



**KENOSHA
PUBLIC LIBRARY**



**Agenda
Kenosha Public Library Board of Trustees
Teleconference
Tuesday, July 14, 2020
5:30 p.m.**

President Dianna L. Hodges
Vice President Michelle Miloslavich
Treasurer George O'Malley

Trustee Carlos A. Florez
Trustee Donna Namath
Trustee Georgia Owens

Trustee Deborah Ross-Corbett
Trustee Sandra Steeves
Trustee Peter Touhey

Call to Order
Roll Call

Agenda

1. Minutes of the Meeting held June 9, 2020
2. Director's Financial Report – June 2020
3. 2020 Fiscal Policy
4. June Bills
5. Department Reports & Statistics
6. Referrals to Committees

Trustee Comments
End of Meeting

Due to the COVID 19 Pandemic, no in-person public attendance at this meeting is allowed.

If you wish to observe the meeting via computer, log into

<https://zoom.us/j/8702802653>

Meeting ID: 870 280 2653

and/or if you wish to observe the meeting audibly, dial into the meeting:

1-312-626-6799

Meeting ID: 870 280 2653

Persons wishing to provide public comments on a particular agenda item are encouraged to provide those comments in advance of the meeting by electronic mail to the Library at sbear@mykpl.info which will then be read into the Library record during the public hearing phase. If providing a written comment, please include a subject line identifying the Library and either the agenda item number or the agenda item subject.

Kenosha Public Library, 812 56th Street, Kenosha Wisconsin 53140 | T: 262-564-6100

MYKPL.INFO

IF YOU ARE DISABLED AND NEED ASSISTANCE, PLEASE CALL 564-6300 BY NOON BEFORE THIS MEETING TO MAKE ARRANGEMENTS FOR REASONABLE ON-SITE ACCOMMODATIONS.

Alternatively, persons wishing to express a comment during a noticed public hearing may call into the meeting at 1-312-626-6799 Meeting ID: 870 280 2653

If you experience difficulties with either the video meeting connection or the telephone connection such that you are not able to use either due to a possible technical malfunction of the City services, email Rnunez@mykpl.info to alert staff to the existence of the problem.

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**KENOSHA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING**

June 9, 2020
Teleconference

Trustees Present: Dianna Hodges, George O'Malley, Jim Kennedy, Peter Touhey, Michelle Miloslavic, Deborah Ross-Corbett, Carlos Florez, Georgia Owens

Trustees Excused: None.

Trustees Absent: Sandra Steeves

Administration: Barbara Brattin, Library Director; Michelle Eisenhauer, Head of Administrative Services

Board President Dianna Hodges called the meeting to order at 5:34 p.m.

Citizens Comments: None.

1. Minutes of the Meeting Held May 12, 2020

UPON MOTION by Trustee Owens, seconded by Trustee Florez, the Board voted unanimously to approve the minutes of the May 12, 2020 meeting and to file this Library Board Information Sheet.

2. Director's Financial Report

Director Brattin reported that as of May 31, 2020 we are 42% through the year, expenses are at 37%, and the income received through May 31, 2020 is 45%. Expenditures overall are lower than expected due to COVID-19 and the health insurance bills that we have not been billed for.

UPON MOTION by Trustee O'Malley, seconded by Trustee Kennedy, the Board voted unanimously to receive and file the May 31, 2020 Budget Report and this Library Board Information Sheet and attachments. These items are on file in the Library Administration Office.

3. May Bills

Director Brattin reported that the list of bills was slightly lower for May due to only having one check run. The WE Energies bill was lower in May due to both the LED lighting and the libraries being closed. Fuel was also lower in May due to staff not going places other than Maintenance staff. While the Bookmobile was off the road it was sent in for service by City Transit.

UPON MOTION by Trustee Touhey, seconded by Trustee Ross-Corbett, the Board voted unanimously to approve payment of the May bills and to receive and file this Library Board Information Sheet and attachments. These items are on file in the Library Administration Office.

4. Department Reports

Director Brattin presented the monthly department reports for May. Director Brattin reported that patrons are using more of the online resources and noted that downloads for eBooks and audiobooks have increased from last year. The summer reading program has started and has been very successful. Director also reported on the construction projects at both Southwest and Uptown libraries. The Southwest activities room is ahead of schedule and the Uptown stairs project is near completion.

UPON MOTION by Trustee O'Malley, seconded by Trustee Owens, the Board voted unanimously to receive and file this Library Board Information Sheet and attachments.

5. KPL Kickstart Plan for Post-Pandemic Service Restoration

Director Brattin provided an update on the tentative plan for the gradual restoration of services at each of the branches. This is a working document and can change at any time. As branches begin to open, staff will be wearing masks, and patrons are encouraged but not required to wear masks. Social distancing will be in place and the number of patrons allowed in each building will be monitored.

UPON MOTION by Trustee Ross-Corbett, seconded by Trustee Kennedy, the Board voted unanimously to receive and file this Library Board Information Sheet and attachments. These items are on file in the Library Administration Office.

6. Election of 2020-2021 KPL Board Officers

UPON MOTION by Trustee Owens, seconded by Trustee Touhey, the Board voted unanimously to elect Trustee Dianna Hodges to the office of President.

UPON MOTION by Trustee Kennedy, seconded by Trustee O'Malley, the Board voted unanimously to elect Michelle Miloslavic to the office of Vice President.

UPON MOTION by Trustee Kennedy, seconded by Trustee Touhey, the Board voted unanimously to elect George O'Malley to the office of Treasurer.

7. Board Committee Assignments 2020-2021

President Dianna Hodges presented the 2020-2021 Board committee assignments:

Buildings & Grounds: Committee Chair- to be decided at the first meeting, Dianna Hodges, Deborah Ross-Corbett, Sandra Steeves, Donna Namath, and Georgia Owens

Finance Committee: Committee Chair- George O'Malley; Dianna Hodges, Peter Touhey, Carlos Florez, and Georgia Owens

Personnel Committee: Committee Chair- Michelle Miloslavic, Dianna Hodges, Peter Touhey, Carlos Florez, and Deborah Ross-Corbett

UPON MOTION by Trustee O'Malley, seconded by Trustee Florez, the Board voted unanimously to approve the committee assignments for 2020-2021 and receive and file this Library Board Information Sheet.

8. Establishment of KPL Board Meeting Schedule for 2020-2021

UPON MOTION by Trustee Owens, seconded by Trustee Ross-Corbett, the Board voted unanimously to establish the 2020-2021 regular meeting dates and times, and receive and file this Library Board Information Sheet and attachment.

9. KPL Telecommuting Policy

Director Brattin and Michelle Eisenhauer, Head of Administrative Service, shared that the job descriptions for all library positions have been updated to include telecommuting permissions during standard operating conditions.

UPON MOTION by Trustee Ross-Corbett, seconded by Trustee O'Malley, the Board voted unanimously to approve and adopt the Telecommuting Policy and receive and file this Library Board Information Sheet and attachment.

10. Referrals to Committees

The Building and Grounds will schedule meetings regarding the 2021 Facilities Budget and the CIP. A meeting will also be held for the Committee to tour the Southwest and Uptown libraries as those CIP projects are finished.

The Personnel and Finance Committees will schedule a meeting regarding the 2021 Budget.

Trustees Comments

Jim Kennedy was thanked by all members of the Board. Jim was thanked for his support, leadership, teaching, and his overall service and dedication to the Library Board.

Meeting adjourned at 7:03 pm.

Respectfully submitted,

Sandy Bear, Secretary

Library Board Information Sheet

Agenda Item: 2.

Subject: Director's Financial Report

Background:

June 30, 2020 Budget Report

The attached June 30, 2020 Budget Report presents the status of all 2020 General Fund accounts for 2020 bills that have been processed before July 1, 2020. General Fund expenditures, overall, are on track for this time of the year. A few notes on some unusual circumstances we've had this year:

- In April of 2020, KPL paid our 2018 audit bill. This is typically paid in the fiscal year after the audit (2019 in this case). Unfortunately we did not receive any bill or estimate from the City until after our 2019 year was closed, making it impossible to pay in the 2019 fiscal year.
- The journal entry to transfer any excess health insurance funds from the General Fund to the Benefit Liability Fund (per board policy) was entered in January of 2020 instead of December of 2019 as it should have been. This journal entry cannot be prepared until all activity related to health insurance has been received by KPL for the fiscal year. Unfortunately we did not receive all health insurance bills from the City until April of 2020, in the middle of the Covid-19 pandemic, and this journal entry was missed. Per the City's finance department, this entry must be recorded as an expense and will show up as an "Other" expense for all future 2020 financial reports.
- The May Revenue reports showed incorrect numbers for the "Balance to be Collected" columns. This was due to the budget numbers for revenue not being entered as negative numbers. It did not affect any of the other columns in the report. The city's IT department was required to correct the budget numbers in our financial software as they are the only ones who have access to that information. Corrected May reports were emailed to the board as soon as everything had been fixed.

Recommended Action:

Receive and file the June 30, 2020 Budget Report and this Library Board Information Sheet and attachments.

KENOSHA PUBLIC LIBRARY
GENERAL LEDGER
SUMMARY OF EXPENDITURES BY OBJECT WITHIN FUND

| ACCT DESCRIPTION | ORIGINAL APPROPRIATION | WORKING BUDGET | CURRENT PERIOD EXPENDITURES | YEAR-TO-DATE EXPENDITURES | OVER/UNDER BUDGET | PERCENTAGE EXPENSED |
|----------------------------------------------|------------------------|----------------|-----------------------------|---------------------------|-------------------|---------------------|
| PERSONNEL | | | | | | |
| 110 SALARIES | 2,273,277.20 | 2,273,277.20 | 188,904.50 | 1,127,419.92 | 1,145,857.28 | 49 |
| 120 WAGES HOURLY | 1,446,869.06 | 1,446,869.06 | 109,810.60 | 648,370.74 | 798,498.32 | 44 |
| 130 OTHER EMPLOYEE COMPENSATION | 8,930.00 | 8,930.00 | 210.00 | 1,240.00 | 7,690.00 | 13 |
| 140 WAGE RESERVE | .00 | .00 | .00 | .00 | .00 | 0 |
| 150 EMPLOYEE FRINGE BENEFITS | 1,232,316.78 | 1,232,316.78 | 43,607.55 | 251,187.67 | 981,129.11 | 20 |
| 160 EMPLOYEE RELATED CHARGES OTHER PERSONNEL | 22,800.00 | 22,800.00 | .00 | 10,498.00 | 12,302.00 | 46 |
| | 4,984,193.04 | 4,984,193.04 | 342,532.65 | 2,038,716.33 | 2,945,476.71 * | 40 |
| LIBRARY MATERIALS | | | | | | |
| 210 BOOKS | 300,000.00 | 300,000.00 | 8,713.92 | 103,385.77 | 196,614.23 | 34 |
| 230 MAGAZINES | 27,000.00 | 27,000.00 | 15,305.45 | 17,972.13 | 9,027.87 | 66 |
| 240 AUDIO FORMATS | 25,000.00 | 25,000.00 | 2,278.86 | 8,343.92 | 16,656.08 | 33 |
| 250 VISUAL FORMATS | 69,000.00 | 69,000.00 | 1,817.52 | 15,307.14 | 53,692.86 | 22 |
| 260 KCLS DIGITAL SOURCES | 100,000.00 | 100,000.00 | 13,076.02 | 96,127.10 | 3,872.90 | 96 |
| 270 KPL ELECTRONIC SOURCES | 50,000.00 | 50,000.00 | 10,364.18 | 59,905.42 | 9,905.42- | 119 |
| 280 DEVELOPMENTAL LEARNING LIBRARY MATERIALS | 4,000.00 | 4,000.00 | 69.99 | 3,175.58 | 824.42 | 79 |
| | 575,000.00 | 575,000.00 | 51,625.94 | 304,217.06 | 270,782.94 * | 52 |
| LIBRARY SUPPLIES | | | | | | |
| 310 GENERAL SUPPLIES | 35,641.00 | 35,641.00 | 1,570.86 | 11,924.21 | 23,716.79 | 33 |
| 320 PROCESSING SUPPLIES | 13,000.00 | 13,000.00 | 946.18 | 7,659.86 | 5,340.14 | 58 |
| 330 BIBLIOGRAPHIC RECORD | 9,860.00 | 9,860.00 | 862.69 | 5,665.38 | 4,194.62 | 57 |
| 340 POSTAGE & SHIPPING | 16,531.00 | 16,531.00 | 100.00 | 5,714.12 | 10,816.88 | 34 |
| 360 PROCESS/CATALOGING OUTSOURCED | 61,500.00 | 61,500.00 | 3,043.64 | 17,416.78 | 44,083.22 | 28 |
| 370 PRINTING & PRINTING SUPPLIES | 8,750.00 | 8,750.00 | 1,122.43 | 3,572.62 | 5,177.38 | 40 |
| 380 PROGRAMMING SUPPLIES | 16,070.00 | 16,070.00 | 3,758.43 | 5,127.18 | 10,942.82 | 31 |
| 390 PROMOTIONAL SUPPLIES | 3,050.00 | 3,050.00 | .00 | 1,494.00 | 1,556.00 | 48 |
| | 164,402.00 | 164,402.00 | 11,404.23 | 58,574.15 | 105,827.85 * | 35 |
| BUILDINGS & GROUNDS | | | | | | |
| 410 RENT | .00 | .00 | .00 | .00 | .00 | 0 |
| 420 UTILITIES | 188,912.05 | 188,912.05 | 14,724.27 | 61,402.15 | 127,509.90 | 32 |
| 430 TELEPHONE | 72,780.00 | 72,780.00 | 12,818.61 | 24,624.03 | 48,155.97 | 33 |
| 440 INSURANCE | 64,136.00 | 64,136.00 | .00 | 17,248.14 | 46,887.86 | 26 |
| 450 BUILDING MAINTENANCE/SUPPLIES | 223,901.00 | 223,901.00 | 6,896.44 | 74,259.46 | 149,641.54 | 33 |
| 460 GROUNDS | 52,700.00 | 52,700.00 | 574.05 | 29,268.99 | 23,431.01 | 55 |
| | 602,429.05 | 602,429.05 | 35,013.37 | 206,802.77 | 395,626.28 * | 34 |
| COMPUTER & EQUIP. MAINTENANCE | | | | | | |
| 510 OFFICE & COMPUTER EQUIPMENT | 260,024.13 | 260,024.13 | 31,979.42 | 223,012.47 | 37,011.66 | 85 |
| 520 PHOTOCOPY EQUIPMENT | 21,640.00 | 21,640.00 | 5,519.58 | 15,998.78 | 5,641.22 | 73 |
| 550 FURNITURE | 2,250.00 | 2,250.00 | 15.78 | 295.76 | 1,954.24 | 13 |
| 560 VEHICLES & GROUNDS EQUIPMENT | 29,488.20 | 29,488.20 | 3,324.87 | 9,038.40 | 20,449.80 | 30 |

KENOSHA PUBLIC LIBRARY
GENERAL LEDGER
SUMMARY OF EXPENDITURES BY OBJECT WITHIN FUND

| ACCT DESCRIPTION | ORIGINAL APPROPRIATION | WORKING BUDGET | CURRENT PERIOD EXPENDITURES | YEAR-TO-DATE EXPENDITURES | OVER/UNDER BUDGET | PERCENTAGE EXPENSED |
|-------------------------------|------------------------|----------------|-----------------------------|---------------------------|-------------------|---------------------|
| COMPUTER & EQUIP. MAINTENANCE | | | | | | |
| 570 VEHICLE LEASING | 3,000.00 | 3,000.00 | .00 | .00 | 3,000.00 | 0 |
| COMPUTER & EQUIP. MAINTENANCE | 316,402.33 | 316,402.33 | 40,839.65 | 248,345.41 | 68,056.92 * | 78 |
| PROFESSIONAL SERVICES | | | | | | |
| 650 FINANCIAL SERVICES | 7,684.00 | 7,684.00 | 125.00 | 6,534.52 | 1,149.48 | 85 |
| 660 PROGRAMMING SERVICES | 33,500.00 | 33,500.00 | 2,571.15 | 9,561.60 | 23,938.40 | 28 |
| 670 RECRUITING EXPENSES | 1,000.00 | 1,000.00 | .00 | 264.00 | 736.00 | 26 |
| 680 CONSULTANT SERVICES | 50,000.00 | 50,000.00 | 3,864.00 | 20,516.80 | 29,483.20 | 41 |
| PROFESSIONAL SERVICES | 92,184.00 | 92,184.00 | 6,560.15 | 36,876.92 | 55,307.08 * | 40 |
| TRAVEL & TRAINING | | | | | | |
| 710 LOCAL MILEAGE | 4,000.00 | 4,000.00 | 45.94 | 783.38 | 3,216.62 | 19 |
| 720 CONFERENCES & WORKSHOPS | 27,000.00 | 27,000.00 | 450.00 | 10,440.29 | 16,559.71 | 38 |
| 740 TRAINING & ORIENTATION | 5,000.00 | 5,000.00 | .00 | 1,190.00 | 3,810.00 | 23 |
| 760 TUITION REIMBURSEMENT | 4,500.00 | 4,500.00 | .00 | .00 | 4,500.00 | 0 |
| TRAVEL & TRAINING | 40,500.00 | 40,500.00 | 495.94 | 12,413.67 | 28,086.33 * | 30 |
| CAPITAL OUTLAY | | | | | | |
| 840 VEHICLE REPLACEMENT | 59,015.58 | 59,015.58 | 5,790.00 | 5,790.00 | 53,225.58 | 9 |
| CAPITAL OUTLAY | 59,015.58 | 59,015.58 | 5,790.00 | 5,790.00 | 53,225.58 * | 9 |
| OTHER | | | | | | |
| 930 ILL FINES & REPLACEMENTS | 200.00 | 200.00 | 79.99 | 79.99 | 120.01 | 39 |
| 940 HONESTY BOND | 405.00 | 405.00 | .00 | .00 | 405.00 | 0 |
| 950 TAXES | 2,900.00 | 2,900.00 | 32.54- | 519.82 | 2,380.18 | 17 |
| 990 OPERATING TRANSFERS | .00 | .00 | .00 | 112,311.77 | 112,311.77- | 0 |
| OTHER | 3,505.00 | 3,505.00 | 47.45 | 112,911.58 | 109,406.58-* | 3,221 |
| FUND TOTAL | 6,837,631.00 | 6,837,631.00 | 494,309.38 | 3,024,647.89 | 3,812,983.11 ** | 44 |

SUMMARY OF REVENUES BY ACCOUNT

100 - GENERAL FUND

| ACCOUNT DESCRIPTION | ACTUAL REVENUE FOR THIS YEAR CURRENT PERIOD | YEAR-TO-DATE | BUDGET FOR THIS YEAR | PERCENT TO BUDGET THIS YEAR | BALANCE TO BE COLLECTED |
|-------------------------------------|---------------------------------------------------|---------------|----------------------------|-----------------------------------|-------------------------------|
| CITY FUNDING | | | | | |
| 011 CITY TAX LEVY | 377,998.00- | 2,267,988.00- | 4,535,975.00- | 50.00 | 2,267,987.00- |
| TOTAL CITY FUNDING | 377,998.00- | 2,267,988.00- | 4,535,975.00- | 50.00 | 2,267,987.00- |
| STATE & COUNTY FUNDING | | | | | |
| 021 STATE & COUNTY REVENUES | .00 | 1,132,442.00- | 1,896,757.00- | 59.70 | 764,315.00- |
| TOTAL STATE & COUNTY FUNDING | .00 | 1,132,442.00- | 1,896,757.00- | 59.70 | 764,315.00- |
| PHOTOCOPY REVENUES | | | | | |
| 031 SIMMONS | .00 | 314.34- | 1,850.00- | 16.99 | 1,535.66- |
| 032 SOUTHWEST | .00 | 1,080.04- | 5,100.00- | 21.17 | 4,019.96- |
| 033 NORTHSIDE | .00 | 629.60- | 3,130.00- | 20.11 | 2,500.40- |
| TOTAL PHOTOCOPY REVENUES | .00 | 2,023.98- | 10,080.00- | 20.07 | 8,056.02- |
| INTEREST REVENUES | | | | | |
| 041 INTEREST | 227.77- | 6,943.33- | 30,000.00- | 23.14 | 23,056.67- |
| TOTAL INTEREST REVENUES | 227.77- | 6,943.33- | 30,000.00- | 23.14 | 23,056.67- |
| OTHER REVENUES | | | | | |
| 051 KPL FINES, LOST & DAMAGED | 83.25- | 11,994.83- | 53,000.00- | 22.63 | 41,005.17- |
| 052 PROCTORING FEES | .00 | 100.00- | 250.00- | 40.00 | 150.00- |
| 054 KENOSHA LITERACY COUNCIL RENT | .00 | .00 | 6,000.00- | .00 | 6,000.00- |
| 055 MISCELLANEOUS | 45.00- | 605.25- | 3,300.00- | 18.34 | 2,694.75- |
| 056 EMP WITNESS/JURY COMPENSATION | .00 | .00 | 40.00- | .00 | 40.00- |
| 058 REPLACEMENT CARDS | .00 | 255.00- | 1,800.00- | 14.16 | 1,545.00- |
| 059 CREDIT CARD REBATE | .00 | 3,896.53- | 7,000.00- | 55.66 | 3,103.47- |
| 961 CL CNS SUPPORT | .00 | .00 | 1,000.00- | .00 | 1,000.00- |
| 962 CONSULTANT REVENUE | 617.50- | 855.00- | 2,000.00- | 42.75 | 1,145.00- |
| 963 MISCELLANEOUS REVENUE | .00 | 6,468.00- | .00 | .00 | 6,468.00 |
| 973 SALE OF DISCARDED ASSET | .00 | .00 | .00 | .00 | .00 |
| TOTAL OTHER REVENUES | 745.75- | 24,174.61- | 74,390.00- | 32.49 | 50,215.39- |
| PRINT/FAX REVENUE | | | | | |
| 031 SIMMONS | .00 | 664.97- | 2,750.00- | 24.18 | 2,085.03- |
| 032 SOUTHWEST | 19.55 | 3,856.09- | 16,500.00- | 23.37 | 12,643.91- |
| 033 NORTHSIDE | .00 | 2,382.09- | 10,500.00- | 22.68 | 8,117.91- |
| 034 UPTOWN | 22.00- | 381.51- | 1,800.00- | 21.19 | 1,418.49- |
| 036 SW SCAN STATION | .00 | 1,570.10- | 6,500.00- | 24.15 | 4,929.90- |
| 037 NS SCAN STATION | .00 | 1,325.65- | 5,200.00- | 25.49 | 3,874.35- |
| TOTAL PRINT/FAX REVENUE | 2.45- | 10,180.41- | 43,250.00- | 23.53 | 33,069.59- |
| FUND BALANCES/TRANSFER IN/OUT | | | | | |
| 099 FUND BALANCE | .00 | .00 | 247,179.00- | .00 | 247,179.00- |
| 999 TRANSFER IN/OUT | .00 | 6,468.00 | .00 | .00 | 6,468.00- |
| TOTAL FUND BALANCES/TRANSFER IN/OUT | .00 | 6,468.00 | 247,179.00- | 2.61 | 253,647.00- |
| FUND TOTAL | 378,973.97- | 3,437,284.33- | 6,837,631.00- | 50.27 | 3,400,346.67- |

KENOSHA PUBLIC LIBRARY

June 30, 2020 Financial Statement

GENERAL FUND

| | 2020 BUDGET | RECEIVED | PERCENT RECEIVED | BALANCE |
|------------------------------|--------------------|--------------------|---------------------|---------------|
| 2020 Revenues | | | | |
| City | \$4,535,975 | \$2,267,988 | 50% | (\$2,267,987) |
| KCLS | 1,896,757 | 1,132,442 | 60% | (764,315) |
| Photocopies | 10,080 | 2,024 | 20% | (8,056) |
| Printer Fees | 43,250 | 10,180 | 24% | (33,070) |
| Interest | 30,000 | 6,943 | 23% | (23,057) |
| Fines & Miscellaneous | 74,390 | 24,175 | 32% | (50,215) |
| TOTAL REVENUES | \$6,590,452 | \$3,443,752 | 52% | (\$3,146,700) |
| TRANSFERS TO GENERAL FD | \$0 | \$6,468 | | |
| 2018 GENERAL FUND BALANCE | \$247,179 | \$686,840 | | |
| TOTAL FUNDS AVAILABLE | \$6,837,631 | \$4,137,060 | | |

| | 2020 BUDGET | EXPENDED | PERCENT EXPENDED | BALANCE |
|-----------------------------|--------------------|--------------------|---------------------|--------------------|
| 2020 Expenditures | | | | |
| Personnel | \$4,984,193 | \$2,038,716 | 41% | \$2,945,477 |
| Library Materials | 575,000 | 304,217 | 53% | 270,783 |
| Library Supplies | 164,402 | 58,574 | 36% | 105,828 |
| Buildings & Grounds | 602,429 | 206,803 | 34% | \$395,626 |
| Computer & Equipment Maint. | 316,402 | 248,345 | 78% | 68,057 |
| Professional Services | 92,184 | 36,877 | 40% | 55,307 |
| Travel & Training Expenses | 40,500 | 12,414 | 31% | 28,086 |
| Capital Outlay | 59,016 | 5,790 | 10% | 53,226 |
| Other | 3,505 | 112,912 | 3221% | (109,407) |
| TOTAL EXPENDED | \$6,837,631 | \$3,024,648 | 44% | \$3,812,983 |

TRANSFERS FROM GENERAL FUND

\$0

GENERAL FUND BALANCE

\$1,112,412

RECAP OF ALL FUNDS

| | BALANCE |
|-----------------------------|--------------------|
| GENERAL FUND | \$1,112,412 |
| FEDERAL PROJECTS FUNDS | (\$4,166) |
| TRUST FUNDS | \$3,531 |
| BENEFIT LIABILITY FUND | \$405,872 |
| OPPORTUNITY FUND | \$356,841 |
| BALANCE OF ALL FUNDS | \$1,874,490 |

FEDERAL PROJECT FUNDS**261 LSTA**

| | |
|-----------------------------------|-------------------------|
| 2020 Beginning Balance & Revenues | |
| Beginning Balance | \$0 |
| Federal Grant Funding | \$975 |
| Special Project Gifts | \$0 |
| | <u>\$975</u> |
| 2020 Expenditures | |
| Scooter | \$975 |
| Youth Services | \$1,438 |
| Computer Equipment | \$3,942 |
| | <u>\$0</u> |
| | \$6,355 |
| Balance | <u><u>(\$5,380)</u></u> |

262 Pro Literacy

| | |
|-----------------------------------|-----------------------|
| 2020 Beginning Balance & Revenues | |
| Beginning Balance | \$0 |
| Grant Funding | \$2,775 |
| | <u>\$2,775</u> |
| 2020 Expenditures | |
| Library Materials | \$0 |
| Promotional Materials | \$0 |
| Public Relations | \$0 |
| Computer Equipment & Furniture | \$0 |
| Youth & Family Services Programs | \$0 |
| | <u>\$0</u> |
| Balance | <u><u>\$2,775</u></u> |

263 NEA Big Read 2020 - 2021

| | |
|-----------------------------------|-------------------------|
| 2020 Beginning Balance & Revenues | |
| Beginning Balance | \$0 |
| Federal Grant Funding | \$0 |
| Special Project Gifts | \$0 |
| | <u>\$0</u> |
| 2020 Expenditures | |
| Programming Services | \$2,500 |
| Youth Services | \$0 |
| Computer Equipment | \$0 |
| | <u>\$0</u> |
| | \$2,500 |
| Balance | <u><u>(\$2,500)</u></u> |

264 Kenosha Community Foundation

| | |
|-----------------------------------|---------------------|
| 2020 Beginning Balance & Revenues | |
| Beginning Balance | \$0 |
| Grand Funding | \$1,000 |
| Special Project Gifts | \$0 |
| | <u>\$1,000</u> |
| 2020 Expenditures | |
| Youth Services | \$61 |
| Programming Services | \$0 |
| Computer Equipment | \$0 |
| | <u>\$0</u> |
| | \$61 |
| Balance | <u><u>\$939</u></u> |

TRUST FUNDS**307 Friends of the Library Fund**

| | |
|-----------------------------------|--------------------|
| 2020 Beginning Balance & Revenues | |
| Beginning Balance | \$0 |
| Gifts | \$2,915 |
| | <u>\$2,915</u> |
| 2020 Expenditures | |
| Bookpage | \$2,178 |
| Promotional Materials | \$0 |
| Public Relations | \$725 |
| Computer Equipment & Furniture | \$0 |
| Youth & Family Services Programs | \$0 |
| | <u>\$2,903</u> |
| Balance | <u><u>\$12</u></u> |

320 Kenosha Public Library Foundation Fund

| | |
|-----------------------------------|-------------------------|
| 2020 Beginning Balance & Revenues | |
| Beginning Balance | \$0 |
| Gifts | \$0 |
| | <u>\$0</u> |
| 2020 Expenditures | |
| Library Materials | \$0 |
| Audio Books | \$0 |
| Computer Software | \$2,400 |
| Adult & Digital Services Programs | \$0 |
| Youth & Family Services | \$0 |
| Certificate | \$54 |
| | <u>\$2,454</u> |
| Balance | <u><u>(\$2,454)</u></u> |

399 Gifts & Memorial Fund

| | |
|-----------------------------------|-----------------------|
| 2020 Beginning Balance & Revenues | |
| Beginning Balance | \$1,866 |
| Interest | \$21 |
| Gifts | \$3,877 |
| Special Project Gifts | \$6,468 |
| | <u>\$12,232</u> |
| 2020 Expenditures | |
| Library Materials | \$1,291 |
| YFS Library Supplies | \$4,968 |
| Computer Equipment | \$0 |
| Consultant | \$0 |
| | <u>\$6,259</u> |
| Balance | <u><u>\$5,973</u></u> |

CONTINGENCY RESERVE FUNDS**501 Benefit Liability Fund**2020 Beginning Balance, Revenues,
& Fund Transfers

| | |
|----------------------------|------------------|
| Beginning Balance | \$291,918 |
| Interest | \$1,642 |
| Transfer from General Fund | <u>\$112,312</u> |
| | \$405,872 |

2020 Expenditures

| | |
|------------------------------|------------|
| Transfer to Opportunity Fund | \$0 |
| Transfer to General Fund | <u>\$0</u> |
| | \$0 |

| | |
|---------|-------------------------|
| Balance | <u><u>\$405,872</u></u> |
|---------|-------------------------|

PROJECT FUNDS**701 Opportunity Fund**2020 Beginning Balance, Revenues,
& Fund Transfers

| | |
|---------------------------|------------|
| Beginning Balance | \$413,534 |
| Interest | \$1,827 |
| Special Project Gifts | \$0 |
| Transfer-SW Remodel Funds | <u>\$0</u> |
| | \$415,361 |

2020 Expenditures

| | |
|-----------------------|-----------------|
| Staff Development | \$0 |
| Professional Services | \$0 |
| Technology | \$0 |
| Supplies | \$0 |
| Consultant Fees | \$33,880 |
| Facilities Furniture | <u>\$24,640</u> |
| | \$58,520 |

| | |
|---------|-------------------------|
| Balance | <u><u>\$356,841</u></u> |
|---------|-------------------------|

Library Board Information Sheet

Agenda Item: 3.

Subject: 2020 Fiscal Policy

Background:

Library administration annually reviews the Fiscal Policy to align the budget structure with current projects. Attached is a proposed policy update that retires funds associated with completed projects and opens accounts for 2020/2021 awarded grant projects.

Recommended Action:

Approve the attached 2020 Fiscal Policy and receive and file this Library Board Information Sheet and attachment.



KENOSHA PUBLIC LIBRARY

2020~~2019~~ Fiscal Policy

The Board of Trustees of the Kenosha Public Library adopts and makes public the following written policies.

Fiscal Authority

Section 43.58 of the *Wisconsin Statutes* grants the Library Board exclusive control of the expenditure of all monies collected, donated, or appropriated to the Library. The Library Board approves the annual budget of the Library and delegates the responsibility for the management of Library monies to the Library Board Treasurer and Library Director according to this policy.

Accounting Policies

Basis of Accounting

The accounts of the Library are maintained on the modified accrual basis. All Library monies are considered part of the Library Fund or the Library's Trust Funds. The Library Fund includes the General Fund, the Grant-Supported Projects Funds, the Contingency Reserve Funds, Internal Project Funds, and Enterprise Funds. Trust Funds include expenses and revenues connected with gifts and memorials donated to the Library. The Library's fiscal year is the calendar year. All accounts of the Library shall be independently audited annually according to generally accepted accounting practices.

Deposit & Transfer of Funds and Assignment of Interest

The Kenosha Public Library maintains a checking account with JP Morgan Chase Bank, ~~a collateralized interest-bearing savings account with JP Morgan Chase Bank,~~ and an interest bearing investment account with the State of Wisconsin's Local Government Investment Pool. Monies held in JP Morgan Chase Bank checking account are for current expenses. To meet Library cash needs and maximize interest earned, the Library Board Treasurer or the Library Director or their designated Library Administration staff member is authorized to transfer funds among the accounts maintained by the Library. Interest is prorated as revenue to the Library's various funds according to each fund's proportion of the monthly balance of all funds.

Approval of Library Expenditures

Monthly, the Library Director prepares and presents to the Library Board a list of bills for approval. The Library Board Treasurer and Library Director or **Division Head** ~~Assistant Library Director~~ are authorized to make payment for budgeted expenses in advance of such approval in order to take advantage of discounts or to meet due dates. Such payments are ratified by the Board with the monthly list of bills. No draft on a checking account of the Kenosha Public Library is valid without the signatures of both the Library Board Treasurer and Library Director or **Division Head** ~~Assistant Library Director~~, and only one of these signatures may be a facsimile.

The Library Director reports monthly to the Library Board on the year-to-date status of revenues and expenditures in the Library's General Fund. The Library Director also presents a quarterly financial statement to the Library Board on the year-to-date activity and balance in each fund of the Library.

Disbursement of Funds to the Kenosha Public Library Foundation

The Library Board may approve the disbursement of trust funds, bequests, or donations of \$500 or more received or held by the Library to the Kenosha Public Library Foundation on the following conditions: 1) that such transfers take place only with the consent of the donor or the authorized representative of the donor's estate, and 2) that such transfers require the Kenosha Public Library Foundation Board to agree that all transferred funds and any future interest or investment earnings from those funds be used exclusively for the intent and purpose stipulated by the donor or the authorized representative of the owner's estate.

~~2020~~ **2018** *Library Funds and Fund Descriptions*

The Kenosha Public Library maintains the following funds and groups of funds for the following purposes.

100 General Fund

- for all general operating expenses and revenues of the Library

200 Grant-Supported Project Funds

- for all expenses and revenues connected with Library Board approved projects funded through outside granting agencies

New Funds:

~~260 NEA Big Read \$15,000 (open fund January 1, 2018)~~

261 LSTA \$6,200; \$975

262 Pro Literacy \$4,125

263 NEA Big Read 2020 - 2021 \$15,000

264 Kenosha Community Foundation \$1,000

300 Trust Funds

- for expenses and revenues connected with gifts and memorials donated to the Library
 - 307 Friends of the Library Fund, for gifts authorized by the Friends of the Library
 - 320 Kenosha Public Library Foundation, for gifts authorized by the Kenosha Public Library Foundation (opened January 1, 2018)
 - 399 General Gifts and Memorial Fund, for gifts to the Library

500 Contingency Reserve Funds

- for payment of employee accrued benefits at retirement:
 - 501 Benefit Liability Fund – At the end of each year, any monies budgeted in the General Fund for health insurance costs which remain unexpended shall be deposited in the Benefit Liability Fund.

700 Internal Project Funds

- for expenses and revenues for projects not supported by general fund or external grants
 - 701 Opportunity Fund, for matching grants and unanticipated project opportunities

900 Enterprise Funds

- for business enterprises run by the Library which are not part of regular Library operations

Library Board Information Sheet

Agenda Item: 4.

Subject: June Bills

Background:

This list of bills includes routine and planned activity for 2020. Bills with journal dates on or before 6/30/20 are included in the June 30, 2020 Budget Report. The following bills are noteworthy:

Check #40834 \$2587.49 to City of Kenosha for the following:

- \$763.62 May Life Insurance
- \$763.62 June Life Insurance
- \$900.66 July Life Insurance
- \$159.59 May Fuel Billing

Recommended Action:

Approve payment of June bills and receive and file this Library Board Information Sheet and attachments.

| CHECK# | VENDOR | NAME | JRNL DATE | CHECK DATE | DESCRIPTION | AMOUNT |
|--------|--------|------------------------------|-----------|------------|----------------------|-----------|
| 040796 | 100081 | CITY OF KENOSHA | 06/01/20 | 06/02/20 | FLEET BILLING | 3,165.28 |
| 040797 | 200250 | CHICAGO TRIBUNE COMPANY | 06/01/20 | 06/02/20 | CHICAGO TRIBUNE | 149.50 |
| 040798 | 200410 | EBSCO | 06/01/20 | 06/02/20 | EBSCO | 1,305.00 |
| 040799 | 201815 | RECORDED BOOKS, INC. | 06/01/20 | 06/02/20 | AUDIO BOOKS | 87.20 |
| 040800 | 201825 | RIVISTAS SUBSCRIPTION SRVS | 06/01/20 | 06/02/20 | PERIODICALS | 15,155.95 |
| 040801 | 300013 | CROWN TROPHY OF KENOSHA | 06/01/20 | 06/02/20 | EMPLOYEE RECOGNITION | 12.50 |
| 040802 | 300023 | COMPLETE OFFICE OF WISCONSIN | 06/01/20 | 06/02/20 | SANITIZER | 195.00 |
| 040803 | 340097 | UNITED STATES POSTAL SERVICE | 06/01/20 | 06/02/20 | POSTAGE | 100.00 |
| 040804 | 400022 | WE ENERGIES | 06/01/20 | 06/02/20 | ELECTRIC/GAS | 312.02 |
| 040805 | 400050 | KENOSHA WATER UTILITY | 06/01/20 | 06/02/20 | WATER SERVICE | 1,194.10 |
| 040806 | 400071 | MENARDS - KENOSHA | 06/01/20 | 06/02/20 | DOLLY STRAPS | 1,455.61 |
| 040807 | 400094 | PRAIRIE SIDE ACE HARDWARE | 06/01/20 | 06/02/20 | KEYS | 16.49 |
| 040808 | 500134 | SOUTHPORT ENGINEERED SYSTEMS | 06/01/20 | 06/02/20 | COOLING MAINTENANCE | 340.00 |
| 040809 | 500215 | GREATAMERICA FINANCIAL SVCS. | 06/01/20 | 06/02/20 | COPIER LEASES | 1,306.84 |
| 040810 | 600059 | ACTION LOGISTICS | 06/01/20 | 06/02/20 | DELIVERY | 4,250.40 |
| 040811 | 870102 | WEST BEND COMMUNITY LIBRARY | 06/01/20 | 06/02/20 | ILL LOST BOOK | 60.00 |
| 040812 | 870103 | BROWN COUNTY LIBRARY | 06/01/20 | 06/02/20 | ILL LOST BOOK | 19.99 |
| 040813 | 890125 | ELKID ALVAREZ | 06/01/20 | 06/02/20 | LOCAL MILEAGE | 10.35 |
| 040814 | 890133 | TESSA FOX-PAWLACZYK | 06/01/20 | 06/02/20 | LOCAL MILEAGE | 35.59 |
| 040815 | 900062 | US BANK | 06/01/20 | 06/02/20 | VARIOUS | 13,077.83 |
| 040816 | 200810 | INGRAM LIBRARY SERVICES INC. | 06/15/20 | 06/15/20 | BOOKS/DVDS | 1,675.31 |
| 040817 | 201340 | MIDWEST TAPE LLC | 06/15/20 | 06/15/20 | DVDS | 509.85 |
| 040818 | 201340 | MIDWEST TAPE LLC | 06/15/20 | 06/15/20 | HOOPLA | 2,478.02 |
| 040819 | 201615 | FINDAWAY WORLD, LLC | 06/15/20 | 06/15/20 | AUDIO BOOKS | 2,269.46 |
| 040820 | 400037 | HIGHWAY C SERVICE INC. | 06/15/20 | 06/15/20 | LAWN MOWER | 5,930.02 |
| 040821 | 400071 | MENARDS - KENOSHA | 06/15/20 | 06/15/20 | SNEEZE GUARD MATERIA | 785.21 |
| 040822 | 400094 | PRAIRIE SIDE ACE HARDWARE | 06/15/20 | 06/15/20 | PADLOCK | 16.99 |
| 040823 | 500019 | NAPA AUTO PARTS KENOSHA | 06/15/20 | 06/15/20 | GASKET | 15.18 |
| 040824 | 500087 | DECKER FIRE & SAFETY | 06/15/20 | 06/15/20 | ANNUAL SPRINK INSPEC | 730.00 |
| 040825 | 500133 | TODAY'S BUSINESS SOLUTIONS | 06/15/20 | 06/15/20 | SCANSTATION AGREEMEN | 2,350.00 |
| 040826 | 500230 | MARTIN BUSINESS GROUP | 06/15/20 | 06/15/20 | COPIER RELOCATION | 241.73 |
| 040827 | 600052 | NETTIME SOLUTIONS | 06/15/20 | 06/15/20 | STRATUSTIME | 391.00 |
| 040828 | 600059 | ACTION LOGISTICS | 06/15/20 | 06/15/20 | DELIVERY | 3,864.00 |
| 040829 | 600064 | FAST SIGNS OF KENOSHA | 06/15/20 | 06/15/20 | VAN WRAP | 361.50 |
| 040830 | 660253 | NATURALLY CURIOUS LLC | 06/15/20 | 06/15/20 | BIG READ | 2,500.00 |
| 040831 | 700013 | LAKESHORES LIBRARY SYSTEM | 06/15/20 | 06/15/20 | SIRSI ANNUAL MAINT | 8,689.69 |
| 040832 | 890003 | LISA LANGSDORF | 06/15/20 | 06/15/20 | MASK SUPPLIES | 118.00 |
| 040833 | 890116 | JACOB BOWEN | 06/15/20 | 06/15/20 | CURBSIDE SUPPLIES | 20.00 |
| 040834 | 100081 | CITY OF KENOSHA | 06/30/20 | 06/30/20 | JULY LIFE INSURANCE | 2,587.49 |
| 040835 | 200180 | BAKER & TAYLOR | 06/30/20 | 06/30/20 | BOOKS | 10,425.65 |
| 040836 | 200810 | INGRAM LIBRARY SERVICES INC. | 06/30/20 | 06/30/20 | BOOKS | 170.03 |
| 040837 | 201340 | MIDWEST TAPE LLC | 06/30/20 | 06/30/20 | AUDIO BOOKS | 2,000.75 |
| 040838 | 201815 | RECORDED BOOKS, INC. | 06/30/20 | 06/30/20 | E AUDIO | 388.00 |
| 040839 | 201922 | SCHOLASTIC INC. | 06/30/20 | 06/30/20 | YFS PROGRAM SUPPLIES | 2,826.73 |
| 040840 | 300115 | CONSOLIDATED ELECTRICAL | 06/30/20 | 06/30/20 | BUILDING EQUIP MAINT | 65.70 |
| 040841 | 300211 | DEMCO | 06/30/20 | 06/30/20 | PROCESSING SUPPLIES | 248.33 |
| 040842 | 400001 | FARM & FLEET OF STURTEVANT | 06/30/20 | 06/30/20 | DUCK TAPE | 34.95 |
| 040843 | 400022 | WE ENERGIES | 06/30/20 | 06/30/20 | ELECTRIC/GAS | 11,637.86 |
| 040844 | 400050 | KENOSHA WATER UTILITY | 06/30/20 | 06/30/20 | WATER SERVICE | 1,139.37 |
| 040845 | 400051 | ARO LOCK COMPANY | 06/30/20 | 06/30/20 | KEYS | 12.00 |
| 040846 | 400071 | MENARDS - KENOSHA | 06/30/20 | 06/30/20 | CUSTODIAL SUPPLIES | 370.88 |

| CHECK# | VENDOR | NAME | JRNL DATE | CHECK DATE | DESCRIPTION | AMOUNT |
|--------|--------|------------------------------|-----------|------------|----------------------|------------|
| 040847 | 400090 | PARKSIDE TRUE VALUE | 06/30/20 | 06/30/20 | SLIDERS | 34.80 |
| 040848 | 400094 | PRAIRIE SIDE ACE HARDWARE | 06/30/20 | 06/30/20 | SPRAY PAINT | 22.73 |
| 040849 | 500134 | SOUTHPORT ENGINEERED SYSTEMS | 06/30/20 | 06/30/20 | SPRING MAINTENANCE | 904.00 |
| 040850 | 500143 | RFID LIBRARY SOLUTIONS, INC. | 06/30/20 | 06/30/20 | AMH SERVICE AGREEMEN | 17,500.00 |
| 040851 | 500215 | GREATAMERICA FINANCIAL SVCS. | 06/30/20 | 06/30/20 | COPIER LEASES | 1,621.01 |
| 040852 | 500950 | WISCNET | 06/30/20 | 06/30/20 | 2ND QTR NET ACCESS | 900.00 |
| 040853 | 600064 | FAST SIGNS OF KENOSHA | 06/30/20 | 06/30/20 | SI/UP SIGNS | 159.90 |
| 040854 | 700013 | LAKESHORES LIBRARY SYSTEM | 06/30/20 | 06/30/20 | LYNDA.COM | 10,598.00 |
| 040855 | 890110 | HEATHER THOMPSON | 06/30/20 | 06/30/20 | YFS PROGRAM SERVICES | 77.95 |
| 040856 | 890116 | JACOB BOWEN | 06/30/20 | 06/30/20 | YFS PROGRAMMING SUPP | 52.29 |
| 040857 | 900062 | US BANK | 06/30/20 | 06/30/20 | VARIOUS | 28,879.66 |
| | | | | | GRAND TOTAL | 167,853.69 |

Library Board Information Sheet

Agenda Item: 5.

Subject: Department Reports and Statistics

Background:

Attached are program and service statistics and a written report on department and library-wide activities during June 2020.

Recommended Action:

Receive and file this Library Board Information Sheet and attachments.

Department Reports

Executive Summary

In June, Northside joined Southwest as an additional curbside pickup location and book returns were opened 24/7 at the Southwest location. On the 24th we opened Uptown's doors for our first return to in-person visits for limited hours at 25% capacity and on the last day of the month, Simmons became the second open location. All of these events were the result of weeks of planning and rearranging, crafting and installing plexiglass barriers at service desks, between computers, and measuring out six-foot social distance markers. We knew this would be a giant leap forward in uncertain times, so we brought Public Service staff together in groups of 10 for three hours of refresher training on managing conflict, role-playing, and reminders on support services in place for them as they personally continue to navigate this difficult period in our shared history. And then we all took COVID-19 tests outside the Municipal Building. All test results were, thankfully, negative.

We continue to receive thanks and good wishes from our library patrons, who approach library service with the same caution we offer it. Patrons drive up to the curb wearing masks, pop the hoods of their trunks, and wave from a distance. Most patrons wear a mask when entering the buildings and no one has complained about limited hours or social distancing. Our Summer Mind Body Challenge continues at full speed and YFS can hardly keep up with the demand for activities boxes. The Mobile Hotspot Van continues on its schedule through neighborhoods in need and our online programs have expanded to additional book clubs and a new CreativeBug product that offers video tutorials on arts and crafts skills, sure to be popular with the do-it-yourself Kenosha community.

Construction continues to go well at Southwest and Uptown. We are on track to finish activities room construction in time to host the August elections at Southwest. Documentation for COVID-19 related expenses like hand sanitizer, plexiglass barriers, and personal protective equipment have been sent to the city for federal reimbursement.

The city's budget schedule is a bit more aggressive this year, starting with an initial review of Capital Improvement Projects (CIP) the last week of July. The initial operating budget review begins on September 8th. Our county system budget draft is due to the county by July 27th. In a last-minute decision to curb the pandemic, Mayor Antaramian cancelled this year's summer parks program and suspended park reservations for the rest of the summer, eliminating our planned outreach activities, including chess nights in Lincoln Park. KUSD has announced the suspension of all visits to their buildings by outside agencies for the coming school year, including a planned Teen Achievers mentorship program through the YMCA at Lincoln Middle School. We are now in discussion with the Y to host that program after school at Uptown Library. In other news, the Mayor has committed to My Brother's Keeper Community Challenge, a mentorship program from the Obama Foundation. I am hoping the library will be offered a lead role in implementing this extraordinary program, so desperately needed in our community.

Public Services- Linda Noyce

Throughout June we strived to work only with our location teams to prevent the spread of COVID-19. We've decided to change how we structure our Building Common Grounds discussions. Our thought is that we can offer impactful discussions virtually if we lay ground rules upfront, ask that all participants stay muted, invite a panel of experts on the topic to share their perspectives, and collect questions that participants provide us via chat for the panel to respond to at the end of our discussion. Lastly, Marcia and I are going to offer a virtual monthly Audiobook Book Club starting in July. It's called Literary Listeners and our first theme is the Harry Potter Series.

Northside Library

Northside was excited this month for the opportunity to engage with our patrons again, with the opening of our Curbside Pickup and our drive-up book drop on June 2nd! The expansion of this valuable service to the Northside Branch went off without a hitch and has been doing very well. At the end of the month, we successfully expanded our book drop hours to 24/7 and integrated our walk-up book drop into the mix. In addition to the behind-the-scenes work supporting our curbside service, we have been busy assisting the YFS team with our ongoing labeling project, we are nearly finished with our collection inventory, and working on an ongoing digitization project of historical library documents.

Outreach Services

In the month of June, we began providing 30 hours per week of free WiFi service to underserved neighborhoods throughout Kenosha. We also provided mobile tech help, allowed for additional item return locations, and distributed STREAM kits at each stop. Even after successfully doing all of that, we just couldn't sit still! We helped YFS assemble KPL To Go boxes and worked at Northside Library's curbside pickup. In an effort to see what we could safely offer. We also contacted senior living establishments that we used to regularly visit to drop off a deposit collection or to deliver homebound patrons their library materials.

Simmons and Uptown Libraries

June was an active month for Simmons and Uptown libraries. Uptown opened to the public on Monday, June 22nd, and had 157 visitors the first week and 103 visitors the second week, which was a short week due to the 4th of July holiday. Simmons opened on Tuesday, June 30th, and had 109 visitors in three days. Both libraries are currently open to the public between the hours of 9-11am and 1-3pm. Many precautions were taken to prepare for re-opening including social distancing of chairs, tables, and computers, training for staff in cleaning and de-escalation tactics, and installation of plexiglass barriers at check-out and reference desks. In addition to this, KPL staff are wearing masks and gloves, quarantining returned items, and cleaning public areas in-between open sessions. Patron's response has been incredibly positive and we have been seeing new faces at our Uptown location in particular.

Southwest Library - Circulation Department

SW circulation staff continue to pull hold items and check-out items out for curbside and process delivery. Quarantine of items continues along with cleaning of common surfaces multiple times a day to keep us virus-free. Progress is being made on the re-labeling of several collections. We also opened the book drop 24/7 and extended hours for curbside pick up to 9-5 Monday-Saturday. Patrons are so happy to have more hours to manage their items and repeatedly sing praises for KPL. Staff have been enjoying the sunshine too!

Outreach Services- Marcia Siehr

OS launched Mobile WiFi in neighborhoods throughout Kenosha starting June 8. Community WiFi is available Monday through Friday; 3 stops per day with each stop being 2 hours. The WiFi is super easy to access with no password required. Community WiFi stops were chosen using data including household poverty rates and households without access to broadband internet. In addition to WiFi, summer reading logs, STREAM kits for kids and a return bin is available at each stop.

All Outreach staff took turns working curbside service at Northside Library. Several staff members have volunteered to assist YFS with the assembly of the incredibly popular KPL Kids to Go boxes. Marcia and Elkid collaborated with YFS and ADS to plan contingency programming for Hispanic Heritage Month. Additionally, the team collaborated to discuss the best use of budget funds between the departments for 2020 & 2021.

Youth & Family Services- Heather Thompson

Our KPL Kids To Go, KPL Teens To Go, and KPL Family Night boxes continue to be a popular offering each week, with spots filling up fast! In June, Youth & Family Services staff filled 893 requests for these program boxes. Activities included a gardening project for teens, cross-stitching for kids, "Minute to Win It" games for families, suncatcher crafts, a DIY Foosball game, and more. Feedback about the quality of the activities in these boxes has been positive, with the majority of respondents saying their child/teen both enjoyed the activities and learned something from doing them.

As we move into July, we are offering a few more interactive virtual programs, such as a Graphic Novel Book Club for kids (as well as one for teens), Teen Writers' Time, Pokemon Club, and Family Reading Club.

Adult and Digital Services- Shannon Urban

ADS continued to provide online programs and reference support in June. Reference requests increased from 1700 to 2200 this month. Online book clubs were very successful and we celebrated Pride Month with a virtual brunch and movie discussion. Staff have added 2 more of our regularly recurring programs to the slate and created 4 new online offerings to begin in July. This will double the number of ADS virtual programs that were offered in June. Staff continued to expand their skills with online training and execute their responsibilities to grants we've received while looking for additional funding opportunities. They've also been working on collection development duties and evaluating our current and potential electronic resources.

Support Services- Rob Nunez

- Continuing to update Audiobook call numbers & spine labels. The series information will be on the spine as applicable
- Helping with SW inventory
- Resuming normal ordering pattern
- Processed and released 20 new Mobile Hotspots
- Worked with Google to have KPL Collections added to the Google Search index

Computer and Network Services- Rob Nunez

Turned around previously loaned laptops and deployed them for the public at Uptown Library

- Various staff and public computer moves and planning for opening to the public
- Started setting up new laptops for staff and public
- Configure and deploy wireless equipment and report usage statistics for the KPL WiFi van
- Prepare Hyper-V virtualization, security, and backup strategies
- Continue testing for mobile BYOD (Bring your own device) security
- Completed KPL-to-City circuit move to secure VPN

Buildings and Grounds- Dan Davis

- A new lawn mower was purchased
- Air-conditioning units have been repaired at all locations
- Construction continues at Uptown Library
- Construction continues at Southwest Library
- Grounds work is ongoing at all locations
- Maintenance and custodial staff implemented “zone cleaning” at locations open to the public
- CCB staff have moved to Southwest Library

HR and Staff Training- Michelle Eisenhauer

Recruiting/Hiring/Staffing Changes - There were no staffing changes in June 2020.

Activities -

- De-escalation/Patron Issues Training - Part of the statewide plan for reopening libraries included recommendations to provide de-escalation training to all staff. This is in preparation for new rules and procedures for patrons when they return to the library. Some patrons may not adjust as well as others and staff “scripting” was recommended. Ryan Dowd’s “The Librarian's Guide to Homelessness: An Empathy-Driven Approach” program, purchased for all Wisconsin libraries by the Department of Public Instruction, was used as a guide for the sessions we

provided. While the focus of the program is based on working with individuals experiencing homelessness, the skill set easily translates to ornery people or angry people who are unhappy with the new normal at our libraries.

Understanding that opening to the public may be anxiety-producing for staff, we also reviewed the vast services available completely confidentially via our Employee Assistance Program at Advocate-Aurora Health Systems. We started with the staff at the branches that were opening to the public first and have moved on from that point. About 84% of our staff have completed the session.

- A training session on coaching/performance management including progressive discipline for supervisors is in the planning stages.
- Processes/procedures during any future shutdowns due to emergency/pandemic are being reviewed, using information and insight we gained during the first shutdown.

Kenosha Public Library Safety Team - The KPL Safety Team meeting for June was cancelled.

January February March April May June YTD 2020 YTD 2019 Change Change %
LIBRARY CLOSED DUE TO COVID- 19 March 16-

LIBRARY VISITORS

| | | | | | | | | | | |
|-----------------------------------------|---------------|---------------|---------------|----------|----------|------------|----------------|----------------|-----------------|-------------|
| Southwest | 28,074 | 28,113 | 16,206 | 0 | 0 | 0 | 72,393 | 177,434 | -105,041 | -59% |
| Northside | 14,291 | 16,217 | 7,730 | 0 | 0 | 0 | 38,238 | 90,381 | -52,143 | -58% |
| Uptown | 1,701 | 1,573 | 764 | 0 | 0 | 220 | 4,258 | 8,766 | -4,508 | -51% |
| Simmons | 3,401 | 3,435 | 1,733 | 0 | 0 | 42 | 8,611 | 20,031 | -11,420 | -57% |
| Bookmobile/Book Truck | 2,716 | 4,535 | 1,305 | 0 | 0 | 0 | 8,556 | 11,650 | -3,094 | -27% |
| TOTAL | 50,183 | 53,873 | 27,738 | 0 | 0 | 262 | 132,056 | 308,262 | -176,206 | -57% |
| Southwest Curbside | | | | 945 | 1,473 | 1,417 | 3,835 | | | |
| Northside Curbside | | | | | | 694 | 694 | | | |
| | | | | | | | 2020 Month | 2019 Month | | |
| # Registered borrowers in district | 60,310 | 60,539 | 60,652 | 60,632 | 60,621 | 60,640 | 60,621 | 60,099 | 522 | 1% |
| # Registered borrowers outside district | 21,421 | 21,480 | 21,502 | 21,501 | 21,514 | 21,532 | 21,514 | 21,360 | 154 | 1% |

CHECKOUTS

| | | | | | | | | | | |
|-------------------------------------|---------------|---------------|---------------|--------------|--------------|---------------|----------------|----------------|-----------------|-------------|
| Southwest | 40,610 | 39,114 | 28,895 | 8,652 | 9,997 | 14,490 | 141,758 | 261,185 | -119,427 | -46% |
| Northside | 21,582 | 20,449 | 14,689 | 0 | 0 | 6,165 | 62,885 | 129,569 | -66,684 | -51% |
| Uptown | 1,073 | 1,275 | 485 | 0 | 0 | 235 | 3,068 | 7,895 | -4,827 | -61% |
| Simmons | 4,641 | 4,494 | 2,203 | 0 | 0 | 341 | 11,679 | 23,533 | -11,854 | -50% |
| Bookmobile/Outreach | 5,634 | 5,608 | 2,917 | 0 | 0 | 217 | 14,376 | 28,128 | -13,752 | -49% |
| TOTAL | 73,540 | 70,940 | 49,189 | 8,652 | 9,997 | 21,448 | 233,766 | 450,310 | -216,544 | -48% |
| Northside Charges Only | 16,456 | 15,531 | 12,140 | 0 | 0 | 0 | 44,127 | 99,428 | -55,301 | -56% |
| Southwest Charges Only | 31,314 | 29,986 | 23,978 | 0 | 0 | 0 | 85,278 | 199,353 | -114,075 | -57% |
| Express Checkout Usage -- Northside | 13,665 | 12,851 | 9,906 | 0 | 0 | 0 | 36,422 | 70,659 | -34,237 | -48% |
| % of Total NS Circulation | 83.04% | 82.74% | 81.60% | 0.00% | 0.00% | 0.00% | 82.54% | 54.53% | 28.01% | 51% |
| Express Checkout Usage -- Southwest | 24,953 | 24,477 | 18,045 | 0 | 0 | 0 | 67,475 | 154,071 | -86,596 | -56% |
| % of Total SW Circulation | 79.69% | 81.63% | 75.26% | 0.00% | 0.00% | 0.00% | 79.12% | 58.99% | 20.13% | 34% |
| Online Renewals | 12,413 | 12,334 | 6,243 | 225 | 457 | 2,604 | 34,276 | 77,403 | -43,127 | -56% |
| Adult Materials | 43,326 | 40,209 | 27,159 | 4,584 | 5,915 | 13,178 | 134,371 | 261,129 | -126,758 | -49% |

| | January | February | March | April | May | June | YTD 2020 | YTD 2019 | Change | Change % |
|-------------------------------------|---------|----------|--------|-------|--------|--------|----------|----------|----------|----------|
| Children's Materials | 28,186 | 28,683 | 20,086 | 3,839 | 3,653 | 7,460 | 91,907 | 176,861 | -84,954 | -48% |
| Young Adult Materials | 2,028 | 2,048 | 1,944 | 229 | 429 | 810 | 7,488 | 12,482 | -4,994 | -40% |
| # holds placed | 22,543 | 19,967 | 10,183 | 6,070 | 10,057 | 18,475 | 87,295 | 120,144 | -32,849 | -27% |
| Print Circulation | 49,965 | 48,871 | 35,157 | 7,930 | 8,315 | 16,721 | 166,959 | 301,102 | -134,143 | -45% |
| AV Circulation | 22,604 | 21,061 | 13,238 | 687 | 1,537 | 4,457 | 63,584 | 144,491 | -80,907 | -56% |
| Computer/eReader checkouts | 146 | 182 | 95 | 0 | 1 | 0 | 424 | 856 | -432 | -50% |
| Development Toy/Equipment Checkouts | 825 | 826 | 696 | 35 | 144 | 270 | 2,796 | 3,659 | -863 | -24% |

ELECTRONIC DOWNLOADS

| | | | | | | | | | | |
|---------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------|
| Ebooks- all vendors | 5,064 | 4,741 | 6,123 | 7,257 | 6,726 | 6,186 | 36,097 | 29,933 | 6,164 | 21% |
| E-music- all vendors | 1,805 | 1,796 | 2,171 | 3,032 | 1,792 | 2,533 | 13,129 | 15,389 | -2,260 | -15% |
| E-audiobooks- all vendors | 4,396 | 4,245 | 4,230 | 4,424 | 4,680 | 4,486 | 26,461 | 24,060 | 2,401 | 10% |
| Video downloads | 116 | 115 | 215 | 92 | 234 | 163 | 935 | 977 | -42 | -4% |
| Magazines | 859 | 933 | 1,303 | 1,232 | 1,307 | 1,054 | 6,688 | 6,540 | 148 | 2% |
| TOTAL | 12,240 | 11,830 | 14,042 | 16,037 | 14,739 | 14,422 | 83,310 | 76,899 | 6,411 | 8% |

COMPUTER USE

| | | | | | | | | | | |
|-------------------------------------|--------|--------|-------|---|---|-----|--------|--------|---------|------|
| Computer station sessions Southwest | 6,891 | 6,232 | 3,363 | 0 | 0 | 0 | 16,486 | 39,159 | -22,673 | -58% |
| Computer station sessions Northside | 3,527 | 3,586 | 1,900 | 0 | 0 | 0 | 9,013 | 21,385 | -12,372 | -58% |
| Computer station sessions Simmons | 1,525 | 1,557 | 846 | 0 | 0 | 16 | 3,944 | 11,663 | -7,719 | -66% |
| Computer station sessions Uptown | 749 | 783 | 393 | 0 | 0 | 137 | 2,062 | 3,583 | -1,521 | -42% |
| TOTAL | 12,692 | 12,158 | 6,502 | 0 | 0 | 153 | 31,505 | 75,790 | -44,285 | -58% |

| | | | | | | | | | | |
|-----------------------------|--------|--------|--------|-------|-------|-------|--------|--------|---------|------|
| Wireless sessions Southwest | 8,432 | 8,439 | 5,580 | 1,140 | 1,984 | 2,580 | 28,155 | 47,413 | -19,258 | -41% |
| Wireless sessions Northside | 4,557 | 4,379 | 2,914 | 1,080 | 1,364 | 1,890 | 16,184 | 24,622 | -8,438 | -34% |
| Wireless sessions Simmons | 1,240 | 1,276 | 806 | 180 | 341 | 420 | 4,263 | 7,239 | -2,976 | -41% |
| Wireless sessions Uptown | 1,674 | 1,653 | 1,364 | 900 | 1,612 | 1,620 | 8,823 | 10,181 | -1,358 | -13% |
| TOTAL | 15,903 | 15,747 | 10,664 | 3,300 | 5,301 | 6,510 | 57,425 | 89,455 | -32,030 | -36% |

Program Totals

| | | | | | | | | | | |
|---------------------------|-----|-----|-----|----|----|----|-----|-------|--------|------|
| Adult/All Ages Programs | 34 | 42 | 31 | 3 | 6 | 7 | 123 | 303 | -180 | -59% |
| Adult/All Ages Attendance | 356 | 368 | 164 | 21 | 30 | 35 | 974 | 4,468 | -3,494 | -78% |

| | January | February | March | April | May | June | YTD 2020 | YTD 2019 | Change | Change % |
|-----------------------|---------|----------|-------|-------|-----|-------|----------|----------|---------|----------|
| Outreach Programs | 83 | 112 | 47 | 11 | 12 | 7 | 272 | 332 | -60 | -18% |
| Outreach Attendance | 1,424 | 3,949 | 1,063 | 221 | 136 | 144 | 6,937 | 8,945 | -2,008 | -22% |
| Children's Programs | 125 | 119 | 73 | 1 | 6 | 23 | 347 | 647 | -300 | -46% |
| Children's Attendance | 7,576 | 7,423 | 3,266 | 10 | 55 | 1,003 | 19,333 | 30,660 | -11,327 | -37% |
| Teen Programs | 11 | 11 | 4 | 0 | 0 | 6 | 32 | 56 | -24 | -43% |
| Teen Attendance | 134 | 135 | 59 | 0 | 0 | 179 | 507 | 1,404 | -897 | -64% |
| Tech Classes | 3 | 6 | 3 | 0 | 0 | 0 | 12 | 38 | -26 | -68% |
| Tech Attendance | 24 | 40 | 4 | 0 | 0 | 0 | 68 | 115 | -47 | -41% |
| Total Programs | 256 | 290 | 158 | 15 | 24 | 43 | 786 | 1,376 | -590 | -43% |
| Total Attendance | 9,514 | 11,915 | 4,556 | 252 | 221 | 1,361 | 27,819 | 45,592 | -17,773 | -39% |

REFERENCE

| | | | | | | | | | | |
|-------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|----------------|-------------|
| Adult reference questions | 4,481 | 4,331 | 2,167 | 890 | 1,452 | 1,907 | 15,228 | 26,195 | -10,967 | -42% |
| Tech help | 775 | 746 | 378 | 51 | 15 | 50 | 2,015 | 2,983 | -968 | -32% |
| Adult readers advisory questions | 274 | 211 | 135 | 254 | 262 | 213 | 1,349 | 2,275 | -926 | -41% |
| Adult directional questions | 324 | 345 | 172 | 12 | 0 | 40 | 893 | 3,013 | -2,120 | -70% |
| One-on-one / Reserve-A-Librarian sessions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 22 | -22 | -100% |
| TOTAL CONTACTS | 5,854 | 5,633 | 2,852 | 1,207 | 1,729 | 2,210 | 19,485 | 34,488 | -15,003 | -44% |
| Children's reference questions | 720 | 657 | 344 | 20 | 25 | 73 | 1,839 | 3,584 | -1,745 | -49% |
| Children's readers advisory questions | 47 | 73 | 57 | 47 | 46 | 31 | 301 | 349 | -48 | -14% |
| Children's directional questions | 191 | 154 | 130 | 0 | 0 | 15 | 490 | 983 | -493 | -50% |
| Tech help | 45 | 39 | 14 | 0 | 0 | 0 | 98 | 195 | -97 | -50% |
| TOTAL CONTACTS | 1,003 | 923 | 545 | 67 | 71 | 119 | 2,728 | 5,111 | -2,383 | -47% |
| Young Adult reference questions | 118 | 84 | 26 | 1 | 1 | 0 | 230 | 561 | -331 | -59% |
| Young Adult RA questions | 4 | 12 | 2 | 0 | 0 | 1 | 19 | 89 | -70 | -79% |
| Young Adult directional questions | 34 | 18 | 16 | 0 | 0 | 0 | 68 | 332 | -264 | -80% |
| Tech help | 15 | 13 | 9 | 0 | 0 | 0 | 37 | 52 | -15 | -29% |

| | January | February | March | April | May | June | YTD 2020 | YTD 2019 | Change | Change % |
|----------------------------|---------|----------|-------|-------|-------|-------|----------|----------|---------|----------|
| TOTAL CONTACTS | 171 | 127 | 53 | 1 | 1 | 1 | 354 | 1,034 | -680 | -66% |
| TOTAL CONTACTS - ALL TYPES | 7,028 | 6,683 | 3,450 | 1,275 | 1,801 | 2,330 | 22,567 | 40,633 | -18,066 | -44% |

COMMUNITY ENGAGEMENT/ OUTREACH

| | | | | | | | | | | |
|------------------------------------------------------|-----|-----|-----|----|----|----|-------|-------|--------|------|
| #program partnerships (co-sponsored, anywhere) | 0 | 3 | 0 | 4 | 0 | 0 | 7 | 52 | -45 | -87% |
| # volunteers | 3 | 3 | 0 | 0 | 0 | 0 | 6 | 26 | -20 | -77% |
| volunteer hours | 33 | 30 | 0 | 0 | 0 | 0 | 63 | 206 | -143 | -69% |
| #bookmobile stops | 89 | 91 | 43 | 0 | 0 | 0 | 223 | 450 | -227 | -50% |
| #home delivery/deposit collection visits | 70 | 64 | 36 | 0 | 0 | 0 | 170 | 302 | -132 | -44% |
| #home delivery/deposit checkouts (subset of line 20) | 471 | 488 | 281 | 0 | 0 | 0 | 1,240 | 2,347 | -1,107 | -47% |
| #home delivery patrons in program | 33 | 37 | 39 | 39 | 38 | 38 | 224 | 195 | 29 | 15% |
| #lobby stops | 24 | 24 | 12 | 0 | 0 | 0 | 60 | 149 | -89 | -60% |
| #lobby stop visitors | 302 | 307 | 169 | 0 | 0 | 0 | 778 | 1,771 | -993 | -56% |
| #lobby stop checkouts (subset of line 20) | 676 | 755 | 406 | 0 | 0 | 0 | 1,837 | 4,236 | -2,399 | -57% |
| #Book Truck stops (June wifi stops) | 0 | 8 | 4 | 0 | 0 | 51 | 63 | 34 | 29 | 85% |

MEETING ROOM USE

| | | | | | | | | | | |
|----------------|-----|-----|-----|---|---|---|-------|-------|--------|------|
| SW Public | 101 | 94 | 39 | 1 | 0 | 0 | 235 | 587 | -352 | -60% |
| SW staff | 12 | 21 | 10 | 2 | 0 | 0 | 45 | 113 | -68 | -60% |
| NS Public | 95 | 99 | 45 | 3 | 0 | 0 | 242 | 546 | -304 | -56% |
| NS staff | 8 | 3 | 3 | 0 | 0 | 0 | 14 | 14 | 0 | 0% |
| SW Study Rooms | 172 | 199 | 89 | 0 | 0 | | 460 | 869 | -409 | -47% |
| NS Study Rooms | 158 | 149 | 75 | 0 | 0 | 0 | 382 | 745 | -363 | -49% |
| SI Study Room | 4 | 7 | 2 | 0 | 0 | 1 | 14 | 99 | -85 | -86% |
| the Hub @ SW | 11 | 11 | 3 | 0 | 0 | 0 | 25 | 127 | -102 | -80% |
| TOTAL | 561 | 583 | 266 | 6 | 0 | 1 | 1,417 | 3,100 | -1,683 | -54% |

STAFF TRAINING

| | | | | | | | | | | |
|--------------------------------|-----|-----|-----|-------|-----|-----|-------|-------|-------|------|
| staff training hours completed | 299 | 265 | 676 | 1,585 | 359 | 382 | 3,565 | 1,440 | 2,126 | 148% |
| #inside training events | 8 | 4 | 19 | 45 | 10 | 7 | 93 | 59 | 34 | 58% |

| | January | February | March | April | May | June | YTD 2020 | YTD 2019 | Change | Change % |
|--------------------------|---------|----------|-------|-------|-----|------|----------|----------|--------|----------|
| #outside training events | 38 | 39 | 201 | 478 | 159 | 109 | 1,024 | 198 | 826 | 417% |

MARKETING

| | | | | | | | | | | |
|-----------------------------------------|--------|--------|--------|--------|--------|--------|---------|---------|--------|------|
| Monthly Newsletter Recipients | 20,621 | 20,616 | 20,586 | 20,560 | 52,925 | 53,034 | 53,034 | 21,602 | 31,432 | 146% |
| Monthly Newsletter Open Rate % | 13 | 13 | 12 | 14 | 23 | 18 | 18.00% | 11% | 3% | 64% |
| Monthly Newsletter Click Through Rate % | 3 | 3 | 3 | 4 | 38 | 24 | 24% | 3% | 21.00% | 700% |
| Facebook Followers | 4,113 | 4,148 | 4,396 | 4,501 | 4,577 | 4,654 | 4,654 | 3,845 | 809 | 21% |
| Facebook Monthly Reach | 47,191 | 29,679 | 64,347 | 64,230 | 39,695 | 35,711 | 280,853 | 245,542 | 35,311 | 14% |
| KPL Instagram Followers | 987 | 992 | 1,006 | 1,028 | 1,057 | 1,066 | 1,066 | 859 | 207 | 24% |
| KPL Instagram Monthly Reach | 1,509 | 2,435 | 1,959 | 2,113 | 2,247 | 3,131 | 13,394 | 7,077 | 6,317 | 89% |
| KPLTeens Instagram Followers | 191 | 196 | 194 | 191 | 190 | 193 | 190 | 167 | 23 | 14% |
| KPLTeens Instagram Monthly Reach | 424 | 398 | 382 | 402 | 521 | 1,141 | 3,268 | 2,715 | 553 | 20% |
| Twitter Followers | 974 | 982 | 991 | 1,006 | 1,022 | 1,020 | 1,020 | 930 | 90 | 10% |
| Twitter Impressions | 8,565 | 9,513 | 17,000 | 23,500 | 23,900 | 19,800 | 102,278 | 44,062 | 58,216 | 132% |

Starting in May 2020, the Communications Team switched over to using Savannah for email distribution.

WEBSITE & E-RESOURCES

| | | | | | | | | | | |
|--------------------------------|--------|---------|---------|--------|--------|---------|---------|---------|----------|------|
| Catalog searches | 87,097 | 159,667 | 107,890 | 61,965 | 87,380 | 105,074 | 609,073 | 741,575 | -132,502 | -18% |
| Website pageviews | 59,336 | 53,722 | 46,081 | 29,924 | 41,306 | 49,916 | 280,285 | 369,418 | -89,133 | -24% |
| Subscription Database Sessions | 1,263 | 1,403 | 1,569 | 1,400 | 789 | 1,314 | 7,738 | 15,774 | -8,036 | -51% |
| Subscription Database Searches | 5,067 | 4,665 | 5,830 | 10,239 | 6005 | 5,210 | 37,016 | 44,623 | -7,607 | -17% |

KPL Board of Trustees Committee Referral Status as of July 14, 2020

Building and Grounds Committee

| <u>Month Referred</u> | <u>Issue</u> | <u>Report Back to Board by</u> |
|-----------------------|--------------------------------|--------------------------------|
| May 2020 | SW & UP Facilities Tour | August 2020 |
| May 2020 | 2021 Facilities Budget and CIP | August 2020 |

Personnel Committee

| <u>Month Referred</u> | <u>Issue</u> | <u>Report Back to Board by</u> |
|-----------------------|--------------|--------------------------------|
| May 2020 | 2021 Budget | August 2020 |

Finance Committee

| <u>Month Referred</u> | <u>Issue</u> | <u>Report Back to Board by</u> |
|-----------------------|--------------|--------------------------------|
| May 2020 | 2021 Budget | August 2020 |