



Kalamazoo Public Library

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PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
POWELL BRANCH LIBRARY – BARNABEE GALLERY
315 S. Rose Street, Kalamazoo, MI 49007
May 19, 2014, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
 - A. Resolution to Authorize a Public Hearing on the Proposed Budget for 2014-2015
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of April 28, 2014
 - B. Personnel Items (none)
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Month Ending April 30, 2014
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Budgets
 - 1. General Operating Fund – Close Estimate Budget Revision for FY 2013-2014
 - 2. General Operating Fund – Preliminary Budget FY 2014-2015
 - 3. Capital Improvement Plan for the Three Years Ending June 30, 2016
 - 4. Other Gifts & Grants Revised Close Estimate Budget for FY 2013-2014 and the Other Gifts & Grants Preliminary Budget for FY 2014-2015
 - B. Supervisory-Technical and Administrative Staff Compensation Pools for FY 2014-2015
 - Reports
 - C. Reading Together Wrap-Up – Karen Santamaria
 - D. Summer Reading Games – Andrea Vernola
 - E. Status Report on Purpose, Vision, and Core Values – Thom Andrews
 - F. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION
 - A. Negotiations Update
- XI. ADJOURNMENT

Following the meeting, Board members will take a tour of the Powell Branch.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Resolution to Authorize a Public Hearing
on the Proposed Budget for 2014-2015**

DATE: May 19, 2014

RECOMMENDATION:

I recommend the Board adopt the attached resolution authorizing a public hearing on the 2014-2015 budget.

EXECUTIVE SUMMARY:

It is necessary to hold a public hearing on the proposed budget and publish notice of the hearing as detailed in the 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 2014-2015

Minutes of a Meeting of the Board of Trustees of the Kalamazoo Public Library,
Kalamazoo Michigan, held on May 19, 2014 at 4:00 p.m. at the Powell Branch Library.

PRESENT: _____

ABSENT: Members _____

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

WHEREAS, it is necessary for the Board of Trustees of the Kalamazoo Public Library to
adopt a budget for fiscal year 2014-2015 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 2014-2015 shall be held
on June 23, 2014, 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.

[Return to Agenda](#)

Secretary, Board of Trustees

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: April 28, 2014
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

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

Absent: None

CALL TO ORDER:

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

AGENDA APPROVAL:

The 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 24, 2014*
B. *Personnel Items (none)*

The minutes from the March 24, 2014 Board Meeting were accepted.

IV. FINANCIAL REPORTS
A. *Financial Reports for the Month Ending March 31, 2014*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending March 31, 2014.

Discussion: Director Rohrbaugh said the financial reports were typical of being three quarters of the way through the year. B. Caple asked Treasurer J. Vander Roest if there was anything of note. J. Vander Roest and D. Schiller both said there was not.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MARCH 31, 2014.

MOTION CARRIED 7-0.

V. **REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

A. *Flexible Spending Plan Agreement*

Recommendation: Director Rohrbaugh recommended the Board approve a revision to Kalamazoo Public Library's Flexible Spending Account Plan Agreement with Arcadia Benefits Group effective June 1, 2014.

Executive Summary: Recent revisions to federal regulations have prompted several amendments to the FSA plan. The amendments allow for the rollover of \$500 in Health FSA amounts, allow an additional 2 ½ months grace period for reimbursable dependent care expenses and update the definition of spouse.

Discussion: Director Rohrbaugh said this recommendation was basically housekeeping to comply with changes in regulations to the library's Flexible Spending Agreement. She said the specific language was attached to the recommendation.

MOTION: J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE A REVISION TO KALAMAZOO PUBLIC LIBRARY'S FLEXIBLE SPENDING ACCOUNT PLAN AGREEMENT WITH ARCADIA BENEFITS GROUP EFFECTIVE JUNE 1, 2014.

MOTION CARRIED 7-0.

B. *Audit Firm*

Recommendation: Director Rohrbaugh recommended the Board approve Rehmann to conduct the library's annual audit for a five-year term beginning with the fiscal year ending June 30, 2014.

Executive Summary: All five CPA firms solicited for bids to audit KPL responded. They were BDO, Plante Moran, Rehmann, Seber Tans, and Siegfried Crandall. The five firms were selected for their experience performing audits on similar Kalamazoo County units of government.

The experience levels and active audits of governmental entities vary among the firms. Both Plante Moran and Rehmann audit several district libraries. Rehmann audits multiple similar governmental units and specifically referenced Spring Lake District Library, Herrick District Library, and Portage District Library. In addition to KPL, Plante Moran has audited eighteen public libraries including Canton Public Library, Northville District Library, and Willard Public Library. BDO currently audits the DDA of Kalamazoo, Vicksburg, and Kalamazoo County and mentions 20 other governmental units in West Michigan. Siegfried Crandall audits Paw Paw District Library, Berrien Springs District Library and a long list of townships within Kalamazoo County and greater southwest Michigan. Seber Tans audits several sewer and water districts in Kalamazoo County and the Village of Lawrence, the Climax-Scotts Community Schools, and the Township of Porter in Van Buren County.

Price quotes from the firms were as follows:

Firm	2014	2015	2016	2017	2018
Seber Tans	\$12,000	\$12,250	\$12,500	\$12,750	\$13,000
Siegfried	\$13,800	\$14,000	\$14,200	\$14,400	\$14,400
BDO	\$13,500	\$13,750	\$14,000	\$14,500	\$14,750
Rehmann	\$12,500	\$12,900	\$13,300	\$13,700	\$14,100
Plante Moran	\$17,400	\$17,900	\$18,400	\$18,900	\$19,400

Rehmann was selected as the recommended firm on the basis of their involvement in governmental organizations, experience with similar library engagements, and competitive price. Rehmann’s field office proposed to conduct KPL’s audit would be Grand Rapids since they do not have a physical presence in Kalamazoo on a permanent basis. It was felt that with paperless audits and electronic transmission of information, the need for physical proximity of the firm was not as important as it once might have been and that the firm’s services and depth of staff experience were more important.

Discussion: Director Rohrbaugh said this recommendation followed months of work but would likely not take long to pass at this meeting. J. Vander Roest said the RFP was sent to all the auditors in the area with expertise and a good reputation. He and D. Schiller were convinced each company could do the work though some groups had greater library experience than others. The library was somewhat hesitant at first to choose Rehmann because they do not have a local office, however, they have worked very well with Portage District Library. He said the library had been happy with Plante and Moran however they were an outlier when it came to expense and, though they were impressed with Seber Tans quote, they had much less library experience. Library staff recommended commencing with Rehmann and the Budget and Finance Committee supported this decision. L. Godfrey said it was good practice to periodically move to a different firm for the annual audit. J. Vander Roest agreed it was and said this change would also save the library money.

V. Wright said she appreciated the comments from J. Vander Roest and background explanation of why the library decided to move forward with Rehmann. B. Caple asked if this was a contractual price. J. Vander Roest confirmed it was and was a price for the audit only. B. Caple asked if the library could terminate before the end of the five years. J. Vander Roest said the library could but would lose the price mentioned above. He reminded the Board that the audit firm worked for the Board.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE REHMANN TO CONDUCT THE LIBRARY’S ANNUAL AUDIT FOR A FIVE-YEAR TERM BEGINNING WITH FISCAL YEAR ENDING JUNE 30, 2014.

MOTION CARRIED 7-0.

REPORTS:

C. Third Quarter Strategic Planning Statistics

Report: Director Rohrbaugh said the library was on track with its Strategic Plan statistics. She highlighted a few saying the Digital Lab objectives remained at zero because the lab had not opened yet. Programming attendance was high especially considering the harsh winter and the results of the adult survey were attached.

Discussion: J. Vander Roest asked about objective 1.5 saying he assumed it was low because Party in the Park had not happened. Director Rohrbaugh said both 1.2 and 1.5 would see huge increases following Party in the Park. J. Vander Roest asked if there was ever a rain date for Party in the Park. Director Rohrbaugh said there was not and the event was too large to move inside the library. President TenBrink said considering the harsh winter weather, program attendance was very strong. Director Rohrbaugh agreed and commented that Reading Together had been very strong this year as well. V. Wright said it was nice to see such strong teen and tween numbers. S. Warner said the video game wall had likely helped those numbers grow.

Disposition: Trustees thanked Director Rohrbaugh for the report.

D. ONEplace at KPL Update – Thom Andrews

Report: Director Rohrbaugh told Board members T. Andrews had done the same report for staff at a recent staff meeting and she thought it would be interesting for the Board to hear as well. T. Andrews started by saying ONEplace had recently turned five. He talked about the kick-off event five years ago, showing pictures of the space on the second floor as it was at that time, then explained the space changes with the recent renovations. T. Andrews shared historical data on programs and website use and explained how the staff of ONEplace were better utilizing the website. He highlighted new services and initiatives such as ONEpages and the LinkedIn group, and talked about a new focus on Board training. He ended the report by talking about some of the new things ONEplace hoped to focus on in upcoming years.

Discussion: B. Caple asked if patrons must register online before they are able to access pages online. T. Andrews said registration was not required for the information online but had online registration for programs. L. Godfrey asked about the Employment Opportunities page on the website. T. Andrews said this was the most visited page on KPL's website. He said the page was so popular, ONEplace was using space to advertise their programs and services. F. Brown asked if staff at ONEplace had been able to track the long-term development of non-profits who were utilizing their resources. T. Andrews said it would be great to be able to track this. He explained that ONEplace does track which organizations are attending programs, and surveys each individual who attends programs or receives direct assistance to track the effectiveness of the services offered.

F. Brown said he has noticed many nonprofits using video to share stories of how they have assisted people or groups and asked if ONEplace considered advertising in this way. T. Andrews said ONEplace collects participant comments through paper surveys but not through video. These comments accompany grant requests. L. Godfrey suggested Public Media Network may be able to offer classes on making videos. T. Andrews said he would like to reach out and work with Public Media Network in the future. Director Rohrbaugh said this was a unique service the library could be very proud of. The local foundations have shared with the library they are receiving better grant applications as a result of the assistance ONEplace has been offering to local nonprofit organizations.

Disposition: Trustees thanked T. Andrews for his report.

E. Legislative Report – Diane Schiller

Report: D. Schiller said most of the activity in the legislature was currently focused on budgets. One piece of legislation which effected libraries was a recently introduced amendment to the

District Library Establishment Act. The amendment would ensure a district library could stay afloat if one of its entities was dissolved. D. Schiller said she would have more information on this amendment as it starts being discussed in the legislature.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee*—J. Vander Roest said the committee had met to review the responses from the RFP for the Audit.

B. *Personnel Committee*—B. Caple said the Personnel Committee would be meeting twice in the upcoming month but had not met in April.

C. *Fund Development and Allocations Committee*—no meeting.

D. *Director's Building Advisory Committee*—no meeting.

VII. OTHER BUSINESS

A. *Director's Report*

Report: Director Rohrbaugh drew attention to the upcoming community forum at the Douglass Community Association on May 15th. She drew attention to the busy day the library would be having on April 30th with a visit from Family Place Libraries. She said some trustees would be attending a luncheon with the representatives from Family Place Libraries while other trustees and staff would be attending the Friend's Annual Luncheon at the Ladies Library Association. Lastly, she said the library had a very successful spring break with strong program attendance all week.

Discussion: B. Caple asked when the Global Reading Challenge finale would begin later that evening. Director Rohrbaugh said it would begin at 7:00. Director Rohrbaugh reminded trustees of The Hub tour they would have between the Board Meeting and the Global Reading Challenge. She said the room had been introduced to the participants of the Genealogy Lock-In recently who were very enthusiastic about its services. She said the library was heavily involved in staff training and would begin being open limited hours in May with a grand opening later in the month. L. Godfrey said the facilities and capabilities of The Hub were great. She said Charter would be moving to a completely digital format in June and The Hub was a place people could come to digitize their old tapes. She said this space would be especially valuable to teens and genealogists. F. Brown asked for more information about item twenty six. Director Rohrbaugh said this item meant the library was ready for summer weather.

Disposition: Trustees thanked Director Rohrbaugh for her report.

B. *Exercise and Discussion about the Library's Purpose Statement, Vision, and Core Values*

Director Rohrbaugh said the current mission, vision and core values were adopted in 2007, well before the Strategic Plan. She explained T. Andrews had twice worked with MTeam and was now meeting with each department and the Board to receive input on the current draft. She said she hoped to return to the June Board meeting with a recommendation to approve the new purpose, vision, and core values.

T. Andrews said the purpose, vision and core values would be looked at individually and as a whole. He said this was more of an internal document than a marketing program. He explained what the three statements should embody and distributed a draft for Board members to read.

L. Godfrey raised concern that the core values did not seem to talk about internal workplace values. V. Wright agreed that these should not exclude staff. B. Caple said he thought the core values were all inclusive and questioned whether this distinction needed to be made between patrons and staff. L. Godfrey said she thought this distinction needed to be made for later down the road when the library had new employees that may not have been involved in this conversation. F. Brown thought the core values were lacking saying they did not include anything about the number of diverse services the library provided.

L. Godfrey commented that the vision did not talk about the library. V. Wright read the Susan G. Komen vision statement saying it was very broad and bold. J. Vander Roest said he didn't like the concept of the community being distinguished by curiosity. In the ideal community, he thought the community's curiosity should be satisfied by the library. L. Godfrey read the library's current vision statement. J. Vander Roest thought the current statement was less passive and better captured the vision of the library.

R. Brown said he understood F. Brown's comment about the library being a resource saying he thought this should fall under the library's purpose. L. Godfrey said she liked this purpose statement much better than the old one. V. Wright said it was active. F. Brown thought it wasn't active from the library's perspective saying the library engages with the community. J. Vander Roest suggested the word "place" be changed to "resource".

V. Wright asked if the order of the core values mattered. T. Andrews said people generally consider the core values as a whole. V. Wright said the values should help staff in the decision making processes. L. Godfrey said she wanted the core values to be more action oriented adding that one the library's strengths is our collaborations with many other organizations. F. Brown said the library was adaptive, progressive and growing as a result of keeping its eye on the future. L. Godfrey said the library should avoid jargon in this document.

T. Andrews closed saying he and Director Rohrbaugh would be meeting with more staff groups in the coming weeks gathering further input. B. Caple asked how this document would next come to the Board. Ann said she may be able to give a status report and share a new draft at the May Board meeting. L. Godfrey said she would like to see further drafts. Director Rohrbaugh said there was more support for the words in this document at the department level than there had been with the Board.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright said the Reading Together format this year had been great and she heard a lot of chatter after Novella Carpenter's visit. She had received positive feedback about this year's events and thought it was great how many people were engaged in this year's program.

- B. Caple said it was very impressive the number of organizations that collaborated this year. Reading Together was truly community wide, the whole purpose of the program, and it had a fabulous result.
- L. Godfrey gave a brief update on the Citizen’s Committee saying mailings had gone out to absentee voters and regular voters. Volunteers would be walking through neighborhoods and running phone banks in the coming week. She said the committee was happy to be near Election Day and encouraged meeting attendees to vote.

L. Godfrey ended by saying she was sorry she wouldn’t be able to attend the Friend’s Annual Luncheon. B. Caple asked why the event was being held at noon on a weekday this year. J. Snell, Board liaison to the Friends, answered saying the Friends hoped more library employees may be able to attend this year.

X. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:22 P.M.

X _____
Robert Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
April 30, 2014**

DATE: May 19, 2014

RECOMMENDATION:

I recommend the Board accept the Financial Reports for the month ending April 30, 2014.

EXECUTIVE SUMMARY:

Notes to the reports are included for your information.

Jim Vander Roest, Treasurer

May 12, 2014
Kalamazoo Public Library
Interim Financial Reports
For the month ending April 30, 2014

Sources and Uses of Funds

Electronic Transfers

Receipt of property taxes and district court penal fines brought sources of funds to \$279,157 for the month of April. Uses of funds were over double their normal rates at \$1,875,350 due to the transfer of \$975,000 to enable the repayment of the last 1996 construction bonds shown as a wire transfer on the Electronic Transfers page on April 30th at \$1,027,000.

Combined Balance Sheet

Outstanding taxes receivable of \$662,958 remains as of April 30th. Most of that balance will be received in payment of guaranteed real property taxes from the Kalamazoo County revolving tax fund in June or early July.

The \$11,650.43 balance remaining in the Debt Service Fund represents funds reserved for repayment of long term debt that is no longer required. Now that all of KPL's long-term debt has been repaid, the remaining funds will be transferred back the General Fund and the Debt Service Fund will be retired as of June 30th.

General Fund Revenue and Expenditure Summary

Several individual line item budgets reveal commitments or expenditures in excess of current allocations. A Close Estimate Budget Revision is being presented and reviewed during the month of May to correct and transfer budgetary fund to accommodate them. Grounds Maintenance is currently (\$3,945) over the \$28,415 budget due to the cost of snowplowing this past winter and the effects of the cold weather on the concrete apron in front of the garage at central. Also presenting expenditures in excess of budget is Programming Expenditures. The new budget estimates will recognize a revision to the ONEPlace budget for the Leadership Academy and the promotional materials associated with Summer Reading.

Capital Improvement Plan

Expenditures during the month of April in the Capital Improvement Plan projects included \$10,836 for the workstations in The Hub digital lab, \$10,135 to Miller Davis for construction of The Hub space, and \$11,706 for another 3M Self Check Unit for the audio visual service at central library. Several revisions to the prior project budget allocations via a Close Estimate Budget Revision for 2013-2014 and a Preliminary Budget estimate for 2014-2015 will also be presented in May.

Other Gifts Revenue and Expenditure Summary

The Friends of KPL mini-grants for 2014 were received in April totaling \$7,960 of the \$8,989 revenue recognized. Other unsolicited gifts were deposited to Ready to Read, Memorials, and Library Gifts. Expenditures during April included \$2,748 in books purchased for distribution for Ready to Read, \$567 for archival services for Local History, \$5,316 in Family Place expenditures, and \$2,792 in Friends mini-grant expenditures.

Endowment Fund

Several trades occurred during the month of March including the maturity of two fixed income securities from Cisco Systems and TD Bank. Stock trades included liquidation of both Apple and Flowers Foods stocks and the purchase of Express Scripts Holding and Dick's Sporting Goods. The wire withdrawal requested for \$52,726 to Kalamazoo Public Library for the recently completed Youth and Local History renovation project occurred during the month of March as reported.

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending April 30, 2014**

	April
BEGINNING CASH BALANCE *	\$ 10,657,678
* Including short-term investments	
 <u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 162,663
IFT/CFT, PILOT receipts	\$ 11,154
State Aid/MPSERS UAAL Rate Appropriation	\$ -
District Court Penal Fines/Law Library Revenue	\$ 65,950
Interest Income	\$ 1,567
Library Fines & Fees	\$ 15,334
Other Sources: Gifts, Grants, & Reimbursements	\$ 3,500
Other Gifts (Ready to Read, etc)	\$ 18,989
TOTAL SOURCES OF CASH	\$ 279,157
 <u>USES OF CASH:</u>	
Salaries & Wages	\$ (394,229)
Benefits	\$ (161,514)
Materials	\$ (91,373)
Supplies	\$ (16,941)
Facilities	\$ (58,200)
Technical Services	\$ (8,962)
Purchased Services	\$ (18,610)
Other	\$ (62,892)
Capital Expenditures	\$ (87,629)
Prior Year Payables	\$ -
Debt Service - transferred to reserve	\$ (975,000)
TOTAL USES OF CASH	\$ (1,875,350)
 ENDING CASH	 \$ 9,061,485
 <u>Pooled Cash & Investment Accounts</u>	
<u>Checking & other liquid accounts</u>	
Cash to be deposited	\$ -
Fifth Third General & Payroll Checking Accounts	\$ 441,523
First National NOW & ACH Transfer Accounts	\$ 624,160
Fifth Third Arcadia Admin & Transfers Accounts	\$ 7,098
Petty Cash/Midwest Business Exchange Account/Paypal	\$ 10,661
Pooled Cash Accounts	\$ 1,083,442
 <u>Pooled Investments</u>	
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52
Flagstar Bank MM & CD's	\$ 1,607,055
First National Bank MM, ICS Savings, & CD's	\$ 6,370,935
Pooled Investment Accounts	\$ 7,978,043
Total Pooled Cash & Investments	\$ 9,061,485

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
April 2014**

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
4/1/2014	HCSP MERS Contributions	5/3 General Check	Employee Accounts	\$ (977.29)
4/1/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (934.00)
4/1/2014	MPSERS March	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (22,595.14)
4/1/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,206.17)
4/3/2014	MERS March	1st National Transfer	Municipal Employees Retirement System	\$ (22,347.59)
4/3/2014	Transfer from	1st National ICS		\$ (750,000.00)
4/3/2014	Transfer to		1st National NOW Checking	\$ 750,000.00
4/4/2014	MPSERS UAAL March	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (27,749.18)
4/4/2014	Employee 403b Contributions	1st National Transfer	Employee Accounts	\$ (6,165.85)
4/11/2014	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,230.25)
4/15/2014	Payroll April 15, 2014	5/3 Payroll Check	Employee Accounts	\$ (119,273.66)
4/15/2014	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
4/15/2014	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,270.13)
4/15/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (32,732.45)
4/15/2014	Transfer from	5/3 ACH Transfer	Close 5/3 Account	\$ (32,206.52)
4/15/2014	Transfer to		5/3 General Checking	\$ 32,206.52
4/15/2014	CD Reinvestment		Flagstar CD .35% 90 days 7/14/2014	\$ (504,112.50)
4/15/2014	CD Maturity		Flagstar CD Maturity	\$ 504,553.60
4/16/2014	Transfer from	1st National NOW Check		\$ (50,000.00)
4/16/2014	Transfer to		1st National Transfer	\$ 50,000.00
4/16/2014	Transfer from	1st National NOW Check		\$ (6,500.00)
4/16/2014	Transfer to		1st National Transfer	\$ 6,500.00
4/16/2014	HCSP MERS Contributions	5/3 General Check	Employee Accounts	\$ (977.29)
4/16/2014	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (934.00)
4/17/2014	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,456.17)
4/17/2014	Employee 403b Contributions	5/3 General Check	Employee Accounts	\$ (6,444.84)
4/22/2014	Transfer from	5/3 General Check		\$ (2,000.00)
4/22/2014	Transfer to		5/3 Arcadia Checking	\$ 2,000.00
4/23/2014	Transfer from	1st National ICS		\$ (975,000.00)
4/23/2014	Transfer to		1st National Debt Service	\$ 975,000.00
4/30/2014	Payroll April 30, 2014	5/3 Payroll Check	Employee Accounts	\$ (119,248.77)
4/30/2014	Friend of the Court	5/3 General Check	Kalamazoo County	\$ (105.88)
4/30/2014	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,270.13)
4/30/2014	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,843.18)
4/30/2014	Transfer from	1st National NOW Check		\$ (6,500.00)
4/30/2014	Transfer to		1st National Transfer	\$ 6,500.00
4/30/2014	Wire Transfer	1st National Debt Service	US Bank Debt Management	\$ (1,027,000.00)
Total Electronic Transactions				\$ (1,458,426.75)

Kalamazoo Public Library Combined Balance Sheet

April 30, 2014

	Operating	Capital	Debt Service	Special Revenue	Endowment
Assets					
Cash & Equivalents					
Cash & Checking	(\$361,504.22)	\$1,449,786.46	\$11,650.43	\$150,489.65	\$149,932.42
Investments	\$7,869,977.79	\$0.00	\$0.00	\$55,764.38	\$3,578,296.05
Total Cash & Equivalents	\$7,508,473.57	\$1,449,786.46	\$11,650.43	\$206,254.03	\$3,728,228.47
Accounts Receivable					
Accounts Receivable	\$18,571.16	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$18,571.16	\$0.00	\$0.00	\$0.00	\$0.00
Taxes Receivable					
Taxes Receivable	\$662,958.04	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$662,958.04	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets					
Other Assets	\$214,065.77	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$214,065.77	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$8,404,068.54	\$1,449,786.46	\$11,650.43	\$206,254.03	\$3,728,228.47
Liabilities and Fund Balance					
Current Liabilities					
Accounts Payable	\$6,011.83	\$9,468.00	\$0.00	\$0.00	\$0.00
Salaries Payable	\$24,152.31	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Payable	\$50,926.97	\$0.00	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$81,091.11	\$9,468.00	\$0.00	\$0.00	\$0.00
Long Term Liabilities					
Long Term Liabilities	\$35,477.86	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$35,477.86	\$0.00	\$0.00	\$0.00	\$0.00
Net Assets					
Fund Balance	\$8,287,499.57	\$1,440,318.46	\$11,650.43	\$206,254.03	\$3,728,228.47
Total	\$8,287,499.57	\$1,440,318.46	\$11,650.43	\$206,254.03	\$3,728,228.47
Total Liabilities & Fund Balance	\$8,404,068.54	\$1,449,786.46	\$11,650.43	\$206,254.03	\$3,728,228.47

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
Through April 30, 2014

	April	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$0.00	\$0.00	\$10,255,572.00	\$10,240,572.00	(\$15,000.00)	100.1%
Other Taxes	\$11,153.98	\$0.00	\$96,019.77	\$133,708.00	\$37,688.23	71.8%
Fines and Fees	\$15,333.51	\$0.00	\$145,753.79	\$170,000.00	\$24,246.21	85.7%
Other Revenue	\$65,949.83	\$0.00	\$435,507.13	\$670,388.00	\$234,880.87	65.0%
Local Support	\$3,500.00	\$0.00	\$223,549.65	\$231,775.00	\$8,225.35	96.5%
Interest Income	\$1,566.67	\$0.00	\$13,828.67	\$15,000.00	\$1,171.33	92.2%
Other	\$0.00	\$0.00	\$1,600.55	\$1,500.00	(\$100.55)	106.7%
Total Revenue	\$97,503.99	\$0.00	\$11,171,831.56	\$11,462,943.00	\$291,111.44	97.5%
Expenditures						
Salaries						
Administrator Salaries	\$52,956.59	\$0.00	\$531,165.84	\$637,110.00	\$105,944.16	83.4%
Librarian Salaries	\$104,350.48	\$0.00	\$1,021,596.91	\$1,234,010.00	\$212,413.09	82.8%
Supervisory Technical Salaries	\$55,227.72	\$0.00	\$562,373.00	\$676,715.00	\$114,342.00	83.1%
Library Assistant Salaries	\$124,137.47	\$0.00	\$1,278,605.84	\$1,536,920.00	\$258,314.16	83.2%
Hourly Staff	\$46,795.64	\$0.00	\$442,785.21	\$601,679.00	\$158,893.79	73.6%
Substitute Salaries	\$5,444.07	\$0.00	\$61,621.51	\$89,960.00	\$28,338.49	68.5%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total	\$388,911.97	\$0.00	\$3,898,148.31	\$4,776,394.00	\$878,245.69	81.6%
Benefits						
Employee Insurance	\$78,992.00	\$0.00	\$783,322.02	\$984,300.00	\$200,977.98	79.6%
Retirement	\$69,396.60	\$0.00	\$604,060.09	\$829,873.00	\$225,812.91	72.8%
Employer FICA-Medicare	\$29,403.86	\$0.00	\$286,294.83	\$365,220.00	\$78,925.17	78.4%
Other Benefits	\$2,150.00	\$0.00	\$27,757.18	\$52,800.00	\$25,042.82	52.6%
Total	\$179,942.46	\$0.00	\$1,701,434.12	\$2,232,193.00	\$530,758.88	76.2%
Materials						
Adult Books	\$40,009.86	\$20,457.34	\$355,074.79	\$479,050.00	\$123,975.21	74.1%
Juvenile Books	\$8,965.56	\$2,498.98	\$70,906.04	\$98,850.00	\$27,943.96	71.7%
Periodicals	\$3,960.63	\$0.00	\$43,365.12	\$60,706.00	\$17,340.88	71.4%
Audio-Visual Material	\$13,988.47	\$80,756.24	\$261,370.54	\$309,300.00	\$47,929.46	84.5%
Digital Materials	\$6,400.99	\$0.00	\$147,872.21	\$198,620.00	\$50,747.79	74.4%
Total	\$73,325.51	\$103,712.56	\$878,588.70	\$1,146,526.00	\$267,937.30	76.6%
Facilities						
Fuel	\$5,073.30	\$0.00	\$48,154.07	\$67,700.00	\$19,545.93	71.1%
Electricity	\$13,274.25	\$0.00	\$145,659.87	\$182,900.00	\$37,240.13	79.6%
Water	\$327.69	\$0.00	\$3,353.20	\$5,875.00	\$2,521.80	57.1%
Custodial Supplies	\$5,840.47	\$6,207.63	\$59,912.97	\$75,275.00	\$15,362.03	79.6%
Grounds Maintenance	\$6,955.00	\$5,080.00	\$32,360.00	\$28,415.00	(\$3,945.00)	113.9%
Building Repair	\$7,856.22	\$986.50	\$56,102.55	\$84,075.00	\$27,972.45	66.7%
Building Operations	\$6,830.75	\$21,516.00	\$115,836.39	\$134,732.00	\$18,895.61	86.0%
Total	\$46,157.68	\$33,790.13	\$461,379.05	\$578,972.00	\$117,592.95	79.7%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
Through April 30, 2014

	April	Encumbrance	Year to Date	Budget	Variance	% Complete
Supplies						
Office Supplies	\$2,363.65	\$0.00	\$32,043.82	\$47,520.00	\$15,476.18	67.4%
Marketing Supplies	\$31.76	\$0.00	\$1,139.43	\$5,920.00	\$4,780.57	19.2%
Postage & Freight	\$1,159.11	\$0.00	\$30,739.79	\$46,230.00	\$15,490.21	66.5%
Processing Supplies	\$3,205.92	\$0.00	\$21,956.67	\$62,140.00	\$40,183.33	35.3%
Departmental Purchases	\$4,960.37	\$5,498.54	\$27,416.17	\$46,603.00	\$19,186.83	58.8%
Total	\$11,720.81	\$5,498.54	\$113,295.88	\$208,413.00	\$95,117.12	54.4%
Technical Services						
F&E Repair & Maintenance	\$2,287.14	\$245.84	\$43,595.68	\$74,420.00	\$30,824.32	58.6%
Telecommunications	\$2,441.77	\$0.00	\$64,480.08	\$90,280.00	\$25,799.92	71.4%
Software & Licensing	\$529.83	\$960.00	\$246,868.84	\$296,779.00	\$49,910.16	83.2%
Cataloging & Processing	\$2,975.60	\$0.00	\$39,003.36	\$72,422.00	\$33,418.64	53.9%
Total	\$8,234.34	\$1,205.84	\$393,947.96	\$533,901.00	\$139,953.04	73.8%
Purchased Services						
Security	\$9,115.25	\$0.00	\$81,831.00	\$112,884.00	\$31,053.00	72.5%
Insurance	\$1,938.48	\$0.00	\$74,330.44	\$83,500.00	\$9,169.56	89.0%
Legal Services	\$840.00	\$0.00	\$3,627.50	\$17,000.00	\$13,372.50	21.3%
Contracted Services	\$6,007.53	\$0.00	\$118,715.98	\$215,663.00	\$96,947.02	55.0%
Printing Services	\$4,285.95	\$0.00	\$91,715.23	\$95,000.00	\$3,284.77	96.5%
Advertising	\$14,766.08	\$0.00	\$42,323.61	\$68,000.00	\$25,676.39	62.2%
Total	\$36,953.29	\$0.00	\$412,543.76	\$592,047.00	\$179,503.24	69.7%
Other Expenditures						
Miscellaneous Operating	\$2,098.03	\$0.00	\$22,114.23	\$67,240.00	\$45,125.77	32.9%
Tax Charge Backs	\$4.35	\$0.00	\$73,708.94	\$100,000.00	\$26,291.06	73.7%
Travel & Conference-Director	\$0.00	\$0.00	\$617.93	\$4,000.00	\$3,382.07	15.4%
Travel & Conference	\$7,743.69	\$0.00	\$25,659.52	\$49,700.00	\$24,040.48	51.6%
Staff Development	\$295.00	\$0.00	\$5,215.31	\$28,470.00	\$23,254.69	18.3%
Travel & Conference - Board	\$0.00	\$0.00	\$1,085.00	\$5,000.00	\$3,915.00	21.7%
Miscellaneous Disbursements	\$2,463.50	\$0.00	\$43,169.96	\$66,574.00	\$23,404.04	64.8%
Vehicle Maintenance	\$179.51	\$0.00	\$3,562.50	\$5,260.00	\$1,697.50	67.7%
Programming Expenditures	\$4,274.99	\$0.00	\$128,879.68	\$115,700.00	(\$13,179.68)	111.4%
Rent	\$0.00	\$0.00	\$28,179.78	\$31,600.00	\$3,420.22	89.2%
Total	\$17,059.07	\$0.00	\$332,192.85	\$473,544.00	\$141,351.15	70.2%
Total Expenditures	\$762,305.13	\$144,207.07	\$8,191,530.63	\$10,541,990.00	\$2,350,459.37	77.7%
Transfers						
Transfers from other funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers to other funds	\$975,000.00	\$0.00	\$1,035,000.00	\$1,454,000.00	\$419,000.00	71.2%
Total Transfers	\$975,000.00	\$0.00	\$1,035,000.00	\$1,454,000.00	\$419,000.00	71.2%
BEGINNING FUND BALANCE	\$9,927,300.71	\$0.00	\$6,197,991.57	\$6,197,991.57	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$1,639,801.14)	(\$149,965.07)	\$1,939,542.93	(\$533,047.00)	(\$2,472,589.93)	(363.9%)
ENDING FUND BALANCE	\$8,287,499.57	(\$149,965.07)	\$8,137,534.50	\$5,664,944.57	(\$2,472,589.93)	143.6%

Kalamazoo Public Library

Income Statement

Capital Improvement Plan

	Actual	Encumbrances	Year to Date	Budget	Variance
Revenue					
Local Revenue					
Other Local Gifts & Grants					
884 - Digital Lab Equipment	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
Total	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
Total Revenue	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
Expenditures					
Library Systems and Equipment					
Integrated Library System					
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$4,314.00	\$4,314.00
803 - NCIP	\$0.00	\$7,930.00	\$7,930.00	\$8,000.00	\$70.00
Total Library Systems and Equipmer	\$0.00	\$7,930.00	\$7,930.00	\$12,314.00	\$4,384.00
Furniture & Equipment					
Furniture & Equipment					
810 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$66,078.00	\$66,078.00
811 - Carpet Master Plan/1st Renovation	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
815 - Laptop chairs & Workspaces-Oshtemo	\$0.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00
862 - Oshtemo chairs/dollies	\$0.00	\$190.78	\$7,166.84	\$7,500.00	\$333.16
880 - ADS conference room	\$0.00	\$0.00	\$0.00	\$1,930.00	\$1,930.00
881 - Eastwood/Powell - table/chairs/display	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
882 - Oshtemo-Drop box	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00
889 - Children's Room Table/Chairs	\$0.00	\$605.01	\$605.01	\$7,500.00	\$6,894.99
891 - Digital Lab Furniture	\$10,836.84	\$0.00	\$10,836.84	\$15,000.00	\$4,163.16
892 - Local History Room Furniture	\$0.00	\$0.00	\$2,739.43	\$6,000.00	\$3,260.57
Total Furniture & Equipment	\$10,836.84	\$795.79	\$21,348.12	\$223,436.00	\$202,087.88
Building Alterations					
Building Alterations					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$595.00	\$595.00
821 - Oshtemo Concrete	\$0.00	\$0.00	\$0.00	\$4,400.00	\$4,400.00
823 - Generator - Oshtemo	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
824 - Generator - Eastwood	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
827 - Security Camera System	\$0.00	\$0.00	\$1,218.01	\$4,918.00	\$3,699.99
870 - 2013 Renovations-Youth/History/Camp	\$0.00	\$0.00	\$193,317.27	\$193,319.00	\$1.73
873 - Parking Lot LED Lights	\$0.00	\$18,140.00	\$18,140.00	\$18,140.00	\$0.00
874 - Metasys control system/monitors	\$0.00	\$15,144.71	\$36,772.71	\$36,670.00	(\$102.71)
883 - Portable Thermal Chamber	\$0.00	\$0.00	\$8,995.00	\$9,245.00	\$250.00
885 - Digital Lab Space	\$10,135.00	\$0.00	\$10,385.00	\$28,700.00	\$18,315.00
886 - Eastwood Drainage	\$0.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
Total Building Alterations	\$10,135.00	\$33,284.71	\$268,827.99	\$375,487.00	\$106,659.01
Computer & Electronics					
Automation					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$34,950.00	\$34,950.00
831 - Automation Replacement	\$0.00	\$0.00	\$2,382.80	\$79,120.00	\$76,737.20
832 - Hardware	\$575.78	\$1,920.00	\$2,495.78	\$5,607.00	\$3,111.22

Kalamazoo Public Library
Income Statement
Capital Improvement Plan

	Actual	Encumbrances	Year to Date	Budget	Variance
865 - Game Carts - Teen	\$0.00	\$0.00	\$7,412.46	\$12,011.00	\$4,598.54
866 - Laptops for IT, MAC, Teen	\$514.38	\$1,342.58	\$1,856.96	\$1,860.00	\$3.04
875 - Spare Switches	\$0.00	\$0.00	\$5,974.00	\$6,000.00	\$26.00
876 - Upgrade virtual services	\$0.00	\$0.00	\$0.00	\$8,304.00	\$8,304.00
877 - Envisionware Letter Document Station	\$0.00	\$0.00	\$7,375.00	\$7,700.00	\$325.00
878 - Laptops/iPads	\$0.00	\$0.00	\$5,165.51	\$11,410.00	\$6,244.49
884 - Digital Lab Equipment	\$0.00	\$0.00	\$28,546.04	\$29,721.00	\$1,174.96
888 - Children's AV Cart	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Total Computer & Electronics	<u>\$1,090.16</u>	<u>\$3,262.58</u>	<u>\$61,208.55</u>	<u>\$201,683.00</u>	<u>\$140,474.45</u>
RFID					
RFID					
850 - RFID Reserve	\$0.00	\$0.00	\$0.00	\$14,906.00	\$14,906.00
853 - RFID - 3M Self Check Unit	\$11,706.56	\$0.00	\$11,706.56	\$12,000.00	\$293.44
Total RFID	<u>\$11,706.56</u>	<u>\$0.00</u>	<u>\$11,706.56</u>	<u>\$26,906.00</u>	<u>\$15,199.44</u>
Total Expenditures	<u>\$33,768.56</u>	<u>\$45,273.08</u>	<u>\$371,021.22</u>	<u>\$839,826.00</u>	<u>\$468,804.78</u>
Transfers					
Transfers from other funds					
870 - 2013 Renovations-Youth/History/Camp	\$0.00	\$0.00	(\$52,726.00)	(\$52,726.00)	\$0.00
884 - Digital Lab Equipment	\$0.00	\$0.00	(\$6,949.00)	(\$6,949.00)	\$0.00
892 - Local History Room Furniture	\$0.00	\$0.00	(\$6,000.00)	(\$6,000.00)	\$0.00
Transfers to other funds					
802 - Library Systems	\$0.00	\$0.00	\$8,000.00	\$8,000.00	\$0.00
803 - NCIP	\$0.00	\$0.00	(\$8,000.00)	(\$8,000.00)	\$0.00
Total	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$65,675.00</u>	<u>\$65,675.00</u>	<u>\$0.00</u>
Total Transfers	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$65,675.00</u>	<u>\$65,675.00</u>	<u>\$0.00</u>
Beginning Fund Balance		0	1690391.6	1690391.6	0
Net Surplus (Deficit)		-45273.08	(\$295,346.22)	(\$764,151.00)	(\$468,804.78)
Ending Fund Balance		-45273.08	\$1,395,045.38	\$926,240.60	(\$468,804.78)

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
Through April 30, 2014

	April	Encumbrances	Year-to-Date + Encumbrance	Budget	Variance
Revenue					
Local Support					
233 - Ready to Read - Gifts	\$150.00	\$0.00	\$1,380.53	\$2,000.00	\$2,000.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$20,937.00	\$20,000.00	\$20,000.00
301 - Gifts & Memorials - Materials	\$70.00	\$0.00	\$600.00	\$2,000.00	\$2,000.00
303 - History Room Gifts	\$0.00	\$0.00	\$7,100.00	\$7,000.00	\$7,000.00
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$1,912.43	\$0.00	\$0.00
308 - Library Gifts	\$809.36	\$0.00	\$9,531.57	\$6,306.00	\$6,306.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$30,914.00	\$28,347.00	\$28,347.00
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$7,000.00
380 - Scholarships/Administration Mini-Grants	\$2,950.00	\$0.00	\$2,950.00	\$2,950.00	\$2,950.00
381 - Staff Appreciation Mini-Grant	\$300.00	\$0.00	\$300.00	\$300.00	\$300.00
382 - Adult Services Mini-Grants	\$440.00	\$0.00	\$440.00	\$440.00	\$440.00
387 - Oshtemo Mini-Grant	\$1,395.00	\$0.00	\$1,395.00	\$1,395.00	\$1,395.00
388 - Eastwood/Powell Mini-Grant	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
389 - Washington Square Mini-Grant	\$250.00	\$0.00	\$250.00	\$250.00	\$250.00
390 - Teen Services Mini-Grant	\$775.00	\$0.00	\$775.00	\$775.00	\$775.00
391 - Children's Mini-Grant	\$1,350.00	\$0.00	\$1,350.00	\$1,350.00	\$1,350.00
Total Local Support	<u>\$8,989.36</u>	<u>\$0.00</u>	<u>\$87,335.53</u>	<u>\$80,613.00</u>	<u>\$80,613.00</u>
Other					
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$420.00	\$0.00	\$0.00
Total Other	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$420.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Revenue	<u>\$8,989.36</u>	<u>\$0.00</u>	<u>\$87,755.53</u>	<u>\$80,613.00</u>	<u>\$80,613.00</u>
Expenditures					
Salaries					
Hourly Staff					
303 - History Room Gifts	\$0.00	\$0.00	\$546.03	\$1,000.00	\$1,000.00
Total Hourly Staff Salaries	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$546.03</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>
Total	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$546.03</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>
Benefits					
Employer FICA-Medicare					
303 - History Room Gifts	\$0.00	\$0.00	\$33.86	\$77.00	\$77.00
Total Employer FICA-Medicare	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$33.86</u>	<u>\$77.00</u>	<u>\$77.00</u>
Total	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$33.86</u>	<u>\$77.00</u>	<u>\$77.00</u>
Materials					
Adult Books					
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$157.02	\$2,000.00	\$2,000.00
Total Adult Books	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$157.02</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>
Juvenile Books					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
235 - Ready to Read - Spelling Bee	\$2,748.26	\$0.00	\$2,748.26	\$17,000.00	\$17,000.00
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Total Juvenile Books	<u>\$2,748.26</u>	<u>\$0.00</u>	<u>\$2,748.26</u>	<u>\$27,500.00</u>	<u>\$27,500.00</u>
Total	<u>\$2,748.26</u>	<u>\$0.00</u>	<u>\$2,905.28</u>	<u>\$29,500.00</u>	<u>\$29,500.00</u>

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
Through April 30, 2014

	April	Encumbrances	Year-to-Date + Encumbrance	Budget	Variance
Purchased Services					
Contracted Services					
303 - History Room Gifts	\$567.00	\$0.00	\$1,656.00	\$7,365.00	\$7,365.00
Total Contracted Services	\$567.00	\$0.00	\$1,656.00	\$7,365.00	\$7,365.00
Total	\$567.00	\$0.00	\$1,656.00	\$7,365.00	\$7,365.00
Other Expenditures					
Miscellaneous Disbursements					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$3,923.89	\$4,000.00	\$4,000.00
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$0.00	\$1,250.00	\$1,250.00
380 - Scholarships/Administration Mini-Grants	\$2,450.00	\$0.00	\$2,450.00	\$3,767.00	\$3,767.00
381 - Staff Appreciation Mini-Grant	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
382 - Adult Services Mini-Grants	\$0.00	\$0.00	\$0.00	\$440.00	\$440.00
383 - History Room Mini-Grant	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$0.00	\$1,912.00	\$1,912.00
388 - Eastwood/Powell Mini-Grant	\$0.00	\$0.00	\$309.62	\$1,882.00	\$1,882.00
389 - Washington Square Mini-Grant	\$0.00	\$0.00	\$0.00	\$361.00	\$361.00
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$392.93	\$1,475.00	\$1,475.00
391 - Children's Mini-Grant	\$342.89	\$0.00	\$1,243.92	\$2,715.00	\$2,715.00
Total Miscellaneous Disbursemer	\$2,792.89	\$0.00	\$8,320.36	\$19,702.00	\$19,702.00
Programming Expenditures					
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$3,300.00	\$3,309.00	\$3,309.00
315 - Children's Room (Family Place)	\$5,316.49	\$0.00	\$5,449.85	\$7,000.00	\$7,000.00
Total Programming Expenditures	\$5,316.49	\$0.00	\$8,749.85	\$10,309.00	\$10,309.00
Total	\$8,109.38	\$0.00	\$17,070.21	\$30,011.00	\$30,011.00
Total Expenditures	\$11,424.64	\$0.00	\$22,211.38	\$67,953.00	\$67,953.00
Transfers					
Transfers Out					
303 - History Room Gifts	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00
308 - Library Gifts	\$0.00	\$0.00	\$6,949.00	\$6,949.00	\$6,949.00
Total Transfers	\$0.00	\$0.00	\$12,949.00	\$12,949.00	\$12,949.00
BEGINNING FUND BALANCE	\$211,139.31	\$0.00	\$156,108.88	\$156,108.88	\$156,108.88
NET SURPLUS/(DEFICIT)	(\$2,435.28)	\$0.00	\$52,595.15	(\$289.00)	(\$289.00)
ENDING FUND BALANCE	\$208,704.03	\$0.00	\$208,704.03	\$155,819.88	\$155,819.88

**Kalamazoo Public Library
Endowment Fund
Balances as of: March 2014**

	2/28/2014		%	3/31/2014		%
	Cost	Market	Cost to	Cost	Market	Cost to
	Basis	Basis	Market	Basis	Basis	Market
			Increase			Increase
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 212,570.04	\$ 217,330.83	2.2%	\$ 149,932.42	\$ 149,932.42	0.0%
Stocks	\$ 1,107,730.95	\$ 2,059,985.70	86.0%	\$ 1,152,096.49	\$ 2,044,381.05	77.4%
Fixed Income Investments	\$ 1,521,906.16	\$ 1,515,145.00	-0.4%	\$ 1,538,666.08	\$ 1,533,915.00	-0.3%
	\$ -	\$ -		\$ -	\$ -	
Total Value	\$ 2,842,207.15	\$ 3,792,461.53	33.4%	\$ 2,840,694.99	\$ 3,728,228.47	31.2%
<u>Fund Balance</u>						
Assigned for Children's Endowment		\$ 17,726.25			\$ 18,115.68	
Kalamazoo Public Library Endowment		\$ 3,774,735.28			\$ 3,710,112.79	
<u>Year to Date Revenue & Expenditures</u>						
Net Withdrawals/Deposits from/to Account		\$ 157.88			\$ (52,576.52)	
Dividend and Interest Income		\$ 34,626.37			\$ 38,943.06	
Realized Gains (Losses) on Sale of Assets		\$ -			\$ -	
Unrealized Gains (Losses) on Market Value		\$ 381,195.88			\$ 365,380.53	
Arcadia Investment Management Fee/Other		\$ (15,496.50)			\$ (15,496.50)	
Net Change		\$ 400,483.63			\$ 336,250.57	

Summary:

Several trades occurred during the month of March including the maturity of Cisco Systems corporate bonds and a TD Bank certificate of deposit. Stock trades included sells of both Apple and Flowers Foods holdings and the purchase of Express Scripts Holding and Dick's Sporting Goods. A wire withdrawal of \$52,726 to Kalamazoo Public Library completed the funding of the recently completed central Youth and Local History renovation project.

MEMO

TO: Library Trustees

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

DATE: May 19, 2014

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 2013-2014"
2. Receive for review the "General Operating Fund – Preliminary Budget FY 2014-2015"
3. Approve the "Capital Improvement Plan for the Three Years Ending June 30, 2016"
4. Approve the "Other Gifts & Grants Revised Close Estimate Budget for FY 2013-2014" and the "Other Gifts & Grants Preliminary Budget for FY 2014-2015"

EXECUTIVE SUMMARY:**Close Estimate Budget Revision for FY 2013-2014**

The Close Estimate Budget Revision for fiscal year ending June 30, 2014 revises revenues for estimated reductions in district court penal fines and IFT/CFT tax revenue, and a partial year increase in law library revenue from Kalamazoo County. Budget revisions affecting Salary and Benefits, the recognition of increased costs associated with snowplowing, and concrete repair and budget transfers to support summer reading are in amounts significant enough to require a full revision and review of the budget.

In the Salaries and Benefits categories reserves in Employee Insurance have been released and a recent multi-year correction for Employer FICA combined to reduce the Benefits category budget by \$19,230. That reduction was partially offset by an increase of \$1,350 representing the cost of an increase of 1.0 FTE for a Library Assistant/Operational employee during June 2014 to add capacity during anticipated leaves of absence and vacancies of current staff.

ONEPlace Leadership Academy budgets have been revised to reflect additional expenditures in Programming and Departmental Purchases resulting in a \$14,000 reduction in ending ONEPlace restricted fund balance.

The remaining budget transfers realign budget transfers to support the Summer Reading program along with a small adjustment to the amount paid for rent of the Powell branch space at the Douglass Community Association.

There is no change to General Operating Unassigned Fund Balance as a result of all revisions and transfers.

Preliminary Budget for FY 2014-2015

The Preliminary General Fund Budget for fiscal year ending June 30, 2015 continues library operations with no expected growth in taxable values. Budgeted revenues for the year increase a fraction and result in essentially the same revenue levels as the prior year. Comparison of the three years of data presented for comparison with this Preliminary Budget, revenues will have been essentially flat for the duration of fiscal years 2012-2013, 2013-2014, and now 2014-2015 at \$11.4 million. Over that time period, tax revenue has fallen while restricted revenues have increased for the Michigan Public School Employees Retirement System Unfunded Actuarial Accrued Liability (MPERS UAAL) appropriations from the State of Michigan and support for the county law library from Kalamazoo County. This overall trend results in an effective decrease in unrestricted funds available to support ongoing library services over the same three year period although that trend is steadying with the stabilization of taxable values and repayment of the last outstanding bond debt in May 2014.

Also in May of 2014 the second of two library millages was renewed for 1.1801 mills by district voters for twenty years. The first millage was renewed in 2009 for 2.7782 mills and will expire in 2029. The MPERS UAAL appropriation and liability is continued at prior year levels in the 2014-2015 Preliminary Budget until notice of the expected increase in both is received from the Office of Retirement Services. District Court Penal Fines have also decreased over the three year period but have been partially offset by increased contractual revenue supporting the Kalamazoo County Law Library operated by Kalamazoo Public Library.

Expenditures budgeted for fiscal year 2014-2015 include continuation of support for the library's strategic priorities: Create young readers and learners - early literacy; Stimulate imagination - reading, viewing, listening, and creating for pleasure; Connect to the digital world - access and digital literacy; and Discover and celebrate local - history, genealogy, information, and culture. The library is continuing to invest in materials, services, and programming which support our priorities and will invest in new programs and services including the library's new digital lab, The Hub, and a significant increase in digital materials.

Salary projections include the addition of one full-time equivalent Library Assistant/Operational position to augment capacity during an anticipated period of leaves of absences and vacancies. Due to timing, all increases and changes to salary and benefit costs except for position changes and contractual increases are accounted for in a lump-sum compensation reserve. Distribution of the reserve will occur after the conclusion of all contractual arrangements is finalized and individual increases are determined.

Funding commitments for capital improvements will increase to \$600,000 for fiscal year 2014-2015 to help support anticipated projects in the Capital Improvement Plan including reserves for telephone system, server, and van replacements. The net change to fund balance as a result of the Preliminary Budget is an increase to unassigned fund balance of \$65,531.

Capital Improvement Plan

The Capital Improvement Plan update includes additions to reserves totaling \$275,000 for future building projects, replacement of the library-wide telephone system to update technologies and accommodate new 911 requirements, replace computer servers, and replace the library's delivery vehicle.

New projects identified for fiscal year 2014-2015 start dates include viewscan microfilm readers for the Clarence L. Miller Local History Room, display units, chair replacement for both public and staff, replacement of the lighting control system at Central Library, upgrade of the board room projector equipment, audio visual improvements for the Children's Story Place, repair and replacement of air handling equipment and roof repair, and multiple replacements of public and staff computer and technology equipment.

The Capital Improvement Plan three year projection ends up \$292,500 compared to the prior three year plan reflecting the increased commitment of support from the general fund and release of individual budget category reserves back to fund balance available for future capital projects.

Special Revenue Funds

The Special Revenue budget continues gifts and grants at funded levels into fiscal year 2014-15. Major activity continues to be Ready to Read, ONEplace Services, the KPL Antiracism Transformation project, and Local History gifts. No new major gifts or grant is anticipated in either fiscal year

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

	FY 12/13 Actuals	FY 13/14 Preliminary Budget	FY 13/14 Close Estimate Budget	FY 13/14 Close Estimate Budget Revision	Variance to Prior	%
Revenue						
Property Taxes	\$ 10,333,532	\$ 10,265,334	\$ 10,240,572	\$ 10,240,572	\$ -	0.0%
State Grants and Reimbursements	\$ 156,864	\$ 59,810	\$ 306,788	\$ 306,788	\$ -	0.0%
Charges for Services	\$ 181,810	\$ 162,280	\$ 170,000	\$ 170,000	\$ -	0.0%
District Court Penal Fines	\$ 279,650	\$ 285,000	\$ 280,000	\$ 260,000	\$ (20,000)	-7.1%
Other Revenue	\$ 480,697	\$ 453,540	\$ 465,583	\$ 466,580	\$ 997	0.2%
Total Revenue	\$ 11,432,553	\$ 11,225,964	\$ 11,462,943	\$ 11,443,940	\$ (19,003)	-0.2%
Expenditures						
Salaries & Benefits	\$ 6,641,043	\$ 6,753,904	\$ 7,008,587	\$ 6,990,707	\$ 17,880	0.3%
Materials	\$ 1,040,899	\$ 1,118,476	\$ 1,142,526	\$ 1,142,526	\$ -	0.0%
Facilities	\$ 482,120	\$ 569,322	\$ 578,972	\$ 588,007	\$ (9,035)	-1.6%
Supplies	\$ 216,012	\$ 244,658	\$ 208,413	\$ 209,413	\$ (1,000)	-0.5%
Technical Services	\$ 449,886	\$ 545,171	\$ 533,901	\$ 533,901	\$ -	0.0%
Purchased Services	\$ 504,948	\$ 596,097	\$ 592,047	\$ 569,047	\$ 23,000	3.9%
Other	\$ 392,233	\$ 452,144	\$ 496,544	\$ 522,386	\$ (25,842)	-5.2%
Total Operating Expenditures	\$ 9,727,141	\$ 10,279,772	\$ 10,560,990	\$ 10,555,987	\$ 5,003	0.0%
Excess (Deficiency) of Revenue Over Expenditures	\$ 1,705,413	\$ 946,192	\$ 901,953	\$ 887,953	\$ (14,000)	
Operating Transfers						
Transfers to/from Other Funds/Prior adjustments	\$ (5,782)	\$ -	\$ -	\$ -	\$ -	
Transfers to Capital Improvement Plan	\$ 400,000	\$ -	\$ 400,000	\$ 400,000	\$ -	
Transfer to Bond Issues Debt Service	\$ 1,081,000	\$ 1,054,000	\$ 1,054,000	\$ 1,054,000	\$ -	
Total Expenditures & Transfers	\$ 11,202,359	\$ 11,333,772	\$ 12,014,990	\$ 12,009,987	\$ 5,003	
Excess (Deficiency) of Revenue and Other Sources Over Expenditures and Other Uses	\$ 230,195	\$ (107,808)	\$ (552,047)	\$ (566,047)	\$ (14,000)	
Beginning Fund Balance	\$ 5,970,702	\$ 5,452,738	\$ 6,200,896	\$ 6,200,896	\$ -	
Ending Fund Balance						
Non-spendable Prepaid Expenditures	\$ 223,061	\$ -	\$ -	\$ -	\$ -	
Restricted ONEplace grants	\$ 167,276	\$ 127,450	\$ 126,450	\$ 112,450	\$ (14,000)	
Assigned for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	
Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	
Unassigned Fund Balance	\$ 2,010,559	\$ 1,417,480	\$ 1,722,399	\$ 1,722,399	\$ -	
Total Ending Fund Balance	\$ 6,200,896	\$ 5,344,930	\$ 5,648,849	\$ 5,634,849	\$ (14,000)	

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

Budget Overview

The Close Estimate Budget Revision for fiscal year ending June 30, 2014 revises revenues for estimated reductions in district court penal fines and IFT/CFT tax revenue and a partial year increase in law library revenue from Kalamazoo County. Budget revisions affecting Salary and Benefits, the recognition of increased costs associated with snowplowing, and concrete repair and budget transfers to support summer reading are in amounts significant enough to require a full revision and review of the budget.

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The remaining budget transfers realign budget transfers to support the Summer Reading program along with a small adjustment to the amount paid for rent of the Powell branch space at the Douglass Community Association.

There is no change to Unassigned Fund Balance as a result of all revisions and transfers.

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

**Kalamazoo Public Library
Supplementary Information - Close Estimate Budget
Fiscal Years ending June 30, 2014**

	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 13/14</u>	<u>FY 13/14</u>	<u>Variance to</u>	<u>%</u>
	<u>Actuals</u>	<u>Actuals</u>	<u>Preliminary</u>	<u>Close Estimate</u>	<u>Close Estimate</u>	<u>Prior</u>	
			<u>Budget</u>	<u>Budget</u>	<u>Budget Revision</u>		
REVENUE							
Property Taxes							
1 City of Kalamazoo	\$ 6,001,586	\$ 5,645,591	\$ 5,622,411	\$ 5,596,545	\$ 5,596,545	\$ -	0.0%
2 Kalamazoo Township	\$ 1,514,969	\$ 1,449,354	\$ 1,437,917	\$ 1,435,754	\$ 1,435,754	\$ -	0.0%
3 Oshtemo Township	\$ 2,848,186	\$ 2,792,461	\$ 2,799,276	\$ 2,802,995	\$ 2,802,995	\$ -	0.0%
4 Texas Township	\$ 417,305	\$ 422,176	\$ 405,730	\$ 420,278	\$ 420,278	\$ -	0.0%
5 Total Property Taxes	\$ 10,782,046	\$ 10,309,582	\$ 10,265,334	\$ 10,255,572	\$ 10,255,572	\$ -	0.0%
6 Less Delinquency Reserve	\$ -	\$ -	\$ (40,000)	\$ (40,000)	\$ (40,000)	\$ -	0.0%
7 Plus Delinq. Tax Receipts	\$ 43,132	\$ 23,950	\$ 40,000	\$ 25,000	\$ 25,000	\$ -	0.0%
8 Net Property Tax Revenue	\$ 10,825,178	\$ 10,333,532	\$ 10,265,334	\$ 10,240,572	\$ 10,240,572	\$ -	0.0%
Other Taxes							
Industrial Facilities Tax							
9 City of Kalamazoo	\$ 74,123	\$ 67,087	\$ 70,000	\$ 67,100	\$ 65,400	\$ (1,700)	-2.5%
10 Kalamazoo Township	\$ 12,372	\$ 12,155	\$ 12,721	\$ 12,155	\$ 10,600	\$ (1,555)	-12.8%
11 Oshtemo Township	\$ 4,944	\$ 4,463	\$ 4,944	\$ 4,465	\$ 4,200	\$ (265)	-5.9%
12 Texas Township	\$ 12,086	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
13 Total Industrial Facilities Tax	\$ 103,525	\$ 83,705	\$ 87,665	\$ 83,720	\$ 80,200	\$ (3,520)	-4.2%
14 Renaissance Zone Reimbursement	\$ -	\$ -	\$ -	\$ 9,988	\$ 9,988	\$ -	0.0%
15 Payments in Lieu of Taxes	\$ 87,452	\$ 53,452	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	0.0%
16 Total Other Taxes	\$ 190,977	\$ 137,157	\$ 127,665	\$ 133,708	\$ 130,188	\$ (3,520)	-2.6%
Other Revenue							
17 Misc. Fines & Fees	\$ 165,839	\$ 181,810	\$ 162,280	\$ 170,000	\$ 170,000	\$ -	0.0%
18 State Aid	\$ 78,069	\$ 156,864	\$ 59,810	\$ 306,788	\$ 306,788	\$ -	0.0%
19 District Ct. Penal Fines	\$ 292,421	\$ 279,650	\$ 285,000	\$ 280,000	\$ 260,000	\$ (20,000)	-7.1%
20 Law Library Revenue	\$ 48,957	\$ 49,991	\$ 49,000	\$ 50,000	\$ 54,517	\$ 4,517	9.0%
21 Universal Service Fund Reimbursement	\$ 26,880	\$ 33,600	\$ 33,600	\$ 33,600	\$ 33,600	\$ -	0.0%
22 Friends of KPL & Other Local Revenue	\$ 156,836	\$ 244,859	\$ 233,275	\$ 233,275	\$ 233,275	\$ -	0.0%
23 Interest Income	\$ 14,249	\$ 15,091	\$ 10,000	\$ 15,000	\$ 15,000	\$ -	0.0%
24 Total Other Revenue	\$ 783,251	\$ 961,864	\$ 832,965	\$ 1,088,663	\$ 1,073,180	\$ (15,483)	-1.4%
TOTAL REVENUE	\$ 11,799,406	\$ 11,432,553	\$ 11,225,964	\$ 11,462,943	\$ 11,443,940	\$ (19,003)	-0.2%
EXPENDITURES							
Salaries & Wages							
25 Administrative Salaries	\$ 614,678	\$ 630,367	\$ 625,225	\$ 637,110	\$ 637,110	\$ -	0.0%
26 Librarian Salaries	\$ 1,118,944	\$ 1,179,494	\$ 1,211,725	\$ 1,234,010	\$ 1,234,010	\$ -	0.0%
27 Super/Tech Salaries	\$ 669,344	\$ 689,583	\$ 680,305	\$ 676,715	\$ 676,715	\$ -	0.0%
28 Library Assistant Salaries	\$ 1,496,399	\$ 1,507,395	\$ 1,560,235	\$ 1,536,920	\$ 1,538,270	\$ (1,350)	-0.1%
29 Hourly Salaries	\$ 519,375	\$ 566,234	\$ 596,554	\$ 601,679	\$ 601,679	\$ -	0.0%
30 Substitute Salaries	\$ 75,739	\$ 59,235	\$ 85,960	\$ 89,960	\$ 89,960	\$ -	0.0%
31 Vacancy Credit	\$ -	\$ -	\$ (90,000)	\$ -	\$ -	\$ -	0.0%
32 Total Salaries & Wages	\$ 4,494,479	\$ 4,632,307	\$ 4,670,004	\$ 4,776,394	\$ 4,777,744	\$ (1,350)	0.0%
Benefits							
33 Employee Insurances	\$ 1,307,679	\$ 944,179	\$ 985,785	\$ 984,300	\$ 972,470	\$ 11,830	1.2%
34 Other Benefits: Life	\$ 5,742	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
35 Retirement - MPERS, MERS	\$ 539,158	\$ 651,829	\$ 592,195	\$ 829,873	\$ 829,873	\$ -	0.0%
36 Employer FICA	\$ 341,286	\$ 352,126	\$ 363,120	\$ 365,220	\$ 357,820	\$ 7,400	2.0%
37 Other Benefits: Employee Parking	\$ 26,673	\$ 29,580	\$ 26,000	\$ 26,000	\$ 26,000	\$ -	0.0%
38 Other Benefits: RPO, Vexempt	\$ 65,810	\$ 31,021	\$ 26,800	\$ 26,800	\$ 26,800	\$ -	0.0%
39 Total Benefits	\$ 2,286,347	\$ 2,008,735	\$ 1,993,900	\$ 2,232,193	\$ 2,212,963	\$ 19,230	0.9%
40 Total Compensation-Salaried Staff	\$ 6,140,186	\$ 5,967,725	\$ 6,026,063	\$ 6,264,038	\$ 6,246,158	\$ 17,880	0.3%
41 Compensation Reserves	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	0.0%
42 Compensation - Hourly Staff	\$ 640,640	\$ 673,317	\$ 734,726	\$ 744,549	\$ 744,549	\$ -	0.0%
43 Vacancy Credit/Vacation Accrual Expense	\$ -	\$ -	\$ (96,885)	\$ -	\$ -	\$ -	0.0%
44 Total Salaries & Benefits	\$ 6,780,826	\$ 6,641,043	\$ 6,753,904	\$ 7,008,587	\$ 6,990,707	\$ 17,880	0.3%

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

	FY 11/12	FY 12/13	FY 13/14	FY 13/14	FY 13/14	Variance to	
	<u>Actuals</u>	<u>Actuals</u>	<u>Preliminary</u>	<u>Close Estimate</u>	<u>Close Estimate</u>	<u>Prior</u>	<u>%</u>
			<u>Budget</u>	<u>Budget</u>	<u>Budget Revision</u>		
Materials							
45 Adult Books	\$ 427,632	\$ 446,484	\$ 464,500	\$ 479,050	\$ 479,050	\$ -	0.0%
46 Children's Books	\$ 88,580	\$ 91,490	\$ 98,350	\$ 94,850	\$ 94,850	\$ -	0.0%
47 Periodicals	\$ 50,087	\$ 63,363	\$ 60,706	\$ 60,706	\$ 60,706	\$ -	0.0%
48 Audio-Visual Materials	\$ 259,120	\$ 278,667	\$ 299,300	\$ 309,300	\$ 309,300	\$ -	0.0%
49 Digital Materials	\$ 133,531	\$ 160,895	\$ 195,620	\$ 198,620	\$ 198,620	\$ -	0.0%
50 Total Materials	\$ 958,950	\$ 1,040,899	\$ 1,118,476	\$ 1,142,526	\$ 1,142,526	\$ -	0.0%
Facilities							
51 Fuel	\$ 39,191	\$ 43,402	\$ 67,700	\$ 67,700	\$ 67,700	\$ -	0.0%
52 Electricity	\$ 172,227	\$ 177,629	\$ 182,900	\$ 182,900	\$ 182,900	\$ -	0.0%
53 Water	\$ 5,246	\$ 4,960	\$ 5,875	\$ 5,875	\$ 5,875	\$ -	0.0%
54 Custodial Supplies	\$ 57,225	\$ 55,069	\$ 74,275	\$ 75,275	\$ 75,275	\$ -	0.0%
55 Grounds Maintenance	\$ 18,101	\$ 30,420	\$ 28,415	\$ 28,415	\$ 37,450	\$ (9,035)	-31.8%
56 Building Repair	\$ 58,613	\$ 68,504	\$ 82,875	\$ 84,075	\$ 84,075	\$ -	0.0%
57 Building Operations	\$ 103,561	\$ 102,136	\$ 127,282	\$ 134,732	\$ 134,732	\$ -	0.0%
58 Total Facilities	\$ 454,164	\$ 482,120	\$ 569,322	\$ 578,972	\$ 588,007	\$ (9,035)	-1.6%
Supplies							
59 Office Supplies	\$ 46,814	\$ 42,352	\$ 51,540	\$ 47,520	\$ 47,520	\$ -	0.0%
60 Marketing Supplies	\$ 19,373	\$ 21,923	\$ 24,470	\$ 5,920	\$ 5,920	\$ -	0.0%
61 Postage/Freight	\$ 41,646	\$ 43,848	\$ 46,230	\$ 46,230	\$ 46,230	\$ -	0.0%
62 Processing Supplies	\$ 26,032	\$ 72,382	\$ 62,140	\$ 62,140	\$ 62,140	\$ -	0.0%
63 Departmental Purchases	\$ 45,547	\$ 35,506	\$ 60,278	\$ 46,603	\$ 47,603	\$ (1,000)	-2.1%
64 Total Supplies	\$ 179,412	\$ 216,012	\$ 244,658	\$ 208,413	\$ 209,413	\$ (1,000)	-0.5%
Technical Services							
65 F&E Repair & Maintenance	\$ 67,260	\$ 48,418	\$ 77,420	\$ 74,420	\$ 74,420	\$ -	0.0%
66 Telecommunications	\$ 98,757	\$ 75,376	\$ 90,280	\$ 90,280	\$ 90,280	\$ -	0.0%
67 Software & Licensing	\$ 230,390	\$ 263,275	\$ 310,549	\$ 296,779	\$ 296,779	\$ -	0.0%
68 Cataloging & Processing	\$ 59,732	\$ 62,817	\$ 66,922	\$ 72,422	\$ 72,422	\$ -	0.0%
69 Total Technical Services	\$ 456,139	\$ 449,886	\$ 545,171	\$ 533,901	\$ 533,901	\$ -	0.0%
Purchased Services							
70 Security	\$ 99,423	\$ 101,913	\$ 112,884	\$ 112,884	\$ 112,884	\$ -	0.0%
71 Insurance	\$ 76,926	\$ 78,266	\$ 83,500	\$ 83,500	\$ 83,500	\$ -	0.0%
72 Legal Services	\$ 19,462	\$ 4,803	\$ 17,000	\$ 17,000	\$ 17,000	\$ -	0.0%
73 Contracted Services	\$ 199,682	\$ 177,879	\$ 219,713	\$ 215,663	\$ 200,663	\$ 15,000	7.0%
74 Printing Expenses	\$ 96,746	\$ 82,283	\$ 95,000	\$ 95,000	\$ 105,000	\$ (10,000)	-10.5%
75 Advertising	\$ 54,357	\$ 59,805	\$ 68,000	\$ 68,000	\$ 50,000	\$ 18,000	26.5%
76 Total Purchased Services	\$ 546,596	\$ 504,948	\$ 596,097	\$ 592,047	\$ 569,047	\$ 23,000	3.9%
Other							
77 Misc. Operating	\$ 37,119	\$ 35,546	\$ 67,240	\$ 67,240	\$ 62,582	\$ 4,658	6.9%
78 Tax Charge Backs	\$ 208,304	\$ 123,885	\$ 70,000	\$ 100,000	\$ 100,000	\$ -	0.0%
79 T&C Director	\$ 1,628	\$ 2,465	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.0%
80 Staff Development	\$ 24,453	\$ 20,931	\$ 28,470	\$ 28,470	\$ 28,470	\$ -	0.0%
81 Travel & Conference	\$ 25,499	\$ 15,946	\$ 48,800	\$ 49,700	\$ 49,700	\$ -	0.0%
82 T&C Board	\$ 5,783	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%
83 Misc. Disbursements	\$ 53,210	\$ 48,071	\$ 64,074	\$ 66,574	\$ 66,574	\$ -	0.0%
84 Vehicle Maintenance	\$ 3,641	\$ 3,363	\$ 5,260	\$ 5,260	\$ 5,260	\$ -	0.0%
85 Programming Expenses	\$ 107,174	\$ 111,409	\$ 127,700	\$ 138,700	\$ 167,700	\$ (29,000)	-20.9%
86 Rent	\$ 29,385	\$ 30,617	\$ 31,600	\$ 31,600	\$ 33,100	\$ (1,500)	-4.7%
90 Total Other	\$ 496,197	\$ 392,233	\$ 452,144	\$ 496,544	\$ 522,386	\$ (25,842)	-5.2%

**Kalamazoo Public Library
Supplementary Information - Close Estimate Budget
Fiscal Years ending June 30, 2014**

	FY 11/12 <u>Actuals</u>	FY 12/13 <u>Actuals</u>	FY 13/14 <u>Preliminary Budget</u>	FY 13/14 <u>Close Estimate Budget</u>	FY 13/14 <u>Close Estimate Budget Revision</u>	Variance to <u>Prior</u>	%
87 Total Revenue Budget	\$ 11,799,406	\$ 11,432,553	\$ 11,225,964	\$ 11,462,943	\$ 11,443,940	\$ (19,003)	-0.2%
88 Total Salaries & Benefits	\$ 6,780,826	\$ 6,641,043	\$ 6,753,904	\$ 7,008,587	\$ 6,990,707	\$ 17,880	0.3%
89 Total Materials	\$ 958,950	\$ 1,040,899	\$ 1,118,476	\$ 1,142,526	\$ 1,142,526	\$ -	0.0%
90 Total Facilities	\$ 454,164	\$ 482,120	\$ 569,322	\$ 578,972	\$ 588,007	\$ (9,035)	-1.6%
91 Total Supplies	\$ 179,412	\$ 216,012	\$ 244,658	\$ 208,413	\$ 209,413	\$ (1,000)	-0.5%
92 Total Technical Services	\$ 456,139	\$ 449,886	\$ 545,171	\$ 533,901	\$ 533,901	\$ -	0.0%
93 Total Purchased Services	\$ 546,596	\$ 504,948	\$ 596,097	\$ 592,047	\$ 569,047	\$ 23,000	3.9%
94 Total Other	\$ 496,197	\$ 392,233	\$ 452,144	\$ 496,544	\$ 522,386	\$ (25,842)	-5.2%
95 Total Operating Expenditures	\$ 9,872,284	\$ 9,727,141	\$ 10,279,772	\$ 10,560,990	\$ 10,555,987	\$ 5,003	0.0%
96 Transfer to/(from) Other Funds	\$ (10,460)	\$ (5,782)	\$ -	\$ -	\$ -	\$ -	0.0%
97 Transfer to Capital Improvement Plan	\$ 400,000	\$ 400,000	\$ -	\$ 400,000	\$ 400,000	\$ -	0.0%
98 Transfer to Debt Service	\$ 1,135,000	\$ 1,081,000	\$ 1,054,000	\$ 1,054,000	\$ 1,054,000	\$ -	0.0%
99 Total Expenditures & Transfers	\$ 11,396,824	\$ 11,202,358	\$ 11,333,772	\$ 12,014,990	\$ 12,009,987	\$ 5,003	0.0%
100 Net Change to Fund Balance	\$ 402,582	\$ 230,195	\$ (107,808)	\$ (552,047)	\$ (566,047)	\$ (14,000)	2.5%
101 Beginning Fund Balance	\$ 5,568,120	\$ 5,970,702	\$ 5,452,738	\$ 6,200,897	\$ 6,200,897	\$ -	0.0%
Ending Fund Balance							
102 Non-spendable prepaid expenditures		\$ 223,061	\$ -	\$ -	\$ -	\$ -	0.0%
103 Restricted ONEplace funds	\$ 127,450	\$ 167,276	\$ 127,450	\$ 126,450	\$ 112,450	\$ (14,000)	-11.1%
104 Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	0.0%
105 Unassigned Fund Balance	\$ 2,043,252	\$ 2,010,560	\$ 1,417,480	\$ 1,722,400	\$ 1,722,400	\$ -	0.0%
106 Total Ending Fund Balance	\$ 5,970,702	\$ 6,200,897	\$ 5,344,930	\$ 5,648,850	\$ 5,634,850	\$ (14,000)	-0.2%

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

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

13	\$ (3,520)	Industrial Facilities Tax. Estimated expirations
19	\$ (20,000)	District Ct. Penal Fines. Based upon current year receipts.
20	\$ 4,517	Law Library Revenue. Adjustment based upon contract.

Expenditures

Salaries & Benefits

28	\$ (1,350)	Library Assistant Salaries. June addition of 1.0 FTE
33	\$ 11,830	Employee Insurances. Census change reserve released.
36	\$ 7,400	Employer FICA. Correction 941X filing recognized

Facilities

55	\$ (9,035)	Grounds Maintenance. Snowplowing and additional concrete apron repair.
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Supplies

63	\$ (1,000)	Departmental Purchases. Estimated ONEPlace purchases.
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Purchased Services

73	\$ 15,000	Contracted Services. Transfer to Programming to support summer reading programming and prizes.
74	\$ (10,000)	Printing Expenses. Additional informational printing expenses and summer reading materials.
75	\$ 18,000	Advertising. Transfer to printing and programming reflecting change in promotional efforts.

Other

77	\$ 4,658	Misc. Operating Expenses. Reduced estimated KPL share of May election cost.
85	\$ (29,000)	Programming Expenses. ONEPlace Leadership Academy and KPL Summer Reading efforts.
86	\$ (1,500)	Rent. Powell branch contractual increase.

Fund Balance

103	\$ (14,000)	Restricted ONEPlace Funds. Revised budget to support ONEPlace efforts.
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**Kalamazoo Public Library
General Operating Fund
Preliminary Budget
Fiscal year ending June 30, 2015**

	<u>FY 12/13 Actuals</u>	<u>FY 13/14 Preliminary Budget</u>	<u>FY 13/14 Close Estimate Budget</u>	<u>FY 14/15 Preliminary Budget</u>	<u>Variance to Prior</u>	<u>%</u>
Revenue						
Property Taxes	\$ 10,333,532	\$ 10,265,334	\$ 10,240,572	\$ 10,249,482	\$ 8,910	0.1%
State Grants and Reimbursements	\$ 156,864	\$ 59,810	\$ 306,788	\$ 306,788	\$ -	0.0%
Charges for Services	\$ 181,810	\$ 162,280	\$ 170,000	\$ 170,000	\$ -	0.0%
District Court Penal Fines	\$ 279,650	\$ 285,000	\$ 260,000	\$ 260,000	\$ -	0.0%
Other Revenue	\$ 480,697	\$ 453,540	\$ 466,580	\$ 464,563	\$ (2,017)	-0.4%
Total Revenue	\$ 11,432,553	\$ 11,225,964	\$ 11,443,940	\$ 11,450,833	\$ 6,893	0.1%
Expenditures						
Salaries & Benefits	\$ 6,641,043	\$ 6,753,904	\$ 6,990,707	\$ 7,195,775	\$ (205,068)	-2.9%
Materials	\$ 1,040,899	\$ 1,118,476	\$ 1,142,526	\$ 1,155,512	\$ (12,986)	-1.1%
Facilities	\$ 482,120	\$ 569,322	\$ 588,007	\$ 589,122	\$ (1,115)	-0.2%
Supplies	\$ 216,012	\$ 244,658	\$ 209,413	\$ 213,052	\$ (3,639)	-1.7%
Technical Services	\$ 449,886	\$ 545,171	\$ 533,901	\$ 558,477	\$ (24,576)	-4.6%
Purchased Services	\$ 504,948	\$ 596,097	\$ 569,047	\$ 599,119	\$ (30,072)	-5.3%
Other	\$ 392,233	\$ 452,144	\$ 522,386	\$ 474,245	\$ 48,141	9.2%
Total Operating Expenditures	\$ 9,727,141	\$ 10,279,772	\$ 10,555,987	\$ 10,785,302	\$ (229,315)	-2.2%
Excess (Deficiency) of Revenue Over Expenditures	\$ 1,705,413	\$ 946,192	\$ 887,953	\$ 665,531	\$ (222,422)	
Operating Transfers						
Transfers to/from Other Funds/Prior adjustments	\$ (5,782)	\$ -	\$ -	\$ -	\$ -	
Transfers to Capital Improvement Plan	\$ 400,000	\$ -	\$ 400,000	\$ 600,000	\$ (200,000)	
Transfer to Bond Issues Debt Service	\$ 1,081,000	\$ 1,054,000	\$ 1,054,000	\$ -	\$ 1,054,000	
Total Expenditures & Transfers	\$ 11,202,359	\$ 11,333,772	\$ 12,009,987	\$ 11,385,302	\$ 624,685	
Excess (Deficiency) of Revenue and Other Sources Over Expenditures and Other Uses	\$ 230,195	\$ (107,808)	\$ (566,047)	\$ 65,531	\$ 631,578	
Beginning Fund Balance	\$ 5,970,702	\$ 5,452,738	\$ 6,200,896	\$ 5,634,849	\$ (566,047)	
Ending Fund Balance						
Non-spendable Prepaid Expenditures	\$ 223,061	\$ -	\$ -	\$ -	\$ -	
Restricted ONEplace grants	\$ 167,276	\$ 127,450	\$ 167,276	\$ 167,276	\$ -	
Assigned for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	
Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	
Unassigned Fund Balance	\$ 2,010,559	\$ 1,417,480	\$ 1,667,573	\$ 1,733,105	\$ 65,531	
Total Ending Fund Balance	\$ 6,200,896	\$ 5,344,930	\$ 5,634,849	\$ 5,700,381	\$ 65,531	

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.

**Kalamazoo Public Library
General Operating Fund
Preliminary Budget
Fiscal year ending June 30, 2015**

Budget Overview

The Preliminary General Fund Budget for fiscal year ending June 30, 2015 continues library operations with no expected growth in taxable values. Budgeted revenues for the year increase a fraction and result in essentially the same revenue levels as the prior year. Comparison of the three years of data presented for comparison with this Preliminary Budget, revenues will have been essentially flat for the duration of fiscal years 2012-2013, 2013-2014, and now 2014-2015 at \$11.4 million. Over that time period, tax revenue has fallen while restricted revenues have increased for the Michigan Public School Employees Retirement System Unfunded Actuarial Accrued Liability (MPSEERS UAAL) appropriations from the State of Michigan and support for the county law library from Kalamazoo County. This overall trend results in an effective decrease in unrestricted funds available to support ongoing library services over the same three year period although that trend is stabilizing with the stabilization of taxable values and repayment of the last outstanding bond debt in May 2014.

Also in May of 2014 the second of two library millages was renewed for 1.1801 mills by district voters for twenty years. The first millage was renewed in 2009 for 2.7782 mills and will expire in 2029. The MPSEERS UAAL appropriation and liability is continued at prior year levels in the 2014-2015 Preliminary Budget until notice of the expected increase in both is received from the Office of Retirement Services. District Court Penal Fines have also decreased over the three year period but have been partially offset by increased contractual revenue supporting the Kalamazoo County Law Library operated by Kalamazoo Public Library.

Expenditures budgeted for fiscal year 2014-15 include continuation of support for the library's strategic priorities: Create young readers and learners - early literacy; Stimulate imagination - reading, viewing, listening, and creating for pleasure; Connect to the digital world - access and digital literacy; and Discover and celebrate local - history, genealogy, information, and culture. The library is continuing to invest in materials, services, and programming which continue support of our priorities and will invest in new programs and services including the library's new digital lab - The Hub - located at Central library and a significant increase in digital materials.

Salary projections include the addition of one full-time equivalent Library Assistant/Operational position to augment capacity during an anticipated period of leaves of absences and vacancies. Due to timing, all increases and changes to salary and benefit costs except for position changes and contractual increases are accounted for in a lump-sum compensation reserve. Distribution of the reserve will occur after the conclusion of all contractual arrangements are finalized and individual increases are determined.

Funding commitments for capital improvements will increase to \$600,000 for fiscal year 2014-2015 to help support anticipated projects in the Capital Improvement Plan including reserves for telephone system, server, and van replacements. The net change to fund balance as a result of the Preliminary Budget is an increase to unassigned fund balance of \$65,531

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

Kalamazoo Public Library
Supplementary Information - Preliminary Budget
Fiscal Years ending June 30, 2015

	FY 12/13 <u>Actuals</u>	FY 13/14 <u>Preliminary Budget</u>	FY 13/14 <u>Close Estimate Budget Revision</u>	FY 14/15 <u>Preliminary Budget</u>	Variance to <u>Prior</u>	<u>%</u>
REVENUE						
Property Taxes						
1 City of Kalamazoo	\$ 5,645,591	\$ 5,622,411	\$ 5,596,545	\$ 5,583,236	\$ (13,309)	-0.2%
2 Kalamazoo Township	\$ 1,449,354	\$ 1,437,917	\$ 1,435,754	\$ 1,439,250	\$ 3,496	0.2%
3 Oshtemo Township	\$ 2,792,461	\$ 2,799,276	\$ 2,802,995	\$ 2,819,661	\$ 16,666	0.6%
4 Texas Township	\$ 422,176	\$ 405,730	\$ 420,278	\$ 422,335	\$ 2,057	0.5%
5 Total Property Taxes	\$ 10,309,582	\$ 10,265,334	\$ 10,255,572	\$ 10,264,482	\$ 8,910	0.1%
6 Less Delinquency Reserve	\$ -	\$ (40,000)	\$ (40,000)	\$ (40,000)	\$ -	0.0%
7 Plus Delinq. Tax Receipts	\$ 23,950	\$ 40,000	\$ 25,000	\$ 25,000	\$ -	0.0%
8 Net Property Tax Revenue	\$ 10,333,532	\$ 10,265,334	\$ 10,240,572	\$ 10,249,482	\$ 8,910	0.1%
Other Taxes						
Industrial Facilities Tax						
9 City of Kalamazoo	\$ 67,087	\$ 70,000	\$ 65,400	\$ 55,000	\$ (10,400)	-15.9%
10 Kalamazoo Township	\$ 12,155	\$ 12,721	\$ 10,600	\$ 11,000	\$ 400	3.8%
11 Oshtemo Township	\$ 4,463	\$ 4,944	\$ 4,200	\$ 4,200	\$ -	0.0%
12 Texas Township	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
13 Total Industrial Facilities Tax	\$ 83,705	\$ 87,665	\$ 80,200	\$ 70,200	\$ (10,000)	-12.5%
14 Renaissance Zone Reimbursement	\$ -	\$ -	\$ 9,988	\$ 9,988	\$ -	0.0%
15 Payments in Lieu of Taxes	\$ 53,452	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	0.0%
16 Total Other Taxes	\$ 137,157	\$ 127,665	\$ 130,188	\$ 120,188	\$ (10,000)	-7.7%
Other Revenue						
17 Misc. Fines & Fees	\$ 181,810	\$ 162,280	\$ 170,000	\$ 170,000	\$ -	0.0%
18 State Aid	\$ 156,864	\$ 59,810	\$ 306,788	\$ 306,788	\$ -	0.0%
19 District Ct. Penal Fines	\$ 279,650	\$ 285,000	\$ 260,000	\$ 260,000	\$ -	0.0%
20 Law Library Revenue	\$ 49,991	\$ 49,000	\$ 54,517	\$ 62,500	\$ 7,983	14.6%
21 Universal Service Fund Reimbursement	\$ 33,600	\$ 33,600	\$ 33,600	\$ 33,600	\$ -	0.0%
22 Friends of KPL & Other Local Revenue	\$ 244,859	\$ 233,275	\$ 233,275	\$ 233,275	\$ -	0.0%
23 Interest Income	\$ 15,091	\$ 10,000	\$ 15,000	\$ 15,000	\$ -	0.0%
24 Total Other Revenue	\$ 961,864	\$ 832,965	\$ 1,073,180	\$ 1,081,163	\$ 7,983	0.7%
TOTAL REVENUE	\$ 11,432,553	\$ 11,225,964	\$ 11,443,940	\$ 11,450,833	\$ 6,893	0.1%
EXPENDITURES						
Salaries & Wages						
25 Administrative Salaries	\$ 630,367	\$ 625,225	\$ 637,110	\$ 637,110	\$ -	0.0%
26 Librarian Salaries	\$ 1,179,494	\$ 1,211,725	\$ 1,234,010	\$ 1,249,050	\$ (15,040)	-1.2%
27 Super/Tech Salaries	\$ 689,583	\$ 680,305	\$ 676,715	\$ 665,095	\$ 11,620	1.7%
28 Library Assistant Salaries	\$ 1,507,395	\$ 1,560,235	\$ 1,538,270	\$ 1,563,755	\$ (25,485)	-1.7%
29 Hourly Salaries	\$ 566,234	\$ 596,554	\$ 601,679	\$ 624,758	\$ (23,079)	-3.8%
30 Substitute Salaries	\$ 59,235	\$ 85,960	\$ 89,960	\$ 88,360	\$ 1,600	1.8%
31 Vacancy Credit	\$ -	\$ (90,000)	\$ -	\$ (45,000)	\$ 45,000	0.0%
32 Total Salaries & Wages	\$ 4,632,307	\$ 4,670,004	\$ 4,777,744	\$ 4,783,128	\$ (5,384)	-0.1%
Benefits						
33 Employee Insurances	\$ 944,179	\$ 985,785	\$ 972,470	\$ 984,875	\$ (12,405)	-1.3%
34 Other Benefits: Life	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
35 Retirement - MPERS, MERS	\$ 651,829	\$ 592,195	\$ 829,873	\$ 832,367	\$ (2,494)	-0.3%
36 Employer FICA	\$ 352,126	\$ 363,120	\$ 357,820	\$ 367,605	\$ (9,785)	-2.7%
37 Other Benefits: Employee Parking	\$ 29,580	\$ 26,000	\$ 26,000	\$ 26,000	\$ -	0.0%
38 Other Benefits: RPO, Vexempt	\$ 31,021	\$ 26,800	\$ 26,800	\$ 26,800	\$ -	0.0%
39 Total Benefits	\$ 2,008,735	\$ 1,993,900	\$ 2,212,963	\$ 2,237,647	\$ (24,684)	-1.1%
40 Total Compensation-Salaried Staff	\$ 5,967,725	\$ 6,026,063	\$ 6,246,158	\$ 6,301,546	\$ (55,388)	-0.9%
41 Compensation Reserves	\$ -	\$ 90,000	\$ -	\$ 175,000	\$ (175,000)	0.0%
42 Compensation - Hourly Staff	\$ 673,317	\$ 734,726	\$ 744,549	\$ 767,672	\$ (23,122)	-3.1%
43 Vacancy Credit/Vacation Accrual Expense	\$ -	\$ (96,885)	\$ -	\$ (48,443)	\$ 48,443	0.0%
44 Total Salaries & Benefits	\$ 6,641,043	\$ 6,753,904	\$ 6,990,707	\$ 7,195,775	\$ (205,068)	-2.9%

**Kalamazoo Public Library
Supplementary Information - Preliminary Budget
Fiscal Years ending June 30, 2015**

	FY 12/13 <u>Actuals</u>	FY 13/14 <u>Preliminary Budget</u>	FY 13/14 <u>Close Estimate Budget Revision</u>	FY 14/15 <u>Preliminary Budget</u>	Variance to <u>Prior</u>	<u>%</u>
Materials						
45 Adult Books	\$ 446,484	\$ 464,500	\$ 479,050	\$ 475,600	\$ 3,450	0.7%
46 Children's Books	\$ 91,490	\$ 98,350	\$ 94,850	\$ 96,500	\$ (1,650)	-1.7%
47 Periodicals	\$ 63,363	\$ 60,706	\$ 60,706	\$ 60,262	\$ 444	0.7%
48 Audio-Visual Materials	\$ 278,667	\$ 299,300	\$ 309,300	\$ 312,300	\$ (3,000)	-1.0%
49 Digital Materials	\$ 160,895	\$ 195,620	\$ 198,620	\$ 210,850	\$ (12,230)	-6.2%
50 Total Materials	\$ 1,040,899	\$ 1,118,476	\$ 1,142,526	\$ 1,155,512	\$ (12,986)	-1.1%
Facilities						
51 Fuel	\$ 43,402	\$ 67,700	\$ 67,700	\$ 67,700	\$ -	0.0%
52 Electricity	\$ 177,629	\$ 182,900	\$ 182,900	\$ 183,400	\$ (500)	-0.3%
53 Water	\$ 4,960	\$ 5,875	\$ 5,875	\$ 5,875	\$ -	0.0%
54 Custodial Supplies	\$ 55,069	\$ 74,275	\$ 75,275	\$ 77,440	\$ (2,165)	-2.9%
55 Grounds Maintenance	\$ 30,420	\$ 28,415	\$ 37,450	\$ 37,880	\$ (430)	-1.1%
56 Building Repair	\$ 68,504	\$ 82,875	\$ 84,075	\$ 85,781	\$ (1,706)	-2.0%
57 Building Operations	\$ 102,136	\$ 127,282	\$ 134,732	\$ 131,046	\$ 3,686	2.7%
58 Total Facilities	\$ 482,120	\$ 569,322	\$ 588,007	\$ 589,122	\$ (1,115)	-0.2%
Supplies						
59 Office Supplies	\$ 42,352	\$ 51,540	\$ 47,520	\$ 52,600	\$ (5,080)	-10.7%
60 Marketing Supplies	\$ 21,923	\$ 24,470	\$ 5,920	\$ 12,000	\$ (6,080)	-102.7%
61 Postage/Freight	\$ 43,848	\$ 46,230	\$ 46,230	\$ 39,230	\$ 7,000	15.1%
62 Processing Supplies	\$ 72,382	\$ 62,140	\$ 62,140	\$ 62,140	\$ -	0.0%
63 Departmental Purchases	\$ 35,506	\$ 60,278	\$ 47,603	\$ 47,082	\$ 521	1.1%
64 Total Supplies	\$ 216,012	\$ 244,658	\$ 209,413	\$ 213,052	\$ (3,639)	-1.7%
Technical Services						
65 F&E Repair & Maintenance	\$ 48,418	\$ 77,420	\$ 74,420	\$ 79,176	\$ (4,756)	-6.4%
66 Telecommunications	\$ 75,376	\$ 90,280	\$ 90,280	\$ 90,400	\$ (120)	-0.1%
67 Software & Licensing	\$ 263,275	\$ 310,549	\$ 296,779	\$ 323,369	\$ (26,590)	-9.0%
68 Cataloging & Processing	\$ 62,817	\$ 66,922	\$ 72,422	\$ 65,532	\$ 6,890	9.5%
69 Total Technical Services	\$ 449,886	\$ 545,171	\$ 533,901	\$ 558,477	\$ (24,576)	-4.6%
Purchased Services						
70 Security	\$ 101,913	\$ 112,884	\$ 112,884	\$ 129,714	\$ (16,830)	-14.9%
71 Insurance	\$ 78,266	\$ 83,500	\$ 83,500	\$ 85,000	\$ (1,500)	-1.8%
72 Legal Services	\$ 4,803	\$ 17,000	\$ 17,000	\$ 12,000	\$ 5,000	29.4%
73 Contracted Services	\$ 177,879	\$ 219,713	\$ 200,663	\$ 207,405	\$ (6,742)	-3.4%
74 Printing Expenses	\$ 82,283	\$ 95,000	\$ 105,000	\$ 105,000	\$ -	0.0%
75 Advertising	\$ 59,805	\$ 68,000	\$ 50,000	\$ 60,000	\$ (10,000)	-20.0%
76 Total Purchased Services	\$ 504,948	\$ 596,097	\$ 569,047	\$ 599,119	\$ (30,072)	-5.3%
Other						
77 Misc. Operating	\$ 35,546	\$ 67,240	\$ 62,582	\$ 49,980	\$ 12,602	20.1%
78 Tax Charge Backs	\$ 123,885	\$ 70,000	\$ 100,000	\$ 65,000	\$ 35,000	35.0%
79 T&C Director	\$ 2,465	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.0%
80 Staff Development	\$ 20,931	\$ 28,470	\$ 28,470	\$ 27,090	\$ 1,380	4.8%
81 Travel & Conference	\$ 15,946	\$ 48,800	\$ 49,700	\$ 50,035	\$ (335)	-0.7%
82 T&C Board	\$ -	\$ 5,000	\$ 5,000	\$ 2,000	\$ 3,000	60.0%
83 Misc. Disbursements	\$ 48,071	\$ 64,074	\$ 66,574	\$ 67,540	\$ (966)	-1.5%
84 Vehicle Maintenance	\$ 3,363	\$ 5,260	\$ 5,260	\$ 5,500	\$ (240)	-4.6%
85 Programming Expenses	\$ 111,409	\$ 127,700	\$ 167,700	\$ 169,600	\$ (1,900)	-1.1%
86 Rent	\$ 30,617	\$ 31,600	\$ 33,100	\$ 33,500	\$ (400)	-1.2%
90 Total Other	\$ 392,233	\$ 452,144	\$ 522,386	\$ 474,245	\$ 48,141	9.2%

Kalamazoo Public Library
Supplementary Information - Preliminary Budget
Fiscal Years ending June 30, 2015

	FY 12/13 <u>Actuals</u>	FY 13/14 <u>Preliminary Budget</u>	FY 13/14 <u>Close Estimate Budget Revision</u>	FY 14/15 <u>Preliminary Budget</u>	Variance to <u>Prior</u>	<u>%</u>
87 Total Revenue Budget	\$ 11,432,553	\$ 11,225,964	\$ 11,443,940	\$ 11,450,833	\$ 6,893	0.1%
88 Total Salaries & Benefits	\$ 6,641,043	\$ 6,753,904	\$ 6,990,707	\$ 7,195,775	\$ (205,068)	-2.9%
89 Total Materials	\$ 1,040,899	\$ 1,118,476	\$ 1,142,526	\$ 1,155,512	\$ (12,986)	-1.1%
90 Total Facilities	\$ 482,120	\$ 569,322	\$ 588,007	\$ 589,122	\$ (1,115)	-0.2%
91 Total Supplies	\$ 216,012	\$ 244,658	\$ 209,413	\$ 213,052	\$ (3,639)	-1.7%
92 Total Technical Services	\$ 449,886	\$ 545,171	\$ 533,901	\$ 558,477	\$ (24,576)	-4.6%
93 Total Purchased Services	\$ 504,948	\$ 596,097	\$ 569,047	\$ 599,119	\$ (30,072)	-5.3%
94 Total Other	<u>\$ 392,233</u>	<u>\$ 452,144</u>	<u>\$ 522,386</u>	<u>\$ 474,245</u>	<u>\$ 48,141</u>	<u>9.2%</u>
95 Total Operating Expenditures	\$ 9,727,141	\$ 10,279,772	\$ 10,555,987	\$ 10,785,302	\$ (229,315)	-2.2%
96 Transfer to/(from) Other Funds	\$ (5,782)	\$ -	\$ -	\$ -	\$ -	0.0%
97 Transfer to Capital Improvement Plan	\$ 400,000	\$ -	\$ 400,000	\$ 600,000	\$ (200,000)	0.0%
98 Transfer to Debt Service	<u>\$ 1,081,000</u>	<u>\$ 1,054,000</u>	<u>\$ 1,054,000</u>	<u>\$ -</u>	<u>\$ 1,054,000</u>	<u>100.0%</u>
99 Total Expenditures & Transfers	\$ 11,202,358	\$ 11,333,772	\$ 12,009,987	\$ 11,385,302	\$ 624,685	5.2%
100 Net Change to Fund Balance	\$ 230,195	\$ (107,808)	\$ (566,047)	\$ 65,531	\$ 631,578	-111.6%
101 Beginning Fund Balance	\$ 5,970,702	\$ 5,452,738	\$ 6,200,897	\$ 5,634,850	\$ (566,047)	-9.1%
Ending Fund Balance						
102 Non-spendable prepaid expenditures	\$ 223,061	\$ -	\$ -	\$ -	\$ -	0.0%
103 Restricted ONEplace funds	\$ 167,276	\$ 127,450	\$ 112,450	\$ 112,450	\$ -	0.0%
104 Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	0.0%
105 Unassigned Fund Balance	\$ 2,010,560	\$ 1,417,480	\$ 1,722,400	\$ 1,787,931	\$ 65,531	3.8%
106 Total Ending Fund Balance	\$ 6,200,897	\$ 5,344,930	\$ 5,634,850	\$ 5,700,381	\$ 65,531	1.2%

**Kalamazoo Public Library
Supplemental Information - Budget Variance Explanations
Preliminary Budget Fiscal Year Ending June 30, 2015**

<u>LINE</u> <u>NUMBER</u>	<u>Close</u> <u>Estimate</u> <u>Variance</u>	<u>EXPLANATION</u>
<u>Revenue</u>		
8	\$ 8,910	Property Tax Revenue. Taxable Value changes equal to 0.09% increase for 2014
13	\$ (10,000)	Industrial Facilities Tax. Projection including expirations.
20	\$ 7,983	Law Library Revenue. Based upon contract.
<u>Expenditures</u>		
<u>Salaries & Benefits</u>		
26	\$ (15,040)	Librarian Salaries. Estimates for step increases and Sunday schedules.
27	\$ 11,620	Super-Tech Salaries. Reduction net of .5 FTE during prior fiscal year.
28	\$ (25,485)	Library Assistant Salaries. Net effect of reduction of .5 FTE during prior fiscal year, addition for step increases, and increase of 1.0 FTE Operational position.
29	\$ (23,079)	Hourly Salaries. Wage rate increases, addition of tech intern positions for The Hub digital lab.
30	\$ 1,600	Substitute Salaries. Estimates
31	\$ 45,000	Vacancy Credit. Estimate.
33	\$ (12,405)	Employee Insurances. Estimate at prior year rates, re-establishment of reserve for changes.
35	\$ (2,494)	Retirement-MPSERS, MERS: Based upon salary changes
36	\$ (9,785)	Employer FICA-Medicare. Based upon salaries, prior year adjustment.
<u>Materials</u>		
45	\$ 3,450	Adult Books. Allocations
46	\$ (1,650)	Juvenile Books. Allocations.
47	\$ 444	Periodicals. Allocations
48	\$ (3,000)	Audio Visual Materials. Allocations.
49	\$ (12,230)	Digital Materials. Subscription and usage fee increases.
<u>Facilities</u>		
52	\$ (500)	Electricity. Estimates
54	\$ (2,165)	Custodial Supplies. Estimates, price increases related to petroleum.
55	\$ (430)	Grounds Maintenance. Estimates
56	\$ (1,706)	Building Repair. Estimates.
57	\$ 3,686	Building Operations. Estimates
<u>Supplies</u>		
62	\$ (5,080)	Office Supplies. Increased for full year supply of hold labels.
60	\$ (6,080)	Marketing Supplies. New KPL Banners, estimates.
61	\$ 7,000	Postage/Freight. Reduced number of Link mailing.
63	\$ 521	Departmental Purchases. Estimates
<u>Technical Services</u>		
65	\$ (4,756)	F&E Repair & Maintenance. Prior year lease agreements, estimates.
66	\$ (120)	Telecommunications. Estimates
67	\$ (26,590)	Software & Licensing. Catalog enhancements, cost increases on annual agreements, hosting charges.
68	\$ 6,890	Cataloging & Processing. Estimates
<u>Purchased Services</u>		
70	\$ (16,830)	Security. Additional guard services, rate increases.
71	\$ (1,500)	Insurance. Estimate.
72	\$ 5,000	Legal. Prior year contract negotiations.
73	\$ (6,742)	Contracted Services. Photography and designer services, website support.
75	\$ (10,000)	Advertising. Change in emphasis to promote services.
<u>Other</u>		
77	\$ 12,602	Misc. Operating. Prior year election cost estimates.
78	\$ 35,000	Tax Charge Backs. Estimated reduction in tax refunds.
80	\$ 1,380	Staff Development. Estimates.
81	\$ (335)	Travel & Conference. Allocations, requests.
82	\$ 3,000	Travel & Conference - Board.

**Kalamazoo Public Library
 Supplemental Information - Budget Variance Explanations
 Preliminary Budget Fiscal Year Ending June 30, 2015**

<u>LINE NUMBER</u>	<u>Close Estimate Variance</u>	<u>EXPLANATION</u>
83	\$ (966)	Misc. Disbursements. Allocations.
84	\$ (240)	Vehicle Maintenance. Estimates.
85	\$ (1,900)	Programming Expenses. Allocations.
86	\$ (400)	Rent. Estimates.

Summary

97 \$ (200,000) Transfer to Capital Improvement Plan. Transfer of support to CIP increased.

Fund Balance

101 \$ (566,047) Beginning Fund Balance. Results of Close Estimate Budget Revision for FY 2013-14
 105 \$ 65,531 Unassigned Fund Balance. Net increase to unassigned fund balance.

**KALAMAZOO PUBLIC LIBRARY
CAPITAL IMPROVEMENT PLAN
For the Three Years ending June 30, 2016**

	<u>Fiscal year 2013-2014</u>	<u>Fiscal year 2014-2015</u>	<u>Fiscal year 2015-1016</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	\$ 600,000	\$ 600,000	\$ 1,600,000	\$ 1,200,000	\$ 400,000
Other Revenue/Transfers	\$ 112,486	\$ 10,000	\$ -	\$ 122,486	\$ 112,486	\$ 10,000
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 512,486	\$ 610,000	\$ 600,000	\$ 1,722,486	\$ 1,312,486	\$ 410,000
Capital Projects by Category						
Library Systems & Equipment	\$ 12,314	\$ -	\$ -	\$ 12,314	\$ 12,314	\$ -
Furniture & Equipment	\$ 223,436	\$ 75,000	\$ 75,000	\$ 373,436	\$ 373,436	\$ -
Building Alterations	\$ 375,417	\$ 142,500	\$ 100,000	\$ 617,917	\$ 500,417	\$ (117,500)
Computer & Electronics	\$ 195,933	\$ 105,750	\$ 100,000	\$ 401,683	\$ 401,683	\$ (0)
RFID	\$ 26,906	\$ -	\$ -	\$ 26,906	\$ 26,906	\$ -
Total Expenditures	\$ 834,006	\$ 323,250	\$ 275,000	\$ 1,432,256	\$ 1,314,756	\$ (117,500)
Total Reserves	\$ 525,000	\$ 725,000	\$ 800,000	\$ 800,000	\$ 525,000	\$ (275,000)
Total Expenditures + Reserves	\$ 1,359,006	\$ 1,048,250	\$ 1,075,000	\$ 2,232,256	\$ 1,839,756	\$ (392,500)
Beginning of Year Fund Balance	\$ 1,690,392	\$ 1,368,872	\$ 1,655,622	\$ 1,690,392	\$ 1,690,392	\$ -
Revenues Over (Under) Expenditures	\$ (321,520)	\$ 286,750	\$ 325,000	\$ 290,230	\$ (2,270)	\$ 292,500
Fund Balance						
Assigned for IL System Replacement	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ -
Assigned for Building Repairs	\$ 100,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 100,000	\$ (150,000)
Assigned for Telephone System	\$ 75,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 75,000	\$ (50,000)
Assigned for Server Replacement	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ (25,000)
Assigned for Van Replacement	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ (50,000)
Assigned for Future Capital Projects	\$ 843,872	\$ 855,622	\$ 1,180,622	\$ 1,180,622	\$ 1,163,122	\$ 17,500
End of Year Total Fund Balance	\$ 1,368,872	\$ 1,655,622	\$ 1,980,622	\$ 1,980,622	\$ 1,688,122	\$ 292,500

Notes:

The Capital Improvement Plan update includes additions to reserves totaling \$275,000 for future building projects, replacement of the library-wide telephone system to update technologies and accommodate new 911 requirements, replace computer servers, and replace the library's delivery van. New projects identified for fiscal year 2014-2015 start dates include viewscan microfilm readers for the Clarence L. Miller Local History Room, display units, chair replacement for both public and staff, replacement of the lighting control system at central library, upgrade of the board room projector equipment, audio visual improvements for the Children's Story Place, repair and replacement of air handling equipment and roof repair, and multiple replacements of public and staff computer and technology equipment.

The Capital Improvement Plan three year projection ends up \$292,500 compared to the prior three year plan reflecting the increased commitment of support from the general fund and release of individual budget category reserves back to fund balance available for future capital projects.

**KALAMAZOO PUBLIC LIBRARY
CAPITAL IMPROVEMENT PLAN
Supplementary Information
For the Three Year Period ending June 30, 2016**

**Kalamazoo Public Library
Capital Improvement Plan
Capital Improvement Plan for three years ending June 30, 2016**

Expenditures		FY 13/14 Carryover	Fiscal Year 2013-2014	Fiscal Year 2014-2015	Fiscal Year 2015-2016	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	\$ -
Reserve for Building Projects	Cumulative Reserve	\$ 75,000	\$ 25,000	\$ 150,000		\$ 250,000	\$ 100,000	\$ (150,000)
Reserve for Telephone System w/E-911	Cumulative Reserve	\$ 50,000	\$ 25,000	\$ 50,000		\$ 125,000	\$ 75,000	\$ (50,000)
Reserve for Server Replacement				\$ 25,000		\$ 25,000	\$ -	\$ (25,000)
Reserve for Delivery Truck		\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ (50,000)
Total Reserves		\$ 475,000	\$ 50,000	\$ 275,000	\$ -	\$ 800,000	\$ 525,000	\$ (275,000)
ILS System								
Integrated Library System Development						\$ -	\$ -	\$ -
ILS support	3-6800-1-1 802	\$ 12,314	\$ (8,000)			\$ 4,314	\$ 4,314	\$ -
NCIP (MEL self check integration)	3-6800-1-1	\$ -	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ -
		\$ 12,314	\$ -	\$ -	\$ -	\$ 12,314	\$ 12,314	\$ -
Furniture & Equipment								
Carpeting Master Plan	3-6810-1-1 811	\$ 109,509	\$ (12,281)			\$ 97,228	\$ 109,509	\$ 12,281
Oshtemo Branch public furniture	3-6810-1-1 815	\$ 15,500				\$ 15,500	\$ 15,500	\$ -
Oshtemo auditorium chair dollies	3-6810-1-1 862	\$ 1,100	\$ (1,100)			\$ -	\$ 1,100	\$ 1,100
Oshtemo chairs/dollies	3-6810-1-1 862			\$ 7,500		\$ 7,500	\$ -	\$ (7,500)
Children's Room tables/chairs	3-6810-1-1			\$ 7,500		\$ 7,500	\$ -	\$ (7,500)
Digital Lab Furniture	3-6810-1-1			\$ 15,000		\$ 15,000	\$ -	\$ (15,000)
Local History Room furniture	3-6810-1-1			\$ 6,000		\$ 6,000	\$ -	\$ (6,000)
Central ADS conference room update	3-6810-1-1 880	\$ -	\$ 3,400			\$ 3,400	\$ 1,930	\$ (1,470)
Eastwood/Powell office table/chairs; display unit	3-6810-1-1 881	\$ -	\$ 1,500			\$ 1,500	\$ 2,500	\$ 1,000
Oshtemo-drop box bins (2); (revised)	3-6810-1-1 882	\$ -	\$ 4,200			\$ 4,200	\$ 6,700	\$ 2,500
Chairs - all replacements	3-6810-1-1			\$ 10,620		\$ 10,620	\$ -	\$ (10,620)
Display units 1st and lower level AV	3-6810-1-1			\$ 10,000		\$ 10,000	\$ -	\$ (10,000)
Viewscan microfilm readers - 2nd floor centra	3-6810-1-1			\$ 20,000		\$ 20,000	\$ -	\$ (20,000)
Video equipment - 2 Canon XA10 camcorders	3-6810-1-1			\$ 3,200		\$ 3,200	\$ -	\$ (3,200)
Unallocated	not applicable	\$ 10,478	\$ 55,130	\$ 31,180	\$ 75,000	\$ 171,788	\$ 236,197	\$ 64,409
		\$ 136,587	\$ 86,849	\$ 75,000	\$ 75,000	\$ 373,436	\$ 373,436	\$ -
Building Alterations								
Building Projects	completed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Concrete replacement - Oshtemo	3-6820-1-1 821	\$ 4,400				\$ 4,400	\$ 4,400	\$ -
Oshtemo emergency generator	3-6820-1-1 823	\$ 11,000				\$ 11,000	\$ 11,000	\$ -
Eastwood emergency generator	3-6820-1-1 824	\$ 6,000				\$ 6,000	\$ 6,000	\$ -
Upgrade security cam system - Central	3-6820-1-1 827	\$ 1,218	\$ 5,200			\$ 6,418	\$ 4,918	\$ (1,500)
Renovation-Youth/Camp Learn/History	completed	\$ 171,397	\$ 21,922			\$ 193,319	\$ 193,319	\$ -
Digital Lab Space	3-6820-1-1		\$ 27,200			\$ 27,200	\$ 28,700	\$ 1,500
Eastwood drainage project	3-6820-1-1		\$ 12,500			\$ 12,500	\$ 12,500	\$ -
Central back-up generator replacement	3-6820-1-1		\$ 50,000			\$ 50,000	\$ 50,000	\$ -
All branch parking lot LED lights	3-6820-1-1 873		\$ 18,140			\$ 18,140	\$ 18,140	\$ -
Metasys control system & energy monitors	3-6820-1-1 874		\$ 36,773			\$ 36,773	\$ 36,670	\$ (103)
Portable Thermal Chamber	3-6820-1-1 883		\$ 8,995			\$ 8,995	\$ 9,245	\$ 250
Eastwood Roof Repair				\$ 15,000		\$ 15,000	\$ -	\$ (15,000)
Central Louvers on AHU-2				\$ 11,000		\$ 11,000	\$ -	\$ (11,000)
Central Lighting Control System Replacement				\$ 60,000		\$ 60,000	\$ -	\$ (60,000)
Unallocated	not applicable	\$ -	\$ 672	\$ 56,500	\$ 100,000	\$ 157,172	\$ 125,525	\$ (31,647)
		\$ 194,015	\$ 181,402	\$ 142,500	\$ 100,000	\$ 617,917	\$ 500,417	\$ (117,500)
Computer & Electronics								
Computer Equipment projects	completed					\$ -	\$ -	\$ -
Computer Equipment Replacement-all years	3-6830-1-1 831	\$ 29,120	\$ 50,000	\$ 45,000		\$ 124,120	\$ 79,120	\$ (45,000)
Replace monitors & HP Printers - public	3-6830-1-1 832	\$ 5,607				\$ 5,607	\$ 5,607	\$ (0)
Game carts and equipment for Teen area	3-6830-1-1 865	\$ 12,011				\$ 12,011	\$ 12,011	\$ -
Laptops IT interns, MAC, Teen	3-6830-1-1 866	\$ 1,860				\$ 1,860	\$ 1,860	\$ -
Spare Switches	3-6830-1-1 875		\$ 5,974			\$ 5,974	\$ 6,000	\$ 26
Upgrade virtual services/windows	3-6830-1-1 876		\$ 8,304			\$ 8,304	\$ 8,304	\$ -
Envisionware library document station	3-6830-1-1 877		\$ 7,375			\$ 7,375	\$ 7,700	\$ 325
Laptops/pads/chrome books (multiple)	3-6830-1-1 878		\$ 11,410	\$ 13,500		\$ 24,910	\$ 11,410	\$ (13,500)
Children's audio-visual activity cart	3-6830-1-1		\$ 5,000			\$ 5,000	\$ 5,000	\$ -
Digital Lab Equipment	3-6830-1-1		\$ 29,721			\$ 29,721	\$ 29,721	\$ -
Branch digital signage	3-6830-1-1			\$ 6,300		\$ 6,300	\$ -	\$ (6,300)
Office scanners	3-6830-1-1			\$ 2,000		\$ 2,000	\$ -	\$ (2,000)
Story Place AV	3-6830-1-1			\$ 6,600		\$ 6,600	\$ -	\$ (6,600)
Board room AV upgrade	3-6830-1-1			\$ 8,000		\$ 8,000	\$ -	\$ (8,000)
History Room Computer	3-6830-1-1			\$ 4,350		\$ 4,350	\$ -	\$ (4,350)
Unallocated	not applicable	\$ -	\$ 29,551	\$ 20,000	\$ 100,000	\$ 149,551	\$ 234,950	\$ 85,399
		\$ 48,598	\$ 147,335	\$ 105,750	\$ 100,000	\$ 401,683	\$ 401,683	\$ (0)
RFID								
3M Self Check unit								
RFID/3M Equipment	3-6840-1-1 852	\$ -	\$ 12,000			\$ 12,000	\$ 12,000	\$ -
	3-6840-1-1 852	\$ -	\$ 14,906	\$ -	\$ -	\$ 14,906	\$ 14,906	\$ -
		\$ -	\$ 26,906	\$ -	\$ -	\$ 26,906	\$ 26,906	\$ -
Total Capital Expenditures Budget								
Total Capital Improvement Plan with reserves			\$ 442,492	\$ 323,250	\$ 275,000	\$ 1,432,256	\$ 1,314,756	\$ (117,500)
			\$ 492,492	\$ 598,250	\$ 275,000	\$ 2,232,256	\$ 1,839,756	\$ (392,500)

[Return to Agenda](#)

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Revision FY 2013-14
Preliminary Budget FY 2014-15**

	FY 2012-13 <u>Actuals</u>	FY 2013/14 Close Estimate <u>Budget</u>	FY 2013/14 Close Estimate <u>Revision</u>	Variance to Prior <u>Budget</u>	FY 2014-15 Preliminary <u>Budget</u>
Revenue/Available Funds					
Local Gifts & Grants	\$ 40,584	\$ 67,653	\$ 87,524	\$ 19,871	\$ 28,000
Transfers In/(Out)	\$ (41,782)	\$ (12,949)	\$ (12,949)	\$ -	\$ -
Carryovers - All	\$ 193,252	\$ 156,109	\$ 156,109	\$ -	\$ 142,551
Total Revenue/Available Funds	\$ 192,054	\$ 210,813	\$ 230,684	\$ 19,871	\$ 170,551
Expenditures					
Salaries & Benefits	\$ 663	\$ 3,230	\$ 1,615	\$ 1,615	\$ 539
Materials	\$ 8,981	\$ 29,500	\$ 28,250	\$ 1,250	\$ 28,250
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Facilities	\$ -	\$ -	\$ -	\$ -	\$ -
Technical Services	\$ -	\$ -	\$ -	\$ -	\$ -
Purchased Services	\$ 5,387	\$ 21,827	\$ 21,615	\$ 212	\$ 13,087
Other	\$ 20,914	\$ 24,051	\$ 36,652	\$ (12,601)	\$ 15,509
Total Expenditures	\$ 35,945	\$ 78,608	\$ 88,132	\$ (9,524)	\$ 57,385
Fund Balance					
Assigned for Ready to Read	\$ 73,495	\$ 63,495	\$ 64,495	\$ 1,000	\$ 54,495
Assigned for History Room	\$ 7,442	\$ 0	\$ 1,827	\$ 1,827	\$ 0
Assigned for ONEplace	\$ 10,309	\$ (0)	\$ 2,209	\$ 2,209	\$ 0
Assigned for Gifts & Memorials	\$ 3,062	\$ 2,462	\$ 2,762	\$ 300	\$ 2,145
Assigned for Library Gifts	\$ 644	\$ 0	\$ 2,445	\$ 2,444	\$ 445
Assigned for KPL Antiracism	\$ -	\$ 10,482	\$ 13,049	\$ 2,567	\$ -
Assigned for Children's/Family Place	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned for Friends Mini-Grants	\$ 5,392	\$ (0)	\$ -	\$ 0	\$ -
Agency Fund - KCF History Rm	\$ 55,764	\$ 55,764	\$ 55,764	\$ -	\$ 55,764
Total Ending Balance	\$ 156,109	\$ 132,204	\$ 142,551	\$ 10,347	\$ 112,849

Notes:

The Special Revenue Fund budget continues current gifts and grants at funded levels into fiscal year 2014-2015. Major activity continues to be Ready to Read, ONEplace Services, the KPL Antiracism Transformation project, and Local History gifts. No new major gifts or grants is anticipated in either the Close Estimate Revision for fiscal year 2013-2014 or the Preliminary Budget for 2014-2015.

Kalamazoo Public Library
Special Revenue Fund-Supplemental Information
Close Estimate Revision FY 2013-2014
Preliminary Budget FY 2014-2015

Kalamazoo Public Library
Special Revenue Fund
Close Estimate Revision FY 2013-14
Preliminary Budget FY 2014-15

Budget by Project	Project Balance	Fiscal Year 2013-14 Close Estimate Budget		Project Balance	Fiscal Year 2013-14 Close Estimate Revision		Variance Prior Budget	Fiscal Year 2014-15 Preliminary Budget		Variance Prior Budget
		Revenue	Expenditure		Revenue	Expenditure		Revenue	Expenditure	
Project 233 - Ready to Ready Gifts										
Carryover - Beginning Balance	\$ 40,326			\$ 40,326				\$ 31,326		
Transfers In/(Out)										
Local Revenue/Gifts		\$ 2,000		\$ 2,000		\$ -		\$ 2,000		\$ -
Books - Community Distribution			\$ 10,000		\$ 10,000	\$ -			\$ 10,000	\$ -
Misc. Disbursements			\$ 1,000		\$ 1,000	\$ -			\$ 1,000	\$ -
Ending Balance	\$ 31,326			\$ 31,326				\$ 22,326		
Project 235 - Spelling Bee										
Carryover - Beginning Balance	\$ 33,170			\$ 33,170				\$ 33,170		
Transfers In/(Out)										
Local Revenue/Gifts		\$ 20,000		\$ 21,000		\$ 1,000		\$ 20,000		\$ (1,000)
Books - RTR Bee			\$ 17,000		\$ 17,000	\$ -			\$ 17,000	\$ -
Misc. Disbursements			\$ 4,000		\$ 4,000	\$ -			\$ 4,000	\$ -
Ending Balance	\$ 32,170			\$ 33,170				\$ 32,170		
Project 301 - Gifts & Memorials										
Carryover - Beginning Balance	\$ 3,062			\$ 3,062				\$ 2,445		
Transfer In/(Out)										
Local Revenue/Gifts		\$ 2,000		\$ 1,000		\$ (1,000)		\$ 1,000		\$ -
Adult Books			\$ 2,000		\$ 1,000	\$ 1,000			\$ 1,000	\$ -
Juvenile Books			\$ 500		\$ 250	\$ 250			\$ 250	\$ -
Misc. Disbursements			\$ 100		\$ 50	\$ 50			\$ 50	\$ -
Ending Balance	\$ 2,462			\$ 2,762				\$ 2,145		
Project 303 - History Room Gifts										
Carryover - Beginning Balance	\$ 7,442			\$ 7,442				\$ 1,827		\$ (5,615)
Transfers In/(Out)		\$ (6,000)		\$ (6,000)		\$ (6,000)		\$ -		\$ -
Local Revenue/Gifts		\$ 7,000		\$ 7,000		\$ -		\$ -		\$ (7,000)
Hourly Wages			\$ 3,000		\$ 1,500	\$ 1,500			\$ 500	\$ 1,000
Employer FICA/Medicare			\$ 230		\$ 115	\$ 115			\$ 39	\$ 77
Furniture & Equipment			\$ -		\$ -	\$ -			\$ -	\$ -
Contracted Services			\$ 5,212		\$ 5,000	\$ 212			\$ 1,288	\$ 3,712
Ending Balance	\$ 0			\$ 1,827				\$ 0		
Project 307 - ONEplace Services										
Carryover - Beginning Balance	\$ 10,309			\$ 10,309				\$ 2,209		
Transfers In/(Out)										
Local Revenue/Gifts				\$ 1,900						
Misc. Disbursements										
Programming			\$ 10,309		\$ 10,000	\$ 309			\$ 2,209	\$ 7,791
Ending Balance	\$ (0)			\$ 2,209				\$ 0		
Project 308 - Library Gifts										
Carryover - Beginning Balance	\$ 644			\$ 644				\$ 2,445		
Transfers In/(Out)		\$ (6,949)		\$ (6,949)		\$ -		\$ -		\$ 6,949
Local Revenue/Gifts		\$ 6,306		\$ 8,750		\$ 2,444		\$ 3,000		\$ (5,750)
Misc. Disbursements			\$ -		\$ -	\$ -			\$ 5,000	\$ (5,000)
Programming			\$ -		\$ -	\$ -			\$ -	\$ -
Ending Balance	\$ 0			\$ 2,445				\$ 445		
Project 310 - KPL Antiracism Transformation										
Carryover - Beginning Balance	\$ -			\$ -				\$ 13,049		
Transfers In/(Out)		\$ -		\$ -		\$ -		\$ -		\$ -
Local Revenue/Gifts		\$ 28,347		\$ 30,914		\$ 2,567		\$ -		\$ (30,914)
Contracted Services			\$ 16,615		\$ 16,615	\$ -			\$ 11,799	\$ 4,816
Misc. Disbursements			\$ 1,250		\$ 1,250	\$ -			\$ 1,250	\$ -
Ending Balance	\$ 10,482			\$ 13,049				\$ -		
Project 315 - Children's/Family Place										
Carryover - Beginning Balance	\$ -			\$ -				\$ -		\$ -
Transfers In/(Out)		\$ -		\$ -		\$ -		\$ -		\$ -
Local Revenue/Gifts		\$ 2,000		\$ 7,000		\$ 5,000		\$ 2,000		\$ (5,000)
Misc. Disbursements			\$ -		\$ -	\$ -			\$ -	\$ -
Programming			\$ 2,000		\$ 7,000	\$ (5,000)			\$ 2,000	\$ 5,000
Ending Balance	\$ -			\$ -				\$ -		\$ -

Kalamazoo Public Library
Special Revenue Fund
Close Estimate Revision FY 2013-14
Preliminary Budget FY 2014-15

<u>Budget by Project</u>	<u>Project Balance</u>	<u>Fiscal Year 2013-14 Close Estimate Budget</u>		<u>Project Balance</u>	<u>Fiscal Year 2013-14 Close Estimate Revision</u>		<u>Variance Prior Budget</u>	<u>Project Balance</u>	<u>Fiscal Year 2014-15 Preliminary Budget</u>		<u>Variance Prior Budget</u>
		<u>Revenue</u>	<u>Expenditure</u>		<u>Revenue</u>	<u>Expenditure</u>			<u>Revenue</u>	<u>Expenditure</u>	
Project 380 - Scholarships/Admin Mini-Grants											
Carryover - Beginning Balance	\$ 817			\$ 817				\$ -			
Transfers In/(Out)											
Friends Mini-Grants		\$ -			\$ 2,950		\$ 2,950		\$ -		\$ (2,950)
Misc. Disbursements			\$ 817			\$ 3,767	\$ (2,950)		\$ -	\$ -	\$ 3,767
Ending Balance	\$ -			\$ -				\$ -			
Project 381 - Staff Appreciation Mini-Grant											
Carryover - Beginning Balance	\$ 0			\$ 0				\$ 0			
Transfers In/(Out)											
Friends Mini-Grants		\$ -			\$ 300		\$ 300		\$ -		\$ (300)
Misc. Disbursements			\$ -			\$ 300	\$ (300)		\$ -	\$ -	\$ 300
Ending Balance	\$ 0			\$ 0				\$ 0			
Project 382 - Adult Services Mini-Grant											
Carryover - Beginning Balance	\$ (0)			\$ (0)				\$ (0)			
Transfers In/(Out)			\$ -				\$ -		\$ -	\$ -	\$ -
Friends Mini-Grants					\$ 440		\$ -				
Misc. Disbursements			\$ -			\$ 440	\$ (440)		\$ -	\$ -	\$ 440
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	\$ -		\$ -	\$ -	\$ 500
Ending Balance	\$ -			\$ -				\$ -			
Project 387 - Oshtemo Mini-Grant											
Carryover - Beginning Balance	\$ 517			\$ 517				\$ 0			
Transfers In/(Out)											
Friends Mini-Grants					\$ 1,395						
Misc. Disbursements			\$ 517			\$ 1,912	\$ (1,395)		\$ -	\$ -	\$ 1,912
Ending Balance	\$ -			\$ 0				\$ 0			
Project 388 - Powell Mini-Grant											
Carryover - Beginning Balance	\$ 1,382			\$ 1,382				\$ 0			
Transfers In/(Out)											
Friends Mini-Grants		\$ -			\$ 500		\$ 500		\$ -		\$ (500)
Misc. Disbursements			\$ 1,382			\$ 1,882	\$ (500)		\$ -	\$ -	\$ 1,882
Ending Balance	\$ -			\$ 0				\$ 0			
Project 389 - Washington Square Mini-Grant											
Carryover - Beginning Balance	\$ 111			\$ 111				\$ 0			
Transfers In/(Out)											
Friends Mini-Grants					\$ 250						
Misc. Disbursements			\$ 111			\$ 361	\$ (250)		\$ -	\$ -	\$ 361
Ending Balance	\$ -			\$ 0				\$ 0			
Project 390 - Teen Services Mini-Grant											
Carryover - Beginning Balance	\$ 700			\$ 700				\$ -			
Transfers In/(Out)											
Friends Mini-Grants		\$ -			\$ 775		\$ 775		\$ -		\$ (775)
Misc. Disbursements			\$ 700			\$ 1,475	\$ (775)		\$ -	\$ -	\$ 1,475
Ending Balance	\$ -			\$ -				\$ -			
Project 391 - Children's Mini-Grant											
Carryover - Beginning Balance	\$ 1,365			\$ 1,365				\$ (0)			
Transfers In/(Out)											
Friends Mini-Grants		\$ -			\$ 1,350		\$ 1,350		\$ -		\$ (1,350)
Misc. Disbursements			\$ 1,365			\$ 2,715	\$ (1,350)		\$ -	\$ -	\$ 2,715
Ending Balance	\$ -			\$ (0)				\$ (0)			
Totals		\$ 54,704	\$ 78,608		\$ 74,575	\$ 88,132		\$ 28,000	\$ 57,385		

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Supervisory-Technical and Administrative
Staff Compensation Pools for FY 2014-2015**

DATE: May 19, 2014

RECOMMENDATION:

I recommend the Board approve the compensation pools for Supervisory-Technical and Administrative Employees for the FY 2014-2015.

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 2014-2015.

Recommended Supervisory-Technical Pool	\$28,000
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Recommended Administrative Pool	\$23,000*
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* Includes allowance for the Director.

**Director's Report
May 2014**

From the director

1. I attended a recent DDA board meeting as well as several committee meetings, and the Friends of KPL annual meeting at which I gave a brief library update. Thom Andrews and I are meeting with each department for the core values, vision, and purpose statement exercise. I also attended several millage committee meetings and was interviewed by the media before and after the vote.
2. I met with Laura Lam from the City of Kalamazoo. I reached out to the city manager to offer the library's involvement in his emphasis on community engagement, following a model in use in other libraries. He asked Laura to take this on. This may or may not lead to collaboration with the city, but we had a good conversation.
3. Planning ahead...some dates for your calendar:
 - May 28, 10 AM – Party in the Park
 - June 7 – Summer reading kick-off event
 - June 17, 8 AM – Annual staff breakfast
 - October 15 – 17 – MLA conference in Grand Rapids
 - November 14 – Youth Literature Seminar
 - November 19 – Great Grown-Up Spelling Bee

Create young readers

4. Staff from Family Place Libraries visited recently to hear about our successes and challenges so far. They visited Central and Oshtemo and were impressed with our buildings, collections, programs, commitment to public service, community collaboration, and excellent planning and implementation of many initiatives. We are ending the first year of this three year grant.
5. Staff from Youth Services presented "Making Stories Come Alive" and "Play at the Library" at last week's annual *Early Childhood Rocks* conference at KVCC. This is a very practical conference for early childhood educators and caregivers.

Stimulate imagination

6. As most trustees well know, the 2014 Global Reading Challenge ended with a burst of enthusiasm at the final challenge on April 28. We continue to hear from teachers that the kids who participate in the challenge are showing definite gains on their reading test scores.
7. WSQ had a full house of twenty for the first session on the six-week Babysitting Workshop. We are pleased to host this class for tweens and teens.
8. OverDrive will soon launch a YA title portal similar to the kids portal launched last year. Our OverDrive consortium will participate and include teen titles owned by the group. More teen ebooks will now be available.
9. Hoopla use remains strong with just over 1000 items borrowed each month for the past three months. Circulation is spread fairly evenly among audiobooks, movies, and music with TV shows a much smaller portion. Cost wise, the service is currently an average of \$1.87 per circulation.
10. *World Book Night*, “an annual celebration dedicated to spreading the love of reading, person to person” was observed on April 23. Sixteen book givers, many of whom were trustees or staff, picked up there books at KPL.

Connect to the digital world

11. The Hub opened for the first time to the public on May 6. Currently it will be open on Tuesdays from 3:00 – 8:00 and Thursdays from 10:00 – 3:00. We will host an opening event on May 27 at 5:30 with a ribbon cutting and demonstration of the equipment.

Celebrate local

12. We had fewer photos for *Library Snapshot Day* this year than last year, but nearly double the views from 2013.

Operations

13. Melissa Greenfield from Circ/MeL co-presented at the recent Michigan Rural Libraries Conference on MeL reporting, smooth processing, and best practices from our LEAN work in that department.
14. Angela Fortin from Oshtemo Branch has been appointed chair of the ALA committee, Library Services to an Aging Population.
15. We exchanged library aides with Kent District Library for a day. The purpose was to learn about each other’s processes and swap ideas and strategies. If the exchange is worthwhile, we’ll try to arrange other trades with similar size libraries.

16. Thanks to Friends funding, we now have a Williams Sound personal FM unit for use upon request by patrons with hearing impairments. The unit is similar to those used in classrooms. The receiver can be used with headphones or coupled to a hearing aid via teleloop.
17. The Antiracism Transformation Team participated in an all-day team orientation to provide information about the work of the team and to build relationships among the team members. The second training is a 3 ½ day team analysis event.
18. Decorative painting and lettering has been completed on the archway entry into the new local history area. Photos of the entry and the entire room have been sent to the Pattons.
19. Grounds work has begun after the long winter. Spring clean-up and first mowing is completed at all branches and parking lot repair work is beginning.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
April 30, 2014**

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
BOOKS									
-Adult	23,746	1,278	10,340	509	2,442	38,315	380,684	387,909	-2%
-ebook	3,295					3,295	31,817	23,373	36%
-Digital Magazine	218					218	2,916		
Teen	3,634	160	1,101	43	234	5,172	52,316	52,479	0%
Juvenile	<u>17,306</u>	<u>1,575</u>	<u>9,043</u>	<u>381</u>	<u>1,288</u>	<u>29,593</u>	<u>292,571</u>	<u>266,307</u>	10%
Total	48,199	3,013	20,484	933	3,964	76,593	760,304	730,068	4%
AUDIO-VISUAL									
Audiobook									
-CD	2,028	84	1,073	25	174	3,384	34,484	38,426	-10%
-Digital	1,484					1,484	11,802	7,234	63%
Music									
-CD	4,894	266	1,125	211	328	6,824	74,855	86,350	-13%
-Digital	1,078					1,078	9,844		
Video									
-DVD	33,356	4,583	9,257	2,884	6,263	56,343	576,774	596,739	-3%
- Digital	436					436	1,954		
Total Non-Print Material	43,276	4,933	11,455	3,120	6,765	69,549	709,713	728,749	-3%
Total Circulation	91,475	7,946	31,939	4,053	10,729	146,142	1,470,017	1,458,817	1%
Computer Usage									
Onsite Computer Use	7,727	648	1,265	779	740	11,159	116,092	122,147	-5%
Computer Usage Remote						2,321,493	23,829,793	27,857,554	-14%
Wireless Internet	1,833	-	-	-	-	1,833	30,180	29,439	3%
Database Statistics									
Database Sessions	1,104					1,104	13,515	13,214	2%
Database Searches	34,048					34,048	449,359	441,497	2%
Total Registrations	344	28	93	7	21	986	9,196	10,156	-9%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
April 30, 2014

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>Programs/Tours</u>									
Adult Events	6	2	5	3	1	17	229	241	-5%
Attendance	279	4	96	146	30	555	7754	6530	19%
Teen Events	12	2	2	2	2	20	211	101	109%
Attendance	388	8	14	84	36	530	7518	4117	83%
Juvenile Events	43	14	25	16	6	104	829	835	-1%
Attendance	1844	350	790	415	425	3824	32624	29441	11%
Total Events	61	18	32	21	9	141	1269	1177	8%
Total Attendance	2511	362	900	645	491	4909	47896	40088	19%
Law Library									
Visitors	303					303	2815	2477	14%
Phone Calls	119					119	909	1061	-14%
Questions Answered	431					431	3414	3565	-4%

*Prior year to date total for law library doesn't include July 2013 stats. (started recording August 2013)

[Return to Agenda](#)