



Kalamazoo Public Library

PUBLIC MEETING AGENDA **KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES**

August 28, 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/86949763456>

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Approval of Agenda

- I. ROLL CALL
- II. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
- III. PERSONS REQUESTING TO ADDRESS THE BOARD
- IV. CONSENT CALENDAR
 - A. [Minutes of the Meeting of July 24, 2023](#)
 - B. [Personnel Items](#) (acceptance of consent calendar)
- V. FINANCIAL REPORT
 - A. [Financial Reports for the Period Ending July 31, 2023](#) (action)
- VI. REPORTS AND RECOMMENDATIONS

Recommendations

- A. [MERS Delegates](#)
- B. [Material Selection Policy](#)
- C. [Texas Township Contract](#)

Reports

- D. Oshtemo Branch Report – Andrea Vernola

- 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. Recognition of Amanda Green Scholarship graduates

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: July 24, 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 5:03 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, Denise Miller, Linda Mah, Kori Jock, Emily Greenman Wright

Absent: None

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 June 24, 2023*
- B. *Minutes of the Meeting of June 27, 2023*
- C. *Minutes of the Meeting of June 28, 2023*
- D. *Personnel Items:* Trustee Miller acknowledged employee new hires, employee separations, and employee anniversaries within the organization.

MOTION: L. GODFREY MOVED AND K. JOCK SUPPORTED THE MOTION TO ACCEPT THE CONSENT CALENDARS FOR THE MONTH OF JUNE ENDING JUNE 28, 2023.

MOTION CARRIED 7-0

V. FINANCIAL REPORT

- A. *Financial Reports for the Month Ending June 30, 2023*

Recommendation: Interim Director Terry New recommended the Board accept the Financial Reports for the month ending June 30, 2023.

MOTION: L. GODFREY MOVED AND L. MAH SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JUNE 30, 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; D. Miller – yes; E. Greenman Wright – yes.

MOTION CARRIED 7-0

VI. REPORTS AND RECOMMENDATIONS

Recommendations

A. *Animals in the Library Policy*

Recommendation: Interim Director New recommended Board approval of an update of the Animals in the Library policy. Previous to this policy, animals in the library was addressed solely within the Rules of Conduct for Library Use policy. The new policy provides a comprehensive definition of service animals and service animals in training in compliance with the Americans with Disability Act and Michigan's Public Act 75 of 22. This policy was reviewed by legal counsel Miller, Canfield, Paddock and Stone, P.L.C.

MOTION: J. WILLIAMS MOVED AND D. MILLER SUPPORTED THE MOTION TO APPROVE THE ANIMALS IN THE LIBRARY POLICY.

Discussion: Trustee Jock asked how does communication about a policy change occur within the organization and how are staff trained on the new policy change. Interim Director New stated staff will initially receive email communication about the policy change, and then there will be a presentation on the policy change at the next staff meeting.

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

MOTION CARRIED 7-0

Reports

A. *Powell Branch Update*

Bill Caskey, Branch Manager at Alma Powell Branch, gave an overview of the history of the Powell Branch library on how it came to be and how the branch currently impacts the community it serves today. Branch Manager Caskey explained the First Saturday events at the Alma Powell Branch library. Children can participate in activities such as crafts and story

time. Every child receives a book to keep, and occasionally they have the opportunity to meet a mermaid (a local character actor comes into the library to provide this service). For adults they can receive a grocery or gas card in a raffle.

B. Space Study Request for Proposal

Thomas Sowell, Facilities Management Department Head, presented the Board with the Request for Proposal (RFP) that has been developed for a comprehensive space study for the library. The next step in this process will include a Request for Information process which will allow the library to gather information on vendors that will be interested in participating in the RFP process. Administration will keep the Board informed once a timeline has been established.

Discussion: J. Williams asked Department Head Sowell if the architects were all being sourced in Michigan. Sowell stated architects are being searched for in the state of Michigan, however the search may extend past the state of Michigan depending on if the firm is able to acquire enough architects for the study.

VII. COMMITTEE REPORTS

- A. Finance and Budget Committee – No meeting.*
- B. Personnel Committee – Trustee Miller stated that the committee has met several times since the last meeting regarding the board development proposal and they will present during Other Business.*
- C. Fund Development Committee – No meeting.*
- D. Director's Building Advisory Committee – Trustee Mah stated the committee did have a meeting to review the space study RFP.*
- E. Ad hoc Bylaw Review Committee – Trustee Williams shared that the committee did not meet since the last meeting, however they do have a date to meet on August 8th.*

VIII. OTHER BUSINESS

A. Director's Report

Interim Director New reported on the following topics:

Taneesha Spencer-Neily has been hired as the new security manager

- The current strategic plan has ended along with the fiscal year. Next month the director will make a recommendation for the plan for the new fiscal year.

- Facilities Management is launching the next major round of building improvements for the libraries to include roofing for both Eastwood and Oshtemo location. These projects are currently in the design and cost estimate phase.
- ONEplace had its Emerging Leadership Academy alumni breakfast this month.
- A staff workgroup led by Farrell Howe, Manager of Marketing and Communications, conducted an internal audit for communications. The group will focus on creating a new communication plan specifically for internal communications. The plan will consist of email communication guidelines and restructuring our intranet.
- Arika Jimenez, Human Resources Intern, organized several staff events for self-care and during Mental Health Awareness Month
- Natalie Isham, Lauren Yowell, Angela Fortin, Ben Brown, Derek Johnson, and Kevin King participated in the Juneteenth Festival with the Mobile Library.
- Final 150th anniversary events were held which included the Jordan Klepper book signing and his presentation, “Celebrating Books While They are Still Legal” on June 30, 2023. The Booker T. Jones concert took place at the State Theater on July 8, 2023. The success of both these events were a result of staff effort and great community partnerships.
- A staff taskforce is currently working on events for Banned Books Week in the first week of October.
- The Challenge Response Team has conducted the review and revision of the material selection policy, and it’s in its final revision and will be presented to the board next month.

B. Board Development Proposal

- Trustee Miller on behalf of the Personnel Committee made a recommendation that the board approve the phase one of Dr. Karika Parker’s proposal as presented. The proposal is for phase one that would run from August to December of this year. The proposal focuses on board development and identifying a new search firm.

MOTION: K. JOCK MOVED AND E. GREENMAN WRIGHT SUPPORTED THE MOTION TO APPROVE PHASE ONE OF DR. PARKER’S PROPOSAL.

Discussion: Trustee Godfrey asked for the activities in the proposal to be described and the timeline of the activities in the proposal. Trustee Miller stated that Dr. Parker will be assisting the board with acquiring a new hiring firm for the Executive Director’s search, and hiring a new Executive Director. Trustee Jock stated the timeline to hire a new Executive Director is before June of next year.

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

MOTION CARRIED 7-0

IX. PERSONS REQUESTING TO ADDRESS THE BOARD

No one wished to address the board.

X. COMMENTS BY TRUSTEES

- J. Williams thanked the KPL staff for the high-quality work they provide.
- K. Jock echoed thanks to staff for giving visibility to events and hoped everyone's getting the rest that they need after doing great work in the community.
- D. Miller expressed how she is excited for all the community partnerships to come, the new layout of the Director's Report that Interim Director New submitted, and the needs space study being conducted. D. Miller also stated how she appreciates the board as well.
- L. Godfrey had no comment.
- L. Mah echoed thanks to the staff for all their hard work.
- President Roth thanked everyone for their work with the public events and programs. Also, she welcomed all the new staff and thanked Interim Director New for all her hard work.

XI. ADJOURNMENT

Hearing no objection, President Roth adjourned the meeting at 6:00 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 July 31, 2023**

DATE: August 28, 2023

Recommendation:

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

Executive Summary:

Notes to the reports are included for your information.

Lisa Godfrey, Treasurer

Kalamazoo Public Library

Financial Reports for July 2023

Governmental Pooled Funds, Sources and Uses and Combined Balance Sheet

The Library's Governmental Pooled Funds totaled \$16,259,348 at the end of the month of July. Sources of funds totaled \$566,557 during the month, highlighted by the receipt of funds to sustain ONEplace operations from (\$526,000). Uses of funds totaled \$1,268,330 in July, led by Salaries & Wages, Technical Services, and Prepaid Expenditures. The Combined Balance sheet was normal for the month.

Revenue, Expenditures-- General Operating Fund

The library recognized \$212,712 of General Fund revenue during the month of July, while General Fund expenditures charged to FY 2023-2024 totaled \$773,871 during the month. A portion significant portion of the uses of funds noted in the paragraph above were attributed to the library's prior fiscal year (\$494,459). Similarly, a large portion of the funds received during July represented revenue credited to ONEplace operations last fiscal year, or allocable to future fiscal years (\$345,000).

Capital Improvement Plan

Capital Improvement Plan activity for the month of July includes expenditures of \$27,097 during the month. CIP spending was led by charges for Cooling Tower in the Central Library (P#8250, totaling \$25,295). Major CIP encumbrances outstanding at the end of the month include various building repair, restoration, and infrastructure projects at the Central Library, Washington Square, Eastwood and Oshtemo branches (various CIP projects totaling \$207,083).

Special Revenue Fund

Financial activity in the Special Revenue Fund during July was highlighted by the receipt of \$155,000 of Stryker Johnston grant funds for ONEplace operations from the library's endowment fund. The SRF also recognized an additional \$1,989 of revenue during July, offset by \$21,911 of recognized expenditures.

Endowment Fund

Economic activity was mixed during July, as the Bureau of Labor Statistics made a downward revision of 306,000 jobs over the previous twelve months. BLS also reported the Consumer Price Index for the twelve-month period through July was 3.2%, a slight increase from the previous month. The market value of the Library's Endowment Fund at the end of July rose to \$6,098,272, a decrease in value of \$49,839 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 July 31 2023

	<u>July</u>
BEGINNING CASH BALANCE *	\$ 16,961,120
* Including short-term investments	
<u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 701
IFT/CFT, PILOT, Other Tax Receipts	\$ 5,780
State Aid/Renaissance Zone Reimbursement	\$ -
USF Refunds/Law Library Contract/District Ct. Penal Fines	\$ -
Interest Income	\$ 27,985
Library Fines & Fees	\$ 2,516
Other Sources: Gifts, Grants, & Reimbursements	\$ 372,586
Other (CIP and SRF Revenue, etc.)	\$ 156,989
TOTAL SOURCES OF CASH	\$ 566,557
<u>USES OF CASH:</u>	
Salaries & Wages	\$ (431,588)
Benefits	\$ (99,073)
Materials	\$ (96,472)
Operating Expenditures	\$ (13,663)
Facilities	\$ (69,668)
Technical Services	\$ (218,577)
Purchased Services	\$ (58,543)
Other	\$ (94,507)
Capital Expenditures	\$ (73,028)
Prepaid Expenditures	\$ (113,211)
TOTAL USES OF CASH	\$ (1,268,330)
ENDING CASH	<u>\$ 16,259,348</u>
<u>POOLED CASH ACCOUNTS:</u>	
Petty Cash	\$ 250
Flagstar Bank General Checking	\$ 288,827
First National NOW & ACH Transfer Accounts	\$ 147,412
Consumers Credit Union - Share Savings/Navia Admin	\$ 25,908
Consumers Credit Union - General Checking	\$ 28,022
Midwest Business Exchange Account/Paypal	\$ 34,866
POOLED CASH ACCOUNTS	\$ 525,285
<u>POOLED INVESTMENT ACCOUNTS:</u>	
Flagstar Bank Premier Savings, MM & CD Accts	\$ 6,608,603
First National Bank ICS Savings, MM & CDs	\$ 7,185,285
Consumers Credit Union MM Acct & CD Accts	\$ 1,940,175
POOLED INVESTMENT ACCOUNTS	\$ 15,734,062
TOTAL CASH AND POOLED INVESTMENTS	<u>\$ 16,259,348</u>

Kalamazoo Public Library

Combined Balance Sheet

As of July 31, 2023

	Operating	Capital Improvement	Special Revenue	Endowment
<u>Assets</u>				
Cash & Equivalents				
Cash & Checking	\$ 6,946,278	\$ 3,949,732	\$ 364,955	\$ 480,044
Investments	\$ 4,998,383	\$ -	\$ 1,566,387	\$ 5,618,228
Total Cash & Equivalents	\$ 11,944,661	\$ 3,949,732	\$ 1,931,342	\$ 6,098,272
Accounts Receivable				
Accounts Receivable	\$ 238,238	\$ 140,000	\$ 138,364	\$ -
Total Accounts Receivable	\$ 238,238	\$ 140,000	\$ 138,364	\$ -
Taxes Receivable				
Taxes Receivable	\$ 13,609	\$ -	\$ -	\$ -
Total Taxes Receivable	\$ 13,609	\$ -	\$ -	\$ -
Other Assets				
Other Assets	\$ 349,179	\$ -	\$ -	\$ -
Due to/from Other Funds	\$ -	\$ -	\$ -	\$ -
Total Other Assets	\$ 349,179	\$ -	\$ -	\$ -
Total Assets	\$ 12,545,687	\$ 4,089,732	\$ 2,069,706	\$ 6,098,272
<u>Liabilities and Fund Balance</u>				
Current Liabilities				
Accounts Payable	\$ 10,343	\$ 380	\$ -	\$ -
Salaries Payable	\$ (7,742)	\$ -	\$ -	\$ -
Retirement Payable	\$ 854	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 3,455	\$ 380	\$ -	\$ -
Long Term Liabilities				
Long Term Liabilities	\$ 190,000	\$ -	\$ 345,000	\$ -
Total	\$ 190,000	\$ -	\$ 345,000	\$ -
Net Assets				
Fund Balance	\$ 12,352,230	\$ 4,089,352	\$ 1,724,706	\$ 6,098,272
Total	\$ 12,352,230	\$ 4,089,352	\$ 1,724,706	\$ 6,098,272
Total Liabilities & Fund Balance	\$ 12,545,685	\$ 4,089,732	\$ 2,069,706	\$ 6,098,272

Kalamazoo Public Library
General Operating Fund
Month of July 2023

	Month of July						
	Activity	Encumbrances	PEB	YTD	Budget Left	% Complete	
1 - General Fund							
Revenue							
	Property Taxes	\$0	\$0	\$13,740,379	\$0	\$13,740,379	0.0%
	Other Taxes	\$0	\$0	\$119,100	\$0	\$119,100	0.0%
	Fines and Fees	\$2,516	\$0	\$19,000	\$1,216	\$17,784	6.4%
	District Court Penal Fines	\$0	\$0	\$148,000	\$0	\$148,000	0.0%
	Local Support	\$181,000	\$0	\$173,000	\$181,000	(\$8,000)	104.6%
	Interest Income	\$27,985	\$0	\$150,000	\$27,985	\$122,015	18.7%
	State Aid and Reimbursements	\$0	\$0	\$272,812	\$0	\$272,812	0.0%
	Other	\$1,211	\$0	\$127,796	\$1,211	\$126,585	0.9%
Total Revenue	\$212,712	\$0	\$14,750,087	\$211,412	\$14,538,675	1.4%	
Expenditures							
Salaries							
	Administrator Salaries	\$27,020	\$0	\$846,645	\$54,040	\$792,605	6.4%
	Librarian Salaries	\$65,198	\$0	\$1,784,897	\$130,088	\$1,654,809	7.3%
	Supervisory Technical Salaries	\$39,535	\$0	\$1,052,715	\$77,695	\$975,020	7.4%
	Library Assistant Salaries	\$65,251	\$0	\$1,691,601	\$128,941	\$1,562,660	7.6%
	Interns	\$8,875	\$0	\$295,000	\$18,010	\$276,990	6.1%
	Hourly Staff	\$25,215	\$0	\$741,960	\$52,362	\$689,598	7.1%
	Substitute Salaries	\$2,920	\$0	\$89,482	\$7,785	\$81,697	8.7%
	Vacancy Credit	\$0	\$0	(\$35,000)	\$0	(\$35,000)	0.0%
Total	\$234,014	\$0	\$6,467,300	\$468,920	\$5,998,380	7.3%	
Benefits							
	Employee Insurance	\$88,934	\$0	\$1,068,015	\$88,934	\$979,081	8.3%
	Retirement	\$25,545	\$0	\$1,043,630	\$50,817	\$992,813	4.9%
	Employer FICA-Medicare	\$16,736	\$0	\$493,934	\$34,022	\$459,912	6.9%
	Other Benefits	\$7,396	\$0	\$102,044	\$7,396	\$94,648	7.2%
Total	\$138,611	\$0	\$2,707,623	\$181,170	\$2,526,453	6.7%	
Materials							
	Adult Books	\$15,180	\$0	\$596,550	\$40,200	\$556,350	6.7%
	Juvenile Books	\$3,679	\$0	\$147,000	\$10,813	\$136,187	7.4%
	Periodicals	\$2,700	\$0	\$52,860	\$2,998	\$49,862	5.7%
	Audio-Visual Material	\$1,636	\$0	\$432,000	\$29,853	\$402,147	6.9%
	Digital Materials	\$19,513	\$0	\$216,430	\$19,513	\$196,917	9.0%
	Library of Things	\$1,040	\$0	\$35,000	\$2,094	\$32,906	6.0%
Total	\$43,748	\$0	\$1,479,840	\$105,471	\$1,374,369	7.1%	
Facilities							
	Fuel	\$303	\$0	\$86,000	\$658	\$85,342	0.8%
	Electricity	\$3,403	\$0	\$191,390	\$21,651	\$169,739	11.3%
	Water	\$517	\$0	\$13,600	\$1,186	\$12,414	8.7%

Kalamazoo Public Library

General Operating Fund

Month of July 2023

	Month of July					
	Activity	Encumbrances	PEB	YTD	Budget Left	% Complete
Custodial Supplies	\$2,646	\$0	\$90,000	\$6,179	\$83,821	6.9%
Grounds Maintenance	\$0	\$11,660	\$54,500	\$1,160	\$53,340	2.1%
Vehicle Maintenance	\$0	\$0	\$8,500	\$0	\$8,500	0.0%
Building Repair	\$3,890	\$7,387	\$139,700	\$10,695	\$129,005	7.7%
Building Operations	\$24,277	\$0	\$133,700	\$28,049	\$105,651	21.0%
Total	\$35,036	\$19,047	\$717,390	\$69,578	\$647,812	9.7%
Operating Expenses						
Supplies	\$2,393	\$0	\$143,150	\$6,400	\$136,750	4.5%
Misc. Operating Expenses	\$1,551	\$0	\$103,355	\$4,456	\$98,899	4.3%
Postage & Freight	\$885	\$0	\$36,500	\$2,060	\$34,440	5.6%
Rent	\$4,986	\$0	\$46,000	\$8,068	\$37,932	17.5%
Processing Supplies	\$446	\$758	\$47,000	\$866	\$46,134	1.8%
Total	\$10,260	\$758	\$376,005	\$21,851	\$354,154	5.8%
Technical Services						
F&E Repair & Maintenance	\$0	\$0	\$16,000	\$0	\$16,000	0.0%
Software as Service	\$203,782	\$0	\$400,443	\$203,782	\$196,661	50.9%
Software Licensing & Maint.	\$12,606	\$0	\$189,065	\$12,926	\$176,139	6.8%
Telecommunications	\$2,008	\$0	\$155,040	\$6,013	\$149,027	3.9%
Cataloging & Processing	\$421	\$0	\$91,809	\$32,118	\$59,691	35.0%
Total	\$218,817	\$0	\$852,357	\$254,840	\$597,517	29.9%
Purchased Services						
Security	\$16,802	\$0	\$446,052	\$40,748	\$405,304	9.1%
Insurance	\$2,373	\$0	\$111,216	\$2,373	\$108,843	2.1%
Legal Services	\$0	\$0	\$50,000	\$0	\$50,000	0.0%
Printing Services	\$710	\$0	\$128,600	\$1,610	\$126,990	1.3%
Advertising	\$0	\$0	\$40,000	\$1,885	\$38,115	4.7%
Contracted Services	\$22,641	\$0	\$343,209	\$28,686	\$314,523	8.4%
Total	\$42,526	\$0	\$1,119,077	\$75,302	\$1,043,775	6.7%
Other Expenditures						
Programming	\$10,146	\$600	\$427,100	\$15,656	\$411,444	3.7%
Tax Charge Backs	\$0	\$0	\$50,000	\$0	\$50,000	0.0%
Staff Development	\$72	\$0	\$68,260	\$186	\$68,075	0.3%
Travel & Conference	\$640	\$0	\$122,410	\$1,030	\$121,380	0.8%
Board Expenses	\$0	\$0	\$12,000	\$0	\$12,000	0.0%
Total	\$10,858	\$600	\$679,770	\$16,871	\$662,899	2.5%
Total	\$733,871	\$20,405	\$14,399,362	\$1,194,002	\$13,205,360	8.3%

Transfers

Transfers In

Transfers from other funds	\$0	\$0	(\$152,984)	\$0	(\$152,984)	0.0%
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Kalamazoo Public Library
General Operating Fund
Month of July 2023

	Month of July					
	Activity	Encumbrances	PEB	YTD	Budget Left	% Complete
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 July 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	\$	-	\$	-	\$	-	\$	30,968	\$	-	\$	30,968
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	\$	-	\$	-	\$	-	\$	111,448	\$	-	\$	111,448

System-Wide Projects

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

Total Furniture & Equipment

	\$	-	\$	-	\$	-	\$	359,269	\$	50,000	\$	436,839
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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

Kalamazoo Public Library
Capital Improvement Plan Fund
Month of July 2023

	Monthly Activity	Monthly Encumbrances	Activity YTD	Carryover Balance	Preliminary Estimate Budget	Balance Remaining
3 - Capital Improvement Plan Fund						
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
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	\$ (25,295)	\$ 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	\$ (25,295)	\$ 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	\$ -	\$ -	\$ -	\$ 8,500	\$ -	\$ 8,500
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	\$ -	\$ -	\$ -	\$ 799,084	\$ -	\$ 799,084
Total Building Alterations	\$ 25,295	\$ (25,295)	\$ 25,295	\$ 2,822,159	\$ 1,530,000	\$ 4,326,864
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	\$ 504	\$ -	\$ 504	\$ 16,233	\$ 40,000	\$ 55,729
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	\$ 1,298	\$ -	\$ 1,298	\$ 6,859	\$ -	\$ 5,561
892A - Local History Digitization - Automation	\$ -	\$ -	\$ -	\$ 8,676	\$ -	\$ 8,676
Total Public Technology & Hardware	\$ 1,802	\$ -	\$ 1,802	\$ 55,168	\$ 40,000	\$ 93,366

Kalamazoo Public Library
Capital Improvement Plan Fund
Month of July 2023

3 - Capital Improvement Plan Fund

	Monthly Activity	Monthly Encumbrances	Activity YTD	Carryover Balance	Preliminary Estimate Budget	Balance Remaining
Portable Technology						
878 - Portable Devices	\$ -	\$ -	\$ -	\$ 11,209	\$ -	\$ 11,209
Total Portable Technology	\$ -	\$ -	\$ -	\$ 11,209	\$ -	\$ 11,209
Other Tech/Computer Equipment						
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	\$ 1,802	\$ -	\$ 1,802	\$ 282,459	\$ 100,000	\$ 380,657
Total CIP Expenditures	\$ 27,097	\$ (25,295)	\$ 27,097	\$ 3,463,887	\$ 1,680,000	\$ 5,144,360
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)	\$ 1,495,407					
TOTAL NET SURPLUS/(DEFICIT) -- All Projects	\$ (27,097)					
ENDING FUND BALANCE (All Projects)	\$ 1,468,310					

Kalamazoo Public Library
Special Revenue Fund
Month of July 2023

	Month of July					
	Activity	Encumbrances	Activity YTD	PEB	Budget Left	% Complete
Revenue						
Local Support						
233 - Ready to Read - Gifts	\$0	\$0	\$0	\$4,000	\$4,000	0.0%
235 - Ready to Read - Spelling Bce	\$0	\$0	\$0	\$5,000	\$5,000	0.0%
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	\$0	\$0	\$0	\$1,000	\$1,000	0.0%
315C - AG Scholarship - KPL Funds	\$459	\$0	\$459	\$0	(\$459)	0.0%
390 - Youth Services Gifts & Memorials	\$1,530	\$0	\$1,530	\$0	(\$1,530)	0.0%
397BTJ - Booker T. Jones Event	\$0	\$0	\$0	\$5,000	\$5,000	0.0%
Total Local Support	\$1,989	\$0	\$1,989	\$171,000	\$169,011	1.2%
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	\$1,989	\$0	\$1,989	\$267,662	\$265,673	0.7%
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	\$0	\$0	\$0	\$10,000	\$10,000	0.0%
301 - Gifts & Memorials - Materials	\$0	\$0	\$0	\$500	\$500	0.0%
Total Juvenile Books	\$0	\$0	\$0	\$10,500	\$10,500	0.0%
Total	\$0	\$0	\$0	\$11,500	\$11,500	0.0%
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%
307 - ONEplace Nonprofit Services	\$0	\$0	\$0	\$19,862	\$19,862	0.0%
308 - Library Gifts	\$0	\$0	\$0	\$4,000	\$4,000	0.0%
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%
325 - Friends of KPL Grants	\$500	\$0	\$500	\$5,000	\$4,500	10.0%
397 - KCF- Local History Fd (Patton Trust)	\$0	\$0	\$0	\$84,368	\$84,368	0.0%
397BTJ - Booker T. Jones Event	\$20,778	\$0	\$20,778	\$33,800	\$13,022	61.5%
Total Misc. Operating Expenses	\$21,278	\$0	\$21,278	\$169,423	\$148,145	12.6%

Kalamazoo Public Library
Special Revenue Fund
Month of July 2023

	Month of July					
	Activity	Encumbrances	Activity YTD	PEB	Budget Left	% Complete
Total	\$21,278	\$0	\$21,278	\$169,423	\$148,145	12.6%
Other Expenditures						
Programming						
306 - ONEplace Stryker Johnston Grant	\$633	\$0	\$633	\$125,000	\$124,367	0.5%
Total Programming	\$633	\$0	\$633	\$125,000	\$124,367	0.5%
Total	\$633	\$0	\$633	\$125,000	\$124,367	0.5%
Total	\$21,911	\$0	\$21,911	\$305,923	\$284,012	7.2%
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%

MONTHLY STATEMENT

Reporting Period: July 1 - 31, 2023

ACCOUNT SUMMARY

Total Account Value: \$6,098,271.72

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 7/1/23 - 7/31/23	Year to Date 1/1/23 - 7/31/23
BEGINNING VALUE	\$6,148,110.94	\$5,724,699.52
Dividends and Interest	9,864.10	74,189.92
Market Appreciation/(Depreciation)	103,414.15	478,239.03
Withdrawals from Account	(155,000.00)	(155,000.00)
Other Income or Expense	(8,117.47)	(23,856.75)
ENDING VALUE	\$6,098,271.72	\$6,098,271.72
CHANGE IN VALUE	\$(49,839.22)	\$373,572.20

**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 7/31/23	Percent of Account
Cash and Cash Alternatives	\$480,044.43	7.87%
Exchange Traded Funds (ETFs)	2,791,509.25	45.78
Fixed Income	506,503.23	8.31
Stocks	2,320,214.81	38.05
TOTAL VALUE	\$6,098,271.72	100.0%

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



Kalamazoo
Public Library

TO: Library Trustees

FROM: Terry New
Interim Library Director

RE: 2023 MERS Delegates

DATE: August 28, 2023

Recommendation:

I recommend the appointment of Michael Cockrell as the Officer Delegate and the certification of Jill Lansky as the Employee Delegate to serve at the 2023 Municipal Employees Retirement System (MERS) Annual Retirement Conference.

Executive Summary

Since 2004, KPL has offered the opportunity for at least two MERS eligible staff members to attend the MERS Annual Retirement Conference. Administration believes this is an important opportunity to not only training about their retirement benefits but also participate as a voting delegate during the Annual Meeting which is held during the conference.

As provided in Section 45(2) of the MERS Plan Document the governing body for each municipality shall certify the names of two (2) delegates to the Annual Meeting. One delegate shall be a member who is an officer of the municipality appointed by the governing body of the municipality. The other delegate shall be a member who is not an officer of the municipality, elected by the member officer/employees of the municipality. This election is conducted in a manner that affords each member officer/employee an opportunity to vote.

This year's conference will be held on September 28th and 29th in Detroit.



Kalamazoo
Public Library

MEMO

TO: Library Trustees

FROM: Terry New
Interim Library Director

RE: Material Selection Policy

DATE: August 28, 2023

Recommendation

I recommend Board approval of the revised Material Selection Policy.

Executive Summary

Kalamazoo Public Library's [Material Selection Policy](#) was originally adopted on April 2, 1990 and has been amended on five different occasions with the most recent revision to be approved by the Board dated February 24, 2014. The current revision of this policy has been led by Michael Cockrell, Head of Patron Services, with input from both Administration and staff and has been reviewed by KPL's legal counsel Miller, Canfield, Paddock and Stone, P.L.C.

A comprehensive selection policy provides a framework for the selection and acquisition, deselection, and reconsideration of library resources using a standard set of criteria. This policy reflects KPL's core values and aligns with the [American Library Association's Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.

Materials Selection Policy

The Board of Trustees of the Kalamazoo Public Library has adopted the Materials Selection Policy to guide library staff and inform the public on the methods and principles behind the selection of the materials in the library's collections. The policy directly relates the collection to the Kalamazoo Public Library's Vision and Core Values.

Vision and Core Values

The Vision Statement and Core Values of Kalamazoo Public Library guide the selection of materials as well as the development of services and allocation of resources:

Vision: Leading a stronger community through literacy, learning, and innovation.

Core Values: At the Kalamazoo Public Library:

- **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.**

The Kalamazoo Public Library is bound by the democratic principles expressed by the First Amendment to the U.S. Constitution. Furthermore, the Kalamazoo Public Library supports the principles of intellectual freedom and the individual's right to open access to ideas, information, experiences, and perspectives representing multiple points of view. These principles are affirmed by the American Library Association's LIBRARY BILL OF RIGHTS, THE FREEDOM TO READ and FREEDOM TO VIEW statements.

Objectives

Physical Collection

The Kalamazoo Public Library acquires and lends materials to the community it serves. This is the principal means by which the library fulfills its vision to inform, educate, entertain, and enrich the community. The library seeks to develop a meaningful collection that is constructed to meet the wide-ranging interests of the general public and aligns with the Kalamazoo Public Library's commitment to equity, diversity, and inclusion; however, financial and physical space restrictions means that no single library can acquire every published title or loanable material available. Therefore, guidelines must be employed to select which materials are acquired by the library and which are not selected. Within the physical and financial limits of its physical locations and approved budgets, the library provides a general collection of works that are

broadly based on the community's needs, both those directly expressed and those inferred from sources such as circulation data, demographic makeup, community focus, and media attention. The collections at individual branch locations all adhere to the guidelines outlined in this policy, but with consideration for the unique needs and interests of the surrounding neighborhoods in which each location is situated.

MeLCat and Digital Collections

Access through other community resources or library collections is considered in selecting materials. Kalamazoo Public Library participates in the Michigan Electronic Catalog (MeLCat), a resource-sharing service that allows sharing of collections among all types and sizes of libraries across Michigan. Through the library's participation in the MeLCat service, Kalamazoo Public Library patrons have access to an enormous collection of materials beyond those owned by Kalamazoo Public Library; however, these materials are owned by other libraries and so do not fall under the Materials Selection Policy.

License agreements enable the library to offer access to a variety of downloadable and streaming digital resources through the library's website. The nature of these digital platforms does not always allow for Kalamazoo Public Library to apply the Materials Selection Policy to each title available on the platform. In these cases, the policy will be applied to the platform as a whole, and every effort will be made to monitor the content available in order to ensure it meets the general criteria for selection.

Controversial Content

The Kalamazoo Public Library recognizes that certain material the library purchases may be considered controversial, and that some patrons may be offended by that material. Selection decisions are not made based on anticipated approval or disapproval, but on the ability of the item to serve the needs and interests of the entire community served by the library. By attempting to reflect the diversity of views and expressions represented in our community, including those which may be considered unorthodox or controversial, the library aims for a balanced approach to controversial topics which allows the individual to examine the issue freely and to form their own opinions.

Responsibility for selection

The Kalamazoo Public Library Board of Trustees delegates the selection of library materials to the Kalamazoo Public Library Director. The director determines the budgets, guidelines, and organizational structure for the library staff responsible for selecting materials (Selectors).

Selectors are responsible for:

- Choosing appropriate materials for the collection areas under their responsibility
- Monitoring budgets to ensure that spending is timely and organized
- Monitoring circulation of those materials

- Deselecting (weeding) collections to maintain appearance, physical condition, and relevancy standards

Equity

The Kalamazoo Public Library prioritizes providing equitable service to our entire community. We believe that a diverse collection, that represents a broad range of experiences and viewpoints, ultimately promotes better understanding and tolerance for perspectives that may differ from one's own. We strive to have historically oppressed, underrepresented, and underserved groups represented in our collections, in addition to all other demographic groups. The library regularly reviews the current and emergent demographic trends for the library's constituent populations to inform collection development and management. Through its own internal procedures and/or using systems provided by outside vendors, the library periodically assesses the adequacy of existing collections to ensure they meet the needs of the library's constituent populations.

Formats

The Kalamazoo Public Library began as a collection of physical books for adult readers, and printed material remains the cornerstone of our collections. However, Kalamazoo Public Library has regularly expanded its collections to include materials in new formats as they become relevant to the general public and make sense for circulating library collections.

New formats and emerging technologies shall be considered for the circulating collection when, by survey results, patron requests, industry reports, etc., it is determined that a significant portion of the community has the necessary technology to make use of the format. Availability of titles, cost per item, and the library's ability to package and sustainably circulate the new format will also factor into decisions to include a new format in the collection. Similar considerations will influence decisions to no longer circulate a format from the library's collection.

Criteria for selection

Kalamazoo Public Library's selectors use their training, knowledge, and expertise to select materials for the collection. All materials are considered in terms of the criteria listed below, but each item does not need to meet all of the criteria in order to be added to the collection.

- Relevance to interests and needs of the community
- Anticipated demand and publicity
- Critical reception and professional reviews
- Prominence of the author
- Relevance to the experiences and contributions of diverse populations

- Suitability of physical form for library use
- Accuracy and timeliness
- Receipt or nomination of awards
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Current or historical significance of the author or subject
- Available physical space
- Reputation and/or significance of the author/artist and publisher/producer
- Price and availability in relation to library materials budgets
- Effectiveness and suitability of format in communicating the content

Youth Collections

Materials suited to patrons from infancy to 18 years of age are added to the collection using the selection criteria listed above. These materials are selected by Kalamazoo Public Library staff who specialize in materials for children and teens and are located in specifically designated "children's" or "teen" areas in each location. This placement is not intended to restrict use in any way and all Kalamazoo Public Library collections and resources are available to any Kalamazoo Public Library cardholder. The library recognizes the responsibility of parents/guardians in monitoring the use of the library by their minor children and takes no legal responsibility to act as parent/guardian to minor children.

Local History Collection

The Clarence L. Miller Family Local History Room collects a wide variety of material related to the development of Kalamazoo County's history as well as genealogical resources focused on assisting the genealogical research of local residents. Materials related to the history of the region and to a lesser extent the state of Michigan are also collected. Along with the general selection criteria listed in this policy, Local History selectors use the following additional criteria to determine inclusion in the Local History Room collection:

- Relevance to the history of Kalamazoo County and surrounding areas
- Suitability of the subject to the Local History Collection
- Available space in the library to house materials
- Non-duplication of material within the collection
- Authenticity and completeness of record
- Quality of the physical form of material
- Ability to store, display, or otherwise care for the item properly
- Cost to preserve, store, and process
- Security requirements to store and/or display

Law Library Collection

The Raymond W. Fox Law Library provides current and comprehensive legal materials that meet the legal research and information needs of library users. Prioritization is given to acquiring and maintaining major primary and secondary Michigan legal works, along with some selected primary and secondary U.S. Federal and general legal works. The collection is focused on current and accurate legal materials and does not include historical laws and resources. Along with the general selection criteria listed in this policy, Law Library selectors use the following additional criteria to determine inclusion in the collection:

- Relevance of legal topic for the community, with a focus on common topics such as family, probate, employment, and criminal law
- A practitioner-oriented or law for the layperson approach is preferred over scholarly/academic approaches
- Format, frequency, manner, and cost of updating a title

Library of Things Collection

The Library of Things collection is a collection of non-traditional library items that has the goal of providing access to an assortment of products that improve the lives of community members. Along with the general selection criteria outlined in this policy, selectors of items to be included in the Library of Things collection consider the following special criteria:

- Suggestions from organizations that provide services to or represent marginalized communities
- Suggestions from patrons or other members of the community
- Cost of the item, with special scrutiny given to items that cost above \$100
- Items are aimed at a temporary need of the patron
- Prioritizes the needs of our community
- Practicality of circulating the item and sustaining the collection
- Durability of the item for circulation

Collection Maintenance

Library collections are routinely monitored for use and relevance to the community. Items are removed from the collection or replaced using the following criteria:

- Damage or poor condition
- No longer relevant to the needs or interests of the community
- Infrequent use or demonstrated lack of demand
- Misleading and/or factually inaccurate
- Superseded by a new edition or a better source
- Availability elsewhere including at other libraries or free online sources

Kalamazoo Public Library reserves the right to determine how materials are removed and/or disposed of. Materials that qualify for removal from the system are often sold via the Friends of KPL Bookstore, if appropriate, or otherwise recycled for further use through book distribution vendors.

Patron Suggestions for Purchase

Kalamazoo Public Library encourages input from the Kalamazoo community in developing our collections. A link to our “Suggest an Item” form is available from any page within the library’s online catalog allowing community members to request a particular item or subject that is not already owned by the Kalamazoo Public Library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. Patrons will be notified of the status of their suggestions and, if the item is purchased, a hold on the item will be placed for the requesting patron.

Duplication of Material

Multiple copies of a single title are routinely purchased in response to patron demand for the item. Patron demand can be anticipated by monitoring indicators such as media attention and news coverage, or it can be demonstrated through holds placed on the item or repeated requests for the item. A ratio of holds placed to copies purchased is maintained for popular collections, with adjustments made to account for the cost of the item, the temporal nature of the demand on the item, or other budgetary constraints that limit the number of copies purchased.

Requests for Reconsideration of Library Material

The library provides a standard procedure for patrons to request that a particular item within its collections be removed or reclassified. The procedure begins with a conversation about the concern between the patron and a member of library leadership in order to help clarify the concern and find possible mutually agreeable alternative solutions to simply removing the title. If no solution is reached, the patron is supplied with the *Citizen’s Request for Reconsideration of Library Material Form* to complete. The item in question is then examined as a whole to see that it meets the criteria outlined in this policy. Relevant professional reviews are collected, outside collections containing the title are consulted, and the title along with the stated reasons for the request are discussed by Selectors and library leadership. A formal written response to the patron, outlining the discussion and the rationale for the decision, is sent within ten (10) business days of the request.



Kalamazoo Public Library

MEMO

TO: Library Trustees

FROM: Terry New
Interim Library Director

RE: **Contract for Library Services
with Texas Township**

DATE: August 28, 2023

Recommendation:

I recommend Board approval of the terms of the attached Library Services Agreement between Kalamazoo Public Library and the Charter Township of Texas.

Executive Summary:

In June of this year, the KPL Board of Trustees approved an extension of a contract with the Charter Township of Texas until September 30, 2023 for full library services for residents of the Mattawan and Schoolcraft school districts within Texas Township. The original contract was the result the library and Township agreeing on a solution for the situation caused by the library not providing library services to those residents from 1999-2015, while still receiving penal fine and state aid revenue during that time. This original contract period of December 2019 – June 2022 was amended to extend through June 30, 2023 due to COVID-related library closures.

To provide a continuation of library services for residents of this township service area at the end of this contract period, Kalamazoo Public Library will provide a basic level of library services which enables users to continue to check out physical print and AV materials from the library and from the Michigan Electronic Catalog (MeLCat). Residents within this service area would be able to have up to three items on hold.

Residents within this township service area will have the option to purchase a digital services card for one-half the cost of a non-resident KPL card. This card will enable residents to access Kalamazoo Public Library's digital resources to include Overdrive, Hoopla, Kanopy, and Freegal.

During the period of this contract, Kalamazoo Public Library will continue to receive penal fine and state aid revenue assigned for this area.

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

LIBRARY SERVICES AGREEMENT

An AGREEMENT made this 30th day of September 30, 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 (1) basic library service (the "Basic Library Services") to include access to MeLCat for Township residents who reside within the Mattawan School District and the Schoolcraft School District ("Township Service Area"). Basic Library Service includes the ability to check out physical print and AV materials from the library and through the Michigan Electronic Catalog (MeLCat). Residents within the Township Service Area which have the option to purchase a digital services card for one-half the cost of a non-resident KPL card. This card will enable residents to access Kalamazoo Public Library's digital resources to 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.
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 _____



**Director's Report
August 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

Strengthening Organization Health

1. Stewart Fritz, Abbey Flentje, Kiersten Jouppe, and Liana Hubert have completed a 6-week course called "Strategies for Supervising Part-Time Employees" through the University of Wisconsin-Madison's Information School. Staff report that the Oshtemo team is using several great strategies already and have been able to share ways to improve either our team culture or their individual supervisory skills.
2. Oshtemo staff held an "end" of the summer staff meeting and graduation/moving-away party for the team on August 16. One high school graduate thanked the broader group of staff for being a wonderful group to be with during their last two years at home. Another employee is heading to library school at the University of Michigan and thanked the Oshtemo team for supporting their next steps forward.
3. Andrea Vernola attended, and facilitated a group's participation, at the recent Research Institute for Public Libraries (ripleffect.org) in Madison, Wisconsin. "....RIPL is a singular event for public library leaders and others interested in public library data and evaluation. In this immersive, bootcamp-style event, participants learn practical, strategic methods of gathering, analyzing, and using data for planning, management, and communicating impact."

4. KPL's Professional Development Committee resumed meeting this summer. Projects for the fall include coordinating the return of the annual staff in-service day set for Thursday, December 7, continuing work on the KPL learning management system and building professional development resources for staff.
5. The KPL Task Force planning the Michigan Library Association Annual Conference Reception on October 19, has been working hard to ensure that each level of the building will be chock full of fun and frivolity! In addition to food and drink, there will be music, crafting, video games, and opportunities for staff to talk about the cool services we provide to the community. Please mark your calendar now!
6. The annual Staff Recognition Breakfast will be held on Thursday, September 14th from 8:00 – 10:00 am. Staff, Trustees and Friends of Kalamazoo Public Library are invited to gather to enjoy fellowship, fun, and honor KPL staff who are celebrating milestone work anniversaries and retirements.
7. Kevin King has been involved with learning about his position on ALA's Core Board of Directors. He reports that the work has been rewarding and he is glad to be representing KPL.

Advancing Equity & Inclusion: Library Services for All in our Diverse Community

8. We are happy to announce that our community DAFA partnership, which provides hotspot access to KPS students without reliable access to the internet, will continue into the foreseeable future. Partners including Kalamazoo Public Libraries, Kalamazoo Public Schools, Kalamazoo Promise, Communities in Schools - Kalamazoo, and the City of Kalamazoo have generously offered to continue to support the program going forward.

The program is managed and supported by the KPL TS department. Our tech interns provide the front-line support to the students and their families. Eligible participants must be KPS students participating in the OneCard Program. Families that have identified themselves as having "no access" will be offered priority registration. Only one device per street address and residence will be permitted.

We are excited to support this program into its 4th year. Over 4,000 hotspots have been distributed throughout this program and we are proud of our work in bridging the digital divide with access to the internet in our community.

9. KPL was honored to serve as the recording location for the StoryCorps program after their mobile unit was broken into and vandalized. The director of the Mobile Tour, Lea Zikmund wrote in an email, "I wanted to send along a huge thank you to you and all the staff at Kalamazoo Public Library for hosting my team while we were in town. I don't know what we would have done without you, truly. Thanks for your flexibility and communication with us, and for being so understanding about the many pivots we had to make to our process. Despite the hiccups when we arrived, I'm so proud that we were still able to record as many stories as

possible in Kalamazoo because of the library. You all are wonderful and generous, and I can't thank you enough!! If we can ever return the favor, don't hesitate to reach out."

10. KPL will participate this year in National Voter Registration Day on September 19. We will be working with the League of Women Voters and have reached out to Mothers of Hope.

Inspiring Literacy, Learning, & Experiences

11. Jill Lansky and Andrea Vernola attended the KPS New Teacher Breakfast with swag and smiles to share. It was a fast-paced hour of greeting over 90 new teachers to the district. Teachers expressed enthusiasm for partnering with KPL to support their students and many were thrilled to hear about their ONEcard access, Youth Literature Seminar, upcoming author visits, and KPL's digital collections.
12. Kiersten Jouppi, Abbey Flentje, and Oshtemo staff, hosted a very well-attended "Bluey Party" that served over 200 people one Saturday afternoon in July. Families enjoyed games and treats themed after the popular television show including a Dance Mode Dance Party and Keepy-Uppy.
13. "Rhythm Readers" – a drum and play program designed to support early elementary children and their caregivers with rhythm, music, and games throughout the learning-to-read process, began at Oshtemo in July 2023. Local speech and music therapists partnered with families to build community and develop literacy skills together. Families were provided coffee and take-home activities for further practice.
14. The Mobile Library and Outreach Team has participated in multiple Back-to-School events including one for the Family Health Center, Kalamazoo Literacy Council, and Big Brothers/Big Sisters.
15. The Short Story Cube has been an extremely popular addition to many of our most recent outreach events. The cube produces a short story on receipt-like paper, branded with the KPL logo. Library staff can program different genre and age groups for each of the two buttons on the cube. Since it was first used at the Kalamazoo Pride Festival, close to 1000 stories have been given to patrons.
16. The Reading Together Selection Committee has decided on the four nominees that will be up for the public to vote on in September! Stay tuned to learn which books were selected and how you can vote for the winner.
17. Samuel Nalangira provided music and drumming for Kalamazoo Parks and Recreation campers at Eastwood. Five sessions started in June and ran through July with about 40 kids in each group. Samuel, who makes all his own instruments, provided the kids with stories, drumming, great music and dance. During all visits all the campers were signed up for the SRC and all kids left with a book.
18. Eastwood had an awesome May and June followed by a busy July... and our patrons are returning! We've had great programs and great turnouts. Our greatest gift was the loan of Bette

Boulding's and Paralee Harris' quilt display. People dropped by daily for the exhibit and it added lively turnouts and discussions to their quilting class with quilt stories adding more to all programs. Kala Luzia's Genealogy program was a big hit. We had a lively and energetic group of patrons that prompted more family stories that included quilts and quilting in their family history. Quilts played a huge role in the Civil War so a couple of our patrons that had attended the quilting class came back for the presentation on the African American 102 calvary in the Civil War.

19. Movie Monday programs at Eastwood continued through the month of July, gaining a steady group of regular attendees.
20. Central Children's Room staff have been shifting materials and moving furniture to refresh the space and make it feel more welcoming. We see the Children's Room as a space that requires constant adjustments, to ensure we are offering patrons the best experience. The ABC mouse computer carrels were rotated, and a coloring table was placed at the end. This allows caregivers a space to sit while their children play.
21. Tween Graphic Novel club has been packed. Our book picks for both July and August ran out and more had to be ordered to accommodate.
22. The John Ball Zoo came and did 3 shows. We had approximately 170 attendees who got to see a snake, kestrel, toad, and turtle.
23. Science Crafternoon on July 19 had 8 teens show up; they did storms in a jar, cloud dough, and DIY phone speakers.
24. Anime in the Afternoon was hosted at Central.
25. DIY Sidewalk Chalk was hosted at Central, Eastwood, Washington Square, and Powell.
26. Paper Lanterns was hosted at Powell, Washington Square, Central and Eastwood.

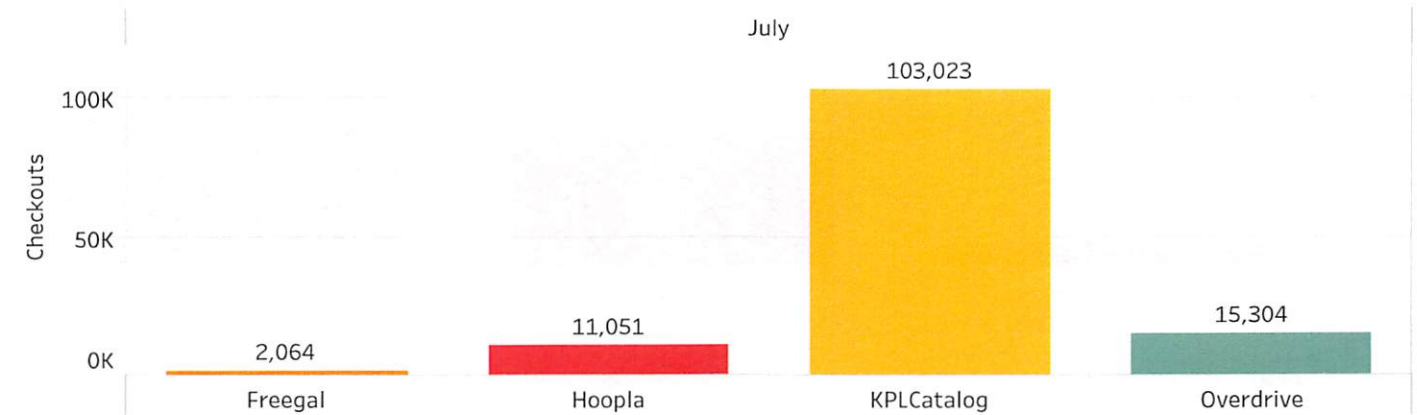
Other Library News

27. The Technology Services Department is preparing to move the broadcast and recording of public Board meetings from the Zoom platform to Microsoft Office Teams. This transition is likely to occur in the month of September.

Source

KPLCatalog Overdrive Hoopla Freegal CloudLibrary rbDigital

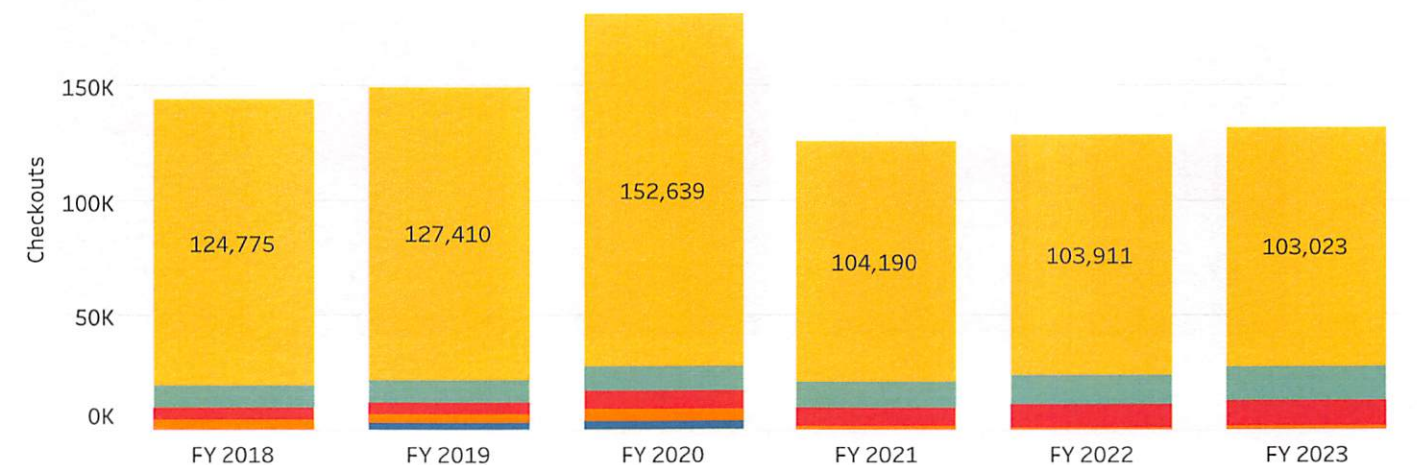
FY 2023 YTD Total Circ



Grand Total

Source	
Freegal	2,064
Hoopla	11,051
KPLCatalog	103,023
Overdrive	15,304
Grand Total	131,442

July Total Circ last 5 FYs

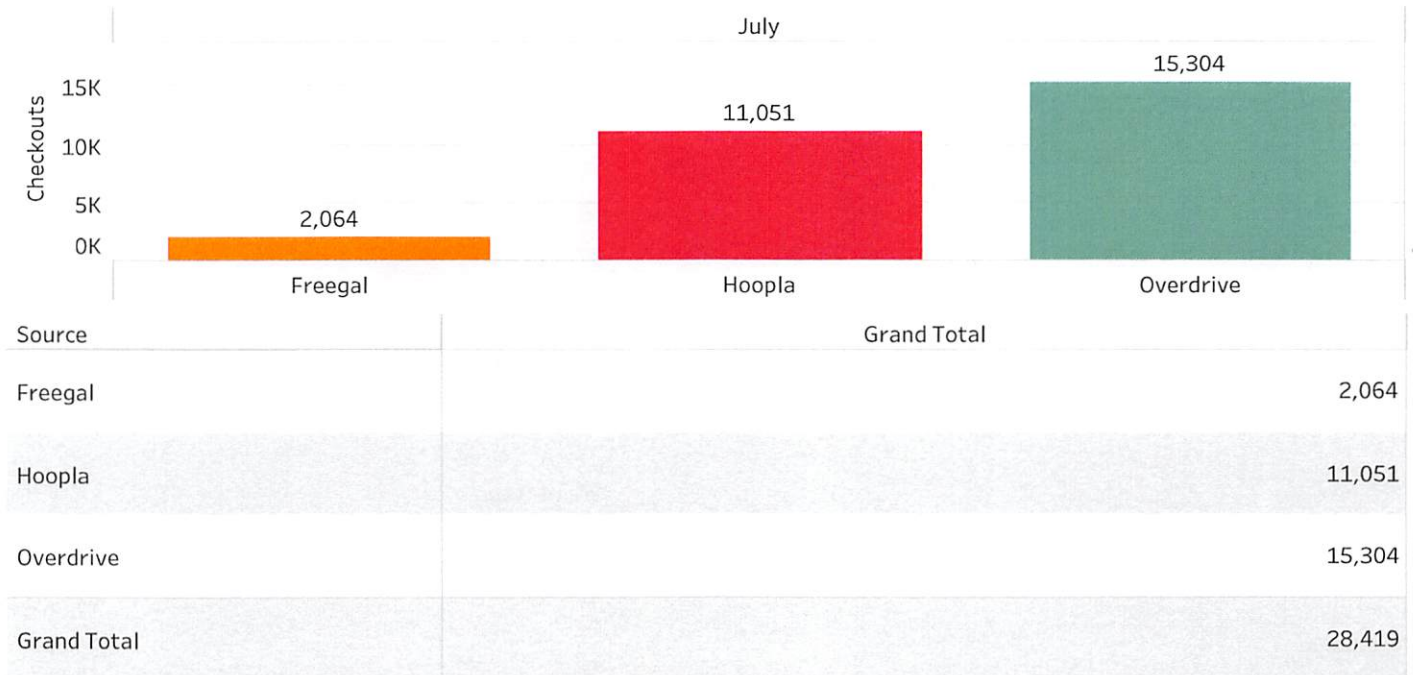


KPLCatalog	124,775	127,410	152,639	104,190	103,911	103,023
Overdrive	9,051	9,214	10,465	11,179	12,635	15,304
Hoopla	5,615	5,617	8,455	8,443	10,193	11,051
Freegal	4,619	3,597	4,969	1,881	1,671	2,064
rbDigital	361	601	1,080			
CloudLibrary		3,070	3,275			
Grand Total	144,421	149,509	180,883	125,693	128,410	131,442

Source

CloudLibrary Freegal Hoopla Overdrive rbDigital

FY 2023 YTD Digital Checkouts



July Digital Checkouts



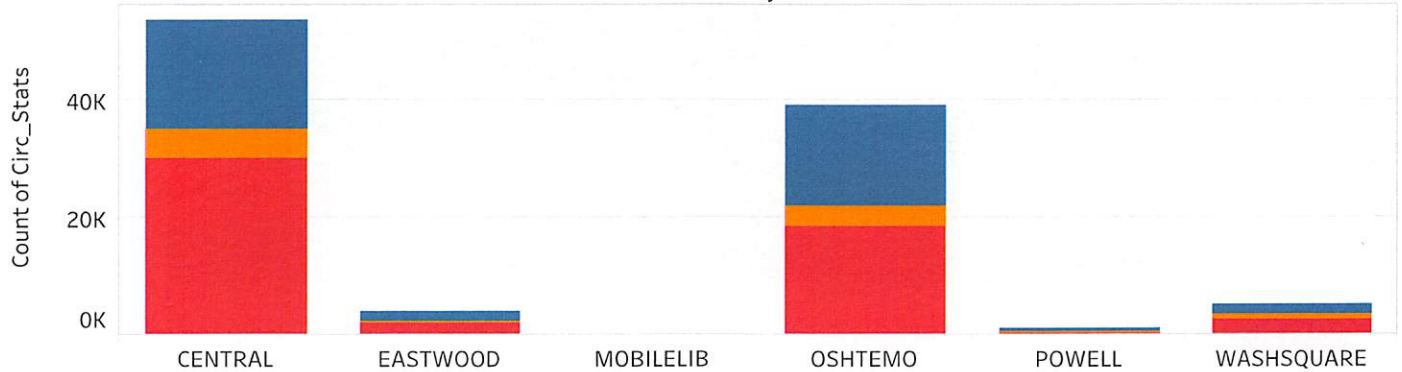
Circ Comm.. Checkouts Holds Renewals

Item Demograpichs

All

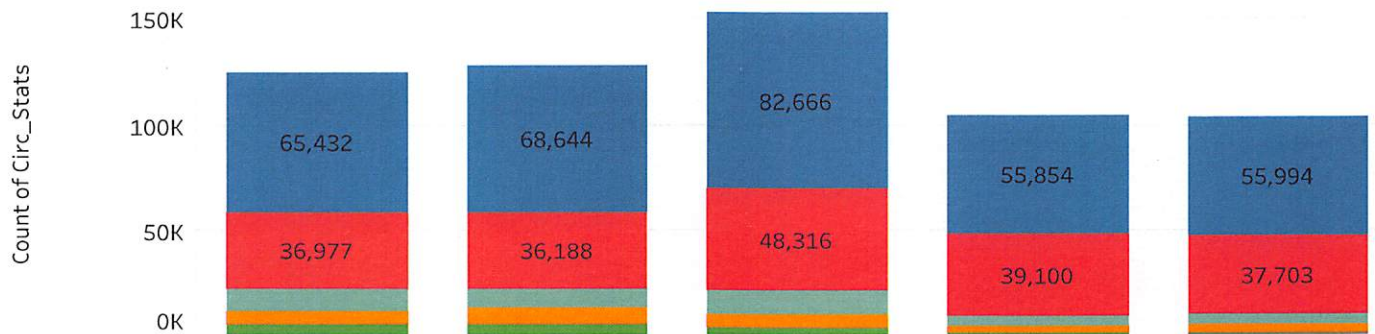
FY 2023 YTD Circ by Library

July



Library	Circ Comm..	Grand Total
CENTRAL	Checkouts	18,333
	Holds	4,956
	Renewals	30,162
EASTWOOD	Checkouts	1,692
	Holds	312
	Renewals	2,071
MOBILELIB	Renewals	71
OSHTEMO	Checkouts	17,072
	Holds	3,429
	Renewals	18,451
POWELL	Checkouts	656
	Holds	39
	Renewals	517
WASHSQUARE	Checkouts	1,887
	Holds	630
	Renewals	2,745
Grand Total		103,023

July Transactions by Library



Library	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
CENTRAL	68,644	82,666	55,854	55,994	53,451
EASTWOOD	7,920	6,246	2,948	3,804	4,075
MOBILELIB				470	71
OSHTEMO	36,188	48,316	39,100	37,703	38,952
POWELL	5,480	4,219	1,439	1,113	1,212
WASHSQUARE	9,178	11,192	4,846	4,827	5,262
Grand Total	127,410	152,639	104,190	103,911	103,023

Library of Things (LOT)

Categories

GAMES

HOME

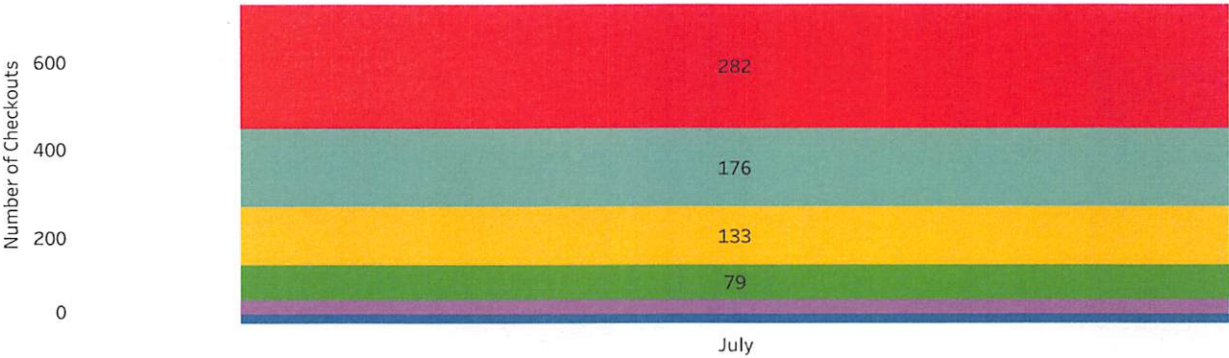
TECHNOLOGY

RECREATION

TOOLS

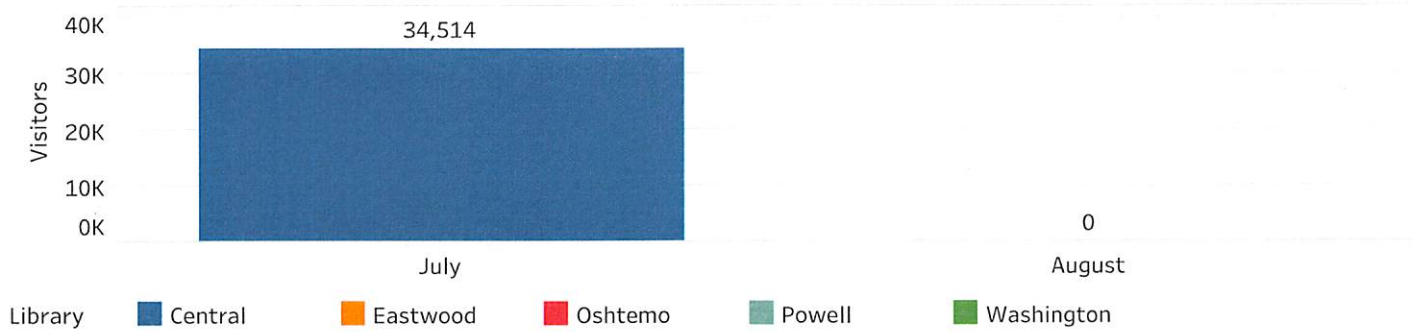
ARTSCRAFTS

FY 2023 YTD Circ LOT

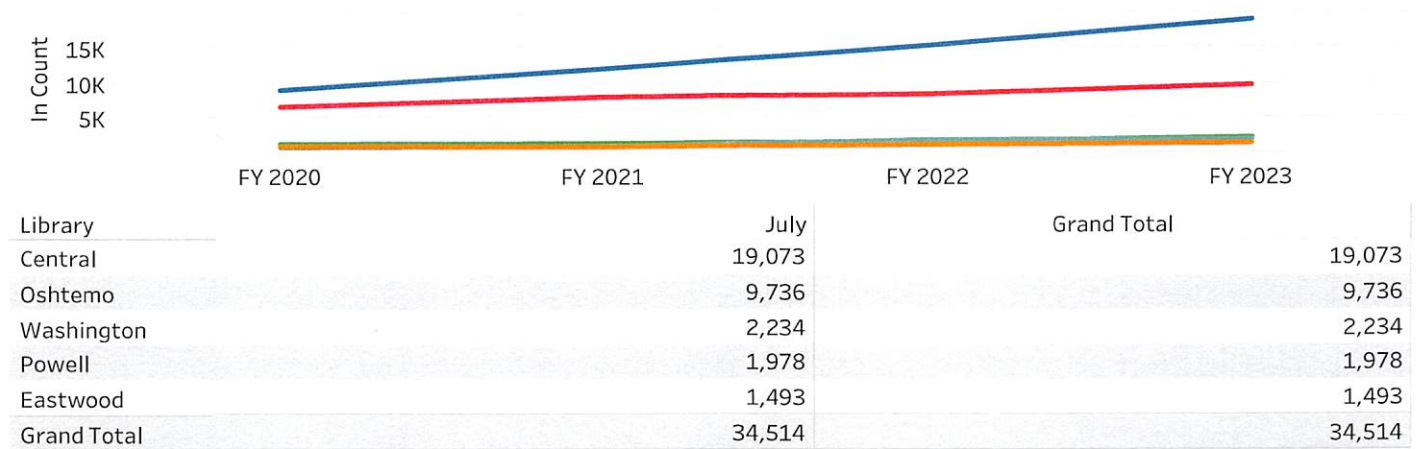


	Grand Total
ARTSCRAFTS	22
GAMES	282
HOME	176
RECREATION	79
TECHNOLOGY	133
TOOLS	34
Grand Total	726

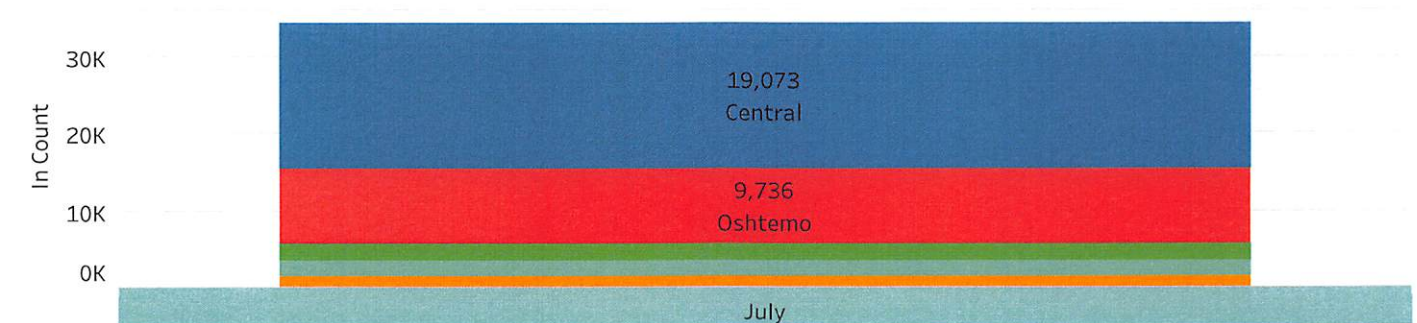
FY 2023 YTD Library Visits



July



FY 2023 YTD Library Visits by Library



July

Library	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Central	28,951	8,951	12,023	15,315	19,073
Eastwood	2,426	957	928	1,201	1,493
Oshtemo	12,952	6,554	7,973	8,346	9,736
Powell	4,294	777	950	1,895	1,978
Washington	3,854	1,302	1,382	1,658	2,234
Grand Total	52,477	18,541	23,256	28,415	34,514

PROGRAM STATISTICS
Live Online/Recorded Online Events
July 31, 2023

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Mobile</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>Live Online Events</u>										
Adult	7	0	0	0	0	0	7	7	10	-30%
Attendance	299	0	0	0	0	0	299	299	229	31%
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	7	10	-30%
Total Live Online Attendance	299	0	0	0	0	0	299	299	229	31%
<u>Recorded Online Events</u>										
Adult	0	0	0	0	0	0	0	0	1	-100%
Views	0	0	0	0	0	0	0	0	15	-100%
Teen	0	0	0	0	0	0	0	0	6	-100%
Views	0	0	0	0	0	0	0	0	698	-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	7	-100%
Total Recorded Online Views	0	0	0	0	0	0	0	0	713	-100%
Total New Events	48	19	16	25	5	16	129	129	83	55%
Total New Events Attendance & KPL TV Total Monthly Views	1,604	333	514	869	109	300	3,729	3,729	2,252	66%

PROGRAM STATISTICS

Onsite/Outreach Events

July 31, 2023

Agency	Central <u>Library</u>	East <u>wood</u>	<u>Mobile</u>	<u>Oshtemo</u>	<u>Powell</u>	Washington <u>Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>Onsite Events</u>										
Adult Events	7	3	0	2	0	1	13	13	5	160%
Attendance	30	25	0	22	0	19	96	96	21	357%
Teen Events	10	2	0	5	3	4	24	24	11	118%
Attendance	57	4	0	38	18	33	150	150	80	88%
Birth-5 Events	12	0	0	5	1	4	22	22	13	69%
Birth-5 Attendance	322	0	0	186	72	74	654	654	320	104%
6-11 Events	9	11	0	12	1	5	38	38	19	100%
6-11Attendance	251	250	0	612	19	125	1,257	1,257	252	399%
Total Onsite Events	38	16	0	24	5	14	97	97	48	102%
Total Onsite Attendance	660	279	0	858	109	251	2,157	2,157	673	221%
<u>Outreach Events</u>										
Adult	1	0	3	1	0	0	5	5	7	-29%
Attendance	38	0	33	11	0	0	82	82	53	55%
Teen	0	0	1	0	0	0	1	1	1	0%
Attendance	0	0	25	0	0	0	25	25	16	56%
Birth-5 Events	0	2	0	0	0	0	2	2	4	-50%
Birth-5 Attendance	0	37	0	0	0	0	37	37	138	-73%
6-11 Events	2	1	12	0	0	2	17	17	6	183%
6-11Attendance	607	17	456	0	0	49	1,129	1,129	430	163%
Total Outreach Events	3	3	16	1	0	2	25	25	18	39%
Outreach Events Attendance	645	54	514	11	0	49	1,273	1,273	637	100%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
July 31, 2023

	Central <u>Library</u>	East <u>wood</u>	<u>Mobile</u>	<u>Oshtemo</u>	<u>Powell</u>	Washington <u>Square</u>	<u>Total</u>	Year to <u>Date</u>	Prior Year <u>to Date</u>	% <u>Change</u>
Database Statistics										
Sessions										
-MeL & Other Databases	59						59	59	101	-42%
-Local History	548						548	548	153	258%
-Kanopy	6,793						6,793	6,793		
-LinkedIn Learning	10						10	10	195	-95%
-CreativeBug	<u>95</u>						<u>95</u>	<u>95</u>	<u>3</u>	3067%
Total Database Sessions	7,505						7,505	7,505	452	1560%
Searches										
-MeL & Other Databases	2,199						2,199	2,199	491	348%
-Local History	6,296						6,296	6,296	2,002	214%
-Law Library	<u>558</u>						<u>558</u>	<u>558</u>	<u>0</u>	
Total Database Searches	9,053						9,053	9,053	2,493	263%
Law Library										
-Visitors	141						141	141	199	-29%
-Phone Calls	47						47	47	76	-38%
-Questions Answered	207						207	207	300	-31%
Library visits by location	19,073	1,493	0	9,736	1,978	2,234	34,514	34,514	28,415	21%
Books Distributed										
-Ready to Read	1,530						1,530	1,530	1,030	49%
-Via Mail	358						358	358	447	-20%
-MeiCat	2,144						2,144	2,144	1,941	10%

KALAMAZOO PUBLIC LIBRARY

LIBRARY STATISTICS

July 31, 2023

	Central	East				Washington		Year to	Prior Year	%
Agency	Library	wood	Mobile	Oshtemo	Powell	Square	Total	Date	to Date	Change
BOOKS										
-Adult	17,933	850	9	12,358	378	1,933	33,461	33,461	33,869	-1%
-eBook	10,726						10,726	10,726	10,140	6%
-Digital Magazine	1,679						1,679	1,679	642	162%
Teen	3,831	250	14	1,801	37	228	6,161	6,161	6,288	-2%
Juvenile	<u>15,091</u>	<u>1,282</u>	<u>48</u>	<u>18,166</u>	<u>134</u>	<u>1,179</u>	<u>35,900</u>	<u>35,900</u>	<u>35,887</u>	0%
Total	49,260	2,382	71	32,325	549	3,340	87,927	87,927	86,826	1%
AUDIO-VISUAL										
Audiobook										
-CD	723	35	0	969	108	56	1,891	1,891	1,864	1%
-Digital	12,644						12,644	12,644	10,617	19%
Music										
-CD	1,218	42	0	285	0	22	1,567	1,567	2,323	-33%
-Digital	2,398						2,398	2,398	2,078	15%
Video										
-DVD	14,235	1,585	0	5,154	538	1,805	23,317	23,317	23,215	0%
- Digital	920						920	920	1,022	-10%
Wi-Fi Hotspots							0	0		
Library of Things	420	31	0	219	17	39	726	726	465	56%
Total Non-Print Material	<u>32,558</u>	<u>1,693</u>	<u>0</u>	<u>6,627</u>	<u>663</u>	<u>1,922</u>	<u>43,463</u>	<u>43,463</u>	<u>41,584</u>	5%
Total Circulation	81,818	4,075	71	38,952	1,212	5,262	131,390	131,390	128,410	2%
Computer Usage										
Onsite Computer Use	3,427	186	0	518	361	303	4,795	4,795	4,171	15%
WIFI Users										
Website										
Visits	80,605						80,605	80,605	94,892	-15%
Unique Visitors	54,121						54,121	54,121	65,576	-17%
Library Cards										
-New Registrations	175	18	0	196	13	47	449	449	470	-4%
-Online Registrations	170	0					170	170	153	11%
-Total Card Holders	86,039						86,039	86,039	12,349	597%

July 2023 Data Report – Social Work Intern

Total Worked Hours: 47.33 Hours

I created a **new Peer Navigator schedule sheet** to put on the Community Table at the beginning of the month to correct errors and make it easier to read. In addition, I regularly checked on the Community Table to ensure it was orderly, organized, and the flyers were well stocked. I **designed an additional Local Help Resources flyer on a thicker paper material** in order to distribute to patrons, front desks, and other branches in the near future.

A significant project I began working on this month was **creating an extensive social work intern training manual and other introductory resources to provide to the next KPL social work intern**. This manual will be there to provide the next intern with additional guidance on a variety of tasks and responsibilities they will be assigned as the social work intern.

During the month, I **frequently read through the most recent incident reports** to be familiar with the activity occurring at the library branches. There were a few incidents in which I participated during the month. As a result of the NPR Story Corps temporarily using the OnePlace room located on the second floor that I use as my workspace, I was stationed upstairs. Since I was not in closer proximity to the patrons visiting the library, it limited my patron interaction for this month. However, I will be back in that workspace in the very near future.

I volunteered with other KPL staff members at the State Theatre in hosting the Booker T. Jones concert on 7/8. This included escorting concert attendees through the front doors, checking their admissions tickets, and keeping a close track of the number of individuals attending the event to ensure that we were at a safe capacity.

Month:	# of Special Projects:	# of Events:	WMU-related:	Staff Wellness/Trainings:	Additional Notes:	Total Worked Hours:
July	Created a new Peer Navigator schedule sheet to put on the Community Table on 7/7. Designed additional Local Help Resources flyer on a thicker paper to keep at desks and other branches 7/14.	Helped out with Booker T. Jones event on 7/8.	Began preparing introductory material for the next social work intern throughout the month.	Completed several Harvard bias self-assessments on 7/14.	Reordered Loaves & Fishes Bags on 7/7.	47.33 Hours