



Kalamazoo Public Library

kpl.gov

PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
Match 24, 2014, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. [Minutes of the Meeting of February 24, 2014](#)
 - B. Personnel Items (none)
- IV. FINANCIAL REPORT
 - A. [Financial Reports for the Month Ending February 28, 2014](#)
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. [CIP Budget Transfers](#)
 - Reports
 - A. One Point of Service – Matt Smith
 - B. Friends of KPL Update – Richard Joyce
 - C. Legislative Update – Diane Schiller
 - D. Sharing PLA Experience – Bruce Caple, Cheryl TenBrink and Valerie Wright
- 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. Preparation for KPLA and KPLSP Negotiations
- XI. ADJOURNMENT

<p style="text-align: center;">Kalamazoo Public Library <i>OFFICIAL MINUTES OF THE BOARD OF TRUSTEES</i> <i>PUBLIC MEETING</i> Date: February 24, 2014 Time: 4:00 p.m. Location: Washington Square Branch Library Community Room</p>

TRUSTEE ROLL CALL:

Present: Fenner Brown, 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

A. Resolution to Exempt Taxes from Capture by the Corridor Improvement Authority

Recommendation: Director Rohrbaugh recommended approval of the “Resolution to Exempt Taxes from Capture by the Corridor Improvement Authority” for Oshtemo Township.

Executive Summary: At the January Board meeting, the decision was made to opt out of the proposed Corridor Improvement Plan proposed for Oshtemo Township. The resolution is the official action to inform the township of the decision. Upon Board adoption, the resolution would be conveyed to the township by March 15, the end of the 60-day period window for objections.

Discussion: Director Rohrbaugh said this resolution should not be a surprise following the discussion at the January 27, 2014 Board Meeting.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE THE “RESOLUTION TO EXEMPT TAXES DROM CAPTURE BY THE CORRIDOR IMPROVEMENT AUTHORITY” FOR OSHTEMO TOWNSHIP.

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

MOTION CARRIED: 7-0

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. *Minutes of the Board Meeting of January 27, 2014*
- B. *Personnel Items (none)*

The minutes from the January 27, 2014 Board Meeting were accepted.

IV. FINANCIAL REPORTS

- A. *Financial Reports for the Month Ending January 31, 2013*

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

Discussion: Director Rohrbaugh said the reports were typical following the seventh month of the fiscal year. J. Vander Roest asked if the million dollar transfer was the library's final bond payment. D. Schiller happily confirmed it was. Director Rohrbaugh thanked J. Vander Roest for drawing attention to this. V. Wright asked for confirmation that Major General and Mrs. Patton were regular donors to the Local History Room. Director Rohrbaugh confirmed they were adding Mrs. Patton was Clarence Miller's daughter, who the local History Room is named after.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JANUARY 31, 2014.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

- A. *Materials Selection Policy*

Recommendation: Director Rohrbaugh recommended the Board approve the revised Materials Selection Policy.

Executive Summary: The library reviews the Materials Selection Policy every five years. This review and revision was led by Michael Cockrell, Head of Adult Services, and involved the librarians who select materials for the collection and the Management Team.

The revision acknowledged the library's priority of "reading, viewing, and listening for pleasure" and includes digital services through a vendor. The policy approved in December 2008 was included for Board member information.

Discussion: Director Rohrbaugh said the revision of the policy had been led by the Head of Adult Services, M. Cockrell, as was typical. She said the policy was heavily revised this year and a section had been added relating to digital services whose collections were not developed by staff at the library. B. Caple asked if there were any major points of contention among staff. M. Cockrell said there had not been. J. Vander Roest asked that future policy revisions be tracked on one document so the Board could more easily compare the recommended changes. Director Rohrbaugh answered usually staff attempted to do this with policy revisions but in this instance the changes were so great it didn't make sense.

MOTION: V. WRIGHT MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE THE REVISED MATERIALS SELECTION POLICY.

MOTION CARRIED 7-0.*B. Handbooks*

Recommendation: Director Rohrbaugh recommended approval of three employee handbooks: Hourly, KPLA and KPLSP, and Supervisory-Technical and Administrative.

Executive Summary: The library's three employee handbooks were completely revised by HR Manager, T. New. Much of the language is the same in all of the handbooks, but some language varies depending upon the employee group. The handbook for KPLA and KPLSP refers to their negotiated agreements where appropriate.

The handbooks were reviewed by the Personnel Committee and came to the full Board with committee support. Upon Board approval, they would be distributed to employees. The plan is to review them at least annually with the expectation that a full rewrite will not be necessary in the foreseeable future.

Discussion: Director Rohrbaugh said T. New deserved a lot of credit for completing this big project. She said the Personnel Committee had reviewed and recommended approval of the three separate handbooks. She said there were significant overlaps but the three were not identical.

B. Caple said the Personnel Committee had reviewed the handbooks and it was clear a lot of time went into making them consistent with contracts and other obligations. Director Rohrbaugh said she thought the handbooks would serve the library well. They would be kept up to date with minor changes as needed but she did not believe another update of this magnitude would be necessary for quite some time. L. Godfrey said well written handbooks were critical and this project showed the value of having a human resources expert at the library. J. Vander Roest said his practice worked quite a bit on handbooks and he thought these were up-to-date and comprehensive adding many companies would be lucky to have handbooks this well done.

MOTION: J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO APPROVE THE THREE EMPLOYEE HANDBOOKS: HOURLY, KPLA AND KPLSP, AND SUPERVISORY-TECHNICAL AND ADMINISTRATIVE.

MOTION CARRIED 7-0.REPORTS:*C. Washington Square Branch Update – Nancy Stern and Alex Hudson*

Report: Director Rohrbaugh introduced N. Stern saying she would give an update on the Washington Square Branch. N. Stern said the library building was built and opened as a library in 1927. She said times had changed but the Washington Square Branch's staff dedication had not. N. Stern showed Board members a presentation highlighting circulation statistics and partnerships with local organizations.

N. Stern introduced A. Hudson who began talking about the LEAN event taking place at the Washington Square Branch. He explained the event expanded beyond the original parameters of the circulation desk and staff office into the adult section. A. Hudson showed before and after pictures of the LEAN event explaining how and why materials were moving to different areas of the library and what the benefit of these moves meant for the staff and patrons. K.

King explained the improved sightlines throughout the adult area from the circulation desk. Many of the changes in the adult area were the result of having holds moved out from the back office for self pick-up. The team working on the LEAN event was able to come up with huge space saving changes for the magazine collection and create a comfortable new reading area near the windows. K. King reminded Board members a tour of the space would be given following the meeting.

Disposition: Trustees thanked N. Stern and A. Hudson for their report.

D. Legislative Report – Diane Schiller

Report: D. Schiller said much of the discussion in Lansing was currently focused on the budget. She said a Personal Property Tax compromise was soon to be introduced in the Senate that would guarantee 100% reimbursement to local units of government. She said legislators hoped to have this pass by the end of April because it affected language on the August ballot which was due by the end of April. She also said there had been a slight budget surplus and the legislature was trying to decide whether to reduce income taxes or fix roads with the money.

Discussion: R. Brown asked why there was the sudden push for 100% reimbursement to local units of government. D. Schiller said lobbyists had been successful in convincing the legislature to return to the table to discuss a compromise. R. Brown asked what was on the August ballot that required passage of this compromise by the end of April. D. Schiller said the referendum to reimburse Personal Property Tax loss with the Use Tax would be on the August ballot. J. Vander Roest said this would be a dedication and required a referendum on the ballot.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee*—J. VanderRoest said the committee had not met but as treasurer he had reviewed the RFP for the audit D. Schiller would be getting out in the near future. Director Rohrbaugh said the hope was to have a recommendation for an audit firm for the April Board meeting. R. Brown asked if this process was being undertaken as due diligence. J. Vander Roest said the Business Office requests bids for the audit every five years.

B. *Personnel Committee*—B. Caple said the Personnel Committee had met to review the handbooks approved earlier in the meeting.

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

D. *Director’s Building Advisory Committee*—no meeting.

VII. OTHER BUSINESS

A. *Director’s Report*

Report: Director Rohrbaugh asked V. Wright to give an update on the Citizen’s Committee for the library’s millage campaign. V. Wright said the committee was efficient and on task. V. Wright explained the different teams and what they were charged with.

The Messaging Team has come up with taglines for the campaign and updated information from the 2009 millage renewal to share with the community. She said the Graphics Team took this information and came up with a design. There is also a Volunteers Team gathering testimonials and organizing volunteers for phone banks and community garage sales, and a Social Media Team which will work on the campaign's web presence.

Discussion: L. Godfrey said the graphics looked really nice. V. Wright said a new committee member was Erin Knott who provided data on the effectiveness of robocalls. She said the voice behind the calls needed to be someone positive and recognizable from the community. L. Godfrey said the calls would essentially be a reminder to community members to vote. F. Brown confirmed the information regarding who to contact was not extracted from the patron database. L. Godfrey said this was illegal and the library would not be using the patron database. The lists of people they contact will be developed from voter lists.

Report: Director Rohrbaugh drew attention to item two and the grant from the Kalamazoo Community Foundation providing funding for Family Place Library toys. She also highlighted the Early Childhood Literacy calendars being distributed by the library. President TenBrink asked if copies were still available. S. Warner said N. Stern might still have some copies at the branch. Director Rohrbaugh said the library had few copies left since they were trying to get them distributed to children before too far into the new year. Director Rohrbaugh said One Point of Service training would begin on Tuesday February 25th for staff and the Board would have a report on this initiative at the next meeting.

Discussion: L. Godfrey asked Teen Librarian S. Fritz, who was sitting in the audience, if he would be willing to give an update on the Teen Film Fest. S. Fritz obliged saying the 11th Annual Teen Film Fest had been held on February 23rd and about 400 people had attended the event at the State Theater to view the 24 selected films. He said there were many repeat directors from previous years and most participants were from Kalamazoo County. He explained all the films would soon be up on YouTube and showed the film which was awarded the People's Choice and Judge's Choice awards titled *The Worst Christmas*. He also remarked that nearly two thirds of the directors this year were female.

Disposition: Trustees thanked V. Wright, Director Rohrbaugh, and S. Fritz for the report and updates.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright told Trustees about a "Reading Together Moment" she had recently had when interviewing a candidate for a position at work. She explained the candidate was a self-declared foodie and excited to move to the Kalamazoo area for the local food scene. She said this became the perfect lead-in to give him a pamphlet and invite him to attend this year's Reading Together events. She said this was a fun opportunity.
- F. Brown shared information about a possible outdoor film fest to be held in the Kalamazoo area in the summer months. He also said he was glad to see K. King going to the upcoming PLA Conference and asked if the library would be sending a carload of

people. Director Rohrbaugh said the library was sending a number of staff members to PLA.

- J. Vander Roest told Board members his father had watched the Washington Square Branch being built back in 1927. He then drew attention to item nineteen on the Director’s Report saying in the future the Social Activities Committee should invite Trustees to events like this. He also thanked Board members and staff for their cards and kind wishes after the sudden passing of his brother.
- President TenBrink said she had attended a session on “1-2-3, Play with Me” at Central Library and it was an interesting and rewarding experience. She hoped many of these families would become regular attendees to storytime and other children’s events at the library. She also said she was looking forward to Tracie McMillan’s upcoming author visit and asked whether the library would be participating in the upcoming Art Hop as a part of Reading Together. M. Cockrell said the library would be collaborating with MLive for the next Art Hop.

X. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 4:56 P.M.

X _____
Robert Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
February 28, 2014**

DATE: March 24, 2014

RECOMMENDATION:

I recommend the Board accept the Financial Reports for the month ending February 28, 2014.

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

March 12, 2014
Kalamazoo Public Library
Interim Financial Reports
For the month ending February 28, 2014

Combined Balance Sheet

Taxes Receivable as of the end of February totaled \$1,679,512, including \$1,669,718 in current year tax receipts still outstanding. Broken down by governmental unit they were: \$1,185,059 – City of Kalamazoo; \$329,226 – Kalamazoo Township; \$142,419 – Oshtemo Township; and \$13,025 Texas Township. Both the City and Kalamazoo Township remitted tax receipts to reduce their balances during the first week of March: City of Kalamazoo - \$579,871; and Kalamazoo Township \$245,672. As of this writing \$844,175 of the current tax year receivables are outstanding.

Sources and Uses of Funds

Electronic Transfers

Total pooled funds rose to \$3,152,564 during the month of February, contributed primarily in current year tax receipts. Cash and investment account activity during February included the consolidation of several accounts, eliminating balances held at Huntington National Bank in the AIM Treasury and money market savings accounts. The consolidation of accounts to balances at now three rather than four banking institutions is possible due to the use of the Insured Cash Sweep (ICS) and Certificate of Deposit Account Registry Service (CDARS) accounts the library holds at both First National Bank of Michigan and Flagstar Bank. Both of these investment vehicles allow the library to spread banking risk to multiple banks automatically and eliminate the need for the library to do so directly. For example, as of February 28th the ICS account alone distributed library funds to 32 banks FDIC insurance “accounts” across the US while the funds were actually held at First National Bank of Michigan in Kalamazoo.

During the month of February \$2,500,000 in electronic transfers moved recently deposited funds from the First National Bank NOW Checking account to the First National Insured Cash Sweep account.

General Fund Revenue and Expenditure Summary

General Fund Revenue recognized to date totals \$10,945,009 of the anticipated \$11,462,943 budget or 98.7% complete. Remaining funds to recognize when received include IFT/CFT and PILOT (Payments in Lieu of Taxes), State Aid to Public Libraries and additional MPSERS UAAL Rate Stabilization payments as well as anticipate fines, fees, and interest.

Expenditures plus encumbered amounts recognized to date total \$6,651,567 of the anticipated total fiscal year budget of \$10,560,990 or 63% complete. No individual line item budgets or categories are anticipated to overrun their Close Estimate Budgets at this time.

Capital Improvement Plan

Capital Improvement Plan expenditures during the month of February totaled \$39,430 with an additional encumbered total of \$107,662. Of the current month expenditures, \$33,456 was expended on the 2013 Renovation of Youth Services and Local History. Since the final invoice from the architectural firm Penschansky and Whisler is not yet recognized, we anticipate the total amount of the project to require a budget adjustment. During completion of the project, the costs of the additional carpeting in Local History, the woodwork, and moving services were significantly more than anticipated. At this time, we anticipate reporting the need to transfer additional funds from the Carpet Master Plan (project 811) and a yet to be determined amount from the Building Alterations Reserve to cover the necessary funds to close out the project. Final budget transfers required and costs will be reviewed with Finance and Budget when final numbers are available in March.

Other Gifts Revenue and Expenditure Summary

During the month of February \$5,000 was received from the Kalamazoo Community Foundation for Family Place Library services and \$2,567 from Greenleaf Trust for the Antiracism Transformation Team training.

Endowment Fund

Market values remain volatile but on an upward swing as of February 28th when the market value of the Endowment Fund portfolio rose from \$3,666,889 to \$3,792,462. Net market gain during 2014, however, was \$38,301.52. No trades or maturities occurred during February.

Kalamazoo Public Library Combined Balance Sheet

February 28, 2014

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	\$798,190.90	\$1,490,779.00	\$63,633.75	\$164,774.86	\$212,570.04
Investments	\$8,088,336.56	\$0.00	\$0.00	\$55,764.38	\$3,454,318.55
Total Cash & Equivalents	\$8,886,527.46	\$1,490,779.00	\$63,633.75	\$220,539.24	\$3,666,888.59
Accounts Receivable					
Accounts Receivable	\$2,984.01	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$2,984.01	\$0.00	\$0.00	\$0.00	\$0.00
Taxes Receivable					
Taxes Receivable	\$1,679,512.49	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$1,679,512.49	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets					
Other Assets	\$153,014.64	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$153,014.64	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$10,722,038.60	\$1,490,779.00	\$63,633.75	\$220,539.24	\$3,666,888.59
Liabilities and Fund Balance					
Current Liabilities					
Accounts Payable	\$98,219.76	\$5,974.00	\$0.00	\$0.00	\$0.00
Salaries Payable	\$9,960.91	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$50,730.96	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$158,911.63	\$5,974.00	\$0.00	\$0.00	\$0.00
Long Term Liabilities/Deferred Revenue					
Deferred Revenue	\$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	\$10,527,649.11	\$1,484,805.00	\$63,633.75	\$220,539.24	\$3,666,888.59
Total	\$10,527,649.11	\$1,484,805.00	\$63,633.75	\$220,539.24	\$3,666,888.59
Total Liabilities & Fund Balance	\$10,722,038.60	\$1,490,779.00	\$63,633.75	\$220,539.24	\$3,666,888.59

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending February 28, 2014**

	February
BEGINNING CASH BALANCE *	\$ 7,357,134
* Including short-term investments	
 <u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 3,941,547
IFT/CFT, PILOT receipts	\$ 21,684
State Aid/MPERS UAAL Rate Appropriation	\$ -
District Court Penal Fines/Law Library Revenue	\$ -
Interest Income	\$ 1,858
Library Fines & Fees	\$ 16,674
Other Sources: Gifts, Grants, & Reimbursements	\$ 217
Other Gifts (Ready to Read, etc)	\$ 8,393
TOTAL SOURCES OF CASH	\$ 3,990,373
 <u>USES OF CASH:</u>	
Salaries & Wages	\$ (393,867)
Benefits	\$ (183,506)
Materials	\$ (64,836)
Supplies	\$ (6,068)
Facilities	\$ (35,297)
Technical Services	\$ (26,364)
Purchased Services	\$ (33,576)
Other	\$ (60,839)
Capital Expenditures	\$ (33,456)
Prior Year Payables	\$ -
Debt Service - transferred to reserve	\$ -
TOTAL USES OF CASH	\$ (837,809)
 ENDING CASH	 \$ 10,509,698
 <u>Pooled Cash & Investment Accounts</u>	
<u>Checking & other liquid accounts</u>	
Cash to be deposited	\$ -
Fifth Third General & Payroll Checking Accounts	\$ 442,080
First National NOW & ACH Transfer Accounts	\$ 1,809,033
Fifth Third Arcadia Admin & Transfers Accounts	\$ 53,351
Petty Cash/Midwest Business Exchange Account/Paypal	\$ 15,570
Pooled Cash Accounts	\$ 2,320,034
 <u>Pooled Investments</u>	
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52
Flagstar Bank MM & CD's	\$ 1,606,563
Huntington Aim Treasury, MM & CD's	\$ -
First National Bank MM, ICS Savings, & CD's	\$ 6,583,049
Pooled Investment Accounts	\$ 8,189,664
Total Pooled Cash & Investments	\$ 10,509,698

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
February 2014**

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
2/3/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,543.17)
2/4/2014	Transfer to First Nat'l Transfer	1st National NOW Check		\$ (75,000.00)
2/4/2014	Transfer from First Nat'l Now		1st National Transfer	\$ 75,000.00
2/5/2014	Flagstar CD Maturity	CD Flagstar Bank		\$ (500,373.87)
2/5/2014	Flagstar CD Reinvestment		CD 90 Days .35% due 5/6	\$ 500,749.15
2/5/2014	MPSERS January	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (27,459.89)
2/5/2014	MERS January	First National Transfer	Municipal Employees Retirement System	\$ (22,295.20)
2/6/2014	Employee 403b Contributions	5/3 ACH Transfer	Employee Accounts	\$ (5,836.11)
2/12/2014	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,226.69)
2/14/2014	Payroll February 14, 2014	5/3 Payroll Check	Employee Accounts	\$ (119,191.79)
2/14/2014	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
2/14/2014	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,240.52)
2/14/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,911.77)
2/14/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,593.17)
2/14/2014	Employee 5/3 H.S.A.	5/3 General Check	Employee Accounts	\$ (634.00)
2/14/2014	Transfer to 1st National ICS	1st National Now		\$ (500,000.00)
2/14/2014	Transfer from 1st National Now		1st National ICS	\$ 500,000.00
2/20/2014	HCSP MERS Contributions	5/3 General Check	Employee Accounts	\$ (978.35)
2/20/2014	Employee 403b Contributions	5/3 General Check	Employee Accounts	\$ (6,226.81)
2/27/2014	Transfer to 1st National ICS	1st National Now		\$ (2,000,000.00)
2/27/2014	Transfer from 1st National Now		1st National ICS	\$ 2,000,000.00
2/27/2014	Transfer to 1st National Transfer	1st National NOW Check		\$ (6,100.00)
2/27/2014	Transfer from 1st National Now		1st National Transfer	\$ 6,100.00
2/27/2014	MPSERS Rate Stabilization-Feb	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (22,595.14)
2/28/2014	Payroll February 28, 2014	5/3 Payroll Check	Employee Accounts	\$ (118,259.29)
2/28/2014	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
2/28/2014	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,270.13)
2/28/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,147.48)
2/28/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,593.17)
Total Electronic Transactions				\$ (445,839.16)

Kalamazoo Public Library

General Fund Revenue and Expenditure Summary

Through February 28, 2014

	February	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$0.00	\$0.00	\$10,255,572.00	\$10,240,572.00	(\$15,000.00)	100.1%
Other Taxes	\$21,684.22	\$0.00	\$53,632.31	\$133,708.00	\$80,075.69	40.1%
Fines and Fees	\$16,674.09	\$0.00	\$113,268.91	\$170,000.00	\$56,731.09	66.6%
Other Revenue	\$22,595.14	\$0.00	\$295,132.82	\$670,388.00	\$375,255.00	44.0%
Local Support	\$0.00	\$0.00	\$219,549.65	\$231,775.00	\$12,225.35	94.7%
Interest Income	\$1,857.69	\$0.00	\$6,680.75	\$15,000.00	\$8,319.25	44.5%
Other	\$217.30	\$0.00	\$1,172.75	\$1,500.00	\$327.25	78.2%
Total Revenue	\$63,028.44	\$0.00	\$10,945,009.19	\$11,462,943.00	\$517,934.00	98.7%
Expenditures						
Salaries						
Administrator Salaries	\$52,956.59	\$0.00	\$425,252.66	\$637,110.00	\$211,857.34	66.7%
Librarian Salaries	\$101,411.51	\$0.00	\$814,002.04	\$1,234,010.00	\$420,007.96	66.0%
Supervisory Technical Salaries	\$55,227.72	\$0.00	\$452,181.26	\$676,715.00	\$224,533.74	66.8%
Library Assistant Salaries	\$125,201.73	\$0.00	\$1,028,351.99	\$1,536,920.00	\$508,568.01	66.9%
Hourly Staff	\$47,650.08	\$0.00	\$353,070.59	\$601,679.00	\$248,608.41	58.7%
Substitute Salaries	\$6,458.16	\$0.00	\$50,560.26	\$89,960.00	\$39,399.74	56.2%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$388,905.79	\$0.00	\$3,123,418.80	\$4,776,394.00	\$1,652,975.20	65.4%
Benefits						
Employee Insurance	\$79,229.76	\$0.00	\$625,338.02	\$984,300.00	\$358,961.98	63.5%
Retirement	\$69,220.73	\$0.00	\$487,825.76	\$829,873.00	\$342,047.24	58.8%
Employer FICA-Medicare	\$29,302.93	\$0.00	\$236,231.58	\$365,220.00	\$128,988.42	64.7%
Other Benefits	\$2,150.00	\$0.00	\$23,457.18	\$52,800.00	\$29,342.82	44.4%
Total	\$179,903.42	\$0.00	\$1,372,852.54	\$2,232,193.00	\$859,340.46	61.5%
Materials						
Adult Books	\$45,117.04	\$25,716.18	\$304,910.02	\$479,050.00	\$174,139.98	63.6%
Juvenile Books	\$12,822.50	\$2,655.69	\$60,186.01	\$94,850.00	\$34,663.99	63.5%
Periodicals	\$1,994.70	\$0.00	\$37,540.82	\$60,706.00	\$23,165.18	61.8%
Audio-Visual Material	\$44,443.74	\$19,090.76	\$181,206.44	\$309,300.00	\$128,093.56	58.6%
Digital Materials	\$7,591.01	\$0.00	\$139,014.14	\$198,620.00	\$59,605.86	70.0%
Total	\$111,968.99	\$47,462.63	\$722,857.43	\$1,142,526.00	\$419,668.57	63.3%
Facilities						
Fuel	\$11,437.50	\$0.00	\$32,493.34	\$67,700.00	\$35,206.66	48.0%
Electricity	\$14,641.73	\$0.00	\$119,594.44	\$182,900.00	\$63,305.56	65.4%
Water	\$325.11	\$0.00	\$2,686.87	\$5,875.00	\$3,188.13	45.7%
Custodial Supplies	\$7,351.88	\$4,713.94	\$47,225.24	\$75,275.00	\$28,049.76	62.7%
Grounds Maintenance	\$3,805.00	\$0.00	\$13,905.00	\$28,415.00	\$14,510.00	48.9%
Building Repair	\$9,228.08	\$986.50	\$45,055.09	\$84,075.00	\$39,019.91	53.6%
Building Operations	\$2,580.44	\$34,230.00	\$113,935.63	\$134,732.00	\$20,796.37	84.6%
Total	\$49,369.74	\$39,930.44	\$374,895.61	\$578,972.00	\$204,076.39	64.8%
Supplies						
Office Supplies	\$3,670.79	\$0.00	\$23,746.50	\$47,520.00	\$23,773.50	50.0%
Marketing Supplies	\$49.00	\$0.00	\$367.67	\$5,920.00	\$5,552.33	6.2%
Postage & Freight	\$11,499.58	\$0.00	\$28,514.76	\$46,230.00	\$17,715.24	61.7%
Processing Supplies	\$3,242.78	\$0.00	\$14,023.65	\$62,140.00	\$48,116.35	22.6%
Departmental Purchases	\$3,287.32	\$0.00	\$14,496.56	\$46,603.00	\$32,106.44	31.1%
Total	\$21,749.47	\$0.00	\$81,149.14	\$208,413.00	\$127,263.86	38.9%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
Through February 28, 2014

	February	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$5,543.84	\$391.81	\$37,773.90	\$74,420.00	\$36,646.10	50.8%
Telecommunications	\$6,065.37	\$0.00	\$55,591.66	\$90,280.00	\$34,688.34	61.6%
Software & Licensing	\$11,918.64	\$0.00	\$245,238.82	\$296,779.00	\$51,540.18	82.6%
Cataloging & Processing	\$6,587.45	\$0.00	\$35,211.36	\$72,422.00	\$37,210.64	48.6%
Total	\$30,115.30	\$391.81	\$373,815.74	\$533,901.00	\$160,085.26	70.0%
Purchased Services						
Security	\$8,711.68	\$0.00	\$59,806.74	\$112,884.00	\$53,077.26	53.0%
Insurance	\$2,003.47	\$0.00	\$61,490.17	\$83,500.00	\$22,009.83	73.6%
Legal Services	\$382.00	\$0.00	\$2,787.50	\$17,000.00	\$14,212.50	16.4%
Contracted Services	\$15,211.16	\$0.00	\$106,872.33	\$215,663.00	\$108,790.67	49.6%
Printing Services	\$10,956.96	\$0.00	\$71,840.65	\$95,000.00	\$23,159.35	75.6%
Advertising	\$3,226.90	\$0.00	\$24,294.64	\$68,000.00	\$43,705.36	35.7%
Total	\$40,492.17	\$0.00	\$327,092.03	\$592,047.00	\$264,954.97	55.2%
Other Expenditures						
Miscellaneous Operating	\$1,950.85	\$0.00	\$17,813.25	\$67,240.00	\$49,426.75	26.5%
Tax Charge Backs	\$3,316.18	\$0.00	\$73,704.59	\$100,000.00	\$26,295.41	73.7%
Travel & Conference-Director	\$0.00	\$0.00	\$617.93	\$4,000.00	\$3,382.07	15.4%
Travel & Conference	\$3,798.45	\$0.00	\$13,482.10	\$49,700.00	\$36,217.90	27.1%
Staff Development	\$0.00	\$0.00	\$4,531.31	\$28,470.00	\$23,938.69	15.9%
Travel & Conference - Board	\$0.00	\$0.00	\$1,085.00	\$5,000.00	\$3,915.00	21.7%
Miscellaneous Disbursements	\$4,085.13	\$0.00	\$38,785.26	\$66,574.00	\$27,788.74	58.3%
Vehicle Maintenance	\$157.35	\$0.00	\$3,193.17	\$5,260.00	\$2,066.83	60.7%
Programming Expenditures	\$11,189.02	\$5,000.00	\$96,512.99	\$138,700.00	\$42,187.01	69.6%
Rent	\$4,915.71	\$525.00	\$25,760.19	\$31,600.00	\$5,839.81	81.5%
Total	\$29,412.69	\$5,525.00	\$275,485.79	\$496,544.00	\$221,058.21	55.5%
Total	\$851,917.57	\$93,309.88	\$6,651,567.08	\$10,560,990.00	\$3,909,422.92	63.0%
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	\$1,454,000.00	\$1,394,000.00	4.1%
Total	\$0.00	\$0.00	\$60,000.00	\$1,454,000.00	\$1,394,000.00	4.1%
Total	\$0.00	\$0.00	\$60,000.00	\$1,454,000.00	\$1,394,000.00	4.1%
BEGINNING FUND BALANCE	\$11,316,538.24	\$0.00	\$6,200,897.12	\$6,200,897.12	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$788,889.13)	(\$99,067.88)	\$4,227,684.11	(\$552,047.00)	(\$4,779,731.00)	(765.0%)
ENDING FUND BALANCE	\$10,527,649.11	(\$99,067.88)	\$10,428,581.23	\$5,648,850.00	(\$4,779,731.00)	184.0%

Kalamazoo Public Library

Income Statement

Capital Improvement Plan

	Actual	Encumbrances	Year to Date	Budget	Variance
Expenditures					
Library Systems and Equipment					
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$4,314.00	\$4,314.00
803 - NCIP	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00
Total Library Systems and Equipment	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Furniture & Equipment					
810 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$66,078.00	\$66,078.00
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 chairs/dollies	\$0.00	\$6,976.06	\$6,976.06	\$7,500.00	\$523.94
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	\$4,200.00	\$4,200.00
889 - Children's Room Table/Chairs	\$0.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00
891 - Digital Lab Furniture	\$0.00	\$10,836.84	\$10,836.84	\$15,000.00	\$4,163.16
892 - Local History Room Furniture	\$0.00	\$2,739.43	\$2,739.43	\$6,000.00	\$3,260.57
Total Furniture & Equipment	\$0.00	\$20,552.33	\$20,552.33	\$235,717.00	\$215,164.67
Building Alterations					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$10,166.00	\$10,166.00
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	\$4,918.00	\$3,699.99
870 - 2013 Renovations-Youth/History/Camp	\$33,456.00	\$0.00	\$167,063.82	\$171,397.00	\$4,333.18
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	\$36,670.00	\$36,670.00	\$36,670.00	\$0.00
883 - Portable Thermal Chamber	\$0.00	\$0.00	\$8,995.00	\$9,245.00	\$250.00
885 - Digital Lab Space	\$0.00	\$9,600.00	\$9,600.00	\$28,700.00	\$19,100.00
886 - Eastwood Drainage	\$0.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
Total Building Alterations	\$33,456.00	\$64,410.00	\$241,686.83	\$363,136.00	\$121,449.17
Computer & Electronics					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$34,950.00	\$34,950.00
831 - Automation Replacement	\$0.00	\$0.00	\$2,382.80	\$79,120.00	\$76,737.20
832 - Hardware	\$0.00	\$0.00	\$0.00	\$5,607.00	\$5,607.00
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	\$5,974.00	\$0.00	\$5,974.00	\$6,000.00	\$26.00
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	\$0.00	\$0.00	\$5,165.51	\$11,410.00	\$6,244.49
884 - Digital Lab Equipment	\$0.00	\$11,370.00	\$11,370.00	\$29,721.00	\$18,351.00
888 - Children's AV Cart	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Total Computer & Electronics	\$5,974.00	\$11,370.00	\$39,679.77	\$201,683.00	\$162,003.23
RFID					
850 - RFID Reserve	\$0.00	\$0.00	\$0.00	\$14,906.00	\$14,906.00
852 - RFID Building/Furniture	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00
853 - RFID - 3M Self Check Unit	\$0.00	\$11,330.00	\$11,330.00	\$0.00	(\$11,330.00)
Total RFID	\$0.00	\$11,330.00	\$11,330.00	\$26,906.00	\$15,576.00
Total Expenditures	\$39,430.00	\$107,662.33	\$313,248.93	\$839,756.00	\$526,507.07
Transfers In/(Out)					
800 - Capital Improvement Plan	\$0.00	\$0.00	\$0.00	\$12,949.00	\$12,949.00
Total Transfers	\$0.00	\$0.00	\$0.00	\$12,949.00	\$12,949.00

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
February 28, 2014

	Month	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
233 - Ready to Read - Gifts	\$56.04	\$0.00	\$1,230.53	\$2,000.00	\$769.47	61.5%
235 - Ready to Read - Spelling Bee	\$500.00	\$0.00	\$21,357.00	\$20,000.00	(\$1,357.00)	106.8%
301 - Gifts & Memorials - Materials	\$270.00	\$0.00	\$530.00	\$2,000.00	\$1,470.00	26.5%
303 - History Room Gifts	\$0.00	\$0.00	\$7,100.00	\$7,000.00	(\$100.00)	101.4%
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$1,912.43	\$0.00	(\$1,912.43)	0.0%
308 - Library Gifts	\$0.00	\$0.00	\$7,222.21	\$6,306.00	(\$916.21)	114.5%
310 - KPL Antiracism Transformation Team	\$2,567.00	\$0.00	\$30,914.00	\$28,347.00	(\$2,567.00)	109.1%
315 - Children's Room Grants	\$5,000.00	\$0.00	\$7,000.00	\$2,000.00	(\$5,000.00)	350.0%
Total Revenue	\$8,393.04	\$0.00	\$77,266.17	\$67,653.00	(\$9,613.17)	114.2%
Expenditures						
Salaries						
303 - History Room Gifts	\$0.00	\$0.00	\$546.03	\$1,000.00	\$453.97	54.6%
Total	\$0.00	\$0.00	\$546.03	\$1,000.00	\$453.97	54.6%
Benefits						
303 - History Room Gifts	\$0.00	\$0.00	\$33.86	\$77.00	\$43.14	44.0%
Total	\$0.00	\$0.00	\$33.86	\$77.00	\$43.14	44.0%
Materials						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.0%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$17,000.00	\$17,000.00	0.0%
301 - Gifts & Memorials - Materials	\$157.02	\$0.00	\$157.02	\$2,500.00	\$2,342.98	6.3%
Total	\$157.02	\$0.00	\$157.02	\$29,500.00	\$29,342.98	0.5%
Purchased Services						
303 - History Room Gifts	\$0.00	\$0.00	\$1,089.00	\$7,365.00	\$6,276.00	14.8%
Total	\$0.00	\$0.00	\$1,089.00	\$7,365.00	\$6,276.00	14.8%
Other Expenditures						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$3,915.89	\$4,000.00	\$84.11	97.9%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$3,300.00	\$3,309.00	\$9.00	99.7%
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$0.00	\$1,250.00	\$1,250.00	0.0%
315 - Children's Room Grants	\$133.36	\$0.00	\$133.36	\$2,000.00	\$1,866.64	6.7%
380 - Scholarships/Administration Mini-Grants	\$0.00	\$0.00	\$0.00	\$817.00	\$817.00	0.0%
383 - History Room Mini-Grant	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$0.00	\$517.00	\$517.00	0.0%
388 - Powell Mini-Grant	\$0.00	\$0.00	\$309.62	\$1,382.00	\$1,072.38	22.4%
389 - Washington Square Mini-Grant	\$0.00	\$0.00	\$0.00	\$111.00	\$111.00	0.0%
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00	0.0%
391 - Children's Mini-Grant	\$85.30	\$0.00	\$901.03	\$1,365.00	\$463.97	66.0%
Total	\$218.66	\$0.00	\$8,559.90	\$17,051.00	\$8,491.10	50.2%
Total	\$375.68	\$0.00	\$10,385.81	\$54,993.00	\$44,607.19	18.9%
Transfers						
303 - History Room Gifts	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.0%
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$6,949.00	\$6,949.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$12,949.00	\$12,949.00	0.0%
BEGINNING FUND BALANCE	\$214,971.88	\$0.00	\$156,108.88	\$12,660.00	(\$143,448.88)	1233.1%
NET SURPLUS/(DEFICIT)	\$8,017.36	\$0.00	\$66,880.36	(\$289.00)	(\$67,169.36)	(23142.0%)
ENDING FUND BALANCE	\$222,989.24	\$0.00	\$222,989.24	\$12,371.00	(\$210,618.24)	1802.5%

**Kalamazoo Public Library
Endowment Fund
Balances as of: February 28, 2014**

	1/31/2014		%	2/28/2014		%
	Cost	Market	Cost to	Cost	Market	Cost to
	Basis	Basis	Market	Basis	Basis	Market
			Increase			Increase
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 212,570.04	\$ 212,570.04	0.0%	\$ 212,570.04	\$ 217,330.83	2.2%
Stocks	\$ 1,107,730.95	\$ 1,939,575.30	75.1%	\$ 1,107,730.95	\$ 2,059,985.70	86.0%
Fixed Income Investments	\$ 1,521,906.16	\$ 1,514,743.25	-0.5%	\$ 1,521,906.16	\$ 1,515,145.00	-0.4%
	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	
Total Value	<u>\$ 2,842,207.15</u>	<u>\$ 3,666,888.59</u>	<u>29.0%</u>	<u>\$ 2,842,207.15</u>	<u>\$ 3,792,461.53</u>	<u>33.4%</u>
<u>Fund Balance</u>						
Assigned for Children's Endowment		<u>\$ 17,379.98</u>			<u>\$ 17,726.25</u>	
Kalamazoo Public Library Endowment		<u>\$ 3,649,508.61</u>			<u>\$ 3,774,735.28</u>	
<u>Year to Date Revenue & Expenditures</u>						
Net Withdrawals/Deposits from/to Account		\$ 157.88			\$ 157.88	
Dividend and Interest Income		\$ 29,865.58			\$ 34,626.37	
Realized Gains (Losses) on Sale of Assets		\$ -			\$ -	
Unrealized Gains (Losses) on Market Value		\$ 260,383.73			\$ 381,195.88	
Arcadia Investment Management Fee/Other		<u>\$ (15,496.50)</u>			<u>\$ (15,496.50)</u>	
Net Change		<u>\$ 274,910.69</u>			<u>\$ 400,483.63</u>	

Summary:

No stock trades or maturities occurred during February. Volatility in the stock market increased the market basis for stocks by \$120,812.15 as of February 28th. The net gain in market basis for calendar 2014 is \$38,301.52.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **CIP Budget Transfers**

DATE: March 24, 2014

Recommendation:

I recommend approval of transfers of Capital Improvement Plan budget from the Carpet Master Plan of \$12,351 and the Building Alterations Reserve of \$9,571 to the Youth & Local History Renovation Project.

Executive Summary:

The final accounting of the Youth and Local History Room Project in the Capital Improvement Plan will require the transfer of budgeted reserves to close the project.

The initial Youth & Local History Renovation budget included \$10,397 for flooring & carpeting and was budgeted by recommendation of the architect to include only the move of existing carpet squares as the project progressed and not purchasing new carpet squares as a method to contain costs. When the Local History wall came down, it was determined that moving the carpet squares would not suffice and that new carpet was needed to complete the room. The total cost impact of that change order is \$10,591 in carpet, \$1760 in additional fees, to total \$12,351. The current Carpet Master Plan budget would be reduced from \$109,579 to \$97,228.

Mulder's Moving was contracted to disassemble, move, and reinstall materials and shelving. Despite a renegotiated final price on time and materials invoices received in late December, the cost moving and wood work reinstallation was significantly more than originally allowed for in the budget. The impact to the total project cost for Mulders and the final invoice for Penchansky & Whisler for A&E fees will require additional budget to the project totaling \$9,571. The current Building Alteration reserve of \$10,166 would be reduced to \$595.

Both transfers of budget result in no increase to the total budgeted expenditures for the Capital Improvement Plan for 2013-2014 and have been approved by the Treasurer and confirmed by the Finance and Budget committee.

[Return to Agenda](#)

**Director's Report
March 2014**

From the director

1. Recent meetings and events attended include various DDA and DKI meetings, several webinars, informal gathering with area directors, the launch of Kzoo Connect, many internal meetings, several library programs.
2. KPS Superintendent Rice asked us if we would be willing and able to provide KPL cards to all KPS students if some grant money earmarked for literacy was available. After discussing the logistics of such a big project, we responded "YES!". There are about 13,000 KPS students; we would likely tackle the project one school at a time with extra staff devoted to this work. Students who had blocked cards would need special attention. Dr. Rice will explore the possibility with the funders; in the meantime, we are considering the cost projections for such a project if we are invited to submit a grant application.
3. Planning for 2014-15 is underway. Action plan items and budgets are being discussed at the departmental and management team meetings. Both will come to the Board in May and June, following our usual timetable.

Create young readers

4. Our final session of 1,2,3 Play With Me, a parent child workshop, wrapped up at Central. Both the Oshtemo and Central sessions were a good launch to this new initiative. The next sessions will be in the fall. Next up will be a site visit in late April from the Family Place Libraries organization.

Stimulate imagination

5. On March 1, we celebrated two full years of *First Saturday @ KPL*. For the past three March *First Saturdays*, KPS and Northside Ministerial Alliance have been our partners in celebrating March as reading month. We had a strong turnout of kids and families and many KPS staff.
6. El Sol Elementary celebrated their annual Literacy Night at Central on March 5. Families enjoyed a variety of activities throughout the building, signed up for library cards, read and checked out books, and learned about library resources. Several other schools invited us to participate in their school-based celebrations as well.
7. *Reading Together* got off to a strong start with a crowd of over 300 for Tracie McMillan.

8. Judi Rambow spoke to the Kalamazoo Literacy Council about the library's role in encouraging student's families to become involved in programs and services. Some library skills programs are being planned.
9. Michael Cockrell recently spoke to the Women's Group of the Disability Network. They were particularly interested in services for patrons with visual impairments.
10. LearningExpress Library has been revamped and now includes test preparation materials for the new 2014 GED test. We are also rejuvenating our print collection with 2014 GED test prep materials.

Connect to the digital world

11. The Hub, the name of the Digital Lab, is on course for a soft launch in April and a launch event in mid to late May. The room is ready, equipment is being prepped, and furniture is expected by the end of the month. Initial classes will focus on how to digitize and how to use the post-production software. We expect the lab to be open twelve hours per week to begin.

Operations

12. Andrea Vernola from Youth Services, was one of the organizers of the first ever "MI Kidlib Unconference". The 73 attendees discussed apps for kids, STEAM, play-based programming, and public library/school collaborations. We hope next year's conference will be held here.
13. Melissa Greenfield from our MelCat office will be a speaker at MLA's Small and Rural Libraries Conference in early May. Her topic is "Everyone has Time and Space for MelCat". She'll be sharing our LEAN experiences there.
14. About 93% of checkouts from Central are now through the checkout kiosk. This has allowed staff at the desk to concentrate on helping patrons with library card sign-up and renewals and other issues with their account.
15. A RFP has been sent to CPA firms for audit services. We expect to bring a recommendation to the April board meeting.
16. We hosted a "Pizza & Planning" defined benefit plan session for area MERS member earlier this month. About twenty people, including some KPL staff, attended.
17. The cold weather continued to cause building problems including a frozen natural gas meter at Washington Square and burst water pipes at Oshtemo. Spring can't come soon enough.
18. The backup generator at Central has had a temporary external fuel tank installed to provide safe fuel storage and distribution while we investigate replacement equipment.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
February 28, 2014**

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>
BOOKS									
-Adult	21,804	1,219	9,089	470	1,915	34,497	303,069	312,030	-3%
-ebook	3,295					3,295	24,997	18,216	37%
-Digital Magazine	305					305	2,380		
Teen	3,233	105	966	89	145	4,538	41,923	42,884	-2%
Juvenile	<u>15,479</u>	<u>928</u>	<u>7,798</u>	<u>513</u>	<u>990</u>	<u>25,708</u>	<u>231,573</u>	<u>212,454</u>	9%
Total	44,116	2,252	17,853	1,072	3,050	68,343	603,942	585,584	3%
AUDIO-VISUAL									
Audiobook									
-CD	1,565	77	944	28	121	2,735	27,743	31,177	-11%
-Digital	1,251					1,251	8,783	5,752	53%
Music									
-CD	4,710	193	861	248	285	6,297	60,355	69,483	-13%
-Digital	1,077					1,077	7,620		
Video									
-DVD	30,145	3,474	8,253	2,979	6,040	50,891	462,213	479,489	-4%
- Digital	445					445	1,032		
Total Non-Print Material	39,193	3,744	10,058	3,255	6,446	62,696	567,746	585,901	-3%
Total Circulation	83,309	5,996	27,911	4,327	9,496	131,039	1,171,688	1,171,485	0%
Computer Usage									
Onsite Computer Use	7,092	529	1,159	653	575	10,008	93,571	97,912	-4%
Computer Usage Remote						2,207,244	19,003,033	21,558,814	-12%
Wireless Internet	1,371	0	0	0	0	1,371	26,726	24,719	8%
Database Statistics									
Database Sessions	1,005					1,005	11,078	10,394	7%
Database Searches	44,123					44,123	365,537	337,541	8%
Total Registrations	275	19	67	4	15	760	7,190	7,840	-8%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
February 28, 2014

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	13	2	3	1	0	19	142	177	-20%
Attendance	265	6	46	8	0	325	3642	4290	-15%
Teen Events	3	1	2	2	0	8	130	80	63%
Attendance	417	4	13	30	0	464	4168	3327	25%
Juvenile Events	38	19	23	17	4	101	596	627	-5%
Attendance	1131	241	475	304	153	2304	20584	21299	-3%
Total Events	54	22	28	20	4	128	868	884	-2%
Total Attendance	1813	251	534	342	153	3093	28394	28916	-2%
Law Library									
Visitors	210					210	2209	1907	16%
Phone Calls	83					83	671	850	-21%
Questions Answered	325					325	2552	2798	-9%

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