



Kalamazoo
Public Library

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MEETING AGENDA

KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES

CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR

315 S. Rose Street, Kalamazoo, MI 49007

October 22, 2012, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of September 24, 2012
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Months Ending August 31, 2012 and September 30, 2012
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. 2011-2012 Audit – Tom Cole and Cory VanDyke
 - B. Purchase/Lease of Photocopiers
 - C. Survey Committee
 - Reports
 - D. First Quarter Strategic Planning Statistics
 - E. Legislative Update—Diane Schiller
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development and Allocations 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 MEETING
Date: September 24, 2012
Time: 4:00
Location: Eastwood Branch Community Room

TRUSTEE ROLE CALL:

Present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James VanderRoest, and Valerie Wright.

Absent: None

CALL TO ORDER:

President Godfrey called the meeting to order at 4:01 p.m.

AGENDA APPROVAL:

The agenda was amended to change the order of the reports for item V: V. A. Law Library Update, V. B. Eastwood Branch Update, and V. C. Summer Reading Games Wrap-Up. The amended agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Board Meeting of August 27, 2012*

B. *Personnel Items*

- **Changes to FTE**

The Supervisory-Technical Youth Outreach Coordinator FTE 1.0 position currently held by **Andrea Enyedi** was reduced to FTE .75 and the KPLA Library Associate FTE .75 position currently held by **Jill Lansky** in Teen Services became FTE 1.0 effective September 16, 2012. These changes reflect the personal requests of these staff members and shifting responsibilities within the Youth Services department.

IV. **FINANCIAL REPORT**A. *Financial Reports for the Period Ending August 31, 2012*

No report. Director Rohrbaugh told trustees that D. Schiller had been out of town and that she had talked with Board Treasurer J. VanderRoest about presenting both August and September Financial Reports at the October Board Meeting.

V. **REPORTS AND RECOMMENDATIONS**REPORTS:A. *Law library Update – Caitlin Hoag*

Report: C. Hoag distributed a handout to Board members. She told them that she had recently talked to a group called NALS of West Michigan, which is the National Association of Legal Support Staff. She said that she was happy to speak with them and that she was surprised that many members were not familiar with the services offered by the Law Library.

C. Hoag gave an overview of the Law Library starting by saying it served both lay people and attorneys and that the collection encompassed a wide variety of materials with 363 titles in the collection and over 2,500 volumes. The library also subscribes to the legal database WestLaw. The total budget for the Law Library for the 2012-2013 fiscal year is approximately \$53,000. C. Hoag told Trustees that the staff collaborate with Kalamazoo County (who partially funds the Law Library), the Kalamazoo Bar Association for the *Ask A Lawyer* clinics, and local attorneys. Local attorneys have helped develop the divorce packets that the library sells and the *In a Nutshell* pamphlets that the Law Library distributes. Patrons are often referred to the Law Library by the County Courts, Legal Aid, and Friend of the Court for forms and other information.

C. Hoag then began sharing with Trustees some of the projects the Law Library was working on. One thing they have recently begun doing again was collecting statistics on the number of visitors, telephone calls, and questions answered. She said this is important information to provide to the County when the library negotiates the next contract since the Law Library is not a part of Strategic Planning. In the month of August, there were 287 visitors, staff received 109 phone calls, and answered 428 questions. C. Hoag said that she thought this was a slow month compared to other months because there was no legal clinic and many students were out of town. Staff were also working on contacting local attorneys to update the *In a Nutshell* brochures.

Discussion: J. VanderRoest asked about C. Hoag's pie chart she had distributed on the types of questions staff in the law library answer asking what the "Other" category consisted of. C. Hoag said this may be computer questions, printing questions, or a less popular area of law which is not often asked about. J. VanderRoest confirmed with C. Hoag that she thought the month of August was a slow month. She said that indeed she did think it was slow and that, in general, the summer months were a bit slower than during the school year. J. VanderRoest asked Director Rohrbaugh if the law library statistics could be added to the statistics on the Director's Report each month for the Board Meeting. He said he thought the Law Library did excellent work and that these numbers were important for justifying its existence. C. Hoag finished by saying that she had been back working in the Law Library since January 2012 and that she was really enjoying working with and helping the patrons.

President Godfrey asked about the "Clinic/Attorney Ref" portion of the pie chart in C. Hoag's report. She answered that this consisted of signing patrons up for *Ask a Lawyer*, referring them

to other legal clinics in town, or directing them to the State Bar Attorney Referral System or the Kalamazoo County Bar Association's Attorney Directory. President Godfrey commended C. Hoag for speaking to NALS and sharing with them what a great resource the Law Library could be for them. V. Wright asked if the Law Library sells any packets besides Divorce Packets to which C. Hoag answered that this was the only packet the Law Library sold. She said patrons could print off forms but staff would not tell them how to fill the forms out. There is another company in town that sells packets for divorce at a much higher cost and there have been a number of occasions when people have bought these forms to use and the courts have rejected the forms and told them to purchase the packet from the library. The price of the packets is \$3.

Disposition: Trustees thanked C. Hoag for her report and the work she and other staff are doing in the Law Library.

B. Eastwood Branch Update – Judi Rambow

Report: President Godfrey thanked J. Rambow for hosting the Board of Trustees Meeting at the Eastwood Branch. J. Rambow gave out two handouts and told the Board she would be talking about the benefits of combining the Eastwood and Powell Branches. She started by saying that the branches now had two rather than one librarian. She was responsible for managing the two branches and T. Malynowsky-Rakowsky was responsible for programs. J. Rambow referred to the sheet she had given to Board members on programming statistics saying the T. Malynowsky-Rakowsky really enjoyed programming and had some huge programs this summer at these two branches. The Summer Day Camp at the Powell Branch participated much more in summer events at the library this year as well as the Boys and Girls Club. J. Rambow said that both librarians were really enjoying their new positions. J. Rambow and T. Malynowsky-Rakowsky rotate days at the branches and the days that T. Malynowsky-Rakowsky is at a specific branch are the days she holds the library programs at that branch, though J. Rambow has continued to do the Urban Fiction Book Club and Pizza and Pages. Both librarians are also both attending the Northside Business Association meetings and J. Rambow has been introduced to many people living on the Eastside of Kalamazoo.

With the consolidation of these two branches, these locations have 2.5 library assistants that can share responsibilities as well as concentrate on things they are strong in. J. Rambow said the hourly employees are all very capable of completing circulation work at both of these branches and they have now been trained to complete this work which has further resulted in work being shared between employees more effectively. J. Rambow has also been working to update the collections at Eastwood and making the collections look more attractive. She said that there were many empty display holders every morning as a result of this conscious effort.

J. Rambow told trustees she was planning on making the computer room at Eastwood into a study room. The computers would move out into the public area so tutors and students could have a more private space to work. She said she would also be working on more displays to help boost circulation. B. Caple commented on how strong the programming numbers were at Eastwood. J. VanderRoest said when he first heard about the staffing changes to the branches he was skeptical it would work but he was impressed with the changes and thought that J. Rambow and T. Malynowsky-Rakowsky were both doing a great job. President Godfrey said the integration of the staffing at the two branches was great.

Disposition: Trustees thanked J. Rambow for her report.

C. Summer Reading Games Wrap-Up – Andrea Vernola, Stewart Fritz, and Michael Cockrell

Report: The presenters distributed prizes to the Board of Trustees that were leftover from Summer Reading Games as well as reports about the final numbers for Summer Reading Games. S. Fritz began the report by saying there was an overall increase in the number of patrons participating in Summer Reading Games in 2012. A total of 5,315 patrons signed up in 2012. A. Vernola told trustees the design of the games was the same as last year with prizes at 20, 40, and 60 days of reading. She described the prizes the different age groups at these benchmarks. A total of 795 preschool aged children signed up for the games which was an increase from 703 in 2011. A. Vernola said she was pleased to report that 438 children received the 20 day prize, 372 received the 40 day prize, and 249 the 60 day prize. A total of 2,237 school aged children sign-up for Summer Reading Games, including every first grader in KPS. Of these, 629 received the 20 day prize. The children's room also once again collaborated with Communities in Schools preregistering summer school students and planning a visit to the library when they received their 20 day prize. She told trustees they had many successful programs over the summer.

S. Fritz told Board members that a total of 1,077 teens and tweens registered for Summer Reading Games. Though this number was lower than 2011, more of these students returned to participate in the games. Teen and tween budgeted for more prizes than last year and ended up running out of many due to high participation. A total of 361 tweens returned for their 20 day prize, 248 for the 40 day prize, and 153 for the 60 day prize. A total of 169 teens returned to the library for the 20 day prize, 132 returned for the 40 day prize, and 86 for the 60 day prize. The teen department also collaborated with Communities in Schools working with 5th and 6th graders. The teen department also had a number of successful programs over the summer with 187 people at a tie-dye program and 65 at the Hunger Games Archery program. S. Fritz also gave Board members a historical breakdown of teen and tween participation.

A. Vernola said the library saw a nice increase in the number of patrons continuing to play Summer Reading Games by collecting 40 and 60 day prizes in 2012 and she thought it was great to see so many people engaged in the game for that long. President Godfrey asked why the presenters thought people were playing the games longer. S. Fritz said that good prizes made a huge difference and A. Vernola said having a simplified game made a big difference. M. Cockrell said having the games all structured the same was helpful, especially for the adult game. He explained that for 2012 the largest number of signups for the adult game came from the Children's Desk because parents were playing along with their children.

President Godfrey asked what books were given away for the 20 day prize. A. Vernola and S. Fritz said they were giving away a great number of titles. The books were purchased at Scholastic Book Sales and there were many instances when staff had to go out and buy more books after running out. Some popular titles included the *Diary of a Wimpy Kid* series and the *Hunger Games* trilogy. A. Vernola explained that a book was a really good prize because it was exciting for participants to win, easy to purchase more of if the staff was running out, and transferrable to the next year as a prize. B. Caple asked if one of the other prizes could be replaced with a book since the books seemed to be so popular. A. Vernola said that this had been considered and that the group that plans the games would begin meeting soon for next year to talk about next year's program.

F. Brown asked how the library envisioned the program may change in the future. S. Fritz answered that he and A. Vernola had come up with some ideas and they were thinking about

how the program could be expanded to make it more challenging. President Godfrey mentioned that one of the things she enjoyed about the old game was that it forced you to read other genres. A. Vernola said she liked that this game encouraged people to make reading a daily habit. V. Wright said she liked that the first prize was a book and that she was impressed how many students kept with the game. S. Fritz said he thought staff did a really good job of encouraging patrons to continue coming back for their prizes. M. Cockrell also said having good end of game raffle prizes encouraged participation in the games. C. TenBrink asked how many raffle prizes the library gave away. A. Vernola said there were six prizes each for preschool and school aged kids. S. Fritz said there were ten movie passes to the Rave for tweens and teens and they also gave away gift certificates to Book Bug and a Kindle. They explained that each time a patron received a prize their name was entered into the raffle drawing.

M. Cockrell explained that the adult game followed the same format as the other age group games and also had a night theme. Both signups and participation were slightly up from 2011. He explained the prizes and told trustees that the library was very accurate in ordering the 60 day prize with only two extras remaining. The largest number of signups for adults was at Central Library's Children's Room desk which showed many adults were playing the games along with their children. A total of 1,206 adults signed up for the game and 412 (34%) received their 60 day prize. M. Cockrell showed the five year trend for Summer Reading Games for adults, saying the library had done a good job increasing participation each year. M. Cockrell's report also contained information about the end of Summer Reading Games Concert with the band Milkshake in Bronson Park. Following a question about the 60 day prize running out, M. Cockrell said the library did not want to overestimate on prizes and have a lot of extra prizes left over. M. Fritz said she increased the number of prizes ordered by 30% for 2012 and the library still ran out. S. Fritz said they were considering making the prizes more KPL specific. This would make it easier to order more in a crunch and would mean leftovers would be more usable after the games ended. Director Rohrbaugh thanked the Friends for underwriting Summer Reading Games each year, the total cost of which was approximately \$25,000.

Disposition: Trustees thanked A. Vernola, S. Fritz, and M. Cockrell for their report and the Friends for funding the Summer Reading Games.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. VanderRoest said that there was no report but a date had been set for a meeting to review the audit.
- B. *Personnel Committee*—no meeting.
- C. *Fund Development and Allocations Committee*—no meeting.
- D. *Director's Building Advisory Committee*—no meeting.

VII. OTHER BUSINESS

A. *Board Discussion of Community Attitude, Awareness and Usage Survey*

Background: Director Rohrbaugh wrote that it had been over nine years since the library last conducted an AAU survey. As revenues continued to decline, the library approached the end of the current strategic plan, and looked to a millage renewal in May 2014, she thought it would be most helpful to have input from users and the community.

Revenues have been declining, generally in the 3-4% range. The library has dropped some services and reduced others, reduced expenditures in almost all budget categories, and trimmed salaried staff by about 10% through attrition. Management Team has discussed what Director Rohrbaugh might recommend to the Board for the next level of reductions if the current rate of decline continues or if revenues decreased substantially. It would be helpful to hear from library users and the community what services were most important to them.

The strategic plan “ends” in June 2013. Likewise, management would like to align library priorities with those of the community and with revenues. Director Rohrbaugh does not expect to recommend to the Board another strategic planning process, but rather that the library roll over the current plan or tweak it a bit. Input from the community would be important to have in mind throughout that decision making process.

And the millage....the library expects to go to the voters in May 2014 for a renewal of the second millage. Part of the campaign will center on what a renewal would provide, what a defeat of the millage would mean. Again, the library would want to align the campaign, along with the strategic plan, with what is of greatest value to the community.

Director Rohrbaugh would look to an AAU study to inform library decisions on which services to reduce or eliminate, the priorities for the strategic plan, and the upcoming millage. All are very interrelated.

Discussion: Director Rohrbaugh started by saying the last survey was in 2003. She showed Trustees the summary from this last survey telling them she had a large notebook of all the responses gathered. It was a way to figure out how the library was regarded in the community. She said that it seemed like a good time to complete another survey and highlighted the three things the survey results could be used for: the next round of strategic planning, the millage campaign, and deciding upon further reductions.

J. VanderRoest asked Director Rohrbaugh if she had an estimate of the cost of this survey. She told him that she had talked to two companies and the Kercher Center at WMU. She was not able to get an estimate from the Kercher Center, but the first company estimated \$15,000-20,000 and the second company estimated \$12,000-19,000. The cost depended upon how big the sample population would be, as well as, if they decided to oversample in areas of higher voter turnout. C. TenBrink asked where the two companies were located. Director Rohrbaugh told her that one company was from Battle Creek, MI and the second from Columbus, OH. If chosen, the firms would visit the library and draft the questions after talking with library staff.

R. Brown asked Director Rohrbaugh how helpful the library found the survey from 2003. Director Rohrbaugh said that she remembered Board members having some qualms about the methodology of the last survey but that when she revisited it she thought it was very helpful.

She gave Board members examples from the two companies she had contacted of recent surveys that had been completed and how they had helped the libraries plan for the future. B. Caple asked if any of the other Class 6 were completing this type of survey soon. Director Rohrbaugh answered that Kent District Library was planning on undertaking a survey in the next year to help the library plan for a millage vote. She told trustees that the lead for the company in Ohio came from a colleague in the Urban Library Council. President Godfrey clarified that in 2003, that Board was not very receptive of the results. She said that the Board should not undertake a new survey if they were not going to be receptive of the results. J. VanderRoest said that if Board members wanted input on the way the survey was conducted, than they should give input to Director Rohrbaugh before the survey. He said he really supported the concept and thought this would be a good thing for the library to undertake.

J. VanderRoest asked Director Rohrbaugh if she wanted a motion or a resolution to result from this discussion. She said if she sensed support from the Board, than she would ask for letter proposals from the three firms she had mentioned. She told the Board she could return to them with the proposals or make a decision based on the proposals with the Management Team depending on the Board's preference. She acknowledged that she would need to return to the Board with a budget revision if the survey were to be conducted. President Godfrey recommended that Director Rohrbaugh return to the Board with the proposals saying that a vote of approval would signify that they were supportive of the methodology of the survey and would be receptive of the results. V. Wright said she would like an outline of the topics that would be addressed in the survey and that she was very supportive of conducting a survey with the upcoming millage vote. R. Brown asked if the questions on the survey from 2003 were agreed upon beforehand. Director Rohrbaugh said they were but that the Board may not have seen the actual questions. President Godfrey said it was important to decide upon the topics that the survey would be about. J. VanderRoest said he thought it was important that the Board give their input on the survey so as to put any quibbles or resistance to the rest.

President Godfrey acknowledged that much had changed since the last survey was conducted and that landline surveys may not reach the number of people they did in the past. R. Brown said he was not opposed to conducting a survey and that, if nothing else, it raised awareness of the library in the community. J. VanderRoest said that if the results were positive, the library would be able to trumpet them. Director Rohrbaugh said she thought a survey of this type would be very helpful to have with the approaching millage vote.

Disposition: J. VanderRoest told Director Rohrbaugh he sensed a consensus among Board members. Director Rohrbaugh said she would work on collecting more information to bring back to the Board at a future Board meeting.

B. Director's Report

Presentation: Director Rohrbaugh reminded Trustees of three big events mentioned in item 3: the Susan Orlean visit, Robert Sabuda speaking for the Youth Lit Seminar, and the Spelling Bee. She told trustees that the first 1st grade visits would be the following day at the Washington Square Branch. C. TenBrink asked if she could attend this event and, if so, what time she should attend. Director Rohrbaugh next drew attention to the audit in number 15 saying this would be presented at the next Board meeting. Items 18-20 mentioned work that was currently being completed by the FM department. Lastly she pointed out that the August statistics attached to the Director's Report for the previous Board Meeting had been redone.

Discussion: V. Wright commented on item two and the Friend's selling books on Amazon. She asked how this worked and J. Snell, Board liaison to the Friends of the Library, told the Board they check the value of each book that came in to the bookstore. When books were valued at prices that the Friends didn't believe they would be able to fetch in the bookstore, they listed them individually on Amazon. She said some books sold immediately and it had been a great way to sell higher value books. V. Wright also told J. Snell it was great the Friends revenues were up over 18% for the year so far.

B. Caple asked if *Reading with Bailey* only happened during the summer. S. Warner said this program happened multiple times per year both during the school year and the summer. B. Caple also mentioned he thought Amazon was a great outlet for the Friends to be selling some of their valuable books.

J. VanderRoest asked if there were other service dogs that could be used for programs similar to *Reading with Bailey*. S. Warner said there were other service dogs that could participate in similar programs if we were to expand the program but currently the library had a good relationship with Bailey's owner and were not considering expanding. J. VanderRoest also asked if the library utilized any dummy cameras. S. Lindemann answered that the library did not for legal reasons.

F. Brown asked where the idea came from for reserving library computers from home. K. King said this was common and came as a part of the EnvisionWare package. He added that people may want to reserve a computer from home if they do not have a printer or certain software the library had. K. King explained the way the EnvisionWare PC reservation system worked to the Board.

B. Caple told the Board that he had attended the Elden Kelly and Carolyn Koebel concert at the library and it was great. President Godfrey asked Director Rohrbaugh to comment on *myKPL*. She explained that *myKPL* would be the library's new intranet. President Godfrey also mentioned she had heard a comment from a community member that the last issue of *LINK* was really well done.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- C. TenBrink told the other Board members she had participated in the adult Summer Reading Games for the first time this year along with two of her grandchildren and that it was a great experience.
- V. Wright mentioned she had seen an advertisement for Kent District Library and Zinio on PBS recently. She said it was interesting to see how libraries marketed themselves in different ways.
- F. Brown apologized for being late. He said that he was taking part in Leadership Kalamazoo and that he was also on the Group Study Exchange Selection Committee for Rotary this year.
- R. Brown said told Trustees he had attended the end of Summer Reading Games concert and he saw a lot of happy kids and adults at the concert.

III. A.

- J. VanderRoest told the Board his wife really liked the Geek campaign. He said he also heard our recent marketing on WMUK.

X. ADJOURNEMENT

Hearing no objection, President Godfrey adjourned the meeting at 5:36 p.m.

X_____
Robert Brown
Secretary

Return to Agenda

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: October 22, 2012

Employee Transfer

Tami Russell will transfer to the KPLSP Library Assistant 3 FTE 1.0 position in Teen effective November 1, 2012. Tami currently holds the KPLSP Library Assistant 3 FTE 0.5 position in Patron Services and the KPLSP Library Assistant 3 FTE 0.5 position in Youth Services.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Months Ending
August 31, 2012 and September 30, 2012**

DATE: October 22, 2012

RECOMMENDATION:

I recommend the Board accept the Financial Reports for the Months ending August 31, 2012 and September 30, 2012.

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

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October 9, 2012
Kalamazoo Public Library
Internal Financial Statements
For the two months ending September 30, 2012

Combined Balance Sheet

A summarized Combined Balance Sheet is presented with month for all governmental funds. Within the General Fund the negative (\$6,135.55) Accounts Receivable amount is caused by the accumulation of credit card sales in a suspense account pending reconciliation of the bank statement. Other Assets, or Prepaid Expenditures, will be recognized in expenditures in October for fiscal year 2012-2013.

Sources and Uses of Funds

Electronic Transfers

Two months of monthly sources and uses are presented on both of the statements. Sources during August included the annual Gilmore Foundation Support to ONEPlace (\$55,000); the Universal Service Fund (USF) reimbursement (\$33,600), State Aid payments relating to the prior fiscal year (\$27,811), and Law Library Revenue received for 4th Quarter 2011-2012 (\$12,282). Sources during September included District Court Penal fines also related to the prior fiscal year of \$69,649.

August uses of cash included several timing issues which elevate the use of cash for both Salaries and Wages and Benefit payments related to the July 31 payroll or the timing of the MESSA benefit payments during the month of August. September benefit uses you will note are uncharacteristically low. Some of the categories of cash uses – particularly Materials and Prior Year Expenditures – relate to the volume of expenditures associated with year-end.

Cash balances as of September 30th totaled \$5,453,576 and with pooled investment and cash include amounts assigned and held for Capital Improvements and Special Revenue funds.

General Operating Fund

Revenue and Expenditure Summary

Revenue recognized as of September 30th of \$226,124, with nearly 98% yet to be received during the fiscal year. Expenditures totaled 25.23% of the Preliminary Budget with no significant variances to Preliminary Budget amounts yet to be reported.

Capital Improvement Plan

The majority of the year-to-date activity within the Capital Improvement Plan is represented by the encumbered amounts for the Washington Square Building envelope restoration project and amounts encumbered for the contracts to replace computers for \$95,964 and the Envisionware contract of \$72,508. A final payment for the Central Chiller repair project was recorded during September for \$1,633.98.

Special Revenue Funds

A new format for the Special Revenue Fund and the gifts and projects it contains is being presented this month. The Revenue and Expenditure Summary gives the overall view of the activity during the month of September including \$1,650 in Local Support Revenue and \$7,183.05 in Total Expenditures consisting primarily of an expenditure of \$7,005.83 for Contracted Services. A total ending fund balance of \$188,356 remains in the fund as of September 30th year-to-date.

The second page summarizes the activity by net change to individual projects. The \$1,650 in revenue for example is the only items recorded in the "235 Ready to Read Spelling Bee" project. The \$7,005.83 expenditure for Contracted Services contributes most of the (\$7,285.87) net reduction of funds recorded in the "303 History Room Gifts" and represents and multiple expenditures for digital resources and, upon examination of the detail, an error in coding totaling \$1,297.75 which will be corrected in October.

Endowment Fund

During the month of August \$150,000 in fixed incomes investments for certificates of deposit to Ally Bank and Goldman Sachs shifted funds from the Money Market Funds to the Fixed Income investment category. Unrealized gains in the market recovered during August contributing \$45,208 to the market value of the fund.

Kalamazoo Public Library Combined Balance Sheet

As of September 30, 2012

| | General Operating | Capital | Debt Service | Special Revenue | Endowment |
|-------------------------------------|-----------------------|-----------------------|--------------------|---------------------|-----------------------|
| Assets | | | | | |
| Cash & Equivalents | | | | | |
| Cash & Checking | \$1,004,675.80 | \$1,526,368.33 | \$0.00 | \$109,829.96 | \$0.00 |
| Investments | \$2,845,585.15 | \$0.00 | \$57,090.55 | \$78,558.29 | \$3,167,682.54 |
| Total Cash & Equivalents | \$3,850,260.95 | \$1,526,368.33 | \$57,090.55 | \$188,388.25 | \$3,167,682.54 |
| Accounts Receivable | | | | | |
| Accounts Receivable | (\$6,135.55) | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total | (\$6,135.55) | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Taxes Receivable | | | | | |
| Taxes Receivable | \$49,293.22 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Taxes Receivable | \$49,293.22 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other Assets | | | | | |
| Other Assets | \$146,127.55 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Due to/from Other Funds | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Other | \$146,127.55 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Assets | \$4,039,546.17 | \$1,526,368.33 | \$57,090.55 | \$188,388.25 | \$3,167,682.54 |
| Liabilities | | | | | |
| Accounts Payable | | | | | |
| Accounts Payable | \$41,340.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Accounts Payable | \$41,340.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total | \$41,340.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Net Assets | | | | | |
| Fund Balance | \$3,998,206.17 | \$1,526,368.33 | \$57,090.55 | \$188,388.25 | \$3,167,682.54 |
| Total | \$4,039,546.17 | \$1,526,368.33 | \$57,090.55 | \$188,388.25 | \$3,167,682.54 |

KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the two months ending September 30, 2012

| | <u>August</u> | <u>September</u> |
|---|------------------------|------------------------|
| BEGINNING CASH BALANCE * | \$ 6,940,390.75 | \$ 6,060,857 |
| * Including short-term investments | | |
| <u>SOURCES OF CASH:</u> | | |
| Property Tax Receipts | \$ 2,188 | \$ 334 |
| IFT/CFT Taxes not in Levy/Pilots/Renaissance Reimb. | \$ - | |
| State Aid | \$ 27,811 | |
| District Court Penal Fines/Law Library Revenue | \$ 12,282 | \$ 69,649 |
| Interest Income | \$ 442 | \$ 1,884 |
| Library Fines & Fees | \$ 11,416 | \$ 7,618 |
| Other Sources: Gifts, Grants, & Reimbursements | \$ 94,820 | \$ 440 |
| Other Gifts (Ready to Read, etc) | \$ 235 | |
| TOTAL SOURCES OF CASH | \$ 149,194 | \$ 79,924 |
| <u>USES OF CASH:</u> | | |
| Salaries & Wages | \$ (452,281) | (\$398,513) |
| Benefits | \$ (203,544) | (\$49,337) |
| Materials | \$ (116,239) | (\$82,983) |
| Supplies | \$ (12,294) | (\$27,971) |
| Facilities | \$ (66,192) | (\$41,110) |
| Technical Services | \$ (30,458) | (\$22,789) |
| Purchased Services | \$ (28,643) | (\$48,329) |
| Other | \$ (39,649) | (\$7,061) |
| Gifts & Grants | \$ (7,339) | (\$5,433) |
| Capital Expenditures | \$ (325) | (\$1,634) |
| Prior Year Expenditures | \$ (71,763) | (\$2,046) |
| Debt Service - transferred to reserve | \$ - | \$0 |
| TOTAL USES OF CASH | \$ (1,028,727) | (\$687,205) |
| ENDING CASH | \$ 6,060,857 | \$5,453,576 |
| <u>Pooled Cash & Investment Accounts</u> | | |
| <u>Checking & other liquid accounts</u> | | |
| Cash to be deposited | | |
| Fifth Third General & Payroll Checking Accounts | \$ 3,225,538.33 | \$ 2,601,906.02 |
| Fifth Third Arcadia Admin & Transfers Accounts | \$ 38,675.26 | \$ 53,120.62 |
| Petty Cash/Midwest Business Exchange Account/Paypal | \$ 15,121.03 | \$ 15,165.52 |
| Pooled Cash Accounts | \$ 3,279,334.62 | \$ 2,670,192.16 |
| <u>Pooled Investments</u> | | |
| Fifth Third Bank, Fifth Third Securities, CD's | \$ 52.43 | \$ 52.43 |
| Flagstar Bank MM & CD's | \$ 1,319,239.88 | \$ 1,319,374.06 |
| Huntington Aim Treasury, MM & CD's | \$ 24,148.41 | \$ 24,149.33 |
| First National Bank MM & CD's | \$ 1,438,082.32 | \$ 1,439,808.49 |
| Pooled Investment Accounts | \$ 2,781,523.04 | \$ 2,783,384.31 |
| Total Pooled Cash & Investments | \$ 6,060,857.66 | \$ 5,453,576.47 |

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

| <u>Date</u> | <u>Transfers:</u> | <u>From Account</u> | <u>To Account</u> | <u>Amount</u> |
|--|--------------------------------------|-------------------------|---|------------------------|
| 8/1/2012 | EFTPS Tax Payment | 5/3 General Check | IRS/Social Security Admin | \$ (41,882.94) |
| 8/1/2012 | Employee HSA Fifth Third | 5/3 General Check | Employee Accounts | \$ (925.83) |
| 8/2/2012 | Employee HSA Health Equity | 5/3 General Check | Employee Accounts | \$ (2,636.17) |
| 8/3/2012 | MEBS 403b contributions | 5/3 ACH Transfer | Michigan Employees Benefits Systems | \$ (6,274.65) |
| 8/3/2012 | MERS HCSP | 5/3 ACH Transfer | Municipal Employees Retirement System | \$ (1,172.00) |
| 8/13/2012 | State of Michigan Withholding - July | 5/3 General Check | Department of Treasury | \$ (14,071.04) |
| 8/13/2012 | | Flagstar Bank CD | Flagstar CD Reinvestment 13@ .3494% | \$ 502,232.15 |
| 8/13/2012 | Flagstar CD Maturity | Flagstar Bank CD | | \$ (502,108.61) |
| 8/15/2012 | Payroll Direct Deposits | Electronic Transfer | Employee Direct Deposits | \$ (118,906.05) |
| 8/15/2012 | Friend of the Court | 5/3 General Check | Kalamazoo County | \$ (105.88) |
| 8/15/2012 | EFTPS Tax Payment | 5/3 General Check | IRS/Social Security Admin | \$ (42,968.50) |
| 8/15/2012 | Employee HSA Fifth Third | 5/3 General Check | Employee Accounts | \$ (925.83) |
| 8/16/2012 | Employee HSA Health Equity | 5/3 General Check | Employee Accounts | \$ (2,926.17) |
| 8/16/2012 | MERS Employer Contributions | 5/3 General Check | Municipal Employees Retirement System | \$ (22,667.58) |
| 8/21/2012 | Law Library 2nd qtr | Kalamazoo County | 5/3 General Checking | \$ 12,282.00 |
| 8/22/2012 | MERS HCSP | 5/3 General Check | Municipal Employees Retirement System | \$ (1,106.03) |
| 8/22/2012 | MEBS 403b contributions | 5/3 ACH Transfer | Michigan Employees Benefits Systems | \$ (6,052.43) |
| 8/23/2012 | Transfer to Transfer Account | 5/3 General Check | | \$ (20,000.00) |
| 8/23/2012 | Transfer to Arcadia | 5/3 General Check | | \$ (2,000.00) |
| 8/23/2012 | Transfer from Gen. checking | ` | 5/3 Arcadia Checking | \$ 2,000.00 |
| 8/23/2012 | Transfer from Gen. Checking | | 5/3 ACH Transfer | \$ 20,000.00 |
| 8/31/2012 | Payroll Direct Deposits | 5/3 Payroll Check | Employee Direct Deposits | \$ (118,192.72) |
| 8/31/2012 | Friend of the Court | 5/3 General Check | Kalamazoo County | \$ (105.88) |
| 8/31/2012 | EFTPS Tax Payment | 5/3 General Check | IRS/Social Security Admin | \$ (42,763.30) |
| 8/31/2012 | Employee HSA Health Equity | 5/3 General Check | Health Equity Benefits | \$ (2,926.17) |
| 8/31/2012 | Employee HSA Fifth Third | 5/3 General Check | Fifth Third Bank | \$ (925.83) |
| Total Transfer Transactions - August | | | | \$ (415,129.46) |
| | | | | |
| 9/4/2012 | Transfer to Arcadia | 5/3 General Check | | \$ (2,000.00) |
| 9/4/2012 | Transfer to Transfer Account | 5/3 General Check | | \$ (20,000.00) |
| 9/4/2012 | Transfer from Gen. checking | | 5/3 Arcadia Checking | \$ 2,000.00 |
| 9/4/2012 | MERS Employer Contributions | 5/3 ACH Transfer | Municipal Employees Retirement System | \$ (22,341.37) |
| 9/4/2012 | Transfer from Gen. checking | | 5/3 ACH Transfer | \$ 20,000.00 |
| 9/5/2012 | MERS HCSP | 5/3 ACH Transfer | Municipal Employees Retirement System | \$ (1,106.03) |
| 9/5/2012 | MEBS 403b contributions | 5/3 ACH Transfer | Michigan Employees Benefits Systems | \$ (6,026.62) |
| 9/11/2012 | State of Michigan Withholding-Aug | 5/3 General Check | Department of Treasury | \$ (13,414.62) |
| 9/14/2012 | Payroll Direct Deposits | 5/3 Payroll Check | Employee Direct Deposits | \$ (119,359.62) |
| 9/14/2012 | Friend of the Court | 5/3 General Check | Kalamazoo County | \$ (105.88) |
| 9/14/2012 | EFTPS Tax Payment | 5/3 General Check | IRS/Social Security Admin | \$ (43,291.17) |
| 9/14/2012 | KPLSP/KPLA Union Dues | 5/3 General Check | KPLSP?KPLA Accounts | \$ (2,379.57) |
| 9/17/2012 | Employee HSA Fifth Third | 5/3 General Check | Employee Accounts | \$ (925.83) |
| 9/19/2012 | Employee HSA Health Equity | 5/3 General Check | Employee Accounts | \$ (2,976.17) |
| 9/20/2012 | MEBS 403b contributions | 5/3 ACH Transfer | Michigan Employees Benefits Systems | \$ (6,197.79) |
| 9/20/2012 | MERS HCSP | 5/3 General Check | Municipal Employees Retirement System | \$ (1,113.31) |
| 9/22/2012 | First National Bank CD maturity | First National Bank | | \$ (302,809.13) |
| 9/22/2012 | First National Bank CD | First National Bank | First National CD 180 days @ .35% 3/22/13 | \$ 303,624.43 |
| 9/24/2012 | First National Bank CD maturity | First National Bank | | \$ (302,842.06) |
| 9/24/2012 | First National Bank CD | First National Bank | First National CD 180 days @ .35% 3/22/13 | \$ 303,624.43 |
| 9/27/2012 | District Court Penal Fines | Kalamazoo County | 5/3 General Checking | \$ 69,649.27 |
| 9/28/2012 | Transfer to Arcadia | 5/3 General Check | | \$ (2,000.00) |
| 9/28/2012 | Transfer to Transfer Account | 5/3 General Check | | \$ (30,000.00) |
| 9/28/2012 | Payroll Direct Deposits | 5/3 Payroll Check | Employee Direct Deposits | \$ (114,015.86) |
| 9/28/2012 | KPLSP/KPLA Union Dues | 8- 5/3 General Check | KPLSP?KPLA Accounts | \$ (2,232.57) |
| 9/28/2012 | Friend of the Court | 8- 5/3 General Check | Kalamazoo County | \$ (105.88) |
| 9/28/2012 | EFTPS Tax Payment | 8- 5/3 General Check | IRS/Social Security Admin | \$ (42,213.85) |
| 9/28/2012 | Employee HSA Fifth Third | 5/3 General Check | Employee Accounts | \$ (925.83) |
| 9/28/2012 | Transfer from Gen. checking | | 5/3 Arcadia Checking | \$ 2,000.00 |
| 9/28/2012 | Transfer from Gen. checking | | 5/3 ACH Transfer | \$ 30,000.00 |
| Total Transfer Transactions - September | | | | \$ (307,485.03) |

Kalamazoo Public Library General Operating Fund Revenue and Expenditure Summary

Through September 30, 2012

| | August | September | Encumbrance | Year to Date +Encumbrance | Preliminary Budget | Variance | % Complete |
|--------------------------------|---------------|---------------|----------------|------------------------------|-----------------------|---------------|------------|
| <u>Revenue</u> | | | | | | | |
| Property Taxes | \$ - | \$ - | \$ - | \$ - | \$ 10,302,515 | \$ 10,302,515 | 0.00% |
| Other Taxes | \$ 719.55 | \$ - | \$ - | \$ 804.91 | \$ 109,165 | \$ 108,360 | 0.74% |
| Fines and Fees | \$ 11,416.05 | \$ 7,617.78 | \$ - | \$ 32,653.49 | \$ 150,000 | \$ 117,347 | 21.77% |
| Other Revenue | \$ 33,600.00 | \$ - | \$ - | \$ 33,600.00 | \$ 400,880 | \$ 367,280 | 8.38% |
| Local Support | \$ 57,320.00 | \$ 440.00 | \$ - | \$ 152,840.00 | \$ 224,375 | \$ 71,535 | 68.12% |
| Interest Income | \$ 441.84 | \$ 1,883.78 | \$ - | \$ 2,325.62 | \$ 10,000 | \$ 7,674 | 23.26% |
| Other | \$ 3,900.00 | \$ - | \$ - | \$ 3,900.00 | \$ - | \$ (3,900) | 0.00% |
| Total Revenue | \$ 107,397.44 | \$ 9,941.56 | \$ - | \$ 226,124.02 | \$ 11,196,935 | \$ 10,970,811 | 2.02% |
| <u>Expenditures</u> | | | | | | | |
| Salaries | | | | | | | |
| Administrator Salaries | \$ 51,672.90 | \$ 52,102.08 | \$ - | \$ 161,447.88 | \$ 626,075 | \$ 464,627 | 25.79% |
| Librarian Salaries | \$ 97,545.79 | \$ 95,813.40 | \$ - | \$ 289,426.10 | \$ 1,171,790 | \$ 882,364 | 24.70% |
| Supervisory Technical Salaries | \$ 58,302.95 | \$ 58,275.80 | \$ - | \$ 176,646.57 | \$ 706,875 | \$ 530,228 | 24.99% |
| Library Assistant Salaries | \$ 123,602.82 | \$ 124,465.16 | \$ - | \$ 380,290.35 | \$ 1,529,135 | \$ 1,148,845 | 24.87% |
| Hourly Staff | \$ 47,774.31 | \$ 46,328.87 | \$ - | \$ 113,706.54 | \$ 652,700 | \$ 538,993 | 17.42% |
| Substitute Salaries | \$ 5,058.51 | \$ 4,968.65 | \$ - | \$ 12,424.87 | \$ 81,200 | \$ 68,775 | 15.30% |
| Vacancy Credit | \$ - | \$ - | \$ - | \$ - | \$ (90,000) | \$ (90,000) | 0.00% |
| Total | \$ 383,957.28 | \$ 381,953.96 | \$ - | \$ 1,133,942.31 | \$ 4,677,775 | \$ 3,543,833 | 24.24% |
| Benefits | | | | | | | |
| Employee Insurance | \$ 63,742.17 | \$ 80,515.88 | \$ - | \$ 241,191.12 | \$ 1,126,534 | \$ 885,343 | 21.41% |
| Retirement | \$ 45,592.72 | \$ 45,788.93 | \$ - | \$ 137,080.04 | \$ 585,600 | \$ 448,520 | 23.41% |
| Employer FICA-Medicare | \$ 28,986.09 | \$ 28,836.29 | \$ - | \$ 85,788.36 | \$ 361,100 | \$ 275,312 | 23.76% |
| Other Benefits | \$ 214.50 | \$ 150.00 | \$ - | \$ 6,597.72 | \$ 58,400 | \$ 51,802 | 11.30% |
| Total | \$ 138,535.48 | \$ 155,291.10 | \$ - | \$ 470,657.24 | \$ 2,131,634 | \$ 1,660,977 | 22.08% |
| Materials | | | | | | | |
| Adult Books | \$ 32,983.03 | \$ 28,620.25 | \$ 11,048.73 | \$ 118,516.90 | \$ 495,750 | \$ 377,233 | 23.91% |
| Juvenile Books | \$ 8,609.78 | \$ 5,589.61 | \$ (650.51) | \$ 17,549.80 | \$ 93,850 | \$ 76,300 | 18.70% |
| Periodicals | \$ 7,638.72 | \$ 234.80 | \$ - | \$ 9,619.72 | \$ 47,410 | \$ 37,790 | 20.29% |
| Audio-Visual Material | \$ 37,382.74 | \$ 25,690.18 | \$ 3,726.86 | \$ 107,599.94 | \$ 277,000 | \$ 169,400 | 38.84% |
| Digital Materials | \$ 36,252.00 | \$ 8,815.92 | \$ - | \$ 79,186.60 | \$ 155,620 | \$ 76,433 | 50.88% |
| Total | \$ 122,866.27 | \$ 68,950.76 | \$ 14,125.08 | \$ 332,472.96 | \$ 1,069,630 | \$ 737,157 | 31.08% |
| Facilities | | | | | | | |
| Fuel | \$ 312.18 | \$ 344.23 | \$ - | \$ 706.89 | \$ 67,700 | \$ 66,993 | 1.04% |
| Electricity | \$ 19,484.97 | \$ 20,392.74 | \$ - | \$ 46,550.44 | \$ 177,900 | \$ 131,350 | 26.17% |
| Water | \$ 168.08 | \$ 724.03 | \$ - | \$ 892.11 | \$ 5,650 | \$ 4,758 | 15.79% |
| Custodial Supplies | \$ 4,168.44 | \$ 4,724.54 | \$ 2,021.56 | \$ 11,054.66 | \$ 66,045 | \$ 54,990 | 16.74% |
| Grounds Maintenance | \$ 2,745.00 | \$ 500.00 | \$ (500.00) | \$ 14,644.00 | \$ 22,005 | \$ 7,361 | 66.55% |
| Building Repair | \$ 1,770.30 | \$ 690.71 | \$ 13,769.00 | \$ 15,355.01 | \$ 67,025 | \$ 51,670 | 22.91% |
| Building Operations | \$ 9,173.17 | \$ 14,985.95 | \$ (14,315.50) | \$ 85,958.08 | \$ 114,240 | \$ 28,282 | 75.24% |
| Total | \$ 37,822.14 | \$ 42,362.20 | \$ 975.06 | \$ 175,161.19 | \$ 520,565 | \$ 345,404 | 33.65% |
| Supplies | | | | | | | |
| Office Supplies | \$ 2,137.39 | \$ 1,853.34 | \$ - | \$ 4,513.67 | \$ 53,000 | \$ 48,486 | 8.52% |
| Marketing Supplies | \$ 2,460.75 | \$ 598.55 | \$ 36.00 | \$ 2,672.30 | \$ 21,350 | \$ 18,678 | 12.52% |
| Postage & Freight | \$ 865.36 | \$ 16,828.87 | \$ 50.00 | \$ 18,286.22 | \$ 45,000 | \$ 26,714 | 40.64% |
| Processing Supplies | \$ 2,439.97 | \$ 6,748.44 | \$ (5,205.67) | \$ 11,807.28 | \$ 37,500 | \$ 25,693 | 31.49% |
| Departmental Purchases | \$ 420.96 | \$ 538.36 | \$ 96.00 | \$ 1,531.34 | \$ 62,235 | \$ 60,704 | 2.46% |
| Total | \$ 8,324.43 | \$ 26,567.56 | \$ (5,023.67) | \$ 38,810.81 | \$ 219,085 | \$ 180,274 | 17.72% |

Kalamazoo Public Library General Operating Fund Revenue and Expenditure Summary

Through September 30, 2012

| | August | September | Encumbrance | Year to Date +Encumbrance | Preliminary Budget | Variance | % Complete |
|-------------------------------|------------------------|------------------------|------------------------|------------------------------|-----------------------|-----------------------|-----------------|
| Technical Services | | | | | | | |
| F&E Repair & Maintenance | \$ 4,136.24 | \$ 1,879.04 | \$ - | \$ 9,123.52 | \$ 69,900 | \$ 60,776 | 13.05% |
| Telecommunications | \$ 6,004.98 | \$ 8,809.56 | \$ - | \$ 14,814.54 | \$ 87,360 | \$ 72,545 | 16.96% |
| Software & Licensing | \$ 1,492.98 | \$ 319.20 | \$ 1,020.00 | \$ 132,534.86 | \$ 294,817 | \$ 162,282 | 44.96% |
| Cataloging & Processing | \$ 8,156.94 | \$ 11,694.00 | \$ - | \$ 21,808.29 | \$ 64,890 | \$ 43,082 | 33.61% |
| Total | \$ 19,791.14 | \$ 22,701.80 | \$ 1,020.00 | \$ 178,281.21 | \$ 516,967 | \$ 338,686 | 34.49% |
| Purchased Services | | | | | | | |
| Security | \$ 4,003.05 | \$ 11,182.88 | \$ - | \$ 18,760.44 | \$ 113,471 | \$ 94,711 | 16.53% |
| Insurance | \$ 1,828.74 | \$ 1,828.74 | \$ - | \$ 5,486.22 | \$ 82,500 | \$ 77,014 | 6.65% |
| Legal Services | \$ - | \$ 1,272.00 | \$ - | \$ 1,272.00 | \$ 12,000 | \$ 10,728 | 10.60% |
| Contracted Services | \$ 6,334.78 | \$ 14,613.98 | \$ (1,220.00) | \$ 39,413.51 | \$ 180,000 | \$ 140,586 | 21.90% |
| Printing Services | \$ - | \$ 10,003.46 | \$ (10,004.00) | \$ 60,101.10 | \$ 86,000 | \$ 25,899 | 69.89% |
| Advertising | \$ 3,471.23 | \$ 2,071.64 | \$ (2,055.40) | \$ 25,187.37 | \$ 62,000 | \$ 36,813 | 40.62% |
| Total | \$ 15,637.80 | \$ 40,972.70 | \$ (13,279.40) | \$ 150,220.64 | \$ 535,971 | \$ 385,750 | 28.03% |
| Other Expenditures | | | | | | | |
| Miscellaneous Operating | \$ 5,431.79 | \$ 3,239.79 | \$ - | \$ 8,835.58 | \$ 43,230 | \$ 34,394 | 20.44% |
| Tax Charge Backs | \$ 4,668.19 | \$ - | \$ - | \$ 4,668.19 | \$ 100,000 | \$ 95,332 | 4.67% |
| Travel & Conference-Director | \$ - | \$ - | \$ - | \$ - | \$ 4,000 | \$ 4,000 | 0.00% |
| Travel & Conference | \$ 138.80 | \$ 1,953.97 | \$ - | \$ 2,092.77 | \$ 41,700 | \$ 39,607 | 5.02% |
| Staff Development | \$ - | \$ 1,507.00 | \$ - | \$ 1,507.00 | \$ 31,770 | \$ 30,263 | 4.74% |
| Travel & Conference - Board | \$ - | \$ - | \$ - | \$ - | \$ 3,000 | \$ 3,000 | 0.00% |
| Miscellaneous Disbursements | \$ 6,348.12 | \$ 2,294.43 | \$ 9,250.00 | \$ 22,095.55 | \$ 60,639 | \$ 38,543 | 36.44% |
| Vehicle Maintenance | \$ 371.21 | \$ 273.62 | \$ - | \$ 644.83 | \$ 3,780 | \$ 3,135 | 17.06% |
| Programming Expenditures | \$ 9,161.52 | \$ 4,387.86 | \$ - | \$ 21,774.38 | \$ 133,800 | \$ 112,026 | 16.27% |
| Rent | \$ 4,486.12 | \$ 3,043.06 | \$ - | \$ 12,397.24 | \$ 29,600 | \$ 17,203 | 41.88% |
| Total | \$ 30,605.75 | \$ 16,699.73 | \$ 9,250.00 | \$ 74,015.54 | \$ 451,519 | \$ 377,503 | 16.39% |
| Total | \$ 757,540.29 | \$ 755,499.81 | \$ 7,067.07 | \$ 2,553,561.90 | \$ 10,123,146 | \$ 7,569,584 | 25.23% |
| Transfers | | | | | | | |
| Transfers In | | | | | | | |
| Transfers from other funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| Total Transfers In | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| Transfers Out | | | | | | | |
| Transfers to other funds | \$ - | \$ - | \$ - | \$ - | \$ (1,121,000) | \$ 1,121,000 | 0.00% |
| Total | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0 |
| Total | \$ - | \$ - | \$ - | \$ - | \$ (1,121,000) | \$ 1,121,000 | 0.00% |
| BEGINNING FUND BALANCE | \$ 5,283,369.81 | \$ 4,633,226.96 | \$ - | \$ 5,957,244.05 | \$ 5,359,261 | \$ 597,983 | 111.16% |
| NET SURPLUS/(DEFICIT) | \$ (650,142.85) | \$ (745,558.25) | \$ (264,124.54) | \$ (2,333,699.88) | \$ (47,211) | \$ (2,286,489) | 4943.13% |
| ENDING FUND BALANCE | \$ 4,633,226.96 | \$ 3,887,668.71 | \$ (264,124.54) | \$ 3,623,544.17 | \$ 5,312,050 | \$ (1,688,506) | 68.21% |

Kalamazoo Public Library Capital Improvement Plan Income Statement

As of September 30, 2012

| | Actual | Encumbrance | Year to Date | Budget | Variance |
|--------------------------------------|--------------|---------------|---------------|--------------|--------------|
| Revenue | | | | | |
| Other Local Revenue | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Revenue | \$ - | \$ - | \$ - | \$ - | \$ - |
| Expenditures | | | | | |
| Library Systems and Equipment | | | | | |
| 801 ILS Server Upgrade | \$ - | \$ - | \$ - | \$ 12,314 | \$ 12,314 |
| Total Library Systems and Equipment | \$ - | \$ - | \$ - | \$ 12,314 | \$ 12,314 |
| Furniture & Equipment | | | | | |
| 811 Carpet/Renovation | \$ - | \$ - | \$ - | \$ 134,441 | \$ 134,441 |
| 812 AV/Rotunda-Central | \$ - | \$ - | \$ - | \$ 27,233 | \$ 27,233 |
| 813 Signature Gems | \$ - | \$ - | \$ - | \$ 4,500 | \$ 4,500 |
| 814-Chairs | \$ - | \$ - | \$ - | \$ 1,750 | \$ 1,750 |
| 815 Laptop/Wkspce Oshtemo | \$ - | \$ - | \$ - | \$ 15,500 | \$ 15,500 |
| 816 Teen Wall | \$ - | \$ - | \$ - | \$ 8,741 | \$ 8,741 |
| 818 Youth/2nd Floor Study | \$ - | \$ - | \$ - | \$ 20,000 | \$ 20,000 |
| 861 IT workroom | \$ - | \$ - | \$ - | \$ 4,000 | \$ 4,000 |
| 862 Oshtemo Chair Dollies | \$ - | \$ - | \$ - | \$ 1,100 | \$ 1,100 |
| Furniture & Equipment | \$ - | \$ - | \$ - | \$ 94,900 | \$ 94,900 |
| Total Furniture & Equipment | \$ - | \$ - | \$ - | \$ 312,165 | \$ 312,165 |
| Building Alterations | | | | | |
| 821 Oshtemo Concrete | \$ - | \$ - | \$ - | \$ 4,400 | \$ 4,400 |
| 822 Parking Lot-Oshtemo | \$ - | \$ - | \$ - | \$ 8,400 | \$ 8,400 |
| 823 Generator-Oshtemo | \$ - | \$ - | \$ - | \$ 11,000 | \$ 11,000 |
| 824 Generator-Eastwood | \$ - | \$ - | \$ - | \$ 6,000 | \$ 6,000 |
| 825 Central Chiller | \$ 1,633.98 | \$ - | \$ 1,633.98 | \$ 2,180 | \$ 546 |
| 827 Security System | \$ - | \$ - | \$ - | \$ 17,500 | \$ 17,500 |
| 863 Eye Wash Stations | \$ - | \$ - | \$ - | \$ 3,800 | \$ 3,800 |
| 864 Washington Square | \$ - | \$ 29,070.00 | \$ 29,070.00 | \$ 30,000 | \$ 930 |
| Building Alterations | \$ - | \$ - | \$ - | \$ 41,200 | \$ 29,070 |
| Total Building Alterations | \$ 1,633.98 | \$ 29,070.00 | \$ 30,703.98 | \$ 124,480 | \$ 81,646 |
| Computer & Electronics | | | | | |
| 831 Replacement | \$ - | \$ 95,964.20 | \$ 96,829.94 | \$ 109,500 | \$ 12,670 |
| 832 Monitors, Printers | \$ - | \$ - | \$ - | \$ 10,126 | \$ 10,126 |
| 839 Envisionware | \$ - | \$ 72,508.00 | \$ 72,508.00 | \$ 72,510 | \$ 2 |
| 865 Game Carts-Teen | \$ - | \$ - | \$ - | \$ 12,265 | \$ 12,265 |
| 866 Laptops IT/MAC/Teen | \$ - | \$ - | \$ - | \$ 6,000 | \$ 6,000 |
| Automation | \$ - | \$ - | \$ - | \$ 31,735 | \$ 31,735 |
| Total Computer & Electronics | \$ - | \$ 168,472.20 | \$ 169,337.94 | \$ 242,136 | \$ 72,798 |
| RFID | | | | | |
| 867 RFID pad | \$ - | \$ - | \$ - | \$ 2,750 | \$ 2,750 |
| Total RFID | \$ - | \$ - | \$ - | \$ 2,750 | \$ 2,750 |
| Total Expenditures | \$ 1,633.98 | \$ 197,542.20 | \$ 200,041.92 | \$ 693,845 | \$ 481,673 |
| Transfers | | | | | |
| Transfers in | | | | | |
| Transfers from other funds | \$ - | \$ - | \$ - | \$ 40,000 | \$ (40,000) |
| Total Transfers In | \$ - | \$ - | \$ - | \$ 40,000 | \$ (40,000) |
| BEGINNING FUND BALANCE | \$ 1,528,868 | \$ - | \$ 1,528,868 | \$ 1,528,868 | \$ - |
| NET SURPLUS/(DEFICIT) | \$ (1,634) | \$ (197,542) | \$ (199,176) | \$ (693,845) | \$ (494,669) |
| ENDING FUND BALANCE | \$ 1,527,234 | \$ (197,542) | \$ 1,329,692 | \$ 835,023 | \$ (494,669) |

Kalamazoo Public Library Special Revenue Fund Revenue and Expenditure Summary

As of September 30, 2012

| | Actual | Encumbrance | Year to Date | Budget | Variance | % Complete |
|------------------------------------|------------|-------------|--------------|-------------|-------------|------------|
| Revenue | | | | | | |
| Fines and Fees | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Local Support | \$1,650.00 | \$0.00 | \$1,812.37 | \$ 29,000 | \$ 27,188 | 6.2% |
| Interest Income | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Other | \$0.00 | \$0.00 | \$0.00 | \$ 1,000 | \$ 1,000 | 0.0% |
| Total Revenue | \$1,650.00 | \$0.00 | \$1,812.37 | \$ 30,000 | \$ 28,188 | 6.0% |
| Expenditures | | | | | | |
| Salaries | | | | | | |
| Librarian Salaries | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Hourly Staff | \$152.25 | \$0.00 | \$273.01 | \$ - | \$ (273) | 0.0% |
| Total | \$152.25 | \$0.00 | \$273.01 | \$ - | \$ (273) | 0.0% |
| Benefits | | | | | | |
| Employer FICA-Medicare | \$0.00 | \$0.00 | \$7.03 | \$ - | \$ (7) | 0.0% |
| Total | \$0.00 | \$0.00 | \$7.03 | \$ - | \$ (7) | 0.0% |
| Materials | | | | | | |
| Adult Books | \$0.00 | \$0.00 | \$31.95 | \$ 31,000 | \$ 30,968 | 0.1% |
| Juvenile Books | \$0.00 | \$0.00 | \$0.00 | \$ 28,000 | \$ 28,000 | 0.0% |
| Periodicals | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Audio-Visual Material | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Digital Materials | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Total | \$0.00 | \$0.00 | \$31.95 | \$ 59,000 | \$ 58,968 | 0.1% |
| Supplies | | | | | | |
| Office Supplies | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Marketing Supplies | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Departmental Purchases | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Total | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Purchased Services | | | | | | |
| Contracted Services | \$7,005.83 | \$0.00 | \$7,005.83 | \$ 11,233 | \$ 4,227 | 62.4% |
| Printing Services | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Total | \$7,005.83 | \$0.00 | \$7,005.83 | \$ 11,233 | \$ 4,227 | 62.4% |
| Other Expenditures | | | | | | |
| Miscellaneous Operating | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Travel & Conference | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Miscellaneous Disbursements | \$24.97 | \$0.00 | \$140.02 | \$ 10,200 | \$ 10,060 | 1.4% |
| Programming Expenditures | \$0.00 | \$0.00 | \$0.00 | \$ 4,000 | \$ 4,000 | 0.0% |
| Total | \$24.97 | \$0.00 | \$140.02 | \$ 14,200 | \$ 14,060 | 1.0% |
| Total | \$7,183.05 | \$0.00 | \$7,457.84 | \$ 84,433 | \$ 76,975 | 8.8% |
| Transfers | | | | | | |
| Transfers In | | | | | | |
| Transfers from other funds | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Total Transfers In | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Transfers Out | | | | | | |
| Transfers to other funds | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Total | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| Total | \$0.00 | \$0.00 | \$0.00 | \$ - | \$ - | 0.0% |
| BEGINNING FUND BALANCE | | | | | | |
| | \$ 193,921 | \$ - | \$ 193,352 | \$ 193,352 | \$ - | |
| ADJUSTMENTS TO FUND BALANCE | | | | | | |
| | \$ - | \$ - | \$ (100) | \$ (100) | \$ - | |
| TOTAL ADJUSTED FUND BALANCE | | | | | | |
| | \$ 193,921 | \$ - | \$ 193,252 | \$ 193,252 | \$ - | |
| NET SURPLUS/(DEFICIT) | | | | | | |
| | \$ (5,533) | \$ (32) | \$ (5,645) | \$ (54,433) | \$ (48,787) | |
| ENDING FUND BALANCE | | | | | | |
| | \$ 188,388 | \$ (32) | \$ 188,356 | \$ 139,569 | \$ (48,787) | |

Kalamazoo Public Library Special Revenue Projects Project Activity Report

As of September 30, 2012

| <u>Project Description</u> | <u>Beginning Balance</u> | <u>Net Change</u> | <u>Ending Ending Balance</u> |
|-----------------------------------|------------------------------|----------------------------|----------------------------------|
| 233 Ready to Read - Gifts | \$38,966.00 | \$162.37 | \$39,128.37 |
| 235 Ready to Read - Spelling Bee | \$26,489.19 | \$1,650.00 | \$28,139.19 |
| 239 Completed Ready to Read | \$0.00 | \$0.00 | \$0.00 |
| 301 Gifts & Memorials - Materials | \$3,021.99 | (\$27.27) | \$2,994.72 |
| 303 History Room Gifts | \$3,030.86 | (\$7,285.87) | (\$4,255.01) |
| 304 Friedman Room Gift | \$5,638.53 | \$0.00 | \$5,638.53 |
| 305 Law Library Gifts | \$0.00 | \$0.00 | \$0.00 |
| 306 Oshtemo Gifts | \$0.00 | \$0.00 | \$0.00 |
| 307 ONEplace Nonprofit Services | \$22,310.57 | \$0.00 | \$22,310.57 |
| 309 Completed Gifts & Memorials | \$0.00 | \$0.00 | \$0.00 |
| 381 Staff Appreciation Mini-Grant | \$201.14 | (\$140.02) | \$61.12 |
| 382 Adult Services Mini-Grants | \$143.80 | \$0.00 | \$143.80 |
| 383 History Room Mini-Grant | \$0.00 | \$0.00 | \$0.00 |
| 385 Patron Services Mini-Grant | \$0.00 | \$0.00 | \$0.00 |
| 386 Eastwood Mini-Grant | \$0.00 | \$0.00 | \$0.00 |
| 387 Oshtemo Mini-Grant | \$517.25 | \$0.00 | \$517.25 |
| 388 Powell Mini-Grant | \$1,082.01 | \$0.00 | \$1,082.01 |
| 389 Washington Square Mini-Grant | \$111.18 | \$0.00 | \$111.18 |
| 390 Teen Services Mini-Grant | \$700.00 | \$0.00 | \$700.00 |
| 391 Children's Mini-Grant | \$995.84 | \$0.00 | \$995.84 |
| 392 Ready to Read Mini-Grant | \$0.00 | \$0.00 | \$0.00 |
| | <u>\$103,208.36</u> | <u>(\$5,640.79)</u> | <u>\$97,567.57</u> |

**Kalamazoo Public Library
Endowment Fund
Report date: September 2012
Balances as of: August 31, 2012**

| | 7/31/2012 | | % | 8/31/2012 | | % |
|--------------------------------------|-------------------------------|-------------------------------|------------------------|-------------------------------|-------------------------------|------------------------|
| | <u>Cost</u> | <u>Market</u> | <u>Cost to</u> | <u>Cost</u> | <u>Market</u> | <u>Cost to</u> |
| | <u>Basis</u> | <u>Basis</u> | <u>Market</u> | <u>Basis</u> | <u>Basis</u> | <u>Market</u> |
| | | | <u>Increase</u> | | | <u>Increase</u> |
| <u>Ameritrade Investments</u> | | | | | | |
| Money Market Account - FDIC | \$ 235,487.97 | \$ 235,487.97 | 0.0% | \$ 89,007.19 | \$ 89,007.19 | 0.0% |
| Stocks | \$ 1,217,929.35 | \$ 1,687,510.80 | 38.6% | \$ 1,217,929.35 | \$ 1,747,779.35 | 43.5% |
| Fixed Income Investments | \$ 1,169,467.78 | \$ 1,181,414.50 | 1.0% | \$ 1,319,467.78 | \$ 1,330,896.00 | 0.9% |
| | \$ - | \$ - | - | \$ - | \$ - | - |
| Total Value | <u>\$ 2,622,885.10</u> | <u>\$ 3,104,413.27</u> | <u>18.4%</u> | <u>\$ 2,626,404.32</u> | <u>\$ 3,167,682.54</u> | <u>20.6%</u> |

Fund Balance

| | | |
|------------------------------------|------------------------|------------------------|
| Assigned for Children's Endowment | <u>\$ 16,535.80</u> | <u>\$ 16,579.59</u> |
| Kalamazoo Public Library Endowment | <u>\$ 3,087,877.47</u> | <u>\$ 3,151,102.95</u> |

Year to Date Revenue & Expenditures

| | | |
|---|----------------------|----------------------|
| Gift Income-additions to principal | \$ - | \$ - |
| Dividend and Interest Income | \$ 4,584.18 | \$ 8,116.00 |
| Realized Gains (Losses) on Sale of Assets | \$ - | \$ - |
| Unrealized Gains (Losses) on Market Value | \$ (14,541.85) | \$ 45,208.20 |
| Arcadia Investment Management Fee/Other | <u>\$ (4,948.34)</u> | <u>\$ (4,960.94)</u> |
| Net Change | \$ (14,906.01) | \$ 48,363.26 |

Summary:

During the month of August, \$150,000 in fixed income investments in the form of certificates of deposit at Ally Bank and Goldman Sachs were purchased.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **2011/2012 Audit**

DATE: October 22, 2012

RECOMMENDATION:

Thomas Cole and Corey VanDyke of Plante and Moran, PLLC will be present for acceptance of the attached audited financial statements for the year ending June 30, 2012.

The statements were reviewed by the Finance and Budget Committee on October 9, 2012.

Jim Vander Roest, Treasurer

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Purchase/Lease of Photocopiers**

DATE: October 22, 2012

RECOMMENDATION:

I recommend board approval to purchase a photocopier for Patron Services Office and to lease two photocopiers, one for Oshtemo Office and one for CAMP, with the accompanying budget revisions.

EXECUTIVE SUMMARY:

As we have done in previous years, not all requests for capital expenditures were recommended for approval in June with the Preliminary Budget. Instead, a list of requests to be considered when additional funds were available was created. This year that list contained three staff photocopiers to replace ones that range from 10-15 years old. A preliminary bid was obtained from our primary photocopier vendor with the cost to purchase three in the \$25,000 - \$28,000 range. The intention was to add these items to the CIP budget to be brought to the board in January.

Unfortunately, the timetable for consideration has been advanced with the complete failure of the one in CAMP, the oldest of the three.

There are purchase and lease options, based on the prices obtained this spring. Depending upon the specific features needed, the costs to purchase range from \$7,000 to \$10,000 plus maintenance; lease costs range from about \$10,000 to \$17,300 over the length of the lease.

After considering the advantages and disadvantages of purchase and lease with the Finance and Budget Committee, the recommendation is to purchase one for the Patron Services Office, the one with the least features, and to lease the other two. New bids will be requested from our primary photocopier vendor as well as several other vendors; the general fund budget and the CIP budget, both to be brought to the board in January, will reflect this approval and the final cost.

As described above, this recommendation comes with the support of the Finance and Budget Committee.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Survey Committee**

DATE: October 22, 2012

RECOMMENDATION:

I recommend the Director and Board President be authorized to appoint a small committee of staff, Board, and perhaps a library user representative to select a survey vendor and undertake a survey.

EXECUTIVE SUMMARY:

I have received proposals from all three vendors I contacted. Both mail and phone surveys are proposed and estimated costs range from about \$12,000 up to \$20,000 depending upon the method, the sample size, and the number of questions. Attached is a brief summary of the three proposals.

I would expect a committee to review the proposals, select the vendor, and work with them on questions, sample size, timing, and type of final report.

The board would be kept informed by email and a status report would be given at the next Board Meeting, December 17.

BRIEF NOTES FROM SURVEY PROPOSALS – October 15, 2012

1. Saperstein Associates
 - Recommend a phone survey
 - 16-17 minutes
 - 400 completed surveys
 - Ideal: two surveys – spring 2013 and early 2014
 - Cost estimate: \$20,000

2. WJ Schroer Co
 - Recommend a phone survey with purchased phone list of land and cell numbers
 - 45- 60 questions, primarily fixed choice
 - 400 completed surveys, users and nonusers
 - Cost estimate: \$14,000 - \$15,000
 - Could provide comparison to previous survey

3. WMU Kercher Center for Social Research
 - Recommend mail survey, could do phone or online
 - 25-30 questions, four pages
 - Focus on zip codes 49001, 49006, 49008, 49009
 - Random sample names from Survey Sampling, Inc
 - Send 2,000 for a return of 400
 - Could also do electronic version for no additional charge
 - Cost estimate: \$11,460

Note: all three proposals are flexible in sample size, number of questions, timing.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library DirectorRE: **First Quarter Strategic
Planning Statistics**

DATE: October 22, 2012

Attached is the first quarter report on our progress on meeting the objectives of our eight goals. The annual targets have been updated for 2012 – 2013 and for the first time we are beginning the year with a new format. The target and actual for 2011 – 2012 are also shown for comparison.

For some objectives, the target for 2011 – 2012 was far surpassed and the target for 2012 – 2013, set almost five years ago, is lower than last year's actual. Management Team discussed at length if the target for 2012 – 2013 should be increased for those objectives. We decided for the integrity of the plan we should not adjust the targets. The same rationale holds for a few objectives that were not met last year; that is, we have not lowered the target but have held with the original target in all cases. We also discussed that if a target had been met or surpassed, we were not necessarily willing or able to put additional resources into continuing to exceed the original target.

Comments on a few specific objectives:

- 1.3 and 3.6 – Both objectives set target for summer reading participation. Neither was met this past summer.
- 5.1 – As directed by the board, this objective includes all adult books; the original objective was circulation of fiction only.
- 6.1 – As reported on monthly statistics, yearly totals are not comparable due to the new computer management system installed in mid 2011 – 2012.

As noted on the form, several surveys are scheduled for the second quarter.

Strategic Plan Quarterly Statistics 2012-2013

| NOTE: All goals and objectives have an achievement date of June 30, 2013 | | | | | | | | | | |
|---|---|----------------------------------|---------|---------|---------|---------------|------------------|-------------|-----------------|------------------|
| | | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | Year to Date | 2012-2013 Target | % of Target | 2011-2012 Total | 2011-2012 Target |
| Goal 1: | Children (birth to five) will have programs, services, and materials to prepare them to enter school ready to learn. | | | | | | | | | |
| Objective | | | | | | | | | | |
| 1.1 | The circulation of picture books, easy readers, and board books will increase by 20% | 41,649 | - | - | - | 41,649 | 153,505 | 27.1% | 156,186 | 146,467 |
| 1.2 | The number of young children (birth to five) attending a library program will increase by 45% | 1,883 | - | - | - | 1,883 | 11,160 | 16.9% | 11,067 | 9,355 |
| 1.3 | The number of young children (birth to five) participating in the summer Reading Program will increase by 30%. | 438 | - | - | - | 438 | 738 | 59.3% | 388 | 695 |
| | | | | | | | | | | |
| Goal 2: | Parents and caregivers will have the tools and skills needed to prepare children (birth to five) to learn when they enter school. | | | | | | | | | |
| Objective | | | | | | | | | | |
| 2.1 | At least 90% of the parents or caregivers of children served by library staff will say that the library plays an important role in preparing children to enter school with the skills they need to succeed. | Survey Completed: September 2012 | | | | 94.2% | 90% | 94.2% | - | 90% |
| 2.2 | Each year, at least 5,000 parents and caregivers will attend library sponsored or co-sponsored program to give them the tools to prepare children to learn when they enter school. | 1,043 | - | - | - | 1,043 | 5,000 | 20.9% | 9,824 | 5,000 |
| | | | | | | | | | | |
| Goal 3: | Children (six to eleven) will have materials and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences. | | | | | | | | | |
| Objective | | | | | | | | | | |
| 3.1 | The circulation of children's fiction will increase by 30% | 28,595 | - | - | - | 28,595 | 73,278 | 39.0% | 89,337 | 71,947 |
| 3.2 | The circulation of children's music and movies will increase by 50%. | 24,830 | - | - | - | 24,830 | 50,000 | 49.7% | 82,080 | 50,000 |
| 3.3 | The circulation of children's audiobooks will increase by 30%. | 2,630 | - | - | - | 2,630 | 8,000 | 32.9% | 10,861 | 8,000 |
| 3.4 | The circulation of children's nonfiction will increase by 10%. | 17,532 | - | - | - | 17,532 | 50,271 | 34.9% | 61,138 | 49,357 |

Strategic Plan Quarterly Statistics 2012-2013

| | | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | Year to Date | 2012-2013 Target | % of Target | 2011-2012 Total | 2011-2012 Target |
|-----------|--|----------------------------------|---------|---------|---------|--------------|------------------|-------------|-----------------|------------------|
| 3.5 | Annually, a minimum of 10,000 children will attend a library sponsored or co-sponsored program. | 2,511 | - | - | - | 2,511 | 10,000 | 25.1% | 13,224 | 10,000 |
| 3.6 | The number of children participating in the Summer Reading Program will increase from 752 to 980. | 629 | - | - | - | 629 | 980 | 64.2% | 818 | 923 |
| | | | | | | | | | | |
| Goal 4: | Tweens and teens will have a supportive environment that provides pleasurable reading, viewing, and listening experiences that respond to their current interests. | | | | | | | | | |
| Objective | | | | | | | | | | |
| 4.1 | The circulation of teen materials (fiction and non-fiction) will increase by 20%. | 19,149 | - | - | - | 19,149 | 67,818 | 28.2% | 68,390 | 66,620 |
| 4.2 | The circulation of teen audiobooks will increase by 20%. | 456 | - | - | - | 456 | 1,600 | 28.5% | 1,683 | 1,600 |
| 4.3 | A minimum of 90% of tweens and teens surveyed will indicate that they found something good to read, listen to, or view at the library. | Next Survey: November 2012 | | | | - | 90% | - | 83.0% | 90% |
| 4.4 | The number of tweens and teens who attend a library sponsored or co-sponsored program will increase from 4,362 to 4,800. | 927 | - | - | - | 927 | 4,800 | 19.3% | 3,831 | 4,690 |
| 4.5 | A minimum of 90% of tweens and teens attending a library sponsored or co-sponsored program will evaluate the program as very good or excellent. | Survey Completed: September 2012 | | | | 81.7% | 90% | 81.7% | - | 90% |
| 4.6 | 90% of tweens and teens surveyed say that the library's teen spaces are fun and welcoming. | Next Survey: November 2012 | | | | - | 90% | - | 67% | 90% |
| | | | | | | | | | | |
| Goal 5: | Adults will enjoy a wide variety of new and popular reading, viewing, and listening materials and services that respond to their current interests. | | | | | | | | | |
| Objective | | | | | | | | | | |
| 5.1 | The circulation of adult books will increase by 40% | 121,919 | - | - | - | 121,919 | 556,520 | 21.9% | 493,702 | 294,256* |
| 5.2 | The circulation of adult audiobooks will increase by 20% | 9,957 | - | - | - | 9,957 | 43,810 | 22.7% | 39,190 | 43,072 |
| 5.3 | The circulation of adult music and movies will increase by 70% | 196,122 | - | - | - | 196,122 | 500,000 | 39.2% | 674,885 | 500,000 |

Strategic Plan Quarterly Statistics 2012-2013

| | | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | Year to Date | 2012-2013 Target | % of Target | 2011-2012 Total | 2011-2012 Target |
|-----------|--|------------------------------------|---------|---------|---------|--------------|------------------|-------------|--|------------------|
| 5.4 | A minimum of 20% of adults surveyed will indicate staff helped them find something good to read, view, or listen to. | Next Survey: January/February 2013 | | | | - | 20% | - | 53.4% | 20% |
| 5.5 | A minimum of 90% of adults surveyed will indicate that they found something good to read, view, or listen to. | Next Survey: January/February 2013 | | | | - | 90% | - | 91.5% | 90% |
| 5.6 | A minimum of 75% of adults surveyed will indicate that they received the material they reserved in a timely manner. | Next Survey: April 2013 | | | | - | 75% | - | - | 75% |
| 5.7 | 75% of web site users surveyed will rate the library's web site as informative and easy to use. | Next Survey: November 2012 | | | | - | 75% | - | 88%/71.4% informative/ easy to use | 75% |
| 5.8 | Each year, at least 7,500 adults will attend or participate in a library-sponsored programs. | 2,179 | - | - | - | 2,179 | 7,500 | 29.1% | 8,530 | 7,500.00 |
| | | | | | | | | | | |
| Goal 6: | Everyone in Kalamazoo will have free high-speed access to the online world in the library. | | | | | | | | | |
| Objective | | | | | | | | | | |
| 6.1 | The number of sessions of library computer use will increase from 28,603 to 65,000. | 39,143 | - | - | - | 39,143 | 65,000 | 60.2% | 62,753** | 30,805 |
| 6.2 | A minimum of 75% of library users surveyed will indicate the library's online services and staff support are very good or excellent. | Next Survey: November 2012 | | | | - | 75% | - | 76.3% | 75% |
| 6.3 | The number of people who use the library's Wifi to connect to the Internet will increase from 12,358 to 25,000. | 8,657 | - | - | - | 8,657 | 25,000 | 34.6% | 28,430 | 18,678 |
| | | | | | | | | | | |
| Goal 7: | Representatives from nonprofit organizations will have the tools to build capacity and achieve excellence provided by the library's ONEplace, whose funding will be secure and sustainable. | | | | | | | | | |
| Objective | | | | | | | | | | |
| 7.1 | Each year, at least 1,500 people will attend ONEplace programs sponsored by the library. | 316 | - | - | - | 316 | 1,500 | 21.1% | 1,764 | 1,500 |
| 7.2 | The individuals or groups that receive assistance will increase from 2,000 to 5,000. | 3,253 | - | - | - | 3,253 | 5,000 | 65.1% | 9,673 | 2,100 |

Strategic Plan Quarterly Statistics 2012-2013

| | | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | Year to Date | 2012-2013 Target | % of Target | 2011-2012 Total | 2011-2012 Target |
|--|--|--|---------|---------|---------|--------------|------------------|-------------|--------------------------|------------------|
| 7.3 | 85% of users surveyed will report assistance received was good or excellent. | Ongoing Surveying: Reported in April 2013 | | | | - | 85% | - | 94% | 85% |
| | | | | | | | | | | |
| Goal 8: | Everyone will have resources to understand local history and traditions and to connect past with present through family histories. | | | | | | | | | |
| Objective | | | | | | | | | | |
| 8.1 | Each year, staff will answer at least 6,000 local history and genealogy questions. | 2,226 | - | - | - | 2,226 | 6,000 | 37.1% | 8,710 | 6,000 |
| 8.2 | The number of hits on the Local History and Genealogy web pages will increase to 275,000. | 64,691 | - | - | - | 64,691 | 275,000 | 23.5% | 331,530 | 207,922 |
| 8.3 | 85% of users will evaluate the local history services as very good or excellent. | Next Survey November 2012 & January-March 2013 | | | | - | 85% | - | 93.3%/89% events/website | 85% |
| 8.4 | Each year, at least 1,000 people will attend Local History or Genealogy programs sponsored by the library. | 83 | - | - | - | 83 | 1,000 | 8.3% | 487 | 1,000 |
| * 2011-2012 target for fiction only. 2012-2013 target measuring all adult books. | | | | | | | | | | |
| **Due to new computer management software, yearly totals are not comparable. | | | | | | | | | | |

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**Director's Report
October 2012**

From the Director

1. Recent meetings and events attended include DDA, DKI, and many D's committee meetings; webinars on digital signage and leadership; first grade visits; Friends Board Meeting and discussion with the president; Midwest Collaborative for Library Services annual meeting; Southwest Michigan Black Heritage Society committee meeting; SMLC board meeting; a preliminary meeting with the architect on library projects; and many library programs.
2. Staff were generally pleased with our staff day; it was a good combination of format, work topics (intellectual freedom, social media, teambuilding) and personal topics (financial literacy, office yoga, meditation).
3. Staff from the Children's Room and Seth Penschansky, our architect, visited three children's rooms in libraries in suburban Detroit to gather ideas for ours. Seth will be here on Wednesday, October 17 to meet with children's, adult services, circulation, and CAMP staff. I'll report at the Board meeting.
4. We had a successful 140th birthday celebration: K9 unit visits at branches, birthday cupcakes, display of historic photos, and the Susan Orlean visit. There was good PR....KG, MLIVE, WMUK, social media....so even those who may not have attended an event, were aware of our birthday.
5. Information from the October meeting of the Friends:
 - The September bag sale results: \$920 in the auditorium, \$1200 in the bookstore
 - Next bag sale will be January 19
 - Friends celebrated the library's 140th birthday with trade fiction reduced from \$2.00 to \$1.40, and a birthday cake and bookstore discounts for staff
 - Friends are reexamining the legal parameters for their contributions to the millage campaign
6. A revised organizational chart, adding the assistant director position, is attached for your information.

Create Young Readers

7. KPL will become a "Family Place Library" in the coming year. We are part of a national expansion of a large grant funded by the Institute for Museum and Library Services. Specific details and timing have not yet been received.
8. Picture book author and illustrator Sarah Stewart and David Small spoke to an enthusiastic audience about their new book *The Quiet Place*. KPL was the launch of a book tour to NYC, Boston, and Philadelphia.

Stimulate Imagination

9. First grade visits are well underway and going smoothly. The first round will be over in early November.
10. Library visits by families in this session of *Lift up through Literacy* parent education classes are also underway.
11. “Fancy Nancy” came to Oshtemo! It was a “splendiferous occasion” for celebrating this favorite picture book character.
12. We had a terrific skype program with author Sara Pennypacker, the author of the “Clementine” books. She was generous with her time and gave kids who are part of the “Bookworms” book club a great addition to their book discussion.
13. Our request for a visit by Walter Dean Myers, the current “National Ambassador for Your People’s Literature” has been accepted for an August 2013 appearance. His visit will be underwritten by the Center for the Book at the Library of Congress. His theme is “reading is not optional”.
14. The ebook collection continues to circulate steadily. After a spike to an all-time high of 3,061 in July, the August circulation was still trending up with 2,911 checkouts. The majority are in ebook format, but we are beginning to focus more of our audiobook budget toward digital audiobook titles through Overdrive.

Connect to the Online World

15. There is now an app available for many NOOK devices that allows for wireless borrowing of ebooks and MP3 audiobooks from our Overdrive collection.
16. We will once again offer ebook programming in advance of the gift buying season. The programs will offer attendees basic information about our ebook service, a general Q&A session, and technical information about downloading to various devices.

Build Successful Enterprises

17. Some design updates to the ONEplace section of the website are streamlining navigation by organizing information by work areas. At the heart of the new design is the new *ONEpages* services that provides a one-click webpage for the four target areas: executive leadership, program management, fund development, and marketing and communications. Each one has downloadable resources, links to recent articles, a list of upcoming events, and a comment section.

Discover Your Roots

18. Local History is now a FamilySearch affiliate site through the genealogy services of The Church of Jesus Christ of Latter-day Saints, the largest genealogy organization in the world. Patrons can pay a small fee to request microfilm from their vast library which is then sent to us. We house it for 90 days during which time the patron can use our equipment to view it and presumably use our other genealogy services as well.

Other

19. We are now “floating” our audiobook collection. This means audiobooks system-wide will no longer have a designated home library but are free to float between libraries as patrons borrow and return them.
20. Items borrowed through MeL may now be picked up at branches. Previously they were available for pick-up only at central, but now a pick-up location can be specified through MeL.
21. A flood light controlled by a motion sensor was been installed at the service entrance at Oshtemo to make it safer to enter the building during closed hours when the parking lot lights are not scheduled on.
22. Work on the exterior of Washington Square is just about completed. Last week the front door was refurbished off-site.

KALAMAZOO PUBLIC LIBRARY

LIBRARY STATISTICS

September 30, 2012

| Agency | Central <u>Library</u> | East <u>wood</u> | <u>Oshtemo</u> | <u>Powell</u> | Washington <u>Square</u> | <u>Total</u> | <u>Year to</u> <u>Date</u> | <u>Prior Year</u> <u>to Date</u> | <u>%</u> <u>Change</u> |
|---------------------------------|---------------------------|---------------------|----------------|---------------|-----------------------------|----------------|-------------------------------|-------------------------------------|---------------------------|
| <u>Print Material</u> | | | | | | | | | |
| Adult | 24,301 | 1,372 | 9,249 | 512 | 2,231 | 37,665 | 127,194 | 127,907 | -1% |
| ebooks | 2,199 | | | | | | 6,682 | 2,119 | 215% |
| Teen | 3,691 | 227 | 997 | 64 | 211 | 5,190 | 19,279 | 20,023 | -4% |
| Juvenile | 14,584 | 1,159 | 7,116 | 396 | 1,402 | 24,657 | 87,914 | 81,081 | 8% |
| Total Print Material | 44,775 | 2,758 | 17,362 | 972 | 3,844 | 69,711 | 241,069 | 231,130 | 4% |
| | | - | - | - | - | - | | | |
| <u>Non-Print Material</u> | | | | | | | | | |
| Audio-Book | 2,145 | 45 | 843 | 31 | 150 | 3,214 | 11,107 | 12,557 | -12% |
| Audio-Music | 5,959 | 521 | 958 | 456 | 580 | 8,474 | 25,014 | 25,842 | -3% |
| Video/DVD | 32,657 | 3,967 | 8,576 | 3,042 | 6,726 | 54,968 | 172,446 | 138,263 | 25% |
| Other | 83 | 34 | 243 | 6 | 22 | 388 | 1,503 | 1,511 | -1% |
| Overdrive:audiobooks | 678 | | | | | 678 | 2,167 | 1,170 | 85% |
| Total Non-Print Material | 41,522 | 4,567 | 10,620 | 3,535 | 7,478 | 67,722 | 212,237 | 179,343 | 18% |
| Total Circulation | 86,297 | 7,325 | 27,982 | 4,507 | 11,322 | 137,433 | 453,306 | 410,473 | 10% |
| Computer Usage | | | | | | | | | |
| *Onsite Computer Use | 8,343 | 811 | 1,417 | 496 | 733 | 11,800 | 39,143 | | |
| Computer Usage Remote | | | | | | 2,383,647 | 7,321,476 | 6,785,964 | 8% |
| Wireless Internet | 1,909 | 238 | 377 | 134 | 163 | 2,821 | 8,657 | 6692 | 29% |
| Database Statistics | | | | | | | | | |
| Database Sessions | 1,278 | | | | | 1,278 | 3,687 | 3292 | 12% |
| Database Searches | 39,685 | | | | | 39,685 | 135,505 | 84840 | 60% |
| Total Registrations | 1003 | 45 | 139 | 21 | 51 | 1259 | 2,732 | 3,134 | -13% |

* Due to new computer management software being used at the library. Yearly totals are not comparable

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
September 30, 2012

| Agency | <u>Central Library</u> | <u>East wood</u> | <u>Oshtemo</u> | <u>Powell</u> | <u>Washington Square</u> | <u>Total</u> | <u>Year to Date</u> | <u>Prior Year to Date</u> | <u>% Change</u> |
|---|----------------------------|----------------------|----------------|---------------|------------------------------|--------------|-------------------------|-------------------------------|---------------------|
| <u>Programs/Tours</u> | | | | | | | | | |
| In-House | | | | | | | | | |
| Adult Events | 19 | 0 | 3 | 1 | 0 | 23 | 51 | 55 | -7% |
| Attendance | 401 | 0 | 41 | 6 | 0 | 448 | 999 | 1251 | -20% |
| Teen Events | 5 | 1 | 1 | 1 | 0 | 8 | 27 | 28 | -4% |
| Attendance | 92 | 8 | 0 | 20 | 0 | 120 | 778 | 895 | -13% |
| Juvenile Events | 21 | 4 | 19 | 5 | 4 | 53 | 178 | 161 | 11% |
| Attendance | 493 | 34 | 286 | 77 | 275 | 1165 | 5464 | 5613 | -3% |
| Outreach | | | | | | | | | |
| Adult Events | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 4 | -25% |
| Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 148 | 544 | -73% |
| Teen Events | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | -100% |
| Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 407 | -100% |
| Juvenile Events | 0 | 0 | 0 | 1 | 0 | 1 | 16 | 11 | 45% |
| Attendance | 0 | 0 | 0 | 14 | 0 | 14 | 1486 | 1403 | 6% |
| Total Events | 45 | 5 | 23 | 8 | 4 | 85 | 275 | 261 | 5% |
| Total Attendance | 986 | 42 | 327 | 117 | 275 | 1747 | 8875 | 10113 | -12% |
| Law Library | | | | | | | | | |
| Visitors | 264 | | | | | | 551 | | |
| Phone Calls | 131 | | | | | | 240 | | |
| Questions Answered | 404 | | | | | | 832 | | |
| * New statistics for Law Library doesn't include July 2012 | | | | | | | | | |
| Summer Reading | | | | | | | | | |
| 0-5 | 240 | 28 | 125 | 27 | 18 | 438 | 438 | 388 | 13% |
| 6-11 | 324 | 47 | 193 | 22 | 43 | 629 | 629 | 818 | -23% |
| 12+ | 276 | 41 | 153 | 16 | 44 | 530 | 530 | 389 | 36% |
| Adult | 330 | 54 | 169 | 13 | 76 | 642 | 642 | 614 | 5% |
| | 1170 | 170 | 640 | 78 | 181 | 2239 | | | |

Kalamazoo Public Library Organizational Chart

