



# Kalamazoo Public Library

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

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS, AND COMMUNICATIONS
  - A. Resolution to Authorize a Public Hearing on the Proposed Budget for 2015-2016
  
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
  
- III. CONSENT CALENDAR
  - A. Minutes of the Meeting of April 27, 2015
  - B. Personnel Items
  
- IV. FINANCIAL REPORT
  - A. Financial Reports for the Month Ending April 30, 2015
  
- V. REPORTS AND RECOMMENDATIONS
  - Recommendations
    - A. Budgets
      1. General Operating Fund – Close Estimate Budget Revision for FY 2014-2015
      2. General Operating Fund – Preliminary Budget FY 2015-2016
      3. Capital Improvement Plan for the Three Years Ending June 30, 2017
      4. Other Gifts & Grants Revised Close Estimate Budget for FY 2014-2015 and Other Gifts & Grants Preliminary Budget for FY 2015-2016
    - B. Supervisory – Technical and Administrative Staff Compensation Pools for FY 2015-2016
  - Reports
    - C. Patron Use of Catalog – Gary Green
    - D. State of the eBooks – Matt Smith
    - E. “It’s My Library” Campaign – Farrell Howe
    - F. Summer Reading Challenge – Andrea Vernola / Michael Cockrell
    - G. Legislative Update – Diane Schiller
  
- VI. COMMITTEE REPORTS
  - A. Finance and Budget Committee
  - B. Personnel Committee
  - C. Fund Development Committee
  - D. Director’s Building Advisory Committee
  
- VII. OTHER BUSINESS
  - A. Director’s Report
  
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
  
- IX. COMMENTS BY TRUSTEES
  
- X. ADJOURNMENT

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

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

DATE: May 18, 2015

**Recommendation:**

**I recommend the Board adopt the attached resolution authorizing a public hearing on the 2015-2016 budget.**

**Executive Summary:**

It is necessary to hold a public hearing on the proposed budget and publish notice of the hearing as detailed in the attached resolution to legally set the millage rate that supports the budget and allows the authorized property taxes to be collected for operation of the library.

KALAMAZOO PUBLIC LIBRARY

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

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

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Members \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_

WHEREAS, it is necessary for the Board of Trustees of the Kalamazoo Public Library to adopt a budget for fiscal year 2015-2016 to support the Library's operations and millage levy; and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

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

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

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

AYES: Members \_\_\_\_\_

NAYS: Members \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Secretary, Board of Trustees

Certificate

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kalamazoo Public Library, Kalamazoo, Michigan at a meeting held on May 18, 2015, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Secretary, Board of Trustees

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

**TRUSTEE ROLL CALL:**

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

Absent: Robert Brown, Kerria Randolph

**CALL TO ORDER:**

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

**AGENDA APPROVAL:**

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

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

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

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

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

**III. CONSENT CALENDAR**

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

**IV. FINANCIAL REPORTS**

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

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

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

the rebates.

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

MOTION CARRIED 5-0.

**V. REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

*A. Salary Ranges for Supervisory-Technical and Administrative Staff*

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

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

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

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

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

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

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

MOTION CARRIED 5-0.

REPORTS:

*B. Third Quarter Strategic Planning Statistics*

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

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

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

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

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

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

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

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

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

Disposition: Trustees thanked Director Rohrbaugh for the report.

*D. Legislative Update – Diane Schiller*

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

Discussion: No discussion.

Disposition: Trustees thanked D. Schiller for her report.

*E. Reading Together Wrap-Up – Karen Trout*

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

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

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

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

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

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

Disposition: Trustees thanked K. Trout for her report.

*F. Walking Tour of Kalamazoo – Beth Timmerman*

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

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

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

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

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

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

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

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

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

Disposition: Trustees thanked B. Timmerman for her report.

**VI. COMMITTEE REPORTS**

- A. *Finance and Budget Committee* – J. VanderRoest stated the committee met to discuss the supervisory-technical and administrative staff salary ranges and planned to meet in again in May.
- B. *Personnel Committee* – V. Wright said the committee also met to discuss the supervisory-technical and administrative staff salary ranges, and reminded trustees about the upcoming director’s evaluation.
- C. *Fund Development and Allocations Committee* – No meeting.
- D. *Director’s Building Advisory Committee* – No meeting.

**VII. OTHER BUSINESS**

A. *Director’s Report*

Report: Director Rohrbaugh began by stating it is time once again to update staff and board member photographs on the KPL website. She announced plans to have trustees photographed prior to the May 18<sup>th</sup> board meeting.

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

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

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

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

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

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

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

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

Disposition: Trustees thanked Director Rohrbaugh for her report.

#### VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

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

#### IX. COMMENTS BY TRUSTEES

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

#### X. ADJOURNMENT

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

**X**

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Robert Brown  
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Personnel Items**

DATE: May 18, 2015

**Hourly Staff**

**New Hires**

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

**Employee Anniversaries**

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

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

Sources and Uses of Funds

Electronic Transfers

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

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

Combined Balance Sheet

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

General Fund Revenue & Expenditure Summary

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

Capital Improvement Plan

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

### Special Revenue Fund

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

### Kalamazoo Community Foundation

#### Local History & Community Information Service Fund (General)

#### Local History & Community Information Service Fund (Agency)

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

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

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

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

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

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

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

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

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

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

|                               | April                 | Encumbrance           | Year to Date          | Budget                 | Variance                | % Complete      |
|-------------------------------|-----------------------|-----------------------|-----------------------|------------------------|-------------------------|-----------------|
| <b>Supplies</b>               |                       |                       |                       |                        |                         |                 |
| Office Supplies               | \$3,350.30            | \$0.00                | \$26,877.12           | \$49,600.00            | \$22,722.88             | 54.2%           |
| Marketing Supplies            | \$495.72              | \$0.00                | \$5,955.02            | \$12,000.00            | \$6,044.98              | 49.6%           |
| Postage & Freight             | \$1,164.89            | \$0.00                | \$22,173.19           | \$39,230.00            | \$17,056.81             | 56.5%           |
| Processing Supplies           | \$10,894.12           | \$5,409.83            | \$31,822.20           | \$60,140.00            | \$28,317.80             | 52.9%           |
| Departmental Purchases        | \$3,537.92            | \$6,361.35            | \$27,753.60           | \$44,882.00            | \$17,128.40             | 61.8%           |
| <b>Total</b>                  | <b>\$19,442.95</b>    | <b>\$11,771.18</b>    | <b>\$114,581.13</b>   | <b>\$205,852.00</b>    | <b>\$91,270.87</b>      | <b>55.7%</b>    |
| <b>Technical Services</b>     |                       |                       |                       |                        |                         |                 |
| F&E Repair & Maintenance      | \$2,323.05            | \$0.00                | \$43,408.78           | \$76,576.00            | \$33,167.22             | 56.7%           |
| Telecommunications            | \$8,696.92            | \$0.00                | \$72,206.33           | \$90,400.00            | \$18,193.67             | 79.9%           |
| Software & Licensing          | \$2,076.87            | \$0.00                | \$280,375.36          | \$323,369.00           | \$42,993.64             | 86.7%           |
| Cataloging & Processing       | \$4,699.55            | \$0.00                | \$42,732.83           | \$65,532.00            | \$22,799.17             | 65.2%           |
| <b>Total</b>                  | <b>\$17,796.39</b>    | <b>\$0.00</b>         | <b>\$438,723.30</b>   | <b>\$555,877.00</b>    | <b>\$117,153.70</b>     | <b>78.9%</b>    |
| <b>Purchased Services</b>     |                       |                       |                       |                        |                         |                 |
| Security                      | \$22,371.50           | \$0.00                | \$92,427.68           | \$136,814.00           | \$44,386.32             | 67.6%           |
| Insurance                     | \$16,821.90           | \$0.00                | \$81,024.38           | \$85,000.00            | \$3,975.62              | 95.3%           |
| Legal Services                | \$0.00                | \$0.00                | \$72.00               | \$10,000.00            | \$9,928.00              | 0.7%            |
| Contracted Services           | \$10,653.96           | \$2,280.00            | \$138,449.47          | \$197,525.00           | \$59,075.53             | 70.1%           |
| Printing Services             | \$3,063.78            | \$0.00                | \$62,073.87           | \$97,000.00            | \$34,926.13             | 64.0%           |
| Advertising                   | \$14,273.04           | \$0.00                | \$61,837.81           | \$60,000.00            | (\$1,837.81)            | 103.1%          |
| <b>Total</b>                  | <b>\$67,184.18</b>    | <b>\$2,280.00</b>     | <b>\$435,885.21</b>   | <b>\$586,339.00</b>    | <b>\$150,453.79</b>     | <b>74.3%</b>    |
| <b>Other Expenditures</b>     |                       |                       |                       |                        |                         |                 |
| Miscellaneous Operating       | \$4,174.37            | \$0.00                | \$27,932.30           | \$54,110.00            | \$26,177.70             | 51.6%           |
| Tax Charge Backs              | \$367.51              | \$0.00                | \$35,436.54           | \$65,000.00            | \$29,563.46             | 54.5%           |
| Travel & Conference-Director  | \$856.20              | \$0.00                | \$1,285.72            | \$4,000.00             | \$2,714.28              | 32.1%           |
| Travel & Conference           | \$820.19              | \$0.00                | \$12,867.30           | \$42,535.00            | \$29,667.70             | 30.3%           |
| Staff Development             | \$907.00              | \$0.00                | \$8,220.28            | \$21,590.00            | \$13,369.72             | 38.1%           |
| Travel & Conference - Board   | \$0.00                | \$0.00                | \$0.00                | \$2,000.00             | \$2,000.00              | 0.0%            |
| Miscellaneous Disbursements   | \$2,806.08            | \$1,192.50            | \$30,979.89           | \$63,740.00            | \$32,760.11             | 48.6%           |
| Vehicle Maintenance           | \$171.60              | \$0.00                | \$2,638.38            | \$5,500.00             | \$2,861.62              | 48.0%           |
| Programming Expenditures      | \$7,690.95            | \$0.00                | \$81,058.04           | \$171,600.00           | \$90,541.96             | 47.2%           |
| Rent                          | \$525.00              | \$0.00                | \$26,405.70           | \$32,100.00            | \$5,694.30              | 82.3%           |
| <b>Total</b>                  | <b>\$18,318.90</b>    | <b>\$1,192.50</b>     | <b>\$226,824.15</b>   | <b>\$462,175.00</b>    | <b>\$235,350.85</b>     | <b>49.1%</b>    |
| <b>Total Expenditures</b>     | <b>\$842,962.22</b>   | <b>\$121,595.89</b>   | <b>\$8,303,236.64</b> | <b>\$10,795,190.00</b> | <b>\$2,491,953.36</b>   | <b>76.9%</b>    |
| <b>Transfers</b>              |                       |                       |                       |                        |                         |                 |
| Transfers from other funds    | \$0.00                | \$0.00                | \$0.00                | \$0.00                 | \$0.00                  | 0.0%            |
| Transfers to other funds      | \$0.00                | \$0.00                | \$0.00                | \$612,500.00           | \$612,500.00            | 0.0%            |
| <b>Total Transfers</b>        | <b>\$0.00</b>         | <b>\$0.00</b>         | <b>\$0.00</b>         | <b>\$612,500.00</b>    | <b>\$612,500.00</b>     | <b>0.0%</b>     |
| <b>BEGINNING FUND BALANCE</b> | <b>\$9,302,862.16</b> | <b>\$0.00</b>         | <b>\$6,223,363.74</b> | <b>\$6,223,363.74</b>  | <b>\$0.00</b>           | <b>100.0%</b>   |
| <b>NET SURPLUS/(DEFICIT)</b>  | <b>(\$766,442.39)</b> | <b>(\$133,112.89)</b> | <b>\$2,179,943.14</b> | <b>\$14,902.00</b>     | <b>(\$2,165,041.14)</b> | <b>14628.5%</b> |
| <b>ENDING FUND BALANCE</b>    | <b>\$8,536,419.77</b> | <b>(\$133,112.89)</b> | <b>\$8,403,306.88</b> | <b>\$6,238,265.74</b>  | <b>(\$2,165,041.14)</b> | <b>134.7%</b>   |

# Kalamazoo Public Library Capital Improvement Plan

April 30, 2015

|   | Actual        | Encumbrances  | YTD+Encumb         | Budget             | Variance            |
|---|---------------|---------------|--------------------|--------------------|---------------------|
| <b>Revenue</b>                          |               |               |                    |                    |                     |
| <b>Local Revenue</b>                    |               |               |                    |                    |                     |
| <b>Other Local Gifts &amp; Grants</b>   |               |               |                    |                    |                     |
| 817 - Viewscan microfilm Readers        | \$0.00        | \$0.00        | \$11,000.00        | \$11,000.00        | \$0.00              |
| 843 - Branch digital signage            | \$0.00        | \$0.00        | \$2,500.00         | \$2,500.00         | \$0.00              |
| 884 - Digital Lab Equipment             | \$0.00        | \$0.00        | \$2,500.00         | \$2,500.00         | \$0.00              |
| 894 - Oshtemo Refurb Phase I            | \$0.00        | \$0.00        | \$2,500.00         | \$0.00             | (\$2,500.00)        |
| 896 - Looped Technology                 | \$0.00        | \$0.00        | \$10,400.00        | \$10,400.00        | \$0.00              |
| Total                                   | \$0.00        | \$0.00        | \$28,900.00        | \$26,400.00        | (\$2,500.00)        |
| <b>Total Revenue</b>                    | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$28,900.00</b> | <b>\$26,400.00</b> | <b>(\$2,500.00)</b> |
| <b>Expenditures</b>                     |               |               |                    |                    |                     |
| <b>Library Systems and Equipment</b>    |               |               |                    |                    |                     |
| <b>Integrated Library System</b>        |               |               |                    |                    |                     |
| 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          |
| <b>Furniture &amp; Equipment</b>        |               |               |                    |                    |                     |
| <b>Furniture &amp; Equipment</b>        |               |               |                    |                    |                     |
| 810 - Equipment & Furnishings Reserve   | \$0.00        | \$0.00        | \$0.00             | \$70,695.00        | \$70,695.00         |
| 811 - Carpet Master Plan/1st Renovation | \$0.00        | \$0.00        | \$0.00             | \$97,228.00        | \$97,228.00         |
| 813 - Display/Public - Central          | \$0.00        | \$760.05      | \$9,634.05         | \$10,000.00        | \$365.95            |
| 814 - Chairs - Multiple Departments     | \$0.00        | \$1,002.37    | \$6,450.48         | \$10,620.00        | \$4,169.52          |
| 815 - Workspaces & Public Areas-Oshtemo | \$0.00        | \$0.00        | \$1,934.99         | \$15,500.00        | \$13,565.01         |
| 817 - Viewscan microfilm Readers        | \$0.00        | \$0.00        | \$21,664.04        | \$21,664.00        | (\$0.04)            |
| 818 - Video equipment-Canon Camcorders  | \$0.00        | \$0.00        | \$0.00             | \$3,200.00         | \$3,200.00          |
| 880 - ADS conference room               | \$0.00        | \$0.00        | \$3,070.52         | \$4,100.00         | \$1,029.48          |
| 881 - Eastwood/Powell - furniture       | \$0.00        | \$0.00        | \$1,196.49         | \$1,196.00         | (\$0.49)            |
| 882 - Oshtemo-Drop box                  | \$0.00        | \$0.00        | \$0.00             | \$4,200.00         | \$4,200.00          |
| 889 - Children's Room Table/Chairs      | \$0.00        | \$0.00        | \$0.00             | \$5,328.00         | \$5,328.00          |
| 891 - Digital Lab Furniture             | \$0.00        | \$0.00        | \$2,596.11         | \$2,596.00         | (\$0.11)            |
| 892 - Local History Room Furniture      | \$0.00        | \$0.00        | \$2,244.26         | \$3,261.00         | \$1,016.74          |
| 893 - Delivery Venicle                  | \$0.00        | \$0.00        | \$0.00             | \$60,000.00        | \$60,000.00         |
| 894 - Oshtemo Refurb Phase I            | \$0.00        | \$0.00        | \$0.00             | \$15,000.00        | \$15,000.00         |
| Total Furniture & Equipment             | \$0.00        | \$1,762.42    | \$48,790.94        | \$324,588.00       | \$275,797.06        |
| <b>Building Alterations</b>             |               |               |                    |                    |                     |
| <b>Building Alterations</b>             |               |               |                    |                    |                     |
| 820 - Building Alterations Reserve      | \$0.00        | \$0.00        | \$0.00             | \$42,362.00        | \$42,362.00         |
| 823 - Generator - Oshtemo               | \$0.00        | \$0.00        | \$0.00             | \$11,000.00        | \$11,000.00         |
| 824 - Generator - Eastwood              | \$0.00        | \$0.00        | \$0.00             | \$6,000.00         | \$6,000.00          |
| 827 - Security Camera System            | \$14,273.00   | \$1,217.38    | \$15,490.38        | \$15,500.00        | \$9.62              |
| 828 - Eastwood Roof Repair              | \$0.00        | \$0.00        | \$0.00             | \$22,000.00        | \$22,000.00         |
| 841 - Central Louvers on AHU-2          | \$0.00        | \$0.00        | \$0.00             | \$11,000.00        | \$11,000.00         |
| 842 - Central Lighting Control System   | \$0.00        | \$0.00        | \$0.00             | \$60,000.00        | \$60,000.00         |
| 873 - Parking Lot LED Lights            | \$0.00        | \$0.00        | \$11,181.00        | \$11,181.00        | \$0.00              |
| 874 - Metasys control system/monitors   | \$0.00        | \$0.00        | \$5,304.00         | \$5,407.00         | \$103.00            |
| 886 - Eastwood Drainage                 | \$0.00        | \$0.00        | \$13,300.00        | \$13,300.00        | \$0.00              |
| 887 - Central Generator                 | \$0.00        | \$0.00        | \$0.00             | \$50,000.00        | \$50,000.00         |
| 895 - Central Freight Elevator          | \$0.00        | \$0.00        | \$0.00             | \$105,000.00       | \$105,000.00        |
| 896 - Looped Technology                 | \$9,240.00    | \$0.00        | \$12,320.00        | \$12,400.00        | \$80.00             |
| Total Building Alterations              | \$23,513.00   | \$1,217.38    | \$57,595.38        | \$365,150.00       | \$307,554.62        |

# Kalamazoo Public Library Capital Improvement Plan

April 30, 2015

|   | Actual             | Encumbrances       | YTD+Encumb            | Budget                  | Variance            |
|---|--------------------|--------------------|-----------------------|-------------------------|---------------------|
| <b>Computer &amp; Electronics</b>       |                    |                    |                       |                         |                     |
| <b>Automation</b>                       |                    |                    |                       |                         |                     |
| 830 - Automation & Technology Reserve   | \$0.00             | \$0.00             | \$0.00                | \$20,058.00             | \$20,058.00         |
| 831 - Automation Replacement            | \$98.79            | \$858.28           | \$10,435.28           | \$126,737.00            | \$116,301.72        |
| 843 - Branch digital signage            | \$2,113.16         | \$447.44           | \$3,132.57            | \$9,411.00              | \$6,278.43          |
| 845 - Public Spaces AV Upgrades         | \$0.00             | \$51,366.00        | \$51,366.00           | \$58,000.00             | \$6,634.00          |
| 865 - Game Carts - Teen                 | \$0.00             | \$0.00             | \$1,457.77            | \$4,599.00              | \$3,141.23          |
| 878 - Portable Devices                  | \$0.00             | \$786.11           | \$8,011.65            | \$21,410.00             | \$13,398.35         |
| 879 - Office scanners                   | \$0.00             | \$0.00             | \$0.00                | \$2,000.00              | \$2,000.00          |
| 884 - Digital Lab Equipment             | \$0.00             | \$0.00             | \$0.00                | \$6,175.00              | \$6,175.00          |
| <b>Total Computer &amp; Electronics</b> | <b>\$2,211.95</b>  | <b>\$53,457.83</b> | <b>\$74,403.27</b>    | <b>\$248,390.00</b>     | <b>\$173,986.73</b> |
| <b>RFID</b>                             |                    |                    |                       |                         |                     |
| <b>RFID and Telecommunications</b>      |                    |                    |                       |                         |                     |
| 852 - RFID Building/Furniture           | \$0.00             | \$11,686.00        | \$11,686.00           | \$15,199.00             | \$3,513.00          |
| 855 - Telephone System                  | \$2,681.76         | \$9,443.03         | \$107,917.41          | \$125,000.00            | \$17,082.59         |
| <b>Total RFID</b>                       | <b>\$2,681.76</b>  | <b>\$21,129.03</b> | <b>\$119,603.41</b>   | <b>\$140,199.00</b>     | <b>\$20,595.59</b>  |
| <b>Total Expenditures</b>               | <b>\$28,406.71</b> | <b>\$77,566.66</b> | <b>\$300,393.00</b>   | <b>\$1,082,711.00</b>   | <b>\$782,318.00</b> |
| <b>Transfers</b>                        |                    |                    |                       |                         |                     |
| <b>Transfers In/(Out)</b>               |                    |                    |                       |                         |                     |
| <b>Transfers from other funds</b>       |                    |                    |                       |                         |                     |
| 845 - Public Spaces AV Upgrades         | \$0.00             | \$0.00             | \$0.00                | (\$12,500.00)           | (\$12,500.00)       |
| <b>Total</b>                            | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$0.00</b>         | <b>\$12,500.00</b>      | <b>\$12,500.00</b>  |
| <b>Total Transfers</b>                  | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$0.00</b>         | <b>\$12,500.00</b>      | <b>\$12,500.00</b>  |
| <b>TOTAL BEGINNING FUND BALANCE</b>     |                    |                    | <b>\$1,784,252.98</b> | <b>\$1,784,252.98</b>   | <b>\$0.00</b>       |
| <b>TOTAL NET SURPLUS/(DEFICIT)</b>      |                    |                    | <b>(\$271,493.00)</b> | <b>(\$1,043,811.00)</b> | <b>\$772,318.00</b> |
| <b>TOTAL ENDING FUND BALANCE</b>        |                    |                    | <b>\$1,512,759.98</b> | <b>\$740,441.98</b>     | <b>\$772,318.00</b> |

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

|  | Actual            | Encumbrances    | Year-to-Date<br>+ Encumbrance | Budget             | Variance            |
|--|-------------------|-----------------|-------------------------------|--------------------|---------------------|
| <b>Revenue</b>                           |                   |                 |                               |                    |                     |
| <b>Local Support</b>                     |                   |                 |                               |                    |                     |
| 233 - Ready to Read - Gifts              | \$0.00            | \$0.00          | \$836.14                      | \$1,000.00         | \$163.86            |
| 235 - Ready to Read - Spelling Bee       | \$0.00            | \$0.00          | \$21,950.00                   | \$22,000.00        | \$50.00             |
| 301 - Gifts & Memorials - Materials      | \$25.00           | \$0.00          | \$1,910.00                    | \$1,000.00         | (\$910.00)          |
| 303 - History Room Gifts                 | \$0.00            | \$0.00          | \$435.77                      | \$435.00           | (\$0.77)            |
| 308 - Library Gifts                      | \$0.00            | \$0.00          | \$451.05                      | \$500.00           | \$48.95             |
| 315 - Children's Room (Family Place)     | \$0.00            | \$0.00          | \$0.00                        | \$7,000.00         | \$7,000.00          |
| 379 - Friends Mini-Grants 2015           | \$7,462.90        | \$0.00          | \$7,462.90                    | (\$7,192.90)       | (\$14,655.80)       |
| <b>Total Local Support</b>               | <b>\$7,487.90</b> | <b>\$0.00</b>   | <b>\$33,045.86</b>            | <b>\$24,742.10</b> | <b>(\$8,303.76)</b> |
| <b>Other</b>                             |                   |                 |                               |                    |                     |
| 235 - Ready to Read - Spelling Bee       | \$0.00            | \$0.00          | \$735.00                      | \$735.00           | \$0.00              |
| <b>Total Other</b>                       | <b>\$0.00</b>     | <b>\$0.00</b>   | <b>\$735.00</b>               | <b>\$735.00</b>    | <b>\$0.00</b>       |
| <b>Total Revenue</b>                     | <b>\$7,487.90</b> | <b>\$0.00</b>   | <b>\$33,780.86</b>            | <b>\$25,477.10</b> | <b>(\$8,303.76)</b> |
| <b>Expenditures</b>                      |                   |                 |                               |                    |                     |
| <b>Salaries</b>                          |                   |                 |                               |                    |                     |
| <b>Hourly Staff</b>                      |                   |                 |                               |                    |                     |
| 303 - History Room Gifts                 | \$0.00            | \$0.00          | \$803.28                      | \$1,600.00         | \$796.72            |
| <b>Total Hourly Staff Salaries</b>       | <b>\$0.00</b>     | <b>\$0.00</b>   | <b>\$803.28</b>               | <b>\$1,600.00</b>  | <b>\$796.72</b>     |
| <b>Total</b>                             | <b>\$0.00</b>     | <b>\$0.00</b>   | <b>\$803.28</b>               | <b>\$1,600.00</b>  | <b>\$796.72</b>     |
| <b>Benefits</b>                          |                   |                 |                               |                    |                     |
| <b>Employer FICA-Medicare</b>            |                   |                 |                               |                    |                     |
| 303 - History Room Gifts                 | \$0.00            | \$0.00          | \$61.45                       | \$125.00           | \$63.55             |
| <b>Total Employer FICA-Medicare</b>      | <b>\$0.00</b>     | <b>\$0.00</b>   | <b>\$61.45</b>                | <b>\$125.00</b>    | <b>\$63.55</b>      |
| <b>Total</b>                             | <b>\$0.00</b>     | <b>\$0.00</b>   | <b>\$61.45</b>                | <b>\$125.00</b>    | <b>\$63.55</b>      |
| <b>Materials</b>                         |                   |                 |                               |                    |                     |
| <b>Adult Books</b>                       |                   |                 |                               |                    |                     |
| 301 - Gifts & Memorials - Materials      | \$74.57           | \$650.17        | \$1,110.94                    | \$1,000.00         | (\$110.94)          |
| <b>Total Adult Books</b>                 | <b>\$74.57</b>    | <b>\$650.17</b> | <b>\$1,110.94</b>             | <b>\$1,000.00</b>  | <b>(\$110.94)</b>   |
| <b>Juvenile Books</b>                    |                   |                 |                               |                    |                     |
| 233 - Ready to Read - Gifts              | \$99.80           | \$0.00          | \$4,885.41                    | \$12,000.00        | \$7,114.59          |
| 235 - Ready to Read - Spelling Bee       | \$0.00            | \$0.00          | \$13,064.46                   | \$18,000.00        | \$4,935.54          |
| 301 - Gifts & Memorials - Materials      | \$20.67           | \$0.00          | \$375.08                      | \$250.00           | (\$125.08)          |
| <b>Total Juvenile Books</b>              | <b>\$120.47</b>   | <b>\$0.00</b>   | <b>\$18,324.95</b>            | <b>\$30,250.00</b> | <b>\$11,925.05</b>  |
| <b>Total</b>                             | <b>\$195.04</b>   | <b>\$650.17</b> | <b>\$19,435.89</b>            | <b>\$31,250.00</b> | <b>\$11,814.11</b>  |
| <b>Purchased Services</b>                |                   |                 |                               |                    |                     |
| <b>Contracted Services</b>               |                   |                 |                               |                    |                     |
| 303 - History Room Gifts                 | \$1,188.00        | \$0.00          | \$2,376.00                    | \$4,000.00         | \$1,624.00          |
| 310 - KPL Antiracism Transformation Team | \$0.00            | \$0.00          | \$12,000.00                   | \$12,000.00        | \$0.00              |
| <b>Total Contracted Services</b>         | <b>\$1,188.00</b> | <b>\$0.00</b>   | <b>\$14,376.00</b>            | <b>\$16,000.00</b> | <b>\$1,624.00</b>   |
| <b>Total</b>                             | <b>\$1,188.00</b> | <b>\$0.00</b>   | <b>\$14,376.00</b>            | <b>\$16,000.00</b> | <b>\$1,624.00</b>   |

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

|   | Actual              | Encumbrances      | Year-to-Date<br>+ Encumbrance | Budget               | Variance             |
|---|---------------------|-------------------|-------------------------------|----------------------|----------------------|
| <b>Other Expenditures</b>                                       |                     |                   |                               |                      |                      |
| <b>Miscellaneous Disbursements</b>                              |                     |                   |                               |                      |                      |
| 233 - Ready to Read - Gifts                                     | \$0.00              | \$0.00            | \$730.00                      | \$1,000.00           | \$270.00             |
| 235 - Ready to Read - Spelling Bee                              | \$0.00              | \$0.00            | \$4,114.38                    | \$4,500.00           | \$385.62             |
| 301 - Gifts & Memorials - Materials                             | \$0.00              | \$0.00            | \$0.00                        | \$1,500.00           | \$1,500.00           |
| 308 - Library Gifts   | \$0.00              | \$0.00            | \$0.00                        | \$3,400.00           | \$3,400.00           |
| 310 - KPL Antiracism Transformation Team                        | \$0.00              | \$0.00            | \$2,611.62                    | \$6,470.00           | \$3,858.38           |
| 379 - Friends Mini-Grants 2015                                  | \$2,644.31          | \$0.00            | \$2,644.31                    | \$7,192.90           | \$4,548.59           |
| 380 - Scholarships/Administration Mini-Grants                   | \$72.13             | \$0.00            | \$98.74                       | \$1,255.00           | \$1,156.26           |
| 381 - Staff Appreciation Mini-Grant                             | \$41.94             | \$0.00            | \$410.07                      | \$300.00             | (\$110.07)           |
| 383 - History Room Mini-Grant                                   | \$0.00              | \$0.00            | \$0.00                        | \$500.00             | \$500.00             |
| 387 - Oshtemo Mini-Grant  | \$0.00              | \$0.00            | \$238.61                      | \$786.00             | \$547.39             |
| 388 - Eastwood/Powell Mini-Grant                                | \$350.00            | \$0.00            | \$674.72                      | \$1,572.00           | \$897.28             |
| 389 - Washington Square Mini-Grant                              | \$0.00              | \$0.00            | \$81.64                       | \$83.00              | \$1.36               |
| 390 - Teen Services Mini-Grant                                  | \$0.00              | \$0.00            | \$250.00                      | \$348.00             | \$98.00              |
| 391 - Children's Mini-Grant                                     | \$0.00              | \$0.00            | \$941.97                      | \$1,117.00           | \$175.03             |
| <b>Total Miscellaneous Disbursements</b>                        | <b>\$3,108.38</b>   | <b>\$0.00</b>     | <b>\$12,796.06</b>            | <b>\$30,023.90</b>   | <b>\$17,227.84</b>   |
| <b>Programming Expenditures</b>                                 |                     |                   |                               |                      |                      |
| 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           |
| <b>Total Programming Expenditures</b>                           | <b>\$0.00</b>       | <b>\$0.00</b>     | <b>\$0.00</b>                 | <b>\$8,922.00</b>    | <b>\$8,922.00</b>    |
| <b>Total</b>  | <b>\$3,108.38</b>   | <b>\$0.00</b>     | <b>\$12,796.06</b>            | <b>\$38,945.90</b>   | <b>\$26,149.84</b>   |
| <b>Total Expenditures</b>                                       | <b>\$4,491.42</b>   | <b>\$650.17</b>   | <b>\$47,472.68</b>            | <b>\$87,920.90</b>   | <b>\$40,448.22</b>   |
| <b>TOTAL BEGINNING FUND BALANCE</b>                             | <b>\$171,898.03</b> | <b>\$0.00</b>     | <b>\$187,936.16</b>           | <b>\$187,936.16</b>  | <b>\$0.00</b>        |
| <b>TOTAL NET SURPLUS/(DEFICIT)</b>                              | <b>\$2,996.48</b>   | <b>(\$650.17)</b> | <b>(\$13,691.82)</b>          | <b>(\$62,443.80)</b> | <b>(\$48,751.98)</b> |
| <b>ENDING FUND BALANCE</b>                                      |                     |                   |                               |                      |                      |
| 233 - Ready to Read - Gifts                                     | \$35,304.59         | \$0.00            | \$35,304.59                   | \$28,083.86          | (\$7,220.73)         |
| 235 - Ready to Read - Spelling Bee                              | \$51,461.40         | \$0.00            | \$51,461.40                   | \$46,190.24          | (\$5,271.16)         |
| 301 - Gifts & Memorials - Materials                             | \$4,869.50          | (\$650.17)        | \$4,219.33                    | \$2,045.35           | (\$2,173.98)         |
| 303 - History Room Gifts  | \$2,771.71          | \$0.00            | \$2,771.71                    | \$286.67             | (\$2,485.04)         |
| 307 - ONEplace Nonprofit Services                               | \$1,921.58          | \$0.00            | \$1,921.58                    | (\$0.42)             | (\$1,922.00)         |
| 308 - Library Gifts   | \$3,677.23          | \$0.00            | \$3,677.23                    | \$326.18             | (\$3,351.05)         |
| 310 - KPL Antiracism Transformation Team                        | \$3,858.04          | \$0.00            | \$3,858.04                    | (\$0.34)             | (\$3,858.38)         |
| 379 - Friends Mini-Grants 2015                                  | \$4,818.59          | \$0.00            | \$4,818.59                    | (\$14,385.80)        | (\$19,204.39)        |
| 380 - Scholarships/Administration Mini-Grants                   | \$1,155.92          | \$0.00            | \$1,155.92                    | (\$0.34)             | (\$1,156.26)         |
| 381 - Staff Appreciation Mini-Grant                             | (\$110.07)          | \$0.00            | (\$110.07)                    | \$0.00               | \$110.07             |
| 383 - History Room Mini-Grant                                   | \$500.00            | \$0.00            | \$500.00                      | \$0.00               | (\$500.00)           |
| 387 - Oshtemo Mini-Grant  | \$547.82            | \$0.00            | \$547.82                      | \$0.43               | (\$547.39)           |
| 388 - Eastwood/Powell Mini-Grant                                | \$897.67            | \$0.00            | \$897.67                      | \$0.39               | (\$897.28)           |
| 389 - Washington Square Mini-Grant                              | \$1.34              | \$0.00            | \$1.34                        | (\$0.02)             | (\$1.36)             |
| 390 - Teen Services Mini-Grant                                  | \$97.67             | \$0.00            | \$97.67                       | (\$0.33)             | (\$98.00)            |
| 391 - Children's Mini-Grant                                     | \$174.68            | \$0.00            | \$174.68                      | (\$0.35)             | (\$175.03)           |
| 397 - KCF - Local History and Community Information Agency Fund | \$62,946.84         | \$0.00            | \$62,946.84                   | \$62,946.84          | \$0.00               |
| <b>TOTAL ENDING FUND BALANCE</b>                                | <b>\$174,894.51</b> | <b>(\$650.17)</b> | <b>\$174,244.34</b>           | <b>\$125,492.36</b>  | <b>(\$48,751.98)</b> |



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

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

**Fund Activity**

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

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



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

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

**Fund Activity**

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

| Gift Detail              | Date       | Amount            |
|--------------------------|------------|-------------------|
| Kalamazoo Public Library | 01/20/2015 | \$6,000.00        |
| <b>Total Gifts</b>       |            | <b>\$6,000.00</b> |

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

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**Engagement:  
Bringing  
community  
together**

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**Amy Upjohn  
joins board  
of trustees**

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**Fourth quarter  
grant highlights**

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**KZCF:  
Then and now**

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Bringing  
Community  
Together





Photo by Eric Kozlowski

## Engagement: Bringing community together

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

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

### Daily Engagement

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

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

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

### Turning Outward

When it moved into its new home last

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

**Carrie Pickett-Erway**  
President/CEO

## Our Big 3 Goals

**1.**

### Equity

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

**2.**

### Education

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

**3.**

### Engagement

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

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

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

### 2015: Our 90th Birthday

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

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

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

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

## Engaging the next generation of givers

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

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

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

## Fourth quarter grant highlights

### \$4.4 MILLION IN GRANTS AWARDED TO LOCAL NONPROFITS

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

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

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

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

Other grants included:

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

## Kalamazoo Community Foundation Investment Performance

### FOURTH QUARTER 2014

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

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



## Edmond Woodruff died in 1981.

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

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

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

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## KZCF: Then and Now

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

### Then

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

### Now

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

1925  
2015

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

RE: **Budgets**

DATE: May 18, 2015

**Recommendation:**

I recommend the Board take the following action by separate motions and votes:

1. Approve the "General Operating Fund – Close Estimate Budget Revision for FY 2014-2015"
2. Receive for review the "General Operating Fund – Preliminary Budget FY 2015-2016"
3. Receive for review the "Capital Improvement Plan for the Three Years Ending June 30, 2017"
4. Approve the "Special Revenue Fund Close Estimate Budget for FY 2014-2015" and the "Special Revenue Fund Preliminary Budget for FY 2015-2016"

**Executive Summary:**

Close Estimate Budget Revision for FY 2014-2015

The Close Estimate Budget Revision for fiscal year ending June 30, 2015 recognizes the final impact and accounting of the MPSERS UAAL Stabilization expenditure and reimbursement by the State of Michigan. Both State Grants and Reimbursements and defined benefit Retirement Expense have been adjusted by \$96,649. Final taxable values and settlement amounts from each of the library district's participating governmental units were also available and have been adjusted for this revision of the budget. The net effect is a reduction in budgeted revenue of \$42,493 for the fiscal year. The corresponding reduction in retirement expense, the release of several reserves no longer needed at year-end, and a zero impact series of budget transfers in the Purchased Services category result in a reduction in budgeted expenditures of \$135,681.

The net effect of all revisions is an increase in Unassigned Fund Balance at the end of the fiscal year of \$93,188.

## Preliminary Budget for FY 2015-2016

The Preliminary Budget for fiscal year ending June 30, 2016 recognized taxable values increasing 2.1% overall for the library district prior to adjustments for tax captures within the City of Kalamazoo and Oshtemo Township. After those captures are accounted for, property tax revenue is projected to increase 1.5%. Additionally, the elimination of the State of Michigan's reimbursement budget for the MPERS UAAL Rate Stabilization program reduces both revenue and expenditures as compared to the prior year, leaving only the estimated \$74,000 in State Aid to Public Libraries in the revenue category of State Grants and Reimbursements

In addition to the revision of several budget categories to clarify budget and expenditure definitions, the Preliminary Budget incorporates the addition of two full-time equivalent (FTE) positions. The first position planned is an additional Youth Services Librarian to support our services to youth primarily at branch libraries. Another additional position is planned to support facilities management projects, contracts, and services.

Initiatives included in fiscal year 2015-2016 include moving the library's integrated library system to the cloud; contracting for system support of human resources, the Affordable Care Act, and Internal Revenue Service reporting requirements; and the continuation of service enhancements for patrons utilizing both new and traditional platforms.

The Preliminary Budget continues support of the Capital Improvement Plan at \$400,000 for the fiscal year and results in a net of revenues exceeding expenditures of \$58,816.

## Capital Improvement Plan

The Capital Improvement Plan for the three years ending June 30, 2017 continues current projects until completion. Within those budgets several detail projects already budgeted have been realigned to better fit their purpose. That realignment has caused much of the variances to prior budget recognized at the major category level but result in a Variance to Prior Total Expenditure budget of only \$755. New projects included in the fiscal year 2015-2016 allocations include: repair of Central Library's exterior marble tile; public computer replacements; portable technology for both public programming and staff services; a multi-part server migration project; and several other smaller technology purchases. The three year plan ends with a projected reduction of fund balance of \$186,345.

## Special Revenue Fund

The Special Revenue Fund Close Estimate Budget for fiscal year 2014-2015 and the Preliminary Budget for 2015-2016 continue the current projects for Ready to Read, History Room, Gifts, and Friends Mini-Grants at current levels, recognizing gifts and grants received to date. No new projects or major grants are anticipated with the variances recognized due to carryover balances and continued activity.

All the above presented budgets have been reviewed and are recommended for either approval or review by the Finance and Budget Committee.

[Return to Agenda](#)

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

|  | FY 13/14<br><u>Actuals</u> | FY 14/15<br><u>Preliminary<br/>Budget</u> | FY 14/15<br><u>Close Estimate<br/>Budget</u> | FY 14/15<br><u>Close Estimate<br/>Budget Revision</u> | <u>Variance<br/>to Prior</u> | <u>%</u> |
|--|----------------------------|---|--|---|------------------------------|----------|
| <b>Revenue</b>   |                            |   |  |   |                              |          |
| Property Taxes   | \$ 10,203,577              | \$ 10,249,482                             | \$ 10,203,999                                | \$ 10,264,905   | \$ 60,906                    | 0.6%     |
| State Grants and Reimbursements  | \$ 278,349                 | \$ 306,788                                | \$ 320,049                                   | \$ 223,400  | \$ (96,649)                  | -30.2%   |
| Charges for Services   | \$ 176,720                 | \$ 170,000                                | \$ 175,000                                   | \$ 175,000  | \$ -                         | 0.0%     |
| District Court Penal Fines   | \$ 254,027                 | \$ 260,000                                | \$ 255,000                                   | \$ 255,000  | \$ -                         | 0.0%     |
| Other Revenue  | \$ 554,102                 | \$ 464,563                                | \$ 468,544                                   | \$ 461,794  | \$ (6,750)                   | -1.4%    |
| Total Revenue  | \$ 11,466,774              | \$ 11,450,833                             | \$ 11,422,592                                | \$ 11,380,099   | \$ (42,493)                  | -0.4%    |
| <b>Expenditures</b>  |                            |   |  |   |                              |          |
| Salaries & Benefits  | \$ 6,790,671               | \$ 7,169,775                              | \$ 7,226,790                                 | \$ 7,111,109  | \$ 115,681                   | 1.6%     |
| Materials  | \$ 1,072,280               | \$ 1,155,512                              | \$ 1,147,235                                 | \$ 1,147,235  | \$ -                         | 0.0%     |
| Facilities   | \$ 540,776                 | \$ 589,122                                | \$ 610,922                                   | \$ 610,922  | \$ -                         | 0.0%     |
| Supplies   | \$ 180,880                 | \$ 213,052                                | \$ 205,852                                   | \$ 190,852  | \$ 15,000                    | 7.3%     |
| Technical Services   | \$ 473,221                 | \$ 558,477                                | \$ 555,877                                   | \$ 555,877  | \$ -                         | 0.0%     |
| Purchased Services   | \$ 508,974                 | \$ 599,119                                | \$ 586,339                                   | \$ 586,339  | \$ -                         | 0.0%     |
| Other  | \$ 460,289                 | \$ 474,245                                | \$ 462,175                                   | \$ 457,175  | \$ 5,000                     | 1.1%     |
| Total Operating Expenditures   | \$ 10,025,092              | \$ 10,759,302                             | \$ 10,795,190                                | \$ 10,659,509   | \$ 135,681                   | 1.3%     |
| Excess (Deficiency) of Revenue Over Expenditures                                     | \$ 1,441,682               | \$ 691,531                                | \$ 627,402                                   | \$ 720,590  | \$ 93,188                    |          |
| <b>Operating Transfers</b>   |                            |   |  |   |                              |          |
| Transfers to/from Other Funds/Prior adjustments                                      | \$ (17,592)                | \$ -                                      | \$ -   | \$ -  | \$ -                         |          |
| Transfers to Capital Improvement Plan  | \$ 400,000                 | \$ 600,000                                | \$ 600,000                                   | \$ 600,000  | \$ -                         |          |
| Transfer to Bond Issues Debt Service   | \$ 1,035,000               | \$ -                                      | \$ -   | \$ -  | \$ -                         |          |
| Total Expenditures & Transfers   | \$ 11,442,500              | \$ 11,359,302                             | \$ 11,395,190                                | \$ 11,259,509   | \$ 135,681                   |          |
| Excess (Deficiency) of Revenue and Other Sources<br>Over Expenditures and Other Uses | \$ 24,274                  | \$ 91,531                                 | \$ 27,402                                    | \$ 120,590  | \$ 93,188                    |          |
| Beginning Fund Balance   | \$ 6,200,897               | \$ 5,344,930                              | \$ 6,225,171                                 | \$ 6,225,171  | \$ -                         |          |
| <b>Ending Fund Balance</b>   |                            |   |  |   |                              |          |
| Non-spendable Prepaid Expenditures   |                            | \$ -                                      | \$ -   | \$ -  | \$ -                         |          |
| Restricted ONEplace grants   | \$ 256,293                 | \$ 167,276                                | \$ 256,293                                   | \$ 256,293  | \$ -                         |          |
| Assigned for Encumbrances  | \$ -                       | \$ -                                      | \$ -   | \$ -  | \$ -                         |          |
| Assigned for Cash Flow   | \$ 3,800,000               | \$ 3,800,000                              | \$ 3,800,000                                 | \$ 3,800,000  | \$ -                         |          |
| Unassigned Fund Balance  | \$ 2,168,878               | \$ 1,469,185                              | \$ 2,196,280                                 | \$ 2,289,468  | \$ 93,188                    |          |
| Total Ending Fund Balance  | \$ 6,225,171               | \$ 5,436,461                              | \$ 6,252,573                                 | \$ 6,345,761  | \$ 93,188                    |          |

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

**Budget Overview**

The Close Estimate Budget Revision for fiscal year ending June 30, 2015 recognizes the final impact and accounting of the MPSERS UAAL Rate Stabilization expenditure and reimbursement by the State of Michigan. Both State Grants and Reimbursements and defined benefit Retirement Expense have been reduced by \$96,649 to reflect the final amount. Property tax revenue has been adjusted for the final taxable value and property tax revenue settlements by each of the library district's participating governmental units for an increase of \$60,906 over the prior budget. The net effect of all revenue adjustments is a reduction of \$42,493 for the fiscal year. Expenditures budgets have been adjusted for the expense portion of the MPSERS UAAL Rate Stabilization, the release of several reserves no longer needed at year-end, and a zero impact series of budget transfers within the Purchased Services category resulting in a reduction of budgeted expenditures of \$135,681. The net effect of all revisions is an increase in Unassigned Fund Balance at the end of the fiscal year of \$93,188.

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

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

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

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

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

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

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

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

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

**Kalamazoo Public Library  
General Operating Fund  
Preliminary Budget  
Fiscal year ending June 30, 2016**

|  | FY 13/14<br>Actuals  | FY 14/15<br>Preliminary<br>Budget | FY 14/15<br>Close Estimate<br>Budget Revision | FY 15/16<br>Preliminary<br>Budget | Variance<br>to Prior | %            |
|--|----------------------|-----------------------------------|---|-----------------------------------|----------------------|--------------|
| <b>Revenue</b>   |                      |                                   |   |                                   |                      |              |
| Property Taxes   | \$ 10,203,577        | \$ 10,249,482                     | \$ 10,264,905                                 | \$ 10,418,240                     | \$ 153,335           | 1.5%         |
| State Grants and Reimbursements  | \$ 278,349           | \$ 306,788                        | \$ 223,400                                    | \$ 74,000                         | \$ (149,400)         | -66.9%       |
| Charges for Services   | \$ 176,720           | \$ 170,000                        | \$ 175,000                                    | \$ 175,000                        | \$ -                 | 0.0%         |
| District Court Penal Fines   | \$ 254,027           | \$ 280,000                        | \$ 255,000                                    | \$ 255,000                        | \$ -                 | 0.0%         |
| Other Revenue  | \$ 554,102           | \$ 464,563                        | \$ 481,794                                    | \$ 450,769                        | \$ (11,025)          | -2.4%        |
| <b>Total Revenue</b>   | <b>\$ 11,466,774</b> | <b>\$ 11,450,833</b>              | <b>\$ 11,380,099</b>                          | <b>\$ 11,373,009</b>              | <b>\$ (7,090)</b>    | <b>-0.1%</b> |
| <b>Expenditures</b>  |                      |                                   |   |                                   |                      |              |
| Salaries & Benefits  | \$ 6,790,671         | \$ 7,169,775                      | \$ 7,111,109                                  | \$ 7,214,450                      | \$ (103,341)         | -1.5%        |
| Materials  | \$ 1,072,280         | \$ 1,155,512                      | \$ 1,147,235                                  | \$ 1,142,376                      | \$ 4,859             | 0.4%         |
| Facilities   | \$ 545,735           | \$ 594,622                        | \$ 616,422                                    | \$ 631,061                        | \$ (14,639)          | -2.4%        |
| Operating Expenses   | \$ 332,202           | \$ 364,072                        | \$ 340,802                                    | \$ 348,793                        | \$ (7,991)           | -2.3%        |
| Technical Services   | \$ 473,221           | \$ 558,477                        | \$ 555,877                                    | \$ 658,606                        | \$ (102,729)         | -18.5%       |
| Purchased Services   | \$ 508,974           | \$ 599,119                        | \$ 586,339                                    | \$ 605,108                        | \$ (18,769)          | -3.2%        |
| Other  | \$ 304,008           | \$ 319,225                        | \$ 301,725                                    | \$ 313,799                        | \$ (12,074)          | -4.0%        |
| <b>Total Operating Expenditures</b>  | <b>\$ 10,025,092</b> | <b>\$ 10,760,802</b>              | <b>\$ 10,659,509</b>                          | <b>\$ 10,914,193</b>              | <b>\$ (254,684)</b>  | <b>-2.4%</b> |
| <b>Excess (Deficiency) of Revenue Over Expenditures</b>                                      | <b>\$ 1,441,682</b>  | <b>\$ 690,031</b>                 | <b>\$ 720,590</b>                             | <b>\$ 458,816</b>                 | <b>\$ (261,774)</b>  |              |
| <b>Operating Transfers</b>   |                      |                                   |   |                                   |                      |              |
| Transfers to/from Other Funds/Prior adjustments  | \$ (17,592)          | \$ -                              | \$ -  | \$ -                              | \$ -                 |              |
| Transfers to Capital Improvement Plan  | \$ 400,000           | \$ 600,000                        | \$ 600,000                                    | \$ 400,000                        | \$ 200,000           |              |
| Transfer to Bond Issues Debt Service   | \$ 1,035,000         | \$ -                              | \$ -  | \$ -                              | \$ -                 |              |
| <b>Total Expenditures &amp; Transfers</b>  | <b>\$ 11,442,500</b> | <b>\$ 11,360,802</b>              | <b>\$ 11,259,509</b>                          | <b>\$ 11,314,193</b>              | <b>\$ (54,684)</b>   |              |
| <b>Excess (Deficiency) of Revenue and Other Sources<br/>Over Expenditures and Other Uses</b> | <b>\$ 24,274</b>     | <b>\$ 90,031</b>                  | <b>\$ 120,590</b>                             | <b>\$ 58,816</b>                  | <b>\$ (61,774)</b>   |              |
| <b>Beginning Fund Balance</b>  | <b>\$ 6,200,897</b>  | <b>\$ 5,634,849</b>               | <b>\$ 6,225,171</b>                           | <b>\$ 6,345,761</b>               | <b>\$ 120,590</b>    |              |
| <b>Ending Fund Balance</b>   |                      |                                   |   |                                   |                      |              |
| Non-spendable Prepaid Expenditures   |                      | \$ -                              | \$ -  | \$ -                              | \$ -                 |              |
| Restricted ONEplace grants   | \$ 256,293           | \$ 167,276                        | \$ 256,293                                    | \$ 256,293                        | \$ -                 |              |
| Assigned for Encumbrances  | \$ -                 | \$ -                              | \$ -  | \$ -                              | \$ -                 |              |
| Assigned for Cash Flow   | \$ 3,800,000         | \$ 3,800,000                      | \$ 3,800,000                                  | \$ 3,800,000                      | \$ -                 |              |
| Unassigned Fund Balance  | \$ 2,168,878         | \$ 1,757,604                      | \$ 2,289,468                                  | \$ 2,348,284                      | \$ 58,816            |              |
| <b>Total Ending Fund Balance</b>   | <b>\$ 6,225,171</b>  | <b>\$ 5,724,880</b>               | <b>\$ 6,345,761</b>                           | <b>\$ 6,404,577</b>               | <b>\$ 58,816</b>     |              |

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

**Budget Overview**

The Preliminary Budget for fiscal year ending June 30, 2016 recognizes taxable values increasing 2.1% overall for the library district prior to adjustments for tax captures in the City of Kalamazoo and Oshtemo Township. The net of all estimates for the captures and delinquencies results in an increase in Property Tax Revenue by 1.5%, or \$153,335 over the prior year. The other significant variance to the total revenue forecast of the prior year is the elimination of the State of Michigan reimbursement for the MPSERS Unfunded Accrued Liability, reducing anticipated State Aid for fiscal year 2015-2016 to \$74,000, representing State Aid to Public Libraries.

In addition to the revision of several budget categories to clarify budget and expenditure definitions, the Preliminary Budget for fiscal year 2015-2016 includes the addition of two full-time equivalent (FTE) positions. The first position planned is an additional Youth Services Librarian to support Kalamazoo Public Library's goal of "Create Young Readers and Learners" primarily at branch libraries. The additional position planned is to support facilities management projects, contracts, and services.

Initiatives forecast for the year include moving the library's integrated library system to the cloud, contracting for system support of Human Resources and Affordable Care Act and Internal Revenue Service reporting requirements, and continuation of service enhancements for patrons utilizing both new and traditional platforms. Capital Improvement Plan support is continued at \$400,000.

The Preliminary Budget results in a net of revenues exceeding expenditures of \$58,816, all of which increasing Unassigned Ending Fund Balance by the same amount.

**Kalamazoo Public Library  
Supplementary Information  
Fiscal Years Ending June 30, 2016**

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

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

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

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

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

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

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

| <u>LINE</u><br><u>NUMBER</u> | <u>Close</u><br><u>Estimate</u><br><u>Variance</u> | <u>EXPLANATION</u> |
|------------------------------|--|--------------------|
|------------------------------|--|--------------------|

**Revenue**

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

**Expenditures**

**Salaries & Benefits**

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

**Materials**

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

**Facilities**

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

**Operating Expenses**

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

**Technical Services**

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

**Purchased Services**

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

**Other**

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

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

Summary

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

Fund Balance

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

**KALAMAZOO PUBLIC LIBRARY  
CAPITAL IMPROVEMENT PLAN  
For the Three Years ending June 30, 2017**

|   | <u>Fiscal year<br/>2014-2015</u> | <u>Fiscal year<br/>2015-1016</u> | <u>Fiscal year<br/>2016-2017</u> | <u>Three-Year<br/>Current Budget<br/>Total</u> | <u>Prior<br/>Three year<br/>Estimate</u> | <u>Variance to<br/>Prior Budget</u> |
|---|----------------------------------|----------------------------------|----------------------------------|--|--|-------------------------------------|
| <b>Revenue</b>                            |                                  |                                  |                                  |  |  |                                     |
| Transfers from Operations                 | \$ 600,000                       | \$ 400,000                       | \$ 600,000                       | \$ 1,600,000                                   | \$ 1,800,000                             | \$ (200,000)                        |
| Other Revenue/Transfers                   | \$ 28,900                        | \$ -                             | \$ -                             | \$ 28,900                                      | \$ 16,000                                | \$ 12,900                           |
| Interest                                  | \$ -                             | \$ -                             | \$ -                             | \$ -   | \$ -                                     | \$ -                                |
| <b>Total Revenue</b>                      | <b>\$ 628,900</b>                | <b>\$ 400,000</b>                | <b>\$ 600,000</b>                | <b>\$ 1,628,900</b>                            | <b>\$ 1,816,000</b>                      | <b>\$ (187,100)</b>                 |
| <b>Capital Projects by Category</b>       |                                  |                                  |                                  |  |  |                                     |
| Library Systems                           | \$ -                             | \$ -                             | \$ -                             | \$ -   | \$ 4,384                                 | \$ 4,384                            |
| Furnishings                               | \$ 165,965                       | \$ 50,000                        | \$ 50,000                        | \$ 265,965                                     | \$ 474,588                               | \$ 208,623                          |
| Building Alterations                      | \$ 522,185                       | \$ 120,000                       | \$ 125,000                       | \$ 767,185                                     | \$ 654,750                               | \$ (112,435)                        |
| Computer & Technology                     | \$ 379,156                       | \$ 209,250                       | \$ 150,000                       | \$ 738,406                                     | \$ 498,390                               | \$ (240,016)                        |
| RFID                                      | \$ -                             | \$ -                             | \$ -                             | \$ -   | \$ 140,199                               | \$ 140,199                          |
| <b>Total Expenditures</b>                 | <b>\$ 1,067,306</b>              | <b>\$ 379,250</b>                | <b>\$ 325,000</b>                | <b>\$ 1,771,556</b>                            | <b>\$ 1,772,311</b>                      | <b>\$ 755</b>                       |
| <b>Total Reserves</b>                     | <b>\$ 625,000</b>                | <b>\$ 500,000</b>                | <b>\$ 500,000</b>                | <b>\$ 500,000</b>                              | <b>\$ 625,000</b>                        | <b>\$ 125,000</b>                   |
| <b>Total Expenditures + Reserves</b>      | <b>\$ 1,692,306</b>              | <b>\$ 879,250</b>                | <b>\$ 825,000</b>                | <b>\$ 2,271,556</b>                            | <b>\$ 2,397,311</b>                      | <b>\$ 125,755</b>                   |
| <br>                                      |                                  |                                  |                                  |  |  |                                     |
| <b>Beginning of Year Fund Balance</b>     | <b>\$ 1,784,253</b>              | <b>\$ 1,345,847</b>              | <b>\$ 1,366,597</b>              | <b>\$ 1,784,253</b>                            | <b>\$ 1,784,253</b>                      | <b>\$ (0)</b>                       |
| <b>Revenues Over (Under) Expenditures</b> | <b>\$ (438,406)</b>              | <b>\$ 20,750</b>                 | <b>\$ 275,000</b>                | <b>\$ (142,656)</b>                            | <b>\$ 43,689</b>                         | <b>\$ (186,345)</b>                 |
| <b>Fund Balance</b>                       |                                  |                                  |                                  |  |  |                                     |
| Assigned for IL System Replacement        | \$ 250,000                       | \$ -                             | \$ -                             | \$ 250,000                                     | \$ 250,000                               | \$ -                                |
| Assigned for Building Repairs             | \$ 350,000                       | \$ 500,000                       | \$ 500,000                       | \$ 500,000                                     | \$ 350,000                               | \$ (150,000)                        |
| Assigned for Telephone System             | \$ -                             | \$ -                             | \$ -                             | \$ -   | \$ -                                     | \$ -                                |
| Assigned for Server Replacement           | \$ 25,000                        | \$ -                             | \$ -                             | \$ -   | \$ 25,000                                | \$ 25,000                           |
| Assigned for Van Replacement              | \$ -                             | \$ -                             | \$ -                             | \$ -   | \$ -                                     | \$ -                                |
| Assigned for Future Capital Projects      | \$ 720,847                       | \$ 866,597                       | \$ 1,141,597                     | \$ 891,597                                     | \$ 1,202,942                             | \$ (311,345)                        |
| <b>End of Year Total Fund Balance</b>     | <b>\$ 1,345,847</b>              | <b>\$ 1,366,597</b>              | <b>\$ 1,641,597</b>              | <b>\$ 1,641,597</b>                            | <b>\$ 1,827,942</b>                      | <b>\$ (186,345)</b>                 |

**Notes:**

The Capital Improvement Plan for the three years ending June 30, 2017 continues current projects until completion. The underlying structure of the budget now includes only three major active categories: Furnishings, Buildings, and Computer & Technology. Within those budgets several detail projects already budgeted have been realigned to better fit their purpose. The Carpeting & Flooring Master Plan Budget, for example, has been moved from Furnishings to Buildings. Variances to the prior budget reflect these moves of project level budgets at the adopted summary budget level.

New projects included in the fiscal year 2015-2016 allocations include: repair of Central Library's exterior marble tile; public computer replacements; portable technology for both public programming and staff services; a multi-part server migration project; and several other smaller technology purchases.

The three year plan ends with a projected reduction of fund balance of \$186,345.

**KALAMAZOO PUBLIC LIBRARY  
CAPITAL IMPROVEMENT PLAN  
Supplementary Information  
For the Three Year Period ending June 30, 2017**

**Kalamazoo Public Library  
Capital Improvement Plan  
Summary of Active Allocations**

| <u>Description</u>                                       | <u>Adjusted<br/>FY 14-15<br/>Budget</u> | <u>-----Fiscal Year 2015-2016-----</u> |                  |                |               |
|--|---|--|------------------|----------------|---------------|
|  |   | <u>Contingency</u>                     | <u>Requested</u> | <u>On-Hold</u> | <u>Budget</u> |
| <b>Library Systems &amp; Equipment</b>                   | \$ -                                    | \$ -                                   | \$ -             | \$ -           | \$ -          |
| <b>Furnishings</b>                                       |   |  |                  |                |               |
| Furnishings Reserve                                      | \$ 70,695                               | \$ 46,675                              | \$ -             | \$ -           | \$ 46,675     |
| Central Library  | \$ 48,754                               | \$ -                                   | \$ -             | \$ -           | \$ -          |
| Branch Libraries   | \$ 35,896                               | \$ -                                   | \$ 1,200         | \$ -           | \$ 1,200      |
| System-Wide Projects                                     | \$ 10,620                               | \$ -                                   | \$ 22,125        | \$ (20,000)    | \$ 2,125      |
| <b>Total Furnishings</b>                                 | \$ 165,965                              | \$ 46,675                              | \$ 23,325        | \$ (20,000)    | \$ 50,000     |
| <b>Building Alterations</b>                              |   |  |                  |                |               |
| Building Alterations Reserve                             | \$ 42,362                               | \$ 30,250                              | \$ -             | \$ -           | \$ 30,250     |
| Structural Projects                                      | \$ 22,000                               | \$ 4,600                               | \$ 70,000        | \$ -           | \$ 70,000     |
| Mechanical Projects                                      | \$ 183,000                              | \$ 9,150                               | \$ -             | \$ -           | \$ 9,150      |
| Control & Security Systems                               | \$ 93,114                               | \$ 3,000                               | \$ -             | \$ -           | \$ 3,000      |
| Other Facilities Projects                                | \$ 181,709                              | \$ 3,000                               | \$ -             | \$ -           | \$ 3,000      |
| <b>Total Building Alterations</b>                        | \$ 522,185                              | \$ 50,000                              | \$ 70,000        | \$ -           | \$ 120,000    |
| <b>Computer &amp; Technology</b>                         |   |  |                  |                |               |
| Computer & Technology Reserve                            | \$ 20,058                               | \$ 25,000                              | \$ -             | \$ -           | \$ 25,000     |
| Public Technology & Hardware                             | \$ 204,922                              | \$ 2,750                               | \$ 60,000        | \$ -           | \$ 62,750     |
| Portable Technology                                      | \$ 21,410                               | \$ -                                   | \$ 23,400        | \$ -           | \$ 23,400     |
| Other Technology/Computer Equipment                      | \$ 117,567                              | \$ -                                   | \$ 9,400         | \$ -           | \$ 9,400      |
| Server Migration   | \$ -                                    | \$ 4,000                               | \$ 80,000        | \$ -           | \$ 84,000     |
| RFID/Circulation Technologies                            | \$ 15,199                               | \$ -                                   | \$ 4,700         | \$ -           | \$ 4,700      |
| <b>Total Computer &amp; Technology</b>                   | \$ 379,156                              | \$ 31,750                              | \$ 177,500       | \$ -           | \$ 209,250    |
| <b>Total Capital Improvement Plan Expenditure Budget</b> | \$ 1,067,306                            | \$ 128,425                             | \$ 270,825       | \$ (20,000)    | \$ 250,825    |

**Kalamazoo Public Library  
Capital Improvement Plan  
Summary of Active Allocations**

| <u>Description</u>                                     | <u>Adjusted<br/>FY 14-15<br/>Budget</u> | -----Fiscal Year 2015-2016----- |                  |                    |                  |
|--|---|---------------------------------|------------------|--------------------|------------------|
|  |   | <u>Contingency</u>              | <u>Requested</u> | <u>On-Hold</u>     | <u>Budget</u>    |
| <b>802 Library Systems (Complete)</b>                  | \$ -                                    | \$ -                            | \$ -             | \$ -               | \$ -             |
| <b>810 Furnishings Reserve -Unallocated</b>            | \$ 70,695                               | \$ 46,675                       | \$ -             | \$ -               | \$ 46,675        |
| <b>Central Library</b>                                 |   |                                 |                  |                    |                  |
| 813 Display/Public-Central (Complete)                  | \$ 9,634                                |                                 |                  | \$ -               | \$ -             |
| 817 Viewscan Microfilm Readers (Complete)              | \$ 21,664                               |                                 |                  |                    | \$ -             |
| 818 Video equipment -Canon                             | \$ 3,200                                |                                 |                  |                    | \$ -             |
| 880 ADS conference room - 2nd Floor Central (Complete) | \$ 3,071                                |                                 |                  | \$ -               | \$ -             |
| 889 Children's Room Table/Chairs - replacements        | \$ 5,328                                |                                 |                  |                    | \$ -             |
| 891 Digital Lab furniture (Complete)                   | \$ 2,596                                |                                 |                  |                    | \$ -             |
| 892 Local History Furniture                            | \$ 3,261                                |                                 |                  |                    | \$ -             |
|  | \$ -                                    | \$ -                            | \$ -             | \$ -               | \$ -             |
| <b>Subtotal Central Library Furnishing Projects</b>    | \$ 48,754                               | \$ -                            | \$ -             | \$ -               | \$ -             |
| <b>Branches</b>  |   |                                 |                  |                    |                  |
| 815 Adult Workspaces/Public Areas - Oshtemo            | \$ 15,500                               |                                 |                  |                    | \$ -             |
| 894 Oshtemo Children's Room Refurbishment - Phase I    | \$ 15,000                               |                                 |                  |                    | \$ -             |
| 882 Oshtemo Drop box replacement                       | \$ 4,200                                |                                 |                  |                    | \$ -             |
| 881 Eastwood/Powell furniture (Complete)               | \$ 1,196                                |                                 |                  |                    | \$ -             |
| Office furniture - Powell                              | \$ -                                    | \$ -                            | \$ 1,200         | \$ -               | \$ 1,200         |
| <b>Subtotal Branch Libraries Furnishing Projects</b>   | \$ 35,896                               | \$ -                            | \$ 1,200         | \$ -               | \$ 1,200         |
| <b>System Wide</b>                                     |   |                                 |                  |                    |                  |
| 814 Chairs Multiple Departments                        | \$ 10,620                               |                                 |                  |                    | \$ -             |
| Branch Computer chairs (10 Oshtemo, 7 WSQ)             | \$ -                                    |                                 | \$ 2,125         |                    | \$ 2,125         |
| AV-DVD shelving master plan (AV Central & Branches)    | \$ -                                    | \$ -                            | \$ 20,000        | \$ (20,000)        | \$ -             |
| <b>Subtotal System-Wide Furnishing Projects</b>        | \$ 10,620                               | \$ -                            | \$ 22,125        | \$ (20,000)        | \$ 2,125         |
| <b>Total Furnishings</b>                               | <b>\$ 165,965</b>                       | <b>\$ 46,675</b>                | <b>\$ 23,325</b> | <b>\$ (20,000)</b> | <b>\$ 50,000</b> |
| <b>820 Building Alterations Reserve - Unallocated</b>  | \$ 42,362                               | \$ 30,250                       | \$ -             | \$ -               | \$ 30,250        |
| <b>Structural Projects</b>                             |   |                                 |                  |                    |                  |
| 828 Eastwood Roof Repair                               | \$ -                                    | \$ 4,600                        | \$ -             | \$ -               | \$ 4,600         |
| Central Library - Marble tile maintenance              | \$ 22,000                               | \$ -                            | \$ -             | \$ -               | \$ -             |
|  | \$ -                                    | \$ -                            | \$ 70,000        | \$ -               | \$ 70,000        |
| <b>Subtotal Structural Projects</b>                    | \$ 22,000                               | \$ 4,600                        | \$ 70,000        | \$ -               | \$ 74,600        |
| <b>Mechanical Projects</b>                             |   |                                 |                  |                    |                  |
| 823 Generator - Oshtemo                                | \$ -                                    | \$ 9,150                        | \$ -             | \$ -               | \$ 9,150         |
| 824 Generator - Eastwood                               | \$ 11,000                               | \$ -                            | \$ -             | \$ -               | \$ -             |
| 887 Generator - Central                                | \$ 6,000                                | \$ -                            | \$ -             | \$ -               | \$ -             |
| 895 Central Freight Elevator                           | \$ 50,000                               | \$ -                            | \$ -             | \$ -               | \$ -             |
| 841 Central Louvers on Air Handler Unit-2              | \$ 105,000                              | \$ -                            | \$ -             | \$ -               | \$ -             |
|  | \$ 11,000                               | \$ -                            | \$ -             | \$ -               | \$ -             |
| <b>Subtotal Mechanical Projects</b>                    | \$ 183,000                              | \$ 9,150                        | \$ -             | \$ -               | \$ 9,150         |
| <b>Control &amp; Security Systems</b>                  | \$ -                                    | \$ 3,000                        | \$ -             | \$ -               | \$ 3,000         |

**Kalamazoo Public Library  
Capital Improvement Plan  
Summary of Active Allocations**

| <u>Description</u>  | <u>Adjusted</u>   | <u>-----Fiscal Year 2015-2016-----</u> |                  |                |                   |
|---|-------------------|--|------------------|----------------|-------------------|
|   | <u>FY 14-15</u>   | <u>Contingency</u>                     | <u>Requested</u> | <u>On-Hold</u> | <u>Budget</u>     |
| 827 Security Camera System (Complete)                           | \$ 15,490         | \$ -                                   | \$ -             | \$ -           | \$ -              |
| 842 Central Lighting Control                                    | \$ 60,000         | \$ -                                   | \$ -             | \$ -           | \$ -              |
| 874 Metasys control system/monitors (Complete)                  | \$ 5,304          | \$ -                                   | \$ -             | \$ -           | \$ -              |
| 896 Looped Technology (Complete)                                | \$ 12,320         | \$ -                                   | \$ -             | \$ -           | \$ -              |
| <b>Subtotal Control &amp; Security Systems</b>                  | <b>\$ 93,114</b>  | <b>\$ 3,000</b>                        | <b>\$ -</b>      | <b>\$ -</b>    | <b>\$ 3,000</b>   |
| <b>Other Facilities Projects</b>                                | <b>\$ -</b>       | <b>\$ 3,000</b>                        | <b>\$ -</b>      | <b>\$ -</b>    | <b>\$ 3,000</b>   |
| 886 Eastwood Site Drainage (Complete)                           | \$ 13,300         | \$ -                                   | \$ -             | \$ -           | \$ -              |
| 873 Multiple Site Parking Lot LEDs (Complete)                   | \$ 11,181         | \$ -                                   | \$ -             | \$ -           | \$ -              |
| 893 Delivery Vehicle  | \$ 60,000         | \$ -                                   | \$ -             | \$ -           | \$ -              |
| 811 Carpet Master Plan Reserve (Cumulative)                     | \$ 97,228         | \$ -                                   | \$ -             | \$ -           | \$ -              |
| <b>Subtotal Facilities Projects</b>                             | <b>\$ 181,709</b> | <b>\$ 3,000</b>                        | <b>\$ -</b>      | <b>\$ -</b>    | <b>\$ 3,000</b>   |
| <b>Total Building Projects</b>                                  | <b>\$ 522,185</b> | <b>\$ 50,000</b>                       | <b>\$ 70,000</b> | <b>\$ -</b>    | <b>\$ 120,000</b> |
| <b>830 Computer &amp; Tech Reserve - Unallocated</b>            | <b>\$ 20,058</b>  | <b>\$ 25,000</b>                       | <b>\$ -</b>      | <b>\$ -</b>    | <b>\$ 25,000</b>  |
| <b>Technology/Hardware - Public</b>                             | <b>\$ -</b>       | <b>\$ 2,750</b>                        | <b>\$ -</b>      | <b>\$ -</b>    | <b>\$ 2,750</b>   |
| 831 Automation Replacement                                      | \$ 126,737        | \$ -                                   | \$ -             | \$ -           | \$ -              |
| Computer replacement - annual allocation                        | \$ -              | \$ -                                   | \$ 60,000        | \$ -           | \$ 60,000         |
| 843 Branch digital signage                                      | \$ 9,411          | \$ -                                   | \$ -             | \$ -           | \$ -              |
| 845 Public Spaces AV Upgrades                                   | \$ 58,000         | \$ -                                   | \$ -             | \$ -           | \$ -              |
| 865 Game Carts - Teen   | \$ 4,599          | \$ -                                   | \$ -             | \$ -           | \$ -              |
| 884 Digital Lab Equipment                                       | \$ 6,175          | \$ -                                   | \$ -             | \$ -           | \$ -              |
| <b>Subtotal Public Technology/Hardware</b>                      | <b>\$ 204,922</b> | <b>\$ 2,750</b>                        | <b>\$ 60,000</b> | <b>\$ -</b>    | <b>\$ 62,750</b>  |
| <b>Portable Technology</b>                                      | <b>\$ -</b>       | <b>\$ -</b>                            | <b>\$ -</b>      | <b>\$ -</b>    | <b>\$ -</b>       |
| 878 Portable Devices  | \$ 21,410         | \$ -                                   | \$ -             | \$ -           | \$ -              |
| iPads (4) mobilereporting security, (0)3 Circulating-Oshtemo    | \$ -              | \$ -                                   | \$ 2,400         | \$ -           | \$ 2,400          |
| iPad cases and charging station - Oshtemo Circulating           | \$ -              | \$ -                                   | \$ 1,000         | \$ -           | \$ 1,000          |
| iPads updates and replacements                                  | \$ -              | \$ -                                   | \$ 3,000         | \$ -           | \$ 3,000          |
| Mac Minis   | \$ -              | \$ -                                   | \$ 1,200         | \$ -           | \$ 1,200          |
| Laptop replacements IT interns                                  | \$ -              | \$ -                                   | \$ 3,000         | \$ -           | \$ 3,000          |
| iPads - replacements (AR, DS) - allowance                       | \$ -              | \$ -                                   | \$ 1,200         | \$ -           | \$ 1,200          |
| iPad - Circulation Central (BH)                                 | \$ -              | \$ -                                   | \$ 600           | \$ -           | \$ 600            |
| Laptop - CAMP (MS)  | \$ -              | \$ -                                   | \$ 1,000         | \$ -           | \$ 1,000          |
| iPads - (15) Teen Makerprograms & (10) Youth Circulating        | \$ -              | \$ -                                   | \$ 9,000         | \$ -           | \$ 9,000          |
| ipad cases/charging station for circulating iPads               | \$ -              | \$ -                                   | \$ 1,000         | \$ -           | \$ 1,000          |
| <b>Subtotal Portable Technology</b>                             | <b>\$ 21,410</b>  | <b>\$ -</b>                            | <b>\$ 23,400</b> | <b>\$ -</b>    | <b>\$ 23,400</b>  |
| <b>Other Technology/Computer Equipment</b>                      | <b>\$ -</b>       | <b>\$ -</b>                            | <b>\$ -</b>      | <b>\$ -</b>    | <b>\$ -</b>       |
| 879 Office Scanners - administrative/business office (start-up) | \$ 2,000          | \$ -                                   | \$ -             | \$ -           | \$ -              |
| Office scanners additional units                                | \$ -              | \$ -                                   | \$ 2,000         | \$ -           | \$ 2,000          |
| 855 Telephone System  | \$ 115,567        | \$ -                                   | \$ -             | \$ -           | \$ -              |
| Spare CISCO switch  | \$ -              | \$ -                                   | \$ 2,700         | \$ -           | \$ 2,700          |
| Staff Desktop PC replacement - IT (JC/WH)                       | \$ -              | \$ -                                   | \$ 3,100         | \$ -           | \$ 3,100          |
| Desktop intern replacement MAC                                  | \$ -              | \$ -                                   | \$ 1,000         | \$ -           | \$ 1,000          |
| 42" monitor - discharge area                                    | \$ -              | \$ -                                   | \$ 600           | \$ -           | \$ 600            |
| <b>Subtotal Other Technology/Computer Equipment</b>             | <b>\$ 117,567</b> | <b>\$ -</b>                            | <b>\$ 9,400</b>  | <b>\$ -</b>    | <b>\$ 9,400</b>   |
| <b>Server Migration Project - Fiber Install, etc.</b>           | <b>\$ -</b>       | <b>\$ 4,000</b>                        | <b>\$ 80,000</b> | <b>\$ -</b>    | <b>\$ 84,000</b>  |
| <b>RFID/Circulation Technology</b>                              | <b>\$ -</b>       | <b>\$ -</b>                            | <b>\$ -</b>      | <b>\$ -</b>    | <b>\$ -</b>       |

**Kalamazoo Public Library  
Capital Improvement Plan  
Summary of Active Allocations**

| <u>Description</u>   | <u>Adjusted<br/>FY 14-15<br/>Budget</u> | <u>-----Fiscal Year 2015-2016-----</u> |                   |                    |                   |
|--|---|--|-------------------|--------------------|-------------------|
|  |   | <u>Contingency</u>                     | <u>Requested</u>  | <u>On-Hold</u>     | <u>Budget</u>     |
| 852 RFID / Circulation                                       | \$ 15,199                               | \$ -                                   | \$ -              | \$ -               | \$ -              |
| Topaz Signature Gem (Circulation signatures)                 | \$ -                                    |  | \$ 2,400          | \$ -               | \$ 2,400          |
| RFID Reader Pad/Scanner/Printer (seasonal equipment-Oshtemo) | \$ -                                    | \$ -                                   | \$ 2,300          | \$ -               | \$ 2,300          |
| <b>Subtotal RFID/Circulation Technology</b>                  | <b>\$ 15,199</b>                        | <b>\$ -</b>                            | <b>\$ 4,700</b>   | <b>\$ -</b>        | <b>\$ 4,700</b>   |
| <b>Total Computer &amp; Electronic Technologies</b>          | <b>\$ 379,156</b>                       | <b>\$ 31,750</b>                       | <b>\$ 177,500</b> | <b>\$ -</b>        | <b>\$ 209,250</b> |
| <b>Total Capital Expenditures</b>                            | <b>\$ 1,067,306</b>                     | <b>\$ 128,425</b>                      | <b>\$ 270,825</b> | <b>\$ (20,000)</b> | <b>\$ 379,250</b> |

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

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

**Notes:**

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

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

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

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

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

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

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh  
Library Director

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

DATE: May 18, 2015

**RECOMMENDATION:**

**I recommend the Board approve the compensation pools for Supervisory-Technical and Administrative Employees for the FY 2015-2016.**

**EXECUTIVE SUMMARY:**

The recommended compensation pool for supervisory-technical and administrative staff provide for salary merit increases for all non-represented staff within the approved salary ranges for FY 2015-2016.

|  |          |
|--|----------|
| Recommended Supervisory-Technical Pool | \$25,500 |
|--|----------|

|                                 |           |
|---------------------------------|-----------|
| Recommended Administrative Pool | \$18,500* |
|---------------------------------|-----------|

\* Includes allowance for the Director.

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

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**Director's Report**  
**May 2015**

From the director

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

Create young readers

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

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

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

#### Stimulate imagination

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

#### Celebrate local

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

#### Operations

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

#### Library stories

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

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## **Kalamazoo Public Library**

### **2015/2016 Library Schedule**

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

# Social Media



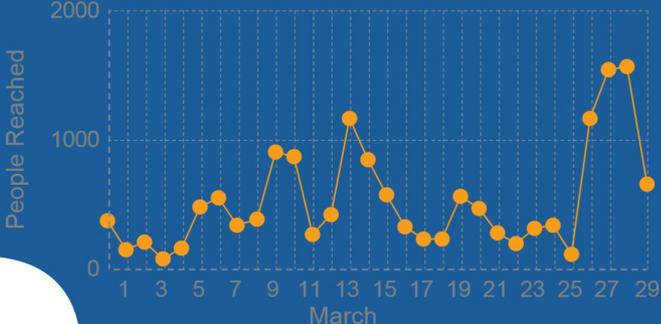
## Statistics

April



**3780 Likes**

Facebook continues to be KPL's most popular social media



47 New Followers In April

Followers Reached



**170 Posts**

Instagram is quickly becoming more popular with our users!

75 Total Followers



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

75 New Followers In April



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



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

Total visits  
**32,180**

### Top 5 Channel Visits:

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

### Reading Together Channel Visits

**8**



21 Average Daily Users in April



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

Avg. Monthly Viewers  
**7362**

Total Followers  
**417**

Avg. Monthly Users Engaged  
**93**

14 New Followers In April

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

6 Posts  
6 notes



19 Total Followers

**KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS**

April 30, 2015

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

KALAMAZOO PUBLIC LIBRARY  
LIBRARY STATISTICS  
April 30, 2015

| Agency                       | <u>Central<br/>Library</u> | <u>East<br/>wood</u> | <u>Oshtemo</u> | <u>Powell</u> | <u>Washington<br/>Square</u> | <u>Total</u> | <u>Year to<br/>Date</u> | <u>Prior Year<br/>to Date</u> | <u>%<br/>Change</u> |
|------------------------------|----------------------------|----------------------|----------------|---------------|------------------------------|--------------|-------------------------|-------------------------------|---------------------|
| <b><u>Programs/Tours</u></b> |                            |                      |                |               |                              |              |                         |                               |                     |
| Adult Events                 | 19                         | 1                    | 8              | 4             | 8                            | 40           | 248                     | 229                           | 8%                  |
| Attendance                   | 534                        | 16                   | 155            | 60            | 88                           | 853          | 8845                    | 7754                          | 14%                 |
| Teen Events                  | 4                          | 0                    | 1              | 2             | 0                            | 7            | 166                     | 211                           | -21%                |
| Attendance                   | 50                         | 0                    | 7              | 294           | 0                            | 351          | 5497                    | 7518                          | -27%                |
| Juvenile Events              | 35                         | 15                   | 25             | 20            | 9                            | 104          | 911                     | 829                           | 10%                 |
| Attendance                   | 1387                       | 403                  | 906            | 328           | 395                          | 3419         | 31091                   | 32624                         | -5%                 |
| <b>Total Events</b>          | <b>58</b>                  | <b>16</b>            | <b>34</b>      | <b>26</b>     | <b>17</b>                    | <b>151</b>   | <b>1325</b>             | <b>1269</b>                   | 4%                  |
| <b>Total Attendance</b>      | <b>1971</b>                | <b>419</b>           | <b>1068</b>    | <b>682</b>    | <b>483</b>                   | <b>4623</b>  | <b>45433</b>            | <b>47896</b>                  | -5%                 |
| <b>Law Library</b>           |                            |                      |                |               |                              |              |                         |                               |                     |
| Visitors                     | 155                        |                      |                |               |                              | <b>155</b>   | 2410                    | <b>2815</b>                   | -14%                |
| Phone Calls                  | 74                         |                      |                |               |                              | <b>74</b>    | 953                     | <b>909</b>                    | 5%                  |
| Questions Answered           | 334                        |                      |                |               |                              | <b>334</b>   | 3555                    | <b>3414</b>                   | 4%                  |