



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

February 25, 2013, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of January 28, 2013
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending January 31, 2013
- V. REPORTS AND RECOMMENDATIONS
 - Reports
 - A. Teen Filmmaker Festival Report – Stewart Fritz
 - B. Reading Together Update – Karen Santamaria
 - C. Freegal and Rocket Languages Services – Michael Cockrell
 - D. Envisionware – Kevin King
 - E. 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
- XI. ADJOURNMENT

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: January 28, 2013
Time: 4:00
Location: Central Library Board Room

TRUSTEE ROLL CALL:

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

Absent: None

CALL TO ORDER:

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

ELECTION OF OFFICERS:

President Godfrey read the slate of officers presented by the nominating committee for the 2013 calendar year.

Recommendation:

Cheryl TenBrink, President
Valerie Wright, Vice President
James Vander Roest, Treasurer
Fenner Brown, Secretary

President Godfrey asked if there were nominations from the floor.

MOTION: R. BROWN MOVED AND B. CAPLE SUPPORTED THE MOTION TO APPROVE THE SLATE OF OFFICERS RECOMMENDED BY THE NOMINATING COMMITTEE FOR 2013.

Director Rohrbaugh thanked L. Godfrey for her leadership and council as Board president over the two years of her presidency. She presented her with two books that were to be put in the library collection in her honor: *The Food52 Cookbook* and *Books to Die For: the world's greatest mystery writers on the world's greatest mystery novels*. L. Godfrey thanked Director Rohrbaugh saying how much she enjoyed working with the Board.

President TenBrink assumed the President's chair.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS
None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

Ayshyah Khazad, 710 Collins St., Apt. 1202, addressed the Board saying he was a frequent patron and that he had addressed the Board in the past and had worked with Director Rohrbaugh on an interview. A. Khazad said he was grateful for the special section devoted to Science Fiction on the first floor. He suggested Fantasy also be included in this section and gave examples of books he thought could be included in this section if they were to be merged. Secondly, he told trustees that over the last 10-20 years he had noticed the library becoming noisier saying it would be more appropriate for children who were crying or throwing temper tantrums to be in the Children's Room rather than the adult section. He ended by saying he hoped something could be done about the noise factor at the library.

Board members thanked A. Khazad for his comments.

III. CONSENT CALENDAR

A. *Minutes of the Board Meeting of December 17, 2012*

B. *Personnel Items*

- 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 accepted a full time position as Resource Development Director with the Constance Brown Hearing Center.

Discussion: Director Rohrbaugh introduced F. Howe, new Marketing and Communications Manager, to Board members. President TenBrink welcomed her to her new position.

IV. FINANCIAL REPORT

A. *Financial Reports for the Month Ending December 31, 2012*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending December 31, 2012.

MOTION: R. BROWN MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING DECEMBER 31, 2012.

MOTION CARRIED 7-0.



V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *Close Estimate Budget for 2012-2013 Fiscal Year*

Recommendation: Director Rohrbaugh recommended 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 included 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 to be used for signage software for the monitors by the circulation desk at Central Library.

Expenditures were 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 was transferred to support the Capital Improvement Plan; \$293,141 was 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 increased 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 remained: Ready to Read; History Room Special Projects; ONEplace Special Projects; and Gifts and Memorials. Nearly all of the budgets remaining reflected 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 included cost estimates and revenues allocated for the combined Central Library rearrangement projects for Youth, Local History, and first floor staff areas. Other allocations to the CIP included 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 was reviewed and supported by the Finance and Budget Committee.

Presentation: Director Rohrbaugh told Board members each of the first three recommendations dealt with budgeting and the financing of the renovations to the first and second floors of Central Library. She said before the recommendations were brought before the Board that she thought it best to give an overview of the plans. Director Rohrbaugh told Board members these plans were close but not yet finalized. Once funding was in place, plans would be finalized with architect S. Penchansky. S. Lindemann handed out copies of the plans to Board members and walked through the possible changes that would occur in the Children's Room, patron service's offices, and CAMP on the first floor, and the Local History Room, Tech Center, ONEplace, and rotunda on the second floor. S. Lindemann asked Board members if they had questions after completing her overview of the renovations.

B. Caple asked where children's AV materials currently resided. F. Brown asked if the children's AV collection might experience a greater amount of theft after being brought up from the lower level to the Children's Room. M. Cockrell answered he did not think theft rates would increase saying this was a low theft collection. J. Vander Roest asked what was held in the glass cases in the storyroom. S. Warner answered this was a non-circulating collection called the Singley collection. R. Brown asked about moving the doors from the front of the Children's Room to the activity room. S. Lindemann confirmed this was the plan and that this was a money saving move. S. Warner told Board members the doors were very rarely closed and that active toddlers would have less chance of escaping the Children's Room with the rearrangement of the collection. B. Caple asked if moving these fire doors had an effect on emergency evacuations. S.

Lindemann answered that it would have no effect. L. Godfrey asked if ONEplace was comfortable with changes to their space on the second floor. M. Cockrell confirmed they were.

Board members thanked S. Lindemann for her presentation and explanations. President TenBrink asked if the Budget and Finance Committee had any information to add regarding the recommendation. J. Vander Roest said the committee had reviewed all three of the financial recommendations and that each came with the committee's approval.

MOTION: J. VANDER ROEST MOTIONED AND B. CAPLE SUPPORTED THE MOTION TO APPROVE THE THREE PRESENTED BUDGETS: THE GENERAL OPERATING FUND CLOSE ESTIMATE REVISION, THE SPECIAL REVENUE FUNDS CLOSE ESTIMATE REVISION, AND THE CAPITAL IMPROVEMENT PLAN CLOSE ESTIMATE REVISION.

MOTION CARRIED 7-0. 

B. Allocation of Endowment Funds for First Floor Renovations

Recommendation: On behalf of the Fund Development and Allocations Committee, Director Rohrbaugh recommended 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: Several months prior, funds from the endowment were approved to hire Penchansky Whisler Architects to do a design study for the library to expand the Children's Room. The design provided an activity room for children's and reconfigured the circulation work and office areas, MEL office, and CAMP / ILS offices.

Though there were some costs remaining from this design work S. Penchansky had completed for the library, some of the previously approved allocation was not spent. In addition there was \$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, the library expected there to be about \$61,467 available for this project.

Discussion: J. Vander Roest said that this recommendation had been reviewed and was supported by both the Budget and Finance Committee and the Fund Development and Allocations Committee. Director Rohrbaugh said the Fund Development and Allocations Committee was recommending use of all interest on the endowment fund equaling approximately \$62,000. She told Board members that the funding for the renovation project was being pulled from three different sources: the capital improvement plan, the endowment fund, and the Local History and Community Information Service Fund at the Kalamazoo Community Foundation, adding that more than two-thirds of the funds used for the project would be coming from restricted funds designated for special use, not regular operating funds.

L. Godfrey added the Fund Development and Allocations Committee had discussed that these funds were being used to further the strategic plan. She said the savings resulting from eliminating a public service desk and the hourly salary costs associated with this desk would pay back the cost of the local history/tech center rearrangement within one year.

R. Brown raised concern over the use of the \$8,741 remaining from the teen wall project. He recalled that at a previous meeting, Board members were unsure of how surplus money from previous allocations should be used – whether it could be used for new projects or whether it should be added to the principle on the endowment. He said he had no problem with this money being used for the building project but this should not set a precedent and hoped a procedure could be developed for dealing with this occurrence in the future.

Director Rohrbaugh confirmed this was surplus money from the teen wall project and the same money discussed at a previous Board meeting. She said the money had returned to the Fund Development and Allocations Committee following the last discussion since it was originally part of an allocation from the interest earned on the endowment. This money had been worked back through the committee and came with their recommendation to be used for the building project.

L. Godfrey said the committee had not formally discussed the issue raised by R. Brown and should have an explicit conversation with a policy recommendation regarding the availability and use of allocated but unused funds for future allocations. She said she would hate to delay the approval of this allocation and, therefore, the building project to develop this policy and agreed that this recommendation could be approved with the understanding a precedent was not being set. R. Brown continued saying he had no wish to delay this process and it was acceptable to approve this recommendation with the expectation a policy recommendation would be brought to the full Board on this manner in the coming months, acknowledging this would not be the last time this issue would arise.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION THAT ALL INTEREST EARNED ON THE ENDOWMENT FUNDS AVAILABLE FOR DISTRIBUTION, CURRENTLY ESTIMATED AT \$61,467, BE ALLOCATED FOR EXPANSION OF THE FIRST FLOOR CHILDREN'S, CAMP AND PATRON SERVICES AREAS.

MOTION CARRIED 7-0.



C. Request for Funds from Kalamazoo Community Foundation Local History Room Fund

Recommendation: Director Rohrbaugh recommended 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: The combining of the Local History Room and the Tech Center would result in increased efficiency and an increase in the level of service provided. 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.

The plan developed by Penchansky Whisler combined the two areas, moved the public copiers to an alcove off of the second floor elevator lobby, and moved 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.

The estimate for the construction cost and design fees was \$29,000. New furniture that may be needed could come from next year's CIP budget or other gift monies. The balance in the account at the Kalamazoo Community Foundation as of September 30, 2012 was \$122,064. This recommendation had been reviewed and was supported by the Budget and Finance Committee.

Upon approval of this recommendation, the revised budget, and the expenditure of endowment fund interest, the library 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.

Discussion: J. VanderRoest noted this money was on deposit with the Kalamazoo Community Foundation and that the library would have to request to withdraw and use these funds. He said this withdrawal would use much of the growth this fund had experienced over the past few years and the Budget and Finance Committee was in favor of this recommendation. Director Rohrbaugh reminded Board members this was a particularly helpful project from the library's perspective since it had approximately a one year payback.

MOTION: B. CAPLE MOVED AND V. WRIGHT SUPPORTED THE MOTION TO 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.

MOTION CARRIED 7-0.



D. Increase in Staffing Table

Recommendation: Director Rohrbaugh recommended an increase in the staffing table of .5 time Library Assistant 4 position within Facilities Management.

Executive Summary: The library has long had several hourly positions on the FM staff. The positions had been twenty hours per week from closing until about midnight, to supplement the salaried staff with building cleaning. Often these positions were 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.

It has been increasingly difficult for the library to retain hourly FM employees. It has been a struggle to hire and most recently the library has not been able to attract viable candidates. Considerable time has been invested advertising, interviewing, and training, only to have employees leave or not work out from the library's perspective.

Simultaneously, S. Lindemann examined the scheduling and work assignments within FM and identified the need for a lead position on second shift. This recommendation converted two of the FM hourly positions to one half-time salaried position. Although this is a reduction of twenty hours per week, library management believed there would be a productivity gain and that the library would 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 approximately \$5,000. As hourly staff leave, the library would reduce the hourly jobs from three to one with the addition of this .5 time salaried position.

The Personnel Committee reviewed and supported this recommendation.

Discussion: V. Wright said this was reviewed by the Personnel Committee and came with their strong support saying they believed this was a good move for the library at this time. Director Rohrbaugh reminded Board members the library did not add positions to the staffing table casually but that this move would serve the library very well.

MOTION: V. WRIGHT MOVED AND R. BROWN SUPPORTED THE MOTION TO INCREASE THE STAFFING TABLE WITH A .5 TIME LIBRARY ASSISTANT POSITION WITHIN FACILITIES MANAGEMENT.

MOTION CARRIED 7-0.



E. Reclassification of Library Assistant Position

Recommendation: Director Rohrbaugh recommended the Library Assistant 3 position, held by Jeremy Breeding, be reclassified to Library Assistant 4, effective February 1, 2013.

Executive Summary: When S. Lindemann joined the staff as Head of Facilities Management, one of the major needs she identified was for a back-up person to operate the 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 S. Lindemann. In addition, he has developed other “handy person” skills to expand the work FM can do in-house: cutting keys, basic electrical work.

An increase to LA 4 reflects the increase in skills and expectations for this position. The salary increase for the remainder of this fiscal year was negligible but provided greater salary advancement over time.

This reclassification was reviewed and supported by the Personnel Committee.

Discussion: V. Wright said this had been reviewed and supported by the Personnel Committee. She said she appreciated that S. Lindemann was considering facilities management staffing system-wide. B. Caple asked what the “negligible” salary advancement equated to. Director Rohrbaugh said that it was approximately \$20/year but this was a function of the way the library developed its pay scales and this reclassification would offer more opportunities for advancement in the future than J. Breeding currently had.

MOTION: V. WRIGHT MOTIONED AND J. VANDERROEST SUPPORTED THE MOTION THAT THE LIBRARY ASSISTANT 3 POSITION, HELD BY JEREMY BREEDING, BE RECLASSIFIED TO A LIBRARY ASSISTANT 4, EFFECTIVE FEBRUARY 1, 2013.

MOTION CARRIED 7-0.



F. 2013 Calendar of Meetings

Recommendation: Director Rohrbaugh recommended 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 was developed for consideration. The calendar for Board meetings was revised to reflect the changing of terms for Board members from a fiscal year cycle to a calendar year cycle.

Discussion: Director Rohrbaugh told Board members the January-June Board meetings were already set at a prior meeting but it now made sense to approve the meeting schedule as a calendar year following the changing of terms for Board members.

MOTION: F. BROWN MOTIONED AND V. WRIGHT SUPPORTED THE MOTION TO ADOPT THE CALENDAR OF MEETINGS FOR THE 2013 CALENDAR YEAR.

MOTION CARRIED 7-0. 

REPORTS:

G. Second Quarter Strategic Planning Statistics

Report: Director Rohrbaugh told Board members this report covered October-December 2012. She drew attention to 1.3 and 3.6 which both had to do with Summer Reading Games and were, therefore, completed for the year. These targets were not met, as well as, the surveys in 4.5 and 4.6. The goals for surveys 5.7 and 6.2 were both met. Lastly, Director Rohrbaugh drew attention to objective 8.4 saying she thought the library was overly optimistic when it set this goal requiring 1,000 attendees at library sponsored local history and genealogy programs. A footnote was added to this objective to show over 700 people were reached about local history and genealogy during the second quarter at the Senior Expo.

Discussion: V. Wright commented that the circulation of children's movies and music was already at 98.1% for the year and circulation of these materials would be expected to rise once it was moved to the Children's Room with the building renovations. L. Godfrey asked why objectives 1.3 and 3.6 seemed to have not been met by such a significant margin. S. Warner said this had to do with the challenge of reaching students in KPS. She said it was difficult for the kids to get to the library on their own but KPS was working on increasing involvement from parents. L. Godfrey said First Saturday@KPL was continually strong and the first grade cards were a good collaboration and asked if these events didn't help increase Summer Reading Games participation. S. Warner said she though First Saturday@KPL helped increase participation but that the first grade cards did not. She thought KPS needed to refine the way they worked with the library making it easier to share information and increasing parent involvement.

J. VanderRoest asked S. Warner if the goal of a 30% increase was too aggressive for objective 1.3. She said she thought it was and that library staff had learned a lot about the strategic planning process. C. TenBrink asked if Summer Reading Games were still being promoted among the summer school students. S. Warner confirmed this was still happening. She said that the library did not always have good communication systems in place with the summer school principals when asked about these students participation and why it was not higher.

B. Caple asked if KPL would continue to place a high emphasis on the first grade cards. S. Warner answered this would continue to be a high priority but that this push did not seem to be translating into higher Summer Reading Games participation among this age group of students. F. Brown asked if there was discussion about having more teachers bring their classes to the library. S. Warner said the first grade classes were brought to the library three times a year and staff were available any time other classrooms were interested in coming to the library. She said most often the reason classrooms didn't visit was transportation. If classes are not close enough that they can walk to the library the transportation will have to come out of their school's budget and there are often more important things that this money is needed for. S.

Warner told F. Brown that the Director of Elementary Education was aware that the library would host as many class visits as they wanted.

Disposition:

H. Legislative Update

Report: D. Schiller told Board members there was nothing to report on.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. VanderRoest said the Finance and Budget Committee had an extensive meeting prior to the Board meeting, the results of which were seen in a few of the recommendations.
- B. *Personnel Committee*—V. Wright reported the Personnel Committee had reviewed two recommendations brought before the full Board since the December Board meeting.
- C. *Fund Development and Allocations Committee*—L. Godfrey said their work was reflected in recommendation V. B. and the committee now had their next agenda item to discuss for a future recommendation to the Board about funds that were allocated but unused.
- D. *Director’s Building Advisory Committee*—Director Rohrbaugh said the committee had met with architect S. Penschansky to review the plans for the building renovations.

VII. OTHER BUSINESS

A. Director’s Report

Presentation: Director Rohrbaugh highlighted item 7 reporting the I.S. Gilmore Foundation would be helping fund Brooke Gladstone’s visit as the wrap-up for Reading Together. Item 11 was a long list of children’s activities that took place over the holiday break and a note from S. Warner explaining this programming was a lot of fun but all had the purpose of increasing literacy among children. She highlighted item 13 saying the Kalamazoo Valley Museum and KPS would be partnering with the library for the next First Saturday@KPL. She drew attention to the digitization of the Henderson-Ames Company catalog as stated in item 15.

Discussion: V. Wright confirmed that the mail survey in item 6 was ready to be mailed out soon. Director Rohrbaugh confirmed this was the case. J. VanderRoest asked if things went well bringing up the new payroll system mentioned in item 23. D. Schiller said the most important things were working well and they were continuing to tweak other things. L. Godfrey congratulated the Friends on filling their vacant spot with a great person after C. Manstrom began working full time following L. Kubinski’s retirement as mentioned in item 4.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

A. Khazad, 710 Collins St., Apt. 1202, stood to give his address which he neglected to mention during his first opportunity to address Board members.

IX. COMMENTS BY TRUSTEES

- F. Brown thanked L. Godfrey for her work as president saying she did an exemplary job and kept everyone on point. He congratulated C. TenBrink on her election as president. V. Wright also thanked L. Godfrey and congratulated C. TenBrink.
- L. Godfrey congratulated C. TenBrink saying she looked forward to working with her.
- C. TenBrink thanked L. Godfrey for her guidance and said she looked forward to a great year.

X. EXECUTIVE SESSION

A. Director's Midyear Review

President TenBrink asked for a motion to move to closed session to discuss the Director's Midyear Review.

MOTION: F. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO MOVE TO EXECUTIVE SESSION TO DISCUSS THE DIRECTOR'S MIDYEAR REVIEW.

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

MOTION CARRIED 7-0. 

Trustees moved to closed session at 5:24 p.m.

MOTION:

B. CAPLE MOVED AND F. BROWN SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

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

MOTION CARRIED 7-0. 

Trustees returned to open session at 5:28 p.m.

XI. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:29 p.m.

X _____
Fenner Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: February 25, 2013

Position Addition

Steven Braat added the KPLSP FTE .5 Library Assistant 4 position of Lead Evening Custodian in Facilities Management effective February 1, 2012. Steven also holds the KPLSP FTE .5 Library Assistant 3 position of Weekend Custodian in Facilities Management.

New Hire

Adam McFarlin joined the staff in the FTE .75 Supervisory-Technical 2 position of ONEplace Assistant effective February 16, 2013. Adam brings to this position approximately 5 years of experience in nonprofit settings and most recently held the position of Senior Member Services Representative at the Kalamazoo Regional Chamber of Commerce.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

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

DATE: February 25, 2013

RECOMMENDATION:

I recommend the Board accept the Financial Reports for the month ending January 21, 2013.

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

February 14, 2013
Kalamazoo Public Library
Internal Financial Statements
For the month ending January 31, 2013

Combined Balance Sheet

Taxes Receivable reported in the General Operating Fund totaled \$5,417,099 net of allowances as of January 31st. Current taxes will be collected through the end of February with the remaining outstanding balances reconciled and reported as delinquent to Kalamazoo County. Collections this year are slightly ahead of 2011-2012 receipts.

Sources and Uses of Funds – Governmental Pooled Funds

Electronic Transfers

Sources of cash during January were dominated by the receipt of \$2,940,086 in property tax receipts. District Court Penal Fines and multiple receipts of IFT/CFT and other tax receipts contributed \$65,587 and \$25,390 respectively.

As reported on January 21 on the Electronic Transfers in January list, \$2,250,000 was transferred between the negotiable order of withdrawal account and the new Insured Cash Sweep (ICS) account at First National Bank of Michigan. The ICS account returns typical money market rates while allowing one hundred percent of the total balance to be insured through the program of networked banks - much like the Certificate of Deposit Account Registry Service (CDARS) KPL also participates in. The total invested in the ICS program as of January 31st was \$2,519,067 and involved FDIC certificates from thirteen different banks, most of the deposits were just over \$245,000 at each bank and ranged geographically from Connecticut on the east coast to the west as far as Texas and Oklahoma.

General Fund Revenue and Expenditure Summary

Total Year-to-Date Expenditures as of January 31st are reported at 55.1% of the Close Estimate Budget and are well within anticipated levels at this time. Materials expenditures are slightly ahead of the average expenditure levels overall due both Periodicals and Digital Materials both having twelve month payment cycles on a significant number of purchases.

Capital Improvement Plan

The Capital Improvement Plan also reflects changes approved in the Close Estimate Budget Revision with project budgets added for the 2013 Renovation of Youth, History, and CAMP (870) and an associated Furniture Options budget (869), the Eastwood Server Closet (871) and the associated Server Replacement Budget (837).

Capital expenditures during the month of January totaled just \$3,657.92

Special Revenue

During the month of January, nearly \$8,000 in gifts was received by KPL. Of that amount, \$6,000 was received from John and Mary Miller Patton and another \$1,000 from Anonymous, both for the support of the History Room.

Expenditures in the Special Revenue projects included \$6,361 in juvenile books supporting Ready to Read book distribution partners.

Endowment Fund

The Endowment Fund balances are, as always, one month behind due to the timing of Ameritrade statements. In December, however, several stock trades and commercial paper investments were made involving General Electric Capital, Texas Instruments, DirecTV and Citrix. The market value of the fund rose to \$3,225,982 as of December 31, 2012.

Kalamazoo Community Foundation

Local History and Community Information Service Fund

The Master (combined) statement of the Local History and Community Information Service Fund held at the Kalamazoo Community Foundation and the Quarterly Donors' Report as of December 31, 2012 has been included for your information. The total balance of the combined master fund as of that date is \$121,805.47.

Kalamazoo Public Library
Balance Sheet
As of January 31, 2013

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	(\$27,973.06)	\$1,309,378.47	\$0.00	\$125,966.77	\$0.00
Investments	\$5,658,534.41	\$0.00	\$103,138.46	\$78,558.29	\$3,225,982.13
Total Cash & Equivalents	<u>\$5,630,561.35</u>	<u>\$1,309,378.47</u>	<u>\$103,138.46</u>	<u>\$204,525.06</u>	<u>\$3,225,982.13</u>
Accounts Receivable					
Accounts Receivable	(\$87.38)	\$0.00	\$0.00	\$0.00	\$0.00
Total	<u>(\$87.38)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Taxes Receivable					
Taxes Receivable	\$5,417,098.59	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	<u>\$5,417,098.59</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Other Assets					
Other Assets	\$227,276.17	\$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	<u>\$227,276.17</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Capital & Long-term Assets					
Capital Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accumulated Depreciation-Capital Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Capital & Long-term Assets	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Assets	<u><u>\$11,274,848.73</u></u>	<u><u>\$1,309,378.47</u></u>	<u><u>\$103,138.46</u></u>	<u><u>\$204,525.06</u></u>	<u><u>\$3,225,982.13</u></u>
Liabilities					
Current Liabilities					
Accounts Payable	\$23,033.11	\$0.00	\$0.00	\$0.00	\$0.00
Salaries Payable	\$112,551.10	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$52,151.74	\$0.00	\$0.00	\$0.00	\$0.00
Total Current Liabilities	<u>\$187,735.95</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Long Term Liabilities					
Deferred Revenue	\$32,139.09	\$0.00	\$0.00	\$0.00	\$0.00
Total Long Term Liabilities	<u>\$32,139.09</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Liabilities	<u><u>\$219,875.04</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>
Net Assets					
Fund Balance					
Fund Balance	\$11,054,973.69	\$1,309,378.47	\$103,138.46	\$204,525.06	\$3,225,982.13
Total Fund Balance	<u>\$11,054,973.69</u>	<u>\$1,309,378.47</u>	<u>\$103,138.46</u>	<u>\$204,525.06</u>	<u>\$3,225,982.13</u>
Total Liabilities and Fund Balance	<u><u>\$11,274,848.73</u></u>	<u><u>\$1,309,378.47</u></u>	<u><u>\$103,138.46</u></u>	<u><u>\$204,525.06</u></u>	<u><u>\$3,225,982.13</u></u>

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the two months ending January 31, 2013**

	January
BEGINNING CASH BALANCE *	\$ 4,838,363.01
* Including short-term investments	
 <u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 2,940,086
IFT/CFT Taxes not in Levy/Pilots	\$ 25,390
State Aid	\$ -
District Court Penal Fines/Law Library Revenue	\$ 65,587
Interest Income	\$ 456
Library Fines & Fees	\$ 21,261
Other Sources: Gifts, Grants, & Reimbursements	\$ 5,323
Other Gifts (Ready to Read, etc)	\$ 7,975
TOTAL SOURCES OF CASH	\$ 3,066,078
 <u>USES OF CASH:</u>	
Salaries & Wages	\$ (415,372)
Benefits	\$ (111,051)
Materials	\$ (84,761)
Supplies	\$ (7,956)
Facilities	\$ (48,397)
Technical Services	\$ (20,858)
Purchased Services	\$ (61,485)
Other	\$ (76,725)
Gifts & Grants	\$ (6,953)
Capital Expenditures	\$ (3,658)
Prior Year Expenditures	\$ -
Debt Service - transferred to reserve	\$ -
TOTAL USES OF CASH	\$ (837,215)
 ENDING CASH	 \$ 7,067,226
 <u>Pooled Cash & Investment Accounts</u>	
<u>Checking & other liquid accounts</u>	
Cash to be deposited	
Fifth Third General & Payroll Checking Accounts	\$ 1,402,349.60
Fifth Third Arcadia Admin & Transfers Accounts	\$ 38,164.73
Petty Cash/Midwest Business Exchange Account/Paypal	\$ 12,980.03
Pooled Cash Accounts	\$ 1,453,494.36
 <u>Pooled Investments</u>	
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52.43
Flagstar Bank MM & CD's	\$ 853,503.54
Huntington Aim Treasury, MM & CD's	\$ 24,153.74
First National Bank MM & CD's	\$ 4,736,022.33
Pooled Investment Accounts	\$ 5,613,732.04
Total Pooled Cash & Investments	\$ 7,067,226.40

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

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
1/2/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (865.12)
1/4/2013	Transfer to Arcadia Checking	5/3 General Check		\$ (2,000.00)
1/4/2013	Transfer from Gen. checking		Fifth Third Arcadia Checking	\$ 2,000.00
1/4/2013	MEBS 403b contribution	5/3 ACH Transfer	Michigan Employees Benefits Systems	\$ (7,253.47)
1/4/2013	MERS HCSP	5/3 ACH Transfer	Municipal Employees Retirement System	\$ (1,100.17)
1/4/2013	MERS Employer Contribution	5/3 ACH Transfer	Municipal Employees Retirement System	\$ (22,449.72)
1/8/2013	4th Quarter Law Library Revenue	Kalamazoo County	5/3 General Checking	\$ 12,282.00
1/11/2013	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (12,958.60)
1/15/2013	Friend of the Court	5/3 Payroll Check	Kalamazoo County	\$ (105.88)
1/15/2013	KPLA/KPLSP Union Dues	5/3 Payroll Check	Union Treasurers	\$ (2,204.87)
1/15/2013	Payroll January 15/2013	5/3 Payroll Check	Employee Accounts	\$ (113,011.91)
1/16/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (484.00)
1/17/2013	Transfer to ACH Transfer	5/3 General Check		\$ (20,000.00)
1/17/2013	Transfer from Gen. checking		Fifth Third ACH Checking	\$ 20,000.00
1/17/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,964.49)
1/18/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,775.17)
1/21/2013	MERS HCSP	5/3 ACH Transfer	Municipal Employees Retirement System	\$ (1,140.39)
1/21/2013	MEBS 403b contribution	5/3 ACH Transfer	Michigan Employees Benefits Systems	\$ (5,816.68)
1/21/2013	Transfer to ICS Sweep	1st National NOW		\$ (2,250,000.00)
1/21/2013	Transfer from 1st National NOW		ICS Sweep Account	\$ 2,250,000.00
1/22/2013	District Court Penal Fines	Kalamazoo County	5/3 General Checking	\$ 65,587.48
1/25/2013	Transfer from Paypal		5/3 General Checking	\$ 100.00
1/25/2013	Transfer to Gen. checking	Paypal		\$ (100.00)
1/25/2013	Transfer from Paypal		5/3 General Checking	\$ 5,000.00
1/25/2013	Transfer to Gen. checking	Paypal		\$ (5,000.00)
1/30/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (484.00)
1/30/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (50,598.07)
1/30/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,823.17)
1/31/2013	Friend of the Court	5/3 Payroll Check	Kalamazoo County	\$ (105.88)
1/31/2013	KPLA/KPLSP Union Dues	5/3 Payroll Check	Union Treasurers	\$ (2,222.34)
1/31/2013	Payroll January 31, 2013	5/3 Payroll Check	Employee Accounts	\$ (122,162.93)
		Total Transfer Transactions - January		\$ (319,657.38)

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

	January	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$0.00	\$0.00	\$10,252,974.00	\$10,292,974.00	\$40,000.00	99.6%
Other Taxes	\$25,389.68	\$0.00	\$37,467.44	\$147,665.00	\$110,197.56	25.4%
Fines and Fees	\$23,185.99	\$0.00	\$100,279.44	\$150,000.00	\$49,720.56	66.9%
Other Revenue	\$77,252.48	\$0.00	\$188,548.85	\$420,690.00	\$232,141.15	44.8%
Local Support	\$5,940.00	\$0.00	\$191,590.00	\$229,375.00	\$37,785.00	83.5%
Interest Income	\$456.20	\$0.00	\$4,872.21	\$10,000.00	\$5,127.79	48.7%
Other	\$0.00	\$0.00	\$3,900.00	\$3,900.00	\$0.00	100.0%
Total Revenue	\$132,224.35	\$0.00	\$10,779,631.94	\$11,254,604.00	\$474,972.06	95.8%
Expenditures						
Salaries						
Administrator Salaries	\$52,102.07	\$0.00	\$369,856.19	\$630,075.00	\$260,218.81	58.7%
Librarian Salaries	\$99,117.06	\$0.00	\$684,416.55	\$1,177,655.00	\$493,238.45	58.1%
Supervisory Technical Salaries	\$59,230.80	\$0.00	\$408,758.61	\$694,910.00	\$286,151.39	58.8%
Library Assistant Salaries	\$124,650.21	\$0.00	\$888,041.74	\$1,544,950.00	\$656,908.26	57.5%
Hourly Staff	\$42,638.20	\$0.00	\$297,905.43	\$652,700.00	\$354,794.57	45.6%
Substitute Salaries	\$4,812.15	\$0.00	\$32,250.70	\$81,200.00	\$48,949.30	39.7%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$382,550.49	\$0.00	\$2,681,229.22	\$4,781,490.00	\$2,100,260.78	56.1%
Benefits						
Employee Insurance	\$80,028.56	\$0.00	\$553,479.84	\$1,033,160.00	\$479,680.16	53.6%
Retirement	\$47,663.44	\$0.00	\$328,311.06	\$610,320.00	\$282,008.94	53.8%
Employer FICA-Medicare	\$29,882.02	\$0.00	\$203,479.55	\$371,525.00	\$168,045.45	54.8%
Other Benefits	\$13,333.75	\$0.00	\$42,258.14	\$84,140.00	\$41,881.86	50.2%
Total	\$170,907.77	\$0.00	\$1,127,528.59	\$2,099,145.00	\$971,616.41	53.7%
Materials						
Adult Books	\$34,128.91	\$30,911.92	\$261,259.99	\$485,750.00	\$224,490.01	53.8%
Juvenile Books	\$6,008.61	\$3,595.87	\$50,920.58	\$93,850.00	\$42,929.42	54.3%
Periodicals	\$16,157.82	\$0.00	\$48,191.84	\$53,660.00	\$5,468.16	89.8%
Audio-Visual Material	\$15,483.46	\$17,291.97	\$187,948.13	\$296,300.00	\$108,351.87	63.4%
Digital Materials	\$18,376.57	\$0.00	\$138,891.14	\$155,620.00	\$16,728.86	89.3%
Total	\$90,155.37	\$51,799.76	\$687,211.68	\$1,085,180.00	\$397,968.32	63.3%
Facilities						
Fuel	\$5,699.12	\$0.00	\$15,886.10	\$67,700.00	\$51,813.90	23.5%
Electricity	\$10,050.41	\$0.00	\$95,742.98	\$182,900.00	\$87,157.02	52.3%
Water	\$651.26	\$0.00	\$3,081.71	\$5,650.00	\$2,568.29	54.5%
Custodial Supplies	\$2,363.23	\$46.88	\$25,044.34	\$66,045.00	\$41,000.66	37.9%
Grounds Maintenance	\$1,401.00	\$120.00	\$15,719.18	\$36,005.00	\$20,285.82	43.7%
Building Repair	\$2,470.25	\$10,045.00	\$39,679.74	\$76,325.00	\$36,645.26	52.0%
Building Operations	\$16,642.97	\$26,497.50	\$96,304.99	\$115,240.00	\$18,935.01	83.6%
Total	\$39,278.24	\$36,709.38	\$291,459.04	\$549,865.00	\$258,405.96	53.0%

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

	January	Encumbrance	Year to Date	Budget	Variance	% Complete
Supplies						
Office Supplies	\$3,828.44	\$630.00	\$17,028.21	\$53,000.00	\$35,971.79	32.1%
Marketing Supplies	\$0.00	(\$423.00)	\$4,090.90	\$21,350.00	\$17,259.10	19.2%
Postage & Freight	\$1,082.08	\$0.00	\$22,913.88	\$45,000.00	\$22,086.12	50.9%
Processing Supplies	\$2,217.25	\$0.00	\$17,969.06	\$55,000.00	\$37,030.94	32.7%
Departmental Purchases	\$1,933.28	\$7,146.28	\$14,448.81	\$64,000.00	\$49,551.19	22.6%
Total	\$9,061.05	\$7,353.28	\$76,450.86	\$238,350.00	\$161,899.14	32.1%
Technical Services						
F&E Repair & Maintenance	\$2,102.14	\$0.00	\$23,848.87	\$75,400.00	\$51,551.13	31.6%
Telecommunications	\$6,393.74	\$0.00	\$40,215.54	\$87,360.00	\$47,144.46	46.0%
Software & Licensing	\$8,920.21	\$3,316.75	\$173,111.82	\$312,697.00	\$139,585.18	55.4%
Cataloging & Processing	\$3,298.34	\$0.00	\$42,667.16	\$64,890.00	\$22,222.84	65.8%
Total	\$20,714.43	\$3,316.75	\$279,843.39	\$540,347.00	\$260,503.61	51.8%
Purchased Services						
Security	\$14,014.67	\$0.00	\$50,313.19	\$113,471.00	\$63,157.81	44.3%
Insurance	\$1,828.74	\$0.00	\$53,925.18	\$80,500.00	\$26,574.82	67.0%
Legal Services	\$0.00	\$0.00	\$2,577.00	\$15,000.00	\$12,423.00	17.2%
Contracted Services	\$14,970.68	\$9,775.00	\$126,135.89	\$226,150.00	\$100,014.11	55.8%
Printing Services	\$13,079.19	\$30,012.00	\$74,603.70	\$85,000.00	\$10,396.30	87.8%
Advertising	\$2,117.36	\$12,775.00	\$42,357.42	\$62,000.00	\$19,642.58	68.3%
Total	\$46,010.64	\$52,562.00	\$349,912.38	\$582,121.00	\$232,208.62	60.1%
Other Expenditures						
Miscellaneous Operating	\$3,810.85	\$0.00	\$17,725.37	\$43,730.00	\$26,004.63	40.5%
Tax Charge Backs	\$4,348.26	\$0.00	\$94,235.63	\$175,000.00	\$80,764.37	53.8%
Travel & Conference-Director	\$0.00	\$0.00	\$433.23	\$4,000.00	\$3,566.77	10.8%
Travel & Conference	\$0.00	\$0.00	\$8,145.34	\$45,700.00	\$37,554.66	17.8%
Staff Development	\$10.00	\$0.00	\$7,473.38	\$31,770.00	\$24,296.62	23.5%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
Miscellaneous Disbursements	\$3,176.53	\$0.00	\$34,964.86	\$63,909.00	\$28,944.14	54.7%
Vehicle Maintenance	\$149.11	\$0.00	\$1,869.72	\$3,780.00	\$1,910.28	49.5%
Programming Expenditures	\$13,823.06	\$0.00	\$54,129.80	\$137,800.00	\$83,670.20	39.3%
Rent	\$2,868.06	\$1,050.00	\$21,769.48	\$31,100.00	\$9,330.52	70.0%
Total	\$28,185.87	\$1,050.00	\$240,746.81	\$539,789.00	\$299,042.19	44.6%
Total Expenditures	\$786,863.86	\$152,791.17	\$5,734,381.97	\$10,416,287.00	\$4,681,905.03	55.1%
Transfers						
Transfers In						
Transfers from other funds	\$0.00	\$0.00	\$0.00	(\$5,638.53)	(\$5,638.53)	0.0%
Total Transfers In	\$0.00	\$0.00	\$0.00	(\$5,638.53)	(\$5,638.53)	0.0%
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	\$100,000.00	\$1,481,000.00	\$1,381,000.00	6.8%
Total	\$0.00	\$0.00	\$100,000.00	\$1,481,000.00	\$1,381,000.00	6.8%
Total	\$0.00	\$0.00	\$100,000.00	\$1,475,361.47	\$1,375,361.47	6.8%
BEGINNING FUND BALANCE	\$11,709,613.20	\$0.00	\$5,956,932.55	\$5,956,932.55	\$0.00	
NET SURPLUS/(DEFICIT)	(\$654,639.51)	(\$159,053.17)	\$4,938,987.97	(\$637,044.47)	(\$5,576,032.44)	
ENDING FUND BALANCE	\$11,054,973.69	(\$159,053.17)	\$10,895,920.52	\$5,319,888.08	(\$5,576,032.44)	

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	\$73,500.00	\$0.00
Other Local Gifts & Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$0.00	\$0.00	\$0.00	\$73,500.00	\$0.00
Expenses					
Integrated Library System	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Furniture & Equipment	\$708.16	\$11,260.51	\$22,723.17	\$357,550.00	\$334,826.83
Building Alterations	\$2,949.76	\$16,787.00	\$50,440.74	\$278,225.00	\$227,784.26
Automation	\$0.00	\$0.00	\$171,581.22	\$303,966.00	\$132,384.78
RFID	\$0.00	\$0.00	\$2,791.96	\$34,628.00	\$31,836.04
Reserve for Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$3,657.92	\$28,047.51	\$247,537.09	\$986,683.00	\$739,145.91
BEGINNING FUND BALANCE			\$1,128,868.05	\$1,128,868.05	\$0.00
NET SURPLUS/(DEFICIT)			(\$247,537.09)	(\$913,183.00)	(\$665,645.91)
ENDING FUND BALANCE			\$881,330.96	\$215,685.05	(\$665,645.91)

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	\$159,501.00	\$0.00	\$159,501.00	100.00%
811	Carpet Master Plan/1st Renovation	\$134,441.00	\$0.00	\$134,441.00	100.00%
812	AV/Tech Center/Rotunda	\$5,733.00	\$0.00	\$5,733.00	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%
818	Central Youth/2nd Floor Space Project	\$14,000.00	\$6,250.50	\$7,749.50	55.35%
820	Building Alterations Reserve	\$84,345.00	\$0.00	\$84,345.00	100.00%
821	Oshtemo Concrete	\$4,400.00	\$0.00	\$4,400.00	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	\$60,565.00	\$0.00	\$60,565.00	100.00%
831	Automation Replacement	\$130,500.00	\$98,949.62	\$31,550.38	9.64%
832	Monitors, HP Printers	\$10,126.00	\$123.60	\$10,002.40	98.78%
837	Management Server Replacement 2013	\$12,000.00	\$0.00	\$12,000.00	100.00%
839	Envisionware	\$72,510.00	\$72,508.00	\$2.00	0.00%
850	RFID Reserve	\$10,850.00	\$0.00	\$10,850.00	100.00%
851	RFID 3M	\$325.00	\$324.96	\$0.04	0.00%
852	RFID Building/Furniture	\$15,203.00	\$0.00	\$15,203.00	100.00%
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	\$8,250.00	\$2,467.00	\$5,783.00	70.10%
868	Photocopier-Patron Svcs	\$4,525.00	\$4,504.00	\$21.00	0.46%
869	2013 Furniture Option-Rearrangement	\$17,000.00	\$0.00	\$17,000.00	100.00%
870	2013 Renovations-Youth/History/Camp	\$112,000.00	\$0.00	\$112,000.00	100.00%
871	Eastwood Server Closet Adaptation	\$7,000.00	\$0.00	\$7,000.00	100.00%
Grand Totals:		\$986,683.00	\$219,489.58	\$767,193.42	77.75%

Kalamazoo Public Library
Special Revenue Income Statement
Through January 2013

	January	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	\$7,975.00	\$0.00	\$26,452.53	\$24,000.00	(\$2,452.53)	110.2%
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Other	\$0.00	\$0.00	\$1,015.00	\$0.00	(\$1,015.00)	101.5%
Total Revenue	\$7,975.00	\$0.00	\$27,467.53	\$24,000.00	(\$3,467.53)	114.4%
Expenditures						
Salaries						
Librarian Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Hourly Staff	\$0.00	\$0.00	\$632.65	\$5,000.00	\$4,367.35	12.7%
Total	\$212.63	\$0.00	\$632.65	\$5,000.00	\$4,367.35	12.7%
Benefits						
Employer FICA-Medicare	\$16.27	\$0.00	\$30.33	\$383.00	\$352.67	7.9%
Total	\$16.27	\$0.00	\$30.33	\$383.00	\$352.67	7.9%
Materials						
Adult Books	\$47.65	\$101.92	\$158.79	\$2,000.00	\$1,841.21	7.9%
Juvenile Books	\$6,361.00	\$0.00	\$6,361.00	\$27,500.00	\$21,139.00	23.1%
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	\$6,408.65	\$101.92	\$6,579.00	\$29,500.00	\$22,921.00	22.3%
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	\$544.50	\$0.00	\$4,297.55	\$5,000.00	\$702.45	86.0%
Printing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$544.50	\$0.00	\$4,297.55	\$5,000.00	\$702.45	86.0%
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	\$600.00	\$0.00	\$4,347.79	\$9,876.00	\$5,528.21	44.0%
Programming Expenditures	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.0%
Total	\$600.00	\$0.00	\$4,347.79	\$29,876.00	\$25,528.21	14.6%
Total	\$7,782.05	\$101.92	\$15,887.32	\$69,759.00	\$53,871.68	22.7%

Kalamazoo Public Library
Special Revenue Income Statement
Through January 2013

	January	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	\$5,638.53	\$5,638.53	0.0%
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$5,638.53	\$5,638.53	0.0%
BEGINNING FUND BALANCE			\$193,251.77	\$193,251.77	\$0.00	100.0%
NET SURPLUS/(DEFICIT)			\$11,687.95	(\$51,397.53)	(\$62,977.74)	(20.7%)
ENDING FUND BALANCE			\$204,831.98	\$141,854.24	(\$62,977.74)	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	\$787.53	\$39,753.53
235	Ready to Read - Spelling Bee	\$26,489.19	\$0.00	\$8,944.17	\$35,433.36
301	Gifts & Memorials - Materials	\$3,021.99	\$0.00	\$98.16	\$3,120.15
303	History Room Gifts	\$13,491.18	\$0.00	\$2,039.47	\$15,530.65
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	\$11,687.95	\$204,939.72

**Kalamazoo Public Library
Endowment Fund
Report date: January 2013
Balances as of: December 2012**

	11/30/2012		%	12/31/2012		%
	<u>Cost</u>	<u>Market</u>	<u>Cost to</u>	<u>Cost</u>	<u>Market</u>	<u>Cost to</u>
	<u>Basis</u>	<u>Basis</u>	<u>Market</u>	<u>Basis</u>	<u>Basis</u>	<u>Market</u>
			<u>Increase</u>			<u>Increase</u>
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 268,888.90	\$ 268,888.90	0.0%	\$ 150,331.23	\$ 150,331.23	0.0%
Stocks	\$ 1,192,263.78	\$ 1,698,695.50	42.5%	\$ 1,233,334.68	\$ 1,719,720.65	39.4%
Fixed Income Investments	\$ 1,219,089.18	\$ 1,229,714.50	0.9%	\$ 1,345,372.27	\$ 1,355,930.25	0.8%
	\$ -	\$ -		\$ -	\$ -	
Total Value	<u>\$ 2,680,241.86</u>	<u>\$ 3,197,298.90</u>	<u>19.3%</u>	<u>\$ 2,729,038.18</u>	<u>\$ 3,225,982.13</u>	<u>18.2%</u>

Fund Balance

Assigned for Children's Endowment	\$ 16,634.80	\$ 16,774.94
Kalamazoo Public Library Endowment	\$ 3,180,664.10	\$ 3,209,207.19

Year to Date Revenue & Expenditures

Gift Income-additions to principal	\$ -	\$ -
Dividend and Interest Income	\$ 20,068.88	\$ 25,970.66
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ 140,639.53	\$ 163,450.72
Arcadia Investment Management Fee/Other	\$ (9,991.34)	\$ (10,021.08)
Net Change	\$ 150,717.07	\$ 179,400.30

Summary:

Several trades occurred during the month of December including the purchase of General Electric Capital Corp and Texas Instruments commercial paper, stock trades including the purchase of DirecTV and Citrix systems stock, and multiple dividend and interest payments.

KALAMAZOO COMMUNITY FOUNDATION QUARTERLY DONORS' REPORT

FOURTH QUARTER 2012




Kalamazoo
community foundation

For good. For ever.™

We announced our fourth round of 2012 grants in December, totaling more than \$719,000 for nine area nonprofits, linking the collective philanthropy of thousands of donors to the needs of the community.

The grants, ranging from \$22,500 to \$180,000, represent resources earned through endowed Unrestricted Funds, bringing the total for 2012 to more than \$2.5 million.

"The vision of our donors throughout 87 years, funding needs they could not have imagined, is realized in each round of grants," says President/CEO Carrie Pickett-Erway.

"The money available for these grants comes from the interest earned on every unrestricted gift we've received dating back to W.E. Upjohn's initial gift of \$1,000 that established the Community Foundation," she says.

**WE MAKE A LIVING BY WHAT WE GET,
BUT WE MAKE A LIFE BY WHAT WE GIVE.**

Winston Churchill

According to Suprotik Stotz-Ghosh, vice president for Community Investment, "I'm inspired by these projects, knowing the impact these grants will have on improving the lives of thousands in our community. And I am proud of our staff and volunteers for their work in the community that is vital in the grantmaking process."

The larger grants — totaling \$595,000 — support:

- Neighborhood revitalization in Edison, Vine and Northside neighborhoods by **Local Initiatives Support Corporation**.
- Successful re-entry of youth offenders back into the community by **Kalamazoo County**.
- After-school drop-in programming by the **Boys & Girls Clubs of Greater Kalamazoo**.
- The capital campaign for improving facilities for substance abuse recovery for **Community Healing Centers, Inc.**
- Support for mentoring and counseling by the **Kalamazoo Gay Lesbian Resource Center**.

Other grants — totaling more than \$124,000 — support:

- An after-school enrichment program at **YMCA of Greater Kalamazoo**.
- Individual and family advocacy and training programs at **Community Advocates for Persons with Disabilities**.
- Youth development programs at the **Black Arts and Cultural Center**.
- A year-round training program at the **Urban Alliance for Media Arts Academy**.

QUARTERLY INVESTMENT REVIEW BY WES FREELAND

An Investment Model was developed in the early 1980s under the leadership of The Upjohn Company's John Nelson and Jake Miller. This model was first implemented with the City of Kalamazoo, then later with Kalamazoo County in 1987. The Community Foundation began using the model in 2005. The City and County use this model for the investment of their retirement system assets and the Community Foundation for about 90 percent of our endowed and non-endowed assets. As part of the model, we share a common investment committee, a consultant, and for the most part, asset allocation and investment managers. The combined assets under management are approximately \$1 billion.

It takes many years to determine how any investment model has performed. When recommending the model in June 2005, our staff felt 10 years or more would be required to truly assess the performance of the model. We are now seven years into implementation and believe this can provide some comparison, as the model has taken our assets through the worst of recessions and some 'up markets' on either side of that event.

There are more than 700 community foundations in the United States. Of those, depending on the quarter, about 100 (mostly the larger ones) take part in investment performance surveys compiled by the Council on Foundations. We have been providing data to the Council since 1995. Given the model's seven-year history, as of September 30, 2012, we wanted to provide you some data relative to us and our peers.

COMMUNITY FOUNDATION INVESTMENT PERFORMANCE COMPARISON								
Compiled by The Council on Foundations								
	Results 9.30.12	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	10 Yrs	15 Yrs
Total peer responses	132	131	127	119	109	93	77	44
Investment returns	5.9%	12.3%	20.6%	9.9%	3.3%	5.4%	8.3%	5.6%
Our percentile ranking	Top 3%	Top 5%	Top 5%	Top 4%	Top 6%	Top 24%	Top 20%	Top 59%

When comparing the Community Foundation's investment performance against its peers, the lower the percentile ranking the better we are compared to our peers. Since 1995, through the use of this model, the Community Foundation has seen a gradual improvement in performance toward the upper and top percentiles. The impact of this performance is significant to the three investing agencies (Community Foundation, the City and the County) and stakeholders, as the financial returns have increased assets over the last several years. We are scheduled to review our performance again in 2015 and 2020 (10 and 15 years of implementation).

If you have questions or comments about this information, please don't hesitate to get in touch with me. I can be reached at 269.381.4416 or wfreeland@kalfound.org and look forward to hearing from you.

INVESTMENT PERFORMANCE AS OF DECEMBER 31, 2012						
Investment performance is net of manager fees.						
Core Assets	Qtr 4	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs
Moderate Growth Performance						
Actual	2.4%	15.3%	15.3%	10.0%	4.5%	5.6%
Benchmark	1.5%	14.2%	14.2%	9.3%	3.0%	5.2%
Income and Growth Performance						
Actual	-0.1%	10.5%	10.5%	9.6%	5.6%	6.4%
Benchmark	-0.08%	10.1%	10.1%	8.9%	4.3%	5.4%

Performance is derived from core Kalamazoo Community Foundation assets allocated into its two investment strategies. Historic performance for each is then derived from linkages to prior quarterly returns. Performance reflects prior changes in asset allocations while benchmarks assume current allocations. For more information, please contact Wes Freeland at 269.381.4416 or wfreeland@kalfound.org.



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Kalamazoo, MI 49007-4775
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For good. For ever.™

Fund Activity Statement
Kalamazoo Public Library
Local History & Community
Information Service Fund
(Master)
January 1, 2012 through
December 31, 2012

Beginning Fund Value		\$ 106,183.24
<u>Additions:</u>		
Gifts	\$ 6,000.00	
Net Investment Return	10,936.56	
Other Additions/Adjustments	0.00	16,936.56
<u>Distributions:</u>		
Grants Approved	\$ 0.00	
Foundation Annual Administrative Fee	(1,314.33)	
Other Distributions/Adjustments	0.00	(1,314.33)
Ending Fund Value		\$ <u>121,805.47</u>

**Kalamazoo Public Library Local History & Community Information Service Fund
(Master)**

Gifts received from January 1, 2012 through December 31, 2012:

<u>Donor</u>	<u>Date</u>	<u>Amount</u>
Kalamazoo Public Library	02/09/2012	6,000.00
*** Total Gifts:		6,000.00

**Director's Report
February 2013**

From the director

1. Recent meetings and events attended include Friends board meeting, DKI, DDA, D's Operational Analysis Team, meeting with the millage campaign treasurer, a seminar on right-to-work, reception for Gilmore Foundation recipients, meeting with the museum director, many internal meetings, some library events.
2. We've just submitted this year's "wish list" to the Friends as well as mini-grant requests. The major item on our "wish list" is continued funding of all of our summer reading games; other items include staff recognition, door prizes for First Saturday, support for *Reading Together* and *Global Reading Challenge*, and Art Hops. Mini-grant requests are for some items or services, up to \$500.
3. Information from the February Friends Board meeting:
 - The January "Bag Sale" revenue was \$870 plus \$922 in the bookstore – about the same as last year's sale.
 - Sales on Amazon during January were about \$1,000.
 - Four Lake Michigan Credit Union locations will have barrels for book donations during March.
 - A new committee has been established: Newsletter and Membership Committee.
 - Reminder: annual meeting will be Saturday, April 13, 10 AM, Fetzer Center at WMU. Reservation information will be available later.
4. The *Teen Filmmaker Festival* is featured in a four page article in the February issue of *Encore*.
5. Management Team held our midyear retreat to review progress on our goals for the year and to begin talking about those for next year.
6. Our survey was mailed out by the Kercher Center in late January, as planned and there will be a link from the website to the survey in February. The report, expected in April will separate the responses.
7. A representative from MERS presented general retirement planning information at our January staff meeting. He was available afterwards to meet with individual staff members.

Stimulate imagination

8. Four sessions of the Japanese Language Club drew 127 attendees. This is our first attempt at a program for “grades 7 – adult” as the age range. It is cosponsored by WMU’s Soga Japanese Center.
9. From Youth Services: kids are making cool things with Legos, reading to Bailey, making crafts at Eastwood and Powell, watching movies on a school half-day, celebrating everything Japanese at the J-Pop Club, making things with duct tape.
10. Kids at all locations made valentines for seniors in nursing homes throughout the area. This longtime program, “From the Heart”, began years ago from a workshop idea that kids need an opportunity to give rather than always receive.
11. The auto repair database “Alldata” is back and available through our website. We are offering this highly desired database for auto mechanics and have dropped much of our auto repair information in print format. We will continue to receive the Chilton database through Mel.

Discover your roots

12. Local History has had a big increase in microfilm requests through Family Search. Word is out about our status as a Family Search Affiliate Library.

Operations

13. Tax season is underway! We offer some paper forms, others available online. We are also promoting tax preparation sites sponsored by VITA.
14. Online use in all areas we track was particularly strong in January: page views on the website, renewals, blogs, Facebook, Youtube, and Flickr. Total online was up 23% over the previous month.
15. We have begun applying security tags to AV items in preparation for removing the unlockers at the checkout unit. New items will come with the tags, we are tagging items currently in the collection. No target date yet for completion.
16. Judi Rambow from Powell / Eastwood is representing us on the Adult Learning Action Network which is part of the Learning Network. As shared previously, Sue Warner represents us on the Kindergarten Readiness Action Network.
17. As reported previously, we are floating the audiobook collection as a pilot program. The possibility of floating other collections remains but none will be undertaken at this time. Large print would be the likely next collection if we continue to float.
18. LEANing is underway in the discharge / shelving area at Oshtemo and the copy / storage area of the Library Office.

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

Agency	Central	Eastwood	Oshtemo	Powell	Washington Square	Total	Date	Year to Date	Change
<u>Print Material</u>									
Adult	25,678	1,349	9,736	543	2,203	39,509	277,903	279,815	-1%
ebooks	2,668					2,668	15,933	7,846	103%
Teen	3,329	178	1,032	45	186	4,770	38,864	41,985	-7%
Juvenile	14,992	1,426	7,800	398	1,296	25,912	192,187	177,234	8%
Total Print Material	46,667	2,953	18,568	986	3,685	72,859	524,887	506,880	4%
<u>Non-Print Material</u>									
Audio-Book	2,214	108	978	16	116	3,432	23,771	26,845	-11%
Audio-Music	7,005	436	1,046	482	559	9,528	62,259	61,014	2%
Video/DVD	38,974	5,043	10,191	4,522	8,221	66,951	426,544	341,888	25%
Other	91	29	275	17	12	424	3,115	3,953	-21%
Overdrive:audiobooks	752					752	5,128	2,489	106%
Total Non-Print Material	49,036	5,616	12,490	5,037	8,908	81,087	520,817	436,189	19%
Total Circulation	95,703	8,569	31,058	6,023	12,593	153,946	1,045,704	943,069	11%
<u>Computer Usage</u>									
*Onsite Computer Use	9,376	827	1,250	703	841	12,997	87,046		
Computer Usage Remote						3,350,743	18,749,496	16,403,232	14%
Wireless Internet	2,068	192	162	226	394	3,042	22,151	15,481	43%
<u>Database Statistics</u>									
Database Sessions	1,384					1,384	7,965	8,838	-10%
Database Searches	39,270					39,270	260,013	247,907	5%
Total Registrations	966	70	216	36	94	1382	5,464	5,999	-9%

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

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
January 31, 2013

<u>Agency Programs/Tours</u>	<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>
In-House									
Adult Events	19	1	2	1	0	23	138	144	-4%
Attendance	355	14	31	8	0	408	2613	4294	-39%
							0		
Teen Events	12	1	1	1	1	16	64	60	7%
Attendance	651	5	45	13	23	737	1918	1545	24%
							0		
Juvenile Events	27	15	23	10	6	81	498	418	19%
Attendance	604	196	676	137	89	1702	16222	13425	21%
							0		
Outreach									
Adult Events	1	0	0	0	0	1	10	5	100%
Attendance	50	0	0	0	0	50	1259	554	127%
							0		
Teen Events	0	0	0	0	0	0	1	5	-80%
Attendance	0	0	0	0	0	0	137	586	-77%
							0		
Juvenile Events	0	3	0	5	0	8	46	33	39%
Attendance	0	47	0	103	0	150	2960	3412	-13%
Total Events	59	20	26	17	7	129	757	665	14%
Total Attendance	1660	262	752	261	112	3047	25109	23816	5%

Law Library

Visitors	317	1639
Phone Calls	142	736
Questions Answered	485	2388

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