



Kalamazoo Public Library

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PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
May 18, 2015, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS, AND COMMUNICATIONS
 - A. Resolution to Authorize a Public Hearing on the Proposed Budget for 2015-2016

- II. PERSONS REQUESTING TO ADDRESS THE BOARD

- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of April 27, 2015
 - B. Personnel Items

- IV. FINANCIAL REPORT
 - A. Financial Reports for the Month Ending April 30, 2015

- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Budgets
 1. General Operating Fund – Close Estimate Budget Revision for FY 2014-2015
 2. General Operating Fund – Preliminary Budget FY 2015-2016
 3. Capital Improvement Plan for the Three Years Ending June 30, 2017
 4. Other Gifts & Grants Revised Close Estimate Budget for FY 2014-2015 and Other Gifts & Grants Preliminary Budget for FY 2015-2016
 - B. Supervisory – Technical and Administrative Staff Compensation Pools for FY 2015-2016
 - Reports
 - C. Patron Use of Catalog – Gary Green
 - D. State of the eBooks – Matt Smith
 - E. “It’s My Library” Campaign – Farrell Howe
 - F. Summer Reading Challenge – Andrea Vernola / Michael Cockrell
 - 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. ADJOURNMENT

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Resolution to Authorize a Public Hearing
on the Proposed Budget for 2015-2016**

DATE: May 18, 2015

Recommendation:

I recommend the Board adopt the attached resolution authorizing a public hearing on the 2015-2016 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 attached resolution to legally set the millage rate that supports the budget and allows the authorized property taxes to be collected for operation of the library.

KALAMAZOO PUBLIC LIBRARY

RESOLUTION CALLING A PUBLIC HEARING
ON PROPOSED BUDGET FOR 2015-2016

Minutes of a Meeting of the Board of Trustees of the Kalamazoo Public Library, Kalamazoo Michigan, held on May 18, 2015 at 4:00 p.m. at the Central Library.

PRESENT: _____

ABSENT: Members _____

The following preamble and resolution were offered by Member _____ and supported by Member _____

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 operations and millage levy; and

WHEREAS, pursuant to Act 2, Public Acts of 1968, as amended, before adoption of a budget, a public hearing shall be held as required by Act No. 43 of the Public Acts of the Second Extra Session of 1963, as amended ("Act 43");

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A public hearing on the proposed budget for fiscal year 2015-2016 shall be held on June 22, 2015, at 4:00 p.m. at Kalamazoo Public Library - Central Library, at 315 South Rose Street, at which time and place all persons who desire to be heard shall be given an opportunity to speak on the proposed budget and the property tax millage rate proposed to be levied to support the proposed budget.

2. Notice of the hearing shall be published in a newspaper of general circulation in the library district at least once, not less than six (6) days prior to the hearing. The notice shall be published as a display advertisement prominent in size.

3. The notice of hearing shall be in substantially the form attached as Exhibit A to this resolution and shall include the following statement in 11-point bold type: **“The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.”**

AYES: Members _____

NAYS: Members _____

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees

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 May 18, 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 minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: April 27, 2015
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James VanderRoest, and Valerie Wright

Absent: Robert Brown, Kerria Randolph

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was amended to move the Reading Together Wrap-Up before the Walking Tour of Kalamazoo. Board Secretary R. Brown was absent from the meeting and President Caple appointed C. TenBrink as Acting Secretary.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

President Caple shared a communication from Richard Atwell, thanking Director Rohrbaugh, the Kalamazoo Public Library Board of Trustees, and the Jim Gilmore Jr. Foundation for the installation of hearing loops at Central Library.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

Asha Khazad, 710 Collins St. #1202. A. Khazad shared a suggestion that admittance to the Kalamazoo Public Library facilities cost \$0.25. He argued that attaching a cost to use of the library would result in increased respect for the services provided by KPL, and shared a personnel anecdote regarding the frivolity with which he has seen free information treated in the past.

III. CONSENT CALENDAR

- A. *Minutes of the Meeting of March 23, 2015*
- B. *Personnel Items*

IV. FINANCIAL REPORTS

- A. *Financial Reports for the Month Ending March 31, 2015*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending March 31, 2015.

Discussion: V. Wright asked about recent tax “clawbacks” received from the City of Kalamazoo. D. Schiller explained the clawbacks were industrial facilities tax rebates that were returned to the city when International Paper and Steel Supply & Engineering failed to fulfill the criteria for

the rebates.

MOTION: V. WRIGHT MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MARCH 31, 2015.

MOTION CARRIED 5-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Salary Ranges for Supervisory-Technical and Administrative Staff

Revised Budget: Director Rohrbaugh recommended the Board approve the salary ranges for Supervisory-Technical and Administrative Staff to be effective July 1, 2015.

Executive Summary: We recently contracted with HRM Innovations to conduct a salary range survey of our Supervisory-Technical positions. Salary surveys from Michigan nonprofits, Detroit suburban libraries, HRM survey of area libraries, and Compdata were all used. The average mid-point of the survey results was used to develop the mid-point of these recommended ranges.

Some of the recommended ranges are increased, some decreased, but no employees are red-lined and all employees have room for salary growth within the range of their position, some more than previously, some less. Super-Tech positions are no longer grouped in levels, but each stands alone by job title.

Our salary ranges are stepped: KPLSP, KPLA, Super-Tech, and Administrator. To maintain this pattern, the administrative staff salary ranges have been adjusted by a modest amount at both the minimum and maximum to broaden the range.

The recommendation for both Supervisory – Technical and Administrative Staff ranges have been reviewed in detail by both Personnel and Finance and Budget Committees and comes to the full board with the support of both committees.

Discussion: President Caple expressed his support of the salary range reorganization and particularly, the examination of each position individually.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE SALARY RANGES FOR SUPERVISORY-TECHNICAL AND ADMINISTRATIVE STAFF TO BE EFFECTIVE JULY 1, 2015.

MOTION CARRIED 5-0.

REPORTS:

B. Third Quarter Strategic Planning Statistics

Director Rohrbaugh introduced the finalized Strategic Planning Statistics for the third quarter of the 2014-2015 fiscal year. She highlighted a number of figures beginning with items 1.4 and 3.5,

which pertained to HUB programming attendance. She reminded the board that, as in previous quarterly reports, the numbers are low due to a delay in the implementation of programs utilizing the HUB.

Item 5.4 related to the conducting of the annual Adult Patron Survey. Director Rohrbaugh highlighted one of the major findings from that survey, stating 99% of patrons reported they were able to find something good to read, view, or listen to on their most recent visit to the library.

Finally, she reported on item 7.1 stating the digital collections section of the local history page on KPL's website received abnormally high traffic due largely to a Genealogical Society event which made heavy use of the collections.

Discussion: J. VanderRoest asked about item 4.3 which regards visitors to the Teen Room at Central Library. Director Rohrbaugh stated the number had been below target now for each of the three quarters of the current year and indicated that perhaps the target number was too high from the onset. She also drew the board's attention to item 4.2, which has reached 96.3% of its target after only three quarters and concerns teen attendance at library programs and outreach events.

L. Godfrey asked when the Teen Patron Survey would be conducted. Director Rohrbaugh stated it would occur during the fourth quarter of the fiscal year and asked P. Jouppi when it would be available to teens. P. Jouppi responded that it was currently available.

V. Wright stated she felt as though the teen programming lineup was very robust and asked whether KPL's teen space and programs were comparable to other libraries. Director Rohrbaugh indicated that often other libraries will have a small area for teen services, which may share space with another department as opposed to the large, dedicated space at Central Library.

L. Godfrey reminded the board that just because teens are not visiting the Teen Room, this does not mean that teens are not visiting the library; they just choose to be elsewhere in the building. V. Wright asked where teen programs are typically held. Director Rohrbaugh deferred to S. Warner, Head of Youth Services, who stated teen events typically happen outside of the teen room.

President Caple asked if there was metadata from the website that would determine user demographics. Director Rohrbaugh stated there was not.

Disposition: Trustees thanked Director Rohrbaugh for the report.

D. Legislative Update – Diane Schiller

Report: D. Schiller stated none of the bills that she has been watching have advanced and she has found no new bills upon which to report.

Discussion: No discussion.

Disposition: Trustees thanked D. Schiller for her report.

E. Reading Together Wrap-Up – Karen Trout

Report: K. Trout began by reminding the board that the title of this year's Reading Together selection was The Living Great Lakes by Jerry Dennis. She stated the program series sought to look at the Great Lakes from all angles. There were fifteen programs this year on a wide variety of topics relevant to the Great Lakes. She shared a push-pin map of the Great Lakes that was taken to each event and asked attendees to stick a pin at each location they have visited. K. Trout said it was enjoyable to watch the map fill up as the programs went by.

She reported that The Living Great Lakes circulated approximately 2,000 times while the goal for circulation was 1,500. She also reported that while last year eBook circulation of Reading Together titles accounted for less than 1% of total circulation, this year she saw that number increase to more than 3%.

She continued by stating the attendance goal of 1500 was met, as 1511 people attended Reading Together events this year. She said the reported number was probably a little soft and it was likely up to an additional 100 people attended the main author visit event at Kalamazoo Central High School. She shared a breakdown of attendance at each event and stated that over all, the attendance distribution was fairly typical.

K. Trout concluded by saying the Reading Together Selection Committee would be gathering in May to begin work on picking a title for next year's program.

Discussion: President Caple asked if 'Book Club in a Bag' circulation figures had changed from last year. K. Trout stated she presumes these numbers to be very similar to last year's figures. C. TenBrink asked if K. Trout knew of any reasons why the 'Book Club in a Bag' option was not more popular. President Caple said it was his wife's opinion that it can be stressful to coordinate the returning of the individual copies of the book. V. Wright agreed. K. Trout responded saying 'Book Club in a Bag' can be problematic in the sense that occasionally books from a given bag will be returned individually to the library instead of as a set and that can be frustrating.

President Caple asked whether K. Trout has ever considered putting together a recommended reading list comprised of titles which were considered for but not ultimately selected as Reading Together titles. K. Trout said it had never been suggested, but she found the idea interesting.

Disposition: Trustees thanked K. Trout for her report.

F. Walking Tour of Kalamazoo – Beth Timmerman

Report: B. Timmerman began the second portion of her digital walking tour of Kalamazoo, the first half of which was presented in January, 2015. The first building she examined was St. Luke's Episcopal Church. She explained a number of the architectural elements, and stated that Edward Stent designed the interior of St. Luke's as well as the stained glass windows in the 1893

Kalamazoo Public Library building. Those stained glass windows survive today in the Van Deusen Room and outside of the Local History Room.

The next stop on the tour was the Ladies Library Association. She stated it is believed to be the first women's club organized in Michigan, and the building itself was the first built by and for a women's organization in the country. It was also the first lending library in Kalamazoo, serving both men and women, although only women could vote and hold office within the organization. When Kalamazoo Public Library opened, they ceased loaning materials to men, but they did loan money to men with a 10% interest rate for fund-raising purposes.

B. Timmerman continued on to the Marlborough Building, an apartment complex built in 1923 by local architects Billingham & Cobb. In the late 1970s, it was converted to condominiums. Prior to the conversion, the Marlborough was a very popular residence for librarians working at Kalamazoo Public Library.

Moving down South Street, B. Timmerman explained the next building with a library connection is the Carder-Van Deusen House. The home was purchased in 1876 by Edwin Van Deusen, who heavily modified the original Italianate structure, adding neoclassical elements. Van Deusen and his wife were living in the home when they provided funds for the construction of the 1893 Kalamazoo Public Library building.

The A.M. Todd building was the next site examined. The home was located on the site of the current County Building. The company moved in 1929 and the Works Progress Administration moved in shortly thereafter. The WPA completed numerous projects around Kalamazoo including improvements to Milham Park, the stonework in Riverside Cemetery, and the Fountain of the Pioneers in Bronson Park. In the 1930s, there were numerous positions at Kalamazoo Public Library funded by the WPA. Additionally, one of the most significant contributors to the Local History Collection, Mamie Austin, a photographer, was working for the WPA while she captured her images of Kalamazoo. Later, Austin came to work for the library and was known as 'the movie lady' because she would travel around town showing films.

The final stop on the tour was Bronson Park. B. Timmerman explained the history of the park, the ways in which the landscape changed over the years, and focused on the series of fountains that have been installed in the park over the years. The first fountain was built in 1879 and replaced by the McCall Fountain in 1926, which proved to be unpopular. The Fountain of the Pioneers was built in 1940 with WPA funds. She explained the connection between the fountain and the library stating that the original fountain was inhabited by 100 trout which spent their winters in the lower level of the library when the fountain needed to be drained.

Discussion: L. Godfrey asked when the bookstore moved out of the lower level of the Marlborough Building. B. Timmerman estimated it occurred around the time of the renovation of the building in the late 1970s.

V. Wright asked at what point the trout from Bronson Park were kept in the library. B. Timmerman said she was able to find city records dating to 1902 which confirmed plans to store the trout in the library over the winter.

Disposition: Trustees thanked B. Timmerman for her report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – J. VanderRoest stated the committee met to discuss the supervisory-technical and administrative staff salary ranges and planned to meet in again in May.
- B. *Personnel Committee* – V. Wright said the committee also met to discuss the supervisory-technical and administrative staff salary ranges, and reminded trustees about the upcoming director’s evaluation.
- 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 by stating it is time once again to update staff and board member photographs on the KPL website. She announced plans to have trustees photographed prior to the May 18th board meeting.

She drew trustees’ attention to an item in the Director’s Report indicating through mid-April only one HUB card had been sold. She then mentioned MTeam has been drafting the Action Plan and Organizational Competencies for 2015-2016, and reminded the board that the budget will be available for review in May and June.

She continued by sharing some news regarding Zinio, stating a variety of popular new titles have recently been added to the digital magazine collection.

Director Rohrbaugh announced a form recently added to the “Join Friends” page on the KPL website will allow patrons to sign up for a new membership or renew easily online.

She then reported new credit card arrangements which will be in place shortly at self-check stations that will support a wide variety of credit cards.

Lastly, she stated that the Business Office staff has been busy preparing for compliance with the Affordable Health Care Act as it pertains to the 2015 tax season.

Discussion: President Caple asked about an item which announced the testing of a new desktop scanner to facilitate a move towards using less paper in the library office. D. Schiller explained the photocopiers currently used for document scanning are not ideal and desktop scanners should allow for increased usability and security. President Caple asked what the cost per unit is expected to be. D. Schiller stated the scanners cost between \$250 and \$300.

L. Godfrey asked for details regarding an item which explained the library’s TECHbar program. Director Rohrbaugh explained TECHbar is a drop-in service for patrons to ask IT staff any and all

questions they might have regarding library technology or personal devices. K. King explained TECHbar has visited all library facilities except the Oshtemo Branch. L. Godfrey asked about the types of questions they had been receiving, and K. King replied that they have answered questions regarding laptop use, the downloading of music, and other every day tech-related questions. C. TenBrink asked if patrons are allowed a certain amount of time for their inquiries. K. King stated that it has not been an issue yet and the TECHbar is generally staffed by three to four people at a time.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

Asha Khazad, 710 Collins St. #1202. A. Khazad reminded everyone present to vote on May 5th, and shared his enthusiasm for Hilary Clinton's bid for the office of President of the United States in 2016.

IX. COMMENTS BY TRUSTEES

- L. Godfrey had no comments.
- V. Wright asked if there was an easy way to find the Director's Blog on the KPL website. Director Rohrbaugh explained it had been moved to the 'Blogs and More' section of the website. V. Wright stated she was looking forward to the Global Reading Challenge, taking place after the board meeting. She also said she attended the Valerie Van Heest program at Oshtemo on the topic of shipwrecks in the Great Lakes and stated it was incredibly well attended, seemed to be a very enjoyable event, and generated a lot of patron questions.
- C. TenBrink commented that since board packets have been arriving later than anticipated due to current Post Office protocol, a change in the delivery schedule may be in order. She suggested the possibility of delivering board packet by hand. Director Rohrbaugh stated the delay in delivery was a known issue, and library staff would be taking measures to compensate for that.
- J. VanderRoest commented on a photo earlier displayed by B. Timmerman in her report, saying there was an object lesson to be found there. He mentioned two large pillars at the front of the interior which appeared to be supporting the building. In reality, during renovations in the 1960s they discovered the pillars were not secured to the floor effectively and were, in fact, pulling the building down. The lesson, he said, is that occasionally the things which we believe to be supporting us, are actually weighing us down. Additionally, he reported that he visited KPL to pick up some books and received a pleasant greeting from circulation staff, and despite there being only fifteen minutes left during open hours, the atmosphere was enjoyable and comfortable. Lastly, he announced his application for the Kalamazoo Blue Ribbon Committee.
- President Caple said he had recently been to the Park Club and had determined that since the library no longer has a membership with the club, there may be some sensitivity to board members continuing to park in their lot. He expressed interest in ensuring the Park Club continues to be comfortable with the arrangement.

X. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:12 P.M.

X

Robert Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: May 18, 2015

Hourly Staff

New Hires

Derrel Cross – Library aide/Central Circulation
Michelle Koh – Library aide/Central Circulation
Calvin Chao – IT Intern
Kirstyn Canary – MAC Intern (summer)

Employee Anniversaries

David DeVries – 46 yrs.
Katy Steadman – 31 yrs.
Amy Chase – 17 yrs.
Sarah Nyenhuis – 17 yrs.
Michael Cockrell – 16 yrs.
Amy Clark – 12 yrs.
Derek Johnson – 4 yrs.
Autumn Muir – 2 yrs.
Catherine Lewis – 2 yrs.
Andre Smith – 2 yrs.
Andrea Siferd – 2 yrs.
Russell Barnes – 1 yr.

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**Kalamazoo Public Library
Internal Financial Reports
For the month ending April 30, 2015**

Sources and Uses of Funds

Electronic Transfers

April sources of funds consisted of the annual gifts from the Friends of KPL totaling \$43,500 and a total of \$18,059 in final payments of property tax review primarily from Texas Township for the current tax year. Additionally, the Friends of KPL also awarded \$7,463 in mini-grants to a variety of KPL departments and staff for programs, activities, and scholarships.

Uses of funds totaled \$971,971 for the month of April, including \$558,071 in salaries and benefits and \$69,752 in prepaid expenditures. Of the prepaid expenditures \$44,822 was for Kalamazoo Public Library's property and liability insurance with Berends, Hendricks, and Stuit Insurance Agency for coverage from July 1, 2015 through April 1, 2016.

Combined Balance Sheet

Outstanding accounts receivable in the General Operating Fund totaled \$16,395, including \$15,874 due from Kalamazoo County for the 1st Quarter 2015 Law Library contract payment. Total Cash and Equivalents in the General Fund represent nearly 97% of Total Assets at \$8,347,190.

General Fund Revenue & Expenditure Summary

General fund revenue recorded to date totals \$10,494,696, or nearly 92% of the Close Estimate Budget. Adjustments to Property Taxes and State Reimbursements for the MPSERS UAAL Stabilization, in particular, have been addressed in the Close Estimate Budget Revision presented to the Board in May. The Close Estimate Budget Revision will also address the MPSERS UAAL Stabilization expense budget in an offsetting adjustment to both revenue and expenditures. All other categories are within acceptable limits or are also address in the revision. In particular, changes to the marketing and advertising strategy this spring has prompted a budget transfer within the Purchased Services category, transferring budget from Contracted Services and Printing to the Advertising budget which shows a \$1,838 overrun as of April 30.

Capital Improvement Plan

A total of \$28,407 was expended in various projects during the month of April, including the Security Camera System (project 827 in Building Alterations), replacements and Branch Digital signage (projects 831 and 843 in Computer), and additional payments on the Telephone system. As of April 30th, the fund balance of the Capital Improvement Plan totaled \$1,512,760.

Special Revenue Fund

The Friends Mini-Grants received during April totaled \$7,462.90 and included two scholarships of \$1,000 each for staff members Kirsten Baldwin-Wilson and Catherine Lewis, mini-grants for Youth Literature Seminar and Bookworms book club books, partial funding for programming focusing on Chicago poet and author Kevin Coval, and multiple program supplies and support mini-grants.

Kalamazoo Community Foundation

Local History & Community Information Service Fund (General)

Local History & Community Information Service Fund (Agency)

Both fund activity statements for the Local History and Community Information Service Fund at the Kalamazoo Community Foundation are included for your information. The Agency fund statement includes funds received and forwarded by Kalamazoo Public Library and included those funds given by General & Mrs. Patton – in particular their most recent gift of \$6,000 given early in January 2015. The quarterly statement published by the foundation is included with performance information for fourth quarter 2014 on page 4.

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending April 30, 2015**

		April
BEGINNING CASH BALANCE *		\$ 11,017,068
* Including short-term investments		
 <u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$ 18,059	
IFT/CFT, PILOT receipts	\$ -	
State Aid/MPSERS UAAL Rate Appropriation	\$ -	
District Court Penal Fines/Law Library Revenue	\$ -	
Interest Income	\$ 1,959	
Library Fines & Fees	\$ 13,002	
Other Sources: Gifts, Grants, & Reimbursements	\$ 43,500	
Other Gifts (Ready to Read, etc)	\$ 7,488	
TOTAL SOURCES OF CASH		\$ 84,008
 <u>USES OF CASH:</u>		
Salaries & Wages	\$ (408,819)	
Benefits	\$ (149,252)	
Materials	\$ (90,855)	
Supplies	\$ (18,496)	
Facilities	\$ (79,637)	
Technical Services	\$ (16,842)	
Purchased Services	\$ (63,572)	
Other	\$ (40,907)	
Capital Expenditures	\$ (33,839)	
Prepaid Expenditures	\$ (69,752)	
TOTAL USES OF CASH		\$ (971,971)
 ENDING CASH		 \$ 10,129,106
 <u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Fifth Third General & Payroll Checking Accounts		\$ 1,035,934
First National NOW & ACH Transfer Accounts		\$ 1,046,312
Fifth Third Arcadia Admin		\$ 5,079
Petty Cash/Midwest Business Exchange Account/Paypal		\$ 14,160
Pooled Cash Accounts		\$ 2,101,485
 <u>Pooled Investments</u>		
Fifth Third Bank, Fifth Third Securities, CD's		\$ 52
Flagstar Bank MM & CD's		\$ 2,061,936
First National Bank MM, ICS Savings, & CD's		\$ 5,965,631
Pooled Investment Accounts		\$ 8,027,620
Total Pooled Cash & Investments		\$ 10,129,105

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
April 2015**

	From	To		
4/1/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (1,034.00)
4/1/2015	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (4,083.75)
4/2/2015	MERS March	1st National Transfer	Municipal Employees Retirement System	\$ (23,061.90)
4/2/2015	403B Contribution 3/31/15	1st National Ltd Transfer	Journey Retirement Services	\$ (6,962.83)
4/3/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (991.96)
4/3/2015	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,298.43)
4/2/2015	MPERS Retirement March	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (28,314.63)
4/15/2015	Transfer from 1st National Check		1st National ACH	\$ 40,000.00
4/15/2015	Transfer to 1st National ACH	1st National Checking		\$ (40,000.00)
4/15/2015	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (49,314.01)
4/15/2015	Payroll 4/15/2015	5/3 Payroll Check	Employee Accounts	\$ (126,782.78)
4/15/2015	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
4/15/2015	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,244.87)
4/16/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (1,134.00)
4/16/2015	Employee Health Equity H.S.A.	5/3 General Check	Health Equity-Employee Accounts	\$ (4,103.75)
4/16/2015	403B Contribution 4/15/15	1st National Ltd Transfer	Journey Retirement Services	\$ (7,409.16)
4/20/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (991.96)
4/28/2015	Transfer from 1st National Check		1st National ACH	\$ 20,000.00
4/28/2015	Transfer to 1st National ACH	1st National Checking		\$ (20,000.00)
4/15/2015	Transfer from 1st National Check		1st National Ltd ACH	\$ 7,400.00
4/15/2015	Transfer to 1st National Ltd ACH	1st National Checking		\$ (7,400.00)
4/30/2015	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (48,214.74)
4/30/2015	Payroll 4/30/2015	5/3 Payroll Check	Employee Accounts	\$ (123,637.00)
4/30/2015	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,253.16)
4/30/2015	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
	Total Transfers April			\$ (438,926.94)

**Kalamazoo Public Library
Combined Balance Sheet
As of April 30, 2015**

	<u>Operating</u>	<u>Capital</u>	<u>Special Revenue</u>	<u>Endowment</u>
Assets				
Cash & Equivalents				
Cash & Checking	\$816,901.91	\$1,669,967.46	\$111,947.67	\$238,535.44
Investments	\$7,530,288.10	\$0.00	\$62,946.84	\$3,756,517.85
Total Cash & Equivalents	\$8,347,190.01	\$1,669,967.46	\$174,894.51	\$3,995,053.29
Accounts Receivable				
Accounts Receivable	\$16,395.25	\$0.00	\$0.00	\$0.00
Total	\$16,395.25	\$0.00	\$0.00	\$0.00
Other Assets				
Other Assets	\$255,715.93	\$0.00	\$0.00	\$0.00
Total Other	\$255,715.93	\$0.00	\$0.00	\$0.00
Total Assets	\$8,619,301.19	\$1,669,967.46	\$174,894.51	\$3,995,053.29
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$2,525.53	\$0.00	\$0.00	\$0.00
Salaries Payable	\$28,472.87	\$0.00	\$0.00	\$0.00
Retirement Payable	\$51,883.02	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$82,881.42	\$0.00	\$0.00	\$0.00
Net Assets				
Fund Balance	\$8,536,419.77	\$1,669,967.46	\$174,894.51	\$3,995,053.29
Total	\$8,536,419.77	\$1,669,967.46	\$174,894.51	\$3,995,053.29
Total Liabilities & Fund Balance	\$8,619,301.19	\$1,669,967.46	\$174,894.51	\$3,995,053.29

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
April 30, 2015

	April	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$18,059.47	\$0.00	\$9,727,349.54	\$10,203,999.00	\$476,649.46	95.3%
Other Taxes	\$0.00	\$0.00	\$125,134.99	\$124,169.00	(\$965.99)	100.8%
Fines and Fees	\$13,001.79	\$0.00	\$148,844.83	\$175,000.00	\$26,155.17	85.1%
District Court Penal Fines	\$0.00	\$0.00	\$130,268.68	\$255,000.00	\$124,731.32	51.1%
Local Support	\$43,500.00	\$0.00	\$226,522.77	\$232,275.00	\$5,752.23	97.5%
Interest Income	\$1,958.57	\$0.00	\$10,176.89	\$15,000.00	\$4,823.11	67.8%
State Aid and Reimbursements	\$0.00	\$0.00	\$45,190.58	\$320,049.00	\$274,858.42	14.1%
Other	\$0.00	\$0.00	\$81,208.50	\$97,100.00	\$15,891.50	83.6%
Total Revenue	\$76,519.83	\$0.00	\$10,494,696.78	\$11,422,592.00	\$927,895.22	91.9%
Expenditures						
Salaries						
Administrator Salaries	\$54,351.17	\$0.00	\$545,011.68	\$653,722.00	\$108,710.32	83.4%
Librarian Salaries	\$103,399.86	\$0.00	\$1,049,860.83	\$1,270,780.00	\$220,919.17	82.6%
Supervisory Technical Salaries	\$57,593.86	\$0.00	\$567,956.37	\$684,530.00	\$116,573.63	83.0%
Library Assistant Salaries	\$130,989.37	\$0.00	\$1,310,565.29	\$1,587,970.00	\$277,404.71	82.5%
Hourly Staff	\$52,284.64	\$0.00	\$453,507.94	\$620,500.00	\$166,992.06	73.1%
Substitute Salaries	\$7,259.47	\$0.00	\$66,394.93	\$103,360.00	\$36,965.07	64.2%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$405,878.37	\$0.00	\$3,993,297.04	\$4,920,862.00	\$927,564.96	81.2%
Benefits						
Employee Insurance	\$83,869.09	\$0.00	\$823,029.43	\$1,012,020.00	\$188,990.57	81.3%
Retirement	\$48,187.35	\$0.00	\$531,942.01	\$849,398.00	\$317,455.99	62.6%
Employer FICA-Medicare	\$30,677.88	\$0.00	\$302,772.55	\$376,885.00	\$74,112.45	80.3%
Other Benefits	\$2,716.00	\$0.00	\$46,678.67	\$67,625.00	\$20,946.33	69.0%
Total	\$165,450.32	\$0.00	\$1,704,422.66	\$2,305,928.00	\$601,505.34	73.9%
Materials						
Adult Books	\$36,630.12	\$32,623.53	\$369,732.14	\$469,800.00	\$100,067.86	78.7%
Juvenile Books	\$6,308.03	\$4,821.96	\$83,149.26	\$96,500.00	\$13,350.74	86.2%
Periodicals	\$1,996.51	\$0.00	\$49,389.54	\$55,585.00	\$6,195.46	88.9%
Audio-Visual Material	\$25,455.08	\$49,484.70	\$281,920.83	\$323,500.00	\$41,579.17	87.1%
Digital Materials	\$6,497.29	\$0.00	\$146,802.87	\$201,850.00	\$55,047.13	72.7%
Total	\$76,887.03	\$86,930.19	\$930,994.64	\$1,147,235.00	\$216,240.36	81.2%
Facilities						
Fuel	\$16,439.34	\$0.00	\$57,160.90	\$67,700.00	\$10,539.10	84.4%
Electricity	\$23,089.76	\$0.00	\$144,498.73	\$194,900.00	\$50,401.27	74.1%
Water	\$351.09	\$0.00	\$3,452.52	\$5,875.00	\$2,422.48	58.8%
Custodial Supplies	\$5,021.74	\$1,309.17	\$60,818.29	\$77,440.00	\$16,621.71	78.5%
Grounds Maintenance	\$10,851.00	\$1,935.00	\$33,248.47	\$45,180.00	\$11,931.53	73.6%
Building Repair	\$7,613.68	\$2,343.85	\$47,886.14	\$88,781.00	\$40,894.86	53.9%
Building Operations	\$8,637.47	\$13,834.00	\$111,443.46	\$131,046.00	\$19,602.54	85.0%
Total	\$72,004.08	\$19,422.02	\$458,508.51	\$610,922.00	\$152,413.49	75.1%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
April 30, 2015

	April	Encumbrance	Year to Date	Budget	Variance	% Complete
Supplies						
Office Supplies	\$3,350.30	\$0.00	\$26,877.12	\$49,600.00	\$22,722.88	54.2%
Marketing Supplies	\$495.72	\$0.00	\$5,955.02	\$12,000.00	\$6,044.98	49.6%
Postage & Freight	\$1,164.89	\$0.00	\$22,173.19	\$39,230.00	\$17,056.81	56.5%
Processing Supplies	\$10,894.12	\$5,409.83	\$31,822.20	\$60,140.00	\$28,317.80	52.9%
Departmental Purchases	\$3,537.92	\$6,361.35	\$27,753.60	\$44,882.00	\$17,128.40	61.8%
Total	\$19,442.95	\$11,771.18	\$114,581.13	\$205,852.00	\$91,270.87	55.7%
Technical Services						
F&E Repair & Maintenance	\$2,323.05	\$0.00	\$43,408.78	\$76,576.00	\$33,167.22	56.7%
Telecommunications	\$8,696.92	\$0.00	\$72,206.33	\$90,400.00	\$18,193.67	79.9%
Software & Licensing	\$2,076.87	\$0.00	\$280,375.36	\$323,369.00	\$42,993.64	86.7%
Cataloging & Processing	\$4,699.55	\$0.00	\$42,732.83	\$65,532.00	\$22,799.17	65.2%
Total	\$17,796.39	\$0.00	\$438,723.30	\$555,877.00	\$117,153.70	78.9%
Purchased Services						
Security	\$22,371.50	\$0.00	\$92,427.68	\$136,814.00	\$44,386.32	67.6%
Insurance	\$16,821.90	\$0.00	\$81,024.38	\$85,000.00	\$3,975.62	95.3%
Legal Services	\$0.00	\$0.00	\$72.00	\$10,000.00	\$9,928.00	0.7%
Contracted Services	\$10,653.96	\$2,280.00	\$138,449.47	\$197,525.00	\$59,075.53	70.1%
Printing Services	\$3,063.78	\$0.00	\$62,073.87	\$97,000.00	\$34,926.13	64.0%
Advertising	\$14,273.04	\$0.00	\$61,837.81	\$60,000.00	(\$1,837.81)	103.1%
Total	\$67,184.18	\$2,280.00	\$435,885.21	\$586,339.00	\$150,453.79	74.3%
Other Expenditures						
Miscellaneous Operating	\$4,174.37	\$0.00	\$27,932.30	\$54,110.00	\$26,177.70	51.6%
Tax Charge Backs	\$367.51	\$0.00	\$35,436.54	\$65,000.00	\$29,563.46	54.5%
Travel & Conference-Director	\$856.20	\$0.00	\$1,285.72	\$4,000.00	\$2,714.28	32.1%
Travel & Conference	\$820.19	\$0.00	\$12,867.30	\$42,535.00	\$29,667.70	30.3%
Staff Development	\$907.00	\$0.00	\$8,220.28	\$21,590.00	\$13,369.72	38.1%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
Miscellaneous Disbursements	\$2,806.08	\$1,192.50	\$30,979.89	\$63,740.00	\$32,760.11	48.6%
Vehicle Maintenance	\$171.60	\$0.00	\$2,638.38	\$5,500.00	\$2,861.62	48.0%
Programming Expenditures	\$7,690.95	\$0.00	\$81,058.04	\$171,600.00	\$90,541.96	47.2%
Rent	\$525.00	\$0.00	\$26,405.70	\$32,100.00	\$5,694.30	82.3%
Total	\$18,318.90	\$1,192.50	\$226,824.15	\$462,175.00	\$235,350.85	49.1%
Total Expenditures	\$842,962.22	\$121,595.89	\$8,303,236.64	\$10,795,190.00	\$2,491,953.36	76.9%
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	\$9,302,862.16	\$0.00	\$6,223,363.74	\$6,223,363.74	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$766,442.39)	(\$133,112.89)	\$2,179,943.14	\$14,902.00	(\$2,165,041.14)	14628.5%
ENDING FUND BALANCE	\$8,536,419.77	(\$133,112.89)	\$8,403,306.88	\$6,238,265.74	(\$2,165,041.14)	134.7%

Kalamazoo Public Library Capital Improvement Plan

April 30, 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 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$70,695.00	\$70,695.00
811 - Carpet Master Plan/1st Renovation	\$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	\$0.00	\$1,934.99	\$15,500.00	\$13,565.01
817 - Viewscan microfilm Readers	\$0.00	\$0.00	\$21,664.04	\$21,664.00	(\$0.04)
818 - Video equipment-Canon Camcorders	\$0.00	\$0.00	\$0.00	\$3,200.00	\$3,200.00
880 - ADS conference room	\$0.00	\$0.00	\$3,070.52	\$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 Venicle	\$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	\$0.00	\$1,762.42	\$48,790.94	\$324,588.00	\$275,797.06
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	\$14,273.00	\$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	\$9,240.00	\$0.00	\$12,320.00	\$12,400.00	\$80.00
Total Building Alterations	\$23,513.00	\$1,217.38	\$57,595.38	\$365,150.00	\$307,554.62

Kalamazoo Public Library Capital Improvement Plan

April 30, 2015

	Actual	Encumbrances	YTD+Encumb	Budget	Variance
Computer & Electronics					
Automation					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$20,058.00	\$20,058.00
831 - Automation Replacement	\$98.79	\$858.28	\$10,435.28	\$126,737.00	\$116,301.72
843 - Branch digital signage	\$2,113.16	\$447.44	\$3,132.57	\$9,411.00	\$6,278.43
845 - Public Spaces AV Upgrades	\$0.00	\$51,366.00	\$51,366.00	\$58,000.00	\$6,634.00
865 - Game Carts - Teen	\$0.00	\$0.00	\$1,457.77	\$4,599.00	\$3,141.23
878 - Portable Devices	\$0.00	\$786.11	\$8,011.65	\$21,410.00	\$13,398.35
879 - Office scanners	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
884 - Digital Lab Equipment	\$0.00	\$0.00	\$0.00	\$6,175.00	\$6,175.00
Total Computer & Electronics	\$2,211.95	\$53,457.83	\$74,403.27	\$248,390.00	\$173,986.73
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	\$2,681.76	\$9,443.03	\$107,917.41	\$125,000.00	\$17,082.59
Total RFID	\$2,681.76	\$21,129.03	\$119,603.41	\$140,199.00	\$20,595.59
Total Expenditures	\$28,406.71	\$77,566.66	\$300,393.00	\$1,082,711.00	\$782,318.00
Transfers					
Transfers In/(Out)					
Transfers from other funds					
845 - Public Spaces AV Upgrades	\$0.00	\$0.00	\$0.00	(\$12,500.00)	(\$12,500.00)
Total	\$0.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00
Total Transfers	\$0.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00
TOTAL BEGINNING FUND BALANCE			\$1,784,252.98	\$1,784,252.98	\$0.00
TOTAL NET SURPLUS/(DEFICIT)			(\$271,493.00)	(\$1,043,811.00)	\$772,318.00
TOTAL ENDING FUND BALANCE			\$1,512,759.98	\$740,441.98	\$772,318.00

**Kalamazoo Public Library
Special Revenue Fund
April 30, 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	\$25.00	\$0.00	\$1,910.00	\$1,000.00	(\$910.00)
303 - History Room Gifts	\$0.00	\$0.00	\$435.77	\$435.00	(\$0.77)
308 - Library Gifts	\$0.00	\$0.00	\$451.05	\$500.00	\$48.95
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00
379 - Friends Mini-Grants 2015	\$7,462.90	\$0.00	\$7,462.90	(\$7,192.90)	(\$14,655.80)
Total Local Support	\$7,487.90	\$0.00	\$33,045.86	\$24,742.10	(\$8,303.76)
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	\$7,487.90	\$0.00	\$33,780.86	\$25,477.10	(\$8,303.76)
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	\$74.57	\$650.17	\$1,110.94	\$1,000.00	(\$110.94)
Total Adult Books	\$74.57	\$650.17	\$1,110.94	\$1,000.00	(\$110.94)
Juvenile Books					
233 - Ready to Read - Gifts	\$99.80	\$0.00	\$4,885.41	\$12,000.00	\$7,114.59
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$13,064.46	\$18,000.00	\$4,935.54
301 - Gifts & Memorials - Materials	\$20.67	\$0.00	\$375.08	\$250.00	(\$125.08)
Total Juvenile Books	\$120.47	\$0.00	\$18,324.95	\$30,250.00	\$11,925.05
Total	\$195.04	\$650.17	\$19,435.89	\$31,250.00	\$11,814.11
Purchased Services					
Contracted Services					
303 - History Room Gifts	\$1,188.00	\$0.00	\$2,376.00	\$4,000.00	\$1,624.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$12,000.00	\$12,000.00	\$0.00
Total Contracted Services	\$1,188.00	\$0.00	\$14,376.00	\$16,000.00	\$1,624.00
Total	\$1,188.00	\$0.00	\$14,376.00	\$16,000.00	\$1,624.00

**Kalamazoo Public Library
Special Revenue Fund
April 30, 2015**

	Actual	Encumbrances	Year-to-Date + Encumbrance	Budget	Variance
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	\$1,500.00	\$1,500.00
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$3,400.00	\$3,400.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$2,611.62	\$6,470.00	\$3,858.38
379 - Friends Mini-Grants 2015	\$2,644.31	\$0.00	\$2,644.31	\$7,192.90	\$4,548.59
380 - Scholarships/Administration Mini-Grants	\$72.13	\$0.00	\$98.74	\$1,255.00	\$1,156.26
381 - Staff Appreciation Mini-Grant	\$41.94	\$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	\$350.00	\$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	\$3,108.38	\$0.00	\$12,796.06	\$30,023.90	\$17,227.84
Programming Expenditures					
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$0.00	\$1,922.00	\$1,922.00
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00
Total Programming Expenditures	\$0.00	\$0.00	\$0.00	\$8,922.00	\$8,922.00
Total	\$3,108.38	\$0.00	\$12,796.06	\$38,945.90	\$26,149.84
Total Expenditures	\$4,491.42	\$650.17	\$47,472.68	\$87,920.90	\$40,448.22
TOTAL BEGINNING FUND BALANCE	\$171,898.03	\$0.00	\$187,936.16	\$187,936.16	\$0.00
TOTAL NET SURPLUS/(DEFICIT)	\$2,996.48	(\$650.17)	(\$13,691.82)	(\$62,443.80)	(\$48,751.98)
ENDING FUND BALANCE					
233 - Ready to Read - Gifts	\$35,304.59	\$0.00	\$35,304.59	\$28,083.86	(\$7,220.73)
235 - Ready to Read - Spelling Bee	\$51,461.40	\$0.00	\$51,461.40	\$46,190.24	(\$5,271.16)
301 - Gifts & Memorials - Materials	\$4,869.50	(\$650.17)	\$4,219.33	\$2,045.35	(\$2,173.98)
303 - History Room Gifts	\$2,771.71	\$0.00	\$2,771.71	\$286.67	(\$2,485.04)
307 - ONEplace Nonprofit Services	\$1,921.58	\$0.00	\$1,921.58	(\$0.42)	(\$1,922.00)
308 - Library Gifts	\$3,677.23	\$0.00	\$3,677.23	\$326.18	(\$3,351.05)
310 - KPL Antiracism Transformation Team	\$3,858.04	\$0.00	\$3,858.04	(\$0.34)	(\$3,858.38)
379 - Friends Mini-Grants 2015	\$4,818.59	\$0.00	\$4,818.59	(\$14,385.80)	(\$19,204.39)
380 - Scholarships/Administration Mini-Grants	\$1,155.92	\$0.00	\$1,155.92	(\$0.34)	(\$1,156.26)
381 - Staff Appreciation Mini-Grant	(\$110.07)	\$0.00	(\$110.07)	\$0.00	\$110.07
383 - History Room Mini-Grant	\$500.00	\$0.00	\$500.00	\$0.00	(\$500.00)
387 - Oshtemo Mini-Grant	\$547.82	\$0.00	\$547.82	\$0.43	(\$547.39)
388 - Eastwood/Powell Mini-Grant	\$897.67	\$0.00	\$897.67	\$0.39	(\$897.28)
389 - Washington Square Mini-Grant	\$1.34	\$0.00	\$1.34	(\$0.02)	(\$1.36)
390 - Teen Services Mini-Grant	\$97.67	\$0.00	\$97.67	(\$0.33)	(\$98.00)
391 - Children's Mini-Grant	\$174.68	\$0.00	\$174.68	(\$0.35)	(\$175.03)
397 - KCF - Local History and Community Information Agency Fund	\$62,946.84	\$0.00	\$62,946.84	\$62,946.84	\$0.00
TOTAL ENDING FUND BALANCE	\$174,894.51	(\$650.17)	\$174,244.34	\$125,492.36	(\$48,751.98)



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

For the period of 1/1/2015 through 3/31/2015

Fund Activity

Your asset balance as of 1/1/2015	\$27,447.28
Gifts received (see detail)	\$0.00
Grants approved (see detail)	\$0.00
Net investment return	\$453.21
Foundation annual administrative fee	(\$426.86)
Other adjustments	\$0.00
Your asset balance as of 3/31/2015	\$27,473.63

Funds Available to Grant as of 5/6/2015 **\$27,473.63**



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

For the period of 1/1/2015 through 3/31/2015

Fund Activity

Your asset balance as of 1/1/2015	\$65,556.67
Gifts received (see detail)	\$6,000.00
Grants approved (see detail)	\$0.00
Net investment return	\$1,209.96
Foundation annual administrative fee	(\$723.89)
Other adjustments	\$0.00
Your asset balance as of 3/31/2015	\$72,042.74

Gift Detail	Date	Amount
Kalamazoo Public Library	01/20/2015	\$6,000.00
Total Gifts		\$6,000.00

Funds Available to Grant as of 5/6/2015 **\$72,042.74**

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**Engagement:
Bringing
community
together**

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**Amy Upjohn
joins board
of trustees**

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**Fourth quarter
grant highlights**

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**KZCF:
Then and now**

[PAGE EIGHT]

Bringing
Community
Together

Amy Upjohn joins board of trustees



Amy Upjohn joined the board of trustees at the Kalamazoo Community Foundation in January, replacing long-time trustee Rhonda Stryker. Stryker had been a Community Foundation trustee since 1997 and served as board vice chairperson and as a member of many committees including Audit Finance, Community Investment and Governance. In addition, she served as a member of the Community Foundation's LGBT at Kalamazoo College and on the board of the Lakeside for Children Foundation. Upjohn, who before joining the board served on the Community Foundation's Community Investment Committee, also serves as a trustee at Kalamazoo College and on the board of the Lakeside for Children Foundation. Upjohn holds a bachelor's degree in education from the University of Vermont and a masters degree in education from the University of St. John's. Other trustees are James Escarilla, Barbara James, Hon. Carolyn Williams, and Dr. Ellen Wilson. Oyvethan Pickett-Enway serves as secretary-treasurer.

"It has been a privilege and honor to watch the Community Foundation continue to grow under strong leadership and increase community engagement from its new home," Stryker, the recipient of the 2013 YWCA Lifetime Woman of Achievement Award, also serves as a trustee at the Kalamazoo Community Foundation. "I look forward to giving back to the community through the Community Investment Committee," she says. "I believe particularly at the Community Foundation, it is important to look forward to Amy's increased involvement as she joins our board while continuing her service on the Community Investment Committee." Also in January, board chairperson Frank Sardone was reappointed to his post. Other trustees are James Escarilla, Barbara James, Hon. Carolyn Williams, and Dr. Ellen Wilson. Oyvethan Pickett-Enway serves as secretary-treasurer.

Connect

269.441.4416
www.kafoundation.org

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Receive

Start the process at www.kafoundation.org/howtoplay

We need strategic investments for projects that will impact our community and will benefit Kalamazoo County.

We are first in profit business development projects, private loans, purchases, and partnerships or private.

How to apply: Start the process at www.kafoundation.org/howtoplay

Give

Give online: www.kafoundation.org/give

Make a planned gift: There are many ways for you to partner for a gift that is more meaningful than ever. Please contact us at 269.441.4416 or donorrelations@kafoundation.org

Make a check: Kalamazoo Community Foundation, 400 East Michigan Avenue, Kalamazoo, MI 49001-0005

In a recent TED Talk, Angela Lee Duckworth, a psychologist, described 'grit' as the most important predictor of success. She defines grit as the ability to continue working hard on really big goals for extended periods of time. We know about grit at the Community Foundation.

This is our 90th year and we're proud to be one of the nation's oldest and most accomplished community foundations, ranking ninth in assets per capita and having the highest investment return of community foundations for the seven-year period ended December 2014.

We're not an organization that stands still. We've changed with the community and its needs. In addition to our traditional grantmaking, we've increased our efforts at converting community partners working on similar issues, and bringing our grantees together to learn from each other after their projects are completed. We also have increased our efforts to work collaboratively around community data, and to help find new solutions to old challenges, particularly with The Learning Network of Greater Kalamazoo, which focuses on educational outcomes.

We want to be a community leadership organization focused on equity. We engage in long-term work on the toughest issues with the community at the center of our efforts. With your help last summer, we developed our new vision statement which embraces this philosophy: a community where every person can reach full potential. This vision is our "north star" in how we will make life better for all.

Guiding us in this work is our strategic plan for 2015 and 2016, which was built on three key areas: equity, education and engagement. Thank you for your continued interest and support of this important work.

Carrie Pickett-Enway
President/CEO



Photo by Eric Kohn

Engagement: Bringing community together

You attend Art Hop and concerts in the park. You volunteer at your kid's school. You write an annual check to your favorite nonprofit. You say hello to your neighbors when you're walking your dog. Seemingly little actions that are all part of a big thing called community engagement.

Engagement changes the way a community feels to residents and visitors alike, according to Carrie Pickett-Erway, president/CEO of the Kalamazoo Community Foundation.

Daily Engagement

"Engagement is central to the theme of democracy," says Pickett-Erway. "Making life better for Kalamazoo County residents is not something we can do just by writing a check. It requires the daily active engagement of the entire community, bringing the community together. Healthy, thriving

communities have people who engage in public life through both large and small actions."

Pickett-Erway notes that engagement includes the alignment of money, physical resources and human/social capital. "For example," she explains, "Education is one of our Big Three Goals. Time, talent, facilities and money have to align so we can move the needle on an issue that big. If we really want to become the most educated community in the country and retain our best and brightest students, the Community Foundation and school systems can't do that alone. More people in the community have to become engaged, work together and use our collective resources more efficiently."

Turning Outward

When it moved into its new home last

Making life better for Kalamazoo County residents is not something we can do just by writing a check.

Carrie Pickett-Erway
President/CEO

Our Big 3 Goals

1.

Equity

We are partnering with others to remove barriers to opportunity and full potential by increasing capacity for awareness and action.

2.

Education

We want to help provide a path to prosperity for everyone by supporting cradle to career initiatives.

3.

Engagement

We are aligning resources for transformative change by collaborating with county-wide partners.

year, the Community Foundation made a physical statement about how it wanted to be seen by others and work with the community. "Our philosophy of engagement lies back to this building," says Pickett-Erway. "Because we're in a highly accessible, visible space, we're able to open our doors even wider to the community to engage with us directly. We were delighted when people poured in during our open houses. I hope they will come to think of this as a home of their own."

"This new space allows us to turn even more outward," she continues. "It's creating a culture shift here. We know that before we start initiatives the first thing we need to do is deeply engage the community. Do we understand the problem accurately and the multiple perspectives people will have? Who's already doing great work around an issue so we don't duplicate efforts?"

2015: Our 90th Birthday

The Community Foundation is celebrating its 90th birthday in 2015 and change is going to continue. "We plan to start some work this

year around a new equity initiative," Pickett-Erway states. "Initially, we will assess current equity efforts in the community."

The Community Foundation's annual community meeting in November — which will feature writer, journalist and educator Ta' Nehisi Coates as its keynote speaker — also will focus on equity. The Community Foundation engaged with area nonprofits and individuals involved with equity efforts in selecting Coates as the speaker for the event. In the meantime, the Community Foundation is planning more activities to engage its grantees, including collaborative learning forums.

Says Pickett-Erway, "As we celebrate our 90th birthday in 2015, we're looking for new and exciting ways to engage with the community, including taking positions on important social issues. We want to become even better at reaching out to others so we can make this community we love stronger. We welcome all input."

Engaging the next generation of givers

Jim Teeter and Laura Bell are firmly planted in the Kalamazoo area's next generation of leaders. They volunteer throughout the community, make donations to individual organizations and help sponsor many events each year through Bell's Brewery.

When they recently began looking for a way to think more strategically about their philanthropic portfolio, they turned to the Community Foundation for help.

"We were delighted to help Laura and Jim tap into our knowledge about the community and identify a giving option that matched their interests," says Carrie Pickett-Erway. "At a relatively young age, they're already deeply committed to community engagement and making life in Kalamazoo County better for everyone."

Fourth quarter grant highlights

\$4.4 MILLION IN GRANTS AWARDED TO LOCAL NONPROFITS

The Community Foundation awarded more than \$4.4 million in grants to nonprofit organizations in the fourth quarter of 2014.

An important part of that total was the \$1.3 million in responsive grants awarded to Kalamazoo County nonprofits in support of our community investment priorities of Early Childhood Learning and School Readiness, Economic and Community Development, Individuals and Families, and Youth Development.

"This was our biggest responsive grant round in 2014," says Suprotk Stotz-Ghosh, vice president, Community Investment. "These 22 grants represented significant community resources to address immediate needs, while also funding initiatives focusing on long-term solutions."

According to President/CEO Carrie Pickett-Erway: "Each of these responsive grants advances either education or equity — two of our Big Three Goals — or both, and they support our vision for a community where every person can reach full potential."

Other grants included:

- \$2.2 million in donor-suggested grants from Advised Funds.
- Almost \$300,000 from Field-of-Interest Funds, which are donor-created funds that focus on specific areas of interests, and
- Nearly \$700,000 from Designated Funds, which are funds established for the benefit of local nonprofit organizations.

Kalamazoo Community Foundation Investment Performance

FOURTH QUARTER 2014

Core Assets	Qtr 4	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs
Moderate Growth Performance						
Actual	2.3%	6.3%	6.3%	14.0%	11.3%	7.0%
Benchmark	2.8%	6.0%	6.0%	12.6%	10.7%	5.7%
Income and Growth Performance						
Actual	3.4%	10.1%	10.1%	11.8%	10.7%	7.5%
Benchmark	3.4%	9.9%	9.9%	11.3%	10.1%	6.4%

Investment performance is net of manager fees and derived from core Kalamazoo Community Foundation assets allocated into its two investment strategies. Historic performance for each is then derived from linkages to prior quarterly returns. Performance reflects prior changes in asset allocations while benchmarks assume current allocations. For more information about our investment performance, please contact Susan Springgate at 269.381.4416 or sspringgate@kalfound.org.



Edmond Woodruff died in 1981.

Today he's helping Kalamazoo area students pay for college.

Education was important to Edmond and Beth Woodruff, and they made sure it was important to their son, Jim, too. So when Edmond passed away, Jim established a Scholarship Fund to honor that legacy: the Edmond B. Woodruff and Beth Woodruff Shipman Scholarship Fund.

We can help you leave a legacy, too. Contact our Donor Relations team to learn how.

Zach Bauer
269.585.7255 / zbauer@kalfound.org

Coby Chalmers
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We'd love to know what you think of this publication. To share your feedback, fill out our online survey at surveymonkey.com/s/updatekzcf.



KZCF: Then and Now

A few things have changed since the Community Foundation was born in 1925. Our first office was at The Upjohn Company; we now have a permanent home in downtown Kalamazoo. Our assets have grown from \$1,000 — the amount of W.E. Upjohn's first gift — to \$450 million. We've evolved from being known as "the community's cookie jar," to an organization focused on long-term, transformative change.

Then

In the early years of the Community Foundation, we supported Kalamazoo Public Schools with two grants. The first grant was for \$250, followed by another for \$1,000 to provide students with food, clothing, and other support.

Now

Education is a major part of our strategy. We are investing millions of dollars, \$5 million over five years (supported by a \$6 million investment from the W.K. Kellogg Foundation), in the work of The Learning Network of Greater Kalamazoo, a county-wide initiative dedicated to constructively confronting the persistent challenge of preparing people — especially those who live in poverty — for success in school and life.

1925
2015

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Budgets**

DATE: May 18, 2015

Recommendation:

I recommend 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 MPSERS 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.

[Return to Agenda](#)

**Kalamazoo Public Library
General Operating Fund
Close Estimate Budget Revision
Fiscal year ending June 30, 2015**

	FY 13/14 <u>Actuals</u>	FY 14/15 <u>Preliminary Budget</u>	FY 14/15 <u>Close Estimate Budget</u>	FY 14/15 <u>Close Estimate Budget Revision</u>	<u>Variance to Prior</u>	<u>%</u>
Revenue						
Property Taxes	\$ 10,203,577	\$ 10,249,482	\$ 10,203,999	\$ 10,264,905	\$ 60,906	0.6%
State Grants and Reimbursements	\$ 278,349	\$ 306,788	\$ 320,049	\$ 223,400	\$ (96,649)	-30.2%
Charges for Services	\$ 176,720	\$ 170,000	\$ 175,000	\$ 175,000	\$ -	0.0%
District Court Penal Fines	\$ 254,027	\$ 260,000	\$ 255,000	\$ 255,000	\$ -	0.0%
Other Revenue	\$ 554,102	\$ 464,563	\$ 468,544	\$ 461,794	\$ (6,750)	-1.4%
Total Revenue	\$ 11,466,774	\$ 11,450,833	\$ 11,422,592	\$ 11,380,099	\$ (42,493)	-0.4%
Expenditures						
Salaries & Benefits	\$ 6,790,671	\$ 7,169,775	\$ 7,226,790	\$ 7,111,109	\$ 115,681	1.6%
Materials	\$ 1,072,280	\$ 1,155,512	\$ 1,147,235	\$ 1,147,235	\$ -	0.0%
Facilities	\$ 540,776	\$ 589,122	\$ 610,922	\$ 610,922	\$ -	0.0%
Supplies	\$ 180,880	\$ 213,052	\$ 205,852	\$ 190,852	\$ 15,000	7.3%
Technical Services	\$ 473,221	\$ 558,477	\$ 555,877	\$ 555,877	\$ -	0.0%
Purchased Services	\$ 508,974	\$ 599,119	\$ 586,339	\$ 586,339	\$ -	0.0%
Other	\$ 460,289	\$ 474,245	\$ 462,175	\$ 457,175	\$ 5,000	1.1%
Total Operating Expenditures	\$ 10,025,092	\$ 10,759,302	\$ 10,795,190	\$ 10,659,509	\$ 135,681	1.3%
Excess (Deficiency) of Revenue Over Expenditures	\$ 1,441,682	\$ 691,531	\$ 627,402	\$ 720,590	\$ 93,188	
Operating Transfers						
Transfers to/from Other Funds/Prior adjustments	\$ (17,592)	\$ -	\$ -	\$ -	\$ -	
Transfers to Capital Improvement Plan	\$ 400,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	
Transfer to Bond Issues Debt Service	\$ 1,035,000	\$ -	\$ -	\$ -	\$ -	
Total Expenditures & Transfers	\$ 11,442,500	\$ 11,359,302	\$ 11,395,190	\$ 11,259,509	\$ 135,681	
Excess (Deficiency) of Revenue and Other Sources Over Expenditures and Other Uses	\$ 24,274	\$ 91,531	\$ 27,402	\$ 120,590	\$ 93,188	
Beginning Fund Balance	\$ 6,200,897	\$ 5,344,930	\$ 6,225,171	\$ 6,225,171	\$ -	
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	\$ 1,469,185	\$ 2,196,280	\$ 2,289,468	\$ 93,188	
Total Ending Fund Balance	\$ 6,225,171	\$ 5,436,461	\$ 6,252,573	\$ 6,345,761	\$ 93,188	

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 Close Estimate Budget Revision for fiscal year ending June 30, 2015 recognizes the final impact and accounting of the MPSERS UAAL Rate Stabilization expenditure and reimbursement by the State of Michigan. Both State Grants and Reimbursements and defined benefit Retirement Expense have been reduced by \$96,649 to reflect the final amount. Property tax revenue has been adjusted for the final taxable value and property tax revenue settlements by each of the library district's participating governmental units for an increase of \$60,906 over the prior budget. The net effect of all revenue adjustments is a reduction of \$42,493 for the fiscal year. Expenditures budgets have been adjusted for the expense portion of the MPSERS UAAL Rate Stabilization, the release of several reserves no longer needed at year-end, and a zero impact series of budget transfers within the Purchased Services category resulting in a reduction of 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.

**Kalamazoo Public Library
Supplementary Information
Fiscal Years Ending June 30, 2015**

Kalamazoo Public Library
Supplementary Information - Close Estimate Revision
Fiscal Years ending June 30, 2015

	FY 12/13	FY 13/14	FY 14/15	FY 14/15	FY 14/15	Variance to	
	Actuals	Actuals	Preliminary	Close Estimate	Close Estimate	Prior	%
			Budget	Budget	Budget Revision		
REVENUE							
Property Taxes							
1 City of Kalamazoo	\$ 5,645,591	\$ 5,586,263	\$ 5,583,236	\$ 5,586,263	\$ 5,580,822	\$ (5,441)	-0.1%
2 Kalamazoo Township	\$ 1,449,354	\$ 1,431,376	\$ 1,439,250	\$ 1,431,376	\$ 1,430,803	\$ (573)	0.0%
3 Oshtemo Township	\$ 2,792,461	\$ 2,780,811	\$ 2,819,661	\$ 2,780,811	\$ 2,819,707	\$ 38,896	1.4%
4 Texas Township	\$ 422,176	\$ 415,549	\$ 422,335	\$ 415,549	\$ 421,573	\$ 6,024	1.4%
5 Total Property Taxes	\$ 10,309,582	\$ 10,213,998	\$ 10,264,482	\$ 10,213,999	\$ 10,252,905	\$ 38,906	0.4%
6 Less Delinquency Reserve	\$ -	\$ -	\$ (40,000)	\$ (30,000)	\$ -	\$ 30,000	-100.0%
7 Plus Delinq. Tax Receipts	\$ 23,950	\$ (10,421)	\$ 25,000	\$ 20,000	\$ 12,000	\$ (8,000)	-40.0%
8 Net Property Tax Revenue	\$ 10,333,532	\$ 10,203,577	\$ 10,249,482	\$ 10,203,999	\$ 10,264,905	\$ 60,906	0.6%
Other Taxes							
Industrial Facilities Tax							
9 City of Kalamazoo	\$ 67,087	\$ 47,067	\$ 55,000	\$ 47,000	\$ 67,000	\$ 20,000	42.6%
10 Kalamazoo Township	\$ 12,155	\$ 10,605	\$ 11,000	\$ 11,000	\$ 10,500	\$ (500)	-4.5%
11 Oshtemo Township	\$ 4,463	\$ 4,193	\$ 4,200	\$ 4,200	\$ 4,200	\$ -	0.0%
12 Texas Township	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
13 Total Industrial Facilities Tax	\$ 83,705	\$ 61,866	\$ 70,200	\$ 62,200	\$ 81,700	\$ 19,500	31.4%
14 Renaissance Zone Reimbursement	\$ -	\$ 9,988	\$ 9,988	\$ 9,988	\$ 21,969	\$ -	0.0%
15 Payments in Lieu of Taxes	\$ 53,452	\$ 43,889	\$ 40,000	\$ 40,000	\$ 20,500	\$ (19,500)	-48.8%
16 Total Other Taxes	\$ 137,157	\$ 115,743	\$ 120,188	\$ 124,169	\$ 124,169	\$ -	0.0%
Other Revenue							
17 Misc. Fines & Fees	\$ 181,810	\$ 176,720	\$ 170,000	\$ 175,000	\$ 175,000	\$ -	0.0%
18 State Aid	\$ 156,864	\$ 278,349	\$ 306,788	\$ 320,049	\$ 223,400	\$ (96,649)	-30.2%
19 District Ct. Penal Fines	\$ 279,650	\$ 254,027	\$ 260,000	\$ 255,000	\$ 255,000	\$ -	0.0%
20 Law Library Revenue	\$ 49,991	\$ 54,517	\$ 62,500	\$ 62,500	\$ 62,500	\$ -	0.0%
21 Universal Service Fund Reimbursement	\$ 33,600	\$ 33,600	\$ 33,600	\$ 33,600	\$ 33,600	\$ -	0.0%
22 Friends of KPL & Other Local Revenue	\$ 244,859	\$ 333,141	\$ 233,275	\$ 233,275	\$ 226,525	\$ (6,750)	-2.9%
23 Interest Income	\$ 15,091	\$ 17,102	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	0.0%
24 Total Other Revenue	\$ 961,864	\$ 1,147,454	\$ 1,081,163	\$ 1,094,424	\$ 991,025	\$ (103,399)	-9.4%
TOTAL REVENUE	\$ 11,432,553	\$ 11,466,774	\$ 11,450,833	\$ 11,422,592	\$ 11,380,099	\$ (42,493)	-0.4%
EXPENDITURES							
Salaries & Wages							
25 Administrative Salaries	\$ 630,367	\$ 637,079	\$ 637,110	\$ 653,722	\$ 653,722	\$ -	0.0%
26 Librarian Salaries	\$ 1,179,494	\$ 1,226,644	\$ 1,249,050	\$ 1,270,780	\$ 1,270,780	\$ -	0.0%
27 Super/Tech Salaries	\$ 689,583	\$ 672,196	\$ 665,095	\$ 684,530	\$ 684,530	\$ -	0.0%
28 Library Assistant Salaries	\$ 1,507,395	\$ 1,530,138	\$ 1,563,755	\$ 1,587,970	\$ 1,587,970	\$ -	0.0%
29 Hourly Salaries	\$ 566,234	\$ 555,478	\$ 624,758	\$ 620,500	\$ 612,110	\$ 8,390	1.4%
30 Substitute Salaries	\$ 59,235	\$ 77,860	\$ 88,360	\$ 103,360	\$ 103,360	\$ -	0.0%
31 Vacancy Credit	\$ -	\$ -	\$ (45,000)	\$ -	\$ -	\$ -	0.0%
32 Total Salaries & Wages	\$ 4,632,307	\$ 4,699,395	\$ 4,783,128	\$ 4,920,862	\$ 4,912,472	\$ 8,390	0.2%
Benefits							
33 Employee Insurances	\$ 944,179	\$ 944,723	\$ 984,875	\$ 1,012,020	\$ 1,004,520	\$ 7,500	0.7%
34 Retirement - MPERS, MERS	\$ 651,829	\$ 765,646	\$ 832,367	\$ 849,398	\$ 752,749	\$ 96,649	11.4%
35 Employer FICA	\$ 352,126	\$ 346,843	\$ 367,605	\$ 376,885	\$ 373,743	\$ 3,142	0.8%
36 Other Benefits: RPO, Vexempt	\$ 60,601	\$ 34,064	\$ 26,800	\$ 67,625	\$ 67,625	\$ -	0.0%
37 Total Benefits	\$ 2,008,735	\$ 2,091,276	\$ 2,211,647	\$ 2,305,928	\$ 2,198,637	\$ 107,291	4.7%
38 Total Compensation-Salaried Staff	\$ 5,967,725	\$ 6,108,883	\$ 6,275,546	\$ 6,447,555	\$ 6,340,906	\$ 106,649	1.7%
39 Compensation Reserves	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ -	0.0%
40 Compensation - Hourly Staff	\$ 673,317	\$ 681,788	\$ 767,672	\$ 779,235	\$ 770,203	\$ 9,032	1.2%
41 Vacancy Credit/Vacation Accrual Expense	\$ -	\$ -	\$ (48,443)	\$ -	\$ -	\$ -	0.0%
42 Total Salaries & Benefits	\$ 6,641,043	\$ 6,790,671	\$ 7,169,775	\$ 7,226,790	\$ 7,111,109	\$ 115,681	1.6%

Kalamazoo Public Library
Supplementary Information - Close Estimate Revision
Fiscal Years ending June 30, 2015

	FY 12/13	FY 13/14	FY 14/15	FY 14/15	FY 14/15	Variance to	
	Actuals	Actuals	Preliminary Budget	Close Estimate Budget	Close Estimate Budget Revision	Prior	%
Materials							
43 Adult Books	\$ 446,484	\$ 442,079	\$ 475,600	\$ 469,800	\$ 469,800	\$ -	0.0%
44 Children's Books	\$ 91,490	\$ 103,637	\$ 96,500	\$ 96,500	\$ 96,500	\$ -	0.0%
45 Periodicals	\$ 63,363	\$ 47,062	\$ 60,262	\$ 55,585	\$ 55,585	\$ -	0.0%
46 Audio-Visual Materials	\$ 278,667	\$ 313,992	\$ 312,300	\$ 323,500	\$ 323,500	\$ -	0.0%
47 Digital Materials	\$ 160,895	\$ 165,510	\$ 210,850	\$ 201,850	\$ 201,850	\$ -	0.0%
48 Total Materials	\$ 1,040,899	\$ 1,072,280	\$ 1,155,512	\$ 1,147,235	\$ 1,147,235	\$ -	0.0%
Facilities							
49 Fuel	\$ 43,402	\$ 54,846	\$ 67,700	\$ 67,700	\$ 67,700	\$ -	0.0%
50 Electricity	\$ 177,629	\$ 194,338	\$ 183,400	\$ 194,900	\$ 194,900	\$ -	0.0%
51 Water	\$ 4,960	\$ 4,964	\$ 5,875	\$ 5,875	\$ 5,875	\$ -	0.0%
52 Custodial Supplies	\$ 55,069	\$ 63,545	\$ 77,440	\$ 77,440	\$ 77,440	\$ -	0.0%
53 Grounds Maintenance	\$ 30,420	\$ 35,900	\$ 37,880	\$ 45,180	\$ 45,180	\$ -	0.0%
54 Building Repair	\$ 68,504	\$ 75,461	\$ 85,781	\$ 88,781	\$ 88,781	\$ -	0.0%
55 Building Operations	\$ 102,136	\$ 111,721	\$ 131,046	\$ 131,046	\$ 131,046	\$ -	0.0%
56 Total Facilities	\$ 482,120	\$ 540,776	\$ 589,122	\$ 610,922	\$ 610,922	\$ -	0.0%
Supplies							
57 Office Supplies	\$ 42,352	\$ 43,238	\$ 52,600	\$ 49,600	\$ 44,600	\$ 5,000	10.1%
58 Marketing Supplies	\$ 21,923	\$ 1,880	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.0%
59 Postage/Freight	\$ 43,848	\$ 38,658	\$ 39,230	\$ 39,230	\$ 39,230	\$ -	0.0%
60 Processing Supplies	\$ 72,382	\$ 60,054	\$ 62,140	\$ 60,140	\$ 50,140	\$ 10,000	16.6%
61 Departmental Purchases	\$ 35,506	\$ 37,050	\$ 47,082	\$ 44,882	\$ 44,882	\$ -	0.0%
62 Total Supplies	\$ 216,012	\$ 180,880	\$ 213,052	\$ 205,852	\$ 190,852	\$ 15,000	7.3%
Technical Services							
63 F&E Repair & Maintenance	\$ 48,418	\$ 56,895	\$ 79,176	\$ 76,576	\$ 76,576	\$ -	0.0%
64 Telecommunications	\$ 75,376	\$ 82,969	\$ 90,400	\$ 90,400	\$ 90,400	\$ -	0.0%
65 Software & Licensing	\$ 263,275	\$ 260,279	\$ 323,369	\$ 323,369	\$ 323,369	\$ -	0.0%
66 Cataloging & Processing	\$ 62,817	\$ 73,078	\$ 65,532	\$ 65,532	\$ 65,532	\$ -	0.0%
67 Total Technical Services	\$ 449,886	\$ 473,221	\$ 558,477	\$ 555,877	\$ 555,877	\$ -	0.0%
Purchased Services							
68 Security	\$ 101,913	\$ 102,598	\$ 129,714	\$ 136,814	\$ 136,814	\$ -	0.0%
69 Insurance	\$ 78,266	\$ 84,331	\$ 85,000	\$ 85,000	\$ 85,000	\$ -	0.0%
70 Legal Services	\$ 4,803	\$ 19,608	\$ 12,000	\$ 10,000	\$ 7,500	\$ 2,500	25.0%
71 Contracted Services	\$ 177,879	\$ 145,006	\$ 207,405	\$ 197,525	\$ 196,525	\$ 1,000	0.5%
72 Printing Expenses	\$ 82,283	\$ 102,239	\$ 105,000	\$ 97,000	\$ 94,500	\$ 2,500	2.6%
73 Advertising	\$ 59,805	\$ 53,193	\$ 60,000	\$ 60,000	\$ 66,000	\$ (6,000)	-10.0%
74 Total Purchased Services	\$ 504,948	\$ 506,974	\$ 599,119	\$ 586,339	\$ 586,339	\$ -	0.0%
Other							
75 Misc. Operating	\$ 35,546	\$ 63,377	\$ 49,980	\$ 54,110	\$ 54,110	\$ -	0.0%
76 Tax Charge Backs	\$ 123,885	\$ 92,681	\$ 65,000	\$ 65,000	\$ 65,000	\$ -	0.0%
77 T&C Director	\$ 2,465	\$ 618	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.0%
78 Staff Development	\$ 20,931	\$ 7,358	\$ 27,090	\$ 21,590	\$ 21,590	\$ -	0.0%
79 Travel & Conference	\$ 15,946	\$ 31,232	\$ 50,035	\$ 42,535	\$ 42,535	\$ -	0.0%
80 T&C Board	\$ -	\$ 1,085	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%
81 Misc. Disbursements	\$ 48,071	\$ 54,926	\$ 67,540	\$ 63,740	\$ 63,740	\$ -	0.0%
82 Vehicle Maintenance	\$ 3,363	\$ 4,959	\$ 5,500	\$ 5,500	\$ 5,500	\$ -	0.0%
83 Programming Expenses	\$ 111,409	\$ 171,034	\$ 169,600	\$ 171,600	\$ 166,600	\$ 5,000	2.9%
84 Rent	\$ 30,617	\$ 33,019	\$ 33,500	\$ 32,100	\$ 32,100	\$ -	0.0%
85 Total Other	\$ 392,233	\$ 460,289	\$ 474,245	\$ 462,175	\$ 457,175	\$ 5,000	1.1%

Kalamazoo Public Library
Supplementary Information - Close Estimate Revision
Fiscal Years ending June 30, 2015

	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 14/15</u>	<u>FY 14/15</u>	<u>Variance to</u>	
	<u>Actuals</u>	<u>Actuals</u>	<u>Preliminary</u>	<u>Close Estimate</u>	<u>Close Estimate</u>	<u>Prior</u>	<u>%</u>
			<u>Budget</u>	<u>Budget</u>	<u>Budget Revision</u>		
86 Total Revenue Budget	\$ 11,432,553	\$ 11,466,774	\$ 11,450,833	\$ 11,422,592	\$ 11,380,099	\$ (42,493)	-0.4%
87 Total Salaries & Benefits	\$ 6,641,043	\$ 6,790,671	\$ 7,169,775	\$ 7,226,790	\$ 7,111,109	\$ 115,681	1.6%
88 Total Materials	\$ 1,040,899	\$ 1,072,280	\$ 1,155,512	\$ 1,147,235	\$ 1,147,235	\$ -	0.0%
89 Total Facilities	\$ 482,120	\$ 540,776	\$ 589,122	\$ 610,922	\$ 610,922	\$ -	0.0%
90 Total Supplies	\$ 216,012	\$ 180,880	\$ 213,052	\$ 205,852	\$ 190,852	\$ 15,000	7.3%
91 Total Technical Services	\$ 449,886	\$ 473,221	\$ 558,477	\$ 555,877	\$ 555,877	\$ -	0.0%
92 Total Purchased Services	\$ 504,948	\$ 506,974	\$ 599,119	\$ 586,339	\$ 586,339	\$ -	0.0%
93 Total Other	\$ 392,233	\$ 460,289	\$ 474,245	\$ 462,175	\$ 457,175	\$ 5,000	1.1%
94 Total Operating Expenditures	\$ 9,727,141	\$ 10,025,092	\$ 10,759,302	\$ 10,795,190	\$ 10,659,509	\$ 135,681	1.3%
95 Transfer to/(from) Other Funds	\$ (5,782)	\$ (17,592)	\$ -	\$ -	\$ -	\$ -	0.0%
96 Transfer to Capital Improvement Plan	\$ 400,000	\$ 400,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	0.0%
97 Transfer to Debt Service	\$ 1,081,000	\$ 1,035,000	\$ -	\$ -	\$ -	\$ -	0.0%
98 Total Expenditures & Transfers	\$ 11,202,358	\$ 11,442,500	\$ 11,359,302	\$ 11,395,190	\$ 11,259,509	\$ 135,681	1.2%
99 Net Change to Fund Balance	\$ 230,195	\$ 24,274	\$ 91,531	\$ 27,402	\$ 120,590	\$ 93,188	340.1%
100 Beginning Fund Balance	\$ 5,970,702	\$ 6,200,897	\$ 5,344,930	\$ 6,225,171	\$ 6,225,171	\$ -	0.0%
Ending Fund Balance							
101 Non-spendable prepaid expenditures	\$ 223,061		\$ -	\$ -	\$ -	\$ -	0.0%
102 Restricted ONEplace funds	\$ 167,276	\$ 256,293	\$ 127,450	\$ 256,293	\$ 256,293	\$ -	0.0%
103 Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	0.0%
104 Unassigned Fund Balance	\$ 2,010,560	\$ 2,168,878	\$ 1,509,011	\$ 2,196,280	\$ 2,289,468	\$ 93,188	4.2%
105 Total Ending Fund Balance	\$ 6,200,897	\$ 6,225,171	\$ 5,436,461	\$ 6,252,573	\$ 6,345,761	\$ 93,188	1.5%

Kalamazoo Public Library
Supplemental Information - Budget Variance Explanations
Close Estimate Budget Revision Fiscal Year Ending June 30, 2015

<u>LINE</u> <u>NUMBER</u>	<u>Close</u> <u>Estimate</u> <u>Variance</u>	<u>EXPLANATION</u>
<u>Revenue</u>		
8	\$ 60,906	Property Tax Revenue. Final tax settlements and recognition of delinquent tax receipts
13	\$ 19,500	Industrial Facilities Tax. Actual receipts.
15	\$ (19,500)	Payments in Lieu of Taxes. Actual receipts
18	\$ (96,649)	State Aid. Final MPSERS UAAL Stabilization funding for fiscal year 2015.
22	\$ (6,750)	Other Local Revenue. Actual receipts.
<u>Expenditures</u>		
<u>Salaries & Benefits</u>		
29	\$ 8,390	Hourly Salaries. Release of reserve.
33	\$ 7,500	Employee Insurances. Release of reserve.
34	\$ 96,649	Retirement-MPSERS, MERS: Final MPSERS UAAL Stabilization matching defined benefit expense.
35	\$ (27,145)	Employer FICA-Medicare. Based upon salaries.
<u>Supplies</u>		
57	\$ 5,000	Office Supplies. New target estimate.
60	\$ 10,000	Processing Supplies. New target estimate - supply inventory sufficient for remainder of fiscal year.
<u>Purchased Services</u>		
70	\$ 2,500	Legal. Estimate reduction
71	\$ 1,000	Contracted Service. Marketing emphasis shift to advertising, transfer of funds.
72	\$ 2,500	Printing. Marketing emphasis shift to advertising, transfer of funds.
73	\$ (6,000)	Advertising. Advertising contract pricing, new contract with Kalamazoo Growlers.
<u>Other</u>		
83	\$ 5,000	Programming Expenses. Actual cost of fall Youth Seminar.
<u>Summary</u>		
99	\$ 93,188	Net Change to Fund Balance. Net of revisions.
<u>Fund Balance</u>		
104	\$ 93,188	Unassigned Fund Balance. Net increase to available (unassigned) fund balance

**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
Supplementary Information
Fiscal Years Ending June 30, 2016**

**Kalamazoo Public Library
Supplementary Information - Preliminary Budget
Fiscal Years ending June 30, 2016**

	FY 13/14 <u>Actuals</u>	FY 14/15 <u>Preliminary Budget</u>	FY 14/15 <u>Close Estimate Budget Revision</u>	FY 15/16 <u>Preliminary Budget</u>	Variance to <u>Prior</u>	<u>%</u>
REVENUE						
Property Taxes						
1 City of Kalamazoo	\$ 5,586,263	\$ 5,583,236	\$ 5,580,822	\$ 5,664,500	\$ 83,678	1.5%
2 Kalamazoo Township	\$ 1,431,376	\$ 1,439,250	\$ 1,430,803	\$ 1,445,110	\$ 14,307	1.0%
3 Oshtemo Township	\$ 2,780,811	\$ 2,819,661	\$ 2,819,707	\$ 2,873,430	\$ 53,723	1.9%
4 Texas Township	\$ 415,549	\$ 422,335	\$ 421,573	\$ 455,200	\$ 33,627	8.0%
5 Total Property Taxes	\$ 10,213,998	\$ 10,264,482	\$ 10,252,905	\$ 10,438,240	\$ 185,335	1.8%
6 Less Delinquency Reserve	\$ -	\$ (40,000)	\$ -	\$ (30,000)	\$ (30,000)	0.0%
7 Plus Delinq. Tax Receipts	\$ (10,421)	\$ 25,000	\$ 12,000	\$ 10,000	\$ (2,000)	-16.7%
8 Net Property Tax Revenue	\$ 10,203,577	\$ 10,249,482	\$ 10,264,905	\$ 10,418,240	\$ 153,335	1.5%
Other Taxes						
Industrial Facilities Tax						
9 City of Kalamazoo	\$ 47,067	\$ 55,000	\$ 67,000	\$ 67,000	\$ -	0.0%
10 Kalamazoo Township	\$ 10,605	\$ 11,000	\$ 10,500	\$ 10,500	\$ -	0.0%
11 Oshtemo Township	\$ 4,193	\$ 4,200	\$ 4,200	\$ 4,200	\$ -	0.0%
12 Texas Township	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
13 Total Industrial Facilities Tax	\$ 61,866	\$ 70,200	\$ 81,700	\$ 81,700	\$ -	0.0%
14 Renaissance Zone Reimbursement	\$ 9,988	\$ 9,988	\$ 21,969	\$ 21,969	\$ -	0.0%
15 Payments in Lieu of Taxes	\$ 43,889	\$ 40,000	\$ 20,500	\$ 10,500	\$ (10,000)	-48.8%
16 Total Other Taxes	\$ 115,743	\$ 120,188	\$ 124,169	\$ 114,169	\$ (10,000)	-8.1%
Other Revenue						
17 Misc. Fines & Fees	\$ 176,720	\$ 170,000	\$ 175,000	\$ 175,000	\$ -	0.0%
18 State Aid	\$ 278,349	\$ 306,788	\$ 223,400	\$ 74,000	\$ (149,400)	-66.9%
19 District Ct. Penal Fines	\$ 254,027	\$ 260,000	\$ 255,000	\$ 255,000	\$ -	0.0%
20 Law Library Revenue	\$ 54,517	\$ 62,500	\$ 62,500	\$ 63,000	\$ 500	0.8%
21 Universal Service Fund Reimbursement	\$ 33,600	\$ 33,600	\$ 33,600	\$ 33,600	\$ -	0.0%
22 Friends of KPL & Other Local Revenue	\$ 333,141	\$ 233,275	\$ 226,525	\$ 225,000	\$ (1,525)	-0.7%
23 Interest Income	\$ 17,102	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	0.0%
24 Total Other Revenue	\$ 1,147,454	\$ 1,081,163	\$ 991,025	\$ 840,600	\$ (150,425)	-15.2%
TOTAL REVENUE	\$ 11,466,774	\$ 11,450,833	\$ 11,380,099	\$ 11,373,009	\$ (7,090)	-0.1%
EXPENDITURES						
Salaries & Wages						
25 Administrative Salaries	\$ 637,079	\$ 637,110	\$ 653,722	\$ 653,722	\$ -	0.0%
26 Librarian Salaries	\$ 1,226,644	\$ 1,249,050	\$ 1,270,780	\$ 1,365,580	\$ (94,800)	-7.5%
27 Super/Tech Salaries	\$ 672,196	\$ 665,095	\$ 684,530	\$ 723,775	\$ (39,245)	-5.7%
28 Library Assistant Salaries	\$ 1,530,138	\$ 1,563,755	\$ 1,587,970	\$ 1,617,240	\$ (29,270)	-1.8%
29 Hourly Salaries	\$ 555,478	\$ 624,758	\$ 612,110	\$ 643,122	\$ (31,012)	-5.1%
30 Substitute Salaries	\$ 77,860	\$ 88,360	\$ 103,360	\$ 86,310	\$ 17,050	16.5%
31 Vacancy Credit	\$ -	\$ (45,000)	\$ -	\$ (50,000)	\$ 50,000	0.0%
32 Total Salaries & Wages	\$ 4,699,395	\$ 4,783,128	\$ 4,912,472	\$ 5,039,749	\$ (127,277)	-2.6%
Benefits						
33 Employee Insurances	\$ 944,723	\$ 984,875	\$ 1,004,520	\$ 1,032,006	\$ (27,486)	-2.7%
34 Retirement - MPERS, MERS	\$ 765,646	\$ 832,367	\$ 752,749	\$ 607,485	\$ 145,264	19.3%
35 Employer FICA	\$ 346,843	\$ 367,605	\$ 373,743	\$ 384,535	\$ (10,792)	-2.9%
36 Other Benefits: RPO, V-Exempt, Parking	\$ 34,064	\$ 26,800	\$ 67,625	\$ 50,675	\$ 16,950	25.1%
37 Total Benefits	\$ 2,091,276	\$ 2,211,647	\$ 2,198,637	\$ 2,074,701	\$ 123,936	5.6%
38 Total Compensation-Salaried Staff	\$ 6,108,883	\$ 6,275,546	\$ 6,340,906	\$ 6,383,041	\$ (42,136)	-0.7%
					\$ -	0.0%
39 Compensation Reserves	\$ -	\$ 175,000	\$ -	\$ 100,000	\$ (100,000)	0.0%
40 Compensation - Hourly Staff	\$ 681,788	\$ 767,672	\$ 770,203	\$ 785,234	\$ (15,030)	-2.0%
41 Vacancy Credit/Vacation Accrual Expense	\$ -	\$ (48,443)	\$ -	\$ (53,825)	\$ 53,825	0.0%
42 Total Salaries & Benefits	\$ 6,790,671	\$ 7,169,775	\$ 7,111,109	\$ 7,214,450	\$ (103,341)	-1.5%

Kalamazoo Public Library
Supplementary Information - Preliminary Budget
Fiscal Years ending June 30, 2016

	FY 13/14	FY 14/15	FY 14/15	FY 15/16	Variance to	%
	Actuals	Preliminary	Close Estimate	Preliminary	Prior	
		Budget	Budget Revision	Budget		
Materials						
43 Adult Books	\$ 442,079	\$ 475,600	\$ 469,800	\$ 496,600	\$ (26,800)	-5.7%
44 Children's Books	\$ 103,637	\$ 96,500	\$ 96,500	\$ 97,500	\$ (1,000)	-1.0%
45 Periodicals	\$ 47,062	\$ 60,262	\$ 55,585	\$ 53,751	\$ 1,834	3.3%
46 Audio-Visual Materials	\$ 313,992	\$ 312,300	\$ 323,500	\$ 340,160	\$ (16,660)	-5.1%
47 Digital Materials	\$ 165,510	\$ 210,850	\$ 201,850	\$ 154,365	\$ 47,485	23.5%
48 Total Materials	\$ 1,072,280	\$ 1,155,512	\$ 1,147,235	\$ 1,142,376	\$ 4,859	0.4%
Facilities						
49 Fuel	\$ 54,846	\$ 67,700	\$ 67,700	\$ 66,800	\$ 900	1.3%
50 Electricity	\$ 194,338	\$ 183,400	\$ 194,900	\$ 191,500	\$ 3,400	1.7%
51 Water	\$ 4,964	\$ 5,875	\$ 5,875	\$ 5,850	\$ 25	0.4%
52 Custodial Supplies	\$ 63,545	\$ 77,440	\$ 77,440	\$ 76,750	\$ 690	0.9%
53 Grounds Maintenance	\$ 35,900	\$ 37,880	\$ 45,180	\$ 48,196	\$ (3,016)	-6.7%
54 Vehicle Maintenance	\$ 4,959	\$ 5,500	\$ 5,500	\$ 5,500	\$ -	0.0%
55 Building Repair	\$ 75,461	\$ 85,781	\$ 88,781	\$ 103,410	\$ (14,629)	-16.5%
56 Building Operations	\$ 111,721	\$ 131,046	\$ 131,046	\$ 133,055	\$ (2,009)	-1.5%
57 Total Facilities	\$ 545,735	\$ 594,622	\$ 616,422	\$ 631,061	\$ (14,639)	-2.4%
Operating Expenses						
58 Supplies	\$ 82,169	\$ 111,682	\$ 101,482	\$ 97,875	\$ 3,607	3.6%
59 Misc. Operating	\$ 118,303	\$ 117,520	\$ 117,850	\$ 116,928	\$ 922	0.8%
60 Postage/Freight	\$ 38,658	\$ 39,230	\$ 39,230	\$ 39,750	\$ (520)	-1.3%
61 Rent	\$ 33,019	\$ 33,500	\$ 32,100	\$ 32,100	\$ -	0.0%
62 Processing Supplies	\$ 60,054	\$ 62,140	\$ 50,140	\$ 62,140	\$ (12,000)	-23.9%
63 Total Supplies	\$ 332,202	\$ 364,072	\$ 340,802	\$ 348,793	\$ (7,991)	-2.3%
Technical Services						
64 F&E Repair & Maintenance	\$ 56,895	\$ 79,176	\$ 76,576	\$ 61,115	\$ 15,461	20.2%
65 Telecommunications	\$ 82,969	\$ 90,400	\$ 90,400	\$ 89,612	\$ 788	0.9%
66 Software as a Service	\$ -	\$ -	\$ -	\$ 192,161	\$ (192,161)	-100.0%
67 Software Licensing & Maintenance	\$ 260,279	\$ 323,369	\$ 323,369	\$ 230,418	\$ 92,951	28.7%
68 Cataloging & Processing	\$ 73,078	\$ 65,532	\$ 65,532	\$ 85,300	\$ (19,768)	-30.2%
69 Total Technical Services	\$ 473,221	\$ 558,477	\$ 555,877	\$ 658,606	\$ (102,729)	-18.5%
Purchased Services						
70 Security	\$ 102,598	\$ 129,714	\$ 136,814	\$ 177,872	\$ (41,058)	-30.0%
71 Insurance	\$ 84,331	\$ 85,000	\$ 85,000	\$ 86,500	\$ (1,500)	-1.8%
72 Legal Services	\$ 19,608	\$ 12,000	\$ 7,500	\$ 15,000	\$ (7,500)	-100.0%
73 Contracted Services	\$ 145,006	\$ 207,405	\$ 196,525	\$ 163,736	\$ 32,789	16.7%
74 Printing Expenses	\$ 102,239	\$ 105,000	\$ 94,500	\$ 97,000	\$ (2,500)	-2.6%
75 Advertising	\$ 53,193	\$ 60,000	\$ 66,000	\$ 65,000	\$ 1,000	1.5%
76 Total Purchased Services	\$ 506,974	\$ 599,119	\$ 586,339	\$ 605,108	\$ (18,769)	-3.2%
Other						
77 Tax Charge Backs	\$ 92,681	\$ 65,000	\$ 65,000	\$ 50,000	\$ 15,000	23.1%
78 Staff Development	\$ 7,358	\$ 28,590	\$ 21,590	\$ 36,713	\$ (15,123)	-70.0%
79 Travel & Conference	\$ 31,850	\$ 54,035	\$ 46,535	\$ 58,731	\$ (12,196)	-26.2%
80 Board Expenses	\$ 1,085	\$ 2,000	\$ 2,000	\$ 8,080	\$ (6,080)	-304.0%
81 Programming Expenses	\$ 171,034	\$ 169,600	\$ 166,600	\$ 160,275	\$ 6,325	3.8%
82 Total Other	\$ 304,008	\$ 319,225	\$ 301,725	\$ 313,799	\$ (12,074)	-4.0%

Kalamazoo Public Library
Supplementary Information - Preliminary Budget
Fiscal Years ending June 30, 2016

	<u>FY 13/14</u> <u>Actuals</u>	<u>FY 14/15</u> <u>Preliminary</u> <u>Budget</u>	<u>FY 14/15</u> <u>Close Estimate</u> <u>Budget Revision</u>	<u>FY 15/16</u> <u>Preliminary</u> <u>Budget</u>	<u>Variance to</u> <u>Prior</u>	<u>%</u>
83 Total Revenue Budget	\$ 11,466,774	\$ 11,450,833	\$ 11,380,099	\$ 11,373,009	\$ (7,090)	-0.1%
84 Total Salaries & Benefits	\$ 6,790,671	\$ 7,169,775	\$ 7,111,109	\$ 7,214,450	\$ (103,341)	-1.5%
85 Total Materials	\$ 1,072,280	\$ 1,155,512	\$ 1,147,235	\$ 1,142,376	\$ 4,859	0.4%
86 Total Facilities	\$ 545,735	\$ 594,622	\$ 616,422	\$ 631,061	\$ (14,639)	-2.4%
87 Total Operating Expenses	\$ 332,202	\$ 364,072	\$ 340,802	\$ 348,793	\$ (7,991)	-2.3%
88 Total Technical Services	\$ 473,221	\$ 558,477	\$ 555,877	\$ 658,606	\$ (102,729)	-18.5%
89 Total Purchased Services	\$ 506,974	\$ 599,119	\$ 586,339	\$ 605,108	\$ (18,769)	-3.2%
90 Total Other	\$ 304,008	\$ 319,225	\$ 301,725	\$ 313,799	\$ (12,074)	-4.0%
91 Total Operating Expenditures	\$ 10,025,092	\$ 10,760,802	\$ 10,659,509	\$ 10,914,193	\$ (254,684)	-2.4%
92 Transfer to/(from) Other Funds	\$ (17,592)	\$ -	\$ -	\$ -	\$ -	0.0%
93 Transfer to Capital Improvement Plan	\$ 400,000	\$ 600,000	\$ 600,000	\$ 400,000	\$ 200,000	0.0%
94 Transfer to Debt Service	\$ 1,035,000	\$ -	\$ -	\$ -	\$ -	0.0%
95 Total Expenditures & Transfers	\$ 11,442,500	\$ 11,360,802	\$ 11,259,509	\$ 11,314,193	\$ (54,684)	-0.5%
96 Net Change to Fund Balance	\$ 24,274	\$ 90,031	\$ 120,590	\$ 58,816	\$ (61,774)	-51.2%
97 Beginning Fund Balance	\$ 6,200,897	\$ 5,634,849	\$ 6,225,171	\$ 6,345,761	\$ 120,590	1.9%
Ending Fund Balance						
98 Non-spendable prepaid expenditures		\$ -	\$ -	\$ -	\$ -	0.0%
99 Restricted ONEplace funds	\$ 256,293	\$ 127,450	\$ 256,293	\$ 256,293	\$ -	0.0%
100 Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	0.0%
101 Unassigned Fund Balance	\$ 2,168,878	\$ 1,797,430	\$ 2,289,468	\$ 2,348,284	\$ 58,816	2.6%
102 Total Ending Fund Balance	\$ 6,225,171	\$ 5,724,880	\$ 6,345,761	\$ 6,404,577	\$ 58,816	0.9%

Kalamazoo Public Library
Supplemental Information - Budget Variance Explanations
Preliminary Budget - Fiscal Year Ending June 30, 2016

<u>LINE</u> <u>NUMBER</u>	<u>Close</u> <u>Estimate</u> <u>Variance</u>	<u>EXPLANATION</u>
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Revenue

8	\$ 153,355	Property Tax Revenue. Estimate based upon 2.1% increase in taxable values district wide.
15	\$ (10,000)	Payments in Lieu of Taxes. Prior year included City of Kalamazoo tax Clawback.
18	\$ (149,400)	State Aide & Reimbursements. MPSERS UAAL Stabilization not funded in state budget.
20	\$ 500	Law Library Revenue. Based upon contract with Kalamazoo County.
22	\$ (1,525)	Other Local Revenue. No specific local grants anticipated, revision of estimated activity.

Expenditures

Salaries & Benefits

26	\$ (94,800)	Librarian Salaries Youth Librarian position increase of 1.0 FTE, contractual increase and lump sum.
27	\$ (39,245)	Super-Tech Salaries. Facilities Management position increase of 1.0 FTE effective September 2015
28	\$ (29,270)	Library Assistant Salaries. Contractual increase and lump sum effective July 1.
29	\$ (31,012)	Hourly Salaries. Additional hours in The Hub, scheduled range increase January 1, 2016
30	\$ 17,050	Substitute Salaries. Estimated leaves-of-absence, vacations.
31	\$ (50,000)	Vacancy Credit. Estimate of effect of vacant positions.
33	\$ (27,486)	Employee Insurances. Estimate based upon spring census of coverages.
34	\$ 145,264	Retirement-MPSERS, MERS: MPSERS UAAL Rate Stabilization eliminated.
35	\$ (10,792)	Employer FICA-Medicare. Based upon salaries.
36	\$ 16,950	Other Benefits. Retirement and vacation payout upon retirement, estimate.

Materials

43	\$ (26,800)	Adult Books. Increased demand for e-books, cost of standing order reference materials.
44	\$ (1,000)	Children's Books. Modest price increases.
45	\$ 1,834	Periodicals. Estimated costs.
46	\$ (16,660)	Audio Visual Materials. Downloadable material demand, full year estimate.
47	\$ 47,485	Digital Materials. Digital subscription reductions, maintenance of AWE digital learning to software.

Facilities

49	\$ 900	Fuel. Estimate based upon prior year history, negotiated prices.
50	\$ 3,400	Electricity. Rates based upon prior year experience.
52	\$ 690	Custodial Supplies. Estimated price increases, inventory.
53	\$ (3,016)	Grounds Maintenance. Branch parking lot repair, snow removal contracts, sign repair.
55	\$ (14,629)	Building Repair. Central Terrazo repair, Oshtemo under carpet wiring.
56	\$ (2,009)	Building Operations. Repair and maintenance contracts.

Operating Expenses

58	\$ 3,607	Supplies. Total supplies now includes office supplies and departmental purchases and supplies.
59	\$ 922	Misc. Operating Expenses. Includes operating, misc. disbursements, institutional memberships. elimination of duplicate misc. budgets, transfer of PC software, addition of ADP services
60	\$ (520)	Postage & Freight. Estimate
62	\$ (12,000)	Processing Supplies. Prior year reduced due to inventory, resuming ordering in new fiscal year.

Technical Services

64	\$ 15,461	F&E Repair & Maintenance. Supply items moved to that budget, elimination of phone system allowance.
65	\$ 788	Telecommunications. Continuation of contract
66	\$ (192,161)	Software as Service. New line-item. Addition of Sirsi Cloud Services
67	\$ 92,951	Software Licensing & Maintenance. See line 66, above.
68	\$ (19,768)	Cataloging & Processing. Includes OCLC charges previous budgeted in contracted services.

Purchased Services

70	\$ (41,058)	Security. Guard service increase at Central and Eastwood.
71	\$ (1,500)	Insurance. Allowance for price variation.
72	\$ 7,500	Legal Services. Contract negotiation year estimate.
73	\$ 32,789	Contract Services. OCLC to Cataloging and Processing; 3M Maintenance contracts to Software,
74	\$ 2,500	Printing. Marketing campaign, estimate.
75	\$ 1,000	Advertising. Estimate.

Other

**Kalamazoo Public Library
Supplemental Information - Budget Variance Explanations
Preliminary Budget - Fiscal Year Ending June 30, 2016**

<u>LINE NUMBER</u>	<u>Close Estimate Variance</u>	<u>EXPLANATION</u>
77	\$ 15,000	Tax Charge Backs. Estimate based upon trend of Michigan Tax Tribunal cases.
78	\$ (15,123)	Staff Development. Now includes staff memberships, wellness, Anti-Racism Team Training.
79	\$ (12,196)	Travel & Conference. Now Includes Director travel, additional reserves for PLA conference.
80	\$ (6,080)	Board Expenses. All board expenses now included previously budgeted in various line-items.
81	\$ 6,325	Programming Expenses. Requests. Reduced emphasis on adult programming.
84	\$ 1,400	Rent. Estimates.

Summary

96	\$ (70,274)	Net Change to Fund Balance. Net Revenue over Expenditures for the year less than prior year Close Estimate Budget Revision
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Fund Balance

97	\$ 120,590	Beginning Fund Balance. Effect of Close Estimate Budget Revision for fiscal year 2014-2015.
101	\$ 50,316	Unassigned Fund Balance. Net increase to available (unassigned) fund balance

**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
Special Revenue Fund
Close Estimate Budget FY 2014-2015
Preliminary Budget FY 2015-2016**

	<u>FY 2013-14 Actuals</u>	<u>FY 2014-15 Preliminary Budget</u>	<u>FY 2014/15 Close Estimate Budget</u>	<u>FY 2015/16 Preliminary Budget</u>	<u>Variance to Prior Budget</u>
Revenue/Available Funds					
Local Gifts & Grants	\$ 81,173	\$ 28,000	\$ 34,133	\$ 25,235	\$ (8,898)
Transfers In/(Out)	\$ (12,949)	\$ -	\$ -	\$ -	\$ -
Carryovers - All	<u>\$ 100,345</u>	<u>\$ 132,204</u>	<u>\$ 187,936</u>	<u>\$ 143,993</u>	<u>\$ (43,943)</u>
Total Revenue/Available Funds	\$ 168,568	\$ 160,204	\$ 222,069	\$ 169,228	\$ (52,841)
Expenditures					
Salaries & Benefits	\$ 1,309	\$ 539	\$ 1,725	\$ -	\$ 1,725
Materials	\$ 6,554	\$ 28,250	\$ 31,750	\$ 31,750	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Facilities	\$ -	\$ -	\$ -	\$ -	\$ -
Technical Services	\$ -	\$ -	\$ -	\$ -	\$ -
Purchased Services	\$ 13,656	\$ 13,087	\$ 16,287	\$ -	\$ 16,287
Other	<u>\$ 22,060</u>	<u>\$ 15,509</u>	<u>\$ 28,315</u>	<u>\$ 10,226</u>	<u>\$ 18,089</u>
Total Expenditures	\$ 43,579	\$ 57,385	\$ 78,077	\$ 41,976	\$ 36,101
Fund Balance					
Assigned for Ready to Read	\$ 86,039	\$ 86,039	\$ 74,274	\$ 62,509	\$ 11,765
Assigned for History Room	\$ 5,577	\$ 5,577	\$ 0	\$ 0	\$ -
Assigned for ONEplace	\$ 1,922	\$ 1,922	\$ -	\$ -	\$ -
Assigned for Gifts & Memorials	\$ 3,795	\$ 3,795	\$ 3,045	\$ 1,295	\$ 1,750
Assigned for Library Gifts	\$ 3,226	\$ 3,226	\$ 3,726	\$ 0	\$ 3,726
Assigned for KPL Antiracism	\$ 18,470	\$ 18,470	\$ -	\$ -	\$ -
Assigned for Children's/Family Place	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned for Friends Mini-Grants	\$ 5,961	\$ 5,961	\$ (0)	\$ (0)	\$ -
Agency Fund - KCF History Rm	<u>\$ 62,947</u>	<u>\$ 62,947</u>	<u>\$ 62,947</u>	<u>\$ 62,947</u>	<u>\$ 0</u>
Total Ending Balance	\$ 187,936	\$ 187,936	\$ 143,993	\$ 126,751	\$ (17,241)
		\$ -			

Notes:

Continuing activities in Ready to Read, History Room, ONEPlace, KPL Antiracism Team, Children's Family Place and Gifts and Memorials. No new projects or major grants anticipated, variances are due to carryover balances and continued activity only.

Kalamazoo Public Library
Special Revenue Fund-Supplemental Information
Close Estimate Budget for year ending June 30, 2015
Preliminary Budget for year ending June 30, 2016

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Revision FY 2014-2015
Preliminary Budget FY 2015-2016**

<u>Budget by Project</u>	<u>Project Balance</u>	<u>Fiscal Year 2014-15 Preliminary Budget</u>		<u>Fiscal Year 2014-15 Close Estimate Budget</u>		<u>Project Balance</u>	<u>Fiscal Year 2015-16 Preliminary Budget</u>		<u>Variance Prior Budget</u>	<u>Project Balance</u>
		<u>Revenue</u>	<u>Expenditure</u>	<u>Revenue</u>	<u>Expenditure</u>		<u>Revenue</u>	<u>Expenditure</u>		
Project 233 - Ready to Ready Gifts										
Carryover - Beginning Balance	\$ 40,326					\$ 40,084				\$ 28,084
Transfers In/(Out)										
Local Revenue/Gifts		\$ 2,000		\$ 1,000			\$ 1,000	\$ -		
Books - Community Distribution			\$ 10,000		\$ 12,000		\$ 12,000	\$ -		
Misc. Disbursements			\$ 1,000		\$ 1,000		\$ 1,000	\$ -		
Ending Balance	\$ 40,084					\$ 28,084				\$ 16,084
Project 235 - Spelling Bee										
Carryover - Beginning Balance	\$ 33,170					\$ 45,955				\$ 46,190
Transfers In/(Out)										
Local Revenue/Gifts		\$ 20,000		\$ 22,735			\$ 22,735	\$ -		
Books - RTR Bee			\$ 17,000		\$ 18,000		\$ 18,000	\$ -		
Misc. Disbursements			\$ 4,000		\$ 4,500		\$ 4,500	\$ -		
Ending Balance	\$ 45,955					\$ 46,190				\$ 46,425
Project 301 - Gifts & Memorials										
Carryover - Beginning Balance	\$ 3,062					\$ 3,795				\$ 3,045
Transfer In/(Out)										
Local Revenue/Gifts		\$ 1,000		\$ 2,000			\$ 1,000	\$ 1,000		
Adult Books			\$ 1,000		\$ 1,000		\$ 1,000	\$ -		
Juvenile Books			\$ 250		\$ 750		\$ 750	\$ -		
Misc. Disbursements			\$ 50		\$ 1,000		\$ 1,000	\$ -		
Ending Balance	\$ 3,795					\$ 3,045				\$ 1,295
Project 303 - History Room Gifts										
Carryover - Beginning Balance	\$ 7,442					\$ 5,577				\$ 0
Transfers In/(Out)		\$ -		\$ -			\$ -	\$ -		
Local Revenue/Gifts		\$ -		\$ 435			\$ -	\$ (435)		
Hourly Wages			\$ 500		\$ 1,600		\$ -	\$ 1,600		
Employer FICA/Medicare			\$ 39		\$ 125		\$ -	\$ 125		
Furniture & Equipment			\$ -		\$ -		\$ -	\$ -		
Contracted Services			\$ 1,288		\$ 4,287		\$ -	\$ 4,287		
Ending Balance	\$ 5,577					\$ 0				\$ 0
Project 307 - ONEplace Services										
Carryover - Beginning Balance	\$ 10,309					\$ 1,922				\$ -
Transfers In/(Out)		\$ -		\$ -			\$ -			
Local Revenue/Gifts			\$ -		\$ -		\$ -	\$ -		
Staff Development			\$ -		\$ -		\$ -	\$ -		
Programming			\$ 2,209		\$ 1,922		\$ -	\$ 1,922		
Ending Balance	\$ 1,922					\$ -				\$ -
Project 308 - Library Gifts										
Carryover - Beginning Balance	\$ 644					\$ 3,226				\$ 3,226
Transfers In/(Out)		\$ -		\$ -			\$ -	\$ -		
Local Revenue/Gifts		\$ 3,000		\$ 500			\$ 500	\$ -		
Misc. Disbursements			\$ 5,000		\$ -		\$ 3,726	\$ (3,726)		
Programming			\$ -		\$ -		\$ -	\$ -		
Ending Balance	\$ 3,226					\$ 3,726				\$ 0
Project 310 - KPL Antiracism Transformation										
Carryover - Beginning Balance	\$ -					\$ 18,470				\$ -
Transfers In/(Out)		\$ -		\$ -			\$ -	\$ -		
Local Revenue/Gifts		\$ -		\$ -			\$ -	\$ -		
Contracted Services			\$ 11,799		\$ 12,000		\$ -	\$ 12,000		
Misc. Disbursements			\$ 1,250		\$ 6,470		\$ -	\$ 6,470		
Ending Balance	\$ 18,470					\$ -				\$ -
Project 315 - Children's/Family Place										
Carryover - Beginning Balance	\$ -					\$ -				\$ -
Transfers In/(Out)		\$ -		\$ -			\$ -	\$ -		
Local Revenue/Gifts		\$ 2,000		\$ -			\$ -	\$ -		
Misc. Disbursements			\$ -		\$ -		\$ -	\$ -		
Programming			\$ 2,000		\$ -		\$ -	\$ -		
Ending Balance	\$ -					\$ -				\$ -

Kalamazoo Public Library
Special Revenue Fund
Close Estimate Revision FY 2014-2015
Preliminary Budget FY 2015-2016

<u>Budget by Project</u>	<u>Project Balance</u>	<u>Fiscal Year 2014-15 Preliminary Budget</u>		<u>Fiscal Year 2014-15 Close Estimate Budget</u>		<u>Project Balance</u>	<u>Fiscal Year 2015-16 Preliminary Budget</u>		<u>Variance Prior Budget</u>	<u>Project Balance</u>
		<u>Revenue</u>	<u>Expenditure</u>	<u>Revenue</u>	<u>Expenditure</u>		<u>Revenue</u>	<u>Expenditure</u>		
Project 379 - Friends Mini-Grants 2015										
Carryover - Beginning Balance	\$ -					\$ -				\$ (0)
Transfers In/(Out)				\$ -			\$ -			
Local Revenue/Gifts				\$ 7,463			\$ -			
Misc. Disbursements					\$ 7,463		\$ -			
Ending Balance	\$ -					\$ (0)				\$ (0)
Project 380 - Scholarships/Admin Mini-Grants										
Carryover - Beginning Balance	\$ 817					\$ 1,255				\$ (0)
Transfers In/(Out)										
Friends Mini-Grants		\$ -		\$ -			\$ -	\$ -	\$ -	
Misc. Disbursements			\$ -		\$ 1,255		\$ -	\$ -	\$ 1,255	
Ending Balance	\$ 1,255					\$ (0)				\$ (0)
Project 381 - Staff Appreciation Mini-Grant										
Carryover - Beginning Balance	\$ -					\$ 300				\$ -
Transfers In/(Out)										
Friends Mini-Grants		\$ -		\$ -			\$ -	\$ -	\$ -	
Misc. Disbursements			\$ -		\$ 300		\$ -	\$ -	\$ 300	
Ending Balance	\$ 300					\$ -				\$ -
Project 382 - Adult Services Mini-Grant										
Carryover - Beginning Balance	\$ -					\$ -				\$ -
Transfers In/(Out)			\$ -		\$ -		\$ -	\$ -	\$ -	
Friends Mini-Grants										
Misc. Disbursements			\$ -		\$ -		\$ -	\$ -	\$ -	
Ending Balance	\$ -					\$ -				0
Project 383 - History Room Mini-Grant										
Carryover - Beginning Balance	\$ 500					\$ 500				\$ -
Transfers In/(Out)										
Friends Mini-Grants		\$ -		\$ -			\$ -	\$ -	\$ -	
Misc. Disbursements			\$ -		\$ 500		\$ -	\$ -	\$ 500	
Ending Balance	\$ 500					\$ -				\$ -
Project 387 - Oshtemo Mini-Grant										
Carryover - Beginning Balance	\$ 517					\$ 786				\$ 0
Transfers In/(Out)										
Friends Mini-Grants		\$ -		\$ -			\$ -	\$ -	\$ -	
Misc. Disbursements			\$ -		\$ 786		\$ -	\$ -	\$ 786	
Ending Balance	\$ 786					\$ 0				\$ 0
Project 388 - Eastwood/Powell Mini-Grant										
Carryover - Beginning Balance	\$ 1,382					\$ 1,572				\$ -
Transfers In/(Out)										
Friends Mini-Grants		\$ -		\$ -			\$ -	\$ -	\$ -	
Misc. Disbursements			\$ -		\$ 1,572		\$ -	\$ -	\$ 1,572	
Ending Balance	\$ 1,572					\$ -				\$ -
Project 389 - Washington Square Mini-Grant										
Carryover - Beginning Balance	\$ 111					\$ 83				\$ -
Transfers In/(Out)										
Friends Mini-Grants		\$ -		\$ -			\$ -	\$ -	\$ -	
Misc. Disbursements			\$ -		\$ 83		\$ -	\$ -	\$ 83	
Ending Balance	\$ 83					\$ -				\$ -
Project 390 - Teen Services Mini-Grant										
Carryover - Beginning Balance	\$ 700					\$ 348				\$ -
Transfers In/(Out)										
Friends Mini-Grants		\$ -		\$ -			\$ -	\$ -	\$ -	
Misc. Disbursements			\$ -		\$ 348		\$ -	\$ -	\$ 348	
Ending Balance	\$ 348					\$ -				\$ -
Project 391 - Children's Mini-Grant										
Carryover - Beginning Balance	\$ 1,365					\$ 1,117				\$ -
Transfers In/(Out)										
Friends Mini-Grants		\$ -		\$ -			\$ -	\$ -	\$ -	
Misc. Disbursements			\$ -		\$ 1,117		\$ -	\$ -	\$ 1,117	
Ending Balance	\$ 1,117					\$ -				\$ -
Totals	\$ 124,989	\$ 28,000	\$ 57,385	\$ 34,133	\$ 78,077	\$ 81,046	\$ 25,235	\$ 41,976		\$ 63,805

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Supervisory-Technical and Administrative
Staff Compensation Pools for FY 2015-2016**

DATE: May 18, 2015

RECOMMENDATION:

I recommend 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
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Recommended Administrative Pool	\$18,500*
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* Includes allowance for the Director.

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

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Director's Report
May 2015

From the director

1. It has been a short time since our last meeting and director report. I attended the usual DDA meetings, the Friends of KPL annual meeting, and several library programs; I read in a 2nd grade classroom at Lincoln School through Rotary is for Reading.
2. From our Antiracism Transformation Team (ARTT):
 - Several staff members attended the one-day "Healing Racism" program at the YWCA.
 - Caitlin Hoag and Judi Rambow, ARTT co-chairs, attended the "Healing Together" retreat sponsored by the Southwest Michigan Black Heritage Society.
 - Youth Services staff, ARTT, and MAC are planning projects to promote the national "We Need Diverse Books" campaign.
 - A subcommittee of ARTT has submitted an application for a \$10,000 grant through ALA to fund "Latino Americans: 500 Years of History", based on the PBS series. Community partnerships have been established and programs planned with the hope the grant will be funded. We will know in mid-June.
3. Our medical insurance rates through MESSA increased by 7.8% for the year beginning July 1. MESSA is using some of their reserves to reduce renewal rates by an average of 2.5% and will pay the federal tax on medical coverage and state taxes on dental and vision coverage. The public employer medical cap has increased by 2.3%. Beginning July 1, KPL employee share of insurance will range from \$72 for single subscriber to \$535 for full family per month, depending upon the choice of the MESSA ABC plan or Choices II.
4. The library calendar for the year beginning July 1 is attached for your information.
5. Also attached is the social media report for April. I thought board members would find this interesting and appreciate the graphics prepared by the MAC office.

Create young readers

6. This session of *1, 2, 3 Play With Me* has ended. One of our community partners, a speech pathologist from WMU, reported that she had several good conversations with parents and has

been able to offer help and access to resources when needed. Sessions at Central and Oshtemo will resume in the fall.

7. Two recent musical programs for young children were well attended: Musical Storytime with guest Tim Sheldon and his banjo and Fontana Chamber Arts Crybaby series featuring Gemini.

Stimulate imagination

8. Attendance at the monthly Lego Club continues to be strong; kids really enjoy playing with Legos with other kids.
9. The third and final first grade visits of the year are wrapping up. Staff report noticeable growth in the students as they become confident and eager readers.
10. Branch staff are involved in their neighborhood. A recent example is Nancy Stern from Washington Square participating in "Neighborhood Read" at Washington Writer's Academy.
11. In-range signage for the children's non-fiction collection has been created by the MAC office. Many of the signs include descriptive icons and will aid in discovery while encouraging browsing.
12. Staff are helping a scout earn his reading merit badge. We will show him how a book is ordered, received, cataloged, processed, circulated and mended.
13. An entry level 3-D printer, funded by a \$500 mini-grant from the Friends of KPL, will be added to the Hub. A small group of staff are meeting to plan the programs we will offer.

Celebrate local

14. "Kalamazoo Connect", ONEplace's quarterly event featuring three short presentations on innovative endeavors, now has a new name: "Kalamazoo Innovative Community Talks" or as we will call it "KICtalks". The second one is scheduled for May 13.
15. We had another highly successful partnership with the WMU Climate Change Working Group: a community conversation focused on the book *This Changes Everything* with 115 in attendance for the April 9 program. This is another example of the value of partnering for public programs.
16. We will be a sponsor of the Kalamazoo Growlers this season. We are the official sponsors of the June 14 game and will have tables to promote library services at four games. We are also taking "Family Place" to the newly designed "Kidz Zone" and will be offering a storytime and providing age appropriate toys in that area at the ballpark.

Operations

17. Andrea Vernola, along with colleagues from Bay City and Clinton-Macomb, organized the “Unconference”, held here on April 22. More than eighty youth librarians and staff from across the state gathered to share ideas, discuss trends, and network.
18. Over 300 patrons had their taxes done at seven KPL Tax Prep days. We also distributed paper forms and helped locate online forms. The IRS cancelled distribution of instruction booklets resulting in frustrated taxpayers, but our staff helped with online instructions.
19. Our RFID technology, self-check units, and related furniture and equipment were paid for several years ago from a very generous bequest. Funds remaining from that project will be used to purchase a checkout unit for the second floor to be placed to the west of the information desk. Patrons have frequently asked for this service on the second floor.
20. Our SIRSI system – our catalog, patron database, and backroom operations – will move to the SIRSI cloud. The migration will be June 15 – 17 and some services will not be available during that time. Those that impact patrons will be clearly noted on our website. This move will result in easier upgrades and some further enhancements, and is a further step in moving our data room servers elsewhere, in this case to SIRSI.
21. Great strides have been made in LEAN at Powell. A new bookdrop passes directly from the public area to the staff work room so books can be discharged without additional handling.
22. New linear LED lighting has been installed at Powell. While we expect to see an energy savings by replacing the HID lighting, the main goal was to improve lighting at the south side of the branch where the coverage was poor and the lighting frequently malfunctioned. We expect this to improve the use of the space.
23. Angela Fortin from Oshtemo Branch will serve on an ALA work group established with an AARP grant: Integrated Services for Older Adults National Advisory Group.
24. Matt Smith and Kevin King presented at a MLA workshop on customer service.

Library stories

25. Recent comments about our Local Organizations Database to Christine Hann who oversees it:
 - Thank you for continuing to have this information readily available and for continuing to update it. This is invaluable information to not only our staff, but to the community in general. Thank you for continuing to support its availability.
 - We have used your database often as we refer our community members to other organizations. You have done our community a great service in maintaining this database.

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Kalamazoo Public Library

2015/2016 Library Schedule

Friday, July 3, 2015	Closed for Independence Day Weekend
Saturday, July 4, 2015	Closed for Independence Day
Monday, September 7, 2015	Closed for Labor Day
Thursday, September 10, 2015	Winter Hours Begin – Open Thursday Evenings at Central Library until 9:00 p.m.
Sunday, September 13, 2015	Open Sunday Afternoons at Central Library – 1:00 to 5:00 p.m.
Wednesday November 11 th , 2015	Closed for Staff Day
Wednesday, November 25, 2015	Close at 5:00 p.m. for Thanksgiving
Thursday, November 26, 2015	Closed for Thanksgiving Day
Thursday, December 24, 2015	Closed for Christmas Eve
Friday, December 25, 2015	Closed for Christmas
Thursday, December 31, 2015	Close at 5:00 p.m. for New Year's Eve
Friday, January 1, 2016	Closed for New Year's Day
Sunday, March 27, 2016	Closed for Easter Day
Thursday, May 19, 2016	Last Thursday Evening of Service – Central Library closes at 6:00 p.m. starting May 26
Sunday, May 22, 2016	Last Sunday of Service – Summer Hours begin Monday May 23
Monday, May 30, 2016	Closed for Memorial Day

Social Media



Statistics

April



3780 Likes

Facebook continues to be KPL's most popular social media



47 New Followers In April

Followers Reached



170 Posts

Instagram is quickly becoming more popular with our users!

75 Total Followers



Twitter also gets a lot of attention! Other users in the area have mentioned KPL in their tweets 37 times this month!



75 New Followers In April

- 2934 Total Followers
- 57 Link Clicks
- 7 Retweets
- 25 Favorites



Our Mobile App show's a lot of use - particularly for searching the catalog!

Total visits
32,180

Top 5 Channel Visits:

- Catalog Search - 20,558
- My Account - 8,050
- OverDrive - 690
- Local Articles - 467
- Library Locator - 395

Reading Together Channel Visits

8



21 Average Daily Users in April



We're seeing engagement rising on Pinterest, one of our newer social platforms!

Avg. Monthly Viewers
7362

Total Followers
417

Avg. Monthly Users Engaged
93

14 New Followers In April

Our tumblr just got a new look. We're working on creating new content for this platform, and using it to focus on teen services and interests.

6 Posts
6 notes



19 Total Followers

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS**

April 30, 2015

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
BOOKS									
-Adult	22,056	1,173	9,924	407	1,966	35,526	369,796	380,684	-3%
-ebook	3,734					3,734	35,747	31,817	12%
-Digital Magazine	482					482	2,867	2,916	-2%
Teen	3,541	141	1,339	27	195	5,243	52,662	52,316	1%
Juvenile	16,782	1,356	9,312	249	1,320	29,019	295,578	292,571	1%
Total	46,595	2,670	20,575	683	3,481	74,004	756,650	760,304	0%
AUDIO-VISUAL									
Audiobook									
-CD	1,771	55	980	34	120	2,960	30,422	34,484	-12%
-Digital	2,233					2,233	17,827	11,802	51%
Music									
-CD	3,911	292	803	297	287	5,590	69,230	74,855	-8%
-Digital	1,819					1,819	16,048	9,844	63%
Video									
-DVD	30,427	3,224	9,413	2,570	6,371	52,005	624,429	576,774	8%
- Digital	717					717	7,041	1,954	
Total Non-Print Material	40,878	3,571	11,196	2,901	6,778	65,324	764,997	709,713	8%
Total Circulation	87,473	6,241	31,771	3,584	10,259	139,328	1,521,647	1,470,017	4%
Computer Usage									
Onsite Computer Use	6,601	488	1,157	459	681	9,386	105,451	116,092	-9%
Computer Usage Remote						2,186,229	22,629,833	23,829,793	-5%
Wireless Internet	2,120	-	-	-	-	2,120	19,394	30,180	-36%
Database Statistics									
Database Sessions	952					952	12,022	13,515	-11%
Database Searches	49,928					49,928	545,315	449,359	21%
Total Registrations	326	16	92	10	26	470	5,444	5,327	2%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
April 30, 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	19	1	8	4	8	40	248	229	8%
Attendance	534	16	155	60	88	853	8845	7754	14%
Teen Events	4	0	1	2	0	7	166	211	-21%
Attendance	50	0	7	294	0	351	5497	7518	-27%
Juvenile Events	35	15	25	20	9	104	911	829	10%
Attendance	1387	403	906	328	395	3419	31091	32624	-5%
Total Events	58	16	34	26	17	151	1325	1269	4%
Total Attendance	1971	419	1068	682	483	4623	45433	47896	-5%
Law Library									
Visitors	155					155	2410	2815	-14%
Phone Calls	74					74	953	909	5%
Questions Answered	334					334	3555	3414	4%