



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
January 26, 2015, 4:00 p.m.**

Oath of Office: Trustees James E. Vander Roest, Valerie Wright, and Kerria Randolph
Election of Officers

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of December 15, 2014
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending December 31, 2014.
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Replacement Phone System
 - B. CIP Budget
 - C. Smoke Free / Tobacco Free Policy
 - Reports
 - D. Quarterly Strategic Planning Statistics
 - E. “Walking” Tour: Part One – Beth Timmerman
 - F. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. Conflict of Interest Policy – Lisa Godfrey
 - B. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION
 - A. Director’s Midyear Review
- XI. ADJOURNMENT

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: December 15, 2014
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

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

Absent: Fenner Brown

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was amended to move the Antiracism Transformation Team Report to the top of the agenda, following the consent calendar.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

RECOGNITIONS:

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Meeting of October 27, 2014*

B. *Personnel Items*

J. VanderRoest suggested a change to some wording within the finance committee report. Director Rohrbaugh drew the Board's attention to the retirement of Josephine Morgan who has worked for KPL for 44 years. The Minutes of the meeting of October 27, 2014 and the personnel items were accepted.

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending October 31, 2014 and November 30, 2014.*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending October 31, 2014 and November 30, 2014.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING OCTOBER 31, 2014 AND NOVEMBER 30, 2014.

MOTION CARRIED 6-0.

V. **REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

A. *Non-Resident Fee*

Recommendation: Director Rohrbaugh recommended the Board renew the non-resident fee for 2015 at \$175.00 per household and \$87.50 per student non-resident card.

Executive Summary: The non-resident fee for 2015 is based upon the average tax on a residential parcel within the library district. It is an average calculated by dividing the average residential property tax revenue by the total reported residential parcels. The fee for 2015 calculates at \$177.13 per household. During 2014 the library sold 19 household and 1 student non-resident cards, comparable to the 2013 sale of 24 household and 1 student and the 2012 sale of 30 household and 0 student non-resident cards.

Total parcels in the library decreased by another 120 households during the year to total 33,557 (during 2013 the number of households decreased by 396) while the taxable value of residential parcels rose by 0.1%. This resulted in a total increase in the district average residential property tax of \$507 per parcel. We are recommending holding the non-resident fees steady to reflect the stability of residential taxable value over the past several years despite the reduction in the number of residential parcels.

Discussion: No discussion.

MOTION: R. BROWN MOVED AND B. CAPLE SUPPORTED THE MOTION TO RENEW THE NON-RESIDENT FEE FOR 2015 AT \$175.00 PER HOUSEHOLD AND \$87.50 PER STUDENT NON-RESIDENT CARD.

MOTION CARRIED 6-0.

B. *Position Reclassification*

Recommendation: Director Rohrbaugh recommended the half-time library associate position in Adult Services, Law Library, be reclassified to a librarian I effective January, 2015.

Executive Summary: Matt Smith, who had held two half-time library associate positions in Adult Services – Law Library and reference desk – has accepted the half-time librarian I position reclassified by board action in October. He left the half-time library associate position in reference with the result that he now holds a half-time library associate position in the Law Library and a half-time librarian I position, both within Adult Services.

The work of these two positions cannot be easily separated when they are held by one person. It makes sense to reclassify the library associate half-time position with the expectation we would review the classification at the time it might become vacant again.

The immediate cost for this reclassification is negligible. Mr. Smith is at the top of the library associate pay scale and would move to the bottom of the librarian I pay scale. He will, however, have salary increase potential for future years with this reclassification.

This recommendation is supported by both Personnel and Finance and Budget Committees.

Discussion: L. Godfrey raised the question of whether or not this action would be considered if the positions were held by two different people, and Director Rohrbaugh said it would not. President TenBrink asked when Matt Smith finished his library sciences degree to which Director Rohrbaugh indicated it was approximately four to five years ago.

MOTION: J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE RECOMMENDATION TO RECLASSIFY THE HALF-TIME LIBRARY ASSOCIATE POSITION IN ADULT SERVICES, LAW LIBRARY TO A LIBRARIAN I EFFECTIVE JANUARY 1, 2015.

MOTION CARRIED 6-0.

C. Smoke – Free / Tobacco Free Work Environment Policy

Recommendation: Director Rohrbaugh recommended that Board approve the submitted Smoke-Free / Tobacco-Free Work Environment Policy.

Executive Summary: Director Rohrbaugh explained that the current KPL “Smoking in Library Facilities” policy has been in effect since 1990 and it should be revised to include modern language and technology.

Discussion: L. Godfrey raised a question regarding the proposed language and the manner in which e-cigarettes are addressed and whether the policy should specifically address individual tobacco products. President TenBrink inquired about whether ‘snuff’, as a smokeless inhalant, would be covered under this policy. R. Brown indicated that while some devices and products are certainly implied by the policy, there appears to be some language that could be firmed up to make the policy more effective.

MOTION: J. VANDER ROEST MOVED AND B. CAPLE SUPPORTED THE MOTION TO TABLE THE SUBMITTED SMOKE-FREE / TOBACCO-FREE WORK ENVIRONMENT POLICY

MOTION CARRIED 6-0.

D. CIP Allocation for Security Cameras

Recommendation: Director Rohrbaugh recommended that the Board approve an increase of \$9,300 to the Security Camera Upgrade project in the Capital Improvement Plan to accommodate the addition of security cameras at Eastwood, Oshtemo, and Washington Square Branches.

Executive Summary: Continued vandalism and violations of our rules of conduct have prompted the development of a more comprehensive security and surveillance plan library-wide. The need for additional security and the ability to identify certain patrons perpetrating the bad behavior must be addressed as soon as possible.

The additional funds requested will allow the expansion of our security camera system to cover the front entrances at Eastwood, Oshtemo, and Washington Square plus particular areas both interior and exterior at those branches that require additional security measures. In addition to the front door cameras, at Eastwood two other cameras will be installed, one behind the circulation desk and one that covers the back of the building. A similar outside camera will be included at Washington Square to cover the back stairwell. And at Oshtemo, a camera will be installed behind the circulation desk covering a great deal of the interior of the branch due to our open floor plan.

The project already includes \$5,200 allocated last year that will be available for cameras in the public elevator and the law library at Central library and increased image storage and retrieval capacity.

The recommended revision to the Capital Improvement Plan is available from the unallocated portion of the building alterations category of the CIP for 2014-2015 and comes with the recommendation of the Finance and Budget Committee. Total funds allocated to the Security Camera project after the transfer will be \$14,500.

Discussion: J. Vander Roest inquired regarding specific examples of vandalism and other behavior that have brought these needs to light. S. Lindemann mentioned the Eastwood Branch specifically, stating that trash has been deposited on the premises, and there have been what appear to be attempts at electrical larceny via force. There have been instances of graffiti and an exterior stairwell was maliciously flooded, which resulted in water getting into the building as well.

S. Lindemann continued, saying at Washington Square there have been a number of inappropriate uses of the exterior stairwell and at Central there have been ongoing issues regarding vandalism of the elevator control panel.

J. Vander Roest stated that we are obligated to provide our patrons with a safe environment, and hopefully this measure would help achieve that goal.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE INCREASE OF \$9,000 TO THE SECURITY CAMERA UPGRADE PROJECT IN THE CAPITAL IMPROVEMENT PLAN TO ACCOMMODATE THE ADDITION OF SECURITY CAMERAS AT EASTWOOD, OSHTEMO, AND WASHINGTON SQUARE BRANCHES.

MOTION CARRIED 6-0.

E. Board Meeting Calendar for 2015

Recommendation: Director Rohrbaugh recommended the Board adopt a calendar for meetings for the 2015 calendar year.

Executive Summary: A suggested calendar for Board meetings during the 2015 calendar year has been developed and has been distributed for consideration.

Discussion: L. Godfrey and J. Vander Roest raised the question of whether or not the proposed calendar took into consideration holidays, library conferences and other events which may cause scheduling conflicts. P. Jouppi and Director Rohrbaugh said the calendar did account for such things.

MOTION: PRESIDENT TENBRINK MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE PROPOSED CALENDAR OF BOARD MEETINGS FOR THE 2015 CALENDAR YEAR.

REPORTS:

F. Antiracism Transformation Team – Caitlin Hoag and Judi Rambow

Report: Caitlin Hoag thanked the Board for their interest in the work that the Antiracism Transformation Team has done thus far, and began a PowerPoint presentation. Caitlin and Judi began by introducing the members of the Antiracism Transformation Team that were in attendance at the meeting: Kerria Randolph, Terry New, Brenda Hughes, Fernando Ospina, Angela Fortin, and Amy Galick.

They continued by describing their definition of racism as “racial prejudice plus the misuse power by systems and institutions.” The team does not look at instances of personal racism, but rather the racial prejudices that have been built into institutions. They described these prejudices as those which were historically structured to function without accountability to people of color. The goal of the team is to dismantle these prejudices and provide that accountability within the Kalamazoo Public Library system.

C. Hoag indicated that to guide them in this process, the team uses an institutional racism continuum chart which describes organizations functioning at different levels ranging from exclusive, completely segregated institution to completely inclusive transformed institution within a transformed society. C. Hoag and J. Rambow indicated that KPL was in the second stage described by the continuum, transitioning into the third of six stages. Judi indicated that one of the largest goals of the team in this process is to raise awareness of the spectrum of circumstances under which institutional racism can exist.

They then gave a brief history of the steps that were taken up until this point to facilitate the creation and maintenance of the Antiracism Transformation Team. C. Hoag listed the remaining

members of the team that could not be in attendance tonight: Bill Caskey, Saconna Johnson, Karen Thomas, and Charles Cooper.

C. Hoag and J. Rambow shared a twenty-year vision for the team, a three to five year strategic plan, and a one year plan which was broken into quarters. They explained that a commitment to antiracism will have to be built into the library in order to ensure that the long-term goals of the team are achieved. Additionally, they expressed an interest in partnering with other area institutions that are currently and independently working toward the same goals.

Discussion: B. Caple asked whether they had ever encountered any antiracism transformation teams embedded within for-profit agencies. They responded that they had not, and all the other teams they had encountered until this point have all be associated with nonprofit institutions.

L. Godfrey inquired whether or not KPL programming conducted with antiracism transformation in mind would be done as both in-house and outreach-based efforts. C. Hoag agreed that it would be. V. Wright commented that she was pleased to see the progress the team has made thus far.

Disposition: Trustees thanked the team for their presentation and their work.

G. Legislative Update – Diane Schiller

Report: Diane began by stating there were updates on a number of pieces of legislation reported upon previously. The first is the Downtown Development Authority legislation which will not be acted upon at all this year. It will remain ‘in committee’ until next year when it will be re-examined.

There are two proposals that have passed the House and moved to the Senate which affect district libraries and are supported by the MLA. The first, House bill 5868, allows a district to reform in the event that one of its municipalities disbands. The second, House bill 5597, removes restrictions placed upon school districts in regards to their ability to participate in the formation of a district library.

Furthermore, there are two additional proposals being considered. The first regards the Local Government Public Notice Act and would allow public notices to be communicated via websites as opposed to newspapers, where they currently must be placed. The second is an amendment to the Public Employee Relations act which would prohibit university sporting teams from collective bargaining.

The final piece of legislation, which is ready to be voted on by the Senate, amends the Michigan Vehicle Code. It seeks to revise the way in which fines collected from vehicles on Michigan roads which are carrying improperly reported or overweight loads are calculated and dispersed.

Discussion: L. Godfrey asked whether or not a portion of the Michigan Vehicle Code fines were going to help fund public libraries. D. Schiller said the civil fines were split 70/30 between local government and libraries.

Disposition: Trustees thanked D. Schiller for her report.

H. Oshtemo Brownfield – Diane Schiller

Report: D. Schiller began her report by explaining that Oshtemo Township has voted to approve a Brownfield tax capture for the corner of Drake Road and Stadium Drive at the location of the new Costco Store. This Brownfield initiative is based on a capture of \$1.7 million. The initial loss in tax revenues to Kalamazoo Public Library, in the first year, will be \$7,000. This will ramp up to \$40,000 per year and will capped at a total of \$330,000 over the course of 10 years.

Discussion: President TenBrink raised a question regarding the Brownfield site across the street from Costco, on the grounds of the old K-Mart building. D. Schiller explained the developer of the business that currently occupies that site was almost certainly reimbursed for developing the abandoned site.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – J. Vander Roest stated the committee was working to set a date for a close estimate budget review.
- B. *Personnel Committee* – B. Caple mentioned the Personnel Committee had met informally to discuss the reclassification of the Library Associate Position in Adult Services.
- C. *Fund Development and Allocations Committee* – Director Rohrbaugh indicated that a meeting was set for January 21, 2015.
- D. *Director’s Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

- A. *Board Nomination Slate* – President TenBrink summarized the list of nominations for Kalamazoo Public Library Board of Trustees officers. Recommended are B. Caple for President, V. Wright for Vice President, J. Vander Roest for Treasurer, and R. Brown for Secretary.
- B. *Director’s Report*

Report: Director Rohrbaugh began by mentioning the KPL Early Learning 2015 Calendars have arrived and are available in the Children’s Room. She then directed the trustees’ attention to a number of specific items within the Director’s Report beginning with the election of Kerria

Randolph to the KPL Board of Trustees.

The next item of note was the Great Grownup Spelling Bee, which raised approximately \$20,000 this year. She continued by explaining that the Jim Gilmore Foundation has invited KPL to submit a grant proposal for Loop Technology installation at Central Library.

She continued by stating there is an update on the new phone system process. The bids from the service providers have come in and are currently being reviewed by our consultant and committee. We are on track to bring a recommendation to the January Board meeting.

Director Rohrbaugh noted that the ONEplace is having a very strong year with excellent attendance at their programs. She also called the Trustees' attention to an item regarding the completion of the redesign of the main floor rotunda and the quiet study area on the second floor.

Lastly, she mentioned a new policy of staffing a security guard at the Eastwood Branch during peak visitor hours.

Discussion: J. Vander Roest asked whether there will be a Finance & Budget Committee meeting in January. Ann replied that this would be a good idea.

R. Brown inquired about an item in the Director's report describing the maintenance of a drainage pipe at the Eastwood Branch. S. Lindemann explained the location and purpose of the pipe, designed to aid in capturing roof water and transporting it to the dry well in the parking lot.

L. Godfrey stated that she found the new design of the rotunda to be appealing. President Tenbrink, V. Wright and J. Vander Roest agreed.

J. Vander Roest raised a question regarding the target audiences of the ONEplace and whether surveys are conducted to determine who is attending. Director Rohrbaugh stated that surveys are conducted. J. Vander Roest continued by asking whether the ONEplace serves minority communities. M. Cockrell stated that minority communities and smaller nonprofits are the best served by ONEplace programs and services.

V. Wright stated that it was rewarding to see that other libraries and institutions are interested in the technology and services offered in the Hub, as evidenced by a number of recent visits and correspondences.

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 had no further comments.

- V. Wright had no further comments.
- B. Caple stated that the 'Cheese Lady' event was exceptionally well-attended.
- B. Brown stated that he greatly enjoyed the recent 'Cheese Lady' event held at Washington Square.
- J. Vander Roest said he was gratified to have been re-elected to the Board. He enjoyed the Great Grownup Spelling Bee, held in November. He also recently attended the 'Reindeer Reign' event held at the Oshtemo Branch, and said the turnout was amazing. Finally, he raised a question regarding a pending legal settlement involving a number of eBook publishers. Director Rohrbaugh stated we would likely hear something soon.
- President TenBrink said she found the new layout of the rotunda to be very appealing and thanked KPL staff for their hard work.

X. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:20 P.M.

X _____
Robert Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: January 26, 2015

Employee Transfer

Drew Weirick will transfer to the KPLSP FTE 1.0 Library Assistant 3 position of Branch Custodian in Facilities Management effective January 19, 2015. Derek has previously held a KPLSP Library Assistant FTE 1.0 Evening Custodian position. Drew has been employed with KPL since April 2006.

New Hire

Amy Alcenius joined the salaried staff in the KPLA Reference Associate FTE .5 position in the Adult Services Department. Amy comes to KPL with well-rounded experience working in a variety of library settings. She is also currently working as a compliance document librarian at Zoetis.

Hourly Staff

New Hires

Clemence Saillent – Hub Intern

Separations

Andrew Lubbert – Library aide/Oshtemo

Employee Anniversaries

- Sue Maas – 39 years
- Linda Hall – 37 years
- Patti Dooley – 30 years
- Gary Green – 24 years
- JD Andersen – 24 years
- Karen Trout - 13 years
- Keith Howard – 11 years
- Steve Braat – 5 years
- Lolita Brown – 4 years
- David Kohrman – 3 years
- Farrell Howe – 2 years
- Marci Anderson – 2 years

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

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

DATE: January 26, 2015

Recommendation:

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

Executive Summary:

Notes to the reports are included for your information.

James E. Vander Roest, Treasurer

**Kalamazoo Public Library
Internal Financial Reports
For the month ending December 31, 2014**

**Sources and Uses of Funds
Electronic Transfers**

December sources of funds included the receipt of \$1,428,566 in property tax receipts for the new tax year received during the last two weeks of the month. Other receipts included the October-December Law Library contract payment from Kalamazoo County of \$15,625, \$90,000 from the Irving S. Gilmore Foundation for ONEPlace, \$5,000 from the Wong Foundation, and several gifts to Ready to Read and Memorials.

Uses of funds totaled \$877,278 for the month and included \$16,922 in capital expenditures. Total pooled funds rose during the month of December to \$4,738,577.

Government Cash Investment Report

Of total pooled funds on hand as of December 31st, nearly 45% is held in certificate of deposits and CDARS funds at Flagstar and First National Bank. An additional 15% is held in money market and insured cash sweep accounts, with the remaining 40% in checking accounts due to the timing of the property tax receipts in December. Interest rates earned on investments remain low, with the rising rate certificate of deposits at First National Bank yielding the best return for the three six-month periods at .4%, .8% and 1.2% annual yields.

Combined Balance Sheet

Taxes receivable of \$51,046 remaining as of December 31st represents delinquent balances from prior years only. For fiscal year 2014-2015, current year property taxes will not be accrued and instead will be recognized as received consistent with other types of tax revenue.

General Fund Revenue and Expenditure Summary

Property taxes received during the month of December totaled \$1,428,566 and consisted of amounts from: the City of Kalamazoo \$428,044; Oshtemo Township \$828,062; Kalamazoo Township \$131,974; and Texas Township \$40,486. Local support of \$90,000 from the Gilmore Foundation and the Law Library quarterly payment of \$15,625, both previously mentioned, were also recognized as revenue for the month.

Expenditures totaled 48.5% of the Preliminary Budget as of December 31st and are well within acceptable guidelines overall. A Close Estimate Budget is being worked on currently to make necessary adjustments amongst individual line-items.

Capital Improvement Plan

Capital Improvement Plan activity during the month of December included expenditures of \$17,597, of that total \$13,300 was in payment for the Eastwood Drainage project to Miller Davis Company. A Close Estimate Budget is being presented in January to revise individual project totals and recommend several more for approval. All revisions are within the parameters of the summary budget.

Special Revenue Fund

For both revenue and expenditures most of December's financial activity occurred within either Ready to Read or the KPL Antiracism Transformation Team projects. Of the \$2,255 in revenue, \$1,805 was received by Ready to Read and the remainder received as several miscellaneous gifts and memorials to the library at year-end. Expenditures recognized represented payments for the Spelling Bee (\$3,629) and the Antiracism Team efforts (\$2,192). The Special Revenue fund budget will also be updated with a Close Estimate Budget in February.

Endowment Fund

Amounts recognized through December 31st are based upon the November 30th statement from Ameritrade and consisted solely of dividends, interest, and market value appreciation through that date.

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

	December
BEGINNING CASH BALANCE *	\$ 4,058,730
* Including short-term investments	
 <u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 1,428,566
IFT/CFT, PILOT receipts	\$ -
State Aid/MPSERS UAAL Rate Appropriation	\$ -
District Court Penal Fines/Law Library Revenue	\$ 15,625
Interest Income	\$ 331
Library Fines & Fees	\$ 14,185
Other Sources: Gifts, Grants, & Reimbursements	\$ 91,163
Other Gifts (Ready to Read, etc)	\$ 7,255
TOTAL SOURCES OF CASH	\$ 1,557,125
 <u>USES OF CASH:</u>	
Salaries & Wages	\$ (411,673)
Benefits	\$ (163,539)
Materials	\$ (114,384)
Supplies	\$ (7,923)
Facilities	\$ (43,777)
Technical Services	\$ (18,269)
Purchased Services	\$ (45,393)
Other	\$ (55,398)
Capital Expenditures	\$ (16,922)
Prepaid Expenditures	\$ -
	\$ -
TOTAL USES OF CASH	\$ (877,278)
 ENDING CASH	 \$ 4,738,577
 <u>Pooled Cash & Investment Accounts</u>	
<u>Checking & other liquid accounts</u>	
Cash to be deposited	
Fifth Third General & Payroll Checking Accounts	\$ 376,182
First National NOW & ACH Transfer Accounts	\$ 1,519,457
Fifth Third Arcadia Admin	\$ 4,503
Petty Cash/Midwest Business Exchange Account/Paypal	\$ 13,678
Pooled Cash Accounts	\$ 1,913,820
 <u>Pooled Investments</u>	
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52
Flagstar Bank MM & CD's	\$ 1,610,251
First National Bank MM, ICS Savings, & CD's	\$ 1,214,453
Pooled Investment Accounts	\$ 2,824,757
Total Pooled Cash & Investments	\$ 4,738,577

Kalamazoo Public Library

Sources & Uses of Funds

Electronic Transfers

December 2014

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
12/2/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (959.00)
12/2/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (1,396.13)
12/3/2014	Transfer to 1st National Check	1st National ICS		\$ (300,000.00)
12/3/2014	Transfer from 1st National ICS		1st National Checking	\$ 300,000.00
12/3/2014	Transfer to 1st National ACH	1st National Checking		\$ (30,000.00)
12/3/2014	Transfer from 1st National Check		1st National ACH	\$ 30,000.00
12/16/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,919.17)
12/4/2014	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (991.96)
12/3/2014	MERS November	1st National Transfer	Municipal Employees Retirement System	\$ (23,650.30)
12/4/2014	MPERS Retirement November	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (31,388.02)
12/12/2014	Transfer to 1st National Check	1st National ICS		\$ (500,000.00)
12/12/2014	Transfer from 1st National ICS		1st National Checking	\$ 500,000.00
12/16/2014	Transfer to 1st National Ltd. ACH	1st National Checking		\$ (8,700.00)
12/16/2014	Transfer from 1st National Check		1st National Ltd. ACH	\$ 8,700.00
12/11/2014	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,927.91)
12/15/2014	Payroll 12/15/2014	5/3 Payroll Check	Employee Accounts	\$ (121,324.05)
12/15/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,571.27)
12/15/2014	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.58)
12/15/2014	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,253.58)
12/17/2014	Employee 403B contributions	1st National Ltd. ACH	Employee Accounts	\$ (8,666.38)
12/22/2014	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (991.76)
12/16/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (959.00)
12/31/2014	Payroll 12/31/2014	5/3 Payroll Check	Employee Accounts	\$ (132,958.34)
12/31/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (55,169.30)
12/31/2014	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
12/31/2014	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,271.60)
	Total Transfers December			\$ (448,609.23)

**Kalamazoo Public Library
Governmental Cash Investment Report
As of December 31, 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	\$ 376,182.35	Variable interest with Sweep Account
First National Bank	\$ 1,469,314.04	Variable interest checking
First National Bank Limited Transfers	\$ 89.81	Restricted use ACH only
First National Bank Public Transfers	\$ 50,052.92	Checking-ACH only
Fifth Third Bank Arcadia Checking	\$ 4,503.25	Employee Section 125 Program
Subtotal - Checking	\$ 1,900,142.37	
<u>Money Market/Liquid Funds</u>		
First National Bank-ICS	\$ 554,282.85	Insured Cash Sweep/CDARS (multiple)
First National Bank Money Market	\$ 47,308.43	Liquid, PA 20 money market
Flagstar Bank - Interest bearing	\$ 101,615.90	Liquid, PA 20 interest bearing
Fifth Third Securities, money market cash	\$ 52.43	Liquid with interest cash for securities
Subtotal - Funds	\$ 703,259.61	
<u>Certificates of Deposit (maturity date order)</u>		
Flagstar Certificate of Deposit #112085255	\$ 505,382.24	90 days @ .3%, maturity 1/12/2015
Flagstar Certificate of Deposit #112199915	\$ 502,006.25	91 days @ .3%, maturity 2/02/2015
Flagstar CDARS	\$ 501,247.07	26 wk @ .25, maturity 5/7/2015
First National Bank Certificate of Deposit #31008618	\$ 306,430.96	18 months, 6 mo terms .4%;.8%;1.2%
First National Bank Certificate of Deposit #31009673	\$ 306,430.44	18 months, 6 mo terms .4%;.8%;1.2%
Subtotal - CDARS/CDs	\$ 2,121,496.96	
Total Investments General Pooled Funds	\$ 4,724,898.94	
<u>Other non-interest bearing</u>		
Paypal deposit account	\$ 3,646.44	
Petty Cash/Midwest Bus Exch/To be deposited	\$ 10,031.33	
Subtotal Other Cash	\$ 13,677.77	
Total General Cash & Investment Accounts	\$ 4,738,576.71	

Kalamazoo Public Library Combined Balance Sheet

As of December 31, 2014

	Operating	Capital	Special Revenue	Endowment
Assets				
Cash & Equivalents				
Cash & Checking	\$778,988.16	\$1,716,557.93	\$121,481.23	\$385,062.20
Investments	\$2,121,549.39	\$0.00	\$62,946.84	\$3,484,948.98
Total Cash & Equivalents	\$2,900,537.55	\$1,716,557.93	\$184,428.07	\$3,870,011.18
Accounts Receivable				
Accounts Receivable	(\$445.66)	\$0.00	\$0.00	\$0.00
Total	(\$445.66)	\$0.00	\$0.00	\$0.00
Taxes Receivable				
Taxes Receivable	\$51,046.06	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$51,046.06	\$0.00	\$0.00	\$0.00
Other Assets				
Other Assets	\$142,888.46	\$0.00	\$0.00	\$0.00
Total Other	\$142,888.46	\$0.00	\$0.00	\$0.00
Total Assets	\$3,094,026.41	\$1,716,557.93	\$184,428.07	\$3,870,011.18
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$1,967.30	\$0.00	\$0.00	\$0.00
Salaries Payable	\$24,696.63	\$0.00	\$0.00	\$0.00
Retirement Payable	\$53,960.23	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$80,624.16	\$0.00	\$0.00	\$0.00
Long Term Liabilities				
Long Term Liabilities	\$52,616.36	\$0.00	\$0.00	\$0.00
Total	\$52,616.36	\$0.00	\$0.00	\$0.00
Net Assets				
Fund Balance	\$2,960,785.89	\$1,716,557.93	\$184,428.07	\$3,870,011.18
Total	\$2,960,785.89	\$1,716,557.93	\$184,428.07	\$3,870,011.18
Total Liabilities & Fund Balance	\$3,094,026.41	\$1,716,557.93	\$184,428.07	\$3,870,011.18

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

	Month	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$1,428,566.05	\$0.00	\$1,428,566.05	\$10,249,482	(\$8,820,916)	13.9%
Other Taxes	\$0.00	\$0.00	\$30,305.90	\$120,188	(\$89,882)	25.2%
Fines and Fees	\$14,185.12	\$0.00	\$86,613.67	\$170,000	(\$83,386)	50.9%
District Court Penal Fines	\$0.00	\$0.00	\$0.00	\$260,000	(\$260,000)	0.0%
Local Support	\$90,000.00	\$0.00	\$177,960.00	\$233,275	(\$55,315)	76.3%
Interest Income	\$330.61	\$0.00	\$4,328.93	\$15,000	(\$10,671)	28.9%
State Aid and Reimburse	\$0.00	\$0.00	\$45,190.58	\$306,788	(\$261,597)	14.7%
Other	\$15,625.00	\$0.00	\$64,998.00	\$96,100	(\$31,102)	67.6%
Total Revenue	\$1,548,706.78	\$0.00	\$1,837,963.13	\$11,450,833	(\$9,612,870)	16.1%
Expenditures						
Salaries						
Administrator Salaries	\$54,351.17	\$0.00	\$327,607.00	\$637,110	\$309,503	51.4%
Librarian Salaries	\$105,944.18	\$0.00	\$634,903.02	\$1,249,050	\$614,147	50.8%
Supervisory Technical Sal	\$56,854.17	\$0.00	\$339,677.15	\$665,095	\$325,418	51.1%
Library Assistant Salaries	\$129,070.45	\$0.00	\$794,244.69	\$1,563,755	\$769,510	50.8%
Hourly Staff	\$46,445.78	\$0.00	\$260,859.29	\$624,758	\$363,899	41.8%
Substitute Salaries	\$8,826.89	\$0.00	\$42,253.38	\$88,360	\$46,107	47.8%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$45,000)	(\$45,000)	0.0%
Total	\$401,492.64	\$0.00	\$2,399,544.53	\$4,783,128	\$2,383,583	50.2%
Benefits						
Employee Insurance	\$82,486.41	\$0.00	\$485,960.99	\$984,895	\$498,934	49.3%
Retirement	\$50,278.87	\$0.00	\$338,744.95	\$832,367	\$493,622	40.7%
Employer FICA-Medicar	\$30,903.55	\$0.00	\$182,345.01	\$367,605	\$185,260	49.6%
Other Benefits	\$17,454.71	\$0.00	\$36,506.31	\$227,800	\$191,294	16.0%
Total	\$181,123.54	\$0.00	\$1,043,557.26	\$2,412,667	\$1,369,110	43.3%
Materials						
Adult Books	\$22,446.10	\$36,794.27	\$237,298.15	\$475,600	\$238,302	49.9%
Juvenile Books	\$12,771.50	\$9,073.12	\$64,731.87	\$96,500	\$31,768	67.1%
Periodicals	\$9,888.55	\$0.00	\$45,635.45	\$60,262	\$14,627	75.7%
Audio-Visual Material	\$10,342.22	\$13,785.50	\$166,236.61	\$312,300	\$146,063	53.2%
Digital Materials	\$8,936.38	\$0.00	\$116,814.39	\$210,850	\$94,036	55.4%
Total	\$64,384.75	\$59,652.89	\$630,716.47	\$1,155,512	\$524,796	54.6%
Facilities						
Fuel	\$9,630.81	\$0.00	\$17,643.33	\$67,700	\$50,057	26.1%
Electricity	\$13,714.16	\$0.00	\$92,634.71	\$183,400	\$90,765	50.5%
Water	\$510.65	\$0.00	\$2,090.11	\$5,875	\$3,785	35.6%
Custodial Supplies	\$6,032.56	\$5,973.15	\$43,587.71	\$77,440	\$33,852	56.3%
Grounds Maintenance	\$570.47	\$0.00	\$18,335.47	\$37,880	\$19,545	48.4%
Building Repair	\$4,750.07	\$5,243.85	\$30,784.58	\$85,781	\$54,996	35.9%
Building Operations	\$5,708.86	\$47,986.00	\$106,712.03	\$131,046	\$24,334	81.4%
Total	\$40,917.58	\$59,203.00	\$311,787.94	\$589,122	\$277,334	52.9%
Supplies						
Office Supplies	\$2,731.59	\$0.00	\$15,055.79	\$52,600	\$37,544	28.6%
Marketing Supplies	\$136.72	\$0.00	\$3,588.75	\$12,000	\$8,411	29.9%
Postage & Freight	\$1,876.00	\$0.00	\$17,801.51	\$39,230	\$21,428	45.4%
Processing Supplies	\$1,390.76	\$669.82	\$11,425.86	\$62,140	\$50,714	18.4%
Departmental Purchases	\$3,620.97	\$961.79	\$12,785.74	\$47,082	\$34,296	27.2%
Total	\$9,756.04	\$1,631.61	\$60,657.65	\$213,052	\$152,394	28.5%

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

	Month	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$3,307.24	\$0.00	\$28,853.55	\$79,176	\$50,322	36.4%
Telecommunications	\$12,647.07	\$0.00	\$42,384.38	\$90,400	\$48,016	46.9%
Software & Licensing	\$560.95	\$0.00	\$272,182.03	\$323,369	\$51,187	84.2%
Cataloging & Processing	\$1,604.60	\$0.00	\$28,510.88	\$65,532	\$37,021	43.5%
Total	\$18,119.86	\$0.00	\$371,930.84	\$558,477	\$186,546	66.6%
Purchased Services						
Security	\$7,967.56	\$0.00	\$46,798.91	\$129,714	\$82,915	36.1%
Insurance	\$1,938.48	\$0.00	\$58,445.11	\$85,000	\$26,555	68.8%
Legal Services	\$0.00	\$0.00	\$72.00	\$12,000	\$11,928	0.6%
Contracted Services	\$7,809.05	\$7,852.80	\$97,788.94	\$207,405	\$109,616	47.1%
Printing Services	\$4,109.00	\$0.00	\$37,375.55	\$105,000	\$67,624	35.6%
Advertising	\$3,014.71	\$0.00	\$24,176.24	\$60,000	\$35,824	40.3%
Total	\$24,838.80	\$7,852.80	\$264,656.75	\$599,119	\$334,462	44.2%
Other Expenditures						
Miscellaneous Operating	\$5,243.08	\$229.00	\$15,887.27	\$49,980	\$34,093	31.8%
Tax Charge Backs	\$25,670.19	\$0.00	\$34,387.12	\$65,000	\$30,613	52.9%
Travel & Conference-Dir	\$0.00	\$0.00	\$429.52	\$4,000	\$3,570	10.7%
Travel & Conference	\$170.96	\$0.00	\$8,087.47	\$50,035	\$41,948	16.2%
Staff Development	\$1,277.87	\$0.00	\$6,781.59	\$27,090	\$20,308	25.0%
Travel & Conference - Bo	\$0.00	\$0.00	\$0.00	\$2,000	\$2,000	0.0%
Miscellaneous Disburseme	\$1,587.67	\$0.00	\$19,393.68	\$67,540	\$48,146	28.7%
Vehicle Maintenance	\$988.18	\$0.00	\$1,997.87	\$5,500	\$3,502	36.3%
Programming Expenditur	\$6,335.14	\$4,000.00	\$47,201.78	\$169,600	\$122,398	27.8%
Rent	\$2,944.59	\$525.00	\$16,617.54	\$33,500	\$16,882	49.6%
Total	\$44,217.68	\$4,754.00	\$150,783.84	\$474,245	\$323,461	31.8%
Total Expenditures	\$784,850.89	\$133,094.30	\$5,233,635.28	\$10,785,322	\$5,551,687	48.5%
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.0%
Total Transfers	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.0%
Total Beginning Fund Balance	\$2,960,786	\$0	\$5,423,364	\$5,634,849	(\$211,485)	
Total Net Surplus/(Deficit)	\$763,856	(\$133,094)	(\$3,395,672)	\$65,531	(\$3,461,203)	
Total Ending Fund Balance	\$3,724,642	(\$133,094)	\$2,027,692	\$5,700,380	(\$3,672,688)	

Kalamazoo Public Library Capital Improvement Plan December 31, 2014

	Year to Date			Budget	Variance
	Actual	Encumbrances	+Encumbrances		
Revenue					
Local Revenue					
Other Local Gifts & Grants					
817 - Viewscan microfilm Readers	\$0.00	\$0.00	\$11,000.00	\$11,000.00	\$0.00
843 - Branch digital signage	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
884 - Digital Lab Equipment	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
Total	\$5,000.00	\$0.00	\$16,000.00	\$11,000.00	\$5,000.00
Total Revenue	\$5,000.00	\$0.00	\$16,000.00	\$11,000.00	\$5,000.00
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	\$0.00	\$0.00	\$70.00	\$70.00
Total Library Systems and Equipmen	\$0.00	\$0.00	\$0.00	\$4,384.00	\$4,384.00
Furniture & Equipment					
Furniture & Equipment					
810 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$94,788.00	\$94,788.00
811 - Carpet Master Plan/1st Renovation	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
813 - Display/Public - Central	\$1,895.00	\$0.00	\$7,895.00	\$10,000.00	\$2,105.00
814 - Chairs - Multiple Departments	\$1,727.04	\$0.00	\$4,123.11	\$10,620.00	\$6,496.89
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$0.00	\$1,934.99	\$15,500.00	\$13,565.01
817 - Viewscan microfilm Readers	\$0.00	\$0.00	\$21,664.04	\$22,000.00	\$335.96
818 - Video equipment-Canon Camcorders	\$0.00	\$0.00	\$0.00	\$3,200.00	\$3,200.00
880 - ADS conference room	\$0.00	\$0.00	\$3,070.52	\$3,400.00	\$329.48
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$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	\$2,596.11	\$4,163.00	\$1,566.89
892 - Local History Room Furniture	\$0.00	\$0.00	\$2,244.26	\$3,261.00	\$1,016.74
Total Furniture & Equipment	\$3,622.04	\$0.00	\$44,724.52	\$275,188.00	\$230,463.48
Building Alterations					
Building Alterations					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$47,505.00	\$47,505.00
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	\$15,490.38	\$15,490.38	\$14,500.00	(\$990.38)
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	\$0.00	\$11,181.00	\$13,605.00	\$2,424.00
874 - Metasys control system/monitors	\$0.00	\$0.00	\$5,304.00	\$5,407.00	\$103.00
886 - Eastwood Drainage	\$13,300.00	\$0.00	\$13,300.00	\$12,500.00	(\$800.00)
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
Total Building Alterations	\$13,300.00	\$15,490.38	\$45,275.38	\$250,917.00	\$205,641.62

**Kalamazoo Public Library
Capital Improvement Plan
December 31, 2014**

	Year to Date				
	Actual	Encumbrances	+Encumbrances	Budget	Variance
Computer & Electronics					
Automation					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$49,554.00	\$49,554.00
831 - Automation Replacement	\$674.99	\$1,897.62	\$2,593.86	\$121,737.00	\$119,143.14
832 - Hardware	\$0.00	\$0.00	\$0.00	\$3,111.00	\$3,111.00
843 - Branch digital signage	\$0.00	\$0.00	\$571.97	\$6,300.00	\$5,728.03
845 - Public Spaces AV Upgrades	\$0.00	\$0.00	\$0.00	\$14,600.00	\$14,600.00
865 - Game Carts - Teen	\$0.00	\$0.00	\$1,200.00	\$4,599.00	\$3,399.00
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	\$7,225.54	\$17,060.00	\$9,834.46
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 Activity Cart	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Total Computer & Electronics	\$674.99	\$1,897.62	\$11,591.37	\$237,790.00	\$226,198.63
RFID					
RFID and Telecommunications					
852 - RFID Building/Furniture	\$0.00	\$0.00	\$0.00	\$15,199.00	\$15,199.00
855 - Telephone System	\$0.00	\$14,470.00	\$24,921.80	\$125,000.00	\$100,078.20
Total RFID	\$0.00	\$14,470.00	\$24,921.80	\$140,199.00	\$115,277.20
Total Expenditures	\$17,597.03	\$31,858.00	\$126,513.07	\$908,478.00	\$781,964.93
Transfers					
Transfers In/(Out)					
Transfers from other funds					
800 - Capital Improvement Plan	\$0.00	\$0.00	\$0.00	(\$600,000.00)	(\$600,000.00)
Total	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00
Total Transfers	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00
TOTAL BEGINNING FUND BALANCE	\$1,729,154.96	\$0.00	\$1,784,252.98	\$1,784,252.98	\$0.00
TOTAL NET SURPLUS/(DEFICIT)	(\$12,597.03)	(\$31,858.00)	(\$110,513.07)	(\$297,478.00)	\$186,964.93
TOTAL ENDING FUND BALANCE	\$1,716,557.93	(\$31,858.00)	\$1,673,739.91	\$1,486,774.98	\$186,964.93

Kalamazoo Public Library
Special Revenue Fund Revenue and Expenditure Summary
December 31 2014

	Year to Date			Budget	Variance
	Actual	Encumbrances	+ Encumbrance		
Revenue					
Local Support					
233 - Ready to Read - Gifts	\$505.00	\$0.00	\$729.15	\$2,000.00	(\$1,270.85)
235 - Ready to Read - Spelling Bee	\$1,300.00	\$0.00	\$22,585.00	\$20,000.00	\$2,585.00
301 - Gifts & Memorials - Materials	\$450.00	\$0.00	\$755.00	\$1,000.00	(\$245.00)
303 - History Room Gifts	\$0.00	\$0.00	\$135.77	\$0.00	\$135.77
308 - Library Gifts	\$0.00	\$0.00	\$214.20	\$3,000.00	(\$2,785.80)
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Total Revenue	\$2,255.00	\$0.00	\$24,419.12	\$28,000.00	\$3,580.88
Expenditures					
Salaries					
Hourly Staff					
303 - History Room Gifts	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Total Hourly Staff Salaries	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Total Salaries	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Benefits					
Employer FICA-Medicare					
303 - History Room Gifts	\$0.00	\$0.00	\$0.00	\$39.00	\$39.00
Total Employer FICA-Medicare	\$0.00	\$0.00	\$0.00	\$39.00	\$39.00
Total Benefits	\$0.00	\$0.00	\$0.00	\$39.00	\$39.00
Materials					
Adult Books					
301 - Gifts & Memorials - Materials	\$0.00	\$39.95	\$183.84	\$1,000.00	\$816.16
Juvenile Books					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$7,449.58	\$10,000.00	\$2,550.42
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
Total Materials	\$0.00	\$39.95	\$7,633.42	\$28,250.00	\$20,616.58
Purchased Services					
Contracted Services					
303 - History Room Gifts	\$0.00	\$0.00	\$594.00	\$1,288.00	\$694.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$12,000.00	\$11,799.00	(\$201.00)
Total Purchased Services	\$0.00	\$0.00	\$12,594.00	\$13,087.00	\$493.00
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	\$3,629.38	\$0.00	\$4,114.38	\$4,000.00	(\$114.38)
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	\$2,191.61	\$0.00	\$2,397.42	\$1,250.00	(\$1,147.42)
380 - Scholarships/Administration Mini-Grants	\$0.00	\$0.00	\$26.61	\$0.00	(\$26.61)
381 - Staff Appreciation Mini-Grant	\$0.00	\$0.00	\$36.03	\$0.00	(\$36.03)
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$238.61	\$0.00	(\$238.61)
388 - Eastwood/Powell Mini-Grant	\$0.00	\$0.00	\$324.72	\$0.00	(\$324.72)
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$250.00	\$0.00	(\$250.00)
391 - Children's Mini-Grant	\$0.00	\$0.00	\$351.97	\$0.00	(\$351.97)
Programming Expenditures					
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 Other	\$5,820.99	\$0.00	\$7,739.74	\$15,509.00	\$7,769.26
Total Expenditures	\$5,820.99	\$39.95	\$27,967.16	\$57,385.00	\$29,417.84
TOTAL BEGINNING FUND BALANCE	\$190,888.40	\$0.00	\$190,830.50	\$190,830.50	\$0.00
TOTAL NET SURPLUS/(DEFICIT)	(\$3,565.99)	(\$39.95)	(\$3,548.04)	(\$29,385.00)	(\$25,836.96)
TOTAL ENDING FUND BALANCE	\$187,322.41	(\$39.95)	\$187,282.46	\$161,445.50	(\$25,836.96)

**Kalamazoo Public Library
Endowment Fund
November 30, 2014**

	10/31/2014		%	11/30/2014		%
	Cost	Market	Cost to	Cost	Market	Cost to
	Basis	Basis	Market	Basis	Basis	Market
			Increase			Increase
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 379,923.30	\$ 379,923.30	0.0%	\$ 385,062.20	\$ 385,062.20	0.0%
Stocks	\$ 1,325,799.97	\$ 2,080,102.65	56.9%	\$ 1,325,799.97	\$ 2,143,984.88	61.7%
Fixed Income Investments	\$ 1,342,994.28	\$ 1,338,608.65	-0.3%	\$ 1,342,994.28	\$ 1,340,964.10	-0.2%
	\$ -	\$ -		\$ -	\$ -	
Total Value	<u>\$ 3,048,717.55</u>	<u>\$ 3,798,634.60</u>	<u>24.6%</u>	<u>\$ 3,053,856.45</u>	<u>\$ 3,870,011.18</u>	<u>26.7%</u>

Fund Balance

Assigned for Children's Endowment	\$ 18,229.98	\$ 18,347.30
Kalamazoo Public Library Endowment	\$ 3,780,404.62	\$ 3,851,663.88

Year to Date Revenue & Expenditures

Net Withdrawals/Deposits from/to Account	\$ -	\$ -
Dividend and Interest Income	\$ 16,786.23	\$ 21,444.13
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ (6,974.47)	\$ 59,744.21
Arcadia Investment Management Fee/Other	<u>\$ (11,519.56)</u>	<u>\$ (11,519.56)</u>
Net Change	\$ (1,707.80)	\$ 69,668.78

Summary:

The only activity during the month of November was the receipt of dividends and interest on various securities. No trades occurred.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Replacement Phone System**

DATE: January 26, 2015

Recommendation:

I recommend Board approval of the purchase of a new voice communications system from BSB Communications for a total of \$85,957.87 the base bid, with an additional 5% contingency of \$4,298 and alternate equipment and applications of \$2,578 for a total of \$92,833.87.

Executive Summary:

Attached is the recommendation from our consulting firm, Convergent Technology Partners, outlining the bids received and the review and recommendation process. KPL staff spoke directly with references provided concerning their experiences with both BSB Communications and Mitel equipment. All were very positive, have had very good experiences.

This recommendation has been reviewed and is supported by the Finance and Budget Committee.



Convergent Technology Partners
801S. Saginaw Suite 505, Flint, MI 48502
810.720.3820 Fax 810.720.3886

E-mail: info@ctpartners.net
Website: www.ctpartners.net

January 14, 2015

Gary Green
Head, Technical and Circulation Services
Kalamazoo Public Library
314 S. Rose St.
Kalamazoo, MI 49007

Dear Mr. Green:

On December 9, 2014 sealed bids were received in response to the Request for Proposal (RFP) for a Voice Communications System. Four proposals were received from different vendors with the following costs:

BSB Communications	\$ 85,957.87
Delta Networks	\$112,314.42
NETech Corporation	\$138,063.30
Secant Technologies	\$144,805.59

Two interviews were conducted with BSB Communications to review their proposal. One was conducted on December 16, 2014 by Convergent Technology Partners, with a follow up interview on January 13, 2015 with both Convergent Technology Partners and Kalamazoo Public Library staff.

In the reviews, BSB Communications was found to be compliant to all requirements of the RFP. They demonstrated their capabilities for a project of this size and provided references of previous installs. In addition, Mitel, the manufacturer of the product proposed by BSB communications, enhanced the proposal with additional discounts, thus the separation from the other vendors in regard to price. Mitel is a leader in the IP telephony market and the proposed solution will meet the needs of the Kalamazoo Public Library for the foreseeable future.

During the bidding and interview process, we identified some additional items and upgrades available to the system that would increase functionality of the system and productivity of Library staff. There are typically some unforeseen modifications required during installation as well. Based on this, we are recommending a contingency fund of 8% of the project total to address these items. Approval by the Kalamazoo Public Library would be required prior to the expenditures of any of these contingency dollars.

Based on all of the above, it is the recommendation of Convergent Technology Partners to award the Voice Communications system project to BSB Communications in the amount of \$85,957.87, with an additional 5% contingency of \$4,298.00 and alternate equipment and applications of \$2,578.00.

Respectfully,

Bill Craig
Technology Designer

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Capital Improvement Plan for the
Three Years Ending June 30, 2017**

DATE: January 26, 2015

Recommendation:

I recommend the Board approve the Capital Improvement Plan for the Three Years Ending June 30, 2017.

Executive Summary:

The Capital Improvement Plan revision presented to the board for approval revises the three year coverage period to include fiscal year 2016-2017. Variances to the prior three year budget approved by the board reflect the differences between the year dropping off, fiscal year 2013-2014, and the addition of fiscal year 2016-2017 estimates. In addition, several amounts previously reserved for specific projects have been recommended for budget allocation approval within the current fiscal year, including the telephone system and the purchase of a replacement for the delivery van.

Other projects included for budget allocation for fiscal year 2014-2015 include \$15,000 for replacement and relocation of the Oshtemo branch public service desk; the addition of funds to total \$22,000 for repair of the Eastwood branch roof; \$105,000 for the refurbishment of the Central library freight elevator, and the addition of funds to total \$30,000 to upgrade audio and visual equipment for public meeting spaces at Central library.

Overall, the Capital Improvement Plan projects and ending fund balance of \$1,815,477 at the end of the new three-year period with \$1,163,122 remaining available to be assigned for future year projects.

This revision has been reviewed and is supported by the Finance and Budget Committee.

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**KALAMAZOO PUBLIC LIBRARY
CAPITAL IMPROVEMENT PLAN
For the Three Years ending June 30, 2017**

	<u>Fiscal year 2014-2015</u>	<u>Fiscal year 2015-2016</u>	<u>Fiscal year 2016-2017</u>	<u>Three-Year Current Budget Total</u>	<u>Prior Three year Estimate</u>	<u>Variance to Prior Budget</u>
Revenue						
Transfers from Operations	\$ 600,000	\$ 600,000	\$ 600,000	\$ 1,800,000	\$ 1,600,000	\$ 200,000
Other Revenue/Transfers	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ 122,486	\$ (106,486)
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 616,000	\$ 600,000	\$ 600,000	\$ 1,816,000	\$ 1,722,486	\$ 93,514
Capital Projects by Category						
Library Systems & Equipment	\$ 12,314	\$ -	\$ -	\$ 12,314	\$ 12,314	\$ -
Furniture & Equipment	\$ 324,588	\$ 75,000	\$ 75,000	\$ 474,588	\$ 373,436	\$ (101,152)
Building Alterations	\$ 359,285	\$ 150,000	\$ 150,000	\$ 659,287	\$ 617,917	\$ (41,370)
Computer & Electronics	\$ 248,390	\$ 125,000	\$ 125,000	\$ 498,390	\$ 401,683	\$ (96,707)
RFID	\$ 140,199	\$ -	\$ -	\$ 140,199	\$ 26,906	\$ (113,293)
Total Expenditures	\$ 1,084,776	\$ 350,000	\$ 350,000	\$ 1,784,777	\$ 1,432,256	\$ (352,521)
Total Reserves	\$ 625,000	\$ 625,000	\$ 625,000	\$ 625,000	\$ 800,000	\$ 175,000
Total Expenditures + Reserves	\$ 1,709,776	\$ 975,000	\$ 975,000	\$ 2,409,777	\$ 2,232,256	\$ (177,521)
Beginning of Year Fund Balance	\$ 1,784,253	\$ 1,315,477	\$ 1,565,477	\$ 1,784,253	\$ 1,690,392	\$ 93,861
Revenues Over (Under) Expenditures	\$ (468,776)	\$ 250,000	\$ 250,000	\$ 31,223	\$ 290,230	\$ (259,007)
Fund Balance						
Assigned for IL System Replacement	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 350,000	\$ 100,000
Assigned for Building Repairs	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 250,000	\$ (100,000)
Assigned for Telephone System	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ 125,000
Assigned for Server Replacement	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
Assigned for Van Replacement	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
Assigned for Future Capital Projects	\$ 690,477	\$ 940,477	\$ 1,190,477	\$ 1,190,476	\$ 1,163,122	\$ 27,354
End of Year Total Fund Balance	\$ 1,315,477	\$ 1,565,477	\$ 1,815,477	\$ 1,815,477	\$ 1,888,122	\$ (72,645)

Notes:

The three year projection for the Capital Improvement Plan has been shifted to include fiscal year 2016-2017 resulting in most of the effects of the central renovation project falling into prior history. New projects added with this revision for the current fiscal year are: the transfer of the central freight elevator project from reserve (\$105,000); the transfer of the delivery vehicle project from reserve (\$60,000); the addition of \$5,000 and combination of all audio visual projects for public meeting spaces into one project; recognition of a \$5,000 gift from the Wong Foundation to be used for additional hardware needs for the branch electronic signage project and modifications to software and equipment in The Hub; and the addition of funds to modify the public service desk and children's area at Oshtemo in phase I of a two-phase refurbishment project.

Overall, the Capital Improvement Plan projects an ending fund balance of \$1,815,477 at the end of the new three-year period with \$1,163,122 remaining as assigned for future year projects.

**KALAMAZOO PUBLIC LIBRARY
CAPITAL IMPROVEMENT PLAN
Supplementary Information
For the Three Year Period ending June 30, 2017**

**Kalamazoo Public Library
Capital Improvement Plan
Capital Improvement Plan for three years ending June 30, 2017**

<u>Expenditures</u>		FY 13/14	Adjusted	Fiscal Year	Fiscal Year	Fiscal Year	Cumulative	Prior Three	Variance to
		<u>Carryover</u>	<u>Fiscal Year</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>Three Year</u>	<u>Year Budget</u>	<u>Prior Three</u>
							<u>Budgets</u>	<u>Year Budget</u>	<u>Year Budget</u>
Reserves									
Library System Reserve	Cumulative Reserve	\$ 350,000	\$ (100,000)				\$ 250,000	\$ 350,000	\$ 100,000
Reserve for Building Projects	Cumulative Reserve	\$ 100,000	\$ 250,000				\$ 350,000	\$ 250,000	\$ (100,000)
Reserve for Telephone system	Cumulative Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ 125,000
Reserve for Server Replacement	Cumulative Reserve	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -
Reserve for Delivery Truck	Cumulative Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
	Total Reserves	\$ 450,000	\$ 175,000	\$ -	\$ -	\$ -	\$ 625,000	\$ 800,000	\$ 175,000
ILS System									
ILS support	3-6800-1-1 802	\$ 4,314	\$ 70				\$ 4,384	\$ 4,314	\$ (70)
NCIP (MEL self check integration)	3-6800-1-1 803	\$ 8,000	\$ (70)	\$ -	\$ -	\$ -	\$ 7,930	\$ 8,000	\$ 70
		\$ 12,314	\$ -	\$ -	\$ -	\$ -	\$ 12,314	\$ 12,314	\$ -
Furniture & Equipment									
Carpeting Master Plan	3-6810-1-1 811	\$ 97,228					\$ 97,228	\$ 97,228	\$ -
past projects	completed	\$ -	\$ -				\$ -	\$ 7,500	\$ 7,500
Display units 1st and lower level AV	3-6810-1-1 813	\$ -	\$ 10,000				\$ 10,000	\$ 10,000	\$ -
Chairs - all replacements	3-6810-1-1 814	\$ -	\$ 10,620				\$ 10,620	\$ 10,620	\$ -
Oshtemo Branch public furniture	3-6810-1-1 815	\$ 15,500					\$ 15,500	\$ 15,500	\$ -
Viewscan microfilm readers - 2nd floor central	3-6810-1-1 817	\$ -	\$ 21,664				\$ 21,664	\$ 20,000	\$ (1,664)
Video equipment - 2 Canon XA10 camcorders	3-6810-1-1 818	\$ -	\$ 3,200				\$ 3,200	\$ 3,200	\$ -
Central ADS conference room update	3-6810-1-1 880	\$ 3,400	\$ 700				\$ 4,100	\$ 3,400	\$ (700)
Eastwood/Powell office table/chairs; display unit	3-6810-1-1 881	\$ 1,500	\$ (304)				\$ 1,196	\$ 1,500	\$ 304
Oshtemo-drop box bins (2); (revised)	3-6810-1-1 882	\$ 4,200					\$ 4,200	\$ 4,200	\$ -
Children's Room tables/chairs	3-6810-1-1 889	\$ 5,328					\$ 5,328	\$ 7,500	\$ 2,172
Digital Lab Furniture	3-6810-1-1 891	\$ 4,163	\$ (1,567)				\$ 2,596	\$ 15,000	\$ 12,404
Oshtemo service desk	3-6810-1-1	\$ -	\$ 15,000				\$ 15,000	\$ -	\$ (15,000)
Delivery vehicle	3-6800-1-1	\$ -	\$ 60,000				\$ 60,000	\$ -	\$ (60,000)
Local History Room furniture	3-6810-1-1 892	\$ 3,261					\$ 3,261	\$ 6,000	\$ 2,739
Unallocated	not applicable	\$ 65,608	\$ 5,087	\$ 75,000	\$ 75,000		\$ 220,695	\$ 171,788	\$ (48,907)
		\$ 200,188	\$ 124,400	\$ 75,000	\$ 75,000		\$ 474,588	\$ 373,436	\$ (101,152)
Building Alterations									
Building Projects	completed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovation-Youth/Camp Lean/History	completed	\$ 2					\$ 2	\$ 193,319	\$ 193,317
Concrete replacement - Oshtemo	3-6820-1-1 821	\$ 4,400	\$ (4,400)				\$ -	\$ 4,400	\$ 4,400
Oshtemo emergency generator	3-6820-1-1 823	\$ 11,000					\$ 11,000	\$ 11,000	\$ -
Eastwood emergency generator	3-6820-1-1 824	\$ 6,000					\$ 6,000	\$ 6,000	\$ -
Upgrade security cam system - All Branches	3-6820-1-1 827	\$ 5,200	\$ 10,300				\$ 15,500	\$ 6,418	\$ (9,082)
Eastwood Roof Repair	3-6820-1-1 828	\$ -	\$ 22,000				\$ 22,000	\$ 15,000	\$ (7,000)
Central Louvers on AHU-2	3-6820-1-1 841	\$ -	\$ 11,000				\$ 11,000	\$ 11,000	\$ -
Central Lighting Control System Replacement	3-6820-1-1 842	\$ -	\$ 60,000				\$ 60,000	\$ 60,000	\$ -
Central freight elevator	3-6820-1-1	\$ -	\$ 105,000				\$ 105,000	\$ -	\$ (105,000)
All branch parking lot LED lights	3-6820-1-1 873	\$ 18,140					\$ 18,140	\$ 18,140	\$ -
Metasys control system & energy monitors	3-6820-1-1 874	\$ 5,407					\$ 5,407	\$ 36,773	\$ 31,366
Portable Thermal Chamber	3-6820-1-1 883	\$ -					\$ -	\$ 8,995	\$ 8,995
Digital Lab Space	3-6820-1-1 885	\$ (367)	\$ 367				\$ -	\$ 27,200	\$ 27,200
Eastwood drainage project	3-6820-1-1 886	\$ 12,500	\$ 800				\$ 13,300	\$ 12,500	\$ (800)
Central back-up generator replacement	3-6820-1-1 887	\$ 50,000					\$ 50,000	\$ 50,000	\$ -
Unallocated	not applicable	\$ 672	\$ 41,266	\$ 150,000	\$ 150,000		\$ 341,938	\$ 157,172	\$ (184,766)
		\$ 112,952	\$ 246,333	\$ 150,000	\$ 150,000		\$ 659,287	\$ 617,917	\$ (41,370)
Computer & Electronics									
Computer Equipment projects	completed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Equipment Replacement-all years	3-6830-1-1 831	\$ 76,737	\$ 50,000				\$ 126,737	\$ 124,120	\$ (2,617)
Replace monitors & HP Printers - public	3-6830-1-1	\$ 3,111	\$ (3,111)				\$ 0	\$ 5,607	\$ 5,607
Branch digital signage	3-6830-1-1 843	\$ -	\$ 9,411				\$ 9,411	\$ 6,300	\$ (3,111)
Public Spaces AV Upgrades	3-6830-1-1 845	\$ -	\$ 30,000				\$ 30,000	\$ 14,600	\$ (15,400)
Game carts and equipment for Teen area	3-6830-1-1 865	\$ 4,599	\$ -				\$ 4,599	\$ 12,011	\$ 7,412
Laptops IT interns, MAC, Teen	3-6830-1-1 866	\$ 3					\$ 3	\$ 1,860	\$ 1,857
Spare Switches	3-6830-1-1 875	\$ -					\$ -	\$ 5,974	\$ 5,974
Upgrade virtual services/windows	3-6830-1-1 876	\$ 8,304	\$ (8,304)				\$ -	\$ 8,304	\$ 8,304
Envisionware library document station	3-6830-1-1 877	\$ -					\$ -	\$ 7,375	\$ 7,375
Office scanners	3-6830-1-1 879	\$ -	\$ 2,000				\$ 2,000	\$ 2,000	\$ -
Portable devices (laptops, iPads, etc)	3-6830-1-1 878	\$ 3,560	\$ 17,850				\$ 21,410	\$ 29,260	\$ 7,850
The Hub - upgrades, modifications, equipment	3-6830-1-1 884	\$ 1,175	\$ 5,000				\$ 6,175	\$ 29,721	\$ 23,546
Children's audio-visual activity cart (to AV upgrade)	3-6830-1-1 888	\$ 5,000	\$ (5,000)				\$ -	\$ 5,000	\$ 5,000
Unallocated	not applicable	\$ 29,551	\$ 18,504	\$ 125,000	\$ 125,000		\$ 298,055	\$ 149,551	\$ (148,504)
		\$ 132,040	\$ 116,350	\$ 125,000	\$ 125,000		\$ 498,390	\$ 401,683	\$ (96,707)
350									
3M Self Check unit	3-6840-1-1 855	\$ 293					\$ 293	\$ 12,000	\$ 11,707
Telecommunications	3-6840-1-1 853	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ (125,000)
RFID/3M Equipment	3-6840-1-1 852	\$ 14,906	\$ -	\$ -	\$ -	\$ -	\$ 14,906	\$ 14,906	\$ -
		\$ 15,199	\$ 125,000	\$ -	\$ -	\$ -	\$ 140,199	\$ 26,906	\$ (113,293)
Total Capital Expenditures Budget									
		\$ 472,693	\$ 612,083	\$ 350,000	\$ 350,000	\$ 1,784,777	\$ 1,432,256	\$ (352,521)	
Total Capital Improvement Plan with reserves									
		\$ 922,693	\$ 787,083	\$ 350,000	\$ 350,000	\$ 2,409,777	\$ 2,232,256	\$ (177,521)	

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Smoke-Free / Tobacco-Free Work Environment**

DATE: January 26, 2015

Recommendation:

I recommend Board approval of the attached Smoke-Free / Tobacco-Free Work Environment policy.

Executive Summary:

At the December meeting the proposed policy was tabled. This proposal incorporates the suggestions made at the meeting.

Our current policy "Smoking in Library Facilities" approved in 1990, is attached for information.

Smoking in Library Facilities

Adopted: September 24, 1990

Effective: October 1, 1990

In the interest of public health and in compliance with Michigan laws, the Kalamazoo Public Library shall maintain a smoke-free environment in all Library facilities.

Smoking is not permitted in any facility owned, operated, or leased by the Library. Appropriate signs shall be placed in each of the Library's facilities stating that smoking is prohibited.

Specific regulations regarding this policy and its implementation in the various Library facilities shall be developed and promulgated by the Michigan Department of Health. Such rules shall also specify the enforcement procedure which will be followed by the administration relative to this policy.

DRAFT

Kalamazoo Public Library

Smoke-Free / Tobacco-Free Work Environment Policy

Kalamazoo Public Library is dedicated to providing a healthy and safe environment for patrons and staff. As required by law, smoking is prohibited in all library facilities, including public and non-public spaces and library vehicles. This ban includes tobacco and tobacco products including chewing, rolling of tobacco, any burnable product, electronic cigarettes, and vaporizers and pertains to staff, patrons, contractors, and vendors.

Library employees who smoke may not congregate outside any library main entrance where visible to the public or in any way hinder entrance or exit to a library facility.

This policy extends to all areas within 30 feet of any library building entrances and exits.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Strategic Planning Quarterly
Statistics Report 2014 - 2015**

DATE: January 26, 2015

Attached is the second quarter “Strategic Plan Quarterly Statistics 2014 – 2015” report.
To elaborate on a few of the items:

- 1.4: Some HUB programming for this age group is planned for the second half of the year.
- 2.1: Survey was conducted. Paper copies were available as well as a link from our email newsletter and on social media; 93 responses were received. A few of the responses:
 - 100% said they found something good to read, view, or listen to on their most recent visit
 - Three quarters said they found materials from the catalog, browsing the shelves, or displays
 - 99% believe the library plays an important role in preparing children to enter school with the skills they need to succeed
 - 60% responded that the renovations at Central have enhanced their library experience
 - 100% report they find the library easy to navigate in terms of locating what they need
- 3.5: There has been a modest start to HUB programming for this age group.
- 4.3: We may have set this target unreasonably high. We’ll see how the year goes and assess for next year.
- 6.3: Third quarter use is off to a strong start; we’ll see if that continues throughout the quarter.

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Strategic Plan Quarterly Statistics 2014-2015

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	2014-2015 Target	% of Target	
1.1	By June 30, 2016, the circulation of picture books, easy readers, and board books will increase by 10%.	49,173	44,725			93,898	168,172	55.8%	
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.	3,804	2,383			6,187	13,000	47.6%	
1.3	Each year, the number of people utilizing the Children's Room will increase by 10%.	25,324	16,315			41,639	60,466	68.9%	
1.4	By June 30, 2015, 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%.	-	-			-	150	0.0%	
1.5	Each year, the number of gift books the library distributes will increase by 5%.	1,713	4,664			6,377	7,161	89.1%	
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	2014-2015 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.	1,221	1,248			2,469	5,500	44.9%	

Strategic Plan Quarterly Statistics 2014-2015

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	2014-2015 Target	% of Target	
3.1	By June 30, 2016, the circulation of children's fiction will increase by 10%.	31,439	24,426			55,865	106,657	52.4%	
3.2	By June 30, 2016, the circulation of children's music and movies will increase by 25%.	30,387	24,751			55,138	109,726	50.3%	
3.3	By June 30, 2016, the circulation of children's nonfiction will increase by 20%.	18,914	16,999			35,913	74,969	47.9%	
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.	4,583	3,692			8,275	13,000	63.7%	
3.5	By June 30, 2015, 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%.		40			40	150	26.7%	
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	2014-2015 Target	% of Target	
4.1	By June 30, 2016, the circulation of teen reading collections will increase by 10%.	19,368	15,305			34,673	69,711	49.7%	
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.	2,801	911			3,712	5,000	74.2%	
4.3	Each year, the number of people utilizing the Teen Room will increase by 5%.	5,837	6,097			11,934	32,391	36.8%	
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 2014-2015

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	2014-2015 Target	% of Target
5.1	By June 30, 2016, the circulation of adult reading collections will increase by 25%.	136,744	123,713			260,457	619,164	42.1%
5.2	By June 30, 2016, the circulation of adult music and movies will increase by 25%.	234,273	224,511			458,784	929,350	49.4%
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.	3,486	5,318			8,804	10,000	88.0%
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	2014-2015 Target	% of Target
6.1	By June 30, 2016, the number of people who use a library computer will increase by 10%.	35,535	31,522			67,057	154,056	43.5%
6.2	By June 30, 2016, the number of unique users who use the library's Wi-Fi to connect to the Internet will increase by 50%.	5,997	5,680			11,677	23,184	50.4%
6.3	By June 30, 2015, 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%.	226	143			369	1,500	24.6%
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 2014-2015

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	2014-2015 Target	% of Target
7.1	By June 30, 2016, the number of hits on digitized local history collections will increase 30%.	4,836	4,229			9,065	11,647	77.8%
7.2	Each year, at least 3,000 people will attend locally focused programs or outreach events sponsored or co-sponsored by the library.	815	1,196			2,011	3,000	67.0%

MEMO

TO: Library Trustees

FROM: Lisa Godfrey

RE: **Conflict of Interest**

DATE: January 26, 2015

Sometime ago, Cheryl and Ann each brought up the subject of a conflict of interest statement for trustees that was being raised in ALA materials. I offered to take a look at the statement in the Trustee Bylaws and to draft a possible Disclosure Statement.

Our bylaws provide at Article VII as follows:

“No member of the Board shall deliberate or vote upon any matter in which the member has a direct or indirect pecuniary interest. No member of the Board shall accept employment or other economic benefit (except for *de minimis* benefit incidental to Board duties) from the Library, any contractor or vendor of the Library or any person seeking to influence the outcome of a matter before the Board. No member shall be eligible for appointment to any position the compensation of which is partially or fully funded from Library funds, for at least one (1) year after such person ceases to be a member. In all respects consistent with the foregoing, members of the Board are subject to the same conflict of interest policy applicable to Library Staff pursuant to policy adopted by the Board.”

The questions for consideration are whether this bylaw statement continues to reflect the thinking of the Board, whether we want to adopt a Disclosure Statement [draft attached], whether we want to reference the Michigan Statute covering this topic [found at MCLA 15.321 et seq] or leave as is.

Michigan Statute deals with solicitation of contracts which would be beneficial or negotiation/represent either party in such a transaction. It is aimed at municipal entities rather than the hybrid type public body that is a public library.

The conflict of interest policy referenced in the last sentence of our bylaw statement is found on page 21 of the Employee Handbook and does reference more directly that family connections are also covered and provides for an exception following disclosure which we might want to add to our bylaws if it is not sufficiently understood that we would make such an exception.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

In accordance with the provisions of state policies and the Kalamazoo Public Library Board of Trustees Bylaws, the Kalamazoo Public Library trustees must disclose any conflict of interest that may exist between the trustee and any KPL subcontractor.

A conflict of interest is a circumstance in which the trustee's individual interest impairs, or gives the appearance of impairing the ability to make unbiased decisions or provide unbiased public service. If a trustee's circumstances, personal or professional, change during the year and place the trustee in a situation where there is a conflict of interest or the appearance of a conflict of interest, it shall be the trustee's responsibility to request and complete a new Conflict of Interest Disclosure statement prior to attending the next meeting of the Kalamazoo Public Library Board of Trustees.

DISCLOSURE:

The undersigned discloses that (check one),

- a. As a trustee of the Kalamazoo Public Library Board of Trustees I am in a position where my job responsibilities, or my position as a member of a community board, or my personal interests, either create a conflict of interest or may give the appearance of a conflict of interest with the following named agency(ies) that is (are) contracting with or providing services to the Kalamazoo Public Library.

- b. To My knowledge, no conflict of interest exists between me and any agency contracting with or providing services to the Kalamazoo Public Library.

Print name

Signature

Date

[Return to Agenda](#)

Director's Report
January 2015

From the director

1. Recent meetings and events I attended include the usual DDA and DKI meetings, a Planning Commission meeting on behalf of the DDA, Friends holiday gathering, Friends board meeting, a Kalamazoo Valley Museum consultant interview about new museum services from community perspective, several board committee meetings, and several library programs.
2. From the Friends January board meeting:
 - December bookstore sales were \$9,600 as compared to \$7,500 in December 2013
 - Amazon sales in December were \$918 – a strong month
 - Announcement of mini-grant and scholarship deadlines has been sent to staff
 - There will be a membership letter and application in the next *LINK*
 - Discussion is underway about changing the format of the annual meeting
3. Some dates for your calendar:
 - February 22 : Teen Filmmaker Festival
 - March 3: *Reading Together* author Jerry Dennis
 - April 27: Global Reading Challenge Finale

Create young readers

4. Head Start students have resumed monthly library visits. We are pleased Head Start is once again able to provide transportation for 4-year olds to visit once a month.

Stimulate imagination

5. We had a good selection of programs for both school-age and preschoolers during winter break: storytime, movies, Flying Aces, Maker Monday, Game Central, Cup Stacking, Game Day, New Year's Hats, dancing with Miss Lisa, Holiday Music with Code Studio Strings.
6. The reindeer visit at Oshtemo attracted 919 patrons during the reindeer's two hour visit. That might be a record attendance for a program at one of our buildings!

7. Jacqueline Woodson, 2014 National Book Award winner, will be our 2015 Youth Literature Seminar speaker! She'll be here November 5, 6.
8. The *Reading Together* video trailer on our homepage has been updated with narration by author, Jerry Dennis.
9. The "Best of 2014" staff picks page has been viewed 1,200 times since its launch.

Connect to the online world

10. Local History welcomed a group of forty KPS 5th graders from the Avant Garde program. They were shown how to use Ancestry Library Edition for genealogy research and all had the opportunity to search for their ancestors in census and other records using our Chromebooks.
11. HUB use more than doubled during November and December. Workstations were used 70 times for an average time of 96 minutes per session.

Celebrate local

12. Staff members Angelina Rodriguez, Mikki Henry, and Steve Siebers represented us at a three-day event hosted by the Hispanic American Council. They assisted with the event and promoted a variety of KPL services.
13. New Year's Fest at KPL was a huge success. Every show here was filled to capacity and we received much positive feedback about the programs and our participation. Thanks to the staff, staff family and friends, and trustees who worked that night.

Operations

14. We are gearing up for tax season again. There is information and links on our website and some paper forms will be available, but the IRS has reduced forms for distribution to libraries. We will also host free basic tax preparation at Oshtemo, Eastwood, and Central beginning February 9.
15. We now have a portable PA system. It was used for the first time at the December Art Hop for a poetry reading on the first floor rotunda.
16. A new adjustable catalog table has been added at the east end of the "holds" shelving. This ADA compliant table has a hand crank that allows it to be easily raised and lowered to accommodate wheelchair access.
17. All adult materials have been moved out of storage at Washington Square and assigned to locations without the system. Juvenile materials are next.

18. We have 150 LED lamps on order to replace halogen lamps at Central. A Consumers Energy rebate will cover about half the cost. These lamps will consume about 1/5th the energy of the current ones, will last roughly ten times as long, and we believe will improve light quality.
19. The LEAN Steering Committee is working in CAMP to map the value stream of new books from selection to shelf. Next up are the MAC storage area and Powell Branch.
20. Generous KPL staff contributed \$9,000 to this year's United Way campaign, \$500 more than our goal. Staff also adopted a family for Christmas through Family and Children's Services and provided a very generous holiday for the entire family.

Library stories

21. A filmmaker working on his demo film commented that The Hub was very accessible and the best resource in town for Adobe Cloud, hardware, and overall video/audio editing needs.

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

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	22,930	1,355	9,999	464	2,132	36,880	229,580	232,106	-1%
-ebook	3,654					3,654	21,185	17,864	19%
-Digital Magazine	274					378	1,460	1,645	-11%
Teen	3,690	214	888	71	185	5,048	33,713	32,389	4%
Juvenile	<u>16,136</u>	<u>1,321</u>	<u>6,910</u>	<u>353</u>	<u>1,325</u>	<u>26,045</u>	<u>184,249</u>	<u>179,632</u>	3%
Total	46,788	2,890	17,797	888	3,642	72,005	470,187	463,636	1%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,846	74	882	12	100	2,914	19,163	21,981	-13%
-Digital	1,848					1,848	10,440	6,263	67%
Music									
-CD	5,416	434	941	288	416	7,495	45,022	46,838	-4%
-Digital	1,872					1,872	8,621	5,553	55%
Video									
-DVD	39,940	5,300	9,381	4,197	8,055	66,873	405,145	352,828	15%
- Digital	844					844	4,256	294	
Total Non-Print Material	<u>51,766</u>	<u>5,808</u>	<u>11,204</u>	<u>4,497</u>	<u>8,571</u>	<u>81,846</u>	<u>492,647</u>	<u>433,757</u>	14%
Total Circulation	98,554	8,698	29,001	5,385	12,213	153,851	962,834	897,393	7%
Computer Usage									
Onsite Computer Use	7,480	576	1,260	527	622	10,465	67,057	73,640	-9%
Computer Usage Remote						1,936,155	13,769,834	14,229,126	-3%
Database Statistics									
Database Sessions	1,218					1,218	7,450	8,605	-13%
Database Searches	60,548					60,548	318,381	257,901	23%
Total Registrations	629	15	92	10	22	768	3,643	3,530	3%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
December 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>
<u>Programs/Tours</u>									
Adult Events	12	1	2	2	1	18	135	137	-1%
Attendance	232	8	486	19	33	778	5,479	5,276	4%
Teen Events	6	3	3	5	1	18	117	133	-12%
Attendance	224	46	53	26	6	355	3,892	5,195	-25%
Juvenile Events	22	13	22	14	4	75	538	437	23%
Attendance	758	161	964	292	151	2,326	19,762	20,326	-3%
Total Events	40	17	27	21	6	111	790	707	12%
Total Attendance	1,214	215	1,503	337	190	3,459	29,133	30,797	-5%
Law Library									
Visitors	231					231	1,654	1,746	-5%
Phone Calls	73					73	620	493	26%
Questions Answered	302					302	2,256	1,881	20%