



Kalamazoo Public Library

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PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
March 23, 2015, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. [Minutes of the Meeting of February 23, 2015](#)
 - B. [Personnel Items](#)
- IV. FINANCIAL REPORT
 - A. [Financial Reports for the Period Ending February 28, 2015.](#)
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. [Revised Budget](#)
 - B. [Meeting Rooms AV Project Budget](#)
 - Reports
 - C. Financial and Statistical Review – Diane Schiller
 - D. Possible KRESA Partnership – Wendy Hand
 - E. Security Update – Kevin King and Chris Hawley
 - 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. ADJOURNMENT

<p style="text-align: center;">Kalamazoo Public Library <i>OFFICIAL MINUTES OF THE BOARD OF TRUSTEES</i> <i>PUBLIC MEETING</i> Date: February 23, 2015 Time: 4:00 p.m. Location: Central Library Board Room</p>
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TRUSTEE ROLL CALL:

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

Absent: Cheryl TenBrink

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. *Minutes of the Meeting of January 26, 2015*
- B. *Personnel Items*

IV. FINANCIAL REPORTS

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

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

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JANUARY 31, 2015.

MOTION CARRIED 6-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

- A. *Community Postings Policy*

Recommendation: Director Rohrbaugh recommended board approval of the attached Community Postings Policy

Executive Summary: We welcome public postings on our bulletin boards but with limited space and in a public building, we need to have a board-approved policy to provide information to those who want to post items and guidelines to the staff who maintain the boards. This recommended policy would address those needs.

Discussion: President Caple asked whether or not adoption of the policy would change our current practices. Director Rohrbaugh indicated that nothing would change and the intended purpose of the policy is to make our current approach official.

J. VanderRoest mentioned that the policy states that materials promoting fundraising for both political purposes and personal profit would not be allowed. He asked if the policy truly needed to address both types of fundraising specifically. Director Rohrbaugh said she thought it was likely that this was language common in similar policies adopted by other libraries. L. Godfrey stated that a certain level of redundancy may be appropriate in this case in order to reiterate that such things would not be allowed.

L. Godfrey asked who would decide whether or not something truly fits the criteria listed in the proposed policy. Director Rohrbaugh stated that Farrell Howe, the Manager of Marketing and Communications, would make that call. J. VanderRoest noted that our posting of a document does not imply our endorsement of the aims or beliefs of the group in question. Director Rohrbaugh agreed. L. Godfrey asked whether the policy could potentially allow for someone to ask that a form of hate speech be posted, assuming it could be argued that it fulfills the criteria listed. Director Rohrbaugh stated that discretion and judgment would be applied in such cases.

J. VanderRoest asked if the board could view examples of policies which informed the drafting of the Community Postings Policy. Director Rohrbaugh stated that they are all available online. L. Godfrey indicated that perhaps the adoption of the policy should be put on hold for the time-being. Director Rohrbaugh requested specific feedback to share with F. Howe, who would likely revise the policy. L. Godfrey stated she was curious if F. Howe had heard of other library marketing departments encountering a situation in which they were forced, by virtue of a similar policy, to post something that could be described as hate speech. J. VanderRoest suggested the addition of a provision in the policy which would deter 'unlawful language'.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO TABLE THE SUBMITTED COMMUNITY POSTINGS POLICY.

MOTION CARRIED 6-0.

B. Hub Card for Non-Residents

Recommendation: Director Rohrbaugh recommended board approval of a six month trial during which we would offer one month "HUB Cards" available for \$10 per month to non-residents.

Executive Summary: In response to inquiries and requests to use The Hub from non-residents,

we are proposing a “Hub Card” to be available for \$10 for one month access. The card would be printed in a format similar to a business card with The Hub logo and a barcode identifier. The barcode would link to a patron profile that would allow for Hub use only, no other library services. The barcode would allow use of the reservation system.

Although The Hub is busy, seldom are all workstations in use during a shift. We believe there is capacity for additional use for the limited number of cards we expect to sell.

If approved by the board, we would launch the service April 1 for a trial six-month period, that is through the end of September.

Discussion: R. Brown asked if the \$10 charge covers the cost of the card itself. Director Rohrbaugh stated it does and all associated costs have been considered carefully to arrive at this price point.

L. Godfrey recalled that many non-residents were initially excited about the Hub and then became discouraged when it was made apparent that non-residents wouldn't have access. R. Brown asked if the 30-day access period would begin on the date of purchase. Director Rohrbaugh indicated it would.

J. VanderRoest said he believes this to be a prudent use of a resource with excess capacity, provided at a reasonable rate. Director Rohrbaugh agreed and stated the board should expect a report on the trial period in September or October of 2015

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE PROPOSED SIX MONTH TRIAL DURING WHICH WE WOULD OFFER ONE MONTH “HUB CARDS” AVAILABLE FOR \$10 PER MONTH TO NON-RESIDENTS

MOTION CARRIED 6-0.

REPORTS:

C. Virtual Library Report – Gary Green & Keith Howard

G. Green explained he would begin the report and provide information on SIRSI and the KPL mobile app, and K. Howard would follow with statistics regarding website use. G. Green began with a report on hold statistics. He displayed data that demonstrated an average of 510 holds are placed by KPL patrons per day, twenty percent of which are placed when the library is closed. He continued by exploring renewal statistics and stated that approximately 1,600 renewals occur each day, and again, twenty percent of these occur while the library is closed.

Regarding the KPL mobile app, G. Green explained that approximately 700 people per month use the mobile app, mostly to search our catalog, but also for renewals, placing holds, accessing Overdrive, and viewing the KPL events calendar.

At this point, G. Green gave the floor to K. Howard who began his presentation on KPL website usage. Over the last year, he said, the KPL website received approximately 1.8 million page views. He qualified that by stating a large portion of that figure comes from our local history

section, which is complex enough to deserve its own explanation by Beth Timmerman at a later point in time. He indicated that social media use also deserved a dedicated explanation by Farrell Howe at some point in the future.

He explained that his purpose this evening would be to discuss functions of the KPL website that are essentially virtual library services, such as ebooks and audiobooks via Overdrive, which saw 27,000 and 9,100 downloads respectively in the last year. Hoopla is a service which allows patrons to download or stream audiobooks, music, and movies and was used 17,000 times over the last year. Additionally, Freegal, a service dedicated to free and legal music downloads was used 12,500 times last year. Zinio is a digital magazine application which was used 3,500 times over that period.

K. Howard continued with an explanation of our new digital library calendar which has made things much simpler for staff and patrons alike. Library databases are another important component of our digital services and generate approximately 1,200 sessions and 60,000 searches per month. He listed some of the more popular databases such as Reference USA and Ancestry.com. K. Howard also shared statistics from KPL's Flickr and YouTube accounts and discussed how we utilize these online services in order to make images and videos available to patrons.

Discussion: L. Godfrey asked how we determine which programs are filmed and added to YouTube. K. Howard responded that it is based on what he believes will have lasting educational or entertainment value. Examples include local history presentations and KPL concerts. Looking forward, K. Howard explained an idea to invite authors to do 'virtual author visits' by uploading videos of these kinds of presentations to YouTube while forgoing an event at KPL which may only draw a minimal crowd.

L. Godfrey raised a question about how KPL makes elderly citizens aware of our digital resources. K. Howard stated he knew that was a tough audience to reach, but pointed to LINK, the KPL eNewsletter, and social media as ways in which our digital resources are promoted.

Disposition: Trustees thanked G. Green and K. Howard for their work in preparing the statistics.

D. Phone System Status Report – Gary Green

Report: Director Rohrbaugh invited G. Green back to the table for an update on the new KPL phone system. He began by stating KPL's current phone system is getting old and is not E911-compliant. There have been no updates to KPL's phone system since 2006. By law, E911-compliance must be achieved by 2016. This relates to upgrades made to the 911 emergency call service and directs 911 staff to a specific location when a call is placed. As it stands, all 911 calls made throughout the library system, including branches, direct 911 staff to Central Library. Our new phone system will fix this issue.

G. Green continued by explaining how the new phone system will make it easier to change staff extensions within the library and relocate phones within the buildings.

G. Green said in order to facilitate the phone system upgrade a taskforce of library employees

was created and a wish-list of functions was drafted. The new phone system will allow voice-over-internet functionality and will integrate nicely with email, instant messaging, and personal cell phones. There will also be mobility-friendly options available to employees such as wireless handsets and headsets.

He explained the steps taken to hire a consultant to help us conduct our bidding process. The decision was made to work with Convergent for this assistance and the bidding began. When the results were in, the difference between the low and high bid was approximately \$60,000. Upon examining the bids and the included technology, the decision was made to choose BSB Communications for this project.

G. Green displayed an image of the phones that staff will be using, explained a variety of new features, and shared a rough timeline for the remainder of the project, which will be wrapping up in late March.

Discussion: J. VanderRoest asked whether the ability to make conference calls would be a feature of the new phones. G. Green said it would be.

Disposition: Trustees thanked G. Green for his presentation.

E. Eastwood Roof Challenges – Susan Lindemann

Report: S. Lindemann began her report by explaining the ways in which the roof at the Eastwood Branch Library has historically been an issue. Since construction and every winter, ice dams form in the valleys of the roof which proceed to leak into the building. S. Lindemann explained this is caused when hot air from inside the building melts the snow at the apex of the roof, which runs down and re-freezes. There are a number of engineering technologies that have been developed in order to combat this. S. Lindemann explained that because it appears as though everything was done properly during construction, the chronic appearance of ice dams is confusing.

Over the summer, S. Lindemann invited Miller-Davis staff to visit Eastwood, meet with her, and examine potential causes. A handful of potential causes were identified, but the leaks must be observed at their point of origin while the roof is leaking. This will necessitate the carving of a hole in the ceiling at Eastwood which will be noticeable by patrons. S. Lindemann will be working with Eastwood staff to make sure they are able to properly explain the necessity for this work and its intended outcomes.

Discussion: President Caple asked whether there was any other way to access the attic portion of the ceiling in order to avoid carving a hole. S. Lindemann responded that generally, that would be the case, but in this particular section of the building, it is not. L. Godfrey asked if the architects provided KPL with 'as-built' drawings of the facilities from when they were modified in the late nineties. S. Lindemann stated we had them, but the documents don't go into a level of detail required to pinpoint the cause of the ice dams.

J. VanderRoest indicated the roofs at Eastwood may be approaching the twenty-year point and may need replacing anyway. S. Lindemann is aware of this, but feels this should be taken care of sooner rather than later. J. VanderRoest also inquired whether the skylight was leaking again, as

had once been the case. S. Lindemann responded that it was not.

President Caple asked what the worst-case scenario regarding impact of patron services would be. S. Lindemann replied that by cutting a clean hole in the ceiling and replacing it with a tile, it may be unsightly, but should not interrupt patrons moving throughout the building. It's possible this may take some time and won't be a quick fix. B. Brown asked what S. Lindemann thought was the most likely cause. S. Lindemann replied there may not be adequate room for airflow, and it could also be an improperly installed vapor-barrier.

Disposition: Trustees thanked S. Lindemann for her report.

F. Legislative Update – Diane Schiller

Report: D. Schiller began by giving an update on the District Library Establishment Act, which seeks to allow school districts to become members of district library systems. She stated that it is currently being discussed and more news would follow before long.

She continued by explaining that an amendment to the Freedom of Information Act was signed into effect in January. This is of interest to the library because it affects the ways in which governmental entities are required to respond to requests made via the Freedom of Information Act. The library will be required to examine the ways in which we charge for the requested information, including cost of labor, research, copying, etc. and our policies regarding these charges must be published on our website.

D. Schiller continued her report by discussing a bill that will be going to the House of Representatives shortly which would provide hourly employees with paid sick leave. Under the bill, an employee would earn one hour of paid sick leave per every thirty hours worked up to a limit of forty hours per year for a small employer and seventy-two hours per year for larger employers. This sick leave would roll over at the end of the year. Were the bill to pass, there are a number of library policies that would have to be reexamined and modified in order to comply.

Additionally, D. Schiller noted that several outcomes of the 'Right to Work' legislation which occurred several years ago have finally emerged from the courts. Primarily, the lawsuit regarding the capitol building, which alleged the closing of the building when the galleries became too crowded constituted a violation of the Public Meetings Act, has been dismissed. It will likely be appealed.

Discussion: J. VanderRoest asked whether D. Schiller was aware of any opposition to the District Library Establishment Act. D. Schiller stated she would know for certain shortly, but had not seen any to date. J. VanderRoest asked if this act was reported upon previously, and if this legislation protected a district from dissolving in the event that one of its member agencies withdrew from the district. D. Schiller indicated this was indeed the same form of legislation as the bill introduced late last year, submitted by the same legislator.

President Caple asked whether the Freedom of Information Act amendment's intended purpose was to prevent entities from charging exorbitant rates for requested information in an attempt to discourage such requests. D. Schiller stated that was certainly part of the purpose and it was

an attempt to regulate repetitive requests which end up being a burden to governmental entities. It grants a provision which would allow an entity to refuse additional requests for information to a given party if that party has unpaid bills for previous requests

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee* – J. VanderRoest stated the committee has scheduled a meeting for a close estimate budget review.

B. *Personnel Committee* – V. Wright indicated the Director’s evaluation was coming up soon.

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

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

VII. OTHER BUSINESS

A. *Conflict of Interest Policy* – Lisa Godfrey

Discussion: L. Godfrey reminded the board of the Conflict of Interest Policy discussion which took place at the January meeting. Following that discussion, a handful of modifications were made to the disclosure statement which would be signed by all trustees. L. Godfrey said unless there were any further suggestions to strengthen the disclosure statement, she felt as though it was ready for approval.

Director Rohrbaugh asked if the expectation for this document would be an annual signing in January. L. Godfrey said yes and J. VanderRoest agreed. V. Wright stated her appreciation for the work that had gone into drafting and modifying the document.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO ACCEPT THE CONFLICT OF INTEREST DISCLOSURE STATEMENT AS WRITTEN.

MOTION CARRIED 6-0.

B. *Board Committee Assignments* – Bruce Caple

Discussion: President Caple read through the board committee assignments, beginning with the Personnel Committee, which will consist of V. Wright as chair, along with K. Randolph and C. Tenbrink. The Finance and Budget Committee will be chaired by J. VanderRoest, along with L. Godfrey and R. Brown. The Fund Development Committee will consist of L. Godfrey as chair, President Caple, and J. VanderRoest. L. Godfrey, K. Randolph, and V. Wright will support Director Rohrbaugh on the Director’s Building Advisory Committee.

C. *Director’s Report*

Report: Director Rohrbaugh began by stating the installation of hearing loop technology will take place in the board room and auditorium on March 16th.

She continued by drawing trustees' attention to a number of items which highlight KPL's commitment to diversity. First, through support of "We Need Diverse Books", a group which encourages publishers to recognize the need for children to see themselves represented in the books they read. Furthermore to that end, the Antiracism Transformation Team invites all trustees who have not attended the ERAC/CE workshop in the past to do so.

A recent event featuring Keneisha Morgan-Darden, cookbook author and granddaughter of recently retired KPL employee, Josephine Morgan, drew a good crowd to the Powell Branch Library.

Director Rohrbaugh stated iPads are now available at the for patron use at the reference desk at Central, and depending on how this service works, they should be available shortly in children's.

Finally, she noted that additional security cameras have been installed at branches and in the teen area at Central. Meanwhile, the elevator and law library camera projects are yet to be completed.

Discussion: J. VanderRoest asked, regarding an item detailing social media usage, whether we consider Flickr to be a form of social media. Director Rohrbaugh stated if the Social Media Taskforce did not specifically refer to Flickr as such, then she supposed that is the case. Regardless, it is none-the-less a very effective and important digital service. J. VanderRoest agreed.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

Asha Khazad, 710 Collins St. #1202. A. Khazad expressed his fondness for the works of J.R.R. Tolkien. He stated that he would appreciate it if KPL would purchase a few additional copies of The Lord of the Rings trilogy, The Hobbit, and The Silmarillion.

IX. COMMENTS BY TRUSTEES

- L. Godfrey had no comments.
- V. Wright said her bookgroup recently reviewed The Living Great Lakes, and they are all looking forward to Jerry Dennis's visit to Kalamazoo.
- K. Randolph had no comments.
- R. Brown had no comments.
- J. VanderRoest stated he was recently able to begin reading The Living Great Lakes, and is very impressed with it as a selection for *Reading Together* and is, in his opinion, the best to date.
- President Caple asked a brief question regarding evening hours for The Hub, and expressed his appreciation for a book he recently read entitled The Boys in the Boat.

X. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:33 P.M.

X _____
Robert Brown
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: March 23, 2015

Retirement

Dan Husted has announced his retirement effective June 18, 2015. Dan currently holds the KPLSP Library Assistant 5 lead custodian position in the Facilities Management Department. He has been employed at KPL since October 1987.

Hourly Staff

New Hires

Calvin Chao – Web-Database Systems Intern

Separations

Lolita Brown – Library aide/Central

Employee Anniversaries

- Jeanne Lawler-Marsac - 47 yrs.
- Nancy Stern - 42 yrs.
- Tod Hall – 17 yrs.
- Kristen Larson - 8 yrs.
- Jessica Bauer - 8 yrs.
- Brent Coates - 8 yrs.
- Jacob Ewing - 6 yrs.
- Patrick Jouppi - 5 yrs.
- Dee Patterson - 2 yrs.
- Brea Foster - 1 yr.

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
February 28, 2015**

DATE: March 23, 2015

Recommendation:

I recommend the Board accept the Financial Reports for the month ending February 28, 2015.

Executive Summary:

Notes to the reports are included for your information.

James E. VanderRoest, Treasurer

**Kalamazoo Public Library
Internal Financial Reports
For the month ending February 28, 2015**

Sources and Uses of Funds

Electronic Transfer

February Sources of funds included \$2,285,435 in current year ad valorem property taxes. Those receipts included \$989,908 from the City of Kalamazoo, \$1,114,294 from Oshtemo Township, \$119,539 from Kalamazoo Township, \$61,694 from Texas Township, and \$2,903 in delinquent tax receipts. Uses of cash totaled \$799,289, 70% of which were associated with employee salaries and benefits. The government pooled cash and investments totaled \$8,832,884 as of the end of February. Electronic Transfers during February totaled \$417,277, representing the electronic transfer of funds for employee salaries, benefits, and taxes.

Combined Balance Sheet

A Total Library column has been added to the Combined Trial Balance report. Of the \$12,889,682 in Total Assets held by the library \$7,234,309 or 56% are General Operating Funds; \$3,773,842 or 29% are restricted or non-spendable Endowment Funds; \$1,710,383 or 13% are assigned for Capital Improvement Plan projects; and \$171,147 or 2% are either assigned or restricted by the donor in the Special Revenue Fund.

General Fund Revenue and Expenditure Summary

Two Revenue and Expenditure Summary reports are presented for the General Fund in this month's financial packet. The first is a comparison to the Preliminary Budget and the second a comparison to the Close Estimate Budget being presented to the board for approval. Both budgets show expenditures and commitments to date well within acceptable parameters with expenditures at 62.2% and 62% of Total Budget.

Capital Improvement Plan

Revenue received during February included \$10,400 from the Gilmore Foundation for the Looped Technology project and a \$5,000 gift in memory of Helen Levy split between the Oshtemo Branch refurbishment project in the Capital Improvement Plan and Youth Services in the General Fund. Ms. Levy valued KPL's books-by-mail program and remembered the library as a beneficiary of her estate.

Other Gifts Revenue & Expenditure Summary

As usual, most of the activity in the Special Revenue Fund consisted of several smaller gifts to Ready to Read and Gifts and Memorials and the purchase of books for either the collection in the case of Memorials or distributed books in the case of Ready to Read. As with the General Operating Fund, two separate summaries are presented this month to show the differences between the Preliminary budget and the Close Estimate Budget. In most cases, the budget revisions included in the Close Estimate Budget revision accommodate carryover balances from the prior year not assumed in the Preliminary Budget.

Endowment Fund

Trade activity and balances as of January 31 are presented due to the timing of the account statement from Ameritrade. During January several maturities of fixed income securities occurred and the receipt of both dividends and interest and the payment of the quarterly investment fee charged by Arcadia Investment Management. Most of the change in the market value of the fund occurred, however, due to the decrease in stock values that occurred during the month which totaled over \$72,000 and decreased the market value of all holdings from \$3,845,836 as of December 31 to \$3,773,842 as of January 31.

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending February 28, 2015**

		February
BEGINNING CASH BALANCE *		\$ 7,305,909
* Including short-term investments		
 <u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$ 2,288,338	
IFT/CFT, PILOT receipts	\$ 3,187	
State Aid/MPSERS UAAL Rate Appropriation	\$ -	
District Court Penal Fines/Law Library Revenue	\$ -	
Interest Income	\$ 1,088	
Library Fines & Fees	\$ 17,411	
Other Sources: Gifts, Grants, & Reimbursements	\$ 3,107	
Other Gifts (Ready to Read, etc)	\$ 13,132	
TOTAL SOURCES OF CASH		\$ 2,326,263
 <u>USES OF CASH:</u>		
Salaries & Wages	\$ (414,094)	
Benefits	\$ (149,700)	
Materials	\$ (74,385)	
Supplies	\$ (6,895)	
Facilities	\$ (43,735)	
Technical Services	\$ (18,938)	
Purchased Services	\$ (37,137)	
Other	\$ (18,765)	
Capital Expenditures	\$ (5,339)	
Prepaid Expenditures	\$ (30,301)	
TOTAL USES OF CASH		\$ (799,289)
 ENDING CASH		 \$ 8,832,884
 <u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Fifth Third General & Payroll Checking Accounts		\$ 1,199,449
First National NOW & ACH Transfer Accounts		\$ 2,287,491
Fifth Third Arcadia Admin		\$ 6,135
Petty Cash/Midwest Business Exchange Account/Paypal		\$ 13,956
Pooled Cash Accounts		\$ 3,507,031
 <u>Pooled Investments</u>		
Fifth Third Bank, Fifth Third Securities, CD's		\$ 52
Flagstar Bank MM & CD's		\$ 1,611,071
First National Bank MM, ICS Savings, & CD's		\$ 3,714,729
Pooled Investment Accounts		\$ 5,325,852
Total Pooled Cash & Investments		\$ 8,832,883

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

<u>Date</u>	<u>Transfers:</u>	<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
2/2/2015	CD Maturity - Flagstar	Flagstar Bank		\$ (502,006.25)
2/2/2015	CD Maturity - Flagstar		Flagstar Money Market	\$ 502,386.94
2/2/2015	Employee H.S.A. Contributions	5/3 General Check	Employee Accounts	\$ (4,828.75)
2/2/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (991.96)
2/3/2015	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,213.82)
2/3/2015	Transfer from 1st National Check		1st National ICS	\$ 500,000.00
2/3/2015	Transfer to 1st National ICS	1st National Checking		\$ (500,000.00)
2/5/2015	Transfer from 1st National Check		1st National ACH	\$ 30,000.00
2/5/2015	Transfer to 1st National ACH	1st National Checking		\$ (30,000.00)
2/6/2015	MPERS Retirement January	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (27,923.61)
2/9/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (991.96)
2/9/2015	MERS January	1st National Transfer	Municipal Employees Retirement System	\$ (23,306.02)
2/9/2015	Transfer from Fifth Third Checking		Arcadia Checking	\$ (2,000.00)
2/9/2015	Transfer to Arcadia	5/3 General Check		\$ 2,000.00
2/13/2015	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,600.87)
2/13/2015	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (5,008.75)
2/13/2015	Payroll 2/15/2015	5/3 Payroll Check	Employee Accounts	\$ (122,434.59)
2/13/2015	Transfer from 1st National Check		1st National Limited ACH	\$ 7,500.00
2/13/2015	Transfer to 1st National ACH	1st National Checking		\$ (7,500.00)
2/13/2015	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
2/13/2015	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,251.87)
2/20/2015	Transfer from 1st National Check		1st National ACH	\$ 40,000.00
2/20/2015	Transfer from 1st National Check		1st National ICS	\$ 500,000.00
2/20/2015	Transfer to 1st National ACH	1st National Checking		\$ (40,000.00)
2/20/2015	Transfer to 1st National ICS	1st National Checking		\$ (500,000.00)
2/24/2015	MPSERS Correction	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (440.08)
2/27/2015	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (46,995.66)
2/27/2015	Payroll 2/28/2015	5/3 Payroll Check	Employee Accounts	\$ (119,308.52)
2/27/2015	Union Dues	5/3 General Check	KPLA/KPLSP Treasurers	\$ (2,255.87)
	Total Transfers February			\$ (417,277.52)

Kalamazoo Public Library
Combined Balance Sheet
As of February 28, 2015

	Operating	Capital	Special Revenue	Endowment	Total Library
Assets					
Cash & Equivalents					
Cash & Checking	\$5,394,378.39	\$1,710,383.53	\$108,200.43	\$238,725.47	\$7,451,687.82
Investments	\$1,619,922.18	\$0.00	\$62,946.84	\$3,535,116.95	\$5,217,985.97
Total Cash & Equivalents	\$7,014,300.57	\$1,710,383.53	\$171,147.27	\$3,773,842.42	\$12,669,673.79
Accounts Receivable					
Accounts Receivable	(\$708.00)	\$0.00	\$0.00	\$0.00	(\$708.00)
Total	(\$708.00)	\$0.00	\$0.00	\$0.00	(\$708.00)
Taxes Receivable					
Taxes Receivable	\$41,509.28	\$0.00	\$0.00	\$0.00	\$41,509.28
Total Taxes Receivable	\$41,509.28	\$0.00	\$0.00	\$0.00	\$41,509.28
Other Assets					
Other Assets	\$179,207.45	\$0.00	\$0.00	\$0.00	\$179,207.45
Total Other	\$179,207.45	\$0.00	\$0.00	\$0.00	\$179,207.45
Total Assets	\$7,234,309.30	\$1,710,383.53	\$171,147.27	\$3,773,842.42	\$12,889,682.52
Liabilities and Fund Balance					
Current Liabilities					
Accounts Payable	\$1,231.80	\$0.00	\$0.00	\$0.00	\$1,231.80
Salaries Payable	\$29,216.17	\$0.00	\$0.00	\$0.00	\$29,216.17
Retirement Payable	\$52,192.38	\$0.00	\$0.00	\$0.00	\$52,192.38
Total Accounts Payable	\$82,640.35	\$0.00	\$0.00	\$0.00	\$82,640.35
Long Term Liabilities					
Long Term Liabilities	\$52,616.36	\$0.00	\$0.00	\$0.00	\$52,616.36
Total	\$52,616.36	\$0.00	\$0.00	\$0.00	\$52,616.36
Net Assets					
Fund Balance	\$7,099,052.59	\$1,710,383.53	\$171,147.27	\$3,773,842.42	\$12,754,425.81
Total	\$7,099,052.59	\$1,710,383.53	\$171,147.27	\$3,773,842.42	\$12,754,425.81
Total Liabilities & Fund Balance	\$7,234,309.30	\$1,710,383.53	\$171,147.27	\$3,773,842.42	\$12,889,682.52

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
February 28, 2015

	Month	Encumbrance	Year to Date	Preliminary Budget	Variance	% Complete
Revenue						
Property Taxes	\$2,285,435.37	\$0.00	\$6,884,031.53	\$10,249,482	(\$3,365,450)	67.2%
Other Taxes	\$3,187.46	\$0.00	\$37,553.36	\$120,188	(\$82,635)	31.2%
Fines and Fees	\$17,411.02	\$0.00	\$116,486.70	\$170,000	(\$53,513)	68.5%
District Court Penal Fines	\$0.00	\$0.00	\$130,268.68	\$260,000	(\$129,731)	50.1%
Local Support	\$3,000.00	\$0.00	\$181,460.00	\$233,275	(\$51,815)	77.8%
Interest Income	\$1,088.35	\$0.00	\$7,425.09	\$15,000	(\$7,575)	49.5%
State Aid and Reimbursements	\$0.00	\$0.00	\$45,190.58	\$306,788	(\$261,597)	14.7%
Other	\$107.00	\$0.00	\$65,305.00	\$96,100	(\$30,795)	68.0%
Total Revenue	\$2,310,229.20	\$0.00	\$7,467,720.94	\$11,450,833	(\$3,983,112)	65.2%
Expenditures						
Salaries						
Administrator Salaries	\$54,351.17	\$0.00	\$436,309.34	\$637,110	\$200,801	68.5%
Librarian Salaries	\$104,247.86	\$0.00	\$842,807.38	\$1,249,050	\$406,243	67.5%
Supervisory Technical Salaries	\$56,895.12	\$0.00	\$453,467.39	\$665,095	\$211,628	68.2%
Library Assistant Salaries	\$128,723.46	\$0.00	\$1,051,294.12	\$1,563,755	\$512,461	67.2%
Hourly Staff	\$47,239.56	\$0.00	\$354,592.72	\$624,758	\$270,165	56.8%
Substitute Salaries	\$4,622.55	\$0.00	\$53,102.25	\$88,360	\$35,258	60.1%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$45,000)	(\$45,000)	0.0%
Total	\$396,079.72	\$0.00	\$3,191,573.20	\$4,783,128	\$1,591,555	66.7%
Benefits						
Employee Insurance	\$83,350.83	\$0.00	\$656,466.79	\$984,895	\$328,428	66.7%
Retirement	\$48,848.54	\$0.00	\$435,640.92	\$832,367	\$396,726	52.3%
Employer FICA-Medicare	\$29,923.54	\$0.00	\$242,186.91	\$367,605	\$125,418	65.9%
Other Benefits	\$2,447.00	\$0.00	\$41,683.67	\$201,780	\$160,096	20.7%
Total	\$164,569.91	\$0.00	\$1,375,978.29	\$2,386,647	\$1,010,669	57.7%
Materials						
Adult Books	\$30,814.41	\$24,967.25	\$295,902.57	\$475,600	\$179,697	62.2%
Juvenile Books	\$4,316.38	\$6,417.24	\$72,069.77	\$96,500	\$24,430	74.7%
Periodicals	\$295.32	\$0.00	\$46,798.82	\$60,262	\$13,463	77.7%
Audio-Visual Material	\$20,375.66	\$22,754.61	\$208,646.64	\$312,300	\$103,653	66.8%
Digital Materials	\$13,910.79	\$0.00	\$136,652.13	\$210,850	\$74,198	64.8%
Total	\$69,712.56	\$54,139.10	\$760,069.93	\$1,155,512	\$395,442	65.8%
Facilities						
Fuel	\$11,634.86	\$0.00	\$38,588.77	\$67,700	\$29,111	57.0%
Electricity	\$13,410.76	\$0.00	\$118,386.84	\$183,400	\$65,013	64.6%
Water	\$355.42	\$0.00	\$2,750.33	\$5,875	\$3,125	46.8%
Custodial Supplies	\$3,364.70	\$1,309.17	\$49,302.40	\$77,440	\$28,138	63.7%
Grounds Maintenance	\$0.00	\$0.00	\$20,462.47	\$37,880	\$17,418	54.0%
Building Repair	\$2,297.98	\$2,343.85	\$37,008.27	\$85,781	\$48,773	43.1%
Building Operations	\$1,200.90	\$29,881.50	\$108,084.87	\$131,046	\$22,961	82.5%
Total	\$32,264.62	\$33,534.52	\$374,583.95	\$589,122	\$214,538	63.6%
Supplies						
Office Supplies	\$3,884.58	\$0.00	\$21,105.41	\$52,600	\$31,495	40.1%
Marketing Supplies	\$662.90	\$0.00	\$4,424.40	\$12,000	\$7,576	36.9%
Postage & Freight	\$1,437.98	\$0.00	\$19,868.64	\$39,230	\$19,361	50.6%
Processing Supplies	\$1,246.93	\$0.00	\$14,500.24	\$62,140	\$47,640	23.3%
Departmental Purchases	\$606.67	\$961.79	\$14,218.31	\$47,082	\$32,864	30.2%
Total	\$7,839.06	\$961.79	\$74,117.00	\$213,052	\$138,935	34.8%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
February 28, 2015

	Month	Encumbrance	Year to Date	Preliminary Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$7,857.20	\$0.00	\$38,724.35	\$79,176	\$40,452	48.9%
Telecommunications	\$6,396.83	\$0.00	\$57,277.39	\$90,400	\$33,123	63.4%
Software & Licensing	\$2,038.80	\$0.00	\$274,249.29	\$323,369	\$49,120	84.8%
Cataloging & Processing	\$3,481.45	\$0.00	\$34,023.88	\$65,532	\$31,508	51.9%
Total	\$19,774.28	\$0.00	\$404,274.91	\$558,477	\$154,202	72.4%
Purchased Services						
Security	\$9,451.03	\$0.00	\$65,096.01	\$129,714	\$64,618	50.2%
Insurance	\$1,938.56	\$0.00	\$62,322.15	\$85,000	\$22,678	73.3%
Legal Services	\$0.00	\$0.00	\$72.00	\$12,000	\$11,928	0.6%
Contracted Services	\$15,785.91	\$7,545.00	\$120,161.87	\$207,405	\$87,243	57.9%
Printing Services	\$5,926.45	\$0.00	\$44,459.50	\$105,000	\$60,541	42.3%
Advertising	\$4,098.00	\$0.00	\$34,516.72	\$60,000	\$25,483	57.5%
Total	\$37,199.95	\$7,545.00	\$326,628.25	\$599,119	\$272,491	54.5%
Other Expenditures						
Miscellaneous Operating	\$2,363.48	\$229.00	\$21,266.03	\$49,980	\$28,714	42.5%
Tax Charge Backs	\$0.00	\$0.00	\$34,865.27	\$65,000	\$30,135	53.6%
Travel & Conference-Director	\$0.00	\$0.00	\$429.52	\$4,000	\$3,570	10.7%
Travel & Conference	\$1,086.18	\$0.00	\$9,380.65	\$50,035	\$40,654	18.7%
Staff Development	\$255.00	\$0.00	\$7,036.59	\$27,090	\$20,053	26.0%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$2,000	\$2,000	0.0%
Miscellaneous Disbursements	\$1,540.41	\$0.00	\$25,953.89	\$67,540	\$41,586	38.4%
Vehicle Maintenance	\$88.29	\$0.00	\$2,318.03	\$5,500	\$3,182	42.1%
Programming Expenditures	\$11,499.62	\$4,000.00	\$62,997.67	\$169,600	\$106,602	37.1%
Rent	\$2,456.19	\$525.00	\$21,493.32	\$33,500	\$12,007	64.2%
Total	\$19,289.17	\$4,754.00	\$185,740.97	\$474,245	\$288,504	39.2%
Total Expenditures	\$746,729.27	\$100,934.41	\$6,692,966.50	\$10,759,302	\$4,066,336	62.2%
Transfers						
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$600,000	\$600,000	0.0%
Total	\$0.00	\$0.00	\$0.00	\$600,000	\$600,000	0.0%
Total	\$0.00	\$0.00	\$0.00	\$600,000	\$600,000	0.0%
BEGINNING FUND BALANCE	\$5,535,552.66	\$0.00	\$6,223,363.74	\$6,223,364	\$6,223,364	0.0%
NET SURPLUS/(DEFICIT)	\$1,563,499.93	(\$112,451.41)	\$763,237.44	\$91,531	\$763,237	0.0%
ENDING FUND BALANCE	\$7,099,052.59	(\$112,451.41)	\$6,986,601.18	\$6,314,895	\$6,986,601	0.0%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
February 28, 2015

	Month	Encumbrance	Year to Date	Close Estimate Budget	Variance	% Complete
Revenue						
Property Taxes	\$2,285,435.37	\$0.00	\$6,884,031.53	\$10,203,999	\$ (3,319,967)	67.5%
Other Taxes	\$3,187.46	\$0.00	\$37,553.36	\$124,169	\$ (86,616)	30.2%
Fines and Fees	\$17,411.02	\$0.00	\$116,486.70	\$175,000	\$ (58,513)	66.6%
District Court Penal Fines	\$0.00	\$0.00	\$130,268.68	\$255,000	\$ (124,731)	51.1%
Local Support	\$3,000.00	\$0.00	\$181,460.00	\$233,275	\$ (51,815)	77.8%
Interest Income	\$1,088.35	\$0.00	\$7,425.09	\$15,000	\$ (7,575)	49.5%
State Aid and Reimbursements	\$0.00	\$0.00	\$45,190.58	\$320,049	\$ (274,858)	14.1%
Other	\$107.00	\$0.00	\$65,305.00	\$96,100	\$ (30,795)	68.0%
Total Revenue	\$2,310,229.20	\$0.00	\$7,467,720.94	\$11,422,592	\$ (3,954,871)	65.4%
Expenditures						
Salaries						
Administrator Salaries	\$54,351.17	\$0.00	\$436,309.34	\$653,722	\$ 217,413	66.7%
Librarian Salaries	\$104,247.86	\$0.00	\$842,807.38	\$1,270,780	\$ 427,973	66.3%
Supervisory Technical Salaries	\$56,895.12	\$0.00	\$453,467.39	\$684,530	\$ 231,063	66.2%
Library Assistant Salaries	\$128,723.46	\$0.00	\$1,051,294.12	\$1,587,970	\$ 536,676	66.2%
Hourly Staff	\$47,239.56	\$0.00	\$354,592.72	\$620,500	\$ 265,907	57.1%
Substitute Salaries	\$4,622.55	\$0.00	\$53,102.25	\$103,360	\$ 50,258	51.4%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0	\$ -	0.0%
Total	\$396,079.72	\$0.00	\$3,191,573.20	\$4,920,862	\$ 1,729,289	64.9%
Benefits						
Employee Insurance	\$83,350.83	\$0.00	\$656,466.79	\$1,012,020	\$ 355,553	64.9%
Retirement	\$48,848.54	\$0.00	\$435,640.92	\$849,398	\$ 413,757	51.3%
Employer FICA-Medicare	\$29,923.54	\$0.00	\$242,186.91	\$376,885	\$ 134,698	64.3%
Other Benefits	\$2,447.00	\$0.00	\$41,683.67	\$67,625	\$ 25,941	61.6%
Total	\$164,569.91	\$0.00	\$1,375,978.29	\$2,305,928	\$ 929,950	59.7%
Materials						
Adult Books	\$30,814.41	\$24,967.25	\$295,902.57	\$469,800	\$ 173,897	63.0%
Juvenile Books	\$4,316.38	\$6,417.24	\$72,069.77	\$96,500	\$ 24,430	74.7%
Periodicals	\$295.32	\$0.00	\$46,798.82	\$55,585	\$ 8,786	84.2%
Audio-Visual Material	\$20,375.66	\$22,754.61	\$208,646.64	\$323,500	\$ 114,853	64.5%
Digital Materials	\$13,910.79	\$0.00	\$136,652.13	\$201,850	\$ 65,198	67.7%
Total	\$69,712.56	\$54,139.10	\$760,069.93	\$1,147,235	\$ 387,165	66.3%
Facilities						
Fuel	\$11,634.86	\$0.00	\$38,588.77	\$67,700	\$ 29,111	57.0%
Electricity	\$13,410.76	\$0.00	\$118,386.84	\$194,900	\$ 76,513	60.7%
Water	\$355.42	\$0.00	\$2,750.33	\$5,875	\$ 3,125	46.8%
Custodial Supplies	\$3,364.70	\$1,309.17	\$49,302.40	\$77,440	\$ 28,138	63.7%
Grounds Maintenance	\$0.00	\$0.00	\$20,462.47	\$45,180	\$ 24,718	45.3%
Building Repair	\$2,297.98	\$2,343.85	\$37,008.27	\$88,781	\$ 51,773	41.7%
Building Operations	\$1,200.90	\$29,881.50	\$108,084.87	\$131,046	\$ 22,961	82.5%
Total	\$32,264.62	\$33,534.52	\$374,583.95	\$610,922	\$ 236,338	61.3%
Supplies						
Office Supplies	\$3,884.58	\$0.00	\$21,105.41	\$49,600	\$ 28,495	42.6%
Marketing Supplies	\$662.90	\$0.00	\$4,424.40	\$12,000	\$ 7,576	36.9%
Postage & Freight	\$1,437.98	\$0.00	\$19,868.64	\$39,230	\$ 19,361	50.6%
Processing Supplies	\$1,246.93	\$0.00	\$14,500.24	\$60,140	\$ 45,640	24.1%
Departmental Purchases	\$606.67	\$961.79	\$14,218.31	\$44,882	\$ 30,664	31.7%
Total	\$7,839.06	\$961.79	\$74,117.00	\$205,852	\$ 131,735	36.0%

Kalamazoo Public Library
General Fund Revenue and Expenditure Summary
February 28, 2015

	Month	Encumbrance	Year to Date	Close Estimate Budget	Variance	% Complete
Technical Services						
F&E Repair & Maintenance	\$7,857.20	\$0.00	\$38,724.35	\$76,576	\$ 37,852	50.6%
Telecommunications	\$6,396.83	\$0.00	\$57,277.39	\$90,400	\$ 33,123	63.4%
Software & Licensing	\$2,038.80	\$0.00	\$274,249.29	\$323,369	\$ 49,120	84.8%
Cataloging & Processing	\$3,481.45	\$0.00	\$34,023.88	\$65,532	\$ 31,508	51.9%
Total	\$19,774.28	\$0.00	\$404,274.91	\$555,877	\$ 151,602	72.7%
Purchased Services						
Security	\$9,451.03	\$0.00	\$65,096.01	\$136,814	\$ 71,718	47.6%
Insurance	\$1,938.56	\$0.00	\$62,322.15	\$85,000	\$ 22,678	73.3%
Legal Services	\$0.00	\$0.00	\$72.00	\$10,000	\$ 9,928	0.7%
Contracted Services	\$15,785.91	\$7,545.00	\$120,161.87	\$197,525	\$ 77,363	60.8%
Printing Services	\$5,926.45	\$0.00	\$44,459.50	\$97,000	\$ 52,541	45.8%
Advertising	\$4,098.00	\$0.00	\$34,516.72	\$60,000	\$ 25,483	57.5%
Total	\$37,199.95	\$7,545.00	\$326,628.25	\$586,339	\$ 259,711	55.7%
Other Expenditures						
Miscellaneous Operating	\$2,363.48	\$229.00	\$21,266.03	\$54,110	\$ 32,844	39.3%
Tax Charge Backs	\$0.00	\$0.00	\$34,865.27	\$65,000	\$ 30,135	53.6%
Travel & Conference-Director	\$0.00	\$0.00	\$429.52	\$4,000	\$ 3,570	10.7%
Travel & Conference	\$1,086.18	\$0.00	\$9,380.65	\$42,535	\$ 33,154	22.1%
Staff Development	\$255.00	\$0.00	\$7,036.59	\$21,590	\$ 14,553	32.6%
Travel & Conference - Board	\$0.00	\$0.00	\$0.00	\$2,000	\$ 2,000	0.0%
Miscellaneous Disbursements	\$1,540.41	\$0.00	\$25,953.89	\$63,740	\$ 37,786	40.7%
Vehicle Maintenance	\$88.29	\$0.00	\$2,318.03	\$5,500	\$ 3,182	42.1%
Programming Expenditures	\$11,499.62	\$4,000.00	\$62,997.67	\$171,600	\$ 108,602	36.7%
Rent	\$2,456.19	\$525.00	\$21,493.32	\$32,100	\$ 10,607	67.0%
Total	\$19,289.17	\$4,754.00	\$185,740.97	\$462,175	\$ 276,434	40.2%
Total Expenditures	\$746,729.27	\$100,934.41	\$6,692,966.50	\$10,795,190	\$4,102,224	62.0%
Transfers						
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$600,000	\$ 600,000	0.0%
Total	\$0.00	\$0.00	\$0.00	\$600,000	\$ 600,000	0.0%
Total	\$0.00	\$0.00	\$0.00	\$600,000	\$ 600,000	0.0%
BEGINNING FUND BALANCE	\$5,535,552.66	\$0.00	\$6,223,363.74	\$6,223,364	\$ -	
NET SURPLUS/(DEFICIT)	\$1,563,499.93	(\$112,451.41)	\$774,754.44	\$27,402	\$ 747,352	
ENDING FUND BALANCE	\$7,099,052.59	(\$112,451.41)	\$6,998,118.18	\$6,250,766	\$ 747,352	

Kalamazoo Public Library Capital Improvement Plan

February 28, 2015

	Actual	Encumbrances	Year-to-Date +Encumb.	Budget	Variance
Revenue					
Local Revenue					
Other Local Gifts & Grants					
817 - Viewscan microfilm Readers	\$0.00	\$0.00	\$11,000.00	\$11,000.00	\$0.00
843 - Branch digital signage	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00
884 - Digital Lab Equipment	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00
894 - Oshtemo Refurb Phase I	\$2,500.00	\$0.00	\$2,500.00	\$0.00	(\$2,500.00)
896 - Looped Technology	\$10,400.00	\$0.00	\$10,400.00	\$10,400.00	\$0.00
Total	\$12,900.00	\$0.00	\$28,900.00	\$26,400.00	(\$2,500.00)
Total Revenue					
	\$12,900.00	\$0.00	\$28,900.00	\$26,400.00	(\$2,500.00)
Expenditures					
Library Systems and Equipment					
Integrated Library System					
802 - Library Systems	\$0.00	\$0.00	\$0.00	\$4,384.00	\$4,384.00
Total Library Systems and Equipment	\$0.00	\$0.00	\$0.00	\$4,384.00	\$4,384.00
Furniture & Equipment					
Furniture & Equipment					
810 - Equipment & Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$70,695.00	\$70,695.00
811 - Carpet Master Plan/1st Renovation	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
813 - Display/Public - Central	\$0.00	\$0.00	\$8,874.00	\$10,000.00	\$1,126.00
814 - Chairs - Multiple Departments	\$1,325.00	\$0.00	\$5,448.11	\$10,620.00	\$5,171.89
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$0.00	\$1,934.99	\$15,500.00	\$13,565.01
817 - Viewscan microfilm Readers	\$0.00	\$0.00	\$21,664.04	\$21,664.00	(\$0.04)
818 - Video equipment-Canon Camcorders	\$0.00	\$0.00	\$0.00	\$3,200.00	\$3,200.00
880 - ADS conference room	\$0.00	\$0.00	\$3,070.52	\$4,100.00	\$1,029.48
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$1,196.49	\$1,196.00	(\$0.49)
882 - Oshtemo-Drop box	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00
889 - Children's Room Table/Chairs	\$0.00	\$0.00	\$0.00	\$5,328.00	\$5,328.00
891 - Digital Lab Furniture	\$0.00	\$0.00	\$2,596.11	\$2,596.00	(\$0.11)
892 - Local History Room Furniture	\$0.00	\$0.00	\$2,244.26	\$3,261.00	\$1,016.74
893 - Delivery Vehicle	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00
894 - Oshtemo Refurb Phase I	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
Total Furniture & Equipment	\$1,325.00	\$0.00	\$47,028.52	\$324,588.00	\$277,559.48
Building Alterations					
Building Alterations					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$44,362.00	\$44,362.00
823 - Generator - Oshtemo	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
824 - Generator - Eastwood	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
827 - Security Camera System	\$0.00	\$15,490.38	\$15,490.38	\$15,500.00	\$9.62
828 - Eastwood Roof Repair	\$0.00	\$0.00	\$0.00	\$22,000.00	\$22,000.00
841 - Central Louvers on AHU-2	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00
842 - Central Lighting Control System	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00
873 - Parking Lot LED Lights	\$0.00	\$0.00	\$11,181.00	\$11,181.00	\$0.00
874 - Metasys control system/monitors	\$0.00	\$0.00	\$5,304.00	\$5,407.00	\$103.00
886 - Eastwood Drainage	\$0.00	\$0.00	\$13,300.00	\$13,300.00	\$0.00
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
895 - Central Freight Elevator	\$0.00	\$0.00	\$0.00	\$105,000.00	\$105,000.00
896 - Looped Technology	\$3,080.00	\$9,240.00	\$12,320.00	\$10,400.00	(\$1,920.00)
Total Building Alterations	\$3,080.00	\$24,730.38	\$57,595.38	\$365,150.00	\$307,554.62

Kalamazoo Public Library Capital Improvement Plan

February 28, 2015

	Actual	Encumbrances	Year-to-Date +Encumb.	Budget	Variance
Computer & Electronics					
Automation					
830 - Automation & Technology Reserve	\$0.00	\$0.00	\$0.00	\$48,058.00	\$48,058.00
831 - Automation Replacement	\$933.59	\$0.00	\$3,168.85	\$126,737.00	\$123,568.15
843 - Branch digital signage	\$0.00	\$0.00	\$571.97	\$9,411.00	\$8,839.03
845 - Public Spaces AV Upgrades	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00
865 - Game Carts - Teen	\$0.00	\$0.00	\$1,457.77	\$4,599.00	\$3,141.23
878 - Portable Devices	\$0.00	\$0.00	\$7,225.54	\$21,410.00	\$14,184.46
879 - Office scanners	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
884 - Digital Lab Equipment	\$0.00	\$0.00	\$0.00	\$6,175.00	\$6,175.00
Total Computer & Electronics	\$933.59	\$0.00	\$12,424.13	\$248,390.00	\$235,965.87
RFID					
RFID and Telecommunications					
852 - RFID Building/Furniture	\$0.00	\$0.00	\$0.00	\$15,199.00	\$15,199.00
855 - Telephone System	\$0.00	\$96,643.72	\$107,095.52	\$125,000.00	\$17,904.48
Total RFID	\$0.00	\$96,643.72	\$107,095.52	\$140,199.00	\$33,103.48
Total Expenditures	\$5,338.59	\$121,374.10	\$224,143.55	\$1,082,711.00	\$858,567.45
Transfers					
Transfers In/(Out)					
Transfers from other funds					
800 - Capital Improvement Plan	\$0.00	\$0.00	\$0.00	(\$600,000.00)	(\$600,000.00)
Total	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00
Total Transfers	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00
TOTAL BEGINNING FUND BALANCE	\$262,138.47	\$0.00	\$ 1,784,253	\$ 1,784,253	\$ -
TOTAL NET SURPLUS/(DEFICIT)	\$7,561.41	(\$121,374.10)	\$ (195,244)	\$ (1,656,311)	\$ 1,461,067
TOTAL ENDING FUND BALANCE	\$269,699.88	(\$121,374.10)	\$ 1,589,009	\$ 127,942	\$ 1,461,067

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
February 28, 2015

	Actual	Encumbrances	Year to Date +Encumb.	Preliminary Budget	Variance
Revenue					
Local Support					
233 - Ready to Read - Gifts	\$106.99	\$0.00	\$836.14	\$2,000.00	\$1,163.86
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$21,950.00	\$20,000.00	(\$1,950.00)
301 - Gifts & Memorials - Materials	\$75.00	\$0.00	\$1,030.00	\$1,000.00	(\$30.00)
303 - History Room Gifts	\$0.00	\$0.00	\$435.77	\$0.00	(\$435.77)
308 - Library Gifts	\$50.00	\$0.00	\$264.20	\$3,000.00	\$2,735.80
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Local Support	\$231.99	\$0.00	\$24,516.11	\$28,000.00	\$3,483.89
Other					
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$735.00	\$0.00	(\$735.00)
Total Other	\$0.00	\$0.00	\$735.00	\$0.00	(\$735.00)
Total Revenue	\$231.99	\$0.00	\$25,251.11	\$28,000.00	\$2,748.89
Expenditures					
Salaries					
Hourly Staff					
303 - History Room Gifts	\$0.00	\$0.00	\$803.28	\$500.00	(\$303.28)
Total Salaries	\$0.00	\$0.00	\$803.28	\$500.00	(\$303.28)
Benefits					
Employer FICA-Medicare					
303 - History Room Gifts	\$0.00	\$0.00	\$61.45	\$39.00	(\$22.45)
Total Employer FICA-Medicare	\$0.00	\$0.00	\$61.45	\$39.00	(\$22.45)
Materials					
Adult Books					
301 - Gifts & Memorials - Materials	\$69.23	\$117.95	\$386.52	\$1,000.00	\$613.48
Total Adult Books	\$69.23	\$117.95	\$386.52	\$1,000.00	\$613.48
Juvenile Books					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$7,449.58	\$10,000.00	\$2,550.42
235 - Ready to Read - Spelling Bee	\$2,572.48	\$0.00	\$11,317.45	\$17,000.00	\$5,682.55
301 - Gifts & Memorials - Materials	\$186.09	\$0.00	\$186.09	\$250.00	\$63.91
Total Juvenile Books	\$2,758.57	\$0.00	\$18,953.12	\$27,250.00	\$8,296.88
Purchased Services					
Contracted Services					
303 - History Room Gifts	\$0.00	\$0.00	\$1,188.00	\$1,288.00	\$100.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$12,000.00	\$11,799.00	(\$201.00)
Total Contracted Services	\$0.00	\$0.00	\$13,188.00	\$13,087.00	(\$101.00)
Other Expenditures					
Miscellaneous Disbursements					
233 - Ready to Read - Gifts	\$730.00	\$0.00	\$730.00	\$1,000.00	\$270.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$4,114.38	\$4,000.00	(\$114.38)
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
310 - KPL Antiracism Transformation Team	\$214.20	\$0.00	\$2,611.62	\$1,250.00	(\$1,361.62)
380 - Scholarships/Administration Mini-Grants	\$0.00	\$0.00	\$26.61	\$0.00	(\$26.61)
381 - Staff Appreciation Mini-Grant	\$0.00	\$0.00	\$36.03	\$0.00	(\$36.03)
387 - Oshtemo Mini-Grant	\$0.00	\$0.00	\$238.61	\$0.00	(\$238.61)
388 - Eastwood/Powell Mini-Grant	\$0.00	\$0.00	\$324.72	\$0.00	(\$324.72)
389 - Washington Square Mini-Grant	\$81.64	\$0.00	\$81.64	\$0.00	(\$81.64)
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$250.00	\$0.00	(\$250.00)
391 - Children's Mini-Grant	\$0.00	\$0.00	\$351.97	\$0.00	(\$351.97)
Total Miscellaneous Disb.	\$1,025.84	\$0.00	\$8,765.58	\$11,300.00	\$2,534.42
Programming Expenditures					
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$0.00	\$2,209.00	\$2,209.00
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Programming	\$0.00	\$0.00	\$0.00	\$4,209.00	\$4,209.00
Total Expenditures	\$3,853.64	\$117.95	\$42,157.95	\$57,385.00	\$15,227.05
TOTAL BEGINNING FUND BALANCE	\$177,663.26	\$0.00	\$190,830.50	\$190,830.50	\$0.00
TOTAL NET SURPLUS/(DEFICIT)	(\$3,621.65)	(\$117.95)	(\$16,906.84)	(\$29,385.00)	(\$12,478.16)
TOTAL ENDING FUND BALANCE	\$174,041.61	(\$117.95)	\$173,923.66	\$161,445.50	(\$12,478.16)

Kalamazoo Public Library
Other Gifts Revenue and Expenditure Summary
February 28, 2015

	Actual	Encumbrances	Year to Date +Encumb.	Close Estimate Budget	Variance
Revenue					
Local Support					
233 - Ready to Read - Gifts	\$106.99	\$0.00	\$836.14	\$1,000.00	(\$163.86)
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$21,950.00	\$22,000.00	(\$50.00)
301 - Gifts & Memorials - Materials	\$75.00	\$0.00	\$1,030.00	\$1,000.00	\$30.00
303 - History Room Gifts	\$0.00	\$0.00	\$435.77	\$435.00	\$0.77
308 - Library Gifts	\$50.00	\$0.00	\$264.20	\$500.00	(\$235.80)
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$7,000.00	(\$7,000.00)
Total Local Support	\$231.99	\$0.00	\$24,516.11	\$31,935.00	(\$7,418.89)
Other					
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$735.00	\$735.00	\$0.00
Total Other	\$0.00	\$0.00	\$735.00	\$735.00	\$0.00
Total Revenue	\$231.99	\$0.00	\$25,251.11	\$32,670.00	(\$7,418.89)
Expenditures					
Salaries					
Hourly Staff					
303 - History Room Gifts	\$0.00	\$0.00	\$803.28	\$1,600.00	\$796.72
Total Salaries	\$0.00	\$0.00	\$803.28	\$1,600.00	\$796.72
Benefits					
Employer FICA-Medicare					
303 - History Room Gifts	\$0.00	\$0.00	\$61.45	\$125.00	\$63.55
Total Employer FICA-Medicare	\$0.00	\$0.00	\$61.45	\$125.00	\$63.55
Materials					
Adult Books					
301 - Gifts & Memorials - Materials	\$69.23	\$117.95	\$386.52	\$1,000.00	\$613.48
Total Adult Books	\$69.23	\$117.95	\$386.52	\$1,000.00	\$613.48
Juvenile Books					
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$7,449.58	\$12,000.00	\$4,550.42
235 - Ready to Read - Spelling Bee	\$2,572.48	\$0.00	\$11,317.45	\$18,000.00	\$6,682.55
301 - Gifts & Memorials - Materials	\$186.09	\$0.00	\$186.09	\$250.00	\$63.91
Total Juvenile Books	\$2,758.57	\$0.00	\$18,953.12	\$30,250.00	\$11,296.88
Purchased Services					
Contracted Services					
303 - History Room Gifts	\$0.00	\$0.00	\$1,188.00	\$4,000.00	\$2,812.00
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$12,000.00	\$12,000.00	\$0.00
Total Contracted Services	\$0.00	\$0.00	\$13,188.00	\$16,000.00	\$2,812.00
Other Expenditures					
Miscellaneous Disbursements					
233 - Ready to Read - Gifts	\$730.00	\$0.00	\$730.00	\$1,000.00	\$270.00
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$4,114.38	\$4,500.00	\$385.62
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
310 - KPL Antiracism Transformation Team	\$214.20	\$0.00	\$2,611.62	\$6,470.00	\$3,858.38
315 - Library Gifts	\$0.00	\$0.00	\$0.00	\$3,400.00	\$3,400.00
380 - Scholarships/Administration Mini-Grants	\$0.00	\$0.00	\$26.61	\$1,255.00	\$1,228.39
381 - Staff Appreciation Mini-Grant	\$0.00	\$0.00	\$36.03	\$300.00	\$263.97
383 - History Room Mini-Grants	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
387 - Oshemo Mini-Grant	\$0.00	\$0.00	\$238.61	\$786.00	\$547.39
388 - Eastwood/Powell Mini-Grant	\$0.00	\$0.00	\$324.72	\$1,572.00	\$1,247.28
389 - Washington Square Mini-Grant	\$81.64	\$0.00	\$81.64	\$82.00	\$0.36
390 - Teen Services Mini-Grant	\$0.00	\$0.00	\$250.00	\$348.00	\$98.00
391 - Children's Mini-Grant	\$0.00	\$0.00	\$351.97	\$1,117.00	\$765.03
Total Miscellaneous Disb.	\$1,025.84	\$0.00	\$8,765.58	\$22,830.00	\$14,064.42
Programming Expenditures					
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$0.00	\$1,922.00	\$1,922.00
315 - Children's Room (Family Place)	\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00
Total Programming	\$0.00	\$0.00	\$0.00	\$8,922.00	\$8,922.00
Total Expenditures	\$3,853.64	\$117.95	\$42,157.95	\$80,727.00	\$15,227.05
TOTAL BEGINNING FUND BALANCE	\$177,663.26	\$0.00	\$190,830.50	\$190,830.50	\$0.00
TOTAL NET SURPLUS/(DEFICIT)	(\$3,621.65)	(\$117.95)	(\$16,906.84)	(\$29,385.00)	(\$12,478.16)
TOTAL ENDING FUND BALANCE	\$174,041.61	(\$117.95)	\$173,923.66	\$161,445.50	(\$12,478.16)

**Kalamazoo Public Library
Endowment Fund
February 1, 2015**

	12/31/2014		%	1/31/2015		%
	Cost	Market	Cost to	Cost	Market	Cost to
	Basis	Basis	Market	Basis	Basis	Market
			Increase			Increase
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 138,506.32	\$ 138,506.32	0.0%	\$ 238,725.47	\$ 238,725.47	0.0%
Stocks	\$ 1,363,570.70	\$ 2,120,711.65	55.5%	\$ 1,363,570.70	\$ 2,038,062.45	49.5%
Fixed Income Investments	\$ 1,595,780.87	\$ 1,586,618.50	-0.6%	\$ 1,595,780.87	\$ 1,497,054.50	-6.2%
	\$ -	\$ -		\$ -	\$ -	
Total Value	\$ 3,097,857.89	\$ 3,845,836.47	24.1%	\$ 3,198,077.04	\$ 3,773,842.42	18.0%

Fund Balance

Assigned for Children's Endowment	\$ 18,306.13	\$ 18,436.46
Kalamazoo Public Library Endowment	\$ 3,827,530.34	\$ 3,755,405.96

Year to Date Revenue & Expenditures

Net Withdrawals/Deposits from/to Account	\$ -	\$ -
Dividend and Interest Income	\$ 24,400.87	\$ 30,360.60
Realized Gains (Losses) on Sale of Assets	\$ -	\$ -
Unrealized Gains (Losses) on Market Value	\$ 32,612.76	\$ (39,600.44)
Arcadia Investment Management Fee/Other	\$ (11,519.56)	\$ (17,260.14)
Net Change	\$ 45,494.07	\$ (26,499.98)

Summary:

Trade activity during January included the maturity and sale of two fixed income holdings, Merrill Lynch & Co and DuPont at maturities of \$50,000 each. Multiple interest and dividend receipts increased that classification of income during the month by \$5,979.73. In addition, the Arcadia Investment Management fee for 1st quarter 2015 was recorded at \$5,740.58. Most of the net change for the month, however, was due to a \$72,213.20 unrealized market value loss for the month of January 2015.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library DirectorRE: **Revised Budget**

DATE: March 23, 2015

Recommendation:

I recommend the Board approve the General Operating Fund Close Estimate Budget for Fiscal Year 2014-2015 and the Special Revenue Fund Close Estimate Budget for 2014-2015.

Executive Summary:**General Operating Fund – Close Estimate Budget Fiscal Year 2014-2015**

The Close Estimate Budget for Fiscal Year 2014-2015 adjusts both revenue and expenditure expectations to reflect current estimates. Revenue projections have been decreased from the Preliminary Budget by \$28,241 in total, reflecting new estimates for Property Taxes, Fines and Fees, State Aid to Public Libraries, and District Court Penal Fines.

The total of all revisions to the expenditure budgets results in an increase of \$35,888 over the Preliminary Budget. Salaries and Benefit projections have been increased a total of \$57,015 to reflect contractual and benefit census data as of July 1, 2014, the impact of revisions to the hourly wage rates, the elimination of the vacancy credit, and a 1.0 FTE temporary increase in the Library Assistants staffing table. Materials budget revisions result in a net reduction of \$8,277 representing the reconsideration of children's digital book subscriptions and the reclassification of charges to maintain the digital learning stations. Facilities budgets have been increased a total of \$21,800, reflecting electricity rate estimate increases, the repair and restripe of the Oshtemo Parking lot, and the replacement of the compressor on the Washington Square air conditioner. Purchased Services has been revised to also release budgeted reserves, recognize new contractual amounts, and increase the Security services line item budget to provide for additional guard hours at both Central and Eastwood branch. The net result of all revisions to Purchased Services is a reduction in budget of \$12,780. Other budgetary line items have been similarly adjusted.

The Net Excess of Revenue over Expenditures for the Close Estimate Budget is \$27,402, a decrease from the Preliminary Budget projection. However, due to the increase in the Beginning Fund Balance at the beginning of the fiscal year, Ending Fund Balance is projected to increase \$526,192 to \$6,250,766 as of June 30, 2015.

Special Revenue Fund Close Estimate Budget Fiscal Year 2014-2015

All revisions forecast in the Close Estimate Budget reflect continuing activities in Ready to Read, History Room Gifts, ONEPlace programming, KPL Antiracism Team activities, Children's Family Place, and Gifts and Memorials. No new projects or major grants have been anticipated. Variances reflected are due to the carryover of budget from the prior year and rebalancing of current year expectations.

Both Close Estimate Budgets have been reviewed and are supported by the Finance and Budget Committee.

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

	<u>FY 12/13</u> <u>Actuals</u>	<u>FY 13/14</u> <u>Actuals</u>	<u>FY 14/15</u> <u>Preliminary</u> <u>Budget</u>	<u>FY 14/15</u> <u>Close Estimate</u> <u>Budget</u>	<u>Variance</u> <u>to Prior</u>	<u>%</u>
Revenue						
Property Taxes	\$ 10,333,532	\$ 10,203,577	\$ 10,249,482	\$ 10,203,999	\$ (45,483)	-0.4%
State Grants and Reimbursements	\$ 156,864	\$ 278,349	\$ 306,788	\$ 320,049	\$ 13,261	4.3%
Charges for Services	\$ 181,810	\$ 176,720	\$ 170,000	\$ 175,000	\$ 5,000	2.9%
District Court Penal Fines	\$ 279,650	\$ 254,027	\$ 260,000	\$ 255,000	\$ (5,000)	-1.9%
Other Revenue	\$ 480,697	\$ 554,102	\$ 464,563	\$ 468,544	\$ 3,981	0.9%
Total Revenue	\$ 11,432,553	\$ 11,466,774	\$ 11,450,833	\$ 11,422,592	\$ (28,241)	-0.2%
Expenditures						
Salaries & Benefits	\$ 6,641,043	\$ 6,790,671	\$ 7,169,775	\$ 7,226,790	\$ (57,015)	-0.8%
Materials	\$ 1,040,899	\$ 1,072,280	\$ 1,155,512	\$ 1,147,235	\$ 8,277	0.7%
Facilities	\$ 482,120	\$ 540,776	\$ 589,122	\$ 610,922	\$ (21,800)	-3.7%
Supplies	\$ 216,012	\$ 180,880	\$ 213,052	\$ 205,852	\$ 7,200	3.4%
Technical Services	\$ 449,886	\$ 473,221	\$ 558,477	\$ 555,877	\$ 2,600	0.5%
Purchased Services	\$ 504,948	\$ 506,974	\$ 599,119	\$ 586,339	\$ 12,780	2.1%
Other	\$ 392,233	\$ 460,289	\$ 474,245	\$ 462,175	\$ 12,070	2.5%
Total Operating Expenditures	\$ 9,727,141	\$ 10,025,092	\$ 10,759,302	\$ 10,795,190	\$ (35,888)	-0.3%
Excess (Deficiency) of Revenue Over Expenditures	\$ 1,705,413	\$ 1,441,682	\$ 691,531	\$ 627,402	\$ (64,129)	
Operating Transfers						
Transfers to/from Other Funds/Prior adjustments	\$ (5,782)	\$ (17,592)	\$ -	\$ -	\$ -	-
Transfers to Capital Improvement Plan	\$ 400,000	\$ 400,000	\$ 600,000	\$ 600,000	\$ -	-
Transfer to Bond Issues Debt Service	\$ 1,081,000	\$ 1,035,000	\$ -	\$ -	\$ -	-
Total Expenditures & Transfers	\$ 11,202,359	\$ 11,442,500	\$ 11,359,302	\$ 11,395,190	\$ (35,888)	
Excess (Deficiency) of Revenue and Other Sources Over Expenditures and Other Uses	\$ 230,195	\$ 24,274	\$ 91,531	\$ 27,402	\$ (64,129)	
Beginning Fund Balance	\$ 5,970,702	\$ 6,199,090	\$ 5,633,043	\$ 6,223,364	\$ 590,321	
Ending Fund Balance						
Non-spendable Prepaid Expenditures	\$ 223,061	\$ -	\$ -	\$ -	\$ -	-
Restricted ONEplace grants	\$ 167,276	\$ 256,293	\$ 167,276	\$ 256,293	\$ 89,017	
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	\$ 2,167,071	\$ 1,757,298	\$ 2,194,473	\$ 437,175	
Total Ending Fund Balance	\$ 6,200,896	\$ 6,223,364	\$ 5,724,574	\$ 6,250,766	\$ 526,192	

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
Close Estimate Budget
Fiscal year ending June 30, 2015**

Budget Overview

The Close Estimate Budget for fiscal year 2014-2015 adjusts both revenue and expenditure expectations to reflect current estimates. Property Tax Revenue has been revised based upon prior year actual receipts, reflecting no change in taxable values. State Aid has been increased to reflect the \$0.29469338 per capita rate expected for 2014 from the State of Michigan. Total Revenue expectations have been decreased by \$28,241 or 0.2%.

Revisions to expenditure budgets reflect the update of salary and benefit projections based upon contractual and benefit census data as of July 1, 2014 and the impact of revisions to the hourly wage ranges and a temporary FTE increase in Library Assistant Salaries approved by the board. Combining those revisions with the elimination of the anticipated 'vacancy credit' as of mid-year results in increasing Total Salaries and Benefits by \$57,015 or 0.8%.

Materials budget revisions result in a net reduction of \$8,277 representing the reconsideration of children's digital book subscriptions and the reclassification of charges to maintain the digital learning stations. Facilities budgets have been increased a total of \$21,800, reflecting electricity rate estimate increases, the repair and restripe of the Oshtemo parking lot, and the replacement of the compressor on the Washington Square air conditioner. Supplies and Technical Services budgets have been revised to reflect current expenditure patterns and expected usage, releasing \$7,200 and \$2,600 in budgeted reserves, respectively.

Purchased Services has been revised to also release budgeted reserves, recognize new contractual amounts, and increase the Security services line item budget to allow additional guard hours at both Central and Eastwood branch. The net result of all revisions to Purchased Services is a reduction in budget of \$12,780. Other budgetary line items have been similarly adjusted resulting in a net reduction in budget of \$12,070.

The total increase in all expenditure line items in the Close Estimate Budget as compared to the Preliminary Budget is \$35,888. Combined with the estimated reduction in Revenue of \$28,241, the Excess of Revenue over Expenditures is reduced from the Preliminary Budget's estimate of \$91,531 to \$27,402 for the fiscal year. Total Ending Fund Balance for the Close Estimate Budget totals \$6,250,766, still well above the prior estimate by \$526,192 due to the fiscal year 2013-2014 carryover balance.

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

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

	FY 12/13 Actuals	FY 13/14 Actuals	FY 14/15 Preliminary Budget	FY 14/15 Close Estimate Budget	Variance to Prior	%
REVENUE						
Property Taxes						
1 City of Kalamazoo	\$ 5,645,591	\$ 5,586,263	\$ 5,583,236	\$ 5,586,263	\$ 3,027	0.1%
2 Kalamazoo Township	\$ 1,449,354	\$ 1,431,376	\$ 1,439,250	\$ 1,431,376	\$ (7,874)	-0.5%
3 Oshtemo Township	\$ 2,792,461	\$ 2,780,811	\$ 2,819,661	\$ 2,780,811	\$ (38,850)	-1.4%
4 Texas Township	\$ 422,176	\$ 415,549	\$ 422,335	\$ 415,549	\$ (6,786)	-1.6%
5 Total Property Taxes	\$ 10,309,582	\$ 10,213,998	\$ 10,264,482	\$ 10,213,999	\$ (50,483)	-0.5%
6 Less Delinquency Reserve	\$ -	\$ -	\$ (40,000)	\$ (30,000)	\$ 10,000	-25.0%
7 Plus Delinq. Tax Receipts	\$ 23,950	\$ (10,421)	\$ 25,000	\$ 20,000	\$ (5,000)	-20.0%
8 Net Property Tax Revenue	\$ 10,333,532	\$ 10,203,577	\$ 10,249,482	\$ 10,203,999	\$ (45,483)	-0.4%
Other Taxes						
Industrial Facilities Tax						
9 City of Kalamazoo	\$ 67,087	\$ 47,067	\$ 55,000	\$ 47,000	\$ (8,000)	-14.5%
10 Kalamazoo Township	\$ 12,155	\$ 10,605	\$ 11,000	\$ 11,000	\$ -	0.0%
11 Oshtemo Township	\$ 4,463	\$ 4,193	\$ 4,200	\$ 4,200	\$ -	0.0%
12 Texas Township	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
13 Total Industrial Facilities Tax	\$ 83,705	\$ 61,866	\$ 70,200	\$ 62,200	\$ (8,000)	-11.4%
14 Renaissance Zone Reimbursement	\$ -	\$ 9,988	\$ 9,988	\$ 21,969	\$ 11,981	0.0%
15 Payments in Lieu of Taxes	\$ 53,452	\$ 43,889	\$ 40,000	\$ 40,000	\$ -	0.0%
16 Total Other Taxes	\$ 137,157	\$ 115,743	\$ 120,188	\$ 124,169	\$ 3,981	3.3%
Other Revenue						
17 Misc. Fines & Fees	\$ 181,810	\$ 176,720	\$ 170,000	\$ 175,000	\$ 5,000	2.9%
18 State Aid	\$ 156,864	\$ 278,349	\$ 306,788	\$ 320,049	\$ 13,261	4.3%
19 District Ct. Penal Fines	\$ 279,650	\$ 254,027	\$ 260,000	\$ 255,000	\$ (5,000)	-1.9%
20 Law Library Revenue	\$ 49,991	\$ 54,517	\$ 62,500	\$ 62,500	\$ -	0.0%
21 Universal Service Fund Reimbursement	\$ 33,600	\$ 33,600	\$ 33,600	\$ 33,600	\$ -	0.0%
22 Friends of KPL & Other Local Revenue	\$ 244,859	\$ 333,141	\$ 233,275	\$ 233,275	\$ -	0.0%
23 Interest Income	\$ 15,091	\$ 17,102	\$ 15,000	\$ 15,000	\$ -	0.0%
24 Total Other Revenue	\$ 961,864	\$ 1,147,454	\$ 1,081,163	\$ 1,094,424	\$ 13,261	1.2%
TOTAL REVENUE	\$ 11,432,553	\$ 11,466,774	\$ 11,450,833	\$ 11,422,592	\$ (28,241)	-0.2%
EXPENDITURES						
Salaries & Wages						
25 Administrative Salaries	\$ 630,367	\$ 637,079	\$ 637,110	\$ 653,722	\$ (16,612)	-2.6%
26 Librarian Salaries	\$ 1,179,494	\$ 1,226,644	\$ 1,249,050	\$ 1,270,780	\$ (21,730)	-1.7%
27 Super/Tech Salaries	\$ 689,583	\$ 672,196	\$ 665,095	\$ 684,530	\$ (19,435)	-2.9%
28 Library Assistant Salaries	\$ 1,507,395	\$ 1,530,138	\$ 1,563,755	\$ 1,587,970	\$ (24,215)	-1.5%
29 Hourly Salaries	\$ 566,234	\$ 555,478	\$ 624,758	\$ 620,500	\$ 4,258	0.7%
30 Substitute Salaries	\$ 59,235	\$ 77,860	\$ 88,360	\$ 103,360	\$ (15,000)	-17.0%
31 Vacancy Credit	\$ -	\$ -	\$ (45,000)	\$ -	\$ (45,000)	0.0%
32 Total Salaries & Wages	\$ 4,632,307	\$ 4,699,395	\$ 4,783,128	\$ 4,920,862	\$ (137,734)	-2.9%
Benefits						
33 Employee Insurances	\$ 944,179	\$ 944,723	\$ 984,875	\$ 1,012,020	\$ (27,145)	-2.8%
34 Retirement - MPERS, MERS	\$ 651,829	\$ 765,646	\$ 832,367	\$ 849,398	\$ (17,031)	-2.0%
35 Employer FICA	\$ 352,126	\$ 346,843	\$ 367,605	\$ 376,885	\$ (9,280)	-2.5%
36 Other Benefits RPO, Vexempt	\$ 60,601	\$ 34,064	\$ 26,800	\$ 67,625	\$ (40,825)	-152.3%
37 Total Benefits	\$ 2,008,735	\$ 2,091,276	\$ 2,211,647	\$ 2,305,928	\$ (94,281)	-4.3%
38 Total Compensation-Salaried Staff	\$ 5,967,725	\$ 6,108,883	\$ 6,275,546	\$ 6,447,555	\$ (172,009)	-2.7%
			\$ -	\$ -	\$ -	0.0%
39 Compensation Reserves	\$ -	\$ -	\$ 175,000	\$ -	\$ 175,000	0.0%
40 Compensation - Hourly Staff	\$ 673,317	\$ 681,788	\$ 767,672	\$ 779,235	\$ (11,564)	-1.5%
41 Vacancy Credit/Vacation Accrual Expense	\$ -	\$ -	\$ (48,443)	\$ -	\$ (48,443)	0.0%
42 Total Salaries & Benefits	\$ 6,641,043	\$ 6,790,671	\$ 7,169,775	\$ 7,226,790	\$ (57,015)	-0.8%

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

	FY 12/13 Actuals	FY 13/14 Actuals	FY 14/15 Preliminary Budget	FY 14/15 Close Estimate Budget	Variance to Prior	%
Materials						
43 Adult Books	\$ 446,484	\$ 442,079	\$ 475,600	\$ 469,800	\$ 5,800	1.2%
44 Children's Books	\$ 91,490	\$ 103,637	\$ 96,500	\$ 96,500	\$ -	0.0%
45 Periodicals	\$ 63,363	\$ 47,062	\$ 60,262	\$ 55,585	\$ 4,677	7.8%
46 Audio-Visual Materials	\$ 278,667	\$ 313,992	\$ 312,300	\$ 323,500	\$ (11,200)	-3.6%
47 Digital Materials	\$ 160,895	\$ 165,510	\$ 210,850	\$ 201,850	\$ 9,000	4.3%
48 Total Materials	\$ 1,040,899	\$ 1,072,280	\$ 1,155,512	\$ 1,147,235	\$ 8,277	0.7%
Facilities						
49 Fuel	\$ 43,402	\$ 54,846	\$ 67,700	\$ 67,700	\$ -	0.0%
50 Electricity	\$ 177,629	\$ 194,338	\$ 183,400	\$ 194,900	\$ (11,500)	-6.3%
51 Water	\$ 4,960	\$ 4,964	\$ 5,875	\$ 5,875	\$ -	0.0%
52 Custodial Supplies	\$ 55,069	\$ 63,545	\$ 77,440	\$ 77,440	\$ -	0.0%
53 Grounds Maintenance	\$ 30,420	\$ 35,900	\$ 37,880	\$ 45,180	\$ (7,300)	-19.3%
54 Building Repair	\$ 68,504	\$ 75,461	\$ 85,781	\$ 88,781	\$ (3,000)	-3.5%
55 Building Operations	\$ 102,136	\$ 111,721	\$ 131,046	\$ 131,046	\$ -	0.0%
56 Total Facilities	\$ 482,120	\$ 540,776	\$ 589,122	\$ 610,922	\$ (21,800)	-3.7%
Supplies						
57 Office Supplies	\$ 42,352	\$ 43,238	\$ 52,600	\$ 49,600	\$ 3,000	5.7%
58 Marketing Supplies	\$ 21,923	\$ 1,880	\$ 12,000	\$ 12,000	\$ -	0.0%
59 Postage/Freight	\$ 43,848	\$ 38,658	\$ 39,230	\$ 39,230	\$ -	0.0%
60 Processing Supplies	\$ 72,382	\$ 60,054	\$ 62,140	\$ 60,140	\$ 2,000	3.2%
61 Departmental Purchases	\$ 35,506	\$ 37,050	\$ 47,082	\$ 44,882	\$ 2,200	4.7%
62 Total Supplies	\$ 216,012	\$ 180,880	\$ 213,052	\$ 205,852	\$ 7,200	3.4%
Technical Services						
63 F&E Repair & Maintenance	\$ 48,418	\$ 56,895	\$ 79,176	\$ 76,576	\$ 2,600	3.3%
64 Telecommunications	\$ 75,376	\$ 82,969	\$ 90,400	\$ 90,400	\$ -	0.0%
65 Software & Licensing	\$ 263,275	\$ 260,279	\$ 323,369	\$ 323,369	\$ -	0.0%
66 Cataloging & Processing	\$ 62,817	\$ 73,078	\$ 65,532	\$ 65,532	\$ -	0.0%
67 Total Technical Services	\$ 449,886	\$ 473,221	\$ 558,477	\$ 555,877	\$ 2,600	0.5%
Purchased Services						
68 Security	\$ 101,913	\$ 102,598	\$ 129,714	\$ 136,814	\$ (7,100)	-5.5%
69 Insurance	\$ 78,266	\$ 84,331	\$ 85,000	\$ 85,000	\$ -	0.0%
70 Legal Services	\$ 4,803	\$ 19,608	\$ 12,000	\$ 10,000	\$ 2,000	16.7%
71 Contracted Services	\$ 177,879	\$ 145,006	\$ 207,405	\$ 197,525	\$ 9,880	4.8%
72 Printing Expenses	\$ 82,283	\$ 102,239	\$ 105,000	\$ 97,000	\$ 8,000	7.6%
73 Advertising	\$ 59,805	\$ 53,193	\$ 60,000	\$ 60,000	\$ -	0.0%
74 Total Purchased Services	\$ 504,948	\$ 506,974	\$ 599,119	\$ 586,339	\$ 12,780	2.1%
Other						
75 Misc Operating	\$ 35,546	\$ 63,377	\$ 49,980	\$ 54,110	\$ (4,130)	-8.3%
76 Tax Charge Backs	\$ 123,885	\$ 92,681	\$ 65,000	\$ 65,000	\$ -	0.0%
77 T&C Director	\$ 2,465	\$ 618	\$ 4,000	\$ 4,000	\$ -	0.0%
78 Staff Development	\$ 20,931	\$ 7,358	\$ 27,090	\$ 21,590	\$ 5,500	20.3%
79 Travel & Conference	\$ 15,946	\$ 31,232	\$ 50,035	\$ 42,535	\$ 7,500	15.0%
80 T&C Board	\$ -	\$ 1,085	\$ 2,000	\$ 2,000	\$ -	0.0%
81 Misc Disbursements	\$ 48,071	\$ 54,926	\$ 67,540	\$ 63,740	\$ 3,800	5.6%
82 Vehicle Maintenance	\$ 3,363	\$ 4,959	\$ 5,500	\$ 5,500	\$ -	0.0%
83 Programming Expenses	\$ 111,409	\$ 171,034	\$ 169,600	\$ 171,600	\$ (2,000)	-1.2%
84 Rent	\$ 30,617	\$ 33,019	\$ 33,500	\$ 32,100	\$ 1,400	4.2%
85 Total Other	\$ 392,233	\$ 460,289	\$ 474,245	\$ 462,175	\$ 12,070	2.5%

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

	FY 12/13 <u>Actuals</u>	FY 13/14 <u>Actuals</u>	FY 14/15 <u>Preliminary Budget</u>	FY 14/15 <u>Close Estimate Budget</u>	Variance to <u>Prior</u>	<u>%</u>
86 Total Revenue Budget	\$ 11,432,553	\$ 11,466,774	\$ 11,450,833	\$ 11,422,592	\$ (28,241)	-0.2%
87 Total Salaries & Benefits	\$ 6,641,043	\$ 6,790,671	\$ 7,169,775	\$ 7,226,790	\$ (57,015)	-0.8%
88 Total Materials	\$ 1,040,899	\$ 1,072,280	\$ 1,155,512	\$ 1,147,235	\$ 8,277	0.7%
89 Total Facilities	\$ 482,120	\$ 540,776	\$ 589,122	\$ 610,922	\$ (21,800)	-3.7%
90 Total Supplies	\$ 216,012	\$ 180,880	\$ 213,052	\$ 205,852	\$ 7,200	3.4%
91 Total Technical Services	\$ 449,886	\$ 473,221	\$ 558,477	\$ 555,877	\$ 2,600	0.5%
92 Total Purchased Services	\$ 504,948	\$ 506,974	\$ 599,119	\$ 586,339	\$ 12,780	2.1%
93 Total Other	\$ 392,233	\$ 460,289	\$ 474,245	\$ 462,175	\$ 12,070	2.5%
94 Total Operating Expenditures	\$ 9,727,141	\$ 10,025,092	\$ 10,759,302	\$ 10,795,190	\$ (35,888)	-0.3%
95 Transfer to/(from) Other Funds	\$ (5,782)	\$ (17,592)	\$ -	\$ -	\$ -	0.0%
96 Transfer to Capital Improvement Plan	\$ 400,000	\$ 400,000	\$ 600,000	\$ 600,000	\$ -	0.0%
97 Transfer to Debt Service	\$ 1,081,000	\$ 1,035,000	\$ -	\$ -	\$ -	0.0%
98 Total Expenditures & Transfers	\$ 11,202,358	\$ 11,442,500	\$ 11,359,302	\$ 11,395,190	\$ (35,888)	-0.3%
99 Net Change to Fund Balance	\$ 230,195	\$ 24,274	\$ 91,531	\$ 27,402	\$ (64,129)	-70.1%
100 Beginning Fund Balance	\$ 5,970,702	\$ 6,199,090	\$ 5,633,043	\$ 6,223,364	\$ 590,321	10.5%
Ending Fund Balance						
101 Non-spendable prepaid expenditures	\$ 223,061		\$ -	\$ -	\$ -	0.0%
102 Restricted ONEplace funds	\$ 167,276	\$ 256,293	\$ 167,276	\$ 256,293	\$ 89,017	53.2%
103 Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	0.0%
104 Unassigned Fund Balance	\$ 2,010,560	\$ 2,167,071	\$ 1,757,298	\$ 2,194,473	\$ 437,175	24.9%
105 Total Ending Fund Balance	\$ 6,200,897	\$ 6,223,364	\$ 5,724,574	\$ 6,250,766	\$ 526,192	9.2%

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

<u>LINE NUMBER</u>	<u>Close Estimate Variance</u>	<u>EXPLANATION</u>
<u>Revenue</u>		
8	\$ (45,483)	Property Tax Revenue. Estimate revised to reflect prior year experience and 0.9% increase.
13	\$ (8,000)	Industrial Facilities Tax. Projection including expirations.
14	\$ 11,981	Renaissance Zone Reimbursement. Actual reimbursement.
17	\$ 5,000	Misc. Fines & Fees. New estimate based upon prior year experience.
18	\$ 13,261	State Aid. Increase in State Aid to Public Libraries based upon \$0.29469338 per capita estimate.
19	\$ (5,000)	District Court Penal Fines. Estimate reduced to reflect actual fines collected year to date.
<u>Expenditures</u>		
<u>Salaries & Benefits</u>		
25	\$ (16,612)	Administrative Salaries. Salary projections as of July 1, 2014.
26	\$ (21,730)	Librarian Salaries. Salary projections reflecting July 1 step increases, bonus, and reclassification.
27	\$ (19,435)	Super-Tech Salaries. Salary projections as of July 1, 2014.
28	\$ (24,215)	Library Assistant Salaries. Salary projections reflecting July 1 step increases, bonus.
29	\$ 4,258	Hourly Salaries. Reduction of reserve to reflect increased use of substitutes
30	\$ (15,000)	Substitute Salaries. Estimate based upon staff leaves, vacations.
31	\$ (45,000)	Vacancy Credit. Estimate eliminated.
33	\$ (27,145)	Employee Insurances. Estimate based upon census as of January 1, new rates as of July 1.
34	\$ (17,031)	Retirement-MPSERS, MERS: Based upon salary changes, rate increases.
35	\$ (9,280)	Employer FICA-Medicare. Based upon salaries.
36	\$ (40,825)	Other Benefits. Retirement and vacation payout upon retirement, actual and reserve.
<u>Materials</u>		
43	\$ 5,800	Adult Books. Release of reference and standing order reference reserves.
45	\$ 4,677	Periodicals. Reductions, reserve release.
46	\$ (11,200)	Audio Visual Materials. Start-up year of Hoopla digital service, usage increases.
47	\$ 9,000	Digital Materials. Digital subscription reductions, maintenance of AWE digital learning.
<u>Facilities</u>		
50	\$ (11,500)	Electricity. Rates based upon prior year experience.
53	\$ (7,300)	Grounds Maintenance. Oshtemo branch parking lot seal and stripe.
54	\$ (3,000)	Building Repair. Replacement of Washington Square air conditioner compressor.
<u>Supplies</u>		
57	\$ 3,000	Office Supplies. New target estimate.
60	\$ 2,000	Processing Supplies. New target estimate.
61	\$ 2,200	Departmental Purchases. New target estimate.
<u>Technical Services</u>		
63	\$ 2,600	F&E Repair & Maintenance. Release of reserve for phone relocation.
<u>Purchased Services</u>		
68	\$ (7,100)	Security. Guard service increase at Central and Eastwood.
70	\$ 2,000	Legal. Estimate reduction
71	\$ 9,880	Contracted Services. New CPA contract, reconfiguration of answering service contract.
72	\$ 8,000	Printing. Allocations based upon new year projections.
<u>Other</u>		
75	\$ (4,130)	Misc. Operating. Move of time and attendance system to the cloud, monthly service contract.
78	\$ 5,500	Staff Development. Target estimate.
79	\$ 7,500	Travel & Conference. Target estimate.
81	\$ 3,800	Misc. Disbursements. MLA institutional membership paid by SMLC.
83	\$ (2,000)	Programming Expenses. Allocations.
84	\$ 1,400	Rent. Estimates.
<u>Summary</u>		
99	\$ (64,129)	Net Change to Fund Balance. Revisions

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

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

Fund Balance

100	\$ 590,321	Beginning Fund Balance. Results of the prior year.
102	\$ 89,017	Restricted ONEPlace Funds. Restricted grants carried over from fiscal year 2013-2014.
104	\$ 437,175	Unassigned Fund Balance. Net increase to available (unassigned) fund balance

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget FY 2014-15**

	FY 2013-14	FY 2014-15	FY 2014/15	Variance
	<u>Actuals</u>	<u>Preliminary</u>	<u>Close Estimate</u>	<u>to Prior</u>
		<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Revenue/Available Funds				
Local Gifts & Grants	\$ 81,173	\$ 28,000	\$ 32,670	\$ 4,670
Transfers In/(Out)	\$ (12,949)	\$ -	\$ -	\$ -
Carryovers - All	<u>\$ 100,345</u>	<u>\$ 142,551</u>	<u>\$ 187,936</u>	\$ 45,385
Total Revenue/Available Funds	\$ 168,568	\$ 170,551	\$ 220,606	\$ 50,055
Expenditures				
Salaries & Benefits	\$ 1,309	\$ 539	\$ 1,725	\$ (1,186)
Materials	\$ 6,554	\$ 28,250	\$ 31,250	\$ (3,000)
Supplies	\$ -	\$ -	\$ -	\$ -
Facilities	\$ -	\$ -	\$ -	\$ -
Technical Services	\$ -	\$ -	\$ -	\$ -
Purchased Services	\$ 13,656	\$ 13,087	\$ 16,000	\$ (2,913)
Other	<u>\$ 22,060</u>	<u>\$ 15,509</u>	<u>\$ 31,752</u>	\$ (16,243)
Total Expenditures	\$ 43,579	\$ 57,385	\$ 80,727	\$ (23,342)
Fund Balance				
Assigned for Ready to Read	\$ 86,039	\$ 54,495	\$ 74,274	\$ 19,779
Assigned for History Room	\$ 5,577	\$ 0	\$ 287	\$ 287
Assigned for ONEplace	\$ 1,922	\$ 0	\$ -	\$ (0)
Assigned for Gifts & Memorials	\$ 3,795	\$ 2,145	\$ 2,045	\$ (100)
Assigned for Library Gifts	\$ 3,226	\$ 445	\$ 326	\$ (118)
Assigned for KPL Antiracism	\$ 18,470	\$ -	\$ -	\$ 0
Assigned for Children's/Family Place	\$ -	\$ -	\$ -	\$ 0
Assigned for Friends Mini-Grants	\$ 5,961	\$ -	\$ -	\$ -
Agency Fund - KCF History Rm	<u>\$ 62,947</u>	<u>\$ 55,764</u>	<u>\$ 62,947</u>	<u>\$ 7,183</u>
Total Ending Balance	\$ 187,936	\$ 112,849	\$ 139,879	\$ 27,030

Notes:

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

**Kalamazoo Public Library
Special Revenue Fund-Supplemental Information
Close Estimate Revision FY 2014-2015**

Kalamazoo Public Library
Special Revenue Fund
Close Estimate Revision FY 2014-15

Budget by Project	Fiscal Year 2014-15 Actuals		Project Balance	Fiscal Year 2014-15 Preliminary Budget		Fiscal Year 2014-15 Close Estimate Budget		Variance Prior Budget	Project Balance
	Revenue	Expenditure		Revenue	Expenditure	Revenue	Expenditure		
Project 233 - Ready to Ready Gifts									
Carryover - Beginning Balance			\$ 40,326						\$ 40,084
Transfers In/(Out)									
Local Revenue/Gifts	\$ 1,508			\$ 2,000		\$ 1,000		\$ (1,000)	
Books - Community Distribution		\$ 1,749			\$ 10,000		\$ 12,000	\$ (2,000)	
Misc. Disbursements		\$ -			\$ 1,000		\$ 1,000	\$ -	
Ending Balance			\$ 40,084						\$ 28,084
Project 235 - Spelling Bee									
Carryover - Beginning Balance			\$ 33,170						\$ 45,955
Transfers In/(Out)									
Local Revenue/Gifts	\$ 21,357			\$ 20,000		\$ 22,735		\$ 2,735	
Books - RTR Bee		\$ 4,647			\$ 17,000		\$ 18,000	\$ (1,000)	
Misc. Disbursements		\$ 3,924			\$ 4,000		\$ 4,500	\$ (500)	
Ending Balance			\$ 45,955						\$ 46,190
Project 301 - Gifts & Memorials									
Carryover - Beginning Balance			\$ 3,062						\$ 3,795
Transfer In/(Out)									
Local Revenue/Gifts	\$ 890			\$ 1,000		\$ 1,000		\$ -	
Adult Books		\$ 157			\$ 1,000		\$ 1,000	\$ -	
Juvenile Books		\$ -			\$ 250		\$ 250	\$ -	
Misc. Disbursements		\$ -			\$ 50		\$ 1,500	\$ (1,450)	
Ending Balance			\$ 3,795						\$ 2,045
Project 303 - History Room Gifts									
Carryover - Beginning Balance			\$ 7,442						\$ 5,577
Transfers In/(Out)	\$ (6,000)			\$ -		\$ -		\$ -	
Local Revenue/Gifts	\$ 7,100			\$ -		\$ 435		\$ 435	
Hourly Wages		\$ 1,223			\$ 500		\$ 1,600	\$ (1,100)	
Employer FICA/Medicare		\$ 86			\$ 39		\$ 125	\$ (87)	
Furniture & Equipment		\$ -			\$ -		\$ -	\$ -	
Contracted Services		\$ 1,656			\$ 1,288		\$ 4,000	\$ (2,712)	
Ending Balance			\$ 5,577						\$ 287
Project 307 - ONEplace Services									
Carryover - Beginning Balance			\$ 10,309						\$ 1,922
Transfers In/(Out)				\$ -		\$ -		\$ -	
Local Revenue/Gifts	\$ 1,912				\$ -		\$ -	\$ -	
Staff Development		\$ 2,450			\$ -		\$ -	\$ -	
Programming		\$ 7,850			\$ 2,209		\$ 1,922	\$ 287	
Ending Balance			\$ 1,922						\$ -
Project 308 - Library Gifts									
Carryover - Beginning Balance			\$ 644						\$ 3,226
Transfers In/(Out)	\$ (6,949)			\$ -		\$ -		\$ -	
Local Revenue/Gifts	\$ 9,532			\$ 3,000		\$ 500		\$ (2,500)	
Misc. Disbursements		\$ -			\$ 5,000		\$ 3,400	\$ 1,600	
Programming		\$ -			\$ -		\$ -	\$ -	
Ending Balance			\$ 3,226						\$ 326
Project 310 - KPL Antiracism Transformation									
Carryover - Beginning Balance			\$ -						\$ 18,470
Transfers In/(Out)	\$ -			\$ -		\$ -		\$ -	
Local Revenue/Gifts	\$ 30,914			\$ -		\$ -		\$ -	
Contracted Services		\$ 12,000			\$ 11,799		\$ 12,000	\$ (201)	
Misc. Disbursements		\$ 444			\$ 1,250		\$ 6,470	\$ (5,220)	
Ending Balance			\$ 18,470						\$ -
Project 315 - Children's/Family Place									
Carryover - Beginning Balance			\$ -						\$ -
Transfers In/(Out)	\$ -			\$ -		\$ -		\$ -	
Local Revenue/Gifts	\$ -			\$ 2,000		\$ 7,000		\$ 5,000	
Misc. Disbursements		\$ -			\$ -		\$ -	\$ -	
Programming		\$ -			\$ 2,000		\$ 7,000	\$ (5,000)	
Ending Balance			\$ -						\$ -

Kalamazoo Public Library
Special Revenue Fund
Close Estimate Revision FY 2014-15

Budget by Project	Fiscal Year 2014-15 Actuals		Project Balance	Fiscal Year 2014-15 Preliminary Budget		Fiscal Year 2014-15 Close Estimate Budget		Variance Prior Budget	Project Balance
	Revenue	Expenditure		Revenue	Expenditure	Revenue	Expenditure		
Project 380 - Scholarships/Admin Mini-Grants									
Carryover - Beginning Balance			\$ 817						\$ 1,255
Transfers In/(Out)									
Friends Mini-Grants	\$ 2,950			\$ -		\$ -		\$ -	
Misc. Disbursements		\$ 2,512			\$ -		\$ 1,255	\$ (1,255)	
Ending Balance			\$ 1,255						\$ (0)
Project 381 - Staff Appreciation Mini-Grant									
Carryover - Beginning Balance			\$ -						\$ 300
Transfers In/(Out)									
Friends Mini-Grants	\$ 300			\$ -		\$ -		\$ -	
Misc. Disbursements		\$ -			\$ -		\$ 300	\$ (300)	
Ending Balance			\$ 300						\$ -
Project 382 - Adult Services Mini-Grant									
Carryover - Beginning Balance			\$ -						0
Transfers In/(Out)					\$ -		\$ -	\$ -	
Friends Mini-Grants	\$ 440								
Misc. Disbursements		\$ 440			\$ -		\$ -	\$ -	
Ending Balance			\$ -						0
Project 383 - History Room Mini-Grant									
Carryover - Beginning Balance			\$ 500						500
Transfers In/(Out)									
Friends Mini-Grants	\$ -			\$ -		\$ -			
Misc. Disbursements		\$ -			\$ -		\$ 500	\$ (500)	
Ending Balance			\$ 500						\$ -
Project 387 - Oshtemo Mini-Grant									
Carryover - Beginning Balance			\$ 517						\$ 786
Transfers In/(Out)									
Friends Mini-Grants	\$ 1,395			\$ -		\$ -			
Misc. Disbursements		\$ 1,126			\$ -		\$ 786	\$ (786)	
Ending Balance			\$ 786						\$ 0
Project 388 - Eastwood/Powell Mini-Grant									
Carryover - Beginning Balance			\$ 1,382						\$ 1,572
Transfers In/(Out)									
Friends Mini-Grants	\$ 500			\$ -		\$ -		\$ -	
Misc. Disbursements		\$ 310			\$ -		\$ 1,572	\$ (1,572)	
Ending Balance			\$ 1,572						\$ -
Project 389 - Washington Square Mini-Grant									
Carryover - Beginning Balance			\$ 111						\$ 83
Transfers In/(Out)									
Friends Mini-Grants	\$ 250			\$ -		\$ -			
Misc. Disbursements		\$ 278			\$ -		\$ 83	\$ (83)	
Ending Balance			\$ 83						\$ -
Project 390 - Teen Services Mini-Grant									
Carryover - Beginning Balance			\$ 700						\$ 348
Transfers In/(Out)									
Friends Mini-Grants	\$ 775			\$ -		\$ -		\$ -	
Misc. Disbursements		\$ 1,127			\$ -		\$ 348	\$ (348)	
Ending Balance			\$ 348						\$ -
Project 391 - Children's Mini-Grant									
Carryover - Beginning Balance			\$ 1,365						\$ 1,117
Transfers In/(Out)									
Friends Mini-Grants	\$ 1,350			\$ -		\$ -		\$ -	
Misc. Disbursements		\$ 1,598			\$ -		\$ 1,117	\$ (1,117)	
Ending Balance			\$ 1,117						\$ -
Totals	\$ 68,224	\$ 43,579	\$ 124,989	\$ 28,000	\$ 57,385	\$ 32,670	\$ 80,727		\$ 76,932

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: Meeting Rooms AV Project Budget

DATE: March 23, 2015

Recommendation:

I recommend approval of an additional \$15,500 of unallocated CIP funds to match \$12,500 of ONEPlace Funding with an additional \$3,000 of contingency KPL funding to complete all of the AV meeting space upgrade project.

Executive Summary:

Earlier this year, Convergent Technology Partners was asked to help KPL send out a Request for Proposal for an upgrade project for Central library's meeting room spaces. The base bid included all of the equipment required in each of the spaces to provide audio and video equipment and control per the requirements of each space. The opening of the bids was conducted on March 4th and resulted in the following:

Company	Van Deusen	Board Room	2nd Floor	Story Place	Bond Cost	Total Cost
Newkirk	\$27,920	\$33,392	\$2,260	\$6,797	\$554	\$70,923
Secant	\$20,805	\$25,974	\$2,001	\$5,118	\$435	\$58,083
Parkway	\$21,580	\$26,950	\$2,625	\$6,320	\$600	\$58,075
Tel Systems	\$18,587	\$23,081	\$2,051	\$5,717	\$490	\$49,926

Convergent Technologies has recommended that Kalamazoo Public Library accept the bid from TEL Systems, including Mandatory Alternate 1 to add integrated lighting control to the Van Deusen, and Voluntary Alternate 2 which would provide for a three year on-site warranty. Tel Systems provided references from three libraries in Michigan (Plymouth, West Bloomfield, and Ann Arbor), all provided excellent recommendations.

After discussions with Thomas Andrews regarding the usage and funding of the upgrade of the Board room, it was agreed that ONEPlace, as the major user of AV in that room, would support half, or \$12,500, of the cost of the upgrade for Board room.

Current Budget (CIP)	\$30,000	
ONEPlace Funding	\$12,500	Estimate at ½ cost of Board Room upgrade
KPL Additional Funding	\$12,500	Estimate at ½ cost of Board Room upgrade
Contingency (KPL)	<u>\$ 3,000</u>	
Total Project	\$58,000	

This proposal has been reviewed and is recommended for approval by the Finance and Budget Committee.

[Return to Agenda](#)

Director's Report
March 2015

From the director

1. Recent meetings and events attended include discussions with the city and KRESA on IT issues, DDA and DKI meetings, webinars on changes to FOIA and the future of libraries, an interview with a WMU grad student for a nonprofit management class, Friends board meeting, many internal meetings, several library programs.
2. From the Friends March board meeting:
 - Book sale revenue in February was \$8,706, including the best Saturday ever!
 - Upcoming special sales: April 11 – AV only; June 6 – big outdoor sale; October 3 – fall bag sale.
 - Approved budget of \$104,400 for the year beginning April 1.
 - All current officers have agreed to serve another year.
 - Approved \$2,500 in scholarships and conference attendance for library staff.
 - Approved mini-grants to eleven staff members totaling \$4,962.
 - Approved annual gift to the library of \$43,500.
 - Reminder: annual meeting is Tuesday, April 21, late afternoon, at the library – details to be sent to members soon.
3. *Reading Together* is off to a strong start with about 650 at the Jerry Dennis kickoff on a snowy evening and 61 at Oshtemo “Lake Effect Nature” on March 10.
4. Caitlin Hoag, Judi Rambow, and Kerria Randolph from our Anti-racism Transformation Team (ARTT) attended a session on equity in Kalamazoo County convened by the Kalamazoo Community Foundation. They answered and discussed “who or what made the difference in your life to get you to where you are now”.

Stimulate imagination

5. Kids of all ages made Valentines to share with nursing home residents. This long-standing program is a nice opportunity for kids to give to others and we hear from staff at nursing homes how delighted the residents are with the handmade treasures from kids.

Connect to the online world

6. Two of our most popular digital services have new, updated interfaces. Both Hoopla and Zinio launched updates to their mobile apps featuring a brighter and more intuitive layout. In the case of Zinio, there is now a new app titled “Zinio for libraries” that does a better job directing patrons to library purchased titles only.
7. The patron PC upgrade is underway. IT staff are creating an image of the new PC and testing software. We will then send the specifications to Dell so that all units will arrive ready to be installed. Opportunities for staff to familiarize themselves with Windows 8.1 and the new desktop will be held before new units are installed.
8. A former Hub intern and current U of M library school student is designing an interactive system to teach digitization skills to public library users. Her project was inspired by her summer job in the Hub.
9. Our annual *Library Snapshot Day* will be April 15. Photos will be posted all day on our Instagram account.
10. Preliminary work has begun on new website landing pages for each branch location. The goal is to have the new pages completed by the launch of summer reading.
11. Once again, the Teen Filmmaker Festival was a success. Films from the winners and finalists are now featured on our website and the KPL YouTube channel.

Celebrate local

12. Local History was asked by the McKay Library in Augusta to include the *Augusta Beacon* (1902-1952) in our database of digitized newspapers. The newspaper had already been digitized and has now been added to our database of “Regional Publications and Images” on our website.
13. Local History staff worked with the Kalamazoo County Land Bank on a project for the Riverview Launch. Signs designed by Conrad Kaufman for placement at the site along the Kalamazoo River Valley Trail, will contain information excerpted from our website. The signs are entitled *Kalamazoo: From the Celery City to the Mall City, History of Parchment, and The Kalamazoo River*. The library will be credited on the signs to be placed in May.

Operations

14. We received another Consumers Energy incentive to upgrade lighting, this time for Washington Square. Several HID lights were converted to LED, saving energy and reducing maintenance. Several additional opportunities are being pursued.

15. Phone system installation is underway. Staff training will be held the week of March 16 and the cut-over date is March 26.
16. KPL hosted the recent "CollectionHQ Michigan Users Forum". Users from around the staff along with the regional representative were in attendance and discussed best practices and future features.
17. Our Safety Committee has been discussing tactics to address the rise in security incidents and patron misbehavior this winter. We are going to add an additional guard at Central for late afternoons and evenings until mid-spring. The guard will be primarily stationed at the entrance.
18. Kevin King will chair the 2017 South Asian Book Award Committee of ALA, beginning in the spring 2016. The committee grants awards to book for youth in grades K-5 and 6-12.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
February 28, 2015**

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>BOOKS</u>									
-Adult	20,411	925	8,855	352	1,813	32,356	297,877	303,069	-2%
-ebook	3,672					3,672	27,927	24,997	12%
-Digital Magazine	319					319	1,978	2,380	-17%
Teen	2,850	104	921	72	255	4,202	42,418	41,923	1%
Juvenile	<u>14,794</u>	<u>1,073</u>	<u>7,815</u>	<u>309</u>	<u>1,035</u>	<u>25,026</u>	<u>236,591</u>	<u>231,573</u>	2%
Total	42,046	2,102	17,591	733	3,103	65,575	606,791	603,942	0%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,608	50	824	6	78	2,566	24,492	27,743	-12%
-Digital	1,893					1,893	13,925	8,783	59%
Music									
-CD	3,912	265	638	123	389	5,327	57,306	60,355	-5%
-Digital	1,775					1,775	12,347	7,620	62%
Video									
-DVD	30,465	3,085	8,576	2,618	5,725	50,469	517,509	462,213	12%
- Digital	566					566	5,616	1,032	
Total Non-Print Material	<u>40,219</u>	<u>3,400</u>	<u>10,038</u>	<u>2,747</u>	<u>6,192</u>	<u>62,596</u>	<u>631,195</u>	<u>567,746</u>	11%
Total Circulation	82,265	5,502	27,629	3,480	9,295	128,171	1,237,986	1,171,688	6%
Computer Usage									
Onsite Computer Use	6,159	484	1,090	487	608	8,828	86,005	93,571	-8%
Computer Usage Remote						2,063,086	18,108,962	19,003,033	-5%
Database Statistics									
Database Sessions	1,192					1,192	9,860	11,078	-11%
Database Searches	51,735					51,735	430,664	365,537	18%
Total Registrations	234	19	74	7	18	352	4,451	4,324	3%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
February 28, 2015

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>Programs/Tours</u>									
Adult Events	14	2	2	5	1	24	178	178	0%
Attendance	344	81	14	110	8	557	6377	5924	8%
Teen Events	6	0	2	0	1	9	141	167	-16%
Attendance	395	0	0	0	11	406	4642	6483	-28%
Juvenile Events	22	13	22	21	3	81	688	609	13%
Attendance	757	170	559	342	90	1918	23159	24015	-4%
Total Events	42	15	26	26	5	114	1007	954	6%
Total Attendance	1496	251	573	452	109	2881	34178	36422	-6%
Law Library									
Visitors	160					160	2017	2209	-9%
Phone Calls	72					72	789	671	18%
Questions Answered	254					254	2865	2552	12%