



Kalamazoo Public Library

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**PUBLIC HEARING AND MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
September 23, 2013, 4:00 p.m.**

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. [Minutes of the Meeting of August 26, 2013](#)
 - B. Personnel Items (none)
- IV. FINANCIAL REPORT
 - A. [Financial Reports for the Period Ending August 31, 2013](#)
- V. REPORTS AND RECOMMENDATIONS
 - Reports
 - A. Summer Reading Games Wrap-Up – Andrea Vernola, Stewart Fritz, Michael Cockrell, Farrell Howe
 - B. Library Role in Health Care Sign-Up – Michael Cockrell
 - C. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. [Director's Report](#)
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION (if needed)
- XI. ADJOURNMENT

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC HEARING AND PUBLIC MEETING
Date: August 26, 2013
Time: 4:00
Location: Oshtemo Community Room

TRUSTEE ROLL CALL:

Present: Robert Brown, Fenner Brown (late), Bruce Caple, Lisa Godfrey, James Vander Roest, Cheryl TenBrink, and Valerie Wright.

Absent: None

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

Ayshhyah Khazad, 710 Collins St., Apt. 1202, addressed the Board concerning the level of noise at Central Library. He said he had previously raised this issue and over the last 20-30 years, Central Library had become progressively noisier. This was partially the result of mothers who bring their crying children to the library and loud cellphone conversations. He said he had suggested mothers with crying children be referred to the Children’s Room to use the computers but this suggestion had not been adopted because the library wanted to reserve these computers for children. A. Khazad told the Board he had talked with D. Cooney about this issue who suggested having an enclosed, soundproof room with computers in the library reserved for mothers with crying children or individuals who choose to talk loudly on the cell phones.

Trustees thanked A. Khazad for his comments.

III. CONSENT CALENDAR

A. *Minutes of the Board Meeting of July 22, 2013*

Discussion: J. VanderRoest mentioned a correction he had forwarded on to E. Cloyd. E. Cloyd said she had made the correction in the minutes to be signed by the Board Secretary and the third paragraph on page three of the minutes from July 22, 2013 now read, “should continue to be open during non-working hours to ensure *non-practitioners* who worked during the day still had access to its resources.”

B. *Personnel Items*

• **Resignation**

Andrea Enyedi resigned from the Supervisory-Technical 3 FTE .75 Youth Outreach Coordinator position in Youth Services effective September 15, 2013. A. Enyedi began work at KPL in March 1997 as the Ready to Read Literacy Project Coordinator. A. Enyedi is pursuing classes at Western Michigan University.

(Trustee F. Brown arrived at 4:06 p.m.)

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending July 31, 2013*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending July 31, 2013.

Discussion: Director Rohrbaugh said the auditors had begun work at the library. She said the report was self-explanatory but she and D. Schiller would be happy to answer any questions.

MOTION: R. BROWN MOVED AND B. CAPLE SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JULY 31, 2013.

MOTION CARRIED 7-0.



V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *MERS Delegates*

Recommendation: Director Rohrbaugh recommended approval of the appointment of Elysha Cloyd as the Officer Delegate and the certification of Steve Siebers as the Employee Delegate to serve at the 2013 Municipal Employees Retirement System (MERS) Annual Meeting.

Executive Summary: Beginning in 2004/2005, staff members have attended the annual MERS meeting. With so many KPL employees enrolled in MERS, the library has felt it important for KPL to participate in the system. In the past KPL has sent both an officer and employee delegate to attend the MERS annual meeting. The officer delegate must be appointed by official action of the Board to serve and the employee delegate must be elected by ballot and certified by either the chief administrative officer or a member of the governing body. Steve Siebers will serve as the employee delegate and Terry New will be the alternate officer delegate. The MERS Annual Meeting will take place October 1st-3rd in Acme, MI.

Discussion: Director Rohrbaugh said this was an annual duty of the Board. She told the Board E. Cloyd had volunteered to attend the conference to represent the non-union library employees and S. Siebers will represent the union library employees.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE APPOINTMENT OF ELYSHA CLOYD AS THE OFFICER DELEGATE AND THE CERTIFICATION OF STEVE SIEBERS AS THE EMPLOYEE DELEGATE TO SERVE AT THE 2013 MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) ANNUAL MEETING.

MOTION CARRIED 7-0.



B. Increase in Staffing Table

Recommendation: Director Rohrbaugh recommended the .75 library assistant 3 position in Tech Services be increased to full-time with the additional .25 time assigned primarily to the circulation desk, effective September 1, 2013.

Executive Summary: The incumbent of this position previously worked in Patron Services in both Central Circulation and Branches. Since his voluntary transfer to a .75 position in Tech Services, he has frequently been called upon to substitute at the circulation desk, so often that he has been working at or near full-time in some pay periods.

With Circulation now part of Tech Services, it is logical to increase this position to full-time and reduce the substitute budget accordingly. The annual cost for this increase, with the accompanying reduction in the substitute budget, is approximately \$5,700.

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

Discussion: Director Rohrbaugh explained when C. Santiago-Lugo willingly transferred to the .75 FTE position in Tech Services, he became a go-to substitute as a result of his experience from working at the branches and Central circulation desk. She said he already had full benefits so the cost of increasing this position is attributed to a salary increase, not fringe benefits. Director Rohrbaugh said this recommendation had been reviewed and was supported by the Personnel Committee.

MOTION: V. WRIGHT MOVED AND F. BROWN SUPPORTED THE MOTION TO INCREASE THE .75 FTE LIBRARY ASSISTANT 3 POSITION IN TECH SERVICES TO FULL TIME EFFECTIVE SEPTEMBER 1, 2013.

MOTION CARRIED 7-0.



REPORTS:

C. Local History App – Beth Timmerman

Report: Director Rohrbaugh introduced B. Timmerman. B. Timmerman said Local History had been looking for an app for a while that would take the information the library had on its website and turn it into a walking tour of Kalamazoo. She said there were a number of apps which had turned up recently that allowed people to load their own information. KPL was also hoping to utilize an app which allowed the library to use its own brand. Staff chose Tagwhat as an app because it allowed KPL to have its own channel for Local History information, was easy to load information into, used the phone's built in GPS, and was inexpensive. Free apps are available for both iPhone and Android. B. Timmerman said an added bonus was an interactive map which can now be seen on the library's website.

B. Timmerman showed trustees the tags already entered into the app on the interactive map. She told Board members the library had a short term Public History intern over the summer dedicated to building up the information available through the app by linking tags to the library's website. She demonstrated how the interactive map worked, showing how patrons could click on tags to see some information and then be directed back to KPL's website for more information. When available, related information on KPL's website has also been linked to the tag. For example, B. Timmerman said a video recording of a program done on the Ladies Library

Association had been linked to the tag for the Ladies Library Association. J. VanderRoest asked if the library could link to other organizations websites through the tag. B. Timmerman said we could and most times the other organizations were already linked within the articles on the library's website.

B. Timmerman said all the cemeteries and rural schools KPL had information on were also tagged in the app. She next demonstrated the app on a phone for Board members explaining information would pop up on a person's phone as they came near locations that had been tagged. B. Timmerman showed what the library's channel looked like saying there were many other things that fed into Tagwhat. KPL's channel will allow patrons to limit the information they receive to that which is just available through KPL's website.

Discussion: V. Wright asked what patrons should search for if they were looking to download the app. B. Timmerman said they should look for Tagwhat.

Disposition: Trustees thanked B. Timmerman for her report.

D. Family Place Library – Sue Warner

Report: Director Rohrbaugh explained she, B. Caskey, N. Davis Smith and S. Warner had attended training for Family Place Libraries (FPL) in the spring and the library would be launching services in January. S. Warner said one of the things required as the library is moving forward with becoming a FPL is ensuring staff and Board members have the information they need to talk about the services offered. She said she would be talking about how the brain develops in very young children and what the library would be doing to support this growth. S. Warner said FPL is a framework for a philosophy of service to young children.

One of the foundational beliefs of FPL is the community as a whole bears some responsibility for helping families raise healthy children and the library as a community institution is a space that can support care by providing learning opportunities for very young children. Libraries are specifically good places for providing these learning opportunities because they are open so many hours compared with many other institutions. S. Warner said staff would be looking at the library space and making sure it was appropriate and better suited to families with very young children, collaborating with other local family serving organizations, integrating developmentally appropriate best practices to inform what staff do at the library, and providing programs that support brain development in young children as well as social.

S. Warner next talked about infant brain development. Intellectual capacity is not fixed at birth and is dependent on physical and emotional bonding. Touch is a baby's first method of communicating. Subsequent learning is built on early development. She said a baby was born with 100 billion neurons that have the capacity of developing trillions of synapses. PET scans have shown that the brain of a one year old more closely resembles that of an adult than a newborn. From newborn to one, great strides in brain development are made. S. Warner said newborn's brains were 25% wired, a one year olds' brain was 75% wired, and a three year olds' brain was 90% wired. She said it made sense, with this mind, when educators say a child's brain is almost completely developed by the time they start school at age five.

S. Warner explained a way to develop healthy brains in very young children is consistent, predictable, responsive care. In the training, they were taught babies need the ABCs – attention, bonding and communication with parents and caregivers. The library can provide

opportunities for communication and support attention and bonding. S. Warner said that she and the other three staff members that attended the FPL training received DVDs on infant brain development that any of the trustees could borrow and watch if they were interested.

S. Warner said babies learn by experiences and playing is the brain's favorite way of learning. The library's role is to create learning spaces, create community, and support parents. The parent-child workshop is one of the most important elements of FPL. The workshop builds on knowledge of early brain development, helps parents actively participate in their child's early development, shows parents that toys are learning tools and facilitates parents playing with their infants and toddlers. The name KPL will give these workshops is "1-2-3 Play with Me, a parent-child workshop". S. Warner played a short video from the FPL's website.

As KPL is preparing to become a FPL, S. Warner said construction would soon be underway to open up the storyroom and create a new activity room. The library had been purchasing new toys for the workshops taking place at Central and Oshtemo. The FPL staff at KPL have been continuing to attend webinars and complete surveys. K. Howard has been working with staff to create new webpages and F. Howe has done an interview with WMUK. B. Caskey and N. Davis Smith have been working on the specifics of the workshops and S. Warner has begun meeting with new potential community partners.

Discussion: V. Wright asked how many grants had been awarded for FPL. Director Rohrbaugh said about 25 had been awarded in this round but the program had been around since the late 1980s and there were around 300 sites nationwide. L. Godfrey asked if KPL would be sending more people for training within the next three years. S. Warner said not within this grant cycle. If KPL wanted to extend to more of its sites, more people may be sent for training but she said she was unsure if this would then be covered by the library's budget or further grant money. Director Rohrbaugh said staff had the idea to purchase some toys for the other locations but the grant was specifically for two sites and KPL could not call the other three locations "Family Place Libraries". S. Warner said the parent-child workshops would likely take place twice per year at each location. Each would be a five week session and they would be staggered during the school year. FPL recommends not doing the workshops during the summer. S. Warner said the workshop is limited to children birth to three years of age however older siblings up to age five can come as well. It may be a hardship during the summer for families that had children older than five to attend the workshops.

V. Wright asked how many families typically participated in each workshop. S. Warner said it was driven by space but FPL recommended between 15 and 20 families. She said the workshops were registration based. N. Davis Smith said the video of the workshop may have seemed unstructured but it was actually very structured in the way it was set up and labeled. S. Warner said as children come each week, the space is familiar and welcoming with the same setup and toys. What is not structured about the workshop is what the children decide to play with and how long they play with the toys. The workshop is self-directed by the children. N. Davis Smith said the resource person at each workshop rotates around and makes sure they talk with every parent or caregiver present.

B. Caple asked what drove the selection of the two sites for KPL. S. Warner said the selections were driven by the space available at the two sites. F. Howe added that it is explained to parents how each activity their child does at a workshop promotes brain development. F. Brown said he was surprised more money was not being funneled into this type of research. He

asked if KPL had thought about how they would document the success of the program long term. He asked if the individuals that participated in the program would be tracked at all so that parents could share results and the library would have statistics if wanting to approach new funding sources in the future. S. Warner said this was very complicated and the grant itself did not provide a model or framework for doing this. She said the hope was families that participated in workshops would continue to be library patrons and participate in other programs and services. S. Warner added part of the workshops would be promoting other library programs and services to families. The best way to do this is to form a personal relationship with the children. If staff can develop trusting, comfortable relationships with patrons they will be more likely to return for other types of programs.

Disposition: Trustees thanked S. Warner for her report.

E. Legislative Report – Diane Schiller

Report: D. Schiller said the legislature was still on break and, therefore, she had no report.

VI. COMMITTEE REPORTS

A. Finance and Budget Committee—J. VanderRoest said there had been no meeting but he had talked with the auditors as they began their work.

B. Personnel Committee—V. Wright said the committee had met to review the personnel recommendation above and to review a draft of a policy that would be coming to the Board for approval at a future meeting.

C. Fund Development and Allocations Committee—no meeting.

D. Director’s Building Advisory Committee—Director Rohrbaugh said the committee had not met but she had an update on the building project. Work on the first floor had begun in CAMP and the Circulation offices. The new walls were built and changes to the HVAC system were being finished up. Staff had been moving materials on the second floor in the Local History Room preparing for construction to begin there. With summer coming to an end and good progress made in the other areas, construction in the Children’s Room would begin soon.

VII. OTHER BUSINESS

A. Director’s Report

Report: Director Rohrbaugh began by mentioning a couple items that were not written in the Director’s Report. She said L. Godfrey and F. Howe had attended the community meeting on the Douglass Community Association and generally people were optimistic for the short term and hopeful for the long term. President TenBrink had volunteered for the work day at the Douglass helping clean up the outside of the building, make small repairs, and work on landscaping. Director Rohrbaugh said there was a great article in the paper about this event which many people volunteered for saying the library remained cautiously optimistic.

Director Rohrbaugh said the second item was M. Cockrell and C. Hoag had attended the recent Kalamazoo County Commission Meeting at which time the Law Library Contract was approved. She said C. Hoag had answered questions and a nice article had been written on MLive.

Director Rohrbaugh drew attention to item two, the revised Organizational Chart saying the names decided upon for the two departments were simple and descriptive. She also mentioned item three saying she and other staff had paused to think about whether the Spelling Bee should be held this year. It was decided to not take a year off of this high visibility event and E. Cloyd would be taking over the main portion of the planning for this year. Director Rohrbaugh also mentioned item thirteen. She said this change has been very well received thus far.

Discussion: J. VanderRoest asked what Code Adam was. T. New said Code Adam was a common practice in federal buildings and retail when a child is lost in the building. The question of what is done when a child is lost in the facilities arose during the revisions to the Child Safety Policy. F. Howe had brought Code Adam up as something the library may want to institute, S. Warner completed some research and T. New helped adapt the practice to KPL. She said the library had already experienced a Code Adam and staff had an excellent response.

L. Godfrey said she was intrigued by item eight and that 350 people would attend a program about a pet pig. N. Davis Smith said the pig loved the attention. C. TenBrink said the following week, N. Davis Smith had hosted ferrets at the Oshtemo Branch. N. Davis Smith said this was true and 130 people had attended this program. F. Brown asked about item nine wondering how usage had been on the new iMacs. K. King said the library has been tracking how much they are being used, though does not have information on specifically what programs are being used.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey mentioned she had attended the meeting for the Douglass Community Association and thought all the members of the community who should have been there were present. Overall, she said representatives from the Douglass did not go into much detail about the past problems of the organization, which she thought was good, and there was a positive feel in the room concerning the current situation. L. Godfrey said the article in the Kalamazoo Gazette did a good job covering the event. She said there was a panel and each person on the panel talked specifically about one area of the Douglass's service profile.

B. Caple asked if L. Godfrey thought there was confidence from across the city in the current leadership at the Douglass Community Association. L. Godfrey said the current interim director had only been in the position for a few months and thought she was specifically chosen because of her background and the confidence people within the community had in her.

- V. Wright said she was very happy to be invited to the literacy breakfast with Walter Dean Myers. She said she not only enjoyed hearing him speak but catching up with staff members as well.
- F. Brown said his RotarAct Club had recently met at the Ladies Library Association and was happy to see the progress made on the construction. He also said WMU had recently experienced its second wave of incoming international students for the fall semester and that he was steering these students in the way of the library.

- J. VanderRoest said he had talked with C. Hoag about the Kalamazoo County Commission meeting and signing of the Law Library contract. He told Board members this was one of the best examples of intergovernmental cooperation in the county and he wished it was more visible. L. Godfrey said the Kalamazoo Bar Association published a monthly newsletter which C. Hoag had a column which updated readers on the happenings of the Law Library. J. VanderRoest said the Law Library is so much more accessible at KPL than it used to be. Director Rohrbaugh said it may be time to publish an article in LINK about the Law Library. Lastly, J. VanderRoest said he was sorry to have missed the Walter Dean Myers brunch.
- President TenBrink said she also enjoyed the Walter Dean Myers brunch. She said she attended the rollout of the new Head Start Program for this year. She said the new superintendent from KRESA was introduced and following some questions and answers S. Warner spoke about KPL's designation as a Family Place Library. Lastly, she invited Trustees to consider whether they were interested in attending MLA in October or PLA in March.
- B. Caple said he recently read both Reading Together books and he thought the pair was a brilliant selection. He recommended anyone read them that had not yet and said they were touching on a subject matter that was of critical importance in our society.

X. EXECUTIVE SESSION

President TenBrink asked for a motion to move to an executive session to hear an appeal from a banned patron (2013-1).

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO MOVE INTO AN EXECUTIVE SESSION TO HEAR AN APPEAL FROM A BANNED PATRON (2013-1).

Roll Call Vote: J. Vander Roest—yes; R. Brown—yes; F. Brown—yes; B. Caple—yes; V. Wright—yes; L. Godfrey—yes ; C. TenBrink—yes.

MOTION CARRIED 7-0. 

Trustees moved to an executive session at 5:11 p.m.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: J. Vander Roest—yes; R. Brown—yes; F. Brown—yes; B. Caple—yes; V. Wright—yes; L. Godfrey—yes ; C. TenBrink—yes.

MOTION CARRIED 7-0. 

Trustees moved to open session at 5:35 p.m.

MOTION: B. CAPLE MOVED AND R. BROWN SUPPORTED A MOTION TO UPHOLD THE PATRON 2013-1'S BANNING.

MOTION CARRIED 7-0. 

XI. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:37 p.m.

X _____
Fenner Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
August 31, 2013**

DATE: September 23, 2013

RECOMMENDATION:

I recommend the Board accept the Financial Reports for the month ending August 31, 2013.

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

September 9, 2013
Kalamazoo Public Library
Internal Financial Statements
For the month ending August 31, 2013

Combined Balance Sheet

Delinquent taxes receivable net of the allowance for doubtful accounts totaled \$55,991 as of the end of August for all years remaining combined. Other Assets of \$89,229 consisted primarily of the prepaid amount of the MESSA invoice for September insurance coverage.

Sources and Uses: Governmental Pooled Funds
Electronic Transfers

During the month of August, the library received \$94,991 (see end note) from the State of Michigan for the MPERS (Michigan Public School Employees Retirement System) Rate Stabilization payment for fiscal year 2012-2013. The library was notified of the amount pending on August 2 and received the check and the invoice before the end of the month. Revenue and expenditure recognition of the transaction was recorded entirely with fiscal year 2012-2013 on recommendation of the library's audit firm, Plante & Moran. Also receiving similar treatment was the receipt of \$30,975 in Aide to Public Libraries also received from the State of Michigan during the month of August.

The only electronic transfer not representing a normal recurring transaction was the transfer of \$1,000,000 from the First National Bank Insured Cash Sweep (ICS) account to the First National Bank checking account to be used for normal disbursements over the next four to six weeks.

As of the end of August, total pooled cash totaled \$6,412,759, representing funds held in the general operating, capital improvement, and special revenue funds.

General Fund Revenue and Expenditure Summary

Total expenditures as of August 31st represent 18.9% of the total budget for the year. Several large licensing and prepayment contracts for software and database access cause the slight front-loading of expenditures at the beginning of the fiscal year above a "normal" 16.7% even running rate. Total expenditures for the month of August of \$814,053 exceeded revenues recognized during the month (\$81,539), resulting in a net deficit for the month of August of \$732,513. Outstanding purchase orders of \$187,267 further reduces available fund balance to \$3,913,369 as of August 31.

Capital Improvement Fund

Expenditures during the month totaled \$6,879 with an additional \$149,573 in outstanding purchase orders. The outstanding purchase order total for the Renovation of the Youth, History, and CAMP areas represents \$140,679 of that outstanding balance. New orders for the month include the new print

document station (project #877 in Computer and Electronics) to be added to the photocopy and print area being repositioned adjacent to the reference desk at central library.

Other Gifts/Special Revenue Funds

During August, the Children's Room received \$2,000 from Target (project #315) for 1000 Books before Kindergarten and ONEPlace \$1,000 from the Kalamazoo Community Foundation (project #307) for ONEPlace programming.

Endowment Fund

Activity during the month of July included \$,473 of dividends and interest, \$90,810 of unrealized market gains, the payment of the 2nd quarter investment fee to Arcadia Investment Management of \$5,151 and the purchase of three separate fixed income instruments represented by the reduction of money market cash balances by over \$500,000 from the prior month. The certificates of deposit purchased and recorded with the funds were to Goldman Sachs, Fifth Third Bank, and American Express Centurion.

Note of the MPSERS UAAL Rate Stabilization Payment to District Libraries

The Education Omnibus Budget (PA 60 of 2013) for fiscal year 2014 provided state appropriated funding to district libraries for fiscal years 2013 and 2014. In fiscal 2013, \$500,000 was paid to district libraries to provide funding for the public school employees' retirement system. Of the \$500,000, Kalamazoo Public Library received \$94,991.

The appropriation received was to fund the employer's share of the Unfunded Actuarial Accrued Liability (UAAL) above the amount capped for 2012 (20.96%) representing 1.6% of reportable payroll. A corresponding amount for fiscal year 2013-2014 is currently estimated at \$246,978 for Kalamazoo Public Library representing 4.56% of reportable payroll.

Kalamazoo Public Library
Combined Balance Sheet
As of August 31, 2013

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	\$269.82	\$1,676,829.91	\$30,590.26	\$100,930.67	\$102,252.59
Investments	\$4,635,020.61	\$0.00	\$0.00	\$55,764.38	\$3,379,858.07
Total Cash & Equivalents	\$4,635,290.43	\$1,676,829.91	\$30,590.26	\$156,695.05	\$3,482,110.66
Accounts Receivable					
Accounts Receivable	\$602.89	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$602.89	\$0.00	\$0.00	\$0.00	\$0.00
Taxes Receivable					
Taxes Receivable	\$55,991.17	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$55,991.17	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets					
Other Assets	\$89,229.36	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$89,229.36	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$4,781,113.85	\$1,676,829.91	\$30,590.26	\$156,695.05	\$3,482,110.66
Liabilities and Fund Balance					
Current Liabilities					
Accounts Payable	\$34,867.76	\$967.82	\$0.00	\$0.00	\$0.00
Salaries Payable	\$39,683.80	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$50,343.20	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$124,894.76	\$967.82	\$0.00	\$0.00	\$0.00
Long Term Liabilities					
Long Term Liabilities	\$35,477.86	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$35,477.86	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance					
Fund Balance	\$4,620,741.23	\$1,675,862.09	\$30,590.26	\$156,695.05	\$3,482,110.66
Total	\$4,620,741.23	\$1,675,862.09	\$30,590.26	\$156,695.05	\$3,482,110.66
Total Liabilities & Fund Balance	\$4,781,113.85	\$1,676,829.91	\$30,590.26	\$156,695.05	\$3,482,110.66

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending August 31, 2013**

	August
BEGINNING CASH BALANCE *	\$ 7,253,086.51
* Including short-term investments	
<u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 3,074
Renaissance Zone Reimbursement	\$ 9,988
State Aid/MPSERS UAAL Rate Appropriation	\$ 125,967
District Court Penal Fines/Law Library Revenue	\$ -
Interest Income	\$ 928
Library Fines & Fees	\$ 15,509
Other Sources: Gifts, Grants, & Reimbursements	\$ 56,030
Other Gifts (Ready to Read, etc)	\$ -
TOTAL SOURCES OF CASH	\$ 211,496
<u>USES OF CASH:</u>	
Salaries & Wages	\$ (454,791)
Benefits	\$ (312,917)
Materials	\$ (89,989)
Supplies	\$ (5,965)
Facilities	\$ (37,393)
Technical Services	\$ (19,619)
Purchased Services	\$ (49,675)
Other	\$ (50,217)
Capital Expenditures	\$ (5,157)
Prior Year Payables	\$ (26,100)
Debt Service - transferred to reserve	\$ -
TOTAL USES OF CASH	\$ (1,051,823)
ENDING CASH	\$ 6,412,759
<u>Pooled Cash & Investment Accounts</u>	
<u>Checking & other liquid accounts</u>	
Cash to be deposited	\$ -
Fifth Third General & Payroll Checking Accounts	\$ 558,885
First National NOW & ACH Transfer Accounts	\$ 742,011
Fifth Third Arcadia Admin & Transfers Accounts	\$ 42,030
Petty Cash/Midwest Business Exchange Account/Paypal	\$ 12,261
Pooled Cash Accounts	\$ 1,355,188
<u>Pooled Investments</u>	
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52
Flagstar Bank MM & CD's	\$ 1,855,067
Huntington Aim Treasury, MM & CD's	\$ 24,160
First National Bank MM, ICS Savings, & CD's	\$ 3,178,292
Pooled Investment Accounts	\$ 5,057,572
Total Pooled Cash & Investments	\$ 6,412,759

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
August 2013**

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
8/1/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,697.86)
8/1/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (849.00)
8/1/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,583.17)
8/1/2013	MERS Contribution	First National Transfer	Municipal Employees Retirement Sys.	\$ (22,663.21)
8/2/2013	Transfer to Arcadia Checking	5/3 General Check		\$ (2,000.00)
8/2/2013	Transfer from General Checking		5/3 Arcadia Checking	\$ 2,000.00
8/6/2013	403B Employee Contributions	5/3 ACH Transfer	MEBS Employee Accounts	\$ (6,116.52)
8/6/2013	MERS HCSP	5/3 ACH Transfer	MERS HCSP Employee Accounts	\$ (1,010.66)
8/12/2013	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,139.93)
8/15/2013	Payroll August 15, 2013	5/3 Payroll Check	Employee Accounts	\$ (124,690.24)
8/15/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
8/15/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (48,608.11)
8/16/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (849.00)
8/16/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,808.17)
8/16/2013	Payroll August 15, 2013 Correction	5/3 Payroll Check	Employee Accounts	\$ (171.63)
8/16/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (28.60)
8/20/2013	Transfer to First Nat'l Checking	First National ICS		\$ (1,000,000.00)
8/20/2013	Transfer from First Nat'l ICS		First National Checking	\$ 1,000,000.00
8/21/2013	MERS HCSP	5/3 ACH Transfer	MERS HCSP Employee Accounts	\$ (1,010.95)
8/21/2013	403B Employee Contributions	5/3 ACH Transfer	MEBS Employee Accounts	\$ (6,237.23)
8/30/2013	Payroll July 31, 2013	5/3 Payroll Check	Employee Accounts	\$ (121,191.76)
8/30/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
8/30/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (48,005.10)
8/27/2013	Transfer to First Nat'l ACH	First National Checking		\$ (20,000.00)
8/27/2013	Transfer from First Nat'l Checking		First National ACH	\$ 20,000.00
Total Transfer Transactions				\$ (449,872.90)

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
 August 31, 2013

	August	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$0.00	\$0.00	\$0.00	\$10,279,872.00	\$10,279,872.00	0.0%
Other Taxes	\$9,988.18	\$0.00	\$9,988.18	\$127,665.00	\$117,676.82	7.8%
Fines and Fees	\$15,512.17	\$0.00	\$29,150.83	\$162,280.00	\$133,129.17	18.0%
Local Support	\$55,030.00	\$0.00	\$135,080.00	\$233,275.00	\$98,195.00	57.9%
Interest Income	\$927.98	\$0.00	\$951.45	\$10,000.00	\$9,048.55	9.5%
Other	\$81.00	\$0.00	\$299.00	\$0.00	(\$299.00)	0.0%
Total Revenue	\$81,539.33	\$0.00	\$175,469.46	\$10,813,092.00	\$10,637,622.54	1.6%
Expenditures						
Salaries						
Administrator Salaries	\$52,956.58	\$0.00	\$107,513.16	\$637,110.00	\$529,596.84	16.9%
Librarian Salaries	\$99,589.54	\$0.00	\$206,646.26	\$1,210,105.00	\$1,003,458.74	17.1%
Supervisory Technical Salaries	\$58,771.52	\$0.00	\$119,043.04	\$700,080.00	\$581,036.96	17.0%
Library Assistant Salaries	\$125,401.66	\$0.00	\$264,384.46	\$1,560,540.00	\$1,296,155.54	16.9%
Hourly Staff	\$53,320.41	\$0.00	\$77,092.27	\$596,554.00	\$519,461.73	12.9%
Substitute Salaries	\$7,927.96	\$0.00	\$11,824.87	\$85,960.00	\$74,135.13	13.8%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$90,000.00)	(\$90,000.00)	0.0%
Total	\$397,967.67	\$0.00	\$786,504.06	\$4,700,349.00	\$3,913,844.94	16.7%
Benefits						
Employee Insurance	\$77,543.13	\$0.00	\$155,120.72	\$985,215.00	\$830,094.28	15.7%
Retirement	\$46,198.44	\$0.00	\$92,316.52	\$592,195.00	\$499,878.48	15.6%
Employer FICA-Medicare	\$30,025.81	\$0.00	\$59,651.25	\$361,520.00	\$301,868.75	16.5%
Other Benefits	\$2,592.00	\$0.00	\$6,623.68	\$114,625.00	\$108,001.32	5.8%
Total	\$156,359.38	\$0.00	\$313,712.17	\$2,053,555.00	\$1,739,842.83	15.3%
Materials						
Adult Books	\$42,265.59	\$53,423.90	\$107,108.85	\$464,500.00	\$357,391.15	23.1%
Juvenile Books	\$6,631.76	\$2,325.81	\$13,459.41	\$98,350.00	\$84,890.59	13.7%
Periodicals	\$2,392.93	\$0.00	\$20,221.07	\$60,706.00	\$40,484.93	33.3%
Audio-Visual Material	\$20,926.65	\$17,537.55	\$42,632.01	\$299,300.00	\$256,667.99	14.2%
Digital Materials	\$30,878.42	\$0.00	\$68,525.93	\$195,620.00	\$127,094.07	35.0%
Total	\$103,095.35	\$73,287.26	\$251,947.27	\$1,118,476.00	\$866,528.73	22.5%
Facilities						
Fuel	\$334.86	\$0.00	\$446.40	\$67,700.00	\$67,253.60	0.7%
Electricity	\$22,898.29	\$0.00	\$29,314.40	\$182,900.00	\$153,585.60	16.0%
Water	\$132.68	\$0.00	\$132.68	\$5,875.00	\$5,742.32	2.3%
Custodial Supplies	\$3,193.41	\$4,098.78	\$10,281.95	\$74,275.00	\$63,993.05	13.8%
Grounds Maintenance	\$940.00	\$8,344.00	\$9,284.00	\$28,415.00	\$19,131.00	32.7%
Building Repair	\$4,950.23	\$499.99	\$5,450.22	\$82,875.00	\$77,424.78	6.6%
Building Operations	\$4,889.61	\$63,385.00	\$93,634.89	\$127,282.00	\$33,647.11	73.6%
Total	\$37,339.08	\$76,327.77	\$148,544.54	\$569,322.00	\$420,777.46	26.1%
Supplies						
Office Supplies	\$5,204.74	\$0.00	\$6,048.44	\$51,540.00	\$45,491.56	11.7%
Marketing Supplies	\$0.00	\$0.00	\$0.00	\$24,470.00	\$24,470.00	0.0%
Postage & Freight	\$1,067.05	\$0.00	\$1,867.02	\$46,230.00	\$44,362.98	4.0%
Processing Supplies	\$484.94	\$0.00	\$1,569.82	\$62,140.00	\$60,570.18	2.5%
Departmental Purchases	\$640.20	\$750.00	\$1,478.45	\$60,278.00	\$58,799.55	2.5%
Total	\$7,396.93	\$750.00	\$10,963.73	\$244,658.00	\$233,694.27	4.5%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
August 31, 2013

	August	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$4,197.28	\$0.00	\$13,516.39	\$77,420.00	\$63,903.61	17.5%
Telecommunications	\$12,140.36	\$0.00	\$14,548.25	\$90,280.00	\$75,731.75	16.1%
Software & Licensing	\$7,022.11	\$18,305.15	\$213,601.54	\$310,549.00	\$96,947.46	68.8%
Cataloging & Processing	\$4,403.85	\$0.00	\$5,253.45	\$66,922.00	\$61,668.55	7.9%
Total	\$27,763.60	\$18,305.15	\$246,919.63	\$545,171.00	\$298,251.37	45.3%
Purchased Services						
Security	\$10,236.07	\$0.00	\$10,236.07	\$112,884.00	\$102,647.93	9.1%
Insurance	\$2,003.40	\$0.00	\$49,469.70	\$83,500.00	\$34,030.30	59.2%
Legal Services	\$264.00	\$0.00	\$264.00	\$17,000.00	\$16,736.00	1.6%
Contracted Services	\$29,849.77	\$0.00	\$36,375.27	\$219,713.00	\$183,337.73	16.6%
Printing Services	\$256.38	\$0.00	\$12,310.36	\$95,000.00	\$82,689.64	13.0%
Advertising	\$5,622.30	\$0.00	\$5,841.30	\$68,000.00	\$62,158.70	8.6%
Total	\$48,231.92	\$0.00	\$114,496.70	\$596,097.00	\$481,600.30	19.2%
Other Expenditures						
Miscellaneous Operating	\$2,002.59	\$179.75	\$2,221.29	\$67,240.00	\$65,018.71	3.3%
Tax Charge Backs	\$12,208.71	\$0.00	\$12,208.71	\$70,000.00	\$57,791.29	17.4%
Travel & Conference-Director	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
Travel & Conference	\$500.27	\$0.00	\$500.27	\$48,800.00	\$48,299.73	1.0%
Staff Development	\$8.00	\$0.00	\$8.00	\$28,470.00	\$28,462.00	0.0%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
Miscellaneous Disbursements	\$3,005.89	\$9,250.00	\$12,718.26	\$64,074.00	\$51,355.74	19.8%
Vehicle Maintenance	\$376.62	\$0.00	\$376.62	\$5,260.00	\$4,883.38	7.2%
Programming Expenditures	\$13,110.68	\$8,096.30	\$30,803.09	\$127,700.00	\$96,896.91	24.1%
Rent	\$4,686.12	\$1,575.00	\$11,472.24	\$31,600.00	\$20,127.76	36.3%
Total	\$35,898.88	\$19,101.05	\$70,308.48	\$452,144.00	\$381,835.52	15.6%
Total	\$814,052.81	\$187,771.23	\$1,943,396.58	\$10,279,772.00	\$8,336,375.42	18.9%
Transfers						
Transfers In						
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$1,054,000.00	\$1,054,000.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$1,054,000.00	\$1,054,000.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$1,054,000.00	\$1,054,000.00	0.0%
BEGINNING FUND BALANCE	\$4,833,150.17	\$0.00	\$5,680,792.58	\$5,680,792.58	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$732,513.48)	(\$187,267.23)	(\$1,767,423.12)	(\$520,680.00)	\$1,246,743.12	339.4%
ENDING FUND BALANCE	\$4,100,636.69	(\$187,267.23)	\$3,913,369.46	\$5,160,112.58	\$1,246,743.12	75.8%

Kalamazoo Public Library
Capital Improvement Fund Income Statement
August 31, 2013

	Actual	Encumbrances	Year to Date	Budget	Variance
Revenue					
Total Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditures					
Library Systems and Equipment					
Integrated Library System					
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Total Library Systems and Equipment	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Furniture & Equipment					
Furniture & Equipment					
810 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$90,478.81	\$90,478.81
811 - Carpet Master Plan/1st Renovation	\$0.00	\$0.00	\$0.00	\$109,509.00	\$109,509.00
815 - Laptop chairs & Workspaces-Oshtemo	\$0.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00
862 - Oshtemo Chair Dollies	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00
879 - Color Laser Printer - MAC	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00
880 - ADS conference room	\$0.00	\$0.00	\$0.00	\$1,930.00	\$1,930.00
881 - Eastwood/Powell - table/chairs/display	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
882 - Oshtemo-Drop box/coffee cabinet	\$0.00	\$0.00	\$0.00	\$6,700.00	\$6,700.00
Total Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$235,717.81	\$235,717.81
Building Alterations					
Building Alterations					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$60,610.71	\$60,610.71
821 - Oshtemo Concrete	\$0.00	\$0.00	\$0.00	\$4,400.00	\$4,400.00
823 - Generator - Oshtemo	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
824 - Generator - Eastwood	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
827 - Security Camera System	\$0.00	\$1,218.01	\$1,218.01	\$1,218.01	\$0.00
870 - 2013 Renovations-Youth/History/Camp	\$4,612.00	\$140,678.75	\$144,335.00	\$171,397.00	\$27,062.00
873 - Parking Lot LED Lights	\$0.00	\$0.00	\$0.00	\$18,140.00	\$18,140.00
874 - Metasys control system/monitors	\$0.00	\$0.00	\$0.00	\$36,670.00	\$36,670.00
Total Building Alterations	\$4,612.00	\$141,896.76	\$145,553.01	\$309,435.72	\$163,882.71
Computer & Electronics					
Automation					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$86,734.10	\$86,734.10
831 - Automation Replacement	\$2,267.80	\$0.00	\$2,377.80	\$52,120.39	\$49,742.59
832 - Hardware	\$0.00	\$0.00	\$0.00	\$5,607.08	\$5,607.08
865 - Game Carts - Teen	\$0.00	\$0.00	\$7,412.46	\$12,011.00	\$4,598.54
866 - Laptops for IT, MAC, Teen	\$0.00	\$0.00	\$0.00	\$1,860.00	\$1,860.00
875 - Spare Switches	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
876 - Upgrade virtual services	\$0.00	\$0.00	\$0.00	\$8,304.00	\$8,304.00
877 - Envisionware Letter Document Station	\$0.00	\$7,676.00	\$7,676.00	\$7,700.00	\$24.00
878 - Laptops/iPads	\$0.00	\$0.00	\$0.00	\$11,410.00	\$11,410.00
Total Computer & Electronics	\$2,267.80	\$7,676.00	\$17,466.26	\$191,746.57	\$174,280.31
RFID					
RFID					
850 - RFID Reserve	\$0.00	\$0.00	\$0.00	\$11,703.00	\$11,703.00
852 - RFID Building/Furniture	\$0.00	\$0.00	\$0.00	\$15,203.00	\$15,203.00
Total RFID	\$0.00	\$0.00	\$0.00	\$26,906.00	\$26,906.00
Total Expenditures	\$6,879.80	\$149,572.76	\$163,019.27	\$776,120.10	\$613,100.83
Transfers					
Total Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beginning Fund Balance	\$1,682,741.89	\$0.00	\$1,690,391.60	\$1,690,391.60	\$0.00
Net Surplus/(Deficit)	(\$6,879.80)	(\$149,572.76)	(\$163,019.27)	(\$776,120.10)	(\$613,100.83)
Beginning Fund Balance	\$1,675,862.09	(\$149,572.76)	\$1,527,372.33	\$914,271.50	(\$613,100.83)

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
August 31, 2013

	Month	Encumbrance	Year to Date	Budget	Variance	% Complete
4 - Special Revenue Fund						
Revenue						
233 - Ready to Read - Gifts	\$300.00	\$0.00	\$574.49	\$2,000.00	\$1,425.51	28.7%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.0%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
307 - ONEplace Nonprofit Services	\$1,000.00	\$0.00	\$1,912.43	\$0.00	(\$1,912.43)	0.0%
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
315 - Children's Room Grants	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	100.0%
Total Revenue	\$3,300.00	\$0.00	\$4,486.92	\$27,000.00	\$22,513.08	16.6%
Expenditures						
Materials						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.0%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$17,000.00	\$17,000.00	0.0%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$29,500.00	\$29,500.00	0.0%
Purchased Services						
303 - History Room Gifts	\$544.50	\$0.00	\$544.50	\$7,441.00	\$6,896.50	7.3%
Total	\$544.50	\$0.00	\$544.50	\$7,441.00	\$6,896.50	7.3%
Other Expenditures						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
307 - ONEplace Nonprofit Services	\$3,300.00	\$0.00	\$3,300.00	\$10,309.00	\$7,009.00	32.0%
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
315 - Children's Room Grants	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
380 - Scholarships/Administration Mini-Grants	\$0.00	\$0.00	\$0.00	\$874.80	\$874.80	0.0%
383 - History Room Mini-Grant	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$0.00	\$517.00	\$517.00	0.0%
388 - Powell Mini-Grant	\$0.00	\$0.00	\$0.00	\$1,382.00	\$1,382.00	0.0%
389 - Washington Square Mini-Grant	\$0.00	\$0.00	\$0.00	\$111.00	\$111.00	0.0%
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00	0.0%
391 - Children's Mini-Grant	\$56.25	\$0.00	\$56.25	\$1,365.00	\$1,308.75	4.1%
Total	\$3,356.25	\$0.00	\$3,356.25	\$23,858.80	\$20,502.55	14.1%
Total Expenditures	\$3,900.75	\$0.00	\$3,900.75	\$60,799.80	\$56,899.05	6.4%
BEGINNING FUND BALANCE	\$157,295.80	\$0.00	\$156,108.88	\$156,108.88	\$0.00	N/A
NET SURPLUS/(DEFICIT)	(\$600.75)	\$0.00	\$586.17	(\$33,799.80)	(\$34,385.97)	N/A
ENDING FUND BALANCE	\$156,695.05	\$0.00	\$156,695.05	\$122,309.08	(\$34,385.97)	N/A

**Kalamazoo Public Library
Endowment Fund
Report date: August 2013
Balances as of: July 2013**

	6/30/2013		%	7/31/2013		%
	Cost	Market	Cost to	Cost	Market	Cost to
	Basis	Basis	Market	Basis	Basis	Market
			Increase			Increase
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 530,458.95	\$ 530,458.95	0.0%	\$ 102,252.59	\$ 102,252.59	0.0%
Stocks	\$ 1,046,517.09	\$ 1,667,478.70	59.3%	\$ 1,046,517.09	\$ 1,760,705.07	68.2%
Fixed Income Investments	\$ 1,196,001.77	\$ 1,194,040.25	-0.2%	\$ 1,623,427.34	\$ 1,619,153.00	-0.3%
	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	
Total Value	<u>\$ 2,772,977.81</u>	<u>\$ 3,391,977.90</u>	<u>22.3%</u>	<u>\$ 2,772,197.02</u>	<u>\$ 3,482,110.66</u>	<u>25.6%</u>
<u>Fund Balance</u>						
Assigned for Children's Endowment		<u>\$ 18,638.16</u>			<u>\$ 18,682.90</u>	
Kalamazoo Public Library Endowment		<u>\$ 3,373,339.74</u>			<u>\$ 3,463,427.76</u>	
<u>Year to Date Revenue & Expenditures</u>						
Net Withdrawals/Deposits from/to Account		\$ (34,713.75)			\$ -	
Dividend and Interest Income		\$ 50,076.77			\$ 4,473.86	
Realized Gains (Losses) on Sale of Assets		\$ -			\$ -	
Unrealized Gains (Losses) on Market Value		\$ 350,519.94			\$ 90,810.80	
Arcadia Investment Management Fee/Other		<u>\$ (20,200.64)</u>			<u>\$ (5,151.90)</u>	
Net Change		\$ 345,682.32			\$ 90,132.76	

Summary:

Fixed income investments included the purchase of Goldman Sachs, Fifth Third Bank, and American Express Centurion CD's.

**Director's Report
September 2013**

From the director

1. Recent meetings and events attended include several D's meetings, the United Way kick-off, Friends Board meeting, two Family Place webinars, an affordable health care webinar, a demo of streaming services from Midwest Tape, and several library programs.
2. Andrea Vernola joined me at the Friends of KPL September board meeting to report on summer reading games which had been funded by the Friends. In other news from that meeting:
 - Sales for the year so far are down from last year but membership dues are up.
 - Sales did increase in July; better books were being donated and credit cards began being accepted.
 - A \$3,000 contribution to the millage campaign and gold level sponsorship of the Spelling Bee were approved.
 - Leftovers from the Bag-of-Books sale will go to Goodwill.
 - Volunteer involvement and help has increased; a volunteer appreciation event will be held on September 25.
3. We plan to move from a bi-monthly to a quarterly LINK this spring in response to patron comments. Patrons have asked for a seasonal schedule so we will move to March/April/May, June/July/August, September/October/November, December/January/February schedule. Our Program Committee also prefers this schedule as they program by the season. We have found that social media, e-newsletters, and email blasts, are becoming better avenues for promoting programs and events, allowing more space in LINK for articles on services rather than primarily program and event information.
4. Several of us met with KPS staff to talk about a shared KPL/KPS card in preparation for first grade visits, but also for any KPS class. KPS likes our proposal that KPS students get a card through a simplified KPL profile that will allow them to check out three books at one time. The KPS cards will expire the first day of school the following school year. Parents can bring in their child's school card at any time and convert it to a regular KPL card for full borrowing privileges. At that time, we would fully register the child. This process will be much easier for both KPL and KPS.

5. We hosted the Parchment Community Library staff for the morning of their annual staff day. They were particularly interested in ebooks, displays and marketing, and our bedbug experiences. Good information shared both ways.
6. A few dates for your calendar:
 - Monday, October 14, Staff day, library closed
 - Saturday, October 19, Teen read-a-thon (pledge food for Loaves and Fishes)
 - Friday, November 8, all day Youth Literature Seminar
 - Wednesday, November 13, 6:30 PM, Spelling Bee
 - Monday, November 25, 4 PM, special board meeting
 - Wednesday, December 11, staff holiday tea (exact time TBD)

Create young readers

7. We received a grant for \$2,000 from Target for our “1000 Books Before Kindergarten” program that will launch later this fall. The grant will be used for printing costs for the record sheets parents will use to record books read.
8. Plans are underway to expand the “Baby Talk” and “Toddler Talk” programs to Eastwood later this fall. These programs are in partnership with *Healthy Babies Healthy Start* and have been offered at Oshtemo.
9. Children are enjoying the new toys at all locations. At Central we have a wonderful wooden dollhouse with moveable furniture, bedding, and people. Some children are very social and tell stories about their play, some play quite independently but side-by-side with others. We also have new baby dolls, vehicles with wheels, and building pieces.

Stimulate imagination

10. Our first off-site adult program, authors Erin Hart and Paddy O’Brien, at O’Duffy’s Pub, was very well received. The venue was at capacity, about sixty, for the program of readings, Irish music, and storytelling, followed by a book signing. This was a perfect setting and partner; O’Duffy’s shared the cost and were very accommodating.
11. Many staff members attended a demo of Hoopla, a streaming video, music, and audiobook content service with a good mix of studios and publishers. The service offers a per download pricing model with the cost ranging from \$.99 to \$2.99, depending upon the title. No decision has been made yet on adding this new service.
12. Freegal and Zinio, two of our newest digital content services, continue to circulate steadily though have not had significant increases in use over the summer. 889 songs and 319 magazines were downloaded in August; Freegal downloads have been about 900 each month, Zinio downloads have dropped slightly since the initial burst of use when the service was new.

13. We are working closely with Northglade Montessori Magnet School this year and next on a collaborative program between the school family and Powell Branch. We're interested to learn if a strategic partnership between an elementary school and a public library will lead to gains in student skills and library use. We'll report throughout the year.
14. With this close relationship, Northglade will kick off first grade visits this fall at Powell on September 26.
15. Winners of the adult summer reading game raffle have picked up their prize of a Kindle Paperwhite ereader. Not surprisingly, all five winners were thrilled.

Connect to the digital world

16. A staff task force will lead the planning for the digital lab with input from community stakeholders, patrons, and staff. We hope to open the area in late winter or early spring. We'll have a fuller report at a board meeting as the plans develop.

Celebrate Local

17. WMU Archives has been directing patrons to us during their move. There are close ties and a general atmosphere of collaboration in the local history community and much excitement about the archives new building.
18. The Kalamazoo Valley Museum will be using a portion of the 1939 film that we have uploaded to our youtube channel for a new section in their history gallery.

Library stories/comments from patrons

19. A posting on our Facebook page: "thank you, KPL, for your wonderful little conference rooms; I tutor an adult student and your rooms are a welcoming place to meet. Again, my tax dollar at work, providing something I truly value".
20. We recently purchased new toys for the children's areas at all locations. One patron wrote: "thanks for all your great work. I am really thankful for the cheerful encouragement I receive in helping my little people grow and that I see extended to ALL families in the children's room. I relish the opportunities that my daughter has to make meaningful connections with other children over toys and books, even if for a few minutes. She asks every time we get ready to go to the library if her friends will be there. It feels good that I can without a doubt say yes. I really hope she will never lose her open heart to anyone who is happy to share a puzzle or dollhouse. Thank you for providing an environment that nurtures a diverse community of little people who see everyone as a potential friend."

21. A comment through the website: I want to let the library staff and decision makers of KPL know that I love the email reminders of material due dates! It is so very helpful and easy to return items on time as well as super easy to renew. Thank you for developing this patron friendly system. I also love the unlimited renewal policy. And one more thing I like that I did not expect to is the automated checkout at the library. There are many times I walk out from the library onto Rose Street and smile and think what a gift this public library is!”

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
August 31, 2013**

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>BOOKS</u>									
Adult	24,430	1,440	11,398	762	2,588	40,618	83,272	88,577	-6%
-ebook	3,100					3,100	6,198	4,483	38%
-Digital Magazine	319								
Teen	3,973	276	1,364	117	214	5,944	12,866	14,089	-9%
Juvenile	<u>16,789</u>	<u>1,432</u>	<u>10,473</u>	<u>457</u>	<u>1,566</u>	<u>30,717</u>	<u>67,222</u>	<u>63,257</u>	6%
Total	<u>48,611</u>	<u>3,148</u>	<u>23,235</u>	<u>1,336</u>	<u>4,368</u>	<u>80,698</u>	<u>170,226</u>	<u>170,406</u>	0%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	2,362	146	1,253	54	202	4,017	8,313	9,008	-8%
-Digital Download	1,066					1,066	2,064	1,489	39%
Music									
-CD	5,520	463	1,144	214	496	7,837	16,449	16,540	-1%
-Digital Download	893								
Video									
-DVD	33,401	5,245	10,446	3,883	7,920	60,895	124,169	117,478	6%
Total Non-Print Material	<u>43,242</u>	<u>5,854</u>	<u>12,843</u>	<u>4,151</u>	<u>8,618</u>	<u>74,708</u>	<u>152,655</u>	<u>144,515</u>	6%
Total Circulation	<u>91,853</u>	<u>9,002</u>	<u>36,078</u>	<u>5,487</u>	<u>12,986</u>	<u>155,406</u>	<u>322,881</u>	<u>314,921</u>	3%
Computer Usage									
Onsite Computer Use	9,944	986	1,619	834	992	14,375	24,014	27,343	-12%
Computer Usage Remote						2,416,834	4,924,369	4,937,829	0%
Wireless Internet	3,306	228	504	296	275	4,609	8,193	5,836	40%
Database Statistics									
Database Sessions	1,078					1,078	2,195	2,409	-9%
Database Searches	31,278					31,278	71,523	95,820	-25%
Total Registrations	457	39	137	19	44	696	1,450	1,473	-2%

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<u>Programs/Tours</u>									
In-House									
Adult Events	2	0	3	1	2	8	22	30	-27%
Attendance	46	0	224	30	70	370	685	619	11%
Teen Events	6	1	0	4	0	11	31	20	55%
Attendance	237	49	0	196	0	482	1078	690	56%
Juvenile Events	18	10	18	6	2	54	122	149	-18%
Attendance	528	366	1474	165	157	2690	5728	6532	-12%
Total Events	26	11	21	11	4	73	175	199	-12%
Total Attendance	811	415	1698	391	227	3542	7491	7841	-4%
Law Library									
Visitors	299						598	287	108%
Phone Calls	110						110	109	1%
Questions Answered	440						440	428	3%

*Prior year to date total for law library doesn't include July 2013 stats. (Started recording August 2013)

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