



Kalamazoo
Public Library

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KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES

PUBLIC MEETING AGENDA

OSHTEMO BRANCH LIBRARY

7265 West Main Street, Kalamazoo, MI 49009

July 22, 2013, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. [Minutes of the Meeting of June 24, 2013](#)
 - B. [Personnel Items](#)
- IV. FINANCIAL REPORT
 - A. [Financial Reports for the Period Ending June 30, 2013](#)
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. [Law Library Contract with Kalamazoo County](#)
 - B. [Organizational Chart](#)
 - Reports
 - C. [Fourth Quarter Strategic Planning Statistics and Three Year Summary of Plan](#)
 - D. [Action Plan and Organizational Competencies for 2013-2014](#)
 - E. [Legislative Update—Diane Schiller](#)
- VI. COMMITTEE REPORTS
 - A. [Finance and Budget Committee](#)
 - B. [Personnel Committee](#)
 - C. [Fund Development Committee](#)
 - D. [Director’s Building Advisory Committee](#)
- VII. OTHER BUSINESS
 - A. [Open Discussion about May 2014 Millage](#)
 - B. [Director's Report](#)
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION (if needed)
- XI. ADJOURNMENT

Following adjournment of the meeting, the Board members will tour the Oshtemo discharging area and learn about the new LEAN initiatives being implemented in this space.

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC HEARING AND PUBLIC MEETING
Date: June 24, 2013
Time: 4:00
Location: Central Library Board Room

TRUSTEE ROLL CALL:

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

Absent: Fenner Brown and Bruce Caple

PUBLIC HEARING:

Approximately 3:57 p.m., the fire alarm at Central Library was triggered requiring evacuation of the building. The Public Hearing commenced after Board members, staff, and visitors were able to return to the meeting. President TenBrink called the Public Hearing to order at 4:08 p.m. regarding the proposed Preliminary Budget for 2013/2014. She invited audience members to speak regarding this budget. The president closed the public hearing at 4:09 p.m. after it was determined no one was present who wished to address the Board on this subject.

CALL TO ORDER:

President TenBrink called the meeting to order at 4:09 p.m. President TenBrink appointed Trustee L. Godfrey as acting secretary for the June 24th, 2013 meeting.

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

Discussion: Director Rohrbaugh said this resolution would approve the preliminary budget for the 2013-2014 fiscal year and authorize the millage levy. She reminded the Board that the Finance and Budget Committee had twice met to consider the budget prior to the Board meeting.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE RESOLUTION APPROVING THE GENERAL OPERATING FUND – PRELIMINARY BUDGET FY 2013-2014 AND AUTHORIZE THAT 3.9583 MILLS BE LEVIED FOR LIBRARY OPERATIONS FOR 2013-2014.

Roll Call Vote: C. TenBrink—yes; J. VanderRoest—yes; R. Brown—yes; V. Wright—yes; L. Godfrey —yes.

MOTION CARRIED 5-0.



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

- Director Rohrbaugh mentioned a correction to the minutes from the Board Meeting of April 22, 2013 that had occurred following the dispersal of the Board packet. On page 90, section X. Adjournment, “President TenBrink” was changed to “Vice President Wright”. The edited minutes were accepted.

B. Personnel Items

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

IV. FINANCIAL REPORT

A. Financial Reports for the Month Ending May 31, 2013

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

Discussion: Director Rohrbaugh highlighted the changes in Messa health insurance for employees as well as changes to the administrative and accounting services of KPL’s 403B Plan.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MAY 31, 2013.

MOTION CARRIED 5-0.



V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Strategic Plan

Recommendation: Director Rohrbaugh recommended the Board approve the strategic priorities, goals, and objectives for the three years, July 2013-June 2016.

Executive Summary: In winter/spring 2010, the library 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.

Early in 2013, the library began deliberating in departmental meetings, Management Team meetings, and with trustees at the April board meeting about priorities for the next three-year cycle. The library 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 no group was looking for a major redirection of the library but rather some relatively minor tweaking of the current priorities.

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

- Dropped the priority “build successful enterprises”. This original priority focused on the ONEplace@kpl which was newly launched at that time but is now an ongoing service.
- Added “digital opportunities” to priority #1 and the accompanying goals to recognize the evolving digital world.
- Added “creating experiences” to the “stimulate imagination” priority for children, tweens, and teens.
- The description of priority #2 was revised to reflect the objectives.
- Priority #4 was expanded 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, the library will plan surveys that will vary from year to year depending upon services and the information the library would like to collect; the library wants the flexibility of changing the questions rather than continue to repeat the same surveys each year.

Discussion: Director Rohrbaugh said the plan had been discussed at length throughout the library in department meetings, Management Team meetings and a Board meeting, and has had input from the results of the survey conducted by the Kercher Center. These discussions concluded that neither the community, staff at the library or the Board were feeling a major redirection of the priorities was necessary. She said the recommendation for the new Strategic Plan represented some minor changes to the plan of the previous three years. Director Rohrbaugh explained with approval of the plan, the Action Plan and Organizational Competencies that support the objectives in the Strategic Plan would be brought to the July Board meeting.

MOTION: V. WRIGHT MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE STRATEGIC PRIORITIES, GOALS, AND OBJECTIVES FOR THE THREE YEARS, JULY 2013-JUNE 2016.

MOTION CARRIED 5-0. 

B. Budget Reserves Transfer

Recommendation: Director Rohrbaugh recommended the Board approve 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 would total \$176,397 and 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 followed 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% totaled \$138,825, as compared to the \$112,000 original estimate. Much of the additional cost, although certainly not all, was attributed to the complications of a renovation project rather than new construction. Quotes received for furniture and shelving reconfiguration also exceeded initial estimates and requires 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 was shared with the Budget and Finance Committee.

Discussion: Director Rohrbaugh said both this recommendation and the recommendation to follow had been discussed with the Building Committee but there hadn't been time to convene a Finance and Budget Committee to review this Budget Reserves Transfer recommendation. The recommendation was shared with the Board Treasurer, J. VanderRoest, and shared electronically with the other members of the committee, F. Brown and B. Caple. Director Rohrbaugh said she felt comfortable recommending the transfer of these funds since they had been set aside for the 2012-2013 fiscal year which the library was now in the last week of.

The transfer of these funds would bring the combined budget for the project to \$176,397 and would include construction, architectural and engineering, and shelving costs. She reiterated that some furniture may be delayed until later as the budget allowed.

L. Godfrey asked about delaying furniture purchases. Director Rohrbaugh said one piece of furniture that may be delayed would be the Local History desk. The library would move the current desk once the Local History Room and Tech Center had been combined and purchase the new desk at a later date. Another item that may be held, Director Rohrbaugh explained, was the shelf for the microfilm readers. No construction will be held until a later date but only things that could be done relatively easy as standalone projects in the future.

L. Godfrey asked what the total price tag of the project was. Director Rohrbaugh said it was just under \$200,000. She explained she may return to the Board at a later date with a recommendation to use more money from the Local History Fund at the Kalamazoo Community Foundation for furniture purchases that had to be delayed. Another option would be to wait until after the audit had been completed. J. VanderRoest said the Building Committee had discussed that there may be more money to allocate to the project once the audit had been completed. L. Godfrey asked if the Tech Center Desk was being repurposed. Director Rohrbaugh said it was not.

Director Rohrbaugh named the furniture that would continue to be purchased with the current budget: shelving for the rotunda, periodical shelving, and furniture for the activity room. She said the library may wait to purchase the wedged pieces of shelving that were going to be used in the Children’s Room or contact local vendors to see if someone may be able to make them for a cheaper price.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE TRANSFER OF \$30,000 OF BUDGETED UNALLOCATED RESERVES FROM THE FURNITURE AND EQUIPMENT AND BUILDING CATEGORIES OF THE CAPITAL IMPROVEMENT PLAN TO THE YOUTH AND LOCAL HISTORY RENOVATION COMBINED PROJECT BUDGET.

MOTION CARRIED 5-0. 

C. Award of Contract for Building Project

Recommendation: Director Rohrbaugh recommended 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, were 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 purchases may be delayed until later in the year or even next year.

This recommendation was reviewed and supported by the Building Committee.

Discussion: Director Rohrbaugh said the adjusted bid did not include some of the alternates that she had mentioned in the previous recommendation or some of the value engineered options that will result in further cost savings. She explained the exact amount of the bid was still to be determined following the completion of the value engineering however she assured the Board the final cost would be in the ballpark of \$91,300.

J. VanderRoest asked about the final sentence in the second paragraph of the executive summary wondering how long some furniture purchases could be delayed. Director Rohrbaugh explained some furniture purchases could be delayed until the fiscal year 2014-2015. L. Godfrey asked why this sentence was included in this recommendation since purchasing furniture was not part of the work Miller Davis would do. J. VanderRoest suggested the sentence be deleted from the recommendation.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO DELETE THE SENTENCE "SOME FURNITURE PURCHASES MAY BE DELAYED UNTIL LATER IN THE YEAR OR EVEN NEXT YEAR" FROM THE AWARD OF CONTRACT FOR BUILDING PROJECT RECOMMENDATION.

MOTION CARRIED 5-0.



MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO AWARD THE CONTRACT FOR THE YOUTH AND LOCAL HISTORY RENOVATION TO MILLER-DAVIS COMPANY.

MOTION CARRIED 5-0.



REPORTS:

D. Director's Goals

Report: Director Rohrbaugh said this report followed the pattern of previous years highlighting goals she anticipated taking the lead on throughout the year with the help of other staff at the library. She said the goals supported the Strategic Plan and would make for a full year.

Discussion: J. VanderRoest said he was happy to see item eight on the list but hoped the process of revising the mission statement would be different than the last time this task was undertaken. Director Rohrbaugh said she was aware the mission statement was not aligned with the Strategic Plan and that it was not considered when the Strategic Plan was developed. L. Godfrey remembered that the idea to revise the mission statement came up during the initial strategic planning sessions in 2010 but the decision was made not to revise it at that time.

J. VanderRoest asked if the Digital Lab would be tailored towards teens and youth. Director Rohrbaugh said it would be used by all ages of patrons. J. VanderRoest asked where the Digital Lab would be located. Director Rohrbaugh said it would be in the prior computer lab. She explained the Digital Lab would have limited hours with no full time computer trainer in the room as there was in the past. L. Godfrey asked if the library would purchase a 3D printer. Director Rohrbaugh said a 3D printer was not in the current plans.

J. VanderRoest asked for more specific information about number nine. Director Rohrbaugh said there had been much conversation in the library world about e-cigarettes. She explained some libraries allowed them and others did not. KPL does not want to allow them in the facilities but the Rules of Behavior do not cover them. Director Rohrbaugh explained the library prohibited tobacco products but e-cigarettes did not have tobacco. She said it was decided that instead of bringing a recommendation to the Board to change this one item, the Rules of Behavior should be fully reviewed since it had been a number of years since they had been edited. R. Brown said e-cigarettes were essentially a drug delivery system. J. VanderRoest said if the library banned drug delivery systems, this would have an effect on insulin dependent diabetics. R. Brown said the rule would also prohibit nicotine patches.

Disposition: Board members thanked Director Rohrbaugh for her report.

E. Michigan Legal Help Website – Caitlin Hoag

Report: Director Rohrbaugh introduced C. Hoag. C. Hoag told Board members she would be talking to them about MichiganLegalHelp.org a new website funded by the State Bar of Michigan Association. She gave Board members a handout about the website explaining that the courts throughout the state had noticed a rise in the number of people representing themselves in court since the recession. Justice Marilyn Kelly had set up a task force of attorneys, legal help organizations, and librarians to create a website that would provide up-to-date, accurate information for people representing themselves in court. She said a lot of time and money were wasted when people were coming to court ill-prepared with incorrect information and paperwork. The task force developed MichiganLegalHelp.org as a place to provide basic legal information. After the website was developed, a group of librarians, including C. Hoag, travelled around the state offering training on the website for other public librarians.

C. Hoag reiterated the website provided information on non-complex, common issues like divorces, custody issues, garnishment and landlord-tenant issues. She said everything on the website was written at a 6th grade reading level and in addition to the self-help guides and court forms the website also provided information on attorneys and legal help centers. In addition to the website, four legal help centers were setup throughout the state with staff trained to walk people through the website. C. Hoag explained the way the website was set up, showing Board members where to find frequently asked questions, local attorney information, and community resources, and demonstrated how the automated interview process worked for court forms through LawHelpInteractive.org.

Discussion: President TenBrink asked who updated the website. C. Hoag said the website was managed by the Michigan Poverty Law Program. President TenBrink asked about the availability of the site. C. Hoag explained it was available to everyone and not tied to any specific library services. President TenBrink asked if the library had marketing information to distribute to patrons. C. Hoag said they had little cards in the Law Library approximately the size of a business card to handout to patrons. J. VanderRoest said the website may put some of the document preparation services out of business. C. Hoag said she had had experiences with patrons who had acquired documents from document preparation services and ended up at the Law Library after finding out they had the incorrect forms once they had gotten to court. L. Godfrey said this was why the interview process was so important.

Disposition: Board members thanked C. Hoag for her presentation.

F. Legislative Report – Diane Schiller

Report: D. Schiller said she had no Legislative Report because the legislature was on summer break.

VI. COMMITTEE REPORTS

*A. Finance and Budget Committee—*J. VanderRoest said the committee had met a number of times to discuss the preliminary budget and had received communication about the recommendation to transfer reserves for the building project earlier in the month.

- B. *Personnel Committee*—V. Wright said the board would be holding an executive session later in the meeting to discuss the director’s annual review.
- C. *Fund Development and Allocations Committee*—no meeting.
- D. *Director’s Building Advisory Committee*—Director Rohrbaugh said the committee met to review the contract with Miller-Davis Company.

VII. OTHER BUSINESS

A. *Director’s Report*

Report: Director Rohrbaugh told Board members that an item not in the Director’s Report was that the July Board meeting would be held at the Oshtemo Branch on June 22nd. Next she highlighted item two saying she had been in contact with the county and hoped to have a recommendation to bring to the Board for the July meeting for the renewal of the Law Library contract. L. Godfrey asked if the new contract would include another renewal period. Director Rohrbaugh said she hoped the contract would last for another five years and if the library wanted to continue to have the Law Library once this contract was close to expiring the county and KPL would start anew. Director Rohrbaugh also mentioned item seven and Party in the Park. She talked about the Summer Reading Games items such as June Jubilee saying sign-ups for Summer Reading Games had been very strong so far this year.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

Ayshhyah Khazad, 710 Collins St., Apt. 1202, said he had heard through M. Cockrell that his idea to have computers set aside in the Children’s Room for parents with squalling children had not been implemented. He explained he thought having computers for these patrons could solve a lot of the noise issues at Central Library and wondered why the solution had not been implemented. He explained he understood the library wanted to encourage parents to come to the library with their children but when the other patrons were being disturbed it would be nice to have an option for dealing with the crying children.

Director Rohrbaugh asked A. Khazad if he had received her letter explaining why the committee that had explored this option had made the decision to not implement it. A. Khazad said he had not received the letter and Director Rohrbaugh said she would send him another copy. A. Khazad said he understood that historically libraries had been quiet places and he would like to see this continue. Director Rohrbaugh said the library would send another copy of the letter to A. Khazad as well as a copy of the letter to all trustees.

IX. COMMENTS BY TRUSTEES

- R. Brown said he was impressed with the evacuation procedure at the library prior to the meeting when the fire alarm was pulled.
- J. VanderRoest said he really enjoyed the Party in the Park and this year had found a book he could read over and over again. He said he knew from conversations with people who brought their children to the event it was hugely appreciated among members of the community.
- President TenBrink said she hadn’t been able to attend the Party in the Park this year but had participated in previous years and heard similar comments from community members. She said she stopped by the June Jubilee celebration and thought it was a

great idea to have computers at the celebration to sign patrons up for Summer Reading Games.

X. EXECUTIVE SESSION

President TenBrink asked for a motion to move to an executive session to discuss the director's annual review.

MOTION:

L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO MOVE INTO AN EXECUTIVE SESSION TO DISCUSS THE DIRECTOR'S ANNUAL REVIEW.

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

MOTION CARRIED 5-0. 

Trustees moved to an executive session at 5:04 p.m.

MOTION:

L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO RETURN TO OPEN SESSION FOR CONSIDERATION OF THE DIRECTOR'S CONTRACT.

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

MOTION CARRIED 5-0. 

Trustees moved to open session at 5:31 p.m.

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

Recommendation: The Personnel Committee recommended the director's total compensation package be adjusted as follows:

1. 3% increase to salary
2. \$600 to salary that was deferred to MERS HCSP through the newly modified participation agreement for mandatory employee contribution to HCSP in last year's compensation to be permanently included in Director Rohrbaugh's yearly salary

The committee also recommended the director's three year contract be rolled over for another year and updated as it applied to the upcoming fiscal year.

MOTION: R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ADJUST THE DIRECTOR'S TOTAL COMPENSATION AS STATED AND ROLL OVER THE CONTRACT FOR ANOTHER YEAR.

MOTION CARRIED 5-0. 

XII. OPEN DISCUSSION

The Board had a brief open discussion about attendance at Board meetings.

XIII. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:45 p.m.

X _____
Fenner Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: July 22, 2013

Increase in FTE

The Supervisory-Technical 2 FTE .75 position currently held by **Adam McFarlin** was increased to FTE 1.0 effective July 1, 2013. This increase was approved by ONEplace funders to support the addition of a board training program which will no longer be provided by Volunteer Kalamazoo.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
June 30, 2013**

DATE: July 22, 2013

RECOMMENDATION:

I recommend the Board accept the Financial Reports for the month ending June 30, 2013.

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim VanderRoest, Treasurer

July 15, 2013
Kalamazoo Public Library
Internal Financial Statements
For the month ending June 30, 2013

The internal financial statements presented for June 30th do not yet represent the final fiscal year 2012-2013 results of operations. Both revenue and expenditure items remain to be recognized and adjusted, however, most significant financial transactions known to-date have been recognized. Overall, revenue will remain very near the Close Estimate Budget Revision projections while expenditures will fall below budget. The library's cash position as of June 30th remains strong with sufficient pooled cash reserves to fund library operations through until the new tax collection year beginning December 1.

Governmental Cash Investment Report
Sources and Uses of Funds
Electronic Transfers

Cash and investments in the general pooled funds totaled \$7,856,057 as of June 30th, with FDIC insured balances totaling nearly \$5,050,000, representing approximately 64% of the total funds held in four financial institutions. Interest rate earnings continue to be extremely low, with the exception being two rising rate CD's held at First National Bank of Michigan currently at the second of three interest earning cycles of 6 months earning .5% and maturing September 22nd.

Sources and Uses of Funds and Electronic Transfers for the month of June represented normal end-of-year activity with \$126,678 in prepaid expenditures including the July MESSA invoice of \$85,177.

General Fund Revenue and Expenditure Summary

Revenue items yet to be adjusted or recognized include the 4th quarter District Court Penal Fine installment and adjustments to Property Tax recognitions for current year tax receipts and delinquencies. Based upon current information the journal entries required for both will be partially offsetting with the net result to total revenue of the adjustments making no significant change to the total revenue already recognized. Revenue is anticipated to be nominally under budget for the year.

Expenditures compared to the adjusted Closed Estimate Budget Revision are an overall 92.2% of budget with a current variance of \$808,466 for the year for expenditures recognized to date. The overall variance to the budget of \$704,651 is slightly higher than anticipated but should fall below \$700,000 when all year-end adjustments are complete.

Capital Improvement Plan

Fiscal year 2013 expenditures and open purchase orders total \$335,566, with \$17,349 expended during the month of June. The budgets presented reflect all adjustments approved as of the end of the fiscal year. Of the total ending fund balance of \$1,664,302, \$993,010 remains unbudgeted for future projects.

Other Gifts Revenue and Expenditure Summary

As approved at the June board meeting, the \$7,000 in gifts received for the Local History Room in project 303, received from the Patton's and an anonymous donor, has been transferred to the Capital Improvement Fund to consolidate the budgets for the Youth/Local History Renovation Project. Other activity during the month of June included \$808 in ONEPlace programming in project 307 and multiple smaller expenditures for Friends Mini-Grants.

Endowment Fund

Balances presented are through May 31st with the June activity to be recognized through adjusting journal entries later this month. The total fair market value of the endowment portfolio totaled \$3,430,249 as of May 31st representing a year-to-date change of \$383,953 including \$392,911 in market appreciation and a withdrawal of \$35,000 earlier this year.

During the month of May, multiple trades of stock were recorded to rebalance the fund. As of the end of May the portfolio was rebalanced to stock values of approximately 50%, fixed income of 35%, and cash of 15%. A second transfer from the Endowment for the purpose of funding the Youth/Local History Renovation project as approved earlier this year will be requested in the amount of \$66,536.

Kalamazoo Public Library

Combined Balance Sheet

As of June 30, 2013

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	\$90,524.31	\$1,691,139.59	\$0.00	\$100,483.15	\$0.00
Investments	\$6,068,439.64	\$0.00	\$30,586.36	\$49,558.29	\$3,430,249.43
Total Cash & Equivalents	\$6,158,963.95	\$1,691,139.59	\$30,586.36	\$150,041.44	\$3,430,249.43
Accounts Receivable					
Accounts Receivable	\$17,531.43	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$17,531.43	\$0.00	\$0.00	\$0.00	\$0.00
Taxes Receivable					
Taxes Receivable	\$77,897.89	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$77,897.89	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets					
Other Assets	\$223,081.28	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$223,081.28	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$6,477,474.55	\$1,691,139.59	\$30,586.36	\$150,041.44	\$3,430,249.43
Liabilities					
Current Liabilities					
Accounts Payable	\$186,428.30	\$323.00	\$0.00	\$0.00	\$0.00
Salaries Payable	\$33,818.29	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$23,137.18	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$243,383.77	\$323.00	\$0.00	\$0.00	\$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	\$275,522.86	\$323.00	\$0.00	\$0.00	\$0.00
Net Assets					
Fund Balance					
Fund Balance	\$6,201,951.69	\$1,690,816.59	\$30,586.36	\$150,041.44	\$3,430,249.43
Total Fund Balance	\$6,201,951.69	\$1,690,816.59	\$30,586.36	\$150,041.44	\$3,430,249.43
Total Fund Balance	\$6,201,951.69	\$1,690,816.59	\$30,586.36	\$150,041.44	\$3,430,249.43
Total Liabilities + Fund Balance	\$6,477,474.55	\$1,691,139.59	\$30,586.36	\$150,041.44	\$3,430,249.43

**Kalamazoo Public Library
Governmental Cash Investment Report
As of June 30, 2013**

<u>Investment Accounts</u>	<u>\$</u>	<u>Notes</u>
General Pooled Funds		
Fifth Third Bank General Check/Payroll Checking	\$ 717,292.30	Sweep (Treasury/Agency) Account
First National Bank - Interest bearing	\$ 1,081,866.96	Checking
 <u>Treasury & Money Market Funds</u>		
Huntington Nat'l - Premier Public Funds	\$ 14,422.59	Liquid, PA 20 money market
Flagstar Bank - Public Funds	\$ 32,216.82	Liquid, PA 20 money market
Flagstar Bank - Interest bearing	\$ 318,915.59	Liquid, PA 20 interest bearing
First National Bank - MM	\$ 47,207.82	Liquid, PA 20 money market
First National Bank-ICS	\$ 3,521,351.61	Liquid, PA 20 insured cash sweep
Huntington Capital AIM Treasury	\$ 9,736.53	Gov't Agency Investment
 <u>Certificates of Deposit (maturity date order)</u>		
First National Bank	\$ 304,568.63	6 month @ .50% Matures 9/22/2013
First National Bank	\$ 304,560.29	6 month @ .50% Matures 9/24/2013
Flagstar CDARS	\$ 503,648.44	13 weeks @ .10% Matures 7/18/2013
Flagstar CDARS	\$ 500,108.84	26 weeks @ .15% Matures 11/07/2013
Flagstar CDARS	\$ 500,108.84	26 weeks @ .15% Matures 11/07/2013
 <u>Government Issues</u>		
Fifth Third Securities, money market cash	\$ 52.43	Liquid, overnight yields
 Total Investments General Pooled Funds	 \$ 7,856,057.69	
 <u>Other non-interest bearing cash accounts</u>		
Fifth Third Bank Arcadia Checking	\$ 3,547.46	Employee Section 125 Program
Paypal deposit account	\$ 2,322.32	
Fifth Third Bank Public Transfers	\$ 26,477.05	
First National Bank Public Transfers	\$ 74,052.35	
Petty Cash/Midwest Bus Exch/To be deposited	\$ 9,793.89	
Total Cash & Investment Accounts	\$ 7,972,250.76	
 Debt Services Funds		
 <u>Investment Accounts</u>		
First National Bank	\$ 30,586.36	1996 Debt Service, PA 20 Money Market
 <u>Certificates of Deposit</u>		
None		
 Total Investments Debt Service Fund	 \$ 30,586.36	

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending June 30, 2013**

		June	
BEGINNING CASH BALANCE *		\$	8,723,747.83
* Including short-term investments			
 SOURCES OF CASH:			
Property Tax Receipts	\$	5,124	
IFT/CFT Taxes not in Levy/Pilots	\$	17,451	
State Aid	\$	-	
District Court Penal Fines/Law Library Revenue	\$	-	
Interest Income	\$	4,336	
Library Fines & Fees	\$	15,932	
Other Sources: Gifts, Grants, & Reimbursements	\$	11,832	
Other Gifts (Ready to Read, etc)	\$	170	
TOTAL SOURCES OF CASH		\$	54,845
 USES OF CASH:			
Salaries & Wages	\$	(390,513)	
Benefits	\$	(68,624)	
Materials	\$	(45,964)	
Supplies	\$	(21,618)	
Facilities	\$	(36,713)	
Technical Services	\$	(16,000)	
Purchased Services	\$	(2,331)	
Other	\$	(51,804)	
Capital Expenditures	\$	(46,097)	
Prepaid expenditures	\$	(126,678)	
Debt Service - transferred to reserve	\$	-	
TOTAL USES OF CASH		\$	(806,343)
 ENDING CASH		 \$	 7,972,251
 <u>Pooled Cash & Investment Accounts</u>			
<u>Checking & other liquid accounts</u>			
Cash to be deposited			
Fifth Third General & Payroll Checking Accounts	\$	717,292.30	
First National NOW & ACH Transfer Accounts	\$	1,155,919.31	
Fifth Third Arcadia Admin & Transfers Accounts	\$	30,024.51	
Petty Cash/Midwest Business Exchange Account/Paypal	\$	12,116.21	
Pooled Cash Accounts	\$	1,915,352.33	
 <u>Pooled Investments</u>			
Fifth Third Bank, Fifth Third Securities, CD's	\$	52.43	
Flagstar Bank MM & CD's	\$	1,854,998.53	
Huntington Aim Treasury, MM & CD's	\$	24,159.12	
First National Bank MM, ICS Savings, & CD's	\$	4,177,688.35	
Pooled Investment Accounts	\$	6,056,898.43	
Total Pooled Cash & Investments		\$	7,972,251

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

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
6/1/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,653.17)
6/5/2013	MPERS Contributions	First National Transfer	MI Public School Employees Retire Sys.	\$ (26,908.61)
6/5/2013	MERS Contribution	First National Transfer	Municipal Employees Retirement Sys.	\$ (22,413.21)
6/6/2013	MERS HCSP	5/3 ACH Transfer	MERS HCSP Employee Accounts	\$ (998.56)
6/6/2013	403B Employee Contributions	5/3 ACH Transfer	MEBS Employee Accounts	\$ (6,025.87)
6/11/2013	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,493.80)
6/12/2013	Transfer to ACH Acct	5/3 General Check		\$ (10,000.00)
6/12/2013	Transfer from General Checking		5/3 ACH Transfer Account	\$ 10,000.00
6/14/2013	Payroll June 14, 2013	5/3 Payroll Check	Employee Accounts	\$ (118,824.48)
6/14/2013	KPLA/KPLSP Union Dues	5/3 General Check	Union Treasurers	\$ (2,200.63)
6/14/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
6/14/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,006.77)
6/14/2013	Employee HSA Fifth Third	5/3 General Check	Fifth Third Employee Accounts	\$ (779.00)
6/14/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,533.17)
6/24/2013	MERS HCSP	5/3 ACH Transfer	MERS HCSP Employee Accounts	\$ (998.56)
6/24/2013	403B Employee Contributions	5/3 ACH Transfer	MEBS Employee Accounts	\$ 6,605.24
6/25/2013	Transfer to ACH Acct	5/3 General Check		\$ (10,000.00)
6/25/2013	Transfer from General Checking		5/3 ACH Transfer Account	\$ 10,000.00
6/28/2013	Payroll June 28, 2013	5/3 Payroll Check	Employee Accounts	\$ (116,557.87)
6/28/2013	KPLA/KPLSP Union Dues	5/3 General Check	Union Treasurers	\$ (2,200.63)
6/28/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
6/28/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,148.99)
Total Transfer Transactions				\$ (405,349.84)

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
Through June 30, 2013

	June	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$0.00	\$0.00	\$10,351,857.00	\$10,391,857.00	(\$40,000.00)	(0.4%)
Other Taxes	\$17,451.16	\$0.00	\$132,983.92	\$127,665.00	\$5,318.92	4.2%
Fines and Fees	\$15,931.60	\$0.00	\$181,721.92	\$162,280.00	\$19,441.92	12.0%
Other Revenue	\$12,713.25	\$0.00	\$323,947.11	\$427,410.00	(\$103,462.89)	(24.2%)
Local Support	(\$881.10)	\$0.00	\$239,288.90	\$233,275.00	\$6,013.90	2.6%
Interest Income	\$4,335.99	\$0.00	\$14,610.24	\$10,000.00	\$4,610.24	46.1%
Other	\$0.00	\$0.00	\$4,120.00	\$0.00	(\$4,120.00)	0.0%
Total Revenue	\$49,550.90	\$0.00	\$11,248,529.09	\$11,352,487.00	(\$103,957.91)	(0.9%)
Expenditures						
Salaries						
Administrator Salaries	\$52,102.09	\$0.00	\$630,366.58	\$630,375.00	\$8.42	100.0%
Librarian Salaries	\$97,696.26	\$0.00	\$1,179,494.41	\$1,179,785.00	\$290.59	100.0%
Supervisory Technical Salaries	\$56,415.42	\$0.00	\$689,582.51	\$694,910.00	\$5,327.49	99.2%
Library Assistant Salaries	\$121,745.19	\$0.00	\$1,507,394.80	\$1,536,125.00	\$28,730.20	98.1%
Hourly Staff	\$72,770.99	\$0.00	\$566,234.07	\$641,075.00	\$74,840.93	88.3%
Substitute Salaries	\$8,732.83	\$0.00	\$59,234.91	\$81,200.00	\$21,965.09	72.9%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$409,462.78	\$0.00	\$4,632,307.28	\$4,763,470.00	\$131,162.72	97.2%
Benefits						
Employee Insurance	\$77,940.92	\$0.00	\$945,187.76	\$1,013,160.00	\$67,972.24	93.3%
Retirement	\$46,044.93	\$0.00	\$556,837.39	\$610,320.00	\$53,482.61	91.2%
Employer FICA-Medicare	\$31,132.42	\$0.00	\$352,076.40	\$371,525.00	\$19,448.60	94.8%
Other Benefits	\$2,836.00	\$0.00	\$59,274.84	\$74,140.00	\$14,865.16	79.9%
Total	\$157,954.27	\$0.00	\$1,913,376.39	\$2,069,145.00	\$155,768.61	92.5%
Materials						
Adult Books	\$64,952.88	\$0.00	\$440,536.84	\$471,750.00	\$31,213.16	93.4%
Juvenile Books	\$18,793.52	\$0.00	\$90,112.75	\$93,850.00	\$3,737.25	96.0%
Periodicals	\$2,825.36	\$0.00	\$63,276.10	\$63,660.00	\$383.90	99.4%
Audio-Visual Material	\$29,143.29	\$0.00	\$270,980.39	\$302,300.00	\$31,319.61	89.6%
Digital Materials	\$9,024.86	\$0.00	\$160,895.22	\$155,620.00	(\$5,275.22)	103.4%
Total	\$124,739.91	\$0.00	\$1,025,801.30	\$1,087,180.00	\$61,378.70	94.4%
Facilities						
Fuel	\$1,724.93	\$0.00	\$43,197.90	\$67,700.00	\$24,502.10	63.8%
Electricity	\$21,718.81	\$0.00	\$165,701.59	\$182,900.00	\$17,198.41	90.6%
Water	\$370.98	\$0.00	\$4,124.78	\$5,650.00	\$1,525.22	73.0%
Custodial Supplies	\$15,938.03	\$0.00	\$54,552.24	\$66,045.00	\$11,492.76	82.6%
Grounds Maintenance	\$6,009.72	\$0.00	\$29,035.08	\$36,005.00	\$6,969.92	80.6%
Building Repair	\$5,579.50	\$0.00	\$67,629.00	\$84,690.00	\$17,061.00	79.9%
Building Operations	\$7,157.46	\$3,911.00	\$105,148.98	\$115,240.00	\$10,091.02	91.2%
Total	\$58,499.43	\$3,911.00	\$469,389.57	\$558,230.00	\$88,840.43	84.1%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
Through June 30, 2013

	June	Encumbrance	Year to Date	Budget	Variance	% Complete
Supplies						
Office Supplies	\$4,620.33	\$0.00	\$38,961.80	\$53,000.00	\$14,038.20	73.5%
Marketing Supplies	\$5,707.07	\$0.00	\$21,923.39	\$22,100.00	\$176.61	99.2%
Postage & Freight	\$1,660.05	\$0.00	\$43,848.02	\$46,250.00	\$2,401.98	94.8%
Processing Supplies	\$8,887.65	\$17,681.96	\$72,382.12	\$72,400.00	\$17.88	100.0%
Departmental Purchases	\$5,455.97	\$75.00	\$33,009.54	\$64,080.00	\$31,070.46	51.5%
Total	\$26,331.07	\$17,756.96	\$210,124.87	\$257,830.00	\$47,705.13	81.5%
Technical Services						
F&E Repair & Maintenance	\$3,633.09	\$0.00	\$47,613.27	\$70,920.00	\$23,306.73	67.1%
Telecommunications	\$9,020.77	\$0.00	\$74,802.46	\$87,360.00	\$12,557.54	85.6%
Software & Licensing	\$6,801.69	\$0.00	\$262,195.03	\$302,697.00	\$40,501.97	86.6%
Cataloging & Processing	\$5,889.10	\$2,431.76	\$62,817.00	\$64,890.00	\$2,073.00	96.8%
Total	\$25,344.65	\$2,431.76	\$447,427.76	\$525,867.00	\$78,439.24	85.1%
Purchased Services						
Security	\$15,165.74	\$0.00	\$101,912.52	\$113,471.00	\$11,558.48	89.8%
Insurance	\$1,461.00	\$0.00	\$78,265.79	\$80,500.00	\$2,234.21	97.2%
Legal Services	\$0.00	\$0.00	\$4,803.00	\$15,000.00	\$10,197.00	32.0%
Contracted Services	\$16,213.24	\$8,875.00	\$181,515.27	\$226,150.00	\$44,634.73	80.3%
Printing Services	\$7,011.62	\$0.00	\$81,386.31	\$85,000.00	\$3,613.69	95.7%
Advertising	\$3,910.70	\$0.00	\$56,367.67	\$62,000.00	\$5,632.33	90.9%
Total	\$43,762.30	\$8,875.00	\$504,250.56	\$582,121.00	\$77,870.44	86.6%
Other Expenditures						
Miscellaneous Operating	\$3,926.37	\$0.00	\$29,075.73	\$43,730.00	\$14,654.27	66.5%
Tax Charge Backs	\$20,615.13	\$0.00	\$123,884.64	\$173,000.00	\$49,115.36	71.6%
Travel & Conference-Director	\$188.48	\$0.00	\$846.71	\$4,000.00	\$3,153.29	21.2%
Travel & Conference	\$1,477.51	\$0.00	\$19,253.70	\$45,700.00	\$26,446.30	42.1%
Staff Development	\$553.30	\$0.00	\$10,585.25	\$31,770.00	\$21,184.75	33.3%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
Miscellaneous Disbursements	\$3,860.65	\$301.28	\$47,805.81	\$63,909.00	\$16,103.19	74.8%
Vehicle Maintenance	\$247.73	\$0.00	\$3,067.35	\$3,780.00	\$712.65	81.1%
Programming Expenditures	\$11,894.13	\$0.00	\$105,352.27	\$137,800.00	\$32,447.73	76.5%
Rent	\$0.00	\$0.00	\$30,616.72	\$31,100.00	\$483.28	98.4%
Total	\$42,763.30	\$301.28	\$370,488.18	\$537,789.00	\$167,300.82	68.9%
Total Expenditures	\$888,857.71	\$31,016.00	\$9,573,165.91	\$10,381,632.00	\$808,466.09	92.2%
Transfers						
Transfers from other funds	\$0.00	\$0.00	(\$5,782.33)	(\$5,638.53)	\$143.80	102.6%
Transfers to other funds	\$0.00	\$0.00	\$1,481,000.00	\$1,481,000.00	\$0.00	100.0%
Total Transfers to/from Other Funds	\$0.00	\$0.00	\$1,475,217.67	\$1,475,361.47	\$143.80	100.0%
BEGINNING FUND BALANCE	\$7,041,170.55	\$0.00	\$5,970,702.23	\$5,970,702.23	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$839,306.81)	(\$31,016.00)	\$200,145.51	(\$504,506.47)	\$704,651.98	(39.7%)
ENDING FUND BALANCE	\$6,201,863.74	(\$31,016.00)	\$6,170,847.74	\$5,466,195.76	\$704,651.98	112.9%

**Kalamazoo Public Library
Capital Improvement Plan
Through June 30, 2013**

	Actual	Encumbrance	Year to Date	Budget	Variance
Local Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Systems and Equipment	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Furniture & Equipment	\$7,807.00	\$0.00	\$43,798.69	\$346,830.00	\$303,031.31
Building Alterations	\$5,975.00	\$18,802.00	\$81,093.79	\$288,622.00	\$207,528.21
Computer & Electronics	\$3,567.82	\$7,712.46	\$202,951.89	\$317,464.00	\$114,512.11
RFID	\$0.00	\$0.00	\$7,721.55	\$34,628.00	\$26,906.45
Total Expenditures	\$17,349.82	\$26,514.46	\$335,565.92	\$999,858.00	\$664,292.08
Transfers In/(Out)	\$7,000.00	\$0.00	\$471,000.00	\$464,000.00	\$7,000.00
Total Transfers	\$7,000.00	\$0.00	\$471,000.00	\$464,000.00	\$7,000.00
BEGINNING FUND BALANCE	\$1,701,166.41	\$0.00	\$1,528,868.05	\$1,528,868.05	\$0.00
NET SURPLUS/(DEFICIT)	(\$10,349.82)	(\$26,514.46)	\$135,434.08	(\$535,858.00)	\$671,292.08
ENDING FUND BALANCE	\$1,690,816.59	(\$26,514.46)	\$1,664,302.13	\$993,010.05	\$671,292.08

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	\$145,706.00	\$0.00	\$159,501.00	100.00%
811	Carpet Master Plan/1st Renovation	\$124,044.00	\$24,932.00	\$99,112.00	79.90%
812	AV/Tech Center/Rotunda	\$5,733.00	\$5,276.88	\$456.12	7.96%
814	Chairs - Multiple Departments	\$1,747.00	\$2,069.99	(\$322.99)	(18.49%)
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	\$69,345.00	\$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	\$74,065.00	\$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	\$4,518.92	\$5,607.08	55.37%
837	Management Server Replacement 2013	\$12,000.00	\$0.00	\$12,000.00	100.00%
839	Envisionware	\$72,508.00	\$0.00	\$72,508.00	100.00%
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	\$7,966.46	\$4,298.54	35.05%
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%
870	2013 Renovations-Youth/History/Camp	\$176,397.00	\$5,000.00	\$171,397.00	97.17%
871	Eastwood Server Closet Adaptation	\$7,000.00	\$6,872.50	\$127.50	1.82%
		\$999,858.00	\$233,031.70	\$782,121.30	78.2%

**Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
Through June 30, 2013**

	June	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	\$170.00	\$0.00	\$32,459.56	\$24,000.00	(\$8,459.56)	135.2%
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Other	\$0.00	\$0.00	\$1,015.00	\$0.00	(\$1,015.00)	0.0%
Total Revenue	\$170.00	\$0.00	\$33,474.56	\$24,000.00	(\$9,474.56)	139.5%
Expenditures						
Salaries						
Librarian Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Hourly Staff	\$0.00	\$0.00	\$632.65	\$5,000.00	\$4,367.35	12.7%
Total	\$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	\$204.62	\$2,000.00	\$1,795.38	10.2%
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	\$8,980.62	\$29,500.00	\$20,519.38	30.4%
Supplies						
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Marketing Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Departmental Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Purchased Services						
Contracted Services	\$0.00	\$0.00	\$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	\$0.00	\$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	\$1,064.62	\$0.00	\$7,870.99	\$9,876.00	\$2,005.01	79.7%
Programming Expenditures	\$808.67	\$0.00	\$12,001.42	\$20,000.00	\$7,998.58	60.0%
Total	\$1,873.29	\$0.00	\$19,872.41	\$29,876.00	\$10,003.59	66.5%
Total	\$1,873.29	\$0.00	\$34,902.56	\$69,759.00	\$34,856.44	50.0%
Transfers						
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers to other funds	\$7,000.00	\$0.00	\$41,782.33	\$5,638.53	(\$36,143.80)	741.0%
Total Transfers	\$7,000.00	\$0.00	\$41,782.33	\$5,638.53	(\$36,143.80)	741.0%
BEGINNING FUND BALANCE	\$158,744.73	\$0.00	\$193,251.77	\$193,251.77	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$8,703.29)	\$0.00	(\$43,210.33)	(\$51,397.53)	(\$8,187.20)	84.1%
ENDING FUND BALANCE	\$150,041.44	\$0.00	\$150,041.44	\$141,854.24	(\$8,187.20)	105.8%

Project ID	Project Description	Beginning Balance	Net Change	Ending Balance
233	Ready to Read - Gifts	\$38,966.00	\$1,359.77	\$40,325.77
235	Ready to Read - Spelling Bee	\$26,489.19	\$6,680.35	\$33,169.54
301	Gifts & Memorials - Materials	\$3,021.99	\$40.38	\$3,062.37
303	History Room Gifts	\$13,491.18	(\$6,049.53)	\$7,441.65
304	Friedman Room Gift	\$5,638.53	(\$5,638.53)	\$0.00
307	ONEplace Nonprofit Services	\$22,310.57	(\$12,001.42)	\$10,309.15
308	Library Gifts	\$0.00	\$643.61	\$643.61
380	Scholarships/Administration Mini-Grants	\$524.80	\$350.00	\$874.80
381	Staff Appreciation Mini-Grant	\$201.14	(\$201.00)	\$0.14
382	Adult Services Mini-Grants	\$143.80	(\$143.80)	\$0.00
383	History Room Mini-Grant	\$500.00	\$0.00	\$500.00
387	Oshemo Mini-Grant	\$517.25	\$0.00	\$517.25
388	Powell Mini-Grant	\$1,082.01	\$300.00	\$1,382.01
389	Washington Square Mini-Grant	\$111.18	\$0.00	\$111.18
390	Teen Services Mini-Grant	\$700.00	\$0.00	\$700.00
391	Children's Mini-Grant	\$995.84	\$507.78	\$1,503.62
397	KCF - Local History and Community Information Agency	\$78,558.29	(\$29,000.00)	\$49,558.29
Totals:		\$193,251.77	(\$43,152.39)	\$150,099.38

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

	4/30/2013		%	5/31/2013		%
	<u>Cost</u>	<u>Market</u>	<u>Cost to</u>	<u>Cost</u>	<u>Market</u>	<u>Cost to</u>
	<u>Basis</u>	<u>Basis</u>	<u>Market</u>	<u>Basis</u>	<u>Basis</u>	<u>Market</u>
			<u>Increase</u>			<u>Increase</u>
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 290,728.76	\$ 290,728.76	0.0%	\$ 526,339.36	\$ 526,339.36	0.0%
Stocks	\$ 1,179,677.72	\$ 1,888,963.15	60.1%	\$ 1,046,517.09	\$ 1,701,521.82	62.6%
Fixed Income Investments	\$ 1,196,001.77	\$ 1,207,400.00	1.0%	\$ 1,196,001.77	\$ 1,202,388.25	0.5%
	\$ -	\$ -		\$ -	\$ -	
Total Value	\$ 2,666,408.25	\$ 3,387,091.91	27.0%	\$ 2,768,858.22	\$ 3,430,249.43	23.9%

Fund Balance

Assigned for Children's Endowment	\$ 16,786.65	\$ 17,034.61
Kalamazoo Public Library Endowment	\$ 3,370,305.26	\$ 3,413,214.82

Year to Date Revenue & Expenditures

Net Withdrawals/Deposits from/to Accou	\$ (34,713.75)	\$ (34,713.75)
Dividend and Interest Income	\$ 43,819.08	\$ 45,951.18
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ 351,871.24	\$ 392,911.06
Arcadia Investment Management Fee/Other	\$ (20,180.24)	\$ (20,194.64)
Net Change	\$ 340,796.33	\$ 383,953.85

Summary:

Multiple stock trades were accomplished during the month of May shifting the portfolio balancing for stocks to approximately 50%, fixed income securities to 35%, and cash to 15%.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Law Library Contract with Kalamazoo
County**

DATE: July 22, 2013

RECOMMENDATION:

I recommend board approval of the attached “Intergovernmental Contract Between the County of Kalamazoo and the Kalamazoo Public Library for the Maintenance and Display of the Kalamazoo County Law Library Collection” effective January 1, 2014 through December 31, 2018, with provision for two five-year renewals upon mutual written agreement.

EXECUTIVE SUMMARY:

Our first of two, five-year renewals for the contract with the county for the Law Library expires on December 31, 2013. The county and the library are in agreement to extend the contract with few changes:

- P. 2, Section 3, 1. – the payment will increase to a minimum of \$62,500. The original contract was \$45,000; the past year the amount was \$48,672 based on the formula outlined in this section. We requested “a minimum” due to the uncertainty of the county SEV.
- P. 3, Section 4, 2. – the Law Library is currently open 52 hours per week, the expiring contract requires 50. Although we have no plans at this time to reduce the hours, we asked the county for the flexibility of reducing to 40 if staff or financial limitations would occur. The county is agreeable to that change.
- The dates have been changed throughout the contract.

These changes have been reviewed and are supported by our previous Law Library Liaison Committee, Trustees Godfrey and VanderRoest. Upon approval of our board, the contract will go to the county commission in August, exact date not yet set. KPL staff will attend that meeting to provide a brief overview of the service and answer questions.

**INTERGOVERNMENTAL CONTRACT BETWEEN THE
COUNTY OF KALAMAZOO AND
THE KALAMAZOO PUBLIC LIBRARY FOR THE
MAINTENANCE AND DISPLAY OF THE KALAMAZOO
COUNTY LAW LIBRARY COLLECTION**

THIS CONTRACT is made on the ____ day of ~~November~~, *August 2005 2013*, between the County of Kalamazoo (COUNTY), and the Kalamazoo Public Library (LIBRARY).

SECTION 1. INTRODUCTION

WHEREAS, the COUNTY had maintained a Law Library in the County Court House for the benefit of the Public; and

WHEREAS, the COUNTY determined that the Public would benefit if the COUNTY expanded the operating hours of the County Law Library; and

WHEREAS, the LIBRARY had space available in its Central Library located at 315 South Rose Street, Kalamazoo, Michigan, after remodeling of that facility; and

WHEREAS, the LIBRARY desired to add the COUNTY Law Library materials to the LIBRARY'S collection; and

WHEREAS, the LIBRARY and the COUNTY entered into a contract on January 26, 1998, that transferred the COUNTY Law Library materials to the LIBRARY'S collection; and,

WHEREAS, this transfer has benefited the citizens of Kalamazoo County, the LIBRARY and the COUNTY and the LIBRARY and the COUNTY are interested in continuing their relationship; and

WHEREAS, Public Act No. 35 of 1953, as amended (being MCLA 124.1 et seq.) authorizes two municipal corporations such as the COUNTY and the LIBRARY to enter into an Intergovernmental Contract to jointly perform services,

NOW, THEREFORE, pursuant to the authority under Public Act No. 35 of 1953, and in consideration of the mutual covenants and promises contained in this CONTRACT, the parties agree as follows:

SECTION 2. DEFINITIONS

Unless the context in which the word is used in this CONTRACT clearly indicates otherwise:

Effective Date: means the effective date of this CONTRACT which is January 1, ~~2006~~ **2014**.

Law Library Area: an area in the lower level of the Central Library of approximately nine hundred (900) square feet of floor space which will contain a minimum of two thousand five hundred (2,500) lineal feet of shelf space for the Law Library Collection.

Law Library Collection: means all legal publications including, but not limited to, Horn Books, scholarly texts, periodicals, encyclopedia, Court decision reporters and legal digests, contained in the County Law Library on the Effective date of this CONTRACT.

Central Library: means the Central Library of the Kalamazoo Public Library located at 315 South Rose Street, Kalamazoo, Michigan 49007.

SECTION 3. THE COUNTY'S DUTIES

In consideration for the LIBRARY'S performance of its duties under this CONTRACT:

1. The COUNTY shall pay to the LIBRARY, on a quarterly basis, ~~forty-five thousand dollars (\$45,000.00)~~ **a minimum of Sixty-Two Thousand Five Hundred Dollars (\$62,500)** per year towards the costs the LIBRARY incurs in housing, maintaining, and operating the Law Library Collection. The LIBRARY must submit invoices to the COUNTY within thirty (30) days of the end of each quarter in order to receive payment. The COUNTY shall pay all appropriate invoices within thirty (30) days of receipt. Further, the amount of the annual payment shall increase during each subsequent Calendar year of this CONTRACT in direct proportion to the average of:
 - a.) the change in the Consumer Price Index for the United States as defined and officially reported by the United States Department of Labor or its successor agency; and
 - b.) the change in the Kalamazoo County Total SEV reported in the Kalamazoo County L-4028 Worksheet or its successor document.

2. The COUNTY shall designate a representative who will meet with the LIBRARY'S designated representative, on an annual basis, in order to determine if the COUNTY must increase the level of reimbursement for the costs of housing, maintaining and supplementing the Law Library Collection.

SECTION 4. THE LIBRARY'S DUTIES

In consideration for the COUNTY'S performance of its duties under this CONTRACT:

1. The LIBRARY shall provide sufficient space within the Main Branch, but at no time less than nine hundred (900) square feet of floor space, to house the Law Library Collection.
2. The LIBRARY shall allow the Public access to the Law Library Collection for a minimum of ~~fifty (50)~~ **forty (40)** hours per week and under the same rules/regulations that apply to the other Public access areas of the Central Library.
3. The LIBRARY shall, as far as is practicable, treat the Professional Law Library Collection as Non-Circulating Reference material which is not permitted to leave the Central Library.
4. The LIBRARY shall have at least one staff person present in the area of the LIBRARY housing the Law Library Collection during the hours when the Public has access to the Law Library Collection. The LIBRARY'S staff will maintain order and discipline in the Law Library Collection area and will assist the Public in locating and using materials contained within the Law Library Collection.
5. The LIBRARY shall maintain and supplement the Law Library Collection including, but not limited to, purchasing and installing pocket-parts and other up-date devices for all of the publications contained in the Law Library Collection on the Effective Date of this CONTRACT.
6. The LIBRARY shall insure the Law Library Collection against all loss, theft, damage or destruction, regardless of causation, while the Law Library Collection is in the LIBRARY'S possession. Said insurance policy(s) shall be with a reputable insurance corporation and the policy must be in an amount sufficient to allow for the replacement of all of the publications contained in the Law Library Collection on the Effective Date of this CONTRACT. The LIBRARY shall provide the COUNTY with a photocopy of the certificate of insurance.

SECTION 5. THE LAW LIBRARY COLLECTION

The COUNTY and the LIBRARY acknowledge that there are frequent changes in the law and in the technology of recording and codifying legal materials. In order to address these changes, and to properly maintain the Law Library Collection, the COUNTY and the LIBRARY agree:

1. That the LIBRARY shall have the authority to decide:

- a.) Whether digests, encyclopedia, periodicals, or any other type of legal publication should be added to, or deleted from, the Law Library Collection.
 - b.) Whether some or all of the existing publications in the Law Library Collection, or additions to the Law Library Collection, should be offered to the Public in the electronic medium.
2. That the LIBRARY shall deliver an annual report to the COUNTY concerning the materials and operation of the Law Library collection.
 3. The LIBRARY shall deliver this annual report to the COUNTY on or before the 1st day of the month of June during each year that this Contract is in effect.

SECTION 6. GENERAL TERMS AND CONDITIONS

1. OWNERSHIP OF LAW LIBRARY COLLECTION

The COUNTY and the LIBRARY understand and agree that the LIBRARY shall be the owner of the Law Library Collection.

2. INSURANCE

The LIBRARY shall provide the COUNTY with a certificate of insurance providing for a commercial liability insurance policy on an occurrence basis with policy limits of at least one million dollars (\$1,000,000) to include, but not be limited to, personal injury, property damage and contractual liability.

3. ASSURANCES AGAINST DISCRIMINATION

LIBRARY assures that, in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (20 U.S.C. 794), Title IX of the Education Amendment of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), the regulations issued hereunder by the U.S. Department of Health and Human Services (45 CFR Parts 80, 84, 86 and 91), the Michigan Handicapper's Civil Rights Act, as amended (Act 200 of the Public Acts of 1976), and the Michigan Elliot-Larsen Civil Rights Act, as amended (Act 453 of the Public Acts of 1976), no person shall, on the grounds of race, creed, color, age, gender, national origin or ancestry, religion, marital status, height, weight, or disability/handicap, be excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity provided by this LIBRARY. Further, LIBRARY shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, creed, color, religion, national origin or ancestry, gender, age, marital status, height, weight or disability/handicap. Breach of this provision shall constitute a material breach of this

CONTRACT and authorizes the COUNTY to, in its sole discretion, immediately terminate this CONTRACT.

4. **DISPUTE RESOLUTION**

In the event a dispute arises between the COUNTY and the LIBRARY concerning the performance of this Contract, the parties agree to meet, and negotiate in good faith, in order to attempt to resolve the dispute. Said meeting shall take place within thirty (30) days after one party sends the other party written notice identifying the cause or reason for the dispute and requesting a meeting. The COUNTY and the LIBRARY agree that neither party will file any lawsuit for the purpose of resolving a dispute until sixty (60) days after the date on which the parties held their final meeting to resolve the dispute. THIS SECTION DOES NOT APPLY TO DISPUTES INVOLVING ACTS, CONDUCT, ERRORS, NEGLIGENCE OR OMISSIONS BY THE LIBRARY WHICH ARE IDENTIFIED IN THIS CONTRACT AS CONSTITUTING A MATERIAL BREACH OF THIS CONTRACT.

5. **ASSIGNMENT**

The LIBRARY may not assign its interest in this CONTRACT, or employ subcontractors, without the express written consent of the COUNTY.

6. **RELATIONSHIP BETWEEN THE PARTIES**

This CONTRACT shall not be construed to establish any employer/employee, master/servant, or principal/agent, relationship between the COUNTY and the LIBRARY.

7. **AMENDMENTS**

Any changes to this CONTRACT will be valid only if the changes are made in writing and signed by the LIBRARY and the COUNTY.

8. **NOTICES**

Any Notice/Communication required, or permitted, under this CONTRACT from one party to another, shall be deemed effective if the party sending the Notice/Communication hand delivers the Notice or communication to the other Party or if the Party sends the Notice/Communication through first class mail to the other Party.

The Parties agree that Notices and Communications should be sent to the Parties at the following addresses:

LIBRARY:

Library Director
Kalamazoo Public Library
315 South Rose Street
Kalamazoo, MI. 49007
(616) 342-9837

COUNTY:

County Administrator
201 West Kalamazoo Ave.
Kalamazoo, MI. 49007
(616) 384-8111

9. **CONTRACT PERIOD**

This CONTRACT shall take effect on January 1, ~~2006~~ **2014** (the Effective Date) and shall be for a continuous period of ~~three (3)~~ **five (5)** years, terminating on December 31, ~~2008~~ **2018**, unless terminated earlier as provided for in this CONTRACT.

10. **RENEWAL**

This CONTRACT may be renewed for two (2) five (5) year periods upon the mutual written agreement of the COUNTY and the LIBRARY not less than one hundred and eighty (180) days prior to its expiration date.

11. **TERMINATION**

a. Either party may terminate this CONTRACT for cause upon a breach of the CONTRACT by the other party. Provided, however, prior to such termination the party intending to terminate the CONTRACT must give the other party ninety (90) days written notice of its intent to terminate the CONTRACT and the grounds upon which it believes the other party has breached the CONTRACT. If the other party cures the breach within the ninety (90) day period, the CONTRACT shall not be terminated.

b. Either party may terminate this CONTRACT at will and without a breach by the other party, by giving the other party three hundred sixty-five (365) days written notice of the party's decision to terminate the CONTRACT and the effective date of the termination.

12. **SEVERABILITY**

If a court of competent jurisdiction declares any part, portion or provision of this CONTRACT invalid, unconstitutional or unenforceable, the remaining parts, portions and provisions of this CONTRACT shall remain in full force and effect.

13. **ENTIRE CONTRACT**

This CONTRACT constitutes the entire Agreement between the Parties with respect to the subject matter identified in the CONTRACT, and no modification or revision to the CONTRACT shall have any force and effect unless it complies with the provisions of Paragraph 3 of SECTION VII of this CONTRACT. The failure of any Party to insist on the strict performance of any condition, promise, agreement, or undertaking set forth herein shall not be construed as a waiver or relinquishment of the right to insist upon strict performance of the same condition, promise, agreement or undertaking at a future time.

14. **HEADINGS**

The Headings or Titles of the SECTIONS and Paragraphs of this CONTRACT are provided for reference purposes only. If any discrepancy or disagreement exists between a Heading or Title and the text of the section or paragraph, the text shall control.

15. **SIGNATURES**

The individual or officer who signs this CONTRACT certifies through his/her signature that he/she is authorized to sign this CONTRACT on behalf of the responsible governing board, official, or agency, which he/she represents.

SIGNATURE SECTION

For The KALAMAZOO PUBLIC LIBRARY:

By: _____
*

Date:

Its: President

By: _____
*

Date:

Its: Secretary

For KALAMAZOO COUNTY

By: _____
*David Maturen

Date:

Its: Chairperson

By: _____
*Timothy A. Snow

Date:

Its: Clerk/Register

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Organizational Chart**

DATE: July 22, 2013

RECOMMENDATION:

I recommend the organizational chart be revised to move "circulation" from Patron Services / IT to Tech Services / ILS as shown on the attached organizational chart, effective August 1, 2013.

EXECUTIVE SUMMARY:

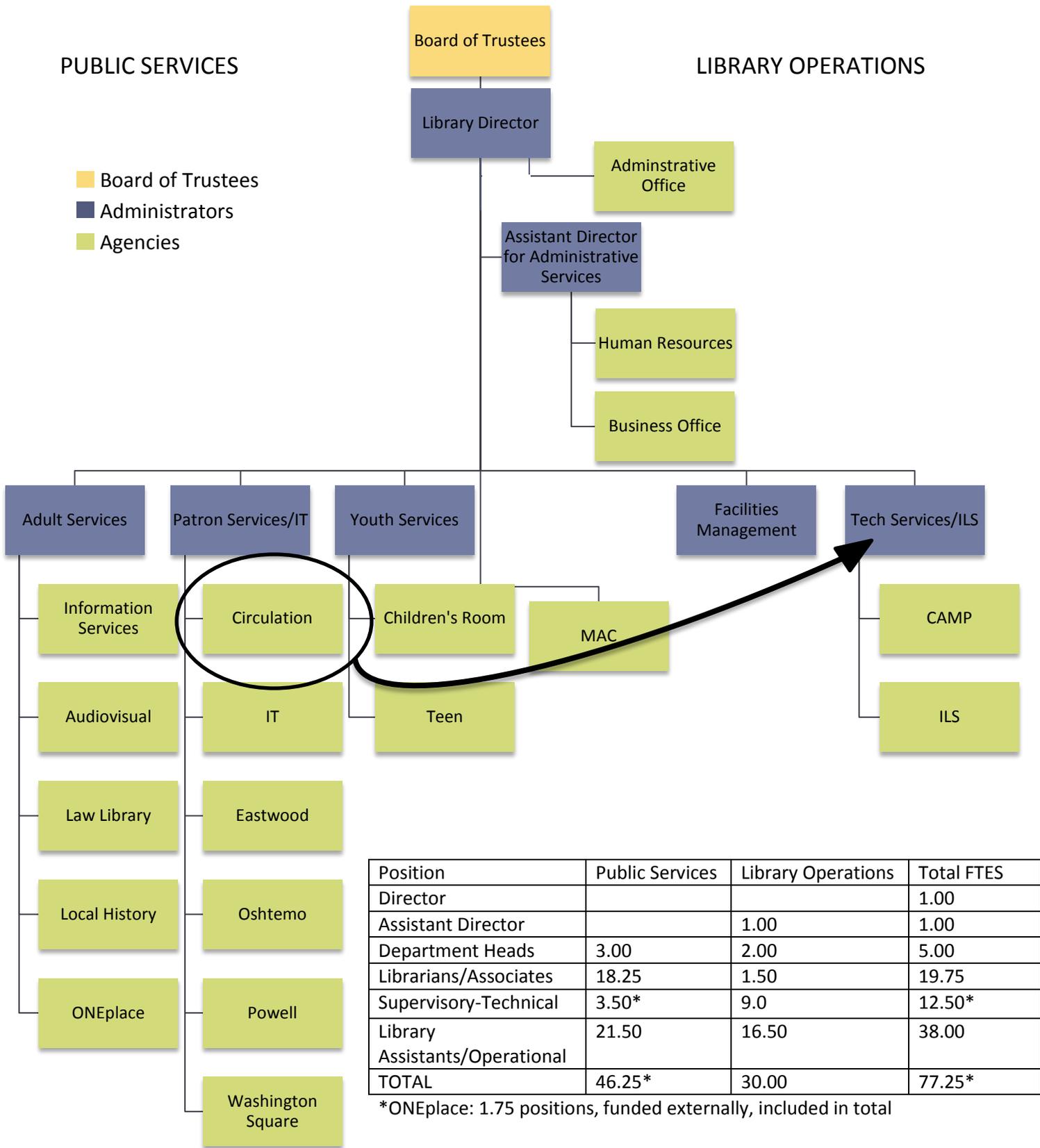
We are planning to convert our computer training lab to a digital lab. It is logical for that initiative to be in IT under Kevin King's leadership. To better balance the departments, I am recommending circulation be moved from Patron Services / IT to Tech Services / ILS under Gary Green's leadership. Interestingly enough, at one time circulation was part of tech services since they share major use of the ILS system.

There are many details to be worked out, including if there should be a change of departmental names. None of the details are insurmountable. I'll keep board members informed as we work through those details and will bring a revised organizational chart to a future meeting.

The department heads directly involved with this change are supportive as are the other managers.

This recommendation comes to the full board with the support of the Personnel Committee.

Kalamazoo Public Library Organizational Chart



MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Fourth Quarter Strategic Planning Statistics
and Three Year Summary of Plan**

DATE: July 22, 2013

Attached is the fourth quarter / annual report on our progress this year on our eight goals to meet our five priorities. Most goals were met, although not all.

Also attached is a three-year summary. This report is of more use to staff, but also of interest to trustees. It does not show the targets and if they were met but does show the progression over the past three years and some changes made in the language during that time.

Both of these documents will be reviewed and considered in departments and at management team as we begin our next three-year cycle with some changes to our priorities and goals.

Strategic Plan Quarterly Statistics 2012-2013

NOTE: All goals and objectives have an achievement date of June 30, 2013										
Gray Shading represents goals not achieved for year.										
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2012-2013 Target	% of Target	2011-2012 Total	2011-2012 Target
Goal 1:	Children (birth to five) will have programs, services, and materials to prepare them to enter school ready to learn.									
Objective										
1.1	The circulation of picture books, easy readers, and board books will increase by 20%	41,649	39,701	36,369	39,943	157,662	153,505	102.7%	156,186	146,467
1.2	The number of young children (birth to five) attending a library program will increase by 45%	1,883	2,355	1,918	4,425	10,581	11,160	94.8%	11,067	9,355
1.3	The number of young children (birth to five) participating in the Summer Reading Program will increase by 30%.	438	-	-	-	438	738	59.3%	388	695
Goal 2:	Parents and caregivers will have the tools and skills needed to prepare children (birth to five) to learn when they enter school.									
Objective										
2.1	At least 90% of the parents or caregivers surveyed of children served by library staff will say that the library plays an important role in preparing children to enter school with the skills they need to succeed.	Survey Completed: September 2012				94.2%	90%	94.2%	-	90%
2.2	Each year, at least 5,000 parents and caregivers will attend library sponsored or co-sponsored program to give them the tools to prepare children to learn when they enter school.	1,043	1,305	1,074	1,606	5,028	5,000	100.6%	9,824	5,000
Goal 3:	Children (six to eleven) will have materials and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.									
Objective										
3.1	The circulation of children's fiction will increase by 30%	28,595	22,342	22,336	26,718	99,991	73,278	136.5%	89,337	71,947
3.2	The circulation of children's music and movies will increase by 50%.	24,830	24,202	23,131	21,887	94,050	50,000	188.1%	82,080	50,000
3.3	The circulation of children's audiobooks will increase by 30%.	2,630	1,217	1,330	1,245	6,422	8,000	80.3%	10,861	8,000

Strategic Plan Quarterly Statistics 2012-2013

		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2012-2013 Target	% of Target	2011-2012 Total	2011-2012 Target
3.4	The circulation of children's nonfiction will increase by 10%.	17,532	16,069	15,660	16,888	66,149	50,271	131.6%	61,138	49,357
3.5	Annually, a minimum of 10,000 children will attend a library sponsored or co-sponsored program.	2,511	3,881	3,475	2,961	12,828	10,000	128.3%	13,224	10,000
3.6	The number of children participating in the Summer Reading Program will increase from 752 to 980.	629	-	-	-	629	980	64.2%	818	923
Goal 4: Tweens and teens will have a supportive environment that provides pleasurable reading, viewing, and listening experiences that respond to their current interests.										
Objective										
4.1	The circulation of teen materials (fiction and non-fiction) will increase by 20%.	19,149	14,724	13,412	16,092	63,377	67,818	93.5%	68,390	66,620
4.2	The circulation of teen audiobooks will increase by 20%.	456	364	427	369	1,616	1,600	101.0%	1,683	1,600
4.3	A minimum of 90% of tweens and teens surveyed will indicate that they found something good to read, listen to, or view at the library.	Survey Completed: December 2012				76.3%	90%	76.3%	83.0%	90%
4.4	The number of tweens and teens who attend a library sponsored or co-sponsored program will increase from 4,362 to 4,800.	927	536	1,766	2,303	5,532	4,800	115.3%	3,831	4,690
4.5	A minimum of 90% of tweens and teens attending a library sponsored or co-sponsored program will evaluate the program as very good or excellent.	Survey Completed: September 2012				81.7%	90%	81.7%	-	90%
4.6	90% of tweens and teens surveyed say that the library's teen spaces are fun and welcoming.	Survey Completed: December 2012				72.8%	90%	72.8%	67%	90%

Strategic Plan Quarterly Statistics 2012-2013

		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2012-2013 Target	% of Target	2011-2012 Total	2011-2012 Target
Goal 5:	Adults will enjoy a wide variety of new and popular reading, viewing, and listening materials and services that respond to their current interests.									
Objective										
5.1	The circulation of adult books will increase by 40%	121,919	111,435	111,981	115,043	460,378	556,520	82.7%	493,702	294,256*
5.2	The circulation of adult audiobooks will increase by 20%	9,957	9,690	9,757	10,077	39,481	43,810	90.1%	39,190	43,072
5.3	The circulation of adult music and movies will increase by 70%	196,122	213,808	200,491	186,165	796,586	500,000	159.3%	674,885	500,000
5.4	A minimum of 20% of adults surveyed will indicate staff helped them find something good to read, view, or listen to.	Survey Completed: January/February 2013				61.1%	20%	61.1%	53.4%	20%
5.5	A minimum of 90% of adults surveyed will indicate that they found something good to read, view, or listen to.	Survey Completed: January/February 2013				98.6%	90%	98.6%	91.5%	90%
5.6	A minimum of 75% of adults surveyed will indicate that they received the material they reserved in a timely manner.	Survey Completed: April 2013				98.3%	75%	98.3%		75%
5.7	75% of web site users surveyed will rate the library's web site as informative and easy to use.	Survey Completed: December 2012				88.9%/81.9% informative/ easy to use	75%	88.9%	88%/71.4%	75%
								81.9%	informative/ easy to use	
5.8	Each year, at least 7,500 adults will attend or participate in a library-sponsored programs.	2,179	2,909	2,510	3,203	10,801	7,500	144.0%	8,530	7,500.00
Goal 6:	Everyone in Kalamazoo will have free high-speed access to the online world in the library.									
Objective										
6.1	The number of sessions of library computer use will increase from 28,603 to 65,000.	39,143	34,906	35,720	34,659	144,428	65,000	222.2%	62,753**	30,805
6.2	A minimum of 75% of library users surveyed will indicate the library's online services and staff support are very good or excellent.	Survey Completed: December 2012				93.6%	75%	93.6%	76.3%	75%
6.3	The number of people who use the library's Wifi to connect to the Internet will increase from 12,358 to 25,000.	8,657	10,452	7,973	8,074	35,156	25,000	140.6%	28,430	18,678

Strategic Plan Quarterly Statistics 2012-2013

		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2012-2013 Target	% of Target	2011-2012 Total	2011-2012 Target
Goal 7:	Representatives from nonprofit organizations will have the tools to build capacity and achieve excellence provided by the library's ONEplace, whose funding will be secure and sustainable.									
Objective										
7.1	Each year, at least 1,500 people will attend ONEplace programs sponsored by the library.	316	401	651	477	1,845	1,500	123.0%	1,764	1,500
7.2	The individuals or groups that receive assistance will increase from 2,000 to 5,000.	3,253	2,292	1,884	1,359	8,788	5,000	175.8%	9,673	2,100
7.3	85% of users surveyed will report assistance received was good or excellent.	Survey Completed: April 2013				100%	85%	100.0%	94%	85%
Goal 8:	Everyone will have resources to understand local history and traditions and to connect past with present through family histories.									
Objective										
8.1	Each year, staff will answer at least 6,000 local history and genealogy questions.	2,226	1,795	2,262	1,892	8,175	6,000	136.3%	8,710	6,000
8.2	The number of hits on the Local History and Genealogy web pages will increase to 275,000.	64,691	68,784	67,143	64,770	265,388	275,000	96.5%	331,530	207,922
8.3	85% of users will evaluate the local history services as very good or excellent.	Survey Completed: January-March 2013				100.0%	85%	100.0%	93.3%/89% events/ website	85%
8.4	Each year, at least 1,000 people will attend Local History or Genealogy programs sponsored by the library.	83	240***	109	246	678	1,000	67.8%	487	1,000
* 2011-2012 target for fiction only. 2012-2013 target measuring all adult books.										
** Due to new computer management software, yearly totals are not comparable.										
*** Local History staff interacted with 750 people at the senior expo during second quarter however this number is not included in the statistics because it was not a library sponsored event.										

Strategic Plan July 2010-June 2013

Note: Shaded squares denote statistics that were not collected due to changes in objective language. Nonetheless, if comparable statistics are available they have been included.

Strategic Plan July 2010-June 2013	Benchmark (2009-2010 Total)	2010-2011 Total	2011-2012 Total	2012-2013 Total	Notes:	
Goal 1: Children (birth to five) will have programs, services, and materials to prepare them to enter school ready to learn.						
Objective						
1.1	The circulation of picture books, easy readers, and board books will increase by 20%	132,391	136,602	156,186	157,662	
1.2 A (FY 10/11 & 11/12)	The number of young children (birth to five) attending a program in the library will increase by 30%.	5,132	5,407	8,140		1.2 A and 1.3 are original SP objectives for which data was gathered for FY 10/11 and 11/12. For FY 12/13, the decision was made to no longer differentiate between in house and out of house programming attendance and objectives 1.2 A and 1.3 were combined. The combined result is objective 1.2 B for FY 12/13. Comparable data is included for objective 1.2 B, though this information was never included in SP progress reports.
1.3	The number of young children (birth to five) attending a program offered by the library at a non-library location will increase by 50%.	2,075	2,129	2,927		
1.2 B (FY 12/13)	The number of young children (birth to five) attending a library program will increase by 45%	7,207	7,536	11,067	10,581	
1.4	The number of young children (birth to five) participating in the Summer Reading Program will increase by 30%.	N/A	513	388	438	Participation in Summer Reading Games was defined as signing up and returning to collect at least one prize.
Goal 2: Parents and caregivers will have the tools and skills needed to prepare children (birth to five) to learn when they enter school.						
Objective						
2.1	At least 90% of the parents or caregivers surveyed of children served by library staff will say that the library plays an important role in preparing children to enter school with the skills they need to succeed.	N/A	92.3%	N/A	94.2%	Survey 2.1 was not conducted during FY 11/12.
2.2	Each year, at least 5,000 parents and caregivers will attend library sponsored or co-sponsored program to give them the tools to prepare children to learn when they enter school.	N/A	5,179	9,824	5,028	

		Benchmark (2009-2010 Total)	2010-2011 Total	2011-2012 Total	2012-2013 Total	Notes:
Goal 3:	Children (six to eleven) will have materials and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.					
Objective						
3.1	The circulation of children's fiction will increase by 30%	62,783	70,616	89,337	99,991	
3.2 A (FY 10/11)	The circulation of children's music and movies will increase from 30,183 to 50,000.	41,500	57,530			Language for objective 3.2 was changed following FY 10/11 after final three year goal was reached in the first year of plan.
3.2 B (FY 11/12 & 12/13)	The circulation of children's music and movies will increase by 50%.			82,080	94,050	
3.3 A (FY 10/11)	The circulation of children's audiobooks will increase from 5,243 to 8,000.	6,602	8,233			Language for objective 3.3 was changed following FY 10/11 after final three year goal was reached in the first year of plan.
3.3 B (FY 11/12 & 12/13)	The circulation of children's audiobooks will increase by 30%.			10,861	6,422	
3.4	The circulation of children's nonfiction will increase by 10%.	47,523	48,789	61,138	66,149	
3.5	Annually, a minimum of 10,000 children will attend a library sponsored or co-sponsored program.	N/A	5,463	13,224	12,828	
3.6	The number of children participating in the Summer Reading Program will increase from 752 to 980.	N/A	720	818	629	Participation in Summer Reading Games was defined as signing up and returning to collect at least one prize.

		Benchmark (2009-2010 Total)	2010-2011 Total	2011-2012 Total	2012-2013 Total	Notes:
Goal 4:	Tweens and teens will have a supportive environment that provides pleasurable reading, viewing, and listening experiences that respond to their current interests.					
Objective						
4.1	The circulation of teen materials (fiction and non-fiction) will increase by 20%.	59,938	64,421	68,390	63,377	
4.2 A (FY 10/11)	The circulation of teen audiobooks will increase to 1,600.	1,321	1,679			Language for objective 4.2 was changed following FY 10/11 after final three year goal was reached in the first year of plan.
4.2 B (FY 11/12 & 12/13)	The circulation of teen audiobooks will increase by 20%.			1,683	1,616	
4.3	A minimum of 90% of tweens and teens surveyed will indicate that they found something good to read, listen to, or view at the library.	N/A	73.1%	83.0%	76.3%	
4.4	The number of tweens and teens who attend a library sponsored or co-sponsored program will increase from 4,362 to 4,800.	4,471	2,353	3,831	5,532	
4.5	A minimum of 90% of tweens and teens attending a library sponsored or co-sponsored program will evaluate the program as very good or excellent.	N/A	98.0%	N/A	81.7%	Survey 4.5 was not conducted during FY 11/12.
4.6	90% of tweens and teens surveyed say that the library's teen spaces are fun and welcoming.	N/A	69.3%	66.9%	72.8%	

		Benchmark (2009-2010 Total)	2010-2011 Total	2011-2012 Total	2012-2013 Total	Notes:
Goal 5:	Adults will enjoy a wide variety of new and popular reading, viewing, and listening materials and services that respond to their current interests.					
Objective						
5.1 A (FY 10/11 & 11/12)	The circulation of adult fiction will increase by 40%.	238,240	246,424	263,533		Objective 5.1 measured circulation of adult fiction only during FY 10/11 and 11/12. For FY 12/13, objective was modified (5.1 B) to measure circulation of both adult fiction and nonfiction books. Comparable data is included for objective 1.2 B, though this information was never included in SP progress reports.
5.1 B (FY 12/13)	The circulation of adult books will increase by 40%.	404,594	440,319	493,702	460,378	
5.2	The circulation of adult audiobooks will increase by 20%	41,598	39,935	31,190	39,481	
5.3 A (FY 10/11)	The circulation of adult music and movies will increase from 200,000 to 500,000.	327,838	503,652			Language for objective 5.3 was changed following FY 10/11 after final three year goal was reached in the first year of plan.
5.3 B (FY 11/12 & 12/13)	The circulation of adult music and movies will increase by 70%.			674,885	796,586	
5.4 A (FY 10/11)	A minimum of 50% of adults surveyed will indicate staff helped them find something good to read, view, or listen to.	N/A	42.9%			Language for objective 5.4 was modified after FY 10/11.
5.4 B (FY 11/12 & 12/13)	A minimum of 20% of adults surveyed will indicate staff helped them find something good to read, view, or listen to.			53.4%	61.1%	
5.5	A minimum of 90% of adults surveyed will indicate that they found something good to read, view, or listen to.	N/A	90.8%	91.5%	98.6%	
5.6 A (FY 10/11)	A minimum of 90% of adults surveyed will indicate that they received the material they reserved in a timely manner.	N/A	97.2%			Language for objective 5.6 was modified after FY 10/11.
5.6 B (FY 11/12 & 12/13)	A minimum of 75% of adults surveyed will indicate that they received the material they reserved in a timely manner.			N/A	98.3%	
5.7	75% of web site users surveyed will rate the library's web site as informative and easy to use.	N/A	80.6%	88.0%	88.9%	Top number indicates the percentage of respondents that rated the library's website as informative. Bottom number indicates the percentage of respondents that rated the library's website as easy to use.
				71.4%	81.9%	
5.8 A (FY 10/11 & 11/12)	Each year, at least 7,500 adults will participate in a library-sponsored programs.	7,759	7,215	8,530		Language for objective 5.8 was changed following FY 11/12. "Attend or participate in" allows all library program attendance to be included in this objective, as well as, summer reading games participation. (Participation in Summer Reading Games was defined as signing up and returning to collect at least one prize.)
5.8 B (FY 12/13)	Each year, at least 7,500 adults will attend or participate in a library-sponsored programs.				10,801	

		Benchmark (2009-2010 Total)	2010-2011 Total	2011-2012 Total	2012-2013 Total	Notes:
Goal 6:	Everyone in Kalamazoo will have free high-speed access to the online world in the library.					
Objective						
6.1 A (FY 10/11)	The number of sessions of library computer use will increase from 28,603 to 56,000.	30,477	56,079			Language for objective 6.1 was changed following FY 10/11 after final three year goal was reached in the first year of plan. Due to new computer management software, total for FY 12/13 is not comparable with previous years.
6.1 B (FY 11/12 & 12/13)	The number of sessions of library computer use will increase from 28,603 to 65,000.			62,753	144,428	
6.2	A minimum of 75% of library users surveyed will indicate the library's online services and staff support are very good or excellent.	N/A	87.7%	76.3%	93.6%	
6.3	The number of people who use the library's Wifi to connect to the Internet will increase from 12,358 to 25,000.	16,869	21,023	28,430	35,156	
Goal 7:	Representatives from nonprofit organizations will have the tools to build capacity and achieve excellence provided by the library's ONEplace, whose funding will be secure and sustainable.					
Objective						
7.1	Each year, at least 1,500 people will attend ONEplace programs sponsored by the library.	N/A	1,841	1,764	1,845	
7.2	The individuals or groups that receive assistance will increase from 2,000 to 5,000.	2,000	8,030	9,673	8,788	
7.3	85% of users surveyed will report assistance received was good or excellent.	N/A	100.0%	94.0%	100.0%	

		Benchmark (2009-2010 Total)	2010-2011 Total	2011-2012 Total	2012-2013 Total	Notes:
Goal 8:	Everyone will have resources to understand local history and traditions and to connect past with present through family histories.					
Objective						
8.1	Each year, staff will answer at least 6,000 local history and genealogy questions.	6,641	6,172	8,710	8,175	
8.2 A (FY 10/11)	The number of hits on the Local History and Genealogy web pages will increase to 275,000.	198,201	281,486			Language for objective 8.2 was changed following FY 10/11 after final three year goal was reached in the first year of plan.
8.2 B (FY 11/12 & 12/13)	The number of hits on the Local History and Genealogy web pages will increase by 15%			331,530	265,388	
8.3	85% of users will evaluate the local history services as very good or excellent.	N/A	94.3%	93.3%	100.0%	For FY 11/12, top number indicates the percentage of respondents that evaluated LH events as very good or excellent. Bottom number indicates the percentage of respondents that evaluated the LH website as very good or excellent.
				89.0%		
8.4	Each year, at least 1,000 people will attend Local History or Genealogy programs sponsored by the library.	498	451	487	678	

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Action Plan and
Organizational Competencies**

DATE: July 22, 2013

At the June board meeting, trustees approved the strategic priorities, goals, and objectives for the next three years, July 2013 through June 2016. The Organizational Competencies and the Action Plan, both for 2013 – 2014, are attached for board information. These are the documents that outline the implementation of the strategic priorities for the year.

The Organizational Competencies are the operational activities or underpinnings that support the action plan items. Generally these competencies are led by the operational departments: Facilities Management, IT, Tech Services, Financial Services, HR. We have changed the format from previous years – it is in a to-do list format arranged by category for ease in carrying out and monitoring.

The Action Plan is based directly on the objectives for the year that support the three year goal. These vary from year to year; the public services departments typically take the lead on these items with support from the operational departments.

Progress on meeting these strategic plan objectives will be reported to the board quarterly, following the same pattern as our previous strategic plan.

2013-2014 Action Plan

Priority 1: Create young readers and learners: early literacy

Children from birth to age five 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%.

Action Plan Items:

- Establish new partnerships for Great Grown-Up Spelling Bee; raise at least \$18,000 annually.
- Create and distribute calendar for early learning.
- Inaugurate Family Place Library at Oshtemo and Central.
- Create and post story, song, and fingerplay videos on website.
- Establish "1000 Books Before Kindergarten" program library-wide.
- Establish Smart Play programs library-wide.
- Investigate moving picture books from Dewey order into a "neighborhood" organization.
- Loan tablets to parents in Children's Room and Branches.
- Use interactive software in Digital Lab.
- Create at least three displays at each branch that highlight picture books, easy readers and board books.

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.

Action Plan Items:

- Expand Baby Talk and Toddler Talk to a second Branch.
- Expand Parenting links and content on website.
- Survey parents to determine if needs are being met with storytime schedules.
- Promote joint media engagement with parents of preschoolers.
- Conduct focus groups with parents to determine needs of families regarding preschool learning.
- Work with community partners to distribute Family Place Library information.
- Determine if pediatricians will be willing to promote library programs to clients.
- Develop Welcome to the Library packet to encourage reading with young children.

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%.

Action Plan Items:

- Create targeted displays for popular non-fiction, folk and fairy tales, poetry, and STEM; share lists with branches.
- Use Digital Lab for content creation programs.
- Create programs focusing on Hispanic culture.
- Recruit new partners for First Saturday.
- Work with KPS on support for Common Core curriculum.

- Highlight homework help resources on website.
- Investigate Homework Buddy program (Central and Branches).
- Work on pilot project with KPS for Northglade Elementary and Powell Branch.
- Create at least three displays at each branch that highlight materials for children in grades 1-5.

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.

Action Plan Items:

- Promote e-books within the book shelves.
- Survey teens about their preferred method of communication with KPL.
- Recruit teen ambassadors to work with MAC to better reach teen patrons.
- Create pilot project with KPS Milwood Middle School 6th graders.
- Use Digital Lab for content creation programs.
- Investigate Homework Buddy program (Central and Branches).
- Develop plans, procedures and goals for the Central Teen Area gaming wall.
- Investigate a Battle of the Books type event for middle schools.
- Create and maintain new booklists, including recommended reading for college-bound students and a "50 Great Books to Read Before You Graduate" list.
- Create QR codes that direct patrons to certain catalog searches.
- Investigate ways to standardize graphic novel shelving system-wide, based on Teen GN shelving and best practices.
- Investigate programs that will directly relate to Michigan Common Core standards.
- Partner with agencies that offer Financial Aid workshops twice each calendar year.
- Establish partnerships with local organizations to provide expanded creation programs.
- Reach out to homeschool groups with library information.
- Apply for Galley Group grant for Oshtemo.
- Create at least three displays at each branch that highlight materials for tweens and teens.

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.

Action Plan Items:

- Add on-shelf face out displays in the fiction stacks on the first floor.
- Promote ebook collections through library publications, website content, and other targeted marketing plans.
- Create uniform system for adding title discovery posts to social networking sites.
- Create sustainable system for cross-departmental staff recommendations to the Staff Picks display – connect to Geek campaign.
- Create signage that connects ebook title promotion to physical title on shelf; create QR coded foam core book displays that direct patrons to ebook copies of popular titles.
- Launch and promote Zinio digital magazine service with particular emphasis at print magazine shelving locations.
- Develop system for loaning tablet computers from the reference desk for accessing Zinio titles.
- Investigate alternative streaming and downloadable audiovisual content (Overdrive, Freegal, MWT Hoopla).
- Promote Freegal service use at KPL public computers (signs on desks, promotion on computer desktops).
- Conduct regularly scheduled selection meetings to improve selector/branch staff communications and coordinated efforts in increasing circulation at all locations.
- Increase reader's advisory and title discovery on the KPL website with a more distinct focus on book titles and promotion to book groups.
- Create new audiobooks shelf in newly developed audiobooks area on 2nd floor and create new audiobooks page on the website.
- Create a system for Buzz Worthy Books lists that display in mobile app – social networking – website (titles coming soon that are receiving publishing buzz and media attention).
- Add "Text a Librarian" service at the Central reference desk and develop workflow for answering text questions.
- Create at least three displays at each branch that highlight materials for adults.

- Craft a process with ADS (and YS) to create instructional videos using the Digital Lab, including *LibraryYou* type videos.

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.

Action Plan Items:

- Create a system for electronically "calling" staff for computer assistance in public computer area.
- Continue staffing the Information Desk at Central with one Tech Intern during all open hours and evaluate effectiveness.
- Establish a Digital Lab that is open 12 hours a week; acquire the equipment needed to offer the public a wide range of digital opportunities.
- Work with ADS and YS to offer programs in the Digital Lab such as digital creation, job seeking, social media skills and career development.
- Seek out grants and partnerships to help fund and sustain a Digital Lab.
- Develop a campaign with MAC to promote KPL's free Wi-Fi.
- Install the Letter Document Station at Central and train staff.
- Experiment with scheduling Tech Interns at all branches at specific times.
- Promote and highlight the databases offered to public.
- Use Infographics to highlight the usage of KPL's digital opportunities.

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.

Action Plan Items:

- Host one genealogy or local history event annually at each branch location.
- Continue to digitize microfilm and other local history holdings and pursue appropriate partnerships to support the digitization initiative.
- Create “digitized” area on Local History website.
- Move all CMS photo galleries to Flickr.
- Develop a Local History app using contracted app developer or pre-packaged system.
- Partner with local organizations and individuals to offer a “local” programming series that focuses on what is great and unique about Kalamazoo (i.e. local foods, local business [pop up shops?], local arts, local music, local film making, local brew).
- Investigate the feasibility of developing a Local music project (archiving and offering digital files from local musicians).
- Investigate partnering and hosting appropriate KPL programs at other locations (example: hosting a book read or author visit at a local brewery. Taking the library out to community instead of the community coming to us.)
- Offer at least one local music concerts at each branch.
- Celebrate branches in each neighborhood by offering at least one community-wide event.

Organizational Competencies

Expected completion date 6/30/2014.

Buildings

Central Building Project

- Create an activity center within the Children's Room.
- Complete renovation of local history and 2nd floor rotunda.
 - Install cash register at reference desk.
 - Define service in the combined local history/tech center.
- Complete renovation of the discharge area, staff offices for PS and CAMP, and MelCat.
- Publicize the building project process and what it means to the public.

Renovations

- Reconfigure public computers, periodicals and audio books at Eastwood branch to convert current computer room to public meeting space, and refresh the space.
- Plan for quiet space on second floor at Central Library.
- Redesign second floor conference room.
- Other
- Forecast building needs beyond ongoing maintenance and repair for next five to ten years.
- Upgrade Metasys building automation system to current version, adding an application data server to accommodate data trending with energy monitors.
- Install energy monitors at Central to interface with Metasys building automation system to provide data for future energy saving projects.

Personnel

Evaluations

- Refine core competencies and job specific competencies with specific performance indicators and measures.
- Continue to develop organizational and technological competencies and a plan to evaluate staff achievement.
- Establish procedures for advanced evaluations for MTeam and KPLA staff with supervisory responsibilities (i.e. 360 evaluations, supervisory evaluation).
- Investigate administering a staff satisfaction survey.

Training

- Establish procedure for annual review of emergency procedures and establish training schedules.
- Ensure emergency procedures and staff safety training are compliant with OSHA regulations.
- Establish a training schedule for required harassment and other HR related topics.

- Develop training resources for one point of service, security training, and code of service for new employee orientations on myKPL.
- Develop safety and security training materials.
- Implement one point of service model across organization.
 - Develop plan for training employees.
- Compile comprehensive training/reference guide for CMS for each department.
- Institute Code Adam.

Organizational Development

- Reexamine committee structure at library.
- Revise staff appreciation program.
- Launch anti-racism team.
- Develop new service model for circulation desk.
- Facilitate LEAN 5S events to ensure that each department and branch has experienced at least one LEAN event. Facilitate one Value Stream Mapping event.
- Other
- Develop an employee benefit and resource section on the HR page of myKPL.
- Develop a plan for the consistent review and update of library policy.

Technology

Social Media

- Develop system for producing more videos.
 - Promotional videos about KPL.
 - Informational videos for users and staff.
- Develop system for enhancing mobile app.
- Use interns to provide monthly reports on social media platforms.
 - Use analytics to determine who the library's friends are.
- Investigate gameification/badges as a way of promoting the library through social media.
- Evaluate traffic on other social media tools to determine of changes are needed or new techniques need to be adopted.
- Use Geek to motivate conversation on Facebook.
- Website
- Review website to enhance usability on various devices.
- Revise homepage of website to increase readability.
- Enhance youth services section of website.
- Enhance reader's advisory services on website.

ILS

- Investigate efficient way to count circs of items on displays.
- Integrate e-resource with catalog.

- Continue conversion to RDA. Analyze catalog use to determine how users are getting to catalog. Investigate feasibility of combined KPL/KPS card.

New Services/Software

- Develop system for loaning ipads from public service desks.
- Investigate project management software.
- Develop way for patrons on second floor to call staff to a computer for help.
- Investigate expanding Firesign to branches.
- Investigate new IT ticketing system that incorporates web, digital sign, and ILS issues.
- Investigate new phone system.
- Consider scheduling tech interns at branches.
- Other
- Develop system for improving myKPL.
- Explore Digital Learn and Edge Initiative.
- Execute new strategic planning surveys using digital methods for distribution.
- Finances

Financial Edge

- Migrate donor database into Financial Edge.
- Consider instituting Papersave module.

Millage

- Work with Board and Citizen's Committee on financial and informational aspects of millage and campaign.
- Use infographics on website, social media and signage to help explain where funding comes from as well as the value of the kind of programs/services the library offers.
- Use awareness, inform, move to change Geek initiative to raise awareness of millage.

Other

- Investigate using MRM for study rooms.
- Revise mission statement.
- Consider implications and responsibilities of "Family Place Library" across all services and facilities as appropriate.
- Develop library wide system for shelving graphic novels.

**Director's Report
July 2013**

From the director

1. Recent meetings and events attended include various DDA and DKI meetings, *Reading Together* selection meetings, ALA and ULC (Urban Library Council) conferences, various internal meetings and library programs.
2. KPL staff who attended the ALA conference met over lunch to share our experiences and "take-aways". We attended a variety of sessions on digital services, summer learning, programming for various ages, author talks, as well as the exhibits.
3. Save the date: the next Great Grown-Up Spelling Bee will be Wednesday, Nov 13, 6-9 PM at WMU.
4. Annual staff committee reports are attached to the Director's Report for your information.

Create young readers

5. Our partnership with the Lift Up Through Literacy program (KPS' parent education program) continues this summer with "Summer Mini Sessions" held at Central and at Upjohn Park in June and July. The first session here was a visit by the Binder Park Zoomobile, with attendance of just over 100 parents and kids. Although the sessions are aimed at preschoolers, many older siblings also enjoyed the program.
6. We had a fun Musical Storytime with special guest Renee MacDonald. Renee talked about how opera singers warm up, led us through some really fun vocalizations, and demonstrated a very entertaining piece: "The Green Dog" by Herbert Kingsley.
7. Bailey the dog is back at Central, listening to kids read aloud to him. "Reading With Bailey" will continue through July in Children's Room.

Stimulate imagination

8. Close to 800 people visited the Powell Branch on June 26 to greet Zeus, the Largest Dog in the World according to the Guinness Book of World Records. Patrons were able to pet Zeus and get their photo taken with him.

9. On June 27 fire trucks, police cars, tow trucks and twelve other vehicles thrilled crowds at Vehicle Day at Eastwood. This event will be repeated at Powell on July 15.
10. Our summer schedule of programs for kids is underway, with Storyteller Chris Fascione at Central, Binder Park Zoomobile at Eastwood, Joel Tracy's Underground Comedy Show at Powell, and Cool Cooking for Kids at Eastwood. For tweens and teens, J-Pop Club at Central, Tape It at Powell, Movie and Popcorn at Central, Survival Guide to Knots at Central, Flying Aces at Oshtemo, and Game Central at Central, have been fun.
11. Again this year, KPS has created booklists by grade for all their students. They are by "rising" grade and were included in each child's report card. These lists are also included on our website to provide easier access to these materials for staff and patrons.
12. Kids in grades 5 and up had a great time at Washington Square doing tie-die in the drizzly rain! The rain didn't keep kids from making very cool things.
13. Students in the Freedom School summer program had a good visit to Washington Square recently; this program for kids in grades K-12 is housed at Tree of Life School, in the Edison neighborhood, this summer.
14. Tree of Life School is a busy place this summer! In addition to the above-mentioned Freedom School program, a faith-based parent education program is based there some evenings. This week, parents heard a presentation about KPL and the importance of reading with children as well as a presentation by the Kalamazoo Literacy Council; at the same time children were at Washington Square enjoying the Lego program. We helped many of the kids get library cards and got them all signed up for Summer Reading.
15. First Saturday attracted a respectable number of families to Central on a holiday weekend. We had science activities, Lego play, and a storytime.
16. Use of KPL's latest two digital services, Freegal music and Zinio digital magazines, continues to rise steadily with solid circulation and new users of the service signing up each month. Zinio use has been hovering around 500 circulations per month, with 502 circs in May and 456 circs in June. Freegal has been generating around 800 circulations per month, but June saw a new record high of 882 downloads compared to 699 in May.
17. After a short summer hiatus, the KPL Concert series will return on August 21st with Lansing based husband and wife duo Gifts or Creatures. The band draws from an eclectic mix of influences to inform its unique blend of Americana.

Connect to the online world

17. Website use, measured in page views, increased by 4.8% this past year; KPL blog increase was 8.3%. Social media more than doubled. Total online usage increased by 14.7% for the year.
18. By the end of the month, iMacs will be available on the 2nd floor, teen, children's, and Oshtemo. They were purchased through a federal grant. We are pleased to add these to our array of digital services.
19. Michigan public libraries are being encouraged to join an initiative that promotes libraries as an access point to ExpressSOS.com, the Secretary of State's no-wait, online service portal. The partnership would point citizens to libraries to access the online tools, but would not require libraries to offer any special level of service to SOS patrons and would also look to libraries as a conduit of SOS related messages (examples: new laws, important dates, reminders of regulations, etc.). KPL will be participating in this initiative.

Discover your roots

20. During one of local historian, Lynn Houghton's, walking tours, 73 people visited the WSQ Branch. Lynn spoke about the building and its place in the community. This is a good collaboration between Gazelle Sports and KPL.

Operations

21. LEANing continues in several areas of the library. At the conclusion of the board meeting, Oshtemo staff will give a tour of the discharge area to show the results of the LEAN work there.

Customer Service Committee Annual Report | July 2012 to July 2013

It was an exciting and productive year for the Customer Service Committee. I, on behalf of the Customer Service Committee, want to thank Jennifer Cornell for her dedication as the Committee Chair from April 2012 to June 2013. Our accomplishments were realized through and synonymous with her leadership. I also want to thank our former members (listed below) who worked hard on all the following projects.

Code of Service

The Code of Service, essentially a Patron Bill of Rights, was finished in October and approved by the Board thereafter. It's a symbolic document that lives on the website and sets the tone for an empowered staff that is ready to meet patrons' needs. The four main principles are:

- All library patrons are entitled to prompt, attentive, and courteous service by knowledgeable staff.
- All library patrons are entitled to a staff able to meet their needs.
- All library patrons are entitled to easily accessible collections, programs, and services.
- All library patrons are entitled to clean, comfortable, safe and well-maintained environment.

The Code of Service is an organizational cultural shift, a paradigm shift that puts the patron at the center of everything we do.

Citation of Excellence Award

Immediately after the Code of Service was in place, the Customer Service Committee, on behalf of KPL, applied for a prestigious award from the Library of Michigan. And indeed KPL, along with one other library, was awarded a Citation of Excellence for "devotion to customer service." The Department of Education said:

"Kalamazoo Public Library created a Customer Service Plan in 2007 and has sustained since then a Customer Service Committee that continues to define, measure, recognize, and reward excellence in customer service. The most recent revision of its service plan resulted in a Code of Service that outlines and defines the level of service it expects from its staff. In addition to this strong proactive focus on customer service, the library also forges strong collaborative relationships with community organizations, particularly its schools. In response to the Kalamazoo Promise, the library used creative thinking and service attitude to provide library cards to 1,000 first-grade students" (MDE News Release, Nov. 8th, 2012).

Ann Rohrbaugh said, "We are honored to be recognized. Customer service at KPL has many dimensions ...one-on-one desk type interactions; partnering with other local agencies especially the Kalamazoo Public Schools; and the materials, programs, and services we offer to all ages. The state recognition is very affirming to our staff and board."

Guest Speaker Nancy Taylor

With our \$500 dollar prize from the Excellence Award, we felt it fitting to give back to the staff that

made it possible, in the form of a StrengthsFinder-based presentation by Nancy Taylor, Director of Professional Development at KVCC. Utilizing and understanding our individual strengths and talents empowers KPL to collectively meet our goals. The session was a success. One staff member said: “I thought Nancy Taylor was great. I liked the co-relations she helped us find between our strengths and our work. She doesn’t just know the material, she owns it, and can help us really use it. Anytime I hear that she’s coming to talk to us—on any topic—I’ll look forward to it.”

One Point of Service

If the Code of Service is an organizational shift in thinking, then One Point of Service (=OPoS) is its implementation. If a patron truly deserves prompt, attentive, and knowledgeable service—as the Code of Service promises—then giving the patron the “run-around” (i.e., sending them to several public service desks) is insufficient. A patron wanting a simple fax, just to take one example, could get directed a total of *five* times to *three* different points of service (normally, they visit three desks and get directed twice). One Point Services are *simple, fast, frequently asked about services that all KPL staff can do*. To kick off our OPoS campaign, we invited any interested staff to join us for a focus group and discussion of the OPoS concept. The feedback was overwhelmingly positive; many who came became new members.

Our current charge, then, is to put OPoS into practice at KPL by working with all public service points to define and standardize One Point Services, and to foster a knowledge-based culture that is empowered to deliver it. Given the proper empowerment, knowledge, and equipment, most staff can help patrons with most things (but certainly not all things; we believe in specialized services too). It’s a win-win: when we all learn a little more, we break down departmental silos, save time for patrons and staff, and give excellent customer service at the same time.

Customer Service Committee

Matt Smith (Chair)

Jennifer Cornell (former Chair)

Amy Clark

Andrea Vernola

Bill Caskey

Dan Hoag

Jill Ongley

Karl Knack

Keith Howard

Ruth Wilson

Stewart Fritz

Terry New

Kevin King (former member)

Sue Warner (former member)

2012-13 KPL Digital Action Team Annual Report

Digital Action Team membership: Kevin King (*co-chair*), Michael Cockrell (*co-chair*), Andrea Vernola, Farrell Howe, Gary Green, Jennifer Cornell, Keith Howard, Ryan Gage, Sue Warner, Wendy Hand

The Digital Action Team was created in October of 2012 and began meeting in November of 2012. The team was formed in an attempt to focus the work of the TechTeam, Web Team, and Social Media Task Force into a single group that would concentrate on the digital aspects of the libraries action plan and work to move these projects forward. The committee membership is half MTeam members and half KPL staff members – a mix that helps distribute the work of DAT across the library staff as well as share information about the group’s work throughout the organization. The team has only had a few meetings since its inception, and in that time has focused its efforts on identifying digital action plan items from the previous plan and concentrating on those that could be pushed to completion by the DAT, including:

- Encouraging greater use of social media to promote collections and provide reader’s advisory
- Developing new ideas for digital services that could be included in the next action plan
- Improving the performance of the public catalog

Going forward, the DAT will continue to focus on the digital aspects of the strategic plan and the digitally focused items in the supporting action plan, but will focus our meeting times more on specific projects instead of updates on all of the items in the plan. We feel this will help focus the energy of the DAT and will benefit those projects that we concentrate on during our meetings. Some of the projects that have been identified by the group to focus on in the future include:

- Online catalog usability study
- Implementing the loaning of iPads for public use
- Website homepage redesign work
- KPL’s involvement with the Edge Initiative & digitallearn.org
- Planning and launching the KPL Digital Lab
- Digital literacy programming and services for patrons
- Creating workflow for developing videos for patron and staff training & entertainment
- Implementing a badge system for a variety of uses in the library

The Team is excited about these new initiatives and expects to bring these digital concepts to reality in the next year now that the committee has established itself at KPL.

Annual Report: 2012-13
KPL Diversity Committee

Chair: Caitlin Hoag

Committee members: Angela Fortin, Christine Hann, Brenda Hughes, Josephine Morgan, Terry New and Judi Rambow

Committee activities

- Worked in subcommittees to complete assignments generated at the one-day PDTF orientation in an effort to create a Project Description. The Project Description uses the Crossroads model to plan and form an antiracism team.
- Completed the Project Description for the antiracism team and received approval for the project from the Board.
- Began grant seeking to find funding for the antiracism team. This included meeting with representatives from the Kalamazoo Community Foundation.
- Organized meetings with Kalamazoo Valley Community College and Portage Public Schools to collaborate regarding antiracism team training.
- Members of the committee attended a one-day Summit on Racism program held by the YWCA at the Fetzer Center at WMU.
- Offered two lunchtime book discussions for staff members with an emphasis on books that incorporated diverse ideas/topics, including this year's Reading Together title.
- Continued to send staff members to the anti-racism training workshop Understanding and Analyzing Systemic Racism, offered by the local organization ERAC/CE and presented by Crossroads Antiracism Organization and Training.
- Continued to offer scholarships to hourly aides to help them qualify for KPL salaried positions.
- Continued the "language ribbon" program in which bilingual employees are encouraged to wear a ribbon that promotes their language skills to patrons who may need assistance.
- Created displays throughout the branches highlighting diversity ideas.
- Represented KPL at the Kalamazoo Pride Festival and signed attendees up for library cards and the summer reading games.
- Informed staff members of diversity events in the community via email.

Innovation Team

2012/13 Annual Report

KPL's Idea Strike Force!

Purpose

KPL's InnTeam is not just a trend watching group or innovation "think tank." Our purpose is to not only to inspire and foster new innovations, but also to assist staff by facilitating ideas from beginning to end. We believe that public libraries should be a cauldron for innovation. The group champions ideas and successes by being very transparent. InnTeam meets every month, but also utilizes email to share any new trend, fad or innovation we discover. Members of the group share very similar strengths based on *Strengths Finder 2.0* including **Futuristic** and **Strategic**.

Inspiration & Goal

At the 2012 ALA Annual Conference in Anaheim, I returned with an idea to assemble a team of staff that would focus energy on innovation and trend watching. This inspiration came from a particular session in which I learned about the Orange County (FL) Library System's Innovation Task Force and how they were helping shape the direction of the library. The goal of the KPL's InnTeam is as follows:

- Monitor current trends and fads to determine how we can adapt at KPL
- Encourage ideas and innovation among staff; share these ideas library wide
- Nurture new innovation and help staff at all levels move it to implementation
- Create, administer and facilitate innovation and ideas hatched within InnTeam

Process

Ideas are submitted from both InnTeam and staff via a form on *myKPL*, email or by simply talking to an InnTeam member. These ideas are discussed by InnTeam and then a decision is made to either move towards implementation or moved to an idea "parking lot" for future consideration. Some ideas, although often good, are not considered because they either do not fit in the Strategic Plan or are not cost effective. InnTeam members assigned to the idea consult with stakeholders (staff most likely to benefit from the innovation or idea) and then submit a proposal to MTeam. If MTeam is supportive, the idea is then planned out by InnTeam and stakeholders. The level of InnTeam involvement in implementation varies based on the stakeholders. Throughout the process, all steps are being reported on *myKPL*.

Successes

The first couple of meetings were spent on developing a process in which to share innovation and foster it towards implementation. After that process was established, we started to innovate! Below are some of our successes:

- New Library Card email that welcomes and then directs new users to resources online
- A campaign that encouraged adults to read teen/YA novels
- Discussion to use Infographics to better distribute KPL stats and usage to patrons
- Library Snap Shot Day!
- Developed plans to use instructional digital content on *myKPL*
- Encouraged the use of Social Media for Reader's Advisory
- QR Codes to direct patrons to our various Social Media sites

Future Projects

The InnTeam has some great ideas and projects for 2013/14!

- Promotions related to National Library Card Sign Up Month (September 2013)
- KPL Mascot for Children's Events
- Library Con event in October
- Assist with the creation of the Digital Lab
- Embedded videos in Enterprise
- Innovation Jams to encourage staff to contribute
- A daily Infographic on library usage on website
- Explore how we can use MOOCs

Creative Conflict

Creative Conflict is the idea our diverse perspectives will elicit maximum innovation. This idea is built on trust within the team and an adherence to our common goal. InnTeam utilizes creative conflict to keep the ideas fresh and fun.

Conclusion

The InnTeam has some incredible energy! We have been enjoying sharing, fostering and implementing ideas and innovations. We all feel that when we are constantly looking for ways to change, KPL will thrive. KPL's "Idea Strike Force" is prepared to continue monitoring the direction of libraries, as well as how we can adapt innovation from non-library settings.

Team

- Jeremy Breeding
- Angela Fortin
- Farrell Howe
- Vik Jaglan
- Kevin King
- Kristen Larson
- Andrea Vernola
- Ruth Wilson

LEAN Steering Committee Annual Report FY 2012-13

Formation

The LSC was established at the beginning of FY2012-13 as an outgrowth of the former LEAN task force to focus on facilitation of LEAN projects and staff training. The committee began work by adopting its charter, which defines LEAN as an organizational method, ties the implementation to the strategic plan and identifies the roles and responsibilities of the committee and its members. The primary goal of the committee is to educate all members of the organization so that LEAN principles and practices can eventually be used for continuous improvement outside of the direct guidance of the steering committee.

Facilitated Events

The LSC uses facilitated LEAN “events” to educate staff while accomplishing real progress. Opportunities for improvement are identified and a team is formed of members of the work group, an experienced facilitator, and a facilitator-in-training. The following is a summary of the events the group facilitated during the year.

Central Circulation - 5S: Facilitated by Steve Siebers with Matt Smith in training, this team was made up primarily of hourly Library Aides. The major accomplishment of the team was to move discharging directly to the Smart Drop and moving inspection and sorting forward in the process. This improved time to shelf from roughly 24 hours to a new median time of 2-3 hours. The work group also made some major delivery changes that affected the whole system including a new delivery method for AV items and a weight check for all outbound totes. The other important accomplishment was major consolidation of space which will allow for the addition of an activity room for Youth Services.

Team: Kirsten Baldwin-Wilson, Christy Clardy, Jennifer Cornell, Celeste Elechi, Susan Lindemann, Renee McDonald

3rd Floor Common Area -5S: Facilitated by Elysha Cloyd this team focused on visual management with a major sort of the area which resulted in the removal of unneeded shelving and furniture. Many repairs were made and organization added to maintain the space. Needed items were added to reduce “searching” and improve cleanliness.

Team: Patti Dooley, Patrick Jouppi, Jill Lansky, Susan Lindemann, Ann Rohrbaugh

Oshtemo Work Room -5S: Facilitated by Susan Lindemann with Angelina Rodriguez in training, this team made major changes to their physical space. The bookmobile shelving was removed and a second discharging space was added. The team streamlined their discharging and sorting/shelving methods, improved the delivery process and maximized visual controls. The space is dramatically more open with better visibility to the public area allowing better sharing of resources. Time to shelf has improved dramatically.

Team: Nancy Davis-Smith, Kevin King, Mary Knowles, Bethany Maley

The LSC is ending the year having begun 5S events in the **Teen Services Office** and the **Central Reference Desk**.

Respectfully Submitted, LEAN Steering Committee: *Elysha Cloyd, Jennifer Cornell, Jill Lansky, Susan Lindemann, Angelina Rodriguez, Steve Siebers, and Matt Smith*

2012-13 KPL Programming Committee Annual Report

The Kalamazoo Public Library's Programming Committee has had a productive year. The committees focus is trained on improving the program planning processes at KPL and planning programming that our community will be interested in attending.

Creating a standard agreement for personal appearance at KPL was accomplished during the past year and we are now using the contract with each outside presenter for our programs.

Programs at KPL over the past year had a very wide reach with programs for birth to five drawing 5,362 in attendance, programs for age 6-11 drawing 7,820, teen programs attracted a total of 2,111 teens, and 5,825 attendees at adult programs during the year. In all, KPL programs attracted 21,118 people to events in 2012-13!

Children's Programming Highlights:

- We held our 1st Annual Lego Building Contest in August 2012. Many kids participated and we enjoyed lots of positive feedback from patrons as they voted on their favorite Lego creation. We are looking forward to this year's contest, August 12-17.
- We had the pleasure of visiting with many children's authors: Sarah Stewart and David Small, Patricia Polacco, Leslie Helakoski, Sara Pennypacker (virtual) and Jenni Holm (virtual). All of these visits served to inspire children's imagination and encourage them to pursue their dreams!
- Our Bookworms book club for kids and parents, has grown steadily and has been a ton of fun for families! We have read many titles and skyped with two authors. As we head into our 2nd year, we have plans for two more Skype visits and many wonderful conversations around books and authors.
- The Summer Reading Kick Off Party on June 8 was a big hit with over 1,350 people attending and almost 500 signing up for summer reading!
- The First Saturday programs continue to thrive, bringing in large crowds, promoting the message of literacy and library usage, and increasing our partnerships with local organizations in Kalamazoo.
- Our programming partnerships with the Civic Theatre and the Symphony continue to be strong and we hope to add greater collaboration with the Kalamazoo Valley Musuem and the Kalamazoo Institute of Arts in the next fiscal year. We are really reaching out to our local community to utilize quality presenters and offer a wide variety of programming that kids love!
- We launched a preschool science series this winter that has been very popular. Andrea shares a few stories on a theme and then provides extension STEM activities for preschoolers and their parents.
- Storytimes, Lego programs, Fancy Nancy parties, Music and Make Believe, craft programs, Zeus the biggest dog in the world, and so many others have made it another great year of KIDS programming at KPL!

- Global Reading Challenge took place in 18 elementary schools. 115 teams total with one team from each school advancing to one of five branch challenges. One team from each branch advanced to the finals at Central in April where Arcadia retained the trophy in front of a capacity filled auditorium.
- Children's book creator Robert Sabuda visited Kalamazoo as the keynote speaker for the annual Mary Calletto Rife Youth Literature Seminar. He impressed audiences at KPL on Thursday evening and again at the Fetzer Center at WMU in two Friday presentations. Mr. Sabuda talked about his creative process in making pop-up books, his early life in Michigan, and his belief in the importance of art for children.

Teen Programming Highlights:

- Over 120 patrons celebrated the release of the 7th Diary of a Wimpy Kid book, *The Third Wheel*, at the Oshtemo Library. We were entertained with a lively game of Don't Scramble the Egg featuring Rowley Jr., a reading from Kevin King, purposely making spelling errors on t shirts, writing our New Year's Resolutions, making a comic, writing a letter to Jeff Kinney (to be hand delivered at Bookbug next week), embraced our Indoor Person with some games and more. It truly was fun for wimpy fans of all ages.
- Teen Services department proudly co-hosted the 10th Annual Teen Filmmaker Festival at the State Theatre. With the sudden closure of Rave Motion Pictures in November of last year, we found ourselves looking for a new venue and we got much more than we expected with the State. The venue looked beautiful, but more important for the Fest, held far more than the Rave ever could and we ended up seating well over 600 audience members! The Fest itself went off with only minor hitches in sound and projection, and the crowd was enthusiastic and appreciative. We'll definitely be looking to the State for next years' Festival! This year marked a new first for the festival with one of the judges being a film student at NYU who had won several of the first festivals. One more film winner has since been accepted to NYU and the festival also received local, state and national media attention.
- Brad Bower from S2 Games answered the call when we asked for our local video game company to come share their knowledge with teens at KPL. Brad heads the iGames division of S2 Games and donated his time to us. He spoke on what it takes to have "the coolest job" and led us through topics like mobile game design, developing and programming.
- A total of 127 people attended the first four sessions of the Japanese Language Club. The program has continued to draw an average of 35 people a week throughout the first half of 2013. This is our first attempt at a program listing "grades 7-adult" as the age range in the *Link*. The event is a huge success. It is cosponsored by WMU's Soga Japan Center and led by Michiko Yoshimoto.
- We finally had a year where May 4th fell on a Saturday for the opportunity to offer a great program to all ages! 59 patrons celebrated the *Star Wars* culture that day. Games, costume contest, lightsaber duals, origami and snacks from the Dark Side delighted everyone. While Teen staff went to Oshtemo, the Central Library was hopping with May 4th also falling on Free

Comic Book Day. 121 patrons stopped by the Teen Area and sorted through hundreds of comics and left with their favorite.

- Pete Stobie from the Kalamazoo Nature Center answered the call for a great program when Jill Lansky asked if they could provide an educational opportunity to KPL that focused completely on knots. 144 patrons attended! Pete taught us the basic square knot, how to untie yourself from a partner by thinking of a puzzle, and much more. A great hit for KPL and KNC will now be able to offer the program at other locations.

Adult Programming Highlights:

- In August we celebrated the end of Summer Reading with a party in Bronson Park with kids band MILKSHAKE entertaining the crowd
- The KPL Concert Series enjoyed another successful year of great (mostly local) music with some stand out performances of great guitar virtuoso Elden Kelly with Carolyn Koebel, world class jazz from Keith Hall and Mike Jellick, great rock & roll from The Glowfriends, a successful jazz concert at Oshtemo with Ken Morgan, and much more.
- Reading Together had another highly successful season this year bookended with a visit from the RT author Amy Waldman to kick off the series and a program focused on the media's influence on contemporary culture with NPR personality Brooke Gladstone at the end of a great month of programming. Themes from this year's title *The Submission* that were pulled from the book to create programs around included memorializing and the grief process, public art and controversy, Muslim-American's post 9/11, as well as programming focused on the characters in the novel and the literary aspects of the book.
- We continued to offer some standard Ebook programming throughout the past year, demonstrating the download process, talking about the common pitfalls that we see patrons falling into, and explaining the issues surrounding the ongoing library lending vs. publishers battles that restrict what ebook titles we can offer to our patrons.
- Celebrated KPL's 125th anniversary with a special author program with Susan Orlean who discussed her book *Rin Tin Tin*.

Committee Members: Thom Andrews, Eleanore Chadderdon, Michael Cockrell, Angela Fortin, Ryan Gage, Keith Howard, Farrell Howe, Kevin King, Jill Lansky, Teresa Malynowsky-Rakowsky, Karen Santamaria, Beth Timmerman, Andrea Vernola

Shared Leave Committee Annual Report

June 2013

Committee membership: Terry New, Linda Clearwaters, Nancy Stern, Susan Lindemann

The Shared Leave Committee met for its annual meeting on June 18, 2012 to introduce new member Nancy Stern as the KPLA representative who replaced Jill Lansky whose term expired this year. Susan Lindemann (Administration) and Linda Clearwaters (KPLSP) will continue to represent their respective groups for one more year. Terry New will continue to represent Supervisory-Technical employees and maintain the position of chair of this committee.

Program guidelines were reviewed and no changes were recommended at this time.

There have been two (2) requests for time from the Shared Leave Bank between July 1, 2012 and June 30, 2013. The balance of the Shared Leave Bank as of June 30, 2012 is **1,494** hours.

A request for donations was not sent in December 2012. The end of the fiscal year request for donations was sent to staff on 6/29/2013 and donations received this past week totaled **250** hours. The committee will meet again in one year to review the status of this program.

The Shared Leave Committee

Terry New, Linda Clearwaters, Nancy Stern, Susan Lindemann

**TEAM APPRECIATION COMMITTEE
2012/2013 ANNUAL REPORT**

- ✚ On behalf of the committee I applied for another \$250.00 mini-grant from the Friends of the Library to fund some employee appreciation activities during 2012/2013. This enabled the committee to buy treats for our "Welcome to Work" mornings at the Central Library and surprise party treats for branches. This year we also used some of the money to help purchase Years of Service gifts.
- ✚ We awarded 14 staff members with MasterCard gift cards at our quarterly Spotlight nomination drawings.
- ✚ We continue to send "welcome" cards to new salaried employees and anniversary cards to salaried employees on their anniversary hire date.
- ✚ We established a Team Appreciation Committee page on the newly launched myKPL dashboard.
- ✚ On June 13, 2013 we organized and hosted our third annual "Before We Open" Staff Appreciation/Recognition breakfast. Once again we had a great turnout with nearly 100 staff members, trustees and Friends of the Library board members attending. This year we recognized two KPL retirees along with security guard Sandra Johnson's retirement, seventeen staff members with five to forty years of service and five college and certification graduates. This annual breakfast has proven to be the perfect way to come together and recognize staff milestones.

I would like to give a special thank you to the wonderful Friends of the Library who have been so generous to us each year.

Susan Maas
Team Appreciation Committee, Chair

Committee members: Lauri Bouma, Linda Clearwaters, Michael Cockrell, Kevin King, Teresa Malynowsky-Rakowsky, Kathy Peterson, Mary Wischman.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS**

June 30, 2013

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	23,932	1,530	10,749	604	2,298	39,113	464,659	476,333	-2%
-ebook	2,823					2,823	28,913	17,369	66%
** -Digital Magazine	456								
Teen	3,977	268	1,489	122	255	6,111	63,704	72,072	-12%
Juvenile	<u>18,048</u>	<u>1,721</u>	<u>10,643</u>	<u>591</u>	<u>1,839</u>	<u>32,842</u>	<u>322,384</u>	<u>309,728</u>	4%
Total	<u>49,236</u>	<u>3,519</u>	<u>22,881</u>	<u>1,317</u>	<u>4,392</u>	<u>81,345</u>	<u>880,618</u>	<u>875,502</u>	1%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	2,159	101	1,276	26	142	3,704	45,748	49,245	-7%
-Digital Download	914					914	9,032	7,274	24%
Music									
-CD	5,429	310	1,090	216	374	7,419	101,388	100,966	0%
** -Digital Download	882								
Video									
-DVD	30,459	3,984	8,368	3,133	6,219	52,163	701,541	579,146	21%
Total Non-Print Material	<u>39,843</u>	<u>4,395</u>	<u>10,734</u>	<u>3,375</u>	<u>6,735</u>	<u>65,082</u>	<u>859,013</u>	<u>736,631</u>	17%
Total Circulation	<u>89,079</u>	<u>7,914</u>	<u>33,615</u>	<u>4,692</u>	<u>11,127</u>	<u>146,427</u>	<u>1,739,631</u>	<u>1,612,133</u>	8%
Computer Usage									
*Onsite Computer Use	7,561	734	1,273	618	784	10,970	144,428	184,811	-22%
Computer Usage Remote						2,829,033	33,618,513	28,656,997	17%
Wireless Internet	1,837	180	427	235	165	2,844	35,156	28,430	24%
Database Statistics									
Database Sessions	928					928	15,595	14,934	4%
Database Searches	42,584					42,584	522,767	417,678	25%
Total Registrations	1,116	74	314	28	80	1,612	13,062	9,432	38%

* 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
June 30, 2013

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>Programs/Tours</u>									
In-House									
Adult Events	10	0	1	4	1	16	266	244	9%
Attendance	139	0	30	49	18	236	5,123	6,884	-26%
Teen Events	9	1	1	1	1	13	121	93	30%
Attendance	409	37	118	20	2	586	3,878	2,079	87%
Juvenile Events	22	9	15	5	1	52	830	743	12%
Attendance	2,642	692	398	942	31	4,705	29,453	24,503	20%
Outreach									
Adult Events	2	0	1	0	0	3	27	10	170%
Attendance	47	0	131	0	0	178	2,745	1,548	77%
Teen Events	0	0	0	0	0	0	9	7	29%
Attendance	0	0	0	0	0	0	2,208	1,054	109%
Juvenile Events	0	2	1	2	0	5	136	105	30%
Attendance	0	30	137	68	0	235	8,464	10,240	-17%
Total Events	43	12	19	12	3	89	1,389	1,202	16%
Total Attendance	3,237	759	814	1,079	51	5,940	51,871	46,308	12%
Law Library									
Visitors	220						2,912		
Phone Calls	74						1,221		
Questions Answered	287						4,150		

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