



Kalamazoo
Public Library

PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES

September 25, 2023 5:00 p.m.

Van Deusen Room, Central Library

315 S. Rose St. Kalamazoo, MI 49009

Participate through this Zoom link:

<https://kpl-gov.zoom.us/j/87549417956>

or by calling

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Approval of Agenda

I. ROLL CALL

II. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS

A. Recognition of Theo Gill as the first Amanda Green Scholarship graduate

III. PERSONS REQUESTING TO ADDRESS THE BOARD

IV. CONSENT CALENDAR

A. [Minutes of the Meeting of August 15, 2023](#)

B. [Minutes of the Meeting of August 28, 2023](#)

C. [Minutes of the Meeting of August 30, 2023](#)

D. [Personnel Items](#) (acceptance of consent calendar)

V. FINANCIAL REPORT

VI. REPORTS AND RECOMMENDATIONS

Recommendations

A. Patron Services Librarian position reclassification (action)

B. Maintenance Technician position reclassification (action)

C. Marketing & Communications Manager reclassification/Organization chart revision (action)

D. Texas Township Contract (action)

Reports

A. Banned Book Week – Tady Lewis/Amanda Stover

B. 2022-2023 Strategic Plan report – Kevin King

C. Summer Reading Wrap-up - Milan

VII. COMMITTEE REPORTS

A. Finance and Budget Committee

B. Personnel Committee

C. Fund Development Committee

D. Director's Building Advisory Committee

E. Ad hoc Bylaw Review Committee

VIII. OTHER BUSINESS

- A. [Director's Report](#)
- B. Board recordings

IX. PERSONS REQUESTING TO ADDRESS THE BOARD

X. COMMENTS BY TRUSTEES

XI. ADJOURNMENT

Beginning January 1, 2022, The KPL Board of Trustees Meetings will be held in-person to comply with the Michigan Open Meetings Act. Safety precautions will be in place to adjust to pandemic circumstances. Meetings will continue to be streamed virtually, with attendees having the ability to provide public comments in person and online during those points on the agenda. In person and online public commenters have a time limit of three minutes.

Online Public Comment Guidelines

*During "Public Comment" online participants will have the opportunity to address the Board and will be unmuted. There will be an opportunity to speak at the beginning of the meeting and at the end of the meeting. Public commenters are asked to state their name, address, and to keep comments to three minutes during each Public Comment period. To provide public comment, please use the following tools in the Zoom meeting. Use the "Raise Hand" (Press *9 for phone audio) to be called upon by the Board Chair, please state your name and address. Use the "Q&A" window with your name and public comment and the Board Chair or designee will read it out loud. The Board Chair will ask if there are any remaining participants who would like to address the Board before continuing.*

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING

Date: August 15, 2023

Time: 5:00 p.m. to 8:00 p.m.

Location: Board Room/Van Deusen Room, Central Library

CALL TO ORDER:

President Roth called the meeting to order at 5:00 p.m.

I. ROLL CALL

Present: Jannie Williams, Lisa Godfrey, Christy Roth, Emily Greenman Wright, Linda Mah, Kori Jock

Absent: Denise Miller

II. PERSONS REQUESTING TO ADDRESS THE BOARD

III. REPORTS AND RECOMMENDATIONS

A. Texas Township Contract discussion was removed from the agenda and a recommendation was given by Interim Director Terry New to move the discussion to the August 28th board meeting to allow for additional discussion.

IV. BOARD DEVELOPMENT WORKSHOP

V. COMMENTS BY TRUSTEES

- Trustee Godfrey had no comments.
- Trustee Greenman Wright had no comments.
- Trustee Williams thanked Dr. Karika Parker for the Board Development Workshop.
- Trustee Jock echoed her thanks to Dr. Parker, and then the board and the staff.
- President Roth echoed her thanks to Dr. Parker, the staff for working late who set up the room for the workshop, the trustees for working late as well, and the Antiracism Transformation Team (ARTT). President Roth expressed she is excited to see the Racial Equity Assessment continue to develop.

VI. ADJOURNMENT

Hearing no objection, President Roth adjourned the meeting at 8:01 p.m.

X

Jannie Williams
Secretary

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: August 28, 2023
Time: 5:00 p.m.
Location: Van Deusen Room, Central Library

PUBLIC HEARING: President Roth called the Public Hearing to order at 5:00 p.m.

President Roth closed the public hearing at 5:02 p.m.

CALL TO ORDER:

President Roth called the meeting to order at 5:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. ROLL CALL

Present: Jannie Williams, Lisa Godfrey, Christy Roth, Linda Mah, Kori Jock, Emily Greenman Wright

Absent: Denise Miller

II. RECOGNITIONS, RESOLUTIONS, AND COMMUNICATIONS

No recognitions, resolutions, and communications were presented during the meeting.

III. PERSONS REQUESTING TO ADDRESS THE BOARD

There were no persons that came forth to address the board.

IV. CONSENT CALENDAR

- A. *Minutes of the Meeting of July 24, 2023*
- B. *Personnel Items:* Trustee Jock acknowledged employee new hires, employee separations, and employee anniversaries within the organization.

MOTION: K. JOCK MOVED AND E. GREENMAN WRIGHT SUPPORTED THE MOTION TO ACCEPT THE CONSENT CALENDARS FOR THE MONTH OF JULY ENDING JULY 24, 2023.

MOTION CARRIED 6-0

V. FINANCIAL REPORT

- A. *Financial Reports for the Month Ending July 31, 2023*

Recommendation: Interim Director Terry New recommended the Board accept the Financial Reports for the month ending July 31, 2023.

MOTION: L. GODFREY MOVED AND E. GREENMAN WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JULY 31, 2023.

Discussion: Nnamdi Dike, Head of Budget and Finance, gave a summary highlighting the June Financial Reports.

Roll Call Vote: J. Williams – yes; L. Godfrey – yes; L. Mah – yes; K. Jock – yes; C. Roth – yes; E. Greenman Wright – yes.

MOTION CARRIED 6-0

VI. REPORTS AND RECOMMENDATIONS

Recommendations

A. *MERS Delegates*

Recommendation: Interim Director Terry New recommended Board approval of a standard piece of business to appoint and designate delegates to go to the MERS (Municipal Employees Retirement System) Conference Annual Retirement Conference. This is an opportunity for staff to receive training and information on all the different benefit packages that not only defines benefits and contributions that the library offers, but also the healthcare savings program provided through MERS. The education on the 457 program is also included. Interim Director New recommended the appointment of Patron Services Department Head Michael Cockrell as the officer delegate and the alternate delegate would be Finance & Budget Department Head Nnamdi Dike. Then Interim Director New recommended Librarian Specialist Jill Lansky to be certified as the employee delegate to serve at the 2023 MERS Conference, and Human Resource Specialist Amy Clark to serve as the alternate for the employee delegate.

Discussion: President Roth asked if the delegate was voted on by the employees of the organization. Interim Director New confirmed that the employee delegate was chosen by votes from employees of the organization. Interim Director New further explained that an employee can put themselves in to be voted by expressing interest in attending the conference.

MOTION: E. GREENMAN WRIGHT MOVED AND K. JOCK SUPPORTED THE MOTION TO APPROVE THE MERS DELEGATES.

Roll Call Vote: J. Williams – yes; L. Godfrey – yes; L. Mah – yes; K. Jock – yes; C. Roth – yes; E. Greenman Wright – yes.

MOTION CARRIED 6-0

Materials Selection Policy

Recommendation: Interim Director New recommended Board approval of the revised Material Selection Policy. Interim Director New explained that Department Head Cockrell, along with a group of staff members, reviewed and reconstructed of the policy.

This policy was reviewed by the Library's legal consultant. Also, the last revision of the policy occurred in 2014 and the Materials Selection Policy is recommended to be reviewed every five years. Then Department Head Cockrell gave a presentation to the board about the updated Materials Selection Policy.

Discussion: Trustee Williams made comment that the Materials Selection Policy was very thorough and appreciated Department Head Cockrell including the Library of Things into the selection policy. Trustee Mah asked about the process of receiving new books and how a high demand of a particular book can affect the timeliness of the Library receiving the book. Department Head Cockrell explained the process of incoming books and stated that books that are in high demand may have a delay in being processed into the Library's collection. Trustee Godfrey asked how a book can be missed, and not make it into the collection. Department Head Cockrell explained that it can be due to systems error or human error on either end of the retailer or the Library.

MOTION: J. WILLIAMS MOVED AND K. JOCK SUPPORTED THE MOTION TO APPROVE THE MATERIALS SELECTION POLICY.

Roll Call Vote: J. Williams – yes; L. Godfrey – yes; L. Mah – yes; K. Jock – yes; C. Roth – yes; E. Greenman Wright – yes.

MOTION CARRIED 6-0

B. Texas Township Contract

Recommendation: Interim Director New recommended Board approval of recommendation of Texas Township Draft Contract. Department Head Dike gave a presentation on the financial impact to the Library if it continued a financial relationship with Texas Township.

Discussion: President Roth asked Department Head Dike if there was an evaluation process and tracking process to assess the financial outcomes on the Texas Township Contracts in the future. Department Head Dike confirmed the Finance and Budget Department does have those processes. Trustee Godfrey asked if the legal counsel review the draft contract. Interim Director New stated the contract has not been reviewed by legal counsel because it is a draft contract. Trustee Godfrey noted that the draft contract did not have a provision for state funds and needs to be added.

MOTION: L. GODFREY MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO APPROVE THE DRAFT RECOMMENDATION OF THE TEXAS TOWNSHIP CONTRACT.

Roll Call Vote: J. Williams – yes; L. Godfrey – yes; L. Mah – yes; K. Jock – yes; C. Roth – yes; E. Greenman Wright – yes.

MOTION CARRIED 6-0

Reports

A. Oshtemo Branch Report

Andrea Vernola, Branch Manager at Oshtemo Branch, gave a data and statistical analysis on various aspects of the Oshtemo Branch to the Board. Branch Manager Vernola explained how to interpret the data and what it means for the Oshtemo Branch.

VII. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – Trustee Godfrey stated the committee did meet and primarily discussed the Texas Township Contract.
- B. *Personnel Committee* – Trustee Williams stated the committee did meet and discussion topics will be presented in other business.
- C. *Fund Development Committee* – No meeting.
- D. *Director's Building Advisory Committee* –No meeting.
- E. *Ad hoc Bylaw Review Committee* – No meeting.

VIII. OTHER BUSINESS

A. *Director's Report*

Interim Director New reported on the following topics:

- Interim Director New reported The Professional Development Committee has reconvened and are planning the return of Staff In Service Day. The date is set for Thursday, December 7th 2023. The library will be closed on that date.
- There is a staff-led task force led by Community Engagement Department Head Kevin King that is planning the Michigan Library Association Annual Conference reception. This conference is a way for libraries to showcase themselves and the library services they provide.
- The annual Staff Breakfast will be on September 14th, 2023 from 8:00 am. to 10 am. Trustees and staff are all invited.
- Digital Access for All (DAFA) community partnership will continue with its goal of providing reliable access to internet. This program will be moving into its fourth year. Currently the program has reported to have distributed over 4,000 hotspots throughout the community.
- The Reading Together Selection Committee has decided on the four nominees that will be up for the public to vote on in September.
- Kanopy digital platform the Library provides continues to grow. In the month of August there were over 75 accounts that were set up in the first half of the month.
- Due to an uptick in COVID cases the Library will continue to supply COVID kits. Furthermore, there is a strong demand for them.

- Curbside Service discontinued the use of text for notification. Patrons will have to call the number listed to completed a curbside pickup.
- A process to send out an Request for Information (RFI) for the space study has been created.
- ONEplace has restarted their grant writing basics and research tools workshop with an enhanced focus on equity.

B. Recognition of Amanda Green Scholarship graduates

- Theodore Gill will be recognized at the next board meeting.

IX. PERSONS REQUESTING TO ADDRESS THE BOARD

A district patron provided comment regarding Texas Township.

X. COMMENTS BY TRUSTEES

- L. Godfrey stated that the true New Year is the first of the school year. Trustee Godfrey thanked the staff for the work they have done for the new school year.
- L. Mah thanked the DAFA program for its hard work in community.
- J. Williams stated that she is honored to be a part of the organization, and personally thank Branch Manager Vernola for Rhythm Readers program.
- E. Greeman Wright stated how she enjoys the Library's programs personally. Trustee Greenman Wright stated that the programs are innovative and enjoyable. Also, thanked Branch Manager Vernola for the data party she provided to the board and Interim Director New for all her hard work.
- K. Jock echoed thanks to staff.
- President Roth thanked persons addressing the board and staff for addressing their concerns regarding Texas Township. President Roth echoed thanks to Branch Manager Vernola, the committees, and staff.

XI. ADJOURNMENT

Hearing no objection, President Roth adjourned the meeting at 6:41 p.m.

X

Jannie Williams
Secretary

Kalamazoo Public Library

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES

PUBLIC MEETING

Date: August 30, 2023

Time: 5:00 p.m. to 8:00 p.m.

Location: Board Room/Van Deusen Room, Central Library

CALL TO ORDER:

President Roth called the meeting to order at 5:00 p.m.

I. ROLL CALL

Present: Jannie Williams, Lisa Godfrey, Christy Roth, Emily Greenman Wright, Linda Mah, Kori Jock, Denise Miller

Absent: None

II. PERSONS REQUESTING TO ADDRESS THE BOARD

III. REPORTS AND RECOMMENDATIONS

IV. BOARD DEVELOPMENT WORKSHOP

V. COMMENTS BY TRUSTEES

- Trustee Greenman Wright stated she's looking forward to the First Saturday Events at the Alma Powell Branch.
- Trustee Godfrey thanked everyone who attended this special board development workshop for their hard work.
- Trustee Jock thanked everyone for their courage to discuss hard and vulnerable topics when discussing leadership development.
- Trustee Mah thanked Dr. Karika Parker for her work with the board.
- Trustee Williams echoed thanks to Dr. Parker for the Board Development Workshop and Interim Director Terry New.
- Trustee Miller stated she missed doing work with the board.
- President Roth stated she was thankful for everyone in attendance. She thanked Dr. Parker, and asked Dr. Parker a question about scheduling.

VI. ADJOURNMENT

Hearing no objection, President Roth adjourned the meeting at 8:04 p.m.

X

Jannie Williams
Secretary



Kalamazoo
Public Library

V. A.

MEMO

TO: Library Trustees

FROM: Terry New, Interim
Library Director

RE: **Financial Reports for the Month
Ending August 31, 2023**

DATE: September 25,
2023

Recommendation:

I recommend the Board accept the Financial Reports for the month ending August 31, 2023.

Executive Summary:

Notes to the reports are included for your information.

Lisa Godfrey, Treasurer

Kalamazoo Public Library

Financial Reports for August 2023

Governmental Pooled Funds, Sources and Uses and Combined Balance Sheet

The Library's Governmental Pooled Funds totaled \$15,563,955 at the end of August. Sources of funds totaled \$305,466 during the month, highlighted by the receipt of revenue receivable from the prior fiscal including State Aid, Law Library and District Court Penal fine revenue totaling \$245,616. Uses of funds totaled \$1,000,858 in August, led by Salaries & Wages, Benefits, Materials, and Prepaid Expenditures. Combined Balance sheet activity was normal for the month.

Revenue, Expenditures-- General Operating Fund

The library recognized \$40,232 of General Fund revenue during August, while General Fund expenditures during the month totaled \$932,469. Cumulative General Fund expenditures through August have totaled \$2,053,877, or 14% of the preliminary budget for the fiscal year.

Capital Improvement Plan

Capital Improvement Plan activity for the month of August was light, consisting of \$17,301 of expenditures during the month, highlighted by spending for replacement of the exterior lights at Central Library (P#829L, totaling \$7,800). Major CIP encumbrances outstanding at the end of the month include various systems control, restoration, and infrastructure projects at the Central Library, Washington Square, and Oshtemo branches (various CIP projects totaling \$203,583).

Special Revenue Fund

Financial activity in the Special Revenue Fund during August was highlighted by the receipt of \$8,212 in local support revenue. Recognized SRF expenditures totaled \$8,616 during the month, led by programming expenditures under the Stryker Johnston Grant for ONEplace operations (\$5,874).

Endowment Fund

Economic conditions were mixed during August, as the Bureau of Labor Statistics reported the addition of 187,000 jobs during the month, slightly above expectations. However, the unemployment rate rose to 3.8% and job gains were revised downward for each of the prior two months. BLS also reported the Consumer Price Index for the twelve-month period through August was 3.7%, a slight increase from the previous month. The market value of the Library's Endowment Fund at the end of August fell to \$6,059,499, a decrease in value of \$38,773 compared to fund value at the end of the previous month. A copy of page 1 of the monthly statement from TD Ameritrade is attached at the end of this internal financial report.

Kalamazoo Public Library
Sources and Uses of Funds
Governmental Pooled Funds Only
For the month ending August 31, 2023

	<u>August</u>
BEGINNING CASH BALANCE *	\$ 16,259,348
* Including short-term investments	
<u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 1,936
IFT/CFT, PILOT, Other Tax Receipts	\$ 21,811
State Aid/Renaissance Zone Reimbursement	\$ 68,057
USF Refunds/Law Library Contract/District Ct. Penal Fines	\$ 177,559
Interest Income	\$ 27,461
Library Fines & Fees	\$ 425
Other Sources: Gifts, Grants, & Reimbursements	\$ 5
Other (CIP and SRF Revenue, etc.)	\$ 8,212
TOTAL SOURCES OF CASH	\$ 305,466
<u>USES OF CASH:</u>	
Salaries & Wages	\$ (444,925)
Benefits	\$ (95,508)
Materials	\$ (95,944)
Operating Expenditures	\$ (15,797)
Facilities	\$ (52,978)
Technical Services	\$ (43,891)
Purchased Services	\$ (52,536)
Other	\$ (59,376)
Capital Expenditures	\$ (24,044)
Prepaid Expenditures	\$ (115,858)
TOTAL USES OF CASH	\$ (1,000,858)
ENDING CASH	<u><u>\$ 15,563,955</u></u>
<u>POOLED CASH ACCOUNTS:</u>	
Petty Cash	\$ 250
Flagstar Bank General Checking	\$ 552,259
First National NOW & ACH Transfer Accounts	\$ 162,344
Consumers Credit Union - Share Savings/Navia Admin	\$ 32,810
Consumers Credit Union - General Checking	\$ 37,364
Midwest Business Exchange Account/Paypal	\$ 35,427
POOLED CASH ACCOUNTS	\$ 820,455
<u>POOLED INVESTMENT ACCOUNTS:</u>	
Flagstar Bank Premier Savings, MM & CD Accts	\$ 5,907,062
First National Bank ICS Savings, MM & CDs	\$ 6,890,251
Consumers Credit Union MM Acct & CD Accts	\$ 1,946,188
POOLED INVESTMENT ACCOUNTS	\$ 14,743,501
TOTAL CASH AND POOLED INVESTMENTS	<u><u>\$ 15,563,955</u></u>

Kalamazoo Public Library

Combined Balance Sheet

As of August 31, 2023

	Operating	Capital Improvement	Special Revenue	Endowment
<u>Assets</u>				
Cash & Equivalents				
Cash & Checking	\$ 6,273,322	\$ 3,918,623	\$ 367,613	\$ 489,448
Investments	\$ 5,004,397	\$ -	\$ 1,691,386	\$ 5,570,050
Total Cash & Equivalents	\$ 11,277,719	\$ 3,918,623	\$ 2,058,999	\$ 6,059,499
Accounts Receivable				
Accounts Receivable		\$ -	\$ 138,364	\$ -
Total Accounts Receivable	\$ -	\$ -	\$ 138,364	\$ -
Taxes Receivable				
Taxes Receivable	\$ -	\$ -	\$ -	\$ -
Total Taxes Receivable	\$ -	\$ -	\$ -	\$ -
Other Assets				
Other Assets	\$ 352,775	\$ -	\$ -	\$ -
Due to/from Other Funds	\$ -	\$ 140,000	\$ -	\$ -
Total Other Assets	\$ 352,775	\$ 140,000	\$ -	\$ -
Total Assets	\$ 11,630,494	\$ 4,058,623	\$ 2,197,363	\$ 6,059,499
<u>Liabilities and Fund Balance</u>				
Current Liabilities				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Salaries Payable	\$ (666)	\$ -	\$ -	\$ -
Retirement Payable	\$ (5,345)	\$ -	\$ -	\$ -
Total Current Liabilities	\$ (6,011)	\$ -	\$ -	\$ -
Long Term Liabilities				
Long Term Liabilities	\$ 190,000	\$ -	\$ 345,000	\$ -
Total	\$ 190,000	\$ -	\$ 345,000	\$ -
Net Assets				
Fund Balance	\$ 11,446,505	\$ 4,058,623	\$ 1,852,363	\$ 6,059,499
Total	\$ 11,446,505	\$ 4,058,623	\$ 1,852,363	\$ 6,059,499
Total Liabilities & Fund Balance	\$ 11,630,494	\$ 4,058,623	\$ 2,197,363	\$ 6,059,499

Kalamazoo Public Library

General Operating Fund

Month of August 2023

	Month of August						
	Activity	Encumbrances	PEB	YTD	Budget Left	% Complete	
1 - General Fund							
Revenue							
	Property Taxes	\$1,936	\$0	\$13,740,379	\$1,936	\$13,738,443	0.0%
	Other Taxes	\$8,202	\$0	\$119,100	\$8,202	\$110,898	6.9%
	Fines and Fees	(\$113)	\$0	\$19,000	\$2,404	\$16,596	12.7%
	District Court Penal Fines	\$0	\$0	\$148,000	\$0	\$148,000	0.0%
	Local Support	\$0	\$0	\$173,000	\$181,000	(\$8,000)	104.6%
	Interest Income	\$27,461	\$0	\$150,000	\$55,446	\$94,554	37.0%
	State Aid and Reimbursements	\$2,740	\$0	\$272,812	\$2,740	\$270,072	1.0%
	Other	\$5	\$0	\$127,796	\$1,591	\$126,205	1.2%
Total Revenue	\$40,232	\$0	\$14,750,087	\$253,319	\$14,496,768	1.7%	
Expenditures							
Salaries							
	Administrator Salaries	\$54,040	\$0	\$846,645	\$108,080	\$738,565	12.8%
	Librarian Salaries	\$129,780	\$0	\$1,784,897	\$259,868	\$1,525,029	14.6%
	Supervisory Technical Salaries	\$76,227	\$0	\$1,052,715	\$154,032	\$898,683	14.6%
	Library Assistant Salaries	\$127,482	\$0	\$1,691,601	\$256,220	\$1,435,381	15.1%
	Interns	\$17,917	\$0	\$295,000	\$34,809	\$260,191	11.8%
	Hourly Staff	\$54,133	\$0	\$741,960	\$105,069	\$636,891	14.2%
	Substitute Salaries	\$8,244	\$0	\$89,482	\$15,718	\$73,764	17.6%
	Vacancy Credit	\$0	\$0	(\$35,000)	\$0	(\$35,000)	0.0%
Total	\$467,823	\$0	\$6,467,300	\$933,796	\$5,533,504	14.4%	
Benefits							
	Employee Insurance	\$88,583	\$0	\$1,068,015	\$177,517	\$890,498	16.6%
	Retirement	\$50,596	\$0	\$1,043,630	\$101,423	\$942,207	9.7%
	Employer FICA-Medicare	\$34,435	\$0	\$493,934	\$68,257	\$425,677	13.8%
	Other Benefits	\$3,910	\$0	\$102,044	\$11,532	\$90,512	11.3%
Total	\$177,523	\$0	\$2,707,623	\$358,729	\$2,348,894	13.2%	
Materials							
	Adult Books	\$42,009	\$0	\$596,550	\$72,870	\$523,680	12.2%
	Juvenile Books	\$13,534	\$0	\$147,000	\$24,284	\$122,716	16.5%
	Periodicals	\$408	\$0	\$52,860	\$3,392	\$49,468	6.4%
	Audio-Visual Material	\$31,052	\$0	\$432,000	\$35,702	\$396,298	8.3%
	Digital Materials	\$3,888	\$0	\$216,430	\$23,401	\$193,029	10.8%
	Library of Things	\$2,163	\$0	\$35,000	\$3,203	\$31,797	9.2%
Total	\$93,053	\$0	\$1,479,840	\$162,852	\$1,316,988	11.0%	
Facilities							
	Fuel	\$745	\$0	\$86,000	\$1,297	\$84,703	1.5%
	Electricity	\$22,315	\$0	\$191,390	\$43,796	\$147,594	22.9%
	Water	\$3,365	\$0	\$13,600	\$5,635	\$7,965	41.4%

Kalamazoo Public Library

General Operating Fund

Month of August 2023

Month of August						
	Activity	Encumbrances	PEB	YTD	Budget Left	% Complete
Custodial Supplies	\$5,933	\$0	\$90,000	\$11,016	\$78,984	12.2%
Grounds Maintenance	\$1,160	\$0	\$54,500	\$2,168	\$52,332	4.0%
Vehicle Maintenance	\$861	\$0	\$8,500	\$861	\$7,639	10.1%
Building Repair	\$8,040	\$0	\$139,700	\$15,989	\$123,711	11.4%
Building Operations	\$10,690	\$0	\$133,700	\$39,799	\$93,901	29.8%
Total	\$53,109	\$0	\$717,390	\$120,561	\$596,829	16.8%
Operating Expenses						
Supplies	\$7,664	\$1,129	\$143,150	\$11,329	\$131,821	7.9%
Misc. Operating Expenses	\$6,021	\$0	\$103,355	\$10,208	\$93,147	9.9%
Postage & Freight	\$1,698	\$0	\$36,500	\$3,451	\$33,049	9.5%
Rent	\$3,081	\$0	\$46,000	\$11,149	\$34,851	24.2%
Processing Supplies	\$1,200	\$0	\$47,000	\$1,646	\$45,354	3.5%
Total	\$19,664	\$1,129	\$376,005	\$37,782	\$338,223	10.0%
Technical Services						
F&E Repair & Maintenance	\$0	\$0	\$16,000	\$0	\$16,000	0.0%
Software as Service	\$608	\$0	\$400,443	\$204,390	\$196,053	51.0%
Software Licensing & Maint.	\$7,502	\$0	\$189,065	\$20,291	\$168,774	10.7%
Telecommunications	\$4,243	\$0	\$155,040	\$8,516	\$146,524	5.5%
Cataloging & Processing	\$37,262	\$0	\$91,809	\$38,464	\$53,345	41.9%
Total	\$49,614	\$0	\$852,357	\$271,661	\$580,696	31.9%
Purchased Services						
Security	\$39,108	\$0	\$446,052	\$62,982	\$383,070	14.1%
Insurance	\$2,449	\$0	\$111,216	\$4,822	\$106,394	4.3%
Legal Services	\$700	\$0	\$50,000	\$700	\$49,300	1.4%
Printing Services	\$1,700	\$0	\$128,600	\$3,851	\$124,749	3.0%
Advertising	\$1,885	\$0	\$40,000	\$2,541	\$37,459	6.4%
Contracted Services	\$6,849	\$0	\$343,209	\$46,440	\$296,769	13.5%
Total	\$52,689	\$0	\$1,119,077	\$121,335	\$997,742	10.8%
Other Expenditures						
Programming	\$15,768	\$1,680	\$427,100	\$31,756	\$395,344	7.4%
Tax Charge Backs	\$0	\$0	\$50,000	\$11,147	\$38,853	22.3%
Staff Development	\$1,905	\$0	\$68,260	\$2,143	\$66,117	3.1%
Travel & Conference	\$1,301	\$0	\$122,410	\$2,096	\$120,314	1.7%
Board Expenses	\$20	\$0	\$12,000	\$20	\$11,980	0.2%
Total	\$18,993	\$1,680	\$679,770	\$47,161	\$632,609	6.9%
Total	\$932,469	\$2,809	\$14,399,362	\$2,053,877	\$12,345,485	14.3%
Transfers						
Transfers In						
Transfers from other funds	\$0	\$0	(\$152,984)	\$0	(\$152,984)	0.0%

Kalamazoo Public Library

General Operating Fund

Month of August 2023

	Month of August		PEB	YTD	Budget Left	% Complete
	Activity	Encumbrances				
Total Transfers In	\$0	\$0	(\$152,984)	\$0	(\$152,984)	0.0%
Transfers Out						
Transfers to other funds	\$0	\$0	\$528,728	\$0	\$528,728	0.0%
Total	\$0	\$0	\$528,728	\$0	\$528,728	0.0%
Total	\$0	\$0	\$375,744	\$0	\$375,744	0.0%

Kalamazoo Public Library
Capital Improvement Plan Fund
Month of August 2023

3 - Capital Improvement Plan Fund

REVENUE

Other Local Gifts & Grants

800 - Capital Improvement Plan	\$	-	\$	-	\$	-	\$	-	\$	140,000	\$	140,000
830 - Computer & Technology Reserve	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
884 - Digital Lab (Hub) Equipment	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Total Revenue	\$	-	\$	-	\$	-	\$	-	\$	140,000	\$	140,000

State Aid & Reimbursements

800 - Share of Local Community Stabilization Fund	\$	-	\$	-	\$	-	\$	-	\$	471,272	\$	471,272
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Total Revenue & State Aid

	\$	-	\$	-	\$	-	\$	-	\$	611,272	\$	611,272
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EXPENDITURES

Furnishings

810 - Furnishings Reserve			\$	-	\$	-	\$	121,202	\$	50,000	\$	171,202
Total Furnishings Reserve	\$	-	\$	-			\$	121,202	\$	50,000	\$	198,772

Central Library

803 - Central Building Furnishings	\$	-	\$	-	\$	-	\$	15,820	\$	-	\$	15,820
812 - Office Furnishings - KPL Reorganization	\$	-	\$	-	\$	-	\$	3,264	\$	-	\$	3,264
813 - Display/Public - Central	\$	-	\$	-	\$	-	\$	68,277	\$	-	\$	68,277
818 - Circulation Room Furnishings	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
861 - IT Office Furnishings	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
884F - Digital Lab Furnishings	\$	-	\$	-	\$	-	\$	4,500	\$	-	\$	4,500
889 - Children's Room Table/Chairs	\$	-	\$	-	\$	-	\$	6,809	\$	-	\$	6,809
892 - Local History Room Furniture	\$	-	\$	-	\$	-	\$	1,000	\$	-	\$	1,000
892F - Local History Digitization - FFE	\$	-	\$	-	\$	-	\$	1,371	\$	-	\$	1,371
Total Central Library	\$	-	\$	-	\$	-	\$	101,041	\$	-	\$	101,041

Branch Libraries

815 - Workspaces & Public Areas - Oshtemo	\$	2,205	\$	-	\$	2,205	\$	30,968	\$	-	\$	28,763
815CF - Oshtemo Courtyard Furniture	\$	-	\$	-	\$	-	\$	10,000	\$	-	\$	10,000
817 - Workspaces & Public Areas - WSQ	\$	-	\$	-	\$	-	\$	27,945	\$	-	\$	27,945
881 - Eastwood/Powell - Furniture	\$	-	\$	-	\$	-	\$	42,535	\$	-	\$	42,535
Total Branch Libraries	\$	2,205	\$	-	\$	2,205	\$	111,448	\$	-	\$	109,243

System-Wide Projects

811F - Carpet Cleaning Equipment	\$	-	\$	-	\$	-	\$	3,212	\$	-	\$	3,212
814 - Desks & Chairs - Multiple Departments	\$	2,022	\$	(2,022)	\$	2,022	\$	4,875	\$	-	\$	2,853
819 - Materials Lending Machine Project	\$	-	\$	-	\$	-	\$	10,000	\$	-	\$	10,000
898F - Library of Things -- Furniture & Equipment	\$	-	\$	-	\$	-	\$	7,491	\$	-	\$	7,491
Total System-Wide Projects	\$	2,022	\$	(2,022)	\$	2,022	\$	25,578	\$	-	\$	23,556

Total Furniture & Equipment

	\$	4,227	\$	(2,022)	\$	4,227	\$	359,269	\$	50,000	\$	432,612
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Building Alterations

820 - Building Alterations Reserve	\$	-	\$	-	\$	-	\$	324,516	\$	550,000	\$	874,516
Total Building Reserve	\$	-	\$	-	\$	-	\$	324,516	\$	550,000	\$	874,516

Structural Projects

805 - Central Tile Maintenance & Replacement	\$	-	\$	-	\$	-	\$	50,357	\$	-	\$	50,357
807 - Washington Square Bldg Projects	\$	-	\$	-	\$	-	\$	23,500	\$	-	\$	23,500
809 - Washington Square Infrastructure Projects	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
809E - Washington Square Exterior Projects	\$	-	\$	-	\$	-	\$	290	\$	-	\$	290
821 - Oshtemo Infrastructure Projects	\$	-	\$	-	\$	-	\$	24,200	\$	-	\$	24,200
822 - Eastwood Infrastructure Projects	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
822R - Eastwood Branch Roof Project	\$	-	\$	-	\$	-	\$	144,825	\$	140,000	\$	284,825
823R - Oshtemo Branch Roof Project	\$	-	\$	-	\$	-	\$	-	\$	700,000	\$	700,000
828 - Eastwood Building Projects	\$	-	\$	-	\$	-	\$	19,440	\$	-	\$	19,440
828H - Eastwood Furnace Replacement	\$	-	\$	-	\$	-	\$	5,902	\$	140,000	\$	145,902

Kalamazoo Public Library
Capital Improvement Plan Fund
Month of August 2023

3 - Capital Improvement Plan Fund

	Monthly Activity	Monthly Encumbrances	Activity YTD	Carryover Balance	Preliminary Estimate Budget	Balance Remaining
Total Structural Projects	\$ -	\$ -	\$ -	\$ 268,514	\$ 980,000	\$ 1,248,514
Mechanical Projects						
825 - Central Chiller / Cooling tower	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ 175,000
825O - Central ONEplace Cooling tower	\$ -	\$ -	\$ 25,295	\$ 25,845	\$ -	\$ 550
826 - Central Steam Boiler	\$ -	\$ -	\$ -	\$ 971,778	\$ -	\$ 971,778
841 - Central Louvers on AHU-2	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
887 - Generator, Central, Eastwood & Powell	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
895 - Central Freight Elevator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
895PE - Central Passenger Elevator	\$ -	\$ -	\$ -	\$ 52,000	\$ -	\$ 52,000
Total Mechanical Projects	\$ -	\$ -	\$ 25,295	\$ 1,344,623	\$ -	\$ 1,319,328
Control & Security Systems						
827 - Security Systems	\$ -	\$ -	\$ -	\$ 4,807	\$ -	\$ 4,807
827A - Library Access Controls Project	\$ -	\$ -	\$ -	\$ 61,615	\$ -	\$ 61,615
827D - ADA Compliant Staff Doors	\$ -	\$ -	\$ -	\$ 19,000	\$ -	\$ 19,000
Total Control & Security Systems	\$ -	\$ -	\$ -	\$ 85,422	\$ -	\$ 85,422
Other Facilities Projects						
806 - Central Restrooms	\$ -	\$ -	\$ -	\$ 3,629	\$ -	\$ 3,629
808 - Dropbox Replacement	\$ -	\$ -	\$ -	\$ 18,889	\$ -	\$ 18,889
811 - Carpet Master Plan - Central	\$ -	\$ -	\$ -	\$ 256,923	\$ -	\$ 256,923
811E - Carpet Master Plan - Eastwood	\$ -	\$ -	\$ -	\$ 56,317	\$ -	\$ 56,317
811W - Carpet Master Plan - WSQ	\$ -	\$ -	\$ -	\$ 54,270	\$ -	\$ 54,270
816a - Library Space Study	\$ -	\$ -	\$ -	\$ 82,500	\$ -	\$ 82,500
821C - Oshtemo Courtyard Improvements	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
821P - Oshtemo Parking & Ramp Project	\$ -	\$ -	\$ -	\$ 147,370	\$ -	\$ 147,370
823 - Oshtemo Building Projects	\$ -	\$ -	\$ -	\$ 98,109	\$ -	\$ 98,109
824 - Eastwood Drop Ceiling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
829 - Central Building Projects	\$ -	\$ -	\$ -	\$ 22,577	\$ -	\$ 22,577
829L - Central Exterior Lighting Replacement	\$ 7,800	\$ (7,800)	\$ 7,800	\$ 8,500	\$ -	\$ 700
829S - Central Sewage Pump Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
892B - Local History Digitization - Bldg Alt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
893 - Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
802 - COVID-Related Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
829V - Van Duesen Renovations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Facilities Projects	\$ 7,800	\$ (7,800)	\$ 7,800	\$ 799,084	\$ -	\$ 791,284
Total Building Alterations	\$ 7,800	\$ (7,800)	\$ 33,095	\$ 2,822,159	\$ 1,530,000	\$ 4,319,064
Computer & Technology						
830 - Computer & Technology Reserve	\$ -	\$ -	\$ -	\$ 141,483	\$ 60,000	\$ 201,483
Total Computer & Tech. Reserve	\$ -	\$ -	\$ -	\$ 141,483	\$ 60,000	\$ 201,483
Public Technology & Hardware						
831 - Computer Equipment & Peripherals	\$ 3,975	\$ 2,617	\$ 4,479	\$ 16,233	\$ 40,000	\$ 51,754
843 - Branch digital signage	\$ -	\$ -	\$ -	\$ 4,443	\$ -	\$ 4,443
844 - USB Charging Stations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
857 - Selfcheck Upgrade Project	\$ -	\$ -	\$ -	\$ 4,746	\$ -	\$ 4,746
862 - AV Enhancements	\$ -	\$ -	\$ -	\$ 13,096	\$ -	\$ 13,096
865 - Tech Innovation Projects	\$ -	\$ -	\$ -	\$ 1,115	\$ -	\$ 1,115
884 - Digital Lab (The Hub) Equipment	\$ 1,299	\$ -	\$ 2,597	\$ 6,859	\$ -	\$ 4,262
892A - Local History Digitization - Automation	\$ -	\$ -	\$ -	\$ 8,676	\$ -	\$ 8,676
Total Public Technology & Hardware	\$ 5,274	\$ 2,617	\$ 7,076	\$ 55,168	\$ 40,000	\$ 88,092
Portable Technology						
878 - Portable Devices	\$ -	\$ -	\$ -	\$ 11,209	\$ -	\$ 11,209
Total Portable Technology	\$ -	\$ -	\$ -	\$ 11,209	\$ -	\$ 11,209
Other Tech/Computer Equipment						

Kalamazoo Public Library
Capital Improvement Plan Fund
Month of August 2023

3 - Capital Improvement Plan Fund

	Monthly Activity	Monthly Encumbrances	Activity YTD	Carryover Balance	Preliminary Estimate Budget	Balance Remaining
854 - Other Tech/Computer Equipment	\$ -	\$ -	\$ -	\$ 6,043	\$ -	\$ 6,043
855 - Communications Systems	\$ -	\$ -	\$ -	\$ 210	\$ -	\$ 210
855PA - KPL PA System Project	\$ -	\$ -	\$ -	\$ 66,300	\$ -	\$ 66,300
856 - IT Infrastructure Projects	\$ -	\$ -	\$ -	\$ 1,784	\$ -	\$ 1,784
879 - Office scanners	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
898 - Library of Things (Tech Related)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Tech/Computer Equipment	\$ -	\$ -	\$ -	\$ 74,337	\$ -	\$ 74,337
RFID/Circulation						
852 - RFID/ILS Equipment	\$ -	\$ -	\$ -	\$ 262	\$ -	\$ 262
Total RFID/Circulation Tech.	\$ -	\$ -	\$ -	\$ 262	\$ -	\$ 262
Total Computer & Technology	\$ 5,274	\$ 2,617	\$ 7,076	\$ 282,459	\$ 100,000	\$ 375,383
Total CIP Expenditures	\$ 17,301	\$ (7,205)	\$ 44,398	\$ 3,463,887	\$ 1,680,000	\$ 5,127,059
Draw on Specific CIP Reserve: Oshtemo Infrastructure Projects:						\$ (150,000)
Draw on Specific CIP Reserve: Eastwood Infrastructure Projects:						\$ (90,000)
Transfer to Specific CIP Reserve: Mobile Library:						\$ 80,000
APPROVED BUDGETED CIP EXPENDITURES + TRANSFERS TO SPECIFIC CIP RESERVES:						\$ 1,520,000
Transfers						
800 -CIP Transfers (from) Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800 -CIP Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE (All Projects)	\$ 1,468,310					
TOTAL NET SURPLUS/(DEFICIT) -- All Projects	\$ (17,301)					
ENDING FUND BALANCE (All Projects)	\$ 1,451,009					

Kalamazoo Public Library
Special Revenue Fund
Month of August 2023

	Month of August			PEB	Budget Left	% Complete
	Activity	Encumbrances	Activity YTD			
Revenue						
Local Support						
233 - Ready to Read - Gifts	\$442	\$0	\$442	\$4,000	\$3,558	11.1%
235 - Ready to Read - Spelling Bee	\$500	\$0	\$500	\$5,000	\$4,500	10.0%
301 - Gifts & Memorials - Materials	\$0	\$0	\$0	\$1,000	\$1,000	0.0%
306 - ONEplace Stryker Johnston Grant	\$0	\$0	\$0	\$155,000	\$155,000	0.0%
308 - Library Gifts	\$10	\$0	\$10	\$1,000	\$990	1.0%
315C - AG Scholarship - KPL Funds	\$0	\$0	\$459	\$0	(\$459)	0.0%
390 - Youth Services Gifts & Memorials	\$2,260	\$0	\$3,790	\$0	(\$3,790)	0.0%
397BTJ - Booker T. Jones Event	\$5,000	\$0	\$5,000	\$5,000	\$0	100.0%
Total Local Support	\$8,212	\$0	\$10,201	\$171,000	\$160,799	6.0%
Other						
315 - Amanda Green Scholarship	\$0	\$0	\$0	\$16,200	\$16,200	0.0%
397 - KCF- Local History Fd (Patton Trust)	\$0	\$0	\$0	\$80,462	\$80,462	0.0%
Total Other Revenue	\$0	\$0	\$0	\$96,662	\$96,662	0.0%
Total Revenue	\$8,212	\$0	\$10,201	\$267,662	\$257,461	3.8%
Expenditures						
Materials						
Adult Books						
301 - Gifts & Memorials - Materials	\$0	\$0	\$0	\$1,000	\$1,000	0.0%
Total Adult Books	\$0	\$0	\$0	\$1,000	\$1,000	0.0%
Juvenile Books						
233 - Ready to Read - Gifts	\$30	\$0	\$30	\$10,000	\$9,970	0.3%
301 - Gifts & Memorials - Materials	\$0	\$0	\$0	\$500	\$500	0.0%
Total Juvenile Books	\$30	\$0	\$30	\$10,500	\$10,470	0.3%
Total	\$30	\$0	\$30	\$11,500	\$11,470	0.3%
Operating Expenses						
Misc. Operating Expenses						
235 - Ready to Read - Spelling Bee	\$0	\$0	\$0	\$4,500	\$4,500	0.0%
305 - Law Library Gifts	\$0	\$0	\$0	\$2,000	\$2,000	0.0%
306 - ONEplace Stryker Johnston Grant	\$134	\$0	\$134	\$0	(\$134)	0.0%
307 - ONEplace Nonprofit Services	\$0	\$0	\$0	\$19,862	\$19,862	0.0%
308 - Library Gifts	\$37	\$0	\$37	\$4,000	\$3,963	0.9%
310 - KPL Antiracism Transformation Tea	\$0	\$0	\$0	\$3,000	\$3,000	0.0%
315 - Amanda Green Scholarship	\$0	\$0	\$0	\$12,893	\$12,893	0.0%
315C - AG Scholarship - KPL Funds	\$483	\$0	\$483	\$0	(\$483)	0.0%
325 - Friends of KPL Grants	\$118	\$0	\$618	\$5,000	\$4,382	12.4%
397 - KCF- Local History Fd (Patton Trust)	\$0	\$0	\$0	\$84,368	\$84,368	0.0%

Kalamazoo Public Library
Special Revenue Fund
Month of August 2023

	Month of August					
	Activity	Encumbrances	Activity YTD	PEB	Budget Left	% Complete
397BTJ - Booker T. Jones Event	\$1,363	\$0	\$22,141	\$33,800	\$11,659	65.5%
Total Misc. Operating Expenses	\$2,135	\$0	\$23,413	\$169,423	\$146,010	13.8%
Total	\$2,135	\$0	\$23,413	\$169,423	\$146,010	13.8%
Other Expenditures						
Programming						
306 - ONEplace Stryker Johnston Grant	\$5,874	\$0	\$6,507	\$125,000	\$118,493	5.2%
Total Programming	\$5,874	\$0	\$6,507	\$125,000	\$118,493	5.2%
Travel & Conference						
306 - ONEplace Stryker Johnston Grant	\$577	\$0	\$577	\$0	(\$577)	0.0%
Total Travel & Conference	\$577	\$0	\$577	\$0	(\$577)	0.0%
Total	\$6,451	\$0	\$7,084	\$125,000	\$117,917	5.7%
Total	\$8,616	\$0	\$30,527	\$305,923	\$275,396	10.0%
Transfers						
Transfers In						
Transfers from other funds						
397BTJ - Booker T. Jones Event	\$0	\$0	\$0	(\$20,000)	(\$20,000)	0.0%
Total Transfers In	\$0	\$0	\$0	(\$20,000)	(\$20,000)	0.0%
Transfers Out						
Transfers to other funds						
306 - ONEplace Stryker Johnston Grant	\$0	\$0	\$0	\$104,054	\$104,054	0.0%
397 - KCF- Local History Fd (Patton Trust)	\$0	\$0	\$0	\$68,930	\$68,930	0.0%
Total	\$0	\$0	\$0	\$172,984	\$172,984	0.0%
Total	\$0	\$0	\$0	\$152,984	\$152,984	0.0%

Account 906-327830

KALAMAZOO PUB LIBRARY ENDWMNT FND
ATTN CHRISTY ROTH

CORPORATION

MONTHLY STATEMENT

Reporting Period: **August 1 - 31, 2023**

ACCOUNT SUMMARY

Total Account Value: \$6,059,498.63

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

CHANGE IN ACCOUNT VALUE

	This Month 8/1/23 - 8/31/23	Year to Date 1/1/23 - 8/31/23
BEGINNING VALUE	\$6,098,271.72	\$5,724,699.52
Dividends and Interest	9,403.75	83,593.67
Market Appreciation/(Depreciation)	(48,176.84)	430,062.19
Withdrawals from Account	-	(155,000.00)
Other Income or Expense	-	(23,856.75)
ENDING VALUE	\$6,059,498.63	\$6,059,498.63
CHANGE IN VALUE	\$(38,773.09)	\$334,799.11

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 8/31/23	Percent of Account
Cash and Cash Alternatives	\$489,448.18	8.08%
Exchange Traded Funds (ETFs)	2,760,425.00	45.56
Fixed Income	506,933.97	8.37
Stocks	2,302,691.48	38.00
TOTAL VALUE	\$6,059,498.63	100.0%

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

Questions about reading your Statement -

Contact us. (800) 431-3500

Accounts carried by TD Ameritrade Clearing, Inc., Member SIPC





Kalamazoo
Public Library
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MEMO

TO: Library Trustees

FROM: Terry New
Interim Library Director

RE: Position Reclassification

DATE: September 25, 2023

Recommendation:

I recommend Board approval of the reclassification of the KPLA Patron Services Librarian - Fiction, Periodicals, and Databases from a Librarian to a Librarian Specialist position.

Executive Summary:

Review of the Patron Services Librarian – Fiction, Periodicals and Databases duties and responsibilities were undertaken when the position was vacated earlier this year and were revised to include supervision of the KPLSP Via Mail Library Assistant. The Via Mail service requires frequent reader advisory services and will benefit from the direct supervision and oversight by the Patron Services Librarian. The position was reassessed using the established KPLA classification system and the addition of supervisory responsibilities elevated this position from a librarian to a librarian specialist classification.

The estimated annual cost in annual salary and benefits for this reclassification is \$415. This reclassification has been reviewed by both the Personnel and Finance & Budget Committees.



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MEMO

TO: Library Trustees

FROM: Terry New
Interim Library Director

RE: Position Reclassification

DATE: September 25, 2023

Recommendation:

I recommend Board approval of the reclassification of the KPLSP Maintenance Technician position as a Supervisory-Technical position.

Executive Summary:

Due to more sophisticated building systems and increasing maintenance requirements of library-owned facilities, the Maintenance Technician position with the Facilities Management position has required increased technical skill and expertise. The specialization of the duties and responsibilities of this position are currently more reflective of positions within the Supervisory-Technical job classifications which are more specialized in nature than those currently within the KPLSP union group.

This position reclassification has been discussed within KPLSP Mutual Concerns committee and reviewed by both the Personnel and Finance & Budget Committees. The estimated annual cost in annual salary and benefits for this reclassification is \$14,782.



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MEMO

TO: Library Trustees

FROM: Terry New
Interim Library Director

RE: Position Reclassification

DATE: September 25, 2023

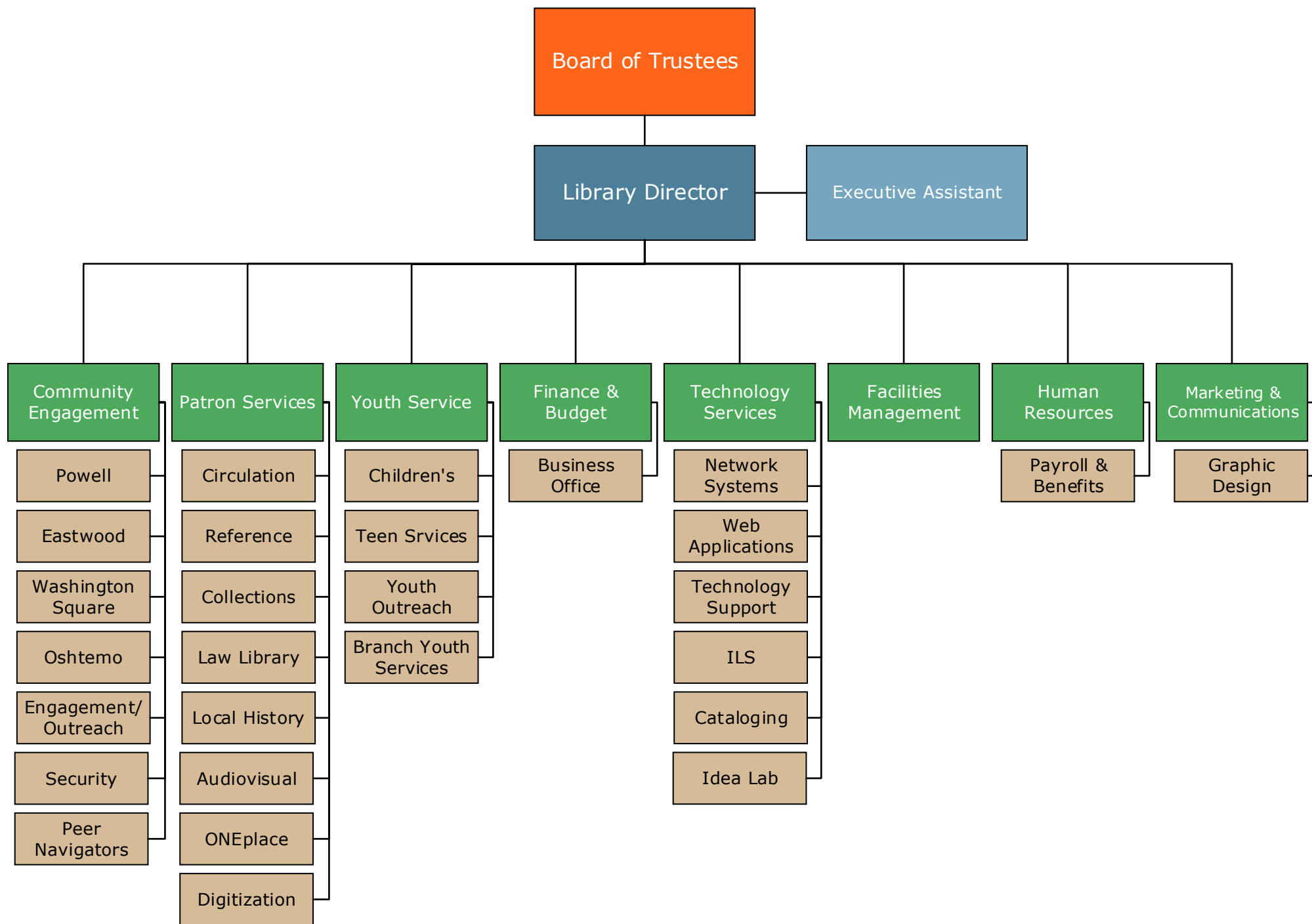
Recommendation:

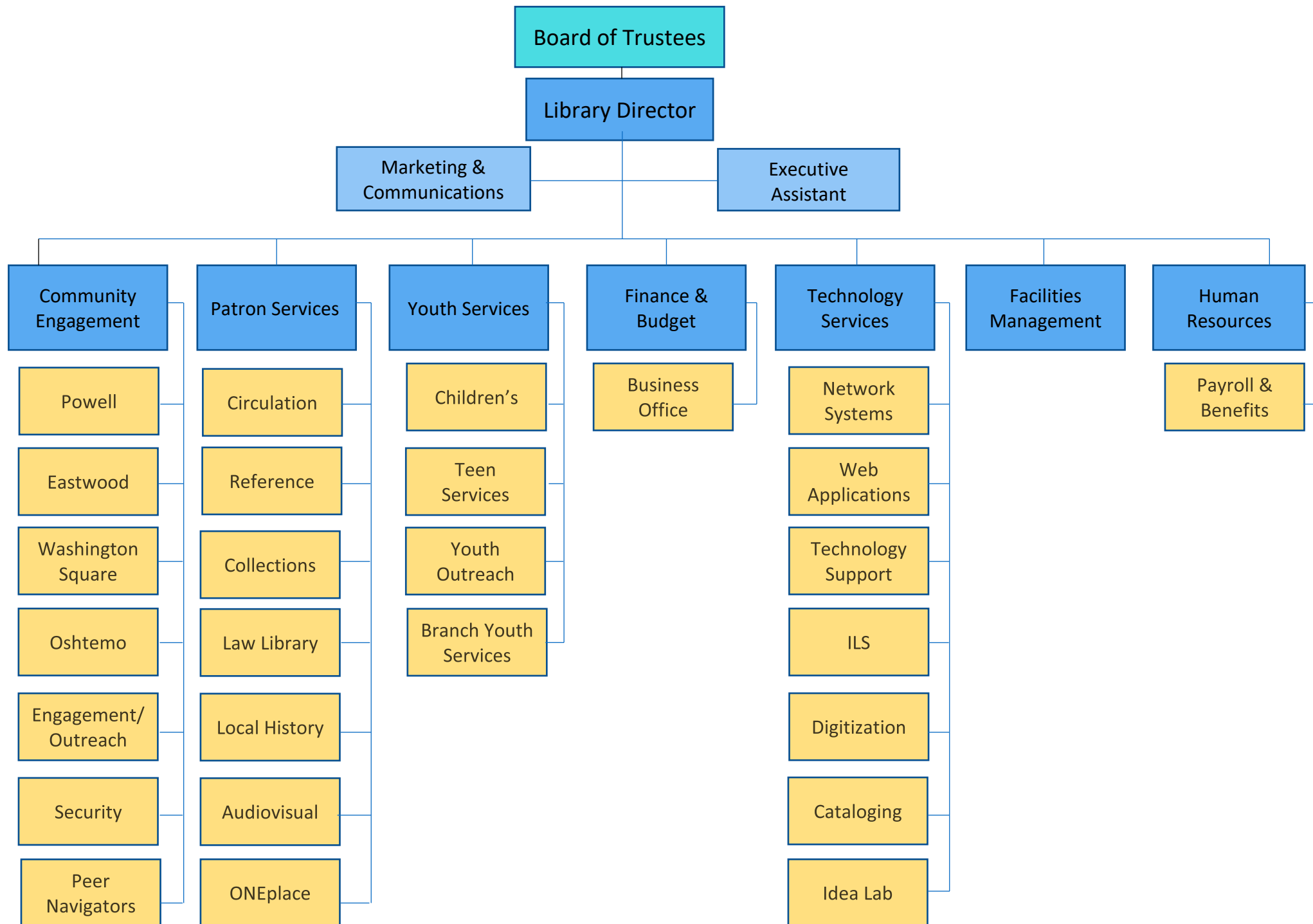
I recommend Board approval of the reclassification of the Marketing & Communications Manager position as Administrator and the resulting change to the organizational chart.

Executive Summary:

The Marketing & Communications Manager has been a member of the Leadership Team at KPL since 1996 when the previous incumbent joined the staff. The Marketing & Communications department, like other library departments, develops and manages a departmental budget and staff and is a major contributor to overall library services, operations, and strategic plan. This recommendation appropriately aligns this position with other administrative positions within the library.

The estimated annual cost in annual salary and benefits for this reclassification is \$10,402. This reclassification has been reviewed by both the Personnel and Finance & Budget Committees.







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MEMO

TO: Library Trustees

FROM: Terry New
Interim Library Director

RE: Position Reclassification

DATE: September 25, 2023

Recommendation:

I recommend Board approval of the service agreement with the Charter Township of Texas (attached).

Executive Summary:

In August 2023, the KPL Board of Trustees approved the terms of the Library Services Agreement between Kalamazoo Public Library and the Charter Township of Texas. The service agreement was written by attorney Daniel P. McGlinn of Kreis Enderle who wrote the service agreement between these two entities in 2019.

The draft of this agreement was presented to Library of Michigan for review.

LIBRARY SERVICES AGREEMENT

An AGREEMENT made this 25th day of September, 2023, by and between the Kalamazoo Public Library (the "Library") and the Charter Township of Texas (the "Township").

WHEREAS, the Library is a duly authorized and established library in the State of Michigan pursuant to the District Library Establishment Act, 1989 PA 24 ("DLEA");

WHEREAS, Section 12 of the DLEA authorizes the Library to enter into service contracts with other municipalities to provide library service;

WHEREAS, the Library and the Township have determined, it is in the best interests of the health, safety and welfare of their residents to enter into this Agreement.

THEREFORE, the parties agree as follows:

1. **Provision of Library Service.** During the term of this Agreement, the Library shall provide to the Township (1) basic library services (the "Basic Library Services") to include access to the Michigan Electronic Catalog ("MeLCat") for Township residents who reside within the Mattawan School District and the Schoolcraft School District ("Township Service Area"). Basic Library Service include the following rights for Township Resident who reside in the Township Service Area: (i) the ability to check out physical print and AV materials from the library and through the Michigan Electronic Catalog (MeLCat); and (ii) the ability to purchase a digital services card for one-half the cost of a non-resident KPL card. This card will enable residents to access all Kalamazoo Public Library's digital resources available to all Library users, which currently include OverDrive, Hoopla, Kanopy and Freegal.

2. **Funding.** In consideration of this Agreement and in exchange for Library Services, the Township agrees as follows:

a. *Penal Fines.* The Township also agrees to assigns 100% of the penal fines allocated to the Township for the Township Service Area under the provisions of Act 59 to the

Library during the term of this Agreement.

3. **Term.** The Agreement shall begin on October 1, 2023 and end on June 30, 2025. This Agreement may be terminated by either party upon thirty (30) day advance written notice to the other party if the Penal Fines allocated to the Township as described in Section 2.a. above are reduced or scheduled to be reduced when compared to the previous calendar year.

4. **Entire Agreement.** This Agreement constitutes the sole and entire agreement between the parties with respect to the subject matter hereof.

5. **Amendments.** No modification of this Agreement shall be binding unless signed by all the parties hereto.

6. **Applicable law.** The validity, construction, interpretation and performance of this Agreement shall in all ways be governed and determined in accordance with the laws of the State of Michigan (without regard to conflicts of law principles).

7. **Authority.** Any party executing this Agreement on behalf of an entity warrants and represents to the other parties to this Agreement that he/she is duly authorized and has the requisite authority to execute this Agreement on behalf of said entity.

8. **Severability.** If any part of this Agreement is held to be invalid or unenforceable under the laws of any jurisdiction where this Agreement is to be performed or sought to be enforced, the remaining provisions shall be enforceable to the maximum extent permitted by law; provided, however, that such remaining provisions effectuate fully the intent of the parties as manifested herein.

CHARTER TOWNSHIP OF TEXAS

By _____

Its _____

Date _____

KALAMAZOO PUBLIC LIBRARY

By _____

Its _____

Date _____



Kalamazoo
Public Library

**Director's Report
September 2023**

From the Interim Director:

Core Values

- We are committed to excellence in programs, services, and collections
- We are community-focused
- We are committed to and intentional about equity and anti-racism
- We have safe, beautiful, and comfortable spaces
- We are committed to continuous improvement and innovation
- We have a passionate, engaged, knowledgeable, and creative staff

Strategic Priorities

- Strengthening Organizational Health
 - Advancing Equity and Inclusion: Library Services for All in our Diverse Community
 - Inspiring Literacy, Learning, and Engagement
1. The Oshtemo ADA parking improvements project has recently concluded. A significant enhancement from this project is the installation of the circle drive drop box. This strategic addition elevates the patron experience by providing a convenient means to drop off materials, especially during challenging weather conditions or after the sun has set.
 2. The space study process has been initiated by sending out a request for information (RFI) to several key groups to assess interest. These groups included the National Organization of Minority Architects, and architects that the library has previously collaborated with. Additionally, we've communicated with a list of architects recommended by the construction managers with whom we're currently engaged. As part of our expansive outreach, we plan to connect with the AIA list of architects in Michigan by the end of this month.
 3. Byce Engineering Architects are actively developing design plans for the Eastwood Branch's new roof, alongside a detailed cost estimate. They've proposed the installation of a "cold" roof system, a solution specifically designed to address and eliminate our persistent issues with ice dams. With preparations underway, we're looking forward to commencing the construction by spring 2024.
 4. Citing the basic business principle that expenses were exceeding sales, major library material vendor Ingram has announced that they will phase out the DVD & Blu-ray divisions of the

company. This prompted a reassurance email from Midwest Tape stating that they are committed to continue supplying these formats to the library market for as long as there is demand for them.

Strengthening Organization Health

5. The annual Staff Recognition Breakfast was held on Thursday, September 17th. Staff celebrating milestone anniversaries, retirees and graduates were honored and staff and Board Trustees were entertained by the staff-led musical group, the VanDees.
6. Security Manager, Taneesha Spencer-Neily, attended Library Journal's Library Leaders' Safety Summit on September 20.
7. Youth Services staff had a celebration lunch in honor of Theo Gill's completion of a Master degree in Library and Information sciences from Wayne State University. Theo is the inaugural recipient of the Amanda Green Scholarship.
8. Amy Clark, HR Specialist, completed the departmental goal of development and distribution of annual total compensation statements for all salaried staff.

Advancing Equity and Inclusion: Library Services for All in Our Diverse Community

9. KPL will be receiving the 2023 Marcia Jackson Hunger Advocacy Award from Loaves & Fishes for the work the social services and security team does with distributing emergency food kits to patrons in need. Staff who were instrumental in the program including Kevin King, Taneesha Spencer-Neily, and former staff Erin Schuler and Ali Nickel attended the Community Celebration on September 21.
10. ONEplace offered a new workshop, Equity-Centered Strategic Planning: A Practical Application facilitated by Monica Liggins-Abrams. This experience offered participants the opportunity to delve deeper into the integration of equity-centered strategic planning. Participants rated this opportunity at 100%.
11. ONEplace launched a new intensive, Transformative Leadership Cohort, that will begin in October. This experience will emphasize fostering connections while breaking down hierarchies and will begin with a Racial Healing Circle facilitated by Stacy Jackson and Ragan Savara.
12. The Oshtemo Branch has been asked to host an after-hours program for the deaf and hard of hearing community on October 14. The "Deaf Night Out" event on October 14 will feature crafts using our Creativebug database and opportunities for patrons to get to know one another. Many thanks to Sarah Van Eck and Andrea Vernola for organizing this event.

Inspiring Literacy, Learning and Engagement

VIII.A.

1. The Mobile Library team attended the annual Recovery Fair in Bronson Park on September 16. This event is sponsored by our friends at the Recovery Institute of SWM and the CE Team is a regular participant. Over 100 individuals visited the table, talked to staff, and received a free book.
2. KPL hosted Encore Magazines Cover Exhibit for Art Hop on September 1. The night also featured the first (of hopefully many) Tiny Reference Desk Concerts. Many thanks to Karen Trout for organizing KPL's return to Art Hop participation.
3. Kevin King facilitated a public conversation with jazz icon, Branford Marsalis, on September 18 at Central in partnership with the Kalamazoo Symphony Orchestra. Over 50 members of the community listened to Marsalis, Sonya B. and Sean Hollis, and Edward Callahan talk about their storybook collaboration JAMMIN' IN KALAMAZOO. While serving a residency for the KSO, Marsalis wrote music for the book to be performed in KPL and KSO's Musical Storytime collaboration.
4. Erika Dowdell introduced a new idea for the craft table at Washington Square. Each month there will be a "featured" tool that will be out for the month. (e.g. pipe cleaners, stencils, stamps, etc.) For September the featured tool was "Dot Art Markers". They are kid-friendly and easy to use for all ages. The idea is to get creative with art with no right or wrong way. Just do it!
5. All locations participated in National Voter Registration Day on September 19. Membership from the League of Women Voters volunteer to help patrons at all locations register to vote! Thanks to Karen Trout and the branch managers for organizing and promoting this very special initiative.
6. Over 400 early childhood professionals gathered at KVCC's Texas Township campus for the in person return of the Early Childhood Institute. Jill L and Amanda S were able to present in a Community Partners session alongside Loaves and Fishes, Open Doors, Community Homeworks, and Love Kzoo. 320 books were shared from Ready to Read for teachers to take to their KRESA classrooms.
7. Jill L met with the Traverse Area District Library to share the details on the work that goes into the annual Party in the Park. The photos of KPL's event spread joy far beyond our library district and we are very excited that they noticed those and asked for KPL to help them start a similar program of their own.
8. Ready to Read and the Mobile Library visited the YWCA Dreamery on August 31 to set up a Book Nook. These books will enhance the reading opportunities for children 0-12 in the space.
9. It's almost time for the Bronson Children's Hospital Run/Walk! Ready to Read supports a collaboration with KPL and the Bronson NICU. The Mobile Library, along with Jill L, made the

delivery of 400 books to be used in the annual Read-a-Thon as part of an ongoing program through the Vermont Oxford Network. Over 1400 hospitals will participate in this annual event that will encourage reading in the NICU and send books homes with families. Look for more information on this wonderful project soon as we continue documenting this year's work with Brian B. from KPL and the communications team at Bronson.

10. First graders from Kalamazoo Public Schools will visit the KPL location nearest them again this fall. Visits start on Monday, September 11 and will wrap up on Monday, October 10. We are excited to introduce the library buildings to the Class of 2035!
11. Summer programming was a huge success in the Children's Room. We had good attendance at our weekly programs (Move & Groove and Creation Lab) as well as our specials (the Preschool Drive-in Movie, for example). Families seem pleased with the options available and enjoyed the activities. We closed out the summer with a party that was well attended and ended our summer on a happy note.
12. The Dinosaur Escape Room program was a big hit - almost 30 families and groups came through to try their luck. Everyone solved the room, and we got lots of positive feedback on the experience. Another escape room is being planned for the December break.
13. Laura Bultman hosted an evening story time at Central as part of the Stuffie Sleepover program. After a special story time on Wednesday night, the stuffies slept over at the library (and got into some "mischief"!). At pick-up on Thursday, each child was presented with a personalized photo sheet of what their stuffie had done at the library overnight and a book. Thanks to Sara Clark who helped take all the photos and find books for each participant!
14. Laura Bultman welcomed the preschoolers from the Michigan Afterschool Association every Monday morning over the summer for their own special story time. We've had lots of fun reading books, singing songs, and hearing stories.
15. The Kalamazoo Institute for the Arts presented a program for kids in the Alice room. It was a small but engaged crowd.
16. We have been working hard in the Children's Room to give the room better flow and provide better sightlines. A large bank of shelves was moved and reworked the picture books. Many people have commented on how nice it looks and how it opens up the room. We appreciate FM's quick response, hard work, and willingness to talk things through.
17. Laura Bultman and Sara Clark hosted the Goodwill Life Guides program and families. We gave a tour, handed out free books, made some crafts, and helped families get or update their library cards. The event was very well received by both the Goodwill partners and the families in the program. We look forward to further collaboration with them.

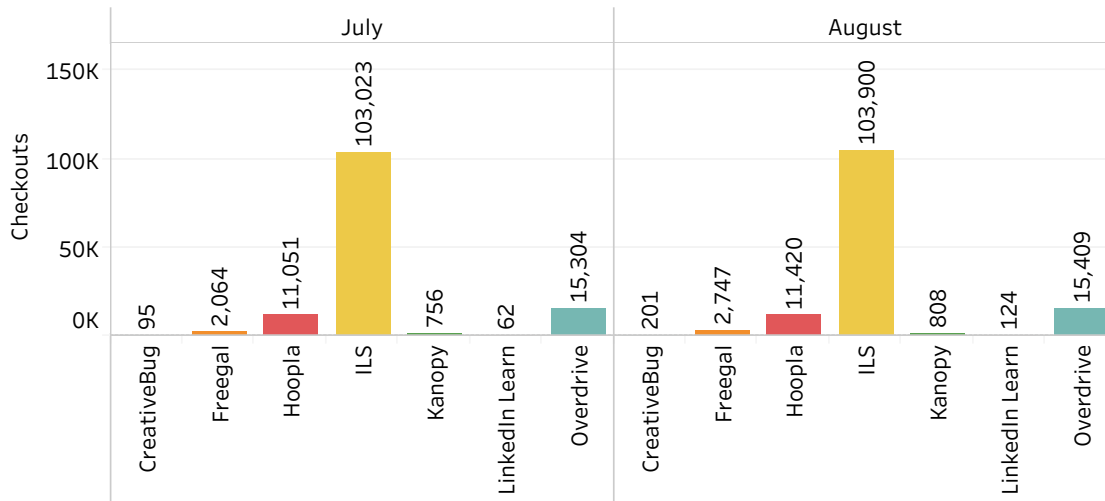
18. In an effort to provide more in-house things for older kids to do while at the library, we've started a Busy Boxes collection in the Central Children's room. Each box has a LEGO project and instructions and can be used by kids in the room.
19. Laura Bultman attended the Parkwood-Upjohn back-to-school event.
20. Brianna Jackson hosted Anime in the Afternoon at Central every Wednesday in August; it continues to be a well-attended program. Anime we've currently watched includes Spy x Family, Belle and Assassination Classroom.
21. Brianna Jackson hosted Boba Tea Keychains at all locations in August. Teens were able to create keychains using colorful beads, simulation cream, and airdry clay. It was a hit, and Brianna has plans to run the program again.
22. Brianna Jackson hosted Chalk It Out! at Central in August. This program is for all ages, although teens who made their own chalk at the DIY Chalk Program last month were encouraged to bring what they made to help us make Central's sidewalks beautiful.
23. Oshtemo held a four-week class called Rhythm Readers. This was a class for children who might be struggling with reading. A speech language therapist, Erin Cramer, and certified music therapist, Angie Biehl, led the class.
24. Oshtemo had a partnership on August 2 with members of WMU's Engineering Department to lead an extended program on making boba balls from alginate. The class was full (25 students), and the kids had fun learning how to create their own boba balls.
25. The Tween Graphic Novel Club continues. We read *Measuring Up* for the August selection. The group continues to grow, and we had a total of 11 kids come to the meeting.
26. Oshtemo had an Arts and Crafternoon event on August 16 that saw 8 teens come out to make all sorts of fun crafts with us. We made bookmarks, designed stickers, and other fun things.
27. Wellspring Dance Academy came to do two story times with us in August. The kids had a lot of fun dancing, singing, and hearing a fun story from our partners there.
28. Oshtemo had two certified therapy dogs named Cabernet and Ryder come to the branch to hear stories from kids at OSH. August 7 was Cabernet's second visit, and she had a fantastic time. This was Ryder's first visit on August 25, and he was a big hit. Patrons really enjoyed getting to read to them and learning more about what makes therapy dogs different from service dogs.
29. Kiersten Jouppi and Abbey Flentje worked at the Family Health Center Back to School bash on August 11 with the Mobile Library crew. We saw hundreds of kids and their families. All kids got to take home some KPL swag and the book of their choice.

30. Natalie Isham visited Kalamazoo Covenant Academy twice in August, bringing SRP prize books, giving out KPL swag, and discussing programming with over 30 students each session. After nearly a year of visits, she's made lots of contacts and relationships with the kids, and they are excited to engage on library visit day now. Natalie is now talking with the school regarding the option of bringing the kids to the library for tours.
31. Amanda Stover attended the Family Night event at the YWCA. This event hosted the children, and their families, who attend the Dreamery daycare at the YWCA. Books and information about the library were provided at this event.
32. Amanda Stover met with the teachers at Kazoo School to discuss how KPL can support their classrooms. It was decided that an Agency card would be created for Kazoo School and a list would go around to each teacher for them to request book titles or topics. The list will be sent to Amanda, who will work on gathering the books and bringing them to the school once per month during one of her regularly scheduled visits.
33. Amanda Stover, Jill Lansky, and Asia Haywood attended the Early Childhood Conference that took place at KVCC. The event hosted early childhood professionals from KRESA. Staff recognized many partners from Head Start locations and learned more about the many different organizations we have in Kalamazoo that serve children and their families.
34. Amanda Stover and Tady Lewis worked together on the Banned Books Week book display. Each book on the display is hidden from view inside a plain white box. The reason(s) the book was banned or challenged would be listed on the outside of the box. The patron can open the box to reveal the title. All materials are available for check-out.
35. Local History staff have been busy creating some interesting new content for the website. An article about "Mansion Row", the West Main Street Residential District, paints a fascinating picture of these glorious architectural treasures, several of which have stood the test of time and are still standing proudly. Another article titled "The Dutch Influence", offers an overview of the origins of the early settlers of the area and why they fled their home country of the Netherlands.
36. Teen is very excited to announce two major headliners for Geek Fest this year: YouTube content creator, DM Scotty and award-winning author, Mark Oshiro.

FY 2023 YTD Total Circ

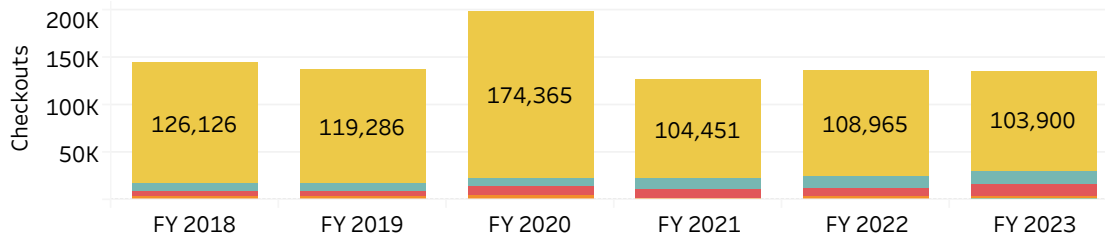
Source

- Overdrive
- Hoopla
- ILS
- Freegal
- Kanopy
- LinkedIn Learn
- Creative Bug

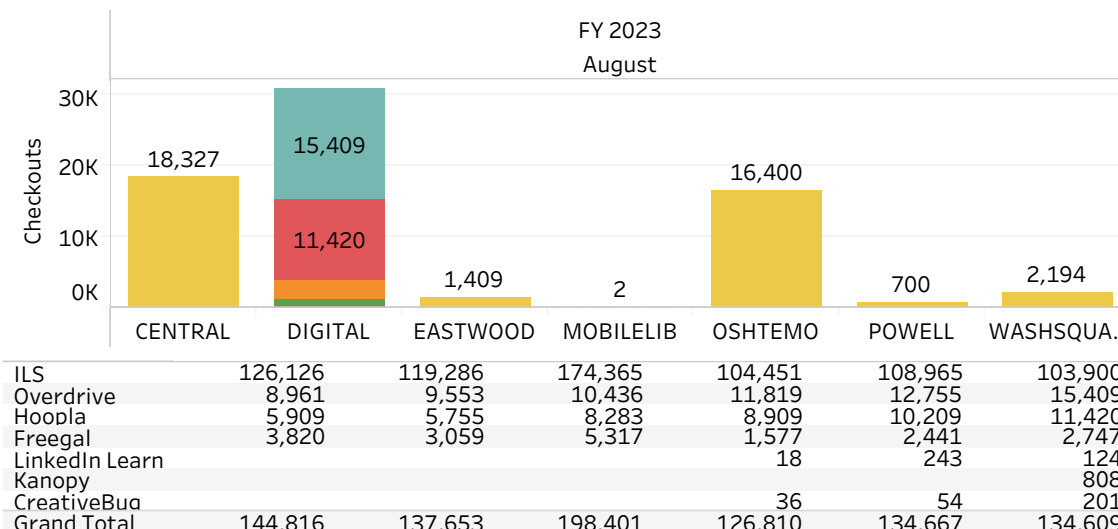


Source	FY 2023		Grand Total
	July	August	
CreativeBug	95	201	296
Freegal	2,064	2,747	4,811
Hoopla	11,051	11,420	22,471
ILS	103,023	103,900	206,923
Kanopy	756	808	1,564
LinkedIn Learn	62	124	186
Overdrive	15,304	15,409	30,713
Grand Total	132,355	134,609	266,964

August Total Circ last 5 FYs



Checkouts by Library

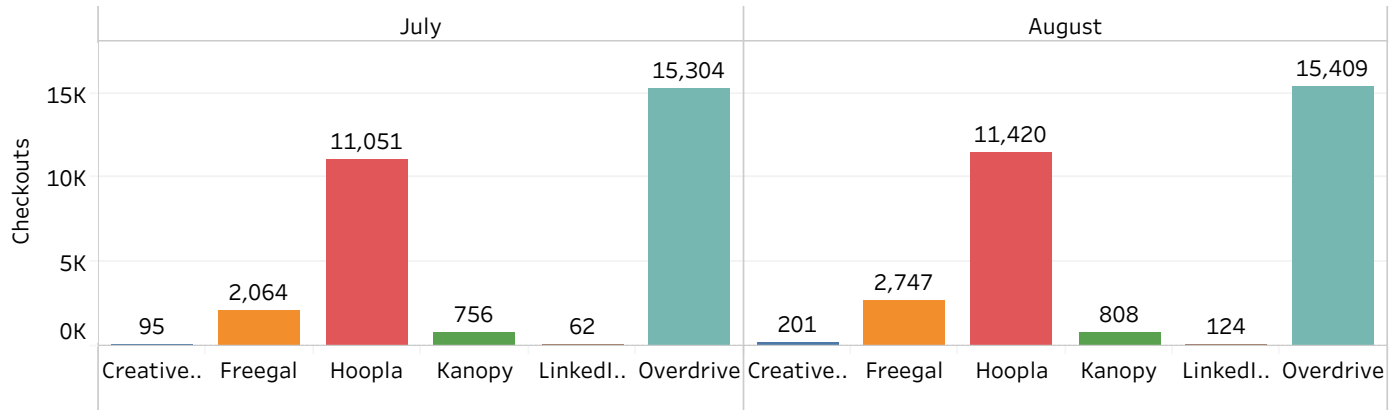


	CENTRAL	DIGITAL	EASTWOOD	MOBILELIB	OSHTMO	POWELL	WASHSQUA..
ILS	126,126	119,286	174,365	104,451	108,965	103,900	
Overdrive	8,961	9,553	10,436	11,819	12,755	15,409	
Hoopla	5,909	5,755	8,283	8,909	10,209	11,420	
Freegal	3,820	3,059	5,317	1,577	2,441	2,747	
LinkedIn Learn				18	243	124	
Kanopy						808	
CreativeBug				36	54	201	
Grand Total	144,816	137,653	198,401	126,810	134,667	134,609	

Source

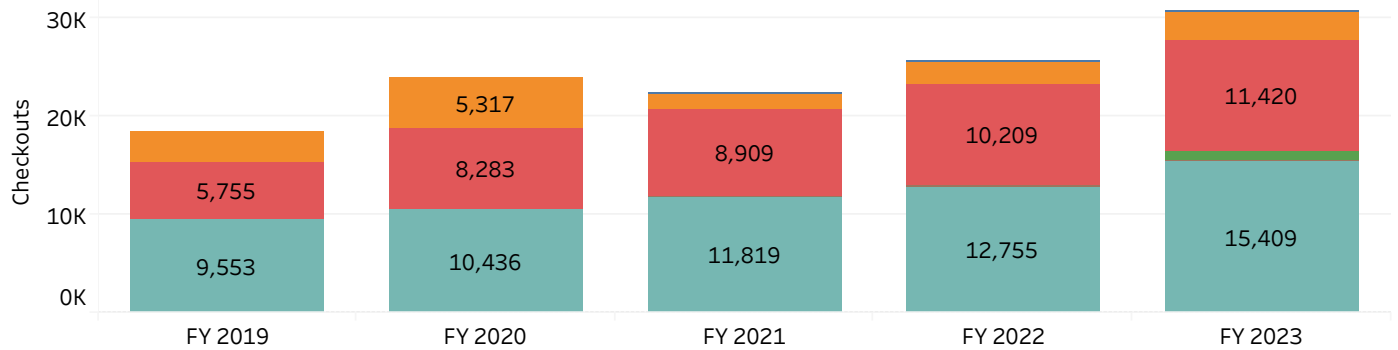
CreativeBug Freegal Hoopla Kanopy LinkedIn Learn Overdrive

FY 2023 YTD Digital Checkouts



Source	July	August	Grand Total
CreativeBug	95	201	296
Freegal	2,064	2,747	4,811
Hoopla	11,051	11,420	22,471
Kanopy	756	808	1,564
LinkedIn Learn	62	124	186
Overdrive	15,304	15,409	30,713
Grand Total	29,332	30,709	60,041

August Digital Checkouts



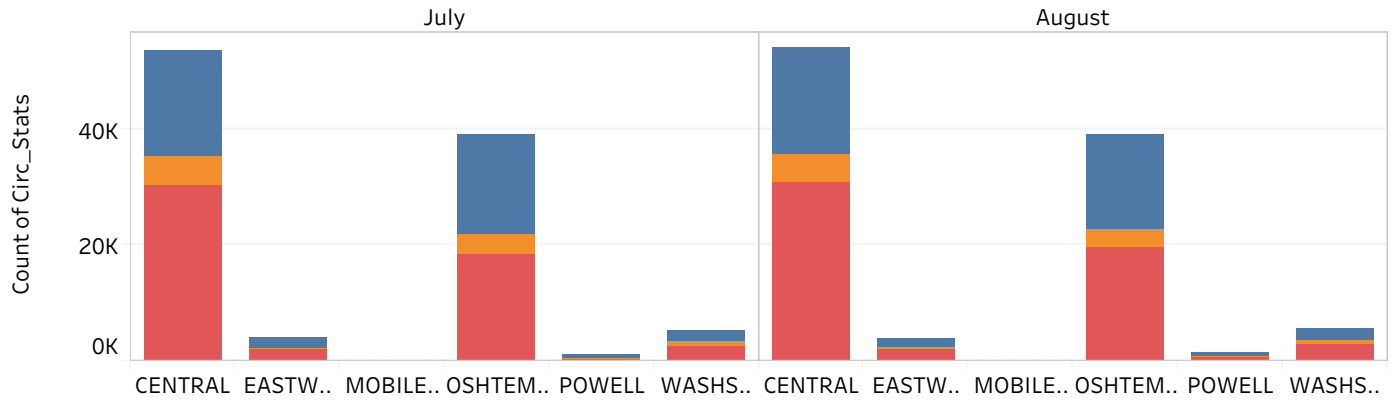
Source	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
CreativeBug	36	54	201		
Freegal	3,059	5,317	1,577	2,441	2,747
Hoopla	5,755	8,283	8,909	10,209	11,420
Kanopy					808
LinkedIn Learn	18	243	124		
Overdrive	9,553	10,436	11,819	12,755	15,409
Grand Total	18,367	24,036	22,359	25,702	30,709

Circ Comm.. Checkouts Holds Renewals

Item Demograpichs

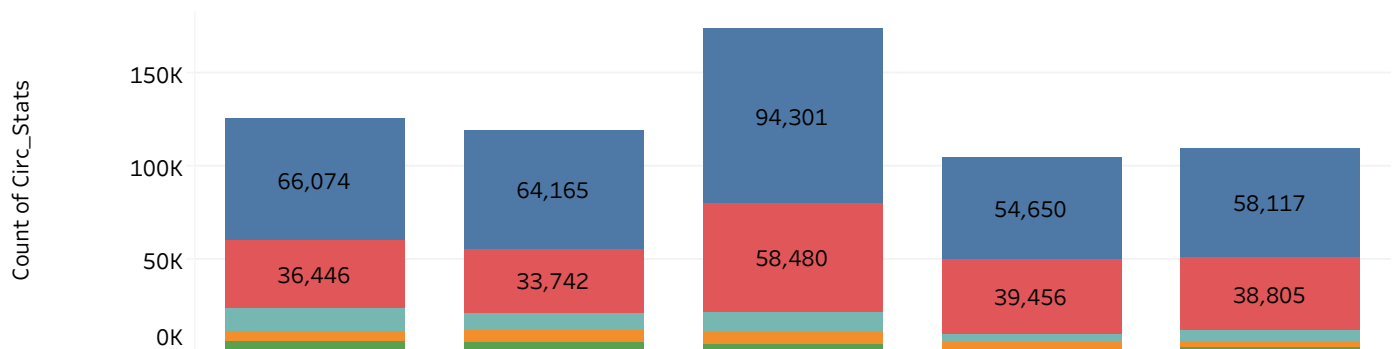
All

FY 2023 YTD Circ by Library



Library	Circ Comm..	July	August	Grand Total
CENTRAL	Checkouts	18,333	18,327	36,660
	Holds	4,956	4,688	9,644
	Renewals	30,162	30,809	60,971
EASTWOOD	Checkouts	1,692	1,409	3,101
	Holds	312	298	610
	Renewals	2,071	2,174	4,245
MOBILELIB	Checkouts		2	2
	Holds		1	1
	Renewals	71	18	89
OSHTEMO	Checkouts	17,072	16,400	33,472
	Holds	3,429	3,021	6,450
	Renewals	18,451	19,609	38,060
POWELL	Checkouts	656	700	1,356
	Holds	39	68	107
	Renewals	517	721	1,238
WASHSQUARE	Checkouts	1,887	2,194	4,081
	Holds	630	577	1,207
	Renewals	2,745	2,884	5,629
Grand Total		103,023	103,900	206,923

August Transactions by Library



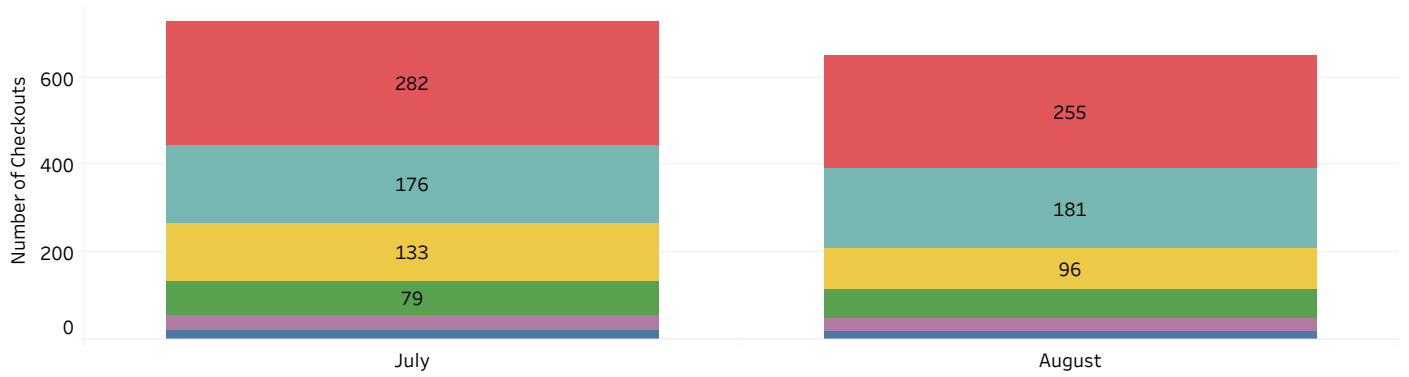
Library	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
CENTRAL	64,165	94,301	54,650	58,117	53,824
EASTWOOD	6,997	6,499	3,763	4,141	3,881
MOBILELIB			1	1,221	21
OSHTEMO	33,742	58,480	39,456	38,805	39,030
POWELL	5,111	4,377	1,690	1,335	1,489
WASHSQUARE	9,267	10,708	4,891	5,346	5,655
Grand Total	119,286	174,365	104,451	108,965	103,900

Library of Things (LOT)

Categories

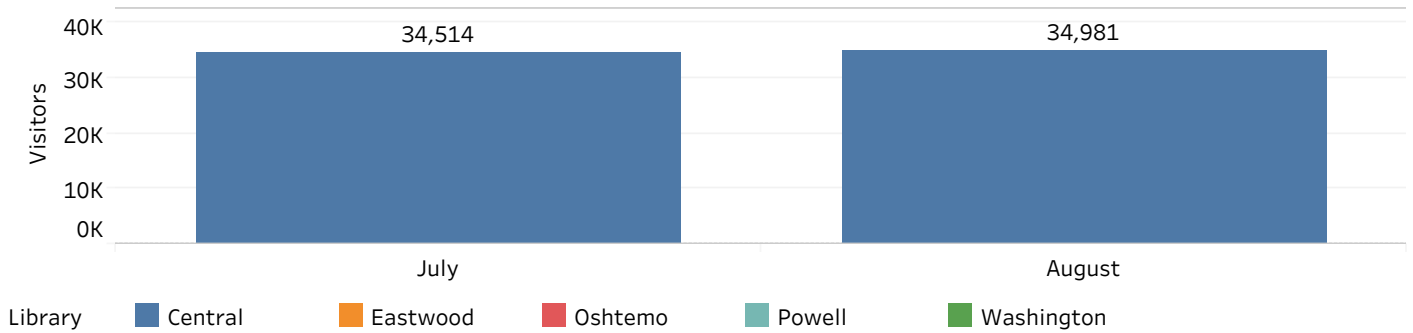
■ GAMES
 ■ HOME
 ■ TECHNOLOGY
 ■ RECREATION
 ■ TOOLS
 ■ ARTSCRAFTS

FY 2023 YTD Circ LOT

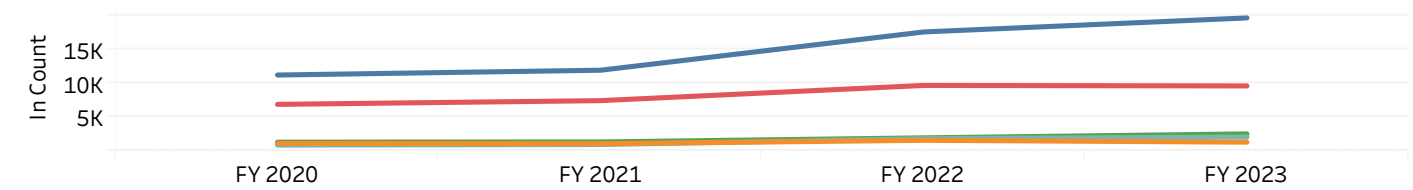


	July	August	Grand Total
ARTSCRAFTS	22	21	43
GAMES	282	255	537
HOME	176	181	357
RECREATION	79	65	144
TECHNOLOGY	133	96	229
TOOLS	34	29	63
Grand Total	726	647	1,373

FY 2023 YTD Library Visits

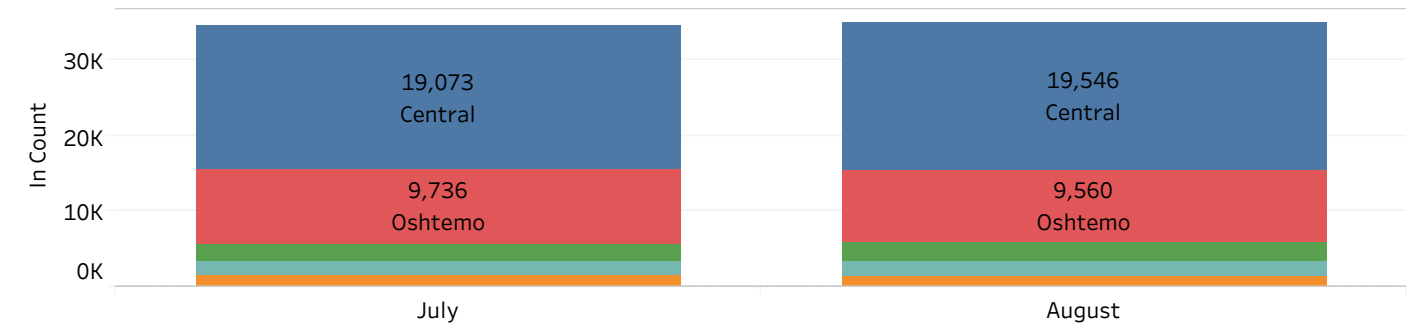


August



Library	July	August	Grand Total
Central	19,073	19,546	38,619
Oshtemo	9,736	9,560	19,296
Washington	2,234	2,515	4,749
Powell	1,978	2,058	4,036
Eastwood	1,493	1,302	2,795
Grand Total	34,514	34,981	69,495

FY 2023 YTD Library Visits by Library



August

Library	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Central	29,278	11,159	11,867	17,485	19,546
Eastwood	2,124	1,110	1,070	1,576	1,302
Oshtemo	12,141	6,851	7,399	9,631	9,560
Powell	4,291	869	955	1,806	2,058
Washington	3,972	1,299	1,333	1,935	2,515
Grand Total	51,806	21,288	22,624	32,433	34,981

KALAMAZOO PUBLIC LIBRARY										
LIBRARY STATISTICS										
August 31, 2023										
	Central	East				Washington		Year to	Prior Year	%
Agency	Library	wood	Mobile	Oshtemo	Powell	Square	Total	Date	to Date	Change
BOOKS										
-Adult	18,329	828	10	12,721	476	1,893	34,257	67,718	70,963	-5%
-eBook	10,550						10,550	21,276	19,703	8%
-Digital Magazine	1,937						1,937	3,616	1,317	175%
Teen	3,759	271	6	1,636	89	314	6,075	12,236	12,364	-1%
Juvenile	15,655	1,253	5	18,077	180	1,185	36,355	72,255	73,771	-2%
Total	50,230	2,352	21	32,434	745	3,392	89,174	177,101	178,118	-1%
AUDIO-VISUAL										
Audiobook										
-CD	929	34	0	809	140	42	1,954	3,845	4,046	-5%
-Digital	13,177						13,177	25,821	21,170	22%
Music										
-CD	958	24	0	323	45	20	1,370	2,937	3,655	-20%
-Digital	3,088						3,088	5,486	4,973	10%
Video										
-DVD	13,840	1,442	0	5,238	547	2,175	23,242	46,559	47,358	-2%
- Digital	955						955	1,875	2,312	-19%
Wi-Fi Hotspots	0						0			
Library of Things	354	29	0	226	12	26	647	1,373	1,148	20%
Total Non-Print Material	33,301	1,529	0	6,596	744	2,263	44,433	87,896	84,662	4%
Total Circulation	83,531	3,881	21	39,030	1,489	5,655	133,607	264,997	262,780	1%
Computer Usage										
Onsite Computer Use	3,692	166	0	547	329	337	5,071	9,866	8,784	12%
WIFI Users	0						0	0	0	
Website										
Visits	74,481						74,481	155,086	188,997	-18%
Unique Visitors	48,549						48,549	102,670	129,350	-21%
Library Cards										
-New Registrations	218	27	5	151	20	43	464	913	1,099	-17%
-Online Registrations	191	0					191	361	306	18%
-Total Card Holders	7,482						7,482	14,938	24,973	-40%

KALAMAZOO PUBLIC LIBRARY										
LIBRARY STATISTICS										
August 31, 2023										
	Central	East				Washington		Year to	Prior Year	%
	<u>Library</u>	<u>wood</u>	<u>Mobile</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Square</u>	<u>Total</u>	<u>Date</u>	<u>to Date</u>	<u>Change</u>
Database Statistics										
Sessions										
-MeL & Other Databases	62						62	121	163	-26%
-Local History	183						183	731	336	118%
-Kanopy	808						808	7,601		
-LinkedIn Learning	124						124	134	633	-79%
-CreativeBug	<u>201</u>						<u>201</u>	<u>296</u>	<u>19</u>	1458%
Total Database Sessions	1,378	0	0	0	0	0	1,378	8,883	1,151	672%
Searches										
-MeL & Other Databases	348						348	2,547	839	204%
-Local History	2,302						2,302	8,598	4,304	100%
-Law Library	<u>0</u>						<u>0</u>	<u>558</u>	<u>0</u>	
Total Database Searches	2,650	0	0	0	0	0	2,650	11,703	5,143	128%
Law Library										
-Visitors	216						216	357	415	-14%
-Phone Calls	122						122	169	198	-15%
-Questions Answered	244						244	451	544	-17%
Library visits by location	19,546	1,302	0	9,560	2,058	2,515	34,981	69,495	60,848	14%
Books Distributed										
-Ready to Read	2,620						2,620	4,150	2,315	79%
-Via Mail	459						459	817	654	25%
-MeCat	2,195						2,195	4,339	4,389	-1%

PROGRAM STATISTICS	
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Onsite/Outreach Events	
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[illegible][illegible]

PROGRAM STATISTICS										
Live Online/Recorded Online Events										
August 31, 2023										
Agency	Central Library	East wood	Mobile	Oshtemo	Powell	Washington Square	Total	Year to Date	Prior Year to Date	% Change
<u>Live Online Events</u>										
Adult	7	0	0	0	0	0	7	14	10	40%
Attendance	122	0	0	0	0	0	122	421	229	84%
Teen	0	0	0	0	0	0	0	0	0	
Attendance	0	0	0	0	0	0	0	0	0	
Juvenile	0	0	0	0	0	0	0	0	0	
Attendance	0	0	0	0	0	0	0	0	0	
Total Live Online Events	7	0	0	0	0	0	7	14	10	40%
Total Live Online Attendance	122	0	0	0	0	0	122	421	229	84%
<u>Recorded Online Events</u>										
Adult	0	0	0	0	0	0	0	0	2	-100%
Views	0	0	0	0	0	0	0	0	46	-100%
Teen	0	0	0	0	0	0	0	0	15	-100%
Views	0	0	0	0	0	0	0	0	1,860	-100%
Juvenile	0	0	0	0	0	0	0	0	0	
Views	0	0	0	0	0	0	0	0	0	
Total Recorded Online Events	0	0	0	0	0	0	0	0	17	-100%
Total Recorded Online Views	0	0	0	0	0	0	0	0	1,906	-100%
Total New Events	48	8	13	12	4	16	101	230	162	42%
Total New Events Attendance & KPL TV Total Monthly Views	1,665	108	1,269	353	54	355	3,804	7,533	6,340	19%

August 2023 Data Report - Social Work Intern

Total Worked Hours: 53.42 Hours

I attended the **Back to School Bash hosted by the Family Health Center** this month along with other KPL staff members associated with the Mobile Library. I brought along general and feminine hygiene bags as well as flyers advertising the Local Help Resources page to provide to individuals attending the event. Other items I brought along include socks, stickers, various hygiene items, and more. I **packaged many hygiene kits in preparation for the Back to School Bash** and assembled more after the event to replenish our supply. While attending the Back to School Bash, I spoke with a member from Loaves & Fishes who was curious about the Mobile Library and our Local Help Resources.

I was able to attend the **“Understanding Intellectual Freedom and Censorship” Webinar** near the beginning of the month which educated me further on library practices. I **completed the Social Work Intern Training Manual for the next social work intern** and completed several other tasks to ensure everything was prepared. In addition, I was able to meet with the new social work intern to begin going over some information that they might need during their own internship.

In regard to interactions and incidents that I was present for or engaged in, there was a definite increase from last month. **Below are some of the noteworthy interactions that I participated in.**

- I assisted a patron and their child navigate to the bathroom and engaged in a positive conversation while they were attending a library hosted event.
- I interacted with many individuals attending the Back to School Bash at the Family Health Center. These interactions consisted of information about what was available for free from KPL during the event, answering basic library questions, explanation of the Local Help Resource page, descriptions of the hygiene items included in the bags, and much more.
- I helped security locate our Peer Navigator, Ken, when a patron was needing assistance on the lower level. Ken did not have his radio on him, so he did not hear security calling for him at the time. I was near Ken, so I relayed the message to him directly.
- I was present during an altercation between a male and female patron on the second floor near the computers. I stayed briefly to ensure security did not need any assistance from myself. Once security separated the two patrons and everything calmed back down, I went back to my office since I was not needed.
- I assisted a patron in locating One Place and other various topics. Although I have limited knowledge about specific details regarding One Place, I was able to direct printouts to help answer her questions.
- At the end of the month, I was able to offer a general/feminine hygiene bag and a granola bar to a patron looking for a Loaves & Fishes bag. Since we were out of those bags, I was able to offer her the other options which she was incredibly grateful for.

Month:	Community Events:	Special Projects:	Incidents/Interactions Supported With:	WMU-related:	Staff Wellness/Trainings:	Additional Notes:	Total Worked Hours:
August	Volunteered at the Back to School Bash hosted at the Family Health Center on 8/10.	Packaged many general/feminine hygiene bags, cut out countless flyers used daily, organized resources, and much more to prepare for the next social work intern.	Assisted a patron and their child navigate to the bathroom. Interacted with many individuals during the Back to School Bash. Helped security locate Ken (PN) to assist a patron. Present during an altercation between two patrons on the second floor. Provided information about One Place to a patron. Handed out hygiene bags and a granola bar to a patron looking for Loaves & Fishes bag.	Completed the Social Work Intern Training Manual and met with the newly assigned intern.	Attended Understanding Intellectual Freedom and Censorship Webinar on 8/2.	Reordered Loaves & Fishes Bags on 8/2 and 8/28.	53.42 Hours



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comunidad de
compañeros
que abrazan la
recuperación*

Kalamazoo Public Library Peer Navigation Report August 1, 2023 – August 31, 2023

Excerpts from Staff Shift Log:

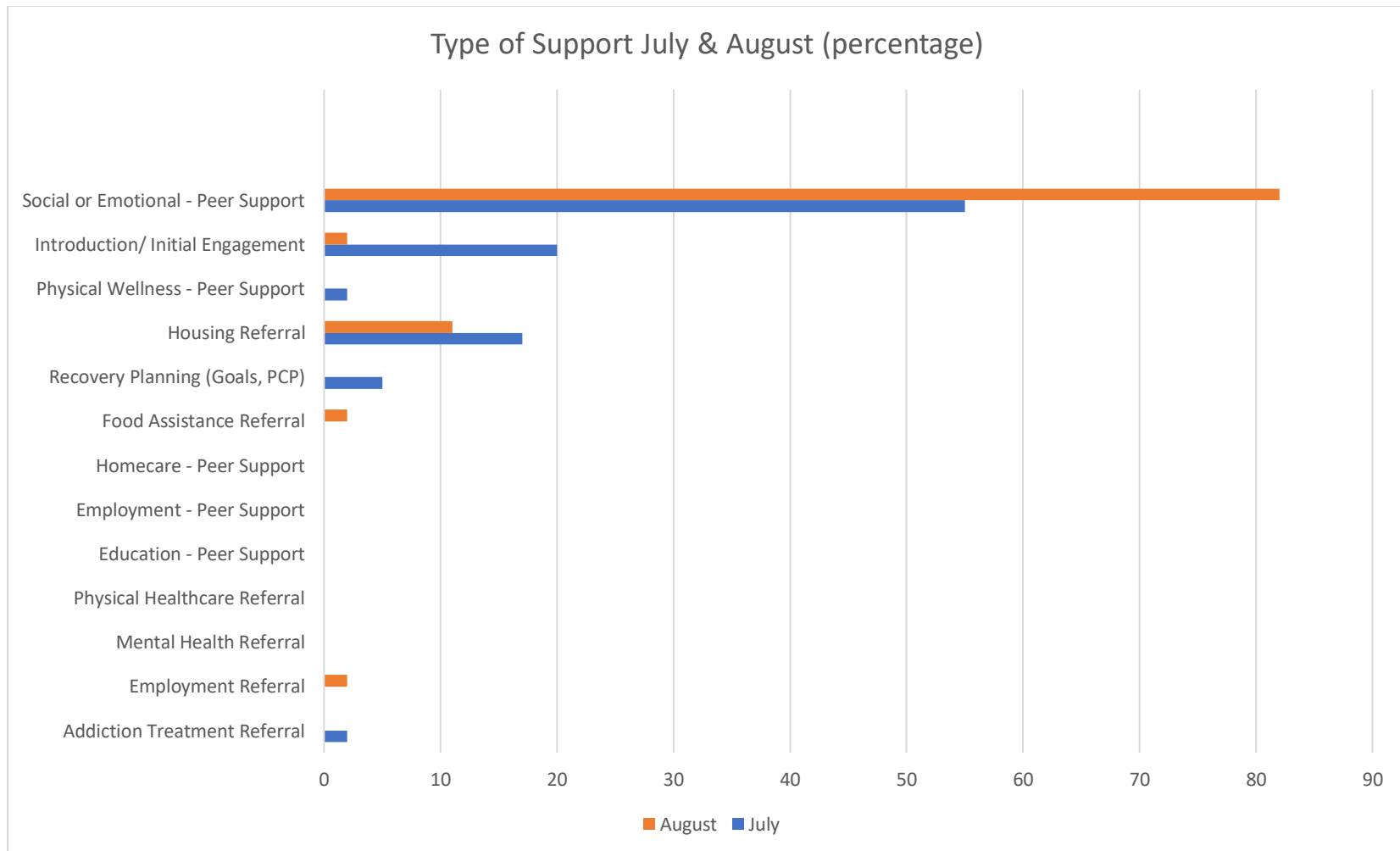
Sat in support of a patron going through separation. Looking at divorce and the expectations of co-parenting

A patron was having a rough time trying to get a ride to Battle Creek. Talked with them and calmed them down enough to stop crying

Gave support to a peer concerning their job loss and other things.

Introduced a peer to a staff member who helped in calming the peer. It was a great discussion which I felt added to my own recovery

Met with the new intern from western



Total Contacts July: 42

Total Contacts August: 44