

**Kalamazoo Public Library**  
**General Operating Fund**  
Preliminary Estimate Budget: Summary  
Fiscal Year ending June 30, 2019

	FY 16-17 Actual	FY 17-18 Preliminary Budget	FY 17-18 Final Close Estimate Budget	FY 18-19 Preliminary Budget	Variance to FY 17-18 FCEB
		(A)	(B)	(C)	E = [C - B]
<b>Revenue</b>					
Property Tax, IFT and PILT Revenue	\$ 10,516,620	\$ 10,652,248	\$ 10,649,167	\$ 10,965,236	\$ 316,069
State Grants and Reimbursements	\$ 920,225	\$ 548,590	\$ 1,039,818	\$ 772,495	\$ (267,323)
Charges for Services	\$ 146,887	\$ 180,000	\$ 150,000	\$ 150,000	\$ -
District Court Penal Fines	\$ 152,515	\$ 212,000	\$ 150,000	\$ 150,000	\$ -
Other Revenue	\$ 560,306	\$ 353,600	\$ 273,294	\$ 259,343	\$ (13,951)
<b>Sub Total: Revenue from Operations</b>	<b>\$ 12,296,553</b>	<b>\$ 11,946,438</b>	<b>\$ 12,262,279</b>	<b>\$ 12,297,074</b>	<b>\$ 34,795</b>
Other Financing Sources	\$ -	\$ -	\$ 95,000	\$ 95,000	\$ -
<b>Total Revenue and Other Financing Sources</b>	<b>\$ 12,296,553</b>	<b>\$ 11,946,438</b>	<b>\$ 12,357,279</b>	<b>\$ 12,392,074</b>	<b>\$ 34,795</b>
<b>Expenditures</b>					
Salaries	\$ 5,044,482	\$ 5,272,063	\$ 5,200,796	\$ 5,452,703	\$ 251,907
Benefits	\$ 2,642,695	\$ 2,330,497	\$ 2,545,430	\$ 2,401,157	\$ (144,273)
Materials	\$ 1,194,115	\$ 1,263,190	\$ 1,214,190	\$ 1,271,587	\$ 57,397
Facilities	\$ 582,064	\$ 659,651	\$ 659,451	\$ 657,890	\$ (1,561)
Operating Expenses	\$ 278,703	\$ 381,005	\$ 337,215	\$ 356,499	\$ 19,284
Technical Services	\$ 637,435	\$ 650,043	\$ 657,353	\$ 682,495	\$ 25,142
Purchased Services	\$ 522,356	\$ 677,460	\$ 628,080	\$ 649,488	\$ 21,408
Other Expenditures	\$ 277,258	\$ 446,180	\$ 398,980	\$ 364,155	\$ (34,825)
<b>Sub-Total Operating Expenditures</b>	<b>\$ 11,179,107</b>	<b>\$ 11,680,088</b>	<b>\$ 11,641,494</b>	<b>\$ 11,835,974</b>	<b>\$ 194,480</b>
Compensation Reserves, Salaried				\$ 181,994	\$ 181,994
Compensation Reserves, Hourly	\$ -	\$ -	\$ -	\$ 60,046	\$ 60,046
<b>Total Operating Expenditures</b>	<b>\$ 11,179,107</b>	<b>\$ 11,680,088</b>	<b>\$ 11,641,494</b>	<b>\$ 12,078,014</b>	<b>\$ 436,520</b>
<b>NET REVENUE AND FINANCING SOURCES</b>	<b>\$ 1,117,446</b>	<b>\$ 266,350</b>	<b>\$ 715,785</b>	<b>\$ 314,060</b>	<b>\$ (401,725)</b>
<b>Operating Transfers</b>					
Transfers to / (from) Other Funds	\$ (13,840)	\$ -	\$ -	\$ -	\$ -
Transfers to Capital Improvement Plan	\$ 600,000	\$ 190,000	\$ 450,000	\$ 150,000	\$ (300,000)
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$ 11,765,267</b>	<b>\$ 11,870,088</b>	<b>\$ 12,091,494</b>	<b>\$ 12,228,014</b>	<b>\$ 136,520</b>
Excess (Deficiency) of Revenue and Other Sources Over Expenditures and Other Uses	\$ 531,286	\$ 76,350	\$ 265,785	\$ 164,060	\$ (101,725)
<b>BEGINNING FUND BALANCE</b>	<b>\$ 7,522,910</b>	<b>\$ 7,263,595</b>	<b>\$ 8,054,196</b>	<b>\$ 8,224,981</b>	<b>\$ 170,785</b>
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>\$ 531,286</b>	<b>\$ 76,350</b>	<b>\$ 170,785</b>	<b>\$ 69,060</b>	<b>\$ (101,725)</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$ 8,054,196</b>	<b>\$ 7,339,945</b>	<b>\$ 8,224,981</b>	<b>\$ 8,294,041</b>	<b>\$ 69,060</b>
<b>Composition of Fund Balance</b>					
Non-spendable Prepaid Expenditures	\$ 313,053	\$ -	\$ -	\$ -	\$ -
Restricted ONEplace Grants	\$ 417,922	\$ 417,922	\$ 322,922	\$ 227,922	\$ (95,000)
Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -
Unassigned Fund Balance	\$ 3,523,221	\$ 3,122,023	\$ 4,102,059	\$ 4,266,119	\$ 164,060
<b>Total Ending Fund Balance</b>	<b>\$ 8,054,196</b>	<b>\$ 7,339,945</b>	<b>\$ 8,224,981</b>	<b>\$ 8,294,041</b>	<b>\$ 69,060</b>

Kalamazoo Public Library's Property Tax Revenue is based upon a maximum allowable 3.9487 mills levied for operating purposes. The 3.9487 millage rate results from the effect of the Headlee rollback provision of MCL 211.34d upon the maximum authorized rate of 4.0 mills.

**Kalamazoo Public Library**  
**General Operating Fund**  
Preliminary Estimate Budget: Detail  
Fiscal Year ending June 30, 2019

	<b>FY 16-17 Actual</b>	<b>FY 17-18 Preliminary Budget</b>	<b>FY 17-18 Final Close Estimate Budget</b>	<b>FY 18-19 Preliminary Estimate Budget</b>	<b>Variance to Final CEB</b>	
	<b>X</b>	<b>Y</b>	<b>Y</b>	<b>Z</b>	<b>[Z - Y]</b>	
<b>REVENUE</b>						
1	Property Taxes	\$ 10,388,109	\$ 10,552,167	\$ 10,567,167	\$ 10,873,236	\$ 306,069
2	Other Taxes	\$ 128,512	\$ 100,081	\$ 82,000	\$ 92,000	\$ 10,000
3	Fines and Fees	\$ 146,881	\$ 180,000	\$ 150,000	\$ 150,000	\$ -
4	District Court Penal Fines	\$ 152,515	\$ 212,000	\$ 150,000	\$ 150,000	\$ -
5	Local Support	\$ 432,356	\$ 225,000	\$ 151,250	\$ 130,000	\$ (21,250)
6	Interest Income	\$ 21,266	\$ 15,000	\$ 15,000	\$ 32,000	\$ 17,000
7	State Aid and Reimbursements	\$ 920,225	\$ 548,590	\$ 1,039,818	\$ 772,495	\$ (267,323)
8	Other	\$ 106,686	\$ 113,600	\$ 107,044	\$ 97,343	\$ (9,701)
8.a	Other Financing Sources	\$ -	\$ -	\$ 95,000	\$ 95,000	\$ -
<b>TOTAL REVENUE AND FINANCING SOURCES</b>		<b>\$ 12,296,549</b>	<b>\$ 11,946,438</b>	<b>\$ 12,357,279</b>	<b>\$ 12,392,074</b>	<b>\$ 34,795</b>
<b>EXPENDITURES</b>						
<b>Salaries and Wages</b>						
9	Administrator Salaries	\$ 623,713	\$ 628,210	\$ 568,026	\$ 617,720	\$ 49,694
10	Librarian Salaries	\$ 1,377,375	\$ 1,422,114	\$ 1,445,480	\$ 1,499,160	\$ 53,680
11	Supervisory Technical Salaries	\$ 824,021	\$ 883,177	\$ 850,518	\$ 883,616	\$ 33,098
12	Library Assistant Salaries	\$ 1,536,155	\$ 1,596,947	\$ 1,596,001	\$ 1,631,301	\$ 35,300
13	Hourly Staff	\$ 618,848	\$ 723,170	\$ 671,326	\$ 752,857	\$ 81,531
14	Substitute Salaries	\$ 64,370	\$ 68,445	\$ 69,445	\$ 68,049	\$ (1,396)
15	Subtotal Salaries & Wages	\$ 5,044,482	\$ 5,322,063	\$ 5,200,796	\$ 5,452,703	\$ 251,907
16	Vacancy Credit	\$ -	\$ (50,000)	\$ -	\$ -	\$ -
17	<b>Total Salaries &amp; Wages</b>	<b>\$ 5,044,482</b>	<b>\$ 5,272,063</b>	<b>\$ 5,200,796</b>	<b>\$ 5,452,703</b>	<b>\$ 251,907</b>
<b>Benefits</b>						
18	Employee Insurance	\$ 1,008,524	\$ 1,067,769	\$ 1,039,460	\$ 1,070,533	\$ 31,073
19	Retirement	\$ 972,312	\$ 789,283	\$ 1,035,609	\$ 838,119	\$ (197,490)
20	Employer FICA-Medicare	\$ 377,903	\$ 407,245	\$ 414,211	\$ 438,505	\$ 24,294
21	Other Benefits: RPO, Parking, etc.	\$ 283,957	\$ 66,200	\$ 56,150	\$ 54,000	\$ (2,150)
22	<b>Total Benefits</b>	<b>\$ 2,642,695</b>	<b>\$ 2,330,497</b>	<b>\$ 2,545,430</b>	<b>\$ 2,401,157</b>	<b>\$ (144,273)</b>
22.a	Compensation Reserves, Salaried	\$ -	\$ -	\$ -	\$ 181,994	\$ 181,994
22.b	Compensation Reserves, Hourly	\$ -	\$ -	\$ -	\$ 60,046	\$ 60,046
<b>Total Salaries and Benefits</b>		<b>\$ 7,687,177</b>	<b>\$ 7,602,560</b>	<b>\$ 7,746,226</b>	<b>\$ 8,095,900</b>	<b>\$ 349,674</b>
<b>Materials</b>						
23	Adult Books	\$ 506,460	\$ 529,300	\$ 499,300	\$ 518,279	\$ 18,979
24	Juvenile Books	\$ 101,904	\$ 109,125	\$ 109,125	\$ 110,000	\$ 875
25	Periodicals	\$ 48,101	\$ 49,270	\$ 49,270	\$ 51,200	\$ 1,930
26	Audio-Visual Material	\$ 385,244	\$ 409,318	\$ 390,318	\$ 419,318	\$ 29,000
27	Digital Materials	\$ 152,406	\$ 166,177	\$ 166,177	\$ 172,790	\$ 6,613
28	<b>Total Materials</b>	<b>\$ 1,194,115</b>	<b>\$ 1,263,190</b>	<b>\$ 1,214,190</b>	<b>\$ 1,271,587</b>	<b>\$ 57,397</b>
<b>Facilities</b>						
29	Fuel	\$ 33,485	\$ 66,500	\$ 66,500	\$ 66,500	\$ -
30	Electricity	\$ 194,779	\$ 200,000	\$ 200,000	\$ 200,000	\$ -
31	Water	\$ 5,498	\$ 6,420	\$ 6,420	\$ 6,420	\$ -
32	Custodial Supplies	\$ 76,211	\$ 80,000	\$ 80,000	\$ 80,000	\$ -
33	Grounds Maintenance	\$ 36,905	\$ 43,476	\$ 43,476	\$ 53,450	\$ 9,974
34	Vehicle Maintenance	\$ 5,043	\$ 4,600	\$ 4,600	\$ 4,600	\$ -
35	Building Repairs	\$ 111,086	\$ 123,686	\$ 123,486	\$ 115,280	\$ (8,206)
36	Building Operations	\$ 119,057	\$ 134,969	\$ 134,969	\$ 131,640	\$ (3,329)
37	<b>Total Facilities</b>	<b>\$ 582,064</b>	<b>\$ 659,651</b>	<b>\$ 659,451</b>	<b>\$ 657,890</b>	<b>\$ (1,561)</b>
<b>Operating Expenses</b>						
38	Supplies	\$ 83,970	\$ 106,363	\$ 106,363	\$ 146,834	\$ 40,471

**Kalamazoo Public Library**  
**General Operating Fund**  
Preliminary Estimate Budget: Detail  
Fiscal Year ending June 30, 2019

	<b>FY 16-17 Actual</b>	<b>FY 17-18 Preliminary Budget</b>	<b>FY 17-18 Final Close Estimate Budget</b>	<b>FY 18-19 Preliminary Estimate Budget</b>	<b>Variance to Final CEB</b>
		<b>X</b>	<b>Y</b>	<b>Z</b>	<b>[Z-Y]</b>
39 Misc. Operating Expenses	\$ 103,797	\$ 128,802	\$ 130,152	\$ 112,485	\$ (17,667)
40 Postage & Freight	\$ 40,278	\$ 46,600	\$ 46,600	\$ 42,600	\$ (4,000)
41 Rent	\$ 31,874	\$ 34,100	\$ 34,100	\$ 34,580	\$ 480
42 Processing Supplies	\$ 18,784	\$ 65,140	\$ 20,000	\$ 20,000	\$ -
43 <b>Total Operating Expenses</b>	<b>\$ 278,703</b>	<b>\$ 381,005</b>	<b>\$ 337,215</b>	<b>\$ 356,499</b>	<b>\$ 19,284</b>
<b>Technical Services</b>					
44 F&E Repair & Maintenance	\$ 50,961	\$ 28,814	\$ 28,814	\$ 27,464	\$ (1,350)
45 Telecommunications	\$ 94,220	\$ 92,234	\$ 96,474	\$ 94,294	\$ (2,180)
46 Software as Service	\$ 177,269	\$ 269,022	\$ 261,612	\$ 281,542	\$ 19,930
47 Software Licensing & Maint.	\$ 226,602	\$ 178,973	\$ 189,453	\$ 198,195	\$ 8,742
48 Cataloging & Processing	\$ 88,384	\$ 81,000	\$ 81,000	\$ 81,000	\$ -
49 <b>Total Technical Services</b>	<b>\$ 637,435</b>	<b>\$ 650,043</b>	<b>\$ 657,353</b>	<b>\$ 682,495</b>	<b>\$ 25,142</b>
<b>Purchased Services</b>					
50 Security	\$ 148,606	\$ 190,539	\$ 173,159	\$ 215,767	\$ 42,608
51 Insurance	\$ 86,698	\$ 91,000	\$ 91,000	\$ 91,000	\$ -
52 Legal Services	\$ 26,697	\$ 15,000	\$ 15,000	\$ 7,000	\$ (8,000)
53 Contracted Services	\$ 112,507	\$ 228,021	\$ 196,021	\$ 178,721	\$ (17,300)
54 Printing Services	\$ 92,881	\$ 97,000	\$ 97,000	\$ 97,000	\$ -
55 Advertising	\$ 54,967	\$ 55,900	\$ 55,900	\$ 60,000	\$ 4,100
56 <b>Total Purchased Services</b>	<b>\$ 522,356</b>	<b>\$ 677,460</b>	<b>\$ 628,080</b>	<b>\$ 649,488</b>	<b>\$ 21,408</b>
<b>Other Expenditures</b>					
57 Tax Charge Backs	\$ 25,892	\$ 125,000	\$ 50,000	\$ 45,000	\$ (5,000)
58 Staff Development	\$ 27,966	\$ 43,515	\$ 53,815	\$ 55,530	\$ 1,715
59 Travel & Conference	\$ 30,258	\$ 70,400	\$ 77,900	\$ 65,650	\$ (12,250)
60 Board Expenses	\$ 6,895	\$ 8,990	\$ 8,990	\$ 5,990	\$ (3,000)
61 Programming	\$ 186,247	\$ 198,275	\$ 208,275	\$ 191,985	\$ (16,290)
62 <b>Total Other Expenditures</b>	<b>\$ 277,258</b>	<b>\$ 446,180</b>	<b>\$ 398,980</b>	<b>\$ 364,155</b>	<b>\$ (34,825)</b>
63 <b>TOTAL EXPENDITURES</b>	<b>\$ 11,179,108</b>	<b>\$ 11,680,088</b>	<b>\$ 11,641,494</b>	<b>\$ 12,078,014</b>	<b>\$ 436,520</b>
64 <b>NET REVENUE AND FINANCING SOURCES</b>	<b>\$ 1,117,441</b>	<b>\$ 266,350</b>	<b>\$ 715,785</b>	<b>\$ 314,060</b>	<b>\$ (401,725)</b>
<b>Transfers</b>					
65 Transfers to / (from) Other Funds	\$ (13,840)	\$ -	\$ 95,000	\$ -	\$ (95,000)
66 Transfers to Capital Improvement Plan	\$ 600,000	\$ 190,000	\$ 450,000	\$ 150,000	\$ (300,000)
67 <b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$ 11,765,268</b>	<b>\$ 11,870,088</b>	<b>\$ 12,186,494</b>	<b>\$ 12,228,014</b>	<b>\$ 41,520</b>
68 <b>Excess (Deficiency) of Revenue and Other Sources Over Expenditures</b>	<b>\$ 531,281</b>	<b>\$ 76,350</b>	<b>\$ 170,785</b>	<b>\$ 164,060</b>	<b>\$ (6,725)</b>
69 <b>BEGINNING FUND BALANCE</b>	<b>\$ 7,522,910</b>	<b>\$ 7,263,595</b>	<b>\$ 8,054,196</b>	<b>\$ 8,224,981</b>	<b>\$ 170,785</b>
70 <b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>\$ 531,286</b>	<b>\$ 76,350</b>	<b>\$ 170,785</b>	<b>\$ 69,060</b>	<b>\$ (101,725)</b>
71 <b>TOTAL ENDING FUND BALANCE</b>	<b>\$ 8,054,196</b>	<b>\$ 7,339,945</b>	<b>\$ 8,224,981</b>	<b>\$ 8,294,041</b>	<b>\$ 69,060</b>
<b>Composition of Fund Balance</b>					
72 Non-spendable Prepaid Expenditures	\$ 313,053	\$ -	\$ -	\$ -	\$ -
73 Restricted ONEplace Grants	\$ 417,922	\$ 417,922	\$ 322,922	\$ 227,922	\$ (95,000)
74 Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -
75 Unassigned Fund Balance	\$ 3,523,221	\$ 3,122,023	\$ 4,102,059	\$ 4,266,119	\$ 164,060
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$ 8,054,196</b>	<b>\$ 7,339,945</b>	<b>\$ 8,224,981</b>	<b>\$ 8,294,041</b>	<b>\$ 69,060</b>

**Kalamazoo Public Library**  
**General Operating Fund**  
Preliminary Estimate Budget: Explanation of Significant Variances  
Fiscal Year Ending June 30, 2019

Line Number	Category	Variance to Prior Final CEB	Explanation
<b>REVENUE</b>			
1	Property Taxes	\$ 306,069	Growth in Property Tax Revenue forecast
2	Other Taxes	\$ 10,000	Reduction in forecast of IFT revenue from City of Kalamazoo and Oshtemo Township
5	Local Support	\$ (21,250)	Reduced to eliminate non-recurring gift donations from Library Patrons
6	Interest Income	\$ 17,000	Increased due to higher interest earnings available on cash investments
7	State Aid and Reimbursement	\$ (267,323)	Forecasts 70% of the Local Community Stabilization Act Revenue (PPT replacement) received during FY 17-18.
8	USF Refunds	\$ (9,701)	Revenue reduced to reflect the Erate reimbursement received from USAC
8.a	Other Financing Sources	\$ -	Similar to FY 17-18, \$95,000 represents another draw on restricted ONEplace fund balance (Gilmore grant) to finance ONEplace operations during FY 18-19
<b>EXPENDITURES</b>			
<b>Salary &amp; Benefits</b>			
9	Administrative Salaries	\$ 49,694	Reflects full year salaries for Library Director and Head of IT
10	Librarian Salaries	\$ 53,680	New Youth Programming Librarian at Oshtemo branch and upgrade of existing position at Oshtemo
11	Supervisory / Technical Salaries	\$ 33,098	Reflects full year salaries for staff at ONEplace
12	Librarian Assistant Salaries	\$ 35,300	Reflects full year salary of new IT Librarian Assistant
13	Hourly Wages	\$ 81,531	Reflects minimum wage increase, new IT intern and add'l hours at Central and branches
18	Employee Insurance	\$ 31,073	Updated for current Library census
19	Retirement: MERS & MPSERS	\$ (197,490)	FY 18-19 does not include either the \$200,000 voluntary lump sum contribution for KPL's Unfunded Pension Liability or the 1.5 % additional supplement to the MERS default rate.
20	Employer FICA - Medicare	\$ 24,294	Increase as a result of new positions, full year salaries for a few positions and increased hourly wages
22.a	Compensation Reserves: Salaried	\$ 181,994	Reserve for increased Salaries and Benefits pursuant to Union Negotiations
22.b	Compensation Reserves: Hourly	\$ 60,046	Reserve for increased wages and associated expenses for part-time Hourly staff
<b>Materials</b>			
23	Adult Books	\$ 18,979	Adult Book demand in next fiscal year
26	Audio-Visual Material	\$ 29,000	Anticipate an increase in downloadable material demand
<b>Facilities</b>			
33	Grounds Maintenance	\$ 9,974	Parking lot repair estimates at Eastwood and Oshtemo branches
<b>Operating Expenses</b>			
38	Supplies	\$ 40,471	Increase in various supplies due to the ONEcard initiative with KPS and relocation of toner supplies from Contracted Services
39	Misc. Operating Expenses	\$ (17,667)	Reductions due to shift of certain items to Contracted Services
<b>Technical Services</b>			
46	Software as Service	\$ 19,930	Service contracts on Software for ILS
47	Software Licensing & Maintenance	\$ 8,742	Updated / Upgraded software for HR and ILS
<b>Purchased Services</b>			
50	Security	\$ 42,608	Salary increases for Security vendor, 2nd Security Guard at Central for full year
52	Legal Services	\$ (8,000)	Reduction on account of FY 18-19 not a bargaining year
53	Contracted Services	\$ (17,300)	Reduced automated communication expense at Circulation
<b>Other Expenditures</b>			
59	Travel & Conference	\$ (12,250)	Reduced budget for T&C because FY 18-19 is not a PLA year

**Kalamazoo Public Library**  
**General Operating Fund**  
Preliminary Estimate Budget: Explanation of Significant Variances  
Fiscal Year Ending June 30, 2019

Line Number	Category	Variance to Prior Final CEB	Explanation
61	Programming	\$ (16,290)	Reduction based on current estimate based on action plan requests.
<b>Operating Income, Transfers and Fund Balance</b>			
64	Net Revenue and Financing Sources	\$ (401,725)	Variance reflects the budgeted FY 1819 PEB Net Revenue and Financing Sources of \$214,060 vs. Final CEB of \$715,785.
66	Transfers to Other Funds	\$ (300,000)	Difference represents additional CIP support be determined at mid-year
68	Excess (Deficiency) of Revenue and Other Sources over Expenditures	\$ 164,060	Total Revenue and Financing Sources less Total Expenditures and Transfers
70	Net Operating Surplus	\$ 69,060	Net surplus (deficit) after all expenses and transfers
73	Restricted ONEplace Grants	\$ (95,000)	Draw on restricted ONEplace balance representing Gilmore grant funds to finance ONEplace operations during FY 18-19