



Kalamazoo Public Library

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**PUBLIC HEARING AND MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
August 26, 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 July 22, 2013
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending July 31, 2013
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. MERS Delegates
 - B. Increase in Staffing Table
 - Reports
 - C. Local History App – Beth Timmerman
 - D. Family Place Library – Sue Warner
 - E. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION
 - A. Banned Patron Appeal 2013-1
- XI. ADJOURNMENT

<p style="text-align:center">Kalamazoo Public Library <i>OFFICIAL MINUTES OF THE BOARD OF TRUSTEES</i> <i>PUBLIC HEARING AND PUBLIC MEETING</i> Date: July 22, 2013 Time: 4:00 Location: Oshtemo Community Room</p>
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TRUSTEE ROLL CALL:

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

Absent: None

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Board Meeting of June 24, 2013*

B. *Personnel Items*

- **Increase in FTE**

The Supervisory-Technical 2 FTE .75 position 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.

Discussion: J. VanderRoest asked President TenBrink if an acting secretary needed to be appointed like the previous meeting in Secretary F. Brown's absence. President TenBrink mentioned that she had talked to F. Brown after the previous meeting and was made aware that there had been a bank robbery where F. Brown worked which had prohibited him from leaving the building to attend the June 24th, 2013 Board meeting. She asked Director Rohrbaugh and E. Clloyd if they had heard anything from F. Brown for this meeting. They answered they had not heard from him. President TenBrink appointed Trustee R. Brown as acting secretary for the July 22nd, 2013 meeting.

IV. FINANCIAL REPORTS

A. Financial Reports for the Month Ending June 30, 2013

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

Discussion: Director Rohrbaugh said though the Financial Reports were through June 30, 2013 they did not represent the final fiscal year 2012-2013 results of operations. She said D. Schiller was working on closing the books on the last fiscal year, opening the books for the new fiscal year, and preparing for the audit. J. VanderRoest called attention to the fact that due to a decrease in expected expenditures, not an increase in revenue, the library would be, as was typical, gaining money as a result of the audit.

MOTION: L. GODFREY MOVED AND B. CAPLE SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JUNE 30, 2013.

MOTION CARRIED 6-0. 

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Law Library Contract with Kalamazoo County

Recommendation: Director Rohrbaugh recommended the Board approve the “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: The first of two, five-year renewals for the contract with the county for the Law Library expired on December 31, 2013. The county and the library agreed to extend the contract with few changes:

- P. 2, Section 3, 1. – the payment increased to a minimum of \$62,500. The original contract was \$45,000; the amount for 2013 was \$48,672 based on the formula outlined in this section. The library requested “a minimum” due to the uncertainty of the county SEV.
- P. 3, Section 4, 2. – the Law Library was open 52 hours per week, the expiring contract required it be open 50. Although the library had no plans at this time to reduce the hours, the library asked the county for the flexibility to reduce the hours to 40 if staff or financial limitations occurred. The county was agreeable to the change.
- Dates were changed throughout the contract.

These changes were reviewed and supported by the previous Law Library Liaison Committee— Trustees L. Godfrey and J. VanderRoest. Upon approval of the Board, the contract went to the county commission in August. KPL staff planned to attend that meeting to provide a brief overview of the service and answer questions.

Discussion: Director Rohrbaugh said this was the first of two five year renewals. She said the library had identified three areas of the contract for modification as summarized in the executive summary. She said with Board approval, the contract would be presented to the County Commission and, if approved, would be effective January 1st, 2014.

Director Rohrbaugh said the Law Library Liaison Committee had not been active in some time but met to review the contract. The recommendation came to the full Board with the committee's support.

B. Caple asked what the library would need to do if it decided to reduce the hours of the Law Library. Director Rohrbaugh said the library would only need to return to the county if the hours needed to be reduced to below 40 hours. V. Wright confirmed the minimum payment from the county would last for the next five years. Director Rohrbaugh explained for 2014, the library would receive \$62,500 from the county and for the following four years the amount paid would be determined based on the formula in the contract with a minimum payment of \$62,500. She said D. Schiller would calculate the cost for further years and usually the payment increased from year to year.

J. VanderRoest mentioned the committee had said during its meeting if the Law Library were to reduce its hours beyond the current 52 hours/week, it should continue to be open during non-working hours to ensure practitioners who worked during the day still had access to its resources. Director Rohrbaugh said it was also a staff priority that the Law Library be open nights and weekends.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE "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.

MOTION CARRIED 6-0.



B. Organizational Chart

Recommendation: Director Rohrbaugh recommended the organizational chart be revised to move "circulation" from Patron Services/IT to Tech Services/ILS effective August 1, 2013.

Executive Summary: The library plans to convert the computer training lab to a Digital Lab. It is logical for this initiative to be in IT under Kevin King's leadership. To better balance the departments, Director Rohrbaugh recommended circulation be moved from Patron Services/IT to Tech Services/ILS under Gary Green's leadership. At one time circulation was part of tech services since these agencies share major use of the ILS.

Many details remained to be worked out, including if there should be a change of departmental names. Board members would be informed as those details were worked through and a revised organizational chart would be brought to a future meeting.

The department heads directly involved with this change were supportive, as were the other managers, and the recommendation came to the full board with the support of the Personnel Committee.

Discussion: Director Rohrbaugh explained that with the approval of the Strategic Plan at the previous Board meeting, the library expected to convert the Computer Training Lab into a Digital Lab. The Digital Lab would offer specialized software patrons may not be able to purchase for home use. This new service naturally falls within IT, Director Rohrbaugh explained, but results in

an imbalance of work between the Department Head positions. She said there was a natural link between Circulation and Tech Services with the ILS and this move balanced the workload among the department heads. She said there were a few things that still needed to be worked out, such as the names of the departments, but none of these things were insurmountable. Board members could expect to be updated on these details at a future meeting.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO REVISE THE ORGANIZATIONAL CHART MOVING "CIRCULATION" FROM PATRON SERVICES/IT TO TECH SERVICES/ILS EFFECTIVE AUGUST 1, 2013.

MOTION CARRIED 6-0.



REPORTS:

C. Fourth Quarter Strategic Planning Statistics and Three Year Summary of Plan

Report: Director Rohrbaugh said the Fourth Quarter Strategic Planning Statistics were the final quarterly report of the 2010-2013 Strategic Plan. She said she felt the progress overall was good and the three year cycle served the library well. The Strategic Plan provided a strong focus which helped in defining the library's focus, staffing, and budget. Some objectives had been greatly exceeded in the past three years and others not met. She said many of these objectives had been pulled from directly for the new Strategic Plan.

She next drew attention to the second document of the report which gave an overview of the three year Strategic Plan. The report did not show the targets for each of the years but showed the progression from the beginning of the plan to the end. Some objectives had a nice natural projection, others fell off the final year of the plan. Director Rohrbaugh mentioned circulation had been decreasing among many of the other Class VI libraries in the state. Part of the reason for this may be that economic times are getting better. KPL has been continuing to maintain high circulation numbers in most areas but not in all areas. She said this document would be reviewed with managers and departments.

Discussion: V. Wright commented most of the objectives for teens had dropped off. Director Rohrbaugh mentioned the large spike in circulation for objective 5.1 during the 2011-12 fiscal year with lower circulation for the 2012-13 fiscal year. She noted that the language for this objective had also changed. V. Wright, looking at objective 8.4 on the fourth quarter strategic planning statistics report, said she was impressed with the 750 people reached at the Senior Expo during the second quarter. Though this event was not library sponsored and therefore not counted in objective 8.4, V. Wright said was happy this information was still being recorded. Director Rohrbaugh said it took staff a while to decide how interactions such as these should be recorded and some of the tweaks to the strategic plan from the last three years relate to these types of events.

R. Brown asked why Director Rohrbaugh thought the circulation at KPL had not started to recede as it had for other Class VI libraries in the state wondering if it was because KPL was doing such a good job meeting patrons' needs or if KPL's clientele was at a greater socioeconomic disadvantage compared with these other libraries. Director Rohrbaugh said she thought M. Cockrell and S. Warner had been doing a very good job in recent years promoting books through things such as displays, Book my Favorites, blogs, and Book Club in a Bag and circulation had risen as a result of these things. Thinking about the other Class VI libraries,

Director Rohrbaugh said Kalamazoo was more disadvantaged than some and less than others so it was hard correlate this with KPL's still rising circulation.

J. VanderRoest said it seemed the library was consistently not reaching its' goals with the teen populace and wondered if there was anything specific that was being done to increase these numbers. Director Rohrbaugh said this was historically a difficult target audience for library's to reach. She said S. Warner was out of town and she had not had an opportunity to review this document with her yet and agreed as a population subset this was the group who was most off target. He noted the very strong growth in goal six. He also highlighted objective 5.1 saying half of adult book circulation was non-fiction and he was glad the objective was changed to include non-fiction. L. Godfrey noticed both audiobook circulation and attendance at events were up for goal five.

V. Wright asked if the revamp of the teen space happened during the last three years. Director Rohrbaugh said it had and recently a large monitor had been installed in the teen area for gaming. B. Caple asked how staff felt about the changes to the teen area. Director Rohrbaugh said staff really liked that the area was able to be blocked off. The monitor had only been up a short time but Director Rohrbaugh said anecdotal comments from staff were that it was very well received by patrons.

Disposition: Trustees thanked Director Rohrbaugh for the report.

D. Action Plan and Organizational Competencies for 2013-2014

Report: Director Rohrbaugh said the Action Plan and Organizational Competencies followed up on the objectives which had been approved by the Board at the previous meeting. The development of these documents took place over months as the action items and organizational competencies were aligned with the Strategic Plan, staff resources, and the budget. She said these documents come annually to the Board for informational purposes and explained the action items under each goal were meant to have a direct positive impact on helping the library meet its objectives. She said an internal document used by staff notes the departments who will take the lead on the action items and organizational competencies but said many of the things listed crossed departments. The Action Plan is primarily the work of the public service departments and the Organizational Competencies the work of the operational departments. The Organizational Competencies are background work that supports the Strategic Plan. The document formatting has been simplified for the 2013-14 fiscal year. Director Rohrbaugh said she regularly checked in with department heads on their progress on items in these two documents and midyear the Management Team would have a retreat to review progress as a group.

Discussion: V. Wright said some of the Action Plan items sounded very interesting such as the "1,000 Book Before Kindergarten" initiative and the investigation of moving picture books out of Dewey order. Director Rohrbaugh said the Children's Room had already been pulling some books out of Dewey order with very popular topics among young children such as princesses and trucks grouped together for easy browsing by parents. One of the libraries staff visited during the Family Place training had organized their picture books into ten neighborhoods and youth services staff would be determining whether this may be something KPL would like to do. L. Godfrey asked what Smart Play programs were. Director Rohrbaugh said these were part of

the Family Place program and the Board would be hearing more about Family Place from S. Warner soon.

J. VanderRoest asked what STEM stood for. Director Rohrbaugh said it stood for “Science, Technology, Engineering, and Math”. She said that some places are introducing an “A” for “Arts” as well and instead of “STEM” they have “STEAM”. J. VanderRoest asked whether the library would be generating the “50 Great Books to Read Before your Graduate” list or if it was coming from an outside source. Director Rohrbaugh said she thought this was a list that came from elsewhere and K. King agreed he thought this was the case as well. Director Rohrbaugh said Trustees should expect to hear about some of these items in staff reports over the coming year.

L. Godfrey asked about the Homework Buddy program. She said the survey had indicated an interest in homework help but when the library offered this in the past it was not well utilized. Director Rohrbaugh said L. Godfrey had been remembering tutor.com which, despite heavily promotion, never received much use. The survey conducted by the Kercher Center indicated patrons were interested in more homework help. In an upcoming Link, the library will be highlighting what it already offered for help with homework such as databases, study rooms, computers, and specific books. K. King said the Homework Buddy program, as he understood it, matched up middle and high school kids with elementary students to help them with their homework.

Disposition: Trustees thanked Director Rohrbaugh for the report. (Trustee F. Brown arrived at 4:34 p.m.)

E. Legislative Report – Diane Schiller

Report: D. Schiller said the legislature was still on break but there were a couple bills sitting on either the house or senate floor that may affect the library in the future. The first bill she mentioned was HB 4887 which would amend the General Property Tax Act. The bill dictates for bond and millage elections the language that should be used on the ballot, and when and how often the elections can be held. After December 31, 2014, elections for the authorization of new millages, authorization of additional millages, and millage renewals will only be able to be held once per year during the November election. This bill will not have an effect on the millage election in May 2014 for KPL but future millage elections may be effected. Another thing to watch was a senate bill which proposed altering the cap levels for medical insurance rates for the two person rate. If this bill were to be passed it would cost the library more money but benefit a number of employees.

D. Schiller then talked about the Detroit bankruptcy. She said the unfunded liabilities for the city of Detroit total \$18.5 billion, most of which were attributed to pensions and other post-employment benefits, typically medical insurance. She compared this with the library’s unfunded liability. The MERS system is over 90% funded for its pension plan. This equals \$340,000 in unfunded liabilities on the library’s part based on a payroll of \$2.8-2.9 million per year. MPSERS is a shared cost system; the payroll for the library for MPSERS is about \$1.1 million per year. System-wide MPSERS is \$22.4 billion underfunded for the system on just over \$9 billion is annual payroll. 83.4% of participating units in MPSERS contributed the required funding in 2012 meaning that just under 17% of units did not contribute the required amount because they could not afford to, didn’t want to, or were deferring payment, just as the City of

Detroit did. If one took the library's share directly proportionate to the overall unfunded liability it would be \$2.4 million. She said there have been a number of reports published over the past 3-5 years which document similar problems as the city of Detroit among other large cities, counties and municipalities nationwide.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—no meeting.
- B. *Personnel Committee*—no meeting.
- C. *Fund Development and Allocations Committee*—no meeting.
- D. *Director's Building Advisory Committee*—Director Rohrbaugh said the committee had not met but she had an update on the building project. The library had received the building permit for the project and had submitted a notice to proceed to Miller-Davis and would be signing the contract. The FM staff at the library had been relocating staff before a start date for the project on August 1st, and were ordering materials such as hardware and door frames.

VII. OTHER BUSINESS

- A. *Open Discussion about May 2014 Millage*
Director Rohrbaugh reminded Trustees she had sent them a memo in June about the May 2014 millage renewal vote. She said she was interested in an open discussion among Board members and the memo had highlighted a few main points that needed to be discussed: 1) Should a Citizen's Committee recommend a rate for the millage to the Board or should the Board decide on the rate of the millage based on information provided by Library staff? 2) Should the library do polling? If so, when? 3) When should the rate be set? 4) What should be the make-up of the Citizen's Committee?

V. Wright asked when the library was required to submit language regarding the rate of the millage. Director Rohrbaugh said the library would have to submit the language to the county in February 2014. L. Godfrey said this was just the deadline for the county but the library could submit the language much earlier if it wanted. Kalamazoo Public Schools polled, had a Citizen's Committee meeting to hear the needs of the school district while hearing the results of the polling, and made a recommendation to the Board regarding the level of the bond within a two week period in January 2013 prior to its May 2013 vote. L. Godfrey said they had to differentiate between a bond and a millage proposal and that she did not want a Citizen's Committee making a recommendation to the Board about the rate of the millage.

R. Brown asked what the second millage rate was. Director Rohrbaugh said it was 1.1801 with a Headlee rollback. The original rate had been 1.2. R. Brown said he assumed the library would have to continue at the Headlee rollback rate to call the vote a renewal. Director Rohbaugh said the library would have to go for a Headlee override to return to the 1.2 mils. D. Schiller said a Headlee override would be considered an increase in the millage rate on the ballot.

J. VanderRoest wondered how a list of people to possibly serve on the Citizen's Committee for the library might be developed. Director Rohrbaugh said she would try to develop a list

of possible candidates with managers at the library, trustees and Friends. She said she had a list of names that had been recommended to her over the last year that she had been keeping. L. Godfrey said she thought there was a role for a Citizen's Committee but that setting the rate of the millage was not one of them. J. VanderRoest said he thought setting the millage rate was one of the things he and the other Board members were elected for.

R. Brown said his only question about the rate for the millage was whether the library should go for a renewal of the current rate or a Headlee override. L. Godfrey said throughout the state it seemed millage renewals generally passed in elections but increases in millage rates and new bonds were not as successful. Director Rohrbaugh said S. Lindemann had been working on a needs assessment for the buildings which could advise the Board or Citizen's Committee in determining the rate of the millage.

R. Brown asked what the polling consisted of for KPS. Director Rohrbaugh said KPS hired a firm to do phone interviews of likely voters. She said the survey performed by the Kercher Center for the library asked residents of the library about their thoughts on the millage and this wasn't necessarily the same as likely voters. F. Brown said he thought polling likely voters would be redundant. He said he remembered the millage vote from a few years prior and the discussions at this time that centered on the needs of the library. He said he thought the reports staff would be developing for the Board on the needs of the library should be the basis for the setting of the rate.

B. Caple asked for confirmation that the library did not anticipate any of its income streams to increase substantially over the next 10-12 years. D. Schiller said this was the case and in fact the library expected to lose a large funding stream with the elimination of Personal Property Tax. He said in his mind the only question was whether it was worth the risk for the library to ask for an increase in the rate. L. Godfrey said the input from S. Lindemann was critical for determining the rate. Director Rohrbaugh said back when this second millage was passed, it was thought the next area for growth could be an addition to the Oshtemo Branch Library and the renewal would be centered around making the case for this expansion based on the increased need at the branch. She said, indeed, there was an increased need at Oshtemo but the economic climate had totally changed since this second millage was initially passed and this second millage was needed to cover ongoing operating expenses.

J. VanderRoest asked what the cap for the millage rate was for the library. D. Schiller said the cap was 4.0 and the library was currently at 3.9583 because of the Headlee rollback. R. Brown asked if the library went for the Headlee override and returned to 4.0, if this rate would undergo a Headlee rollback again. D. Schiller confirmed the rate would have the potential of being rolled back again.

L. Godfrey said the Board should set the rate for the millage following reports from staff about the needs of the library. She agreed with F. Brown that polling was not necessary following the Kercher Center survey. R. Brown and B. Caple agreed with the feeling that polling was not necessary and V. Wright said even though the library did not know whether those who said they would support the millage renewal were likely voters, the library did know the ages, gender, and zip codes of the residents who completed the survey and these demographics coincided well with the ages, gender, and zip codes of people in the community that tended to vote.

Director Rohrbaugh asked Board members about the timing of setting the millage rate. B. Caple asked what the benefit was of setting the rate early. Director Rohrbaugh said setting the millage rate early allowed more time for planning the campaign. B. Caple said the campaign could be planned without the rate being solidified. He said he supported gathering information from S. Lindemann and the other department heads in the coming months and setting the rate near the end of the year without impeding the campaign if it had begun. He said he didn't see a benefit to setting the rate any earlier than this. J. VanderRoest said the decision about the rate should be made after the library had a better idea about the changes to Personal Property Tax. D. Schiller said the library would not know in finite terms the way the changes to Personal Property Tax will affect the library before the millage rate must be set, however it should be known by this time the methodology by which the law would be applied. L. Godfrey said the effects of the changes to Personal Property Tax should be a driving force for the millage election.

Director Rohrbaugh said she would set up staff reports in the coming months for the Board members to keep in mind as they think about what the rate for the millage should be. The rate should be set no later than January and the Board generally does not meet in November. B. Caple said it would be preferable to have as many staff reports as possible this fall. L. Godfrey said the library did not need to wait until the rate was set to be determining who may be willing and able to serve on a Citizen's Committee.

Director Rohrbaugh said the Citizen's Committee would need to think about the level of the campaign. There is a fund of approximately \$9,000-10,000 for the campaign and the committee would need to decide if this was enough money to do what they wanted or if more money needed to be raised through fundraising. L. Godfrey said last time the library believed it had done a low key campaign but KPS had a much lower key campaign than they the library. L. Godfrey said she thought the use of social media for the last campaign had a huge positive impact. R. Brown said he thought KPS ran a stealth campaign. Director Rohrbaugh said they had intentionally done this. F. Brown said he thought the campaign should focus on why the millage should pass.

Director Rohrbaugh summarized the discussion and encouraged Board members to pass any names along to her of people who may be interested in being on the Citizen's Committee. R. Brown asked when the Citizen's Committee might be convened. Director Rohrbaugh said likely near the end of the year. L. Godfrey said the timing of a May election meant some people whom the library may want on its committee could be out of town for the winter. J. VanderRoest wondered if some of the decisions about the millage might be better made at a regular Board meeting or a retreat where time was less of a constraint. Director Rohrbaugh thanked Board members for their thoughtful discussion and guidance.

B. Director's Report

Report: Director Rohrbaugh mentioned the article about the Douglass in the Kalamazoo Gazette the day prior. She said the library's position continued to be "wait and see". She said she was optimistic, as the Board president of the Douglass was that the community would not let the institution fail. L. Godfrey said she thought this could be the opening argument for a large public relations operation to save it. Director Rohrbaugh said she agreed and it was possible the Douglass was looking into merger options. She assured Board members she would keep them abreast of developments.

Director Rohrbaugh drew attention to item four and the attached committee reports. She also mentioned item 21 and the continued LEAN work throughout the library system. She said Board members would be going on a tour of the Oshtemo discharge area following the meeting to hear about the changes instituted in this area.

Discussion: L. Godfrey said she was disappointed she didn't know in advance that Zeus was the largest dog in the world. J. VanderRoest asked what kind of dog Zeus was. Director Rohrbaugh answered he was a Great Dane. V. Wright said the committee reports were very interesting and she enjoyed getting a different perspective on what work was going on throughout the library.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright said she really enjoyed having a heads on the date of the Great Grown-Up Spelling Bee.

X. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:20 p.m. Board members took a tour of the Oshtemo discharge area following adjournment of the meeting.

X _____
Fenner Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: August 26, 2013

Resignation

Andrea Enyedi resigned from the Supervisory-Technical 3 FTE .75 Youth Outreach Coordinator position in Youth Services effective September 15, 2013. Andrea began work at KPL in March 1997 as the Ready to Read Literacy Project Coordinator. Andrea will be pursuing classes at Western Michigan University.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

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

DATE: August 26, 2013

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

August 16, 2013
Kalamazoo Public Library
Internal Financial Statements
For the month ending July 31, 2013

Included at the end of the July 2013 financial statements are the fund activity statements from the Kalamazoo Community Foundation for the period ending June 30th. As of the end of June, the total Local History & Community Information Service Fund contained \$97,811.10 after the disbursement of the recent \$29,000 funding of the Local History renovation project. All three fund activity statements are included: the Master Statement – which includes all funds; the Agency Statement – which included funds recognized on Kalamazoo Public Library’s balance sheet; and the foundation statement – which includes funds recognized on the Kalamazoo Community Foundation’s balance sheet.

Governmental Pooled Funds – Sources and Uses of Funds
Electronic Transfers

As of July 31st, the library had \$7,253,087 in total pooled governmental pooled funds to fund operations through the end of the library’s cash flow cycle at the end of November. Governmental pooled funds include those funds set aside for specific uses such as the funds held for Capital Improvement Projects and specific gifts and grants.

Sources of funds during the month of July included the receipt of \$80,000 in funding for ONEPlace from the Irving S. Gilmore Foundation, \$70,190 in District Court Penal Fines and \$12,113 in Law Library contract payments for the quarter ending June 30th from Kalamazoo County. Uses of funds totaled \$905,115 including \$452,852 in electronic transfers for salaries, benefits, and employee related remittances.

Combined Balance Sheet

Balances carried forward do include final but unaudited results of the previous fiscal year ending June 30th. The results of pooled cash accounts shows a negative \$599,788 internal distribution of cash held by the General Operating Fund, indicating that the pooled funds held in checking accounts at both First National Bank and Fifth Third Bank have fallen below the \$1,682,742 reserve of funds held for the Capital Improvement Plan. The actual balances of the checking accounts are as represented on the bottom of the Sources and Uses Statement at \$640,978 and \$487,584 for First National and Fifth Third Bank, respectively.

Retirement Payable and Accounts Receivable the General Operating Fund includes recognition of \$94,992 for the Michigan Public Schools Employee Retirement System (MPSERS) Unfunded Actuarial Accrued Liability (UAAL) Rate Stabilization. In early August, the Library was notified that our portion of the fiscal year 2013 appropriation from the Education Omnibus Budget (PA60 of 2013) would be \$94,992. We expect both the receipt of the funds and an invoice from MPSERS in the full amount within the next several weeks.

General Fund Revenue and Expenditure Summary

Revenue recognized from the ONEPlace Irving S. Gilmore Foundation Grant of \$80,000 constitutes most of the revenue recognized during the month of July. Expenditures for July include approximately \$222,000 of prepaid expenditures primarily for licensing and maintenance contracts paid earlier this spring but attributable to the expenditure budgets for fiscal year 2013-2014. The recognition of the prepaid expenditures, in many cases for six to 9 months of service, causes Total Expenditures to reflect a 10.6% complete.

Capital Improvement Plan

Expenditures in the Capital Improvement Plan during the month of July 2013 totaled only \$7,649. Encumbrances, however, total \$144,097 for the 2013 Renovation project of Youth Services, Local History, and Technical Services. As of the end of July, \$1,538,645 in fund balance remains of which \$914,272 is projected to carry forward to the next fiscal year.

Other Gifts/Special Revenue Summary

No expenditures were recognized during the month of July and \$1,187 in gifts to Ready to Read and ONEPlace.

Endowment Fund

June activity within the Endowment Fund consisted of dividend and interest payments. The market value of both fixed income and stock investment fell during the month and is reflected by the decrease in the overall market value of the portfolio from \$3,430,249 in May to \$3,391,978 in June.

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

		July
BEGINNING CASH BALANCE *	\$	7,972,250.76
* Including short-term investments		
<u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$	8,501
IFT/CFT Taxes not in Levy/Pilots	\$	-
State Aid	\$	-
District Court Penal Fines/Law Library Revenue	\$	82,904
Interest Income	\$	23
Library Fines & Fees	\$	13,639
Other Sources: Gifts, Grants, & Reimbursements	\$	80,884
Other Gifts (Ready to Read, etc)	\$	-
TOTAL SOURCES OF CASH	\$	185,951
<u>USES OF CASH:</u>		
Salaries & Wages	\$	(375,442)
Benefits	\$	(65,846)
Materials	\$	(111,486)
Supplies	\$	(10,925)
Facilities	\$	(69,076)
Technical Services	\$	(180,287)
Purchased Services	\$	(44,013)
Other	\$	(40,626)
Capital Expenditures	\$	(7,412)
Prepaid expenditures	\$	-
Debt Service - transferred to reserve	\$	-
TOTAL USES OF CASH	\$	(905,115)
ENDING CASH	\$	7,253,087
<u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Cash to be deposited		
Fifth Third General & Payroll Checking Accounts	\$	487,584
First National NOW & ACH Transfer Accounts	\$	640,978
Fifth Third Arcadia Admin & Transfers Accounts	\$	55,349
Petty Cash/Midwest Business Exchange Account/Paypal	\$	12,254
Pooled Cash Accounts	\$	1,196,165
<u>Pooled Investments</u>		
Fifth Third Bank, Fifth Third Securities, CD's	\$	52
Flagstar Bank MM & CD's	\$	1,855,022
Huntington Aim Treasury, MM & CD's	\$	24,159
First National Bank MM, ICS Savings, & CD's	\$	4,177,688
Pooled Investment Accounts	\$	6,056,922
Total Pooled Cash & Investments	\$	7,253,087

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

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
7/1/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (955.00)
7/2/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (4,347.17)
7/2/2013	MERS Contribution	First National Transfer	Municipal Employees Retirement Sys.	\$ (22,115.82)
7/9/2013	MERS HCSP	5/3 ACH Transfer	MERS HCSP Employee Accounts	\$ (998.56)
7/12/2013	403B Employee Contributions	5/3 ACH Transfer	MEBS Employee Accounts	\$ (6,522.97)
7/10/2013	Transfer to Arcadia Checking	5/3 General Check		\$ (2,000.00)
7/10/2013	Transfer from General Checking		5/3 Arcadia Checking	\$ 2,000.00
7/12/2013	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,139.93)
7/12/2013	Payroll July 12, 2013	5/3 Payroll Check	Employee Accounts	\$ (14,599.35)
7/12/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (5,085.61)
7/15/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (849.00)
7/15/2013	Payroll July 15, 2013	5/3 Payroll Check	Employee Accounts	\$ (120,008.85)
7/15/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
7/15/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (50,042.36)
7/15/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,733.17)
7/15/2013	MERS HCSP	5/3 ACH Transfer	MERS HCSP Employee Accounts	\$ (2,606.34)
7/15/2013	403B Employee Contributions	5/3 ACH Transfer	MEBS Employee Accounts	\$ (6,547.78)
7/22/2013	Transfer to ACH Acct	5/3 General Check		\$ (40,000.00)
7/22/2013	Transfer from General Checking		5/3 ACH Transfer Account	\$ (40,000.00)
7/24/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (130.31)
7/31/2013	Payroll July 31, 2013	5/3 Payroll Check	Employee Accounts	\$ (120,957.66)
7/28/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
7/30/2013	Transfer from 1st National	First National Checking		\$ (30,000.00)
7/30/2013	Transfer to 1st National ACH		First National ACH	\$ 30,000.00
		Total Transfer Transactions		\$ (452,851.64)

Kalamazoo Public Library Combined Balance Sheet

As of July 31, 2013

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	(\$599,787.91)	\$1,682,741.89	\$0.00	\$101,531.42	\$0.00
Investments	\$6,068,601.11	\$0.00	\$30,586.36	\$55,764.38	\$3,391,977.90
Total Cash & Equivalents	\$5,468,813.20	\$1,682,741.89	\$30,586.36	\$157,295.80	\$3,391,977.90
Accounts Receivable					
Accounts Receivable	\$128,380.57	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$128,380.57	\$0.00	\$0.00	\$0.00	\$0.00
Taxes Receivable					
Taxes Receivable	\$59,064.87	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$59,064.87	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets					
Other Assets	\$648.31	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$648.31	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$5,656,906.95	\$1,682,741.89	\$30,586.36	\$157,295.80	\$3,391,977.90
Liabilities					
Current Liabilities					
Accounts Payable	\$46,599.58	\$0.00	\$0.00	\$0.00	\$0.00
Salaries Payable	\$76,827.16	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$145,268.42	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$268,695.16	\$0.00	\$0.00	\$0.00	\$0.00
Long Term Liabilities					
Deferred Tax Revenue	\$35,477.86	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$35,477.86	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$304,173.02	\$0.00	\$0.00	\$0.00	\$0.00
Net Assets					
Fund Balance					
Fund Balance	\$5,352,733.93	\$1,682,741.89	\$30,586.36	\$157,295.80	\$3,391,977.90
Total Fund Balance	\$5,352,733.93	\$1,682,741.89	\$30,586.36	\$157,295.80	\$3,391,977.90
Total Liabilities & Fund Balance	\$5,656,906.95	\$1,682,741.89	\$30,586.36	\$157,295.80	\$3,391,977.90

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

	July	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$0.00	\$0.00	\$0.00	\$10,279,872.00	\$10,279,872.00	0.0%
Other Taxes	\$0.00	\$0.00	\$0.00	\$127,665.00	\$127,665.00	0.0%
Fines and Fees	\$13,638.66	\$0.00	\$13,638.66	\$162,280.00	\$148,641.34	8.4%
Other Revenue	\$0.00	\$0.00	\$0.00	\$427,410.00	\$427,410.00	0.0%
Local Support	\$80,050.00	\$0.00	\$80,050.00	\$233,275.00	\$153,225.00	34.3%
Interest Income	\$23.47	\$0.00	\$23.47	\$10,000.00	\$9,976.53	0.2%
Other	\$218.00	\$0.00	\$218.00	\$0.00	(\$218.00)	0.0%
Total Revenue	\$93,930.13	\$0.00	\$93,930.13	\$11,240,502.00	\$11,146,571.87	0.8%
Expenditures						
Salaries						
Administrator Salaries	\$54,556.58	\$0.00	\$54,556.58	\$637,110.00	\$582,553.42	8.6%
Librarian Salaries	\$107,056.72	\$0.00	\$107,056.72	\$1,210,105.00	\$1,103,048.28	8.8%
Supervisory Technical Salaries	\$60,271.52	\$0.00	\$60,271.52	\$700,080.00	\$639,808.48	8.6%
Library Assistant Salaries	\$138,982.80	\$0.00	\$138,982.80	\$1,560,540.00	\$1,421,557.20	8.9%
Hourly Staff	\$23,771.86	\$0.00	\$23,771.86	\$596,554.00	\$572,782.14	4.0%
Substitute Salaries	\$3,896.91	\$0.00	\$3,896.91	\$85,960.00	\$82,063.09	4.5%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$90,000.00)	(\$90,000.00)	0.0%
Total	\$388,536.39	\$0.00	\$388,536.39	\$4,700,349.00	\$4,311,812.61	8.3%
Benefits						
Employee Insurance	\$77,577.59	\$0.00	\$77,577.59	\$985,215.00	\$907,637.41	7.9%
Retirement	\$46,118.08	\$0.00	\$46,118.08	\$592,195.00	\$546,076.92	7.8%
Employer FICA-Medicare	\$29,625.44	\$0.00	\$29,625.44	\$361,520.00	\$331,894.56	8.2%
Other Benefits	\$4,031.68	\$0.00	\$4,031.68	\$114,625.00	\$110,593.32	3.5%
Total	\$157,352.79	\$0.00	\$157,352.79	\$2,053,555.00	\$1,896,202.21	7.7%
Materials						
Adult Books	\$11,419.36	\$0.00	\$49,004.50	\$464,500.00	\$415,495.50	10.5%
Juvenile Books	\$4,501.84	\$0.00	\$12,982.09	\$98,350.00	\$85,367.91	13.2%
Periodicals	\$17,828.14	\$0.00	\$17,828.14	\$60,706.00	\$42,877.86	29.4%
Audio-Visual Material	\$4,167.81	\$0.00	\$17,870.18	\$299,300.00	\$281,429.82	6.0%
Digital Materials	\$37,647.51	\$0.00	\$37,647.51	\$195,620.00	\$157,972.49	19.2%
Total	\$75,564.66	\$0.00	\$135,332.42	\$1,118,476.00	\$983,143.58	12.1%
Facilities						
Fuel	\$111.54	\$0.00	\$111.54	\$67,700.00	\$67,588.46	0.2%
Electricity	\$6,416.11	\$0.00	\$6,416.11	\$182,900.00	\$176,483.89	3.5%
Water	\$0.00	\$0.00	\$0.00	\$5,875.00	\$5,875.00	0.0%
Custodial Supplies	\$2,989.76	\$0.00	\$4,312.22	\$74,275.00	\$69,962.78	5.8%
Grounds Maintenance	\$0.00	\$8,344.00	\$9,284.00	\$28,415.00	\$19,131.00	32.7%
Building Repair	\$0.00	\$0.00	\$0.00	\$82,875.00	\$82,875.00	0.0%
Building Operations	\$25,360.28	\$64,571.00	\$91,897.28	\$127,282.00	\$35,384.72	72.2%
Total	\$34,877.69	\$72,915.00	\$112,021.15	\$569,322.00	\$457,300.85	19.7%
Supplies						
Office Supplies	\$843.70	\$308.50	\$843.70	\$51,540.00	\$50,696.30	1.6%
Marketing Supplies	\$0.00	\$0.00	\$0.00	\$24,470.00	\$24,470.00	0.0%
Postage & Freight	\$799.97	\$0.00	\$799.97	\$46,230.00	\$45,430.03	1.7%
Processing Supplies	\$1,084.88	\$0.00	\$1,084.88	\$62,140.00	\$61,055.12	1.7%
Departmental Purchases	\$88.25	\$500.00	\$88.25	\$60,278.00	\$60,189.75	0.1%
Total	\$2,816.80	\$808.50	\$2,816.80	\$244,658.00	\$241,841.20	1.2%

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

	July	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$9,319.11	\$1,710.00	\$11,029.11	\$77,420.00	\$66,390.89	14.2%
Telecommunications	\$2,407.89	\$0.00	\$2,407.89	\$90,280.00	\$87,872.11	2.7%
Software & Licensing	\$188,274.28	\$6,921.00	\$195,195.28	\$310,549.00	\$115,353.72	62.9%
Cataloging & Processing	\$849.60	\$0.00	\$849.60	\$66,922.00	\$66,072.40	1.3%
Total	\$200,850.88	\$8,631.00	\$209,481.88	\$545,171.00	\$335,689.12	38.4%
Purchased Services						
Security	\$0.00	\$0.00	\$0.00	\$112,884.00	\$112,884.00	0.0%
Insurance	\$47,466.30	\$0.00	\$47,466.30	\$83,500.00	\$36,033.70	56.8%
Legal Services	\$0.00	\$0.00	\$0.00	\$17,000.00	\$17,000.00	0.0%
Contracted Services	\$6,525.50	\$0.00	\$6,525.50	\$219,713.00	\$213,187.50	3.0%
Printing Services	\$12,053.98	\$0.00	\$12,053.98	\$95,000.00	\$82,946.02	12.7%
Advertising	\$219.00	\$0.00	\$219.00	\$68,000.00	\$67,781.00	0.3%
Total	\$66,264.78	\$0.00	\$66,264.78	\$596,097.00	\$529,832.22	11.1%
Other Expenditures						
Miscellaneous Operating	\$38.95	\$0.00	\$38.95	\$67,240.00	\$67,201.05	0.1%
Tax Charge Backs	\$0.00	\$0.00	\$0.00	\$70,000.00	\$70,000.00	0.0%
Travel & Conference-Director	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
Travel & Conference	\$0.00	\$0.00	\$0.00	\$48,800.00	\$48,800.00	0.0%
Staff Development	\$0.00	\$0.00	\$0.00	\$28,470.00	\$28,470.00	0.0%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
Miscellaneous Disbursements	\$462.37	\$0.00	\$462.37	\$64,074.00	\$63,611.63	0.7%
Vehicle Maintenance	\$0.00	\$0.00	\$0.00	\$5,260.00	\$5,260.00	0.0%
Programming Expenditures	\$9,596.11	\$6,901.00	\$9,596.11	\$127,700.00	\$118,103.89	7.5%
Rent	\$5,211.12	\$1,575.00	\$6,786.12	\$31,600.00	\$24,813.88	21.5%
Total	\$15,308.55	\$8,476.00	\$16,883.55	\$452,144.00	\$435,260.45	3.7%
Total Expenditures	\$941,572.54	\$90,830.50	\$1,088,689.76	\$10,279,772.00	\$9,191,082.24	10.6%
Transfers						
Transfers In						
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$1,054,000.00	\$1,054,000.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$1,054,000.00	\$1,054,000.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$1,054,000.00	\$1,054,000.00	0.0%
BEGINNING FUND BALANCE	\$6,200,285.04	\$0.00	\$6,200,285.04	\$6,200,285.04	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$847,642.41)	(\$97,092.50)	(\$1,000,517.63)	(\$93,270.00)	\$907,247.63	1072.7%
ENDING FUND BALANCE	\$5,352,642.63	(\$97,092.50)	\$5,199,767.41	\$6,107,015.04	\$907,247.63	85.1%

Kalamazoo Public Library Capital Improvement Plan July 31, 2013

3 - Capital Improvement Plan

	Actual	Encumbrance	Year to Date	Budget	Variance
Expenditures					
Library Systems and Equipment					
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Total Library Systems and Equipment	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Furniture & Equipment					
810 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$90,478.81	\$90,478.81
811 - Carpet Master Plan/1st Renovation	\$0.00	\$0.00	\$0.00	\$109,509.00	\$109,509.00
815 - Laptop chairs & Workspaces-Oshtemo	\$0.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00
862 - Oshtemo Chair Dollies	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00
879 - Color Laser Printer - MAC	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00
880 - ADS conference room	\$0.00	\$0.00	\$0.00	\$1,930.00	\$1,930.00
881 - Eastwood/Powell - table/chairs/display	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
882 - Oshtemo-Drop box/coffee cabinet	\$0.00	\$0.00	\$0.00	\$6,700.00	\$6,700.00
Total Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$235,717.81	\$235,717.81
Building Alterations					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$60,610.71	\$60,610.71
821 - Oshtemo Concrete	\$0.00	\$0.00	\$0.00	\$4,400.00	\$4,400.00
823 - Generator - Oshtemo	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
824 - Generator - Eastwood	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
827 - Security Camera System	\$0.00	\$0.00	\$0.00	\$1,218.01	\$1,218.01
870 - 2013 Renovations-Youth/History/Camp	\$237.25	\$144,097.00	\$144,334.25	\$171,397.00	\$27,062.75
873 - Parking Lot LED Lights	\$0.00	\$0.00	\$0.00	\$18,140.00	\$18,140.00
874 - Metasys control system/monitors	\$0.00	\$0.00	\$0.00	\$36,670.00	\$36,670.00
Total Building Alterations	\$237.25	\$144,097.00	\$144,334.25	\$309,435.72	\$165,101.47
Computer & Electronics					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$86,734.10	\$86,734.10
831 - Automation Replacement	\$0.00	\$0.00	\$0.00	\$52,120.39	\$52,120.39
832 - Hardware	\$0.00	\$0.00	\$0.00	\$5,607.08	\$5,607.08
865 - Game Carts - Teen	\$7,412.46	\$0.00	\$7,412.46	\$12,011.00	\$4,598.54
866 - Laptops for IT, MAC, Teen	\$0.00	\$0.00	\$0.00	\$1,860.00	\$1,860.00
875 - Spare Switches	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
876 - Upgrade virtual services	\$0.00	\$0.00	\$0.00	\$8,304.00	\$8,304.00
877 - Envisionware Letter Document Station	\$0.00	\$0.00	\$0.00	\$7,700.00	\$7,700.00
878 - Laptops/iPads	\$0.00	\$0.00	\$0.00	\$11,410.00	\$11,410.00
Total Computer & Electronics	\$7,412.46	\$0.00	\$7,412.46	\$191,746.57	\$184,334.11
RFID					
850 - RFID Reserve	\$0.00	\$0.00	\$0.00	\$11,703.00	\$11,703.00
852 - RFID Building/Furniture	\$0.00	\$0.00	\$0.00	\$15,203.00	\$15,203.00
Total RFID	\$0.00	\$0.00	\$0.00	\$26,906.00	\$26,906.00
Total Expenditures	\$7,649.71	\$144,097.00	\$151,746.71	\$776,120.10	\$624,373.39
TOTAL BEGINNING FUND BALANCE	\$1,690,391.60	\$0.00	\$1,690,391.60	\$1,690,391.60	\$0.00
TOTAL NET SURPLUS/(DEFICIT)	(\$7,649.71)	(\$144,097.00)	(\$151,746.71)	(\$776,120.10)	\$624,373.39
TOTAL ENDING FUND BALANCE	\$1,682,741.89	(\$144,097.00)	\$1,538,644.89	\$914,271.50	\$624,373.39

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
 July 31, 2013

4 - Special Revenue Fund

	Month	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
233 - Ready to Read - Gifts	\$274.49	\$0.00	\$274.49	\$2,000.00	\$1,725.51	13.7%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.0%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
307 - ONEplace Nonprofit Services	\$912.43	\$0.00	\$912.43	\$0.00	(\$912.43)	0.0%
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Total Revenue	\$1,186.92	\$0.00	\$1,186.92	\$25,000.00	\$23,813.08	4.7%
Expenditures						
Materials						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.0%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$17,000.00	\$17,000.00	0.0%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$29,500.00	\$29,500.00	0.0%
Purchased Services						
303 - History Room Gifts	\$0.00	\$0.00	\$0.00	\$7,441.00	\$7,441.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$7,441.00	\$7,441.00	0.0%
Other Expenditures						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$0.00	\$10,309.00	\$10,309.00	0.0%
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
380 - Scholarships/Administration Mini-Grants	\$0.00	\$0.00	\$0.00	\$874.80	\$874.80	0.0%
383 - History Room Mini-Grant	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$0.00	\$517.00	\$517.00	0.0%
388 - Powell Mini-Grant	\$0.00	\$0.00	\$0.00	\$1,382.00	\$1,382.00	0.0%
389 - Washington Square Mini-Grant	\$0.00	\$0.00	\$0.00	\$111.00	\$111.00	0.0%
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00	0.0%
391 - Children's Mini-Grant	\$0.00	\$0.00	\$0.00	\$1,365.00	\$1,365.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$21,858.80	\$21,858.80	0.0%
Total Expenditures	\$0.00	\$0.00	\$0.00	\$58,799.80	\$58,799.80	0.0%
TOTAL BEGINNING FUND BALANCE	\$156,108.88	\$0.00	\$156,108.88	\$156,108.88	\$0.00	0.0%
TOTAL NET SURPLUS/(DEFICIT)	\$1,186.92	\$0.00	\$1,186.92	(\$33,799.80)	(\$34,986.72)	(3.5%)
TOTAL ENDING FUND BALANCE	\$157,295.80	\$0.00	\$157,295.80	\$122,309.08	(\$34,986.72)	128.6%

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

	5/31/2013		%	6/30/2013		%
	<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	\$ 526,339.36	\$ 526,339.36	0.0%	\$ 530,458.95	\$ 530,458.95	0.0%
Stocks	\$ 1,046,517.09	\$ 1,701,521.82	62.6%	\$ 1,046,517.09	\$ 1,667,478.70	59.3%
Fixed Income Investments	\$ 1,196,001.77	\$ 1,202,388.25	0.5%	\$ 1,196,001.77	\$ 1,194,040.25	-0.2%
	\$ -	\$ -		\$ -	\$ -	
Total Value	<u>\$ 2,768,858.22</u>	<u>\$ 3,430,249.43</u>	<u>23.9%</u>	<u>\$ 2,772,977.81</u>	<u>\$ 3,391,977.90</u>	<u>22.3%</u>

Fund Balance

Assigned for Children's Endowment	\$ 17,034.61	\$ 17,304.84
Kalamazoo Public Library Endowment	\$ 3,412,966.86	\$ 3,374,673.06

Year to Date Revenue & Expenditures

Net Withdrawals/Deposits from/to Accou	\$ (34,713.75)	\$ (34,713.75)
Dividend and Interest Income	\$ 45,951.18	\$ 50,076.77
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ 392,911.06	\$ 350,519.94
Arcadia Investment Management Fee/Other	\$ (20,194.64)	\$ (20,200.64)
Net Change	\$ 383,953.85	\$ 345,682.32

Summary:

June activity within the portfolio consisted of end of quarter dividend and interest payments and market value decline in both stocks and fixed income investments.



Kalamazoo
community foundation

151 S. Rose St., Suite 332
 Kalamazoo, MI 49007-4775
 Phone 269.381.4416

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Fund Activity Statement
Kalamazoo Public Library
Local History & Community
Information Service Fund
(Master)
January 1, 2013 through
June 30, 2013

Beginning Fund Value		\$	121,805.47
<u>Additions:</u>			
Gifts	\$	0.00	
Net Investment Return		6,352.80	
Other Additions/Adjustments		0.00	6,352.80
<u>Distributions:</u>			
Grants Approved	\$	(29,000.00)	
Foundation Annual Administrative Fee		(1,347.17)	
Other Distributions/Adjustments		0.00	(30,347.17)
Ending Fund Value		\$	<u>97,811.10</u>

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

Grants approved for payment from January 1, 2013 through June 30, 2013:

Grantee	Date	Amount	Description
Kalamazoo Public Library	02/11/2013	29,000.00	to fund renovation and expansion of the Local History Room
*** Total Grants:		29,000.00	



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*Fund Activity Statement
Kalamazoo Public Library
Local History & Community
Information Service Fund
(Agency)
January 1, 2013 through
June 30, 2013*

Beginning Fund Value			\$ 81,683.27
<u>Additions:</u>			
Gifts	\$	0.00	
Net Investment Return		3,984.53	
Other Additions/Adjustments		0.00	3,984.53
<u>Distributions:</u>			
Grants Approved	\$	(29,000.00)	
Foundation Annual Administrative Fee		(903.42)	
Other Distributions/Adjustments		0.00	(29,903.42)
Ending Fund Value			\$ <u>55,764.38</u>

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

Grants approved for payment from January 1, 2013 through June 30, 2013:

Grantee	Date	Amount	Description
Kalamazoo Public Library	02/11/2013	29,000.00	to fund renovation and expansion of the Local History Room
*** Total Grants:		29,000.00	

For good. For ever.™

*Fund Activity Statement
 Kalamazoo Public Library
 Local History & Community
 Information Service Fund
 January 1, 2013 through
 June 30, 2013*

Beginning Fund Value		\$ 40,122.20
<u>Additions:</u>		
Gifts	\$ 0.00	
Net Investment Return	2,368.27	
Other Additions/Adjustments	0.00	2,368.27
<u>Distributions:</u>		
Grants Approved	\$ 0.00	
Foundation Annual Administrative Fee	(443.75)	
Other Distributions/Adjustments	0.00	(443.75)
Ending Fund Value		\$ <u>42,046.72</u>

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **MERS Delegates**

DATE: August 26, 2013

Recommendation:

I recommend approval of the appointment of Elysha Cloyd as the Officer Delegate and the certification of Steve Siebers as the Employee Delegate to serve at the 2013 Municipal Employees Retirement System (MERS) Annual Meeting.

Executive Summary:

Beginning in 2004/2005, staff members have attended the annual MERS meeting. With so many KPL employees enrolled in MERS, we feel it is important for us to participate in the system. In the past we have sent both an officer and employee delegate to attend the MERS annual meeting. The officer delegate must be appointed by official action of the board to serve and the employee delegate must be elected by ballot and certified by either the chief administrative officer or a member of the governing body. Steve Siebers will serve as the employee delegate and Terry New will be the alternate officer delegate. The MERS Annual Meeting will take place October 1st-3rd in Acme, MI.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Increase in Staffing Table**

DATE: August 26, 2013

RECOMMENDATION:

I recommend the .75 library assistant 3 position in Technical Services be increased to full-time with the additional .25 time assigned primarily to the circulation desk, effective September 1, 2013.

EXECUTIVE SUMMARY:

The incumbent of this position previously worked in Patron Services in both Circulation and Branches. Since his voluntary transfer to a .75 position in Processing, he is frequently called upon to substitute at the circulation desk, so often that he is working at or near full-time in some pay periods.

With Circulation now part of Technical Services, it is logical to increase this position to full-time and reduce the substitute budget accordingly. The annual cost for this increase, with the accompanying reduction in the substitute budget, is approximately \$5,700.

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

**Director's Report
August 2013**

From the director

1. Recent meetings and events attended include DDA, DKI, and SMLC board meetings; an informal gathering with other class 6 library directors; many internal meetings and several library events.
2. A revised organizational chart is attached. The reconfigured department names are "Branch and IT Services" and "Tech and Circ Services".
3. As announced in the personnel items, Andrea Enyedi has resigned. Although we paused to consider if we needed to skip the "Great Grown-Up Spelling Bee" this year, we decided we can do it with the help of a committee, and notes and directions Andrea will leave. She will also be available for phone consultation and advice!

Create young readers

4. As Head Start transitions from Kalamazoo County to KRESA, we are establishing new contacts with them and looking forward to 3 and 4 year olds coming to storytime.

Stimulate imagination

5. "Reading is not optional." That's the message given by Walter Dean Myers, U.S. National Ambassador for Young People's Literature, who was in Kalamazoo earlier this month. Mr. Myers, author of over 100 books, primarily for teens, was our guest at four events: a public program at Central, a public program at Powell, a visit to the Juvenile Home to have lunch and talk with students there, and a breakfast with local community leaders and educators to "preach to the choir" about the absolute necessity for parents to read with their children. At each visit, Mr. Myers was inspiring, funny, humble, and passionate about the critical need for parents to take responsibility to give their children the "gift" of reading with them at home in their pre-kindergarten years. All of the events were well attended.
6. Our annual Lego Contest is drawing entries from all ages. They are displayed at Oshtemo and Central with the winner announced on our website on August 19.
7. ADS staff are continuing to experiment with reader's advisory services targeted to readers using our Facebook page. The latest effort was an online popularity battle between Jane Eyre and Twilight. Although participation was limited, it attracted some positive attention and shows there is significant interest to keep experimenting with these online events. And Jane Eyre won hands down.

8. Beth Timmerman (our local history librarian) took her pet pig to Oshtemo to visit with 350 excited people. We had two craft stations, shared a story, and everyone got to pet the pig. Beth shared interesting information on caring for a pet pig.

Connect to the digital world

9. Seven iMacs have been installed for public use. Staff attended training earlier this summer and a recording of the presentation is available for those who missed it. Already the MACs are a hit with patrons.
10. Staff are working with Friendship Village to develop an ebook program for their residents. The plan is to train and advise on how to use the various devices, including downloading books through our website from Overdrive.

Operations

11. Christine Hann represented us at the government documents meeting in Grand Rapids. This was the first time Michigan depository libraries have met the new regional coordinator from the University of Minnesota to discuss issues related to the move of the Michigan Regional Library.
12. Terry New is conducting harassment training at departmental staff meetings.
13. Beginning August 1, patrons have been receiving an email notification thirty days before their card expires with a reminder to renew their privileges.
14. Staff are examining our "Book My Favorites" author list to drop those you have not written a significant amount in the past five years. We are also considering new authors to add.
15. Next month IT will be introducing a new support services ticketing system called *The Bridge*. This system will replace Track-It, and will be used to submit work requests to IT, ILS, MAC and the Website. Staff will have their own user account in which to submit and track requests for service.
16. We're pleased that KPL has become a Code Adam institution. Participation in this nationwide child safety program is another way to show our support for children in our community.
17. The coffee service at Oshtemo is being discontinued due to very low usage and a recent uptick in theft of the K-cups and coffee supplies.

Library stories

18. A comment on our Facebook page: "KPL....thank you for this (Kinetic Affect) and Earl Sewell at the Paterson branch....I had an incredibly uplifting and epic time at both...thank you. Beside just plan talent, all are great teachers and leaders. I look forward to taking in more of these offerings."

Kalamazoo Public Library Organizational Chart



Position	Public Services	Library Operations	Total FTES
Director		1.00	1.00
Assistant Director		1.00	1.00
Department Heads	3.00	2.00	5.00
Librarians/Associates	18.25	1.50	19.75
Supervisory-Technical	3.75*	9.0	12.75*
Library Assistants/Operational	21.50	16.50	38.00
TOTAL	46.50*	31.00	77.50*

*ONEplace: 2.00 positions, funded externally, included in total

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

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	26,158	1,739	11,636	800	2,532	42,865	42,719	42,907	0%
-ebook	3,098					3,098	3,098	2,266	37%
-Digital Magazine	349								
Teen	4,545	346	1,666	104	261	6,922	6,922	7,193	-4%
Juvenile	<u>20,051</u>	<u>1,536</u>	<u>12,373</u>	<u>711</u>	<u>1,834</u>	<u>36,505</u>	<u>36,505</u>	<u>33,084</u>	10%
Total	54,201	3,621	25,675	1,615	4,627	89,739	89,593	85,450	5%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	2,563	124	1,356	54	199	4,296	4,296	4,498	-4%
-Digital Download	998					998	998	795	26%
Music									
-CD	6,182	513	1,047	420	450	8,612	8,612	7,535	14%
-Digital Download	952								
Video									
-DVD	35,818	5,201	9,818	4,333	8,104	63,274	63,274	56,748	11%
Total Non-Print Material	<u>46,513</u>	<u>5,838</u>	<u>12,221</u>	<u>4,807</u>	<u>8,753</u>	<u>78,132</u>	<u>78,056</u>	<u>69,576</u>	12%
Total Circulation	100,714	9,459	37,896	6,422	13,380	167,871	167,649	155,026	8%
Computer Usage									
Onsite Computer Use	5,620	835	1,415	856	913	9,639	9,639	13,221	-27%
Computer Usage Remote						2,507,535	2,507,535	2,531,254	-1%
Wireless Internet	2,292	174	520	279	319	3,584	3,584	2,972	21%
Database Statistics									
Database Sessions	1,117					1,117	1,117	1,164	-4%
Database Searches	40,245					40,245	40,245	47,932	-16%
Total Registrations	498	30	165	21	40	754	754	706	7%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
July 31, 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>									
Adult Events	9	1	2	2	0	14	14	13	8%
Attendance	87	104	84	40	0	315	315	387	-19%
Teen Events	9	3	3	4	1	20	20	10	100%
Attendance	278	91	55	120	52	596	596	313	90%
Juvenile Events	23	10	16	11	8	68	68	78	-13%
Attendance	692	435	931	567	413	3038	3038	2416	26%
Total Events	41	14	21	17	9	102	102	101	1%
Total Attendance	1057	630	1070	727	465	3949	3949	3116	27%
Law Library									
Visitors	299						299		
Phone Calls	110						110		
Questions Answered	440						440		