



Kalamazoo Public Library

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PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
July 28, 2014, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
 - A. Resolution to Support Proposal 1 on August 5, 2014 Ballot to Eliminate Personal Property Tax
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of June 23, 2014
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending June 30, 2014
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Rates of Pay for Hourly Staff
 - B. Employee Assistance Program
 - C. Nepotism Policy
 - D. Request for Funds from Kalamazoo Community Foundation Local History Fund
 - E. MERS Delegates
 - Reports
 - F. Fourth Quarter Strategic Plan Statistics
 - G. Director's Goals
 - H. Services to Readers – Michael Cockrell, Karen Santamaria, Steve Siebers
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director's Building Advisory Committee
- VII. OTHER BUSINESS
 - A. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION
 - A. Director's Annual Review
- XI. RETURN TO OPEN SESSION FOR CONSIDERATION OF DIRECTOR'S CONTRACT
- XII. ADJOURNMENT

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Resolution to Support Proposal 1 on August 5, 2014
Ballot to Eliminate Personal Property Tax**

DATE: July 28, 2014

Recommendation:

I recommend Board approval of the attached resolution to support proposal 1 on the August 5 ballot to eliminate personal property tax.

Executive Summary:

As board members are well aware, this ballot proposal ends the personal property tax businesses are required to pay and creates a funding system for many governmental services including libraries.

Attached is a FAQ prepared by the Michigan Library Association about this ballot proposal. Many governmental agencies, including the City of Kalamazoo, have passed resolutions of support.

A RESOLUTION TO SUPPORT PROPOSAL 1 ON AUGUST 5, 2014 BALLOT TO ELIMINATE PERSONAL PROPERTY TAX

Kalamazoo Public Library

Minutes of a regular meeting of the Board of Trustees of the Kalamazoo Public Library, County of Kalamazoo, State of Michigan, held in the Library District, on the 28th day of July, 2014, at 4:00 p.m., prevailing Eastern Time.

PRESENT: Trustees: _____

ABSENT: Trustees: _____

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____:

WHEREAS, the Kalamazoo Public Library and libraries across Michigan provide vital public service; and

WHEREAS, Michigan businesses have struggled with an uncompetitive personal property tax on businesses; and

WHEREAS, small businesses and manufacturers power our economy and are the largest contributor to job growth in Michigan; and

WHEREAS, no other state in our region taxes business equipment the way Michigan does – and most of those states don't tax it at all, which makes Michigan significantly less competitive when it comes to job creation and business investment; and

WHEREAS, Michigan communities have struggled for years to pay for essential services like police, fire, ambulances, schools, jails, and libraries; and

WHEREAS, the Kalamazoo Public Library has relied on more than \$1,200,000 a year of Personal Property Tax revenue to provide services; and

WHEREAS, with bipartisan support the Michigan Legislature has voted to reform the antiquated personal property tax to help increase Michigan's competitiveness with other states and remove an onerous tax that will allow more business investments and create more jobs while providing a stable replacement revenue source for local communities; and

WHEREAS, this is not a constitutional amendment but the state constitution requires Michigan voters to approve certain changes in local taxes; and

WHEREAS, Proposal 1 on the August 5, 2014 ballot will make Michigan more competitive, which will help local communities to attract more businesses and talent and create local jobs; and

WHEREAS, Proposal 1 is supported by the Michigan Municipal League, the Michigan Townships Association, Michigan Association of Chiefs of Police, Michigan Association of Police Organizations, Michigan Community College Association, Michigan Farm Bureau, the Small Business Association of Michigan, Michigan Sheriffs Association, Michigan Chamber of Commerce, National Association of Independent Businesses, the Michigan Manufacturers Association, and the Michigan Library Association among others;

NOW, THEREFORE, BE IT RESOLVED, that the Kalamazoo Public Library hereby expresses its strong support for Proposal 1 to eliminate the unfair double tax and strengthen our communities. We urge citizens to vote YES on Proposal 1 on the August 5, 2014 ballot.

AYES: Trustees: _____

NAYS: Trustees: _____

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kalamazoo Public Library, County of Kalamazoo, Michigan, at a regular meeting held on July 28, 2014, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

Kalamazoo Public Library

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES

PUBLIC HEARING AND MEETING

Date: June 23, 2014

Time: 4:00 p.m.

Location: Central Library Board Room

TRUSTEE ROLL CALL:

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

Absent: None

PUBLIC HEARING:

President TenBrink called the Public Hearing to order at 4:00 p.m. regarding the proposed Preliminary Budget for 2014-2015. She invited audience members to speak regarding this budget. The president closed the public hearing at 4:01 p.m. after it was determined no one was present who wished to address the Board on this subject.

CALL TO ORDER:

President TenBrink called the meeting to order at 4:01 p.m.

AGENDA APPROVAL:

Director Rohrbaugh said a revised agenda and an additional recommendation, Ratification of KPLA and KPLSP Contracts, were at each Board members seat. The executive session for the Director's Annual Review was postponed until the July Board meeting. The amended agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. *Resolution to Approve the Preliminary Budget and Authorize Millage Levy for 2014-2015*

Recommendation: Director Rohrbaugh recommended the Board adopt the resolution to approve the General Operating Fund – Preliminary Budget FY 2014-2015 and authorize that 3.9583 mills be levied for library operations for 2014-2015.

Executive Summary: The budget was reviewed at the regular Board Meeting on May 19, 2014. Prior to this meeting a Public Hearing was conducted for the public to comment on the budget and millage rate.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE RESOLUTION TO APPROVE THE GENERAL OPERATING FUND – PRELIMINARY BUDGET FY 2014-2015 AND AUTHORIZE THAT 3.9583 MILLS BE LEVIED FOR LIBRARY OPERATIONS FOR 2014-2015.

(Trustee R. Brown arrived at 4:03 p.m.)

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

MOTION CARRIED 7-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Meeting of May 19, 2014*

B. *Minutes of the Meeting of June 16, 2014*

C. *Personnel Items*

The minutes of the May 19, 2014 Board Meeting, the minutes of the June 16, 2014 Board Meeting, and Personnel items were accepted.

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending May 31, 2014*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending May 31, 2014.

Discussion: Director Rohrbaugh said the final section looked different because the Kalamazoo Community Foundation had changed the way they reported their statements.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MAY 31, 2014.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *Ratification of KPLA and KPLSP Contracts*

Recommendation: Director Rohrbaugh recommended Board ratification of the Agreement with KPLA, July 1, 2014 – June 30, 2016 and the Agreement with KPLSP, July 1, 2014 – June 30, 2016.

Executive Summary: Both agreements were ratified by their respective unions earlier in the day on June 23, 2014. A summary of the changes in both agreements were distributed to the Board members at the meeting.

Discussion: Director Rohrbaugh said the reason for the meeting agenda revision was the addition of this recommendation. Both contracts were ratified by their respective unions earlier in the day on June 23. She said the contracts should be ratified individually by the Board.

MOTION: F. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO RATIFY THE AGREEMENT WITH KPLA, JULY 1, 2014 – JUNE 30, 2016.

MOTION CARRIED 7-0.

MOTION: J. VANDER ROEST MOVED AND B. CAPLE SUPPORTED THE MOTION TO RATIFY THE AGREEMENT WITH KPLSP, JULY 1, 2014 – JUNE 30, 2016.

MOTION CARRIED 7-0.

B. Rules of Conduct

Recommendation: Director Rohrbaugh recommended Board approval of the “Rules of Conduct for Library Use, June 2014”, revised to prohibit electronic substitutes for tobacco products and to clarify footwear.

Executive Summary: The rules were last revised in 2010, before e-tobacco products were in common use. The library joins with other libraries and many public spaces in prohibiting their use. Barefoot has been changed to “without appropriate footwear” to address the issue of patrons with socks and no shoes.

These changes were reviewed by the library’s attorney.

Discussion: J. Vander Roest asked if the library had a problem with patrons not wearing appropriate footwear in the library. Director Rohrbaugh said the library had issues with children taking off their shoes and just wearing their socks, and had also had incidents when patrons who had come to the library to relax would remove their shoes while lounging. She explained this rule was a safety measure to protect patrons.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE THE “RULES OF CONDUCT FOR LIBRARY USE, JUNE 2014”, REVISED TO PROHIBIT ELECTRONIC SUBSTITUTES FOR TOBACCO PRODUCTS AND TO CLARIFY FOOTWEAR.

MOTION CARRIED 7-0.

C. Purpose Statement, Vision, and Core Values

Recommendation: Director Rohrbaugh recommended the Board approve the revised Purpose, Vision, and Core Values statements.

Executive Summary: Over the course of three months, 91 staff and Board members discussed revisions to these statements. Thom Andrews facilitated discussions with trustees, Management Team, and each library department and gave an interim report to the Board at the May Board meeting.

Since then, all departments have had a chance to weigh in on the statements. Comments or reactions expressed multiple times have been incorporated into this final recommendation.

The changes from the draft presented at the May Board meeting:

- Purpose – no change
- Vision – added “collaborative”
- Community – used descriptive sentence from “compassion” and changed to “we stand together”
- Compassion – used descriptive sentence from Community
- Intellectual Freedom – changed opening verb, replacing “uphold” with “champion”

Discussion: R. Brown said he liked the methodology of developing these statements better this time than last. L. Godfrey said the Board should be intimately involved with deciding upon the

new Purpose Statement, Vision, and Core Values. She said it was mentioned previously that this was primarily an internal document and she hoped staff didn't think of it this way. J. Vander Roest said it would be posted on the library's website. V. Wright said the document should guide decisions the library makes in the future. L. Godfrey added it should always be in mind even if not making a decision.

President TenBrink asked if the library would be printing a poster with the new statements. Director Rohrbaugh said plans had not been made yet. President TenBrink said she would like to see it displayed on the digital signage. F. Howe said this was a good idea. J. Vander Roest suggested the Board could recite it at each meeting.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE OF THE PURPOSE, VISION, AND CORE VALUES STATEMENTS.

MOTION CARRIED 7-0.

REPORTS:

D. Action Plan and Organizational Competencies

Report: Director Rohrbaugh said the Action Plan and Organizational Competencies were being brought to the Board for information as was typical from previous years. She reminded Board members the priorities and goals do not change from one year to the next, but the Action Items and Organizational Competencies do change to reflect new things the library would be planning to do during the year to help the organization meet its goals. She explained the Action Items were most often work of the public service departments, while the organizational competencies were items for the operations departments.

Discussion: L. Godfrey asked for more information on the digitized area on the Local History webpage. M. Cockrell said this would be a space for the library to highlight its digital collection including digitized newspapers and the photos on Flickr. He explained it was a way of showing patrons the collection is greater than what is contained in the Local History Room.

V. Wright asked if the Artist in Residence program would be in the Hub. K. King said it would and explained that with only four work stations available for each digitization and post-production editing, it would be difficult to have classes in The Hub. Instead, he would like to have a software/process specific expert in house to work with those who come in to The Hub during specific times. He said he has laid the groundwork with Public Media Network and Western Michigan University for this type of program. He added that The Hub will have programs for all ages, including a Mini Maker Faire.

President TenBrink asked if the Artists in Residence would be a volunteer or paid. K. King answered he wasn't sure, that many details hadn't yet been worked out, but he would probably pay the instructor in the same manner we would pay someone for a program. President TenBrink asked if there seemed to be interest from the community to be an Artist in Residence. K. King said he had already received inquiries. He said IT staff were well trained in the digitization software and tools, which have been the most popular, but once patrons start using the post-production software it would be beneficial to both staff and patrons to have short term in-house experts that are more knowledgeable. President TenBrink asked how things were going in the Hub. K. King answered things were picking up with more computer reservations being made by the community. L. Godfrey asked if K. King was planning to work with Public

Media Network and their EFE students. K. King said he was planning to work with these students.

J. Vander Roest asked about the Organizational competency mentioning Library Boxes. K. King explained Library Boxes were localized Wi-Fi hot spots similar to electronic kiosks. Patrons could log on and download or view specific information provided through the hot spot. K. King said these could be used at programs and off-site visits by librarians to schools or other locations. R. Brown asked if the information could simply be changed with a flash drive. K. King said it could. L. Godfrey asked if the content was all the same. K. King said each library box could have different information depending on staff and patron needs.

J. Vander Roest asked if the library had thought about getting involved with Little Free Libraries. M. Cockrell said the library has been asked to participate. J. Vander Roest said there have been some issues with zoning related to Little Free Libraries. Director Rohrbaugh said when KPL has been approached about Little Free Libraries, staff usually recommended the Friends as an inexpensive place to stock up on books for the library. J. Vander Roest also asked if the Management Team assigned owners for each of the items in the Action Plan and Organizational Competencies. Director Rohrbaugh said the Management Team did do this.

F. Brown asked what types of technology were being considered for conservation of energy. Director Rohrbaugh said this was something S. Lindemann always had in mind. S. Lindemann commented that energy monitors had just been installed which she will use to track energy use throughout the year and then decide how new technology could be used to maximize savings.

Disposition: Trustees thanked Director Rohrbaugh for the report.

E. Legislative Report – Diane Schiller

Report: D. Schiller said she had little to report on this month. State aid for libraries was held whole in the budget for the state. She said everything else would likely be in committee until the fall.

Discussion: B. Caple asked if L. Godfrey and R. Brown could speak to the meeting they attended with Representative Margaret O'Brien and Senator Tonya Schuitmaker at KVCC. L. Godfrey said it was not new news but she appreciated the understandable explanation regarding the reimbursement of Personal Property Tax. She said the referendum vote on August 5th was absolutely essential and it was similar legislation to a Headlee Amendment. If the referendum doesn't pass, the legislators will be back to square one trying to determine how entities will be reimbursed for their losses. The library was initially going to be guaranteed 80% reimbursement but passage of the Use Tax referendum would guarantee the library 100% reimbursement.

R. Brown said the method for reimbursement had not been setup yet. Reimbursement payments may come to the library quarterly but could come as infrequently as annually. B. Caple thanked L. Godfrey and R. Brown for attending the meeting. R. Brown asked if the library Board should take an official stance on the Use Tax referendum in August. If the referendum fails, the legislature will have to begin thinking about another way to reimburse entities. L. Godfrey and R. Brown explained which entities were considered essential services that always stood to receive 100% reimbursement, including police and schools. Libraries were excluded from this list.

Disposition: Trustees thanked D. Schiller for her report, and L. Godfrey and R. Brown for their information.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*— no comment.
- B. *Personnel Committee*—no comment.
- C. *Fund Development and Allocations Committee*— no comment.
- D. *Director's Building Advisory Committee*— no comment.

VII. OTHER BUSINESS

A. *Director's Report*

Report and Discussion: Director Rohrbaugh distributed a booklet which showed pictures of the webpage redesign. She explained the new homepage would be mobile friendly. There will be a new landing page for the 'Kids and Parents' section and basic information about the library will be contained within the footer. She said the goal launch date will be July 3rd. B. Caple asked if the mobile app would be replaced. Director Rohrbaugh and K. King said it would not.

Director Rohrbaugh drew attention to item four on the Director's Report saying Party in the Park was again a great success. She mentioned item five, explaining the Three Book Battle was a way for Global Reading Challenge enthusiasts to continue competing in a book challenge once in middle school. S. Warner explained the Three Book Battle was not affiliated with the schools but very similar. Three middle school students read three books and compete in a challenge. It is a one day event rather than a series. President TenBrink asked how many people participated. S. Warner said there were five teams and about 65-70 people in the audience. L. Godfrey asked how long ahead of time the teams knew of the books. S. Warner said the teams knew about the books for a month.

Director Rohrbaugh mentioned item seven and the strong sign-ups for the Summer Reading Games. She mentioned some of the partners the library was working with to sign up more children for SRG. She also mentioned item 16 and the grand opening of The Hub. V. Wright and J. Vander Roest asked if the composer Orff mentioned in item six was the Nazi composer. S. Warner said it was not.

F. Brown asked what constituted Urban Fiction. Director Rohrbaugh said it was a genre of fiction and was shelved separately at Central Library and some of the branches. B. Caple asked how it was classified. M. Cockrell said it generally came from specific publishers but was at the discretion of the catalogers. K. King said the book group mentioned in item eleven was popular with good attendance each month. L. Godfrey asked if this was the same genre that was in the past called Street Lit. Director Rohrbaugh said it was but the profession had now settled on Urban Fiction as the name.

V. Wright, mentioning item nineteen, asked if this was the first time high school teachers had toured the Local History Room. M. Cockrell said it was not the first time they had toured the room but this seemed to be the first time they were talking about bringing their classes to use the room. F. Brown asked how the tour came to be. M. Cockrell said the school contacted the library about it.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey said she was happy to see KPL’s circulation statistics continue to rise when circulation at many other public libraries was dropping. She mentioned she was having many issues using the Mobile app to place holds. Director Rohrbaugh said she would follow-up with G. Green. She also asked how *Link* was distributed saying she has a friend who never received the publication in the mail. F. Howe said she would follow-up with the post office.
- J. Vander Roest said he enjoyed Party in the Park and thanked the library for continuing to hold this event. He said the public seemed more and more aware of the event and encouraged other Trustees to participate in future years.
- B. Caple thanked the negotiating teams for their hard work during union negotiations.
- L. Godfrey said she wanted to add that the Staff Recognition Breakfast was enjoyable. Also, she said she appreciated the video on the library’s website about the change in book drops but she still did not like them.
- President TenBrink said she was honored to do the ribbon cutting at the grand opening of The Hub adding she was pleased with the attendance at the event. She said she also enjoyed participating in Party in the Park and mentioned that patrons seemed to be enjoying themselves when she stopped by for the SRG kick-off party on June 7th.

X. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 4:52 P.M.

X _____

Robert Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: July 28, 2014

New Hires

Ruth Figgins joined the salaried staff on July 16, 2014 in the KPLSP Library Assistant 3 FTE 1.0 evening custodian position within the Facilities Management department. Ruth comes to KPL from Kalamazoo Public Schools, most recently working as a Paraprofessional with elementary students. She has a strong background in custodial care, and machine work from her experience helping to operate a family business.

Joshua Schaus joined the salaried staff on July 16, 2014 in the KPLSP Library Assistant 3 FTE 1.0 evening custodian position within the Facilities Management department. Joshua comes to KPL from Securitas where he worked as a security guard assigned to KPL. He is a military veteran and has maintenance and machine operation experience.

Amaad Hardy joined the hourly staff on July 3, 2014 as a library aide in Central Circulation.

Anastasia Huber returned to the hourly staff on 7/11/14 as a library aide at the Eastwood/Powell branches.

Henry Bongers joined the hourly staff on 7/09/14 as the network systems support IT intern.

Separation

Roberto Stokes left his KPLSP Library Assistant 3 FTE 1.0 evening custodian position within the Facilities Management department effective June 27, 2014.

Employee Anniversaries

Joanna Lundberg, Professional substitute – 42 years

Kim Ross, FM Library Assistant – 23 years

Maria Fox, Library Aide – 10 years

Jun Van Lear, FM Library Assistant – 7 years

Tyesha Powe, Library Aide – 6 years

Elysha Cloyd, Administration Executive assistant – 4 years

Alex Merrill, Youth Services Library Assistant – 4 years

Thom Andrews, Director, ONEplace@kpl – 2 years

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
June 30, 2014**

DATE: July 28, 2014

RECOMMENDATION:

I recommend the Board accept the Financial Reports for the month ending June 30, 2014.

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

**Kalamazoo Public Library
Internal Financial Reports
As of June 30, 2014**

Governmental Cash Investment Report

The quarterly Governmental Cash Investment Report as of June 30th reflects balances before the accrual of earned interest on Certificates of Deposit and CDARS investments at Flagstar Bank and First National Bank of Michigan. The total of the general pooled funds prior to those entries, however, is \$8,170,643. Debt service fund accounts at First National Bank have been closed as of May 2014 after the payment of the last bond principal and interest earlier that month.

Sources and Uses of Funds

Electronic Transfers

Sources of funds during the month of June included \$90,000 from the Irving S. Gilmore Foundation to fund future operations of ONEPlace, payment of \$10,000 from Middle County Public Library for Kalamazoo Public Library's participation in Family Place, and a \$2,882 insurance reimbursement for a loss claim related to a broken exterior smoked glass panel at Central Library.

Uses of funds during the month of June included no unusual payments other than several prepaid amounts for services relating to fiscal year 2014-2015.

Combined Balance Sheet

Outstanding Taxes Receivable of \$91,474 represent balances prior to year-end corrections based upon individual government settlements and write-off of taxes deemed uncollectable. At the current date, the estimated amount remaining after those adjustments should approach \$55,000 – representing a loss or deferral of about \$36,000 for fiscal year 2013-2014.

General Fund Revenue and Expenditure Summary

Both Revenue and Expenditures represented by the June 2014 summary are not yet complete and do not include either adjustments or accruals of tax, district court penal fine, or interest income or final recognition of expenditures applicable to the 2013-2014 budgeted amounts. Several line items will require "within category" adjustments. Within the Materials category, both Juvenile Books and Audio-Visual Materials will require the transfer of budget from other materials accounts – both adult books and digital materials have adequate budget to fund the over-runs caused primarily by the timing and cut-off of fiscal year end expenditures for both this and the prior year and adjustments to targeted amounts not fully accommodating the cost of electronic materials such as Freegal or Hoopla.

In the Purchased Services category both Legal Services, due to contract negotiations, and Advertising, due to late in the year expenditure timing, have overrun their budget estimates with adequate budget for the transfer also available within the category in the Contract Services Line item. Finally, in the Other Expenditures Miscellaneous Operating overran due to the cost of the May election exceeding all estimates at \$33,515 and Programming expenditures overran slightly due to late in the year estimates for the Summer Reading Game.

All transfers of budget have been presented to the Treasurer for approval as prescribed by the Budgeting Policy.

Capital Improvement Plan

Expenditures in the Capital Improvement Plan during the month of June included the recognition of expenditures associated with project 889 – Children’s Room Furniture; 827 – Security Camera System (Central Library AV); 874 – Metasys control system (Central HVAC); and 878 – Laptop replacements. All unspent and open encumbrances roll forward to the next fiscal year to continue all CIP projects as allocated and approved.

Other Gifts and Grants Summary

Expenditures during the month of June included several mini-grants, Family Place programming expenditures, and purchase of books to distribute through Ready to Read. All unexpended balances will roll forward to the next fiscal year.

Endowment Fund

The market value of the Endowment Fund as of June 30th totals \$3,800,342 with most of the gains over the last fiscal year coming from net market value gains of over \$430,000. Prior to audit of the totals, dividends and interest also contributed \$51,221, nearly equaling the total of all withdrawals from the fund for KPL projects of \$52,576.

**Kalamazoo Public Library
Governmental Cash Investment Report
As of June 30, 2014**

<u>Cash and Investment Accounts</u>	<u>\$</u>	<u>Notes</u>
<u>Checking/Electronic Transfer Accounts</u>		
Fifth Third Bank General Check/Payroll Checking	\$ 354,985.49	Variable interest with Sweep Account
First National Bank	\$ 510,770.45	Variable interest checking
Fifth Third Bank Public Transfers	\$ -	Closed April 2014
First National Bank Public Transfers	\$ 60,788.04	Checking-ACH only
First National Ltd Access Checking	\$ 6,492.84	Checking for ACH Debit Draws
Fifth Third Bank Arcadia Checking	\$ 5,693.12	Employee Section 125 Program
Subtotal - Checking	\$ 938,729.94	
<u>Treasury & Money Market Funds</u>		
Huntington Nat'l - Premier Public Funds	\$ -	Closed January 2014
Flagstar Bank - Public Funds	\$ -	Closed
Flagstar Bank - Interest bearing	\$ 101,466.95	Liquid, PA 20 interest bearing
First National Bank - MM	\$ 47,272.87	Liquid, PA 20 money market
Huntington Capital AIM Treasury	\$ -	Closed January 2014
Fifth Third Securities, money market cash	\$ 52.43	Liquid with interest cash for securities
Subtotal - Funds	\$ 148,792.25	
<u>Certificates of Deposit (maturity date order)</u>		
First National Bank-ICS	\$ 4,952,346.07	Insured Cash Sweep/CDARS (multiple)
Flagstar CD 112199915	\$ 501,187.31	90 days @ .35% Matures 8/4/2014
Flagstar CDARS 1016612045	\$ 500,623.37	26 weeks @ .24969% Matures 11/6/2014
Flagstar CD	\$ 504,553.60	90 days @ .35% Matures 7/14/2014
First National Bank 31008618	\$ 306,057.19	6/6/6 month rising, 1st maturity 9/22/2014
First National Bank 31009673	\$ 307,935.58	6/6/6 month rising, 1st maturity 9/24/2014
Subtotal - CDARS/CDs	\$ 7,072,703.12	
Total Investments General Pooled Funds	\$ 8,160,225.31	
<u>Other non-interest bearing</u>		
Paypal deposit account	\$ 747.14	
Petty Cash/Midwest Bus Exch/To be deposited	\$ 9,671.33	
Subtotal Other Cash	\$ 10,418.47	
Total General Cash & Investment Accounts	\$ 8,170,643.78	
 Debt Services Funds		
<u>Investment Accounts</u>		
First National Bank	\$ -	Closed May 2014
<u>Certificates of Deposit</u>		
None		
Total Investments Debt Service Fund	\$ -	

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending June 30, 2014**

		June
BEGINNING CASH BALANCE *	\$	8,892,738
* Including short-term investments		
 SOURCES OF CASH:		
Property Tax Receipts	\$	1,002
IFT/CFT, PILOT receipts	\$	-
State Aid/MPSERS UAAL Rate Appropriation	\$	22,595
District Court Penal Fines/Law Library Revenue	\$	-
Interest Income	\$	1,608
Library Fines & Fees	\$	17,853
Other Sources: Gifts, Grants, & Reimbursements	\$	102,908
Other Gifts (Ready to Read, etc)	\$	227
TOTAL SOURCES OF CASH	\$	146,192
 USES OF CASH:		
Salaries & Wages	\$	(398,516)
Benefits	\$	(167,089)
Materials	\$	(116,282)
Supplies	\$	(13,068)
Facilities	\$	(16,429)
Technical Services	\$	(18,595)
Purchased Services	\$	(40,511)
Other	\$	(45,163)
Capital Expenditures	\$	(3,464)
Prepaid Expenditures	\$	(48,846)
	\$	-
TOTAL USES OF CASH	\$	(867,962)
 ENDING CASH	 \$	 8,170,969
 <u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Cash to be deposited	\$	-
Fifth Third General & Payroll Checking Accounts	\$	354,985
First National NOW & ACH Transfer Accounts	\$	578,051
Fifth Third Arcadia Admin & Transfers Accounts	\$	5,693
Petty Cash/Midwest Business Exchange Account/Paypal	\$	10,743
Pooled Cash Accounts	\$	949,473
 <u>Pooled Investments</u>		
Fifth Third Bank, Fifth Third Securities, CD's	\$	52
Flagstar Bank MM & CD's	\$	1,607,831
First National Bank MM, ICS Savings, & CD's	\$	5,613,612
Pooled Investment Accounts	\$	7,221,495
Total Pooled Cash & Investments	\$	8,170,969

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

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
6/2/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (934.00)
6/2/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,512.17)
6/2/2014	Employee 403b Contributions	1st National Ltd Transf.	Employee Accounts	\$ (6,480.15)
6/3/2014	MPSERS Retirement	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (27,207.31)
6/4/2014	MERS March	1st National Transfer	Municipal Employees Retirement System	\$ (22,613.43)
6/5/2014	HCSP MERS Contributions	Fifth Third Bank	Employee Accounts	\$ (978.35)
6/13/2014	Transfer from	1st National NOW Check		\$ (6,600.00)
6/13/2014	Transfer to		1st National Transfer	\$ 6,600.00
6/13/2014	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,373.04)
6/15/2014	Payroll June 15, 2014	5/3 Payroll Check	Employee Accounts	\$ (118,409.18)
6/15/2014	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
6/15/2014	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,270.13)
6/15/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,957.10)
6/16/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (934.00)
6/16/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,691.17)
6/19/2014	HCSP MERS Contributions	1st National Checking	1st National NOW	\$ (978.35)
6/20/2014	EFTPS Tax Payment	1st National Checking	IRS/Social Security Admin	\$ (59.16)
6/26/2014	Transfer from	1st National NOW Check		\$ (6,300.00)
6/26/2014	Transfer to		1st National ACH	\$ 6,300.00
6/27/2014	MPSERS UAAL June	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (22,595.14)
6/30/2014	Payroll June 30, 2014	5/3 Payroll Check	Employee Accounts	\$ (113,507.37)
6/30/2014	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
6/30/2014	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,270.13)
6/30/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (45,680.56)
		Total Electronic Transactions		\$ (432,662.50)

**Kalamazoo Public Library
Combined Balance Sheet
As of June 2014**

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	(\$844,875.64)	\$1,813,877.05	\$0.00	\$129,211.82	\$118,435.15
Investments	\$7,072,755.56	\$0.00	\$0.00	\$55,764.38	\$3,681,907.25
Total Cash & Equivalents	\$6,227,879.92	\$1,813,877.05	\$0.00	\$184,976.20	\$3,800,342.40
Accounts Receivable					
Accounts Receivable	\$22,449.72	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$22,449.72	\$0.00	\$0.00	\$0.00	\$0.00
Taxes Receivable					
Taxes Receivable	\$91,474.01	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$91,474.01	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets					
Other Assets	\$281,337.38	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$281,337.38	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$6,623,037.64	\$1,813,877.05	\$0.00	\$184,976.20	\$3,800,342.40
Liabilities and Fund Balance					
Current Liabilities					
Accounts Payable	\$269,427.83	\$14,633.84	\$0.00	\$822.32	\$0.00
Salaries Payable	\$53,335.04	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$50,517.06	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$373,279.93	\$8,788.94	\$0.00	\$822.32	\$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	\$6,214,279.85	\$1,799,243.21	\$0.00	\$184,153.88	\$3,800,342.40
Total	\$6,214,279.85	\$1,799,243.21	\$0.00	\$184,153.88	\$3,800,342.40
Total Liabilities & Fund Balance	\$6,623,037.64	\$1,813,877.05	\$0.00	\$184,976.20	\$3,800,342.40

Kalamazoo Public Library

General Fund Revenue and Expenditure Summary

June 30, 2014

	June	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$0.00	\$0.00	\$10,262,948.59	\$10,240,572.00	(\$22,376.59)	100.2%
Other Taxes	\$1,001.84	\$0.00	\$100,195.15	\$130,188.00	\$29,992.85	77.0%
Fines and Fees	\$17,853.16	\$0.00	\$176,714.96	\$170,000.00	(\$6,714.96)	104.0%
District Court Penal Fines	\$0.00	\$0.00	\$189,920.22	\$260,000.00	\$70,079.78	73.0%
Local Support	\$100,000.00	\$0.00	\$328,549.65	\$231,775.00	(\$96,774.65)	141.8%
Interest Income	\$1,607.82	\$0.00	\$17,113.50	\$15,000.00	(\$2,113.50)	114.1%
State Aid and Reimbursements	\$22,595.14	\$0.00	\$218,886.45	\$306,788.00	\$87,901.55	71.3%
Other	\$18,532.90	\$0.00	\$92,672.55	\$89,617.00	(\$3,055.55)	103.4%
Total Revenue	\$161,590.86	\$0.00	\$11,387,001.07	\$11,443,940.00	\$56,938.93	99.5%
Expenditures						
Salaries						
Administrator Salaries	\$52,956.58	\$0.00	\$637,079.00	\$637,110.00	\$31.00	100.0%
Librarian Salaries	\$101,981.08	\$0.00	\$1,226,643.59	\$1,234,010.00	\$7,366.41	99.4%
Supervisory Technical Salaries	\$54,594.84	\$0.00	\$672,195.56	\$676,715.00	\$4,519.44	99.3%
Library Assistant Salaries	\$125,643.46	\$0.00	\$1,530,138.34	\$1,538,270.00	\$8,131.66	99.5%
Hourly Staff	\$66,151.24	\$0.00	\$556,155.63	\$601,679.00	\$45,523.37	92.4%
Substitute Salaries	\$8,922.33	\$0.00	\$77,859.76	\$89,960.00	\$12,100.24	86.5%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$410,249.53	\$0.00	\$4,700,071.88	\$4,777,744.00	\$77,672.12	98.4%
Benefits						
Employee Insurance	\$79,898.70	\$0.00	\$942,212.72	\$972,470.00	\$30,257.28	96.9%
Retirement	\$69,056.74	\$0.00	\$765,544.37	\$829,873.00	\$64,328.63	92.2%
Employer FICA-Medicare	\$31,065.70	\$0.00	\$346,954.05	\$357,820.00	\$10,865.95	97.0%
Other Benefits	\$3,079.00	\$0.00	\$33,536.18	\$52,800.00	\$19,263.82	63.5%
Total	\$183,100.14	\$0.00	\$2,088,247.32	\$2,212,963.00	\$124,715.68	94.4%
Materials						
Adult Books	\$64,408.41	\$4,814.71	\$434,292.36	\$479,050.00	\$44,757.64	90.7%
Juvenile Books	\$21,204.92	\$2,215.76	\$103,965.39	\$94,850.00	(\$9,115.39)	109.6%
Periodicals	\$1,739.44	\$0.00	\$46,934.67	\$60,706.00	\$13,771.33	77.3%
Audio-Visual Material	\$95,522.11	\$12,696.58	\$323,919.47	\$309,300.00	(\$14,619.47)	104.7%
Digital Materials	\$8,542.76	\$0.00	\$158,421.96	\$198,620.00	\$40,198.04	79.8%
Total	\$171,684.67	\$35,247.49	\$1,066,952.45	\$1,142,526.00	\$75,573.55	93.4%
Facilities						
Fuel	\$2,654.82	\$0.00	\$54,494.06	\$67,700.00	\$13,205.94	80.5%
Electricity	\$23,719.37	\$0.00	\$181,787.81	\$182,900.00	\$1,112.19	99.4%
Water	\$854.46	\$0.00	\$4,557.03	\$5,875.00	\$1,317.97	77.6%
Custodial Supplies	\$4,910.89	\$0.00	\$63,320.30	\$75,275.00	\$11,954.70	84.1%
Grounds Maintenance	\$7,890.00	\$0.00	\$35,900.00	\$37,450.00	\$1,550.00	95.9%
Building Repair	\$10,429.99	\$7,108.00	\$75,461.37	\$84,075.00	\$8,613.63	89.8%
Building Operations	\$11,506.49	\$5,585.00	\$117,306.16	\$134,732.00	\$17,425.84	87.1%
Total	\$61,966.02	\$12,693.00	\$532,826.73	\$588,007.00	\$55,180.27	90.6%
Supplies						
Office Supplies	\$5,300.85	\$174.00	\$42,552.15	\$47,520.00	\$4,967.85	89.5%
Marketing Supplies	\$0.00	\$0.00	\$1,175.90	\$5,920.00	\$4,744.10	19.9%
Postage & Freight	\$6,930.04	\$0.00	\$38,657.54	\$46,230.00	\$7,572.46	83.6%
Processing Supplies	\$37,005.01	\$0.00	\$60,053.59	\$62,140.00	\$2,086.41	96.6%
Departmental Purchases	\$1,876.25	\$2,933.33	\$33,220.52	\$47,603.00	\$14,382.48	69.8%
Total	\$50,880.62	\$1,970.20	\$175,659.70	\$209,413.00	\$33,753.30	83.9%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
June 30, 2014

	June	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$3,657.43	\$0.00	\$50,601.52	\$74,420.00	\$23,818.48	68.0%
Telecommunications	\$6,220.07	\$0.00	\$82,714.49	\$90,280.00	\$7,565.51	91.6%
Software & Licensing	\$5,380.00	\$3,843.00	\$260,060.35	\$296,779.00	\$36,718.65	87.6%
Cataloging & Processing	\$23,694.80	\$1,053.05	\$71,976.16	\$72,422.00	\$445.84	99.4%
Total	\$38,952.30	\$4,896.05	\$465,352.52	\$533,901.00	\$68,548.48	87.2%
Purchased Services						
Security	\$15,726.83	\$0.00	\$101,638.72	\$112,884.00	\$11,245.28	90.0%
Insurance	\$0.00	\$0.00	\$78,354.92	\$83,500.00	\$5,145.08	93.8%
Legal Services	\$10,992.00	\$0.00	\$19,607.50	\$17,000.00	(\$2,607.50)	115.3%
Contracted Services	\$20,365.50	\$0.00	\$144,784.48	\$200,663.00	\$55,878.52	72.2%
Printing Services	\$5,807.20	\$0.00	\$100,403.12	\$105,000.00	\$4,596.88	95.6%
Advertising	\$2,839.42	\$0.00	\$52,756.06	\$50,000.00	(\$2,756.06)	105.5%
Total	\$55,730.95	\$0.00	\$497,544.80	\$569,047.00	\$71,502.20	87.4%
Other Expenditures						
Miscellaneous Operating	\$38,752.73	\$0.00	\$63,288.79	\$62,582.00	(\$706.79)	101.0%
Tax Charge Backs	\$3,206.94	\$0.00	\$92,680.61	\$100,000.00	\$7,319.39	92.7%
Travel & Conference-Director	\$0.00	\$0.00	\$617.93	\$4,000.00	\$3,382.07	15.4%
Travel & Conference	\$1,528.46	\$0.00	\$30,106.83	\$49,700.00	\$19,593.17	60.6%
Staff Development	\$1,035.07	\$0.00	\$6,908.32	\$28,470.00	\$21,561.68	24.3%
Travel & Conference - Board	\$0.00	\$0.00	\$1,085.00	\$5,000.00	\$3,915.00	21.7%
Miscellaneous Disbursements	\$9,292.58	\$343.32	\$53,575.03	\$66,574.00	\$12,998.97	80.5%
Vehicle Maintenance	\$216.18	\$0.00	\$4,416.23	\$5,260.00	\$843.77	84.0%
Programming Expenditures	\$17,501.20	\$0.00	\$167,965.74	\$167,700.00	(\$265.74)	100.2%
Rent	\$2,419.59	\$0.00	\$33,018.96	\$33,100.00	\$81.04	99.8%
Total	\$73,952.75	\$343.32	\$453,663.44	\$522,386.00	\$68,722.56	86.8%
Total	\$1,046,516.98	\$55,150.06	\$9,980,318.84	\$10,555,987.00	\$575,668.16	94.5%
Transfers						
Transfers In						
Transfers from other funds	\$0.00	\$0.00	\$11,691.83	\$0.00	\$11,691.83	0.0%
Total Transfers In	\$0.00	\$0.00	\$11,691.83	\$0.00	\$11,691.83	0.0%
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	(\$1,435,000.00)	(\$1,454,000.00)	\$19,000.00	98.7%
Total	\$0.00	\$0.00	(\$1,435,000.00)	(\$1,454,000.00)	\$19,000.00	98.7%
Total	\$0.00	\$0.00	(\$1,423,308.17)	(\$1,454,000.00)	\$30,691.83	97.9%
BEGINNING FUND BALANCE	\$7,120,270.34	\$0.00	\$6,197,991.57	\$6,197,991.57	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$884,926.12)	(\$55,150.06)	(\$16,625.94)	(\$566,047.00)	(\$488,037.40)	1.3%
ENDING FUND BALANCE	\$6,235,344.22	(\$55,150.06)	\$6,181,365.63	\$5,631,944.57	(\$488,037.40)	109.9%

Kalamazoo Public Library

Income Statement

Capital Improvement Plan

	Actual	Encumbrances	Year to Date	Budget	Variance
Revenue					
Local Revenue					
Other Local Gifts & Grants					
884 - Digital Lab Equipment	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
Total	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
Total Revenue	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
Expenditures					
Library Systems and Equipment					
Integrated Library System					
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$4,314.00	\$4,314.00
803 - NCIP	\$0.00	\$7,930.00	\$7,930.00	\$8,000.00	\$70.00
Total Library Systems and Equipment	\$0.00	\$7,930.00	\$7,930.00	\$12,314.00	\$4,384.00
Furniture & Equipment					
Furniture & Equipment					
810 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$65,608.00	\$65,608.00
811 - Carpet Master Plan/1st Renovation	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$1,934.99	\$1,934.99	\$15,500.00	\$13,565.01
862 - Oshtemo chairs/dollies	\$190.78	\$0.00	\$7,166.84	\$7,500.00	\$333.16
880 - ADS conference room	\$0.00	\$3,072.28	\$3,072.28	\$3,400.00	\$327.72
881 - Eastwood/Powell - furniture	\$0.00	\$926.49	\$926.49	\$1,500.00	\$573.51
882 - Oshtemo-Drop box	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00
889 - Children's Room Table/Chairs	\$1,296.84	\$0.00	\$2,863.02	\$7,500.00	\$4,636.98
891 - Digital Lab Furniture	\$0.00	\$0.00	\$10,836.84	\$15,000.00	\$4,163.16
892 - Local History Room Furniture	\$0.00	\$0.00	\$2,739.43	\$6,000.00	\$3,260.57
Total Furniture & Equipment	\$1,487.62	\$5,933.76	\$29,539.89	\$223,436.00	\$193,896.11
Building Alterations					
Building Alterations					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$672.00	\$672.00
821 - Oshtemo Concrete	\$0.00	\$0.00	\$0.00	\$4,400.00	\$4,400.00
823 - Generator - Oshtemo	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
824 - Generator - Eastwood	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
827 - Security Camera System	\$5,154.00	\$0.00	\$6,372.01	\$6,418.00	\$45.99
870 - 2013 Renovations-Youth/History/Camp	\$0.00	\$0.00	\$193,317.27	\$193,319.00	\$1.73
873 - Parking Lot LED Lights	\$0.00	\$18,140.00	\$18,140.00	\$18,140.00	\$0.00
874 - Metasys control system/monitors	\$11,456.00	\$0.00	\$31,366.00	\$36,773.00	\$5,407.00
883 - Portable Thermal Chamber	\$0.00	\$0.00	\$8,995.00	\$8,995.00	\$0.00
885 - Digital Lab Space	\$0.00	\$0.00	\$27,567.00	\$27,200.00	(\$367.00)
886 - Eastwood Drainage	\$0.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
Total Building Alterations	\$16,610.00	\$18,140.00	\$285,757.28	\$375,417.00	\$89,659.72
Computer & Electronics					
Automation					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$29,551.00	\$29,551.00
831 - Automation Replacement	\$0.00	\$0.00	\$2,382.80	\$79,120.00	\$76,737.20
832 - Hardware	\$0.00	\$0.00	\$2,495.78	\$5,607.00	\$3,111.22
865 - Game Carts - Teen	\$0.00	\$0.00	\$7,412.46	\$12,011.00	\$4,598.54
866 - Department Laptops	\$0.00	\$0.00	\$1,856.96	\$1,860.00	\$3.04
875 - Spare Switches	\$0.00	\$0.00	\$5,974.00	\$5,974.00	\$0.00
876 - Upgrade virtual services	\$0.00	\$0.00	\$0.00	\$8,304.00	\$8,304.00
877 - Envisonware Letter Document Station	\$0.00	\$0.00	\$7,375.00	\$7,375.00	\$0.00
878 - Laptops/iPads	\$2,684.87	\$1,848.28	\$9,698.66	\$11,410.00	\$1,711.34
884 - Digital Lab Equipment	\$0.00	\$0.00	\$28,546.04	\$29,721.00	\$1,174.96
888 - Story Place AV	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Total Computer & Electronics	\$2,684.87	\$1,848.28	\$65,741.70	\$195,933.00	\$130,191.30

Kalamazoo Public Library
Income Statement
Capital Improvement Plan

	Actual	Encumbrances	Year to Date	Budget	Variance
RFID					
RFID					
850 - RFID Reserve	\$0.00	\$0.00	\$0.00	\$14,906.00	\$14,906.00
853 - RFID - 3M Self Check Unit	\$0.00	\$0.00	\$11,706.56	\$12,000.00	\$293.44
Total RFID	\$0.00	\$0.00	\$11,706.56	\$26,906.00	\$15,199.44
Total Expenditures	\$20,782.49	\$33,852.04	\$400,675.43	\$834,006.00	\$433,330.57
Transfers					
Transfers In/(Out)					
Transfers from other funds					
800 - Capital Improvement Plan	\$0.00	\$0.00	\$400,000.00	\$400,000.00	\$0.00
870 - 2013 Renovations-Youth/History/Camp	\$0.00	\$0.00	\$52,726.00	\$52,726.00	\$0.00
884 - Digital Lab Equipment	\$0.00	\$0.00	\$6,949.00	\$6,949.00	\$0.00
892 - Local History Room Furniture	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00
Transfers to other funds					
802 - Library Systems	\$0.00	\$0.00	\$8,000.00	\$8,000.00	\$0.00
803 - NCIP	\$0.00	\$0.00	(\$8,000.00)	(\$8,000.00)	\$0.00
Total	\$0.00	\$0.00	\$465,675.00	\$465,675.00	\$0.00
TOTAL BEGINNING FUND BALANCE	\$379,342.05	\$0.00	\$1,690,391.60	\$1,690,391.60	\$0.00
TOTAL NET SURPLUS/(DEFICIT)	(\$20,782.49)	(\$33,852.04)	\$74,999.57	(\$358,331.00)	(\$433,330.57)
TOTAL ENDING FUND BALANCE	\$358,559.56	(\$33,852.04)	\$1,765,391.17	\$1,332,060.60	(\$433,330.57)

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
June 30, 2014

	June	Encumbrances	Year-to-Date + Encumbrance	Budget	Variance
Revenue					
Local Support					
233 - Ready to Read - Gifts	\$127.01	\$0.00	\$1,507.54	\$2,000.00	\$492.46
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$20,937.00	\$21,000.00	\$63.00
301 - Gifts & Memorials - Materials	\$100.00	\$0.00	\$890.00	\$1,000.00	\$110.00
303 - History Room Gifts	\$0.00	\$0.00	\$7,100.00	\$7,000.00	(\$100.00)
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$1,912.43	\$1,900.00	(\$12.43)
308 - Library Gifts	\$0.00	\$0.00	\$9,531.57	\$8,750.00	(\$781.57)
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$30,914.00	\$30,914.00	\$0.00
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00
380 - Scholarships/Administration Mini-Grant	\$0.00	\$0.00	\$2,950.00	\$2,950.00	\$0.00
381 - Staff Appreciation Mini-Grant	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00
382 - Adult Services Mini-Grants	\$0.00	\$0.00	\$440.00	\$440.00	\$0.00
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$1,395.00	\$1,395.00	\$0.00
388 - Eastwood/Powell Mini-Grant	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00
389 - Washington Square Mini-Grant	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$775.00	\$775.00	\$0.00
391 - Children's Mini-Grant	\$0.00	\$0.00	\$1,350.00	\$1,350.00	\$0.00
Total Local Support	\$227.01	\$0.00	\$87,752.54	\$87,524.00	(\$228.54)
Other					
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$420.00	\$0.00	(\$420.00)
Total Other	\$0.00	\$0.00	\$420.00	\$0.00	(\$420.00)
Total Revenue	\$227.01	\$0.00	\$88,172.54	\$87,524.00	(\$648.54)
Expenditures					
Salaries					
Hourly Staff					
303 - History Room Gifts	\$0.00	\$0.00	\$546.03	\$1,500.00	\$953.97
Total Salaries	\$0.00	\$0.00	\$546.03	\$1,500.00	\$953.97
Benefits					
Employer FICA-Medicare					
303 - History Room Gifts	\$0.00	\$0.00	\$33.86	\$115.00	\$81.14
Total Benefits	\$0.00	\$0.00	\$33.86	\$115.00	\$81.14
Materials					
Adult Books					
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$157.02	\$1,000.00	\$842.98
Juvenile Books					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
235 - Ready to Read - Spelling Bee	\$1,899.15	\$0.00	\$4,647.41	\$17,000.00	\$12,352.59
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00
Total Materials	\$1,899.15	\$0.00	\$4,804.43	\$28,250.00	\$23,445.57
Purchased Services					
Contracted Services					
303 - History Room Gifts	\$0.00	\$0.00	\$1,656.00	\$5,000.00	\$3,344.00
Total Purchased Services	\$0.00	\$0.00	\$1,656.00	\$5,000.00	\$3,344.00

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
June 30, 2014

	June	Encumbrances	Year-to-Date + Encumbrance	Budget	Variance
Other Expenditures					
Miscellaneous Disbursements					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$3,923.89	\$4,000.00	\$76.11
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
310 - KPL Antiracism Transformation Team	\$40.00	\$0.00	\$40.00	\$1,250.00	\$1,210.00
380 - Scholarships/Administration Mini-Grant	\$62.34	\$0.00	\$2,512.34	\$3,767.00	\$1,254.66
381 - Staff Appreciation Mini-Grant	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
382 - Adult Services Mini-Grants	\$440.00	\$0.00	\$440.00	\$440.00	\$0.00
383 - History Room Mini-Grant	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
387 - Oshemo Mini-Grant	\$950.82	\$238.61	\$1,189.43	\$1,912.00	\$722.57
388 - Eastwood/Powell Mini-Grant	\$0.00	\$0.00	\$309.62	\$1,882.00	\$1,572.38
389 - Washington Square Mini-Grant	\$278.20	\$0.00	\$278.20	\$361.00	\$82.80
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$392.93	\$1,475.00	\$1,082.07
391 - Children's Mini-Grant	\$1,088.80	\$0.00	\$2,332.72	\$2,715.00	\$382.28
Programming Expenditures					
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$7,850.00	\$7,550.00	(\$300.00)
315 - Children's Room (Family Place)	\$1,457.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00
Total Other Expenditures	\$4,317.16	\$238.61	\$26,269.13	\$34,202.00	\$7,932.87
Total Expenditures	\$6,216.31	\$238.61	\$33,309.45	\$69,067.00	\$35,757.55
Transfers					
Transfers Out					
303 - History Room Gifts	\$0.00	\$0.00	(\$6,000.00)	(\$6,000.00)	\$0.00
308 - Library Gifts	\$0.00	\$0.00	(\$6,949.00)	(\$6,949.00)	\$0.00
Total Transfers (Out)	\$0.00	\$0.00	(\$12,949.00)	(\$12,949.00)	\$0.00
TOTAL BEGINNING FUND BALANCE	\$204,250.88	\$0.00	\$156,108.88	\$156,108.88	\$0.00
TOTAL NET SURPLUS/(DEFICIT)	(\$5,989.30)	(\$238.61)	\$41,914.09	\$5,508.00	(\$36,406.09)
TOTAL ENDING FUND BALANCE	\$198,261.58	(\$238.61)	\$185,073.97	\$148,667.88	(\$36,406.09)

**Kalamazoo Public Library
Endowment Fund
Balances as of: June 2014**

	5/31/2014		%	6/30/2014		%	
	<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>							
							-3645.00
Money Market Account - FDIC	\$ 57,811.61	\$ 57,811.61	0.0%	\$ 118,435.15	\$ 118,435.15	0.0%	
Stocks	\$ 1,208,213.04	\$ 2,067,684.60	71.1%	\$ 1,230,366.09	\$ 2,092,991.75	70.1%	
Fixed Income Investments	\$ 1,638,644.55	\$ 1,641,444.75	0.2%	\$ 1,588,671.05	\$ 1,588,915.50	0.0%	
	\$ -	\$ -		\$ -	\$ -		
Total Value	<u>\$ 2,904,669.20</u>	<u>\$ 3,766,940.96</u>	<u>29.7%</u>	<u>\$ 2,937,472.29</u>	<u>\$ 3,800,342.40</u>	<u>29.4%</u>	
<u>Fund Balance</u>							
Assigned for Children's Endowment		\$ 18,194.82			\$ 18,707.04		
Kalamazoo Public Library Endowment		\$ 3,748,746.14			\$ 3,781,635.36		
<u>Year to Date Revenue & Expenditures</u>							
Net Withdrawals/Deposits from/to Account		\$ (52,576.52)			\$ (52,576.52)		
Dividend and Interest Income		\$ 46,857.52			\$ 51,221.95		
Realized Gains (Losses) on Sale of Assets		\$ -			\$ -		
Unrealized Gains (Losses) on Market Value		\$ 401,941.64			\$ 430,987.05		
Arcadia Investment Management Fee/Other		\$ (21,259.58)			\$ (21,267.98)		
Net Change		\$ 374,963.06			\$ 408,364.50		

Summary:

Multiple trades and the receipt of dividend and interest income occurred during May and June 2014. In particular, two fixed income instruments matured during the month of June: Berkshire Hathaway and Bank of America corporate notes both matured.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Rates of Pay for Hourly Staff**

DATE: July 28, 2014

Recommendation:

I recommend Board approval of the hourly wage scales as attached, based on increases in the minimum wage effective September 1, 2014; January 1, 2016; January 1, 2017; and January 1, 2018.

Executive Summary:

Currently our starting rate for a new hire library aide is \$8.00 per hour, \$.60 above the minimum wage. We want to continue to pay above the minimum wage to attract and retain well qualified employees, but feel we are not able to continue with a \$.60 differential. I am recommending \$.35 per hour above the September 1 minimum wage increase for our starting library aide rate. Aides will continue to have the opportunity to gain five levels of competencies and increase their hourly rate of pay as shown on the attachment. Pay rate recommendations for other hourly positions – library assistant substitutes, interns, FM hourly, and librarian substitutes – are also as shown on the attachment.

The impact of the hourly pay rates for the remainder of this fiscal year, will be addressed mid-year during our usual budget revision. We will revise the budget accordingly.

This recommendation for all hourly positions has been reviewed by the Personnel Committee and comes to the full Board with committee support.

Hourly Wage Recommendation

July 28, 2014

The recently passed Michigan minimum wage legislation specifies increases to the minimum wage as follows:

Current Michigan minimum wage:	\$ 7.40
Minimum effective September 1, 2014:	\$ 8.15
Minimum effective January 1, 2016:	\$ 8.50
Minimum effective January 1, 2017:	\$ 8.90
Minimum effective January 1, 2018:	\$ 9.25

The current and proposed hourly wage ranges for Kalamazoo Public Library are:

Range	Current	9/1/2014	1/1/2016	1/1/2017	1/1/2018
Library Aide	\$8.00 - \$10.50	\$8.50 - \$10.80	\$8.85 - \$11.10	\$9.25 - \$11.30	\$9.60 - 11.85
Library Asst. Sub.	\$11.50	\$12.50	\$12.80	\$13.00	\$13.50
Interns	\$9.50 - \$12.50	\$9.50 - \$12.50	\$9.85 - \$12.85	\$10.25 - \$13.25	\$10.50 - \$13.50
FM Hourly	\$9.50 - \$12.50	\$9.50 - \$15.00	\$9.85 - \$15.35	\$10.25 - \$15.75	\$10.50 - \$16.00
Librarian Sub.	\$16.50	\$17.50	\$17.85	\$18.25	\$18.50

Within the Library Aide and Library Assistant Substitute ranges, the following aide consolidation wage scale would be in effect:

Competency	Current	9/1/2014	1/1/2016	1/1/2017	1/1/2018
New hire	\$8.00	\$8.50	\$8.85	\$9.25	\$9.60
Shelving/Discharge	\$8.50	\$8.75	\$9.10	\$9.50	\$9.85
Circulation Desk	\$8.75	\$9.25	\$9.60	\$10.00	\$10.35
+1 Level II	\$9.30	\$9.55	\$9.90	\$10.30	\$10.65
+2 Level II	\$9.60	\$9.85	\$10.20	\$10.50	\$10.95
+3 Level II	\$9.90	\$10.15	\$10.50	\$10.80	\$11.25
+4 Level II	\$10.20	\$10.50	\$10.80	\$11.00	\$11.55
+5 Level II	\$10.50	\$10.80	\$11.10	\$11.30	\$11.85
Library Asst. Sub.	\$11.50	\$12.50	\$12.80	\$13.00	\$13.50

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Employee Assistance Program**

DATE: July 28, 2014

Recommendation:

I recommend Board approval to provide an employee assistance program (EAP) for KPLA and hourly staff as outlined on the attached price quote from HelpNet.

Executive Summary:

KPLSP staff, supervisory-technical employees, and administrators have EAP services through their life insurance policy. KPLA and hourly staff do not have life insurance so do not have EAP services. At a cost of \$24.50 per employee per year, the basic services, those "included" on the attached quote, could be provided to the 23 KPLA and approximately 80 hourly staff members. This is considered a modest cost for important services which have benefited other staff and would benefit all staff.

The proposal has been reviewed by the Personnel Committee and comes to the full Board with committee support.

HelpNet

Celebrating 23 years of providing EAP services to corporate America

“We’ve learned a lot about caring”

EAP Price Quote

For

Kalamazoo Public Library

Respectfully submitted on May 27, 2014

Dan Fry, Marketing Manager
Phone: (269) 245-3883
Cell: (269) 986-2595
fryd@bronsonhg.org

EAP Rate: \$24.50

A fee of \$24.50 per employee per year is based on a population of approximately 156 employees, and includes the following services as specified.

<u>EAP Core Services</u>	<u>HelpNet Option</u>
1. Brief Therapy model (1-5 sessions)	Included
2. Family members' coverage	Included
3. 24-hour crisis hotline	Included
4. Management consultation (unlimited)	Included
5. EAP supervisory training	Included
6. Program promotion	Included
7. Job Jeopardy program	Included
8. Life Enrichment Seminars (up to 4 hours/yr)	Included
9. Organizational consultation	Included
10. Utilization reports (Quarterly & Annual)	Included
11. Client satisfaction reports	Included
12. Account Management	Included
13. Provider Network (Local, State & National)	Included
14. Critical Incident Stress Debriefings (4 hrs/yr)	Included
<u>Work-Life Services</u>	<u>HelpNet Option</u>
1. Monthly Webinars	Included
2. Articles & tipsheets library	Included
3. Wellness resources & self-assessments	Included
4. Savings Center	Included
5. 60+ online courses	Included
6. Learning modules (5)	Included
7. Eldercare & childcare resources	Included
8. Financial/Legal/ID Theft Recovery	Included
9. Downloadable legal documents	Included
10. Management support	Included
11. Wellness Coaching program	\$3 PEPY
12. Advantage Complete	\$3 PEPY
<u>HelpNet Website</u>	<u>HelpNet Option</u>
1. EAP orientations (online)	Included
2. EAP supervisory training	Included
3. Newsletters (archived)	Included
4. Job Jeopardy forms	Included
5. EAP brochures (downloadable)	Included

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Nepotism Policy**

DATE: July 28, 2014

Recommendation:

I recommend Board approval of the attached nepotism policy..

Executive Summary:

It has been our practice not to hire family members but there have been exceptions and questions from employees. It would be better to have a Board approved policy so employees could plan and advise family members accordingly.

This proposed policy is very similar to those in place for many other employers, including libraries. Upon Board approval, our job application would need to be revised to include this information.

The policy has been reviewed and is recommended for approval by the Personnel Committee.

Kalamazoo Public Library

Nepotism Policy

In order to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist, it is the policy of Kalamazoo Public Library ("Library") not to employ or consider for employment any close relative of the Library's Board of Trustees or any employee of the Library. Close relatives include a spouse, domestic partner, child, grandchild, great grandchild, sibling, parent, grandparent, great grandparent, first cousin, aunt, uncle, niece, nephew, in-laws (father, mother, son, daughter, brother, sister), step family members or other persons living together.

The Library will allow existing employment relationships to be maintained with current employees who are related under the following circumstances:

- The relationship does not create an adverse impact on work productivity or performance;
- The relationship does not create an actual or perceived conflict-of-interest;
- A supervisor/subordinate relationship with a family member does not exist;

This policy should be considered when hiring, promoting or transferring any employee.

Employees who marry or become related by marriage while both employees are employed by the Library may seek approval from the Director for an exception to the policy. The Library reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy. The Library reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case by case basis.

It is the responsibility of every employee to identify to the Library's HR Manager any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Request for Funds from Kalamazoo Community
Foundation Local History Room Fund**

DATE: July 28, 2014

Recommendation:

I recommend the board approve the expenditure of \$11,000 from the “Kalamazoo Community Foundation / Kalamazoo Public Library Fund – Local History and Community Service Fund” for one of two ViewScan digital microfilm readers.

Executive Summary:

Two of the Local History Room’s microfilm readers now require nearly constant maintenance and repair to keep them in service. We recommend that \$11,000 of the gift funds at the Kalamazoo Community Foundation be used to fund replacement of one of the readers. The Capital Improvement Plan will fund replacement of the second reader. The digital readers will offer increased functionality over the current readers.

The current balance in this account at the Kalamazoo Community Foundation is \$100,065.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **MERS Delegates**

DATE: July 28, 2014

Recommendation:

I recommend the appointment of Terry New as the Officer Delegate and the certification of Amy Clark as the Employee Delegate to serve at the 2014 Municipal Employees Retirement System (MERS) Annual Meeting.

Executive Summary:

Beginning in 2004/2005, staff members have attended the annual MERS meeting. With so many KPL employees enrolled in MERS, we feel it is important for us to participate in the system. In the past we have sent both an officer and employee delegate to attend the MERS annual meeting.

The officer delegate must be appointed by official action of the Board to serve and the employee delegate must be elected by ballot and certified by either the chief administrative officer or a member of the governing body. Amy Clark will serve as the employee delegate and Terry New will serve as the officer delegate. The MERS Annual Meeting will take place September 24-26 at the Detroit Marriot.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Fourth Quarter Strategic Planning Statistics**

DATE: July 28, 2014

Attached is the fourth quarter report on our strategic planning objectives. This concludes the first year of the three year cycle of the current plan. Progress was strong in all areas, some far surpassing the targets.

A few comments:

- 1.4: The Hub opened later in the year than originally expected; no programs for children were offered but will be in 2014 – 2015.
- 1.5: Transition in staffing last summer resulted in no books distributed during second quarter; pace resumed for third and fourth quarters.
- 3.5: No Hub programs for this age group yet.
- 4.2 / 4.3: Attendance at Teen programs was well above the target; use of the Teen room below.
- 4.4: Survey responses are attached.
- 5.1; 5.2; 5.3: Adult use and participation somewhat less than targets.
- 6.1: It will be interesting to watch the trend of inhouse computer use. Some libraries have reduced the number of computers as more patrons have their own laptop, tablet, or smartphone.
- 6.3: Hub opened later in the year that originally expected.
- 6.4: Survey responses are attached.
- 7.1; 7.2: Local History use is strong.

Strategic Plan Quarterly Statistics 2013-2014

Priority 1 - Create young readers and learners: early literacy								
Children from birth to kindergarten will have materials, programs, and digital opportunities designed to ensure they will enter school ready to learn.								
Goal 1:	Children, birth to kindergarten, will have access to materials, programs, and digital opportunities to help them enter school ready to learn to read, write, and listen.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
1.1	By June 30, 2016, the circulation of picture books, easy readers, and board books will increase by 10%.	46,367	45,137	42,059	43,488	177,051	162,917	108.7%
1.2	Each year, at least 13,000 children, birth to kindergarten, will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	3,442	2,667	2,207	5,291	13,607	13,000	104.7%
1.3	Each year, the number of people utilizing the Children's Room will increase by 10%.	23,504	11,284	19,461	25,324	79,573	54,969	144.8%
1.4	By June 30, 2014, at least 150 children, birth to kindergarten, will utilize digital tools. Each subsequent year the number of children utilizing digital tools will increase by 10%.	-	-	-	-	0*	150	0.0%
1.5	Each year, the number of gift books the library distributes will increase by 5%.	500	-	1,377	3,312	5,189	6,820	76.1%
Goal 2:	Parents and caregivers will have the tools and skills needed to prepare children, birth to kindergarten, to learn when they enter school.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
2.1	At least once per year parents of young children will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 2nd Quarter						
2.2	Each year, at least 5,500 parents and caregivers will attend or participate in programs or outreach events sponsored or co-sponsored by the library designed to give them the tools to prepare children to learn when they enter school.	1,167	924	1,047	2,767	5,905	5,500	107.4%

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 experience							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
3.1	By June 30, 2016, the circulation of children's fiction will increase by 10%.	30,737	23,726	23,813	29,156	107,432	103,324	104.0%
3.2	By June 30, 2016, the circulation of children's music and movies will increase by 25%.	25,871	22,448	20,617	23,504	92,440	101,888	90.7%
3.3	By June 30, 2016, the circulation of children's nonfiction will increase by 20%.	17,696	17,227	18,181	19,084	72,188	70,559	102.3%
3.4	Each year, at least 13,000 children will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	3,737	4,490	3,467	3,187	14,881	13,000	114.5%
3.5	By June 30, 2014, at least 150 of children, first to fifth grade, will utilize digital tools. Each subsequent year the number of children utilizing digital tools will increase by 10%.	-	-	-	-	0*	150	0.0%
Goal 4:	Teens and tweens will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, listening, and creating experiences.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
4.1	By June 30, 2016, the circulation of teen reading collections will increase by 10%.	17,980	15,195	15,185	16,874	65,234	67,533	96.6%
4.2	Each year, at least 5,000 teens will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	2,909	1,392	1,608	1,339	7,248	5,000	145.0%
4.3	Each year, the number of people utilizing the Teen Room will increase by 5%.	5,548	7,007	5,629	5,525	23,709	30,849	76.9%
4.4	At least once per year teens and tweens will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 4th Quarter				-		

Strategic Plan Quarterly Statistics 2013-2014

Goal 5: Adults will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
5.1	By June 30, 2016, the circulation of adult reading collections will increase by 25%.	135,344	125,535	128,783	128,044	517,706	574,938	90.0%
5.2	By June 30, 2016, the circulation of adult music and movies will increase by 25%.	203,174	200,220	196,332	197,300	797,026	862,968	92.4%
5.3	Each year, at least 10,000 adults will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	3,167	1,789	1,912	2,347	9,215	10,000	92.2%
5.4	At least once per year adults will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 3rd Quarter						
Priority 3 - Connect to the digital world: access and digital literacy								
All patrons will have access, tools, and assistance needed to navigate the digital world.								
Goal 6: Everyone in Kalamazoo will have free high-speed internet access in the library and digital opportunities tailored to their needs.								
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
6.1	By June 30, 2016, the number of people who use a library computer will increase by 10%.	39,858	37,082	31,293	32,334	140,567	149,242	94.2%
6.2	By June 30, 2016, the number of people who use the library's Wi-Fi to connect to the Internet will increase by 50%.	11,827	11,993	4,527	5,409	33756**	41,015	82.3%
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%.	-	-	-	108	108	1,500	7.2%
6.4	At least once per year patrons will be surveyed on their use and satisfaction of digital technology, the library's website, social media, and other digital resources at the library.	Survey Conducted During 4th Quarter						

Strategic Plan Quarterly Statistics 2013-2014

Priority 4 - Discover and celebrate local: history, genealogy, information, and culture								
Residents and visitors will have the resources, tools, and programs necessary to understand and appreciate all aspects of the Kalamazoo community including its past, present, and future.								
Goal 7:	Residents and visitors will have the resources, tools, and programs to understand and appreciate local and family histories and the culture unique to Kalamazoo.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2013-2014 Target	% of Target
7.1	By June 30, 2016, the number of hits on digitized local history collections will increase 30%.	3,074	1,323	4,508	10,260	19,165	10,676	179.5%
7.2	Each year, at least 3,000 people will attend locally focused programs or outreach events sponsored or co-sponsored by the library.	412	1,233	1,279	1,092	4,016	3,000	133.9%

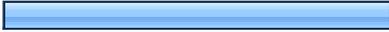
* Action items from 2013-2014 fiscal year that related to new digital initiatives for children remain in planning stages. Rolled forward and expected to be completed during 2014-2015 fiscal year.

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

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

		Response Percent	Response Count
Yes		89.7%	70
No		10.3%	8
answered question			78
skipped question			1

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

		Response Percent	Response Count
Online Catalog		58.4%	45
Browsing the shelves		68.8%	53
Displays		39.0%	30
Recommendations from library staff		28.6%	22
Blogs		11.7%	9
Facebook or other social media sites		18.2%	14
KPL Website		20.8%	16
Saw item at bookstore and checked availability at library		36.4%	28
answered question			77
skipped question			2

3. Have you attended a program at the library?

		Response Percent	Response Count
Yes		74.3%	55
No		25.7%	19
answered question			74
skipped question			5

4. What types of programs have you attended at the library?

		Response Percent	Response Count
Gaming		58.8%	30
Author Visits		31.4%	16
Book Discussions		19.6%	10
Craft/DIY Projects		47.1%	24
Writing Workshops		13.7%	7
Japanese Culture		37.3%	19
Science/Engineering		7.8%	4
Open Mic		7.8%	4
Sports		15.7%	8
Other			21
answered question			51
skipped question			28

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

		Response Percent	Response Count
Very enjoyable		65.7%	44
Somewhat enjoyable		20.9%	14
Not enjoyable		1.5%	1
I do not attend programs		11.9%	8

If you selected 'Not enjoyable' or 'I do not attend', please explain why.

7

answered question

67

skipped question

12

6. Are the teen spaces at the library fun and welcoming?

		Response Percent	Response Count
The teen spaces are very fun and welcoming.		66.2%	45
The teen space is somewhat fun and welcoming.		19.1%	13
The teen space is not fun and welcoming.		2.9%	2
I do not visit the teen space at the library.		11.8%	8

If you answered 'Not fun and welcoming' or 'I do not visit', please explain why.

5

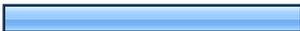
answered question

68

skipped question

11

7. What is the best way to communicate with you?

		Response Percent	Response Count
Phone		23.1%	15
Email		44.6%	29
Social Media		20.0%	13
Text		4.6%	3
Other		7.7%	5

If you answered 'Social Media' or 'Other', please specify.

13

answered question

65

skipped question

14

Q4. What types of programs have you attended at the library?

1	Tea Making	Jul 9, 2014 8:58 AM
2	None yet. Soon!	Jul 9, 2014 8:56 AM
3	Very good, excellent service!	Jul 9, 2014 8:49 AM
4	Game Central	Jul 9, 2014 8:24 AM
5	T.A.B.	Jul 9, 2014 8:17 AM
6	Babysitting	Jul 9, 2014 8:16 AM
7	Babysitting	Jul 9, 2014 8:15 AM
8	Babysitting	Jul 9, 2014 8:14 AM
9	TAB, J-Pop, Gamer's Arena	Jul 9, 2014 8:13 AM
10	Teen Board Advisory	Jul 9, 2014 8:08 AM
11	Babysitting	Jul 9, 2014 8:07 AM
12	Gameathon. Any other Saturday,	Jul 9, 2014 8:07 AM
13	T.A.B.	Jul 9, 2014 8:06 AM
14	None	Jul 9, 2014 8:04 AM
15	Need more people working!	Jul 9, 2014 7:59 AM
16	Children's reading with grandchild	Jul 9, 2014 7:59 AM
17	Food!	Jul 9, 2014 7:58 AM
18	I haven't got in any programs at the library.	Jul 9, 2014 7:19 AM
19	None. Not at Washington Square. Would like anime and J-Pop.	Jul 9, 2014 7:19 AM
20	Anything at Eastwood!	Jul 9, 2014 7:17 AM
21	Food fairy, Ms. Lisa, Vehicle Day, Yoga, Genealogy, Couponing	Jul 9, 2014 6:52 AM

Q5. How would you rate the programs you have attended at the library?

1	I never know when the events are taking place.	Jul 9, 2014 8:56 AM
2	It usually attempts to go out of our culture and into another instead of teaching us something new or exciting here in America or Kalamazoo.	Jul 9, 2014 8:51 AM
3	I don't have a lot of time.	Jul 9, 2014 8:08 AM
4	I didn't know we had programs.	Jul 9, 2014 8:03 AM
5	None at Washington Square	Jul 9, 2014 7:19 AM
6	They look interesting, but I never have time to attend.	Jul 9, 2014 6:55 AM
7	I usually do not have a lot of time in my schedule!	Jun 15, 2014 2:07 PM

Q6. Are the teen spaces at the library fun and welcoming?

1	Somedays it may be fun and on others, not. The main people who come down here is kids and preteens because it does not appeal to actual teens.	Jul 9, 2014 8:51 AM
2	I'd like to comment that I generally don't think the library staff is very approachable and friendly. I feel like they appear unhappy. I recommend smiling.	Jul 9, 2014 8:03 AM
3	Need more comics.	Jul 9, 2014 7:58 AM
4	I don't find it interesting.	Jul 9, 2014 7:20 AM
5	Too small.	Jul 9, 2014 6:53 AM

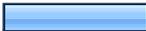
Q7. What is the best way to communicate with you?

1	The internet. I'm on there all the time.	Jul 9, 2014 8:57 AM
2	rayreasonIV@gmail.com	Jul 9, 2014 8:51 AM
3	Mail/Letters	Jul 9, 2014 8:24 AM
4	Facebook	Jul 9, 2014 8:20 AM
5	Facebook email: aurorasmangablog@gmail.com	Jul 9, 2014 8:18 AM
6	The best way I find out when my books are due through the KPL website.	Jul 9, 2014 8:16 AM
7	Facebook or email	Jul 9, 2014 8:16 AM
8	Facebook	Jul 9, 2014 8:15 AM
9	Facebook	Jul 9, 2014 8:14 AM
10	Facebook, Twitter	Jul 9, 2014 8:13 AM
11	Facebook	Jul 9, 2014 8:07 AM
12	Facebook	Jul 9, 2014 7:20 AM
13	Facebook	Jul 9, 2014 7:17 AM

1. Do you view KPL as a resource for digital access and learning?

		Response Percent	Response Count
Yes		83.9%	47
No		16.1%	9
answered question			56
skipped question			0

2. Have you used the library's digital lab?

		Response Percent	Response Count
Yes		21.4%	12
No		78.6%	44
answered question			56
skipped question			0

3. If so, what have you used the digital lab for?

		Response Percent	Response Count
Digitizing Photos		75.0%	9
Converting VHS to DVD		16.7%	2
Converting LPs to MP3/CD		16.7%	2
Editing Digital Video		50.0%	6
Audio Recording		25.0%	3
Software Access (Photoshop, Illustrator, Anime Studio, Garage Band, etc)		58.3%	7
	Other (please specify)		1
answered question			12
skipped question			44

4. What additional software would you be interested in using in the digital lab?

	Response Count
	7
answered question	7
skipped question	49

5. Do you use KPL's website?

		Response Percent	Response Count
Yes		98.2%	54
No		1.8%	1

If you answered 'no', please explain. 1

answered question 55

skipped question 1

6. Do you find it easy to locate what you need on KPL's website?

		Response Percent	Response Count
Yes		94.3%	50
No		5.7%	3

Why or why not? 13

answered question 53

skipped question 3

7. Do you download e-Books from our website?

		Response Percent	Response Count
Yes		41.8%	23
No		58.2%	32

If you answered 'yes', do you find the process user friendly? 12

answered question	55
skipped question	1

8. Which of these downloadable services offered on KPL's website do you utilize?

		Response Percent	Response Count
Freegal		14.8%	8
Hoopla		25.9%	14
Rocket Languages		11.1%	6
Zinio		22.2%	12
I do not use any of these		59.3%	32

answered question	54
skipped question	2

9. Are there additional tools you would like to see offered on KPL's website?

	Response Count
	7
answered question	7
skipped question	49

10. Do you use the mobile KPL App?

		Response Percent	Response Count
Yes		42.6%	23
No		57.4%	31

If you answered 'yes', what do you use it for? 11

answered question 54

skipped question 2

11. Do you read KPL Staff Picks on our website?

		Response Percent	Response Count
Yes		56.9%	29
No		43.1%	22

answered question 51

skipped question 5

12. Do you follow KPL on Facebook?

		Response Percent	Response Count
Yes, to learn about upcoming events.		30.9%	17
Yes, to learn about new books and authors.		12.7%	7
Yes, to engage with other KPL patrons online.		14.5%	8
Yes, to engage with KPL Librarians online.		10.9%	6
No, I do not follow KPL on Facebook.		69.1%	38
answered question			55
skipped question			1

13. Do you follow KPL on Twitter?

		Response Percent	Response Count
Yes, to learn about upcoming events.		18.5%	10
Yes, to learn about new books and authors.		5.6%	3
Yes, to engage with other KPL patrons online.		5.6%	3
Yes, to engage with KPL Librarians online.		3.7%	2
No, I do not follow KPL on Twitter.		81.5%	44
answered question			54
skipped question			2

14. Do you follow KPL on Flickr?

		Response Percent	Response Count
Yes, to view photos from recent KPL events.		14.5%	8
Yes, to access historical photos and/or documents.		10.9%	6
Yes, to see what new materials KPL staff recommends		1.8%	1
Yes, to learn about new books/authors.		1.8%	1
No, I do not follow KPL on Flickr.		85.5%	47
answered question			55
skipped question			1

15. Do you follow KPL on Pinterest?

		Response Percent	Response Count
Yes, to view photos from recent KPL events.		5.5%	3
Yes, to access historical photos and/or documents.		1.8%	1
Yes, to see what new materials KPL staff recommends.		9.1%	5
Yes, to learn about new books/authors.		1.8%	1
No, I do not follow KPL on Pinterest.		87.3%	48
answered question			55
skipped question			1

16. Do you utilize KPL's free WiFi while visiting?

		Response Percent	Response Count
Yes		64.3%	36
No		26.8%	15
I didn't know KPL had free WiFi.		8.9%	5

If you answered 'Yes', do you feel that KPL's WiFi capabilities meet your needs?

11

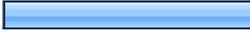
answered question

56

skipped question

0

17. How would you rate KPL staff assistance for online/digital tools?

		Response Percent	Response Count
Excellent		53.7%	29
Good		7.4%	4
Poor		1.9%	1
I have never requested KPL staff assistance for online/digital tools.		37.0%	20

answered question

54

skipped question

2

Q3. If so, what have you used the digital lab for?

1	Not yet, but hope to soon.	Jun 6, 2014 12:30 PM
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Q4. What additional software would you be interested in using in the digital lab?

1	Converting Super 8 Cassettes to DVD	Jul 16, 2014 8:15 AM
2	N/A	Jul 16, 2014 7:12 AM
3	I haven't used the digital lab yet but am planning to use it for digitizing photos, converting VHS to DVD, and converting LPs to MP3/CD.	Jul 7, 2014 1:38 PM
4	We plan to use the digital lab but haven't done so yet. It's a great idea!	Jun 20, 2014 5:46 PM
5	N/A. Can't think of a thing.	Jun 20, 2014 9:10 AM
6	Something that would convert old film to DVD- I think it's 8 mm or something like that.	Jun 6, 2014 1:24 PM
7	Will make my first visit next week. Looking forward to it.	Jun 6, 2014 12:30 PM

Q5. Do you use KPL's website?

1	Useful for putting holds on items,	Jun 6, 2014 12:52 PM
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Q6. Do you find it easy to locate what you need on KPL's website?

1	Well laid out.	Jul 16, 2014 8:03 AM
2	The new look is cool	Jul 16, 2014 7:10 AM
3	I like the new design.	Jul 15, 2014 7:43 AM
4	I like the new look.	Jul 10, 2014 11:31 AM
5	the search is pretty accurate and easy to get around.	Jun 20, 2014 5:46 PM
6	I mostly look up books. That works well.	Jun 20, 2014 4:16 PM
7	I use search and have gotten a good idea where to find things.	Jun 20, 2014 11:54 AM
8	good layout.	Jun 20, 2014 9:10 AM
9	some times yes sometimes no	Jun 10, 2014 11:58 AM
10	Usually!	Jun 9, 2014 12:01 PM
11	Not logically formatted.	Jun 8, 2014 4:32 PM
12	The options to narrow the search on the left aren't easy to understand how to use, let alone use. Searching for movies is almost impossible!	Jun 6, 2014 1:24 PM
13	Love the catalog.	Jun 6, 2014 11:13 AM

Q7. Do you download e-Books from our website?

1	Thanks for the information. I did not know I could get these.	Jul 16, 2014 8:15 AM
2	Yes indeed.	Jul 16, 2014 7:12 AM
3	But I want to, I have to look into how to do it	Jul 3, 2014 3:48 PM
4	It is very easy to use. Miss the ability to easily get ebooks on the mobile site. You used to be able to click ebooks and it showed what was available, now you have to go that website or the full kpl website to find ebooks.	Jun 20, 2014 5:46 PM
5	yes	Jun 20, 2014 11:54 AM
6	Yup!	Jun 20, 2014 9:10 AM
7	I did once and did not find it very user-friendly. It was difficult to understand the entire process.	Jun 8, 2014 5:55 PM
8	Actually I download books from the Michigan cooperative library...,, not from KPL directly. I use a Kindle and I believe I could not get ebooks from KPL onto my Kindle.	Jun 6, 2014 10:11 PM
9	Yes	Jun 6, 2014 10:06 PM
10	Not user friendly.	Jun 6, 2014 1:44 PM
11	Somewhat challenging.	Jun 6, 2014 12:52 PM
12	I usually go directly to Overdrive rather than the KPL website and then to Overdrive.	Jun 6, 2014 12:30 PM

Q9. Are there additional tools you would like to see offered on KPL's website?

1	Thanks! Now I know about these and will use.	Jul 16, 2014 8:15 AM
2	What do you do for those who can not get out to the library because of illness?	Jul 5, 2014 5:52 AM
3	I need classes and help with using such downloadable services as mentioned above.	Jun 20, 2014 12:53 PM
4	don't know what the above are	Jun 10, 2014 11:58 AM
5	Not sure, but I would like to see a simple and clear ex[planation about what all those programs in #8 are	Jun 6, 2014 7:16 PM
6	I would like to learn more about using smart phones and pads. Being older I don't have teenagers around to mentor me.	Jun 6, 2014 2:28 PM
7	I'd just like to see it updated more often. If I click new movies or music, I see stuff from last year!	Jun 6, 2014 1:24 PM

Q10. Do you use the mobile KPL App?

1	Browsing	Jul 16, 2014 8:03 AM
2	Mostly just searches.	Jul 16, 2014 7:12 AM
3	Catalog	Jul 16, 2014 7:04 AM
4	I use it to check my account. I used to use it to look up e books.	Jun 20, 2014 5:46 PM
5	Check status of books	Jun 20, 2014 12:22 PM
6	I use it to renew books and reserve books. I love this feature!	Jun 8, 2014 5:55 PM
7	Books and movies to check out.	Jun 8, 2014 4:32 PM
8	Check due dates, renewals	Jun 6, 2014 10:06 PM
9	Renewing and placing holds	Jun 6, 2014 2:28 PM
10	searching for books	Jun 6, 2014 1:44 PM
11	Looking for books, branch hours.	Jun 6, 2014 9:57 AM

Q16. Do you utilize KPL's free WiFi while visiting?

1	Yes!	Jul 16, 2014 8:13 AM
2	Can you come to a place like the sisters have for those who can not get out because of recovery?	Jul 5, 2014 5:52 AM
3	Yes	Jul 3, 2014 3:48 PM
4	yes it did	Jun 20, 2014 5:46 PM
5	sometimes yes and sometimes I have a hard time getting it to log on.	Jun 20, 2014 11:54 AM
6	I have only used it rarely and have no suggestions yet.	Jun 6, 2014 10:11 PM
7	Yes	Jun 6, 2014 10:06 PM
8	yes	Jun 6, 2014 1:44 PM
9	Yes	Jun 6, 2014 12:23 PM
10	Yes	Jun 6, 2014 9:57 AM
11	Mostly. Some client-based services seem to be blocked, but there's probably a good reason for that.	Jun 6, 2014 8:58 AM

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Director's Goals**

DATE: July 28, 2014

As in past years, the Action Plan and Organizational Competencies, shared with the Board at the June meeting, outline our plans for the year to meet the goals and objectives of the Strategic Plan. Progress on the goals is reported to the Board quarterly.

I am involved, to greatly varying degrees, in all of these activities. My 2014-2015 goals include the following:

1. Oversee progress / completion of the Action Plan and Organizational Competencies through the library departments lead by Management Team members.
2. Redesign / rearrange several public services areas to meet public use or to increase merchandising of materials: first floor rotunda at Central, children's area at Oshtemo, Eastwood computer room and adjacent areas.
3. Rearrange picture books form Dewey order into "neighborhoods".
4. Begin the process of replacing our phone system: identify needs, issue a RFP, file for e-rate reimbursement.
5. Participate in a variety of HR focuses: revise the hourly rates of pay schedule, undertake a Supervisory-Technical salary study, refine tech competencies for staff, expand staff training.
6. Launch new campaign to reflect revised purpose, vision, and values statements as replacement for "Geek".
7. Review library card and circulation rules and procedures to reflect current technology.
8. Explore possibility of social worker partnership to assist patrons
9. Investigate hosted / cloud based servers and programs.
10. Continue efforts to balance security of patrons, staff, and materials with patron convenience and safety

**Director's Report
July 2014**

From the director

1. Recent meetings and events attended include various DDA and DKI meetings, including a City Commission meeting; meet, greet and plan with the new auditors; several *Reading Together* selection meetings; many internal meetings; several library programs.
2. Diane and I met with our new auditors from Rehmann Robson. Our audit is scheduled for the end of August.
3. The Van Buren District Library will hold their staff day here on August 15. The morning will be a tour of KPL and a presentation about our services. They have planned the afternoon.
4. The Friends of KPL do not meet over the summer. Next meeting is September 10.
5. Annual staff committee reports are attached to the Director's Report for your information.

Create young readers

6. Storytime attendance remains strong even though school is out. Many families are signing up preschoolers for summer reading and continuing to work on 1000 Books Before Kindergarten. Musical storytime with special guest Ian Gorman and his mandolin was particularly well attended.

Stimulate imagination

7. Summer programs for kids, tweens, and teens are all going well:
 - Theater Thursdays, with our friends from Fancy Pants Theater, offers sessions for preschoolers and kids in grades 1 – 5. The little ones are doing pretend play, while the older kids are adding in script writing and producing.
 - The Fresh Food Fairy visited Central for storytime celebrating fresh food. Everyone enjoyed a taste of a smoothie made with her bike blender.
 - Bailey, the reading dog, is back with kids at Central in July and August.
 - Maker Monday has started. This is an eight-week series in teen and children's. This first week, kids did string art. Fifty five teens used pliers, wire cutters, and fine motor skills to make snowflakes, sun catchers, and jewelry with wire and seed beads. Coming up for

kids: seed beading, bridge building, paper circuits. Coming up for teens: screen and 3D printing, soldering, jewelry making, hand press buttons, and more!

- We had a terrific visit by poet Kevin Coval. He is a poet, activist, and teacher; his annual poetry slam “Louder than a Bomb”, is gaining in popularity. He talked with three groups of teens at the juvenile home about poetry and led them in a writing exercise; he also did a public program at Central.
8. KPS Summer School is now in session. Students are playing a summer school version of the reading game with the ability to transfer days read from the KPS game card to our KPL card.
 9. Kids attending day camp at the YMCA are coming to Central weekly to choose books and play the reading game.
 10. Teen staff always work hard to implement ideas from TAB meetings into actual events. One example is Zumba. The Zumba program in Teen is in the second week of a four week series with over sixty attending. This is a high energy, positive class for girls only, 13 and up in age.
 11. The first “Movies Under the Stars” event at Oshtemo drew almost 200 to see the Disney Nature movie “Chimpanzee”. With the generous sponsorship of Alamo Drafthouse Cinema, we’ve been able to rent an outdoor cinema system.
 12. The MCLS OverDrive catalog has some new features to improve browse-ability. There is now a separate teen-centric catalog, linked from the main MCLS catalog and soon to be linked directly from our teen pages. The other new feature is a Summer Reads list that features “beyond-the-bestsellers” titles. The titles garnered critical acclaim and significant media buzz but may not be widely known to readers.
 13. “Films from the Underground” is a web series created by our staff to share film favorites from our AV collection. It is filmed in the AV department and edited in the Hub.

Connect to the digital world

14. The Hub is now open on Saturdays from 10:00 – 3:00 in addition to the weekday hours.

Operations

15. Lighting upgrades have been done at all library owned parking lots. HID lamps are being replaced with LED. This will reduce energy consumption and reduce maintenance costs by eliminating the need for annual relamping.
16. New energy monitors have been installed at Central, along with an upgrade to the building automation system. The upgraded system uses a server to store trend data collected from the energy monitor, targeting HVAC equipment and lighting. This data will be used to identify

opportunities for energy savings in both new electrical devices and optimized equipment scheduling.

17. Both Financial Edge, our financial system, and Novatime, our time card system, will be moving to the cloud soon.

Library stories

18. From a Law Library staff member: I had a nice thing happen this afternoon. A woman walked into the law library and said she had to stop by to say thank you for having good materials. She recently filed for bankruptcy and used the NOLA book here to do it herself. Her paperwork was so good, she said, that they didn't think she had done it herself. Her issue is resolved and she is really happy and she credits the help she received here.
19. Farmer Jason sent this note after his performance at Oshtemo: I had such a nice time yesterday doing your event. You folks have a really good thing going there and do a great service to your community. Thank you so much for including me in it.

Customer Service Committee Annual Report | July 2013 to July 2014

Mission: Define and document what great customer service looks like at KPL; develop action steps for achieving the vision and share with fellow employees; establish methods for measuring progress.

One Point of Service

After more than a year of work, One Point of Service (OPoS), the new paradigm-shifting service model for KPL, was officially launched in February. All KPL staff are empowered and trained to help patrons with basic services like adding money to print account, renew library cards, provide PIN and library card number, and several other “One Point Services”—defined as fast, simple, frequently asked about services that all KPL staff can do.

This large project involved several smaller projects:

- Issuing Library Cards in the Children’s Room: due to complexities in issuing cards, this experiment turned out to be a failure, yet informative.
- After analyzing public service desks, we formulated a list of core One Point Services: simple library card renewal, basic account info, simple searches, adding money to print account, renew materials, place holds/hold status, providing PIN/library card number.
- Library Card Renewal Study: We found that over 1 in 3 library card renewals are simple; that is, do not involve fines or address changes.
- We added a cash box to the Teen desk.
- One Point Services procedure manual: always available on my.kpl.gov.
- Website as Point of Service: we noticed that some KPL services were not on the website. We added them.
- A fun video was created to introduce OPoS to staff.
- Finally, all staff was trained in OPoS.

Customer Service Tips

Customer Service Tips are short, all staff emails with helpful customer service tips. For example, best practices on how to talk to patrons. Stay tuned for more exciting, video-based tips.

Customer Service Minute

During the information sharing portion of our all staff meetings, we felt that it’s important to update staff on what the Committee is working on. Not only is this relevant to many staff members, but this allows us to get feedback on certain projects or ideas we are working on.

Currently Working on...

Measuring the Success of OPoS

We embrace a data-driven approach to test ideas, services, and outcomes. One Point of Service is no exception. Using data gleaned from Workflows, we will find out how many library card renewals are currently being done at public service desks that previously were not (that is, how many card renewals are being done at Reference, LH, Teen, AV). This is a low-friction and meaningful way to measure OPoS, but we plan on doing a staff survey as well.

Library Card Webpage Revamp

We found that our website was lacking in regards to information about a fundamental KPL service: getting a library card. If a patron wanted to use our website to find out if they were eligible to get a library card, they would be hard pressed. To solve this we are creating one, simple, map-based page that will illustrate KPL's library district, reciprocal library cards, and how to get a library card.

Roaming Librarians 2.0

What's better than a roaming librarian? A roaming librarian with an iPad! Soon, thanks to a Friend's mini-grant, roaming librarians will be, essentially, a roaming public service desk, able to help patrons with services that previously they could not (renewing library cards, giving out PIN & library card numbers, doing simple searches on the spot, and much more). Also, any staff member in the building will be able to instantly contact the Roamer via instant message (Lync). Also, Roamers will have direct access to the security camera feeds, both for customer service and security reasons.

Internal Customer Service

After a year focusing on *external* customer service (to the patron), we are currently focusing on how we can be better "customers" to each other—staff to staff, department to department, committee to committee. Currently we are working on a Customer Service Suggestion that Aides be invited, with pay, to Staff Day. This recommendation will be offered to MTEAM in the coming months.

Regards,

Matt Smith, on behalf of the Customer Service Committee

Matt Smith (Chair)
Amy Clark
Jill Ongley
Karl Knack
Keith Howard

Ruth Wilson
Stewart Fritz
Terry New
Gary Green
Jennifer Cornell

Digital Action Team

2013/14 Annual Report

KPL's Digital Action Team started the year evaluating the group's mission, purpose and structure. We began to move away from simply reporting out on the individual technology focused projects on the Action Plan, to becoming more proactive about KPL's digital plans. This resulted in forming Task Forces to address specific goals and projects. These groups would work individually and report back to DAT, who would then advise and offer input. Below is a list of the Task Forces and the projects they worked on in the past year:

- **Digital Lab Task Force** – Assisted in planning services and programs for *The Hub*. Provided input on equipment and furniture.
- **Mobile App Task Force** – Reviewed KPL's current mobile app and made changes for a better user experience. Recommended discontinued use of the Sirsi app.
- **Circulating iPads Task Force** – Currently planning a program for implementation in late summer or early fall of 2014. The idea is to make iPads available for in-library use only at Children's Room and Reference Desks.
- **Materials List Task Force** – Brainstormed better ways to display material lists on library website. Investigated and recommended the Library Thing widget, which has been installed.
- **Social Media Task Force** – Started the process of reviewing how KPL staff best uses social media. In the next year will concentrate on revising the current guidelines as well as investigate new ways to use social media.
- **Infographics Task Force** – Using a free program called Highcharts, we were able to visually depict library stats - <http://www.kpl.gov/about/stats/>.
- **Edge Initiative Task Force** – Assessed KPL's technology and connectivity by utilizing the Edge Initiative tool (<http://www.libraryedge.org>). This project allowed for not only the creation of the 2014/15 Digital Action Plan, but also provided the DAT with information for future planning.
- **Badge Task Force** – Investigated using a badge program for an online reading game. The group then recommended possibly using badges for staff training. Currently the idea is on hold.

The DAT also provided input in the website redesign and some minor changes to the catalog. Towards the end of the year, we worked on the 2014/15 Digital Action Plan.

2014/15 Digital Action Plan

In the next year the DAT plans to work on the following projects:

- Technology Management Plan
- Technology Competencies for Staff (with HR)
- Expanded programs in The Hub for all ages
- Continue work on KPL's social media efforts
- Launch the iPad lending program
- Address areas that need improvement from the Edge assessment

The above list is subject to change based on needs and changes in technology. The DAT will continue to monitor trends and innovation in regards to technology.

Respectfully submitted,

Kevin King

Head, Branch and IT Services

Committee Members

Michael Cockrell, ADS

Keith Howard, Web

Ann Rohrbaugh

Andrea Vernola, YS

Susan Warner, YS

Wendy Hand, BIT

Gary Green, TCS

Ryan Gage, ADS

Farrell Howe, MAC

KPL Diversity Committee/PDTF/Antiracism Transformation Team Annual Report: 2013-14

Diversity Committee Chair: Caitlin Hoag

Diversity Committee Members: Angela Fortin, Christine Hann, Brenda Hughes, Josephine Morgan, Terry New, and Judi Rambow

Additional PDTF members: Eleanore Chadderdon and Kevin King

Antiracism Transformation Team Chairs: Jennifer Cornell and Judi Rambow

Antiracism Transformation Team Members: Bill Caskey, Charles Cooper, Angela Fortin, Amy Galick, Caitlin Hoag, Brenda Hughes, Jermaine Jackson, SaConna Johnson, Terry New, Fernando Ospina, Kerria Randolph, and Karen Thomas

During the 2013-14 fiscal year, the Diversity Committee focused much of its energy on the formation of the Antiracism Transform Team (ARTT). The ARTT officially took flight in April 2014, leaving the Diversity Committee in flux. As the ARTT continues on more solid footing and the Diversity Committee solidifies its mission, it is expected that they will be separate entities with their own reports next year.

Diversity Committee/PDTF Activities:

- Wrote grants to the Kalamazoo Community Foundation, Stryker Johnston Foundation, Kellogg Foundation, and the Fetzer Institute for the costs attributed to forming the Antiracism Transformation Team.
- Received \$30,914 in funding from the Kalamazoo Community Foundation, Stryker Johnston Foundation, and the Fetzer Institute.
- Organized for 10 ½ days of training for the ARTT. This included meetings with representatives from Crossroads Antiracism Organizing and Training and ERAC/CE to coordinate schedules.
- Advertised and accepted applications for the ARTT, and interviewed and selected members for the team.
- Members of the committee attended a one-day Summit on Racism program held by the YWCA at the Fetzer Center at WMU.
- Spoke to staff members at library-wide and department meetings in an effort to keep staff members informed about the progress of the ARTT.
- Represented KPL at the Kalamazoo Pride Festival and signed attendees up for library cards and the summer reading games.
- Represented KPL at WMU's Fab Fest, an LBGTA welcome event for college students and their friends. KPL's booth had over 100 visitors!
- Continued the "language ribbon" program in which bilingual employees are encouraged to wear a ribbon that promotes their language skills to patrons who may need assistance.
- Informed staff members of diversity events in the community via email.

Antiracism Transformation Team Activities:

- Attended a one-day orientation in April 2014.
- Attended a three-and-a-half-day training in May 2014, which included team-building, defining racism, discussing the “wall of history” and the impact of systemic racism in the United States, and caucusing.
- Began work on assigned projects from the 3 and ½ day training, including creating a “power analysis” and “wall of history” specific to KPL.

Innovation Team

2013/14 Annual Report

KPL's Idea Strike Force!

Purpose

KPL's InnTeam is not just a trend watching group or innovation "think tank." Our purpose is to not only to inspire and foster new innovations, but also to assist staff by facilitating ideas from beginning to end. We believe that public libraries should be a cauldron for innovation. The group champions ideas and successes by being very transparent. InnTeam meets every month, but also utilizes email and Diigo (a free online bookmark sharing service) to share any new trend, fad, or innovation we discover. Members of the group share very similar strengths based on *Strengths Finder 2.0*, including **Futuristic** and **Strategic**.

History

At the 2012 ALA Annual Conference in Anaheim, Kevin returned with an idea to assemble a team of staff that would focus energy on innovation and trend watching. This inspiration came from a particular session in which he learned about the Orange County (FL) Library System's Innovation Task Force and how they were helping shape the direction of the library. The goal of KPL's InnTeam is as follows:

- Monitor current trends and fads to determine how we can adapt at KPL
- Encourage ideas and innovation among staff; share these ideas library wide
- Nurture new innovation and help staff at all levels move it to implementation
- Create, administer and facilitate innovation and ideas hatched within InnTeam

In 2014, Angela Fortin and Andrea Vernola, began co-chairing KPL's Innovation Team and new members Karen Santamaria and Terry New were added.

Process

Ideas are submitted from both InnTeam and staff via a form on myKPL, email or by simply talking to an InnTeam member. These ideas are discussed by InnTeam and then a decision is made to either move towards implementation or move to an idea "parking lot" for future consideration. Some ideas, although often good, are not considered because they either do not fit in the Strategic Plan or are not cost effective. InnTeam members assigned to the idea consult with stakeholders (staff most likely to benefit from the innovation or idea) and then submit a proposal to MTeam. If MTeam is supportive, the idea is then planned out by InnTeam and stakeholders. The level of InnTeam involvement in implementation varies based on the stakeholders. Throughout the process, all steps are being reported on myKPL. At each meeting, we review the progress on the approved ideas and plan how InnTeam can assist in their implementation. We also quickly review any parking lot ideas, in case the time may be right for implementation.

Creative Conflict

Creative Conflict is the idea our diverse perspectives will elicit maximum innovation. This idea is built on trust within the team and an adherence to our common goal. InnTeam utilizes creative conflict to keep the ideas fresh and fun.

Sample of Past Successful Projects

The projects below were launched in the first year of InnTeam, FY 2012/2013, and continue to be successful initiatives at KPL.

- New Library Card email that welcomes and then directs new users to resources online—this project continues to be an efficient way to get pertinent information to patrons
- Library Snap Shot Day!—Year 2 (held April 2014) was even more successful, garnering more engagement via KPL’s social media sites and increasing our reach online
- Encouraged the use of Social Media for Reader’s Advisory—departments continue to find ways to connect with patrons for Reader’s Advisory via social media
- Encouraged the production of short videos for staff training purposes

Successes

InnTeam and KPL staff had many successful initiatives in 2013/2014.

- Promotions related to National Library Card Sign Up Month in September 2013
- Library Con event in October 2013
- A daily infographic on library usage on website (<http://www.kpl.gov/about/stats/>), which launched March 2014
- Assisted with the creation of the Digital Lab, which launched May 2014
- KPL Mascot at Summer Reading Kick Off in June 2014

Future Projects

The InnTeam has some great ideas and projects for 2014/15!

- Innovation Jams to encourage community engagement
- Story Mobs—children’s program
- Improvements to Staff Web Profiles for better Reader’s Advisory
- KPL participation in the #WeNeedDiverseBooks campaign
- Instagram and Vine (Social Media)
- Investigate a Golden Ticket promotional program
- Investigate a family app
- Booktoberfest program series

Conclusion

The InnTeam has some incredible energy! We have been enjoying sharing, fostering, and implementing ideas and innovations. We all feel that when we are constantly looking for ways to change, KPL will thrive. KPL's "Idea Strike Force" is prepared to continue monitoring the direction of libraries, as well as how we can adapt innovation from non-library settings.

Team

- Jeremy Breeding
- Angela Fortin
- Farrell Howe
- Vik Jaglan
- Kevin King
- Andrea Vernola
- Karen Santamaria
- Terry New

LEAN Steering Committee Annual Report FY 2013-14

Summary

This year the committee worked toward the goal of ensuring that all departments and branches have participated in at least one LEAN event. With education as the primary goal of all facilitated events, this approach is intended to bring broad awareness of LEAN tools to all corners of the organization. The anticipated result is that the practices will spread organically. This has proven effective with many examples of LEAN improvements made outside of facilitated events.

Facilitated Events

Teen Services Office - 5S: Facilitated by Jill Lansky. The team focused on effective layout. They began with a massive sort, during which they critically examined what was being stored, how, where and when it was used. The team considered their processes and how they need to interact with one another and the public, and then reorganized their work space to better meet those needs. They reduced clutter, improved flow, and provided structure for their storage spaces.

Team: Stewart Fritz, Amy Jastrzembki, Tami Russell

Central Reference Desk -5S: Facilitated by Matt Smith. The team was formed just prior to the building renovations, and worked to accommodate the changes. They focused heavily on visual management, and standardization. This work space is shared by a large number of staff, and they found that standardizing the work stations for librarians and technical staff helped provide order, and improves customer service. They reduced ready reference materials to shrink their footprint and improve the use of space. They removed many legacy items, and created cleaner, more organized flow. They also examined signage (public), consolidating information and making it easier to find.

Team: Bradly Brouwer, Caitlin Hoag, Stewart Fritz, Karen Santamaria

Washington Square Circulation -5S: Facilitated by Elysha Cloyd. The team took on the circulation desk and the staff work area. They made major changes to the way they provide services and process materials. They moved holds to the public space, relocated AV, changed periodical shelving to intersperse back issues with their subject, and improved browsing for current issues. They made a more pleasant public seating area, while creating better sightlines. Reconfiguring office furniture created more space for movement in the staff area, better sightlines to the desk, and reduced motion in discharging materials.

Team: Linda Clearwaters, Melissa Greenfield, Alex Hudson, Angelina Rodriguez, Nancy Stern

Eastwood Circulation-5S: Facilitated by Steve Siebers. The team took on the circulation desk, staff work area and storage room. They focused on improving flow, by moving the discharging process closer to the circulation desk. This reduces motion, handling and provides better staff back-up. They did a critical sort of their storage area, and utilized visual management to organize supplies and standardize flow. Sorting holds to a cart to reduce motion, they were able to create more open space to improve the flow of delivery items.

Team: Bill Caskey, Erika Dowdell, Judi Rambow, Barb Veld

Respectfully Submitted, LEAN Steering Committee: *Bill Caskey, Elysha Cloyd, Melissa Greenfield, Susan Lindemann, Angelina Rodriguez, Steve Siebers, and Matt Smith*

2013-14 KPL Programming Committee Annual Report

The Kalamazoo Public Library's Programming Committee has had a productive year. The committee's focus is on improving the programming processes at KPL and planning programming that appeals to our community and accomplishes the programming goals established by KPL's Strategic Plan.

During the past year the committee focused further on improving the program planning process, moving further toward integrating program planning, room booking, promotion (LINK, website, social media), and reporting into one system with checks and balances along the way.

The committee spearheaded the move to a three month cycle for the LINK newsletter allowing us to group the busy summer months into one issue, but requiring even more effort to plan for programming months in advance. To help facilitate better planning and better communication, the committee moved from an every-other-month meeting schedule to an every month schedule.

Kid's Programming Highlights:

- In July 2013, we hosted Jim Gill in concert at the Oshtemo Township Park. The crowd of over 400 loved his movement and play based songs! Where's Waldo and the Fresh Food Fairy visited storytime in crowd-pleasing programs for preschoolers in July.
- In August, we hosted Walter Dean Myers, then National Ambassador of Young People's Literature, for a visit to Central, Powell, the Juvenile Home and a special breakfast for community leaders who work with youth. His visit was a highlight of the programming year at KPL and also a lifetime highlight for many people in our community! His kindness, encouragement and the words, "Reading is Not Optional" will be with us all for a long time.
- We also held our 2nd Annual Lego Building Contest in August 2013. Many kids participated and we enjoyed lots of positive feedback from patrons as they voted on their favorite Lego creation. We are looking forward to this year's contest and our expansion of the program to all five buildings.
- We dove in to maker and STEAM programs for all ages at KPL last year. We continue to offer opportunities to focus on the process of creating or learning, rather than the product. Kids are loving programs like Marble Run Mania, Mask Making, Squishy Circuits, Poetry with Read and Write Kalamazoo, Dia Crafts, holiday crafts, cardboard box building, Manga with Mark Crilley, Lego, Soil Science, Fairy House building, Fairy Gardening, and From the Heart.
- Animal visits are always popular and in 2013-2014 we hosted ponies, ferrets, small critters, the Binder Park Zoomobile, Reindeer, Zeus: the world's tallest dog, exotic birds and birds of prey, bats, pigs, llamas, and many more. These programs are always full of animal facts and continue to be well-attended!
- The First Saturday programs continue to thrive, bringing in large crowds, promoting the message of literacy and library usage, and increasing our partnerships with local organizations in Kalamazoo. We are adding new partners each year. WMU McGinnis Reading Clinic hosted a

Cardboard building challenge in October 2013 and the KIA partnered with us to celebrate a Fantastic Rumpus in December.

- We offered our first Family Place Workshops at Oshtemo and Central last fiscal year. Both series were well attended across the five sessions. Caregivers and children played and made new friends together. One of our librarians and a child development specialist were present at each session to visit with children and caregivers.
- We continue to expand our preschool offerings beyond storytime with programs like Little Scientists, Miss Lisa: Stories and Dance, and Yoga Storytime. We're making a special effort to offer programs appropriate for early childhood development, that are fun and beneficial for young children and caregivers.
- Presenters like the Air Zoo, the Chinese Lion Dance Troupe, Chemical Kim, Capoeira Dance, WMU Dance project, the Bubbleman, Sid Ellis, MSU Extension 4H, Music and Make Believe with the KSO, and so many others, made our program line up for kids exciting and well-attended!
- Ready to Read held another successful Party in the Park event this year with many preschoolers and caregivers in attendance despite a morning of fog and sprinkles. We didn't have as many attend as in the past but still had a good turnout and tons of fun.
- The Summer Reading Kick Off Party on June 7 in the library parking lot brought in over 1100 people with over 500 of them signing up to read with us this summer! Many staff collaborated together to make this awesome event happen.
- We celebrated our 20th year of Global Reading Challenge and our 3rd year of First Grade Visits this year. Reading with the first graders and seeing them grow as readers throughout the year-long program continues to be a highlight for them and for our staff. Because of changes to Head Start's transportation, we didn't have as many preschool class visits to our buildings. Our librarians did make many visits to Head Start classrooms throughout the year though. Lift Up Through Literacy also changed their program format which resulted in less preschool and school-age visits to our buildings. Regardless, KPL still enjoys a great partnership with both Head Start and Lift Up Through Literacy.
- For the first time, we held neighborhood celebrations at each of our branch locations. Eastwood kicked things off with a very successful "Back-to-School Party" and in the Spring Oshtemo, Powell, and Washington Square held well-attended community events with music, food, and activities for patrons. These celebrations are a partnership between the library and the neighborhood community and include donated food, presenters, and activities. We'll do them again in 2014-2015.
- 2013-2014 was a great year for kids' programs at KPL!

Teen Programming Highlights:

- The 11th Annual Teen Filmmaker Festival continues to be a success. This was the second year the event was held at the State Theatre. Over 100 films were submitted from across the state and another huge crowd attended the event to view the finalists. Of special note was the corporate sponsorship of the event by our new downtown neighbor Alamo Drafthouse, who

generously helped offset the costs of renting the State and helped the library procure James Sanford as a judge for the event.

- Game Central: Pinball was held in early summer and featured several real, classic pinball games and arcade cabinets along with the usual array of board and card games and modern consoles.
- Later in the year we once again participated in the 6th annual International Games Day @ Your Library, where our Teens finally beat arch-rivals Ann Arbor District Library in online video game play!
- We had several successful author visits, including Walter Dean Myers and Allie Condie as well as spoken word duo Kinetic Affect. Ms. Condie was our main speaker at the Youth Literature Seminar, while Mr. Myers came to KPL as part of his tour as National Ambassador for Young People's Literature. As part of Mr. Myers' visit, we held a number of writing and poetry workshops, Open Mic programs, and a screening of the documentary Louder Than A Bomb.
- We celebrated the release of new titles in some of our favorite Tween/Teen series with pre-release parties, including Percy Jackson and The Diary of A Wimpy Kid. Fans of both series were able to celebrate with special activities, snacks, and games. We held similar parties to celebrate the release of new entries in the ever-popular Doctor Who and Hobbit franchises as well!
- We started a new middle school Battle of the Books-type program, following on the popularity of Global Reading Challenge for younger kids. Three Book Battle was hugely popular and will definitely be repeated again!

Adult Programming Highlights:

- The major highlight for the year was a highly successful Reading Together lineup of programming – from the author visits (Tracie McMillan and Novella Carpenter) of both selected titles to the carefully created side programs and related partner programs, this year's Reading Together carried on the tradition of focusing the community's attention on a set of themes related to the selected titles.
- The Urban fiction book group that was started at the Powell Branch continues to grow. Powell hosted urban fiction author Earl Sewell early in the year.
- KPL's Concert Series continued to bring an eclectic mix of local and regional musical acts to the library for live music concerts. The library hosted concerts by: Gifts or Creatures, Chris Richards + the Subtractions, Andru Bemis, Ken Morgan Jazz Unit, Mustard's Retreat, Mark Stuart, and Reverend Robert B. Jones, Sr. during the past programming year.
- KPL continued to successfully partner with The Great Lakes Acoustic Music Association (GLAMA) to host slow jams and community sing-a-longs offering beginning musicians a comfortable atmosphere to enjoy playing with others and improving their skills.
- KPL also partnered with WMU's Department of Theatre on an event entitled 200 Years of Jane Austen's Pride & Prejudice celebrating 200 years since the publication of Austen's popular novel.
- Poetry programming had a highly successful year with multiple, well attended readings in partnership with the Kalamazoo Friends of Poetry as well as hosting two events in associated with the inaugural Kalamazoo Poetry Fest.

- Local History programming highlights included another highly successful year of recurring programs such as Intro to Genealogy and Genealogy Lock-In programs, as well as one time programs like Whatever Happened to Idlewild?. Several programs focused on Kalamazoo neighborhoods or areas of interest in the city such as Alfonso Iannelli and the Fountain of the Pioneers and The Kalamazoo Mall.
- In partnership with the Michigan Festival of Sacred Music, KPL hosted two performers from the festival, Sons of the Three Fires performed two shows demonstrating their music and heritage, and world-renowned music star Samite performed at Central Library.
- KPL successfully experimented with off-site adult programming by hosting authors Erin Hart & Paddy O'Brien at O'Duffy's Pub!
- We continued to meet the increased demand for ebook help around the holiday season, but expanded the programming to introduce more patrons to the full scope of our digital collections with Digital Collections 101 programs offered in an open-house type format.
- A successful Beginning Yoga series was offered at the Eastwood branch.
- KPL was once again a partner with the area tax initiative offering free tax preparation by IRS-certified VITA tax volunteers. The KPL free tax prep events continue to be among the most popular sites for tax prep. This year the library also experimented with drop-in sessions that did not require an appointment.

Committee Members: Thom Andrews, Eleanore Chadderdon, Michael Cockrell, Angela Fortin, Ryan Gage, Keith Howard, Farrell Howe, Kevin King, Jill Lansky, Teresa Malynowsky-Rakowsky, Karen Santamaria, Beth Timmerman, Andrea Vernola

Shared Leave Committee Annual Report

June 2014

Committee Membership: Terry New, Linda Clearwaters, Nancy Stern, Susan Lindemann

The Shared Leave Committee met for its annual meeting on June 23, 2014. Since July 2013, 647 hours have been provided to fulfill eligible staff requests and as of June 23, 2014, the Shared Leave Bank had a balance of 1318.66 hours. The end of the fiscal year request for donations was sent to staff on 6/26/2014 and donations received totaled **292** hours.

Members reviewed program guidelines and decided to extend the terms of Susan Lindemann and Linda Clearwaters until December 2014 when new representation for the KPLSP and Admin groups will be chosen.

Because there has been some inconsistent administration of the Shared Leave Program for normal pregnancy/childbirth in the past, the committee discussed whether a normal birth of a child constitutes a serious health condition under the program guidelines. It was decided that since a mother would generally not be medically cleared to return to work for the first eight weeks after childbirth, staff members would be eligible to apply for Shared Leave during this time period. Beyond this initial eight week period, certification from a licensed physician stating the employee or immediate family member is being treated for a serious health condition would be required.

The committee will meet again in December 2014 to welcome new members from the KPLSP and Administration groups to the committee and coordinate the December request for donations.

The Shared Leave Committee

Terry New, Linda Clearwaters, Nancy Stern, Susan Lindemann

Annual Report: 2013-2014

KPL Social Activities Committee (SAC)

Chair: Daniel J. Hoag

Committee Members: Kirsten Baldwin-Wilson, Elysha Cloyd, Gary Green, Caitlin Hoag, Patrick Jouppi and Terry New

Committee Mission: To boost workplace morale and foster a sense of community among library staff by organizing and executing a variety of extracurricular activities.

Committee Activity: Over the past year, our members have organized the following:

- An end-of-summer potluck at Markin Glen park
- A spring potluck and hamburger cookout at the park behind the Oshtemo Branch
- Over half-a-dozen movie nights at local theaters
- A chili cook-off
- Welcome to Work treats for two all-staff meetings
- A staff trick-or-treat for Halloween
- A Candy Gram fundraiser for Valentine's Day
- Two staff Game Nights
- Tours of local breweries (Bell's, Gonzo's)
- An online Baby Photo contest
- A staff bike ride on the Kalamazoo Valley River Trail
- An Earth Day hike at the Lillian Anderson Arboretum
- A fundraising bake sale
- A trip to Grand Rapids for last fall's ArtPrize

In addition to the events we planned, we applied for and received a Friends of KPL mini-grant for the purpose of creating or purchasing prizes such as T-shirts, mugs, tote bags, gift cards, and Downtown Dollars. Staff members who attend ten SAC events are given their choice of prize. Attendance is currently tracked with individual punch cards that staff can bring to events.

Goals for the upcoming fiscal year:

- Raise awareness of SAC among staff through branding
- Start awarding prizes for repeat attendance at staff meetings
- Boost average attendance at SAC events
- Create a SAC database to better track attendance and rewards

Over the next fiscal year, we would like to see an increased awareness of the Social Activities Committee and its events among staff members. By using our SAC logo on awards (T-shirts, mugs, tote bags, etc.) and signage (including a SAC banner for larger events), we hope to "brand" our image so that staff

equate our events with a high level of fun and entertainment. One way we plan to raise awareness is by beginning to award our prizes for repeat attendance at monthly staff meetings. All of this is in service of our largest goal, which is to boost average attendance at our events. Finally, we hope to create a user-friendly database for committee members to track overall and individual attendance at our events, which will help us both evaluate our own performance and take the burden off attendees to record their own reward progress with punch cards.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
June 30, 2014**

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	22,770	1,295	11,042	485	2,369	37,961	454,932	464,772	-2%
-ebook	3,357					3,357	38,348	28,913	33%
-Digital Magazine	124					124	3,356		
Teen	4,117	224	1,618	78	267	6,304	63,585	63,704	0%
Juvenile	19,184	1,885	12,424	496	1,743	35,732	353,793	322,384	10%
Total	49,552	3,404	25,084	1,059	4,379	83,478	914,014	879,773	4%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	2,001	119	1,134	14	147	3,415	40,982	45,748	-10%
-Digital	1,584					1,584	14,794	9,032	64%
Music									
-CD	4,590	294	1,249	195	339	6,667	87,873	101,388	-13%
-Digital	1,183					1,183	12,168		
Video									
-DVD	33,745	5,529	10,391	4,290	7,412	61,367	692,795	701,541	-1%
- Digital	702					702	3,209		
Total Non-Print Material	43,805	5,942	12,774	4,499	7,898	74,918	851,821	857,709	-1%
Total Circulation	93,357	9,346	37,858	5,558	12,277	158,396	1,765,835	1,737,482	2%
Computer Usage									
Onsite Computer Use	7,223	740	1,366	519	763	10,611	137,375	144,428	-5%
Computer Usage Remote						2,234,469	28,415,806	33,618,513	-15%
Wireless Internet	1,851	-	-	-	-	1,851	33,756	35,156	-4%
Database Statistics									
Database Sessions	1,009					1,009	15,948	15,595	2%
Database Searches	36,826					36,826	527,188	522,767	1%
Total Registrations	437	34	158	11	37	1354	11,456	13,062	-12%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
June 30, 2014

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>Programs/Tours</u>									
Adult Events	17	1	5	2	1	26	281	292	-4%
Attendance	1006	8	216	27	12	1269	9630	7788	24%
Teen Events	15	0	2	0	0	17	242	131	85%
Attendance	633	0	174	0	0	807	8584	6118	40%
Juvenile Events	30	11	23	20	7	91	1012	975	4%
Attendance	2854	396	895	578	273	4996	42065	38678	9%
Total Events	62	12	30	22	8	134	1535	1398	10%
Total Attendance	4493	404	1285	605	285	7072	60279	52584	15%
Law Library									
Visitors	280					280	3374	2912	16%
Phone Calls	112					112	1133	1221	-7%
Questions Answered	404					404	4246	4150	2%

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