



# Kalamazoo Public Library

**kpl.gov**

**PUBLIC MEETING AGENDA**  
**KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES**  
**EASTWOOD BRANCH LIBRARY – COMMUNITY ROOM**  
**1112 Gayle Avenue, Kalamazoo, MI 49048**  
**August 25, 2014, 4:00 p.m.**

Approval of Agenda

I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS

II. PERSONS REQUESTING TO ADDRESS THE BOARD

III. CONSENT CALENDAR

A. [Minutes of the Meeting of July 28, 2014](#)

B. [Personnel Items](#)

IV. FINANCIAL REPORT

A. [Financial Reports for the Period Ending July 31, 2014](#)

V. REPORTS AND RECOMMENDATIONS

Recommendations

A. [Nepotism Policy](#)

B. [CIP Reserve Allocations](#)

Reports

C. EnvisionWare Features – Wendy Hand

D. Eastwood Branch Update – Judi Rambow

E. Legislative Update – Diane Schiller

VI. COMMITTEE REPORTS

A. Finance and Budget Committee

B. Personnel Committee

C. Fund Development Committee

D. Director's Building Advisory Committee

VII. OTHER BUSINESS

A. [Director's Report](#)

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

IX. COMMENTS BY TRUSTEES

X. ADJOURNMENT

Following the meeting, the Board will tour the Eastwood Branch Library.

<p style="text-align: center;"><b>Kalamazoo Public Library</b> <i>OFFICIAL MINUTES OF THE BOARD OF TRUSTEES</i> <i>PUBLIC MEETING</i> Date: July 28, 2014 Time: 4:00 p.m. Location: Central Library Board Room</p>
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**TRUSTEE ROLL CALL:**

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

Absent: None

**CALL TO ORDER:**

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

**AGENDA APPROVAL:**

The agenda was approved.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

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

Recommendation: Director Rohrbaugh recommended approval of the resolution to support Proposal 1 on the August 5 ballot to eliminate personal property tax.

Executive Summary: The ballot proposal ends the personal property tax businesses are required to pay and creates a funding system for many governmental services including libraries.

Included was 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.

Discussion: L. Godfrey said she thought the resolution should support redirecting the Use Tax allowing for the reimbursement of lost revenue from the elimination of Personal Property Tax. Libraries and other governmental entities are supportive of the elimination of Personal Property Tax now that a plan for how these entities will be reimbursed has been developed. Director Rohrbaugh explained the library had followed the city's lead with the language of the resolution. B. Caple said the resolution was probably written in a specific way based on the ballot language of the proposal.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE RESOLUTION TO SUPPORT PROPOSAL 1 ON THE AUGUST 5 BALLOT TO ELIMINATE PERSONAL PROPERTY TAX.

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

MOTION CARRIED: 7-0

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

Ayshhyah Khazad, 710 Collins St., Apt. 1202, addressed the Board saying he thought the library was missing some classic Science Fiction Authors within its collection. He told the Board the library no longer carried any of Clifford Simak's books. He said these were dated but good science fiction material and he asked that some be put back on the shelves.

**III. CONSENT CALENDAR**

- A. *Minutes of the Meeting of June 23, 2014*
- B. *Personnel Items*

J. Vander Roest submitted a change to the minutes on page 93 prior to the meeting that E. Cloyd fixed for the minutes to be approved. Director Rohrbaugh drew attention to employee anniversaries which were now added to the Personnel Items. The Minutes of the meeting of June 23, 2014 and the personnel items were accepted.

**IV. FINANCIAL REPORTS**

- A. *Financial Reports for the Month Ending June30, 2014*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending June 30, 2014.

Discussion: Director Rohrbaugh drew attention to some transfers that were noted in the Financial Reports. She said these had been approved by Board Treasurer, J. Vander Roest. Though the reports were for the last month of the year, she said they were not final year end information. This will be presented to the Board with the audit.

V. Wright asked if the library had made its last bond payment. Director Rohrbaugh confirmed the library had. B. Caple asked what led to the broken glass panel mentioned in the Financial Reports. S. Lindemann said a rock or a pebble had likely hit the glass panel causing it to fall and break.

MOTION: L. GODFREY MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JUNE 30, 2014.

MOTION CARRIED 7-0.

**V. REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

- A. *Rates of Pay for Hourly Staff*

Recommendation: Director Rohrbaugh recommended Board approval of the hourly wage scales based on increases in the minimum wage effective September 1, 2014; January 1, 2016; January 1, 2017; and January 1, 2018.

Executive Summary: KPL's starting rate for a new hire library aide has been \$8.00 per hour, \$.60 above the minimum wage. The library wants to continue to pay above the minimum wage

to attract and retain well qualified employees, but is not able to continue with a \$0.60 differential. Director Rohrbaugh recommended \$0.35 per hour above the September 1, 2014 minimum wage increase for the starting library aide rate. Aides will continue to have the opportunity to gain five levels of competencies and increase their hourly rate of pay. Pay rate recommendations for other hourly positions – library assistant substitutes, interns, FM hourly, and librarian substitutes – were also as included in the recommendation.

The impact of the hourly pay rates for the remainder of the fiscal year will be addressed mid-year during the usual budget revision. The recommendation for all hourly positions was reviewed by the Personnel Committee and came to the full Board with committee support.

Discussion: L. Godfrey asked if the approved budget was built on the increases in hourly rate. Director Rohrbaugh said it was not. Director Rohrbaugh said the Personnel Committee had reviewed this change and as a result of the recommendation being approved, a budget adjustment would need to be handled midyear. D. Schiller said the estimated cost would be about \$15,000.

J. Vander Roest said he would prefer the Budget and Finance Committee have an opportunity to review recommendations with large costs such as this as well in the future. B. Caple asked J. Vander Roest if the recommendation should be held until after the Finance and Budget Committee had an opportunity to review the costs associated with this recommendation. J. Vander Roest said that was not necessary in this case. L. Godfrey reminded Board members that D. Schiller had briefed them on the changes in the minimum wage at an earlier meeting but agreed that large costs such as this should be reviewed by the Finance and Budget Committee.

MOTION: J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO APPROVE THE HOURLY WAGE SCALES BASED ON INCREASES IN THE MINIMUM WAGE EFFECTIVE SEPTEMBER 1, 2014; JANUARY 1, 2016; JANUARY 1, 2017; AND JANUARY 1, 2018.

MOTION CARRIED 7-0.

*B. Employee Assistance Program*

Recommendation: Director Rohrbaugh recommended the Board approve providing an employee assistance program (EAP) for KPLA and hourly staff 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 and, therefore, do not have EAP services. At a cost of \$24.50 per employee per year, the basic services included in the quote could be provided to the 23 KPLA and approximately 80 hourly staff members. This was considered a modest cost for important services which have benefited other staff and would benefit all staff.

The proposal was reviewed by the Personnel Committee and came to the full Board with committee support.

Discussion: Director Rohrbaugh said this recommendation had also been reviewed by the Personnel Committee. J. Vander Roest asked if the non-KPLA and hourly staff had the exact same program. T. New said it was not the exact same program but was similar. J. Vander Roest said the recommendation would eliminate the parity for this benefit across staff. Director

Rohrbaugh said the total cost would be approximately \$2,500. L. Godfrey asked if staff members had asked for this. Director Rohrbaugh answered no one had asked but T. New had a sense that it could have helped some employees in the past.

MOTION: J. VANDER ROEST MOVED AND B. CAPLE SUPPORTED THE MOTION TO APPROVE PROVIDING AN EAP FOR KPLA AND HOURLY STAFF FROM HELPNET.

MOTION CARRIED 7-0.

*C. Nepotism Policy*

Recommendation: Director Rohrbaugh recommended approval of the Nepotism Policy.

Executive Summary: It is the library's 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 was very similar to those in place for many other employers, including libraries. Upon Board approval, KPL's job application would need to be revised to include this information.

The policy was reviewed and recommended for approval by the Personnel Committee.

Discussion: Director Rohrbaugh said it had been the library's practice not to hire family members though there had been several exceptions throughout the years. She said it was time to recommend a policy to the Board which will answer questions by staff. The passage of this policy would require the changing of the applications. She said the policy had been reviewed by the Personnel Committee.

MOTION: F. BROWN MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE NEPOTISM POLICY.

Discussion: L. Godfrey drew attention to the back page of the Personnel Items where the employee anniversaries were included noting this was proof of many instances of family members being hired in the past. She said she hoped it would be explained well to staff when exceptions were made. Director Rohrbaugh answered management would do its best to explain these exceptions saying they would be seldom. J. Vander Roest said he felt like the net was cast too broadly and he did not believe some of the relations should be considered "close". He said, therefore, that he would be abstaining from voting on this policy.

Director Rohrbaugh said there had been some discussion on this point with the Personnel Committee. B. Caple said the committee had the same reservations but the policy had been modeled after other libraries. L. Godfrey said that just because other libraries have this broad of policy doesn't give enough rationale for approving it here. B. Caple asked for suggestions for specific changes saying holding it until the next meeting would not cause any damage. L. Godfrey asked if step family just included brothers and sisters or if it covered all step relatives. She said the statement "persons living together" would eliminate roommates from working at the library together. She added it was unrealistic for someone to know if their cousin was applying for a job at the library. J. Vander Roest said the list of those excluded from working at the library was too broad. V. Wright asked where it was logical for the library to start and stop. R. Brown suggested the policy be returned to the committee for discussion.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO TABLE THE NEPOTISM POLICY.

MOTION CARRIED 7-0.

*D. Request for Funds from Kalamazoo Community Foundation Local History Fund*

Recommendation: Director Rohrbaugh recommended 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. Director Rohrbaugh recommended that \$11,000 of the gift funds at the Kalamazoo Community Foundation be used to fund the 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 was \$100,065.

Discussion: L. Godfrey said, having used the old microfilm readers at the library, she wholeheartedly supported buying replacement machines. B. Caple asked if the machines simply lacked features or if they did not work well. M. Cockrell said they often needed repairs and the new machines would be more robust, last longer, could email and save images to a flash drive, and would be easier on the reels. B. Caple asked if the two which were being replaced would be kept for parts to replace the remaining old machines. M. Cockrell said this was not likely since the machines were all different.

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

MOTION CARRIED 7-0.

*E. MERS Delegates*

Recommendation: Directed Rohrbaugh recommended 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, the library feels it is important to participate in the system. In the past the library has 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 Marriott.

MOTION: J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO APPOINT TERRY NEW AS THE OFFICER DELEGATE AND CERTIFY AMY CLARK AS THE EMPLOYEE DELEGATE TO SERVE AT THE 2014 MUNICIPAL EMPLOYEES RETIREMENT SYSTEM ANNUAL MEETING.

MOTION CARRIED 7-0.

REPORTS:

*F. Fourth Quarter Strategic Planning Statistics*

Report: Director Rohrbaugh said this form presented the statistics for the full first year of the Strategic Plan. She said it should look familiar to Board members and said her cover to the report commented on a number of the objectives. The Hub opened later than originally planned and, therefore, a few goals were not met. Results from two surveys were included with the statistics form. Director Rohrbaugh said the 2013-14 fiscal year was a good year with a number of objectives far surpassing their targets.

Discussion: B. Caple asked about objective 4.3. Director Rohrbaugh said it was interesting the library did not reach its goal of having a 5% increase in teen room usage but did surpass objective 4.2 related to teen programming. J. Vander Roest asked if Teen held events in the room. Director Rohrbaugh said some events were held in the room but larger ones had to be in the Van Deusen Room. L. Godfrey said even though the goal was not meant, it was still a pretty respectable number of teens to be using the room. V. Wright agreed, saying it could be a difficult age, and drew attention to the Survey Monkey results which didn't necessarily agree with the other statistics relating to teens.

V. Wright commented on the strong Local History use. Director Rohrbaugh agreed it was strong and said this was the first year that the library had focused on "Local" more broadly. J. Vander Roest asked if Party in the Park was counted in Objective 1.2. Director Rohrbaugh confirmed it was adding attendance was down slightly this year, likely due to the weather, but it was still a very good event.

F. Brown asked what patron reactions to the Hub had been. Director Rohrbaugh said the Hub had been very successful thus far. The hours were expanded and patrons have been very happy with the service. Most patrons using the lab are utilizing the digitization equipment. L. Godfrey said once the library was able to offer more assistance with the production equipment, use would likely increase. K. King said community members still do not know the Hub is available. He said the digitization stations are more popular currently and some alterations are being made to the stations to accommodate this. L. Godfrey said Public Media Network was enthusiastic about what the library as offering. She added that PMN will now be recruiting EFE students (this was done by the schools in the past), and more students would be made aware of the services at this time. She said she imagined the Hub would be very busy before the Teen Film Fest.

President TenBrink asked what the age group of patrons using the Hub was. K. King said most patrons were between 40 and 60 years old. She asked if patrons are bringing in kodachrome slides. K. King answered some patrons had. He told Trustees about a patron who came in with about 1000 slides and, once she got accustomed to the technology, could digitize 100 slides per hour.

F. Brown asked what the library's ability was to answer questions outside of open hours. Director Rohrbaugh confirmed F. Brown was asking about digital content available through the library's website. M. Cockrell said there were a number of very helpful FAQs on the library's website. He explained issues that cannot be handled through the FAQs are handled in-house by staff and that patrons were generally very pleased with the help staff were able to offer.

Disposition: Trustees thanked Director Rohrbaugh for her report.

#### *G. Director's Goals*

Report: Director Rohrbaugh said the Director's Goals were generally self-explanatory. She said these were some of the biggest things she saw the library undertaking in the next year and she would report on their progress at midyear and the end of the year. These goals are also included in the Action Plan.

Discussion: V. Wright asked about goal six. Director Rohrbaugh said this was something F. Howe would be working on. Currently, F. Howe was thinking of "It's my Library" as a more personal tagline. Director Rohrbaugh said it was never expected for Geek to last beyond the millage vote. The new campaign is expected to be launched in the winter.

V. Wright asked about goal seven. Director Rohrbaugh said the policies relating to library cards had not been looked since the advent of the Digital Age. Things the library would be considering were whether parents should sign for their children's cards, if a photo should be printed on the library card or stored within the patron record, whether patrons should be allowed to pick up others' holds, and if the library should consider different classes of cards, such as, an Internet only card or a Children's card. S. Warner will lead the task force examining these issues later in the year.

J. Vander Roest asked if there was a possibility of loading money on an account to pay fines when they accrue. G. Green answered fines could be paid through the library's website with a credit card and money could be added to an account for printing, but wasn't sure if money could be added to an account to proactively cover future fines. J. Vander Roest commented if the library added pictures to library cards, the card could possibly serve as picture ID for voting. L. Godfrey said some people may not want a picture on their library cards. V. Wright said she was surprised about library card abuse in the form of people using others' cards. B. Caple asked how the library knew patrons were using cards other than their own. Director Rohrbaugh said this was most common with computer use and that library cards were non-transferrable.

J. Vander Roest asked about goal eight. Director Rohrbaugh said she did not know what this could be yet but DKI used to have a downtown social worker. She would first talk to the School of Social Work at WMU about a possible partnership, adding this could help with a lot of problems staff often had to deal with. J. Vander Roest said he worried about "mission creep" with this goal. R. Brown asked if this was being considered only for Central Library. Director Rohrbaugh confirmed it was. F. Brown acknowledged it was patron behavior causing us to consider this avenue. J. Vander Roest said maybe the library could be a venue for clients and social workers to meet. L. Godfrey said the library could face liability issues. R. Brown said this was a slippery slope but understood having a social worker in the building could help the library deal with some issues. B. Caple said if situations that distract from our main goal as a library can be addressed and we can alleviate some strain on the library staff, he wholeheartedly supported addressing the issues.

F. Brown said this goal bled into goal ten and he could see the library making a place available where patrons could learn about services in the community. He said this did not necessarily have to be under the purview of the library but if people were already spending time here, why not also get help here. L. Godfrey asked how Director Rohrbaugh saw this happening. Director Rohrbaugh answered she did not know. When DKI had a social worker downtown, the person was familiar with available services and simply wandered around downtown helping those in need. J. Vander Roest said he was all for exploring and told Director Rohrbaugh she should return to the Board if she came up with any ideas.

F. Brown asked Director Rohrbaugh to expound upon goal ten. Director Rohrbaugh said moving the AV checkouts and holds downstairs had not been as convenient for patrons but had definitely reduced theft. She said when this was explained to disgruntled patrons they understood but it could be confusing for Central Library to have two locations for holds. L. Godfrey said she hoped the Board and staff would be asked for input regarding the space changes mentioned in goal two, especially the first floor rotunda at Central Library. She said it was nice to know what was happening with space changes.

Disposition: Trustees thanked Director Rohrbaugh for her report.

*H. Services to Readers – Michael Cockrell, Karen Santamaria, and Steve Siebers*

Report and Discussion: M. Cockrell introduced K. Santamaria and S. Siebers. He said a major change had happened at the library when KPL moved to centralized selection. He said the selectors were still working out some kinks, but selection over the last five years had become much more data driven. He said items do not remain on the shelves if they are not being checked out and staff quickly respond to patrons requests requesting certain materials to be purchased. He said KPL had a popular collection, not an archive.

J. Vander Roest commented that if selection was data driven, wouldn't that simply reinforce what is already being purchased since other things are not available. M. Cockrell answered this could be true to a small extent but said everything purchased, across all areas of the collection, when it is originally shelved on the first floor rotunda, circulates regularly. He said patron behavior was changing with more things being placed on hold and increased virtual browsing. He added that patron responses on surveys about the holds process were very positive. L. Godfrey asked where patrons were virtually browsing. M. Cockrell said a good example was the "New Books" list on the library's catalog. All the rotating books are clicked on by patrons.

Next, S. Siebers talked about Collection HQ, specifically Popular Authors, Collection Use and Grubby Items. He explained that for Popular Authors, the software suggested the library have 25% of the books owned by the library on the shelf at any one time. A report would be run and if the library was running a deficit for any author, the software would tell him how many copies should be purchased. Collection Use is a way of telling whether more books need to be purchased for a specific range of Dewey numbers. L. Godfrey asked if this report would still work with items shelved in neighborhoods, instead of by Dewey number. M. Cockrell said this would report would still work with the JE books being moved into neighborhoods. Grubby Items runs off the premise that items will not circulate if they look worn out or gross. The Grubby Items report tells selectors which items may be due to be replaced because they are beginning to look old and grubby.

S. Siebers continued by talking about other aids in selection including the holds ratio and publications such as Book Page and Shelf Awareness. He said commented that of the 45 requests he has filled for non-fiction items to be added to the collection, the average circulation was 12.5, signifying they were generally very good additions. He ended by talking about deselection. L. Godfrey asked about floating collections. S. Siebers and M. Cockrell replied saying this was tried with audiobooks but it did not work well with items pooling at specific locations.

K. Santamaria began by talking about Author Alerts. She said this replaced Book My Favorites which was very time intensive for staff. She said Author Alerts worked not only with authors, but also directors for movies. J. Vander Roest asked if patrons could request alerts for specific Dewey ranges. M. Cockrell said this may potentially work in the future but currently the system only worked by author name. K. Santamaria also mentioned Book Club in a Bag. She talked about Reader's Advisory Services and mentioned the staff blogs, displays, Michigan Notable Books Awards, Hot Picks, Now Read This, Facebooks Reader's Advisory contests, ads in the Good News Newspaper, and MelCat.

M. Cockrell finished up the report by talking about future ways to improve selection of materials. He said it was difficult for selectors to get a nuanced view of branch collections. He said the further growth of digital collections will affect the way the library selects. As digital collections grow, the library will become closer to immediate acquisitions since digital materials can be available instantly. He also said the library would need to think more about merchandizing for collections, both physical collections and digital collections.

Disposition: Trustees thanked M. Cockrell, S. Siebers, and K. Santamaria for their report.

## VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. Vander Roest said he had approved some transfers in the budget and, as Treasurer of the Board, had talked with the new auditors on the phone about what the Board expected from the audit.
- B. *Personnel Committee*—B. Caple said the committee had met a couple times to review the above recommendations and consider the director's compensation.
- C. *Fund Development and Allocations Committee*—Director Rohrbaugh said the committee would meet in September.
- D. *Director's Building Advisory Committee*—no meeting.

## VII. OTHER BUSINESS

### A. *Director's Report*

Report: Director Rohrbaugh drew attention to the staff committee reports included this month with the Director's Report. She highlighted item seven and the fun and successful programs included. She mentioned item nine and the article in the *Kalamazoo Gazette* which talked about summer activities for kids. Lastly, she drew attention to item fourteen and the Hub now being open on Saturdays.

Discussion: President TenBrink said she was pleased to see some day campers were visiting and asked how they were getting to the library. S. Warner said she thought they were most likely

walking to the library but some would be taking the bus. J. Vander Roest asked if the library was comfortable with the library's financial software being hosted in the cloud. D. Schiller answered the library was comfortable with this and the information was encrypted. V. Wright mentioned how much she enjoyed the committee reports saying it was difficult for the Trustees to know some of the things that were going on in committees. She said she really looked forward to these annual reports.

Disposition: Trustees thanked Director Rohrbaugh for her report.

**VIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the Board.

**IX. COMMENTS BY TRUSTEES**

- V. Wright said it was interesting the comments she got when soliciting signatures for her petition to run again for the Board of Trustees. She told the Board one individual commented they wished the library had more fiction, which she found interesting.
- B. Caple recommended the book On Paper: the everything of its two-thousand year history by Nicholas Basbanes.
- F. Brown informed Board members he would not be seeking re-election to the Board of Trustees because he would be moving to Italy. He said his time on the Board has been a pleasure and an honor, and he wished great success to the Board going forward.
- J. Vander Roest asked about the library's partnership with the Kalamazoo Growlers. Director Rohrbaugh said staff had been signing people up for Summer Reading Games at the games. K. King added the library had a banner and received shout-outs during the games.
- President TenBrink said she saw staff members at a Growler's Game and heard the library mentioned several times over the PA system at a game. She also mentioned a library she visited in Indiana while on vacation. Lastly, she told Trustees about letters she wrote to local government officials, Representative Sean McCann and Senator Tonya Schuitmaker, about adding libraries to the list of gun free zones in Michigan.

**X. EXECUTIVE SESSION**

*A. Director's Annual Review*

President TenBrink asked for a motion to move to an executive session for the Director's annual review.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO MOVE INTO AN EXECUTIVE SESSION FOR THE DIRECTOR'S ANNUAL REVIEW.

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

MOTION CARRIED 7-0.

Trustees moved to an executive session at 5:51 p.m.

**XI. RETURN TO OPEN SESSION FOR CONSIDERATION OF DIRECTOR'S CONTRACT**

President TenBrink asked for a motion to return to open session for consideration of the Director's Contract.

MOTION: J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

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

MOTION CARRIED 7-0.

Trustees returned to open session at 6:21 p.m.

MOTION: V. WRIGHT MOVED AND B. CAPLE SUPPORTED THE MOTION TO INCREASE THE DIRECTOR'S SALARY BY 2% AND ROLL FORWARD THE DIRECTOR'S THREE YEAR CONTRACT BY ONE YEAR.

MOTION CARRIED 7-0.

**XII. ADJOURNEMENT**

Hearing no objection, President TenBrink adjourned the meeting at 6:24 P.M.

**X** \_\_\_\_\_  
Robert Brown  
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Personnel Items**

DATE: August 25, 2014

**Resignation**

**Adam McFarlin** resigned from the Supervisory-Technical 2 FTE 1.0 ONEplace associate position in ADS effective August 15, 2014. Adam began work at KPL in February 2013 and has accepted a position with the American Cancer Society as senior manager, Relay for Life.

**New Hires**

**Elyse Malnekoff** joined the hourly staff on August 11, 2014 as a library aide at the Eastwood/Powell branches.

**Marceline Stevens** joined the hourly staff on August 20, 2014 as a library aide in Central Circulation.

**Chelsea Tungate** joined the hourly staff on August 22, 2014 as a library aide in Central Circulation.

**Employee Anniversaries**

- **Lauri Bouma** – 36 years
- **Waneta Hodges** – 35 years
- **Barb Hageman** – 20 years
- **Ann Walker** – 18 years
- **Nancy DiBella** – 13 years
- **Caitlin Hoag** – 13 years
- **Steve Siebers** – 10 years
- **Melissa Greenfield** – 9 years
- **Stewart Fritz** – 8 years
- **Bethany Maley** – 8 years

### III. B.

- **Karen Finch** – 7 years
- **Tam Skidmore** – 7 years
- **Dan Hoag** – 5 years
- **Michelle Lilek** – 4 years
- **Susan Lindemann** – 3 years
- **Angela Fortin** – 3 years
- **Brenda Sanchez** – 3 years

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

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

DATE: August 25, 2014

**RECOMMENDATION:**

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

**EXECUTIVE SUMMARY:**

Notes to the reports are included for your information.

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Jim Vander Roest, Treasurer

**Kalamazoo Public Library  
Internal Financial Reports  
As of July 31, 2014**

**Sources and Uses of Funds  
Electronic Transfers**

Sources of funds during the month of June included a total of \$80,000 in funding for ONEPlace from the Kalamazoo Community Foundation (\$65,000) and the Dorothy Dalton Foundation (\$15,000). An additional \$2,882 was received from insurance proceeds for replacement of the broken exterior smoked glass panel at Central Library previously reported in June.

Uses of funds during the month of June included no unusual payments with typical heavy payments for materials orders at the end of the year and several large 12-month licensing and maintenance contracts in Technical Services for library systems from 3M and SirsiDynix.

**Combined Balance Sheet**

Outstanding Taxes Receivable of \$54,318 represents the amount of outstanding property taxes after all year-end reconciliations to individual government settlements and the write-off of taxes deemed uncollectable net of a reserve for remaining uncollectible amounts equal to \$55,880.

**General Fund Revenue and Expenditure Summary**

Both revenue and expenditures for the month of July 2014 as compared to the Preliminary Budget are typical of the first month of the fiscal year. Revenues for July include Fines and Fees, grants to ONEPlace for continuation of services, and the MPSERS UAAL rate stabilization reimbursement from the State of Michigan for the month of July. Salaries, Benefits and Supplies expenditures for the month of July are very close approximations 1/12 share of the budget, while Materials, Facilities, Technical Services, and to a lesser degree Purchased Services all contain one to several larger impact 12-month contracts or front loaded purchasing patterns which skew the expenditures heavily to July.

The result is sparse revenue and a heavier expenditure pattern typical of KPL's experience the first several months of any fiscal year.

**Capital Improvement Plan**

Expenditures in the Capital Improvement Plan during the month of July included \$3,070 for new meeting room tables in the Adult Services staff conference room and several smaller pieces for Eastwood and Powell staff needs. Outstanding purchase orders total \$47,247 to total \$50,876 in expenditures and commitments on the allocated project budgets of \$796,278.

## **Other Gifts and Grants Summary**

The Gifts and Grants Summary report for July indicates very little activity during the month of July to total \$230 in revenue and \$250 in expenditures. The beginning and ending fund balances of all the gift and grant projects are individually reported at the end of the report to give more information regarding the amounts available to spend within each project. Amounts available for Ready to Read, for example, total \$86,088 (P233 and P235 Ending Fund Balances) and are budgeted to purchase the books for distribution or for the Spelling Bee itself to raise this year's revenue for the project. The agency portion of the Kalamazoo Community Foundation's Local History and Community Information fund totals \$62,946, with the additional \$37,118.49 reported as assets on the books of the foundation. Copies of both statements from the Kalamazoo Community Foundation as of June 30 follow for your information.

## **Endowment Fund**

Due to the date of this report, there is no update to the Endowment Fund for July. The prior month's financial report included the Endowment funds market value balance of \$3,800,342 as of June 30<sup>th</sup>.

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

		<b>June</b>
<b>BEGINNING CASH BALANCE *</b>	\$	8,193,564
* Including short-term investments		
 <b>SOURCES OF CASH:</b>		
Property Tax Receipts	\$	924
IFT/CFT, PILOT receipts	\$	182
State Aid/MPSERS UAAL Rate Appropriation	\$	59,462
District Court Penal Fines/Law Library Revenue	\$	64,106
Interest Income	\$	69
Library Fines & Fees	\$	15,016
Other Sources: Gifts, Grants, & Reimbursements	\$	82,882
Other Gifts (Ready to Read, etc)	\$	-
<b>TOTAL SOURCES OF CASH</b>	<b>\$</b>	<b>222,641</b>
 <b>USES OF CASH:</b>		
Salaries & Wages	\$	(419,723)
Benefits	\$	(173,251)
Materials	\$	(135,258)
Supplies	\$	(35,961)
Facilities	\$	(100,937)
Technical Services	\$	(227,893)
Purchased Services	\$	(15,488)
Other	\$	(101,037)
Capital Expenditures	\$	(19,240)
Prepaid Expenditures	\$	-
	\$	-
<b>TOTAL USES OF CASH</b>	<b>\$</b>	<b>(1,228,789)</b>
 <b>ENDING CASH</b>	 <b>\$</b>	 <b>7,187,416</b>
 <b><u>Pooled Cash &amp; Investment Accounts</u></b>		
<b><u>Checking &amp; other liquid accounts</u></b>		
Cash to be deposited	\$	-
Fifth Third General & Payroll Checking Accounts	\$	513,541
First National NOW & ACH Transfer Accounts	\$	535,075
Fifth Third Arcadia Admin	\$	6,693
Petty Cash/Midwest Business Exchange Account/Paypal	\$	10,842
Pooled Cash Accounts	\$	1,066,152
 <b><u>Pooled Investments</u></b>		
Fifth Third Bank, Fifth Third Securities, CD's	\$	52
Flagstar Bank MM & CD's	\$	1,608,726
First National Bank MM, ICS Savings, & CD's	\$	4,512,486
Pooled Investment Accounts	\$	6,121,264
<b>Total Pooled Cash &amp; Investments</b>	<b>\$</b>	<b>7,187,416</b>

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

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
7/1/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (934.00)
7/1/2014	Employee 403b contributions	1st National Limited ACH	Journey Retirement Services/MG Trust	\$ (6,263.21)
7/1/2014	Transfer from	1st National NOW		\$ (30,000.00)
7/1/2014	Transfer to		1st National ACH	\$ 30,000.00
7/1/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,912.17)
7/1/2014	MERS March	1st National Transfer	Municipal Employees Retirement System	\$ (22,434.74)
7/1/2014	MPSERS UAAL June	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (22,595.14)
7/2/2014	MPSERS Retirement	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (27,209.12)
7/8/2014	Transfer from	1st National ICS		\$ (500,000.00)
7/8/2014	Transfer to		1st National NOW Checking	\$ 500,000.00
7/11/2014	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,105.33)
7/14/2014	Hourly Payroll 7/15/2014	5/3 Payroll Check	Employee Accounts	\$ (14,256.59)
7/14/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (5,071.28)
7/15/2014	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
7/15/2014	Payroll 7/15/2014	5/3 Payroll Check	Employee Accounts	\$ (110,634.87)
7/15/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (45,229.01)
7/15/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (934.00)
7/15/2014	Transfer from	1st National NOW		\$ (50,000.00)
7/15/2014	Transfer to		1st National ACH	\$ 50,000.00
7/16/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,692.17)
7/17/2014	403b Employee contributions	1st National Limited ACH	Journey Retirement Services/MG Trust	\$ (8,251.74)
7/21/2014	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (992.36)
7/29/2014	Transfer from	1st National NOW		\$ (400,000.00)
7/29/2014	Transfer to		Fifth Third General Checking	\$ 400,000.00
7/29/2014	Transfer from	1st National ICS		\$ (600,000.00)
7/29/2014	Transfer to		1st National NOW Checking	\$ 600,000.00
7/30/2014	Transfer to Arcadia	5/3 General Check		\$ (1,000.00)
7/30/2014	Transfer from General		5/3 Arcadia Checking	\$ 1,000.00
7/31/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,482.23)
7/31/2014	Payroll 7/31/2014	5/3 Payroll Check	Employee Accounts	\$ (120,140.28)
7/31/2014	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
7/31/2014	MPSERS UAAL July	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (22,595.14)
7/31/2014	Transfer from	1st National NOW		\$ (8,800.00)
7/31/2014	Transfer to		1st National limited ACH	\$ 8,800.00
		<b>Total Electronic Transactions</b>		<b>\$ (475,945.14)</b>

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

	Operating	Capital	Debt Service	Special Revenue	Endowment
<b>Assets</b>					
<b>Cash &amp; Equivalents</b>					
Cash & Checking	(\$704,032.39)	\$1,793,960.36	\$0.00	\$124,969.32	\$118,435.15
Investments	\$5,972,518.61	\$0.00	\$0.00	\$62,946.84	\$3,681,907.25
Total Cash & Equivalents	<u>\$5,268,486.22</u>	<u>\$1,793,960.36</u>	<u>\$0.00</u>	<u>\$187,916.16</u>	<u>\$3,800,342.40</u>
<b>Accounts Receivable</b>					
Accounts Receivable	\$18,264.87	\$0.00	\$0.00	\$0.00	\$0.00
Total	<u>\$18,264.87</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Taxes Receivable</b>					
Taxes Receivable	\$54,317.90	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	<u>\$54,317.90</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Other Assets</b>					
Other Assets	\$87,592.98	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	<u>\$87,592.98</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Assets	<u><u>\$5,428,661.97</u></u>	<u><u>\$1,793,960.36</u></u>	<u><u>\$0.00</u></u>	<u><u>\$187,916.16</u></u>	<u><u>\$3,800,342.40</u></u>
<b>Liabilities and Fund Balance</b>					
<b>Current Liabilities</b>					
Accounts Payable	\$12,748.80	\$690.90	\$0.00	\$0.00	\$0.00
Salaries Payable	\$25,653.51	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$53,282.57	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	<u>\$91,684.88</u>	<u>\$690.90</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Long Term Liabilities</b>					
Long Term Liabilities	\$33,674.19	\$0.00	\$0.00	\$0.00	\$0.00
Total	<u>\$33,674.19</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Net Assets</b>					
Fund Balance	\$5,303,302.90	\$1,793,269.46	\$0.00	\$187,916.16	\$3,800,342.40
Total	<u>\$5,303,302.90</u>	<u>\$1,793,269.46</u>	<u>\$0.00</u>	<u>\$187,916.16</u>	<u>\$3,800,342.40</u>
Total Liabilities & Fund Balance	<u><u>\$5,428,661.97</u></u>	<u><u>\$1,793,960.36</u></u>	<u><u>\$0.00</u></u>	<u><u>\$187,916.16</u></u>	<u><u>\$3,800,342.40</u></u>

**Kalamazoo Public Library**  
**General Fund Revenue and Expenditure Summary**  
 July 31, 2014

	June	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Revenue</b>						
Property Taxes	\$0.00	\$0.00	\$0.00	\$10,249,482.00	\$10,249,482.00	0.0%
Other Taxes	\$181.91	\$0.00	\$181.91	\$120,188.00	\$120,006.09	0.2%
Fines and Fees	\$15,015.72	\$0.00	\$15,015.72	\$170,000.00	\$154,984.28	8.8%
District Court Penal Fines	\$0.00	\$0.00	\$0.00	\$260,000.00	\$260,000.00	0.0%
Local Support	\$80,000.00	\$0.00	\$80,000.00	\$233,275.00	\$153,275.00	34.3%
Interest Income	\$68.67	\$0.00	\$68.67	\$15,000.00	\$14,931.33	0.5%
State Aid and Reimbursements	\$22,595.14	\$0.00	\$22,595.14	\$306,788.00	\$284,192.86	7.4%
Other	\$0.00	\$0.00	\$0.00	\$96,100.00	\$96,100.00	0.0%
<b>Total Revenue</b>	<b>\$117,861.44</b>	<b>\$0.00</b>	<b>\$117,861.44</b>	<b>\$11,450,833.00</b>	<b>\$11,332,971.56</b>	<b>1.0%</b>
<b>Expenditures</b>						
<b>Salaries</b>						
Administrator Salaries	\$55,851.16	\$0.00	\$55,851.16	\$651,227.00	\$595,375.84	8.6%
Librarian Salaries	\$107,223.20	\$0.00	\$107,223.20	\$1,286,760.00	\$1,179,536.80	8.3%
Supervisory Technical Salaries	\$57,760.86	\$0.00	\$57,760.86	\$691,685.00	\$633,924.14	8.4%
Library Assistant Salaries	\$131,587.47	\$0.00	\$131,587.47	\$1,587,535.00	\$1,455,947.53	8.3%
Hourly Staff	\$22,318.01	\$0.00	\$22,318.01	\$624,758.00	\$602,439.99	3.6%
Substitute Salaries	\$3,576.93	\$0.00	\$3,576.93	\$88,360.00	\$84,783.07	4.0%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$45,000.00)	(\$45,000.00)	0.0%
<b>Total</b>	<b>\$378,317.63</b>	<b>\$0.00</b>	<b>\$378,317.63</b>	<b>\$4,885,325.00</b>	<b>\$4,507,007.37</b>	<b>7.7%</b>
<b>Benefits</b>						
Employee Insurance	\$78,751.10	\$0.00	\$78,751.10	\$1,010,895.00	\$932,143.90	7.8%
Retirement	\$70,012.67	\$0.00	\$70,012.67	\$851,218.00	\$781,205.33	8.2%
Employer FICA-Medicare	\$28,641.16	\$0.00	\$28,641.16	\$377,485.00	\$348,843.84	7.6%
Other Benefits	\$4,063.63	\$0.00	\$4,063.63	\$70,852.00	\$66,788.37	5.7%
<b>Total</b>	<b>\$181,468.56</b>	<b>\$0.00</b>	<b>\$181,468.56</b>	<b>\$2,310,450.00</b>	<b>\$2,128,981.44</b>	<b>7.9%</b>
<b>Materials</b>						
Adult Books	\$3,891.80	\$29,158.44	\$33,050.24	\$475,600.00	\$442,549.76	6.9%
Juvenile Books	\$0.00	\$2,306.11	\$2,306.11	\$96,500.00	\$94,193.89	2.4%
Periodicals	\$29,389.65	\$0.00	\$29,389.65	\$60,262.00	\$30,872.35	48.8%
Audio-Visual Material	\$8,958.50	\$33,884.91	\$42,843.41	\$312,300.00	\$269,456.59	13.7%
Digital Materials	\$63,596.22	\$0.00	\$63,596.22	\$210,850.00	\$147,253.78	30.2%
<b>Total</b>	<b>\$105,836.17</b>	<b>\$65,349.46</b>	<b>\$171,185.63</b>	<b>\$1,155,512.00</b>	<b>\$984,326.37</b>	<b>14.8%</b>
<b>Facilities</b>						
Fuel	\$236.94	\$0.00	\$236.94	\$67,700.00	\$67,463.06	0.4%
Electricity	\$8,304.61	\$0.00	\$8,304.61	\$183,400.00	\$175,095.39	4.5%
Water	\$0.00	\$0.00	\$0.00	\$5,875.00	\$5,875.00	0.0%
Custodial Supplies	\$1,719.97	\$3,681.90	\$5,401.87	\$77,440.00	\$72,038.13	7.0%
Grounds Maintenance	\$0.00	\$0.00	\$0.00	\$37,880.00	\$37,880.00	0.0%
Building Repair	\$999.00	\$2,835.28	\$3,834.28	\$85,781.00	\$81,946.72	4.5%
Building Operations	\$26,963.84	\$70,393.50	\$97,357.34	\$131,046.00	\$33,688.66	74.3%
<b>Total</b>	<b>\$38,224.36</b>	<b>\$76,910.68</b>	<b>\$115,135.04</b>	<b>\$589,122.00</b>	<b>\$473,986.96</b>	<b>19.5%</b>
<b>Supplies</b>						
Office Supplies	\$822.73	\$0.00	\$822.73	\$52,600.00	\$51,777.27	1.6%
Marketing Supplies	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0.0%
Postage & Freight	\$749.10	\$0.00	\$749.10	\$39,230.00	\$38,480.90	1.9%
Processing Supplies	\$0.00	\$0.00	\$0.00	\$62,140.00	\$62,140.00	0.0%
Departmental Purchases	\$9,033.00	\$0.00	\$9,033.00	\$47,082.00	\$38,049.00	19.2%
<b>Total</b>	<b>\$10,604.83</b>	<b>\$0.00</b>	<b>\$10,604.83</b>	<b>\$213,052.00</b>	<b>\$202,447.17</b>	<b>5.0%</b>

**Kalamazoo Public Library**  
**General Fund Revenue and Expenditure Summary**  
July 31, 2014

	June	Encumbrance	Year to Date	Budget	Variance	% Complete
<b>Technical Services</b>						
F&E Repair & Maintenance	\$12,797.94	\$0.00	\$12,797.94	\$79,176.00	\$66,378.06	16.2%
Telecommunications	\$8,584.08	\$0.00	\$8,584.08	\$90,400.00	\$81,815.92	9.5%
Software & Licensing	\$230,570.71	\$0.00	\$230,570.71	\$323,369.00	\$92,798.29	71.3%
Cataloging & Processing	\$0.00	\$0.00	\$0.00	\$65,532.00	\$65,532.00	0.0%
<b>Total</b>	<b>\$251,952.73</b>	<b>\$0.00</b>	<b>\$251,952.73</b>	<b>\$558,477.00</b>	<b>\$306,524.27</b>	<b>45.1%</b>
<b>Purchased Services</b>						
Security	\$2,647.26	\$0.00	\$2,647.26	\$129,714.00	\$127,066.74	2.0%
Insurance	\$54,673.81	\$0.00	\$54,673.81	\$85,000.00	\$30,326.19	64.3%
Legal Services	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0.0%
Contracted Services	\$37,217.61	\$0.00	\$37,217.61	\$207,405.00	\$170,187.39	17.9%
Printing Services	\$0.00	\$0.00	\$0.00	\$105,000.00	\$105,000.00	0.0%
Advertising	\$758.90	\$0.00	\$758.90	\$60,000.00	\$59,241.10	1.3%
<b>Total</b>	<b>\$95,297.58</b>	<b>\$0.00</b>	<b>\$95,297.58</b>	<b>\$599,119.00</b>	<b>\$503,821.42</b>	<b>15.9%</b>
<b>Other Expenditures</b>						
Miscellaneous Operating	\$0.00	\$0.00	\$0.00	\$49,980.00	\$49,980.00	0.0%
Tax Charge Backs	\$0.00	\$0.00	\$0.00	\$65,000.00	\$65,000.00	0.0%
Travel & Conference-Director	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
Travel & Conference	\$52.38	\$0.00	\$52.38	\$50,035.00	\$49,982.62	0.1%
Staff Development	\$0.00	\$0.00	\$0.00	\$27,090.00	\$27,090.00	0.0%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
Miscellaneous Disbursements	\$658.85	(\$50.00)	\$608.85	\$67,540.00	\$66,931.15	0.9%
Vehicle Maintenance	\$0.00	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.0%
Programming Expenditures	\$5,260.80	\$0.00	\$5,260.80	\$169,600.00	\$164,339.20	3.1%
Rent	\$2,944.59	\$1,575.00	\$4,519.59	\$33,500.00	\$28,980.41	13.5%
<b>Total</b>	<b>\$8,916.62</b>	<b>\$1,525.00</b>	<b>\$10,441.62</b>	<b>\$474,245.00</b>	<b>\$463,803.38</b>	<b>2.2%</b>
<b>Total Expenditures</b>	<b>\$1,070,618.48</b>	<b>\$143,785.14</b>	<b>\$1,214,403.62</b>	<b>\$10,785,302.00</b>	<b>\$9,570,898.38</b>	<b>11.3%</b>
<b>Transfers</b>						
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.0%
<b>Total Transfers out</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$600,000.00</b>	<b>\$600,000.00</b>	<b>0.0%</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$6,256,059.94</b>	<b>\$0.00</b>	<b>\$6,256,059.94</b>	<b>\$6,256,059.94</b>	<b>\$0.00</b>	<b>100.0%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$952,757.04)</b>	<b>(\$162,460.14)</b>	<b>(\$1,115,217.18)</b>	<b>\$65,531.00</b>	<b>\$1,180,748.18</b>	<b>(1701.8%)</b>
<b>ENDING FUND BALANCE</b>	<b>\$5,303,302.90</b>	<b>(\$162,460.14)</b>	<b>\$5,140,842.76</b>	<b>\$6,321,590.94</b>	<b>\$1,180,748.18</b>	<b>81.3%</b>

**Kalamazoo Public Library**  
**Income Statement**  
**Capital Improvement Plan**

	Actual	Encumbrances	Year to Date	Budget	Variance
<b>Expenditures</b>					
<b>Library Systems and Equipment</b>					
<b>Integrated Library System</b>					
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
<b>Total Library Systems and Equipment</b>	<b>\$0.00</b>	<b>\$7,930.00</b>	<b>\$7,930.00</b>	<b>\$12,314.00</b>	<b>\$4,384.00</b>
<b>Furniture &amp; Equipment</b>					
810 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$96,788.00	\$96,788.00
811 - Carpet Master Plan/1st Renovation	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
813 - Display Units - Central	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
814 - Chairs - Multiple Departments	\$0.00	\$0.00	\$0.00	\$10,620.00	\$10,620.00
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$1,934.99	\$1,934.99	\$15,500.00	\$13,565.01
817 - Viewscan microfilm Readers	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00
818 - Video equipment-Canon Camcorders	\$0.00	\$0.00	\$0.00	\$3,200.00	\$3,200.00
862 - Oshtemo chairs/dollies	\$0.00	\$0.00	\$0.00	\$333.00	\$333.00
880 - ADS conference room	\$3,070.52	\$0.00	\$3,070.52	\$3,400.00	\$329.48
881 - Eastwood/Powell - furniture	\$378.00	\$818.49	\$1,196.49	\$1,500.00	\$303.51
882 - Oshtemo-Drop box	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00
889 - Children's Room Table/Chairs	\$0.00	\$0.00	\$0.00	\$5,328.00	\$5,328.00
891 - Digital Lab Furniture	\$0.00	\$0.00	\$0.00	\$4,163.00	\$4,163.00
892 - Local History Room Furniture	\$0.00	\$0.00	\$0.00	\$3,261.00	\$3,261.00
<b>Total Furniture &amp; Equipment</b>	<b>\$3,448.52</b>	<b>\$2,753.48</b>	<b>\$6,202.00</b>	<b>\$275,521.00</b>	<b>\$269,319.00</b>
<b>Building Alterations</b>					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$56,807.00	\$56,807.00
821 - Oshtemo Concrete	\$0.00	\$0.00	\$0.00	\$4,400.00	\$4,400.00
823 - Generator - Oshtemo	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
824 - Generator - Eastwood	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
827 - Security Camera System	\$0.00	\$0.00	\$0.00	\$5,200.00	\$5,200.00
828 - Eastwood Roof Repair	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
841 - Central Louvers on AHU-2	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
842 - Central Lighting Control System	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00
873 - Parking Lot LED Lights	\$0.00	\$18,140.00	\$18,140.00	\$18,140.00	\$0.00
874 - Metasys control system/monitors	\$0.00	\$5,304.00	\$5,304.00	\$5,407.00	\$103.00
886 - Eastwood Drainage	\$0.00	\$13,300.00	\$13,300.00	\$12,500.00	(\$800.00)
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
<b>Total Building Alterations</b>	<b>\$0.00</b>	<b>\$36,744.00</b>	<b>\$36,744.00</b>	<b>\$255,454.00</b>	<b>\$218,710.00</b>
<b>Computer &amp; Electronics</b>					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$49,554.00	\$49,554.00
831 - Automation Replacement	\$0.00	\$0.00	\$0.00	\$121,737.00	\$121,715.75
832 - Hardware	\$0.00	\$0.00	\$0.00	\$3,111.00	\$3,111.00
843 - Branch digital signage	\$0.00	\$0.00	\$0.00	\$6,300.00	\$6,300.00
845 - Board room AV upgrade	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00
865 - Game Carts - Teen	\$0.00	\$0.00	\$0.00	\$4,599.00	\$4,599.00
866 - Department Laptops	\$0.00	\$0.00	\$0.00	\$4,350.00	\$4,350.00
876 - Upgrade virtual services	\$0.00	\$0.00	\$0.00	\$8,304.00	\$8,304.00
878 - Laptops/iPads	\$0.00	\$0.00	\$0.00	\$17,060.00	\$15,834.00
879 - Office scanners	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
884 - Digital Lab Equipment	\$0.00	\$0.00	\$0.00	\$1,175.00	\$1,175.00
888 - Story Place AV	\$0.00	\$0.00	\$0.00	\$11,600.00	\$11,600.00
<b>Total Computer &amp; Electronics</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$237,790.00</b>	<b>\$236,542.75</b>
<b>RFID</b>					
852 - RFID Building/Furniture	\$0.00	\$0.00	\$0.00	\$15,199.00	\$15,199.00
<b>Total RFID</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,199.00</b>	<b>\$15,199.00</b>
<b>Total Expenditures</b>	<b>\$3,448.52</b>	<b>\$47,427.48</b>	<b>\$50,876.00</b>	<b>\$796,278.00</b>	<b>\$744,154.75</b>
<b>Transfers In/(Out)</b>					
800 - Capital Improvement Plan	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00
<b>Total Transfers</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$600,000.00</b>	<b>\$600,000.00</b>
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$356,034.33</b>	<b>\$0.00</b>	<b>\$356,034.33</b>	<b>\$356,034.00</b>	<b>(\$552,312.33)</b>
<b>TOTAL NET SURPLUS/(DEFICIT)</b>	<b>(\$3,448.52)</b>	<b>(\$47,427.48)</b>	<b>(\$50,876.00)</b>	<b>(\$196,278.00)</b>	<b>(\$145,402.00)</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$352,585.81</b>	<b>(\$47,427.48)</b>	<b>\$305,158.33</b>	<b>\$159,756.00</b>	<b>(\$697,714.33)</b>

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

	July	Encumbrances	Year-to-Date +Encumbrances	Budget	Variance
<b>Revenue</b>					
<b>Local Support</b>					
233 - Ready to Read - Gifts	\$50.00	\$0.00	\$50.00	\$2,000.00	\$1,950.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00
301 - Gifts & Memorials - Materials	\$180.00	\$0.00	\$180.00	\$1,000.00	\$820.00
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
<b>Total Local Support</b>	<b>\$230.00</b>	<b>\$0.00</b>	<b>\$230.00</b>	<b>\$28,000.00</b>	<b>\$27,770.00</b>
<b>Total Revenue</b>	<b>\$230.00</b>	<b>\$0.00</b>	<b>\$230.00</b>	<b>\$28,000.00</b>	<b>\$27,770.00</b>
<b>Expenditures</b>					
<b>Salaries</b>					
<b>Hourly Staff</b>					
303 - History Room Gifts	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
<b>Total Hourly Staff Salaries</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>Benefits</b>					
<b>Employer FICA-Medicare</b>					
303 - History Room Gifts	\$0.00	\$0.00	\$0.00	\$39.00	\$39.00
<b>Total Employer FICA-Medicare</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$39.00</b>	<b>\$39.00</b>
<b>Materials</b>					
<b>Adult Books</b>					
301 - Gifts & Memorials - Materials	\$0.00	\$75.99	\$75.99	\$1,000.00	\$924.01
<b>Total Adult Books</b>	<b>\$0.00</b>	<b>\$75.99</b>	<b>\$75.99</b>	<b>\$1,000.00</b>	<b>\$924.01</b>
<b>Juvenile Books</b>					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$0.00	\$17,000.00	\$17,000.00
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00
<b>Total Juvenile Books</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$27,250.00</b>	<b>\$27,250.00</b>
<b>Purchased Services</b>					
<b>Contracted Services</b>					
303 - History Room Gifts	\$0.00	\$0.00	\$0.00	\$1,288.00	\$1,288.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$0.00	\$11,799.00	\$11,799.00
<b>Total Contracted Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,087.00</b>	<b>\$13,087.00</b>
<b>Other Expenditures</b>					
<b>Miscellaneous Disbursements</b>					
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	\$0.00	\$4,000.00	\$4,000.00
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$0.00	\$1,250.00	\$1,250.00
390 - Teen Services Mini-Grant	\$250.00	\$0.00	\$250.00	\$0.00	(\$250.00)
<b>Total Miscellaneous Disbursements</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$250.00</b>	<b>\$11,300.00</b>	<b>\$11,050.00</b>

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

	July	Encumbrances	Year-to-Date +Encumbrances	Budget	Variance
<b>Programming Expenditures</b>					
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$0.00	\$2,209.00	\$2,209.00
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Programming Expenditures	\$0.00	\$0.00	\$0.00	\$4,209.00	\$4,209.00
Total Expenditures	\$250.00	\$75.99	\$325.99	\$57,385.00	\$57,059.01
<b>BEGINNING FUND BALANCE</b>					
233 - Ready to Read - Gifts	\$40,083.86	\$0.00	\$40,083.86	\$40,083.86	\$0.00
235 - Ready to Read - Spelling Bee	\$45,955.24	\$0.00	\$45,955.24	\$45,955.24	\$0.00
301 - Gifts & Memorials - Materials	\$3,795.35	\$0.00	\$3,795.35	\$3,795.35	\$0.00
303 - History Room Gifts	\$5,576.67	\$0.00	\$5,576.67	\$5,576.67	\$0.00
307 - ONEplace Nonprofit Services	\$4,371.58	\$0.00	\$4,371.58	\$4,371.58	\$0.00
308 - Library Gifts	\$3,226.18	\$0.00	\$3,226.18	\$3,226.18	\$0.00
310 - KPL Antiracism Transformation Team	\$30,874.00	\$0.00	\$30,874.00	\$30,874.00	\$0.00
380 - Scholarships/Administration Mini-Grants	\$1,254.66	\$0.00	\$1,254.66	\$1,254.66	\$0.00
381 - Staff Appreciation Mini-Grant	\$300.00	\$0.00	\$300.00	\$300.00	\$0.00
383 - History Room Mini-Grant	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00
387 - Oshtemo Mini-Grant	\$786.43	\$0.00	\$786.43	\$786.43	\$0.00
388 - Eastwood/Powell Mini-Grant	\$1,572.39	\$0.00	\$1,572.39	\$1,572.39	\$0.00
389 - Washington Square Mini-Grant	\$82.98	\$0.00	\$82.98	\$82.98	\$0.00
390 - Teen Services Mini-Grant	\$347.67	\$0.00	\$347.67	\$347.67	\$0.00
391 - Children's Mini-Grant	\$1,116.65	\$0.00	\$1,116.65	\$1,116.65	\$0.00
397 - KCF - Local History and Community Information Agency	\$62,946.84	\$0.00	\$62,946.84	\$62,946.84	\$0.00
TOTAL BEGINNING FUND BALANCE	\$202,790.50	\$0.00	\$202,790.50	\$202,790.50	\$0.00
<b>TOTAL NET SURPLUS/(DEFICIT)</b>	(\$20.00)	(\$75.99)	(\$95.99)	(\$29,385.00)	(\$29,289.01)
<b>ENDING FUND BALANCE</b>					
233 - Ready to Read - Gifts	\$40,133.86	\$0.00	\$40,133.86	\$31,083.86	(\$9,050.00)
235 - Ready to Read - Spelling Bee	\$45,955.24	\$0.00	\$45,955.24	\$44,955.24	(\$1,000.00)
301 - Gifts & Memorials - Materials	\$3,975.35	(\$75.99)	\$3,899.36	\$3,495.35	(\$404.01)
303 - History Room Gifts	\$5,576.67	\$0.00	\$5,576.67	\$3,749.67	(\$1,827.00)
307 - ONEplace Nonprofit Services	\$4,371.58	\$0.00	\$4,371.58	\$2,162.58	(\$2,209.00)
308 - Library Gifts	\$3,226.18	\$0.00	\$3,226.18	\$1,226.18	(\$2,000.00)
310 - KPL Antiracism Transformation Team	\$30,874.00	\$0.00	\$30,874.00	\$17,825.00	(\$13,049.00)
380 - Scholarships/Administration Mini-Grants	\$1,254.66	\$0.00	\$1,254.66	\$1,254.66	\$0.00
381 - Staff Appreciation Mini-Grant	\$300.00	\$0.00	\$300.00	\$300.00	\$0.00
383 - History Room Mini-Grant	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00
387 - Oshtemo Mini-Grant	\$786.43	\$0.00	\$786.43	\$786.43	\$0.00
388 - Eastwood/Powell Mini-Grant	\$1,572.39	\$0.00	\$1,572.39	\$1,572.39	\$0.00
389 - Washington Square Mini-Grant	\$82.98	\$0.00	\$82.98	\$82.98	\$0.00
390 - Teen Services Mini-Grant	\$97.67	\$0.00	\$97.67	\$347.67	\$250.00
391 - Children's Mini-Grant	\$1,116.65	\$0.00	\$1,116.65	\$1,116.65	\$0.00
397 - KCF - Local History and Community Information Agency	\$62,946.84	\$0.00	\$62,946.84	\$62,946.84	\$0.00
TOTAL ENDING FUND BALANCE	\$202,770.50	(\$75.99)	\$202,694.51	\$173,405.50	(\$29,289.01)

KALAMAZOO COMMUNITY FOUNDATION

# FUND STATEMENT

151 South Rose Street, Suite 332 Kalamazoo, MI 49007-4775 269.351.4416 www.kalfound.org

## Kalamazoo Public Library Local History & Community Information Service Fund (Agency) kpub03

For the period of 1/1/2014 through 6/30/2014

### Fund Activity

<b>Your asset balance as of 1/1/2014</b>	<b>\$60,214.95</b>
Gifts received (see detail)	\$0.00
Grants approved (see detail)	\$0.00
Net investment return	\$3,373.18
Foundation annual administrative fee	(\$641.29)
Other adjustments	\$0.00
<b>Your asset balance as of 6/30/2014</b>	<b>\$62,946.84</b>

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**Funds Available to Grant as of 7/24/2014** **\$62,946.84**

KALAMAZOO COMMUNITY FOUNDATION

# FUND STATEMENT

151 South Rose Street, Suite 332 Kalamazoo, MI 49007-4775 269.351.4416 www.kalbound.org

## Kalamazoo Public Library Local History & Community Information Service Fund kpub04

For the period of 1/1/2014 through 6/30/2014

### Fund Activity

<b>Your asset balance as of 1/1/2014</b>	<b>\$45,402.50</b>
Gifts received (see detail)	\$0.00
Grants approved (see detail)	(\$10,000.00)
Net investment return	\$2,199.53
Foundation annual administrative fee	(\$483.54)
Other adjustments	\$0.00
<b>Your asset balance as of 6/30/2014</b>	<b>\$37,118.49</b>

<b>Grant Detail</b>	<b>Date</b>	<b>Amount</b>
Kalamazoo Public Library	04/08/2014	\$10,000.00
<b>Total Grants</b>		<b>\$10,000.00</b>

**Funds Available to Grant as of 7/24/2014** **\$37,118.49**

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Nepotism Policy**

DATE: August 25, 2014

**Recommendation:**

**I recommend Board approval of the attached Nepotism Policy.**

**Executive Summary:**

At the July Board Meeting, a recommended Nepotism Policy was tabled. In the discussion, Board members seemed to prefer a policy that was limited to immediate family, not close relatives as defined in the recommendation.

The current recommendation is focused on immediate relatives as defined in the proposed policy. It has been reviewed and is supported 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 ~~immediate close~~ relative of the Library's Board of Trustees or any employee of the Library. ~~Immediate Close-relatives is defined as include a spouse, domestic partner, child, parent, brother, sister, inlaw or step family member (father, mother, brother, sister) grandparent, or grandchild.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: **CIP Reserve Allocations**

DATE: August 25, 2014

**Recommendation:**

**I recommend the Board approve the following changes to the Capital Improvement Plan:**

- **The budgetary allocation of the accumulated \$125,000 reserve for telephone system replacement, and**
- **An increase of \$2,000 for PCs to support the ViewScan microfilm readers for Local History.**

**Executive Summary:**

The recommended revisions to the Capital Improvement Plan are necessary to allow both projects to move forward prior to our mid-year budget revisions. Each allocates reserves accumulated specifically (telephone system) or by category (microfilm readers) and represent no additional appropriation of capital fund reserves.

The reserve to replace our phone system has been steadily built over the past several years and the currently accumulated \$125,000 reserve is expected to be sufficient. We are expecting to replace the system with one that will be easier and cheaper to maintain and will comply with the 2016 requirement for location identification within the building for 911 calls. We anticipate working with experienced consultants to help us write the specifications, analyze the bid responses, and install the system AND to comply with and file for e-rate reimbursement for a portion of the cost.

New e-rate rules are expected this fall. We hope to put our system out to bid this winter. I expect the first expenditure will be for the consultant help. I'll keep the board informed as we begin this process.

Second, at the July Board Meeting, the Board approved the purchase of a microfilm reader from the Local History fund at the Kalamazoo Community Foundation in addition to one from our CIP budget approved in June. Both units require PCs so we need to allocate \$2,000 from the CIP reserve earmarked for computer and electronics. An allocation of this small amount could be handled by the treasurer but since we have another CIP item for this meeting, it seemed logical to combine them.

**Director's Report  
August 2014**

From the director

1. There seem to be fewer meetings in the summer but I have attended the usual DDA and DKI meetings. I also met with the new director at Battle Creek, with the new Lieutenant Colonel of the Civil Affairs Battalion of the US. Army for our area about volunteer assistance from his men and women, many internal meetings, and a few library programs.
2. Sue Warner and I met with Michael Rice and several other KPS administrators to review our partner initiatives especially *First Saturday @ KPL*, first grade visits, and the partnership between Northglade and Powell Branch. Much of our conversation focused on KPS students whose library card is blocked, often due to the use by their parents. Our registration / library card task force to be convened in the fall will consider this issue, along with several others.
3. We hosted the quarterly SMLC council and board meetings this month. The location for these meeting rotates among members. KPL is not currently on the board.
4. Van Buren District Library held their annual staff day here earlier this month. We did tours and an overview of KPL services in the morning; they planned the afternoon.
5. A few dates for your calendar:
  - September / October – Booktober Fest – many events
  - October 15 – 17: MLA conference in Grand Rapids
  - November 11 – annual KPL staff day – library closed to the public
  - November 14 – Youth Literature Seminar
  - November 19 – Great Grown-Up Spelling Bee

Create young readers

6. Little Scientists worked busily at Oshtemo examining water with stories and hands-on activities.
7. Miss Lisa continues to attract families to her movement and story time programs this summer.

Stimulate imagination

8. Public Media Network filmed at the August *First Saturday @ KPL*, both at the storytime held in Bronson Park and at Central where crafts and legos were underway. The program will air on the September edition of *K-12 360*.

9. The kids in the Bookworms family book club read *Mr. Lemoncello's Library* and are planning a Lemoncello Extravaganza for this month. This is a terrific book about a scavenger hunt set in a library.
10. Our Hoopla streaming service continues to steadily grow in popularity with the number of KPL cardholders signed up for the service increasing from 169 in December 2013, the first month of the service, to 1,024 last month.
11. Circulation of all library materials has been strong this summer. Washington Square set a circulation record on July 30 with almost 800 items checked out. Oshtemo circulated over 2,000 items on July 21. Mondays continue to be the heaviest circulation day of the week.
12. Washington Square hosted a successful tween/teen "Ghost Hunting" program with 42 attending. The presenters talked about ghost hunting in southern Michigan.

#### Connect to the online world

13. Use of The Hub has steadily increased. In July, 101 patrons used a station: 79 for digitization and 22 for production with an average time of 86 minutes per sign-in. We are continuing to explore ways of setting up all the stations to do both digitization and production.
14. Mobile circ has been added to ipads for staff use. It is an interactive and real time application – no running a report, loading, scanning, uploading, etc. It can be used for check out, check in, registrations, inventory, item status, among other related functions. It will be especially useful offsite to handle circ and catalog functions.

#### Celebrate local

15. Nancy Stern, from Washington Square, attended the "Edison Neighborhood Night Out" at the Edison Neighborhood Center. There were 12-15 Edison organizations represented, primarily non-profits. About 85 Edison residents stopped by the KPL table for information about the library and our services.

#### Operations

16. The failing security cameras at Powell were replaced with IP cameras that are tied directly into the system at Central. The new cameras have improved quality, a wider field of view, and can be accessed remotely.

#### Library Stories

17. A comment through the website: "New look to the website? Love it. Haven't been here for a bit because I mostly use the KPL app on my phone. I have found every iteration of the website (and/or the catalog) to be well done over the years. I appreciate that the site design and navigation get revisited often. Keep up the good work."

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

<b>Agency</b>	<b>Central Library</b>	<b>East wood</b>	<b>Oshtemo</b>	<b>Powell</b>	<b>Washington Square</b>	<b>Total</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>% Change</b>
<b><u>BOOKS</u></b>									
-Adult	25,831	1,323	12,227	487	2,680	42,548	42,421	42,865	-1%
-ebook	3,469					3,469	3,469	3,098	12%
-Digital Magazine	305					305	305	349	-13%
Teen	4,523	230	1,634	173	353	6,913	6,913	6,922	0%
Juvenile	<u>20,549</u>	<u>1,965</u>	<u>12,267</u>	<u>599</u>	<u>2,036</u>	<u>37,416</u>	<u>37,416</u>	<u>36,505</u>	2%
<b>Total</b>	<b>54,677</b>	<b>3,518</b>	<b>26,128</b>	<b>1,259</b>	<b>5,069</b>	<b>90,651</b>	<b>90,524</b>	<b>89,739</b>	1%
<b><u>AUDIO-VISUAL</u></b>									
<b>Audiobook</b>									
-CD	2,271	143	1,247	50	179	3,890	3,890	4,456	-13%
-Digital	1,784					1,784	1,784	998	79%
<b>Music</b>									
-CD	5,415	333	1,203	281	603	7,835	7,835	8,612	-9%
-Digital	1,215					1,215	1,215	952	28%
<b>Video</b>									
-DVD	39,740	6,209	12,049	5,606	8,437	72,041	72,041	63,274	14%
- Digital	711					711	711	0	
<b>Total Non-Print Material</b>	<b><u>51,136</u></b>	<b><u>6,685</u></b>	<b><u>14,499</u></b>	<b><u>5,937</u></b>	<b><u>9,219</u></b>	<b><u>87,476</u></b>	<b><u>87,476</u></b>	<b><u>78,292</u></b>	12%
<b>Total Circulation</b>	<b>105,813</b>	<b>10,203</b>	<b>40,627</b>	<b>7,196</b>	<b>14,288</b>	<b>178,127</b>	<b>178,000</b>	<b>168,031</b>	6%
<b>Computer Usage</b>									
Onsite Computer Use	8,373	814	1,442	664	919	12,212	12,212	9,639	27%
Computer Usage Remote						2,714,891	2,714,891	2,507,535	8%
Wireless Internet	2,103	0	0	0	0	2,103	2,103	3,584	-41%
<b>Database Statistics</b>									
Database Sessions	1,013					1,013	1,013	1,117	-9%
Database Searches	41,600					41,600	41,600	40,245	3%
<b>Total Registrations</b>	492	37	121	17	35	1,404	1,404	754	86%

KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
July 31, 2014

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<b><u>Programs/Tours</u></b>									
Adult Events	16	1	3	2	1	23	23	17	35%
Attendance	297	30	166	14	60	567	567	399	42%
Teen Events	9	2	3	6	1	21	21	30	-30%
Attendance	256	81	79	123	59	598	598	946	-37%
Juvenile Events	45	11	24	15	8	103	103	69	49%
Attendance	1432	319	697	419	327	3194	3194	3071	4%
<b>Total Events</b>	<b>70</b>	<b>14</b>	<b>30</b>	<b>23</b>	<b>10</b>	<b>147</b>	147	<b>116</b>	27%
<b>Total Attendance</b>	<b>1985</b>	<b>430</b>	<b>942</b>	<b>556</b>	<b>446</b>	<b>4359</b>	4359	<b>4416</b>	-1%
<b>Law Library</b>									
Visitors	344					<b>344</b>	344	<b>299</b>	15%
Phone Calls	138					<b>138</b>	138	<b>110</b>	25%
Questions Answered	506					<b>506</b>	506	<b>440</b>	15%