



MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
May 20, 2013, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
 - A. Resolution to Authorize a Public Hearing on the Proposed Budget for 2013-2014
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of April 22, 2013
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending April 30, 2013
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Budgets
 - 1. General Operating Fund – Close Estimate Budget Revision for FY 2012-2013
 - 2. General Operating Fund – Preliminary Budget FY 2013-2014
 - 3. Capital Improvement Plan for the Three Years Ending June 30, 2015
 - 4. Other Gifts & Grants Revised Close Estimate Budget for FY 2012-2013 and the Other Gifts & Grants Preliminary Budget for FY 2013-2014
 - B. Supervisory-Technical and Administrative Staff Compensation Pools for FY 2013-2014
 - Reports
 - C. Summer Reading Games – Andrea Vernola and Farrell Howe
 - D. Zinio Demonstration – Michael Cockrell
 - E. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION
- XI. ADJOURNMENT

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Resolution to Authorize a Public Hearing
on the Proposed Budget for 2013/2014**

DATE: May 20, 2013

RECOMMENDATION:

I recommend the Board adopt the attached resolution authorizing a public hearing on the 2013/2014 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 2013-2014

Minutes of a Meeting of the Board of Trustees of the Kalamazoo Public Library,
Kalamazoo Michigan, held on May 20, 2013 at 4:00 p.m.

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 2013-2014 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 2012-2013 shall be held
on June 24, 2013, 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 20, 2013, 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

Back to Agenda

<p style="text-align:center">Kalamazoo Public Library <i>OFFICIAL MINUTES OF THE BOARD OF TRUSTEES</i> <i>PUBLIC MEETING</i> Date: April 22, 2013 Time: 4:00 Location: Central Library Board Room</p>
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TRUSTEE ROLL CALL:

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

Absent: None

CALL TO ORDER:

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

AGENDA APPROVAL:

President TenBrink changed the order of the reports and recommendations under item V. "KPL Survey Report" became item V. A. The amended agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Board Meeting of March 25, 2013*

B. *Personnel Items*

- **Resignation**

Cheryl Cavalear resigned from the KPLSP FTE .50 Programming Support position in Youth Services effective April 29, 2013. Cheryl began work at KPL in July 2010 and worked as a Tech intern and library aide before becoming part of the salaried staff in December 2012. She accepted a full time position at the Family Health Center.

IV. FINANCIAL REPORT

A. *Financial Reports for the Month Ending March 31, 2013*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending March 31, 2013.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MARCH 31, 2013.

MOTION CARRIED 7-0.



V. REPORTS AND RECOMMENDATIONS

REPORT:

A. *KPL Survey Report – Dr. Whitney Gunter, Kercher Center for Social Research, WMU*

Report: Director Rohrbaugh introduced W. Gunter from the Kercher Center at WMU. A survey committee of staff and board members developed the questions for the survey, which was distributed by mail and the library's website in January and W. Gunter was present to report on the findings. Director Rohrbaugh told trustees that an abridged report of the findings was included in their Board packets and the full version of the report with all the comments was available electronically.

W. Gunter thanked Board members for giving him the opportunity to complete this research saying it was enlightening to hear from the constituents of Kalamazoo on the topic of the library. W. Gunter said the full report with all the comments was available and he would be reporting on some of the highlights. W. Gunter began by explaining the methodology of the survey and that the response rate to the mail survey had been about 20%, which he explained was typical for a mailed survey. The online survey had been posted on the library's website and sent out via the e-newsletter and had two additional questions relating to library cards as picture ID's and ebooks. W. Gunter said for his report he would focus on the mailed survey but the responses for the different surveys were very similar.

W. Gunter began presenting the demographics of those who completed the survey. He explained these demographic results were rather typical: women, older adults, and those in higher income brackets are generally more likely to complete mail surveys. In the full report, the responses to the survey were broken down to determine if there were response biases based on demographics. W. Gunter said the survey found people's opinions were similar regardless of their demographics.

W. Gunter presented graphs of how each of the questions were answered. The residents who replied to the survey were generally casual library users using the library once or twice a month to a few times per year. Almost 70% of respondents said they would definitely vote to renew the millage with another 16% of respondents saying they would probably vote to renew the millage. When asked about possible further reductions, respondents disliked the idea of closing a branch. The two ideas the respondents most favored as ways to reduce were closing the teen room during school hours and cutting Law Library hours.

Respondents were asked to rate the importance of the library's current goals. Help parents to prepare their young children to learn in school; provide children with good books, movies and music; provide teens and tweens with good books, movies and music; and provide adults with good books, movies and music were all rated as very important goals. The next most important goal was that the library provide free high-speed access to the internet followed by provide local history and genealogy resources and information and help nonprofit organizations develop and grow. R. Brown said the goal of helping nonprofit organizations develop and grow was not an individual service as much as a service to organizations, which may be why it was ranked lowest of the current priorities. W. Gunter said this may be the case and that the other goals related to more traditional library services as well. W. Gunter displayed the results of this question as it was answered by low income and high income respondents and by level of education. The trend of the results did not greatly fluctuate when the results were broken down by these demographics.

Respondents were presented with five possible new goals and were asked to rank them by importance. Expand homework help, expand job/career services and offer computer training classes were the highest ranked possible new goals. Expanding support for small businesses and providing resources for do-it-yourself, craft or other creative activities were ranked as lowest importance. When asked if one of these new goals should replace the old goals, respondents were split with 55% answering one of the current goals should be replaced and 45% saying the current goals should not be replaced.

W. Gunter lastly presented the two questions asked solely on the online survey. No clear consensus could be drawn from respondents on whether library cards should be used as a picture ID. A question about ebooks was also added to the online survey as a response to the number of comments from the mail survey about ebooks. The top two responses to this question were "I would like to see more ebook titles available at my library" and "I am not interested in checking out ebooks from the library."

Discussion: B. Caple asked what the source of the possible new goals was. Director Rohrbaugh answered these were chosen within the committee from the PLA service priorities. F. Brown asked if the results presented were the combined mail and online survey results. W. Gunter answered the results presented, other than the final two questions, were strictly from the mailed survey. He said the results from the two surveys were never merged and the full report had a separate section with the results to online survey. The online survey, he explained, had a slightly weaker methodology because there was no way of knowing the response rate for the survey or how many were taking the survey.

Director Rohrbaugh reminded Board members of her three goals for undertaking the survey: feedback on the library's goals, where further reductions should be taken if necessary, and whether there was support for the millage. She said she thought all of these goals were met by this survey. L. Godfrey said she was more pessimistic about the millage after reading the comments in the full report of the survey. W. Gunter said it may be people in the minority are more likely to write comments because they want to be heard knowing they are in the minority. L. Godfrey asked how many of the surveys contained write-in comments. W. Gunter answered he did not know this number but would estimate only 10-20% contained write-in comments. F. Howe added she would be surprised if a respondent had written negative comments after answering they definitely or likely would vote to renew the millage. W. Gunter said he thought this correlation was likely and that he would be surprised if a respondent had negatively commented on the millage rate and chosen anything but "probably not vote to renew" and "definitely not vote to renew" on the millage question.

Disposition: W. Gunter said he was happy to answer any further questions the Board members had. Trustees and Director Rohrbaugh thanked W. Gunter for his report. W. Gunter thanked the Board for allowing him to do this research.

RECOMMENDATIONS:

B. Anti-Harassment Policy

Recommendation: Director Rohrbaugh recommended the Board approve the revised "Anti-Harassment Policy".

Executive Summary: At the March board meeting, the board approved an “Anti-Harassment Policy” to replace the one originally adopted in March 1994.

Although the policy was approved, the suggestion was made it be amended to clarify that it applied to patrons and vendors, as well as, staff. The policy was been revised and came to the board with the support of the Personnel Committee.

Discussion: Director Rohrbaugh reminded Board members they had approved a revised Anti-Harassment Policy at the previous Board meeting and at J. Vander Roest’s request, the Personnel Committee had reconvened to consider new revisions which clarified the policy pertained to patrons, vendors and staff at the library. B. Caple said he found J. Vander Roest’s changes very astute.

MOTION: J. VANDERROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE THE REVISED “ANTI-HARASSMENT POLICY”.

MOTION CARRIED 7-0. 

C. Antiracism Team

Recommendation: Director Rohrbaugh recommended the board commit to and approve the creation of an antiracism team as the next step in moving KPL towards becoming an antiracist organization.

Executive Summary: The “Kalamazoo Public Library Project Description for an Antiracism Team” described the history, process, and budget for the creation of an antiracism team.

Ideally, the library would have waited until all or most funding was in place to bring the recommendation to the board but there was an opportunity to partner with KVCC and Portage Public Schools for the training. A partnership would reduce costs and, more importantly, develop synergy and momentum among all of the organizations.

As shown in the budget, the first year out-of-pocket costs were estimated at \$29,000 if in partnership with others. To move forward at this time, would require a commitment of half or about \$14,500; the library expects funding from the Kalamazoo Community Foundation for about \$7,500 as well as the possibility of additional funding in later years from them and possible funding elsewhere for the first year.

Director Rohrbaugh believes it was reasonable for some portion of these costs to be paid from the library’s operational budget, perhaps \$3,000 - \$5,000 per year and Crossroads would help the library search for and apply for other grant funding. Should it not be forthcoming, KPL would need to reevaluate the timing and pace going forward, however, most of the grant applications require a commitment from the governing body so applications can not be completed until the board has approved the creation of the team.

This recommendation was reviewed by the Personnel Committee and came to the board with their support.

Discussion: Director Rohrbaugh said the library began sending people to ERAC/CE training in the late 1990’s/early 2000’s and approximately 60 staff and Board members had attended the

training. The next step in the process is the establishment of an Antiracism Team and the library currently had an opportunity to collaborate and save money by working with Kalamazoo Valley Community College and the Portage Public Schools. Director Rohrbaugh said Board commitment to establishing this team would hopefully help solidify funding.

F. Brown asked about the line in the budget for room rentals. Director Rohrbaugh said this was an in-kind donation and rooms would be utilized at the library or at one of the partner locations with no out-of-pocket costs. R. Brown said he would be abstaining from this vote. He explained conceptually he was very supportive of the creation of the team but he had reservations about some of the outside resources involved that would keep him from voting in favor of the motion. He said he did not want to stand in the way of the creation of the team, however, so he would not be voting against the motion either. B. Caple asked if the library's commitment to the antiracism team was \$30,000-40,000 for the first year. Director Rohrbaugh explained that with no collaboration and no outside funding, this would be the expected cost to the library for the first year. She explained if the library collaborated with the two other organizations as planned the costs would go down and that with Board commitment to the establishment of the team outside funding may be easier to secure. L. Godfrey confirmed the library would only be budgeting for \$3,000-5,000. Director Rohrbaugh confirmed this and said if the library did not receive any or enough grants, she would have to bring this item back to the Board for reconsideration.

B. Caple asked what the training would encompass from a broad, conceptual standpoint. C. Hoag said she envisioned the team would be analyzing KPL's policies and exploring the history of the library. She said they would be given tools to look at racism within the organization from a historical context and then coming up with strategies and skills to transform KPL into an antiracist organization. C. Hann pointed Board members to page five of the project description and added that the team would be doing a lot of work on their own between the trainings. K. King said the trainers would be giving the team a very specific set of tools. C. Hoag said one of the things the PDTF hoped for was that they would be taught how to do training in-house specific to the library and, as a result, have less need to send people to ERAC/CE for multi-day trainings. C. Hann said an advantage of collaborating with the other organizations would be the opportunity to build relationships and learn from one another's experiences in the future.

F. Brown reflected on his experience in completing the training at ERAC/CE saying he had two reservations: the cost of the training and the time commitment. He said the work this team would be completing takes a very long time to accomplish and that he was alarmed to hear the process could be abandoned if funding were not secured. He suggested the PDTF come up with a plan if funding if they were unable to solidify funding.

President TenBrink asked who would decide who would be on the Antiracism Team. C. Hoag said the PDTF would decide membership and it would depend on who submitted applications but that they hoped to create a diverse team. President TenBrink commented on the demographic information collected on the application and said often this information was kept secret but that she could see how it would be helpful information to have when constructing a team of this nature. L. Godfrey said having this information not be anonymous could help the PDTF put together a team that is committed and can be successful. J. VanderRoest said in his twenty years as being a Board member at the library, he had a hard time seeing the organization having a problem with racism compared to other organizations in the community. He said if there was a perception that there was a problem then there was a problem, and though he fully

supported addressing the problem and self-examination, he was not in support of the library advocating within the community beyond being an example. He said this was a good step to take and he sees the work that needs to be done but that he doesn't want to see the library suddenly in a position where it is taking more extreme measures like occupying Bronson Park. Director Rohrbaugh and President TenBrink said his point was well understood.

MOTION: L. GODFREY MOVED AND F. BROWN SUPPORTED THE MOTION TO COMMIT TO AND APPROVE THE CREATION OF AN ANTIRACISM TEAM AS THE NEXT STEP IN MOVING KPL TOWARDS BECOMING AN ANTIRACIST ORGANIZATION.

MOTION CARRIED 6-0-1.



REPORTS:

D. Third Quarter Strategic Planning Statistics

Report: Director Rohrbaugh said progress in most areas was on track. She commented on a few objectives in the cover to the report in the Board packets and said she would be happy to comment or defer to the appropriate department head for any questions

Discussion: V. Wright said it was interesting to see the objectives the library had already accomplished. Director Rohrbaugh said it was always a balance to have goals that are a stretch but realistically attainable. She commented that over the last three years the library has met some ambitious circulation goals. Management Team has discussed this level of success can't be expected to continue growing so drastically. F. Brown asked if new goals may be maintaining the level that has been achieved rather than working towards increases each year. Director Rohrbaugh said it would depend on the objective. KPL's circulation is continuing to increase but this was not the norm compared with other Class VI libraries in the state.

Disposition: Board members thanked Director Rohrbaugh for her report.

E. Legislative Report

Report: D. Schiller said the legislature had been busy working on their budget. She told trustees the Senate Appropriations Committee had proposed the budget for the Michigan Department of Education and library funding was at its highest level in six years. J. Vander Roest asked about changes to the revenue the library received through district court penal fines. D. Schiller said there had been discussion but the fines received had always been the result of an agreement between the county treasurer and the individual library. She said the county treasurer and administrator had been constant and not changed the formula which determines how much revenue KPL receives from penal fines and, in fact, the library had just received its third quarter distribution. D. Schiller said counties are under a lot of financial stress and she wouldn't be surprised if more counties started withholding more of this revenue since there was only a minimum level the county had to relinquish.

D. Schiller said Director Rohrbaugh had gotten information about Senate Bills 4393-4397 at SMLC recently. These bills, if passed, would effect when the library would be required to submit ballot language for millage. The proposed bill would require language for the ballot to be submitted by the 15th Tuesday before the election. Director Rohrbaugh said the reason for this change was so there was more time to mail absentee ballots to people abroad. L. Godfrey said the millage language would need to be prepared before the end of the year.

Disposition: Trustees thanked D. Schiller for her report.

F. Reading Together Wrap-Up Report – Karen Santamaria

Report: K. Santamaria gave Board members a handout. She said the goals for Reading Together this year were to increase program attendance and increase circulation of the book. The steering committee set very specific goals for circulation and program attendance and met and slightly surpassed these goals. Circulation met 102% of its goal with each print book circulating an average on 6.9 times. K. Santamaria pointed out the final page of the report gave historical information of Reading Together over the years but cautioned that these numbers are not necessarily comparable.

Discussion: L. Godfrey clarified that *The Submission* was not available in ebook format to libraries but was available to purchase in ebook. K. Santamaria confirmed this was the case and she was aware of some people who purchased the ebook in order to read it. She said the book was available in e-audiobook format through Overdrive and format availability was one of the things the steering committee considered when choosing a selection. She reminded board members that last year *Into the Beautiful North* was not available in large print but was available in Spanish.

L. Godfrey said another big consideration when choosing a title was whether the author could be brought to Kalamazoo. Director Rohrbaugh said the library had learned over the years bringing the author for Reading Together was very important to the success of the program. K. Santamaria had said she and M. Cockrell had already talked about the benefit of bookending Reading Together with two big events. Director Rohrbaugh said she sensed strong interest still in Reading Together. V. Wright said she was impressed by the buzz at the Brooke Gladstone event and how excited everyone was to continue talking about the book and its main points. K. Santamaria said she had thought about keeping the Reading Together blog active during the year as a place where Book Clubs could discuss what they have been reading. V. Wright said the timing of Reading Together helped with the success of the program. B. Caple recommended the movie *Maya Lin: a strong clear vision* to anyone who had not watched it.

Disposition: Board members thanked K. Santamaria for her report.

G. Response to Patron: Noise in Rotunda – Sue Warner

Report: Director Rohrbaugh said this report was in response to A. Khazad's comment that the second floor of Central Library was too loud. S. Warner said as public libraries continue to evolve, they are becoming community centers where people gather to participate in many different individual and shared activities, and there was no longer an expectation of silence in most public libraries. At Central Library, the architecture of the physical space was not created for silence, however, there were some areas that tended to be quieter (Local History, Tech Center) as well as three quiet study rooms.

S. Warner explained noisy patrons can become a problem throughout all public areas of the library. Face-to-face conversations, mobile phone conversations, personal music, and crying children are common disruptions. The library has Rules of Behavior and staff and security staff need to take responsibility for enforcing these rules consistently throughout the system.

Young children who are accompanying their parents who are using computers on the second floor can become noisy. A. Khazad suggested these parents should be using computers in the Children's Room, so their noisy children will be confined to that space. However, Children's Room has only two public computers with internet access are reserved for use by children age 12 and under.

The task force that met to discuss this problem had three recommendations: continue to allow parents with children to use public computers on the second floor; continue to reserve public computers in Children's Room for children age 12 and younger; provide coloring sheets, crayons, and picture books to children accompanying parents on the second floor; and library staff and security staff will receive training on skills that can be used in interactions with parents and children.

Discussion: B. Caple asked if staff had noticed a greater number of patrons raising this issue at the library. M. Cockrell answered this was a complaint that was being heard more often and there has been a growing gap between the perceptions of how much noise is acceptable in the library. S. Warner said this is not simply noise due to children though. L. Godfrey said there were quieter places in the library. M. Cockrell said both Local History and the Tech Center were quieter places at Central Library. B. Caple said positive intervention should be used with patrons with disruptive children. S. Warner said this was how staff in the Children's Room worked with patrons using empathy to express that crying children could be a challenge for any person.

J. VanderRoest asked if it was appropriate to designate a quiet study place at Central Library. M. Cockrell said this happened naturally but the rotunda could not be kept quiet being such a cavernous open space. S. Lindemann said the complaints about noise center around the rotunda. M. Cockrell said the sound was essentially constant and it can be very difficult to pinpoint where specific noise was coming from.

President TenBrink asked if there were expected to be more computers in the Children's Room after the reconfigurations and wondered if these new computers could be available for parents to use. S. Warner answered there may be two more computers but when parents come to use a computer in the Children's Room they will most likely use it for two hours taking away opportunities for a child to use it. S. Warner said the library hoped to be setting up a system for lending out ipads or laptops for short amounts of time in the next couple of years as a way of mitigating this problem. V. Wright said she appreciated the report that had been put together to respond to this suggestion. S. Warner said it was an informative discussion to have. Director Rohrbaugh said a response would be sent to A. Khazad. President TenBrink asked if the branches were having any similar problems. S. Warner said she had not heard of any similar complaints from the branches.

Disposition: Board members thanked S. Warner for her report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. VanderRoest said the Budget and Finance Committee would be meeting next month to review the final budget for next year.
- B. *Personnel Committee*—V. Wright said the committee had met to discuss the Anti-Harassment Policy and Antiracism Team. She also reminded Board members to return the Director's evaluations to her.

- C. *Fund Development and Allocations Committee*—no report.
- D. *Director’s Building Advisory Committee*—Director Rohrbaugh said the committee had not met but she had some updates to share with Board members. S. Penchansky was expecting construction documents to be completed by May 17th. A mandatory walkthrough would take place either May 22nd or May 29th with bids due back on June 14th. Director Rohrbaugh expected to bring a recommendation to the Board at the June meeting.

VII. OTHER BUSINESS

A. *Preliminary Discussion of Next Cycle of Strategic Priorities*

Discussion: Director Rohrbaugh said management had been talking about the strategic priorities with staff for the next three years. She said she was not recommending the library undertake a new strategic planning process because the library felt it was on a course that was in sync with the community. Staff and management were energized by the idea of tweaking the current goals and thinking about new ways to meet community needs through these revised goals. Director Rohrbaugh said a main focus would be offering more digital opportunities and trainings in digital equipment. Staff were also excited about expanding the local history priority to all things local. This draft dropped the ONEplace priority. Director Rohrbaugh explained that she did not expect any major differences in this service to take place but that the emphasis on ONEplace was much greater three years ago as it was a new service getting off the ground. She said she now thought of ONEplace as similar to the Law Library as being a department within Adult Services which received outside funding.

Director Rohrbaugh said she expected to bring a recommendation to the Board about the priorities to the June Board meeting. L. Godfrey asked why creating had been added to the adult “Stimulate Imagination” priority saying the survey results had indicated respondents were not interested in do-it-yourself crafts. Director Rohrbaugh answered the library thought there was limited interest in creative programs and management would like to experiment with offering adult creative programs. She explained that much of what the library would like to do could also be considered a digital opportunity such as offering specialized software on the computers in the computer lab. Director Rohrbaugh said she envisioned most of the programming for adults would fall under the priority focused on local culture.

F. Howe said the library had been approached by other groups who offered maker opportunities about collaborating for adult programs. M. Cockrell said expanding this priority would allow some of the library’s current programming that was creative in nature to fall within the parameters of the strategic plan. Director Rohrbaugh said if the library had heard strongly that survey respondents wanted do-it-yourself/maker opportunities than the library would likely adopt a new priority specific to this and invest much more time and resources into making it a success than the current draft of the strategic priorities.

R. Brown asked about the library being approached by maker organizations. M. Cockrell explained the library was contacted on almost a daily basis about programming ideas and a number were by individuals who were interested in showing their craft or hobby to the community. The groups the library was generally approached by tended to be techy groups who already had a following but had a need for space. He said these were some of the collaborations the library could tap into without heavily taxing library staff. This may be a way to reach a demographic that was not often reached through programming as well.

F. Brown said the results of the survey showed not many young adults were being reached and that this may be a way of reaching this demographic. L. Godfrey answered that you cannot assume all the people who were interested in taking advantage of these maker opportunities were in this demographic. F. Brown said it seemed from the library's past programming statistics that these were the types of programs that attract this demographic more often. L. Godfrey said she agreed with this assertion but she did not think this was the way to bring in this age group.

J. VanderRoest added he thought the tweaks made were good and dropping the ONEplace priority was understandable saying he had always thought five priorities was too many. V. Wright said she understood how the strategic plan would need to periodically be spiced up. Director Rohrbaugh said staff felt this way too and the survey responses indicated, and staff working on desks confirm, that patrons are needing help working on the computer and increasing their digital literacy. She said the library had an important role to play helping people stay connected.

Director Rohrbaugh asked Board members if they wanted management to take the word "creative" out of the priorities. B. Caple said that he gathered from the survey was respondents did not want the library to become an arts and crafts organization and there was a distinction between this and the digital opportunities that might be provided. L. Godfrey said she agreed with this but this wasn't clear in the language. Director Rohrbaugh said the types of creative opportunities offered would be articulated in the objectives. B. Caple said there needed to be some clarification with the language. J. VanderRoest said the expanded local priority was a great idea and just plain fun.

Director Rohrbaugh said management would continue to work on these and a recommendation would be brought back to the Board at the June board meeting.

B. Director's Report

Presentation: Director Rohrbaugh drew attention to item fourteen and the new downloadable magazine service Zinio. J. VanderRoest asked what kinds of magazines were available. B. Caple and Director Rohrbaugh mentioned a few of the magazines including *Rolling Stone* and *National Geographic*. M. Cockrell said 72 magazines total were available. B. Caple said the site was far easier to navigate than Freegal. Item fifteen indicated ebook circulation continued to be very strong. Director Rohrbaugh said the July Board meeting may be held at the Oshtemo Branch where Board members could tour the sorting area which recently underwent a 5S/LEAN event.

Discussion: B. Caple asked what the specific issues were with retagging the AV collection. G. Green explained the process of retagging the discs and explained the problems the library had had with the 50/50 tags being re-enabled by the smart drops. He explained the solution 3M had developed but that staff had go through the entire collection again. V. Wright asked about item two. Director Rohrbaugh said this was very good news. She explained that Minnesota is already a Federal Depository Library for more than one state and would now be the Federal Depository Library for Michigan as well. V. Wright commented the library story about the teen film fest participant who was accepted into NYU's film school was great. J. VanderRoest asked about item eleven and whether the collaboration with WMUK and the Center for the Humanities was a monetary collaboration. Director Rohrbaugh confirmed that it was. J. VanderRoest said he thought the Brooke Gladstone event was a great program that he really enjoyed. F. Brown

asked for more information on item nine. Director Rohrbaugh answered that Bailey was a darling dog who was very patient and nonjudgmental with young readers.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright said Reading Together fit under the new local priority. She said some of the smaller discussions this year left her riveted and not wanting to leave. She said she learned so much from the programs that she attended and took away something from each which added to the larger picture and discussion.
- B. Caple said he recently read *The Day the World Came to Town* which was a lovely little read with a good subject and tied into the Reading Together title.
- R. Brown said he very much enjoyed and benefitted from the Reading Together events he attended.
- J. VanderRoest said he enjoyed attending the two larger events but he was disappointed when Michigan News Agency ran out of Brooke Gladstone's book before he was able to get to the table to buy one.
- C. TenBrink said she had enjoyed the annual Friends meeting and that she was looking forward to the Global Reading Challenge finale that evening.

X. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:56 p.m.

X _____
Fenner Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: May 20, 2013

Resignation

Sam Hughes resigned from the KPLSP Library Assistant 4 FTE 1.0 MeLCat position in Patron Services effective May 1, 2013. Sam began work at KPL in 1999 as a library aide before moving into a salaried position in October 2004. Sam has accepted a position at Bronson Methodist Hospital.

Employee Transfer

Melissa Greenfield transferred to the KPLSP Librarian Assistant 4 FTE 1.0 MeLCat position in the Patron Services Department effective May 16, 2013. Melissa previously held the KPLSP Library Assistant 3 FTE 1.0 Lending Services position with this department.

New Hire

Alex Merrill joined the staff in the KPLSP Library Assistant 3 FTE 0.5 Programming Support position within the Youth Services Department effective May 16, 2013. Alex has worked at KPL since July 2010 as a tech intern, library aide and most recently as a professional substitute.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
April 30, 2013**

DATE: May 20, 2013

RECOMMENDATION:

I recommend the Board accept the Financial Reports for the month ending April 30, 2013.

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

May 7, 2013
Kalamazoo Public Library
Internal Financial Statements
For the month ending April 30, 2013

Combined Balance Sheet

Several cash account reclassifications are represented in the split between Cash & Checking and Investments as of April 30th. In order to accurately reflect the change in use of the First National NOW account as a general pooled checking account for payables, that account and both the ACH transfer accounts for Fifth Third Bank and First National Bank have been reclassified from Investments to Cash & Checking. Total cash and equivalents held in the General Operating Fund total \$7,065,281.

Sources and Uses of Funds – Governmental Pooled Fund Electronic Transfers

Sources of funds during the month of April included the annual gift(s) from the Friends of KPL to general operations for \$43,380, State Aid to Public Libraries for \$30,897, and District Court Penal Fines for the quarter ending March 30th for \$79,075. Uses of governmental pooled funds were typical in nature and amount totaling \$794,790. The payment of the debt service principal and interest out of debt service reserved funds – separate from the governmental pooled funds per bond agreement – occurred on April 30th for \$1,054,000 and can be reviewed on the summary of electronic transfers.

Governmental Cash Investment Report

The investment summary for governmental funds is presented this month as of April 30th balances in replacement for the report that should have been presented at the end of the quarter as of March 30th. General pooled funds, as mentioned in the Combined Balance Sheet now include both the Fifth Third checking accounts and the First National Bank NOW checking account. Despite slightly different designations, both of the accounts pay interest and charge fees for activity. During the first part of May, additional transfers will be made to reduce the balance of the First National checking from \$3,194,183 to approximately \$1,000,000 by investing the additional funds in the First National ICS (investment cash sweep) or CDARS for FDIC coverage. Rates of return on invested funds remain miniscule.

General Fund Revenue and Expenditure Summary

The budget comparison for April 2013 is presented with pre-revision budgets until the board official approves the revision at the May meeting. Overall, revenue at 98.4% and expenditures at 76.3% complete are within expected patterns with the only apparent revision to expenditure budgets necessary showing in the materials category for periodicals which is currently showing an overrun of \$6,086. As detailed in the budget revision, the periodicals category variance is

primarily due to the need to replace periodicals on microfilm as they wear out and for the fees associated with the acquisition of new format delivery with the Zinio service.

Capital Improvement Plan

Expenditures totaled \$10,997 during the month of April including \$5,000 in down payment to PENCHANSKY WHISLER ARCHITECTS for fees associated with the renovation project and the remainder in computer replacement equipment. As of April 30th, \$1,746,345 remains in the fund, with current outstanding purchase orders of \$82,964.

Other Gifts Revenue and Expenditure Summary

During the month of April the Friends of KPL funded mini-grants to staff for \$2,620 and another \$2,000 in scholarships. The Scholarship recipients this year were Eleanore Chadderdon and Anne Herrington. Expenditures during the month included payment of both of the scholarships as well as expenditures associated with the ONEplace Leadership Academy and other ongoing programs.

Endowment Fund

The Endowment Fund received \$4,602 in interest and dividends during the month of March. Market value measured as of March 31st increased the overall value of the fund over \$57,000 to total \$3,383,770.

Kalamazoo Community Foundation

Local History and Community Information Service Fund

Fund Activity Statement and Quarterly Donors' Report

The master fund activity statement for the Local History and Community Information Service Fund, a report combining the assets of both the library and the foundation, has a balance of \$96,809.97 as of March 31, 2013. That balance includes the transfer of \$29,000 from the fund to the library's renovation project in the Capital Improvement Plan.

Kalamazoo Public Library

Combined Balance Sheet

As of April 30, 2013

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	\$3,000,390.81	\$1,746,347.71	\$0.00	\$117,500.04	\$0.00
Investments	\$4,064,890.65	\$0.00	\$30,363.49	\$49,558.29	\$3,383,770.19
Total Cash & Equivalents	\$7,065,281.46	\$1,746,347.71	\$30,363.49	\$167,058.33	\$3,383,770.19
Accounts Receivable					
Accounts Receivable	\$16,915.68	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$16,915.68	\$0.00	\$0.00	\$0.00	\$0.00
Taxes Receivable					
Taxes Receivable	\$558,164.36	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$558,164.36	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets					
Other Assets	\$299,621.50	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$299,621.50	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$7,939,983.00	\$1,746,347.71	\$30,363.49	\$167,058.33	\$3,383,770.19
Liabilities					
Current Liabilities					
Accounts Payable	\$524.13	\$0.00	\$0.00	\$0.00	\$0.00
Salaries Payable	\$159,209.25	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$48,996.24	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$208,729.62	\$0.00	\$0.00	\$0.00	\$0.00
Long Term Liabilities					
Long Term Liabilities	\$32,139.09	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$32,139.09	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$240,868.71	\$0.00	\$0.00	\$0.00	\$0.00
Net Assets					
Fund Balance					
Fund Balance	\$7,699,114.29	\$1,746,347.71	\$30,363.49	\$167,058.33	\$3,383,770.19
Total Fund Balance	\$7,699,114.29	\$1,746,347.71	\$30,363.49	\$167,058.33	\$3,383,770.19
Total Liabilities + Net Assets	\$7,939,983.00	\$1,746,347.71	\$30,363.49	\$167,058.33	\$3,383,770.19

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending April 30, 2013**

		April
BEGINNING CASH BALANCE *	\$	9,533,949.86
* Including short-term investments		
<u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$	-
IFT/CFT Taxes not in Levy/Pilots	\$	9,813
State Aid	\$	30,893
District Court Penal Fines/Law Library Revenue	\$	79,075
Interest Income	\$	1,999
Library Fines & Fees	\$	17,037
Other Sources: Gifts, Grants, & Reimbursements	\$	45,528
Other Gifts (Ready to Read, etc)	\$	5,456
TOTAL SOURCES OF CASH	\$	189,800
<u>USES OF CASH:</u>		
Salaries & Wages	\$	(354,728)
Benefits	\$	(135,308)
Materials	\$	(76,185)
Supplies	\$	(46,805)
Facilities	\$	(48,962)
Technical Services	\$	(28,520)
Purchased Services	\$	(10,823)
Other	\$	(58,173)
Capital Expenditures	\$	(18,073)
Prepaid expenditures	\$	(17,214)
Debt Service - transferred to reserve	\$	-
TOTAL USES OF CASH	\$	(794,790)
ENDING CASH	\$	8,928,960
<u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Cash to be deposited		
Fifth Third General & Payroll Checking Accounts	\$	1,504,229.01
First National NOW & ACH Transfer Accounts	\$	3,294,183.50
Fifth Third Arcadia Admin & Transfers Accounts	\$	65,251.05
Petty Cash/Midwest Business Exchange Account/Paypal	\$	12,217.53
Pooled Cash Accounts	\$	4,875,881.09
<u>Pooled Investments</u>		
Fifth Third Bank, Fifth Third Securities, CD's	\$	52.43
Flagstar Bank MM & CD's	\$	854,547.53
Huntington Aim Treasury, MM & CD's	\$	24,155.80
First National Bank MM, ICS Savings, & CD's	\$	3,174,322.81
Pooled Investment Accounts	\$	4,053,078.57
Total Pooled Cash & Investments	\$	8,928,960

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
April 2013**

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
4/1/2013	Transfer to ACH Transfer	5/3 General Check		\$ (20,000.00)
4/1/2013	Transfer from 5/3 General		5/3 ACH Transfer	\$ 20,000.00
4/11/2013	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,228.44)
4/15/2013	Payroll April 15, 2013	5/3 Payroll Check	Employee Accounts	\$ (118,842.68)
4/15/2013	KPLA/KPLSP Union Dues	5/3 General Check	Union Treasurers	\$ (2,238.12)
4/15/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
4/15/2013	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,182.54)
4/15/2013	Employee HSA Fifth Third	5/3 General Check	Fifth Third Employee Accounts	\$ (854.00)
4/16/2013	Employee HSA Health Equity	5/3 General Check	Employee Accounts	\$ (3,823.17)
4/24/2013	Transfer to Arcadia	5/3 General Check		\$ (2,000.00)
4/24/2013	Transfer from 5/3 General		5/3 Arcadia	\$ 2,000.00
4/24/2013	Transfer to ACH Transfer	5/3 General Check		\$ (30,000.00)
4/24/2013	Transfer from 5/3 General		5/3 ACH Transfer	\$ 30,000.00
4/1/2013	MERS Employer Contribution	5/3 ACH Transfer	Municipal Employees Retirement System	\$ (22,445.96)
4/3/2013	MERS HCSP	5/3 ACH Transfer	MERS HCSP Employee Accounts	\$ (998.56)
4/3/2013	403B Employee Contributions	5/3 ACH Transfer	MEBS Employee Accounts	\$ (5,348.36)
4/1/2013	MPSERS Contributions	5/3 ACH Transfer	Michigan Public Schools Empl. Ret. Sys.	\$ (27,164.02)
4/18/2013	MERS HCSP	5/3 ACH Transfer	MERS HCSP Employee Accounts	\$ (998.56)
4/18/2013	403B Employee Contributions	5/3 ACH Transfer	MEBS Employee Accounts	\$ (6,579.26)
4/30/2013	Payroll April 30, 2013	5/3 Payroll Check	Employee Accounts	\$ (117,951.24)
4/30/2013	KPLA/KPLSP Union Dues	5/3 General Check	Union Treasurers	\$ (2,238.12)
4/30/2013	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
4/30/2013	Debt Service Principal & Interest	First National MM	U.S. Bank - Corporate Trust Services	\$ (1,054,000.00)
		Total Transfer Transactions		\$ (1,242,507.13)

**Kalamazoo Public Library
Governmental Cash Investment Report
As of April 30, 2012**

<u>Investment Accounts</u>	<u>\$</u>	<u>Notes</u>
General Pooled Funds		
Fifth Third Bank General Check/Payroll Checking	\$ 1,504,229.01	Sweep (Treasury/Agency) Account
First National Bank - NOW Account	\$ 3,194,183.50	Liquid, PA 20 interest bearing
<u>Treasury & Money Market Funds</u>		
Huntington Nat'l - Premier Public Funds	\$ 14,420.18	Liquid, PA 20 money market
Flagstar Bank - Public Funds	\$ 32,204.78	Liquid, PA 20 money market
Flagstar Bank - Interest bearing	\$ 318,796.36	Liquid, PA 20 interest bearing
First National Bank - MM	\$ 47,192.56	Liquid, PA 20 money market
First National Bank-ICS	\$ 2,519,881.39	Liquid, PA 20 insured cash sweep
Huntington Capital AIM Treasury	\$ 9,735.62	Gov't Agency Investment
<u>Certificates of Deposit (maturity date order)</u>		
First National Bank	\$ 303,624.43	6 month @ .50% Matures 9/22/2013
First National Bank	\$ 303,624.43	6 month @ .50% Matures 9/24/2013
Flagstar CDARS	\$ 503,546.39	13 weeks @ .10% Matures 7/18/2013
<u>Government Issues</u>		
Fifth Third Securities, money market cash	\$ 52.43	Liquid, overnight yields
Total Investments General Pooled Funds	\$ 8,751,491.08	
<u>Other non-interest bearing cash accounts</u>		
Fifth Third Bank Arcadia Checking	\$ 7,129.46	Employee Section 125 Program
Paypal deposit account	\$ 2,096.14	
Fifth Third Bank Public Transfers	\$ 58,121.59	
First National Bank Public Transfers	\$ 100,000.00	
Petty Cash/Midwest Bus Exch/To be deposited	\$ 10,121.39	
Total Cash & Investment Accounts	\$ 8,928,959.66	
Debt Services Funds		
<u>Investment Accounts</u>		
First National Bank	\$ 30,363.49	1996 Debt Service, PA 20 Money Market
<u>Certificates of Deposit</u>		
None		
Total Investments Debt Service Fund	\$ 30,363.49	

Kalamazoo Public Library

General Fund Revenue and Expenditure Summary

Through April 30, 2013

	April	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$0.00	\$0.00	\$10,252,974.00	\$10,292,974.00	\$40,000.00	99.6%
Other Taxes	\$20,440.73	\$0.00	\$109,255.79	\$147,665.00	\$38,409.21	74.0%
Fines and Fees	\$17,037.13	\$0.00	\$150,903.30	\$150,000.00	(\$903.30)	100.6%
Other Revenue	\$109,971.76	\$0.00	\$311,233.86	\$420,690.00	\$109,456.14	74.0%
Local Support	\$43,380.00	\$0.00	\$235,170.00	\$233,275.00	(\$1,895.00)	100.8%
Interest Income	\$1,998.73	\$0.00	\$8,994.61	\$10,000.00	\$1,005.39	89.9%
Other	\$220.00	\$0.00	\$4,120.00	\$0.00	(\$4,120.00)	0.0%
Total Revenue	\$193,048.35	\$0.00	\$11,072,651.56	\$11,254,604.00	\$181,952.44	98.4%
Expenditures						
Salaries						
Administrator Salaries	\$52,102.07	\$0.00	\$526,162.40	\$630,075.00	\$103,912.60	83.5%
Librarian Salaries	\$99,367.06	\$0.00	\$982,438.29	\$1,177,655.00	\$195,216.71	83.4%
Supervisory Technical Salaries	\$56,415.42	\$0.00	\$576,751.67	\$694,910.00	\$118,158.33	83.0%
Library Assistant Salaries	\$125,621.72	\$0.00	\$1,264,020.87	\$1,544,950.00	\$280,929.13	81.8%
Hourly Staff	\$49,697.94	\$0.00	\$441,612.99	\$652,700.00	\$211,087.01	67.7%
Substitute Salaries	\$4,665.78	\$0.00	\$44,782.67	\$81,200.00	\$36,417.33	55.2%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$387,869.99	\$0.00	\$3,835,768.89	\$4,781,490.00	\$945,721.11	80.2%
Benefits						
Employee Insurance	\$77,447.47	\$0.00	\$788,808.85	\$1,033,160.00	\$244,351.15	76.3%
Retirement	\$46,006.77	\$0.00	\$465,115.88	\$610,320.00	\$145,204.12	76.2%
Employer FICA-Medicare	\$29,479.28	\$0.00	\$291,244.20	\$371,525.00	\$80,280.80	78.4%
Other Benefits	\$2,686.00	\$0.00	\$50,567.32	\$84,140.00	\$33,572.68	60.1%
Total	\$155,619.52	\$0.00	\$1,595,736.25	\$2,099,145.00	\$503,408.75	76.0%
Materials						
Adult Books	\$25,141.02	\$29,525.85	\$358,302.82	\$485,750.00	\$127,447.18	73.8%
Juvenile Books	\$2,586.06	\$5,027.43	\$69,544.03	\$93,850.00	\$24,305.97	74.1%
Periodicals	\$7,113.91	\$0.00	\$59,746.86	\$53,660.00	(\$6,086.86)	111.3%
Audio-Visual Material	\$6,697.15	\$17,154.26	\$246,637.61	\$296,300.00	\$49,662.39	83.2%
Digital Materials	\$5,693.78	\$0.00	\$147,698.72	\$155,620.00	\$7,921.28	94.9%
Total	\$47,231.92	\$51,707.54	\$881,930.04	\$1,085,180.00	\$203,249.96	81.3%
Facilities						
Fuel	\$7,114.97	\$0.00	\$38,306.71	\$67,700.00	\$29,393.29	56.6%
Electricity	\$13,128.61	\$0.00	\$131,994.85	\$182,900.00	\$50,905.15	72.2%
Water	\$194.80	\$0.00	\$3,417.74	\$5,650.00	\$2,232.26	60.5%
Custodial Supplies	\$1,015.38	\$2,195.68	\$34,272.61	\$66,045.00	\$31,772.39	51.9%
Grounds Maintenance	\$5,741.00	\$120.00	\$23,806.18	\$36,005.00	\$12,198.82	66.1%
Building Repair	\$3,844.45	\$1,666.01	\$62,558.38	\$76,325.00	\$13,766.62	82.0%
Building Operations	\$9,696.07	\$10,512.00	\$101,352.66	\$115,240.00	\$13,887.34	87.9%
Total	\$40,735.28	\$14,493.69	\$395,709.13	\$549,865.00	\$154,155.87	72.0%
Supplies						
Office Supplies	\$5,806.44	\$26.95	\$30,767.40	\$53,000.00	\$22,232.60	58.1%
Marketing Supplies	\$4,750.00	\$3,315.32	\$19,262.66	\$21,350.00	\$2,087.34	90.2%
Postage & Freight	\$11,017.90	\$0.00	\$36,823.70	\$45,000.00	\$8,176.30	81.8%
Processing Supplies	\$778.48	\$843.21	\$41,331.10	\$55,000.00	\$13,668.90	75.1%
Departmental Purchases	\$4,366.05	\$899.95	\$24,559.95	\$64,000.00	\$39,440.05	38.4%
Total	\$26,718.87	\$5,085.43	\$152,744.81	\$238,350.00	\$85,605.19	64.1%

Kalamazoo Public Library

General Fund Revenue and Expenditure Summary

Through April 30, 2013

	April	Encumbrance	Year to Date	Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$3,192.43	\$0.00	\$35,338.58	\$75,400.00	\$40,061.42	46.9%
Telecommunications	\$6,080.60	\$0.00	\$59,695.46	\$87,360.00	\$27,664.54	68.3%
Software & Licensing	\$12,370.80	\$675.00	\$211,960.39	\$312,697.00	\$100,736.61	67.8%
Cataloging & Processing	\$1,607.25	\$0.00	\$51,991.84	\$64,890.00	\$12,898.16	80.1%
Total	<u>\$23,251.08</u>	<u>\$675.00</u>	<u>\$358,986.27</u>	<u>\$540,347.00</u>	<u>\$181,360.73</u>	<u>66.4%</u>
Purchased Services						
Security	\$8,146.84	\$0.00	\$78,611.15	\$113,471.00	\$34,859.85	69.3%
Insurance	\$2,003.40	\$0.00	\$74,246.39	\$80,500.00	\$6,253.61	92.2%
Legal Services	\$600.00	\$0.00	\$4,803.00	\$15,000.00	\$10,197.00	32.0%
Contracted Services	\$6,244.81	\$5,525.00	\$150,654.37	\$226,150.00	\$75,495.63	66.6%
Printing Services	\$0.00	\$0.00	\$62,606.33	\$85,000.00	\$22,393.67	73.7%
Advertising	\$10,459.28	\$5,016.80	\$53,844.89	\$62,000.00	\$8,155.11	86.8%
Total	<u>\$27,454.33</u>	<u>\$10,541.80</u>	<u>\$424,766.13</u>	<u>\$582,121.00</u>	<u>\$157,354.87</u>	<u>73.0%</u>
Other Expenditures						
Miscellaneous Operating	\$1,769.75	\$0.00	\$22,951.30	\$43,730.00	\$20,778.70	52.5%
Tax Charge Backs	\$2,261.01	\$0.00	\$101,697.74	\$175,000.00	\$73,302.26	58.1%
Travel & Conference-Director	\$0.00	\$0.00	\$658.23	\$4,000.00	\$3,341.77	16.5%
Travel & Conference	\$2,781.60	\$1,000.00	\$15,553.54	\$45,700.00	\$30,146.46	34.0%
Staff Development	\$2,458.57	\$0.00	\$10,211.95	\$31,770.00	\$21,558.05	32.1%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
Miscellaneous Disbursements	\$3,915.53	\$0.00	\$41,728.88	\$63,909.00	\$22,180.12	65.3%
Vehicle Maintenance	\$246.36	\$0.00	\$2,629.49	\$3,780.00	\$1,150.51	69.6%
Programming Expenditures	\$1,592.04	\$5,692.76	\$85,120.97	\$137,800.00	\$52,679.03	61.8%
Rent	\$525.00	\$0.00	\$25,930.60	\$31,100.00	\$5,169.40	83.4%
Total	<u>\$15,549.86</u>	<u>\$6,692.76</u>	<u>\$306,482.70</u>	<u>\$539,789.00</u>	<u>\$233,306.30</u>	<u>56.8%</u>
Total Expenditures	<u>\$724,430.85</u>	<u>\$89,196.22</u>	<u>\$7,952,124.22</u>	<u>\$10,416,287.00</u>	<u>\$2,464,162.78</u>	<u>76.3%</u>
Transfers						
Transfers In						
Transfers from other funds	\$0.00	\$0.00	\$0.00	(\$5,638.53)	(\$5,638.53)	0.0%
Total Transfers In	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$5,638.53)</u>	<u>(\$5,638.53)</u>	<u>0.0%</u>
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	\$1,481,000.00	\$1,481,000.00	\$0.00	100.0%
Total	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,481,000.00</u>	<u>\$1,481,000.00</u>	<u>\$0.00</u>	<u>100.0%</u>
Total Transfers	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,481,000.00</u>	<u>\$1,475,361.47</u>	<u>(\$5,638.53)</u>	<u>100.4%</u>
BEGINNING FUND BALANCE	<u>\$8,230,496.79</u>	<u>\$0.00</u>	<u>\$5,970,390.73</u>	<u>\$5,970,390.73</u>	<u>\$0.00</u>	<u>100.0%</u>
NET SURPLUS/(DEFICIT)	<u>(\$531,382.50)</u>	<u>(\$89,196.22)</u>	<u>\$1,633,265.34</u>	<u>(\$637,044.47)</u>	<u>(\$2,270,309.81)</u>	<u>(256.4%)</u>
ENDING FUND BALANCE	<u>\$7,699,114.29</u>	<u>(\$89,196.22)</u>	<u>\$7,603,656.07</u>	<u>\$5,333,346.26</u>	<u>(\$2,270,309.81)</u>	<u>142.6%</u>

Kalamazoo Public Library

Capital Improvement Plan

Through April 30, 2013

	Actual	Encumbrance	Year to Date	Budget	Variance
Revenue					
Local Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditures					
Library Systems and Equipment	\$0.00	\$0.00	\$0.00	\$12,314.00	\$12,314.00
Furniture & Equipment	\$0.00	\$22,117.19	\$22,117.19	\$357,550.00	\$335,432.81
Building Alterations	\$5,908.55	\$40,634.00	\$46,542.55	\$278,225.00	\$231,682.45
Computer & Electronics	\$5,088.60	\$20,212.53	\$25,301.13	\$317,466.00	\$292,164.87
RFID	\$0.00	\$0.00	\$0.00	\$34,628.00	\$34,628.00
Total Expenditures	\$10,997.15	\$82,963.72	\$93,960.87	\$1,000,183.00	\$906,222.13
Transfers					
Transfers In/(Out)	\$0.00	\$0.00	\$0.00	\$464,000.00	\$464,000.00
Total Transfers	\$0.00	\$0.00	\$0.00	\$464,000.00	\$464,000.00
BEGINNING FUND BALANCE	\$1,757,344.86	\$0.00	\$1,757,344.86	\$1,528,868.05	\$228,476.81
NET SURPLUS/(DEFICIT)	(\$10,997.15)	(\$82,963.72)	(\$93,960.87)	(\$536,183.00)	\$442,222.13
ENDING FUND BALANCE	\$1,746,347.71	(\$82,963.72)	\$1,663,383.99	\$992,685.05	\$670,698.94

Project ID	Project Description	Budget Amount	Actual Amount	Difference	Variance
802	Library Systems	\$12,314.00	\$0.00	\$12,314.00	100.00%
810	Equipment & Furnishings Reserve	\$159,501.00	\$0.00	\$159,501.00	100.00%
811	Carpet Master Plan/1st Renovation	\$134,441.00	\$14,535.00	\$119,906.00	89.19%
812	AV/Tech Center/Rotunda	\$5,733.00	\$5,276.88	\$456.12	7.96%
814	Chairs - Multiple Departments	\$1,750.00	\$1,426.99	\$323.01	18.46%
815	Laptop chairs & Workspaces-Oshtemo	\$15,500.00	\$0.00	\$15,500.00	100.00%
818	Central Youth/2nd Floor Space Project	\$14,000.00	\$13,832.69	\$167.31	1.20%
820	Building Alterations Reserve	\$84,345.00	\$0.00	\$84,345.00	100.00%
821	Oshtemo Concrete	\$4,400.00	\$0.00	\$4,400.00	100.00%
823	Generator - Oshtemo	\$11,000.00	\$0.00	\$11,000.00	100.00%
824	Generator - Eastwood	\$6,000.00	\$0.00	\$6,000.00	100.00%
825	Central Chiller/Cooling Tower	\$2,180.00	\$1,633.98	\$546.02	25.05%
827	Security Camera System	\$17,500.00	\$0.00	\$17,500.00	100.00%
830	Automation & Technology Reserve	\$60,565.00	\$0.00	\$60,565.00	100.00%
831	Automation Replacement	\$130,500.00	\$100,379.61	\$30,120.39	23.08%
832	Hardware	\$10,126.00	\$951.10	\$9,174.90	90.61%
837	Management Server Replacement 2013	\$12,000.00	\$0.00	\$12,000.00	100.00%
839	Envisionware	\$72,510.00	\$0.00	\$72,510.00	100.00%
850	RFID Reserve	\$10,850.00	\$0.00	\$10,850.00	100.00%
851	RFID 3M	\$325.00	\$324.96	\$0.04	0.01%
852	RFID Building/Furniture	\$15,203.00	\$0.00	\$15,203.00	100.00%
861	IT Workroom Furnishings	\$4,000.00	\$3,678.32	\$321.68	8.04%
862	Oshtemo Chair Dollies	\$1,100.00	\$0.00	\$1,100.00	100.00%
863	Eye Wash Stations	\$3,800.00	\$2,949.76	\$850.24	22.37%
864	Washington Square Envelope	\$30,000.00	\$29,978.55	\$21.45	0.07%
865	Game Carts - Teen	\$12,265.00	\$7,712.46	\$4,552.54	37.12%
866	Laptops for IT, MAC, Teen	\$6,000.00	\$4,140.00	\$1,860.00	31.00%
867	RFID Pad Replacement	\$8,250.00	\$7,396.59	\$853.41	10.34%
868	Photocopier - Patron Services	\$4,525.00	\$4,504.00	\$21.00	0.46%
869	2013 Furniture Option-Rearrangement Project	\$17,000.00	\$0.00	\$17,000.00	100.00%
870	2013 Renovations-Youth/History/Camp	\$112,000.00	\$0.00	\$112,000.00	100.00%
871	Eastwood Server Closet Adaptation	\$7,000.00	\$5,975.00	\$1,025.00	14.64%
872	Replacement Backup Server	\$13,500.00	\$948.60	\$12,551.40	92.97%
		\$1,000,183.00	\$205,644.49	\$794,538.51	79.44%

Kalamazoo Public Library

Other Gifts Revenue and Expenditure Summary

Through April 30, 2013

	April	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Fines and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Local Support	\$5,455.98	\$0.00	\$32,223.75	\$24,000.00	(\$8,223.75)	134.3%
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Other	\$0.00	\$0.00	\$1,015.00	\$0.00	(\$1,015.00)	0.0%
Total Revenue	\$5,455.98	\$0.00	\$33,238.75	\$24,000.00	(\$9,238.75)	138.5%
Expenditures						
Salaries						
Librarian Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Hourly Staff	\$0.00	\$0.00	\$632.65	\$5,000.00	\$4,367.35	12.7%
Total	\$0.00	\$0.00	\$632.65	\$5,000.00	\$4,367.35	12.7%
Benefits						
Employer FICA-Medicare	\$0.00	\$0.00	\$30.33	\$383.00	\$352.67	7.9%
Total	\$0.00	\$0.00	\$30.33	\$383.00	\$352.67	7.9%
Materials						
Adult Books	\$0.00	\$0.00	\$264.56	\$2,000.00	\$1,735.44	13.2%
Juvenile Books	\$1,883.00	\$0.00	\$8,776.00	\$27,500.00	\$18,724.00	31.9%
Periodicals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Audio-Visual Material	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Digital Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$1,883.00	\$0.00	\$9,040.56	\$29,500.00	\$20,459.44	30.6%
Supplies						
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Marketing Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Departmental Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Purchased Services						
Contracted Services	\$0.00	\$0.00	\$4,842.05	\$5,000.00	\$157.95	96.8%
Printing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$0.00	\$0.00	\$4,842.05	\$5,000.00	\$157.95	96.8%
Other Expenditures						
Miscellaneous Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Travel & Conference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Miscellaneous Disbursements	\$2,000.00	\$0.00	\$6,347.79	\$9,876.00	\$3,528.21	64.3%
Programming Expenditures	\$9,598.75	\$0.00	\$9,598.75	\$20,000.00	\$10,401.25	48.0%
Total	\$11,598.75	\$0.00	\$15,946.54	\$29,876.00	\$13,929.46	53.4%
Total Expenditures	\$13,481.75	\$0.00	\$30,492.13	\$69,759.00	\$39,266.87	43.7%

Kalamazoo Public Library

Other Gifts Revenue and Expenditure Summary

Through April 30, 2013

	April	Encumbrance	Year to Date	Budget	Variance	% Complete
Transfers						
Transfers In						
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	\$29,000.00	\$5,638.53	(\$23,361.47)	514.3%
Total	\$0.00	\$0.00	\$29,000.00	\$5,638.53	(\$23,361.47)	514.3%
Total Transfers	\$0.00	\$0.00	\$29,000.00	\$5,638.53	(\$23,361.47)	514.3%
BEGINNING FUND BALANCE	\$175,084.10	\$0.00	\$193,251.77	\$193,251.77	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$8,025.77)	(\$59.94)	(\$26,253.38)	(\$51,397.53)	(\$25,144.15)	51.1%
ENDING FUND BALANCE	\$167,058.33	(\$59.94)	\$166,998.39	\$141,854.24	(\$25,144.15)	117.7%

Project ID	Project Description	Beginning Balance	Net Change	Ending Balance
233	Ready to Read - Gifts	\$38,966.00	\$1,209.77	\$40,175.77
235	Ready to Read - Spelling Bee	\$26,489.19	\$6,677.17	\$33,166.36
301	Gifts & Memorials - Materials	\$3,021.99	\$20.38	\$3,042.37
303	History Room Gifts	\$13,491.18	\$1,494.97	\$14,986.15
304	Friedman Room Gift	\$5,638.53	\$0.00	\$5,638.53
307	ONEplace Nonprofit Services	\$22,310.57	(\$9,598.75)	\$12,711.82
308	Library Gifts	\$0.00	\$580.98	\$580.98
380	Scholarships/Admin Mini-Grants	\$524.80	\$350.00	\$874.80
381	Staff Appreciation Mini-Grant	\$201.14	\$68.62	\$269.76
382	Adult Services Mini-Grants	\$143.80	\$0.00	\$143.80
383	History Room Mini-Grant	\$500.00	\$0.00	\$500.00
387	Oshtemo Mini-Grant	\$517.25	\$0.00	\$517.25
388	Powell Mini-Grant	\$1,082.01	\$300.00	\$1,382.01
389	Washington Square Mini-Grant	\$111.18	\$0.00	\$111.18
390	Teen Services Mini-Grant	\$700.00	\$1,000.00	\$1,700.00
391	Children's Mini-Grant	\$995.84	\$720.00	\$1,715.84
397	KCF - Local History Fund	\$78,558.29	(\$29,000.00)	\$49,558.29
Totals:		\$193,251.77	(\$26,176.86)	\$167,074.91

**Kalamazoo Public Library
Endowment Fund
Report date: April 2013
Balances as of: March 2013**

	2/28/2013		%	2/28/2013		%
	<u>Cost</u> <u>Basis</u>	<u>Market</u> <u>Basis</u>	<u>Cost to</u> <u>Market</u> <u>Increase</u>	<u>Cost</u> <u>Basis</u>	<u>Market</u> <u>Basis</u>	<u>Cost to</u> <u>Market</u> <u>Increase</u>
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 219,770.88	\$ 219,770.88	0.0%	\$ 224,328.55	\$ 224,328.55	0.0%
Stocks	\$ 1,196,600.81	\$ 1,844,205.90	54.1%	\$ 1,196,600.81	\$ 1,902,885.14	59.0%
Fixed Income Investments	\$ 1,245,537.27	\$ 1,257,542.75	1.0%	\$ 1,245,537.27	\$ 1,256,556.50	0.9%
	\$ -	\$ -		\$ -	\$ -	
Total Value	<u>\$ 2,661,908.96</u>	<u>\$ 3,321,519.53</u>	<u>24.8%</u>	<u>\$ 2,666,466.63</u>	<u>\$ 3,383,770.19</u>	<u>26.9%</u>

Fund Balance

Assigned for Children's Endowment	\$ 16,965.82	\$ 17,181.54
Kalamazoo Public Library Endowment	\$ 3,304,553.71	\$ 3,366,588.65

Year to Date Revenue & Expenditures

Withdrawals from Account	\$ (35,000.00)	\$ (35,000.00)
Dividend and Interest Income	\$ 35,373.05	\$ 39,975.24
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ 289,548.47	\$ 347,241.46
Arcadia Investment Management Fee/Other	\$ (14,983.82)	\$ (15,028.34)
Net Change	<u>\$ 274,937.70</u>	<u>\$ 337,188.36</u>

Summary:

Dividends and interest received during the month of March totaled \$4,602.19. Market appreciation on holdings totaled \$57,692.99. Total charges incurred during March were \$44.52 for foreign tax adjustments on cash dividends. No trades occurred during the month.

KALAMAZOO COMMUNITY FOUNDATION QUARTERLY DONORS' REPORT

FOURTH QUARTER 2012




Kalamazoo
community foundation

For good. For ever.™

We announced our fourth round of 2012 grants in December, totaling more than \$719,000 for nine area nonprofits, linking the collective philanthropy of thousands of donors to the needs of the community.

The grants, ranging from \$22,500 to \$180,000, represent resources earned through endowed Unrestricted Funds, bringing the total for 2012 to more than \$2.5 million.

"The vision of our donors throughout 87 years, funding needs they could not have imagined, is realized in each round of grants," says President/CEO Carrie Pickett-Erway.

"The money available for these grants comes from the interest earned on every unrestricted gift we've received dating back to W.E. Upjohn's initial gift of \$1,000 that established the Community Foundation," she says.

**WE MAKE A LIVING BY WHAT WE GET,
BUT WE MAKE A LIFE BY WHAT WE GIVE.**

Winston Churchill

According to Suprotik Stotz-Ghosh, vice president for Community Investment, "I'm inspired by these projects, knowing the impact these grants will have on improving the lives of thousands in our community. And I am proud of our staff and volunteers for their work in the community that is vital in the grantmaking process."

The larger grants — totaling \$595,000 — support:

- Neighborhood revitalization in Edison, Vine and Northside neighborhoods by **Local Initiatives Support Corporation**.
- Successful re-entry of youth offenders back into the community by **Kalamazoo County**.
- After-school drop-in programming by the **Boys & Girls Clubs of Greater Kalamazoo**.
- The capital campaign for improving facilities for substance abuse recovery for **Community Healing Centers, Inc.**
- Support for mentoring and counseling by the **Kalamazoo Gay Lesbian Resource Center**.

Other grants — totaling more than \$124,000 — support:

- An after-school enrichment program at **YMCA of Greater Kalamazoo**.
- Individual and family advocacy and training programs at **Community Advocates for Persons with Disabilities**.
- Youth development programs at the **Black Arts and Cultural Center**.
- A year-round training program at the **Urban Alliance for Media Arts Academy**.

QUARTERLY INVESTMENT REVIEW BY WES FREELAND

An Investment Model was developed in the early 1980s under the leadership of The Upjohn Company's John Nelson and Jake Miller. This model was first implemented with the City of Kalamazoo, then later with Kalamazoo County in 1987. The Community Foundation began using the model in 2005. The City and County use this model for the investment of their retirement system assets and the Community Foundation for about 90 percent of our endowed and non-endowed assets. As part of the model, we share a common investment committee, a consultant, and for the most part, asset allocation and investment managers. The combined assets under management are approximately \$1 billion.

It takes many years to determine how any investment model has performed. When recommending the model in June 2005, our staff felt 10 years or more would be required to truly assess the performance of the model. We are now seven years into implementation and believe this can provide some comparison, as the model has taken our assets through the worst of recessions and some 'up markets' on either side of that event.

There are more than 700 community foundations in the United States. Of those, depending on the quarter, about 100 (mostly the larger ones) take part in investment performance surveys compiled by the Council on Foundations. We have been providing data to the Council since 1995. Given the model's seven-year history, as of September 30, 2012, we wanted to provide you some data relative to us and our peers.

COMMUNITY FOUNDATION INVESTMENT PERFORMANCE COMPARISON								
Compiled by The Council on Foundations								
	Results 9.30.12	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	10 Yrs	15 Yrs
Total peer responses	132	131	127	119	109	93	77	44
Investment returns	5.9%	12.3%	20.6%	9.9%	3.3%	5.4%	8.3%	5.6%
Our percentile ranking	Top 3%	Top 5%	Top 5%	Top 4%	Top 6%	Top 24%	Top 20%	Top 59%

When comparing the Community Foundation's investment performance against its peers, the lower the percentile ranking the better we are compared to our peers. Since 1995, through the use of this model, the Community Foundation has seen a gradual improvement in performance toward the upper and top percentiles. The impact of this performance is significant to the three investing agencies (Community Foundation, the City and the County) and stakeholders, as the financial returns have increased assets over the last several years. We are scheduled to review our performance again in 2015 and 2020 (10 and 15 years of implementation).

If you have questions or comments about this information, please don't hesitate to get in touch with me. I can be reached at 269.381.4416 or wfreeland@kalfound.org and look forward to hearing from you.

INVESTMENT PERFORMANCE AS OF DECEMBER 31, 2012						
Investment performance is net of manager fees.						
Core Assets	Qtr 4	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs
Moderate Growth Performance						
Actual	2.4%	15.3%	15.3%	10.0%	4.5%	5.6%
Benchmark	1.5%	14.2%	14.2%	9.3%	3.0%	5.2%
Income and Growth Performance						
Actual	-0.1%	10.5%	10.5%	9.6%	5.6%	6.4%
Benchmark	-0.08%	10.1%	10.1%	8.9%	4.3%	5.4%

Performance is 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, please contact Wes Freeland at 269.381.4416 or wfreeland@kalfound.org.



151 S. Rose St., Suite 332
Kalamazoo, MI 49007-4775
Phone 269.381.4416

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Fund Activity Statement
Kalamazoo Public Library
Local History & Community
Information Service Fund
(Master)
January 1, 2013 through
March 31, 2013

Beginning Fund Value		\$	121,805.47
<u>Additions:</u>			
Gifts	\$	0.00	
Net Investment Return		5,432.67	
Other Additions/Adjustments		0.00	5,432.67
<u>Distributions:</u>			
Grants Approved	\$	(29,000.00)	
Foundation Annual Administrative Fee		(1,347.17)	
Other Distributions/Adjustments		0.00	(30,347.17)
Ending Fund Value		\$	<u>96,890.97</u>

Kalamazoo Public Library Local History & Community Information Service Fund (Master)

Grants approved for payment from January 1, 2013 through March 31, 2013:

Grantee	Date	Amount	Description
Kalamazoo Public Library	02/11/2013	29,000.00	to fund renovation and expansion of the Local History Room
*** Total Grants:		29,000.00	

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library DirectorRE: **Budgets**

DATE: May 20, 2013

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 2012-2013"
2. Receive for review the "General Operating Fund – Preliminary Budget FY 2013-2014"
3. Approve the "Capital Improvement Plan for the Three Years Ending June 30, 2015"
4. Approve the "Other Gifts & Grants Revised Close Estimate Budget for FY 2012-2013" and the "Other Gifts & Grants Preliminary Budget for FY 2013-2014"

EXECUTIVE SUMMARY:**Close Estimate Budget Revision for FY 2012-2013**

The Close Estimate Budget Revision for fiscal year 2012-2013 includes revisions to budgeted revenue estimates for property taxes, miscellaneous fines and fees, and other revenue. These revisions incorporate updated information for receipts of property tax revenue from the City of Kalamazoo, the collection of fine and fees, and the receipt of Universal Service Fund reimbursements and result in an additional \$97,883 in revenue budgeted for the fiscal year.

Expenditure budget revisions total a reduction of \$34,655 for the fiscal year and include adjustments to Salaries & Benefits, Materials, Facilities, and Supplies. Salaries and Benefits estimates have been updated to include the results of vacancies and transfers, mid-year insurance coverage changes, and the release of contingency reserves. Materials budget adjustments include the transfer of adult book budgets to periodicals and audio-visual materials reflecting the release of reserves to cover increased costs of replacing periodicals on microfilm and the initial offering of new electronic delivery services.

Both the Facilities and the Supplies categories have been increased to accommodate the cost of pest control efforts undertaken earlier this year.

The net result of all changes to the Close Estimate Budget Revision is the increase of Unassigned Fund Balance of \$132,538 as of June 30, 2013.

Preliminary Budget for FY 2013-2014

Kalamazoo Public Library anticipates an overall reduction of 1% in revenue in fiscal year 2013-2014. The reduction is driven by the continuation of the decline in property taxable values district wide. In general, the losses in value are continuing to effect district revenues due to the continued reduction in industrial and commercial property. Since the 2009 tax year, the total value of Kalamazoo Public Library district has dropped 12.5%.

The Preliminary Budget for FY 2013-2014 continues funding for the library's strategic priorities with no material changes to staff positions or benefits, continuing current salaried staffing levels at 77 full-time equivalent positions and benefits per current contracts. Increased investment in materials is projected to increase the material selections for parenting and child development, digital formats, and to incorporate inflationary price increases. An increased cost of maintaining facilities is also projected, including regular pest inspection and seasonal boiler repairs. Offsetting the cost of the millage election anticipated for May 2014, tax refund estimates have been reduced to reflect the stabilization of taxable values and the reduction of Michigan Tax Tribunal claims. Finally, the initial estimate for the transfer of funding to the Capital Improvement Plan has been eliminated with the anticipation to increase that amount to normal capital funding levels in subsequent budget revisions. The Transfer to support the payment of debt service obligations is projected at \$1,054,000 and represents the last principal and interest payments due on the 1996 Bond Issue in May 2014.

The net result of the Preliminary Budget for FY 2013-14 as presented is net use of \$93,270 of unassigned fund balance to balance the budget. Unassigned fund balance overall remains at nearly 14% of total expenditures.

Capital Improvement Plan

The Capital Improvement Plan three-year budget period shifts one year to include fiscal year 2014-15. Estimates have been made for the final year with initial allocations and reserves for fiscal year 2013-14. New projects included in this revision for the next fiscal year include meeting room furnishing, display units for public spaces, new drop box bins for Oshtemo, replacement of parking lot lighting with LED bulbs for energy and cost efficiency, upgrades for computer backup software, and an assortment of computer equipment for both replacement and new services.

Projections maintain ending fund balances for the Capital Improvement Plan at just over \$964,000 as of the end of the three year period.

Special Revenue Funds

Specials Revenue fund budgets have been revised to include the recent receipt of Friends Mini-Grants and scholarships, recent gifts to Local History, and the continuation of Ready to Read efforts. A recent gift to the library has been set aside in a library project for special needs, with the intention to include additional library gifts up to an estimated \$1,000. No significant new projects are anticipated at this time.

**Kalamazoo Public Library
General Operating Fund
Close Estimate Budget Revision
Fiscal years ending June 30, 2013**

	FY 11/12 Actuals	FY 12/13 Preliminary Budget Estimate	FY 12/13 Close Estimate Budget	FY 12/13 Close Estimate Budget Revision	Variance to Prior	%
Revenue						
Property Taxes	\$ 1,016,155	\$ 1,411,680	\$ 1,440,639	\$ 1,519,522	\$ 78,883	0.8%
State Grants	\$ 78,069	\$ 40,000	\$ 59,810	\$ 59,810	\$ -	0.0%
Charges for Services	\$ 165,839	\$ 150,000	\$ 150,000	\$ 162,280	\$ 12,280	8.2%
District Court Penal Fines	\$ 292,421	\$ 285,000	\$ 285,000	\$ 285,000	\$ -	0.0%
Other Revenue	\$ 246,922	\$ 310,255	\$ 319,155	\$ 325,875	\$ 6,720	2.1%
Total Revenue	\$ 11,799,406	\$ 11,196,935	\$ 11,254,604	\$ 11,352,487	\$ 97,883	0.9%
Expenditures						
Salaries & Benefits	\$ 6,780,826	\$ 6,809,409	\$ 6,880,635	\$ 6,832,615	\$ 48,020	0.7%
Materials	\$ 959,394	\$ 1,069,630	\$ 1,085,180	\$ 1,087,180	\$ (2,000)	-0.2%
Facilities	\$ 455,089	\$ 520,565	\$ 549,865	\$ 558,230	\$ (8,365)	-1.5%
Supplies	\$ 181,255	\$ 219,085	\$ 238,350	\$ 241,350	\$ (3,000)	-1.3%
Technical Services	\$ 460,859	\$ 516,967	\$ 540,347	\$ 540,347	\$ -	0.0%
Purchased Services	\$ 552,123	\$ 535,971	\$ 582,121	\$ 582,121	\$ -	0.0%
Other	\$ 496,197	\$ 451,519	\$ 539,789	\$ 539,789	\$ -	0.0%
Total Operating Expenditures	\$ 9,885,742	\$ 10,123,146	\$ 10,416,287	\$ 10,381,632	\$ 34,655	0.3%
Excess (Deficiency) of Revenue Over Expenditures	\$ 1,913,664	\$ 1,073,789	\$ 838,317	\$ 970,855	\$ 132,538	
Operating Transfers						
Transfers to/from Other Funds/Prior adjustments	\$ (10,460)	\$ -	\$ (5,639)	\$ (5,639)	\$ -	
Transfers to Capital Improvement Plan	\$ 400,000	\$ 40,000	\$ 400,000	\$ 400,000	\$ -	
Transfer to Bond Issues Debt Service	\$ 1,135,000	\$ 1,081,000	\$ 1,081,000	\$ 1,081,000	\$ -	
Total Expenditures & Transfers	\$ 11,410,282	\$ 11,244,146	\$ 11,891,648	\$ 11,856,993	\$ 34,655	
Excess (Deficiency) of Revenue and Other Sources Over Expenditures and Other Uses	\$ 389,124	\$ (47,211)	\$ (637,044)	\$ (504,506)	\$ 132,538	
Beginning Fund Balance	\$ 5,568,120	\$ 5,361,932	\$ 5,957,244	\$ 5,957,244	\$ -	
Ending Fund Balance						
Non-spendable Prepaid Expenditures	\$ 207,648	\$ -	\$ -	\$ -	\$ -	
Restricted ONEplace grants	\$ 127,450	\$ 179,043	\$ 127,450	\$ 127,450	\$ -	
Assigned for Encumbrances	\$ 78,386	\$ -	\$ -	\$ -	\$ -	
Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	
Unassigned Fund Balance	\$ 1,743,760	\$ 1,335,678	\$ 1,392,750	\$ 1,525,288	\$ 132,538	
Audited Variance to Budget						
Total Ending Fund Balance	\$ 5,957,244	\$ 5,314,721	\$ 5,320,200	\$ 5,452,738	\$ 132,538	

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

Revisions to the Close Estimate Budget for fiscal year 2012-2013 include corrections to the City of Kalamazoo Brownfield property tax receipts, fines and fees, and local support for the Reading Together program, the Global Reading Challenge, and ONEplace non-profit services. Overall, expenditures budgets have been updated for employee vacancies, terminations, mid-year insurance open enrollment elections, renegotiation of life insurance rates, transfer of materials budgets to reflect new formats, and the purchase of pest control services and equipment earlier this spring. The library's unassigned fund balance is budgeted to achieve 14.6% of budgeted expenditures as of the end of the current year.

**Kalamazoo Public Library
Supplementary Information
Fiscal Years Ending June 30, 2013**

Kalamazoo Public Library
Supplementary Information - Close Estimate Budget
Fiscal Years ending June 30, 2013

	FY 11/12 <u>Actuals</u>	FY 12/13 <u>Preliminary Budget</u>	FY 12/13 <u>Close Estimate Budget</u>	FY 12/13 <u>Close Estimate Budget Revision</u>	Variance to <u>Prior</u>	<u>%</u>
REVENUE						
Property Taxes						
1 City of Kalamazoo	\$ 6,001,586	\$ 5,698,145	\$ 5,627,203	\$ 5,701,086	\$ 73,883	1.3%
2 Kalamazoo Township	\$ 1,514,969	\$ 1,432,375	\$ 1,450,976	\$ 1,450,976	\$ -	0.0%
3 Oshtemo Township	\$ 2,848,186	\$ 2,800,295	\$ 2,813,343	\$ 2,813,343	\$ -	0.0%
4 Texas Township	\$ 417,305	\$ 411,700	\$ 426,452	\$ 426,452	\$ -	0.0%
5 Total Property Taxes	\$ 10,782,046	\$ 10,342,515	\$ 10,317,974	\$ 10,391,857	\$ 73,883	0.7%
6 Less Delinquency Reserve	\$ -	\$ (65,000)	\$ (65,000)	\$ (40,000)	\$ 25,000	-38.5%
7 Plus Delinq. Tax Receipts	\$ 43,132	\$ 25,000	\$ 40,000	\$ 40,000	\$ -	0.0%
8 Net Property Tax Revenue	\$ 10,825,178	\$ 10,302,515	\$ 10,292,974	\$ 10,391,857	\$ 98,883	1.0%
Other Taxes						
Industrial Facilities Tax						
9 City of Kalamazoo	\$ 74,123	\$ 51,500	\$ 70,000	\$ 70,000	\$ -	0.0%
10 Kalamazoo Township	\$ 12,372	\$ 12,721	\$ 12,721	\$ 12,721	\$ -	0.0%
11 Oshtemo Township	\$ 4,944	\$ 4,944	\$ 4,944	\$ 4,944	\$ -	0.0%
12 Texas Township	\$ 12,086	\$ -	\$ -	\$ -	\$ -	0.0%
13 Total Industrial Facilities Tax	\$ 103,525	\$ 69,165	\$ 87,665	\$ 87,665	\$ -	0.0%
14 Renaissance Zone Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
15 Taxes not in Levy	\$ 87,452	\$ 40,000	\$ 60,000	\$ 40,000	\$ (20,000)	-33.3%
16 Total Other Taxes	\$ 190,977	\$ 109,165	\$ 147,665	\$ 127,665	\$ (20,000)	-13.5%
Other Revenue						
17 Misc. Fines & Fees	\$ 165,839	\$ 150,000	\$ 150,000	\$ 162,280	\$ 12,280	8.2%
18 State Aid	\$ 78,069	\$ 40,000	\$ 59,810	\$ 59,810	\$ -	0.0%
19 District Ct. Penal Fines	\$ 292,421	\$ 285,000	\$ 285,000	\$ 285,000	\$ -	0.0%
20 Law Library Revenue	\$ 48,957	\$ 49,000	\$ 49,000	\$ 49,000	\$ -	0.0%
21 Universal Service Fund Reimbursement	\$ 26,880	\$ 26,880	\$ 26,880	\$ 33,600	\$ 6,720	25.0%
22 Friends of KPL & Other Local Revenue	\$ 156,836	\$ 224,375	\$ 233,275	\$ 233,275	\$ -	0.0%
23 Interest Income	\$ 14,249	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.0%
24 Total Other Revenue	\$ 783,251	\$ 785,255	\$ 813,965	\$ 832,965	\$ 19,000	2.3%
TOTAL REVENUE	\$ 11,799,406	\$ 11,196,935	\$ 11,254,604	\$ 11,352,487	\$ 97,883	0.9%
EXPENDITURES						
Salaries & Wages						
25 Administrative Salaries	\$ 614,678	\$ 626,075	\$ 630,075	\$ 630,375	\$ (300)	0.0%
26 Librarian Salaries	\$ 1,118,944	\$ 1,171,790	\$ 1,177,655	\$ 1,179,785	\$ (2,130)	-0.2%
27 Super/Tech Salaries	\$ 669,344	\$ 706,875	\$ 694,910	\$ 694,910	\$ -	0.0%
28 Library Assistant Salaries	\$ 1,496,399	\$ 1,529,135	\$ 1,544,950	\$ 1,536,125	\$ 8,825	0.6%
29 Hourly Salaries	\$ 519,375	\$ 652,700	\$ 652,700	\$ 641,075	\$ 11,625	1.8%
30 Substitute Salaries	\$ 75,739	\$ 81,200	\$ 81,200	\$ 81,200	\$ -	0.0%
31 Vacancy Credit	\$ -	\$ (90,000)	\$ -	\$ -	\$ -	0.0%
32 Total Salaries & Wages	\$ 4,494,479	\$ 4,677,775	\$ 4,781,490	\$ 4,763,470	\$ 18,020	0.4%
Benefits						
33 Employee Insurances	\$ 1,307,679	\$ 1,126,534	\$ 1,033,160	\$ 1,013,160	\$ 20,000	1.9%
34 Other Benefits: Life	\$ 5,742	\$ -	\$ -	\$ -	\$ -	0.0%
35 Retirement - MPERS, MERS	\$ 539,158	\$ 585,600	\$ 610,320	\$ 610,320	\$ -	0.0%
36 Employer FICA	\$ 341,286	\$ 361,100	\$ 371,525	\$ 371,525	\$ -	0.0%
37 Other Benefits: Employee Parking	\$ 26,673	\$ 27,400	\$ 27,400	\$ 27,400	\$ -	0.0%
38 Other Benefits: RPO, Vexempt	\$ 65,810	\$ 31,000	\$ 56,740	\$ 46,740	\$ 10,000	17.6%
39 Total Benefits	\$ 2,286,347	\$ 2,131,634	\$ 2,099,145	\$ 2,069,145	\$ 30,000	1.4%
40 Total Compensation-Salaried Staff	\$ 6,140,186	\$ 6,116,251	\$ 6,090,592	\$ 6,055,086	\$ 35,506	0.6%
					\$ -	0.0%
41 Compensation Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
42 Compensation - Hourly Staff	\$ 640,640	\$ 790,043	\$ 790,043	\$ 777,529	\$ 12,514	1.6%
43 Vacancy Credit/Vacation Accrual Expense	\$ -	\$ (96,885)	\$ -	\$ -	\$ -	0.0%
44 Total Salaries & Benefits	\$ 6,780,826	\$ 6,809,409	\$ 6,880,635	\$ 6,832,615	\$ 48,020	0.7%

Kalamazoo Public Library
Supplementary Information - Close Estimate Budget
Fiscal Years ending June 30, 2013

	FY 11/12 <u>Actuals</u>	FY 12/13 <u>Preliminary Budget</u>	FY 12/13 <u>Close Estimate Budget</u>	FY 12/13 <u>Close Estimate Budget Revision</u>	Variance to <u>Prior</u>	<u>%</u>
Materials						
45 Adult Books	\$ 423,693	\$ 495,750	\$ 485,750	\$ 471,750	\$ 14,000	2.9%
46 Children's Books	\$ 88,580	\$ 93,850	\$ 93,850	\$ 93,850	\$ -	0.0%
47 Periodicals	\$ 48,684	\$ 47,410	\$ 53,660	\$ 63,660	\$ (10,000)	-18.6%
48 Audio-Visual Materials	\$ 259,564	\$ 277,000	\$ 296,300	\$ 302,300	\$ (6,000)	-2.0%
49 Digital Materials	\$ 133,531	\$ 155,620	\$ 155,620	\$ 155,620	\$ -	0.0%
50 Binding	\$ 1,403	\$ -	\$ -	\$ -	\$ -	0.0%
51 Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
52 Shipping	\$ 3,940	\$ -	\$ -	\$ -	\$ -	0.0%
53 Total Materials	\$ 959,394	\$ 1,069,630	\$ 1,085,180	\$ 1,087,180	\$ (2,000)	-0.2%
Facilities						
54 Fuel	\$ 39,191	\$ 67,700	\$ 67,700	\$ 67,700	\$ -	0.0%
55 Electricity	\$ 172,227	\$ 177,900	\$ 182,900	\$ 182,900	\$ -	0.0%
56 Water	\$ 5,246	\$ 5,650	\$ 5,650	\$ 5,650	\$ -	0.0%
57 Custodial Supplies	\$ 57,225	\$ 66,045	\$ 66,045	\$ 66,045	\$ -	0.0%
58 Grounds Maintenance	\$ 18,101	\$ 22,005	\$ 36,005	\$ 36,005	\$ -	0.0%
59 Building Repair	\$ 58,613	\$ 67,025	\$ 76,325	\$ 84,690	\$ (8,365)	-11.0%
60 Building Operations	\$ 104,486	\$ 114,240	\$ 115,240	\$ 115,240	\$ -	0.0%
61 Total Facilities	\$ 455,089	\$ 520,565	\$ 549,865	\$ 558,230	\$ (8,365)	-1.5%
Supplies						
62 Office Supplies	\$ 46,814	\$ 53,000	\$ 53,000	\$ 53,000	\$ -	0.0%
63 Marketing Supplies	\$ 20,473	\$ 21,350	\$ 21,350	\$ 21,350	\$ -	0.0%
64 Postage/Freight	\$ 41,646	\$ 45,000	\$ 45,000	\$ 45,000	\$ -	0.0%
65 Processing Supplies	\$ 26,032	\$ 37,500	\$ 55,000	\$ 55,000	\$ -	0.0%
66 Departmental Purchases	\$ 46,290	\$ 62,235	\$ 64,000	\$ 67,000	\$ (3,000)	-4.7%
67 Total Supplies	\$ 181,255	\$ 219,085	\$ 238,350	\$ 241,350	\$ (3,000)	-1.3%
Technical Services						
68 F&E Repair & Maintenance	\$ 67,260	\$ 69,900	\$ 75,400	\$ 75,400	\$ -	0.0%
69 Telecommunications	\$ 98,757	\$ 87,360	\$ 87,360	\$ 87,360	\$ -	0.0%
70 Software & Licensing	\$ 235,110	\$ 294,817	\$ 312,697	\$ 312,697	\$ -	0.0%
71 Cataloging & Processing	\$ 59,732	\$ 64,890	\$ 64,890	\$ 64,890	\$ -	0.0%
72 Total Technical Services	\$ 460,859	\$ 516,967	\$ 540,347	\$ 540,347	\$ -	0.0%
Purchased Services						
73 Security	\$ 99,423	\$ 113,471	\$ 113,471	\$ 113,471	\$ -	0.0%
74 Insurance	\$ 76,926	\$ 82,500	\$ 80,500	\$ 80,500	\$ -	0.0%
75 Legal Services	\$ 19,462	\$ 12,000	\$ 15,000	\$ 15,000	\$ -	0.0%
76 Contracted Services	\$ 205,209	\$ 180,000	\$ 226,150	\$ 226,150	\$ -	0.0%
77 Printing Expenses	\$ 96,746	\$ 86,000	\$ 85,000	\$ 85,000	\$ -	0.0%
78 Advertising	\$ 54,357	\$ 62,000	\$ 62,000	\$ 62,000	\$ -	0.0%
79 Total Purchased Services	\$ 552,123	\$ 535,971	\$ 582,121	\$ 582,121	\$ -	0.0%
Other						
80 Misc. Operating	\$ 37,119	\$ 43,230	\$ 43,730	\$ 43,730	\$ -	0.0%
81 Tax Charge Backs	\$ 208,304	\$ 100,000	\$ 175,000	\$ 175,000	\$ -	0.0%
82 T&C Director	\$ 1,628	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.0%
83 Staff Development	\$ 24,453	\$ 31,770	\$ 31,770	\$ 31,770	\$ -	0.0%
84 Travel & Conference	\$ 25,499	\$ 41,700	\$ 45,700	\$ 45,700	\$ -	0.0%
85 T&C Board	\$ 5,783	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%
86 Misc. Disbursements	\$ 53,210	\$ 60,639	\$ 63,909	\$ 63,909	\$ -	0.0%
87 Vehicle Maintenance	\$ 3,641	\$ 3,780	\$ 3,780	\$ 3,780	\$ -	0.0%
88 Programming Expenses	\$ 107,174	\$ 133,800	\$ 137,800	\$ 137,800	\$ -	0.0%
89 Rent	\$ 29,385	\$ 29,600	\$ 31,100	\$ 31,100	\$ -	0.0%
90 Total Other	\$ 496,197	\$ 451,519	\$ 539,789	\$ 539,789	\$ -	0.0%

Kalamazoo Public Library
Supplementary Information - Close Estimate Budget
Fiscal Years ending June 30, 2013

	FY 11/12 <u>Actuals</u>	FY 12/13 <u>Preliminary Budget</u>	FY 12/13 <u>Close Estimate Budget</u>	FY 12/13 <u>Close Estimate Budget Revision</u>	Variance to <u>Prior</u>	<u>%</u>
91 Total Revenue Budget	\$ 11,799,406	\$ 11,196,935	\$ 11,254,604	\$ 11,352,487	\$ 97,883	0.9%
92 Total Salaries & Benefits	\$ 6,780,826	\$ 6,809,409	\$ 6,880,635	\$ 6,832,615	\$ 48,020	0.7%
93 Total Materials	\$ 959,394	\$ 1,069,630	\$ 1,085,180	\$ 1,087,180	\$ (2,000)	-0.2%
94 Total Facilities	\$ 455,089	\$ 520,565	\$ 549,865	\$ 558,230	\$ (8,365)	-1.5%
95 Total Supplies	\$ 181,255	\$ 219,085	\$ 238,350	\$ 241,350	\$ (3,000)	-1.3%
96 Total Technical Services	\$ 460,859	\$ 516,967	\$ 540,347	\$ 540,347	\$ -	0.0%
97 Total Purchased Services	\$ 552,123	\$ 535,971	\$ 582,121	\$ 582,121	\$ -	0.0%
98 Total Other	\$ 496,197	\$ 451,519	\$ 539,789	\$ 539,789	\$ -	0.0%
99 Total Operating Expenditures	\$ 9,885,742	\$ 10,123,146	\$ 10,416,287	\$ 10,381,632	\$ 34,655	0.3%
100 Transfer to/(from) Other Funds	\$ (10,460)	\$ -	\$ (5,639)	\$ (5,639)	\$ -	0.0%
101 Transfer to Capital Improvement Plan	\$ 400,000	\$ 40,000	\$ 400,000	\$ 400,000	\$ -	0.0%
102 Transfer to Debt Service	\$ 1,135,000	\$ 1,081,000	\$ 1,081,000	\$ 1,081,000	\$ -	0.0%
103 Total Expenditures & Transfers	\$ 11,410,282	\$ 11,244,146	\$ 11,891,648	\$ 11,856,993	\$ 34,655	0.3%
104 Net Change to Fund Balance	\$ 389,124	\$ (47,211)	\$ (637,044)	\$ (504,506)	\$ 132,538	-20.8%
105 Beginning Fund Balance	\$ 5,568,120	\$ 5,368,216	\$ 5,957,244	\$ 5,957,244	\$ -	0.0%
Ending Fund Balance						
106 Non-spendable prepaid expenditures		\$ -	\$ -	\$ -	\$ -	0.0%
107 Restricted ONEplace funds	\$ 127,450	\$ 179,043	\$ 127,450	\$ 127,450	\$ -	0.0%
108 Assigned for Encumbrances		\$ -	\$ -	\$ -	\$ -	0.0%
109 Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	0.0%
110 Unassigned Fund Balance	\$ 2,029,794	\$ 1,341,962	\$ 1,392,750	\$ 1,525,288	\$ 132,538	9.5%
111 Total Ending Fund Balance	\$ 5,957,244	\$ 5,321,005	\$ 5,320,200	\$ 5,452,738	\$ 132,538	2.5%

Kalamazoo Public Library
Supplemental Information - Budget Variance Explanations
Close Estimate Budget Revision for Fiscal Year Ending June 30, 2013

<u>LINE</u> <u>NUMBER</u>	<u>Close</u> <u>Estimate</u> <u>Variance</u>	<u>EXPLANATION</u>
<u>Revenue</u>		
1	\$ 73,883	City of Kalamazoo Property Tax Revenue - correction of Brownfield adjustments
6	\$ 25,000	Property Tax Delinquency Reserve - estimate revision based upon current year receipts
15	\$ (20,000)	Taxes not in Levy - estimate based upon current year receipts
17	\$ 12,280	Misc. Fines & Fees - increase collection of fines and overdues
17	\$ 6,720	Other Local Revenue. Universal Service Fund reimbursement - actual receipt.
<u>Expenditures</u>		
<u>Salaries & Benefits</u>		
25	\$ (300)	Administrative Salaries. Correction
26	\$ (2,130)	Librarian Salaries.
28	\$ 8,825	Library Assistant Salaries. Vacancies and transfers
29	\$ 11,625	Hourly Salaries. Release of reserve.
33	\$ 20,000	Employee Insurances. Mid-year coverage changes, vacancies, opt-out's, reserve release.
38	\$ 10,000	Other Benefits. Reserve release
<u>Materials</u>		
45	\$ 14,000	Adult Books. Budget transfer to other categories for periodicals on microfilm, Zinio, Freegal.
47	\$ (10,000)	Periodicals. Periodicals on microfilm replacements, Zinio.
48	\$ (6,000)	Audio Visual. Freegal/Rocket support
<u>Facilities</u>		
59	\$ (8,365)	Building Repair. Multi-building Griffen Pest Solutions services
<u>Supplies</u>		
66	\$ (3,000)	Departmental Purchases. Pack-tites for materials
<u>Fund Balance</u>		
104	\$ 132,538	Net Change to Fund Balance. Net result of all Close Estimate Budget revisions.
110	\$ 132,538	Unassigned Fund Balance. Net increase to unassigned fund balance.

**Kalamazoo Public Library
General Operating Fund
Preliminary Budget
Fiscal year ending June 30, 2014**

	FY 11/12 Actuals	FY 12/13 Preliminary Budget Estimate	FY 12/13 Close Estimate Budget Revision	FY 13/14 Preliminary Budget	Variance to Prior	%
Revenue						
Property Taxes	\$ 11,016,155	\$ 10,411,680	\$ 10,519,522	\$ 10,407,537	\$ (111,985)	-1.1%
State Grants	\$ 78,069	\$ 40,000	\$ 59,810	\$ 59,810	\$ -	0.0%
Charges for Services	\$ 165,839	\$ 150,000	\$ 162,280	\$ 162,280	\$ -	0.0%
District Court Penal Fines	\$ 292,421	\$ 285,000	\$ 285,000	\$ 285,000	\$ -	0.0%
Other Revenue	\$ 246,922	\$ 310,255	\$ 325,875	\$ 325,875	\$ -	0.0%
Total Revenue	\$ 11,799,406	\$ 11,196,935	\$ 11,352,487	\$ 11,240,502	\$ (111,985)	-1.0%
Expenditures						
Salaries & Benefits	\$ 6,780,826	\$ 6,809,409	\$ 6,832,615	\$ 6,753,904	\$ 78,711	1.2%
Materials	\$ 959,394	\$ 1,069,630	\$ 1,087,180	\$ 1,118,476	\$ (31,296)	-2.9%
Facilities	\$ 455,089	\$ 520,565	\$ 558,230	\$ 569,322	\$ (11,092)	-2.0%
Supplies	\$ 181,255	\$ 219,085	\$ 241,350	\$ 244,658	\$ (3,308)	-1.4%
Technical Services	\$ 460,859	\$ 516,967	\$ 540,347	\$ 545,171	\$ (4,824)	-0.9%
Purchased Services	\$ 552,123	\$ 535,971	\$ 582,121	\$ 596,097	\$ (13,976)	-2.4%
Other	\$ 496,197	\$ 451,519	\$ 539,789	\$ 452,144	\$ 87,645	16.2%
Total Operating Expenditures	\$ 9,885,742	\$ 10,123,146	\$ 10,381,632	\$ 10,279,772	\$ 101,860	1.0%
Excess (Deficiency) of Revenue Over Expenditures	\$ 1,913,664	\$ 1,073,789	\$ 970,855	\$ 960,730	\$ (10,125)	
Operating Transfers						
Transfers to/from Other Funds/Prior adjustments	\$ (10,460)	\$ -	\$ (5,639)	\$ -	\$ (5,639)	
Transfers to Capital Improvement Plan	\$ 400,000	\$ 40,000	\$ 400,000	\$ -	\$ 400,000	
Transfer to Bond Issues Debt Service	\$ 1,135,000	\$ 1,081,000	\$ 1,081,000	\$ 1,054,000	\$ 27,000	
Total Expenditures & Transfers	\$ 11,410,282	\$ 11,244,146	\$ 11,856,993	\$ 11,333,772	\$ 523,221	
Excess (Deficiency) of Revenue and Other Sources Over Expenditures and Other Uses	\$ 389,124	\$ (47,211)	\$ (504,506)	\$ (93,270)	\$ 411,236	
Beginning Fund Balance	\$ 5,568,120	\$ 5,361,932	\$ 5,957,244	\$ 5,452,738	\$ (504,506)	
Ending Fund Balance						
Non-spendable Prepaid Expenditures	\$ 207,648	\$ -	\$ -	\$ -	\$ -	
Restricted ONEplace grants	\$ 127,450	\$ 179,043	\$ 127,450	\$ 127,450	\$ -	
Assigned for Encumbrances	\$ 78,386	\$ -	\$ -	\$ -	\$ -	
Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	
Unassigned Fund Balance	\$ 1,743,760	\$ 1,335,678	\$ 1,525,288	\$ 1,432,018	\$ (93,270)	
Audited Variance to Budget						
Total Ending Fund Balance	\$ 5,957,244	\$ 5,314,721	\$ 5,452,738	\$ 5,359,468	\$ (93,270)	

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

Kalamazoo Public Library anticipates an overall reduction of 1% in revenue in fiscal year 2013-2014. The reduction is driven by the continuation of the decline in property taxable values district wide. In general, the losses in value are continuing to effect district revenues due to the continued reduction in both Industrial and commercial property. Since the 2009 tax year, the total taxable value of Kalamazoo Public Library district has dropped 12.5% over the four year period.

Budgeted expenditures for fiscal year 2013-2014 continue current staffing levels at 77 full-time equivalent salaried positions, with continued hourly and temporary positions continuing. No significant change in services or operations are anticipated with the Preliminary Budget, with variances to the prior year's Close Estimate Budget totaling \$29,860. The Preliminary Budget eliminates funding for capital expenditures, with the anticipation of reinstatement of normal funding transfers in the mid-year 2013-2014 Close Estimate Budget. The Preliminary Budget anticipates a decrease in Unassigned Fund Balance from 14.7% to 13.8% at year end. Reinstatement of that balance with the target of 15% Unassigned Fund Balance to Total Operating Expenditure is anticipated by the mid-year budget adjustment.

**Kalamazoo Public Library
Supplementary Information
Fiscal Years Ending June 30, 2014**

Kalamazoo Public Library
Supplementary Information - Preliminary Budget
Fiscal Years ending June 30, 2014

	FY 11/12 <u>Actuals</u>	FY 12/13 <u>Preliminary Budget</u>	FY 12/13 <u>Close Estimate Budget</u>	FY 13/14 <u>Preliminary Budget</u>	Variance to <u>Prior</u>	<u>%</u>
REVENUE						
Property Taxes						
1 City of Kalamazoo	\$ 6,001,586	\$ 5,698,145	\$ 5,701,086	\$ 5,622,411	\$ (78,675)	-1.4%
2 Kalamazoo Township	\$ 1,514,969	\$ 1,432,375	\$ 1,450,976	\$ 1,437,917	\$ (13,059)	-0.9%
3 Oshtemo Township	\$ 2,848,186	\$ 2,800,295	\$ 2,813,343	\$ 2,799,276	\$ (14,067)	-0.5%
4 Texas Township	\$ 417,305	\$ 411,700	\$ 426,452	\$ 420,268	\$ (6,184)	-1.5%
5 Total Property Taxes	\$ 10,782,046	\$ 10,342,515	\$ 10,391,857	\$ 10,279,872	\$ (111,985)	-1.1%
6 Less Delinquency Reserve	\$ -	\$ (65,000)	\$ (40,000)	\$ (40,000)	\$ -	0.0%
7 Plus Delinq. Tax Receipts	\$ 43,132	\$ 25,000	\$ 40,000	\$ 40,000	\$ -	0.0%
8 Net Property Tax Revenue	\$ 10,825,178	\$ 10,302,515	\$ 10,391,857	\$ 10,279,872	\$ (111,985)	-1.1%
Other Taxes						
Industrial Facilities Tax						
9 City of Kalamazoo	\$ 74,123	\$ 51,500	\$ 70,000	\$ 70,000	\$ -	0.0%
10 Kalamazoo Township	\$ 12,372	\$ 12,721	\$ 12,721	\$ 12,721	\$ -	0.0%
11 Oshtemo Township	\$ 4,944	\$ 4,944	\$ 4,944	\$ 4,944	\$ -	0.0%
12 Texas Township	\$ 12,086	\$ -	\$ -	\$ -	\$ -	0.0%
13 Total Industrial Facilities Tax	\$ 103,525	\$ 69,165	\$ 87,665	\$ 87,665	\$ -	0.0%
14 Renaissance Zone Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
15 Taxes not in Levy	\$ 87,452	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	0.0%
16 Total Other Taxes	\$ 190,977	\$ 109,165	\$ 127,665	\$ 127,665	\$ -	0.0%
Other Revenue						
17 Misc. Fines & Fees	\$ 165,839	\$ 150,000	\$ 162,280	\$ 162,280	\$ -	0.0%
18 State Aid	\$ 78,069	\$ 40,000	\$ 59,810	\$ 59,810	\$ -	0.0%
19 District Ct. Penal Fines	\$ 292,421	\$ 285,000	\$ 285,000	\$ 285,000	\$ -	0.0%
20 Law Library Revenue	\$ 48,957	\$ 49,000	\$ 49,000	\$ 49,000	\$ -	0.0%
21 Universal Service Fund Reimbursement	\$ 26,880	\$ 26,880	\$ 33,600	\$ 33,600	\$ -	0.0%
22 Friends of KPL & Other Local Revenue	\$ 156,836	\$ 224,375	\$ 233,275	\$ 233,275	\$ -	0.0%
23 Interest Income	\$ 14,249	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.0%
24 Total Other Revenue	\$ 783,251	\$ 785,255	\$ 832,965	\$ 832,965	\$ -	0.0%
TOTAL REVENUE	\$ 11,799,406	\$ 11,196,935	\$ 11,352,487	\$ 11,240,502	\$ (111,985)	-1.0%
EXPENDITURES						
Salaries & Wages						
25 Administrative Salaries	\$ 614,678	\$ 626,075	\$ 630,375	\$ 625,225	\$ 5,150	0.8%
26 Librarian Salaries	\$ 1,118,944	\$ 1,171,790	\$ 1,179,785	\$ 1,211,725	\$ (31,940)	-2.7%
27 Super/Tech Salaries	\$ 669,344	\$ 706,875	\$ 694,910	\$ 680,305	\$ 14,605	2.1%
28 Library Assistant Salaries	\$ 1,496,399	\$ 1,529,135	\$ 1,536,125	\$ 1,560,235	\$ (24,110)	-1.6%
29 Hourly Salaries	\$ 519,375	\$ 652,700	\$ 641,075	\$ 596,554	\$ 44,521	6.9%
30 Substitute Salaries	\$ 75,739	\$ 81,200	\$ 81,200	\$ 85,960	\$ (4,760)	-5.9%
31 Vacancy Credit	\$ -	\$ (90,000)	\$ -	\$ (90,000)	\$ 90,000	0.0%
32 Total Salaries & Wages	\$ 4,494,479	\$ 4,677,775	\$ 4,763,470	\$ 4,670,004	\$ 93,466	2.0%
Benefits						
33 Employee Insurances	\$ 1,307,679	\$ 1,126,534	\$ 1,013,160	\$ 985,785	\$ 27,375	2.7%
34 Other Benefits: Life	\$ 5,742	\$ -	\$ -	\$ -	\$ -	0.0%
35 Retirement - MPERS, MERS	\$ 539,158	\$ 585,600	\$ 610,320	\$ 592,195	\$ 18,125	3.0%
36 Employer FICA	\$ 341,286	\$ 361,100	\$ 371,525	\$ 363,120	\$ 8,405	2.3%
37 Other Benefits: Employee Parking	\$ 26,673	\$ 27,400	\$ 27,400	\$ 26,000	\$ 1,400	5.1%
38 Other Benefits: RPO, Vexempt	\$ 65,810	\$ 31,000	\$ 46,740	\$ 26,800	\$ 19,940	42.7%
39 Total Benefits	\$ 2,286,347	\$ 2,131,634	\$ 2,069,145	\$ 1,993,900	\$ 382,443	18.5%
40 Total Compensation-Salaried Staff	\$ 6,140,186	\$ 6,116,251	\$ 6,055,086	\$ 6,026,063	\$ 29,023	0.5%
				\$ -	\$ -	0.0%
41 Compensation Reserves	\$ -	\$ -	\$ -	\$ 90,000	\$ (90,000)	0.0%
42 Compensation - Hourly Staff	\$ 640,640	\$ 790,043	\$ 777,529	\$ 734,726	\$ 42,803	5.5%
43 Vacancy Credit/Vacation Accrual Expense	\$ -	\$ (96,885)	\$ -	\$ (96,885)	\$ 96,885	0.0%
44 Total Salaries & Benefits	\$ 6,780,826	\$ 6,809,409	\$ 6,832,615	\$ 6,753,904	\$ 78,711	1.2%

Kalamazoo Public Library
Supplementary Information - Preliminary Budget
Fiscal Years ending June 30, 2014

	FY 11/12	FY 12/13	FY 12/13	FY 13/14	Variance to		
	<u>Actuals</u>	<u>Preliminary</u>	<u>Close Estimate</u>	<u>Preliminary</u>	<u>Prior</u>	<u>%</u>	
Materials							
45 Adult Books	\$ 423,693	\$ 495,750	\$ 471,750	\$ 464,500	\$ 7,250	1.5%	
46 Children's Books	\$ 88,580	\$ 93,850	\$ 93,850	\$ 98,350	\$ (4,500)	-4.8%	
47 Periodicals	\$ 48,684	\$ 47,410	\$ 63,660	\$ 60,706	\$ 2,954	4.6%	
48 Audio-Visual Materials	\$ 259,564	\$ 277,000	\$ 302,300	\$ 299,300	\$ 3,000	1.0%	
49 Digital Materials	\$ 133,531	\$ 155,620	\$ 155,620	\$ 195,620	\$ (40,000)	-25.7%	
50 Binding	\$ 1,403	\$ -	\$ -	\$ -	\$ -	0.0%	
51 Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
52 Shipping	\$ 3,940	\$ -	\$ -	\$ -	\$ -	0.0%	
53	Total Materials	\$ 959,394	\$ 1,069,630	\$ 1,087,180	\$ 1,118,476	\$ (31,296)	-2.9%
Facilities							
54 Fuel	\$ 39,191	\$ 67,700	\$ 67,700	\$ 67,700	\$ -	0.0%	
55 Electricity	\$ 172,227	\$ 177,900	\$ 182,900	\$ 182,900	\$ -	0.0%	
56 Water	\$ 5,246	\$ 5,650	\$ 5,650	\$ 5,875	\$ (225)	-4.0%	
57 Custodial Supplies	\$ 57,225	\$ 66,045	\$ 66,045	\$ 74,275	\$ (8,230)	-12.5%	
58 Grounds Maintenance	\$ 18,101	\$ 22,005	\$ 36,005	\$ 28,415	\$ 7,590	21.1%	
59 Building Repair	\$ 58,613	\$ 67,025	\$ 84,690	\$ 82,875	\$ 1,815	2.1%	
60 Building Operations	\$ 104,486	\$ 114,240	\$ 115,240	\$ 127,282	\$ (12,042)	-10.4%	
61	Total Facilities	\$ 455,089	\$ 520,565	\$ 558,230	\$ 569,322	\$ (11,092)	-2.0%
Supplies							
62 Office Supplies	\$ 46,814	\$ 53,000	\$ 53,000	\$ 51,540	\$ 1,460	2.8%	
63 Marketing Supplies	\$ 20,473	\$ 21,350	\$ 21,350	\$ 24,470	\$ (3,120)	-14.6%	
64 Postage/Freight	\$ 41,646	\$ 45,000	\$ 45,000	\$ 46,230	\$ (1,230)	-2.7%	
65 Processing Supplies	\$ 26,032	\$ 37,500	\$ 55,000	\$ 62,140	\$ (7,140)	-13.0%	
66 Departmental Purchases	\$ 46,290	\$ 62,235	\$ 67,000	\$ 60,278	\$ 6,722	10.0%	
67	Total Supplies	\$ 181,255	\$ 219,085	\$ 241,350	\$ 244,658	\$ (3,308)	-1.4%
Technical Services							
68 F&E Repair & Maintenance	\$ 67,260	\$ 69,900	\$ 75,400	\$ 77,420	\$ (2,020)	-2.7%	
69 Telecommunications	\$ 98,757	\$ 87,360	\$ 87,360	\$ 90,280	\$ (2,920)	-3.3%	
70 Software & Licensing	\$ 235,110	\$ 294,817	\$ 312,697	\$ 310,549	\$ 2,148	0.7%	
71 Cataloging & Processing	\$ 59,732	\$ 64,890	\$ 64,890	\$ 66,922	\$ (2,032)	-3.1%	
72	Total Technical Services	\$ 460,859	\$ 516,967	\$ 540,347	\$ 545,171	\$ (4,824)	-0.9%
Purchased Services							
73 Security	\$ 99,423	\$ 113,471	\$ 113,471	\$ 112,884	\$ 587	0.5%	
74 Insurance	\$ 76,926	\$ 82,500	\$ 80,500	\$ 83,500	\$ (3,000)	-3.7%	
75 Legal Services	\$ 19,462	\$ 12,000	\$ 15,000	\$ 17,000	\$ (2,000)	-13.3%	
76 Contracted Services	\$ 205,209	\$ 180,000	\$ 226,150	\$ 219,713	\$ 6,437	2.8%	
77 Printing Expenses	\$ 96,746	\$ 86,000	\$ 85,000	\$ 95,000	\$ (10,000)	-11.8%	
78 Advertising	\$ 54,357	\$ 62,000	\$ 62,000	\$ 68,000	\$ (6,000)	-9.7%	
79	Total Purchased Services	\$ 552,123	\$ 535,971	\$ 582,121	\$ 596,097	\$ (13,976)	-2.4%
Other							
80 Misc. Operating	\$ 37,119	\$ 43,230	\$ 43,730	\$ 67,240	\$ (23,510)	-53.8%	
81 Tax Charge Backs	\$ 208,304	\$ 100,000	\$ 175,000	\$ 70,000	\$ 105,000	60.0%	
82 T&C Director	\$ 1,628	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.0%	
83 Staff Development	\$ 24,453	\$ 31,770	\$ 31,770	\$ 28,470	\$ 3,300	10.4%	
84 Travel & Conference	\$ 25,499	\$ 41,700	\$ 45,700	\$ 48,800	\$ (3,100)	-6.8%	
85 T&C Board	\$ 5,783	\$ 3,000	\$ 3,000	\$ 5,000	\$ (2,000)	-66.7%	
86 Misc. Disbursements	\$ 53,210	\$ 60,639	\$ 63,909	\$ 64,074	\$ (165)	-0.3%	
87 Vehicle Maintenance	\$ 3,641	\$ 3,780	\$ 3,780	\$ 5,260	\$ (1,480)	-39.2%	
88 Programming Expenses	\$ 107,174	\$ 133,800	\$ 137,800	\$ 127,700	\$ 10,100	7.3%	
89 Rent	\$ 29,385	\$ 29,600	\$ 31,100	\$ 31,600	\$ (500)	-1.6%	
90	Total Other	\$ 496,197	\$ 451,519	\$ 539,789	\$ 452,144	\$ 87,645	16.2%

Kalamazoo Public Library
Supplementary Information - Preliminary Budget
Fiscal Years ending June 30, 2014

	FY 11/12 <u>Actuals</u>	FY 12/13 <u>Preliminary Budget</u>	FY 12/13 <u>Close Estimate Budget</u>	FY 13/14 <u>Preliminary Budget</u>	Variance to <u>Prior</u>	<u>%</u>
91 Total Revenue Budget	\$ 11,799,406	\$ 11,196,935	\$ 11,352,487	\$ 11,240,502	\$ (111,985)	-1.0%
92 Total Salaries & Benefits	\$ 6,780,826	\$ 6,809,409	\$ 6,832,615	\$ 6,753,904	\$ 78,711	1.2%
93 Total Materials	\$ 959,394	\$ 1,069,630	\$ 1,087,180	\$ 1,118,476	\$ (31,296)	-2.9%
94 Total Facilities	\$ 455,089	\$ 520,565	\$ 558,230	\$ 569,322	\$ (11,092)	-2.0%
95 Total Supplies	\$ 181,255	\$ 219,085	\$ 241,350	\$ 244,658	\$ (3,308)	-1.4%
96 Total Technical Services	\$ 460,859	\$ 516,967	\$ 540,347	\$ 545,171	\$ (4,824)	-0.9%
97 Total Purchased Services	\$ 552,123	\$ 535,971	\$ 582,121	\$ 596,097	\$ (13,976)	-2.4%
98 Total Other	\$ 496,197	\$ 451,519	\$ 539,789	\$ 452,144	\$ 87,645	16.2%
99 Total Operating Expenditures	\$ 9,885,742	\$ 10,123,146	\$ 10,381,632	\$ 10,279,772	\$ 101,860	1.0%
100 Transfer to/(from) Other Funds	\$ (10,460)	\$ -	\$ (5,639)	\$ -	\$ (5,639)	0.0%
101 Transfer to Capital Improvement Plan	\$ 400,000	\$ 40,000	\$ 400,000	\$ -	\$ 400,000	100.0%
102 Transfer to Debt Service	\$ 1,135,000	\$ 1,081,000	\$ 1,081,000	\$ 1,054,000	\$ 27,000	2.5%
103 Total Expenditures & Transfers	\$ 11,410,282	\$ 11,244,146	\$ 11,856,993	\$ 11,333,772	\$ 523,221	4.4%
104 Net Change to Fund Balance	\$ 389,124	\$ (47,211)	\$ (504,506)	\$ (93,270)	\$ 411,237	-81.5%
105 Beginning Fund Balance	\$ 5,568,120	\$ 5,368,216	\$ 5,957,244	\$ 5,452,738	\$ (504,506)	-8.5%
Ending Fund Balance						
106 Non-spendable prepaid expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
107 Restricted ONEplace funds	\$ 127,450	\$ 179,043	\$ 127,450	\$ 127,450	\$ -	0.0%
108 Assigned for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
109 Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	0.0%
110 Unassigned Fund Balance	\$ 2,029,794	\$ 1,341,962	\$ 1,525,288	\$ 1,432,018	\$ (93,270)	-6.1%
111 Total Ending Fund Balance	\$ 5,957,244	\$ 5,321,005	\$ 5,452,738	\$ 5,359,468	\$ (93,270)	-1.7%

Kalamazoo Public Library
Supplemental Information - Budget Variance Explanations
Preliminary Budget for Fiscal Year Ending June 30, 2014

<u>LINE NUMBER</u>	<u>Close Estimate Variance</u>	<u>EXPLANATION</u>
<u>Revenue</u>		
24	\$ (111,985)	Total Revenue. Property tax revenue decrease of 1%, all other revenue items continuing at current levels.
<u>Expenditures</u>		
<u>Salaries & Benefits</u>		
25	\$ 5,150	Administrative Salaries. Salary allocations.
26	\$ (31,940)	Librarian Salaries. Prior year position changes, salary increases per contract.
27	\$ 14,605	Super-Tech Salaries. Prior year position changes.
28	\$ (24,110)	Library Assistant Salaries. Prior year position changes, salary increases per contract
29	\$ 44,521	Hourly Salaries. Continuation of improvements in staff utilization
30	\$ (4,760)	Substitute Salaries. Staff leave of absence.
31	\$ (90,000)	Vacancy Credit. Budget assumption for vacant position savings over the 12 month budget period.
33	\$ 27,375	Employee Insurances. Employee opt-out payments budgeted separately, renegotiation of separate life insurance contract. Reduction of overall reserve.
35	\$ 18,125	Retirement-MPSERS, MERS. Salaries, rates anticipated for MERS down slightly for librarian and library assistant groups, fewer employees on MPSERS.
36	\$ 8,405	Employer FICA-Medicare. Based upon salaries, vacancy credit.
37	\$ 1,400	Other Benefits: Employee Parking. Estimated cost
38	\$ 19,940	Other Benefits: RPO, Vexempt. Estimated cost
<u>Materials</u>		
45	\$ 7,250	Adult Books. Reduction of book reserves, reference collection cost in print.
46	\$ (4,500)	Juvenile Books. Additional parenting and child development materials.
47	\$ 2,954	Periodicals. Selection of materials.
48	\$ 3,000	Audio Visual Materials. Estimated cost.
49	\$ (40,000)	Digital Materials. Expected subscription costs and shift from print to digital reference, Freegal.
<u>Facilities</u>		
56	\$ (225)	Water. Cost estimate.
57	\$ (8,230)	Custodial Supplies. Cost estimates, reclassification of supplies.
58	\$ 7,590	Grounds Maintenance. Reduced estimates for asphalt repairs, Oshtemo walkway.
59	\$ 1,815	Building Repair. Cost estimates, includes seasonal boiler repairs, damper replacements.
60	\$ (12,042)	Building Operations. Cost estimates overall, canine pest inspections.
<u>Supplies</u>		
62	\$ 1,460	Office Supplies. Estimated costs.
63	\$ (3,120)	Marketing Supplies. ONEplace marketing supplies, cost estimates.
64	\$ (1,230)	Postage/Freight. Price increase estimated impact.
65	\$ (7,140)	Processing Supplies. Increased volume of materials ordering, cost increases.
66	\$ 6,722	Departmental Purchases. Estimated costs.
<u>Technical Services</u>		
68	\$ (2,020)	F&E Repair & Maintenance. Equipment maintenance contracts, leases. Estimates.
69	\$ (2,920)	Telecommunications. Allowance for additional lines, cost estimates.
70	\$ 2,148	Software & Licensing. Overall cost estimates.
71	\$ (2,032)	Cataloging & Processing. Processing costs associated with materials.
<u>Purchased Services</u>		
73	\$ 587	Security. Cost estimates
74	\$ (3,000)	Insurance. Estimated cost increase.
75	\$ (2,000)	Legal Services. Estimate based upon negotiations.
76	\$ 6,437	Contracted Services. Estimated costs, reserves.
77	\$ (10,000)	Printing. Geek campaign, Library Link, all brochure, bookmark, programming estimate.
78	\$ (6,000)	Advertising. Geek campaign, radio, print - cost estimates.
<u>Other</u>		
80	\$ (23,510)	Misc. Operating. Millage Election cost estimate based upon prior.

Kalamazoo Public Library
 Supplemental Information - Budget Variance Explanations
 Preliminary Budget for Fiscal Year Ending June 30, 2014

<u>LINE NUMBER</u>	<u>Close Estimate Variance</u>	<u>EXPLANATION</u>
81	\$ 105,000	Tax Charge Backs. Estimate.
83	\$ 3,300	Staff Development. Requests, target estimate.
84	\$ (3,100)	Travel & Conference. Requests, target estimate.
85	\$ (2,000)	Travel & Conference - Board. Conference attendance estimate.
86	\$ (165)	Misc. Disbursements. Cost estimate.
87	\$ (1,480)	Vehicle Maintenance. Repair and fuel estimate.
88	\$ 10,100	Programming Expenses. Target estimate.
89	\$ (500)	Rent. Estimate per current contract increase clause.
 <u>Summary</u>		
101	\$ 400,000	Transfer to Capital Improvement Plan. Elimination for Preliminary Budget. To be revisited after the result of FY 2012-2013 is available.
102	\$ 27,000	Transfer to Debt Service. Reduced interest charges on last principal payment.
 <u>Fund Balance</u>		
104	\$ 411,237	Net Change to Fund Balance. Net result of Preliminary Budget.
105	\$ (504,506)	Beginning Fund Balance. Impact of prior year to beginning fund balance.
110	\$ (93,270)	Unassigned Fund Balance. Preliminary Budget impact to unassigned funds.

**KALAMAZOO PUBLIC LIBRARY
CAPITAL IMPROVEMENT PLAN
For the Three Years ending June 30, 2015**

	<u>Fiscal year 2012-2013</u>	<u>Fiscal year 2013-2014</u>	<u>Fiscal year 2014-2015</u>	<u>Three-Year Current Budget Total</u>	<u>Prior Three year Estimate</u>	<u>Variance to Prior Budget</u>
Revenue						
Transfers from Operations	\$ 400,000	\$ -	\$ 400,000	\$ 800,000	\$ 840,000	\$ (40,000)
Other Revenue	\$ 73,500	\$ 66,536	\$ -	\$ 140,036	\$ 62,500	\$ 77,536
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 473,500	\$ 66,536	\$ 400,000	\$ 940,036	\$ 902,500	\$ 37,536
Capital Projects by Category						
Library Systems & Equipment	\$ -	\$ -	\$ -	\$ 12,314	\$ 12,314	\$ -
Furniture & Equipment	\$ 24,181	\$ 99,130	\$ 75,000	\$ 395,576	\$ 519,844	\$ 124,268
Building Alterations	\$ 125,600	\$ 129,810	\$ 75,000	\$ 433,490	\$ 398,799	\$ (34,691)
Computer & Electronics	\$ 46,998	\$ 106,414	\$ 100,000	\$ 486,986	\$ 573,711	\$ 86,725
RFID	\$ -	\$ -	\$ -	\$ 34,628	\$ 37,402	\$ 2,774
Total Expenditures	\$ 196,779	\$ 335,354	\$ 250,000	\$ 1,362,994	\$ 1,542,070	\$ 179,076
Total Reserves	\$ 475,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 475,000	\$ (50,000)
Total Expenditures + Reserves	\$ 671,779	\$ 860,354	\$ 775,000	\$ 1,887,994	\$ 2,017,070	\$ 129,076
 Beginning of Year Fund Balance	 \$ 806,245	 \$ 1,082,966	 \$ 814,148	 \$ 1,387,106	 \$ 1,492,297	 \$ (105,191)
Revenues Over (Under) Expenditures	\$ 276,721	\$ (268,818)	\$ 150,000	\$ (422,958)	\$ (639,570)	\$ 216,612
Fund Balance						
Assigned for IL System Replacement	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ -
Assigned for Building Repairs	\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 75,000	\$ (25,000)
Assigned for Telephone System	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 50,000	\$ (25,000)
Assigned for Future Capital Projects	\$ 607,966	\$ 289,148	\$ 439,148	\$ 439,148	\$ 427,727	\$ 11,421
End of Year Total Fund Balance	\$ 1,082,966	\$ 814,148	\$ 964,148	\$ 964,148	\$ 852,727	\$ 111,421

Notes:

The Capital Improvement Plan three year budgeting period shifts one-year to include fiscal years 2012-2013 through 2014-2015. Estimates have been included for the final year with initial allocations and unallocated reserves identified for fiscal year 2013-2014. New projects included in this revision include meeting room furnishing, display units, new drop box bins at Oshtemo, a new color laser unit for Marketing and Communications, funding to replace all parking lot lights with LED bulbs, a building environmental control system upgrade, upgrades for computer backup software, a letter document station for Central, and laptop/i-pads for public lending.

The remainder of the unallocated funds will be considered for allocation of projects requested and on-hold until later in fiscal year 2013-2014.

**KALAMAZOO PUBLIC LIBRARY
CAPITAL IMPROVEMENT PLAN
Supplementary Information
For the Three Year Period ending June 30, 2015**

**Kalamazoo Public Library
Capital Improvement Plan
Close Estimate Revision Budget for three years ending June 30, 2015**

Expenditures		Completed FY 11/12	Prior Year Rollover	Fiscal Year 2012-2013	Fiscal Year 2013-2014	Fiscal Year 2014-2015	Cumulative Three Year Budgets	Prior Three Year Budget	Variance to Prior Three Year Budget
Library System Reserve	Cumulative Reserve	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000	\$ -
Tactical Building Reserve	Cumulative Reserve	\$ -	\$ 50,000	\$ 25,000	\$ 25,000	\$ -	\$ 100,000	\$ 75,000	\$ (25,000)
Reserve for Telephone System w/E-911	Cumulative Reserve	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 75,000	\$ 50,000	\$ (25,000)
ILS System									
Integrated Library System Development	3-6800-1-1 802	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ILS support		\$ -	\$ 12,314	\$ -	\$ -	\$ -	\$ 12,314	\$ 12,314	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ 12,314	\$ -	\$ -	\$ -	\$ 12,314	\$ 12,314	\$ -
Furniture & Equipment									
Carpeting Master Plan	3-6810-1-1 811	\$ 2,689	\$ 134,441	\$ -	\$ -	\$ -	\$ 134,441	\$ 137,130	\$ 2,689
Oshtemo Branch public furniture	3-6810-1-1 815	\$ -	\$ 15,500	\$ -	\$ -	\$ -	\$ 15,500	\$ 15,500	\$ -
Central Youth/2nd Floor Planning (Endowment)	3-6810-1-1 818	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ 14,000	\$ 14,000	\$ -
Oshtemo auditorium chair dollies	3-6810-1-1 862	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ -
Rearrangement Furniture Options	3-6810-1-1 869	\$ -	\$ -	\$ 17,000	\$ -	\$ -	\$ 17,000	\$ 17,000	\$ -
Color Laser Printer-Marketing & Communications		\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ (8,000)
Central ADS conference room update		\$ -	\$ -	\$ -	\$ 1,930	\$ -	\$ 1,930	\$ -	\$ (1,930)
Eastwood/Powell office table/chairs; display unit		\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ (2,500)
Oshtemo-drop box bins (2); coffee cabinet		\$ -	\$ -	\$ -	\$ 6,700	\$ -	\$ 6,700	\$ -	\$ (6,700)
Signature Gems	deleted	\$ -	\$ 4,500	\$ (4,500)	\$ -	\$ -	\$ -	\$ -	\$ -
Chairs - multiple departments	completed	\$ 10,685	\$ 1,750	\$ (3)	\$ -	\$ -	\$ 1,747	\$ 12,435	\$ 10,688
Genre Fiction signage	completed	\$ 2,895	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,895	\$ 2,895
AV/Rotunda Furniture	completed	\$ 19,767	\$ 27,233	\$ (21,500)	\$ -	\$ -	\$ 5,733	\$ 25,500	\$ 19,767
Teen Wall - (Endowment Fund)	completed	\$ 26,258	\$ 8,741	\$ -	\$ -	\$ -	\$ 8,741	\$ 34,999	\$ 26,258
Circulation Photocopier	completed	\$ -	\$ -	\$ 4,504	\$ -	\$ -	\$ 4,504	\$ 4,525	\$ 21
IT Workroom furniture	completed	\$ -	\$ 4,000	\$ (320)	\$ -	\$ -	\$ 3,680	\$ 4,000	\$ 320
Unallocated	not applicable	\$ -	\$ -	\$ 15,000	\$ 80,000	\$ 75,000	\$ 170,000	\$ 250,760	\$ 80,760
		\$ 62,294	\$ 197,265	\$ 24,181	\$ 99,130	\$ 75,000	\$ 395,576	\$ 519,844	\$ 124,268
Building Alterations									
Concrete replacement - Oshtemo	3-6820-1-1 821	\$ -	\$ 4,400	\$ -	\$ -	\$ -	\$ 4,400	\$ 4,400	\$ 0
Oshtemo emergency generator	3-6820-1-1 823	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ 11,000	\$ 11,000	\$ -
Eastwood emergency generator	3-6820-1-1 824	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ -
Refurbish Cooling Tower - Central	3-6820-1-1 825	\$ -	\$ 19,800	\$ -	\$ -	\$ -	\$ 19,800	\$ 19,800	\$ -
Upgrade security cam system - Central	3-6820-1-1 827	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ 17,500	\$ 17,500	\$ -
Central Chiller	3-6820-1-1 825	\$ 37,620	\$ 2,180	\$ -	\$ -	\$ -	\$ 2,180	\$ 39,800	\$ 37,620
Eye-wash Stations	3-6820-1-1 863	\$ -	\$ 3,800	\$ -	\$ -	\$ -	\$ 3,800	\$ 3,800	\$ -
Washington Square Envelope Restoration	3-6820-1-1 864	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -
Renovation-Youth/Camp Lean/History	3-6820-1-1 870	\$ -	\$ -	\$ 112,000	\$ -	\$ -	\$ 112,000	\$ 112,000	\$ -
Eastwood-server closet adaptation	3-6820-1-1 871	\$ -	\$ -	\$ 7,000	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ -
All branch parking lot LED lights		\$ -	\$ -	\$ -	\$ 18,140	\$ -	\$ 18,140	\$ -	\$ (18,140)
Metasys control system & energy monitors		\$ -	\$ -	\$ -	\$ 36,670	\$ -	\$ 36,670	\$ -	\$ (36,670)
Parking lot repair, seal, stripe-Oshtemo	deleted	\$ -	\$ 8,400	\$ (8,400)	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Salad Bowl lamp fixtures - Central	completed	\$ 7,954	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,954	\$ 7,954
Unallocated	not applicable	\$ -	\$ -	\$ 15,000	\$ 75,000	\$ 75,000	\$ 165,000	\$ 139,545	\$ (25,455)
		\$ 45,574	\$ 103,080	\$ 125,600	\$ 129,810	\$ 75,000	\$ 433,490	\$ 398,799	\$ (34,691)
Computer & Electronics									
Computer Equipment projects	completed	\$ 60,703	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,703	\$ 60,703
Computer Equipment Replacement-all years	3-6830-1-1 831	\$ 2,850	\$ 110,500	\$ 20,000	\$ 23,000	\$ -	\$ 153,500	\$ 130,500	\$ (23,000)
Replace monitors & HP Printers - public	3-6830-1-1 832	\$ 13,452	\$ 10,126	\$ -	\$ -	\$ -	\$ 10,126	\$ 23,578	\$ 13,452
Game carts and equipment for Teen area	3-6830-1-1 865	\$ -	\$ 12,265	\$ -	\$ -	\$ -	\$ 12,265	\$ 12,265	\$ -
Laptops IT interns, MAC, Teen	3-6830-1-1 866	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ -
Replacement Backup Server	3-6830-1-1 872	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ -
Spare Switches		\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ (6,000)
Upgrade virtual services/windows		\$ -	\$ -	\$ -	\$ 8,304	\$ -	\$ 8,304	\$ -	\$ (8,304)
Envisionware letter document station		\$ -	\$ -	\$ -	\$ 7,700	\$ -	\$ 7,700	\$ -	\$ (7,700)
Laptops/ipads (children's remote reg., loan)		\$ -	\$ -	\$ -	\$ 11,410	\$ -	\$ 11,410	\$ -	\$ (11,410)
BTOP Computers	completed	\$ 29,976	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,976	\$ 29,976
Wireless Access Points, Printing Software	completed	\$ 23,237	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,237	\$ 23,237
Management Server	completed	\$ 14,654	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,654	\$ 14,654
Uniform AV equipment set-ups	completed	\$ 27,723	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,723	\$ 27,723
EnvisionWare	completed	\$ -	\$ 72,510	\$ (2)	\$ -	\$ -	\$ 72,508	\$ 72,510	\$ 2
Unallocated	not applicable	\$ -	\$ -	\$ 15,000	\$ 50,000	\$ 100,000	\$ 165,000	\$ 138,392	\$ (26,608)
		\$ 172,595	\$ 233,574	\$ 46,998	\$ 106,414	\$ 100,000	\$ 486,986	\$ 573,711	\$ 86,725
RFID									
RFID Equipment & Requirements	3-6840-1-1 852	\$ -	\$ 15,528	\$ -	\$ -	\$ -	\$ 15,528	\$ 15,528	\$ 0
3Mpad & Scanner - Camp	3-6840-1-1 851	\$ 2,774	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,774	\$ 2,774
RFID Pads (East, Children's)	3-6840-1-1 867	\$ -	\$ 2,750	\$ 5,500	\$ -	\$ -	\$ 8,250	\$ 8,250	\$ -
RFID Equipment	3-6840-1-1 850	\$ -	\$ 16,350	\$ (5,500)	\$ -	\$ -	\$ 10,850	\$ 10,850	\$ -
		\$ 2,774	\$ 34,628	\$ -	\$ -	\$ -	\$ 34,628	\$ 37,402	\$ 2,774
Total Capital Expenditures Budget									
		\$ 283,238	\$ 580,861	\$ 196,779	\$ 335,354	\$ 250,000	\$ 1,362,994	\$ 1,542,070	\$ 179,076
Total Capital Improvement Plan with reserves									
		\$ 980,861	\$ 221,779	\$ 360,354	\$ 250,000	\$ 1,887,994	\$ 2,017,070	\$ 129,076	

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget Revision FY 2012-2013
Preliminary Budget FY 2013-2014**

	<u>FY 2011/12 Actuals</u>	<u>FY 2012/13 Preliminary Budget</u>	<u>FY 2012/13 Close Estimate Budget</u>	<u>FY 2012/13 Close Estimate Budget Revision</u>	<u>Variance to Prior Budget</u>	<u>FY 2013/14 Preliminary Budget</u>	<u>Variance to Prior Budget</u>
Revenue/Available Funds							
Local Gifts & Grants	\$ 63,905	\$ 25,500	\$ 24,000	\$ 36,620	\$ 12,620	\$ 25,000	\$ (11,620)
Transfers In/(Out)	\$ (10,460)		\$ (5,639)	\$ (5,639)	\$ -	0	\$ 5,639
Carryovers - All	\$ 110,013	\$ 52,160	\$ 114,693	\$ 114,693	\$ -	\$ 71,297	\$ (43,396)
Total Revenue/Available Funds	\$ 163,458	\$ 77,660	\$ 133,055	\$ 145,675	\$ 12,620	\$ 96,297	\$ (49,378)
Expenditures							
Salaries & Benefits	\$ 1,332		\$ 5,383	\$ 5,383	\$ -		\$ 5,383
Materials	\$ 4,790	\$ 29,500	\$ 29,500	\$ 29,500	\$ -	29,500	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	7,000	\$ (7,000)
Facilities	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Technical Services	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Purchased Services	\$ 6,241	\$ 5,616	\$ 5,000	\$ 5,000	\$ -	\$ 3,109	\$ 1,891
Other	\$ 36,402	\$ 9,100	\$ 29,875	\$ 34,496	\$ (4,621)	\$ 8,411	\$ 26,085
Total Expenditures	\$ 48,765	\$ 44,216	\$ 69,758	\$ 74,379	\$ (4,621)	\$ 48,020	\$ 26,359
Fund Balance							
Assigned for Ready to Read	\$ 65,455	\$ 32,388	\$ 55,455	\$ 55,455	\$ -	\$ 45,455	\$ (10,000)
Assigned for Friedman Room Gift	\$ 5,639	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned for History Room	\$ 13,491	\$ -	\$ 3,109	\$ 10,109	\$ 7,000	\$ -	\$ (10,109)
Assigned for ONEplace	\$ 22,311	\$ -	\$ 2,311	\$ 2,311	\$ -		\$ (2,311)
Assigned for Gifts & Memorials	\$ 3,022	\$ 1,055	\$ 2,422	\$ 2,422	\$ -	\$ 1,822	\$ (600)
Assigned for Library Gifts	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
Assigned for Friends Mini-Grants	\$ 4,776	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Completed Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Ending Balance	\$ 114,693	\$ 33,444	\$ 63,297	\$ 71,297	\$ 8,000	\$ 48,277	\$ (23,020)

All Special Revenue gifts and grants are now included within one fund budget. Individual "project" budgets are maintained for gifts and grants received for like purposes with the intent to gradually reduce the number of separately accounted for special projects to a minimum. As of the end of the Close Estimate Budget for fiscal year 2012-2013, only four special project types are forecasted to remain: Ready to Read, History Room Special Projects, ONEplace Special Projects, and Gifts and Memorials.

Kalamazoo Public Library
Special Revenue Fund-Supplemental Information
Close Estimate Budget Revision FY 2012-2013
Preliminary Budget FY 2013-2014

Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget Revision FY 2012-20
Preliminary Budget FY 2013-2014

Budget by Project	Project Balance	Fiscal Year 2012-13		Variance Prior Budget	Project Balance	Fiscal Year 2013-14		Variance Prior Budget
		Close Estimate Revenue	Revision Expenditure			Preliminary Revenue	Budget Expenditure	
Project 233 - Ready to Ready Gifts								
Carryover - Beginning Balance	\$ 38,966			\$ -	\$ 29,966			\$ (9,000)
Transfers In/(Out)								
Local Revenue/Gifts		\$ 2,000		\$ -		\$ 2,000		\$ -
Books - Community Distribution			\$ 10,000	\$ -		\$ 10,000		\$ -
Misc. Disbursements			\$ 1,000	\$ -		\$ 1,000		\$ -
Ending Balance	\$ 29,966			\$ -	\$ 20,966			\$ (9,000)
Project 235 - Spelling Bee								
Carryover - Beginning Balance	\$ 26,489			\$ -	\$ 25,489			\$ 1,000
Transfers In/(Out)								
Local Revenue/Gifts		\$ 20,000		\$ -		\$ 20,000		\$ -
Books - RTR Bee			\$ 17,000	\$ -		\$ 17,000		\$ -
Misc. Disbursements			\$ 4,000	\$ -		\$ 4,000		\$ -
Ending Balance	\$ 25,489			\$ -	\$ 24,489			\$ (1,000)
Project 301 - Gifts & Memorials								
Carryover - Beginning Balance	\$ 3,022			\$ -	\$ 2,422			\$ (600)
Transfer In/(Out)								
Local Revenue/Gifts		\$ 2,000		\$ -		\$ 2,000		\$ -
Adult Books			\$ 2,000	\$ -		\$ 2,000		\$ -
Juvenile Books			\$ 500	\$ -		\$ 500		\$ -
Misc. Disbursements			\$ 100	\$ -		\$ 100		\$ -
Ending Balance	\$ 2,422			\$ -	\$ 1,822			\$ (600)
Project 303 - History Room Gifts								
Carryover - Beginning Balance	\$ 13,491			\$ -	\$ 10,109			\$ (3,383)
Transfers In/(Out)								
Local Revenue/Gifts		\$ 7,000		\$ 7,000		\$ -		\$ (7,000)
Hourly Wages			\$ 5,000	\$ -		\$ -		\$ 5,000
Employer FICA/Medicare			\$ 383	\$ -		\$ -		\$ 383
Furniture & Equipment			\$ -	\$ -		\$ 7,000		\$ (7,000)
Contracted Services			\$ 5,000	\$ -		\$ 3,109		\$ 1,891
Ending Balance	\$ 10,109			\$ 7,000	\$ (0)			\$ (10,109)
Project 304 - Friedman Room Gift								
Carryover - Beginning Balance	\$ 5,639			\$ -	\$ -			\$ (5,639)
Transfers In/(Out)		\$ (5,639)				\$ -		\$ 5,639
Local Revenue/Gifts								
Miscellaneous Disbursements								
Ending Balance	\$ -			\$ -	\$ -			\$ -

Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget Revision FY 2012-20
Preliminary Budget FY 2013-2014

<u>Budget by Project</u>	<u>Project Balance</u>	<u>Fiscal Year 2012-13</u>		<u>Variance</u>	<u>Project Balance</u>	<u>Fiscal Year 2013-14</u>		<u>Variance</u>	
		<u>Close Estimate Revenue</u>	<u>Revision Expenditure</u>	<u>Prior Budget</u>		<u>Preliminary Budget Revenue</u>	<u>Expenditure</u>	<u>Prior Budget</u>	
Project 307 - ONEplace Services									
Carryover - Beginning Balance	\$ 22,311			\$ -	\$ 2,311			\$ 20,000	
Transfers In/(Out)									
Local Revenue/Gifts									
Misc. Disbursements									
Programming		\$ 20,000		\$ -		\$ 2,311		\$ 17,689	
Ending Balance	\$ 2,311			\$ -	\$ (0)			\$ (2,311)	
Project 308 - Library Gifts									
Carryover - Beginning Balance	\$ -			\$ -	\$ 1,000			\$ (1,000)	
Transfers In/(Out)									
Local Revenue/Gifts		\$ 1,000				\$ 1,000		\$ -	
Misc. Disbursements							\$ 1,000	\$ (1,000)	
Programming			\$ -	\$ -			\$ -	\$ -	
Ending Balance	\$ 1,000			\$ 1,000	\$ 1,000			\$ -	
Project 380 - Scholarships/Admin Mini-Grants									
Carryover - Beginning Balance	\$ 525			\$ -	\$ (0)			\$ (525)	
Transfers In/(Out)									
Friends Mini-Grants		\$ 2,350		\$ 2,350		\$ -		\$ (2,350)	
Misc. Disbursements			\$ 2,875	\$ (2,350)			\$ -	\$ 2,875	
Ending Balance	\$ (0)			\$ -	\$ (0)			\$ 0	
Project 381 - Staff Appreciation Mini-Grant									
Carryover - Beginning Balance	\$ 201			\$ -	\$ 0			\$ (201)	
Transfers In/(Out)									
Friends Mini-Grants		\$ 250		\$ 250		\$ -		\$ (250)	
Misc. Disbursements			\$ 451	\$ (250)			\$ -	\$ 451	
Ending Balance	\$ 0			\$ -	\$ 0			\$ (0)	
Project 382 - Adult Services Mini-Grant									
Carryover - Beginning Balance	\$ 144			\$ -	\$ (0)			\$ (144)	
Transfers In/(Out)			\$ 144	\$ (144)			\$ -	\$ 144	
Friends Mini-Grants									
Misc. Disbursements			\$ -	\$ 144			\$ -	\$ -	
Ending Balance	\$ (0)			\$ -	\$ (0)			\$ 0	
Project 383 - History Room Mini-Grant									
Carryover - Beginning Balance	\$ 500			\$ -	\$ -			\$ (500)	
Transfers In/(Out)									
Friends Mini-Grants									
Misc. Disbursements			\$ 500	\$ -			\$ -	\$ 500	
Ending Balance	\$ -			\$ -	\$ -			\$ -	
Project 387 - Oshtemo Mini-Grant									
Carryover - Beginning Balance	\$ 517			\$ -	\$ -			\$ (517)	
Transfers In/(Out)									
Friends Mini-Grants									
Misc. Disbursements			\$ 517	\$ -			\$ -	\$ 517	
Ending Balance	\$ -			\$ -	\$ -			\$ -	
Project 388 - Powell Mini-Grant									
Carryover - Beginning Balance	\$ 1,082			\$ -	\$ 0			\$ (1,082)	

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget Revision FY 2012-20
Preliminary Budget FY 2013-2014**

<u>Budget by Project</u>	<u>Project Balance</u>	<u>Fiscal Year 2012-13</u>		<u>Variance Prior Budget</u>	<u>Project Balance</u>	<u>Fiscal Year 2013-14</u>		<u>Variance Prior Budget</u>	
		<u>Close Estimate Revenue</u>	<u>Revision Expenditure</u>			<u>Preliminary Budget Revenue</u>	<u>Expenditure</u>		
Transfers In/(Out)									
Friends Mini-Grants		\$ 300		\$ 300		\$ -		\$ (300)	
Misc. Disbursements			\$ 1,382	\$ (300)		\$ -		\$ 1,382	
Ending Balance	\$ 0			\$ -	\$ 0			\$ (0)	
Project 389 - Washington Square Mini-Grant									
Carryover - Beginning Balance	\$ 111			\$ -	\$ -			\$ (111)	
Transfers In/(Out)									
Friends Mini-Grants									
Misc. Disbursements			\$ 111	\$ -		\$ -		\$ 111	
Ending Balance	\$ -			\$ -	\$ -			\$ -	
Project 390 - Teen Services Mini-Grant									
Carryover - Beginning Balance	\$ 700			\$ -	\$ -			\$ (700)	
Transfers In/(Out)									
Friends Mini-Grants		\$ 1,000		\$ 1,000		\$ -		\$ (1,000)	
Misc. Disbursements			\$ 1,700	\$ (1,000)		\$ -		\$ 1,700	
Ending Balance	\$ -			\$ -	\$ -			\$ -	
Project 391 - Children's Mini-Grant									
Carryover - Beginning Balance	\$ 996			\$ -	\$ (0)			\$ (996)	
Transfers In/(Out)									
Friends Mini-Grants		\$ 720		\$ 720		\$ -		\$ (720)	
Misc. Disbursements			\$ 1,716	\$ (720)		\$ -		\$ 1,716	
Ending Balance	\$ (0)			\$ -	\$ (0)			\$ 0	
Totals		\$ 30,981	\$ 74,379			\$ 25,000	\$ 48,020		

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Supervisory-Technical and Administrative
Staff Compensation Pools for FY 2013-2014**

DATE: May 20, 2013

RECOMMENDATION:

I recommend the Board approve the compensation pools for Supervisory-Technical and Administrative Employees for the FY 2013-2014.

EXECUTIVE SUMMARY:

The recommended compensation pool for supervisory-technical and administrative staff provide for merit increases plus the associated retirement and employer FICA costs for all non-represented staff within the proposed adjusted salary ranges for FY 2013-2014.

Recommended Supervisory-Technical Pool	\$37,000
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Recommended Administrative Pool	\$23,000*
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* Includes allowance for the Director.

**Director's Report
May 2013**

From the director

1. Recent meetings and events attended include DDA Executive Board, DDA/DKI Strategic Analysis committee, SMLC council, Family Place introductory webinar, Friends of KPL annual meeting where I gave a brief library update, an ebook webinar, KPL Academy blog training, Rotary is for Reading at Milwood Elementary School, and some library programs.
2. Information from the May board meeting of the Friends of KPL:
 - Friends approved a contribution of \$40,000 to the library for their year which began May 1. The greatest portion will be used to fund summer reading.
 - They are exploring the possibility of accepting credit and debit cards in the bookstore.
 - Sales in the bookstore were down for the year ending April 30, but total revenue was up due to an increase in memberships and matching donations from corporations.
 - Book donations are down and not as good....not as many books that can be priced higher.
3. I recently was interviewed for an upcoming article in *Encore* about libraries and library trends across the region.
4. SMLC held its quarterly meeting last month. The MLA Executive Director gave an update on pending legislation that could impact libraries and several new area directors were introduced. This year, SMLC will pay each member library's institutional MLA dues, film licenses, 2-day per week MeL delivery, the buses to ALA in Chicago, and a \$1,000 grant for collection development or staff training.
5. MESSA renewal rates for next year are up 8.4% overall for KPL and 5.36% statewide, but specific rates vary significantly depending upon the PAK and coverage. MESSA has updated their premium tier ratios and actuarial analysis to reflect a higher number of lives covered on average with family coverage. As a result, the greatest increases in premium costs and premium contributions will be for staff electing full family coverage.

6. Thanks again to the board for the strategic priorities discussion at the April board meeting. I expect to bring this back to the board for approval at the June meeting and will drop “creating experiences” from the adult goal of stimulating imagination. We will keep it in for children, tweens, and teens. As we talked about specific examples, it became clear that any “creating experiences” for adults would be digital initiatives under the priority of connecting to the online world or locally focused through priority of discovering and celebrating local. I also expect to bring the action plan to the board for information at the June meeting.

Create young readers

7. Youth Services staff have been asked to present programs at the *Early Childhood Rocks* conference sponsored by Head Start, Great Start Collaborative, and KPS pre-K program for early childhood educators and parents. Bill Caskey and Andrea Vernola will present “Hand in Hand: Joint Media Engagement for Preschoolers and Caregivers”. Amy Chase and Sue Warner’s program is “Preschool Literacy and STEM: Science, Technology, Engineering, and Math”.

Stimulate imagination

8. We’ve wrapped up the third and final visits to KPL by KPS first graders. All 1,022 students visited Central during March and April. They had an age appropriate tour of the building, listened to stories, and selected and checked out a book to keep at school.
9. *Lift Up Through Literacy* family literacy education classes will be visiting Powell, Washington Square, Eastwood, and Central. The infant and toddler family classes will visit the location nearest their class site; family literacy classes will visit Central and have computer introduction in the digital lab.
10. The “Dream Readers” from Arcadia were the high-scoring team at the district challenge for the Global Reading Challenge. They were repeat winners. Eighteen schools participated this year on 126 teams.
11. The parent and child book discussion group, The Bookworms, had a successful April program. All participating families receive a copy of the book, thanks to the support of the FRIENDS of KPL. The May title is *Mufaro’s Beautiful Daughters*.
12. The recently created “download” section of our website has quickly gained popularity, edging into the top twenty pages on the site. This section is designed for patrons to quickly access all of our digital services (ebooks, Freegal, Zinio, Rocket Languages) from one page with links to more information about each of the services.
13. The fantasy books have been moved to the science fiction area and renamed the “Science Fiction / Fantasy Section”.

Build successful enterprises

14. Nice to have the ONEplace@kpl included in an article “Expanding the Boundaries of Library Work” in the March/April issue of *Public Libraries*.

Discover your roots

15. Local History had a successful run of solid programming with another full genealogy lock-in in April and a good crowd of 30+ for the first program in a Stuart Neighborhood focused program series.
16. ADS and IT staff recently met with the leadership of LifeStory.net, a local funeral home and internet company, to discuss the possibility of developing a database tool for displaying and archiving vital records data and local obituaries. With the changes in the newspaper industry, there is a need for a standard place for the community to access vital records information. Stay tuned as this project develops.

Operations

17. We have adjusted reference desk staffing and now have one tech intern along with one ADS staff member at the desk during all open hours. We believe this staffing is the best model for serving patrons on the second floor.
18. *Library Snapshot Day* was a big success. Over 380 photos were taken with views exceeding 5,000. This was an idea hatched and managed by the Innovation Team.
19. We were invited by OCLC, the creators of the GEEK campaign, to conduct a webinar on the ways we have used videos, blogs, and our website to promote the GEEK campaign. Farrell Howe and Keith Howard hosted the webinar, described our campaign and answered questions.
20. Kevin King helped facilitate a MLA leadership and management workshop and gave a short talk on relevant resources in a breakout session.
21. Phase monitors have been added to the elevators at Central to prevent motor damage in the event of phase loss, low voltage, or phase reversal.
22. The carpeting in the Oshtemo community room has been replaced with decorative vinyl tile. This is expected to perform better than carpeting in an area with heavy traffic and frequent food and drink.
23. Some FM staff attended a water treatment seminar which covered both heating and cooling system water treatment. Our goal is to implement strategies that will keep the equipment operating more efficiently and extend the life.

Library Stories

24. A comment on our Facebook page about World Book Night: “My son was on the receiving end! He was given a poetry book outside of the library last night. He was pretty skeptical at first and assumed there was a “catch” but finding no hidden agenda, he took the book and read Walt Whitman’s “O Captain, My Captain” aloud to me on the car trip home. Thank you! That was priceless.”

Staff members who gave out books on the downtown mall, at a laundromat, and Secretary of State office shared similar stories.....people were skeptical, surprised, pleased, said they would read the book and pass it on to others.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS**

April 30, 2013

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	23993	1520	9734	640	2100	37987	387579	395650	-2%
-ebook	2436					2436	23373	13377	75%
** -Digital Magazine	510								
Teen	3319	167	1123	26	312	4947	52479	59116	-11%
Juvenile	<u>15705</u>	<u>1171</u>	<u>8537</u>	<u>361</u>	<u>1220</u>	<u>26994</u>	<u>266307</u>	<u>254721</u>	5%
Total	<u>45963</u>	<u>2858</u>	<u>19394</u>	<u>1027</u>	<u>3632</u>	<u>72874</u>	<u>729738</u>	<u>722864</u>	1%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1941	112	1224	19	126	3422	38503	40726	-5%
-Digital Download	708					708	7234	5813	24%
Music									
-CD	6273	399	1040	207	392	8311	86350	86155	0%
** -Digital Download	805								
Video									
-DVD	35714	4248	8598	3459	7045	59064	596739	482844	24%
Total Non-Print Material	<u>45441</u>	<u>4759</u>	<u>10862</u>	<u>3685</u>	<u>7563</u>	<u>72310</u>	<u>728749</u>	<u>615538</u>	18%
Total Circulation	<u>91404</u>	<u>7617</u>	<u>30256</u>	<u>4712</u>	<u>11195</u>	<u>145184</u>	<u>1458487</u>	<u>1338402</u>	9%
Computer Usage									
*Onsite Computer Use	8686	780	1321	763	828	12378	122147	158494	-23%
Computer Usage Remote						3186118	27857554	23743278	17%
Wireless Internet	1579	104	324	205	145	2357	29439	23008	28%
Database Statistics									
Database Sessions	1478					1478	13214	12708	4%
Database Searches	52095					52095	441497	348003	27%
Total Registrations	922	52	174	24	64	1236	10156	7962	28%

* Due to new computer management software being used at the library. Yearly totals are not comparable

** New Statistics 4/2013

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
April 30, 2013

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>									
In-House									
Adult Events	16	1	5	4	1	27	195	206	-5%
Attendance	175	20	229	47	6	477	3588	5806	-38%
Teen Events	5	1	1	2	0	9	86	79	9%
Attendance	139	19	2	62	0	222	2780	1781	56%
Juvenile Events	33	5	18	8	2	66	627	600	5%
Attendance	1652	169	743	240	78	2882	20242	20038	1%
Outreach									
Adult Events	1	0	1	0	0	2	12	8	50%
Attendance	300	0	10	0	0	310	1569	938	67%
Teen Events	0	0	0	0	0	0	2	7	-71%
Attendance	0	0	0	0	0	0	737	1054	-30%
Juvenile Events	5	3	1	6	1	16	73	79	-8%
Attendance	126	117	103	86	81	513	3691	5590	-34%
Total Events	60	10	26	20	4	120	995	979	2%
Total Attendance	2392	325	1087	435	165	4404	32607	35207	-7%
Law Library									
Visitors	283						2477		
Phone Calls	103						1061		
Questions Answered	375						3565		

* New statistics for Law Library doesn't include July 2012