



Kalamazoo
Public Library

PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES

July 24, 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/89469712828>

or by calling

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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 June 24, 2023](#)
 - B. [Minutes of the Meeting of June 27, 2023](#)
 - C. [Minutes of the Meeting of June 28, 2023](#)
 - D. [Personnel Items](#) (acceptance of consent calendar)
- V. FINANCIAL REPORT**
 - A. [Financial Reports for the Period Ending June 30, 2023](#) (action)
- VI. REPORTS AND RECOMMENDATIONS**
 - Recommendations**
 - A. [Animals in the Library](#) (action)
 - Reports**
 - A. Powell Branch update – Bill Caskey
 - B. [Space Study Request for Proposal](#) (discussion) – Tom Sowell
- 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 Development Proposal

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: June 24, 2023

Time: 9:00 a.m. to 12:00 p.m.

Location: Board Room/Van Deusen Room, Central Library

CALL TO ORDER:

President Roth called the meeting to order at 9:00 am .

I. ROLL CALL

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

Absent: None

II. PERSONS REQUESTIONG TO ADDRESS THE BOARD

Jeffrey Messer addressed the Board regarding the requirements for physical postings of public meetings in accordance with the Open Meeting Act.

Jasmine Hillman addressed the Board regarding the need for a loaner laptop program to support community area college students.

III. BOARD RETREAT: Board development led by Dr. Karika Parker, The Onyx Consulting Group

IV. PERSONS REQUESTING TO ADDRESS THE BOARD

V. COMMENTS BY TRUSTEES

VI. ADJOURNMENT

Hearing no objection, President Roth adjourned the meeting at 12:00p.m.

X_____

Jannie Williams
Secretary

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: June 27, 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. regarding the proposed Preliminary Budget for 2023-2024. She invited those attending to speak regarding this budget.

No one wished to address the Board.

President Roth closed the public hearing at 5:03 pm

CALL TO ORDER:

President Roth called the meeting to order at 5:03 p.m.

AGENDA APPROVAL:

Interim Director New indicated that Capital Improvement Fund Budget for the Three Years Ending June 30, 2026, needed to be added.

I. ROLL CALL

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

Absent: Emily Greenman Wright

II. PERSONS REQUESTING TO ADDRESS THE BOARD

Jeffrey Messer addressed the Board on the topic of Fusus, Inc. regarding concerns about live surveillance cameras.

III. CONSENT CALENDAR

A. *Minutes of the Meeting of May 15, 2023*

B. *Minutes of the Meeting of May 22, 2023*

C. *Personnel items:* Trustee Miller read the names of the employees who have separated from KPL, new hires and those with anniversaries.

IV. FINANCIAL REPORT

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

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

MOTION: L. MAH MOVED AND K. JOCK SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MAY 31, 2023.

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

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

MOTION CARRIED 6-0

V. **REPORTS AND RECOMMENDATIONS**

Recommendations

A. *Texas Township Contract Extension*

Recommendation: Interim Director New recommended Board approval of an extension of library services contract with Texas Township, extending it by three months for full library services but not including mobile library services until September 30, 2023.

MOTION: L. GODFREY MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO APPROVE AN EXTENSION OF LIBRARY SERVICES WITH TEXAS TOWNSHIP.

Discussion: T. New, Head of Human Resources and Interim Director, gave an overview of the extension with Texas Township. L. Godfrey asked what action Texas Township took. T. New confirmed that the Township approved the extension.

MOTION CARRIED 6-0

B. *Supervisory-Technical/ Administrator Salary Range Changes*

Recommendation: Interim Director New recommended Board approval of select adjustments to the range of salaries for Supervisory-Technical professional staff.

MOTION: J. WILLIAMS MOVED AND K. JOCK SUPPORTED THE MOTION TO APPROVE SALARY ADJUSTMENTS FOR SUPERVISORY-TECHNICAL PROFESSIONAL STAFF.

MOTION CARRIED 6-0

Recommendation: Interim Director New recommended board approval of an adjustment to the salary range for Library Administrators.

MOTION: L. GODFREY AND D. MILLER SUPPORTED THE MOTION TO APPROVE ADJUSTMENTS TO THE SALARY RANGE FOR LIBRARY ADMINISTRATORS.

MOTION CARRIED 6-0

Discussion: N. Dike, Head of Finance and Budget, and T. New, Head of Human Resources and Interim Director, gave a brief overview of the salary adjustments to the Supervisory-Technical staff and Library Administrators.

C. Librarian Sub and Intern Wage Changes

Recommendation: Interim Director New recommended Board approval of an increase to hourly wage range for Librarian Subs and Interns.

MOTION: J. WILLIAMS AND D. MILLER SUPPORTED THE MOTION TO APPROVE AN INCREASE TO HOURLY WAGE RANGE FOR LIBRARIAN SUBS AND INTERNS.

Discussion: T. New, Head of Human Resources and Interim Director gave an overview of the increase to hourly wage ranges for Librarian Subs and Interns.

MOTION CARRIED 6-0

D. Budget

Recommendation: Interim Director New recommended the Board approve the Final Close Estimate Operating Fund Budget for FY 2022-2023, the Capital Improvement Plan Budget for the Three Years Ending June 30, 2026, and the Final Close Estimate Special Revenue Fund Budget for FY 2023-2024 by separate motions and votes.

1. General Operating Fund Final Close Estimate Budget for FY 2022-2023

Executive Summary:

The major adjustments in the FCEB are as follows:

- Lower property tax receipts caused by rise in tax captures offset by growth in industrial facilities tax revenue and payments in lieu of taxes.
- Reclassify Library share of Local Community Stabilization Authority disbursement from General Operating Fund revenue to Capital Improvement Plan revenue.
- Reduce final close estimate by \$294,719 from previous budget.
- Produce forecast net operating surplus of \$450,507 (3.2% op. margin)
- Forecast General Fund balance at FYE 6/30/2023 of \$12,127,001.

MOTION: L. GOFREY AND L. MAH SUPPORTED THE MOTION TO APPROVE THE FINAL CLOSE ESTIMATE GENERAL OPERATING FUND BUSGET FOR FY 2022-2023.

Discussion: There was no discussion.

2. Preliminary Estimate Budget for FY 2022-2023

Executive Summary:

Highlights of the Special Revenue budget for next fiscal year are provided below.

Revenue:

- Property tax revenue increase of \$857,379.
- Interest Income on Library investments expected to fall.
- Other revenue (Penal Fines, State Aid, etc.) items expected to remain flat.

- Net Operating Revenue forecast at \$14,750,087, an increase of \$807,379 vs. prior yr. FCEB (5.8% increase).

Expenditures:

- 64% of budget attributed to Wages and Benefits for Library employees.
- One new Librarian position added to staff (Circulation Librarian).
- 10% of Budget allocated to materials for circulation among library patrons.
- Increase materials and programming budgets as circulation figures and patron visits return to pre-pandemic levels.
- Preliminary expenditures forecast to increase by \$907,162 to \$14,399,362.
- Produce forecast net operating surplus of \$305,725 (2.4% op. margin).

Discussion: J. Williams asked if we are under our goal of 65% of budget for Wages and Benefits. N. Dike explains that similar to FY 2022-2023 adjustments will be made at Mid-year and Final Close and usual spending comes in lower and increases the Wage and Benefits percentage.

3. *Capital Improvement Fund Budget for the Three Years Ending June 30, 2026*

Executive Summary:

Revised CIP Allocations for FY 2022-2023 FCEB

- Reclassify Library share of Local Community Stabilization Authority fund as CIP revenue.

Capital Improvement Plan thru June 30, 2026

- Net CIP budgeted revenue plus support from the General Fund remains \$1,320,000 in FY 2022-2023 and total cumulative \$2,820,000 through the next three fiscal years.
- FY 2023-2024 CIP budgeted allocation plus reserves total \$2,399,236. Major project allocations include infrastructure improvements at Central, Eastwood, Washington Square and Oshtemo; and technology upgrades throughout KPL.
- CIP budgeted allocations from FY 2022-2023 through FYE June 30, 2026, total \$6,528,917.

Discussion: There was no discussion.

MOTION: L. GOFREY AND L. MAH SUPPORTED THE MOTION TO APPROVE THE CAPITAL IMPROVEMENT FUND BUDGET FOR THREE YEARS ENDING JUNE 30, 2026.

4. *Special Revenue Fund Final Close Estimate Budget for FY 2022-2023 and Preliminary Budget for FY 2023-2024*

Executive Summary:

Final Close Estimate ("FCEB") Special Revenue Fund budget for FY 2022-2023

- Adjusts for SRF budget to adding reimbursement from the Universal Service fund of the U.S. Department of Treasury for the Library's Digital Access Project.
- Investment return on SRF funds have returned to the historic average this fiscal year.

- Special Revenue fund balance at FYE 6/20/2023 forecast to be \$1,552,981.

Preliminary Estimate ("PEB") Special Revenue Fund budget for FY 2023-2024

- Continuation of Ready-to-Read programs.
- Year #4 of support for ONEplace operations under the Stryker Johnston grant.
- Selection of another recipient of the Amanda Green Librarian Scholarship.
- Special Revenue fund balance at FYE 6/20/2024 forecast to be \$1,361,736.

Discussion: J. Williams thanked N. Dike for his previous work teaching the board about the budget.

MOTION: L. GOFREY AND L. MAH SUPPORTED THE MOTION TO APPROVE SPECIAL REVENUE FUND FINAL CLOSE ESTIMATE BUDGET FOR FY 2022-2023 AND PRELIMINARY BUDGET FOR FY 2023-2024.

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

MOTION CARRIED 6-0

Reports

A. Summer Reading Challenge

M. Orozco, Youth Services Librarian, gave an overview of the Summer Reading Challenge. Highlighting that the library already surpassed sign up compared to the previous year and has already given away 3,023 books.

Discussion: President Roth thanked Milan for her report and asked if trustees could order shirts. F. Howe confirmed MAC has more for them.

B. Adult Reading Challenge

A. Alcenius-Hoisington, Circulation Librarian, gave an overview of the Adult Reading Challenge, which takes place seasonally.

Discussion: K. Jock asked how individuals sign-out for the challenge. Amy noted that anyone can grab one at a Service desk to participate. T. New asked how many have participated. A. Alcenius-Hoisington noted that the statistics may not be accurate, but the numbers are increasing.

VI. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS

RESOLUTIONS:

A. Resolution to Adopt the Preliminary Budget and Authorize Millage Levy for 2022-2023.

MOTION: L. GODFREY MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO ADOPT THE RESOLUTION TO APPROVE THE GENERAL FUND PRELIMINARY BUDGET FOR FY 2023-2024 AND AUTHORIZE THAT 3.8999 MILLS BE LEVIED FOR LIBRARY OPERATIONS FOR 2022-2023.

Discussion: There was no discussion.

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

MOTION CARRIED 6-0

VII. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – Trustee Godfrey shared that the committee met and worked on the budgets shared.
- B. *Personnel Committee* – Trustee Miller shared that the committee has been meeting to discuss the Interim Director’s Evaluation. She also requested to present at the next board meeting some goals.
- C. *Fund Development Committee* – No meeting.
- D. *Director’s Building Advisory Committee* – No meeting, T. New reported that they have a meeting scheduled.
- E. *Ad hoc Bylaw Review Committee* – Trustee Williams shared that the committee did not meet last month but plans to call a meeting.

VIII. OTHER BUSINESS

A. *Director’s Report*

Interim Director New reported on the following topics:

- Changes from Readers Service Librarian and Collection Maintenance Librarian to Patron Services Librarians and changes to their job descriptions.
- Congratulations to the Friends for another successful book sale.
- Security Manager Andrew Jones has left KPL for a new job opportunity, he had a significant impact in the short time he was with KPL. The Library thanks him and wishes him the best.
- Many partnerships and events: Party in the Park (1200 children & 600 early literacy bags), Festival in the Falts, and Milham Park Party.
- The Teen department focused on school visits in the month of May, visiting Milwood, Maple Street Magnet, Loy Norrix and Kalamazoo Covenant. Registering over 2,000 teens for summer reading.

- Milan O., Jill L., Angela F., and Derrick J. attended the Northeastern Head Start year-end celebration with the mobile library.
- Staff helped organize a donation of 100 books to give out at the annual QUEER ON THE BLOCK celebration as a part of Pride Month.
- Highlighted that 56 staff members have achieved their bronze level of the Phished Academy.
- The move of the Law Library has gone relatively smoothly, and staff report they feel better in the new location and service continues as before.

B. Board Development Proposal

- C. Miller talks about the boards meeting with Dr. Parker and asks trustees to look at her proposal. J. Williams states she is excited about the work they will be doing. L. Godfrey brings up concerns of timeline with Director's search with proposal timeline. C. Roth mentioned that the proposal came from their 1-on-1s with Dr. Parker. Trustees decide to go back to Dr. Parker for revision after meeting with Bradburry Miller.

IX. CLOSED SESSION

A. Interim Director's Evaluation

MOTION: L. GODFREY MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION TO DISCUSS INTERIM DIRECTOR NEW'S EVALUATION.

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

MOTION CARRIED 6-0

Trustees moved to closed session at 6:45 p.m.

MOTION: L. GODFREY MOVED AND D. MILLER SUPPORTED THE MOTION TO MOVE OUT OF CLOSED SESSION.

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

MOTION CARRIED 6-0

Trustees moved to open session at 7:26 p.m.

D. Miller states that the board has conducted an evaluation of the Interim director and finds her performance has exceeded expectations.

MOTION: D. MILLER MOVED AND L. GODFREY SUPPORTED THE BOARD EXTEND HER POSITION AS INTEIRM DIRECTOR WITH COMPENSATION WITHIN THE SLARY RANGE OF LIBRARY DIRECTOR.

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

MOTION CARRIED 6-0

X. PERSONS REQUESTING TO ADDRESS THE BOARD

No one wished to address the board.

XI. COMMENTS BY TRUSTEES

- L. Mah echoed J. Williams in thanking N. Dike for his prep work for the budget. Noted that the annual party in the park was a lot of fun and thanked teen visits, they had received praises from the librarian at Loy Norrix.
- J. Williams echoed the letter the board has received from the librarian at Loy Norrix and gave high remarks to KPL staff for all their work.
- K. Jock echoed thanks to everyone who worked on the budget. She expressed excitement for the Summer Reading Challenge and them surpassing last year's numbers and to all the other programs and events happening. Thanked Interim Director New for efforts during evaluation cycle.
- L. Godfrey echoed how she was impressed by all the events and behind the scenes of all the outreach to the public.
- D. Miller echoed all other trustees and mentioned she attended the QUEER ON THE BLOCK event and expressed the public's appreciation for the library being there. She also thanked Interim Director New for her work as Interim Director and Head of Human Resources.
- President Roth thanked everyone for their work with the public events and programs, she highlighted those working behind the scenes. She mentioned she had a great time at Party in the Park. She thanked T. New for her work in both positions as Interim Director and Head of Human Resources.

XII. ADJOURNMENT

Hearing no objection, President Roth adjourned the meeting at 7:31 p.m.

X_____

Jannie Williams
Secretary

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

CALL TO ORDER:

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

AGENDA APPROVAL:

Interim Director New indicated that Karen Miller of Bradbury Miller is unable to speak for this meeting.

I. ROLL CALL

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

Absent: Emily Greenman Wright

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one wished to address the board.

III. DIRECTOR SEARCH DISCUSSION: KAREN MILLER OF BRADBURY MILLER

MOTION: L. GOFREY MOVED AND D. MILLER SUPPORTED TO CANCEL MEETING AND ADJOUR
DIRECTOR SEARCH DISCUSSION TO A FUTURE DATE SINCE KAREN MILLER WAS UNABLE TO
ATTEND.

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

MOTION CARRIED 6-0

IV. COMMENTS BY TRUSTEES

No comments.

V. ADJOURNMENT

Hearing no objection, President Roth cancelled and adjourned the meeting at 5:03 p.m.

X _____
Jannie Williams
Secretary



Kalamazoo
Public Library

MEMO

TO: Library Trustees

FROM: Terry New, Interim
Library Director

RE: **Financial Reports for the Month
Ending June 30, 2023**

DATE: July 24, 2023

Recommendation:

I recommend the Board accept the Financial Reports for the month ending June 30, 2023.

Executive Summary:

Notes to the reports are included for your information.

Lisa Godfrey, Treasurer

Kalamazoo Public Library

Financial Reports for June 2023

Governmental Pooled Funds, Sources and Uses and Combined Balance Sheet

The Library's Governmental Pooled Funds totaled \$16,961,120 at the end of the month of June. Sources of funds totaled \$86,985 during the month, highlighted by the recording of accrued interest income on the library's liquid investments (\$64,447). Uses of funds totaled \$1,149,544 in June, led by Salaries & Wages, Prepaid Expenditures, and Other Expenditures. The Combined Balance sheet was normal for the final month of the fiscal year and reflect accounts receivable and accounts payable to the library's financial ledgers at fiscal year-end for each distinct governmental fund, as described below.

Revenue, Expenditure, and Cash Balance Summary -- General Operating Fund

The library recognized \$329,439 of General Fund revenue during June, and cumulative General Fund revenue totaled \$13,991,422 for the fiscal year. General Fund expenditures for FY 2022-2023 through June total \$12,416,565, or 92% of the adjusted operating fund budget. Accrued revenue includes the library's share of District Court Penal Fines, final distribution of State Aid to Public Libraries and Law Library revenue from Kalamazoo County for the six-month period from January through fiscal year ending June 30, 2023. Outstanding expenses to be recognized for fiscal year 2022-2023 include certain materials, supplies, services rendered, and programming charges for which invoices were not received by June 30th, in addition to the accrual of payroll for hours worked in during the final two weeks of June.

Capital Improvement Plan

Capital Improvement Plan activity for the month of June featured recognized expenditures of \$108,110 during the month. CIP spending was led by charges for infrastructure improvements at Washington Square (P#809, totaling \$74,929), and parking & ramp improvements at Oshtemo (P#821P, totaling \$25,390). Major CIP encumbrances outstanding at the end of the month include various building repair, design, restoration, and infrastructure projects at the Central Library, Washington Square, Eastwood and Oshtemo branches (various CIP projects totaling \$236,678).

Special Revenue Fund

Financial activity in the Special Revenue Fund during June includes the recognition of SRF local support of \$166,280, highlighted by the recognition of a draw of Stryker Johnston grant funds for ONEplace operations from the Library's Endowment Fund (P#306, totaling \$155,000). The SRF also accrued reimbursement from the Universal Service Administrative Company for another year of digital access for Kalamazoo County residents under the Digital Access Project (P#320, totaling \$138,364). Special Revenue Fund expenditures totaled \$24,174, led by Programming expenses under the Stryker Johnston Grant for ONEplace (P #306, totaling \$23,015).

Endowment Fund

The Bureau of Labor Statistics reported that 209,000 new jobs were created during June, while the unemployment rate fell to 3.6%. BLS also reported the Consumer Price Index for the twelve-month period through June was 3.0%, the lowest since March 2021. The market value of the Library's Endowment Fund at the end of June rose to \$6,148,111, an increase in value of \$208,231 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 June 30 2023

	<u>June</u>	
BEGINNING CASH BALANCE *		\$ 18,023,679
* Including short-term investments		
<u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$ 3,274	
IFT/CFT, PILOT, Other Tax Receipts	\$ 100	
State Aid/Renaissance Zone Reimbursement	\$ -	
USF Refunds/Law Library Contract/District Ct. Penal Fines	\$ -	
Interest Income	\$ 64,447	
Library Fines & Fees	\$ 7,884	
Other Sources: Gifts, Grants, & Reimbursements		
Other (CIP and SRF Revenue, etc.)	\$ 11,280	
TOTAL SOURCES OF CASH		\$ 86,985
<u>USES OF CASH:</u>		
Salaries & Wages	\$ (432,520)	
Benefits	\$ (92,689)	
Materials	\$ (90,290)	
Operating Expenditures	\$ (39,039)	
Facilities	\$ (64,839)	
Technical Services	\$ (7,641)	
Purchased Services	\$ (72,724)	
Other	\$ (119,694)	
Capital Expenditures	\$ (101,279)	
Prepaid Expenditures	\$ (128,829)	
TOTAL USES OF CASH		\$ (1,149,544)
ENDING CASH		\$ 16,961,120
<u>POOLED CASH ACCOUNTS:</u>		
Petty Cash	\$ 250	
Flagstar Bank General Checking	\$ 253,550	
First National NOW & ACH Transfer Accounts	\$ 147,391	
Consumers Credit Union - Share Savings/Navia Admin	\$ 25,261	
Consumers Credit Union - General Checking	\$ 28,502	
Midwest Business Exchange Account/Paypal	\$ 33,302	
POOLED CASH ACCOUNTS		\$ 488,256
<u>POOLED INVESTMENT ACCOUNTS:</u>		
Flagstar Bank Premier Savings, MM & CD Accts	\$ 6,629,708	
First National Bank ICS Savings, MM & CDs	\$ 7,908,785	
Consumers Credit Union MM Acct & CD Accts	\$ 1,934,372	
POOLED INVESTMENT ACCOUNTS		\$ 16,472,865
TOTAL CASH AND POOLED INVESTMENTS		\$ 16,961,120

Kalamazoo Public Library

Combined Balance Sheet

As of June 30, 2023

	Operating	Capital Improvement	Special Revenue	Endowment
<u>Assets</u>				
Cash & Equivalents				
Cash & Checking	\$ 7,615,241	\$ 4,022,760	\$ 330,538	\$ 433,298
Investments	\$ 4,992,581	\$ -	\$ 1,566,387	\$ 5,714,813
Total Cash & Equivalents	<u>\$ 12,607,822</u>	<u>\$ 4,022,760</u>	<u>\$ 1,896,925</u>	<u>\$ 6,148,111</u>
Accounts Receivable				
Accounts Receivable	\$ 249,470	\$ 140,000	\$ 293,364	\$ -
Total Accounts Receivable	<u>\$ 249,470</u>	<u>\$ 140,000</u>	<u>\$ 293,364</u>	<u>\$ -</u>
Taxes Receivable				
Taxes Receivable	\$ -	\$ -	\$ -	\$ -
Total Taxes Receivable	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Other Assets				
Other Assets	\$ 348,609	\$ -	\$ -	\$ -
Due to/from Other Funds	\$ -	\$ -	\$ -	\$ -
Total Other Assets	<u>\$ 348,609</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Assets	<u>\$ 13,205,901</u>	<u>\$ 4,162,760</u>	<u>\$ 2,190,289</u>	<u>\$ 6,148,111</u>
<u>Liabilities and Fund Balance</u>				
Current Liabilities				
Accounts Payable	\$ 52,434	\$ 6,831	\$ 3,000	\$ 155,000
Salaries Payable	\$ (8,329)	\$ -	\$ -	\$ -
Retirement Payable	\$ 6,421	\$ -	\$ -	\$ -
Total Current Liabilities	<u>\$ 50,526</u>	<u>\$ 6,831</u>	<u>\$ 3,000</u>	<u>\$ 155,000</u>
Long Term Liabilities				
Long Term Liabilities	\$ -	\$ -	\$ 345,000	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 345,000</u>	<u>\$ -</u>
Net Assets				
Fund Balance	\$ 13,155,375	\$ 4,155,929	\$ 1,842,289	\$ 5,993,111
Total	<u>\$ 13,155,375</u>	<u>\$ 4,155,929</u>	<u>\$ 1,842,289</u>	<u>\$ 5,993,111</u>
Total Liabilities & Fund Balance	<u>\$ 13,205,901</u>	<u>\$ 4,162,760</u>	<u>\$ 2,190,289</u>	<u>\$ 6,148,111</u>

Kalamazoo Public Library

General Operating Fund

Month of June 2023

Month of June		YTD	FCEB	Budget Left	% Complete
Activity	Encumbrances				

1 - General Fund

REVENUE

Property Taxes	\$ 3,274	\$ -	\$ 12,883,772	\$ 12,883,000	\$ (772)	100.0%
Other Taxes	\$ 100	\$ -	\$ 114,972	\$ 119,100	\$ 4,128	96.5%
Fines and Fees	\$ 7,884	\$ -	\$ 24,998	\$ 19,000	\$ (5,998)	131.6%
District Court Penal Fines	\$ 148,000	\$ -	\$ 148,000	\$ 148,000	\$ -	100.0%
Local Support	\$ -	\$ -	\$ 172,260	\$ 173,000	\$ 740	99.6%
Interest Income	\$ 64,447	\$ -	\$ 256,649	\$ 200,000	\$ (56,649)	128.3%
State Aid and Reimbursements	\$ 64,407	\$ -	\$ 283,883	\$ 272,812	\$ (11,071)	104.1%
Other	\$ 41,327	\$ -	\$ 106,888	\$ 127,796	\$ 20,908	83.6%

Total Revenue	\$ 329,439	\$ -	\$ 13,991,422	\$ 13,942,708	\$ (48,714)	100.3%
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EXPENDITURES

Salaries

Administrator Salaries	\$ 50,209	\$ -	\$ 697,854	\$ 791,104	\$ 93,250	88.2%
Librarian Salaries	\$ 127,425	\$ -	\$ 1,604,646	\$ 1,662,094	\$ 57,448	96.5%
Supervisory Technical Salaries	\$ 78,577	\$ -	\$ 1,021,460	\$ 1,080,867	\$ 59,407	94.5%
Library Assistant Salaries	\$ 128,078	\$ -	\$ 1,570,536	\$ 1,660,752	\$ 90,216	94.6%
Interns	\$ 19,245	\$ -	\$ 196,598	\$ 209,759	\$ 13,161	93.7%
Library Aides	\$ 48,462	\$ -	\$ 624,537	\$ 680,462	\$ 55,925	91.8%
Substitute Salaries	\$ 7,297	\$ -	\$ 115,887	\$ 119,006	\$ 3,119	97.4%
Vacancy Credit	\$ -	\$ -	\$ -	\$ (35,000)	\$ (35,000)	0.0%
Total	\$ 459,293	\$ -	\$ 5,831,519	\$ 6,169,044	\$ 337,525	94.5%

Benefits

Employee Insurance	\$ 90,979	\$ -	\$ 1,080,663	\$ 1,137,582	\$ 56,919	95.0%
Retirement	\$ 52,212	\$ -	\$ 1,015,154	\$ 1,069,662	\$ 54,508	94.9%
Employer FICA-Medicare	\$ 33,313	\$ -	\$ 426,958	\$ 467,959	\$ 41,002	91.2%
Other Benefits	\$ 3,798	\$ -	\$ 76,588	\$ 84,633	\$ 8,045	90.5%
Total	\$ 180,302	\$ -	\$ 2,599,362	\$ 2,759,836	\$ 160,474	94.2%

Materials

Adult Books	\$ 57,281	\$ -	\$ 498,690	\$ 554,246	\$ 55,556	90.0%
Juvenile Books	\$ 10,310	\$ -	\$ 119,890	\$ 121,500	\$ 1,610	98.7%
Periodicals	\$ 507	\$ -	\$ 41,778	\$ 45,860	\$ 4,082	91.1%
Audio-Visual Material	\$ 45,182	\$ -	\$ 352,458	\$ 398,500	\$ 46,042	88.4%
Digital Materials	\$ -	\$ -	\$ 129,968	\$ 198,640	\$ 68,672	65.4%
Library of Things	\$ 2,312	\$ -	\$ 71,450	\$ 75,000	\$ 3,550	95.3%
Total	\$ 115,591	\$ -	\$ 1,214,233	\$ 1,393,746	\$ 179,513	87.1%

Facilities

Fuel	\$ 3,336	\$ -	\$ 71,657	\$ 79,000	\$ 7,343	90.7%
Electricity	\$ 17,237	\$ -	\$ 170,289	\$ 184,639	\$ 14,350	92.2%
Water	\$ 1,923	\$ -	\$ 13,126	\$ 13,600	\$ 474	96.5%
Custodial Supplies	\$ 8,442	\$ -	\$ 57,780	\$ 90,000	\$ 32,220	64.2%

Kalamazoo Public Library

General Operating Fund

Month of June 2023

1 - General Fund

		Month of June					
		Activity	Encumbrances	YTD	FCEB	Budget Left	% Complete
1 - General Fund							
Grounds Maintenance	\$	1,317	\$ -	\$ 39,736	\$ 56,719	\$ 16,983	70.1%
Vehicle Maintenance	\$	383	\$ -	\$ 7,097	\$ 8,000	\$ 903	88.7%
Building Repair	\$	3,263	\$ -	\$ 127,058	\$ 137,000	\$ 9,942	92.7%
Building Operations	\$	36,011	\$ -	\$ 132,547	\$ 135,000	\$ 2,453	98.2%
Total	\$	71,912	\$ -	\$ 619,290	\$ 703,958	\$ 84,668	88.0%
Operating Expenses							
Supplies	\$	29,106	\$ -	\$ 128,003	\$ 133,000	\$ 4,997	96.2%
Misc. Operating Expenses	\$	8,690	\$ -	\$ 80,922	\$ 92,000	\$ 11,078	88.0%
Postage & Freight	\$	8,184	\$ -	\$ 49,186	\$ 45,000	\$ (4,186)	109.3%
Rent	\$	125	\$ -	\$ 41,603	\$ 46,200	\$ 4,597	90.1%
Processing Supplies	\$	1,585	\$ -	\$ 28,080	\$ 35,000	\$ 6,920	80.2%
Total	\$	47,688	\$ -	\$ 327,795	\$ 351,200	\$ 23,405	93.3%
Technical Services							
F&E Repair & Maintenance	\$	-	\$ -	\$ 645	\$ 16,000	\$ 15,355	4.0%
Software as Service	\$	147	\$ -	\$ 349,299	\$ 368,394	\$ 19,095	94.8%
Software Licensing & Maint.	\$	4,176	\$ -	\$ 158,296	\$ 176,750	\$ 18,454	89.6%
Telecommunications	\$	4,586	\$ -	\$ 96,270	\$ 152,660	\$ 56,390	63.1%
Cataloging & Processing	\$	5,771	\$ -	\$ 56,652	\$ 85,800	\$ 29,148	66.0%
Total	\$	14,680	\$ -	\$ 661,162	\$ 799,604	\$ 138,442	82.7%
Purchased Services							
Security	\$	38,423	\$ -	\$ 371,627	\$ 375,000	\$ 3,373	99.1%
Insurance	\$	2,373	\$ -	\$ 99,211	\$ 99,110	\$ (101)	100.1%
Legal Services	\$	1,680	\$ -	\$ 17,154	\$ 20,000	\$ 2,846	85.8%
Printing Services	\$	32,734	\$ -	\$ 150,893	\$ 130,100	\$ (20,793)	116.0%
Advertising	\$	5,237	\$ -	\$ 35,942	\$ 40,000	\$ 4,058	89.9%
Contracted Services	\$	2,516	\$ -	\$ 94,868	\$ 157,609	\$ 62,741	60.2%
Total	\$	82,963	\$ -	\$ 769,695	\$ 821,819	\$ 52,124	93.7%
Other Expenditures							
Programming	\$	70,441	\$ (15,091)	\$ 290,349	\$ 318,700	\$ 28,351	91.1%
Tax Charge Backs	\$	-	\$ -	\$ 480	\$ 30,000	\$ 29,520	1.6%
Staff Development	\$	1,886	\$ -	\$ 33,103	\$ 56,044	\$ 22,941	59.1%
Travel & Conference	\$	2,293	\$ -	\$ 59,078	\$ 76,250	\$ 17,172	77.5%
Board Expenses	\$	1,580	\$ -	\$ 10,500	\$ 12,000	\$ 1,500	87.5%
Total	\$	76,199	\$ (15,091)	\$ 393,509	\$ 492,994	\$ 99,485	79.8%
Total Expenditures	\$	1,048,627	\$ (15,091)	\$ 12,416,565	\$ 13,492,201	\$ 1,075,636	92.0%
Transfers							
Transfers from other funds	\$	(95,444)	\$ -	\$ (140,438)	\$ (140,970)	\$ (532)	99.6%
Transfers to other funds	\$	-	\$ -	\$ 848,728	\$ 848,728	\$ -	100.0%
Total	\$	(95,444)	\$ -	\$ 708,290	\$ 707,758	\$ (532)	100.1%
Total Expenditures & Transfers	\$	953,184	\$ (15,091)	\$ 13,124,855	\$ 14,199,959	\$ 1,075,105	

Kalamazoo Public Library
Capital Improvement Plan Fund
Month of June 2023

3 - Capital Improvement Plan Fund

REVENUE

	Monthly Activity	Monthly Encumbrances	Activity YTD	Carryover Balance	Final Close Estimate Budget	Balance Remaining
Other Local Gifts & Grants						
800 - Capital Improvement Plan	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ -
830 - Computer & Technology Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
884 - Digital Lab (Hub) Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ -
State Aid & Reimbursements						
800 - Share of Local Community Stabilization Fund	\$ -	\$ -	\$ 471,272	\$ -	\$ 471,272	\$ -
Total Revenue Received	\$ -	\$ -	\$ 621,272	\$ -	\$ 621,272	\$ -

EXPENDITURES

Furnishings						
810 - Furnishings Reserve		\$ -	\$ -	\$ 141,322	\$ (20,120)	\$ 121,202
Total Furnishings Reserve	\$ -	\$ -	\$ -	\$ 141,322	\$ (20,120)	\$ 198,772
Central Library						
803 - Central Building Furnishings	\$ -	\$ -	\$ -	\$ 4,200	\$ 11,620	\$ 15,820
812 - Office Furnishings - KPL Reorganization	\$ -	\$ -	\$ 18,634	\$ 14,097	\$ 10,000	\$ 5,463
813 - Display/Public - Central	\$ -	\$ -	\$ 2,923	\$ 71,200	\$ -	\$ 68,277
818 - Circulation Room Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
861 - IT Office Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
884F - Digital Lab Furnishings	\$ -	\$ -	\$ -	\$ 4,500	\$ -	\$ 4,500
889 - Children's Room Table/Chairs	\$ -	\$ -	\$ 9,578	\$ 6,388	\$ 10,000	\$ 6,810
892 - Local History Room Furniture	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
892F - Local History Digitization - FFE	\$ -	\$ -	\$ -	\$ 1,371	\$ -	\$ 1,371
Total Central Library	\$ -	\$ -	\$ 31,135	\$ 102,756	\$ 31,620	\$ 103,241
Branch Libraries						
815 - Workspaces & Public Areas - Oshtemo	\$ -	\$ -	\$ 5,135	\$ 25,103	\$ 21,000	\$ 40,968
817 - Workspaces & Public Areas - WSQ	\$ -	\$ -	\$ -	\$ 10,445	\$ 17,500	\$ 27,945
881 - Eastwood/Powell - Furniture	\$ -	\$ -	\$ 2,486	\$ 45,021	\$ -	\$ 42,535
Total Branch Libraries	\$ -	\$ -	\$ 7,621	\$ 80,569	\$ 38,500	\$ 111,448
System-Wide Projects						
811F - Carpet Cleaning Equipment	\$ -	\$ -	\$ -	\$ 3,212	\$ -	\$ 3,212
814 - Desks & Chairs - Multiple Departments	\$ -	\$ 2,022	\$ 10,805	\$ 6,693	\$ 11,009	\$ 6,897
819 - Materials Lending Machine Project	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
898F - Library of Things -- Furniture & Equipment	\$ -	\$ -	\$ 144	\$ 17,635	\$ (10,000)	\$ 7,491
Total System-Wide Projects	\$ -	\$ 2,022	\$ 10,949	\$ 37,540	\$ 1,009	\$ 27,600
Total Furniture & Equipment	\$ -	\$ 2,022	\$ 49,705	\$ 362,187	\$ 51,009	\$ 441,061
Building Alterations						
820 - Building Alterations Reserve	\$ -	\$ -	\$ -	\$ 49,061	\$ 438,800	\$ 487,861
Total Building Reserve	\$ -	\$ -	\$ -	\$ 49,061	\$ 438,800	\$ 487,861
Structural Projects						
805 - Central Tile Maintenance & Replacement	\$ -	\$ -	\$ -	\$ 247	\$ 50,110	\$ 50,357
807 - Washington Square Bldg Projects	\$ -	\$ -	\$ -	\$ 36,100	\$ (12,600)	\$ 23,500
809 - Washington Square Infrastructure Projects	\$ 74,929	\$ (74,929)	\$ 74,929	\$ -	\$ 37,000	\$ (37,929)
809E - Washington Square Exterior Projects	\$ -	\$ -	\$ 4,876	\$ 73,000	\$ -	\$ 68,124
821 - Oshtemo Infrastructure Projects	\$ -	\$ -	\$ -	\$ 48,200	\$ 50,000	\$ 98,200
822 - Eastwood Infrastructure Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
822R - Eastwood Branch Roof Project	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 160,000
823R - Oshtemo Branch Roof Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
828 - Eastwood Building Projects	\$ -	\$ -	\$ 13,233	\$ 19,440	\$ -	\$ 6,207

Kalamazoo Public Library
Capital Improvement Plan Fund
Month of June 2023

3 - Capital Improvement Plan Fund

	Monthly Activity	Monthly Encumbrances	Activity YTD	Carryover Balance	Final Close Estimate Budget	Balance Remaining
828H - Eastwood Furnace Replacement	\$ -	\$ -	\$ 67,348	\$ -	\$ 73,250	\$ 5,902
Total Structural Projects	\$ 74,929	\$ (74,929)	\$ 160,386	\$ 176,987	\$ 357,760	\$ 374,361
Mechanical Projects						
825 - Central Chiller / Cooling tower	\$ -	\$ -	\$ -	\$ -	\$ 175,000	\$ 175,000
825O - Central ONEplace Cooling tower	\$ -	\$ -	\$ 4,360	\$ -	\$ 55,500	\$ 51,140
826 - Central Steam Boiler	\$ -	\$ -	\$ 278	\$ 22,056	\$ 950,000	\$ 971,778
841 - Central Louvers on AHU-2	\$ -	\$ -	\$ -	\$ 45,000	\$ 15,000	\$ 60,000
887 - Generator, Central, Eastwood & Powell	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
895 - Central Freight Elevator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
895PE - Central Passenger Elevator	\$ -	\$ -	\$ -	\$ -	\$ 52,000	\$ 52,000
Total Mechanical Projects	\$ -	\$ -	\$ 4,638	\$ 142,056	\$ 1,247,500	\$ 1,384,918
Control & Security Systems						
827 - Security Systems	\$ -	\$ -	\$ 54,932	\$ 44,643	\$ 20,796	\$ 10,507
827A - Library Access Controls Project	\$ 960	\$ -	\$ 85,646	\$ -	\$ 147,260	\$ 61,614
827D - ADA Compliant Staff Doors	\$ -	\$ -	\$ -	\$ -	\$ 19,000	\$ 19,000
Total Control & Security Systems	\$ 960	\$ -	\$ 140,578	\$ 44,643	\$ 187,056	\$ 91,121
Other Facilities Projects						
806 - Central Restrooms	\$ -	\$ -	\$ 17,836	\$ 1,383	\$ 20,000	\$ 3,547
808 - Dropbox Replacement	\$ 6,831	\$ (6,831)	\$ 6,831	\$ 25,720	\$ -	\$ 18,889
811 - Carpet Master Plan - Central	\$ -	\$ -	\$ 525	\$ 257,448	\$ -	\$ 256,923
811E - Carpet Master Plan - Eastwood	\$ -	\$ -	\$ 61,760	\$ -	\$ 118,457	\$ 56,697
811W - Carpet Master Plan - WSQ	\$ -	\$ -	\$ -	\$ -	\$ 54,270	\$ 54,270
816a - Library Space Study	\$ -	\$ -	\$ 7,500	\$ 90,000	\$ (49,223)	\$ 33,277
821C - Oshtemo Courtyard Improvements	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
821P - Oshtemo Parking & Ramp Projects	\$ 25,390	\$ -	\$ 228,690	\$ -	\$ 375,000	\$ 146,310
823 - Oshtemo Building Projects	\$ -	\$ -	\$ 2,220	\$ 2,389	\$ -	\$ 169
824 - Eastwood Drop Ceiling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
829 - Central Building Projects	\$ -	\$ -	\$ 4,660	\$ 14,825	\$ 3,950	\$ 14,115
829L - Central Exterior Lighting Replacement	\$ -	\$ 7,800	\$ -	\$ -	\$ 8,500	\$ 8,500
829S - Central Sewage Ejection Pump Replacement	\$ -	\$ -	\$ -	\$ -	\$ 8,461	\$ 8,461
892B - Local History Digitization - Bldg Alt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
893 - Vehicles	\$ -	\$ -	\$ -	\$ 1,010	\$ (1,010)	\$ -
897 - System - Door Counter Sensors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
802 - COVID-Related Projects	\$ -	\$ -	\$ -	\$ 25,000	\$ (25,000)	\$ -
829V - Van Duesen Renovations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Facilities Projects	\$ 32,221	\$ 969	\$ 330,022	\$ 417,775	\$ 563,405	\$ 651,158
Total Building Alterations	\$ 108,110	\$ (73,960)	\$ 635,624	\$ 830,522	\$ 2,794,521	\$ 2,989,419
Computer & Technology						
830 - Computer & Technology Reserve	\$ -	\$ -	\$ -	\$ 159,509	\$ (22,000)	\$ 137,509
Total Computer & Tech. Reserve	\$ -	\$ -	\$ -	\$ 159,509	\$ (22,000)	\$ 137,509
Public Technology & Hardware						
831 - Computer Equipment & Peripherals	\$ -	\$ -	\$ 59,013	\$ 17,834	\$ 60,000	\$ 18,821
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	\$ -	\$ -	\$ 4,168	\$ 2,027	\$ -	\$ (2,141)
892A - Local History Digitization - Automation	\$ -	\$ -	\$ 11,667	\$ 20,342	\$ -	\$ 8,675
Total Public Technology & Hardware	\$ -	\$ -	\$ 74,848	\$ 63,603	\$ 60,000	\$ 48,755
Portable Technology						

Kalamazoo Public Library
Capital Improvement Plan Fund
 Month of June 2023

3 - Capital Improvement Plan Fund

	Monthly Activity	Monthly Encumbrances	Activity YTD	Carryover Balance	Final Close Estimate Budget	Balance Remaining
878 - Portable Devices	\$ -	\$ -	\$ -	\$ 11,209	\$ -	\$ 11,209
Total Portable Technology	\$ -	\$ -	\$ -	\$ 11,209	\$ -	\$ 11,209
Other Tech/Computer Equipment						
854 - Other Tech/Computer Equipment	\$ -	\$ -	\$ 17,481	\$ 23,524	\$ -	\$ 6,043
855 - Communications Systems	\$ -	\$ -	\$ 2,162	\$ 2,372	\$ -	\$ 210
855PA - KPL PA System Project	\$ -	\$ -	\$ -	\$ 2,372	\$ 66,300	\$ 68,672
856 - IT Infrastructure Projects	\$ -	\$ -	\$ -	\$ 1,784	\$ -	\$ 1,784
879 - Office scanners	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
898 - Library of Things (Tech Related)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Tech/Computer Equipme	\$ -	\$ -	\$ 19,643	\$ 30,052	\$ 66,300	\$ 76,709
RFID/Circulation						
852 - RFID/ILS Equipment	\$ -	\$ -	\$ -	\$ 262	\$ -	\$ 262
Total RFID/Circulation Tech.	\$ -	\$ -	\$ -	\$ 262	\$ -	\$ 262
Total Computer & Technology	\$ -	\$ -	\$ 94,491	\$ 264,635	\$ 104,300	\$ 274,444
Total CIP Expenditures	\$ 108,110	\$ (71,938)	\$ 779,820	\$ 1,457,344	\$ 2,949,830	\$ 3,704,924
Draw on Specific CIP Reserve: Central Boiler Project:						\$ (950,000)
Draw on Specific CIP Reserve: Oshtemo Infrastructure Projects:						\$ (100,000)
Transfer to Specific CIP Reserve: Oshtemo Infrastructure Projects:						\$ 500,000
Transfer to Specific CIP Reserve: Eastwood Infrastructure Projects:						\$ 50,000
APPROVED BUDGETED CIP EXPENDITURES + TRANSFERS TO SPECIFIC CIP RESERVES:						\$ 2,449,830
Transfers						
800 -CIP Transfers (from) Other Funds	\$ -	\$ -	\$ (1,502,009)	\$ -	\$ (1,502,009)	\$ -
800 -CIP Transfers to Other Funds	\$ -	\$ -	\$ 370,209	\$ -	\$ 370,209	\$ -
Total	\$ -	\$ -	\$ (1,131,800)	\$ -	\$ (1,131,800)	\$ -
Total Transfers	\$ -	\$ -	\$ (1,131,800)	\$ -	\$ (1,131,800)	\$ -
BEGINNING FUND BALANCE (All Projects)	\$ 1,603,517					
TOTAL NET SURPLUS/(DEFICIT) -- All Projects	\$ (108,110)					
ENDING FUND BALANCE (All Projects)	\$ 1,495,407					

Kalamazoo Public Library

Special Revenue Fund

Month of June 2023

Month of June		Activity YTD	FCEB	Budget Left	% Complete
Activity	Encumbrances				

4 - Special Revenue Fund

REVENUE

Local Support

233 - Ready to Read - Gifts	\$ -	\$ -	\$ 3,230	\$ 4,000	\$ 770	80.8%
235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ 9,083	\$ 9,083	\$ -	100.0%
301 - Gifts & Memorials - Materials	\$ 350	\$ -	\$ 1,665	\$ 1,315	\$ (350)	126.6%
306 - ONEplace Stryker Johnston Grant	\$ 155,000	\$ -	\$ 155,000	\$ 155,000	\$ -	100.0%
307 - ONEplace Nonprofit Services	\$ -	\$ -	\$ 1,470	\$ 1,470	\$ -	0.0%
308 - Library Gifts	\$ -	\$ -	\$ 13,983	\$ 13,983	\$ -	100.0%
315 - Amanda Green Scholarship	\$ (2,965)	\$ -	\$ -	\$ -	\$ -	0.0%
315C - AG Scholarship - KPL Funds	\$ 4,895	\$ -	\$ 4,895	\$ 2,235	\$ (2,660)	0.0%
325 - Friends of KPL Grants	\$ -	\$ -	\$ 5,285	\$ 5,285	\$ -	0.0%
390 - Youth Services Gifts & Memorials	\$ -	\$ -	\$ 500	\$ 500	\$ -	0.0%
397BTJ - Booker T. Jones Event	\$ 9,000	\$ -	\$ 9,000	\$ 9,000	\$ -	0.0%
Total Local Support	\$ 166,280	\$ -	\$ 204,111	\$ 201,871	\$ (2,240)	101.1%

Other

235 - Ready to Read - Spelling Bee	\$ -	\$ -	\$ 245	\$ 245	\$ -	100.0%
315 - Amanda Green Scholarship	\$ -	\$ -	\$ -	\$ 15,842	\$ 15,842	0.0%
320 - Mobile Digital Access Project	\$ 138,364	\$ -	\$ 138,364	\$ -	\$ (138,364)	0.0%
397 - KCF- Local History Fd (Patton Trust)	\$ -	\$ -	\$ -	\$ 93,048	\$ 93,048	0.0%
Total Other Revenue	\$ 138,364	\$ -	\$ 138,609	\$ 109,135	\$ (29,474)	126.4%

Total SRF Revenue

\$ 304,644	\$ -	\$ 342,720	\$ 311,006	\$ (31,714)	109.5%
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EXPENDITURES

Materials

Adult Books

301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ 501	\$ 501	\$ -	100.0%
Total Adult Books	\$ -	\$ -	\$ 501	\$ 501	\$ -	100.0%

Juvenile Books

233 - Ready to Read - Gifts	\$ -	\$ -	\$ 9,066	\$ 10,000	\$ 934	90.7%
301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ 307	\$ 308	\$ 1	99.8%
Total Juvenile Books	\$ -	\$ -	\$ 9,373	\$ 10,308	\$ 935	90.9%

Audio-Visual Material

301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Audio-Visual Material	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%

Total

\$ -	\$ -	\$ 9,874	\$ 10,809	\$ 935	91.3%
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Operating Expenses

Misc. Operating Expenses

235 - Ready to Read - Spelling Bee	\$ 750	\$ -	\$ 6,337	\$ -	\$ (6,337)	0.0%
301 - Gifts & Memorials - Materials	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%

Kalamazoo Public Library

Special Revenue Fund

Month of June 2023

Month of June		Activity YTD	FCEB	Budget Left	% Complete
Activity	Encumbrances				

4 - Special Revenue Fund

305 - Law Library Gifts	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
306 - ONEplace Stryker Johnston Grant	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
307 - ONEplace Nonprofit Services	\$ -	\$ -	\$ 732	\$ 732	\$ 0	100.0%
308 - Library Gifts	\$ -	\$ -	\$ (827)	\$ -	\$ 827	0.0%
310 - KPL Antiracism Transformation Team	\$ -	\$ -	\$ 2,213	\$ 2,213	\$ -	0.0%
315 - Amanda Green Scholarship	\$ (365)	\$ -	\$ -	\$ 7,792	\$ 7,792	0.0%
315C - AG Scholarship - KPL Funds	\$ 365	\$ -	\$ 365	\$ 365	\$ -	0.0%
320 - Mobile Digital Access Project	\$ -	\$ -	\$ 138,364	\$ -	\$ (138,364)	0.0%
325 - Friends of KPL Grants	\$ -	\$ -	\$ 3,898	\$ 3,900	\$ 2	99.9%
387 - Oshtemo Gifts & Memorials	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
390 - Youth Services Gifts & Memorials	\$ 409	\$ -	\$ 409	\$ -	\$ (409)	0.0%
397 - KCF- Local History Fd (Patton Trust)	\$ (7,500)	\$ -	\$ 131,511	\$ 155,809	\$ 24,298	84.4%
397BTJ - Booker T. Jones Event	\$ 7,500	\$ -	\$ 7,500	\$ -	\$ (7,500)	0.0%
Total Misc. Operating Expenses	\$ 1,159	\$ -	\$ 290,502	\$ 172,811	\$ (117,691)	168.1%

Total	\$ 1,159	\$ -	\$ 290,502	\$ 172,811	\$ (117,691)	168.1%
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Purchased Services

Contracted Services

306 - ONEplace Stryker Johnston Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%

Total	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
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Other Expenditures

Programming

306 - ONEplace Stryker Johnston Grant	\$ 23,015	\$ -	\$ 146,717	\$ 153,000	\$ 6,283	95.9%
307 - ONEplace Nonprofit Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Programming	\$ 23,015	\$ -	\$ 146,717	\$ 153,000	\$ 6,283	95.9%

Total	\$ 23,015	\$ -	\$ 146,717	\$ 153,000	\$ 6,283	95.9%
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Total SRF Expenditures	\$ 24,174	\$ -	\$ 447,093	\$ 336,620	\$ (110,473)	132.8%
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Transfers

Transfers In (from) other funds

306 - ONEplace Stryker Johnston Grant	\$ (155,000)	\$ -	\$ (155,000)	\$ (155,000)	\$ -	100.0%
Total Transfers In	\$ (155,000)	\$ -	\$ (155,000)	\$ (155,000)	\$ -	0.0%

Transfers Out to other funds

306 - ONEplace Stryker Johnston Grant	\$ 67,635	\$ -	\$ 112,629	\$ 111,365	\$ (1,264)	101.1%
397 - KCF- Local History Fd (Patton Trust)	\$ 27,809	\$ -	\$ 27,809	\$ 48,000	\$ 20,191	57.9%
Total Transfers Out	\$ 95,444	\$ -	\$ 140,438	\$ 159,365	\$ 18,927	88.1%

Total Transfers	\$ (59,556)	\$ -	\$ (14,562)	\$ 4,365	\$ 18,927	
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TOTAL NET SURPLUS/(DEFICIT)	\$ 340,026	\$ -	\$ 340,026	\$ (182,917)	\$ (522,943)	
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MONTHLY STATEMENT

Reporting Period: June 1 - 30, 2023

ACCOUNT SUMMARY

Total Account Value: \$6,148,110.94

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 6/1/23 - 6/30/23	Year to Date 1/1/23 - 6/30/23
BEGINNING VALUE	\$5,939,879.93	\$5,724,699.52
Dividends and Interest	19,247.69	64,325.82
Market Appreciation/(Depreciation)	188,954.16	374,824.88
Other Income or Expense	29.16	(15,739.28)
ENDING VALUE	\$6,148,110.94	\$6,148,110.94
CHANGE IN VALUE	\$208,231.01	\$423,411.42

**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 6/30/23	Percent of Account
Cash and Cash Alternatives	\$433,297.80	7.05%
Exchange Traded Funds (ETFs)	2,757,654.00	44.85
Fixed Income	705,551.99	11.48
Stocks	2,251,607.15	36.62
TOTAL VALUE	\$6,148,110.94	100.0%

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



Kalamazoo
Public Library

MEMO

TO: Library Trustees

FROM: Terry New
Interim Library Director

RE: Animals in the Library

DATE: July 24, 2023

Recommendation

I recommend Board approval of the Animals in the Library Policy.

Executive Summary

To date the subject of animals within the library and the accommodation of service animals has been addressed solely within the Rules of Conduct which were most recently reviewed and approved by the Board in July 27, 2021. The library has identified the need for policy which clearly articulates rights of individuals with disabilities to have service animals on library grounds and facilities and recognizes the new Michigan legislation regarding service animals in training.

Public Act 75 of 22 – Service Animals in Training became effective on March 28, 2023 which requires service animals in training to be admitted into places of public accommodation location in Michigan if they are accompanied by an animal training or raiser for the purpose of training or socializing the animal.

This policy has been reviewed by KPL's legal counsel Miller, Canfield, Paddock and Stone, P.L.C.

Animals in the Library Policy

Purpose

The Kalamazoo Public Library (KPL) recognizes that patrons with disabilities may have service animals that are trained to assist or accommodate a person with a sensory, mental, or physical disability or to perform tasks for the benefit of a disabled individual. KPL recognizes legal rights under federal and state laws regarding the use of service animals. KPL also considers the safety and health of all its patrons, the public, and library staff to be of utmost priority.

Definitions

Disability

The term “disability” means, with respect to an individual:

- a. A physical or mental impairment that limits one or more of the major life activities of such individual;
- b. A record of such impairment; or
- c. Being regarded as having such an impairment.

If an individual meets any one of these three tests, he/she/they is an individual with a disability for purposes of coverage under the Americans with Disabilities Act (ADA).

Service Dogs

Any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of “service animal” under the ADA regulations at 28 CFR 35.104. The work or tasks performed must be related to the individual’s disability.

Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks.

Service Animals in Training

Service animals that are being trained for the purpose of assisting disabled persons are entitled to full and equal access to library facilities. Although the ADA does not apply to service animals in training, effective March 28, 2023, Public Act 75 of 2022, requires service animals in-training to be admitted into places of public accommodation located in Michigan if they are accompanied by an animal trainer or raiser for the purpose of training or socializing the animal per the Michigan Department of Civil Rights.

Miniature Horses

Federal regulations allow miniature horses to be recognized as a lawful service animal. Therefore, an individual with a disability may be allowed to utilize a miniature horse as a service animal, subject to all the restrictions stated in this policy, but also subject to additional considerations. When determining whether to allow a miniature horse to function as a service animal, KPL may consider the following before permission is granted to utilize a miniature horse as a service animal.

- a. The horse in question may be no more than 34 inches tall measured at its shoulder and it may weigh no more than 100 pounds.
- b. As with dogs, the horse must have been individually trained to do work or perform tasks for the benefit of the individual with a disability.
- c. As with dogs, the handler of the horse must be able to be in sufficient control of the horse and the horse must be housebroken.
- d. The horse's presence may not compromise legitimate safety requirements necessary for the safe operation of library service.

Policy

No pets or animals other than service animals or service dogs in training, as defined by the ADA, are allowed in the library. Owners of pets may be asked to remove them from the library.

Individuals with disabilities may bring their service animals into all areas of the library where members of the public are normally allowed to go. All service animals must always be in full custody and control of their handler. Also, all service animals must be on a leash or harness unless the handler is unable to leash or harness the animals due to a disability or use of a leash or harness would interfere with the animal's safe, effective performance of work or tasks. If the service animal cannot be leashed or harnessed, it must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). Owners of the service animal are responsible for supervising and caring for the service animal. Therefore, owners must always keep the service animal directly with them.

Users of service animals are not required to show papers or to prove a disability. Service animals are not required to be licensed or certified by a state or local government or training program or be identified by a special harness, cape, or collar.

Employees may ask two questions:

- 1. Is the dog a service animal required because of a disability?*
- 2. What work or task has the dog been trained to perform?*

Employees may not ask about the owner's disability.

A person with a disability may not be asked to remove their service animal or service dog in training from the library unless the presence, behavior, or actions of the service dog constitute an unreasonable risk of injury or harm to property or other persons, or the dog is disruptive, and the owner does not take effective action to control it. In these cases, Library employees must give the person with the disability the option to obtain Library services without having the service animal or service dog in training on the premises. Fear of allergies, annoyance on the part of other patrons or employees, or fear of dogs are not valid reasons for denying access or refusing service to people with service dogs or service dogs in training.

Exceptions for Library Engagement

Pending approval by the Director or their designee, the library may have animals in the building as part of its educational and recreational offerings.

Animal Endangerment

The library does not condone leaving non-service animals outside the library in a way that may endanger the animal or library patrons. The library reserves the right to contact the police regarding any unattended animals on its premises. The library also reserves the right to suspend patrons who endanger animals.

Grievances

The library is committed to the equitable use of the library for all its patrons. Any patron who feels their use of the library has been compromised due to this policy should report grievances to the Director or their designee.

Citations and Related References

- Americans with Disabilities Act (ADA) of 1990, Title II, Section 35.136 (Revised September 15, 2010)
- Service Animals in Training Law - <https://www.legislature.mi.gov/documents/2021-2022/publicact/pdf/2022-PA-0075.pdf>



Kalamazoo
Public Library

**Kalamazoo Public
Library Request for
Proposal RFP 2023-08
Space Needs Study**

1. OVERVIEW

The Kalamazoo Public Library is seeking proposals from qualified consultants to conduct a space needs study for all the library's buildings. The study of space requirements will transform the suggestions from the Kalamazoo Public Library's strategic plan into adaptable, effective, and practical configurations for the library's collections and services. The space needs study should be developed with ample flexibility, allowing the library to effectively respond to and meet evolving community needs well into the future.

The consultant will collaborate with library stakeholders to evaluate multiple buildings, including the main library and a leased facility, to determine the optimal square footage needed for remodeling, repurposing, or constructing new spaces in order to implement the library's strategic plan and provide flexibility for future requirements. The study will explore options such as staying and renovating, building a new facility, or purchasing and renovating an existing structure. The consultant will also engage with focus groups from the general public to gather their preferences and desires. Areas of focus shall include but not be limited to collections, programs, technology, facilities, staffing, budget, and funding.

The library desires to engage consultant that will inspire trust, provide a strong sense of purpose and importance to the space planning process, and involve the relevant stakeholders appropriately and effectively.

2. BACKGROUND

Kalamazoo Public Library (KPL), founded in 1872, is a public library district serving 127,924 people in the City of Kalamazoo, Kalamazoo Township, Oshtemo Township, and Texas Township through 5 library locations, a mobile library, and online library services. It employs approximately 175 employees, with 85 full time; operates services in physical locations totaling 138,000 square feet and provides over 11,000 open public service hours.



Central Branch: The Central Branch is a spacious, multi-level building with a total square footage of 98,000 and is located in downtown Kalamazoo. The Lower-Level is home to the Friends of the KPL Bookstore, A/V and Teen departments. On the ground floor, you will find the children's area, Reference, and Circulation public service desks. The second-floor features computer carrels, a Local History Reading Room, a Law library, and reference materials. Finally, the third floor accommodates the administrative offices, the Idea Lab, the boardroom, and the Van Deusen meeting room.

The Kalamazoo Central Branch has experienced several renovations and reconfigurations over time. In 1998, the library underwent a significant renovation and expansion, increasing its size to 100,000 square feet.

In 2010, the circulation lobby was updated to incorporate RFID technology, resulting in new custom-designed self-check kiosks, a patron service desk, and a hold pick-up area concealed behind acrylic panels.

In 2013, several areas on the first and second floors were updated, including the second-floor lobby, local history area, copy center, and OnePlace. Shelving and furniture were also reconfigured in the second-floor rotunda to accommodate the relocation of current periodicals and audiobooks. On the first floor, staff areas were renovated, and a new youth activity room was created. The entire youth area was reorganized and expanded with the renovation of the existing story hour room.

Oshtemo branch: The Oshtemo branch is a smaller building with a total square footage of 17,018. It is located near a park and the Township Hall.



Eastwood branch: The Eastwood branch is a modestly sized building with a total square footage of 10,700. It has a community room in its lower level.



Washington Square branch: The Washington Square branch is a compact, two-story building with a total square footage of 6,582. It is in the Edison Neighborhood and does not have a ground floor meeting room but features a community room in the basement.



Powell branch: The Powell branch is found inside the Douglass Community Center, where the library leases space. It has a total square footage of 4,000 and features the Barnabee Gallery.



3. LIBRARY STRATEGIC PLAN

Strengthening Organizational Health

KPL employees will feel welcomed, supported, and valued while contributing to an environment that prioritizes their safety and security, and their physical, mental, and social well-being. The library will support the professional development and growth of all employees.

Goals

Goal 1: Create a culture of greater accountability and encourage system-wide commitment of the library's vision, core values, and priorities.

Goal 2: Strengthen safety and security for oneself, employees, and patrons.

Goal 3: Develop informed and compassionate library employees that reflect the makeup of our diverse community.

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

Community members will have access to library services, programs, and collections that meet and reflect their needs.

Goals

Goal 1: Provide equitable access to library materials and services to everyone in our community, free from barriers.

Goal 2: Provide equitable access to library engagement opportunities.

Inspiring Literacy, Learning, and Engagement

Community members will have learning resources and engagement throughout their lives to prepare and support them for school, work, and life.

Goals

Goal 1: Provide opportunities for lifelong learning to create success in school, the workplace, and in life.

Goal 2: Provide opportunities and access for community members to be creative through experiential learning.

Goal 3: Provide collections to support lifelong learning and experiential learning.

4. PROJECT DESCRIPTION AND SCOPE

The following scope of work is considered to be the minimum level of effort required. The consultant is encouraged to recommend changes to the scope of work that would lead to a more successful project.

- Review existing library documentation, including the Kalamazoo Public Library's strategic plan, available building plans, user data, usage patterns, and any other relevant documentation.
- Assess the library's buildings in terms of size, ADA compliance, functional layout, flexibility, and expansion capability.
- Identify architectural and engineering obstacles or limitations that may affect service delivery plans, including bearing walls and limitations imposed by adjacent uses.
- Determine space needs and layouts of public areas based on current use and trends, addressing collections, programs, quiet study rooms, meeting rooms, and collaborative work areas.
- Analyze staff work areas, departmental usage, and square footage compared with industry standards.
- Analyze the space adequacy of equipment and storage, as well as public restroom services.
- Create an existing floor plan in CAD format and preliminary conceptual designs for the renovated library in a commonly used, accessible design software.
- Gather input and feedback from the public, library staff, and the library governing board. Incorporate findings from these consultations into the design recommendations.
- Determine and note the potential implications of library space redesigns on existing infrastructure, specifically electrical, HVAC, and plumbing systems.
- Recommend wayfinding and signage devices (whether digital or physical/interior or exterior).

- Recommend specific interior design elements, including furniture, shelving, finishes, and color palettes. Identify what can be reused, replaced, or added, along with conceptual designs, cost information, and square footage broken down by use or service.
- Develop a phased approach to changes that minimize disruption to public service and allows for the completion of the project as time and budget permit.
- Submit (1) sample of your firms' best example of a similar project including the original RFP on which the project was based.
- Present the plan to the Board, public, library staff, and the library governing board.
- Analyze whether the existing building and site can be remodeled or expanded to meet the goals of the space needs study or if a new structure is necessary. Discuss the pros and cons of investing in the existing library buildings versus building new facilities. (Oshtemo Branch)
- Develop preliminary conceptual designs for the renovated library, showing all interior rooms, shelving, and furniture layout. Provide alternate approaches if needed.
- Break out square footage assignments and costs by use or service.
- Provide preliminary cost estimates for each proposed alternative, including a reasonable contingency, based on recent project mid figures from similar projects in national estimating guides using local cost adjustment factors.
- If the existing library is deemed inadequate to meet current and future service needs, develop a conceptual design for a new library at the existing site and provide a preliminary cost estimate for the new library building. (Alma Powell Branch)
- Provide 3 copies of a comprehensive bound space needs study report that includes the findings from the above tasks, as well as a PDF report in digital form.

5. SUBMITTAL REQUIREMENTS

- Letter of transmittal, addressed to Terry New as above. The letter should identify the submitting firm or consultant, as well as the name, title, telephone, fax number and e-mail address of the person authorized to contractually obligate the firm or consultant for this project and confirm if this individual will also serve as the primary point of contact. The named person should sign the letter.
- Executive summary of proposal, not to exceed 2 pages in length.
- A document outlining the qualifications of the firm or consultant including the firm or consultants' history, its capabilities and relevant experience. Included should be demonstrated experience with similar library projects and any qualifications such as professional licenses or certifications.
- A description of the project team or individual consultant, along with resumes for each person. Please describe in appropriate detail the role each person will perform on this project. Project team members should be available for the duration of the project or alternates should be named in the proposal, along with their qualifications.
- Provide a list of three businesses or libraries for which your firm has recently provided similar services. This should include contact names, phone numbers, and email addresses for each reference. One of these references should be directly related to the project example that you are submitting as part of this proposal.
- Provide a detailed project plan which clearly outlines your understanding of the project, your proposed methodology, specific tasks, and an estimated timeline for each task. The plan should include projected deliverables, a schedule with key milestones, and any assumptions or potential obstacles that could affect project timelines. Additionally, please specify any resources or support you anticipate needing from the Kalamazoo Public Library that have not been previously outlined in the scope of work.
- Exclusions are exceptions. Note any parts of the proposal that is beyond the expertise of the consultant or would be better handled by library staff.
- A cost proposal including the total fee and cost by proposed task. These should include costs for providing planning services, including supplies, and estimate of hours, rate schedule for project staff, estimated reimbursable expenses, number of on-site visits and cost per trip, and other costs associated with the planning process.
- Any additional documentation or information that the firm or consultant deems necessary to assist the Kalamazoo Public Library in the selection process.
- Include one example of your firm's most successful similar project, along with the original RFP on which it was based. Supporting documents such as project management plans, timelines, cost reports, and user feedback should also be included, if available, to demonstrate the project's success and the firm's project management capability.

6. Requested considerations:

1. **Alma Powell Expansion or New Stand-Alone Building:** Investigate the feasibility of expanding the current Alma Powell library versus building a new standalone facility. Assessment should include current building's capacity, potential costs, benefits of each option, and service impact during construction.
2. **Library of Things Storage and Display Space:** Evaluate the need for dedicated space to store and display non-traditional library items for lending, including shelving, security, accessibility, and overall user experience considerations.
3. **Multipurpose Classrooms:** Consider the addition of versatile classrooms to support a range of activities, from workshops and classes to meetings and study groups. Considerations include adjustable furniture, technology integration, soundproofing, and scheduling capabilities.
4. **Reduced Footprint of Public Service Desks:** Explore downsizing public service desks to favor more self-service options or mobile service models, potentially freeing up space and improving workflow and customer service.
5. **Expand the Idea Lab Maker Space:** Assess the current usage of the Idea Lab and the potential for expanding it to accommodate more users or additional types of maker activities. Considerations include equipment needs, safety, and staffing requirements.
6. **Patron Area for Food and Beverage Consumption:** Examine the creation of a dedicated area where patrons can eat and drink without risking damage to library materials, featuring hard-surface floors for easy cleanup and potential vending machines or a small cafe.
7. **Added Conference and Study Rooms:** Look at the potential for adding more private rooms that can be booked for group study, meetings, or quiet work. Evaluation should include current usage rates, soundproofing requirements, technology needs, and booking systems.
8. **Locate Teen and Children's Spaces on the Same Floor:** Evaluate having the children's and teen sections on the same floor, potentially facilitating library use for families with children in different age groups.

9. **Community Gathering Space:** Consider creating a space within the library specifically designed to host community events, exhibits, or as a place for community members to gather and interact.
10. **Upgrade the Van-Deusen Room into a Performance Space:** Look into the possibility of transforming the Van-Deusen room into a space capable of hosting performances, presentations, or other large events, with considerations around sound and lighting needs, seating capacity, and potential impacts on other library services.
11. **Oshtemo Branch Expansion:** Investigate the potential for expanding the Oshtemo branch to better serve its community, including assessment of current usage, community growth projections, and the physical possibilities for expansion.

7. SELECTION CRITERIA

All proposals meeting the RFP requirements will be evaluated using the following criteria:

1. **Adherence to RFP Instructions:** Consideration of whether the proposal was delivered on time, complete, and demonstrated a good understanding of the project needs.
2. **Information about the Firm:** Evaluation of the firm's proximity for responsiveness, references from other library projects, and its status as a disadvantaged or minority owned business entity, if applicable.
3. **References:** Verification of references to determine if the firm has experience in space needs work with urban libraries like the Kalamazoo Public Library, other types of libraries, or if they have not worked with libraries in the past.
4. **Number of Similar Projects Completed:** Assessment of the firm's experience and track record in similar projects.
5. **Timeline for Implementation:** Evaluation of the proposed timeline for project implementation, assessing its realism, or the lack of an implementation plan.
6. **Review of Sample Submission:** Review and scoring of a sample submission from the firm that most closely aligns with the RFP, focusing on innovation, feasibility, and proposed level of community engagement.
7. **Overall Cost:** Evaluation of the total cost of the proposal.

8. COMMUNICATIONS

Upon release of this RFP, any inquiries or requests regarding this project should be directed to:

Terry New
Kalamazoo Public Library
315 South Rose St.
Kalamazoo, MI 49007
(269) 553-7931
terryn@kpl.gov

Written questions about this RFP should be submitted by e-mail on or before TBD. Responses to questions will be posted on the Kalamazoo Public Library website at Mykpl.gov by TBD.

9. SUBMISSION DEADLINES AND TENTATIVE PROJECT SCHEDULE

Library issues RFP	TBD
Deadline for Written Questions	TBD
Library Issues Responses to Questions	TBD
Deadline for Proposal Submission	TBD
Consultants Interviews	week of TBD
Consultant Selection	week of TBD
Anticipated Contract Start Date	TBD
Anticipated Contract End Date	TBD

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**Director's Report
July 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. Facilities Management is launching the next round of major building improvements. The previously approved capital improvement projects now underway involve roof replacements at both the Eastwood and Oshtemo branches. These projects have been necessitated by damage from ice dams, weather, and time. Each project is in the design and cost-estimation stages. Byce Engineering is undertaking a feasibility study and Miller-Davis is responsible for formulating the cost estimates.
 2. Graduates of the ONEplace Emerging Leader Academy including some current and former KPL staff gathered on Friday (7/14) for a casual breakfast gathering to connect, re-connect or just enjoy the positive energy of the shared connections to ONEplace. The breakfast was a drop in occasion, but was very well attended and showcased the strength of the nonprofit community with many organizations, large and small, represented.
 3. A work group led by Farrell H. has been working on an Internal Communications Audit and development of a project plan for the development of a new staff email communications plan and intranet restructuring.

Strengthening Organization Health

4. Kevin K., Natalie I., Sandra F., Jarrod W., Brian R. attended the ALA Annual Conference in Chicago. Other staff members from Community Engagement, Youth Services and Technology Services attended made a day trip to visit the vendor exhibition.
5. Sandra F. and Brianna J. attended the Book Bans and Censorship: Managing Public Comment Sessions and Material Challenges webinar.
6. Brianna J. attended the Genres & Generations: How Genre-Bending Novels Offer Teens New Ways to Explore Identity webinar.
7. HR Intern, Arika, held multiple in person Yoga and Meditation events led by local teachers from Backyard Yogis. Social Work Intern, Ali, and Community engagement Assistant, Erin, also put together a staff coloring event. These events were used to promote and provide different mental health activities for staff to participate in.

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

8. This year, ONEplace entered into a partnership with Freedom Lifted to offer access to Justice at Work. This self-paced online training for individuals and groups that goes beyond most of those that focus solely on diversity, equity, and inclusion (DEI).

In this online course participants begin or continue creating plans of action that shift culture and develop practices that advance justice in your organization and community. Over 323 participants have engaged in this opportunity!

9. Natalie I, Lauren Y., Angela F., Ben B., and Derek J. from the Mobile Library represented KPL at Rooted's Juneteenth Festival on June 17th. Over 400 patrons were registered for summer reading, picked up KPL swag, or discussed community directives on gun-violence reduction with our special guest, Yafinceio Harris of Peace During War. We look forward to next year.

Inspiring Literacy, Learning, & Experiences

10. Jordan Klepper

Book Signing - The book signing was held in the Van Deusen room during the afternoon of Jordan Klepper's visit with 152 people (everyone who came) had books signed. The Friends Bookstore reported they gave out 60 fast passes, many to people who were new to the bookstore. They also sold 37 books at the book signing and received a "significant number" of donations both during the event and the week prior. 6 staff members from throughout the system—as well as a couple of staff family members--volunteered to assist by greeting people, monitoring the lines, taking selfies with Jordan, and general crowd control.

Celebrating Books While They Are Still Legal – A Talk with Jordan Klepper @ Miller Auditorium - Jordan was introduced by Kevin K., who invited Mayor David Anderson and former mayor Bobby Hopewell on stage to present Jordan with the key to the city. Jordan gave prepared remarks for approximately 20 minutes, followed by 40 minutes of Q&A with the audience. The main floor and Grand Tier were full, with approximately 2,600 of people in attendance.

11. Booker T. Jones Concert

Over 700 music fans were treated to an amazing concert from Rock and Roll Hall of Famer, Booker T. Jones at the State Theatre. The concert was a celebration of KPL's 150th Anniversary as well as the Kalamazoo Black Arts Festival. It was fitting that the concert was the result of a collaboration between Black Arts and Cultural Center, The State Theatre, and The Gilmore since during KPL's history we have worked with hundreds in the Kalamazoo community. Additional funds for the event were obtained through a grant from the Gilmore Foundation.

12. Jubilee Summer Reading Kickoff was celebrated on June 3 with activities and Summer Reading sign-up under the Portico and in the Children's Room with YS staff attending to hundreds of children who signed up and received their first prize book on this Saturday.

13. Amanda S. and Jill L. met Stephanie Willoughby from the Kalamazoo Valley Museum to discuss how the library could partner with the museum on future projects.

14. Amanda S., Angela F, and Derek J. attended Kazoo School's End of Year Celebration along with the Mobile Library. Kazoo School does not have a school library and had asked what services the library could potentially offer. Amanda is the Kazoo School liaison so she will work with them to figure out how KPL can best support them.

15. Youth Services hosted two musical programs with five-time Grammy Nominee, Justin Roberts and Mr. Evans. These programs were well-attended and a great start to summer.

16. Laura B has created an amazing Summer programming schedule that started in the children's room at Central and we are busy! Preschoolers enjoyed music and movement, STEAM activities, and story time and our elementary kids built with LEGO and created sand art.

17. Milan O. hosted the first in the series of Movie Monday programs—family events to educate and entertain kids and teens during the hottest part of the day.

18. Milan O. facilitated the Michigan's Colored Regiment Program for adults at Eastwood.

19. Milan O. visited the Seeds Learning Center for an outreach storytime, signing up all 28 children for SRC, and giving them their first prize book.

20. Natalie I. attended a lunch with Patsy Richardson of KPS Libraries, and Sandra Farag, the YS Dept Head. They recapped the spring visits to Maple Street, Milwood, and Loy Norrix, and discussed

potential for new programs in the upcoming school year. Natalie and Patsy will be contacting each other after August 1st to discuss next steps.


21. Natalie I. dropped off thank you gifts to Loy Norrix librarians Johnny Kreider and Pam L for their assistance and vigilance in redeveloping a relationship between KPL and KPS that had dwindled during COVID. Johnny and Pam are both leaving Loy Norrix for a new position and retirement respectively. They have assured Natalie that they included the wildly popular Book Club in their change notes for the new staff to come in Fall 2023.
22. KPL held its first Yoga in the Park in Bronson Park on June 15th. The yoga instructor, Joy Morris, of Move with Joy in the Edison neighborhood welcomed 23 patrons of all ages.
23. Friday, June 16th, Teen Services held the first in-person Three Book Battle since 2019. The program was well attended, due in large part to partnership with Jill Lansky, who announced the program at the final Global Reading Challenge. The winners of GRC, members of Northglade Montessori, were also the winners of the Middle School competition of TBB, as they are considered rising 6th graders. There were three teams for middle school and two for high school with an additional dozen family and friends in attendance. An excellent return for a program that had been held virtually, with dismal attendance, for the past three years. We look forward to next year and intend to keep the program in summer.
24. Brianna J. visited Milwood Middle School with other members of the Teen and TS Department. The goal was to make sure teens had updated card information and were aware of the services offered by KPL, and the Teen Department. We also spoke about 2023's Summer Reading Challenge.
25. Brianna J. facilitated several programs throughout the month of June: Tiny Art was hosted at Central on 6/5 and at Washington Square on 6/6. Acrylic Pour Painting was hosted at Washington Square on 6/7, Powell on 6/8, Central on 6/12 and Oshtemo on 6/22. Tiny Art was hosted at Eastwood on 6/13 and at Powell on 6/20. Sand Candles with the Kalamazoo Candle Company was hosted on 6/24 at Central.
26. The Oshtemo Branch is offering "Bug Scout" kits to youth interested in attending the Thursday program, which is happening all month. This cool program will be focusing on ants, moths, butterflies, bees, fireflies, and edible insects! Many thanks to librarian intern, Sarah Van Eck for facilitating this cool program.
27. There is a task force currently working on some great events for Banned Books Week, October 1-7. The team consists of Tady, Kiersten, Abbey, Karen, and Erin. In addition to some all ages programs during that week, the culminating event will be a special concert at Central which will include readings from banned books! Stay tuned for more details.
28. A new article in the buildings section of the Local History website provides a nice overview of Kalamazoo Paper Mills throughout the city's history. Paper Mills represented a very significant

presence in Kalamazoo at the dawn of the 20th century and the article states that the Kalamazoo River Valley was host to the greatest concentration of paper mills in the world!

<https://www.kpl.gov/local-history/kalamazoo-history/buildings/kalamazoo-paper-mills/>

KPL In the News



 MLive.com

[Jordan Klepper charms Kalamazoo crowd during homecoming visit](#)

The comic/political commentator received a key to the city from Mayors David Anderson and Bobby Hopewell and talked politics, culture, book bans and more.

⋮

2 weeks ago

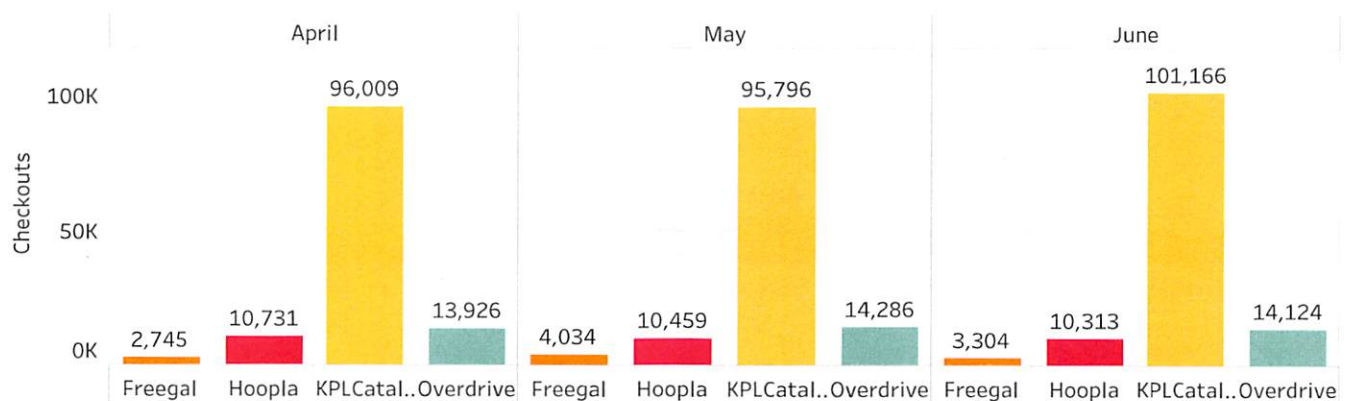
<https://wkfr.com/kalamazoo-public-library-tiktok/>

<https://wbxxfm.com/kalamazoo-public-library-friends-bag-books-sale/>

<https://wwmt.com/news/local/tree-planting-event-washington-square-library-kalamazoo-releaf-michigan-free-nature-outdoors-activity>

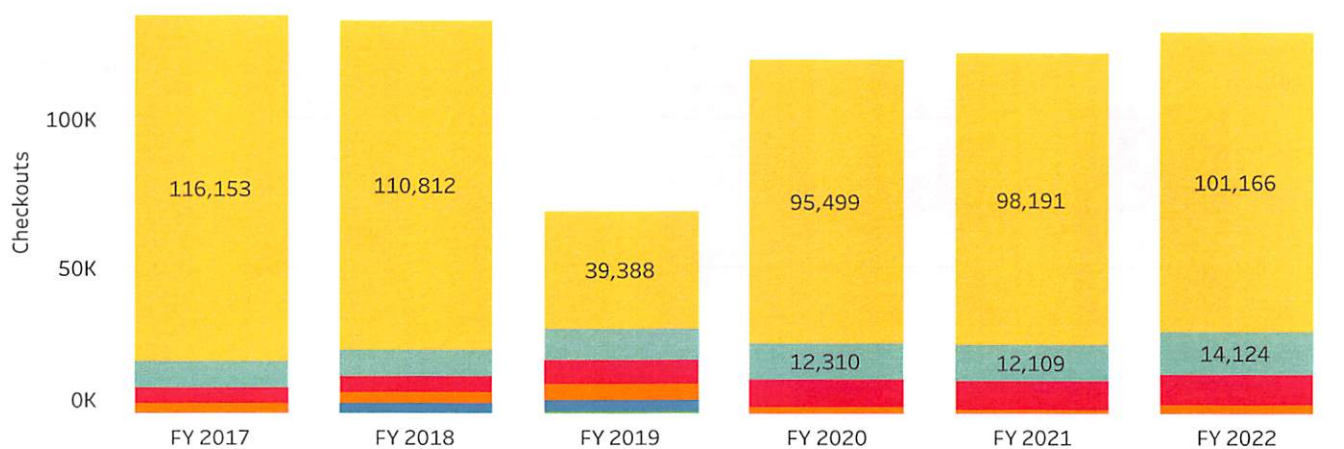
Source
 KPLCatalog Overdrive Hoopla Freegal CloudLibrary rbDigital

FY 2022 YTD Total Circ



Source	FY 2022			Grand Total
	April	May	June	
Freegal	2,745	4,034	3,304	30,729
Hoopla	10,731	10,459	10,313	122,394
KPLCatalog	96,009	95,796	101,166	1,162,433
Overdrive	13,926	14,286	14,124	156,831
Grand Total	123,411	124,575	128,907	1,472,387

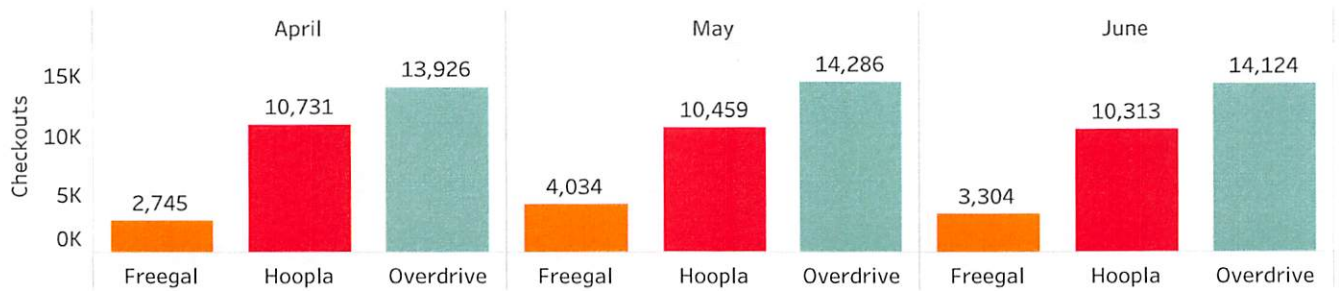
June Total Circ last 5 FYs



	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
KPLCatalog	116,153	110,812	39,388	95,499	98,191	101,166
Overdrive	8,655	10,215	12,310	12,310	12,109	14,124
Hoopla	5,546	8,355	9,422	9,422	9,466	10,313
Freegal	4,002	5,787	2,484	2,484	1,912	3,304
CloudLibrary	3,151	3,708	1,912	1,912	3,304	3,304
rbDigital	528	1,038	3,304	3,304	3,304	3,304
Grand Total	132,694	68,491	119,715	121,678	128,907	128,907

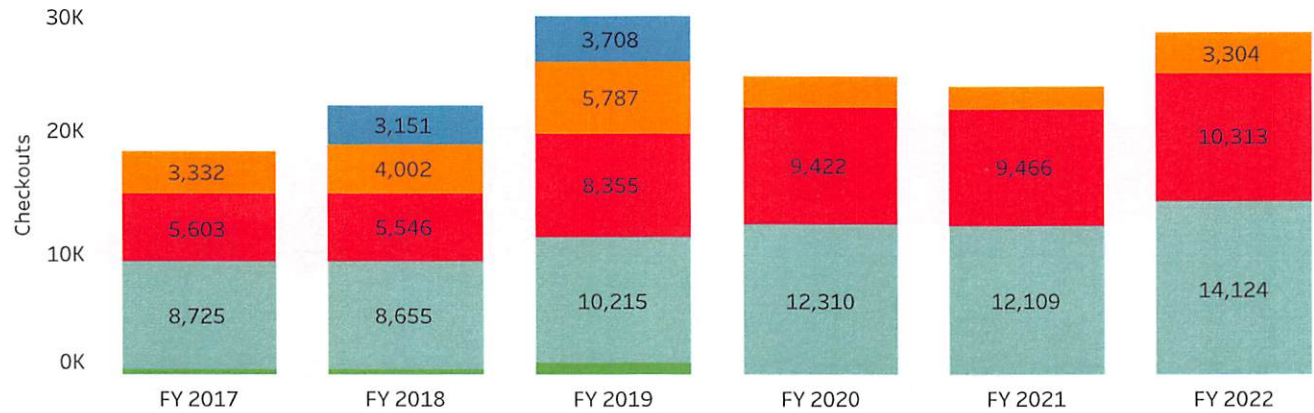
Source
 CloudLibrary Freegal Hoopla Overdrive rbDigital

FY 2022 YTD Digital Checkouts



Source	April	May	June	Grand Total
Freegal	2,745	4,034	3,304	30,729
Hoopla	10,731	10,459	10,313	122,394
Overdrive	13,926	14,286	14,124	156,831
Grand Total	27,402	28,779	27,741	309,954

June Digital Checkouts



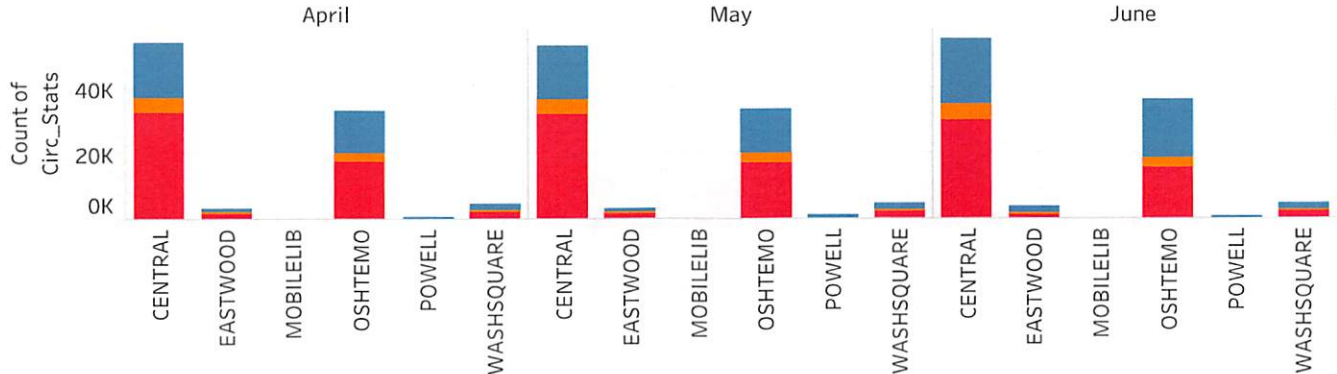
Source	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
CloudLibrary		3,151	3,708			
Freegal	3,332	4,002	5,787	2,484	1,912	3,304
Hoopla	5,603	5,546	8,355	9,422	9,466	10,313
Overdrive	8,725	8,655	10,215	12,310	12,109	14,124
rbDigital	466	528	1,038			
Grand Total	18,126	21,882	29,103	24,216	23,487	27,741

Circ Comm.. Checkouts Holds Renewals

Item Demographics

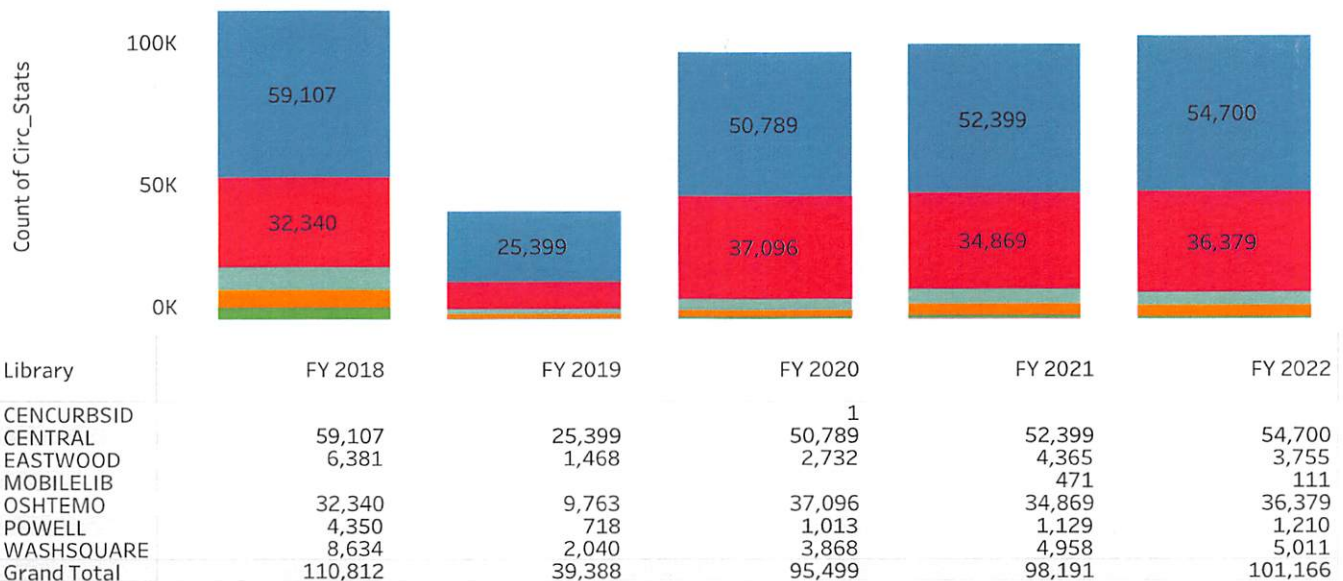
All

FY 2022 YTD Circ by Library



Library	Circ Comm..	April	May	June	Grand Total
CENTRAL	Checkouts	16,556	15,770	20,024	211,353
	Holds	4,580	4,570	4,880	58,638
	Renewals	32,453	31,968	29,796	357,624
EASTWOOD	Checkouts	1,104	1,231	1,641	17,166
	Holds	304	319	346	4,138
	Renewals	2,050	1,926	1,768	22,325
MOBILELIB	Checkouts	44	68	5	644
	Holds	2	8	5	39
	Renewals	63	53	101	1,983
OSHTMO	Checkouts	12,775	13,367	17,573	174,897
	Holds	2,799	3,219	3,083	38,338
	Renewals	17,526	16,977	15,723	202,689
POWELL	Checkouts	350	562	622	7,054
	Holds	38	52	39	553
	Renewals	455	617	549	7,784
WASHSQUARE	Checkouts	1,890	1,902	1,967	20,750
	Holds	572	420	501	6,308
	Renewals	2,448	2,767	2,543	30,150
Grand Total		96,009	95,796	101,166	1,162,433

June Transactions by Library



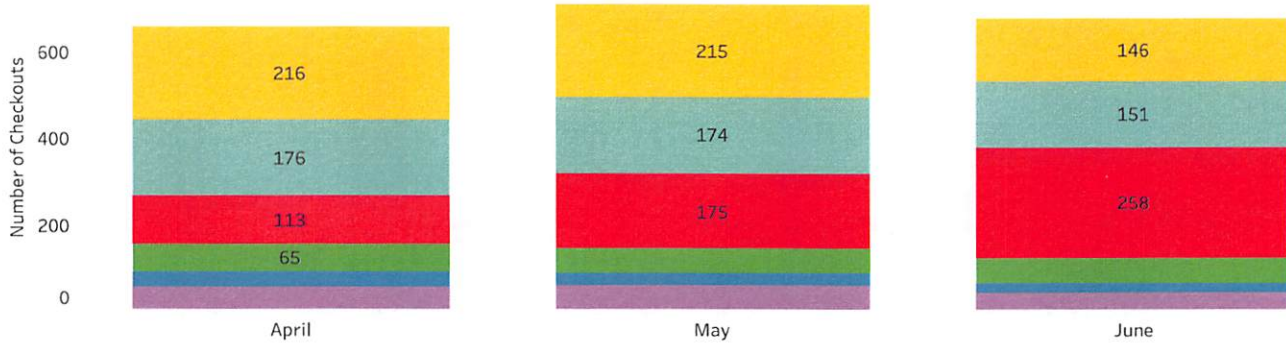
Library	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
CENCURBSID			1		
CENTRAL	59,107	25,399	50,789	52,399	54,700
EASTWOOD	6,381	1,468	2,732	4,365	3,755
MOBILELIB				471	111
OSHTMO	32,340	9,763	37,096	34,869	36,379
POWELL	4,350	718	1,013	1,129	1,210
WASHSQUARE	8,634	2,040	3,868	4,958	5,011
Grand Total	110,812	39,388	95,499	98,191	101,166

Library of Things (LOT)

Categories

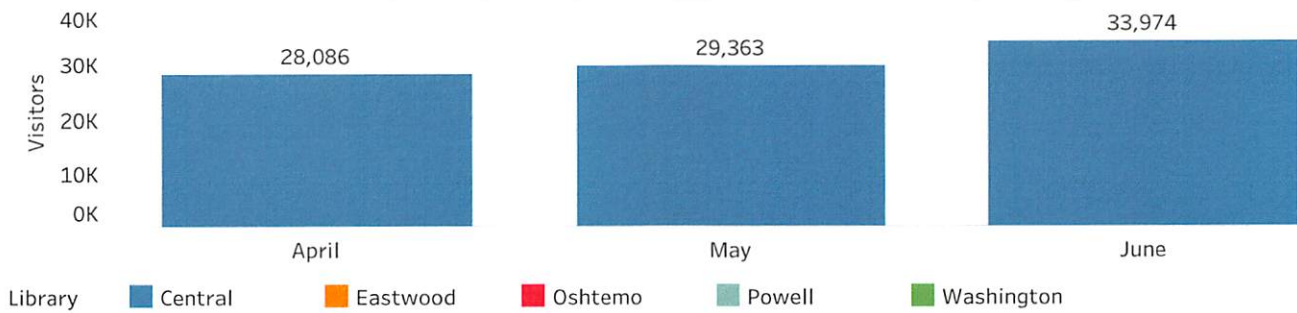
TECHNOLOGY HOME GAMES RECREATION ARTSCRAFTS TOOLS

FY 2022 YTD Circ LOT



	April	May	June	Grand Total
ARTSCRAFTS	34	27	22	455
GAMES	113	175	258	1,564
HOME	176	174	151	2,040
RECREATION	65	59	57	747
TECHNOLOGY	216	215	146	2,768
TOOLS	55	58	43	455
Grand Total	659	708	677	8,029

FY 2022 YTD Library Visits

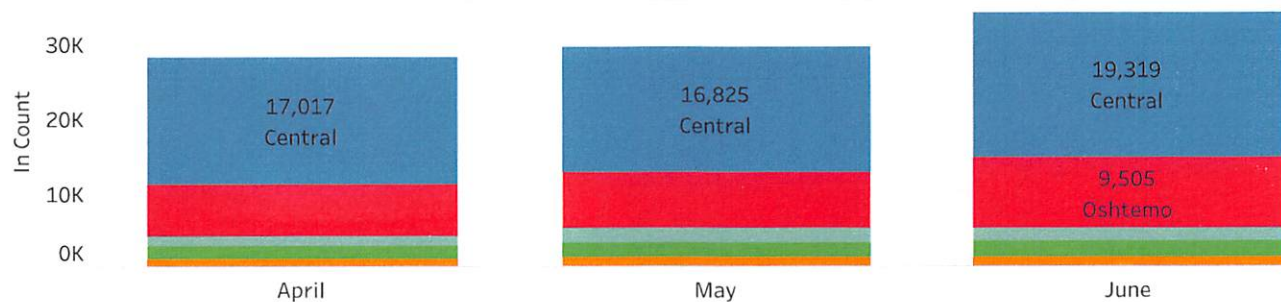


June



Library	April	May	June	Grand Total
Central	17,017	16,825	19,319	195,583
Oshtemo	7,022	7,327	9,505	94,165
Powell	1,134	1,981	1,680	19,698
Washington	1,887	1,983	2,153	19,478
Eastwood	1,026	1,247	1,317	14,554
Grand Total	28,086	29,363	33,974	343,478

FY 2022 YTD Library Visits by Library



June

Library	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Central	26,856	3,010	5,979	15,842	19,319
Eastwood	2,098	638	571	1,370	1,317
Oshtemo	10,979	2,504	4,692	8,457	9,505
Powell	3,392	298	622	2,130	1,680
Washington	3,667	471	768	2,075	2,153
Grand Total	46,992	6,921	12,632	29,874	33,974

KALAMAZOO PUBLIC LIBRARY										
LIBRARY STATISTICS										
June 30, 2023										
	Central	East				Washington		Year to	Prior Year	%
Agency	Library	wood	Mobile	Oshtemo	Powell	Square	Total	Date	to Date	Change
BOOKS										
-Adult	17,949	819	101	12,072	409	1,598	32,948	389,826	360,335	8%
-eBook	9,716						9,716	113,884	102,980	11%
-Digital Magazine	1,388						1,388	11,741	9,855	19%
Teen	3,700	215	5	1,635	49	218	5,822	59,989	49,703	21%
Juvenile	<u>14,756</u>	<u>1,241</u>	<u>5</u>	<u>16,590</u>	<u>129</u>	<u>1,146</u>	<u>33,867</u>	<u>399,336</u>	<u>353,961</u>	13%
Total	47,509	2,275	111	30,297	587	2,962	83,741	974,776	876,834	11%
AUDIO-VISUAL										
Audiobook										
-CD	713	43	0	817	117	50	1,740	21,222	20,406	4%
-Digital	12,191						12,191	132,932	114,340	16%
Music										
-CD	3,868	15	0	371	0	25	4,279	24,861	19,825	25%
-Digital	3,630						3,630	35,432	20,076	76%
Video										
-DVD	13,276	1,387	0	4,722	498	1,950	21,833	262,436	251,161	4%
- Digital	816						816	12,155	11,860	2%
Wi-Fi Hotspots	0						0			
Library of Things	438	35	0	172	8	24	677	8,149	1,966	
Total Non-Print Material	<u>34,932</u>	<u>1,480</u>	<u>0</u>	<u>6,082</u>	<u>623</u>	<u>2,049</u>	<u>45,166</u>	<u>497,187</u>	<u>439,634</u>	13%
Total Circulation	82,441	3,755	111	36,379	1,210	5,011	128,907	1,471,963	1,316,468	12%
Computer Usage										
Onsite Computer Use	3,367	153	0	481	222	335	4,558	52,088	39,219	33%
WIFI Users	0						0	0	0	
Website										
Visits	65,577						65,577	1,156,139	1,403,534	-18%
Unique Visitors	39,483						39,483	814,520	1,054,129	-23%
Library Cards										
-New Registrations	231	27	9	158	19	40	484	7,061	4,402	60%
-Online Registrations	124						124	1,610	1,839	-12%
-Total Card Holders	17,876						17,876	168,395	129,782	30%

KALAMAZOO PUBLIC LIBRARY										
LIBRARY STATISTICS										
June 30, 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	47						47	915	554	65%
-Local History	382						382	4,598	2,846	62%
-LinkedIn Learning	1,665						1,665	11,527	5,892	96%
-CreativeBug	<u>182</u>						<u>182</u>	<u>1,071</u>	<u>830</u>	29%
Total Database Sessions	2,276	0	0	0	0	0	2,276	18,111	10,122	79%
Searches										
-MeL & Other Databases	1,394						1,394	9,418	3,332	183%
-Local History	5,416						5,416	65,622	42,532	54%
-Law Library	<u>173</u>						<u>173</u>	<u>2,790</u>	<u>3,373</u>	-17%
Total Database Searches	6,983	0	0	0	0	0	6,983	77,830	49,237	58%
Law Library										
-Visitors	138						138	1,808	1,050	72%
-Phone Calls	38						38	836	289	189%
-Questions Answered	201						201	2,638	2,051	29%
Library visits by location	19,319	1,317	0	9,505	1,680	2,153	33,974	345,842	253,465	36%
Books Distributed										
-Ready to Read	1,850						1,850	20,996		
-Via Mail	450						450	3,952		
-MeiCat	2,064						2,064	23,472		

June 30, 2023

[illegible]

PROGRAM STATISTICS										
Live Online/Recorded Online Events										
June 30, 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	12	0	0	0	0	0	12	122	118	
Attendance	685	0	0	0	0	0	685	3,459	3,237	
Teen	0	0	0	0	0	0	0	2	15	
Attendance	0	0	0	0	0	0	0	14	156	
Juvenile	0	0	0	0	0	0	0	0	21	
Attendance	0	0	0	0	0	0	0	0	134	
Total Live Online Events	12	0	0	0	0	0	12	124	154	-19%
Total Live Online Attendance	685	0	0	0	0	0	685	3,473	3,527	-2%
<u>Recorded Online Events</u>										
Adult	0	0	0	0	0	0	0	18	31	-42%
Views	0	0	0	0	0	0	0	1,799	1,847	-3%
Teen	0	0	0	0	0	0	0	24	108	-78%
Views	0	0	0	0	0	0	0	3,156	14,618	-78%
Juvenile	0	0	0	0	0	0	0	1	18	-94%
Views		0	0	0	0	0	0	32	413	-92%
Total Recorded Online Events	0	0	0	0	0	0	0	43	157	-73%
Total Recorded Online Views	0	0	0	0	0	0	0	4,987	16,878	-70%
Total New Events	38	15	13	19	6	19	110	1,276	788	62%
Total New Events Attendance &	2,194	221	1,168	696	92	390	4,761	43,306	40,431	7%
KPL TV Total Monthly Views	89,716						89,716	1,098,324	1,082,304	1%



RECOVERY INSTITUTE OF SOUTHWEST MICHIGAN

123 South Westnedge, Kalamazoo, MI 49007
269.343.6725 ~ www.recoverymi.org

*We are a
community
of peers
embracing
recovery*



*Somos una
comunidad de
compañeros
que abrazan la
recuperación*

Kalamazoo Public Library Peer Navigation Report June 1, 2023 – June 30, 2023

Excerpts from Staff Shift Log:

Had a talk about humor and how important it is for recovery.

Talked to a patron today about how to stay motivated in recovery.

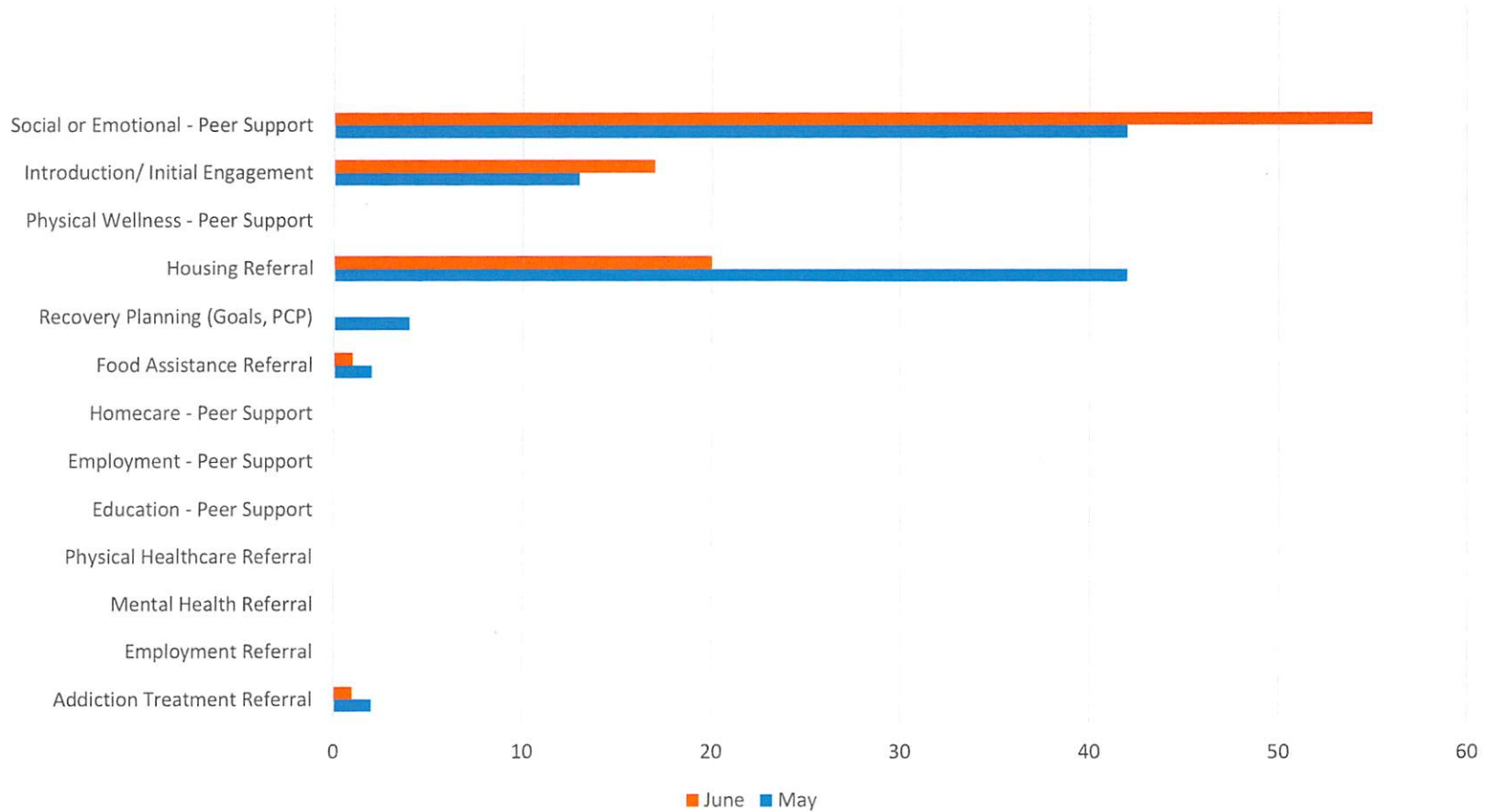
Was able to help a patron locate some websites about housing. Everyone has trouble with this particular agencies site.

Sat with a patron and talked about life, the challenges and the rewards of abstinence of drugs.

Had a chat with a minor patron who is having issues with parents and housing. I gave her the information for "ASK" and she called them

Had a one on one with a staff member. We covered the importance of boundaries.

Type of Support May & June (percentage)



Total Contacts May: 45

Total Contacts June: 51

June 2023 Data Report – Social Work Intern

Total Worked Hours: 28.83 Hours

In June, **I was out of the office from June 21st until July 6th**. Prior to this absence, I participated in and completed many activities and tasks. Please refer to the remainder of this report for a description of this work.

Throughout the month of June, I kept up with routine activities to prepare for the next event such as making copies of necessary resources and activities, preparatory conversations, and much more. In addition, **I created a physical handout to hand out to patrons in need to advertise for our KPL Local Help Resources database**. I have placed several copies on the community resource table located on the second floor as well as the feminine hygiene baskets in the bathrooms and within general hygiene bags. These were also distributed to some to our security team to have at the front door station in case a patron is seeking assistance.

KPL received a significant donation of feminine hygiene products through a local organization which I packaged and stored appropriately. **I packaged many general and feminine hygiene bags throughout the month to maintain a healthy supply**. Additionally, I **completed all required training sessions in the bronze-level Phished Academy basics of cyber resilience security training**. In July, I will continue into the silver-level to further my knowledge of cyber resilience security training.

In regard to **interactions and incidents I assisted and participated in**, I assisted our security team with obtaining first aid supplies, general hygiene items, and socks for a particular patron in need. In addition, I had another interaction with a patron seeking assistance. ***Please refer to the information below detailing this interaction:***

- A staff member came to my workspace to ask if I had any resources to provide to a patron requesting a Loaves & Fishes bag. Unfortunately, we were out of these bags, so I grabbed a hygiene kit as well as an extra granola bar left over from our most recent Coffee & Conversations event and gave this to the patron. I attempted to speak with the patron and ask if I could give him further information to get him connected with the necessary resources, however, the patron was not interested and left shortly after. I told the KPL staff member to let me know if he came back and requested further assistance. Shortly after this, security was informed that there was an individual sitting outside seeming very out of it. It is likely that this was the same person I spoke with. Security called law enforcement to check on this person to ensure they were okay. Since the individual was outside of KPL property and the possibility it was not the same person I interacted with, I did not submit an incident report for this interaction after speaking with security directly.

Month:	# of Community Events:	# of Special Projects:	# of Incidents/Interactions Supported With:	Staff Wellness/Trainings:	Additional Notes:	Total Worked Hours:
June	Routine activities to prepare for the next event (making copies of necessary resources and activities, preparatory conversations, etc.)	Received significant feminine hygiene product donations on 6/6. Packaged many general/feminine hygiene bags throughout the month. Created a physical flyer to document KPL's Local Help Resources page.	Helped by grabbing first aid & hygiene products with security for a patron in need. Provided a hygiene kit and extra granola bar to a male patron requesting a Loaves and Fishes bag.	Completed all required training sessions in the bronze-level Phished Academy basics of cyber resilience security training.	Ordered Loaves & Fishes bags on 5/31. Out of Office (6/21-7/6)	28.83 Hours