



PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
VAN DEUSEN ROOM – THIRD FLOOR, CENTRAL LIBRARY
315 S Rose St., Kalamazoo, MI 49007
May 22, 2017, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
 - A. Comments from Candidates for KPL Director
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of April 24, 2017
 - B. Minutes of the Meeting of May 1, 2017
 - C. Minutes of the Meeting of May 9, 2017
 - D. Minutes of the Meeting of May 10, 2017
 - E. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending April 30, 2017
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Budgets
 - 1. General Operating Fund Close Estimate Budget Revision for Fiscal Year 2016-2017
 - 2. Special Revenue Fund Close Estimate Budget Revision for Fiscal Year 2016-2017
 - 3. General Operating Fund Preliminary Budget for Fiscal Year 2017-2018
 - 4. Capital Improvement Plan for Three Years ending June 30, 2019
 - 5. Special Revenue Fund Preliminary Budget for Fiscal Year 2017-2018
 - B. Revisions for Fund Development / Investment Policies
 - C. Irving Schensul Memorial Fund Spending Plan
 - D. KPL Endowment Withdrawal / Renovations to Teen Space at Central
 - Reports
 - E. Action Plans for 2017 - 2018
 - F. Summer Reading Challenge – Kala Luzia
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director's Building Advisory Committee
- VII. OTHER BUSINESS
 - A. Director's Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. ADJOURNMENT

<p style="text-align: center;">Kalamazoo Public Library <i>OFFICIAL MINUTES OF THE BOARD OF TRUSTEES</i> <i>PUBLIC MEETING</i> Date: April 24, 2017 Time: 4:00 p.m. Location: Board Room, Central Library</p>
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TRUSTEE ROLL CALL:

Present: Robert Brown, Lisa Godfrey, Kerria Randolph, James E. VanderRoest, Jannie Williams and Valerie Wright

Absent: Cheryl TenBrink

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Meeting of March 27, 2017*

B. *Personnel Items*

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending March 31, 2017*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending March 31, 2017.

Discussion: No discussion.

MOTION: V. WRIGHT MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MARCH 31, 2017.

MOTION CARRIED 6-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *Salary Pools for Supervisory-Technical and Administrative Staff for 2017-2018*

Recommendation: Director Rohrbaugh recommended board approval of the compensation pool of \$50,000 for Supervisory-Technical and Administrative employees for fiscal year 2017-2018.

Executive Summary: This recommendation follows our usual procedure for the 19 employees in these two employee groups. This pool will provide for salary increases for those not at the top of their range and for bonuses for those at the top; both increases and bonuses are merit based and discussed during annual evaluations in May.

The chairs of both Personnel Committee and Finance and Budget Committee have reviewed and support this recommendation.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE TRANSFER OF \$250,359 FROM CAPITAL IMPROVEMENT PLAN (CIP) RESERVES TO EXPENDITURE ACCOUNTS TO FUND THE LISTED PROJECTS & ITEMS.

Discussion: No discussion.

MOTION CARRIED 6-0.

REPORTS:

B. Third Quarter Strategic Planning Statistics

Report: Director Rohrbaugh stated most goals are on track for this point in the fiscal year. She drew attention to the number of gift books distributed through Ready to Read, reminding trustees that while the number associated with that goal may look low, Party in the Park has not occurred yet this year.

She then called attention to two sets of survey results accompanying the statistics. Regarding the Reading Together 2017 survey, she stated the results indicated most were very pleased with the book selection and the discussions which took place in the weeks leading up to the author visit. She said the comments on the survey indicate that the book generated some very good community conversations. Most of the comments related to the Kareem Abdul-Jabbar author visit were very much in step with what staff and trustees had been saying. Lastly, the survey generated some good feedback regarding topics and book selections for next year.

Concerning the Adult Patron survey, Director Rohrbaugh stated the results and comments reveal broad satisfaction and support for KPL programs and services.

Discussion: J. VanderRoest asked whether the number of active card holders is correct and, if so, whether that means active card holders had doubled since the beginning of the fiscal year. Michael Cockrell, Head of Adult Services stated that while the number has proved difficult to ascertain, he is confident that it is being generated each quarter in an appropriate manner. He stated his belief that the number reported at the very beginning of the year, upon which the target for that goal was based, was likely incorrect.

V. Wright asked how it was the Teen Services department was able to meet and exceed their programming attendance goal for the entire fiscal year by the third quarter. Sue Warner, Head of Youth Services stated that can largely be explained by a shift in how teen programs are

administered. In addition to larger, scheduled programs for teens, staff have begun the implementation of pop-up programs, which can be undertaken at any time, and especially when the teen space is busy.

V. Wright then asked for an explanation regarding the goal of introducing children age birth through five to digital tools. S. Warner stated that goal measures attendance at programs such as 'Tablet Tales', STEM programs, and preschool coding programs.

J. VanderRoest asked whether the library should be alarmed that print circulation is down significantly. Director Rohrbaugh stated while it certainly is alarming, staff have altered the browsing shelves and displays throughout the library in an effort to drive circulation. She then stated the reduction of print circulation is a trend seen throughout the library world as the circulation of digital materials continues to expand.

President Godfrey stated she was pleased to see so many patrons report using the KPL LINK newsletter to learn about programs and services the library has to offer.

Disposition: Trustees thanked Director Rohrbaugh for her report.

C. Novellist Database – Caitlin Hoag

Report: Director Rohrbaugh introduced Caitlin Hoag, Reference Librarian. C. Hoag explained Novellist is a web-based database that can be extremely helpful in finding new books, authors, and genres to enjoy based on a person's existing interests. It is accessible from the KPL website under the literature section of the database page.

C. Hoag said in addition to being very helpful to library patrons, it is also very handy for librarians offering readers advisory services, and those who want to stay up to date on recent releases. It operates on a system the developers call 'appeal terms' which are searchable categories which pertain to one of many aspects of a given work.

C. Hoag then demonstrated a series of searches which she used to illustrate the various functions and specifics of Novellist, including how to find book reviews, navigate the appeal terms and find even the most specific & granular sub-genres.

Discussion: L. Godfrey asked if this would be a good tool to generate a list of potential Reading Together titles based on community suggestions regarding themes and topics. C. Hoag said that was certainly the case.

L. Godfrey asked if the database includes older titles as well. C. Hoag said that while Novellist tends to be best at sorting contemporary titles, it does have an extensive backdated list of titles.

V. Wright asked how patrons hear about Novellist. C. Hoag stated it was mentioned in LINK when the library first subscribed. She also said that she routinely recommends it to patrons and there are a number of links to the service on the library's website.

Disposition: Trustees thanked C. Hoag for her report.

D. Washington Square Water Problem Update

Report: Director Rohrbaugh stated she would be giving the update on behalf of Susan Lindemann, Head of Facilities Management. She said just as water levels have been high elsewhere in the vicinity of Washington Square, the building has been affected as well.

Director Rohrbaugh reported S. Lindemann saying this year's flooding has been the worst it has been in at least six years. A variety of factors could be to blame; a relatively mild winter, heavy spring rains, and an overwhelmed city storm sewer seem to be acting in concert.

She stated it is routine to have minor flooding in the basement there, and the facility is equipped with a number of pumps to draw water away from the library. This year, the existing systems simply are not enough to cope with the amount of ground water in the area, and the issue has required the ongoing attention of facilities management staff.

Director Rohrbaugh stated there has been some damage to the walls and wooden trim in the basement, the extent of which will only truly be known once the water has dissipated. She reminded trustees that the floor there was sealed three years ago, which has proven effective, but this water is primarily seeping in through the foundation. S. Lindemann reports there is no permanent solution to this issue that will not cost tens of thousands of dollars.

Discussion: L. Godfrey asked whether there was any danger to the mechanical components of the elevator. Director Rohrbaugh said staff were aware of the possibility of that becoming an issue, but so far, the elevator was unaffected.

J. VanderRoest asked whether a previously proposed rain garden would assist in the drainage of that area. Director Rohrbaugh said she assumed it would, but could not be certain. R. Brown said flooding at Washington Square just seems to be a normal occurrence. Director Rohrbaugh agreed, recalling a time when water in the basement there was regularly up to her ankles. Since then, she said the landscape had been contoured and pumps had been installed. She then reiterated this has just been a particularly bad year.

J. Williams asked whether there has been concern about the growth of mold. Director Rohrbaugh said the facilities management staff would be watching very closely for any signs of mold.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VI. COMMITTEE REPORTS

A. Finance and Budget Committee – No meeting.

B. Personnel Committee – No meeting.

C. Fund Development and Allocations Committee – No meeting.

D. Director's Building Advisory Committee – No meeting.

VII. OTHER BUSINESS*A. Director's Report*

Report: Director Rohrbaugh began by mentioning a handful of items that had come up since she drafted this month's report. She stated S. Lindemann and John Meyers, Facilities Specialist, have been working on creating a plan for a bathroom remodeling project at Central Library aimed at reducing opportunities for vandalism while creating facilities that will last for a long time.

She then stated Oshtemo Township is interested in constructing electronic signage for their police and fire station located near the Oshtemo Branch Library. Township representatives have reached out to the library to see if there is interest in working together on joint signage. She reported the township might be erecting temporary signage to gauge its effectiveness.

She then reminded trustees that many budgets and annual action items will be coming to the board at the regularly scheduled May and June board meetings. Additionally, there will be four endowment & investment policies coming to the board for revision at that time as well.

Lastly, Director Rohrbaugh stated the sled-based chairs purchased to replace the wheeled chairs in the rotunda at Central and at the Oshtemo location have arrived.

Discussion: J. VanderRoest asked whether the facilities management department would handle the bathroom remodeling project. Director Rohrbaugh stated it would have to be contracted out.

V. Wright said it is great to hear about so many staff members participating and presenting at conferences and professional development opportunities. She also stated it is incredible to hear the Friends of KPL generated \$110,000 last year.

L. Godfrey asked Janice Snell, Friends of KPL Representative, how they are able to sell the huge numbers of audio-visual items they continue to receive. J. Snell stated large, dedicated DVD and Blu-Ray sales remain the best option, but they are open to suggestion.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright stated she was excited for the Global Reading Challenge.
- J. Williams stated she recently attended First Saturday at Central with her grandchildren and reported everyone had a wonderful time. She said she also took them to the Oshtemo location for a program called 'Dancing with the Dogs' which was very fun.
- K. Randolph had no comments
- R. Brown had no comments.

- J. VanderRoest had no comments.
- President Godfrey reminded trustees there were many meetings coming up regarding the director search, and that Bradbury Miller Associates would be sending along candidate profiles in the very near future. She cautioned the search committee that particular attention and respect should be paid to maintaining the confidentiality of those candidates and their attendant information.

X. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting at 4:56 P.M.

X _____
Kerria Randolph
Secretary

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: May 1, 2017
Time: 4:00 p.m.
Location: Board Room, Central Library

TRUSTEE ROLL CALL:

Present: Robert Brown, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, James E. VanderRoest, Jannie Williams and Valerie Wright

Absent: None

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one wished to address the board.

III. REPORTS AND RECOMMENDATIONS

REPORTS:

A. Library Director Search – Bradbury Miller Associates

Report: Dan Bradbury introduced himself. The search committee then contacted Jobeth Bradbury via conference call. D. Bradbury shared a list of all candidates for the position ranked in an order based on initial reactions supplied by the members of the search committee prior to the meeting.

The Bradbury Miller representatives then gave a synopsis of their preliminary conversations with each candidate, providing details regarding their current employment and relevant experience.

Following the synopsis, D. Bradbury assisted the search committee in an effort to narrow the field by eliminating candidates they did not wish to interview further. At the conclusion of that process, D. Bradbury recommended the search committee take action to further narrow the field of candidates to approximately eight. J. Bradbury concluded the conference call, and a poll was conducted in which each search committee member selected and ranked the eight candidates they would like to advance to the semifinal interview process.

D. Bradbury collected the ballots and worked with the search committee to create the following list of semifinalist candidates for the position of Director of Kalamazoo Public Library:

- Brett Lear
- Isaac Pulver
- Colleen Waltman
- Michael Cockrell
- Anwan Baker
- Ryan Wieber
- Wendy Crutcher
- Charity Gallardo

D. Bradbury recommended the semifinalist interviews take place with five occurring on the first say, and three on the second, which would leave time at the second meeting for deliberation. The search committee agreed.

Discussion: D. Bradbury asked the search committee if, as part of the finalist interview processes, the library would like to hold a public forum for the candidates to speak to the Kalamazoo community. Director Rohrbaugh stated those plans would have to be finalized in short order to allow for final preparations to take place, and reminded all present that a regular monthly board meeting was taking place on May 22nd.

J. VanderRoest posed the question of whether the finalists should be encouraged to attend that meeting. V. Wright asked what the primary benefit of a public forum would be. D. Bradbury stated the primary purpose would be to gauge presentation abilities.

J. VanderRoest suggested if finalists were to attend the regular monthly board meeting instead of partaking in a public forum, the meeting should take place in the Van Deusen Room to accommodate a potentially large public audience. L. Godfrey stated it was reasonable to assume there would be many members of the public as well as library staff. V. Wright agreed. C. TenBrink stated it would not be a question and answer format, just an opportunity to introduce themselves. D. Bradbury stated that would be enough of a plan around which to structure the remainder of the itinerary for the finalist visits.

Disposition: Trustees thanked Bradbury Miller Associates for their report.

IV. PERSONS REQUESTING TO ADDRESS THE BOARD

No one wished to address the Board.

V. COMMENTS BY TRUSTEES

- J. VanderRoest stated he felt the committee had made good progress and that the process had been very interesting. He stated he is looking forward to the interviews and encouraged all trustees to keep an open mind.
- R. Brown said he found the process to be quite exciting.
- K. Randolph said he was also excited and found the task to be quite daunting as well.
- C. TenBrink said she felt the meeting was very productive and was pleased that final consensus was reached.

III. B.

- J. Williams stated it was an exciting time for the library, and expressed her belief that there may have been candidates left out of the semifinalist group who warrant further investigation.
- V. Wright said she was pleased by the breadth of the candidate roster. She said it was encouraging that the task of reducing the candidate pool proved to be somewhat difficult.
- President Godfrey thanked Bradbury Miller Associates for their time and council in this matter. She stated the director search is the most important that will be undertaken by the board for quite some time.

VI. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting at 6:04 P.M.

X _____
Kerria Randolph
Secretary

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: May 9, 2017
Time: 9:00 a.m.
Location: Van Deusen Room, Central Library

TRUSTEE ROLL CALL:

Present: Robert Brown, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, James E. VanderRoest, Jannie Williams and Valerie Wright

Absent: None

CALL TO ORDER:

President Godfrey called the meeting to order at 9:00 a.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Director Search Candidate Slate from Bradbury Miller Associates

Karen Miller of Bradbury Miller Associates drew trustees attention to the slate of director search candidates to be interviewed. She explained how the interviews would be undertaken via Skype and the time line for the day's meeting, and discussed with trustees the order of the questions to be asked.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one wished to address the board.

III. INTERVIEWS

A. Director Candidate Interviews

Trustees interviewed semifinalist candidates for the position of Director of Kalamazoo Public Library in the following order:

- Colleen Waltman
- Anwan Baker
- Ryan Wieber
- Wendy Crutcher
- Isaac Pulver
- Tosha Bussey

K. Miller concluded the interviews for the day, and explained there would be time for deliberation of candidate performance at the end of the following day's interviews.

IV. PERSONS REQUESTING TO ADDRESS THE BOARD

No one wished to address the Board.

V. COMMENTS BY TRUSTEES

There were no comments from trustees.

VI. EXECUTIVE SESSION

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION FOR DISCUSSION OF POSSIBLE LITIGATION.

Roll Call Vote: V. Wright – yes; J. Williams – yes; C. TenBrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; L. Godfrey – yes.

MOTION CARRIED 7-0.

Trustees moved to an executive session at 12:53 P.M.

MOTION: R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: V. Wright – yes; J. Williams – yes; C. TenBrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; L. Godfrey – yes.

MOTION CARRIED 7-0.

Trustees moved to open session at 1:51 P.M.

VII. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting at 1:52 P.M.

X_____

Kerria Randolph
Secretary

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: May 10, 2017
Time: 9:00 a.m.
Location: Van Deusen Room, Central Library

TRUSTEE ROLL CALL:

Present: Robert Brown, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, James E. VanderRoest, Jannie Williams and Valerie Wright

Absent: None

CALL TO ORDER:

President Godfrey called the meeting to order at 9:00 a.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Director Search Candidate Slate from Bradbury Miller Associates

Karen Miller of Bradbury Miller Associates drew trustees attention to the slate of director search candidates to be interviewed. She explained how the interviews would be undertaken via Skype and the time line for the day's meeting, and reviewed with trustees the order of the questions to be asked.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one wished to address the board.

III. INTERVIEWS

A. Director Candidate Interviews

Trustees interviewed semifinalist candidates for the position of Director of Kalamazoo Public Library in the following order:

- Michael Cockrell
- Charity Gallardo
- Brett Lear

K. Miller concluded the interviews for the day, and led the search committee through the process of narrowing the candidate pool in order to generate the following list of finalists:

- Isaac Pulver
- Ryan Wieber
- Michael Cockrell

- Wendy Crutcher

IV. PERSONS REQUESTING TO ADDRESS THE BOARD

No one wished to address the Board.

V. COMMENTS BY TRUSTEES

There were no comments from trustees.

VI. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting at 12:19 P.M.

X _____
Kerria Randolph
Secretary



MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library DirectorRE: **Personnel Items**

DATE: May 22, 2017

New Hires

Alice Law joined the salaried staff on May 16, 2017 in the FTE 0.5 KPLA Library Associate position in Adult Services. Alice has worked as a library aide at the Washington Square branch since September 2016.

Steven Maesen will join the salaried staff on June 16, 2017 in the FTE 1.0 Circulation Manager position in Branch & Circulation Services. Steven has worked at Grand Rapids Public Library since 2005 where he currently holds the position of Circulation Operations Supervisor.

Hourly staff**New Hires**

Nathan Hileman – Web/CMS Systems Intern/IT
Amanda Lentz – Library aide/Central Circulation

Separations

Miles Martin – Library aide/Eastwood Powell

Employee Anniversaries

- David DeVries – 48 yrs.
- Amy Chase – 19 yrs.
- Sarah Nyenhuis – 19 yrs.
- Michael Cockrell – 18 yrs.
- Amy Clark – 14 yrs.
- Derek Johnson – 6 yrs.
- Tady Lewis – 4 yrs.
- Andrea Siferd- 4 yrs.
- Donny L’Bert – 2 yrs.
- Russell Barnes – 2 yrs.



MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month
Ending April 30, 2017**

DATE: May 22, 2017

Recommendation:

I recommend the Board accept the Financial Reports for the month ending April 30, 2017.

Executive Summary:

Notes to the reports are included for your information.

James E. VanderRoest, Treasurer

Kalamazoo Public Library Financial Reports for April 2017

Combined Balance Sheet

Cash balances remained high in April as the Library has now received more than 90% of its budgeted property tax revenue for FY 16-17. All other asset and liability balances were normal for the month.

Sources and Uses of Funds and Electronic Transfers

Governmental pooled funds on hand as of April 30, 2017 totaled \$11,474,949. Sources of funds during the month were highlighted by property tax receipts from the Kalamazoo Library District taxing units (\$210,910) and the Library's share of the initial partial distribution of the Jochem Family Trust (\$62,500). Uses of funds included Salaries & Wages, Prepaid Expenditures and Materials. Transfer activity between KPL accounts were a bit lower in April due to the healthy cash balances within those accounts.

General Operating Fund

The Library has now received and recognized \$9,857,397 of property tax revenue through April of 2017, representing 95% of the adjusted budget for property tax revenue for the fiscal year. Expenditures totaled \$796,422 during the month and combined with encumbrances represent a year-to-date commitment of 77% of the General Operating Fund budget (as adjusted).

Capital Improvement Plan

Expenditures in the Capital Improvement Plan totaled \$11,838 during the month of April and includes expenses for System-Wide Chair Replacement (project 814) and for Digital Lab Equipment (project 884). Open purchase orders as of April 30th totaled \$128,188 and consisted of Structural Projects at Washington Square branch (project 807) and the Eastwood branch (project 828) in addition to encumbrances for Various Technical and Computer Equipment (e.g., the Digital Lab, PC replacement and portable devices; project 854).

Special Revenue Fund

Activity in the Special Revenue Fund during the month of April was highlighted by the previously mentioned receipt of the Library's share of the initial distribution from the Jochem Family Trust (\$62,500) in addition to the new Friends Mini-Grant for 2017 (\$9,070). Expenditures in April were materials for Ready to Read and various disbursements of the 2017 Friends Mini-Grant.

Endowment Fund

The market value of the Endowment Fund as of April 30, 2017 per the custodian statement from Ameritrade was \$4,126,287. This represents an increase in value of the Endowment Fund of \$26,898 compared to the fund value end of March. 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

April 30, 2017

	Operating	Capital	Special Revenue	Endowment
Assets				
Cash & Equivalents				
Cash & Checking	\$ 7,691,171	\$ 1,966,723	\$ 186,285	\$ 225,284
Investments	\$ 1,631,126	\$ -	\$ 70,062	\$ 3,901,003
Total Cash & Equivalents	<u>\$ 9,322,297</u>	<u>\$ 1,966,723</u>	<u>\$ 256,347</u>	<u>\$ 4,126,287</u>
Accounts Receivable				
Accounts Receivable	\$ 6,572	\$ -	\$ -	\$ -
Total Accounts Receivable	<u>\$ 6,572</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Taxes Receivable				
Taxes Receivable	\$ -	\$ -	\$ -	\$ -
Total Taxes Receivable	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Other Assets				
Other Assets	\$ 215,636	\$ -	\$ -	\$ -
Due to/from Other Funds	\$ -	\$ -	\$ -	\$ -
Total Other Assets	<u>\$ 215,636</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Assets	<u>\$ 9,544,505</u>	<u>\$ 1,966,723</u>	<u>\$ 256,347</u>	<u>\$ 4,126,287</u>
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$ (1,855)	\$ -	\$ -	\$ -
Salaries Payable	\$ 10,641	\$ -	\$ -	\$ -
Retirement Payable	\$ 41,256	\$ -	\$ -	\$ -
Total Accounts Payable	<u>\$ 50,041</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Long Term Liabilities				
Long Term Liabilities	\$ -	\$ -	\$ -	\$ -
Total LT Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net Assets				
Fund Balance	\$ 9,494,464	\$ 1,966,723	\$ 256,347	\$ 4,126,287
Total Net Assets	<u>\$ 9,494,464</u>	<u>\$ 1,966,723</u>	<u>\$ 256,347</u>	<u>\$ 4,126,287</u>
Total Liabilities & Fund Balance	<u>\$ 9,544,505</u>	<u>\$ 1,966,723</u>	<u>\$ 256,347</u>	<u>\$ 4,126,287</u>

KALAMAZOO PUBLIC LIBRARY

Sources and Uses of Funds

Governmental Pooled Funds

For the month ending April 30, 2017

	<u>April</u>
BEGINNING CASH BALANCE *	\$ 11,952,949
* Including short-term investments	
 <u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 210,914
IFT/CFT, PILOT, Other receipts	\$ 10,843
State Aid/Renaissance Zone Reimbursement	\$ -
USF Refund/Law Library Contract/District Ct. Penal Fines	\$ -
Interest Income	\$ 1,715
Library Fines & Fees	\$ 12,061
Other Sources: Gifts, Grants, & Reimbursements	\$ 318
Other Gifts (Ready to Read, etc.)	\$ 71,995
TOTAL SOURCES OF CASH	\$ 307,846
 <u>USES OF CASH:</u>	
Salaries & Wages	\$ (395,999)
Benefits	\$ (43,982)
Materials	\$ (76,592)
Operating Expenditures	\$ (7,508)
Facilities	\$ (44,393)
Technical Services	\$ (25,854)
Purchased Services	\$ (32,204)
Other	\$ (46,493)
Capital Expenditures	\$ (10,972)
Prepaid Expenditures	\$ (101,850)
TOTAL USES OF CASH	\$ (785,846)
 ENDING CASH	 \$ 11,474,949
 <u>Pooled Cash & Investment Accounts</u>	
<u>Checking & other liquid accounts</u>	
Cash to be deposited	
Fifth Third General	\$ 26,498
Flagstar General	\$ 210,989
First National NOW & ACH Transfer Accounts	\$ 566,760
Fifth Third Arcadia Administration	\$ 1,374
Midwest Business Exchange Account/Paypal	\$ 15,326
Pooled Cash Accounts	\$ 820,947
 <u>Pooled Investments</u>	
Flagstar Bank MM & CD's	\$ 1,068,938
First National Bank MM, ICS Savings, & CD's	9,585,065
Pooled Investment Accounts	\$ 10,654,003
 Total Pooled Cash & Investments	 \$ 11,474,949

KALAMAZOO PUBLIC LIBRARY

Sources and Uses of Funds

Electronic Transfers

For the Month ending April 30, 2017

Date	Description	From	To	Amount
4/5/2017	MERS HCSP (1/31/17 PY)	Fifth Third Bank	MERS Employees HCSP accounts	\$ (880.35)
4/6/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ 12,000.00
4/6/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ (12,000.00)
4/7/2017	ADP - Payroll Fees (3/31/17 PY)	Flagstar General	ADP	\$ (271.92)
4/11/2017	MPSERS Employer Contribution Mar 31 2017)	1st National ACH (push)	MPSERS	\$ (11,697.11)
4/11/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (pull)	\$ (7,500.00)
4/11/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (pull)	\$ 7,500.00
4/11/2017	403B Employee Contributions (3/31/17 PY)	1st National ACH (pull)		\$ (7,271.12)
4/14/2017	KPLA/KPLSP Union Dues	Fifth Third Bank	Union Treasurer Accounts	\$ (2,150.32)
4/14/2017	ADP Payroll (4/14/2017 PY)	Flagstar General	Net Payroll - ADP 4/15/2017	\$ (141,344.26)
4/14/2017	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (19,289.46)
4/14/2017	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (15,326.19)
4/14/2017	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (15,326.35)
4/14/2017	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,064.41)
4/14/2017	Employee Fifth Third HSA (2/15/17 PY)	Fifth Third Bank	Fifth Third Employee Accounts	\$ (684.00)
4/14/2017	Garnishments	Flagstar General	ADP to various	\$ (309.30)
4/14/2017	Health Equity HSA (4/15/17 PY)	1st National ACH (push)	Health Equity Employee Accounts	\$ (4,528.91)
4/14/2017	Child Support	Flagstar General	ADP to State of Michigan Disbursement Ctr	\$ (180.07)
4/17/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ (11,700.00)
4/17/2017	Transfer from 1st National Checking	1st National Checking	1st National ACH (push)	\$ 11,700.00
4/18/2017	MPSERS Employer Contribution (4/15/17)	1st National ACH (push)	MPSERS	\$ (11,643.00)
4/18/2017	MERS HCSP (3/15/17 PY)	Fifth Third Bank	MERS Employees HCSP accounts	\$ (880.35)
4/21/2017	ADP - Payroll Fees	Flagstar General	ADP	\$ (1,198.51)
4/28/2017	ADP Payroll 4/28/2017	Flagstar General	Net Payroll - ADP 4/28/2017	\$ (136,657.45)
4/28/2017	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (19,160.21)
4/28/2017	Employee/Employer Social Security	Flagstar General	ADP to SSA/Medicare	\$ (15,165.42)
4/28/2017	Employee/Employer Social Security	Flagstar General	ADP to SSA/Medicare	\$ (15,165.34)
4/28/2017	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,019.94)
4/28/2017	Health Equity HSA (4/30/17 PY)	1st National ACH (push)	Health Equity Employee Accounts	\$ (4,668.91)
4/28/2017	Garnishments	Flagstar General	ADP to various	\$ (344.75)
4/28/2017	Child Support	Flagstar General	ADP to State of Michigan Disbursement Ctr	\$ (180.07)
4/30/2017	Employee Fifth Third HSA (3/31/17 PY)	Fifth Third Bank	Fifth Third Employee Accounts	\$ (684.00)
Total Electronic Transfers April 2017				\$ (439,091.72)

KALAMAZOO PUBLIC LIBRARY
General Operating Fund
Revenue and Expenditure Summary
April 30, 2017

	Monthly Expenditures	Montly Encumbrances	YTD + Encumbrances	Adjusted Budget	Budget Remaining	% Complete
1 - General Fund						
Property Taxes	\$ 210,914	\$ -	\$ 9,857,397	\$ 10,405,672	\$ 548,275	94.7%
Other Taxes	\$ 10,843	\$ -	\$ 100,114	\$ 140,002	\$ 39,888	71.5%
Fines and Fees	\$ 12,061	\$ -	\$ 123,006	\$ 180,000	\$ 56,994	68.3%
District Court Penal Fines	\$ -	\$ -	\$ 78,744	\$ 212,000	\$ 133,256	37.1%
Local Support	\$ 10	\$ -	\$ 102,243	\$ 240,000	\$ 137,757	42.6%
Interest Income	\$ 1,715	\$ -	\$ 8,397	\$ 15,000	\$ 6,603	56.0%
State Aid and Reimbursement:	\$ -	\$ -	\$ 708,820	\$ 903,000	\$ 194,180	78.5%
Other	\$ 308	\$ -	\$ 73,525	\$ 113,600	\$ 40,075	64.7%
Total Revenue	\$ 235,851	\$ -	\$ 11,052,246	\$ 12,209,274	\$ 1,157,028	90.5%
Expenditures						
Salaries						
Administrator Salaries	\$ 47,194	\$ -	\$ 545,460	\$ 681,575	\$ 136,115	80.0%
Librarian Salaries	\$ 114,043	\$ -	\$ 1,155,173	\$ 1,396,275	\$ 241,102	82.7%
Supervisory Technical Salaries	\$ 67,048	\$ -	\$ 687,501	\$ 846,640	\$ 159,139	81.2%
Library Assistant Salaries	\$ 126,892	\$ -	\$ 1,286,978	\$ 1,559,664	\$ 272,686	82.5%
Hourly Staff	\$ 53,201	\$ -	\$ 486,180	\$ 695,000	\$ 208,820	70.0%
Substitute Salaries	\$ 6,057	\$ -	\$ 47,669	\$ 89,000	\$ 41,331	53.6%
Vacancy Credit	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total	\$ 414,434	\$ -	\$ 4,208,960	\$ 5,268,154	\$ 1,059,194	79.9%
Benefits						
Employee Insurance	\$ 78,620	\$ -	\$ 847,859	\$ 1,076,570	\$ 228,711	78.8%
Retirement	\$ 51,463	\$ -	\$ 733,883	\$ 1,009,025	\$ 275,142	72.7%
Employer FICA-Medicare	\$ 30,492	\$ -	\$ 314,195	\$ 410,380	\$ 96,185	76.6%
Other Benefits	\$ 4,127	\$ -	\$ 151,110	\$ 388,285	\$ 237,175	38.9%
Total	\$ 164,701	\$ -	\$ 2,047,047	\$ 2,884,260	\$ 837,213	71.0%
Materials						
Adult Books	\$ 33,514	\$ 6,166	\$ 449,563	\$ 513,300	\$ 63,737	87.6%
Juvenile Books	\$ 4,540	\$ 2,608	\$ 90,901	\$ 103,500	\$ 12,599	87.8%
Periodicals	\$ 13,897	\$ -	\$ 55,003	\$ 45,876	\$ (9,127)	119.9%
Audio-Visual Material	\$ 22,998	\$ 17,472	\$ 320,709	\$ 370,300	\$ 49,591	86.6%
Digital Materials	\$ 783	\$ -	\$ 139,261	\$ 167,897	\$ 28,636	82.9%
Total	\$ 75,732	\$ 26,246	\$ 1,055,436	\$ 1,200,873	\$ 145,437	87.9%
Facilities						
Fuel	\$ 4,785	\$ -	\$ 29,884	\$ 66,500	\$ 36,616	44.9%
Electricity	\$ 12,351	\$ -	\$ 145,747	\$ 200,000	\$ 54,253	72.9%
Water	\$ 356	\$ -	\$ 3,849	\$ 5,820	\$ 1,971	66.1%
Custodial Supplies	\$ 4,029	\$ 875	\$ 57,843	\$ 76,200	\$ 18,357	75.9%
Grounds Maintenance	\$ 2,175	\$ -	\$ 20,820	\$ 40,486	\$ 19,666	51.4%
Vehicle Maintenance	\$ 2,316	\$ -	\$ 4,272	\$ 6,800	\$ 2,528	62.8%
Building Repair	\$ 8,217	\$ -	\$ 93,393	\$ 114,210	\$ 20,818	81.8%
Building Operations	\$ 7,833	\$ (6,679)	\$ 115,820	\$ 132,868	\$ 17,048	87.2%
Total	\$ 42,062	\$ (5,804)	\$ 471,628	\$ 642,884	\$ 171,256	73.4%
Operating Expenses						
Supplies	\$ 4,692	\$ -	\$ 66,977	\$ 103,743	\$ 36,766	64.6%

KALAMAZOO PUBLIC LIBRARY
General Operating Fund
Revenue and Expenditure Summary
April 30, 2017

	Monthly Expenditures	Montly Encumbrances	YTD + Encumbrances	Adjusted Budget	Budget Remaining	% Complete
Misc. Operating Expenses	\$ 3,868	\$ -	\$ 69,993	\$ 113,732	\$ 43,739	61.5%
Postage & Freight	\$ 1,235	\$ -	\$ 35,960	\$ 46,350	\$ 10,390	77.6%
Rent	\$ 3,032	\$ (525)	\$ 26,861	\$ 34,100	\$ 7,240	78.8%
Processing Supplies	\$ 749	\$ (163)	\$ 16,341	\$ 60,140	\$ 43,799	27.2%
Total	\$ 13,575	\$ (688)	\$ 216,131	\$ 358,065	\$ 141,934	60.4%
Technical Services						
F&E Repair & Maintenance	\$ 825	\$ -	\$ 37,747	\$ 74,442	\$ 36,695	50.7%
Telecommunications	\$ 8,521	\$ -	\$ 78,262	\$ 94,830	\$ 16,568	82.5%
Software as Service	\$ 2,706	\$ -	\$ 176,099	\$ 210,680	\$ 34,581	83.6%
Software Licensing & Maint.	\$ 9,864	\$ 7,560	\$ 222,161	\$ 261,539	\$ 39,378	84.9%
Cataloging & Processing	\$ 5,530	\$ -	\$ 74,462	\$ 80,300	\$ 5,838	92.7%
Total	\$ 27,446	\$ 7,560	\$ 588,731	\$ 721,791	\$ 133,060	81.6%
Purchased Services						
Security	\$ 11,638	\$ -	\$ 116,676	\$ 183,500	\$ 66,824	63.6%
Insurance	\$ 3,370	\$ -	\$ 84,382	\$ 91,500	\$ 7,118	92.2%
Legal Services	\$ -	\$ -	\$ 8,664	\$ 15,000	\$ 6,336	57.8%
Contracted Services	\$ 9,623	\$ (625)	\$ 96,734	\$ 164,356	\$ 67,622	58.9%
Printing Services	\$ 1,245	\$ -	\$ 69,808	\$ 94,500	\$ 24,692	73.9%
Advertising	\$ 6,822	\$ -	\$ 47,193	\$ 55,500	\$ 8,307	85.0%
Total	\$ 32,697	\$ (625)	\$ 423,456	\$ 604,356	\$ 180,900	70.1%
Other Expenditures						
Tax Charge Backs	\$ -	\$ -	\$ 21,953	\$ 45,000	\$ 23,047	48.8%
Staff Development	\$ 828	\$ -	\$ 19,992	\$ 50,520	\$ 30,528	39.6%
Travel & Conference	\$ 2,641	\$ -	\$ 20,281	\$ 47,750	\$ 27,469	42.5%
Board Expenses	\$ 1,463	\$ -	\$ 3,239	\$ 5,780	\$ 2,541	56.0%
Programming	\$ 20,842	\$ -	\$ 162,788	\$ 201,725	\$ 38,937	80.7%
Total	\$ 25,774	\$ -	\$ 228,252	\$ 350,775	\$ 122,523	65.1%
Total	\$ 796,422	\$ 26,690	\$ 9,239,642	\$ 12,031,158	\$ 2,791,516	76.8%
Transfers						
Transfers In						
Transfers from other funds	\$ -	\$ -	\$ (13,840)	\$ -	\$ 13,840	0.0%
Total Transfers In	\$ -	\$ -	\$ (13,840)	\$ -	\$ 13,840	0.0%
Transfers Out						
Transfers to other funds	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	0.0%
Total	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	0.0%
Total	\$ -	\$ -	\$ (13,840)	\$ 600,000	\$ 613,840	(2.3%)
BEGINNING FUND BALANCE	\$ 10,055,035	\$ -	\$ 7,522,908	\$ 7,522,908	\$ -	100.0%
NET SURPLUS/(DEFICIT)	\$ (560,571)	\$ (157,206)	\$ 1,814,349	\$ (421,884)	\$ (2,236,233)	(430.1%)
ENDING FUND BALANCE	\$ 9,494,464	\$ (157,206)	\$ 9,337,258	\$ 7,101,024	\$ (2,236,233)	131.5%

KALAMAZOO PUBLIC LIBRARY

Capital Improvement Plan

April 30, 2017

	Monthly Expenditures	Monthly Encumbrances	YTD + Encumbrances	Revised Budget	Budget Remaining	YTD
3 - Capital Improvement Plan						
Expenditures						
Furnishings						
Furnishings Reserve						
810 - Furnishings Reserve	\$ -	\$ -	\$ -	\$ 123,772	\$ 123,772	\$ -
Total Furnishings Reserve	\$ -	\$ -	\$ -	\$ 123,772	\$ 123,772	\$ -
Central Library						
813 - Display/Public - Central	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
889 - Children's Room Table/Chairs	\$ -	\$ -	\$ -	\$ 8,328	\$ 8,328	\$ -
892 - Local History Room Furniture	\$ -	\$ -	\$ -	\$ 1,016	\$ 1,016	\$ -
Total Central Library	\$ -	\$ -	\$ 3,000	\$ 12,344	\$ 9,344	\$ 3,000
Branch Libraries						
815 - Workspaces & Public Areas-Oshtemo	\$ -	\$ -	\$ -	\$ 11,443	\$ 11,443	\$ -
881 - Eastwood/Powell - furniture	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200	\$ -
Total Branch Libraries	\$ -	\$ -	\$ -	\$ 12,643	\$ 12,643	\$ -
System-Wide Projects						
814 - Chairs - Multiple Departments	\$ 10,472	\$ (10,472)	\$ 15,456	\$ 43,750	\$ 28,294	\$ 3,444
Total System-Wide Projects	\$ 10,472	\$ (10,472)	\$ 15,456	\$ 43,750	\$ 28,294	\$ 3,444
Total Furniture & Equipment	\$ 10,472	\$ (10,472)	\$ 18,456	\$ 192,509	\$ 174,053	\$ 6,444
Building Alterations						
Building Reserve						
820 - Building Alterations Reserve	\$ -	\$ -	\$ -	\$ 179,352	\$ 179,352	\$ -
Total Building Reserve	\$ -	\$ -	\$ -	\$ 179,352	\$ 179,352	\$ -
Structural Projects						
807 - Washington Square Bldg Projects	\$ -	\$ 36,722	\$ 40,952	\$ 94,722	\$ 53,770	\$ -
828 - Eastwood Building Projects	\$ -	\$ 19,595	\$ 19,595	\$ 31,595	\$ 12,000	\$ -
Total Structural Projects	\$ -	\$ 56,317	\$ 60,547	\$ 126,317	\$ 65,770	\$ -
Mechanical Projects						
841 - Central Louvers on AHU-2	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000	\$ -
887 - Generators-all sites	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ -
895 - Central Freight Elevator	\$ -	\$ -	\$ -	\$ 4,640	\$ 4,640	\$ -
Total Mechanical Projects	\$ -	\$ -	\$ -	\$ 124,640	\$ 124,640	\$ -
Control & Security Systems						
827 - Security Systems	\$ -	\$ 4,200	\$ 48,337	\$ 42,671	\$ (5,666)	\$ 44,137
Total Control & Security Systems	\$ -	\$ 4,200	\$ 48,337	\$ 42,671	\$ (5,666)	\$ 44,137
Other Facilities Projects						
806 - Central Restrooms	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
808 - Oshtemo Smart Drop - Design Phase	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -
811 - Carpet Master Plan	\$ -	\$ -	\$ 5,775	\$ 279,949	\$ 274,174	\$ 5,775
823 - Oshtemo Building Projects	\$ -	\$ -	\$ 15,031	\$ 15,000	\$ (31)	\$ 15,031
824 - Eastwood Drop Ceiling	\$ -	\$ -	\$ -	\$ 2,932	\$ 2,932	\$ -

KALAMAZOO PUBLIC LIBRARY

Capital Improvement Plan

April 30, 2017

	Monthly Expenditures	Monthly Encumbrances	YTD + Encumbrances	Revised Budget	Budget Remaining	YTD
893 - Delivery Vehicle	\$ -	\$ -	\$ 22,354	\$ 32,045	\$ 9,691	\$ -
897 - System - Door Counter Sensors	\$ 500	\$ (500)	\$ 10,515	\$ 14,000	\$ 3,486	\$ 10,015
Total Other Facilities Projects	\$ 500	\$ (500)	\$ 53,675	\$ 448,926	\$ 395,251	\$ 30,821
Total Building Alterations	\$ 500	\$ 60,017	\$ 162,559	\$ 921,906	\$ 759,347	\$ 74,958
Computer & Technology						
Computer & Tech. Reserve						
830 - Computer & Technology Reserve	\$ -	\$ -	\$ -	\$ 89,668	\$ 89,668	\$ -
Total Computer & Tech. Reserve	\$ -	\$ -	\$ -	\$ 89,668	\$ 89,668	\$ -
Public Technology & Hardware						
831 - PC Replacement	\$ -	\$ -	\$ 111,099	\$ 145,371	\$ 34,272	\$ 111,099
843 - Branch digital signage	\$ -	\$ -	\$ 1,228	\$ 1,229	\$ 1	\$ 1,228
844 - USB Charging Stations	\$ -	\$ -	\$ 3,072	\$ 3,072	\$ 0	\$ 3,072
884 - Digital Lab Equipment	\$ 866	\$ -	\$ 3,675	\$ 13,807	\$ 10,132	\$ 2,808
Total	\$ 866	\$ -	\$ 119,073	\$ 163,479	\$ 44,406	\$ 118,207
Portable Technology						
878 - Portable Devices	\$ -	\$ -	\$ 13,963	\$ 14,710	\$ 747	\$ 13,963
Total Portable Technology	\$ -	\$ -	\$ 13,963	\$ 14,710	\$ 747	\$ 13,963
Other Tech/Computer Equipment						
854 - Other Tech/Computer Equipment	\$ -	\$ 78,643	\$ 80,767	\$ 141,200	\$ 60,433	\$ 22,348
855 - Telephone System	\$ -	\$ -	\$ -	\$ 11,845	\$ 11,845	\$ -
879 - Office scanners	\$ -	\$ -	\$ 1,229	\$ 6,558	\$ 5,329	\$ 1,229
Total Other Tech/Computer Equi	\$ -	\$ 78,643	\$ 81,996	\$ 159,603	\$ 77,607	\$ 23,577
RFID/Circulation						
852 - RFID/ILS Equipment	\$ -	\$ -	\$ 1,537	\$ 8,326	\$ 6,789	\$ 1,537
Total RFID/Circulation Tech.	\$ -	\$ -	\$ 1,537	\$ 8,326	\$ 6,789	\$ 1,537
Total Computer & Technology	\$ 866	\$ 78,643	\$ 216,569	\$ 435,786	\$ 219,217	\$ 157,284
Total Expenditures	\$ 11,838	\$ 128,188	\$ 397,584	\$ 1,550,201	\$ 1,152,617	\$ 238,686
Transfers						
Transfers In/(Out)						
Transfers from other funds						
800 - Capital Improvement Plan	\$ -	\$ -	\$ -	\$ (600,000)	\$ (600,000)	\$ -
Total	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ -
TOTAL BEGINNING FUND BALANCE	\$ 537,878	\$ -	\$ 776,563	\$ 776,563	\$ -	\$ 776,563
TOTAL NET SURPLUS/(DEFICIT)	\$ (11,838)	\$ (147,060)	\$ (397,584)	\$ (955,201)	\$ (557,617)	\$ (238,686)
TOTAL ENDING FUND BALANCE	\$ 526,039	\$ (147,060)	\$ 378,979	\$ (178,638)	\$ (557,617)	\$ 537,878

KALAMAZOO PUBLIC LIBRARY
Special Revenue Fund
Revenue and Expenditure Summary
April 30, 2017

	Month	Encumbrance	YTD + Encumbrances	Adjusted Budget	Budget Remaining	% Complete
4 - Special Revenue Fund						
Revenue						
Local Support						
233 - Ready to Read - Gifts	\$ 100	\$ -	\$ 20,800	\$ 20,800	\$ -	100.0%
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ 20,058	\$ 21,800	\$ 1,742	92.0%
301 - Gifts & Memorials - Materials	\$ 325	\$ -	\$ 2,787	\$ 2,500	\$ (287)	111.5%
308 - Library Gifts	\$ -	\$ -	\$ 5,430	\$ 5,430	\$ -	0.0%
309 - Jochem Fund	\$ 62,500	\$ -	\$ 62,500	\$ 62,500	\$ -	100.0%
398 - Friends Mini-Grants 2017	\$ 9,070	\$ -	\$ 9,070	\$ 9,070	\$ -	100.0%
Total Local Support	\$ 71,995	\$ -	\$ 120,645	\$ 122,100	\$ 1,455	98.8%
Other						
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ 1,190	\$ 1,200	\$ 10	99.2%
Total Other	\$ -	\$ -	\$ 1,190	\$ 1,200	\$ 10	99.2%
Total Revenue	\$ 71,995	\$ -	\$ 121,835	\$ 123,300	\$ 1,465	98.8%
Expenditures						
Materials						
Adult Books						
301 - Gifts & Memorials - Materials	\$ -	\$ 28	\$ 655	\$ 3,000	\$ 2,345	21.8%
Total Adult Books	\$ -	\$ 28	\$ 655	\$ 3,000	\$ 2,345	21.8%
Juvenile Books						
233 - Ready to Read - Gifts	\$ 1,172	\$ -	\$ 12,168	\$ 13,000	\$ 832	93.6%
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ -	\$ 18,000	\$ 18,000	0.0%
301 - Gifts & Memorials - Materials	\$ -	\$ 70	\$ 216	\$ 500	\$ 284	43.2%
Total Juvenile Books	\$ 1,172	\$ 70	\$ 12,383	\$ 31,500	\$ 19,117	39.3%
Audio-Visual Material						
301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ -	\$ 100	\$ 100	0.0%
Total Audio-Visual Material	\$ -	\$ -	\$ -	\$ 100	\$ 100	0.0%
Total	\$ 1,172	\$ 98	\$ 13,038	\$ 34,600	\$ 21,562	37.7%
Other Expenditures						
Miscellaneous Disbursements						
233 - Ready to Read - Gifts	\$ -	\$ -	\$ 1,712	\$ 5,000	\$ 3,288	34.2%
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ 3,648	\$ 4,500	\$ 852	81.1%
301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ -	\$ 500	\$ 500	0.0%
308 - Library Gifts	\$ -	\$ -	\$ -	\$ 7,950	\$ 7,950	0.0%
310 - KPL Antiracism Transformation Team	\$ -	\$ -	\$ 298	\$ 852	\$ 554	35.0%
377 - Friends Mini-Grants - 2016	\$ -	\$ -	\$ 751	\$ 1,694	\$ 943	44.4%
379 - Friends Mini-Grants 2015	\$ -	\$ -	\$ 242	\$ 242	\$ -	100.0%
398 - Friends Mini-Grants 2017	\$ 4,175	\$ -	\$ 4,175	\$ 5,804	\$ 1,629	71.9%
Total Miscellaneous Disbursements	\$ 4,175	\$ -	\$ 10,826	\$ 26,542	\$ 15,716	108.3%
Total	\$ 5,347	\$ 98	\$ 23,864	\$ 61,142	\$ 37,278	39.0%
Transfers						
Transfers Out						
380 - Friends Mini-Grants - Administration	\$ -	\$ -	\$ 1,046	\$ 1,046	\$ -	100.0%
383 - History Room Mini-Grant	\$ -	\$ -	\$ 500	\$ 500	\$ -	100.0%
387 - Oshtemo Mini-Grant	\$ -	\$ -	\$ 548	\$ 548	\$ -	100.0%
388 - Eastwood/Powell Mini-Grant	\$ -	\$ -	\$ 898	\$ 898	\$ -	100.0%
389 - Washington Square Mini-Grant	\$ -	\$ -	\$ 1	\$ 1	\$ -	100.0%
390 - Teen Services Mini-Grant	\$ -	\$ -	\$ 98	\$ 98	\$ -	100.0%

KALAMAZOO PUBLIC LIBRARY
Special Revenue Fund
Revenue and Expenditure Summary
April 30, 2017

	Month	Encumbrance	YTD + Encumbrances	Adjusted Budget	Budget Remaining	% Complete
397 - KCF - Local History and Comm Info Agency	\$ -	\$ -	\$ 10,750	\$ 10,750	\$ -	100.0%
Total	\$ -	\$ -	\$ 13,840	\$ 13,840	\$ -	100.0%
BEGINNING FUND BALANCE						
233 - Ready to Read - Gifts	\$ 27,691	\$ -	\$ 19,699	\$ 19,699	\$ -	
235 - Ready to Read - Spelling Bee	\$ 73,226	\$ -	\$ 60,625	\$ 60,625	\$ -	
301 - Gifts & Memorials - Materials	\$ 6,456	\$ -	\$ 4,742	\$ 4,742	\$ -	
307 - ONEplace Nonprofit Services	\$ 570	\$ -	\$ 570	\$ 570	\$ -	
308 - Library Gifts	\$ 10,197	\$ -	\$ 4,768	\$ 4,768	\$ -	
310 - KPL Antiracism Transformation Team	\$ 554	\$ -	\$ 852	\$ 852	\$ -	
377 - Friends Mini-Grants - 2016	\$ 943	\$ -	\$ 1,694	\$ 1,694	\$ -	
379 - Friends Mini-Grants 2015	\$ -	\$ -	\$ 242	\$ 242	\$ -	
380 - Friends Mini-Grants - Administration	\$ -	\$ -	\$ 1,046	\$ 1,046	\$ -	
383 - History Room Mini-Grant	\$ -	\$ -	\$ 500	\$ 500	\$ -	
387 - Oshtemo Mini-Grant	\$ -	\$ -	\$ 548	\$ 548	\$ -	
388 - Eastwood/Powell Mini-Grant	\$ -	\$ -	\$ 898	\$ 898	\$ -	
389 - Washington Square Mini-Grant	\$ -	\$ -	\$ 1	\$ 1	\$ -	
390 - Teen Services Mini-Grant	\$ -	\$ -	\$ 98	\$ 98	\$ -	
397 - KCF - Local History and Comm Info Agency Fu	\$ 70,062	\$ -	\$ 80,812	\$ 80,812	\$ -	
TOTAL BEGINNING FUND BALANCE	\$ 189,699	\$ -	\$ 177,095	\$ 177,095	\$ -	
NET SURPLUS/(DEFICIT)						
233 - Ready to Read - Gifts	\$ (1,072)	\$ -	\$ 6,920	\$ (16,000)	\$ (22,920)	
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ 12,600	\$ 500	\$ (12,100)	
301 - Gifts & Memorials - Materials	\$ 325	\$ (123)	\$ 1,916	\$ (1,600)	\$ (3,516)	
308 - Library Gifts	\$ -	\$ -	\$ 5,430	\$ -	\$ (5,430)	
309 - Jochem Fund	\$ 62,500	\$ -	\$ 62,500	\$ -	\$ (62,500)	
310 - KPL Antiracism Transformation Team	\$ -	\$ -	\$ (298)	\$ -	\$ 298	
377 - Friends Mini-Grants - 2016	\$ -	\$ -	\$ (751)	\$ -	\$ 751	
379 - Friends Mini-Grants 2015	\$ -	\$ -	\$ (242)	\$ -	\$ 242	
380 - Friends Mini-Grants - Administration	\$ -	\$ -	\$ (1,046)	\$ 1,046	\$ -	
383 - History Room Mini-Grant	\$ -	\$ -	\$ (500)	\$ 500	\$ -	
387 - Oshtemo Mini-Grant	\$ -	\$ -	\$ (548)	\$ 548	\$ -	
388 - Eastwood/Powell Mini-Grant	\$ -	\$ -	\$ (898)	\$ 898	\$ -	
389 - Washington Square Mini-Grant	\$ -	\$ -	\$ (1)	\$ 1	\$ -	
390 - Teen Services Mini-Grant	\$ -	\$ -	\$ (98)	\$ 98	\$ -	
397 - KCF - Local History and Comm Info Agency Fu	\$ -	\$ -	\$ (10,750)	\$ 10,750	\$ -	
398 - Friends Mini-Grants 2017	\$ 4,895	\$ -	\$ 4,895	\$ -	\$ (4,895)	
TOTAL NET SURPLUS/(DEFICIT)	\$ 66,648	\$ (123)	\$ 79,130	\$ (3,260)	\$ (110,070)	
ENDING FUND BALANCE						
233 - Ready to Read - Gifts	\$ 26,619	\$ -	\$ 26,619	\$ 3,699	\$ (22,920)	
235 - Ready to Read - Spelling Bee	\$ 73,226	\$ -	\$ 73,226	\$ 61,125	\$ (12,100)	
301 - Gifts & Memorials - Materials	\$ 6,781	\$ (123)	\$ 6,658	\$ 3,142	\$ (3,516)	
307 - ONEplace Nonprofit Services	\$ 570	\$ -	\$ 570	\$ 570	\$ -	
308 - Library Gifts	\$ 10,197	\$ -	\$ 10,197	\$ 4,768	\$ (5,430)	
309 - Jochem Fund	\$ 62,500	\$ -	\$ 62,500	\$ -	\$ (62,500)	
310 - KPL Antiracism Transformation Team	\$ 554	\$ -	\$ 554	\$ 852	\$ 298	
377 - Friends Mini-Grants - 2016	\$ 943	\$ -	\$ 943	\$ 1,694	\$ 751	
379 - Friends Mini-Grants 2015	\$ -	\$ -	\$ -	\$ -	\$ 242	
380 - Friends Mini-Grants - Administration	\$ -	\$ -	\$ -	\$ -	\$ 1,046	
383 - History Room Mini-Grant	\$ -	\$ -	\$ -	\$ -	\$ 500	
387 - Oshtemo Mini-Grant	\$ -	\$ -	\$ -	\$ -	\$ 548	
388 - Eastwood/Powell Mini-Grant	\$ -	\$ -	\$ -	\$ -	\$ 898	
389 - Washington Square Mini-Grant	\$ -	\$ -	\$ -	\$ -	\$ -	
390 - Teen Services Mini-Grant	\$ -	\$ -	\$ -	\$ -	\$ 98	
397 - KCF - Local History and Comm Info Agency Fu	\$ 70,062	\$ -	\$ 70,062	\$ 70,062	\$ 10,750	

KALAMAZOO PUBLIC LIBRARY
Special Revenue Fund
Revenue and Expenditure Summary
 April 30, 2017

	Month	Encumbrance	YTD + Encumbrances	Adjusted Budget	Budget Remaining	% Complete
398 - Friends Mini-Grants 2017	\$ 4,895	\$ -	\$ 4,895	\$ -	\$ (4,895)	
TOTAL ENDING FUND BALANCE	\$ 256,347	\$ (123)	\$ 256,224	\$ 159,995	\$ (96,230)	

Account 906-327830

KALAMAZOO PUB LIBRARY ENDWMNT
FND ATTN DIANE L SCHILLER

CORPORATION

MONTHLY STATEMENT

Reporting Period: April 1 - 30, 2017

ACCOUNT SUMMARY

Total Account Value: \$4,126,287.22

YOUR INDEPENDENT ADVISOR

ARCADIA INVESTMENT MGMT CORP
125 S. KALAMAZOO MALL
SUITE 306
KALAMAZOO MI 49007

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 4/1/17 - 4/30/17	Year to Date 1/1/17 - 4/30/17
BEGINNING VALUE	\$4,099,389.13	\$3,961,399.82
Dividends and Interest	5,897.80	17,530.82
Market Appreciation/(Depreciation)	27,136.73	159,575.00
Other Income or Expense	(6,136.44)	(12,218.42)
ENDING VALUE	\$4,126,287.22	\$4,126,287.22
CHANGE IN VALUE	\$26,898.09	\$164,887.40

*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.*

SUMMARY OF HOLDINGS (does not represent an asset allocation)

	Market Value as of 4/30/17	Percent of Account
Cash and Cash Alternatives	\$225,283.78	5.46%
Fixed Income	1,661,335.34	40.26
Stocks	2,239,668.10	54.28
TOTAL VALUE	\$4,126,287.22	100.0%

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



MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Budgets**

DATE: May 22, 2017

Recommendation:

I recommend the board take the following actions by separate motions and votes:

1. **Approve** the "General Operating Fund Close Estimate Budget Revision for Fiscal Year 2016 – 2017" (Attachment 1)
2. **Approve** the "Special Revenue Fund Close Estimate Budget Revision for Fiscal Year 2016 – 2017" (Attachment 2)
3. **Receive** the "General Operating Fund Preliminary Budget for Fiscal year 2017 – 2018 " (Attachment 3)
4. **Approve** the "Capital Improvement Plan Budget for the Three Years Ending June 30, 2019" (Attachment 4)
5. **Approve** the "Special Revenue Fund Preliminary Budget for the Fiscal Year 2017- 2018" (Attachment 5)

Summary:

1. It is our pattern to revise the Library's General Operating Fund budget close to year-end when revenues and expenditures for the fiscal year can be more closely projected (the "Close Estimate Budget"). We have followed that pattern with this budget revision. Salaries and benefits were revised to reflect vacancies and new hires; certain allowances were reduced and budgetary reserves have been eliminated. The notes attached to this budget provide a brief explanation of significant variances to prior budgets by line item.

For the fiscal year ending June 30, 2017, we project that the Library's Operating Fund will generate income from operations, as shown in the line "Operating Revenue Over (Under) Expenditures" of \$326,849. In order to fund the requirements of its long-term capital plan and transfer \$600,000 from the General Operating Fund to the Capital Improvement Plan, the Library will draw \$259,311 from Library reserves prior to the end of this fiscal year.

2. The Special Revenue Fund budget was also revised at close to the end of the fiscal year. For the fiscal year ending June 30, 2017, the Special Revenue budget reflects gifts and grants received during the last five

months including mini-grants from the Friends of KPL and the establishment of the Jochem Family Trust Fund.

3. The notes attached to the Preliminary Estimate Budget for FY 2017–2018 summarize our assumptions and / or inclusions in each line item. A few highlights:
 - a. Revenue: Property tax revenue from the Library’s taxing districts is expected to increase modestly. We have conservatively budgeted a slight reduction in tax revenues from renaissance zones. The large unknown is the Library’s Local Community Stabilization Share (Personal Property Tax replacement) – we have reduced our forecast of this revenue for FY 2017-2018 to 50% of that which we received in the current fiscal year. The net result of these revenue assumptions is a projected reduction in revenue of \$241,906 in the Preliminary Estimate Budget for FY 2017-2018 compared to the Close Estimate Budget of the fiscal year ending June 30, 2017.
 - b. Salaries and Benefits: There are no new positions included. Known salaries and benefits for next year are included and an amount for Administrators and Supervisory / Technical salaries, which are yet to be distributed among the agencies or individuals, has been presented as “Compensation Reserves” for FY 2017-2018. Retirement expenses are reduced considerably due to several long-time employees having retired in FY 2016-2017 (and received retirement payouts), and more significantly, the Library made a voluntary \$200,000 payment to MERS to reduce its UAAL.
 - c. Transfer to the Capital Improvement Plan Budget (CIP): This budget includes a transfer from the General Operation Fund to the Capital Improvement Fund of \$190,000. As in previous years, we would expect to increase the transfer in a mid-year budget revision when the Library’s financial audit is completed and the carryover General Fund Balance from FY 2016-2017 is formally recognized. By mid-year, we may also know the amount of the Library’s Local Community Stabilization Share from the State of Michigan. The goal would be to transfer an additional \$400,000 or so to the CIP during FY 2017-2018.
4. The CIP budget continues to fund ongoing PC replacement, portable devices, and network infrastructure improvements. Most departmental requests are on hold for consideration by a new library director. Upon board approval of the recommendation for remodeling the teen space at Central and the establishment of a reserve for The Hub, the CIP will be adjusted accordingly.
5. There are few changes in the Special Revenue Fund budget. This budget is revised as gifts and grants are received.

All of these budgets have been reviewed by the Finance and Budget Committee and come to the full board with the support and recommendation of the Committee.

**General Operating Fund
Close Estimate Budget Revision (“CEB”)
Fiscal Year 2016 – 2017**

Kalamazoo Public Library
General Operating Fund
Summary of Close Estimate Budget
Fiscal Year ending June 30, 2017

	FY 15-16 Actual	FY 16-17 Preliminary Budget	FY 16-17 YTD	FY 16-17 Close Estimate Budget	Variance to FY 16-17 PEB	% Complete
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Revenue

Property Taxes	\$ 10,503,721	\$ 10,391,156	\$ 9,857,397	\$ 10,405,672	\$ 14,516	94.7%
State Grants and Reimbursements	\$ 219,460	\$ 211,388	\$ 708,820	\$ 903,000	\$ 691,612	78.5%
Charges for Services	\$ 207,315	\$ 180,000	\$ 123,877	\$ 159,070	\$ (20,930)	77.9%
District Court Penal Fines	\$ 222,994	\$ 255,000	\$ 78,744	\$ 212,000	\$ (43,000)	37.1%
Other Revenue	\$ 521,048	\$ 456,300	\$ 282,496	\$ 508,602	\$ 52,302	55.5%
Total Revenue	\$ 11,674,539	\$ 11,493,844	\$11,051,334	\$ 12,188,344	\$ 694,500	90.7%

Expenditures

Salaries	\$ 4,939,872	\$ 5,109,350	\$ 4,208,960	\$ 5,162,364	\$ 53,014	81.5%
Benefits	\$ 2,335,420	\$ 2,450,703	\$ 2,182,376	\$ 2,884,260	\$ 433,557	75.7%
Materials	\$ 1,023,525	\$ 1,187,323	\$ 968,946	\$ 1,201,003	\$ 13,680	80.7%
Facilities	\$ 564,751	\$ 620,384	\$ 454,979	\$ 642,884	\$ 22,500	70.8%
Operating Expenses	\$ 287,849	\$ 351,393	\$ 221,339	\$ 364,565	\$ 13,172	60.7%
Technical Services	\$ 604,739	\$ 700,945	\$ 596,977	\$ 704,124	\$ 3,179	84.8%
Purchased Services	\$ 545,134	\$ 564,756	\$ 430,016	\$ 569,650	\$ 4,894	75.5%
Other	\$ 279,348	\$ 326,351	\$ 233,818	\$ 332,645	\$ 6,294	70.3%
Total Operating Expenditures	\$ 10,580,639	\$ 11,311,205	\$ 9,297,413	\$ 11,861,495	\$ 550,290	78.4%

**OPERATING REVENUE OVER (UNDER)
EXPENDITURES**

	\$ 1,093,905	\$ 182,639	n/a	\$ 326,849	\$ 144,210
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Operating Transfers

Transfers to/from Other Funds	\$ -	\$ -	\$ (13,840)	\$ (13,840)	\$ (13,840)
Transfers to Capital Improvement Plan	\$ 600,000	\$ 300,000	\$ -	\$ 600,000	\$ 300,000
Total Expenditures and Transfers	\$ 11,180,639	\$ 11,611,205	\$ 9,283,573	\$ 12,447,655	\$ 836,450

Excess (Deficiency) of Revenue and Other Sources

Over Expenditures and Other Uses	\$ 493,901	\$ (117,361)	\$ 1,767,761	\$ (259,311)	\$ (141,950)
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BEGINNING FUND BALANCE

	\$ 7,029,005	\$ 6,843,639	n.a	\$ 7,522,906	\$ 679,267
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NET SURPLUS/(DEFICIT)

	\$ 493,901	\$ (117,361)	n.a	\$ (259,311)	\$ (141,950)
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ENDING FUND BALANCE

	\$ 7,522,906	\$ 6,726,278	n.a	\$ 7,263,595	\$ 537,317
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Composition of Fund Balance

Non-spendable Prepaid Expenditures	\$ -	\$ -		\$ -	\$ -
Restricted ONEplace Grants	\$ 252,225	\$ 256,293		\$ 256,293	\$ -
Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000		\$ 3,800,000	\$ -
Unassigned Fund Balance	\$ 3,470,681	\$ 2,669,985		\$ 3,207,302	\$ 537,317

Total Ending Fund Balance

	\$ 7,522,906	\$ 6,726,278		\$ 7,263,595	\$ 537,317
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Kalamazoo Public Library
Supplementary Information
Detail of Close Estimate Budget
Fiscal Year ending June 30, 2017

	FY 15-16 Actual	FY 16-17 Preliminary Budget	FY 16-17 YTD	FY 16-17 Close Estimate Budget	Variance to FY 16-17 PEB	% Complete
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Revenue

300	Property Taxes	\$ 10,503,721	\$ 10,391,156	\$ 9,857,397	\$ 10,405,672	\$ 14,516	94.7%
301	Other Taxes	\$ 148,075	\$ 102,700	\$ 101,723	\$ 140,002	\$ 37,302	72.7%
302	Fines and Fees	\$ 207,315	\$ 180,000	\$ 123,877	\$ 159,070	\$ (20,930)	77.9%
303	District Court Penal Fines	\$ 222,994	\$ 255,000	\$ 78,744	\$ 212,000	\$ (43,000)	37.1%
304	Local Support	\$ 254,253	\$ 225,000	\$ 97,263	\$ 240,000	\$ 15,000	42.6%
305	Interest Income	\$ 17,608	\$ 15,000	\$ 9,985	\$ 15,000	\$ -	66.6%
306	State Aid and Reimbursements	\$ 219,460	\$ 211,388	\$ 708,820	\$ 903,000	\$ 691,612	78.5%
307	Other Revenue	\$ 101,111	\$ 113,600	\$ 73,525	\$ 113,600	\$ -	64.7%
308	Total Revenue	\$ 11,674,539	\$ 11,493,844	\$ 11,051,334	\$ 12,188,344	\$ 694,500	90.7%

Expenditures

Salaries

309	Administrator Salaries	\$ 667,437	\$ 665,190	\$ 545,460	\$ 622,085	\$ (43,105)	87.7%
310	Librarian Salaries	\$ 1,333,171	\$ 1,353,555	\$ 1,155,173	\$ 1,379,425	\$ 25,870	83.7%
311	Supervisory Technical Salaries	\$ 718,703	\$ 786,815	\$ 687,501	\$ 825,640	\$ 38,825	83.3%
312	Library Assistant Salaries	\$ 1,548,013	\$ 1,569,790	\$ 1,286,978	\$ 1,559,614	\$ (10,176)	82.5%
313	Hourly Staff	\$ 606,686	\$ 695,000	\$ 486,180	\$ 695,000	\$ -	70.0%
314	Substitute Salaries	\$ 65,861	\$ 89,000	\$ 47,669	\$ 80,600	\$ (8,400)	59.1%
315	Vacancy Credit	\$ -	\$ (50,000)	\$ -	\$ -	\$ 50,000	0.0%
316	Total	\$ 4,939,872	\$ 5,109,350	\$ 4,208,960	\$ 5,162,364	\$ 53,014	81.5%

Benefits

317	Employee Insurance	\$ 1,033,463	\$ 1,060,730	\$ 847,859	\$ 1,076,570	\$ 15,840	78.8%
318	Retirement	\$ 872,699	\$ 787,218	\$ 869,122	\$ 1,009,025	\$ 221,807	86.1%
319	Employer FICA-Medicare	\$ 369,798	\$ 391,755	\$ 314,195	\$ 410,380	\$ 18,625	76.6%
320	Other Benefits	\$ 59,460	\$ 211,000	\$ 151,200	\$ 388,285	\$ 177,285	38.9%
321	Total	\$ 2,335,420	\$ 2,450,703	\$ 2,182,376	\$ 2,884,260	\$ 433,557	75.7%

Materials

322	Adult Books	\$ 435,309	\$ 513,300	\$ 420,507	\$ 513,300	\$ -	81.9%
323	Juvenile Books	\$ 93,491	\$ 103,500	\$ 84,580	\$ 103,500	\$ -	81.7%
324	Periodicals	\$ 45,805	\$ 44,876	\$ 55,003	\$ 46,006	\$ 1,130	119.6%
325	Audio-Visual Material	\$ 292,980	\$ 368,500	\$ 269,595	\$ 370,300	\$ 1,800	72.8%
326	Digital Materials	\$ 155,940	\$ 157,147	\$ 139,261	\$ 167,897	\$ 10,750	82.9%
327	Total	\$ 1,023,525	\$ 1,187,323	\$ 968,946	\$ 1,201,003	\$ 13,680	80.7%

Facilities

328	Fuel	\$ 37,707	\$ 66,500	\$ 30,454	\$ 66,500	\$ -	45.8%
329	Electricity	\$ 195,087	\$ 200,000	\$ 147,760	\$ 200,000	\$ -	73.9%
330	Water	\$ 5,079	\$ 5,820	\$ 4,225	\$ 5,820	\$ -	72.6%
331	Custodial Supplies	\$ 68,806	\$ 76,200	\$ 56,504	\$ 76,200	\$ -	74.2%
332	Grounds Maintenance	\$ 41,635	\$ 38,486	\$ 20,820	\$ 40,486	\$ 2,000	51.4%
333	Vehicle Maintenance	\$ 4,109	\$ 3,300	\$ 4,272	\$ 6,800	\$ 3,500	62.8%
334	Building Repair	\$ 85,764	\$ 97,210	\$ 87,993	\$ 114,210	\$ 17,000	77.0%
335	Building Operations	\$ 126,566	\$ 132,868	\$ 102,951	\$ 132,868	\$ -	77.5%
336	Total	\$ 564,751	\$ 620,384	\$ 454,979	\$ 642,884	\$ 22,500	70.8%

Operating Expenses

337	Supplies	\$ 79,817	\$ 97,875	\$ 67,912	\$ 103,743	\$ 5,868	65.5%
338	Misc. Operating Expenses	\$ 97,257	\$ 112,928	\$ 70,831	\$ 120,232	\$ 7,304	58.9%
339	Postage & Freight	\$ 33,033	\$ 46,350	\$ 36,888	\$ 46,350	\$ -	79.6%
340	Rent	\$ 31,388	\$ 34,100	\$ 29,367	\$ 34,100	\$ -	86.1%

**Kalamazoo Public Library
Supplementary Information
Detail of Close Estimate Budget
Fiscal Year ending June 30, 2017**

	FY 15-16 Actual	FY 16-17 Preliminary Budget	FY 16-17 YTD	FY 16-17 Close Estimate Budget	Variance to FY 16-17 PEB	% Complete
341 Processing Supplies	\$ 46,355	\$ 60,140	\$ 16,341	\$ 60,140	\$ -	27.2%
342 Total	\$ 287,849	\$ 351,393	\$ 221,339	\$ 364,565	\$ 13,172	60.7%
Technical Services						
343 F&E Repair & Maintenance	\$ 46,670	\$ 74,098	\$ 38,906	\$ 55,935	\$ (18,163)	69.6%
344 Telecommunications	\$ 97,557	\$ 94,830	\$ 83,800	\$ 95,670	\$ 840	87.6%
345 Software as Service	\$ 184,254	\$ 194,050	\$ 176,099	\$ 210,680	\$ 16,630	83.6%
346 Software Licensing & Maint.	\$ 203,655	\$ 257,667	\$ 222,525	\$ 261,539	\$ 3,872	85.1%
347 Cataloging & Processing	\$ 72,604	\$ 80,300	\$ 75,647	\$ 80,300	\$ -	94.2%
348 Total	\$ 604,739	\$ 700,945	\$ 596,977	\$ 704,124	\$ 3,179	84.8%
Purchased Services						
349 Security	\$ 146,502	\$ 183,500	\$ 116,676	\$ 165,294	\$ (18,206)	70.6%
350 Insurance	\$ 89,427	\$ 89,000	\$ 84,382	\$ 91,500	\$ 2,500	92.2%
351 Legal Services	\$ 13,620	\$ 5,000	\$ 9,164	\$ 21,300	\$ 16,300	43.0%
352 Contracted Services	\$ 133,182	\$ 137,256	\$ 99,049	\$ 141,556	\$ 4,300	70.0%
353 Printing Services	\$ 100,822	\$ 94,500	\$ 69,808	\$ 94,500	\$ -	73.9%
354 Advertising	\$ 61,580	\$ 55,500	\$ 50,938	\$ 55,500	\$ -	91.8%
355 Total	\$ 545,134	\$ 564,756	\$ 430,016	\$ 569,650	\$ 4,894	75.5%
Other Expenditures						
356 Tax Charge Backs	\$ 44,130	\$ 50,000	\$ 22,791	\$ 45,000	\$ (5,000)	50.6%
357 Staff Development	\$ 24,588	\$ 47,620	\$ 21,295	\$ 41,740	\$ (5,880)	51.0%
358 Travel & Conference	\$ 47,574	\$ 46,247	\$ 20,456	\$ 38,400	\$ (7,847)	53.3%
359 Board Expenses	\$ 8,839	\$ 5,780	\$ 3,239	\$ 5,780	\$ -	56.0%
360 Programming	\$ 154,217	\$ 176,704	\$ 166,038	\$ 201,725	\$ 25,021	82.3%
361 Total	\$ 279,348	\$ 326,351	\$ 233,818	\$ 332,645	\$ 6,294	70.3%
362 Total Expenditures	\$ 10,580,639	\$ 11,311,205	\$ 9,297,413	\$ 11,861,495	\$ 550,290	78.4%
OPERATING REVENUE OVER (UNDER) EXPENDITURES						
	\$ 1,093,905	\$ 182,639	n/a	\$ 326,849	\$ 144,210	
Transfers						
363 Transfers In from other funds	\$ -	\$ -	\$ (13,840)	\$ (13,840)	\$ (13,840)	100.0%
364 Total Transfers (In)	\$ -	\$ -	\$ (13,840)	\$ (13,840)	\$ -	100.0%
365 Transfers Out to other funds	\$ 600,000	\$ 300,000	\$ -	\$ 600,000	\$ 300,000	0.0%
366 Total Transfers Out	\$ 600,000	\$ 300,000	\$ -	\$ 600,000	\$ 300,000	0.0%
367 Total Transfers (In) and Out	\$ 600,000	\$ 300,000	\$ (13,840)	\$ 586,160	\$ 300,000	(2.4%)
368 BEGINNING FUND BALANCE	\$ 7,029,005	\$ 6,843,639	\$ 7,522,906	\$ 7,522,906	\$ 679,267	
369 NET SURPLUS/(DEFICIT)	\$ 493,901	\$ (117,361)	n/a	\$ (259,311)	\$ (141,950)	
370 ENDING FUND BALANCE	\$ 7,522,906	\$ 6,726,278	n/a	\$ 7,263,595	\$ 537,317	
Composition of Fund Balance						
371 Non-spendable Prepaid Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	
373 Restricted ONEplace Grants	\$ 252,225	\$ 256,293	\$ -	\$ 256,293	\$ -	
374 Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ -	\$ 3,800,000	\$ -	
375 Unassigned Fund Balance	\$ 3,470,681	\$ 2,669,985	\$ -	\$ 3,207,302	\$ 537,317	
376 Total Ending Fund Balance	\$ 7,522,906	\$ 6,726,278	\$ -	\$ 7,263,595	\$ 537,317	

Kalamazoo Public Library
Supplementary Information - Explanation of Budget Variance
Close Estimate Budget - Fiscal Year ending June 30, 2017

Line Number	Variance to Close Estimate Budget	Explanation
REVENUE		
300	\$ 14,516	Property Tax Revenue. Estimate based upon .82% decrease in taxable values district wide.
301	\$ 37,302	Other Taxes. Payments-in-lieu of Taxes higher than anticipated.
302	\$ (20,930)	Fines and Fees. Revenue expected to come in lower than forecast/
303	\$ (43,000)	District Court Penal Fines. Reduced to reflect population totals from the Library of Michigan.
304	\$ 15,000	Local Support. Represents gifts from the Gilmore Foundation (\$10,000) and Friends of KPL (\$5,000 for Reading Together.
306	\$ 691,612	State Aid. Library's share of Local Community Stabilization Act revenue (replaced PPT revenue) was larger than originally budgeted.
EXPENDITURES		
Salaries & Benefits		
309	\$ (43,105)	Administrative Salaries. Reflects impact of Technical Services Administrator position remaining unfilled for much of FY 16-17.
310	\$ 25,870	Librarian Salaries. Amounts updated to reflect current contract.
311	\$ 38,825	Super-Tech Salaries. Addition of 1.0 FTE for graphic artist position, FM Specialist position at full year; updated for current contract.
312	\$ (10,176)	Library Assistant Salaries. Reduction of 1.0 FTE vs. prior FY, updated for current contract.
314	\$ (8,400)	Substitute Salaries. Reductions based on staffing needs during FY 16-17.
315	\$ 50,000	Vacancy Credit. Eliminated in light of actual position vacancies during FY 16-17.
317	\$ 15,840	Employee Insurances. Estimate based on current census.
318	\$ 221,807	Retirement. MPSERS, MERS; Includes \$200,000 lump sum MERS UAAL reduction.
319	\$ 18,625	Employer FICA-Medicare. Based upon salaries.
320	\$ 177,825	Other Benefits. Retirement and vacation payout upon retirements schedules for FY 16-17.
Materials		
326	\$ 10,750	Digital Materials. Represents spending for Biblioboard.
Facilities		
334	\$ 17,000	Building Repair. Central mixing valve and data closet repair; Eastwood AC unit repair.
Operating Expenses		
337	\$ 5,868	Supplies. Allocations to various agencies.
338	\$ 7,304	Miscellaneous Operating Expenses. Includes travel allowance for Library Director finalists.
Technical Services		
343	\$ (18,163)	F&E Repairs & Maintenance. Reduction due to moving Copiers expense to Contracted Services.
345	\$ 16,630	Software as Service. Certain Software Licensing costs reclassified as Software as a Service.
Purchased Services		
349	\$ (18,206)	Security. Reduced to reflect the actual usage of Security personnel at Library branches.
351	\$ 16,300	Legal Services. Increased to reflect actual legal costs incurred and revise the prior estimate.
Other Expenditures		
356	\$ (5,000)	Tax Charge Backs. Revision.
357	\$ (5,880)	Staff Development. Reductions based on actual training and tuition reimbursement that occurred during FY 16-17.
358	\$ (7,847)	Travel & Conference. Reduction based on actual travel & conference expensed during FY 16-17.
360	\$ 25,021	Programming. Increases due to Reading Together, costs of Youth Seminar and additional spending to match Gilmore Foundation and Friends Gift funding.
Summary		
363	\$ (13,840)	Transfers from Other Funds. Includes Local History grant for Biblioboard and of unspent Special Revenue Fund balances.
365	\$ 300,000	Transfers to Other Funds. Increased in amount to be transferred to the CIP fund during FY 16-17.
Fund Balance		
369	\$ (141,950)	Net Surplus (Deficit). Reflects the impact of adjustments in this revised year-end Close Estimate Budget.

**Special Revenue Fund
Close Estimate Budget Revision (“CEB”)
Fiscal Year 2016 – 2017**

Kalamazoo Public Library

Special Revenue Fund

Summary of Close Estimate Budget FY 2016-2017

	FY 2016-2017 Budget			Variance to Prior
	Actual FY 2015-2016	Preliminary	Close Estimate	
Revenue/Available Funds				
Other Local Gifts & Grants	\$ 41,250	\$ 31,500	\$ 122,100	\$ 90,600
Transfers - In/Out	\$ -	\$ -	\$ (3,090)	\$ (3,090)
Available Beginning Fund Balance	\$ 171,350	\$ 126,751	\$ 177,095	\$ 50,344
Total Revenue/Available Funds	\$ 212,600	\$ 158,251	\$ 296,105	\$ 137,854

Expenditures

Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Materials	\$ 16,063	\$ 33,600	\$ 34,600	\$ 1,000
Operating Expenses	\$ 17,159	\$ -	\$ -	\$ -
Facilities	\$ -	\$ -	\$ -	\$ -
Technical Services	\$ -	\$ -	\$ -	\$ -
Purchased Services	\$ 2,282	\$ -	\$ -	\$ -
Other	\$ -	\$ 10,000	\$ 25,162	\$ 15,162
Total Expenditures	\$ 35,505	\$ 43,600	\$ 59,762	\$ 16,162

Ending Fund Balance

Assigned for Ready to Read	\$ 80,324	\$ 47,375	\$ 81,372	\$ 33,997
Assigned for History Room	\$ -	\$ -	\$ -	\$ -
Assigned for ONEPlace	\$ 570	\$ -	\$ -	\$ -
Assigned for Jochem Fund	\$ -	\$ -	\$ 62,500	\$ 62,500
Assigned for Gifts & Memorials	\$ 4,742	\$ 1,409	\$ 3,142	\$ 1,733
Assigned for Library Gifts	\$ 4,768	\$ -	\$ 3,517	\$ 3,517
Assigned for KPL Antiracism	\$ 852	\$ 852	\$ -	\$ (852)
Assigned for Friends Mini-Grants	\$ 5,027	\$ -	\$ -	\$ -
Assigned for KCF History Room	\$ 80,812	\$ 83,088	\$ 85,812	\$ 2,724
Total Ending Fund Balance	\$ 177,095	\$ 132,724	\$ 236,343	\$ 103,619

Notes:

Continuing Activities in Ready to Read and Gifts, Gifts and Memorials and the Local History and Community Information Agency Fund. New Gifts include \$62,500 from the Jochem Fund and increased donations for the Ready to Read Spelling Bee Program.

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

Account Description /Account	FY 2015-2016			FY 2016-2017		Variance to Preliminary
	Preliminary	Close Estimate	Actual YE Fund Balance	Preliminary	Close Estimate	
233 - Ready to Read - Gifts						
Beginning	\$ 28,084	\$ 31,736	\$ 19,699	\$ 19,786	\$ 19,699	\$ (87)
Revenue: Other Local Gifts & Grants	\$ 1,000	\$ 1,050		\$ 1,000	\$ 20,800	\$ 19,800
Expenditures: Juvenile Books	\$ 12,000	\$ 12,000		\$ 12,000	\$ 13,000	\$ 1,000
Miscellaneous Disbursements	\$ 1,000	\$ 1,000		\$ 5,000	\$ 5,000	\$ -
Net for 233:	\$ (12,000)	\$ (11,950)		\$ (16,000)	\$ 2,800	\$ 18,800
Projected Ending	\$ 16,084	\$ 19,786		\$ 3,786	\$ 22,499	\$ (16,000)
235 - Ready to Read - Spelling Bee						
Beginning	\$ 46,190	\$ 46,469	\$ 60,625	\$ 43,089	\$ 60,625	\$ 17,536
Revenue: Other Local Gifts & Grants	\$ 22,000	\$ 18,000	\$ 60,625	\$ 21,800	\$ 20,058	\$ (1,742)
Bee - Spectator Tickets	\$ 735	\$ 1,120		\$ 1,200	\$ 1,190	\$ (10)
Expenditures: Juvenile Books	\$ 18,000	\$ 18,000		\$ 18,000	\$ 18,000	\$ -
Miscellaneous Disbursements	\$ 4,500	\$ 4,500		\$ 4,500	\$ 5,000	\$ 500
Net for 235:	\$ 235	\$ (3,380)		\$ 500	\$ (1,752)	\$ (2,252)
Projected Ending	\$ 46,425	\$ 43,089		\$ 43,589	\$ 58,873	\$ 15,284
301 - Gifts & Memorials - Materials*						
Beginning	\$ 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	\$ -	\$ -	\$ -	\$ -
Expenditures: Contracted Services	\$ -	\$ 2,282		\$ -	\$ -	\$ -
Totals for 303:	\$ -	\$ 2,282		\$ -	\$ -	\$ -
Projected Ending	\$ -	\$ -		\$ -	\$ -	\$ -
307 - ONEplace Nonprofit Services						
Beginning	\$ -	\$ 922	\$ -	\$ -	\$ -	\$ -
Expenditures: Programming	\$ -	\$ 922		\$ -	\$ -	\$ -
Net for 307:	\$ -	\$ 922		\$ -	\$ -	\$ -
Projected Ending	\$ -	\$ -		\$ -	\$ -	\$ -
308 - Library Gifts						
Beginning	\$ 3,226	\$ 3,895	\$ 4,087	\$ -	\$ 4,087	\$ 4,087
Revenue: Other Local Gifts & Grants	\$ 500	\$ 750		\$ -	\$ 5,430	\$ 5,430
Expenditures: Miscellaneous Disbursements	\$ 3,726	\$ 4,645		\$ -	\$ 6,000	\$ 6,000
Net for 308:	\$ 3,226	\$ 3,895		\$ -	\$ (570)	\$ (570)
Projected Ending	\$ -	\$ -		\$ -	\$ 3,517	\$ 3,517
309 - Jochem Fund						
Beginning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue: Other Local Gifts & Grants	\$ -	\$ -		\$ -	\$ 62,500	\$ 62,500
Expenditures: Miscellaneous Disbursements	\$ -	\$ -		\$ -	\$ -	\$ -
Net for 309:	\$ -	\$ -		\$ -	\$ 62,500	\$ 62,500

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

Account Description /Account	FY 2015-2016			FY 2016-2017		Variance to Preliminary
	Preliminary	Close Estimate	Actual YE Fund Balance	Preliminary	Close Estimate	
Projected Ending	\$ -	\$ -		\$ -	\$ 62,500	\$ -
310 - KPL Antiracism Transformation Team						
Beginning	\$ -	\$ 3,858	\$ 852	\$ -	\$ 852	\$ 852
Revenue: Other Local Gifts & Grants	\$ -	\$ -		\$ -	\$ -	\$ -
Expenditures: Miscellaneous Disbursements	\$ -	\$ 3,858		\$ -	\$ 852	\$ 852
Net for 310:	\$ -	\$ 3,858		\$ -	\$ (852)	\$ 852
Projected Ending	\$ -	\$ -		\$ -	\$ -	\$ -
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	\$ 242	\$ -	\$ 242	\$ 242
Expenditures: Miscellaneous Disbursements	\$ -	\$ 2,476		\$ -	\$ 242	\$ 242
Net for 379:	\$ -	\$ 2,476		\$ -	\$ (242)	\$ (242)
Projected Ending	\$ -	\$ -		\$ -	\$ -	\$ -
380 - 390: Various Mini-Grants from Prior Years						
Beginning	\$ -	\$ 3,090	\$ 3,090	\$ -	\$ 3,090	\$ 3,090
Transfers: Transfers to General Fund	\$ -	\$ 3,090		\$ -	\$ 3,090	\$ 3,090
Net for 380:	\$ -	\$ (3,090)		\$ -	\$ (3,090)	\$ (3,090)
Projected Ending	\$ -	\$ -		\$ -	\$ -	\$ -
391 - Children's Mini-Grant						
Beginning	\$ -	\$ 175	\$ -	\$ -	\$ -	\$ -
Expenditures: Miscellaneous Disbursements	\$ -	\$ 175		\$ -	\$ -	\$ -
Net for 391:	\$ -	\$ 175		\$ -	\$ -	\$ -
Projected Ending	\$ -	\$ -		\$ -	\$ -	\$ -
397 - KCF - Local History & Community Info Agency						
Beginning	\$ 62,947	\$ 71,588	\$ 80,812	\$ 78,088	\$ 80,812	\$ 2,724
Revenue: Other Local Gifts & Grants	\$ -	\$ 6,500		\$ 5,000	\$ 5,000	\$ -
Totals for 397:	\$ -	\$ 6,500		\$ 5,000	\$ 5,000	\$ -
Projected Ending	\$ 62,947	\$ 78,088		\$ 83,088	\$ 85,812	\$ 2,724
398 - Friends Mini-Grants 2017						
Beginning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue: Other Local Gifts & Grants	\$ -	\$ -		\$ -	\$ 9,070	\$ 9,070
Expenditures: Miscellaneous Disbursements	\$ -	\$ -		\$ -	\$ 5,804	\$ 5,804
Net for 398:	\$ -	\$ -		\$ -	\$ 3,266	\$ 14,874
Projected Ending	\$ -	\$ 0		\$ -	\$ 3,266	\$ 3,266

**General Operation Fund
Preliminary Estimate Budget (“PEB”)
Fiscal Year 2017 – 2018**

Kalamazoo Public Library
General Operating Fund
Summary of Preliminary Estimate Budget
Fiscal Year ending June 30, 2018

	FY 15-16 Actual	FY 16-17 Preliminary Budget	FY 16-17 Close Estimate Budget	FY 17-18 Preliminary Budget	Variance to FY 16-17 CEB
Revenue					
Property Taxes	\$ 10,503,721	\$ 10,391,156	\$ 10,405,672	\$ 10,552,167	\$ 146,495
State Grants and Reimbursements	\$ 219,460	\$ 211,388	\$ 903,000	\$ 548,590	\$ (354,410)
Charges for Services	\$ 207,315	\$ 180,000	\$ 159,070	\$ 180,000	\$ 20,930
District Court Penal Fines	\$ 222,994	\$ 255,000	\$ 212,000	\$ 212,000	\$ -
Other Revenue	\$ 521,048	\$ 456,300	\$ 508,602	\$ 453,681	\$ (54,921)
Total Revenue	\$ 11,674,539	\$ 11,493,844	\$ 12,188,344	\$ 11,946,438	\$ (241,906)
Expenditures					
Salaries	\$ 4,939,872	\$ 5,109,350	\$ 5,162,364	\$ 5,272,063	\$ 109,699
Benefits	\$ 2,335,420	\$ 2,450,703	\$ 2,884,260	\$ 2,330,497	\$ (553,763)
Materials	\$ 1,023,525	\$ 1,187,323	\$ 1,201,003	\$ 1,263,190	\$ 62,187
Facilities	\$ 564,751	\$ 620,384	\$ 642,884	\$ 659,651	\$ 16,767
Operating Expenses	\$ 287,849	\$ 351,393	\$ 364,565	\$ 381,005	\$ 16,440
Technical Services	\$ 604,739	\$ 700,945	\$ 704,124	\$ 650,043	\$ (54,081)
Purchased Services	\$ 545,134	\$ 564,756	\$ 569,650	\$ 677,460	\$ 107,810
Other	\$ 279,348	\$ 326,351	\$ 332,645	\$ 446,180	\$ 113,535
Total Operating Expenditures	\$ 10,580,639	\$ 11,311,205	\$ 11,861,495	\$ 11,680,088	\$ (181,407)
OPERATING REVENUE OVER (UNDER) EXPENDITURES	\$ 1,093,905	\$ 182,639	\$ 326,849	\$ 266,350	\$ (60,499)
Operating Transfers					
Transfers to/from Other Funds	\$ -	\$ -	\$ (13,840)	\$ -	\$ (13,840)
Transfers to Capital Improvement Plan	\$ 600,000	\$ 300,000	\$ 600,000	\$ 190,000	\$ 300,000
Total Expenditures and Transfers	\$ 11,180,639	\$ 11,611,205	\$ 12,447,655	\$ 11,870,088	\$ 104,753
Excess (Deficiency) of Revenue and Other Sources Over Expenditures and Other Uses	\$ 493,901	\$ (117,361)	\$ (259,311)	\$ 76,350	\$ 335,661
BEGINNING FUND BALANCE	\$ 7,029,005	\$ 6,843,639	\$ 7,522,906	\$ 7,263,595	\$ (259,311)
NET SURPLUS/(DEFICIT)	\$ 493,901	\$ (117,361)	\$ (259,311)	\$ 76,350	\$ 335,661
ENDING FUND BALANCE	\$ 7,522,906	\$ 6,726,278	\$ 7,263,595	\$ 7,339,945	\$ 76,350
Composition of Fund Balance					
Non-spendable Prepaid Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted ONEplace Grants	\$ 252,225	\$ 256,293	\$ 256,293	\$ 256,293	\$ -
Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -
Unassigned Fund Balance	\$ 3,470,681	\$ 2,669,985	\$ 3,207,302	\$ 3,283,652	\$ 76,350
Total Ending Fund Balance	\$ 7,522,906	\$ 6,726,278	\$ 7,263,595	\$ 7,339,945	\$ 76,350

Kalamazoo Public Library
Supplementary Information
Detail of Preliminary General Operating Fund Budget
Fiscal Year ending June 30, 2018

	FY 15-16 Actual	FY 16-17 Close Estimate Budget	FY 17-18 Preliminary Budget	Variance to Prior
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REVENUE

Property Taxes

1	City of Kalamazoo	\$ 5,692,048	\$ 5,529,735	\$ 5,568,443	\$ 38,708
2	Kalamazoo Township	\$ 1,456,881	\$ 1,449,614	\$ 1,464,110	\$ 14,496
3	Oshtemo Township	\$ 2,880,731	\$ 2,963,867	\$ 3,052,783	\$ 88,916
4	Texas Township	\$ 426,754	\$ 437,456	\$ 441,831	\$ 4,375
5	Subtotal: Gross Property Taxes	\$ 10,456,413	\$ 10,380,672	\$ 10,527,167	\$ 146,495
6	Less Delinquency Reserve		\$ (15,000)	\$ (15,000)	\$ -
7	Plus Delinq. Tax Receipts	\$ 47,308	\$ 40,000	\$ 40,000	\$ -
8	Net Property Tax Revenue	\$ 10,503,721	\$ 10,405,672	\$ 10,552,167	\$ 146,495

Other Taxes

Industrial Facilities Tax

9	City of Kalamazoo	\$ 59,109	\$ 59,100	\$ 59,514	\$ 414
10	Kalamazoo Township	\$ 9,912	\$ 6,600	\$ 6,666	\$ 66
11	Oshtemo Township	\$ 12,525	\$ 12,525	\$ 12,901	\$ 376
12	Texas Township	\$ -	\$ -	\$ -	\$ -
13	SubTotal: Industrial Facilities Taxes	\$ 81,546	\$ 78,225	\$ 79,081	\$ 855
14	Renaissance Zone Taxes	\$ 21,434	\$ 21,477	\$ 1,000	\$ (20,477)
15	Payments in Lieu of Taxes	\$ 45,095	\$ 40,300	\$ 20,000	\$ (20,300)
16	Total Other Taxes	\$ 148,075	\$ 140,002	\$ 100,081	\$ (39,921)

Other Revenue

17	Misc. Fines & Fees	\$ 207,315	\$ 159,070	\$ 180,000	\$ 20,930
18	State Aid	\$ 219,460	\$ 194,180	\$ 194,180	\$ -
18a	State Aid: PPT Replacement (LCSA Share)		\$ 708,820	\$ 354,410	\$ (354,410)
19	District Ct. Penal Fines	\$ 222,994	\$ 212,000	\$ 212,000	\$ -
20	Law Library Revenue	\$ 64,296	\$ 65,000	\$ 65,000	\$ -
21	Universal Service Fund Reimbursement	\$ 33,600	\$ 48,600	\$ 48,600	\$ -
22	Friends of KPL & Other Local Revenue	\$ 257,468	\$ 240,000	\$ 225,000	\$ (15,000)
23	Interest Income	\$ 17,608	\$ 15,000	\$ 15,000	\$ -
24	Total Other Revenue	\$ 1,022,743	\$ 1,642,670	\$ 1,294,190	\$ (348,480)

TOTAL REVENUE \$ **11,674,539** \$ **12,188,344** \$ **11,946,438** \$ **(241,906)**

EXPENDITURES

Salaries and Wages

25	Administrator Salaries	\$ 667,437	\$ 622,085	\$ 603,210	\$ (18,875)
26	Librarian Salaries	\$ 1,333,171	\$ 1,379,425	\$ 1,397,114	\$ 17,689
27	Supervisory Technical Salaries	\$ 718,703	\$ 825,640	\$ 883,177	\$ 57,537
28	Library Assistant Salaries	\$ 1,548,013	\$ 1,559,614	\$ 1,596,947	\$ 37,333

Kalamazoo Public Library
Supplementary Information
Detail of Preliminary General Operating Fund Budget
Fiscal Year ending June 30, 2018

		FY 15-16 Actual	FY 16-17 Close Estimate Budget	FY 17-18 Preliminary Budget	Variance to Prior
29	Hourly Staff	\$ 606,686	\$ 695,000	\$ 723,170	\$ 28,170
30	Substitute Salaries	\$ 65,861	\$ 80,600	\$ 68,445	\$ (12,155)
31	Vacancy Credit	\$ -	\$ -	\$ (50,000)	\$ (50,000)
32	Total Salaries & Wages	\$ 4,939,872	\$ 5,162,364	\$ 5,222,063	\$ 59,699
Benefits					
33	Employee Insurance	\$ 1,033,463	\$ 1,076,570	\$ 1,067,769	\$ (8,801)
34	Retirement	\$ 872,699	\$ 1,009,025	\$ 789,283	\$ (219,742)
35	Employer FICA-Medicare	\$ 369,798	\$ 410,380	\$ 407,245	\$ (3,135)
36	Other Benefits: RPO, V-Exempt, Parking	\$ 59,460	\$ 388,285	\$ 66,200	\$ (322,085)
37	Total Benefits	\$ 2,335,420	\$ 2,884,260	\$ 2,330,497	\$ (553,763)
38	Compensation Reserves	\$ -	\$ -	\$ 50,000	\$ 50,000
39	Total Salaries & Benefits	\$ 2,335,420	\$ 2,884,260	\$ 2,380,497	\$ (503,763)
Materials					
40	Adult Books	\$ 435,309	\$ 513,300	\$ 529,300	\$ 16,000
41	Juvenile Books	\$ 93,491	\$ 103,500	\$ 109,125	\$ 5,625
42	Periodicals	\$ 45,805	\$ 46,006	\$ 49,270	\$ 3,264
43	Audio-Visual Material	\$ 292,980	\$ 370,300	\$ 409,318	\$ 39,018
44	Digital Materials	\$ 155,940	\$ 167,897	\$ 166,177	\$ (1,720)
45	Total Materials	\$ 1,023,525	\$ 1,201,003	\$ 1,263,190	\$ 62,187
Facilities					
46	Fuel	\$ 37,707	\$ 66,500	\$ 66,500	\$ -
47	Electricity	\$ 195,087	\$ 200,000	\$ 200,000	\$ -
48	Water	\$ 5,079	\$ 5,820	\$ 6,420	\$ 600
49	Custodial Supplies	\$ 68,806	\$ 76,200	\$ 80,000	\$ 3,800
50	Grounds Maintenance	\$ 41,635	\$ 40,486	\$ 43,476	\$ 2,990
51	Vehicle Maintenance	\$ 4,109	\$ 6,800	\$ 4,600	\$ (2,200)
52	Building Repair	\$ 85,764	\$ 114,210	\$ 123,686	\$ 9,476
53	Building Operations	\$ 126,566	\$ 132,868	\$ 134,969	\$ 2,101
54	Total Facilities	\$ 564,751	\$ 642,884	\$ 659,651	\$ 16,767
Operating Expenses					
55	Supplies	\$ 79,817	\$ 103,743	\$ 106,363	\$ 2,620
56	Misc. Operating Expenses	\$ 97,257	\$ 120,232	\$ 128,802	\$ 8,570
57	Postage & Freight	\$ 33,033	\$ 46,350	\$ 46,600	\$ 250
58	Rent	\$ 31,388	\$ 34,100	\$ 34,100	\$ -
59	Processing Supplies	\$ 46,355	\$ 60,140	\$ 65,140	\$ 5,000
60	Total Operating Expenses	\$ 287,849	\$ 364,565	\$ 381,005	\$ 16,440

Kalamazoo Public Library
Supplementary Information
Detail of Preliminary General Operating Fund Budget
Fiscal Year ending June 30, 2018

	FY 15-16 Actual	FY 16-17 Close Estimate Budget	FY 17-18 Preliminary Budget	Variance to Prior	
Technical Services					
61	F&E Repair & Maintenance	\$ 46,670	\$ 55,935	\$ 28,814	\$ (27,121)
62	Telecommunications	\$ 97,557	\$ 95,670	\$ 92,234	\$ (3,436)
63	Software as Service	\$ 184,254	\$ 210,680	\$ 269,022	\$ 58,342
64	Software Licensing & Maint.	\$ 203,655	\$ 261,539	\$ 178,973	\$ (82,566)
65	Cataloging & Processing	\$ 72,604	\$ 80,300	\$ 81,000	\$ 700
66	Total Technical Services	\$ 604,739	\$ 704,124	\$ 650,043	\$ (54,081)
Purchased Services					
67	Security	\$ 146,502	\$ 165,294	\$ 190,539	\$ 25,245
68	Insurance	\$ 89,427	\$ 91,500	\$ 91,000	\$ (500)
69	Legal Services	\$ 13,620	\$ 21,300	\$ 15,000	\$ (6,300)
70	Contracted Services	\$ 133,182	\$ 141,556	\$ 228,021	\$ 86,465
71	Printing Services	\$ 100,822	\$ 94,500	\$ 97,000	\$ 2,500
72	Advertising	\$ 61,580	\$ 55,500	\$ 55,900	\$ 400
73	Total Purchased Services	\$ 545,134	\$ 569,650	\$ 677,460	\$ 107,810
Other Expenditures					
74	Tax Charge Backs	\$ 44,130	\$ 45,000	\$ 125,000	\$ 80,000
75	Staff Development	\$ 24,588	\$ 41,740	\$ 43,515	\$ 1,775
76	Travel & Conference	\$ 47,574	\$ 38,400	\$ 70,400	\$ 32,000
77	Board Expenses	\$ 8,839	\$ 5,780	\$ 8,990	\$ 3,210
78	Programming	\$ 154,217	\$ 201,725	\$ 198,275	\$ (3,450)
79	Total Other Expenditures	\$ 279,348	\$ 332,645	\$ 446,180	\$ 113,535
TOTAL EXPENDITURES		\$ 10,580,639	\$ 11,861,495	\$ 11,680,088	\$ (181,407)
OPERATING REVENUE OVER (UNDER) EXPENDITURES		\$ 1,093,905	\$ 326,849	\$ 266,350	\$ (60,499)
Transfers					
80	Transfer to (from) Other Funds	\$ -	\$ (13,840)	\$ -	\$ 13,840
81	Transfer to Capital Improvement Plan	\$ 600,000	\$ 600,000	\$ 190,000	\$ (410,000)
TOTAL EXPENDITURES & TRANSFERS		\$ 11,180,639	\$ 12,447,655	\$ 11,870,088	\$ (577,566)
82	NET CHANGE TO FUND BALANCE	\$ 493,900	\$ (259,311)	\$ 76,350	\$ 335,661
83	BEGINNING FUND BALANCE	\$ 7,029,005	\$ 7,522,905	\$ 7,263,595	\$ (259,311)
84	ENDING FUND BALANCE	\$ 7,522,905	\$ 7,263,595	\$ 7,339,945	\$ 76,350

Kalamazoo Public Library
Supplementary Information - Explanation of Budget Variance
Preliminary Estimate Budget - Fiscal Year ending June 30, 2018

Line Number	Variance to Close Estimate Budget	Explanation
REVENUE		
8	\$ 146,495	Revenue estimate based upon 0.7% increase in taxable values in City of Kalamazoo, 1% in Texas and Kalamazoo Townships and 3% in Oshtemo.
13	\$ 855	Industrial Facilities Tax revenue estimate based on the same assumptions as Line #8 above for taxing units in the Kalamazoo Public Library District.
16	\$ (39,921)	Expect a reduction in Renaissance Zone taxes and PILOTs conservatively estimated.
18a	\$ (354,410)	Forecasts 50% of Local Community Stabilization Act revenue (PPT replacement) received in FY 16-17.
EXPENDITURES		
Salaries & Benefits		
25	\$ (18,875)	Administrative Salaries. Based upon FY 16-17 budget; variance due to lower salaries for new Admin staff and no position overlap of as occurred in FY 16-17.
26	\$ 17,689	Librarian Salaries. New Library Associate position at full year for FY 17-18, steps on current schedule.
27	\$ 57,537	Super-Tech Salaries. Includes positions added mid-year previously for the full year in FY 17-18.
28	\$ 37,333	Library Assistant Salaries. Prior year position changes, overtime estimates, addition of Library Assistant to support new Head of Technical Services.
29	\$ 28,170	Hourly Salaries. Additional hours for multiple agencies, scheduled rate increases as approved.
30	\$ (12,155)	Substitute Salaries. Estimated leaves-of-absence, vacations., etc.
34	\$ (219,742)	Retirement. MPSERS, MERS. No optional lump sum payment budgeted for MERS, continuation 1.5% rate supplement.
36	\$ (322,085)	Other Benefits. Significantly reduced retirement payouts expected in FY 2017-2018.
38	\$ 50,000	Reserve for Super / Tech and Admin compensation to be determined and distributed to Administrators and Super / Techs.
Materials		
40	\$ 16,000	Adult Books. Additional spending for special project requests, New Book Club in a Bag titles and Local History titles.
43	\$ 39,018	Audio Visual. Demand for Hot pick material.
Facilities		
49	\$ 3,800	Custodial Supplies. Current Estimate.
50	\$ 2,990	Grounds Maintenance. Parking lot repair at Oshtemo Branch.
51	\$ (2,200)	Vehicle Maintenance. Expect reduced costs during FY 2017-2018 due to the purchase of new vehicle.
52	\$ 9,476	Building Repair. Estimate of maintenance projects.
53	\$ 2,101	Building Operations. Repair and maintenance contract current estimate.
Operating Expenses		
56	\$ 8,570	Miscellaneous Operating Expenses. Includes cost of new Library Aide parking reimbursement at Central.
59	\$ 5,000	Processing Supplies. Allowance for increase.
Technical Services		
61	\$ (27,121)	F&E Repairs & Maintenance. Reduction due to moving Copiers expense to Contracted Services.
63	\$ 58,342	Software as Service. Add'l costs due to certain Software Licensing costs being reclassified as Software as a Service.
64	\$ (82,566)	Software Licensing & Maintenance. Reduced costs due certain Software Licensing Costs being reclassified as Software as a Service.

Kalamazoo Public Library
Supplementary Information - Explanation of Budget Variance
Preliminary Estimate Budget - Fiscal Year ending June 30, 2018

Line Number	Variance to Close Estimate Budget	Explanation
<u>Purchased Services</u>		
67	\$ 25,245	Security. 3% increase in Guard service at Central and Eastwood/Powell plus add'l allowance for summer / no school days.
70	\$ 86,465	Contracted Services. Includes add'l for ADP project work, Strategic Planning and relocating the Copiers expense from Technical Services.
<u>Other Expenditures</u>		
74	\$ 80,000	Tax Charge Backs. Includes an increased allowance for pending property tax challenge by Zoetis.
76	\$ 32,000	Travel & Conference. Increase due to Library-wide PLA and ALA attendance.
77	\$ 3,210	Board Expenses. Increase due to ALA and PLA conference attendance.
78	\$ (3,450)	Programming. Current estimate based on action plan requests. Includes Youth Literary Seminar over two days vs. one day in previous years.
80	\$ 13,840	Transfers from Other Funds. No transfers from other funds are anticipated in FY 17-18.
81	\$ (410,000)	Currently at \$190,000; expect further transfers at mid-year.
<u>Summary</u>		
82	\$ 335,661	Net Change to Fund Balance. Represents Net Revenue less Expenditures and Net Transfers: the Variance between the CEB of FY 2016-2017 and the PEB for FY 2017-2018.
<u>Fund Balance</u>		
83	\$ (259,311)	Beginning Fund Balance. Effect of Close Estimate Budget revision for FY 2016-2017.

**Capital Improvement Plan Budget
For the Three Years ending
June 30, 2018**

**Kalamazoo Public Library
Capital Improvement Plan
For the Three Years ending June 30, 2019**

	Fiscal year 2016-2017	Fiscal year 2017-2018	Fiscal year 2018-2019	Three-Year Current Budget	Prior Three year Estimate	Variance to Prior Budget
Revenue						
Transfers from Operations	\$ 600,000	\$ 190,000	\$ 600,000	\$ 1,390,000	\$ 1,800,000	\$ (410,000)
Other Revenue/Transfers	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 605,000	\$ 190,000	\$ 600,000	\$ 1,395,000	\$ 1,805,000	\$ (410,000)
Pre - Expenditures						
Capital Projects by Category						
Library Systems	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furnishings	\$ 192,509	\$ 84,500	\$ 75,000	\$ 352,009	\$ 301,410	\$ (50,599)
Building Alterations	\$ 942,305	\$ 250,000	\$ 250,000	\$ 1,442,305	\$ 1,250,159	\$ (192,146)
Computer & Technology	\$ 427,714	\$ 191,180	\$ 150,000	\$ 768,894	\$ 646,694	\$ (122,200)
Total Pre-Expenditures	\$ 1,562,528	\$ 525,680	\$ 475,000	\$ 2,563,208	\$ 2,198,263	\$ (364,945)
Total Reserves	\$ 495,236	\$ 560,236	\$ 610,236	\$ 610,236	\$ 649,000	\$ 38,764
Total Pre-Expenditures + Reserves	\$ 2,057,764	\$ 1,085,916	\$ 1,085,236	\$ 3,173,444	\$ 2,847,263	\$ (326,181)
Beginning of Year Fund Balance	\$ 2,229,526	\$ 1,271,998	\$ 936,318	\$ 2,229,526	\$ 2,018,963	\$ 210,563
Revenues Over (Under) Pre-Expenditures	\$ (957,528)	\$ (335,680)	\$ 125,000	\$ (1,168,208)	\$ (393,263)	\$ (774,945)
Fund Balance						
Reserved for Building Repairs	\$ 286,236	\$ 286,236	\$ 286,236	\$ 286,236	\$ 500,000	\$ (213,764)
Reserved for Technology	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ -
Reserved for Oshtemo Infrastructure	\$ 30,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 15,000	\$ 30,000
Reserved for Central Boiler	\$ 95,000	\$ 145,000	\$ 195,000	\$ 195,000	\$ 50,000	\$ 145,000
Assigned for Future Capital Projects	\$ 776,762	\$ 376,082	\$ 451,082	\$ 451,082	\$ 976,700	\$ (525,618)
End of Year Total Fund Balance	\$ 1,271,998	\$ 936,318	\$ 1,061,318	\$ 1,061,318	\$ 1,625,700	\$ (564,382)

Notes:

The Capital Improvement Plan includes the three years ending June 30, 2019. Estimates for FY 2016-2017 have been revised to include CIP projects approved during FY 16-17 in December 2016, February and March of 2017. Additional new projects for FY 2017-2018 include PC replacement, portable devices, various network infrastructure improvements and replacements. Transfer from the General Fund will be adjusted as appropriate through a mid-year budget adjustment. Some requests are on hold for consideration of the new Library Director. Upon Board approval of the Teen Space remodel and creation of a reserve account for moving the Hub, the CIP will be adjusted accordingly.

Kalamazoo Public Library
Capital Improvement Plan
Summary of Budgeted Allocations
For the Three Years ending June 30, 2019

Description	Carryover FYE 2015-2016	Revised CEB FY 2016-17	Preliminary FY 2017-18	Preliminary FY 2018-19
Library Systems & Equipment	\$ -	\$ -	\$ -	\$ -
Furnishings				
Furnishings Reserve	\$ 97,572	\$ 123,772	\$ 75,000	\$ 75,000
Central Library	\$ 6,344	\$ 12,344	\$ 9,500	\$ -
Branch Libraries	\$ 12,643	\$ 12,643	\$ -	\$ -
System-Wide Projects	\$ 950	\$ 43,750	\$ -	\$ -
Total Furnishings	\$ 117,509	\$ 192,509	\$ 84,500	\$ 75,000
Building Alterations				
Building Alterations Reserve	\$ 116,252	\$ 204,352	\$ 250,000	\$ 250,000
Structural Projects	\$ -	\$ 126,317	\$ -	\$ -
Mechanical Projects	\$ 88,790	\$ 154,190	\$ -	\$ -
Control & Security Systems	\$ 34,029	\$ 42,671	\$ -	\$ -
Other Facilities Projects	\$ 212,925	\$ 451,925	\$ -	\$ -
Total Building Alterations	\$ 451,996	\$ 979,455	\$ 250,000	\$ 250,000
Computer & Technology				
Computer & Technology Reserve	\$ 47,008	\$ 89,668	\$ 110,000	\$ 100,000
Public Technology & Hardware	\$ 80,407	\$ 163,479	\$ 40,000	\$ 50,000
Portable Technology	\$ 14,710	\$ 14,710	\$ 12,000	\$ -
Other Technology/Computer Equipment	\$ 46,403	\$ 154,603	\$ 29,180	\$ -
Server Migration	\$ -	\$ -	\$ -	\$ -
RFID/Circulation Technologies	\$ 8,327	\$ 8,327	\$ -	\$ -
Total Computer & Technology	\$ 196,854	\$ 430,786	\$ 191,180	\$ 150,000
Total Pre-Budgeted Expenditures - CIP	\$ 766,359	\$ 1,602,751	\$ 525,680	\$ 475,000

Kalamazoo Public Library
Capital Improvement Plan
Summary of Budgeted Allocations
For the Three Years ending June 30, 2019

Description	Carryover FYE 2015-2016	Revised CEB FY 2016-17	Preliminary FY 2017-18	Preliminary FY 2018-19
802 Library Systems (Complete)	\$ -	\$ -	\$ -	\$ -
810 Furnishings Reserve -Unallocated	\$ 97,572	\$ 26,200	\$ 75,000	\$ 75,000
Central Library				
813 Display/Public-Central	\$ -	\$ 3,000	\$ -	\$ -
889 Children's/Youth Table & Chair	\$ 5,328	\$ 5,328	\$ 9,500	\$ -
892 Local History Furnishings	\$ 1,016	\$ 1,016	\$ -	\$ -
892 Central furnishings		\$ 3,000	\$ -	\$ -
Subtotal Central Library Furnishing Projects	\$ 6,344	\$ 12,344	\$ 9,500	\$ -
Branches				
815 Adult Workspaces/Public Areas - Oshtemo	\$ 11,443	\$ 11,443	\$ -	\$ -
894 Oshtemo Refurbishment Projects - All	\$ -	\$ -	\$ -	\$ -
882 Oshtemo Drop box replacement	\$ -	\$ -	\$ -	\$ -
881 Eastwood/Powell - Powell Office Furniture	\$ 1,200	\$ 1,200	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Subtotal Branch Libraries Furnishing Projects	\$ 12,643	\$ 12,643	\$ -	\$ -
System Wide				
814 Chairs Multiple Departments-Public and Staff	\$ 950	\$ 43,750	\$ -	\$ -
Subtotal System-Wide Furnishing Projects	\$ 950	\$ 43,750	\$ -	\$ -
Total Furnishings	\$ 117,509	\$ 94,937	\$ 84,500	\$ 75,000
820 Building Alterations Reserve - Unallocated	\$ 116,252	\$ 204,352	\$ 250,000	\$ 250,000
Structural Projects				
828 Eastwood Bldg Projects	\$ -	\$ 31,595	\$ -	\$ -
807 Washington Square Bldg Projects	\$ -	\$ 94,722	\$ -	\$ -
Subtotal Structural Projects	\$ -	\$ 126,317	\$ -	\$ -
Mechanical Projects (Contingency)				
Generator - combined	\$ 9,150	\$ 9,150	\$ -	\$ -
Generator - combined		\$ -	\$ -	\$ -
887 Generator - Central, Oshtemo & Eastwood	\$ 75,000	\$ 75,000	\$ -	\$ -
895 Central Freight Elevator	\$ 4,640	\$ 4,640	\$ -	\$ -
841 Central Louvers on Air Handler Units	\$ -	\$ 45,000	\$ -	\$ -

Kalamazoo Public Library
Capital Improvement Plan
Summary of Budgeted Allocations
For the Three Years ending June 30, 2019

Description	Carryover FYE 2015-2016	Revised CEB FY 2016-17	Preliminary FY 2017-18	Preliminary FY 2018-19
825 Central Chiller / Cooling Tower	\$ -	\$ 15,400	\$ -	\$ -
826 Central Steam Boiler	\$ -	\$ 5,000	\$ -	\$ -
Subtotal Mechanical Projects	\$ 88,790	\$ 154,190	\$ -	\$ -
Control & Security Systems		\$ -	\$ -	\$ -
827 Security System Updates	\$ 34,029	\$ 42,671	\$ -	\$ -
842 Central Lighting Control	\$ -	\$ -	\$ -	\$ -
Subtotal Control & Security Systems	\$ 34,029	\$ 42,671	\$ -	\$ -
Other Facilities Projects (Contingency)	\$ 3,000	\$ 3,000	\$ -	\$ -
806 Central Restrooms - Phase I	\$ 100,000	\$ 100,000	\$ -	\$ -
824 Eastwood - drop ceiling	\$ 2,932	\$ 2,932	\$ -	\$ -
823 Oshtemo Building projects (electrical, enclosure)	\$ 15,000	\$ 15,000	\$ -	\$ -
808 Oshtemo Smart Drop Design phase	\$ -	\$ 5,000	\$ -	\$ -
893 Delivery Vehicle	\$ 7,045	\$ 32,045	\$ -	\$ -
897 Door Counters	\$ -	\$ 14,000	\$ -	\$ -
811 Carpet Master Plan Reserve (Cumulative)	\$ 84,949	\$ 279,949	\$ -	\$ -
Subtotal Facilities Projects	\$ 212,925	\$ 451,925	\$ -	\$ -
Total Building Projects	\$ 451,996	\$ 979,455	\$ 250,000	\$ 250,000
830 Computer & Tech Reserve - Unallocated	\$ 47,008	\$ 89,668	\$ 110,000	\$ 100,000
Technology/Hardware - Public	\$ 6,069		\$ -	\$ -
831 PC Replacement	\$ 65,371	\$ 145,371	\$ 40,000	\$ 50,000
844 Portable Device USB Charging Stations	\$ 3,072	\$ 3,072	\$ -	\$ -
843 Digital signage	\$ -	\$ 1,229	\$ -	\$ -
845 Public Spaces AV Upgrades	\$ -	\$ -	\$ -	\$ -
865 Game Carts - Teen	\$ -	\$ -	\$ -	\$ -
884 Digital Lab Equipment	\$ 5,895	\$ 13,807	\$ -	\$ -
Subtotal Public Technology/Hardware	\$ 80,407	\$ 163,479	\$ 40,000	\$ 50,000
Portable Technology				
878 Portable Devices - iPads, Mac Minis, Laptops	\$ 14,710	\$ 14,710	\$ 12,000	\$ -
Subtotal Portable Technology	\$ 14,710	\$ 14,710	\$ 12,000	\$ -
Other Technology/Computer Equipment	\$ 2,500	\$ -	\$ -	\$ -
879 Office Scanners - administrative/business office	\$ 1,558	\$ 1,558	\$ 3,900	\$ -
855 Telephone System	\$ 11,845	\$ 11,845	\$ -	\$ -
854 Photocopies/Envisionware terminals	\$ 25,000	\$ 25,000	\$ -	\$ -
854 Spare CISCO switch	\$ 2,700	\$ -	\$ -	\$ -
854 Staff Desktop PC replacement - IT (JC/WH)	\$ 2,800	\$ -	\$ -	\$ -
854 AWE replacements	\$ -	\$ 23,200	\$ -	\$ -
854 Network Infrastructure replacements	\$ -	\$ 80,000	\$ 5,000	\$ -

Kalamazoo Public Library
Capital Improvement Plan
Summary of Budgeted Allocations
For the Three Years ending June 30, 2019

Description	Carryover FYE 2015-2016	Revised CEB FY 2016-17	Preliminary FY 2017-18	Preliminary FY 2018-19
854 Office archival scanner	\$ -	\$ 5,000	\$ -	\$ -
854 Desktop intern replacement MAC	\$ -	\$ -	\$ -	\$ -
854 Mobile Circ Tech			\$ 10,800	\$ -
854 Webstreaming Project			\$ 3,000	\$ -
854 Laptops		\$ 8,000	\$ 2,000	\$ -
854 Thin Client Replacement (8)			\$ 4,480	\$ -
854 Fiber Project (10k reserve request in FY 17-18)			\$ -	\$ -
854 42" monitor - discharge area	\$ -	\$ -	\$ -	\$ -
Subtotal Other Technology/Computer Equipment	\$ 46,403	\$ 154,603	\$ 29,180	\$ -
Server Migration Project - Moved to Reserve		\$ -	\$ -	\$ -
RFID/Circulation Technology	\$ -	\$ -	\$ -	\$ -
852 RFID / Circulation	\$ 3,234	\$ -	\$ -	\$ -
852 Comprise Smart Terminals	\$ 392	\$ -	\$ -	\$ -
852 Topaz Signature Gem (Circulation signatures)	\$ 2,400	\$ -	\$ -	\$ -
852 RFID Reader Pad/Scanner/Printer (Oshtemo)	\$ 2,300	\$ -	\$ -	\$ -
Subtotal RFID/Circulation Technology	\$ 8,327	\$ 8,327	\$ -	\$ -
Total Computer & Electronic Technologies	\$ 196,854	\$ 430,786	\$ 191,180	\$ 150,000
Total Capital Pre-Expenditures	\$ 766,359	\$ 1,505,179	\$ 525,680	\$ 475,000

**Special Revenue Fund
Preliminary Estimate Budget (“PEB”)
Fiscal Year 2017-2018**

Kalamazoo Public Library
Special Revenue Fund
Summary of Preliminary Estimate Budget FY 2017-2018

	Actual FY 2015-2016	FY 2016-2017 Budget		FY 2017-2018 Budget	
		PEB	CEB	Preliminary Estimate	Variance to Prior CEB
Revenue/Available Funds					
Other Local Gifts & Grants	\$ 41,250	\$ 31,500	\$ 115,743	\$ 32,000	\$ (83,743)
Transfers - In/Out	\$ -	\$ -	\$ (3,090)	\$ -	\$ 3,090
Available Beginning Fund Balance	\$ 171,350	\$ 126,751	\$ 177,095	\$ 239,609	\$ 62,514
Total Revenue/Available Funds	\$ 212,600	\$ 158,251	\$ 289,748	\$ 271,609	\$ (18,139)
Expenditures					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Materials	\$ 16,063	\$ 33,600	\$ 34,600	\$ 36,600	\$ 2,000
Operating Expenses	\$ 17,159	\$ -	\$ -	\$ -	\$ -
Facilities	\$ -	\$ -	\$ -	\$ -	\$ -
Technical Services	\$ -	\$ -	\$ -	\$ -	\$ -
Purchased Services	\$ 2,282	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ 10,000	\$ 21,808	\$ 22,014	\$ 206
Total Expenditures	\$ 35,505	\$ 43,600	\$ 56,408	\$ 58,614	\$ 2,206
Ending Fund Balance					
Assigned for Ready to Read	\$ 80,324	\$ 47,375	\$ 81,372	\$ 61,872	\$ (19,500)
Assigned for History Room	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned for ONEPlace	\$ 570	\$ -	\$ -	\$ -	\$ -
Assigned for Jochem Fund	\$ -	\$ -	\$ 62,500	\$ 62,500	\$ -
Assigned for Gifts & Memorials	\$ 4,742	\$ 1,409	\$ 3,142	\$ 1,542	\$ (1,600)
Assigned for Library Gifts	\$ 4,768	\$ -	\$ 3,517	\$ 1,269	\$ (2,248)
Assigned for KPL Antiracism	\$ 852	\$ -	\$ -	\$ -	\$ -
Assigned for Friends Mini-Grants	\$ 5,027	\$ -	\$ 3,266	\$ -	\$ (3,266)
Assigned for KCF History Room	\$ 80,812	\$ 83,088	\$ 85,812	\$ 85,812	\$ -
Total Ending Fund Balance	\$ 177,095	\$ 131,872	\$ 239,609	\$ 212,995	\$ (26,614)

Notes:

The Special Revenue Fund Preliminary Estimate Budget incorporates carryover gift balances as forecasted as of July 1, 2017. Variances are due to the delay of expenditures anticipated from the prior fiscal year and the continuation of current programs. No new initiatives are anticipated.

Kalamazoo Public Library

Special Revenue Fund

Detail of Preliminary Estimate Budget FY 2017-2018

Account Description /Account	FY 2015-2016			FY 2016-2017		FY 2017-2018	
	Preliminary (PEB)	Close Estimate	YE Fund Balance	Preliminary (PEB)	Close Estimate	Preliminary	Variance to Prior PEB
233 - Ready to Read - Gifts							
Beginning	\$ 28,084	\$ 31,736	\$ 19,699	\$ 19,786	\$ 19,699	\$ 22,499	\$ 2,713
Revenue: Other Local Gifts & Grants	\$ 1,000	\$ 1,050		\$ 1,000	\$ 20,800	\$ 1,000	\$ -
Expenditures: Juvenile Books	\$ 12,000	\$ 12,000		\$ 12,000	\$ 13,000	\$ 15,000	\$ 3,000
Miscellaneous Disbursements	\$ 1,000	\$ 1,000		\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Net for 233:	\$ (12,000)	\$ (11,950)		\$ (16,000)	\$ 2,800	\$ (19,000)	\$ (3,000)
Projected Ending	\$ 16,084	\$ 19,786		\$ 3,786	\$ 22,499	\$ 3,499	\$ (287)
235 - Ready to Read - Spelling Bee							
Beginning	\$ 46,190	\$ 46,469	\$ 60,625	\$ 43,089	\$ 60,625	\$ 58,873	\$ 15,784
Revenue: Other Local Gifts & Grants	\$ 22,000	\$ 18,000	\$ 60,625	\$ 21,800	\$ 20,058	\$ 21,800	\$ -
Bee - Spectator Tickets	\$ 735	\$ 1,120		\$ 1,200	\$ 1,190	\$ 1,200	\$ -
Expenditures: Juvenile Books	\$ 18,000	\$ 18,000		\$ 18,000	\$ 18,000	\$ 18,000	\$ -
Miscellaneous Disbursements	\$ 4,500	\$ 4,500		\$ 4,500	\$ 5,000	\$ 4,500	\$ -
Net for 235:	\$ 235	\$ (3,380)		\$ 500	\$ (1,752)	\$ 500	\$ -
Projected Ending	\$ 46,425	\$ 43,089		\$ 43,589	\$ 58,873	\$ 58,373	\$ 14,784
301 - Gifts & Memorials - Materials*							
Beginning	\$ 3,045	\$ 4,859	\$ 4,742	\$ 3,009	\$ 4,742	\$ 3,142	\$ 133
Revenue: Other Local Gifts & Grants	\$ 1,000	\$ 2,500		\$ 2,500	\$ 2,500	\$ 2,500	\$ -
Expenditures: Adult Books	\$ 1,000	\$ 3,000		\$ 3,000	\$ 3,000	\$ 3,000	\$ -
Juvenile Books	\$ 750	\$ 250		\$ 500	\$ 500	\$ 500	\$ -
Audio Visual Materials	\$ -	\$ 100		\$ 100	\$ 100	\$ 100	\$ -
Miscellaneous Disbursements	\$ 1,000	\$ 1,000		\$ 500	\$ 500	\$ 500	\$ -
Net for 301:	\$ (1,750)	\$ (1,850)		\$ (1,600)	\$ (1,600)	\$ (1,600)	\$ -
*Includes Ann Schwendener Memorial Fund							
Projected Ending	\$ 1,295	\$ 3,009		\$ 1,409	\$ 3,142	\$ 1,542	\$ 133
303 - History Room Gifts							
Beginning	\$ -	\$ 2,282	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures: Contracted Services	\$ -	\$ 2,282		\$ -	\$ -	\$ -	\$ -
Totals for 303:	\$ -	\$ (2,282)		\$ -	\$ -	\$ -	\$ -
Projected Ending	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
307 - ONEplace Nonprofit Services							
Beginning	\$ -	\$ 922	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures: Programming	\$ -	\$ 922		\$ -	\$ -	\$ -	\$ -
Net for 307:	\$ -	\$ (922)		\$ -	\$ -	\$ -	\$ -
Projected Ending	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
308 - Library Gifts							
Beginning	\$ 3,226	\$ 3,895	\$ 4,768	\$ -	\$ 4,087	\$ 3,517	\$ 3,517
Revenue: Other Local Gifts & Grants	\$ 500	\$ 750		\$ -	\$ 5,430	\$ 500	\$ 500
Expenditures: Miscellaneous Disbursements	\$ 3,726	\$ 4,645		\$ -	\$ 6,000	\$ 2,748	\$ 2,748
Net for 308:	\$ (3,226)	\$ (3,895)		\$ -	\$ (570)	\$ (2,248)	\$ (2,248)
Projected Ending	\$ -	\$ -		\$ -	\$ 3,517	\$ 1,269	\$ 1,269
309 - Jochem Fund							
Beginning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,500	\$ 62,500
Revenue: Other Local Gifts & Grants	\$ -	\$ -		\$ -	\$ 62,500	\$ -	\$ -
Expenditures: Miscellaneous Disbursements	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Net for 309:	\$ -	\$ -		\$ -	\$ 62,500	\$ -	\$ -
Projected Ending	\$ -	\$ -		\$ -	\$ 62,500	\$ 62,500	\$ 62,500
310 - KPL Antiracism Transformation Team							
Beginning	\$ -	\$ 3,858	\$ 852	\$ -	\$ 852	\$ -	\$ -
Revenue: Other Local Gifts & Grants	\$ -	\$ -		\$ -	\$ -	\$ 5,000	\$ 5,000
Expenditures: Miscellaneous Disbursements	\$ -	\$ 3,858		\$ -	\$ 852	\$ 5,000	\$ 5,000
Net for 310:	\$ -	\$ 3,858		\$ -	\$ (852)	\$ -	\$ -

Kalamazoo Public Library

Special Revenue Fund

Detail of Preliminary Estimate Budget FY 2017-2018

Account Description /Account	FY 2015-2016			FY 2016-2017		FY 2017-2018	
	Preliminary (PEB)	Close Estimate	YE Fund Balance	Preliminary (PEB)	Close Estimate	Preliminary	Variance to Prior PEB
Projected Ending	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
377 - Friends Mini-Grants - 2016							
Beginning	\$ -	\$ -	\$ 1,694	\$ -	\$ 1,694	\$ -	\$ -
Revenue: Other Local Gifts & Grants	\$ -	\$ 8,013		\$ -	\$ -	\$ -	\$ -
Expenditures: Miscellaneous Disbursements	\$ -	\$ 8,013		\$ -	\$ 1,694	\$ -	\$ -
Net for 377:	\$ -	\$ -		\$ -	\$ (1,694)	\$ -	\$ -
Projected Ending	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
379 - Friends Mini-Grants 2015							
Beginning	\$ -	\$ 2,476	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures: Miscellaneous Disbursements	\$ -	\$ 2,476		\$ -	\$ -	\$ -	\$ -
Net for 379:	\$ -	\$ (2,476)		\$ -	\$ -	\$ -	\$ -
Projected Ending	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
380 - Prior Year's Mini-Grants							
Beginning	\$ -	\$ 3,090	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers: Transfers to General Fund	\$ -	\$ 3,090		\$ -	\$ -	\$ -	\$ -
Net for 380:	\$ -	\$ (3,090)		\$ -	\$ -	\$ -	\$ -
Projected Ending	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
391 - Children's Mini-Grant							
Beginning	\$ -	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures: Miscellaneous Disbursements	\$ -	\$ 175		\$ -	\$ -	\$ -	\$ -
Net for 391:	\$ -	\$ (175)		\$ -	\$ -	\$ -	\$ -
Projected Ending	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
397 - KCF - Local History & Community Info Agency							
Beginning	\$ 62,947	\$ 71,588	\$ 80,812	\$ 78,088	\$ 80,812	\$ 85,812	\$ 7,724
Revenue: Other Local Gifts & Grants	\$ -	\$ 6,500		\$ 5,000	\$ 5,000	\$ -	\$ (5,000)
Totals for 397:	\$ -	\$ 6,500		\$ 5,000	\$ 5,000	\$ -	\$ (5,000)
Projected Ending	\$ 62,947	\$ 78,088		\$ 83,088	\$ 85,812	\$ 85,812	\$ 2,724
398 - Friends Mini-Grants 2017							
Beginning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,266	\$ 3,266
Revenue: Other Local Gifts & Grants	\$ -	\$ -		\$ -	\$ 9,070	\$ -	\$ -
Expenditures: Miscellaneous Disbursements	\$ -	\$ -		\$ -	\$ 5,804	\$ 3,266	\$ 3,266
Net for 398:	\$ -	\$ -		\$ -	\$ 3,266	\$ (3,266)	\$ (3,266)
Projected Ending	\$ -	\$ 0		\$ -	\$ 3,266	\$ -	\$ -



MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Revisions for Fund Development /
Investment Policies**

DATE: May 22, 2017

Recommendation:

I recommend board approval of four board policies, with revisions as shown on the attached copies:

- **Fund Development Policy, adopted and effective November 25, 1996**
- **Endowment Fund Investment Policy, last revised and effective January 20, 2003**
- **Kalamazoo Community Foundation Funds Policy, adopted and effective December 20, 1994**
- **Endowment Spending Policy, adopted and effective May 19, 2008**

Upon board approval, all would be revised, approved, and effective May 22, 2017.

Background:

The gift of the Schensul Bequest to the Kalamazoo Community Foundation for the Kalamazoo Public Library has prompted our Fund Development Committee to review all relevant policies for consistency as appropriate and to reflect the position of the board. The Endowment Fund Investment Policy has been revised with the help of our financial advisor, Ed Knox of Arcadia Investment Management.

These policies have been reviewed and discussed in detail by the Fund Development Committee and come to the full board with committee support.

Fund Development Policy - Draft

Purpose

The purpose of fund development for the Kalamazoo Public Library (KPL) is to secure funds for programs ~~resources, or personnel~~ and services, including materials, personnel, and building enhancements that support the strategic priorities and core values that enhance or are not able to be provided for in the regular tax-supported operations budget. ~~Such programs, resources, or personnel shall complement the strategic plan and enhance the core values of KPL.~~

Fund development encourages gifts to KPL through readily available and may include gift envelopes, an explanatory brochure, articles in the ~~quarterly~~ newsletter, periodic mailings of material, information on the website, personal contacts with individuals and groups, and public acknowledgment of gifts.

Fund development encompasses seeking grants from appropriate foundations, governmental agencies, organizations, and corporations.

Objectives

Fund development seeks to make supporters aware of the means, benefits, and rewards of giving to KPL, including the opportunity to provide for or assure special programs, resources acquisition, or personnel in the future.

Fund development seeks to identify those who have the interest and resources to make significant contributions to KPL and to provide them with planned giving opportunities.

Fund development seeks to provide a wide variety of giving methods to meet the needs of potential donors, enabling KPL to receive gifts that benefit both donors and KPL.

Fund development seeks to provide opportunities for appropriate expressions of appreciation to donors.

Definition

Fund development includes both the passive provision for and active solicitation of gifts from supporters of KPL.

Fund development activities which KPL may undertake to meet specific material, resources or programming needs may include grant seeking, annual fund, capital campaign, major and planned gifts.

KPL will, ~~utilize~~ **as deemed necessary or appropriate**, use the expertise of the Kalamazoo **Community** Foundation's ~~Community Endowment Partnership~~ officers to facilitate accepting and managing major and planned gifts for a designated endowment fund for KPL at the Kalamazoo **Community** Foundation.

Gifts which KPL is prepared to accept, ~~with the assistance of the Kalamazoo Foundation~~, may include: charitable remainder or lead trusts; pooled income funds; revocable trusts; gifts of annuities, remainder interest, retirement programs or life insurance; charitable bequests; and gifts in kind, such as real estate, securities, and tangible personal property.

Ethical Guidelines

KPL fund development efforts constitute a service of information and education regarding giving opportunities to KPL. This information is available to any supporter or interested person. KPL may provide information on the legal and tax implications of charitable giving, but does not provide a legal or tax advisory service. Donors and prospective donors are encouraged to seek out their own legal counsel and other advisers.

All information regarding donors and prospective donors will be kept confidential by KPL and its personnel. No public announcement of a gift shall be released without prior permission from the donor or the donor's agent. **With permission, donor names will be added to the "wall of honor" on the library's website.**

It is the policy of KPL to avoid using any type of pressure techniques when dealing with gift prospects and donors. The function of KPL personnel is to inform, serve, guide, or otherwise assist the donor in fulfilling his or her philanthropic wishes, but never to pressure or unduly persuade. All personnel employed by KPL to administer or promote fund development are paid a salary or hourly wage and do not receive any type of commission.

KPL shall respect the expressed interests of the donor in funding programming or purchasing materials or equipment from gifts or memorials.

The Board of Trustees of KPL reserves the right to refuse any gift or grant which is not in the best interests of KPL or does not enhance or further the defined mission of KPL.

Use of Legal Counsel

It is the policy of KPL to seek the advice of legal counsel in matters pertaining to fund development, and not to execute any agreement, contract, trust or any other legal document with any donor without the advice of legal counsel.

All prospective donors are advised to seek the counsel of their own attorney, and any other advisers.

Any fees involved are paid by the respective parties to their own legal counsel or other advisors.

Director or Officer Approval

Gifts of cash or securities which do not require KPL to take any positive action directed by the donor, and do not carry with them any liability, do not require approval, and may be accepted by any employee of KPL so long as promptly deposited with KPL's Business ~~Manager.~~ Office.

Gifts of any other kind or nature, such as gifts of real estate or gifts of tangible personal property, gifts which do require KPL to take positive action directed by the donor, or gifts which carry with them any liability which KPL must undertake as a condition of the gift, such as a planned gift requiring payments of principal or interest to the donor or a party designated by the donor, must be approved by an officer or officers designated by the Board of Trustees.

Such approval may take the form of such officer or officers signing the gift agreement, if one is necessary, or in some other reasonable manner approving the receipt of the gift and the undertaking by KPL of the liability.

~~Disposition of gifts will conform to the KPL Kalamazoo Foundation Funds Policy, number 016, adopted by the KPL Board of Trustees December 20, 1994.~~

The Committee

The Board of Trustees of KPL may appoint a Fund Development Committee to specifically promote and support the work of fund development.

The Fund Development Committee assists KPL staff responsible for fund development by recommending policy to the KPL Board of Trustees and in other ways encouraging gifts and grants to KPL.

The Fund Development Committee may consist of, but is not limited to, representation from some or all of the following groups: the KPL Board of Trustees, KPL administrators, KPL staff, members of the

Friends of KPL, retired members of the KPL Board of Trustees, and interested persons from the community at large. Members of the committee shall serve at the pleasure of the KPL Board of Trustees.

The Fund Development Committee size and terms of service are not specified at this time, but may be at a later date.

The Fund Development Committee meets from time to time, under the direction of, and reports to the KPL Board of Trustees through the Director, ~~the Assistant Director for Public Services, or the Community Relations Coordinator.~~

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- Policy adopted November 25, 1996
 - Policy effective November 25, 1996

Endowment Fund Investment Policy - Draft

The primary goals of the Kalamazoo Public Library Endowment Fund are to:

1. provide funds to support projects as designated by the donor or as identified by the Library Board;
and
2. to insure the continuing availability and growth of such funds in the future.

Investment Objective

Fund investment is intended to preserve principal while investing in a manner that a prudent individual would construe to be appropriate for long-term growth through managed allocation **and diversification**. Fund performance will be evaluated annually based on a rolling five (5) year evaluation period.

~~Allowable Investments~~ **Permitted Investment Vehicles**

The portfolio may purchase and hold:

- Individual equity securities traded on U.S. exchanges
- U.S. dollar denominated fixed income securities
- Real Estate Investment Trust (REITs) traded on U.S. equity exchanges
- Diversified mutual funds that invest in the equity and fixed income securities
- Diversified exchange traded funds (ETFs) that invest in the equity and fixed income securities

Excluded Investment Vehicles

The portfolio is prohibited from investing in:

- Master Limited Partnership (due to potential tax liabilities)
- Derivatives
- Futures
- Options
- Commodities
- Any strategy which employs leverage

Portfolio Guidelines

Cash Equivalents

- Money market funds investing in government and agency debt, repurchase agreements and commercial paper rated A1/P1

Fixed Income

Diversification:

Diversification should be maintained to guard against default, credit and sector risks. With respect to issuers other than the U.S. Government, its Agencies or FDIC insured CDs, no more than 5% of the total portfolio should be invested in any one (1) issuer.

~~Fixed Income Investments~~ Permitted Investments:

- Direct U.S. Government debt issues
- Direct U.S. Agency or Instrumentality debt issues
- Direct Corporate debt issues with either a credit rating of A or better by Moody's or Standard & Poors at the time of purchase.
- At least 30% of the fixed income allocation will be invested in direct U.S. Government or Agency obligations (or funds holding only such securities) and FDIC fully insured CDs.
- Up to 30% of the fixed income allocation may be held in high yield bond or bank loan mutual or exchange traded funds provided the underlying investment vehicle is liquid and broadly diversified.
- Credit rating of A or better at the time of purchase by either Moody's or Standard & Poors
- No more than 50% of fixed income portfolio as valued on a quarterly basis
- Certificates of deposits not to exceed \$100,000 FDIC insurance
- Money market funds investing in government and agency debt, repurchase agreements and commercial paper rated A1/P1

~~Fixed Income Investments Not Permitted~~

- Securities denominated in currency other than the U.S. dollar
- Derivatives

~~Equity Investments~~

~~Securities traded on major U.S. exchanges~~

~~Equity Investments~~

- ~~Securities traded on major U.S. exchanges~~

Equity

Diversification:

Diversification should be maintained. Excessive business sector concentrations should be avoided and no more than 5% of portfolio market value at time of purchase shall be held in the stock of one company.

Permitted Investments

- Securities traded on major U.S. exchanges
- Up to 30% of the equity allocation may be held in international stocks through mutual or exchange traded funds provided the underlying investment vehicle is liquid and broadly diversified.

Asset Allocation

	Target	Permitted Range
Equities	50%	40% - 60%
• Allowable Range 0% - 60%		
• Normal Range 40% - 60%		
Fixed Income	45%	40% - 60%
• Allowable Range 0% - 100%		
• Normal Range 40% - 60%		
Cash Equivalents	5%	0% - 10%

Performance Benchmarks

- **Equities:** S&P 500 Index
- **Fixed Income:** Merrill Lynch 1–10 year Government / Corporate Index
- **Total Portfolio:** 50% S&P 500 50% Merrill Lynch 1–10 year Government / Corporate Index

Evaluation of Manager

The investment manager will be evaluated based on their performance and a five (5) year rolling average comparison to the designated benchmark prior to assessment of fees (i.e., gross return). Until five (5) years of history are available, the actual time of the account evaluation will be the contract period to date.

The Endowment Committee must approve any change in the benchmarks utilized for manager evaluation in advance. The Endowment Committee is also charged with the responsibility of monitoring the performance of the investment manager and recommending any changes regarding the investment manager to the board.

Distribution

The Library, whenever possible, will provide the investment manager written notice of projected cash flow requirements from the portfolio for the next twelve (12) months.

Communications

At any time, should a fixed income investment held in this portfolio drop below what is considered investment grade, the investment manager will notify the library of this change within 2 business days of the investment's change in status.

The investment manager will provide quarterly evaluations, comparing performance to the established benchmarks.

The investment manager shall be available to meet at least quarterly with the Endowment Committee.

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- Policy adopted April 23, 2001
 - Policy revised January 20, 2003
 - Policy revised May 5, 2017

Kalamazoo **Community** Foundation Funds Policy - Draft

1. Monies in all accounts at the Kalamazoo **Community** Foundation are meant ~~to augment, not for~~ **programs and services, including materials, personnel, and building enhancements that support the strategic priorities and core values and not intended to** supplant library operational funds. Private giving is not intended to substitute for public funding of Library operations.
2. For expenditures in excess of \$1,000 a recommendation will be brought to the full board for approval. ~~Upon board approval the president and director will sign any funding application required by the Foundation.~~
3. For expenditures less than \$1,000 a recommendation will be brought to the Finance & Budget Committee and it will inform the full board at the next regularly scheduled meeting. ~~The director will sign any funding application required by the Foundation.~~
4. **Funds that are designated for a specific service or project such as the local history funds, shall only be used to support the designated service.**
5. **At the discretion of the board, funds may be withdrawn from the Kalamazoo Community Foundation (see endowment spending policy) for investment elsewhere, such as the KPL endowment.**

Examples

Acceptable

Paying for a speaker ~~for National Library Week~~ **or speaker series**, purchase of a specialized acquisition over and above the ~~approved~~ materials budget, ~~or~~ acquisition of artwork, **equipment or software for a special project, a non-essential building improvement to enhance services.**

Unacceptable

Paying for utility costs, normal operational upkeep, purchase of supplies, and replacement of approved expenditures within the budget.

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- Policy adopted December 20, 1994
 - Policy effective December 20, 1994

Endowment Spending Policy - Draft

Pursuant to the Fund Development Committee responsibilities of providing strategic and policy direction to Kalamazoo Public Library (KPL) for the expenditure of endowment income and to direct the application and allocation of the income from the endowment, the spending policy is as follows:

Definitions

Net realized income from the endowment for any one fiscal year equals the sum of realized interest and dividend revenue, gain (loss) on the sale of investments, less the expenditures for management and maintenance of the endowment fund.

Additions to principal means those gifts to KPL either designated as endowment funds or those gifts that are undesignated/unrestricted but determined on a case by case basis by the KPL board as principal of the endowment fund. **It may include funds transferred from the Kalamazoo Community Foundation at the discretion of the board.**

Spending priorities means those recommendations from KPL administration that represent expenditures not covered by the operating budget either by applicability or magnitude or of a character of amount which makes it impracticable to be funded in an annual operational budget. Spending of endowment funds **generally** shall be for non-recurring expenses, start-up program expenses, **nonessential building improvements to enhance services**, extraordinary expenses, or to realize an unexpected opportunity and not for expenditures to supplement a discretionary budget item. **Exceptions to these priorities may be made at the discretion of the board.**

Spending Policy

The annual amount of endowment funds available for distribution in any one fiscal year shall be determined by an amount equal to no more than five percent of the principal amount of the endowment fund measured at the beginning of the period, reduced by the previous fiscal year expenditures to manage and maintain the fund. The resulting funds calculated as available for distribution shall not total more than a five year average of net realized income of the fund.

Only funds specifically allocated and approved by the KPL Board will be withdrawn from the endowment fund. Funds available under the formula but not yet allocated within the current fiscal year will be reinvested and will not carryover as available in a subsequent period.

The annual amount of available funds based on the formula may be overridden in extraordinary circumstances to continue essential library services and the amount of the income from the endowment in such an instance shall only be limited by the exclusion of the principal of the nonexpendable trust.

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- Policy adopted May 19, 2008
 - Policy effective May 19, 2008



MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Irving Schensul Memorial
Fund Spending Plan**

DATE: May 22, 2017

Recommendation:

I recommend withdrawal of \$50,000 from the Irving Schensul Memorial Fund for the Kalamazoo Public Library at the Kalamazoo Community Foundation, the amount available as of April 17, 2017 and shown on the attached fund statement from the foundation.

Furthermore, I recommend board approval of a spending plan for the future of an automatic withdrawal of 5% of the principal paid annually in November of each year with the principal to be invaded if necessary to meet the 5% withdrawal amount.

Background:

We have been asked by the Kalamazoo Community Foundation to specify a spending plan for the Irving Schensul Memorial Fund. After considerable discussion, the Fund Development Committee reached consensus on this recommendation to the full board.

The expectation is that if the money has not been designated by board action for a particular use, in keeping with all related policies, the funds would either be directed to a reserve fund within our Capital Improvement Plan Budget or added to our endowment fund.

Upon board approval, we will notify the Kalamazoo Community Foundation accordingly with the expectation the \$50,000 would be sent to us within the next two to three weeks and the first annual withdrawal sent in November 2018.



**Irving Schensul Memorial Fund for the Kalamazoo Public Library
 SCHE09**

For the period of 1/1/2017 through 2/28/2017

Fund Activity

Your asset balance as of 1/1/2017	\$0.00
Gifts received (see detail)	\$2,718,274.94
Grants approved (see detail)	\$0.00
Net investment return	\$62,245.85
Foundation annual administrative fee	\$0.00
Other adjustments	\$0.00
Your asset balance as of 2/28/2017	\$2,780,520.79

Funds Available to Grant as of 4/17/2017 **\$50,000.00**

Please note: Variances between Grants approved (listed in Fund Activity) and Grant Detail are due to grant cancellations or refunds.

A Note about the Kalamazoo Community Foundation Annual Fee:

For more than 90 years the Kalamazoo Community Foundation has been a trusted philanthropic partner in our region and thousands of generous individuals and families have made this possible. The fees we assess each January (based upon the prior 6-30 fund balance) allow us to professionally manage and steward over 800 funds, support staff consultation, distribute grants and prepare gift acknowledgments. Our fees also help to cover the cost of the independent audit, and compliance with federal and state reporting requirements. For more information about your particular fund's fee, contact one of our Donor Relations Officers at 269-381-4416.

Gift Detail	Date	Amount
Irving Schensul Charitable Remainder Unitrust	01/18/2017	\$2,666,379.94
Irving Schensul Charitable Remainder Unitrust	01/18/2017	\$50,000.00
Irving Schensul Charitable Remainder Unitrust	02/07/2017	\$1,895.00
Total Gifts		\$2,718,274.94



MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **KPL Endowment Withdrawal /
Renovations to Teen Space at Central**

DATE: May 22, 2017

Recommendation:

I recommend board approval of the withdrawal of \$162,000 from the Kalamazoo Public Library Endowment Fund, managed by Arcadia Investment Management, the amount available as per board policy, as of June 30, 2016 and shown on the attached worksheet.

Furthermore, I recommend the \$162,000 and the \$50,000 from the Irving Schensul Memorial Fund at the Kalamazoo Community Foundation be combined for a total of \$212,000 to be used for renovations to the teen space at the Central Library as shown on the attached drawing. Funds remaining after the renovations in teen would be held in a Capital Improvement Plan budget reserve for expenses related to moving The Hub to the second floor of Central and upgrading and expanding the technology, both hardware and software.

Background:

The attached drawing shows the proposed changes to the teen space and some rough estimated costs. As board members are aware, we need a programming space in the teen area as well as more teen-friendly furniture and displays. This is a project that fits the intended purposes of our endowment.

This recommendation has been reviewed and discussed in detail by the Fund Development Committee and comes to the full board with committee support.

Upon board approval of this project in teen, the next stage of planning would be done during the summer with the expectation work would begin in the fall or early winter.

**Kalamazoo Public Library Endowment Fund
As of June 30, 2016**

Endowment Income/Market Value

<u>Year Ending</u>	<u>Unspendable Principal</u>	<u>Interest/Dividend Income</u>	<u>Realized Gains/Losses</u>	<u>Market Value</u>	<u>Total Income and Mkt Value</u>	<u>Expense</u>	<u>Real Income</u>	<u>Transfers Out</u>	<u>Cumulative* End of Year Market Value</u>	<u>Annual Net Income</u>	<u>5 Yr Avg Cum Net Available</u>
June 30, 2000	\$ 92,219.01	\$ 1,122.10	\$ -	\$ -	\$ 1,122.10	\$ -	\$ 1,122.10		\$ 93,341.11	\$ -	\$ -
June 30, 2001	\$ 989,230.47										
	\$ 5,000.00	\$ 427.87	\$ -	\$ 53.10	\$ 480.97	\$ 53.10	\$ 427.87		\$ 1,087,999.45	\$ -	\$ -
June 30, 2002	\$ 7,249.00	\$ 6,746.43	\$ -	\$ 559.08	\$ 7,305.51	\$ 559.08	\$ 6,746.43		\$ 1,101,994.88	\$ -	\$ -
June 30, 2003	\$ 445.00	\$ 12,316.75	\$ 3,305.09	\$ 49,769.95	\$ 65,391.79	\$ 1,916.81	\$ 15,621.84		\$ 1,165,914.86	\$ -	\$ -
June 30, 2004	\$ 78.14	\$ 9,234.28	\$ (4,016.92)	\$ 173,934.52	\$ 179,151.88	\$ 8,282.36	\$ 5,217.36		\$ 1,336,862.52	\$ (3,065.00)	\$ -
June 30, 2005	\$ 544.30	\$ 13,779.04	\$ 4,707.93	\$ 57,514.52	\$ 76,001.49	\$ 7,251.54	\$ 18,486.97		\$ 1,406,156.77	\$ 11,235.43	\$ -
June 30, 2006	\$ 180,000.00	\$ 14,295.42	\$ 96,945.49	\$ (35,099.41)	\$ 76,141.50	\$ 9,616.34	\$ 111,240.91		\$ 1,652,681.93	\$ 101,624.57	\$ -
June 30, 2007	\$ 17,853.87	\$ 20,118.85	\$ 29,557.76	\$ 74,827.58	\$ 124,504.19	\$ 10,247.99	\$ 49,676.61		\$ 1,784,792.00	\$ 39,428.62	\$ -
June 30, 2008	\$ 800,000.00	\$ 50,896.99	\$ 38,116.75	\$ (149,783.70)	\$ (60,769.96)	\$ 14,366.90	\$ 89,013.74		\$ 2,509,655.14	\$ 74,646.84	\$ 44,774.09
June 30, 2009	\$ -	\$ 46,429.55	\$ (58,339.65)	\$ (93,478.84)	\$ (105,388.94)	\$ 9,157.83	\$ (11,910.10)	\$ 41,649.00	\$ 2,353,459.37	\$ (21,067.93)	\$ 41,173.51
June 30, 2010	\$ -	\$ 44,096.78	\$ 57,574.60	\$ 144,535.20	\$ 246,206.58	\$ 14,279.76	\$ 101,671.38	\$ -	\$ 2,585,386.19	\$ 87,391.62	\$ 56,404.74
June 30, 2011	\$ 3,515.53	\$ 49,236.68	\$ 65,592.96	\$ 389,055.35	\$ 503,884.99	\$ 17,406.43	\$ 114,829.64	\$ 35,000.00	\$ 3,040,380.28	\$ 97,423.21	\$ 55,564.47
June 30, 2012	\$ -	\$ 47,615.14	\$ 66,095.24	\$ (63,346.24)	\$ 50,364.14	\$ 19,425.14	\$ 113,710.38	\$ -	\$ 3,071,319.28	\$ 94,285.24	\$ 66,535.80
June 30, 2013	\$ -	\$ 49,885.65	\$ 195,578.48	\$ 95,191.41	\$ 340,655.54	\$ 19,996.92	\$ 245,464.13	\$ 84,810.00	\$ 3,307,167.90	\$ 225,467.21	\$ 96,699.87
June 30, 2014	\$ -	\$ 51,299.73	\$ 152,287.40	\$ 278,299.65	\$ 481,886.78	\$ 21,196.28	\$ 203,587.13	\$ -	\$ 3,767,858.40	\$ 182,390.85	\$ 137,391.63
June 30, 2015	\$ -	\$ 60,867.23	\$ 218,979.32	\$ (65,659.48)	\$ 214,187.07	\$ 23,179.47	\$ 279,846.55	\$ -	\$ 3,958,866.00	\$ 256,667.08	\$ 171,246.72
June 30, 2016	\$ -	\$ 38,803.82	\$ 37,399.67	\$ (166,878.95)	\$ (90,675.46)	\$ 23,655.54	\$ 76,203.49	\$ -	\$ 3,844,535.00	\$ 52,547.95	\$ 162,271.67
Thru March 31, 2017									\$ 4,099,389.13		
Totals through 06/30/2016	\$ 2,096,135.32	\$ 478,368.49	\$ 903,784.12	\$ 856,372.69	\$ 2,201,125.63	\$ 200,591.49	\$ 1,420,956.43	\$ 161,459.00			

Unspendable Trust

KPL Endowment	\$ 2,082,818.88
Children's Endowment	\$ 13,316.44
Total Unspendable Portion	\$ 2,096,135.32

Principal (Endowment Gift)

Virginia Earl Trust	\$ 1,081,449.01
Children's Endowment	\$ 13,316.44
Eleanor Mary Mason	\$ 197,853.87
Anonymous/Other	\$ 803,516.00

Real Income

KPL Endowment	\$ 1,411,929.30
Children's Endowment	\$ 9,084.84
Total Spendable Portion	\$ 1,421,014.14

Endowment Balance

KPL Endowment	\$ 3,822,133.72
Children's Endowment	\$ 22,401.28
Total	\$ 3,844,535.00

Total Original Principal	\$ 2,096,135.32
5% Original Principal	\$ 104,806.77
Less Investment Costs	\$ (23,179.47)
Available for distribution	\$ 81,627.30
5% Invested Principal (2nd test)	\$ 3,478,287.93
Less Investment Costs	\$ (200,591.49)
Less Distributions	\$ (161,459.00)
Adjusted Principal	\$ 3,116,237.44
Adjusted Limit	\$ 155,811.87

*Includes allocation of funds in addition to actual transfers. \$35,000 in 2011 approved actual cost \$26,259; balance of approval allocated for YS/Local History project.
Actual Market Balance as of June 30, 2012 is \$3,106,319.28

\$61,467 of available funds through December 2011 were allocated to the Youth/Local History Project at the January 2013 meeting of the Fund Development Committee. (\$52,726 plus \$8741 available from 2012 distribution of \$35,000)

Digital Lab \$32,084 allocation from remainder of funds available November 30, 2013. Maximum available 6/30/2013 = \$104,806.77 - \$19,996.92 = \$84,810

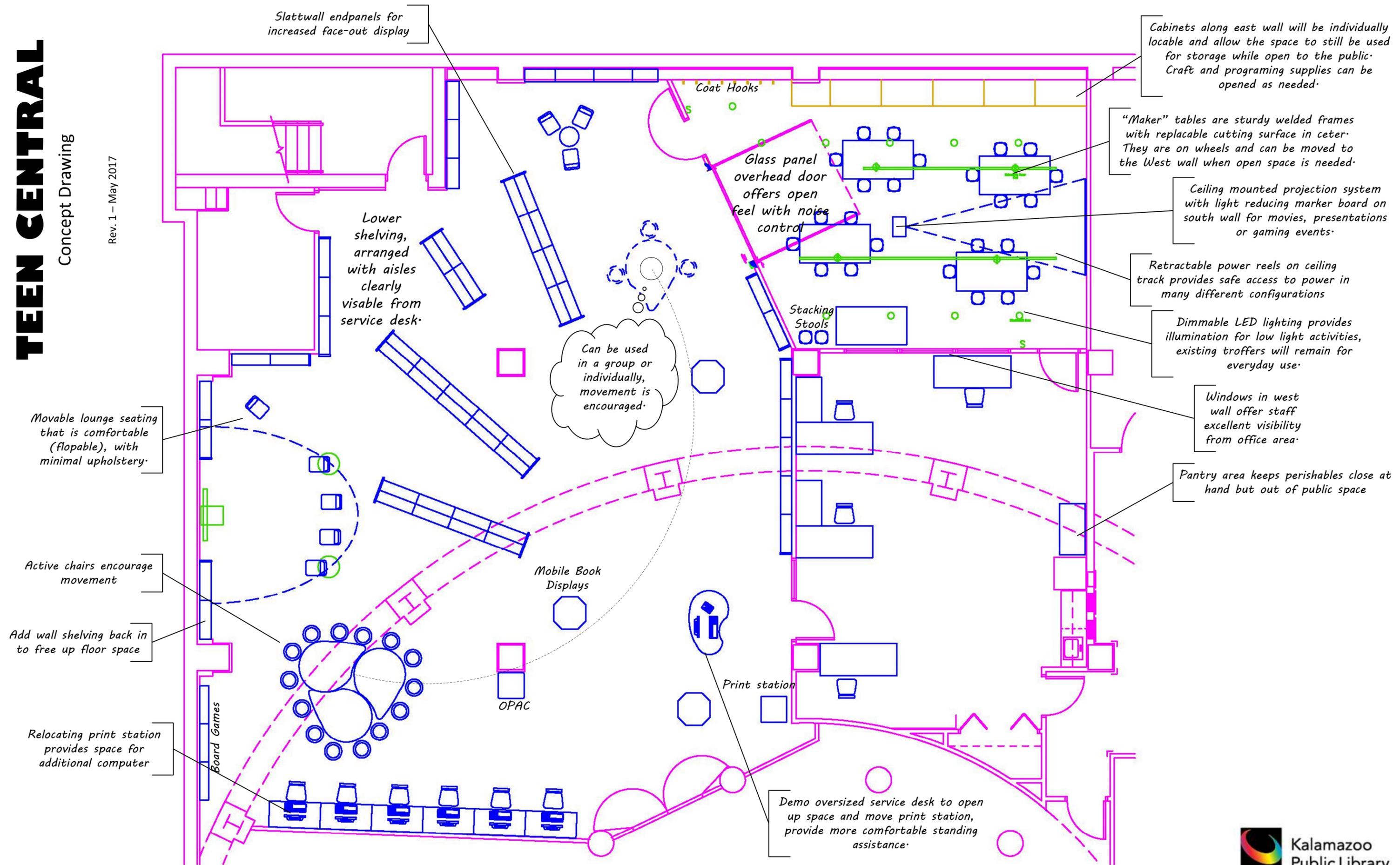
Current Maximum Available
Original Limited Distribution Available

\$ 162,271.67
\$ 81,627.30

TEEN CENTRAL

Concept Drawing

Rev. 1 - May 2017



Objective: Open, flexible space that changes frequently - lines of site - movement encouraged - noise is contained - staff is interactive - space belongs to teens



MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Action Plans for 2017 – 2018**

DATE: May 22, 2017

Executive Summary:

The *KPL Public Services Action Plan – 2017 – 2018* and the *KPL Support Services Action Plan – 2017 – 2018*, are attached for board information. As is our practice, these documents outline the implementation of the strategic priorities for the year beginning July 1.

Both action plans began at the department level. Departments discuss possible initiatives to meet the goals of each overarching priority for the year. Management Team then discussed each item and finalized these two plans. These plans then became the basis for budget requests for the year – the budget you are reviewing at this May meeting and will be brought to you for approval at the June meeting.

In past years, progress on meeting these strategic objectives has been reported to the board quarterly. As KPL goes forward with a new director, that approach may well change. As we have discussed several times, it is time to undertake a new strategic planning process in the coming year or two. In the meantime, these action plans were needed for budgeting and for a new director to understand our services and as a starting point for a new year.

Departmental / Committee Key:

In each of the following documents, specific library departments, task forces, and committees are referred to in shorthand. The entities in question are:

ADS – Adult Services
 YS – Youth Services
 FM – Facilities Management
 MAC – Marketing & Communications
 CAMP – Cataloging and Materials Processing
 BCS – Branch & Circulation Services
 TCS – Technical Services
 DAT – Digital Action Team
 HR – Human Resources
 ARTT – Antiracism Transformation Team
 Prog Comm – Programming Committee

KPL Public Services Action Plan – 2017-2018

Priority 1

Goal 1: Children, birth to kindergarten, will have access to materials, programs, and digital opportunities to help them enter school ready to learn to read, write, and listen.

- Use an outcome-based evaluation tool to evaluate preschool programs (YS)
- Work with community partners to establish a preschool literacy marketing campaign based on Every Child Ready to Read. (YS, MAC)
- Plan programs with diverse languages and guest readers. (BCS, YS)

Goal 2: Parents and caregivers will have the tools and skills needed to prepare children, birth to kindergarten, to learn when they enter school.

- Work with pediatricians on Early Learning Calendar distribution. (YS)
- Expand services to teen parents. (YS, BCS)
- Investigate partnerships with county libraries for parenting support programs. (YS)

Priority 2

Goal 3: Children, first to fifth grade, will have materials, programs, and services that stimulate their imagination and provide pleasurable reading, viewing, listening, and creating experiences

- Visit at least one summer lunch site, weekly, for summer reading and perhaps mobile circulation. (YS, BCS)

- Develop curriculum for a once a week literacy and STEM activity at the Edison Neighborhood Boys & Girls Club during the summer. (BCS, YS)

Goal 4: Teens and tweens will have material, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, listening, and creating experiences.

- Reimagine Teen space at Central including creating a Teen programming space. (YS, FM)
- Implement a schedule of consistent afterschool programs in Teen at Central. (YS)
- Transition the Teen nonfiction collection to a browsing collection, as opposed to a school-support collection. (YS)
- Develop curriculum for a once a week literacy and STEM activity at the Edison Neighborhood Boys & Girls Club during the summer. (BCS, YS)

Goal 5: Adults will have materials, programs, and services that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.

- Create short (under 1 minute) instructional videos that show patrons how-to. (MAC, ADS, YS, BIT)
- Plan a replacement of the first floor rotunda new book shelving. (ADS, FM)
- Create road map for Reading Together going forward from the large 15-year celebration. (ADS)
- Explore ideas for a speaker series that would bring well known “thought leaders” to Kalamazoo throughout the year. (ADS)
- Implement a Social Media strategy focused on consistently highlighting adult collections and services. (ADS, MAC)

Priority 3

Goal 6: Everyone in Kalamazoo will have free high-speed internet access in the library and digital opportunities tailored to their needs.

- Create short (under 1 minute) instructional videos that show patrons how to navigate our online resources. (MAC, ADS, YS, BCS)
- Develop a system for patron generated time-extensions on public PCs. (ADS, BCS)
- Investigate circulating Chromebooks within the library with particular emphasis on branches; promote digital services and databases. (ADS, BCS)

Priority 4

Goal 7: Residents and visitors will have the resources, tools, and programs to understand and appreciate local and family histories and the culture unique to Kalamazoo.

- Plan Local History focused programming that utilizes The Hub. (ADS)
- Create a stand-alone Local History website spun off from the new website. (ADS, BCS)
- Partner with local organizations and individuals to offer a “local” programming series that focuses on what is great and unique about Kalamazoo. (ADS)
- Continue to collaborate with local organizations and individuals to archive and digitize Kalamazoo’s multicultural history. (ADS, ARTT)

Public Services Action Plan Items across Age Groups

- Continue to commemorate Martin Luther King Jr. Day (3rd Monday of January), Black History Month (February), Women’s History Month (March), Arab American Heritage Month (April),

Asian-Pacific American History Month (May), LGBT Pride Month (June), Hispanic Heritage Month (September 15 – October 15), and Native American Heritage Month (November) at all locations through displays, booklists, and social media. (ADS, YS, BCS, MAC)

- Use racial equity toolkit to evaluate library services. (ARTT, Prog Comm)
- Participate in community events and festivals with emphasis on those celebrating diversity.
(Prog Comm)
- Expand services to refugees and other minority communities. (YS, BCS, ADS)

KPL Support Services Action Plan – 2017-2018

Infrastructure and Use of Space

- Develop engineering plan to replace current steam heating system at Central Library with hot water alternative, and provide construction estimate for financial planning. (FM)
- Begin implementation of multi-year public restroom refurbishment plan. (FM)
- Develop a plan for a new configuration of the Oshtemo Children’s area. (BCS, FM)
- Remove folktales from Alice Room and convert space for programs. (YS, FM)
- Design, estimate cost, and develop construction plan for dedicated event space in Teen area at Central Library; begin implementation as funding and schedule allow. (FM)
- Add building automation controls to Eastwood and Washington Square branches, including replacement of hot water boiler at WSQ and exterior lighting controls. (FM)
- Develop scope and preliminary design layout for relocating The Hub to the second floor. (FM, ADS, BCS)
- Weed and streamline shelving of all ADS items in lower level storage area and coordinate space needs with Friends of KPL. (ADS, FM, Friends)
- Move all “current” periodicals to a single location on the second floor and move all historic periodicals to lower level storage. (ADS, FM)

Communications with Patrons

- Launch a campaign focusing on library card registration and renewal; promote National Library Sign-Up Month at all locations. (ADS, MAC, TCS, BCS)
- Evaluate signage needs and navigation best practices to revise signage at Central. (MAC, ADS, FM, BCS)
- Create and execute a plan to partner with community businesses to target our non-users with a campaign to drive library card sign-ups during the month of September. (MAC)

- Survey patrons and the public on how they use LINK to determine what changes need to be made for a redesign, replacement, or consider for elimination. (MAC)

Business Office & Administration

- Determine library priorities for the next 3-5 years by undertaking a strategic planning process. (MTeam)
- Establish criteria and recommendation for electronic storage of all official administrative documents, integrating document tracking system and historical employee records. (Patrick, Terry, Nnamdi, Susan, BCS)
- Work with ADP Project Services to optimize applicable ADP functions. (Terry, Amy, Nnamdi, Wendy)
- Review relationship between acquisitions and business office for payment of invoices and other financial transactions. (ADS, CAMP, FB)
- Reassess the library's overall banking relationships; implement changes as indicated. (FB)

Catalog and Collections

- Analyze the Deposit Collection service, recommend any changes and implement. (BCS)
- Establish a schedule and criteria for purges of patron records and items. (ADS, BCS)
- Create a plan for continual inventory of collections and implement as feasible. (BCS, ADS)
- Investigate MarcEdit to determine value; implement if indicated. (ADS, CAMP)
- Evaluate results of Bibliographic Analysis; revise catalog records accordingly. (ADS, CAMP)
- Complete Blue Cloud cataloging training and implement as determined to help with departmental workflow. (ADS, CAMP)
- Complete BIBFrame training; begin implementation as indicated. (ADS, CAMP, Web)

Circulation

- Re-examine the KPL fine structure and explore the effect that eliminating overdue fines would have on the organization. (MTeam)
- Pilot Sirsi Blue Cloud Circulation at WSQ, and if successful, roll out to all locations. (BCS, ADS)
- Review the library card guidelines and recommend any changes. (Specifically the county ID). (BCS)

Website

- Continue to build a new library website and launch in the winter. (BCS, DAT)

Technology and Upgrades

- Investigate the possibility of moving from a Microsoft Office environment to Google. (BCS, FB, DAT)
- Investigate affordable options for big data companies to provide basic demographic information for marketing purposes. (MAC, ADS, BCS)
- Comply with e911 regulations. (BCS, Susan)
- Create a Disaster Recovery Plan (DRP). (BCS)
- Develop a plan for a new AV solution at Oshtemo and upgrades at Central. (BCS)
- Implement a Digital Asset Management (DAM) system. (BCS)

Staffing/Personnel/Training

- Develop training tools for hourly staff in support of library's anti-racist values. (HR, ARTT)
- Design and implement a self-directed professional development/training model. (HR)
- Develop an equity in hiring and employment development plan. (HR)
- Design staff tech competencies model. (HR, BCS, ADS)
- Work with KPLA to develop plan for cross-training for orientation and rotation of public service desk shifts. (KPLA, BCS, YS, ADS)
- Complete salary and benefits survey for administrators. (HR)

- Evaluate classification systems for union groups. (HR)



**Director's Report
May 2017**

From the director

1. Recent events and meetings attended include many board and board committee meetings, as you all well know; various DKI meetings; a Kalamazoo Community Foundation gathering; the Friends of KPL volunteer recognition and annual meeting; Women of Achievement dinner. I also read to a second grade class at Lincoln School through Rotary is for Reading, a committee I co-chair.

2. As stated in the financial reports, we have received a generous bequest from the John G. and Dorothy S. Jochem Fund, a family trust being handled by a financial advisor in St. Petersburg, Florida. The funds are to be "utilized to purchase new books or other materials that would benefit the citizens of Kalamazoo County." We have received the first distribution of \$62,500. The funds will be in our special funds budget and the annual interest will be split between Local History and the Law Library, both services used by county residents beyond our official service area.

We have found little information about Mr. and Mrs. Jochem. Mr. Jochem was a psychology professor at WMU and we found a May 1974 Letter to the Gazette Editor in which Mrs. Jochem urged readers to support the upcoming library millage. She referred to herself as "an avid reader and lover of books".

3. The Friends of KPL held their volunteer appreciation and annual meeting on Saturday, May 6. Angela Fortin, librarian at Oshtemo, represented all mini-grant recipients and thanked the Friends for their grant for ESL classes; Milan Harden, library associate in Teen, spoke on behalf of all scholarship recipients. Beth Timmerman, Local History Lead Librarian, presented "Tales of KPL in Kalamazoo" as the program. Thanks to trustees Godfrey, TenBrink, and Williams who attended.

The Friends recognized close to 100 volunteers from the past year and presented me with a \$48,000 check, their annual gift to the library. As I say often, we have very good FRIENDS.

Create young readers

4. *1,2, 3 Play With Me*, our Family Place Library initiative, is beginning again at Central on Wednesday mornings in May.

5. Teen moms met at Powell recently for the first of several “Mommy and Me” programs. Thanks to grants from the Friends of KPL, future programs will include educational toys and books for the moms to have for their children. Moms at Loy Norrix have been making playdoh, fabric books, and refrigerator magnets as they focus on the importance of reading, playing, talking singing, and writing with their babies.
6. The Brownell Family Band were special guests at Musical Storytime at Central. They shared songs on guitar and recorder and led fun action songs including a parade around the Children’s Room with rhythm sticks.
7. Two recent musical programs were particularly popular: *Bach in Jammies* featured a bedtime story along with songs sung by soprano Jessica Louise Coe accompanied by pianist Carl Witt. The *Peter and the Wolf* program, performed by the KSO Woodwind Quartet provided great music and the lively fun of an instrumental petting zoo and a craft.
8. Thanks to a mini-grant from the Friends, we now have ukuleles at the all locations for use in storytimes.

Stimulate imagination

9. “Money Smart Kids” programs have been very popular as kids work on activities related to the book *A Dollar for Penny*; each child receives a free copy of the book to keep as well.
10. KPS first grade tours are wrapping up. It is amazing to see the growth in the kids from the fall to the spring. They are enjoying the grade-appropriate tour of the building, especially the behind-the-scenes glimpse of where books go when they slide down the return chute.
11. *The Global Reading Challenge* wrapped up on April 24. All of the top five teams that made it to the final round did well. Arcadia Elementary was the winning team with a near perfect score. All teams performed with skill and grace before a capacity crowd. Thanks to all the KPL board members who attended this signature event.
12. A Reading Together survey went out this week to try to get a read on preferences for the 2018 community-reading program. We received 446 responses in the first 24 hours and the results were not exactly conclusive with nonfiction getting 49.55% of the votes and fiction receiving 50.45%. The survey also asked for opinions on discussion topics and the five topics receiving the most votes were Poverty (34.16%), Immigration (33.95%), History (32.3%), Education (30.43%), with a tie between Climate Change and Race (25.47%).
13. Once again we will be staffing a table in Bronson Park during Lunchtime Live on Fridays this summer. It will be a live version of our popular Staff Picks and we will booktalk some of our

favorites. We will also check them out the books via MobileCirc.

Connect to the online world

14. The circulation of wireless Hotspots has continued to be strong since the service was launched earlier this year. All ten devices are in nearly constant circulation and holds lists continue to grow steadily. We are ready to soon add six more to the pool.

Celebrate local

15. Local history lead librarian, Beth Timmerman, has been appointed to the Historic Preservation Commission for a term through March 2020.

Operations

16. Several staff attended a full day training on PLA's Project Outcome. The training, provided by PLA staff, is focused on the specifics of implementing outcome measures in public libraries. They have some good ideas for applying these measures to KPL. Next will be discussion with the Programming Committee.
17. Our new F-150 pick-up truck has arrived. It has been quickly put to good use hauling mulch for spring landscaping and transporting shelving for a project in Adult Services.
18. The water flow in the basement at the Washington Square branch has begun to slow somewhat, and two of the pumps are now able to work intermittently, while the others are still constant. Restoration work will be required for mold remediation when the area is completely dry. FM has received many questions about how to prevent future flooding. Any solution intended to redirect water from the building should be preceded by an engineering study of the structure, soil and current drainage features. We have received quotations for both interior polymer injection sealing and exterior bentonite clay injection, and neither provide any guarantee of success. Previous design work aimed at adding a rain garden was intended to move water away from an exterior event space, and was not intended to impact the structure. We have reached out to the City of Kalamazoo with our concern that there may be some problems with the storm sewer on Portage Road, but have only received acknowledgement of our correspondence.

Library Stories

19. The library and community have recently lost a dear friend. Peter Farrell passed away April 23. Many people knew Peter, although they may not have known his name. He spent almost every day at the library, reading books and talking with staff and patrons. Peter had been a librarian at the University of Virginia years ago, but had been a fixture of the downtown community for the past couple of decades.

VII. A.

Staff noted Peter's absence the week of April 24 and became concerned after a few days. Inquiries were made with patrons, hospitals and police, but no one had any information. Finally, Bronson Patient Relations office was visited in person and eventually they were able to confirm that Peter had died, and although it had been more than a week, they had not been able to find a next of kin to notify. Library staff was eventually able to provide them with contact information for Peter's brother. The hospital passed on the library's involvement and Mr. Farrell called and expressed his deep sadness, but also his gratitude to the staff for their concern and help.

Peter's spot in local history has been temporarily memorialized. His chair was removed and a tribute to him already contains dozens of signatures. He will be missed.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
April 30, 2017**

Agency	Central Library	East wood	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>BOOKS</u>									
-Adult	19,927	755	9,312	363	1,818	32,175	339,606	354,052	-4%
-ebook	5,130					5,130	50,557	43,642	16%
-Digital Magazine	463					463	4,719	3,757	26%
Teen	2,479	156	830	60	383	3,908	46,496	52,826	-12%
Juvenile	<u>14,669</u>	<u>956</u>	<u>8,776</u>	<u>438</u>	<u>983</u>	<u>25,822</u>	<u>274,639</u>	<u>279,133</u>	-2%
Total	<u>42,668</u>	<u>1,867</u>	<u>18,918</u>	<u>861</u>	<u>3,184</u>	<u>67,498</u>	<u>716,017</u>	<u>733,410</u>	-2%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,329	37	687	30	90	2,173	25,619	27,574	-7%
-Digital	3,751					3,751	32,398	22,158	46%
Music									
-CD	3,324	130	548	313	307	4,622	47,668	61,277	-22%
-Digital	1,881					1,881	19,571	16,538	18%
Video									
-DVD	27,315	3,147	7,752	3,235	5,491	46,940	535,055	542,205	-1%
- Digital	880					880	8,840	6,577	34%
Total Non-Print Material	<u>38,480</u>	<u>3,314</u>	<u>8,987</u>	<u>3,578</u>	<u>5,888</u>	<u>60,247</u>	<u>669,151</u>	<u>676,329</u>	-1%
Total Circulation	<u>81,148</u>	<u>5,181</u>	<u>27,905</u>	<u>4,439</u>	<u>9,072</u>	<u>127,745</u>	<u>1,385,168</u>	<u>1,409,739</u>	-2%
Computer Usage									
Onsite Computer Use	6,812	435	1,134	571	531	9,483	94,389	93,137	1%
Total Online Impressions						385,610	4,575,967	21,872,209	
WiFi Users	2,458					2,458	26,060	20,204	29%
Database Statistics									
Database Sessions	1,359					1,359	11,716	10,270	14%
Database Searches	34,178					34,178	379,006	431,430	-12%
Total Registrations	577	56	178	37	22	870	9,497	7,163	33%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
April 30, 2017

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	1	0	4	2	1	8	148	229	-35%
Attendance	22	0	130	15	4	171	9744	8549	14%
Teen Events	9	4	1	3	0	17	275	167	65%
Attendance	444	14	3	22	0	483	7043	5124	37%
Juvenile Events	43	29	35	16	22	145	1275	916	39%
Attendance	1005	371	884	276	453	2989	32865	28890	14%
Total Events	53	33	40	21	23	170	1698	1312	29%
Total Attendance	1471	385	1017	313	457	3643	49652	42563	17%
Law Library									
Visitors	243					243	2474	2557	-3%
Phone Calls	162					162	1262	1089	16%
Questions Answered	332					332	3763	3986	-6%

Social Media Statistics



April



Did you know? Average time spent per Facebook visit is 20 minutes? As of (04/03/2017)



Our two most popular platforms are Facebook and Twitter

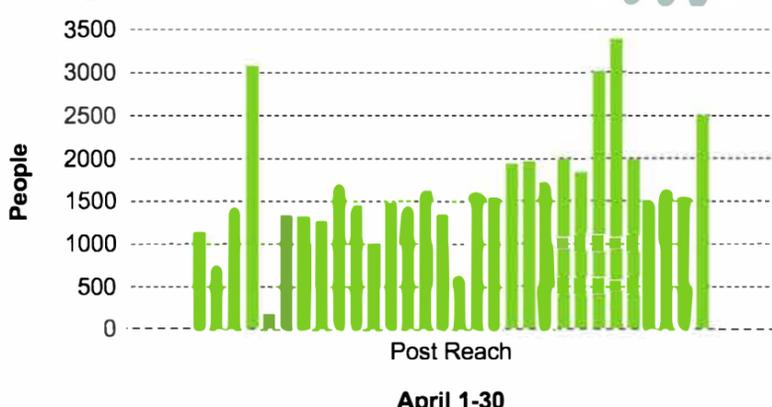
6,435 Likes

33 New

In April our post congratulating our 2017 Three Book Battle Champions engaged most of our followers.



Followers Reached



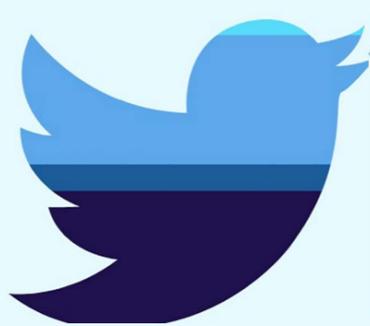
The top tweet for April was a call to action! KPL asked our followers to celebrate National Library Week by visiting and giving KPL staff a high five!



3,933 Followers

39 New

Engagement



Link Clicks (44.55%)
 Retweets (8.91%)
 Likes (41.58%)
 Replies (4.95%)

Top 5 Channel Visits:

- Catalog Searches 27,262
- My Account 11,999
- Popular DVDs 542
- Library Locator 538
- Overdrive 480



KPL Mobile App

41,773 Total Visits
1,158 Unique Users



We need more Instagram posts from other locations to feature!



969 Followers



38 new

"Egg"static April

Oshtemo posted adorable photos of artful Easter egg paintings by our most creative patrons!



Middle Eastern YUM!

What an amazing turn out at Oshtemo for the Middle Eastern Cooking event featuring Chef Nidal!

Arab American Heritage

April was National Arab American Heritage Month. Oshtemo featured a beautiful book display.



Top post for the second month in a row is a post we shared from Literary Hub titled: "If fiction changes the world, it's going to be Young Adult."



565 Notes
298 Followers



2017 Social Media Report Statistics

	FB Followers	Instagram followers	Twitter Followers	KPL Mobile App Monthly Unique Users	Tumblr Followers
Dec-16	6,008	802	3,819	1,148	199
January	6,133	845	3,851	1,196	259
February	6,349	890	3,867	1,144	261
March	6,402	931	3,894	1,189	284
April	6,435	969	3,933	1,158	298
May					
June					
July					
August					
September					
October					
November					
December					