



Library Director's **REPORT**

June 2023

MAY'S HIGHLIGHTS

Special Programs....

May was Mental Health Awareness Month and the library system celebrated with a variety of programs, including a special reading challenge. Participants were challenged to read a book that makes them happy, whether an old favorite or something new. All library locations gave away Self Care Kits designed for all ages that included bookmarks, coloring books, and more, courtesy of the National Institute of Mental Health.

This month's programs around the county also focused on the celebration of Spring, sustainability, and creativity. From melted crayon art, to seed libraries and community garden bed preparations, the library system held a variety of activities to include patrons of all ages to participate in special Spring programming. Cross Lanes Branch provided a workshop on making Clay garden makers and presented a program with the Kanawha County Master Gardeners on sustainable gardening methods.

BRANCH HIGHLIGHTS

The St. Albans Branch

nears the completion of a new elevator and renovation of the 2nd floor. The Branch plans a special ribbon cutting in July.

In addition to the renovations, the Branch Library was gifted through the Library Foundation a \$10,000 honorary gift on "Character Building".

This gift was used to provide workshops on Financial Literacy and a monthly speaker series called "St. Albans Writes". This series showcases the works of local authors.



FACEBOOK @ Clendenin....

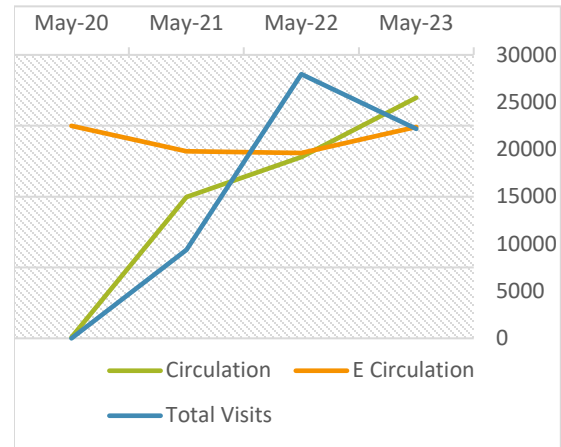
"Stop by Clendenin Branch Library this month for a different Family Craft every week. This week, our patrons made "scream boxes," which are fun and effective ways to vent intense emotions... Sometimes you just need to scream!

[#mentalhealthawarenessmonth!](#)"

Circulation OVERVIEW

MAY SUMMARY

May's total circulation is **66,296**, higher than the previous May of **53,979**. The library system circulated **33,957** physical items, circulated **2,503** items within library facilities, and streamed or downloaded **29,836** items from the library's digital platforms. The library system added **1,492** physical items to the collection and weeded **3,662**. KCPL's total physical collection is **372,851** items, with Nitro and participating school collections totaling **595,527** items. Across the library system, there were **22,169** visitors in May.



STATISTICAL TRENDS



Special Collections

While our special collections are small, they impact the community in big ways. Circulated in May: **51** Hotspots, **75** Clendenin Kiosk, **231** Read Alouds, **53** Laptops, **318** Video Games, and **65** Tools.



Digital Circulation

Compared to our overall circulation for this month, patrons downloaded, streamed, or viewed **47%** of library materials. The same month last year, **48%** of the overall circulation was digital.



Physical Format Circulation

Per capita circulation, **Main Library**, **Elk Valley** and the **Clendenin** branches had the highest number of average loans among the legal service area population. Bookmobile and Glasgow closures have impacted circulation.

Circulation BY THE NUMBERS

Circulation by Branch

	Physical Circulation	% of Total Circulation
▲ MAIN	13,529	40%
▲ ELK VALLEY	4,381	13%
▲ ST. ALBANS	3,721	11%
▲ DUNBAR	3,608	11%
▲ RIVERSIDE AREA	2,373	7%
▲ CROSS LANES	2,365	7%
▲ SISSIONVILLE	2,200	6%
▲ CLENDENIN AREA	1,780	5%
<i>Total</i>	<i>33,957</i>	

The following table demonstrates the breakdown of the total monthly circulation for **MAY 2023**. The Kanawha County Public Library system continues to rebound from COVID19 closures, and we continue to near pre-pandemic circulation.



Revenue INCOME

	March 2023	July-March 2023	Budget 2022/2023
Levy Income			
Board of Education	\$493,657	\$2,404,618	\$2,993,451
County Commission	\$260,000	\$2,647,729	\$3,146,735
City of Charleston	\$79,684	\$717,152	\$1,045,686
Subtotal	\$833,340	\$5,769,498	\$7,185,872
State Income			
Grants in Aid	\$0	\$633,381	\$844,507
Grants in Aid-Nitro	\$0	\$26,144	\$34,859
Nitro Admin. Fee	\$0	\$3,816	\$5,090
Subtotal	\$0	\$663,341	\$884,456
Branch Support			
Clendenin	\$0	\$0	\$4,252
Cross Lanes	\$0	\$0	\$8,962
Dunbar	\$0	\$16,750	\$88,000
Elk Valley	\$0	\$0	\$8,726
Glasgow	\$0	\$0	\$511
Marmet	\$0	\$0	\$3,218
Riverside	\$0	\$0	\$4,502
St. Albans	\$0	\$35,000	\$70,000
Sissonville	\$0	\$0	\$8,078
Subtotal	\$0	\$51,750	\$196,249
Miscellaneous Receipts			
USAC Reimbursement	\$0	\$107,902	\$52,000
Unrealized Gain/Loss	\$26,790	\$72,151	\$0
Jacobson Interest	\$5,985	\$34,417	\$25,000
Foundation Contribution	\$0	\$0	\$10,000
All Other	\$168,315	\$503,350	\$96,400
Subtotal	\$201,090	\$717,820	\$183,400
Total Revenue	\$1,034,430	\$7,202,409	\$8,449,977

STATEMENT OF FUNDS

Operational Funds Balance	\$ 7,036,832
Special Funds Balance	\$205,936
Jacobson Trust	\$ 1,785,149
William Bradford Trust	\$332,100
Total Funds as of March 31, 2023	\$9,360,017

Library EXPENSES

	March 2023	July - March 2023	Budget 2022/2023
Personnel			
Salaries	\$290,128	\$2,655,936	\$4,104,458
Benefits	\$58,710	\$888,510	\$1,457,988
Subtotal	\$348,838	\$3,544,446	\$5,562,446
Collections			
Print	\$35,425	\$259,422	\$287,528
Media	\$15,850	\$87,884	\$200,000
Serials	\$0	\$24,346	\$35,000
Digital	\$28,835	\$144,104	\$195,605
Subtotal	\$80,110	\$515,756	\$718,133
Building and Equipment			
Automation	\$17,700	\$262,480	\$300,000
Building Rent	\$16,484	\$129,297	\$200,000
Contractual Services	\$14,840	\$146,445	\$110,000
Furniture/Equipment	\$9,939	\$86,824	\$100,000
Vehicle Maintenance	\$1,517	\$12,284	\$48,000
Other Building Expenses	\$7,797	\$153,977	\$239,800
Subtotal	\$68,277	\$791,307	\$997,800
Utilities			
Utilities	\$31,301	\$193,565	\$147,600
Telephone	\$3,754	\$29,986	\$43,000
Internet	\$10,800	\$67,149	\$160,000
Subtotal	\$45,855	\$290,700	\$350,600
Other Expenses			
Public Relations	\$43,451	\$238,206	\$295,000
Supplies	\$12,663	\$66,041	\$85,000
Insurance	\$67,184	\$179,004	\$100,000
Databases	\$9,977	\$146,278	\$195,198
Professional Fees	\$5,862	\$67,071	\$45,000
Capital Projects	\$240	\$142,451	\$0
Other	\$3,018	\$56,928	\$100,800
Subtotal	\$142,395	\$895,979	\$820,998
Total Expenses	\$685,475	\$6,038,188	\$8,449,977

From The FOUNDATION

Friends of the Library Steering Committee

The Friends are busy preparing for several major events through December. The Friends volunteer their time to sort, box, and move all item donations that make their way to library branches. These items are then unboxed at two used book sales, one “mini” version at the Main Library in June and the largest book sale in the state, at the WV Book Festival in October. This is a large endeavor that requires many volunteer hours. In addition, the Friends have begun planning their annual basket auction fundraiser which typically raises more than \$20,000 each year.



In passing, Nick Winowich served as KCPL Director for 30 years, from 1956 through 1986. He spearheaded unprecedented growth with the addition of most of the county branch libraries and was also the driving force behind the move from the old downtown building into our current one in 1966. Earlier this year, Nick died shortly after celebrating his 100th birthday. Last month, Nick's wife, Natalie, also passed away. We fondly remember Nick and his many library accomplishments.

FINANCIAL POSITION

Available Assets	\$686,608
Pledges Receivable	\$3,055,233
Restricted Funds	\$671,962
NMTC Liability	\$250,243

The Library Foundation of Kanawha County Public Library, Inc. is pleased to officially announce the Otis Laury Nutritional Literacy Initiative to honor and recognize Otis Laury for a lifetime of service and commitment to the Kanawha Valley and West Virginia. Through the Foundation, the Kanawha County Public Library will dedicate space in the Main Library to nutritional literacy in honor of Otis Laury, and fund and maintain a variety of programs designed to enhance nutritional literacy in Kanawha County and beyond. The initial fund goal of \$250,000 has been surpassed and is supported by an additional challenge by the Martha Gaines and Russell Wehrle Memorial Foundation of matching a \$50,000 gift. This challenge adds to an endowment fund that ensures continued programming for the “O” Initiative.

Director's OVERVIEW

The Kanawha County Public Library supports professional staff through paid West Virginia Library Association memberships. This Spring, KCPL employees presented five programs at the statewide association conference with programs that ranged from policy administration, programming, to technology. KCPL staff also participate in the Association's Legislative committee that is busy drafting legislation to combat repressive and harmful bills introduced in the last WV legislative session that targets diversity, including, and attacks against the First Amendment (the freedom to read or view). Public libraries and librarians are becoming increasing targets of harmful legislation and censorship, now more so than any other point in US history. KCPL employees continue to participate and educate on these issues that have been accelerated by social media.

*ANNUAL Board Meeting, Monday, July 7, 4:00PM
at the Main Library in Charleston*

Building Committee, Wednesday, June 21
Personnel Committee, Wednesday, June 28
Public Services Committee, June TBD

BUILDING AND TECHNOLOGY

St. Albans Branch elevator renovations are nearly completed, with an additional delay time on certain elevator parts and inspection. By mid-June, the second floor is anticipated to be fully operational. All the repairs to the fire in December have been completed. Finishing touches will be added to the remodeled kitchenette where the fire began. While a sink has been added, the kitchenette will have no stove or heating element. Needed additional storage and shelving has been added in its place.

Security procedures for the Library System have been updated and the Security team has scheduled most of June and July to train each library location. The department will be training on procedures like "Code Adam", blood borne pathogens, and active shooter drills.

The Maintenance Department has completed a 30-year maintenance plan. The goal is to migrate this Excel spreadsheet that is used for budgeting and planning purposes, into the Library's existing facilities management software called AkitaBox. In addition, the Library will be added fixed asset management tools to better manage the system's assets for yearly financial reporting. It has been discovered that due to staffing changes, fixed assets have not been accurately reported other than computer equipment.

The IT Department is planning a massive undertaking in July that rolls out radio frequency technologies to all branch libraries. The Technical Services Department has also been instrumental in preparing for the

installation by “tagging” every library item with a special radio frequency sticker. When these stickers pass over a pad or move through a security gate, the system can automatically identify an item, and in some cases, check the item out. This security method has become a common library mainstay.

The IT Department is currently trialing wireless printing, a frequent patron request. It has been observed that patrons are using less of the library's Internet or computer stations, and more frequently using their own devices. As a result, some of these dedicated stations are planned for removal and will be replaced by additional seating. Once fully tested and secure on the network, the Library System will roll out wireless printing by the end of Summer.

MEETINGS

The special committee for Eastern County libraries traveled mid-May through the eastern river corridor, stopping at the branch libraries serving those areas for inspection. On this sunny afternoon, observations about routes, locations, and communities were made and discussed in a follow-up long range planning meeting.

Library project management participated in a special dinner for the AIA West Virginia's 2023 Excellence in Architecture Awards. KCPL was the only organization to receive two awards for the Main Library renovation project, one for architectural excellence and one for the Legacy Wall. Former and current Library Board presidents, along with our Foundation President, attending this prestigious statewide award ceremony.

LIBRARY ADMINISTRATION

With the new Fiscal Year nearing, several library staff will be attending this summer's American Library Association conference with several goals in mind. These staff persons are charged with collecting new and emerging technologies and services for modern public libraries and presenting new ideas to library teams. Some goals include future automation systems, time management systems, cataloging services, robotic and computer coding technologies, and program design and management.



SirsiDynix is a company library staff are very familiar with. SIRSI provides the software that is vital to running the library system: Circulation, Acquisitions, Cataloging. Other services include the library catalog, credit card processing, item security, inventory and more. At ALA this year, Library Administration will be looking at future systems.

Like most service and volunteer organizations, the Branch Advisory Boards often see a change in leadership and membership. Library Administration has begun working on an “Advisory Board 101” that assists the organizations in their role, basic record keeping, and explains the special relationship with the KCPL Board. Special assessment agreements, some signed decades ago, outline the duties of these special advisory groups to raise funds for branch operations. Since COVID, these groups are struggling to meet their yearly commitments. While the Library Administration meets with these groups a few times a year, often questions arise regarding organizational responsibilities. This “101” presentation can be used to educate new Advisory Board members and foster increased communication.

Marketing STRATEGIES

KCPL IN THE NEWS

- WOWK TV spot on Glasgow reopening, May 1
- WBOY showcased KCPL's Tool Lending Library, May 1
- Coal Valley News, KCPL Summer events article, May 3
- InPlay.org and National Summer Learning websites, KCPL's summer reading, May 4
- WSAZ, First at Four, Terri McDougal on mental health month, May 12
- State Journal & WV News, Legacy Wall, May 16
- State Journal & WV News, Excellence in Architecture Award, May 22
- WCHS Radio, one-year Main Library anniversary, May 29
- Gazette Mail, Summer Reading Club highlights, May 31

SOCIAL MEDIA TOOLS

Facebook	Twitter	Instagram	Library App
10,593	5,300	8,700	2,047
Engagements	Impressions	Impressions	Subscribers
12,250	2,700	2,700	2,674
Followers	Followers	Followers	Holds Placed
2,900	9	6,200	326
Page Views	Mentions	Profile Reach	New Cards
1,300			1,888
Video Views			Item Renewals

Table 1 May 2023

MARKETING NEWS

The Marketing and Development team focused on advertising for Summer Library Club, an annual summer reading program that draws in hundreds of participants. The department also prints supporting materials, like guidebooks, calendars, and posters that are distributed to all library branches. Much of the media attention, including press releases focused on the many planned summer events throughout the library system.

The team also focused on planning for the upcoming WV Book Festival in October. Now that the slate of authors has been announced, workshops, vendors, and programs are now in the works, <https://www.wvbookfestival.org/authors>. New to the festival this year is Library Row, a space for interested libraries both academic and public who would like a booth at the Book Festival. The Festival organizers are showcasing all the wonderful literary resources from around the state. Space was limited and now waitlisted due to popularity.

June 2023 Library Director's Report

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