



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
April 28, 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 March 24, 2014
 - B. Personnel Items (none)
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Month Ending March 31, 2014
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Flexible Spending Plan Agreement
 - B. Audit Firm
 - Reports
 - C. Third Quarter Strategic Planning Statistics
 - D. ONEplace at KPL Update – Thom Andrews
 - E. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. Director's Report
 - B. Exercise and Discussion about Library’s Purpose Statement, Vision, and Core Values
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION
- XI. ADJOURNMENT

Following the meeting, Board members will take a tour of the Hub.

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: March 24, 2014
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

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

Absent: Fenner Brown

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS
None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD
No one addressed the Board.

III. CONSENT CALENDAR
A. *Minutes of the Board Meeting of February 24, 2014*
B. *Personnel Items (none)*

The minutes from the February 24, 2014 Board Meeting were accepted.

IV. FINANCIAL REPORTS
A. *Financial Reports for the Month Ending February 28, 2014*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending February 28, 2014.

Discussion: Director Rohrbaugh called attention to the last page of the notes where D. Schiller had indicated she expected to have a budget revision regarding the renovations recently completed at Central Library. Director Rohrbaugh told trustees this transfer was the next recommendation of the meeting.

MOTION: L. GODFREY MOVED AND B. CAPLE SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING FEBRUARY 28, 2014.

MOTION CARRIED 6-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. CIP Budget Transfers

Recommendation: Director Rohrbaugh recommended the Board approve transfers within the Capital Improvement Plan budget from the Carpet Master Plan of \$12,351 and the Building Alterations Reserve of \$9,571 to the Youth and Local History Renovation Project.

Executive Summary: The final accounting of the Youth and Local History Room Project in the Capital Improvement Plan required the transfer of budgeted reserves to close the project.

The initial Youth and Local History Renovation budget included \$10,397 for flooring and carpeting and was budgeted by recommendation of the architect. It allowed only for the relocation of existing carpet squares as the project progressed, not the purchasing of new carpet squares. 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 was \$10,591 in carpet and \$1760 in additional fees, totaling \$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 an additional \$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.

Discussion: Director Rohrbaugh said the only recommendation for the meeting was a transfer of funds in the Capital Improvement Plan. She explained that more carpet needed to be replaced in the Local History Room than first expected. Director Rohrbaugh said the amount of woodworking that needed to be done during this project had been underestimated which resulted in the second budget transfer. The money was available for both of these transfers, it was simply not in the correct budget. This recommendation was supported by the Treasurer and Budget and Finance Committee. Per the bylaws for the Board of Trustees, J. Vander Roest said he could, as Treasurer, have approved this himself but he thought it best to bring to the full Board because of the amount of money involved.

MOTION: J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE TRANSFERS WITHIN THE 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.

MOTION CARRIED 6-0.

REPORTS:*B. One Point of Service – Matt Smith*

Report: Director Rohrbaugh said One Point of Service had been mentioned a few times in the Director's Report. She had given a quick explanation of what it was but wanted to bring M. Smith, chair of the Customer Service Committee, to more fully explain this Customer Service model. M. Smith explained this was the most recent large project the Customer Service Committee had been working on. Trustees watched a short video explaining the basic tenets of One Point of Service.

Discussion: V. Wright asked if staff had received any patron feedback. M. Smith said he thought staff were now meeting patron's expectations of service where in the past they were not. This was the reason he thought staff had not received much response from patrons. J. Vander Roest asked where money was being taken to pay for fines. M. Smith answered not every public desk had a cash box or drawer but at least one desk on each floor was able to take money. J. Vander Roest asked D. Schiller how the library controlled for theft. D. Schiller said each desk collecting money other than circulation had minimal cash at any one time. L. Godfrey asked if money could be put on patron's cards at any location. M. Smith said this could be done through the website with a credit card and that every public desk with a cash box or drawer could take cash payments.

Disposition: Trustees thanked M. Smith for the report.

C. Friends of KPL Update – Richard Joyce

Report: Director Rohrbaugh invited R. Joyce, President of the Friends of the Kalamazoo Public Library, to give an update. He said the Friends were over 50 years old and some volunteers had been working for over 30 years. The Friends have between 200 and 300 members, over 50 volunteers, and one full time employee. He said the store usually brought in about \$1,000 per week and some items were sold online. The Friends give an annual gift to the library to be used for things like children's programs, staff events, the millage campaign, etc. About half of the store's annual income of approximately \$100,000 is donated to the library and the other half pays expenses. R. Joyce said the Friends also give mini-grants and scholarships to library employees each year.

R. Joyce said his job in the bookstore was doing a rough sort of the books as they were donated to decide which books would be sold and which would be disposed of. A finer sort is completed later to decide which books will be sold in the store and which will be boxed up for the bag sales. His rough estimate of the number of books sold by the store each year was 75,000 to 100,000. Donations and sales have been down slightly the last year, he said, but donations of materials other than books, such as CDs and DVDs, continues to rise. The Annual Membership Meeting will be held on April 30th at the Ladies Library Association and he invited anyone interested to attend.

Discussion: C. TenBrink thanked R. Joyce for all he and the Friends did for the library, staff, library patrons, and store customers. J. Vander Roest asked what the criteria were for sending books to the dumpster. R. Joyce said books that were moldy, very clearly outdated, or old hard bound books with no dust jacket were sometimes thrown out. He said this was always a difficult decision but experience has shown they do not sell. He said it broke his heart every time he had

to throw something out. J. Vander Roest said he knew the Friends were not in the business of discarding books.

J. Vander Roest asked what the most lucrative subject areas were. R. Joyce said he wasn't exactly sure but hardback fiction usually sold well. He said a large percentage of donations were library discards and these titles generally sold. L. Godfrey asked whether children's books were donated and sold. R. Joyce answered they were and he sometimes found himself wincing when he saw beautiful picture books discarded by the library but he understood the library had to keep its collection fresh through weeding and he was happy to see these books go into children's hands after being sold in the store.

Disposition: Trustees thanked R. Joyce for his report.

D. Legislative Report – Diane Schiller

Report: D. Schiller said she was following some new bills. Two related to the Freedom of Information Act (FOIA) were causing angst among local units of government. One bill wanted to limit the amount of money a unit of government could charge when producing information following a FOIA request. The second bill would set up a review board to try and eliminate some of the frivolous FOIA requests being made. She said the library had occasionally gotten requests, but not many.

The second was TIF legislation that had not been introduced yet. A number of hearings were held last year about how to respond to units of government, especially counties and libraries, who were worried about TIF districts and the capture of their taxes. D. Schiller said she will watch for this legislation to be introduced in the house. B. Caple asked what the legislation would try to do. D. Schiller said it would make it easier for local units of government to opt out of new and existing TIFAs. Director Rohrbaugh said there was a lot of discussion about this at the DDA, DKI, and Michigan Library Association. D. Schiller said there was also a lot of discussion among government finance officers.

Ten Personal Property Tax bills were passed through the Senate and were in the house. The expectation was they would be passed in the house and to the governor by the end of the week. One thing the bills did was make it easier for local units of government to recoup losses that resulted from the elimination of personal property tax. Secondly they created a new authority – the Local Community Stabilization Authority (LCSA). This authority will be staffed by treasury and will determine how much of the Use Tax will be used for reimbursement assuming the referendum is passed in August. She warned reimbursement may not be 100% because estimates will be based on prior year calculations and will be distributed in priority order. She reiterated, though, that 100% reimbursement was the goal.

Disposition: Trustees thanked D. Schiller for her report.

E. Sharing PLA Experience – Bruce Caple, Cheryl TenBrink and Valerie Wright

Report: B. Caple, V. Wright and President TenBrink shared their experience from attending the PLA Conference. B. Caple told the Trustees the group had an interesting journey down in the snow. He appreciated opening speaker Bryan Stevenson, the Big Ideas session with Simon Sinek, and the Jane Pauley luncheon. He told meeting attendees he had attended three of four sessions with the Harwood Institute commenting he thought KPL did an excellent job working

with the community to understand their needs and desires. He said he enjoyed the awards presentation for the LibraryAware Award and shared information about an online diploma program offered from Gale.

President TenBrink commented she also enjoyed the Big Ideas speakers that came from outside the library field. She attended a millage program with V. Wright but said KPL was already on track doing what the presenters had talked about. She enjoyed author luncheons and better getting to know V. Wright and B. Caple. She thanked Director Rohrbaugh for the opportunity to attend the conference.

V. Wright said PLA was the best conference she attends. She talked about opening speaker Bryan Stevenson and his feeling about libraries and mentioned a number of takeaways she gathered from Simon Sinek's Big Ideas talk. V. Wright talked about many of the sessions she attended sharing data and ideas from each. She attended K. King and F. Howe's session on dealing with bed bugs in the library as well.

Director Rohrbaugh thanked the trustees for attending the conference saying it was much easier to send a larger group when the distance was drivable. She said everything she had heard following the conference from staff and trustees had been positive.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—no meeting.
- B. *Personnel Committee*—B. Caple said the Personnel Committee had not met however the Director's Evaluation form had been distributed. He asked that they be returned to him by April 21, 2014.
- 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 mentioned two items not listed on the Director's Report. She explained the water damage at Oshtemo as a result of frozen pipes which burst. She then also gave an update on the Citizen's Committee for the millage saying reminder calls and postcards to absentee voters would be sent soon. President TenBrink asked if the committee would be needing volunteers and Director Rohrbaugh confirmed the committee would need volunteers on the weekends of the large garage sales in the Winchell and Westnedge Hill neighborhoods.

Director Rohrbaugh drew attention to item two and the possibility of library cards for all KPS students. The author talk with Tracie McMillan drew a good crowd and other Reading Together events had also been well attended. She also mentioned item 11 and the soft launch of The Hub in conjunction with a genealogy lock-in on April 11th.

Discussion: L. Godfrey asked if the library had received any feedback from the article on MLive mentioning the library had opted out of the Oshtemo Township Corridor Improvement Authority. Director Rohrbaugh said she had not received any comments but continues to tell people around town and at the DDA that the library considers each TIFA plan individually. She

highlighted this was different from Kent District Library who had a Board policy to automatically opt out of every tax capture. J. Vander Roest asked Director Rohrbaugh if she had gotten any negative feedback. She said she had not.

J. Vander Roest asked if the harsh winter had an effect on the parking areas. Director Rohrbaugh said they surely had been impacted by the weather. J. Vander Roest asked if the library was running water to prevent frozen water pipes. K. King said Oshtemo had been running its water. V. Wright asked who attended the KidLib Unconference and how it was started. S. Warner said it was attended by youth services librarians, mostly from southeastern Michigan. A. Vernola helped in planning the event and next year the hope was to hold a second KidLib Unconference at KPL.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright thanked the library for allowing her the opportunity to attend PLA. She said the group dinner was great and she really enjoyed spending time with the other trustees and staff.
- B. Caple also thanked the library for allowing him the opportunity to attend PLA. In talking with other attendees, many other libraries were surprised by the number of trustees the library was able to send to the conference. B. Caple also said he enjoyed Tracie McMillan’s message but her presentation style was quite odd and difficult to follow. Director Rohrbaugh said Tracie McMillan had expected to have notes on an iPad that did not work and staff thought she was inexperienced in speaking to crowds of this sort and size. B. Caple said he was impressed with the turnout at the event.
- R. Brown said he also could not get excited about Tracie McMillan’s book following her presentation but he was looking forward to Novella Carpenter’s upcoming visit.
- President TenBrink showed two bracelets she had gotten in the Exhibit Hall at PLA, one of which said “Read” in eight different languages.

X. EXECUTIVE SESSION

President TenBrink asked for a motion to move to an executive session to discuss the upcoming negotiations with KPLA and KPLSP.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO MOVE INTO AN EXECUTIVE SESSION TO DISCUSS THE UPCOMING NEGOTIATIONS WITH KPLA AND KPLSP.

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

MOTION CARRIED 6-0.

Trustees moved to an executive session at 5:17 p.m. President TenBrink invited D. Schiller, T. New and M. Cockrell to stay for the Executive Session.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

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

MOTION CARRIED 6-0.

Trustees moved to open session at 6:00 p.m.

XI. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 6:01 P.M.

X _____
Robert Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
March 31, 2014**

DATE: April 28, 2014

RECOMMENDATION:

I recommend the Board accept the Financial Reports for the month ending March 31, 2014.

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

April 17, 2014
Kalamazoo Public Library
Interim Financial Reports
For the month ending March 31, 2014

Combined Balance Sheet

Taxes receivable as of March 31st totaled \$825,664 including \$815,880 for the 2013 tax levy. Remaining balances for the 2013 tax levy by government unit are: City of Kalamazoo - \$605,187; Kalamazoo Township - \$83,553; Oshtemo Township - \$116,821; and Texas Township - \$10,319.

Sources and Uses of Funds

Electronic Transfers

Sources of funds reflect the tax receipts outlined above with additional IFT/CFT and Payments in Lieu of Taxes (PILOT) totaling \$31,233. The library also received 50% of State Aid to Public Libraries totaling \$36,204 in addition to the monthly transfer of funds to support the MPSERS UAAL Stabilization payment of \$22,595. Other Sources represents the \$52,726 remaining support from the Endowment Fund to the Capital Improvement Plan as approved by the board to support the recently completed Youth and Local History Room renovation project. As of the end of the month, \$10,704,933 remains in pooled government funds.

General Fund Revenue and Expenditure Summary

At three-quarters through the fiscal year, expenditures plus encumbrances for open purchase orders total nearly 70% of the fiscal year total budgeted expenditures. No significant risks to any one line item budget, although several reveal spending patterns warranting further investigation. In particular, Printing, Software & Licensing, and Rent will be researched to compare actual expenditures recorded compared to budget. Overall, however, both Revenue and Expenditures are well within expected patterns.

Capital Improvement Plan

Total expenditures of \$86,393 were recorded during the month of March for final payment on the 2013 Renovation project for Youth & Local History, partial payment on the Metasys control system, and purchase of equipment for The Hub digital lab. The budgeted transfers from the Endowment fund (\$52,726), and Library Gifts (\$6,949) and the current year gift from the Pattons (\$6,000) were recorded and show in the Transfers (of Fund Balance) section of the report at the bottom of the report.

Other Gifts Revenue and Expenditure Summary

Revenue in the Gifts fund consisted of the gift of \$1,500 from PENCHANSKY & WHISLER ARCHITECTS to be used at the library's discretion. A single expenditure for the Teen Mini-Grant was recorded for \$392.93 to purchase books for Summer Reading. Both of the transfers from the Library Gifts and Local History Gift funds outlined in the Capital Improvement Plan comments above show as Transfers to Other Funds in the Gifts Fund Balance Transfers section of this report.

Kalamazoo Public Library Combined Balance Sheet March 31, 2014

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	(\$570,159.70)	\$1,528,505.56	\$63,643.52	\$152,956.67	\$164,604.83
Investments	\$9,593,630.79	\$0.00	\$0.00	\$55,764.38	\$3,575,130.70
Total Cash & Equivalents	\$9,023,471.09	\$1,528,505.56	\$63,643.52	\$208,721.05	\$3,739,735.53
Accounts Receivable					
Accounts Receivable	\$20,038.46	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$20,038.46	\$0.00	\$0.00	\$0.00	\$0.00
Taxes Receivable					
Taxes Receivable	\$825,664.58	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$825,664.58	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets					
Other Assets	\$207,689.58	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$207,689.58	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$10,076,863.71	\$1,528,505.56	\$63,643.52	\$208,721.05	\$3,739,735.53
Liabilities and Fund Balance					
Current Liabilities					
Accounts Payable	\$55,158.85	\$64,418.54	\$0.00	\$31.74	\$0.00
Salaries Payable	\$7,954.26	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$50,972.03	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$114,085.14	\$64,418.54	\$0.00	\$31.74	\$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	\$9,927,300.71	\$1,464,087.02	\$63,643.52	\$208,689.31	\$3,739,735.53
Total	\$9,927,300.71	\$1,464,087.02	\$63,643.52	\$208,689.31	\$3,739,735.53
Total Liabilities & Fund Balance	\$10,076,863.71	\$1,528,505.56	\$63,643.52	\$208,721.05	\$3,739,735.53

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending March 31, 2014**

	March
BEGINNING CASH BALANCE *	\$ 10,541,347
* Including short-term investments	
 <u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 853,847
IFT/CFT, PILOT receipts	\$ 31,233
State Aid/MPSERS UAAL Rate Appropriation	\$ 58,799
District Court Penal Fines/Law Library Revenue	\$ -
Interest Income	\$ 5,581
Library Fines & Fees	\$ 17,151
Other Sources: Gifts, Grants, & Reimbursements	\$ 52,726
Other Gifts (Ready to Read, etc)	\$ 1,500
TOTAL SOURCES OF CASH	\$ 1,020,839
 <u>USES OF CASH:</u>	
Salaries & Wages	\$ (390,879)
Benefits	\$ (199,620)
Materials	\$ (68,640)
Supplies	\$ (17,072)
Facilities	\$ (55,045)
Technical Services	\$ (12,896)
Purchased Services	\$ (19,496)
Other	\$ (65,657)
Capital Expenditures	\$ (27,948)
Prior Year Payables	\$ -
Debt Service - transferred to reserve	\$ -
TOTAL USES OF CASH	\$ (857,253)
 ENDING CASH	 \$ 10,704,933
 <u>Pooled Cash & Investment Accounts</u>	
<u>Checking & other liquid accounts</u>	
Cash to be deposited	\$ -
Fifth Third General & Payroll Checking Accounts	\$ 172,524
First National NOW & ACH Transfer Accounts	\$ 735,408
Fifth Third Arcadia Admin & Transfers Accounts	\$ 37,863
Petty Cash/Midwest Business Exchange Account/Paypal	\$ 10,608
Pooled Cash Accounts	\$ 956,402
 <u>Pooled Investments</u>	
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52
Flagstar Bank MM & CD's	\$ 1,606,584
First National Bank MM, ICS Savings, & CD's	\$ 8,141,895
Pooled Investment Accounts	\$ 9,748,531
Total Pooled Cash & Investments	\$ 10,704,933

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

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
3/3/2014	HCSP MERS Contributions	5/3 General Check	Employee Accounts	\$ (978.35)
3/3/2014	MPSERS February	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (27,592.19)
3/3/2014	MERS February	1st National Transfer	Municipal Employees Retirement System	\$ (22,262.42)
3/3/2014	Transfer from	1st National NOW Check		\$ (750,000.00)
3/3/2014	Transfer to		1st National ICS	\$ 750,000.00
3/3/2014	Transfer from	1st National NOW Check		\$ (50,000.00)
3/3/2014	Transfer to		1st National Transfer	\$ 50,000.00
3/5/2014	Transfer from	1st National NOW Check		\$ (50,000.00)
3/5/2014	Transfer to		1st National Transfer	\$ 50,000.00
3/5/2014	Employee 403b Contributions	1st National Transfer	Employee Accounts	\$ (6,032.31)
3/11/2014	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,393.23)
3/14/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,283.17)
3/14/2014	Payroll March 14, 2014	5/3 Payroll Check	Employee Accounts	\$ (117,715.13)
3/14/2014	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (136.80)
3/14/2014	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,270.13)
3/14/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,342.58)
3/14/2014	Transfer from	1st National NOW Check		\$ (750,000.00)
3/14/2014	Transfer to		1st National ICS	\$ 750,000.00
3/19/2014	Employee 403b Contributions	5/3 General Check	Employee Accounts	\$ (6,402.80)
3/20/2014	HCSP MERS Contributions	5/3 General Check	Employee Accounts	\$ (978.35)
3/22/2014	CD Maturity	1st National Bank		\$ (303,624.43)
3/22/2014	CD Reinvestment		1st National 180 days @ .35% 9/22/14	\$ 306,057.19
3/24/2014	CD Maturity	1st National Bank		\$ (303,624.43)
3/24/2014	CD Reinvestment		1st National 180 days @ .35% 9/24/14	\$ 306,055.52
3/26/2014	Incoming Wire-Ameritrade	Endowment Ameritrade	Fifth Third Checking	\$ 52,726.00
3/31/2014	Payroll March 31, 2014	5/3 Payroll Check	Employee Accounts	\$ (117,282.96)
3/31/2014	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (136.80)
3/31/2014	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,270.13)
3/31/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,935.59)
3/31/2014	Transfer from	Paypal		\$ (5,000.00)
3/31/2014	Transfer to		Fifth Third Checking	\$ 5,000.00
3/31/2014	Transfer from	1st National NOW Check		\$ (50,000.00)
3/31/2014	Transfer to		1st National Transfer	\$ 50,000.00
3/31/2014	Transfer from	1st National NOW Check		\$ (6,100.00)
3/31/2014	Transfer to		1st National Transfer	\$ 6,100.00
Total Electronic Transactions				\$ (356,423.09)

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
Through March 31, 2014

	March	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	\$31,233.48	\$0.00	\$84,865.79	\$133,708.00	\$48,842.21	63.5%
Fines and Fees	\$17,151.37	\$0.00	\$130,420.28	\$170,000.00	\$39,579.72	76.7%
Other Revenue	\$74,424.48	\$0.00	\$369,557.30	\$670,388.00	\$300,830.70	55.1%
Local Support	\$500.00	\$0.00	\$220,049.65	\$231,775.00	\$11,725.35	94.9%
Interest Income	\$5,581.25	\$0.00	\$12,262.00	\$15,000.00	\$2,738.00	81.7%
Other	\$427.80	\$0.00	\$1,600.55	\$1,500.00	(\$100.55)	106.7%
Total Revenue	\$129,318.38	\$0.00	\$11,074,327.57	\$11,462,943.00	\$388,615.43	96.6%
Expenditures						
Salaries						
Administrator Salaries	\$52,956.59	\$0.00	\$478,209.25	\$637,110.00	\$158,900.75	75.1%
Librarian Salaries	\$103,244.39	\$0.00	\$917,246.43	\$1,234,010.00	\$316,763.57	74.3%
Supervisory Technical Salaries	\$54,964.02	\$0.00	\$507,145.28	\$676,715.00	\$169,569.72	74.9%
Library Assistant Salaries	\$126,116.38	\$0.00	\$1,154,468.37	\$1,536,920.00	\$382,451.63	75.1%
Hourly Staff	\$42,918.98	\$0.00	\$395,989.57	\$601,679.00	\$205,689.43	65.8%
Substitute Salaries	\$5,617.18	\$0.00	\$56,177.44	\$89,960.00	\$33,782.56	62.4%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$385,817.54	\$0.00	\$3,509,236.34	\$4,776,394.00	\$1,267,157.66	73.5%
Benefits						
Employee Insurance	\$78,992.00	\$0.00	\$704,330.02	\$984,300.00	\$279,969.98	71.6%
Retirement	\$46,837.73	\$0.00	\$534,663.49	\$829,873.00	\$295,209.51	64.4%
Employer FICA-Medicare	\$20,659.39	\$0.00	\$256,890.97	\$365,220.00	\$108,329.03	70.3%
Other Benefits	\$2,150.00	\$0.00	\$25,607.18	\$52,800.00	\$27,192.82	48.5%
Total	\$148,639.12	\$0.00	\$1,521,491.66	\$2,232,193.00	\$710,701.34	68.2%
Materials						
Adult Books	\$15,413.75	\$39,170.01	\$333,777.60	\$479,050.00	\$145,272.40	69.7%
Juvenile Books	\$1,911.18	\$5,069.98	\$64,511.48	\$98,850.00	\$34,338.52	65.3%
Periodicals	\$1,863.67	\$0.00	\$39,404.49	\$60,706.00	\$21,301.51	64.9%
Audio-Visual Material	\$4,510.15	\$12,926.59	\$179,552.42	\$309,300.00	\$129,747.58	58.1%
Digital Materials	\$2,457.08	\$0.00	\$141,471.22	\$198,620.00	\$57,148.78	71.2%
Total	\$26,155.83	\$57,166.58	\$758,717.21	\$1,146,526.00	\$387,808.79	66.2%
Facilities						
Fuel	\$10,587.43	\$0.00	\$43,080.77	\$67,700.00	\$24,619.23	63.6%
Electricity	\$12,791.18	\$0.00	\$132,385.62	\$182,900.00	\$50,514.38	72.4%
Water	\$338.64	\$0.00	\$3,025.51	\$5,875.00	\$2,849.49	51.5%
Custodial Supplies	\$5,353.57	\$2,761.98	\$50,626.85	\$75,275.00	\$24,648.15	67.3%
Grounds Maintenance	\$6,420.00	\$0.00	\$20,325.00	\$28,415.00	\$8,090.00	71.5%
Building Repair	\$3,191.24	\$986.50	\$48,246.33	\$84,075.00	\$35,828.67	57.4%
Building Operations	\$7,784.01	\$27,891.00	\$115,380.64	\$134,732.00	\$19,351.36	85.6%
Total	\$46,466.07	\$31,639.48	\$413,070.72	\$578,972.00	\$165,901.28	71.3%
Supplies						
Office Supplies	\$5,933.67	\$0.00	\$29,680.17	\$47,520.00	\$17,839.83	62.5%
Marketing Supplies	\$740.00	\$0.00	\$1,107.67	\$5,920.00	\$4,812.33	18.7%
Postage & Freight	\$1,065.92	\$0.00	\$29,580.68	\$46,230.00	\$16,649.32	64.0%
Processing Supplies	\$4,727.10	\$596.97	\$19,347.72	\$62,140.00	\$42,792.28	31.1%
Departmental Purchases	\$2,460.70	\$7,098.79	\$24,056.05	\$46,603.00	\$22,546.95	51.6%
Total	\$14,927.39	\$7,695.76	\$103,772.29	\$208,413.00	\$104,640.71	49.8%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
Through March 31, 2014

	March	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$3,680.61	\$368.76	\$41,431.46	\$74,420.00	\$32,988.54	55.7%
Telecommunications	\$6,446.65	\$0.00	\$62,038.31	\$90,280.00	\$28,241.69	68.7%
Software & Licensing	\$140.19	\$0.00	\$245,379.01	\$296,779.00	\$51,399.99	82.7%
Cataloging & Processing	\$816.40	\$0.00	\$36,027.76	\$72,422.00	\$36,394.24	49.7%
Total	\$11,083.85	\$368.76	\$384,876.54	\$533,901.00	\$149,024.46	72.1%
Purchased Services						
Security	\$12,909.01	\$0.00	\$72,715.75	\$112,884.00	\$40,168.25	64.4%
Insurance	\$10,901.79	\$0.00	\$72,391.96	\$83,500.00	\$11,108.04	86.7%
Legal Services	\$0.00	\$0.00	\$2,787.50	\$17,000.00	\$14,212.50	16.4%
Contracted Services	\$5,836.12	\$0.00	\$112,708.45	\$215,663.00	\$102,954.55	52.3%
Printing Services	\$15,588.63	\$0.00	\$87,429.28	\$95,000.00	\$7,570.72	92.0%
Advertising	\$3,262.89	\$0.00	\$27,557.53	\$68,000.00	\$40,442.47	40.5%
Total	\$48,498.44	\$0.00	\$375,590.47	\$592,047.00	\$216,456.53	63.4%
Other Expenditures						
Miscellaneous Operating	\$2,202.95	\$0.00	\$20,016.20	\$67,240.00	\$47,223.80	29.8%
Tax Charge Backs	\$0.00	\$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	\$4,433.73	\$0.00	\$17,915.83	\$49,700.00	\$31,784.17	36.0%
Staff Development	\$389.00	\$0.00	\$4,920.31	\$28,470.00	\$23,549.69	17.3%
Travel & Conference - Board	\$0.00	\$0.00	\$1,085.00	\$5,000.00	\$3,915.00	21.7%
Miscellaneous Disbursements	\$1,921.20	\$0.00	\$40,706.46	\$66,574.00	\$25,867.54	61.1%
Vehicle Maintenance	\$189.82	\$0.00	\$3,382.99	\$5,260.00	\$1,877.01	64.3%
Programming Expenditures	\$33,091.70	\$0.00	\$124,604.69	\$138,700.00	\$14,095.31	89.8%
Rent	\$2,944.59	\$0.00	\$28,179.78	\$31,600.00	\$3,420.22	89.2%
Total	\$45,172.99	\$0.00	\$315,133.78	\$496,544.00	\$181,410.22	63.5%
Total	\$726,761.23	\$96,870.58	\$7,381,889.01	\$10,564,990.00	\$3,183,100.99	69.9%
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	\$10,524,743.56	\$0.00	\$6,197,991.57	\$6,197,991.57	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$597,442.85)	(\$102,628.58)	\$3,626,680.56	(\$556,047.00)	(\$4,182,727.56)	(652.2%)
ENDING FUND BALANCE	\$9,927,300.71	(\$102,628.58)	\$9,824,672.13	\$5,641,944.57	(\$4,182,727.56)	174.1%

**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	\$4,314.00	\$4,314.00
803 - NCIP	\$0.00	\$7,930.00	\$7,930.00	\$8,000.00	\$70.00
Total Library Systems and Equipment	\$0.00	\$7,930.00	\$7,930.00	\$12,314.00	\$4,384.00
Furniture & Equipment					
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	\$97,228.00	\$97,228.00
815 - Laptop chairs & Workspaces-Oshtemo	\$0.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00
862 - Oshtemo chairs/dollies	\$6,976.06	\$190.78	\$7,166.84	\$7,500.00	\$333.16
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	\$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	\$2,739.43	\$2,739.43	\$5,478.86	\$6,000.00	\$521.14
Total Furniture & Equipment	\$9,715.49	\$13,767.05	\$23,482.54	\$223,436.00	\$199,953.46
Building Alterations					
Building Alterations					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$595.00	\$595.00
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	\$26,253.45	\$0.00	\$193,317.27	\$193,319.00	\$1.73
873 - Parking Lot LED Lights	\$0.00	\$18,140.00	\$18,140.00	\$18,140.00	\$0.00
874 - Metasys control system/monitors	\$21,628.00	\$15,144.71	\$36,772.71	\$36,670.00	(\$102.71)
883 - Portable Thermal Chamber	\$0.00	\$0.00	\$8,995.00	\$9,245.00	\$250.00
885 - Digital Lab Space	\$250.00	\$9,600.00	\$9,850.00	\$28,700.00	\$18,850.00
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	\$48,131.45	\$42,884.71	\$268,292.99	\$375,487.00	\$107,194.01
Computer & Electronics					
Automation					
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	\$0.00	\$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 - Envisonware 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	\$28,546.04	\$2,160.14	\$30,706.18	\$29,721.00	(\$985.18)
888 - Children's AV Cart	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Total Computer & Electronics	\$28,546.04	\$2,160.14	\$59,015.95	\$201,683.00	\$142,667.05
RFID					
RFID					
850 - RFID Reserve	\$0.00	\$0.00	\$0.00	\$14,906.00	\$14,906.00
853 - RFID - 3M Self Check Unit	\$0.00	\$11,330.00	\$11,330.00	\$12,000.00	\$670.00
Total RFID	\$0.00	\$11,330.00	\$11,330.00	\$26,906.00	\$15,576.00
Total Expenditures	\$86,392.98	\$78,071.90	\$370,051.48	\$839,826.00	\$469,774.52
Transfers					
Transfers In/(Out)					
Transfers from other funds					
870 - 2013 Renovations-Youth/History/Camp	(\$52,726.00)	\$0.00	(\$52,726.00)	(\$52,726.00)	\$0.00
884 - Digital Lab Equipment	(\$6,949.00)	\$0.00	(\$6,949.00)	(\$6,949.00)	\$0.00
892 - Local History Room Furniture	(\$6,000.00)	\$0.00	(\$6,000.00)	(\$6,000.00)	\$0.00
Transfers to other funds					
802 - Library Systems	\$0.00	\$0.00	\$8,000.00	\$8,000.00	\$0.00
803 - NCIP	\$0.00	\$0.00	(\$8,000.00)	(\$8,000.00)	\$0.00
Total	\$65,675.00	\$0.00	\$65,675.00	\$65,675.00	\$0.00
Total Transfers	\$65,675.00	\$0.00	\$65,675.00	\$65,675.00	\$0.00

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
 March 31, 2014

	Month	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$1,230.53	\$2,000.00	\$769.47	61.5%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$21,357.00	\$20,000.00	(\$1,357.00)	106.8%
301 - Gifts & Memorials - Materials	\$0.00	\$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	\$1,500.00	\$0.00	\$8,722.21	\$6,306.00	(\$2,416.21)	138.3%
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$30,914.00	\$28,347.00	(\$2,567.00)	109.1%
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00	100.0%
380 - Scholarships/Administration Mini-Grants	\$0.00	\$0.00	\$0.00	\$2,950.00	\$2,950.00	0.0%
381 - Staff Appreciation Mini-Grant	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	0.0%
382 - Adult Services Mini-Grants	\$0.00	\$0.00	\$0.00	\$440.00	\$440.00	0.0%
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$0.00	\$1,395.00	\$1,395.00	0.0%
388 - Eastwood/Powell Mini-Grant	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
389 - Washington Square Mini-Grant	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	0.0%
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$0.00	\$775.00	\$775.00	0.0%
391 - Children's Mini-Grant	\$0.00	\$0.00	\$0.00	\$1,350.00	\$1,350.00	0.0%
Total Revenue	\$1,500.00	\$0.00	\$78,766.17	\$80,613.00	\$1,846.83	97.7%
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	\$0.00	\$0.00	\$157.02	\$2,500.00	\$2,342.98	6.3%
Total	\$0.00	\$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	\$8.00	\$0.00	\$3,923.89	\$4,000.00	\$76.11	98.1%
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 (Family Place)	\$0.00	\$0.00	\$133.36	\$7,000.00	\$6,866.64	1.9%
380 - Scholarships/Administration Mini-Grants	\$0.00	\$0.00	\$0.00	\$3,767.00	\$3,767.00	0.0%
381 - Staff Appreciation Mini-Grant	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	0.0%
382 - Adult Services Mini-Grants	\$0.00	\$0.00	\$0.00	\$440.00	\$440.00	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	\$1,912.00	\$1,912.00	0.0%
388 - Eastwood/Powell Mini-Grant	\$0.00	\$0.00	\$309.62	\$1,882.00	\$1,572.38	16.5%
389 - Washington Square Mini-Grant	\$0.00	\$0.00	\$0.00	\$361.00	\$361.00	0.0%
390 - Teen Services Mini-Grant	\$392.93	\$0.00	\$392.93	\$1,475.00	\$1,082.07	26.6%
391 - Children's Mini-Grant	\$0.00	\$0.00	\$901.03	\$2,715.00	\$1,813.97	33.2%
Total	\$400.93	\$0.00	\$8,960.83	\$30,011.00	\$21,050.17	29.9%

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
 March 31, 2014

	Month	Encumbrance	Year to Date	Budget	Variance	% Complete
Total	\$400.93	\$0.00	\$10,786.74	\$67,953.00	\$57,166.26	15.9%
Transfers						
Transfers Out						
303 - History Room Gifts	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	100.0%
308 - Library Gifts	\$6,949.00	\$0.00	\$6,949.00	\$6,949.00	\$0.00	100.0%
Total	\$12,949.00	\$0.00	\$12,949.00	\$12,949.00	\$0.00	100.0%
Total	\$12,949.00	\$0.00	\$12,949.00	\$12,949.00	\$0.00	100.0%
TOTAL BEGINNING FUND BALANCE	\$222,989.24	\$0.00	\$156,108.88	\$156,108.88	\$0.00	0.0%
TOTAL NET SURPLUS/(DEFICIT)	(\$11,849.93)	\$0.00	\$55,030.43	(\$289.00)	(\$55,319.43)	(19041.7%)
ENDING FUND BALANCE						
233 - Ready to Read - Gifts	\$41,556.30	\$0.00	\$41,556.30	\$31,325.77	(\$10,230.53)	(32.7%)
235 - Ready to Read - Spelling Bee	\$50,602.65	\$0.00	\$50,602.65	\$32,169.54	(\$18,433.11)	(57.3%)
301 - Gifts & Memorials - Materials	\$3,435.35	\$0.00	\$3,435.35	\$2,462.37	(\$972.98)	(39.5%)
303 - History Room Gifts	\$6,872.76	\$0.00	\$6,872.76	(\$0.35)	(\$6,873.11)	N/A
307 - ONEplace Nonprofit Services	\$8,921.58	\$0.00	\$8,921.58	\$7,000.15	(\$1,921.43)	(27.4%)
308 - Library Gifts	\$2,416.82	\$0.00	\$2,416.82	\$0.61	(\$2,416.21)	N/A
310 - KPL Antiracism Transformation Team	\$30,914.00	\$0.00	\$30,914.00	\$27,097.00	(\$3,817.00)	(14.1%)
315 - Children's Room (Family Place)	\$6,866.64	\$0.00	\$6,866.64	\$0.00	(\$6,866.64)	0.0%
380 - Scholarships/Administration Mini-Grants	\$817.00	\$0.00	\$817.00	\$0.00	(\$817.00)	0.0%
383 - History Room Mini-Grant	\$500.00	\$0.00	\$500.00	\$0.00	(\$500.00)	0.0%
387 - Oshtemo Mini-Grant	\$517.25	\$0.00	\$517.25	\$0.25	(\$517.00)	N/A
388 - Eastwood/Powell Mini-Grant	\$1,072.39	\$0.00	\$1,072.39	\$0.01	(\$1,072.38)	N/A
389 - Washington Square Mini-Grant	\$111.18	\$0.00	\$111.18	\$0.18	(\$111.00)	N/A
390 - Teen Services Mini-Grant	\$307.07	\$0.00	\$307.07	\$0.00	(\$307.07)	0.0%
391 - Children's Mini-Grant	\$463.94	\$0.00	\$463.94	(\$0.03)	(\$463.97)	N/A
397 - KCF - Local History and Community Informa	\$55,764.38	\$0.00	\$55,764.38	\$55,764.38	\$0.00	0.0%
TOTAL ENDING FUND BALANCE	\$211,139.31	\$0.00	\$211,139.31	\$155,819.88	(\$55,319.43)	(35.5%)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Flexible Spending Plan Agreement**

DATE: April 28, 2014

Recommendation:

I recommend the Board approve a revision to Kalamazoo Public Library's Flexible Spending Account Plan Agreement with Arcadia Benefits Group effective June 1, 2014.

Executive Summary:

Recent revisions to federal regulations have prompted several amendments to the FSA plan. The amendments allow for the rollover of \$500 in Health FSA amounts, allow an additional 2 ½ months grace period for reimbursable dependent care expenses and update the definition of spouse.

**AMENDMENT NO. 2 TO THE
KALAMAZOO PUBLIC LIBRARY
FLEXIBLE BENEFIT PLAN**

Effective June 1, 2014, for the Plan Year beginning July 1, 2013 and ending June 30, 2014 and subsequent Plan Years, the Kalamazoo Public Library Flexible Benefit Plan (the "Plan") is amended as described below. This Amendment shall apply notwithstanding any other statements in the Plan, the Summary Plan Description (SPD), or any other documents.

The definition of "Spouse" under Article II – Definitions is deleted and replaced with the following:

"Spouse" means an individual of the same or opposite sex who is legally married to a Participant under the laws of the state or other jurisdiction where the marriage occurred, where such marriage has not been terminated through divorce or legal separation.

Addition of \$500 Rollover Provision –

Pursuant to Internal Revenue Service Notice 2013-71, Article IV, the Plan is hereby amended to allow Participants to carry over up to Five Hundred dollars (\$500.00) of unused Health FSA amounts at the end of the Plan Year to their Health FSA balance for the subsequent Plan Year. For avoidance of doubt, the carryover of up to \$500.00 does not impact the subsequent maximum Health FSA salary reduction amount set by the IRS.

Addition of 2 ½ Month Grace Period for Dependent Care FSA – Section 6.9 – Forfeiture of Dependent Care FSA is deleted and replaced with the following:

6.9 Forfeiture of Dependent Care FSA. If a balance is remaining in a Participant's Dependent Care FSA at the end of a Plan Year, the remaining amounts may be used to reimburse the Participant for Qualifying Dependent Care Expenses that are incurred during the subsequent 2-1/2 month Grace Period following the end of the Plan Year as set forth in Section 6.10 below. Any balances remaining at the end of the 90-day run-out period following the end of the Plan Year shall be forfeited.

Section 6.10 - Dependent Care FSA Grace Period is added as follows:

6.10 Dependent Care FSA Grace Period. If any balance remains in a Participant's Dependent Care FSA for a Plan Year after all eligible reimbursements have been made, the balance shall be forfeited by the Participant. However, if a balance is remaining in a Participant's Dependent Care FSA at the end of a Plan Year, the remaining amounts may be used to reimburse the Participant for Qualifying Dependent Care Expenses that are incurred during the subsequent 2 months plus 15 days following the close of that Plan Year (the "Grace Period") under the following conditions:

- (a) In order for a Participant to be reimbursed for Qualifying Dependent Care Expenses incurred during a Grace Period from amounts remaining in his or her Dependent Care FSA at the end of the Plan Year to which that Grace Period relates ("Prior Plan Year Dependent Care FSA Amounts"), he or she must be a Participant with Dependent Care FSA coverage that is in effect on the last day of that Plan Year.
- (b) Prior Plan Year Dependent Care FSA Amounts may not be cashed out or converted to any other taxable or nontaxable benefit. For example, Prior Plan Year Health Care FSA Amounts may not be used to reimburse Qualifying Dependent Care Expenses.
- (c) Qualifying Dependent Care Expenses incurred during a Grace Period and approved for reimbursement in accordance with the Plan's claim procedure for the Dependent Care

FSA will be reimbursed and charged first against any available Prior Plan Year Dependent Care FSA Amounts and then against any amounts that are available to reimburse expenses that are incurred during the current Plan Year. All claims for reimbursement under the Dependent Care FSA will be paid in the order in which they are approved.

- (d) Claims for reimbursement of Qualifying Dependent Care Expenses incurred during a Plan Year or its related Grace Period must be submitted no later than 90 days following the close of the Plan Year in order to be reimbursed from Prior Plan Year Dependent Care FSA Amounts. Any Prior Plan Year Dependent Care FSA Amounts that remain after all reimbursements have been made for the Plan Year and its related Grace period shall not be carried over to reimburse the Participant for expenses incurred after the Grace Period ends. The Participant will forfeit any such balance, which will be subject to the Plan's provisions regarding forfeitures of the Plan.

Section 6.10 – Special Nondiscrimination Rules is renumbered to a new Section 6.11.

6.11 Special Nondiscrimination Rules. In addition to the nondiscrimination rules described in Section 4.9, the Dependent Care Spending Plan shall also be subject to the applicable nondiscrimination requirements under Section 129(d) of the Code, which are described in this Section.

- (a) **Contributions or Benefits.** The contributions or benefits provided under the Dependent Care Spending Plan shall not discriminate in favor of Highly Compensated Employees or their Dependents.
- (b) **Eligibility.** The Dependent Care Spending Plan shall benefit Employees who qualify under a classification set up by Employer which does not discriminate in favor of Highly Compensated Employees or their Dependents. Any Employees who have not attained age 21 and completed one year of continuous employment may be excluded for purposes of this nondiscrimination test, to the extent permitted under Section 129(d)(9)(A) of the Code.
- (c) **Principal Shareholders or Owners.** Not more than 25% of the amounts paid or incurred by Employer for dependent care assistance benefits during the year may be provided for the class of individuals who are shareholders or owners (or their Spouses or Dependents), each of whom (on any day of the year) owns more than 5% of the stock or of the capital or profits interest in Employer.
- (d) **55% Average Benefits Test.** The average dependent care benefits provided to the Participants who are not Highly Compensated Employees under all of Employer's dependent care assistance plans must be at least 55% of the average dependent care benefits provided to all Participants who are Highly Compensated Employees under all of Employer's dependent care assistance plans, as provided under Section 129(d)(8) of the Code.

Any Employees with annual Compensation of less than \$25,000 may either be included or excluded for purposes of the 55% average benefits test. Further, any Employees who have not attained age 21 and completed one year of continuous employment may be excluded for purposes of the 55% average benefits test, to the extent permitted under Section 129(d)(9)(A) of the Code.

Plan Sponsor shall conduct periodic testing immediately before and/or during each Plan Year to determine if the 55% average benefits test is being satisfied. As of the first date during a Plan Year, if Plan Sponsor's testing indicates that the 55% average benefits test shall not be satisfied, the amounts allocated to the Dependent Care FSAs on behalf of Participants who are Highly Compensated Employees may be reduced to the extent necessary to satisfy the 55% average benefits test and/or all or a portion of the amounts allocated to the Dependent Care FSAs on behalf of the Participants who are Highly Compensated Employees may be treated as taxable income.

IN WITNESS OF WHICH, the undersigned, on behalf of the Plan Administrator, has adopted this Amendment No. 2 effective the 1st day of June, 2014.

KALAMAZOO PUBLIC LIBRARY

By _____

Its _____

Dated _____

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Audit Firm**

DATE: April 28, 2014

Recommendation:

I recommend Rehmann be approved to conduct the library's annual audit for a five-year term beginning with fiscal year ending June 30, 2014.

Executive Summary:

All five CPA firms solicited for bids to audit KPL responded. They were BDO, Plante Moran, Rehmann, Seber Tans, and Siegfried Crandall. All five were selected upon the criteria of performing audits on similar Kalamazoo County units of government.

The experience levels and active audits of governmental entities vary among the firms. Both Plante Moran and Rehmann audit several district libraries. Rehmann audits multiple similar governmental units and specifically referenced Spring Lake District Library, Herrick District Library, and Portage District Library. In addition to KPL, Plante Moran has audited eighteen public libraries including Canton Public Library, Northville District Library, and Willard Public Library. BDO currently audits the DDA of Kalamazoo, Vicksburg, and Kalamazoo County and mentions 20 governmental units in West Michigan. Siegfried Crandall audits Paw Paw District Library, Berrien Springs District Library and a long list of townships within Kalamazoo County and greater southwest Michigan. Seber Tans audits several sewer and water districts in Kalamazoo County and the Village of Lawrence, the Climax-Scotts Community Schools, and the Township of Porter in Van Buren County.

The response to price is as follows:

Firm	2014	2015	2016	2017	2018
Seber Tans	\$12,000	\$12,250	\$12,500	\$12,750	\$13,000
Siegfried	\$13,800	\$14,000	\$14,200	\$14,400	\$14,400
BDO	\$13,500	\$13,750	\$14,000	\$14,500	\$14,750
Rehmann	\$12,500	\$12,900	\$13,300	\$13,700	\$14,100
Plante Moran	\$17,400	\$17,900	\$18,400	\$18,900	\$19,400

Rehmann was selected as the recommended firm on the basis of their involvement in governmental organizations, experience with similar library engagements, and competitive price. Rehmann's field office proposed to conduct KPL's audit would be Grand Rapids since they do not have a physical presence in Kalamazoo on a permanent basis. It was felt that with paperless audits and electronic transmission of information, the need for physical proximity of the firm was not as important as it once might have been and that the firm's services and depth of staff experience were more important.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Third Quarter Strategic Planning Statistics**

DATE: April 28, 2014

The attached report details our progress on meeting our strategic planning objectives through the third quarter of the 2013-2014 fiscal year. Most of objectives are on target through this three-quarter point in the year. A few to highlight:

- 1.4, 3.5 and 6.3 all are based on use of the digital lab, The Hub, which will open in May.
- Program attendance objectives 3.4, 4.2 and 7.2 are particularly strong and well above 75%.
- The adult survey, 5.4, was conducted this quarter; results and comments are attached.

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	42,059		133,563	162,917	82.0%	
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.	3,442	2,667	2,207		8,316	13,000	64.0%	
1.3	Each year, the number of people utilizing the Children's Room will increase by 10%.	23,504	11,284	19,461		54,249	54,969	98.7%	
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	-	1,377		1,877	6,820	27.5%	
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.	1,167	924	1,047		3,138	5,500	57.1%	

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	23,813		78,276	103,324	75.8%	
3.2	By June 30, 2016, the circulation of children's music and movies will increase by 25%.	25,871	22,448	20,617		68,936	101,888	67.7%	
3.3	By June 30, 2016, the circulation of children's nonfiction will increase by 20%.	17,696	17,227	18,181		53,104	70,559	75.3%	
3.4	Each year, at least 13,000 children will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	3,737	4,490	3,467		11,694	13,000	90.0%	
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	15,185		48,360	67,533	71.6%	
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.	2,909	1,392	1,608		5,909	5,000	118.2%	
4.3	Each year, the number of people utilizing the Teen Room will increase by 5%.	5,548	7,007	5,629		18,184	30,849	58.9%	
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	128,783		389,662	574,938	67.8%
5.2	By June 30, 2016, the circulation of adult music and movies will increase by 25%.	203,174	200,220	196,332		599,726	862,968	69.5%
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.	3,167	1,789	1,912		6,868	10,000	68.7%
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	31,293		108,233	149,242	72.5%
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	4,527		28,347	41,015	69.1%
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	4,508		8,905	10,676	83.4%
7.2	Each year, at least 3,000 people will attend locally focused programs or outreach events sponsored or co-sponsored by the library.	412	1,233	1,279		2,924	3,000	97.5%

* 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).

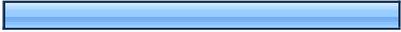
* Wi-Fi usage being recorded differently. Beginning January 2014, statistics will be much lower. Target will be recalculated or the 2014-2015 fiscal year.

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1. On your most recent trip to the library, were you able to find something good to read, view or listen to?

		Response Percent	Response Count
Yes		98.3%	295
No		2.0%	6
answered question			300
skipped question			6

2. How do you find good materials to read, view or listen to? (Check all that apply)

		Response Percent	Response Count
Online Catalog		59.9%	179
Browsing the shelves		78.9%	236
Displays		56.5%	169
Recommendations from library staff		31.4%	94
Blogs		11.4%	34
Facebook or other social media sites		16.4%	49
KPL Website		30.1%	90
Saw item at bookstore and checked availability at library		42.1%	126
answered question			299
skipped question			7

3. Have you attended a program at the library?

		Response Percent	Response Count
Yes		66.9%	200
No		33.1%	99
answered question			299
skipped question			7

4. How would you rate the programs you have attended at the library?

		Response Percent	Response Count
Very enjoyable		60.2%	162
Somewhat enjoyable		11.9%	32
Not enjoyable		1.9%	5
I do not attend programs		26.0%	70
If you selected 'Not enjoyable' or 'I do not attend', please explain why.			36
answered question			269
skipped question			37

5. Did you find the physical space of the library welcoming?

		Response Percent	Response Count
Yes		93.1%	271
No		6.9%	20
answered question			291
skipped question			15

6. Do you find the library to be easy to navigate in terms of locating what you need?

		Response Percent	Response Count
Yes		93.1%	271
No		6.9%	20

If you selected 'No', please explain why.

14

answered question	291
skipped question	15

Q4. How would you rate the programs you have attended at the library?

1	I just haven't yet.	Apr 8, 2014 6:54 AM
2	Time constraints.	Mar 30, 2014 8:51 AM
3	i just don't	Mar 29, 2014 2:56 AM
4	Just haven't, don't really know why.	Mar 28, 2014 3:11 PM
5	Too many young children and babies at the zoo program. This should be for 10 years + and could be more of an adult program.	Mar 26, 2014 8:49 AM
6	I always forget to go!	Mar 26, 2014 8:45 AM
7	No time, man.	Mar 26, 2014 8:45 AM
8	I don't know what programs are.	Mar 26, 2014 8:39 AM
9	No reason, may start	Mar 26, 2014 8:35 AM
10	Busy	Mar 26, 2014 8:34 AM
11	Busy	Mar 26, 2014 8:34 AM
12	Work schedule	Mar 26, 2014 8:32 AM
13	Haven't been able to make it.	Mar 26, 2014 8:31 AM
14	I am not good in group situations.	Mar 19, 2014 5:03 PM
15	Scheduling conflicts, but would like to attend.	Mar 17, 2014 7:42 AM
16	Time conflicts.	Mar 15, 2014 2:13 PM
17	I just like to get in and get out.	Mar 4, 2014 12:04 PM
18	None that I've seen so far that I felt I "had to" attend.	Feb 28, 2014 2:46 PM
19	Never thought about it.	Feb 21, 2014 10:59 AM
20	No particular reason.	Feb 15, 2014 3:14 PM
21	Only attended one because I don't like night driving.	Feb 15, 2014 9:29 AM
22	I am elderly and have some health issues.	Feb 14, 2014 10:05 PM
23	generally not interested or busy/lazy	Feb 14, 2014 7:52 PM
24	not interested	Feb 14, 2014 7:24 PM
25	Too busy at the moment; small child at home who likes to demand our time. :)	Feb 14, 2014 7:03 PM
26	I have been to several music concerts, sometimes with friends. We always end up leaving because the music is much, much too loud and hurts our ears. I have mentioned this to the sound technician too with no results. If the music is louder	Jan 31, 2014 3:07 PM

Q4. How would you rate the programs you have attended at the library?

than 86 decibels, it damages a person's hearing. My friends and I have given up on the concerts.

27	Never really thought about it.	Jan 31, 2014 10:10 AM
28	I just come to the library for books.	Jan 28, 2014 11:43 AM
29	do not like to drive at night. parking is a problem at KPL	Jan 26, 2014 5:46 PM
30	I never really think about it.	Jan 21, 2014 12:45 PM
31	The acoustics in the Van Deusen Aud. are not good. I have very expensive hearing aids and still can not hear speech well enough to follow the presentations. We now go to only music programs	Jan 18, 2014 8:11 PM
32	Have not taken the time to attend.	Jan 18, 2014 2:30 PM
33	Other things to do closer to home.	Jan 17, 2014 2:21 PM
34	subjects were not of much interest to me	Jan 17, 2014 1:15 PM
35	Haven't found an interesting one that fits my schedule recently.	Jan 4, 2014 9:17 AM
36	1). high weekday downtown parking fees. 2). many programs 'kid centered'	Jan 3, 2014 3:44 PM

Q6. Do you find the library to be easy to navigate in terms of locating what you need?

1	The library front doors left open to heat outside why? How much does this cost? Not a very (green) library when it comes to saving money and the planet.	Mar 26, 2014 8:51 AM
2	Can you order "Love in the Afternoon" on DVD? One of the best movies ever and I can't find it anywhere!	Mar 26, 2014 8:50 AM
3	mix of books and audio books is challenging.	Mar 26, 2014 8:34 AM
4	It's probably just me.	Feb 14, 2014 11:09 AM
5	It's probably just me.	Feb 14, 2014 11:09 AM
6	More of a sometimes, rather than a no. i can't really put my finger on it. maybe there are usually less copies of what i want. very helpful staff always.	Feb 3, 2014 5:42 AM
7	Books on tape - hard to browse.	Jan 31, 2014 6:47 PM
8	The order of books on the second floor was not sequential. Even the librarian could not find the material I sought.	Jan 31, 2014 3:07 PM
9	Sometimes the order of the books in the first floor rotunda, as well as the new release DVDs in the basement, are hard to decipher.	Jan 31, 2014 2:01 PM
10	I do, but there still isn't an easily accessible restroom for my wheelchair friend.	Jan 18, 2014 12:27 PM
11	I just put things on reserve so I don't browse	Jan 17, 2014 8:30 PM
12	Sometimes I can't find things right away but there are enough resources to get me where I need to go sooner or later.	Jan 17, 2014 11:17 AM
13	I have only used the history room and microfilm but yes.	Jan 5, 2014 8:05 AM
14	Tho need to ask for directions at times	Jan 3, 2014 12:30 PM

**Director's Report
April 2014**

From the Director

1. Recent meetings and events attended include DKI and DDA boards, informal gathering with area class 6 directors, Friends monthly board meeting, SMLC quarterly council meeting, Citizens Committee working on the millage, many internal meetings and library programs.
2. From the Friends of KPL April Board meeting:
 - Annual meeting is April 30.
 - Revenues for the year ending March 31 were about \$1100 above last year thanks to the sale of a rare book to the University of Michigan.
 - Friends celebrated National Library Week with a bookstore discount for KPL staff and a cake in the staff room.
 - Two long time volunteers were honored by friends with donations to the Friends.
 - Board reviewed the library's "Wish List" for the year and approved any combination of the items for Friends' funding.
 - Approved a budget for the year beginning April 1 of \$103,900.
 - Bill Caskey from Youth Services joined me at the meeting to talk about "Bookworms", the parent/child book group. The Friends have funded books for the participants the last few years through mini-grants.
3. The Douglass Community Association recently completed a facilities assessment done by CSM. The roof and the curved windows in the library space were identified as high priority items. Now the challenge is to raise the funds to undertake the work.

The next community forum for the Douglass will be May 15 at 5:30. This is a follow-up to the one held in August. The results of a community survey will be shared.
4. We will have a site visit from *Family Place Library* staff on April 30. One component of the day is a lunch with some trustees and community partners. Some staff and trustees will be at that lunch event, others at the Friends luncheon.
5. Our Anti-racism Transformational Team is in place; first orientation was Friday, April 18. Staff and community members who applied were interviewed by the Planning and Design Task Force. Our thirteen member team is staff members Bill Caskey, Jennifer Cornell, Angela Fortin, Caitlin Hoag, Brenda Hughes, Jermaine Jackson, SaConna Johnson, Terry New and Judi Rambow; community members are Charles Cooper, Jr., Amy Galick, and Kerria Randolph.

6. The schedule for the year beginning July 1 is attached. It follows the pattern of previous years.

Create young readers

7. Staff have created a short video about Family Place Library and other services for young children. It's on our website.

Stimulate imagination

8. We had a busy spring break week:
 - TAB, Game Central, Michael Jackson Experience, Found Poetry, Pigeon Party, First Saturday, Air Zoo High Flying Fun, Miss Lisa Ballerina, Chemical Kim, Capoeira with CDO West Michigan, Western Dance Project, Read with Bailey, Binder Park Zoomobile, Movie and Snacks, and Marble Run Mania!
 - Over 60 teens attended the Michael Jackson Experience at Powell – so many that we had to move to the Douglass community room. Twenty had attended Powell storytime earlier in the day.
 - In addition to strong spring break program attendance, Oshtemo set a circulation record on Monday, April 7: 1,818 items checked out.
9. El Sol Elementary School held their Literacy Night Celebration at Central. Each grade level provided an activity centered around a particular author; we had copies of each author's books to be checked out. Transportation was provided to and from school and each child left the library with a book and a healthy snack.
10. KPL staff attended Winchell's Literacy Night and registered patrons for library cards on site. Many had cards and reported they visit often.
11. The third round of visits by KPS First Graders are underway. At school year end, all families of KPS first graders will receive a letter summarizing the visits, describing the school card, and encouraging sign-up for summer reading games.
12. And adults visit too.....we hosted twenty students from the KPS Adult Ed GED prep class. They received library cards and checked out GED materials.
13. This is the 20th year for the *Global Reading Challenge* and it is still going strong. Finale is April 28 at Central.
14. Sign-up for the Three Book Battle is underway in Teen: three kids (6th, 7th, 8th graders), three books. This is an opportunity for kids who have aged out of *Global Reading Challenge* to keep on reading and competing.
15. The *Bookworms* read Bunnicula last month. Funding from the Friends provides books-to-keep for participating families.

16. *Reading Together 2014* wrapped up with author Novella Carpenter. Nearly 400 enjoyed her stories about Ghost Town Farm and urban farming. Karen Santamaria will give a report on this year's RT at the May board meeting.

Connect to the digital world

17. The digitization stations in THE HUB debuted at the Local History Lock-in on April 11. The concept and equipment was a huge hit and attendees were extremely excited about the lab and its capability.
18. IT staff member, Vik Jaglan, passed the Dell TechDirect Desktop and Mobile certification courses. This allows us to obtain parts and manage tech support for Dell products, while reducing time on phone-based troubleshooting. We will now have access through the Dell TechDirect online portal.

Celebrate local

19. Local History recently added new digitized newspapers from the Climax-Scotts area and one scrapbook to our regional publications and images database. Funding was provided by the Prairie Historical Society.

Operations

20. Staff who work with children have been invited to training to be offered by Education for the Arts on using voices and bodies as musical instruments to share music and rhythm with young children. A nice opportunity with a partner organization.
21. Our youth staff partnered with others to provide training on how to include all children in programs in the classroom. The training included physical, visual, and auditory disability simulations and a hands-on crafting time which helped staff explore ways to modify a picture book to assist children with fine-motor difficulties.
22. Jill Lansky and Andrea Vernola presented "Beyond Lego Club" at the recent MLA Spring Institute. Participants left with 25+ program ideas from preschool to teen.
23. Stewart Fritz was invited to a meeting with KPS middle school administrators, teachers, and librarians to discuss strategies for increasing middle school literacy.
24. Nancy Davis-Smith and Angela Fortin from Oshtemo staff attended an appreciation luncheon hosted by the Friends of Oshtemo Township Park. They shared our collaboration with the park and promoted library services.
25. Children's DVDs and CDs have been moved from the AV area on the lower level to the Children's Room.
26. The chiller at Central ran well for the first time this year. We will be ready for cooling season.

27. An outer pane of glass above the second floor along South St fell. The window is secure but a replacement will take several months to obtain. Cause is not known....could have been vandalism or a bird.

Library stories

28. A patron comment about Music and Make Believe: "I wanted to thank you for this wonderful event. Our just three year old grandtwins were captivated by the story and then the string quartet. It was a joy to watch the wonder on their faces as their eyes went from one musician to another. Also the take home collage materials had their complete attention later that day and the next. Thank you so much."
29. From an Edison teacher: "Thank you so much for the opportunity to compete in the GRC. I have always tried to spark a love for reading in my students and this really lit a fire. My students devoured the books and keep coming back for more! It was neat to see 40 students ask ME for more books. You and your staff did a great job with our kids, readers, and spectators alike, making all of them feel part of something. Again, I can't thank you enough."
30. A thank you note from the Genealogy Lock-in: "It is so great to be part of the lock-ins. I am so excited about working in the hub to digitize my photos. This is such a great new addition to the library".
31. We received a lengthy email from a patron about our AV staff and collection. He wrote "you own many hidden gems, especially independent and foreign", "I admire the ecosystem from acquisition of new items to donating those same items to the Friends.", "I am very lucky to live in a city that has a powerful library system that shadows much larger city library systems."

Kalamazoo Public Library

2014/2015 Library Schedule

Friday, July 4, 2014	Closed for Independence Day
Monday, September 1, 2014	Closed for Labor Day
Thursday, September 4, 2014	Winter Hours Begin – Open Thursday Evenings at Central Library until 9:00 p.m.
Sunday, September 7, 2014	Open Sunday Afternoons at Central Library – 1:00 to 5:00 p.m.
Tuesday November 11 th , 2014	Closed for Staff Day
Wednesday, November 26, 2014	Close at 5:00 p.m. for Thanksgiving
Thursday, November 27, 2014	Closed for Thanksgiving Day
Wednesday, December 24, 2014	Closed for Christmas Eve
Thursday, December 25, 2014	Closed for Christmas
Wednesday, December 31, 2014	Close at 5:00 p.m. for New Year's Eve
Thursday, January 1, 2015	Closed for New Year's Day
Sunday, April 5, 2015	Closed for Easter Day
Thursday, May 14, 2015	Last Thursday Evening of Service – Central Library closes at 6:00 p.m. starting May 21
Sunday, May 17, 2015	Last Sunday of Service – Summer Hours begin Monday May 18
Monday, May 25, 2015	Closed for Memorial Day

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
March 31, 2014**

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	25,031	1,468	10,283	432	2,384	39,598	342,535	349,709	-2%
-ebook	3,525					3,525	28,522	20,937	36%
-Digital Magazine	318					318	2,698		
Teen	3,634	124	1,054	107	302	5,221	47,144	47,532	-1%
Juvenile	19,075	1,475	9,118	468	1,269	31,405	262,978	239,313	10%
Total	51,583	3,067	20,455	1,007	3,955	80,067	683,877	657,491	4%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,985	79	1,126	21	146	3,357	31,100	35,094	-11%
-Digital	1,535					1,535	10,318	6,526	58%
Music									
-CD	5,670	390	995	196	425	7,676	68,031	78,039	-13%
-Digital	1,146					1,146	8,766		
Video									
-DVD	34,963	4,207	9,626	2,589	6,833	58,218	520,431	537,675	-3%
- Digital	486					486	1,518		
Total Non-Print Material	45,785	4,676	11,747	2,806	7,404	72,418	640,164	657,334	-3%
Total Circulation	97,368	7,743	32,202	3,813	11,359	152,485	1,324,041	1,314,825	1%
Computer Usage									
Onsite Computer Use	8,063	647	1,272	676	704	11,362	104,933	109,769	-4%
Computer Usage Remote						2,207,244	21,210,277	24,671,436	-14%
Wireless Internet	1,621	-	-	-	-	1,621	28,347	27,082	5%
Database Statistics									
Database Sessions	1,333					1,333	12,411	11,736	6%
Database Searches	49,774					49,774	415,311	389,402	7%
Total Registrations	332	30	102	9	37	1020	8,210	8,920	-8%

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LIBRARY STATISTICS
March 31, 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	22	4	7	1	0	34	206	212	-3%
Attendance	1069	73	123	10	0	1275	7140	5743	24%
Teen Events	15	1	6	1	1	24	188	92	104%
Attendance	449	12	38	2	4	505	6910	3895	77%
Juvenile Events	52	16	18	22	8	116	726	753	-4%
Attendance	2605	686	691	499	304	4785	28794	26046	11%
Total Events	89	21	31	24	9	174	1120	1057	6%
Total Attendance	4123	771	852	511	308	6565	42844	35684	20%
Law Library									
Visitors	303					303	2512	2194	14%
Phone Calls	119					119	790	958	-18%
Questions Answered	431					431	2983	3190	-6%

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

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Exercise and Discussion about Library's
Purpose Statement, Vision, and Core Values**

DATE: April 28, 2014

Our current vision, mission, and core values were approved by the board in 2007, well before we undertook a strategic planning process and set priorities. We are already into our second 3-year cycle of these priorities with goals, objectives, and targets set each year. It is time to reconsider our vision, mission, and core values.

Thom Andrews, a skilled facilitator and a KPL staff member of course, has lead two exercises with the Management Team. We now have draft #2 of the outcome of those exercises and are now ready to expand the groups considering these statements for KPL.

At the board meeting, Thom will facilitate an exercise with the board members. The exercise will take about 20 minutes and will be an opportunity for board input into the process. Over the next several weeks, we will do likewise with each library department with the goal of bringing a recommendation for our mission or purpose, vision, and core values to the board in May or June.