

**Kalamazoo Public Library
 OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
 REGULAR SESSION**

DATE: May 24, 2010
 TIME: 4:00 p.m.
 LOCATION: Central Library
 Board Room
 315 South Rose Street
 Kalamazoo, MI 49007

PRELIMINARY BUSINESS

ROLL CALL:

Trustees present: Cynthia Addison, Robert Brown, Lisa Godfrey, Cheryl TenBrink,
 James Vander Roest and Valerie Wright
Absent: Fenner Brown

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

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution: Public Hearing on Preliminary Budget for 2010/2011

Recommendation: Director Rohrbaugh recommended the board adopt a resolution authorizing a public hearing at 4:00 p.m. on June 28, 2010 on the 2010/2011 proposed preliminary budget.

MOTION: R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ADOPT THE RESOLUTION AUTHORIZING A PUBLIC HEARING ON THE PROPOSED 2010/2011 PRELIMINARY BUDGET.

Executive Summary: It is necessary to hold a public hearing on the proposed budget and publish notice of the hearing as detailed in the attached resolution to legally set the millage rate that supports the budget and allows the authorized property taxes to be collected for operation of the library.

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



Motion carried 6-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

A. Minutes of the Board Meeting of April 26, 2010

B. Personnel Items

New Hire

Rachel Crabill was hired as a full-time cataloger within Information Technology and Technical Services effective June 1, 2010. Rachel has a breadth of experience, including employment in the accounting and human resources fields and work as a research assistant. She has worked at a neighboring public library and has been a member of the KPL hourly staff for more than two years, serving as intern in the Law Library and a library aide II in the Library Office and in Patron Services. Rachel recently earned her MLIS degree from Wayne State University. She will bring to her position a solid skill set and a broad interest in diverse aspects of librarianship.

Retirement/Revised Effective Date

Linda Cook, librarian, announced her retirement effective June 1, 2010 in April of 2009. Linda has requested to work through June 30 with a revised retirement effective date of July 1, 2010 in order to be able to be covered under the state retirement incentive program. Linda began her career at KPL in 1969 and joined the salaried staff soon afterward. I am willing to accommodate this request from a long-time KPL employee.

Disposition: The board accepted the Minutes of the Meeting of April 26, 2010 and the Personnel Items.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending April 30, 2010

Recommendation: A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending April 30, 2010 as presented.

Executive Summary:

This month's reports reflect the pay off of the 2002 library bond. The fund balance has been increased by over \$15,000. Tax reduction projections were in the ballpark – the estimate was 4.4%, actual reductions are 4.8%.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING APRIL 30, 2010.



Motion carried 6-0.

V. REPORTS AND RECOMMENDATIONS

ACTION ITEMS

A. Budgets

Recommendation: The director recommended the board take the following action by separate motions and votes:

1. Approve the “General Operating Revised Close Estimate Budget for FY Ending June 30, 2010.”
2. Receive for review the “General Operating Preliminary Budget for FY Ending June 30, 2011.”
3. Approve the “Other Gifts & Grants Revised Close Estimate Budget for FY 2009-2010” and the “Other Gifts & Grants Preliminary Budget for FY 2010-2011.”
4. Approve the “Capital Improvement Plan for the Three Years Ending June 30, 2012.”

Executive Summary:

The “General Operating Revised Close Estimate Budget for Fiscal Year Ending June 30, 2010” incorporates the final revisions for the fiscal year. Property taxes are within expectations

Minutes of the May 24, 2010 Kalamazoo Public Library Board of Trustees Meeting, cont.

with adjustments in receipt of Industrial Facilities, Pilot Program, and Brownfield taxes. Salaries and benefits have been adjusted to reflect staffing reductions made during the year and the vacancy credit has been eliminated. Some other adjustments have been made within categories. The total impact of all adjustments is an increase in Total Ending Fund Balance of \$10,612 to \$3,977,768 to begin the next fiscal year on July 1.

The “**General Operating Preliminary Budget for Fiscal Year Ending June 30, 2011**” is built on predicted property tax revenue declines and losses in delinquency reserves. This results in a reduction of 4.8% in total property tax revenues. State aid has been eliminated as have other nonrecurring revenue for a loss of 5% of our operating revenue from the current year. Salaries and benefits have been budgeted at current levels with a compensation reserve for step and benefit increases. Materials have been partially realigned to reflect strategic planning priorities. Transfers to the Capital Improvement Plan and the Transfer to Debt Service have been reduced from the current year with the Total Unreserved Ending Fund Balance at just over \$250,000.

The “**Other Gifts & Grants Close Estimate Budget Revision for Fiscal Year 2009-2010**” and the “**Other Gifts & Grants Preliminary Budget for Fiscal Year 2010-2011**” recognize the continuation of *Ready to Read* and other gifts and grants.

The “**Capital Improvement Plan for the Three Year Period Ending June 30, 2012**” shifts the three year budget forward one year. Allocations for 2010-2011 include replacement of the boiler at Oshtemo, continued replacement of PCs and other IT upgrades and a limited furniture, equipment, and technology projects with funding to be released later in the fiscal year when actual revenues are known.

More detailed notes were attached to each budget; the budgets were reviewed and recommended to the full board by the Finance and Budget Committee.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE “GENERAL OPERATING REVISED CLOSE ESTIMATE BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2010.”



Motion carried 6-0.

MOTION: J. VANDER ROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT FOR FIRST REVIEW THE “GENERAL OPERATING PRELIMINARY BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2010.”



Motion carried 6-0.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE “OTHER GIFTS & GRANTS REVISED CLOSE ESTIMATE BUDGET FOR FY 2009-2010” AND THE “OTHER GIFTS & GRANTS PRELIMINARY BUDGET FOR FY 2010-2011.”



Motion carried 6-0.

J. VANDER ROEST MOVED AND R. BORWN SUPPORTED THE MOTION TO APPROVE THE “CAPITAL IMPROVEMENT PLAN FOR THE THREE YEAR PERIOD ENDING JUNE 30, 2012.”



Motion carried 6-0.

B. Compensation Pools for Administrators and Supervisory/Technical Employees

Recommendation: Director Rohrbaugh recommended board approval of compensation adjustment pool not to exceed \$51,000 for Administrator and Supervisory-Technical compensation adjustment for fiscal year 2010/2011, divided as follows:

| | |
|-------------------------------|-----------------|
| Supervisory/Technical: | \$40,000 |
| Administrator: | \$35,000 |

Executive Summary:

These pools are based on expected rate changes in fringe benefits and salary adjustments for those employees moving through the salary range and not at the top of the scale for their classification.

This allocation is included in the preliminary operational budget reviewed by the Finance and Budget Committee.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE A COMPENSATION ADJUSTMENT POOL NOT TO EXCEED \$51,000 FOR ADMINISTRATOR AND SUPERVISORY-TECHNICAL COMPENSATION ADJUSTMENT FOR FISCAL YEAR 2010/2011 AS PRESENTED.



MOTION CARRIED 6-0.

C. Organizational Structure

Recommendation: The director recommended board approval of the following changes to the organizational chart effective July 1, 2010:

- Moving branches from Youth and Neighborhood Services to Patron Services
- Moving Audiovisual from Patron Services to Information and Reader Services
- Renaming Youth and Neighborhood Services, Youth Services
- Renaming Information and Readers Services, Adult Services

Executive Summary:

The board recently accepted the five priorities and eight goals resulting from our strategic planning process. An outcome is a reexamination of our organizational structure to most effectively and efficiently carry out these priorities and to align our departments and managerial workloads accordingly.

Youth Services will take the lead on four of our eight goals:

- Children (birth to five) will have programs, services, and materials to prepare them to enter school ready to learn.
- Parents and caregivers will have the tools and skills needed to prepare children (birth to five) to learn when they enter school.
- Children (six to eleven) will have materials and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.
- Tweens and teens (twelve to eighteen) will have a supportive environment that provides pleasurable reading, viewing, and listening experiences that respond to their current interests.

Moving branches from Youth and Neighborhood Services will allow the staff more time to nurture and strengthen our existing partnerships to achieve greater access to children, including tweens and teens, and families who do not have a history of using the library. Generally these are families we would not reach without collaborations. Coordination of service to children, tweens, and teens through Youth Services would continue but the reporting structure would be through Patron Services.

Audiovisual would move from Patron Services to renamed Adult Services to reflect the move to centralized selection beginning July 1 and to centralize our response to goal #5:

Minutes of the May 24, 2010 Kalamazoo Public Library Board of Trustees Meeting, cont.

adults will enjoy a wide variety of new and popular reading, viewing, and listening materials and services that respond to their current interests. Some resources currently within Information and Reader Services will be reallocated to support this goal. With less of a priority on information, a departmental name change is also indicated. Although we'd like to have a new name, as opposed to returning to a previous departmental name, we haven't come up with a better one to reflect the services included in this department.

After these organizational changes are in place, we will turn attention to many "follow-up" issues including how to fill the vacant position in the children's room, who will select AV materials and have overview of the services within Information and Reader Services/ Adult Services, where adult programming best fits in our organizational structure, what services need to be eliminated or reduced to reallocate resources to our priorities, what service hours at central and branches can be supported by decreased staffing levels. As we work through these issues, hopefully the financial and retirement uncertainties will become clearer. Some of these follow-up issues will be brought to the board as recommendations, others for information.

This recommendation was reviewed and is supported by the Personnel Committee.

MOTION:

R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO MAKE THE RECOMMENDED CHANGES TO THE ORGANIZATIONAL CHART.



MOTION CARRIED 6-0.

REPORTS

D. Reading Together

Presentation: **Lisa Williams**, Programming Specialist, reported to the board on the 2010 Reading Together program featuring *Snow Falling on Cedars*. She told them about anecdotally supported demographics regarding participants. More females, over 40 and high school students participated. There were fewer programs this year, but they were well-attended. The highlight was the author visit by David Guterson, which was well-attended by people who represented a wide age range. It is the expectation the book for next year's program will be selected by the end of the summer.

Disposition: Trustees received the information.

E. Document Repository Status

Presentation: **Michael Cockrell**, Head of Adult Services, talked about information received at a recent meeting attended by he and Mary Doud of stakeholders and government representatives regarding the options available to maintain a regional depository structure in light of Library of Michigan plans to divest themselves of that status as a result of drastic budget cuts. This status must be maintained in order to be allowed by the Federal Government to

weed vast government documents collections. The direction is not yet clear, but stakeholders are committed to developing a solution.

Disposition: The board received the information

F. Strategic Planning

Presentation: **Ann Rohrbaugh** updated the board on the activities in which staff participated during consultant Sandra Nelson's third and final visit to Kalamazoo to lead the strategic planning process. The next steps will be to confirm the evaluation criteria to be used and then to

Minutes of the May 24, 2010 Kalamazoo Public Library Board of Trustees Meeting, cont.

measure the effectiveness of all activities. This is a tedious and time consuming process, but it provides a structure to establish a way forward toward a user centered library that provides what our patrons want.

Discussion: In response to a question from L. Godfrey about the use of volunteers, M. Doud indicated volunteers may become a high priority, but there is no structure for that currently.

Disposition: Trustees received the information.

VI. COMMITTEE REPORTS

Finance & Budget Committee

J. Vander Roest: indicated the committee did a lot of work on budgets.

Personnel Committee

R. Brown: the results of their recent work were included on the meeting agenda.

VII. OTHER BUSINESS

Director's Report

In addition to the director's written report she reported few declarations from KPL employees in response to the state incentive extended to MPSERS employees to retire.

Also reported was that although we have a current vacancy credit of \$110,000 we will need to save at least that much next year. We will need to continue to reduce personnel costs and to look at further cost savings if lower revenue projections are accurate. Severance pay to those who do retire will be a factor as well as other personnel liabilities. Messa costs are expected to continue to climb. We will need to look long and hard at every vacancy that comes open.

Finally, she reminded trustees of the annual staff recognition breakfast scheduled for June 10 and told them central library will open at 10:00 a.m. that morning.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

J. Vander Roest successfully used self checkout recently.

R. Brown attended one of the Wednesday evening concerts recently and found it to be excellent.

X. ADJOURNMENT Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:40 p.m.

Cheryl TenBrink, Secretary