



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
April 25, 2016, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of March 28, 2016
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending March 31, 2016
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. General Operating Close Estimate Budget Revision for Fiscal Year 2015 - 2016
 - B. Special Revenue Close Estimate Budget Revision for Fiscal Year 2015 - 2016
 - Reports
 - C. Third Quarter Strategic Plan Statistics
 - D. Teen Services Update – Andrea Vernola
 - E. Legislative Update – Diane Schiller
 - F. PLA Experience – Bob Brown & Kerria Randolph
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION
 - A. Labor Negotiation Discussion (Board Members Only)
- XI. ADJOURNMENT

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: March 28, 2016
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

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

Absent: None

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. *Minutes of the Meeting of February 22, 2016*
- B. *Personnel Items*

IV. FINANCIAL REPORTS

- A. *Financial Reports for the Month Ending February 29, 2016.*

Recommendation: Director Rohrbaugh recommended the board accept the Financial Reports for the month ending February 29, 2016.

Discussion: Director Rohrbaugh reminded trustees of the delay regarding the close estimate budget revisions. She stated it makes sense to wait until closer to the end of the fiscal year in order to make sure the estimate is as accurate as possible.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING FEBRUARY 29, 2016.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

- A. *Environmental Stewardship and Sustainability Policy*

Recommendation: Director Rohrbaugh recommended approval of the attached “Environmental Stewardship and Sustainability Policy” as a replacement for the attached “Environmental Policy” adopted November 23, 1992.

Executive Summary: We are gradually reviewing our board approved policies and recommending revisions as needed. Our environmental policy written 24 years ago reflected the environmental movement at that time and was more of a plan than a policy. Now it makes sense to adopt a policy that outlines our commitment to the environment; specific plans or goals would be included in our budget and / or action plan for any given year, not part of the policy.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE ATTACHED “ENVIRONMENTAL STEWARDSHIP AND SUSTAINABILITY POLICY” AS A REPLACEMENT FOR THE ATTACHED “ENVIRONMENTAL POLICY” ADOPTED NOVEMBER 23, 1992.

Discussion: L. Godfrey stated the manner in which the library’s stance on environmental responsibility is stated in the new policy is very appropriate. President Caple said he appreciated that the policy was clear, yet flexible enough to allow for procedural changes without needing to be altered.

J. VanderRoest asked whether programming focusing on environmental sustainability and other opportunities to communicate with the community were implied by the new policy instead of being specifically mentioned. Director Rohrbaugh stated that was her belief, and reminded trustees that a large event with those goals in mind was coming up in March.

MOTION CARRIED 7-0.

B. Social Media Policy

Recommendation: Director Rohrbaugh recommended approval of the attached “Social Media Policy” as a replacement for the attached “Social Networking Policy for KPL Patrons” adopted May 23, 2011.

Executive Summary: Social media has changed considerably since the original policy was approved in 2011. Sites change frequently as new ones gain popularity and other ones lose momentum – it is no longer the norm to list specific sites.

We no longer review comments prior to publishing. In today’s social media world, such as Facebook, users post directly, not through a mediator. If a user adds an inappropriate comment on our post and it comes to our attention, we remove it as outlined in this proposed policy.

This proposed policy reflects the current social media world and hopefully is general enough to serve us well for some time.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE ATTACHED “SOCIAL MEDIA POLICY” AS A REPLACEMENT FOR THE ATTACHED “SOCIAL NETWORKING POLICY FOR KPL PATRONS” ADOPTED MAY 23, 2011.

Discussion: C. TenBrink asked who was monitoring comments for appropriateness. Director Rohrbaugh stated that was primarily the duty of Farrell and her Marketing & Communications staff.

President Caple asked C. TenBrink whether she thought that information should be supplied in the policy. C. TenBrink stated she didn't think it was necessary. L. Godfrey stated it would complicate things in the event of reassignment of that duty to a new or different staff member.

President Caple asked whether new & revised policies are shared with staff following board approval. Director Rohrbaugh stated that was the case and they will also be listed on our website.

MOTION CARRIED 7-0.

REPORTS:

C. Implementation of New Registration Policy – Sue Warner

Report: S. Warner began by reminding trustees that a taskforce was formed in November of 2014 to examine the possibility of making changes to the KPL registration policy, especially as it applies to children.

A specific goal of this taskforce was to explore ways to provide library cards to children whose current cards have become blocked with little chance of ever being able to clear them. Additionally, Kalamazoo Public Schools had asked about the possibility of instituting cards specifically for their students.

She reminded trustees that the work of the taskforce culminated in the creation of what is currently called the 'limited card' which was adopted as part of the registration policy in September of 2015. She stated six months have passed since that time and so far staff members have created 27 such cards for teens and eight for children. The card is not being actively promoted but is rather used as a tool by staff to assist in reinstating borrowing privileges for kids who need them.

She explained there are two boys who spend much of their free time in the Teen Room and were unable to access the public computers there due to the blocked status of their cards. Since signing up for limited cards, they have been able to use the library resources they desire and have begun to develop a positive relationship with staff in the Teen Room.

The other major change to the policy which accompanied the recommendations from the taskforce was the requirement that caregivers sign off on their children's cards when they are created. Some parents have inquired as to the need for this, but they are pleased to hear that it gives them access to information regarding their children's accounts.

Discussion: President Caple asked whether S. Warner was confident that in the cases of children acquiring limited cards it tended to be other family members, presumably parents, who were ultimately to blame for their original cards becoming blocked. S. Warner stated that was the case. President Caple asked if staff members had noticed the same type of abuse with the

limited cards. S. Warner said while there had been no such abuse, the limited cards only allow the borrowing of three items at a time.

C. TenBrink asked whether the boys who had become regulars in the Teen Room would most likely be around the following week during Spring Break. S. Warner said she assumed that would be the case. C. TenBrink asked how much time individual sessions on public computers last. S. Warner said patrons are allowed two hours.

Disposition: Trustees thanked S. Warner for her report.

D. Legislative Update – Diane Schiller

Report: D. Schiller began her report by giving an update on the legislation surrounding Senate Bill 571. She explained House Bill 5219, which sought to modify Senate Bill 571, was passed with language that was supplied by the MLA and expanded the type of language which could be used to discuss an upcoming millage during the sixty day period prior to the election. She stated there has been no news regarding the injunction which occurred in February in response to Senate Bill 571.

She then gave an update on the series of bills which alter the ways in which libraries interact with tax captures of public revenues stating it had not moved at all. She said there have been no meetings on the topic and none have been scheduled.

Discussion: L. Godfrey asked for details regarding the types of language now defined as acceptable language by the recently passed House Bill. D. Schiller stated acceptable sorts of language would now be defined as questions regarding ballot questions, the date of an election, or factual or neutral language regarding the proposed millage.

J. VanderRoest asked whether D. Schiller had a copy of the analysis of House Bill 5219 to share. D. Schiller stated she would forward the analysis to interested trustees.

L. Godfrey asked D. Schiller to continue to keep an eye out for information regarding open carry legislation. Director Rohrbaugh stated Jon Hoadley is holding a townhall meeting the following week for the purposes of discussing open carry and concealed carry legislation. She stated 160 chairs will be set up, additional security will be on hand, and staff will be monitoring the number of people in the room to comply with the fire code.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. Finance and Budget Committee – No meeting.

B. Personnel Committee – No meeting. V. Wright reminded trustees that Director Rohrbaugh's annual evaluation is coming up soon and materials have been shared.

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 drawing trustees' attention to a handful of specific items, the first of which concerned a variety of details from the Friends' March board meeting. She went on to explain that *Reading Together 2016* had just about wrapped up with the final event taking place the following week. She reminded trustees that the turnout for the Christina Baker Kline author visit was very impressive.

She then stated the Global Reading Challenge finale will take place Monday April 25th at Central Library. On a related topic, Literacy Night at Kalamazoo Public Schools was very successful and constituted a large effort on the part of KPL staff.

Director Rohrbaugh was very pleased to announce that Jason Reynolds will be returning to KPL on Wednesday, April 13th for an author visit. He had visited previously for the Youth Literature Seminar where he was very well-received.

Lastly, she provided an update on the user-experience study currently being undertaken regarding our catalog and website. Results are expected in the Spring.

Discussion: L. Godfrey reminded trustees that Public Media Network will be airing the Christina Baker Kline author talk from *Reading Together 2016*. L. Godfrey then asked who won the KPL Social Activities Committee's Chili Cook-Off. Director Rohrbaugh stated M. Cockrell had won the 'Best Overall' prize.

J. VanderRoest, in regards to an item concerning the annual testing of fire alarms, sprinklers, and exit lighting, asked whether all KPL locations are equipped with a panic button. Director Rohrbaugh stated that was the case.

V. Wright asked for the titles of some of Jason Reynold's books. Director Rohrbaugh and others stated All American Boys, and The Boy in the Black Suit are among his most popular titles. V. Wright stated she was excited for Jason's visit. She also congratulated S. Lindemann on her appointment to the Downtown Development Authority board.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey stated at a recent 'Rotary is for Reading' program concerning Kalamazoo organizations committed to literacy, S. Warner had served on a discussion panel and did an outstanding job.
- V. Wright said she had seen Christina Baker Kline speak prior to *Reading Together 2016*, and seeing her for a second time was just as good.
- C. TenBrink had no comments.
- K. Randolph stated Literacy Night was very enjoyable.

- R. Brown had no comments.
- J. VanderRoest had no comments.
- President Caple shared a comment regarding the Republican National Convention and the earlier discussion regarding open and concealed carry legislation. He said he had thought it was interesting that at the 2016 Republican National Convention there would be no guns allowed whatsoever.

X. EXECUTIVE SESSION

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION TO DISCUSS THE LABOR NEGOTIATIONS.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to an executive session at 4:45 P.M.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to open session at 6:05 P.M.

XI. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 6:07 P.M.

X _____
Kerria Randolph
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: April 25, 2016

Hourly staff

New Hires

Brittany Tyson – Network Systems Support Intern
Andrew Alm – Seasonal Grounds

Separations

Natalie Johnson – Desktop System Support Intern

Employee Anniversaries

- Brenda Hughes – 39 yrs.
- Barb Veld – 36 yrs.
- Sue Warner – 28 yrs.
- Drew Weirick – 10 yrs.
- Christy Clardy – 9 yrs.
- Frank Della Costa – 3 yrs.
- Jerod Kauffman – 2 yrs.
- Mara Minott – 2 yrs.
- Shavon Boyd – 2 yrs.
- Kayla Morgan – 1 yr.
- Reina Richards – 1 yr.
- Derrel Cross – 1 yr.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month
Ending March 31, 2016**

DATE: April 25, 2016

Recommendation:

I recommend the Board accept the Financial Reports for the month ending March 31, 2016.

Executive Summary:

Notes to the reports are included for your information.

Jim VanderRoest, Treasurer

**Kalamazoo Public Library
Financial Reports for March 2016**

Combined Balance Sheet

Other Assets of \$179,366 as of March 31st includes both fiscal year 2016-17 prepaid items and monthly 2015-2016 prepayments to be expensed in the subsequent month. Currently, \$100,251 of the total is for the April 2016 MESSA insurance payment, and \$46,262 is for the prepayment of the property and liability insurance premium to Berends Hendricks & Stuit.

Governmental Cash Investment Report

Total pooled cash and investments as of March 31st totaled \$10,639,467. Of that total, approximately 80% is FDIC insured in a variety of ways including the standard \$250,000 per institution and Insured Cash Sweep (ICS) and Certificate of Deposit Account Registry Service (CDARS). Interest rates have improved slightly, with the highest rate currently being received a .45% certificate of deposit with Flagstar Bank.

Sources and Uses of Funds

Electronic Transfers

Property tax receipts continued into the month of March with receipts totaling \$1,474,426. Other sources of revenue included the cash portion of the reimbursement from Consumers Power for \$24,458. Uses of funds were typical for a month totaling \$861,960 for March. Electronic transfers totaled \$490,459 with payroll and transfers to the ICS sweep and ACH transfer accounts at First National accounting for most of the activity.

General Operating Fund

All activity is compared to the Close Estimate Budget being presented to the board for approval this month. Revenue of \$1,538,898 recognized during March brought the total for the year to \$9,750,178, representing 85% of the total budgeted. Year-to-date expenditures plus outstanding purchase orders totaled \$7,892,128 represent 71.53% of the total \$11,033,939 total Close Estimate Budget. All individual expenditure categories are expected to remain well within budgeted totals for the remainder of the year.

Special Revenue Fund

Kalamazoo Public Library's staff and agencies received \$8,012 in Friends Mini-Grants and Scholarships during March. Included were three \$1,000 scholarships for staff attending library school and \$5,012 for individual mini-grants supporting a wide variety of programming activities at both central and branches. Included in the mini-grants for \$500 or less were story time accessories, program materials, a moveable

locking book and materials storage cabinet along with other play room toys and accessories for Eastwood, books and gift certificates for Father's Day program gift bags, and e-readers for a loan program for Alma Powell Book Club members.

Capital Improvement Plan

Capital projects are in a lull of activity with a total of \$2,328 in expenditure being recognized in March, most of which was in payment for the USB charging station recently installed at central library. \$43,165 in purchase orders is outstanding as of March 31st.

Endowment Fund

Arcadia Investment Management has a new web accessible system for financial reporting. This month's financial report includes the quarterly report for the period ending March 31st. The portfolio summary on page three reports the market value balances of the fund as of March 31st at \$3,810,139, a \$153,185 gain over the previous month. Color graphics and portfolio positions follow and are all included for your information.

Kalamazoo Public Library
Combined Balance Sheet
March 31, 2016

	Operating	Capital	Special Revenue	Endowment
Assets				
Cash & Equivalents				
Cash & Checking	\$7,235,922.87	\$1,669,029.90	\$107,760.40	\$747,700.17
Investments	\$1,627,004.29	\$0.00	\$78,087.65	\$2,909,253.55
Total Cash & Equivalents	\$8,862,927.16	\$1,669,029.90	\$185,848.05	\$3,656,953.72
Accounts Receivable				
Accounts Receivable	\$1,606.25	\$0.00	\$0.00	\$0.00
Total	\$1,606.25	\$0.00	\$0.00	\$0.00
Other Assets				
Other Assets	\$179,366.98	\$0.00	\$0.00	\$0.00
Total Other	\$179,366.98	\$0.00	\$0.00	\$0.00
Total Assets	\$9,043,900.39	\$1,669,029.90	\$185,848.05	\$3,656,953.72
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$986.14	\$0.00	\$0.00	\$0.00
Salaries Payable	\$4,398.05	\$0.00	\$0.00	\$0.00
Retirement Payable	\$38,453.67	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$43,837.86	\$0.00	\$0.00	\$0.00
Net Assets				
Fund Balance	\$9,000,062.53	\$1,669,029.90	\$185,848.05	\$3,656,953.72
Total	\$9,000,062.53	\$1,669,029.90	\$185,848.05	\$3,656,953.72
Total Liabilities & Fund Balance	\$9,043,900.39	\$1,669,029.90	\$185,848.05	\$3,656,953.72

**Kalamazoo Public Library
Governmental Cash Investment Report
As of March 31, 2016**

<u>Cash and Investment Accounts</u>	<u>\$</u>	<u>Notes</u>
<u>Checking/Electronic Transfer Accounts</u>		
Fifth Third Bank General Check	\$ 343,962.37	Variable interest checking
Flagstar Bank General Checking	\$ 693,808.92	Variable interest checking
First National Bank	\$ 1,163,415.35	Variable interest checking
First National Bank Limited Transfers	\$ 67.81	Restricted use ACH only
First National Bank Public Transfers	\$ 73,519.69	Checking-ACH only
Fifth Third Bank Arcadia Checking	\$ 5,564.75	Employee Section 125 Program
Subtotal - Checking	\$ 2,280,338.89	
<u>Money Market/Liquid Funds</u>		
First National Bank-ICS	\$ 6,610,216.43	Insured Cash Sweep/CDARS (multiple)
First National Bank Money Market	\$ 47,397.18	Liquid, PA 20 money market
Flagstar Bank - Interest bearing	\$ 56,649.53	Liquid, PA 20 interest bearing
Subtotal - Funds	\$ 6,714,263.14	
<u>Certificates of Deposit (maturity date order)</u>		
Flagstar Certificate of Deposit #112085255	\$ 507,169.05	91 days @ .45%, maturity 4/11/2016
First National Bank Certificate of Deposit #31008618	\$ 308,719.12	3/22/17 maturity, 6 mo terms .3%;.5%;1.0%
First National Bank Certificate of Deposit #31009673	\$ 308,619.35	3/24/17 maturity, 6 mo terms .3%;.5%;1.0%*
Flagstar CDARS	\$ 502,496.77	26 wk @ .1998% Maturity 5/5/16
Subtotal - CDARS/CDs	\$ 1,627,004.29	
Total Investments General Pooled Funds	\$ 10,621,606.32	
<u>Other non-interest bearing</u>		
Paypal deposit account	\$ 8,180.93	
Petty Cash/Midwest Bus Exch/To be deposited	\$ 9,680.21	
Subtotal Other Cash	\$ 17,861.14	
Total General Cash & Investment Accounts	\$ 10,639,467.46	

KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending March 31, 2016

	<u>March</u>	
BEGINNING CASH BALANCE *	\$ 9,929,944	
* Including short-term investments		
<u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$ 1,474,426	
IFT/CFT, PILOT receipts	\$ -	
State Aid/Renaissance Zone Reimbursement	\$ -	
USF Refund/Law Library Contract/District Ct. Penal Fines	\$ -	
Interest Income	\$ 1,007	
Library Fines & Fees	\$ 18,472	
Other Sources: Gifts, Grants, & Reimbursements	\$ 69,451	
Other Gifts (Ready to Read, etc)	\$ 8,128	
TOTAL SOURCES OF CASH	\$ 1,571,484	
<u>USES OF CASH:</u>		
Salaries & Wages	\$ (437,829)	
Benefits	\$ (157,813)	
Materials	\$ (76,509)	
Operating Expenditures	\$ (14,088)	
Facilities	\$ (53,841)	
Technical Services	\$ (19,371)	
Purchased Services	\$ (66,523)	
Other	\$ (35,587)	
Capital Expenditures	\$ (400)	
Transfer to Kalamazoo Community Foundation	\$ -	
TOTAL USES OF CASH	\$ (861,960)	
ENDING CASH	\$ 10,639,468	
<u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Fifth Third General	\$ 343,962	
Flagstar General	\$ 693,809	
First National NOW & ACH Transfer Accounts	\$ 1,237,003	
Fifth Third Arcadia Admin	\$ 5,565	
Midwest Business Exchange Account/Paypal	\$ 17,861	
Pooled Cash Accounts	\$ 2,298,200	
<u>Pooled Investments</u>		
Flagstar Bank MM & CD's	\$ 1,066,315	
First National Bank MM, ICS Savings, & CD's	\$ 7,274,952	
Pooled Investment Accounts	\$ 8,341,267	
Total Pooled Cash & Investments	\$ 10,639,467	

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
March 2016**

Date	Description	From	To	Amount
3/1/2016	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (859.00)
3/1/2016	MERS Employer Contribution	1st National Bank	Municipal Employees Retirement System	\$ (29,266.38)
3/2/2016	MPERS Employer Contributions	1st National Bank	MPERS	\$ (13,487.47)
3/4/2016	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (1,040.90)
3/9/2016	Transfer to 1st National ICS	1st National Checking		\$ (1,000,000.00)
3/9/2016	Transfer from 1st National Checking		1st National ICS	\$ 1,000,000.00
3/9/2016	Transfer to 1st National ACH	1st National Checking		\$ (30,000.00)
3/9/2016	Transfer from 1st National Checking		1st National ACH	\$ 30,000.00
3/9/2016	Transfer to 1st National Limited ACH	1st National Checking		\$ (6,500.00)
3/9/2016	Transfer from 1st National Checking		1st National Limited ACH	\$ 6,500.00
3/15/2016	403B Employee Contributions	1st National ACH	Journey Retirement Services - Employee Accts	\$ (6,480.45)
3/15/2016	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,378.75)
3/15/2016	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,199.65)
3/15/2016	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (859.00)
3/15/2016	ADP Payroll 3/15/2016	Flagstar General	Net Payroll - ADP 3/15/2016	\$ (142,241.27)
3/15/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
3/15/2016	Garnishments	Flagstar General	ADP to various	\$ (309.30)
3/15/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (30,205.79)
3/15/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,414.53)
3/15/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (6,920.91)
3/16/2016	MPERS Employer Contributions	1st National Bank	MPERS	\$ (13,834.97)
3/22/2016	Transfer to 1st National ACH	1st National Checking		\$ (30,000.00)
3/22/2016	Transfer from 1st National Checking		1st National ACH	\$ 30,000.00
3/22/2016	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (1,040.34)
3/30/2016	Transfer to 1st National Limited ACH	1st National Checking		\$ (6,000.00)
3/30/2016	Transfer from 1st National Checking		1st National Limited ACH	\$ 6,000.00
3/31/2016	403B Employee Contributions	1st National ACH	Journey Retirement Services - Employee Accts	\$ (6,047.48)
3/31/2016	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,378.75)
3/31/2016	ADP Payroll 3/31/2016	Flagstar General	Net Payroll - ADP 3/31/2016	\$ (146,647.15)
3/31/2016	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,199.65)
3/31/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
3/31/2016	Garnishments	Flagstar General	ADP to various	\$ (309.30)
3/31/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (31,632.90)
3/31/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (19,777.13)
3/31/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,313.28)
Total Electronic Transfers March 2016				\$ (490,459.61)

Kalamazoo Public Library
General Operating Fund
March 31, 2016

			Close Estimate			
	March	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$1,416,441.00	\$0.00	\$9,134,574.01	\$10,448,240.00	(\$1,313,665.99)	87.43%
Other Taxes	\$57,985.16	\$0.00	\$105,207.40	\$113,634.00	(\$8,426.60)	92.58%
Fines and Fees	\$18,472.37	\$0.00	\$165,662.86	\$212,000.00	(\$46,337.14)	78.14%
District Court Penal Fines	\$0.00	\$0.00	\$113,906.16	\$255,000.00	(\$141,093.84)	44.67%
Local Support	\$43,122.50	\$0.00	\$152,667.50	\$228,000.00	(\$75,332.50)	66.96%
Interest Income	\$1,007.43	\$0.00	\$8,916.24	\$15,000.00	(\$6,083.76)	59.44%
State Aid and Reimbursements	\$0.00	\$0.00	\$1,000.00	\$74,000.00	(\$73,000.00)	1.35%
Other	\$1,870.00	\$0.00	\$68,244.00	\$96,600.00	(\$28,356.00)	70.65%
Total Revenue	\$1,538,898.46	\$0.00	\$9,750,178.17	\$11,442,474.00	(\$1,692,295.83)	85.21%
Expenditures						
Salaries						
Administrator Salaries	\$55,432.26	\$0.00	\$501,140.29	\$667,450.00	\$166,309.71	75.08%
Librarian Salaries	\$118,601.35	\$0.00	\$1,004,719.13	\$1,340,910.00	\$336,190.87	74.93%
Supervisory Technical Salaries	\$62,018.82	\$0.00	\$530,080.51	\$721,600.00	\$191,519.49	73.46%
Library Assistant Salaries	\$128,459.32	\$0.00	\$1,167,549.95	\$1,573,355.00	\$405,805.05	74.21%
Hourly Staff	\$50,298.65	\$0.00	\$425,836.51	\$654,355.00	\$228,518.49	65.08%
Substitute Salaries	\$5,141.20	\$0.00	\$46,858.00	\$92,625.00	\$45,767.00	50.59%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total	\$419,951.60	\$0.00	\$3,676,184.39	\$5,050,295.00	\$1,374,110.61	72.79%
Benefits						
Employee Insurance	\$86,581.94	\$0.00	\$773,371.83	\$1,049,345.00	\$275,973.17	73.70%
Retirement	\$53,229.70	\$0.00	\$573,828.54	\$756,210.00	\$182,381.46	75.88%
Employer FICA-Medicare	\$30,919.30	\$0.00	\$275,552.42	\$386,445.00	\$110,892.58	71.30%
Other Benefits	\$2,080.00	\$0.00	\$36,975.60	\$63,235.00	\$26,259.40	58.47%
Total	\$172,810.94	\$0.00	\$1,659,728.39	\$2,255,235.00	\$595,506.61	73.59%
Materials						
Adult Books	\$26,914.23	\$36,900.79	\$338,208.18	\$511,650.00	\$173,441.82	66.10%
Juvenile Books	\$8,380.25	\$8,595.52	\$75,573.64	\$98,205.00	\$22,631.36	76.96%
Periodicals	\$770.85	\$0.00	\$36,063.49	\$47,751.00	\$11,687.51	75.52%
Audio-Visual Material	\$28,254.77	\$32,245.96	\$235,058.26	\$345,160.00	\$110,101.74	68.10%
Digital Materials	\$12,610.46	\$0.00	\$136,703.17	\$154,365.00	\$17,661.83	88.56%
Total	\$76,930.56	\$77,742.27	\$821,606.74	\$1,157,131.00	\$335,524.26	71.00%
Facilities						
Fuel	\$7,693.12	\$0.00	\$30,147.90	\$66,800.00	\$36,652.10	45.13%
Electricity	\$14,880.49	\$0.00	\$135,669.10	\$191,500.00	\$55,830.90	70.85%
Water	\$390.71	\$0.00	\$3,096.24	\$5,850.00	\$2,753.76	52.93%
Custodial Supplies	\$9,631.28	\$0.00	\$47,437.31	\$76,750.00	\$29,312.69	61.81%
Grounds Maintenance	\$0.00	\$0.00	\$25,508.15	\$48,196.00	\$22,687.85	52.93%
Vehicle Maintenance	\$120.01	\$0.00	\$3,642.75	\$5,500.00	\$1,857.25	66.23%
Building Repair	\$15,491.62	\$2,046.81	\$54,088.52	\$107,055.00	\$52,966.48	50.52%
Building Operations	\$5,078.92	\$22,078.25	\$110,324.65	\$133,055.00	\$22,730.35	82.92%
Total	\$53,286.15	\$24,125.06	\$409,914.62	\$634,706.00	\$224,791.38	64.58%

**Kalamazoo Public Library
General Operating Fund
March 31, 2016**

	Close Estimate					
	March	Encumbrance	Year to Date	Budget	Variance	% Complete
Operating Expenses						
Supplies	\$7,399.93	\$555.36	\$49,949.16	\$97,875.00	\$47,925.84	51.03%
Misc. Operating Expenses	\$7,885.99	\$1,361.98	\$71,425.72	\$112,928.00	\$41,502.28	63.25%
Postage & Freight	\$1,387.17	\$0.00	\$29,401.23	\$42,750.00	\$13,348.77	68.77%
Rent	\$2,456.19	\$525.00	\$24,205.71	\$32,100.00	\$7,894.29	75.41%
Processing Supplies	\$2,632.68	\$706.74	\$17,854.33	\$52,140.00	\$34,285.67	34.24%
Total	\$21,761.96	\$3,149.08	\$192,836.15	\$337,793.00	\$144,956.85	57.09%
Technical Services						
F&E Repair & Maintenance	\$4,448.40	\$2,196.56	\$36,013.29	\$60,365.00	\$24,351.71	59.66%
Telecommunications	\$8,146.89	\$0.00	\$71,680.61	\$103,712.00	\$32,031.39	69.12%
Software as Service	\$2,009.52	\$2,084.00	\$181,167.55	\$194,261.00	\$13,093.45	93.26%
Software Licensing & Maint.	(\$289.49)	\$0.00	\$195,711.64	\$237,657.00	\$41,945.36	82.35%
Cataloging & Processing	\$5,214.45	\$0.00	\$57,224.83	\$85,300.00	\$28,075.17	67.09%
Total	\$19,529.77	\$4,280.56	\$541,797.92	\$681,295.00	\$139,497.08	79.52%
Purchased Services						
Security	\$16,645.30	\$0.00	\$103,434.21	\$164,580.00	\$61,145.79	62.85%
Insurance	\$1,779.45	\$0.00	\$65,424.32	\$89,000.00	\$23,575.68	73.51%
Legal Services	\$0.00	\$0.00	\$396.00	\$15,000.00	\$14,604.00	2.64%
Contracted Services	\$5,531.29	\$3,708.00	\$104,134.82	\$169,586.00	\$65,451.18	61.41%
Printing Services	\$20,997.85	\$0.00	\$76,494.01	\$96,500.00	\$20,005.99	79.27%
Advertising	\$21,383.76	\$0.00	\$49,100.76	\$55,500.00	\$6,399.24	88.47%
Total	\$66,337.65	\$3,708.00	\$398,984.12	\$590,166.00	\$191,181.88	67.61%
Other Expenditures						
Tax Charge Backs	\$2,582.34	\$0.00	\$41,966.70	\$50,000.00	\$8,033.30	83.93%
Staff Development	\$4,540.10	\$0.00	\$18,736.07	\$41,232.00	\$22,495.93	45.44%
Travel & Conference	\$1,743.51	\$0.00	\$25,402.46	\$58,731.00	\$33,328.54	43.25%
Board Expenses	\$0.00	\$0.00	\$3,979.90	\$8,080.00	\$4,100.10	49.26%
Programming Expenditures	\$11,557.67	\$0.00	\$100,990.76	\$169,275.00	\$68,284.24	59.66%
Total	\$20,423.62	\$0.00	\$191,075.89	\$327,318.00	\$136,242.11	58.38%
Total Expenditures	\$851,032.25	\$113,004.97	\$7,892,128.22	\$11,033,939.00	\$3,141,810.78	71.53%
Transfers						
Transfers In						
Transfers from other funds	\$0.00	\$0.00	\$0.00	(\$3,090.00)	(\$3,090.00)	0.00%
Total Transfers In	\$0.00	\$0.00	\$0.00	(\$3,090.00)	(\$3,090.00)	0.00%
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%
Total	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%
Total Transfers	\$0.00	\$0.00	\$0.00	\$596,910.00	\$596,910.00	0.00%
BEGINNING FUND BALANCE	\$8,312,196.32	\$0.00	\$7,029,007.61	\$7,029,007.61	\$0.00	100.00%
NET SURPLUS/(DEFICIT)	\$687,866.21	(\$124,574.80)	\$1,846,480.12	(\$188,375.00)	\$2,034,855.12	(980.22%)
ENDING FUND BALANCE	\$9,000,062.53	(\$124,574.80)	\$8,875,487.73	\$6,840,632.61	\$2,034,855.12	129.75%

Kalamazoo Public Library

Special Revenue Income Statement

March 31, 2016

	Close Estimate					
	March	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Local Support						
233 - Ready to Read - Gifts	\$50.00	\$0.00	\$1,050.00	\$1,050.00	\$0.00	100.0%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$17,317.00	\$18,000.00	\$683.00	96.2%
301 - Gifts & Memorials - Materials	\$50.00	\$0.00	\$2,340.00	\$2,500.00	\$160.00	93.6%
308 - Library Gifts	\$15.00	\$0.00	\$750.29	\$750.00	(\$0.29)	100.0%
377 - Friends Mini-Grants - 2016	\$8,012.89	\$0.00	\$8,012.89	\$8,013.00	\$0.11	100.0%
397 - KCF - Local History and Comm. Info.	\$0.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	100.0%
Total Local Support	\$8,127.89	\$0.00	\$35,970.18	\$36,813.00	\$842.82	97.7%
Other						
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$1,120.00	\$1,120.00	\$0.00	100.0%
Total Other	\$0.00	\$0.00	\$1,120.00	\$1,120.00	\$0.00	100.0%
Total Revenue	\$8,127.89	\$0.00	\$37,090.18	\$37,933.00	\$842.82	97.8%
Expenditures						
Materials						
Adult Books						
301 - Gifts & Memorials - Materials	\$230.42	\$81.05	\$1,865.67	\$3,000.00	\$1,134.33	62.2%
Total Adult Books	\$230.42	\$81.05	\$1,865.67	\$3,000.00	\$1,134.33	62.2%
Juvenile Books						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$10,229.40	\$12,000.00	\$1,770.60	85.2%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$194.64	\$18,000.00	\$17,805.36	1.1%
301 - Gifts & Memorials - Materials	\$44.75	\$0.00	\$76.42	\$250.00	\$173.58	30.6%
Total Juvenile Books	\$44.75	\$0.00	\$10,500.46	\$30,250.00	\$19,749.54	34.7%
Audio-Visual Material						
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$40.00	\$100.00	\$60.00	40.0%
Total Audio-Visual Material	\$0.00	\$0.00	\$40.00	\$100.00	\$60.00	40.0%
Total	\$275.17	\$81.05	\$12,406.13	\$33,350.00	\$20,943.87	37.2%
Purchased Services						
Contracted Services						
303 - History Room Gifts	\$0.00	\$0.00	\$1,782.00	\$2,282.00	\$500.00	78.1%
Total Contracted Services	\$0.00	\$0.00	\$1,782.00	\$2,282.00	\$500.00	78.1%
Total	\$0.00	\$0.00	\$1,782.00	\$2,282.00	\$500.00	78.1%
Other Expenditures						
Miscellaneous Disbursements						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$3,025.40	\$4,500.00	\$1,474.60	67.2%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$0.00	\$922.00	\$922.00	0.0%
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$4,645.00	\$4,645.00	0.0%
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$3,006.22	\$3,858.00	\$851.78	77.9%
377 - Friends Mini-Grants - 2016	\$0.00	\$0.00	\$0.00	\$8,013.00	\$8,013.00	0.0%
379 - Friends Mini-Grants 2015	\$218.87	\$0.00	\$1,961.98	\$2,476.00	\$514.02	79.2%
391 - Children's Mini-Grant	\$0.00	\$0.00	\$174.68	\$175.00	\$0.32	99.8%
Total Miscellaneous Disbursements	\$218.87	\$0.00	\$8,168.28	\$26,589.00	\$18,420.72	30.7%
Total	\$218.87	\$0.00	\$8,168.28	\$26,589.00	\$18,420.72	30.7%
Total Expenditures	\$494.04	\$81.05	\$22,356.41	\$62,221.00	\$39,864.59	35.9%

Kalamazoo Public Library

Special Revenue Income Statement

March 31, 2016

	Close Estimate					
	March	Encumbrance	Year to Date	Budget	Variance	% Complete
Transfers						
Transfers Out						
4-7902-0-3						
380 - Friends Mini-Grants - Administration	\$0.00	\$0.00	\$0.00	\$3,090.00	\$3,090.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$3,090.00	\$3,090.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$3,090.00	\$3,090.00	0.0%
BEGINNING FUND BALANCE						
233 - Ready to Read - Gifts	\$22,150.44	\$0.00	\$31,736.09	\$31,736.09	\$0.00	100.0%
235 - Ready to Read - Spelling Bee	\$61,685.57	\$0.00	\$46,468.61	\$46,468.61	\$0.00	100.0%
301 - Gifts & Memorials - Materials	\$5,563.21	\$0.00	\$4,859.13	\$4,859.13	\$0.00	100.0%
303 - History Room Gifts	\$500.18	\$0.00	\$2,282.18	\$2,282.18	\$0.00	100.0%
307 - ONEplace Nonprofit Services	\$921.58	\$0.00	\$921.58	\$921.58	\$0.00	100.0%
308 - Library Gifts	\$4,630.05	\$0.00	\$3,894.76	\$3,894.76	\$0.00	100.0%
310 - KPL Antiracism Transformation Team	\$851.82	\$0.00	\$3,858.04	\$3,858.04	\$0.00	100.0%
379 - Friends Mini-Grants 2015	\$733.35	\$0.00	\$2,476.46	\$2,476.46	\$0.00	100.0%
380 - Friends Mini-Grants - Administration	\$3,090.35	\$0.00	\$3,090.35	\$3,090.35	\$0.00	100.0%
391 - Children's Mini-Grant	\$0.00	\$0.00	\$174.68	\$174.68	\$0.00	100.0%
397 - KCF - Local History and Comm. Info.	\$78,087.65	\$0.00	\$71,587.65	\$71,587.65	\$0.00	100.0%
TOTAL BEGINNING FUND BALANCE	\$178,214.20	\$0.00	\$171,349.53	\$171,349.53	\$0.00	100.0%
NET SURPLUS/(DEFICIT)						
233 - Ready to Read - Gifts	\$50.00	\$0.00	(\$9,179.40)	(\$11,950.00)	(\$2,770.60)	76.8%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$15,216.96	(\$3,380.00)	(\$18,596.96)	(450.2%)
301 - Gifts & Memorials - Materials	(\$225.17)	(\$121.00)	\$357.91	(\$1,850.00)	(\$2,207.91)	(19.3%)
303 - History Room Gifts	\$0.00	\$0.00	(\$1,782.00)	(\$2,282.00)	(\$500.00)	78.1%
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$0.00	(\$922.00)	(\$922.00)	0.0%
308 - Library Gifts	\$15.00	\$0.00	\$750.29	(\$3,895.00)	(\$4,645.29)	(19.3%)
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	(\$3,006.22)	(\$3,858.00)	(\$851.78)	77.9%
377 - Friends Mini-Grants - 2016	\$8,012.89	\$0.00	\$8,012.89	\$0.00	(\$8,012.89)	0.0%
379 - Friends Mini-Grants 2015	(\$218.87)	\$0.00	(\$1,961.98)	(\$2,476.00)	(\$514.02)	79.2%
380 - Friends Mini-Grants - Administration	\$0.00	\$0.00	\$0.00	(\$3,090.00)	(\$3,090.00)	0.0%
391 - Children's Mini-Grant	\$0.00	\$0.00	(\$174.68)	(\$175.00)	(\$0.32)	99.8%
397 - KCF - Local History and Comm. Info.	\$0.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	100.0%
TOTAL NET SURPLUS/(DEFICIT)	\$7,633.85	(\$121.00)	\$14,733.77	(\$27,378.00)	(\$42,111.77)	(53.8%)
ENDING FUND BALANCE						
233 - Ready to Read - Gifts	\$22,200.44	\$0.00	\$22,556.69	\$19,786.09	(\$2,770.60)	114.0%
235 - Ready to Read - Spelling Bee	\$61,685.57	\$0.00	\$61,685.57	\$43,088.61	(\$18,596.96)	143.2%
301 - Gifts & Memorials - Materials	\$5,338.04	(\$121.00)	\$5,217.04	\$3,009.13	(\$2,207.91)	173.4%
303 - History Room Gifts	\$500.18	\$0.00	\$500.18	\$0.18	(\$500.00)	277877.8%
307 - ONEplace Nonprofit Services	\$921.58	\$0.00	\$921.58	(\$0.42)	(\$922.00)	(219423.8%)
308 - Library Gifts	\$4,645.05	\$0.00	\$4,645.05	(\$0.24)	(\$4,645.29)	(1935437.5%)
310 - KPL Antiracism Transformation Team	\$851.82	\$0.00	\$851.82	\$0.04	(\$851.78)	2129550.0%
377 - Friends Mini-Grants - 2016	\$8,012.89	\$0.00	\$8,012.89	\$0.00	(\$8,012.89)	0.0%
379 - Friends Mini-Grants 2015	\$514.48	\$0.00	\$514.48	\$0.46	(\$514.02)	111843.5%
380 - Friends Mini-Grants - Administration	\$1,045.85	\$0.00	\$1,045.85	\$0.35	(\$3,090.00)	(51.2%)
391 - Children's Mini-Grant	\$0.00	\$0.00	\$0.00	(\$0.32)	(\$0.32)	0.0%
397 - KCF - Local History and Comm. Info.	\$78,087.65	\$0.00	\$78,087.65	\$78,087.65	\$0.00	100.0%
TOTAL ENDING FUND BALANCE	\$185,848.05	(\$121.00)	\$186,083.30	\$143,971.53	(\$42,111.77)	129.3%

Kalamazoo Public Library Capital Improvement Plan

March 31, 2016

	Actual	Encumbrances	Year-to-Date + Encumbrances	Close Estimate Budget	Variance
Revenue					
Local Revenue					
Other Local Gifts & Grants					
830 - Computer & Technology Reserve	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
Total	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
Total Revenue	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
Expenditures					
Furnishings					
Furnishings Reserve					
810 - Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$97,572.00	\$97,572.00
Total Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$97,572.00	\$97,572.00
Central Library					
889 - Children's Room Table/Chairs	\$0.00	\$0.00	\$0.00	\$5,328.00	\$5,328.00
892 - Local History Room Furniture	\$0.00	\$0.00	\$0.00	\$1,016.00	\$1,016.00
Total Central Library	\$0.00	\$0.00	\$0.00	\$6,344.00	\$6,344.00
Branch Libraries					
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$17,135.00	\$27,356.40	\$40,000.00	\$12,643.60
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00
Total Branch Libraries	\$0.00	\$17,135.00	\$27,356.40	\$41,200.00	\$13,843.60
System-Wide Projects					
814 - Chairs - Multiple Departments	\$0.00	\$3,339.49	\$5,344.08	\$6,294.00	\$949.92
Total System-Wide Projects	\$0.00	\$3,339.49	\$5,344.08	\$6,294.00	\$949.92
Total Furniture & Equipment	\$0.00	\$20,474.49	\$32,700.48	\$151,410.00	\$118,709.52
Building Alterations					
Building Reserve					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$118,352.00	\$118,352.00
Total Building Reserve	\$0.00	\$0.00	\$0.00	\$118,352.00	\$118,352.00
Structural Projects					
805 - Central-Marble Tile Maintenance	\$0.00	\$0.00	\$47,400.00	\$47,400.00	\$0.00
828 - Eastwood Roof Repair	\$0.00	\$0.00	\$18,210.32	\$18,210.00	(\$0.32)
Total Structural Projects	\$0.00	\$0.00	\$65,610.32	\$65,610.00	(\$0.32)
Mechanical Projects					
841 - Central Louvers on AHU-2	\$0.00	\$0.00	\$11,200.00	\$11,200.00	\$0.00
887 - Generators-all sites	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00
895 - Central Freight Elevator	\$0.00	\$6,720.00	\$127,080.00	\$125,000.00	(\$2,080.00)
Total Mechanical Projects	\$0.00	\$6,720.00	\$138,280.00	\$211,200.00	\$72,920.00
Control & Security Systems					
827 - Security Systems	\$0.00	\$3,487.77	\$3,487.77	\$37,517.00	\$34,029.23
842 - Central Lighting Control System	\$0.00	\$0.00	\$61,765.00	\$61,765.00	\$0.00
Total Control & Security Systems	\$0.00	\$3,487.77	\$65,252.77	\$99,282.00	\$34,029.23

Kalamazoo Public Library
Capital Improvement Plan
March 31, 2016

	Actual	Encumbrances	Year-to-Date + Encumbrances	Close Estimate Budget	Variance
Other Facilities Projects					
806 - Central Restrooms	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00
811 - Carpet Master Plan	\$0.00	\$0.00	\$0.00	\$97,228.00	\$97,228.00
823 - Oshtemo Building Projects	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
824 - Eastwood Drop Ceiling	\$0.00	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00
893 - Delivery Vehicle	\$0.00	\$0.00	\$25,455.50	\$32,500.00	\$7,044.50
Total Other Facilities Projects	\$0.00	\$7,000.00	\$32,455.50	\$251,728.00	\$219,272.50
Total Building Alterations	\$0.00	\$17,207.77	\$301,598.59	\$746,172.00	\$444,573.41
Computer & Technology					
Computer & Tech. Reserve					
830 - Computer & Technology Reserve	\$0.00	\$0.00	\$0.00	\$47,008.00	\$47,008.00
Total Computer & Tech. Reserve	\$0.00	\$0.00	\$0.00	\$47,008.00	\$47,008.00
Public Technology & Hardware					
831 - Automation Replacement	\$0.00	\$0.00	\$17,725.82	\$90,069.00	\$72,343.18
843 - Branch digital signage	\$0.00	\$0.00	\$0.00	\$6,069.00	\$6,069.00
844 - USB Charging Stations	\$1,928.45	\$0.00	\$1,928.45	\$5,000.00	\$3,071.55
865 - Game Carts - Teen	\$0.00	\$0.00	\$0.00	\$3,141.00	\$3,141.00
884 - Digital Lab Equipment	\$0.00	\$0.00	\$119.90	\$6,175.00	\$6,055.10
Total	\$1,928.45	\$0.00	\$19,774.17	\$110,454.00	\$90,679.83
Portable Technology					
878 - Portable Devices	\$0.00	\$0.00	\$20,908.33	\$35,618.00	\$14,709.67
Total Portable Technology	\$0.00	\$0.00	\$20,908.33	\$35,618.00	\$14,709.67
Other Tech/Computer Equipment					
854 - Other Tech/Computer Equipment	\$0.00	\$0.00	\$1,900.00	\$34,900.00	\$33,000.00
855 - Telephone System	\$400.00	\$5,483.03	\$6,883.03	\$13,245.00	\$6,361.97
879 - Office scanners	\$0.00	\$0.00	\$726.24	\$2,284.00	\$1,557.76
Total Other Tech/Computer Equipment	\$400.00	\$5,483.03	\$9,509.27	\$50,429.00	\$40,919.73
Server Migration					
856 - Server Migration Project	\$0.00	\$0.00	\$0.00	\$84,000.00	\$84,000.00
Total Server Migration	\$0.00	\$0.00	\$0.00	\$84,000.00	\$84,000.00
RFID/Circulation					
852 - RFID/ILS Equipment	\$0.00	\$0.00	\$13,607.40	\$21,934.00	\$8,326.60
Total RFID/Circulation Tech.	\$0.00	\$0.00	\$13,607.40	\$21,934.00	\$8,326.60
Total Computer & Technology	\$2,328.45	\$5,483.03	\$63,799.17	\$349,443.00	\$285,643.83
Total Expenditures	\$2,328.45	\$43,165.29	\$398,098.24	\$1,247,025.00	\$848,926.76
Transfers					
Total Transfers	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00
TOTAL BEGINNING FUND BALANCE	\$230,674.70	\$0.00	\$578,279.20	(\$642,025.00)	(\$1,220,304.20)
TOTAL NET SURPLUS/(DEFICIT)	(\$2,328.45)	(\$43,165.29)	(\$393,098.24)	(\$642,025.00)	(\$248,926.76)
TOTAL ENDING FUND BALANCE	\$228,346.25	(\$43,165.29)	\$185,180.96	(\$1,284,050.00)	(\$1,469,230.96)



Kalamazoo Public Library Endwmnt

As of 3/31/2016

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Portfolio Summary

Notice

We encourage you to compare Arcadia's statement to the statement received from your custodian. While we strive to provide up-to-date information, there may be some timing differences reflected in cash balances. Please let us know if you have any questions.

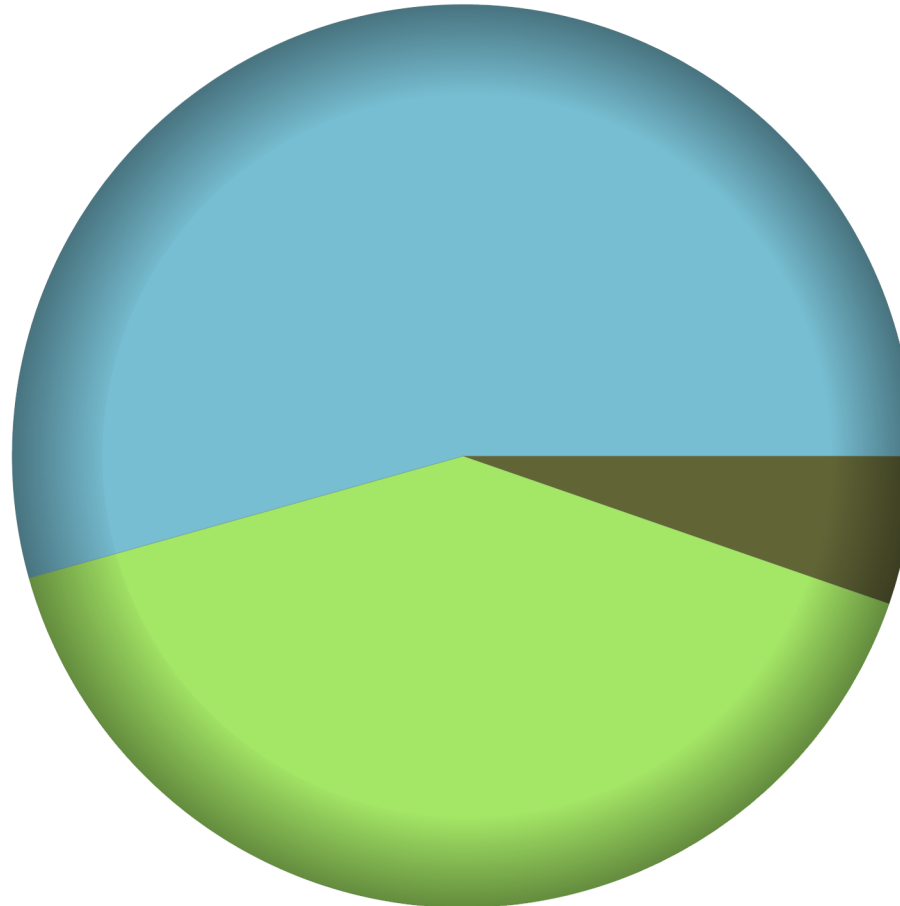
Asset Allocation

Asset Class	Current Value	Current Percent
Cash & Equivalents	\$202,174	5.31%
Taxable Fixed Income	\$1,537,060	40.34%
Domestic Equities	\$2,070,905	54.35%
Unmanaged Assets	\$0	0.00%
Managed Assets	\$3,810,139	100.00%

Account Ledger

Account Name (Number)	Inception Date	Total Value
Kalamazoo Public Library Endwmnt (xxxxx7830)	1/31/2003	\$3,810,139

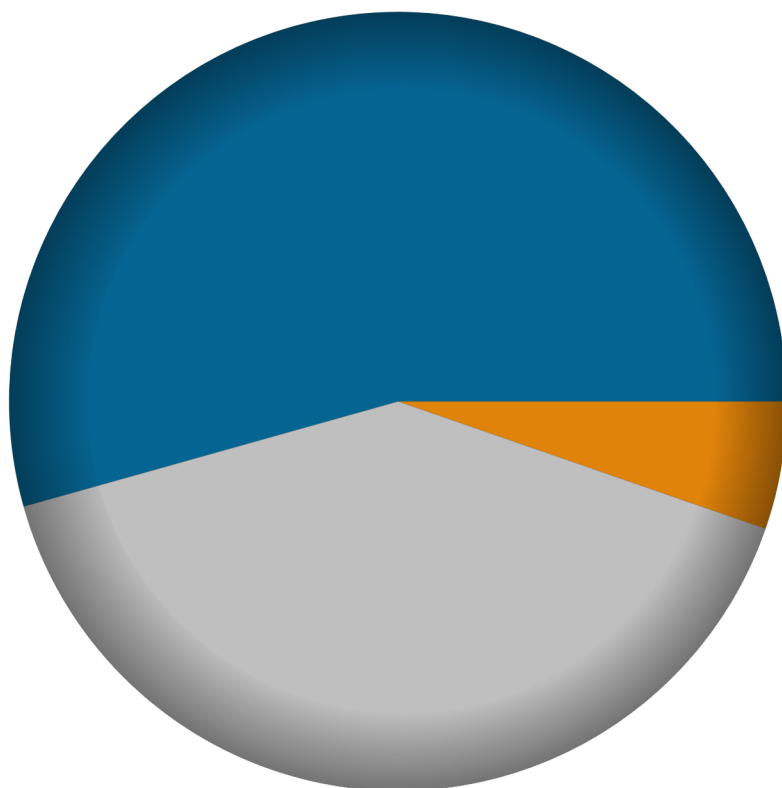
Asset Allocation



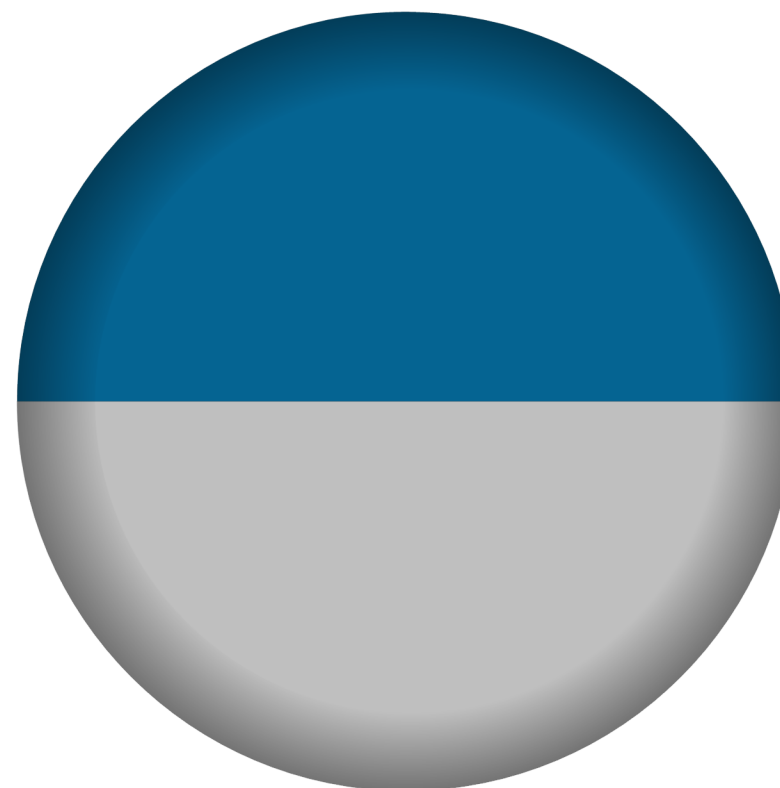
Asset Class	Current Value	Current Percent
Cash & Equivalents	\$202,174	5.31%
Taxable Fixed Income	\$1,537,060	40.34%
Domestic Equities	\$2,070,905	54.35%
Total	\$3,810,139	100.00%

Asset Allocation

Kalamazoo Public Library Endwmnt



Current Allocation



Target Allocation

Security Type	Current Value	Current Percent	Target Minimum Percent	Target Maximum Percent
Cash and Money Funds	\$202,174	5.31%	0.00%	20.00%
Fixed Income	\$1,537,060	40.34%	40.00%	60.00%
Equities	\$2,070,905	54.35%	40.00%	60.00%
Total	\$3,810,139	100.00%		

Portfolio Positions

Description	Quantity	Price	Value	Cost Basis	Unrealized Gain/Loss	Annual Income	Current Yield	Weight
Cash & Equivalents								
Cash & Equivalents								
CASH			\$202,174	\$202,174	\$0	\$0	0.00%	5.31%
Cash & Equivalents Total			\$202,174	\$202,174	\$0	\$0	0.00%	5.31%
Cash & Equivalents Total			\$202,174	\$202,174	\$0	\$0	0.00%	5.31%
Taxable Fixed Income								
Certificates of Deposit								
American Express Centurion Bank Salt Lake City, UT 07/25/2016 1.100%	200,000.00	\$100.26	\$200,511	\$200,000	\$511	\$2,200	1.10%	5.27%
Accrued Income			\$404					
Cit Bk Salt Lake City Ut Cd 2.65%21 04/09/2021 2.650%	150,000.00	\$103.55	\$155,318	\$151,949	\$3,369	\$3,975	2.56%	4.13%
Accrued Income			\$1,906					
Ge Cap Retail Bk Draper Utah Cd 2.15%19 07/29/2019 2.150%	50,000.00	\$102.10	\$51,050	\$50,000	\$1,050	\$1,075	2.11%	1.34%
Accrued Income			\$194					
Goldman Sachs Bk Usa Ny Cd 1.8%17 08/01/2017 1.800%	50,000.00	\$101.08	\$50,539	\$50,000	\$539	\$900	1.78%	1.33%
Accrued Income			\$148					
Goldman Sachs Bk Usa Ny Cd 1.85%17 05/02/2017 1.850%	150,000.00	\$100.74	\$151,112	\$151,186	(\$74)	\$2,775	1.84%	4.00%
Accrued Income			\$1,148					
Certificates of Deposit Total			\$612,328	\$603,134	\$5,395	\$10,925	1.80%	16.07%

Portfolio Positions

Description	Quantity	Price	Value	Cost Basis	Unrealized Gain/Loss	Annual Income	Current Yield	Weight
Taxable Fixed Income								
Government Bonds								
Federal Home Ln Mtg Corp 10/02/2019 1.250%	100,000.00	\$100.43	\$100,431	\$96,675	\$3,756	\$1,250	1.24%	2.65%
Accrued Income			\$622					
Tennessee Valley Auth 10/15/2018 1.750%	75,000.00	\$101.92	\$76,442	\$75,497	\$946	\$1,313	1.72%	2.02%
Accrued Income			\$605					
Government Bonds Total			\$178,100	\$172,172	\$4,702	\$2,563	1.45%	4.67%
Corporate Bonds								
BMW BANK OF NORTH AMERICA CD 02/12/2018 1.050%	100,000.00	\$100.31	\$100,310	\$100,323	(\$13)	\$1,050	1.05%	2.64%
Accrued Income			\$150					
BMW BANK OF NORTH AMERICA CD 07/17/2020 2.250%	70,000.00	\$101.81	\$71,266	\$71,992	(\$727)	\$1,575	2.21%	1.88%
Accrued Income			\$337					
CAPITAL ONE BK USA NATL ASSN C D 07/29/2020 2.300%	116,000.00	\$102.00	\$118,320	\$119,801	(\$1,481)	\$2,668	2.25%	3.12%
Accrued Income			\$482					
Coca Cola Co 09/01/2021 3.300%	50,000.00	\$108.06	\$54,029	\$51,900	\$2,129	\$1,650	3.05%	1.42%
Accrued Income			\$138					
COSTCO WHOLESALE CORPORATION S ENIOR NOTE M/W 02/15/2022 2.250%	50,000.00	\$101.41	\$50,707	\$50,868	(\$161)	\$1,125	2.22%	1.33%
Accrued Income			\$153					
DISCOVER BK CD 08/12/2020 2.300%	42,000.00	\$102.20	\$42,922	\$43,475	(\$553)	\$966	2.25%	1.13%
Accrued Income			\$138					

Portfolio Positions

Description	Quantity	Price	Value	Cost Basis	Unrealized Gain/Loss	Annual Income	Current Yield	Weight
Taxable Fixed Income								
Corporate Bonds								
General Elec Cap Corp Mtn Be 12/11/2019 2.100%	75,000.00	\$102.38	\$76,781	\$75,578	\$1,204	\$1,575	2.05%	2.03%
Accrued Income			\$481					
HOME DEPOT INC SENIOR NOTE CAL LABLE M/W 06/01/2022 2.625% Call 05/01/2022 100.00	50,000.00	\$103.44	\$51,722	\$52,042	(\$321)	\$1,313	2.54%	1.37%
Accrued Income			\$448					
Qualcomm 05/18/18 05/18/2018 1.400%	75,000.00	\$100.51	\$75,380	\$75,739	(\$359)	\$1,050	1.39%	1.99%
Accrued Income			\$391					
Statoil Asa 11/08/2020 2.900%	50,000.00	\$102.60	\$51,300	\$51,010	\$290	\$1,450	2.83%	1.36%
Accrued Income			\$576					
Texas Instrs Inc 08/03/2019 1.650%	50,000.00	\$100.94	\$50,469	\$50,384	\$86	\$825	1.63%	1.33%
Accrued Income			\$133					
Corporate Bonds Total			\$746,632	\$743,111	\$94	\$15,247	2.05%	19.60%
Taxable Fixed Income Total			\$1,537,060	\$1,518,417	\$10,190	\$28,734	1.88%	40.34%
Domestic Equities								
Consumer Discretionary								
BorgWarner Inc	880.00	\$38.40	\$33,792	\$35,181	(\$1,389)	\$458	1.35%	0.89%
Buffalo Wild Wings Inc	300.00	\$148.12	\$44,436	\$40,134	\$4,302	\$0	0.00%	1.17%
O Reilly Automotive Inc	250.00	\$273.66	\$68,415	\$37,585	\$30,830	\$0	0.00%	1.80%
Starbucks Corp	1,175.00	\$59.70	\$70,148	\$18,770	\$51,378	\$940	1.34%	1.84%
Tractor Supply Co	450.00	\$90.46	\$40,707	\$40,474	\$233	\$360	0.88%	1.07%

Portfolio Positions

Description	Quantity	Price	Value	Cost Basis	Unrealized Gain/Loss	Annual Income	Current Yield	Weight
Domestic Equities								
Consumer Discretionary								
VF Corp	900.00	\$64.76	\$58,284	\$13,172	\$45,112	\$1,332	2.29%	1.53%
Consumer Discretionary Total			\$315,782	\$185,316	\$130,466	\$3,090	0.98%	8.29%
Consumer Staples								
Costco Wholesale Corp	520.00	\$157.58	\$81,942	\$56,466	\$25,475	\$832	1.02%	2.15%
Estee Lauder Cos Inc	720.00	\$94.31	\$67,903	\$10,860	\$57,044	\$864	1.27%	1.78%
United Natural Foods Inc	1,290.00	\$40.30	\$51,987	\$51,701	\$286	\$0	0.00%	1.36%
Consumer Staples Total			\$201,832	\$119,027	\$82,805	\$1,696	0.84%	5.30%
Energy								
Core Laboratories NV	400.00	\$112.41	\$44,964	\$27,918	\$17,046	\$880	1.96%	1.18%
Halliburton Co	1,185.00	\$35.72	\$42,328	\$45,939	(\$3,611)	\$853	2.02%	1.11%
Suncor Energy Inc	1,450.00	\$27.81	\$40,325	\$38,429	\$1,896	\$316	0.78%	1.06%
Energy Total			\$127,617	\$112,286	\$15,331	\$2,049	1.61%	3.35%
Financials								
Affiliated Managers Group Inc	185.00	\$162.40	\$30,044	\$21,878	\$8,166	\$0	0.00%	0.79%
AmTrust Financial Services	2,000.00	\$25.88	\$51,760	\$58,952	(\$7,192)	\$1,200	2.32%	1.36%
CBRE Group Inc	1,990.00	\$28.82	\$57,352	\$43,350	\$14,002	\$0	0.00%	1.51%
Intercontinental Exchange Inc	295.00	\$235.14	\$69,366	\$32,555	\$36,811	\$1,003	1.45%	1.82%
Financials Total			\$208,522	\$156,735	\$51,788	\$2,203	1.06%	5.47%
Health Care								
Abbvie Inc	790.00	\$57.12	\$45,125	\$46,854	(\$1,730)	\$1,801	3.99%	1.18%
Cerner Corp	1,325.00	\$52.96	\$70,172	\$64,906	\$5,266	\$0	0.00%	1.84%

Portfolio Positions

Description	Quantity	Price	Value	Cost Basis	Unrealized Gain/Loss	Annual Income	Current Yield	Weight
Domestic Equities								
Health Care								
Mallinckrodt PLC	575.00	\$61.28	\$35,236	\$51,794	(\$16,558)	\$0	0.00%	0.92%
Medidata Solutions Inc	960.00	\$38.71	\$37,162	\$44,561	(\$7,399)	\$0	0.00%	0.98%
Medivation Inc	900.00	\$45.98	\$41,382	\$46,576	(\$5,194)	\$0	0.00%	1.09%
Mylan Inc	1,050.00	\$46.35	\$48,668	\$60,585	(\$11,918)	\$0	0.00%	1.28%
Stryker Corporation	375.00	\$107.29	\$40,234	\$40,189	\$45	\$570	1.42%	1.06%
Health Care Total			\$317,978	\$355,466	(\$37,488)	\$2,371	0.75%	8.35%
Industrials								
Beacon Roofing Supply Inc	1,400.00	\$41.01	\$57,414	\$36,354	\$21,060	\$0	0.00%	1.51%
Chicago Bridge & Iron Company	1,025.00	\$36.59	\$37,505	\$45,551	(\$8,047)	\$287	0.77%	0.98%
Danaher Corp	400.00	\$94.86	\$37,944	\$38,018	(\$74)	\$216	0.57%	1.00%
Fastenal Co	1,050.00	\$49.00	\$51,450	\$51,466	(\$16)	\$1,260	2.45%	1.35%
Illinois Tool Works Inc	535.00	\$102.44	\$54,805	\$18,492	\$36,314	\$1,177	2.15%	1.44%
Middleby Corp	320.00	\$106.77	\$34,166	\$34,731	(\$564)	\$0	0.00%	0.90%
Industrials Total			\$273,285	\$224,612	\$48,672	\$2,940	1.08%	7.17%
Information Technology								
Accenture PLC	450.00	\$115.40	\$51,930	\$13,328	\$38,602	\$990	1.91%	1.36%
Adobe Systems Inc	825.00	\$93.80	\$77,385	\$23,082	\$54,303	\$0	0.00%	2.03%
Alphabet Inc Class C	50.00	\$744.95	\$37,248	\$30,388	\$6,859	\$0	0.00%	0.98%
Apple Inc	600.00	\$108.99	\$65,394	\$58,779	\$6,615	\$1,248	1.91%	1.72%
Cavium Inc	550.00	\$61.16	\$33,638	\$32,989	\$649	\$0	0.00%	0.88%
Cognex Corp	1,400.00	\$38.95	\$54,530	\$49,586	\$4,944	\$392	0.72%	1.43%
Intuit Inc	870.00	\$104.01	\$90,489	\$29,184	\$61,304	\$1,044	1.15%	2.37%
Oracle Corporation	1,000.00	\$40.91	\$40,910	\$40,860	\$50	\$600	1.47%	1.07%

Portfolio Positions

Description	Quantity	Price	Value	Cost Basis	Unrealized Gain/Loss	Annual Income	Current Yield	Weight
Domestic Equities								
Information Technology								
Palo Alto Networks Inc	320.00	\$163.14	\$52,205	\$44,783	\$7,422	\$0	0.00%	1.37%
Information Technology Total			\$503,728	\$322,981	\$180,747	\$4,274	0.85%	13.22%
Materials								
Air Products & Chemicals Inc	550.00	\$144.05	\$79,228	\$45,588	\$33,639	\$1,782	2.25%	2.08%
Ecolab Inc	385.00	\$111.52	\$42,935	\$12,038	\$30,897	\$539	1.26%	1.13%
Materials Total			\$122,163	\$57,626	\$64,537	\$2,321	1.90%	3.21%
Domestic Equities Total			\$2,070,905	\$1,534,047	\$536,858	\$20,944	1.01%	54.35%
Total			\$3,810,139	\$3,254,638	\$547,048	\$49,678	1.31%	100.00%

Trade Activity

From January 1, 2016 to March 31, 2016

Trade Date	Activity	Description	Price	Quantity	Amount	Realized Gain/Loss
3/31/2016	Buy	AmTrust Financial Services (AFSI)	\$25.83	400.00	\$10,332	
3/31/2016	Buy	Fastenal Co (FAST)	\$49.01	1,050.00	\$51,456	
3/31/2016	Buy	Oracle Corporation (ORCL)	\$40.85	1,000.00	\$40,850	
3/31/2016	Buy	Stryker Corporation (SYK)	\$107.14	375.00	\$40,179	
3/31/2016	Buy	Tractor Supply Co (TSCO)	\$89.92	450.00	\$40,464	
3/31/2016	Sell	Ecolab Inc (ECL)	\$111.34	225.00	\$25,052	\$16,502
3/31/2016	Sell	Express Scripts (ESRX)	\$68.38	500.00	\$34,190	(\$202)
3/31/2016	Sell	Methode Electronics Inc (MEI)	\$29.25	1,000.00	\$29,246	(\$4,793)
3/31/2016	Sell	Starbucks Corp (SBUX)	\$59.91	150.00	\$8,986	\$6,551
3/31/2016	Sell	Suncor Energy Inc (SU)	\$27.83	150.00	\$4,174	\$188
3/31/2016	Sell	Valmont Industries Inc (VMI)	\$123.90	405.00	\$50,180	\$13,721
3/30/2016	Buy	BMW BANK OF NORTH AMERICA CD (05580ACF9)	\$102.85	70,000.00	\$71,992	
3/30/2016	Buy	BMW BANK OF NORTH AMERICA CD (05580ADS0)	\$100.32	100,000.00	\$100,323	
3/30/2016	Buy	CAPITAL ONE BK USA NATL ASSN C D (140420TX8)	\$103.28	116,000.00	\$119,801	
3/30/2016	Buy	COSTCO WHOLESALE CORPORATION S ENIOR NOTE M/W (22160KAH8)	\$101.74	50,000.00	\$50,868	
3/30/2016	Buy	DISCOVER BK CD (254672TQ1)	\$103.51	42,000.00	\$43,475	

Trade Activity

From January 1, 2016 to March 31, 2016

Trade Date	Activity	Description	Price	Quantity	Amount	Realized Gain/Loss
3/30/2016	Buy	HOME DEPOT INC SENIOR NOTE CAL TABLE M/W (437076BG6)	\$104.08	50,000.00	\$52,042	
3/30/2016	Buy	Qualcomm 05/18/18 (747525AG8)	\$100.99	75,000.00	\$75,739	
1/6/2016	Sell	Ge Cap Bk Inc Retail Cd 1.7%16 (36160JEZ7)	\$100.00	150,000.00	\$150,000	\$0

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **General Operating Close Estimate
Budget for FY 2015 - 2016**

DATE: April 25, 2016

Recommendation:

I recommend board approval of the attached General Operating Close Estimate Budget for the fiscal year ending June 30, 2016.

Executive Summary:

The General Operating Close Estimate Budget recognizes the allocation of the beginning carryover variance of \$686,054 from the prior fiscal year as previously approved by the board for Capital Improvements, Municipal Employees Retirement System (MERS) additional funding for pension liabilities, and MPSERS unfunded liability state reimbursement & payment. Per prior approvals, an additional \$200,000 has been budgeted for transfer to the Capital Improvement Plan and both the \$100,000 lump sum payment and 1.5% of employee salaries has been recognized.

Changes to the revenue projections for the fiscal year are limited to recognition of delinquent property tax receipts, the credit reimbursement from Consumers Power, and an addition to the annual gift from the Friends of KPL of \$3,000 to total \$43,000 for the fiscal year. Revisions to property tax revenue estimates have not been recognized due to a delay in the final reconciliation of property taxes from the City of Kalamazoo.

Revisions to expenditure categories incorporate all changes to salaries and benefits, including a number of vacancies, since July 1, increases to materials budgets for digital collections, changes to accommodate internet contracts and data storage transfers to KRESA, and recognition of the previously approved website survey performed by the Kercher Center.

This recommendation has been reviewed and approved by the Finance & Budget Committee.

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

	FY 14/15 Close Estimate Budget Revision	FY 14/15 Actuals	FY 15/16 Preliminary Budget	FY 15/16 Close Estimate Budget	Variance to Prior	%
Revenue						
Property Taxes	\$ 10,389,074	\$ 10,451,231	\$ 10,418,240	\$ 10,448,240	\$ 30,000	0.3%
State Grants and Reimbursements	\$ 223,400	\$ 223,334	\$ 74,000	\$ 211,388	\$ 137,388	185.7%
Charges for Services	\$ 175,000	\$ 179,346	\$ 175,000	\$ 215,000	\$ 40,000	22.9%
District Court Penal Fines	\$ 255,000	\$ 273,904	\$ 255,000	\$ 255,000	\$ -	0.0%
Other Revenue	\$ 337,625	\$ 350,879	\$ 450,769	\$ 453,234	\$ 2,465	0.5%
Total Revenue	\$ 11,380,099	\$ 11,478,694	\$ 11,373,009	\$ 11,582,862	\$ 209,853	1.8%
Expenditures						
Salaries & Benefits	\$ 7,111,109	\$ 6,985,232	\$ 7,214,450	\$ 7,442,918	\$ (228,468)	-3.2%
Materials	\$ 1,147,235	\$ 1,056,874	\$ 1,142,376	\$ 1,157,131	\$ (14,755)	-1.3%
Facilities	\$ 616,422	\$ 545,713	\$ 631,061	\$ 634,706	\$ (3,645)	-0.6%
Operating Expenses	\$ 340,802	\$ 270,702	\$ 348,793	\$ 337,793	\$ 11,000	3.2%
Technical Services	\$ 555,877	\$ 479,084	\$ 658,606	\$ 681,295	\$ (22,689)	-3.4%
Purchased Services	\$ 586,339	\$ 513,881	\$ 605,108	\$ 590,166	\$ 14,942	2.5%
Other	\$ 301,725	\$ 221,563	\$ 313,799	\$ 327,318	\$ (13,519)	-4.3%
Total Operating Expenditures	\$ 10,659,509	\$ 10,073,050	\$ 10,814,193	\$ 11,171,327	\$ (257,134)	-2.4%
Excess (Deficiency) of Revenue Over Expenditures	\$ 720,590	\$ 1,405,644	\$ 458,816	\$ 411,535	\$ (47,281)	
Operating Transfers						
Transfers to/from Other Funds/Prior adjustments	\$ -		\$ -	\$ (3,099)	\$ 3,099	
Transfers to Capital Improvement Plan	\$ 400,000	\$ 600,000	\$ 400,000	\$ 600,000	\$ (200,000)	
Transfer to Bond Issues Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenditures & Transfers	\$ 11,059,509	\$ 10,673,050	\$ 11,314,193	\$ 11,768,228	\$ (454,035)	
Excess (Deficiency) of Revenue and Other Sources Over Expenditures and Other Uses	\$ 320,590	\$ 805,644	\$ 58,816	\$ (185,366)	\$ (244,182)	
Beginning Fund Balance	\$ 6,225,171	\$ 6,225,171	\$ 6,345,761	\$ 7,030,815	\$ 685,054	
Ending Fund Balance						
Non-spendable Prepaid Expenditures	\$ -		\$ -	\$ -	\$ -	
Restricted ONEplace grants	\$ 256,293	\$ 256,293	\$ 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	\$ 2,489,468	\$ 2,974,522	\$ 2,348,284	\$ 2,789,156	\$ 440,872	
Total Ending Fund Balance	\$ 6,545,761	\$ 7,030,815	\$ 6,404,577	\$ 6,845,449	\$ 440,872	

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 net increase in the Beginning Fund Balance for fiscal year 2015-2016 of \$685,054 has been allocated per the approved increase in support to the Capital Improvement Plan from \$400,000 to \$600,000, the August board approval of a lump sum funding of \$100,000 and 1.5% of salaries for MERS defined benefit staff retirement liability as well as the 2015-2016 funding of the MPERS unfunded liability. Other changes to the Revenue and Expenditure categories fund shifts in material expenditures to digital, install a public accessible water fountain at the Washington Square branch, recognize the board approved study of the KPL web site, fund costs associated with internet connectivity and phone contracts, and support programming allocations for the year.

The net effect is an increase of \$440,872 to the unassigned fund balance as compared to the Preliminary Budget for fiscal year 2015-2016.

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

	<u>FY 14/15</u> <u>Close Estimate</u> <u>Budget Revision</u>	<u>FY 14/15</u> <u>Actuals</u>	<u>FY 15/16</u> <u>Preliminary</u> <u>Budget</u>	<u>FY 15/16</u> <u>Close Estimate</u> <u>Budget</u>	<u>Variance to</u> <u>Prior</u>	<u>%</u>
REVENUE						
Property Taxes						
1 City of Kalamazoo	\$ 5,580,822	\$ 5,585,022	\$ 5,664,500	\$ 5,664,500	\$ -	0.0%
2 Kalamazoo Township	\$ 1,430,803	\$ 1,432,644	\$ 1,445,110	\$ 1,445,110	\$ -	0.0%
3 Oshtemo Township	\$ 2,819,707	\$ 2,819,707	\$ 2,873,430	\$ 2,873,430	\$ -	0.0%
4 Texas Township	\$ 421,573	\$ 421,573	\$ 455,200	\$ 455,200	\$ -	0.0%
5 Total Property Taxes	\$ 10,252,905	\$ 10,258,946	\$ 10,438,240	\$ 10,438,240	\$ -	0.0%
6 Less Delinquency Reserve	\$ -	\$ -	\$ (30,000)	\$ (30,000)	\$ -	0.0%
7 Plus Delinq. Tax Receipts	\$ 12,000	\$ 24,285	\$ 10,000	\$ 40,000	\$ 30,000	300.0%
8 Net Property Tax Revenue	\$ 10,264,905	\$ 10,283,231	\$ 10,418,240	\$ 10,448,240	\$ 30,000	0.3%
Other Taxes						
Industrial Facilities Tax						
9 City of Kalamazoo	\$ 67,000	\$ 67,258	\$ 67,000	\$ 67,000	\$ -	0.0%
10 Kalamazoo Township	\$ 10,500	\$ 10,450	\$ 10,500	\$ 10,500	\$ -	0.0%
11 Oshtemo Township	\$ 4,200	\$ 4,300	\$ 4,200	\$ 4,200	\$ -	0.0%
12 Texas Township	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
13 Total Industrial Facilities Tax	\$ 81,700	\$ 82,007	\$ 81,700	\$ 81,700	\$ -	0.0%
14 Renaissance Zone Reimbursement	\$ 21,969	\$ 21,969	\$ 21,969	\$ 21,434	\$ (535)	0.0%
15 Payments in Lieu of Taxes	\$ 20,500	\$ 64,024	\$ 10,500	\$ 10,500	\$ -	0.0%
16 Total Other Taxes	\$ 124,169	\$ 168,000	\$ 114,169	\$ 113,634	\$ (535)	-0.5%
Other Revenue						
17 Misc. Fines & Fees	\$ 175,000	\$ 179,346	\$ 175,000	\$ 215,000	\$ 40,000	22.9%
18 State Aid	\$ 223,400	\$ 223,334	\$ 74,000	\$ 211,388	\$ 137,388	185.7%
19 District Ct. Penal Fines	\$ 255,000	\$ 273,904	\$ 255,000	\$ 255,000	\$ -	0.0%
20 Law Library Revenue	\$ 62,500	\$ 62,999	\$ 63,000	\$ 63,000	\$ -	0.0%
21 Universal Service Fund Reimbursement	\$ 33,600	\$ 33,600	\$ 33,600	\$ 33,600	\$ -	0.0%
22 Friends of KPL & Other Local Revenue	\$ 226,525	\$ 232,803	\$ 225,000	\$ 228,000	\$ 3,000	1.3%
23 Interest Income	\$ 15,000	\$ 21,478	\$ 15,000	\$ 15,000	\$ -	0.0%
24 Total Other Revenue	\$ 991,025	\$ 1,027,464	\$ 840,600	\$ 1,020,988	\$ 180,388	21.5%
TOTAL REVENUE	\$ 11,380,099	\$ 11,478,694	\$ 11,373,009	\$ 11,582,862	\$ 209,853	1.8%
EXPENDITURES						
Salaries & Wages						
25 Administrative Salaries	\$ 653,722	\$ 653,714	\$ 653,722	\$ 667,450	\$ (13,728)	-2.1%
26 Librarian Salaries	\$ 1,270,780	\$ 1,260,160	\$ 1,365,580	\$ 1,340,910	\$ 24,670	1.8%
27 Super/Tech Salaries	\$ 684,530	\$ 681,392	\$ 723,775	\$ 721,600	\$ 2,175	0.3%
28 Library Assistant Salaries	\$ 1,587,970	\$ 1,573,364	\$ 1,617,240	\$ 1,573,355	\$ 43,885	2.7%
29 Hourly Salaries	\$ 612,110	\$ 578,064	\$ 643,122	\$ 654,355	\$ (11,233)	-1.7%
30 Substitute Salaries	\$ 103,360	\$ 85,756	\$ 86,310	\$ 92,625	\$ (6,315)	-7.3%
31 Vacancy Credit	\$ -	\$ -	\$ (50,000)	\$ -	\$ (50,000)	100.0%
32 Total Salaries & Wages	\$ 4,912,472	\$ 4,832,449	\$ 5,039,749	\$ 5,050,295	\$ (10,546)	-0.2%
Benefits						
33 Employee Insurances	\$ 1,004,520	\$ 996,977	\$ 1,032,006	\$ 1,049,345	\$ (17,339)	-1.7%
34 Retirement - MPERS, MERS	\$ 752,749	\$ 737,370	\$ 607,485	\$ 893,598	\$ (286,113)	-47.1%
35 Employer FICA	\$ 373,743	\$ 366,227	\$ 384,535	\$ 386,445	\$ (1,910)	-0.5%
36 Other Benefits: RPO, V-Exempt, Parking	\$ 67,625	\$ 52,208	\$ 50,675	\$ 63,235	\$ (12,560)	-24.8%
37 Total Benefits	\$ 2,198,637	\$ 2,152,783	\$ 2,074,701	\$ 2,392,623	\$ (317,922)	-15.3%
38 Compensation Reserves	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	100.0%
39 Total Salaries & Benefits	\$ 7,111,109	\$ 6,985,232	\$ 7,214,450	\$ 7,442,918	\$ (228,468)	-3.2%

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

		<u>FY 14/15</u> <u>Close Estimate</u> <u>Budget Revision</u>	<u>FY 14/15</u> <u>Actuals</u>	<u>FY 15/16</u> <u>Preliminary</u> <u>Budget</u>	<u>FY 15/16</u> <u>Close Estimate</u> <u>Budget</u>	<u>Variance to</u> <u>Prior</u>	<u>%</u>
Materials							
40 Adult Books	\$	469,800	\$ 449,124	\$ 496,600	\$ 511,650	\$ (15,050)	-3.0%
41 Children's Books	\$	96,500	\$ 92,516	\$ 97,500	\$ 98,205	\$ (705)	-0.7%
42 Periodicals	\$	55,585	\$ 55,443	\$ 53,751	\$ 47,751	\$ 6,000	11.2%
43 Audio-Visual Materials	\$	323,500	\$ 300,233	\$ 340,160	\$ 345,160	\$ (5,000)	-1.5%
44 Digital Materials	\$	201,850	\$ 159,558	\$ 154,365	\$ 154,365	\$ -	0.0%
45	Total Materials	\$ 1,147,235	\$ 1,056,874	\$ 1,142,376	\$ 1,157,131	\$ (14,755)	-1.3%
Facilities							
46 Fuel	\$	67,700	\$ 63,292	\$ 66,800	\$ 66,800	\$ -	0.0%
47 Electricity	\$	194,900	\$ 192,838	\$ 191,500	\$ 191,500	\$ -	0.0%
48 Water	\$	5,875	\$ 5,155	\$ 5,850	\$ 5,850	\$ -	0.0%
49 Custodial Supplies	\$	77,440	\$ 74,352	\$ 76,750	\$ 76,750	\$ -	0.0%
50 Grounds Maintenance	\$	45,180	\$ 36,906	\$ 48,196	\$ 48,196	\$ -	0.0%
51 Vehicle Maintenance	\$	5,500	\$ 3,269	\$ 5,500	\$ 5,500	\$ -	0.0%
52 Building Repair	\$	88,781	\$ 55,543	\$ 103,410	\$ 107,055	\$ (3,645)	-3.5%
53 Building Operations	\$	131,046	\$ 114,359	\$ 133,055	\$ 133,055	\$ -	0.0%
54	Total Facilities	\$ 616,422	\$ 545,713	\$ 631,061	\$ 634,706	\$ (3,645)	-0.6%
Operating Expenses							
55 Supplies	\$	101,482	\$ 83,672	\$ 97,875	\$ 97,875	\$ -	0.0%
56 Misc. Operating	\$	117,850	\$ 80,139	\$ 116,928	\$ 112,928	\$ 4,000	3.4%
57 Postage/Freight	\$	39,230	\$ 30,166	\$ 39,750	\$ 42,750	\$ (3,000)	-7.5%
58 Rent	\$	32,100	\$ 31,318	\$ 32,100	\$ 32,100	\$ -	0.0%
59 Processing Supplies	\$	50,140	\$ 45,407	\$ 62,140	\$ 52,140	\$ 10,000	16.1%
60	Total Supplies	\$ 340,802	\$ 270,702	\$ 348,793	\$ 337,793	\$ 11,000	3.2%
Technical Services							
61 F&E Repair & Maintenance	\$	76,576	\$ 49,667	\$ 61,115	\$ 60,365	\$ 750	1.2%
62 Telecommunications	\$	90,400	\$ 85,580	\$ 89,612	\$ 103,712	\$ (14,100)	-15.7%
63 Software as a Service	\$	-	\$ -	\$ 192,161	\$ 194,261	\$ (2,100)	-1.1%
64 Software Licensing & Maintenance	\$	323,369	\$ 288,454	\$ 230,418	\$ 237,657	\$ (7,239)	-3.1%
65 Cataloging & Processing	\$	65,532	\$ 55,383	\$ 85,300	\$ 85,300	\$ -	0.0%
66	Total Technical Services	\$ 555,877	\$ 479,084	\$ 658,606	\$ 681,295	\$ (22,689)	-3.4%
Purchased Services							
67 Security	\$	136,814	\$ 121,901	\$ 177,872	\$ 164,580	\$ 13,292	7.5%
68 Insurance	\$	86,110	\$ 86,107	\$ 86,500	\$ 89,000	\$ (2,500)	-2.9%
69 Legal Services	\$	6,390	\$ 638	\$ 15,000	\$ 15,000	\$ -	0.0%
70 Contracted Services	\$	194,025	\$ 154,103	\$ 163,736	\$ 169,586	\$ (5,850)	-3.6%
71 Printing Expenses	\$	92,000	\$ 81,410	\$ 97,000	\$ 96,500	\$ 500	0.5%
72 Advertising	\$	71,000	\$ 69,722	\$ 65,000	\$ 55,500	\$ 9,500	14.6%
73	Total Purchased Services	\$ 586,339	\$ 513,881	\$ 605,108	\$ 590,166	\$ 14,942	2.5%
Other							
74 Tax Charge Backs	\$	65,000	\$ 44,262	\$ 50,000	\$ 50,000	\$ -	0.0%
75 Staff Development	\$	21,590	\$ 11,747	\$ 36,713	\$ 41,232	\$ (4,519)	-12.3%
76 Travel & Conference	\$	46,535	\$ 25,081	\$ 58,731	\$ 58,731	\$ -	0.0%
77 Board Expenses	\$	2,000	\$ -	\$ 8,080	\$ 8,080	\$ -	0.0%
78 Programming Expenses	\$	166,600	\$ 140,474	\$ 160,275	\$ 169,275	\$ (9,000)	-5.6%
79	Total Other	\$ 301,725	\$ 221,563	\$ 313,799	\$ 327,318	\$ (13,519)	-4.3%

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

	FY 14/15		FY 14/15	FY 15/16	FY 15/16	Variance to	
	<u>Close Estimate</u>		<u>Actuals</u>	<u>Preliminary</u>	<u>Close Estimate</u>	<u>Prior</u>	<u>%</u>
	<u>Budget Revision</u>			<u>Budget</u>	<u>Budget</u>		
80 Total Revenue Budget	\$ 11,380,099	\$	11,478,694	\$ 11,373,009	\$ 11,582,862	\$ 209,853	1.8%
81 Total Salaries & Benefits	\$ 7,111,109	\$	6,985,232	\$ 7,214,450	\$ 7,442,918	\$ (228,468)	-3.2%
82 Total Materials	\$ 1,147,235	\$	1,056,874	\$ 1,142,376	\$ 1,157,131	\$ (14,755)	-1.3%
83 Total Facilities	\$ 616,422	\$	545,713	\$ 631,061	\$ 634,706	\$ (3,645)	-0.6%
84 Total Operating Expenses	\$ 340,802	\$	270,702	\$ 348,793	\$ 337,793	\$ 11,000	3.2%
85 Total Technical Services	\$ 555,877	\$	479,084	\$ 658,606	\$ 681,295	\$ (22,689)	-3.4%
86 Total Purchased Services	\$ 586,339	\$	513,881	\$ 605,108	\$ 590,166	\$ 14,942	2.5%
87 Total Other	\$ 301,725	\$	221,563	\$ 313,799	\$ 327,318	\$ (13,519)	-4.3%
88 Total Operating Expenditures	\$ 10,659,509	\$	10,073,050	\$ 10,914,193	\$ 11,171,327	\$ (257,134)	-2.4%
89 Transfer to/(from) Other Funds	\$ -	\$	-	\$ -	\$ (3,099)	\$ 3,099	100%
90 Transfer to Capital Improvement Plan	\$ 600,000	\$	600,000	\$ 400,000	\$ 600,000	\$ (200,000)	-50.0%
91 Transfer to Debt Service	\$ -	\$	-	\$ -	\$ -	\$ -	0.0%
92 Total Expenditures & Transfers	\$ 11,259,509	\$	10,673,050	\$ 11,314,193	\$ 11,768,228	\$ (454,035)	-4.0%
93 Net Change to Fund Balance	\$ 120,590	\$	805,644	\$ 58,816	\$ (185,366)	\$ (244,182)	-415.2%
94 Beginning Fund Balance	\$ 6,225,171	\$	6,225,171	\$ 6,345,761	\$ 7,030,815	\$ 685,054	10.8%
Ending Fund Balance							
95 Non-spendable prepaid expenditures	\$ -	\$	-	\$ -	\$ -	\$ -	0.0%
96 Restricted ONEplace funds	\$ 256,293	\$	252,225	\$ 256,293	\$ 256,293	\$ -	0.0%
97 Assigned for Cash Flow	\$ 3,800,000	\$	3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	0.0%
98 Unassigned Fund Balance	\$ 2,289,468	\$	2,978,590	\$ 2,348,284	\$ 2,789,156	\$ 440,872	18.8%
99 Total Ending Fund Balance	\$ 6,345,761	\$	7,030,815	\$ 6,404,577	\$ 6,845,449	\$ 440,872	6.9%

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

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

LINE	Close		
NUMBER	Estimate	Variance	EXPLANATION
<u>Revenue</u>			
8	\$ 30,000		Property Tax Revenue. Delinquent property tax receipts
14	\$ (535)		Renaissance Zone Reimbursement. Variance actual to estimated reimbursement from State of Michigan
17	\$ 40,000		Misc. Fines & Fees. Reimbursement credited for meter errors from Consumers Power
18	\$ 137,388		State Aid. MPSERS UAAL rate stabilization reimbursement
22	\$ 3,000		Other Local Revenue. Local grants received for Reading Together and Children's programming.
<u>Expenditures</u>			
<u>Salaries & Benefits</u>			
25	\$ (13,728)		Administrative Salaries. Distribution of merit and bonus increases.
26	\$ 24,670		Librarian Salaries Vacancy, timing of vacancy replacements
27	\$ 2,175		Super-Tech Salaries. Net of merit and bonus increases and timing of filling FM Specialist position.
28	\$ 43,885		Library Assistant Salaries. Reduction of "extra" FM position, vacancies.
29	\$ (11,233)		Hourly Salaries. Scheduled range increases as of January 1, system driven budget shifts, Hub hours.
30	\$ (6,315)		Substitute Salaries. Scheduled range increase as of January 1, vacancies.
31	\$ (50,000)		Vacancy Credit. Elimination of credit.
33	\$ (17,339)		Employee Insurances. Coverage changes.
34	\$ (286,113)		Retirement. MERS lump sum and 1.5% approved in August; MPSERS UAAL rate stabilization
35	\$ (1,910)		Employer FICA-Medicare. Based upon salaries.
36	\$ (12,560)		Other Benefits. Retirement and vacation payout upon retirement.
<u>Materials</u>			
40	\$ (15,050)		Adult Books. Increased e-book demand.
41	\$ (705)		Children's Books. Cost of Global Reading Challenge, Party in the Park books.
42	\$ 6,000		Periodicals. Reduction in publication subscriptions.
43	\$ (5,000)		Audio Visual Materials. Downloadable material demand, shift to digital versions.
<u>Facilities</u>			
52	\$ (3,645)		Building Repair. Washington Square water fountain installation.
<u>Operating Expenses</u>			
56	\$ 4,000		Misc. Operating Expenses. Budget reductions/allocations.
57	\$ (3,000)		Postage & Freight. Current year expenditure running rate for postage.
59	\$ 10,000		Processing Supplies. Elimination of lamination of paperback books.
<u>Technical Services</u>			
61	\$ 750		F&E Repair & Maintenance. Budget reduction.
62	\$ (14,100)		Telecommunications. Allocations, additional line to connect to KRESA.
63	\$ (2,100)		Software as Service. Addition of Beanstack, Sirsi subscription changes.
64	\$ (7,239)		Software Licensing & Maintenance. CISCO warranties, Payware license (Self-Check), price changes.
<u>Purchased Services</u>			
67	\$ 13,292		Security. Guard service hours at Eastwood/Powell reduced from Preliminary estimate.
68	\$ (2,500)		Insurance. Addition of reserve for pricing.
70	\$ (5,850)		Contract Services. Budget allocations, addition of Kercher Center Web study.
71	\$ 500		Printing. Budget allocations
72	\$ 9,500		Advertising. Budget reductions.
<u>Other</u>			
75	\$ (4,519)		Staff Development. FM staff training for Metasys, allocations.
78	\$ (9,000)		Programming Expenses. Allocations based upon requests to support Action Plan.
<u>Summary</u>			
93	\$ (244,182)		Net Change to Fund Balance. Increase of transfer to the Capital Improvement Plan (\$200,000), approval of the MERS lump sum transfer (\$100,000), net of revenue increases and expenditure allocations.
<u>Fund Balance</u>			
94	\$ 685,054		Beginning Fund Balance. Effect of the result of the prior year as compared to the Close Estimate Budget for FY 2014-2015
98	\$ 440,872		Unassigned Fund Balance. Net increase to available (unassigned) fund balance

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Special Revenue Close Estimate
Budget for FY 2015 - 2016**

DATE: April 25, 2016

Recommendation:

I recommend board approval of the attached Special Revenue Close Estimate Budget for the fiscal year ending June 30, 2016.

Executive Summary:

The Special Revenue Close Estimate Budget recognized carryover budget activity for Local History, Antiracism team (ARTT) activities, Library gifts, and Friends Mini-grants as well as continuing expenditures for distributed books and spelling bee costs in the Ready to Read project.

This recommendation has been reviewed and approved by the Finance & Budget Committee.

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

	FY 2014-2015		Budget Comparison	
	Actuals	Preliminary	Close Estimate	Variance
Revenue/Available Funds				
Other Local Gifts & Grants	\$ 44,190	\$ 25,235	\$ 37,933	\$ 12,698
Transfers - In/Out	\$ -	\$ -	\$ (3,090)	\$ (3,090)
Available Beginning Fund Balance	<u>\$ 187,936</u>	<u>\$ 143,993</u>	<u>\$ 171,350</u>	<u>\$ 27,357</u>
Total Revenue/Available Funds	\$ 232,127	\$ 169,228	\$ 206,193	\$ 36,965
Expenditures				
Salaries & Benefits	\$ 1,467	\$ -	\$ -	\$ -
Materials	\$ 27,903	\$ 31,750	\$ 33,350	\$ (1,600)
Supplies	\$ -	\$ -	\$ -	\$ -
Facilities	\$ -	\$ -	\$ -	\$ -
Technical Services	\$ -	\$ -	\$ -	\$ -
Purchased Services	\$ 14,376	\$ -	\$ 2,282	\$ (2,282)
Other	<u>\$ 17,031</u>	<u>\$ 10,226</u>	<u>\$ 26,589</u>	<u>\$ (16,363)</u>
Total Expenditures	\$ 60,777	\$ 41,976	\$ 62,221	\$ (20,245)
Ending Fund Balance				
Assigned for Ready to Read	\$ 78,205	\$ 62,509	\$ 62,875	\$ 366
Assigned for History Room	\$ 2,282	\$ -	\$ -	\$ -
Assigned for ONEPlace	\$ 922	\$ -	\$ -	\$ -
Assigned for Gifts & Memorials	\$ 4,859	\$ 1,295	\$ 3,009	\$ 1,714
Assigned for Library Gifts	\$ 3,895	\$ -	\$ -	\$ -
Assigned for KPL Antiracism	\$ 3,858	\$ -	\$ -	\$ -
Assigned for Friends Mini-Grants	\$ 5,741	\$ -	\$ -	\$ -
Assigned for KCF History Room	<u>\$ 71,588</u>	<u>\$ 62,947</u>	<u>\$ 78,088</u>	<u>\$ 15,141</u>
Total Ending Fund Balance	\$ 171,350	\$ 126,751	\$ 143,972	\$ 17,221

Notes:

Continuing Activities in Ready to Read and Gifts, Friends Mini-Grants, and Memorials. No new projects are anticipated, variances are due to carryover balances and continued activity only.

**Kalamazoo Public Library
Special Revenue Fund-Supplemental Information
Close Estimate Budget FY 2015-2016**

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

Account Description		Actual		Budget Comparison		Variance
		Fund Balance	Preliminary	Close Estimate		
		Beginning	\$ 31,736	\$ 28,084	\$ 31,736	\$ 3,652
233 - Ready to Read - Gifts						
Revenue:	Other Local Gifts & Grants		\$ 1,000	\$ 1,050	\$ 50	
Expenditures:	Juvenile Books		\$ 12,000	\$ 12,000	\$ -	
	Miscellaneous Disbursements		\$ 1,000	\$ 1,000	\$ -	
Net for 233:			\$ 12,000	\$ 11,950	\$ 0	
Projected Ending			\$ 16,084	\$ 19,786	\$ 3,702	
		Beginning	\$ 46,469	\$ 46,190	\$ 46,469	\$ 279
235 - Ready to Read - Spelling Bee						
Revenue:	Other Local Gifts & Grants		\$ 22,000	\$ 18,000	\$ (4,000)	
	Bee - Spectator Tickets		\$ 735	\$ 1,120	\$ 385	
Expenditures	Juvenile Books		\$ 18,000	\$ 18,000	\$ -	
	Miscellaneous Disbursements		\$ 4,500	\$ 4,500	\$ -	
Net for 235:			\$ (235)	\$ 3,380	\$ (3,615)	
Projected Ending			\$ 46,425	\$ 43,089	\$ (3,336)	
		Beginning	\$ 4,859	\$ 3,045	\$ 4,859	\$ 1,814
301 - Gifts & Memorials - Materials						
Revenue	Other Local Gifts & Grants		\$ 1,000	\$ 2,500	\$ 1,500	
Expenditures:	Adult Books		\$ 1,000	\$ 3,000	\$ (2,000)	
	Juvenile Books		\$ 750	\$ 250	\$ 500	
	Audio Visual Materials		\$ -	\$ 100	\$ (100)	
	Miscellaneous Disbursements		\$ 1,000	\$ 1,000	\$ -	
Net for 301:			\$ 1,750	\$ 1,850	\$ (100)	
Projected Ending			\$ 1,295	\$ 3,009	\$ 1,714	
		Beginning	\$ 2,282	\$ -	\$ 2,282	\$ 2,282
303 - History Room Gifts						
Expenditures:	Contracted Services		\$ -	\$ 2,282	\$ (2,282)	
Totals for 303:			\$ -	\$ 2,282	\$ (2,282)	
Projected Ending			\$ -	\$ 0	\$ 0	
		Beginning	\$ 922	\$ -	\$ 922	\$ 922
307 - ONEplace Nonprofit Services						
Expenditures:	Programming		\$ -	\$ 922	\$ (922)	
Net for 307:			\$ -	\$ 922	\$ (922)	
Projected Ending			\$ -	\$ -	\$ -	
		Beginning	\$ 3,895	\$ 3,226	\$ 3,895	\$ 669
308 - Library Gifts						
Revenue:	Other Local Gifts & Grants		\$ 500	\$ 750	\$ 250	
Expenditures:	Miscellaneous Disbursements		\$ 3,726	\$ 4,645	\$ (919)	
Net for 308:			\$ 3,226	\$ 3,895	\$ (669)	
Projected Ending			\$ -	\$ -	\$ -	

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

Account Description		Actual Fund Balance	Budget Comparison		Variance
			Preliminary	Close Estimate	
310 - KPL Antiracism Transformation Team					
Beginning		\$ 3,858	\$ -	\$ 3,858	\$ 3,858
Expenditures:	Miscellaneous Disbursements		\$ -	\$ 3,858	\$ (3,858)
Net for 310:			\$ -	\$ 3,858	\$ (3,858)
Projected Ending			\$ -	\$ 0	\$ 0
377 - Friends Mini-Grants - 2016					
Beginning		\$ -	\$ -	\$ -	\$ -
Revenue:	Other Local Gifts & Grants		\$ -	\$ 8,013	\$ 8,013
Expenditures	Miscellaneous Disbursements		\$ -	\$ 8,013	\$ (8,013)
Net for 377:			\$ -	\$ -	\$ -
Projected Ending			\$ -	\$ -	\$ -
379 - Friends Mini-Grants 2015					
Beginning		\$ 2,476	\$ -	\$ 2,476	\$ 2,476
4-6150-1-3	Miscellaneous Disbursements		\$ -	\$ 2,476	\$ (2,476)
Net for 379:			\$ -	\$ 2,476	\$ (2,476)
Projected Ending			\$ -	\$ 0	\$ 0
380 - Prior Year's Mini-Grants					
Beginning		\$ 3,090	\$ -	\$ 3,090	\$ 3,090
Transfers:	Transfers to General Fund		\$ -	\$ 3,090	\$ (3,090)
Net for 380:			\$ -	\$ 3,090	\$ (3,090)
Projected Ending			\$ -	\$ -	\$ -
391 - Children's Mini-Grant					
Beginning		\$ 175	\$ -	\$ 175	\$ 175
Expenditures	Miscellaneous Disbursements		\$ -	\$ 175	\$ (175)
Net for 391:			\$ -	\$ 175	\$ (175)
Projected Ending			\$ -	\$ -	\$ -
397 - KCF - Local History and Community Information Agency Fund					
Beginning		\$ 71,588	\$ 62,947	\$ 71,588	\$ 8,641
4-4472-1-3	Other Local Gifts & Grants		\$ -	\$ 6,500	\$ 6,500
Totals for 397:			\$ -	\$ 6,500	\$ 6,500
Projected Ending			\$ 62,947	\$ 78,088	\$ 15,141

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Strategic Planning Statistics**
Third Quarter 2015 - 2016

DATE: April 25, 2016

Attached is the third quarter “Strategic Plan Quarterly Statistics 2015 – 2016” report.

This was the quarter for the survey of parents and caregivers of young children – goal 2.1. The results are attached.

Strategic Plan Quarterly Statistics 2015-2016

Priority 1 - Create young readers and learners: early literacy								
Children from birth to kindergarten will have materials, programs, and digital opportunities designed to ensure they will enter school ready to learn.								
Goal 1:	Children, birth to kindergarten, will have access to materials, programs, and digital opportunities to help them enter school ready to learn to read, write, and listen.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
1.1	By June 30, 2016, the circulation of picture books, easy readers, and board books will increase by 10%.	45,853	40,521	38,948		125,322	173,428	72.3%
1.2	Each year, at least 13,000 children, birth to kindergarten, will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	2,038	1,774	2,128		5,940	13,000	45.7%
1.3	Each year, the number of people utilizing the Children's Room will increase by 10%.	20,020	13,624	9,204		42,848	66,513	64.4%
1.4	By June 30, 2016, at least 150 children, birth to kindergarten, will utilize digital tools. Each subsequent year the number of children utilizing digital tools will increase by 10%. (iPads and Chromebooks)	-	7	51		58	150	38.7%
1.5	Each year, the number of gift books the library distributes will increase by 5%.	295	5,122	1,608		7,025	7,519	93.4%
Goal 2:	Parents and caregivers will have the tools and skills needed to prepare children, birth to kindergarten, to learn when they enter school.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
2.1	At least once per year parents of young children will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 3rd Quarter						
2.2	Each year, at least 5,500 parents and caregivers will attend or participate in programs or outreach events sponsored or co-sponsored by the library designed to give them the tools to prepare children to learn when they enter school.	1,208	1,130	1,343		3,681	5,500	66.9%

Strategic Plan Quarterly Statistics 2015-2016

Priority 2 - Stimulate imagination: reading, viewing, listening, and creating for pleasure								
Residents of all ages will have access to materials, programs and services designed to enhance their leisure time.								
Goal 3:	Children, first to fifth grade, will have materials, programs, and services that stimulate their imagination and provide pleasurable reading, viewing, listening, and creating experience							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
3.1	By June 30, 2016, the circulation of children's fiction will increase by 10%.	29,924	24,067	22,437		76,428	109,990	69.5%
3.2	By June 30, 2016, the circulation of children's music and movies will increase by 25%. (Does not include Hoopla stats for Children's music and movies. Those are included in goal 5.2)	26,549	22,410	22,689		71,648	117,563	60.9%
3.3	By June 30, 2016, the circulation of children's nonfiction will increase by 20%.	17,470	16,866	18,080		52,416	79,379	66.0%
3.4	Each year, at least 13,000 children will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	2,903	3,047	3,189		9,139	13,000	70.3%
3.5	By June 30, 2016, at least 150 of children, first to fifth grade, will utilize digital tools. Each subsequent year the number of children utilizing digital tools will increase by 10%.	107	44	10		161	150	107.3%
Goal 4:	Teens and tweens will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, listening, and creating experiences.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
4.1	By June 30, 2016, the circulation of teen reading collections will increase by 10%.	18,264	16,988	13,703		48,955	71,890	68.1%
4.2	Each year, at least 5,000 teens will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	1,595	676	971		3,242	5,000	64.8%
4.3	Each year, the number of people utilizing the Teen Room will increase by 5%.	7,254	6,669	4,316		18,239	34,011	53.6%
4.4	At least once per year teens and tweens will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 4th Quarter				-		

Strategic Plan Quarterly Statistics 2015-2016

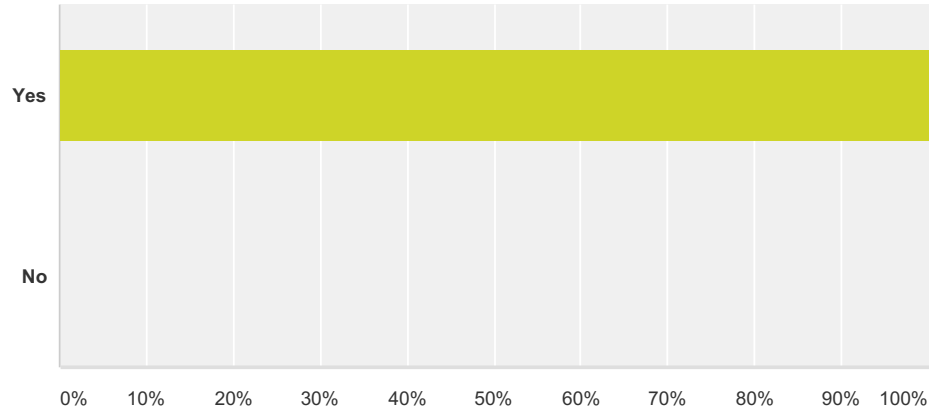
Goal 5:	Adults will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
5.1	By June 30, 2016, the circulation of adult reading collections will increase by 25%. (Does not include audiobooks.)	133,560	126,892	126,314		386,766	663,390	58.3%
5.2	By June 30, 2016, the circulation of adult music and movies will increase by 25%. (Includes Children's music and movies from Hoopla)	190,084	181,601	189,212		560,897	995,733	56.3%
5.3	Each year, at least 10,000 adults will attend or participate in programs or outreach events sponsored or co-sponsored by the library.	2,583	2,721	1,804		7,108	10,000	71.1%
5.4	At least once per year adults will be surveyed on their satisfaction of the collections, programs, and physical space at the library.	Survey Conducted During 2nd Quarter						
Priority 3 - Connect to the digital world: access and digital literacy								
All patrons will have access, tools, and assistance needed to navigate the digital world.								
Goal 6:	Everyone in Kalamazoo will have free high-speed internet access in the library and digital opportunities tailored to their needs.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
6.1	By June 30, 2016, the number of people who use a library computer will increase by 10%.	29,668	28,266	26,218		84,152	158,871	53.0%
6.2	By June 30, 2016, the number of unique users who use the library's Wi-Fi to connect to the Internet will increase by 50%. (Reporting method corrected in FY 2014-2015)	6,564	6,063	5,393		18,020	23,184	77.7%
6.3	By June 30, 2016, at least 1,500 people will utilize services in the digital lab. Each subsequent year, the number of people utilizing the digital lab will increase by 25%.	172	160	147		479	1,500	31.9%
6.4	At least once per year patrons will be surveyed on their use and satisfaction of digital technology, the library's website, social media, and other digital resources at the library.	Survey Conducted During 4th Quarter						

Strategic Plan Quarterly Statistics 2015-2016

Priority 4 - Discover and celebrate local: history, genealogy, information, and culture								
Residents and visitors will have the resources, tools, and programs necessary to understand and appreciate all aspects of the Kalamazoo community including its past, present, and future.								
Goal 7:	Residents and visitors will have the resources, tools, and programs to understand and appreciate local and family histories and the culture unique to Kalamazoo.							
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	2015-2016 Target	% of Target
7.1	By June 30, 2016, the number of hits on digitized local history collections will increase 30%.	8,811	5,812	9,272		23,895	12,618	189.4%
7.2	Each year, at least 3,000 people will attend locally focused programs or outreach events sponsored or co-sponsored by the library.	1,777	815	286		2,878	3,000	95.9%

Q1 When you visit the library, are you able to find something good to read, watch, or listen to?

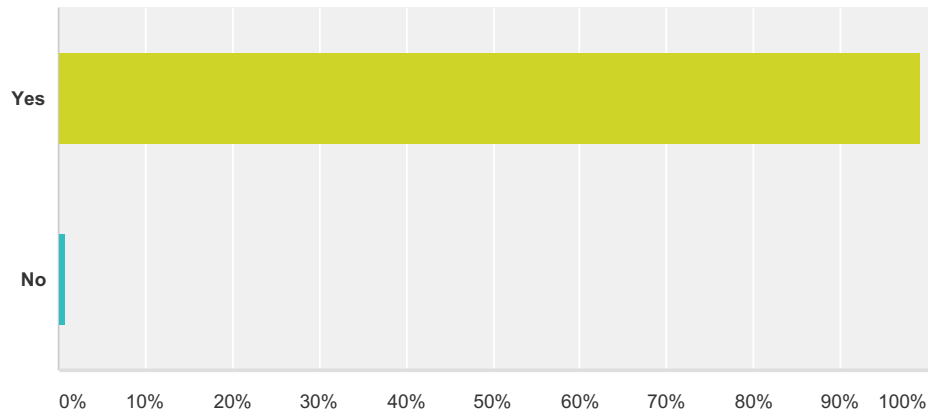
Answered: 126 Skipped: 0



Answer Choices	Responses	
Yes	100.00%	126
No	0.00%	0
Total		126

Q2 Do you like the new arrangement of picture books into Neighborhoods? If not, please explain.

Answered: 116 Skipped: 10

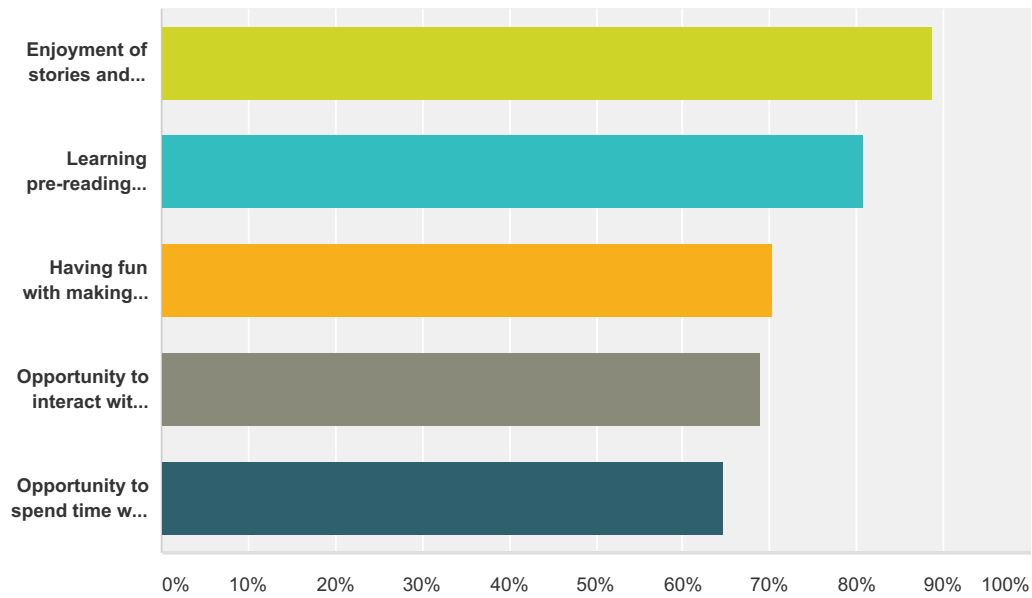


Answer Choices	Responses
Yes	99.14% 115
No	0.86% 1
Total	116

#	Comments:	Date
1	Comment on the bottom of the survey: "You're doing a great job for our son/family! We appreciate you."	4/14/2016 10:43 AM
2	I think I need some more time to get used to it. (Comment on the bottom of the survey: "I would like it better if the computers weren't in such a central location. There are great games on them, but I feel like I have to fight with my kids to do other things the whole time we are here.")	4/14/2016 10:06 AM
3	Takes getting used to	4/14/2016 10:05 AM
4	Not sure	4/14/2016 10:04 AM
5	Unsure	4/14/2016 10:04 AM
6	Comment on the bottom of the survey: "It is always a joy coming to the library. Your staff is friendly and knowledgeable, and the programs are great! Thank you for all you do for our community!"	4/14/2016 10:03 AM
7	(General comment written in: "Story time at Oshtemo should be longer. It's too short. I drive 15 min, & then it's over too soon.)	3/24/2016 10:00 AM
8	(comment on Q.3: "Music")	3/24/2016 9:58 AM
9	N/A only do programs.	3/24/2016 9:57 AM
10	Haven't spent enough time with them yet to say.	3/24/2016 9:56 AM
11	Have not used yet. (This comment added to programs section: "Short dose of pre-preschool behavior, listening to teacher, etc.")	3/24/2016 9:49 AM
12	Most of the time but I tend to just go for favorites now.	3/24/2016 9:48 AM
13	I'm getting used to it! I've worked in libraries in the past, so I'm still more in the habit of all books shelved alphabetically by last name! But I can see how it is beneficial to sort them this way.	3/24/2016 9:47 AM
14	Very helpful!	3/24/2016 9:45 AM

Q3 What does your child gain from attending library programs?

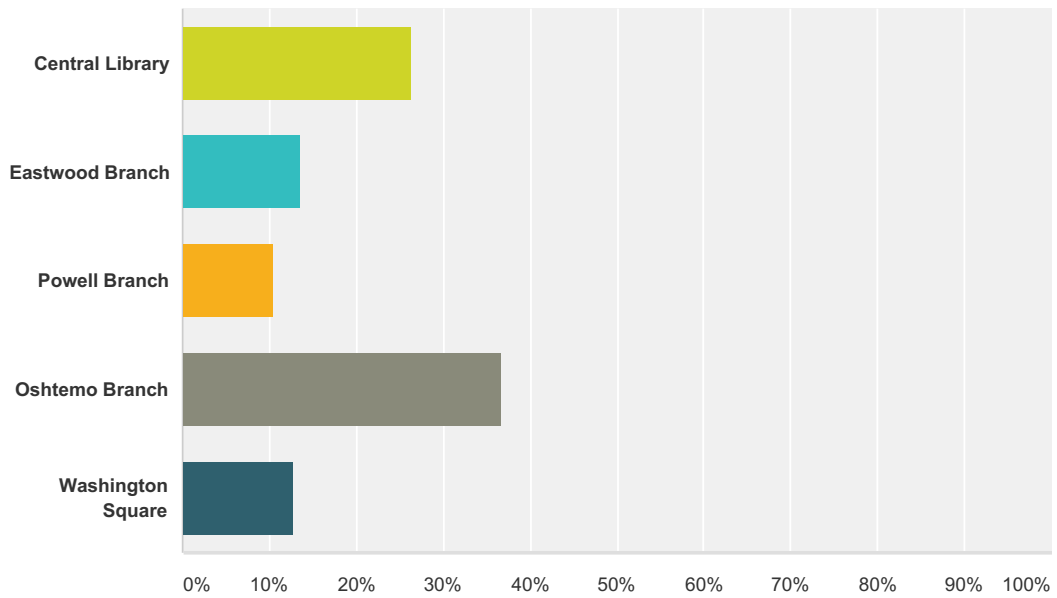
Answered: 125 Skipped: 1



Answer Choices	Responses	
Enjoyment of stories and books.	88.80%	111
Learning pre-reading skills.	80.80%	101
Having fun with making things, science, and technology.	70.40%	88
Opportunity to interact with other children.	68.80%	86
Opportunity to spend time with parent or caregiver.	64.80%	81
Total Respondents: 125		

Q4 Which of our locations do you consider your 'Home Library'?

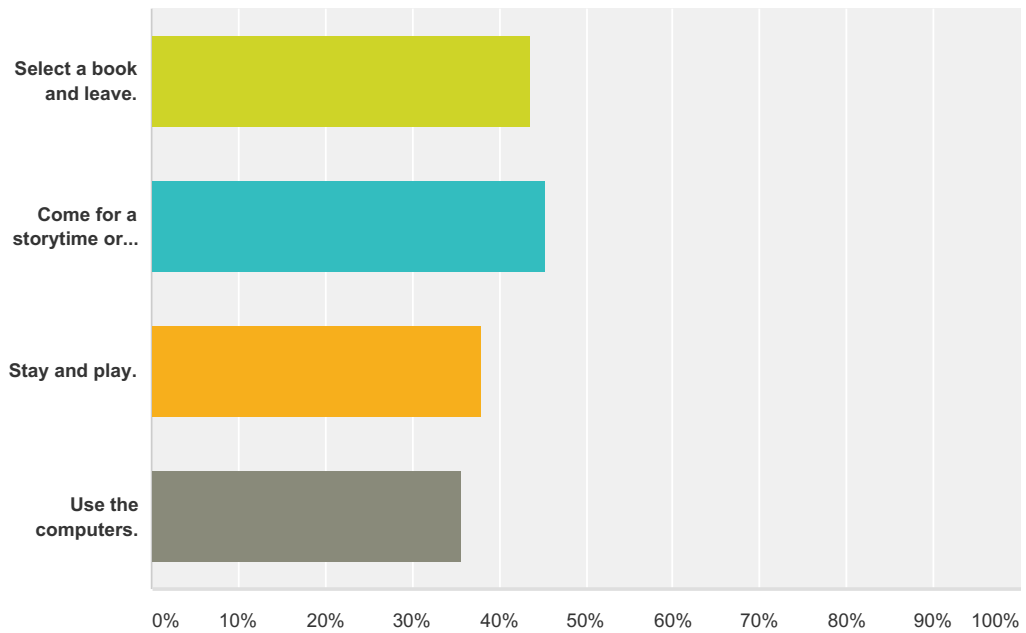
Answered: 125 Skipped: 1



Answer Choices	Responses	
Central Library	26.40%	33
Eastwood Branch	13.60%	17
Powell Branch	10.40%	13
Oshtemo Branch	36.80%	46
Washington Square	12.80%	16
Total		125

Q5 When you visit the library, do you most often:

Answered: 126 Skipped: 0



Answer Choices	Responses	
Select a book and leave.	43.65%	55
Come for a storytime or other program.	45.24%	57
Stay and play.	38.10%	48
Use the computers.	35.71%	45
Total Respondents: 126		

Director's Report
April 2016

From the director

1. Since our last board meeting I attended or participated in the my final DDA meeting, several DKI meetings, numerous planning meetings for *Reading Together 2017*, informal meeting with GRPL director, town hall meeting on open carry guns, many internal meetings, several programs.
2. The Friends of Michigan Libraries will hold their fall workshops here on Thursday and Friday, October 13 and 14. Our Friends will be the host. The Thursday workshop will be for friends; Friday for trustees. More details later.
3. A number of staff have been "out and about" recently. I'm sure this is not a complete list, but a few to share with the board as representative examples:
 - Several staff members attended the PLA conference. They will share briefly at the monthly staff meeting on April 28 and in more detail at their departmental staff meetings.
 - Staff from branches and Youth Services attended a day-all workshop on *Every Child Ready to Read*. This state-wide thrust nicely complements our *Family Place Libraries* and *Ready to Read* initiatives.
 - Diane Schiller and Terry New attended a MESSA pre-renewal seminar. MESSA reviewed the impact of "specialty drugs" on the cost of prescriptions as a major factor in the increase in insurance costs.
 - Kevin King presented at a MLA workshop on "How to Present Like a Professional".
 - Nancy Davis-Smith and I are involved with our respective Rotary clubs on reading initiatives in local elementary schools.
4. From the Friends of KPL April board meeting:
 - The 20th anniversary of the bookstore will be celebrated in May.
 - Plans were finalized for the annual meeting to be held April 30.
 - Friends will sell books at the Party in the Park on June 1.
 - Friends page of the website has been updated.
 - The *Orphan Train* link resulted in three boxes of books to be given to foster children through Family and Children's Services.
5. 2017 will be the 15th year of *Reading Together*. In celebration of that milestone we are exploring the possibility of discussing the book Being Mortal by Atul Gawande. We are reaching out to other potential partners to help with the cost. We hope to submit a proposal to Dr.

Gawande in May and know in July if he accepts our invitation. If not, that will allow time for our usual selection process.

6. The May 23 board meeting will be held at Oshtemo Branch. It has been awhile since we met there. We expect the new desk will be installed by then.

Create young readers

7. The latest session for *1, 2, 3 Play with Me*, our *Family Place Libraries* initiative just wrapped up at Oshtemo and Central. We had good participation from the families.
8. All of the Early Learning Calendars have been distributed but the pages are available on the “kids and parents” section of our website so could be used online or printed out.

Stimulate imagination

9. Spring break programs were well attended and circulation at all locations was high. To mention just a few:
 - Over 450 attended the Spring Carnival at Powell. The featured guests were the Teenage Mutant Ninja Turtles!
 - Two Bubble Man programs at Oshtemo were at capacity.
 - Birds and animal programs were popular at Eastwood and Washington Square.
 - Oshtemo set a circulation record on Monday of spring break week: 1,936!
10. The first musical storytime at Oshtemo was well received. The featured guest was Miss Kitty Davidson, trumpet player with the Kalamazoo Community Band and library aide at Oshtemo.
11. Forty teens at Powell prepared for Jason Reynolds visit by discussing his book *All American Boys*.
12. We partnered with an ad hoc group of WMU faculty and students for a community event to discuss climate change on March 31. A crowd of 75+ attended the event that used the book *Don't Even Think About It: Why Our Brains are Wired to Ignore Climate Change* as a catalyst for group discussions on issues related to climate change and environmental sustainability.
13. Washington Square is adding a “Library Reads” display similar to Central. If successful there, it will be duplicated at other branches.

Connect to the online world

14. Hoopla has announced a new “kids mode” within their mobile app. The setting, when activated, will show only kid friendly content within hoopla and filters out all adult focused content.
15. In other Hoopla developments....the HarperCollins global catalog of audiobooks will be added to the Hoopla platform. Some of the titles won't be available until twelve months after the initial release date, but this will add thousands of new popular titles to the Hoopla catalog.

16. Landing pages on our website have been revised and updated for Local History Online, databases, and Friends Bookstore.

Celebrate local

17. The Local History Room genealogy week one-on-one consultations have been very successful. The schedule filled quickly and there have been many requests for another round. Four staff members met with patrons throughout the week and introduced them to resources to help them with their research.

Operations

18. We've been selected as one of fifteen sites in the country to beta test Johnson Control's latest release of the building automation software that controls many building systems at Central and Oshtemo. Under this program, we will receive the upgrade for free and extra technical support.
19. Replacement lighting fixtures with LED lamps have been installed in the Eastwood Story Room. The new lighting will use less energy and provide more light. This is a further step in converting that area to a play space, much like the Story Place at Central.
20. The cooling tower and chiller have been prepared for cooling season – a big job for our FM staff. Grounds work is also underway at all locations.
21. Former ONEplace@KPL director, Bobbe Luce, along with long-time ONEplace partner and supporter, Paul Knudstrup, will help fill some gaps in programs while Thom Andrews is on medical leave.

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
March 31, 2016

Agency	<u>Central</u>	<u>East</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington</u>	<u>Total</u>	<u>Year to</u>	<u>Prior Year</u>	<u>%</u>
<u>BOOKS</u>	<u>Library</u>	<u>wood</u>			<u>Square</u>		<u>Date</u>	<u>to Date</u>	<u>Change</u>
-Adult	21,696	841	10,199	334	2,314	35,384	320,114	334,446	-4%
-ebook	4,900					4,900	38,988	32,013	22%
-Digital Magazine	315					315	3,291	2,385	38%
Teen	3,145	102	980	69	207	4,503	47,909	47,419	1%
Juvenile	<u>15,891</u>	<u>1,056</u>	<u>9,252</u>	<u>299</u>	<u>990</u>	<u>27,488</u>	251,907	<u>266,559</u>	-5%
Total	<u>45,947</u>	<u>1,999</u>	<u>20,431</u>	<u>702</u>	<u>3,511</u>	<u>72,590</u>	<u>662,209</u>	<u>682,822</u>	-3%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,524	66	1,083	8	116	2,797	24,933	27,462	-9%
-Digital	2,729					2,729	19,559	15,594	25%
Music									
-CD	3,929	209	922	127	358	5,545	55,606	63,640	-13%
-Digital	1,568					1,568	14,841	14,229	4%
Video									
-DVD	32,989	3,764	10,018	3,606	5,414	55,791	488,149	572,424	-15%
- Digital	733					733	5,812	6,324	-8%
Total Non-Print Material	<u>43,472</u>	<u>4,039</u>	<u>12,023</u>	<u>3,741</u>	<u>5,888</u>	<u>69,163</u>	<u>608,900</u>	<u>699,673</u>	-13%
Total Circulation	<u>89,419</u>	<u>6,038</u>	<u>32,454</u>	<u>4,443</u>	<u>9,399</u>	<u>141,753</u>	<u>1,271,109</u>	<u>1,382,495</u>	-8%
Computer Usage									
Onsite Computer Use	6,536	334	1,253	460	484	9,067	84,152	96,065	-12%
Computer Usage Remote	2,251,955					2,251,955	19,797,881	20,443,604	-3%
Wireless Internet	2,265					2,265	18,020	17,274	4%
Database Statistics									
Database Sessions	951					951	9,121	11,070	-18%
Database Searches	47,635					47,635	378,888	495,387	-24%
Total Registrations	1,046	140	183	40	158	1,567	6,684	4,974	34%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
March 31, 2016

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>Programs/Tours</u>									
Adult Events	22	2	5	1	0	30	211	208	1%
Attendance	1325	67	222	1	0	1615	8106	7992	1%
							0		
Teen Events	15	1	1	1	0	18	146	159	-8%
Attendance	468	3	15	18	0	504	4368	5146	-15%
							0		
Juvenile Events	46	18	22	21	12	119	784	807	-3%
Attendance	2006	373	1001	615	518	4513	25255	27672	-9%
Total Events	83	21	28	23	12	167	1141	1174	-3%
Total Attendance	3799	443	1238	634	518	6632	37729	40810	-8%
<u>Law Library</u>									
Visitors	240					240	2313	2255	3%
Phone Calls	100					100	1003	879	14%
Questions Answered	360					360	3602	3221	12%

Social Media Statistics



March



We've expanded how we use Facebook by sharing local information, and posting book-related images and questions to get more engagement. Program promotion now includes images created for our FireSign displays for a more visual pop!



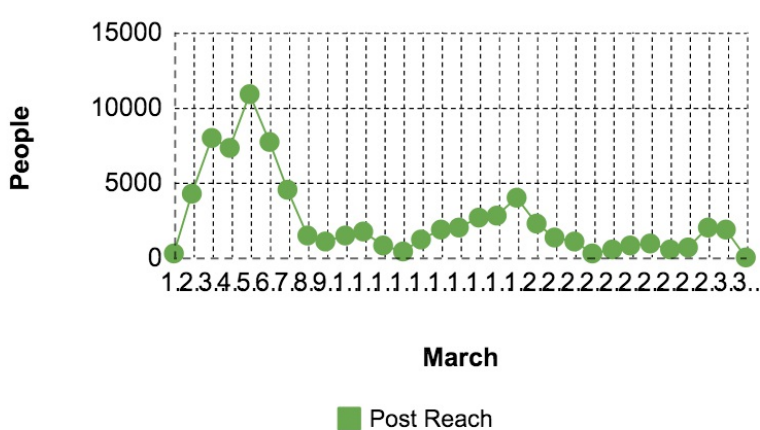
Our two most popular platforms are Facebook and Twitter

5,061 Likes

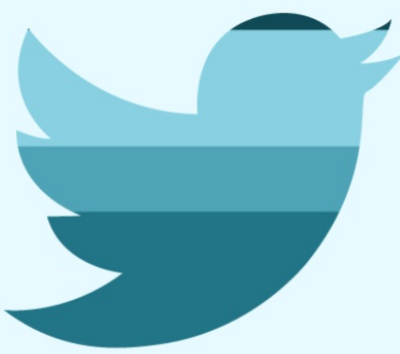
122 New

Our post about the mysterious book stacking in NYC reached 1,200 people!

Followers Reached



Engagement



Link Clicks (41%) Retweets (19%)
Likes (35%) Replies (5%)

The top tweet for March was from the Kalamazoo Museum featuring a photo of our library before we remodeled!



3,460 Followers

42 New

Top 5 Channel Visits:

Catalog Searches
19,031

My Account
9,304

Library Locator
540

Overdrive
396

Local Articles
44



KPL Mobile App

29,942 Total Visits

1156 Unique Users

Catalog searching and personal accounts remain at the top of the app uses.



We're loving how Instagram is expanding! Oshtemo is still rocking this platform, and it's great to see more branches posting!

411 Followers



48 New

Creative Use

Shout out to KPL OSH for being creative with their "It's My Library" stand!



Springer

Even though the weather was temperamental our events were still well attended.



Reading Together

Cheers to another successful Reading Together! Christina Baker Kline's visit brought more than 650 guests! Kudos to the hardworking RT team!



Our "Happy Pi Day" post was all that and a slice of pie!



541 Notes
83 Followers

