



Kalamazoo Public Library

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**PUBLIC HEARING AND MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
June 22, 2015, 4:00 p.m.**

PUBLIC HEARING ON PROPOSED 2015-2016 PRELIMINARY BUDGET

An opportunity will be provided for public comment on the proposed budget.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS, AND COMMUNICATIONS
 - A. Resolution to Approve the Preliminary Budget and Authorize Millage Levy for 2015-2016
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of May 18, 2015
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Month Ending May 31, 2015
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Approval of the Capital Improvement Plan
 - B. Freedom of Information Act Policy
 - C. 3D Printer Policy
 - Reports
 - D. Public Services and Support Services Action Plans for 2015-2016
 - E. Patron Use of the Catalog – Gary Green
 - F. Staff Recognition Program – Terry New
 - G. 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. EXECUTIVE SESSION
 - A. Director’s Annual Review
- XI. RETURN TO OPEN SESSION FOR CONSIDERATION OF DIRECTOR’S CONTRACT
- XII. ADJOURNMENT

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Resolution to Adopt the Preliminary Budget
and Authorize the Millage Levy for 2015 - 2016**

DATE: June 22, 2015

Recommendation:

I recommend the Board adopt the attached resolution to approve the General Operating Fund – Preliminary Budget for FY 2015 – 2016 and authorize that 3.9583 mills be levied for library operations for 2015 – 2016.

Executive Summary:

The budget was reviewed at the regular Board Meeting on May 19, 2014. Prior to this meeting a Public Hearing was conducted for consideration of the budget and millage rate by the public and the revised budget was brought before the Board.

Kalamazoo Public Library

**RESOLUTION TO ADOPT THE BUDGET
AND AUTHORIZE A MILLAGE LEVY FOR 2015-2016**

Minutes of a Meeting of the Board of Trustees of the Kalamazoo Public Library,
Kalamazoo Michigan, held on June 22, 2015 at 4:00 p.m.

TRUSTEES PRESENT: _____

TRUSTEES ABSENT: _____

The following preamble and resolution were offered by Trustee_____ and supported by Trustee_____.

WHEREAS, it is necessary for the Board of Trustees of the Kalamazoo Public Library to adopt a budget for fiscal year 2015 – 2016 to support the Library’s operation and millage levy; and

WHEREAS, a public hearing was held pursuant to public notice on June 22, 2015 at which time all interested persons were given an opportunity to comment on the proposed budget and the millage levy for fiscal year 2015 – 2016; and

WHEREAS, the Board of Trustees has given due consideration to the budget and operational requirements of the Library and the proposed millage levy; and

WHEREAS, the Board of Trustees desires to provide for the appropriate certification of the operational millage levy for the Library;

NOW, THEREFORE, BE IT HEREBY RESOLVED that for the 2015 – 2016 fiscal year, the Board of Trustees hereby adopts and approves the budget as recommended for the Library by the Director in the total amount of \$11,373,309.

BE IT FURTHER RESOLVED that as to the 2015 – 2016 fiscal year, the millage for the Library operational purposes shall be in the amount of \$10,723,441.

BE IT FURTHER RESOLVED that the foregoing amounts are hereby levied by the Kalamazoo Public Library in the following manner:

The above-enumerated millage amount shall be levied on December 1, 2015, that being 3.9583 mills for Library operational purposes.

BE IT FURTHER RESOLVED that the Secretary of the Board of Trustees is hereby authorized and directed to report the aforementioned levies to the proper assessing officer or officers of the appropriate agencies, and the Secretary may provide copies of this Resolution when requested by an appropriate agency.

AYES: Trustees _____

NAYS: Trustees _____

RESOLUTION DECLARED ADOPTED.

Robert Brown, Secretary

Certificate

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kalamazoo Public Library, Kalamazoo, Michigan at a meeting held on June 22, 2015, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan 1976, as amended, and that the minute of said meeting were kept and will be or have been made available as required by said Act.

Robert Brown, Secretary

**Kalamazoo Public Library
General Operating Fund
Preliminary Budget
Fiscal year ending June 30, 2016**

	FY 13/14 Actuals	FY 14/15 Preliminary Budget	FY 14/15 Close Estimate Budget Revision	FY 15/16 Preliminary Budget	Variance to Prior	%
Revenue						
Property Taxes	\$ 10,203,577	\$ 10,249,482	\$ 10,264,905	\$ 10,418,240	\$ 153,335	1.5%
State Grants and Reimbursements	\$ 278,349	\$ 306,788	\$ 223,400	\$ 74,000	\$ (149,400)	-66.9%
Charges for Services	\$ 176,720	\$ 170,000	\$ 175,000	\$ 175,000	\$ -	0.0%
District Court Penal Fines	\$ 254,027	\$ 280,000	\$ 255,000	\$ 255,000	\$ -	0.0%
Other Revenue	\$ 554,102	\$ 464,563	\$ 481,794	\$ 450,769	\$ (11,025)	-2.4%
Total Revenue	\$ 11,466,774	\$ 11,450,833	\$ 11,380,099	\$ 11,373,009	\$ (7,090)	-0.1%
Expenditures						
Salaries & Benefits	\$ 6,790,671	\$ 7,169,775	\$ 7,111,109	\$ 7,214,450	\$ (103,341)	-1.5%
Materials	\$ 1,072,280	\$ 1,155,512	\$ 1,147,235	\$ 1,142,376	\$ 4,859	0.4%
Facilities	\$ 545,735	\$ 594,622	\$ 616,422	\$ 631,061	\$ (14,639)	-2.4%
Operating Expenses	\$ 332,202	\$ 364,072	\$ 340,802	\$ 348,793	\$ (7,991)	-2.3%
Technical Services	\$ 473,221	\$ 558,477	\$ 555,877	\$ 658,606	\$ (102,729)	-18.5%
Purchased Services	\$ 508,974	\$ 599,119	\$ 586,339	\$ 605,108	\$ (18,769)	-3.2%
Other	\$ 304,008	\$ 319,225	\$ 301,725	\$ 313,799	\$ (12,074)	-4.0%
Total Operating Expenditures	\$ 10,025,092	\$ 10,760,802	\$ 10,659,509	\$ 10,914,193	\$ (254,684)	-2.4%
Excess (Deficiency) of Revenue Over Expenditures	\$ 1,441,682	\$ 690,031	\$ 720,590	\$ 458,816	\$ (261,774)	
Operating Transfers						
Transfers to/from Other Funds/Prior adjustments	\$ (17,592)	\$ -	\$ -	\$ -	\$ -	
Transfers to Capital Improvement Plan	\$ 400,000	\$ 600,000	\$ 600,000	\$ 400,000	\$ 200,000	
Transfer to Bond Issues Debt Service	\$ 1,035,000	\$ -	\$ -	\$ -	\$ -	
Total Expenditures & Transfers	\$ 11,442,500	\$ 11,360,802	\$ 11,259,509	\$ 11,314,193	\$ (54,684)	
Excess (Deficiency) of Revenue and Other Sources Over Expenditures and Other Uses	\$ 24,274	\$ 90,031	\$ 120,590	\$ 58,816	\$ (61,774)	
Beginning Fund Balance	\$ 6,200,897	\$ 5,634,849	\$ 6,225,171	\$ 6,345,761	\$ 120,590	
Ending Fund Balance						
Non-spendable Prepaid Expenditures		\$ -	\$ -	\$ -	\$ -	
Restricted ONEplace grants	\$ 256,293	\$ 167,276	\$ 256,293	\$ 256,293	\$ -	
Assigned for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	
Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	
Unassigned Fund Balance	\$ 2,168,878	\$ 1,757,604	\$ 2,289,468	\$ 2,348,284	\$ 58,816	
Total Ending Fund Balance	\$ 6,225,171	\$ 5,724,880	\$ 6,345,761	\$ 6,404,577	\$ 58,816	

Kalamazoo Public Library's Property Tax Revenue is based upon a maximum allowable 3.9583 mills levied for operating purposes. The 3.9583 millage rate results from the effect of the Headlee rollback provision of MCL 211.34d upon the maximum authorized rate of 4.0 mills.

Budget Overview

The Preliminary Budget for fiscal year ending June 30, 2016 recognizes taxable values increasing 2.1% overall for the library district prior to adjustments for tax captures in the City of Kalamazoo and Oshtemo Township. The net of all estimates for the captures and delinquencies results in an increase in Property Tax Revenue by 1.5%, or \$153,335 over the prior year. The other significant variance to the total revenue forecast of the prior year is the elimination of the State of Michigan reimbursement for the MPSERS Unfunded Accrued Liability, reducing anticipated State Aid for fiscal year 2015-2016 to \$74,000, representing State Aid to Public Libraries.

In addition to the revision of several budget categories to clarify budget and expenditure definitions, the Preliminary Budget for fiscal year 2015-2016 includes the addition of two full-time equivalent (FTE) positions. The first position planned is an additional Youth Services Librarian to support Kalamazoo Public Library's goal of "Create Young Readers and Learners" primarily at branch libraries. The additional position planned is to support facilities management projects, contracts, and services.

Initiatives forecast for the year include moving the library's integrated library system to the cloud, contracting for system support of Human Resources and Affordable Care Act and Internal Revenue Service reporting requirements, and continuation of service enhancements for patrons utilizing both new and traditional platforms. Capital Improvement Plan support is continued at \$400,000.

The Preliminary Budget results in a net of revenues exceeding expenditures of \$58,816, all of which increasing Unassigned Ending Fund Balance by the same amount.

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: May 18, 2015
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Robert Brown, Bruce Caple, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, James VanderRoest, and Valerie Wright

Absent: None

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was amended to reschedule the Patron Use of Catalog report for a later meeting.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution to Authorize a Public Hearing on the Proposed Budget for 2015-2016

Recommendation: Director Rohrbaugh recommended the Board adopt the resolution authorizing a public hearing on the 2014-2015 budget.

Executive Summary: It is necessary to hold a public hearing on the proposed budget and publish notice of the hearing as detailed in the resolution to legally set the millage rate that supports the budget and allow the authorized property taxes to be collected for the operation of the library.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE RESOLUTION AUTHORIZING A PUBLIC HEARING ON THE 2015 – 2016 BUDGET

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. TenBrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple – yes

MOTION CARRIED: 7-0

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. Minutes of the Meeting of April 27, 2015*
- B. Personnel Items*

IV. FINANCIAL REPORTS

A. Financial Reports for the Month Ending April 30, 2015

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending April 30, 2015.

Discussion: J. VanderRoest commented that the general fund revenue was keeping an appropriate pace for this point in the fiscal year.

MOTION: V. WRIGHT MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING APRIL 30, 2015.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Budgets

Recommendation: Director Rohrbaugh recommended the Board take the following action by separate motions and votes:

1. Approve the "General Operating Fund – Close Estimate Budget Revision for FY 2014-2015"
2. Receive for review the "General Operating Fund – Preliminary Budget FY 2015-2016"
3. Receive for review the "Capital Improvement Plan for the Three Years Ending June 30, 2017"
4. Approve the "Special Revenue Fund Close Estimate Budget for FY 2014-2015" and the "Special Revenue Fund Preliminary Budget for FY 2015-2016"

Executive Summary:

Close Estimate Budget Revision for FY 2014-2015

The Close Estimate Budget Revision for fiscal year ending June 30, 2015 recognizes the final impact and accounting of the MPERS UAAL Stabilization expenditure and reimbursement by the State of Michigan. Both State Grants and Reimbursements and defined benefit Retirement Expense have been adjusted by \$96,649. Final taxable values and settlement amounts from each of the library district's participating governmental units were also available and have been adjusted for this revision of the budget. The net effect is a reduction in budgeted revenue of \$42,493 for the fiscal year. The corresponding reduction in retirement expense, the release of several reserves no longer needed at year-end, and a zero impact series of budget transfers in the Purchased Services category result in a reduction in budgeted expenditures of \$135,681.

The net effect of all revisions is an increase in Unassigned Fund Balance at the end of the fiscal year of \$93,188.

Preliminary Budget for FY 2015-2016

The Preliminary Budget for fiscal year ending June 30, 2016 recognized taxable values increasing 2.1% overall for the library district prior to adjustments for tax captures within the City of Kalamazoo and Oshtemo Township. After those captures are accounted for, property tax revenue is projected to increase 1.5%. Additionally, the elimination of the State of Michigan's reimbursement budget for the MPERS UAAL Rate Stabilization program reduces both revenue and expenditures as compared to the prior year, leaving only the estimated \$74,000 in State Aid to Public Libraries in the revenue category of State Grants and Reimbursements

In addition to the revision of several budget categories to clarify budget and expenditure definitions, the Preliminary Budget incorporates the addition of two full-time equivalent (FTE) positions. The first position planned is an additional Youth Services Librarian to support our services to youth primarily at branch libraries. Another additional position is planned to support facilities management projects, contracts, and services.

Initiatives included in fiscal year 2015-2016 include moving the library's integrated library system to the cloud; contracting for system support of human resources, the Affordable Care Act, and Internal Revenue Service reporting requirements; and the continuation of service enhancements for patrons utilizing both new and traditional platforms.

The Preliminary Budget continues support of the Capital Improvement Plan at \$400,000 for the fiscal year and results in a net of revenues exceeding expenditures of \$58,816.

Capital Improvement Plan

The Capital Improvement Plan for the three years ending June 30, 2017 continues current projects until completion. Within those budgets several detail projects already budgeted have been realigned to better fit their purpose. That realignment has caused much of the variances to prior budget recognized at the major category level but result in a Variance to Prior Total Expenditure budget of only \$755.

New projects included in the fiscal year 2015-2016 allocations include: repair of Central Library's exterior marble tile; public computer replacements; portable technology for both public programming and staff services; a multi-part server migration project; and several other smaller technology purchases.

The three year plan ends with a projected reduction of fund balance of \$186,345.

Special Revenue Fund

The Special Revenue Fund Close Estimate Budget for fiscal year 2014-2015 and the Preliminary Budget for 2015-2016 continue the current projects for Ready to Read, History Room, Gifts, and Friends Mini-Grants at current levels, recognizing gifts and grants received to date. No new projects or major grants are anticipated with the variances recognized due to carryover balances and continued activity.

All the above presented budgets have been reviewed and are recommended for either approval or review by the Finance and Budget Committee.

Discussion: Director Rohrbaugh indicated that the four financial items typically discussed at the May meeting have been prepared. Some of the recommendations are being brought to the Board for *reception* and others for *approval*.

She explained the four separate items in turn. The first being approval of the Close Budget Estimate revisions for the current fiscal year. The second being reception and review of the Preliminary Budget for the next fiscal year, which included two new full time positions: a youth librarian and an assistant to the Head of Facilities Management. The third being reception of the Capital Improvement Plan, which includes new projects such as repair to the exterior of Central, public computer replacement, and the migration of server functions to KRESA. The last being the approval of Special Revenue Funds, which include Ready to Read and Friends mini grants.

President Caple thanked the Finance and Budget Committee for having previously reviewed each of the four items.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE GENERAL OPERATING FUND CLOSE ESTIMATE BUDGET REVISION FOR FISCAL YEAR 2014 – 2015.

Discussion: R. Brown reminded Trustees that a revision of this type is necessary to bring the budget in line with reality.

MOTION CARRIED 7-0.

MOTION: J.VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO RECEIVE FOR REVIEW THE GENERAL OPERATING FUND PRELIMINARY BUDGET FOR FISCAL YEAR 2015 – 2016.

Discussion: J. VanderRoest noted that the fund balance increase is higher than it has been in the last several years. V. Wright commented the increase was particularly impressive in light of the creation of the two new full time positions.

MOTION CARRIED 7-0.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO RECEIVE FOR REVIEW THE CAPITAL IMPROVEMENT PLAN FOR THE THREE YEARS ENDING JUNE 30, 2017.

Discussion: President Caple asked how much trouble the slipperiness of the entryway to Central was over the winter, and whether any steps toward remediation of that situation had been considered. Director Rohrbaugh responded, saying she believed there was a substance applied early on which helped. She then asked S. Lindemann, Head of Facilities Management, for her input. S. Lindemann stated at one point an etching into the bricks was conducted which allowed for greater traction. She said short of pulling up the surface and replacing it entirely, that has been the best solution to date. President Caple said he thought it would be a good topic to think about moving forward, since it affects so many patrons and staff.

J. VanderRoest pointed to an item in the CIP for AV shelving which is currently on hold. Director Rohrbaugh elaborated on the item in question stating the first few months of the year would be spent making a plan for expansion of the AV shelving before a specific budget for the project would be adopted.

V. Wright asked for information regarding proposed repairs to the marble exterior. S. Lindemann described the way in which water was penetrating the grout between the tiles, which in time will cause them to detach from the façade of the building.

MOTION CARRIED 7-0.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE OTHER GIFTS & GRANTS REVISED CLOSE ESTIMATE BUDGET FOR FISCAL YEAR 2014 – 2015 AND THE OTHER GIFTS & GRANTS PRELIMINARY BUDGET FOR FISCAL YEAR 2015 – 2016.

MOTION CARRIED 7-0.

B. Supervisory – Technical and Administrative Staff Compensation Pools for FY 2015-2016

Recommendation: Director Rohrbaugh recommended the Board approve the compensation pools for Supervisory-Technical and Administrative Employees for the FY 2015-2016.

Executive Summary: The recommended compensation pool for supervisory-technical and administrative staff provide for salary merit increases for all non-represented staff within the approved salary ranges for FY 2015-2016.

Recommended Supervisory-Technical Pool	\$25,500
Recommended Administrative Pool	\$18,500*

* Includes allowance for the Director.

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

MOTION: V. WRIGHT MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE COMPENSATION POOLS FOR SUPERVISORY-TECHNICAL AND ADMINISTRATIVE EMPLOYEES FOR THE FY 2015 – 2016.

Discussion: President Caple asked how the compensation pools compare to those from years past. Director Rohrbaugh indicated the pools were very similar to those in previous years.

MOTION CARRIED 7-0.

REPORTS:

C. State of the eBooks – Matt Smith

Report: M. Smith introduced himself and explained that in addition to working at the reference desk and the law library, he also works as the material selector for KPL’s eBook collection.

He began his presentation to the Board by sharing statistics regarding eBook circulation and demographic information about eBook users. He stated thus far in 2015, eBook circulation has been up considerably over previous years. Users are primarily female and live near Oshtemo

Township, WMU, and the West Main area.

M. Smith continued by explaining the process of how KPL gains access to eBooks, which begins with the author and publisher before they are picked up by Overdrive, and purchased by the Midwest Collaborative for Library Services. In addition to those we have access to through the collaborative, Matt purchases specific books purely for use by Kalamazoo Public Library patrons. He then went on to explain several other operational models, including those used by Kent District Library and the Douglas County Public Library located in Colorado.

He then shared additional statistics which he had gathered in an effort to better inform the purchases he makes for the library. He said most eBook users also visit the library in person for other purposes. Circulation statistics between eBooks and traditional books are similar in that the same genres and authors tend to be the most popular. The order of popularity, however, is different, with romance novels overwhelmingly being the most highly circulating literature in the eBook format.

M. Smith continued by explaining pricing models for different genres and authors and drew the Trustees' attention to a wide cost disparity in costs between best-selling authors and lesser known writers. He then shared patron feedback, which was largely positive. Most patrons thought wait times associated with eBooks were appropriate. Several commented that the user interface for downloading eBooks has become better over time. Many patrons rely on KPL as their primary source of eBooks.

Discussion: President Caple asked M. Smith about the operational model at Douglas County Public Library which works directly with publishers to acquire eBooks. M. Smith indicated that it's a very unique model, and important because they are creating a model for others to follow. He stated that the publishers working with the library are very small and local, and the eBooks themselves are quite obscure, but it is an interesting model nonetheless.

President Caple inquired as to the conditions under which a license for an eBook would expire. M. Smith stated licenses obtained from Overdrive are valid until we leave Overdrive or the company ceases to exist.

J. VanderRoest asked about a lending model that was previously discussed in which a library's license on an eBook would only be valid for a certain number of circulations. M. Smith indicated that is indeed a model that exists. M. Cockrell added that each publisher tends to subscribe to a specific model, but he believes a standard model will emerge before long.

L. Godfrey expressed her frustration with the depth of the eBook collection in terms of nonfiction, and specifically, classical literature. M. Smith replied by explaining his recent move to using of Collection HQ to evaluate the eBook circulation stats. He has noticed classical literature circulating well and plans to look into expanding that genre's footprint in the collection.

J. VanderRoest mentioned he was intrigued by the potential of eBooks to become a multimedia experience. M. Smith agreed and pointed out that the path for that format was currently being paved in children's eBooks.

President Caple asked if any initiatives were being planned to attempt to lend eBook readers to

patrons, specifically those residing in areas within the KPL district for which circulation rates were low. M. Smith stated he has thought extensively about this and there are both costs and benefits associated with lending readers. Feedback he has received from other librarians indicates that there is a lot of work involved in preparing the readers for circulation for each checkout.

Disposition: Trustees thanked M. Smith for his report.

D. It's My Library Campaign – Farrell Howe

Report: F. Howe began her report by showing a video which is indicative of the types she would like to assist library patrons in creating as part of the campaign. The video featured F. Howe explaining all the services for which she visits the library.

She continued by explaining the campaign is set to begin in the Fall of 2015 and currently she is collecting 'applications' from patrons interested in creating a video of their own. A primary focus of this campaign is to demonstrate the huge variety of services provided by the library. Another focus will be highlighting the number of community partnerships in which KPL is engaged.

F. Howe then explained several of her goals, the first of which is to increase patron engagement through social media. She also expressed interest in drawing attention to KPL branch libraries. She stated that she will be seeking patrons who primarily visit branches for creation of their own 'It's My Library' videos which feature those locations.

Highlights from the first phase of the campaign include 'It's My Library' buttons for staff to begin the dialogue with patrons and 'selfie stations' for each branch at which patrons can take photographs and post them to Instagram. There will be a strong integration between KPL programs and national library initiatives such as Library Sign-up Month. There will also be prizes for patrons who choose to share their library stories. Promos will include buttons, pens, window clings, bookmarks, t-shirts, bags and more.

F. Howe then explained that phase two will primarily focus on KPL's community partnerships which will focus on unique collaborations and promotions with each partner, such as discounts at partner locations.

Discussion: C. TenBrink asked whether this campaign is an established model. F. Howe said it was not and was designed completely by KPL staff.

R. Brown asked about the proposed logo for the campaign. F. Howe explained it is meant to be fun and may be modified further for use in digital applications.

Disposition: Trustees thanked F. Howe for her report.

E. Summer Reading Challenge – Andrea Vernola and Michael Cockrell

Report: Director Rohrbaugh introduced A. Vernola and M. Cockrell. A Vernola began their report

by explaining some differences in this year's program. She stated there will only be one game board for everyone, as opposed to one for each age group. The theme will be 'Read Like a Hero' and the dates for the program will be June 1st through August 28th.

Regarding prizes, A. Vernola said children birth through 4th grade will receive three books and a t-shirt, teens and tweens will receive three books and a set of earbuds, and adults will receive raffle entries for Friends of KPL gift certificates and the popular canvas bags from last year for the sixty day prize.

M. Cockrell explained some of the changes made this year regarding the reduction in prizes for adults and use of a single game board for all ages. The rationale behind these changes is to save on overall costs of the program and strengthen the focus on youth literacy. He added that it appears as though most adults sign up and play with their families as evidenced by statistics which show most adults sign up at Children's desks.

Discussion: C. TenBrink asked whether there would be promotion through Kalamazoo Public Schools this year. S. Warner and A. Vernola indicated that there would be promotion and partnership with KPS. C. TenBrink inquired about a relationship with charter schools in the area. S. Warner indicated no such partnership was currently in place.

J. VanderRoest asked whether there has been an effort to sign children up for the Summer Reading Challenge at Party in the Park. A. Vernola stated that has never been explored, but is something to think about in the future. F. Howe reminded the Board that there will be many opportunities for patrons to sign up for the Summer Reading Challenge at Kalamazoo Growlers games this summer.

Director Rohrbaugh stated she is proud that KPL maintains a three-month schedule for the Summer Reading Challenge, while many libraries have opted for a significantly shorter run for their own summer reading programs.

Disposition: Trustees thanked A. Vernola and M. Cockrell for their report.

F. Legislative Update – Diane Schiller

Report: D. Schiller began her report by stating that most legislative items she has been following have showed no activity worth noting. The legislation has been busy attending to appropriations bills and other matters that do not necessarily affect the library.

One item which may impact KPL operations is an amendment to an existing bill which would allow a school district to become a partner in a newly formed library district. This amendment passed the Senate in March and is now working its way through the House.

She continued by explaining another bill currently being considered by the House which defines protocol for remote attendance at meetings such as those held by the KPL Board of Trustees. This bill would not allow Trustees to vote remotely.

Additionally, she mentioned there is a bill which seeks to make changes to union contracts and bargaining agreements. The bill forbids the inclusion of paid time off for the purpose of

conducting union business. D. Schiller indicated that bill would affect KPL bargaining agreements moving forward.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee* – J. VanderRoest stated the committee had an extensive meeting to discuss budgets.

B. *Personnel Committee* – V. Wright said the committee will be meeting in late May or early June.

C. *Fund Development and Allocations Committee* – No meeting.

D. *Director's Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

A. *Director's Report*

Report: Director Rohrbaugh began her report by drawing Trustees' attention to an item regarding the Anti-Racism Transformation Team, stating that a number of KPL staff have recently attended a one-day training session at the YWCA, and a further group is planning to attend in August. Additionally, the ARTT has applied for a grant through the American Library Association; we expect to hear the results of that application soon.

She continued, announcing that health insurance rates are increasing for all library employees through MESSA. Next, she shared the library calendar for the year of July 1st, 2015 through June 30th, 2016.

She then informed Trustees that the IT department has received a grant from the Friends of KPL to purchase a 3D Printer, which will be added to The Hub and will be staff-operated. A policy and guidelines for printer are being investigated, and she expects to have a draft prepared for the June meeting.

Director Rohrbaugh then moved to an item indicating 300 KPL patrons took advantage of our free tax preparation services which, as usual, were coordinated by Christine Hann.

Discussion: Director Rohrbaugh began a discussion with Trustees regarding parking arrangements for board members moving forward. She asked P. Joppi to explain a handful of options that have been discussed. P. Joppi indicated there is a debit card through Central City Parking which allows parking at downtown parking meters. A second option would be to reimburse Trustees for parking on their own.

L. Godfrey explained some concerns with the proposed debit cards stating they could be used for non-library related business. J. VanderRoest indicated that it is often difficult to find a space or a meter downtown. President Caple asked whether we have reached out to the Park Club regarding parking in their lot. J. VanderRoest stated he had, and that they felt as though since Director Rohrbaugh's membership had lapsed, they no longer felt comfortable allowing trustees

to park in their lot. J. VanderRoest indicated there is a non-profit membership rate available at the Park Club. President Caple suggested we pursue additional information through the Park Club regarding their membership opportunities and rates.

L. Godfrey asked whether the free tax preparation services were better attended this year than in years past. Director Rohrbaugh said she believed that was the case.

V. Wright said she thought KPL staff involvement in professional development opportunities locally and abroad is very encouraging.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey said she appreciated today's reports and thought the information was very valuable.
- V. Wright stated she agrees with the changes made to the Summer Reading Challenge regarding the awarding of prizes to adult patrons.
- C. TenBrink said she was looking forward to Party in the Park and will be reading at that event.
- K. Randolph had no comments.
- R. Brown had no comments.
- J. VanderRoest stated he would also be reading at Party in the Park.
- President Caple said he thought it was great to see the KPL table at the Farmer's Market over the weekend. He also stated that the local history programming lately has been wonderful, and he continues to be pleased that we are able to offer such programs.

X. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:32 P.M.

X _____
Robert Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: June 22, 2015

Employee Transfer

Jeremy Breeding will transfer to the KPLSP FTE 1.0 Library Assistant 5 position of Head Custodian in Facilities Management effective June 1, 2015. Jeremy has most recently held the KPLSP FTE 1.0 Library Assistant 4 Maintenance Technician (formerly Day Services) position. Jeremy has been employed with KPL since February 2001.

Hourly Staff

New hire

Kristyn Canary – MAC intern (summer only)

Transfers

Natalie Johnson – Transferred from Tech intern to Desktop Systems Support intern

Separations

Calvin Chao – Web-Database Systems Support intern - BITS

Calvin Kortz – Desktop Systems Support intern - BITS

Valiant Robb – Library aide – Oshtemo/BITS

Employee Anniversaries

- Wendy Hand – 25 yrs.
- James Clarey – 20 yrs.
- Maureen Lannon – 19 yrs.
- Linda Clearwaters – 19 yrs.
- Jerry Smith – 17 yrs.
- Jill Lansky – 15 yrs.
- Amy Manley – 14 yrs.
- Rachel Hudson – 9 yrs.
- Amanda Dooley – 5 yrs.
- Asia Haywood – 4 yrs.

- Porsche Hill – 4 yrs.
- Kit Almy – 1 yr.
- Humberto Cortes – 1 yr.

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
May 31, 2015**

DATE: June 22, 2015

Recommendation:

I recommend the Board accept the Financial Reports for the month ending May 31, 2015.

Executive Summary:

Notes to the reports are included for your information.

James E. VanderRoest, Treasurer

**Kalamazoo Public Library
Internal Financial Reports
For the month ending May 31, 2015**

Sources and Uses of Funds

Electronic Transfers

Kalamazoo Public Library's operating pool of funds experienced a net use of funds totaling \$284,344 during the month of May. Uses of cash totaling \$1,003,042 were offset in large part by the receipt of \$546,800 in property tax revenues from the Kalamazoo County Revolving Fund and a combination of State Aid to Public Libraries and MPSERS UAAL funding that totaled \$14,293. Total ending cash in the pooled cash and investment accounts totaled \$9,844,761 at the end of the month.

Electronic transfers totaling \$550,246.89 were typical for the month of May with the exception of the MPSERS UAAL "pass-thru" payment of \$105,140.

Combined Balance Sheet

Other assets totaling \$279,774 in the General Fund represent contracts and invoices prepaid as of May 31st for services to be rendered next fiscal year. Included in that total are the June MESSA payment, prepaid 3M and other maintenance and software contracts, prepaid property and liability insurance, and multiple prepayments for electronic materials licenses and access.

General Fund Revenue & Expenditure Summary

Revenue recognized during the month of May totaled \$718,646, bringing the revenue recognized to date to 98.5% complete of the Close Estimate Budget Revision. Outstanding revenue yet expected include the District Court Penal Fines from Kalamazoo County and the second half of the State Aid to Public Libraries for the fiscal year.

Expenditures in total are 86.1% of the total Close Estimate Budget Revision. Several line items within the purchased services category, namely Insurance and Advertising, have already exceeded the revised budget. In both cases, estimates available at the beginning of May proved a bit too low. The insurance budget, for example, included an estimated contingency for the Workman's Compensation Experience Audit conducted every April which in this case proved inadequate for the additional \$2500 in coverage due as a result. No category budget is anticipated to overrun however.

Capital Improvement Plan

Of the \$89,205 of expenditures recorded during the month of April, \$83,488 was paid to TEL Systems for delivery of the new telephone system. Outstanding encumbrances as of May 31st of \$114,701 represent contracts to purchase new public computers from Dell, the new children's area desk at Oshtemo, and several other items.

Other Gifts Revenue and Expenditure Summary

Activity during the month of May included several gifts to Gifts and Memorials, the History Room, and Library Gifts totaling \$433. Expenditure recorded included several Friends Mini-Grants and miscellaneous expenditures for juvenile books primarily for Ready to Read.

Endowment Fund

As of the end of April, the market value of the Endowment totaled \$3,973,247 with the net change in market value for the fiscal year totaling \$178,645, most of which was contributed by stock values. No trades were recorded during the month, however several dividend and interest receipts were recorded totaling over \$4,100.

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending May 31, 2015**

		May
BEGINNING CASH BALANCE *	\$	10,129,105
* Including short-term investments		
 <u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$	546,800
IFT/CFT, PILOT receipts	\$	12,932
State Aid/MPSERS UAAL Rate Appropriation	\$	141,293
District Court Penal Fines/Law Library Revenue	\$	-
Interest Income	\$	2,086
Library Fines & Fees	\$	10,336
Other Sources: Gifts, Grants, & Reimbursements	\$	5,000
Other Gifts (Ready to Read, etc)	\$	250
TOTAL SOURCES OF CASH	\$	718,698
 <u>USES OF CASH:</u>		
Salaries & Wages	\$	(404,023)
Benefits	\$	(182,492)
Materials	\$	(72,611)
Supplies	\$	(25,216)
Facilities	\$	(32,323)
Technical Services	\$	(14,753)
Purchased Services	\$	(34,335)
Other	\$	(46,422)
Capital Expenditures	\$	(87,439)
Prepaid Expenditures	\$	(103,427)
TOTAL USES OF CASH	\$	(1,003,042)
 ENDING CASH	 \$	 9,844,761
 <u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Fifth Third General & Payroll Checking Accounts	\$	669,854
Flagstar General & Payroll Checking Account	\$	450,112
First National NOW & ACH Transfer Accounts	\$	1,125,844
Fifth Third Arcadia Admin	\$	6,002
Petty Cash/Midwest Business Exchange Account/Paypal	\$	14,420
Pooled Cash Accounts	\$	2,266,233
 <u>Pooled Investments</u>		
Fifth Third Bank, Fifth Third Securities, CD's	\$	52
Flagstar Bank MM & CD's	\$	1,612,185
First National Bank MM, ICS Savings, & CD's	\$	5,966,291
Pooled Investment Accounts	\$	7,578,528
Total Pooled Cash & Investments	\$	9,844,761

Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
May 2015

	From	To		
5/4/2015	Transfer from 1st National Check		1st National ACH	\$ 100,000.00
5/4/2015	Transfer to 1st National ACH	1st National Checking		\$ (100,000.00)
5/4/2015	Transfer from 1st National Check		1st National Ltd ACH	\$ 7,000.00
5/4/2015	Transfer to 1st National Ltd ACH	1st National Checking		\$ (7,000.00)
5/5/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (1,134.00)
5/5/2015	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (4,103.75)
5/5/2015	MERS March	1st National Transfer	Municipal Employees Retirement System	\$ (23,421.00)
5/5/2015	403B Contribution 3/31/15	1st National Ltd Transfer	Journey Retirement Services	\$ (7,370.91)
5/6/2015	MPSERS UAAL	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (105,140.00)
5/7/2015	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,763.54)
5/7/2015	MPERS Retirement March	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (31,185.00)
5/8/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (991.96)
5/15/2015	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (49,151.46)
5/15/2015	Payroll 5/15/2015	5/3 Payroll Check	Employee Accounts	\$ (125,099.55)
5/15/2015	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
5/15/2015	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,297.81)
5/19/2015	Transfer from 1st National Check		1st National ACH	\$ 50,000.00
5/19/2015	Transfer to 1st National ACH	1st National Checking		\$ (50,000.00)
5/19/2015	Transfer from 1st National Check		1st National Ltd ACH	\$ 7,400.00
5/19/2015	Transfer to 1st National Ltd ACH	1st National Checking		\$ (7,400.00)
5/20/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (1,134.00)
5/20/2015	Employee Health Equity H.S.A.	5/3 General Check	Health Equity-Employee Accounts	\$ (4,063.75)
5/20/2015	403B Contribution 4/15/15	1st National Ltd Transfer	Journey Retirement Services	\$ (7,442.92)
5/22/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (991.96)
5/29/2015	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (48,767.33)
5/29/2015	Payroll 4/30/2015	5/3 Payroll Check	Employee Accounts	\$ (121,674.23)
5/29/2015	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,301.96)
5/29/2015	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
	Total Transfers May			\$ (550,246.89)

Kalamazoo Public Library
Combined Balance Sheet
As of May 31, 2015

	Operating	Capital	Special Revenue	Endowment
Assets				
Cash & Equivalents				
Cash & Checking	\$622,393.75	\$1,580,761.76	\$110,414.90	\$236,725.60
Investments	\$7,531,190.51	\$0.00	\$62,946.84	\$3,736,521.60
Total Cash & Equivalents	\$8,153,584.26	\$1,580,761.76	\$173,361.74	\$3,973,247.20
Accounts Receivable				
Accounts Receivable	\$471.55	\$0.00	\$0.00	\$0.00
Total	\$471.55	\$0.00	\$0.00	\$0.00
Other Assets				
Other Assets	\$279,774.13	\$0.00	\$0.00	\$0.00
Total Other	\$279,774.13	\$0.00	\$0.00	\$0.00
Total Assets	\$8,433,829.94	\$1,580,761.76	\$173,361.74	\$3,973,247.20
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$371.85	\$0.00	\$0.00	\$0.00
Salaries Payable	\$26,744.62	\$0.00	\$0.00	\$0.00
Retirement Payable	\$52,717.90	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$79,834.37	\$0.00	\$0.00	\$0.00
Net Assets				
Fund Balance	\$8,353,995.57	\$1,580,761.76	\$173,361.74	\$3,973,247.20
Total	\$8,353,995.57	\$1,580,761.76	\$173,361.74	\$3,973,247.20
Total Liabilities & Fund Balance	\$8,433,829.94	\$1,580,761.76	\$173,361.74	\$3,973,247.20

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
 May 31, 2015

	May	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$546,800.41	\$0.00	\$10,274,149.95	\$10,264,905.00	(\$9,244.95)	100.1%
Other Taxes	\$12,932.16	\$0.00	\$138,067.15	\$124,169.00	(\$13,898.15)	111.2%
Fines and Fees	\$10,335.99	\$0.00	\$159,180.82	\$175,000.00	\$15,819.18	91.0%
District Court Penal Fines	\$0.00	\$0.00	\$130,268.68	\$255,000.00	\$124,731.32	51.1%
Local Support	\$5,000.00	\$0.00	\$231,522.77	\$226,525.00	(\$4,997.77)	102.2%
Interest Income	\$2,086.03	\$0.00	\$12,262.92	\$15,000.00	\$2,737.08	81.8%
State Aid and Reimbursements	\$141,293.02	\$0.00	\$186,483.60	\$223,400.00	\$36,916.40	83.5%
Other	\$99.00	\$0.00	\$81,307.50	\$96,100.00	\$14,792.50	84.6%
Total Revenue	\$718,546.61	\$0.00	\$11,213,243.39	\$11,380,099.00	\$166,855.61	98.5%
Expenditures						
Salaries						
Administrator Salaries	\$54,351.16	\$0.00	\$599,362.84	\$653,722.00	\$54,359.16	91.7%
Librarian Salaries	\$106,213.10	\$0.00	\$1,156,073.93	\$1,270,780.00	\$114,706.07	91.0%
Supervisory Technical Salaries	\$56,540.22	\$0.00	\$624,496.59	\$684,530.00	\$60,033.41	91.2%
Library Assistant Salaries	\$132,515.32	\$0.00	\$1,443,080.61	\$1,587,970.00	\$144,889.39	90.9%
Hourly Staff	\$50,895.04	\$0.00	\$504,402.98	\$612,110.00	\$107,707.02	82.4%
Substitute Salaries	\$6,658.21	\$0.00	\$73,053.14	\$103,360.00	\$30,306.86	70.7%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$407,173.05	\$0.00	\$4,400,470.09	\$4,912,472.00	\$512,001.91	89.6%
Benefits						
Employee Insurance	\$84,668.12	\$0.00	\$907,697.55	\$1,004,520.00	\$96,822.45	90.4%
Retirement	\$157,391.26	\$0.00	\$689,333.27	\$752,749.00	\$63,415.73	91.6%
Employer FICA-Medicare	\$30,777.48	\$0.00	\$333,550.03	\$373,743.00	\$40,192.97	89.2%
Other Benefits	\$2,373.00	\$0.00	\$49,051.67	\$67,625.00	\$18,573.33	72.5%
Total	\$275,209.86	\$0.00	\$1,979,632.52	\$2,198,637.00	\$219,004.48	90.0%
Materials						
Adult Books	\$36,549.01	\$30,201.50	\$403,859.12	\$469,800.00	\$65,940.88	86.0%
Juvenile Books	\$4,787.05	\$5,230.03	\$88,344.38	\$96,500.00	\$8,155.62	91.5%
Periodicals	\$2,608.95	\$0.00	\$51,998.49	\$55,585.00	\$3,586.51	93.5%
Audio-Visual Material	\$28,080.78	\$30,107.27	\$290,624.18	\$323,500.00	\$32,875.82	89.8%
Digital Materials	\$872.51	\$0.00	\$147,675.38	\$201,850.00	\$54,174.62	73.2%
Total	\$72,898.30	\$65,538.80	\$982,501.55	\$1,147,235.00	\$164,733.45	85.6%
Facilities						
Fuel	\$3,710.01	\$0.00	\$60,870.91	\$67,700.00	\$6,829.09	89.9%
Electricity	\$13,964.19	\$0.00	\$158,462.92	\$194,900.00	\$36,437.08	81.3%
Water	\$439.32	\$0.00	\$3,891.84	\$5,875.00	\$1,983.16	66.2%
Custodial Supplies	\$7,804.67	\$1,309.17	\$68,622.96	\$77,440.00	\$8,817.04	88.6%
Grounds Maintenance	\$740.00	\$1,935.00	\$33,988.47	\$45,180.00	\$11,191.53	75.2%
Building Repair	\$2,961.97	\$2,343.85	\$50,848.11	\$88,781.00	\$37,932.89	57.3%
Building Operations	\$3,282.19	\$12,384.00	\$113,275.65	\$131,046.00	\$17,770.35	86.4%
Total	\$32,902.35	\$17,972.02	\$489,960.86	\$610,922.00	\$120,961.14	80.2%
Supplies						
Office Supplies	\$3,007.38	\$0.00	\$29,884.50	\$44,600.00	\$14,715.50	67.0%
Marketing Supplies	\$921.67	\$0.00	\$6,876.69	\$12,000.00	\$5,123.31	57.3%
Postage & Freight	\$965.17	\$0.00	\$23,138.36	\$39,230.00	\$16,091.64	59.0%
Processing Supplies	\$14,969.08	\$1,404.75	\$42,786.20	\$50,140.00	\$7,353.80	85.3%
Departmental Purchases	\$6,032.71	\$3,965.08	\$31,390.04	\$44,882.00	\$13,491.96	69.9%
Total	\$25,896.01	\$5,369.83	\$134,075.79	\$190,852.00	\$56,776.21	70.3%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
 May 31, 2015

	May	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$1,766.22	\$0.00	\$45,175.00	\$76,576.00	\$31,401.00	59.0%
Telecommunications	\$6,217.82	\$0.00	\$78,424.15	\$90,400.00	\$11,975.85	86.8%
Software & Licensing	\$3,439.97	\$0.00	\$283,815.33	\$323,369.00	\$39,553.67	87.8%
Cataloging & Processing	\$5,313.10	\$0.00	\$48,045.93	\$65,532.00	\$17,486.07	73.3%
Total	\$16,737.11	\$0.00	\$455,460.41	\$555,877.00	\$100,416.59	81.9%
Purchased Services						
Security	\$11,674.64	\$0.00	\$104,102.32	\$136,814.00	\$32,711.68	76.1%
Insurance	\$4,830.15	\$0.00	\$85,854.53	\$85,000.00	(\$854.53)	101.0%
Legal Services	\$0.00	\$0.00	\$72.00	\$7,500.00	\$7,428.00	1.0%
Contracted Services	\$7,536.16	\$2,280.00	\$145,985.63	\$196,525.00	\$50,539.37	74.3%
Printing Services	\$2,712.58	\$0.00	\$64,786.45	\$94,500.00	\$29,713.55	68.6%
Advertising	\$5,384.10	\$0.00	\$67,221.91	\$66,000.00	(\$1,221.91)	101.9%
Total	\$32,137.63	\$2,280.00	\$468,022.84	\$586,339.00	\$118,316.16	79.8%
Other Expenditures						
Miscellaneous Operating	(\$310.51)	\$0.00	\$27,621.79	\$54,110.00	\$26,488.21	51.0%
Tax Charge Backs	\$7,564.69	\$0.00	\$43,001.23	\$65,000.00	\$21,998.77	66.2%
Travel & Conference-Director	\$0.00	\$0.00	\$1,285.72	\$4,000.00	\$2,714.28	32.1%
Travel & Conference	\$4,168.94	\$0.00	\$17,036.24	\$42,535.00	\$25,498.76	40.1%
Staff Development	\$609.46	\$0.00	\$8,829.74	\$21,590.00	\$12,760.26	40.9%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
Miscellaneous Disbursements	\$2,375.72	\$4,275.70	\$36,438.81	\$63,740.00	\$27,301.19	57.2%
Vehicle Maintenance	\$108.40	\$0.00	\$2,746.78	\$5,500.00	\$2,753.22	49.9%
Programming Expenditures	\$21,043.61	\$0.00	\$102,101.65	\$166,600.00	\$64,498.35	61.3%
Rent	\$2,456.19	\$0.00	\$28,861.89	\$32,100.00	\$3,238.11	89.9%
Total	\$38,016.50	\$4,275.70	\$267,923.85	\$457,175.00	\$189,251.15	58.6%
Total Expenditures	\$900,970.81	\$95,436.35	\$9,178,047.91	\$10,659,509.00	\$1,481,461.09	86.1%
Transfers						
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$612,500.00	\$612,500.00	0.0%
Total Transfers	\$0.00	\$0.00	\$0.00	\$612,500.00	\$612,500.00	0.0%
BEGINNING FUND BALANCE	\$8,536,419.77	\$0.00	\$6,223,363.74	\$6,223,363.74	\$6,225,171.00	0.0%
NET SURPLUS/(DEFICIT)	(\$182,424.20)	(\$106,953.35)	\$2,023,678.48	\$108,090.00	(\$1,915,588.48)	1872.2%
ENDING FUND BALANCE	\$8,353,995.57	(\$106,953.35)	\$8,247,042.22	\$6,331,453.74	\$4,309,582.52	(46.9%)

Kalamazoo Public Library Capital Improvement Plan May 31, 2015

	Actual	Encumbrances	YTD+Encumb	Budget	Variance
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	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00
884 - Digital Lab Equipment	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00
894 - Oshtemo Refurb Phase I	\$0.00	\$0.00	\$2,500.00	\$0.00	(\$2,500.00)
896 - Looped Technology	\$0.00	\$0.00	\$10,400.00	\$10,400.00	\$0.00
Total	\$0.00	\$0.00	\$28,900.00	\$26,400.00	(\$2,500.00)
Total Revenue	\$0.00	\$0.00	\$28,900.00	\$26,400.00	(\$2,500.00)
Expenditures					
Library Systems and Equipment					
Integrated Library System					
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$4,384.00	\$4,384.00
Total Library Systems and Equipment	\$0.00	\$0.00	\$0.00	\$4,384.00	\$4,384.00
Furniture & Equipment					
Furniture & Equipment					
810 - Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$70,695.00	\$70,695.00
811 - Carpet Master Plan	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
813 - Display/Public - Central	\$0.00	\$760.05	\$9,634.05	\$10,000.00	\$365.95
814 - Chairs - Multiple Departments	\$0.00	\$1,002.37	\$6,450.48	\$10,620.00	\$4,169.52
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$9,915.48	\$11,850.47	\$15,500.00	\$3,649.53
817 - Viewscan microfilm Readers	\$0.00	\$0.00	\$21,664.04	\$21,664.00	(\$0.04)
818 - Video equipment-Canon Camcorders	\$2,998.00	\$0.00	\$2,998.00	\$3,200.00	\$202.00
880 - ADS conference room	\$0.00	\$0.00	\$3,070.52	\$4,100.00	\$1,029.48
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$1,196.49	\$1,196.00	(\$0.49)
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	\$2,596.00	(\$0.11)
892 - Local History Room Furniture	\$0.00	\$0.00	\$2,244.26	\$3,261.00	\$1,016.74
893 - Delivery Vehicle	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00
894 - Oshtemo Refurb Phase I	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
Total Furniture & Equipment	\$2,998.00	\$11,677.90	\$61,704.42	\$324,588.00	\$262,883.58
Building Alterations					
Building Alterations					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$42,362.00	\$42,362.00
823 - Generator - Oshtemo	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
824 - Generator - Eastwood	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
827 - Security Camera System	\$0.00	\$1,217.38	\$15,490.38	\$15,500.00	\$9.62
828 - Eastwood Roof Repair	\$0.00	\$0.00	\$0.00	\$22,000.00	\$22,000.00
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	\$11,181.00	\$0.00
874 - Metasys control system/monitors	\$0.00	\$0.00	\$5,304.00	\$5,407.00	\$103.00
886 - Eastwood Drainage	\$0.00	\$0.00	\$13,300.00	\$13,300.00	\$0.00
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
895 - Central Freight Elevator	\$0.00	\$0.00	\$0.00	\$105,000.00	\$105,000.00
896 - Looped Technology	\$0.00	\$0.00	\$12,320.00	\$12,400.00	\$80.00
Total Building Alterations	\$0.00	\$1,217.38	\$57,595.38	\$365,150.00	\$307,554.62

**Kalamazoo Public Library
Capital Improvement Plan
May 31, 2015**

	Actual	Encumbrances	YTD+Encumb	Budget	Variance
Computer & Electronics					
Automation					
830 - Computer & Technology Reserve	\$0.00	\$0.00	\$0.00	\$20,058.00	\$20,058.00
831 - Automation Replacement	\$0.00	\$85,237.26	\$94,814.26	\$126,737.00	\$31,922.74
843 - Branch digital signage	\$297.36	\$0.00	\$3,342.46	\$9,411.00	\$6,068.54
845 - Public Spaces AV Upgrades	\$0.00	\$0.00	\$52,017.14	\$58,000.00	\$5,982.86
865 - Game Carts - Teen	\$0.00	\$0.00	\$1,457.77	\$4,599.00	\$3,141.23
878 - Portable Devices	\$1,966.07	\$0.00	\$9,191.61	\$21,410.00	\$12,218.39
879 - Office scanners	\$455.95	\$0.00	\$455.95	\$2,000.00	\$1,544.05
884 - Digital Lab Equipment	\$0.00	\$0.00	\$0.00	\$6,175.00	\$6,175.00
Total Computer & Electronics	<u>\$2,719.38</u>	<u>\$85,237.26</u>	<u>\$161,279.19</u>	<u>\$248,390.00</u>	<u>\$87,110.81</u>
RFID					
RFID and Telecommunications					
852 - RFID Building/Furniture	\$0.00	\$11,686.00	\$11,686.00	\$15,199.00	\$3,513.00
855 - Telephone System	\$83,488.32	\$4,883.03	\$107,204.91	\$125,000.00	\$17,795.09
Total RFID	<u>\$83,488.32</u>	<u>\$16,569.03</u>	<u>\$118,890.91</u>	<u>\$140,199.00</u>	<u>\$21,308.09</u>
Total Expenditures	<u>\$89,205.70</u>	<u>\$114,701.57</u>	<u>\$399,469.90</u>	<u>\$1,082,711.00</u>	<u>\$683,241.10</u>
Total Transfers	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$600,000.00</u>	<u>\$600,000.00</u>	<u>\$0.00</u>
TOTAL BEGINNING FUND BALANCE	<u>\$229,283.81</u>	<u>\$0.00</u>	<u>\$1,784,253.00</u>	<u>\$1,784,253.00</u>	<u>\$0.00</u>
TOTAL NET SURPLUS/(DEFICIT)	<u>(\$89,205.70)</u>	<u>(\$114,701.57)</u>	<u>(\$370,569.90)</u>	<u>(\$1,056,311.00)</u>	<u>(\$685,741.10)</u>
TOTAL ENDING FUND BALANCE	<u>\$140,078.11</u>	<u>(\$114,701.57)</u>	<u>\$2,013,683.10</u>	<u>\$1,327,942.00</u>	<u>(\$685,741.10)</u>

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
 May 31, 2015

	Actual	Encumbrances	Year-to-Date + Encumbrance	Budget	Variance
Revenue					
Local Support					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$836.14	\$1,000.00	\$163.86
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$21,950.00	\$22,000.00	\$50.00
301 - Gifts & Memorials - Materials	\$115.00	\$0.00	\$2,025.00	\$2,000.00	(\$25.00)
303 - History Room Gifts	\$112.38	\$0.00	\$548.15	\$435.00	(\$113.15)
308 - Library Gifts	\$206.15	\$0.00	\$657.20	\$500.00	(\$157.20)
379 - Friends Mini-Grants 2015	\$0.00	\$0.00	\$7,462.90	\$7,463.00	\$0.10
Total Local Support	\$433.53	\$0.00	\$33,479.39	\$33,398.00	(\$81.39)
Other					
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$735.00	\$735.00	\$0.00
Total Other	\$0.00	\$0.00	\$735.00	\$735.00	\$0.00
Total Revenue	\$433.53	\$0.00	\$34,214.39	\$34,133.00	(\$81.39)
Expenditures					
Salaries					
Hourly Staff					
303 - History Room Gifts	\$0.00	\$0.00	\$803.28	\$1,600.00	\$796.72
Total Hourly Staff Salaries	\$0.00	\$0.00	\$803.28	\$1,600.00	\$796.72
Total	\$0.00	\$0.00	\$803.28	\$1,600.00	\$796.72
Benefits					
Employer FICA-Medicare					
303 - History Room Gifts	\$0.00	\$0.00	\$61.45	\$125.00	\$63.55
Total Employer FICA-Medicare	\$0.00	\$0.00	\$61.45	\$125.00	\$63.55
Total	\$0.00	\$0.00	\$61.45	\$125.00	\$63.55
Materials					
Adult Books					
301 - Gifts & Memorials - Materials	\$324.91	\$200.39	\$986.07	\$1,000.00	\$13.93
Total Adult Books	\$324.91	\$200.39	\$986.07	\$1,000.00	\$13.93
Juvenile Books					
233 - Ready to Read - Gifts	\$0.00	\$2,147.20	\$7,032.61	\$12,000.00	\$4,967.39
235 - Ready to Read - Spelling Bee	\$490.00	\$0.00	\$13,554.46	\$18,000.00	\$4,445.54
301 - Gifts & Memorials - Materials	\$9.26	\$0.00	\$384.34	\$750.00	\$365.66
Total Juvenile Books	\$499.26	\$2,147.20	\$20,971.41	\$30,750.00	\$9,778.59
Total	\$824.17	\$2,347.59	\$21,957.48	\$31,750.00	\$9,792.52
Purchased Services					
Contracted Services					
303 - History Room Gifts	\$0.00	\$0.00	\$2,376.00	\$4,287.00	\$1,911.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$12,000.00	\$12,000.00	\$0.00
Total Contracted Services	\$0.00	\$0.00	\$14,376.00	\$16,287.00	\$1,911.00
Total	\$0.00	\$0.00	\$14,376.00	\$16,287.00	\$1,911.00
Other Expenditures					
Miscellaneous Disbursements					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$730.00	\$1,000.00	\$270.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$4,114.38	\$4,500.00	\$385.62
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$2,611.62	\$6,470.00	\$3,858.38
379 - Friends Mini-Grants 2015	\$1,142.13	\$0.00	\$3,786.44	\$7,463.00	\$3,676.56
380 - Scholarships/Administration Mini-Grants	\$0.00	\$0.00	\$98.74	\$1,255.00	\$1,156.26
381 - Staff Appreciation Mini-Grant	\$0.00	\$0.00	\$410.07	\$300.00	(\$110.07)
383 - History Room Mini-Grant	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$238.61	\$786.00	\$547.39
388 - Eastwood/Powell Mini-Grant	\$0.00	\$0.00	\$674.72	\$1,572.00	\$897.28
389 - Washington Square Mini-Grant	\$0.00	\$0.00	\$81.64	\$83.00	\$1.36
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$250.00	\$348.00	\$98.00
391 - Children's Mini-Grant	\$0.00	\$0.00	\$941.97	\$1,117.00	\$175.03
Total Miscellaneous Disbursements	\$1,142.13	\$0.00	\$13,938.19	\$26,394.00	\$12,455.81
Programming Expenditures					
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$0.00	\$1,922.00	\$1,922.00
Total Programming Expenditures	\$0.00	\$0.00	\$0.00	\$1,922.00	\$1,922.00
Total	\$1,142.13	\$0.00	\$13,938.19	\$28,316.00	\$14,377.81
Total Expenditures	\$1,966.30	\$2,347.59	\$51,136.40	\$78,078.00	\$26,941.60
TOTAL BEGINNING FUND BALANCE	\$174,894.51	\$0.00	\$187,936.16	\$187,936.16	\$0.00
TOTAL NET SURPLUS/(DEFICIT)	(\$1,532.77)	(\$2,347.59)	(\$16,922.01)	(\$43,945.00)	(\$27,022.99)
TOTAL ENDING FUND BALANCE	\$173,361.74	(\$2,347.59)	\$171,014.15	\$143,991.16	(\$27,022.99)

**Kalamazoo Public Library
Endowment Fund
Report Date: May 31, 2015**

	3/31/2015		%	4/30/2015		%
	Cost	Market	Cost to	Cost	Market	Cost to
	Basis	Basis	Market	Basis	Basis	Market
			Increase			Increase
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 238,535.44	\$ 238,535.44	0.0%	\$ 236,725.60	\$ 236,725.60	0.0%
Stocks	\$ 1,478,186.23	\$ 2,258,751.70	52.8%	\$ 1,504,405.08	\$ 2,238,881.55	48.8%
Fixed Income Investments	\$ 1,490,759.38	\$ 1,497,766.15	0.5%	\$ 1,490,759.38	\$ 1,497,640.05	0.5%
	\$ -	\$ -		\$ -	\$ -	
Total Value	<u>\$ 3,207,481.05</u>	<u>\$ 3,995,053.29</u>	<u>24.6%</u>	<u>\$ 3,231,890.06</u>	<u>\$ 3,973,247.20</u>	<u>22.9%</u>
<u>Fund Balance</u>						
Assigned for Children's Endowment		<u>\$ 18,470.72</u>			<u>\$ 18,582.93</u>	
Kalamazoo Public Library Endowment		<u>\$ 3,976,582.57</u>			<u>\$ 3,954,664.27</u>	
<u>Year to Date Revenue & Expenditures</u>						
Net Withdrawals/Deposits from/to Account		\$ -			\$ -	
Dividend and Interest Income		\$ 40,859.44			\$ 45,007.33	
Realized Gains (Losses) on Sale of Assets		\$ -			\$ -	
Unrealized Gains (Losses) on Market Value		\$ 171,119.99			\$ 151,123.74	
Arcadia Investment Management Fee/Other		<u>\$ (11,527.96)</u>			<u>\$ (17,485.69)</u>	
Net Change		\$ 200,451.47			\$ 178,645.38	

Summary:

No trades occurred during the month of April. Starbucks issued a 2 for 1 stock split increasing the portfolio's share by 750 shares. Dividends and interest received during April totaled \$4,147.89, while the quarterly investment fee for 1st quarter 2015 was remitted to Arcadia Investment Management in the amount of \$5,957.73.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Capital Improvement Plan**

DATE: June 22, 2015

Recommendation:

I recommend board approval of the attached Capital Improvement Plan (CIP) for the three years ending June 30, 2017.

Executive Summary:

As reported and discussed at the May board meeting, this CIP continues current projects until completion. Within those budgets, several detail projects already budgeted have been realigned to better fit the intended purpose. This realignment has resulted in a variance to prior budget recognized at the major category level, but results in a Variance to Prior Total Expenditure budget of only \$755.

New projects for the coming years include repair of central library exterior marble tile, public computer replacements, portable technology for both public programming and staff services, a multi-part server migration project, and several other smaller technology purchase. The three year plan ends with a projected reduction of fund balance of \$186,345.

This budget was reviewed in detail by the Finance and Budget Committee, along with other budgets, and comes to the full board with the committee's recommendation. It was also reviewed by the full board at the May meeting.

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

	<u>Fiscal year 2014-2015</u>	<u>Fiscal year 2015-1016</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	\$ 400,000	\$ 600,000	\$ 1,600,000	\$ 1,800,000	\$ (200,000)
Other Revenue/Transfers	\$ 28,900	\$ -	\$ -	\$ 28,900	\$ 16,000	\$ 12,900
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 628,900	\$ 400,000	\$ 600,000	\$ 1,628,900	\$ 1,816,000	\$ (187,100)
Capital Projects by Category						
Library Systems	\$ -	\$ -	\$ -	\$ -	\$ 4,384	\$ 4,384
Furnishings	\$ 165,965	\$ 50,000	\$ 50,000	\$ 265,965	\$ 474,588	\$ 208,623
Building Alterations	\$ 522,185	\$ 120,000	\$ 125,000	\$ 767,185	\$ 654,750	\$ (112,435)
Computer & Technology	\$ 379,156	\$ 209,250	\$ 150,000	\$ 738,406	\$ 498,390	\$ (240,016)
RFID	\$ -	\$ -	\$ -	\$ -	\$ 140,199	\$ 140,199
Total Expenditures	\$ 1,067,306	\$ 379,250	\$ 325,000	\$ 1,771,556	\$ 1,772,311	\$ 755
Total Reserves	\$ 625,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 625,000	\$ 125,000
Total Expenditures + Reserves	\$ 1,692,306	\$ 879,250	\$ 825,000	\$ 2,271,556	\$ 2,397,311	\$ 125,755
Beginning of Year Fund Balance	\$ 1,784,253	\$ 1,345,847	\$ 1,366,597	\$ 1,784,253	\$ 1,784,253	\$ (0)
Revenues Over (Under) Expenditures	\$ (438,406)	\$ 20,750	\$ 275,000	\$ (142,656)	\$ 43,689	\$ (186,345)
Fund Balance						
Assigned for IL System Replacement	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -
Assigned for Building Repairs	\$ 350,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 350,000	\$ (150,000)
Assigned for Telephone System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned for Server Replacement	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Assigned for Van Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned for Future Capital Projects	\$ 720,847	\$ 866,597	\$ 1,141,597	\$ 891,597	\$ 1,202,942	\$ (311,345)
End of Year Total Fund Balance	\$ 1,345,847	\$ 1,366,597	\$ 1,641,597	\$ 1,641,597	\$ 1,827,942	\$ (186,345)

Notes:

The Capital Improvement Plan for the three years ending June 30, 2017 continues current projects until completion. The underlying structure of the budget now includes only three major active categories: Furnishings, Buildings, and Computer & Technology. Within those budgets several detail projects already budgeted have been realigned to better fit their purpose. The Carpeting & Flooring Master Plan Budget, for example, has been moved from Furnishings to Buildings. Variances to the prior budget reflect these moves of project level budgets at the adopted summary budget level.

New projects included in the fiscal year 2015-2016 allocations include: repair of Central Library's exterior marble tile; public computer replacements; portable technology for both public programming and staff services; a multi-part server migration project; and several other smaller technology purchases.

The three year plan ends with a projected reduction of fund balance of \$186,345.

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

**Kalamazoo Public Library
Capital Improvement Plan
Summary of Active Allocations**

<u>Description</u>	<u>Adjusted FY 14-15 Budget</u>	<u>-----Fiscal Year 2015-2016-----</u>			
		<u>Contingency</u>	<u>Requested</u>	<u>On-Hold</u>	<u>Budget</u>
Library Systems & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Furnishings					
Furnishings Reserve	\$ 70,695	\$ 46,675	\$ -	\$ -	\$ 46,675
Central Library	\$ 48,754	\$ -	\$ -	\$ -	\$ -
Branch Libraries	\$ 35,896	\$ -	\$ 1,200	\$ -	\$ 1,200
System-Wide Projects	\$ 10,620	\$ -	\$ 22,125	\$ (20,000)	\$ 2,125
Total Furnishings	\$ 165,965	\$ 46,675	\$ 23,325	\$ (20,000)	\$ 50,000
Building Alterations					
Building Alterations Reserve	\$ 42,362	\$ 30,250	\$ -	\$ -	\$ 30,250
Structural Projects	\$ 22,000	\$ 4,600	\$ 70,000	\$ -	\$ 70,000
Mechanical Projects	\$ 183,000	\$ 9,150	\$ -	\$ -	\$ 9,150
Control & Security Systems	\$ 93,114	\$ 3,000	\$ -	\$ -	\$ 3,000
Other Facilities Projects	\$ 181,709	\$ 3,000	\$ -	\$ -	\$ 3,000
Total Building Alterations	\$ 522,185	\$ 50,000	\$ 70,000	\$ -	\$ 120,000
Computer & Technology					
Computer & Technology Reserve	\$ 20,058	\$ 25,000	\$ -	\$ -	\$ 25,000
Public Technology & Hardware	\$ 204,922	\$ 2,750	\$ 60,000	\$ -	\$ 62,750
Portable Technology	\$ 21,410	\$ -	\$ 23,400	\$ -	\$ 23,400
Other Technology/Computer Equipment	\$ 117,567	\$ -	\$ 9,400	\$ -	\$ 9,400
Server Migration	\$ -	\$ 4,000	\$ 80,000	\$ -	\$ 84,000
RFID/Circulation Technologies	\$ 15,199	\$ -	\$ 4,700	\$ -	\$ 4,700
Total Computer & Technology	\$ 379,156	\$ 31,750	\$ 177,500	\$ -	\$ 209,250
Total Capital Improvement Plan Expenditure Budget	\$ 1,067,306	\$ 128,425	\$ 270,825	\$ (20,000)	\$ 250,825

**Kalamazoo Public Library
Capital Improvement Plan
Summary of Active Allocations**

<u>Description</u>	<u>Adjusted FY 14-15 Budget</u>	-----Fiscal Year 2015-2016-----			
		<u>Contingency</u>	<u>Requested</u>	<u>On-Hold</u>	<u>Budget</u>
802 Library Systems (Complete)	\$ -	\$ -	\$ -	\$ -	\$ -
810 Furnishings Reserve -Unallocated	\$ 70,695	\$ 46,675	\$ -	\$ -	\$ 46,675
Central Library					
813 Display/Public-Central (Complete)	\$ 9,634			\$ -	\$ -
817 Viewscan Microfilm Readers (Complete)	\$ 21,664				\$ -
818 Video equipment -Canon	\$ 3,200				\$ -
880 ADS conference room - 2nd Floor Central (Complete)	\$ 3,071			\$ -	\$ -
889 Children's Room Table/Chairs - replacements	\$ 5,328				\$ -
891 Digital Lab furniture (Complete)	\$ 2,596				\$ -
892 Local History Furniture	\$ 3,261				\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Central Library Furnishing Projects	\$ 48,754	\$ -	\$ -	\$ -	\$ -
Branches					
815 Adult Workspaces/Public Areas - Oshtemo	\$ 15,500				\$ -
894 Oshtemo Children's Room Refurbishment - Phase I	\$ 15,000				\$ -
882 Oshtemo Drop box replacement	\$ 4,200				\$ -
881 Eastwood/Powell furniture (Complete)	\$ 1,196				\$ -
Office furniture - Powell	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Subtotal Branch Libraries Furnishing Projects	\$ 35,896	\$ -	\$ 1,200	\$ -	\$ 1,200
System Wide					
814 Chairs Multiple Departments	\$ 10,620				\$ -
Branch Computer chairs (10 Oshtemo, 7 WSQ)	\$ -		\$ 2,125		\$ 2,125
AV-DVD shelving master plan (AV Central & Branches)	\$ -	\$ -	\$ 20,000	\$ (20,000)	\$ -
Subtotal System-Wide Furnishing Projects	\$ 10,620	\$ -	\$ 22,125	\$ (20,000)	\$ 2,125
Total Furnishings	\$ 165,965	\$ 46,675	\$ 23,325	\$ (20,000)	\$ 50,000
820 Building Alterations Reserve - Unallocated	\$ 42,362	\$ 30,250	\$ -	\$ -	\$ 30,250
Structural Projects					
828 Eastwood Roof Repair	\$ -	\$ 4,600	\$ -	\$ -	\$ 4,600
Central Library - Marble tile maintenance	\$ 22,000	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000
Subtotal Structural Projects	\$ 22,000	\$ 4,600	\$ 70,000	\$ -	\$ 74,600
Mechanical Projects					
823 Generator - Oshtemo	\$ -	\$ 9,150	\$ -	\$ -	\$ 9,150
824 Generator - Eastwood	\$ 11,000	\$ -	\$ -	\$ -	\$ -
887 Generator - Central	\$ 6,000	\$ -	\$ -	\$ -	\$ -
895 Central Freight Elevator	\$ 50,000	\$ -	\$ -	\$ -	\$ -
841 Central Louvers on Air Handler Unit-2	\$ 105,000	\$ -	\$ -	\$ -	\$ -
	\$ 11,000	\$ -	\$ -	\$ -	\$ -
Subtotal Mechanical Projects	\$ 183,000	\$ 9,150	\$ -	\$ -	\$ 9,150
Control & Security Systems	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000

**Kalamazoo Public Library
Capital Improvement Plan
Summary of Active Allocations**

<u>Description</u>	<u>Adjusted</u>	<u>-----Fiscal Year 2015-2016-----</u>			
	<u>FY 14-15</u>	<u>Contingency</u>	<u>Requested</u>	<u>On-Hold</u>	<u>Budget</u>
827 Security Camera System (Complete)	\$ 15,490	\$ -	\$ -	\$ -	\$ -
842 Central Lighting Control	\$ 60,000	\$ -	\$ -	\$ -	\$ -
874 Metasys control system/monitors (Complete)	\$ 5,304	\$ -	\$ -	\$ -	\$ -
896 Looped Technology (Complete)	\$ 12,320	\$ -	\$ -	\$ -	\$ -
Subtotal Control & Security Systems	\$ 93,114	\$ 3,000	\$ -	\$ -	\$ 3,000
Other Facilities Projects	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000
886 Eastwood Site Drainage (Complete)	\$ 13,300	\$ -	\$ -	\$ -	\$ -
873 Multiple Site Parking Lot LEDs (Complete)	\$ 11,181	\$ -	\$ -	\$ -	\$ -
893 Delivery Vehicle	\$ 60,000	\$ -	\$ -	\$ -	\$ -
811 Carpet Master Plan Reserve (Cumulative)	\$ 97,228	\$ -	\$ -	\$ -	\$ -
Subtotal Facilities Projects	\$ 181,709	\$ 3,000	\$ -	\$ -	\$ 3,000
Total Building Projects	\$ 522,185	\$ 50,000	\$ 70,000	\$ -	\$ 120,000
830 Computer & Tech Reserve - Unallocated	\$ 20,058	\$ 25,000	\$ -	\$ -	\$ 25,000
Technology/Hardware - Public	\$ -	\$ 2,750	\$ -	\$ -	\$ 2,750
831 Automation Replacement	\$ 126,737	\$ -	\$ -	\$ -	\$ -
Computer replacement - annual allocation	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000
843 Branch digital signage	\$ 9,411	\$ -	\$ -	\$ -	\$ -
845 Public Spaces AV Upgrades	\$ 58,000	\$ -	\$ -	\$ -	\$ -
865 Game Carts - Teen	\$ 4,599	\$ -	\$ -	\$ -	\$ -
884 Digital Lab Equipment	\$ 6,175	\$ -	\$ -	\$ -	\$ -
Subtotal Public Technology/Hardware	\$ 204,922	\$ 2,750	\$ 60,000	\$ -	\$ 62,750
Portable Technology	\$ -	\$ -	\$ -	\$ -	\$ -
878 Portable Devices	\$ 21,410	\$ -	\$ -	\$ -	\$ -
iPads (4) mobilereporting security, (0)3 Circulating-Oshstemo	\$ -	\$ -	\$ 2,400	\$ -	\$ 2,400
iPad cases and charging station - Oshstemo Circulating	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
iPads updates and replacements	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000
Mac Minis	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Laptop replacements IT interns	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000
iPads - replacements (AR, DS) - allowance	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
iPad - Circulation Central (BH)	\$ -	\$ -	\$ 600	\$ -	\$ 600
Laptop - CAMP (MS)	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
iPads - (15) Teen Makerprograms & (10) Youth Circulating	\$ -	\$ -	\$ 9,000	\$ -	\$ 9,000
ipad cases/charging station for circulating iPads	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
Subtotal Portable Technology	\$ 21,410	\$ -	\$ 23,400	\$ -	\$ 23,400
Other Technology/Computer Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
879 Office Scanners - administrative/business office (start-up)	\$ 2,000	\$ -	\$ -	\$ -	\$ -
Office scanners additional units	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
855 Telephone System	\$ 115,567	\$ -	\$ -	\$ -	\$ -
Spare CISCO switch	\$ -	\$ -	\$ 2,700	\$ -	\$ 2,700
Staff Desktop PC replacement - IT (JC/WH)	\$ -	\$ -	\$ 3,100	\$ -	\$ 3,100
Desktop intern replacement MAC	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
42" monitor - discharge area	\$ -	\$ -	\$ 600	\$ -	\$ 600
Subtotal Other Technology/Computer Equipment	\$ 117,567	\$ -	\$ 9,400	\$ -	\$ 9,400
Server Migration Project - Fiber Install, etc.	\$ -	\$ 4,000	\$ 80,000	\$ -	\$ 84,000
RFID/Circulation Technology	\$ -	\$ -	\$ -	\$ -	\$ -

**Kalamazoo Public Library
Capital Improvement Plan
Summary of Active Allocations**

<u>Description</u>	<u>Adjusted FY 14-15 Budget</u>	<u>-----Fiscal Year 2015-2016-----</u>			
		<u>Contingency</u>	<u>Requested</u>	<u>On-Hold</u>	<u>Budget</u>
852 RFID / Circulation	\$ 15,199	\$ -	\$ -	\$ -	\$ -
Topaz Signature Gem (Circulation signatures)	\$ -		\$ 2,400	\$ -	\$ 2,400
RFID Reader Pad/Scanner/Printer (seasonal equipment-Oshtemo)	\$ -	\$ -	\$ 2,300	\$ -	\$ 2,300
Subtotal RFID/Circulation Technology	\$ 15,199	\$ -	\$ 4,700	\$ -	\$ 4,700
Total Computer & Electronic Technologies	\$ 379,156	\$ 31,750	\$ 177,500	\$ -	\$ 209,250
Total Capital Expenditures	\$ 1,067,306	\$ 128,425	\$ 270,825	\$ (20,000)	\$ 379,250



Kalamazoo Public Library

kpl.gov

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Freedom of Information Act Request for
Information Policy**

DATE: June 22, 2015

Recommendation:

I recommend board approval of the attached “Freedom of Information Act Request for Information Policy” and accompanying procedures and guidelines to be effective July 1, 2016, as a revision to “Requests for Kalamazoo Public Library Records” approved August 27, 2007.

Background:

As a public body, we are required by PA 563 to have in place by July 1, 2015, a policy approved by our board, along with

“...procedures and guidelines to implement this act and shall create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body’s written responses, deposit requirements, fee calculations, and avenues for challenges and appeals. The written public summary shall be written in a manner so as to be easily understood by the general public. If the public body directly or indirectly administers or maintains an official internet presence, it shall post and maintain the procedures and guidelines and its written public summary on its website.....”

The Michigan Library Association has coordinated compliance with this new law by providing webinars conducted by Anne Seuryneck of Foster Swift from Grand Rapids. Ms. Seuryneck’s practice focuses on library law and library issues. As a follow-up to the webinar, which Diane and I attended, materials and templates of the policy, procedures, and guidelines to comply with the law, tailored to a specific library, were available for purchase.

We purchased the materials, have added our contact information, and recommend them for your approval. Upon board approval, all materials will be added to our website for compliance with the law by July 1.

Requests for Kalamazoo Public Library Records

Policy # 30

- **Adopted:** August 27, 2007
- **Effective:** August 27, 2007

The Kalamazoo Public Library supports the public's right to information regarding the affairs of Kalamazoo Public Library. This document outlines the Library's practices and policies in regards to citizen requests for library records.

Recent Official Documents

The library maintains copies of many official library documents for the current and previous fiscal years on the library's website. (www.kpl.gov) These documents are available for review at any time. These documents include: [minutes of library board meetings](#), monthly [financial reports](#), approved [library budgets](#), approved [library policies](#), the library's most recent audited [financial statements](#), and other documents.

All official documents are maintained in the library director's office which is open to the public between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday.

Older Official Documents

Similar official documents for previous years are available in the library's [Clarence L. Miller Family Local History Room](#) and are available for review during all [open hours](#) of the library.

Patron Records

Pursuant to [Michigan's Library Privacy Act](#) (1982 PA 455), a patron's records are confidential in nature and such records will not be made available to any other individual or to any agency of government without written authorization of the patron. The library will resist the issuance or enforcement of any process, order, or subpoena until such time as the proper showing of good cause has been made in a court of competent jurisdiction.

FOIA Requests

The Kalamazoo Public Library is committed to complying with requests for library records in accordance with the provisions of the [Michigan Freedom of Information Act](#) (FOIA). All requests will be processed according to the requirements of MCLA 15.231 et. Seq.

FOIA requests should be made in writing and addressed to:

Library Director/FOIA Coordinator

Kalamazoo Public Library

315 S. Rose Street

Kalamazoo, MI 49007

Requests should be as specific as possible, so that the Library can identify the requested document(s). The written FOIA request must be dated, signed by the requester, and should include a time frame within which the requester would like to receive a response. It is also helpful to provide a phone number

and/or email address, so that if necessary the FOIA Coordinator can contact the requester to clarify a request.

FOIA Responses

In accordance with Michigan law, the requester will receive a response within five business days which will do one of the following:

- provide the requested document(s);
- notify the requester of a estimated fee for providing the information;
- notify the requester of a 10 day extension in response time;
- deny the request, if the document is exempted under MCLA 15.231 et. Seq.;
- or a combination of the above.

The Library may charge a reasonable fee for the actual costs of copying, search, examination, review or redaction of public records, as allowed by MCLA 15.231 et. Seq.

FOIA Coordinator

The Library's Freedom of Information Act Coordinator is the [Library Director](#). In the absence of the Director, staff will forward FOIA requests to a staff member who is authorized by the Director to respond to FOIA requests according to Michigan Freedom of Information Act provisions. The FOIA Coordinator will inform the Library Board of any requests denied.

FOIA Appeals

Denial of a request by the Library's FOIA Coordinator may be appealed to the Library Board by forwarding the request with a written notice of appeal to:

Board President
Kalamazoo Public Library
315 S. Rose Street
Kalamazoo, MI 49007

DRAFT

Freedom of Information Act Requests for Information

The Kalamazoo Public Library adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 (“FOIA”), that all persons, except those persons incarcerated in state, county or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA.

Recent Official Documents

The library maintains copies of many official library documents for the current and previous fiscal years on the library’s website. (www.kpl.gov) These documents are available for review at any time.

These documents include: [minutes of library board meetings](#), [monthly financial reports](#), [approved library budgets](#), [approved library policies](#), the library’s most recent [audited financial statements](#), and other documents.

All official documents are maintained in the library director’s office which is open to the public between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday.

Older Official Documents

Similar official documents for previous years are available in the Library’s [Clarence L. Miller Family Local History Room](#) and are available for review all [open hours](#) of the library.

Patron Records

Pursuant to Michigan’s [Library Privacy Act](#) (1982 PA 455), a patron’s records are confidential in nature and such records will not be made available to any other individual or to any agency of government without written authorization of the patron. The library will resist the issuance or enforcement of any process, order, or subpoena until such time as the proper showing of good cause has been made in a court of competent jurisdiction.

FOIA Requests

The Kalamazoo Public Library is committed to complying with requests for library records in accordance with the provisions of the [Michigan Freedom of Information Act](#). Requests for information must be in accordance with Kalamazoo Public Library’s written public summary pursuant to the requirements of Section 4(4) of the Michigan Freedom of Information Act. The written public [Summary of the Freedom of Information Act Procedures and Guidelines](#) can be viewed [here](#). A complete copy of the [Freedom of Information Act Procedures and Guidelines](#) is also available at the Library located at 315 S. Rose St., Kalamazoo, MI 49007, or on the [website](#).

KALAMAZOO PUBLIC LIBRARY
FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

I. PURPOSE.

The Kalamazoo Public Library ("Library") adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 ("FOIA"), that all persons, except those persons incarcerated in state, county or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. Access to information is important so that people may fully participate in the democratic process. These Procedures and Guidelines are enacted in compliance with the requirements set forth in Section 4(4) of the FOIA.

II. FOIA COORDINATOR.

The Library Director shall be the FOIA Coordinator. The FOIA Coordinator will respond to requests in accordance with the FOIA. An employee of the Library who receives a request for a public record must promptly forward that request to the FOIA Coordinator. The FOIA Coordinator is responsible for accepting, processing and approving a denial of a request and signing the written notice of denial. The FOIA Coordinator may designate another individual to act on his or her behalf in accepting and processing requests for the Library's public records, and in approving a denial.

III. REQUEST REQUIRED.

A. *Requestor; Public Record.* An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity, except those persons incarcerated in state, county or federal correctional facilities, may request public records from the Library. "Public Record" has the meaning as defined in Section 2(e) of the FOIA.

B. *Verbal Requests.* The Library may, but is not required to, provide public records in response to a verbal request, unless such verbal request is for information that the Library believes is available on its website. In such case, an employee, where practicable and to the best of his or her knowledge, shall inform the requestor about the pertinent website where the information is available.

C. *Written Requests.* Except as provided in Section III.B above, a person desiring to inspect, copy or receive a copy of a public record shall make a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission.

1. Where to Send the Request. Whenever possible, requests for public records should be directed to the following recipients so that the information can reach the FOIA Coordinator:

- a. By mail or in person:

Library Director / FOIA Coordinator
Kalamazoo Public Library
315 S. Rose St.
Kalamazoo, MI 49007

- b. By e-mail: www.kpl.gov/contact/

- c. By fax: 269.553.7999

2. Sufficient Description. Requests in writing must identify the public record sufficiently to allow the Library to find the requested record. If not, the request may be denied on that basis.

3. Electronic Transmissions. For requests sent by electronic transmission, the following shall apply:

- a. Electronic Transmissions. A written request made by facsimile, electronic mail, or other electronic transmission is not received by the Library's FOIA coordinator until 1 business day after the electronic transmission is made.

- b. Spam or Junk Mail Folder. If a written request is sent by electronic mail and delivered to the Library's spam or junk mail folder, the request is not received until 1 day after the Library first becomes aware of the written request. The Library shall note in its records both the time a written request is delivered to its spam or junk mail folder and the time the Library first becomes aware of that request. The FOIA Coordinator shall be responsible for routinely monitoring the spam and junk mail folders in order to determine whether they contain any FOIA requests.

4. Specify Format. The requestor may specify whether he or she would like to inspect, receive paper copies, or receive the public records on nonpaper physical media. The Library is only required to comply with the request for specified nonpaper physical media if it has the technological capability necessary to provide the public records on the requested nonpaper physical media in the particular instance.

5. Subscription. A person has a right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

IV. PROCEDURES FOR RESPONDING TO WRITTEN FOIA REQUESTS.

A. *Response.* Unless otherwise agreed to in writing by the person making the request, the Library shall respond to a request within 5 business days after it receives the request by:

1. Granting the request (which would include notifying the requestor that all or a portion of the public records requested are available on the website, if applicable);
2. Issuing a written notice to the requesting person denying the request;
3. Granting the request in part and issuing a written notice to the requesting person denying the request in part (which would include notifying the requestor that all or a portion of the public records requested are available on the website if applicable); or
4. Issuing a notice extending for not more than 10 business days the period during which the Library shall respond to the request.

The Library's written response shall be considered the final determination regarding the FOIA request.

B. *Understanding the Library's Response.* The Library has an obligation to respond as required under the FOIA. If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted. However, if the request is denied or denied in part, the Library shall provide the following information:

- 1 Pursuant to Section 13 of the FOIA, the Library may exempt certain documents from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply. The FOIA Coordinator may request assistance from the Library's Attorney regarding the application of exemptions. If exempt, the Library shall provide an explanation of the basis under this act or other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.
2. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library, if that is the reason for denying the request or a portion of the request. The denial letter may indicate that that the letter serves as the certificate as required by the FOIA.
3. A description of a public record or information on a public record that is separated or deleted pursuant to Section 14 of the FOIA, if a separation or deletion is made.

4. A full explanation of the requesting person's right to do either of the following:

a. Submit to the head of the Library a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or

b. Seek judicial review of the denial under Section 10 of the FOIA.

5. Notice of the right to receive attorneys' fees and damages as provided in Section 10 of the FOIA, MCL 15.240, if, after judicial review, the court determines that the Library has not complied and orders disclosure of all or a portion of a public record.

C. *No Obligation to Create Records.* The FOIA does not require the Library to make a compilation, summary, or report of information. Further, the Library is not required to create a new public record in order to respond to a request.

D. *Documents Available on Website.* If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Library shall notify the requestor in its written response. The written response, to the degree practicable in the specific instance, shall include a specific webpage address where the requested information is available.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format. On the detailed itemization, the Library shall separate the requested public records that are available on its website from those that are not available on the website and shall inform the requestor of the additional charge to receive copies of the public records that are available on its website.

V. FEES.

The Library may charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record because it has established, made publicly available, and follows these Procedures and Guidelines and the FOIA. The fee shall be limited to actual mailing costs and to the actual incremental cost of duplication or publication including labor; the cost of search, examination and review; and the deletion and separation of exempt information from non-exempt information as set forth more fully in these Procedures and Guidelines. The FOIA Coordinator shall provide a [detailed itemization of costs](#) on a standard form, as required under Section 4(4) of the FOIA ("Detailed Itemization"). The total fee shall not exceed the sum of the following components:

A. *Labor Costs:*

1. Searching for, Locating and Examining.

a. The Library may charge for searching for, locating and examining public records in conjunction with receiving and fulfilling a granted written request.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or who actually performs the labor.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

2. Separating and Deleting Exempt from Non-Exempt:

a. For services performed by an employee of the Library, the Library shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from non-exempt information in the particular instance, regardless of whether that person is available or who actually performs the labor. All references in these Procedures and Guidelines to separating and deleting exempt information from non-exempt information shall refer to the separation and deletion requirements set forth in Section 14 of the FOIA, MCL 15.244.

b. If the Library does not employ a person capable of separating and deleting exempt information from non-exempt information in the particular instance, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from non-exempt information in the same manner as employee labor costs when calculating charges under this subdivision if all of the following occur:

1) The Library's FOIA Coordinator determines on a case-by-case basis that the Library does not employ a person capable of separating and deleting exempt information from non-exempt information.

2) The Library clearly notes the name of the contracted person or firm on the Detailed Itemization.

3) Total labor costs calculated for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

d. The Library shall not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the Library's possession.

f. If the Library directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from this labor charge.

3. Duplication or Publication Labor Charges.

a. The Library may charge labor costs for duplication and publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually performs the labor.

c. Labor costs shall be estimated and charged in increments of one (1) minute, with all partial time increments rounded down.

4. Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits in the Detailed Itemization. Subject to the 50% limitation, the Library shall not charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format but may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

5. Overtime Wages. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the Detailed Itemization.

6. Itemization. All labor fee components shall be itemized using both the hourly wage and the number of hours charged on the Detailed Itemization.

7. Unreasonably High Costs. The labor fee shall not be charged for (1) searching for, locating and examining of public records, or (2) the cost of the deletion and separation of exempt information from non-exempt information, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. The FOIA Coordinator has authority to determine when the costs are unreasonably high in a particular instance, including, but not limited to, instances when the costs would be excessive and beyond the normal or usual amounts for responding to a request. In doing so, the FOIA Coordinator may take into account considerations such as the volume and complexity of the FOIA request as well as the Library's particular fiscal condition at the time of the request or any other conditions authorized by law.

B. *Other Costs.*

1. Nonpaper Physical Media. Costs for providing records on nonpaper physical media.

a. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. The Library is not required to provide the documents on nonpaper physical media if it lacks the technological capability necessary to provide records on the requested particular nonpaper physical media.

b. For public records provided to the requestor on nonpaper physical media, the Library may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media. The Library may use (but is not required to) a computer disc, thumb drive or other nonphysical media provided by the requestor but only if it is provided in its original packaging. Because the safety and security of the Library's computers and network is of important public interest, the Library may take that security interest into account when determining the means of providing the documents on nonpaper physical media.

2. Costs for Providing Paper Copies.

a. For paper copies of public records provided to the requestor, the Library may charge the actual total incremental cost of necessary duplication or publication, not including labor.

b. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the number of sheets provided.

c. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. For all other paper sizes, the Library may charge the actual total incremental cost of duplication or publication, not including labor.

d. The Library shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

3. Mailing Costs.

a. The Library shall charge the actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.

b. The Library shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.

C. *Statutory Fees.* The fees set forth in this Section V do not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.

D. *Fees Paid Before Providing Documents.* The Library shall require that all fees be paid in full before providing records in response to granted or granted in part written requests.

VI. DEPOSIT.

A. *Deposit.* In either the Library's initial response or subsequent response as described under Section 5(2)(d), the Library may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized the FOIA exceeds \$50.00, based on a good-faith calculation of the total. The deposit shall not exceed 1/2 of the total estimated fee, and the Library's request for a deposit shall be included in the Detailed Itemization. The response shall also contain a best efforts estimate by the Library regarding the time frame it will take the Library to comply with the law in providing the public records to the requestor. The time frame estimate is nonbinding upon the Library, but the Library shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a

manner based on this state's public policy under Section 1 and the nature of the request in the particular instance. If the Library does not respond in a timely manner as required by the FOIA, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy responses. Providing an estimated time frame does not relieve the Library from any of the other requirements of this act.

B. *Increased Deposit For Prior Unpaid Requests.* After the Library has granted and fulfilled a written request from an individual under this act, if the Library has not been paid in full the total amount for the copies of public records that the Library made available to the individual as a result of that written request, the Library may require a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if all of the following apply:

1. The final fee for the prior written request was not more than 105% of the estimated fee.
2. The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
3. The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
4. Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
5. The individual is unable to show proof of prior payment to the Library.
6. The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit from an individual described above if any of the following apply:

1. The individual is able to show proof of prior payment in full to the Library;
2. The Library is subsequently paid in full for the applicable prior written request; or
3. Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.

VII. WAIVER OR REDUCTION OF FEES.

A. *Waiver of Fees of First \$20.00.* A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following:

1. Indigency. An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

a. If the requestor is eligible for a requested discount, the Library shall fully note the discount on the Detailed Itemization.

b. If a requestor is ineligible for the discount, the Library shall inform the requestor specifically of the reason for ineligibility in the Library's written response. An individual is ineligible for this fee reduction if any of the following apply:

1) The individual has previously received discounted copies of public records from the Library twice during that calendar year.

2) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request, as verified by an affidavit executed by the requestor.

2. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

a. Is made directly on behalf of the organization or its clients.

b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.

c. Is accompanied by documentation of its designation by the state, if requested by the Library.

B. *Public Interest Reduction or Waiver.* The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or

reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

C. *Reduction for Late Responses.* If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall do the following:

1. Reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:

a. The late response was willful and intentional.

b. The written request:

(i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or

(ii) The written request specifically included the words, characters, or abbreviations for "freedom of information", "information", "FOIA", "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

2. If a charge reduction is required, the Library shall fully note the charge reduction on the Detailed Itemization.

IX. INSPECTION.

Upon request, the Library must furnish a requesting person a reasonable opportunity for inspection and examination of its public records, and must furnish reasonable facilities for making memoranda or abstracts from its public records during the usual business hours. Pursuant to Section 4(1) of the FOIA, the Library may charge a fee for the public record search, for the necessary copying of a public record for inspection or for providing a copy of the public record after inspection.

The FOIA permits the Library to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. The Library must protect public records from loss, unauthorized alteration, mutilation, or destruction. As such, the Library authorizes the FOIA Coordinator to determine whether in a particular circumstance an employee or agent of the Library must be present at any inspection of documents to protect the public records, and in such cases may assess charges as appropriate under law.

X. CERTIFIED COPIES.

The Library must, upon written request, furnish a requesting person a certified copy of the public record disclosed in whole or in part by the Library.

XI. APPEALS.

A. *Appeal of a Final Determination to Deny All or a Portion of the Request.*

1. Submit an Appeal. If a requestor desires to appeal all or part of a final determination to deny a request, the requestor must submit to the Kalamazoo Public Library Board ("Library Board") a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

Appeals shall be addressed to:

Board President
Kalamazoo Public Library
315 S. Rose St.
Kalamazoo, MI 49007

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response to Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

- a. Reverse the disclosure denial.
- b. Issue a written notice to the requesting person upholding the disclosure denial.
- c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
- d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Library Board shall respond to the written appeal. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

B. *Appeals of Fees (Including Deposits).*

1. Submit an Appeal. If the Library requires a fee that exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA, the requesting person may submit to the Library Board a written appeal for a fee

reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA.

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response of Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

a. Waive the fee.

b. Reduce the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the FOIA that supports the remaining fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available Procedures and Guidelines and Section 4 of the FOIA.

c. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA.

d. Issue a notice extending for not more than 10 business days the period during which the Library Board must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

XII. CIVIL ACTION.

A. Civil Action for Non-Disclosure or Denial of Public Records.

1. Civil Action After Appeal: If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library's final determination to deny a request.

2. Civil Action Directly After Denial. A requestor may also commence a civil action in the circuit court to compel the Library's disclosure of the public records within 180 days after the Library's final determination to deny a request.

The requestor is not required to appeal the denial to the Library Board before commencing the civil action.

3. Remedies; Fines. If the court determines a public record is not exempt from disclosure, it shall order the Library to cease withholding or to produce all or a portion of a public record wrongfully withheld. If the person prevails, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Library prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines that the Library has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Library to pay a civil fine of \$1,000.00 and shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00.

B. *Civil Action Regarding Fees.*

1. Civil Action After Appeal. A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) made a determination on a written appeal. A requestor must submit an appeal to the Library Board for a fee reduction before commencing a civil action. If a civil action is commenced against the Library, the Library is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board.

2. Remedies; Fines. If the requesting person prevails by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines the Library has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the Library to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction.

XIII. FOIA RECORD RETENTION.

The FOIA Coordinator must keep a copy of all written requests and documents sent in response to the request for public records on file for no less than 1 year, unless a longer retention time has been specified in a record retention policy applicable to the Library.

XIV. PUBLICATION AND NOTIFICATION OF PROCEDURE AND GUIDELINES.

Because the Library maintains a website, these Procedures and Guidelines and the summary shall be posted and maintained on the website. The Library shall make these

Procedures and Guidelines and summary publicly available by providing free copies both in the response to a written request and upon request by visitors at the Library. However, the Library may include the website link instead of providing paper copies in its response to a written request.

XV. SEVERABILITY; ENFORCEABILITY.

If any clause, provision or section of these Procedures and Guidelines shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections. If any of these Procedures and Guidelines is determined by the FOIA Coordinator to be in conflict with the FOIA or other law after adoption, the FOIA Coordinator has the authority to process FOIA requests in conformance with the FOIA shall seek to amend these Procedures and Guidelines as soon as possible.

XVI EFFECTIVE DATE

These Procedures and Guidelines shall become effective on July 1, 2015.

KALAMAZOO PUBLIC LIBRARY

WRITTEN PUBLIC SUMMARY OF THE FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

The Kalamazoo Public Library ("Library") adopts this written public summary pursuant to the requirements of Section 4(4) of the Michigan Freedom of Information Act, 1976 PA 442 ("FOIA") so that the public will understand the Library's Procedures and Guidelines for processing FOIA requests. This is a summary of the Procedures and Guidelines. A complete copy of the Procedures and Guidelines is available at the Library located at 315 S. Rose St., Kalamazoo, MI 49007, or on the website at www.kpl.gov.

A. How Can I Request a Public Record?

- A person (except those persons incarcerated in state, county or federal correctional facilities), may request public records.
- The requestor must send a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission. The requests should be directed to the FOIA Coordinator. The contact information is as follows:

Library Director / FOIA Coordinator
Kalamazoo Public Library
315 S. Rose Street
Kalamazoo, MI 49007.

- The requestor will not be required to use a specific form or format, but requests must identify the public record sufficiently to allow the Library to find the requested record.
- The Library may, but is not required to, respond to a verbal request. However, if the Library believes the information is available on its website, the Library will inform the requestor of the website location where practicable and to the best of his or her knowledge.

B. When Can I Expect a Response?

- Unless otherwise agreed to in writing, the Library will respond or seek a deposit within 5 business days after it receives the request. However, the Library may extend that time period by 10 business days.
- Please keep in mind that a request sent by e-mail or other electronic means is not considered received until 1 business day after it is transmitted. If the request is sent to a spam or junk mail folder, it is not considered received until 1 day after it is discovered.

C. How Can I Understand the Response?

- If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted.

- However, if the request is denied or denied in part, the Library shall provide any or all the following information, depending upon the reason for the denial:
 - An explanation of the basis that the public record, or portion of that public record, is exempt from disclosure, including a description of the information that is separated or deleted.
 - A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library.
 - A full explanation of the requesting person's right to (1) submit to the head of the Library a written appeal; or (2) seek judicial review of the denial under Section 10 of the FOIA. (See below for more details).
 - Notice of the right to receive attorneys' fees and damages if a court determines that the Library has not complied and orders disclosure of all or a portion of a public record.
- If a request is granted in part or granted in full, the Library will require payment before providing documents.

D. What if I Request Documents Available on the Website?

- If documents are available on the website, to the degree practicable, the response will include a specific webpage address where the requested information is available.
- The Library will inform the requestor of the additional charge to receive copies of the public records that are available on its website.

E. What Fees Will the Library Charge?

- The FOIA Coordinator will provide a [detailed itemization of costs](#).
- For labor costs, the fee shall not exceed the sum of the following components:
 - Hourly Wage. The Library will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records; separating and deleting exempt information from non-exempt information; and for duplication and publication regardless of whether that person is available or who actually performs the labor, except if the Library does not employ a person capable of separating and deleting exempt information from non-exempt information, it may treat necessary contracted labor costs for that purpose in the same manner as employee labor costs but may not exceed 6 times the State minimum hourly wage.
 - Time Increments: The fee will be charged in fifteen (15) minute increments, with all partial time rounded down, except the labor fee for duplication and publication, which shall be charged in one (1) minute increments.
 - Determination of Unreasonably High Labor Costs. The fee for searching for, locating and examining public records and separating exempt information from

non-exempt information (including redacting) will not be charged, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs.

- Overtime. Overtime wages shall not be included unless agreed to by the requestor.
 - Description of Charge. The detailed itemization will include both the hourly wage and the number of hours charged.
 - Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount (but may not exceed actual costs) to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits, unless a requestor wants records that are available on the website. In which case, the fringe benefit multiplier can be greater than the 50% limitation.
- For public records provided to the requestor on nonpaper physical media (discs, flash drives, e-mails), the Library may charge the actual and most reasonably economical cost of the media.
 - For paper copies, the Library may charge the actual total incremental cost of necessary duplication or publication not to exceed \$.10 per page (single or double sided) for 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. The Library will charge the actual cost of copies made on paper of a different size. The Library will use double-sided printing, if cost saving and available.
 - The Library may charge the actual cost of mailing and the least expensive form of postal delivery confirmation.

F. Will a Deposit be Required?

- The Library may require a good-faith deposit of ½ of the estimated fee if the entire fee estimate or charge authorized under the FOIA exceeds \$50.00, based on a good-faith calculation of the total estimated fee.
- The Library will also provide a best efforts, nonbinding estimate of the time frame it will take the Library to provide the public records to the requestor.
- If the Library has granted a prior request but has not been paid in full, the Library may require a deposit of up to 100% of the estimated fee if all of the following apply:
 - The final fee for the prior written request was not more than 105% of the estimated fee.
 - The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
 - The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.

- Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
- The individual is unable to show proof of prior payment to the Library.
- The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit if **any** of the following apply:

- The individual is able to show proof of prior payment in full to the Library;
- The Library is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.

G. Am I Entitled to a Wavier or Reduction of Fees?

- A reduction of the fee by \$20.00 is available to certain individuals who submit an affidavit stating they are indigent and receiving public assistance, or if not receiving public assistance, stating facts showing in ability to pay because of indigency. For this reduction to apply, the individual may not have received discounted fees twice during that calendar year and the person may not be requesting on behalf of parties who are paying to make the request.
- A reduction of the fee by \$20.00 is also available to certain non-profit organizations formally carrying out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act, provided that the request is made on behalf of the organization or its clients, is made for a reason consistent with the laws under Section 931 of the mental health code and is accompanied by documentation of its designation by the state.
- The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.
- If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if the late response was willful and intentional or the written request included specific language as set forth more fully in the Procedures and Guidelines.

H. How Can I Appeal a Decision to Deny All or Part of My Request?

- If a requestor desires to appeal all or part of a decision to deny a request, the requestor must submit to the Kalamazoo Public Library Board (“Library Board”) a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

Appeals shall be addressed to:

Board President
Kalamazoo Public Library
315 S. Rose St.
Kalamazoo, MI 49007

- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by reversing the disclosure denial, upholding the denial, revising in part and upholding in part the denial or issuing a 10 business day extension.

I. How Can I Appeal a Determination of the Fee or Deposit Amount?

- The requestor may submit to the Library Board a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the Procedures and Guidelines or Section 4 of the FOIA.
- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by waiving the fee, reducing the fee and explaining the basis for the remaining fee, upholding the fee or issuing a 10 business day extension.

J. Can I File a Lawsuit Regarding the Denial of a FOIA Request?

- If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requestor may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library's final determination to deny a request. A requestor may also commence a civil action in the circuit court to compel the Library's disclosure of the public records within 180 days after the Library's final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.
- If a person prevails in an action regarding the denial of a request, the court shall award reasonable attorneys fees, costs and disbursements. If the person prevails in part, the court may award all or a portion of the attorneys' fees, costs and disbursements. If the court determines the FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$1,000.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

K. Can I File a Lawsuit Regarding the Fee Charged For a FOIA Request?

- A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) issued a determination of a written appeal. This action must be filed within 45 days after receiving notice of the

determination of an appeal to the Library Board. The requester must file an appeal for a fee reduction before commencing a circuit court action.

- If a person prevails in an action by receiving a reduction of 50% or more of the total fee, the court may award all or a portion of the reasonable attorneys' fees. If the court determines FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$500.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

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5/26/2015

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **3D Printer Policy**

DATE: June 22, 2015

Recommendation:

I recommend board approval of the attached “3D Printer Policy” to be effective upon approval.

Executive Summary:

The Friends of KPL have provided funding through their mini-grant program for an entry-level 3D printer to be placed in The Hub. The recommended policy, along with the Q & A sheet provided for board information, will govern the use of the printer.

As requested, I contacted the ALA Intellectual Freedom Office for advice on a 3D printer policy. At this time they do not have a policy, but did send me the draft of an article, scheduled for fall publication, outlining points to be included in a policy, all of which are included in this draft. I also received sample policies from other libraries.

This policy has been reviewed by our attorney, Kurt Sherwood, and incorporates his suggestions. It also has been reviewed by Trustees Godfrey, VanderRoest, and Caple.

DRAFT

3D Printer Policy

Kalamazoo Public Library strives to offer community access to new and emerging technologies such as a 3D printer. The expectation is that the printer will inspire interest in design, will contribute to the growth of user-created content and digital literacy, and support individual entrepreneurship while providing an opportunity to explore the technology involved in printing small three-dimensional objects in plastic.

The printer will be based in the Hub, KPL's digital lab, but may be moved elsewhere on occasion for programs. The following will govern its use:

- Only designated library staff will have hands-on access to the 3D printer and be authorized to operate it
- The printer may be used only for lawful purposes and may not be used to create material that is
 - Prohibited by local, state, or federal law
 - Unsafe, or potentially unsafe, harmful, dangerous or poses an immediate threat to the well-being of others
 - Obscene or otherwise inappropriate for the library environment
 - In violation of another's intellectual property rights, that is, material that is subject to copyright, patent or trademark protection
- The library reserves the right to refuse any 3D print request
- The library's "Rules of Conduct" apply to use of the 3D printer just as they apply to all library use.

3D Printing at the Kalamazoo Public Library

The Kalamazoo Public Library's digital Lab, The Hub, has one 3D printer, a Da Vinci 2.0 by XYZ Printing.

How much does it cost to print an object?

3D Printing is currently free at Kalamazoo Public Library!

What can be printed?

Patrons can print any object that conforms to our 3D Printing Policy. All printing is done with a common plastic polymer, ABS.

What cannot be printed?

Due to demand and limited resources, we can't print any job that will take over two hours. If you have something you'd like to print that will take longer than that, we're happy to help you try to figure out how to break up your model into smaller jobs, scale your print, or point you to one of the many paid 3D printing services. KPL retains the right to refuse any print request for any reason.

Who can operate the printer?

Only Library staff and/or trained volunteers will have hands-on access to the 3D printers.

How To Get Your Object Printed

1. Create a file

- Using some of the free software accessible on computers in The Hub to create your own design, or you can download a file from an online site.
- You can bring in your file on a flash drive with your object file.
- Export your object as an **.stl** file.
- **Note:** We will print your file as is. If you need help optimizing or troubleshooting, Library staff can help to the best of their ability.

2. Submit a Print Request

- Come into The Hub during our open hours. Our staff will help you make sure your model is ready for printing and ensure that it can be printed within our two hour limit.
- Save a copy of your project! The file you submit to us will be deleted upon being printed.

3. Collect Your Print

- You will be notified when your print is complete, and you will have seven days to collect your print. PLEASE NOTE: "complete" doesn't always mean "successful." We'll still notify you when it's done even if it doesn't come out perfectly.
- Prints can be collected during regularly scheduled lab hours. We will hold projects in The Hub for one week.

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Public Services and Support Services
Action Plans for 2015 - 2016**

DATE: June 22, 2015

Executive Summary:

The Public Services and Support Services Action Plans for 2015 – 2016 are attached for board information. As in previous years, these are the documents that outline the implementation of the strategic priorities for the year.

The Public Services Action Plan is based directly on the objectives for the year that support the three year goals. The public services departments typically take the lead on these items with support from the operational departments as needed.

The Support Services Action Plan, formerly titled Organizational Competencies, has been renamed to more accurately reflect its purpose. It is no longer a list of competencies we need to achieve to carry out the action plan; it is really the action plan for the operational or support departments and they will generally be the ones taking the lead on these items.

As in past years, progress on meeting the strategic plan objections will be reported to the board quarterly, following our usual pattern. Progress on items not specifically addressed in the quarterly reports will be shared with the board periodically through the director's report or oral reports at monthly meetings.

KPL Public Services Action Plan – 2015-2016

Priority 1

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.

- Move picture books from Dewey order into a “neighborhood” organization; assess success.
- Plan programs with digital content for The Hub, specifically coding, Google apps, 3D printing and interactive programs.
- Loan tablets to parents in Children’s Room and Branches.
- Measure, using CHQ, the effectiveness of at least three displays at each branch.
- Devise and implement at least two innovative storytimes at branches – iPads, Storymobs, Guest readers, etc.
- Consider iPad stations and more game computers at each branch. Implement if warranted.
- Investigate the possibility of a new storytime model at Eastwood and Powell, using the method already established with WSQ study.
- Continue to investigate and implement an online Reading Challenge option.
- Assess Family Place Libraries as we move from the active oversight of the grant-funded program; create a plan for sustainability, and train BIT staff in the Family Place model.
- Work with PEEP to get library cards for students, and establish outreach.
- Create and implement shared professional development opportunities with early learning partners.
- Implement changes to juvenile library cards.
- Purchase at least one piece of movable shelving for face-out displays in Children’s Room.
- Implement more evening programs, building on the success of Musical Storytime.
- Continue to work with KRESA Head Start to define our partnership with them.
- Create a web presence and displays that support the We Need Diverse Books campaign.
- Seek new program partners in support of ARTT.
- Investigate outreach opportunities for services to preschoolers at Washington Square and implement based on findings.

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

- Plan and facilitate a workshop for parents and caregivers at each branch that will specifically be marketed to the patrons in the neighborhood.
- Investigate best practices for reaching teen parents.
- Create a web presence and displays that support the We Need Diverse Books campaign.

- Offer pediatricians the opportunity to partner with us in Early Learning Calendar creation and distribution.
- Seek new program partners in support of ARTT.

Priority 2

Goal 3: Children, first to fifth grade, will have materials, programs, and services that stimulate their imagination and provide pleasurable reading, viewing, listening, and creating experiences

- Plan programs with digital content for The Hub, specifically coding, Google apps, 3D printing and interactive programs.
- Implement JE neighborhoods organization (b-5 and 6-11).
- Measure, using CHQ, the effectiveness of at least three displays at each branch.
- Plan more STEM programs at the branches, especially for girls.
- Plan more Reading Together programs at branches.
- Continue to investigate and implement an online Reading Challenge option.
- Continue with a third year of partnership with Powell Branch and Northglade School.
- Investigate a school-year reading program that will follow 1000 Books Before Kindergarten.
- Implement changes to juvenile library cards.
- Purchase at least one piece of movable shelving for displays in Children's Room.
- Work with Kalamazoo Makers group to integrate guest presenters into library maker programs.
- Create a web presence and displays that support the We Need Diverse Books campaign.
- Seek new program partners in support of ARTT.
- Determine ways that KPL can support KPS' third grade reading initiative.
- Revise and update the Kindergarten through Fifth Grade suggested reading bookmarks.
- Investigate adding ScienceFlix to our online resources.
- Investigate adding catalog records, where available, to link to online resources (such as Scholastic BookFlix).

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

- Promote MAC teen/tween programming with assistance of TAB.
- Consider library cards for all KPS students.
- Reach out to homeschool groups with library information.
- Plan programs with digital content for The Hub, specifically coding, Google apps, 3D printing and interactive programs.
- Measure, using CHQ, the effectiveness of at least three displays at each branch.
- Plan more STEM programs at the branches, especially for girls.
- Plan more Reading Together programs at branches.
- Consider installing iPad stations and more game computers at each branch and implement if warranted.
- Continue to investigate and implement an online Reading Challenge option.

- Create summer volunteer squad for teens (reinventing TAB).
- Reach out to homeschool groups with library information.
- Establish Galley Group, pending grant approval.
- Establish outreach opportunities with KPS middle schools.
- Create framework for offering multi-player gaming programs (Minecraft) at Central and Branches.
- Work with Kalamazoo Makers group to integrate guest presenters into library maker programs.
- Create a web presence and displays that support the We Need Diverse Books campaign.
- Seek new program partners in support of ARTT.

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

- Promote discover posts using social networking sites, such as New Music/Movie Friday, Books we Like, Library Reads titles assigned to specific staff.
- Create instructional videos for patrons using The Hub.
- Measure, using CHQ, the effectiveness of at least three displays at each branch.
- Plan programs with digital content for The Hub, specifically coding, Google apps, 3D printing and interactive programs.
- Continue to improve branch websites.
- Form partnerships and investigate ways to provide programming which better represents our community.
- Continue to investigate and implement an online Reading Challenge option.
- Increase interest in 1st floor displays by integrating popular title discovery tools and interactive activities into display area.
- Improve use of Zinio digital magazines via social media and web blogs and circulate iPads at branch locations with Zinio titles.
- Use CHQ to assess ebook collection.
- Use data gathered from ebook use study to target specific ebook audiences.
- Improve and expand KPL services to book groups.
- Create digital collection display for the 1st floor. Expand coverage of roaming reference shifts to include other dept.
- Explore increasing the connection between Reading Together and KPS with a potential “senior read” project.
- Create a system for regular “interactive displays” on the 1st floor – connect and promote using social media.
- Promote digital collections through library publications, website content, and other targeted marketing plans.
- Create and implement a plan for tailoring KPL adult programming to the needs/wants of our community.
- Evaluate circulating iPad program at reference desk.

Priority 3

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

- Implement and assess “Text a Librarian” and develop workflow for answering text questions.
- Plan programs with digital content for The Hub, specifically coding, Google apps, 3D printing and interactive programs.
- Continue the TECHBar program at all branches and evaluate usage.
- Investigate the possibility of branch Tech Interns scheduled during strategic times during the week.
- Explore possibility of loaning Wi-Fi Hot Spots to patrons and implement if feasible.
- Investigate the use of KPL branded community Wi-Fi Hot Spots throughout the district.
- Sponsor a Hackathon to use area talent, and promote KPL.
- Investigate possibility of “one free pair of headphones” per year.
- Improve the Trillium system electronically “calling” staff for computer assistance in public computer area by adding clearer language or more intuitive ways for requesting additional session time.
- Re-design and improve research & database pages on website & promote database use by highlighting specific products to the public.

Priority 4

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.

- Host at least two genealogy or local history events annually at each branch location, programs should focus on diverse communities.
- Plan Local History focused programming that utilizes The Hub.
- Create a method for allowing patrons to share their digitized content and materials with the library.
- Establish a Local History section at each branch that focuses on the neighborhood. Create a corresponding section on each branch webpage.
- Explore the use of the “Epoch” system for sharing local obituary information, implement if possible.
- Experiment with scheduled one on one or drop-in genealogy sessions in Local History.
- Include Local History focus in each LINK.
- Plan and create “local music” section of the website – AV connected through LH.
- Create digital “school composite” section in LH digitized area of the web.
- Continue to digitize microfilm and other local history holdings and pursue appropriate partnerships to support the digitization initiative.
- Develop a plan to make Otsego digitized newspapers available on LH computers.
- Partner with local organizations and individuals to offer a “local” programming series that focuses on what is great and unique about Kalamazoo.

KPL Support Services Action Plan – 2015-2016

Infrastructure and Use of Space

- Design improved layout for Children’s room at Oshtemo branch, replace floor covering, and include computer/iPad stations for youth only.
- Specify and purchase new delivery vehicle to replace existing van with a model that has improved capacity and features.
- Investigate current system-wide signage (directional, temporary services, etc.); revise policy and procedures for temporary services signage; develop plan for replacement of permanent directional signage and establish budget for replacement.
- Assess AV shelving needs for the next five years and develop an AV shelving plan for each location and implement as funding and time allow.
- Investigate adding additional “quiet zone” or study room space by moving periodical back-runs to storage.
- Assess storage area and develop a 10 year plan for space including “Friends” space.

Communications with Patrons

- Investigate using near-field technology, such as BluuBeam.
- Conduct patron survey on KPL App.
- Implement “It’s My Library” marketing campaign.
- Measure effectiveness of revised social media strategy through monthly statistics and annual goals.
- Evaluate need for and make necessary changes to Spanish-translated KPL communications materials.
- Develop Tween/Teen marketing & communications plan utilizing the help of TAB members.
- Design and implement strategies to promote the purpose, mission and values to staff and public.

Business Office

- Establish criteria and recommendation for electronic storage of all official administrative documents.
- Implement transition to ADP for human resources, benefits, payroll, and affordable care act reporting requirements.

Catalog and Collections

- Analyze the Deposit Collection service, recommend any changes and implement.
- Complete neighborhood categories project.
- Conduct an usability study of the KPL Website and KPL Catalog.

- Implement EDI for acquisitions.
- Standardize stickers and labels on materials.
- Examine database cost and usage and develop a system for determining an acceptable ROI.
- Improve ebook ordering by improving communication between ebook selector and children's room/teen selectors.

Circulation

- Implement changes to juvenile library cards.

Website

- Begin to explore options for replacing the current website content management system.

Technology and Upgrades

- Contract with KRESA to move all KPL servers to their data center.
- Create a Technology Management Plan that outlines how IT manages, replaces, and updates technology.
- Conduct an evaluation of the effectiveness of digital literacy programs and services annually.
- Establish faxing services at each branch.
- Investigate upgrading all catalog computers with Chromebases.
- Conduct community digital needs assessment.
- Implement e-resource on Sirsi enabling one step downloading of digital material.
- Evaluate available software to manage meeting room scheduling, and recommend best product to replace current software (MRM); develop implementation plan.
- Investigate and possibly implement best practices and policies for using a 3D printer exclusively in The Hub.

Staffing/Personnel/Training

- Draft and implement staff tech competencies, including training and evaluation.
- Develop and implement a pilot program in which ADS and BIT staff work at different locations between the two departments.
- Develop ways to combat the "Central vs. Branch" culture.
- Investigate using Tech Interns at branches and implement if feasible.
- Design and implement a self-directed professional development/training model for staff to coordinate with roll-out of technical competencies.
- Create an ongoing model of in-house professional development for all librarians working with children.
- Investigate and implement document control system.
- Develop an antiracism institutional action plan in partnership with the ARTT.

- Develop competencies for professional subs and KPLSP Sunday subs in addition to technical competencies.
- Set expectations for routine, periodic “one-on-one” conversations between supervisor and staff.
- Launch an internal campaign to encourage staff to fully use *mySites* on *myKPL*.
- Investigate a blended tech training system for The Hub and patrons by utilizing Lynda.com.
- Complete emergency response plan and training schedule for staff.
- Define the role of LEAN management philosophy in the organizations overall management philosophy; develop a system to ensure that the strategic plan is accomplished using LEAN methodology, as a means to provide maximum value to the customer.

Programming

- Evaluate the Programming Policy and revise as necessary to meet current programming philosophy.
- Develop age-group specific programming plans that help guide effective programming for the year.

Administration

- Consider undertaking new strategic planning process; implement decision – undertake new process or update current one.
- Examine room rental rates; recommend changes as indicated.
- Evaluate 6-month trial for HUB cards; recommend changes as indicated.
- Review and update as needed, board approved policies; redesign policy section of website.

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Director's Report
June 2015

From the director

1. Recent meetings and events attended include the usual DDA and DKI meetings, two Friends board meetings, the annual meeting of the Kalamazoo Literacy Council, a day with class 6 library directors, informal meetings with KIA director and some area library directors, a webinar on safety issues, several *Reading Together* selection committee meetings, and many library programs or events.
2. We have received notice of the amount of small taxpayer (personal property) exemption loss incurred by the library in 2014 and 2015. The losses range from approximately \$75,000 in 2013 to \$52,566 in 2014. Neither appear to qualify for reimbursement under the revisions to reimbursement rules enacted in 2014 since the qualifications for reimbursement in those years only included millage debt losses and TIF (Tax Increment Financing Authority) losses – neither of which KPL qualifies for.
3. Our endowment fund market value topped \$4 million as of May 31. Although the Dow has been down since then, it is still quite a milestone.
4. From the Friends of KPL's May and June board meetings:
 - About \$1,300 of AV items were sold at the April sale
 - June sidewalk sales were \$1,346 outside and \$2,200 in the bookstore. This was a one-day record for the store.
 - Donations are very strong, almost more than can be handled currently. The sorting area is being rearranged and efforts to recycle books have increased.
 - Ads have been placed in *Spark* and on placemats in local restaurants.
 - Comments / response to the annual meeting and KPL tour were quite positive.
 - Friends have donated \$75 in gift certificates as prizes for the adult summer reading challenge
 - Friends are now a participating nonprofit on the Amazon Smile program – a portion of your Amazon purchase price will be donated to the nonprofit you designate
5. Michael Cockrell was accepted into the ALA's Leadership Institute scheduled for August 9-13 in Itasca, IL. The institute offers invited attendees the opportunity to delve into leadership practices, concepts, and frameworks and to shape an individual leadership vision for the future of libraries. Michael is one of only 40 in the country selected for this highly competitive institute.

6. Caitlin Hoag, Judi Rambow, Bill Caskey, Amy Galick, and Fernando Ospina from our ARTT will attend the Antiracism Team Capacity Building Event sponsored by ERACCE on June 20. The aim of the event is to re-engage and reenergize antiracism organizing work and develop more connection with the larger regional network.

Create young readers

7. More than 1500 preschoolers attended the Party in the Park on May 27th. About 60 community leaders moved around from group to group reading stories. Costumed characters, mostly KPL staff, read and posed for lots of photos with their young fans. Each child left with a goodie bag including a juice box, animal crackers, and a book to keep – this year either a board book, picture book, or Spanish/English picture book. Sunny, breezy weather was just right for the event. MLive ran a brief story with images later in the day.

Stimulate imagination

8. Staff have been involved in a variety of end-of-school activities:
 - We attended the KPS Bilingual program Summer Literacy Celebration to share our summer plans. 55 signed up for summer reading and when staff returned to central, one of the families was already here to check out books.
 - Staff attended the End of School Year Picnic at Woodward for a similar event. 53 kids were signed up there for summer reading.
 - Northglade Montessori School visited Powell for their celebration. They heard stories, did crafts, built with legos, and enjoyed the Binder Park Zoomobile. Dr. Rice and I drew the names of two lucky young students, each of whom won a bike donated for the school / branch partnership.
 - The spring series of Lift Up Through Literacy wrapped up. We promoted summer programs there as well as gave away books, played games, and shared their meal.
 - Staff met for the fifth and final time of the year with the young mothers in the Loy Norrix High School Continuing Education for Young Families class. We talked with them about language development in infants and toddlers, shared best books for this age group, and discussed how the library can help support their families.
9. Summer Reading Challenge is off to a strong start with a well-attended kick-off party, attendance at many end of school year events, Farmers' Market and Growlers games. We are running well ahead of last year at this time.
10. The 2nd annual "Three Book Battle" was held on May 2. The Fantastic Falcons from Maple Street Magnet School won the battle, a continuation of the Global Reading Challenge for middle schoolers.
11. We had a nice collaboration with the Kalamazoo Symphony Orchestra again. There were two sessions of a musical instrument petting zoo and craft tables after a musical program. The musical selections were interspersed with presentations about brass instruments.

12. 110 Kalamazoo Central students visited central in early June. They had a brief tour but most of the time was focused on download services: Hoopla, Freegal, Zinio, OverDrive, and Rocket Languages. Cards were prepared for those who didn't have them; cards were cleared and fines were waived for those with blocked cards. We promoted summer reading and many signed up. We hope to have more visits from this age group next school year; it is a step towards achieving President Obama's goal that all children have a library card.
13. Use of Hoopla continues to grow steadily. April was the highest use yet for the service with 1939 circulations; we have had over 1700 circs per month for the last 6 months. This still represents a fraction of our overall AV use and statistically still represents only about 3% of our total number of users that are utilizing the platform – but the numbers are growing and feedback about the system from those users has been generally very positive.

Connect to the online world

14. Local History staff used the updated AV equipment in the second floor conference room to virtually attend the National Genealogical Society's annual conference. The conference was streamed live and staff attended sessions of interest to them throughout the two day conference.
15. A new streaming function has been added to our Freegal online music service. Patrons may stream five hours, increased from three, of music from the Freegal catalog.

Celebrate local

16. Local history recently hosted a three program series celebrating the Westnedge Hill neighborhood. Programs on the history of Crane Park, Everyman's House, and the history and architecture of the neighborhood all proved to be very popular and attendance for the programs totaled 155.
17. Staff and Friends of KPL donate monthly to Loaves and Fishes with a collection box in each agency, a requested item for the month, and a friendly competition for the agency with the most items collected each month.

Operations

18. Staff at Eastwood / Powell will once again have a Youth Opportunities Unlimited (YOU) student for the summer. Staff attended the orientation and expect a participant to begin soon.
19. FireSign equipment for digital signage has now been installed at all branches in addition to central. Program announcements will be tailored to each location.

20. We have started the structure design interview process and training for moving our payroll to ADP. We are aiming for the first payroll to be October 15 and will be running dual systems at the beginning. Next up will be the time card system, then HR, followed by employee web access.
21. Jeremy Breeding and Derek Johnson from our FM staff attended a water treatment seminar on maintaining our water systems for HVAC equipment.
22. ONEplace staff, Thom Andrews and Lolita Moss attended a state-wide management support organization retreat. The retreat brought together like organizations to discuss funding and service models, compare experiences, and develop best-practices. Christine Hann, from ADS, attended the recent Michigan Government Documents Roundtable.
23. Two staff program proposals were accepted for the annual MLA conference to be held Oct 28-30 in Novi: *Come for a Walk in Our Neighborhoods* to be presented by Sue Warner, Bill Caskey, and Dan Hoag about our rearrangement of picture books and *Back to the Future with Digital labs – The Hub at KPL* by Kevin King and Clem Saillant.
24. Sue Warner and Bill Caskey from Youth Services presented two sessions on using picture books to build vocabulary at the Early Childhood Rocks conference, a day of professional development for those who work in early care and education.
25. Kevin King was a presenter at the recent Library of Michigan Beginners Workshop – a workshop primarily for staff in small and rural libraries who are earning state certification.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
May 31, 2015**

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	21,796	1,141	9,640	374	2,216	35,167	404,772	417,106	-3%
-ebook	4,172					4,172	39,919	34,991	14%
-Digital Magazine	297					297	3,164	3,232	-2%
Teen	3,149	168	1,096	28	156	4,597	57,259	57,281	0%
Juvenile	<u>15,178</u>	<u>1,470</u>	<u>7,720</u>	<u>254</u>	<u>1,390</u>	<u>26,012</u>	<u>321,590</u>	<u>318,061</u>	1%
Total	<u>44,592</u>	<u>2,779</u>	<u>18,456</u>	<u>656</u>	<u>3,762</u>	<u>70,245</u>	<u>826,704</u>	<u>830,671</u>	0%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,668	64	809	8	142	2,691	33,113	37,567	-12%
-Digital	1,639					1,639	19,466	13,210	47%
Music									
-CD	4,411	294	856	136	352	6,049	75,279	81,206	-7%
-Digital	1,844					1,844	17,892	10,985	63%
Video									
-DVD	28,812	3,795	7,991	2,505	6,166	49,269	673,698	631,428	7%
- Digital	688					688	7,729	2,507	
Total Non-Print Material	<u>39,062</u>	<u>4,153</u>	<u>9,656</u>	<u>2,649</u>	<u>6,660</u>	<u>62,180</u>	<u>827,177</u>	<u>776,903</u>	6%
Total Circulation	<u>83,654</u>	<u>6,932</u>	<u>28,112</u>	<u>3,305</u>	<u>10,422</u>	<u>132,425</u>	<u>1,653,881</u>	<u>1,607,574</u>	3%
Computer Usage									
Onsite Computer Use	5,729	474	1,097	391	598	8,289	113,740	126,764	-10%
Computer Usage Remote	2,277,567					2,277,567	24,907,400	26,181,337	-5%
Database Statistics									
Database Sessions	1,088					1,088	13,110	14,939	-12%
Database Searches	47,795					47,795	593,110	490,362	21%
Total Registrations	291	16	85	10	32	434	5,878	5,780	2%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
May 31, 2015

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	18	1	5	3	5	32	280	273	3%
Attendance	467	12	39	57	58	633	9,478	7,374	29%
Teen Events	11	1	0	2	2	16	182	118	54%
Attendance	490	14	0	40	21	565	6,062	5,532	10%
Juvenile Events	38	10	19	15	5	87	998	918	9%
Attendance	3,778	122	402	272	73	4,647	35,738	33,738	6%
Total Events	67	12	24	20	12	135	1,460	1,309	12%
Total Attendance	4,735	148	441	369	152	5,845	51,278	46,644	10%
Law Library									
Visitors	133					133	2,543	2,692	-6%
Phone Calls	66					66	1,019	1,147	-11%
Questions Answered	278					278	3,833	3,863	-1%