



Kalamazoo Public Library

kpl.gov

**PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
October 28, 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 September 23, 2013
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending September 30, 2013
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. 2012-2013 Audit – Tom Cole and Cory VanDyke
 - B. Prohibited Substances Use and Abuse Policy
 - C. Budget Revision
 - Reports
 - D. First Quarter Strategic Planning Statistics
 - E. Hoopla Demonstration: streaming video and audiobook service – Michael Cockrell
 - F. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. Board Nominating Committee
 - B. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. ADJOURNMENT

<p style="text-align:center">Kalamazoo Public Library <i>OFFICIAL MINUTES OF THE BOARD OF TRUSTEES</i> <i>PUBLIC MEETING</i> Date: September 23, 2013 Time: 4:00 p.m. Location: Central Library Board Room</p>

TRUSTEE ROLL CALL:

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

Absent: None

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

Ayshhyyah Khazad, 710 Collins St., Apt. 1202, addressed the Board concerning the level of noise at Central Library. He said most libraries try to maintain a quieter environment. He explained he thought children were frequently throwing tantrums and crying and not enough was being done about it. He reminded Board members he talked with D. Cooney and developed ideas for limiting the noise, including having a separate room for the loudest noise makers in the building, but these ideas have not been implemented by the library. A. Khazad said he found himself frequenting Waldo Library much more often because it was a quieter location. He was disappointed with the last letter he had received in response to his comments at the August 26, 2013 Board meeting regarding this concern which offered him a pair of headphones to drown out some of the noise.

President TenBrink thanked A. Khazad for his comments.

III. CONSENT CALENDAR

- A. *Minutes of the Board Meeting of August 26, 2013*
- B. *Personnel Items (none)*

IV. FINANCIAL REPORTS

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

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

Discussion: D. Schiller addressed a typo in the paragraph addressing the Endowment Fund. The first sentence should read \$4,473. B. Caple asked if it was typical for the library to already have expended 18.9% of budgeted amounts by this point in the year. J. VanderRoest said it was typical to front end load some expenditures and this may actually be slightly lower than normal.

MOTION: B. CAPLE MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING AUGUST 31, 2013.

MOTION CARRIED 7-0. 

V. REPORTS AND RECOMMENDATIONS

REPORTS:

A. *Summer Reading Games Wrap-Up – Andrea Vernola, Stewart Fritz, Michael Cockrell, Farrell Howe*

Report: A. Vernola, S. Fritz, M. Cockrell and F. Howe distributed a written report and prizes from Summer Reading Games to Board members. A. Vernola said the committee was very excited about this year’s numbers with 5,399 people signing up. She explained the differences between the SRG from 2012 and 2013 saying patrons received prizes for every 15 days they read instead of 20. A. Vernola read off participation numbers from the committee’s report ending by saying 2,973,800 minutes were read by library patrons for SRG. Children were awarded books for reading at 15, 30 and 45 days and teens received books as prizes at 15 and 30 days. This resulted in 5,020 books being given out to patrons. Other prizes were highly functional KPL logo gear.

A. Vernola highlighted new things KPL did during Summer Reading Games in 2013: signing up patrons for SRG and library cards at the Farmer’s Market, having a kick-off party instead of an end of summer party, started SRG on June 1st instead of the last day of school, worked on strengthening collaborations with KPS and Communities in Schools, the SRG video, and having bonus activities for all ages. A. Vernola gave examples of bonus activities including visiting all KPL locations, having children tell a librarian about a book they have enjoyed, and challenging teens to beat S. Fritz’s high score in a video game.

Discussion: B. Brown asked S. Fritz how many teens beat his high score. S. Fritz explained there were initially some issues with the vintage pinball machines the teens would be using for this challenge. Once they were up and running, he realized his high score was not very high after all.

F. Brown asked what follow-up KPL was planning to do with KPS and if there was a way to track those students’ reading scores who participated in SRG. A. Vernola said participation information was already forwarded on to principals at KPS but she was unsure how reading scores could be tracked for students that participated in SRG. S. Warner said different schools do different things to reward their students for participating in SRG. The letter KPL sends to each principal encourages them to acknowledge SRG participation. This information is also sent to the superintendent and director of elementary education. S. Fritz said KPL is also sending information to the librarian at Maple Street Middle School. A. Vernola said the superintendent had an idea to have a focus group of students help in the planning of SRG in the future. A. Vernola said her talks with the superintendent have made her aware of the fact that SRG play an important part in his overall focus on literacy in KPS. The collaboration between KPL and KPS is really special and much stronger than many other libraries she thought.

M. Cockrell said the adult game experienced huge spikes in numbers this year. C. TenBrink asked if the winners of the Kindle Paperwhites were recognizable names. M. Cockrell said they were not recognizable but all five winners were thrilled to have won. M. Cockrell said having the reading lists and bonus activities made the adult game more complex and somewhat difficult to explain. He said the committee will work on refining this for next year but that staff did not need to do a lot to promote the adult game. KPS encourages parents to model good reading behavior for their kids and it is beneficial to be able to offer reading games for every member of the family.

J. VanderRoest asked if it was typical for libraries to offer an adult reading game. M. Cockrell said it was common to offer an adult game but the emphasis placed in the game could be very different. Some adult programs focus much more on programming and A. Vernola added that other libraries have the same game for all age groups which she thought deterred adult participation. S. Fritz said the bonus activities were something originally imagined for adults only but this was carried down to the other age groups very successfully. L. Godfrey said one of the bonus activities for adults was commenting on a KPL blog and she noticed many more comments on blogs during the summer. The Friends said they were very excited that many new people had been coming down to the bookstore in order to check-off that specific bonus activity during SRG. Director Rohrbaugh thanked J. Snell, Board liaison for the Friends, and reminded Trustees that all the prizes, games boards and publicity for SRG were provided by the Friends of KPL.

Disposition: Trustees thanked A. Vernola, S. Fritz, M. Cockrell and F. Howe for their report and the Friends for their generous funding.

B. Library Role in Health Care Sign-Up – Michael Cockrell

Report: M. Cockrell began by saying the library anticipated fielding more and more questions about the Affordable Care Act. The library is the only place some people are able to access the Internet and many patrons will find themselves needing to sign-up for healthcare in the coming months. He showed a short video about the ACA by the Kaiser Foundation. Director Rohrbaugh said it was announced at ALA this year that President Obama would be making a push to citizens to visit their local public libraries to gather information about the ACA and sign-up for healthcare.

M. Cockrell said the video gave a good overview and every person working on a public service desk at the library would be showed the video to ensure they have enough of an understanding to answer basic questions. M. Cockrell said he sees this open enrollment time similar to tax season – staff at the library can answer basic questions and help find the specific forms patrons may need but cannot fill out the forms for them. He said he anticipates patrons will come to the library expecting someone will help them fill out forms but the resources needed to offer this support is not currently available.

M. Cockrell distributed a handout he prepared with important dates and an overview of the ACA. He said each person's situation will be different and library staff will not be able to help substantially without having to look at and handle individual's private personal health and financial information, something staff do not and should not be doing. M. Cockrell also said he wants to get the point across to patrons that they must have specific information with them in order to sign-up for health insurance through the marketplace. A checklist has been put

together to help patrons prepare for signing up for insurance. The second side of the handout spelled out what library staff can and cannot do when helping patrons at the library in regards to ACA. Patrons are not required to sign-up for healthcare online, there are phone and paper options, though everyone is being encouraged to sign-up online.

Three information sessions have been set up with Enroll America, an independent 501c3 determined to spread reliable information about the ACA. Another organization helping disseminate information is Michigan Consumers for Healthcare.

Discussion: B. Caple asked if there were any political minefields the library needed to be aware of. M. Cockrell said the library was treating this solely as an information issue, not a political issue.

Disposition: Trustees thanked M. Cockrell for his report.

C. Legislative Report – Diane Schiller

Report: D. Schiller reported the legislature was back in session and there were two possible bills that may have an effect on the library. SB 257, a revision of the Business Improvement Zone Establishment, was passed by the Senate and the House. She and Director Rohrbaugh are unsure if this will affect Kalamazoo. D. Schiller said she was not aware of any Business Approval Zones in the area.

D. Schiller also talked about SB 489 and 490. These have passed the Senate and are now in the House. These bills define industrial property and manufacturing property. Originally, the first properties to be exempt were those owing less than \$40,000 in personal property tax. SB 489 has proposed any entities owing \$80,000 or less would be exempt in the first year. D. Schiller said she expected more bills such as these in the coming months because there are many definitions and procedures to clear up.

Discussion: B. Brown asked for clarification of who would be exempt in the first round of personal property tax cuts. D. Schiller explained any taxpayer who owned \$80,000 or less in personal property tax would be exempt in the first round of cuts. Offsetting this are the definition changes which make more clear who is eligible for exemption. She said the legislature does not expect these changes to have an effect overall in the first year of cuts.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee*—J. VanderRoest said a meeting had been set for October to review the audit.

B. *Personnel Committee*—no meeting.

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

D. *Director’s Building Advisory Committee*—Director Rohrbaugh said the committee had not met but she had an update on the building project. The circulation office, CAMP and other offices on the first floor were almost complete. Work was beginning on the Activity Room off the Children’s Room. Work had also begun on the second floor with the wall near

ONEplace shortened, the wall behind the Reference Desk coming down, and the removal of the divider in the Local History Room.

VII. OTHER BUSINESS

A. Director's Report

Report: Director Rohrbaugh drew Trustee's attention to item four saying the idea of a combined KPL/KPS card was not feasible but staff had developed a plan for a simplified KPL card for KPS students that the library would begin using with first grade visits this year. The hope is that KPS students who get one of these simplified cards will convert it to a regular card for full borrowing privileges. She also drew attention to item ten saying it was becoming more the norm to hold adult programs offsite, especially programs geared towards young adults. KPL's first attempt at this went very well and was a good partnership with O'Duffy's Pub. Director Rohrbaugh also highlighted items 13 and 14. From an earlier discussion about the Action Plan the Board would remember the plan to do a pilot program with a specific school to determine if a stronger relationship with the library led to higher tests scores and better reading comprehension. KPS chose Northglade as the focus school which will partner with the Powell Branch Library.

Discussion: B. Caple asked if there was anything to report from the day's DDA meeting. Director Rohrbaugh said there wasn't. She thought the meeting would set forth options and a decision would be made at a future meeting. V. Wright thanked the Friends for their contribution to the millage campaign and gold level sponsorship for the Spelling Bee. She also said she really appreciated reading the "library stories" section in the Director's Report. Director Rohrbaugh said she hears a majority of positive stories from patrons. She said she has only spoken with one patron who was upset they can no longer checkout their materials at the Circulation Desk.

L. Godfrey said having dates ahead of time for a number of important upcoming events was helpful. J. VanderRoest asked who was on the committee for the Holiday Tea. Director Rohrbaugh said Management Team was planning the event this year. F. Brown asked if other grades would be involved with the pilot program with Northglade other than first grade. S. Warner said the pilot program was school wide and would last for two years. The library would be encouraging visits to the library from classrooms and sending staff from the library to the school to attend events such as open house and parent-teacher conferences. KPS will be tracking student achievement.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey told other Board members she signed up for SRG at the Farmer's Market. She said it was very convenient and effective outreach.
- V. Wright attended the school kickoff celebration at Eastwood. She really enjoyed seeing the interaction between the library, school, and neighborhood association. V. Wright also reminded Trustees she would not be in attendance at the October meeting.
- B. Caple recommended the book *Annie's Ghosts*. Director Rohrbaugh said this was the state read for 2013.

- F. Brown said he had been spreading the word about KPL's downloadable services. He also told Board members he had another article published in Italian on the Syrian crisis.
- J. VanderRoest said his wife's book group was reading a book from the Banned Books list this month. He was astonished to learn someone had challenged *The Great Gatsby*. He said he was surprised to learn of ALA's Top 100 Classics list, 46 books had been challenged. He said he had gotten the feeling in the past that the books emphasized as banned books were chosen for their supposed vulgarity. He reminded meeting attendees that there are many reasons books get challenged beyond simply vulgarity.

He also mentioned the library continues to have a stream of tax charge back. Every month approximately \$5,000 was being paid back because of these refunds. L. Godfrey said this was a good reminder and this cost adds up very fast. Director Rohrbaugh said this was a big issue with the DDA currently who owed a large amount of money to the Radisson as a result of a tax charge back. L. Godfrey said the community hears about big refunds such as the Radisson but not all the smaller ones that are constantly sent to the library.

X. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:13 p.m.

X _____
Fenner Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: October 28, 2013

Retirement

Carolyn Gaff announced her retirement from KPL effective November 15, 2013. She currently holds the KPLSP FTE 0.5 Library Assistant 3 position within Local History. Carolyn began work at KPL in September 2002.

New Hires

Roberto Stokes joined the salaried staff on October 7, 2013 in the KPLSP Library Assistant 3 FTE 1.0 position within the Facilities Management department which was vacated by Jim Keep. Roberto comes to KPL with background in manufacturing and custodial services.

Mikalene Henry joined the salaried staff on October 16, 2013 in the KPLA Library Associate FTE .75 Youth Outreach Associate position. As an Americorps member, Mikalene served as a Reach Out and Read Coordinator and Healthcorps Navigator at Cherry Street Health Services in Grand Rapids prior to coming to KPL.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
September 30, 2013**

DATE: October 28, 2013

RECOMMENDATION:

I recommend the Board accept the Financial Reports for the month ending September 30, 2013.

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

October 8, 2013
Kalamazoo Public Library
Internal Financial Statements
For the month ending September 30, 2013

Combined Balance Sheet

The Combined Balance Sheet for the month of September appears very similar to the prior month with the only appreciable change being the gradual draw-down of cash and investments to fund operations. This trend will continue through December, when recognition of the December tax levy initiates the beginning of the library's new cash cycle.

Governmental Cash Investment Report

As required by both statute and policy, the quarterly report of library governmental cash and investments shows \$4,636,212 (or 81.6 percent) of general fund cash accounts held in certificates of deposit or ICS-CDARS accounts. As of September 30th, \$4,752,894 (or 83.7 percent) of the total \$5,678,280 cash and investment balances were FDIC insured. Interest yields continue to be negligible overall with the First National Bank rising rate CDs having the highest yield at .75% during the final six-months of investment term.

Sources and Uses of Funds
Electronic Transfers

Sources of cash totaled \$30,420 during the month of September with uses of \$755,993 resulting in an overall draw down of cash during the month. Electronic transfers were also typical for September totaling \$393,933 for the month, representing activity related to salaries and benefits.

General Fund Revenue & Expenditure Summary

Overall, expenditures and purchase order commitments represent 26.1% of the Preliminary Budget and well within budgeted targets. Several line items – Software & Licensing, Insurance, and programming – exceed 40 percent of their total budget due to either open purchase orders or expenditures representing budgeted activities which have a large impact on their totals overall. General fund open purchase orders total approximately \$168,000 as of the end of September.

Capital Improvement Plan

Capital expenditures during September totaled \$24,920, the majority of which were progress payments on the central renovation project. Open purchase orders as of the end of the month totaled \$143,000 and included the renovation project, final open items on the security camera system, parking lot LED

light projects for all branches, and a letter document station to be placed in public service on the second floor of central when renovations are complete in the Local History area.

Special Revenue Fund Summary

Revenue received during September totaled \$2,150, all of which received by Ready to Read. Expenditure activity remains minimal with \$684 spent in total on several Friends mini-grants.

Endowment Fund

Unrealized losses in market value shrank the value of the Endowment portfolio by approximately \$37,000 during the month of August. Dividend and interest activity continues to contribute to earnings. The total market value of the fund as measured August 31st was \$3,444,832.

**Kalamazoo Public Library
Combined Balance Sheet
As of September 30, 2013**

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	(\$712,349.41)	\$1,652,775.03	\$30,594.15	\$102,396.40	\$157,658.26
Investments	\$4,635,553.01	\$0.00	\$0.00	\$55,764.38	\$3,287,174.03
Total Cash & Equivalents	\$3,923,203.60	\$1,652,775.03	\$30,594.15	\$158,160.78	\$3,444,832.29
Accounts Receivable					
Accounts Receivable	\$15,596.39	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$15,596.39	\$0.00	\$0.00	\$0.00	\$0.00
Taxes Receivable					
Taxes Receivable	\$55,572.01	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$55,572.01	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets					
Other Assets	\$83,389.25	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$83,389.25	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$4,077,761.25	\$1,652,775.03	\$30,594.15	\$158,160.78	\$3,444,832.29
Liabilities and Fund Balance					
Current Liabilities					
Accounts Payable	\$64,011.96	\$1,833.00	\$0.00	\$0.00	\$0.00
Salaries Payable	\$22,832.53	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$50,310.72	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$137,155.21	\$1,833.00	\$0.00	\$0.00	\$0.00
Long Term Liabilities					
Long Term Liabilities	\$35,477.86	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$35,477.86	\$0.00	\$0.00	\$0.00	\$0.00
Net Assets					
Fund Balance	\$3,905,128.18	\$1,650,942.03	\$30,594.15	\$158,160.78	\$3,444,832.29
Total	\$3,905,128.18	\$1,650,942.03	\$30,594.15	\$158,160.78	\$3,444,832.29
Total Liabilities & Fund Balance	\$4,077,761.25	\$1,652,775.03	\$30,594.15	\$158,160.78	\$3,444,832.29

**Kalamazoo Public Library
Governmental Cash Investment Report
As of September 30, 2013**

<u>Cash and Investment Accounts</u>	<u>\$</u>	<u>Notes</u>
<u>Checking/Electronic Transfer Accounts</u>		
Fifth Third Bank General Check/Payroll Checking	\$ 156,422.72	Variable interest with Sweep Account
First National Bank	\$ 329,145.44	Variable interest checking
Fifth Third Bank Public Transfers	\$ 50,950.60	Checking-ACH only
First National Bank Public Transfers	\$ 66,466.30	Checking-ACH only
Fifth Third Bank Arcadia Checking	\$ 4,727.05	Employee Section 125 Program
Subtotal - Checking	\$ 607,712.11	
<u>Treasury & Money Market Funds</u>		
Huntington Nat'l - Premier Public Funds	\$ 14,423.82	Liquid, PA 20 money market
Flagstar Bank - Public Funds	\$ 32,225.02	Liquid, PA 20 money market
Flagstar Bank - Interest bearing	\$ 318,996.85	Liquid, PA 20 interest bearing
First National Bank - MM	\$ 47,219.85	Liquid, PA 20 money market
Huntington Capital AIM Treasury	\$ 9,737.15	Gov't Agency Investment
Fifth Third Securities, money market cash	\$ 52.43	Liquid with interest cash for securities
Subtotal - Funds	\$ 422,655.12	
<u>Certificates of Deposit (maturity date order)</u>		
First National Bank-ICS	\$ 2,522,482.07	Insured Cash Sweep/CDARS (multiple)
Flagstar CDARS	\$ 503,671.91	13 weeks @ .05% Matures 10/17/2013
Flagstar CDARS	\$ 500,108.84	26 weeks @ .15% Matures 11/07/2013
Flagstar CDARS	\$ 500,108.84	26 weeks @ .15% Matures 11/07/2013
First National Bank	\$ 304,921.06	6 month @ .75% Matures 3/22/2014
First National Bank	\$ 304,919.40	6 month @ .75% Matures 3/24/2014
Subtotal - CDARS/CDs	\$ 4,636,212.12	
Total Investments General Pooled Funds	\$ 5,666,579.35	
<u>Other non-interest bearing</u>		
Paypal deposit account	\$ 2,481.30	
Petty Cash/Midwest Bus Exch/To be deposited	\$ 9,218.89	
Subtotal Other Cash	\$ 11,700.19	
Total General Cash & Investment Accounts	\$ 5,678,279.54	
 Debt Services Funds		
<u>Investment Accounts</u>		
First National Bank	\$ 30,590.26	1996 Debt Service, PA 20 Money Market
<u>Certificates of Deposit</u>		
None		
Total Investments Debt Service Fund	\$ 30,590.26	

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending September 30, 2013**

		September
BEGINNING CASH BALANCE *	\$	6,403,947.67
* Including short-term investments		
 <u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$	419
Renaissance Zone Reimbursement	\$	9,988
State Aid/MPSERS UAAL Rate Appropriation	\$	-
District Court Penal Fines/Law Library Revenue	\$	-
Interest Income	\$	845
Library Fines & Fees	\$	13,229
Other Sources: Gifts, Grants, & Reimbursements	\$	3,789
Other Gifts (Ready to Read, etc)	\$	2,150
TOTAL SOURCES OF CASH	\$	30,420
 <u>USES OF CASH:</u>		
Salaries & Wages	\$	(396,059)
Benefits	\$	(145,947)
Materials	\$	(54,987)
Supplies	\$	(5,030)
Facilities	\$	(35,194)
Technical Services	\$	(17,743)
Purchased Services	\$	(36,477)
Other	\$	(39,531)
Capital Expenditures	\$	(25,023)
Prior Year Payables	\$	-
Debt Service - transferred to reserve	\$	-
TOTAL USES OF CASH	\$	(755,993)
 ENDING CASH	 \$	 5,678,375
 <u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Cash to be deposited	\$	-
Fifth Third General & Payroll Checking Accounts	\$	156,423
First National NOW & ACH Transfer Accounts	\$	395,612
Fifth Third Arcadia Admin & Transfers Accounts	\$	55,678
Petty Cash/Midwest Business Exchange Account/Paypal	\$	12,507
Pooled Cash Accounts	\$	620,219
 <u>Pooled Investments</u>		
Fifth Third Bank, Fifth Third Securities, CD's	\$	52
Flagstar Bank MM & CD's	\$	1,855,111
Huntington Aim Treasury, MM & CD's	\$	24,161
First National Bank MM, ICS Savings, & CD's	\$	3,178,831
Pooled Investment Accounts	\$	5,058,156
Total Pooled Cash & Investments	\$	5,678,375

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

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
9/3/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (849.00)
9/3/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,808.17)
9/6/2013	403B Employee Contributions	5/3 ACH Transfer	Journey Retirement Services	\$ (6,319.72)
9/6/2013	MERS HCSP	5/3 ACH Transfer	Municipal Employees Retirement Sys.	\$ (1,017.95)
9/6/2013	MERS Contribution	First National Transfer	Municipal Employees Retirement Sys.	\$ (22,807.02)
9/11/2013	Transfer to 1st National Transfer	First National Checking		\$ (20,000.00)
9/11/2013	Transfer from 1st National Check		1st National ACH Transfer	\$ 20,000.00
9/11/2013	Transfer to Fifth Third ACH	5/3 General Check		\$ (30,000.00)
9/11/2013	Transfer from General Checking		5/3 ACH Transfer	\$ 30,000.00
9/11/2013	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,675.01)
9/13/2013	Payroll September 13, 2013	5/3 Payroll Check	Employee Accounts	\$ (119,726.33)
9/13/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
9/13/2013	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,372.10)
9/13/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,799.80)
9/18/2013	Employee HSA Fifth Third	5/3 General Check	Employee Accounts	\$ (849.00)
9/19/2013	MERS HCSP	5/3 ACH Transfer	MERS HCSP Employee Accounts	\$ (1,017.95)
9/19/2013	403B Employee Contributions	5/3 ACH Transfer	MEBS Employee Accounts	\$ (5,958.60)
9/30/2013	Payroll September 30, 2013	5/3 Payroll Check	Employee Accounts	\$ (115,129.94)
9/30/2013	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,225.10)
9/30/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
9/30/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,607.72)
9/30/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,558.17)
		Total Transfer Transactions		\$ (393,933.34)

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
September 30, 2013

	Actual	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$0.00	\$0.00	\$0.00	\$10,279,872.00	\$10,279,872.00	0.0%
Other Taxes	\$0.00	\$0.00	\$9,988.18	\$127,665.00	\$117,676.82	7.8%
Fines and Fees	\$13,229.30	\$0.00	\$42,380.33	\$162,280.00	\$119,899.67	26.1%
Local Support	\$16,440.00	\$0.00	\$151,520.00	\$233,275.00	\$81,755.00	65.0%
Interest Income	\$844.57	\$0.00	\$1,796.02	\$10,000.00	\$8,203.98	18.0%
Other	\$62.00	\$0.00	\$361.00	\$0.00	(\$361.00)	0.0%
Total Revenue	\$30,575.87	\$0.00	\$206,045.53	\$10,813,092.00	\$10,607,046.47	1.9%
Expenditures						
Salaries						
Administrator Salaries	\$52,956.58	\$0.00	\$160,469.74	\$637,110.00	\$476,640.26	25.2%
Librarian Salaries	\$100,339.36	\$0.00	\$306,985.62	\$1,210,105.00	\$903,119.38	25.4%
Supervisory Technical Salaries	\$56,999.62	\$0.00	\$176,042.66	\$700,080.00	\$524,037.34	25.1%
Library Assistant Salaries	\$124,587.42	\$0.00	\$388,971.88	\$1,560,540.00	\$1,171,568.12	24.9%
Hourly Staff	\$44,944.69	\$0.00	\$122,036.96	\$596,554.00	\$474,517.04	20.5%
Substitute Salaries	\$6,129.03	\$0.00	\$17,953.90	\$85,960.00	\$68,006.10	20.9%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$90,000.00)	(\$90,000.00)	0.0%
Total	\$385,956.70	\$0.00	\$1,172,460.76	\$4,700,349.00	\$3,527,888.24	24.9%
Benefits						
Employee Insurance	\$77,131.33	\$0.00	\$232,252.05	\$985,215.00	\$752,962.95	23.6%
Retirement	\$46,147.97	\$0.00	\$138,464.49	\$592,195.00	\$453,730.51	23.4%
Employer FICA-Medicare	\$29,304.27	\$0.00	\$88,955.52	\$361,520.00	\$272,564.48	24.6%
Other Benefits	\$2,899.72	\$0.00	\$9,523.40	\$114,625.00	\$105,101.60	8.3%
Total	\$155,483.29	\$0.00	\$469,195.46	\$2,053,555.00	\$1,584,359.54	22.8%
Materials						
Adult Books	\$36,822.39	\$50,228.40	\$140,735.74	\$464,500.00	\$323,764.26	30.3%
Juvenile Books	\$11,028.11	\$2,625.76	\$24,787.47	\$98,350.00	\$73,562.53	25.2%
Periodicals	\$1,388.59	\$0.00	\$21,609.66	\$60,706.00	\$39,096.34	35.6%
Audio-Visual Material	\$15,870.90	\$21,984.71	\$62,950.07	\$299,300.00	\$236,349.93	21.0%
Digital Materials	\$3,786.63	\$0.00	\$72,312.56	\$195,620.00	\$123,307.44	37.0%
Total	\$68,896.62	\$74,838.87	\$322,395.50	\$1,118,476.00	\$796,080.50	28.8%
Facilities						
Fuel	\$327.99	\$0.00	\$774.39	\$67,700.00	\$66,925.61	1.1%
Electricity	\$17,948.18	\$0.00	\$47,262.58	\$182,900.00	\$135,637.42	25.8%
Water	\$500.57	\$0.00	\$633.25	\$5,875.00	\$5,241.75	10.8%
Custodial Supplies	\$6,827.79	\$1,247.57	\$14,258.53	\$74,275.00	\$60,016.47	19.2%
Grounds Maintenance	\$815.00	\$7,529.00	\$9,284.00	\$28,415.00	\$19,131.00	32.7%
Building Repair	\$4,818.70	\$499.99	\$10,268.92	\$82,875.00	\$72,606.08	12.4%
Building Operations	\$5,815.29	\$58,651.00	\$94,716.18	\$127,282.00	\$32,565.82	74.4%
Total	\$37,053.52	\$67,927.56	\$177,197.85	\$569,322.00	\$392,124.15	31.1%
Supplies						
Office Supplies	\$2,171.28	\$0.00	\$8,219.72	\$51,540.00	\$43,320.28	15.9%
Marketing Supplies	\$0.00	\$0.00	\$0.00	\$24,470.00	\$24,470.00	0.0%
Postage & Freight	\$650.89	\$0.00	\$2,517.91	\$46,230.00	\$43,712.09	5.4%
Processing Supplies	\$2,504.16	\$0.00	\$4,073.98	\$62,140.00	\$58,066.02	6.6%
Departmental Purchases	\$1,245.64	\$2,305.60	\$4,279.69	\$60,278.00	\$55,998.31	7.1%
Total	\$6,571.97	\$2,305.60	\$19,091.30	\$244,658.00	\$225,566.70	7.8%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
September 30, 2013

	Actual	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$1,262.83	\$0.00	\$14,779.22	\$77,420.00	\$62,640.78	19.1%
Telecommunications	\$6,006.13	\$0.00	\$20,554.38	\$90,280.00	\$69,725.62	22.8%
Software & Licensing	\$18,630.26	\$1,200.00	\$215,126.65	\$310,549.00	\$95,422.35	69.3%
Cataloging & Processing	\$9,947.08	\$0.00	\$15,200.53	\$66,922.00	\$51,721.47	22.7%
Total	\$35,846.30	\$1,200.00	\$265,660.78	\$545,171.00	\$279,510.22	48.7%
Purchased Services						
Security	\$6,593.21	\$0.00	\$16,829.28	\$112,884.00	\$96,054.72	14.9%
Insurance	\$0.00	\$0.00	\$49,469.70	\$83,500.00	\$34,030.30	59.2%
Legal Services	\$1,464.00	\$0.00	\$1,728.00	\$17,000.00	\$15,272.00	10.2%
Contracted Services	\$14,401.58	\$0.00	\$50,776.85	\$219,713.00	\$168,936.15	23.1%
Printing Services	\$12,530.63	\$0.00	\$24,840.99	\$95,000.00	\$70,159.01	26.1%
Advertising	\$2,481.90	\$0.00	\$8,323.20	\$68,000.00	\$59,676.80	12.2%
Total	\$37,471.32	\$0.00	\$151,968.02	\$596,097.00	\$444,128.98	25.5%
Other Expenditures						
Miscellaneous Operating	\$3,613.60	\$0.00	\$5,655.14	\$67,240.00	\$61,584.86	8.4%
Tax Charge Backs	\$3,608.33	\$0.00	\$15,817.04	\$70,000.00	\$54,182.96	22.6%
Travel & Conference-Director	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
Travel & Conference	\$293.14	\$0.00	\$793.41	\$48,800.00	\$48,006.59	1.6%
Staff Development	\$270.00	\$0.00	\$278.00	\$28,470.00	\$28,192.00	1.0%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
Miscellaneous Disbursements	\$1,337.89	\$9,300.98	\$14,107.13	\$64,074.00	\$49,966.87	22.0%
Vehicle Maintenance	\$190.22	\$0.00	\$566.84	\$5,260.00	\$4,693.16	10.8%
Programming Expenditures	\$21,784.47	\$11,846.30	\$56,337.56	\$127,700.00	\$71,362.44	44.1%
Rent	\$525.00	\$1,050.00	\$11,472.24	\$31,600.00	\$20,127.76	36.3%
Total	\$31,622.65	\$22,197.28	\$105,027.36	\$452,144.00	\$347,116.64	23.2%
Total Expenditures	\$758,902.37	\$168,469.31	\$2,682,997.03	\$10,279,772.00	\$7,596,774.97	26.1%
Transfers						
Transfers In						
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$1,054,000.00	\$1,054,000.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$1,054,000.00	\$1,054,000.00	0.0%
BEGINNING FUND BALANCE	\$4,100,636.89	\$0.00	\$5,680,792.58	\$5,680,792.58	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$728,326.50)	(\$167,965.31)	(\$2,476,447.50)	(\$520,680.00)	\$1,955,767.50	475.6%
ENDING FUND BALANCE	\$3,372,310.39	(\$167,965.31)	\$3,204,345.08	\$5,160,112.58	\$1,955,767.50	62.1%

**Kalamazoo Public Library
Capital Improvement Plan
Income Statement
September 30, 2013**

	Actual	Encumbrances	Year to Date	Budget	Variance
Expenditures					
Library Systems and Equipment					
Integrated Library System					
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Total Library Systems and Equipment	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Furniture & Equipment					
Furniture & Equipment					
810 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$90,478.81	\$90,478.81
811 - Carpet Master Plan/1st Renovation	\$0.00	\$0.00	\$0.00	\$109,509.00	\$109,509.00
815 - Laptop chairs & Workspaces-Oshtemo	\$0.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00
862 - Oshtemo Chair Dollies	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00
879 - Color Laser Printer - MAC	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00
880 - ADS conference room	\$0.00	\$0.00	\$0.00	\$1,930.00	\$1,930.00
881 - Eastwood/Powell - table/chairs/display	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
882 - Oshtemo-Drop box/coffee cabinet	\$0.00	\$0.00	\$0.00	\$6,700.00	\$6,700.00
Total Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$235,717.81	\$235,717.81
Building Alterations					
Building Alterations					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$60,610.71	\$60,610.71
821 - Oshtemo Concrete	\$0.00	\$0.00	\$0.00	\$4,400.00	\$4,400.00
823 - Generator - Oshtemo	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
824 - Generator - Eastwood	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
827 - Security Camera System	\$0.00	\$1,218.01	\$1,218.01	\$1,218.01	\$0.00
870 - 2013 Renovations-Youth/History/Camp	\$24,805.06	\$116,052.25	\$145,706.56	\$171,397.00	\$25,690.44
873 - Parking Lot LED Lights	\$0.00	\$18,140.00	\$18,140.00	\$18,140.00	\$0.00
874 - Metasys control system/monitors	\$0.00	\$0.00	\$0.00	\$36,670.00	\$36,670.00
Total Building Alterations	\$24,805.06	\$135,410.26	\$165,064.57	\$309,435.72	\$144,371.15
Computer & Electronics					
Automation					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$86,734.10	\$86,734.10
831 - Automation Replacement	\$115.00	\$0.00	\$2,382.80	\$52,120.39	\$49,737.59
832 - Hardware	\$0.00	\$0.00	\$0.00	\$5,607.08	\$5,607.08
865 - Game Carts - Teen	\$0.00	\$0.00	\$7,412.46	\$12,011.00	\$4,598.54
866 - Laptops for IT, MAC, Teen	\$0.00	\$0.00	\$0.00	\$1,860.00	\$1,860.00
875 - Spare Switches	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
876 - Upgrade virtual services	\$0.00	\$0.00	\$0.00	\$8,304.00	\$8,304.00
877 - Envisionware Letter Document Station	\$0.00	\$7,676.00	\$7,676.00	\$7,700.00	\$24.00
878 - Laptops/iPads	\$0.00	\$0.00	\$0.00	\$11,410.00	\$11,410.00
Total Computer & Electronics	\$115.00	\$7,676.00	\$17,471.26	\$191,746.57	\$174,275.31
RFID					
RFID					
850 - RFID Reserve	\$0.00	\$0.00	\$0.00	\$11,703.00	\$11,703.00
852 - RFID Building/Furniture	\$0.00	\$0.00	\$0.00	\$15,203.00	\$15,203.00
Total RFID	\$0.00	\$0.00	\$0.00	\$26,906.00	\$26,906.00
Total Expenditures	\$24,920.06	\$143,086.26	\$182,535.83	\$776,120.10	\$593,584.27

Kalamazoo Public Library

Special Revenue Fund Summary

As of September 30, 2013

	Month	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
233 - Ready to Read - Gifts	\$50.00	\$0.00	\$624.49	\$2,000.00	\$1,375.51	31.2%
235 - Ready to Read - Spelling Bee	\$2,100.00	\$0.00	\$2,100.00	\$20,000.00	\$17,900.00	10.5%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$1,912.43	\$0.00	(\$1,912.43)	0.0%
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
315 - Children's Room Grants	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	100.0%
Total Revenue	\$2,150.00	\$0.00	\$6,636.92	\$27,000.00	\$20,363.08	24.6%
Expenditures						
Materials						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.0%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$17,000.00	\$17,000.00	0.0%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$29,500.00	\$29,500.00	0.0%
Purchased Services						
303 - History Room Gifts	\$0.00	\$0.00	\$544.50	\$7,441.00	\$6,896.50	7.3%
Total	\$0.00	\$0.00	\$544.50	\$7,441.00	\$6,896.50	7.3%
Other Expenditures						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$3,300.00	\$10,309.00	\$7,009.00	32.0%
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
315 - Children's Room Grants	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
380 - Scholarships/Administration Mini-Grants	\$0.00	\$0.00	\$0.00	\$874.80	\$874.80	0.0%
383 - History Room Mini-Grant	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$0.00	\$517.00	\$517.00	0.0%
388 - Powell Mini-Grant	\$309.62	\$0.00	\$309.62	\$1,382.00	\$1,072.38	22.4%
389 - Washington Square Mini-Grant	\$0.00	\$0.00	\$0.00	\$111.00	\$111.00	0.0%
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00	0.0%
391 - Children's Mini-Grant	\$374.65	\$0.00	\$430.90	\$1,365.00	\$934.10	31.6%
Total	\$684.27	\$0.00	\$4,040.52	\$23,858.80	\$19,818.28	16.9%
Total Expenditures	\$684.27	\$0.00	\$4,585.02	\$60,799.80	\$56,214.78	7.5%
BEGINNING FUND BALANCE						
TOTAL BEGINNING FUND BALANCE	\$156,695.05	\$0.00	\$156,108.88	(\$33,799.80)	(\$189,908.68)	(461.9%)
NET SURPLUS/(DEFICIT)						
TOTAL NET SURPLUS/(DEFICIT)	\$1,465.73	\$0.00	\$2,051.90	(\$33,799.80)	(\$35,851.70)	(6.1%)
ENDING FUND BALANCE						
TOTAL ENDING FUND BALANCE	\$158,160.78	\$0.00	\$158,160.78	(\$67,599.60)	(\$225,760.38)	(234.0%)

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

	7/31/2013		%	8/31/2013		%
	Cost	Market	Cost to	Cost	Market	Cost to
	Basis	Basis	Market	Basis	Basis	Market
			Increase			Increase
Ameritrade Investments						
Money Market Account - FDIC	\$ 102,252.59	\$ 102,252.59	0.0%	\$ 157,658.26	\$ 157,658.26	0.0%
Stocks	\$ 1,087,790.26	\$ 1,760,705.07	61.9%	\$ 1,087,750.99	\$ 1,720,543.03	58.2%
Fixed Income Investments	\$ 1,623,427.34	\$ 1,619,153.00	-0.3%	\$ 1,572,616.34	\$ 1,566,631.00	-0.4%
	\$ -	\$ -		\$ -	\$ -	
Total Value	\$ 2,813,470.19	\$ 3,482,110.66	23.8%	\$ 2,818,025.59	\$ 3,444,832.29	22.2%

Fund Balance

Assigned for Children's Endowment	\$ 18,682.90	\$ 18,776.82
Kalamazoo Public Library Endowment	\$ 3,463,427.76	\$ 3,426,055.47

Year to Date Revenue & Expenditures

Net Withdrawals/Deposits from/to Account	\$ -	\$ 157.88
Dividend and Interest Income	\$ 4,473.86	\$ 9,392.30
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ 90,810.80	\$ 48,470.51
Arcadia Investment Management Fee/Other	\$ (5,151.90)	\$ (5,166.30)
Net Change	\$ 90,132.76	\$ 52,854.39

Summary:

Fixed income trades included maturity and sale of Toyota Motor Credit during the month of August. Other activity included the receipt of multiple dividend and interest payments.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **2012-2013 Audit**

DATE: October 28, 2013

Recommendation:

Thomas Cole and Corey VanDyke of Plante and Moran, PLLC will be present for acceptance of the attached audited financial statements for the year ending June 30, 2013.

The statements were reviewed by the Finance and Budget Committee.

Jim Vander Roest, Treasurer

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Prohibited Substances Use
and Abuse Policy**

DATE: October 28, 2013

Recommendation:

I recommend board approval of the “Prohibited Substances Use and Abuse Policy” to replace the current policy originally adopted in August 1990 and also attached for reference.

Executive Summary:

As part of the library’s ongoing policy review, the recommended policy has been revised to broaden and clarify the definition of prohibited substances and the conditions under which drug testing will be conducted and consequences incurred. We believe that this policy provides more definitive guidelines and procedures which will enable the Library to better maintain an alcohol- and drug-free environment.

This policy was reviewed by the Library’s legal counsel prior to submission to the Personnel Committee. It has been reviewed by the Personnel Committee and comes to the full Board with committee support.

Upon Board approval, this policy will become effective immediately and will be incorporated into new employee handbooks for all employee groups that will be rolled out in January 2014. Reasonable suspicion training for management and supervisors will be carried out over the next several months.

Kalamazoo Public Library

Prohibited Substances Use and Abuse Policy

The Kalamazoo Public Library (“KPL” or Library) is committed to protecting the safety, health and well-being of all employees and individuals within the library. The library recognizes that employee involvement with alcohol and other prohibited drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale. We have established this “prohibited substance use and abuse policy” to balance our respect for individuals with the need to maintain an alcohol- and drug-free environment.

With this goal in mind and because of the serious safety and performance consequences of prohibited drug and alcohol use in the workplace, the Library has established the following policy for all employees of KPL.

KPL will strictly enforce the following:

1. Drug use (including having such substances in your system; other than lawfully prescribed and properly used drugs [for purposes of this policy, medical marijuana is a prohibited drug]), and alcohol use (being impaired by and/or under the influence of alcohol [BAC of .020% or more]), on Library time or property is strictly prohibited.
2. Possessing and/or transferring/selling prohibited drugs and/or alcohol on Library time or property is also prohibited.

“Prohibited drugs” include illegal drugs, non-prescribed drugs, medical marijuana, alcohol, etc. An employee taking a prescription or using an over-the-counter (“OTC”) medication must notify his/her supervisor before beginning the work day if the medication’s use could adversely affect the employee’s ability to safely/effectively perform his/her job. It is the employee’s responsibility to know if their medication could impair their working ability.

An employee who is required to drive as part of his/her assigned duties must report any DUI/DWI charges to the Human Resources Manager within seven (7) calendar days after being charged. An employee convicted with an off-duty crime/offense involving drugs (e.g. using, possessing, selling, transferring, trafficking, etc.) and/or alcohol (e.g. DUI, selling or providing to minors, etc.), must notify the Human Resources Manager within seven (7) calendar days following the conviction. Failure to provide timely notification as outlined will result in discharge. The Library will investigate and will take appropriate corrective action if the Library’s investigation corroborates the charge/offense/conviction, dependent on the seriousness of the charge/offense/conviction, and depending on whether the Library’s investigation discloses a nexus between the charge/crime/offense/conviction and the Library.

Drug/Alcohol Testing:

KPL will conduct drug testing (at Library expense) under the following circumstances:

Reasonable suspicion testing: The library will require that an employee submit to an appropriate drug and/or alcohol test (e.g. saliva, blood, urine, hair, breath, etc.), if the Library reasonably suspects the employee has prohibited drugs and/or alcohol in his/her system while on Library time and/or property.

The Library will provide supervisory personnel with training in how to recognize behavior/signs that generally accompany drug/alcohol use/abuse.

The employee will, at the time he/she is sent for testing, be removed from work and placed on unpaid investigatory suspension pending receipt of the test results. If the test result is negative the employee will be returned to work and will receive appropriate back-pay for the work-time lost. A positive test result will result in further corrective action, up to and including discharge.

Refusing to make oneself available for testing, or refusing to comply with a directive to submit to a drug/alcohol test will be considered insubordination and will result in immediate discharge.

To ensure accuracy and fairness, testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines and will include a confirmation test; the opportunity for a split sample; review by a Medical Review Officer (including an opportunity for an employee who tests positive to provide a legitimate medical explanation [e.g. the employee is taking prescribed medication]), and a documented chain of custody.

Test results will be maintained separately and treated as confidential records, to be shared only with those who have a legitimate "need to know".

Consequences:

One of the goals of the Library's policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems. Therefore, an employee who voluntarily requests assistance in dealing with a personal drug or alcohol problem may do so without jeopardizing his/her continued employment. However, after assistance has been requested, any subsequent violation of this policy will result in disciplinary/corrective action.

An employee who possesses, sells, attempts to sell, or in any other way distributes prohibited drugs and/or alcohol on Library time or property will be immediately discharged.

An employee who tests positive for prohibited drugs and/or alcohol will be subject to disciplinary/corrective action. Depending on the circumstances this may involve progressive discipline, immediate termination, or a "Last Chance Agreement" and rehabilitation. Rehabilitation will generally be offered only to an employee who has been employed with the Library for more than one (1) year and only for the employee's first positive test.

Kalamazoo Public Library

Unlawful Drugs in the Workplace Policy

Introduction

Unlawful drugs cannot be tolerated in the workplace. They impair the ability of employees to function, contribute to increased absenteeism and tardiness, and are a violation of the rules of the workplace at the Kalamazoo Public Library. These actions, in turn, often lead to the disruption of work schedules, and dissatisfaction among the majority of employees of the Library who are sincerely trying to do conscientious jobs. Possession, use, and abuse of unlawful drugs in the workplace also create health and safety hazards.

It is the Library's belief that the combination of these factors relating to unlawful drugs in the workplace has a potentially damaging effect on the Library's efficiency as an entity, and thus endangers the welfare of the Library, its clients, its employees and their families.

Policy Regarding Unlawful Drugs in the Workplace

Employees of the Library are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of any and all unlawful narcotics and controlled substances in the workplace.

Employees who violate the terms of this policy statement will be subject to immediate dismissal.

The Library's Drug Free Awareness Program

The Library recognizes that, in some cases, unlawful drug use and abuse is a result of drug dependency, which various authorities believe is a disease.

The Library believes that unlawful drug use must be dealt with firmly, immediately and efficiently. To that end, the Library has established its Drug Free Awareness Program to inform employees about the dangers of workplace drug abuse. Through this program, it is the Library's intent to maintain a drug free workplace, as required by law and as set forth in the above policy, and to advise employees of the availability of drug counseling, rehabilitation, and employee assistance programs. Another purpose of the Drug Free Awareness Program is to advise employees of the penalties and sanctions that may be imposed upon employees who abuse drugs.

Availability of Assistance Programs

Various programs providing drug counseling, rehabilitation, and employee assistance are available in this area. The names and addresses of these programs can be obtained from local medical institutions, "The Directory of Community Resources" published by the Library, the Yellow Pages of the local telephone directory, and other resources, many of which are available in the reference collection of the Library.

Notice to Employees as to Conditions of Employment Regarding Drug Free Workplace and Penalties That May Be Imposed Upon Employees

The Library employees are required, as a condition of employment, to abide by the Library's policy regarding a drug-free workplace which is set forth above. In addition to abiding by that policy, employees must also do the following:

Notify the Library of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the date of that conviction. In that event, within thirty (30) days after receiving a notice of such a conviction, the Library will, and reserves the right to, immediately discharge an employee who is convicted of drug abuse violations occurring in the workplace.

Written forms are available from the Assistant Director for Library Operations to report convictions relating to workplace violations. In the event that an employee has knowledge of, but fails to report, such a conviction, the employee will be subject to disciplinary action.

Any employees having questions regarding the Library's statement of policy or any other items set forth in this Notice and Statement of Policy should contact the Assistant Director for Library Operations.

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Budget Revisions**

DATE: October 28, 2013

Recommendation:

I recommend board approval to revise the 2013-2014 General Fund Budget to include \$7,450 for inspections, prevention, and treatment of bed bugs, and to revise the Capital Improvement Plan budget to include \$9,245 for purchase of a thermal chamber or heat treat tent for treatment.

Executive Summary:

The treatment of books and materials for bed bugs has continued since last winter with the portable Pack Tite units as well as inspection and treatment of KPL facilities. However, it has become apparent that a solution is needed for treatment of items larger than the portable heat units allow – particularly for upholstered furniture. In addition, closer monitoring and preventative and spot pesticide treatments are proving necessary to control outbreaks from becoming infestations. While a portion of the inspection and treatment costs are budgeted, we are in need of additional funds to purchase a larger unit capable of heat treating furniture and for additional pesticide and inspection services system-wide before the cold weather season.

Portable Thermal Chamber (8'x8'x7') (Capital Budget)	\$ 9,245
Canine inspections, preventative and spot treatments (General Fund Budget)	\$ 7,450
Total Budget Revision Requested	\$ 16,695

The budget revisions for the above bed bug mitigation plan have been reviewed and are recommended by the Finance and Budget Committee.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **First Quarter Strategic
Planning Statistics**

DATE: October 28, 2013

Attached is the first quarter “Strategic Plan Quarterly Statistics 2013-2014”. This is the first report based on the strategic priorities, goals, and objectives for 2013 – 2016 approved by the board in June.

Objectives 1.4 and 3.5 are new to this plan. Since these objectives were written and targets set, we realized use of the early childhood literacy stations should be counted here in addition to any new digital initiatives. However, use of the literacy stations cannot be divided by age group. We expect to revise these targets and most likely combine the reporting.

Progress in all other reported categories is within the range of expected for the first quarter. Surveys will be conducted throughout the year as shown; the digital lab, objective 6.1, will be launched in the third or fourth quarter of the year.

Strategic Plan Quarterly Statistics 2013-2014

Priority 1 - Create young readers and learners: early literacy								
Children from birth to kindergarten will have materials, programs, and digital opportunities designed to ensure they will enter school ready to learn.								
Goal 1:	Children, birth to kindergarten, will have access to materials, programs, and digital opportunities to help them enter school ready to learn to read, write, and listen.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
1.1	By June 30, 2016, the circulation of picture books, easy readers, and board books will increase by 10%.	46,367				46,367	162,917	28.5%
1.2	Each year, at least 13,000 children, birth to kindergarten, will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	1,960				1,960	13,000	15.1%
1.3	Each year, the number of people utilizing the Children's Room will increase by 10%.	27,722				27,722	54,969	50.4%
1.4	By June 30, 2014, at least 150 children, birth to kindergarten, will utilize digital tools. Each subsequent year the number of children utilizing digital tools will increase by 10%.	4397*				4,397	150	2931.3%
1.5	Each year, the number of gift books the library distributes will increase by 5%.	500				500	6,820	7.3%
Goal 2:	Parents and caregivers will have the tools and skills needed to prepare children, birth to kindergarten, to learn when they enter school.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
2.1	At least once per year parents of young children will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 2nd Quarter						
2.2	Each year, at least 5,500 parents and caregivers will attend or participate in programs or outreach events sponsored or co-sponsored by the library designed to give them the tools to prepare children to learn when they enter school.	1,187				1,187	5,500	21.6%

Strategic Plan Quarterly Statistics 2013-2014

Priority 2 - Stimulate imagination: reading, viewing, listening, and creating for pleasure									
Residents of all ages will have access to materials, programs and services designed to enhance their leisure time.									
Goal 3:	Children, first to fifth grade, will have materials, programs, and services that stimulate their imagination and provide pleasurable reading, viewing, listening, and creating experiences								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target	
3.1	By June 30, 2016, the circulation of children's fiction will increase by 10%.	30,737				30,737	103,324	29.7%	
3.2	By June 30, 2016, the circulation of children's music and movies will increase by 25%.	25,871				25,871	101,888	25.4%	
3.3	By June 30, 2016, the circulation of children's nonfiction will increase by 20%.	17,696				17,696	70,559	25.1%	
3.4	Each year, at least 13,000 children will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	2,128				2,128	13,000	16.4%	
3.5	By June 30, 2014, at least 150 of children, first to fifth grade, will utilize digital tools. Each subsequent year the number of children utilizing digital tools will increase by 10%.	4397*				4,397	150	2931.3%	
Goal 4:	Teens and tweens will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, listening, and creating experiences.								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target	
4.1	By June 30, 2016, the circulation of teen reading collections will increase by 10%.	17,980				17,980	67,533	26.6%	
4.2	Each year, at least 5,000 teens will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	1,309				1,309	5,000	26.2%	
4.3	Each year, the number of people utilizing the Teen Room will increase by 5%.	5,548				5,548	30,849	18.0%	
4.4	At least once per year teens and tweens will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 4th Quarter					-		

Strategic Plan Quarterly Statistics 2013-2014

Goal 5: Adults will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
5.1	By June 30, 2016, the circulation of adult reading collections will increase by 25%.	135,344				135,344	574,938	23.5%
5.2	By June 30, 2016, the circulation of adult music and movies will increase by 25%.	203,174				203,174	862,968	23.5%
5.3	Each year, at least 10,000 adults will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	734				734	10,000	7.3%
5.4	At least once per year adults will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 3rd Quarter						
Priority 3 - Connect to the digital world: access and digital literacy								
All patrons will have access, tools, and assistance needed to navigate the digital world.								
Goal 6: Everyone in Kalamazoo will have free high-speed internet access in the library and digital opportunities tailored to their needs.								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
6.1	By June 30, 2016, the number of people who use a library computer will increase by 10%.	39,858				39,858	149,242	26.7%
6.2	By June 30, 2016, the number of people who use the library's Wi-Fi to connect to the Internet will increase by 50%.	11,827				11,827	41,015	28.8%
6.3	By June 30, 2014, at least 1,500 people will utilize services in the digital lab. Each subsequent year, the number of people utilizing the digital lab will increase by 25%.	-				-	1,500	0.0%
6.4	At least once per year patrons will be surveyed on their use and satisfaction of digital technology, the library's website, social media, and other digital resources at the library.	Survey Conducted During 2nd Quarter						

Strategic Plan Quarterly Statistics 2013-2014

Priority 4 - Discover and celebrate local: history, genealogy, information, and culture								
Residents and visitors will have the resources, tools, and programs necessary to understand and appreciate all aspects of the Kalamazoo community including its past, present, and future.								
Goal 7: Residents and visitors will have the resources, tools, and programs to understand and appreciate local and family histories and the culture unique to Kalamazoo.								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
7.1	By June 30, 2016, the number of hits on digitized local history collections will increase 30%.	3,074				3,074	10,676	28.8%
7.2	Each year, at least 3,000 people will attend locally focused programs or outreach events sponsored or co-sponsored by the library.	630				630	3,000	21.0%

* Digital tool usage cannot be divided by age (birth to kindergarten and first to fifth grade). Year to date totals for objectives 1.4 and 3.5 cover birth to fifth grade. Objectives will be revised for later reporting.

**Director's Report
October 2013**

From the director

1. Recent meetings and events attended include DDA Board, Chamber of Commerce summit, Friends board, SMLC Board and Council, MLA Public Policy Summit and annual conference several webinars, many internal meetings, several library events.
2. Friends of KPL volunteers were honored at their annual appreciation brunch. Cheryl and I thanked them and gave a brief library update. Each volunteer selected a book to be added to our collection with a bookplate acknowledgement.
3. Kevin joined me at the Friends October board meeting and gave an IT update. In other Friends news: sales are stronger and have recovered a bit from a very slow previous quarter; credit card sales are about 10% of total sales so far; the annual meeting will be a luncheon on Wednesday, April 30 at the Ladies Library Association.
4. Karen Santamaria, ADS librarian and coordinator of *Reading Together*, has been accepted in to the Leadership Kalamazoo class for 2013-2014.
5. The October issue of *Encore* magazine features our teen room on the cover and an article on area libraries.
6. Reminder: special board meeting on Monday, November 25, 4 PM to discuss financial forecasts.

Create young readers

7. Now that kids are back in school, emphasis has shifted to babies, toddlers, and preschoolers. Attendance is good at the regular storytime programs and at a recent musical storytime.

Stimulate imagination

8. *First Saturday* continues as a strong, consistent monthly program with 225 attending in October. We are building a set of reliable partners and seeing many repeat families each month.
9. Eastwood's "Back to School Celebration" attracted over 300 to enjoy food and use the library. Food was donated by Meijer, Eastwood Market, Fish Express, and Foo-Jay's. Fun was provided by Vertical Edge, Civic Theater, and the Astronomical Society. Walgreen's donated backpacks

and some school supplies, and a neighborhood dentist, Dr. Richardson, gave out toothbrushes. Several community partners were there and it was a record setting night for library circulation!

10. First grade visits continue through the end of October. The kickoff at Powell with Northglade was well covered by the media, along with KPS staff, KPL staff, and board president TenBrink.
11. Our partnership with a coalition of local groups and individuals to offer a month long series on climate change was successful. Programs held at KPL were well attended; the central event was the visit of Bill McKibbin at Miller Auditorium.
12. The banned book read-out, in partnership with the ACLU, drew a modest, but loyal crowd and very spirited readers. Next year we will again combine the read-out with Art Hop.

Connect to the digital world

13. The Digital Lab Task Force met with community stakeholders – Public Media Network, WMU, and KVCC. All are excited and willing to provide support. A patron survey is currently on our website to gauge the level of community interest and the specifics of that interest. We plan to report to the board at the December board meeting.

Celebrate local

14. The Oshtemo meeting room was filled for a recent “Intro to Genealogy” session. We are continuing to offer some local history programs at branches.

Operations

15. The IT Staff is ready to launch “Tech Treats”, 15-20 minute sessions focusing on a trick, tip, or highlight on software, hardware, or a digital service, followed by a treat.
16. Farrell Howe and Kevin King will do a program on bed bugs at the upcoming MLA conference. Kevin will also participate in an *Ignite MLA* session.
17. In our continuing efforts to increase use of the checkout units, the numbers on the screen for patrons to enter their pin number have been enlarged for ease of inputting.
18. Affordable Health Care update: twelve attended our program conducted by Enroll America, two more programs are scheduled; we have had very few questions and as far as we know, no one has signed up through our computers; there are still no navigators available in the Kalamazoo area.
19. Our annual staff day was well received by staff. The keynote programs were active violence training and dealing with difficult patrons. A variety of shorter breakout sessions were staff choose from were lighter topics: office ergonomics and self-publishing among others.

Library stories / comments from patrons

20. Our Diversity Committee participated in the WMU Fall Fab Fest and received the following thank you: “Thank you so much for representing the Kalamazoo Public Library at Fall Fab Best. We are grateful for partners like you who support the LGBT community and celebrate diversity. We look forward to opportunities to work with you in the future.”

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
September 30, 2013**

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	23,650	1,348	9,500	688	2,167	37,353	120,607	127,194	-5%
-ebook	2,902					2,902	9,100	6,682	36%
-Digital Magazine	217					217	885		
Teen	3,150	201	1,077	51	212	4,691	17,557	19,279	-9%
Juvenile	15,657	1,110	8,310	404	1,423	26,904	94,126	87,914	7%
Total	45,576	2,659	18,887	1,143	3,802	72,067	242,275	241,069	1%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,860	101	1,098	31	209	3,299	11,936	12,610	-5%
-Digital Download	1,050					1,050	3,114	2,167	44%
Music									
-CD	4,949	403	1,054	319	414	7,139	23,588	25,014	-6%
-Digital Download	867					867	2,712		
Video									
-DVD	31,091	4,705	8,045	3,206	7,165	54,212	178,381	172,446	3%
Total Non-Print Material	39,817	5,209	10,197	3,556	7,788	66,567	219,731	212,237	4%
Total Circulation	85,393	7,868	29,084	4,699	11,590	138,634	462,006	453,306	2%
Computer Usage									
Onsite Computer Use	9,024	751	1,324	687	758	12,544	36,558	39,143	-7%
Computer Usage Remote						2,371,061	7,295,430	7,321,476	0%
Wireless Internet	2,561	224	369	265	215	3,634	11,827	8,657	37%
Database Statistics									
Database Sessions	1,791					1,791	2,908	3,687	-21%
Database Searches	47,338					47,338	87,583	135,505	-35%
Total Registrations	415	52	77	16	40	1199	1,953	2,732	-29%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
September 30, 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	7	1	1	1	0	10	32	53	-40%
Attendance	338	29	20	6	0	393	1078	1067	1%
Teen Events	2	1	2	1	0	6	37	28	32%
Attendance	26	6	23	18	0	73	1151	810	42%
Juvenile Events	13	8	16	8	0	45	167	203	-18%
Attendance	306	430	654	213	0	1603	7331	7711	-5%
Total Events	22	10	19	10	0	61	236	284	-17%
Total Attendance	670	465	697	237	0	2069	9560	9588	0%
Law Library									
Visitors	295						893	551	62%
Phone Calls	94						204	240	-15%
Questions Answered	301						741	832	-11%

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