



Kalamazoo
Public Library

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MEETING AGENDA

KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES

CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR

315 S. Rose Street, Kalamazoo, MI 49007

April 22, 2013, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of March 25, 2013
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending March 31, 2013
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Anti-Harassment Policy
 - B. Anti-Racism Team
 - Reports
 - C. KPL Survey Report – Dr. Whitney Gunter, Kercher Center for Social Research, WMU (attachment to Board members only)
 - D. Third Quarter Strategic Planning Statistics
 - E. Legislative Update – Diane Schiller
 - F. Reading Together Wrap-Up Report – Karen Santamaria
 - G. Response to Patron: Noise in Rotunda – Sue Warner
- 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. Preliminary Discussion of Next Cycle of Strategic Priorities
 - B. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION
- XI. ADJOURNMENT

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: March 25, 2013
Time: 4:00
Location: Central Library Board Room

TRUSTEE ROLL CALL:

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

Absent: Robert 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

Ayshhyah Khazad, 710 Collins St., Apt. 1202, addressed the Board concerning the level of noise at Central Library. He told board members young children throw temper tantrums in the rotunda. Once security addresses the noise issue the children quiet down for a short time before becoming loud once again. A. Khazad said that he had raised this issue at the City Commission meeting and City Commissioner Don Cooney suggested having computers for parents and guardians to use in the Children's Room. A. Khazad brought this suggestion to Children's Room staff who told him a deliberate decision had been made to only allow children to use the computers in the Children's Room. He asked that the Board reconsider this decision in order to cut down the noise made by young children on the second floor of the library.

Director Rohrbaugh suggested a report could be brought back to the next Board meeting on this issue.

III. CONSENT CALENDAR

- A. *Minutes of the Board Meeting of January 28, 2013*
- B. *Personnel Items (none)*

IV. FINANCIAL REPORT

- A. *Financial Reports for the Month Ending February 28, 2013*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending February 28, 2013.

Discussion: J. Vander Roest noted a considerable amount of income from taxes had been collected but that the library was still awaiting money from Kalamazoo Township. Director Rohrbaugh said a budget adjustment would be necessary in the future to account for the work done by Griffin Pest Solutions following the bed bug incident. She also drew attention to the \$108,000 market value growth of the endowment fund during the month of January.

MOTION: J. VANDER ROEST MOVED AND B. CAPLE SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING FEBRUARY 28, 2013.

MOTION CARRIED 6-0. 

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *Child Safety Policy*

Recommendation: Director Rohrbaugh recommended the Board approve the “Child Safety Policy” to replace the “Unattended Children Policy”.

Executive Summary: This recommended policy emphasized safety, rather than “unattended children” to reflect changes in society since the original policy was approved twenty years ago. There was also a need to more clearly define the term “caregiver” – someone who was able to attend to the child’s safety and insure appropriate behavior. Based on experience, the library also increased the age from five to six at which children may be left alone with a caregiver elsewhere in the building.

This policy was effective upon board approval.

Discussion: Director Rohrbaugh told trustees management was deliberately reviewing Board approved policies that had not been reviewed and updated in a number of years. She said the proposed “Child Safety Policy” would replace the “Unattended Children Policy”. Changes within the policy reflect changes in society with a greater emphasis on the safety of children in the library. The revised policy was clearer on the definition of caregiver and the age of children who could be left unaccompanied by a caregiver in the Children’s Room was changed from five to six.

L. Godfrey asked if the dates of when the policy had been approved and revised would continue to be shown on the policies once the formatting had been changed. Director Rohrbaugh explained that the policies were going to be reformatted and the historical information about when the policy had been accepted, effective, and revised would be at the bottom of the page rather than the top.

B. Caple asked if any committee had reviewed this policy prior to the meeting. Director Rohrbaugh answered it had not been reviewed by a committee but that S. Warner and K. King had been the staff members revising this policy and that the recommended draft brought to the Board had been reviewed by the Management Team.

MOTION: L. GODFREY MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE “CHILD SAFETY POLICY” .

MOTION CARRIED 6-0. 

B. Equal Employment Opportunity Policy and Anti-Harassment Policy

Recommendation: Director Rohrbaugh recommended the Board approve the “Equal Employment Opportunity Policy” and “Anti-Harassment Policy” to replace the current policies adopted in March 1994.

Executive Summary: Both of the policies were revised to eliminate redundancy, for clarity, and to reflect changes – for example, HIV/AIDS is now considered a disability and not singled out in EEO policies.

The library has also included the procedures for implementation of an anti-discrimination claim within the policy rather than in a separate document. This follows the model of other institutions and will be clearer to staff who might have an issue.

The policies were reviewed by the Personnel Committee and came to the full board with committee support.

Upon board approval, these policies would be effective immediately and would be formatted in the consistent style to which the library was moving as all policies were revised and reviewed. They would also become the basis for staff training to be carried out over the next few months.

Discussion: Director Rohrbaugh said it had been awhile since these policies had been reviewed. She explained changes would eliminate redundancy and the procedure for dealing with harassment claims had been included within the anti-harassment. Both policies were reviewed and supported by the personnel committee. Director Rohrbaugh said the policies would be put in final form upon approval with the history included.

J. Vander Roest told other Board members he was in favor of adopting the revisions to the policy but that he worried about patrons being spelled out in the policy when salesmen and vendors could be just as bad or worse when it came to harassment. He said he did not want to hold up the current recommendation but wanted to propose new language that made it more explicit that this policy applied to conduct by or directed at any person in the library, not just employees.

F. Brown asked about HIV/AIDS no longer being covered under the EEO Policy. T. New said that when this policy was first written HIV/AIDS was a newer medical condition but that it is now grouped with other illnesses, such as cancer. J. Vander Roest confirmed HIV/AIDS was covered by ADA. Director Rohrbaugh clarified with J. Vander Roest that if the policy was approved at the meeting, she would approach the Personnel Committee again with revised language to be brought to the next meeting. J. Vander Roest said this is what he was suggesting if library management found his suggested language appropriate. B. Caple asked if the Board should delay a decision on the policy. J. Vander Roest said he would like to see the Board adopt what was before them today to get an updated policy in place and consider the revised language separately.

MOTION: V. WRIGHT MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE “EQUAL EMPLOYMENT OPPORTUNITY POLICY” AND THE “ANTI-HARASSMENT POLICY”.

MOTION CARRIED 6-0. 

REPORTS:*C. ONEplace@kpl Update – Thom Andrews*

Report: Director Rohrbaugh introduced T. Andrews, director of ONEplace@kpl. T. Andrews said he had been at the library about nine months and from the beginning it was clear to him that he was inheriting a great and very well run program. His first priority was to keep the service running with the high quantity and quality of programs offered. He said ONEplace@kpl was on track to offer approximately 130 programs to 1,400 participants, which was consistent with previous years, and evaluations completed following webinars and workshops which asked respondents how satisfied they were had very favorable responses.

T. Andrews talked about changes that had been instituted to the website with the development of ONEpages. He gave Board members a handout that is distributed about ONEplace@kpl by the library and major donors with information about ONEpages on the back. He explained website use had risen significantly since these were developed. T. Andrews also said that ONEplace had been utilizing a new database for tracking and communicating with patrons. This allowed for the continued biweekly e-newsletters to be sent out as well as emails that targeted specific groups of people based on their past interest.

T. Andrews said in the upcoming year they would be experimenting with further segmentation of the database to target specific audiences about specific types of events. He also said ONEplace planned to offer more programs on leadership pointing out the second ONEplace Leadership Academy was underway. ONEplace was offering a series on leadership with approximately one workshop a month focusing on different topics including budget management, group decision making, and effective meeting practices, as well as, some more intangible aspects of leadership including building trust on teams and thinking about your long term mission.

T. Andrews talked about the ONEplace's distribution model and how it was generally a school model with patrons being required to come to them for information. He said there were people who were unable to get to the library at the time programs were offered and that ONEplace would be opening up distribution channels online through ONEpages and also experimenting with the way Linked IN could benefit the work ONEplace does. T. Andrews mentioned a number of collaborations ONEplace had been able to establish in the Kalamazoo area.

The library is a major supporter of ONEplace through in-kind support and the major financial contributors are the I.S. Gilmore Foundation and the Kalamazoo Community Foundation. T. Andrews said he met quarterly with each of these foundations and was also beginning to meet with funders from other local foundations to ensure funding and support. He said he has people approach him on a daily basis and thank him for the information they have gained through ONEplace.

Discussion: F. Brown mentioned that he had wondered about opportunities for people who weren't available until after 5:00. He asked what they had in mind for after hours offerings. T. Andrew said ONEplace was beginning to schedule programs closer to the beginning and end of the day since most ONEplace programming had historically taken place around noon or shortly after. He said they would also be expanding its online presence thinking about what could be downloaded or created for the website. L. Godfrey asked if ONEplace was doing anything with low profit corporations. T. Andrews said ONEplace had little contact with LC3s. He said there

had been more activity with this on the east side of the state but he hasn't seen any entities set up this way here. Director Rohrbaugh mentioned that staff from the Herrick District Library and non-profit community in Holland had recently visited KPL to learn about how ONEplace functioned as they considered setting up a similar nonprofit management support center.

Disposition: Trustees thanked T. Andrews for his report.

D. Legislative Report

Report: D. Schiller said most issues being talked about in the legislature were broader than those that might affect the library directly. She said she had gone to a Michigan Treasurer's Association/Government Finance Officers conference that had given her a preview of what was being planned for Personal Property Tax. A legislative workgroup was working to clarify and develop additional bills to define some of the mysteries in the Personal Property Tax bills from last year, such as, the small business exemption. She said that during the summer the legislature would be coming up with details for how municipalities would measure their loss as a result of Personal property Tax not being collected. This is especially important for those municipalities which are eligible for reimbursement following a 2% loss. More information will be available on these issues as the year progresses.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. Finance and Budget Committee—no report.

B. Personnel Committee—V. Wright said the committee had met to discuss two of the policies previously approved in the meeting. She mentioned that the Director's Annual Evaluation had been distributed and that Board members should complete this and return it to her at the April Board meeting.

C. Fund Development and Allocations Committee—no report.

D. Director's Building Advisory Committee—Director Rohrbaugh said the committee had met with architect S. Penschansky when he had last visited. He was finalizing plans this day and was working on the bid documents with the hope that these documents would be finalized by mid-April. Director Rohrbaugh said she hoped to bring a recommendation for awarding a bid to the May Board meeting.

L. Godfrey asked when the renovations may begin if Director Rohrbaugh's estimated schedule were to transpire. She said she would hope that the construction could begin shortly after the bid was awarded. Construction in the Children's Room would not be able to happen until after the rearrangements were completed in the CAMP and Circulation areas plus Children's Room staff would prefer to start the construction after Summer Reading Games had been completed. She said this would all depend on the contractor's plans and how soon they would be available to start.

V. Wright said she had been pleased with some of the tweaks made to the plans presented at this most recent meeting, especially the changes made to the copy alcove space behind the reference desk. Director Rohrbaugh said the entry way to the local history room was

still being discussed and decided upon. She said there was also a big emphasis on reusing furniture, shelving, and carpet instead of buying new with this project.

VII. OTHER BUSINESS

A. Director's Report

Presentation: Director Rohrbaugh drew attention to the library schedule attached to the back of the Director's Report saying the only date that fluctuated much on this schedule was staff day. The library will have staff day earlier this year. Director Rohrbaugh highlighted item seven saying the survey committee would meet on April 16th with Dr. Whitney Gunter from the Kercher Center to discuss the survey results which would be followed by a report to the full Board at the April Board meeting. The final challenge for the Global Reading Challenge will be held on Monday evening April 22, following the April Board Meeting. She mentioned that the library was in its final week of Reading Together and that the event with Brooke Gladstone would be on April 2nd.

Disposition: J. Vander Roest asked if there was a reason for having staff day earlier this year. T. New said the library hoped to have emergency training on staff day and would like to complete this as soon as possible. L. Godfrey mentioned Brooke Gladstone's book was housed in the teen area being a graphic novel. She wondered if visiting the teen area might be a new experience for some of the library's adult patrons. Director Rohrbaugh said it may also be a new experience for some patrons to read a graphic novel. J. Vander Roest asked Director Rohrbaugh about item twenty and how long the library would be able to keep the digital information from the new cameras. Director Rohrbaugh said she did not know but that she would ask S. Lindemann and forward on her response to Board members. V. Wright commented about item eleven asking if 225 attendees to First Saturday@kpl was average or high. Director Rohrbaugh said this was high and S. Warner added attendance was generally high when KPS was a partner.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- B. Caple said he had used Freegal and that the search function was not welcome as M. Cockrell had said during his report at the previous Board meeting.
- F. Brown asked what the library offered through its partnership with the Kalamazoo Literacy Council. Director Rohrbaugh said KLC was setting up collections of books around town and that the Powell Branch housed one of the collections and other branches may also hold collections in the future. She said many tutors and students met at the library for their lessons and that the library would refer people who had questions about adult literacy to the KLC. K. King said the Powell Branch was a Community Literacy Center. This involved the collection already mentioned by Director Rohrbaugh and special staff training. F. Brown said he had recently attended a session with Michael Evans as a part of Leadership Kalamazoo. He said he thought each location should be equipped with the tools and resources to help adults who struggle with reading. Director Rohrbaugh said the library was very conscientious of these needs in the community and K. King said the training at Powell was going to be expanded to other locations. L. Godfrey said she remembered staff being involved with KLC. Director Rohrbaugh said A. Enyedi and J. Breeding used to be rather involved through

their positions at the library and she believed A. Enyedi was still very involved personally though she was no longer the president of the Board. Director Rohrbaugh said the room rental fee for meeting rooms was waived and E. Cloyd said a Read-A-Thon to benefit KLC would be held in the Van Deusen Room the following Saturday. J. Vander Roest asked if referring someone with issues reading to the library was the correct thing to do. Director Rohrbaugh said this was and after a reference interview the person may be referred to the Kalamazoo Literacy Council for more help.

- J. Vander Roest said he enjoyed Amy Waldman’s visit and he was looking forward to Brooke Gladstone’s visit. He commended the staff responsible for Reading Together saying the programming was very interesting and he wished he could attend more of the events. Director Rohrbaugh said she would ask K. Santamaria to give a follow-up report at the April board meeting if she was available saying approximately 400 people had attended the Amy Waldman visit. J. Vander Roest asked if the survey results had been compiled. F. Howe said overall the survey results were very positive and that the information had been given to K. Santamaria to be folded into the final report.
- President TenBrink said she had attended the one year anniversary of First Saturday@kpl. She and her husband had also completed the online survey for the library and looked forward to receiving the results. She attended one of the first grade visits at the Washington Square Branch and was happy to see the last visits of the year happening soon at Central Library.

X. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:00 p.m.

X

Fenner Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: April 22, 2013

Resignation

Cheryl Cavalear resigned from the KPLSP FTE .50 Programming Support position in Youth Services effective April 29, 2013. Cheryl began work at KPL in July 2010 and worked as a Tech intern and library aide before becoming part of the salaried staff in December 2012. She has accepted a full time position at the Family Health Center.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

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

DATE: April 22, 2013

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

April 2, 2013
Kalamazoo Public Library
Internal Financial Statements
For the month ending March 31, 2013

Combined Balance Sheet

Other Assets – Prepaid Expenditures grew to total \$202,025 as of March 31st and now includes payments for property and liability insurance for fiscal year 2013-14 as well as maintenance contracts for 3M equipment, Ebsco subscriptions, and Messa insurance paid one month in advance. Taxes receivable as of March 31st totaled \$547,475 net of the allowance for doubtful accounts, a balance that is well within anticipated reimbursement levels from the Kalamazoo County Revolving Tax fund later in the year.

Sources and Uses of Funds – Governmental Pooled Funds

Electronic Transfers

Property tax receipts of \$1,107,484 were received during March, contributing a majority of the month's receipts. Uses of cash recorded a \$981,000 transfer to the debt service reserve account at First National Bank of Michigan to fund the May 1st bond principal and interest payment. The debt service reserve account is specified in our bond repayment agreements and the transfer results in a reduction in pooled governmental funds. As of March 31st the governmental pooled cash and investments totaled \$9,420,488.

General Fund Revenue & Expenditure Summary

Total year-to-date revenue as of March 31st represents 96.6% of the Close Estimate Budget. Individual revenue categories, however, are either behind an even receipt pattern (Other Taxes at 58.3% budget) or significantly ahead of an even receipt pattern (Fines and Fees at 88.5% budget). In the case of Other Taxes, many of the taxes are remitted late in the fiscal year and the total budget may yet be achieved. Fines and Fees, however, can be expected to remain above the anticipated budget through the end of the fiscal year.

Expenditures plus encumbrances represent 69.9% of the total budget, representing about a 5% variation to three-quarters of the year complete. No single budget category represents a material variance by itself, but the total unexpended budget at the end of this fiscal year can be expected to represent a corresponding 4-5% of the total.

Capital Improvement Plan

Transfers into the Capital Improvement plan total \$464,000 year-to-date. Of that total, \$35,000 was transferred from the Endowment Fund, \$400,000 was transferred as budgeted from the General Fund,

and \$29,000 was received from the Local History & Community Information Agency Fund held at the Kalamazoo Community Foundation. No expenditures occurred during the month of March.

Other Gifts Revenue and Expenditure Summary

Since the Local History & Community Information Agency Fund is that portion of the fund received and recognized by Kalamazoo Public Library, the corresponding \$29,000 transfer to the Capital Improvement Plan can be traced to this statement in both the Transfers section of the statement and the detail project information under project ID 397.

Endowment Fund

The previously referenced \$35,000 transfer from the Endowment Fund to the Capital Improvement Plan is also recognized as a withdrawal of funds during the month of February 2013. No other trades of investments occurred during the month. Interest and dividends recognized totaled \$4,504.

Kalamazoo Public Library Combined Balance Sheet

As of March 31, 2013

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	(\$169,676.80)	\$1,762,993.28	\$0.00	\$125,851.58	\$0.00
Investments	\$7,814,912.40	\$0.00	\$1,084,180.15	\$78,558.29	\$3,321,519.53
Total Cash & Equivalents	\$7,645,235.60	\$1,762,993.28	\$1,084,180.15	\$204,409.87	\$3,321,519.53
Accounts Receivable					
Accounts Receivable	\$17,315.01	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$17,315.01	\$0.00	\$0.00	\$0.00	\$0.00
Taxes Receivable					
Taxes Receivable	\$547,475.56	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$547,475.56	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets					
Other Assets	\$202,025.14	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$202,025.14	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$8,412,051.31	\$1,762,993.28	\$1,084,180.15	\$204,409.87	\$3,321,519.53
Liabilities					
Current Liabilities					
Accounts Payable	\$75,770.74	\$5,648.42	\$0.00	\$28.30	\$0.00
Salaries Payable	\$24,385.12	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$49,454.75	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$149,610.61	\$5,648.42	\$0.00	\$28.30	\$0.00
Long Term Liabilities					
Long Term Liabilities	\$32,139.09	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$32,139.09	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$181,749.70	\$5,648.42	\$0.00	\$28.30	\$0.00
Net Assets					
Fund Balance					
Fund Balance	\$8,230,301.61	\$1,757,344.86	\$1,084,180.15	\$204,381.57	\$3,321,519.53
Total Fund Balance	\$8,230,301.61	\$1,757,344.86	\$1,084,180.15	\$204,381.57	\$3,321,519.53
Total	\$8,230,301.61	\$1,757,344.86	\$1,084,180.15	\$204,381.57	\$3,321,519.53
Total Assets and Liabilities	\$8,412,051.31	\$1,762,993.28	\$1,084,180.15	\$204,409.87	\$3,321,519.53

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

		March
BEGINNING CASH BALANCE *	\$	10,066,487.72
* Including short-term investments		
 <u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$	1,107,484
IFT/CFT Taxes not in Levy/Pilots	\$	7,116
State Aid	\$	-
District Court Penal Fines/Law Library Revenue	\$	-
Interest Income	\$	967
Library Fines & Fees	\$	15,119
Other Sources: Gifts, Grants, & Reimbursements	\$	29,000
Other Gifts (Ready to Read, etc)	\$	-
TOTAL SOURCES OF CASH	\$	1,159,686
 <u>USES OF CASH:</u>		
Salaries & Wages	\$	(379,734)
Benefits	\$	(63,364)
Materials	\$	(40,109)
Supplies	\$	(40,583)
Facilities	\$	(33,644)
Technical Services	\$	(21,458)
Purchased Services	\$	(32,543)
Other	\$	(21,476)
Gifts & Grants	\$	-
Capital Expenditures	\$	(44,456)
Prepaid expenditures	\$	(147,318)
Debt Service - transferred to reserve	\$	(981,000)
TOTAL USES OF CASH	\$	(1,805,686)
 ENDING CASH	 \$	 9,420,488
 <u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Cash to be deposited		
Fifth Third General & Payroll Checking Accounts	\$	1,598,164.31
Fifth Third Arcadia Admin & Transfers Accounts	\$	78,583.13
Petty Cash/Midwest Business Exchange Account/Paypal	\$	12,987.10
Pooled Cash Accounts	\$	1,689,734.54
 <u>Pooled Investments</u>		
Fifth Third Bank, Fifth Third Securities, CD's	\$	52.43
Flagstar Bank MM & CD's	\$	853,756.06
Huntington Aim Treasury, MM & CD's	\$	24,155.49
First National Bank MM & CD's	\$	6,852,789.65
Pooled Investment Accounts	\$	7,730,753.63
Total Pooled Cash & Investments	\$	9,420,488

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

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
3/1/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,493.62)
3/1/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,823.17)
3/5/2013	MERS Employer Contribution	5/3 ACH Transfer	Municipal Employees Retirement System	\$ (22,102.63)
3/5/2013	Debt Service Reserve	First National NOW		\$ (981,000.00)
3/6/2013	MERS HCSP	5/3 ACH Transfer	MERS HCSP Employee Accounts	\$ (998.56)
3/6/2013	403B Employee Contributions	5/3 ACH Transfer	MEBS Employee Accounts	\$ (5,675.61)
3/7/2013	MPSERS Contributions	5/3 ACH Transfer	Michigan Public Schools Empl. Ret. Sys.	\$ (26,840.19)
3/12/2013	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,266.89)
3/12/2013	Transfer to ACH Transfer	5/3 General Check		\$ (30,000.00)
3/12/2013	Transfer from 5/3 General		5/3 ACH Transfer	\$ 30,000.00
3/12/2013	Transfer to Arcadia	5/3 General Check		\$ (2,000.00)
3/12/2013	Transfer from 5/3 General		5/3 Arcadia	\$ 2,000.00
3/14/2013	Transfer to First National ACH	First National NOW		\$ (100,000.00)
3/14/2013	Transfer from First National NOW		First National ACH	\$ 100,000.00
3/15/2012	Payroll March 15, 2013	5/3 Payroll Check	Employee Accounts	\$ (115,183.25)
3/15/2013	KPLA/KPLSP Union Dues	5/3 General Check	Union Treasurers	\$ (2,288.14)
3/15/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
3/15/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,224.04)
3/15/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,823.17)
3/15/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (854.00)
3/21/2013	MERS HCSP	5/3 ACH Transfer	MERS HCSP Employee Accounts	\$ (998.56)
3/21/2013	403B Employee Contributions	5/3 ACH Transfer	MEBS Employee Accounts	\$ (5,188.17)
3/26/2013	Transfer to ACH Transfer	5/3 General Check		\$ (30,000.00)
3/26/2013	Transfer from Gen. checking		Fifth Third ACH Checking	\$ 30,000.00
3/29/2013	Payroll March 29, 2013	5/3 Payroll Check	Employee Accounts	\$ (117,580.41)
3/29/2013	KPLA/KPLSP Union Dues	5/3 General Check	Union Treasurers	\$ (2,253.91)
3/29/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
3/29/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,468.54)
3/29/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (854.00)
			Total Transfer Transactions	\$ (1,443,128.62)

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

	March	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$0.00	\$0.00	\$10,252,974.00	\$10,292,974.00	\$40,000.00	99.6%
Other Taxes	\$7,116.23	\$0.00	\$86,111.51	\$147,665.00	\$61,553.49	58.3%
Fines and Fees	\$15,118.64	\$0.00	\$132,738.12	\$150,000.00	\$17,261.88	88.5%
Other Revenue	\$12,713.25	\$0.00	\$201,262.10	\$420,690.00	\$219,427.90	47.8%
Local Support	\$0.00	\$0.00	\$191,790.00	\$233,275.00	\$41,485.00	82.2%
Interest Income	\$966.62	\$0.00	\$6,891.93	\$10,000.00	\$3,108.07	68.9%
Other	\$0.00	\$0.00	\$3,900.00	\$0.00	(\$3,900.00)	0.0%
Total Revenue	\$35,914.74	\$0.00	\$10,875,667.66	\$11,254,604.00	\$378,936.34	96.6%
Expenditures						
Salaries						
Administrator Salaries	\$52,102.07	\$0.00	\$474,060.33	\$630,075.00	\$156,014.67	75.2%
Librarian Salaries	\$99,460.74	\$0.00	\$883,071.23	\$1,177,655.00	\$294,583.77	75.0%
Supervisory Technical Salaries	\$56,415.42	\$0.00	\$520,336.25	\$694,910.00	\$174,573.75	74.9%
Library Assistant Salaries	\$126,401.10	\$0.00	\$1,138,399.15	\$1,544,950.00	\$406,550.85	73.7%
Hourly Staff	\$45,015.12	\$0.00	\$391,915.05	\$652,700.00	\$260,784.95	60.0%
Substitute Salaries	\$3,887.90	\$0.00	\$40,116.89	\$81,200.00	\$41,083.11	49.4%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$383,282.35	\$0.00	\$3,447,898.90	\$4,781,490.00	\$1,333,591.10	72.1%
Benefits						
Employee Insurance	\$79,223.56	\$0.00	\$711,361.38	\$1,033,160.00	\$321,798.62	68.9%
Retirement	\$45,603.48	\$0.00	\$419,109.11	\$610,320.00	\$191,210.89	68.7%
Employer FICA-Medicare	\$29,116.86	\$0.00	\$261,764.92	\$371,525.00	\$109,760.08	70.5%
Other Benefits	\$2,486.00	\$0.00	\$47,881.32	\$84,140.00	\$36,258.68	56.9%
Total	\$156,429.90	\$0.00	\$1,440,116.73	\$2,099,145.00	\$659,028.27	68.6%
Materials						
Adult Books	\$39,402.79	\$37,428.70	\$340,380.36	\$485,750.00	\$145,369.64	70.1%
Juvenile Books	\$9,275.88	\$4,420.53	\$66,004.58	\$93,850.00	\$27,845.42	70.3%
Periodicals	\$2,131.27	\$0.00	\$52,632.95	\$53,660.00	\$1,027.05	98.1%
Audio-Visual Material	\$20,730.58	\$17,790.87	\$241,666.94	\$296,300.00	\$54,633.06	81.6%
Digital Materials	\$8,317.47	\$0.00	\$142,004.94	\$155,620.00	\$13,615.06	91.3%
Total	\$79,857.99	\$59,640.10	\$842,689.77	\$1,085,180.00	\$242,490.23	77.7%
Facilities						
Fuel	\$7,226.09	\$0.00	\$31,191.74	\$67,700.00	\$36,508.26	46.1%
Electricity	\$11,366.25	\$0.00	\$118,866.24	\$182,900.00	\$64,033.76	65.0%
Water	\$141.23	\$0.00	\$3,222.94	\$5,650.00	\$2,427.06	57.0%
Custodial Supplies	\$5,122.32	\$1,891.23	\$31,855.33	\$66,045.00	\$34,189.67	48.2%
Grounds Maintenance	\$0.00	\$120.00	\$18,065.18	\$36,005.00	\$17,939.82	50.2%
Building Repair	\$17,049.57	\$3,511.01	\$60,558.93	\$76,325.00	\$15,766.07	79.3%
Building Operations	\$5,794.77	\$21,807.25	\$100,488.84	\$115,240.00	\$14,751.16	87.2%
Total	\$46,700.23	\$27,329.49	\$364,249.20	\$549,865.00	\$185,615.80	66.2%
Supplies						
Office Supplies	\$5,361.28	\$0.00	\$26,780.01	\$53,000.00	\$26,219.99	50.5%
Marketing Supplies	\$4,687.44	\$0.00	\$14,512.66	\$21,350.00	\$6,837.00	68.0%
Postage & Freight	\$1,705.94	\$0.00	\$25,805.80	\$45,000.00	\$19,194.20	57.3%
Processing Supplies	\$20,829.58	\$0.00	\$40,487.89	\$55,000.00	\$14,512.11	73.6%
Departmental Purchases	\$3,288.59	\$0.00	\$20,193.90	\$64,000.00	\$43,806.10	31.6%
Total	\$35,872.83	\$0.00	\$127,780.26	\$238,350.00	\$110,570.00	53.6%

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

	March	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$4,377.17	\$0.00	\$32,146.15	\$75,400.00	\$43,253.85	42.6%
Telecommunications	\$12,976.45	\$0.00	\$53,614.86	\$87,360.00	\$33,745.14	61.4%
Software & Licensing	\$3,635.19	\$675.00	\$207,088.84	\$312,697.00	\$105,608.16	66.2%
Cataloging & Processing	\$4,211.65	\$0.00	\$50,384.59	\$64,890.00	\$14,505.41	77.6%
Total	\$25,200.46	\$675.00	\$343,234.44	\$540,347.00	\$197,112.56	63.5%
Purchased Services						
Security	\$12,258.58	\$0.00	\$70,464.31	\$113,471.00	\$43,006.69	62.1%
Insurance	\$16,489.03	\$0.00	\$72,242.99	\$80,500.00	\$8,257.01	89.7%
Legal Services	\$1,170.00	\$0.00	\$4,203.00	\$15,000.00	\$10,797.00	28.0%
Contracted Services	\$15,088.22	\$9,325.00	\$146,359.56	\$226,150.00	\$79,790.44	64.7%
Printing Services	\$15,582.49	\$30,012.00	\$82,614.33	\$85,000.00	\$2,385.67	97.2%
Advertising	\$5,555.99	\$11,306.60	\$47,620.01	\$62,000.00	\$14,379.99	76.8%
Total	\$66,144.31	\$50,643.60	\$423,504.20	\$582,121.00	\$158,616.80	72.8%
Other Expenditures						
Miscellaneous Operating	\$1,974.02	\$0.00	\$21,181.55	\$43,730.00	\$22,548.45	48.4%
Tax Charge Backs	\$4,004.30	\$0.00	\$99,436.73	\$175,000.00	\$75,563.27	56.8%
Travel & Conference-Director	\$0.00	\$0.00	\$658.23	\$4,000.00	\$3,341.77	16.5%
Travel & Conference	\$2,164.56	\$0.00	\$11,771.94	\$45,700.00	\$33,928.06	25.8%
Staff Development	\$255.00	\$0.00	\$7,753.38	\$31,770.00	\$24,016.62	24.4%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
Miscellaneous Disbursements	\$1,330.79	\$0.00	\$37,813.35	\$63,909.00	\$26,095.65	59.2%
Vehicle Maintenance	\$287.31	\$0.00	\$2,383.13	\$3,780.00	\$1,396.87	63.0%
Programming Expenditures	\$11,177.28	\$0.00	\$83,528.93	\$137,800.00	\$54,271.07	60.6%
Rent	\$2,343.06	\$1,050.00	\$26,455.60	\$31,100.00	\$4,644.40	85.1%
Total	\$23,536.32	\$1,050.00	\$290,982.84	\$539,789.00	\$248,806.16	53.9%
Total	\$817,024.39	\$139,338.19	\$7,280,456.34	\$10,416,287.00	\$3,135,831.00	69.9%
Transfers						
Transfers In						
Transfers from other funds	\$0.00	\$0.00	\$0.00	(\$5,638.53)	(\$5,638.53)	0.0%
Total Transfers In	\$0.00	\$0.00	\$0.00	(\$5,638.53)	(\$5,638.53)	0.0%
Transfers Out						
Transfers to other funds	\$981,000.00	\$0.00	\$1,481,000.00	\$1,481,000.00	\$0.00	100.0%
Total	\$981,000.00	\$0.00	\$1,481,000.00	\$1,481,000.00	\$0.00	100.0%
Total	\$981,000.00	\$0.00	\$1,481,000.00	\$1,475,361.47	(\$5,638.53)	100.4%
BEGINNING FUND BALANCE	\$9,988,670.89	\$0.00	\$5,970,390.73	\$5,970,390.73	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$1,762,109.65)	(\$145,600.19)	\$2,108,882.19	(\$637,044.47)	(\$2,745,927.00)	(331.0%)
ENDING FUND BALANCE	\$8,226,561.24	(\$145,600.19)	\$8,079,272.92	\$5,333,346.26	(\$2,745,927.00)	151.5%

Kalamazoo Public Library Capital Improvement Plan Through March 31, 2013

	Actual	Encumbrance	Year to Date	Budget	Variance
Revenue					
Local Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditures					
Library Systems and Equipment	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Furniture & Equipment	\$0.00	\$22,117.19	\$43,253.88	\$357,550.00	\$314,296.12
Building Alterations	\$0.00	\$22,762.00	\$56,415.74	\$278,225.00	\$221,809.26
Computer & Electronics	\$0.00	\$17,578.90	\$190,590.11	\$317,466.00	\$126,875.89
RFID	\$0.00	\$0.00	\$7,721.55	\$34,628.00	\$26,906.45
Total Expenditures	\$0.00	\$62,458.09	\$297,981.28	\$1,000,183.00	\$702,201.72
Transfers					
Transfers In/(Out)	\$435,000.00	\$0.00	\$464,000.00	\$400,000.00	(\$64,000.00)
Total Transfers	\$435,000.00	\$0.00	\$464,000.00	\$400,000.00	(\$64,000.00)
BEGINNING FUND BALANCE	\$1,307,948.48	\$0.00	\$1,528,868.05	\$1,528,868.05	\$0.00
NET SURPLUS/(DEFICIT)	\$435,000.00	(\$62,458.09)	\$166,018.72	(\$600,183.00)	\$766,201.72
ENDING FUND BALANCE	\$1,742,948.48	(\$62,458.09)	\$1,694,886.77	\$928,685.05	\$766,201.72

Project ID	Project Description	Beginning Balance	Adjustments	Net Change	Ending Balance
802	Library Systems	\$12,314.00	\$0.00	\$0.00	\$12,314.00
811	Carpet Master Plan/1st Renovation	\$134,441.00	\$0.00	\$0.00	\$134,441.00
812	AV/Tech Center/Rotunda	\$5,733.00	\$0.00	(\$5,276.88)	\$456.12
814	Chairs - Multiple Departments	\$1,041.84	\$0.00	(\$718.83)	\$323.01
815	Laptop chairs & Workspaces-Oshtemo	\$15,500.00	\$0.00	\$0.00	\$15,500.00
818	Central Youth/2nd Floor Space Project	\$7,749.50	\$0.00	\$0.00	\$7,749.50
821	Oshtemo Concrete	\$4,400.00	\$0.00	\$0.00	\$4,400.00
823	Generator - Oshtemo	\$11,000.00	\$0.00	\$0.00	\$11,000.00
824	Generator - Eastwood	\$6,000.00	\$0.00	\$0.00	\$6,000.00
825	Central Chiller/Cooling Tower	\$546.02	\$0.00	\$0.00	\$546.02
827	Security Camera System	\$17,500.00	\$0.00	\$0.00	\$17,500.00
831	Automation Replacement	\$29,120.39	\$0.00	\$0.00	\$29,120.39
832	Hardware	\$10,002.40	\$0.00	\$0.00	\$10,002.40
837	Management Server Replacement 2013	\$12,000.00	\$0.00	\$0.00	\$12,000.00
839	Envisionware	\$2.00	\$0.00	\$0.00	\$2.00
851	RFID 3M	\$0.04	\$0.00	\$0.00	\$0.04
861	IT Workroom Furnishings	\$4,000.00	\$0.00	(\$3,678.32)	\$321.68
862	Oshtemo Chair Dollies	\$1,100.00	\$0.00	\$0.00	\$1,100.00
863	Eye Wash Stations	\$850.24	\$0.00	\$0.00	\$850.24
864	Washington Square Envelope	\$930.00	\$0.00	\$0.00	\$930.00
865	Game Carts - Teen	\$12,265.00	\$0.00	\$0.00	\$12,265.00
866	Laptops for IT, MAC, Teen	\$6,000.00	\$0.00	\$0.00	\$6,000.00
867	RFID Pad Replacement	\$5,783.00	\$0.00	(\$4,929.59)	\$853.41
868	Photocopier-Patron Svcs	\$21.00	\$0.00	\$0.00	\$21.00
869	2013 Furniture Option-Rearrangement	\$17,000.00	\$0.00	\$0.00	\$17,000.00
870	2013 Renovations-Youth/History/Cam	\$83,000.00	\$0.00	\$29,000.00	\$112,000.00
871	Eastwood Server Closet Adaptation	\$7,000.00	\$0.00	\$0.00	\$7,000.00
		\$405,299.43	\$0.00	\$14,396.38	\$419,695.81

Kalamazoo Public Library

Other Gifts Revenue and Expenditure Summary

Through March 31, 2013

		March	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue							
	Local Support	\$234.53	\$0.00	\$26,767.77	\$24,000.00	(\$2,767.77)	111.5%
	Other	\$0.00	\$0.00	\$1,015.00	\$0.00	(\$1,015.00)	0.0%
	Total Revenue	\$234.53	\$0.00	\$27,782.77	\$24,000.00	(\$3,782.77)	115.8%
Expenditures							
Salaries							
	Hourly Staff	\$0.00	\$0.00	\$632.65	\$5,000.00	\$4,367.35	12.7%
	Total	\$0.00	\$0.00	\$632.65	\$5,000.00	\$4,367.35	12.7%
Benefits							
	Employer FICA-Medicare	\$0.00	\$0.00	\$30.33	\$383.00	\$352.67	7.9%
	Total	\$0.00	\$0.00	\$30.33	\$383.00	\$352.67	7.9%
Materials							
	Adult Books	\$0.00	\$31.95	\$264.56	\$2,000.00	\$1,735.44	13.2%
	Juvenile Books	\$532.00	\$0.00	\$6,893.00	\$27,500.00	\$20,607.00	25.1%
	Total	\$532.00	\$31.95	\$7,157.56	\$29,500.00	\$22,342.44	24.3%
Purchased Services							
	Contracted Services	\$0.00	\$0.00	\$4,842.05	\$5,000.00	\$157.95	96.8%
	Total	\$0.00	\$0.00	\$4,842.05	\$5,000.00	\$157.95	96.8%
Other Expenditures							
	Miscellaneous Disbursements	\$0.00	\$0.00	\$4,347.79	\$9,876.00	\$5,528.21	44.0%
	Programming Expenditures	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.0%
	Total	\$0.00	\$0.00	\$4,347.79	\$29,876.00	\$25,528.21	14.6%
	Total Expenditures	\$532.00	\$31.95	\$17,010.38	\$69,759.00	\$52,748.62	24.4%
Transfers							
Transfers In							
	Total Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers Out							
	Total Transfers Out	\$29,000.00	\$0.00	\$29,000.00	\$5,638.53	(\$23,361.47)	514.3%
	BEGINNING FUND BALANCE	\$204,381.57	\$0.00	\$193,251.77	\$193,251.77	\$0.00	100.0%
	NET SURPLUS/(DEFICIT)	(\$29,297.47)	(\$31.95)	(\$18,227.61)	(\$51,397.53)	(\$33,169.92)	35.5%
	ENDING FUND BALANCE	\$175,084.10	(\$31.95)	\$175,024.16	\$141,854.24	(\$33,169.92)	123.4%

Project ID	Project Description	Beginning Balance	Adjustments	Net Change	Ending Balance
233	Ready to Read - Gifts	\$38,966.00	\$0.00	\$954.77	\$39,920.77
235	Ready to Read - Spelling Bee	\$26,489.19	\$0.00	\$8,560.17	\$35,049.36
301	Gifts & Memorials - Materials	\$3,021.99	\$0.00	\$20.38	\$3,042.37
303	History Room Gifts	\$13,491.18	\$0.00	\$1,494.97	\$14,986.15
304	Friedman Room Gift	\$5,638.53	\$0.00	\$0.00	\$5,638.53
307	ONEplace Nonprofit Services	\$22,310.57	\$0.00	\$0.00	\$22,310.57
380	Scholarships/Administration Mini-Grant	\$524.80	\$0.00	\$0.00	\$524.80
381	Staff Appreciation Mini-Grant	\$201.14	\$0.00	(\$181.38)	\$19.76
382	Adult Services Mini-Grants	\$143.80	\$0.00	\$0.00	\$143.80
383	History Room Mini-Grant	\$500.00	\$0.00	\$0.00	\$500.00
387	Oshtemo Mini-Grant	\$517.25	\$0.00	\$0.00	\$517.25
388	Powell Mini-Grant	\$1,082.01	\$0.00	\$0.00	\$1,082.01
389	Washington Square Mini-Grant	\$111.18	\$0.00	\$0.00	\$111.18
390	Teen Services Mini-Grant	\$700.00	\$0.00	\$0.00	\$700.00
391	Children's Mini-Grant	\$995.84	\$0.00	\$0.00	\$995.84
397	KCF - Local History/Community Info.	\$78,558.29	\$0.00	(\$29,000.00)	\$49,558.29
		\$193,251.77	\$0.00	(\$18,151.09)	\$175,100.68

**Kalamazoo Public Library
Endowment Fund
Report date: March 2013
Balances as of: February 2013**

	1/31/2013		%	2/28/2013		%
	<u>Cost</u>	<u>Market</u>	<u>Cost to</u>	<u>Cost</u>	<u>Market</u>	<u>Cost to</u>
	<u>Basis</u>	<u>Basis</u>	<u>Market</u>	<u>Basis</u>	<u>Basis</u>	<u>Market</u>
			<u>Increase</u>			<u>Increase</u>
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 250,280.69	\$ 250,280.69	0.0%	\$ 219,770.88	\$ 219,770.88	0.0%
Stocks	\$ 1,196,600.81	\$ 1,827,628.00	52.7%	\$ 1,196,600.81	\$ 1,844,205.90	54.1%
Fixed Income Investments	\$ 1,245,537.27	\$ 1,256,297.00	0.9%	\$ 1,245,537.27	\$ 1,257,542.75	1.0%
	\$ -	\$ -		\$ -	\$ -	
Total Value	\$ 2,692,418.77	\$ 3,334,205.69	23.8%	\$ 2,661,908.96	\$ 3,321,519.53	24.8%

Fund Balance

Assigned for Children's Endowment	\$ 16,774.94	\$ 16,965.82
Kalamazoo Public Library Endowment	\$ 3,317,430.75	\$ 3,304,553.71

Year to Date Revenue & Expenditures

Withdrawals from Account	\$ -	\$ (35,000.00)
Dividend and Interest Income	\$ 30,868.46	\$ 35,373.05
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ 271,724.82	\$ 289,548.47
Arcadia Investment Management Fee/Other	\$ (14,969.42)	\$ (14,983.82)
Net Change	\$ 287,623.86	\$ 274,937.70

Summary:

The budgeted withdrawal of \$35,000 from fiscal year 2011 income to the fund occurred during the month of February. No other trades of shares or investments were transacted. Interest and dividends recognized for the month totaled \$4,504.59.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Anti-Harassment Policy**

DATE: April 22, 2013

RECOMMENDATION:

I recommend board approval of the attached "Anti-Harassment Policy."

EXECUTIVE SUMMARY:

At the March board meeting, the board approved an "Anti-Harassment Policy", to replace the one originally adopted in March 1994.

Although the policy was approved, the suggestion was made it be amended to clarify that it applied to patrons and vendors, as well as, staff.

The policy has been revised as shown and comes to the board with the support of the Personnel Committee.

Kalamazoo Public Library

Anti-Harassment Policy

The Kalamazoo Public Library is committed to providing and sustaining a work and public service environment that is free from prohibited discrimination and harassment. Discrimination or harassment on the basis of any activity or characteristic protected by applicable law, which include race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, and marital status is prohibited.

The library will not tolerate unlawful discrimination or harassment of any kind by or directed at KPL personnel, contractors, vendors, patrons or any other person. Unlawful discrimination includes harassment on any of these bases that has the purpose or effect of unreasonably interfering with an individual's work performance or that creates an intimidating, offensive or hostile environment. Through enforcement of this policy and by education of staff, the library will seek to prevent, correct and discipline behavior that violates this policy. Employees-Individuals should promptly report any incidents of harassment they experience or observe, as well as any suspected retaliation related to a complaint to library administration or the human resources manager. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances. Every report of perceived harassment will be investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge.

The library will not tolerate retaliation against any employees or other person(s) who in good faith reports a violation or perceived violation of this policy, or retaliation against any employee or other person who participates in any investigations as a witness or otherwise.

Definitions

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, and marital status. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Forms of Harassment

Verbal: Oral or written communications (to include postings to social media sites whether or not associated or affiliated with KPL) that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups

based on age, disability, marital status, national origin, race or color, religion, sex, sexual orientation or gender identity.

Nonverbal: Conduct such as staring, leering and giving inappropriate gifts; physical conduct such as assault or unwanted touching. Visual images such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy and electronic form.

Sexual Harassment

Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, that lowers morale and therefore interferes with work effectiveness. Sexual harassment may take different forms.

Verbal: Oral or written communications (to include postings to social media sites whether or not associated or affiliated with KPL) that contain sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats. Requests for any type of sexual favor (this includes repeated, unwelcome requests for dates). Verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.

Nonverbal: The distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, email, photos, text messages, Internet postings, etc., that is sexual in nature.

Physical: Unwelcome, unwanted physical contact, including but not limited to touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

Complaint Resolution Process

KPL encourages individuals who believe they are being harassed or have experienced discrimination in any form to firmly and promptly notify the offender that his/her behavior is unwelcome.

The library recognizes that such a communication may not be possible and has established a complaint resolution process. Any person electing to utilize this process will be treated courteously, the problem handled swiftly and as confidentially as feasible in light of the need to take appropriate corrective action, and the registering of a complaint will in no way be used against the individual nor will it have an adverse impact on the individual's employment status. While reporting such incidents may be a difficult personal experience, allowing harassment activities to continue will most certainly lead to less desirable outcomes. For that reason, individuals are strongly urged to utilize this process.

An individual who feels harassed, discriminated or retaliated against may initiate the complaint process by reporting the incident to their supervisor or human resources manager. The complainant (the individual making the complaint) will then be asked to submit a written and signed complaint with the HR manager utilizing *the Discrimination & Harassment Complaint form* (on myKPL). No formal action will be taken against any person under this policy unless a written and signed complaint is on file containing sufficient details to allow the HR manager to determine if the policy may have been violated. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an coming forward, the supervisor or manager should immediately report it to the HR manager.

Upon receiving the complaint, or being advised by a supervisor or manager that violation of this policy may be occurring, the HR manager will:

1. Initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
2. Notify the person(s) charged [hereafter referred to as "respondent(s)"] of a complaint.
3. During the investigation, the HR manager, together with other management employee(s), will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
4. Within 15 business days of the complaint being filed (or the matter being referred to the HR manager), the HR manager or other person conducting the investigation will conclude the investigation and submit a report of his or her findings to the library director.
5. If it is determined that harassment or discrimination in violation of the library's policy has occurred, the HR manager will recommend appropriate disciplinary action. The appropriate action will depend on the following factors: (a) The severity, frequency and pervasiveness of the conduct; (b) Prior complaints made by the complainant; (c) Prior complaints made against the respondent; (d) The quality of the evidence (first-hand knowledge, credible corroboration etc.).
6. If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this policy, but some potentially problematic conduct is revealed, preventative action may be taken.
7. Within five (5) days after the investigation is concluded, the HR manager will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation and to inform them of the action being recommended by the HR manager.

8. The complainant and the respondent may submit statements to the HR manager challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting with the HR manager in which the findings of the investigation is discussed.
9. Within 10 days from the date the HR manager meets with the complainant and respondent, the company will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the HR manager and other management staff as may be appropriate and decide what action, if any, will be taken. The HR manager will report the library's decision to the complainant, the respondent and the appropriate management assigned to the department(s) in which the complainant and the respondent work. The library's decision will be in writing and will include finding of fact and a statement for or against disciplinary action. If disciplinary is to be taken, the sanction will be stated.

False Accusations

If an investigation results in a finding that the complainant falsely accused another of discrimination or harassment knowingly or in a malicious manner, the complainant will be subject to appropriate remedial action up to an including possible termination.

Appeals Process

If either the complainant or respondent involved in a discrimination or harassment investigation is dissatisfied with the manner in which the issue is being handled, timeliness, or the outcome or resolution, that individual may appeal the decision. Written comments should be submitted to the library director 10 days from the date of the library's written decision.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Anti-Racism Team**

DATE: April 22, 2013

RECOMMENDATION:

I recommend the board commit to and approve the creation of an antiracism team as the next step in moving KPL towards becoming an antiracist organization.

EXECUTIVE SUMMARY:

The attached "Kalamazoo Public Library Project Description for an Antiracism Team" describes the history, process, and budget for the creation of an antiracism team.

Ideally, we would have waited until all or most funding was in place to bring this recommendation to the board but there is currently an opportunity to partner with KVCC and Portage Public Schools for the training. A partnership would reduce our costs and, more importantly, develop synergy and momentum among all of the organizations.

As shown in the budget, the first year out-of-pocket costs are estimated at \$29,000 if in partnership with others. To move forward at this time, would require a commitment of half or about \$14,500; we expect funding from the Kalamazoo Community Foundation for about \$7500 as well as the possibility of additional funding in later years from them and possible funding elsewhere for the first year.

I believe it is reasonable for some portion of these costs to be paid from our operational budget, perhaps \$3,000 - \$5,000 per year. Crossroads would help us search for and apply for other grant funding. Should it not be forthcoming, we would need to reevaluate the timing and pace of going forward. However, most of the grant applications require a commitment from the governing body so we cannot apply until the board has approved the creation of a team. Of course, I would keep the board informed of our process in applying for and hopefully receiving grant funding; if necessary due to the lack of funding, we could delay our work.

This recommendation has been reviewed by the Personnel Committee and comes to the board with their support.

Kalamazoo Public Library Project Description for an Antiracism Team

Introduction

Racism is a systemic problem structured into institutions. Institutional racism is distinguished from the bigotry and racial bias of individuals by the existence of systematic policies and practices within institutions that effectually disadvantage certain racial or ethnic groups. Institutional racism is grounded more in inertia than in intent as is present without any awareness in long established policies, procedures and practices.

In a deliberate effort to further the work of ensuring that the Kalamazoo Public Library serves all populations in our district equally and without discrimination, the Diversity committee initiated the formation of the Planning and Design Task Force (PDTF) through Crossroads Antiracism Organizing & Training. The task force was made up of the following KPL staff members: Caitlin Hoag, Judi Rambow, Christine Hann, Brenda Hughes, Josephine Morgan, Terry New, Kevin King and Eleanore Chadderdon. The goal of the PDTF was the development a project description detailing the establishment of an antiracism team.

Different from other organizations that KPL has worked with, Crossroads offers a unique structure for institutions committed to long term transformation through the development of antiracism teams. Teams receive training to organize inside their institutions, working to shape awareness of systemic racism and identifying internal barriers to change.

The Kalamazoo Public Library and Board of Trustees are invited to commit to this long-term endeavor of becoming a fully inclusive, multicultural and antiracist institution. Upon approval from the Board of KPL, an antiracism leadership team would be formed and trained to undertake the full evaluation of KPL policies and processes and lead recommended transformations within the library.

Purpose Statement

The PDTF envisions a library that ultimately considers antiracism in all of its decision-making and actions, with the long-term and consistent effort of the antiracism team. To fully live into the mission and values of the Kalamazoo Public Library, and to promote the freedom of information in our community, now and in the future, by the authority of the Board of the KPL, the Team will provide leadership, direction, and coordination to the work of dismantling racist systems by investigating and recommending revisions to external and internal policies and procedures, addressing internal commitment, and supporting and engaging staff and the community in building an antiracist identity and culture. With this mandate from the Board, the Antiracism Team will focus on structural and programmatic transformation, inclusive of but not limited to the delivery of services to the public, such as collection development, programming, and employment practices. This focus is imperative to ensure we meet the needs of and are accountable to the diverse constituencies of the Kalamazoo Public Library.

Statement of Need

The reasons for dismantling systemic racism at the Kalamazoo Public Library reside within the core values and mission of the library. As a public library, used and funded by the people of our community, it is our mission to “ensure access to information and ideas” and to promote “intellectual freedom and the patron’s right to open access” for all. In order that our patrons receive our promise of access to information and our employees benefit from a fair and hospitable workplace, we have adopted core values that demand nondiscriminatory practices:

- Literacy and lifelong learning
- Dynamic, responsive and respectful service
- Intellectual freedom and the patron’s right to open access
- A professional and productive workforce
- A workplace characterized by integrity, compassion and respect
- Diversity across all aspects of organizational life
- Collaboration, civic engagement and social responsibility
- Stewardship and innovation

Every one of our core values requires that the library be free from racism and discrimination in order to be fulfilled. The members of the PDTF recognize, due to our cultural history of institutionalized racism, that KPL has not yet addressed systemic racism and must make the effort to dismantle that racism to fully embody our mission and values. Creating and maintaining an antiracism team will enable the library to concentrate its antiracist efforts, making the antiracist work more affective and long-term, and thus better for the community.

The diverse and antiracist elements of our mission and core values echo the attitudes of the library community at large. The American Library Association acknowledges the need to serve the public and provide unbiased access to information in three of the rights listed under their “Library Bill of Rights” manifesto:

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views

The “Library Bill of Rights” creates expectations across the library world that public libraries be open to everyone and maintain diverse collections, both goals that an antiracism team could realize. The “Library Bill of Rights” is not the only policy in which the ALA addresses diversity expectations; in section 60 of ALA’s policy manual, the ALA declares that antiracism efforts are expected from members and from libraries:

Furthermore, ALA believes that the struggle against racism, prejudice, stereotyping, and discrimination is a continuous effort and must extend throughout its membership.

Specifically, the American Library Association and libraries will:

1. Seek to facilitate equitable participation of all people within decision-making processes in the Association and will strive to create an environment where all are welcome and where diversity is a collective goal.
2. Encourage its membership, libraries, vendors and stakeholders to implement anti-racism policies that outline the organization's expectations of its participants, staff and members.
3. Support anti-racism work within the broader society by monitoring, evaluating and advocating for human rights and equity legislation, regulations, policy and practice.

The ALA explicitly states that they are in favor of antiracist work, and that that work “must extend” to all libraries. It is important to note that the ALA sees this work as a “continuous effort” and a “collective goal” that should be incorporated into library policies. Creating an antiracism team at KPL would be an organized, dedicated means of enacting the ALA’s demands and would be an act of collaboration with the national library community.

History of Antiracism Efforts

While the PDTF recommends that KPL take direct action by creating an antiracism team, the library has already taken steps to embody the mission and core values with regard to diversity and antiracism. In 2002, under the guidance of then director Saul Amdursky, a Diversity Taskforce was formed to explore and promote issues of diversity within KPL. The Taskforce sponsored staff events (such as potlucks), represented the library in community events and offered scholarships to hourly staff.

In 2003, the Diversity Taskforce (later referred to as the Diversity Committee) recommended that the library send staff to an antiracism workshop in Grand Rapids called Healing Racism. Many staff members attended the workshop during 2004-2005, but due to the personal nature of the workshop and the location, the Healing Racism workshop was not the best fit for KPL. KPL chose instead to send employees to workshops sponsored by ERAC/CE and presented by Crossroads Antiracism Organizing & Training beginning in 2006. In the subsequent years, over 65 staff members attended the Understanding & Analyzing Systemic Racism Workshop. It was through our continued relationship with ERAC/CE and Crossroads that the Committee decided to explore the possibility of more defined antiracism work, forming the Planning and Design Taskforce to push that work forward.

In the meantime, the Diversity Committee has continued to promote diversity and inclusion within the library through book displays, language buttons, staff book discussions and at community events.

Team Selection

In order to implement the process of becoming an antiracist institution, we will select members to form an antiracism team. The antiracism team will be comprised of staff members and potentially individuals

from the Kalamazoo community. Staff will be invited to apply for team membership via email once project approval is secured, and community members will receive a written invitation. Applications* for the team will be accepted for three weeks after the invitations have been sent. The PDTF will review the applications and select team members based on a combination of skills, qualities, and cultural backgrounds that will ensure the successful implementation of the process. Team members will be asked to dedicate themselves to continuing progress in antiracism work within the institution for at least a three-year period. The process is a long one and demands that team members clearly communicate objectives and maintain trust and confidence among all members.

The following are essential abilities for team members:

1. **Diversity:** The team will be composed of approximately 8 to 10 members of diverse cultural, racial, gender and age groups, and will need to represent KPL within all levels of the organization from hourly to salaried staff to management to trustees.
2. **Define:** Ability to understand the concept of institutional racism as defined by the PDTF and antiracism team, apply it to the inner workings of KPL as it functions and to analyze and confront racism within the organization.
3. **Self-Reflection:** Ability to address one's own personal prejudices and participation in perpetuating racism.
4. **Strategy:** ability to create, analyze and evaluate strategies to determine the most effective methods for combating racism within the institution.
5. **Skills:** Possess skills to help move antiracism planning forward, such as grant writing, time management, communication, empathy and other necessary qualities.
6. **Team Work:** Ability to lead groups, to understand group dynamics and to work as a member of a team.
7. **Listen:** Ability to listen actively, creatively and reflectively. In order to work together and promote a sense of trust and camaraderie, this ability is necessary so that members can share personal experience and feel heard and supported.
8. **Commitment:** Willingness to dedicate significant time to the cause for at least an initial three-year commitment.

*The application is attached as Appendix A.

Team Building and Training

Once the selection process for the antiracism team has occurred, team members will attend training provided by Crossroads Antiracism Organizing & Training. The training will comprise of approximately ten days of instruction and skill-building relating to understanding systemic racism and identifying internal barriers to change, to take place over the course of three or four sessions. The team building and training phase begins with a one-day orientation, followed by a four-day training session. The team will then embark on several months of research, data collection and relationship building.

This part of the process focuses on:

- Developing a collective identity
- Creating a shared analysis of racism in the institution
- Building relationships between team members

Developing Team Skills and Strategies

The second phase of team training is dedicated to developing concrete short-term and long-term strategies to dismantle racism and transform KPL into an antiracist institution. The team will create a strategic plan to help actualize systemic change, which will be presented to the institutional leadership for approval.

Team members will learn to:

- Train other members of KPL and its constituency regarding systemic racism in the library setting
- Strategize, organize and implement approved plans for system change
- Develop tools for evaluating and assessing the progress of the antiracism team's work

The Work of the Team

With the ten-day training complete, the antiracism team will build on the information gathered and skills developed in the training to continue to implement plans. Examples of the type of work the team might undertake include: recommendations proposed to the management team regarding library policies, programming and services. A post-training consultation from Crossroads will help the team track progress, complete and affirm proposed strategies. The team will be a resource to the library and will continue to organize, strategize and implement antiracist plans over the course of many years.

PDF Timeline for Creation of Antiracism Team

- ✓ PDF was formed and completed 1-day Crossroads training, through grant assistance from Kalamazoo Community Foundation. (Fall 2011 – Winter 2012)

- ✓ PDTF members cooperatively developed Project Description. (throughout 2012)
- ✓ Two other local Planning and Design Task Forces expressed interest in collaborating with KPL, to reduce training costs and increase learning and networking potential. Together we developed tentative collaborative training dates listed below. (Fall 2012-Winter 2013)
- PDTF requests KPL board approval. (April 2013)
- Conditional on board approval to form team, PDTF will seek outside funding to supplement KPL's budgetary and in-kind support. (Spring 2013)
- Finalize training dates for team. Current options, based on collaborating with other local institutions: Option 1 = July 2013-Feb 2014; Option 2 = July 2013-April 2014.
- Team recruitment and selection (Spring 2013)
- Announce and commission team. (late May 2013)

Budget for Antiracism Team

Year One		
Item	Details	Total
Staff time (incl. benefits and cost of subs) [in-kind contribution]	Max of 10 team members x \$290/staff member/day x 11.0 days (possibly not all team members will be staff)	\$31,900
Cost of facility [in-kind contribution]	Room charge \$100/day x 11 days	\$ 1,100
Training materials	Max of 10 team members x \$50/member	\$ 500
Crossroads training	11 days of training within the first year	\$24,000
Travel for 2 trainers	\$1400 x 4	\$ 5,600
Per diem for 2 trainers*	\$290 x 11 travel days	\$ 3,190
Per diem for local trainers**	\$110.00 x 4 travel days	\$ 440
Food for training for 11 training events (breakfast, lunch, snacks)	\$23 x 10 team members x 11 days	\$ 2,530
Operations budget	1 year	\$ 2,000
Total		\$71,260
Savings with collaboration of 2 other organizations (savings to Crossroad fees and split of travel /per diem costs.		(\$ 8,553)
Total with collaboration		\$62,707
Funds required with/without collaboration		\$29,707/\$38,260

*includes lodging, meals, incidentals

**includes meals, incidentals

Year Two		
Item	Details	Total
Salaried staff time (incl. benefits and cost of subs) [in-kind contribution]	Max of 10 team members x \$290/staff member/day x 1.0 days (possibly not all team members will be staff)	\$ 2,900
Cost of facility [in-kind contribution]	Room charge \$100/day x 1 days	\$ 100
Training materials	Max of 10 team members x \$50/member	\$ 100
Crossroads training	1 days of training within the first year	NA
Travel for 2 trainers	\$1400 x 1	\$ 1,400
Per diem for 2 trainers*	\$290 x 1 travel days	\$ 290
Per diem for local trainers**	\$110.00 x 1 travel days	\$ 110
Food for training for 11 training events (breakfast, lunch, snacks)	\$23 x 10 team members x 1 days	\$ 230
Operations budget	1 year	\$ 2,000
Training costs for additional staff to attend 2.5 day initial training and on-going team development	Estimate of 6 staff /year to attend @ \$400 session	\$ 2,400
Salaried staff time (incl. benefits and cost of subs) [in-kind contribution]	6 staff members x \$290/staff member/day x 2.5 days	\$ 4,350
Total		\$ 13,880
Savings with collaboration of 2 other organizations (split of travel /per diem costs).		(\$ 1,199)
Total with collaboration		\$ 12,681
Funds required with/without collaboration		\$ 5,331/ \$6,530

*includes lodging, meals, incidentals

**includes meals, incidentals

Year Three		
Item	Details	Total
Operations budget	1 year	\$ 2,000
Team expansion and development		\$ 2,000
Training costs for additional staff to attend 2.5 day initial training and on-going team development	Estimate of 6 staff /year to attend @ \$400 session	\$ 2,400
Salaried staff time (incl. benefits and cost of subs) [in-kind contribution]	6 staff members x \$290/staff member/day x 2.5 days	\$ 4,350
Total		\$10,750
Funds required		\$ 6,400

*includes lodging, meals, incidentals

**includes meals, incidentals

The PDTF plans to pursue funding support through local foundations (Kalamazoo Community Foundation, Fetzer Institute, the Irving S. Gilmore Foundation and the W.K. Kellogg Foundation, to name a few) that have supported antiracism team development for local organizations and have an expressed interest in furthering antiracism work within our region. Potential collaborations with two other prominent community institutions will reduce overall costs through discounted training fees and shared costs of travel and per diems expenses.

Appendix A

Kalamazoo Public Library
Anti-Racism Transformational Team
Application for Team Membership
Application Deadline: _____

Name: _____
Address: _____
City: _____ State _____ Zip Code _____
Phone Number _____ Cell Number _____ Work Number _____
Age: _____ Race/Culture _____ Educational Background/Profession _____

1. Describe your interest in being part of the KPL antiracism team.
2. What have been your own observations of racism within this institution?
3. Please describe your experiences with any antiracism organizing or training and the effects these experiences have had on you.
4. In light of the antiracism team criteria, describe the qualities and skills (education, abilities, work and life experiences) you would bring to the team.
5. What is your vision/hope for dismantling racism at KPL?

I understand that my willingness to be on the KPL antiracism team involves full-time participation in the team training process as well as a 3 year commitment beyond the required training sessions:

- 1 day orientation—TBA
- 3 ½ day training retreat—TBA
- Workshop Part 1—TBA
- Workshop Part 2—TBA

And organizing, training, additional group activities via phone or email and other meetings as may be necessary.

Signed: _____ Date: _____

[Back to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **KPL Survey Report**

DATE: April 22, 2013

EXECUTIVE SUMMARY:

Dr. Whitney Gunter will review the results of the survey undertaken by the Kercher Center for Social Research at Western Michigan University at the Board Meeting. It is expected the results to this survey will help the library plan for the next round of strategic planning, further revenue reductions that could result in cuts to services, and planning for the millage vote in 2014. A summary of the survey has been included in Board member packets.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Third Quarter Strategic
Planning Statistics**

DATE: April 22, 2013

The attached report details our progress meeting our strategic planning objectives through the third quarter of the 2012-2013 fiscal year. In most areas, progress is on track.

Comments on a few specific objectives:

- 1.2 – *Party in the Park*, a major event for this age group, will be held May 29.
- 3.1 – 3.4 – Circulation of children’s materials is quite strong and ahead of the target in most categories.
- 5.8 – Adult program attendance has surpassed the annual target.
- 6.1 – 6.3 – Computer use sessions and wifi use also ahead of annual target.
- 8.4 – Several local history programs planned for last quarter of the year.

Strategic Plan Quarterly Statistics 2012-2013

NOTE: All goals and objectives have an achievement date of June 30, 2013										
Gray Shading represents goals not achieved for year.										
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2012-2013 Target	% of Target	2011-2012 Total	2011-2012 Target
Goal 1:	Children (birth to five) will have programs, services, and materials to prepare them to enter school ready to learn.									
Objective										
1.1	The circulation of picture books, easy readers, and board books will increase by 20%	41,649	39,701	36,369	-	117,719	153,505	76.7%	156,186	146,467
1.2	The number of young children (birth to five) attending a library program will increase by 45%	1,883	2,355	1,918	-	6,156	11,160	55.2%	11,067	9,355
1.3	The number of young children (birth to five) participating in the Summer Reading Program will increase by 30%.	438	-	-	-	438	738	59.3%	388	695
Goal 2:	Parents and caregivers will have the tools and skills needed to prepare children (birth to five) to learn when they enter school.									
Objective										
2.1	At least 90% of the parents or caregivers surveyed of children served by library staff will say that the library plays an important role in preparing children to enter school with the skills they need to succeed.	Survey Completed: September 2012				94.2%	90%	94.2%	-	90%
2.2	Each year, at least 5,000 parents and caregivers will attend library sponsored or co-sponsored program to give them the tools to prepare children to learn when they enter school.	1,043	1,305	1,074	-	3,422	5,000	68.4%	9,824	5,000
Goal 3:	Children (six to eleven) will have materials and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.									
Objective										
3.1	The circulation of children's fiction will increase by 30%	28,595	22,342	22,336	-	73,273	73,278	100.0%	89,337	71,947
3.2	The circulation of children's music and movies will increase by 50%.	24,830	24,202	23,131	-	72,163	50,000	144.3%	82,080	50,000
3.3	The circulation of children's audiobooks will increase by 30%.	2,630	1,217	1,330	-	5,177	8,000	64.7%	10,861	8,000

Strategic Plan Quarterly Statistics 2012-2013

		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2012-2013 Target	% of Target	2011-2012 Total	2011-2012 Target
3.4	The circulation of children's nonfiction will increase by 10%.	17,532	16,069	15,660	-	49,261	50,271	98.0%	61,138	49,357
3.5	Annually, a minimum of 10,000 children will attend a library sponsored or co-sponsored program.	2,511	3,881	3,475	-	9,867	10,000	98.7%	13,224	10,000
3.6	The number of children participating in the Summer Reading Program will increase from 752 to 980.	629	-	-	-	629	980	64.2%	818	923
Goal 4: Tweens and teens will have a supportive environment that provides pleasurable reading, viewing, and listening experiences that respond to their current interests.										
Objective										
4.1	The circulation of teen materials (fiction and non-fiction) will increase by 20%.	19,149	14,724	13,412	-	47,285	67,818	69.7%	68,390	66,620
4.2	The circulation of teen audiobooks will increase by 20%.	456	364	427	-	1,247	1,600	77.9%	1,683	1,600
4.3	A minimum of 90% of tweens and teens surveyed will indicate that they found something good to read, listen to, or view at the library.	Survey Completed: December 2012				76.3%	90%	76.3%	83.0%	90%
4.4	The number of tweens and teens who attend a library sponsored or co-sponsored program will increase from 4,362 to 4,800.	927	536	1,766	-	3,229	4,800	67.3%	3,831	4,690
4.5	A minimum of 90% of tweens and teens attending a library sponsored or co-sponsored program will evaluate the program as very good or excellent.	Survey Completed: September 2012				81.7%	90%	81.7%	-	90%
4.6	90% of tweens and teens surveyed say that the library's teen spaces are fun and welcoming.	Survey Completed: December 2012				72.8%	90%	72.8%	67%	90%

Strategic Plan Quarterly Statistics 2012-2013

		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2012-2013 Target	% of Target	2011-2012 Total	2011-2012 Target
Goal 5:	Adults will enjoy a wide variety of new and popular reading, viewing, and listening materials and services that respond to their current interests.									
Objective										
5.1	The circulation of adult books will increase by 40%	121,919	111,435	111,981	-	345,335	556,520	62.1%	493,702	294,256*
5.2	The circulation of adult audiobooks will increase by 20%	9,957	9,690	9,757	-	29,404	43,810	67.1%	39,190	43,072
5.3	The circulation of adult music and movies will increase by 70%	196,122	213,808	200,491	-	610,421	500,000	122.1%	674,885	500,000
5.4	A minimum of 20% of adults surveyed will indicate staff helped them find something good to read, view, or listen to.	Survey Completed: January/February 2013				61.1%	20%	61.1%	53.4%	20%
5.5	A minimum of 90% of adults surveyed will indicate that they found something good to read, view, or listen to.	Survey Completed: January/February 2013				98.6%	90%	98.6%	91.5%	90%
5.6	A minimum of 75% of adults surveyed will indicate that they received the material they reserved in a timely manner.	Next Survey: April 2013					75%			75%
5.7	75% of web site users surveyed will rate the library's web site as informative and easy to use.	Survey Completed: December 2012				88.9%/81.9% informative/ easy to use	75%	88.9%	88%/71.4%	75%
								81.9%	informative/ easy to use	
5.8	Each year, at least 7,500 adults will attend or participate in a library-sponsored programs.	2,179	2,909	2,510	-	7,598	7,500	101.3%	8,530	7,500.00
Goal 6:	Everyone in Kalamazoo will have free high-speed access to the online world in the library.									
Objective										
6.1	The number of sessions of library computer use will increase from 28,603 to 65,000.	39,143	34,906	35,720	-	109,769	65,000	168.9%	62,753**	30,805
6.2	A minimum of 75% of library users surveyed will indicate the library's online services and staff support are very good or excellent.	Survey Completed: December 2012				93.6%	75%	93.6%	76.3%	75%
6.3	The number of people who use the library's Wifi to connect to the Internet will increase from 12,358 to 25,000.	8,657	10,452	7,973	-	27,082	25,000	108.3%	28,430	18,678

Strategic Plan Quarterly Statistics 2012-2013

		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2012-2013 Target	% of Target	2011-2012 Total	2011-2012 Target
Goal 7:	Representatives from nonprofit organizations will have the tools to build capacity and achieve excellence provided by the library's ONEplace, whose funding will be secure and sustainable.									
Objective										
7.1	Each year, at least 1,500 people will attend ONEplace programs sponsored by the library.	316	401	651	-	1,368	1,500	91.2%	1,764	1,500
7.2	The individuals or groups that receive assistance will increase from 2,000 to 5,000.	3,253	2,292	1,884	-	7,429	5,000	148.6%	9,673	2,100
7.3	85% of users surveyed will report assistance received was good or excellent.	Next Survey: April 2013					85%		94%	85%
Goal 8:	Everyone will have resources to understand local history and traditions and to connect past with present through family histories.									
Objective										
8.1	Each year, staff will answer at least 6,000 local history and genealogy questions.	2,226	1,795	2,262	-	6,283	6,000	104.7%	8,710	6,000
8.2	The number of hits on the Local History and Genealogy web pages will increase to 275,000.	64,691	68,784	67,143	-	200,618	275,000	73.0%	331,530	207,922
8.3	85% of users will evaluate the local history services as very good or excellent.	Survey Completed: January-March 2013				100.0%	85%	100.0%	93.3%/89% events/ website	85%
8.4	Each year, at least 1,000 people will attend Local History or Genealogy programs sponsored by the library.	83	240***	109	-	432	1,000	43.2%	487	1,000
* 2011-2012 target for fiction only. 2012-2013 target measuring all adult books.										
** Due to new computer management software, yearly totals are not comparable.										
*** Local History staff interacted with 750 people at the senior expo during second quarter however this number is not included in the statistics because it was not a library sponsored event.										

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Preliminary Discussion on the Next
Cycle of Strategic Priorities**

DATE: April 22, 2013

EXECUTIVE SUMMARY:

Time goes fast. In early 2010 we launched a strategic planning process that lead to five overarching priorities with seven goals, each with specific objectives, to guide our work through 2013. Each year we set different action items or emphases to carry out the objectives and hopefully meet the goals.

Three years have gone by and it is time to set the priorities for the next time period. Three years for a strategic plan seems to be the norm and feels comfortable to the library managers and me. Five years, previously quite common, just seems too long, especially with fast changing digital services. Ebooks, Freegal, Zinio, and many databases have all been developed or greatly expanded since 2010.

The Management Team has had several thoughtful discussions as a group and within their departments. The overwhelming sentiment is to modify the current priorities and not undertake an entirely new strategic planning process. We are satisfied with the course we are on and believe the feedback from our community through the recent survey and in strong use confirms that our community is also satisfied with our direction.

You will notice on the attached draft that priority #4 “build successful enterprises”, specifically the ONEplace@kpl, has been dropped. Three years ago, this was a new service for us. It has now been incorporated into Adult Services and is similar to the law library with both having all (ONEplace) or some (law library) outside funding.

I would welcome Board input and discussion about the priorities for the next three years. A draft with notes is attached. I would expect to bring a recommendation to the May or June meeting.

Priority 1: Create young readers and learners: early literacy

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.

Goal #2: Parents and caregivers will have the tools and skills needed to prepare children, birth to kindergarten, to learn when they enter school.

We would add “digital opportunities” to goal #1 as another aspect of being prepared to enter school ready to learn. Action items would reflect some digital initiatives. Basically this priority and the goals would remain about the same with new measurable objectives and action items to meet those objectives.

Priority 2: Stimulate imagination: reading, viewing, listening, and creating for pleasure

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.

Goal #4: Teens and tweens will have material, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, listening, and creating experiences.

Goal #5: Adults will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, listening, and creating experiences.

“Creating” has been added to reading, viewing, and listening for pleasure for all age groups and the language has been standardized. We already offer many programs for youth that focus on creating....Legos, duct tape, art attack, even the teen filmmaker festival, among many others. We would like to add some digital tools for creating that would be of interest to teens and adults.

Measureable objectives and action items would focus on all formats of materials, blogging, displays, social media for promotion, digital initiatives, traditional programs – the heart of many services across all ages.

Priority 3: Connect to the digital world: access and digital literacy

Goal #6: Everyone in Kalamazoo will have free high-speed internet access in the library and digital opportunities tailored to their needs.

“Digital literacy” would be added to the priority and “digital opportunities tailored to their needs” added to the goal. We would not return to the previous model of a trainer, computer lab, and actual courses, but rather would transition more fully to tech help from the information desk; occasional programs on a specific digital topic such as job searching online, using download library services; and the addition of digital tools and how to use them. We know from patron inquires as well as the comments from the

survey, that there is a need for help in navigating the increasingly digital world. We need and want to respond.

Priority 4: Discover and celebrate local: history, genealogy, information, and culture

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.

Measurable objectives and action items for this goal would include continuation of web resources, digitizing local materials and collections, lock-ins and programs, and the obituary database BUT would be expanded to “all things” local. Programs with local presenters, local authors, local partners are often a better draw than out-of-town presenters. Including local “culture” here also allows for programs, events, and services that are not strictly historical but contribute to understanding our community.

Survey respondents identified homework help, expansion of job / career services, and computer training classes as their highest priorities for new services.

We will emphasize our current homework related services: staff to help locate and use library resources, a strong book collection to support school topics, many databases, public computers, study rooms. This promotion would be in a variety of forms and places, including social media, and would not involve new services.

Job and career services as well as computer training would be addressed through priority #3 and the accompanying objectives and action items. We can offer value to our community in this area without a full return to the services we previously offered. It would involve some redirection of staff, promotion of current services and materials, and some targeted programs.

Director's Report
April 2013

From the director

1. Recent meetings and events attended include DDA, DKI, D's Structural Analysis Committee, informal meetings with FRIENDS, many internal meetings and events.
2. The US Government Printing Office and the University of Minnesota Libraries (UMN) have signed an agreement for UMN to provide regional depository library services to selective depository libraries in Michigan. Under the agreement, UMN will provide interlibrary loan and reference services, education and training, and related services, and create a Regional Depository Library Advisory Group.
3. Seven staff members are recipients of FRIENDS mini-grants for such items as books for summer reading prizes, puppets, a flannel board, and staff appreciation.
4. Two staff members, Eleanore Chadderdon and Anne Herrington, were awarded \$1,000 scholarships from the FRIENDS toward their library school tuition.
5. Staff from the Herrick District Library and representatives from the nonprofit community in Holland visited our ONEplace. They are interested in a similar service for the Holland community, perhaps located at the library.

Create young readers

6. We wrapped up the spring series of Music and Make Believe with programs at Powell and Central. Music and activities centered around the story Berlioz and the Bear.
7. In preparation for staff training for Family Place Libraries, we are filling out long and complicated questionnaires to help evaluate our current status in serving children birth to age 5. Many more surveys will be conducted during the three year program cycle.

Stimulate imagination

8. We had a busy spring break week: Binder Park Zoomobile, crafting, ferrets, movies and dancers from WMU for the younger kids; Iron Chef, candy craze, *Life of Pi* book and movie programs for tweens and teens.
9. Powell hosted a series of *Reading with Bailey* sessions in March. Kids are so eager to read aloud to him and Bailey is such a good, nonjudgmental listener.

10. Tweens and parents celebrated Tom Angleberger's new release *Art2D2's Guide to Folding and Doodling* at Washington Square. R2D2, Darth Paper, Origami Yoda and lightsabers were folded by all. Tweens also participated in Trench Run (the 56 cent Star Wars game), created comics, made Sarah's Smiley stickers and designed Un-Turkeys. Even the snacks were in the Star Wars mode. Another Star Wars event is planned for May at Oshtemo.
11. Another successful year of *Reading Together* (RT) wrapped up on April 2 with media expert and NPR personality Brooke Gladstone. She spoke to a crowd of 300 at WMU in a partnership with RT, WMU Center of the Humanities, and WMUK. A great turnout and a diverse crowd was a good closure to RT 2013. As they left, many attendees asked what next year's title will be – clearly there is continued strong interest for a community read program.
12. Concerts continue to attract an enthusiastic audience: guitarist Neil Jacobs in March, the family concert for First Saturday @ KPL on April 6, and hopefully the Earthworks Music Collective on April 20 at Oshtemo.
13. Freegal, the downloadable music service, is popular with close to 2,000 songs downloaded since it was launched on February 1.
14. We launched another new download service on April 1: Zinio, downloadable magazines. This new service, and all downloadable ones, are now grouped together on our website....click on "download" on the blue bar at the top of the home page. We offer 72 different titles through Zinio, and in just the first five days, there were 322 circulations.
15. March was another record-setting month for the circulation of ebooks through OverDrive: 3,735 breaking the previous record in January of 3,597. Continued ordering of new materials through the Advantage program, particularly children's titles, along with collection development through our MCLS consortium have helped steadily increase the circulation.

Discover your roots

16. Local History staff are nearing completion of a project to identify titles in the Local History collection that have a duplicate copy in the circulating collection.

Operations

17. The State Bar Foundation of Michigan has funded a project to train Michigan public librarians on working with those who are representing themselves in court and in the use of a new Michigan Legal Help website. Caitlin Hoag from ADS will be one of the trainers and we will host a training session in May. She will show trustees this site at a later meeting.
18. The Oshtemo LEAN Committee has made significant improvements in the discharge area and office. The changes will improve turnaround time for materials. We'll try to schedule a board meeting at Oshtemo soon so trustees can tour the area.

19. Retagging the AV items in preparation for removing the unlockers from the checkout units, became a bigger job than we or 3M, our vendor, expected. Nevertheless, we still expect to remove the unlockers sometime in May.
20. Cataloging staff are adding Cutter numbers (the second line of the call number that identifies the author with an alpha-numeric code) to materials that will help with shelving, pulling holds, and CollectionHQ reports.
21. FM is getting ready for warmer weather: spring roof inspections and repairs are underway, plans for grounds clean-up and care are being made, and the cooling tower is being filled. FM is also implementing a new method of injecting treatment chemicals into the cooling tower that will prolong the life of the equipment and reduce the risk of biological contamination.

Library stories

22. Message from Anna Dodd to Stewart Fritz in Teen Services: I just wanted to let you know I was recently accepted to NYU's highly selective Tisch Film & TV program and I wanted to thank you and the others at Kalamazoo Teen Film Festival for running such a great festival that helped me craft the portfolio and resume to get into NYU's competitive program. I'm sure many other festival participants will also be accepted to NYU or other great film schools in the near future!

What a great testimonial to the value of this teen program.

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

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>Print Material</u>									
Adult	24,472	1,344	9,501	433	2,033	37,783	349,709	357,208	-2%
ebooks	2,721					2,721	20,937	11,503	82%
Teen	3,226	181	950	69	222	4,648	47,532	52,965	-10%
Juvenile	15,752	1,193	8,628	312	1,185	27,070	240,712	228,946	5%
Total Print Material	46,171	2,718	19,079	814	3,440	72,222	658,890	650,622	1%
		0	0	0	0	0			
<u>Non-Print Material</u>									
Audio-Book	2,159	102	873	14	142	3,290	29,872	34,109	-12%
Audio-Music	6,465	350	990	265	486	8,556	78,039	78,580	-1%
Video/DVD	35,266	4,082	9,107	3,042	6,689	58,186	537,675	436,086	23%
Other	105	40	231	12	15	403	3,823	3,346	14%
Overdrive:eaudiobooks	774					774	6,526	4,737	38%
Total Non-Print Material	44,769	4,574	11,201	3,333	7,332	71,209	655,935	556,858	18%
Total Circulation	90,940	7,292	30,280	4,147	10,772	143,431	1,314,825	1,207,480	9%
<u>Computer Usage</u>									
*Onsite Computer Use	8,398	714	1,247	768	730	11,857	109,769		
Computer Usage Remote						3,112,622	24,671,436	21,622,242	14%
Wireless Internet	1,656	105	278	240	84	2,363	27,082	20,296	33%
<u>Database Statistics</u>									
Database Sessions	1,342					1,342	11,736	11,495	2%
Database Searches	51,861					51,861	389,402	316,658	23%
Total Registrations	752	62	188	22	56	1,080	8,920	7,309	22%

* Due to new computer management software being used at the library. Yearly totals are not comparable

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
March 31, 2013

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>Programs/Tours</u>									
In-House									
Adult Events	16	2	7	4	0	29	167	201	-17%
Attendance	610	53	144	13	0	820	3433	5682	-40%
Teen Events	5	1	1	1	1	9	73	76	-4%
Attendance	109	0	0	24	28	161	2079	1743	19%
Juvenile Events	40	8	15	14	5	82	580	559	4%
Attendance	1661	93	439	224	123	2540	18762	17912	5%
Outreach									
Adult Events	5	1	0	0	0	6	16	8	100%
Attendance	601	32	0	0	0	633	1892	938	102%
Teen Events	2	0	0	0	0	3	4	7	-43%
Attendance	392	0	0	15	0	407	544	1054	-48%
Juvenile Events	17	8	3	10	6	44	90	76	18%
Attendance	974	438	238	298	259	2207	5167	5506	-6%
Total Events	85	20	26	29	12	173	930	927	0%
Total Attendance	4347	616	821	574	410	6768	31877	32835	-3%

Law Library

Visitors	287	2194
Phone Calls	108	958
Questions Answered	392	3190

* New statistics for Law Library doesn't include July 2012