



# Kalamazoo Public Library

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**PUBLIC MEETING AGENDA**  
**KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES**  
**CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR**  
**315 S. Rose Street, Kalamazoo, MI 49007**  
**December 16, 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 October 28, 2013  
Minutes of the Meeting of November 25, 2013
  - B. Personnel Items (none)
- IV. FINANCIAL REPORT
  - A. Financial Reports for the Months Ending October 31, 2013 and November 30, 2013
- V. REPORTS AND RECOMMENDATIONS
  - Recommendations
    - A. Non-Resident Fee for 2014
    - B. Calendar of Meetings for 2014
  - Reports
    - C. Digital Lab – Kevin King
    - D. 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. ADJOURNMENT

Following the meeting, Trustees will tour recent renovations on the second floor.

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: October 28, 2013  
Time: 4:00 p.m.  
Location: Central Library Board Room

**TRUSTEE ROLL CALL:**

Present: Fenner Brown, Bruce Caple, Lisa Godfrey, James VanderRoest, and Cheryl TenBrink

Absent: Robert Brown and Valerie Wright

**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**

Ayshhyah Khazad, 710 Collins St., Apt. 1202, addressed the Board concerning the level of noise at Central Library. He told the Board children were often throwing tantrums and patrons were talking on their cell phones. The headphones he received from M. Cockrell did not work to keep out the noise, he claimed, and asked if this were a joke.

Director Rohrbaugh said this offer was not a joke but that the library simply wanted to offer him a free set of the headphones to help drown out the noise A. Khazad hears when frequenting the library. These headphones were the type the library sold and are not expected to be the best quality but low cost for those patrons who wish to listen to the sound on the public computers.

**III. CONSENT CALENDAR**

A. *Minutes of the Board Meeting of September 23, 2013*

B. *Personnel Items*

- **Retirement**

**Carolyn Gaff** announced her retirement from KPL effective November 15, 2013. She held the KPLSP FTE 0.5 Library Assistant 3 position within Local History. Carolyn began work at KPL in September 2002.

- **New Hires**

**Roberto Stokes** joined the salaried staff on October 7, 2013 in the KPLSP Library Assistant 3 FTE 1.0 position within the Facilities Management department recently

vacated by Jim Keep. Roberto came to KPL with background in manufacturing and custodial services.

**Mikalene Henry** joined the salaried staff on October 16, 2013 in the KPLA Library Associate FTE .75 Youth Outreach Associate position. As an Americorps member, Mikalene served as a Reach Out and Read Coordinator and Healthcorps Navigator at Cherry Street Health Services in Grand Rapids prior to coming to KPL.

Discussion: Director Rohrbaugh introduced M. Henry to Board members. She told them M. Henry was the replacement for A. Enyedi and, with planning for the Spelling Bee already underway, she was involved from day one. Director Rohrbaugh said Board members should expect to see M. Henry again soon at the Bee.

#### IV. FINANCIAL REPORTS

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

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

Discussion: D. Schiller addressed a typo in the cover page of the financial reports. She read the cover as it should have been with the Board accepting the Financial Reports for the month ending September 30, 2013 rather than August 31, 2013. J. VanderRoest noted the library is where it ought to be spending down its reserves set aside for the first half of the fiscal year.

MOTION: L. GODFREY MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING SEPTEMBER 30, 2013.

MOTION CARRIED 5-0.



#### V. REPORTS AND RECOMMENDATIONS

##### RECOMMENDATIONS:

##### A. *2012-2013 Audit – Tom Cole and Corey VanDyke*

Recommendation: Director Rohrbaugh recommended the Board accept the audited financial statements for the year ending June 30, 2013.

Executive Summary: T. Cole and C. VanDyke were present for the acceptance of the audited statements for the year ending June 30, 2013. C. VanDyke presented a slideshow comparing KPL in year's past with the 2012-13 fiscal year and with other Class VI libraries in Michigan.

Discussion: Director Rohrbaugh introduced T. Cole and C. VanDyke from Plante and Moran, PLLC. She said the audit had been gone over in detail with the Finance and Budget Committee. C. VanDyke said the staff from Plante and Moran uncovered no significant deficiencies during the audit. The presentation began with a pictorial representation of the general fund and he noted there were no significant changes between the 2011-12 and 2012-13 fiscal years. Revenue and expenditures fell slightly and comparably. A greater percentage of money was spent during the 2012-13 fiscal year for materials and retirement costs for MPSERS rose.

J. VanderRoest drew attention to the steady decrease in revenue since 2010 as shown in one of the slides. He said the library had done a good job cutting expenditures to keep pace with this continual decrease in revenue. J. VanderRoest helped explain a slide showing the library's cash

reserves saying the \$3.8 million labeled “committed” was money the library had built up over the years. Because of the way the fiscal year falls, half of the year is already over before KPL is able to collect levied taxes. The \$3.8 million is savings the library runs off of prior to taxes being levied. In the past, the library would have had to borrow this money.

C. VanDyke then compared KPL with other Class VI libraries in Michigan. He compared revenue and expenditure sources saying KPL was very close to Class VI averages when debt expenses are excluded from expenditures. He said KPL tried to keep materials expenditures approximately 11% and for the 2012-13 fiscal year materials were 10.9% of expenditures. The total paid FTE’s for KPL is larger than the average though Librarian FTE’s is close to average. C. VanDyke said this may have to do with the number of branches KPL has. D. Schiller said KPL have FTE’s dedicated to the Business Office, HR and other areas that many libraries in the state don’t have because they are tied to city or county government where those services are provided.

Though the average service population for Class VI libraries is similar to KPL’s service population, KPL’s circulation is 34% higher. Average circulation for KPL is 14.0 items per person while the Class VI average is 9.9 items per person.

Discussion: L. Godfrey asked if she could receive copies of the graphs from the presentation. J. VanderRoest said the Budget and Finance Committee had already received copies but the rest of the Board should receive copies as well. T. Cole and C. Van Dyke said these copies would be made available and thanked the staff for being accommodating through the audit process.

MOTION: F. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING JUNE 30, 2013.

MOTION CARRIED 5-0. 

*B. Prohibited Substances Use and Abuse Policy*

Recommendation: Director Rohrbaugh recommended the Board approve the “Prohibited Substances Use and Abuse Policy” to replace the policy originally adopted in August 1990.

Executive Summary: As part of the library’s ongoing policy review, the recommended policy was revised to broaden and clarify the definition of prohibited substances and the conditions under which drug testing would be conducted and consequences incurred. Management believes that this policy provides more definitive guidelines and procedures enabling the Library to better maintain an alcohol- and drug-free environment.

This policy was reviewed by the Library’s legal counsel prior to submission to the Personnel Committee. It was reviewed by the Personnel Committee and came to the full Board with committee support.

Upon Board approval, this policy became effective immediately and would be incorporated into new employee handbooks for all employee groups that will be rolled out in January 2014. Reasonable suspicion training for management and supervisors would be carried out over the next several months.

Discussion: Director Rohrbaugh said this policy came to the full Board after much discussion. It was reviewed by the library’s legal counsel, the Personnel Committee and both unions. J. VanderRoest asked for clarification that medical marijuana was a prohibited drug. T. New

confirmed it was. J. VanderRoest noted marijuana would stay in a person’s blood stream for a long time. T. New said she was planning to use Forensic Fluids for any testing that needed to be done and the library would take into account the length of time certain prohibited substances may remain measurable in a person’s body following use. L. Godfrey confirmed reasonable suspicion training would be given to managers and supervisors.

MOTION: L. GODFREY MOVED AND F. BROWN SUPPORTED THE MOTION TO APPROVE THE “PROHIBITED SUBSTANCES USE AND ABUSE POLICY” TO REPLACE THE POLICY ORIGNALLY ADOPTED IN AUGUST 1990.

MOTION CARRIED 5-0. 

*C. Budget Revision*

Recommendation: Director Rohrbaugh recommended the Board approve a revision to the 2013-2014 General Fund Budget to include \$7,450 for inspections, prevention, and treatment of bed bugs, and a revision to the Capital Improvement Plan budget to include \$9,245 for purchase of a thermal chamber or heat treat tent.

Executive Summary: The treatment of books and materials for bed bugs has continued since last winter with the portable Pack Tite units as well as inspection and treatment of KPL facilities. However, it became apparent that a solution was needed for treatment of items larger than the portable heat units allowed, particularly for upholstered furniture. In addition, closer monitoring, preventative and spot pesticide treatments are proving necessary to control outbreaks from becoming infestations. While a portion of the inspection and treatment costs are budgeted, the library was in need of additional funds to purchase a larger unit capable of heat treating furniture and for additional pesticide and inspection services system-wide before the cold weather season.

Canine inspections, preventative and spot treatments (General Fund Budget)	\$ 7,450
Portable Thermal Chamber (8’x8’x7’) (Capital Budget)	\$ 9,245
<b>Total Budget Revision Requested</b>	<b>\$ 16,695</b>

The budget revisions for the above bed bug mitigation plan have been reviewed and are recommended by the Finance and Budget Committee.

Discussion: Director Rohrbaugh said this third and final recommendation had been reviewed and was supported by the Finance and Budget Committee. She said the library was still on course for a midyear budget revision, however, management did not want to wait on this budget revision until that time. She said dealing with bed bugs was an ongoing problem at the library. The \$7,450 cost would be an ongoing cost to spot treat furniture and undertake canine inspections. The \$9,245 would be a one-time cost to purchase the heat tent to treat larger furniture and batches of materials onsite.

L. Godfrey asked if the tent folded up. Director Rohrbaugh said it did fold up and would likely be housed in the garage at Central Library. B. Caple asked what the life expectancy of the tent was. S. Lindemann said she was unsure because this was a new product. She said the expensive aspects of the tent were the heating elements and sensors.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE A REVISION TO THE 2013-2014 GENERAL FUND BUDGET TO INCLUDE \$7,450 FOR INSPECTIONS, PREVENTION, AND TREATMENT OF BED BUGS, AND A REVISION TO THE CAPITAL IMPROVEMENT PLAN BUDGET TO INCLUDE \$9,245 FOR PURCHASE OF A THERMAL CHAMBER OR HEAT TREAT TENT FOR TREATMENT.

MOTION CARRIED 5-0.



REPORTS:

*D. First Quarter Strategic Planning Statistics*

Report: Director Rohrbaugh said this was the first report under the new Strategic Plan. She acknowledged the library was still somewhat finding its way, specifically with objectives that were new such as 1.4 and 3.5. These objectives include the AWEs which cannot be divided by age group as the objectives were written. No surveys had been completed yet but generally all objectives were on target. Director Rohrbaugh reminded Board members that not all objectives were evenly spaced throughout the year.

Discussion: L. Godfrey said she heard a report on NPR that parents should take devices away from their children. Director Rohrbaugh said the library was offering programs both with and without electronic devices. S. Warner said the American Academy of Pediatrics recommended no screens for children. The library was trying to guide and support parents to use screens with their children responsibly and give them the tools to make their own decisions about what is appropriate and what is not. B. Caple said he had heard a related story that encouraged parents to participate with their children. S. Warner said this was why it took a lot of parent involvement to fully understand joint media engagement.

J. VanderRoest brought up objective 5.4 asking if the number of attendees at adult programs was expected to rise during the winter. Director Rohrbaugh said winter programming often had higher attendance and would include Reading Together.

Disposition: Trustees thanked Director Rohrbaugh for her report.

*E. Hoopla Demonstration: streaming video and audiobook service – Michael Cockrell*

Report: M. Cockrell explained Hoopla was streaming video and audio from Midwest Tape. He said they have been working on the platform for a while and there is now quite a bit of competition between companies offering this type of service. Part of the problem with these types of services is limited content. With more and more people using Netflix and iTunes, patrons are very comfortable with streaming media.

Hoopla not only offers movies on demand 24/7, it also offers streaming audiobooks and music. M. Cockrell said a patron's library card is authenticated through KPL's system. It is easy to use and Hoopla has the best content and platform based on what M. Cockrell has seen. He added Midwest Tape is one of the few library vendors that he never hears a bad word about from other libraries.

Discussion: L. Godfrey asked about the content saying the ebook content the library had access to was not necessarily very good. M. Cockrell said this service was experiencing the same types of issues but this was the best mix of content the library had seen, adding there were many TV

shows available for viewing through Hoopla. L. Godfrey said there seemed to be a lot of children's materials. M. Cockrell said the library wasn't choosing the content it wanted and anything Hoopla could offer based on the deals they have struck, patrons at KPL would be able to access. He said new blockbusters were not what was being offered through Hoopla. He encouraged Trustees to look at the content saying he anticipated they would find something they liked.

M. Cockrell explained the fee structure for Hoopla saying the library would pay an advanced fee which would be debited each time a patron streamed something. He said the library would not have to use this entire advance fee which could be refunded if it is not spent with Hoopla. He drew attention to the handout he administered with the chart of price ranges. The price range for items is \$0.99-2.99.

B. Caple asked what would happen if a patron started a movie and wanted to finish it later. M. Cockrell said that was fine. L. Godfrey confirmed the library would only be charged once. J. VanderRoest asked what happened if a patron checked out a movie and they didn't like it. M. Cockrell said the library would still be charged. He said patron access could be limited by the library including what types of things could be streamed and how much a specific patron could check out. M. Cockrell said he hoped the library could begin offering the service in mid-November.

M. Cockrell said Midwest Tape was currently having a difficult time differentiating between resident and reciprocal borrowers but that this was a priority for the next version of the software. He showed a demo of the product and said the library wanted to make sure it worked smoothly before doing a big marketing push. C. TenBrink asked if the due dates for this digital content could be the same as for physical content at the library. M. Cockrell said they could. F. Brown asked if KPL could pull out at any time. M. Cockrell said KPL could and this was important since Midwest Tape could lose a deal at any time. He said Midwest Tapes had a great reputation and was well known in the library field which is why KPL waited to sign up for this type of service with them. F. Howe reminded Board members KPL could cancel at any time and use the advance towards other purchases or receive a refund.

F. Brown asked if M. Cockrell had experienced any problems with the service. M. Cockrell said the demo content was very limited but it had been very easy to use so far and very similar to Netflix. He added the library would receive free Marc records for the top 200 items from each format that could be integrated into the catalog. L. Godfrey asked if there was a waiting list for materials. M. Cockrell said it was on demand so there was no waiting list. L. Godfrey asked what was available from PBS. M. Cockrell said Masterpiece Theater was one of the things available. He said he envisioned classrooms using some of the available PBS materials for class.

Disposition: Trustees thanked M. Cockrell for his report.

*F. Legislative Report – Diane Schiller*

Report: D. Schiller said Senate bills 489 and 490 had been passed with adjustments to the personal property tax legislation. The threshold of those first exempted has been increased to \$80,000. D. Schiller said legislators were also tweaking the filing date for exemption. Another part of the original bills being clarified is how the value of personal property is determined. All personal property by a tax holder will be lumped together into one. Tax holders cannot divide their personal property into a number of different smaller parcels so that they may each

individually equal less than \$80,000 and therefore be exempt in the first year. D. Schiller said she had been talking to local assessors and most commercial and industrial personal property tax will be affected by this law. Utility personal property does not qualify, however.

D. Schiller updated Board members on other pending legislation which may have an effect on the library: HB 4887 would require millage votes to be held in November elections only; HB 4104 would add libraries to the places where concealed weapons cannot be carried; SB 541-545 would clarify what counts as qualified medical expenses for health care and would increase the medical cap for two person coverage; and passed by the house but remaining in the senate was HB 4393, pushing the filling date for ballot language from 70 days to 84 days prior to the election.

Disposition: Trustees thanked D. Schiller for her report.

## VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. VanderRoest said the committee had met to review the audit and the budget revision recommendations above. Another meeting for the committee has been set for November to review the materials for the special Board meeting on November 25, 2013.
- B. *Personnel Committee*—L. Godfrey said the committee had met to review the Prohibited Substances Use and Abuse Policy.
- 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. She told Board members they could begin to see the shape of the Children's Activity Room. The Local History area was mostly completed other than the entrance, and audiobooks and magazines had been moved to the rotunda.

## VII. OTHER BUSINESS

### A. *Board Nominating Committee*

Report: President TenBrink said a nominating committee chaired by L. Godfrey would meet to discuss who the officers for the Board would be for the next year. The committee would be composed of L. Godfrey, B. Caple, and R. Brown. The slate of officers will be presented at the December meeting, President TenBrink said, and voted on at the January Board meeting.

### B. *Director's Report*

Report and Discussion: Director Rohrbaugh reminded Board members of the special Board meeting in November as mentioned in item six of the Director's Report. She said the staff was working on financial forecasts and information regarding the renewal of the second smaller millage. She was preparing a Q&A sheet which would include questions about language, timing of the vote, whether the two individual millages should be combined into one and the implications of this if it were to be done, and the duration of the smaller millage. B. Caple said he heard discussion about possibly relocating the meeting. Director Rohrbaugh said this had been talked about but the decision had been made to keep it at the library. If the two millages were combined, J. VanderRoest wondered, would the larger millage, renewed in 2009, be

extended to 2034? Director Rohrbaugh confirmed it would be and also mentioned if the combined effort were to fail, the larger millage would remain in effect until 2029. L. Godfrey said the library could then consider returning to the voters in August or November 2014 to ask for simply a renewal of the smaller millage.

Director Rohrbaugh drew attention to item five and the article in Encore magazine about area libraries. She said there was also nice coverage of first grade visits and First Saturday in the latest Excelsior. She mentioned item eight started a string of successful programs held recently at the library. Lastly she mentioned item 13 saying K. King would be giving a report about the progress of the Digital Lab at the December Board meeting.

B. Caple asked about the progress of a combined KPS/KPL card. Director Rohrbaugh said the idea of having one card for both was dead because of the technical complexity of a combined card. The library had worked with KPS to develop a special type of card for students and faculty that was easy to setup and offered limited borrowing privileges. Students would be encouraged to convert this limited card to a card with full borrowing privileges by coming to the library. B. Caple asked if KPL would be tracking conversion of these cards. S. Warner confirmed the library would be saying conversion had to be initiated by the student who holds the card.

Disposition: Trustees thanked Director Rohrbaugh for her report.

#### VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

#### IX. COMMENTS BY TRUSTEES

- L. Godfrey commended staff for the way they have dealt with the ongoing complaints about noise at Central Library. She also mentioned she and B. Caple had attended a local meeting on the personal property tax legislation. She said the legislation was not well understood and assessors would be forced to hire new employees to take on the new work of determining who's exempt. B. Caple expanded on her comments saying the intent of the legislation was to be pro-business but the \$80,000 level of exemption was too low to attract new businesses. Those who fall under this exemption are small local businesses who would not have left the area regardless. J. VanderRoest said the legislature could have simply increased depreciation rates to help businesses.
- F. Brown said he was concerned about patrons smoking under the portico. He said he understood the library didn't have control of smoking on the sidewalks but he was concerned about children who were waiting outside under the portico of Central Library because the smoke in this area seemed very stagnant. Director Rohrbaugh said there was a sign in this area telling people where they could and could not smoke. F. Brown said he wasn't sure if the smoke was the result of people breaking the rules, just that it was present.
- J. VanderRoest told Board members he had recently answered phones at WMUK for their annual fund drive. One volunteer also working wanted to share with him how pleased she was about the great service she continually received at the Powell Branch. Another volunteer shared with him how daunted she felt with all the signs telling her to checkout her materials at the kiosks. Director Rohrbaugh said Board members should

feel free to give out her name and phone number to patrons who were concerned about this change and she would be happy to talk with them.

J. VanderRoest also said he had used Zinio for the first time and was able to get what he wanted. Lastly, he asked if the library had representatives at Bronco Bash. S. Warner said in the past the library had been at Bronco Bash gathering volunteers for Ready to Read. Director Rohrbaugh said the library has been there in the past but not recently. President TenBrink said she had been at Bronco Bash in the past with the Michigan Association of Railroad Passengers and she thought, in order to get attention, your table needed to have some sort of gimmick and she recognized both pros and cons of being at this type of event.

- President TenBrink said she had recently attended the Michigan Library Association Annual Conference in Lansing and really appreciated touring the vendors areas. K. King said President TenBrink's name had been mentioned in one of the keynote presentations he had attended on loyalty at the conference.

**X. ADJOURNEMENT**

Hearing no objection, President TenBrink adjourned the meeting at 5:25 p.m.

**X** \_\_\_\_\_  
Fenner Brown  
Secretary

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: November 25, 2013  
Time: 4:00 p.m.  
Location: Central Library Van Deusen Room

**TRUSTEE ROLL CALL:**

Present: Robert Brown, Fenner Brown, 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**

Ayshhyah Khazad, 710 Collins St., Apt. 1202, addressed the Board saying the pair of headphones he was given in order to drown out the noise of loud patrons at the library did not work well. He said these earphones did not keep the noise out and the library should consider other types of headphones. He also said he thought the science fiction collection at Central Library no longer contained many sci-fi classics.

President TenBrink thanked A. Khazad for his comments.

**III. COMMITTEE OF THE WHOLE**

*A. Review of Financial Forecasts and Millage Discussion*

President TenBrink suggested the Board move to a committee of the whole to review financial forecasts presented by D. Schiller and discuss the expiration of the library's smaller millage in 2014. She invited D. Schiller to join the table for the discussion following her presentation.

MOTION: J. VANDERROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO MOVE TO A COMMITTEE OF THE WHOLE TO REVIEW FINANCIAL FORECASTS AND DISCUSS THE UPCOMING MILLAGE EXPIRATION.

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

MOTION CARRIED 7-0.



Director Rohrbaugh told Board members D. Schiller would begin with a PowerPoint presentation to set the stage for the discussion. D. Schiller said the presentation covered where the library had been the last five years and was similar to the type of presentation the auditors usually gave each year. She said real property tax provided the greatest percentage of the library's income. Real property tax provided approximately \$8.3 million of the library's income and the decline in the library's revenue over time had been primarily due to decreasing real property values. This has equaled a loss of \$3.5 million to the library over the last five years though the change in real property values is beginning to approach zero.

D. Schiller said changes in expenditures mirrored closely the changes in revenue with most expenditures relative stable other than personnel costs. The library had reduced the library's FTEs by 14.65 in the last five years and the library's share of employee healthcare has dropped substantially.

D. Schiller said there were two major uncertainties for trying to determine future funding for the library: "when would real property values stop dropping?" and "how will the loss of personal property tax effect library funding?" D. Schiller said there were many unknowns about personal property tax but estimates for reimbursement were about 62%. D. Schiller gave three versions of five-year forecasts for the library's revenue and expenditures and gave examples of some of the capital improvements that will likely need to be funded within the next ten years. With the age of the buildings and resulting expected needs plus non-facility related capital needs, D. Schiller explained capital needs will be larger over the next ten years than the current scheme for funding the CIP would allow for. Lastly, D. Schiller gave Trustees an example of how KPL would have to operate if the second millage were not renewed which included location closures and staffing being reduced by 50%.

Director Rohrbaugh pointed Trustees to the Millage Q & A sheet. She said the first question that needed to be asked was if the millage should be renewed. If the answer was "no" then none of the remaining questions needed to be covered. Other questions were "what else will be on the ballot?" and "how is the millage vote paid for?" Director Rohrbaugh said the language for the ballot must be submitted by February 26, 2014 for the May ballot. She said, at this time, she was unsure if the county wide school enhancement millage would be on the May 2014 ballot. If the library were the only item on the ballot, it would be required for covering the entirety of the election cost estimated at \$75,000. B. Caple asked if the library could delay a decision on when to be on the ballot until the February 24, 2014 Board meeting. By this meeting, the Board would know definitively whether or not it was the only item on the ballot for May. Director Rohrbaugh said the Board would be able to make a decision at the February 24, 2014 and be assured the millage language got to the county clerk before the deadline.

L. Godfrey said she thought the presentation confirmed the Board's feelings about the second millage, but the first topic of conversation should be whether or not the Board wanted to renew the second millage. She said she thought the library should go forward with this millage vote. All other Board members confirmed they also supported the renewal of this millage. J. VanderRoest questioned whether the library should go for a renewal of the current rate or go

for a small symbolic cut. He said even the moderate five-year revenue and expenditure forecast presented by D. Schiller which accounted for a renewal of the second millage did not fully cover the anticipated capital needs. B. Caple said it was apparent after the Budget and Finance Committee had met the library would be struggling even with a full renewal of the second millage, saying revenue had dropped 10% in the last three to four years with both millages fully in place. He thought even a small symbolic cut was not responsible.

L. Godfrey said community members would be dumbfounded if they learned the library would have to close locations due to declined revenues if the millage did not pass. She said library services remain very important services in the community. J. VanderRoest said D. Schiller made a very good case for the responsible steward Director Rohrbaugh had been saying the library had cut all it could without significant service reductions and not renewing the millage would result in cuts very deeply felt throughout the community.

R. Brown said he was comfortable going for the maximum amount the library could while still calling this vote a renewal. L. Godfrey said the library could go for a Headlee override. D. Schiller said this would only amount to approximately \$100,000. R. Brown added a Headlee override meant the issue could not be called a renewal. F. Brown said the library was an example of government doing the right thing and the Board shouldn't be intimidated to go for more than a renewal because of the strong support the library had from the community. L. Godfrey said legally the library was allowed to levee up to four mils but was concerned the library would be asking for more of voters who were strained. D. Schiller said the library currently levied 3.958 mils and if going for a Headlee override, the issue could not be called a renewal. Increasing to 4 mils would only provide approximately \$125,000, \$30,000 of which would come from this smaller millage.

Director Rohrbaugh asked Board members if they were interested in combining the two millages into one. If combining the two was not something the Board wanted to do, she asked, what would be the term for the renewal of this millage? With the smaller millage being under 2 mils, the library could consider asking for it in perpetuity. L. Godfrey said if the library went for the combined millage and lost, the second millage passed in 2009 would remain effective. She said attempting to combine the two would take a different type of campaign. She said she preferred simply going for a renewal of the second millage but not in perpetuity because of possible opposition. She said by the time 2029 came around, the funding schemes for libraries may be very different. V. Wright said the library had been very clear during the last campaign that there were two separate millages. She thought the library should continue to keep the two millages separate, renew at the current rate, and renew for 20 years, not in perpetuity. J. VanderRoest and R. Brown agreed with a renewal for 20 years. J. VanderRoest added the library could consider combining the two millages at any time in the future.

Director Rohrbaugh asked Board members about timing for the millage vote. She always thought the library would go in May 2014 but, though she thinks the schools would have something on the ballot, she said there was a chance KPL would be the only issue. President TenBrink said it would help with the cost if the schools also had an issue on the ballot. R. Brown asked if the Board would know in advance of the January Board meeting if the schools would have something on the May ballot. B. Caple said it seemed bad posture to be the only item on the ballot and it may look bad if the library was willing to cover the whole cost of the election by itself. J. VanderRoest said he preferred going to the voters in May and didn't want this decision to be contingent on others. V. Wright said she wanted to make sure the positive voters would

come out for the election and she wasn't sure if the positive turnout would be great if the library were the only thing on the ballot.

Director Rohrbaugh reiterated the preferences of the Board members. L. Godfrey asked if the library could withdraw its decision to be on the ballot at a specific time if it found out it would be the only issue on the ballot. Director Rohrbaugh said the library could likely withdraw if the deadline for submitting language had not passed. Director Rohrbaugh said she would talk with Dr. Michael Rice from Kalamazoo Public Schools about the county wide enhancement millage and update the Board at the December Board meeting.

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

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

MOTION CARRIED 7-0. 

**IV. OTHER BUSINESS**

There was no other business.

**V. PERSONS REQUESTING TO ADDRESS THE BOARD**

Carol Tregerman, 1413 Edington Ave., Portage, MI 49024, asked the Board to revisit its policy of no sleeping in the library for patrons that were not misbehaving. She said she had compassion for those staying in local shelters who may be exhausted and have no other place to sleep.

Ayshhyah Khazad, 710 Collins St., Apt. 1202, said the PowerPoint presentation had stated expenditures and revenue for the library had gone down but circulation had risen. He said he was skeptical circulation had risen that much and said much of what has circulated was "junk". He suspected since the sci-fi collection lacked many classics, likely other collections in the library also lacked classic literature.

**VI. COMMENTS BY TRUSTEES**

- F. Brown congratulated E. Cloyd on a successful Spelling Bee.
- R. Brown said he enjoyed watching other people at the Spelling Bee have a good time.
- J. VanderRoest said he didn't know how many classics the library did or didn't have but said he had recently checked out a book by Raymond Chandler and he was a new fan of his books.

**VII. ADJOURNEMENT**

Hearing no objection, President TenBrink adjourned the meeting at 5:13 p.m.

**X** \_\_\_\_\_  
Fenner Brown  
Secretary

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Financial Reports for the Months Ending  
October 31, 2013 and November 30, 2013**

DATE: December 16, 2013

**RECOMMENDATION:**

**I recommend the Board accept the Financial Reports for the months ending October 31, 2013 and November 30, 2013.**

**EXECUTIVE SUMMARY:**

Notes to the reports are included for your information.

---

Jim Vander Roest, Treasurer

**December 6, 2013**  
**Kalamazoo Public Library**  
**Interim Financial Statements**  
**For the two months ending November 30, 2013**

**Combined Balance Sheet**

Outstanding accounting receivables in the Operating fund column consists primarily of the 3<sup>rd</sup> quarter Law Library contract invoice and miscellaneous reimbursement invoices. Pooled fund cash and checking balances totaled \$752,296, consisting of the total Cash & Checking balances of the Operating, Capital, and Special Revenue funds.

**Sources and Uses of Funds – Governmental Funds**  
**Electronic Transfers**

Total cash, checking, and investment balances began the month of October with \$5,678,375 and ended the two month reporting period at \$4,079,255. Of the roughly \$4 million in cash and investments, \$1.6 million is held in reserve for Capital Projects. Transfers of \$10,000 and \$50,000 from the First National Bank Checking account to the First National Bank 1996 Debt Service account were initiated to maintain minimum balances and fund the \$27,000 Debt Service interest payment due on November 1<sup>st</sup>. Electronic transfers for the two month period are all related to salary and benefit disbursements, funding of separate accounts for specific purposes, investment maturities, and the previously mentioned Debt Service payment to US Bank via wire transfer.

**General Fund Revenue and Expenditure Summary**

Cumulative expenditures as of November 30<sup>th</sup> are 41% of the annual budget and well within budgeted limits. The Budget column has been updated in Building Operations to recognize the \$7,450 in budget approved separately at the October board meeting for pest inspections at all branches. Preparations for a Close Estimate Budget Revision are underway to update budget amounts with the expectation of a full round of revisions to be presented in January.

**Capital Improvement Plan**

Of the \$200,788 in year to date expenditures in the Capital Improvement Plan, \$151,337 is associated with the 2013 Renovation project in Youth and Local History. On that project, \$51,061 remains outstanding on contracts with \$20,059 in remaining uncommitted budget. Several projects remain to be funded with the Close Estimate Revision to the Capital Improvement Plan, including the recent addition regarding the need to replace the back-up generator at central library earlier than previously anticipated. All revisions will be presented for review by the Finance and Budget committee in January.

### **Other Gifts Revenue and Expenditure Summary**

October and November receipts within the Other Gifts fund was dominated by deposits to the Spelling Bee project for Ready to Read. In addition to the \$19,237 in Spelling Bee receipts to date, the library received an unsolicited gift from Morgan Fitch in the amount \$1,000 that has been deposited to the Library Gifts project account (308).

### **Endowment Fund**

The Endowment Fund balances are presented through the last received report from TD Ameritrade as of October 31, 2013. Stock trades occurred during the months of September and October, rebalancing investments in stocks. The Arcadia Investment Management fee for 4<sup>th</sup> quarter was paid and recorded during October. For the four months ending October 31<sup>st</sup>, the net appreciation in the Endowment Fund totaled \$233,704 this fiscal year.

### **Kalamazoo Community Foundation Fund Activity Statements**

#### **Local History & Community Information Service Fund**

The Master (total) fund statement for the Local History fund held at the Kalamazoo Community Foundation for Kalamazoo Public Library totaled \$100,025 as of the last reported quarter ending September 31<sup>st</sup>. The Quarterly Donors' Report is also included for your information.

# Kalamazoo Public Library Combined Balance Sheet

As of November 30, 2013

	Operating	Capital	Debt Service	Special Revenue	Endowment
<b>Assets</b>					
<b>Cash &amp; Equivalents</b>					
Cash & Checking	(\$957,516.76)	\$1,591,922.17	\$63,602.73	\$117,890.87	\$203,833.66
Investments	\$3,336,958.81	\$0.00	\$0.00	\$55,764.38	\$3,421,848.34
Total Cash & Equivalents	<u>\$2,379,442.05</u>	<u>\$1,591,922.17</u>	<u>\$63,602.73</u>	<u>\$173,655.25</u>	<u>\$3,625,682.00</u>
<b>Accounts Receivable</b>					
Accounts Receivable	\$15,269.72	\$0.00	\$0.00	\$0.00	\$0.00
Total	<u>\$15,269.72</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Taxes Receivable</b>					
Taxes Receivable	\$54,887.70	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	<u>\$54,887.70</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Other Assets</b>					
Other Assets	\$92,104.63	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	<u>\$92,104.63</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Total Assets</b>	<u><b>\$2,541,704.10</b></u>	<u><b>\$1,591,922.17</b></u>	<u><b>\$63,602.73</b></u>	<u><b>\$173,655.25</b></u>	<u><b>\$3,625,682.00</b></u>
<b>Liabilities and Fund Balance</b>					
<b>Current Liabilities</b>					
Accounts Payable	\$9,036.65	\$24,123.15	\$0.00	\$0.00	\$0.00
Salaries Payable	\$28,782.48	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$51,178.92	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	<u>\$88,998.05</u>	<u>\$24,123.15</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Long Term Liabilities</b>					
Long Term Liabilities	\$35,477.86	\$0.00	\$0.00	\$0.00	\$0.00
Total Long Term Liabilities	<u>\$35,477.86</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Net Assets</b>					
Fund Balance	\$2,417,228.19	\$1,567,799.02	\$63,602.73	\$173,655.25	\$3,625,682.00
Total Fund Balance	<u>\$2,417,228.19</u>	<u>\$1,567,799.02</u>	<u>\$63,602.73</u>	<u>\$173,655.25</u>	<u>\$3,625,682.00</u>
<b>Total Liabilities &amp; Fund Balance</b>	<u><b>\$2,541,704.10</b></u>	<u><b>\$1,591,922.17</b></u>	<u><b>\$63,602.73</b></u>	<u><b>\$173,655.25</b></u>	<u><b>\$3,625,682.00</b></u>

**KALAMAZOO PUBLIC LIBRARY**  
**SOURCES AND USES OF FUNDS**  
**Governmental Pooled Funds**  
**For the two months ending November 30, 2013**

	October	November
<b>BEGINNING CASH BALANCE *</b>	\$ 5,678,375	\$ 4,895,966
* Including short-term investments		
 <b><u>SOURCES OF CASH:</u></b>		
Property Tax Receipts	\$ 10,371	\$ 112
Renaissance Zone Reimbursement	\$ -	\$ -
State Aid/MPSERS UAAL Rate Appropriation	\$ -	\$ -
District Court Penal Fines/Law Library Revenue	\$ 65,666	\$ -
Interest Income	\$ 748	\$ 1,018
Library Fines & Fees	\$ 14,183	\$ 13,243
Other Sources: Gifts, Grants, & Reimbursements	\$ 17,122	\$ 1,020
Other Gifts (Ready to Read, etc)	\$ 8,980	\$ 9,423
<b>TOTAL SOURCES OF CASH</b>	<b>\$ 117,070</b>	<b>\$ 24,816</b>
 <b><u>USES OF CASH:</u></b>		
Salaries & Wages	\$ (396,775)	\$ (411,168)
Benefits	\$ (150,274)	\$ (157,006)
Materials	\$ (120,232)	\$ (71,925)
Supplies	\$ (19,776)	\$ (8,442)
Facilities	\$ (38,127)	\$ (44,395)
Technical Services	\$ (43,149)	\$ (25,940)
Purchased Services	\$ (15,098)	\$ (29,925)
Other	\$ (83,609)	\$ (8,240)
Capital Expenditures	\$ (22,439)	\$ (34,487)
Prior Year Payables	\$ -	\$ -
Debt Service - transferred to reserve	\$ (10,000)	\$ (50,000)
<b>TOTAL USES OF CASH</b>	<b>\$ (899,479)</b>	<b>\$ (841,527)</b>
 <b>ENDING CASH</b>	 <b>\$ 4,895,966</b>	 <b>\$ 4,079,255</b>
 <b><u>Pooled Cash &amp; Investment Accounts</u></b>		
<b><u>Checking &amp; other liquid accounts</u></b>		
Cash to be deposited	\$ -	\$ -
Fifth Third General & Payroll Checking Accounts	\$ 157,297	\$ 168,399
First National NOW & ACH Transfer Accounts	\$ 419,983	\$ 358,274
Fifth Third Arcadia Admin & Transfers Accounts	\$ 43,538	\$ 28,909
Petty Cash/Midwest Business Exchange Account/Paypal	\$ 13,690	\$ 14,037
Pooled Cash Accounts	\$ 634,508	\$ 569,619
 <b><u>Pooled Investments</u></b>		
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52	\$ 52
Flagstar Bank MM & CD's	\$ 1,605,218	\$ 1,605,765
Huntington Aim Treasury, MM & CD's	\$ 24,162	\$ 24,162
First National Bank MM, ICS Savings, & CD's	\$ 2,632,026	\$ 1,879,656
Pooled Investment Accounts	\$ 4,261,457	\$ 3,509,636
<b>Total Pooled Cash &amp; Investments</b>	<b>\$ 4,895,966</b>	<b>\$ 4,079,255</b>

**Kalamazoo Public Library  
Sources & Uses of Funds  
Electronic Transfers  
October and November 2013**

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
10/1/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (849.00)
10/4/2013	MERS Employer Contribution	First National Transfer	Municipal Employees Retirement System	\$ (22,565.03)
10/7/2013	Employee 403b Contributions	5/3 ACH Transfer	Employee Accounts	\$ (6,168.30)
10/7/2013	MERS HCSP 9/30/13 Payroll	5/3 ACH Transfer	Employee Accounts	\$ (978.35)
10/7/2013	Transfer to 5/3 General	Flagstar NOW		\$ (250,000.00)
10/7/2013	Transfer from Flagstar NOW		5/3 General Checking	\$ 250,000.00
10/10/2013	Transfer to Debt Service	1st National Checking		\$ (10,000.00)
10/10/2013	Transfer from General		1st National 1996 Debt Service	\$ 10,000.00
10/11/2013	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,296.18)
10/15/2013	Transfer to 1st National Check	1st Nat'l ICS Savings		\$ (500,000.00)
10/15/2013	Transfer from 1st National ICS		1st National Checking	\$ 500,000.00
10/15/2013	Payroll October 15, 2013	5/3 Payroll Check	Employee Accounts	\$ (119,282.78)
10/15/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
10/15/2013	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,225.10)
10/15/2013	Transfer to Arcadia Checking	5/3 General Check		\$ (3,000.00)
10/15/2013	Transfer from 5/3 General Check		5/3 Arcadia Checking	\$ 3,000.00
10/15/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,631.37)
10/15/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,758.17)
10/16/2013	Return Employee ACH	5/3 Payroll Check		\$ 142.88
10/16/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (884.00)
10/16/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (150.67)
10/17/2013	Flagstar CDARS Maturity	Flagstar CDARS		\$ (503,671.91)
10/17/2013	Flagstar CDARS Investment		CDARS 90 day Maturity 1/15/2014	\$ 503,734.70
10/18/2013	Employee 403b Contributions	5/3 ACH Transfer	Employee Accounts	\$ (6,519.04)
10/18/2013	MERS HCSP 10/15/13 Payroll	5/3 ACH Transfer	Employee Accounts	\$ (978.35)
10/31/2013	Payroll October 31, 2013	5/3 Payroll Check	Employee Accounts	\$ (118,606.87)
10/31/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
10/31/2013	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,225.10)
10/31/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,472.90)
10/31/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,558.17)
11/1/2013	Debt Service Interest payment	1st National DS Acct	US Bank Trust Services	\$ (27,000.00)
11/1/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (884.00)
11/4/2013	Transfer to Debt Service	1st National Checking		\$ (50,000.00)
11/4/2013	Transfer from General		1st National 1996 Debt Service	\$ 50,000.00
11/4/2013	Transfer to 1st Nat'l ACH	1st National Checking		\$ (40,000.00)
11/4/2013	Transfer from 1st National Check		1st National ACH	\$ 40,000.00
11/4/2013	Transfer to Arcadia Checking	5/3 General Check		\$ (2,000.00)
11/4/2013	Transfer from 5/3 General Check		5/3 Arcadia Checking	\$ 2,000.00
11/5/2013	Employee 403b Contributions	5/3 ACH Transfer	Employee Accounts	\$ (6,219.19)
11/6/2013	MERS HCSP 10/31/13 Payroll	5/3 ACH Transfer	Employee Accounts	\$ (978.35)
11/7/2013	Close Flagstar NOW Account	Flagstar NOW Account		\$ (69,049.92)
11/7/2013	Transfer from Flagstar NOW		Flagstar Money Market	\$ 69,049.92
11/7/2013	Flagstar CDARS Maturity	CDARS 26 Wk		\$ (1,000,217.68)
11/7/2013	Flagstar CDARS Investment		CDARS 26 wk Maturing 5/8/2014	\$ 500,373.88
11/7/2013	Flagstar CDARS Investment		CDARS 90 day Maturing 2/5/2014	\$ 500,373.88
11/11/2013	Transfer to 1st National Check	1st Nat'l ICS Savings		\$ (800,000.00)
11/11/2013	Transfer from 1st National ICS		1st National Checking	\$ 800,000.00
11/13/2013	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,345.66)
11/15/2013	Payroll November 15, 2013	5/3 Payroll Check	Employee Accounts	\$ (120,849.43)
11/15/2013	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,266.36)
11/15/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
11/15/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (49,031.79)
11/15/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,543.17)
11/18/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (884.00)
11/20/2013	Employee 403b Contributions	5/3 ACH Transfer	Employee Accounts	\$ (6,115.55)
11/21/2013	Transfer to 1st Nat'l ACH	1st National Checking		\$ (70,000.00)
11/21/2013	Transfer from 1st National Check		1st National ACH	\$ 70,000.00
11/21/2013	MPSERS Contribution	1st National ACH	Michigan Public School Employees RS	\$ (27,463.33)
11/21/2013	MERS Contribution	1st National ACH	Municipal Employees Retirement System	\$ (22,468.80)
11/27/2013	Payroll November 27, 2013	5/3 Payroll Check	Employee Accounts	\$ (123,126.14)
11/27/2013	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,240.52)
11/27/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
11/27/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (51,311.18)
11/27/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,543.17)
<b>Total Transfer Transactions</b>				<b>\$ (858,107.79)</b>

**Kalamazoo Public Library**  
**General Fund Revenue and Expenditure Summary**  
November 30, 2013

	October	November	Year to Date	Budget	Variance	% Complete
<b>Revenue</b>						
Property Taxes	\$0.00	\$0.00	\$0.00	\$10,279,872.00	\$10,279,872.00	0.0%
Other Taxes	\$8,084.89	\$0.00	\$18,073.07	\$127,665.00	\$109,591.93	14.2%
Fines and Fees	\$14,182.70	\$13,243.00	\$69,806.03	\$162,280.00	\$92,473.97	43.0%
Local Support	\$17,040.00	\$1,020.00	\$169,580.00	\$233,275.00	\$63,695.00	72.7%
Interest Income	\$768.30	\$1,017.82	\$3,582.14	\$10,000.00	\$6,417.86	35.8%
Other	\$99,347.43	\$0.00	\$112,421.68	\$427,410.00	\$314,988.32	26.3%
<b>Total Revenue</b>	<b>\$139,423.32</b>	<b>\$15,280.82</b>	<b>\$373,462.92</b>	<b>\$11,240,502.00</b>	<b>\$10,867,039.08</b>	<b>3.3%</b>
<b>Expenditures</b>						
<b>Salaries</b>						
Administrator Salaries	\$52,956.58	\$52,956.58	\$266,382.90	\$637,110.00	\$370,727.10	41.8%
Librarian Salaries	\$101,040.91	\$101,920.04	\$509,946.57	\$1,210,105.00	\$700,158.43	42.1%
Supervisory Technical Salaries	\$55,227.72	\$55,227.72	\$286,498.10	\$700,080.00	\$413,581.90	40.9%
Library Assistant Salaries	\$126,935.27	\$136,739.01	\$652,646.16	\$1,560,540.00	\$907,893.84	41.8%
Hourly Staff	\$47,288.77	\$50,650.47	\$219,976.20	\$596,554.00	\$376,577.80	36.9%
Substitute Salaries	\$6,053.80	\$7,562.17	\$31,569.87	\$85,960.00	\$54,390.13	36.7%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$90,000.00)	(\$90,000.00)	0.0%
<b>Total Salaries</b>	<b>\$389,503.05</b>	<b>\$405,055.99</b>	<b>\$1,967,019.80</b>	<b>\$4,700,349.00</b>	<b>\$2,733,329.20</b>	<b>41.8%</b>
<b>Benefits</b>						
Employee Insurance	\$79,292.06	\$79,437.84	\$390,981.95	\$985,215.00	\$594,233.05	39.7%
Retirement	\$46,716.17	\$48,929.22	\$234,109.88	\$592,195.00	\$358,085.00	39.5%
Employer FICA-Medicare	\$29,600.35	\$30,961.21	\$149,517.08	\$361,520.00	\$212,002.92	41.4%
Other Benefits	\$2,322.00	\$4,611.78	\$16,457.18	\$114,625.00	\$98,168.00	14.4%
<b>Total Benefits</b>	<b>\$157,930.58</b>	<b>\$161,710.49</b>	<b>\$791,066.09</b>	<b>\$2,053,555.00</b>	<b>\$1,262,489.00</b>	<b>38.5%</b>
<b>Materials</b>						
Adult Books	\$34,035.41	\$48,247.12	\$192,730.71	\$464,500.00	\$271,769.00	41.5%
Juvenile Books	\$9,879.64	\$2,792.57	\$43,427.09	\$98,350.00	\$54,922.91	44.2%
Periodicals	\$1,005.00	\$1,630.83	\$24,245.49	\$60,706.00	\$36,460.51	39.9%
Audio-Visual Material	\$32,630.70	\$13,628.34	\$104,136.42	\$299,300.00	\$195,163.58	34.8%
Digital Materials	\$26,912.56	\$4,262.86	\$103,487.98	\$195,620.00	\$92,132.02	52.9%
<b>Total Materials</b>	<b>\$104,463.31</b>	<b>\$70,561.72</b>	<b>\$468,027.69</b>	<b>\$1,118,476.00</b>	<b>\$650,448.00</b>	<b>41.8%</b>
<b>Facilities</b>						
Fuel	\$986.31	\$2,470.02	\$4,230.72	\$67,700.00	\$63,469.28	6.2%
Electricity	\$16,493.46	\$13,261.01	\$77,017.05	\$182,900.00	\$105,882.95	42.1%
Water	\$497.20	\$428.15	\$1,558.60	\$5,875.00	\$4,316.40	26.5%
Custodial Supplies	\$3,875.97	\$8,732.00	\$29,657.78	\$74,275.00	\$44,617.22	39.9%
Grounds Maintenance	\$5,805.00	\$1,465.00	\$9,469.50	\$28,415.00	\$18,945.50	33.3%
Building Repair	\$2,669.11	\$6,238.11	\$18,676.15	\$82,875.00	\$64,198.85	22.5%
Building Operations	\$8,097.16	\$8,625.58	\$106,727.92	\$134,732.00	\$28,004.08	79.2%
<b>Total Facilities</b>	<b>\$38,424.21</b>	<b>\$41,219.87</b>	<b>\$247,337.72</b>	<b>\$576,772.00</b>	<b>\$329,434.28</b>	<b>42.9%</b>
<b>Supplies</b>						
Office Supplies	\$2,713.91	\$4,431.45	\$15,365.08	\$51,540.00	\$36,174.92	29.8%
Marketing Supplies	\$0.00	\$125.00	\$125.00	\$24,470.00	\$24,345.00	0.5%
Postage & Freight	\$11,135.99	\$1,156.89	\$14,810.79	\$46,230.00	\$31,419.21	32.0%
Processing Supplies	\$1,924.52	\$1,484.65	\$8,715.75	\$62,140.00	\$53,424.25	14.0%
Departmental Purchases	\$3,493.15	\$555.24	\$9,795.68	\$60,278.00	\$50,482.32	16.3%
<b>Total Supplies</b>	<b>\$19,267.57</b>	<b>\$7,753.23</b>	<b>\$48,812.30</b>	<b>\$244,658.00</b>	<b>\$195,846.00</b>	<b>20.0%</b>

**Kalamazoo Public Library**  
**General Fund Revenue and Expenditure Summary**  
November 30, 2013

	October	November	Year to Date	Budget	Variance	% Complete
<b>Technical Services</b>						
F&E Repair & Maintenance	\$8,014.72	\$3,756.64	\$27,656.86	\$77,420.00	\$49,763.14	35.7%
Telecommunications	\$8,454.11	\$6,005.91	\$35,014.40	\$90,280.00	\$55,265.60	38.8%
Software & Licensing	\$4,670.33	\$11,219.48	\$229,816.46	\$310,549.00	\$80,732.54	74.0%
Cataloging & Processing	\$3,904.25	\$2,992.60	\$22,097.38	\$66,922.00	\$44,824.62	33.0%
<b>Total Technical Services</b>	<b>\$25,043.41</b>	<b>\$23,974.63</b>	<b>\$314,585.10</b>	<b>\$545,171.00</b>	<b>\$230,585.90</b>	<b>57.7%</b>
<b>Purchased Services</b>						
Security	\$10,778.96	\$7,030.55	\$34,638.79	\$112,884.00	\$78,245.21	30.7%
Insurance	\$4,006.80	\$2,003.40	\$55,479.90	\$83,500.00	\$28,020.10	66.4%
Legal Services	\$312.00	\$365.50	\$2,405.50	\$17,000.00	\$14,594.50	14.2%
Contracted Services	\$15,248.20	\$8,945.12	\$74,970.17	\$219,713.00	\$144,742.83	34.1%
Printing Services	\$3,807.60	\$16,910.44	\$45,559.03	\$95,000.00	\$49,440.97	48.0%
Advertising	\$2,794.00	\$3,743.95	\$14,861.15	\$68,000.00	\$53,138.85	21.9%
<b>Total Purchased Services</b>	<b>\$36,947.56</b>	<b>\$38,998.96</b>	<b>\$227,914.54</b>	<b>\$596,097.00</b>	<b>\$368,182.46</b>	<b>38.2%</b>
<b>Other Expenditures</b>						
Miscellaneous Operating	\$2,012.40	\$2,021.69	\$9,779.20	\$67,240.00	\$57,460.80	14.5%
Tax Charge Backs	\$4,099.83	\$8,189.60	\$28,106.47	\$70,000.00	\$41,893.53	40.2%
Travel & Conference-Director	\$245.00	\$372.93	\$617.93	\$4,000.00	\$3,382.07	15.4%
Travel & Conference	\$4,718.81	\$2,915.99	\$8,428.21	\$48,800.00	\$40,371.79	17.3%
Staff Development	\$2,788.50	\$662.21	\$3,728.71	\$28,470.00	\$24,741.29	13.1%
Travel & Conference - Board	\$115.00	\$0.00	\$115.00	\$5,000.00	\$4,885.00	2.3%
Miscellaneous Disbursements	\$12,301.21	\$12,526.44	\$29,378.85	\$64,074.00	\$34,695.15	45.9%
Vehicle Maintenance	\$200.00	\$670.68	\$1,437.52	\$5,260.00	\$3,822.48	27.3%
Programming Expenditures	\$9,132.91	\$4,090.23	\$67,064.40	\$127,700.00	\$60,635.60	52.5%
Rent	\$2,343.06	\$2,343.06	\$16,158.36	\$31,600.00	\$15,441.64	51.1%
<b>Total Other</b>	<b>\$37,956.72</b>	<b>\$33,792.83</b>	<b>\$164,814.65</b>	<b>\$452,144.00</b>	<b>\$287,329.35</b>	<b>36.5%</b>
<b>Total Expenditures</b>	<b>\$809,536.41</b>	<b>\$785,297.28</b>	<b>\$4,229,570.49</b>	<b>\$10,287,222.00</b>	<b>\$6,057,652.00</b>	<b>41.1%</b>
<b>Transfers</b>						
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers to other funds	<u>\$10,000.00</u>	<u>\$50,000.00</u>	<u>\$60,000.00</u>	<u>\$1,054,000.00</u>	<u>\$994,000.00</u>	<u>4.7%</u>
<b>Total Transfers</b>	<b>\$10,000.00</b>	<b>\$50,000.00</b>	<b>\$60,000.00</b>	<b>\$1,054,000.00</b>	<b>\$994,000.00</b>	<b>4.7%</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$3,905,128.18</b>	<b>\$3,225,015.09</b>	<b>\$6,200,897.12</b>	<b>\$6,200,897.00</b>	<b>\$0.00</b>	<b>100.0%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$680,113.09)</b>	<b>(\$820,016.46)</b>	<b>(\$3,915,603.00)</b>	<b>(\$100,720.00)</b>	<b>\$3,814,884.00</b>	<b>3887.6%</b>
<b>ENDING FUND BALANCE</b>	<b>\$3,225,015.09</b>	<b>\$2,404,998.63</b>	<b>\$2,285,293.55</b>	<b>\$6,100,177.00</b>	<b>\$3,814,884.00</b>	<b>37.5%</b>

# Kalamazoo Public Library

## Income Statement

### Capital Improvement Plan

	Actual	Encumbrances	Year to Date	Budget	Variance
<b>Expenditures</b>					
<b>Library Systems and Equipment</b>					
<b>Integrated Library System</b>					
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Total Library Systems and Equipment	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,314.00</b>	<b>\$12,314.00</b>
<b>Furniture &amp; Equipment</b>					
<b>Furniture &amp; Equipment</b>					
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	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$235,717.81</b>	<b>\$235,717.81</b>
<b>Building Alterations</b>					
<b>Building Alterations</b>					
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	\$1,218.01	\$0.00	\$1,218.01	\$1,218.01	\$0.00
870 - 2013 Renovations-Youth/History/Camp	\$57,391.72	\$51,061.24	\$151,337.97	\$171,397.00	\$20,059.03
873 - Parking Lot LED Lights	\$0.00	\$18,140.00	\$18,140.00	\$18,140.00	\$0.00
874 - Metasys control system/monitors	\$0.00	\$0.00	\$0.00	\$36,670.00	\$36,670.00
883 - Portable Thermal Chamber	\$0.00	\$8,995.00	\$8,995.00	\$9,245.00	\$250.00
Total Building Alterations	<b>\$58,609.73</b>	<b>\$78,196.24</b>	<b>\$179,690.98</b>	<b>\$318,680.72</b>	<b>\$138,989.74</b>
<b>Computer &amp; Electronics</b>					
<b>Automation</b>					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$86,734.10	\$86,734.10
831 - Automation Replacement	\$0.00	\$0.00	\$2,382.80	\$52,120.39	\$49,737.59
832 - Hardware	\$0.00	\$0.00	\$0.00	\$5,607.08	\$5,607.08
865 - Game Carts - Teen	\$0.00	\$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	\$7,375.00	\$7,700.00	\$325.00
878 - Laptops/iPads	\$3,927.58	\$0.00	\$3,927.58	\$11,410.00	\$7,482.42
Total Computer & Electronics	<b>\$3,927.58</b>	<b>\$0.00</b>	<b>\$21,097.84</b>	<b>\$191,746.57</b>	<b>\$170,648.73</b>
<b>RFID</b>					
<b>RFID</b>					
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	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$26,906.00</b>	<b>\$26,906.00</b>
Total Expenditures	<b>\$62,537.31</b>	<b>\$78,196.24</b>	<b>\$200,788.82</b>	<b>\$785,365.10</b>	<b>\$584,576.28</b>

**Kalamazoo Public Library**  
**Other Gifts Revenue and Expenditure Summary**  
As of November 30, 2013

	October	November	Year to Date	Budget	Variance
<b>Revenue</b>					
<b>Local Support</b>					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$624.49	\$2,000.00	\$2,000.00
235 - Ready to Read - Spelling Bee	\$8,980.00	\$8,157.00	\$19,237.00	\$20,000.00	\$11,843.00
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
303 - History Room Gifts	\$0.00	\$100.00	\$100.00	\$0.00	(\$100.00)
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$1,912.43	\$0.00	\$0.00
308 - Library Gifts	\$0.00	\$1,166.37	\$1,166.37	\$1,000.00	(\$166.37)
315 - Children's Room Grants	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
Total Local Support	\$8,980.00	\$9,423.37	\$25,040.29	\$27,000.00	\$17,576.63
<b>Other</b>					
235 - Ready to Read - Spelling Bee	\$210.00	\$210.00	\$420.00	\$0.00	(\$210.00)
Total Other	\$210.00	\$210.00	\$420.00	\$0.00	(\$210.00)
Total Revenue	\$9,190.00	\$9,633.37	\$25,460.29	\$27,000.00	\$17,366.63
<b>Expenditures</b>					
<b>Materials</b>					
<b>Adult Books</b>					
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Adult Books	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
<b>Juvenile Books</b>					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$17,000.00	\$17,000.00
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Total Juvenile Books	\$0.00	\$0.00	\$0.00	\$27,500.00	\$27,500.00
Total	\$0.00	\$0.00	\$0.00	\$29,500.00	\$29,500.00
<b>Purchased Services</b>					
<b>Contracted Services</b>					
303 - History Room Gifts	\$0.00	\$0.00	\$544.50	\$7,441.00	\$7,441.00
Total Contracted Services	\$0.00	\$0.00	\$544.50	\$7,441.00	\$7,441.00
Total	\$0.00	\$0.00	\$544.50	\$7,441.00	\$7,441.00
<b>Other Expenditures</b>					
<b>Miscellaneous Disbursements</b>					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
235 - Ready to Read - Spelling Bee	\$0.00	\$3,250.40	\$3,250.40	\$4,000.00	\$749.60
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
380 - Scholarships/Administration Mini-Grants	\$0.00	\$0.00	\$0.00	\$874.80	\$874.80
383 - History Room Mini-Grant	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$0.00	\$517.00	\$517.00
388 - Powell Mini-Grant	\$0.00	\$0.00	\$309.62	\$1,382.00	\$1,382.00
389 - Washington Square Mini-Grant	\$0.00	\$0.00	\$0.00	\$111.00	\$111.00
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00
391 - Children's Mini-Grant	\$0.00	\$78.50	\$509.40	\$1,365.00	\$1,286.50
Total Miscellaneous Disbursements	\$0.00	\$3,328.90	\$4,069.42	\$11,549.80	\$8,220.90
<b>Programming Expenditures</b>					
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$3,300.00	\$10,309.00	\$10,309.00
315 - Children's Room Grants	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Programming Expenditures	\$0.00	\$0.00	\$3,300.00	\$12,309.00	\$12,309.00
Total	\$0.00	\$3,328.90	\$7,369.42	\$23,858.80	\$20,529.90
Total	\$0.00	\$3,328.90	\$7,913.92	\$60,799.80	\$57,470.90
<b>BEGINNING FUND BALANCE</b>					
TOTAL BEGINNING FUND BALANCE	\$158,160.78	\$167,350.78	\$156,108.88	\$156,108.88	(\$11,241.90)
<b>NET SURPLUS/(DEFICIT)</b>					
TOTAL NET SURPLUS/(DEFICIT)	\$9,190.00	\$6,304.47	\$17,546.37	(\$33,799.80)	(\$40,104.27)
<b>ENDING FUND BALANCE</b>					
TOTAL ENDING FUND BALANCE	\$167,350.78	\$173,655.25	\$173,655.25	\$122,309.08	(\$51,346.17)

**Kalamazoo Public Library  
Endowment Fund  
Balances as of: October 2013**

	<b>9/30/2013</b>		<b>%</b>	<b>10/31/2013</b>		<b>%</b>
	<b>Cost</b>	<b>Market</b>	<b>Cost to</b>	<b>Cost</b>	<b>Market</b>	<b>Cost to</b>
	<b>Basis</b>	<b>Basis</b>	<b>Market</b>	<b>Basis</b>	<b>Basis</b>	<b>Market</b>
			<b>Increase</b>			<b>Increase</b>
<b><u>Ameritrade Investments</u></b>						
Money Market Account - FDIC	\$ 211,927.70	\$ 211,927.70	0.0%	\$ 203,833.66	\$ 203,833.66	0.0%
Stocks	\$ 1,087,750.99	\$ 1,815,297.71	66.9%	\$ 1,107,730.95	\$ 1,903,427.59	71.8%
Fixed Income Investments	\$ 1,521,906.16	\$ 1,517,927.25	-0.3%	\$ 1,521,906.16	\$ 1,518,420.75	-0.2%
	\$ -	\$ -		\$ -	\$ -	
<b>Total Value</b>	<b><u>\$ 2,821,584.85</u></b>	<b><u>\$ 3,545,152.66</u></b>	<b><u>25.6%</u></b>	<b><u>\$ 2,833,470.77</u></b>	<b><u>\$ 3,625,682.00</u></b>	<b><u>28.0%</u></b>
<b><u>Fund Balance</u></b>						
Assigned for Children's Endowment		\$ 16,643.17			\$ 16,802.74	
Kalamazoo Public Library Endowment		\$ 3,528,509.49			\$ 3,608,879.26	
<b><u>Year to Date Revenue &amp; Expenditures</u></b>						
Net Withdrawals/Deposits from/to Account		\$ 157.88			\$ 157.88	
Dividend and Interest Income		\$ 13,667.74			\$ 15,956.90	
Realized Gains (Losses) on Sale of Assets		\$ -			\$ -	
Unrealized Gains (Losses) on Market Value		\$ 144,521.44			\$ 227,913.52	
Arcadia Investment Management Fee/Other		\$ (5,172.30)			\$ (10,324.20)	
<b>Net Change</b>		<b>\$ 153,174.76</b>			<b>\$ 233,704.10</b>	

**Summary:**

Stock trades rebalancing investments were initiated in early October including Oracle Corp, Adobe Systems, Intuit Inc, Qualcomm Inc., Trimble Navigation Ltd., and others. Arcadia Investment Mgmt fee of \$5,151.90 for 4th quarter 2013 services was paid October 1.



For good. For ever.™

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

<b>Beginning Fund Value</b>		<b>\$</b>	<b>121,805.47</b>
<b><u>Additions:</u></b>			
Gifts	\$	0.00	
Net Investment Return		8,567.21	
Other Additions/Adjustments		0.00	8,567.21
<b><u>Distributions:</u></b>			
Grants Approved	\$	(29,000.00)	
Foundation Annual Administrative Fee		(1,347.17)	
Other Distributions/Adjustments		0.00	(30,347.17)
<b>Ending Fund Value</b>		<b>\$</b>	<b><u>100,025.51</u></b>

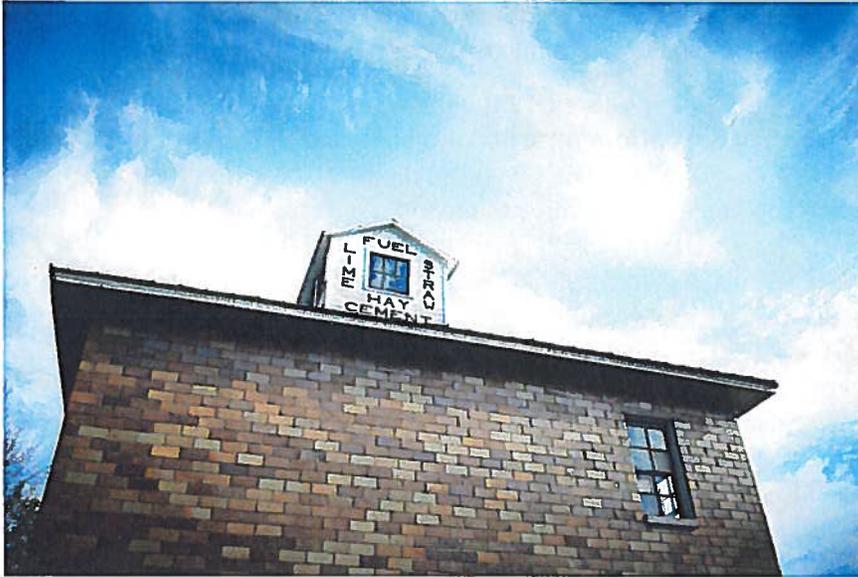
**Kalamazoo Public Library Local History & Community Information Service Fund  
(Master)**

**Grants approved for payment from January 1, 2013 through September 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	

# KALAMAZOO COMMUNITY FOUNDATION QUARTERLY DONORS' REPORT

FOURTH QUARTER 2012



For good. For ever.™

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

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

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

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

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

Winston Churchill

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

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

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

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

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

# QUARTERLY INVESTMENT REVIEW BY WES FREELAND

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

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

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

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

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

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

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

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

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## MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library DirectorRE: **Non-Resident Fee for 2014**

DATE: December 16, 2013

**Recommendation:**

I recommend the Board increase the non-resident fee for 2014 to \$175 per household and \$87.50 per student non-resident card.

**Executive Summary:**

The non-resident fee for 2014 is based upon the average tax on a residential parcel within the library district. It is an average calculated by dividing the average residential property tax revenue by the total reported residential parcels. The fee for 2014 calculates at \$175.13 per household. During 2013 the library sold 24 household and 1 student non-resident cards, comparable to the 2012 sale of 30 household and 0 student non-resident cards.

Total parcels in the library decreased by 396 households during the year to total 33,697 while the taxable value of residential parcels fell by 0.1% (\$1,571,640). This resulted in a total increase in the district average residential property tax of \$468 per parcel.

Calculations for 2014 are:

Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
Kalamazoo City	19,944	756,062,384	\$37,909	\$150.06
Kalamazoo Twsp	6,914	256,987,804	\$37,169	\$147.13
Oshtemo Twsp	6,235	430,571,237	\$69,057	\$273.35
Texas Twsp	584	46,352,931	\$79,371	\$314.18
<b>Total Library</b>	<b>33,677</b>	<b>1,489,974,356</b>	<b>\$44,243</b>	<b>\$175.13</b>

Calculations for 2013 were:

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

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Calendar of Meetings for 2014**

DATE: December 16, 2013

**RECOMMENDATION:**

**I recommend the Board adopt a calendar for meetings for the 2014 calendar year.**

**EXECUTIVE SUMMARY:**

A suggested calendar for Board meetings during the 2014 calendar year has been developed and is attached for your consideration.

Kalamazoo Public Library

2014 Calendar for Meetings of the Library Board of Trustees

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

Meetings are held at Central Library at 315 South Rose Street, Kalamazoo, MI 49007 unless otherwise noted. Please refer to the "Notice of Meeting" distributed with meeting materials each month and posted at the Central Library and all branches to verify the date and location of each meeting.

REGULAR BOARD MEETING DATES

**January 27, 2014**

**February 24, 2014 (Washington Square Branch)**

**March 24, 2014**

**April 28, 2014 (Powell Branch)**

**May 19, 2014\***

**June 23, 2014**

**July 28, 2014**

**August 25, 2014 (Eastwood Branch)**

**September 22, 2014**

**October 27, 2014 (Oshtemo Branch)**

**November 2014 (no meeting)\*\***

**December 15, 2014**

\* Fourth Monday conflicts with Memorial Day.

\*\* If a meeting is needed in November, it will be scheduled for November 24, 2014.

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**Director's Report  
December 2013**

From the director

1. Recent meetings and events attended include various D's meetings, several webinars, a Friends gathering, many internal meetings, and several library programs.
2. The new space in the children's room is complete: "Story Place" is the name of the room and we have begun to use it for programs. Staff and patrons are delighted with the new space adjacent to the children's room. Work has now moved to the other areas of the room.
3. The 13<sup>th</sup> *Great Grown-Up Spelling Bee* raised \$22,000 to buy books to distribute through *Ready to Read*. Another successful year!
4. There is wonderful news to report about several successful grant requests:
  - a. \$23,347 from the Kalamazoo Community Foundation for our Antiracism Transformation Team.
  - b. \$5,000 from the Fetzer Institute Fund at the Kalamazoo Community Foundation also for our Antiracism Transformation Team.
  - c. \$4,000 from the Gary Sisters Foundation for Global Reading Challenge support.
  - d. \$4,000 from the Irving S. Gilmore Foundation for Reading Together author visits.
5. We expect KRESA school districts will have a millage issue on the May 2014 ballot. The expectation is individual school district boards will make the decision in January. I will continue to monitor this closely and likely bring a recommendation to our January meeting.
6. Farrell, Michael, and I were interviewed about KPL services and the changes in public libraries for Michigan Public Radio. Our interview will likely air in late winter or early spring.

Create young readers

7. With the completion of the "Story Place", we are ready to launch Family Place. The programs will be called "123, Play with Me" and run for five-weeks. January will be at Oshtemo, February at Central.
8. We're working with the Head Start leadership to arrange for their students to begin monthly library visits. They have a new transportation system this year so most visits will be librarians taking storytime to classrooms, with an occasional field trip to KPL.

9. Sue Warner and Andrea Vernola gave a presentation to the local chapter of the national Association for the Education of Young Children (NAEYC) about new picture books. We are working with them on several collaborations and will be sharing professional development opportunities.

#### Stimulate imagination

10. Recent programs include...
  - a. Over 140 Percy Jackson fans at Oshtemo to celebrate the release of the latest in the *Heroes of Olympus* series
  - b. Fun crafts at WQS and Central for Dia de los Muertos
  - c. Continued good crowds for *First Saturday*
  - d. Terrific visits at Maple Street Magnet Middle School and Kalamazoo County Juvenile Home by Ally Condie, the keynote speaker at this year's Youth Literature Seminar
  - e. An enthusiastic crowd of teens and adults for *Ancient Weapons and Weaponry*
11. *Global Reading Challenge* is underway. Team registrations were due November 4; books were announced and distributed to teams on December 10.
12. Teresa Malynowsky-Rakowsky from Powell Branch attended Woodward School Fellowship Night, along with forty other community representatives. This was yet another outreach to KPS.
13. Circulation staff at Central produced over 1,110 cards for KPS first graders and staff library wide assisted with the visits and checkouts. The new designation for school cards is working well, allowing for faster processing of registrations, less time to spend checking out materials with blocked accounts, and offers an incentive for students to return to convert their card to one with full KPL borrowing privileges.
14. *Reading Together To Go* is a new feature this year, building on the food theme. Ten copies of each title have been placed in locations around town for people to pick up, read, and hopefully leave in another location. Instructions are on the books to direct readers to the website to "check in".
15. Zinio, our digital magazine service, is now offering back issues of magazines in the KPL collection. Issues from when our service began in May 2013 through the current issues are now available for download. Zinio popularity has remained steady with 250-300+ titles being downloaded each month.
16. *Book My Favorites (BMF)* service will change in January. After surveying users, we will move to a service that alerts patrons of new titles by their favorite authors with links to our catalog to place holds rather than automatically placing holds for patrons. *BMF* users will be notified of the changes.

17. The 36<sup>th</sup> annual Mary Calletto Rife Youth Literature Seminar was a success! Keynote speaker, Ally Condie visited with students at Maple Street and the Juvenile Home, talked with a large crowd at Central, and inspired attendees at the all-day seminar, along with other seminar presenters.
18. The Michigan Association of Media Educators recently held their conference in Kalamazoo. Staff from Youth Services coordinated a pre-conference about school and public librarians working together on Common Core as well as other partnership activities.
19. Youth Services staff also presented a *Family Literacy Night* program in partnership with the Southwest Michigan Reading Association. This new organization is affiliated with the Michigan Reading Association as well as the National Reading Association.
20. We also hosted a class of adult education students who toured the library, registered for cards, and received information on GED prep through Learning Express Library.

#### Connect to the digital world

21. Staff from the Portage District Library visited recently to see how we implemented Envisionware.
22. Staff are learning how to use the new library document station or LDS in the new copy center on the second floor. It will scan any document to email, smartphone, tablet, Google Drive, or USB.

#### Celebrate local

23. Local history is partnering with the Prairie Historical Society to digitize more than 100 years of the Climax newspaper. The digitization should be complete in a few months; we will be able to do a keyword search of all newspapers through our "Regional Publications and Images" database which currently includes our digitized *Kalamazoo Telegraph*, Otsego newspapers, and other local historical materials.

#### Operations

24. The transition to the service desk and patron use of the checkout kiosks at Central is going smoothly. Desk staff are now better able to help new patrons register for library cards, renew expired cards, handle fine and fee issues, or help with a hold or title question. It has also allowed staff to explain and advocate for various programs and services.
25. Books that focus on parenting newborns to three year olds, have been moved to the children's room to support our Family Place Library initiative.

26. Melissa Greenfield from Circulation attended the MeL Users Day and presented information on our LEAN processes at KPL as well as her tips and tricks for staying on top of MeL reporting. She is also our representative on the MeL Advisory Board.
27. The quarterly canine bed bug inspection has been completed at all locations. There were some pesticide treatment of upholstered furniture and heat treatment of some materials but fewer than after previous inspections.
28. An additional security camera has been installed on the second floor to provide better coverage of the expanded local history room. We are investigating the cost and feasibility of also installing additional cameras in the AV area.
29. The start-up of heating season brought some equipment challenges at Central and Oshtemo but all are working smoothly now and buildings are warm.

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

<b>Agency</b>	<b>Central Library</b>	<b>East wood</b>	<b>Oshtemo</b>	<b>Powell</b>	<b>Washington Square</b>	<b>Total</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>% Change</b>
<b>BOOKS</b>									
-Adult	23,882	1,480	10,029	744	2,360	38,495	158,926	165,455	-4%
-ebook	2,870					2,870	11,970	8,699	38%
-Digital Magazine	278					278	1,163		
Teen	3,480	185	1,016	62	166	4,909	22,466	24,322	-8%
Juvenile	<u>17,819</u>	<u>1,206</u>	<u>9,157</u>	<u>674</u>	<u>1,645</u>	<u>30,501</u>	<u>124,627</u>	<u>115,407</u>	8%
<b>Total</b>	<b>48,329</b>	<b>2,871</b>	<b>20,202</b>	<b>1,480</b>	<b>4,171</b>	<b>77,053</b>	<b>319,152</b>	<b>313,883</b>	2%
<b>AUDIO-VISUAL</b>									
Audiobook									
-CD	1,960	127	1,212	37	204	3,540	15,476	16,518	-6%
-Digital Download	1,079					1,079	4,193	2,912	44%
Music									
-CD	5,788	387	1,133	274	341	7,923	31,511	34,060	-7%
-Digital Download	936					936	3,648		
Video									
-DVD	34,030	4,701	8,599	3,663	7,355	58,348	236,729	235,677	0%
<b>Total Non-Print Material</b>	<b><u>43,793</u></b>	<b><u>5,215</u></b>	<b><u>10,944</u></b>	<b><u>3,974</u></b>	<b><u>7,900</u></b>	<b><u>71,826</u></b>	<b><u>291,557</u></b>	<b><u>289,167</u></b>	1%
<b>Total Circulation</b>	<b>92,122</b>	<b>8,086</b>	<b>31,146</b>	<b>5,454</b>	<b>12,071</b>	<b>148,879</b>	<b>610,709</b>	<b>603,050</b>	1%
<b>Computer Usage</b>									
Onsite Computer Use	9,811	861	1,331	736	831	13,570	50,128	51,278	-2%
Computer Usage Remote						2,418,258	9,713,688	9,949,488	-2%
Wireless Internet	3,111	222	501	258	197	4,289	16,116	11,639	38%
<b>Database Statistics</b>									
Database Sessions	1,792					1,792	5,778	5,293	9%
Database Searches	52,460					52,460	171,321	182,555	-6%
<b>Total Registrations</b>	370	23	105	20	35	1,104	3,753	3,460	8%

KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
October 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>
<b><u>Programs/Tours</u></b>									
Adult Events	30	1	3	3	1	38	70	90	-22%
Attendance	896	11	59	47	26	1039	2117	2719	-22%
Teen Events	15	2	2	0	0	19	56	35	60%
Attendance	423	26	155	0	0	604	1755	877	100%
Juvenile Events	33	22	24	16	4	99	266	314	-15%
Attendance	3330	377	792	421	280	5200	12531	12524	0%
<b>Total Events</b>	<b>78</b>	<b>25</b>	<b>29</b>	<b>19</b>	<b>5</b>	<b>156</b>	<b>392</b>	<b>439</b>	<b>-11%</b>
<b>Total Attendance</b>	<b>4649</b>	<b>414</b>	<b>1006</b>	<b>468</b>	<b>306</b>	<b>6843</b>	<b>16403</b>	<b>16120</b>	<b>2%</b>
<b>Law Library</b>									
Visitors	335						<b>1228</b>	<b>815</b>	51%
Phone Calls	110						<b>314</b>	<b>371</b>	-15%
Questions Answered	469						<b>1210</b>	<b>1236</b>	-2%

\*Prior year to date total for law library doesn't include July 2013 stats. (started recording August 2013)

**KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
November 30, 2013**

<b>Agency</b>	<b><u>Central Library</u></b>	<b><u>East wood</u></b>	<b><u>Oshtemo</u></b>	<b><u>Powell</u></b>	<b><u>Washington Square</u></b>	<b><u>Total</u></b>	<b><u>Year to Date</u></b>	<b><u>Prior Year to Date</u></b>	<b><u>% Change</u></b>
<b><u>BOOKS</u></b>									
-Adult	23,533	1,355	9,493	609	2,232	37,222	196,038	203,442	-4%
-ebook	2,867					2,867	14,837	10,735	38%
-Digital Magazine	245					245	1,408		
Teen	3,496	155	1,140	99	144	5,034	27,500	29,707	-7%
Juvenile	18,482	1,387	8,070	757	1,521	30,217	154,844	143,784	8%
<b>Total</b>	<b>48,623</b>	<b>2,897</b>	<b>18,703</b>	<b>1,465</b>	<b>3,897</b>	<b>75,585</b>	<b>394,627</b>	<b>387,668</b>	<b>2%</b>
<b><u>AUDIO-VISUAL</u></b>									
<b>Audiobook</b>									
-CD	1,913	103	1,153	32	195	3,396	18,872	20,368	-7%
-Digital Download	954					954	5,147	3,599	43%
<b>Music</b>									
-CD	5,724	478	1,027	218	306	7,753	39,264	43,415	-10%
-Digital Download	810					810	4,458		
<b>Video</b>									
-DVD	35,183	4,442	8,615	3,821	7,360	59,421	296,150	298,043	-1%
<b>Total Non-Print Material</b>	<b>44,584</b>	<b>5,023</b>	<b>10,795</b>	<b>4,071</b>	<b>7,861</b>	<b>72,334</b>	<b>363,891</b>	<b>365,425</b>	<b>0%</b>
<b>Total Circulation</b>	<b>93,207</b>	<b>7,920</b>	<b>29,498</b>	<b>5,536</b>	<b>11,758</b>	<b>147,919</b>	<b>758,518</b>	<b>753,093</b>	<b>1%</b>
<b>Computer Use</b>									
Onsite Computer Use	8,990	768	1,135	696	772	12,361	62,489	63,212	-1%
Computer Usage Remote						2,311,934	12,025,622	12,697,959	-5%
Wireless Internet	2,706	279	421	264	211	3,881	19,997	15,617	28%
<b>Database Statistics</b>									
Database Sessions	946					946	6,724	6,581	2%
Database Searches	40,732					40,732	212,053	220,743	-4%
<b>Total Registrations</b>	<b>375</b>	<b>35</b>	<b>77</b>	<b>13</b>	<b>18</b>	<b>1,034</b>	<b>4,787</b>	<b>4,082</b>	<b>17%</b>

KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
November 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>
<b><u>Programs/Tours</u></b>									
Adult Events	17	2	1	3	0	23	93	110	-15%
Attendance	519	20	12	172	0	723	2840	3052	-7%
Teen Events	15	5	6	1	0	27	83	40	108%
Attendance	687	77	97	22	0	883	2638	974	171%
Juvenile Events	26	16	14	16	7	79	345	405	-15%
Attendance	909	245	554	378	204	2290	14821	16249	-9%
<b>Total Events</b>	<b>58</b>	<b>23</b>	<b>21</b>	<b>20</b>	<b>7</b>	<b>129</b>	<b>521</b>	<b>555</b>	<b>-6%</b>
<b>Total Attendance</b>	<b>2115</b>	<b>342</b>	<b>663</b>	<b>572</b>	<b>204</b>	<b>3896</b>	<b>20299</b>	<b>20275</b>	<b>0%</b>
<b>Law Library</b>									
Visitors	294						<b>1522</b>	<b>1110</b>	37%
Phone Calls	95						<b>409</b>	<b>513</b>	-20%
Questions Answered	388						<b>1598</b>	<b>1669</b>	-4%

\*Prior year to date total for law library doesn't include July 2013 stats. (started recording August 2013)

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