



PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
COMMUNITY ROOM – EASTWOOD BRANCH LIBRARY
1112 Gayle St., Kalamazoo, MI 49048
December 12, 2016, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS, AND COMMUNICATIONS
 - A. **Banking Resolution**
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. **Minutes of the Meeting of October 24, 2016**
 - B. **Personnel Items**
- IV. FINANCIAL REPORT
 - A. **Financial Reports for the Period Ending October 31, 2016**
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. **Budget Revisions**
 - 1. General Operating Close Estimate Budget FY 16-17
 - 2. Capital Improvement Plan Close Estimate Budget – Three Years Ending June 30, 2019
 - 3. Special Revenue Close Estimate Budget FY 16-17
 - B. **Organizational Chart Revision**
 - C. **Library Assistant Position Addition**
 - D. **Shared Leave Program Revision**
 - E. **2017 Nonresident Fee**
 - F. **2017 Board Meeting Calendar**
 - Reports
 - G. Eastwood Update – Judi Rambow
- 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. **Board Officer Nomination Slate**
 - B. **Director's Report**
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. ADJOURNMENT

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Resolution to Authorize Bank
Signature Authority**

DATE: December 12, 2016

Recommendation:

I recommend the Board adopt the attached resolution to authorize bank signature authority.

Executive Summary:

With the retirement of Diane Schiller approaching and Nnamdi Dike having accepted the position of Head of Finance & Budget, it is necessary at this time to update, by Board of Trustees resolution, the persons upon whom authority to transact banking business on behalf of Kalamazoo Public Library is conferred.

KALAMAZOO PUBLIC LIBRARY

RESOLUTION TO AUTHORIZE BANK SIGNATURE AUTHORITY

Minutes of a Meeting of the Board of Trustees of the Kalamazoo Public Library, 315 S. Rose Street, Kalamazoo, Michigan, held on December 12, 2016 at 4:00 p.m.

TRUSTEES PRESENT: _____

TRUSTEES ABSENT: _____

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____.

Whereas, certain changes in personnel require that the Board of Trustees by resolution update the persons upon whom authority to transact banking business on behalf of Kalamazoo Public Library is conferred, it is RESOLVED:

That any one (1) of the following named persons are authorized for and on behalf of the Kalamazoo Public Library to open accounts in its name, make deposits to and withdrawals from, including wire transfers, from such accounts, and generally to transact any and all business with respect to such accounts including the ability to transact business via telephone request, email request, and/or facsimile transmission.

That any one (1) of the following named persons are authorized for and on behalf of the Kalamazoo Public Library to appoint an individual(s) to transact business on Customer accounts via telephone request, email request, and/or facsimile transmission.

Authorized individuals:

1. James VanderRoest, Treasurer
2. Ann Rohrbaugh, Director
3. Nnamdi Dike, Head of Finance and Budget

Be it further resolved that the Treasurer, Director, and Head of Finance and Budget in their respective fiduciary capacities of the Kalamazoo Public Library are hereby authorized by the Board of Trustees to transact and authorize banking arrangements with eligible financial institutions approved by the board of Trustees.

AYES: Trustees _____

NAYS: Trustees _____

RESOLUTION DECLARED ADOPTED.

Kerria Randolph, Secretary

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: October 24, 2016
Time: 4:00 p.m.
Location: Board Room, Central Library

TRUSTEE ROLL CALL:

Present: Robert Brown, Bruce Caple, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, 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 amended to drop item V.C. Pika (Catalog Discovery Tool) Demonstration and allow for an executive session following trustee comments.

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 September 26, 2016*

B. *Personnel Items*

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending September 30, 2016*

Recommendation: Director Rohrbaugh recommended the board accept the Financial Reports for the month ending September 30, 2016.

Discussion: V. Wright asked for details regarding an item indicating the WMU School of Medicine had reimbursed the library for Ready to Read. D. Schiller stated it is typical to receive a reimbursement from WMU when KPL purchases books for the School of Medicine to distribute for the purposes of Ready to Read.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING SEPTEMBER 30, 2016.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. 2015 – 2016 Audit

Recommendation: Director Rohrbaugh recommended the board accept the Financial Statements and auditor opinion for the year ending June 30, 2016 from Rehmann Robson.

Executive Summary: As stated in their report to the board, the Library received a “clean” opinion for the presentation of the financial statements and had no findings or deficiencies reported regarding internal control.

The Finance and Budget committee reviewed the audit and the auditor’s opinion and recommends acceptance of the audit report and financial statements for fiscal year 2015-2016.

Discussion: D. Schiller began her report by sharing the opinion of the auditor that this year’s audited financial statements accurately reflect the financial results of the library. She then highlighted a communication from the auditor to the board in which they stated there were no instances of non-compliance or other matters that were required to be reported to the board.

She explained the audit team consisted of Stephan Blann and Angie DeGennaro of Rehmann Robson. She reported the results of last year’s revenue compared to the year before showed an increase of approximately \$200,000, the majority of which could be explained by personal property taxes. She then explained the five-year trend of revenue has flattened out, rising only slightly from the low point set in 2013. Expenditures compared to the previous year have increased slightly, primarily due to increases in salaries and benefits.

She then reminded the board the General Fund balance is primarily unassigned and has grown over the years from 52.9% of the budget to 67.3%. This indicates that expenditures have lagged a bit and the result has been a growth in fund balance. She elaborated a bit on the composition of the fund balance and drew attention to specifically to the statement of net pension liability.

This liability grew from \$3.6 million at the end of FY 2015 to \$4.6 million at the end of FY 2016. She reminded trustees, regarding MPSERS, the library cannot exercise control over that cost-sharing retirement plan. The doubling of the net liability pertaining to MERS can be explained by an experience study undertaken in the last year, and undertaken as practice every five years.

The study resulted in a decrease in the assumed interest rate from 8% to 7.75%, and an increase in the mortality tables to reflect trends of longer life. Lastly, they fixed the amortization period for the unfunded accrued liability and began to move from a 30-year amortization period to what will become a 15-year amortization period, which will impact the rate at which that liability will be repaid. She stated that even though the net liability for pensions has increased by ~\$1 million, KPL’s statement of net position is still positive; many other governmental units, including schools cannot say the same.

J. VanderRoest asked what would have happened to the unfunded liability in the MERS account had KPL not transferred \$100,000 to that fund at the end of the last fiscal year. D. Schiller stated at the very least, the unfunded liability would have been approximately \$130,000 higher.

J. VanderRoest stated the audit had been reviewed by the Finance & Budget Committee, and in their opinion, was well done. He offered congratulations to Director Rohrbaugh and D. Schiller for a spotless audit, and stated his belief that it reflects positively on the library.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL STATEMENTS AND AUDITOR OPINION FOR THE YEAR ENDING JUNE 30, 2016 FROM REHMANN ROBSON.

MOTION CARRIED 7-0.

REPORTS:

B. First Quarter Strategic Planning Statistics

Report: Director Rohrbaugh began by highlighting a handful of changes made to the strategic planning statistics for 2016-2017. Item 5.2 concerns digital collections, which have grown, expanded, and have been increasingly promoted in recent years. As a result, it made sense to include them as a strategic planning priority.

Another new item this year is 5.4 which tracks *active* cardholders. She stated it is common for libraries to report a total number of cardholders, but Management Team was interested in ascertaining the number of KPL patrons who are actively using their cards. This is being defined as those who have used their card within the last six months. This activity includes checkouts, renewals, digital collections access, and use of library computers. It doesn't include program attendance, entering library facilities, or browsing shelves. The number of active library card users will be examined each quarter to see whether or not we have met the goal of 11,200 users. Director Rohrbaugh expressed her hopes that fine forgiveness week and other initiatives will result in meeting that goal.

Lastly, Director Rohrbaugh drew attention to item 7.1 which concerns attendance at locally-focused programs. The number is low at this point, but as the school year begins, and the number of such events increases, there is no reason to assume the goal will not be met.

Discussion: L. Godfrey asked how many total KPL cardholders there currently are in the system. M. Cockrell stated that number is approximately 80,000 at present.

J. VanderRoest asked whether one in eight library cards being considered 'active' is at all a common statistic within public libraries. Director Rohrbaugh stated that statistics regarding active card holders, as we have defined them, are unknown. They are not reported anywhere by other libraries, it is not a common metric by any means, and KPL has developed unique criteria for measuring this statistic.

President Caple asked if other Class VI Michigan library directors could be canvassed for their thoughts. J. VanderRoest suggested asking the Urban Library Cooperative for additional input.

Director Rohrbaugh stated she could certainly do that. She then stated the active cardholder number was certainly lower than expected.

L. Godfrey asked if the number of blocked cards was known. M. Cockrell stated he did not have that number at this time. L. Godfrey and J. VanderRoest asked whether the number of cardholders who had privileges restored as a result of fine forgiveness week could be ascertained and shared. Director Rohrbaugh, K. King, and M. Cockrell agreed that number could be difficult to generate. President Caple and J. VanderRoest encouraged the undertaking of any efforts that might result in determining that statistic.

President Caple then asked whether it would be reasonable to ask patrons to show their library ID at open library programs. Director Rohrbaugh said that was something that could be discussed at an upcoming Management Team meeting. President Caple stated it would be important to not restrict access to events, or even give the impression that access was being restricted, but he would be interested in knowing whether it could be done.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – J. VanderRoest stated that in addition to meeting to review the Audit, he represented the Board of Trustees during the interview process for the incoming Head of Finance & Budget.
- B. *Personnel Committee* – No meeting.
- C. *Fund Development and Allocations Committee* – No meeting.
- D. *Director's Building Advisory Committee* – Director Rohrbaugh stated this committee met to review a carpet replacement recommendation from S. Lindemann. The carpet in front of the elevator on the main level at Central Library is very worn and needs replacing. The committee agreed with the recommendation, so plans to order and install are underway. Additionally, the worn carpet underneath computer tables on the second floor was examined and a discussion regarding approaches to reducing wear and tear in those areas ensued.

J. VanderRoest stated the carpet on the circular stairwell between the first and second floor may be another area in need of remediation. S. Lindemann stated that generally, she likes to see carpet used for approximately seven years, and the carpet in question in on approximately year six at this point.

V. Wright stated that finding carpet for public & commercial places can be a very difficult process, but she felt positively about Susan's suggestion.

VII. OTHER BUSINESS

- A. *Director's Report*

Report: Director Rohrbaugh began her report by explaining the library was preparing to take on an action plan item which would separate public PC use from the requirement of having a library

card in good standing. This was an action plan item that was suggested by KPL's Antiracism Transformation Team, and fits very nicely with the recently-adopted Social Justice Resolution. She stated that access to computers has become too important to gate behind the requirement of maintaining a library card in good standing, and that access to PCs should perhaps be treated much in the same way reference books are accessed. Current PC login protocol as well as that pertaining to guest passes is being reviewed to find a solution, and staff are confident this can be accomplished before long.

Next, Director Rohrbaugh pointed to an item concerning temporary arrangements in place to oversee the Technical and Circulation Services Department. She stated she has been taking the lead in Cataloging, Acquisitions, and Materials Processing, M. Cockrell has been overseeing Circulation, and K. King has taken on oversight of the Integrated Library System.

She then drew attention to the sponsorship by the Friends of KPL of the Great Grownup Spelling Bee as well as the recent approval by the Friends Board of a \$5,000 donation to Reading Together.

Director Rohrbaugh stated the Reading Together title has been announced for 2017, and Kareem Abdul-Jabbar has been booked for a March visit. The announcement was printed in the Kalamazoo Gazette very recently.

She reported a visit from Dr. Needleman earlier in the month went very well and consisted of a lunch with him and others involved in Ready to Read, an afternoon in-service training, an evening reception, and the following morning he partook in grand rounds at Bronson Hospital. S. Warner reported approximately 70 medical professionals were in attendance.

She then announced that KPL has been selected as one of two libraries to receive a 'Digital Learn' website treatment which will provide online digital learning opportunities for patrons. A demonstration will commence once the website has been completed. Anyone curious about the nature or scope of 'Digital Learn' can view the Chicago Public Library's website, where it is currently accessible.

Lastly, Director Rohrbaugh stated Fine Forgiveness week has been very popular. Staff have been fielding many phone calls and questions regarding the initiative and it is expected to have a good impact on circulation and the goal of bringing a lot of users back to the library.

Discussion: L. Godfrey asked whether there was any public reaction to report regarding the transition to restrooms friendly for all genders on the lower level of Central Library. Director Rohrbaugh and S. Lindemann stated there have been no reactions from the public to report.

L. Godfrey asked for details regarding the 'Wee Code' program. S. Warner stated this is a program for preschoolers in which kids will be introduced to the basics of coding in a very child-appropriate fashion.

V. Wright thanked Janice Snell of the Friends of KPL for their sponsoring of the Great Grownup Spelling Bee and Reading Together. She then stated she was pleased to hear that efforts in Teen Services regarding the Teen Advisory Board and 'We Need Diverse Books' were generating positive results.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey had no comments.
- V. Wright wished D. Schiller a happy retirement. She then stated her satisfaction with the Reading Together selection for 2017. She said she is excited for Kareem's visit, and that the topic of his book fits nicely with the board-adopted Social Justice Resolution.
- C. TenBrink stated she was very excited to hear about Irving Schensul's large bequest to the library which was announced at the September board meeting. She said it really shows how the library has a tendency to become very important to individuals within our community. She stated she has many memories of going to Schensul's restaurant, as do many long-time Kalamazoo residents.
- K. Randolph agreed that the Reading Together title will be fantastic. He is excited for Kareem's visit, both as a library trustee and as a sports fan. Aside from that, he said he is certain that the visit will have a positive impact on the lives of many Kalamazoo residents.
- R. Brown also stated his satisfaction with the Reading Together Selection. He thanked the Friends of KPL for working with the Friends of Michigan Libraries to host the Trustee Alliance workshop which he and President Caple attended. He said he felt the workshop was excellent, and stated the reception for Dr. Needlman at the Ladies' Library Association was fantastic.
- J. VanderRoest stated he was pleased to take part in the interview process for the Head of the Finance & Budget Department. He stated he was impressed with both candidates as well as the manner in which the Management Team worked together during the interview process. He suspects that Nnamdi Dike, the individual chosen for the position will bring a lot to the library; he said he found him to be thoughtful and knowledgeable. Lastly, he expressed his appreciation for D. Schiller's years of service and thanked her for a job well done.
- President Caple thanked the Friends of KPL for continued support in many different ways. He agreed with R. Brown that the Trustee Alliance workshop was fantastic, expressed his frustration in being out of town during the Dr. Needlman visit, and stated his extreme satisfaction with the Reading Together selection for 2017.

X. EXECUTIVE SESSION

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION TO DISCUSS A PERSONNEL ISSUE.

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 4:50 P.M.

MOTION: J. VANDERROEST MOVED AND L. GODFREY 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 5:09 P.M.

XI. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:10 P.M.

X _____
Kerria Randolph
Secretary

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: December 12, 2016

Hourly Staff

New Hires

Cameron LaVoy
Myles Martin
Joshua Realy
Haley Terpstra
Caroline Whitelow
Latrinna Young

Separations

Emily Reagan– Library aide Eastwood/Powell

Employee Anniversaries

November

- Linda Smith - 41 yrs.
- Kathy Peterson – 27 yrs.
- Kevin King – 18 yrs.
- Alex Hudson – 17 yrs.
- Amy Jastrzembski – 15 yrs.
- Mary Platte – 13 yrs.
- Judi Rambow – 10 yrs.
- Chris Kabell – 10 yrs.
- Erika Dowdell – 9 yrs.
- Bill Caskey – 8 yrs.
- Kiersten Jouppi – 6 yrs.
- Laura Herman – 2 yrs.
- Kitty Evans – 1 yr.
- Kala Luzia – 1 yrs.

December

- Diane Schiller – 26 yrs.
- Abraham Uppal – 2 yrs.
- Milan Harden – 1 yr.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month
Ending October 30, 2016**

DATE: December 12, 2016

Recommendation:

I recommend the Board accept the Financial Reports for the month ending October 30, 2016.

Executive Summary:

Notes to the reports are included for your information.

James E. VanderRoest, Treasurer

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

Sources and Uses of Funds

Governmental Pooled Funds and Electronic Transfers

Sources of funds were typical for the month and consisted primarily of Library Fines & Fees and Local Support. Uses of funds included Salaries, Benefits, Materials and Capital Expenditures. Government pooled funds on hand as of October 31, 2016 totaled \$6,098,695. Electronic transfers included the typical cash flow activity between KPL accounts in addition to payments associated with salaries, wages and benefits.

General Operating Fund

Expenditures totaled \$859,935 during October and combined with encumbrances represent a year-to-date commitment of 33.3% of the Preliminary Budget. The \$3,090 transfer received by the General Fund in October represented the transfer of unrestricted net assets of various Mini-Grants in the Special Revenue Fund that were unspent from prior fiscal periods.

Capital Improvement Plan

Expenditures totaled \$105,642 during the month of October, highlighted by \$96,298 payment to GovConnection for the PC Replacement project 831, which closed the outstanding purchase order for this project from August of this year. Open purchase orders total \$27,158 and are largely related to the Security Systems upgrade from Johnson Controls (project 827) and the Oshtemo Branch (project 823).

Special Revenue Fund

Transfers out of the Special Revenue Fund totaling \$3,090 were completed in October that correspond to the transfer in recognized by the General Operating Fund. This transfer reconciled the remaining carryover balances in several Mini-Grants (Friends, History Room, Oshtemo, Eastwood/Powell, Washington Square and Teen Services). The majority of revenue and expenditures for the month was associated with the Ready-to-Read Program.

Endowment Fund

The market value of the Endowment Fund as of October 31, 2016 per the custodian statement from Ameritrade was \$3,853,898. This represents a reduction in value of the Endowment Fund of \$70,291 compared to the value at the beginning of October. A copy of page 1 of the monthly statement from Ameritrade is attached to the end of this internal financial report.

KALAMAZOO PUBLIC LIBRARY

Combined Balance Sheet

October 31, 2016

	Operating	Capital	Special Revenue	Endowment
Assets				
Cash & Equivalents				
Cash & Checking	\$2,312,340	\$2,048,366	\$107,544	\$447,951
Investments	\$1,630,696	\$0	\$70,062	\$3,476,237
Total Cash & Equivalents	\$3,943,036	\$2,048,366	\$177,606	\$3,924,188
Accounts Receivable				
Accounts Receivable	\$1,209	\$0	\$0	\$0
Total	\$1,209	\$0	\$0	\$0
Other Assets				
Other Assets	\$27,432	\$0	\$0	\$0
Total Other	\$27,432	\$0	\$0	\$0
Total Assets	\$3,971,676	\$2,048,366	\$177,606	\$3,924,188
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$3,612	\$0	\$0	\$0
Salaries Payable	\$2,554	\$0	\$0	\$0
Retirement Payable	\$44,733	\$0	\$0	\$0
Total Accounts Payable	\$50,900	\$0	\$0	\$0
Net Assets				
Fund Balance	\$3,920,776	\$2,048,366	\$177,606	\$3,924,188
Total	\$3,920,776	\$2,048,366	\$177,606	\$3,924,188
Total Liabilities & Fund Balance	\$3,971,676	\$2,048,366	\$177,606	\$3,924,188

KALAMAZOO PUBLIC LIBRARY

Sources and Uses of Funds

Governmental Pooled Funds

For the month ending October 31, 2016

	<u>October</u>
BEGINNING CASH BALANCE *	\$ 6,916,596
* Including short-term investments	
 <u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 1,518
IFT/CFT, PILOT, Other receipts	\$ 8,215
State Aid/Renaissance Zone Reimbursement	\$ -
USF Refund/Law Library Contract/District Ct. Penal Fines	\$ -
Interest Income	\$ 800
Library Fines & Fees	\$ 13,075
Other Sources: Gifts, Grants, & Reimbursements	\$ 10,480
Other Gifts (Ready to Read, etc)	\$ 5,910
TOTAL SOURCES OF CASH	\$ 39,999
 <u>USES OF CASH:</u>	
Salaries & Wages	\$ (420,140)
Benefits	\$ (86,133)
Materials	\$ (98,962)
Operating Expenditures	\$ (21,965)
Facilities	\$ (35,062)
Technical Services	\$ (20,614)
Purchased Services	\$ (24,340)
Other	\$ (30,888)
Capital Expenditures	\$ (103,441)
Prepaid Expenditures	\$ (16,354)
TOTAL USES OF CASH	\$ (857,900)
NET SOURCES AND (USES) OF CASH	
 ENDING CASH	 \$ 6,098,695
 <u>Pooled Cash & Investment Accounts</u>	
<u>Checking & other liquid accounts</u>	
Fifth Third General	\$ 41,088
Flagstar General	\$ 251,692
First National NOW & ACH Transfer Accounts	\$ 436,270
Fifth Third Arcadia Administration	\$ 4,865
Midwest Business Exchange Account/Paypal	\$ 14,364
Pooled Cash Accounts	\$ 748,278
 <u>Pooled Investments</u>	
Flagstar Bank MM & CD's	\$ 1,068,380
First National Bank MM, ICS Savings, & CD's	4,282,037
Pooled Investment Accounts	\$ 5,350,417
 Total Pooled Cash & Investments	 \$ 6,098,695

KALAMAZOO PUBLIC LIBRARY
Sources and Uses of Funds
Electronic Transfers
For the Month ending October 31, 2016

Date	Description	From	To	Amount
10/3/2016	KPLA/KPLSP Union Dues	Fifth Third Bank	Union Treasurer Accounts	\$ (2,212.61)
10/4/2016	Transfer to 1st National ACH	1st National Checking		\$ (6,400.00)
10/4/2016	Transfer from 1st National Checking		1st National ACH (pull)	\$ 6,400.00
10/4/2016	403B Employee Contributions (9/30/16 PY)	1st National ACH (pull)		\$ (6,301.99)
10/5/2016	MERS Employer Contribution	1st National ACH (push)	MERS	\$ (31,718.80)
10/5/2016	Transfer to 1st National ACH	1st National Checking		\$ (32,000.00)
10/5/2016	Transfer from 1st National Checking		1st National ACH (push)	\$ 32,000.00
10/6/2016	MPSERS Employer Contribution (9/30/16 PY)	1st National ACH (push)	MPSERS	\$ (12,984.35)
10/7/2016	MERS HCSP	Fifth Third Bank	MERS Employees HCSP accounts	\$ (1,034.27)
10/7/2016	ADP - Payroll Fees	Flagstar General	ADP	\$ (281.79)
10/7/2016	Transfer from 1st National Checking		1st National ACH (push)	\$ 25,000.00
10/7/2016	Transfer to 1st National ACH	1st National Checking		\$ (25,000.00)
10/7/2016	EFT to Outside Vendor	1st National Checking	Wire Iconomy, LLC	\$ (15,020.00)
10/14/2016	KPLA/KPLSP Union Dues	Fifth Third Bank	Union Treasurer Accounts	\$ (2,212.61)
10/14/2016	Employee Fifth Third H.S.A.	Fifth Third Bank	Fifth Third Employee Accounts	\$ (554.00)
10/14/2016	ADP Payroll (10/15/2016 PY)	Flagstar General	Net Payroll - ADP 10/15/2016	\$ (150,337.13)
10/14/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Cente	\$ (267.57)
10/14/2016	Garnishments	Flagstar General	ADP to various	\$ (309.30)
10/14/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (16,351.25)
10/14/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (16,351.30)
10/14/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (21,557.45)
10/14/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,553.65)
10/14/2016	Health Equity HSA (10/15/16 PY)	1st National ACH (push)	Health Equity Employee Accounts	\$ (4,482.91)
10/18/2016	Transfer to 1st National Checking	1st National ICS		\$ (600,000.00)
10/18/2016	Transfer from 1st National ICS		1st National Checking	\$ 600,000.00
10/18/2016	403B Employee Contributions (10/15/16 PY)	1st National ACH (pull)		\$ (6,328.77)
10/18/2016	Transfer to 1st National ACH	1st National Checking		\$ (6,400.00)
10/18/2016	Transfer from 1st National Checking		1st National ACH (pull)	\$ 6,400.00
10/19/2016	MERS HCSP	Fifth Third Bank	MERS Employees HCSP accounts	\$ (986.66)
10/20/2016	Transfer from 1st National Checking		1st National ACH (push)	\$ 13,000.00
10/20/2016	Transfer to 1st National ACH	1st National Checking		\$ (13,000.00)
10/20/2016	MPSERS Employer Contribution (10/15/16 PY)	1st National ACH (push)	MPSERS	\$ (12,536.29)
10/21/2016	ADP - Payroll Fees	Flagstar General	ADP	\$ (1,788.87)
10/28/2016	Transfer to 1st National ACH	1st National Checking		\$ (6,400.00)
10/28/2016	Transfer from 1st National Checking		1st National ACH (pull)	\$ 6,400.00
10/31/2016	Health Equity HSA (10/31/16 PY)	1st National ACH (push)	Health Equity Employee Accounts	\$ (4,462.91)
10/31/2016	403B Employee Contributions (10/31/16 PY)	1st National ACH (pull)		\$ (6,330.80)
10/31/2016	Employee Fifth Third H.S.A.	Fifth Third Bank	Fifth Third Employee Accounts	\$ (554.00)
10/31/2016	ADP Payroll 10/31/2016	Flagstar General	Net Payroll - ADP 10/31/2016	\$ (139,765.96)
10/31/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Cente	\$ (267.57)
10/31/2016	Garnishments	Flagstar General	ADP to various	\$ (309.30)
10/31/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/Medicare	\$ (15,485.54)
10/31/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/Medicare	\$ (15,485.41)
10/31/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (19,238.49)
10/31/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,090.88)
10/31/2016	KPLA/KPLSP Union Dues	Fifth Third Bank	Union Treasurer Accounts	\$ (2,180.93)
Total Electronic Transfers October 2016				\$ (522,343.36)

KALAMAZOO PUBLIC LIBRARY
General Operating Fund
Revenue and Expenditure Summary
October 31, 2016

	Month	Encumbrance	Year to Date	Budget	Variance	% Complete
1 - General Fund						
Revenue						
Property Taxes	\$1,518	\$0	\$2,105	\$10,391,156	(\$10,389,051)	0.0%
Other Taxes	\$8,215	\$0	\$29,692	\$102,700	(\$73,008)	28.9%
Fines and Fees	\$13,075	\$0	\$49,852	\$180,000	(\$130,148)	27.7%
District Court Penal Fines	\$0	\$0	\$0	\$255,000	(\$255,000)	0.0%
Local Support	\$10,480	\$0	\$15,755	\$225,000	(\$209,245)	7.0%
Interest Income	\$800	\$0	\$2,861	\$15,000	(\$12,139)	19.1%
State Aid and Reimbursements	\$0	\$0	\$0	\$211,388	(\$211,388)	0.0%
Other	\$0	\$0	\$55,554	\$113,600	(\$58,046)	48.9%
Total Revenue	\$34,089	\$0	\$155,820	\$11,493,844	(\$11,338,024)	1.4%
Expenditures						
Salaries						
Administrator Salaries	\$49,191	\$0	\$222,664	\$665,190	\$442,526	33.5%
Librarian Salaries	\$116,027	\$0	\$462,865	\$1,353,555	\$890,690	34.2%
Supervisory Technical Salaries	\$71,168	\$0	\$275,156	\$786,815	\$511,659	35.0%
Library Assistant Salaries	\$126,880	\$0	\$513,484	\$1,569,790	\$1,056,306	32.7%
Hourly Staff	\$53,193	\$0	\$177,545	\$695,000	\$517,455	25.5%
Substitute Salaries	\$5,164	\$0	\$18,732	\$89,000	\$70,268	21.0%
Vacancy Credit	\$0	\$0	\$0	(\$50,000)	(\$50,000)	0.0%
Total	\$421,624	\$0	\$1,670,447	\$5,109,350	\$3,438,903	32.7%
Benefits						
Employee Insurance	\$88,163	\$0	\$347,882	\$1,060,730	\$712,848	32.8%
Retirement	\$53,519	\$0	\$216,751	\$787,218	\$570,467	27.5%
Employer FICA-Medicare	\$31,837	\$0	\$123,905	\$391,755	\$267,850	31.6%
Other Benefits	\$14,707	\$0	\$43,867	\$211,000	\$167,133	20.8%
Total	\$188,227	\$0	\$732,404	\$2,450,703	\$1,718,299	29.9%
Materials						
Adult Books	\$46,531	\$44,463	\$160,370	\$513,300	\$352,930	31.2%
Juvenile Books	\$12,050	\$15,793	\$30,415	\$103,500	\$73,085	29.4%
Periodicals	\$11,142	\$0	\$35,906	\$44,876	\$8,970	80.0%
Audio-Visual Material	\$29,811	\$35,956	\$113,201	\$368,500	\$255,299	30.7%
Digital Materials	(\$338)	\$0	\$90,691	\$157,147	\$66,456	57.7%
Total	\$99,197	\$96,212	\$430,583	\$1,187,323	\$756,740	36.3%
Facilities						
Fuel	\$664	\$0	\$1,262	\$66,500	\$65,238	1.9%
Electricity	\$17,889	\$0	\$65,434	\$200,000	\$134,566	32.7%
Water	\$588	\$0	\$1,274	\$5,820	\$4,546	21.9%
Custodial Supplies	\$4,857	\$601	\$14,583	\$76,200	\$61,617	19.1%
Grounds Maintenance	\$1,209	\$4,660	\$7,441	\$38,486	\$31,045	19.3%
Vehicle Maintenance	\$253	\$0	\$966	\$3,300	\$2,334	29.3%
Building Repair	\$5,869	\$7,020	\$38,661	\$97,010	\$58,349	39.9%
Building Operations	\$6,702	\$60,327	\$40,695	\$132,868	\$92,173	30.6%
Total	\$38,031	\$72,608	\$170,317	\$620,184	\$449,867	27.5%
Operating Expenses						

KALAMAZOO PUBLIC LIBRARY
General Operating Fund
Revenue and Expenditure Summary
October 31, 2016

	Month	Encumbrance	Year to Date	Budget	Variance	% Complete
Supplies	\$9,230	\$3,956	\$22,105	\$97,875	\$75,770	22.6%
Misc. Operating Expenses	\$14,382	\$0	\$37,235	\$112,928	\$75,693	33.0%
Postage & Freight	\$333	\$0	\$16,582	\$46,350	\$29,768	35.8%
Rent	\$2,478	\$1,050	\$10,895	\$34,100	\$23,205	31.9%
Processing Supplies	\$675	\$1,181	\$7,942	\$60,140	\$52,198	13.2%
Total	\$27,098	\$6,188	\$94,759	\$351,393	\$256,634	27.0%
Technical Services						
F&E Repair & Maintenance	\$6,589	\$0	\$23,188	\$74,098	\$50,910	31.3%
Telecommunications	\$6,693	\$0	\$28,848	\$94,830	\$65,982	30.4%
Software as Service	\$0	\$0	\$150,922	\$194,050	\$43,128	77.8%
Software Licensing & Maint.	\$5,219	\$1,313	\$168,375	\$257,667	\$89,292	65.3%
Cataloging & Processing	\$5,323	\$0	\$43,677	\$80,300	\$36,623	54.4%
Total	\$23,823	\$1,313	\$415,010	\$700,945	\$285,935	59.2%
Purchased Services						
Security	\$11,892	\$0	\$42,054	\$183,500	\$141,446	22.9%
Insurance	\$1,780	\$0	\$56,449	\$89,000	\$32,551	63.4%
Legal Services	\$2,208	\$0	\$2,424	\$5,000	\$2,576	48.5%
Contracted Services	\$4,786	\$1,250	\$42,810	\$137,256	\$94,446	31.2%
Printing Services	\$2,691	\$0	\$17,014	\$94,500	\$77,486	18.0%
Advertising	\$2,098	\$0	\$12,698	\$55,500	\$42,802	22.9%
Total	\$25,455	\$1,250	\$173,449	\$564,756	\$391,307	30.7%
Other Expenditures						
Tax Charge Backs	\$2,677	\$0	\$3,945	\$50,000	\$46,055	7.9%
Staff Development	\$5,929	\$0	\$9,021	\$47,620	\$38,599	18.9%
Travel & Conference	\$2,629	\$0	\$5,006	\$46,247	\$41,241	10.8%
Board Expenses	\$715	\$0	\$1,291	\$5,780	\$4,489	22.3%
Programming	\$24,530	\$218	\$65,559	\$176,704	\$111,145	37.1%
Total	\$36,480	\$218	\$84,823	\$326,351	\$241,528	26.0%
Total	\$859,935	\$177,789	\$3,771,792	\$11,311,005	\$7,539,213	33.3%
Transfers						
Transfers In						
Transfers from other funds	(\$3,090)	\$0	(\$13,840)	\$0	\$13,840	0.0%
Total Transfers In	(\$3,090)	\$0	(\$13,840)	\$0	\$13,840	0.0%
Transfers Out						
Transfers to other funds	\$0	\$0	\$0	\$300,000	\$300,000	0.0%
Total	\$0	\$0	\$0	\$300,000	\$300,000	0.0%
Total	(\$3,090)	\$0	(\$13,840)	\$300,000	\$313,840	(4.6%)
BEGINNING FUND BALANCE	\$4,743,532	\$0	\$7,522,908	(\$1,641,715)	\$9,164,623	(458.2%)
NET SURPLUS / (DEFICIT)	(\$822,755)	(\$177,789)	(\$3,602,132)	(\$117,161)	(\$3,484,971)	3074.5%
ENDING FUND BALANCE	\$3,920,776	(\$177,789)	\$3,920,776	(\$1,758,876)	\$5,679,652	(222.9%)

KALAMAZOO PUBLIC LIBRARY
Capital Improvement Plan
October 31, 2016

	Actual	Encumbrances	Year-to-Date + Encumbrance	Budget	Variance	Year to Date
Expenditures						
Furnishings						
Furnishings Reserve						
810 - Furnishings Reserve	\$0	\$0	\$0	\$151,772	\$151,772	\$0
Total Furnishings Reserve	\$0	\$0	\$0	\$151,772	\$151,772	\$0
Central Library						
889 - Children's Room Table/Chairs	\$0	\$0	\$0	\$8,328	\$8,328	\$0
892 - Local History Room Furniture	\$0	\$0	\$0	\$1,016	\$1,016	\$0
Total Central Library	\$0	\$0	\$0	\$9,344	\$9,344	\$0
Branch Libraries						
815 - Workspaces & Public Areas-Oshtemo	\$0	\$0	\$0	\$11,443	\$11,443	\$0
881 - Eastwood/Powell - furniture	\$0	\$0	\$0	\$1,200	\$1,200	\$0
Total Branch Libraries	\$0	\$0	\$0	\$12,643	\$12,643	\$0
System-Wide Projects						
814 - Chairs - Multiple Departments	\$0	\$2,588	\$3,444	\$18,750	\$15,306	\$856
Total System-Wide Projects	\$0	\$2,588	\$3,444	\$18,750	\$15,306	\$856
Total Furniture & Equipment	\$0	\$2,588	\$3,444	\$192,509	\$189,065	\$856
Building Alterations						
Building Reserve						
820 - Building Alterations Reserve	\$0	\$0	\$0	\$268,352	\$268,352	\$0
Total Building Reserve	\$0	\$0	\$0	\$268,352	\$268,352	\$0
Structural Projects						
807 - Washington Square Attic	\$0	\$0	\$0	\$50,000	\$50,000	\$0
Total Structural Projects	\$0	\$0	\$0	\$50,000	\$50,000	\$0
Mechanical Projects						
841 - Central Louvers on AHU-2	\$0	\$0	\$0	\$45,000	\$45,000	\$0
887 - Generators-all sites	\$0	\$0	\$0	\$75,000	\$75,000	\$0
895 - Central Freight Elevator	\$0	\$0	\$0	\$4,640	\$4,640	\$0
Total Mechanical Projects	\$0	\$0	\$0	\$124,640	\$124,640	\$0
Control & Security Systems						
827 - Security Systems	\$5,140	\$15,480	\$28,331	\$34,029	\$5,698	\$12,851
Total Control & Security Systems	\$5,140	\$15,480	\$28,331	\$34,029	\$5,698	\$12,851
Other Facilities Projects						
806 - Central Restrooms	\$0	\$0	\$0	\$100,000	\$100,000	\$0
808 - Oshtemo Smart Drop - Design Phase	\$0	\$0	\$0	\$5,000	\$5,000	\$0
811 - Carpet Master Plan	\$0	\$0	\$0	\$84,949	\$84,949	\$0
823 - Oshtemo Building Projects	\$2,316	\$9,090	\$14,450	\$15,000	\$550	\$5,360
824 - Eastwood Drop Ceiling	\$0	\$0	\$0	\$2,932	\$2,932	\$0
893 - Delivery Vehicle	\$0	\$0	\$0	\$7,044	\$7,044	\$0
Total Other Facilities Projects	\$2,316	\$9,090	\$14,450	\$214,925	\$200,475	\$5,360
Total Building Alterations	\$7,456	\$24,570	\$42,781	\$691,946	\$649,165	\$18,211
Computer & Technology						
Computer & Tech. Reserve						
830 - Computer & Technology Reserve	\$0	\$0	\$0	\$72,809	\$72,809	\$0
Total Computer & Tech. Reserve	\$0	\$0	\$0	\$72,809	\$72,809	\$0

KALAMAZOO PUBLIC LIBRARY

Capital Improvement Plan

October 31, 2016

	Actual	Encumbrances	Year-to-Date + Encumbrance	Budget	Variance	Year to Date
Public Technology & Hardware						
831 - PC Replacement	\$96,298	\$0	\$108,387	\$145,371	\$36,984	\$108,387
843 - Branch digital signage	\$0	\$0	\$1,228	\$6,069	\$4,841	\$1,228
844 - USB Charging Stations	\$0	\$0	\$3,072	\$3,072	\$0	\$3,072
884 - Digital Lab Equipment	\$499	\$0	\$2,639	\$5,895	\$3,256	\$2,639
Total	\$96,797	\$0	\$115,326	\$160,407	\$45,081	\$115,326
Portable Technology						
878 - Portable Devices	\$0	\$0	\$12,442	\$14,710	\$2,268	\$12,442
Total Portable Technology	\$0	\$0	\$12,442	\$14,710	\$2,268	\$12,442
Other Tech/Computer Equipment						
854 - Other Tech/Computer Equipment	\$560	\$0	\$21,216	\$161,200	\$139,984	\$21,216
855 - Telephone System	\$0	\$0	\$0	\$11,845	\$11,845	\$0
879 - Office scanners	\$829	\$0	\$829	\$1,558	\$729	\$829
Total Other Tech/Computer Equipme	\$1,389	\$0	\$22,045	\$174,603	\$152,558	\$22,045
RFID/Circulation						
852 - RFID/ILS Equipment	\$0	\$0	\$0	\$8,326	\$8,326	\$0
Total RFID/Circulation Tech.	\$0	\$0	\$0	\$8,326	\$8,326	\$0
Total Computer & Technology	\$98,186	\$0	\$149,814	\$430,855	\$281,041	\$149,814
Total Expenditures	\$105,642	\$27,158	\$196,038	\$1,315,310	\$1,119,272	\$168,881
Transfers						
Transfers In/(Out)						
Transfers from other funds						
800 - Capital Improvement Plan	\$0	\$0	\$0	(\$600,000)	(\$600,000)	\$0
Total	\$0	\$0	\$0	\$600,000	\$600,000	\$0
Total Transfers	\$0	\$0	\$0	\$600,000	\$600,000	\$0
BEGINNING FUND BALANCE	\$713,325	\$0	\$776,563	\$776,563	\$0	\$776,563
NET SURPLUS / (DEFICIT)	(\$105,642)	(\$27,158)	(\$196,038)	(\$715,310)	(\$519,272)	(\$168,881)
ENDING FUND BALANCE	\$607,683	(\$27,158)	\$580,525	\$61,253	(\$519,272)	\$607,683

KALAMAZOO PUBLIC LIBRARY
Special Revenue Fund
Revenue and Expenditure Summary
October 31, 2016

	Month	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Local Support						
233 - Ready to Read - Gifts	\$0	\$0	\$12,500	\$1,000	(\$11,500)	1250.0%
235 - Ready to Read - Spelling Bee	\$5,450	\$0	\$5,650	\$21,800	\$16,150	25.9%
301 - Gifts & Memorials - Materials	\$75	\$0	\$275	\$2,500	\$2,225	11.0%
Total Local Support	\$5,525	\$0	\$18,425	\$25,300	\$6,875	72.8%
Other						
235 - Ready to Read - Spelling Bee	\$385	\$0	\$385	\$1,200	\$815	32.1%
Total Other	\$385	\$0	\$385	\$1,200	\$815	32.1%
Total Revenue	\$5,910	\$0	\$18,810	\$26,500	\$7,690	71.0%
Expenditures						
Materials						
Adult Books						
301 - Gifts & Memorials - Materials	\$108	(\$117)	\$278	\$3,000	\$2,722	9.3%
Total Adult Books	\$108	(\$117)	\$278	\$3,000	\$2,722	9.3%
Juvenile Books						
233 - Ready to Read - Gifts	\$0	\$0	\$1,755	\$12,000	\$10,245	14.6%
235 - Ready to Read - Spelling Bee	\$0	\$0	\$0	\$18,000	\$18,000	0.0%
301 - Gifts & Memorials - Materials	\$0	\$0	\$146	\$500	\$354	29.2%
Total Juvenile Books	\$0	\$0	\$1,901	\$30,500	\$28,599	6.2%
Audio-Visual Material						
301 - Gifts & Memorials - Materials	\$0	\$0	\$0	\$100	\$100	0.0%
Total Audio-Visual Material	\$0	\$0	\$0	\$100	\$100	0.0%
Total Expenditures	\$108	(\$117)	\$2,179	\$33,600	\$31,421	6.5%
Other Expenditures						
Miscellaneous Disbursements						
233 - Ready to Read - Gifts	\$1,036	\$0	\$1,036	\$5,000	\$3,964	20.7%
235 - Ready to Read - Spelling Bee	\$0	\$0	\$0	\$4,500	\$4,500	0.0%
301 - Gifts & Memorials - Materials	\$0	\$0	\$0	\$500	\$500	0.0%
310 - KPL Antiracism Transformation Team	\$250	\$0	\$250	\$0	(\$250)	0.0%
377 - Friends Mini-Grants - 2016	\$0	\$0	\$751	\$0	(\$751)	0.0%
379 - Friends Mini-Grants 2015	\$0	\$0	\$242	\$0	(\$242)	0.0%
Total Misc. Disbursements	\$1,286	\$0	\$2,279	\$10,000	\$7,721	22.8%
Total Other Expenditures	\$1,286	\$0	\$2,279	\$10,000	\$7,721	22.8%
Total Expenditures	\$1,393	(\$117)	\$4,459	\$43,600	\$39,141	10.2%
Transfers						
Transfers Out						
4-7902-0-3						
380 - Friends Mini-Grants - Administration	\$1,046	\$0	\$1,046	\$0	(\$1,046)	0.0%
383 - History Room Mini-Grant	\$500	\$0	\$500	\$0	(\$500)	0.0%
387 - Oshtemo Mini-Grant	\$548	\$0	\$548	\$0	(\$548)	0.0%
388 - Eastwood/Powell Mini-Grant	\$898	\$0	\$898	\$0	(\$898)	0.0%
389 - Washington Square Mini-Grant	\$1	\$0	\$1	\$0	(\$1)	0.0%
390 - Teen Services Mini-Grant	\$98	\$0	\$98	\$0	(\$98)	0.0%
397 - KCF - Local History & Comm Info Agency Fund	\$0	\$0	\$10,750	\$0	(\$10,750)	0.0%
Total Transfers	\$3,090	\$0	\$13,840	\$0	(\$13,840)	0.0%

KALAMAZOO PUBLIC LIBRARY
Special Revenue Fund
Revenue and Expenditure Summary
October 31, 2016

	Month	Encumbrance	Year to Date	Budget	Variance	% Complete
Total	\$3,090	\$0	\$13,840	\$0	(\$13,840)	0.0%
BEGINNING FUND BALANCE						
233 - Ready to Read - Gifts	\$30,443	\$0	\$19,699	\$19,699	\$0	100.0%
235 - Ready to Read - Spelling Bee	\$60,825	\$0	\$60,625	\$60,625	\$0	100.0%
301 - Gifts & Memorials - Materials	\$4,626	\$0	\$4,742	\$4,742	\$0	100.0%
307 - ONEplace Nonprofit Services	\$570	\$0	\$570	\$570	\$0	100.0%
308 - Library Gifts	\$4,768	\$0	\$4,768	\$4,768	\$0	100.0%
310 - KPL Antiracism Transformation Team	\$852	\$0	\$852	\$852	\$0	100.0%
377 - Friends Mini-Grants - 2016	\$943	\$0	\$1,694	\$1,694	\$0	100.0%
379 - Friends Mini-Grants 2015	\$0	\$0	\$242	\$242	\$0	100.0%
380 - Friends Mini-Grants - Administration	\$1,046	\$0	\$1,046	\$1,046	\$0	100.0%
383 - History Room Mini-Grant	\$500	\$0	\$500	\$500	\$0	100.0%
387 - Oshtemo Mini-Grant	\$548	\$0	\$548	\$548	\$0	100.0%
388 - Eastwood/Powell Mini-Grant	\$898	\$0	\$898	\$898	\$0	100.0%
389 - Washington Square Mini-Grant	\$1	\$0	\$1	\$1	\$0	100.0%
390 - Teen Services Mini-Grant	\$98	\$0	\$98	\$98	\$0	100.0%
397 - KCF - Local History & Comm Info Agency Fund	\$70,062	\$0	\$80,812	\$80,812	\$0	100.0%
TOTAL BEGINNING FUND BALANCE	\$176,179	\$0	\$177,095	\$177,095	\$0	100.0%
NET SURPLUS/(DEFICIT)						
233 - Ready to Read - Gifts	(\$1,036)	\$0	\$9,709	(\$16,000)	(\$25,709)	(60.7%)
235 - Ready to Read - Spelling Bee	\$5,835	\$0	\$6,035	\$500	(\$5,535)	1207.0%
301 - Gifts & Memorials - Materials	(\$33)	\$0	(\$149)	(\$1,600)	(\$1,451)	9.3%
310 - KPL Antiracism Transformation Team	(\$250)	\$0	(\$250)	\$0	\$250	0.0%
377 - Friends Mini-Grants - 2016	\$0	\$0	(\$751)	\$0	\$751	0.0%
379 - Friends Mini-Grants 2015	\$0	\$0	(\$242)	\$0	\$242	0.0%
380 - Friends Mini-Grants - Administration	(\$1,046)	\$0	(\$1,046)	\$0	\$1,046	0.0%
383 - History Room Mini-Grant	(\$500)	\$0	(\$500)	\$0	\$500	0.0%
387 - Oshtemo Mini-Grant	(\$548)	\$0	(\$548)	\$0	\$548	0.0%
388 - Eastwood/Powell Mini-Grant	(\$898)	\$0	(\$898)	\$0	\$898	0.0%
389 - Washington Square Mini-Grant	(\$1)	\$0	(\$1)	\$0	\$1	0.0%
390 - Teen Services Mini-Grant	(\$98)	\$0	(\$98)	\$0	\$98	0.0%
397 - KCF - Local History & Comm Info Agency Fund	\$0	\$0	(\$10,750)	\$0	\$10,750	0.0%
TOTAL NET SURPLUS/(DEFICIT)	\$1,426	\$0	\$511	(\$17,100)	(\$17,611)	(3.0%)
ENDING FUND BALANCE						
233 - Ready to Read - Gifts	\$29,407	\$0	\$29,407	\$3,699	(\$25,709)	795.1%
235 - Ready to Read - Spelling Bee	\$66,660	\$0	\$66,660	\$61,125	(\$5,535)	109.1%
301 - Gifts & Memorials - Materials	\$4,593	\$0	\$4,593	\$3,142	(\$1,451)	146.2%
307 - ONEplace Nonprofit Services	\$570	\$0	\$570	\$570	\$0	100.0%
308 - Library Gifts	\$4,768	\$0	\$4,768	\$4,768	\$0	100.0%
310 - KPL Antiracism Transformation Team	\$602	\$0	\$602	\$852	\$250	70.7%
377 - Friends Mini-Grants - 2016	\$943	\$0	\$943	\$1,694	\$751	55.7%
379 - Friends Mini-Grants 2015	\$0	\$0	\$0	\$242	\$242	0.0%
380 - Friends Mini-Grants - Administration	\$0	\$0	\$0	\$1,046	\$1,046	0.0%
383 - History Room Mini-Grant	\$0	\$0	\$0	\$500	\$500	0.0%
387 - Oshtemo Mini-Grant	\$0	\$0	\$0	\$548	\$548	0.0%
388 - Eastwood/Powell Mini-Grant	\$0	\$0	\$0	\$898	\$898	0.0%
389 - Washington Square Mini-Grant	\$0	\$0	\$0	\$1	\$1	0.0%
390 - Teen Services Mini-Grant	\$0	\$0	\$0	\$98	\$98	0.0%
397 - KCF - Local History & Comm Info Agency Fund	\$70,062	\$0	\$70,062	\$80,812	\$10,750	86.7%
TOTAL ENDING FUND BALANCE	\$177,606	\$0	\$177,606	\$159,995	(\$17,611)	111.0%

Account 906-327830
 KALAMAZOO PUB LIBRARY ENDWMINT
 FND ATTN DIANE L SCHILLER
 CORPORATION

Reporting Period: October 1 - 31, 2016

MONTHLY STATEMENT

ACCOUNT SUMMARY

Total Account Value: \$3,853,897.71

YOUR INDEPENDENT ADVISOR
 ARCADIA INVESTMENT MGMT CORP
 125 S. KALAMAZOO MALL
 SUITE 306
 KALAMAZOO MI 49007-0000

For questions regarding the services provided
 by your Independent Advisor call
 (269) 349-0800

Questions? - Contact us.
 (800) 431-3500

TD Ameritrade Clearing, Inc., Member SIPC

CHANGE IN ACCOUNT VALUE

	This Month 10/1/16 - 10/31/16	Year to Date 1/1/16 - 10/31/16
BEGINNING VALUE	\$3,924,188.43	\$3,828,400.61
Dividends and Interest	4,707.18	39,739.82
Market Appreciation/(Depreciation)	(69,093.94)	9,585.13
Other Income or Expense	(5,903.96)	(23,827.85)
ENDING VALUE	\$3,853,897.71	\$3,853,897.71
CHANGE IN VALUE	\$(70,290.72)	\$25,497.10

**Market Appreciation/
 Depreciation**

The change in value of
 investments due to the market
 assessment of their worth, which
 is separate from value added by
 corporate actions (such as the
 issuance of dividend or interest
 payments) and your own
 additions or withdrawals.

Other Income or Expense

Miscellaneous expenses
 including management fees, as
 well as TD Ameritrade fees (such
 as for wire transfer or returned
 checks) and/or miscellaneous
 income credited to the account
 such as a margin interest
 adjustment, royalties, etc.

**Fixed Income includes
 Corporate, Municipal, Agency,
 Treasury, CMOs, CDs, Structured
 Products, etc.**

SUMMARY OF HOLDINGS (does not represent an asset allocation)

	Market Value as of 10/31/16	Percent of Account
Cash and Cash Alternatives	\$146,754.60	3.81%
Fixed Income	1,683,849.26	43.69
Stocks	2,023,293.85	52.50
TOTAL VALUE	\$3,853,897.71	100.0%



MEMO

TO: Library Trustees

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

DATE: December 12, 2016

Recommendation:

I recommend the board approve:

1. General Operating Close Estimate Budget for 2016-2017
2. Capital Improvement Plan Revision for three years ending June 30, 2019
3. Special Revenue Close Estimate Budget for 2016-2017

Executive Summary:

The General Operating Close Estimate Budget for 2016-2017 incorporates updated property tax revenue estimates including a reported \$708,000 reimbursement through the Library of Michigan which represented 265% of the 2016 Personal Property Taxes. Other revenue adjustments include revisions for recognition of the receipt of grants for Reading Together program support from the Gilmore Foundation and the Friends of Kalamazoo Public Library. District Court Penal Fines and State Aid to Public Libraries have also been revised to accommodate new district population totals from the Library of Michigan.

Expenditures incorporate updated salaries and benefits as of the beginning of the fiscal year as well as additional budget allocations for unanticipated employee retirements and a contingency to accommodate those which may occur before year-end. Expenditure budgets have been increased to contribute an additional \$200,000 lump sum to the Municipal Employees Retirement System to offset a portion of the unfunded liability of employee retirement benefits, additional building repair, software upgrades, additional server storage space, and doubling the budgeted transfer to the Capital Improvement Plan.

The fund balance assigned for cash flow, which funds the library operating expenditures from the July 1 beginning of the fiscal year until tax revenue begin in December has been increased to \$4,500,000, reflecting approximately one-half of the funds necessary during that same period. Ending fund balance after all revisions increases the Preliminary Budget estimate by \$535,493 for the year.

The Capital Improvement Plan shifts the three-year projection period on additional year to extend to June 30, 2019. All expenditure budget variances at the summary level are a result of that shift. The revised budget for 2016-2017 incorporates increased reserves for Oshtemo Utilities and the Central Boiler projects while maintaining reserves for Technology and Building Repair. Ending fund balance for Future Capital Projects increases over the prior budget by \$316,657.

Changes for current year allocations include reduction of the estimate for purchased photocopy replacements assuming general fund lease arrangements will be made whenever possible. New recommendations include public computer station chair replacements, the initial project start for Central upholstered public seating, and several smaller allocations for replacement of an archival scanner replacement for financial records and a workstation replacement for staff.

The Special Revenue Close Estimate Budget for 2016-2017 incorporates updated carryover gift and grant balances as of July 1, 2016. All variances are due to the delay of expenditures anticipated in the prior fiscal year or the continuation of current programs. No new initiatives are anticipated.

These budgets have been reviewed by the Finance & Budget Committee and come to the full board with committee recommendation for approval.

**Kalamazoo Public Library
General Operating Fund
Close Estimate Budget
Fiscal year ending June 30, 2017**

	FY 15/16 Close Estimate Budget	FY 15/16 Actuals	FY 16/17 Preliminary Budget	FY 16/17 Close Estimate Budget	Variance to Prior	%
Revenue						
Property Taxes	\$ 10,561,874	\$ 10,651,796	\$ 10,493,856	\$ 10,545,674	\$ 51,818	0.5%
State Grants and Reimbursements	\$ 211,388	\$ 219,460	\$ 211,388	\$ 903,000	\$ 691,612	327.2%
Charges for Services	\$ 215,000	\$ 207,315	\$ 180,000	\$ 180,000	\$ -	0.0%
District Court Penal Fines	\$ 255,000	\$ 222,994	\$ 255,000	\$ 212,000	\$ (43,000)	-16.9%
Other Revenue	\$ 339,600	\$ 372,973	\$ 353,600	\$ 368,600	\$ 15,000	4.2%
Total Revenue	\$ 11,582,862	\$ 11,674,539	\$ 11,493,844	\$ 12,209,274	\$ 715,430	6.2%
Expenditures						
Salaries & Benefits	\$ 7,442,918	\$ 7,275,292	\$ 7,560,053	\$ 8,002,414	\$ (442,361)	-5.9%
Materials	\$ 1,157,131	\$ 1,023,525	\$ 1,187,323	\$ 1,200,873	\$ (13,550)	-1.1%
Facilities	\$ 634,706	\$ 564,751	\$ 620,384	\$ 642,884	\$ (22,500)	-3.6%
Operating Expenses	\$ 337,793	\$ 287,849	\$ 351,393	\$ 358,065	\$ (6,672)	-1.9%
Technical Services	\$ 681,295	\$ 604,739	\$ 700,945	\$ 721,791	\$ (20,846)	-3.0%
Purchased Services	\$ 590,166	\$ 545,134	\$ 564,756	\$ 604,356	\$ (39,600)	-7.0%
Other	\$ 327,318	\$ 279,348	\$ 326,351	\$ 350,775	\$ (24,424)	-7.5%
Total Operating Expenditures	\$ 11,171,327	\$ 10,580,639	\$ 11,311,205	\$ 11,881,158	\$ (569,953)	-5.0%
Excess (Deficiency) of Revenue Over Expenditures	\$ 411,535	\$ 1,093,901	\$ 182,639	\$ 328,116	\$ 145,477	
Operating Transfers						
Transfers to/from Other Funds/Prior adjustments	\$ (3,099)	\$ -	\$ -	\$ (10,750)	\$ 10,750	
Transfers to Capital Improvement Plan	\$ 600,000	\$ 600,000	\$ 300,000	\$ 600,000	\$ (300,000)	
Transfer to Bond Issues Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenditures & Transfers	\$ 11,768,228	\$ 11,180,639	\$ 11,611,205	\$ 12,470,408	\$ (859,203)	
Excess (Deficiency) of Revenue and Other Sources Over Expenditures and Other Uses	\$ (185,366)	\$ 493,901	\$ (117,361)	\$ (261,134)	\$ (143,773)	
Beginning Fund Balance	\$ 7,029,005	\$ 7,029,005	\$ 6,843,639	\$ 7,522,906	\$ 679,267	
Ending Fund Balance						
Non-spendable Prepaid Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	
Restricted ONEplace grants	\$ 252,225	\$ 256,293	\$ 256,293	\$ 245,073	\$ (11,220)	
Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 4,500,000	\$ 700,000	
Unassigned Fund Balance	\$ 2,791,414	\$ 3,466,613	\$ 2,669,985	\$ 2,516,699	\$ (153,287)	
Total Ending Fund Balance	\$ 6,843,639	\$ 7,522,906	\$ 6,726,278	\$ 7,261,772	\$ 535,493	

Kalamazoo Public Library's Property Tax Revenue is based upon a maximum allowable 3.9583 mills levied for operating purposes.

Budget Overview

The Close Estimate Budget for fiscal year 2016-2017 incorporates updated property tax revenue and personal property tax reimbursement estimates along with recognition of grants awards for Reading Together from the Gilmore Foundation and the Friends of Kalamazoo Public Library. District Court Penal Fines and State Aid have both been adjusted for new district population totals from the Library of Michigan.

Expenditures incorporate updated salaries and benefits as of the beginning of the fiscal year as well as additional budget allocations for an increased number of retirements during the fiscal year, additional building repair, software upgrades, additional server storage space, and doubling the budgeted transfer to the Capital Improvement Plan. Other benefits also include a lump sum contribution to the Municipal Employees Retirement System to reduce the unfunded liabilities associated with employee pensions.

The fund balance assigned for cash flow, which funds the library operating expenditures from the July 1 beginning of the fiscal year until revenues begin for the fiscal year in December, has been increased to \$4,500,000, reflecting approximately one-half the funds necessary to provide for six months of salaries, benefits, and materials purchases. Ending fund balance after all revisions increases over the Preliminary Budget estimate by \$535,493 for the year.

**Kalamazoo Public Library
Supplementary Information
Fiscal Years Ending June 30, 2017**

Kalamazoo Public Library
Supplementary Information - Close Estimate Budget
Fiscal Years ending June 30, 2017

	FY 15/16 Close Estimate <u>Budget</u>	FY 15/16 <u>Actuals</u>	FY 16/17 Preliminary <u>Budget</u>	FY 16/17 Close Estimate <u>Budget</u>	Variance to <u>Prior</u>
REVENUE					
Property Taxes					
1 City of Kalamazoo	\$ 5,664,500	\$ 5,692,048	\$ 5,537,389	\$ 5,529,735	\$ (7,654)
2 Kalamazoo Township	\$ 1,445,110	\$ 1,456,881	\$ 1,437,306	\$ 1,449,614	\$ 12,308
3 Oshtemo Township	\$ 2,873,430	\$ 2,880,731	\$ 2,924,290	\$ 2,963,867	\$ 39,577
4 Texas Township	\$ 455,200	\$ 426,754	\$ 467,172	\$ 437,456	\$ (29,716)
5 Total Property Taxes	\$ 10,438,240	\$ 10,456,413	\$ 10,366,156	\$ 10,380,672	\$ 14,516
6 Less Delinquency Reserve	\$ (30,000)	\$ -	\$ (15,000)	\$ (15,000)	\$ -
7 Plus Delinq. Tax Receipts	\$ 40,000	\$ 47,308	\$ 40,000	\$ 40,000	\$ -
8 Net Property Tax Revenue	\$ 10,448,240	\$ 10,503,721	\$ 10,391,156	\$ 10,405,672	\$ 14,516
Other Taxes					
Industrial Facilities Tax					
9 City of Kalamazoo	\$ 67,000	\$ 59,109	\$ 67,000	\$ 59,100	\$ (7,900)
10 Kalamazoo Township	\$ 10,500	\$ 9,912	\$ 10,500	\$ 6,600	\$ (3,900)
11 Oshtemo Township	\$ 4,200	\$ 12,525	\$ 4,200	\$ 12,525	\$ 8,325
12 Texas Township	\$ -	\$ -	\$ -	\$ -	\$ -
13 Total Industrial Facilities Tax	\$ 81,700	\$ 81,546	\$ 81,700	\$ 78,225	\$ (3,475)
14 Renaissance Zone Reimbursement	\$ 21,434	\$ 21,434	\$ 1,000	\$ 21,477	\$ 20,477
15 PILOTs, Taxes not in Levy	\$ 10,500	\$ 45,095	\$ 20,000	\$ 40,300	\$ 20,300
16 Total Other Taxes	\$ 113,634	\$ 148,075	\$ 102,700	\$ 140,002	\$ 37,302
Other Revenue					
17 Misc. Fines & Fees	\$ 215,000	\$ 207,315	\$ 180,000	\$ 180,000	\$ -
18 State Aid	\$ 211,388	\$ 219,460	\$ 211,388	\$ 903,000	\$ 691,612
19 District Ct. Penal Fines	\$ 255,000	\$ 222,994	\$ 255,000	\$ 212,000	\$ (43,000)
20 Law Library Revenue	\$ 63,000	\$ 64,296	\$ 65,000	\$ 65,000	\$ -
21 Universal Service Fund Reimbursement	\$ 33,600	\$ 33,600	\$ 48,600	\$ 48,600	\$ -
22 Friends of KPL & Other Local Revenue	\$ 228,000	\$ 257,468	\$ 225,000	\$ 240,000	\$ 15,000
23 Interest Income	\$ 15,000	\$ 17,608	\$ 15,000	\$ 15,000	\$ -
24 Total Other Revenue	\$ 1,020,988	\$ 1,022,743	\$ 999,988	\$ 1,663,600	\$ 663,612
TOTAL REVENUE	\$ 11,582,862	\$ 11,674,539	\$ 11,493,844	\$ 12,209,274	\$ 715,430
EXPENDITURES					
Salaries & Wages					
25 Administrative Salaries	\$ 667,450	\$ 667,437	\$ 665,190	\$ 681,575	\$ (16,385)
26 Librarian Salaries	\$ 1,340,910	\$ 1,333,171	\$ 1,353,555	\$ 1,396,275	\$ (42,720)
27 Super/Tech Salaries	\$ 721,600	\$ 718,703	\$ 786,815	\$ 846,640	\$ (59,825)
28 Library Assistant Salaries	\$ 1,573,355	\$ 1,548,013	\$ 1,569,790	\$ 1,559,664	\$ 10,126
29 Hourly Salaries	\$ 654,355	\$ 606,686	\$ 695,000	\$ 695,000	\$ -
30 Substitute Salaries	\$ 92,625	\$ 65,861	\$ 89,000	\$ 89,000	\$ -
31 Vacancy Credit	\$ -	\$ -	\$ (50,000)	\$ -	\$ (50,000)
32 Total Salaries & Wages	\$ 5,050,295	\$ 4,939,872	\$ 5,109,350	\$ 5,268,154	\$ (158,804)
Benefits					
33 Employee Insurances	\$ 1,049,345	\$ 1,033,463	\$ 1,060,730	\$ 1,076,570	\$ (15,840)
34 Retirement - MPERS, MERS	\$ 893,598	\$ 872,699	\$ 787,218	\$ 1,009,025	\$ (221,807)
35 Employer FICA	\$ 386,445	\$ 369,798	\$ 391,755	\$ 410,380	\$ (18,625)
36 Other Benefits: RPO, V-Exempt, Parking	\$ 63,235	\$ 59,460	\$ 61,000	\$ 238,285	\$ (177,285)
37 Total Benefits	\$ 2,392,623	\$ 2,335,420	\$ 2,300,703	\$ 2,734,260	\$ (433,557)
38 Compensation Reserves	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
39 Total Salaries & Benefits	\$ 7,442,918	\$ 7,275,292	\$ 7,560,053	\$ 8,002,414	\$ (442,361)

Kalamazoo Public Library
Supplementary Information - Close Estimate Budget
Fiscal Years ending June 30, 2017

	FY 15/16 Close Estimate <u>Budget</u>	FY 15/16 <u>Actuals</u>	FY 16/17 Preliminary <u>Budget</u>	FY 16/17 Close Estimate <u>Budget</u>	Variance to <u>Prior</u>
Materials					
40 Adult Books	\$ 511,650	\$ 435,309	\$ 513,300	\$ 513,300	\$ -
41 Children's Books	\$ 98,205	\$ 93,491	\$ 103,500	\$ 103,500	\$ -
42 Periodicals	\$ 47,751	\$ 45,805	\$ 44,876	\$ 45,876	\$ (1,000)
43 Audio-Visual Materials	\$ 345,160	\$ 292,980	\$ 368,500	\$ 370,300	\$ (1,800)
44 Digital Materials	\$ 154,365	\$ 155,940	\$ 157,147	\$ 167,897	\$ (10,750)
45 Total Materials	\$ 1,157,131	\$ 1,023,525	\$ 1,187,323	\$ 1,200,873	\$ (13,550)
Facilities					
46 Fuel	\$ 66,800	\$ 37,707	\$ 66,500	\$ 66,500	\$ -
47 Electricity	\$ 191,500	\$ 195,087	\$ 200,000	\$ 200,000	\$ -
48 Water	\$ 5,850	\$ 5,079	\$ 5,820	\$ 5,820	\$ -
49 Custodial Supplies	\$ 76,750	\$ 68,806	\$ 76,200	\$ 76,200	\$ -
50 Grounds Maintenance	\$ 48,196	\$ 41,635	\$ 38,486	\$ 40,486	\$ (2,000)
51 Vehicle Maintenance	\$ 5,500	\$ 4,109	\$ 3,300	\$ 6,800	\$ (3,500)
52 Building Repair	\$ 107,055	\$ 85,764	\$ 97,210	\$ 114,210	\$ (17,000)
53 Building Operations	\$ 133,055	\$ 126,566	\$ 132,868	\$ 132,868	\$ -
54 Total Facilities	\$ 634,706	\$ 564,751	\$ 620,384	\$ 642,884	\$ (22,500)
Operating Expenses					
55 Supplies	\$ 97,875	\$ 79,817	\$ 97,875	\$ 103,743	\$ (5,868)
56 Misc. Operating	\$ 112,928	\$ 97,257	\$ 112,928	\$ 113,732	\$ (804)
57 Postage/Freight	\$ 42,750	\$ 33,033	\$ 46,350	\$ 46,350	\$ -
58 Rent	\$ 32,100	\$ 31,388	\$ 34,100	\$ 34,100	\$ -
59 Processing Supplies	\$ 52,140	\$ 46,355	\$ 60,140	\$ 60,140	\$ -
60 Total Supplies	\$ 337,793	\$ 287,849	\$ 351,393	\$ 358,065	\$ (6,672)
Technical Services					
61 F&E Repair & Maintenance	\$ 60,365	\$ 46,670	\$ 74,098	\$ 74,442	\$ (344)
62 Telecommunications	\$ 103,712	\$ 97,557	\$ 94,830	\$ 94,830	\$ -
63 Software as a Service	\$ 194,261	\$ 184,254	\$ 194,050	\$ 210,680	\$ (16,630)
64 Software Licensing & Maintenance	\$ 237,657	\$ 203,655	\$ 257,667	\$ 261,539	\$ (3,872)
65 Cataloging & Processing	\$ 85,300	\$ 72,604	\$ 80,300	\$ 80,300	\$ -
66 Total Technical Services	\$ 681,295	\$ 604,739	\$ 700,945	\$ 721,791	\$ (20,846)
Purchased Services					
67 Security	\$ 164,580	\$ 146,502	\$ 183,500	\$ 183,500	\$ -
68 Insurance	\$ 89,000	\$ 89,427	\$ 89,000	\$ 91,500	\$ (2,500)
69 Legal Services	\$ 15,000	\$ 13,620	\$ 5,000	\$ 15,000	\$ (10,000)
70 Contracted Services	\$ 169,586	\$ 133,182	\$ 137,256	\$ 164,356	\$ (27,100)
71 Printing Expenses	\$ 96,500	\$ 100,822	\$ 94,500	\$ 94,500	\$ -
72 Advertising	\$ 55,500	\$ 61,580	\$ 55,500	\$ 55,500	\$ -
73 Total Purchased Services	\$ 590,166	\$ 545,134	\$ 564,756	\$ 604,356	\$ (39,600)
Other					
74 Tax Charge Backs	\$ 50,000	\$ 44,130	\$ 50,000	\$ 45,000	\$ 5,000
75 Staff Development	\$ 41,232	\$ 24,588	\$ 47,620	\$ 50,520	\$ (2,900)
76 Travel & Conference	\$ 58,731	\$ 47,574	\$ 46,247	\$ 47,750	\$ (1,503)
77 Board Expenses	\$ 8,080	\$ 8,839	\$ 5,780	\$ 5,780	\$ -
78 Programming Expenses	\$ 169,275	\$ 154,217	\$ 176,704	\$ 201,725	\$ (25,021)
79 Total Other	\$ 327,318	\$ 279,348	\$ 326,351	\$ 350,775	\$ (24,424)

**Kalamazoo Public Library
Supplementary Information - Close Estimate Budget
Fiscal Years ending June 30, 2017**

	FY 15/16		FY 15/16		FY 16/17		FY 16/17	
	Close Estimate		Actuals		Preliminary		Close Estimate	Variance to
	<u>Budget</u>		<u>Actuals</u>		<u>Budget</u>		<u>Budget</u>	<u>Prior</u>
80 Total Revenue Budget	\$ 11,582,862	\$	11,674,539	\$	11,493,844	\$	12,209,274	\$ 715,430
81 Total Salaries & Benefits	\$ 7,442,918	\$	7,275,292	\$	7,560,053	\$	8,002,414	\$ (442,361)
82 Total Materials	\$ 1,157,131	\$	1,023,525	\$	1,187,323	\$	1,200,873	\$ (13,550)
83 Total Facilities	\$ 634,706	\$	564,751	\$	620,384	\$	642,884	\$ (22,500)
84 Total Operating Expenses	\$ 337,793	\$	287,849	\$	351,393	\$	358,065	\$ (6,672)
85 Total Technical Services	\$ 681,295	\$	604,739	\$	700,945	\$	721,791	\$ (20,846)
86 Total Purchased Services	\$ 590,166	\$	545,134	\$	564,756	\$	604,356	\$ (39,600)
87 Total Other	\$ 327,318	\$	279,348	\$	326,351	\$	350,775	\$ (24,424)
88 Total Operating Expenditures	\$ 11,171,327	\$	10,580,639	\$	11,311,205	\$	11,881,158	\$ (569,953)
89 Transfer to/(from) Other Funds	\$ (3,099)	\$	-	\$	-	\$	(10,750)	\$ 10,750
90 Transfer to Capital Improvement Plan	\$ 600,000	\$	600,000	\$	300,000	\$	600,000	\$ (300,000)
91 Transfer to Debt Service	\$ -	\$	-	\$	-	\$	-	\$ -
92 Total Expenditures & Transfers	\$ 11,768,228	\$	11,180,639	\$	11,611,205	\$	12,470,408	\$ (859,203)
93 Net Change to Fund Balance	\$ (185,366)	\$	493,901	\$	(117,361)	\$	(261,134)	\$ (143,773)
94 Beginning Fund Balance	\$ 7,029,005	\$	7,029,005	\$	6,843,639	\$	7,522,906	\$ 679,267
Ending Fund Balance								
95 Non-spendable prepaid expenditures	\$ -	\$	-	\$	-	\$	-	\$ -
96 Restricted ONEplace funds	\$ 256,293	\$	245,073	\$	256,293	\$	245,073	\$ (11,220)
97 Assigned for Cash Flow	\$ 3,800,000	\$	3,800,000	\$	3,800,000	\$	4,500,000	\$ 700,000
98 Unassigned Fund Balance	\$ 2,787,346	\$	3,477,833	\$	2,669,985	\$	2,516,699	\$ (153,287)
99 Total Ending Fund Balance	\$ 6,843,639	\$	7,522,906	\$	6,726,278	\$	7,261,772	\$ 535,493

Kalamazoo Public Library
Supplemental Information - Budget Variance Explanations
Close Estimate Budget - Fiscal Year Ending June 30, 2017

<u>LINE</u> <u>NUMBER</u>	<u>Close</u> <u>Estimate</u> <u>Variance</u>	<u>EXPLANATION</u>
<u>Revenue</u>		
8	\$ 14,516	Property Tax Revenue. Estimate based upon L-4029 .82% decrease in taxable values district wide.
14	\$ 20,477	Renaissance Zone Reimbursement. 2016 Renaissance Zone reimbursement received
15	\$ 20,300	PILOTs, Taxes not in Levy based up prior year
18	\$ 691,612	State Aid. PPT multi-year reimbursement
19	\$ (43,000)	District Court Penal Fines. Adjusted for Texas Township contract
25	\$ 15,000	Other Local Revenue. Gilmore Foundation (\$10,000) and Friends of KPL (\$5,000) for Reading Together.
<u>Expenditures</u>		
<u>Salaries & Benefits</u>		
25	\$ (16,385)	Administrative Salaries. Updated for current year
26	\$ (42,720)	Librarian Salaries. Updated for current contract.
27	\$ (59,825)	Super-Tech Salaries. Addition of 2.0 FTE over prior year. Updated for current salaries.
28	\$ 10,126	Library Assistant Salaries. Reduction of 1.0 FTE over prior year. Updated for current contract.
31	\$ (50,000)	Vacancy Credit. Elimination of estimate at mid-year.
33	\$ (15,840)	Employee Insurances. Estimate based upon current census.
34	\$ (221,807)	Retirement-MPSERS, MERS. Continuation of 1.5% MERS rate supplement; \$200,000 lump sum MERS UAAL reduction; based upon salaries.
35	\$ (18,625)	Employer FICA-Medicare. Based upon salaries.
36	\$ (177,285)	Other Benefits. Retirement and vacation payout upon retirement, contingency estimate.
38	\$ 150,000	Compensation Reserves. Distributed above.
<u>Materials</u>		
42	\$ (1,000)	Periodicals. Estimated costs.
43	\$ (1,800)	Audio Visual Materials. Allocations.
44	\$ (10,750)	Digital Materials. Biblioboard
<u>Facilities</u>		
50	\$ (2,000)	Grounds Maintenance. Washington Square parking lot repaving cost.
51	\$ (3,500)	Vehicle Maintenance. Repair estimate.
52	\$ (17,000)	Building Repair. Central mixing valve and data closet repair; Eastwood AC unit repair.
<u>Operating Expenses</u>		
55	\$ (5,868)	Supplies. Allocations
56	\$ (804)	Misc. Operating Expenses. Allocations
<u>Technical Services</u>		
61	\$ (344)	F&E Repair & Maintenance. Cost estimate revision.
63	\$ (16,630)	Software as Service. Upgrades, Sirsi Blue Cloud, Financial Edge NXT upgrade.
64	\$ (3,872)	Software Licensing & Maintenance. Additional KRESA server space, Industry Weapon. Financial Edge to Software as Service.
<u>Purchased Services</u>		
68	\$ (2,500)	Insurance. Estimated cost increase, contingency.
69	\$ (10,000)	Legal Services. Revision of estimate.
70	\$ (27,100)	Contracted Services. ONEPlace WMU study, allocations, contingency reserve.
<u>Other</u>		
74	\$ 5,000	Tax Charge Backs. Revision.
75	\$ (2,900)	Staff Development. New employee training allowances, tuition reimbursements.
76	\$ (1,503)	Travel & Conference. Allocations
78	\$ (25,021)	Programming. Reading Together Gilmore Foundation and Friends Gift funding, Teen Service, Youth Seminar.
<u>Summary</u>		
89	\$ 10,750	Transfers from other Funds. Local History (KCF) grant for Biblioboard (Digital Materials)
90	\$ (300,000)	Transfer to Capital Improvement Fund. Increase in funding from carryover.
93	\$ (143,773)	Net Change to Fund Balance. Net Revenue over Expenditures - variance between activity of current and projected Close Estimate Budget
<u>Fund Balance</u>		
94	\$ 679,267	Beginning Fund Balance. Effect of actual fund balance carryover compared to prior budget
99	\$ 535,493	Total Ending Fund Balance. Net increase of ending fund balance compared to prior budget.

**KALAMAZOO PUBLIC LIBRARY
CAPITAL IMPROVEMENT PLAN
For the Three Years ending June 30, 2019**

	<u>Fiscal year 2016-2017</u>	<u>Fiscal year 2017-2018</u>	<u>Fiscal year 2018-2019</u>	<u>Three-Year Current Budget Total</u>	<u>Prior Three year Estimate</u>	<u>Variance to Prior Budget</u>
Revenue						
Transfers from Operations	\$ 600,000	\$ 600,000	\$ 600,000	\$ 1,800,000	\$ 1,500,000	\$ 300,000
Other Revenue/Transfers	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 600,000	\$ 600,000	\$ 600,000	\$ 1,805,000	\$ 1,505,000	\$ 300,000
Capital Projects by Category						
Library Systems	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furnishings	\$ 192,509	\$ 75,000	\$ 75,000	\$ 342,509	\$ 301,410	\$ (41,099)
Building Alterations	\$ 691,946	\$ 250,000	\$ 250,000	\$ 1,191,946	\$ 1,250,159	\$ 58,213
Computer & Technology	\$ 427,714	\$ 150,000	\$ 150,000	\$ 727,714	\$ 646,694	\$ (81,020)
Total Expenditures	\$ 1,312,169	\$ 475,000	\$ 475,000	\$ 2,262,169	\$ 2,198,263	\$ (63,906)
Total Reserves	\$ 714,000	\$ 779,000	\$ 829,000	\$ 779,000	\$ 649,000	\$ (130,000)
Total Expenditures + Reserves	\$ 2,026,169	\$ 1,254,000	\$ 1,304,000	\$ 3,041,169	\$ 2,847,263	\$ (193,906)
Beginning of Year Fund Balance	\$ 2,229,526	\$ 1,517,357	\$ 1,642,357	\$ 2,229,526	\$ 2,018,963	\$ 210,563
Revenues Over (Under) Expenditures	\$ (712,169)	\$ 125,000	\$ 125,000	\$ (457,169)	\$ (693,263)	\$ 236,094
Fund Balance						
Reserved for Building Repairs	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -
Reserved for Technology	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ -
Reserved for Oshtemo Utilities	\$ 30,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 15,000	\$ 30,000
Reserved for Central Boiler	\$ 100,000	\$ 150,000	\$ 200,000	\$ 150,000	\$ 50,000	\$ 100,000
Assigned for Future Capital Projects	\$ 803,357	\$ 863,357	\$ 938,357	\$ 993,357	\$ 676,700	\$ 316,657
End of Year Total Fund Balance	\$ 1,517,357	\$ 1,642,357	\$ 1,767,357	\$ 1,772,357	\$ 1,325,700	\$ 446,657

Notes:

The Close Estimate Budget for the Capital Improvement Plan shifts the three year projection period one additional year to end June 30, 2019. All variances to the Prior Budget are a result of that shift. The revised budget for fiscal year 2016-2017 incorporates increased reserves for Oshtemo Utilities and the Central Boiler while maintaining the same level for Technology and Building Repair. Ending Fund Balance Assigned for Future Capital Projects increases over the prior budget by \$316,657.

Included in the current year revenue budget is another \$5,000 from the Wong Foundation which will fund investments technology as in prior years. Items the gift will fund this year include a replacement monitor at Central Circulation, purchase of Chromebooks for circulation in the Children's room and Washington Square, and circulating hotspots.

Changes for the current year allocations include reduction of the estimate for purchased photocopy replacements and assumes most, if not all, photocopy replacements will be accomplished via a lease arrangement. New recommendations include public computer station chair replacements, the initial project start for Central upholstered public seating replacement, and several smaller allocations for replacement archival scanner for the financial records and a workstation replacement for staff.

**KALAMAZOO PUBLIC LIBRARY
CAPITAL IMPROVEMENT PLAN
Supplementary Information
For the Three Year Period ending June 30, 2019**

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

<u>Description</u>	<u>Carryover</u>	<u>Revised CEB 15-16 Budget</u>	<u>Actuals</u>	<u>Carryover</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>	<u>FY 2018-19</u>
Library Systems & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furnishings							
Furnishings Reserve	\$ 70,695	\$ 97,572	\$ -	\$ 97,572	\$ 29,200	\$ 75,000	\$ 75,000
Central Library	\$ 6,547	\$ 6,345	\$ -	\$ 6,344	\$ 28,000	\$ -	\$ -
Branch Libraries	\$ 32,765	\$ 41,200	\$ 28,557	\$ 12,643	\$ -	\$ -	\$ -
System-Wide Projects	\$ 4,169	\$ 6,294	\$ 5,344	\$ 950	\$ 17,800	\$ -	\$ -
Total Furnishings	\$ 114,175	\$ 151,410	\$ 33,901	\$ 117,509	\$ 75,000	\$ 75,000	\$ 75,000
Building Alterations							
Building Alterations Reserve	\$ 42,162	\$ 76,399	\$ -	\$ 76,399	\$ 86,000	\$ 250,000	\$ 250,000
Structural Projects	\$ 22,000	\$ 96,600	\$ 65,610	\$ -	\$ 50,000	\$ -	\$ -
Mechanical Projects	\$ 183,000	\$ 220,150	\$ 131,560	\$ 88,790	\$ 45,000	\$ -	\$ -
Control & Security Systems	\$ 61,217	\$ 102,282	\$ 65,253	\$ 37,029	\$ -	\$ -	\$ -
Other Facilities Projects	\$ 157,228	\$ 254,728	\$ 239,728	\$ 239,728	\$ 69,000	\$ -	\$ -
Total Building Alterations	\$ 465,607	\$ 750,159	\$ 502,151	\$ 441,946	\$ 250,000	\$ 250,000	\$ 250,000
Computer & Technology							
Computer & Technology Reserve	\$ 19,258	\$ 44,258	\$ -	\$ 47,008	\$ 42,660	\$ 100,000	\$ 100,000
Public Technology & Hardware	\$ 44,653	\$ 110,454	\$ 30,047	\$ 80,407	\$ 80,000	\$ 50,000	\$ 50,000
Portable Technology	\$ 12,218	\$ 35,618	\$ 20,908	\$ 14,710	\$ -	\$ -	\$ -
Other Technology/Computer Equipment	\$ 13,529	\$ 50,429	\$ 4,026	\$ 46,403	\$ 108,200	\$ -	\$ -
Server Migration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RFID/Circulation Technologies	\$ 3,234	\$ 21,934	\$ 13,607	\$ 8,327	\$ -	\$ -	\$ -
Total Computer & Technology	\$ 92,893	\$ 262,693	\$ 68,589	\$ 196,854	\$ 230,860	\$ 150,000	\$ 150,000
Total Budgeted Expenditures - CIP	\$ 672,676	\$ 1,164,262	\$ 604,641	\$ 756,309	\$ 555,860	\$ 475,000	\$ 475,000

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

<u>Description</u>	<u>Carryover</u>	<u>Revised CEB 15-16 Budget</u>	<u>Actuals</u>	<u>Carryover</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>	<u>FY 2018-19</u>
802 Library Systems (Complete)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
810 Furnishings Reserve -Unallocated	\$ 70,695	\$ 97,572	\$ -	\$ 97,572	\$ 29,200	\$ 75,000	\$ 75,000
Central Library							
818 Video equipment -Canon	\$ 202	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
889 Children's/Youth Table & Chair	\$ 5,328	\$ 5,328	\$ -	\$ 5,328	\$ 3,000	\$ -	\$ -
892 Local History Furnishings	\$ 1,017	\$ 1,017	\$ -	\$ 1,016	\$ -	\$ -	\$ -
892 Central furnishings	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -
Subtotal Central Library Furnishing Projects	\$ 6,547	\$ 6,345	\$ -	\$ 6,344	\$ 28,000	\$ -	\$ -
Branches							
815 Adult Workspaces/Public Areas - Oshtemo	\$ 13,565	\$ 40,000	\$ 28,557	\$ 11,443	\$ -	\$ -	\$ -
894 Oshtemo Refurbishment Projects - All	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
882 Oshtemo Drop box replacement	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
881 Eastwood/Powell - Powell Office Furniture	\$ (0)	\$ 1,200	\$ -	\$ 1,200	\$ -	\$ -	\$ -
Subtotal Branch Libraries Furnishing Projects	\$ 32,765	\$ 41,200	\$ 28,557	\$ 12,643	\$ -	\$ -	\$ -
System Wide							
814 Chairs Multiple Departments-Public and Staff	\$ 4,169	\$ 6,294	\$ 5,344	\$ 950	\$ 17,800	\$ -	\$ -
Subtotal System-Wide Furnishing Projects	\$ 4,169	\$ 6,294	\$ 5,344	\$ 950	\$ 17,800	\$ -	\$ -
Total Furnishings	\$ 114,175	\$ 151,410	\$ 33,901	\$ 117,509	\$ 75,000	\$ 75,000	\$ 75,000
820 Building Alterations Reserve - Unallocated	\$ 42,162	\$ 76,399	\$ -	\$ 76,399	\$ 86,000	\$ 250,000	\$ 250,000
Structural Projects							
828 Eastwood Roof Repair	\$ 22,000	\$ 18,210	\$ 18,210	\$ -	\$ -	\$ -	\$ -
807 Washington Square Attic	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
805 Central Library - Marble tile maintenance	\$ -	\$ 47,400	\$ 47,400	\$ -	\$ -	\$ -	\$ -
Subtotal Structural Projects	\$ 22,000	\$ 96,600	\$ 65,610	\$ -	\$ 50,000	\$ -	\$ -
Mechanical Projects							
Generator - combined	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Generator - combined	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
887 Generator - Central, Oshtemo & Eastwood	\$ 50,000	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -
895 Central Freight Elevator	\$ 105,000	\$ 125,000	\$ 120,360	\$ 4,640	\$ -	\$ -	\$ -
841 Central Louvers on Air Handler Units	\$ 11,200	\$ 11,200	\$ 11,200	\$ -	\$ 45,000	\$ -	\$ -
Subtotal Mechanical Projects	\$ 183,000	\$ 220,150	\$ 131,560	\$ 88,790	\$ 45,000	\$ -	\$ -
Control & Security Systems							
827 Security System Updates	\$ 1,217	\$ 37,517	\$ 3,488	\$ 34,029	\$ -	\$ -	\$ -
842 Central Lighting Control	\$ 60,000	\$ 61,765	\$ 61,765	\$ -	\$ -	\$ -	\$ -
Subtotal Control & Security Systems	\$ 61,217	\$ 102,282	\$ 65,253	\$ 37,029	\$ -	\$ -	\$ -
Other Facilities Projects							
806 Central Restrooms - Phase I	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -
824 Eastwood - drop ceiling	\$ -	\$ 7,000	\$ 4,068	\$ 2,932	\$ -	\$ -	\$ -
823 Oshtemo Building projects (electrical, enclosure)	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -
808 Oshtemo Smart Drop Design phase	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -
893 Delivery Vehicle	\$ 60,000	\$ 32,500	\$ 25,456	\$ 7,045	\$ -	\$ -	\$ -
Door Counters	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -	\$ -
811 Carpet Master Plan Reserve (Cumulative)	\$ 97,228	\$ 97,228	\$ 12,279	\$ 84,949	\$ 50,000	\$ -	\$ -

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

<u>Description</u>	<u>Carryover</u>	<u>Revised CEB 15-16 Budget</u>	<u>Actuals</u>	<u>Carryover</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>	<u>FY 2018-19</u>
Subtotal Facilities Projects	\$ 157,228	\$ 254,728	\$ 239,728	\$ 239,728	\$ 69,000	\$ -	\$ -
Total Building Projects	\$ 465,607	\$ 750,159	\$ 502,151	\$ 441,946	\$ 250,000	\$ 250,000	\$ 250,000
830 Computer & Tech Reserve - Unallocated	\$ 19,258	\$ 44,258		\$ 47,008	\$ 42,660	\$ 100,000	\$ 100,000
Technology/Hardware - Public	\$ -	\$ 6,069		\$ 6,069	\$ -	\$ -	\$ -
831 Desktop Replacement	\$ 30,069	\$ 90,069	\$ 24,698	\$ 65,371	\$ 80,000	\$ 50,000	\$ 50,000
844 Portable Device USB Charging Stations	\$ -	\$ 5,000	\$ 1,928	\$ 3,072	\$ (3,072)	\$ -	\$ -
843 Digital signage	\$ 6,069	\$ -		\$ -	\$ (4,840)	\$ -	\$ -
845 Public Spaces AV Upgrades	\$ (0)	\$ -		\$ -	\$ -	\$ -	\$ -
865 Game Carts - Teen	\$ 3,141	\$ 3,141	\$ 3,141	\$ -	\$ -	\$ -	\$ -
884 Digital Lab Equipment	\$ 6,175	\$ 6,175	\$ 280	\$ 5,895	\$ 7,912	\$ -	\$ -
Subtotal Public Technology/Hardware	\$ 44,653	\$ 110,454	\$ 30,047	\$ 80,407	\$ 80,000	\$ 50,000	\$ 50,000
Portable Technology	\$ -	\$ -					
878 Portable Devices - iPads, Mac Minis, Laptops	\$ 12,218	\$ 35,618	\$ 20,908	\$ 14,710	\$ -	\$ -	\$ -
Subtotal Portable Technology	\$ 12,218	\$ 35,618	\$ 20,908	\$ 14,710	\$ -	\$ -	\$ -
Other Technology/Computer Equipment	\$ -	\$ 2,500		\$ 2,500	\$ -	\$ -	\$ -
879 Office Scanners - administrative/business office	\$ 284	\$ 2,284	\$ 726	\$ 1,558	\$ -	\$ -	\$ -
855 Telephone System	\$ 13,245	\$ 13,245	\$ 1,400	\$ 11,845	\$ -	\$ -	\$ -
854 Photocopies/Envisionware terminals	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -
854 Spare CISCO switch	\$ -	\$ 2,700	\$ -	\$ 2,700	\$ -	\$ -	\$ -
854 Staff Desktop PC replacement - IT (JC/WH)	\$ -	\$ 3,100	\$ 300	\$ 2,800	\$ -	\$ -	\$ -
854 AWE replacements	\$ -	\$ -		\$ -	\$ 23,200	\$ -	\$ -
854 Network Infrastructure replacements	\$ -	\$ -		\$ -	\$ 80,000	\$ -	\$ -
<i>Office archival scanner</i>	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -
854 Desktop intern replacement MAC	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -
854 42" monitor - discharge area	\$ -	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -
Subtotal Other Technology/Computer Equipment	\$ 13,529	\$ 50,429	\$ 4,026	\$ 46,403	\$ 108,200	\$ -	\$ -
Server Migration Project - Moved to Reserve	\$ -	\$ -			\$ -	\$ -	\$ -
RFID/Circulation Technology	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
852 RFID / Circulation	\$ 3,234	\$ 3,234	\$ -	\$ 3,234	\$ -	\$ -	\$ -
852 Comprise Smart Terminals	\$ -	\$ 14,000	\$ 13,607	\$ 392	\$ -	\$ -	\$ -
852 Topaz Signature Gem (Circulation signatures)	\$ -	\$ 2,400	\$ -	\$ 2,400	\$ -	\$ -	\$ -
852 RFID Reader Pad/Scanner/Printer (Oshtemo)	\$ -	\$ 2,300	\$ -	\$ 2,300	\$ -	\$ -	\$ -
Subtotal RFID/Circulation Technology	\$ 3,234	\$ 21,934	\$ 13,607	\$ 8,327	\$ -	\$ -	\$ -
Total Computer & Electronic Technologies	\$ 92,893	\$ 262,693	\$ 68,589	\$ 196,854	\$ 230,860	\$ 150,000	\$ 150,000
Total Capital Expenditures	\$ 672,676	\$ 1,164,262	\$ 604,641	\$ 756,309	\$ 555,860	\$ 475,000	\$ 475,000

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget FY 2016-2017**

	FY 2014-2015		Budget 2015-2016		FY 2015-2016		Budget 2016-2017		Variance to Prior
	Actuals	Preliminary	Close Estimate	Actuals	Preliminary	Close Estimate	Actuals		
Revenue/Available Funds									
Other Local Gifts & Grants	\$ 44,190	\$ 25,235	\$ 37,933	\$ 41,250	\$ 31,500	\$ 31,500	\$ -	\$ -	\$ -
Transfers - In/Out	\$ -	\$ -	\$ (3,090)	\$ -	\$ -	\$ (3,090)	\$ 3,090	\$ -	\$ 3,090
Available Beginning Fund Balance	\$ 187,936	\$ 143,993	\$ 171,350	\$ 171,350	\$ 126,751	\$ 177,095	\$ (50,344)	\$ -	\$ (50,344)
Total Revenue/Available Funds	\$ 232,127	\$ 169,228	\$ 206,193	\$ 212,600	\$ 158,251	\$ 205,505	\$ (47,254)	\$ -	\$ (47,254)
Expenditures									
Salaries & Benefits	\$ 1,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials	\$ 27,903	\$ 31,750	\$ 33,350	\$ 16,063	\$ 33,600	\$ 33,600	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technical Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchased Services	\$ 14,376	\$ -	\$ 2,282	\$ 2,282	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 17,031	\$ 10,226	\$ 26,589	\$ 17,159	\$ 10,000	\$ 17,858	\$ (7,858)	\$ -	\$ (7,858)
Total Expenditures	\$ 60,777	\$ 41,976	\$ 62,221	\$ 35,505	\$ 43,600	\$ 51,458	\$ (7,858)	\$ -	\$ (7,858)
Ending Fund Balance									
Assigned for Ready to Read	\$ 78,205	\$ 62,509	\$ 62,875	\$ 80,324	\$ 47,375	\$ 64,825	\$ 17,450	\$ -	\$ 17,450
Assigned for History Room	\$ 2,282	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned for ONEPlace	\$ 922	\$ -	\$ -	\$ 570	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned for Gifts & Memorials	\$ 4,859	\$ 1,295	\$ 3,009	\$ 4,742	\$ 1,409	\$ 3,142	\$ 1,733	\$ -	\$ 1,733
Assigned for Library Gifts	\$ 3,895	\$ -	\$ -	\$ 4,768	\$ -	\$ 268	\$ 268	\$ -	\$ 268
Assigned for KPL Antiracism	\$ 3,858	\$ -	\$ -	\$ 852	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned for Friends Mini-Grants	\$ 5,741	\$ -	\$ -	\$ 5,027	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned for KCF History Room	\$ 71,588	\$ 62,947	\$ 78,088	\$ 80,812	\$ 83,088	\$ 85,812	\$ 2,724	\$ -	\$ 2,724
Total Ending Fund Balance	\$ 171,350	\$ 126,751	\$ 143,972	\$ 177,095	\$ 131,872	\$ 154,047	\$ 22,175	\$ -	\$ 22,175

Notes:

The Special Revenue Fund Close Estimate Budget incorporates updated carryover gift and grant balances as of July 1, 2016. All variances are due to the delay of expenditures anticipated in the prior fiscal year or the continuation of current programs. No new initiatives are anticipated.

**Kalamazoo Public Library
Special Revenue Fund-Supplemental Information
Close Estimate Budget FY 2016-2017**

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget FY 2016-2017**

Account Description	2015-2016			2016-2017			Variance to Prior	
	Actual Fund Balance	Preliminary	Close Estimate	Actual Fund Balance	Preliminary	Close Estimate		
233 - Ready to Read - Gifts	Beginning	\$ 31,736	\$ 28,084	\$ 31,736	\$ 19,699	\$ 19,786	\$ 19,699	\$ (88)
Revenue: Other Local Gifts & Grants		\$ 1,000	\$ 1,050		\$ 1,000	\$ 1,000		\$ -
Expenditures: Juvenile Books		\$ 12,000	\$ 12,000		\$ 12,000	\$ 12,000		\$ -
Miscellaneous Disbursements		\$ 1,000	\$ 1,000		\$ 5,000	\$ 5,000		\$ -
Net for 233:		\$ 12,000	\$ 11,950		\$ 16,000	\$ 16,000		\$ -
Projected Ending		\$ 16,084	\$ 19,786		\$ 3,786	\$ 3,699		\$ (88)
235 - Ready to Read - Spelling Bee	Beginning	\$ 46,469	\$ 46,190	\$ 46,469	\$ 60,625	\$ 43,089	\$ 60,626	\$ 17,537
Revenue: Other Local Gifts & Grants		\$ 22,000	\$ 18,000		\$ 21,800	\$ 21,800		\$ -
Bee - Spectator Tickets		\$ 735	\$ 1,120		\$ 1,200	\$ 1,200		\$ -
Expenditures: Juvenile Books		\$ 18,000	\$ 18,000		\$ 18,000	\$ 18,000		\$ -
Miscellaneous Disbursements		\$ 4,500	\$ 4,500		\$ 4,500	\$ 4,500		\$ -
Net for 235:		\$ (235)	\$ 3,380		\$ (500)	\$ (500)		\$ -
Projected Ending		\$ 46,425	\$ 43,089		\$ 43,589	\$ 61,126		\$ 17,537
301 - Gifts & Memorials - Materials*	Beginning	\$ 4,859	\$ 3,045	\$ 4,859	\$ 4,742	\$ 3,009	\$ 4,742	\$ 1,733
Revenue: Other Local Gifts & Grants		\$ 1,000	\$ 2,500		\$ 2,500	\$ 2,500		\$ -
Expenditures: Adult Books		\$ 1,000	\$ 3,000		\$ 3,000	\$ 3,000		\$ -
Juvenile Books		\$ 750	\$ 250		\$ 500	\$ 500		\$ -
Audio Visual Materials		\$ -	\$ 100		\$ 100	\$ 100		\$ -
Miscellaneous Disbursements		\$ 1,000	\$ 1,000		\$ 500	\$ 500		\$ -
Net for 301:		\$ 1,750	\$ 1,850		\$ 1,600	\$ 1,600		\$ -
*Includes Ann Schwendener Memorial Fund								
Projected Ending		\$ 1,295	\$ 3,009		\$ 1,409	\$ 3,142		\$ 1,733
303 - History Room Gifts	Beginning	\$ 2,282	\$ -	\$ 2,282	\$ -	\$ 0	\$ -	\$ (0)
Expenditures: Contracted Services		\$ -	\$ 2,282		\$ -	\$ -		\$ -
Totals for 303:		\$ -	\$ 2,282		\$ -	\$ -		\$ -
Projected Ending		\$ -	\$ 0		\$ -	\$ -		\$ 0
307 - ONEplace Nonprofit Services	Beginning	\$ 922	\$ -	\$ 922	\$ 570	\$ -	\$ 570	\$ 570
Expenditures: Programming		\$ -	\$ 922		\$ -	\$ 570		\$ (570)
Net for 307:		\$ -	\$ 922		\$ -	\$ -		\$ -
Projected Ending		\$ -	\$ -		\$ -	\$ -		\$ 0
308 - Library Gifts	Beginning	\$ 3,895	\$ 3,226	\$ 3,895	\$ 4,768	\$ -	\$ 4,768	\$ 4,768
Revenue: Other Local Gifts & Grants		\$ 500	\$ 750		\$ -	\$ -		\$ -
Expenditures: Miscellaneous Disbursements		\$ 3,726	\$ 4,645		\$ -	\$ 4,500		\$ (4,500)
Net for 308:		\$ 3,226	\$ 3,895		\$ -	\$ 4,500		\$ (4,500)
Projected Ending		\$ -	\$ -		\$ -	\$ 268		\$ 268
310 - KPL Antiracism Transformation Team	Beginning	\$ 3,858	\$ -	\$ 3,858	\$ 852	\$ 0	\$ 852	\$ 852
Expenditures: Miscellaneous Disbursements		\$ -	\$ 3,858		\$ -	\$ 852		\$ (852)
Net for 310:		\$ -	\$ 3,858		\$ -	\$ 852		\$ (852)
Projected Ending		\$ -	\$ 0		\$ -	\$ -		\$ (0)
377 - Friends Mini-Grants - 2016	Beginning	\$ -	\$ -	\$ -	\$ 1,694	\$ -	\$ 1,694	\$ 1,694
Revenue: Other Local Gifts & Grants		\$ -	\$ 8,013		\$ -	\$ -		\$ -
Expenditures: Miscellaneous Disbursements		\$ -	\$ 8,013		\$ -	\$ 1,694		\$ (1,694)
Net for 377:		\$ -	\$ -		\$ -	\$ 1,694		\$ (1,694)
Projected Ending		\$ -	\$ -		\$ -	\$ -		\$ -
379 - Friends Mini-Grants 2015	Beginning	\$ 2,476	\$ -	\$ 2,476	\$ 242	\$ -	\$ 242	\$ 242
4-6150-1-3 Miscellaneous Disbursements		\$ -	\$ 2,476		\$ -	\$ 242		\$ (242)
Net for 379:		\$ -	\$ 2,476		\$ -	\$ 242		\$ (242)

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget FY 2016-2017**

Account Description	Actual			2015-2016			Actual			2016-2017			Variance to Prior
	Fund Balance	Preliminary	Close Estimate										
Projected Ending		\$ -	\$ 0		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	0
Beginning	\$ 3,090	\$ -	\$ 3,090	\$ 3,090	\$ -	\$ 3,090	\$ 3,090	\$ -	\$ 3,090	\$ 3,090	\$ -	\$ -	\$ 3,090
380-390 - Prior Year's Mini-Grants													
Transfers: Transfers to General Fund		\$ -	\$ 3,090		\$ -	\$ 3,090		\$ -	\$ 3,090		\$ -	\$ 3,090	\$ (3,090)
Net for 380:		\$ -	\$ 3,090		\$ -	\$ 3,090		\$ -	\$ 3,090		\$ -	\$ 3,090	\$ (3,090)
Projected Ending		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	0
Beginning	\$ 175	\$ -	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
391 - Children's Mini-Grant													
Expenditures Miscellaneous Disbursements		\$ -	\$ 175		\$ -	\$ 175		\$ -	\$ -		\$ -	\$ -	\$ -
Net for 391:		\$ -	\$ 175		\$ -	\$ 175		\$ -	\$ -		\$ -	\$ -	\$ -
Projected Ending		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	0
Beginning	\$ 71,588	\$ 62,947	\$ 71,588	\$ 80,812	\$ 78,088	\$ 80,812	\$ 80,812	\$ 78,088	\$ 80,812	\$ 80,812	\$ 78,088	\$ 80,812	\$ 2,724
397 - KCF - Local History and Community Information Agency Fund													
4-4472-1-3 Other Local Gifts & Grants		\$ -	\$ 6,500		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000	\$ -
Totals for 397:		\$ -	\$ 6,500		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000	\$ -
Projected Ending		\$ 62,947	\$ 78,088		\$ 83,088	\$ 85,812		\$ 83,088	\$ 85,812		\$ 83,088	\$ 85,812	\$ 2,724

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Organizational Chart
Revision**

DATE: December 12, 2016

Recommendation:

I recommend board approval of the attached revised organizational chart. The current chart is also attached for comparison.

Executive Summary:

The vacancy in the position of Head of ILS / TS (Integrated Library System / Technical Services) prompted a reexamination of our structure with the goal of aligning services more logically and more balanced. The recommended changes include:

- Combining branches and circulation into one department; Kevin King would head that department.
- Combining IT with CAMP (cataloging, acquisitions, and materials processing – as a group called technical services), ILS, and the website. This IT / TS department would focus on technology, supporting the entire library, with no direct public service. This department head position would be advertised with the required qualification, among others, of very strong technical skills and experience. A library degree would be desirable, not required.
- Adding a library assistant position to provide clerical support for IT / TS. (See next recommendation on meeting agenda.)
- Moving The Hub to Adult Services recognizing it is a direct public service, primarily to adults.
- Including for the first time in the organizational chart The Hub, Security, and Website as agencies.

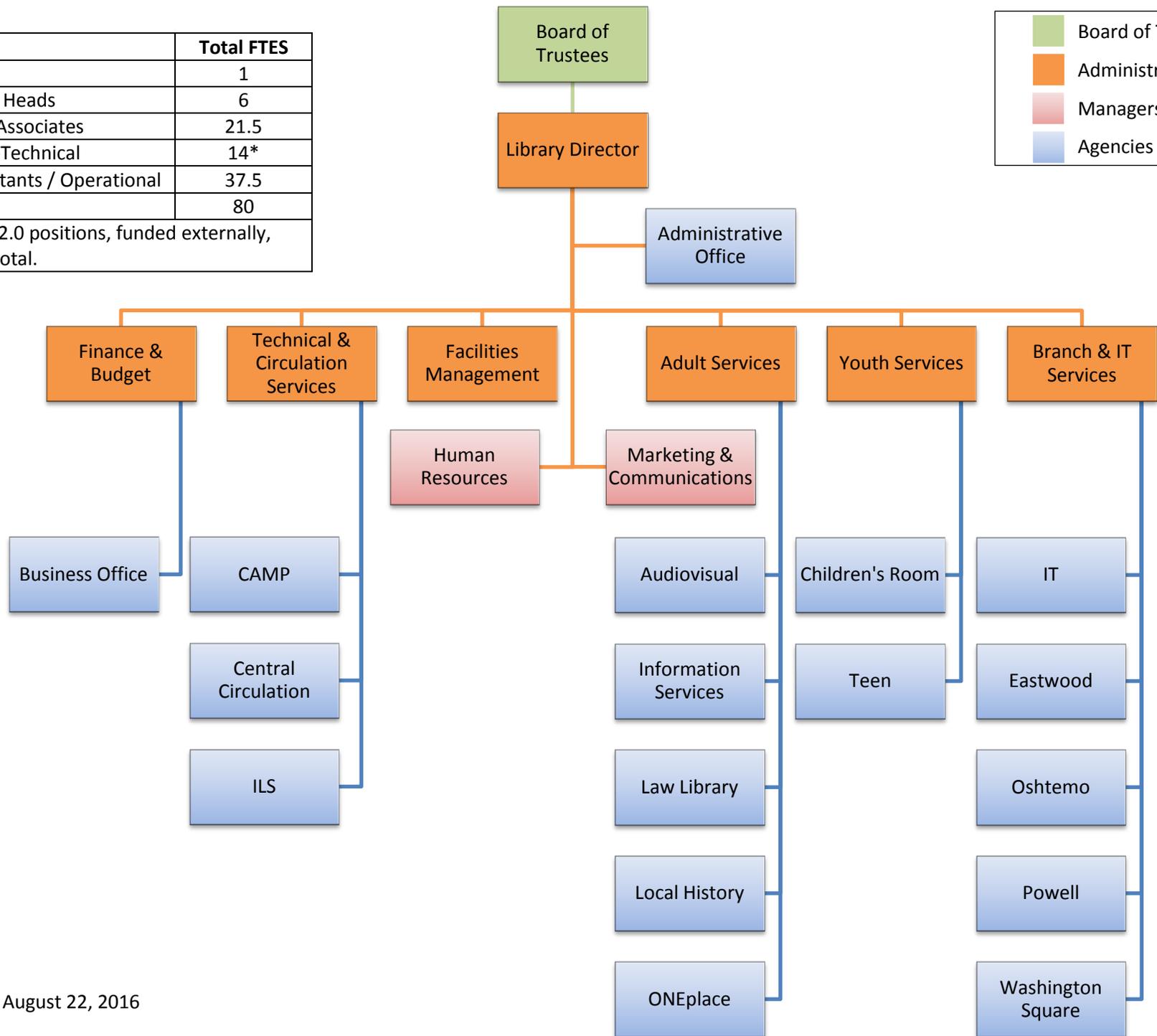
The Management Team spent considerable time considering various alternatives; staff suggestions were invited and added into the discussion. This recommendation seemed the best at addressing our major goals of a more logical alignment of services and better balance among the departments.

This recommendation has been discussed with both the Personnel Committee and Finance and Budget Committee and comes to the full board with the support of both committees.

[Return to Agenda](#)

Kalamazoo Public Library Organizational Chart

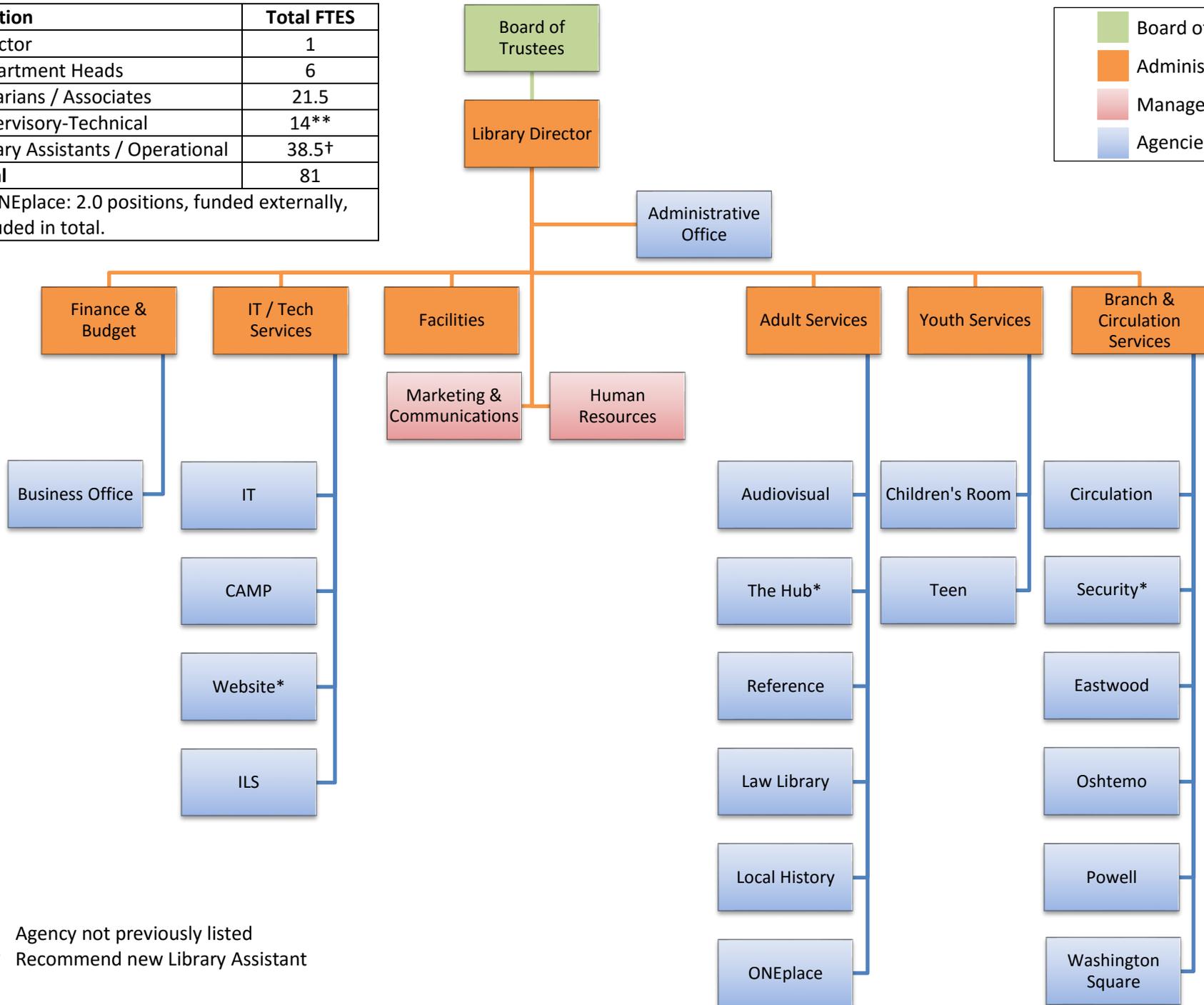
Position	Total FTES
Director	1
Department Heads	6
Librarians / Associates	21.5
Supervisory-Technical	14*
Library Assistants / Operational	37.5
Total	80
*ONEplace: 2.0 positions, funded externally, included in total.	



Proposed Kalamazoo Public Library Organizational Chart – Draft 12/12/2016

Position	Total FTES
Director	1
Department Heads	6
Librarians / Associates	21.5
Supervisory-Technical	14**
Library Assistants / Operational	38.5†
Total	81

**ONEplace: 2.0 positions, funded externally, included in total.



* Agency not previously listed
 † Recommend new Library Assistant

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Library Assistant Position Addition**

DATE: December 12, 2016

Recommendation:

I recommend board approval of the addition to the staffing table of a full-time library assistant assigned to the new IT / Technical Services Department.

Executive Summary:

The realignment of some services, especially between Branches and Circulation and IT / Tech Services shown on the organizational chart, leaves IT/TS without a support position for the department head.

With board approval of this reorganization, we would proceed promptly to advertise, interview, and hire for the IT/TS department head position, with the hope of having someone begin about February 1. We would then turn attention to writing and classifying the job description for the library assistant and aim for a start date of about March 1.

The cost in salary and fringe benefits to add this position for about four months of this fiscal year, would be approximately \$19,500.

This recommendation has been reviewed and is supported by both Personnel and Finance and Budget Committees.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Shared Leave Program Revision**

DATE: December 12, 2016

Recommendation:

I recommend board approval of a revised Shared Leave Program as shown in the attachment.

Executive Summary:

KPL's shared leave program was approved by the board in early 2007. Since that time, treatment for chronic illnesses has changed so that employees receiving treatment are sometimes able to work part-time during their treatment and not be completely off work. Research into other shared leave programs around the country was conducted to consider provisions that might better accommodate staff members who are able to continue to work during their treatment for a chronic illness.

The attached document shows the changes. In summary the major changes being recommended:

- Refinement of the definition of immediate family member;
- Eligibility as a leave donor and leave recipient increased from three months to six months;
- More stringent and detailed definition of what constitutes a serious health condition including conditions regarding disability and birth of a child;
- Allowance for additional campaigns for donations when the Shared Leave Bank balance does not meet existing needs
- The most significant change is to the number of allowable hours that can be received by an employee. It is proposed that management may grant continuation of receipt of leave beyond 480 hours in a rolling twelve-month period on a month-to-month basis, to a maximum of 960 hours, if management would have otherwise granted leave without pay. The purpose of this recommendation is to reduce the financial hardship for staff members with chronic illness who do not meet the eligibility requirements for long term disability yet would suffer a loss in pay due to periods of leave required for ongoing treatment.

These changes have been reviewed by the Personnel Committee and come to the full board with committee support. They have also been discussed with the Mutual Concerns committees of both KPLSP and KPLA.

Kalamazoo Public Library

Shared Leave Program

The Shared Leave Program is an opportunity for Kalamazoo Public Library employees to voluntarily donate sick leave to a shared leave bank that will help an employee who is experiencing a serious health condition or has an immediate family member with a serious health condition, which requires or is likely to require the employee to take leave without pay ~~for up to 12 weeks,~~ because they have exhausted or are likely to exhaust their accrued sick leave, vacation and floating leave.

The program will be enacted through letters of agreement between the library and the collective bargaining units and shall remain in effect for the duration of the respective Agreements.

Definitions

Employee - Any employee of the Library who earns and accrues sick leave.

Immediate Family Member –

<u>Spouse</u>	<u>Parent</u>	<u>Child</u>	<u>Dependents</u>
<u>Husband</u>	<u>Mother/Father</u>	<u>(Daughter/Son)</u>	
<u>Wife</u>	<u>Biological</u>	<u>Biological</u>	<u>Living in the employee's household</u>
<u>Domestic partner</u>	<u>Adoptive</u>	<u>Adoptive</u>	
	<u>Foster</u>	<u>Step</u>	
	<u>Step</u>	<u>Half</u>	
	<u>In Loco Parentis</u>		

~~Spouse, significant other (an intimate, co-habitation relationship must exist), domestic partner (same sex), child (regardless of age), parent or parent-in-law.~~

Eligibility - All employees who accrue leave and have been employed at least ~~six~~three months are eligible to participate.

Leave donor - An employee, employed at least ~~three-six~~months, who makes a voluntary written request to transfer sick leave to the Shared Leave Bank.

Leave recipient - A current employee, employed at least ~~six~~three months, for whom an application to receive leave from the Shared Leave Bank has been approved.

Serious health condition – A period of incapacity that causes an employee to be absent from work due to his or her own illness or the illness of an immediate family member. The health condition will require continuing treatment or supervision by a health care provider. The employee or an immediate family member of the employee, must be suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay. This includes intermittent leave.

The criteria for an illness or injury under shared leave is different than those for FMLA. Examples of "extraordinary or severe" situations that typically meet the criteria for shared leave include but are not limited to:

- Major surgery with inpatient hospital stay
- Outpatient surgery for severe condition
- Cancer and treatment
- Hospitalization for a severe physical or mental condition
- Enrollment in an ongoing behavioral health treatment program (inpatient or day) requiring continuous leave from work.
- Bed rest due to high-risk, pregnancy-related complications

Disability – An employee may use shared leave to cover any needed hours for the required disability waiting period.

Birth of a child – The period of actual physical disability as a result of pregnancy and childbirth (normally six weeks for natural birth or eight weeks for a cesarean birth), as certified by a physician is a condition covered by this policy. Eligibility may be extended for complications related to pregnancy and delivery.

Note: Although an employee may receive up to 12 weeks of Family & Medical Leave for birth, adoption or foster care placement, only the period of actual physical disability as a result of pregnancy or childbirth is covered under the Shared Leave Policy. The additional "bonding time" allowed under FMLA is not eligible for shared leave coverage.

Shared Leave Committee – The Shared Leave Committee will consist of four members. Each employee group will appoint a representative to serve on the committee. The Benefits Coordinator will represent Supervisory Technical employees. The Shared Leave Committee will establish guidelines for approving or denying shared leave requests and will meet annually to review, evaluate and suggest changes or improvements. Recommended term of service for committee members – one year after implementation for the original committee, terms of two years for subsequent committees.

Shared Leave Bank – Hours donated by employees will be maintained in the Shared Leave Bank and will be available for distribution to eligible employees.

Year – A "rolling" 12-month period measured backward from the date an employee uses any Shared Leave.

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Shared Leave Procedures

Guidelines

1. All employees who accrue sick leave and have been employed at least ~~six~~ three months are eligible to participate.
- ~~2. Shared leave is meant to cover only the duration of the serious health condition for which it was approved.~~
- ~~3.2.~~ All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated or financially induced into donating leave.
- ~~4.3.~~ Leave recipients will continue to accrue paid leave while utilizing shared leave.
- ~~5.4.~~ Employees receiving workers compensation or short/long term disability are not eligible for the Shared Leave Program.
- ~~6.5.~~ If a leave recipient does not use all the shared leave approved, the unused leave will be returned to the Shared Leave Bank.
- ~~7.6.~~ All of the leave recipient's accrued leave must be exhausted before the additional Shared Leave Bank time can be used.
- ~~8.7.~~ The amount of shared leave approved will depend upon the amount of sick leave, vacation and floating leave the employee has remaining. ~~The combined total will not exceed twelve weeks per year.~~
- ~~9.8.~~ A semi-annual report of the number of hours of sick leave donated and the number of shared leave requests approved or denied will be published and shared with staff.
- ~~10.9.~~ The Shared Leave Committee will meet annually to evaluate the program and make suggestions for improvement and recommendations regarding continuation.
- ~~11.10.~~ Administration, KPLA and KPLSP will review the efficacy of the Shared Leave Program upon expiration of the respective letters of agreement. The parties reserve the right to negotiate continuation or termination of the program during future contract negotiations.

Donation of leave

Employees may make donations to the Shared Leave Bank by submitting a Shared Leave Bank donation form to the Human Resources Manager, requesting a specified number of hours of leave be transferred from their sick leave to the Shared Leave Bank. Donations will be accepted in June and December each year. The maximum donation allowed per year for a full-time employee is eighty hours (10 days), 40 hours in June and 40 hours in December. Donations from fractional time employees will be based on the fraction of time worked. Requests for leave transfers must be in one-hour increments. Donations to the Shared Leave Bank are irrevocable.

If the balance of the Shared Leave Bank becomes insufficient to meet existing requests outside of existing donation periods, a campaign for additional donations will be initiated.

Application to become a leave recipient

Employees must submit a Shared Leave Request form to the Human Resources Manager in order to become a leave recipient. If an employee is not capable of

submitting the form, a personal representative, their Department Head or the Human Resources Manager may submit the form.

In order for a request for donated leave to be approved, the employee must:

- Have completed ~~three~~ six months of employment.
- Provide certification (U. S. Department of Labor Certification of Health Care Provider form) from a licensed physician stating the employee or an immediate family member is being treated for a serious health condition.
- Have exhausted all sick leave, vacation and floating leave (or provide credible medical evidence all leave time will be exhausted before the health condition is resolved).

If the above conditions are met, a potential leave recipient may request shared leave. The amount of shared leave approved will depend upon the amount of sick leave, vacation and floating leave the employee has remaining.

Allowable Hours Received

The number of hours of leave an employee can receive is equal to the projected recovery or treatment period, or equal to the wait period for long term disability (when applicable) less the employee's combined vacation, float and sick leave balance as of the beginning of the recovery or treatment period.

The amount of leave a recipient may receive is 480 hours (prorated for part-time) in a rolling 12 month period either continuously or, if for the same condition, on a recurring basis. However, management may grant continuation, on a month-to-month basis, to a maximum of 960 hours, if management would have otherwise granted leave without pay in the absence of shared leave eligibility. Additional verification from a physician may be required.

~~The combined total will not exceed twelve weeks per year.~~ Applications must include a completed Shared Leave Request form and a U. S. Department of Labor Certification of Health Care Provider form.

Approval or denial of application to become a leave recipient

Applications for shared leave will be reviewed by the Human Resources Manager, who will approve or deny requests for shared leave based on the guidelines established by the Shared Leave Committee.

The Human Resources Manager will notify the employee (or his or her personal representative) whether the request has been approved or denied within five working days after the date the application was received. Reasons for denying the request will be provided.

Denied requests may be appealed to the Director. The employee will be notified of the outcome within five working days of the appeal. The decision of the Director shall be final.

Questions

Questions regarding the Shared Leave Program should be addressed to the Human Resources Manager.

February 2007
Updated December 2014

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: 2017 Nonresident Fee

DATE: December 12, 2016

Recommendation:

I recommend the Board renew the non-resident fee for 2017 at \$185 per household and \$92.50 per student nonresident card.

Executive Summary:

Kalamazoo Public Library's nonresident fee is based upon the average tax on a residential parcel within the library district. It is an average calculated by dividing the average residential property tax revenue by the total reported residential parcels. The fee for 2017 calculates at \$186.47 per household. During 2016 the library sold 27 household non-resident cards, but none to students.

Total parcels in the library decreased by 453 households during the year to total 33,097 (during 2015 the number of households decreased by 5) while the taxable value of residential parcels rose by 1.6%. This resulted in a total increase in the district average residential property tax of \$1,376 per parcel. We are recommending rounding the nonresident fee down to the nearest \$5 increment per past practice.

Calculations for 2017 are:

Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
Kalamazoo City	19,289	780,379,820	\$40,457	\$160.14
Kalamazoo Twsp	6,882	265,268,545	\$38,545	\$152.57
Oshtemo Twsp	6,358	461,643,161	\$72,608	\$287.41
Texas Twsp	568	51,880,574	\$91,339	\$361.55
Total Library	33,097	1,559,172,100	\$47,109	\$186.47

Calculations for 2016 are:

Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
Kalamazoo City	19,723	769,772,330	\$39,029	\$154.49
Kalamazoo Twsp	6,901	262,483,964	\$38,036	\$150.56
Oshtemo Twsp	6,341	451,147,966	\$71,148	\$281.62
Texas Twsp	585	50,926,527	\$87,054	\$344.59
Total Library	33,550	1,534,330,787	\$45,733	\$181.02

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Calendar of Meetings for 2017**

DATE: December 12, 2016

Recommendation:

I recommend the Board adopt a calendar for meetings for the 2017 calendar year.

Executive Summary:

A suggested calendar for Board meetings during the 2017 calendar year has been developed and is attached for your consideration.

Kalamazoo Public Library

2017 Calendar for Meetings of the Library Board of Trustees

Kalamazoo Public Library Board Meetings are usually scheduled for the fourth Monday of each month at 4:00 p.m. Meetings needing to be changed due to holidays or other circumstances will generally be held on the third Monday.

Meetings are held at Central Library at 315 South Rose Street, Kalamazoo MI 49007 unless otherwise noted. Meetings may occur at branch libraries and advanced notice will be given in those cases. Please refer to the "Notice of Meeting" distributed with meeting materials each month and posted at the Central Library and all branches to verify the date and location of each meeting.

REGULAR BOARD MEETING DATES

January 23, 2017
February 27, 2017
March 27, 2017
April 24, 2017
May 22, 2017 *
June 19, 2017 †

July 24, 2017
August 28, 2017
September 25, 2017
October 23, 2017
November 27, 2017 **
December 11, 2017

* Fourth Monday conflicts with Memorial Day

† Fourth Monday conflicts with ALA 2017

** If a meeting is needed in November

MEMO

TO: Library Trustees

FROM: Nominating Committee

RE: **KPL Board of Trustees
Officer Nomination Slate**

DATE: December 12, 2016

The Kalamazoo Public Library Board of Trustees Nominating Committee proposes the following slate of officers for 2017:

President:	Lisa Godfrey
Vice President:	Valerie Wright
Treasurer:	James E. VanderRoest
Secretary:	Kerria Randolph

**Director's Report
December 2016**

From the director

1. Since the October board meeting, I attended many internal meetings, several library programs including the Spelling Bee and the Youth Literature Seminar, several webinars, and many DKI meetings.
2. I met with new trustee, Jannie Williams, who will take office at the January meeting. We talked about our structure, governance, and services. At a later time, we'll tour Central and the branches.
3. The theme for this year's annual staff day was inclusion with several keynote speakers from different perspectives. A wide variety of breakout sessions were also offered. Staff surveys showed most staff as very satisfied and pleased with the day – the variety of keynotes and breakouts was especially appreciated.
4. Once again the Great Grown-Up Spelling Bee was a success: \$19,000+ was raised! Eleven teams competed with the Breakfast Optimists taking first place. Thanks to the trustees for their support and attendance.
5. About 150 patrons attended the "Embracing Forgiveness" program at Powell in late October. The companion week of fine forgiveness was also very successful. \$26,780.78 in fines was forgiven during the week. About 750 cards were renewed that week, most of those were from patrons whose cards had expired and were not renewed due to fines. They are now patrons in good-standing with a current library card. Staff heard many comments of appreciation and service desks were busy. At Central, the line at the desk was to the door several times during the week.
6. Management Team has talked about the suggestion that we ask patrons to show their library card at programs as a way to gauge cardholder attendance. As we discussed it in some detail, we reached the conclusion that the logistics involved would be challenging and not too practical. We decided as a next step we would promote library card sign-up at programs, generally at the beginning of a program when we often announce upcoming programs.

7. I have reconnected with Ministry with Community now that they have moved into their new building. They are interested in pursuing a pilot program to have a social worker at the library as part of their work to be out and about in the community. We will continue to talk and have spring in mind as a possibility to launch such a partnership.

Stimulate imagination

8. The 39th annual Youth Literature Seminar with author Naomi Shihab Nye was another success. In addition to the all-day seminar and family program at Central, she visited Washington Writers' Academy and Arcadia Elementary. At Washington, students had prepared thoughtful questions about the writing process. At Arcadia, where students speak 17 different languages, students shared why they write.

This annual seminar is almost a year in the planning, alternating between a juvenile and a teen author. It is one of our signature programs.

9. The Storybook Character Election ended with Elephant and Piggy collecting the most votes. Each KPL location chose a storybook character, campaigned for that character, and encouraged kids to vote.
10. Children's Room at Central continues to highlight books about diversity and anti-bias as well as recently books about Native Americans and Thanksgiving. Books from all of these displays continue to circulate heavily.
11. An enthusiastic crowd of 130+ attended the concert by the Chicago based group, Friends of Gamelan. This concert continued our partnership with the Michigan Festival of Sacred Music, a bi-annual music festival going strong since 2001. We have partnered with them on several successful events over the years.
12. Oshtemo staff continue to represent the library at the Kalamazoo Refugee Council. We have ordered additional ESL materials for both children and adults to meet the demand. We are also purchasing Arabic language and bilingual Arabic-English books for Oshtemo.

Operations

13. Our book selection team met with Baker & Taylor, our largest book vendor, to discuss adding publishers and imprints to our profile to make our collections more diverse and appealing to a wider audience. Many options are available and the next step is to compile a list of our requests. This is an action plan item for the year from ARTT and Adult Services.
14. Phase II of the system wide Life-Safety upgrade has been completed with the installation at Central. New radio frequency key fobs have been distributed for the staff entrance and the garage pedestrian door is now locked and unlocked on a time schedule. Work will continue with installation at the balance of the branches over the next few months.

15. New permanent parking gates have been installed at Central to improve pedestrian safety, ease of use, and appearance during necessary lot closures. They are manually operated. When in use, they will provide a pedestrian opening at one end and a striped pole that can be raised, lowered, and locked in position.
16. The new dumpster enclosure at Oshtemo has been completed. The new design and site layout accommodate trash and recycling, freeing up space in the lot and preventing dumping that has become a problem.
17. Also at Oshtemo new gutters, downspouts, and snow guards have been installed on the south side of the lobby roof. This is intended to reduce the water running to the exterior of the small study carrels which have had ongoing problems with water penetration.
18. Dr. Whitney DeCamp and Rebecca Sevin from WMU Kercher Center, presented a program at the recent MLA annual conference about the User Experience Study they did for us. They report an engaged audience with many questions and follow-up interest.
19. Staff from Herrick Library in Holland visited recently for a tour of The Hub and to hear about ONEplace.

Library stories

20. Email from the Maple Street Magnet School librarian: "I had parents come to conferences last night and specifically pull me aside to say thank you for the Gary Schmidt visit." Our teen staff had arranged for this author visit to Maple Street.
21. Staff have heard from Lolita Moss, formerly of ONEplace and now in grad school at U of M, that she met a student from Seattle. When Lolita said she was from Kalamazoo, the young woman said, "I did this Battle of the Books thing with Kalamazoo". Lolita knew exactly what she was talking about and they reminisced about Global Reading Challenge from 17 years ago when Lolita was on the Winchell team. These women are now 28 years old and were excited to share this "global" experience as elementary school students. What a heartwarming story about the impact of our programs.
22. From a happy Hub patron: "Why I like The Hub is simple. That's it. They make it simple and easy to bring in any format, convert it, enhance it, do editing, and get your questions answered by knowledgeable staff. I was able to do Photoshop without the expense of buying the software and trying to teach myself how to use it. Whoever thought of this, thank you."

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
November 30, 2016**

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	20,479	755	9,208	376	1,930	32,748	173,413	183,686	-6%
-ebook	4,811					4,811	24,747	21,714	14%
-Digital Magazine	457					457	2,521	1,796	40%
Teen	3,141	124	829	51	405	4,550	26,100	29,303	-11%
Juvenile	<u>15,784</u>	<u>907</u>	<u>8,774</u>	<u>494</u>	<u>1,650</u>	<u>27,609</u>	<u>146,369</u>	<u>148,528</u>	-1%
Total	<u>44,672</u>	<u>1,786</u>	<u>18,811</u>	<u>921</u>	<u>3,985</u>	<u>70,175</u>	<u>373,150</u>	<u>385,027</u>	-3%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,642	51	757	14	89	2,553	13,852	14,667	-6%
-Digital	3,182					3,182	15,725	9,946	58%
Music									
-CD	3,544	154	662	283	321	4,964	25,220	32,389	-22%
-Digital	2,134					2,134	9,168	8,118	13%
Video									
-DVD	30,810	5,286	8,764	4,991	6,225	56,076	272,495	267,963	2%
- Digital	913					913	4,112	2,878	43%
Total Non-Print Material	<u>42,225</u>	<u>5,491</u>	<u>10,183</u>	<u>5,288</u>	<u>6,635</u>	<u>69,822</u>	<u>340,572</u>	<u>335,961</u>	1%
Total Circulation	<u>86,897</u>	<u>7,277</u>	<u>28,994</u>	<u>6,209</u>	<u>10,620</u>	<u>139,997</u>	<u>713,722</u>	<u>720,988</u>	-1%
Computer Usage									
Onsite Computer Use	5,846	431	1,147	488	557	8,469	49,457	49,160	1%
Total Online Impressions						441,658	2,486,414		
WiFi Users	2,723					2,723	13,625	10,688	27%
Database Statistics									
Database Sessions	760					760	5,876	4,923	19%
Database Searches	33,620					33,620	173,851	190,328	-9%
Total Registrations	326	30	88	33	18	495	4,419	3,489	27%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
November 30, 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	4	0	5	2	1	12	75	133	-44%
Attendance	110	0	65	111	43	329	4413	4201	5%
Teen Events	6	4	3	9	0	22	170	96	77%
Attendance	57	23	61	43	0	184	4561	3199	43%
Juvenile Events	30	21	42	16	22	131	620	437	42%
Attendance	996	257	748	251	408	2660	18117	14622	24%
Total Events	40	25	50	27	23	165	865	666	30%
Total Attendance	1163	280	874	405	451	3173	27091	22022	23%
Law Library									
Visitors	273					273	1339	1343	0%
Phone Calls	110					110	580	523	11%
Questions Answered	399					399	1935	1597	21%