

Kent  
District  
Library



-01-

BOARD OF TRUSTEES  
MEETING PACKET

JANUARY 2021



# BOARD OF TRUSTEES

## Meeting Agenda

### LOCATION

Held via remote connection per Michigan Senate Bill 1108

### DATE & TIME

Thursday, January 21, 2021 at 4:30 PM.

#### 1. CALL TO ORDER

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

- A. Approval of Agenda
- B. Approval of Minutes: December 17, 2020 Open & Closed Sessions
- C. Request for Closing: Cascade Branch to continue curbside from January 19- 31, 2021 to accommodate construction for new aquarium.

#### 4. LIAISON REPRESENTATIVE COMMENTS

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

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

#### 7. LAKELAND LIBRARY COOPERATIVE REPORT

#### 8. DIRECTOR'S REPORT – December 2020

#### 9. NEW BUSINESS

- A. Conflict of Interest Statements and Board Code of Ethics
- B. 2021 Credit Card Agreement
- C. 2021 KDL Board Meeting Change: September 2021\*
- D. Library Director's Evaluation\*
- E. Rehmann Update on KDL Finance Department Systems Review
- F. New Policy - KDL Policy Manual - Section 4.1.22 Face Masks – *First Reading*\*

#### 10. LIAISON REPRESENTATIVE COMMENTS

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

#### 12. BOARD MEMBER COMMENTS

#### 13. MEETING DATES

Next Regular Meeting: Thursday, February 18, 2021 – KDL Service Center, 4:30 PM

#### 14. ADJOURNMENT



## BOARD OF TRUSTEES

### LOCATION

Held via remote connection per Governor Whitmer's Executive Order 2020-160.

### DATE + TIME

Thursday, December 17, 2020 at 4:30 PM.

**BOARD PRESENT:** Shirley Bruursema, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Charles Myers, Tom Noreen (joined meeting at 4:37), Caitie Oliver, and Penny Weller

**BOARD ABSENT:** None.

**STAFF PRESENT:** Josh Bernstein, Jaci Cooper, Randy Goble, Sheri Glon, Brian Mortimore, Elvia Myers, Christine Mwangi, Jared Olson, Melissa Snyder, Lance Werner, and Carrie Wilson

**GUESTS PRESENT:** None

#### 1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:30PM.

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

- A. Approval of Agenda
- B. Approval of Minutes: November 19, 2020
- C. Request for Close: All Branch to close on January 2, 15, and 16, 2021 in order to accommodate IT Maintenance.

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

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

**RESULT:** Motion carried.

#### 4. LIAISON REPRESENTATIVE COMMENTS – None

#### 5. PUBLIC COMMENTS\*\* – None

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

The Acting Director of Finance gave a brief overview of the 2020 year-to-date financials:

- Cash balance is similar to the previous year. KDL is just about even year after year at \$16M.
- KDL is 92% through the fiscal year, has received approximately 97% of budgeted annual revenues, and has spent approximately 80% of budgeted expenditures.
- Final spending for Ada and the Service Center refresh along with regular spending, anticipates getting to the 100% expenditure before year end.

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

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

**RESULT:** Motion carried.

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

Ms. Bruursema noted the following items from the December 10, 2020 virtual meeting:

- Operating Budget Revisions –changed was adjusting for State Aid received and leaving Fund Balance alone. LLC will try to remain lean this year. There will also be a review of how service fees are charged to libraries in an attempt to make it simpler and clearer.
- Bank Resolutions for Fund Depositories and Authorized Signatures was approved.

## **8. DIRECTOR'S REPORT**

- Director Werner acknowledged all of the extraordinary work that the KDL put forth during this challenging year. No one could have ever imagined a year like this, and staff look forward to the New Year.
- An amendment to the Michigan Library Privacy Act that Director Werner and Anne Seurnyck helped draft, is sitting on the governor's desk awaiting signature. This amendment to the law will allow KDL and other libraries to work with law enforcement for criminal activity within the Library.
- Jaci Cooper gave an update on the Amy Van Andel Library and Community Center. The branch is schedule to open the 29<sup>th</sup> or 30<sup>th</sup> of January. The KDL Board of Trustees will have an opportunity to tour library prior to opening, possibly the third week of January.
- Sora, an Overdrive reading app for students, is being piloted by two schools in the KDL Service area. The app is zero cost to KDL, but will have hold implications since granting access to the schools who have it will grant the access to our collection materials. The library's collection will be intended for supplemental reading rather than curriculum reading and will likely boost circulation and grant many students access to materials who may not have had them before.

## **9. NEW BUSINESS**

A. 2021 Election of Officers

**Motion:** Mr. Myers moved to reappoint Ms. Bruursema as Chair, Mr. Noreen as Vice Chair, Mr. Erlewein as Treasurer and Ms. Gilreath-Watts as Secretary of the KDL Board of

**Trustees for the 2021 calendar year**

**Support:** Supported by Ms. Weller

**RESULT:** Motion carried.

**B. 2021 Trustee Board Assignments**

Chair Bruursema initiated the annual trustee board assignment discussion to allow trustees an opportunity to express their desire to depart or join an advisory board or the Lakeland Library Cooperative Board.

**Motion:** Ms. Bruursema moved to reappoint Mr. Myers and appoint Mr. Erlewein as KDL Board Representatives to KDL Pension Board, to reappoint Ms. Bruursema to serve as a KDL Board Representative on the Lakeland Library Cooperative Board, and to reappoint Ms. Oliver and Weller to serve as a KDL Board representative on the Alliance of Friends for the 2021 calendar year.

**Support:** Supported by Mr. Myers.

**RESULT:** Motion carried.

**C. Resolution: Third 2020 Budget Amendment\***

*Roll Call Vote*

**Motion:** Ms. Oliver moved to approve Third 2020 Budget Amendment presented.

**Support:** Supported by Mr. Noreen

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

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

The board asked questions of staff and staff responded.

**10. LIAISON REPRESENTATIVE COMMENTS — None.**

**11. PUBLIC COMMENTS\*\* — None.**

**12. BOARD MEMBER COMMENTS**

**Ms. Bruursema** – Ms. Bruursema is grateful for the holiday goodies she received in her mailbox, and thanked the Board of Trustees for being fantastic this year.

**Mr. Dykhuis** – Mr. Dykhuis thanked everyone for welcoming him onboard, and was very appreciative for how he felt. He wished everyone Happy Holidays.

**Mr. Erlewein** – Mr. Erlewein for the wonderful work to all KDL employees that service the patrons.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts expressed her gratitude for the article written on the KDL blog about her little library in front of her house, and thanked Randy Goble for sharing on

social media. Ms. Gilreath Watts wished everyone a wonderful season greeting, and said KDL is an inspiration to all.

**Mr. Myers** – Mr. Myers has been amazed with the staff and the leadership on all the accomplishments throughout the year. He gave an annual reminder to make a donation to KDL, and encouraged other trustees to make a donation—a gift that keeps on giving.

**Mr. Noreen** – Mr. Noreen gave greetings from Germany and wished everyone a Merry Christmas and Happy New Year.

**Ms. Oliver** – Ms. Oliver wished all a wonderful holiday season, expressed her gratitude and excitement for the vaccine, and praised the new the book bundles service. She thanked Andy Erlewein for the wonderful holiday surprise and thanked KDL for the wonderful gifts. She is hoping for a better 2021.

**Ms. Weller** – Ms. Weller wished everyone a wonderful holiday season.

### 13. MEETING DATES

*Regular Meeting: Thursday, January 21, 2021 – Virtual Connection, 4:30 PM.*

### 14. CLOSED SESSION - Director's Performance Evaluation\*

*Roll Call Vote*

**Motion:** Ms. Weller moved at 5:07 PM pursuant to section 8(a) of the Open Meetings Act for the purpose of conducting the Director's performance evaluation.

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

Ms. Bruursema-Yes	Mr. Dykhuis – Yes	Ms. Erlewein – Yes	Ms. Gilreath-Watts –Yes
Mr. Myers - Yes	Mr. Noreen – Yes	Ms. Oliver – Yes	Ms. Weller – Yes

**RESULT:** Motion carried 7-0.

**Motion:** Ms. Weller moved to adjourn the closed session and resume the Regular Board Meeting at 6:02 PM.

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

### 15. DIRECTOR'S ANNUAL PERFORMANCE REVIEW

Chair Bruursema noted that the Board discussed Director Werner's performance and would like to offer him a raise and end of year bonus. They offered to extend his contract for 4 more years for 2021-2025.

**Motion:** Mr. Myers moved to approve the director's salary increase for 2021.

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

**RESULT:** Motion carried.

### 16. ADJOURNMENT\*

**Motion:** Mr. Dykhuis moved for adjournment at 6:07PM.

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

**RESULT:** Motion carried.

A handwritten signature in black ink, appearing to read "Jana M.", with a long horizontal flourish extending to the right.

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**ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**

Tuesday, January 12, 2021

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

Dear KDL Board of Trustees:

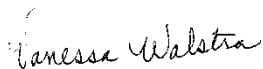
I am requesting an extended closure of the Cascade Township Branch from January 19 through January 31. We would continue our popular curbside service during this time and open fully to the public on Monday, February 1, 2021.

This closure is requested to accommodate the construction work needed for the installation and maintenance of a large aquarium donated by Cascade Township resident, Claude Robinson. The construction will involve removing concrete in the main area of the library, laying the plumbing and electrical needed to service the tank and re-pouring concrete for the flooring. Given the noise, mess, and potential public hazards involved in this work, I would like to postpone public visits inside the library until February 1, 2021.

We are very excited about the aquarium, which will rest on a 36-inch stand, will be 36-inches tall and 61-inches in diameter. We believe this will add to the wonder and appeal of the Cascade Township Branch for many years to come.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Vanessa Walstra".

Vanessa Walstra

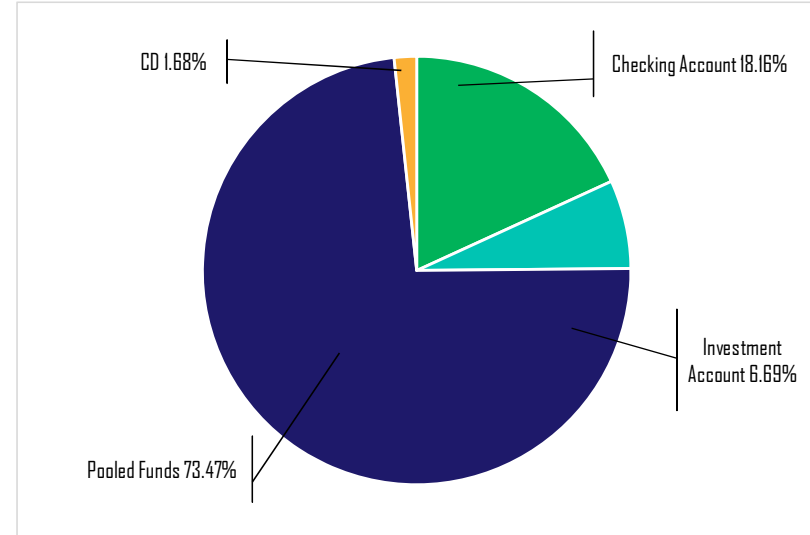
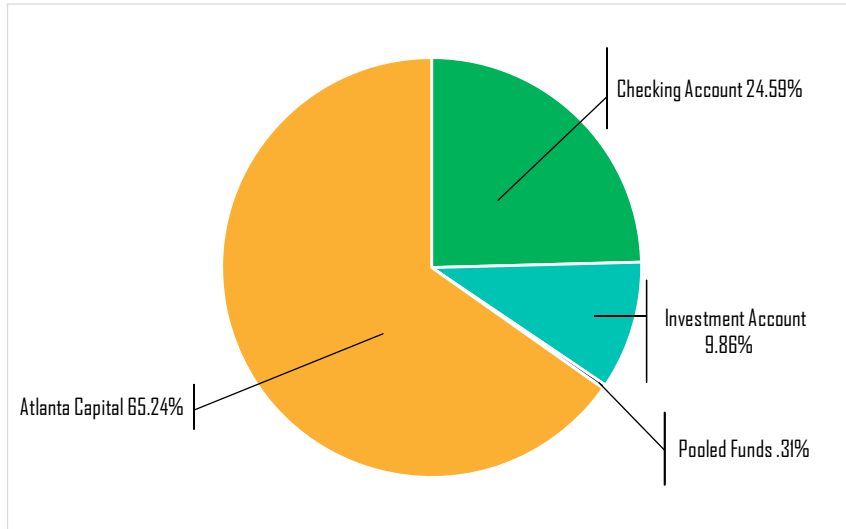
Cascade Township Branch Manager

CC: Lance Werner, KDL Executive Director





## Monthly Cash Position Per Bank Month ended December 31



2020		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$4,490,658.10
Huntington Investment Account	0.009%	\$1,800,663.80
*Kent County Pooled Funds	0.728%	\$56,469.64
Atlanta Capital Investments		\$11,912,177.00
		<u>\$18,259,968.54</u>

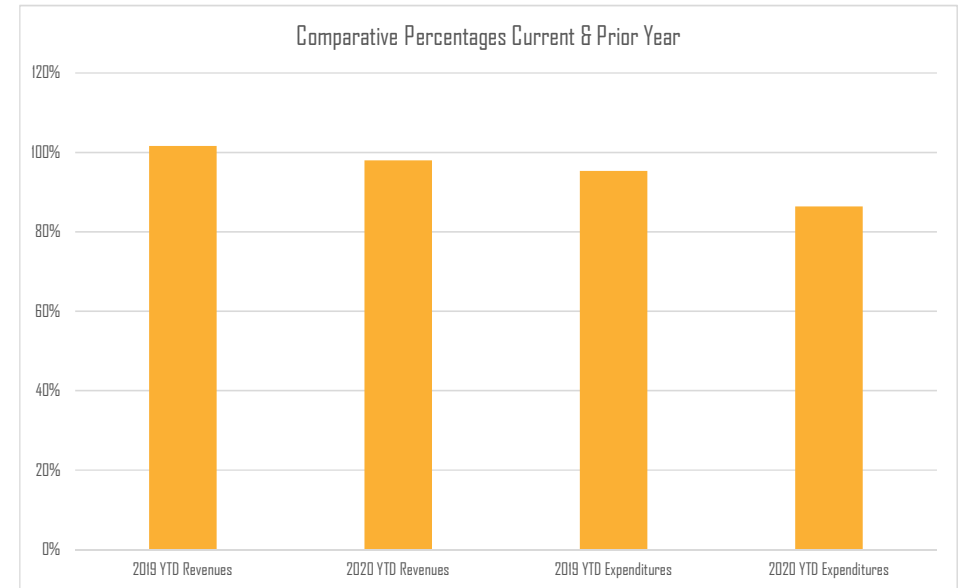
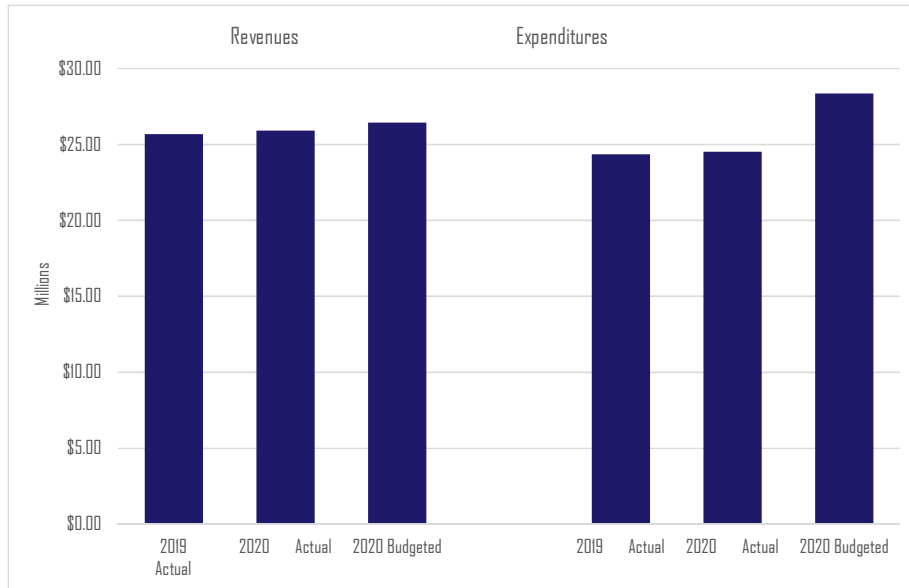
2019		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$2,914,211.07
Huntington Investment Account	1.409%	\$1,072,905.50
*Kent County Pooled Funds	2.091%	\$11,789,846.92
First National Bank	2.580%	\$270,387.52
		<u>\$16,047,351.01</u>

\* Includes Trust Pooled fund balances

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



## Monthly Revenues and Expenditures Month ended December 31



### Budget to Actual with Prior Year Comparison

#### Revenues

2019 Actual	\$	25,698,639
2020 Actual	\$	25,934,353
2020 Budgeted	\$	26,447,698

#### Expenditures

2019 Actual	\$	24,366,114
2020 Actual	\$	24,527,492
2020 Budgeted	\$	28,378,552

### Comparative Percentages Current & Prior Year

#### Account

2019 YTD Revenues	101.7%
2020 YTD Revenues	98.1%
2019 YTD Expenditures	95.3%
2020 YTD Expenditures	86.4%

Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 12/1/2020 Through 12/31/2020  
(In Whole Numbers)

	YTD Actual	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	23,204,356	23,331,338	(126,982)	(1)%
Penal Fines	619,366	795,000	(175,634)	(22)%
Charges for Services	42,084	138,000	(95,916)	(70)%
Interest Income	177,785	302,500	(124,715)	(41)%
Public Donations	306,145	437,020	(130,875)	(30)%
Other Revenue	677,422	549,700	127,722	23 %
State Sources	907,195	894,140	13,055	1 %
Total Revenues	25,934,353	26,447,698	(513,345)	(2)%
Expenditures				
Salaries and Wages	12,367,643	12,666,513	298,870	2 %
Employee Benefits	2,871,066	3,802,954	931,889	25 %
Collections - Digital	2,104,907	2,174,223	69,316	3 %
Collections - Physical	2,166,628	2,923,390	756,762	26 %
Supplies	786,495	970,578	184,082	19 %
Contractual and Professional Services	1,061,322	1,320,083	258,761	20 %
Programming and Outreach	215,826	327,453	111,627	34 %
Maintenance and Utilities	1,590,561	1,948,906	358,345	18 %
Staff Development	114,945	171,025	56,080	33 %
Board Development	725	25,280	24,555	97 %
Other Expenditures	661,718	963,296	301,578	31 %
Capital Outlay	585,658	1,084,852	499,194	46 %
Total Expenditures	24,527,492	28,378,552	3,851,060	14 %
Excess Revenue Over (Under) Expenditures	1,406,861	(1,930,854)	3,337,715	(173)%

Kent District Library  
Statement of Revenues and Expenditures  
245 - Business Consulting Special Revenue Fund  
From 12/1/2020 Through 12/31/2020  
(In Whole Numbers)

YTD Actual

Expenditures	
Salaries and Wages	6,240
Employee Benefits	1,560
Maintenance and Utilities	1,200
Other Expenditures	1,876
Total Expenditures	10,876
Excess Revenue Over (Under)	(10,876)
Expenditures	

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2020 Through 12/31/2020  
(In Whole Numbers)

	YTD Ending December 31, 2019	YTD Ending December 31, 2020	Total Variance
Revenues			
Property Taxes	22,130,099	23,204,356	1,074,257
Penal Fines	787,989	619,366	(168,623)
Charges for Services	192,717	42,084	(150,633)
Interest Income	369,488	177,785	(191,703)
Public Donations	332,221	306,145	(26,075)
Other Revenue	981,122	677,422	(303,700)
State Sources	905,002	907,195	2,193
Total Revenues	25,698,639	25,934,353	235,714
Expenditures			
Salaries and Wages	11,751,781	12,367,643	615,861
Employee Benefits	3,727,250	2,871,066	(856,184)
Collections - Digital	1,611,376	2,104,907	493,531
Collections - Physical	2,087,267	2,166,628	79,361
Supplies	489,122	786,495	297,373
Contractual and Professional Services	1,163,801	1,061,322	(102,479)
Programming and Outreach	290,141	215,826	(74,315)
Maintenance and Utilities	1,603,553	1,590,561	(12,993)
Staff Development	160,546	114,945	(45,601)
Board Development	9,248	725	(8,523)
Other Expenditures	587,153	661,718	74,565
Capital Outlay	884,876	585,658	(299,218)
Total Expenditures	24,366,114	24,527,492	161,377
Excess Revenue Over (Under) Expenditures	1,332,525	1,406,861	74,336

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 12/1/2020 Through 12/31/2020  
(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	313	23,009,410	23,128,111	(118,701)	(1)%
4412 Delinquent personal property taxes	172	7,652	25,000	(17,348)	(69)%
4432 DNR - PILT	0	48,552	14,000	34,552	247 %
4437 Industrial facilities taxes	0	138,742	164,227	(25,486)	(16)%
Total Property Taxes	485	23,204,356	23,331,338	(126,982)	(1)%
<b>Penal Fines</b>					
4581 Penal fines	0	619,366	795,000	(175,634)	(22)%
Total Penal Fines	0	619,366	795,000	(175,634)	(22)%
<b>Charges for Services</b>					
4650 Printing/fax fees	0	24,307	100,000	(75,693)	(76)%
4660 Other Patron Fees	21	(17)	5,000	(5,017)	(100)%
4685 Materials replacement charges	594	17,795	33,000	(15,205)	(46)%
Total Charges for Services	615	42,084	138,000	(95,916)	(70)%
<b>Interest Income</b>					
4664 Interest Earned on Restricted Investments	35	635	0	635	0 %
4665 Interest earned on deposits and investments	13,680	175,089	300,000	(124,911)	(42)%
4666 Interest Earned - Property Taxes	64	2,061	2,500	(439)	(18)%
Total Interest Income	13,778	177,785	302,500	(124,715)	(41)%
<b>Public Donations</b>					
4673 Restricted donations	19,823	269,335	157,020	112,315	72 %
4674 Unrestricted donations	22,419	36,810	280,000	(243,190)	(87)%
Total Public Donations	42,243	306,145	437,020	(130,875)	(30)%
<b>Other Revenue</b>					
4502 Universal Service Fund - eRate	203,284	604,651	515,200	89,451	17 %
4583 Contributions from public schools	0	25,000	25,000	0	0 %
4651 Admission/Entry fees	1,634	2,102	0	2,102	0 %
4667 Building rental	0	843	5,000	(4,158)	(83)%
4668 Royalties	270	3,790	4,500	(710)	(16)%
4672 Local grants	0	15,000	0	15,000	0 %
4676 Reimbursement of expenditures	0	1,043	0	1,043	0 %
4677 Program contributions	0	250	0	250	0 %
4686 Sale of Equipment	165	1,015	0	1,015	0 %
4688 Miscellaneous	111	2,289	0	2,289	0 %
4690 CARES Act - Emergency Sick Leave Credit	2,745	21,440	0	21,440	0 %
Total Other Revenue	208,209	677,422	549,700	127,722	23 %
<b>State Sources</b>					
4540 State Aid	0	316,761	314,067	2,694	1 %
4541 State aid - LBPH/TBBC	0	41,073	41,073	0	0 %
4548 Renaissance Zone reimbursement	0	88,726	89,000	(274)	(0)%
4549 Personal Property tax reimbursement	0	460,635	450,000	10,635	2 %
Total State Sources	0	907,195	894,140	13,055	1 %
Total Revenues	265,330	25,934,353	26,447,698	(513,345)	(2)%

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 12/1/2020 Through 12/31/2020  
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
<b>Expenditures</b>					
<b>Salaries and Wages</b>					
5700 Board Stipend	240	2,340	3,720	1,380	37 %
5706 Extra duty stipends	1,150	6,150	6,500	350	5 %
5710 Contra Salaries and Wages - Consulting Admin	(520)	(6,240)	0	6,240	0 %
5713 Salary & Wages	1,346,978	12,365,393	12,656,293	290,900	2 %
Total Salaries and Wages	1,347,848	12,367,643	12,666,513	298,870	2 %
<b>Employee Benefits</b>					
5709 FICA	70,370	882,067	963,936	81,868	8 %
5717 Defined Contribution Pension Plan Contributions	36,940	458,470	688,178	229,708	33 %
5718 Employee Health Benefits	114,947	1,437,092	1,640,731	203,639	12 %
5720 HSA/Flex	(349,200)	0	349,820	349,820	100 %
5723 Retiree Health Care OPEB	150	1,800	1,800	0	0 %
5724 Life Insurance	1,858	26,730	29,798	3,069	10 %
5725 Additional Life Insurance	(12,426)	(4,946)	25,934	30,881	119 %
5727 Gradifi Student Loan Assistance	4,402	60,225	63,283	3,058	5 %
5728 YMCA Membership Support	70	440	15,480	15,040	97 %
5730 Other Employee Benefits	(1,580)	10,748	13,994	3,246	23 %
5735 Contra Employee Benefits - Consulting Admin	(130)	(1,560)	0	1,560	0 %
5842 Unemployment Claims	0	0	10,000	10,000	100 %
Total Employee Benefits	(134,599)	2,871,066	3,802,954	931,889	25 %
<b>Collections - Digital</b>					
5785 Cloud Library/OverDrive	0	1,419,808	1,433,000	13,192	1 %
5786 Hoopla	0	362,000	362,000	0	0 %
5787 Digital Collection	0	107,650	118,635	10,985	9 %
5788 Miscellaneous Electronic Access	1,289	215,450	260,588	45,138	17 %
Total Collections - Digital	1,289	2,104,907	2,174,223	69,316	3 %
<b>Collections - Physical</b>					
5791 Subscriptions	191	71,148	74,460	3,312	4 %
5815 KDL Cruisers	0	22,032	29,000	6,968	24 %
5871 Branch Local Materials - Restricted Donation Expenditures	160	7,959	13,050	5,092	39 %
5982 Collection Materials - Depreciable	146,611	1,348,575	1,654,875	306,300	19 %
5983 CD/DVD Collection Materials - Non-Depreciable	76,513	401,946	729,965	328,019	45 %
5984 Beyond Books Collection - Non-Depreciable	8,529	314,968	422,040	107,072	25 %
Total Collections - Physical	232,003	2,166,628	2,923,390	756,762	26 %
<b>Supplies</b>					
5750 Collection Processing & AV Supplies	10,671	84,077	173,311	89,234	51 %
5751 Office & Misc Supplies	11,081	35,246	52,833	17,587	33 %
5752 Paper	560	11,642	27,122	15,480	57 %
5753 AV Supplies	573	3,394	17,025	13,631	80 %
5754 Disposable Technology <\$1000	3,984	254,814	351,684	96,870	28 %
5755 Maintenance Supplies - Custodial	962	29,813	11,841	(17,972)	(152)%

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 12/1/2020 Through 12/31/2020  
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5756	Water Cooler Supplies & Water	189	2,371	7,450	5,079	68 %
5757	Meeting Center Supplies	0	688	4,000	3,312	83 %
5760	Technology & Accessories <\$1000	1,666	9,083	23,072	13,989	61 %
5764	KDL Staff Event Supplies	700	10,488	30,000	19,512	65 %
5765	Wellness Supplies	0	5,489	500	(4,989)	(998)%
5766	Team KDL Supplies	5,026	6,890	1,500	(5,390)	(359)%
5767	New EE Shirts/Tote Bags	0	1,423	7,000	5,577	80 %
5768	Promotions Supplies	0	11,328	33,235	21,907	66 %
5769	Service Awards	91	391	700	309	44 %
5770	Other Awards/Prizes	270	175,770	130,335	(45,435)	(35)%
5771	Non-Alcoholic Beverages	366	1,981	12,660	10,679	84 %
5790	Books (not for circulation)	0	4,783	9,920	5,137	52 %
5799	Miscellaneous Supplies	1,272	63,305	18,358	(44,947)	(245)%
5851	Mail/Postage	613	34,128	9,291	(24,837)	(267)%
5900	Copier/Printer Overage Charges	3,710	39,391	48,741	9,350	19 %
	<b>Total Supplies</b>	<b>41,733</b>	<b>786,495</b>	<b>970,578</b>	<b>184,082</b>	<b>19 %</b>
	<b>Contractual and Professional Services</b>					
5792	Software	4,301	366,431	417,109	50,678	12 %
5801	Professional & Consulting Services	405	20,867	52,200	31,333	60 %
5803	IT Consultant - Consulting Svcs.	0	11,530	47,000	35,470	75 %
5804	Other Consultants	4,600	115,530	14,850	(100,680)	(678)%
5805	Audit Services	0	29,600	27,100	(2,500)	(9)%
5806	Legal Services	427	31,513	49,500	17,987	36 %
5809	Temporary Contracted Employees	0	12,000	15,000	3,000	20 %
5811	IT Contracted Services	24,867	44,099	75,000	30,901	41 %
5812	HR Contracted Services	0	1,968	3,000	1,032	34 %
5813	Delivery Services	15,872	108,748	146,027	37,279	26 %
5814	Security Services	10,313	41,605	52,162	10,558	20 %
5816	Employment Recruiter	525	1,785	0	(1,785)	0 %
5817	Lakeland Library Co-op services	0	4,627	4,000	(627)	(16)%
5818	Shredding services	0	424	575	151	26 %
5819	Drug Screenings/background checks	201	993	3,500	2,507	72 %
5823	Inspection Services	0	1,469	3,200	1,732	54 %
5825	KDL Staff Event Services	7,500	7,800	12,500	4,700	38 %
5827	Catering	43	6,061	31,425	25,364	81 %
5829	Custodial/cleaning services	1,605	27,864	18,500	(9,364)	(51)%
5830	Other Contracted Services	0	17,886	67,893	50,007	74 %
5834	Wellness Services	0	0	7,425	7,425	100 %
5836	Employee & Partner Care (Flowers, Etc)	152	5,269	6,630	1,361	21 %
5890	ILS Fees	0	110,919	167,773	56,854	34 %
5891	Licenses and Fees	0	4,247	4,400	153	3 %
5893	Marc Records License	599	3,654	7,500	3,846	51 %
5956	Other Benefits Administration Fees	3,781	30,370	15,030	(15,340)	(102)%
5957	Pension Administration Fees	0	4,453	6,600	2,147	33 %
5958	Payroll processing fees	2,907	38,111	37,000	(1,111)	(3)%
5960	Banking Fees	451	2,714	4,150	1,436	35 %
5961	TSYS/Credit Card Fees	711	8,787	23,033	14,246	62 %
	<b>Total Contractual and Professional Services</b>	<b>79,260</b>	<b>1,061,322</b>	<b>1,320,083</b>	<b>258,761</b>	<b>20 %</b>



**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 12/1/2020 Through 12/31/2020  
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
<b>Programming and Outreach</b>					
5794 Outreach Supplies	264	5,365	29,782	24,417	82 %
5795 Programming & Outreach Supplies	4,868	53,564	105,150	51,586	49 %
5865 Programming Services	5,794	28,236	44,206	15,970	36 %
5885 Speakers/Performers	2,250	128,173	146,955	18,782	13 %
5950 Airport Free Library	0	488	1,360	872	64 %
Total Programming and Outreach	13,176	215,826	327,453	111,627	34 %
<b>Maintenance and Utilities</b>					
5822 Maintenance Contracts	0	3,090	6,600	3,510	53 %
5848 Mobile Hotspots	840	34,220	14,040	(20,180)	(144)%
5849 Cell Phones/ Stipends	2,064	25,826	34,161	8,335	24 %
5850 Telephones	2,107	26,665	50,953	24,288	48 %
5852 Internet/Telecomm Services	63,516	643,892	649,122	5,230	1 %
5918 Water/Sewer	0	2,751	3,800	1,049	28 %
5919 Waste Disposal	395	7,256	5,500	(1,756)	(32)%
5920 Electric	4,300	50,656	78,000	27,344	35 %
5921 Natural Gas	583	5,489	17,000	11,511	68 %
5925 Lawncare & Snowplowing	966	8,718	20,000	11,282	56 %
5926 Lawn/Landscaping	0	3,670	4,200	530	13 %
5928 Branch Maintenance Fees	0	384,756	405,282	20,526	5 %
5929 Land Repair and Maintenance	163	2,311	4,200	1,889	45 %
5930 Building Repair and Maintenance	0	38,797	31,600	(7,197)	(23)%
5931 Equipment Repair and Maintenance	284	6,715	33,777	27,062	80 %
5932 Vehicle Repairs and Maintenance	0	1,381	17,040	15,659	92 %
5933 Software & IT Hardware Maintenance Agreements	20,608	166,910	341,820	174,910	51 %
5934 Other Repair and Maintenance	0	0	2,250	2,250	100 %
5940 Rentals	7,774	164,427	161,775	(2,653)	(2)%
5941 Printer/Copier Leases	1,323	14,232	67,787	53,555	79 %
5943 Contra Maintenance & Utilities - Consulting Admin	(100)	(1,200)	0	1,200	0 %
Total Maintenance and Utilities	104,821	1,590,561	1,948,906	358,345	18 %
<b>Staff Development</b>					
5910 Staff Development & Conferences	1,475	45,563	62,769	17,206	27 %
5911 Conferences	0	17,953	15,060	(2,893)	(19)%
5913 Travel/Lodging	0	51,428	93,196	41,768	45 %
Total Staff Development	1,475	114,945	171,025	56,080	33 %
<b>Board Development</b>					
5908 Board Development	0	725	4,700	3,975	85 %
5909 Board Travel/Lodging	0	0	20,580	20,580	100 %
Total Board Development	0	725	25,280	24,555	97 %
<b>Other Expenditures</b>					
5759 Gas, Oil, Grease	115	1,588	15,500	13,912	90 %
5860 Parking	0	659	7,710	7,051	91 %
5861 Mileage Reimbursement	1,428	15,529	71,122	55,593	78 %
5870 Branch Local Misc - Restricted Donation Expenditures	19,764	87,850	143,970	56,120	39 %
5873 Website	306	207,565	203,685	(3,880)	(2)%

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 12/1/2020 Through 12/31/2020  
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5874	Employment Advertising	0	0	1,000	1,000	100 %
5875	System Advertising	3,621	65,859	135,820	69,961	52 %
5879	Branch Advertising	0	77	4,040	3,963	98 %
5884	Royalty Free Creative(Photography, Video, etc)	1,512	4,144	11,500	7,356	64 %
5901	Outsourced Printing & Publishing	5,747	66,132	53,500	(12,632)	(24)%
5906	Promotions/Marketing	0	1,572	9,145	7,573	83 %
5907	Sponsorships/Donations	0	2,500	0	(2,500)	0 %
5912	Meetings	584	8,283	24,875	16,592	67 %
5915	Memberships, Dues & Fees	0	49,378	61,237	11,859	19 %
5916	Dues and Fees	0	3,094	6,727	3,633	54 %
5935	Property Liability Insurance	0	57,568	62,920	5,352	9 %
5936	Vehicle Liability Insurance	0	9,647	15,500	5,854	38 %
5937	Flood Insurance	0	2,294	6,520	4,226	65 %
5938	Bond Insurance	0	9,957	11,610	1,653	14 %
5939	Workers Compensation Insurance	402	36,845	48,000	11,155	23 %
5942	Errors and Omissions Insurance	0	3	0	(3)	0 %
5955	Miscellaneous	0	513	16,415	15,902	97 %
5959	Sales Taxes	1	5	500	495	99 %
5964	Property Tax Reimbursement	50	29,716	49,000	19,284	39 %
5965	MEL Return Items	34	941	3,000	2,059	69 %
	Total Other Expenditures	33,563	661,718	963,296	301,578	31 %
	Capital Outlay					
5974	Land Improvements - Depreciable	0	7,756	0	(7,756)	0 %
5975	Building Improvements - Non-Depreciable	1,900	98,635	0	(98,635)	0 %
5976	Building Improvements - Depreciable	0	245,648	30,000	(215,648)	(719)%
5977	Technology - Non-Depreciable (\$1000-4999)	0	97,036	345,037	248,001	72 %
5978	Technology - Depreciable (5,000+)	7,419	31,039	624,070	593,030	95 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	30,524	105,543	30,645	(74,898)	(244)%
5980	Equipment/Furniture - Depreciable (\$5000+)	0	0	55,100	55,100	100 %
	Total Capital Outlay	39,843	585,658	1,084,852	499,194	46 %
	Total Expenditures	1,760,412	24,527,492	28,378,552	3,851,060	14 %
	Excess Revenue Over (Under) Expenditures	(1,495,082)	1,406,861	(1,930,854)	3,337,715	(173)%

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 12/1/2020 Through 12/31/2020

Check Number	Vendor Name	Check Amount	Check Date
80945	Lake Michigan Credit Union	351,600.00	12/22/2020
80826	Overdrive, Inc	224,082.41	12/10/2020
203230001868	Priority Health	119,250.53	12/2/2020
80804	Ingram Library Services Llc	109,055.11	12/10/2020
12182020	The Huntington Bank - Michigan	75,092.92	12/18/2020
80939	IP Consulting, Inc.	58,228.21	12/22/2020
80881	Everstream Holding LLC- Michigan	56,246.26	12/22/2020
80723	Everstream Holding LLC- Michigan	51,376.26	12/10/2020
80936	Ingram Library Services Llc	50,435.80	12/22/2020
80878	Ebsco Information Services	41,469.00	12/22/2020
80842	TerHorst & Rinzema Construction Co.	41,100.00	12/10/2020
80711	Baker & Taylor	30,264.69	12/10/2020
80938	Interphase Office Interiors, Inc.	20,197.88	12/22/2020
80848	Value Line Publishing Llc	19,995.00	12/10/2020
80841	Swartz Electric Co.	17,554.54	12/10/2020
M0136542328	American Heritage Life Insurance Company / Allstate Benefits	15,225.16	12/1/2020
80821	Midwest Tape	13,377.51	12/10/2020
80713	Blackstone Audio Inc	13,349.72	12/10/2020
80810	LBK Ltd / Modernistic Carpet Cleaning and Restoration	12,474.72	12/10/2020
203200001405	Priority Health	11,909.84	12/1/2020
80959	Midwest Tape	11,830.58	12/22/2020
80973	Same Day Delivery, Inc	11,776.00	12/22/2020
80717	Comerica Bank	11,661.11	12/10/2020
80859	Hitachi Capital America Corp / Bibliotheca Credit	11,133.51	12/22/2020
80862	Blackstone Audio Inc	11,113.40	12/22/2020
80876	DK Security	10,312.56	12/22/2020
80831	Same Day Delivery, Inc	9,728.00	12/10/2020
80725	Findaway World, Llc	9,017.95	12/10/2020
80865	Canva US, Inc.	9,000.00	12/22/2020
80986	Urban Libraries Council	9,000.00	12/22/2020
80983	Thomas Klise/Crimson Multimedia	8,850.00	12/22/2020
80849	Vertigo Music	8,296.90	12/10/2020
80846	Troost Service Company	7,638.18	12/10/2020
80701	ACS Michigan	7,375.09	12/10/2020
80964	NEO GOV	6,953.12	12/22/2020
80944	Koios	6,500.00	12/22/2020
80869	Comerica Bank	6,009.26	12/22/2020
80830	Rehmann LLC / Rehmann Technology Solutions, LLC	6,000.00	12/10/2020
80975	Scholastic Library Publishing	5,154.00	12/22/2020
80966	Northeast Print House	4,993.01	12/22/2020
80808	Kellogg & Sovereign Consulting, Llc	4,950.00	12/10/2020
80858	Baker & Taylor	4,576.76	12/22/2020
80839	Staples Business Advantage	4,337.39	12/10/2020
80847	UAW Local 2600	4,186.48	12/10/2020
80726	Cengage Learning	4,045.08	12/10/2020
80887	Governmental Consultant Services Inc.	4,000.00	12/22/2020
80991	World Book, Inc.	3,996.00	12/22/2020
80965	Noordyk Business Equipment	3,805.19	12/22/2020
80823	Noordyk Business Equipment	3,599.47	12/10/2020

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 12/1/2020 Through 12/31/2020

Check Number	Vendor Name	Check Amount	Check Date
80877	Dymaxion Research Ltd	3,408.00	12/22/2020
80942	Kalamazoo Sanitary Supply / KSS Enterprises	3,305.55	12/22/2020
9866083057	Verizon Wireless - MiFy Routers & Cell phones	3,284.13	12/3/2020
207146055670	Consumers Energy	3,182.18	12/7/2020
80809	Kent County Treasurer	3,124.97	12/10/2020
80872	Demco, Inc	3,110.80	12/22/2020
80843	Thomas Klise/Crimson Multimedia	2,980.00	12/10/2020
80883	Findaway World, Llc	2,978.00	12/22/2020
80892	Holland Litho Printing Services	2,907.77	12/22/2020
80886	Cengage Learning	2,617.49	12/22/2020
80805	Interpersonal Frequency	2,450.00	12/10/2020
1054021-1220	PLIC - SBD Grand Island	2,432.52	12/1/2020
80702	Adtegrity / Media Place Partners	2,409.66	12/10/2020
80961	Morneau Shepell Limited	2,409.20	12/22/2020
209187	TelNet Worldwide, Inc.	2,106.85	12/23/2020
80985	UAW Local 2600	2,038.91	12/22/2020
80982	TerHorst & Rinzema Construction Co.	1,900.00	12/22/2020
INV01641288	Paycor, Inc.	1,827.20	12/10/2020
80719	Criteria Corp.	1,800.00	12/10/2020
489352	123.Net, Inc	1,724.00	12/11/2020
80844	Servcore Group, LLC / Timber Ridge Tree Care, LLC	1,678.75	12/10/2020
80854	Adtegrity / Media Place Partners	1,590.34	12/22/2020
80860	Bibliotheca, Llc	1,573.95	12/22/2020
80828	Plainfield Charter Township	1,508.70	12/10/2020
1149195	Paycor, Inc.	1,500.00	12/1/2020
80724	FCC, INC. / FCC Construction, INC.	1,350.00	12/10/2020
80969	Pam Spring Advertising, Llc	1,329.50	12/22/2020
80980	Staples Business Advantage	1,307.61	12/22/2020
80888	Grand Rapids Building Services	1,290.00	12/22/2020
80825	Olson HR Solutions / Peggy Olson	1,260.00	12/10/2020
80990	WIMAGE	1,200.00	12/22/2020
80716	Center Point Publishing	1,179.24	12/10/2020
202252447698	Consumers Energy	1,117.97	12/9/2020
80950	Michigan Office Solutions (MOS)	1,022.96	12/22/2020
80963	Nationwide Trust Company, FSB	1,000.00	12/22/2020
80971	RNL Graphics Solutions, LLC	974.30	12/22/2020
80813	Library Design Associates Inc.	889.00	12/10/2020
80968	Overdrive, Inc	757.50	12/22/2020
80946	LBK Ltd / Modernistic Carpet Cleaning and Restoration	745.08	12/22/2020
80812	Lewis Paper	726.91	12/10/2020
80728	Grand Rapids Community Foundation	724.00	12/10/2020
80981	State Of Michigan	670.00	12/22/2020
80871	Darius Quinn / Quinn Consulting Services	600.00	12/22/2020
80814	Lowell Community Wellness	585.00	12/10/2020
80962	Nationwide	584.54	12/22/2020
0020326757-1020	Dte Energy	582.55	12/2/2020
INV01683940	Paycor, Inc.	548.00	12/23/2020
INV01590703	Paycor, Inc.	531.50	12/1/2020
80720	Darius Quinn / Quinn Consulting Services	505.00	12/10/2020
80947	Lewis Paper	503.30	12/22/2020

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 12/1/2020 Through 12/31/2020

Check Number	Vendor Name	Check Amount	Check Date
80829	Presidio Networked Solutions Group, Llc	500.00	12/10/2020
80840	Susan Finkbeiner	500.00	12/10/2020
80943	Kevin Kammeraad	487.58	12/22/2020
80866	Center Point Publishing	484.77	12/22/2020
80960	Mlive Media Group	459.57	12/22/2020
80851	Walgreen Co	446.00	12/10/2020
80731	Hodges Coaching LLC	436.00	12/10/2020
80857	Aqua Blue Aquarium Solutions	434.99	12/22/2020
80704	Alysia Schmidt	400.00	12/10/2020
2127489	Arrowaste	394.81	12/16/2020
80824	Occupational Health Centers of Michigan, P.C.	384.87	12/10/2020
RIS0003185376	Delta Dental Of Michigan	370.96	12/1/2020
IN1933130	TASC	351.02	12/30/2020
80832	Scholastic Library Publishing	347.22	12/10/2020
80718	Crabtree Publishing Co.	331.20	12/10/2020
80972	Sabopr	328.80	12/22/2020
80937	Interpersonal Frequency	306.25	12/22/2020
80806	Juan Fernandez	300.00	12/10/2020
80727	Grand Rapids Building Services	298.25	12/10/2020
80811	Legal Shield	281.10	12/10/2020
80863	The Lillie Labor Law Firm P.C.	280.00	12/22/2020
80703	Advanced Ecosystems / FishGuy	225.00	12/10/2020
80852	Wolverine Printing Company	220.00	12/10/2020
80891	Hodges Coaching LLC	218.00	12/22/2020
80988	Walgreen Co	210.00	12/22/2020
80889	Greatamerica Financial Svcs.	204.02	12/22/2020
80979	Showcases	197.64	12/22/2020
80721	Edc Educational Services	175.88	12/10/2020
80700	Absopure Water Company	175.00	12/10/2020
80730	Heart Of West Michigan United Way	154.00	12/10/2020
80729	Greatamerica Financial Svcs.	152.02	12/10/2020
80827	David Palma / Palma Furniture Co	150.00	12/10/2020
80884	Foster, Swift, Collins & Smith, P.C.	147.00	12/22/2020
80882	Findaway World, Llc	140.97	12/22/2020
80853	Absopure Water Company	136.50	12/22/2020
80822	Mlive Media Group	127.32	12/10/2020
80868	Comcast Cable	124.90	12/22/2020
80714	Byron Center Chamber Of Commerce	120.00	12/10/2020
80987	US Postal Service	120.00	12/22/2020
013761	Medtipster.com, LLC.	115.48	12/14/2020
80715	Caledonia Women's Club	108.00	12/10/2020
80879	Employee Assistance Center (EAC)	85.00	12/22/2020
9866122016	Verizon Wireless - MiFy Routers & Cell phones	83.20	12/3/2020
80890	Heart Of West Michigan United Way	77.00	12/22/2020
80941	Juan Fernandez	76.38	12/22/2020
80850	Vital Records Holdings, LLC / VRC Companies, LLC	62.25	12/10/2020
80807	Kalamazoo College	60.00	12/10/2020
80870	Connor Hager	60.00	12/22/2020
80948	Central National-Gottesman Inc. / Lindenmeyr Munroe	57.00	12/22/2020
80885	Gaines Charter Township	49.78	12/22/2020

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 12/1/2020 Through 12/31/2020

Check Number	Vendor Name	Check Amount	Check Date
80722	Eugene Veltema	32.00	12/10/2020
80880	Employment Screening Resources	30.00	12/22/2020
80867	Charles R. Myers	30.00	12/22/2020
80864	Caitlin S. Oliver	30.00	12/22/2020
80856	Andrew Erlewein	30.00	12/22/2020
80977	Sheri Gilreath-Watts	30.00	12/22/2020
80978	Shirley Bruursema	30.00	12/22/2020
80974	Sarah Ann Weller	30.00	12/22/2020
80970	Peter Dykhuis	30.00	12/22/2020
80984	Thomas Noreen	30.00	12/22/2020
80989	White Pine District Library	18.98	12/22/2020
80976	Scott Small	18.00	12/22/2020
80873	Diane Cutler	17.40	12/22/2020
80845	Tricia van Zelst	16.00	12/10/2020
80855	Alpena County Library	15.00	12/22/2020
80949	Lonnie Wilda	13.99	12/22/2020
80967	Nyla Franklin	9.99	12/22/2020
80940	Joshua Bernstein	2.11	12/22/2020
Report Total		1,636,326.73	

**LAKELAND LIBRARY COOPERATIVE**  
**BOARD MINUTES – Unofficial**  
**Thursday, December 10, 2020 at 9:30 a.m.**  
**Via Zoom**

Present: Dale Parus [9:41 a.m. due to technical difficulties], Diane Kooiker, Karen McKinnon, Kelly Richards, Peggy Hemerling, Lance Werner, John McNaughton, and Shirley Bruursema  
Staff Present: Carol Dawe and Kelly Schroeder  
Absent: Mattie Cook

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:3 a.m. by John McNaughton. There were 28 additional participants.
- 2) **APPROVAL OF AGENDA:** Shirley Bruursema moved, supported by Peggy Hemerling, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) **PUBLIC COMMENTS:** There were no public comments.
- 5) **APPROVAL OF MINUTES:** Karen McKinnon moved, supported by Diane Kooiker, to approve the Board minutes from November 12, 2020 as presented – *motion carried*.
- 6) **FINANCIAL REPORT:** Diane Kooiker moved, supported by Kelly Richards, to approve the Financial Reports as presented - *motion carried*.
- 7) **PRESIDENT'S REPORT:** Dale was not yet present, so there was no report.
- 8) **DIRECTOR'S REPORT:** Carol Dawe said everyone has been working hard and she notices a lot of people are quieter these days in the virtual meetings. She added that we will weather this, and we are all in it together. Call, email, or text her if you need anything. Shirley Bruursema asked Carol if she was getting less contact from the Directors and Carol said she was not. Carol also said that everything is just more difficult, and people are getting decision fatigue. Carol then mentioned that the deadline to choose scoping choices for BiblioCommons was yesterday.
- 9) **COUNCIL/COMMITTEE REPORTS:**
  - a) Advisory Council Official October 8, 2020 Minutes: There were no comments or questions.
  - b) Finance Committee Unofficial November 30, 2020 Minutes: Dale Parus arrived at 9:41 a.m. and took over the meeting. He mentioned that State Aid went up and Carol said that amount was about \$24K. Dale added that states may be getting more aid for COVID-19 related assistance.
  - c) Personnel Committee Unofficial December 2, 2020 Minutes: Dale outlined the process for the Cooperative Director Evaluation. He added that there has been discussion on if there was any way they could reward Lakeland staff for this fiscal year. Shirley asked for clarification on whether it was just board members evaluating Carol. Dale explained that was the case and that the board was a good representation of the cooperative.
- 10) **UNFINISHED BUSINESS:**
  - a) Operating Budget Revisions – Carol explained that what changed was adjusting for State Aid we received and leaving Fund Balance alone to save for the future. She said LLC will try to remain lean this year. There will also be a review of how service fees are charged to libraries in an attempt to make it simpler and clearer. The audit was last week, and it went well. The CE budget will get back some money to use for workshops. Peggy asked about the raises for LLC staff that were in discussion from the committee meetings and would approval of the budget revisions negate the possibility of those. Carol said that they could still review it and make an amendment to the budget later. Peggy Hemerling moved, supported by John McNaughton, to approve the revisions as presented – *motion carried*.
- 11) **NEW BUSINESS:**
  - a) Bank Resolutions for Fund Depositories and Authorized Signatures: Dale clarified that this was a yearly process and Carol added that it was a formality that needed to be approved by the Board.

Shirley Bruursema moved, supported by John McNaughton, to approve the bank resolutions as presented - *motion carried*.

- b) MERS Addendum and Signatures: Dale explained that there were some revisions to stay up with the laws, but no changes to the accounts. Kelly Richards moved, supported by John McNaughton, to approve the MERS documents as presented – *motion carried*.

12) **PUBLIC COMMENTS:**

- a) There were no public comments.

13) **BOARD MEMBER COMMENTS:**

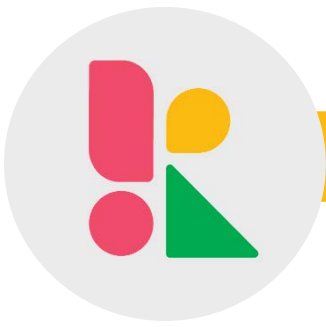
- a) Dale Parus (IC) said Ionia was voting on some issues this evening and to wish them luck.
- b) John McNaughton (GRPL) wished everyone Happy Holidays and to hang in there.
- c) Kelly Richards (UM) encouraged everyone to do something funny today.
- d) Peggy Hemerling (BH) said the library building was closed, but computers were available by appointment. Their drive-thru was open and busier than it was in June.
- e) Shirley Bruursema (KDL) mentioned changed with FOML and the Trustee Alliance portion of the organization. She is doing a lot of training from home. KDL is still busy and they had a successful staff day. She wished everyone Happy Holidays and to stay well and safe.
- f) Diane Kooiker (HO) said that Herrick's North Branch is closing Friday for about a month and a half as they move to the newly renovated and expanded building. She said it was exciting and a good project.
- g) Lance Werner (KDL) also wished everyone Happy Holidays and encouraged everyone to stay on top of MIOSHA regulations as they are checking and issuing fines.
- h) Karen McKinnon (AL) said they are doing well and staying healthy. Curbside is going well, and they are sending out a lot of the weekly craft kits. Amber McLain (OJ) added a quick shoutout to all the youth services staff for all they have done during these restrictive times.
- i) There were no other comments from board members.

- 14) **NEXT MEETING:** Thursday, January 14, 2021, at 9:30 a.m. via Zoom pending OMA amendment. Carol explained that they had to cancel the sessions on this and hoped to reschedule in a week or two and then we will know more.

- 15) **ADJOURNMENT:** Peggy Hemerling moved, supported by Kelly Richards, to adjourn at 10:05 a.m. - *motion carried*.

Respectfully submitted by,  
Kelly Ann Schroeder





## DECEMBER DIRECTOR'S REPORT

During KDL All Staff, the focus was on cascading goals for the strategic plan. Branch Managers were asked to pick two activities under the EDI pillar for personal learning, one under the EDI pillar for community engagement, and form a branch or department specific goal under the Sustainability pillar.

### ALPINE, TYRONE, WALKER

The two EDI goals that were selected by Alpine, Tyrone, and Walker region were to schedule a movie or documentary from the EDI workgroup's recommended list; then make popcorn and punch and discuss the themes afterward. Staff also selected to outreach to a local, ethnic, or minority-owned restaurant or caterer from the Local First list to cater food into the region for an in-service and learn about the tradition and heritage behind the food. The region's engagement and partnership goal are to attend a cultural event and discuss what staff has learned as a team. For these three goals, project teams consisting of three Branch Librarians will research and plan the events, with the input of the rest of the staff in the region. All three teams involve Branch Librarians from more than one branch so that regional teams have the chance to work together regularly and get to know each other. Branch Librarians will be meeting monthly with Regional Manager Liz Knapp to check in on the project teams' progress on the goals and to determine what support staff need. To keep KDL's core values at the forefront of the teams' minds, Branch Librarian teams will also be researching and leading discussions on KDL's CORE values, positive, courageous, helpful, inclusive, and authentic, during their assigned months in 2021.

For the sustainability goal, each branch in the region chose a different process on which to focus.

At the Walker branch, the team will be establishing and training on a clear and uniform procedure for handling patron complaints. At the Alpine branch, the team will be researching and implementing a process to learn others' strengths and decide how best to leverage strengths for the benefit of the team, KDL, and patrons. At the Tyrone Branch, the team will research, plan, and implement a practical and sustainable process for maintaining and archiving physical and digital documents. The region's staff have already participated in the process of outlining the steps needed to complete these goals and to set target dates for each piece. Staff is excited to begin learning and working on the goals in 2021!

### ALTO + ENGLEHARDT

In the Lowell and Alto region, the staff voted on the two learning and diversity goals and the engagement and partnership goal as a team. The region's two EDI goals selected were to schedule a movie or documentary from EDI workgroup's recommended list. A KDL staff member strongly recommended the movie **Luce**, it is under consideration. For the second goal, staff selected a local, ethnic or minority-owned restaurant or caterer from the Local First list to cater food into the region in-service and learn about the tradition and heritage behind the food as a team. Although only two are required, many also liked the idea of a book discussion as well as a movie, so a third goal may be added. KDL staff chose to engage with Disability Advocates of Kent County (DAKC) and the plan is to do this during the Branch In-Service day for the engagement and partnership goal. Several years ago, Disability Advocates visited all the KDL branches and evaluated them for their accessibility, but there was never a chance to learn about the organization, what challenges their clients face, and what DAKC does with these challenges. The sustainability goal is still being considered. Both branches reviewed each other's job title and what each person does and made a list. These lists will be revisited to check how efficiently the staff is working. Staff in both branches will also be recording any "pain points" that occur

throughout the year, particularly once KDL opens for normal service. The hope is that this will help determine a direction for the sustainability goal and it will be another focus during the In-Service day in November.

### **BYRON + GRANDVILLE**

In the Byron and Grandville region, the EDI goals that were selected were a movie or documentary from EDI workgroup's recommended list, staff plan on watching a movie as a team during Branch In-Service in November. The second EDI goal was to learn a language together: basic greetings, service questions, pronunciation guides. Staff decided to learn basic Spanish, and this will be helpful for working with the Spanish speaking patrons. Within the Community Engagement pillar, the branch decided to find local community organizations to partner with to create displays.

Finally, in the area of sustainability, the branch had two goals. One very simple goal of clarifying our process surrounding paging lists (when to run them, how to print them properly, and how to organize them). The second goal was to focus on staff achievement and recognition, mapping out what staff currently do, and recognizing each other for their hard work. The goal is to define better ways of making that a priority and regular occurrence.

### **CALEDONIA + CASCADE**

In the Caledonia and Cascade region, the staff voted on selecting a movie or documentary from EDI workgroup's recommended list and selecting a book from the EDI reading list. Staff will participate in answering different discussion questions on Yammer each week or month. Branch Librarians, Alyson Cryderman and Shelby Toren will select the first book, and the first discussion will occur in February. The branches have already been concerned with maintaining displays that call attention to diverse topics and calendar events, and this will provide an incentive to read and watch the items that are being put out on display. The branches will also choose a minority-owned restaurant or caterer to provide food for the Branch In-Service at the end of 2021. The region's engagement and partnership goal are to attend a cultural event and discuss what staff has learned as a team. This will be reconsidered if festivals are canceled again due to COVID. For the Sustainability pillar, staff will be examining ways to improve consistency of communication. This is an ongoing concern in a fast-paced environment and among staff with many part-time workers. Staff members are very pleased to be problem-solving in this area.

### **COMSTOCK PARK + PLAINFIELD**

In the Comstock and Plainfield region, the staff voted on selecting a book from the EDI reading list; staff will participate in answering different discussion questions on Yammer each week or month. In the second EDI goal, staff selected a local, ethnic, or minority-owned restaurant or caterer from the Local First list. During the recent All Staff, the branches decided to have an EDI book discussion quarterly. Each staff will be required to read at least two of the books and will contribute to a group discussion, however, all are encouraged to read all four books. During the Branch In-Service day, the branches will choose a local minority-owned restaurant to cater the food to help support local businesses as well as learn from the culture. The branches plan to partner with community organizations to create displays that will highlight the collection to increase the circulation of materials as well as draw focus to important community opportunities. Under the Sustainability pillar, Plainfield staff is planning to spruce up the main lobby area so that it is a more welcoming space to enter. The branch will also work on the staff work and storage areas, so it is more organized and workable.

The Comstock branch will be working toward creating a more service friendly space within the branch. The current magazine rack takes up a considerable amount of space that is not being circulated proportionate to its size. Previously, staff worked together to compress and weed out magazines not utilized by patrons or available at many other branches. This will enable Comstock to use a much smaller magazine rack. Manager in Training Laura Youells will be leading the Comstock staff in relocating the service desk to a more patron friendly place that also allows for better safety for staff.

## YEAR IN REVIEW



## KDL HIGHLIGHTS OF 2020

1. **Curbside pickups**, providing uninterrupted access to the collection with 432,582 items checked out at 125,024 pickups.
2. **Online programs** that patrons enjoyed in their homes, with 355,484 viewings of 1,137 programs.
3. **Virtual outreach** with 71,520 viewings of 142 online event.
4. **Summer Wonder** had 5,930 completers who brought information, ideas and excitement into their homes.
5. KDL had 13,649 new cardholders, who joined since March, when the Stay-at-Home order went into effect (16,772 total for 2020).
6. **Patron Hotspot Expansion** - Mobile WiFi hotspots, which became the most frequently checked out physical item.
7. KDL Staff who are passionate and committed, managed to provide services without layoffs or furloughs, navigated a global pandemic while keeping all 350+ staff members gainfully employed
8. New Staffing model, including the addition of the BOPS role, the implementation of shared management with the RM1 (Regional Manager 1) and RM2 (Regional Manager 2) roles, a leadership team restructure, revamped our workgroups to have better strategic alignment and accountability, and even pivoted to accommodate staffing new service points during COVID.
9. Collaborated with the Health Department to generate meaningful work. [Although this one is pretty new.
10. KDL created and rolled out a new strategic plan during a time of uncertainty, focusing on EDI, Engagement and Service.

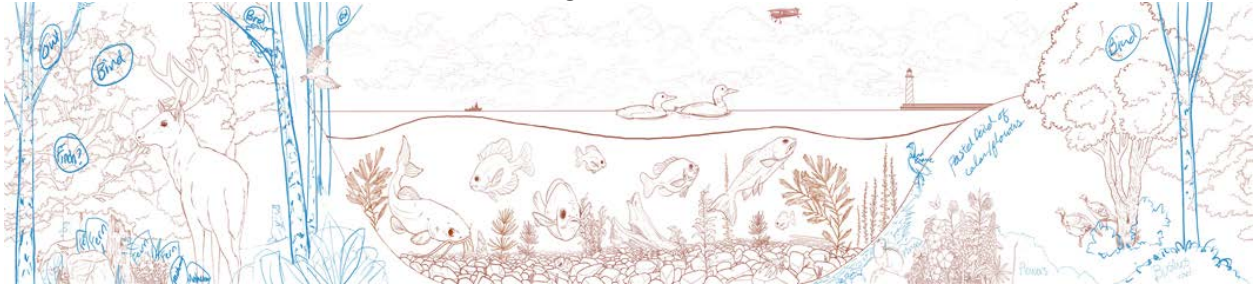
## PROJECTS

### **BUILDING UPDATE: AMY VAN ANDEL LIBRARY AND COMMUNICATION CENTER**

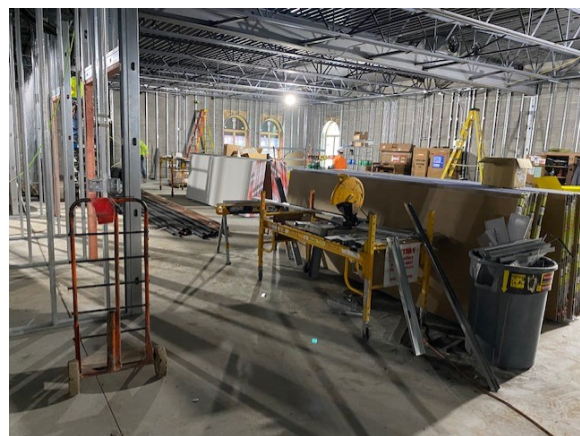
The project is on track for an opening at the end of January. Ada Township and Seyferth PR are working with KDL to determine what the opening could look like in midst of a pandemic and will meet January 14 to determine the best way forward. The building is nearly complete; however, work continues on the portion of the building that will connect with a future multi-purpose room. The priority items are being addressed for the building and furniture installations. Renegade has installed the pieces for WonderKnook, the children's playspace, and the podcasting room has been set up. The first truck of materials has been delivered and staff has begun unboxing, organizing, and shelving the adult collection. It is a great joy for the staff members to see the materials on the shelves! For more photos and updates, please visit: <https://kdl.org/countdown-to-ada/>

### **BUILDING UPDATE: CASCADE TOWNSHIP**

Regional Manager I Vanessa Walstra has been working to obtain construction bids for the aquarium project and recruited Missy Lancaster, KDL Facility Manager to help with the project. The contractor will be selected the week of January 11. The branch will need to close during construction as there will be jackhammers ripping up concrete floors but curbside will be able to continue during this phase. Aqua Blue has completed the fabrication of the aquarium and is hoping to deliver it to the branch in the next three weeks. Once the aquarium makes it to the branch the metal vendor that is surrounding the base of the aquarium will do final measurements. MarCom is working with a local artist for the graphics to wrap around the base of the aquarium. Once the metal around the base of the aquarium is completed then final measurement can be done and designs will be sent to Extreme Graffix to produce the vinyl.



### **BUILDING UPATE: GRANDVILLE**





The expansion project is continuing to progress. The roof is almost completed. Floors have been poured in both the north and west additions. Metal studs have been placed giving a sense of the layout in those locations. Brickwork on the exterior has begun.



## **BUILDING UPATE: SERVICE + MEETING CENTER – SERVICE CENTER REFRESH**

### **IT Department**

- Kurt and Jared's office are complete
- The IT Department desks had a missing piece due to manufacturer handling and the part is set to arrive on January 18, at which point staff can fully move back in.

### **Lance's office**

- The majority of the furniture arrived except for a couple of cabinets and a credenza that is on backorder. Lance has moved back into his office.

### **Carrie and Jaci's office**

- Jaci's office is complete.
- Carrie's office is also awaiting a credenza that is on backorder. Carrie has also moved back into her office.

### **Breakroom/Bathroom/Wellness Room/IT workroom**

- TerHorst immediately began the project after Board approval. Drawings are being finalized.
- Dan TerHorst and Missy Lancaster met with subcontractors to go over the scope of the project and to obtain samples for vinyl, bathroom partitions, tiles, doors, etc.
- Missy Lancaster met with Interphase to go over space planning and furniture options for these spaces.
- The plan is to obtain three drawings and let the staff vote on the breakroom layout in terms of furniture and paint colors. KDL Brand are the paint colors that will be utilized for the entire building.
- The construction is slated to begin on January 14.

## **BUILDING UPATE: WALKER**

Fishbeck has been in communication with the City of Walker and KDL staff to confirm Fishbeck has interpreted the needs of the facility correctly based on recent conversations, e-mails, and from previous programming Interviews. After discussing the collaborative spaces with the Walker Ice and Fitness Center (WIFC) and KDL, Fishbeck has proposed a particular number of "shared"

collaborative spaces. This will successfully meet the needs of both KDL patrons and the WIFC's members, while still benefiting from the concept of shared space. Fishbeck is currently revising and polishing the final graphics and Excel worksheets to match the updated PDF notes.

## BOOK BUNDLES

On December 3, KDL launched system-wide [book bundles](#) as a way to enhance existing curbside services. The idea has since been a huge hit and has increased circulation which had been in a downward trend due to COVID. As part of a January challenge, branch staff have been changing their curbside services script to ask patrons if they would like a Book Bundle. As a result, total checkouts as a system for the first week in January increased by **96%** compared to the previous week in December, with a total of **35,889** items circulated. The project team is still looking at the process for this and finding ways to streamline the procedure to make it faster and easier and for a way to better obtain accurate metrics. System-wide online requests the first week of January doubled from 206 to 413 compared to the previous week, not including the bundles made on the spot for curbside patrons.

## PLAYSPACE (WONDERKNOOK) PILOT

All four pilot locations (Amy Van Andel Branch and Community Center, Alto Branch, Byron Township Branch, and Wyoming Branch) have their new Wonderknook furniture installed. Installation went smoothly for the most part with the exception of the portals (tunnel into the area). The portals that were originally ordered for Alto and Byron will be used for other branches since they made the space feel smaller and posed ADA compliance issues. A meeting with Renegade to discuss preventing this in the future included ideas such as 3-D mock up drawings, taping the area out, and having the vendor responsible for ADA compliance. The team has actively been making notes and the evaluation sheets are done. The project team will be scheduling a safe, one hour timeslot each week (per branch) during closed hours with partner organizations to evaluate how children engage with the new spaces in order to inform the purchasing of the remainder of the branches and identify fixes that Renegade needs to make in either layout or fabrication.





## **PMO (PROJECT MANAGEMENT OFFICE)**

Kip Odell, Programming Manager, and Jaci Cooper, Director of Projects and Planning are creating an approval process specific to programming since many of the new project ideas pertain to offering new programs or expand on existing ones. The original approval plan will be inverted in order for Programming, Outreach, and the BOPS (Branch Outreach and Programming specialists) initially vet ideas before moving them up to the PMO.

## **REHMANN AUDIT**

KDL contracted with Rehmann Services for on-site services after Melissa Snyder's resignation in order to manage the department in the interim and implement the recommendations they made. Prioritized tasks include reducing the chart of accounts, streamlining approval process, drafting an AP (Accounts Payable) Policy for board review and revising the purchasing policy.

## **SORA**

KDL is working with a Caledonia school and a Forest Hills school system to launch Sora, the school facing Overdrive app that enables students to access KDL's collection with their student ID. A 4-6 week authentication was required, and Ali Kuchta from our Collection Development team is looking into how to circulation data regarding these school check outs is isolated from our regular Overdrive data. Alyson Cryderman (Caledonia Branch Librarian) and Ashley Smolinski (Cascade and Caledonia BOPS) remain in touch with the schools.

## **STRATEGIC PLANNING**

2021 has kicked off and KDL has launched into the new 2021-2023 strategic plan that staff have been learning about for the past couple of months. Jaci Cooper conducted a strategic plan awareness survey in February and another in December to measure staff's overall awareness and engagement in the plan. In the duration, staff's understanding of the plan went from 46% to 95% since the new plan has been rolled out. The EDI workgroup is well on its way evaluating and determining a recommendation for an assessment tool to have all staff participate in, a main annual initiative under the EDI pillar. As part of the Engagement and Service pillar, Randy Goble submitted a project proposal and formed a team to begin the work on an annual survey tool to better determine our patrons demonstrated and unmet needs. Jaci Cooper is working to create a quarterly report formalizing updates on the strategic plan for future packet inclusions.



## **PROGRAMMING AND OUTREACH**

### **BOOKMOBILE**

KDL continues to partner with Feeding America Mobile Pantries throughout Kent County and attending the Essential Need Task Force (ENTF) Food Access Partner meetings. During the holidays, the team was able to ensemble and distribute 200+ Gingerbread Lane Kits to food distribution sites, such as the YWCA, Puertas Abiertas and the Great Stat Collaborative Parent Groups.

### **CODERS4TOMORROW**

Coders4Tomorrow, a local group of high school and college coders, taught a week-long coding program for teens over winter break. An average of 20 students attended each day learning about the basics of the Python programming language. The free class will be offered again this summer.

### **FINANCIAL STABILIZATION OUTREACH**

Outreach Specialist Grace Miguel served as a judge for the Emprande 5by5 Entrepreneur Contest hosted by Star Garden and Ferris State University. These events continue to familiarize KDL with the community work done around the areas of: Adult Education Partners (MIAEP), Workforce Development within ENTf and Entrepreneurship Support Organization (ESO).

### **HAPPY NOON YEAR**

The streaming version of Happy Noon Year was a big success with over 400 live views of the program. KDL librarians hosted the program showing how to do some New Year crafts, along with a video of well wishes from staff, an appearance of Wimee and a performance from the great musical duo, Being Bilingual Rocks. Dozens of patrons also shared their well wishes and appreciation for KDL during the broadcast through Facebook and YouTube.

### **LITTLE FREE LIBRARY**

KDL will distribute books in mobile food pantries throughout Kent County, also reaching out to little free library owners for a collaboration in the interest of a permanent relationship. Friday's has been selected for partners to shop in the Weeded shelves of the Little Free Library Project.

### **MEN OF COLOR READ**

Director of Fund Development Christine Mwangui worked to secure two donations directed to support Men of Color Read: DTE Energy and WZZM13. The program is expected to start broadcasting January on Mondays at 4pm.

### **TAKE AND MAKES**

With COVID restrictions in place, KDL has been finding new ways provide great programing experiences for our patrons. With our annual, Gingerbread Lane program cancelled, KDL ordered supplies for making gingerbread houses and passed out over 1,200 bags of supplies so patrons could assemble their own creations at home.

### **WENDY AND DB**

The popular and award-winning musical duo from Chicago presented libraries that found ways to continue with programming during the summer of 2020 with a special concert video. KDL debuted the performance over winter break for families and it collected over 450 views on KDL's streaming channels.

## VIRTUAL OUTREACH AND WIMEE'S WORDS

In the month of December, KDL produced and presented 26 daily episodes of the Wimee's Words Program which had 858 live viewers from all pages per episode and reached over 10,108 total number of views. Each episode had many interactive comments. KDL has received invitations from two different public broadcasting services interested in adding the show to its content.

## KATIE KUDOS

**BRAD ALLEN (Service Center-Catalog)** was nominated by Liz Guarino-Kozlowsicz. Liz because... "Brad took the initiative to research an extra step for the Collection Services Assistants were having to take when attaching item records. He researched what other libraries do in terms of their cataloging. He made the determination that we don't need to have the information in Bibliocommons as it clutters things up for the patrons. He reached out to Aaron Thomas to work on a on a process improvement that would automatically take out the unnecessary information. This would save lots of time and making things look better for patrons!"

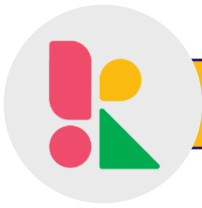
**SARAH FOX (Kentwood)** was nominated by Angela Culp because... "Sarah pitched in (even though she wasn't schedule and only stopped in to pick up a hold!) and helped to move over a dozen shelves of books to prevent them from water damage on Saturday. I appreciate your hard work and willingness to do anything that is needed – even when you were not on duty. You are a true team player!"

**KIP ODELL (Service Center-MarCom)** was nominated by Randy Goble because... "In mid-March, when the library first responded to the COVID pandemic, everyone was thrown for a loop, especially the programming team. With hundreds of programs scheduled with dozens of performer contract in place, Kip engaged his team to quickly address all the cancellations. And, here's where it really goes above-and-beyond, live streamed programs started within a week! Additionally, this involved figuring out a standardized process for planning, conducting and promoting online programs. He enlisted the help of Kevin Kammeraad and David Specht to evaluate technology options and determine the best practices to staff throughout KDL to provide a robust schedule of online programming. All this was happening while the program process for the new website was being revised. Since then, these efforts have provided a framework and the support to deliver more than 1,200 online programs with more than 350,000 viewings so far. This work is keeping patrons engaged with the library at a time that in-person visits have not been possible. It takes courage to tackle a project when there's no roadmap." AND was also nominated by Marie Mulder because... "I had a near meltdown the other day when I was trying to do something complicated (for me) on streamyard and time was running out. Kip came to the rescue and calmly and expertly saved the day."



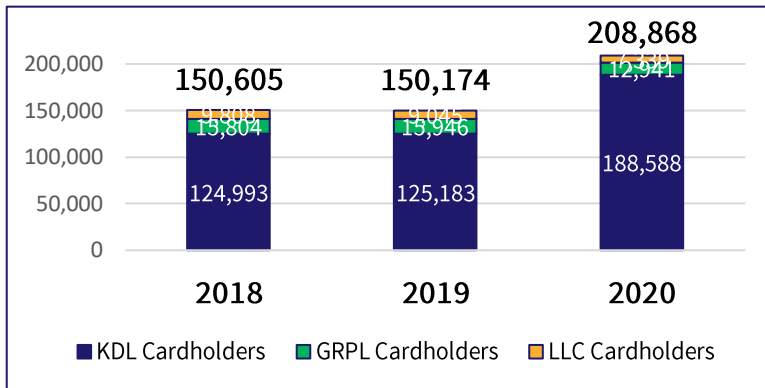
## UPCOMING MEETINGS & DATES OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., Feb. 18, 2021	4:30 PM	KDL Service & Meeting Center
KDL Regular Board Meeting	Thurs., Mar. 18 , 2021	4:30 PM	KDL Service & Meeting Center
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Pension Board Meeting	Weds., Feb. 17, 2021	1:00 PM	KDL Service + Meeting Center



# DECEMBER 2020 STATISTICAL SUMMARY

## Active Patrons:



## 604 Accounts Added in December:

- 572 New KDL Cardholders
- 14 New GRPL Cardholders
- 18 New LLC Cardholders

*Note: 2020 patron totals include formerly expired accounts that have been reactivated through 2021 to more easily access digital resources, and Library Card Challenge accounts that were added to the KDL cardholder total when that program ended.*

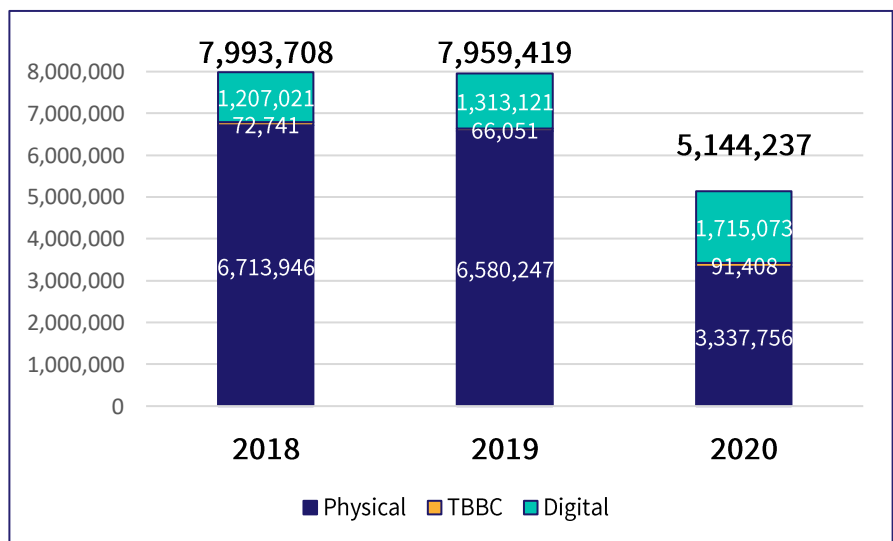
*Note: KDL closed due to COVID-19 on March 13. Curbside service began June 15. Branches re-opened with limited hours on August 5 and full hours (except Sundays) on September 21. Branches returned to curbside service only on November 16.*

## 2020 Library Value:

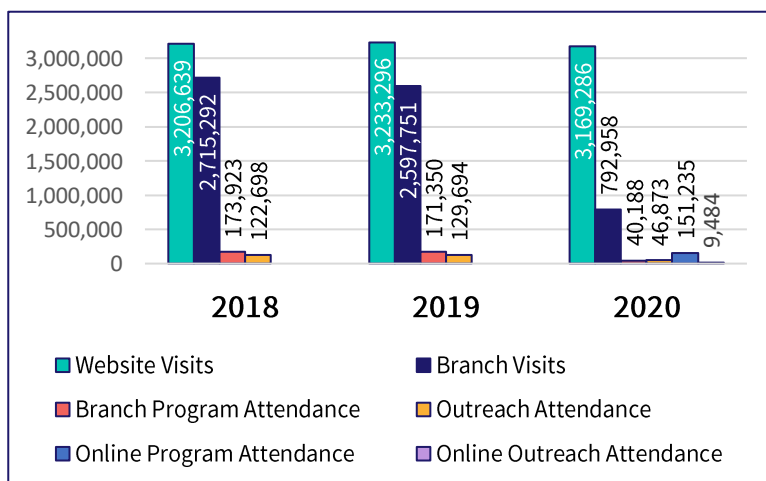
- 60,106 users checked out
  - 1,717,889 items with a total value of
  - \$65,314,442, for an average of
- \$1,086.65 saved per user**

*(includes initial checkout of physical items only)*

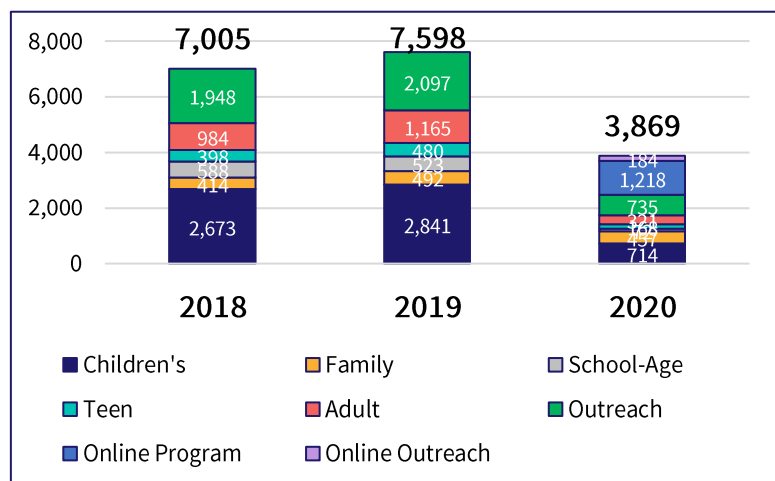
## Annual Circulation:



## Annual People Served:



## Annual Number of Events:

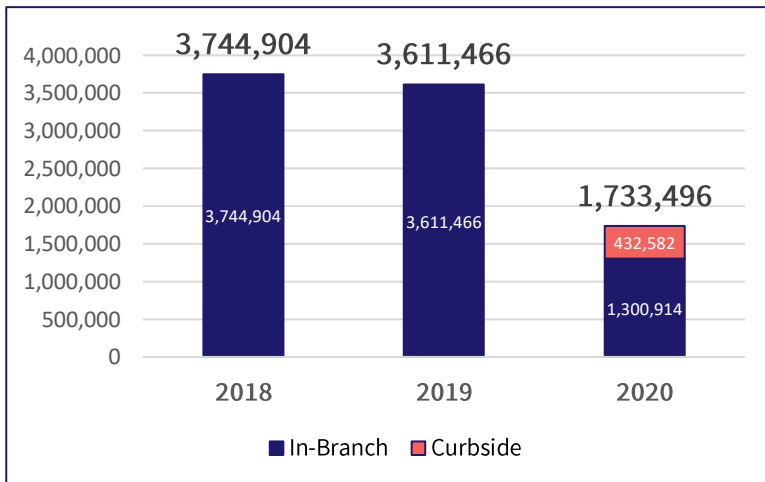




## STATISTICS IN-DEPTH: ANNUAL TOTALS

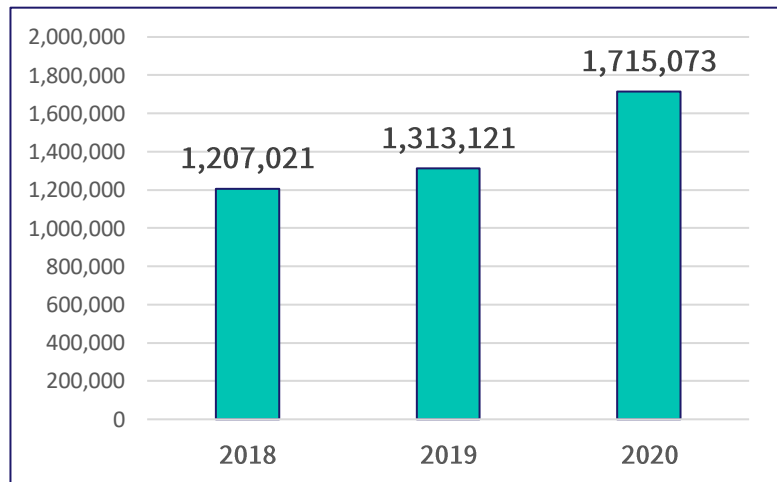
The closures and service restrictions due to the COVID-19 pandemic had a major effect on KDL's 2020 annual statistical totals compared to 2018 and 2019. A few bright spots were increased usage of the digital collection, along with increased average program attendance.

### Physical Items Checked Out:



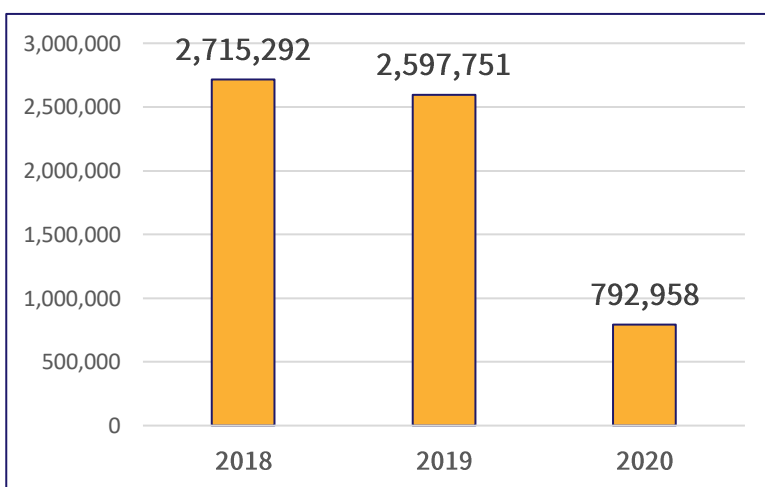
After **dropping 4%** from 2018 to 2019, **52% fewer** physical items were checked out in 2020 compared to 2019. Curbside service accounted for **25%** of physical checkouts in 2020.

### Digital Items Checked Out:



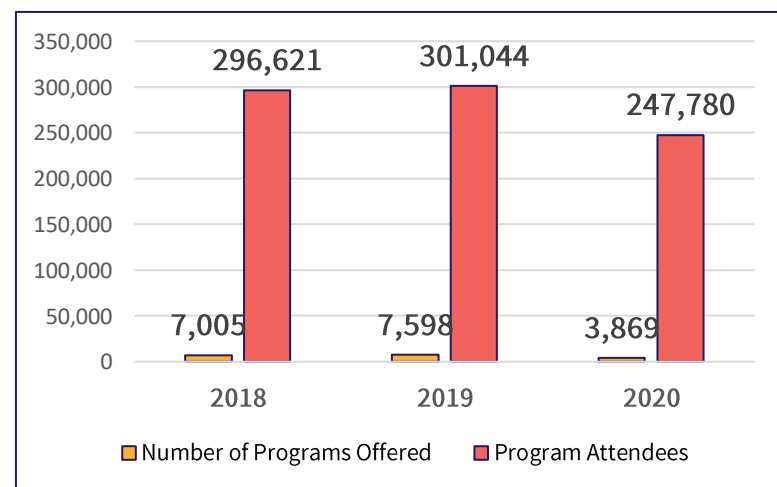
Digital checkouts **rose 9%** from 2018 to 2019, and **31%** from 2019 to 2020, presumably because of the limitations on physical services, along with an increased budget and checkout limits.

### Branch Visitor Count:



Branch visitor count **dropped 4%** from 2018 to 2019, and **69%** from 2019 to 2020 due to extended branch closures. An additional **125,024** users not included above did use curbside service in 2020.

### Programs:



KDL offered **49% fewer** programs in 2020 compared to 2019, and had **18% lower** attendance. However, the shift to mostly online programs resulted in an average of **64** attendees per program in 2020, compared to **40** per program in 2019 and **42** in 2018.

NEW HIRES	POSITION	EFFECTIVE
Scott Ninemeier	Regional Manager I – Plainfield & Comstock Park	December 31
Miriam Attal	Shelver – Byron Township	January 4
Aubree Domsic	Assistant Branch Librarian Sub	January 11
Isabela Gave	Assistant Branch Librarian Sub	January 11
Tiha Kabir	Assistant Branch Librarian Sub	January 11
Nancy Milks	Assistant Branch Librarian Sub	January 11
Corey Archambault	Volunteer Coordinator – Service Center	January 18

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Amy Richardson	Assistant Branch Librarian – Englehardt	Branch Librarian – Englehardt	December 21
Kate McCoy	Assistant Branch Librarian Sub	Assistant Branch Librarian – Amy VanAndel/Ada	January 4
Angie Royce	Assistant Branch Librarian Sub	Assistant Branch Librarian – Amy VanAndel/Ada	January 4
Sarah Powers	Assistant Branch Librarian Sub	Assistant Branch Librarian – Amy VanAndel/Ada	January 4
Liz Wierenga	Branch Librarian – Plainfield	Branch Librarian - Amy VanAndel/Ada	January 4
Stacey Brander	Assistant Branch Librarian Sub	Assistant Branch Librarian – Amy VanAndel/Ada	January 11
Brandy Boyington	Assistant Branch Librarian Sub	Assistant Branch Librarian – Amy VanAndel/Ada	January 11
Mara Deckinga	Assistant Branch Librarian – Gaines Township	Collection Services Assistant – Service Center	January 18
Kati Doering	Assistant Branch Librarian – Krause Memorial	Patron Services Associate – Service Center	January 25

DEPARTURES	POSITION	EFFECTIVE
Melissa Snyder	Finance Manager	December 31

OPEN POSITIONS	TYPE
Assistant Branch Librarian Subs	Temporary
Assistant Branch Librarian – Nelson Twp./Sand Lake	Part-time
Assistant Branch Librarian – Amy VanAndel/Ada (2 positions)	Part-time
Regional Manager II – Sand Lake/Krause/Spencer	Full-time
Shelver – Amy VanAndel/Ada (2 positions)	Part-time

EMPLOYEE ANNIVERSARIES (FEBRUARY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Cheryl Cammenga	Kentwood/Gaines	41 years
Andrew Parling	Wyoming	25 years
Lynda Austin	Englehardt	17 years
Megan Versluis	Collection Services	13 years
Nicole Seif	Cascade	6 years
Anna-Marie Boss	Wyoming	5 years
Tina Cornwell	Krause Memorial	5 years
David Specht	MarCom	5 years
Katie Mitchell	Tyrone Township	4 years
Gayle Poertner	Sub	4 years
Julie Cook	Wyoming	3 years
Andrea Puskas	Nelson Township	3 years
Jessine Van Lopik	Collection Services	3 years



## BOARD OF TRUSTEES ATTENDANCE - 2020

	SHIRLEY BRUURSEMA	ANDREW ERLEWEIN	SHERI GILREATH- WATTS	ALLIE BUSH IDEAM	CHARLES MYERS	TOM NOREEN	CAITIE S. OLIVER	PENNY WELLER
January 16, 2020	☒	☒	☒	☒	☒	☒	☒	☒
February 20, 2020	☒	☒	☒	☒	☒	☒	☒	☒
March 19, 2020								
April 16, 2020	☒	☒	☒	☒	☒	☒	☒	☒
May 21, 2020	☒	☒	☒	☒	☒	☒	☒	☒
June 18, 2020				PETER DYKHUIS				
July 16, 2020	☒	☐	☒		☒	☐	☒	☒
August 20, 2020	☒	☒	☒	☒	☒	☒	☒	☒
September 17, 2020	☒	☒	☒	☒	☒	☒	☒	☒
October 15, 2020	☒	☒	☒	☒	☒	☒	☒	☒
October 19, 2020	☒	☒	☒	☒	☒	☒	☒	☒
November 19, 2020	☒	☒	☒	☒	☒	☒	☒	☒
December 17, 2020	☒	☒	☒	☒	☒	☒	☒	☒

## BOARD PARTICIPATION VIA CONFERENCE CALL / WEBEX

TRUSTEE NAME	MEETING DATE	TRUSTEE NAME	MEETING DATE
Meeting held remotely via dial-in connection	4/16	Meeting held remotely via dial-in connection	09/17
Meeting held remotely via dial-in connection	5/21	Meeting held remotely via dial-in connection	10/15
Caitie S. Oliver	7/16	Meeting held remotely via dial-in connection	11/19
Meeting held remotely via dial-in connection	8/20	Meeting held remotely via dial in connection	12/17





## BOARD OF TRUSTEES CONFLICT OF INTEREST STATEMENT

I have read and understand the law pertaining to conflicts of interest (Michigan Compiled Laws 15.321 *et seq.*), which was provided to me. There are no present or potential future conflicts of interest other than those listed below. I have and will continue to observe the law carefully including, without limitation, the obligation to promptly disclose any pecuniary interest in a contract to be considered by the Board.

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Signature

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Date

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Printed Name

**DISCLOSURES:** (Below, indicate “none” if applicable or give a brief explanation of the conflict.)

## **KDL POLICY 5.3**

### **CONFLICT OF INTEREST—BOARD & STAFF**

LAST REVISED 8.15.19

Kent District Library complies with Michigan Compiled Laws 15.321 et seq. Members of the Board of Trustees will annually sign a Conflict of Interest Statement (see below) to ensure compliance with the law.

#### **CONFLICT OF INTEREST STATEMENT - BOARD**

I have read and understand the law pertaining to conflicts of interest (Michigan Compiled Laws 15.321 et seq.), which was provided to me. There are no present or potential future conflicts of interest other than those listed below. I have and will continue to observe the law carefully including, without limitation, the obligation to promptly disclose any pecuniary interest in a contract to be considered by the Board.

## CONTRACTS OF PUBLIC SERVANTS WITH PUBLIC ENTITIES

### Act 317 of 1968

AN ACT relating to the conduct of public servants in respect to governmental decisions and contracts with public entities; to provide penalties for the violation of this act; to repeal certain acts and parts of acts; and to validate certain contracts.

**History:** 1968, Act 317, Eff. Sept. 1, 1968;—Am. 1984, Act 81, Imd. Eff. Apr. 18, 1984.

*The People of the State of Michigan enact:*

#### **15.321 Public servants, contracts with public entities; definitions.**

Sec. 1. As used in this act:

(a) "Public servant" includes all persons serving any public entity, except members of the legislature and state officers who are within the provisions of section 10 of article 4 of the state constitution as implemented by legislative act.

(b) "Public entity" means the state including all agencies thereof, any public body corporate within the state, including all agencies thereof, or any non-incorporated public body within the state of whatever nature, including all agencies thereof.

**History:** 1968, Act 317, Eff. Sept. 1, 1968.

**Compiler's note:** Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

#### **15.322 Public servant; soliciting, negotiating, renegotiating, approving, or representing a party to a contract with public entity prohibited.**

Sec. 2. (1) Except as provided in sections 3 and 3a, a public servant shall not be a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an officer or employee.

(2) Except as provided in section 3, a public servant shall not directly or indirectly solicit any contract between the public entity of which he or she is an officer or employee and any of the following:

(a) Him or herself.

(b) Any firm, meaning a co-partnership or other unincorporated association, of which he or she is a partner, member, or employee.

(c) Any private corporation in which he or she is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present total market value in excess of \$25,000.00 if the stock is listed on a stock exchange or of which he or she is a director, officer, or employee.

(d) Any trust of which he or she is a beneficiary or trustee.

(3) In regard to a contract described in subsection (2), a public servant shall not do either of the following:

(a) Take any part in the negotiations for such a contract or the renegotiation or amendment of the contract, or in the approval of the contract.

(b) Represent either party in the transaction.

**History:** 1968, Act 317, Eff. Sept. 1, 1968;—Am. 1992, Act 9, Imd. Eff. Mar. 10, 1992.

**Compiler's note:** Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

#### **15.323 Applicability of MCL 15.322 to public servants; requirements of contract; making or participating in governmental decision; counting members for purposes of quorum; voting; affidavit; "governmental decision" defined.**

Sec. 3. (1) Section 2 does not apply to either of the following:

(a) A public servant who is paid for working an average of 25 hours per week or less for a public entity.

(b) A public servant who is an employee of a public community college, junior college, or state college or university.

(2) A contract as defined in and limited by section 2 involving a public entity and a public servant described in subsection (1) shall meet all of the following requirements:

(a) The public servant promptly discloses any pecuniary interest in the contract to the official body that has

power to approve the contract, which disclosure shall be made a matter of record in its official proceedings. Unless the public servant making the disclosure will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the public servant files a sworn affidavit to that effect with the official body or the contract is for emergency repairs or services, the disclosure shall be made in either of the following manners:

(i) The public servant promptly discloses in writing to the presiding officer, or if the presiding officer is the public servant who is a party to the contract, to the clerk, the pecuniary interest in the contract at least 7 days prior to the meeting at which a vote will be taken. The disclosure shall be made public in the same manner as a public meeting notice.

(ii) The public servant discloses the pecuniary interest at a public meeting of the official body. The vote shall be taken at a meeting of the official body held at least 7 days after the meeting at which the disclosure is made. If the amount of the direct benefit to the public servant is more than \$5,000.00, disclosure must be made as provided under this subparagraph.

(b) The contract is approved by a vote of not less than 2/3 of the full membership of the approving body in open session without the vote of the public servant making the disclosure.

(c) The official body discloses the following summary information in its official minutes:

(i) The name of each party involved in the contract.

(ii) The terms of the contract, including duration, financial consideration between parties, facilities or services of the public entity included in the contract, and the nature and degree of assignment of employees of the public entity for fulfillment of the contract.

(iii) The nature of any pecuniary interest.

(3) This section and section 2 do not prevent a public servant from making or participating in making a governmental decision to the extent that the public servant's participation is required by law. If 2/3 of the members are not eligible under this act to vote on a contract or to constitute a quorum, a member may be counted for purposes of a quorum and may vote on the contract if the member will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the member files a sworn affidavit to that effect with the official body. The affidavit shall be made a part of the public record of the official proceedings. As used in this subsection, "governmental decision" means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, ordinance, order, or measure on which a vote by members of a local legislative or governing body of a public entity is required and by which a public body effectuates or formulates public policy.

**History:** 1968, Act 317, Eff. Sept. 1, 1968;—Am. 1981, Act 100, Imd. Eff. July 15, 1981;—Am. 1982, Act 207, Imd. Eff. July 1, 1982;—Am. 1984, Act 81, Imd. Eff. Apr. 18, 1984;—Am. 1984, Act 184, Imd. Eff. July 3, 1984;—Am. 1997, Act 145, Eff. Mar. 2, 1998

**Compiler's note:** Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

### **15.323a Construction of MCL 15.322.**

Sec. 3a. Section 2 shall not be construed to do any of the following:

(a) Prohibit public servants of a city, village, township, or county with a population of less than 25,000 from serving, with or without compensation, as emergency medical services personnel as defined in section 20904 of the public health code, 1978 PA 368, MCL 333.20904.

(b) Prohibit public servants of a city, village, township, or county with a population of less than 25,000 from serving, with or without compensation, as a firefighter in that city, village, township, or county if that firefighter is not any of the following:

(i) A full-time firefighter.

(ii) A fire chief.

(iii) A person who negotiates with the city, village, township, or county on behalf of the firefighters.

(c) Limit the authority of the governing body of a city, village, township, or county with a population of less than 25,000 to authorize a public servant to perform, with or without compensation, other additional services for the unit of local government.

(d) Prohibit public servants of this state from purchasing at a tax sale lands returned as delinquent for taxes under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155, unless otherwise prohibited by the rules of the Michigan civil service commission or the department or agency of which that public servant is an employee.

(e) Prohibit a superintendent of an intermediate school district from serving simultaneously as

superintendent of a local school district, or prohibit an intermediate school district from contracting with another person to serve as superintendent of a local school district, even if the local school district is a constituent district of the intermediate school district. As used in this subdivision, "constituent district" means that term as defined in section 3 of the revised school code, 1976 PA 451, MCL 380.3.

**History:** Add. 1992, Act 9, Imd. Eff. Mar. 10, 1992;—Am. 1996, Act 203, Imd. Eff. May 17, 1996;—Am. 2011, Act 106, Imd. Eff. July 19, 2011.

#### **15.324 Public servants; contracts excepted; violation as felony.**

Sec. 4. (1) The prohibitions of section 2 shall not apply to any of the following:

(a) Contracts between public entities.

(b) Contracts awarded to the lowest qualified bidder, other than a public servant, upon receipt of sealed bids pursuant to a published notice. Except as authorized by law, the notice shall not bar any qualified person, firm, corporation, or trust from bidding. This subsection shall not apply to amendments or renegotiations of a contract nor to additional payments made under a contract which were not authorized by the contract at the time of award.

(c) Contracts for public utility services where the rates are regulated by the state or federal government.

(d) Contracts to purchase residential property. A public servant of a city or village may purchase 1 to 4 parcels not less than 18 months between each purchase. This subdivision does not apply to public servants of a city or village who have been appointed or elected to their position or whose employment responsibilities include the purchase or selling of property for the city or village. This subdivision shall apply only to a city or village that has adopted an ethics ordinance which was in effect at the time the residential property was purchased.

(2) A person that violates subsection (1)(d) is guilty of a felony punishable by imprisonment for not more than 1 year or a fine of not less than \$1,000.00 or more than 3 times the value of the property purchased.

**History:** 1968, Act 317, Eff. Sept. 1, 1968;—Am. 2005, Act 198, Imd. Eff. Nov. 9, 2005.

**Compiler's note:** Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

#### **15.325 Public servants, voidability of contracts; procedure, knowledge, limitation, reimbursement, settlements, evidences of indebtedness.**

Sec. 5. (1) This act is aimed to prevent public servants from engaging in certain activities and is not intended to penalize innocent persons. Therefore, no contract shall be absolutely void by reason of this act. Contracts involving prohibited activities on the part of public servants shall be voidable only by decree of a court of proper jurisdiction in an action by the public entity, which is a party thereto, as to any person, firm, corporation or trust that entered into the contract or took any assignment thereof, with actual knowledge of the prohibited activity. In the case of the corporation, the actual knowledge must be that of a person or body finally approving the contract for the corporation. All actions to avoid any contract hereunder shall be brought within 1 year after discovery of circumstances suggesting a violation of this act. In order to meet the ends of justice any such decree shall provide for the reimbursement of any person, firm, corporation or trust for the reasonable value of all moneys, goods, materials, labor or services furnished under the contract, to the extent that the public entity has benefited thereby. This provision shall not prohibit the parties from arriving at an amicable settlement.

(2) Negotiable and nonnegotiable bonds, notes or evidences of indebtedness, whether heretofore or hereafter issued, in the hands of purchasers for value, shall not be void or voidable by reason of this act or of any previous statute, charter or rule of law.

**History:** 1968, Act 317, Eff. Sept. 1, 1968.

**Compiler's note:** Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

#### **15.326 Public servants, validity of existing contracts.**

Sec. 6. If any public entity has, prior to the effective date of this act, entered into any contract under which moneys, goods, materials, labor or services have been actually received by the public entity, which was void or voidable under any act, charter or rule of law because of a conflict of interest on the part of a public servant at the time of the execution thereof, such contract shall be fully enforceable notwithstanding such conflict of interest, by any party thereto other than such public servant.

**History:** 1968, Act 317, Eff. Sept. 1, 1968.

**Compiler's note:** Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

### 15.327 Penalty for violation.

Sec. 7. Any person violating the provisions of this act is guilty of a misdemeanor.

**History:** 1968, Act 317, Eff. Sept. 1, 1968.

**Compiler's note:** Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

### 15.328 Other laws superseded; local ordinances.

Sec. 8. It is the intention that this act shall constitute the sole law in this state and shall supersede all other acts in respect to conflicts of interest relative to public contracts, involving public servants other than members of the legislature and state officers, including but not limited to section 30 of 1851 PA 156, MCL 46.30. This act does not prohibit a unit of local government from adopting an ordinance or enforcing an existing ordinance relating to conflict of interest in subjects other than public contracts involving public servants.

**History:** 1968, Act 317, Eff. Sept. 1, 1968;—Am. 1997, Act 145, Eff. Mar. 2, 1998.

**Compiler's note:** Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

### 15.329 Repeal.

Sec. 9. The following acts and parts of acts are repealed:

Year of act	Public Act No.	Section numbers	Compiled Law sections (1948)
1895	3	6 of chapter 5	65.6
1895	215	16 of chapter 8	88.16
1931	328	122	750.122
1955	269	969	340.969
1966	317		15.161 to 15.172

**History:** 1968, Act 317, Eff. Sept. 1, 1968.

**Compiler's note:** Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

### 15.330 Effective date.

Sec. 10. This act shall take effect September 1, 1968.

**History:** 1968, Act 317, Eff. Sept. 1, 1968.

**Compiler's note:** Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.



## **BOARD OF TRUSTEES CODE OF ETHICS**

I have read the Kent District Library Board of Trustees Code of Ethics (KDL Policy 5.4), which was provided to me. I understand that the purposes of this code are to increase the effectiveness of the library's decision-making process, to enable library constituents to have confidence in the library's integrity, and to further library goals.

I understand that this code is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

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Signature

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Date

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Printed Name



## KDL POLICY 5.4

### CODE OF ETHICS—BOARD

LAST REVISED 8.15.19

The Kent District Library Board of Trustees recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Library Board, promote public confidence, and further the attainment of Library goals. The Board has determined that it is in the Library's best interests to adopt a code of ethics setting forth the following standards of conduct required of all Library Board members.

1. **Mission and Policies:** A trustee shall abide by and support the mission statement of the Library and the policies adopted by the Board.
2. **Matters before the Board:** A trustee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the Library Board of Trustees.
3. **Confidential Information:** No trustee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in a closed session of the Board of Trustees.
4. **Board Action:** Unless delegated by the Board, a trustee has no individual authority to bind the Board. Board decisions may only be made by a majority vote at an open meeting. A trustee shall abide by a majority decision of the Board even if he/she personally disagrees and shall take no public or private action that compromises or disparages Board decisions and actions.
5. **Participation:** A trustee shall participate in official Board discussions and decisions and reach conclusions after deliberation and full public debate with fellow trustees in a public meeting.
6. **Improper Influence:** A trustee shall not improperly influence or attempt to improperly influence other officials, including fellow trustees, to act at his/her behest. A trustee shall follow only legal and ethical procedures to bring about desired changes.
7. **Cooperation:** A trustee shall work cooperatively and effectively with governmental agencies, political subdivisions, and other organizations in order to further the interests of the Library.
8. **Gifts:** No trustee shall directly or indirectly solicit, accept, or receive any money or gift, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality or any other form, under circumstances in which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or



was intended as a reward for any official action on his or her part.

9. **Complaints:** A trustee shall not act on complaints from the public or staff on Library matters, but shall refer complaints to the Executive Director. Unresolved complaints may be taken up for Board action if a policy revision is necessary or legal consequences result.
10. **Investments in Conflict with Official Duties:** No trustee of the Library shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.
11. **Private Employment:** No trustee of the Library shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
12. **Use of Library Property:** No Library trustee shall use or permit the use of property, owned or leased by the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board of Trustees.

#### **DISTRIBUTION OF THIS CODE**

A copy of this code shall be distributed annually to, and acknowledged by, every trustee of the Library. Each trustee appointed thereafter shall be furnished a copy before entering upon the duties of his or her office and shall acknowledge receipt thereof.

#### **CODE OF ETHICS – ACKNOWLEDGEMENT**

I understand that the purposes of this policy are to increase the effectiveness of the Library's decision-making process, to enable Library constituents to have confidence in the Library's integrity, and to further Library goals.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.



## BOARD OF TRUSTEES CREDIT CARD AGREEMENT

I, \_\_\_\_\_, understand in my duties as a member of the Kent District Library Board that I may be issued a Kent District Library credit card for Kent District Library related expenses. I hereby certify that I understand and agree to abide by Kent District Library's policy regarding use of credit cards.

*(Please read and initial the following statements)*

I acknowledge:

\_\_\_\_\_ the credit card is to be used for business purposes only.

\_\_\_\_\_ the credit card must not be used to purchase alcohol.

\_\_\_\_\_ the credit card is only to be used by the person it was issued to.

\_\_\_\_\_ I will immediately notify the Administrative Assistant if the card is lost or stolen.

\_\_\_\_\_ the credit card will not be linked to any accounts such as Lyft, Uber, Amazon, etc.

\_\_\_\_\_ itemized receipts need to be obtained and submitted to the Administrative Assistant in a timely manner.

\_\_\_\_\_ if no itemized receipt is presented I may be required to reimburse KDL for the purchase total.

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Signature

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Date



## 2021 BOARD OF TRUSTEES MEETING DATES

DATE	TIME	LOCATION	GUEST
Thursday, January 21, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	~~~
Thursday, February 18, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	Walker
Thursday, March 18, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	~~~
Thursday, April 15, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	Rockford
Thursday, May 20, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	~~~
Thursday, June 17, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	Comstock Park
Thursday, July 15, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	~~~
Thursday, August 19, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	East Grand Rapids
<del>Thursday, September 16, 2021</del> Thursday, September 23, 2021	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	~~~
Thursday, October 14, 2021 <i>Regular Board Meeting</i>	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	Grandville
Thursday, October 28, 2021 <i>Budget Work Session</i>	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	~~~
Thursday, November 18, 2021 <i>Includes Budget Hearing</i>	7:00 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	Kentwood
Thursday, December 16, 2021 <i>Includes Director's Evaluation</i>	4:30 PM	KDL Service + Meeting Center 814 W. River Center D. NE, 49321	~~~

\*The "GUEST" Column indicates a special presentation from the specified Regional Branch Manager.

Kent  
District  
Library



# POLICY MANUAL

January 2021

**4.1: Safety + Personal Behavior****4.1.1** [Violations of Law](#)**4.1.2** [Weapons](#)**4.1.3** [Drugs, Alcohol + Smoking](#)**4.1.4** [Animals](#)**4.1.5** [Personal Property](#)**4.1.6** [Blocking of Aisles, Doors + Entrances](#)**4.1.7** [Staff-Only Areas](#)**4.1.8** [Interference with Staff](#)**4.1.9** [Unauthorized Use](#)**4.1.10** [Considerate Use](#)**4.1.11** [Noise](#)**4.1.12** [Odor](#)**4.1.13** [Food + Drink](#)**4.1.14** [Restrooms](#)**4.1.15** [Dress Codes](#)**4.1.16** [Harassment](#)**4.1.17** [Identification](#)**4.1.18** [Recreational Equipment + Personal Transport Devices](#)**4.1.19** [Panhandling, Solicitation + Selling](#)**4.1.20** [Campaigning, Interviewing, Petitioning, Etc.](#)**4.1.21** [Children in the Library](#)**4.1.22** [Face Mask Requirement During Pandemic -NEW-](#)**\*** [Summary of Patron Responsibilities](#)

## PATRON BEHAVIOR, cont.

### 4.2: [Use + Preservation of Library Materials + Property](#)

#### 4.2.1 [Copyright Policy](#)

### 4.3: [Acceptable Technology Use](#)

#### 4.3.1 [Photography + Videography Policy](#)

#### 4.3.2 [Social Networking Policy](#)

#### \*[Acceptable Use Policy](#)

### 4.4: [Disciplinary Process for Library Facilities](#)

### 4.5: [Right of Appeal](#)

## KDL POLICY 4.1.22

### FACE MASK REQUIREMENT DURING PANDEMIC

NEW 1.21.2021

It is the policy of the Kent District Library (KDL) to follow all federal, state and local orders, including the Executive Orders of the Michigan Department of Health and Human Services (MDHHS). When there is a federal, state or local order requiring people to wear face coverings while in indoor public spaces, KDL shall also require all patrons to wear face coverings while visiting all KDL locations. In support of the health and safety of all those who enter the library as defined by the [MDHSS](#), all patrons and staff (except children under the age of five) must wear a face mask\* covering their nose and mouth while inside any KDL location (unless the patron is unable medically to tolerate a face covering). Disposable face masks will be provided for those who do not have their own.

Refusing to follow the mask requirement will be considered a violation of the [Library Patron Responsibilities](#). Patrons who violate these rules and responsibilities will be asked to leave the library. Patrons may appeal this decision by contacting the Executive Director, or the Director's designee, in accordance with KDL Policy 4.5: Right of Appeal: <https://www.kdl.org/sites/default/files/kdl-policy-manual.pdf>.

Curbside service will be offered as a reasonable accommodation to those without medical conditions who do not wish to wear a mask.

\* MDHHS defines a face mask as a tightly woven cloth or other multi-layer absorbent material that closely covers an individual's mouth and nose. Medical or surgical grade masks are included within this definition. The [CDC does not recommend](#) the use of face shields as a substitute for cloth face masks. However, a face shield that covers the eyes, nose and mouth can be worn in addition to a cloth mask if desired. Moreover, a face shield may be worn by younger children who are not required to wear a cloth mask, in other settings when a face mask is not required, or by [athletes under certain conditions](#).

NOTES –Sources below will not be published in the KDL Policy Manual; sources are provided to Board of Trustees for further context. Proposed language has been reviewed by KDL's lawyer.

#### **Sources Used:**

“Face Mask Policy .” *Petoskey District Library*, 25 June 2020, [www.petoskeylibrary.org/wp-content/uploads/2013/03/Face-Mask.pdf](http://www.petoskeylibrary.org/wp-content/uploads/2013/03/Face-Mask.pdf).

Gordon, Robert. “Gatherings and Face Mask Order.” *Coronavirus - Gatherings and Face Mask Order*, Michigan Department of Health and Human Services, 18 Dec. 2020, [www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-547899--,00.html](http://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-547899--,00.html).

Levengood, Vicki. "Department of Civil Rights Cautions Businesses to Comply with Federal and State Disability Laws When Enforcing Face Covering Requirement." *Michigan Department of Civil Rights*, State of Michigan, 17 July 2020, [www.michigan.gov/mdcr/0,4613,7-138--534372--,00.html](http://www.michigan.gov/mdcr/0,4613,7-138--534372--,00.html).

*"It is important to remember that under the ADA, if a reasonable accommodation for a person with a disability is available, the business must provide one. If a business or public space offers a reasonable accommodation and the individual rejects it, or if an accommodation is not possible, the business may deny entry to that individual."*

Membiela, Clare. "Masks and the ADA." Library of Michigan, 16 Nov. 2020.  
[https://www.michigan.gov/documents/libraryofmichigan/Masks\\_The\\_ADA\\_707845\\_7.pdf](https://www.michigan.gov/documents/libraryofmichigan/Masks_The_ADA_707845_7.pdf)

Egan, Sean. Michigan Occupational Safety and Health Administration Emergency Rules for Coronavirus Disease 2019. Filed with the secretary of state on October 14, 2020, [MIOSHA COVID-19 Emergency Rules 10-14-20 \(michigan.gov\)](https://www.michigan.gov/miosha/0,4613,7-138--534372--,00.html)

Questions and Answers from the following website: [Coronavirus - FAQs for the December 9 Face Masks and Gatherings Order Face masks \(michigan.gov\)](https://www.michigan.gov/coronavirus/0,4613,7-138--534372--,00.html)





## LIBRARY PATRON RESPONSIBILITIES

Kent District Library and its branches support the right of all individuals to use the library safely and without discrimination. In order to properly maintain a clean, safe, and comfortable environment for our patrons and employees, the Kent District Library Board has adopted the following rules and responsibilities:

- Obey all laws, library policies, and local ordinances. Stealing, defacing, or damaging library equipment, materials, or facilities is not allowed.
- Respect other patrons and employees. Do not annoy or harass other persons, engage in loud or disruptive conduct, or cause a public disturbance.
- Solicitation and loitering are not allowed.
- For your children's safety, do not leave them unattended.
- To protect your personal belongings, do not leave them unattended.
- Shirt and shoes are required.
- The library is a smoke-free building.
- No pets allowed in the library.  
*\*Service and therapy animals are permitted*
- Offensive odor, including, but not limited to odor due to poor personal hygiene or overpowering perfume or cologne, that causes a nuisance is not allowed.
- When there is a federal, state or local order requiring people to wear face coverings while in indoor public spaces, KDL shall also require all patrons to wear face coverings while visiting all KDL locations.

Patrons who violate these rules and responsibilities will be asked to leave the library. They can appeal this decision by contacting the Executive Director or the Executive Director's designee, in accordance with KDL Policy 4.5: Right of Appeal.