

Kent  
District  
Library



-03-

BOARD OF TRUSTEES  
MEETING PACKET

MARCH 2020



**DRAFT**

# **BOARD OF TRUSTEES**

## **Meeting Agenda**

### **LOCATION**

KDL Service & Meeting Center (814 West River Center Dr. NE, Comstock Park, MI 49321)

### **DATE & TIME**

Thursday, March 19, 2020 at 4:30 PM.

#### **1. CALL TO ORDER**

#### **2. PLEDGE OF ALLEGIANCE**

#### **3. CONSENT AGENDA\***

- A. Approval of Agenda
- B. Approval of Minutes: February 20, 2020
- C. Request for Late Close – Grandville Branch to close at 9:00 PM (3 hours late) on April 24, 2020 in order to accommodate Grandville's Art & Chocolate Walk.
- D. Request for Early Open – Krause Memorial to open at 9:00 AM (half hour early) on June 6, 2020 to host opening ceremony for the Reading Rocks in Rockford festival.
- E. Request for Late Open – Krause Memorial to open at 1:00 PM (3½ hours late) on June 13, 2020 to participate in Rockford's annual Start of Summer Parade.
- F. Request for Late Open – East Grand Rapids Branch to open at 11:00 AM (1½ hours late) on June 27, 2020 in order to accommodate the Reed's Lake Run.
- G. Request for Early Close – Walker Branch to close at 2:00 PM on August 28, 2020 (3 hours early) for carpet cleaning service.

#### **4. LIAISON REPRESENTATIVE COMMENTS**

#### **5. PUBLIC COMMENTS\*\***

#### **6. FINANCE REPORTS – February 2020\***

#### **7. LAKELAND LIBRARY COOPERATIVE REPORT**

#### **8. DIRECTOR'S REPORT – February 2020**

#### **9. NEW BUSINESS**

- A. KDL Board Training Plan & Dates
- B. Presentation: Strategic Plan 2021-2023 with Tim Emmitt
- C. KDL Policy Manual – Section 1: Circulation—*Second Reading*
- D. Issue Analyses: Custom Play Spaces—*First Reading*
- E. Resolution: Billing Rate for Foster Swift Legal Services\*

*Roll Call Vote*

#### **10. LIAISON REPRESENTATIVE COMMENTS**

#### **11. PUBLIC COMMENTS\*\***

#### **12. BOARD MEMBER COMMENTS**

#### **13. MEETING DATES**

Next Regular Meeting: Thursday, April 16, 2020 – KDL Service & Meeting Center, 4:30 PM.

#### **14. ADJOURNMENT**

\* *Requires Action*

\*\* *According to Kent District Library Board of Trustee Bylaws, Article VII, Item 7.1.3, "Public comments will be limited to 3 minutes per person or group and 15 minutes per subject."*

DRAFT



## BOARD OF TRUSTEES

### Meeting Minutes

#### LOCATION

KDL Gaines Township Branch (421 68th St SE, Grand Rapids, MI 49548)

#### DATE + TIME

Thursday, February 20, 2020 at 4:30 PM

**BOARD PRESENT:** Shirley Bruursema, Andrew Erlewein, Sheri Gilreath-Watts, Allie Bush Idema, Charles Myers, Tom Noreen, Caitie S. Oliver, Penny Weller

**BOARD ABSENT:** None.

**STAFF PRESENT:** Katie Blakeslee, Cheryl Cammenga, Jaci Cooper, Angela Culp, Lindsey Dorfman, Randy Goble, Morgan Hanks, Dawn Lewis, Brian Mortimore, Laura Powers, Kurt Stevens, Lance Werner, Carrie Wilson

**GUESTS PRESENT:** Bill Brinkman, Marge Lakatos

#### 1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:31 PM.

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

A. Approval of Agenda

B. Approval of Minutes: January 16, 2020

**Motion:** Mr. Noreen moved to approve the consent agenda as presented.

**Support:** Supported by Ms. Idema.

**RESULT:** Motion carried.

#### 4. LIAISON REPRESENTATIVE COMMENTS – None.

#### 5. PUBLIC COMMENTS\*\* – None.

#### 6. FINANCE REPORTS – January 2020\*

- The Director of Finance gave a brief overview of the 2020 year-to-date financials.
- Cash appears to be up \$4.6M over the prior year, with January 2020 revenue about \$3M higher than January 2019. This is most likely due to the ice storms around this time last year, which required the library system to close for many days at a time. When compared to January 2018, cash flows appear to be normal.

## DRAFT

- KDL is 8.3% through the fiscal year, has received 42.5% of budgeted annual revenues and has spent 5.2% of budgeted expenditures.
- The largest check written for the month of January was to Bibliotheca for KDL's ebook content. The second largest was written to Newsbank in order to expand KDL's historical archives from 1923 to 1970. That's approximately fifty years of added material! Archives include resources such as The Grand Rapids Press, among others. The third largest check was written to TerHorst & Rinzema Construction Co. for the Bookmobile building addition.
- The voided check report included several checks this month. The listed payees reported that they did not receive checks in the mail, so these were voided and then reissued.

**Motion:** Mr. Erlewein moved to receive and file January 2020 finance reports as presented.

**Support:** Supported by Ms. Gilreath-Watts.

**RESULT:** Motion carried.

### 7. LAKELAND LIBRARY COOPERATIVE REPORT

Chair Bruursema noted the following items from the February 13, 2020 meeting:

- At the meeting, the Auditors Report achieved the highest level possible for a library.
- The review of LLC Director Carol Dawes was completed and a stipend offered, which she refused. Dawes stated that a salary increase is unnecessary since she is committed.
- The skate rental program at Howard Library is going well.
- The curbside pickup initiative is also going well. LLC has even been contacted by a library in Indiana for more information on exactly how to do this.
- The cooperative is still looking into the pFas crisis and investigating some of the issues.
- Clarksville Area Library would like to become a member of the cooperative.
- The Hisperia Library director recently resigned and the search for a replacement is on.
- Kelly Richards announced that there are three additional Storyville locations now.
- LLC is currently in the midst of a library card project with about 3,100 new cards issued.

### 8. BRANCH MANAGER UPDATE – Dawn Lewis

- Ms. Lewis has been managing the Gaines Township Branch since August 2019 wherein she immediately implemented new processes and programming.
- Although the Gaines Branch was already running like a “well-oiled machine,” Ms. Lewis still found it necessary to make some processes more flexible. She applauds the Gaines Staff for how well they supported her changes and rose to the occasion.
- The addition of Youth Librarian Courtnei Moyses has also brought a lot of value to the team.
- Gaines Township is in a very unique position to serve the surrounding community. The branch has often partnered with the Kentwood Branch in order to increase their networking and outreach. Through this, Ms. Lewis was able to get to know the Friends of the Library well and adds that they are a “small but mighty” people.
- Ms. Lewis recognized that the KDL Staffing Model change has helped to unify the entire KDL team and helped them work together better.
- Cheryl Cammenga will be taking over management of the Gaines Township Branch on Monday, March 2, 2020. Both Ms. Cammenga and Ms. Lewis are excited for the transition up ahead. Cheryl Cammenga has been the manager at Kentwood for 36 years. It will be a difficult goodbye, but she is looking forward to a new challenge.

# DRAFT

## 9. DIRECTOR'S REPORT – January 2020

- Director Werner introduced Morgan Hanks as the new manager of the Comstock Park and Plainfield branches. She expressed her excitement for the role change up ahead.
- Director Werner shared that he is proud of the great start KDL has had to the year. There has been a lot of movement and change right off the bat.
- In particular, KDL's Leadership Team has done an excellent job of presenting the new staffing model and training new managers for the change in role and expectations.
- Much of this was accomplished through the Champions to Enterprise training with Shawn Merritt, which was required system-wide for all managers. Through this training, KDL's Management Team learned how to delegate work more effectively and lead their team.
- Director Werner called on Dawn Lewis to comment on the training. Ms. Lewis shared that the training taught her to think of herself not only as a librarian, but as a manager in order to ensure the whole system is running well.
- EDI Workgroup members have been selected. There are 15 members total, not including Director Werner and Darius Quinn. Due to popular interest, term lengths will be one year.
- KDL has been working with Emmett Business Improvement under the direction of Tim Emmett, a former CEO for Belwith products, in order to work on process improvement and KDL's Strategic Plan for 2021-2023. Mr. Emmett's valuable experience with process improvement has provided KDL with tools currently being incorporated on multiple levels across the library system.
- If things continue at the pace they are going, the first portion of the strategic plan should be done by June. Director Werner would be pleased to identify some measurable, attainable goals at that time in order to present to the board.

The Board asked questions of staff and staff responded.

## 10. NEW BUSINESS

### A. Branch Staffing Model Pilot Report

Ms. Dorfman presented on the most recent branch staffing model pilot, highlighting ways the new structure will elevate customer service while allowing staff to work more efficiently.

- Many staff will now have the opportunity to make a career out of their time at KDL as employees will not be able to apply for full-time library positions with a Masters in Library Science after ten years of service with the organization.
- Will be working more efficiently and maximizing our impact on our community.
- Titles were also changed in response to staff feedback. "Branch Manager" is now "Regional Manager I" and "Assistant Branch Manager" is now "Regional Manager II."
- The Library recently changed how the MLS requirement operates within KDL's organizational structure. While most direct-to-hire librarian roles will still require the MLS degree, tenured employees who do not hold the degree will also have the option of applying for a librarian position after a period of at least ten years with the organization. KDL has deep respect for the knowledge and expertise of the MLS degree, but also feels that rewarding on-the-job experience will serve to retain employees and make the organization stronger in the long run.

The Board asked questions of Ms. Dorfman and Ms. Dorfman responded.

# DRAFT

## B. Introduction: 2021-2023 Strategic Planning

Director Werner gave a brief overview of the strategic plan for 2021-2023, highlighting that it's important to KDL to have a year-to-year plan that is honest, makes meaningful goals, makes profound changes and will not be easy to achieve. A complete plan should be ready to present by the end of June 2020.

The Board asked questions of Director Werner and he responded.

## C. KDL Policy Manual – Section 1: Collection and Reference—*First Reading*

Ms. Wilson proposed a few editorial changes be made to the KDL Policy Manual, but the Board required more context before the proposed changes could be approved. A second reading is requested at the March 19, 2020 Board of Trustees meeting.

## D. Resolution: First 2020 Budget Amendment\*

*Roll Call Vote*

**Motion:** Mr. Myers moved to approve the first 2020 budget amendment as presented.

**Support:** Supported by Ms. Oliver.

Ms. Bruursema—Yes	Mr. Erlewein—Yes	Ms. Gilreath-Watts—Yes	Ms. Idema—Yes
Mr. Myers—Yes	Mr. Noreen—Yes	Ms. Oliver—Yes	Ms. Weller—Yes

**RESULT:** Motion carried 8-0.

## 11. LIAISON REPRESENTATIVE COMMENTS – Bill Brinkman gave the following update on the Plainfield Township Alliance:

- Judge Neff of the Wolverine Worldwide Lawsuit officially signed off on the agreement. The township is getting \$69M in order to address the issue and make amends.
- The township is doing great and everyone is in great spirits.

## 12. PUBLIC COMMENTS\*\* - Ms. Bruursema congratulated Brian Mortimore on his 50<sup>th</sup> birthday!

## 13. TENTATIVE UNION AGREEMENT

### A. Closed Session\*

*Roll Call Vote*

**Motion:** Ms. Oliver moved at 5:58 PM pursuant to section 8(a) of the Open Meetings Act for the purpose of discussing the tentative union agreement.

**Support:** Supported by Ms. Idema.

Ms. Bruursema—Yes	Mr. Erlewein—Yes	Ms. Gilreath-Watts—Yes	Ms. Idema—Yes
Mr. Myers—Yes	Mr. Noreen—Yes	Ms. Oliver—Yes	Ms. Weller—Yes

**RESULT:** Motion carried 8-0.

**Motion:** Ms. Idema to adjourn the closed session and resume the Regular Board Meeting at 6:43 PM.

**Support:** Supported by Ms. Weller.

### B. Resolution: Tentative Union Agreement\*

*Roll Call Vote*

**Motion:** Mr. Myers moved to approve the tentative union agreement.

## DRAFT

**Support:** Supported by Ms. Oliver.

Ms. Bruursema—Yes	Mr. Erlewein—Yes	Ms. Gilreath-Watts—Yes	Ms. Idema—Yes
Mr. Myers—Yes	Mr. Noreen—Yes	Ms. Oliver—Yes	Ms. Weller—Yes

**RESULT:** Motion carried 8-0.

### 14. BOARD MEMBER COMMENTS

**Ms. Bruursema** – Ms. Bruursema mentioned that she enjoyed attending the Urban League’s breakfast on MLK Day and that she made a point to wear blue in solidarity.

**Mr. Erlewein** – Mr. Erlewein encouraged every board member to attend the “State of the County” address at the Kent County Administration Building on March 24.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts expressed appreciation that on MLK Day the KDL leadership Team wore blue to represent peace and solidarity.

**Ms. Idema** – Ms. Idema wished Brian Mortimore a happy birthday.

**Mr. Myers** – Mr. Myers did not have any comments to add.

**Mr. Noreen** – Mr. Noreen thanked Lindsey Dorfman for the time she took to explain the new staffing model. He believes this is a change that will bring about a lot of good for KDL.

**Ms. Oliver** – Ms. Oliver shared that she enjoyed her first alliance meeting with Ms. Weller and is excited to learn more through this role. She is now a new champion of the Alliance of Friends and is excited to see how they can be a force for good in the library world.

**Ms. Weller** – Ms. Weller wished Brian Mortimore a happy birthday.

### 15. MEETING DATES

*Regular Meeting: Thursday, March 19, 2020 – KDL Service & Meeting Center, 4:30 PM*

### 16. ADJOURNMENT

**Motion:** Ms. Idema for adjournment at 6:51 PM.

**Support:** Supported by Ms Oliver.

**RESULT:** Motion carried.



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**DRAFT**

**ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**





21 February 2020

Board of Trustees  
Kent District Library  
814 West River Center Dr. NE  
Comstock Park, MI 49321

Dear Board of Trustees:

I am writing to request permission to open the Krause Memorial Branch at 9:00am on Saturday, June 6, 2020. This would be a half-hour earlier than our normal opening time.

Rockford's 12<sup>th</sup> annual community reading festival ("Reading Rocks in Rockford") is scheduled for June 6<sup>th</sup>. Kent District Library is sponsoring/chairing the event again this year. The opening ceremony for the festival takes place at the Krause Memorial Branch at 9:45am, and participants gather in the library in advance to prepare for this event.

The library's participation in the reading festival heightens the branch's visibility in our community. Opening the library at 9:00am would allow KDL to better serve festival participants on what promises to be a busy day.

This early opening was supported by the Krause Memorial Library Advisory Board at their January 27<sup>th</sup> meeting.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer German".

Jennifer L. German  
Krause Memorial Branch Manager

cc: Lance Werner, Executive Director



5 March 2020

Board of Trustees  
Kent District Library  
814 West River Center Dr. NE  
Comstock Park, MI 49321

Dear Board of Trustees:

Every April the City of Grandville holds a very popular event called the Art and Chocolate walk to help showcase art (both children's and adult) throughout venues in downtown Grandville, while providing some chocolate treats to participants. This year the event will be on Friday, April 24 from 5:00pm to 9:00pm. Typically the Grandville branch would close at 6:00 pm on a Friday.

We have acted as a venue for this event past years, previously just keeping the lobby open, but the last 3 years we were approved to stay open until 9:00pm that night to provide full library access during the event. This was a big success as we had hundreds of people come through the event that night, many of whom were new to the library. This gave people an opportunity, not just to enjoy the art and chocolate, but to also explore the library, sign up for library cards, and learn more about all of the services we offered.

As such, with community spirit in mind, I am requesting that we keep the library open during the event again this year and close at 9:00 pm on Friday, April 24. This will provide a great opportunity to partner with the city and provide excellent service to the community. All library services will be available during this time. KDL will not incur additional staffing costs to remain open these extra 3 hours as I will modify the branch staffing schedule throughout the week to accommodate this change.

Thank you for considering this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joshua Bernstein".

Joshua Bernstein  
Grandville Branch Manager

cc: Lance Werner, Executive Director



21 February 2020

Board of Trustees  
Kent District Library  
814 West River Center Dr. NE  
Comstock Park, MI 49321

Dear Board of Trustees:

I am writing to request permission to close the Krause Memorial Branch from 9:30am-1:00pm on Saturday, June 13, 2020 in order to participate in Rockford's annual Start of Summer Parade. The library will open at 1:00pm and maintain its normal Saturday hours thereafter.

We have been given permission to close for the parade for the past nineteen years and have received many positive comments from the public concerning our participation in the Start of Summer Parade. Participation in the Start of Summer Parade is a great means by which to heighten the branch's visibility in our community.

This late opening was supported by the Krause Memorial Library Advisory Board at their January 27<sup>th</sup> meeting.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer German".

Jennifer L. German  
Krause Memorial Branch Manager

cc: Lance Werner, Executive Director



9 March 2020

Board of Trustees  
Kent District Library  
814 West River Center Dr. NE  
Comstock Park, MI 49321

Dear Board of Trustees:

I am requesting a late opening of 11:00 am for the East Grand Rapids branch on Saturday, June 27, 2020 to accommodate the Reed's Lake Run.

The Reed's Lake Run draws many participants and spectators, and begins and ends nearly at the door of the library. The street in front of the library will be blocked off for the event. Given the inability of customers and staff to access the library during the event, I would like to open the library later than the normal 9:30am opening to provide the necessary time for the street to reopen.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Dawn Lewis".

Dawn Lewis  
East Grand Rapids Branch Manager

cc: Lance Werner, Executive Director



Tuesday, February 18, 2020

Board of Trustees  
Kent District Library  
814 West River Center Dr. NE  
Comstock Park, MI 49321

Dear KDL Board of Trustees:

We are writing to you to request permission to close the Walker Branch at 2:00 pm on Friday, August 28, 2020. This would be three-hours earlier than our normal closing time.

The City of Walker would like to give a thorough cleaning to the carpet throughout the building. They want time to lift and move furniture and clean the carpet and fabric chairs in both the public and staff areas. The Department of Public Works will have a professional company come in and perform the cleaning and drying on the carpet.

The branch would reopen with regular hours on Saturday, August 29. We are requesting that the KDL Board of Trustees close the Walker Branch early to complete this cleaning.

Thank you for your consideration.

Sincerely,

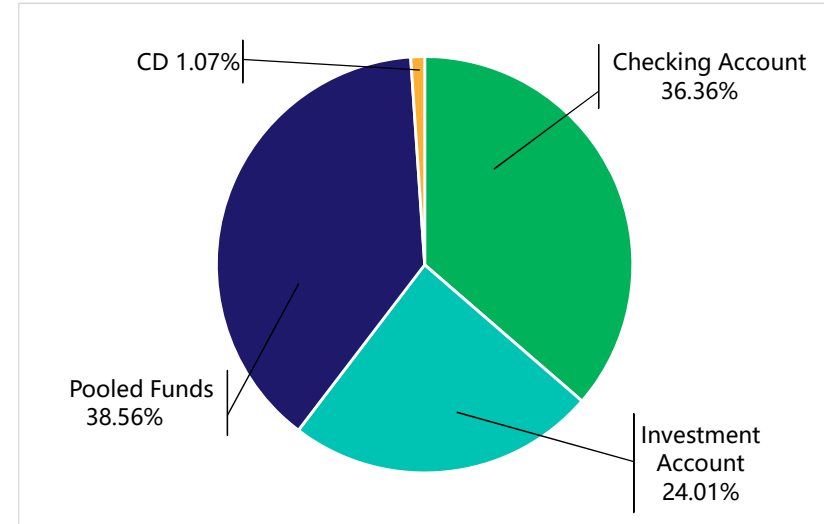
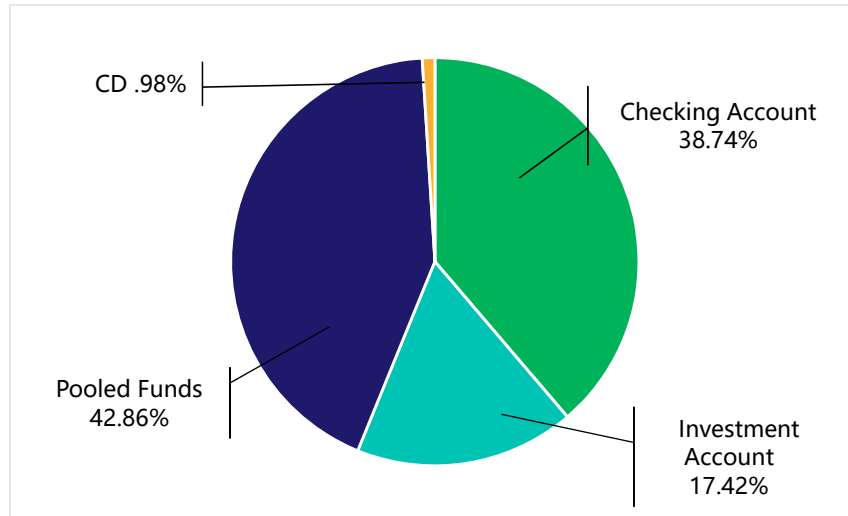
Handwritten signatures of Craig M. Buno and Liz Knapp in black ink.

Craig Buno & Liz Knapp  
Regional Managers  
Alpine, Tyrone Township and Walker Branches

CC: Lance Werner, KDL Executive Director



## Monthly Cash Position Per Bank Month ended February 29



2020		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$10,695,073.37
Huntington Investment Account	1.405%	\$4,808,532.88
*Kent County Pooled Funds	2.067%	\$11,831,655.76
First National Bank	2.580%	\$270,387.52
		<u>\$27,605,649.53</u>

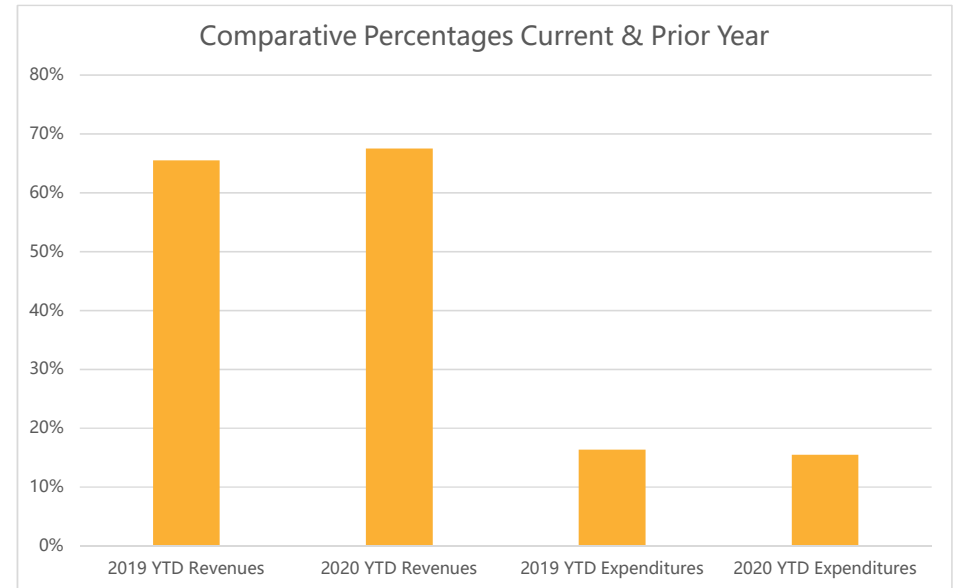
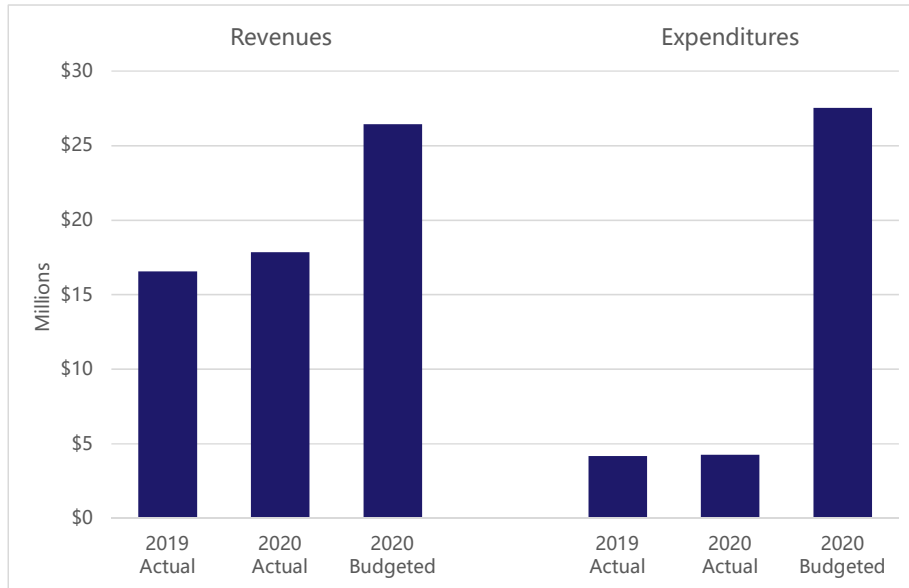
2019		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$8,967,644.61
Huntington Investment Account	0.180%	\$5,921,463.26
*Kent County Pooled Funds	2.071%	\$9,509,901.71
First National Bank	2.030%	\$264,349.55
		<u>\$24,663,359.13</u>

\* Includes Trust Pooled fund balances

NOTE: Totals do not include Petty Cash or Branch Cash drawer balances



## Monthly Revenues and Expenditures Month ended February 29



### Budget to Actual with Prior Year Comparison

#### Revenues

2019 Actual	\$	16,567,434
2020 Actual	\$	17,863,259
2020 Budgeted	\$	26,447,698

#### Expenditures

2019 Actual	\$	4,181,151
2020 Actual	\$	4,268,698
2020 Budgeted	\$	27,548,552

### Comparative Percentages Current & Prior Year

#### Account

#### Amount

2019 YTD Revenues	65.5%
2020 YTD Revenues	67.5%
2019 YTD Expenditures	16.4%
2020 YTD Expenditures	15.5%

Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 2/1/2020 Through 2/29/2020  
(In Whole Numbers)

	YTD Actual	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	17,727,274	23,331,338	(5,604,064)	(24)%
Penal Fines	0	795,000	(795,000)	(100)%
Charges for Services	21,667	138,000	(116,333)	(84)%
Interest Income	28,952	302,500	(273,548)	(90)%
Public Donations	58,936	437,020	(378,084)	(87)%
Other Revenue	26,429	549,700	(523,271)	(95)%
State Sources	0	894,140	(894,140)	(100)%
Total Revenues	17,863,259	26,447,698	(8,584,439)	(32)%
Expenditures				
Salaries and Wages	1,506,240	12,666,513	11,160,273	88 %
Employee Benefits	528,429	3,927,954	3,399,525	87 %
Collections - Digital	588,821	1,849,223	1,260,402	68 %
Collections - Physical	317,771	2,173,390	1,855,619	85 %
Supplies	56,457	970,578	914,121	94 %
Contractual and Professional Services	426,846	1,520,083	1,093,237	72 %
Programming and Outreach	33,769	327,453	293,684	90 %
Maintenance and Utilities	386,974	1,998,906	1,611,932	81 %
Staff Development	38,377	371,025	332,648	90 %
Board Development	125	25,280	25,155	100 %
Other Expenditures	219,360	963,296	743,936	77 %
Capital Outlay	165,529	754,852	589,323	78 %
Total Expenditures	4,268,698	27,548,552	23,279,854	85 %
Excess Revenue Over (Under) Expenditures	13,594,561	(1,100,854)	14,695,414	(1,335)%



Kent District Library  
Statement of Revenues and Expenditures  
245 - Business Consulting Special Revenue Fund  
From 2/1/2020 Through 2/29/2020  
(In Whole Numbers)

YTD Actual

Expenditures	
Salaries and Wages	1,040
Employee Benefits	260
Maintenance and Utilities	200
Other Expenditures	1,876
Total Expenditures	<u>3,376</u>
Excess Revenue Over (Under)	(3,376)
Expenditures	<u></u>

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2020 Through 2/29/2020  
(In Whole Numbers)

	YTD Ending February 28, 2019	YTD Ending February 29, 2020	Total Variance
Revenues			
Property Taxes	16,427,239	17,727,274	1,300,034
Charges for Services	41,226	21,667	(19,558)
Interest Income	18,216	28,952	10,736
Public Donations	40,739	58,936	18,198
Other Revenue	40,014	26,429	(13,585)
Total Revenues	16,567,434	17,863,259	1,295,825
Expenditures			
Salaries and Wages	1,524,902	1,506,240	(18,661)
Employee Benefits	782,324	528,429	(253,895)
Collections - Digital	550,996	588,821	37,825
Collections - Physical	351,185	317,771	(33,414)
Supplies	57,966	56,457	(1,509)
Contractual and Professional Services	414,904	426,846	11,942
Programming and Outreach	20,968	33,769	12,801
Maintenance and Utilities	387,642	386,974	(668)
Staff Development	11,590	38,377	26,787
Board Development	0	125	125
Other Expenditures	78,474	219,360	140,885
Capital Outlay	200	165,529	165,329
Total Expenditures	4,181,151	4,268,698	87,547
Excess Revenue Over (Under) Expenditures	12,386,283	13,594,561	1,208,278

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 2/1/2020 Through 2/29/2020  
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
<b>Revenues</b>					
<b>Property Taxes</b>					
4402 Current property taxes	6,491,538	17,680,015	23,128,111	(5,448,096)	(24)%
4412 Delinquent personal property taxes	185	3,075	25,000	(21,925)	(88)%
4432 DNR - PILT	0	0	14,000	(14,000)	(100)%
4437 Industrial facilities taxes	38,775	44,184	164,227	(120,043)	(73)%
Total Property Taxes	6,530,498	17,727,274	23,331,338	(5,604,064)	(24)%
<b>Penal Fines</b>					
4581 Penal fines	0	0	795,000	(795,000)	(100)%
Total Penal Fines	0	0	795,000	(795,000)	(100)%
<b>Charges for Services</b>					
4650 Printing/fax fees	8,018	13,349	100,000	(86,651)	(87)%
4660 Other Patron Fees	195	985	5,000	(4,015)	(80)%
4685 Materials replacement charges	3,179	7,334	33,000	(25,666)	(78)%
Total Charges for Services	11,393	21,667	138,000	(116,333)	(84)%
<b>Interest Income</b>					
4664 Interest Earned on Restricted Investments	98	98	0	98	0 %
4665 Interest earned on deposits and investments	25,111	28,245	300,000	(271,755)	(91)%
4666 Interest Earned - Property Taxes	526	609	2,500	(1,891)	(76)%
Total Interest Income	25,736	28,952	302,500	(273,548)	(90)%
<b>Public Donations</b>					
4673 Restricted donations	34,064	54,375	157,020	(102,645)	(65)%
4674 Unrestricted donations	436	4,562	280,000	(275,438)	(98)%
Total Public Donations	34,500	58,936	437,020	(378,084)	(87)%
<b>Other Revenue</b>					
4502 Universal Service Fund - eRate	0	0	515,200	(515,200)	(100)%
4583 Contributions from public schools	25,000	25,000	25,000	0	0 %
4667 Building rental	0	630	5,000	(4,370)	(87)%
4668 Royalties	0	387	4,500	(4,113)	(91)%
4686 Sale of Equipment	15	65	0	65	0 %
4688 Miscellaneous	217	347	0	347	0 %
Total Other Revenue	25,232	26,429	549,700	(523,271)	(95)%
<b>State Sources</b>					
4540 State Aid	0	0	314,067	(314,067)	(100)%
4541 State aid - LBPH	0	0	41,073	(41,073)	(100)%
4548 Renaissance Zone reimbursement	0	0	89,000	(89,000)	(100)%
4549 Personal Property tax reimbursement	0	0	450,000	(450,000)	(100)%
Total State Sources	0	0	894,140	(894,140)	(100)%
Total Revenues	6,627,359	17,863,259	26,447,698	(8,584,439)	(32)%
<b>Expenditures</b>					
<b>Salaries and Wages</b>					
5700 Board Stipend	0	240	3,720	3,480	94 %
5706 Extra duty stipends	600	600	6,500	5,900	91 %
5710 Contra Salaries and Wages - Consulting Admin	(520)	(1,040)	0	1,040	0 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 2/1/2020 Through 2/29/2020  
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5713	Salary & Wages	888,498	1,506,440	12,656,293	11,149,853	88 %
	Total Salaries and Wages	888,578	1,506,240	12,666,513	11,160,273	88 %
	Employee Benefits					
5709	FICA	65,735	111,677	963,936	852,258	88 %
5717	Defined Contribution Pension Plan Contributions	34,287	58,115	688,178	630,063	92 %
5718	Employee Health Benefits	5,070	(16,306)	1,640,731	1,657,037	101 %
5720	HSA/Flex	349,200	349,200	389,820	40,620	10 %
5723	Retiree Health Care OPEB	(414)	(828)	1,800	2,628	146 %
5724	Life Insurance	4,417	4,417	29,798	25,381	85 %
5725	Additional Life Insurance	4,198	4,198	25,934	21,736	84 %
5727	Gradifi Student Loan Assistance	5,458	10,917	148,283	137,366	93 %
5728	YMCA Membership Support	100	190	15,480	15,290	99 %
5730	Other Employee Benefits	777	7,109	13,994	6,885	49 %
5735	Contra Employee Benefits - Consulting Admin	(130)	(260)	0	260	0 %
5842	Unemployment Claims	0	0	10,000	10,000	100 %
	Total Employee Benefits	468,698	528,429	3,927,954	3,399,525	87 %
	Collections - Digital					
5785	Cloud Library	7,188	257,188	1,218,000	960,813	79 %
5786	Hoopla	0	80,000	252,000	172,000	68 %
5787	Digital Collection	18,000	107,650	118,635	10,985	9 %
5788	Miscellaneous Electronic Access	132,627	143,984	260,588	116,604	45 %
	Total Collections - Digital	157,815	588,821	1,849,223	1,260,402	68 %
	Collections - Physical					
5791	Subscriptions	67,931	67,931	74,460	6,529	9 %
5815	KDL Cruisers	0	0	29,000	29,000	100 %
5871	Branch Local Materials - Restricted Donation Expenditures	277	1,188	13,050	11,862	91 %
5982	Collection Materials - Depreciable	93,237	184,656	1,297,175	1,112,519	86 %
5983	CD/DVD Collection Materials - Non-Depreciable	34,206	55,360	603,000	547,640	91 %
5984	Beyond Books Collection - Non-Depreciable	7,200	8,636	156,705	148,069	94 %
	Total Collections - Physical	202,850	317,771	2,173,390	1,855,619	85 %
	Supplies					
5750	Processing Supplies	8,383	13,466	173,311	159,845	92 %
5751	Office Supplies	603	7,236	52,833	45,597	86 %
5752	Paper	1,909	2,162	27,122	24,961	92 %
5753	AV Supplies	1,010	1,010	17,025	16,015	94 %
5754	Disposable Technology <\$1000	4,840	5,565	351,684	346,119	98 %
5755	Maintenance Supplies - Custodial	473	799	11,841	11,042	93 %
5756	Water Cooler	287	287	7,450	7,163	96 %
5757	Meeting Center Supplies	163	274	4,000	3,726	93 %
5760	Technology Accessories	1,175	1,274	23,072	21,798	94 %
5764	All-staff Supplies	0	0	30,000	30,000	100 %
5765	Wellness Supplies	0	0	500	500	100 %
5766	Team KDL Supplies	1,582	1,582	1,500	(82)	(5)%

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 2/1/2020 Through 2/29/2020  
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5767	New EE Shirts/Tote Bags	1,056	1,056	7,000	5,944	85 %
5768	Promotions Supplies	5,243	5,243	33,235	27,992	84 %
5769	Service Awards	0	0	700	700	100 %
5770	Other Awards/Prizes	12,631	12,631	130,335	117,704	90 %
5771	Non-Alcoholic Beverages	420	420	12,660	12,240	97 %
5790	Books (not for circulation)	0	0	9,920	9,920	100 %
5799	Miscellaneous Supplies	418	1,347	18,358	17,011	93 %
5851	Mail/Postage	297	619	9,291	8,671	93 %
5900	Copier/Printer Overage Charges	1,486	1,486	48,741	47,255	97 %
	Total Supplies	41,976	56,457	970,578	914,121	94 %
	Contractual and Professional Services					
5792	Software	238,383	245,771	457,109	211,338	46 %
5801	Professional Services	0	0	187,200	187,200	100 %
5803	IT Consultant - Consulting Svcs.	0	0	47,000	47,000	100 %
5804	Other Consultants	15,993	15,993	39,850	23,858	60 %
5805	Audit Services	0	0	27,100	27,100	100 %
5806	Legal Services	6,367	6,367	49,500	43,133	87 %
5809	Temporary Contracted Employees	0	0	15,000	15,000	100 %
5811	IT Contracted Services	488	488	75,000	74,512	99 %
5812	HR Contracted Services	93	93	3,000	2,907	97 %
5813	Delivery Services	13,568	17,152	146,027	128,875	88 %
5814	Security Services	6,281	6,407	52,162	45,756	88 %
5817	Lakeland Library Co-op services	0	1,067	4,000	2,934	73 %
5818	Shredding services	0	0	575	575	100 %
5819	Drug Screenings/background checks	30	60	3,500	3,440	98 %
5823	Inspection Services	228	228	3,200	2,972	93 %
5825	Team KDL Services	0	0	12,500	12,500	100 %
5827	Catering	620	620	31,425	30,805	98 %
5829	Custodial/cleaning services	930	930	18,500	17,570	95 %
5830	Other Contracted Services	8,332	8,832	67,893	59,061	87 %
5833	All-staff Services	1,113	1,113	0	(1,113)	0 %
5834	Wellness Services	0	0	7,425	7,425	100 %
5836	Employee & Partner Care (Flowers, Etc)	82	82	6,630	6,548	99 %
5890	ILS Fees	99,242	99,242	167,773	68,531	41 %
5891	Licenses and Fees	3,568	4,238	4,400	162	4 %
5893	Marc Records License	348	601	7,500	6,899	92 %
5956	Other Benefits Administration Fees	6,208	6,496	15,030	8,534	57 %
5957	Pension Administration Fees	0	0	6,600	6,600	100 %
5958	Payroll processing fees	5,175	9,341	37,000	27,659	75 %
5960	Banking Fees	0	452	4,150	3,698	89 %
5961	TSYS/Credit Card Fees	659	1,276	23,033	21,757	94 %
	Total Contractual and Professional Services	407,707	426,846	1,520,083	1,093,237	72 %
	Programming and Outreach					
5794	Outreach Supplies	891	891	29,782	28,891	97 %
5795	Programming Supplies	6,111	6,518	105,150	98,632	94 %
5865	Programming Services	6,765	6,765	44,206	37,441	85 %
5885	Speakers/Performers	12,807	19,107	146,955	127,848	88 %
5950	Airport Free Library	488	488	1,360	872	64 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 2/1/2020 Through 2/29/2020  
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Total Programming and Outreach	27,062	33,769	327,453	293,684	90 %
Maintenance and Utilities					
5822 Maintenance Contracts	660	660	6,600	5,940	90 %
5848 Mobile Hotspots	1,488	1,613	14,040	12,427	89 %
5849 Cell Phones/ Stipends	2,271	3,271	34,161	30,890	90 %
5850 Telephones	3,312	5,209	50,953	45,743	90 %
5852 Internet/Telecomm Services	52,186	103,914	649,122	545,208	84 %
5918 Water/Sewer	463	463	3,800	3,337	88 %
5919 Waste Disposal	382	765	5,500	4,735	86 %
5920 Electric	1,540	1,540	78,000	76,460	98 %
5921 Natural Gas	0	0	17,000	17,000	100 %
5925 Snowplowing	3,392	3,392	20,000	16,608	83 %
5926 Lawn/Landscaping	0	0	4,200	4,200	100 %
5928 Branch Maintenance Fees	96,189	96,189	405,282	309,093	76 %
5929 Land Repair and Maintenance	0	0	4,200	4,200	100 %
5930 Building Repair and Maintenance	1,093	1,093	31,600	30,507	97 %
5931 Equipment Repair and Maintenance	2,191	2,191	33,777	31,586	94 %
5932 Vehicle Repairs and Maintenance	232	232	17,040	16,808	99 %
5933 Software & IT Hardware Maintenance Agreements	113,388	113,388	391,820	278,432	71 %
5934 Other Repair and Maintenance	0	0	2,250	2,250	100 %
5940 Rentals	52,236	52,236	161,775	109,539	68 %
5941 Printer/Copier Leases	1,018	1,018	67,787	66,769	98 %
5943 Contra Maintenance & Utilities - Consulting Admin	(100)	(200)	0	200	0 %
Total Maintenance and Utilities	331,942	386,974	1,998,906	1,611,932	81 %
Staff Development					
5910 Professional Development	4,512	6,972	107,769	100,797	94 %
5911 Conferences	16,603	16,603	60,060	43,457	72 %
5913 Travel/Lodging	14,556	14,802	203,196	188,393	93 %
Total Staff Development	35,670	38,377	371,025	332,648	90 %
Board Development					
5908 Board Development	125	125	4,700	4,575	97 %
5909 Board Travel/Lodging	0	0	20,580	20,580	100 %
Total Board Development	125	125	25,280	25,155	100 %
Other Expenditures					
5759 Gas, Oil, Grease	337	337	15,500	15,163	98 %
5860 Parking	26	63	7,710	7,647	99 %
5861 Mileage Reimbursement	2,139	2,692	71,122	68,430	96 %
5870 Branch Local Misc - Restricted Donation Expenditures	9,582	14,076	143,970	129,894	90 %
5873 Website	23,818	23,818	203,685	179,867	88 %
5874 Employment Advertising	0	0	1,000	1,000	100 %
5875 System Advertising	11,243	11,243	135,820	124,577	92 %
5879 Branch Advertising	0	0	4,040	4,040	100 %
5884 Royalty Free Creative(Photography, Video, etc)	725	725	11,500	10,776	94 %
5901 Outsourced Printing & Publishing	300	300	53,500	53,200	99 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 2/1/2020 Through 2/29/2020  
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5906	Promotions/Marketing	165	165	9,145	8,980	98 %
5912	Meetings	1,042	1,042	24,875	23,833	96 %
5915	Memberships	39,451	39,451	61,237	21,786	36 %
5916	Dues and Fees	1,878	2,128	6,727	4,599	68 %
5935	Property Liability Insurance	704	57,607	62,920	5,313	8 %
5936	Vehicle Liability Insurance	4,292	9,152	15,500	6,349	41 %
5937	Flood Insurance	0	0	6,520	6,520	100 %
5938	Bond Insurance	0	8,954	11,610	2,656	23 %
5939	Workers Compensation Insurance	35,912	35,912	48,000	12,088	25 %
5955	Miscellaneous	0	0	16,415	16,415	100 %
5959	Sales Taxes	1	1	500	499	100 %
5964	Property Tax Reimbursement	10,750	11,417	49,000	37,583	77 %
5965	MEL Return Items	277	277	3,000	2,723	91 %
	Total Other Expenditures	142,641	219,360	963,296	743,936	77 %
	Capital Outlay					
5976	Building Improvements - Depreciable	117,630	151,630	30,000	(121,630)	(405)%
5977	Technology - Non-Depreciable (\$1000-4999)	13,049	13,049	65,037	51,989	80 %
5978	Technology - Depreciable (5,000+)	0	0	624,070	624,070	100 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	535	851	30,645	29,794	97 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	0	5,100	5,100	100 %
	Total Capital Outlay	131,214	165,529	754,852	589,323	78 %
	Total Expenditures	2,836,278	4,268,698	27,548,552	23,279,854	85 %
	Excess Revenue Over (Under) Expenditures	3,791,081	13,594,561	(1,100,854)	14,695,414	(1,335)%

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 2/1/2020 Through 2/29/2020

Check Number	Vendor Name	Check Amount	Check Date
78830	Everstream Holding LLC- Michigan	99,570.72	2/13/2020
78812	Citizens Insurance Company	61,763.00	2/13/2020
02192020	The Huntington Bank - Michigan	52,037.48	2/19/2020
78892	Troost Service Company	34,000.00	2/13/2020
78802	Baker & Taylor	28,112.17	2/13/2020
78850	Ingram Library Services Llc	20,396.94	2/13/2020
M0136542023	American Heritage Life Insurance Company / Allstate Benefits	17,117.40	2/5/2020
M0136542055	American Heritage Life Insurance Company / Allstate Benefits	17,114.79	2/27/2020
78815	City Of Kentwood Treasurer	15,541.41	2/13/2020
78818	City Of Wyoming - Treasurer's Office	15,437.84	2/13/2020
78868	Midwest Tape	11,135.48	2/13/2020
78833	Cengage Learning	10,729.44	2/13/2020
78813	City Of East Grand Rapids	10,106.25	2/13/2020
78874	Plainfield Charter Township	9,424.13	2/13/2020
78809	Cascade Charter Township	8,217.38	2/13/2020
9845380457-1	Verizon Wireless - MiFy Routers & Cell phones	6,775.53	2/5/2020
78814	City Of Grandville	6,750.00	2/13/2020
78822	Comerica Bank	6,082.70	2/13/2020
78875	PLIC - SBD Grand Island	5,867.16	2/13/2020
78808	Caledonia Township	5,799.00	2/13/2020
78889	Team One Repair, Inc.	5,785.00	2/13/2020
78806	Byron Township	4,728.75	2/13/2020
78826	DK Security	4,162.38	2/13/2020
78825	Demco, Inc	3,553.40	2/13/2020
78824	Custer Outlet	3,500.00	2/13/2020
78832	Gaines Charter Township	3,472.50	2/13/2020
207057029902	Consumers Energy	3,293.40	2/4/2020
78817	City Of Rockford	3,208.13	2/13/2020
78886	Staples Business Advantage	3,138.97	2/13/2020
78896	Via Design	3,135.00	2/13/2020
78816	City Of Lowell	2,902.88	2/13/2020
78899	Walker City Treasurer	2,850.00	2/13/2020
9845380456	Verizon Wireless - MiFy Routers & Cell phones	2,537.92	2/5/2020
78877	RNL Graphics Solutions, LLC	2,410.00	2/13/2020
78894	UAW Local 2600	2,331.84	2/13/2020
78791	All Season Lawn Care	2,249.08	2/13/2020
78862	Michigan Office Solutions (MOS)	2,123.25	2/13/2020
78805	Bowne Township	2,052.00	2/13/2020
456760	123.Net, Inc	1,724.00	2/7/2020
78871	Neopost Usa Inc.	1,638.08	2/13/2020
78879	Same Day Delivery, Inc	1,536.00	2/13/2020
INV00550330	Paycor, Inc.	1,384.48	2/7/2020
78804	Blackstone Audio Inc	1,330.84	2/13/2020
78891	Thomas Klise/Crimson Multimedia	1,280.00	2/13/2020
0020326757-1219	Dte Energy	1,145.41	2/3/2020
78792	Alpine Township	1,127.63	2/13/2020
78893	Tyrone Township	1,096.13	2/13/2020
78835	GR Bikes, LLC	1,000.00	2/13/2020
204476777093	Consumers Energy	980.15	2/7/2020
78831	Findaway World, Llc	966.73	2/13/2020



**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 2/1/2020 Through 2/29/2020

Check Number	Vendor Name	Check Amount	Check Date
78861	Magnusmode Ltd	796.25	2/13/2020
78882	Spencer Township	750.00	2/13/2020
78810	CDW Government, Inc.	725.34	2/13/2020
78887	State Of Michigan	670.00	2/13/2020
78829	Engineered Protection Systems Inc	586.75	2/13/2020
78856	Lasers Resource	510.51	2/13/2020
RIS0002611947	Delta Dental Of Michigan	483.68	2/10/2020
78838	Grand Rapids Building Services	430.00	2/13/2020
78837	Grand Rapids Business Services	430.00	2/13/2020
78876	Recorded Books, Inc.	391.04	2/13/2020
1935486	Arrowaste	382.26	2/11/2020
78872	Pam Spring Advertising, Llc	380.00	2/13/2020
78840	Home Repair Services of Kent County, Inc.	375.00	2/13/2020
78880	Sarah Ryder / The Hammock LLC	360.00	2/13/2020
78858	Lewis Paper	317.95	2/13/2020
78857	Legal Shield	291.05	2/13/2020
78790	Absopure Water Company	267.70	2/13/2020
78834	Gordon Water Systems	264.00	2/13/2020
78794	Angela Culp	244.40	2/13/2020
78820	Comcast Cable	218.40	2/13/2020
78859	Lilys Frog Pad, Inc / Howard Christensen Nature Center	200.00	2/13/2020
78898	Walker Chamber Of Commerce	175.00	2/13/2020
78811	Center Point Publishing	158.79	2/13/2020
78897	Walgreen Co	150.00	2/13/2020
78795	Anjie Gleisner	148.92	2/13/2020
78836	Grainger	138.15	2/13/2020
78821	Comcast Cable	124.90	2/13/2020
78870	Motion Picture Licensing Corporation	119.11	2/13/2020
526815	Paychex	112.50	2/19/2020
78828	Elizabeth Hamm	110.00	2/13/2020
78869	MLA- Michigan Library Association	95.00	2/13/2020
78888	TASC	94.02	2/13/2020
78819	Central Michigan University	91.77	2/13/2020
9845419305	Verizon Wireless - MiFy Routers & Cell phones	83.08	2/5/2020
78839	Heart Of West Michigan United Way	80.00	2/13/2020
78881	Siena Heights University	73.50	2/13/2020
78895	Vanessa Walstra	62.94	2/13/2020
78854	Kalamazoo College	60.00	2/13/2020
78855	Kelsey Schrock	56.99	2/13/2020
02-21-20Priorit	Priority Health	51.31	2/25/2020
78803	Bay County Library System	49.98	2/13/2020
78853	Joshua Bernstein	48.74	2/13/2020
78900	Zurina Ariffin	47.90	2/13/2020
78890	Thomas Johnston	45.36	2/13/2020
78851	Jennifer Byrne	45.00	2/13/2020
78793	Alyssa Veneklase / AV Doula LLC	45.00	2/13/2020
78827	Elizabeth Guarino-Kozlowicz	31.06	2/13/2020
78860	Lynne Pfund	25.94	2/13/2020
78841	Hunter Walton	21.99	2/13/2020
78873	Petoskey District Library	19.99	2/13/2020
78878	Rochester Hills Public Library	19.00	2/13/2020

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 2/1/2020 Through 2/29/2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
78823	Connie Visser	15.95	2/13/2020
78852	Jewel Gruchow	13.99	2/13/2020
78807	Cadillac-Wexford County Public Library	<u>7.99</u>	2/13/2020
Report Total		526,120.97	
		<u><u>                    </u></u>	

**Kent District Library**  
Check/Voucher Register - Voided Checks  
From 2/1/2020 Through 2/29/2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
73970	Gary Nelson	(34.99)	2/25/2020
77176	Crystal Logan-Syrewicze	(8.75)	2/25/2020
77709	Crystal Logan-Syrewicze	(6.20)	2/25/2020
77788	D.K. Agencies (P) LTD.	(336.50)	2/25/2020
78620	Ebsco Information Services	<u>(23,174.00)</u>	2/25/2020
Report Total		<u><u>(23,560.44)</u></u>	



## FEBRUARY DIRECTOR'S REPORT

This month, managers shared their most significant take away from the Champion to Enterprise Training and how it is making an impact at their branch, whether with patrons or with staff!

### CASCADE & CALEDONIA

The Champion to Enterprise training was impactful for Cascade and Caledonia Regional Managers Vanessa Walstra and Pat Rosloniec for several reasons. Firstly, the training fostered a sense of much needed managerial community as KDL adopted the new staffing model. At the training, KDL managers were able to brainstorm ways to address problems in the system, as well as discuss opportunities for growth. Secondly, the management theory as presented was extremely informative. In particular, the Employee Life Cycle was especially helpful as it highlighted eight levels of development needed to effectively manage and mentor staff throughout their careers. It also specified areas in which KDL can develop stage-specific resources. Lastly, this training clarified the type of management style KDL is seeking from its management team. The most demonstrable change that has occurred at Cascade and Caledonia as a result of this training is that Vanessa and Pat have been able to refocus on fostering communication and soliciting feedback from staff. Numerous other training-related ideas are being shared system-wide, which will be valuable to the organization as a whole, as well as to Cascade and Caledonia specifically.

### KRAUSE MEMORIAL

The Champion to Enterprise training required managers to evaluate the tasks they do on a regular basis—Not just think about them, but really evaluate them. They were then asked to consider factors such as the amount of time spent on various tasks and what skillsets were needed to complete them. The training placed an emphasis on having managers refocus their time and energy on tasks that could only be done by a manager and reassigning nonessential tasks to other staff. The concept of “Succession Planning” was also introduced, wherein managers were encouraged to identify and “Grow” future leaders within the organization. After all, how else can staff be given the opportunity to learn new skills and take on new responsibilities? This discussion proved valuable to Branch Manager Jennifer German, as she was challenged to consider how she will encourage professional growth and future advancement amongst her staff and what training and support she might offer to make that happen. While letting go of some tasks may be difficult, especially if they are tasks a manager truly enjoys, Jennifer recognizes the value of delegating tasks to others. She recognizes that this is a process that will not happen overnight, but that ultimately it will be beneficial to herself, her staff and to KDL as a whole.

### NELSON

The Champion to Enterprise training had several interesting components to it, but what has strongly stuck with Regional Manager Paula Wright was the conversation around time management. For instance, the idea that some tasks may not be the best use of her time as a manager was wholly novel to her before taking this training. For Paula, it is great to know that when a manager delegates tasks to staff she is actually helping to improve staff abilities and move them into leadership roles. As a result of this training, Paula started looking at tasks and projects in a new light, evaluating tasks to see if she could be the best person to do the work or if another staff member could do it or be trained to do it. Paula used to delegate work only because she had too much on her plate or needed something to get

done, but doing more proactive delegating before she gets to a point of panic has helped both with her time management skills and mental wellness. Staff have also reported enjoying a wider variety of tasks and feeling like they are adding greater value to KDL as a whole. One big task that has been delegated to another staff member is Nelson's craft outreach. The staff member who took over it reports that she is absolutely loving it! In turn, this has saved Paula hours of time each month.

### **PLAINFIELD & SPENCER**

At the Plainfield and Spencer branches, the Champion to Enterprise training has drastically changed the way management looks at leadership. While the training recognizes that KDL's leaders are exceptional at their jobs, it also stresses that ultimately a library manager's responsibility is not to be an excellent librarian, per se, but an excellent leader of librarians. As a result, it is clear that the real work of a leader is to remove staff barriers to success, delegate tasks and create meaningful, time-saving systems. The systems that Branch Manager Morgan Hanks has created are helping to free up time for more creative thinking and strategic planning for her team. In her weekly schedule, she dedicates two to four hours for strategic planning time, during which she has the ability to think about each team member, their strengths and how to leverage shared ideas. The Champion to Enterprise training has also allowed her to schedule monthly one-on-one meetings with team members. Each meeting focuses on goal setting, programming and outreach assessment, as well as time to give well-deserved praise and address general concerns. These one-on-one's have been one of the greatest outcomes of the training. Morgan now has a better understanding of her individual team members and has become a more mindful leader and delegator as a result.

### **TYRONE**

For Regional Manager Liz Knapp, the Champion to Enterprise training was especially timely as she had recently been promoted to a shared Branch Manager of the Tyrone and Comstock Park branches. Liz's main takeaway from the training was that she needed to focus on ensuring that her work is the most valuable and profitable work she can be doing for her branches and for KDL as a whole. She also learned to become more comfortable delegating tasks to her team members. Along these lines, another takeaway was that she shouldn't always delegate to the person most capable of doing the work. Delegating a task to a team member as a learning opportunity can enable them to grow while also spreading the workload evenly to prevent high-performing team members from becoming overwhelmed. The Champion to Enterprise training really helped Liz for the first few weeks into her role as Regional Manager I of Alpine, Tyrone and Walker, as well as in the transition to shared management with Regional Manager II Craig Buno.

### **WALKER**

For Regional Manager II Craig Buno, the most significant take away from the Champion to Enterprise training was the practice of evaluating his current duties and choosing which ones could be delegated to other members of his staff. As a result, staff have taken over several of his tasks, which will prove beneficial to the branch overall in the new shared branch manager structure. As an exercise at the training, current managerial tasks were ranked by their importance, which helped managers to prioritize where they could spend their time most effectively. Craig saw an opportunity to rebalance the time staff spent at the public service desk and was able to remove himself from working there a significant amount. The training also allowed Craig to assess the individual strengths of branch staff and where the best use of their time would be. For instance, this allowed for staff who do more programming to spend more time on programming and less time on desk. Another important message from this training was the emphasis on building strong relationships with staff, which will further translate into building strong relationships with the patrons and municipality leaders.

## **WYOMING/KELLOGGSVILLE**

For Branch Manager Anjie Glesiner, the greatest benefit of the Champion to Enterprise training was forming a better idea of how she should be spending her time as a manager. Delegating tasks has always come naturally to her, but she had never gave much thought to the amount of time she spent on non-managerial tasks, even after transitioning to a management role. It was helpful for her to take a closer look at how she spent her time on a day-to-day basis and ask herself what tasks could be performed by other members of her team. In addition, she learned to think more intentionally about her role in developing future library leaders. The Wyoming and Kelloggsville branches been affected in the following ways: Anjie spends more time with employees discussing their career goals and aspirations; she spends less time doing work that can be completed by branch librarians; she spends more time thinking strategically, solving problems and seeking out effective training for the members of her team; and staff members have more opportunities to lead branch projects and gain valuable work experience.

## FEATURED DEPARTMENT: FINANCE

The Finance department is currently wrapping up year-end details and preparing for the annual financial audit toward the end of April. In addition to their regular daily/monthly tasks, the team is also reviewing and improving KDL purchasing procedures using the process improvement techniques introduced last fall. With the valuable help of stakeholder representatives from each KDL staff area, Finance hopes to streamline purchasing and improve best practices overall. Most recently of note, the team is finalizing phase one of credit card improvements and after the audit will begin looking at an electronic method for ordering and approving purchases.

The team itself is comprised of six dedicated and generally awesome people:



Laura Powers has been rocking it out as KDL's Director of Finance for over two years now. Her favorite thing about KDL is the way the organization goes above and beyond to serve the community. When she's not crunching numbers, Laura enjoys being an auntie to three wonderful nieces and six amazing nephews.



Melissa Snyder, Finance Manager, is approaching her second anniversary with KDL. She knew she wanted to be an accountant from her first accounting class in high school. Away from work, you can find her spending time with her family, camping, and cheering on her youngest son at his sporting events, and volunteering with her school district.



General Accountant Randy Burson has been with KDL for just under two years, and his hobbies include playing the French horn and piano. He finds delight in being outside, hiking, as well as making and sending cards to his loved ones.



Annette Miller, General Accountant, has been a part of the KDL family for one year. In her free time, she enjoys listening to music, gardening, camping, and watching West Michigan sunsets.



KDL's Governmental Fund Accounting Specialist Reilly Brady graduated from GVSU with a degree in accounting in 2014 and joined KDL in August 2017. After work, you can find him hiking and camping with his dog, Waylon.



Administrative Assistant Emily Spranger joined the KDL Team in October 2018. When she's not snacking at her desk, you can find her playing volleyball, cooking, or swinging in her hammock with a good book.



## BUILDING UPDATES

### AMY VAN ANDEL LIBRARY AND COMMUNICATION CENTER

The project is still on track and scheduled to be complete in December of 2020. Structural steel is complete and the crane has been removed. Additionally, the steel for the second level floor is finished and the building has been temporarily enclosed with plastic to keep it warm. The second floor concrete pour is scheduled to begin March 2 with brick work estimated to begin March 16. A basic plan for the Ada Arts and Cultural Center has been approved! Furniture package bids have been returned and are currently being reviewed. Collection storage bid packages were due the week of March 1.



### CASCADE TOWNSHIP

On March 4, the Cascade Township Infrastructure Committee voted to move the Cascade Township Branch refresh project (as proposed) to the full Township Board on March 25. Regional Manager Vanessa Walstra will be assisting with presenting the project, along with Lance Werner. If the township board approves the proposal, ProgressiveAE will finalize design details and bid out the project with a likely start date for the Wisner Center in September 2020 and the Library in November 2020.

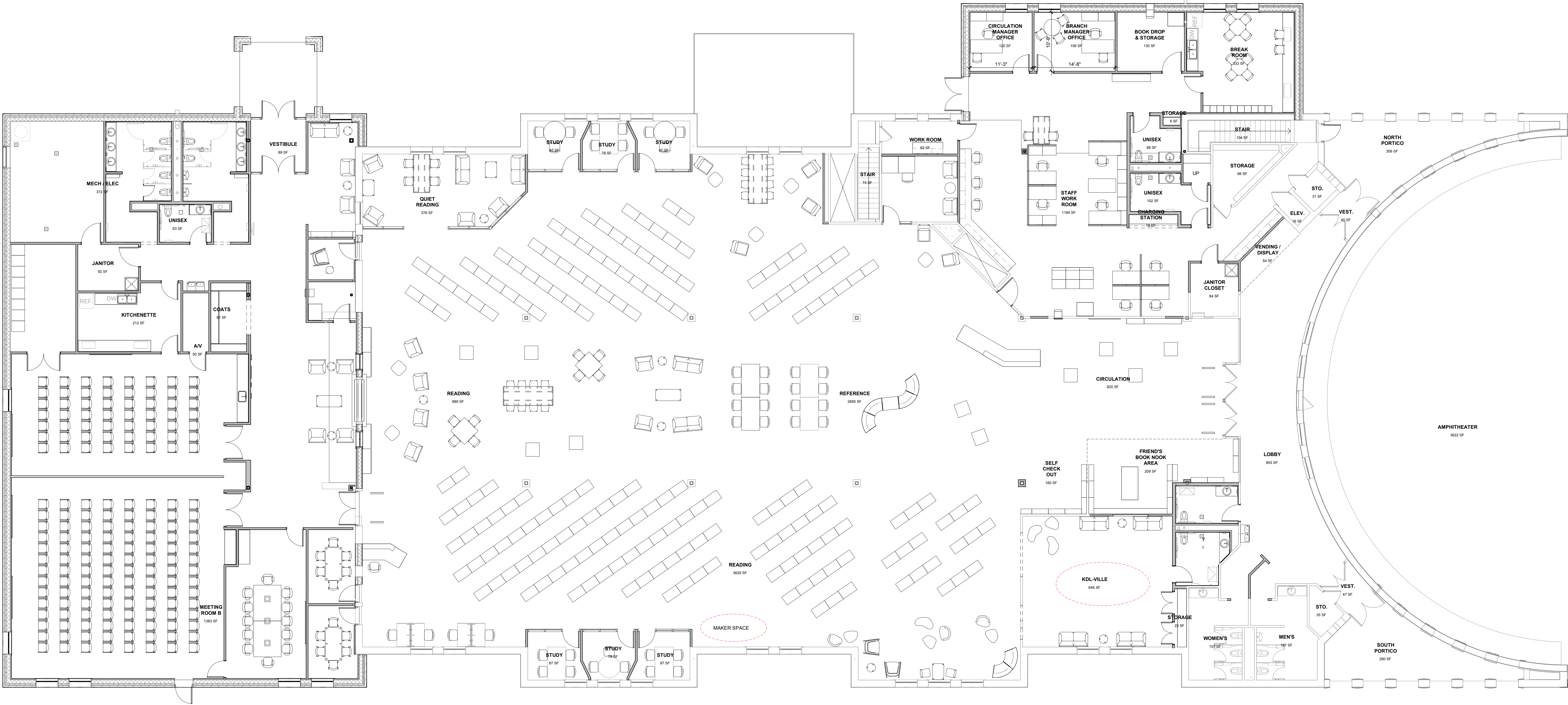
### GRANDVILLE

The Grandville building project is still progressing toward a May ground breaking, with design work being finalized this month and a final blueprint expected to be completed and ready for bids by April. At this point, the plan is to break ground in May and then construct two new portions on the north and west sides of the building throughout the summer, after which staff areas will need to be moved into the programming space. All expansion are expected to be complete by the New Year. Beginning in 2021, the branch will operate at a smaller capacity out of the new portion of the building while renovations on the old structure take place. This should last for approximately six months with a tentative completion date for the whole project sometime in June or July of 2021. The city recently began the public portion of its fundraising campaign. A mailing was sent out to all Grandville residents with project information, a donor recognition description and pledge cards. Currently they have reached almost \$700K of their \$1M goal. A sign will soon be installed near the library announcing upcoming construction, along with an image of the new building. Please refer to the next few pages for an interior design layout, including new spaces and anticipated shelving and furniture; a copy of the city mailing; and a copy of the sign to be installed near the library.



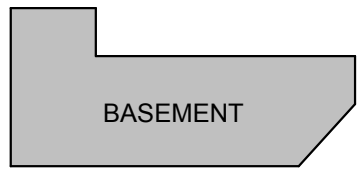
C:\Work\Revit\2019\_A\_191341\_191341.dwg

PLOT INFO: 3/4/2020 2:40:13 PM



FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"



REVISIONS

NOT FOR  
CONSTRUCTION

1/29/2020 DD FINAL

Drawn By  
Designer  
Reviewer  
Manager CRE

Hard copy is intended to be 30"x42" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

PROJECT NO.  
191341

SHEET NO.

A723



# BUILDING BEYOND BOOKS



February 27, 2020

Name  
Title  
Address  
City, State Zip

## Honorary Co-Chairs

Vern Boss  
Jim Buck

## Co-Chairs

Lee Cook  
Steve Maas  
Barb Nienhuis  
Diane Troost

## Cabinet Members

Joel Baar  
Roger Bearup  
Josh Bernstein  
Jay Elder  
Pat Gill  
Amy Henrickson  
David Hirschman  
Jean Iwema  
Scott Johnson  
Lynn Jary  
Ken Krombeen  
Jim Kuiper  
Nicole Lichner  
Lisa McCaffrey  
Scott Pastoor  
Jan Schuiling  
Jill Weigle  
Stephen Williams  
Bob Wright  
Jan Zylstra

Dear Grandville Library Neighbor:

The Grandville Public Library is expanding! As you may know, the City of Grandville and local charitable donors have partnered to expand the library for additional program and community space. The plan includes more space for private study rooms, a drive-up book drop, separate space for children's early literacy programs, and dedicated community center space.

To date, \$675,561 has been raised of our \$1 million goal to complete the *Building Beyond Books* campaign!

We invite you to join others in our community in support of this important and worthwhile project with your charitable donation. Your gift to the library campaign can be made on a one-time basis or divided over a multi-year pledge period. All gifts to the *Building Beyond Books* campaign are tax deductible and will be recognized on donor signage in the building addition.

Enclosed is a brochure that details the rationale for this project, and the anticipated community impact that will result from an expanded library. We hope you find this information helpful.

Improving our community takes the effort and generosity of each and all of us. If you've already given, thank you! If not, thank you for your consideration of this important request. Please join us in creating an improved library and added program and community space to further enhance our wonderful and vibrant City of Grandville.

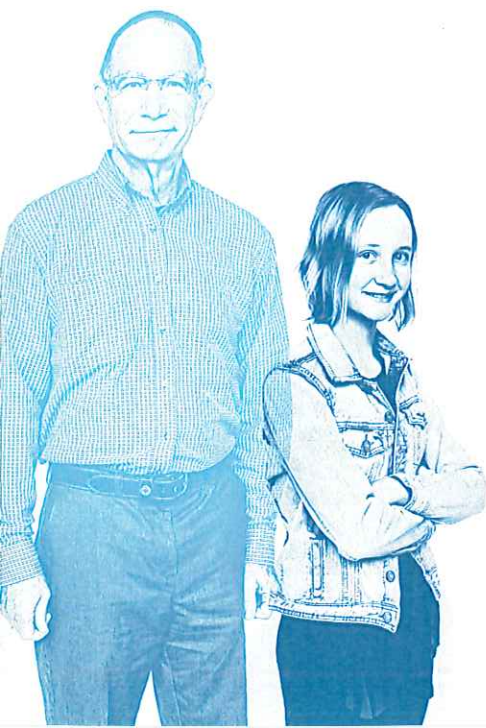
Sincerely,

Barb Nienhuis  
Campaign  
Co-Chair

Steve Maas  
Campaign  
Co-Chair

Lee Cook  
Campaign  
Co-Chair

Diane Troost  
Campaign  
Co-Chair



***Building Beyond Books***  
**GrandvilleBuildingBeyondBooks.com**



3195 Wilson Ave SW  
Grandville, MI 49418

(616)531-3030  
[www.cityofgrandville.com](http://www.cityofgrandville.com)



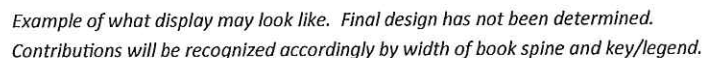
# GRANDVILLE LIBRARY | EXPANSION AND RENOVATION





BUILDING  
**BEYOND  
BOOKS**

1. Make a one-time donation or multi-year pledge.
2. Donate online at [GrandvilleBuildingBeyondBooks.com](http://GrandvilleBuildingBeyondBooks.com) or mail the pledge card in the envelope provided.



*Gifts under \$500 to be recognized alphabetically under the display, pending final design.*

[illegible]

## SERVICE & MEETING CENTER – BOOKMOBILE GARAGE ADDITION

After careful consideration, KDL's Leadership Team has decided to put off the complete redesign of the Service Center project. Estimated construction costs came in much higher than what was expected and, at this time, the team feels that this project is not in line with KDL Service Priorities; however, KDL recognizes that basic maintenance and updates of furniture and finishes still need to be made a priority if the Library is to remain a responsible steward of the facility.

The first three projects that will be tackled are:

- Service Center Breakroom
  - Install a door for pallets to get from loading dock to warehouse
  - Reconfigure kitchen layout to accommodate a walkway for pallets
  - Fix kitchen drainage issues
  - Fix flooring damage from leaks
  - Paint
- Department Configuration
  - Rearrange departments for better productivity
  - Make sure staff are grouped with their departments
  - Paint, flooring and lighting
  - Ergonomic workspaces and furniture
- Mother's Room/Bathrooms/Custodial Closets
  - Install a Mother's Room
  - Redo current bathrooms and possibly install unisex bathroom for guests (if kitchen bathroom is removed)
  - Expand custodial closets for mop sink, access to roof and storage of maintenance and custodial items

Once plans and estimates have been obtained these will be presented to the Board.

## WALKER

On January 24, Fischbeck presented the first draft of their vision for the Walker building project based on accommodating future Walker growth. This included a proposed two-story addition to the current Walker Ice and Fitness Center. The library expansion will make up the first floor at a suggested square footage of 35K square feet, with community center rooms on the second floor above the library. On March 5, city leaders met with KDL staff Craig Buno, Liz Knapp and Julie Ralston to review the current Ice and Fitness Center site and what the ideal floor plan would be for the library. This meeting allowed for both the city and KDL to get on the same page about spatial needs and priorities. Another working meeting is scheduled with Fischbeck for March 24 to collectively work through site and building concepts.

## WHAT'S GOING ON AT KDL?

### KDaLe

On February 7, over 300 patrons visited Horrocks Market in Kentwood to try out literary-themed beers. Eleven breweries brought in unique beers—including *Big Red Riding Hood* from Arvon Brewing, *Cherries of Wrath* from TwoGuys Brewing and *Tequila Mockingbird* from Thornapple Brewing—and talked to patrons about their process. This year's KDaLe series wraps up in March with an announcement of the Homebrew Contest winners and a visit by the author of *The Lager Queen of Minnesota*, J. Ryan Stradal.

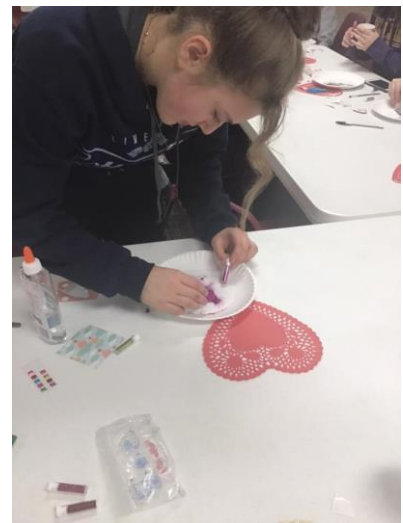
### COHS (CAREER ONLINE HIGH SCHOOL)

Krystal (pictured) is joining our COHS class from the Walker Branch to study the Home Health professional program while completing her diploma! Additionally, our third graduate completed her work on February 18. Becki is from the Grandville Branch and finished the entire curriculum in exactly six months! Plans are in place for a graduation ceremony for four COHS students on April 16.



### HAPPY HEART'S DAY!

One of KDL's signature seasonal craft programs was a hit again this year. Nearly 700 patrons attended the Heart to Heart Craft programs in February at 14 branches. Families enjoyed the new Valentine's Day themed crafts and activities.



### ROGER THAT

The focus of this year's event, put on by the Grand Rapids Public Museum, was on space science, especially as it relates to Mars exploration. KDL hosted a booth at the event, which featured information about different types of photographic technology used during the Apollo Missions. Along with plenty of games and displays, kids also got the change to say cheese in the "Mission: Read!" photo booth. They even got to keep the Polaroid! It was a blast.

## SUNDAY AFTERNOON LIVE

The concert series had two concerts in February: Blackthorn, a traditional Irish group, performed on February 9 and the Edye Evans Hyde Trio, a local musician who performs jazz standards and originals, performed on February 23. Blackthorn was enjoyed by 267 patrons, while 236 patrons came out to see Edye Evans Hyde. The last concert of the season is Selkie at the Cascade Branch on Sunday, April 19.

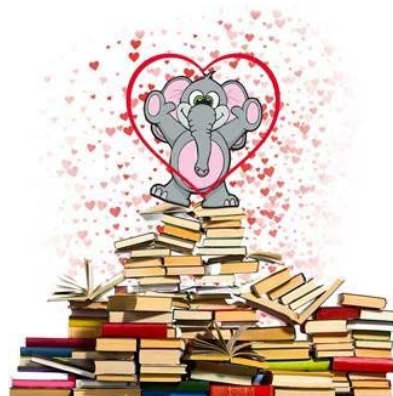
## TEEN FILM FESTIVAL

The Kent County Teen Film Festival was held on Saturday, February 29 at Celebration Cinema North. 222 attendees saw over 20 of the best films and voted on their favorite for the People's Choice Award. A panel of judges also awarded winners in several categories, including best screenplay and best director.

## KATIE KUDOS

**JACI COOPER** (Service Center—ADMIN) was nominated by Dhanya Ravi because... "I truly appreciate Jaci for doing an Outlook Calendar Video, which will help employees better use this tool across KDL. She's the best!"

**MARIE MULDER** (Wyoming) was nominated by Yuliya Bunker because... "When PSD received a Spanish language voicemail and none of the Spanish-speaking employees in Patron Services were available to take the call, I reached out to Marie. She happily agreed to listen to the message and follow up with the patron!"



**TREVOR ZUIDEMA** (Grandville) was nominated by Barb Jingles because... "On a recently cold, blustery and snowy evening, Trevor went out into the dark parking lot and helped a young mother jump her car. It sounds like such a simple thing to do, but it made a big impact on the young woman and the little ones she had with her. Way to go, Trevor!"

## STAFF & PATRON RESPONSE STORIES

### PLAINFIELD

Branch Manager Morgan Hanks received the following lovely email from library patron Alexis, Crandell-Blacker, shared below with permission:

"Whenever I visit my library (which is often!) I remember that I want to say how much I appreciate all of you and what you do. And then life happens with three young kids and I never get to it. So finally, here it is... I love my Plainfield KDL library. We homeschool and use the library a large amount for our schooling and simply for the love of reading. My kids adore seeing the changing display in the front. Going to the library is fun! I am so grateful for the ability to request books from both KDL and MeCat—This has contributed greatly to our lives and my kids' educations. You are helping to create joy and happy memories around books and reading, which will lead to a lifetime of learning, curiosity, and enjoyment. But also, the people that work at the Plainfield branch are wonderful. Everyone is so helpful, kind, and friendly. And I so appreciate your emphasis on inclusivity. I notice the fliers highlighting books

with LGBTQ+ themes, the diverse representation in books you display, and your use of pronouns on nametags. These things matter. I am so impressed and thankful for a library that recognizes the value of all human beings. Keep being awesome! We are thankful to live near such a wonderful library. Cheers!”

## PATRON SERVICES

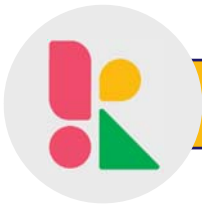
After the PLA conference in Nashville, KDL received the following ticket through LibAnswers:

“Thank you for all you do! I am a librarian who was at the Public Library Association Conference this week. While there, I was at dinner in an open seating restaurant/bar in Nashville and I invited a group of [non-PLA] couples (late 30’s I’d estimate) to sit with me at a large table... One of the men in the group told me that he arrived at the airport in Michigan a couple days ago and realized he forgot his book. He planned on buying one at the retail store inside the airport, but saw your Little Free Library there. He was excited to see some books he liked to read. The other three people in their group said they love the libraries. We started talking about books that we like to read and one of them opened his phone and placed a hold on an audiobook from your collection. I know these stories aren’t always relayed to us so I wanted to let you know that this group of three couples enjoy what you do and support you... It was a heartwarming conversation and I wanted to share it with you. Have a great year!” –Jamie Naylor

## UPCOMING MEETINGS & DATES OF INTEREST

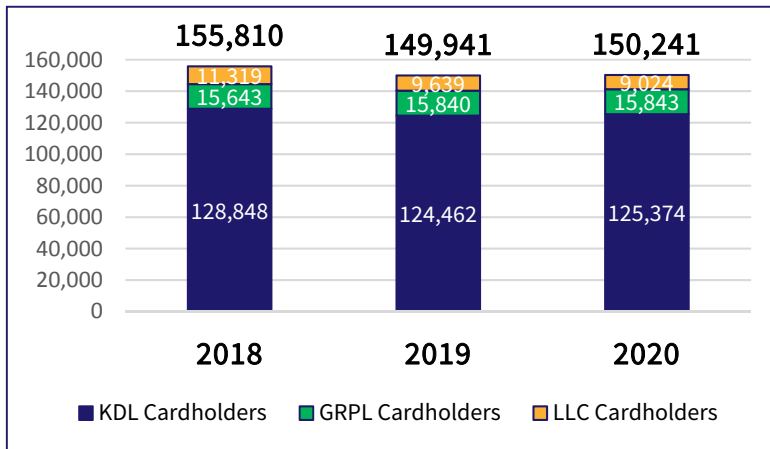
BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., Apr. 16, 2020	4:30 PM	KDL Service & Meeting Center
KDL Regular Board Meeting	Thurs., May 21, 2020	4:30 PM	KDL Walker Branch
KDL Regular Board Meeting	Thurs., Jun. 18, 2020	4:30 PM	KDL Service & Meeting Center
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Pension Board Meeting	Weds., May 20, 2020	1:00 PM	KDL Service + Meeting Center
EVENTS & CONFERENCES	DATE	TIME	LOCATION
ALA Annual Conference	Jun. 25-30, 2020	Varies	Chicago, IL





# FEBRUARY 2020 STATISTICAL SUMMARY

## Active Patrons:

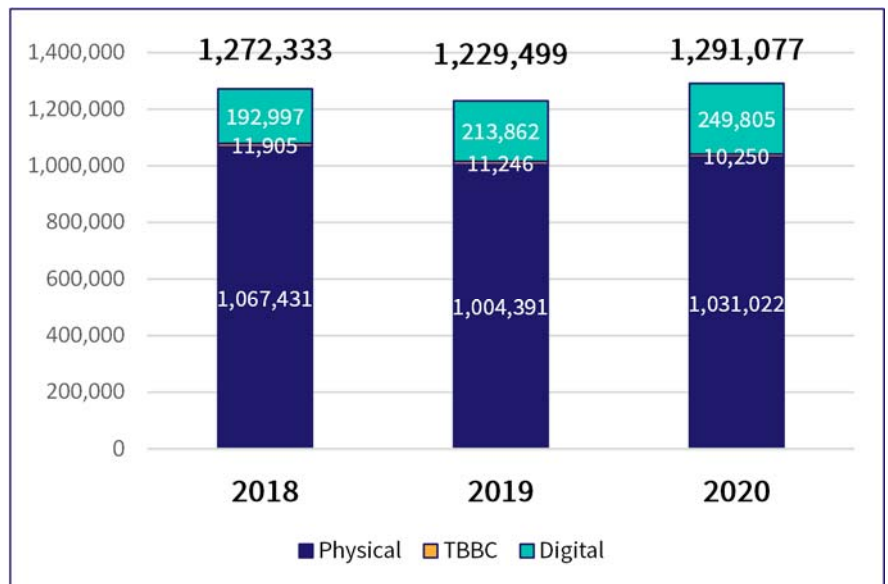


## 1,633 Accounts Added in February:

- 1,259 New KDL Cardholders
- 251 New GRPL Cardholders

*Note: KDL had a system-wide closure due to weather for a total of 8 days in January & February 2019.*

## Circulation YTD:



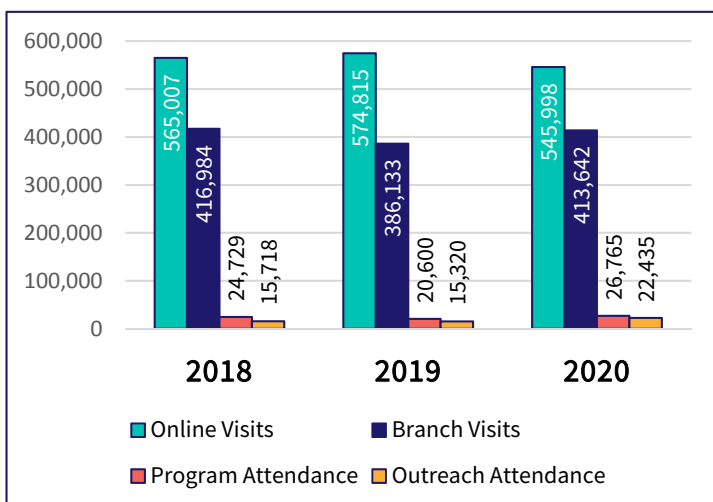
## 2019 Most Popular Collection Areas:

*(total number of circulations)*

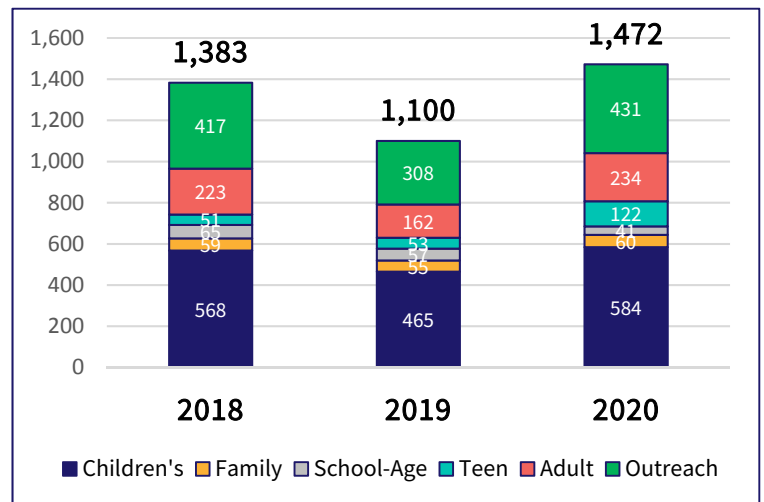
- Juvenile Fiction: 2,222,716
- DVDs & Blu-ray: 1,453,040
- Adult Fiction: 870,057
- eBooks: 586,701
- Adult Non-Fiction: 551,721

*(See reverse for more details)*

## People Served YTD:



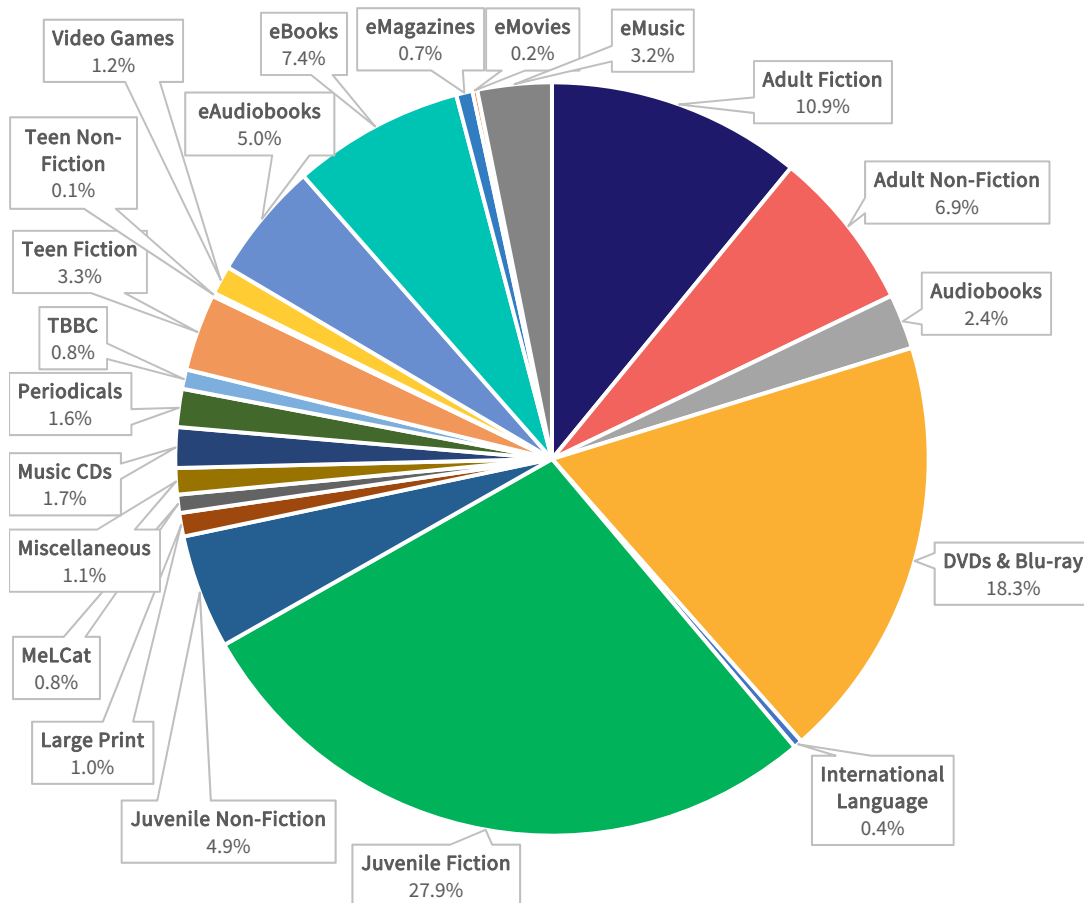
## Number of Events YTD:





# STATISTICS IN-DEPTH: COLLECTION AREAS

## 2019 Circulation by Collection:

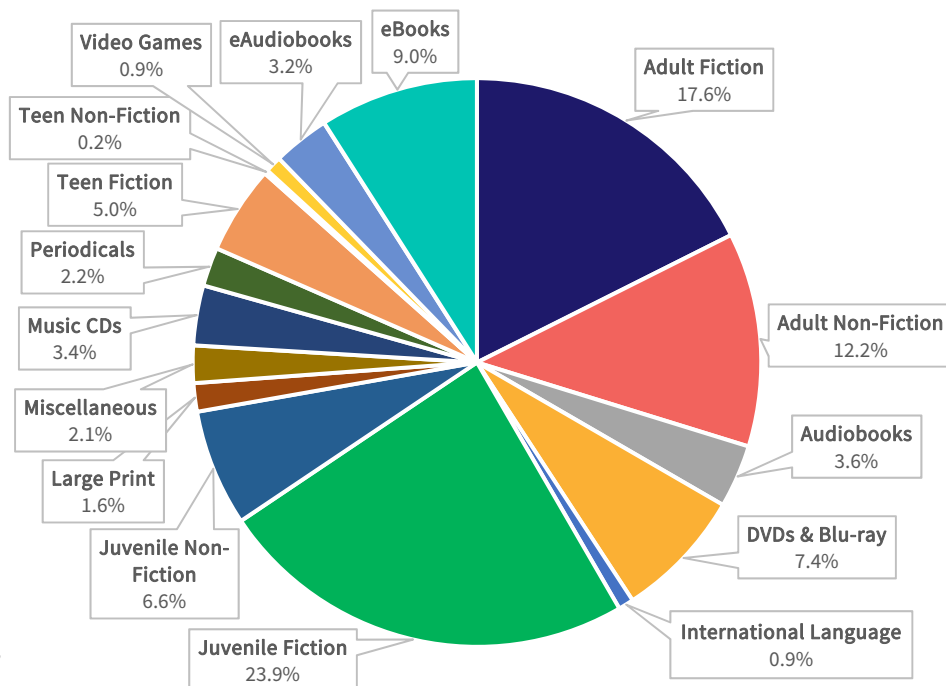


Juvenile Fiction	2,222,716
DVDs & Blu-ray	1,453,040
Adult Fiction	870,057
eBooks	586,701
Adult Non-Fiction	551,721
eAudiobooks	400,502
Juvenile Non-Fiction	390,845
Teen Fiction	263,382
eMusic	253,646
Audiobooks	188,456
Music CDs	138,372
Periodicals	129,901
Video Games	98,057
Miscellaneous	90,254
Large Print	80,381
TBBC	66,051
MeLCat	62,089
eMagazines	56,151
International Language	29,747
eMovies	16,121
Teen Non-Fiction	11,229

## 2019 Total Items Owned by Collection Area:

Juvenile Fiction	247,151
Adult Fiction	181,680
Adult Non-Fiction	125,710
eBooks*	93,343
DVDs & Blu-ray	76,636
Juvenile Non-Fiction	68,531
Teen Fiction	51,745
Audiobooks	37,012
Music CDs	35,222
eAudiobooks*	33,265
Periodicals	22,735
Miscellaneous	21,952
Large Print	16,621
Video Games	9,616
International Language	9,018
Teen Non-Fiction	2,284

\* Includes number of cloudLibrary & RBDigital purchased items only. Digital circulation figures in top chart above also include pay-per-use and subscription





## STAFF CHANGES & ANNIVERSARIES

*March 2020*

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Angela Deckard	Patron Service Associate – Service Center	Adult Librarian – Alpine	March 16

DEPARTURES	POSITION	EFFECTIVE
Sarah Williams	Substitute Information Staff	February 24
Tricia Zelaya	Shelver – Comstock Park	February 24
Sandy Carlson	Substitute Circulation Assistant	March 6
Joan Venlet	Collection Services Assistant – Service Center	March 27

OPEN POSITIONS	TYPE
Circulation Assistant – Englehardt	Part-time
Patron Services Associate – Service Center	Full-time
Collection Services Assistant – Service Center	Part-time

EMPLOYEE ANNIVERSARIES (APRIL)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Jackie Olmstead	Collection Services	44 years
Jennifer German	Krause/Nelson/Spencer	31 years
Fran Allen	Comstock Park	29 years
Sarah Yoder	East Grand Rapids	22 years
Hennie Vaandrager	Kentwood	21 years
Dhanya Ravi	Information Technology	17 years
Liz Guarino-Kozlowicz	Plainfield/Comstock Park	14 years
Gene Hashley	Substitute Information Staff	14 years
Theresa Duffy	Byron	12 years
Joyanne Huston-Swanson	Community Engagement	10 years
Kathy Pluymert	Collection Services	10 years
Kathy Hagan	Cascade	9 years
Bethany Heerspink	Walker	8 years

EMPLOYEE ANNIVERSARIES (APRIL)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Mimi Martin	East Grand Rapids	8 years
Ty Papke	Wyoming	8 years
Linda Ruesink	Caledonia	8 years
Ashten VanderPloeg	Wyoming	8 years
Stacy Schuster	Collection Development	7 years
Scott Small	Cascade	6 years
Yuliya Bunker	Patron Services	5 years
Sam Hodge	Collection Development	5 years
Julie Myszak	Collection Services	5 years
Hannah Lewis	Wyoming	4 years
Michele Justema	Walker	3 years
Jeremy Coldicott	Patron Services	2 years
Melissa Snyder	Finance	2 years
Keeva Filipek	East Grand Rapids	1 year
Kaleigh Ritchie	Byron	1 year
Jacob Wunderink	Plainfield	1 year

**As of March 2, 2020, all KDL Branches have been transitioned to the new shared management model. Below is a list of branch combinations and managers.**

**Regional Manager I's** are responsible for overall performance of their branches and building and maintaining strong relationships with community leaders. They supervise the Regional Manager II and Branch Librarians at their branches.

**Regional Manager II's** are responsible for customer service and patron experience in their branches. They assist the Regional Manager I and supervise all Assistant Branch Librarians and Shelves.

### **Shared Branch Management**

#### **Branch Combinations and Managers**

---

##### **Alpine, Walker, Tyrone**

Regional Manager I - Liz Knapp (lknapp@kdl.org)

Regional Manager II - Craig Buno (cbuno@kdl.org)

##### **Alto and Lowell**

Regional Manager I - Sandy Graham (sgraham@kdl.org)

Regional Manager II - Barb Jingles (bjingles@kdl.org)

##### **Byron and Grandville**

Regional Manager I - Josh Bernstein (jbernstein@kdl.org)

Regional Manager II - Eric DeHaan (edehaan@kdl.org)

##### **Caledonia and Cascade**

Regional Manager I - Vanessa Walstra (vwalstra@kdl.org)

Regional Manager II - Pat Rosloniec (prosloniec@kdl.org)

##### **Comstock and Plainfield**

Regional Manager I - Morgan Hanks (mhanks@kdl.org)

Regional Manager II - Liz Guarino-Kozlowicz (eguarino@kdl.org)

##### **East Grand Rapids and Ada**

Regional Manager I - Dawn Lewis (dlewis@kdl.org)

Regional Manager II - Shaunna Martz (smartz@kdl.org)

##### **Gaines and Kentwood**

Regional Manager I - Cheryl Cammenga (ccammenga@kdl.org)

Regional Manager II - Angela Culp (aculp@kdl.org)

**Rockford, Nelson, Spencer**

Regional Manager I - Jennifer German (jgerman@kdl.org)

Regional Manager II - Paula Wright (pwright@kdl.org)

**Wyoming and Kelloggsville**

Regional Manager I - Anjie Gleisner (agleisner@kdl.org)

Regional Manager II - Karen Small (ksmall@kdl.org)



Kent  
District  
Library



# POLICY MANUAL PROPOSAL FOR EDITS

Collection & Reference

## KDL POLICY 1.1

### MATERIALS SELECTION

LAST REVISED 2.22.19

The purpose of this policy is to: (1) serve as a guide for the librarians of Kent District Library in the process of materials selection; and (2) inform the public of the principles upon which selections for the Library are made. Basic to this policy is the Library Bill of Rights as affirmed by the Kent District Library Board of Trustees.

Kent District Library strives to provide current and factual information to supplement and enrich individual learning, and to provide materials for recreational reading and other leisure time activities. This information should be readily available to the total community regardless of gender, age, education, language, religion, ethnic and cultural background, or mental and physical ability.

#### STANDARDS FOR SELECTION

Kent District Library is a popular materials library and maintains a varied and up-to-date collection. It attempts to acquire materials of both current and lasting value. Since one library cannot afford all the available materials, it must employ a policy of selectivity. The ~~Library~~ Executive Director has the overall responsibility for the selection and development of the materials collection according to the principles established by the Materials Selection Policy and other approved policies and procedures. In practice, the responsibility for materials selection is shared with other staff.

Materials are selected to meet patron needs and reflect a variety of viewpoints and opinions. Criteria for consideration include popular demand, literary merit, enduring value, accuracy, authoritativeness, local interest, social significance, importance of subject matter to the collection, timeliness, cost, scarcity of information on the subject, availability elsewhere, and quality and suitability of format.

**Fiction** – The Library maintains a representative collection of novels and works of fiction to satisfy a wide range of tastes. Ideas of literary merit vary greatly with individuals. Therefore, the Library purchases fiction in many categories.

**Non-Fiction** – The Library attempts to provide a large general collection of reliable materials embracing the broader fields of knowledge. Legal and medical works will be selected to the extent that they are useful to the lay person.

**Juvenile** – Materials are selected to encourage children and families to discover the joy of reading. In order to meet the varied abilities and interests of children, the collection includes materials covering a wide range of knowledge and reading levels. The illustrations in books for young people are given as much critical attention as the literary quality of fiction.



**Media** – The Library recognizes its responsibility to provide access to information, cultural enrichment and recreation through as wide a variety of media as possible. Media is evaluated by the same criteria as printed materials. As new technologies are developed, the Library will investigate the appropriateness of new media formats and will acknowledge the need for experimentation.

**Digital Materials** – Digital items such as ebooks and audiobooks shall be selected using the same criteria as printed materials as described above.

**Online Databases** – The Library makes available a variety of online resources purchased to supplement and enhance the Library's collection. These resources are evaluated on the basis of timeliness, ease of use, and ability to meet patrons' information needs.

**Objects** – A variety of objects will be added to the library's collection and made available to patrons. Objects ~~are~~ selected to allow patrons to experience new technology or ~~large~~ high-price items for which ~~they~~ patrons wouldn't ~~have~~ need for regular use. These objects are evaluated ~~based~~ on their benefit to the community ~~and patron demand, with the goal of increasing as well as the desire to increase~~ access to technology ~~or high-cost items that they~~ patrons wouldn't otherwise have. ~~Twenty first century literacy will be based more and more on people's knowledge and experience with new and emerging technology.~~

Per Carrie Wilson—"Objects" section edited for general clarity of language. The last sentence has been completely removed as it seems overly expository as well as obvious for the purposes of policy. "Library Director" has been changed to Executive Director in order to reflect KDL's role terminology.

## KDL POLICY 1.2

### GIFTS

LAST REVISED 2.22.19

Kent District Library may legally receive gifts as authorized by the Public Library Gifts and Donations Act 1921 PA 136 (MCL 397.381 et seq.). KDL accepts monetary gifts as well as certain gift materials that reflect the Library's strategic plan. Gifts must be unconditional and non- returnable to be used for the good of the Library System as a whole and housed in the most appropriate location. Gifts of money are acknowledged formally by the Kent District ~~Library~~ Executive Director and/or the Development Manager.

#### Gifts for the Collection

Gift materials to be added to the Kent District Library collection must meet the Library's needs and the general standards of selection, and be based on the Kent District Library Materials Selection Policy. Any large donations of materials which would comprise a unique or coherent collection would be subject to restrictions as determined by the Kent District Library Board of Trustees.

Gift materials not accepted into the Library collection may be disposed of at the staff's discretion. Gift materials accepted into the collection may be disposed of without notification to the donor. No monetary appraisal is made of materials donated for the collection. The quantity of gift materials may be acknowledged for tax purposes at the request of the donor.

Gifts of money, including memorial gifts, for the purchase of collection materials are accepted by the Library with the understanding that the Library retains the right to select materials it deems appropriate for the collection.

#### Other Gifts

Gifts other than collection materials are reported at their estimated fair market value at the time of donation and recorded according to Kent District Library's Fixed Assets Policy.

Although during the *First Reading* on 02/20/20 KDL Leadership requested this section be moved to Section 5 "Gifts", upon further discussion it was decided that this section would remain until Section 5 can be reviewed and presented in its entirety. Therefore, please accept KDL Policy 1.2 with changes as presented. "Library Director" has been changed to Executive Director in order to reflect KDL's role terminology.

## KDL POLICY 1.3

# INTELLECTUAL FREEDOM

LAST REVISED 2.22.19

Kent District Library supports the principles of intellectual freedom adopted by the American Library Association and stated in the Library Bill of Rights.

The Library assures equal access to all library resources by patrons within the constraints of Michigan law. Patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Parents or legal guardians have the right and the responsibility to restrict the access of their children to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians cannot assume the role of parents or the functions of parental authority.

## **KDL POLICY 1.4**

### **COLLECTION MAINTENANCE**

LAST REVISED 4.21.16

Kent District Library staff routinely evaluates the collection and removes materials in accordance with KDL's weeding guidelines. These materials include those that are worn out, out of date, no longer needed in the quantity originally purchased, no longer circulating, or in formats that have become obsolete.

## **KDL POLICY 1.5**

### **REFERENCE & RESEARCH**

LAST REVISED 2.22.19

Patrons' questions will receive courteous, prompt, and high-quality service responses with complete confidentiality.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. Staff may not evaluate or interpret the information provided nor may staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. Patrons will be advised to consult with a professional from the above listed fields for additional information or advice.

## **KDL POLICY 1.6**

### **SHARED COLLECTION**

LAST REVISED 1.19.18

Kent District Library offers a shared collection whereby most materials travel between all KDL Branches. This practice is necessary to offer patrons access to the full range of the KDL collection and for the efficient use of system-wide resources.

## **KDL POLICY 1.7**

### **INTER-LIBRARY LOAN**

LAST REVISED 3.17.11

Inter-library loan transactions, in which materials are made available from Kent District Library to another library outside of KDL (or vice versa), are an essential library service to patrons. Kent District Library agrees to participate in inter-library loan to and from other libraries. A fee may be charged for this service. Certain types of materials may not be available through inter-library loan.



## BOARD OF TRUSTEES ISSUE ANALYSIS

### INTRO

**AGENDA ITEM FOR CONSIDERATION:** RFP for the Design and Production of Interactive Early Learning Spaces

**BOARD MEETING DATES:** March 19, 2020 (first reading); April 16, 2020 (second reading)

**TIMELINE:** Pilot Program commencement immediately after Board approval

**BUDGET LINE ITEM(S):** Capital Outlay

**TOTAL ESTIMATED COST:** Not to exceed \$60,000

### PURPOSE

The early learning spaces in our branches are some of the most loved and utilized areas in KDL branches; however, Kent District Library's current early learning space concept has not been updated or modified since its creation over ten years ago. Maintenance needs and new trends in early childhood learning have inspired the Library to shift and grow early learning spaces from traditional toy-based playrooms into dynamic learning spaces intentionally designed to encourage exploration and discovery. Therefore, Kent District Library recommends hiring Renegade by Custer to design and produce unique furniture pieces for the early learning spaces at three pilot branches where they will test the new concept before expanding to other branches throughout the system.

### OVERVIEW/NEEDS/BACKGROUND INFO

An early learning space project team lead by Abby D'Addario, Anjie Gleisner and Lindsey Dorfman has worked closely with the Library's Early Literacy Workgroup and the Grand Rapids Children's Museum over the past two and a half years to research and develop a new concept for the Library's early learning spaces.

The goal of this initiative is to create learning spaces that contain exploratory objects, toys and activities intentionally designed to help young children get ready to read by encouraging exploration and discovery. Inspired by early childhood educational philosophies espoused by Reggio Emilia, Waldorf and Montessori, these spaces will promote curiosity and wonder, spark imagination and encourage a lifetime of learning.

Kent District Library sought proposals from both design and construction firms to design or recommend furniture pieces for this new concept. The request for proposal was published and advertised in MLive, posted on the KDL website and sent to several previously known design and construction firms. A total of two (2) proposals were received. The two vendors were invited to interview with a committee of Kent District Library stakeholders, including representatives from the library branches, Leadership Team and Finance department.



## BENEFITS

Renegade by Custer provides unique, custom services that will meet the needs of each individual branch while still maintaining Kent District Library's brand and image. They were able to capture the stated vision in their proposed design with unique pieces that can fit small, medium and large branches.

Renegade by Custer is a Grand Rapids-based company with a team of local carpenters who are able to create just about anything to meet the needs of KDL and are able to make changes to furniture pieces that may not be up to KDL's standards during and after the pilot process in 2020.

Jody Poole, designer at Renegade by Custer, will provide all design services along with a site visit to each branch to assist with furniture selection and layout.

## DISADVANTAGES

Renegade by Custer is a new company without any experience in library design; however, they have designed custom furniture and installations that are heavily used by children. Other local clients include the Grand Rapids Children's Museum and Bronson Methodist Hospital.

There is a one year (parts and labor) warranty on all of their pieces. After a year they will work with the Library to fix or replace broken pieces; however, there may be a cost for this work.

## COST

RFP Cost Comparison (one of each piece requested in RFP)

Vendor	Total Cost
Renegade by Custer	\$45,769
Library Design Associates	\$90,898

Pilot Cost Comparison (estimate based on preliminary assessment of pilot branches)

Vendor	Estimated Pilot Cost
Renegade by Custer	\$60,000
Library Design Associates	\$160,000

The project team estimated which pieces and how many of each all pilot branches may need. Based on these numbers, the estimated pilot cost was calculated. The actual piece quantity and type will be determined after the vendor completes the space planning for each branch. At this point, the Library anticipates that the total cost of the pilot will not exceed \$60,000.

A 2020 budget amendment using the fund balance and increasing budgeted expenditures by \$60,000 will be required. The Capital Outlay budget line item would be increased with this amendment.

## **ADDITIONAL INFORMATION**

Wyoming, Byron and Alto will be acting as pilot branches and were selected based on size representation (small, medium, large) and because staff at these branches have close ties to the Early Literacy Workgroup.

If any Board Trustees are interested in viewing the specifications and renderings submitted by Renegade, please email Lindsey Dorfman at [ldorfman@kdl.org](mailto:ldorfman@kdl.org).

## **IMPLEMENTATION**

### **Phase 1: Consultation, Planning, Selection**

- Selected vendor will work with three pilot branches (one small, one medium, and one large-sized branch) to provide consultation on space planning and to choose appropriate pieces.

### **Phase 2: Pilot Program**

- During the year-long pilot program, Kent District Library staff will determine with which pieces to move forward based on a list of criteria developed by branch staff.

### **Phase 3: Implementation**

- Selected vendor(s) will provide additional consultation on space planning and construction of selected items for all 20 Kent District Library branches. At that point the exact number of each piece to be purchased will be determined, after which another issue analysis with updated information and, if necessary, budget amendment will be presented to the Board of Trustees for approval.

## **RECOMMENDATION**

Based on the provided information, KDL recommends that Renegade by Custer be contracted to space plan, design and produce items for the Interactive Early Literacy Learning spaces in three pilot branches for an amount not to exceed \$60,000.

### **Document History:**

1. First Draft – Emily Spranger, Abby D’Addario
2. Revision – Lindsey Dorfman, Anjie Gleisner, Laura Powers
3. Final Draft – Lance Werner, Jaci Cooper, Katie Blakeslee

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February 28, 2020

Lance Werner  
Director  
Kent District Library  
814 W River Center Drive Ne  
Comstock Park, MI 49321

Re: Hourly Rate

Dear Lance:

Foster Swift Collins & Smith PC is grateful for our ongoing relationship with Kent District Library and other public sector clients. We continue to be committed to providing excellent legal services for our clients in a prompt and efficient manner at reasonable rates.

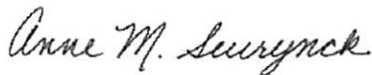
As part of our business plan, we periodically review our billing rates for our clients. Our current hourly billing rate for the Library of \$190 has not increased since 2007. Due to increased business expenses, however, we have found it necessary to adjust our hourly billing rate for the Library from \$190 to \$210 effective May 1, 2020. The hourly billing rate for employee benefit work will remain capped at \$250. The rate for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related work. We believe that the new rate is still very reasonable, especially given our expertise and experience in providing legal services to the Library and other libraries throughout Michigan.

We value our client relationship with Kent District Library. We will continue to work as efficiently as possible while providing outstanding legal services.

We ask that you present the increased rate to your board and send a signed copy of this letter back to us. If you have any questions, please do not hesitate to contact me.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Anne M. Seurnyck

AGREED:

Kent District Library

By: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_  
Please print name

Title: \_\_\_\_\_  
Please print title

Date: \_\_\_\_\_, 2020



## RESOLUTION

### Foster Swift Billing Rate Amendment

#### MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held via remote dial-in connection on April 16, 2020 at 4:30 PM.

The meeting was called to order by \_\_\_\_\_.

**PRESENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ABSENT:** \_\_\_\_\_

#### RESOLUTION

**WHEREAS,** Foster Swift Collins & Smith PC currently bills the Library \$190 per hour and has not increased the hourly billing rate since 2007;

#### **NOW, THEREFORE, BE IT RESOLVED THAT:**

The Board hereby approves and adopts the proposed Foster Swift Collins & Smith PC hourly billing rate attached hereto and made a part hereof.

THE FOREGOING RESOLUTION was adopted on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_. Upon roll call vote, the following voted aye: \_\_\_\_\_. The following voted nay: \_\_\_\_\_. The Chair declared the motion carried and the Resolution duly adopted on the 16<sup>th</sup> day of April, 2020.

#### **RESOLUTION DECLARED ADOPTED.**

#### CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on April 16, 2020, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: April 16, 2020

\_\_\_\_\_  
Allie Bush Idema, KDL Board Secretary