Kalamazoo Public Library

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PUBLIC HEARING AND MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
June 24, 2013, 4:00 p.m.

PUBLIC HEARING ON PROPOSED 2013-2014 PRELIMINARY BUDGET
An opportunity will be provided for public comment on the proposed budget.

Approval of Agenda

I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
   A. Resolution to Approve the Preliminary Budget and Authorize Millage Levy for 2013-2014

II. PERSONS REQUESTING TO ADDRESS THE BOARD

III. CONSENT CALENDAR
   A. Minutes of the Meeting of May 20, 2013
   B. Personnel Items

IV. FINANCIAL REPORT
   A. Financial Reports for the Period Ending May 31, 2013

V. REPORTS AND RECOMMENDATIONS
   Recommendations
   A. Strategic Plan 2013-2016
   B. Budget Reserves Transfer
   C. Award of Contract for Building Project
   Reports
   D. Director's Goals
   E. Michigan Legal Help Website – Caitlin Hoag
   F. 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 Annual Review

XI. RETURN TO OPEN SESSION FOR CONSIDERATION OF DIRECTOR'S CONTRACT

XII. ADJOURNMENT

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Resolution to Adopt the Preliminary Budget and Authorize the Millage Levy for 2013-2014**

DATE: June 24, 2013

RECOMMENDATION:

I recommend the Board adopt the attached resolution to approve the General Operating Fund – Preliminary Budget FY 2013-2014 and authorize that 3.9583 mills be levied for library operations for 2013-2014.

EXECUTIVE SUMMARY:

The budget was reviewed at the regular Board Meeting on May 20, 2013. Prior to this meeting a Public Hearing was conducted for consideration of the budget and millage rate by the public and the revised budget was brought before the Board.

KALAMAZOO PUBLIC LIBRARY

RESOLUTION TO ADOPT THE BUDGET
AND AUTHORIZE A MILLAGE LEVY FOR 2013-2014

Minutes of a Meeting of the Board of Trustees of the Kalamazoo Public Library, Kalamazoo Michigan, held on June 24, 2013 at 4:00 p.m.

TRUSTEES PRESENT: _____

_____

TRUSTEES ABSENT: _____

The following preamble and resolution were offered by Trustee_____ and supported by Trustee _____.

WHEREAS, it is necessary for the Board of Trustees of the Kalamazoo Public Library to adopt a budget for fiscal year 2013-2014 to support the Library's operations and millage levy; and

WHEREAS, a public hearing was held pursuant to public notice on June 24, 2013 at which time all interested persons were given an opportunity to comment on the proposed budget and the millage levy for fiscal year 2013-2014; and

WHEREAS, the Board of Trustees has given due consideration to the budget and operational requirements of the Library and the proposed millage levy; and

WHEREAS, the Board of Trustees desires to provide for the appropriate certification of the operational millage levy for the Library;

NOW, THEREFORE, BE IT HEREBY RESOLVED that for the 2013-2014 fiscal year, the Board of Trustees hereby adopts and approves the budget as recommended for the Library by the Director in the total amount of $11,240,502.

BE IT FURTHER RESOLVED that as to the 2013-2014 fiscal year, the millage for the Library operational purposes shall be in the amount of $10,404,108.

BE IT FURTHER RESOLVED that the foregoing amounts are hereby levied by the Kalamazoo Public Library in the following manner:

The above-enumerated millage amount shall be levied on December 1, 2013, that being 3.9583 mills for Library operational purposes.

BE IT FURTHER RESOLVED that the Secretary of the Board of Trustees is hereby authorized and directed to report the aforementioned levies to the proper assessing officer or officers of the appropriate agencies, and the Secretary may provide copies of this Resolution when requested by an appropriate agency.

AYES: Trustees _____

_____

NAYS: Trustees _____

RESOLUTION DECLARED ADOPTED.

_____

Fenner Brown, Secretary

Certificate

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kalamazoo Public Library, Kalamazoo, Michigan at a meeting held on June 24, 2013, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

_____

Fenner Brown, Secretary

Kalamazoo Public Library
General Operating Fund
Preliminary Budget
Fiscal year ending June 30, 2014

	FY 11/12 Actuals	FY 12/13 Preliminary Budget Estimate	FY 12/13 Close Estimate Budget Revision	FY 13/14 Preliminary Budget	Variance to Prior	%
Revenue						
Property Taxes	$ 11,016,155	$ 10,411,680	$ 10,519,522	$ 10,407,537	$ (111,985)	-1.1%
State Grants	$ 78,069	$ 40,000	$ 59,810	$ 59,810	$ -	0.0%
Charges for Services	$ 165,839	$ 150,000	$ 162,280	$ 162,280	$ -	0.0%
District Court Penal Fines	$ 292,421	$ 285,000	$ 285,000	$ 285,000	$ -	0.0%
Other Revenue	$ 246,922	$ 310,255	$ 325,875	$ 325,875	$ -	0.0%
Total Revenue	$ 11,799,406	$ 11,196,935	$ 11,352,487	$ 11,240,502	$ (111,985)	-1.0%
Expenditures						
Salaries & Benefits	$ 6,780,826	$ 6,809,409	$ 6,832,615	$ 6,753,904	$ 78,711	1.2%
Materials	$ 959,394	$ 1,069,630	$ 1,087,180	$ 1,118,476	$ (31,296)	-2.9%
Facilities	$ 455,089	$ 520,565	$ 558,230	$ 569,322	$ (11,092)	-2.0%
Supplies	$ 181,255	$ 219,085	$ 241,350	$ 244,658	$ (3,308)	-1.4%
Technical Services	$ 460,859	$ 516,967	$ 540,347	$ 545,171	$ (4,824)	-0.9%
Purchased Services	$ 552,123	$ 535,971	$ 582,121	$ 596,097	$ (13,976)	-2.4%
Other	$ 496,197	$ 451,519	$ 539,789	$ 452,144	$ 87,645	16.2%
Total Operating Expenditures	$ 9,885,742	$ 10,123,146	$ 10,381,632	$ 10,279,772	$ 101,860	1.0%
Excess (Deficiency) of Revenue Over Expenditures	$ 1,913,664	$ 1,073,789	$ 970,855	$ 960,730	$ (10,125)	
Operating Transfers						
Transfers to/from Other Funds/Prior adjustments	$ (10,460)	$ -	$ (5,639)	$ -	$ (5,639)	
Transfers to Capital Improvement Plan	$ 400,000	$ 40,000	$ 400,000	$ -	$ 400,000	
Transfer to Bond Issues Debt Service	$ 1,135,000	$ 1,081,000	$ 1,081,000	$ 1,054,000	$ 27,000	
Total Expenditures & Transfers	$ 11,410,282	$ 11,244,146	$ 11,856,993	$ 11,333,772	$ 523,221	
Excess (Deficiency) of Revenue and Other Sources Over Expenditures and Other Uses	$ 389,124	$ (47,211)	$ (504,506)	$ (93,270)	$ 411,236	
Beginning Fund Balance	$ 5,568,120	$ 5,361,932	$ 5,957,244	$ 5,452,738	$ (504,506)	
Ending Fund Balance						
Non-spendable Prepaid Expenditures	$ 207,648	$ -	$ -	$ -	$ -	
Restricted ONEplace grants	$ 127,450	$ 179,043	$ 127,450	$ 127,450	$ -	
Assigned for Encumbrances	$ 78,386	$ -	$ -	$ -	$ -	
Assigned for Cash Flow	$ 3,800,000	$ 3,800,000	$ 3,800,000	$ 3,800,000	$ -	
Unassigned Fund Balance	$ 1,743,760	$ 1,335,678	$ 1,525,288	$ 1,432,018	$ (93,270)	
Audited Variance to Budget						
Total Ending Fund Balance	$ 5,957,244	$ 5,314,721	$ 5,452,738	$ 5,359,468	$ (93,270)	

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

Kalamazoo Public Library anticipates an overall reduction of 1% in revenue in fiscal year 2013-2014. The reduction is driven by the continuation of the decline in property taxable values district wide. In general, the losses in value are continuing to effect district revenues due to the continued reduction in both Industrial and commercial property. Since the 2009 tax year, the total taxable value of Kalamazoo Public Library district has dropped 12.5% over the four year period.

Budgeted expenditures for fiscal year 2013-2014 continue current staffing levels at 77 full-time equivalent salaried positions, with continued hourly and temporary positions continuing. No signficant change in services or operations are anticipated with the Preliminary Budget, with variances to the prior year's Close Estimate Budget totaling $29,860. The Preliminary Budget eliminates funding for capital expenditures, with the anticipation of reinstatement of normal funding transfers in the mid-year 2013-2014 Close Estimate Budget. The Preliminary Budget anticipates a decrease in Unassigned Fund Balance from 14.7% to 13.8% at year end. Reinstatement of that balance with with the target of 15% Unassigned Fund Balance to Total Operating Expenditure is anticipated by the mid-year budget adjustment.

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Kalamazoo Public Library

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES

PUBLIC MEETING

Date: May 20, 2013

Time: 4:00

Location: Central Library Board Room

TRUSTEE ROLL CALL:

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

Absent: Cheryl TenBrink

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution to Authorize a Public Hearing on the Proposed Budget for 2012-2013

Recommendation: Director Rohrbaugh recommended the Board adopt the resolution authorizing a public hearing on the 2013/2014 budget.

Executive Summary: It is necessary to hold a public hearing on the proposed budget and publish notice of the hearing as detailed in the resolution to legally set the millage rate that supports the budget and allow the authorized property taxes to be collected for operation of the library.

MOTION: J. VANDER ROEST MOVED AND B. CAPLE SUPPORTED THE MOTION TO ADOPT THE RESOLUTION AUTHORIZING A PUBLIC HEARING ON THE 2013/2014 BUDGET.

Roll Call Vote: V. Wright —yes; J. VanderRoest—yes; R. Brown—yes; F. Brown—yes; B. Caple—yes; L. Godfrey —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 April 22, 2013*

B. *Personnel Items*

- **Resignation**
  Sam Hughes resigned from the KPLSP Library Assistant 4 FTE 1.0 MeLCat position in Patron Services effective May 1, 2013. S. Hughes began work at KPL in 1999 as a library aide before moving into a salaried position in October 2004. Sam accepted a position at Bronson Methodist Hospital.

- **Employee Transfer**
  Melissa Greenfield transferred to the KPLSP Librarian Assistant 4 FTE 1.0 MeLCat position in the Patron Services Department effective May 16, 2013. M. Greenfield previously held the KPLSP Library Assistant 3 FTE 1.0 Lending Services position.

- **New Hire**
  Alex Merrill joined the salaried staff in the KPLSP Library Assistant 3 FTE 0.5 Programming Support position within the Youth Services Department effective May 16, 2013. A. Merrill has worked at KPL since July 2010 as a tech intern, library aide and a professional substitute.

IV. FINANCIAL REPORT

A. *Financial Reports for the Month Ending April 30, 2013*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending April 30, 2013.

MOTION: B. BROWN MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING APRIL 30, 2013.

MOTION CARRIED 6-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *Budgets*

Recommendation: Director Rohrbaugh recommended the Board take the following action by separate motions and votes:

1. Approve the "General Operating Fund – Close Estimate Budget Revision for FY 2012-2013"
2. Receive for review the "General Operating Fund – Preliminary Budget FY 2013-2014"
3. Approve the "Capital Improvement Plan for the Three Years Ending June 30, 2015"
4. Approve the "Other Gifts & Grants Revised Close Estimate Budget for FY 2012-2013" and the "Other Gifts & Grants Preliminary Budget for FY 2013-2014"

All of the budgets were reviewed by the Finance and Budget Committee and came to the full Board with committee support for "approving" and "receiving" as outlined in the recommendation.

Director Rohrbaugh told Board members the recommendation followed the Board's usual pattern with a final budget revision for the current fiscal year. She recommended the Board receive the preliminary budget for the 2013-2014 fiscal year that would return as the subject of

the public hearing and an action item for the June board meeting. The third item and fourth items to be approved were the Capital Improvement Plan for the three years ending June 30, 2015, and the Other Gifts & Grants Revised Close Estimate Budget for FY 2012-2013 and the Other Gifts & Grants Preliminary Budget for FY 2013-2014. She told the full board the Budget and Finance Committee had met twice since further information about the expected revenue for the library became available following their first meeting. The committee reviewed in detail the General Operating Fund Preliminary Budget for the 2013-2014 fiscal year at both meetings and the budgets came to the full board with their support.

Executive Summary: General Operating Fund – Close Estimate Budget Revision for FY 2012-2013

The Close Estimate Budget Revision for fiscal year 2012-2013 included revisions to budgeted revenue estimates for property taxes, miscellaneous fines and fees, and other revenue. These revisions incorporated updated information for receipts of property tax revenue from the City of Kalamazoo, the collection of fine and fees, and the receipt of Universal Service Fund reimbursements, and resulted in an additional $97,883 in revenue budgeted for the fiscal year.

Expenditure budget revisions totaled a reduction of $34,655 for the fiscal year and included adjustments to Salaries & Benefits, Materials, Facilities, and Supplies. Salaries and Benefits estimates were updated to include the results of vacancies and transfers, mid-year insurance coverage changes, and the release of contingency reserves. Materials budget adjustments included the transfer of money from the adult book budgets to periodicals and audio-visual materials reflecting the release of reserves to cover increased costs of replacing periodicals on microfilm and the initial offering of new electronic delivery services.

Both the Facilities and the Supplies categories have been increased to accommodate the cost of pest control efforts undertaken earlier this year.

The net result of all changes to the Close Estimate Budget Revision was an increase to the Unassigned Fund Balance of $132,538 as of June 30, 2013.

MOTION: L. GODFREY MOVED AND F. BROWN SUPPORTED THE MOTION TO APPROVE THE "GENERAL OPERATING FUND – CLOSE ESTIMATE BUDGET REVISION FOR FY 2012-2013".

Discussion: J. VanderRoest said this budget revision followed the usual pattern from previous years. He said the library budgeted at the beginning of the year very conservatively and would adjust throughout the year. He said the committee had looked at this very closely and asked many questions about the close estimate budget and the growth in the unassigned fund balance was favorable.

MOTION CARRIED 6-0.

Executive Summary: General Operating Fund – Preliminary Budget FY 2013-2014

Kalamazoo Public Library anticipated an overall reduction of 1% in revenue in fiscal year 2013-2014. The reduction was driven by the continuation of the decline in property taxable values district wide. In general, the losses in value are the result of the continued reduction in

industrial and commercial property. Since the 2009 tax year, the total value of Kalamazoo Public Library district has dropped 12.5%.

The Preliminary Budget for FY 2013-2014 continued funding for the library's strategic priorities with no material changes to staff positions or benefits, continuing current salaried staffing levels at 77 full-time equivalent positions and benefits per current contracts. The materials budget has been increased to account for greater investment in parenting and child development materials, digital formats, and to incorporate inflationary price increases. An increased cost of maintaining facilities is also projected, including regular pest inspection and seasonal boiler repairs. Offsetting the cost of the millage election anticipated for May 2014, tax refund estimates have been reduced to reflect the stabilization of taxable values and the reduction of Michigan Tax Tribunal claims. Finally, the initial estimate for the transfer of funding to the Capital Improvement Plan has been eliminated with the anticipation to increase that amount to normal capital funding levels in subsequent budget revisions. The transfer to support the payment of debt service obligations is projected at $1,054,000 and represents the last principal and interest payments due on the 1996 Bond Issue in May 2014.

The net result of the Preliminary Budget for FY 2013-14 as presented is net use of $93,270 of unassigned fund balance to balance the budget. Unassigned fund balance overall remains at nearly 14% of total expenditures.

MOTION: J. VANDERROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT FOR REVIEW THE "GENERAL OPERATING FUND – PRELIMINARY BUDGET FY 2013-2014"

Discussion: J. VanderRoest said this budget showed an alarming reduction in revenue. He said the concern of the Management Team and the Budget and Finance Committee was that if personal property tax was phased out and tax revenue continued to drop, even though the fiscal year 2013-2014 would be the final year the library would be paying on the bond, without a significant renewal of the millage the library would be unable to sustain its services at the level the public was accustomed to. L. Godfrey asked what J. VanderRoest meant by "significant renewal". J. VanderRoest said he meant having the millage being renewed at its current level or very close to the current level. Director Rohrbaugh said for the first Finance and Budget Committee Meeting, the budget had been composed based on the assumption that revenue from this year to next would be flat. Approximately a week after the meeting, the library received new estimations from the governmental units within the district and discovered that initial estimates were not correct and revenue would again be down for the next year. This was the reason the Budget and Finance Committee had to meet a second time to discuss the budget. J. VanderRoest said this budget was optimistic when it came to tax charge backs as well and that this budget resulted in a drop in the library's fund balance.

Director Rohrbaugh said the plan was to fund the Capital Improvement Plan at midyear following the audit when the exact carryover from this year's budget was known. J. VanderRoest drew attention to the fact that the transfer to the capital improvement plan was $0 saying the Board did not like to structure the budget this was but that it was the appropriate thing to do in the current circumstances.

MOTION CARRIED 6-0.

Executive Summary: Capital Improvement Plan for the Three Years Ending June 30, 2015

The Capital Improvement Plan for the three-year budget period shifted one year to include the fiscal year 2014-15. Estimates were made for the final year with initial allocations and reserves for fiscal year 2013-14. New projects included in the revision for the next fiscal year included meeting room furnishings, display units for public spaces, new drop box bins for Oshtemo, replacement of parking lot lighting with LED bulbs for energy and cost efficiency, upgrades for computer backup software, and an assortment of computer equipment for both replacement and new services.

Projections maintain ending fund balances for the Capital Improvement Plan at just over $964,000 as of the end of the three year period.

MOTION: J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO APPROVE THE "CAPITAL IMPROVEMENT PLAN FOR THE THREE YEARS ENDING JUNE 30, 2015"

Discussion: L. Godfrey asked how long the library has had a new phone system on the CIP. Director Rohrbaugh said the library had to comply with new legislation by 2016 for the phone system. She said the hope was to begin shopping for a new phone system later on next fiscal year. She said ballpark costs for a new system range from $100,000-$125,000 and said she hoped these estimates were high.

MOTION CARRIED 6-0.

Executive Summary: Other Gifts & Grants Revised Close Estimate Budget for FY 2012-2013 and the Other Gifts & Grants Preliminary Budget for FY 2013-2014

Specials Revenue fund budgets were revised to include the recent receipt of Friends Mini-Grants and scholarships, recent gifts to Local History, and the continuation of Ready to Read efforts. A recent gift to the library was set aside in a library project for special needs, with the intention to include additional library gifts up to an estimated $1,000. No significant new projects were anticipated.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE THE "OTHER GIFTS & GRANTS REVISED CLOSE ESTIMATE BUDGET FOR FY 2012-2013" AND THE "OTHER GIFTS & GRANTS PRELIMINARY BUDGET FOR FY 2013-2014"

Discussion: Director Rohrbaugh said this budget had been simplified over the years and that the format was serving the library well. V. Wright said the notes were helpful. J. VanderRoest noted that the Friedman Room account had reduced to $0.

MOTION CARRIED 6-0.

B. *Supervisory-Technical and Administrative Staff Compensation Pools for FY 2013-2014*

Recommendation: Director Rohrbaugh recommended the Board approve the compensation pools for Supervisory-Technical and Administrative Employees for the FY 2013-2014.

Executive Summary: The recommended compensation pools for supervisory-technical and administrative staff provide for merit increases plus the associated retirement and employer FICA costs for all non-represented staff within the proposed adjusted salary ranges for FY 2013-2014.

Recommended Supervisory-Technical Pool	$37,000
Recommended Administrative Pool	$23,000

Discussion: Director Rohrbaugh said this recommendation followed past pattern and that the recommended amounts would allow for merit increases and associated retirement and FICA costs. L. Godfrey asked if the compensation pools were included in the proposed budget. Director Rohrbaugh confirmed they were but setting them took separate action.

MOTION: R. BROWN MOVED AND F. BROWN SUPPORTED THE MOTION TO APPROVE THE COMPENSATION POOLS FOR SUPERVISORY-TECHNICAL AND ADMINISTRATIVE EMPLOYEES FOR THE FY 2013-2014.

MOTION CARRIED 6-0.

REPORTS:

C. *Summer Reading Games – Andrea Vernola and Farrell Howe*

Report: Director Rohrbaugh introduced F. Howe and A. Vernola. F. Howe said the four games had arrived each of which followed an underground theme this year. She introduced the names of the four games for each age category and passed the game boards around the table for Board members to view. She said the requirement for the games was to read 20 minutes a day for 15 days to receive a prize. Each age group could win a total of four prizes. She explained that the first three prizes for children were books and the fourth and final prize was a onesie or a t-shirt depending on the age of the child. A. Vernola said the designs were more generic this year and reflected KPL. Teens/tweens could win books, a tumbler and a messenger bag and adult prizes included a pen, tumbler, flashdrive, and messenger bag. In completing bonus activities, adults would be entered into a drawing to win a Kindle Paperwhite.

V. Wright said she liked that the prizes were more generic and related to KPL this year. A. Vernola said the library really tried to pick some extra challenges to encourage patrons to do more than just read as a part of the program. She named off some of the challenges for different age groups.

F. Howe told Board members about the kickoff party during June Jubilee on June 8th saying staff would be really pushing patrons to sign up for Summer Reading Games. Bookmarks were going to be handed out and a commercial was going to be run on WKZO. F. Howe said a new promotional piece the library had done this year was the video for children. A. Vernola said she hoped this video could also be used in the schools to encourage kids to sign up.

L. Godfrey asked what the library was doing at the Farmer's Market. A. Vernola explained two people usually staffed the table at the Farmer's Market. They would talk about the library and sign people up for library cards. Depending on the staff members staffing the table, the table could highlight a special service or collection in the library. L. Godfrey asked where the library's table was at the Farmer's Market. A. Vernola said it was in different places each week but said, unless it was too windy, the table would have a large KPL sign behind it to draw attention. She said the interactions she experienced were very positive. K. King said it seemed this was a way to reach 20-30 year olds, which was a demographic the library sometimes missed.

F. Howe showed the Summer Reading Games video to Board members.

Disposition: Board members thanked A. Vernola and F. Howe for their report.

D. *Zinio Demonstratio – Michael Cockrell*

Report: M. Cockrell told Board members the library had had Zinio for approximately six weeks. The library was offering 72 titles through Zinio, a product through Recorded Books. He said Zinio was a commercial product that Recorded Books was working with to allow library patrons to download and view the magazines, explaining this was why patrons would have to go through two separate authentication processes. Most devices have apps that can be downloaded to view the magazines.

M. Cockrell said enhancements, such as offering back issues and new issue notifications, were currently in the works. He told Board members the library would be working on a system to loan tablets out at the public desks which patrons could use to view magazines. M. Cockrell showed Board members how to access Zinio through the library's website saying use of the service was not instantly as high as Freegal but that patrons who were using the service seemed to be doing so extensively. Over 500 magazines were downloaded in the month of April and *Clean Eating* was the most popular magazine. He explained how to setup an account, login, download magazines, and view the magazines.

Discussion: L. Godfrey asked if magazines could be deleted once a patron was finished reading them. M. Cockrell said magazines could be deleted and showed Board members how to delete magazines. He said there was not much of a reason for deleting magazines however, since there was no limit to how many a patron could download and the magazines were stored in the cloud and not on specific devices. V. Wright asked if the service would automatically download the next issue for magazines you had already downloaded. M. Cockrell said new issues would not automatically be downloaded but Recorded Books was working on a way to send patrons reminders when new issues were available.

L. Godfrey asked if the 72 magazines were ones the library already had in its collection. M. Cockrell said they were all magazines that were also available in print at the library since the library subscribed to most popular interest magazines already. L. Godfrey said a patron may want to borrow a tablet from the desk to try out the service or look at a magazine whose print copy is already in use by another patron. M. Cockrell said this was correct and the library may purchase digital copies of magazines in the future that the library does not subscribe to in print. J. VanderRoest asked if there was a way to print images from a magazine. M. Cockrell said Zinio didn't make it as easy as copying and pasting but that it could be done. L. Godfrey asked if M. Cockrell had viewed the magazines on a smart phone. He said he hadn't. A Vernola said she had tried this adding that she really liked reading magazines on an ipad.

M. Cockrell pointed out the apps that were available for most major devices saying the app reading experience was great. He demonstrated how a magazine could be viewed on an ipad. M. Cockrell said he thought patrons were currently over subscribing to magazines as the service is so new. He said it may have budget implications in the future depending on the success of the service. L. Godfrey said it would have budget implications for her personally as she may be able to drop personal magazine subscriptions. J. VanderRoest asked if magazines could be read in areas where there wasn't internet access. M. Cockrell said the download would be saved in the app and that patrons would need internet to download the magazines but not to access them later. F. Brown asked if there was a limit to the number of downloads a person could have. M.

Cockrell said there was no limit. L. Godfrey asked if the magazines were indexed and searchable. M. Cockrell said they were not indexed but the library subscribed to other databases that could give a citation for a magazine. M. Cockrell listed off the top ten magazines that had been downloaded so far.

Disposition: Board members thanked M. Cockrell for his report.

E. *Legislative Report*

Report: D. Schiller updated trustees on a topic that had been discussed at the previous meeting: the deadline for ballot language for elections moving to the 12th Tuesday prior to the election. She said it had not passed the Senate yet. D. Schiller said there were a number of pieces of legislation that possibly could but seemingly don't have an effect on the library. One was related to the Open Meetings Act and would restrict certain types of telecommunications being used for voting purposes at Open Meetings. The change would require those voting to be physically present at the meeting. She also told of a bill that could possibly make changes to the District Library Establishment Act. The proposed bill would change the way ballot language was displayed on the notice of registration. Instead of including the actual ballot language, the new bill would ask for a brief description of the ballot language with a referral to the public of where the full language could be acquired. She said changes were also proposed to the Free Public Library Act that would lower the number of signatures needed for a petition to propose a new free public library in a town or village from 50% of the population to 2.5% of population.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee*—J. VanderRoest said the Budget and Finance Committee had met and the full board had seen the fruits of their work during the meeting. He commended D. Schiller and Director Rohrbaugh for their work on the budget.

B. *Personnel Committee*—The Personnel Committee met with Director Rohrbaugh to discuss her evaluation. V. Wright thanked Board members for their thoughtful comments and said the Board would have an executive session at the June Board meeting.

C. *Fund Development and Allocations Committee*—no report.

D. *Director's Building Advisory Committee*—Director Rohrbaugh said the committee had not met but that things were still on course for a recommendation for a contractor to be brought to the June Board meeting for the Board's approval. She said the walkthrough for bidders would be May 28th and bids would be due June 12th.

VII. OTHER BUSINESS

A. *Director's Report*

Report: Director Rohrbaugh mentioned four staff members, including herself, attended the Family Place Training in New York saying the focus of the training was on children birth to three and the importance of play on brain development. She said it was an intensive and inspiring training and KPL was part of a national grant. The grant was awarded to 25 libraries and there were already 400 libraries nationwide that were Family Place Libraries. The grant is three years, she said, and at an upcoming Board meeting a presentation would be given to trustees.

Director Rohrbaugh mentioned that she and F. Howe had met with Alex Lee from Kalamazoo Public Schools and gotten some very good advice about preparing for the millage vote in 2014. She said L. Godfrey, V. Wright and she had met as well and expected to bring a recommendation to the July Board meeting discussing next steps in the process.

Director Rohrbaugh noted the statistics attached to the Director's Report now included digital magazines and downloadable music. She also updated Board members on the progress with unlocking AV materials saying most AV items were unlocked but the unlockers at the checkout kiosks would remain until all locks had been removed. She said following this change, the circulation desk would transition to becoming more of customer service desk with a greater percentage of circulation being pushed to the checkout kiosks. L. Godfrey asked how staff would encourage people to use the checkout kiosks instead of going to the desk. Director Rohrbaugh said when patrons came to the desk to checkout materials the staff member would walk the patron over to the checkout kiosk and show them how to use it. She said the signage for the desk would likely change. B. Caple asked if the library would be increasing the number of checkout kiosks. Director Rohrbaugh said additional units were not in the budget as this time.

Director Rohrbaugh commented on item six saying the priorities, goals and objectives would be brought to the June Board meeting for approval and the Action Plan may come in June but likely would be brought to the Board at the July meeting. She also mentioned item sixteen and the archiving of vital records by LifeStory.net. Lastly, she drew attention to the library story on the final page of the Director's Report.

Discussion: L. Godfrey asked where the conference was in item seven. Director Rohrbaugh said it was at Kalamazoo Valley Community College. S. Warner said B. Caskey and A. Vernola had a small but very engaged group for their talk and she and A. Chase ran out of space and handouts the attendance at their session was so large. L. Godfrey asked if it was mostly educators who attended the conference. S. Warner said it was mostly educators but some parents attended as well. V. Wright asked if the library decided what topics it wanted to present on or if those leading the conference decided. S. Warner said the presenters were able to decide but that each year the conference has a very broad theme. This year's theme was "Making the Transition from Preschool to Kindergarten."

J. VanderRoest asked about item one and "Rotary is for Reading" wondering if it was in line with Ready to Read. Director Rohrbaugh said the program was for older kids and focused on college readiness. The Rotarians visit every second grade classroom in KPS, read the book, hand out a copy of the book, and talk about going to college. L. Godfrey said second grade was when KPS started talking about The Promise. J. VanderRoest also asked about item sixteen wondering if newspapers copyright obituaries. M. Cockrell said LifeStory.net copyrighted their obituaries but most funeral homes did not. J. VanderRoest asked if there was a place the pictures from Library Snapshot Day could be viewed. K. King said they could be viewed on Flickr. L. Godfrey asked if many people were going to the ALA Annual Conference. Director Rohrbaugh said K. King, A. Vernola (who had received a grant to go), A. Fortin, and she were going and that other staff members may have been going on the bus for Saturday only but she wasn't sure. J. VanderRoest asked where the conference was being held. Director Rohrbaugh said it was being held at McCormick Place in Chicago.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- B. Caple said he attended the concert at the library the previous week. He thought the library could be missing an opportunity and that the concerts could be advertised to young families as a cheap date where kids could dance around and parents could enjoy some nice music. He also mentioned the LifeStory.net building was fabulous and that his wife would be holding an Art Hop at this venue in June.
- F. Brown said he was almost completed with his Leadership Kalamazoo class. He mentioned he had helped plan the Rotary District Conference which had been held the week prior. Lastly, F. Brown mentioned that he had a new job at Fifth Third Bank downtown Kalamazoo.
- J. VanderRoest said his was wife was really enjoying Zinio and had been encouraging him to use the service.
- V. Wright mentioned the Global Reading Challenge saying it was stressful to be an adult in the audience but she really enjoyed seeing the kids compete over what they have read.

X. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:23 p.m.

X_____

Fenner Brown
Secretary

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: June 24, 2013

Employee Transfer

Stan Weller transferred to the KPLSP Librarian Assistant 3 FTE 1.0 Lending Services position in the Patron Services Department effective June 1, 2013. Stan previously held the KPLSP Library Assistant 3 FTE 1.0 Custodian position within the Facilities Management department.

New Hire

Derek Johnson will join the staff in the KPLSP Library Assistant 3 FTE 1.0 Custodian position within the Facilities Management department effective July 16, 2013. Derek has previously worked at KPL in temporary grounds care and as an hourly custodian.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

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

DATE: June 24, 2013

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

_____
Jim VanderRoest, Treasurer

June 10, 2013
Kalamazoo Public Library
Internal Financial Statements
For the month ending May 31, 2013

General Financial Updates

Two employee benefits had changes relating to either their cost or their structure during May. First, MESSA insurance published the updated rates for KPL employees early in the month, resulting in a flurry of calculations to determine required employee contributions for medical insurance beginning July 1. Rate increases on medical insurance were varied and were heavily influenced by the cost structure change of family coverage from an average 2.5 lives to 2.8 lives per family. As a result, the medical contribution for family coverage for Choices II (traditional) insurance will rise from $229 per month in June to $350 per month in July. The medical contribution for family coverage for the ABC (High Deductible) insurance will rise from $0 contribution in June to $64 per month in July. It is anticipated that the adjustment of the medical insurance cap by the State Treasurer's office will offset some if not all of the increases effective January 1.

The second change announced in May involved the structure of the 403b providers. KPL's 403b plan was structured in 2008 with three entities providing services: Foresight Capital Management as our investment advisors; Michigan Employee Benefit Services providing administrative and accounting services; and Matrix as custodian of the funds. On May 20th we received notice that Michigan Employee Benefit Services was dissolving its retirement accounting services division. MEBS recommended that their retirement division clients transfer their accounts to Journey Retirement Plan Service, a new firm opened by Nic Pospiech, the Director of the MEBS retirement division effective July 1. Discussion of the change with Lauri Stegenga, President of Foresight Capital Management, resulted in a recommendation to the personnel committee to transfer the library's 403b record keeping to Journey Retirement Plan Service, who is also honoring all current MEBS contracts and pricing agreements. Personnel committee members concurred and approved the transfer of the library's 403b record keeping contracts to Journey Retirement Service effective July 1. Employees should notice no immediate change, however, the participant website and statements for more convenient access is expected within 6 months.

Combined Balance Sheet

The total taxes receivable balance of $83,557 represents all delinquent personal property taxes net of the allowance for bad debt outstanding as of May 31st. Of that balance, $46,930 is attributable to the 2012 tax levy of the current fiscal year.

Sources and Uses of Funds
Electronic Transfers

Sources of funds during the month of May totaled over $617,000. Of that amount $574,448 was due to the payment of delinquent real property taxes for the 2012 tax levy from the Kalamazoo County Revolving Tax Fund. In addition, the Law Library contract payment for the quarter ending March 31st for $12,713 was received and payments in lieu of taxes (PILOT) of $6,277.
Uses of funds during May were typical for the month with nothing unusual to note. Electronic transfers included the transfer and investment of $1,000,000 from First National Bank to Flagstar Bank's CDARS program during the month with another $1,000,000 internal First National Bank transfer to the ICS program to achieve FDIC insurance on the funds. Interest income on both investments are not significant by any measure, but the FDIC insurance provided by both moves strengthens the library's risk profile significantly for funds that will not be necessary for cash flow until later this fall.

General Fund Revenue and Expenditure Summary

All budget comparisons now reflect the Close Estimate Budget approved in May. A single budget line item – Processing Supplies – requires comment and a subsequent transfer request for review and approval by the Treasurer later in June. As a result of the retagging of audio-visual materials, additional security tags for both internal use and for use by our audio-visual processing vendor, Midwest Tapes, have been ordered ahead of the budgeted schedule to maintain the workflow of the retagging project and the subsequent processing of new materials. The anticipated effect upon the Close Estimate Budget for FY 2012-13 is anticipated to be zero, with the necessary funds being transferred from Software and Licensing and reserves.

Capital Improvement Plan

Expenditures during the month of May included expenditures for the carpeting project at Oshtemo, the replacement security camera system at Central, and replacement computer servers. Expenditures totaled $43,962 during the month.

Other Gifts Revenue and Expenditure Summary

Activity during the month of May in this group of projects centered primarily upon the expenditures for the ONEPlace programs and archival services performed for the Local History Room project.

Endowment Fund

As noted, several investment trades and maturities occurred during the reporting month of April, resulting in a shift of more funds into the money market account. The balance of the fund remained relatively stable from March to April month-end with a fair market value of $3,387,092 as of April 30.

Kalamazoo Public Library

Combined Balance Sheet

As of May 31, 2013

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	$833,382.37	$1,715,701.41	$0.00	$109,730.94	$0.00
Investments	$6,064,933.11	$0.00	$30,363.49	$49,558.29	$3,387,091.91
Total Cash & Equivalents	$6,898,315.48	$1,715,701.41	$30,363.49	$159,289.23	$3,387,091.91
Accounts Receivable					
Accounts Receivable	$4,841.60	$0.00	$0.00	$0.00	$0.00
Total	$4,841.60	$0.00	$0.00	$0.00	$0.00
Taxes Receivable					
Taxes Receivable	$83,557.75	$0.00	$0.00	$0.00	$0.00
Total Taxes Receivable	$83,557.75	$0.00	$0.00	$0.00	$0.00
Other Assets					
Other Assets	$174,704.24	$0.00	$0.00	$0.00	$0.00
Total Other	$174,704.24	$0.00	$0.00	$0.00	$0.00
Total Assets	$7,161,419.07	$1,715,701.41	$30,363.49	$159,289.23	$3,387,091.91
Liabilities					
Current Liabilities					
Accounts Payable	$13,538.32	$14,535.00	$0.00	$544.50	$0.00
Salaries Payable	$25,864.69	$0.00	$0.00	$0.00	$0.00
Retirement Payable	$48,706.42	$0.00	$0.00	$0.00	$0.00
Total Accounts Payable	$88,109.43	$14,535.00	$0.00	$544.50	$0.00
Long Term Liabilities					
Long Term Liabilities	$32,139.09	$0.00	$0.00	$0.00	$0.00
Total	$32,139.09	$0.00	$0.00	$0.00	$0.00
Total Liabilities	$120,248.52	$14,535.00	$0.00	$544.50	$0.00
Net Assets					
Fund Balance					
Fund Balance	$7,041,170.55	$1,701,166.41	$30,363.49	$158,744.73	$3,387,091.91
Total Fund Balance	$7,041,170.55	$1,701,166.41	$30,363.49	$158,744.73	$3,387,091.91
Total Liabilities and Fund Balanc	$7,161,419.07	$1,715,701.41	$30,363.49	$159,289.23	$3,387,091.91

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

		May		
BEGINNING CASH BALANCE *			$	8,928,959.66
* Including short-term investments				
SOURCES OF CASH:				
Property Tax Receipts	$	574,448		
IFT/CFT Taxes not in Levy/Pilots	$	6,277		
State Aid	$	-		
District Court Penal Fines/Law Library Revenue	$	12,713		
Interest Income	$	1,280		
Library Fines & Fees	$	14,887		
Other Sources: Gifts, Grants, & Reimbursements	$	7,793		
Other Gifts (Ready to Read, etc)	$	66		
TOTAL SOURCES OF CASH			**$**	**617,464**
USES OF CASH:				
Salaries & Wages	$	(446,909)		
Benefits	$	(143,153)		
Materials	$	(43,253)		
Supplies	$	(27,355)		
Facilities	$	(31,853)		
Technical Services	$	(11,506)		
Purchased Services	$	(25,017)		
Other	$	(47,714)		
Capital Expenditures	$	(43,720)		
Prepaid expenditures	$	(2,196)		
Debt Service - transferred to reserve	$	-		
TOTAL USES OF CASH			**$**	**(822,676)**
ENDING CASH			$	8,723,748
Pooled Cash & Investment Accounts				
Checking & other liquid accounts				
Cash to be deposited				
Fifth Third General & Payroll Checking Accounts			$	1,099,924.52
First National NOW & ACH Transfer Accounts			$	1,530,969.36
Fifth Third Arcadia Admin & Transfers Accounts			$	27,345.84
Petty Cash/Midwest Business Exchange Account/Paypal			$	11,971.18
Pooled Cash Accounts			$	2,670,210.90
Pooled Investments				
Fifth Third Bank, Fifth Third Securities, CD's			$	52.43
Flagstar Bank MM & CD's			$	1,854,590.80
Huntington Aim Treasury, MM & CD's			$	24,156.70
First National Bank MM, ICS Savings, & CD's			$	4,174,737.00
Pooled Investment Accounts			$	6,053,536.93
Total Pooled Cash & Investments			$	8,723,748

Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
May 2013

Date	Transfers:	From Account	To Account		Amount
5/1/2013	Employee HSA Fifth Third	5/3 General Check	Fifth Third Employee Accounts	$	(854.00)
5/2/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	$	(47,487.18)
5/2/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	$	(3,823.17)
5/3/2013	MPSERS Contributions	5/3 ACH Transfer	Michigan Public Schools Empl. Ret. Sys.	$	(26,625.83)
5/3/2013	MERS Employer Contribution	5/3 ACH Transfer	Municipal Employees Retirement System	$	(22,525.63)
5/3/2013	County Law Library	Kalamazoo County	5/3 General Checking	$	12,713.25
5/7/2013	MERS HCSP	5/3 ACH Transfer	MERS HCSP Employee Accounts	$	(998.56)
5/7/2013	403B Employee Contributions	5/3 ACH Transfer	MEBS Employee Accounts	$	(6,221.44)
5/9/2013	Transfer to Flagstar	Wire Transfer		$	(1,000,000.00)
5/9/2013	Transfer from First National Bank		CDARS Investment - Flagstar	$	1,000,000.00
5/13/2013	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	$	(13,334.22)
5/15/2013	Payroll May 15, 2013	5/3 Payroll Check	Employee Accounts	$	(120,399.90)
5/15/2013	KPLA/KPLSP Union Dues	5/3 General Check	Union Treasurers	$	(2,183.16)
5/15/2013	Friend of the Court	5/3 General Check	Kalamazoo County	$	(105.88)
5/15/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	$	(47,979.95)
5/15/2013	Employee HSA Fifth Third	5/3 General Check	Fifth Third Employee Accounts	$	(854.00)
5/15/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	$	(3,823.17)
5/22/2013	403B Employee Contributions	5/3 ACH Transfer	MEBS Employee Accounts	$	(6,039.88)
5/22/2013	MERS HCSP	5/3 ACH Transfer	MERS HCSP Employee Accounts	$	(998.56)
5/31/2013	Payroll May 31, 2013	5/3 Payroll Check	Employee Accounts	$	(119,229.47)
5/31/2013	KPLA/KPLSP Union Dues	5/3 General Check	Union Treasurers	$	(2,183.16)
5/31/2013	Friend of the Court	5/3 General Check	Kalamazoo County	$	(105.88)
5/31/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	$	(47,678.51)
5/31/2013	Employee HSA Fifth Third	5/3 General Check	Fifth Third Employee Accounts	$	(854.00)
		Total Transfer Transactions		**$**	**(181,766.63)**

Kalamazoo Public Library

General Fund Revenue and Expenditure Summary

Through May 31, 2013

	May	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	$98,883.00	$0.00	$10,351,857.00	$10,292,974.00	($58,883.00)	100.6%
Other Taxes	$6,276.97	$0.00	$115,532.76	$147,665.00	$32,132.24	78.2%
Fines and Fees	$14,887.02	$0.00	$165,790.32	$150,000.00	($15,790.32)	110.5%
Other Revenue	$0.00	$0.00	$311,233.86	$420,690.00	$109,456.14	74.0%
Local Support	$5,000.00	$0.00	$240,170.00	$233,275.00	($6,895.00)	103.0%
Interest Income	$1,279.64	$0.00	$10,274.25	$10,000.00	($274.25)	102.7%
Other	$0.00	$0.00	$4,120.00	$0.00	($4,120.00)	0.0%
Total Revenue	$126,326.63	$0.00	$11,198,978.19	$11,254,604.00	$55,625.81	99.5%
Expenditures						
Salaries						
Administrator Salaries	$812,576.57	$116,053.55	$9,347,610.24	$11,046,362.00	$1,698,751.76	84.6%
Librarian Salaries	$99,359.86	$0.00	$1,081,798.15	$1,177,655.00	$95,856.85	91.9%
Supervisory Technical Salaries	$56,415.42	$0.00	$633,167.09	$694,910.00	$61,742.91	91.1%
Library Assistant Salaries	$121,628.74	$0.00	$1,385,649.61	$1,544,950.00	$159,300.39	89.7%
Hourly Staff	$51,846.39	$0.00	$493,463.08	$652,700.00	$159,236.92	75.6%
Substitute Salaries	$5,719.41	$0.00	$50,502.08	$81,200.00	$30,697.92	62.2%
Vacancy Credit	$0.00	$0.00	$0.00	$0.00	$0.00	0.0%
Total	$1,147,546.39	$116,053.55	$12,992,190.25	$15,197,777.00	$2,205,586.75	85.5%
Benefits						
Employee Insurance	$77,100.75	$0.00	$867,246.84	$1,033,160.00	$165,913.16	83.9%
Retirement	$45,676.58	$0.00	$510,792.46	$610,320.00	$99,527.54	83.7%
Employer FICA-Medicare	$29,703.48	$0.00	$320,943.98	$371,525.00	$50,581.02	86.4%
Other Benefits	$5,871.52	$0.00	$56,438.84	$84,140.00	$27,701.16	67.1%
Total	$158,352.33	$0.00	$1,755,422.12	$2,099,145.00	$343,722.88	83.6%
Materials						
Adult Books	$42,256.02	$33,390.60	$408,974.56	$485,750.00	$76,775.44	84.2%
Juvenile Books	$6,286.51	$3,161.97	$74,481.20	$93,850.00	$19,368.80	79.4%
Periodicals	$703.88	$0.00	$60,450.74	$53,660.00	($6,790.74)	112.7%
Audio-Visual Material	$9,474.39	$30,458.74	$272,295.84	$296,300.00	$24,004.16	91.9%
Digital Materials	$4,171.64	$0.00	$151,870.36	$155,620.00	$3,749.64	97.6%
Total	$62,892.44	$67,011.31	$968,072.70	$1,085,180.00	$117,107.30	89.2%
Facilities						
Fuel	$3,166.26	$0.00	$41,472.97	$67,700.00	$26,227.03	61.3%
Electricity	$11,987.93	$0.00	$143,982.78	$182,900.00	$38,917.22	78.7%
Water	$336.06	$0.00	$3,753.80	$5,650.00	$1,896.20	66.4%
Custodial Supplies	$6,537.28	$308.34	$38,922.55	$66,045.00	$27,122.45	58.9%
Grounds Maintenance	$724.18	$3,770.00	$28,180.36	$36,005.00	$7,824.64	78.3%
Building Repair	$2,032.13	$266.01	$63,190.51	$76,325.00	$13,134.49	82.8%
Building Operations	$3,239.86	$9,050.00	$103,130.52	$115,240.00	$12,109.48	89.5%
Total	$28,023.70	$13,394.35	$422,633.49	$549,865.00	$127,231.51	76.9%
Supplies						
Office Supplies	$1,755.02	$244.44	$34,585.91	$53,000.00	$18,414.09	65.3%
Marketing Supplies	$268.98	$3,315.32	$19,531.64	$21,350.00	$1,818.36	91.5%
Postage & Freight	$948.75	$0.00	$42,187.97	$45,000.00	$2,812.03	93.8%
Processing Supplies	$4,644.71	$16,714.23	$62,526.74	$55,000.00	($7,526.74)	113.7%
Departmental Purchases	$1,614.14	$96.00	$27,574.57	$64,000.00	$36,425.43	43.1%
Total	$9,231.60	$20,369.99	$186,406.83	$238,350.00	$51,943.17	78.2%

Kalamazoo Public Library

General Fund Revenue and Expenditure Summary

Through May 31, 2013

	May	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	$8,641.60	$0.00	$43,980.18	$75,400.00	$31,419.82	58.3%
Telecommunications	$6,086.23	$0.00	$65,781.69	$87,360.00	$21,578.31	75.3%
Software & Licensing	$44,107.95	$2,049.00	$257,442.34	$312,697.00	$55,254.66	82.3%
Cataloging & Processing	$1,912.50	$869.90	$55,366.04	$64,890.00	$9,523.96	85.3%
Total	$60,748.28	$2,918.90	$422,570.25	$540,347.00	$117,776.75	78.2%
Purchased Services						
Security	$8,135.63	$0.00	$86,746.78	$113,471.00	$26,724.22	76.4%
Insurance	$2,558.40	$0.00	$76,804.79	$80,500.00	$3,695.21	95.4%
Legal Services	$0.00	$0.00	$4,803.00	$15,000.00	$10,197.00	32.0%
Contracted Services	$10,528.66	$9,989.00	$166,416.03	$226,150.00	$59,733.97	73.6%
Printing Services	$1,691.71	$0.00	$74,374.69	$85,000.00	$10,625.31	87.5%
Advertising	$3,564.80	$2,370.00	$54,826.97	$62,000.00	$7,173.03	88.4%
Total	$26,479.20	$12,359.00	$463,972.26	$582,121.00	$118,148.74	79.7%
Other Expenditures						
Miscellaneous Operating	$2,198.06	$0.00	$25,149.36	$43,730.00	$18,580.64	57.5%
Tax Charge Backs	$1,571.77	$0.00	$103,269.51	$175,000.00	$71,730.49	59.0%
Travel & Conference-Director	$0.00	$0.00	$658.23	$4,000.00	$3,341.77	16.5%
Travel & Conference	$3,222.65	$0.00	$17,776.19	$45,700.00	$27,923.81	38.9%
Staff Development	($180.00)	$0.00	$10,031.95	$31,770.00	$21,738.05	31.6%
Travel & Conference - Board	$0.00	$0.00	$0.00	$3,000.00	$3,000.00	0.0%
Miscellaneous Disbursements	$1,915.00	$0.00	$43,643.88	$63,909.00	$20,265.12	68.3%
Vehicle Maintenance	$190.13	$0.00	$2,819.62	$3,780.00	$960.38	74.6%
Programming Expenditures	$14,029.93	$0.00	$93,458.14	$137,800.00	$44,341.86	67.8%
Rent	$4,686.12	$0.00	$30,616.72	$31,100.00	$483.28	98.4%
Total	$27,633.66	$0.00	$327,423.60	$539,789.00	$212,365.40	60.7%
Total Expenditures	$1,520,907.60	$232,107.10	$17,538,691.50	$20,832,574.00	$3,293,882.50	84.2%
Transfers						
Transfers In						
Transfers from other funds	($5,782.33)	$0.00	($5,782.33)	($5,638.53)	$143.80	102.6%
Total Transfers In	($5,782.33)	$0.00	($5,782.33)	($5,638.53)	$143.80	102.6%
Transfers Out						
Transfers to other funds	$0.00	$0.00	$1,481,000.00	$1,481,000.00	$0.00	100.0%
Total Transfers Out	$0.00	$0.00	$1,481,000.00	$1,481,000.00	$0.00	100.0%
Total Transfers	($5,782.33)	$0.00	$1,475,217.67	$1,475,361.47	$143.80	100.0%
BEGINNING FUND BALANCE	**($10,095,607.03)**	**$0.00**	**($3,901,581.79)**	**($3,901,581.79)**	**$0.00**	**100.0%**
NET SURPLUS/(DEFICIT)	**($1,388,798.64)**	**($244,631.10)**	**($7,827,454.98)**	**($11,053,331.47)**	**($3,225,876.49)**	**70.8%**
ENDING FUND BALANCE	**($11,484,405.67)**	**($244,631.10)**	**($11,729,036.77)**	**($14,954,913.26)**	**($3,225,876.49)**	**78.4%**

Kalamazoo Public Library

Capital Improvement Plan

Through May 31, 2013

	Actual	Encumbrance	Year to Date	Budget	Variance
Revenue					
Local Revenue	$0.00	$0.00	$0.00	$0.00	$0.00
Total Revenue	$0.00	$0.00	$0.00	$0.00	$0.00
Expenditures					
Library Systems and Equipment	$0.00	$0.00	$0.00	$12,314.00	$12,314.00
Furniture & Equipment	$14,535.00	$7,905.19	$22,440.19	$357,227.00	$334,786.81
Building Alterations	$16,754.50	$24,777.00	$41,531.50	$278,225.00	$236,693.50
Computer & Electronics	$13,571.80	$11,280.28	$24,852.08	$317,464.00	$292,611.92
RFID	$0.00	$0.00	$0.00	$34,628.00	$34,628.00
Total Expenditures	$44,861.30	$43,962.47	$88,823.77	$999,858.00	$911,034.23
Transfers					
Transfers In/(Out)	$0.00	$0.00	$0.00	$464,000.00	$464,000.00
Total Transfers	$0.00	$0.00	$0.00	$464,000.00	$464,000.00
BEGINNING FUND BALANCE	**$1,746,027.71**	**$0.00**	**$1,746,027.71**	**$1,528,868.05**	**$217,159.66**
NET SURPLUS/(DEFICIT)	**($44,861.30)**	**($43,962.47)**	**($88,823.77)**	**($535,858.00)**	**$447,034.23**
ENDING FUND BALANCE	**$1,701,166.41**	**($43,962.47)**	**$1,657,203.94**	**$993,010.05**	**$664,193.89**

Project ID	Project Description	Budget Amount	Actual Amount	Difference	Variance
801	ILS Server Upgrade	$0.00	$0.00	$0.00	0.00%
802	Library Systems	$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	$14,535.00	$119,906.00	89.19%
812	AV/Tech Center/Rotunda	$5,733.00	$5,276.88	$456.12	7.96%
814	Chairs - Multiple Departments	$1,747.00	$1,746.99	$0.01	0.00%
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	$13,734.50	$265.50	1.90%
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	$15,857.00	$1,643.00	9.39%
830	Automation & Technology Reserve	$60,565.00	$0.00	$60,565.00	100.00%
831	Automation Replacement	$130,500.00	$100,379.61	$30,120.39	23.08%
832	Hardware	$10,126.00	$2,181.10	$7,944.90	78.46%
837	Management Server Replacement 201:	$12,000.00	$0.00	$12,000.00	100.00%
839	Envisionware	$72,508.00	$72,508.00	$0.00	0.00%
850	RFID Reserve	$10,850.00	$0.00	$10,850.00	100.00%
851	RFID 3M	$325.00	$324.96	$0.04	0.01%
852	RFID Building/Furniture	$15,203.00	$0.00	$15,203.00	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	$29,978.55	$21.45	0.07%
865	Game Carts - Teen	$12,265.00	$254.00	$12,011.00	97.93%
866	Laptops for IT, MAC, Teen	$6,000.00	$4,140.00	$1,860.00	31.00%
867	RFID Pad Replacement	$8,250.00	$7,396.59	$853.41	10.34%
869	2013 Furniture Option-Rearrangement	$17,000.00	$0.00	$17,000.00	100.00%
870	2013 Renovations-Youth/History/Cam	$112,000.00	$5,000.00	$107,000.00	222.92%
871	Eastwood Server Closet Adaptation	$7,000.00	$897.50	$6,102.50	87.18%
		$978,153.00	**$278,794.42**	**$699,358.58**	**76.50%**

Kalamazoo Public Library

Other Gifts Revenue and Expenditure Summary

Through May 31, 2013

	May	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	$65.81	$0.00	$32,289.56	$24,000.00	($8,289.56)	134.5%
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)	0.0%
Total Revenue	$65.81	$0.00	$33,304.56	$24,000.00	($9,304.56)	138.8%
Expenditures						
Salaries						
Administrator Salaries	$0.00	$0.00	$0.00	$0.00	$0.00	0.0%
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	$0.00	$0.00	$632.65	$5,000.00	$4,367.35	12.7%
Benefits						
Employer FICA-Medicare	$0.00	$0.00	$30.33	$383.00	$352.67	7.9%
Total	$0.00	$0.00	$30.33	$383.00	$352.67	7.9%
Materials						
Adult Books	$0.00	$0.00	$264.56	$2,000.00	$1,735.44	13.2%
Juvenile Books	$0.00	$0.00	$8,776.00	$27,500.00	$18,724.00	31.9%
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	$9,040.56	$29,500.00	$20,459.44	30.6%
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	$5,386.55	$5,000.00	($386.55)	107.7%
Printing Services	$0.00	$0.00	$0.00	$0.00	$0.00	0.0%
Total	$544.50	$0.00	$5,386.55	$5,000.00	($386.55)	107.7%
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	$458.58	$0.00	$6,806.37	$9,876.00	$3,069.63	68.9%
Programming Expenditures	$1,594.00	$0.00	$11,192.75	$20,000.00	$8,807.25	56.0%
Total	$2,052.58	$0.00	$17,999.12	$29,876.00	$11,876.88	60.2%
Total Expenditures	$2,597.08	$0.00	$33,089.21	$69,759.00	$36,669.79	47.4%
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	$5,782.33	$0.00	$34,782.33	$5,638.53	($29,143.80)	616.9%
Total	$5,782.33	$0.00	$34,782.33	$5,638.53	($29,143.80)	616.9%
Total Transfers	$5,782.33	$0.00	$34,782.33	$5,638.53	($29,143.80)	616.9%
BEGINNING FUND BALANCE	**$167,058.33**	**$0.00**	**$193,251.77**	**$193,251.77**	**$0.00**	**100.0%**
NET SURPLUS/(DEFICIT)	**($8,313.60)**	**($59.94)**	**($34,566.98)**	**($51,397.53)**	**($16,830.55)**	**67.3%**
ENDING FUND BALANCE	**$158,744.73**	**($59.94)**	**$158,684.79**	**$141,854.24**	**($16,830.55)**	**111.9%**

Project Budget vs. Actual Report

Project ID	Project Description	Budget Amount	Actual Amount	Difference	Variance
233	Ready to Read - Gifts	$9,000.00	($1,209.77)	$10,209.77	113.44%
235	Ready to Read - Spelling Bee	$1,000.00	($6,680.35)	$7,680.35	768.04%
239	Completed Ready to Read	$0.00	$0.00	$0.00	0.00%
299	Debt Service	$0.00	$0.00	$0.00	0.00%
301	Gifts & Memorials - Materials	$600.00	($20.38)	$620.38	103.40%
302	Teen Gifts	$0.00	$0.00	$0.00	0.00%
303	History Room Gifts	$3,383.00	($950.47)	$4,333.47	128.10%
304	Friedman Room Gift	$5,638.53	$5,638.53	$0.00	0.00%
305	Law Library Gifts	$0.00	$0.00	$0.00	0.00%
306	Oshtemo Gifts	$0.00	$0.00	$0.00	0.00%
307	ONEplace Nonprofit Services	$20,000.00	$11,192.75	$8,807.25	44.04%
308	Library Gifts	$0.00	($643.61)	$643.61	0.00%
309	Completed Gifts & Memorials	$0.00	$0.00	$0.00	0.00%
378	ONEPlace Mini-Grant	$0.00	$0.00	$0.00	0.00%
380	Scholarships/Administration Mini-Gr:	$525.00	($350.00)	$875.00	166.67%
381	Staff Appreciation Mini-Grant	$201.00	$136.38	$64.62	32.15%
382	Adult Services Mini-Grants	$143.80	$143.80	$0.00	0.00%
383	History Room Mini-Grant	$500.00	$0.00	$500.00	100.00%
384	Law Library Mini-Grant	$0.00	$0.00	$0.00	0.00%
385	Patron Services Mini-Grant	$0.00	$0.00	$0.00	0.00%
386	Eastwood Mini-Grant	$0.00	$0.00	$0.00	0.00%
387	Oshtemo Mini-Grant	$517.00	$0.00	$517.00	100.00%
388	Powell Mini-Grant	$1,082.00	($300.00)	$1,382.00	127.73%
389	Washington Square Mini-Grant	$111.00	$0.00	$111.00	100.00%
390	Teen Services Mini-Grant	$700.00	($730.77)	$1,430.77	204.40%
391	Children's Mini-Grant	$996.00	($507.78)	$1,503.78	150.98%
392	Ready to Read Mini-Grant	$0.00	$0.00	$0.00	0.00%
393	Facilities Mini-Grant	$0.00	$0.00	$0.00	0.00%
394	Completed Mini-Grants	$0.00	$0.00	$0.00	0.00%
395	Audio Visual Mini-Grant	$0.00	$57.94	($57.94)	0.00%
397	KCF - Local History and Community	$0.00	$29,000.00	($29,000.00)	0.00%
	Grand Totals:	**$44,397.33**	**$34,776.27**	**$9,621.06**	**21.67%**

Kalamazoo Public Library
Endowment Fund
Report date: May 2013
Balances as of: April 2013

	3/31/2013 Cost Basis	3/31/2013 Market Basis	% Cost to Market Increase	4/30/2013 Cost Basis	4/30/2013 Market Basis	% Cost to Market Increase
Ameritrade Investments						
Money Market Account - FDIC	$ 224,328.55	$ 224,328.55	0.0%	$ 290,728.76	$ 290,728.76	0.0%
Stocks	$ 1,196,600.81	$ 1,902,885.14	59.0%	$ 1,179,677.72	$ 1,888,963.15	60.1%
Fixed Income Investments	$ 1,245,537.27	$ 1,256,556.50	0.9%	$ 1,196,001.77	$ 1,207,400.00	1.0%
	$ -	$ -	-	$ -	$ -	-
Total Value	$ 2,666,466.63	$ 3,383,770.19	26.9%	$ 2,666,408.25	$ 3,387,091.91	27.0%
Fund Balance						
Assigned for Children's Endowment		$ 16,965.82			$ 17,202.28	
Kalamazoo Public Library Endowment		$ 3,366,804.37			$ 3,369,889.63	
Year to Date Revenue & Expenditures						
Net Withdrawals/Deposits from/to Accou		$ (34,713.75)			$ (34,713.75)	
Dividend and Interest Income		$ 39,975.24			$ 43,819.08	
Realized Gains (Losses) on Sale of Assets		$ -			$ -	
Unrealized Gains (Losses) on Market Value		$ 347,241.46			$ 351,871.24	
Arcadia Investment Management Fee/Other		$ (15,028.34)			$ (20,180.24)	
Net Change		$ 337,474.61			$ 340,796.33	

Summary:

Several sales of both stock and fixed income investments occurred during the month of April. Stock trades included Illinois Tool Works, Valmont Industries Inc., Trimble Navigation Limited, Expeditors International, Chicago Bridge & Iron, Kohnls, Costco, Halliburton, Dresser Rand Group, American Express, CBRE Group, Fastenal Company, Suncor and Clean Harbors. Fixed Income Investment maturities were the maturity of Goldman Sachs Group bonds as of April 1.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Strategic Plan 2013-2016**

DATE: June 24, 2013

RECOMMENDATION:

I recommend board approval of the attached strategic priorities, goals, and objectives for the next three years, July 2013 through June 2016. (Previous strategic priorities, goals, and objectives are attached for information.)

EXECUTIVE SUMMARY:

In winter/spring 2010, we undertook a strategic planning process. The outcome was five priorities with seven goals for a three-year cycle through June 2013. Progress on meeting the objectives established for each goal, was reported to the board at the end of each quarter during this three year period. Earlier this year, we began deliberating in departmental meetings, Management Team meetings, and with trustees at the April board meeting, about priorities for the next three-year cycle. We also conducted a community survey that included several questions related to current priorities and possible new priorities. In all of these settings, it became clear we were not looking for a major redirection of the library but rather some relatively minor tweaking of the current priorities.

In summary, these recommended priorities, goals, and objectives:

- Drop the priority "build successful enterprises". This original priority focused on the ONEplace@kpl which was newly launched at that time. It has now an ongoing service.
- Add "digital opportunities" to priority #1 and the accompanying goals to recognize the evolving digital world.
- Add "creating experiences" to the "stimulate imagination" priority for children, tweens, and teens.
- The description of priority #2 has been revised to reflect the objectives.
- Expand / rewrite priority #4 to include a celebration of local culture.
- Developed survey objectives that were intentionally less specific than in the past. Rather than set a goal of X% target for some specific outcome, we are planning surveys that will vary from year to year depending upon services and what we want to know; we

want the flexibility of changing the questions, not continue, as we have been, to repeat the same surveys each year.

Work on determining the action plan items and the organizational competencies that are needed to accomplish these goals is well underway. Upon board approval of these priorities, goals, and objectives, we will complete work on the action plan and organizational competencies and bring them to the July meeting for board information.

Strategic Plan – 2013-2016

Priority 1: Create young readers and learners: early literacy

Children from birth to kindergarten will have materials, programs, and digital opportunities designed to ensure they will enter school ready to learn.

Goal 1: Children, birth to kindergarten, will have access to materials, programs, and digital opportunities to help them enter school ready to learn to read, write, and listen.

1.1 By June 30, 2016, the circulation of picture books, easy readers, and board books will increase by 10%.

1.2 Each year, at least 13,000 children, birth to kindergarten, will attend or participate in programs or outreach events sponsored or co-sponsored by the library.

1.3 Each year, the number of people utilizing the Children's Room will increase by 10%.

1.4 By June 30, 2014, at least 150 of children, birth to kindergarten, will utilize digital tools. Each subsequent year the number of children utilizing digital tools will increase by 10%.

1.5 Each year, the number of gift books the library distributes will increase by 5%.

Goal 2: Parents and caregivers will have the tools and skills needed to prepare children, birth to kindergarten, to learn when they enter school.

2.1 At least once per year parents of young children will be surveyed on their satisfaction of the collections, programs, and physical space at the library.

2.2 Each year, at least 5,500 parents and caregivers will attend or participate in programs or outreach events sponsored or co-sponsored by the library designed to give them the tools to prepare children to learn when they enter school.

Priority 2: Stimulate imagination: reading, viewing, listening, and creating for pleasure

Residents of all ages will have access to materials, programs and services designed to enhance their leisure time.

Goal 3: Children, first to fifth grade, will have materials, programs, and services that stimulate their imagination and provide pleasurable reading, viewing, listening, and creating experiences.

3.1 By June 30, 2016, the circulation of children's fiction will increase by 10%.

3.2 By June 30, 2016, the circulation of children's music and movies will increase by 25%.

3.3 By June 30, 2016, the circulation of children's nonfiction will increase by 20%.

3.4 Each year, at least 13,000 children will attend or participate in programs or outreach events sponsored or co-sponsored by the library.

3.5 By June 30, 2014, at least 150 of children, first to fifth grade, will utilize digital tools. Each subsequent year the number of children utilizing digital tools will increase by 10%.

Goal 4: Teens and tweens will have material, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, listening, and creating experiences.

4.1 By June 30, 2016, the circulation of teen reading collections will increase by 10%.

4.2 Each year, at least 5,000 teens will attend or participate in programs or outreach events sponsored or co-sponsored by the library.

4.3 Each year, the number of people utilizing the Teen Room will increase by 5%.

4.4 At least once per year teens and tweens will be surveyed on their satisfaction of the collections, programs, and physical space at the library.

Goal 5: Adults will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.

5.1 By June 30, 2016, the circulation of adult reading collections will increase by 25%.

5.2 By June 30, 2016, the circulation of adult music and movies will increase by 25%.

5.3 Each year, at least 10,000 adults will attend or participate in programs or outreach events sponsored or co-sponsored by the library.

5.4 At least once per year adults will be surveyed on their satisfaction of the collections, programs, and physical space at the library.

Priority 3: Connect to the digital world: access and digital literacy

All patrons will have access, tools, and assistance needed to navigate the digital world.

Goal 6: Everyone in Kalamazoo will have free high-speed internet access in the library and digital opportunities tailored to their needs.

6.1 By June 30, 2016, the number of people who use a library computer will increase by 10%.

6.2 By June 30, 2016, the number of people who use the library's Wi-Fi to connect to the Internet will increase by 50%.

6.3 By June 30, 2014, at least 1,500 people will utilize services in the digital lab. Each subsequent year, the number of people utilizing the digital lab will increase by 25%.

6.4 At least once per year patrons will be surveyed on their use and satisfaction of digital technology, the library's website, social media, and other digital resources at the library.

Priority 4: Discover and celebrate local: history, genealogy, information, and culture

Residents and visitors will have the resources, tools and programs necessary to understand and appreciate all aspects of the Kalamazoo community including its past, present, and future.

Goal 7: Residents and visitors will have the resources, tools, and programs to understand and appreciate local and family histories and the culture unique to Kalamazoo.

7.1 By June 30, 2016, the number of hits on digitized local history collections will increase 30%.

7.2 Each year, at least 3,000 people will attend locally focused programs or outreach events sponsored or co-sponsored by the library.

Strategic Plan – 2010-2013

Service Priority 1: Create Young Readers – Early Literacy

Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

Goal 1: Children (birth to five) will have programs, services, and materials to prepare them to enter school ready to learn.

1.1 By June 30, 2013, the circulation of picture books, easy readers, and board books will increase by 20%.

1.2 By June 30, 2013, the number of young children (birth to five) attending a library program will increase by 45%.

1.3 By June 30, 2013, the number of young children (birth to five) participating in the Summer Reading Program will increase by 30%.

Goal 2: Parents and caregivers will have the tools and skills needed to prepare children (birth to five) to learn when they enter school.

2.1 By June 30, 2013, at least 90% of the parents or caregivers surveyed of children served by the library staff will say that the library plays an important role in preparing children to enter school with the skills they need to succeed.

2.2 Each year, at least 5,000 parents and caregivers will attend library sponsored or co-sponsored programs designed to give them the tools to prepare children to learn when they enter school.

Service Priority 2: Stimulate Imagination – Reading, Viewing, and Listening for Pleasure

Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options.

Goal 3: Children (six to eleven) will have materials and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.

3.1 By June 30, 2013, the circulation of children's fiction will increase by 30%.

3.2 By June 30, 2013, the circulation of children's music and movies will increase by 50%.

3.3 By June 30, 2013, the circulation of children's audiobooks will increase by 30%.

3.4 By June 30, 2013, the circulation of children's nonfiction will increase by 10%.

3.5 Annually, a minimum of 10,000 children will attend a library sponsored or co-sponsored program.

3.6 By June, 30, 2013, the number of children participating in the Summer Reading Program will increase from 752 to 980.

Goal 4: Tweens and teens will have a supportive environment that provides pleasurable reading, viewing, and listening experiences that respond to their current interests.

4.1 By June 30, 2013, the circulation of teen materials (fiction and non-fiction) will increase by 20%.

4.2 By June 30, 2013, the circulation of teen audiobooks will increase by 20%.

4.3 By June 30, 2013, 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.

4.4 By June 30, 2013, the number of tweens and teens who attend a library sponsored or co-sponsored program will increase by 4,362 to 4,800.

4.5 Annually, 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.

4.6 By June 30, 2013, 90% of tweens and teens surveyed say that the library's teen spaces are fun and welcoming.

Goal 5: Adults will enjoy a wide variety of popular reading, viewing, and listening materials and services that respond to their current interests.

5.1 By June 30, 2013, the circulation of adult books will increase by 40%.

5.2 By June 30, 2013, the circulation of adult audiobooks will increase by 20%.

5.3 By June 30, 2013, the circulation of adult music and movies will increase by 70%.

5.4 By June 30, 2013, a minimum of 20% of adults surveyed will indicate staff helped them find something good to read, listen to, or view.

5.5 By June 30, 2013, a minimum of 90% of adults surveyed will indicate that they found something good to read, listen to, or view.

5.6 By June 30, 2013, a minimum of 75% of adults surveyed will indicate that they received the material they reserved in a timely manner.

5.7 75% of website users surveyed will rate the library's website as informative and easy to use.

5.8 Each year, at least 7,500 adults will attend or participate in a library-sponsored program.

Service Priority 3: Connect to the Online World – Public Internet Access

Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.

Goal 6: Everyone in Kalamazoo will have free high-speed access to the online world in the library.

6.1 By June 30, 2013, the number of people who use a library computer will increase by 10%.

6.2 By June 30, 2013, a minimum of 75% of library users surveyed will indicate the library's online services and staff support are very good or excellent.

6.3 By June 30, 2013, the number of people who use the library's Wi-Fi to connect to the Internet will increase by 100%.

Service Priority 4: Build Successful Enterprises – Nonprofit Support

Nonprofit organization directors and their managers will have the tools they need to develop and maintain strong, viable organizations.

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.

7.1 Each year, at least 1,500 people will attend ONEplace programs sponsored by the library.

7.2 By June 30, 2013, the individuals or groups that receive assistance will increase from 2,000 to 2,315.

7.3 By June 30, 2013, 85% of users will report assistance received was good or excellent.

Service Priority 5: Discover Your Roots – Genealogy and Local History

Residents and visitors will have the resources they need to connect the past with the present through their family histories and to understand the history and traditions of the community.

Goal 8: Everyone will have resources to understand local history and traditions, and to connect past with present through family histories.

8.1 Each year, staff will answer at least 6,000 local history and genealogy questions.

8.2 By June 30, 2013, the number of hits on the Local History and Genealogy web pages will increase by 15%.

8.3 By June 30, 2013, 85% of users will evaluate the Local History services as very good or excellent.

8.4 Each year, at least 1,000 people will attend Local History or Genealogy programs sponsored by the library.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Budget Reserves Transfer**

DATE: June 24, 2013

RECOMMENDATION:

I recommend board approval of the transfer of $30,000 of budgeted unallocated reserves from the Furniture and Equipment and Building categories of the Capital Improvement Plan to be added to the Youth and Local History Renovation combined project budget. The new combined project budget will total $176,397 and will include construction, architecture and engineering, furniture and shelving reconfiguration costs.

EXECUTIVE SUMMARY:

The original budget projections approved by the board totaled $146,397 and included construction, architecture and engineering, furniture, and an estimate for carpeting and flooring. As approved, these budgets were segmented by appropriate category.

Construction bids were received from Miller Davis, Hazelhoff Builders, and Kalleward Group and ranged from the $91,300 (Miller Davis) to $103,300 (Hazelhoff Builders). The recommendation for award of the construction contract will follow, separately.

Compared to the original estimates for construction and fees, the lowest quote for construction, plus the separate contracts for HVAC (Johnson Controls), architectural fees (Penchansky, Whisler) and an estimated contingency of 10% total to $138,825, as compared to the $112,000 original estimate. Much of the additional cost, although certainly not all, can be attributed to the complications of a renovation project rather than new construction. Quotes received for furniture and shelving reconfiguration also exceeded initial estimates and will require that new purchase expectations be scaled back to accommodate budget limitations.

The recommended budget transfer of $30,000 and the combination of all expenditure categories into one project budget will allow the construction project to move forward with the expectation of furniture being delayed except for essential pieces until, and if, budget allows.

This recommendation has been shared with the Budget and Finance Committee.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Award of Contract for Building Committee**

DATE: June 24, 2013

RECOMMENDATION:

I recommend the board award the contract for the Youth and Local History Renovation project to Miller-Davis Company.

EXECUTIVE SUMMARY:

The bid results for the Youth and Local History Renovation project were as follows:

Contractor	Original Bid Total	Adjusted Bid Total	Completion Estimate
Miller-Davis	$ 95,800	$ 91,300	October 8, 2013
Hazelhoff Builders	$ 108,400	$ 103,300	September 27, 2013
Kalleward Group	$ 105,000	$ 102,120	November 5, 2013

Kalamazoo Public Library's architect, Seth Penchansky, and Susan Lindemann, Head of Facilities Management, are discussing quoted prices for the alternates and value engineering options with Miller-Davis to determine the best options for a total construction project and price within the library's budget. Some furniture purchased may be delayed until later in the year or even next year.

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

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Director's Goals**

DATE: June 24, 2013

Strategic priorities, goals, and objectives have been expanded slightly as we move into our second three-year strategic plan cycle. They are recommended to the board for approval at this June 2013 meeting. Following approval of the priorities, goals, and objectives, action items and competencies that support the priorities will be brought to the board for information at the July meeting.

I am involved, to greatly varying degrees, in all of these library activities. There are some, however, on which I take the lead or am more heavily involved. My goals for 2013 – 2014 include the following:

1. Lead deliberations for May 2014 millage; initiate campaign as appropriate for library administration

2. Identify capital needs for next decade; develop long and short term plans to meet them

3. Complete building project

4. Launch second three-year strategic priorities cycle

5. Begin implementation of Family Place Library initiative

6. Identify and implement opportunities to expand partnership with KPS

7. Launch digital lab

8. Revise mission statement to align with priorities

9. Revise Rules of Behavior

10. Negotiate contracts with KPLA and KPLSP

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Director's Report
June 2013

From the director

1. Recent meetings and events attended include three days of Family Place Library training and a follow-up webinar, United Way Education Committee meeting, several DDA and DKI meetings, introductory discussion with the auditors, Rotary Literacy Committee meeting, a gathering of organizations with summer literacy programs, Friends board meeting, June Jubilee, and several library programs.

2. Conversations with the county for renewal of the contract for the Law Library are underway.

3. Revenues from the Friends sidewalk booksale day were $1,244 outside and $1,163 in the bookstore. Both were down just slightly from last year. The Friends expect to sell their leftover books through Better World Books as does the library.

4. Christine Hann attended the first state government documents meeting since University of Minnesota became our regional government documents library. She reports confidence that the UMN libraries will serve us well. We expect online training opportunities and regional meetings, a summer visit from the UMN contact, and the establishment of a regional advisory committee.

5. Our annual staff day has been changed from September 12 to October 14, so we can offer safety training from Kalamazoo Public Safety. A revised board calendar with this change is attached.

6. Kevin King has accepted the chair of the 2014 MLA Annual Conference to be held in Grand Rapids. The responsibility includes working with a committee to set the theme, select keynote speakers, and setting the program slate.

Create young readers

7. We celebrated our 16th year of Party in the Park on May 29. During this one-hour storytime, 1,600 preschoolers heard stories read by 47 celebrity readers and costumed book characters. As always, this celebration of early childhood literacy was an obvious reminder that young children in Kalamazoo are important and community leaders need to keep them in mind as decisions are made that affect them. Thanks to the board members who were celebrity readers.

8. Summer Reading kicked off for preschoolers with a Preschool Dance Party. Thirty-five kids and their 29 adults danced, jumped, shook shakers, played with the parachute, listened to stories, and signed up for Summer Reading games.

9. Future scientists attended our recent preschool Little Scientist program. They heard stories about the weather, made a weather chart and cloud identification sheet, and did an experiment about how clouds release moisture.

<u>Stimulate imagination</u>

10. We wrapped up this year's "Lift Up Through Literacy" meetings with a family literacy event in the computer lab. Older school age children, tweens, teens, and adults appreciated learning about our new digital offerings and databases useful for homework help.

11. Over 400 patrons attended the "Doggone Fun" program at Eastwood. The event featured author Leslie Helakoski and Zeus, the tallest dog in the world according to the *Guinness Book of World Records.* The crowd was so large to see Zeus that patrons were allowed into the meeting room in shifts!

12. June Jubilee was a huge success. We had more than 1,500 attendees and signed up 443 for Summer Reading. As of June 8, we had 2,497 signed up so we are well on the way to a successful summer. During June Jubilee, staff posted photos and videos on Facebook which resulted in a nice increase in our reach and in followers talking about our event on our Facebook page.

13. Once again, we will be launching a special reading game for kids in KPS summer school and in the Communities in Schools program.

14. ADS staff members Karen Santamaria and Eleanore Chadderdon hosted "Stump the Librarian: Summer Reading Kickoff" on KPL's Facebook. They challenged our Facebook friends to list three titles they have enjoyed after which Karen and Eleanore would recommend a title from our collection. The event attracted 25 posts and generated a great list of titles and positive energy for KPL.

15. Overdrive circulation in May was 3,652. Not a record, but still strong use and we are consistently circulating over 3,000 items per month. Another interesting sign of the steady growth in interest in ebook – we had 143 new registrations in May.

16. ONEplace@kpl celebrated the completion of its second ONEplace Nonprofit Leadership Academy. The class of eighteen from Kalamazoo County nonprofits, including Judi Rambow, Powell and Eastwood Lead Librarian, participated in ten full-day sessions covering twenty topics. They also had a mentor relationship with a current nonprofit executive director.

17. Nice to see the ONEplace@kpl featured in the annual report of the Irving S. Gilmore Foundation in the "community development" section, and Thom Andrews interviewed in the *Nonprofit Marketing Guide* e-newsletter about the ONEplace communications model.

Discover your roots

18. The history of Arcadia Creek was the final program in the Stuart Neighborhood series. Earlier programs included the history and the architecture of the neighborhood. The architectural program is available on our website, the others will be soon as well.

Operations

19. We have new signage software for the monitors by the circulation desk. The main column monitor has a welcome sign and events. The middle one will feature patron tips and the third one will have photos from events and other promotions.

20. Staff members Amy Clark and Jermaine Jackson attended a Library of Michigan Beginning Workshop in Bellaire the week of May 13, thanks to the generosity of the Friends of KPL. The sessions included collection development, customer service, programming, intellectual freedom, readers advisory, among others.

21. As reported at the May board meeting, we are staffing a library table at the Farmers' Market. It has become a great way to increase our visibility and to promote our services. We are able to register new patrons for library cards and sign-ups for summer reading.

22. Several unplanned maintenance issues needed to be addressed recently: replacement of a water heater, fan motor, and thermostat at Washington Square, and the replacement of a resistor in the main controls for the chiller and repair of a leak caused by a failed joint at a roof drain at Central.

23. Repairs were recently completed on the parking lot at Central, including relaying the east side drain, in addition to sealing and striping.

24. We raised almost $400 through "denim for disaster relief" to send to the Pioneer Library System Foundation in Oklahoma for tornado relief. Eighteen staff members of their system were impacted, nine of whom lost their homes. The money donated to the foundation is going directly to those families as they begin to rebuild.

Library stories

25. A *Library Journal* editor saw Christine Hann's book blog on our website about our gluten-free cookbooks and asked her to write an article for the journal's collection development column about gluten-free living. Although Christine says she hesitated, she ultimately agreed and her

column was included in the June 1 issue. She says she is thrilled for the opportunity and excited to see her name and the KPL in print!

26. At a gathering of community organizations to share plans for summer literacy activities, Sue outlined our summer reading activities. As we went around the table, a Northside pastor commented that his daughter had participated in summer reading at Powell, read 100 books one summer, and is now majoring in education at WMU. He was clearly linking the importance of summer reading games with the college-going culture for which we are striving.

27. A KPS elementary principal was talking to parents at a kindergarten music program. She talked about "summer slide" and the importance of keeping kids reading all summer. She said kids have been given a promise: the promise of free college. That means they need another promise: the promise that the adults in their lives will read to them and with them all summer. It was a powerful message.

Kalamazoo Public Library

2013/2014

Library Schedule

Thursday, July 4th, 2013	Closed (Independence Day)
Monday, September 2nd, 2013	Closed (Labor Day)
Thursday, September 5th, 2013	First Thursday Evening Open (Winter Hours Begin)
Sunday, September 8th, 2013	First Sunday Open
Monday, October 14th, 2013	Closed – Staff Day
Wednesday, November 27th, 2013	Close at 5:00 p.m. (Schedule Adjustment)
Thursday, November 28th, 2013	Closed (Thanksgiving Day)
Tuesday, December 24th, 2013	Closed (Christmas Eve)
Wednesday, December 25th, 2013	Closed (Christmas)
Tuesday, December 31st, 2013	Close at 5:00 p.m. (Schedule Adjustment)
Wednesday, January 1st, 2014	Closed (New Year's Day)
Sunday, April 20th, 2014	Closed (Easter Day)
Thursday, May 15th, 2014	Last Thursday Evening of Service
Sunday, May 18th, 2014	Last Sunday of Service (Summer Hours Begin)
Monday, May 26th, 2014	Closed (Memorial Day)

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
May 31, 2013

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
BOOKS									
-Adult	23,472	1,515	10,026	511	2,319	37,843	425,659	435,790	-2%
-ebook	2,717					2,717	26,090	15,306	70%
** -Digital Magazine	502								
Teen	3,567	172	1,054	58	263	5,114	57,593	65,203	-12%
Juvenile	13,432	1,163	7,365	336	939	23,235	289,542	277,959	4%
Total	**43,690**	**2,850**	**18,445**	**905**	**3,521**	**69,411**	**799,386**	**794,258**	1%
AUDIO-VISUAL									
Audiobook									
-CD	2,036	122	1,212	11	160	3,541	42,044	44,694	-6%
-Digital Download	884					884	8,118	6,510	25%
Music									
-CD	5,770	305	981	258	305	7,619	93,969	93,760	0%
** -Digital Download	699								
Video									
-DVD	32,059	3,091	7,811	3,307	6,371	52,639	649,378	529,668	23%
Total Non-Print Material	**41,448**	**3,518**	**10,004**	**3,576**	**6,836**	**65,382**	**794,036**	**674,632**	18%
Total Circulation	**85,138**	**6,368**	**28,449**	**4,481**	**10,357**	**134,793**	**1,593,422**	**1,468,890**	8%
Computer Usage									
*Onsite Computer Use	7,959	667	1,191	720	774	11,311	133,458	172,227	-23%
Computer Usage Remote						2,931,926	30,789,480	26,173,442	18%
Wireless Internet	1,893	144	405	231	200	2,873	32,312	25,981	24%
Database Statistics									
Database Sessions	1,453					1,453	14,667	13,893	6%
Database Searches	38,686					38,686	480,183	378,995	27%
Total Registrations	954	36	202	44	58	1,294	11,450	8,604	33%

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

**** New Statistics 4/2013**

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
May 31, 2013

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
Programs/Tours									
In-House									
Adult Events	15	1	3	6	1	26	250	226	11%
Attendance	356	13	73	26	11	479	4,887	6,134	-20%
Teen Events	6	1	3	2	1	13	108	86	26%
Attendance	240	11	72	24	4	351	3,292	1,915	72%
Juvenile Events	29	7	22	8	3	69	778	688	13%
Attendance	922	413	474	111	46	1,966	24,748	22,241	11%
Outreach									
Adult Events	5	0	1	0	0	6	24	9	167%
Attendance	340	0	25	0	0	365	2,567	1,438	79%
Teen Events	4	0	0	0	0	4	9	7	29%
Attendance	1,064	0	0	0	0	1,064	2,208	1,054	109%
Juvenile Events	4	2	0	8	0	14	131	93	41%
Attendance	2,172	29	0	130	0	2,331	8,229	7,910	4%
Total Events	**63**	**11**	**29**	**24**	**5**	**132**	**1,300**	**1,109**	17%
Total Attendance	**5,094**	**466**	**644**	**291**	**61**	**6,556**	**45,931**	**40,692**	13%
Law Library									
Visitors	215						**2,692**		
Phone Calls	86						**1,147**		
Questions Answered	298						**3,863**		

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

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