



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
January 27, 2014, 4:00 p.m.

Election of Officers

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
 - A. [Millage Resolution](#)
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. [Minutes of the Meeting of December 16, 2013](#)
 - B. Personnel Items (none)
- IV. FINANCIAL REPORT
 - A. [Financial Reports for the Months Ending December 31, 2013](#)
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. [Allocation of Interest Earned on Endowment Funds](#)
 - B. [Request for Funds from Kalamazoo Community Foundation Local History Room Fund](#)
 - C. [Close Estimate Budget for 2013-2014 Fiscal Year](#)
 - Reports
 - D. [Oshtemo Township Corridor Improvement Authority Update](#)
 - E. [Second Quarter Strategic Planning Statistics](#)
 - F. [Legislative Update – Diane Schiller](#)
 - G. [Reading Together Preview – Karen Santamaria](#)
- VI. COMMITTEE REPORTS
 - A. [Finance and Budget Committee](#)
 - B. [Personnel Committee](#)
 - C. [Fund Development Committee](#)
 - D. [Director’s Building Advisory Committee](#)
- VII. OTHER BUSINESS
 - A. [Director's Report](#)
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION
 - A. [Director’s Midyear Review](#)
- XI. ADJOURNMENT

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Millage Resolution**

DATE: January 27, 2014

Recommendation:

I recommend approval of the attached “Resolution Submitting Millage Proposal” including “Exhibit A: Notice of Last Day of Registration” and “Exhibit B: Notice of Regular Election Tuesday, May 6, 2014” and authorize its secretary to sign as indicated.

Executive Summary:

The attached resolutions with ballot language were drafted by our attorney. Upon board approval, this will be conveyed to the county clerk to start the official process of our millage renewal vote on the May 6, 2014 ballot.

RESOLUTION SUBMITTING MILLAGE PROPOSAL

KALAMAZOO PUBLIC LIBRARY
County of Kalamazoo

Minutes of a regular meeting of the Board of Trustees of the Kalamazoo Public Library, County of Kalamazoo, State of Michigan, held in the Library District, on the 27th day of January, 2014, at 4:00 p.m., prevailing Eastern Time.

PRESENT: Trustees: _____

ABSENT: Trustees: _____

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____:

WHEREAS, the Board of Trustees (the "Board") of the Kalamazoo Public Library, County of Kalamazoo, Michigan (the "Library") determines that it is necessary for the continued operation of the Library that taxes be assessed against taxable property in the Library District in an amount not to exceed 1.1801 mills (\$1.1801 on each \$1,000.00 of taxable value) for a period of 20 years, beginning in the year 2014 and ending in the year 2033, inclusive, as a renewal of that portion of 1.1926 mills previously authorized by the electors of the Library District in 1995, which has been reduced by the Headlee Amendment to 1.1801 mills, for the purpose of providing funds for Library purposes.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The following millage proposal shall be submitted to a vote of the qualified electors of the Library District, at the regular election to be held on Tuesday, May 6, 2014:

Shall the limitation on the amount of taxes which may be imposed on taxable property within the Kalamazoo Public Library District be increased in an amount not to exceed 1.1801 mills (\$1.1801 on each \$1,000.00 of taxable value) for a period of 20 years, beginning in the year 2014 and ending in the year 2033, inclusive, as a renewal of that portion of 1.1926 mills previously authorized by the electors of the Library District in 1995, which has been reduced by the Headlee Amendment to 1.1801 mills, for the purpose of providing funds for Library purposes? It is estimated that 1.1801 mills would raise approximately \$3,128,641 when first levied in 2014.

2. The County Clerk of the County of Kalamazoo, pursuant to the Michigan Election Law, Act 116 of 1954, as amended, MCL § 168.1 et seq., and the District Library Establishment Act, Act 24 of 1989, as amended, MCL § 397.171 et seq., shall post and publish or cause to be posted and published notice of registration and of the election in the manner required by law. The notice shall be in substantially the form set forth at Exhibit A attached hereto.

3. The County Clerk of the County of Kalamazoo is hereby directed to post and publish or cause to be posted and published notice of the election in the manner required by law. Said notice shall include notice of submission of said matters in substantially the form set forth at Exhibit B attached hereto.

4. The Secretary of the Board shall work with the Kalamazoo County Election Commission to have prepared and printed as provided by law, ballots for submitting said proposition, which ballots shall be in the form appearing in the foregoing notice, or said proposition shall be stated as a separate proposition on the voting machines.

5. The Treasurer of the Library is hereby directed to pay the costs of publishing and posting the notices required by this resolution.

6. Certified copies of this resolution shall be distributed to the County Clerk of the County of Kalamazoo, the Secretary of the Board of Education of the Kalamazoo Public Schools

and the clerk of each local unit of government within the Library District charged with conducting elections.

7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Trustees: _____

NAYS: Trustees: _____

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kalamazoo Public Library, County of Kalamazoo, Michigan, at a regular meeting held on January 27, 2014, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

Exhibit A

NOTICE OF LAST DAY OF REGISTRATION

OF THE QUALIFIED ELECTORS OF
KALAMAZOO PUBLIC LIBRARY
COUNTY OF KALAMAZOO, MICHIGAN
FOR THE REGULAR ELECTION TO BE HELD ON
TUESDAY, MAY 6, 2014

TO THE QUALIFIED ELECTORS OF SAID LIBRARY DISTRICT:

PLEASE TAKE NOTICE that the regular election for the Kalamazoo Public Library will be held in said Library District on Tuesday, May 6, 2014.

The last day for receiving registrations for the regular election will be Monday, April 7, 2014. Persons residing in said Library District registering after 5:00 p.m., prevailing Eastern Time, on Monday, April 7, 2014 will not be eligible to vote at the regular election. Persons planning to register must determine when the township or city offices or Secretary of State drivers license bureau offices will be open for registration. Only residents of the Library District who have registered as general electors with the appropriate clerk of the city or township in which they reside, or through registration at a Secretary of State drivers license bureau, are registered electors of the Library District.

The following proposition will be submitted to the electors at the regular election on Tuesday, May 6, 2014:

Millage Proposal

Shall the limitation on the amount of taxes which may be imposed on taxable property within the Kalamazoo Public Library District be increased in an amount not to exceed 1.1801 mills (\$1.1801 on each \$1,000.00 of taxable value) for a period of 20 years, beginning in the year 2014 and ending in the year 2033, inclusive, as a renewal of that portion of 1.1926 mills previously authorized by the electors of the Library District in 1995, which has been reduced by the Headlee Amendment to 1.1801 mills, for the purpose of providing funds for Library purposes? It is estimated that 1.1801 mills would raise approximately \$3,128,641 when first levied in 2014.

This notice is given pursuant to Act 116, Michigan Public Acts, 1954, as amended.

County Clerk
County of Kalamazoo
State of Michigan

Dated: _____, 2014

Exhibit B

NOTICE OF REGULAR ELECTION
TUESDAY, MAY 6, 2014

KALAMAZOO PUBLIC LIBRARY
COUNTY OF KALAMAZOO, MICHIGAN

TO THE QUALIFIED ELECTORS OF SAID LIBRARY DISTRICT:

NOTICE IS HEREBY GIVEN that the regular election will be held by the Kalamazoo Public Library, County of Kalamazoo, Michigan, on Tuesday, May 6, 2014, between the hours of 7:00 a.m. and 8:00 p.m., prevailing Eastern Time. At said election, the following proposition shall be submitted to vote of the qualified electors of the Library District:

Millage Proposal

Shall the limitation on the amount of taxes which may be imposed on taxable property within the Kalamazoo Public Library District be increased in an amount not to exceed 1.1801 mills (\$1.1801 on each \$1,000.00 of taxable value) for a period of 20 years, beginning in the year 2014 and ending in the year 2033, inclusive, as a renewal of that portion of 1.1926 mills previously authorized by the electors of the Library District in 1995, which has been reduced by the Headlee Amendment to 1.1801 mills, for the purpose of providing funds for Library purposes? It is estimated that 1.1801 mills would raise approximately \$3,128,641 when first levied in 2014.

Each person voting on the above must be:

- (a) A citizen of the United States of America over eighteen (18) years of age;
- (b) A registered elector of the city or township in which he or she resides.

The places of voting for the regular election to be held on Tuesday, May 6, 2014, will be as follows:

[specify the polling places]

This notice is given pursuant to Act 116, Michigan Public Acts, 1954, as amended.

County Clerk
County of Kalamazoo
State of Michigan

Dated: _____, 2014
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Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: December 16, 2013
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

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

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

Richard Atwell, 1706 Merrill, said he was responsible for the Board members having to move to different chairs. He told Board members he appreciated their willingness to actively pursue the issues he had raised related to accessibility saying he had severe hearing loss which he has learned to cope with in many ways. He told them a friend of his in the Audiology Department at WMU calls hearing loss the invisible disability because, unless someone is directly affected by the disability, it is unseen. The issue is about more than simply being louder but also about clarity, diction, voice and visual cues that can help contextualize what a person is saying. He hoped those with soft voices did not think he was picking on them. R. Atwell again thanked the Board for their understanding and said he was confident things were moving in the right direction.

Board members thanked R. Atwell for his comments.

III. CONSENT CALENDAR

A. Minutes of the Board Meetings of October 28, 2013 and November 25, 2013

With the absence of Board Secretary F. Brown, President TenBrink appointed Trustee R. Brown as acting secretary for the December 16, 2013 Board of Trustees Meeting.

B. Personnel Items (none)

IV. FINANCIAL REPORTS

A. Financial Reports for the Months Ending October 31, 2013 and November 30, 2013

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the months ending October 31, 2013 and November 30, 2013.

Discussion: V. Wright asked when the back-up generator would be replaced at Central Library. Director Rohrbaugh said the plate underneath the generator would be replaced soon and S. Lindemann would be looking for a replacement for the generator in the next six to nine months.

MOTION: L. GODFREY MOVED AND B. CAPLE SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTHS ENDING OCTOBER 31, 2013 AND NOVEMBER 30, 2013.

MOTION CARRIED 6-0. 

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Non-Resident Fee for 2014

Recommendation: Director Rohrbaugh recommended 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 was based upon the average tax on a residential parcel within the library district. The average was calculated by dividing the average residential property tax revenue by the total reported residential parcels. The fee for 2014 calculated 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 were:

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
Total Library	33,677	1,489,974,356	\$44,243	\$175.13

Calculations for 2013 were:

Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
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
Total Library	34,073	1,491,545,996	\$43,775	\$173.27

Discussion: Director Rohrbaugh said this was a familiar recommendation for the December Board meeting. This recommendation would set the non-resident fee for the 2014 calendar year at \$175 per family. She said there was a formula the library used to calculate the rate each year. This year the rate came to \$175.13, an increase over the 2013 rate of \$170 per family. L. Godfrey asked if the student rate was again half the cost of the family rate. Director Rohrbaugh confirmed that it was.

MOTION: V. WRIGHT MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO INCREASE THE NON-RESIDENT FEE FOR 2014 TO \$175 PER HOUSEHOLD AND \$87.50 PER STUDENT NON-RESIDENT CARD.

MOTION CARRIED 6-0. 

B. Calendar of Meetings for 2014

Recommendation: Director Rohrbaugh recommended 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 was developed for Board member's consideration.

- 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

Discussion: Director Rohrbaugh said it was also typical for the Board to set their schedule of meetings at the December Board meeting since they were now on a calendar year. She said a proposed schedule for January through December 2014 was attached to the recommendation noting some meetings were scheduled to be held at a branch. L. Godfrey said she was happy to see meetings scheduled for the branches and asked what the significance of the schedule was since it used to be that the meetings at branches were always held in the summer. Director Rohrbaugh said the meetings were spaced out and set for dates that the meeting rooms at the branches were available. E. Clloyd said another consideration was the expected items brought to each of these meetings. Meetings that were expected to be heavy would be held at Central Library.

J. VanderRoest asked if the January and June meetings were set as to not conflict with ALA. Director Rohrbaugh confirmed the June meeting did not conflict with the ALA Annual

Conference but she was unsure about ALA Midwinter Meeting in January, but acknowledged the library did not generally send staff to this conference.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE CALENDAR OF MEETINGS FOR THE 2014 CALENDAR YEAR.

MOTION CARRIED 6-0.



REPORTS:

C. Digital Lab – Kevin King

Report: Director Rohrbaugh invited K. King to report on the prospect of creating a Digital Lab at the library. K. King said he was excited about this possible project and the fact that its development and service would cross many departments at the library. This cross departmental involvement is reflected in the make-up of the task force charged with the consideration of this new service, which may be available as early as Spring 2014. K. King read off the goal for the Digital Lab from his PowerPoint presentation: “Provide patrons with access to digital tools to enable creativity, preserve the past, and assist in navigation of our increasingly digital world.” He said the tentative name for the Digital Lab was “The Hub” and that it would provide access to many tools community members may not have access to currently.

K. King said the lab would have open hours 12-14 hours per week with programs scheduled in the room outside these times. He said a patron survey had been conducted and he had met with community stakeholders from organizations such as Public Media Network and the Center for New Media from KVCC to discuss the plans for the lab and their perception of the most needed types of services The Hub could offer based on their experience with community members. The original plan for the Digital Lab was to have it in the old Computer Training Lab on the third floor of Central Library. After considering the accessibility of this room and desire to have programs related to Digital Literacy in the Van Deusen Room, the decision was made to renovate the storage closet directly north of the Van Deusen Room for the Digital Lab and move the storage currently in this space back to the computer training lab.

K. King said the Digital Lab would offer free/low cost open source software as well as high end expensive software patrons may not be able to afford. The lab will be a blended system offering both PCs and Macs. The new services will begin being offered in phases with the first being digitization services. Everything patrons need to digitize cassettes, tapes, photographs, etc. will be available. Following this first phase, the Digital Lab will offer software for production and post-production of movies, mp3s, podcasts, etc. After meeting with Public Media Network, the Center for New Media at KVCC, the Communications Department from WMU, and the Kalamazoo Institute of Arts it was clear KPL could offer the basic training for this type of production and post-production that could be preparation for community members wanting to gain more education at one of these other organizations. A later stage to the Digital Lab would be a digital literacy aspect. K. King said he hoped the library could purchase 30 chrome books and offer classes in the Van Deusen Room.

Discussion: President TenBrink asked when the Digital Lab may be launched. K. King said the plan was to have it launched in late spring/early summer 2014. President TenBrink asked if patrons would be able to reserve a computer for a specific time or if it would be first come first serve. K. King said this was not something that had been determined yet but the open hours for the lab would be listed on the website. K. King next showed the progress that has been made in

regards to the Digital Lab: K. King has met with community stakeholders, a list of necessary equipment has been developed, and S. Lindemann has been working on plans for the redesign of the space. K. King said one of the major things that still needed to be determined was funding and that he expected funding would come from a number of sources including the Operating Budget, Capital Improvement Plan, interest from the endowment, Local History Fund at the Kalamazoo Community Foundation and outside grants, gifts, or sponsorships.

President TenBrink asked if some of the things planned for the lab could be done at KVCC. K. King said some may be but you would likely have to be a student. L. Godfrey said much production and post-production work could be done at Public Media Network but, in order to use this software and hardware successfully, one already had to have a basic skill set. K. King said he thought the library would be more accessible for people to use than Public Media Network. He added was a great example of how the Digital Lab could offer the 101 level knowledge that, once learned, people could use in their work at Public Media Network.

K. King said B. Timmerman and the other Local History staff were very excited about the digitization equipment. Teen is excited to be able to offer some software for teens who are interested in entering the Teen Film Fest. K. King said there was worry when the Teen Film Fest was first launched that the winners would be those whose parents were wealthy enough to provide them with the expensive software needed for post-production. V. Wright asked if children were being taught to code in school. K. King said most people who were learning coding now seemed to be self-taught. R. Brown asked if the library had thought about offering software for graphic design. K. King said this was considered but did not score high on the survey. The survey showed patrons were most interested in digitization and post-production editing. He said some Digital Labs at other libraries even have sound studios.

R. Brown said he expected the library to have children coming in wanting to write games. He asked if K. King had considered Linux operating systems. K. King said he would consider Linux for the Digital Lab. L. Godfrey asked how much money the lab would cost. K. King said the numbers were still being pulled together. Director Rohrbaugh said the Digital Lab was the main reason the Fund Development and Allocations Committee would be meeting in January and that the money would be coming from many sources including some larger year end gifts to the library earmarked for technology. Director Rohrbaugh said it was still unsure what renovation costs for the room would be but the equipment would likely cost around \$20,000.

R. Brown said one of the really appealing things about this was that the library could offer high end software that was so commonly out of reach to patrons. He said the room would also be available to Local History staff to digitize the library's collection. J. VanderRoest asked if Local History staff could also digitize microfilm and microfiche. K. King confirmed they would be able to digitize microfilm and microfiche and said the Digital Lab would have the capacity to double their capacity to digitize. J. VanderRoest commented the library may be able to also teach patrons how to create searchable databases for which to store their newly digitized information.

Disposition: Trustees thanked K. King for his report.

(Trustee F. Brown arrived at 4:43 p.m.)

D. Legislative Report – Diane Schiller

Report: D. Schiller said House Bill 4393 was passed on December 11th amending the Michigan Election Law. Ballot language for elections must now be turned in by the 12th Tuesday preceding the election rather than, as it was in the past, 70 days before the election. D. Schiller said this new law did not take effect for 120 days and, therefore, would not affect the May 2014 election. L. Godfrey noted if the millage vote failed in May 2014, the library would only have one week to decide if it wanted to be on the August ballot and resubmit language.

D. Schiller said five Senate Bills affecting PA 152 were enrolled the week prior to the Board meeting and would be heading to the Governor for his signature. These bills clarified the medical benefit year and what medical benefit costs entail, for example, whether Health Care Savings Plans or payments in lieu of medical insurance for those employees that opt out of insurance at the library are considered medical benefit costs or not. Also, if a public entity chooses to opt for the 80/20 rather than the cap, a majority vote by the governing body of the entity must be done once per year rather than preceding each new contract. Another modification was the medical cap for the two person family which increased from \$11,700 to \$12,250. D. Schiller said this would not be effective for the library until July 1, 2014.

D. Schiller said adjustments had also been made to the Corridor Improvement Authority Act. She said there were currently no Corridor Improvement districts within the KPL district. This act allows for the capture of taxes for specific purposes under specific circumstances. The modification affects how taxes are captured in districts that have experienced three consecutive years of tax revenue reductions. If taxable values in a district undergo three years of tax revenue reductions, by amendment, the original assessed value can be decreased. Therefore, if the following year experiences an increase in tax revenues, a percentage of this increase can be captured. As this act stands now, the original taxable value must be fully regained before taxes can be captured. D. Schiller said she did not know what the amendment requirements were at this time.

Director Rohrbaugh said she had something to add to this part of the Legislative Update since she had gotten a letter from Oshtemo Charter Township about wanting to put into effect a Corridor Improvement Authority for a “non-motorized facility” along the west side of Drake Road from West Main Street to Stadium Drive. This, she gathered, was essentially a bike path and a sidewalk. She said this would not result in any reduction of current tax revenues for local taxing authorities but it would withhold some percentage of tax revenues on new construction. A public hearing regarding this was scheduled January 14th and Director Rohrbaugh anticipated the township would soon be asking the library whether it would be opting in or out of this authority.

Director Rohrbaugh said the library had historically never opted out of this sort of tax capture but this did not necessarily mean the library would want to opt in to this authority. Director Rohrbaugh read a short section of the letter she had received from Oshtemo Township. L. Godfrey noted that most of that side of the street was developed and much of it had a sidewalk already. C. TenBrink said she thought this was a sidewalk and a bike lane along Drake Road.

Director Rohrbaugh read from her letter that the purpose of the January 14th meeting was to “hold a public hearing on the adoption of a proposed resolution creating and providing for the operation of the Oshtemo Charter Township South Drake Road Corridor Improvement Authority”. B. Caple asked what the financial impact of opting in or out of the authority would be. Director Rohrbaugh said she did not know and the library would have to make its best guess

but it would likely be some percentage of new growth in the township. L. Godfrey said it would surely include the Costco development. Director Rohrbaugh added that Oshtemo Township was the only place that the KPL district was experiencing some tax revenue growth.

R. Brown reminded meeting attendees the library would not be losing anything it already had but would be losing at least some of the increase in tax revenue it would experience in the future. He said there was going to be an increase, likely a rather significant increase, with the Costco going in on the corner of Stadium and Drake roads. And though the library had never opted out in the past, it may be time to consider opting out of this authority. Director Rohrbaugh said this was a huge topic in the library world. L. Godfrey noted most libraries have been fighting these types of tax captures. Director Rohrbaugh said this specific authority was not near a library. The TIF money captured downtown is used for purposes that specifically affect Central Library where this tax capture would not affect the library to the same extent.

L. Godfrey said the Public Hearing would be on whether the authority should be instituted and many people attending the public hearing would not have an idea of the implications such authority would have. She encouraged Director Rohrbaugh to attend the meeting and consider speaking about the library's concerns. R. Brown asked who else would be effected by this new authority. Director Rohrbaugh said Kalamazoo Public Schools may be, Kalamazoo Valley Community College, Kalamazoo County and Oshtemo Charter Township. J. VanderRoest asked if the money captured would have to be spent on this specific area. Director Rohrbaugh confirmed it likely would be and said she imagined the parameters for how this money was spent would be narrower than those of a Downtown Development Authority. She said she would keep Board members informed on this subject.

Disposition: Trustees thanked D. Schiller and Director Rohrbaugh for the report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. VanderRoest said the committee would be meeting in January prior to the Board meeting to review the midyear budget revisions.
- B. *Personnel Committee*—no meeting.
- C. *Fund Development and Allocations Committee*—Director Rohrbaugh said the committee would be meeting in early January.
- 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 B. Timmerman would be giving them a tour of the expanded and renovated Local History Room following their meeting. She said the Story Place in the Children's Room was finished and work in the Children's Room opening up the old Story Room and moving shelving would be completed soon. She said staff expected to celebrate the changes to the room at the February First Saturday@KPL.

VII. OTHER BUSINESS

- A. *Director's Report*

Report: Director Rohrbaugh drew attention to item two and the new name of the Children's Activity Room: the Story Place. She also mentioned the impressive lists of grants in item four for

the Anti-Racism Team, Reading Together, and Global Reading Challenge. Director Rohrbaugh said she had heard from the schools following the November Board meeting and, as stated in item five, they did intend to go for a renewal of the countywide enhancement millage in May 2014. She said she expected to bring a recommendation for the millage to the January Board meeting. Lastly, Director Rohrbaugh drew attention to item fourteen and the progress of Reading Together. She distributed copies of the two books to the trustees and said a brochure of events would be available in January.

Discussion: J. VanderRoest also mentioned that the library had once again received a \$5,000 year end gift from the Wong Foundation. This money was intended for technology and would be put towards the Digital Lab. L. Godfrey said Director Rohrbaugh's involvement with the D's as stated in item one made her very good at talking about and explaining tax incremental financing as a way of capturing tax money for things such as a Corridor Improvement Authority. She also asked if the list of Global Reading Challenge books was on the website. S. Warner answered that the list was on the website. R. Brown asked if the *Reading Together To Go* books were being tracked. M. Cockrell said there was info on each book about how to check back in after reading it.

J. VanderRoest said he was experiencing lag time between checking out magazines on Zinio and the magazine downloading. He asked if this was something with the library's service or related to his connection. M. Cockrell said it likely had to do with his connection. C. TenBrink thanked K. Santamaria for copies of the Reading Together books saying she was looking forward to the events this year.

V. Wright asked what Michigan Radio had asked about for the interview mentioned in item six. Director Rohrbaugh and M. Cockrell said the talk did not seem very focused and they were unsure what type of information the interviewer was seeking. V. Wright asked about the additional camera on the second floor asking if this was needed because the space had been opened up. M. Cockrell confirmed this was the case and there was now more area that needed to be seen. She also asked if the library was being used as a heating station by community members. Director Rohrbaugh said anecdotal evidence seemed to suggest this was the case. F. Brown asked about the new transportation setup for Head Start mentioned in item eight. S. Warner said when Head Start used to be part of the county, each of the bus drivers also worked in the classroom. KRESA has outsourced bus service, however, and buses are not available for field trips, therefore, librarians will be taking storytimes to the classrooms.

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 said she liked changing seats in the Board Room and now enjoyed being on the left side of the table.
- V. Wright commented that the Holiday Tea was a lovely event.
- B. Caple said he found Zinio to be very difficult to use on a PC but, now that he had a tablet, he found the service much easier to use. He applauded the initiative for planning The Hub saying he thought it would be a valuable resource in the community. The

library gave up computer training but he was happy with the direction planned for this new service. B. Caple also said he had the opportunity to meet Martha Beverly saying she was very complimentary of the Board of Trustees at KPL.

- J. VanderRoest said it was difficult having his back to the audience now that he was on the other side of the table. He also wished everyone Happy Holidays and said he was disappointed not to have been able to attend the Holiday Tea.
- President TenBrink said she attended the Holiday Tea and the food and company were both good. She said she also attended a nice Holiday Dinner for the Friends at the Park Club.

X. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:20 p.m.

X

Fenner Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

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

DATE: January 27, 2014

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

January 20, 2014
Kalamazoo Public Library
Interim Financial Statements
For the month ending December 31, 2013

Combined Balance Sheet

Outstanding taxes receivable net \$8,930,415 as of December 31st and incorporate current year taxes receivable and December receipts. The accounts receivable balance of \$11,340.80 consists primarily of the expected final 2013 payment on the county law library contract.

Sources and Uses of Funds

Electronic Transfers

Investment Summary

Property tax receipts received during the month of December totaled \$1,380,044. The library received two MPERS stabilizations payments during December totaling \$69,106 for the months of October, November, and December. The library also received the annual gift from the Friends of KPL of \$40,000 and several Special Revenue gifts including \$28,347 for the KPL Antiracism Transformation project and \$5,000 from the Wong Foundation. Uses of cash totaled \$815,352 during the month.

As of December 31st, investments of governmental pooled cash total \$4,821,362 with an additional \$63,612 set aside for Debt Service requirements.

General Fund Revenue and Expenditure Summary

Overall, year-to-date expenditures are 49.5% of budgeted amount and, from a distance at least, nearly perfect at mid-year. Several individual line item budgets reveal the need for revision in the Close Estimate Budget presented to the board in January. In particular, Tax Charge backs have overrun the preliminary estimate by \$388 year-to-date and estimate for Programming and Building Operations reflect a faster expenditure rate than in prior years. All three budgets are addressed in the Close Estimate and will be corrected at that time.

Revenues recognized in the month of December include the recognition of the current year tax levy at \$10,255,572, reflecting the updated amounts for each taxing jurisdiction recognized in the Close Estimate Budget projections. Local Support of \$48,347 during December includes \$40,000 received from the Friends of KPL, \$4,000 from The Gilmore Foundation for Reading Together and \$4,000 from the Gary Sisters Foundation to support the Global Reading Challenge.

Capital Improvement Plan

Activity during the month of December consisted primarily of payments for the Youth Services/History Room renovation project totaling \$29,994 and the payment for the previously approved thermal chamber for the heat treatment of larger furniture and materials.

Other Gifts Revenue and Expenditure Summary

Revenue during December included two grants to fund the KPL Antiracism Transformation Team from the Kalamazoo Community Foundation and the Fetzer Institute totaling \$28,347. General gifts to the Library totaled \$6,032 from the Wong Foundation, Saul Amdursky and several others with additional gifts recognized by Local History and Ready to Read. All will be incorporated in the new Close Estimate Budget for the Special Revenue Fund to be presented for approval in January.

Endowment Fund

The Endowment Fund market value has grown to \$3,748,839, of which \$2,096,135 is original principal. During the six-months ending December 31st, dividend and interest income has totaled \$24,154 with unrealized gains on market value totaling over \$342,894. The Fund Development Committee reviewed and is recommending approval of an additional \$43,000 in endowment income be allocated to help support the development of a digital lab. Other contributing funds and the expenditure budget allocations are included in the Close Estimate Budget for the Capital Improvement Plan.

**Kalamazoo Public Library
Combined Balance Sheet
As of December 31, 2013**

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	\$281,629.84	\$1,548,670.33	\$63,612.14	\$153,854.20	\$207,524.04
Investments	\$2,837,208.07	\$0.00	\$0.00	\$55,764.38	\$3,465,824.20
Total Cash & Equivalents	\$3,118,837.91	\$1,548,670.33	\$63,612.14	\$209,618.58	\$3,673,348.24
Accounts Receivable					
Accounts Receivable	\$11,340.80	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$11,340.80	\$0.00	\$0.00	\$0.00	\$0.00
Taxes Receivable					
Taxes Receivable	\$8,930,415.50	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$8,930,415.50	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets					
Other Assets	\$117,396.02	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$117,396.02	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$12,177,990.23	\$1,548,670.33	\$63,612.14	\$209,618.58	\$3,673,348.24
Liabilities and Fund Balance					
Current Liabilities					
Accounts Payable	\$148,741.39	\$20,461.23	\$0.00	\$544.50	\$0.00
Salaries Payable	\$23,229.87	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$49,792.32	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$221,763.58	\$20,461.23	\$0.00	\$544.50	\$0.00
Long Term Liabilities					
Long Term Liabilities	\$35,477.86	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$35,477.86	\$0.00	\$0.00	\$0.00	\$0.00
Net Assets					
Fund Balance	\$11,920,748.79	\$1,528,209.10	\$63,612.14	\$209,074.08	\$3,673,348.24
Total	\$11,920,748.79	\$1,528,209.10	\$63,612.14	\$209,074.08	\$3,673,348.24
Total Liabilities & Fund Balance	\$12,177,990.23	\$1,548,670.33	\$63,612.14	\$209,618.58	\$3,673,348.24

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

	December
BEGINNING CASH BALANCE *	\$ 4,079,255
* Including short-term investments	
 <u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 1,380,044
Renaissance Zone Reimbursement	\$ -
State Aid/MPSERS UAAL Rate Appropriation	\$ 69,106
District Court Penal Fines/Law Library Revenue	\$ -
Interest Income	\$ 404
Library Fines & Fees	\$ 13,621
Other Sources: Gifts, Grants, & Reimbursements	\$ 48,347
Other Gifts (Ready to Read, etc)	\$ 45,936
TOTAL SOURCES OF CASH	\$ 1,557,458
 <u>USES OF CASH:</u>	
Salaries & Wages	\$ (397,551)
Benefits	\$ (189,418)
Materials	\$ (86,848)
Supplies	\$ (4,013)
Facilities	\$ (15,624)
Technical Services	\$ (38,265)
Purchased Services	\$ (10,233)
Other	\$ (30,825)
Capital Expenditures	\$ (42,575)
Prior Year Payables	\$ -
Debt Service - transferred to reserve	\$ -
TOTAL USES OF CASH	\$ (815,352)
 ENDING CASH	 \$ 4,821,362
 <u>Pooled Cash & Investment Accounts</u>	
<u>Checking & other liquid accounts</u>	
Cash to be deposited	\$ -
Fifth Third General & Payroll Checking Accounts	\$ 667,564
First National NOW & ACH Transfer Accounts	\$ 1,092,377
Fifth Third Arcadia Admin & Transfers Accounts	\$ 36,658
Petty Cash/Midwest Business Exchange Account/Paypal	\$ 14,861
Pooled Cash Accounts	\$ 1,811,460
 <u>Pooled Investments</u>	
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52
Flagstar Bank MM & CD's	\$ 1,605,775
Huntington Aim Treasury, MM & CD's	\$ 24,163
First National Bank MM, ICS Savings, & CD's	\$ 1,379,911
Pooled Investment Accounts	\$ 3,009,902
Total Pooled Cash & Investments	\$ 4,821,362

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

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
12/3/2013	MPSERS Rate Stabilization	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (46,070.43)
12/4/2013	MPSERS November	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (29,847.99)
12/4/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (884.00)
12/5/2013	Employee 403b Contributions	5/3 ACH Transfer	Employee Accounts	\$ (6,382.34)
12/9/2013	MERS Employer Contribution	First National Transfer	Municipal Employees Retirement System	\$ (22,565.03)
12/11/2013	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (14,130.93)
12/11/2013	Transfer to 1st National Check	1st Nat'l ICS Savings		\$ (500,000.00)
12/11/2013	Transfer from 1st National ICS		1st National Checking	\$ 500,000.00
12/12/2013	Transfer to Arcadia Checking	5/3 General Check		\$ (2,000.00)
12/12/2013	Transfer from 5/3 General Check		5/3 Arcadia Checking	\$ 2,000.00
12/12/2013	Transfer to Fifth Third ACH	5/3 General Check		\$ (20,000.00)
12/12/2013	Transfer from 5/3 General Check		5/3 ACH	\$ 20,000.00
12/13/2013	Payroll December 13, 2013	5/3 Payroll Check	Employee Accounts	\$ (118,114.29)
12/13/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
12/13/2013	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,240.52)
12/13/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,420.55)
12/19/2013	Employee 403b Contributions	5/3 ACH Transfer	Employee Accounts	\$ (6,195.39)
12/30/2013	Transfer to 1st Nat'l ACH	1st National Checking		\$ (30,000.00)
12/30/2013	Transfer from 1st National Check		1st National ACH	\$ 30,000.00
12/31/2013	Payroll December 31, 2013	5/3 Payroll Check	Employee Accounts	\$ (116,552.75)
12/31/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
12/31/2013	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,240.52)
12/31/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,369.34)
Total Electronic Transactions				\$ (458,225.84)

**Kalamazoo Public Library
Governmental Cash Investment Report
As of December 31, 2013**

<u>Cash and Investment Accounts</u>	<u>\$</u>	<u>Notes</u>
<u>Checking/Electronic Transfer Accounts</u>		
Fifth Third Bank General Check/Payroll Checking	\$ 667,563.77	Variable interest with Sweep Account
First National Bank	\$ 1,007,041.12	Variable interest checking
Fifth Third Bank Public Transfers	\$ 30,180.22	Checking-ACH only
First National Bank Public Transfers	\$ 85,336.27	Checking-ACH only
Fifth Third Bank Arcadia Checking	<u>\$ 6,478.03</u>	Employee Section 125 Program
Subtotal - Checking	\$ 1,796,599.41	
<u>Treasury & Money Market Funds</u>		
Huntington Nat'l - Premier Public Funds	\$ 14,425.61	Liquid, PA 20 money market
Flagstar Bank - Public Funds	\$ -	Closed
Flagstar Bank - Interest bearing	\$ 101,293.80	Liquid, PA 20 interest bearing
First National Bank - MM	\$ 47,237.51	Liquid, PA 20 money market
Huntington Capital AIM Treasury	\$ 9,737.45	Gov't Agency Investment
Fifth Third Securities, money market cash	<u>\$ 52.43</u>	Liquid with interest cash for securities
Subtotal - Funds	\$ 172,746.80	
<u>Certificates of Deposit (maturity date order)</u>		
First National Bank-ICS	\$ 723,544.26	Insured Cash Sweep/CDARS (multiple)
Flagstar CD	\$ 500,373.88	90 days @ .3% Matures 2/5/2014
Flagstar CD	\$ 503,734.70	90 days @ .30% Matures 1/15/2014
Flagstar CDARS	\$ 500,373.88	26 weeks @ .09996% Matures 5/8/2014
First National Bank	\$ 304,537.04	6 month @ .75% Matures 3/22/2014
First National Bank	<u>\$ 304,591.88</u>	6 month @ .75% Matures 3/24/2014
Subtotal - CDARS/CDs	\$ 2,837,155.64	
Total Investments General Pooled Funds	\$ 4,806,501.85	
<u>Other non-interest bearing</u>		
Paypal deposit account	\$ 5,491.70	
Petty Cash/Midwest Bus Exch/To be deposited	<u>\$ 9,368.89</u>	
Subtotal Other Cash	\$ 14,860.59	
Total General Cash & Investment Accounts	\$ 4,821,362.44	
Debt Services Funds		
<u>Investment Accounts</u>		
First National Bank	\$ 63,612.14	1996 Debt Service, PA 20 Money Market
<u>Certificates of Deposit</u>		
None		
Total Investments Debt Service Fund	\$ 63,612.14	

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

	December	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$10,255,572.00	\$0.00	\$10,255,572.00	\$10,279,872.00	\$24,300.00	99.8%
Other Taxes	\$0.00	\$0.00	\$18,073.07	\$127,665.00	\$109,591.93	14.2%
Fines and Fees	\$13,621.12	\$0.00	\$83,427.15	\$162,280.00	\$78,852.85	51.4%
District Court Penal Fines	\$0.00	\$0.00	\$65,665.73	\$285,000.00	\$219,334.27	23.0%
Local Support	\$48,347.15	\$0.00	\$217,927.15	\$233,275.00	\$15,347.85	93.4%
Interest Income	\$403.87	\$0.00	\$3,986.01	\$10,000.00	\$6,013.99	39.9%
State Aid and Reimbursements	\$69,105.65	\$0.00	\$69,105.65	\$59,810.00	(\$9,295.65)	115.5%
Other	\$10,713.85	\$0.00	\$57,469.80	\$82,600.00	\$25,130.20	69.6%
Total Revenue	\$10,397,763.64	\$0.00	\$10,771,226.56	\$11,240,502.00	\$469,275.44	95.8%
Expenditures						
Salaries						
Administrator Salaries	\$52,956.58	\$0.00	\$319,339.48	\$637,110.00	\$317,770.52	50.1%
Librarian Salaries	\$101,584.24	\$0.00	\$611,530.81	\$1,210,105.00	\$598,574.19	50.5%
Supervisory Technical Salaries	\$55,227.72	\$0.00	\$341,725.82	\$700,080.00	\$358,354.18	48.8%
Library Assistant Salaries	\$125,708.46	\$0.00	\$778,354.62	\$1,560,540.00	\$782,185.38	49.9%
Hourly Staff	\$42,322.02	\$0.00	\$262,298.22	\$596,554.00	\$334,255.78	44.0%
Substitute Salaries	\$6,044.18	\$0.00	\$37,614.05	\$85,960.00	\$48,345.95	43.8%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$90,000.00)	(\$90,000.00)	0.0%
Total	\$383,843.20	\$0.00	\$2,350,863.00	\$4,700,349.00	\$2,349,486.00	50.0%
Benefits						
Employee Insurance	\$76,560.87	\$0.00	\$467,542.82	\$985,215.00	\$517,672.18	47.5%
Retirement	\$92,763.18	\$0.00	\$326,873.06	\$592,195.00	\$265,321.94	55.2%
Employer FICA-Medicare	\$28,458.18	\$0.00	\$177,975.26	\$361,520.00	\$183,544.74	49.2%
Other Benefits	\$2,700.00	\$0.00	\$19,157.18	\$114,625.00	\$95,467.82	16.7%
Total	\$200,482.23	\$0.00	\$991,548.32	\$2,053,555.00	\$1,062,006.68	48.3%
Materials						
Adult Books	\$41,897.52	\$16,627.42	\$231,314.81	\$464,500.00	\$233,185.19	49.8%
Juvenile Books	\$6,845.14	\$4,462.97	\$46,142.03	\$98,350.00	\$52,207.97	46.9%
Periodicals	\$10,927.69	\$0.00	\$35,173.18	\$60,706.00	\$25,532.82	57.9%
Audio-Visual Material	\$22,243.23	\$15,626.92	\$125,094.55	\$299,300.00	\$174,205.45	41.8%
Digital Materials	\$22,577.29	\$0.00	\$126,065.27	\$195,620.00	\$69,554.73	64.4%
Total	\$104,490.87	\$36,717.31	\$563,789.84	\$1,118,476.00	\$554,686.16	50.4%
Facilities						
Fuel	\$7,670.84	\$0.00	\$11,901.56	\$67,700.00	\$55,798.44	17.6%
Electricity	\$15,738.44	\$0.00	\$92,755.49	\$182,900.00	\$90,144.51	50.7%
Water	\$314.32	\$0.00	\$1,872.92	\$5,875.00	\$4,002.08	31.9%
Custodial Supplies	\$4,954.55	\$2,723.55	\$33,297.03	\$74,275.00	\$40,977.97	44.8%
Grounds Maintenance	\$1,075.00	\$0.00	\$10,100.00	\$28,415.00	\$18,315.00	35.5%
Building Repair	\$14,340.62	\$0.00	\$33,016.77	\$82,875.00	\$49,858.23	39.8%
Building Operations	\$7,540.56	\$48,090.00	\$108,418.48	\$134,732.00	\$26,313.52	80.5%
Total	\$51,634.33	\$50,813.55	\$291,362.25	\$576,772.00	\$285,409.75	50.5%
Supplies						
Office Supplies	\$3,173.27	\$0.00	\$18,538.35	\$51,540.00	\$33,001.65	36.0%
Marketing Supplies	\$153.68	\$0.00	\$278.68	\$24,470.00	\$24,191.32	1.1%
Postage & Freight	\$1,493.98	\$0.00	\$16,304.77	\$46,230.00	\$29,925.23	35.3%
Processing Supplies	\$2,795.17	\$0.00	\$10,278.32	\$62,140.00	\$51,861.68	16.5%
Departmental Purchases	\$2,979.27	\$2,170.56	\$11,337.29	\$60,278.00	\$48,940.71	18.8%
Total	\$10,595.37	\$2,170.56	\$56,737.41	\$244,658.00	\$187,920.59	23.2%

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

	December	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$2,970.66	\$1,083.23	\$30,604.47	\$77,420.00	\$46,815.53	39.5%
Telecommunications	\$6,090.99	\$0.00	\$41,105.39	\$90,280.00	\$49,174.61	45.5%
Software & Licensing	\$17,414.74	\$0.00	\$247,231.20	\$310,549.00	\$63,317.80	79.6%
Cataloging & Processing	\$4,861.28	\$0.00	\$26,958.66	\$66,922.00	\$39,963.34	40.3%
Total	\$31,337.67	\$1,083.23	\$345,899.72	\$545,171.00	\$199,271.28	63.4%
Purchased Services						
Security	\$8,229.75	\$0.00	\$42,868.54	\$112,884.00	\$70,015.46	38.0%
Insurance	\$2,003.40	\$0.00	\$57,483.30	\$83,500.00	\$26,016.70	68.8%
Legal Services	\$0.00	\$0.00	\$2,405.50	\$17,000.00	\$14,594.50	14.2%
Contracted Services	\$4,459.91	\$0.00	\$79,430.08	\$219,713.00	\$140,282.92	36.2%
Printing Services	\$13,619.73	\$0.00	\$59,178.76	\$95,000.00	\$35,821.24	62.3%
Advertising	\$3,409.40	\$0.00	\$18,270.55	\$68,000.00	\$49,729.45	26.9%
Total	\$31,722.19	\$0.00	\$259,636.73	\$596,097.00	\$336,460.27	43.6%
Other Expenditures						
Miscellaneous Operating	\$3,189.94	\$0.00	\$12,969.14	\$67,240.00	\$54,270.86	19.3%
Tax Charge Backs	\$42,281.94	\$0.00	\$70,388.41	\$70,000.00	(\$388.41)	100.6%
Travel & Conference-Director	\$0.00	\$0.00	\$617.93	\$4,000.00	\$3,382.07	15.4%
Travel & Conference	\$1,246.49	\$0.00	\$9,674.70	\$48,800.00	\$39,125.30	19.8%
Staff Development	\$802.60	\$0.00	\$4,531.31	\$28,470.00	\$23,938.69	15.9%
Travel & Conference - Board	\$0.00	\$0.00	\$115.00	\$5,000.00	\$4,885.00	2.3%
Miscellaneous Disbursements	\$3,164.90	\$0.00	\$32,543.75	\$64,074.00	\$31,530.25	50.8%
Vehicle Maintenance	\$1,328.72	\$0.00	\$2,766.24	\$5,260.00	\$2,493.76	52.6%
Programming Expenditures	\$10,681.91	\$13,523.30	\$81,919.61	\$127,700.00	\$45,780.39	64.2%
Rent	\$5,211.12	\$525.00	\$20,844.48	\$31,600.00	\$10,755.52	66.0%
Total	\$67,907.62	\$14,048.30	\$236,370.57	\$452,144.00	\$215,773.43	52.3%
Total	\$882,013.48	\$104,832.95	\$5,096,207.84	\$10,287,222.00	\$5,191,014.16	49.5%
Transfers						
Transfers In						
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	\$60,000.00	\$1,054,000.00	\$994,000.00	5.7%
Total	\$0.00	\$0.00	\$60,000.00	\$1,054,000.00	\$994,000.00	5.7%
Total	\$0.00	\$0.00	\$60,000.00	\$1,054,000.00	\$994,000.00	5.7%
BEGINNING FUND BALANCE	\$2,404,998.63	\$0.00	\$6,200,897.12	\$6,200,897.12	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	\$9,515,750.16	(\$110,590.95)	\$5,609,260.72	(\$100,720.00)	(\$5,709,980.72)	(5569.2%)
ENDING FUND BALANCE	\$11,920,748.79	(\$110,590.95)	\$11,810,157.84	\$6,100,177.12	(\$5,709,980.72)	193.6%

Kalamazoo Public Library

Income Statement

Capital Improvement Plan

	Actual	Encumbrances	Year to Date	Budget	Variance
Expenditures					
Library Systems and Equipment					
Integrated Library System					
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Total Library Systems and Equipment	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Furniture & Equipment					
Furniture & Equipment					
810 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$90,478.81	\$90,478.81
811 - Carpet Master Plan/1st Renovation	\$0.00	\$0.00	\$0.00	\$109,509.00	\$109,509.00
815 - Laptop chairs & Workspaces-Oshtemo	\$0.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00
862 - Oshtemo Chair Dollies	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00
879 - Color Laser Printer - MAC	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00
880 - ADS conference room	\$0.00	\$0.00	\$0.00	\$1,930.00	\$1,930.00
881 - Eastwood/Powell - table/chairs/display	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
882 - Oshtemo-Drop box/coffee cabinet	\$0.00	\$0.00	\$0.00	\$6,700.00	\$6,700.00
Total Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$235,717.81	\$235,717.81
Building Alterations					
Building Alterations					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$60,610.71	\$60,610.71
821 - Oshtemo Concrete	\$0.00	\$0.00	\$0.00	\$4,400.00	\$4,400.00
823 - Generator - Oshtemo	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
824 - Generator - Eastwood	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
827 - Security Camera System	\$0.00	\$0.00	\$1,218.01	\$1,218.01	\$0.00
870 - 2013 Renovations-Youth/History/Camp	\$29,994.93	\$2,925.00	\$133,196.66	\$171,397.00	\$38,200.34
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	\$8,995.00	\$0.00	\$8,995.00	\$9,245.00	\$250.00
Total Building Alterations	\$38,989.93	\$21,065.00	\$161,549.67	\$318,680.72	\$157,131.05
Computer & Electronics					
Automation					
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	\$599.99	\$0.00	\$4,527.57	\$11,410.00	\$6,882.43
Total Computer & Electronics	\$599.99	\$0.00	\$21,697.83	\$191,746.57	\$170,048.74
RFID					
RFID					
850 - RFID Reserve	\$0.00	\$0.00	\$0.00	\$11,703.00	\$11,703.00
852 - RFID Building/Furniture	\$0.00	\$0.00	\$0.00	\$15,203.00	\$15,203.00
Total RFID	\$0.00	\$0.00	\$0.00	\$26,906.00	\$26,906.00
Total Expenditures	\$39,589.92	\$21,065.00	\$183,247.50	\$785,365.10	\$602,117.60

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

	Year to Date			Budget	Variance
	December	Encumbrances	+ Encumbrance		
Revenue					
Local Support					
233 - Ready to Read - Gifts	\$500.00	\$0.00	\$1,124.49	\$2,000.00	\$2,000.00
235 - Ready to Read - Spelling Bee	\$1,200.00	\$0.00	\$20,437.00	\$20,000.00	\$20,000.00
301 - Gifts & Memorials - Materials	\$200.00	\$0.00	\$200.00	\$2,000.00	\$2,000.00
303 - History Room Gifts	\$1,000.00	\$0.00	\$1,100.00	\$0.00	\$0.00
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$1,912.43	\$0.00	\$0.00
308 - Library Gifts	\$6,032.91	\$0.00	\$7,199.28	\$1,000.00	\$1,000.00
310 - KPL Antiracism Transformation Team	\$28,347.00	\$0.00	\$28,347.00	\$28,347.00	\$28,347.00
315 - Children's Room Grants	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
Total Local Support	\$37,279.91	\$0.00	\$62,320.20	\$55,347.00	\$55,347.00
Other					
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$420.00	\$0.00	\$0.00
Total Other	\$0.00	\$0.00	\$420.00	\$0.00	\$0.00
Total Revenue	\$37,279.91	\$0.00	\$62,740.20	\$55,347.00	\$55,347.00
Expenditures					
Salaries					
Hourly Staff					
303 - History Room Gifts	\$546.03	\$0.00	\$546.03	\$0.00	\$0.00
Total Hourly Staff Salaries	\$546.03	\$0.00	\$546.03	\$0.00	\$0.00
Benefits					
Employer FICA-Medicare					
303 - History Room Gifts	\$33.86	\$0.00	\$33.86	\$0.00	\$0.00
Total Employer FICA-Medicare	\$33.86	\$0.00	\$33.86	\$0.00	\$0.00
Materials					
Adult Books					
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
Juvenile Books					
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
Purchased Services					
Contracted Services					
303 - History Room Gifts	\$544.50	\$0.00	\$1,089.00	\$7,441.00	\$7,441.00
Total Contracted Services	\$544.50	\$0.00	\$1,089.00	\$7,441.00	\$7,441.00
Miscellaneous Disbursements					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
235 - Ready to Read - Spelling Bee	\$665.49	\$0.00	\$3,915.89	\$4,000.00	\$4,000.00
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
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$0.00	\$4,347.00	\$4,347.00
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	\$71.20	\$0.00	\$580.60	\$1,365.00	\$1,365.00
Total Miscellaneous Disbursements	\$736.69	\$0.00	\$4,806.11	\$15,896.80	\$15,896.80
Programming Expenditures					
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 Expenditures	\$1,861.08	\$0.00	\$9,775.00	\$65,146.80	\$65,146.80

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

	Year to Date			Budget	Variance
	December	Encumbrances	+ Encumbrance		
BEGINNING FUND BALANCE					
TOTAL BEGINNING FUND BALANCE	\$173,655.25	\$0.00	\$156,108.88	\$156,108.88	\$156,108.88
NET SURPLUS/(DEFICIT)					
TOTAL NET SURPLUS/(DEFICIT)	\$35,418.83	\$0.00	\$52,965.20	(\$9,799.80)	(\$9,799.80)
ENDING FUND BALANCE					
233 - Ready to Read - Gifts	\$41,450.26	\$0.00	\$41,450.26	\$31,325.77	\$31,325.77
235 - Ready to Read - Spelling Bee	\$50,110.65	\$0.00	\$50,110.65	\$32,169.54	\$32,169.54
301 - Gifts & Memorials - Materials	\$3,262.37	\$0.00	\$3,262.37	\$2,462.37	\$2,462.37
303 - History Room Gifts	\$6,872.76	\$0.00	\$6,872.76	\$0.65	\$0.65
307 - ONEplace Nonprofit Services	\$8,921.58	\$0.00	\$8,921.58	\$0.15	\$0.15
308 - Library Gifts	\$7,842.89	\$0.00	\$7,842.89	\$643.61	\$643.61
310 - KPL Antiracism Transformation Team	\$28,347.00	\$0.00	\$28,347.00	\$24,000.00	\$24,000.00
315 - Children's Room Grants	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00
380 - Scholarships/Administration Mini-Grants	\$817.00	\$0.00	\$817.00	(\$57.80)	(\$57.80)
383 - History Room Mini-Grant	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00
387 - Oshtemo Mini-Grant	\$517.25	\$0.00	\$517.25	\$0.25	\$0.25
388 - Powell Mini-Grant	\$1,072.39	\$0.00	\$1,072.39	\$0.01	\$0.01
389 - Washington Square Mini-Grant	\$111.18	\$0.00	\$111.18	\$0.18	\$0.18
390 - Teen Services Mini-Grant	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00
391 - Children's Mini-Grant	\$784.37	\$0.00	\$784.37	(\$0.03)	(\$0.03)
397 - KCF - Local History and Community Information Agency F	\$55,764.38	\$0.00	\$55,764.38	\$55,764.38	\$55,764.38
TOTAL ENDING FUND BALANCE	\$209,074.08	\$0.00	\$209,074.08	\$146,309.08	\$146,309.08

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

	11/30/2013		%	11/30/2013		%
	Cost	Market	Cost to	Cost	Market	Cost to
	<u>Basis</u>	<u>Basis</u>	<u>Increase</u>	<u>Basis</u>	<u>Basis</u>	<u>Increase</u>
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 207,524.04	\$ 207,524.04	0.0%	\$ 212,010.70	\$ 212,010.70	0.0%
Stocks	\$ 1,107,730.95	\$ 1,950,345.95	76.1%	\$ 1,107,730.95	\$ 2,024,342.43	82.7%
Fixed Income Investments	\$ 1,521,906.16	\$ 1,515,478.25	-0.4%	\$ 1,521,906.16	\$ 1,512,486.75	-0.6%
	\$ -	\$ -		\$ -	\$ -	
Total Value	<u>\$ 2,837,161.15</u>	<u>\$ 3,673,348.24</u>	<u>29.5%</u>	<u>\$ 2,841,647.81</u>	<u>\$ 3,748,839.88</u>	<u>31.9%</u>
<u>Fund Balance</u>						
Assigned for Children's Endowment		\$ 16,839.78			\$ 17,081.33	
Kalamazoo Public Library Endowment		\$ 3,656,508.46			\$ 3,731,758.55	
<u>Year to Date Revenue & Expenditures</u>						
Net Withdrawals/Deposits from/to Account		\$ 157.88			\$ 157.88	
Dividend and Interest Income		\$ 19,661.68			\$ 24,154.34	
Realized Gains (Losses) on Sale of Assets		\$ -			\$ -	
Unrealized Gains (Losses) on Market Value		\$ 271,889.38			\$ 342,894.36	
Arcadia Investment Management Fee/Other		\$ (10,338.60)			\$ (10,344.60)	
Net Change		\$ 281,370.34			\$ 356,861.98	

Summary:

No stock trades or maturities occurred during either November or December. Multiple investments yielded interest or dividends at the end of the quarter. November receipts totaled \$3,704.78 and December receipts totaled \$4492.66.

MEMO

TO: Library Trustees
FROM: Ann Rohrbaugh
Library Director
RE: **Allocation of Interest Earned on
Endowment Funds**
DATE: January 27, 2014

Recommendation:

On behalf of the Fund Development and Allocation Committee, I recommend \$43,000 of interest earned on the endowment funds and available for distribution, be allocated for room renovation and furniture and equipment costs for “The Hub”, our digital lab to be launched in the spring.

Executive Summary:

Plans for the Digital Lab were shared with the board at the December meeting. Funding for the lab, upon board approval, would be from a variety of sources:

Interest earned on endowment	\$43,000
Undesignated gifts	6,950
Local History gifts	10,000
Library CIP budget	<u>13,471</u>
Total	\$73,421

Expenditures would include modest room renovations: remove a wall, patch the carpet, upgrade electrical, add HVAC, replace the door. Equipment and furniture would include hardware and software for digitization and post production stations, Chromebooks for training and use throughout the library, furniture for equipment and public workstations.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Request for Funds from Kalamazoo Community
Foundation Local History Room Fund**

DATE: January 27, 2014

Recommendation:

I recommend the board approve the expenditure of \$10,000 from the “Kalamazoo Community Foundation / Kalamazoo Public Library Fund – Local History and Community Service Fund” for digitization equipment and software for local history related services in the digital lab.

Executive Summary:

At the December meeting, plans for the digital lab, to be called “The Hub”, were outlined for the board. One of the first services will be digitizing photos, tapes, documents, etc in conjunction with local history. We see this as an appropriate expenditure from gift funds earmarked for local history.

The current balance in this account at the Kalamazoo Community Foundation is \$100,025.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Close Estimate Budget for 2013-2014
Fiscal Year**

DATE: January 27, 2014

Recommendation:

I recommend approval of the three budgets presented: the General Operating Fund Close Estimate Budget, the Capital Improvement Plan Close Estimate Budget, and the Special Revenue Fund Close Estimate Budget.

Executive Summary:**General Operating Fund Close Estimate Budget**

The General Operating Fund Close Estimate Budget incorporates several key changes to estimates approved in the Preliminary Budget for 2013-2014. State Grants and Reimbursements have been updated for the Michigan Public School Employee's Retirement System Unfunded Actuarial Accrued Liability stabilization. Recorded as a State of Michigan reimbursement and expenditure for employee retirement in the Benefits category the 2013-2014 total effect is \$246,978.

The other key change to the budget estimate is the recognition of unexpended carryover of funds from the prior year totaling \$748,158 (as reflected in the variance to the Beginning Fund Balance) and the investment of a portion of that carryover to support the Capital Improvement Plan by increasing the budgeted transfer from \$40,000 to \$400,000. The remainder of the carryover is reflected in the increase of Total Ending Fund Balance from \$5,344,930 to \$5,648,849 and in an Unassigned Fund Balance equal to 15.9% of Total Operating Expenditures for the year.

Capital Improvement Plan Close Estimate Budget

The Capital Improvement Plan period of three years has been extended with the Close Estimate Budget to end June 30, 2016. Fiscal Year 2013-2014 budgeted allocations include those projects carried over from the prior year and Preliminary Budget. Projected revenue includes the previously budgeted

\$46,536 from the Endowment Fund to be transferred at the completion of the Youth and Local History Renovation Project and funds for the new Digital Lab (The Hub) project which include \$43,000 in interest available from the Endowment Fund, a recommended distribution of \$10,000 from the Local History Fund at the Kalamazoo Community Foundation, and gifts from the Lawrence & Sylvia Wong Foundation and John and Mary (Miller) Patton.

New allocations recommended include the Digital Lab project space, furnishings, and equipment budgets; a new back-up generator for Central Library; site drainage improvements at Eastwood; a new self-check unit for the lower level at Central Library; and new chairs and a dolly for the Oshtemo Community Room.

Special Revenue Fund Close Estimate Budget

The Special Revenue Fund Close Estimate Budget has been revised for carryover funds from the prior year and new projects for the KPL Antiracism Transformation Training effort funded at the current date with \$28,347 from the Kalamazoo Community Foundation and the Fetzer Institute. Library Gifts recognize the receipt and transfer of gifts from the Wong Foundation and others to the Capital Improvement Plan Digital Lab Project. The Local History Room gift account also recognizes a similar transfer to fund Local History Room furniture with a gift from John & Mary Patton.

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

**Kalamazoo Public Library
General Operating Fund
Close Estimate Budget
Fiscal year ending June 30, 2014**

	FY 11/12 Actuals	FY 12/13 Actuals	FY 13/14 Preliminary Budget	FY 13/14 Close Estimate Budget	Variance to Prior	%
Revenue						
Property Taxes	\$ 11,016,155	\$ 10,333,532	\$ 10,265,334	\$ 10,240,572	\$ (24,762)	-0.2%
State Grants and Reimbursements	\$ 78,069	\$ 156,864	\$ 59,810	\$ 306,788	\$ 246,978	412.9%
Charges for Services	\$ 165,839	\$ 181,810	\$ 162,280	\$ 170,000	\$ 7,720	4.8%
District Court Penal Fines	\$ 292,421	\$ 279,650	\$ 285,000	\$ 280,000	\$ (5,000)	-1.8%
Other Revenue	\$ 246,922	\$ 480,697	\$ 453,540	\$ 465,583	\$ 12,043	2.7%
Total Revenue	\$ 11,799,406	\$ 11,432,553	\$ 11,225,964	\$ 11,462,943	\$ 236,979	2.1%
Expenditures						
Salaries & Benefits	\$ 6,780,826	\$ 6,641,043	\$ 6,753,904	\$ 7,008,587	\$ (254,683)	-3.8%
Materials	\$ 958,950	\$ 1,040,899	\$ 1,118,476	\$ 1,142,526	\$ (24,050)	-2.2%
Facilities	\$ 454,164	\$ 482,120	\$ 569,322	\$ 578,972	\$ (9,650)	-1.7%
Supplies	\$ 179,412	\$ 216,012	\$ 244,658	\$ 208,413	\$ 36,245	14.8%
Technical Services	\$ 456,139	\$ 449,886	\$ 545,171	\$ 533,901	\$ 11,270	2.1%
Purchased Services	\$ 546,596	\$ 504,948	\$ 596,097	\$ 592,047	\$ 4,050	0.7%
Other	\$ 496,197	\$ 392,233	\$ 452,144	\$ 496,544	\$ (44,400)	-9.8%
Total Operating Expenditures	\$ 9,872,284	\$ 9,727,141	\$ 10,279,772	\$ 10,560,990	\$ (281,218)	-2.7%
Excess (Deficiency) of Revenue Over Expenditures	\$ 1,927,122	\$ 1,705,413	\$ 946,192	\$ 901,953	\$ (44,239)	
Operating Transfers						
Transfers to/from Other Funds/Prior adjustments	\$ (10,460)	\$ (5,782)	\$ -	\$ -	\$ -	
Transfers to Capital Improvement Plan	\$ 400,000	\$ 400,000	\$ -	\$ 400,000	\$ (400,000)	
Transfer to Bond Issues Debt Service	\$ 1,135,000	\$ 1,081,000	\$ 1,054,000	\$ 1,054,000	\$ -	
Total Expenditures & Transfers	\$ 11,396,824	\$ 11,202,359	\$ 11,333,772	\$ 12,014,990	\$ (681,218)	
Excess (Deficiency) of Revenue and Other Sources Over Expenditures and Other Uses	\$ 402,582	\$ 230,195	\$ (107,808)	\$ (552,047)	\$ (444,239)	
Beginning Fund Balance	\$ 5,568,120	\$ 5,970,702	\$ 5,452,738	\$ 6,200,896	\$ 748,158	
Ending Fund Balance						
Non-spendable Prepaid Expenditures	\$ 207,648	\$ 223,061	\$ -	\$ -	\$ -	
Restricted ONEplace grants	\$ 127,450	\$ 167,276	\$ 127,450	\$ 167,276	\$ 39,826	
Assigned for Encumbrances	\$ 78,386	\$ -	\$ -	\$ -	\$ -	
Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	
Unassigned Fund Balance	\$ 1,757,218	\$ 2,010,559	\$ 1,417,480	\$ 1,681,573	\$ 264,093	
Total Ending Fund Balance	\$ 5,970,702	\$ 6,200,896	\$ 5,344,930	\$ 5,648,849	\$ 303,919	

Kalamazoo Public Library's Property Tax Revenue is based upon a maximum allowable 3.9583 mills levied for operating purposes. The 3.9583 millage rate results from the effect of the Headlee rollback provision of MCL 211.34d upon the maximum authorized rate of 4.0 mills.

Budget Overview

The Close Estimate Budget for fiscal year 2013-2014 has been revised to incorporate updated revenue and expenditure information as of mid-year. State Grants and Reimbursements have been updated to include the expected reimbursement funding by the State of Michigan of the Michigan Public School Employee's Retirement System (MPERS) Unfunded Actuarial Accrued Liability stabilization totaling \$246,788 during the fiscal year. That same amount has been recognized as Retirement Expense in the Benefits budget, representing the disbursement of those same funds to MPERS.

As indicated in the Preliminary Budget, transfers to the Capital Improvement Plan of \$400,000 has been reinstated utilizing funds carried over from fiscal year 2012-2013. The net result of funds carried over and budget revisions is an increase of \$303,919 in total ending fund balance, \$264,093 of which increased Unassigned Fund Balance budgeted as of June 30, 2014.

**Kalamazoo Public Library
Supplementary Information
Fiscal Years Ending June 30, 2014**

Kalamazoo Public Library
Supplementary Information - Close Estimate Budget
Fiscal Years ending June 30, 2014

	FY 11/12 <u>Actuals</u>	FY 12/13 <u>Actuals</u>	FY 13/14 <u>Preliminary Budget</u>	FY 13/14 <u>Close Estimate Budget</u>	Variance to <u>Prior</u>	<u>%</u>
REVENUE						
Property Taxes						
1 City of Kalamazoo	\$ 6,001,586	\$ 5,645,591	\$ 5,622,411	\$ 5,596,545	\$ (25,866)	-0.5%
2 Kalamazoo Township	\$ 1,514,969	\$ 1,449,354	\$ 1,437,917	\$ 1,435,754	\$ (2,163)	-0.2%
3 Oshtemo Township	\$ 2,848,186	\$ 2,792,461	\$ 2,799,276	\$ 2,802,995	\$ 3,719	0.1%
4 Texas Township	\$ 417,305	\$ 422,176	\$ 405,730	\$ 420,278	\$ 14,548	3.6%
5 Total Property Taxes	\$ 10,782,046	\$ 10,309,582	\$ 10,265,334	\$ 10,255,572	\$ (9,762)	-0.1%
6 Less Delinquency Reserve	\$ -	\$ -	\$ (40,000)	\$ (40,000)	\$ -	0.0%
7 Plus Delinq. Tax Receipts	\$ 43,132	\$ 23,950	\$ 40,000	\$ 25,000	\$ (15,000)	-37.5%
8 Net Property Tax Revenue	\$ 10,825,178	\$ 10,333,532	\$ 10,265,334	\$ 10,240,572	\$ (24,762)	-0.2%
Other Taxes						
Industrial Facilities Tax						
9 City of Kalamazoo	\$ 74,123	\$ 67,087	\$ 70,000	\$ 67,100	\$ (2,900)	-4.1%
10 Kalamazoo Township	\$ 12,372	\$ 12,155	\$ 12,721	\$ 12,155	\$ (566)	-4.4%
11 Oshtemo Township	\$ 4,944	\$ 4,463	\$ 4,944	\$ 4,465	\$ (479)	-9.7%
12 Texas Township	\$ 12,086	\$ -	\$ -	\$ -	\$ -	0.0%
13 Total Industrial Facilities Tax	\$ 103,525	\$ 83,705	\$ 87,665	\$ 83,720	\$ (3,945)	-4.5%
14 Renaissance Zone Reimbursement	\$ -	\$ -	\$ -	\$ 9,988	\$ 9,988	0.0%
15 Payments in Lieu of Taxes	\$ 87,452	\$ 53,452	\$ 40,000	\$ 40,000	\$ -	0.0%
16 Total Other Taxes	\$ 190,977	\$ 137,157	\$ 127,665	\$ 133,708	\$ 6,043	4.7%
Other Revenue						
17 Misc. Fines & Fees	\$ 165,839	\$ 181,810	\$ 162,280	\$ 170,000	\$ 7,720	4.8%
18 State Grants and Reimbursements	\$ 78,069	\$ 156,864	\$ 59,810	\$ 306,788	\$ 246,978	412.9%
19 District Ct. Penal Fines	\$ 292,421	\$ 279,650	\$ 285,000	\$ 280,000	\$ (5,000)	-1.8%
20 Law Library Revenue	\$ 48,957	\$ 49,991	\$ 49,000	\$ 50,000	\$ 1,000	2.0%
21 Universal Service Fund Reimbursement	\$ 26,880	\$ 33,600	\$ 33,600	\$ 33,600	\$ -	0.0%
22 Friends of KPL & Other Local Revenue	\$ 156,836	\$ 244,859	\$ 233,275	\$ 233,275	\$ -	0.0%
23 Interest Income	\$ 14,249	\$ 15,091	\$ 10,000	\$ 15,000	\$ 5,000	50.0%
24 Total Other Revenue	\$ 783,251	\$ 961,864	\$ 832,965	\$ 1,088,663	\$ 255,698	30.7%
TOTAL REVENUE	\$ 11,799,406	\$ 11,432,553	\$ 11,225,964	\$ 11,462,943	\$ 236,979	2.1%
EXPENDITURES						
Salaries & Wages						
25 Administrative Salaries	\$ 614,678	\$ 630,367	\$ 625,225	\$ 637,110	\$ (11,885)	-1.9%
26 Librarian Salaries	\$ 1,118,944	\$ 1,179,494	\$ 1,211,725	\$ 1,234,010	\$ (22,285)	-1.8%
27 Super/Tech Salaries	\$ 669,344	\$ 689,583	\$ 680,305	\$ 676,715	\$ 3,590	0.5%
28 Library Assistant Salaries	\$ 1,496,399	\$ 1,507,395	\$ 1,560,235	\$ 1,536,920	\$ 23,315	1.5%
29 Hourly Salaries	\$ 519,375	\$ 566,234	\$ 596,554	\$ 601,679	\$ (5,125)	-0.9%
30 Substitute Salaries	\$ 75,739	\$ 59,235	\$ 85,960	\$ 89,960	\$ (4,000)	-4.7%
31 Vacancy Credit	\$ -	\$ -	\$ (90,000)	\$ -	\$ (90,000)	0.0%
32 Total Salaries & Wages	\$ 4,494,479	\$ 4,632,307	\$ 4,670,004	\$ 4,776,394	\$ (106,390)	-2.3%
Benefits						
33 Employee Insurances	\$ 1,307,679	\$ 944,179	\$ 985,785	\$ 984,300	\$ 1,485	0.2%
34 Other Benefits: Life	\$ 5,742	\$ -	\$ -	\$ -	\$ -	0.0%
35 Retirement - MPERS, MERS	\$ 539,158	\$ 651,829	\$ 592,195	\$ 829,873	\$ (237,678)	-40.1%
36 Employer FICA	\$ 341,286	\$ 352,126	\$ 363,120	\$ 365,220	\$ (2,100)	-0.6%
37 Other Benefits: Employee Parking	\$ 26,673	\$ 29,580	\$ 26,000	\$ 26,000	\$ -	0.0%
38 Other Benefits: RPO, Vexempt	\$ 65,810	\$ 31,021	\$ 26,800	\$ 26,800	\$ -	0.0%
39 Total Benefits	\$ 2,286,347	\$ 2,008,735	\$ 1,993,900	\$ 2,232,193	\$ (238,293)	-12.0%
40 Total Compensation-Salaried Staff	\$ 6,140,186	\$ 5,967,725	\$ 6,026,063	\$ 6,264,038	\$ (237,975)	-3.9%
	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
41 Compensation Reserves	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000	0.0%
42 Compensation - Hourly Staff	\$ 640,640	\$ 673,317	\$ 734,726	\$ 744,549	\$ (9,823)	-1.3%
43 Vacancy Credit/Vacation Accrual Expense	\$ -	\$ -	\$ (96,885)	\$ -	\$ (96,885)	0.0%
44 Total Salaries & Benefits	\$ 6,780,826	\$ 6,641,043	\$ 6,753,904	\$ 7,008,587	\$ (254,683)	-3.8%

Kalamazoo Public Library
Supplementary Information - Close Estimate Budget
Fiscal Years ending June 30, 2014

	FY 11/12	FY 12/13	FY 13/14	FY 13/14	Variance to	
	<u>Actuals</u>	<u>Actuals</u>	<u>Preliminary</u>	<u>Close Estimate</u>	<u>Prior</u>	<u>%</u>
			<u>Budget</u>	<u>Budget</u>		
Materials						
45 Adult Books	\$ 427,632	\$ 446,484	\$ 464,500	\$ 479,050	\$ (14,550)	-3.1%
46 Children's Books	\$ 88,580	\$ 91,490	\$ 98,350	\$ 94,850	\$ 3,500	3.6%
47 Periodicals	\$ 50,087	\$ 63,363	\$ 60,706	\$ 60,706	\$ -	0.0%
48 Audio-Visual Materials	\$ 259,120	\$ 278,667	\$ 299,300	\$ 309,300	\$ (10,000)	-3.3%
49 Digital Materials	\$ 133,531	\$ 160,895	\$ 195,620	\$ 198,620	\$ (3,000)	-1.5%
50 Total Materials	\$ 958,950	\$ 1,040,899	\$ 1,118,476	\$ 1,142,526	\$ (24,050)	-2.2%
Facilities						
51 Fuel	\$ 39,191	\$ 43,402	\$ 67,700	\$ 67,700	\$ -	0.0%
52 Electricity	\$ 172,227	\$ 177,629	\$ 182,900	\$ 182,900	\$ -	0.0%
53 Water	\$ 5,246	\$ 4,960	\$ 5,875	\$ 5,875	\$ -	0.0%
54 Custodial Supplies	\$ 57,225	\$ 55,069	\$ 74,275	\$ 75,275	\$ (1,000)	-1.3%
55 Grounds Maintenance	\$ 18,101	\$ 30,420	\$ 28,415	\$ 28,415	\$ -	0.0%
56 Building Repair	\$ 58,613	\$ 68,504	\$ 82,875	\$ 84,075	\$ (1,200)	-1.4%
57 Building Operations	\$ 103,561	\$ 102,136	\$ 127,282	\$ 134,732	\$ (7,450)	-5.9%
58 Total Facilities	\$ 454,164	\$ 482,120	\$ 569,322	\$ 578,972	\$ (9,650)	-1.7%
Supplies						
59 Office Supplies	\$ 46,814	\$ 42,352	\$ 51,540	\$ 47,520	\$ 4,020	7.8%
60 Marketing Supplies	\$ 19,373	\$ 21,923	\$ 24,470	\$ 5,920	\$ 18,550	75.8%
61 Postage/Freight	\$ 41,646	\$ 43,848	\$ 46,230	\$ 46,230	\$ -	0.0%
62 Processing Supplies	\$ 26,032	\$ 72,382	\$ 62,140	\$ 62,140	\$ -	0.0%
63 Departmental Purchases	\$ 45,547	\$ 35,506	\$ 60,278	\$ 46,603	\$ 13,675	22.7%
64 Total Supplies	\$ 179,412	\$ 216,012	\$ 244,658	\$ 208,413	\$ 36,245	14.8%
Technical Services						
65 F&E Repair & Maintenance	\$ 67,260	\$ 48,418	\$ 77,420	\$ 74,420	\$ 3,000	3.9%
66 Telecommunications	\$ 98,757	\$ 75,376	\$ 90,280	\$ 90,280	\$ -	0.0%
67 Software & Licensing	\$ 230,390	\$ 263,275	\$ 310,549	\$ 296,779	\$ 13,770	4.4%
68 Cataloging & Processing	\$ 59,732	\$ 62,817	\$ 66,922	\$ 72,422	\$ (5,500)	-8.2%
69 Total Technical Services	\$ 456,139	\$ 449,886	\$ 545,171	\$ 533,901	\$ 11,270	2.1%
Purchased Services						
70 Security	\$ 99,423	\$ 101,913	\$ 112,884	\$ 112,884	\$ -	0.0%
71 Insurance	\$ 76,926	\$ 78,266	\$ 83,500	\$ 83,500	\$ -	0.0%
72 Legal Services	\$ 19,462	\$ 4,803	\$ 17,000	\$ 17,000	\$ -	0.0%
73 Contracted Services	\$ 199,682	\$ 177,879	\$ 219,713	\$ 215,663	\$ 4,050	1.8%
74 Printing Expenses	\$ 96,746	\$ 82,283	\$ 95,000	\$ 95,000	\$ -	0.0%
75 Advertising	\$ 54,357	\$ 59,805	\$ 68,000	\$ 68,000	\$ -	0.0%
76 Total Purchased Services	\$ 546,596	\$ 504,948	\$ 596,097	\$ 592,047	\$ 4,050	0.7%
Other						
77 Misc. Operating	\$ 37,119	\$ 35,546	\$ 67,240	\$ 67,240	\$ -	0.0%
78 Tax Charge Backs	\$ 208,304	\$ 123,885	\$ 70,000	\$ 100,000	\$ (30,000)	-42.9%
79 T&C Director	\$ 1,628	\$ 2,465	\$ 4,000	\$ 4,000	\$ -	0.0%
80 Staff Development	\$ 24,453	\$ 20,931	\$ 28,470	\$ 28,470	\$ -	0.0%
81 Travel & Conference	\$ 25,499	\$ 15,946	\$ 48,800	\$ 49,700	\$ (900)	-1.8%
82 T&C Board	\$ 5,783	\$ -	\$ 5,000	\$ 5,000	\$ -	0.0%
83 Misc. Disbursements	\$ 53,210	\$ 48,071	\$ 64,074	\$ 66,574	\$ (2,500)	-3.9%
84 Vehicle Maintenance	\$ 3,641	\$ 3,363	\$ 5,260	\$ 5,260	\$ -	0.0%
85 Programming Expenses	\$ 107,174	\$ 111,409	\$ 127,700	\$ 138,700	\$ (11,000)	-8.6%
86 Rent	\$ 29,385	\$ 30,617	\$ 31,600	\$ 31,600	\$ -	0.0%
90 Total Other	\$ 496,197	\$ 392,233	\$ 452,144	\$ 496,544	\$ (44,400)	-9.8%

Kalamazoo Public Library
Supplementary Information - Close Estimate Budget
Fiscal Years ending June 30, 2014

	<u>FY 11/12</u> <u>Actuals</u>	<u>FY 12/13</u> <u>Actuals</u>	<u>FY 13/14</u> <u>Preliminary</u> <u>Budget</u>	<u>FY 13/14</u> <u>Close Estimate</u> <u>Budget</u>	<u>Variance to</u> <u>Prior</u>	<u>%</u>
87 Total Revenue Budget	\$ 11,799,406	\$ 11,432,553	\$ 11,225,964	\$ 11,462,943	\$ 236,979	2.1%
88 Total Salaries & Benefits	\$ 6,780,826	\$ 6,641,043	\$ 6,753,904	\$ 7,008,587	\$ (254,683)	-3.8%
89 Total Materials	\$ 958,950	\$ 1,040,899	\$ 1,118,476	\$ 1,142,526	\$ (24,050)	-2.2%
90 Total Facilities	\$ 454,164	\$ 482,120	\$ 569,322	\$ 578,972	\$ (9,650)	-1.7%
91 Total Supplies	\$ 179,412	\$ 216,012	\$ 244,658	\$ 208,413	\$ 36,245	14.8%
92 Total Technical Services	\$ 456,139	\$ 449,886	\$ 545,171	\$ 533,901	\$ 11,270	2.1%
93 Total Purchased Services	\$ 546,596	\$ 504,948	\$ 596,097	\$ 592,047	\$ 4,050	0.7%
94 Total Other	\$ 496,197	\$ 392,233	\$ 452,144	\$ 496,544	\$ (44,400)	-9.8%
95 Total Operating Expenditures	\$ 9,872,284	\$ 9,727,141	\$ 10,279,772	\$ 10,560,990	\$ (281,218)	-2.7%
96 Transfer to/(from) Other Funds	\$ (10,460)	\$ (5,782)	\$ -	\$ -	\$ -	0.0%
97 Transfer to Capital Improvement Plan	\$ 400,000	\$ 400,000	\$ -	\$ 400,000	\$ (400,000)	0.0%
98 Transfer to Debt Service	\$ 1,135,000	\$ 1,081,000	\$ 1,054,000	\$ 1,054,000	\$ -	0.0%
99 Total Expenditures & Transfers	\$ 11,396,824	\$ 11,202,358	\$ 11,333,772	\$ 12,014,990	\$ (681,218)	-6.0%
100 Net Change to Fund Balance	\$ 402,582	\$ 230,195	\$ (107,808)	\$ (552,047)	\$ (444,239)	412.1%
101 Beginning Fund Balance	\$ 5,568,120	\$ 5,970,702	\$ 5,452,738	\$ 6,200,897	\$ 748,159	13.7%
Ending Fund Balance						
102 Non-spendable prepaid expenditures		\$ 223,061	\$ -	\$ -	\$ -	0.0%
103 Restricted ONEplace funds	\$ 127,450	\$ 167,276	\$ 127,450	\$ 167,276	\$ 39,826	31.2%
104 Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	0.0%
105 Unassigned Fund Balance	\$ 2,043,252	\$ 2,010,560	\$ 1,417,480	\$ 1,681,574	\$ 264,094	18.6%
106 Total Ending Fund Balance	\$ 5,970,702	\$ 6,200,897	\$ 5,344,930	\$ 5,648,850	\$ 303,920	5.7%

Kalamazoo Public Library
Supplemental Information - Budget Variance Explanations
Close Estimate Budget for Fiscal Year Ending June 30, 2014

<u>LINE</u> <u>NUMBER</u>	<u>Close</u> <u>Estimate</u> <u>Variance</u>	<u>EXPLANATION</u>
<u>Revenue</u>		
8	\$ (24,762)	Property Tax Revenue. Adjustments per equalization totals and historical delinquent receipts.
13	\$ (3,945)	Industrial Facilities Tax. Based upon prior year receipts
14	\$ 9,988	Renaissance Zone Reimbursement. Received, reimbursements 'reinstated'.
17	\$ 7,720	Fines & Fees. Based upon prior year receipts.
18	\$ 246,788	State Aid & Reimbursements. MPSERS UAAL Stabilization payments scheduled for 2014
19	\$ (5,000)	District Ct. Penal Fines. Based upon prior year receipts.
20	\$ 1,000	Law Library Revenue. Adjustment based upon contract.
23	\$ 5,000	Interest Income. Based upon prior year receipts.
<u>Expenditures</u>		
<u>Salaries & Benefits</u>		
25	\$ (11,885)	Administrative Salaries. Salary allocations.
26	\$ (22,285)	Librarian Salaries. Library Associate .75 FTE 4Q2013; extra-time ADS; increases per contract.
27	\$ 14,605	Super-Tech Salaries. Youth .75 FTE to Librarian 4Q2013; .25 FTE ONEPlace; allocations.
28	\$ (24,110)	Library Assistant Salaries. ADS .5 FTE retired 4Q2013; contract increases; vacancy & replacements
29	\$ (5,125)	Hourly Salaries. Allocations.
30	\$ (4,000)	Substitute Salaries. Allocations, establish reserve.
31	\$ (90,000)	Vacancy Credit. Estimate elimination for year end estimate.
33	\$ 1,485	Employee Insurances. Allocations
35	\$ (237,678)	Retirement-MPSERS, MERS. MPSERS UAAL Stabilization payments scheduled for 2014
36	\$ (2,100)	Employer FICA-Medicare. Based upon salaries, vacancy credit.
<u>Materials</u>		
45	\$ (14,550)	Adult Books. Correction, allocations.
46	\$ 3,500	Juvenile Books. Allocations, transfer for HOOPLA.
48	\$ (10,000)	Audio Visual Materials. Allocations.
49	\$ (3,000)	Digital Materials. Allocations
<u>Facilities</u>		
54	\$ (1,000)	Custodial Supplies. Requested allocation, cost increases.
56	\$ (1,200)	Building Repair. Temporary fuel tank for Central back-up generator.
57	\$ (7,450)	Building Operations. Separately approved costs of bed bug mitigation plan.
<u>Supplies</u>		
62	\$ 4,020	Office Supplies. Estimate costs, reduced estimate for hold labels.
60	\$ 18,550	Marketing Supplies. Summer reading prize allocation moved to programming
63	\$ 13,675	Departmental Purchases. Estimated costs, reduction of contingencies.
<u>Technical Services</u>		
65	\$ 3,000	F&E Repair & Maintenance. Allocations.
67	\$ 13,770	Software & Licensing. 3M and Sirsi contract savings, reduction of contingencies.
68	\$ (5,000)	Cataloging & Processing. Processing costs associated with materials.
<u>Purchased Services</u>		
73	\$ 4,050	Contracted Services. Estimated costs, reserves.
<u>Other</u>		
78	\$ (30,000)	Tax Charge Backs. Exceeding prior estimate due to foreclosures, allocation increased.
81	\$ (900)	Travel & Conference. Allocations, requests.
83	\$ (2,500)	Misc. Disbursements. Allocations, increase for lean storage area project.
85	\$ (11,000)	Programming Expenses. Allocations.
<u>Summary</u>		
97	\$ (400,000)	Transfer to Capital Improvement Plan. Transfer of support to CIP reinstated.
<u>Fund Balance</u>		

Kalamazoo Public Library
Supplemental Information - Budget Variance Explanations
Close Estimate Budget for Fiscal Year Ending June 30, 2014

<u>LINE</u> <u>NUMBER</u>	<u>Close</u> <u>Estimate</u> <u>Variance</u>	<u>EXPLANATION</u>
101	\$ 748,159	Beginning Fund Balance. Variance to prior year budget, results of prior year.
103	\$ 39,826	Restricted ONEPlace Funds. Increase to year-end carryover balances for ONEPlace grants.
105	\$ 264,094	Unassigned Fund Balance. Net increase to unassigned fund balance.

**KALAMAZOO PUBLIC LIBRARY
CAPITAL IMPROVEMENT PLAN
For the Three Years ending June 30, 2016**

	<u>Fiscal year 2013-2014</u>	<u>Fiscal year 2014-2015</u>	<u>Fiscal year 2015-2016</u>	<u>Three-Year Current Budget Total</u>	<u>Prior Three year Estimate</u>	<u>Variance to Prior Budget</u>
Revenue						
Transfers from Operations	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,200,000	\$ 840,000	\$ 360,000
Other Revenue/Transfers	\$ 112,486		\$ -	\$ 112,486	\$ 140,036	\$ (27,550)
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 512,486	\$ 400,000	\$ 400,000	\$ 1,312,486	\$ 980,036	\$ 332,450
Capital Projects by Category						
Library Systems & Equipment	\$ 12,314	\$ -	\$ -	\$ 12,314	\$ 12,314	\$ -
Furniture & Equipment	\$ 235,717	\$ 75,000	\$ 75,000	\$ 385,717	\$ 385,717	\$ -
Building Alterations	\$ 363,136	\$ 62,500	\$ 62,500	\$ 488,136	\$ 459,436	\$ (28,700)
Computer & Electronics	\$ 201,683	\$ 100,000	\$ 100,000	\$ 401,683	\$ 391,683	\$ (10,000)
RFID	\$ 26,906	\$ -	\$ -	\$ 26,906	\$ 26,906	\$ -
Total Expenditures	\$ 839,756	\$ 237,500	\$ 237,500	\$ 1,314,756	\$ 1,276,056	\$ (38,700)
Total Reserves	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ -
Total Expenditures + Reserves	\$ 1,364,756	\$ 762,500	\$ 762,500	\$ 1,839,756	\$ 1,801,056	\$ (38,700)
Beginning of Year Fund Balance	\$ 1,690,392	\$ 1,363,122	\$ 1,525,622	\$ 1,690,392	\$ 1,492,297	\$ 198,095
Revenues Over (Under) Expenditures	\$ (327,270)	\$ 162,500	\$ 162,500	\$ (2,270)	\$ (296,020)	\$ 293,750
Fund Balance						
Assigned for IL System Replacement	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ -
Assigned for Building Repairs	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 75,000	\$ 25,000
Assigned for Telephone System	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 50,000	\$ 25,000
Assigned for Future Capital Projects	\$ 838,122	\$ 1,000,622	\$ 1,163,122	\$ 1,163,122	\$ 721,277	\$ 441,845
End of Year Total Fund Balance	\$ 1,363,122	\$ 1,525,622	\$ 1,688,122	\$ 1,688,122	\$ 1,196,277	\$ 491,845

Notes:

The Capital improvement Plan has been extended one year through June 30, 2016. Transfers from Operations has been increased from the Preliminary Budget estimate of \$40,000 for the current year to \$400,000, with an additional \$12,950 coming from the Special Revenue fund for the Local History Room furniture (\$6,000) from John & Mary Patton and from the Lawrence & Sylvia Wong Foundation and others (\$6,950) to fund technology expenditures associated with the development of the KPL Digital Lab.

Project expenditure budgets have been updated to include development of the digital lab space on the 3rd floor of central library along with the digital equipment and furniture necessary to furnish the space. Other projects include a new back-up generator for central library, funding of a project to improve site drainage at Eastwood library, additional security cameras for the AV area at at central, a new self-check unit, and a new moveable/storage seating solution for the Oshtemo meeting space.

**KALAMAZOO PUBLIC LIBRARY
CAPITAL IMPROVEMENT PLAN
Supplementary Information
For the Three Year Period ending June 30, 2015**

**Kalamazoo Public Library
Capital Improvement Plan
Close Estimate Revision Budget for three years ending June 30, 2015**

<u>Expenditures</u>		<u>FY 13/14</u> <u>Carryover</u>	<u>Fiscal Year</u> <u>2013-2014</u>	<u>Fiscal Year</u> <u>2014-2015</u>	<u>Fiscal Year</u> <u>2015-2016</u>	<u>Cumulative</u> <u>Three Year</u> <u>Budgets</u>	<u>Prior Three</u> <u>Year Budget</u>	<u>Variance to</u> <u>Prior Three</u> <u>Year Budget</u>
Library System Reserve	Cumulative Reserve	\$ 350,000				\$ 350,000	\$ 350,000	\$ -
Tactical Building Reserve	Cumulative Reserve	\$ 75,000	\$ 25,000	\$ -		\$ 100,000	\$ 75,000	\$ (25,000)
Reserve for Telephone System w/E-911	Cumulative Reserve	\$ 50,000	\$ 25,000			\$ 75,000	\$ 50,000	\$ (25,000)
ILS System								
Integrated Library System Development						\$ -	\$ -	\$ -
ILS support	3-6800-1-1 802	\$ 12,314	\$ (8,000)			\$ 4,314	\$ 12,314	\$ 8,000
NCIP (MEL self check integration)	3-6800-1-1	\$ -	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -	\$ (8,000)
		\$ 12,314	\$ -	\$ -	\$ -	\$ 12,314	\$ 12,314	\$ -
Furniture & Equipment								
Carpeting Master Plan	3-6810-1-1 811	\$ 109,509				\$ 109,509	\$ 109,509	\$ -
Oshtemo Branch public furniture	3-6810-1-1 815	\$ 15,500				\$ 15,500	\$ 15,500	\$ -
Oshtemo auditorium chair dollies	3-6810-1-1 862	\$ 1,100	\$ (1,100)			\$ -	\$ 1,100	\$ 1,100
Color Laser Printer-Marketing & Communicat	cancelled	\$ -	\$ -			\$ -	\$ -	\$ -
Oshtemo chairs/dollies	3-6810-1-1 862		\$ 7,500			\$ 7,500	\$ -	\$ (7,500)
Children's Room tables/chairs	3-6810-1-1		\$ 7,500			\$ 7,500	\$ -	\$ (7,500)
Digital Lab Furniture	3-6810-1-1		\$ 15,000			\$ 15,000	\$ -	\$ (15,000)
Local History Room furniture	3-6810-1-1		\$ 6,000			\$ 6,000	\$ -	\$ (6,000)
Central ADS conference room update	3-6810-1-1 880	\$ -	\$ 1,930			\$ 1,930	\$ 1,930	\$ -
Eastwood/Powell office table/chairs; display unit	3-6810-1-1 881	\$ -	\$ 2,500			\$ 2,500	\$ 2,500	\$ -
Oshtemo-drop box bins (2); (revised)	3-6810-1-1 882	\$ -	\$ 4,200			\$ 4,200	\$ 6,700	\$ 2,500
Unallocated	not applicable	\$ 10,478	\$ 55,600	\$ 75,000	\$ 75,000	\$ 216,078	\$ 248,478	\$ 32,400
		\$ 136,587	\$ 99,130	\$ 75,000	\$ 75,000	\$ 385,717	\$ 385,717	\$ -
Building Alterations								
Building Projects	completed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Concrete replacement - Oshtemo	3-6820-1-1 821	\$ 4,400				\$ 4,400	\$ 4,400	\$ -
Security camera system-Central (addition)	3-6820-1-1 823	\$ 11,000				\$ 11,000	\$ 11,000	\$ -
Eastwood emergency generator	3-6820-1-1 824	\$ 6,000				\$ 6,000	\$ 6,000	\$ -
Upgrade security cam system - Central	3-6820-1-1 827	\$ 1,218	\$ 3,700			\$ 4,918	\$ 1,218	\$ (3,700)
Renovation-Youth/Camp Learn/History	3-6820-1-1 870	\$ 171,397				\$ 171,397	\$ 171,397	\$ -
Digital Lab Space	3-6820-1-1		\$ 28,700			\$ 28,700	\$ -	\$ (28,700)
Eastwood drainage project	3-6820-1-1		\$ 12,500			\$ 12,500	\$ -	\$ (12,500)
Central back-up generator replacement	3-6820-1-1		\$ 50,000			\$ 50,000	\$ -	\$ (50,000)
All branch parking lot LED lights	3-6820-1-1 873		\$ 18,140			\$ 18,140	\$ 18,140	\$ -
Metasys control system & energy monitors	3-6820-1-1 874		\$ 36,670			\$ 36,670	\$ 36,670	\$ -
Portable Thermal Chamber	3-6820-1-1 883		\$ 9,245			\$ 9,245	\$ 9,245	\$ -
Unallocated	not applicable	\$ -	\$ 10,166	\$ 62,500	\$ 62,500	\$ 135,166	\$ 201,366	\$ 66,200
		\$ 194,015	\$ 169,121	\$ 62,500	\$ 62,500	\$ 488,136	\$ 459,436	\$ (28,700)
Computer & Electronics								
Computer Equipment projects	completed					\$ -	\$ -	\$ -
Computer Equipment Replacement-all years	3-6830-1-1 831	\$ 29,120	\$ 50,000			\$ 79,120	\$ 52,120	\$ (27,000)
Replace monitors & HP Printers - public	3-6830-1-1 832	\$ 5,607				\$ 5,607	\$ 5,607	\$ (0)
Game carts and equipment for Teen area	3-6830-1-1 865	\$ 12,011				\$ 12,011	\$ 12,011	\$ -
Laptops IT interns, MAC, Teen	3-6830-1-1 866	\$ 1,860				\$ 1,860	\$ 1,860	\$ -
Spare Switches	3-6830-1-1 875		\$ 6,000			\$ 6,000	\$ 6,000	\$ -
Upgrade virtual services/windows	3-6830-1-1 876		\$ 8,304			\$ 8,304	\$ 8,304	\$ -
Envisionware library document station	3-6830-1-1 877		\$ 7,700			\$ 7,700	\$ 7,700	\$ -
Laptops/lpads (children's remote reg., loan)	3-6830-1-1 878		\$ 11,410			\$ 11,410	\$ 11,410	\$ -
Children's audio-visual activity cart	3-6830-1-1		\$ 5,000			\$ 5,000	\$ -	\$ (5,000)
Digital Lab Equipment	3-6830-1-1		\$ 29,721			\$ 29,721	\$ -	\$ (29,721)
Unallocated	not applicable	\$ -	\$ 34,950	\$ 100,000	\$ 100,000	\$ 234,950	\$ 286,671	\$ 51,721
		\$ 48,598	\$ 153,085	\$ 100,000	\$ 100,000	\$ 401,683	\$ 391,683	\$ (10,000)
RFID								
3M Self Check unit	3-6840-1-1 852	\$ -	\$ 12,000			\$ 12,000	\$ -	\$ (12,000)
RFID/3M Equipment	3-6840-1-1 852	\$ -	\$ 14,906	\$ -	\$ -	\$ 14,906	\$ 26,906	\$ 12,000
		\$ -	\$ 26,906	\$ -	\$ -	\$ 26,906	\$ 26,906	\$ -
Total Capital Expenditures Budget								
			\$ 448,242	\$ 237,500	\$ 237,500	\$ 1,314,756	\$ 1,276,056	\$ (38,700)
Total Capital Improvement Plan with reserves								
			\$ 473,242	\$ 237,500	\$ 237,500	\$ 1,839,756	\$ 1,751,056	\$ (80,700)

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget FY 2013-14**

	FY 2012-13	FY 2013/14	FY 2013/14	Variance
	<u>Actuals</u>	<u>Preliminary</u>	<u>Close Estimate</u>	<u>to Prior</u>
		<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Revenue/Available Funds				
Local Gifts & Grants	\$ 40,584	\$ 25,000	\$ 67,653	\$ 42,653
Transfers In/(Out)	\$ (41,782)	\$ -	\$ (12,949)	\$ (12,949)
Carryovers - All	\$ 193,252	\$ 137,471	\$ 156,109	\$ 18,638
Total Revenue/Available Funds	\$ 192,054	\$ 162,471	\$ 210,813	\$ 48,342
Expenditures				
Salaries & Benefits	\$ 663		\$ 3,230	\$ (3,230)
Materials	\$ 8,981	\$ 29,500	\$ 29,500	\$ -
Supplies	\$ -	\$ 7,000	\$ -	\$ 7,000
Facilities	\$ -			\$ -
Technical Services	\$ -			\$ -
Purchased Services	\$ 5,387	\$ 3,109	\$ 21,827	\$ (18,718)
Other	\$ 20,914	\$ 8,411	\$ 24,051	\$ (15,640)
Total Expenditures	\$ 35,945	\$ 48,020	\$ 78,608	\$ (30,588)
Fund Balance				
Assigned for Ready to Read	\$ 73,495	\$ 45,455	\$ 63,495	\$ 18,040
Assigned for History Room	\$ 7,442	\$ -	\$ 0	\$ 0
Assigned for ONEplace	\$ 10,309	\$ -	\$ -	\$ -
Assigned for Gifts & Memorials	\$ 3,062	\$ 1,822	\$ 2,462	\$ 640
Assigned for Library Gifts	\$ 644	\$ 1,000	\$ 0	\$ (1,000)
Assigned for KPL Antiracism	\$ -	\$ -	\$ 10,482	\$ 10,482
Assigned for Children's Room	\$ -	\$ -	\$ -	\$ -
Assigned for Friends Mini-Grants	\$ 5,392	\$ -	\$ -	\$ -
Agency Fund - KCF History Rm	\$ 55,764	\$ 55,764	\$ 55,764	\$ -
Total Ending Balance	\$ 156,109	\$ 104,041	\$ 132,204	\$ 28,163

Notes:

New project grants include \$28,347 from the Kalamazoo Community Foundation and the Fetzer Institute to fund KPL's Antiracism Transformation Team; \$5,000 from the Lawrence & Sylvia Wong Foundation for technology; \$2,000 from Target to fund the 1000 Books Before Kindergarten program; and \$6,000 from John and Mary Miller Patton for the Clarence L Miller Family Local History Room.

Budgeted expenditures have been revised to include the initial training costs associated with the KPL Antiracism Transformation training; transfers of the Wong Foundation gift for technology and the Patton gift to the Capital Improvement Plan for separate projects to fund a portion of the Digital Lab project and a new staff desk for the Local History Room. Carryover balances associated with Friends of KPL Mini-Grants have also been "rolled over" into the current fiscal year.

**Kalamazoo Public Library
Special Revenue Fund-Supplemental Information
Close Estimate Budget FY 2013-2014**

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget FY 2013-14**

<u>Budget by Project</u>	<u>Project Balance</u>	<u>Fiscal Year 2013-14 Preliminary Budget</u>		<u>Variance Prior Budget</u>	<u>Project Balance</u>	<u>Fiscal Year 2013-14 Close Estimate Budget</u>		<u>Variance Prior Budget</u>
		<u>Revenue</u>	<u>Expenditure</u>			<u>Revenue</u>	<u>Expenditure</u>	
Project 233 - Ready to Ready Gifts								
Carryover - Beginning Balance	\$ 29,966			\$ (9,000)	\$ 40,326			\$ 10,360
Transfers In/(Out)								
Local Revenue/Gifts		\$ 2,000		\$ -		\$ 2,000		\$ -
Books - Community Distribution			\$ 10,000	\$ -			\$ 10,000	\$ -
Misc. Disbursements			\$ 1,000	\$ -			\$ 1,000	\$ -
Ending Balance	\$ 20,966			\$ (9,000)	\$ 31,326			\$ 10,360
Project 235 - Spelling Bee								
Carryover - Beginning Balance	\$ 25,489			\$ 1,000	\$ 33,170			\$ 7,680
Transfers In/(Out)								
Local Revenue/Gifts		\$ 20,000		\$ -		\$ 20,000		\$ -
Books - RTR Bee			\$ 17,000	\$ -			\$ 17,000	\$ -
Misc. Disbursements			\$ 4,000	\$ -			\$ 4,000	\$ -
Ending Balance	\$ 24,489			\$ (1,000)	\$ 32,170			\$ 7,680
Project 301 - Gifts & Memorials								
Carryover - Beginning Balance	\$ 2,422			\$ (600)	\$ 3,062			\$ 640
Transfer In/(Out)								
Local Revenue/Gifts		\$ 2,000		\$ -		\$ 2,000		\$ -
Adult Books			\$ 2,000	\$ -			\$ 2,000	\$ -
Juvenile Books			\$ 500	\$ -			\$ 500	\$ -
Misc. Disbursements			\$ 100	\$ -			\$ 100	\$ -
Ending Balance	\$ 1,822			\$ (600)	\$ 2,462			\$ 640
Project 303 - History Room Gifts								
Carryover - Beginning Balance	\$ 10,109			\$ (3,383)	\$ 7,442			\$ (2,667)
Transfers In/(Out)						\$ (6,000)		\$ (6,000)
Local Revenue/Gifts		\$ -		\$ (7,000)		\$ 7,000		\$ 7,000
Hourly Wages			\$ -	\$ 5,000			\$ 3,000	\$ (3,000)
Employer FICA/Medicare			\$ -	\$ 383			\$ 230	\$ (230)
Furniture & Equipment			\$ 7,000	\$ (7,000)			\$ -	\$ 7,000
Contracted Services			\$ 3,109	\$ 1,891			\$ 5,212	\$ (2,103)
Ending Balance	\$ (0)			\$ (10,109)	\$ 0			\$ 0
Project 307 - ONEplace Services								
Carryover - Beginning Balance	\$ 2,311			\$ 20,000	\$ 10,309			\$ 7,999
Transfers In/(Out)								
Local Revenue/Gifts								
Misc. Disbursements								
Programming			\$ 2,311	\$ 17,689			\$ 10,309	\$ (7,998)
Ending Balance	\$ (0)			\$ (2,311)	\$ (0)			\$ 0

Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget FY 2013-14

<u>Budget by Project</u>	<u>Project Balance</u>	<u>Fiscal Year 2013-14 Preliminary Budget</u>		<u>Variance Prior Budget</u>	<u>Project Balance</u>	<u>Fiscal Year 2013-14 Close Estimate Budget</u>		<u>Variance Prior Budget</u>
		<u>Revenue</u>	<u>Expenditure</u>			<u>Revenue</u>	<u>Expenditure</u>	
Project 308 - Library Gifts								
Carryover - Beginning Balance	\$ 1,000			\$ (1,000)	\$ 644			\$ (356)
Transfers In/(Out)						\$ (6,949)		\$ (6,949)
Local Revenue/Gifts		\$ 1,000		\$ -		\$ 6,306		\$ 5,306
Misc. Disbursements			\$ 1,000	\$ (1,000)			\$ -	\$ 1,000
Programming			\$ -	\$ -			\$ -	\$ -
Ending Balance	\$ 1,000			\$ -	\$ 0			\$ (1,000)
Project 310 - KPL Antiracism Transformation								
Carryover - Beginning Balance	\$ -			\$ -	\$ -			\$ -
Transfers In/(Out)						\$ -		\$ -
Local Revenue/Gifts		\$ -		\$ -		\$ 28,347		\$ 28,347
Contracted Services			\$ -	\$ -			\$ 16,615	\$ (16,615)
Misc. Disbursements			\$ -	\$ -			\$ 1,250	\$ (1,250)
Ending Balance	\$ -			\$ -	\$ 10,482			\$ 10,482
Project 315 - Children's Room Gifts								
Carryover - Beginning Balance	\$ -			\$ -	\$ -			\$ -
Transfers In/(Out)						\$ -		\$ -
Local Revenue/Gifts		\$ -		\$ -		\$ 2,000		\$ 2,000
Misc. Disbursements			\$ -	\$ -			\$ -	\$ -
Programming			\$ -	\$ -			\$ 2,000	\$ (2,000)
Ending Balance	\$ -			\$ -	\$ -			\$ -
Project 380 - Scholarships/Admin Mini-Grants								
Carryover - Beginning Balance	\$ (0)			\$ (525)	\$ 817			\$ (525)
Transfers In/(Out)								
Friends Mini-Grants		\$ -		\$ (2,350)		\$ -		\$ -
Misc. Disbursements			\$ -	\$ 2,875			\$ 817	\$ (817)
Ending Balance	\$ (0)			\$ 0	\$ -			\$ 0
Project 381 - Staff Appreciation Mini-Grant								
Carryover - Beginning Balance	\$ 0			\$ (201)	\$ 0			\$ (201)
Transfers In/(Out)								
Friends Mini-Grants		\$ -		\$ (250)		\$ -		\$ -
Misc. Disbursements			\$ -	\$ 451			\$ -	\$ -
Ending Balance	\$ 0			\$ (0)	\$ 0			\$ (0)
Project 382 - Adult Services Mini-Grant								
Carryover - Beginning Balance	\$ (0)			\$ (144)	\$ (0)			\$ (144)
Transfers In/(Out)			\$ -	\$ 144			\$ -	\$ -
Friends Mini-Grants								
Misc. Disbursements			\$ -	\$ -			\$ -	\$ -
Ending Balance	\$ (0)			\$ 0	\$ (0)			\$ 0
Project 383 - History Room Mini-Grant								
Carryover - Beginning Balance	\$ -			\$ (500)	\$ 500			\$ (500)
Transfers In/(Out)								
Friends Mini-Grants								
Misc. Disbursements			\$ -	\$ 500			\$ 500	\$ (500)
Ending Balance	\$ -			\$ -	\$ -			\$ -

Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget FY 2013-14

<u>Budget by Project</u>	<u>Project Balance</u>	<u>Fiscal Year 2013-14 Preliminary Budget</u>		<u>Variance Prior Budget</u>	<u>Project Balance</u>	<u>Fiscal Year 2013-14 Close Estimate Budget</u>		<u>Variance Prior Budget</u>
		<u>Revenue</u>	<u>Expenditure</u>			<u>Revenue</u>	<u>Expenditure</u>	
Project 387 - Oshtemo Mini-Grant								
Carryover - Beginning Balance	\$ -			\$ (517)	\$ 517			\$ (517)
Transfers In/(Out)								
Friends Mini-Grants								
Misc. Disbursements		\$ -	\$ -	\$ 517		\$ 517	\$ 517	\$ (517)
Ending Balance	\$ -			\$ -	\$ -			\$ -
Project 388 - Powell Mini-Grant								
Carryover - Beginning Balance	\$ 0			\$ (1,082)	\$ 1,382			\$ (1,082)
Transfers In/(Out)								
Friends Mini-Grants		\$ -		\$ (300)		\$ -		\$ -
Misc. Disbursements			\$ -	\$ 1,382		\$ 1,382	\$ 1,382	\$ (1,382)
Ending Balance	\$ 0			\$ (0)	\$ -			\$ (0)
Project 389 - Washington Square Mini-Grant								
Carryover - Beginning Balance	\$ -			\$ (111)	\$ 111			\$ (111)
Transfers In/(Out)								
Friends Mini-Grants								
Misc. Disbursements			\$ -	\$ 111		\$ 111	\$ 111	\$ (111)
Ending Balance	\$ -			\$ -	\$ -			\$ -
Project 390 - Teen Services Mini-Grant								
Carryover - Beginning Balance	\$ -			\$ (700)	\$ 700			\$ (700)
Transfers In/(Out)								
Friends Mini-Grants		\$ -		\$ (1,000)		\$ -		\$ -
Misc. Disbursements			\$ -	\$ 1,700		\$ 700	\$ 700	\$ (700)
Ending Balance	\$ -			\$ -	\$ -			\$ -
Project 391 - Children's Mini-Grant								
Carryover - Beginning Balance	\$ (0)			\$ (996)	\$ 1,365			\$ (996)
Transfers In/(Out)								
Friends Mini-Grants		\$ -		\$ (720)		\$ -		\$ -
Misc. Disbursements			\$ -	\$ 1,716		\$ 1,365	\$ 1,365	\$ (1,365)
Ending Balance	\$ (0)			\$ 0	\$ -			\$ 0
Totals		\$ 25,000	\$ 48,020			\$ 54,704	\$ 78,608	

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Oshtemo Township Corridor
Improvement Authority Update**

DATE: January 27, 2014

Trustee Godfrey and I attended the Oshtemo Township Board meeting on January 14, 2014, for the public hearing on the Corridor Improvement Authority (CIA) District.

I addressed the Board briefly and told them I expected the library board would vote to opt out.

Trustee Godfrey and I will share more information from this meeting and subsequent conversations at our Board meeting. I expect to return to the February Board meeting with a recommendation based on the outcome of the discussion at the January meeting.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Second Quarter Strategic
Planning Statistics**

DATE: January 27, 2014

Attached is the second quarter “Strategic Plan Quarterly Statistics 2013 – 2014” report.

To elaborate further on a few of the items:

- 1.4: As the footnote indicates, for the first quarter we counted use of the early childhood literacy stations. Upon further discussion, we decided it was more helpful to count use of new digital tools as part of the yet-to-be-launched digital lab. Therefore, this number is zero to date.
- 1.5: Most gift books are distributed in the spring.
- 2.1: Survey was conducted. Some interesting responses:
 - 82.5% found their materials from browsing; 70% from displays; 38% saw at item at a bookstore and checked availability at the library
 - 79% understand joint media engagement as a learning tool
 - 31% stay and play when they visit the library with their child
- 3.5: Same as 1.4
- 6.3: Digital lab to be launched in third or fourth quarter

Progress to date is in line with our action plan and expectations.

Strategic Plan Quarterly Statistics 2013-2014

Priority 1 - Create young readers and learners: early literacy								
Children from birth to kindergarten will have materials, programs, and digital opportunities designed to ensure they will enter school ready to learn.								
Goal 1:	Children, birth to kindergarten, will have access to materials, programs, and digital opportunities to help them enter school ready to learn to read, write, and listen.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
1.1	By June 30, 2016, the circulation of picture books, easy readers, and board books will increase by 10%.	46,367	45,137			91,504	162,917	56.2%
1.2	Each year, at least 13,000 children, birth to kindergarten, will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	1,960	1,839			3,799	13,000	29.2%
1.3	Each year, the number of people utilizing the Children's Room will increase by 10%.	23,504	11,284			34,788	54,969	63.3%
1.4	By June 30, 2014, at least 150 children, birth to kindergarten, will utilize digital tools. Each subsequent year the number of children utilizing digital tools will increase by 10%.	-	-			0*	150	0.0%
1.5	Each year, the number of gift books the library distributes will increase by 5%.	500	-			500	6,820	7.3%
Goal 2:	Parents and caregivers will have the tools and skills needed to prepare children, birth to kindergarten, to learn when they enter school.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
2.1	At least once per year parents of young children will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 2nd Quarter						
2.2	Each year, at least 5,500 parents and caregivers will attend or participate in programs or outreach events sponsored or co-sponsored by the library designed to give them the tools to prepare children to learn when they enter school.	1,187	924			2,111	5,500	38.4%

Strategic Plan Quarterly Statistics 2013-2014

Priority 2 - Stimulate imagination: reading, viewing, listening, and creating for pleasure									
Residents of all ages will have access to materials, programs and services designed to enhance their leisure time.									
Goal 3:	Children, first to fifth grade, will have materials, programs, and services that stimulate their imagination and provide pleasurable reading, viewing, listening, and creating experiences								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target	
3.1	By June 30, 2016, the circulation of children's fiction will increase by 10%.	30,737	23,726			54,463	103,324	52.7%	
3.2	By June 30, 2016, the circulation of children's music and movies will increase by 25%.	25,871	22,448			48,319	101,888	47.4%	
3.3	By June 30, 2016, the circulation of children's nonfiction will increase by 20%.	17,696	17,227			34,923	70,559	49.5%	
3.4	Each year, at least 13,000 children will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	2,128	4,363			6,491	13,000	49.9%	
3.5	By June 30, 2014, at least 150 of children, first to fifth grade, will utilize digital tools. Each subsequent year the number of children utilizing digital tools will increase by 10%.	-	-			0*	150	0.0%	
Goal 4:	Teens and tweens will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, listening, and creating experiences.								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target	
4.1	By June 30, 2016, the circulation of teen reading collections will increase by 10%.	17,980	15,195			33,175	67,533	49.1%	
4.2	Each year, at least 5,000 teens will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	1,309	1,322			2,631	5,000	52.6%	
4.3	Each year, the number of people utilizing the Teen Room will increase by 5%.	5,548	7,007			12,555	30,849	40.7%	
4.4	At least once per year teens and tweens will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 4th Quarter					-		

Strategic Plan Quarterly Statistics 2013-2014

Goal 5: Adults will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
5.1	By June 30, 2016, the circulation of adult reading collections will increase by 25%.	135,344	125,535			260,879	574,938	45.4%
5.2	By June 30, 2016, the circulation of adult music and movies will increase by 25%.	203,174	200,220			403,394	862,968	46.7%
5.3	Each year, at least 10,000 adults will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	734	596			1,330	10,000	13.3%
5.4	At least once per year adults will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 3rd Quarter						
Priority 3 - Connect to the digital world: access and digital literacy								
All patrons will have access, tools, and assistance needed to navigate the digital world.								
Goal 6: Everyone in Kalamazoo will have free high-speed internet access in the library and digital opportunities tailored to their needs.								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
6.1	By June 30, 2016, the number of people who use a library computer will increase by 10%.	39,858	37,082			76,940	149,242	51.6%
6.2	By June 30, 2016, the number of people who use the library's Wi-Fi to connect to the Internet will increase by 50%.	11,827	11,993			23,820	41,015	58.1%
6.3	By June 30, 2014, at least 1,500 people will utilize services in the digital lab. Each subsequent year, the number of people utilizing the digital lab will increase by 25%.	-	-			-	1,500	0.0%
6.4	At least once per year patrons will be surveyed on their use and satisfaction of digital technology, the library's website, social media, and other digital resources at the library.	Survey Conducted During 4th Quarter						

Strategic Plan Quarterly Statistics 2013-2014

Priority 4 - Discover and celebrate local: history, genealogy, information, and culture								
Residents and visitors will have the resources, tools, and programs necessary to understand and appreciate all aspects of the Kalamazoo community including its past, present, and future.								
Goal 7: Residents and visitors will have the resources, tools, and programs to understand and appreciate local and family histories and the culture unique to Kalamazoo.								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
7.1	By June 30, 2016, the number of hits on digitized local history collections will increase 30%.	3,074	1,323			4,397	10,676	41.2%
7.2	Each year, at least 3,000 people will attend locally focused programs or outreach events sponsored or co-sponsored by the library.	630	1,259			1,889	3,000	63.0%

* After first quarter (July-September 2013), there were discrepancies in what digital tools should be counted in objectives 1.4 and 3.5. Decision was made to count new digital initiatives currently planned for at the library but services for which have not yet been developed as of second quarter reporting (October-December 2013).

**Director's Report
January 2014**

From the director

1. Recent meetings and events attended include various DDA and DK1 meetings, including a city commission meeting for the DDA budget; the Friends holiday gathering; Oshtemo Township Board meeting; many internal meetings; several library programs.
2. The Friends of KPL are once again offering staff mini-grants for small projects and scholarships for library school. Applications are due to them in mid February.
3. We are also working on the annual "Wish List" to the Friends. Once again, we will ask them to underwrite all of our Summer Reading Games programs. I expect they will make a decision in March.
4. Some dates for your calendar:
 - March 5 – Reading Together author Tracie McMillon, 7:00 p.m. at Kalamazoo Central High School Auditorium
 - April 7 – Reading Together author Novella Carpenter, 7:00 p.m. at Kalamazoo Central High School Auditorium
 - April 28 – Global Reading Challenge Final, 7:00 p.m. in the Van Deusen Room
 - April 30 – Friends Annual Meeting, noon, location to be determined
5. Andrea Vernola and Jill Lansky's program for MLA's Spring Institute was accepted. They will present: *Beyond Lego Club: practical STEM and Maker Programs You Can Use Now*.
6. The Citizens for KPL, the millage support group, will hold its first meeting on January 22. Valerie and Lisa are representatives from the Board.
7. I'll be on vacation January 30 – February 7.

Create young readers

8. We launched *Family Place Library* with "1,2,3 Play With Me" , the parent child workshop, at Oshtemo. The first session was cancelled when we were closed due to snow, but it got off to a strong start the following Monday. The five week series will begin at Central on February 5.
9. On a very snowy evening, we had 25 attendees at Oshtemo for a Little Scientists program. Preschoolers learned about sinking, floating, and had a great time!

Stimulate imagination

10. Youth Services offered a wide array of winter break programs with strong attendance at all of them.
11. Oshtemo hosted a fun Hobbit Party on December 9. About 25 teens and tweens enjoyed games, riddles, Hobbiton treats, and prizes.
12. A new just-for-kids OverDrive ebook catalog is now available for our patrons. It is available through the "Kids & Parents" tab on our website, as well as the download tab and elsewhere. The content mirrors the J and YA titles in our existing MCLS OverDrive catalog but with a more kid friendly appearance and without the adult titles, of course.
13. Youth Services have been working with a librarian from Coeburn (VA) Community Library. Coeburn has a group of home-schooled kids in a group called "Homeing Around the Library". They have a small hand puppet, Dusty Coal, who has been traveling to other libraries and he visited KPL. He travels with a flash drive of photos that chronicles his travels and we added photos from KPL.
14. KPL "Author Alerts" which is replacing "Book My Favorites" is now launched. Instead of automatic holds being placed on favorite authors, patrons will receive an email alerting them to a new title by their selected authors with a link to the catalog to place a hold if they are interested. Once the conversion process is finished, we will begin promoting this new service.
15. Circulation, in various formats, for both *Reading Together* titles has already surpassed last year's total: 1,848 so far this year vs last year's total of 1,735. We expect circulation to continue to rise leading up to the author visits. The print brochure is in production and is expected about the end of the month.
16. Hoopla circulation continues to grow with 963 circulations in the first month to about 250 patrons. January 6th and 7th, the days we were closed or had limited hours due to snow, were the busiest for the service so far with 50 checkouts on Monday and 36 on Tuesday.

Celebrate local

17. The Local History Room has two interns from the WMU History Department this semester. One is working on history room correspondence and the other researching and writing materials for the local history section of the website.

Operations

18. New information about the affordable health care act is being added to our website as it becomes available.
19. We've set up a task force to begin investigating replacement of our phone system. The goal is to have a RFP by November to coincide with the e-rate timetable.

20. Staff have been trained on the set-up and use of the new heat tent. We will be able to treat a much larger quantity of items at one time and close to the items that need treatment. We anticipate a smoother follow-up to our next canine inspection.

Library stories

21. A patron wrote on our news blog: "Hoopla is incredible. It took me awhile to realize that the jazz section was so deep. There is a whole history of the music now available. It covers it all. Old music I had forgotten but that was instrumental in my development. I started going through what was available and I never actually got to the bottom. What joy, what amazement and wonderment. Then there is all the rest. WOW HEY THANKS."
22. A message to the webmaster through the website: "For the first time, I did the summer reading project in 2013. One of the extra activities was reading blogs / reviews by librarians and I stumbled on 'The Little Book of Sloth', reviewed by Teresa from Eastwood. I showed it to a friend and 'wouldn't it be fun to see them' turned into 'let's go in 2015'. We are now in the midst of planning the trip of a lifetime and that probably never would have happened if I had not seen that review.

I consider the Kalamazoo library system one of our community's greatest assets. In fact, when I looked up my house on Google Earth a couple years ago, the photo was taken when there was a library millage on the ballot and you can see the sign of support in my front yard!"

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

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	22,567	1,332	9,482	578	2,225	36,184	232,106	238,511	-3%
-ebook	3,027					3,027	17,864	13,265	35%
-Digital Magazine	237					237	1,645		
Teen	3,197	153	1,146	225	168	4,889	32,389	34,094	-5%
Juvenile	<u>14,951</u>	<u>1,072</u>	<u>7,201</u>	<u>519</u>	<u>1,045</u>	<u>24,788</u>	<u>179,632</u>	<u>165,529</u>	9%
Total	<u>43,979</u>	<u>2,557</u>	<u>17,829</u>	<u>1,322</u>	<u>3,438</u>	<u>69,125</u>	<u>463,636</u>	<u>451,399</u>	3%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,879	75	986	28	141	3,109	18,585	23,776	-22%
-Digital	1,032					1,032	5,225	4,376	19%
Music									
-CD	5,603	432	880	267	392	7,574	39,085	52,731	-26%
-Digital	775					775	4,423		
Video									
-DVD	33,598	3,944	8,501	3,666	6,969	56,678	293,407	359,593	-18%
- Digital							0		
Total Non-Print Material	<u>42,887</u>	<u>4,451</u>	<u>10,367</u>	<u>3,961</u>	<u>7,502</u>	<u>69,168</u>	<u>433,059</u>	<u>440,476</u>	-2%
Total Circulation	<u>86,866</u>	<u>7,008</u>	<u>28,196</u>	<u>5,283</u>	<u>10,940</u>	<u>138,293</u>	<u>896,695</u>	<u>891,875</u>	1%
Computer Usage									
Onsite Computer Use	8,102	632	1,092	664	661	11,151	73,640	74,049	-1%
Computer Usage Remote						2,203,504	14,229,126	15,398,753	-8%
Wireless Internet	2,800	191	359	245	228	3,823	23,820	19,109	25%
Database Statistics									
Database Sessions	1,607					1,607	8,605	7,566	14%
Database Searches	44,586					44,586	257,901	247,572	4%
Total Registrations	262	33	79	16	19	816	5,603	5,138	9%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
December 31, 2013

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>Programs/Tours</u>									
Adult Events	12	0	1	0	1	14	107	123	-13%
Attendance	195	0	11	0	7	213	3053	3334	-8%
Teen Events	6	3	3	1	1	14	97	50	94%
Attendance	145	49	24	23	9	250	2888	1350	114%
Juvenile Events	30	13	21	12	2	78	423	464	-9%
Attendance	791	178	804	163	144	2080	16901	18091	-7%
Total Events	48	16	25	13	4	106	627	637	-2%
Total Attendance	1131	227	839	186	160	2543	22842	22775	0%
Law Library									
Visitors	224						1746	1322	32%
Phone Calls	84						493	594	-17%
Questions Answered	283						1881	1903	-1%

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