends Mini-Grants 2017	(\$2,157)	\$0	(\$2,096)	(\$481)	\$1,615	435.9 %
399 - Friends Mini-Grants 2018	\$1,502	\$0	\$1,502	\$3,882	\$2,379	38.7 %
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$1,935,516</b>	<b>\$0</b>	<b>\$1,652,815</b>	<b>\$606,407</b>	<b>(\$1,046,407)</b>	<b>272.6 %</b>
<b>NET SURPLUS/(DEFICIT)</b>						
233 - Ready to Read - Gifts	(\$1,459)	\$0	(\$1,118)	\$0	\$1,118	0.0 %
235 - Ready to Read - Spelling Bee	\$475	\$0	\$475	\$0	(\$475)	0.0 %
301 - Gifts & Memorials - Materials	\$50	\$0	\$148	\$0	(\$148)	0.0 %
310 - KPL Antiracism Transformation Team	\$0	\$0	\$7,324	\$0	(\$7,324)	0.0 %
393 - Friends Mini-Grants 2019	(\$64)	\$0	(\$64)	\$0	\$64	0.0 %
397 - KCF- Local History Fd (Patton Trust)	\$0	\$0	\$275,000	\$0	(\$275,000)	0.0 %
398 - Friends Mini-Grants 2017	\$0	\$0	(\$61)	\$0	\$61	0.0 %
<b>TOTAL NET SURPLUS/(DEFICIT)</b>	<b>(\$998)</b>	<b>\$0</b>	<b>\$281,703</b>	<b>\$0</b>	<b>(\$281,703)</b>	<b>0.0 %</b>
<b>ENDING FUND BALANCE</b>						
233 - Ready to Read - Gifts	\$6,636	\$0	\$6,636	(\$1,217)	(\$7,853)	(545.5)%
234 - Ready to Read - KCF	\$7,250	\$0	\$7,250	\$7,250	\$0	100.0 %
235 - Ready to Read - Spelling Bee	\$87,674	\$0	\$87,674	\$91,759	\$4,085	95.5 %
301 - Gifts & Memorials - Materials	\$8,755	\$0	\$8,755	\$8,142	(\$613)	107.5 %
302 - Amy P. Mesara Trust	\$239,488	\$0	\$239,488	\$239,488	\$0	100.0 %
307 - ONEplace Nonprofit Services	\$0	\$0	\$0	\$570	\$570	0.0 %
308 - Library Gifts	\$12,972	\$0	\$12,972	\$7,233	(\$5,739)	179.4 %
309 - Jochem Fund	\$164,634	\$0	\$164,634	\$164,634	\$0	100.0 %
310 - KPL Antiracism Transformation Team	\$8,182	\$0	\$8,182	\$4,347	(\$3,835)	188.2 %
377 - Friends Mini-Grants - 2016	\$0	\$0	\$0	\$943	\$943	0.0 %
378 - Strategic Plan Initiatives	\$16,000	\$0	\$16,000	\$0	(\$16,000)	0.0 %
393 - Friends Mini-Grants 2019	\$4,676	\$0	\$4,676	\$0	(\$4,676)	0.0 %
397 - KCF- Local History Fd (Patton Trust)	\$1,378,906	\$0	\$1,378,906	\$79,858	(\$1,299,048)	1,726.7 %
398 - Friends Mini-Grants 2017	(\$2,157)	\$0	(\$2,157)	(\$481)	\$1,676	448.7 %
399 - Friends Mini-Grants 2018	\$1,502	\$0	\$1,502	\$3,882	\$2,379	38.7 %
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$1,934,518</b>	<b>\$0</b>	<b>\$1,934,518</b>	<b>\$606,407</b>	<b>(\$1,328,111)</b>	<b>319.0 %</b>

Account 906-327830

KALAMAZOO PUB LIBRARY ENDWMNT FND  
ATTN LISA A GODFREY

CORPORATION

**MONTHLY STATEMENT**

Reporting Period: September 1 - 30, 2019

**ACCOUNT SUMMARY**

**Total Account Value: \$4,759,794.73**

**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 9/1/19 - 9/30/19	Year to Date 1/1/19 - 9/30/19
<b>BEGINNING VALUE</b>	<b>\$4,753,101.64</b>	<b>\$4,187,439.26</b>
Dividends and Interest	8,495.22	60,409.39
Market Appreciation/(Depreciation)	(1,733.34)	532,181.99
Other Income or Expense	(68.79)	(20,235.91)
<b>ENDING VALUE</b>	<b>\$4,759,794.73</b>	<b>\$4,759,794.73</b>
<b>CHANGE IN VALUE</b>	<b>\$6,693.09</b>	<b>\$572,355.47</b>

*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 9/30/19	Percent of Account
Cash and Cash Alternatives	\$425,492.84	8.94%
Exchange Traded Funds (ETFs)	766,587.00	16.11
Fixed Income	1,238,549.39	26.02
Stocks	2,329,165.50	48.93
<b>TOTAL VALUE</b>	<b>\$4,759,794.73</b>	<b>100.0%</b>

*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: **Acceptance of Audited  
Financial Statements**

DATE: October 28, 2019

**Recommendation:**

I recommend board provisional acceptance of the Financial Statements and auditor opinion for the year ending June 30, 2019 from Gabridge & Company.

**Executive Summary:**

I recommend that the board accept the attached audited financial statements and report from Gabridge & Company for their financial statement audit for the year ended June 30, 2019. The Library received an unmodified "clean" opinion for the presentation of the financial statements.

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 2018-2019.



## MEMO

TO: Library Trustees

FROM: Ryan Wieber  
Library DirectorRE: **Organizational Chart Revision**

DATE: October 28, 2019

**Recommendation:**

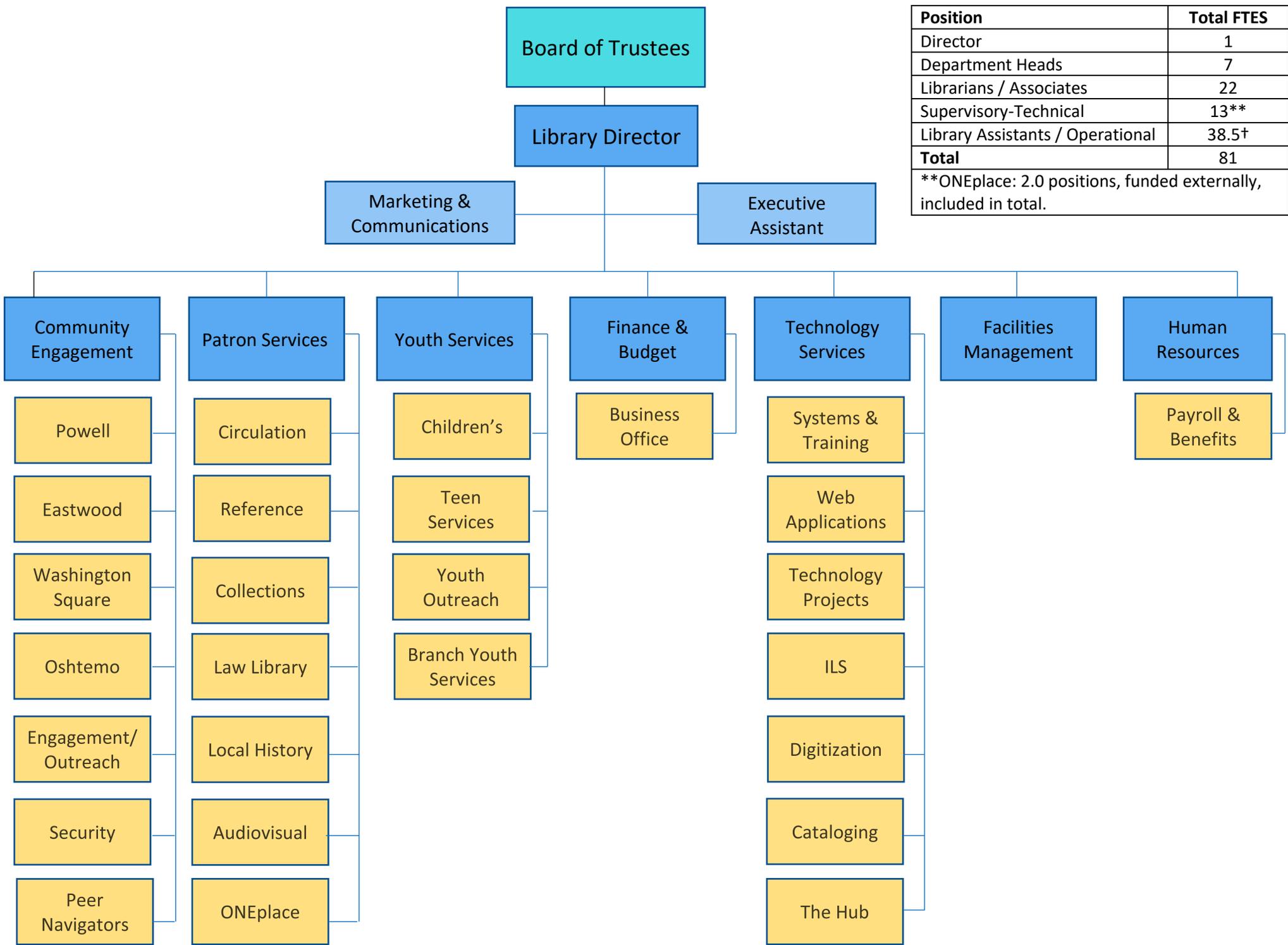
I recommend board approval of the attached revised organizational chart. The current chart is attached for comparison.

**Executive Summary:**

As a result of the board approved strategic plan, now is an appropriate time to revise the organizational structure to better accomplish the new priorities. The recommended changes include:

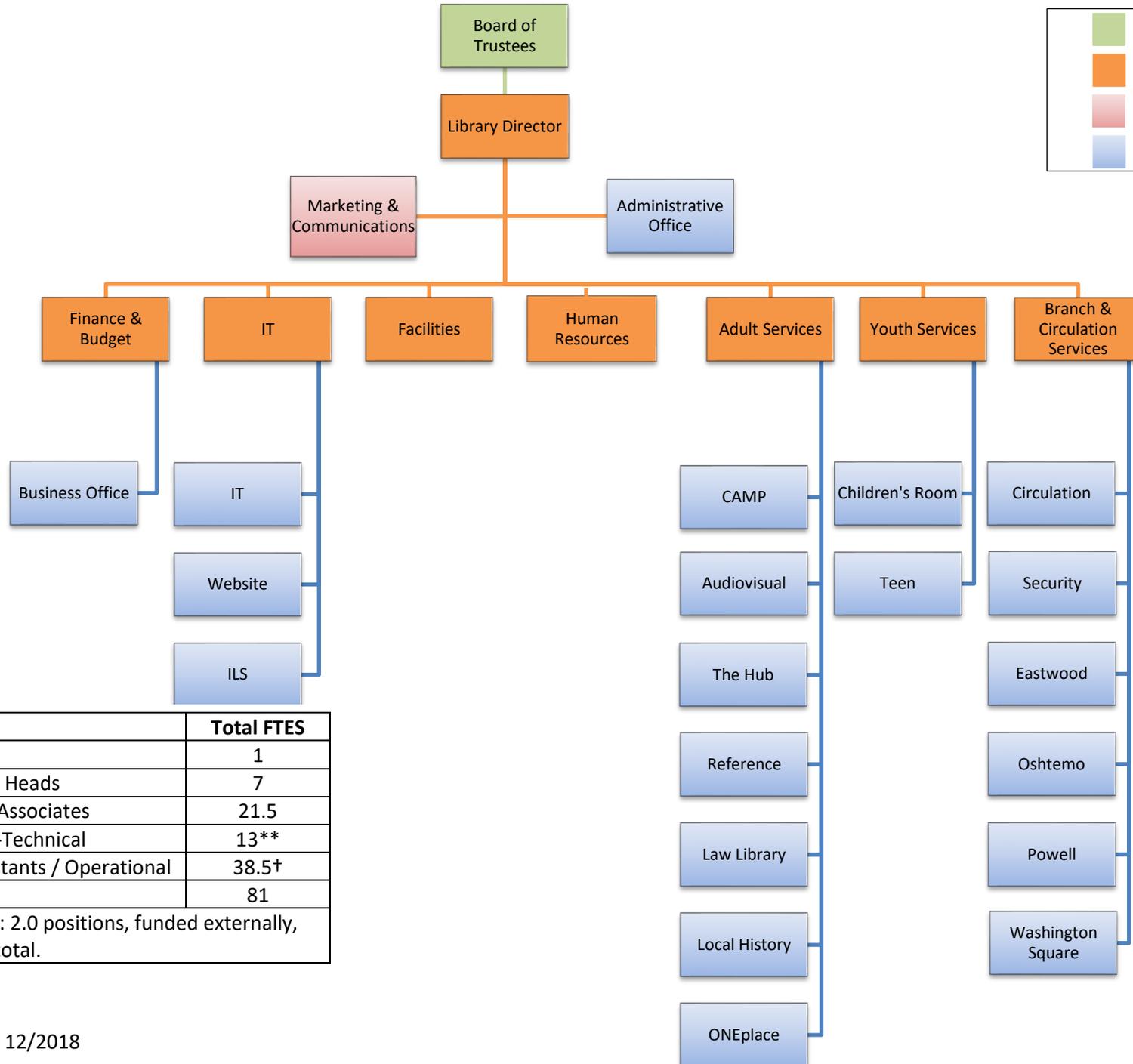
- Renaming Branch and Circulation Services to Community Engagement
  - Creation of a Community Engagement Librarian
  - New Community Outreach positions for the upcoming Mobile Library
  - Return to separate Branch Managers at Eastwood and Powell
- Renaming Adult Services to Patron Services
  - Moving Circulation agency from BCS to Patron Services
  - New Reader's Services Librarian: Fiction work, backup cataloging
  - Moving Catalogers and copy catalogers to IT (Technology Services)
- Youth Services
  - Branch Children's Librarians moving from BCS to Youth Services
  - Youth Outreach Coordinator to zero in on more systemwide coordination
  - Children's Programming Librarian will be assigned to East children's programming
- Renaming IT to Technology Services
  - HUB and Tech Interns moving from Patron Services to TS
  - Revised, renamed positions: Systems & Training Specialist, Technology Project Specialist, Digitization Specialist

The reorganization and new positions have been discussed with KPLA and KPLSP Mutual Concerns Committees and staff in various meeting and presentation formats. The new Patron Services position has been posted and will be filled by December. This recommendation is supported by the Finance & Budget Committee.



Position	Total FTES
Director	1
Department Heads	7
Librarians / Associates	22
Supervisory-Technical	13**
Library Assistants / Operational	38.5†
<b>Total</b>	<b>81</b>
**ONEplace: 2.0 positions, funded externally, included in total.	

# Kalamazoo Public Library Organizational Chart



<span style="color: green;">■</span>	Board of Trustees
<span style="color: orange;">■</span>	Administrators
<span style="color: pink;">■</span>	Managers
<span style="color: blue;">■</span>	Agencies

Position	Total FTES
Director	1
Department Heads	7
Librarians / Associates	21.5
Supervisory-Technical	13**
Library Assistants / Operational	38.5†
<b>Total</b>	<b>81</b>
**ONEplace: 2.0 positions, funded externally, included in total.	

Adopted 12/2018



## MEMO

TO: Library Trustees

FROM: Ryan Wieber  
Library DirectorRE: **Mobile Library Vehicle Purchase**

DATE: October 28, 2019

**Recommendation:**

I recommend board approval of the purchase of a 24-foot Sprinter Van from Farber Specialty Vehicles at a cost not to exceed \$189,900.

**Executive Summary:**

The library's new strategic plan prioritizes outreach to the community by encouraging stronger ties to neighborhoods, schools, partnering organizations, and underserved groups. Adding a mobile library vehicle was identified as an activity that would help build ties, remove barriers to access, reach underserved, and promote the library and its resources. The mobile library will not act as a typical bookmobile in that it will *not* maintain a regular schedule of weekly stops. Instead, it will target areas, schools, parks, events, and activities where outreach efforts match the expectations created by KPL's new strategic priorities.

Over the course of the past several months, staff have been involved in gathering information and consulting with specialty vehicle retailers, in an effort to ensure KPL selects a vehicle and retailer that matches KPL's needs for a smaller-sized library vehicle. The new van will provide books and materials, technology opportunities, and serve as a positive introduction to KPL and an encouraging reinforcement for the power of reading and public libraries in general.

The Library Board approved \$170,000 in the 2019-2020 Capital Improvement Fund for a new vehicle. After seeking quotes for similarly-specified vans, we have received excellent communication and guidance from Farber Specialty Vehicles during the process, and are pleased with their process, price, and references. The amount requested for the approval is above the CIP amount, however, this will be addressed at the mid-year budget revisions in December. Expected delivery date of the van is June 2020.

This recommendation is supported by the Finance & Budget Committee.

# Mobile Library Feature Comparison

FEATURES	Farber Specialty Vehicles	Matthews Specialty Vehicles
Price	\$177,900	\$164,167
<b>Specifications</b>		
Sprinter model 3500	✓	✓
3.0L V6 Automatic Diesel engine	✓	✓
7 speed transmission	✓	✓
24 ft length	✓	✓
Interior height 76 inches	✓	✓
Capacity: 1700 @ 40 books per 36" shelf	✓	✓
Production days	240	240
*Warranty/repair center location	Ohio	North Carolina
<b>Systems</b>		
*Generator - external		✓
*Inverter / battery - internal	✓	
Supplemental solar system	✓	✓
Shoreline hookup	✓	✓
*Air conditioning - external unit (14K BTU) Note: reduces interior height by 2"		✓
*Air conditioning - internal (24K BTU)	✓	
Engine block heater	✓	
Wheelchair lift	✓	✓
<b>Options</b>		
*Awning - requires outrigger supports		✓
*Awning - self supporting	✓	
Single face clip in book carts qty: 8	✓	✓
Center tie-down track	✓	✓
Roof mounted solar panel	✓	✓
Public address	✓	✓
Operating System	✓	✓
Bi-fold patron entry door	✓	✓
Exterior key option	✓	
Swivel seats, both	✓	✓

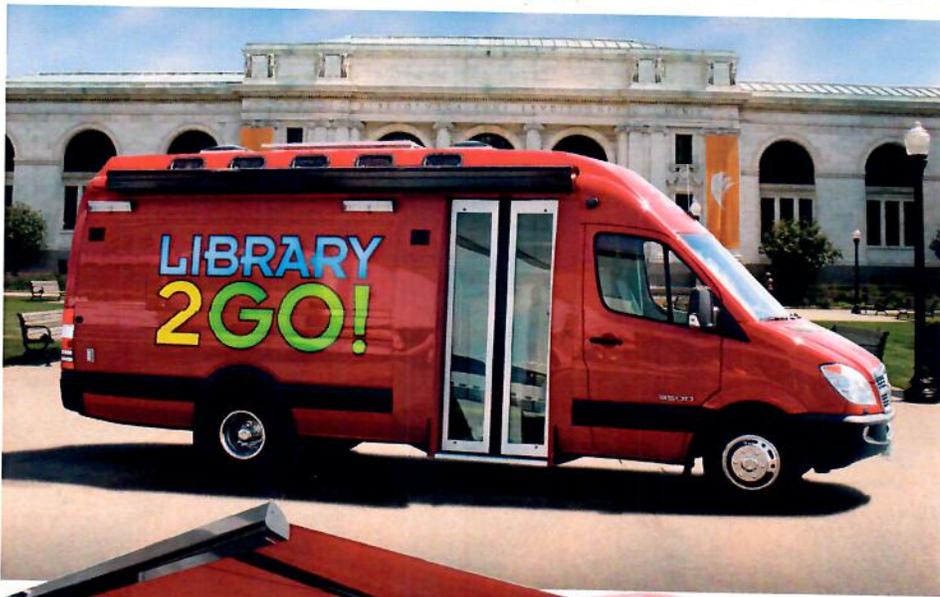
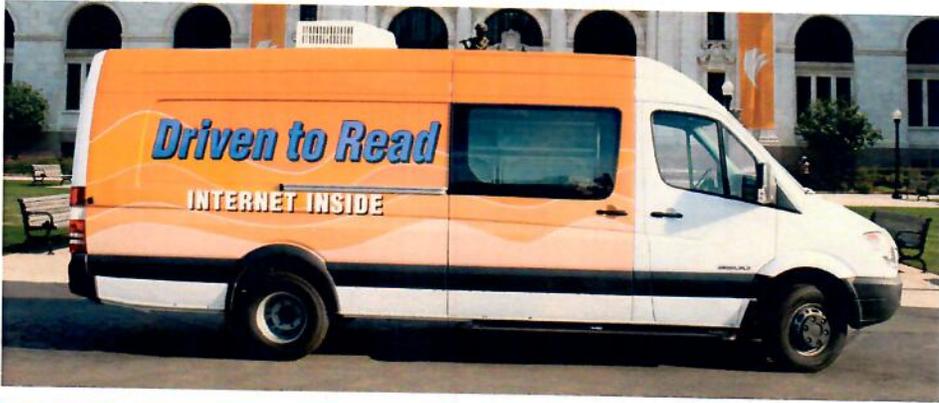
FEATURES	Farber Specialty Vehicles	Matthews Specialty Vehicles
Options cont.		
Desk behind driver seat	✓	✓
In-vehicle monitor mount	✓	✓
32" Sunbright monitor	✓	
32" Standard monitor		✓
3 interior / 1 exterior AC outlet	✓	✓
Interior lighting: 8 LED lights	✓	✓
Exterior lighting: 2 LED lights	✓	✓
Delivery included	✓	✓

Allowances	
<b>Total other</b>	<b>\$12,000</b>
Vehicle wrap	\$5,000
Dash and Driver camera	\$1,000
Snow tires	\$1,000
Training @ West Michigan CDL	\$3,000
Incidental costs	\$2,000

	Farber Specialty Vehicles	Matthews Specialty Vehicles
Vehicle	\$177,900	\$164,167
Allowances	\$12,000	\$12,000
Total cost not to exceed	\$189,900	\$176,167

\*Significant differences in systems/options

FARBER SPECIALTY VEHICLES





## MEMO

TO: Library Trustees

FROM: Ryan Wieber  
Library Director

RE: **Community Outreach Librarian III**  
**Community Outreach Library Assistant III**  
**EAS/POW Separation of Branch Management**

DATE: October 28, 2019

**Recommendation:**

I recommend the Library Board approve two new positions: Community Outreach Librarian and Community Outreach Library Assistant, and approval of a return to separate branch management for the Eastwood and Powell locations.

**Executive Summary:**

Two new full-time positions are needed for programming and operating the Mobile Library outreach vehicle. We expect the vehicle to arrive by June 2020, however, a new librarian position attached to that outreach work will be required by this winter to begin planning. A new full time library assistant position will also be required for support work, including driving the vehicle. This position will be targeted for hire in Spring 2020.

It also advantageous at this time in light of the new strategic priorities to return to a separate branch manager librarian for the Powell and Eastwood branches. The net effect of this change is minimal to the budget, but hugely positive for each of these neighborhood locations.

	FY 19/20 Net Impact
1. Community Outreach LIB-3; starting 1/1/20	\$40,573
2. Community Outreach LA-3; starting 4/1/20	\$14,087
3. EAS/POW Separation of Branch Management, starting 1/1/20	---

This recommendation is supported by the Finance & Budget Committee, and the Personnel Committee has yet to indicate support.



## MEMO

TO: Library Trustees

FROM: Ryan Wieber  
Library Director

RE: **Affiliation Agreement with WMU  
For an MSW Student Internship**

DATE: October 28, 2019

**Recommendation:**

I recommend the Library Board allow the library director to implement an Affiliation Agreement with WMU College of Health and Human Services for purposes of a graduate student internship experience at KPL, for a student in their Master of Social Work program.

**Executive Summary:**

An Affiliation Agreement is utilized by WMU when they place Health and Human Services students in internship experiences.

A graduate student in social work will have the opportunity to gain real-life educational experience, and KPL is able to attend to the realities encountered daily from patrons who have social service needs. The Peer Navigator partnership with the Southwest Michigan Recovery Institute has for the past year addressed real needs exhibited by patrons who spend portions of their day in the library. Likewise, a graduate student intern will provide similar service, but under the supervision of a WMU instructor-advisor.

The student is expected to provide 12 hours weekly onsite—mainly nights and weekends during the school year, will be clearly identified as a WMU MSW intern, and will be under the supervision of Western advisors. Their activities will include referral service and connecting patrons to social services. Their base within the library will be on the second floor at a table, similar to the Peer Navigators. The internship will start in November, and Kevin King will be the onsite KPL coordinator for the student. After completion, KPL staff will evaluate the experience and make recommendations for continuance or modification.



**Director's Report  
October 2019**

**From the Director:**

1. The fine free initiative is a significant moment in KPL history as we continually seek providing improved services, removing barriers, encouraging the return of library materials, and welcoming back patrons who otherwise feel removed from their public library—in many cases because of late fines from years ago. We took the first step in 1989 by removing fines from overdue children's materials, and now we're ready to make it collection-wide. Thanks to all staff who have participated in the work up to this point and those who will now implement it.
2. Included in this board packet is the annual report for first year OneCard activities. Without a doubt this incredible partnership with KPS—and now including Metro Transit and the City of Kalamazoo for free bus fare—has the potential to be transforming for youth. I am extremely pleased with the all hands on deck approach that quickly and efficiently made this happen in 2018-2019, and I'm even more excited for where this can lead. We definitely need to continue promoting, educating, and encouraging student and teacher use of their OneCards, and discover ways to bring the library into kids' lives.
3. The recently-passed state budget presented a relatively flat line item for libraries in Michigan:

**State Aid to Libraries**

**2019:** \$12,067,700

**2020:** \$12,067,700

No change in funding

**Library of Michigan Operations**

**2019:** \$4,900,200

**2020:** \$4,958,800

\$58,600 increase

**Library Services & Technology**

**2019:** \$5,611,400

**2020:** \$5,612,600

\$1,200 increase

**Michigan eLibrary**

**2019:** \$1,757,900

**2020:** \$1,761,700

\$3,800 increase

4. Douglass Community Center is planning a new sign in front of the building, and we are working with their staff to maintain the integrity and visibility of our newer KPL sign there.
5. The video camera replacement work mentioned in last month's report will not occur this fall, but during the winter months. CEB adjustments will be needed to account for costs, and a proposal will be presented in December.
6. The Tower Conference Room AV installation is complete, and it all works and looks beautiful. Thanks goes out to Vik Jaglan and John Meyers for their coordination and talent. The room is

instantly more versatile for staff meetings up to 8 people.

7. Wendy Hand is testing and readying the new patron software that will manage time, print, and filtering services; this will be ready to go in coordination with the system-wide pc replacements that are soon to happen. KRESA's network improvements have to be in place prior to PC and software work.
8. Jill Ongley reports that MeLCat usage by our patrons has gone up and MeLCat items we loan to other libraries has gone down. In 2018-2019, KPL patrons borrowed 17,700 (+ 941) items from other libraries and KPL loaned 14,863 (-1456) items to other libraries.
9. The Oshtemo Corridor Improvement Authority appears as though it will be dissolved as both Kalamazoo County and KVCC opted out of supporting it. KVCC indicated there was no benefit to the school for inclusion, and the County followed up their August TIF contribution policy change of limiting contributions to a total of 1 million over the course of a TIF, with a vote at their following meeting to remain exempt from capture. The township will most likely vote to dissolve it at their board meeting this Thursday, as a result of the county and KVCC opting to not support it. I'll be in attendance at their Thursday meeting to speak in favor of it being dissolved.

#### **Staff Professional Development**

10. Alex Hudson completed the 5-week Supervision and Management series offered by ONEplace this Fall. What a great opportunity to take advantage of what ONEplace offers to our community and our staff.
11. KPL had several staff in attendance at the annual Michigan Users Group for Sirsi/Dynix (MUG). Lauri Bouma, Dan Hoag, Jim Clarey, Tom Deater, and Jarrod Wilson traveled to Warren, Michigan on October 8 for a meeting where Jim, Tom, and Jarrod presented "Developing Your Own Custom Discovery Layer Using Open Search."
12. Terry New and Wendy Hand attended the Michigan Employee Retirement Services Annual Conference on behalf of KPL.
13. Kala Luzia is attending the MiAEYC Infant and Toddler Conference on October 25th in Dearborn.
14. KPL sent several staff to MLA Annual Conference this year in Novi: Steve Siebers, Jill Lansky, Steve Maesen, Bethany Maley, Kevin King, and Ryan Wieber. Kevin King and our Peer Navigators (Shay Pounds, Anthony Sorrentino, and Sean Harris) presented a session on KPL's Peer Navigation program, and Kevin King and Casey Coker of Bronson Healthcare presented a session on working with patrons.
15. Jarrod Wilson presented "[Developing a Discovery Layer Using Apps & Open Source](#)" at the Internet Librarian Conference in California on October 21.

#### **Advancing Equity and Inclusion: Library Services for All in our Diverse Community**

16. Angela Fortin attended the Michigan Committee for Refugee Resettlement Statewide Conference in Lansing on September 27. The night before, the Trump administration announced

the 2020 fiscal year ceiling for refugee resettlement to the U.S. to be no more than 18,000 people – the lowest number since the resettlement program began in 1980. The conference featured speakers from across the state, as well as from the federal Office of Refugee Resettlement and the United Nations High Commissioner for Refugees. The conference concluded with a panel of refugees sharing their experiences of resettlement in the United States.

17. The Kalamazoo Bar Association recently held an expungement clinic. The three-step process included 1) prescreening applicants to get their records via iChat to make sure they are eligible, 2) helping the applicants fill out the paperwork, and 3) helping at the court appearance. The Law Library assisted with the first step of the process on October 10 and the attorneys used the study rooms and our laptops to do the prescreening.
18. The Michigan Supreme Court recently formed the Justice for All (JFA) Taskforce, on which Caitlin Hoag will be serving. The Taskforce will be conducting an inventory of justice components in Michigan and then will develop a strategic plan to fill the gaps and barriers discovered during the inventory. The JFA Taskforce has created workgroups to focus on the various inventory components. Caitlin will serve on Work Group 3, and the components which the Work Group will focus on include: Triage, Referral, and Channel Integration; Broad Self-Help Information Services, and Alternate Dispute Resolution Integration.
19. Staff from multiple locations attended PLA's webinar on "Understanding Trauma-Informed Approaches in Public Libraries" on September 24. It was an informative event on how library staff can better interact with patrons who have experienced trauma in their lives.
20. Kevin, Bethany, Shay, and Tony (Peer Navigators) worked a booth at the annual Kalamazoo Wellness and Recovery Fair on September 19 at Arcadia Creek. In addition to making buttons, staff and peer navigators discussed their services, how to get a library card, and waived fines. Over 270 people stopped at the booth and staff waived over \$2,500 in long-standing fines.
21. Kala Luzia reports: "We're collaborating with Community Advocates for Parents and Students (CAPS) to expand book clubs for kids involved in the after school program. Sankofa Book Club (grades 2-4) will be made available to the kids in CAPS. Rocket Readers (grades K-2) will be re-activated to reach kids that will be affected by the Michigan Read by Grade Three Law. We are also planning to meet to discuss continuing a book club for the teens involved in the grant-funded Great Stories book club.

#### **Engaging the Community:**

22. Youth Services staff once again coordinated a collection and donation of school supplies to Communities in Schools. Over 400 items were donated by KPL staff, from backpacks to glue sticks to mechanical pencils and so on. Thanks to all who took the time to shop for the kids we serve and thanks to Kim Ross who loaded up everything and delivered it to the CIS Kids' Closet facility!
23. Angela Fortin, Karen Trout, and Andrea Vernola are participating in the 8-week Fall 2019 Harwood Institute's Virtual Public Innovator's Lab through MCLS with other public librarians in the Michigan. The homework and class discussion focus on 'turning outward' and learning to

listen to our community's aspirations so KPL can develop services and programs with those aspirations always in view.

24. The Teen Top Ten book club has kicked off its 3<sup>rd</sup> school year at Kalamazoo Central. Librarian, Amanda Lentz, leads this well-attended afterschool club at Kalamazoo Central and is starting a 2<sup>nd</sup> group at Linden Grove this October.
25. Angela Fortin represented KPL at the Oshtemo Historical Society's Open House at the Drake Farmstead on Saturday, October 5.
26. Amanda Lentz represented KPL at the 2019 Gryphon Place Suicide Prevention Walk and reported the following, "It was a wonderful experience to represent KPL at the Suicide Prevention Walk. We had a little over 100 people visit our table. We had a prize wheel and one of the button makers. The prize wheel was a huge hit! We used many leftover SRC prizes, but also your typical KPL giveaways (pencils, pens, magnets, etc.) Kiersten Jouppi, Christopher Maiytt, and Jarrod Wilson helped staff the KPL table and Joe Brown transported all the necessary items we needed. Many people thanked us for being there and it was a great feeling knowing our community felt our support."
27. Joe Payton, a Recruiter Assistant in this area for the 2020 Census, has arranged to start holding Applicant Days at Central branch on Monday afternoons, beginning mid-October and through November—and he has visited Powell, too. This entails having a table where he can meet with potential applicants and facilitate their applying online to work for the census. The plan is to have a few Chromebooks available, so that applicants can apply on the spot, if they choose.
28. The Program/Outreach Work Group started their work on developing a standard for program planning and outreach. The committee includes Susan Warner, Karen Trout, Farrell Howe, Jill Lansky, Milan Orozco, Kala Luzia, Bethany Maley, Steve Siebers, and Kevin King. The goal is by January 1 to have a plan in place that outlines how KPL staff can best assist with programs and outreach in accordance to the KPL Plan.
29. Storytime outreach at Eastwood and Powell continued with visits to New Genesis Preschool (POW), PreK International Preschool (EAS), and New Life Head Start (EAS). 56 preschoolers were reached.
30. KPL is collaborating with Tamika Terry, a financial literacy specialist, to develop a financial literacy program for teens called Brunch of Information. Each month teens will be invited to engage in financial literacy activities while enjoying a healthy, delicious brunch. A financial literacy program for adults will take place during Money Smart Week in April 2020.

**Inspiring Literacy, Learning, and Experiences:**

31. Central is wrapping up the Nighty-Night Storytime series; we had good participation this month, including a mix of those who came specifically for it and those who were encouraged to join in. Parents seemed to enjoy having an early evening storytime for their kids and are glad to know that we will offer it again in November.

32. We have begun transitioning the Central rotunda display stickers from color dot stickers to stickers that say what display they belong to. We are starting with Staff Picks and they will have two stickers: one on the spine, one on the front. Next, we will focus on LibraryReads, IndieNext, Heard on NPR, and Second Wind in 2020.
33. KPL is proud to partner with Western Michigan University's Homer Stryker M.D. School of Medicine Library to bring *Confronting Violence: Improving Women's Lives*, a traveling exhibit from the U.S. National Library of Medicine that sheds light on the efforts of nurses and healthcare workers to identify violence against women as a serious, and largely ignored, health care issue. The exhibit will be displayed in the Central Rotunda from September 23 – November 2, 2019. A panel discussion, with WMed faculty and YWCA staff, about the exhibit and the issues presented took place on October 4, during Art Hop.
34. The Artists in Action program at Powell with Darien Burress went very well. Eleven teens from the Boys & Girls Club attended her Tuesday evening session, many of them were aspiring artists. They drew self-portraits and wrote poems about Kalamazoo for Darien; she intends to incorporate them into her painting.
35. We're creating a juvenile collection upgrade plan for POW to implement immediately. Kala's goal is to increase the circulation of juvenile materials at POW significantly. The children's area will also need a "creative rebranding" by shifting materials, clearly designating the Play and Learn area, creating a study area where school supplies will be readily available, and installing bolder & bigger signage welcoming kids and families into the area.
36. Visits from all KPS first grade classes are underway! This fall, classes will visit the library closest to their school two times. During their visits they will meet the staff, have a short story time, and learn how to check out books. The book they check out will remain in their classrooms.
37. Despite some rain showers, Ready to Read had a great first annual Party in the Park with our friends at Galesburg Memorial Library. Our group of volunteer readers adapted to the weather, using the next-door community center as the rain site, and gave the kids and caregivers a wonderful performance of stories while they enjoyed snacks. When one group of seventy kids couldn't come out in the rain, we packed up their books and they were delivered to school by none other than Clifford the Big Red Dog and his friend Miss Charlene! We ended up with 117 very happy children, 27 parents and caregivers, and 14 volunteers. Thanks to Kiersten Jouppi and Stewart Fritz, Bill Caskey, and Steve Siebers who all read and performed in costume; Patti Dooley and Charlene LaGrone for doing extra duty as Clifford the Big Red Dog, and Jill Lansky for coordinating and making all of the magic happen!
38. Cyclists from Open Roads and the Redford Township Unicycle Club presented a fun and informative unicycle demonstration on Saturday, October 5 at Oshtemo. Unicyclist and staff member, Ben Brown, worked with Amy Chase to coordinate this program and over 50 happy guests attended this exciting show!
39. Vicksburg Library's third annual Party in the Park was a wonderful success! We had families coming in steadily from the time staff arrived until we finished reading. Attendance exceeded the initial registration; fortunately, Jill Lansky was prepared with an excess of books, juice boxes, and animal crackers. Total count was around 200 preschoolers and caregivers. The weather

was great, and we had many local Vicksburg readers, including Department of Public Works staff, police officers, firefighters, KRESA home visitors, and even Alex Lee, the recently-retired KPS director of communications who is embarking on a second career in village volunteering!

40. Jill Lansky recently presented a Ready to Read overview as the guest speaker for a lunch meeting at the Kiwanis Club of Kalamazoo. The members were engaged, excited and asked many wonderful questions. Even though Jill was there to share information only, the Spelling Bee came up and the Kiwanis Club became a new sponsor for 2019! Jill plans to go back in the winter to share information on Late Show volunteer opportunities with the Club.
41. Attendance at the Page Turners book club, led by Angela Fortin, at Oshtemo continues to grow steadily and the group is planning for year two.

## **2018/2019 OneCard Report**

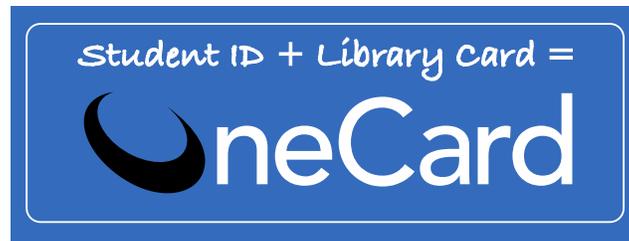
### **Summary**

In Fall 2017, Kalamazoo Public Library (KPL) and Kalamazoo Public Schools (KPS) began work on a project designed to conveniently provide a public library card for all KPS students. Modeling the work of other libraries, most notably Battle Creek’s Willard Library, both partners initiated a process to quickly put into place an exceptional program with huge potential impact for students. “OneCard” is the direct result of this partnership, with intended outcomes of improving access to the public library, enhancing literacy educational efforts, and creating a stronger appreciation for reading for Kalamazoo students.

After several months of planning and coordination with KPS, a memorandum of understanding provided KPS the ability to share student directory information with KPL, allowing for the ongoing electronic transfer of thousands of records and easy integration into the library’s patron database. Important among that data is the student’s unique identification number which now also serves as an alternate library account number, allowing every student ID to also serve as a library card. Also key to the agreement with KPS is the automatic opt-in of all students at school startup, which tremendously eases KPL’s account management for new cardholders and returning students—and most importantly—assures students and families an easy, barrier-free process for receiving a OneCard.

At the start of the 2018/2019 school year, all elementary school students were delivered a specially designed OneCard and each secondary school student was able to use their student ID as a valid KPL library card. In addition, KPL recognized many current student cardholders were limited or restricted to library usage because of outstanding fines and fees. Removing that financial barrier was deemed key to creating accessibility for all students, so the library waived all fines and fees at program startup and will continue to do so for any first-time OneCard recipients, giving each student a clean slate. School staff were also provided OneCard accounts (self-initiated and not automatic opt-in) with the recognition that students would receive

encouragement by having teachers, administration, custodians—all *KPS employees*—joining together in OneCard promotion and library usage.



KPS and KPL team members met twice during the year to plan an efficient implementation process, report on first-year usage, and tackle any issues that occasionally surfaced. Additionally, KPL assisted the City of Kalamazoo’s Foundation for Excellence, Metro Transit, and KPS in their planning for free bus rides for high school students in utilizing the student ID and library card. That significant enhancement was announced in Spring 2019 and became effective at school startup 2019/2020. The library is proud to have been instrumental in the cooperation of a partnership that led to a card that provides such a tremendous value and real-life benefit for KPS students and KPL patrons!

### **KPL Staff Involvement**

KPL was fortunate that our neighbors to the east at the Willard Public Library in Battle Creek had already launched a similar program with their three school districts. KPL staff was able to learn best practices in implementing such a large project by leaning on their practical experience. IT and ILS team members were instrumental in working with KPS in setting up a system to merge data. Circulation staff constructed a process for staff to use when working with KPS students and OneCards. Marketing and Communications staff created messaging, ads and logo-identifiable marketing materials, in addition to a well-produced public service announcement. Youth Services and Branch staff visited all KPS elementary schools to personally deliver OneCards, and at the School’s open houses, staff from across KPL introduced OneCard to families and caregivers. Overall the launch was smooth, with only a few manageable problems that were immediately resolved by KPL and KPS.

### **Inside the Numbers**

The 2018/2019 school year will serve as a baseline for future data analysis and success measurement. By ingesting school records, KPL was able to add new datapoints to students' records, such as school and grade. The desired goal is to see growth in usage for students across all grade levels, every year. Below is a sampling of numbers that stand out for first-year activity. A more in-depth break down of figures is attached:

- **13,266** Student OneCards were issued
- **146** Opt-outs
- **6,394** Student OneCards were active during the school year
  - First Grade was the most active (due to traditional first-grade visits program)
- **134,817** items circulated by students using a OneCard during the school year.
  - **9,073** checked out by Kalamazoo Central HS students
  - **8,082** checked out by Linden Grove MS students
  - **8,850** checked out by Parkwood-Upjohn Elementary students
- **9** OneCards were issued to Non-Resident KPS students and they checked out **9** items.
- **62** Faculty OneCards were issued.
- **61** Faculty OneCards were active during the school year.
- **1,923** items circulated using a Faculty OneCard.
- **28** OneCards were issued to Non-Resident KPS Faculty.
- **13,200** total computer sessions using a OneCard.
  - Eighth Grade students were the most active computer users

### **2019/20 School Year**

At the beginning of the 2019/20 school year, KPS sent out a OneCard letter to all students that included an opt-out form. When those forms are collected, they will send KPL the updated directory records for all students. In the second year of the OneCard program, we will only be issuing cards to all students new to KPS. All cards distributed last year are valid for 2019/2020. After KPL has merged the new records, staff will print new cards and deliver them to the schools

for distribution to students. Any cards lost over the past year will be replaced. High school students have been given a new chip-enabled card this year to make it easier to ride the Metro buses.

### **Conclusion and Future**

The process to provide a library card to thousands of KPS students was coordinated extremely well by both partners. KPL and KPS have long worked together in promoting reading and providing programs that enhance literacy efforts and library usage. We are thankful for the support provided by the KPS Board and administration, teachers and staff, KPL Board and staff, and all involved in the schools and the community who helped make OneCard a reality. The program has been received enthusiastically across Kalamazoo, and now, the task is to continually ensure OneCard is more than a fleeting good idea, and that it grows year by year in student and staff participation. Advances in our ability to easily merge data into library systems and create library accounts—and taking extraordinary efforts to remove obstacles and place library cards into the hands of our youth—led to this startup, and potentially can lead to programs with other partners including Western Michigan University and Kalamazoo College. Many thanks are extended to our friends at Willard Public Library, Kalamazoo Public Schools, and to all staff at KPL who had roles in designing and implementing OneCard.



Welcome to **OneCard**, a Kalamazoo Public Library and Kalamazoo Public Schools collaboration with one goal: a KPL card for every KPS student.

- OneCard** provides access to:
- print, A/V, and digital materials.
  - computers with Internet.
  - digital studio, The Hub.
  - fun and educational programs.
  - unlimited free Metro rides for high school students.

Learn more at  
[kpl.gov/onecard](http://kpl.gov/onecard)  
(269) 553-7800

**CEN:** 315 S. Rose St.  
**EAS:** 1112 Gayle Ave.  
**OSH:** 7265 W. Main St.  
**POW:** 1000 W. Paterson St.  
**WSQ:** 1244 Portage St.



Kalamazoo  
Public Library

Kalamazoo Public Schools

OneCard Statistics 2018-2019

Grade Key	
Grade	Description
0A	Special Ed/Speech program AM only
0D	Special Ed/Speech program all-day
0P	Special Ed/Speech program PM only
1	First Grade
2	Second Grade
3	Third Grade
4	Fourth Grade
5	Fifth Grade
6	Sixth Grade
7	Seventh Grade
8	Eighth Grade
9	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade
14	Transition Services
AE	Adult Education
FACULTY	KPS Staff
KA	Kindergarten AM only
KD	Kindergarten all-day
KP	Kindergarten PM only
PA	PEEP AM only
PD	PEEP all-day
PK	Prekindergarten at Northglade
PP	PEEP PM only

Total Student Cards by Building	
Building	Count
ALP	72
ARCADIA	431
EDISON	361
ELSOL	334
GREENWOOD	177
HILLSIDEMS	550
INDIANPRIE	305
KAMSC	149
KCENTRALHS	1,650
KILP	63
KINGWESTWD	547
KPS	3
LINCOLN	354
LINDENGRVE	762
LOYNORIXHS	1,705
MAPLESTR	886
MILWOODELM	376
MILWOODMAG	711
NORTHEASTN	290
NORTHGLADE	263
PARKWOODUP	599
PHOENIXHS	169
PRAIRIERDG	436
SPRINGVAL	405
TRANSERV	17
WASHINGTON	249
WINCHELL	511
WOODSLAKE	641
WOODWARD	250
<b>Total</b>	<b>13,266</b>

Student Active Users	
User Grade	Count
0A	32
0D	8
0P	15
1	1,041
2	455
3	428
4	450
5	401
6	428
7	347
8	361
9	400
10	306
11	318
12	223
14	5
KA	75
KD	685
KP	39
PA	80
PD	197
PK	18
PP	82
<b>Total</b>	<b>6,394</b>

OneCard Statistics 2018-2019

Student Circulation Stats	
Building	Transactions
ALP	415
ARCADIA	5,938
EDISON	3,984
ELSOL	3,960
GREENWOOD	1,679
HILLSIDEMS	7,375
INDIANPRIE	5,152
KCENTRALHS	9,073
KILP	277
KINGWESTWD	6,829
LINCOLN	3,199
LINDENGRVE	8,082
LOYNORIXHS	8,888
MAPLESTR	7,604
MILWOODELM	4,931
MILWOODMAG	7,979
NORTHEASTN	3,987
NORTHGLADE	5,602
PARKWOODUP	8,850
PHOENIXHS	890
PRAIRIERDG	5,698
SPRINGVAL	3,123
TRANSERV	284
WASHINGTON	3,378
WINCHELL	6,774
WOODSLAKE	7,014
WOODWARD	3,852
<b>Total</b>	<b>134,817</b>

Student Bill forgiveness	
User Grade	Amount forgiven
1	\$ 6,827.96
2	\$ 5,871.64
3	\$ 6,709.74
4	\$ 4,234.84
5	\$ 4,784.50
6	\$ 4,036.84
7	\$ 5,783.23
8	\$ 6,163.91
9	\$ 4,174.53
10	\$ 3,024.95
11	\$ 3,063.72
12	\$ 2,315.55
14	\$ 7.70
KA	\$ 131.57
KD	\$ 3,623.62
KP	\$ 276.74
PA	\$ 511.32
PD	\$ 387.37
PP	\$ 684.73
<b>Total</b>	<b>\$ 62,614.46</b>

Student Non-Resident Total Cards	
	Count
COMSTOCK	1
NONPERM	7
PORTAGE	1
<b>Total</b>	<b>9</b>

Student Computer Use - Total Sessions	
Grade	Sessions
0D	1
1	212
2	597
3	771
4	1,494
5	1,532
6	1,660
7	2,073
8	2,038
9	1,545
10	494
11	419
12	146
14	99
AE	3
KA	18
KD	63
KP	1
PA	2
PD	9
PP	1
Faculty	22
<b>Total</b>	<b>13,200</b>

OneCard Statistics 2018-2019

Total Faculty Cards by Building	
Building	Count
ADMINBLDG	19
ARCADIA	2
EDISON	1
ELSOL	3
GREENWOOD	2
HILLSIDEMS	1
KCENTRALHS	2
KINGWESTWD	3
KPS	1
LINCOLN	4
LINDENGRVE	1
LOYNORIXHS	3
MAPLESTR	1
MILWOODELM	2
MILWOODMAG	1
NORTHEASTN	2
NORTHGLADE	2
PARKWOODUP	1
PRAIRIERDG	3
SPRINGVAL	1
TRANSERV	1
WASHINGTON	4
WOODWARD	2
<b>Total</b>	<b>62</b>

Faculty Circulation Stats	
Building	Transactions
ADMINBLDG	1,102
ARCADIA	7
EDISON	162
ELSOL	4
GREENWOOD	14
HILLSIDEMS	1
KCENTRALHS	94
KINGWESTWD	58
LINCOLN	40
LINDENGRVE	79
LOYNORIXHS	129
MAPLESTR	113
MILWOODELM	12
MILWOODMAG	29
NORTHEASTN	18
NORTHGLADE	4
PARKWOODUP	25
WASHINGTON	13
WOODWARD	19
<b>Total</b>	<b>1,923</b>

Faculty Active Users	
FACULTY	61

Faculty Bill forgiveness	
FACULTY	\$ 604.66

Active KPS Faculty Non-Resident Cards	
Count	
BATTLECRK	4
COMSTOCK	3
GALESBURG	1
NONRESBUY	3
OTSEGO	1
PARCHMENT	1
PAWPAW	3
PORTAGE	5
RICHLAND	1
SCHOOLCRFT	1
VANBUREN	4
VICKSBURG	1
<b>Total</b>	<b>28</b>

**KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
September 30, 2019**

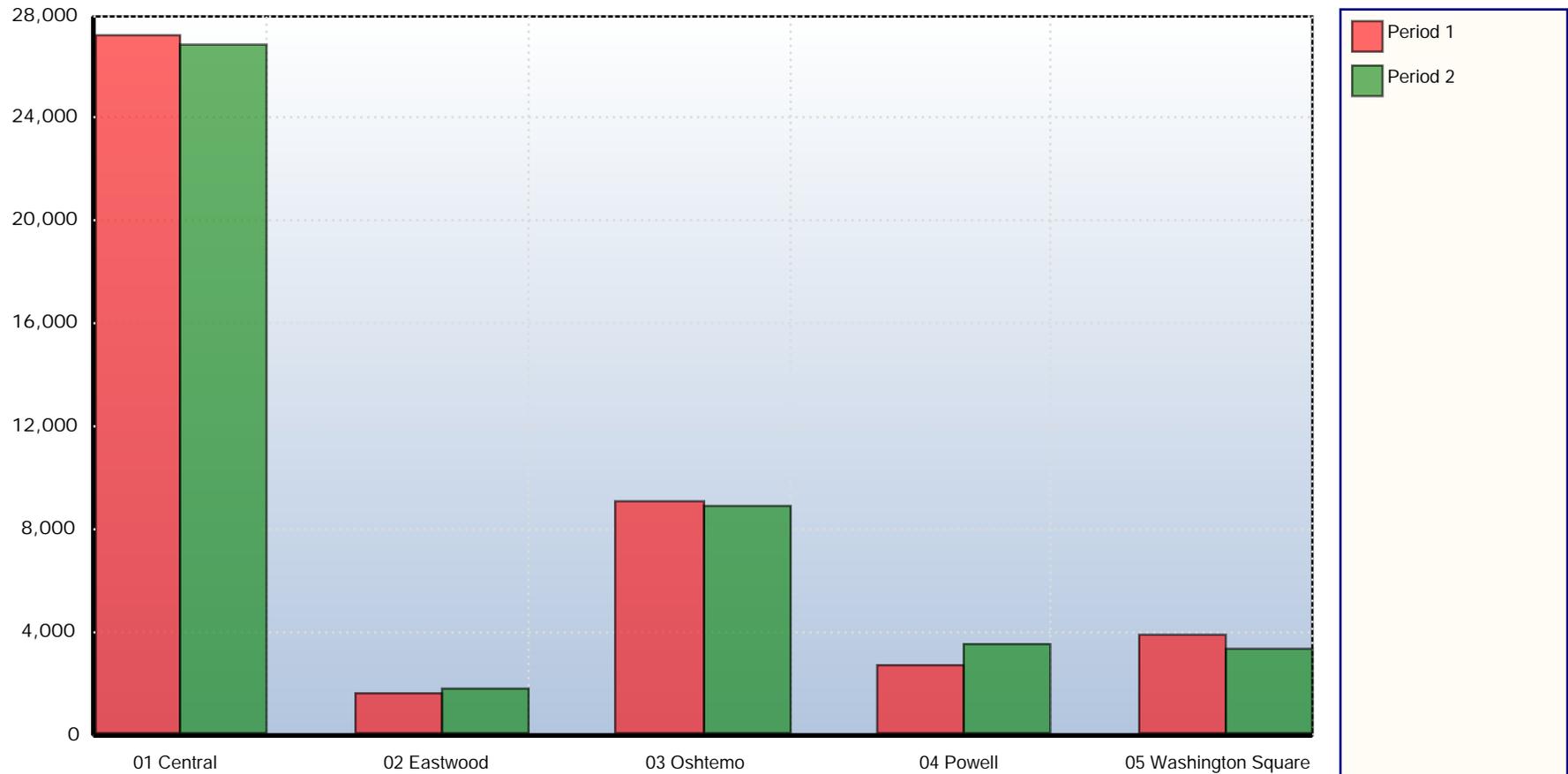
<b>Agency</b>	<b>Central Library</b>	<b>East wood</b>	<b>Oshtemo</b>	<b>Powell</b>	<b>Washington Square</b>	<b>Total</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>% Change</b>
<b><u>BOOKS</u></b>									
-Adult	20,132	836	10,160	333	2,034	33,495	105,396	103,881	1%
-ebook	8,133					8,133	25,933	20,003	30%
-Digital Magazine	686					686	2,047	988	107%
Teen	2,907	157	972	60	188	4,284	15,386	14,352	7%
Juvenile	<u>14,988</u>	<u>1,051</u>	<u>12,653</u>	<u>438</u>	<u>1,152</u>	30,282	<u>104,499</u>	<u>92,909</u>	12%
<b>Total</b>	<b>46,846</b>	<b>2,044</b>	<b>23,785</b>	<b>831</b>	<b>3,374</b>	<b>76,880</b>	<b>253,261</b>	<b>232,133</b>	9%
<b><u>AUDIO-VISUAL</u></b>									
Audiobook									
-CD	1,131	47	796	9	70	2,053	6,531	6,295	4%
-Digital	6,954					6,954	21,819	16,904	29%
Music									
-CD	2,305	175	386	67	223	3,156	9,333	10,486	-11%
-Digital	1,402					1,402	4,287	5,287	-19%
Video									
-DVD	27,322	4,055	8,057	4,423	5,905	49,762	157,279	170,352	-8%
- Digital	854					854	2,534	2,897	-13%
<b>Total Non-Print Material</b>	<b><u>39,968</u></b>	<b><u>4,277</u></b>	<b><u>9,239</u></b>	<b><u>4,499</u></b>	<b><u>6,198</u></b>	<b><u>64,181</u></b>	<b><u>201,783</u></b>	<b><u>212,221</u></b>	-5%
<b>Total Circulation</b>	<b>86,814</b>	<b>6,321</b>	<b>33,024</b>	<b>5,330</b>	<b>9,572</b>	<b>141,061</b>	<b>455,044</b>	<b>444,354</b>	2%
<b>Computer Usage</b>									
Onsite Computer Use	6,118	442	894	592	592	8,638	28,869	29,402	-2%
Total Online Impressions	0					0	0	0	
WiFi Users	2,456	0	0	0	0	2,456	8,053	7,937	1%
<b>Database Statistics</b>									
Database Sessions	308					308	900	2,886	-69%
Database Searches	3,783					3,783	10,818	43,654	-75%
<b>Total Registrations</b>	427	38	93	11	40	609	1,814	2,083	-13%

KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
September 30, 2019

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<b><u>Programs/Tours</u></b>									
Adult Events	19	3	7	1	4	34	96	101	-5%
Attendance	436	62	179	6	84	767	3143	3695	-15%
Teen Events	6	1	7	3	0	17	53	98	-46%
Attendance	348	13	93	83	0	537	2806	4270	-34%
Juvenile Events	28	11	28	10	16	93	297	390	-24%
Attendance	1105	301	945	265	473	3089	10727	12024	-11%
<b>Total Events</b>	<b>53</b>	<b>15</b>	<b>42</b>	<b>14</b>	<b>20</b>	<b>144</b>	<b>446</b>	<b>589</b>	-24%
<b>Total Attendance</b>	<b>1889</b>	<b>376</b>	<b>1217</b>	<b>354</b>	<b>557</b>	<b>4393</b>	<b>16676</b>	<b>19989</b>	-17%
<b>Law Library</b>									
Visitors	219					<b>219</b>	669	<b>460</b>	45%
Phone Calls	163					<b>163</b>	491	<b>512</b>	-4%
Questions Answered	531					<b>531</b>	1524	<b>1426</b>	7%
<b>Study Room Usage</b>									
Reservations	<b>195</b>					<b>195</b>	<b>389</b>	<b>584</b>	

**Chain Report - Traffic Compare Two Periods**  
**All Sites - Individually**  
**Period 1: 9/1/2018 to 9/30/2018**  
**Period 2: 9/1/2019 to 9/30/2019**

Traf-Sys Reports 10/01/19



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# KPL SOCIAL MEDIA HIGHLIGHTS

## SEPTEMBER 2019

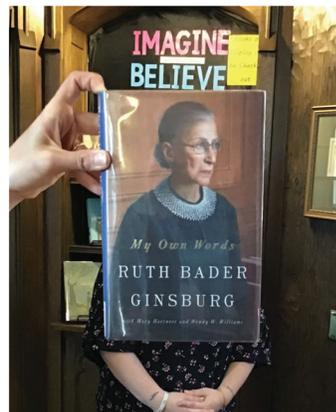
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Our most popular post on Facebook this month was the #ThrowBackThursday image of downtown Kalamazoo. The September 26 post reached 12,100 people and was shared 47 times!



The September 19 #ThrowbackThursday summery scene from 1941 with kids playing at Milham Park was our most popular tweet with 1,801 impressions!

Our most popular post on Instagram was on September 6 #BookFaceFriday featuring Justice Ginsburg with 28 likes!



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# KPL SOCIAL MEDIA STATISTICS

## AUGUST 2019

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8,581  


↑ 61 new

We reached 684,458 users.



4,349  


↑ 35 new

♡ 56 likes



1,234  


↑ 17 followers

♡ 116 likes