



Kalamazoo
Public Library

PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES

February 26, 2024 5:00 p.m.
Van Deusen Room, Central Library
315 S. Rose St. Kalamazoo, MI 49007

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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 January 8, 2024](#)
- B. [Minutes of the Meeting of January 16, 2024](#)
- C. [Minutes of the Meeting of January 18, 2024](#)
- D. [Minutes of the Meeting of January 22, 2024](#)
- E. [Minutes of the Meeting of January 23, 2024](#)
- F. [Minutes of the Meeting of January 24, 2024](#)
- G. [Personnel Items](#)

V. FINANCIAL REPORT

- A. [Financial Reports for the Period Ending January 31, 2023](#)

VI. REPORTS AND RECOMMENDATIONS

Reports

- A. Alma Powell Branch Update

VII. COMMITTEE REPORTS

- A. Finance and Budget Committee
- B. Personnel Committee
- C. Fund Development Committee
- D. Director's Building Advisory Committee

- E. Bylaw Review Committee
- F. President's Committee

VIII. OTHER BUSINESS

- A. [Director's Report](#)
- B. Committee Assignments
- C. Board Development

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 the end. Public commenters are asked to state their name, address, and to keep comments to three minutes during each Public Comment period. During the public comment period board members and administrators attending the meeting are unable to answer any questions. If you have any questions, after stating your name, address, and contact information, please state your question. The Kalamazoo Public Library will respond to the question via the contact information given in a reasonable time frame. To provide public comment, please use the following tools in the Teams meeting. Use the "Raise Hand" function by pressing *5 to be called upon by the Board Chair, and press *6 to unmute. 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: January 8, 2024
Time: 5:00 p.m.
Location: Van Deusen Room, Central Branch

CALL TO ORDER:

President Roth called the meeting to order at 5:01 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. ROLL CALL

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

Absent: Emily Greenman Wright

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No persons addressed the board.

III. DIRECTOR SEARCH: REVIEW OF APPLICATIONS FOR LIBRARY DIRECTOR

Trustees reviewed and selected five candidate applications to be vetted by Ray & Associates for consideration to move forward in the interview process.

IV. OTHER BUSINESS

A. Board Development

President Roth brought forth a motion for the board to continue board development, so the Personnel Committee can work with Onyx Consulting to develop a board development plan.

MOTION: C. ROTH MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO CONTINUE BOARD DEVELOPMENT WITH ONYX CONSULTING.

Roll Call Vote: J. Williams – yes; L. Godfrey – no; L. Mah – no; K. Jock – yes; C. Roth – yes; D. Miller – yes.

MOTION CARRIED 4 – 2

V. COMMENTS BY TRUSTEES

- Trustee Jock gave no comment.

- Trustee Godfrey gave no comment.
- Trustee Miller is excited about the candidates that were moved forward, and about the continuation of the board development.
- Trustee Williams stated that she was excited about the path that the board is on and thinks the board is on its way to becoming a high functioning board.
- Trustee Mah gave no comment.
- President Roth stated she is excited for the board development process to continue. She also stated she is excited about the interview candidates and interested in learning more about them. She continued by stating she is looking forward to reconvening on January 18th to discuss candidates. She informed the board an email will be sent to Ray & Associates, in which the Trustees will be included, about candidates the board is interested in interviewing.

VI. ADJOURNMENT

Hearing no objection, President Roth adjourned the meeting at 5:48 p.m.

X _____
Jannie Williams
Secretary

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: January 16, 2024
Time: 6:00 p.m.
Location: Van Deusen Room, Central Branch

CALL TO ORDER:

President Roth called the meeting to order at 6:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. ROLL CALL

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

Absent: Denise Miller

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No persons addressed the board.

III. CLOSED SESSION: TO REVIEW LEGAL OPINION WITH ATTORNEY MICHELLE CROCKETT

MOTION: L. MAH MOVED AND E. GREENMAN WRIGHT SUPPORTED THE MOTION TO MOVE TO A CLOSED SESSION.

Roll Call Vote: J. Williams – yes; L. Godfrey – no; L. Mah – no; K. Jock – yes; C. Roth – yes; E. Greenman Wright –yes

MOTION CARRIED 6-0

Trustees moved to a closed session at 6:03 p.m.

IV. ADJOURNMENT

Hearing no objection, President Roth adjourned the meeting at 7:10 p.m.

X _____
Jannie Williams
Secretary

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: January 18, 2024
Time: 5:00 p.m.
Location: Van Deusen Room, Central Branch

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. ROLL CALL

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

Absent: None

II. PERSONS REQUESTING TO ADDRESS THE BOARD

Sidney Ellis, a resident of Kalamazoo, commented that he understands and commends the Kalamazoo Public Library in finding a new space for the Alma Powell Branch. He stated he thinks it's very important for the Northside community to have a library, and the Alma Powell Library has been a very important fixture in the area. He urged that there be a library on the Northside.

Levi, a youth patron, commented that he loves factual books and wonder books. He stated he is sad about the Alma Powell relocation. Levi stated he loves the piano and kitchen at the Alma Powell branch and asked to have a new library built soon.

Wendy Fields, Kalamazoo Branch President of National Association for the Advancement of Colored People (NAACP), stated has the Library considered creating a new entrance at the Douglass Community Association. Wendy made another comment regarding the director's search, stating the public should have the opportunity to have a meet and greet with the candidate being considered for the director's position.

III. DIRECTOR SEARCH PROCESS DISCUSSION: KATHY SCHOENFELDER FROM RAY & ASSOCIATES

Kathy Schoenfelder, Vice President of Ray & Associates, reviewed five candidate applications with the board. The board decided that it would move four candidates to the next round of interviews.

MOTION: D. MILLER MOVED AND L. MAH SUPPORTED THE MOTION TO MOVE FOUR CANDIDATES FORWARD IN THE INTERVIEW PROCESS.

Roll Call Vote: J. Williams – yes; L. Godfrey – no; L. Mah – no; K. Jock – yes; C. Roth – yes; E. Greenman Wright –yes; D. Miller – yes

MOTION CARRIED 7-0

IV. COMMENTS BY TRUSTEES

- Trustee Godfrey gave no comment.
- Trustee Mah gave no comment.
- Trustee Miller stated she is excited the interview process is moving forward.
- Trustee Jock thanked the members of the community members who gave public comments in support of the Alma Powell branch, and thanked everyone who made the interview process possible.
- Trustee Greenman Wright echoed thanks to community members who showed support for the Alma Powell branch.
- Trustee Williams echoed thanks to community members who showed support for the Alma Powell branch. She also stated that it's exciting to see the energy from community members in the room. She stated that it gives her hope and excitement to see what's coming down the road. Trustee Williams continued to state she's anxious to have community conversations because stakeholders, constituents, patrons, and taxpayers should have a voice in the Library's decisions.
- President Roth echoed thanks to community members voicing their concerns and excitement regarding the Alma Powell branch. She also stated she is looking forward to the upcoming interviews and continuing to move forward in the director search process to find the best executive director.

V. ADJOURNMENT

Hearing no objection, President Roth adjourned the meeting at 6:34 p.m.

X _____
Jannie Williams
Secretary

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: January 22, 2024
Time: 5:00 p.m.
Location: Van Deusen Room, Central Library

CALL TO ORDER:

President Roth called the meeting to order at 5:01 p.m.

ELECTION OF OFFICERS: The Nominating Committee presented the following slate of officers.

Recommendation: Denise Miller, President
Christy Roth, Vice President
Lisa Godfrey, Treasurer
Jannie Williams, Secretary

Hearing no further suggestions, President Roth closed the nominations.

MOTION: K. JOCK MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO APPROVE THE SLATE OF OFFICERS RECOMMENDED BY THE NOMINATION COMMITTEE FOR 2024-2025.

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

MOTION CARRIED 7-0

AGENDA APPROVAL:

The agenda was approved.

I. ROLL CALL

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

Absent: None

II. RECOGNITIONS, RESOLUTIONS, AND COMMUNICATIONS

III. PERSONS REQUESTING TO ADDRESS THE BOARD

Jada Warren, a youth community member, comments on the impact that Deza's corner has had not only on her family but others in the community. Jada asked that Deza's corner be taken into consideration of the Alma Powell branch temporary closure. She stated that she hopes there will be a new Deza's corner at the new branch.

Tami Rey, a Northside resident, stated that she was unsure about the facts of the Alma Powell branch moving or closing and she only read one article online. Tami stated whatever the case she encourages the board to find a new branch location on the Northside, because a library branch is very important to Northside residents.

Krystin Penny, a community member, commented that she would like to speak on behalf of the Alma Powell branch. She stated that there should be a deep consideration of temporarily closing the Alma Powell branch. Krystin stated that families that utilize the library don't have access to transportation which makes it difficult for them to reach the downtown library location or any other location. She continued to state the activities and resources she uses at the Alma Powell branch, such as First Saturdays and utilizing the library for her work life. She stated First Saturdays are important to build up children, empowering reading, and encouraging reading. Krystin also stated that her child's daycare center walks to the Alma Powell branch and visits often. She thinks the temporary closure will cause devastation to the children in the Northside community if they don't have access to a library.

Chika Hampton, a Northside resident, commented that she was present when the Douglass Community Association (DCA) first opened. She stated that it's devastating that the Alma Powell branch will no longer be in the DCA. She continued by stating that it's important to reestablish a library branch near its former location. Chika stated she read articles that said there will be a new Alma Powell branch, and she wanted to know what the timeline for this new library branch is. She also stated that it would be frustrating more than anything if it's several years down the line, and the services that were available at the Alma Powell branch were important to the patrons. She further commented that the services are not only important for the students, but also for the adults who need the services and assistance.

T. Johnson, a community member, stated that she understands this is not a hundred percent the library's choice to temporarily close the Alma Powell branch. She stated that she hopes there will be a lot of library resources made available to the community. She continued by stating that the Alma Powell branch provided services to the most underserved community members, that youth used the library after school to do homework, and parents to find resources, and that the library provided a safe space for kids to come and find peace. The kids had computer access, which no other space provides as openly as the library does. T. Johnson stated that she is concerned about the number of resources that the library provides not being made available to the youth that organizations like her organization services. She stated that even though there are other organizations in the DCA building that provide services, they are not the same as the library. She continued by stating the community would love a timeline so that the community can know how to support kids with transportation for the kids from school to the library. She stated one of her major concerns is that the library needs to be clearer on the plans moving forward.

Mara Minott, a community member, stated that she utilized the Kalamazoo Public Library while she was in high school as an at-risk youth. She stated she had nowhere to go after

school and would walk to the Oshtemo Branch where she was treated very kindly and received amazing service. Mara stated the library gave her computer access and access to education and knowledge that she did not have before. Also, her first job was at the Kalamazoo Public Library. She continued by stating that it's very disappointing to see resources being diminished in the community, and that all kids and individuals should have access to their community library. Also, that the library is instrumental and important to persons of color and in allowing black people to be able to have a space where they are heard, along with having programs that meet their needs.

Gwendolyn Hooker, a Northside resident, stated she did not have a lot of information regarding the Alma Powell branch temporary closure and that she got her information from a news article which seemed very abrupt in explaining the situation. She stated she has affinity to the Alma Powell branch for many reasons. Gwendolyn continued by stating that the Library probably already knows that taking resources from a marginalized community of black and brown children is detrimental in numerous ways. She also stated that the Alma Powell branch is 25 to 50 yards from one of the most low-income neighborhoods in Kalamazoo County, and to move it any further from where it is would be a detriment.

IV. **CONSENT CALENDAR**

- A. *Minutes of the Meeting of December 4, 2023*
- B. *Minutes of the Meeting of December 11, 2023*
- C. *Personnel Items:* Trustee Roth acknowledged employee new hires, employee separations, and employee anniversaries within the organization.

MOTION: K. JOCK MOVED AND E. GREENMAN WRIGHT SUPPORTED THE MOTION TO ACCEPT THE CONSENT CALENDARS FOR THE MONTH OF NOVEMBER ENDING DECEMBER 31, 2023.

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

MOTION CARRIED 7-0

V. **FINANCIAL REPORT**

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

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

MOTION: L. GODFREY MOVED AND K. JOCK SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING NOVEMBER 30, 2023.

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

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

MOTION CARRIED 7-0

B. Financial Reports for the Month Ending December 31, 2023

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

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

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

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

MOTION CARRIED 7-0

VI. REPORTS AND RECOMMENDATIONS

Recommendations

A. Revision to the Purchasing Policy

Recommendation: Interim Director New recommended the Board accept the revised Purchasing Policy.

MOTION: L. MAH MOVED AND C. ROTH SUPPORTED THE MOTION TO ACCEPT THE REVISED PURCHASING POLICY

Discussion: Nnamdi Dike, Department Head of Budget and Finance, explained the revisions of the Purchasing Policy.

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

MOTION CARRIED 7-0

B. Revision to Meeting Room Policy

Recommendation: Interim Director New recommended the Board accept the revised Meeting Room Policy, which will be renamed Community Room Policy.

MOTION: L. GODFREY MOVED AND K. JOCK SUPPORTED THE MOTION TO ACCEPT THE REVISED MEETING ROOM POLICY, WHICH WILL BE RENAMED COMMUNITY ROOM POLICY.

Discussion: Bionca Stewart, Executive Assistant, explained the revisions to the Meeting Room Policy. Trustee Godfrey stated there should be language included in the policy that informs patrons they will not have access to events or meetings that are not designated for the public. Interim Director New stated this language will be included in the policy revision.

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

MOTION CARRIED 7-0

C. MERS Transfer

Recommendation: Interim Director New recommended the Board approve the Employer Resolution Establishing Uniform Transfer Provision to the Supervisory-Technical and Administration MERS Defined Benefit Agreement.

MOTION: C. ROTH MOVED AND E. GREENMAN WRIGHT SUPPORTED THE MOTION TO APPROVE THE EMPLOYER RESOLUTION ESTABLISHING UNIFORM TRANSFER PROVISION TO THE SUPERVISORY-TECHNICAL AND ADMINISTRATION MERS DEFINED BENEFIT AGREEMENT.

Discussion: Interim Director New explained that the transfer would require that current KPL employees transferring into the Supervisory-Technical/Administration group from other Defined Benefit eligible groups such as KPLA and KPLSP be enrolled in the open Defined Contribution Plan. Approving this resolution would allow current KPL Defined Benefit participants within these groups to maintain these benefits when transferring into the Supervisory-Technical/Administration group.

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

MOTION CARRIED 7-0

Reports

A. *Reading Together Preview*

Karen Trout, Librarian Lead, discussed the selection process of how the book *Yellowface* was chosen for the Reading Together program. Librarian Lead Trout informed the board that 400 copies were purchased, and 200 copies will be for giveaways at different events the library will be hosting.

B. *ONEplace co-leadership update*

Ragan Savara, ONEplace Operations Manager, gave a presentation on ONEplace services and resources it provides to the community. ONEplace Operations Manager Savara explained how she co-leads with ONEplace Programming Manager Stacy Jackson. She also gave information on the grants ONEplace has received, along with updates on the Emerging Leadership Academy.

C. Law Library update

Librarian Lead Jade Epps and Patron Services Department Head Michael Cockrell gave an update on the Law Library's new location, and an explanation as to why the Law Library had to relocate. Librarian Lead Epps stated the new location of the Law Library is comfortable and safe.

VII. COMMITTEE REPORTS

- A. Finance and Budget Committee* – Trustee Godfrey stated the committee reviewed the Purchasing Policy, and approval for opening a discussion with Lee Schultz of Miller Johnson for legal counsel for upcoming union negotiations.

MOTION: L. GODFREY MOVED AND E. GREENMAN WRIGHT SUPPORTED THE MOTION TO APPROVE OPENING A DISCUSSION WITH LEE SCHULTZ OF MILLER JOHNSON FOR LEGAL COUNSEL.

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

MOTION CARRIED 7-0

- B. Personnel Committee* – Trustee Williams stated the committee discussed board development and continuing the current contract with Onyx Consulting. An email of the proposed contract with Onyx Consulting was sent to board members for review. The committee continued to discuss the 360 evaluation and have started looking at vendors for doing the evaluation.
- C. Fund Development Committee* – No meeting.
- D. Director's Building Advisory Committee* – No meeting.
- E. Ad hoc Bylaw Review Committee* – No meeting.

VIII. OTHER BUSINESS

A. Director's Report

Interim Director New reported on the following topics:

- Interim Director New thanked those of the public who gave public comments. Interim Director New stated members of administration are listening and recognize how significant the temporary suspension of services at Alma Powell branch is and the Library is working hard to minimize any disruption of service. She continued by stating the Library is looking for a temporary branch location, looking at extending our programs, and working with community partners, and more Mobile Library stops so collections can be accessible.
- Interim Director New stated there will be two public forums on Tuesday, January 30th to provide information on the services that will be provided to the Northside, and also collecting feedback and ideas for the future of the Alma Powell branch. The first session will be in the Van Deusen from 11 a.m. to 1 p.m., and the second session will be at Lincoln School Auditorium from 6 to 8 p.m.
- Interim Director New continued by stating The Professional Development Committee is working on the coordination of the return of KPL Academy. KPL Academy is an internal professional series for all staff which has provided an opportunity to learn and connect with other staff on a regular basis. Staff were also able to practice presentation and instruction skills. Staff attended in-person training on a variety of topics including KPL's own policies or procedures, information specific to the Kalamazoo community, or general training areas in libraries, productivity, technology, etc. KPL Academy was suspended during COVID but returns this month with MeL Resource Training led by Laura Warren-Gross. This training will be held three times in January and early February.
- The New Internal Communications guidelines have been completed and will be presented to all staff this month. Guidelines detail methods and appropriate uses of internal email communications systems as identified by the Internal Communication Audit.
- Interim Director New gave an update on the Coffee & Connections program growing each month. Over 30 patrons attended the December 18th program in the Van Deusen Room. Many of the participants attend monthly. The Community Engagement, Security, and Social Services Teams have been doing an amazing job providing outside resources from organizations like the Family Health Center and Kalamazoo Literacy. This outreach is making a difference by connecting patrons with not only important resources, but a friendly KPL face. The next Coffee & Connections is on January 29th from 9 a.m. to 11 a.m. in the Van Deusen Room.

IX. PERSONS REQUESTING TO ADDRESS THE BOARD

T. Johnson, a community member, stated that she is relieved to hear that there will be community sessions. She stated she would like to know if there would be a questions and answers session, where community members could directly ask questions. She continued to state that when the Alma Powell temporary closure was announced there should have been more said about what the Library intended to do and how it intended to do it.

Mara Minott, a community member, inquired if artwork could be commissioned that would honor her Aunt Peggy and her contributions to the Oshtemo branch.

X. COMMENTS BY TRUSTEES

- L. Godfrey thanked the public who came forward to speak on behalf of the Alma Powell branch. She stated it is her intention to assure that there is a library branch that exists in the Northside community, and the board will do whatever it is in their power to make services continue.
- K. Jock echoed thanks to the community members who shared their passion for literacy and for their support of the Alma Powell branch. She also gave thanks to Kalamazoo Public Library (KPL) staff for their quick work to address the situation and plan of the forums.
- E. Greenman Wright gave no comment.
- J. Williams echoed thanks to the patrons for expressing their concerns. She continued by stating she was excited by how many people attended tonight's meeting. She also stated that she thinks this opportunity will bring the community together and make a new library branch a top priority. She stated she thinks about Michigan's literacy rate in the nation, stating it is ranked 45th across the 50 states. And the board will do whatever we can to offer services and resources.
- L. Mah echoed thanks to the community members who spoke about the Alma Powell branch. She stated the board is committed to serving the Northside community and to developing services to help transition through this period. She asked for the community's patience and encouraged the community to come out and learn about the process and about the opportunities to comment at the public forums.
- C. Roth echoed thanks to the community members who spoke about the Alma Powell branch. She stated that the board is listening to the community, and that KPL staff are working to come up with ways to make sure that there is minimal interruption to services. She informed the public that the public forum session will be happening on January 30th in the Van Deusen from 11 a.m. to 1 p.m., and 6 p.m. to 8 p.m. at Lincoln School.
- D. Miller thanked the nominating committee and the trustees for entrusting her in leadership. She thanked the former officers for their work this year, and welcomed new officers. She echoed thanks to the public for their comments regarding the Alma Powell branch.

XI. ADJOURNMENT

Hearing no objection, President Roth adjourned the meeting at 7:03 p.m.

X

Jannie Williams
Secretary

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: January 23, 2024
Time: 5:00 p.m.
Location: Van Deusen Room, Central Branch

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was changed to have persons requesting to address the board to after roll call, the agenda was approved after this change.

I. ROLL CALL

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

Absent: None

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No persons addressed the board.

III. INTERVIEWS**A. Director Candidate First Round Interviews**

President Miller gave an overview of the interviewing process with the Board of Trustees, and then the Trustees interviewed Stacy Hisle-Chaudri.

IV. COMMENTS BY TRUSTEES

- Trustee Mah thanked the candidate Stacy Hisle-Chaudri for interviewing.
- Trustee Williams stated she is excited to see which candidates will move forward and encouraged the board to be optimistic about the interview process.
- Trustee Greenman Wright thanked the Technology Service staff for making the board look good on the streaming platform during public meetings. She echoed thanks to the candidate for interviewing with the board.
- Trustee Godfrey thanked the public, who were all online, for attending the interview session. She stated she appreciated their interest and potential feedback.
- Trustee Jock thanked the staff, the candidate, and the public for expressing enthusiasm for the interview process.

- Trustee Roth thanked those of the public who has been attending the meetings in person or virtual, and their public comments. She echoed thanks to the candidate for interviewing with the board.
- President Miller stated she and the Trustees are looking forward to the interview process. She stated the Board of Trustees are excited to find the right person for the seat and look forward to the next interview.

V. ADJOURNMENT

Hearing no objection, President Miller adjourned the meeting at 5:53 p.m.

X_____
Jannie Williams
Secretary

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: January 24, 2024
Time: 5:00 p.m.
Location: Van Deusen Room, Central Branch

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was changed to have persons requesting to address the board to after roll call, the agenda was approved after this change.

I. ROLL CALL

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

Absent: None

II. PERSONS REQUESTING TO ADDRESS THE BOARD

Mattie Jordan Woods, a community member, stated she is happy to know the library will be holding public forum sessions regarding the Alma Powell Branch, and cannot wait to attend.

III. INTERVIEWS*A. Director Candidate First Round Interviews*

The Board of Trustees interviewed Andrea Vernola. Then the Trustees debriefed with Kathy Schoenfelder from Ray and Associates about the candidates that have been interviewed. After careful deliberation the Board of Trustees decided to pause the interview process for further consideration of other candidates.

IV. COMMENTS BY TRUSTEES

- Trustee Mah thanked the candidate, Andrea Vernola, for her time.
- Trustee Jock thanked the candidate and the staff for their time.
- Trustee Williams echoed thanks to the candidate for her time and encouraged the board to stay optimistic about the interview process. She also thanked Interim Director Terry New.
- Trustee Roth echoed thanks to the candidate, staff, and Interim Director New. She also thanked Mattie Jordan Wood for her public comments. She also encouraged the board to remain optimistic about the interview process.

- Trustee Greenman Wright echoed thanks to candidate and expressed gratitude for the opportunity to serve the community along side with the Kalamazoo Public Library staff and leadership team.
- Trustee Godfrey echoed thanks to the candidate. She stated she appreciated the public comment by Mattie Jordan Wood.
- President Miller stated she is optimistic about continuing to work hard on getting a leader that can lead a dynamic organization. She also stated she is excited about the upcoming public forums.

V. ADJOURNMENT

Hearing no objection, President Miller adjourned the meeting at 6:51 p.m.

X_____

Jannie Williams
Secretary



Kalamazoo
Public Library

V. A.

MEMO

TO: Library Trustees

FROM: Terry New, Interim
Library Director

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

DATE: February 26, 2024

Recommendation:

I recommend the Board accept the Financial Reports for the month ending January 31, 2024.

Executive Summary:

Notes to the reports are included for your information.

Lisa Godfrey, Treasurer

Kalamazoo Public Library

Financial Reports for January 2024

Governmental Pooled Funds, Sources and Uses and Combined Balance Sheet

The Library's Governmental Pooled Funds totaled \$13,397,777 at the end of January. Sources of funds totaled \$2,916,874 during the month, highlighted by the receipt of property tax revenue from municipalities within the KPL taxing district (\$2,888,642). Uses of funds totaled \$969,072 in January, led by Salaries & Wages, Benefits, and Prepaid Expenditures. Combined Balance sheet activity was normal for the month.

Revenue, Expenditures -- General Operating Fund

The library recognized \$2,915,254 of General Fund revenue during January, led by property tax receipts from the City of Kalamazoo (\$1,243,616) and Kalamazoo Township (\$911,688). General Fund expenditures recorded during the month totaled \$948,918, and cumulative General Fund expenditures through January have totaled \$7,301,988, or 51% of the adjusted budget for the fiscal year.

Capital Improvement Plan

Capital Improvement Plan activity for January consisted of \$77,237 of expenditures led by spending on the Passenger Elevator project at Central (P#895PE, totaling \$26,714). Major CIP encumbrances outstanding at the end of January include building and infrastructure projects at Central Library, Washington Square and Oshtemo branch (various CIP projects totaling \$235,392).

Special Revenue Fund

Financial activity in the Special Revenue Fund was light during the month of January and included the recognition of \$1,620 of local support revenue, while recognizing expenditures of \$1,520 during the month, led by spending under the Stryker Johnston grant for ONEplace operations.

Endowment Fund

The Bureau of Labor Statistics reported the addition of 353,000 jobs during the month of January, well above market expectations. BLS also reported the Consumer Price Index rose 3.1% for the twelve-month period through January. The market value of the Library's Endowment Fund at the end of January rose to \$6,372,278, an increase in value of \$82,405 compared to fund value at the end of the previous month. A copy of page 1 of the monthly statement from the Library's Charles Schwab One account 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 January 31, 2024

	<u>January</u>
BEGINNING CASH BALANCE *	\$ 11,449,975
* Including short-term investments	
<u>SOURCES OF CASH:</u>	
Property Tax Receipts	\$ 2,888,642
IFT/CFT, PILOT, Other Tax Receipts	\$ 2,775
State Aid/Renaissance Zone Reimbursement	\$ -
USF Refunds/Law Library Contract/District Ct. Penal Fines	\$ -
Interest Income	\$ 19,331
Library Fines & Fees	\$ 550
Other Sources: Gifts, Grants, & Reimbursements	\$ 3,956
Other (CIP and SRF Revenue, etc.)	\$ 1,620
TOTAL SOURCES OF CASH	\$ 2,916,874
<u>USES OF CASH:</u>	
Salaries & Wages	\$ (447,124)
Benefits	\$ (115,627)
Materials	\$ (68,479)
Operating Expenditures	\$ (6,635)
Facilities	\$ (42,490)
Technical Services	\$ (29,904)
Purchased Services	\$ (26,986)
Other	\$ (30,758)
Capital Expenditures	\$ (82,994)
Prepaid Expenditures	\$ (118,076)
TOTAL USES OF CASH	\$ (969,072)
ENDING CASH	\$ 13,397,777
<u>POOLED CASH ACCOUNTS:</u>	
Petty Cash	\$ 250
Flagstar Bank General Checking	\$ 402,847
First National NOW & ACH Transfer Accounts	\$ 148,243
Consumers Credit Union - Share Savings/Navia Admin	\$ 25,109
Consumers Credit Union - General Checking	\$ 37,038
Midwest Business Exchange Account/Paypal	\$ 34,717
POOLED CASH ACCOUNTS	\$ 648,204
<u>POOLED INVESTMENT ACCOUNTS:</u>	
Flagstar Bank Premier Savings, MM & CD Accts	\$ 5,243,902
First National Bank ICS Savings, MM & CDs	\$ 5,502,540
Consumers Credit Union MM Acct & CD Accts	\$ 2,003,130
POOLED INVESTMENT ACCOUNTS	\$ 12,749,572
TOTAL CASH AND POOLED INVESTMENTS	\$ 13,397,777

Kalamazoo Public Library

Combined Balance Sheet

As of January 31, 2024

	Operating	Capital Improvement	Special Revenue	Endowment
<u>Assets</u>				
Cash & Equivalents				
Cash & Checking	\$ 4,015,896	\$ 3,911,066	\$ 382,584	\$ 856,077
Investments	\$ 5,088,231	\$ -	\$ 1,691,386	\$ 5,516,201
Total Cash & Equivalents	\$ 9,104,127	\$ 3,911,066	\$ 2,073,970	\$ 6,372,278
Accounts Receivable				
Accounts Receivable	\$ 346	\$ -	\$ -	\$ -
Total Accounts Receivable	\$ 346	\$ -	\$ -	\$ -
Taxes Receivable				
Taxes Receivable	\$ -	\$ -	\$ -	\$ -
Total Taxes Receivable	\$ -	\$ -	\$ -	\$ -
Other Assets				
Other Assets	\$ 171,904	\$ -	\$ -	\$ -
Due to/from Other Funds	\$ -	\$ -	\$ -	\$ -
Total Other Assets	\$ 171,904	\$ -	\$ -	\$ -
Total Assets	\$ 9,276,377	\$ 3,911,066	\$ 2,073,970	\$ 6,372,278
<u>Liabilities and Fund Balance</u>				
Current Liabilities				
Accounts Payable	\$ 63,750	\$ 10,798	\$ -	\$ -
Salaries Payable	\$ (4,393)	\$ -	\$ -	\$ -
Retirement Payable	\$ (25,430)	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 33,927	\$ 10,798	\$ -	\$ -
Long Term Liabilities				
Long Term Liabilities	\$ 190,000	\$ -	\$ 345,000	\$ -
Total	\$ 190,000	\$ -	\$ 345,000	\$ -
Net Assets				
Fund Balance	\$ 9,052,450	\$ 3,900,268	\$ 1,728,970	\$ 6,372,278
Total	\$ 9,052,450	\$ 3,900,268	\$ 1,728,970	\$ 6,372,278
Total Liabilities & Fund Balance	\$ 9,276,377	\$ 3,911,066	\$ 2,073,970	\$ 6,372,278

Kalamazoo Public Library
General Operating Fund
Month of January 2024

	Month of January		CEB	YTD	Budget Left	% Complete
	Activity	Encumbrances				
1 - General Fund						
Revenue						
Property Taxes	\$2,888,642	\$0	\$13,740,379	\$2,893,636	\$10,846,743	21.1%
Other Taxes	\$2,775	\$0	\$119,100	\$19,661	\$99,439	16.5%
Fines and Fees	\$550	\$0	\$31,340	\$20,930	\$10,410	66.8%
District Court Penal Fines	\$0	\$0	\$136,232	\$0	\$136,232	0.0%
Local Support	\$0	\$0	\$189,000	\$189,000	\$0	100.0%
Interest Income	\$19,331	\$0	\$240,000	\$212,724	\$27,276	88.6%
State Aid and Reimbursements	\$0	\$0	\$248,812	\$118,357	\$130,455	47.6%
Other	\$3,956	\$0	\$130,296	\$29,297	\$100,999	22.5%
Total Revenue	\$2,915,254	\$0	\$14,835,159	\$3,483,605	\$11,351,554	23.5%
Expenditures						
Salaries						
Administrator Salaries	\$61,232	\$0	\$918,568	\$407,445	\$511,123	44.4%
Librarian Salaries	\$136,700	\$0	\$1,774,897	\$941,776	\$833,121	53.1%
Supervisory Technical Salaries	\$76,355	\$0	\$1,019,466	\$535,008	\$484,458	52.5%
Library Assistant Salaries	\$127,793	\$0	\$1,659,772	\$915,778	\$743,994	55.2%
Interns	\$15,225	\$0	\$295,000	\$123,626	\$171,374	41.9%
Hourly Staff	\$46,109	\$0	\$741,960	\$355,028	\$386,932	47.9%
Substitute Salaries	\$8,881	\$0	\$89,482	\$60,669	\$28,813	67.8%
Vacancy Credit	\$0	\$0	(\$35,000)	\$0	(\$35,000)	0.0%
Total	\$472,296	\$0	\$6,464,145	\$3,339,331	\$3,124,814	51.7%
Benefits						
Employee Insurance	\$92,771	\$0	\$1,016,438	\$616,776	\$399,662	60.7%
Retirement	\$52,932	\$0	\$1,003,143	\$471,505	\$531,638	47.0%
Employer FICA-Medicare	\$35,791	\$0	\$493,693	\$249,903	\$243,790	50.6%
Other Benefits	\$20,832	\$0	\$105,550	\$51,315	\$54,235	48.6%
Total	\$202,326	\$0	\$2,618,824	\$1,389,499	\$1,229,325	53.1%
Materials						
Adult Books	\$73,389	\$0	\$571,300	\$326,567	\$244,733	57.2%
Juvenile Books	\$6,732	\$0	\$137,000	\$63,876	\$73,124	46.6%
Periodicals	\$246	\$0	\$47,660	\$35,374	\$12,286	74.2%
Audio-Visual Material	\$5,137	\$0	\$477,000	\$151,023	\$325,977	31.7%
Digital Materials	\$5,712	\$0	\$216,430	\$133,575	\$82,855	61.7%
Library of Things	\$2,322	\$0	\$35,000	\$13,041	\$21,959	37.3%
Total	\$93,537	\$0	\$1,484,390	\$723,456	\$760,934	48.7%
Facilities						
Fuel	\$15,625	\$0	\$86,000	\$32,831	\$53,169	38.2%
Electricity	\$19,182	\$0	\$191,390	\$108,700	\$82,690	56.8%
Water	\$1,363	\$0	\$13,600	\$9,945	\$3,655	73.1%

Kalamazoo Public Library General Operating Fund

Month of January 2024

	Month of January					
	Activity	Encumbrances	CEB	YTD	Budget Left	% Complete
Custodial Supplies	\$4,077	\$0	\$90,000	\$50,322	\$39,678	55.9%
Grounds Maintenance	\$550	\$0	\$54,500	\$30,195	\$24,305	55.4%
Vehicle Maintenance	\$206	\$0	\$8,500	\$4,666	\$3,834	54.9%
Building Repair	\$8,572	\$0	\$139,700	\$50,658	\$89,042	36.3%
Building Operations	\$4,563	\$0	\$133,700	\$68,120	\$65,580	51.0%
Total	\$54,138	\$0	\$717,390	\$355,437	\$361,953	49.5%
Operating Expenses						
Supplies	\$7,854	\$0	\$143,150	\$65,980	\$77,170	46.1%
Misc. Operating Expenses	\$5,188	\$0	\$103,355	\$42,262	\$61,093	40.9%
Postage & Freight	\$1,240	\$0	\$36,500	\$23,328	\$13,172	63.9%
Rent	\$525	\$0	\$48,000	\$19,742	\$28,258	41.1%
Processing Supplies	\$0	\$0	\$47,000	\$8,647	\$38,353	18.4%
Total	\$14,806	\$0	\$378,005	\$159,959	\$218,046	42.3%
Technical Services						
F&E Repair & Maintenance	\$0	\$0	\$16,000	\$0	\$16,000	0.0%
Software as Service	\$10,594	\$0	\$400,443	\$265,953	\$134,490	66.4%
Software Licensing & Maint.	\$28,055	\$0	\$189,065	\$148,156	\$40,909	78.4%
Telecommunications	\$9,619	\$0	\$155,040	\$55,706	\$99,334	35.9%
Cataloging & Processing	\$1,626	\$0	\$95,000	\$47,276	\$47,724	49.8%
Total	\$49,894	\$0	\$855,548	\$517,091	\$338,457	60.4%
Purchased Services						
Security	\$28,415	\$0	\$446,052	\$200,567	\$245,485	45.0%
Insurance	\$153	\$0	\$111,216	\$75,638	\$35,578	68.0%
Legal Services	\$0	\$0	\$50,000	\$3,550	\$46,450	7.1%
Printing Services	\$2,890	\$0	\$128,600	\$83,297	\$45,303	64.8%
Advertising	\$3,038	\$0	\$40,000	\$15,161	\$24,839	37.9%
Contracted Services	\$7,455	\$0	\$353,709	\$156,541	\$197,168	44.3%
Total	\$41,950	\$0	\$1,129,577	\$534,754	\$594,823	47.3%
Other Expenditures						
Programming	\$12,711	\$0	\$431,300	\$207,834	\$223,466	48.2%
Tax Charge Backs	\$0	\$0	\$50,000	\$12,334	\$37,666	24.7%
Staff Development	\$2,028	\$0	\$68,260	\$29,253	\$39,007	42.9%
Travel & Conference	\$5,212	\$0	\$122,410	\$27,491	\$94,919	22.5%
Board Expenses	\$20	\$0	\$14,520	\$5,549	\$8,971	38.2%
Total	\$19,970	\$0	\$686,490	\$282,461	\$404,029	41.1%
Total	\$948,918	\$0	\$14,334,369	\$7,301,988	\$7,032,381	50.9%

Transfers

Transfers In

Transfers from other funds	\$0	\$0	(\$152,984)	\$0	(\$152,984)	0.0%
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Kalamazoo Public Library
General Operating Fund
Month of January 2024

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

Kalamazoo Public Library

Capital Improvement Plan Fund

Month of January 2024

3 - Capital Improvement Plan Fund

REVENUE

Other Local Gifts & Grants

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

State Aid & Reimbursements

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

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

Furnishings

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

Central Library

803 - Central Building Furnishings	\$	-	\$	-	\$	-	\$	15,820	\$	-	\$	15,820
812 - Office Furnishings - KPL Reorganization	\$	-	\$	-	\$	-	\$	3,264	\$	-	\$	3,264
813 - Display/Public - Central	\$	-	\$	-	\$	18,462	\$	68,277	\$	-	\$	49,815
818 - Circulation Room Furnishings	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
861 - IT Office Furnishings	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
884F - Digital Lab Furnishings	\$	-	\$	-	\$	-	\$	4,500	\$	-	\$	4,500
889 - Children's Room Table/Chairs	\$	-	\$	-	\$	-	\$	6,809	\$	-	\$	6,809
892 - Local History Room Furniture	\$	-	\$	-	\$	-	\$	1,000	\$	-	\$	1,000
892F - Local History Digitization - FFE	\$	-	\$	-	\$	-	\$	1,371	\$	-	\$	1,371
Total Central Library	\$	-	\$	-	\$	18,462	\$	101,041	\$	-	\$	82,579

Branch Libraries

815 - Workspaces & Public Areas - Oshtemo	\$	3,410	\$	(3,410)	\$	6,982	\$	30,968	\$	-	\$	23,986
815CF - Oshtemo Courtyard Furniture	\$	-	\$	-	\$	-	\$	10,000	\$	-	\$	10,000
817 - Workspaces & Public Areas - WSQ	\$	-	\$	-	\$	-	\$	27,945	\$	-	\$	27,945
881 - Eastwood/Powell - Furniture	\$	-	\$	-	\$	-	\$	42,535	\$	-	\$	42,535
Total Branch Libraries	\$	3,410	\$	(3,410)	\$	6,982	\$	111,448	\$	-	\$	104,466

System-Wide Projects

811F - Carpet Cleaning Equipment	\$	-	\$	-	\$	-	\$	3,212	\$	-	\$	3,212
814 - Desks & Chairs - Multiple Departments	\$	728	\$	-	\$	2,750	\$	4,875	\$	-	\$	2,125
819 - Materials Lending Machine Project	\$	-	\$	-	\$	-	\$	10,000	\$	-	\$	10,000
898F - Library of Things -- Furniture & Equipment	\$	-	\$	-	\$	-	\$	7,491	\$	-	\$	7,491
Total System-Wide Projects	\$	728	\$	-	\$	2,750	\$	25,578	\$	-	\$	22,828

Total Furniture & Equipment

	\$	4,138	\$	(3,410)	\$	28,194	\$	359,269	\$	50,000	\$	408,645
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Building Alterations

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

Structural Projects

805 - Central Tile Maintenance & Replacement	\$	-	\$	-	\$	-	\$	50,357	\$	-	\$	50,357
807 - Washington Square Bldg Projects	\$	-	\$	-	\$	-	\$	23,500	\$	-	\$	23,500
809 - Washington Square Infrastructure Projects	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
809E - Washington Square Exterior Projects	\$	-	\$	-	\$	-	\$	290	\$	-	\$	290
821 - Oshtemo Infrastructure Projects	\$	-	\$	-	\$	766	\$	24,200	\$	-	\$	23,434
822 - Eastwood Infrastructure Projects	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
822R - Eastwood Branch Roof Project	\$	-	\$	-	\$	-	\$	144,825	\$	140,000	\$	284,825
823R - Oshtemo Branch Roof Project	\$	16,555	\$	(6,555)	\$	16,555	\$	-	\$	700,000	\$	683,445
828 - Eastwood Building Projects	\$	3,000	\$	-	\$	3,000	\$	19,440	\$	-	\$	16,440
828H - Eastwood Furnace Replacement	\$	-	\$	-	\$	-	\$	5,902	\$	140,000	\$	145,902
Total Structural Projects	\$	19,555	\$	(6,555)	\$	20,321	\$	268,514	\$	980,000	\$	1,228,193

Kalamazoo Public Library
Capital Improvement Plan Fund
Month of January 2024

3 - Capital Improvement Plan Fund

	Monthly Activity	Monthly Encumbrances	Activity YTD	Carryover Balance	Preliminary Estimate Budget	Balance Remaining
823R - Oshtemo Branch Roof Project	\$ 16,555	\$ (6,555)	\$ 16,555	\$ -	\$ 700,000	\$ 683,445
828 - Eastwood Building Projects	\$ 3,000	\$ -	\$ 3,000	\$ 19,440	\$ -	\$ 16,440
828H - Eastwood Furnace Replacement	\$ -	\$ -	\$ -	\$ 5,902	\$ 140,000	\$ 145,902
Total Structural Projects	\$ 19,555	\$ (6,555)	\$ 20,321	\$ 268,514	\$ 980,000	\$ 1,228,193
Mechanical Projects						
825 - Central Chiller / Cooling tower	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ 175,000
825O - Central ONEplace Cooling tower	\$ -	\$ -	\$ 25,295	\$ 25,845	\$ -	\$ 550
826 - Central Steam Boiler	\$ -	\$ -	\$ -	\$ 971,778	\$ -	\$ 971,778
841 - Central Louvers on AHU-2	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
887 - Generator, Central, Eastwood & Powell	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
895 - Central Freight Elevator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
895PE - Central Passenger Elevator	\$ 26,714	\$ (26,714)	\$ 26,714	\$ 52,000	\$ -	\$ 25,286
Total Mechanical Projects	\$ 26,714	\$ (26,714)	\$ 52,009	\$ 1,344,623	\$ -	\$ 1,292,614
Control & Security Systems						
827 - Security Systems	\$ -	\$ -	\$ 2,977	\$ 4,807	\$ -	\$ 1,830
827A - Library Access Controls Project	\$ 4,982	\$ (4,982)	\$ 40,665	\$ 61,615	\$ -	\$ 20,950
827D - ADA Compliant Staff Doors	\$ -	\$ -	\$ 887	\$ 19,000	\$ -	\$ 18,113
Total Control & Security Systems	\$ 4,982	\$ (4,982)	\$ 44,529	\$ 85,422	\$ -	\$ 40,893
Other Facilities Projects						
806 - Central Restrooms	\$ -	\$ -	\$ -	\$ 3,629	\$ -	\$ 3,629
808 - Dropbox Replacement	\$ -	\$ -	\$ -	\$ 18,889	\$ -	\$ 18,889
811 - Carpet Master Plan - Central	\$ -	\$ -	\$ -	\$ 256,923	\$ -	\$ 256,923
811E - Carpet Master Plan - Eastwood	\$ -	\$ -	\$ -	\$ 56,317	\$ -	\$ 56,317
811W - Carpet Master Plan - WSQ	\$ 9,068	\$ (8,890)	\$ 9,068	\$ 54,270	\$ -	\$ 45,202
816a - Library Space Study	\$ -	\$ -	\$ -	\$ 82,500	\$ -	\$ 82,500
821C - Oshtemo Courtyard Improvements	\$ -	\$ -	\$ 850	\$ 50,000	\$ -	\$ 49,150
821P - Oshtemo Parking & Ramp Project	\$ -	\$ -	\$ -	\$ 147,370	\$ -	\$ 147,370
823 - Oshtemo Building Projects	\$ -	\$ (10,000)	\$ -	\$ 98,109	\$ -	\$ 98,109
824 - Eastwood Drop Ceiling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
829 - Central Building Projects	\$ -	\$ -	\$ -	\$ 22,577	\$ -	\$ 22,577
829L - Central Exterior Lighting Replacement	\$ -	\$ -	\$ 7,800	\$ 8,500	\$ -	\$ 700
829S - Central Sewage Pump Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
892B - Local History Digitization - Bldg Alt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
893 - Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
802 - COVID-Related Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
829V - Van Duesen Renovations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Facilities Projects	\$ 9,068	\$ (18,890)	\$ 17,718	\$ 799,084	\$ -	\$ 781,366
Total Building Alterations	\$ 60,319	\$ (57,141)	\$ 134,577	\$ 2,822,159	\$ 1,530,000	\$ 4,217,582
Computer & Technology						
830 - Computer & Technology Reserve	\$ -	\$ -	\$ -	\$ 141,483	\$ 60,000	\$ 201,483
Total Computer & Tech. Reserve	\$ -	\$ -	\$ -	\$ 141,483	\$ 60,000	\$ 201,483
Public Technology & Hardware						
831 - Computer Equipment & Peripherals	\$ 1,730	\$ -	\$ 25,606	\$ 16,233	\$ 40,000	\$ 30,627
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	\$ -	\$ -	\$ 3,327	\$ 6,859	\$ -	\$ 3,532
892A - Local History Digitization - Automation	\$ -	\$ -	\$ -	\$ 8,676	\$ -	\$ 8,676
Total Public Technology & Hardware	\$ 1,730	\$ -	\$ 28,933	\$ 55,168	\$ 40,000	\$ 66,235

Kalamazoo Public Library
Capital Improvement Plan Fund
Month of January 2024

3 - Capital Improvement Plan Fund

	Monthly Activity	Monthly Encumbrances	Activity YTD	Carryover Balance	Preliminary Estimate Budget	Balance Remaining
Portable Technology						
878 - Portable Devices	\$ -	\$ -	\$ -	\$ 11,209	\$ -	\$ 11,209
Total Portable Technology	\$ -	\$ -	\$ -	\$ 11,209	\$ -	\$ 11,209
Other Tech/Computer Equipment						
854 - Other Tech/Computer Equipment	\$ 9,990	\$ (9,990)	\$ 9,990	\$ 6,043	\$ -	\$ (3,947)
855 - Communications Systems	\$ 1,060	\$ -	\$ 1,060	\$ 210	\$ -	\$ (850)
855PA - KPL PA System Project	\$ -	\$ -	\$ -	\$ 66,300	\$ -	\$ 66,300
856 - IT Infrastructure Projects	\$ -	\$ -	\$ -	\$ 1,784	\$ -	\$ 1,784
879 - Office scanners	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
898 - Library of Things (Tech Related)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Tech/Computer Equipment	\$ 11,050	\$ (9,990)	\$ 11,050	\$ 74,337	\$ -	\$ 63,287
RFID/Circulation						
852 - RFID/ILS Equipment	\$ -	\$ -	\$ -	\$ 262	\$ -	\$ 262
Total RFID/Circulation Tech.	\$ -	\$ -	\$ -	\$ 262	\$ -	\$ 262
Total Computer & Technology	\$ 12,780	\$ (9,990)	\$ 39,983	\$ 282,459	\$ 100,000	\$ 342,476
Total CIP Expenditures	\$ 77,237	\$ (70,541)	\$ 202,754	\$ 3,463,887	\$ 1,680,000	\$ 4,968,703
Draw on Specific CIP Reserve: Oshtemo Infrastructure Projects:						\$ (150,000)
Draw on Specific CIP Reserve: Eastwood Infrastructure Projects:						\$ (90,000)
Transfer to Specific CIP Reserve: Mobile Library:						\$ 80,000
APPROVED BUDGETED CIP EXPENDITURES + TRANSFERS TO SPECIFIC CIP RESERVES:						\$ 1,520,000
Transfers						
800 -CIP Transfers (from) Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800 -CIP Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE (All Projects)	\$ 1,385,470					
TOTAL NET SURPLUS/(DEFICIT) -- All Projects	\$ (77,237)					
ENDING FUND BALANCE (All Projects)	\$ 1,308,233					

Kalamazoo Public Library
Special Revenue Fund
Month of January 2024

	Month of January					
	Activity	Encumbrances	Activity YTD	PEB	Budget Left	% Complete
Revenue						
Local Support						
	233 - Ready to Read - Gifts	\$20	\$0	\$1,392	\$4,000	\$2,608 34.8%
	235 - Ready to Read - Spelling Bee	\$0	\$0	\$10,430	\$5,000	(\$5,430) 208.6%
	301 - Gifts & Memorials - Materials	\$0	\$0	\$335	\$1,000	\$665 33.5%
	306 - ONEplace Stryker Johnston Grant	\$0	\$0	\$0	\$155,000	\$155,000 0.0%
	308 - Library Gifts	\$1,100	\$0	\$2,002	\$1,000	(\$1,002) 200.2%
	311 - DEI Development	\$0	\$0	\$10,000	\$0	(\$10,000) 0.0%
	315C - AG Scholarship - KPL Funds	\$500	\$0	\$1,082	\$0	(\$1,082) 0.0%
	320 - Mobile Digital Access Project	\$0	\$0	\$10,000	\$0	(\$10,000) 0.0%
	325 - Friends of KPL Grants	\$0	\$0	\$7,000	\$0	(\$7,000) 0.0%
	325LT - Departmental Activites	\$0	\$0	\$5,000	\$0	(\$5,000) 0.0%
	390 - Youth Services Gifts & Memorials	\$0	\$0	\$3,940	\$0	(\$3,940) 0.0%
	390WC - Youth Writing Contest	\$0	\$0	\$2,000	\$0	(\$2,000) 0.0%
	397BTJ - Booker T. Jones Event	\$0	\$0	\$5,000	\$5,000	\$0 100.0%
	Total Local Support	\$1,620	\$0	\$58,181	\$171,000	\$112,819 34.0%
Other						
	235 - Ready to Read - Spelling Bee	\$0	\$0	\$420	\$0	(\$420) 0.0%
	315 - Amanda Green Scholarship	\$0	\$0	\$0	\$16,200	\$16,200 0.0%
	397 - KCF- Local History Fd (Patton Trust)	\$0	\$0	\$0	\$80,462	\$80,462 0.0%
	Total Other Revenue	\$0	\$0	\$420	\$96,662	\$96,242 0.4%
Total Revenue	\$1,620	\$0	\$58,601	\$267,662	\$209,061	21.9%
Expenditures						
Materials						
Adult Books						
	301 - Gifts & Memorials - Materials	\$0	\$0	\$0	\$1,000	\$1,000 0.0%
	Total Adult Books	\$0	\$0	\$0	\$1,000	\$1,000 0.0%
Juvenile Books						
	233 - Ready to Read - Gifts	\$104	\$0	\$9,435	\$10,000	\$565 94.3%
	301 - Gifts & Memorials - Materials	\$35	\$0	\$35	\$500	\$465 7.0%
	Total Juvenile Books	\$139	\$0	\$9,470	\$10,500	\$1,030 90.2%
Total	\$139	\$0	\$9,470	\$11,500	\$2,030	82.3%
Operating Expenses						
Misc. Operating Expenses						
	235 - Ready to Read - Spelling Bee	\$0	\$0	\$6,304	\$4,500	(\$1,804) 140.1%
	301A - Schwendener Lost Book Fund	\$0	\$0	\$60	\$0	(\$60) 0.0%
	305 - Law Library Gifts	\$0	\$0	\$0	\$2,000	\$2,000 0.0%
	306 - ONEplace Stryker Johnston Grant	\$155	\$0	\$1,919	\$0	(\$1,919) 0.0%

Kalamazoo Public Library
Special Revenue Fund
Month of January 2024

	Activity	Month of January		PEB	Budget Left	% Complete
		Encumbrances	Activity YTD			
307 - ONEplace Nonprofit Services	\$0	\$0	\$0	\$19,862	\$19,862	0.0%
308 - Library Gifts	\$0	\$0	\$520	\$4,000	\$3,480	13.0%
310 - KPL Antiracism Transformation Tea	\$0	\$0	\$90	\$3,000	\$2,910	3.0%
315 - Amanda Green Scholarship	\$0	\$0	\$0	\$12,893	\$12,893	0.0%
320 - Mobile Digital Access Project	\$0	\$0	\$37,320	\$0	(\$37,320)	0.0%
325 - Friends of KPL Grants	\$0	\$0	\$2,241	\$5,000	\$2,759	44.8%
397 - KCF- Local History Fd (Patton Trust)	\$0	\$0	\$65,000	\$84,368	\$19,368	77.0%
397BTJ - Booker T. Jones Event	\$0	\$0	\$22,159	\$33,800	\$11,641	65.6%
Total Misc. Operating Expenses	\$155	\$0	\$135,612	\$169,423	\$33,811	80.0%
Total	\$155	\$0	\$135,612	\$169,423	\$33,811	80.0%
Other Expenditures						
Programming						
306 - ONEplace Stryker Johnston Grant	\$525	\$0	\$54,395	\$125,000	\$70,605	43.5%
Total Programming	\$525	\$0	\$54,395	\$125,000	\$70,605	43.5%
Travel & Conference						
306 - ONEplace Stryker Johnston Grant	\$700	\$0	\$1,277	\$0	(\$1,277)	0.0%
Total Travel & Conference	\$700	\$0	\$1,277	\$0	(\$1,277)	0.0%
Total	\$1,225	\$0	\$55,672	\$125,000	\$69,328	44.5%
Total	\$1,520	\$0	\$200,754	\$305,923	\$105,169	65.6%
Transfers						
Transfers In						
Transfers from other funds						
397BTJ - Booker T. Jones Event	\$0	\$0	\$0	(\$20,000)	(\$20,000)	0.0%
Total Transfers In	\$0	\$0	\$0	(\$20,000)	(\$20,000)	0.0%
Transfers Out						
Transfers to other funds						
306 - ONEplace Stryker Johnston Grant	\$0	\$0	\$0	\$104,054	\$104,054	0.0%
397 - KCF- Local History Fd (Patton Trust)	\$0	\$0	\$0	\$68,930	\$68,930	0.0%
Total	\$0	\$0	\$0	\$172,984	\$172,984	0.0%
Total	\$0	\$0	\$0	\$152,984	\$152,984	0.0%



Asset Allocation

	This Period	Current Allocation
Cash and Cash Investments	856,077.28	13%
Fixed Income	681,761.33	11%
Equities	2,293,952.77	36%
Exchange Traded Funds	2,540,486.50	40%
Total	\$6,372,277.88	100%

Top Account Holdings This Period

SYMBOL CUSIP	Description	Market Value	% of Accounts
	Cash	856,077.28	13%
BSV	VANGUARD SHORT-TERM BOND	838,162.50	13%
MINT	PIMCO ENHANCED SHRT	602,280.00	9%
46656MXB2	JPMORGAN CHASE &	249,786.50	4%
06051V6E1	BANK OF AMERICA,	249,748.00	4%

Positions - Summary

Beginning Value as of 01/01	+	Transfer of Securities(In/Out)	+	Dividends Reinvested	+	Cash Activity	+	Change in Market Value	=	Ending Value as of 01/31	Cost Basis	Unrealized Gain/(Loss)
\$6,289,873.16		\$0.00		\$0.00		(\$874.06)		\$83,278.78		\$6,372,277.88	\$4,419,704.02	\$1,096,496.58

Values may not reflect all of your gains/losses; Schwab has provided accurate gain and loss information wherever possible for most investments. Cost basis may be incomplete or unavailable for some of your holdings and may change or be adjusted in certain cases. Statement information should not be used for tax preparation, instead refer to official tax documents. For additional information refer to Terms and Conditions.

Statement Period
January 1-31, 2024

Income Summary

	This Period		YTD	
Federal Tax Status	Tax-Exempt	Taxable	Tax-Exempt	Taxable
Schwab One® Interest	0.00	219.52	0.00	219.52
Cash Dividends	0.00	4,171.94	0.00	4,171.94
Total Income	\$0.00	\$4,391.46	\$0.00	\$4,391.46

Margin Loan Information

Opening Margin Loan Balance	Closing Margin Loan Balance	Funds Available to Withdraw *	Securities
\$0.00	\$0.00	\$3,212,360.28	\$6,424,722.00
Margin Loan Rates Vary by Balance 11.75% - 13.57%			
* Values include any cash plus the amount available using margin borrowing. For more information about the margin feature, please visit schwab.com/margin .			



Kalamazoo
Public Library

Director's Report February 2024

From the Interim Director:

The KPL Plan 2023-2024 Vision: Leading a stronger community through literacy, learning and innovation.

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

Priorities

- Strengthening Organizational Health
- Advancing Equity and Inclusion: Library Services for All in our Diverse Community
- Inspiring Literacy, Learning, and Engagement

Alma Powell services

1. Collections of popular print and AV materials have been put together for placement at the Boys & Girls Club within the Douglass Community Association and at the Interfaith Community Building. These materials are available for checkout for anyone. See the [video](#) on KPL social media.
2. Bus tokens and wi-fi hotspots are currently available for KPL library card holders at Alma Powell outreach events and Mobile Library stops.
3. Mobile Library has added 3 new Northside locations to their regular schedule.
4. Outreach events in February have included:
 - North Park HS 1 and 2 2/19 with 21 participants.
 - New Genesis Learning Center 2/14 with 39 participants.
 - Moved the onsite program with KIA to the Boys and Girls Club as an Outreach Engagement 2/20 with 20 participants.

- Hosted Boys and Girls Club tutoring for K-2nd grade with WMU Special Education Major tutors and their Boys and Girls Club staff mentor (nonpublic event) 2/19 7 tutors and 10 tutees.
- Outreach Table and Mobile Library at the Douglass Community Association for their Open House 2/13.
- Outreach Table and Mobile Library at the Douglass Community Association for their Frederick Douglass themed Youth Day 2/12 with 27 participants.
- Northside Early Learning Center YMCA; NEW location on 2/26
- New Genesis Preschool on 2/28
- SEEDS preschool on 2/29

Facilities

5. At the Eastwood branch, the Facilities department is planning to repair concrete as soon as the weather allows. This work involves replacing at least five sections of concrete due to age and deterioration. The anticipated completion date for these repairs is by May 1st. To facilitate this, the branch will need to close for 2 days, though the exact dates are yet to be determined. The timing of the repairs is dependent on favorable weather conditions.
6. At the Oshtemo branch, the replacement flooring for the staff kitchenette has been ordered, and we anticipate the completion of this project along with the installation of a new refrigerator by the end of April.
7. By the end of April, the new central cooling tower will be installed and operational. To support this, there will be a brief, half-day closure of the parking lot at Central in the next couple of weeks. This closure is necessary to position a construction crane in the lot, which will be used to remove the old cooling tower and install the new steel structure and cooling tower onto the roof.

Strengthening Organizational Health

8. The KPL Professional Development Team kicked off the return of KPL Academy, our internal continuing education program for all staff. The KPL Academy Purpose Statement is: Delivering skills and knowledge that encourages lifelong learning of staff, thereby enhancing their contributions to the goals of KPL. The first sessions were offered at two library locations and virtually and featured Midwest Collaborative for Library Services (MCLS) staff sharing information and tips about resources available through the MeL databases. 30 staff attended over the 3 sessions in January. Staff reported “learning a lot more than they realized” and “learning things they would immediately use with patrons”. KPL Academy continues in March with Municipal Employees’ Retirement System (MERS) presenting sessions on retirement planning and the KPL 457 program.

9. KPL has registered 18 staff and 2 Trustees for attendance at the 2024 Public Library Association conference in Columbus, Ohio in April.
10. Washington Square staff Steve Siebers and Juwaun Price successfully provided Narcan administration and aid to a patron this month. Steve reported that training provided by the library helped him feel confident in this emergency situation. KPL's Safety & Security committee provided a debrief of the event to identify ways to improve security and response for similar events.
11. Staff from several departments recently participated in two training sessions to learn from local agencies. WIC Coordinator for Kalamazoo County, Nathan Reed shared an overview of the program and resources available in Kalamazoo on January 11. On January 18, Talking is Teaching Coordinator for Kalamazoo County, Jen Stroven, and Literacy Interventionist for KRESA, Katy Clark, shared an update on the Birth-3 Literacy Essentials from the Michigan Department of Education. Both sessions were highly engaging and well received by all that attended. These trainings were coordinated by Jill Lansky from Ready to Read as part of our program partnerships with WIC and KRESA.
12. KPL's Social Activity Committee hosted the annual Chili Cook-Off and Crockpot Challenge for staff on Wednesday, January 31st. Prizes were awarded for Most Creative, Best Comfort Food, Best Overall and Best Side Dish. This event is a staff favorite!
13. Sandra Farag and Kevin King attended ALA Lib Learn X Conference.
14. Arika Jimenez and social work intern, Jennifer Purrenhage are working on project to assess and encourage employee knowledge and engagement with KPL self-care resources. They are developing a survey and are in the process of scheduling meetings with each department and location to review current resources.

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

15. Laura Bultman visited the Abriendo Puertas group, a gathering of Headstart families who identify as Hispanic or Latino. She shared with them (fully in Spanish) what the Library has to offer them.
16. Amanda Stover, Theo Gill, Abbey Flentje, and Laura Bultman have been working on refreshing the All-In bags from the Children's collection. They are currently shopping for new titles and toys that will replace the titles and toys that are in the current bags. These bags are meant to give patrons a diverse array of perspectives on different topics and themes.

17. Attendees at this month's Coffee & Conversations were able to make their own hygiene kits. Jennifer Purrenhage was able to secure 250 pairs of socks and two large donations of menstrual hygiene items.
18. Steve Siebers is starting to read the graphic novel, *Mexikid* by Pedro Martin, with the kids at the El Concilio afterschool tutoring program in preparation for his visit on March 5th. Along with doing a fun drawing activity at El Concilio, Pedro Martin will be doing a presentation at El Sol Elementary and Milwood Middle School. Pedro Martin recently won the Pura Belpre Award and a Newbery Honor for *Mexikid* so it is really exciting that so many kids here in Kalamazoo will get a chance to meet him.

Inspiring Literacy, Learning, and Engagement

19. Kalamazoo Public Library will be participating in Kalamazoo Public School Literacy Nights on February 28th and 29th. This event brings many KPL staff members together and provides meaningful interactions with KPS students and their families.
20. For the upcoming "*What's Up, I Can't Read: Literacy and Community*" event featuring TikTok literacy champion, Oliver James, Sandra Farag and Christopher Maiytt evaluated Mt. Zion as a potential, and now, chosen venue. Sandra Farag will be moderating the session at Mt. Zion on April 18, 2024, from 5:00-6:30 pm. This event is a joint effort between KPL and the Kalamazoo Literacy Council. Registration required.
21. Reading Together has kicked off with a 3-session book discussion at the WMU Center for the Study of Ethics in Society, to be followed by discussions on Feb 15 at Richland Community Library and on Feb 22 at Bells, hosted by KVCC Library. The first official Reading Together event will be a panel presentation discussing Cultural Appropriation vs Cultural Appreciation on Wed, Feb 28 at the Central Library in the Van Deusen Room
22. Ready to Read is working to establish a new book distribution program with YWCA's WISH program (Women and Infant Supportive Health). Home visitors of the program will provide culturally relevant books through Ready to Read as well as the library providing support for the WISH annual birthday program. Ready to Read has supported this program in the past, this new partnership will enable more consistent distribution of books at home visits to families.
23. As part of the ongoing partnership with KRESA, Ready to Read materials, including a book, will go home with all families during conferences for Head Start and GSRP during

the month of February. That is 1015! Each family will receive a Talking is Teaching bag, book, and the Let's Talk About Laundry Toolkit.

24. Caitlin Hoag is working with WMU librarians to launch a Graphic Novel Book Club. The group will meet monthly beginning in April and will focus on discussing graphic titles as literature.
25. Technology Services is working on providing video gaming opportunities for adults using specialized gaming PCs and equipment. These PCs will be located on the 2nd floor at Central and are expected to be commissioned in the Spring.
26. The Biblioteca Smart Drops that have been a challenge to maintain over the past several years have been removed from the Central indoor book drop. The technology in the Smart dropbox model that we had was no longer supported, and updating to new technology would require a significant investment for uncertain gains.
27. Matt Smith and Jim Clarey are working with LibraryIQ staff to troubleshoot some of the inconsistencies that have been discovered in our collection data within the platform. Once we are confident in the quality of data in the tool, we will begin re-establishing standards for collection maintenance using LibraryIQ's methodology.
28. March will mark the two full years that KPL has partnered with MDHHS to distribute at-home Covid tests to our community free of charge. KPL received its first shipment of the tests in early March of 2022 and has been giving these tests away (1 per person, 5 per family) steadily ever since.
29. The Idea Lab is offering new improvements and service modifications. A new class, 3D Modeling for Beginners, will be offered starting next week. We recently updated our available digitization equipment with an 8mm/Super 8 converter, a more advanced cassette converter and a device for converting mini-DV tapes are coming soon. A 3D printer with multi-color printing capabilities will also be available to patrons in the near future. Lastly, new software like FL studio for introductory music production has been added, Final Draft, a software for writing screenplays, and KRITA, an open-source software for graphic design and digital art.
30. For several days over the January break, Laura Bultman converted the Alice Room at Central into a Fairy Tale Escape Room. Families took on the challenge to solve the puzzles and find the dragon and his treasure. Almost 40 groups came to try it out (everyone succeeded!) and the feedback was overwhelmingly positive.
31. Fun children's programs at Central this month included creating balloon cars (and tinkering to make them go faster and further), celebrating the Wings of Fire books with

a dragon party, and hydro-dipping mugs (very easy with spectacular results). One parent asked how they could provide good feedback to make sure we continued this kind of programming.

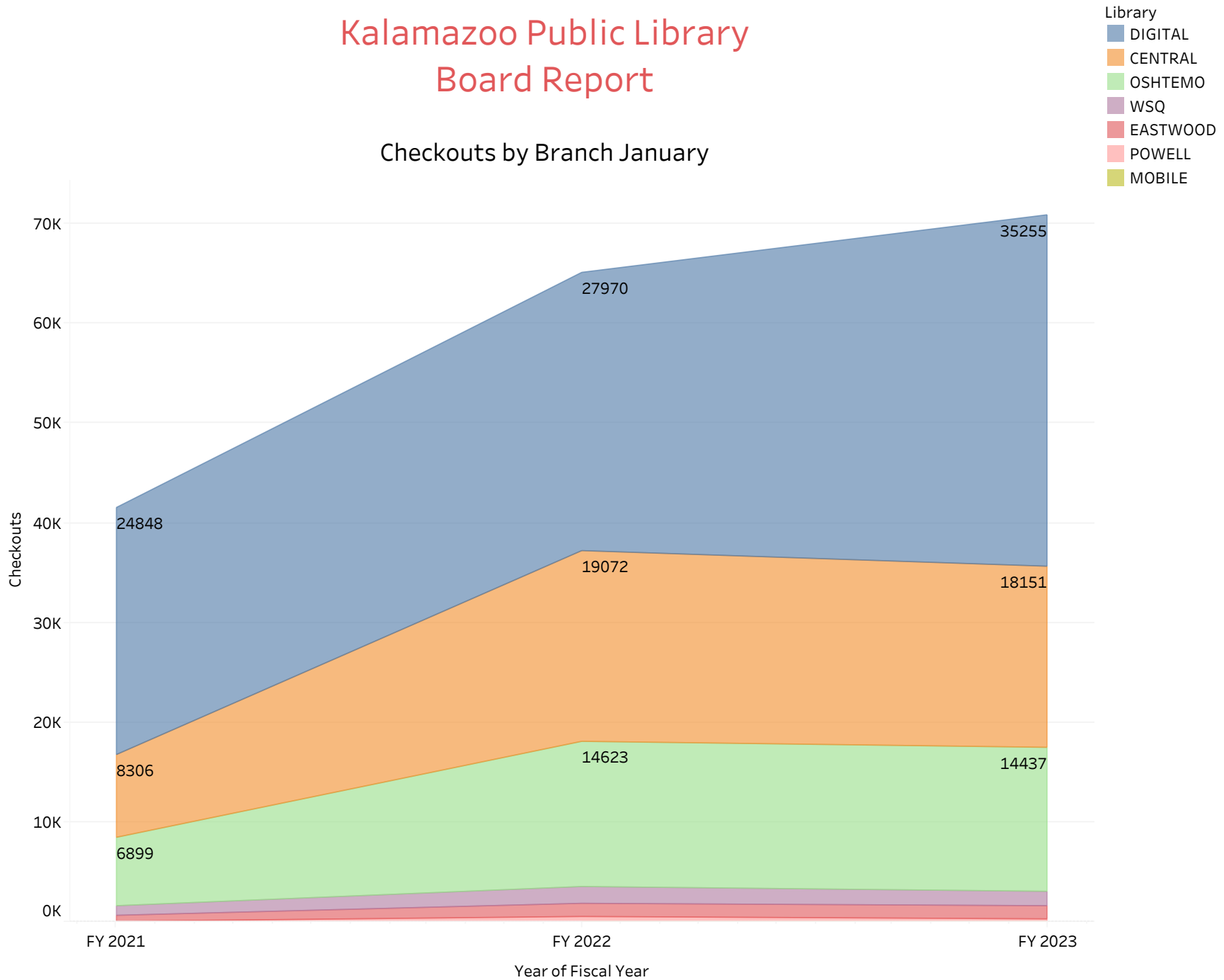
32. Brianna Jackson hosted No-Sew Handwarmers, Anime in the Afternoon, and Bullet Journal Blast at multiple KPL branches.
33. The Children's Room saw high participation in the "Write to Your Future Self" program, where patrons were encouraged to write a letter to themselves that would be mailed to them in 6 months.
34. Amanda Stover attended a Head Start Parent's Night at the KRESA Head Start/GSRP Administration Building. KPL services, collections, and programs were discussed with a total of 4 families, 6 adults and 8 children.
35. Kiersten Jouppi offered a program in partnership with the Kalamazoo Book Arts Center for teens. Youth created accordion books and learned about the process and use of them.
36. Kiersten Jouppi held their monthly Bujo and Chill event, where patrons came in and learned about bullet journaling.
37. Abbey Flentje worked with local youth yoga instructor Miss Liv to do a winter edition of her Mindful Minis program. The program went over mindfulness activities for kids.
38. Abbey Flentje and Kiersten Jouppi worked twice with the Junior National Honors Society from Linden Grove Middle School. The kids have been doing their volunteer hours at OSH, assisting the youth librarians with displays, assembling scavenger hunts, and more.
39. Youth Services staff visited Headstart classes at First Presbyterian, KRESA West, Greenwood Elementary, and a Head Start Parent's Night at the KRESA Head Start/GSRP Administration Building.
40. We'll be resuming the Tiny Reference Desk Concert series during Art Hops in 2024, the first of which will happen on March 1, with Dede Adler, a crossover jazz artist, specializing in percussion and vocals, and artwork exhibited by L. Sam Zhang, the author and illustrator of the picture book series [The First Chinese Festivals](#).
41. This Spring, ONEplace will be launching a new Change Management Series facilitated by Amy Mervak. Amy's workshops will focus on:
 - Leadership for Complex Times

- Creating Lasting Change

42. KPL hosted the first of four 2024 Kalamazoo Lyceum events on Saturday, Jan 20. Under the over-arching theme "Finding Hope in Our Community," this first event addressed Hope for Ourselves. Approximately 50 people were present to participate in a moderated panel discussion on the topic, followed by small group conversations with fellow attendees. Future events will address Hope for Our Neighborhoods, Hope for the Planet, and Hope for the Future. This is a promising partnership that shines a positive light on KPL as a place to help neighbors learn together in friendship and build meaningful connections.
43. Kevin King and social work intern, Jennifer Purrenhage, gave an online presentation on "Social Workers in Libraries" for the southeast Michigan-based library cooperative, The Library Network on February 13. The presentation focused on how other public libraries can add social work interns and how to best utilize them in the library. Over 30 people attended the webinar. You can watch here [LINK](#).
44. As we march into 2024 Eastwood is offering great programs. Programs like Ready Readers Creatures Club have been big hits. In collaboration with the Nature Center kids have had books about and visits from a cockroach, a salamander, a snake, and a tarantula. Milan has more stories and animals to come. Sarah Van Eck presented Creativebug Crafts for adults and Milan came up with her very own Countrycore Crafts for Teens and Adults. Both craft programs have been big hits. The Senior Citizen Breakfast has also become a big hit as we had over 20 senior citizens attend in January. The Ecumenical Center bused their members over and plan to return for this month's program. They enjoyed the chair yoga as well as the breakfast that was provided by Generations Catering. For the next 3 months we will be spicing it up with Rootead providing movement, rhythm, and nutrition. We are looking forward to Spring and more story times, Veterinarian Career Explorations with Dr Croom, Ready Readers Club with more books and animal ambassadors.
45. The First Saturday at Powell on February 3 was another successful event. This great program grows in popularity and participation and will be held next month on Saturday, March 2nd at the Eastwood Branch.

Kalamazoo Public Library Board Report

Checkouts by Branch January



Board Report

January FY 2023

Circulation Stats

			Total	DIGITAL	CENTRAL	EASTWOOD	MOBILE	OSHTEMO	POWELL	WASHINGTON SQUARE
Grand Total			131,419	35,604	52,340	3,891	47	34,659	716	4,162
READ	BOOKS	Total	81,289	11,899	36,033	2,320	47	28,006	441	2,543
		ADULT	44,829	11,899	17,828	892	27	12,307	242	1,634
		KIDS	31,747		15,180	1,216	13	14,466	166	706
		TEEN	4,713		3,025	212	7	1,233	33	203
	MAGAZINES	Total	3,398	3,292	15	1		78		12
		ADULT	3,361	3,292	1			56		12
		KIDS	37		14	1		22		
	MUSIC	Total	3,946	2,277	1,327	18		301		23
		ADULT	3,946	2,277	1,327	18		301		23
LISTEN	AUDIOBOOK	Total	16,526	14,817	842	28		762	44	33
		ADULT	15,251	14,817	240	18		160		16
		KIDS	1,274		601	10		602	44	17
		TEEN	1		1					
WATCH/LE..	Movies	Total	23,736	2,381	13,201	1,494		5,053	143	1,464
		ADULT	23,736	2,381	13,201	1,494		5,053	143	1,464
	eLearning	Total	938	938						
		ADULT	938	938						
	GAMING	Total	189		107			4	78	
		KIDS	189		107			4	78	
OTHER	LOT	Total	597		338	8		214	8	29
		ADULT	597		338	8		214	8	29
	ON-ORDER	Total	800		477	22		241	2	58
		ADULT	800		477	22		241	2	58
		Total								
		ADULT								

Board Report

January FY 2023

Computer Use

Grand Total	Central	Eastwood	Oshtemo	Powell	Washington Square
4,299	3376	159	358	144	262

Library Visits

Grand Total	Digital/Website	Central	Eastwood	Oshtemo	Powell	Washington Square
123,720	95,587	17,511	921	6,719	1,396	1,586

New Users

Grand Total	Digital	Central	Eastwood	Mobile	Oshtemo	Powell	Washington Square
498	80	272	15	1	107	6	17

Patron Interactions

	Grand Total	Law Library	Central	Eastwood	Oshtemo	Washington Square
Grand Total	3,768	179	2,294	16	1,109	170
Chat	23		23			
In person	3,075	104	1,870	12	942	147
Phone	670	75	401	4	167	23

Board Report

January FY 2023

Number of Programs

	Grand Total	FY 2023					
		Digital/Online	Outreach	Central	Eastwood	Oshtemo	Powell Washington Squa..
Grand Total	103	1	29	38	8	16	7 4
Adult	30		9	13	2	3	2 1
Kids	57	1	20	19	3	10	1 3
Teen	16			6	3	3	4

Number of Attendees

	Grand Total	Digital/Online	Outreach	Central	Eastwood	Oshtemo	Powell Washington Square
Adult	459		196	119	49	58	9 28
Kids	1,297	0	423	541	20	246	2 65
Teen	105			16	18	29	42

Outreach by Branch # Attendees

Grand Total	Central	Eastwood	Mobile	Oshtemo	Powell	Washington Square
619	85	49	169	7	71	238

Outreach by Branch # Programs

	January					
Grand Total	Central	Eastwood	Mobile	Oshtemo	Powell	Washington Square
29	6	2	6	1	2	12

Board Report

January FY 2023

Database Stats

	Searches	Sessions
MeL & Other Databases	571	154
Local History	6,312	429
Law Library	208	0
Grand Total	7,091	583

Books Distributed

Grand Total	Ready to Read	Central	Eastwood	Mobile	Washington Square
1,379	1,160	10	25	176	8

VIAMAIL

80 MelCat

2624