



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
January 28, 2013, 4:00 p.m.

Election of Officers

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of December 17, 2012
 - B. Personnel Item
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending December 31, 2012
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Close Estimate Budget for 2012-2013 Fiscal Year
 - B. Allocation of Endowment Funds for First Floor Renovations
 - C. Request for Funds from Kalamazoo Community Foundation Local History Room Fund
 - D. Increase in Staffing Table
 - E. Reclassification of Library Assistant Position
 - F. 2013 Calendar of Meetings
 - Reports
 - G. Second Quarter Strategic Planning Statistics
 - H. 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
 - A. Director’s Midyear Review
- XI. ADJOURNMENT

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: December 17, 2012
Time: 4:00
Location: Central Library Board Room

TRUSTEE ROLE CALL:

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

Absent: Fenner Brown

CALL TO ORDER:

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

AGENDA APPROVAL:

President Godfrey pointed out the Special Order of Business at the beginning of the meeting to approve the revision to the Operating Funds Investment Policy that was necessary for passing the resolution to authorize the CDARS and ICS programs for excess funds investment. The agenda was approved.

Special Order of Business

A. Operating Funds Investment Policy

Recommendation: Director Rohrbaugh recommended the Board approve the revised Operating Funds Investment Policy.

Executive Summary: In 2012, the state legislature approved a revision to Public Act 20 (the Surplus Funds Investment Act) to allow local units of government to invest in “Insured Cash Sweeps” (ICS) as long as the original depository institution was eligible. It is a program very similar to the Certificate of Deposit Account Registry Service (CDARS) program the library already participates in. As with the CDARS program, the ICS program would allow the library to achieve a higher level of FDIC insurance through one money market deposit account via the exchange of networked banks. The ICS service would allow the library to have both FDIC insured fixed maturity certificates of deposit through CDARS and FDIC insured liquid money market accounts through ICS, allowing for a much higher degree of safety. The only local bank offering the service is First National Bank of Michigan. The ICS program and the revision to the Operating Funds Investment Policy were reviewed by the Finance & Budget committee and came with their recommendation for approval.

Discussion: Director Rohrbaugh reiterated that this policy had to be revised before the resolution could be passed highlighting the revised language in the board packets.

MOTION: B. CAPLE MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE REVISED OPERATING FUNDS INVESTMENT POLICY.

MOTION CARRIED 6-0.



I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution to Authorize the CDARS and ICS Programs for Excess Funds Investment

Recommendation: Director Rohrbaugh recommended the Board approve the resolution to authorize Kalamazoo Public Library to participate in the CDARS and ICS programs for excess funds investment.

Discussion: Director Rohrbaugh explained participation in the CDARS and ICS programs for excess funds investment required a resolution passed by the Board and that the library now had a policy which supported this participation.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE RESOLUTION TO AUTHORIZE KALAMAZOO PUBLIC LIBRARY TO PARTICIPATE IN THE CDARS AND ICS PROGRAMS FOR EXCESS FUNDS INVESTMENT.

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

MOTION CARRIED 6-0.



II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Board Meeting of October 22, 2012*

B. *Personnel Items*

- Employee Retirement

Marti Fritz announced her retirement effective January 11, 2013. Marti began work at KPL in January 1996 and held the Supervisory-Technical 5 FTE 1.0 Marketing and Communication Manager position.

- New Hire

Farrell Howe will join the staff as the Supervisory-Technical 5 FTE 1.0 Marketing and Communication Manager effective January 2, 2013. Farrell held the position of Marketing Coordinator at the Kalamazoo Institute of Arts.

- New Hire

Cheryl Cavalear will join the salaried staff in the KPLSP Library Assistant 3 FTE 0.5 Programming Support position within the Youth Services Department effective December 17, 2012. Cheryl has worked at KPL since July 2010 as a tech intern and library aide.

Discussion: Director Rohrbaugh said though the news of M. Fritz’s upcoming retirement was not new news to the Board, this was the official announcement. She told Board members the library would have a retirement party and they should expect an invitation soon. She said M.

Fritz was very much responsible for KPL’s look and brand and thanked her for her years of work at the library.

IV. FINANCIAL REPORT

A. Financial Reports for the Months Ending October 31, 2012 and November 30, 2012

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the months ending October 31, 2012 and November 30, 2012.

MOTION: C. TENBRINK MOVED AND B. CAPLE SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTHS ENDING OCTOBER 31, 2012 AND NOVEMBER 30, 2012.

MOTION CARRIED 6-0.



V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Non-Resident Fee for 2013

Recommendation: Director Rohrbaugh recommended the Board reduce the non-resident fee for 2013 to \$170 per household and \$85 per student non-resident card.

Executive Summary: The non-resident fee for 2012 was based upon the average tax on a residential parcel within the library district. It is an average calculated by dividing the average residential property tax revenue by the total reported residential parcels. The fee for 2013 calculated at \$173.27 per household. During 2012 the library sold 30 household and 0 student non-resident cards, comparable to the 2011 sale of 33 household and 3 student non-resident cards.

Total parcels in the library decreased by 26 households during the year to total 34,073 while the taxable value of residential parcels fell by 5.8% (\$92,524,004). This resulted in a total decrease in the district average residential property tax of \$2680 per parcel.

Calculations for 2012 were:

Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
Kalamazoo City	19,956	761,326,673	\$38,150	\$151.01
Kalamazoo Twsp.	7,204	260,452,271	\$36,154	\$143.11
Oshtemo Twsp.	6,328	424,025,395	\$67,008	\$265.24
Texas Twsp.	585	45,741,657	\$78,191	\$309.50
Total Library	34,073	1,491,545,996	\$43,775	\$173.27

Calculations for 2011 were:

Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
Kalamazoo City	19,985	817,814,738	\$40,921	\$161.98
Kalamazoo Twsp.	7,221	281,457,104	\$38,978	\$154.28
Oshtemo Twsp.	6,304	437,056,543	\$69,330	\$274.43
Texas Twsp	589	47,741,615	\$81,055	\$320.84
Total Library	34,099	1,584,070,000	\$46,455	\$183.88

Discussion: B. Caple asked how many students cards the library generally sold. Director Rohrbaugh answered that in 2012 the library had not sold any student cards and in 2011 the library had sold a total of three non-resident student cards. She said the majority of people who would like to get a library card at KPL are eligible for either resident or reciprocal cards. There are small areas in which the residents do not pay taxes to any library and therefore must purchase cards, but the library has never sold a great number of these non-resident cards. B. Caple asked if the library offered reciprocal cards to college students at Western Michigan University, Kalamazoo College, and Kalamazoo Valley Community College. K. King answered most students were eligible for resident or reciprocal library cards. Generally, there are a small number of KVCC students living in areas of Texas Township lacking library service and these are generally those students who purchase non-resident student library cards.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO REDUCE THE NON-RESIDENT FEE FOR 2013 TO \$170 PER HOUSEHOLD AND \$85 PER STUDENT NON-RESIDENT CARD.

MOTION CARRIED 6-0. 

B. Disposition of Materials, Furniture and Equipment Policy

Recommendation: Director Rohrbaugh recommended the Board approve the revised Disposition of Materials, Furniture, and Equipment Policy.

Executive Summary: The policy, first adopted June 22, 1992, and revised in 1994 and 2004, was revised to reflect the shift of responsibility for general furniture and equipment disposition from the Purchasing Manager to the Head of Facilities Management and to the Head of IT for computer equipment. It also provided for internet sale, in addition to auctions and public advertised sale.

Discussion: V. Wright asked how the \$3,900 in revenue resulting from the selling of old furniture highlighted in the financial reports was achieved. S. Lindemann said this furniture was sold to another local non-profit organization. S. Lindemann said she has completed other sales over the Internet. B. Caple asked about the process of deciding what furniture should be disposed. Director Rohrbaugh explained that normally unneeded furniture became available after a space was renovated. The department head would approach S. Lindemann to store the furniture. If S. Lindemann determined she did not have room to store the furniture and that it was unneeded in other areas of the library, then she would decide how it should be disposed of.

MOTION: V. WRIGHT MOVED AND C. TENBRINK SUPPORTED THE MOTION TO APPROVE THE REVISED DISPOSITION OF MATERIALS, FURNITURE, AND EQUIPMENT POLICY.

MOTION CARRIED 6-0. 

REPORTS:

C. Legislative Update – Diane Schiller

Report: D. Schiller listed off the recent legislation passed by the state legislature in recent days which affected the library. The first was the revision to SB 1360 which changed the due date by which MPERS employees had to make their final decisions on their retirement options. Right to Work is another piece of legislation which will affect the two unions, KPLA and KPLSP, at the

library. Sections of each of the contracts will need to be revised the next time the library negotiates with the unions. She said this law had little effect on the relationship between the library and union employees but more so affected the relationship between the MEA and the union members.

D. Schiller then explained the legislation which had passed regarding Personal Property Tax reading the definition of the types of personal property tax affected by the law and the timeline for when certain personal property becomes exempt. She said the library had no good idea of how much personal property will be affected by these bills in the Kalamazoo Public Library District and that she cannot accurately estimate the financial impact it could have on the library or what the chances were that the library would be reimbursed for any losses. The library could potentially be reimbursed for 80% of its losses once it had sustained a reduction in revenue from the personal property tax legislation of 2.5% or more. The first year the library will be affected by this law is the 2014-2015 fiscal year.

D. Schiller also talked about the Emergency Manager Act. This bill offered a choice of a few options for municipalities in distress: a consent agreement, a mediation process, an emergency manager, or chapter IX bankruptcy.

Discussion: B. Caple asked if there had been any studies done to estimate the effects of the bills related to Personal Property Tax on municipalities. D. Schiller answered that studies had been completed but because they were statewide and at such a high level, they are not applicable to any one area in the state. President Godfrey asked for clarification on the concealed weapons legislation which was passed. D. Schiller said this legislation was sitting on the governor's desk still unsigned and did not affect the library since people were already able to carry concealed weapons in libraries. She said the governor was unhappy with this bill because it did not have an opt out clause for public entities such as the library. This opt out clause was not added because it was at variance with another state law. R. Brown asked if there were any laws the governor may not sign. D. Schiller said though he was unhappy with the concealed weapons legislation, she didn't know whether this would prevent him from signing the bill or not.

Disposition: Trustees thanked D. Schiller for her report.

D. Ready to Read/Spelling Bee Update – Andrea Enyedi

Report: A. Enyedi started by giving trustees background on Ready to Read and how it began. She said one of the main components of this early collaboration was the volunteer readers program. At the beginning of 2012, the library decided to step back and look at how Ready to Read aligned with the library's current strategic plan. The decision was made to sharpen the focus of reaching parents and caregivers in the Kalamazoo community with less emphasis on reaching the children directly. This resulted in the elimination of the volunteer reader program. Partners with Ready to Read are now required to place a greater emphasis on the library use and promoting the library in order to receive books to distribute to children. There is also a greater emphasis being placed on adult literacy and ensuring parents are literate and therefore able to read to their children. Parents needing assistance with their reading are referred to the Kalamazoo Literacy Council for tutoring.

A. Enyedi explained Ready to Read was becoming more strategic about who they partnered with and that only organizations with regular, ongoing contact with families were eligible to be

partners with Ready to Read. Partners must agree to promote library use to the family and support the Spelling Bee by sponsorship or participation in order to receive gift books to distribute during the year. Most of the books distributed during the year are bought with funds from the Great Grownup Spelling Bee. In 2012, approximately \$16,000 was raised to purchase books for Ready to Read.

Discussion: B. Caple asked which organizations were no longer partners with Ready to Read following these changes. A. Enyedi answered that Borgess Pro-Med Pediatrics, Pediatrics P.C., Bright Futures Pediatrics, and Loaves and Fishes were among the organizations that were no longer partners with Ready to Read. President Godfrey asked how the volunteer readers and organizations who were no longer partners had reacted to the changes. A. Enyedi said the volunteer readers were disappointed and that it took quite a bit of work to dismantle this program. V. Wright commented on the Spelling Bee saying she was surprised and delighted each year when she heard of new people attending the event who were hoping to be participants in future years.

Disposition: Trustees thanked A. Enyedi for her report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. VanderRoest said the committee had met prior to the Board Meeting to discuss the resolution adopted at the beginning of the meeting and the revision to the Operating Funds Investment Policy.
- B. *Personnel Committee*—no meeting.
- C. *Fund Development and Allocations Committee*—no meeting.
- D. *Director's Building Advisory Committee*—Director Rohrbaugh said the Director's Building Advisory Committee had met with S. Penchansky to discuss the plans for the renovations to the second floor local history room and rotunda area, the circulation and CAMP offices, and the children's room. She said the committee would be meeting again with S. Penchansky soon and that she hoped to have plans and cost estimates for the full board to review at the January or February board meeting.

VII. OTHER BUSINESS

A. *Officer Nomination Slate*

Presentation: President Godfrey drew attention to the Officer Nomination Slate prepared by the nominating committee of the Board. She reminded trustees that this process now took place at this time of year as a result of the change in the election schedule for trustees. In the future, trustees will be elected during November elections, and new Board members sworn in and officers elected at the January Board meeting. She said the slate was included in the packets for all Board members information and the elections would take place at the January meeting.

B. *Director's Report*

Presentation: Director Rohrbaugh started by saying there was one item not on the Director's Report she would like to tell Board members about. She reminded them the library had been awarded a grant from the Institute for Museum and Library Services to become a Family Place

Library. She said the first step in this process was three days of training that would take place in May for four library staff members. Next she drew attention to item two and the mail survey the library would be completing with the Kercher Center at WMU. She said the committee had met and that the survey was close to being finalized. She reviewed that the first general election was held at the Oshtemo Branch in November reporting things went very well and the township was pleased with this collaboration. Director Rohrbaugh called out item five and the \$3,000 the Friends had donated to the Citizen's Committee for KPL thanking them for their continued generous support of the library. She also said she had heard the day before that L. Kubinski, the administrative assistant for the Friends, would be retiring in mid-January.

Director Rohrbaugh reviewed the issues with establishing a regional depository library for the state of Michigan for government documents saying M. Cockrell, C. Hann and she had met and were discussing the options for who may become the state's depository library. She highlighted the list of successful programs in item ten. Item 15 explained KPL would soon be eliminating the unlockers at the self-checkout kiosks and would no longer be locking AV cases. In the future, AV materials will have security tags on the discs themselves. The hope is this will increase use of the self-check machines. She highlighted items 21 and 22 commenting on the new financial software the business office was using, and then drew attention to the changing cataloging rules and the training members of CAMP will be undergoing to learn RDA. Lastly, she talked about the hope that following the elimination of the unlockers, the circulation desk could be transformed into more of a customer service desk with the majority of the check-outs being handled at the self-checkout kiosks.

Discussion: B. Caple asked what technology would be used to protect the discs once the AV cases were no longer locked. Director Rohrbaugh answered that the security was an RFID tag that adhered directly to the disc. B. Caple asked if author's names could be printed on the self-check receipts. Director Rohrbaugh told him she would check with G. Green about this possibility. V. Wright asked what Project Connect was in item ten. K. King answered that it was a program done twice a year at the Fair Grounds aimed at connecting the homeless population in Kalamazoo with resources and services.

President Godfrey told the Board members and other meeting attendees that Robert Sabuda told his audience how impressed he was with KPL during his visit for the Youth Lit Seminar. She next asked for more information about item nine: Freegal and Rocket Languages. M. Cockrell explained this was initially a challenging model for the library to accept but that Freegal had been immensely popular in other libraries. He said it was not a lending model, but an ownership model in which the library purchased the songs and then gave them to patrons to keep. He explained Freegal has a good relationship with other libraries and was hoping to offer more music in the future. Rocket Languages, he explained, was an online language learning program which allowed patrons to work at their own pace. B. Caple asked if M. Cockrell had an idea of when these services might be available and he said he hoped they would be available in early 2013. He said the issue had been connecting the vendor with the library's patron database in order to ensure only KPL's in-district residents could use the service. Director Rohrbaugh added that the library was getting this new service with the rest of the libraries in SMLC at a discounted group rate.

President Godfrey asked about item three and Director Rohrbaugh answered this was something KPL and KPS had been talking about for years. The idea was based off of Nashville, Tennessee's model in which the student and staff school ID's are also their library cards.

Difficulties may arise when trying to determine how the library's and school's databases could effectively share information and there may be cost related for some services whose price is dependent on the number of patrons registered at the library. President Godfrey and B. Caple commented that using the current student identification cards would result in the loss of our branding on a library card. Director Rohrbaugh acknowledged this and said perhaps the future KPS ID cards could have the KPL logo on them. She said this was simply an idea and that time would tell if it was something that was ever instituted.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- R. Brown mentioned he had attended the jazz concert by the Ken Morgan Jazz Trio at the Oshtemo Branch and that the music had been great and program very well attended.
- B. Caple asked about the nomination process for new board officers and whether there was a provision for dealing with nominations from the floor. President Godfrey said this could be found in the bylaws.
- V. Wright thanked the Friends for their contribution to the Citizen's Committee for KPL. She also commented on the Spelling Bee saying how interesting the dichotomy of emotions are for this event when one moment everyone is laughing at the skits of a group and the next moment serious and fully concentrating on the spellers. She also thanked M. Fritz for her years of service to the library.
- President Godfrey said she had been honored to be invited to the Friends annual Holiday Dinner and that this year they had honored M. Fritz for her service to the library as well as gave Director Rohrbaugh a lifetime membership to the Friends. She told meeting attendees she appreciated the strong and ongoing relationship between the Friends and KPL.

X. ADJOURNEMENT

Hearing no objection, President Godfrey adjourned the meeting at 4:58 p.m.

X _____
Fenner Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Item**

DATE: January 28, 2013

Resignation

Bailey Mead resigned from the ST FTE .75 Nonprofit Assistant position in ONEplace effective January 24, 2013. Bailey began work at KPL in March 2012. She has accepted a full time position as Resource Development Director with the Constance Brown Hearing Center.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
December 31, 2012**

DATE: January 28, 2013

RECOMMENDATION:

I recommend the Board accept the Financial Reports for the month ending December 31, 2012.

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

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January 21, 2012
Kalamazoo Public Library
Internal Financial Statements
For the month ending December 31, 2012

Combined Balance Sheet

A summarized Combined Balance Sheet is presented as of December 31st for all governmental funds. Within the General Fund, the (\$8,424) Accounts Receivable Balance is caused by the accumulation of credit card sales in a suspense account pending reconciliation of the bank statement. Prepaid Expenditures of \$155,938 represent one month of employee insurance for the month of December paid in advance, 3M Company maintenance contract fees paid in advance, and an Ebso Subscription invoice for periodicals paid prior to final determination of the expenditure distributions. After recognition of the December Property Tax levy and receipts of taxes during the month, Taxes Receivable totals \$8,357,381.

Sources and Uses of Funds

Electronic Transfers

Sources during the month of December included \$1,937,715 in property tax receipts, \$5,000 from the Lawrence & Sylvia Wong Foundation, \$4,000 from the Gilmore Foundation, and \$5,320 in gifts to Ready to Read from a variety of donors.

Total Pooled Cash & Investments rose during the month of December to \$4,838,363 and included the initial deposit to the newly established Insured Cash Sweep account(s) at First National Bank of Michigan.

Governmental Cash Investment

As of December 31st, \$4,768,556 of the library's pooled cash accounts were within investment accounts. The First National Bank Insured Cash Sweep (ICS) account was initiated late in the month with a deposit of property taxes for \$268,836.49. Investments for Debt Service Funds totaled \$103,116 as of December 31st and represent an initial transfer of \$100,000 of the \$1,121,000 budgeted to be transferred yet this fiscal year. The initial transfer was made in November to maintain account balances above minimum levels with the remaining funds to be transferred in February.

General Fund Revenue and Expenditure Summary

Property tax revenue of \$10,252,974 was recognized in December and represents the most current estimate of the current year's tax levy. No individual line item budgets have overrun as of mid-year, however, the Close Estimate Budget presented to the board for approval this month does present a number of changes to multiple budgets. For example, the revised budget proposes to increase the current \$100,000 Tax Charge Back Budget to \$175,000 to accommodate anticipated taxpayer refunds.

Capital Improvement Plan Income Statement

Capital Project Budget vs. Actual Report

Capital projects expenditures during the month of December included \$6,250 in payment to PENCHANSKY WHISLER ARCHITECTS for design services (Project 818), \$4,504 in payment to XEROX for the staff photocopier in Circulation (Project 868), and \$2,146 to DELL for computer equipment (Project 831). A Close Estimate Budget for the Capital Improvement Plan is also being presented in January.

Special Revenue Income Statement and Project Activity

All of the Local Support revenue recognized in December was deposited to Ready to Read. Expenditures incurred during the same month totaled only \$576.84 for both Ready to Read and the Local History continuing project.

Endowment Fund

Balances as of November 30, 2012 the Endowment Fund market value of the portfolio totaled \$3,197,299. Revenue to date includes \$20,069 in dividend and interest income year to date and over \$140,000 in market value appreciation.

Kalamazoo Public Library

Balance Sheet

As of December 31, 2012

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	\$453,671.16	\$1,313,036.39	\$20.00	\$126,044.92	\$0.00
Investments	\$4,946,738.80	\$0.00	\$103,116.56	\$78,558.29	\$3,197,298.90
Total Cash & Equivalents	\$3,400,409.96	\$1,313,036.39	\$103,136.56	\$204,603.21	\$3,197,298.90
Accounts Receivable					
Accounts Receivable	(\$8,424.05)	\$0.00	\$0.00	\$0.00	\$0.00
Total	(\$8,424.05)	\$0.00	\$0.00	\$0.00	\$0.00
Taxes Receivable					
Taxes Receivable	\$8,357,381.43	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$8,357,381.43	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets					
Other Assets	\$155,938.08	\$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	\$155,938.08	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$11,905,305.42	\$1,313,036.39	\$103,136.56	\$204,603.21	\$3,197,298.90
Liabilities					
Accounts Payable					
Accounts Payable	\$85,485.55	\$0.00	\$0.00	\$0.00	\$0.00
Salaries Payable	\$31,297.20	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$46,790.38	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$163,573.13	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$163,573.13	\$0.00	\$0.00	\$0.00	\$0.00
Net Assets					
Fund Balance					
Unassigned Fund Balance	\$7,941,732.29	\$0.00	\$0.00	\$0.00	\$0.00
Assigned for Cash Flow	\$3,800,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Assigned for Debt Service	\$0.00	\$0.00	\$103,136.56	\$0.00	\$0.00
Assigned for Capital Improvements	\$0.00	\$1,313,036.39	\$0.00	\$0.00	\$0.00
Assigned for Special Projects	\$0.00	\$0.00	\$0.00	\$204,603.21	\$0.00
Endowment Fund Balance - Current	\$0.00	\$0.00	\$0.00	\$0.00	\$843,839.53
Endowment Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$2,335,321.98
Childrens Endowment Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$18,137.39
Total Fund Balance	\$11,741,732.29	\$1,313,036.39	\$103,136.56	\$204,603.21	\$3,197,298.90
Total Liabilities and Fund Balance	\$11,905,305.42	\$1,313,036.39	\$103,136.56	\$204,603.21	\$3,197,298.90

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the two months ending December 31, 2012**

	December
BEGINNING CASH BALANCE *	\$ 3,701,522.86
* Including short-term investments	
 <u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 1,937,715
IFT/CFT Taxes not in Levy/Pilots/Renaissance Reimb.	\$ 3,212
State Aid	\$ -
District Court Penal Fines/Law Library Revenue	\$ -
Interest Income	\$ 238
Library Fines & Fees	\$ 8,677
Other Sources: Gifts, Grants, & Reimbursements	\$ 10,791
Other Gifts (Ready to Read, etc)	\$ 5,320
TOTAL SOURCES OF CASH	\$ 1,965,954
 <u>USES OF CASH:</u>	
Salaries & Wages	\$ (400,473)
Benefits	\$ (137,524)
Materials	\$ (53,910)
Supplies	\$ (6,333)
Facilities	\$ (43,196)
Technical Services	\$ (18,719)
Purchased Services	\$ (41,832)
Other	\$ (105,292)
Gifts & Grants	\$ (6,361)
Capital Expenditures	\$ (13,704)
Prior Year Expenditures	\$ (1,770)
Debt Service - transferred to reserve	\$ -
TOTAL USES OF CASH	\$ (829,114)
 ENDING CASH	 \$ 4,838,363
 <u>Pooled Cash & Investment Accounts</u>	
<u>Checking & other liquid accounts</u>	
Cash to be deposited	
Fifth Third General & Payroll Checking Accounts	\$ 1,884,361.21
Fifth Third Arcadia Admin & Transfers Accounts	\$ 51,828.06
Petty Cash/Midwest Business Exchange Account/Paypal	\$ 17,978.37
Pooled Cash Accounts	\$ 1,954,167.64
 <u>Pooled Investments</u>	
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52.43
Flagstar Bank MM & CD's	\$ 853,195.95
Huntington Aim Treasury, MM & CD's	\$ 24,152.04
First National Bank MM & CD's	\$ 2,006,794.95
Pooled Investment Accounts	\$ 2,884,195.37
Total Pooled Cash & Investments	\$ 4,838,363.01

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
December**

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
12/5/2012	Wire Transfer From	Flagstar MM		\$ (500,000.00)
12/5/2012	Wire Transfer to		Fifth Third Checking	\$ 500,000.00
12/6/2012	MERS HCSP	5/3 General Check	Municipal Employees Retirement System	\$ (1,100.17)
12/6/2012	MEBS 403b contribution	5/3 General Check	Michigan Employees Benefits Systems	\$ (7,732.25)
12/6/2012	MERS Employer Contributions	5/3 ACH Transfer	Municipal Employees Retirement System	\$ (22,623.38)
12/12/2012	Transfer to ACH Transfer	5/3 General Check		\$ (20,000.00)
12/12/2012	Transfer from Gen. checking		Fifth Third ACH Checking	\$ 20,000.00
12/12/2012	Transfer to Arcadia	5/3 General Check		\$ (2,000.00)
12/12/2012	Transfer from Gen. checking		Fifth Third Arcadia Checking	\$ 2,000.00
12/13/2012	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (579.83)
12/14/2012	Payroll Direct Deposits	5/3 Payroll Checking	Employee Accounts	\$ (117,164.34)
12/14/2012	Union Dues	5/3 Payroll Checking	KPLA/KPLSP	\$ (2,214.26)
12/14/2012	Friend of the Court	5/3 Payroll Checking	Kalamazoo County	\$ (105.88)
12/14/2012	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (42,174.03)
12/14/2012	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (2,651.17)
12/18/2012	MERS HCSP	5/3 ACH Transfer	Municipal Employees Retirement System	\$ (1,100.17)
12/20/2012	MEBS 403b contribution	5/3 ACH Transfer	Michigan Employees Benefits Systems	\$ (7,452.16)
12/28/2012	Transfer to Transfer Account	5/3 General Check		\$ (25,000.00)
12/28/2012	Transfer from Gen. checking		5/3 Arcadia Checking	\$ 25,000.00
12/31/2012	Transfer to 1st National ICS Account	First National Now Acct		\$ (268,836.49)
12/31/2012	Transfer from 1st National NOW Acct		First National Insured Cash Sweep	\$ 268,836.49
12/31/2012	Payroll Direct Deposits	5/3 Payroll Checking	Employee Direct Deposits	\$ (117,558.02)
12/31/2012	Union Dues	5/3 General Check	KPLA/KPLSP	\$ (2,214.26)
12/31/2012	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (43,158.50)
12/31/2012	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
12/31/2012	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (2,651.17)
Total Transfer Transactions - December				\$ (370,585.47)

**Kalamazoo Public Library
Governmental Cash Investment Report
As of December 31, 2012**

<u>Investment Accounts</u>	<u>\$</u>	<u>Notes</u>
General Pooled Funds		
Fifth Third Bank General Check/Payroll Checking	\$ 1,884,361.21	Sweep (Treasury/Agency) Account
<u>Treasury & Money Market Funds</u>		
Huntington Nat'l - Premier Public Funds	\$ 14,418.41	Liquid, PA 20 money market
Flagstar Bank - Public Funds	\$ 32,144.45	Liquid, PA 20 money market
Flagstar Bank - Interest bearing	\$ 318,212.11	Liquid, PA 20 interest bearing
First National Bank - MM	\$ 47,176.91	Liquid, PA 20 money market
First National Bank-ICS	\$ 268,836.49	Liquid, PA 20 insured cash sweep
First National Bank - Interest bearing	\$ 1,083,532.69	Liquid, PA 20 interest bearing
Huntington Capital AIM Treasury	\$ 9,733.63	Gov't Agency Investment
<u>Certificates of Deposit (maturity date order)</u>		
First National Bank	\$ 303,624.43	6 month @ .35% Matures 3/22/2013
First National Bank	\$ 303,624.43	6 month @ .35% Matures 3/24/2013
Flagstar CDARS	\$ 502,839.39	26 weeks @ .35% Matures 4/18/2013
<u>Government Issues</u>		
Fifth Third Securities, money market cash	\$ 52.43	Liquid, overnight yields
Total Investments General Pooled Funds	\$ 4,768,556.58	
<u>Other non-interest bearing cash accounts</u>		
Fifth Third Bank Arcadia Checking	\$ 6,719.47	Employee Section 125 Program
Paypal deposit account	\$ 6,832.36	
Fifth Third Bank Public Transfers	\$ 45,108.59	
Petty Cash/Midwest Bus Exch/To be deposited	<u>\$ 11,146.01</u>	
Total Cash & Investment Accounts	\$ 4,838,363.01	
Debt Services Funds		
<u>Investment Accounts</u>		
First National Bank	\$ 103,116.56	1996 Debt Service, PA 20 Money Market
Total Investments Debt Service Fund	\$ 103,116.56	

Kalamazoo Public Library

General Fund Revenue and Expenditure Summary

Through December 31, 2012

	December	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$10,252,974.00	\$0.00	\$10,252,974.00	\$10,302,515.00	\$49,541.00	99.5%
Other Taxes	\$3,212.06	\$0.00	\$12,077.76	\$109,165.00	\$97,087.24	11.1%
Fines and Fees	\$8,677.01	\$0.00	\$77,093.45	\$150,000.00	\$72,906.55	51.4%
Other Revenue	\$191.00	\$0.00	\$111,296.37	\$400,880.00	\$289,583.63	27.8%
Local Support	\$10,600.00	\$0.00	\$185,650.00	\$224,375.00	\$38,725.00	82.7%
Interest Income	\$238.35	\$0.00	\$4,416.01	\$10,000.00	\$5,583.99	44.2%
Other	\$0.00	\$0.00	\$3,900.00	\$0.00	(\$3,900.00)	0.0%
Total Revenue	\$10,275,892.42	\$0.00	\$10,647,407.59	\$11,196,935.00	\$549,527.41	95.1%
Expenditures						
Salaries						
Administrator Salaries	\$52,102.08	\$0.00	\$317,754.12	\$626,075.00	\$308,320.88	50.8%
Librarian Salaries	\$99,360.08	\$0.00	\$585,299.49	\$1,171,790.00	\$586,490.51	49.9%
Supervisory Technical Salaries	\$57,627.08	\$0.00	\$349,527.81	\$706,875.00	\$357,347.19	49.4%
Library Assistant Salaries	\$124,013.24	\$0.00	\$763,391.53	\$1,529,135.00	\$765,743.47	49.9%
Hourly Staff	\$45,592.89	\$0.00	\$255,267.23	\$652,700.00	\$397,432.77	39.1%
Substitute Salaries	\$4,234.53	\$0.00	\$27,438.55	\$81,200.00	\$53,761.45	33.8%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$90,000.00)	(\$90,000.00)	0.0%
Total	\$382,929.90	\$0.00	\$2,298,678.73	\$4,677,775.00	\$2,379,096.27	49.1%
Benefits						
Employee Insurance	\$73,062.61	\$0.00	\$473,451.28	\$1,126,534.00	\$653,082.72	42.0%
Retirement	\$47,233.83	\$0.00	\$280,647.62	\$585,600.00	\$304,952.38	47.9%
Employer FICA-Medicare	\$28,272.89	\$0.00	\$173,597.53	\$361,100.00	\$187,502.47	48.1%
Other Benefits	\$2,757.00	\$0.00	\$28,924.39	\$58,400.00	\$29,475.61	49.5%
Total	\$151,326.33	\$0.00	\$956,620.82	\$2,131,634.00	\$1,175,013.18	44.9%
Materials						
Adult Books	\$28,518.02	\$30,968.02	\$227,187.18	\$495,750.00	\$268,562.82	45.8%
Juvenile Books	\$9,509.87	\$3,896.11	\$45,212.21	\$93,850.00	\$48,637.79	48.2%
Periodicals	\$547.80	\$0.00	\$32,034.02	\$47,410.00	\$15,375.98	67.6%
Audio-Visual Material	\$12,538.31	\$19,038.88	\$174,211.58	\$277,000.00	\$102,788.42	62.9%
Digital Materials	\$5,325.79	\$0.00	\$120,514.57	\$155,620.00	\$35,105.43	77.4%
Total	\$56,439.79	\$53,903.01	\$599,159.56	\$1,069,630.00	\$470,470.44	56.0%
Facilities						
Fuel	\$4,667.40	\$0.00	\$10,186.98	\$67,700.00	\$57,513.02	15.0%
Electricity	\$11,806.70	\$0.00	\$85,692.57	\$177,900.00	\$92,207.43	48.2%
Water	\$656.85	\$0.00	\$2,430.45	\$5,650.00	\$3,219.55	43.0%
Custodial Supplies	\$6,608.51	\$843.12	\$23,477.35	\$66,045.00	\$42,567.65	35.5%
Grounds Maintenance	\$49.18	\$495.00	\$14,693.18	\$22,005.00	\$7,311.82	66.8%
Building Repair	\$4,569.07	\$4,950.00	\$32,114.49	\$67,025.00	\$34,910.51	47.9%
Building Operations	\$3,019.82	\$42,636.00	\$95,800.52	\$114,240.00	\$18,439.48	83.9%
Total	\$31,377.53	\$48,924.12	\$264,395.54	\$520,565.00	\$256,169.46	50.8%
Supplies						
Office Supplies	\$979.51	\$0.00	\$12,569.77	\$53,000.00	\$40,430.23	23.7%
Marketing Supplies	\$197.80	(\$423.00)	\$4,090.90	\$21,350.00	\$17,259.10	19.2%
Postage & Freight	\$516.91	\$0.00	\$21,831.80	\$45,000.00	\$23,168.20	48.5%
Processing Supplies	\$1,162.00	\$0.00	\$15,751.81	\$37,500.00	\$21,748.19	42.0%
Departmental Purchases	\$1,567.10	\$354.00	\$5,723.25	\$62,235.00	\$56,511.75	9.2%
Total	\$4,423.32	(\$69.00)	\$59,967.53	\$219,085.00	\$159,117.47	27.4%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
 Through December 31, 2012

	December	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$4,126.91	\$0.00	\$21,746.73	\$69,900.00	\$48,153.27	31.1%
Telecommunications	\$6,482.13	\$0.00	\$33,821.80	\$87,360.00	\$53,538.20	38.7%
Software & Licensing	\$214.58	\$675.00	\$161,549.86	\$294,817.00	\$205,777.14	44.0%
Cataloging & Processing	\$2,461.35	\$0.00	\$39,368.82	\$64,890.00	\$25,521.18	60.7%
Total	\$13,284.97	\$675.00	\$256,487.21	\$535,971.00	\$332,989.79	43.5%
Purchased Services						
Security	\$5,549.03	\$0.00	\$36,298.52	\$113,471.00	\$77,172.48	32.0%
Insurance	\$1,828.74	\$0.00	\$52,096.44	\$82,500.00	\$30,403.56	63.1%
Legal Services	\$96.00	\$0.00	\$2,577.00	\$12,000.00	\$9,423.00	21.5%
Contracted Services	\$16,859.99	\$11,825.00	\$113,215.21	\$180,000.00	\$66,784.79	62.9%
Printing Services	\$3,631.75	\$40,016.00	\$71,528.51	\$86,000.00	\$14,471.49	83.2%
Advertising	\$3,802.40	\$14,310.40	\$41,775.46	\$62,000.00	\$20,224.54	67.4%
Total	\$31,767.91	\$66,151.40	\$317,491.14	\$535,971.00	\$218,479.86	59.2%
Other Expenditures						
Miscellaneous Operating	\$2,205.65	\$0.00	\$13,934.52	\$43,230.00	\$29,295.48	32.2%
Tax Charge Backs	\$54,279.01	\$0.00	\$89,887.37	\$100,000.00	\$10,112.63	89.9%
Travel & Conference-Director	\$433.23	\$0.00	\$433.23	\$4,000.00	\$3,566.77	10.8%
Travel & Conference	\$986.83	\$0.00	\$8,145.34	\$41,700.00	\$33,554.66	19.5%
Staff Development	\$165.32	\$0.00	\$7,463.38	\$31,770.00	\$24,306.62	23.5%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
Miscellaneous Disbursements	\$1,454.18	\$0.00	\$31,788.33	\$60,639.00	\$28,850.67	52.4%
Vehicle Maintenance	\$589.72	\$0.00	\$1,720.61	\$3,780.00	\$2,059.39	45.5%
Programming Expenditures	\$3,185.83	\$0.00	\$40,306.74	\$133,800.00	\$93,493.26	30.1%
Rent	\$2,343.06	\$1,575.00	\$19,426.42	\$29,600.00	\$10,173.58	65.6%
Total	\$65,642.83	\$1,575.00	\$213,105.94	\$451,519.00	\$238,413.06	47.2%
Total	\$737,192.58	\$171,159.53	\$4,965,906.47	\$10,123,146.00	\$5,229,749.53	48.7%
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	\$100,000.00	\$1,121,000.00	\$1,021,000.00	8.9%
Total	\$0.00	\$0.00	\$100,000.00	\$1,121,000.00	\$1,021,000.00	8.9%
Total	\$0.00	\$0.00	\$100,000.00	\$1,121,000.00	\$1,021,000.00	8.9%
BEGINNING FUND BALANCE	\$2,170,893.36	\$0.00	\$5,956,932.55	\$5,361,932.00	\$595,000.55	11.1%
NET SURPLUS/(DEFICIT)	\$9,538,699.84	(\$177,421.53)	\$5,575,239.12	(\$47,211.00)	\$5,622,450.12	(11909.2%)
ENDING FUND BALANCE	\$11,709,593.20	(\$177,421.53)	\$11,532,171.67	\$5,314,721.00	\$6,217,450.67	117.0%

Kalamazoo Public Library

Income Statement

Capital Improvement Plan

	Actual	Encumbrance	Year to Date	Budget	Variance
Revenues					
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc. Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Local Gifts & Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Local Gifts & Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Expenses					
Integrated Library System	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Furniture & Equipment	\$10,754.50	\$8,290.35	\$19,044.85	\$319,165.00	\$300,120.15
Building Alterations	\$0.00	\$2,949.76	\$33,653.74	\$124,480.00	\$90,826.26
Automation	\$2,146.20	\$0.00	\$171,581.22	\$169,626.00	(\$1,955.22)
RFID	\$0.00	\$0.00	\$2,791.96	\$2,750.00	(\$41.96)
Reserve for Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$12,900.70	\$11,240.11	\$227,071.77	\$628,335.00	\$401,263.23

BEGINNING FUND BALANCE	\$1,128,868.05	\$0.00	\$1,128,868.05
NET SURPLUS/(DEFICIT)	(\$227,071.77)	\$0.00	(\$227,071.77)
ENDING FUND BALANCE	<u>\$901,796.28</u>	<u>\$0.00</u>	<u>\$901,796.28</u>

Project	Description	Budget	Actual	Variance	Budget Remaining
801	ILS Server Upgrade	\$12,314.00	\$0.00	\$12,314.00	100.00%
810	Equipment & Furnishings Reserve	\$94,900.00	\$0.00	\$94,900.00	100.00%
811	Carpet Master Plan/1st Renovation	\$134,441.00	\$0.00	\$134,441.00	100.00%
812	AV/Tech Center/Rotunda	\$27,233.00	\$0.00	\$27,233.00	100.00%
813	Signature Gems	\$4,500.00	\$0.00	\$4,500.00	100.00%
814	Chairs - Multiple Departments	\$1,750.00	\$708.16	\$1,041.84	59.53%
815	Laptop chairs & Workspaces-Oshtemo	\$15,500.00	\$0.00	\$15,500.00	100.00%
816	Teen Wall	\$8,741.00	\$0.00	\$8,741.00	100.00%
818	Central Youth/2nd Floor Space Project	\$20,000.00	\$13,832.69	\$6,167.31	30.84%
820	Building Alterations Reserve	\$41,200.00	\$0.00	\$41,200.00	100.00%
821	Oshtemo Concrete	\$4,400.00	\$0.00	\$4,400.00	100.00%
822	Parking Lot repair, stripe - Oshtemo	\$8,400.00	\$0.00	\$8,400.00	100.00%
823	Generator - Oshtemo	\$11,000.00	\$0.00	\$11,000.00	100.00%
824	Generator - Eastwood	\$6,000.00	\$0.00	\$6,000.00	100.00%
825	Central Chiller/Cooling Tower	\$2,180.00	\$1,633.98	\$546.02	25.05%
827	Security Camera System	\$17,500.00	\$0.00	\$17,500.00	100.00%
830	Automation & Technology Reserve	\$31,735.00	\$0.00	\$31,735.00	100.00%
831	Automation Replacement	\$109,500.00	\$98,949.62	\$10,550.38	9.64%
832	Monitors, HP Printers	\$10,126.00	\$123.60	\$10,002.40	98.78%
851	RFID 3M	\$0.00	\$324.96	(\$324.96)	0.00%
861	IT Workroom Furnishings	\$4,000.00	\$0.00	\$4,000.00	100.00%
862	Oshtemo Chair Dollies	\$1,100.00	\$0.00	\$1,100.00	100.00%
863	Eye Wash Stations	\$3,800.00	\$2,949.76	\$850.24	22.37%
864	Washington Square Envelope	\$30,000.00	\$29,070.00	\$930.00	3.10%
865	Game Carts - Teen	\$12,265.00	\$0.00	\$12,265.00	100.00%
866	Laptops for IT, MAC, Teen	\$6,000.00	\$0.00	\$6,000.00	100.00%
867	RFID Pad Replacement - Eastwood	\$2,750.00	\$2,467.00	\$283.00	10.29%
868	Photocopier-Patron Svcs	\$7,000.00	\$4,504.00	\$2,496.00	35.66%
Grand Totals:		\$628,335.00	\$154,563.77	\$473,771.23	75.40%

Kalamazoo Public Library
Special Revenue Income Statement
Through December 2012

	December	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Fines and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Local Support	\$5,320.00	\$0.00	\$18,477.53	\$29,000.00	\$10,522.47	63.7%
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Other	\$0.00	\$0.00	\$1,015.00	\$1,000.00	(\$15.00)	101.5%
Total Revenue	\$5,320.00	\$0.00	\$19,492.53	\$30,000.00	\$10,507.47	65.0%
Expenditures						
Salaries						
Librarian Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Hourly Staff	\$212.63	\$0.00	\$632.65	\$0.00	(\$632.65)	0.0%
Total	\$212.63	\$0.00	\$632.65	\$0.00	(\$632.65)	0.0%
Benefits						
Employer FICA-Medicare	\$16.27	\$0.00	\$30.33	\$0.00	(\$30.33)	0.0%
Total	\$16.27	\$0.00	\$30.33	\$0.00	(\$30.33)	0.0%
Materials						
Adult Books	(\$50.00)	\$0.00	\$9.22	\$31,000.00	\$30,990.78	0.2%
Juvenile Books	\$0.00	\$0.00	\$0.00	\$28,000.00	\$28,000.00	0.0%
Periodicals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Audio-Visual Material	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Digital Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$0.00	\$0.00	\$59.22	\$59,000.00	\$58,940.78	0.1%
Supplies						
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Marketing Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Departmental Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Purchased Services						
Contracted Services	\$0.00	\$0.00	\$3,753.05	\$11,232.56	\$7,479.51	33.4%
Printing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$0.00	\$0.00	\$3,753.05	\$11,232.56	\$7,479.51	33.4%
Other Expenditures						
Miscellaneous Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Travel & Conference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Miscellaneous Disbursements	\$397.94	\$0.00	\$3,747.79	\$10,375.00	\$6,627.21	36.1%
Programming Expenditures	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
Total	\$397.94	\$0.00	\$3,747.79	\$14,375.00	\$10,627.21	26.1%
Total	\$576.84	\$0.00	\$8,173.04	\$84,607.56	\$76,434.52	9.7%

Kalamazoo Public Library
Special Revenue Income Statement
 Through December 2012

	December	Encumbrance	Year to Date	Budget	Variance	% Complete
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	\$0.00	\$0.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
BEGINNING FUND BALANCE			\$193,251.77	\$193,251.77	\$0.00	100.0%
NET SURPLUS/(DEFICIT)			\$11,319.49	(\$54,607.56)	(\$65,927.05)	(20.7%)
ENDING FUND BALANCE			\$204,571.26	\$138,644.21	(\$65,927.05)	147.6%

Project Activity:

Project ID	Project Description	Beginning Balance	Adjustments	Net Change	Ending Balance
233	Ready to Read - Gifts	\$38,966.00	\$0.00	\$1,237.53	\$40,203.53
235	Ready to Read - Spelling Bee	\$26,489.19	\$0.00	\$14,705.17	\$41,194.36
301	Gifts & Memorials - Materials	\$3,021.99	\$0.00	\$22.73	\$3,044.72
303	History Room Gifts	\$13,491.18	\$0.00	(\$4,416.03)	\$9,075.15
304	Friedman Room Gift	\$5,638.53	\$0.00	\$0.00	\$5,638.53
307	ONEplace Nonprofit Services	\$22,310.57	\$0.00	\$0.00	\$22,310.57
380	Scholarships/Administration Mini-Grants	\$524.80	\$0.00	\$0.00	\$524.80
381	Staff Appreciation Mini-Grant	\$201.14	\$0.00	(\$181.38)	\$19.76
382	Adult Services Mini-Grants	\$143.80	\$0.00	\$0.00	\$143.80
383	History Room Mini-Grant	\$500.00	\$0.00	\$0.00	\$500.00
387	Oshtemo Mini-Grant	\$517.25	\$0.00	\$0.00	\$517.25
388	Powell Mini-Grant	\$1,082.01	\$0.00	\$0.00	\$1,082.01
389	Washington Square Mini-Grant	\$111.18	\$0.00	\$0.00	\$111.18
390	Teen Services Mini-Grant	\$700.00	\$0.00	\$0.00	\$700.00
391	Children's Mini-Grant	\$995.84	\$0.00	\$0.00	\$995.84
397	KCF - Local History and Community				
397	Information Agency Fund	\$78,558.29	\$0.00	\$0.00	\$78,558.29
Totals:		\$193,251.77	\$0.00	\$11,368.02	\$204,619.79

**Kalamazoo Public Library
Endowment Fund
Report date: December 2012
Balances as of: November 2012**

	10/31/2012		%	11/30/2012		%
	<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>Increase</u>	<u>Basis</u>	<u>Basis</u>	<u>Market</u>
						<u>Increase</u>
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 266,871.81	\$ 266,871.81	0.0%	\$ 268,888.90	\$ 268,888.90	0.0%
Stocks	\$ 1,192,263.78	\$ 1,661,837.41	39.4%	\$ 1,192,263.78	\$ 1,698,695.50	42.5%
Fixed Income Investments	\$ 1,219,089.18	\$ 1,231,756.00	1.0%	\$ 1,219,089.18	\$ 1,229,714.50	0.9%
	\$ -	\$ -		\$ -	\$ -	
Total Value	<u>\$ 2,678,224.77</u>	<u>\$ 3,160,465.22</u>	<u>18.0%</u>	<u>\$ 2,680,241.86</u>	<u>\$ 3,197,298.90</u>	<u>19.3%</u>

Fund Balance

Assigned for Children's Endowment	<u>\$ 16,621.82</u>	<u>\$ 16,730.12</u>
Kalamazoo Public Library Endowment	<u>\$ 3,143,843.40</u>	<u>\$ 3,180,568.78</u>

Year to Date Revenue & Expenditures

Gift Income-additions to principal	\$ -	\$ -
Dividend and Interest Income	\$ 18,039.19	\$ 20,068.88
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ 105,822.94	\$ 140,639.53
Arcadia Investment Management Fee/Other	\$ (9,978.74)	\$ (9,991.34)
Net Change	\$ 113,883.39	\$ 150,717.07

Summary:

No trade activity occurred during the month of November. Cash Money Market Balances rose due to the receipt of dividends and interest.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Close Estimate Budget for
2012-2013 Fiscal Year**

DATE: January 28, 2013

RECOMMENDATION:

I recommend approval of the three budgets presented: the General Operating Fund Close Estimate Revision, the Special Revenue Funds Close Estimate Revision, and the Capital Improvement Plan Close Estimate Revision.

EXECUTIVE SUMMARY:

- General Operating Fund

The current revision to the General Operating Fund Budget includes updated property tax revenue adjustments, a revised estimate for State Aid to Public Library revenue, and recognition of several unexpected gifts including a gift from the Wong Foundation reflected here to be used for signage software for the monitors by the circulation desk at Central Library.

Expenditures have been revised and continue to support the library's strategic plan emphasis on youth services. Of the additional \$595,312 in funds carried over from the previous fiscal year, \$360,000 has been designated to be transferred to support the Capital Improvement Plan; \$293,141 has been allocated to staff costs, security tags for audio visual materials, unexpected repairs to the power grid at Central Library, and an increase in allocations to support tax refunds.

The Unassigned Fund Balance projected by the Close Estimate Budget Revision increases by \$5,479 as of June 30, 2013 to remain over 13.3% of Total Operating Expenditures.

- Special Revenue Fund

As of the end of the Close Estimate Budget for the one remaining Special Revenue Fund only four special project types are projected to remain: Ready to Read; History Room Special Projects; ONEplace Special Projects; and Gifts and Memorials. Nearly all of the budgets remaining reflect a continuation of the project budgeted with no new significant projects indicated for the near term.

- Capital Improvement Plan

The Capital Improvement Plan (CIP) for the three years ending June 30, 2014 includes cost estimates and revenues allocated for the combined Central Library rearrangement projects for Youth, Local History, and first floor staff areas. A summary of the funding and the cost projections previously presented to the Fund Development Committee is also enclosed for your information.

Other allocations to the CIP include additional reserves for buildings and telephone system replacement, replacement and improvement of climate control for offsite backup server, and additional funds for computer replacement contingency needs.

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

**Kalamazoo Public Library
General Operating Fund
Close Estimate Budget Revision
Fiscal years ending June 30, 2013**

	FY 10/11 <u>Actuals</u>	FY 11/12 <u>Actuals</u>	FY 12/13 <u>Preliminary Budget Estimate</u>	FY 12/13 <u>Close Estimate Budget</u>	<u>Variance to Prior</u>	<u>%</u>
Revenue						
Property Taxes	\$ 11,402,960	\$ 11,016,155	\$ 10,411,680	\$ 10,440,639	\$ 28,959	0.3%
State Grants	\$ 34,584	\$ 78,069	\$ 40,000	\$ 59,810	\$ 19,810	49.5%
Charges for Services	\$ 153,653	\$ 165,839	\$ 150,000	\$ 150,000	\$ -	0.0%
District Court Penal Fines	\$ 290,737	\$ 292,421	\$ 285,000	\$ 285,000	\$ -	0.0%
Other Revenue	\$ 377,802	\$ 246,922	\$ 310,255	\$ 319,155	\$ 8,900	2.9%
Total Revenue	\$ 12,259,736	\$ 11,799,406	\$ 11,196,935	\$ 11,254,604	\$ 57,669	0.5%
Expenditures						
Salaries & Benefits	\$ 6,746,458	\$ 6,780,826	\$ 6,809,409	\$ 6,880,635	\$ (71,226)	-1.0%
Materials	\$ 973,767	\$ 959,394	\$ 1,069,630	\$ 1,085,180	\$ (15,550)	-1.5%
Facilities	\$ 452,740	\$ 455,089	\$ 520,565	\$ 549,865	\$ (29,300)	-5.6%
Supplies	\$ 167,357	\$ 181,255	\$ 219,085	\$ 238,350	\$ (19,265)	-8.8%
Technical Services	\$ 437,803	\$ 460,859	\$ 516,967	\$ 540,347	\$ (23,380)	-4.5%
Purchased Services	\$ 533,649	\$ 552,123	\$ 535,971	\$ 582,121	\$ (46,150)	-8.6%
Other	\$ 402,722	\$ 496,197	\$ 451,519	\$ 539,789	\$ (88,270)	-19.5%
Total Operating Expenditures	\$ 9,714,498	\$ 9,885,742	\$ 10,123,146	\$ 10,416,287	\$ (293,141)	-2.9%
Excess (Deficiency) of Revenue Over Expenditures	\$ 2,545,238	\$ 1,913,664	\$ 1,073,789	\$ 838,317	\$ (235,472)	
Operating Transfers						
Transfers to/from Other Funds/Prior adjustments	\$ (519)	\$ (10,460)	\$ -	\$ (5,639)	\$ 5,639	
Transfers to Capital Improvement Plan	\$ 200,000	\$ 400,000	\$ 40,000	\$ 400,000	\$ (360,000)	
Transfer to Bond Issues Debt Service	\$ 1,188,000	\$ 1,135,000	\$ 1,081,000	\$ 1,081,000	\$ -	
Total Expenditures & Transfers	\$ 11,101,979	\$ 11,410,282	\$ 11,244,146	\$ 11,891,648	\$ (647,502)	
Excess (Deficiency) of Revenue and Other Sources Over Expenditures and Other Uses	\$ 1,157,758	\$ 389,124	\$ (47,211)	\$ (637,044)	\$ (589,833)	
Beginning Fund Balance	\$ 4,410,362	\$ 5,568,120	\$ 5,361,932	\$ 5,957,244	\$ 595,312	
Ending Fund Balance						
Non-spendable Prepaid Expenditures	\$ 348,587	\$ 207,648	\$ -	\$ -	\$ -	
Restricted ONEplace grants	\$ 179,043	\$ 127,450	\$ 179,043	\$ 127,450	\$ (51,593)	
Assigned for Encumbrances	\$ 65,589	\$ 78,386	\$ -	\$ -	\$ -	
Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	
Unassigned Fund Balance	\$ 1,174,901	\$ 1,743,760	\$ 1,335,678	\$ 1,392,750	\$ 57,072	
Audited Variance to Budget						
Total Ending Fund Balance	\$ 5,568,120		\$ 5,314,721	\$ 5,320,200	\$ 5,479	

Kalamazoo Public Library's Property Tax Revenue is based upon a maximum allowable 3.9583 mills levied for operating purposes. The 3.9583 millage rate results from the effect of the Headlee rollback provision of MCL 211.34d upon the maximum authorized rate of 4.0 mills.

Budget Overview

The Close Estimate Budget for fiscal year 2012-2013 incorporates updated 2012 tax levy information including adjustments for board of review results from the townships and finalized adjustments for the City of Kalamazoo's Renaissance Zone. Budgeted revenue for State Aid to Public Libraries has been updated to the reported funding level of \$.24921 per capita and Other Revenue includes updated gifts, grants, and support revenue as of mid-year.

Expenditures overall continue the library's strategic plan emphasis on youth services. Revisions included in the Close Estimate Budget concentrate on allocations of the additional funds carried over from fiscal year 2011-2012 in the amount of \$595,312. Allocations of those additional funds included the restoration of annual funding of the Capital Improvement Plan to \$400,000 for the fiscal year, funding of additional tax refunds to taxpayers, allocations for staff and benefit adjustments and contractual increases as of July 1st, increased funding for audio visual materials and delivery systems, and several building and facilities repair projects including an expected electrical power repair project at Central Library.

The Unassigned Fund Balance projected by the Close Estimate Budget rises by \$5,478, remaining over 13% of Total Operating Expenditures.

**Kalamazoo Public Library
Supplementary Information
Fiscal Years Ending June 30, 2013**

Kalamazoo Public Library
Supplementary Information - Close Estimate Budget
Fiscal Years ending June 30, 2013

	FY 10/11 <u>Actuals</u>	FY 11/12 <u>Actuals</u>	FY 12/13 <u>Preliminary Budget</u>	FY 12/13 <u>Close Estimate Budget</u>	Variance to <u>Prior</u>	<u>%</u>
REVENUE						
Property Taxes						
1 City of Kalamazoo	\$ 6,170,304.84	\$ 6,001,586	\$ 5,698,145	\$ 5,627,203	\$ (70,942)	-1.2%
2 Kalamazoo Township	\$ 1,575,368.71	\$ 1,514,969	\$ 1,432,375	\$ 1,450,976	\$ 18,601	1.3%
3 Oshtemo Township	\$ 2,856,716.78	\$ 2,848,186	\$ 2,800,295	\$ 2,813,343	\$ 13,048	0.5%
4 Texas Township	<u>\$ 443,052.00</u>	<u>\$ 417,305</u>	<u>\$ 411,700</u>	<u>\$ 426,452</u>	<u>\$ 14,752</u>	<u>3.6%</u>
5 Total Property Taxes	\$ 11,045,442.33	\$ 10,782,046	\$ 10,342,515	\$ 10,317,974	\$ (24,541)	-0.2%
6 Less Delinquency Reserve	\$ -	\$ -	\$ (65,000)	\$ (65,000)	\$ -	0.0%
7 Plus Delinq. Tax Receipts	<u>\$ 40,217.75</u>	<u>\$ 43,132</u>	<u>\$ 25,000</u>	<u>\$ 40,000</u>	<u>\$ 15,000</u>	<u>60.0%</u>
8 Net Property Tax Revenue	\$ 11,085,660.08	\$ 10,825,178	\$ 10,302,515	\$ 10,292,974	\$ (9,541)	-0.1%
Other Taxes						
Industrial Facilities Tax						
9 City of Kalamazoo	\$ 71,810.91	\$ 74,123	\$ 51,500	\$ 70,000	\$ 18,500	35.9%
10 Kalamazoo Township	\$ 12,720.82	\$ 12,372	\$ 12,721	\$ 12,721	\$ -	0.0%
11 Oshtemo Township	\$ 4,393.34	\$ 4,944	\$ 4,944	\$ 4,944	\$ -	0.0%
12 Texas Township	<u>\$ 11,519.44</u>	<u>\$ 12,086</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>
13 Total Industrial Facilities Tax	\$ 100,444.51	\$ 103,525	\$ 69,165	\$ 87,665	\$ 18,500	26.7%
14 Renaissance Zone Reimbursement	\$ 85,522.94	\$ -	\$ -	\$ -	\$ -	0.0%
15 Taxes not in Levy	<u>\$ 131,332.36</u>	<u>\$ 87,452</u>	<u>\$ 40,000</u>	<u>\$ 60,000</u>	<u>\$ 20,000</u>	<u>50.0%</u>
16 Total Other Taxes	\$ 317,299.81	\$ 190,977	\$ 109,165	\$ 147,665	\$ 38,500	35.3%
Other Revenue						
17 Misc. Fines & Fees	\$ 153,652.92	\$ 165,839	\$ 150,000	\$ 150,000	\$ -	0.0%
18 State Aid	\$ 34,584.05	\$ 78,069	\$ 40,000	\$ 59,810	\$ 19,810	49.5%
19 District Ct. Penal Fines	\$ 290,737.39	\$ 292,421	\$ 285,000	\$ 285,000	\$ -	0.0%
20 Law Library Revenue	\$ 49,205.50	\$ 48,957	\$ 49,000	\$ 49,000	\$ -	0.0%
21 Universal Service Fund Reimbursement	\$ 26,880.00	\$ 26,880	\$ 26,880	\$ 26,880	\$ -	0.0%
22 Friends of KPL & Other Local Revenue	\$ 290,119.45	\$ 156,836	\$ 224,375	\$ 233,275	\$ 8,900	4.0%
23 Interest Income	<u>\$ 11,597.17</u>	<u>\$ 14,249</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>0.0%</u>
24 Total Other Revenue	\$ 856,776.48	\$ 783,251	\$ 785,255	\$ 813,965	\$ 28,710	3.7%
TOTAL REVENUE	\$ 12,259,736.37	\$ 11,799,406	\$ 11,196,935	\$ 11,254,604	\$ 57,669	0.5%
EXPENDITURES						
Salaries & Wages						
25 Administrative Salaries	\$ 630,493.58	\$ 614,678	\$ 626,075	\$ 630,075	\$ (4,000)	-0.6%
26 Librarian Salaries	\$ 1,078,621.94	\$ 1,118,944	\$ 1,171,790	\$ 1,177,655	\$ (5,865)	-0.5%
27 Super/Tech Salaries	\$ 741,905.74	\$ 669,344	\$ 706,875	\$ 694,910	\$ 11,965	1.7%
28 Library Assistant Salaries	\$ 1,554,213.08	\$ 1,496,399	\$ 1,529,135	\$ 1,544,950	\$ (15,815)	-1.0%
29 Hourly Salaries	\$ 550,767.21	\$ 519,375	\$ 652,700	\$ 652,700	\$ -	0.0%
30 Substitute Salaries	\$ 93,491.93	\$ 75,739	\$ 81,200	\$ 81,200	\$ -	0.0%
31 Vacancy Credit	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (90,000)</u>	<u>\$ -</u>	<u>\$ (90,000)</u>	<u>0.0%</u>
32 Total Salaries & Wages	\$ 4,649,493.48	\$ 4,494,479	\$ 4,677,775	\$ 4,781,490	\$ (103,715)	-2.2%
Benefits						
33 Employee Insurances	\$ 1,286,934.26	\$ 1,307,679	\$ 1,126,534	\$ 1,033,160	\$ 93,374	8.3%
34 Other Benefits: Life	\$ 6,016.35	\$ 5,742	\$ -	\$ -	\$ -	0.0%
35 Retirement - MPERS, MERS	\$ 544,452.80	\$ 539,158	\$ 585,600	\$ 610,320	\$ (24,720)	-4.2%
36 Employer FICA	\$ 355,796.71	\$ 341,286	\$ 361,100	\$ 371,525	\$ (10,425)	-2.9%
37 Other Benefits: Employee Parking	\$ 28,322.00	\$ 26,673	\$ 27,400	\$ 27,400	\$ -	0.0%
38 Other Benefits: RPO, Vexempt	<u>\$ (124,557.44)</u>	<u>\$ 65,810</u>	<u>\$ 31,000</u>	<u>\$ 56,740</u>	<u>\$ (25,740)</u>	<u>-83.0%</u>
39 Total Benefits	\$ 2,096,964.68	\$ 2,286,347	\$ 2,131,634	\$ 2,099,145	\$ 277,198	13.0%
40 Total Compensation-Salaried Staff	\$ 6,052,913.20	\$ 6,140,186	\$ 6,116,251	\$ 6,090,592	\$ 25,659	0.4%
41 Compensation Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
42 Compensation - Hourly Staff	\$ 693,544.96	\$ 640,640	\$ 790,043	\$ 790,043	\$ -	0.0%
43 Vacancy Credit/Vacation Accrual Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (96,885)</u>	<u>\$ -</u>	<u>\$ (96,885)</u>	<u>0.0%</u>
44 Total Salaries & Benefits	\$ 6,746,458.16	\$ 6,780,826	\$ 6,809,409	\$ 6,880,635	\$ (71,226)	-1.0%

**Kalamazoo Public Library
Supplementary Information - Close Estimate Budget
Fiscal Years ending June 30, 2013**

	FY 10/11	FY 11/12	FY 12/13	FY 12/13	Variance to	%
	Actuals	Actuals	Preliminary Budget	Close Estimate Budget	Prior	
Materials						
45 Adult Books	\$ 458,552.17	\$ 423,693	\$ 495,750	\$ 485,750	\$ 10,000	2.0%
46 Children's Books	\$ 79,721.38	\$ 88,580	\$ 93,850	\$ 93,850	\$ -	0.0%
47 Periodicals	\$ 49,362.11	\$ 48,684	\$ 47,410	\$ 53,660	\$ (6,250)	-13.2%
48 Audio-Visual Materials	\$ 235,421.06	\$ 259,564	\$ 277,000	\$ 296,300	\$ (19,300)	-7.0%
49 Digital Materials	\$ 135,381.89	\$ 133,531	\$ 155,620	\$ 155,620	\$ -	0.0%
50 Binding	\$ 4,331.61	\$ 1,403	\$ -	\$ -	\$ -	0.0%
51 Replacements	\$ 2,561.86	\$ -	\$ -	\$ -	\$ -	0.0%
52 Shipping	\$ 8,435.34	\$ 3,940	\$ -	\$ -	\$ -	0.0%
53 Total Materials	\$ 973,767.42	\$ 959,394	\$ 1,069,630	\$ 1,085,180	\$ (15,550)	-1.5%
Facilities						
54 Fuel	\$ 51,110.32	\$ 39,191	\$ 67,700	\$ 67,700	\$ -	0.0%
55 Electricity	\$ 174,020.02	\$ 172,227	\$ 177,900	\$ 182,900	\$ (5,000)	-2.8%
56 Water	\$ 4,546.32	\$ 5,246	\$ 5,650	\$ 5,650	\$ -	0.0%
57 Custodial Supplies	\$ 62,221.94	\$ 57,225	\$ 66,045	\$ 66,045	\$ -	0.0%
58 Grounds Maintenance	\$ 19,866.17	\$ 18,101	\$ 22,005	\$ 36,005	\$ (14,000)	-63.6%
59 Building Repair	\$ 43,823.39	\$ 58,613	\$ 67,025	\$ 76,325	\$ (9,300)	-13.9%
60 Building Operations	\$ 97,152.12	\$ 104,486	\$ 114,240	\$ 115,240	\$ (1,000)	-0.9%
61 Total Facilities	\$ 452,740.28	\$ 455,089	\$ 520,565	\$ 549,865	\$ (29,300)	-5.6%
Supplies						
62 Office Supplies	\$ 47,024.72	\$ 46,814	\$ 53,000	\$ 53,000	\$ -	0.0%
63 Marketing Supplies	\$ 5,488.86	\$ 20,473	\$ 21,350	\$ 21,350	\$ -	0.0%
64 Postage/Freight	\$ 39,755.92	\$ 41,646	\$ 45,000	\$ 45,000	\$ -	0.0%
65 Processing Supplies	\$ 30,388.69	\$ 26,032	\$ 37,500	\$ 55,000	\$ (17,500)	-46.7%
66 Departmental Purchases	\$ 44,699.14	\$ 46,290	\$ 62,235	\$ 64,000	\$ (1,765)	-2.8%
67 Total Supplies	\$ 167,357.33	\$ 181,255	\$ 219,085	\$ 238,350	\$ (19,265)	-8.8%
Technical Services						
68 F&E Repair & Maintenance	\$ 58,729.71	\$ 67,260	\$ 69,900	\$ 75,400	\$ (5,500)	-7.9%
69 Telecommunications	\$ 90,693.06	\$ 98,757	\$ 87,360	\$ 87,360	\$ -	0.0%
70 Software & Licensing	\$ 228,092.05	\$ 235,110	\$ 294,817	\$ 312,697	\$ (17,880)	-6.1%
71 Cataloging & Processing	\$ 60,288.62	\$ 59,732	\$ 64,890	\$ 64,890	\$ -	0.0%
72 Total Technical Services	\$ 437,803.44	\$ 460,859	\$ 516,967	\$ 540,347	\$ (23,380)	-4.5%
Purchased Services						
73 Security	\$ 103,863.27	\$ 99,423	\$ 113,471	\$ 113,471	\$ -	0.0%
74 Insurance	\$ 77,158.57	\$ 76,926	\$ 82,500	\$ 80,500	\$ 2,000	2.4%
75 Legal Services	\$ 14,527.50	\$ 19,462	\$ 12,000	\$ 15,000	\$ (3,000)	-25.0%
76 Contracted Services	\$ 175,354.10	\$ 205,209	\$ 180,000	\$ 226,150	\$ (46,150)	-25.6%
77 Printing Expenses	\$ 89,040.18	\$ 96,746	\$ 86,000	\$ 85,000	\$ 1,000	1.2%
78 Advertising	\$ 73,705.83	\$ 54,357	\$ 62,000	\$ 62,000	\$ -	0.0%
79 Total Purchased Services	\$ 533,649.45	\$ 552,123	\$ 535,971	\$ 582,121	\$ (46,150)	-8.6%
Other						
80 Misc. Operating	\$ 46,384.18	\$ 37,119	\$ 43,230	\$ 43,730	\$ (500)	-1.2%
81 Tax Charge Backs	\$ 118,044.97	\$ 208,304	\$ 100,000	\$ 175,000	\$ (75,000)	-75.0%
82 T&C Director	\$ 1,623.04	\$ 1,628	\$ 4,000	\$ 4,000	\$ -	0.0%
83 Staff Development	\$ -	\$ 24,453	\$ 31,770	\$ 31,770	\$ -	0.0%
84 Travel & Conference	\$ 35,876.41	\$ 25,499	\$ 41,700	\$ 45,700	\$ (4,000)	-9.6%
85 T&C Board	\$ -	\$ 5,783	\$ 3,000	\$ 3,000	\$ -	0.0%
86 Misc. Disbursements	\$ 64,431.54	\$ 53,210	\$ 60,639	\$ 63,909	\$ (3,270)	-5.4%
87 Vehicle Maintenance	\$ 3,458.20	\$ 3,641	\$ 3,780	\$ 3,780	\$ -	0.0%
88 Programming Expenses	\$ 102,937.00	\$ 107,174	\$ 133,800	\$ 137,800	\$ (4,000)	-3.0%
89 Rent	\$ 29,966.70	\$ 29,385	\$ 29,600	\$ 31,100	\$ (1,500)	-5.1%
90 Total Other	\$ 402,722.04	\$ 496,197	\$ 451,519	\$ 539,789	\$ (88,270)	-19.5%

Kalamazoo Public Library
Supplementary Information - Close Estimate Budget
Fiscal Years ending June 30, 2013

	FY 10/11 <u>Actuals</u>	FY 11/12 <u>Actuals</u>	FY 12/13 <u>Preliminary Budget</u>	FY 12/13 <u>Close Estimate Budget</u>	Variance to <u>Prior</u>	<u>%</u>
91 Total Revenue Budget	\$ 12,259,736.37	\$ 11,799,406	\$ 11,196,935	\$ 11,254,604	\$ 57,669	0.5%
92 Total Salaries & Benefits	\$ 6,746,458.16	\$ 6,780,826	\$ 6,809,409	\$ 6,880,635	\$ (71,226)	-1.0%
93 Total Materials	\$ 973,767.42	\$ 959,394	\$ 1,069,630	\$ 1,085,180	\$ (15,550)	-1.5%
94 Total Facilities	\$ 452,740.28	\$ 455,089	\$ 520,565	\$ 549,865	\$ (29,300)	-5.6%
95 Total Supplies	\$ 167,357.33	\$ 181,255	\$ 219,085	\$ 238,350	\$ (19,265)	-8.8%
96 Total Technical Services	\$ 437,803.44	\$ 460,859	\$ 516,967	\$ 540,347	\$ (23,380)	-4.5%
97 Total Purchased Services	\$ 533,649.45	\$ 552,123	\$ 535,971	\$ 582,121	\$ (46,150)	-8.6%
98 Total Other	<u>\$ 402,722.04</u>	<u>\$ 496,197</u>	<u>\$ 451,519</u>	<u>\$ 539,789</u>	<u>\$ (88,270)</u>	<u>-19.5%</u>
99 Total Operating Expenditures	\$ 9,714,498.12	\$ 9,885,742	\$ 10,123,146	\$ 10,416,287	\$ (293,141)	-2.9%
100 Transfer to/(from) Other Funds	\$ (519.28)	\$ (10,460)	\$ -	\$ (5,639)	\$ 5,639	0.0%
101 Transfer to Capital Improvement Plan	\$ 200,000.00	\$ 400,000	\$ 40,000	\$ 400,000	\$ (360,000)	-900.0%
102 Transfer to Debt Service	<u>\$ 1,188,000.00</u>	<u>\$ 1,135,000</u>	<u>\$ 1,081,000</u>	<u>\$ 1,081,000</u>	<u>\$ -</u>	<u>0.0%</u>
103 Total Expenditures & Transfers	\$ 11,101,978.84	\$ 11,410,282	\$ 11,244,146	\$ 11,891,648	\$ (647,502)	-5.8%
104 Net Change to Fund Balance	\$ 1,157,757.53	\$ 389,124	\$ (47,211)	\$ (637,044)	\$ (589,833)	1249.4%
105 Beginning Fund Balance	\$ 4,410,362.47	\$ 5,568,120	\$ 5,361,932	\$ 5,957,244	\$ 595,312	11.1%
Ending Fund Balance						
106 Non-spendable prepaid expenditures	\$ 348,586.96		\$ -	\$ -	\$ -	0.0%
107 Restricted ONEplace funds	\$ 179,043.00	\$ 127,450	\$ 179,043	\$ 127,450	\$ (51,593)	-28.8%
108 Assigned for Encumbrances	\$ 65,589.38		\$ -	\$ -	\$ -	0.0%
109 Assigned for Cash Flow	\$ 3,800,000.00	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	0.0%
110 Unassigned Fund Balance	\$ 1,174,900.66	\$ 2,029,794	\$ 1,335,678	\$ 1,392,750	\$ 57,071	4.3%
111 Total Ending Fund Balance	<u>\$ 5,568,120.00</u>	<u>\$ 5,957,244</u>	<u>\$ 5,314,721</u>	<u>\$ 5,320,200</u>	<u>\$ 5,478</u>	<u>0.1%</u>
	\$ -					

**Kalamazoo Public Library
Supplemental Information - Budget Variance Explanations
Preliminary Budget for Fiscal Year Ending June 30, 2013**

<u>LINE NUMBER</u>	<u>Close Estimate Variance</u>	<u>EXPLANATION</u>
<u>Revenue</u>		
8	\$ (9,541)	Net Property Tax Revenue. Net of adjustments for 2012 Levy and Board of Review adjustments
16	\$ 38,500	Total other Taxes. Based upon current estimates - City of Kalamazoo new IFT certificates
18	\$ 19,810	State Aid. Fiscal Year 2012-2013 at \$.24921 per capita.
22	\$ 8,900	Other Local Revenue. Gift from the Wong Foundation, sale of unused furniture & shelving.
<u>Expenditures</u>		
<u>Salaries & Benefits</u>		
25	\$ (4,000)	Administrative Salaries. Salary allocations.
26	\$ (5,865)	Librarian Salaries. Additional .25 FTE in Teen Services.
27	\$ 11,965	Super-Tech Salaries. Salary allocations, reduction of .25 FTE in Youth Services
28	\$ (15,815)	Library Assistant Salaries. Salary allocations, 0.5 FTE FM position added, vacancies and adjustments.
31	\$ (90,000)	Vacancy Credit. Elimination of estimate for Close Estimate Budget.
33	\$ 93,374	Employee Insurances. Changes due to employee elections, census, opt-outs.
35	\$ (24,720)	Retirement - MPSEERS, MERS. Based upon salaried staff, rate variations.
36	\$ (10,425)	Employer FICA-Medicare. Based upon staff salaries.
38	\$ (25,740)	Other Benefits. Several employee retirements, medical insurance opt-out payments, conversion of vacation to Health Care Savings Program funds.
<u>Materials</u>		
45	\$ 10,000	Adult Books. Transfer of Hotpicks budget to Audio Visual.
47	\$ (6,250)	Periodicals. Allocations, selections.
48	\$ (19,300)	Audio Visual. Transfer of additional funds from Adult Books to cover demand, Freegal.
<u>Facilities</u>		
55	\$ (5,000)	Electricity. Cost estimates - allocations.
58	\$ (14,000)	Grounds Maintenance. Oshtemo asphalt sealing, connector walkway.
59	\$ (9,300)	Building Repair. Central power repair, allocations.
60	\$ (1,000)	Building Operations. Allocations
<u>Supplies</u>		
65	\$ (17,500)	Processing Supplies. Audio visual security tags.
66	\$ (1,765)	Departmental Purchases. Allocations
<u>Technical Services</u>		
68	\$ (5,500)	F&E Repair & Maintenance. Xerox photocopier leases.
70	\$ (17,880)	Software & Licensing. Firesign for public video displays, operating software updates.
<u>Purchased Services</u>		
74	\$ 2,000	Insurance. Estimate reduction based upon new rates.
75	\$ (3,000)	Legal Services. Estimate based upon arbitration schedule.
76	\$ (46,150)	Contracted Services. Unique communications services, Kercher Center survey.
77	\$ 1,000	Printing. New accounting system reduction in pre-printed forms.
<u>Other</u>		
80	\$ (500)	Misc. Operating. Allocations
81	\$ (75,000)	Tax Charge Backs. Estimate at mid-year.
84	\$ (4,000)	Travel & Conference. Allocation - Family Place training.
86	\$ (3,270)	Misc. Disbursements. Allocations, memberships.
88	\$ (4,000)	Programming. Allocations.
89	\$ (1,500)	Rent. Storage and rental costs.

**Kalamazoo Public Library
 Supplemental Information - Budget Variance Explanations
 Preliminary Budget for Fiscal Year Ending June 30, 2013**

LINE	Close	
NUMBER	Estimate	
	Variance	<u>EXPLANATION</u>

Fund Balance

100	\$	5,639	Transfer from Friedman Room Gift for audio books/large print collection
101	\$	(360,000)	Transfer to Capital Improvement Plan. Reinstatement of CIP funding.
104	\$	(589,833)	Net Change to Fund Balance. Net result of all Close Estimate Budget revisions.
105	\$	595,312	Beginning Fund Balance. Funds available as of July 1.
107	\$	(51,593)	Restricted ONEplace funds. Based upon carryover as of July 1.
110	\$	57,071	Unassigned Fund Balance. Net increase to unassigned fund balance.

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget Revision FY 2012-2013**

	FY 2011/12 <u>Actuals</u>	FY 2012/13 <u>Preliminary Budget</u>	FY 2012/13 <u>Close Estimate Budget</u>	Variance to Prior <u>Budget</u>
Revenue/Available Funds				
Local Gifts & Grants	\$ 63,905	\$ 25,500	\$ 24,000	\$ (1,500)
Transfers In/(Out)	\$ (10,460)		\$ (5,639)	\$ (5,639)
Carryovers - All	\$ 110,013	\$ 52,160	\$ 114,693	\$ 62,533
Total Revenue/Available Funds	\$ 163,458	\$ 77,660	\$ 133,055	\$ 55,395
Expenditures				
Salaries & Benefits	\$ 1,332		\$ 5,383	\$ (5,383)
Materials	\$ 4,790	\$ 29,500	\$ 29,500	\$ -
Supplies	\$ -			\$ -
Facilities	\$ -			\$ -
Technical Services	\$ -			\$ -
Purchased Services	\$ 6,241	\$ 5,616	\$ 5,000	\$ 616
Other	\$ 36,402	\$ 9,100	\$ 29,875	\$ (20,775)
Total Expenditures	\$ 48,765	\$ 44,216	\$ 69,758	\$ (25,542)
Fund Balance				
Assigned for Ready to Read	\$ 65,455	\$ 32,388	\$ 55,455	\$ 23,067
Assigned for Friedman Room Gift	\$ 5,639	\$ -	\$ -	\$ -
Assigned for History Room	\$ 13,491	\$ -	\$ 3,109	\$ 3,109
Assigned for ONEplace	\$ 22,311	\$ -	\$ 2,311	\$ 2,311
Assigned for Gifts & Memorials	\$ 3,022	\$ 1,055	\$ 2,422	\$ 1,367
Assigned for Friends Mini-Grants	\$ 4,776	\$ -	\$ -	\$ -
Completed Projects	\$ -	\$ -	\$ -	\$ -
Total Ending Balance	\$ 114,693	\$ 33,444	\$ 63,297	\$ 29,853

All Special Revenue gifts and grants are now included within one fund budget. Individual "project" budgets are maintained for gifts and grants received for like purposes with the intent to gradually reduce the number of separately accounted for special projects to a minimum. As of the end of the Close Estimate Budget for fiscal year 2012-2013, only four special project types are forecasted to remain: Ready to Read, History Room Special Projects, ONEplace Special Projects, and Gifts and Memorials.

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget Revision FY 2012-2013**

<u>Budget by Project</u>	<u>Project Balance</u>	<u>Fiscal Year 2012-13 Preliminary Budget</u>		<u>Project Balance</u>	<u>Fiscal Year 2012-13 Close Estimate Budget</u>		<u>Variance Prior Budget</u>
		<u>Revenue</u>	<u>Expenditure</u>		<u>Revenue</u>	<u>Expenditure</u>	
Project 233 - Ready to Ready Gifts							
Carryover - Beginning Balance	\$ 26,599			\$ 38,966			\$ 12,367
Transfers In/(Out)							
Local Revenue/Gifts		\$ 2,500			\$ 2,000		\$ (500)
Books - Community Distribution			\$ 10,000			\$ 10,000	\$ -
Misc. Disbursements			\$ 1,000			\$ 1,000	\$ -
Ending Balance	\$ 18,099			\$ 29,966			\$ 11,867
Project 235 - Spelling Bee							
Carryover - Beginning Balance	\$ 14,289			\$ 26,489			\$ 12,200
Transfers In/(Out)							
Local Revenue/Gifts		\$ 21,000			\$ 20,000		\$ (1,000)
Books - RTR Bee			\$ 17,000			\$ 17,000	\$ -
Misc. Disbursements			\$ 4,000			\$ 4,000	\$ -
Ending Balance	\$ 14,289			\$ 25,489			\$ 11,200
Project 301 - Gifts & Memorials							
Carryover - Beginning Balance	\$ 1,655			\$ 3,022			\$ 1,367
Transfer In/(Out)							
Local Revenue/Gifts		\$ 2,000			\$ 2,000		\$ -
Adult Books			\$ 2,000			\$ 2,000	\$ -
Juvenile Books			\$ 500			\$ 500	\$ -
Misc. Disbursements			\$ 100			\$ 100	\$ -
Ending Balance	\$ 1,055			\$ 2,422			\$ 1,367
Project 303 - History Room Gifts							
Carryover - Beginning Balance	\$ 5,616			\$ 13,491			\$ 7,875
Transfers In/(Out)							
Local Revenue/Gifts							
Hourly Wages						\$ 5,000	\$ (5,000)
Employer FICA/Medicare						\$ 383	\$ (383)
Contracted Services			\$ 5,616			\$ 5,000	\$ 616
Ending Balance	\$ -			\$ 3,109			\$ 3,109
Project 304 - Friedman Room Gift							
Carryover - Beginning Balance				\$ 5,639			\$ 5,639
Transfers In/(Out)					\$ (5,639)		
Local Revenue/Gifts							
Miscellaneous Disbursements							
Ending Balance				\$ -			\$ -

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget Revision FY 2012-2013**

<u>Budget by Project</u>	<u>Project Balance</u>	<u>Fiscal Year 2012-13 Preliminary Budget</u>		<u>Project Balance</u>	<u>Fiscal Year 2012-13 Close Estimate Budget</u>		<u>Variance Prior Budget</u>
		<u>Revenue</u>	<u>Expenditure</u>		<u>Revenue</u>	<u>Expenditure</u>	
Project 307 - ONEplace Services							
Carryover - Beginning Balance	\$ 4,000			\$ 22,311			\$ 18,311
Transfers In/(Out)							
Local Revenue/Gifts							
Misc. Disbursements							
Programming			\$ 4,000		\$ 20,000		\$ (16,000)
Ending Balance	\$ -			\$ 2,311			\$ 2,311
Project 380 - Scholarships/Admin Mini-Grants							
Carryover - Beginning Balance	\$ -			\$ 525			\$ 525
Transfers In/(Out)							
Friends Mini-Grants							
Misc. Disbursements					\$ 525		\$ (525)
Ending Balance	\$ -			\$ -			\$ -
Project 381 - Staff Appreciation Mini-Grant							
Carryover - Beginning Balance	\$ -			\$ 201			\$ 201
Transfers In/(Out)							
Friends Mini-Grants							
Misc. Disbursements					\$ 201		\$ (201)
Ending Balance	\$ -			\$ -			\$ -
Project 382 - Adult Services Mini-Grant							
Carryover - Beginning Balance	\$ -			\$ 144			\$ 144
Transfers In/(Out)							
Friends Mini-Grants							
Misc. Disbursements					\$ 144		\$ (144)
Ending Balance	\$ -			\$ -			\$ -
Project 383 - History Room Mini-Grant							
Carryover - Beginning Balance	\$ -			\$ 500			\$ 500
Transfers In/(Out)							
Friends Mini-Grants							
Misc. Disbursements					\$ 500		\$ (500)
Ending Balance	\$ -			\$ -			\$ -
Project 387 - Oshtemo Mini-Grant							
Carryover - Beginning Balance	\$ -			\$ 517			\$ 517
Transfers In/(Out)							
Friends Mini-Grants							
Misc. Disbursements					\$ 517		\$ (517)
Ending Balance	\$ -			\$ -			\$ -
Project 388 - Powell Mini-Grant							
Carryover - Beginning Balance	\$ -			\$ 1,082			\$ 1,082
Transfers In/(Out)							
Friends Mini-Grants							
Misc. Disbursements					\$ 1,082		\$ (1,082)
Ending Balance	\$ -			\$ -			\$ -

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget Revision FY 2012-2013**

<u>Budget by Project</u>	<u>Project Balance</u>	<u>Fiscal Year 2012-13 Preliminary Budget</u>		<u>Project Balance</u>	<u>Fiscal Year 2012-13 Close Estimate Budget</u>		<u>Variance Prior Budget</u>
		<u>Revenue</u>	<u>Expenditure</u>		<u>Revenue</u>	<u>Expenditure</u>	
Project 389 - Washington Square Mini-Grant							
Carryover - Beginning Balance	\$ -			\$ 111			\$ 111
Transfers In/(Out)							
Friends Mini-Grants							
Misc. Disbursements					\$ 111		\$ (111)
Ending Balance	\$ -			\$ -			\$ -
Project 390 - Teen Services Mini-Grant							
Carryover - Beginning Balance	\$ -			\$ 700			\$ 700
Transfers In/(Out)							
Friends Mini-Grants							
Misc. Disbursements					\$ 700		\$ (700)
Ending Balance	\$ -			\$ -			\$ -
Project 391 - Children's Mini-Grant							
Carryover - Beginning Balance	\$ -			\$ 996			\$ 996
Transfers In/(Out)							
Friends Mini-Grants							
Misc. Disbursements					\$ 996		\$ (996)
Ending Balance	\$ -			\$ -			\$ -
Totals		\$ 25,500	\$ 44,216		\$ 18,361	\$ 69,759	

**KALAMAZOO PUBLIC LIBRARY
CAPITAL IMPROVEMENT PLAN
For the Three Years ending June 30, 2014**

	<u>Fiscal Year 2011-2012</u>	<u>Fiscal year 2012-2013</u>	<u>Fiscal year 2013-2014</u>	<u>Three-Year Current Budget Total</u>	<u>Prior Three year Estimate</u>	<u>Variance to Prior Budget</u>
Revenue						
Transfers from Operations	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,200,000	\$ 840,000	\$ 360,000
Other Revenue	\$ 25,000	\$ 73,500	\$ 66,536	\$ 165,036	\$ 62,500	\$ 102,536
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 425,000	\$ 400,000	\$ 400,000	\$ 1,365,036	\$ 902,500	\$ 462,536
Capital Projects by Category						
Library Systems & Equipment	\$ 12,314	\$ -	\$ -	\$ 12,314	\$ 12,314	\$ -
Furniture & Equipment	\$ 319,944	\$ 99,900	\$ 100,000	\$ 519,844	\$ 514,968	\$ (4,876)
Building Alterations	\$ 178,999	\$ 144,800	\$ 75,000	\$ 398,799	\$ 294,245	\$ (104,554)
Computer & Electronics	\$ 424,827	\$ 51,735	\$ 100,000	\$ 576,562	\$ 557,297	\$ (19,265)
RFID	\$ 37,402	\$ -	\$ -	\$ 37,402	\$ 38,728	\$ 1,326
Total Expenditures	\$ 973,486	\$ 296,435	\$ 275,000	\$ 1,544,921	\$ 1,417,552	\$ (127,369)
Total Reserves	\$ 400,000	\$ 475,000	\$ 475,000	\$ 475,000	\$ 425,000	\$ (50,000)
Total Expenditures + Reserves	\$ 1,373,486	\$ 771,435	\$ 750,000	\$ 2,019,921	\$ 1,842,552	\$ (177,369)
Beginning of Year Fund Balance	\$ 1,387,106	\$ 1,528,868	\$ 1,632,433	\$ 1,387,106	\$ 1,492,297	\$ (105,191)
Revenues Over (Under) Expenditures	\$ (548,486)	\$ 103,565	\$ 125,000	\$ (179,885)	\$ (515,052)	\$ 335,167
Fund Balance						
Assigned for IL System Replacement	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ -
Assigned for Building Repairs	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 50,000	\$ (25,000)
Assigned for Telephone System	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 25,000	\$ (25,000)
Assigned for Future Capital Projects	\$ 1,128,868	\$ 1,207,433	\$ 1,332,433	\$ 782,221	\$ 577,245	\$ 204,976
End of Year Total Fund Balance	\$ 1,528,868	\$ 1,632,433	\$ 1,757,433	\$ 1,207,221	\$ 977,245	\$ 229,976

Notes:

The Capital Improvement Plan for the three years ending June 30, 2014 includes cost estimate and revenues allocated for the Central library rearrangement project for Youth, Local History, and first floor staff areas. The project projected for 2013 completion expands the Children's Room to include an activity area for children's programming and play, rearranges and expands space for Local History on the second floor while consolidating public service desks, and rearranges cataloging, acquisitions, and circulation staff functions to gain efficiencies. Funding for the rearrangement project has been allocated from interest available for allocation from Endowment Funds and gifts from John & Mary Patton and others for local history services.

Other changes included in the Capital Improvement Plan are the reinstatement of operational transfers to the targeted maintenance level of \$400,000 per year, release of several project budgets in Furniture & Equipment and Buildings, and an additional allocations for replacement computers and a back-up server. Reserves for both the buildings and the telephone system replacement have also been increased to fund future costs.

The Ending Fund Balance for the plan increases \$229,976 over the prior three-year budget due to a combination of carry-over contingency adjustments and the increased transfer from operations for fiscal year 2012-2013.

**KALAMAZOO PUBLIC LIBRARY
CAPITAL IMPROVEMENT PLAN
Supplementary Information
For the Three Year Period ending June 30, 2014**

**Kalamazoo Public Library
Capital Improvement Plan
Close Estimate Revision Budget for three years ending June 30, 2014**

		Completed	Prior Year	Fiscal Year	Fiscal Year	Cumulative	Prior Three	Variance to
<u>Expenditures</u>		<u>FY 11/12</u>	<u>Rollover</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>Three Year</u>	<u>Year Budget</u>	<u>Prior Three</u>
						<u>Budgets</u>		<u>Year Budget</u>
Library Telecommunications System Reserve	Cumulative Reserve	\$ -	\$ 350,000	\$ -		\$ 350,000	\$ 350,000	\$ -
Tactical Building Reserve	Cumulative Reserve	\$ -	\$ 50,000	\$ 25,000	\$ -	\$ 75,000	\$ 50,000	\$ (25,000)
Reserve for Telephone System w/E-911	Cumulative Reserve	\$ -	\$ 25,000	\$ 25,000		\$ 50,000	\$ 25,000	\$ (25,000)
ILS System								
Integrated Library System Development		\$ -	\$ -			\$ -	\$ -	\$ -
ILS support	3-6800-1-1 802	\$ -	\$ 12,314	\$ -	\$ -	\$ 12,314	\$ 12,314	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ 12,314	\$ -	\$ -	\$ 12,314	\$ 12,314	\$ -
Furniture & Equipment								
Carpeting Master Plan	3-6810-1-1 811	\$ 2,689	\$ 134,441			\$ 137,130	\$ 137,130	\$ -
Signature Gems	3-6810-1-1 813		\$ 4,500	\$ (4,500)		\$ -	\$ 4,500	\$ 4,500
Chairs - multiple departments	3-6810-1-1 814	\$ 10,685	\$ 1,750			\$ 12,435	\$ 12,453	\$ 18
Genre Fiction signage	completed	\$ 2,895				\$ 2,895	\$ 3,000	\$ 105
AV/Rotunda Furniture	3-6810-1-1 812	\$ 19,767	\$ 27,233	\$ (21,500)		\$ 25,500	\$ 47,000	\$ 21,500
Oshtemo Branch public furniture	3-6810-1-1 815	\$ -	\$ 15,500			\$ 15,500	\$ 15,500	\$ -
Teen Wall - (Endowment Fund)	3-6810-1-1 816	\$ 26,258	\$ 8,741			\$ 34,999	\$ 35,000	\$ 1
Central Youth/2nd Floor Planning (Endowment)	3-6810-1-1 818	\$ -	\$ -	\$ 14,000		\$ 14,000	\$ -	\$ (14,000)
Circulation Photocopier	3-6810-1-1 868	\$ -		\$ 4,525		\$ 4,525	\$ -	\$ (4,525)
IT Workroom furniture	3-6810-1-1 861	\$ -	\$ 4,000	\$ -		\$ 4,000	\$ 4,000	\$ -
Oshtemo auditorium chair dollies	3-6810-1-1 862	\$ -	\$ 1,100	\$ -		\$ 1,100	\$ 1,100	\$ -
Rearrangement Furniture Options				\$ 17,000		\$ 17,000	\$ -	\$ (17,000)
Unallocated	not applicable	\$ -	\$ 60,385	\$ 90,375	\$ 100,000	\$ 250,760	\$ 255,285	\$ 4,525
		\$ 62,294	\$ 257,650	\$ 99,900	\$ 100,000	\$ 519,844	\$ 514,968	\$ (4,876)
Building Alterations								
Concrete replacement - Oshtemo	3-6820-1-1 821	\$ -	\$ 4,400			\$ 4,400	\$ 4,400	\$ 0
Parking lot repair, seal, stripe-Oshtemo	3-6820-1-1 822	\$ -	\$ 8,400	\$ (8,400)		\$ -	\$ 8,400	\$ 8,400
Oshtemo emergency generator	3-6820-1-1 823	\$ -	\$ 11,000			\$ 11,000	\$ 11,000	\$ -
Eastwood emergency generator	3-6820-1-1 824	\$ -	\$ 6,000			\$ 6,000	\$ 6,000	\$ -
Refurbish Cooling Tower - Central	3-6820-1-1 825	\$ -	\$ 19,800			\$ 19,800	\$ 19,800	\$ -
Replace Salad Bowl lamp fixtures - Central	completed	\$ 7,954				\$ 7,954	\$ 7,000	\$ (954)
Upgrade security cam system - Central	3-6820-1-1 827	\$ -	\$ 17,500			\$ 17,500	\$ 17,500	\$ -
Central Chiller	3-6820-1-1 825	\$ 37,620	\$ 2,180			\$ 39,800	\$ 39,800	\$ -
Eye-wash Stations	3-6820-1-1 863	\$ -	\$ 3,800	\$ -		\$ 3,800	\$ 3,800	\$ -
Washington Square Envelope Restoration	3-6820-1-1 864	\$ -	\$ 30,000	\$ -		\$ 30,000	\$ 30,000	\$ -
Renovation-Youth/Camp Lean/History				\$ 112,000		\$ 112,000	\$ -	\$ (112,000)
Eastwood-server closet adaptation				\$ 7,000		\$ 7,000	\$ -	\$ (7,000)
Unallocated	not applicable	\$ -	\$ 30,345	\$ 34,200	\$ 75,000	\$ 139,545	\$ 146,545	\$ 7,000
		\$ 45,574	\$ 133,425	\$ 144,800	\$ 75,000	\$ 398,799	\$ 294,245	\$ (104,554)
Computer & Electronics								
Computer Equipment projects	completed	\$ 60,703	\$ -			\$ 60,703	\$ 60,703	\$ (0)
Computer Equipment Replacement-2012	3-6830-1-1 831	\$ -	\$ 50,000			\$ 50,000	\$ 50,000	\$ -
Computer Equipment Replacement 2013	3-6830-1-1 831	\$ -	\$ 50,000	\$ 20,000		\$ 70,000	\$ 50,000	\$ (20,000)
Replace monitors & HP Printers - public	3-6830-1-1 832	\$ 13,452	\$ 10,126			\$ 23,578	\$ 23,578	\$ 0
Dot matrix impact & color printer for Central	3-6830-1-1 831	\$ 2,850	\$ 10,500			\$ 13,350	\$ 13,350	\$ -
BTOP Computers	completed	\$ 29,976	\$ -			\$ 29,976	\$ 29,976	\$ -
Wireless Access Points, Printing Software	completed	\$ 23,237	\$ -			\$ 23,237	\$ 23,250	\$ 13
Management Server	completed	\$ 14,654	\$ -			\$ 14,654	\$ 13,350	\$ (1,304)
Uniform AV equipment set-ups	completed	\$ 27,723	\$ -			\$ 27,723	\$ 29,750	\$ 2,027
EnvisionWare	3-6830-1-1 839	\$ -	\$ 72,510			\$ 72,510	\$ 72,510	\$ -
Game carts and equipment for Teen area	3-6830-1-1 865	\$ -	\$ 12,265	\$ -		\$ 12,265	\$ 12,265	\$ -
Laptops IT interns, MAC, Teen	3-6830-1-1 866	\$ -	\$ 6,000	\$ -		\$ 6,000	\$ 6,000	\$ -
Replacement Backup Server				\$ 12,000		\$ 12,000	\$ -	\$ (12,000)
Unallocated	not applicable	\$ -	\$ 18,657	\$ 19,735	\$ 100,000	\$ 138,392	\$ 150,392	\$ 12,000
		\$ 172,595	\$ 252,231	\$ 51,735	\$ 100,000	\$ 576,562	\$ 557,297	\$ (19,265)
RFID								
RFID Equipment & Requirements	3-6840-1-1 852	\$ -	\$ 15,528			\$ 15,528	\$ 15,528	\$ 0
3Mpad & Scanner - Camp	3-6840-1-1 851	\$ 2,774	\$ -			\$ 2,774	\$ 4,100	\$ 1,326
RFID Pads (East, Children's)	3-6840-1-1 867	\$ -	\$ 2,750	\$ 5,500		\$ 8,250	\$ 2,750	\$ (5,500)
RFID Equipment	3-6840-1-1 850	\$ -	\$ 16,350	\$ (5,500)	\$ -	\$ 10,850	\$ 16,350	\$ 5,500
		\$ 2,774	\$ 34,628	\$ -	\$ -	\$ 37,402	\$ 38,728	\$ 1,326
Total Capital Expenditures Budget		\$ 283,238	\$ 690,248	\$ 296,435	\$ 275,000	\$ 1,544,921	\$ 1,417,552	\$ (127,369)
Total Capital Improvement Plan with reserves			\$ 1,090,248	\$ 321,435	\$ 275,000	\$ 2,019,921	\$ 1,842,552	\$ (177,369)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Allocation of Endowment Funds
for First Floor Renovations**

DATE: January 28, 2013

RECOMMENDATION:

On behalf of the Fund Development and Allocation Committee, I recommend all interest earned on the endowment funds available for distribution, currently estimated at \$61,467, be allocated for expansion and renovation of the first floor children's, CAMP (cataloging, acquisitions, and materials processing area), and Patron Services areas.

EXECUTIVE SUMMARY:

As board members are aware, there is a need for an activity room for the children's room at Central to support our priority of service to children. The logical expansion is into the circulation sorting area which backs up to the children's room. Several months ago, funds from the endowment were approved to hire Penchansky Whisler Architects to do a design study for us. Their design provides an activity room for children's and reconfigures the circulation work and office areas, MEL office, and CAMP / ILS offices to be much more efficient, as part of our LEAN initiative.

There are some costs remaining from this design work they have done for us, but some of the previously approved allocation will not be spent. In addition there is \$8,741 of endowment funds remaining from the teen wall project and \$46,536 available for 2012 distribution. Depending upon final costs for the design study, we expect there to be about \$61,467 available for this project.

Return to Agenda

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Request for Funds from Kalamazoo Community
Foundation Local History Room Fund**

DATE: January 28, 2013

RECOMMENDATION:

I recommend the board approve the expenditure of \$29,000 from the “Kalamazoo Community Foundation/Kalamazoo Public Library Fund – Local History and Community Information Service Fund” for renovations to combine the Local History Room and the Tech Center.

EXECUTIVE SUMMARY:

We are constantly considering improvements in our services and efficiencies in our operations. Combining the Local History Room and the Tech Center provides both. Most use of the microfilm readers in the Tech Center is from patrons referred from the Local History Room. The Local History staff could provide the assistance needed and the service desk in the Tech Center could be eliminated if the partition between the two areas was removed and the room reconfigured.

As board members know, we also ask Penschansky Whisler Architects to do a design study for this area as well as the first floor. Their plan combines the two areas, moves the public copiers to an alcove off of the second floor elevator lobby, and moves current periodicals to the second floor rotunda. In addition to better customer service, it would also save about \$30,000 per year in hourly staff costs at the Tech Center desk.

The estimate for the construction cost and design fees is \$29,000. New furniture that might be needed could come from next year’s CIP budget or other gift monies.

The balance in this account at the Kalamazoo Community Foundation as of September 30, 2012, the last quarterly report, is \$122,064.

Upon approval of this recommendation, the revised budget, and the expenditure of endowment fund interest, we would finalize plans with the architects to draw up the documents for first and second floor work to be put out to bid to contractors. It is hoped both the first and second floor work could be completed during 2013.

Return to Agenda

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Increase in Staffing Table**

DATE: January 28, 2013

RECOMMENDATION:

I recommend an increase in the staffing table of .5 time Library Assistant 4 position within Facilities Management.

EXECUTIVE SUMMARY:

We have long had several hourly positions on our FM staff. The positions have been twenty hours per week from closing until about midnight, to supplement the salaried staff with building cleaning. Often they have been filled by college students, folks who really wanted full-time work but accepted this part time work in the meantime, or those who needed a second part-time job.

In the past several years, we have not been able to retain hourly FM employees. We struggle to hire and most recently have not been able to attract many viable candidates. We are spending considerable time advertising, interviewing, and training, only to have employees leave or not work out from our perspective.

Simultaneously, Susan Lindemann has been examining the scheduling and work assignments within FM and has identified the need for a lead position on second shift. Therefore I am recommending we convert two of the FM hourly positions to one half-time salaried position. Although this would be a reduction of twenty hours per week, Susan and I believe there would be a productivity gain and we'd be able to attract stronger candidates to a half-time salaried position with pro-rated fringe benefits.

The increase in cost for the remainder of the fiscal year would be about \$5,000. Currently two of the three hourly positions are filled; as those hourly staff leave, we would reduce the hourly jobs from three to one with the addition of this .5 time salaried position.

The Personnel Committee has reviewed and supports this recommendation.

Return to Agenda

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Reclassification of Library Assistant Position**

DATE: January 28, 2013

RECOMMENDATION:

I recommend the Library Assistant 3 position, currently held by Jeremy Breeding, be reclassified to Library Assistant 4, effective February 1, 2013.

EXECUTIVE SUMMARY:

When Susan Lindemann joined our staff as Head of Facilities Management, one of the major needs she identified was for a back-up person to operate our HVAC systems.

Jeremy Breeding, a library assistant since 2004 and in FM since 2008, has attended multiday training on our systems and is gaining skill and expertise as a back-up to Susan. In addition, he is developing other “handy person” skills to expand the work we can do in-house: cutting keys, basic electrical work.

An increase to LA 4 will reflect the increase in skills and expectations for this position. The salary increase for the remainder of this fiscal year is negligible but provides greater salary advancement over time.

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

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **2013 Calendar of Meetings**

DATE: January 28, 2013

RECOMMENDATION:

I recommend the Board adopt a calendar for meetings for the 2013 calendar year.

EXECUTIVE SUMMARY:

A suggested calendar for Board meetings during the 2013 calendar year has been developed and is attached for your consideration. The calendar for Board meetings has been revised to reflect the changing of terms for Board members from a fiscal year cycle to a calendar year cycle.

Kalamazoo Public Library

2013 Calendar for Meetings of the Library Board of Trustees

January 28, 2013

Kalamazoo Public Library Board Meetings are usually scheduled for the fourth Monday of each month at 4:00 p.m. Meetings needing to be changed due to holidays or other circumstances will generally be held on the third Monday.

Meetings are usually held in the Board Room on the third floor of the Central Library at 315 S. Rose Street, Kalamazoo, MI 49007. Please refer to the "Notice of Meeting" distributed with meeting materials each month and posted at the Central Library and all branches to verify the date and location of each meeting.

REGULAR BOARD MEETING DATES

January 28, 2013	July 22, 2013
February 25, 2013	August 26, 2013
March 25, 2013	September 23, 2013
April 22, 2013	October 28, 2013
May 20, 2013*	November 2013 (no meeting)**
June 24, 2013	December 16, 2013

* Fourth Monday conflicts with Memorial Day.

** If a meeting is needed in November, it will be scheduled for November 18, 2013.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Second Quarter Strategic
Planning Statistics**

DATE: January 28, 2013

The attached report details the library's progress meeting its strategic planning objectives following the second quarter of the 2012-2013 fiscal year. In most areas, progress is on track at this mid-point of the year.

Comments on a few specific objectives:

- 1.3 and 3.6 – Both objectives set targets for summer reading participations. Neither was met this past summer.
- 4.5 and 4.6 – These surveys are conducted annually; target percentage not quite met.
- 5.7 and 6.2 – Surveys completed for the year; targets met.
- 8.4 – It is unlikely we will reach the goal of 1,000 attendees at KPL sponsored local history or genealogy programs. As noted in the footnote to 8.4, we are connecting with the target audience at events sponsored by others in addition to our own events. We will reexamine this goal and target for next round of strategic planning and goal setting.

Strategic Plan Quarterly Statistics 2012-2013

NOTE: All goals and objectives have an achievement date of June 30, 2013										
Gray Shading represents goals not achieved for year.										
		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	39,701	-	-	81,350	153,505	53.0%	156,186	146,467
1.2	The number of young children (birth to five) attending a library program will increase by 45%	1,883	2,355	-	-	4,238	11,160	38.0%	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	1,305	-	-	2,348	5,000	47.0%	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	22,342	-	-	50,937	73,278	69.5%	89,337	71,947
3.2	The circulation of children's music and movies will increase by 50%.	24,830	24,202	-	-	49,032	50,000	98.1%	82,080	50,000
3.3	The circulation of children's audiobooks will increase by 30%.	2,630	1,217	-	-	3,847	8,000	48.1%	10,861	8,000

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
3.4	The circulation of children's nonfiction will increase by 10%.	17,532	16,069	-	-	33,601	50,271	66.8%	61,138	49,357
3.5	Annually, a minimum of 10,000 children will attend a library sponsored or co-sponsored program.	2,511	3,881	-	-	6,392	10,000	63.9%	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	14,724	-	-	33,873	67,818	49.9%	68,390	66,620
4.2	The circulation of teen audiobooks will increase by 20%.	456	364	-	-	820	1,600	51.3%	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.	Survey Completed: December 2012				76.3%	90%	76.3%	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	536	-	-	1,463	4,800	30.5%	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.	Survey Completed: December 2012				72.8%	90%	72.8%	67%	90%

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	
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	111,435	-	-	233,354	556,520	41.9%	493,702	294,256*	
5.2	The circulation of adult audiobooks will increase by 20%	9,957	9,690	-	-	19,647	43,810	44.8%	39,190	43,072	
5.3	The circulation of adult music and movies will increase by 70%	196,122	213,808	-	-	409,930	500,000	82.0%	674,885	500,000	
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.	Survey Completed: December 2012						75%	88.9% 81.9%	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	2,909	-	-	5,088	7,500	67.8%	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	34,906	-	-	74,049	65,000	113.9%	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.	Survey Completed: December 2012						75%	93.6%	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	10,452	-	-	19,109	25,000	76.4%	28,430	18,678	

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
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	401	-	-	717	1,500	47.8%	1,764	1,500
7.2	The individuals or groups that receive assistance will increase from 2,000 to 5,000.	3,253	2,292	-	-	5,545	5,000	110.9%	9,673	2,100
7.3	85% of users surveyed will report assistance received was good or excellent.	Next Survey: 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	1,795	-	-	4,021	6,000	67.0%	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	68,784	-	-	133,475	275,000	48.5%	331,530	207,922
8.3	85% of users will evaluate the local history services as very good or excellent.	Next Survey: 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	240***	-	-	323	1,000	32.3%	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.										
*** Local History staff interacted with 750 people at the senior expo during second quarter however this number is not included in the statistics because it was not a library sponsored event.										

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**Director's Report
January 2013**

From the director

1. Recent meetings and events attended include various DDA and DKI meetings, a gathering of those involved with Communities in Schools, Friends holiday gathering and the retirement reception for Linda Kubinski, Learning Network quarterly update, working meeting with Kercher Center to finalize our survey, Friends board meeting, and various library programs.
2. Due to a significant decrease in rates, \$25,000 Accidental Death and Dismemberment insurance coverage was added to the \$25,000 standard life insurance coverage for S-T employees. The Personnel Committee was informed of this change; the fringe benefit statement for S-T employees will be adjusted accordingly.
3. My term on the board of the Southwest Michigan Black Heritage Society has ended. I believe my strongest contributions were in strategic planning. As they move into fund development and membership recruitment, a new board member in my place will be more effective than I could have been.
4. In Friends news: Carol Manstrom, Bookstore Coordinator, will add the administrative assistant duties and increase to full-time. The Friends expect to outsource their bookkeeping and rely more on volunteers for some of their social events.

Their winter bag sale is Saturday, January 29 in the Van Deusen Room. Books are \$.10 each or a bag for \$2.00; they have found a vendor who will take all remaining books at the end of the sale.
5. The *KPL Academy*, our monthly staff training, is off to a good start. January's topic is evaluations, February's topic is ipads.
6. We expect the survey to be mailed to 2,000 randomly selected residents this week. We can expect the report from the Kercher Center in mid-April.
7. The Irving S. Gilmore Foundation is helping fund an appearance by Brooke Gladstone, from NPR's *On the Media* program and author of the graphic novel *The Influencing Machine*, as part of *Reading Together*. We have also had strong support for this program from WMU Center for the Humanities and Center for the Study of Ethics in Society, MLive, WMUK, and Kalamazoo College. The event will be Tuesday, April 2 and will serve as a wrap-up to a month of RT programming.

8. Some upcoming events for your calendar:
 - January 26 – Friends Bag Sale
 - February 24 – Teen Filmmaker Festival at the State Theatre
 - March 5 – RT author Amy Waldman
 - April 2 – RT event with Brooke Gladstone
 - April 13 – Friends annual meeting
 - See the Jan – Feb *LINK* for several programs celebrating Black History Month

9. The January issue of *Encore* magazine has a wonderful article about Margean Gladysz's book, *The Spy on the Bus: Memoir of a Company Rat* and an article about Margean's work for us indexing the *Kalamazoo Gazette*. Although Margean retired from KPL in 1999, she continues to work as a frequent sub in *Local History* and as an indexer.

Create young readers

10. Recently two groups of parents from the *Healthy Babies, Healthy Start* program participated in informal focus groups. We are working with the staff from that program to determine the barriers that keep parents of very young children from using the library. We gathered some helpful information and are now working to find solutions to some of the concerns raised.

Stimulate imagination

11. The Youth Services staff had a fun time keeping kids busy over the holiday break.
 - Life-size Candyland game attracted players of all ages.
 - We hosted a Kwanzaa celebration.
 - Kids made 2013 calendars and edible New Year's hats.
 - They built with Legos, read to Bailey, and made cool things out of candy wrappers, thumbprint art, and duct tape.
 - They watched movies and participated in a Fit Family program

As Sue Warner says, it looks like a lot of fun.....and it is....but it is also helping kids make connections with all kinds of literacy, giving them the experience of interacting with caring adults who can help them find information and who can be just as excited as they are about what they are doing and enjoying. We are also subtly influencing the caregivers in kids' lives....showing they there are no rules for reading stories, that kids' conversations are important and valued, and that the best way to learn to love books is to just sit down and read them.

12. And in still more fun, we held a *Babymouse* release party in celebration of *Extreme Babymouse*, the 17th graphic novel in the series. We were able to skype with the author, Jenni Holm, for a virtual video chat. 50+ attendees enthusiastically asked questions of Jenni about what it's like to write *Babymouse* and how she likes working with her brother. We had giveaways, a craft, games, and cupcakes, a Babymouse favorite!

13. January's *First Saturday @ KPL* drew at least 200 attendees. Our partner was Girls Scouts Heart of Michigan and the theme was camping. We had three storytimes throughout the afternoon, made paper snowflakes, lanyards, and friendship bracelets and had the auditorium set up with tents, mess kits, and camping equipment to explore. There was even a roaring fire.....on a DVD!

Build successful enterprises

14. ONEplace staff were informed of a short lead time grant opportunity through the Kalamazoo Community Foundation. They responded quickly and secured funding for a webinar series for fundraising professionals.

Discover your roots

15. Local History has begun digitizing some highlights from the collection and making them available through our website. First is a catalog from the Henderson-Ames Company of Kalamazoo which dates back about 100 years. It is fun and interesting viewing.
16. The latest "Intro to Genealogy" filled up within hours of opening for registration and there is a waiting list. Staff will monitor registrations to determine if an additional session is warranted.

Operations

17. Once again, we were a successful site for New Year's Fest with over 1,200 attending the young cellists and the harmonica-playing juggler. We are able to be a site thanks to staff and board volunteers and their friends.
18. The LEAN Steering Committee reports their work in the circulation area is in its final weeks of organized meetings; next up are the administrative offices and the Oshtemo discharging area.
19. We've launched *myKPL*, the replacement for our staff intranet. All staff have been trained and each department has a content provider who will upload documents and coordinate add-ons with IT staff. We'll have a staff report and demo of *myKPL* at a future board meeting.
20. Our Innovation Team is working on an email version of "Welcome to the Library" to be sent to all new patrons as an alternative to the envelope filled with brochures.
21. Several exterior repairs have been completed at Central including the sheathing at the base of the portico columns and masonry repairs to the brick work on the parking lot wall.
22. Two emergency eye wash stations have been installed at Central, one near the chiller and one by the boiler feed water tank. These are for the safety of staff who handle the chemicals used to treat water in the chiller and boiler.
23. We had a successful first "live" payroll in Financial Edge, our new system, on January 15. All employee pay, deductions, and taxes have been integrated – no small task – a new payroll system, tax changes, and a new calendar year all at the same time.

Library stories

24. Comments from WMU students who visited Central with a class:

- I really enjoyed the rainbow lighting. In fact, I took a picture and posted it on instagram with over 30 likes!
- I really liked the children's room and the theme. As I saw the kids reading, doing arts and crafts, I was really touched. I really appreciate the customer service that was also given to us by the library. The light refraction on the second floor was amazing and it make the library look like a really cool place to study....too bad Waldo doesn't have that.
- I had the chance to speak to someone about ebooks. Since I have a Nook, I was very interested.
- With my plans to become a teacher, I will definitely use the children's library.
- I had never been in the library before and I thought the interior was stunning, especially the Alice in Wonderland themed room. It is perfect for kids. This walking tour changed by impression of downtown and I would recommend it to anyone who hasn't seen the town to take a walk there.
- The children's secret room positively impacted me. The atmosphere was amazing and if I had kids I would want them to enjoy the room as much as I did.
- The library is so beautiful and peaceful. I didn't know if I wanted to study under the rainbows or lay on the floor and read a children's book while being surrounded by scenes from Alice in Wonderland.
- I am really jealous that I never had anywhere cool like this library to go to when I was little.
- Helped me realize there is art everywhere and in everyday places.
- The ceiling dome was spectacular; it was blasting wild colors and lights all over the place. Alice in Wonderland made me want to sit down and pick up a book.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS**

December 31, 2012

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>Print Material</u>									
Adult	22004	1223	8591	619	1811	34248	237591	239292	-1%
ebooks	2530					2530	13265	5934	124%
Teen	3146	108	926	75	132	4387	34094	36189	-6%
Juvenile	<u>12765</u>	<u>1051</u>	<u>6781</u>	<u>363</u>	<u>1003</u>	<u>21963</u>	<u>166275</u>	<u>152203</u>	9%
Total Print Material	40445	2382	16298	1057	2946	63128	451225	433618	4%
		0	0	0	0	0			
<u>Non-Print Material</u>									
Audio-Book	1865	68	820	16	104	2873	20339	23255	-13%
Audio-Music	6849	453	1160	406	448	9316	52731	52016	1%
Video/DVD	36680	4563	9008	4185	7114	61550	359593	288247	25%
Other	90	10	224	2	1	327	2691	3250	-17%
Overdrive:eaudiobooks	777					777	4376	2250	94%
Total Non-Print Material	46261	5094	11212	4609	7667	74843	439730	369018	19%
Total Circulation	86706	7476	27510	5666	10613	137971	890955	802636	11%
Computer Usage									
*Onsite Computer Use	7893	573	1138	590	643	10837	74049		
Computer Usage Remote						2700794	15398753	13773066	12%
Wireless Internet	2365	172	540	249	166	3492	19109	13056	46%
Database Statistics									
Database Sessions	985					985	7566	7528	1%
Database Searches	26829					26829	247572	205697	20%
Total Registrations	740	46	194	24	52	1056	5138	5283	-3%

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

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
December 31, 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	10	0	1	2	0	13	115	120	-4%
Attendance	141	0	116	25	0	282	2205	3818	-42%
Teen Events	4	2	1	1	1	9	48	50	-4%
Attendance	107	31	19	28	54	239	1181	1317	-10%
Juvenile Events	20	5	19	3	3	50	417	370	13%
Attendance	766	58	791	93	14	1722	14520	12406	17%
Outreach									
Adult Events	0	0	0	0	0	0	9	5	80%
Attendance	0	0	0	0	0	0	1209	554	118%
Teen Events	1	0	0	0	0	1	1	5	-80%
Attendance	137	0	0	0	0	137	137	586	-77%
Juvenile Events	0	3	0	6	0	9	38	28	36%
Attendance	0	37	0	83	0	120	2810	3310	-15%
Total Events	35	10	21	12	4	82	628	578	9%
Total Attendance	1151	126	926	229	68	2500	22062	21991	0%
Law Library									
Visitors	212						1322		
Phone Calls	81						594		
Questions Answered	234						1903		

* New statistics for Law Library doesn't include July 2012