

Kent
District
Library



-05-

BOARD OF TRUSTEES
MEETING PACKET

MAY 2021

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BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Kent District Library Service & Meeting Center, 814 West River Drive, Comstock Park, MI 49321 or via remote connection.

DATE & TIME

Thursday, May 20, 2021, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: April 15, 2021
- C. Request for Closure: Kentwood (Richard L. Root) Branch close on Saturday, June 19, 2021 to accommodate the City of Kentwood Food Truck Rally being held in the library and city hall parking lots and grounds.
- D. Request for Closure: Kentwood (Richard L. Root) Branch close on Saturday, July 3, 2021 to accommodate the City of Kentwood 4th of July Parade which will proceed past the library, and celebrations held on the library and city hall parking lots and grounds.

4. LIAISON REPRESENTATIVE COMMENTS

5. PUBLIC COMMENTS**

6. FINANCE REPORTS – April 2021*

7. LAKELAND LIBRARY COOPERATIVE REPORT

8. DIRECTOR'S REPORT – April 2021

9. NEW BUSINESS

- A. Kennari Consulting Presentation -Endowment Fund Strategy
- B. Oath of Office
- C. Policy Manual – Section 3 Facilities & Operations Policy- *First Reading**
- D. Resolution: Annual eRate Internet Access (Category 1)—*Roll -Call Vote*

10. LIAISON REPRESENTATIVE COMMENTS

11. PUBLIC COMMENTS**

12. BOARD MEMBER COMMENTS

* *Requires Action*

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



18 May 2021

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

Dear Board of Trustees:

The City of Kentwood has requested that the Kentwood (Richard L. Root) Branch close on Saturday, June 19, 2021 to accommodate the City of Kentwood Food Truck Rally being held in the library and city hall parking lots. Kentwood (Richard L. Root) Branch staff will be present at the event to promote Summer Wonder.

Thank you for your consideration of this request.

Respectfully,

A handwritten signature in black ink, appearing to read "Cheryl Cammenga", is written over a light blue rectangular background.

Cheryl Cammenga, Regional Manager I
Gaines Township and Kentwood (Richard L. Root) Branches

CC: Lance Werner, Executive Director

City of Kentwood Announcement:

JUNE 19, 2021 - 11:00AM-8:00PM

Kick-off to Summer Food Truck Festival

Kentwood Library parking lot (4950 Breton SE)

We're starting the summer with another food truck festival! Join us for a fun afternoon with 20 food trucks, a beer tent, and live music throughout the day. It's sure to be fun for the whole family. Watch for more details soon!



18 May 2021

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

Dear Board of Trustees:

The City of Kentwood has requested that the Kentwood (Richard L. Root) Branch close on Saturday, July 3, 2021 to accommodate the City of Kentwood 4th of July parade which will proceed past the library, and celebrations held on the library and city hall parking lots and grounds. Kentwood (Richard L. Root) Branch staff will be present at the events to promote Summer Wonder.

Thank you for your consideration of this request.

Respectfully,

A handwritten signature in black ink, appearing to read "Cheryl Cammenga", is written over a light blue rectangular background.

Cheryl Cammenga, Regional Manager I
Gaines Township and Kentwood (Richard L. Root) Branches

CC: Lance Werner, Executive Director

City of Kentwood Announcement:

JULY 3, 2021 - 7:30AM-10:00PM

4th of July Celebration

Kentwood City Hall (4900 Breton SE)

Join us for our annual 4th of July Celebration! This year's event takes place on Saturday, July 3 with activities all day including a pancake breakfast, 5k race and fun walk, carnival, and evening celebration with live music, food trucks, community booths, a beer tent and fireworks.

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BOARD OF TRUSTEES

Meeting Minutes

LOCATION

814 West River Drive Center, Comstock Park, MI 49321 and virtual remote connection via Zoom.

DATE + TIME

Thursday, April 15, 2021 at 4:30 PM

BOARD PRESENT: Shirley Bruursema, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Charles Myers, Tom Noreen, Caitie S. Oliver, Penny Weller

BOARD ABSENT: None.

STAFF PRESENT: Corey Archambault, Jaci Cooper, Sheri Glon, Jennifer German, Randy Goble, Kim Lindsay, Annette Miller, Brian Mortimore, Christine Mwangi, Elvia Myers, Kurt Stevens, Daniel VanDyke, Lance Werner, Carrie Wilson, Laura Youells,

GUESTS PRESENT: Bill Brinkman, Debi Crawford-Poyner

1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:33 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: March 18, 2021
- C. Request for Late Opening: Krause Memorial Branch to open at 1:00 PM on Saturday, June 12, 2021 to participate in the Annual Rockford Start of Summer Parade.
- D. Request for Late Opening: East Grand Rapids Branch to open at 11:00 AM on Saturday, June 26, 2021 to accommodate the Reed's Lake Run.

Motion: Ms. Oliver moved to approve the consent agenda as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

4. REGIONAL MANAGER UPDATE – Regional Manager I Jennifer German and Regional Manager II Laura Youells gave updates on the Nelson, Spencer, and Krause Memorial Branches:

- Staff continue to provide stellar customer service for KDL patrons by engaging with patrons virtually, as well as in-person, through storytimes, book talks, book discussions, teen programming and take & make crafts.

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- Staff looking forward to in-person outdoor programming this summer. A few weekly outdoor storytimes and activities are planned.
- As a continuation of 2020, all branches will be partnering with Feeding America this summer as part of the Meet Up! Eat Up! program.
- The Nelson and Spencer branches recently partnered with Cedar Springs Public Library for the Annual First Grade Library Card Roundup. This partnership aims at getting library cards into the hands of first graders in the area.
- Krause Memorial partnered with Rockford Area Chamber of Commerce for a few community-specific events: a children's luck-themed take & make craft for St. Patrick's Day along with a "leprechaun hunt" throughout downtown Rockford, a virtual snowman building contest, and a partnership with the Rockford Lions Club where patrons may make or purchase get well cards for children with cancer.
- Krause's Friends of the Library are planning a book sale on Saturday, June 5th, 2021.
- Reading Rocks in Rockford will be a virtual event this year, in partnership with Rockford Public Schools, Rockford Rotary and Rockford of Chamber of Commerce.
- Congressman Peter Meijer recently visited Krause Memorial to advocate for the [Build America's Libraries Act | Advocacy, Legislation & Issues \(ala.org\)](#), a bill proposing increased investment in America's library infrastructure through 2024.

The board asked questions and the staff answered them.

5. **LIAISON REPRESENTATIVE COMMENTS** – Plainfield Charter Township Treasurer Bill Brinkman gave updates on Reimagine Plainfield Project and Grand Rogue Park.
6. **PUBLIC COMMENTS**** – Executive Director Lance Werner is celebrating his 10 year anniversary as Executive Director at KDL. In recognition of his accomplishments, The KDL Board of Trustees and Leadership Team presented Executive Director Werner with a gift.
7. **FINANCE REPORTS – March 2021***

Interim Director of Finance Kim Lindsay gave a brief overview of the year-to-date financials:

- Cash appears to be up this month, approximately \$1M from last year.
- KDL is 25% through the fiscal year, has received 89% of budgeted revenues and has spent 23% of the budget expenditures.
- The three largest checks written for March were made to TerHorst & Rinzema Construction for approximately \$200K for renovation work at the KDL Service & Meeting Center, to Priority Health for approximately \$128K for staff health insurance and to Custer Office Environments, Inc. for approximately \$72K for new furniture as part of the Service & Meeting Center's renovation work.
- KDL's financial audit will begin two weeks from the date of this meeting.
- The Board of Trustees agreed to invite Atlantic Capital Management Company to attend the July Board of Trustees meeting in order to present an update on KDL's investments.

Motion: Ms. Weller moved to receive and file the March 2021 finance reports as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

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8. **LAKELAND LIBRARY COOPERATIVE REPORT** – Chair Bruursema announced there was no LLC Meeting in the month of April.

9. **DIRECTOR'S REPORT** – March 2021

- Executive Director Werner thanked the KDL in celebration of his anniversary with KDL.
- Director of Projects and Planning Jaci Cooper confirmed that the Grandville Branch will be closed April 26 through May 10 due to parking lot paving delays and building occupancy issues. Curbside will be offered as an alternative to in-branch services during this time.
- Director of Fund Development Christine Mwangi introduced KDL's new Volunteer Coordinator Corey Archambault. Ms. Archambault comes to KDL with 9 years of experience and is excited about bringing her two passions of reading and volunteering together. Additionally, she is looking forward to creating ways to further engage volunteers at KDL.
- Executive Director Werner met with Congressmen Peter Meijer and John Moolenaar to discuss efforts at the national level to gather support for LSPA and MILS funding, as well as for the Build America's Libraries Act.

The Board asked questions of staff and the staff responded.

10. NEW BUSINESS

A. Policy Manual – Section 5.2: Purchasing Policy – *First Reading **

Motion: Ms. Oliver moved to approve Policy Manual – Section 5.2: Purchasing Policy.

Support: Supported by Mr. Dykhuis.

RESULT: Motion carried.

B. First Quarter Strategic Plan Review

Director of Project & Planning Jaci Cooper gave a brief presentation on KDL's Quarter 1 progress toward it's 2021-2023 Strategic Plan Goals. As of this meeting, all efforts are on track and goals are being accomplished.

C. Issue Analysis – New Printers and Print Management Service -*First Reading**

Motion: Mr. Myers moved to approve Issue Analysis for New Printers and Printed Management Service as presented. Mr. Dykhuis is noted as abstained due to conflict of interest.

Support: Supported by Mr. Erlewein. Mr. Dykhuis is noted as abstained due to conflict of interest.

RESULT: Motion carried.

D. Issue Analysis: eRate & Wi-Fi Access Points – *First Reading**

Motion: Mr. Noreen moved to approve Issue Analysis for eRate & Wi-Fi Access Points as presented.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

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11. LIASON REPRESENTATIVE COMMENTS – Plainfield Charter Township Treasurer Bill Brinkman reported that Versluis Park will no longer have lifeguards present or charge for admittance. In an ongoing effort to remove PFAS from municipal drinking water, Plainfield Charter Township will begin replacing old equipment with new.

12. PUBLIC COMMENTS** – For the third year in a row, KDL has been recognized as one of America’s Star Libraries by the Library Journal Index of Public Library Service. KDL was one of only two libraries in Michigan to receive this honor, alongside the Ann Arbor District Library.

13. BOARD MEMBER COMMENTS

Ms. Bruursema – Chair Bruursema took a moment to distribute an MLA packet to all board members, as well as invite them to an inaugural virtual event. She is looking forward to visiting libraries again and is proud of KDL for their leadership in the community.

Mr. Erlewein – In anticipation of future millage dates, Mr. Erlewein inquired on KDL’s level of preparedness. Executive Director Werner confirmed that the Library is ready and strategizing.

Mr. Dykhuis – Mr. Dykhuis had the opportunity to tour the newly renovated Grandville Branch with the Friends of the Library. He appreciates the level of enthusiasm surrounding the renovation. Lastly, he noted that this was his first in-person board meeting since being elected.

Ms. Gilreath-Watts – Ms. Gilreath-Watts congratulated Executive Director Werner on 10 years with KDL and welcomed Volunteer Coordinator Corey Archambault to her new role. Ms. Gilreath-Watts is also impressed with KDL’s progress on the 2021-2023 Strategic Plan and with the people-centered focus of its details.

Mr. Myers – Mr. Myers appreciated the comprehensiveness of the Strategic Plan Quarter 1 Update and looks forward to attending the City of East Grand Rapids Council next week for the KDL Annual Report.

Mr. Noreen – Mr. Noreen congratulated Executive Director Werner on 10 years at KDL and noted that it is great to be back in-person. There is a warmth and comfort to being in the same room with others, as opposed to technology.

Ms. Oliver – Ms. Oliver informed that, beginning May 1, the City of Ada will be having a Farmers Market every Wednesday and Saturday morning across the street from the Amy Van Andel Library and Ada Community Center.

Ms. Weller – Ms. Weller congratulated Executive Director Lance Werner on 10 years at KDL and reported that she has finally visited her libraries and was so excited to be reconnected with everyone. Additionally, Ms. Weller attended KDL’s Annual Report Presentation at the City of

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Walker Council and appreciates the Library's ongoing relationship with the Walker municipality. Lastly, she expressed how impressed she is with the 2021-2023 Strategic Plan.

14. MEETING DATES

Next Regular Meeting: Thursday, May 20, 2021 – Kent District Library and via Zoom, 4:30 PM

15. ADJOURNMENT

Motion: Mr. Myers moved for adjournment at 6:30 PM.

Support: Supported by Ms. Weller.

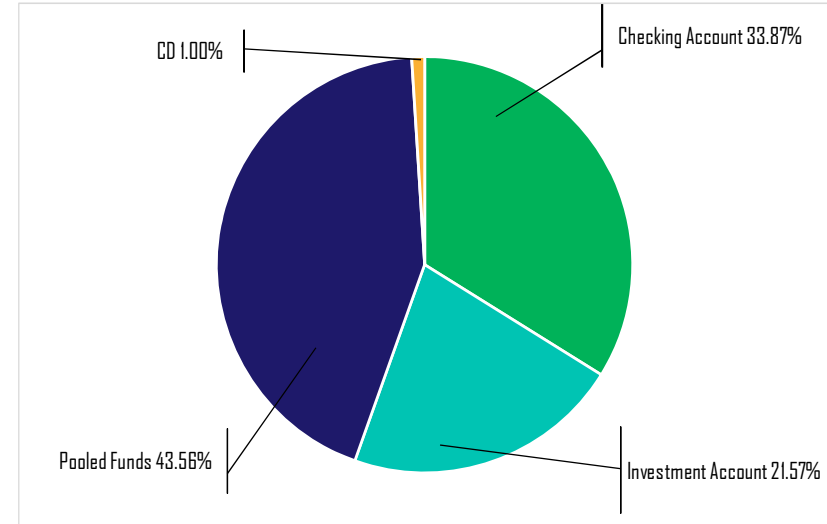
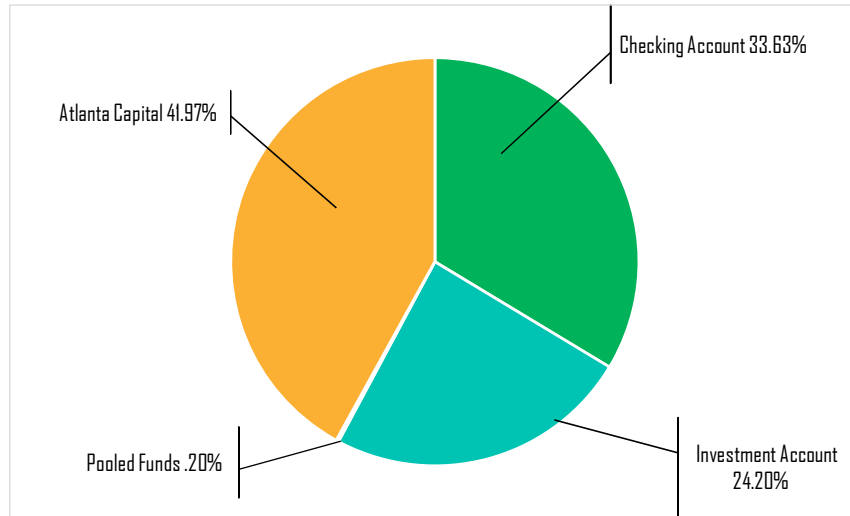
RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Monthly Cash Position Per Bank Month ended April 30



2021		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$9,573,879.47
Huntington Investment Account	0.009%	\$6,887,309.45
*Kent County Pooled Funds	0.540%	\$56,593.86
Atlanta Capital Investments		\$11,944,730.00
		<u>\$28,462,512.78</u>

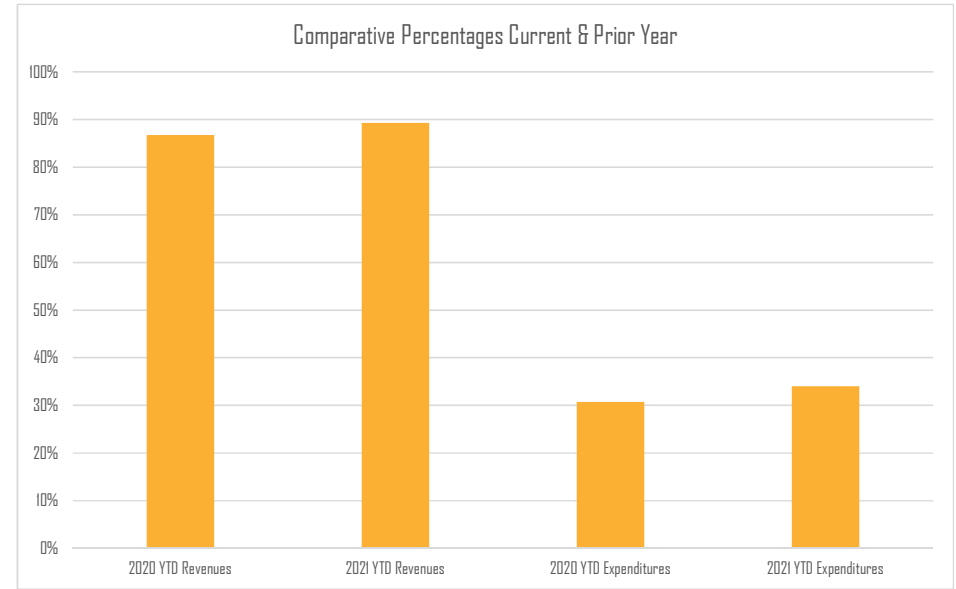
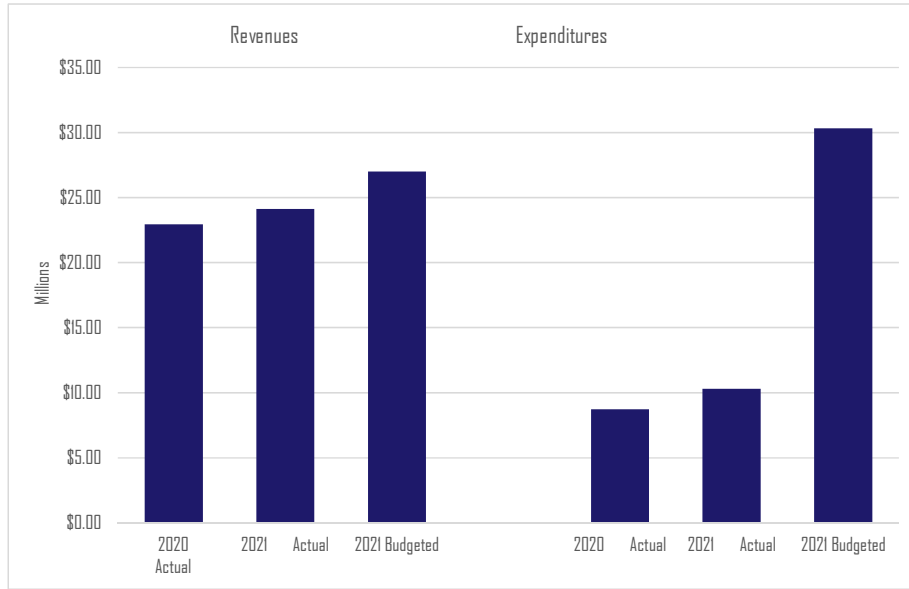
2020		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$9,225,069.69
Huntington Investment Account	0.099%	\$5,876,345.58
*Kent County Pooled Funds	1.700%	\$11,867,134.36
First National Bank	2.580%	\$272,130.47
		<u>\$27,240,680.10</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended April 30



Budget to Actual with Prior Year Comparison

Revenues

2020 Actual	\$	22,957,215
2021 Actual	\$	24,137,775
2021 Budgeted	\$	27,025,126

Expenditures

2020 Actual	\$	8,732,784
2021 Actual	\$	10,323,559
2021 Budgeted	\$	30,334,272

Comparative Percentages Current & Prior Year

Account

Account	Amount
2020 YTD Revenues	86.8%
2021 YTD Revenues	89.3%
2020 YTD Expenditures	30.8%
2021 YTD Expenditures	34.0%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2021 Through 4/30/2021
(In Whole Numbers)

	YTD Actual	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	23,646,117	24,272,208	(626,091)	(3)%
Penal Fines	0	550,000	(550,000)	(100)%
Charges for Services	13,350	35,000	(21,650)	(62)%
Interest Income	34,040	253,500	(219,460)	(87)%
Public Donations	77,460	376,945	(299,485)	(79)%
Other Revenue	346,272	701,400	(355,128)	(51)%
State Sources	20,536	836,073	(815,537)	(98)%
Total Revenues	24,137,775	27,025,126	(2,887,351)	(11)%
Expenditures				
Salaries and Wages	4,352,476	13,004,693	8,652,217	67 %
Employee Benefits	1,378,309	4,218,780	2,840,471	67 %
Collections - Digital	1,167,657	2,154,425	986,768	46 %
Collections - Physical	734,959	2,392,571	1,657,612	69 %
Supplies	182,320	862,428	680,108	79 %
Contractual and Professional Services	570,704	1,821,546	1,250,843	69 %
Programming and Outreach	24,728	373,580	348,852	93 %
Maintenance and Utilities	911,215	2,167,877	1,256,662	58 %
Staff Development	19,462	225,826	206,364	91 %
Board Development	0	11,450	11,450	100 %
Other Expenditures	390,974	936,208	545,233	58 %
Capital Outlay	590,756	2,164,889	1,574,132	73 %
Total Expenditures	10,323,559	30,334,272	20,010,713	66 %
Excess Revenue Over (Under) Expenditures	13,814,216	(3,309,146)	17,123,363	(517)%

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 4/1/2021 Through 4/30/2021
(In Whole Numbers)

YTD Actual

Expenditures	
Other Expenditures	1,867
Total Expenditures	<u>1,867</u>
Excess Revenue Over (Under)	(1,867)
Expenditures	<u> </u>

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2021 Through 4/30/2021
(In Whole Numbers)

	YTD Ending April 30, 2020	YTD Ending April 30, 2021	Total Variance
Revenues			
Property Taxes	22,583,730	23,646,117	1,062,387
Charges for Services	35,962	13,350	(22,612)
Interest Income	70,620	34,040	(36,579)
Public Donations	98,960	77,460	(21,499)
Other Revenue	147,408	346,272	198,864
State Sources	20,536	20,536	0
Total Revenues	<u>22,957,215</u>	<u>24,137,775</u>	<u>1,180,561</u>
Expenditures			
Salaries and Wages	3,713,072	4,352,476	639,405
Employee Benefits	1,309,770	1,378,309	68,538
Collections - Digital	1,127,581	1,167,657	40,076
Collections - Physical	426,400	734,959	308,558
Supplies	262,486	182,320	(80,167)
Contractual and Professional Services	506,890	570,704	63,814
Programming and Outreach	65,416	24,728	(40,688)
Maintenance and Utilities	722,237	911,215	188,978
Staff Development	90,080	19,462	(70,618)
Other Expenditures	277,887	390,974	113,087
Capital Outlay	230,964	590,756	359,792
Total Expenditures	<u>8,732,784</u>	<u>10,323,559</u>	<u>1,590,775</u>
Excess Revenue Over (Under) Expenditures	<u>14,224,431</u>	<u>13,814,216</u>	<u>(410,215)</u>

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2021 Through 4/30/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	5,730	23,415,280	24,006,516	(591,236)	(2)%
4412 Delinquent personal property taxes	1,891	3,482	10,000	(6,518)	(65)%
4432 DNR - PILT	342	22,859	16,000	6,859	43 %
4437 Industrial facilities taxes	0	204,495	239,692	(35,197)	(15)%
Total Property Taxes	7,962	23,646,117	24,272,208	(626,091)	(3)%
Penal Fines					
4581 Penal fines	0	0	550,000	(550,000)	(100)%
Total Penal Fines	0	0	550,000	(550,000)	(100)%
Charges for Services					
4650 Printing/fax fees	27	95	10,000	(9,905)	(99)%
4658 Overdue fines	0	292	0	292	0 %
4660 Other Patron Fees	141	639	5,000	(4,361)	(87)%
4685 Materials replacement charges	5,653	12,324	20,000	(7,676)	(38)%
Total Charges for Services	5,821	13,350	35,000	(21,650)	(62)%
Interest Income					
4664 Interest Earned on Restricted Investments	26	88	1,000	(912)	(91)%
4665 Interest earned on deposits and investments	15,771	32,733	250,000	(217,267)	(87)%
4666 Interest Earned - Property Taxes	134	1,219	2,500	(1,281)	(51)%
Total Interest Income	15,930	34,040	253,500	(219,460)	(87)%
Public Donations					
4673 Restricted donations	12,895	53,513	176,945	(123,432)	(70)%
4674 Unrestricted donations	1,838	23,947	200,000	(176,053)	(88)%
Total Public Donations	14,733	77,460	376,945	(299,485)	(79)%
Other Revenue					
4502 Universal Service Fund - eRate	0	0	696,900	(696,900)	(100)%
4667 Building rental	100	100	0	100	0 %
4668 Royalties	644	953	4,500	(3,547)	(79)%
4676 Reimbursement of expenditures	1,195	1,195	0	1,195	0 %
4686 Sale of Equipment	285	1,612	0	1,612	0 %
4688 Miscellaneous	109	1,386	0	1,386	0 %
4690 CARES Act - Emergency Sick Leave Credit	0	2,739	0	2,739	0 %
4695 Health Insurance Plan Experience Rebate	0	338,288	0	338,288	0 %
Total Other Revenue	2,333	346,272	701,400	(355,128)	(51)%
State Sources					
4540 State Aid	0	0	315,000	(315,000)	(100)%
4541 State aid - LBPH/TBBC	20,536	20,536	41,073	(20,537)	(50)%
4548 Renaissance Zone reimbursement	0	0	75,000	(75,000)	(100)%
4549 Personal Property tax reimbursement	0	0	405,000	(405,000)	(100)%
Total State Sources	20,536	20,536	836,073	(815,537)	(98)%
Total Revenues	67,316	24,137,775	27,025,126	(2,887,351)	(11)%

Expenditures**Salaries and Wages**

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2021 Through 4/30/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
5700 Board Stipend	240	960	3,720	2,760	74 %
5706 Extra duty stipends	650	1,200	5,202	4,002	77 %
5713 Salary & Wages	1,472,466	4,350,316	12,995,772	8,645,455	67 %
Total Salaries and Wages	1,473,356	4,352,476	13,004,693	8,652,217	67 %
Employee Benefits					
5709 FICA	109,581	319,454	993,840	674,387	68 %
5716 Defined Benefit Pension Plan Expenditures	0	0	80,959	80,959	100 %
5717 Defined Contribution Pension Plan Contributions	66,280	197,213	737,736	540,523	73 %
5718 Employee Health Benefits	109,858	479,415	1,754,802	1,275,387	73 %
5720 HSA/Flex	0	351,600	409,580	57,980	14 %
5723 Retiree Health Care OPEB	(466)	(1,864)	1,800	3,664	204 %
5724 Life Insurance	2,566	7,338	30,048	22,710	76 %
5725 Additional Life Insurance	0	8,421	28,377	19,956	70 %
5727 Gradifi Student Loan Assistance	0	8,554	138,532	129,978	94 %
5728 YMCA Membership Support	40	130	16,301	16,171	99 %
5730 Other Employee Benefits	2,278	8,047	16,804	8,757	52 %
5842 Unemployment Claims	0	0	10,000	10,000	100 %
Total Employee Benefits	290,138	1,378,309	4,218,780	2,840,471	67 %
Collections - Digital					
5785 Cloud Library/OverDrive	350,000	700,000	1,400,000	700,000	50 %
5786 Hoopla	102,500	205,000	410,000	205,000	50 %
5787 Digital Collection	0	73,645	107,795	34,150	32 %
5788 Miscellaneous Electronic Access	0	189,012	236,630	47,618	20 %
Total Collections - Digital	452,500	1,167,657	2,154,425	986,768	46 %
Collections - Physical					
5791 Subscriptions	2,686	70,685	77,600	6,915	9 %
5815 KDL Cruisers	0	10,000	29,991	19,991	67 %
5871 Branch Local Materials - Restricted Donation Expenditures	0	68	14,325	14,257	100 %
5982 Collection Materials - Depreciable	116,226	370,074	1,143,280	773,206	68 %
5983 CD/DVD Collection Materials - Non-Depreciable	24,917	114,164	551,750	437,586	79 %
5984 Beyond Books Collection - Non-Depreciable	44,737	169,968	575,625	405,657	70 %
Total Collections - Physical	188,566	734,959	2,392,571	1,657,612	69 %
Supplies					
5750 Collection Processing & AV Supplies	20,926	43,256	199,411	156,155	78 %
5751 Office & Misc Supplies	1,019	8,027	118,039	110,012	93 %
5752 Paper	2,953	7,099	29,340	22,241	76 %
5753 AV Supplies	0	240	0	(240)	0 %
5754 Disposable Technology <\$1000	3,951	37,006	0	(37,006)	0 %
5755 Maintenance Supplies - Custodial	1,218	2,690	47,160	44,470	94 %
5756 Water Cooler Supplies & Water	557	1,159	0	(1,159)	0 %
5757 Meeting Center Supplies	124	192	0	(192)	0 %
5760 Technology & Accessories <\$1000	776	3,086	165,670	162,584	98 %
5764 KDL Staff Event Supplies	0	0	26,000	26,000	100 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2021 Through 4/30/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
5766 Team KDL Supplies	(259)	0	0	0	0 %
5767 New EE Shirts/Tote Bags	708	983	5,000	4,017	80 %
5768 Promotions Supplies	0	2,753	33,743	30,990	92 %
5769 Service Awards	122	122	0	(122)	0 %
5770 Other Awards/Prizes	26,538	47,996	115,645	67,649	58 %
5771 Non-Alcoholic Beverages	(155)	507	19,722	19,215	97 %
5790 Books (not for circulation)	24	24	10,500	10,476	100 %
5799 Miscellaneous Supplies	2,724	11,995	0	(11,995)	0 %
5851 Mail/Postage	547	1,637	27,875	26,238	94 %
5900 Copier/Printer Overage Charges	12,063	13,546	64,323	50,776	79 %
Total Supplies	73,835	182,320	862,428	680,108	79 %
Contractual and Professional Services					
5792 Software	37,159	277,883	623,750	345,866	55 %
5801 Professional & Consulting Services	4,063	78,713	523,008	444,295	85 %
5804 Other Consultants	2,550	10,325	0	(10,325)	0 %
5805 Audit Services	0	0	34,000	34,000	100 %
5806 Legal Services	4,000	4,750	50,000	45,250	91 %
5809 Temporary Contracted Employees	0	0	15,000	15,000	100 %
5811 IT Contracted Services	0	3,600	0	(3,600)	0 %
5813 Delivery Services	3,584	37,945	154,368	116,423	75 %
5814 Security Services	0	1,706	53,316	51,610	97 %
5817 Lakeland Library Co-op services	0	1,428	4,950	3,523	71 %
5818 Shredding services	78	153	550	397	72 %
5819 Drug Screenings/background checks	270	690	3,500	2,810	80 %
5820 Other Professional Services	101	101	0	(101)	0 %
5823 Inspection Services	912	1,140	3,200	2,060	64 %
5825 KDL Staff Event Services	0	0	23,950	23,950	100 %
5827 Catering	0	0	33,800	33,800	100 %
5829 Custodial/cleaning services	530	2,085	29,450	27,365	93 %
5830 Other Contracted Services	0	7,700	0	(7,700)	0 %
5834 Wellness Services	900	1,800	0	(1,800)	0 %
5836 Employee & Partner Care (Flowers, Etc)	127	1,750	6,500	4,750	73 %
5890 ILS Fees	0	96,472	147,620	51,148	35 %
5891 Licenses and Fees	73	4,383	4,685	302	6 %
5893 Marc Records License	300	2,105	7,500	5,395	72 %
5956 Other Benefits Administration Fees	2,133	12,677	34,500	21,823	63 %
5957 Pension Administration Fees	1,343	1,343	6,600	5,257	80 %
5958 Payroll processing fees	4,528	17,305	41,000	23,695	58 %
5960 Banking Fees	0	566	8,450	7,884	93 %
5961 TSYS/Credit Card Fees	1,139	4,086	11,850	7,764	66 %
Total Contractual and Professional Services	63,789	570,704	1,821,546	1,250,843	69 %
Programming and Outreach					
5794 Outreach Supplies	6,204	7,391	0	(7,391)	0 %
5795 Programming & Outreach Supplies	898	6,539	157,490	150,951	96 %
5865 Programming Services	743	1,898	34,165	32,267	94 %
5885 Speakers/Performers	3,450	8,900	181,475	172,575	95 %
5950 Airport Free Library	0	0	450	450	100 %
Total Programming and Outreach	11,295	24,728	373,580	348,852	93 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2021 Through 4/30/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
Maintenance and Utilities					
5810 IT Infrastructure Services	58,228	232,913	400,000	167,087	42 %
5822 Maintenance Contracts	700	3,344	7,300	3,956	54 %
5848 Mobile Hotspots	1,964	6,932	20,204	13,272	66 %
5849 Cell Phones/ Stipends	2,062	7,432	30,692	23,260	76 %
5850 Telephones	2,120	8,442	32,392	23,950	74 %
5852 Internet/Telecomm Services	124,613	231,911	668,042	436,130	65 %
5918 Water/Sewer	371	597	3,500	2,903	83 %
5919 Waste Disposal	1,075	2,276	6,100	3,824	63 %
5920 Electric	4,308	10,278	75,000	64,722	86 %
5921 Natural Gas	1,414	4,347	15,000	10,653	71 %
5925 Lawncare & Snowplowing	530	8,436	26,300	17,864	68 %
5928 Branch Maintenance Fees	92,763	196,692	420,907	224,215	53 %
5929 Land Repair and Maintenance	0	369	3,300	2,931	89 %
5930 Building Repair and Maintenance	2,356	8,845	88,000	79,155	90 %
5931 Equipment Repair and Maintenance	719	802	24,750	23,948	97 %
5932 Vehicle Repairs and Maintenance	566	866	12,900	12,034	93 %
5933 Software & IT Hardware Maintenance Agreements	27,836	95,736	93,168	(2,567)	(3)%
5934 Other Repair and Maintenance	81	81	1,450	1,369	94 %
5940 Rentals	1,454	86,876	186,064	99,188	53 %
5941 Printer/Copier Leases	2,033	4,042	52,808	48,766	92 %
Total Maintenance and Utilities	325,190	911,215	2,167,877	1,256,662	58 %
Staff Development					
5910 Staff Development & Conferences	1,432	19,082	214,596	195,514	91 %
5911 Conferences	0	380	0	(380)	0 %
5913 Travel/Lodging	0	0	11,230	11,230	100 %
Total Staff Development	1,432	19,462	225,826	206,364	91 %
Board Development					
5908 Board Development	0	0	1,400	1,400	100 %
5909 Board Travel/Lodging	0	0	10,050	10,050	100 %
Total Board Development	0	0	11,450	11,450	100 %
Other Expenditures					
5759 Gas, Oil, Grease	173	313	9,220	8,907	97 %
5860 Parking	0	0	6,245	6,245	100 %
5861 Mileage Reimbursement	1,374	3,543	72,014	68,471	95 %
5870 Branch Local Misc - Restricted Donation Expenditures	3,732	59,489	212,620	153,131	72 %
5873 Website	3,952	123,565	134,060	10,496	8 %
5874 Employment Advertising	0	0	1,000	1,000	100 %
5875 System Advertising	(20)	24,422	97,150	72,728	75 %
5879 Branch Advertising	0	30	3,525	3,495	99 %
5884 Royalty Free Creative(Photography, Video, etc)	0	808	8,700	7,892	91 %
5901 Outsourced Printing & Publishing	2,244	5,152	61,500	56,348	92 %
5906 Promotions/Marketing	108	1,608	9,420	7,812	83 %
5907 Sponsorships/Donations	0	10,000	0	(10,000)	0 %
5912 Meetings	0	103	31,550	31,447	100 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2021 Through 4/30/2021
(In Whole Numbers)

		Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
5915	Memberships, Dues & Fees	577	31,407	66,135	34,728	53 %
5916	Dues and Fees	10	9,438	0	(9,438)	0 %
5935	Property Liability Insurance	0	69,292	62,920	(6,372)	(10)%
5936	Vehicle Liability Insurance	0	10,734	15,500	4,766	31 %
5937	Flood Insurance	0	4,588	20,000	15,412	77 %
5938	Bond Insurance	0	10,724	11,873	1,149	10 %
5939	Workers Compensation Insurance	0	16,875	48,000	31,125	65 %
5942	Errors and Omissions Insurance	0	0	25	25	100 %
5955	Miscellaneous	(649)	347	5,870	5,523	94 %
5959	Sales Taxes	0	1	500	499	100 %
5964	Property Tax Reimbursement	5,548	7,027	55,380	48,353	87 %
5965	MEL Return Items	762	1,509	3,000	1,491	50 %
	Total Other Expenditures	17,812	390,974	936,208	545,233	58 %
	Capital Outlay					
5974	Land Improvements - Depreciable	0	0	200,000	200,000	100 %
5975	Building Improvements - Non-Depreciable	0	0	650,000	650,000	100 %
5976	Building Improvements - Depreciable	0	172,075	0	(172,075)	0 %
5977	Technology - Non-Depreciable (\$1000-4999)	368,668	380,045	724,584	344,539	48 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	(1,285)	33,637	580,275	546,638	94 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	5,000	10,030	5,030	50 %
	Total Capital Outlay	367,383	590,756	2,164,889	1,574,132	73 %
	Total Expenditures	3,265,296	10,323,559	30,334,272	20,010,713	66 %
	Excess Revenue Over (Under) Expenditures	(3,197,981)	13,814,216	(3,309,146)	17,123,363	(517)%

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2021 Through 4/30/2021

Check Number	Vendor Name	Check Amount	Check Date
81747	IP Consulting, Inc.	382,772.00	4/21/2021
210770000727	Priority Health	128,519.32	4/2/2021
81765	Midwest Tape	115,963.92	4/21/2021
81674	Today's Business Solutions, Inc.	93,147.49	4/9/2021
81649	IP Consulting, Inc.	83,967.04	4/9/2021
81746	Ingram Library Services Llc	64,002.67	4/21/2021
04192021	The Huntington Bank - Michigan	44,214.97	4/19/2021
9876690287	Verizon Wireless - MiFy Routers & Cell phones	41,665.70	4/23/2021
81648	Ingram Library Services Llc	32,438.79	4/9/2021
81658	Patron Point, Inc.	20,400.00	4/9/2021
81709	Comerica Bank	19,573.27	4/21/2021
81703	City Of Wyoming - Treasurer's Office	15,385.13	4/21/2021
81700	City Of Kentwood Treasurer	15,361.88	4/21/2021
210740001316	Priority Health	12,485.45	4/1/2021
81699	City Of East Grand Rapids	10,106.25	4/21/2021
81662	Rehmann LLC / Rehmann Technology Solutions, LLC	9,750.00	4/9/2021
81749	Kalamazoo Sanitary Supply / KSS Enterprises	9,612.56	4/21/2021
81770	Plainfield Charter Township	9,424.13	4/21/2021
81696	Cascade Charter Township	8,217.38	4/21/2021
81682	Ada Township	8,052.75	4/21/2021
81655	Midwest Tape	7,616.64	4/9/2021
81618	Baker & Taylor	6,927.91	4/9/2021
81620	Brodart	6,798.11	4/9/2021
81782	Thomas Klise/Crimson Multimedia	6,420.00	4/21/2021
81695	Caledonia Township	5,799.00	4/21/2021
81689	Baker & Taylor	5,430.89	4/21/2021
81627	Demco, Inc	5,178.70	4/9/2021
81664	Same Day Delivery, Inc	5,120.00	4/9/2021
81785	UAW Local 2600	4,166.11	4/21/2021
81717	Governmental Consultant Services Inc.	4,000.00	4/21/2021
81776	Same Day Delivery, Inc	3,584.00	4/21/2021
81714	Gaines Charter Township	3,472.50	4/21/2021
81722	InfoUSA Marketing, Inc.	3,350.00	4/21/2021
81784	Tyrone Township	3,281.63	4/21/2021
81702	City Of Rockford	3,208.13	4/21/2021
1054021-0421	PLIC - SBD Grand Island	3,185.54	4/1/2021
207146197071	Consumers Energy	3,066.60	4/5/2021
81661	Real Space LLC	3,040.00	4/9/2021
81769	Nelson Township	2,957.25	4/21/2021
81701	City Of Lowell	2,902.88	4/21/2021
81789	Walker City Treasurer	2,850.00	4/21/2021
81628	DK Security	2,808.17	4/9/2021
81711	Employee Assistance Center (EAC)	2,714.00	4/21/2021
INV02118794	Paycor, Inc.	2,547.25	4/15/2021
81766	Morneau Shepell Limited	2,511.80	4/21/2021
81691	BiblioCommons Corp.	2,500.00	4/21/2021
9874536590	Verizon Wireless - MiFy Routers & Cell phones	2,370.23	4/5/2021
81775	Rivistas Subscription Services	2,293.43	4/21/2021
81671	Swartz Electric Co.	2,237.60	4/9/2021
218379	TelNet Worldwide, Inc.	2,119.75	4/23/2021
81693	Bowne Township	2,052.00	4/21/2021

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2021 Through 4/30/2021

Check Number	Vendor Name	Check Amount	Check Date
81754	Library Ideas, Llc	1,800.80	4/21/2021
507386	123.Net, Inc	1,724.00	4/13/2021
81659	Penworthy Co.	1,714.24	4/9/2021
81673	The Parrish Group, Inc / Kennari Consulting	1,700.00	4/9/2021
81612	Advanced Benefit Solutions, Inc / 44 North	1,687.00	4/9/2021
81786	United States Treasury	1,552.35	4/21/2021
81669	Staples Business Advantage	1,431.80	4/9/2021
81656	Northeast Print House	1,414.50	4/9/2021
0020326757-0421	Dte Energy	1,413.59	4/6/2021
81780	Staples Business Advantage	1,392.61	4/21/2021
INV02070015	Paycor, Inc.	1,376.30	4/7/2021
81751	Kushner & Company Inc	1,343.35	4/21/2021
81692	Blackstone Audio Inc	1,308.52	4/21/2021
206079210572	Consumers Energy	1,241.15	4/8/2021
81677	Vanguard Fire & Security Systems Inc	1,231.79	4/9/2021
81791	WIMAGE	1,200.00	4/21/2021
81715	Cengage Learning	1,138.68	4/21/2021
81685	Alpine Township	1,127.63	4/21/2021
81713	Findaway World, Llc	1,053.24	4/21/2021
81650	Kent County Treasurer-Mi Tax Tribunal Refunds	1,044.03	4/9/2021
81623	Central Michigan Paper	996.00	4/9/2021
81781	Stealth Pest Management	912.00	4/21/2021
81631	Findaway World, Llc	887.86	4/9/2021
81625	DearReader.Com LLC	875.00	4/9/2021
81657	Pam Spring Advertising, Llc	855.00	4/9/2021
81755	Mandy Thompson	750.00	4/21/2021
81779	Spencer Township	750.00	4/21/2021
81768	Nationwide	711.62	4/21/2021
81619	Blackstone Audio Inc	663.22	4/9/2021
81622	Center Point Publishing	645.96	4/9/2021
81777	Schuler Books	627.90	4/21/2021
81753	Lewis Paper	619.83	4/21/2021
INV02157886	Paycor, Inc.	604.25	4/29/2021
81675	Uline Shipping Supply Specialists	593.95	4/9/2021
RIS0003383099	Delta Dental Of Michigan	570.50	4/12/2021
81771	ProLiteracy Worldwide / New Readers Press	563.85	4/21/2021
014067	Medtipster.com, LLC.	557.91	4/14/2021
81651	Lowery Corp / Applied Imaging	541.45	4/9/2021
81634	Grand Rapids Building Services	530.00	4/9/2021
81683	All Season Lawn Care	529.67	4/21/2021
81748	Jennifer Van Hal	522.36	4/21/2021
81663	RNL Graphics Solutions, LLC	517.88	4/9/2021
81613	All Season Lawn Care	502.87	4/9/2021
81670	Susan Finkbeiner	500.00	4/9/2021
81660	Presidio Networked Solutions Group, Llc	500.00	4/9/2021
81681	Absopure Water Company	436.23	4/21/2021
81721	Hodges Coaching LLC	436.00	4/21/2021
2196822	Arrowaste	408.26	4/16/2021
81615	Aqua Blue Aquarium Solutions	378.00	4/9/2021
81665	Schepers, Inc.	369.00	4/9/2021
81632	Cengage Learning	349.62	4/9/2021
81672	The Book Farm, Inc.	295.50	4/9/2021

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2021 Through 4/30/2021

Check Number	Vendor Name	Check Amount	Check Date
81752	Legal Shield	293.10	4/21/2021
81678	Walker City Treasurer	229.07	4/9/2021
81705	Comcast Cable	218.40	4/21/2021
81706	Comcast Cable	218.40	4/21/2021
81716	Gary F Korreck	200.00	4/21/2021
81611	Absopure Water Company	177.50	4/9/2021
81630	Elm Usa	167.75	4/9/2021
81720	Heart Of West Michigan United Way	156.00	4/21/2021
81686	Anna Small Roseboro	150.00	4/21/2021
81767	Nahshon Cook-Nelson	150.00	4/21/2021
81783	Troost Service Company	150.00	4/21/2021
81707	Comcast Cable	134.90	4/21/2021
81708	Comcast Cable	134.90	4/21/2021
81778	Southfield Public Library, ATTN: Diane Mulhinch	120.00	4/21/2021
81756	Michigan State University	100.00	4/21/2021
81719	Grand Valley State University Libraries	100.00	4/21/2021
81621	Caledonia Chamber Of Commerce	100.00	4/9/2021
IN1995346	TASC	94.02	4/1/2021
IN2014100	TASC	94.02	4/27/2021
81712	Employment Screening Resources	90.00	4/21/2021
81710	Edc Educational Services	89.94	4/21/2021
9874575342	Verizon Wireless - MiFy Routers & Cell phones	83.20	4/5/2021
81787	Vital Records Holdings, LLC / VRC Companies, LLC	77.95	4/21/2021
81790	White Cloud Community Library	69.95	4/21/2021
81773	Rachael Kruithof	68.00	4/21/2021
81633	Grainger	64.80	4/9/2021
81772	Putnam District Library	52.00	4/21/2021
81690	Bay County Library System	50.99	4/21/2021
81626	Debra Kue	50.00	4/9/2021
81679	Yasmin Alemayenu	50.00	4/9/2021
81757	Michigan Technological University	37.99	4/21/2021
81676	Vanessa Walstra	32.69	4/9/2021
81718	Grace Stancil	30.00	4/21/2021
81788	Walgreen Co	30.00	4/21/2021
81750	Keana Brewer	29.99	4/21/2021
81694	Cadillac-Wexford County Public Library	27.97	4/21/2021
81704	Colleen Farrow Alles	26.00	4/21/2021
81629	Edc Educational Services	25.98	4/9/2021
81624	Charter Township of Shelby	24.99	4/9/2021
81774	Township of Richland - Richland Township Library	24.99	4/21/2021
81697	Center Point Publishing	23.37	4/21/2021
81614	Alma College	21.47	4/9/2021
81687	Bad Axe Area District Library	20.00	4/21/2021
81698	Charlevoix Public Library	20.00	4/21/2021
81684	Alpena County Library	15.99	4/21/2021
81792	Your Story Hour, Inc	11.25	4/21/2021
Report Total		1,292,605.66	

APRIL DIRECTOR'S REPORT

2021



Spring is in the air! As flowers bloom and people venture outdoors, what are the branches doing to connect with patrons and invite them into the library?

ALPINE, TYRONE & WALKER

At Walker, Branch Librarian Michele Justema created a spring scavenger hunt in the youth section to welcome kids back into the library. In addition, the branch recently partnered with the City of Walker for an Easter egg scavenger hunt throughout the city parks. Once participants located six eggs in each park, they were invited to exchange their completed scavenger hunt sheets at the library for a goodie bag. Within the next few weeks, Walker librarians will update the planters outside the library's front entrance.

At Alpine, Branch Librarians have been focusing on "merchandising" the collection by increasing the number of books displayed face out on shelves and browsable book bundles. These displays not only attract more patrons to the shelves but help them find materials more easily as well. At the moment, a large gardening display with seeds from KDL's Seed Library welcomes patrons at the entrance.

At Tyrone, Branch Librarian Katie Mitchell attended the opening celebration of the Blue Tree Farmer's Market as an ambassador for KDL. The celebration was held at the Kent City Pavilion across the street from the branch. Katie brought fun giveaways, read to kids, and encouraged them to come to visit. In addition to connecting with patrons, the Tyrone Team is following Alpine's lead by creating more displays and rearranging the collection to make the library more easily browsable for patrons. Tyrone now features a "Popular New Book" display front and center as patrons enter the library.



ALTO & ENGELHARDT

The Englehardt Branch recently participated in a Downtown Merchants event called "Spring Fling" and "Cookie Adventure," where KDL offered a half-price used book sale and even gave away a special cookie made by Deirdre's Cakes and Bakes for anyone who purchased a "Cookie Passport" ahead of the event. Englehardt is proud to have been able to participate in most of the downtown events for 2021 thus far.

The Alto Branch similarly participated in the "Alto Community Garage Sale Days" with a used book sale. The library saw a huge increase indoor traffic during the days of these sales. Thanks to Branch Librarian Deb Schultz for served as a community event organizer!

Both libraries have undergone major changes to collection displays based on recommendations from the Circulation Workgroup. These changes have been particularly effective in the Early Reader and Young Adult sections. So far, no patrons have complained or been displeased to find books moved around as the reason for the change is immediately clear: Things are easier to find!

BYRON & GRANDVILLE

The Grandville and Byron Branches are both excited for the warmer weather and fun activities springtime brings to the library. Byron staff have been hard at work creating new displays in recognition of the new season and to encourage browsing. A current popular display features KDL's Seed Library. Study rooms have also opened back up again, which has been received positively by patrons. Staff also continue to make Take & Make crafts. These have been hugely popular with children of all ages, even including teens. Meanwhile, though the Grandville Branch has been closed to in-person visits as the building continues to be remodeled and the collection is moved into a temporary space, curbside has remained a popular option for library-goers. The renovation has been Grandville's primary spring project, but staff are very excited to welcome patrons back into the building.

CALEDONIA & CASCADE

At Cascade, patrons have enjoyed painting beautiful wooden fish created by Branch Librarians Dave Palma and Gwen Genzink. Families were invited to take a fish home to decorate. Sets of paint were provided. Once they are all returned, the fish will be displayed around the library as part of a scavenger hunt for kids. The best part is that all of the wooden fish are based on ones found in Cascade's brand-new aquarium. Library staff have received lots of feedback on the new feature. Many families have even started visiting every week just to check on the fish.

The Caledonia Branch, a recent partnership with Kraft Meadows Middle School, which provides digital materials to local school children through SORA/Public Library Connect, is proving to be a great success. The project team plans to loop the Godwin Heights and Lowell school districts in on the benefits as well, with the hope that they might be interested in adopting the program as well. Library staff have also offered PopSockets as a prize to students at Kraft Meadows Middle School in conjunction with March is Reading Month.

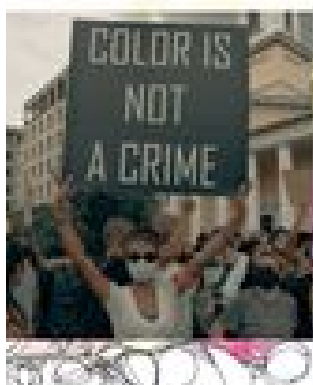
Both branches have developed (and will begin promoting) teacher STEAM kits, which come with enough STEAM activity materials for an entire classroom and can be reserved with a library staff member. These have been gathering lots of interest and we are excited to continue offering them.



COMSTOCK PARK & PLAINFIELD

Springtime at Comstock Park means that the Library will once again offer KDL Cruisers (bicycles) to interested patrons. Not only that but there are numerous new educational opportunities the warm weather brings. For instance, since many students are still learning remotely, branch librarians have partnered with elementary schools in the area to make literacy programs available over zoom. At Mill Creek Middle School, Librarian Jackie Boss has even gone into the classroom to provide books and reading recommendations. Though schools have not been able to visit as they normally would during this season of change, being able to bring the library to them has been a privilege. Throughout the pandemic in general, Comstock Park has made every effort to stay engaged with local schools.

The Plainfield Branch has made a number of aesthetic improvements to the library space, including shifting the collection, improving displays and drawing more attention to the Sparks Collection (for adult beginning readers). The Friends of Plainfield have also been running a continuous book sale since February, which at this point has generated over \$3,500. The sale will begin to wind down throughout the summer, eventually wrapping up in September. Plainfield's Adult Paraprofessionals and Librarians also recently put on a three-part series for KDL's "Live & Learn" program, with a focus on anti-racism. The series solicited the public to pose challenging questions on the topic to leaders in the community. The first video featured local law enforcement, which included former West Michigan US Attorney Pat Miles and Kent County Undersheriff Charles Dewitt. The second featured Ken James, Director of Inclusion at the Grand Rapids Chamber of Commerce. Wrapping up the series is a segment on anti-racism parenting. So far, the program has been well-received and furthers KDL's commitment to confronting tough topics with courage, kindness and humility.



**Live & Learn |
Next Steps in
the Fight
Against Racism**



FEATURED DEPARTMENT

COLLECTION DEVELOPMENT & SERVICES

AMY VAN ANDEL LIBRARY

The KDL CORE Collection was piloted at the Amy Van Andel Library. The collection consists of one hundred carefully curated books, it is meant to create instant positive readers advisory experiences for patrons and staff. These books are tagged with a distinctive KDL Core label.



The Collection Services staff worked to receive and process the new materials for the library starting in October, and despite many challenges, all the material was delivered before the opening date in February.

ELECTRONIC RESOURCES

Nearly one thousand Hotspots were added to the collection to accommodate the needs of patrons working and attending school from home. These hotspots were made available for pickup at all KDL locations, expanding the service to fill the needs of the most vulnerable populations.

Scholastic Teachables Database was purchased at the request of the Branch Outreach Programming Specialists and teaching partners. This database provides parents and teachers with supplemental lesson plans, worksheets, and booklets for pre-K-6th grade students.

Collection Department Librarian Stacy Schuster is leading a team in launching KDL Vibes, a streaming platform featuring the music of local artists that is set to go live in October.

STRATEGIC PLAN

A diversity audit on the KDL book collection was completed by Ingram Content Group. Collection Department Librarian Sam Hodge is utilizing the data that was provided to lead a group of librarians to begin adding diverse and inclusive subject headings to the catalog. This will assist patrons in being able to locate items in the catalog under these subject headings.

Collection Services Assistants Mara Deckinga, Jill Essenberg and Kathy Pluymert scheduled a panel of speakers to share their experiences moving to West Michigan from places around the globe as part of the teams EDI goal. As a team, Collection Services have taken turns sharing information on strategic pillars during the daily huddles. The focus currently is on Courage.

A team of Collection Development and Collection Services staff members are working to streamline the processes that is being used for weeding and repairing audiovisual materials.

THE COLLECTION DEVELOPMENT & SERVICES DEPARTMENT

Staff order materials to support the needs of the community, curated the 12K plus items needed for the Amy Van Andel Library, and the increasing digital materials purchases during the pandemic. The staff were also excited to complete a diversity audit of the library collection with a product created by Ingram Content Group.

PROGRAMS & OUTREACH

BOOKMOBILE

The Bookmobile team was invited to present in an MLA-sponsored “Bookmobiles: Zooming through your community on wheels” discussion panel. Click [here](#) to view the amazing job Bookmobile Operator Joyanne Huston- Swanson. After the event, the outreach service community recognized KDL as a leader in the customized service design and delivery to under-served and under-represented communities.



To celebrate National Bookmobile Day on April 22nd, KDL participated in the Association of Bookmobile and Outreach (ABOS) virtual bookmobile parade where 90+ bookmobiles or outreach vans were featured all day long from across the world - 24 hours of bookmobiles!

SIGNIFICANT COMMUNITY CONNECTIONS

Kentwood Branch Librarian Ashten VanderPloeg was contacted by the Black & Brown Cannabis Guild with a request to support an expungement clinic. Michigan’s ‘Clean Slate’ Expungement Reform Law gives an opportunity to Kent County residents to have old criminal convictions removed from their public records. With the support of the Kentwood and Rockford Branches, the Service Center, and IT Department, KDL ensured the success of this event. The BBCG recruited around 40 volunteer attorneys, and the event had approximately 180 attendees. The bookmobile supplied WiFi for 12 devices, two hotspots for the registration stations, a printer for copies, and music for the heart. KDL provided informational material, mugs, and the Kaleidoscope to all participants and volunteers. There will be a follow-up story in the Revue Magazine by Editor Josh Veal, Read the April story online.



Puertas Abiertas is a support, intervention, and prevention program for the Latino community, which provides power, independence, services, and resources. The program serves 120 Hispanic/Latino/Native Central-American families in three weekly meetings. KDL visited the group and started a partnership that includes re-occurring Bookmobile visits, Library card sign-ups, Spanish Book Club in a bag, Tech tutoring (in partnership with CompreNew), and information for referral to available resources (including the Emergency Broadband Benefit Program).



WIMEE'S WORDS

Wimee's words has caught the attention of the Michigan Learning Channel who will begin airing the program twice per day, seven days per week beginning June 21 on ten PBS channels across the state, including WGVU. The team is excited for this opportunity that can potentially expand the TV audience, showcase KDL staff and provide an interactive option for families.

SUMMER WONDER

Summer Wonder begins June 1 and is in the last stages of planning. The majority of this summer's all-ages programs will be online or outside. KDL's streaming programs are featuring patron favorites along with new family performers this year include Firelight Shadow Theater, the Duke Otherwise band, and MotherLand Cooking Xperience. Librarians are also planning to host storytimes and other programs outside and in parks to provide patrons with important learning and entertainment options while also following Michigan Department of Health and Human Services COVID guidelines.

POETRY CONTEST & SLAM

The 17th Annual Teen Poetry Contest and Slam was held online this year. Despite the pandemic, the contest received a record number of entries, which underscores the important role this program plays in offering teens a way to express themselves. This past year and a half has been particularly heavy on teens as they miss out on rites of passage at school and in life; with this wealth of submissions we received shows how important poetry had become as an outlet for their emotions. Gaining trust in their own voices, which normally at their age would have taken place in social settings, is clearly seen in their writing. During our slam portion - a secondary opportunity to win prizes and share their work - our teens came through with performances that were brimming with depth and passion that is not to be overlooked. Strengthening their speaking skills and really, truly using their listening skills to hear their peers, the slams gives a beautiful sense of community to those who participate.

The Teen poetry contest and slam are beautiful examples of KDL's ability to provide unique and beneficial programming. This year teens submitted 248 poems from 44 different schools (also a record), with 46 teens reading their original works during the Poetry Slams.



DEBRA WILCOXSON EAST GRAND RAPIDS AUTHENTIC

was nominated by Monica Walen because...Deb wrote an inspiring piece in the most recent Green Team newsletter about her journey towards a more zero-waste lifestyle. Several of us, feeling very clueless about some of the things she discussed, reached out to her with further questions. Deb took the time to actually organize a bulk order of zero-waste products for multiple EGR staff members! Her passion for this shines through. I really appreciate her willingness to educate her co-workers.

JACLYN RICHARDS KENTWOOD HELPFUL

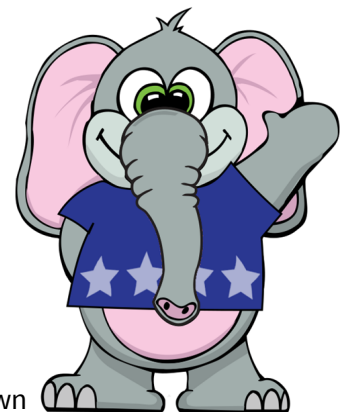
was nominated by Angela Cup because...

Jackie has been a stellar worker since I hired her. I have never been more thankful for her strong work ethic than right now. Whenever she is not assigned somewhere, I know she is finding things to do. She had spent using the circulation wand to inventory the collection to check for missing misplaced, and checked out items. She has taken on tasks from other staff who have been on leave -- all without being asked. Thank you, Jackie, for seeing what needs to be done and just doing it!

DEB SHULTZ ALTO TOWNSHIP HELPFUL

was nominated by Barb Deyoung because...

While subbing with Deb, a homeschool family came to the library for help in locating books from a reading list. Since these were old books, KDL didn't own any that she was interested in reading. So, Deb spent a long time finding some that were on this list. I have no idea how many titles she searched for, but it wasn't an easy task. She was extremely patient while helping this young lady find a book in our system to pick up at a closer branch. This young lady had her mindset on what she wanted to read, but finally was satisfied when she left. Deb did a fantastic job with this families' needs.



UPCOMING MEETINGS

KDL Regular Board Meeting
THURSDAY, JUNE 17, 2021
4:30 PM
KDL SERVICE & MEETING
CENTER

KDL Regular Board Meeting
THURSDAY, JULY 15, 2021
4:30PM
KDL SERVICE & MEETING
CENTER

KDL Regular Board Meeting
THURSDAY, AUGUST 19, 2021
4:30 PM
KDL SERVICE & MEETING
CENTER



DATES OF INTEREST

OTHER MEETINGS

ALA Conference & Exhibition
 June 23-29, 2021
 All Day
 Virtual

KDL Pension Meeting
 August 18, 2021
 1:00 PM
 KDL Service & Meeting Center



MONTHLY PROJECT REPORT

APRIL 2021

- 4** New projects approved
- 14** Projects in approval queue
- 3** Declined



Not started	0
In progress	19
Late	0
Completed	9

Circulating Memberships

- **Project Lead:** Remington Steed **Approval Date:** 03.31.21
Status: On track **Due Date:** 10.01.21

This project was piloted in 2019 by Patron Services and the Comstock Park Branch and was originally designed to provide patrons with free passes to the Frederik Meijer Gardens and Sculpture Park. The data-management app Quipu was purchased and configured to provide an easy way for patrons to check out available passes online. Since then, a few other local vendors and attractions have expressed interest. A soft-launch and appropriate staff training are scheduled for the end of April, with a more heavily-marketed hard-launch scheduled for June 1. The main beneficiaries of this service will be patrons who may not ordinarily be able to budget for these experiences.

NEW!

Stump the Librarian Youth Podcast

- **Project Lead:** Courtney Moyses **Approval Date:** 03.31.21
Status: On track **Due Date:** 06.30.21

Podcasts have become an increasingly popular and engaging medium for children to enjoy as an alternative to screen time. With this in mind, KDL will be launching a brand new educational podcast for children ages 5-12. Starting out on a bi-monthly basis, staff will collect questions posed by children trying to "stump the librarian." KDL librarians will then demonstrate their critical thinking and research skills and not only answer the questions, but share them in a fun and engaging way as well. This project will be an engaging educational piece for curious kiddos, as well as an important reminder that the Library is here to incite curiosity and connect people with helpful resources. In addition to answering questions, each podcast will also start with a short suggestion of library titles to check out based on what each host librarian is currently reading.

NEW!

Adult Programming Take & Make's

- **Project Lead:** Paula Wright **Approval Date:** 04.07.21
Status: On track **Due Date:** 08.05.21

Similar to KDL's youth craft offerings, the Adult Programming Workgroup will be offering a take & make craft with adults in mind. Craft kits will be available at all KDL branches for pick up and will coincide with a live instructional video by local art collective Lions and Rabbits. Each video will also be available via social media QR code for a portion of the programming season. In this way, participation can be either passive or active, according to viewer preference.

NEW!

Decentralizing Curbside Printing via TBS

● **Project Lead:** Kate Allen
Status: On track

Approval Date: 03.10.21
Due Date: 06.04.21

Now that all library branches are equipped with TBS (Today's Business Solution) for point of sale and printing, a centralized approach for patron curbside patron printing through PSD (patron services department) is no longer necessary. Decentralizing all curbside printing requests and moving to the the TBS mobile portal will serve staff and patrons better by: removing the 24-48 hour delay when done through PSD, eliminating confusion between "mobile" and "curbside" printing options offered on the KDL website, and maintaining free printing for all patrons through 2021. In conjunction with this change, KDL will issue an eNewsletter/promotion to all patrons, letting them know of the change of service and how it will make the process more convenient for them. Lastly, this team will create a strategy to pilot single-sided printing to reduce paper waste and align with KDL's sustainability strategic pillar.

MUSICat / KDL Vibes

● **Project Lead:** Stacy Schuster
Status: On track

Approval Date: 03.31.21
Due Date: 10.01.21

KDL's MUSICat streaming services for local music (called KDL Vibes) is on track to launch in fall 2021, starting with approximately 40 albums. As of April 19, the KDL Vibes site is "live" for project team members as they explore and refine the patron user experience. MarCom is currently working on the logo and Community Outreach will begin selecting a diverse slate of participants and potential jurors to test the site and provide feedback prior to launch.

EDI Collection Audit / Tagging

● **Project Lead:** Samantha Hodge
Status: On track

Approval Date: 03.24.21
Due Date: 12.31.21

This project addresses one of two initiatives under the Strategic Plan's EDI pillar. The Ingram audit was conducted on April 20 for the adult fiction collection and uploaded as Excel files with the recommended tags. As of now, Aaron Thomas is setting up an automation process through the ILS, though an exact timeline of when this will be complete is yet unknown. In the meantime, project members are looking ahead to training needs and materials, including what should and should not be tagged. For instance, KDL's tagging system will offer a more detailed/granular approach beyond Ingram's more broad categories. For example, rather than just the LGBTQIA+ tag, KDL will incorporate subcategories such as gender nonconformity. Some tags have been applied to the collection already.

Wonderknook Playspace Pilot

● **Project Lead:** Abby D'Addario
Status: On track

Approval Date: 03.24.21
Due Date: 06.30.21

As the pilot with Renegade by Custer is coming to a close, KDL moved forward with new insight concerning exact needs of the project. The group will meet on May 18 to do a vision session to determine what aspects of the pilot from furniture pieces to the philosophy of the spaces that are to be retained and which are to be either changed or eliminated. During the pilot, many of the Wonderknook pieces proved dissatisfactory in terms of durability and pieces that were warping and felt that was coming off have been fixed. After May 18 the group will have a solid and collective understanding for the needs of moving forward with the remaining branches.

MS Bookings for Study Rooms - Pilot



Project Lead: Elvia Myers
Status: On track

Approval Date: 03.08.21
Due Date: 05.31.21

MS Bookings is being explored as a tool for booking study rooms at the Gaines, Cascade, and Amy Van Andel branches. If successful, it will be rolled out to the rest of KDL at a later date. The team is working through determining ratios of reservable vs. first-come, first-served rooms in each branch, and finding ways to capture data on room use frequency and purpose to better serve patrons.

Web Content Lifecycle Management



Project Lead: Remington Steed
Status: On track

Approval Date: 03.10.21
Due Date: 06.04.21

Project lead Remington Steed met with several work groups and reviewed which web pages they own. The workgroups have added a regular agenda item to review those web pages and send any feedback or needed changes. Remington has also begun recruiting and training interested work group members so they can edit web pages as needed.

New Printers and Print Management Service



Project Lead: Kurt Stevens
Status: On track

Approval Date: 03.24.21
Due Date: 05.28.21

KDL is currently working with their chosen vendor, Michigan Office Solutions, in a pilot process so KDL can be sure that the quality of their printers are up to standard. As part of this pilot process, the Kentwood and Wyoming Branches are testing out Multi-Function Printers with their patrons. KDL is also testing out printers at the Service Center and is especially excited about the option for "Secure Printing" which would assist in securely printing confidential documents. Finally, KDL is also working with Michigan Office Solutions to consolidate printer usage in order to increase efficiency across the network while also saving Taxpayers' dollars

End Panel Signage Project



Project Lead: Brad Baker
Status: On track

Approval Date: 01.01.21
Due Date: 5.31.21

With a delegate assigned at each branch to be in charge of the process, branches have been hard at work printing the new signage and displaying it in place of the old. Overall, patron reception has been positive and overall wayfinding has improved, with many patrons find it easier to source materials and make selections. This project is set to officially wrap up at the end of May, after which branches will continue to maintain and print new signage in accordance with drafted guidelines.

Sora



Project Lead: Alyson Cryderman
Status: On track

Approval Date: 03.24.21
Due Date: 05.14.21

Sora, an Overdrive product for schools that allows students to connect to public library digital catalogs, has been successfully implemented at Forest Hills Schools and Kraft Meadows Middle School in Caledonia. The project team created a toolkit to easily onboard new schools. Two more schools (Lowell and Godwin Heights) have the Sora platform but not the Public Library Connect access yet. KDL will be reaching out to them in May to see if we can get them onboarded. The group is working on a strategy to get the word out about Sora for schools to consider as they begin to think of their needs for the next school year.

Annual Survey Project - OrangeBoy



Project Lead: Randy Goble
Status: On track

Approval Date: 03.24.21
Due Date: 09.01.21

Collecting detailed community data is just one way that KDL assess the ever evolving needs of its patrons while staying on top of evolving trends in the library world. To streamline this process, KDL has implemented Savannah/OrangeBoy to aid in the solicitation and collection of this data. With survey questions drafted and approved, data collection has been ongoing throughout the month of May and the project is currently on track to receive results and recommendations before the start of August, after which 2022 planning will begin.

CQ Assessment- Paradigm



Project Lead: Shaunna Martz
Status: On track

Approval Date: 01.01.21
Due Date: 05.31.21

As of May 1, the Paradigm EDI software has been rolled out to all of KDL staff. The first course is "Inclusion at Work: Managing Unconscious Bias" and is complete with micro-learning and resources. Each quarter, managers will be asked to lead 3-4 discussions with their respective teams. The emphasis of these discussions will be on how what was learned can be applied at work to establish KDL as an organization committed to anti-racism and to promote allyship, inclusivity and equitable hiring and performance management practices within the workplace.

Rehmann - Finance Department Audit



Project Lead: Kim Lindsay
Status: On Track

Approval Date: 11.02.20
Due Date: 07.31.21

With the financial audit officially underway, the Finance Department can refocus their efforts on continuing the department process audit and improvements. Now that the KDL Board of Trustees has adopted some changes to the purchasing policy, some changes can be implemented to create more efficient workflows.

Laptop Switchover from ThinClients



Project Lead: Kurt Stevens
Status: On track

Approval Date: 10.01.20
Due Date: 09.24.21

In 2021, KDL was scheduled to purchase new ThinClients in order to periodically upgrade technology, thereby providing staff and patrons with the best possible user experience. Instead, KDL has opted to purchase laptops instead. The IT team has been hard at work getting laptops deployed to each branch on a predetermined schedule. All is going well thus far.

Core Collection of Perennial Favorites



Project Lead: Penni Zurgable
Status: On track

Approval Date: 01.22.21
Due Date: 8.31.21

After a successful pilot at the Amy Van Andel Branch, KDL prepares to bring this collection systemwide. Collection Development has purchased titles for the remaining branches and staff received training on the Core Collection and titles in early May. Though core collection lists for teen and children's materials are currently in the works, they will not be included in this initial rollout. This project is anticipated to wrap up early.



BUILDING PROJECTS



Amy Van Andel Library and Community Center

● **Project Lead:** Dawn Lewis
Status: Complete

Approval Date: N/A
Due Date: 02.05.21

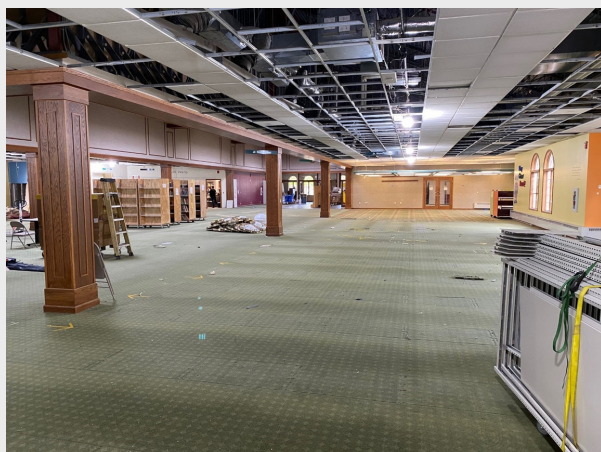
The Amy Van Andel Library and Community Center is now open to the public and circulating materials. On Thursday, May 13, 2021 at 10:00 AM, leaders from the municipality joined KDL in a special dedication and ribbon cutting ceremony. This event was also livestreamed to the public via the Ada Township Facebook page. Executive Director Lance Werner and the Van Andel family gave remarks.

Grandville

● **Project Lead:** Josh Bernstein
Status: On track

Approval Date: N/A
Due Date: 10.09.21 (estimate)

With the branch closed to in-person services, staff have moved the collection into the designated temporary space while renovations continue. The branch opened its doors back up (curbside & in-person services) on Tuesday, May 11. So far, the adjustment has been well-received.



Service + Meeting Center

- **Project Lead:** Missy Lancaster **Approval Date:** 2020
- **Status:** On track **Due Date:** 12.17.21 (estimate)

Progress is steady at the KDL Service and meeting Center!

- Both the breakroom and wellness (mother's) room is complete, with furniture expected to arrive the week of May 24.
- The IT Suite is finished and in use.
- The walls in the PSD Hallway have been patched, electricity is being updated with new LED fixtures, painting is underway and furniture is set to arrive the last week of May.
- The Delivery Area and hallway will soon be painted and floors grinded and polished.
- Current shelving units will continue to be used, though a few new panels will be installed.
- Delivery is being received in the MelCat/Programming area and will continue without delay!
- Programming items are being temporarily stored in the Bruursema Board Room, along with overflow items from Collection Services.



Cascade

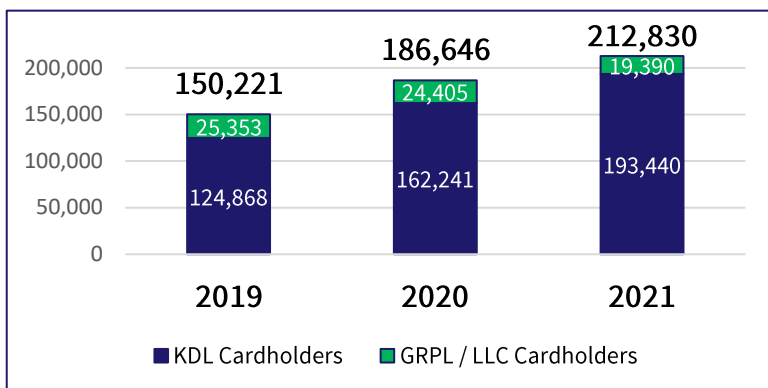
- **Project Lead:** Vanessa Walstra **Approval Date:** 2020
- **Status:** Complete **Due Date:** 4.30.21

With construction complete, the Marion Robinson Memorial Aquarium will be dedicated on Tuesday, May 25, 2021 at 2:00 PM. The final artwork is scheduled to be installed the week of May 17.



APRIL 2021 STATISTICAL SUMMARY

Active Patrons:



644 Accounts Added in April:

- 547 New KDL Cardholders
- 46 New GRPL Cardholders
- 51 New LLC Cardholders

Note: In 2020, formerly expired accounts were reactivated through summer 2021 to more easily access digital resources, and Library Card Challenge accounts were added to the KDL cardholder total when that program ended.

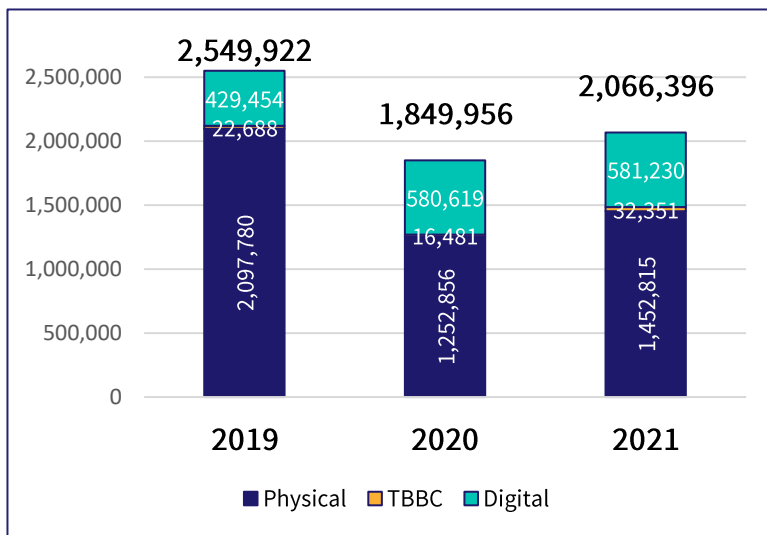
Note: Branches were closed March 13 – August 4, 2020 and November 16, 2020 – January 18, 2021 due to COVID-19. Curbside service began June 15, 2020. Limited in-branch hours were offered August 5 – September 20, 2020.

Re-Opening Branches:

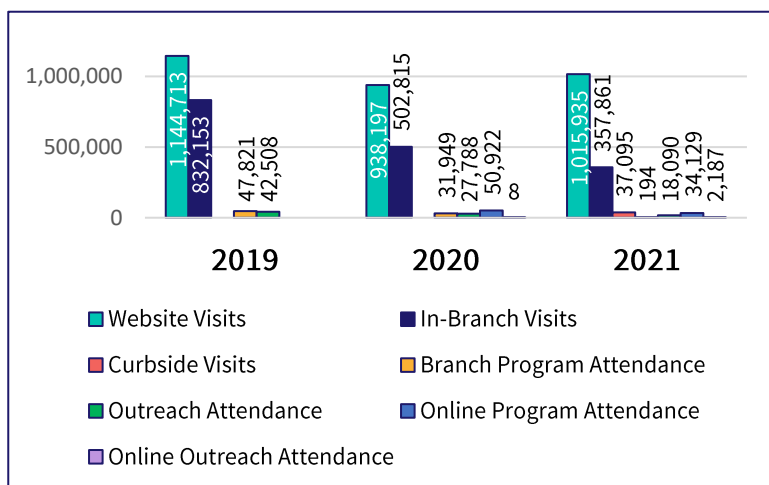
- **Physical Checkouts:** Down 15% from last month; Up 130,765% from 2020; Down 25% from 2019
- **Digital Checkouts:** Down 5% from last month; Down 21% from 2020; Up 35% from 2019
- **Visitor Count:** Down 12% from last month; (no visitors in 2020); Down 50% from 2019
- **Program Attendees:** Down 47% from last month; Down 82% from 2020; Down 68% from 2019

(See reverse for more details)

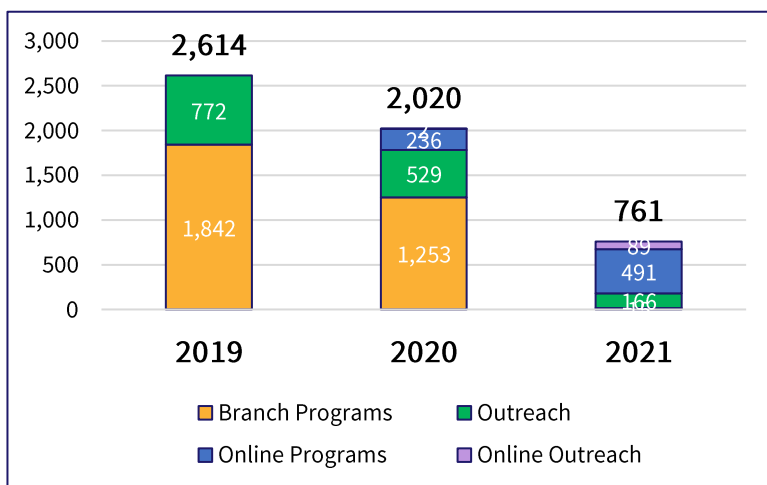
Circulation YTD:



People Served YTD:



Number of Events YTD:

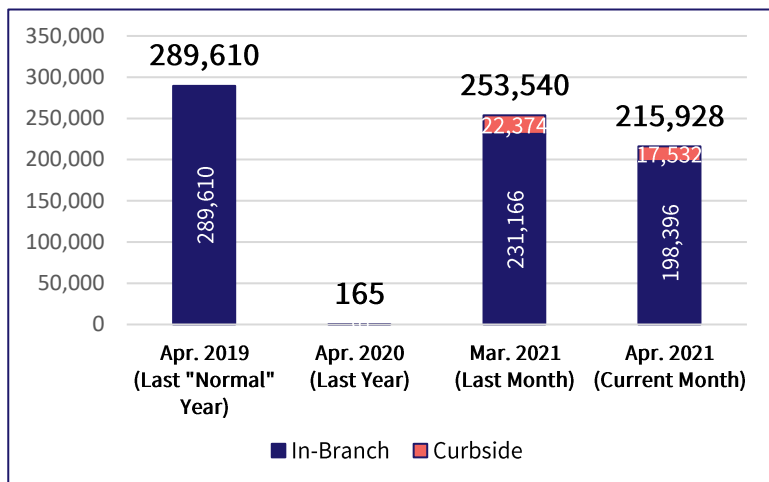




STATISTICS IN-DEPTH: RE-OPENING BRANCHES

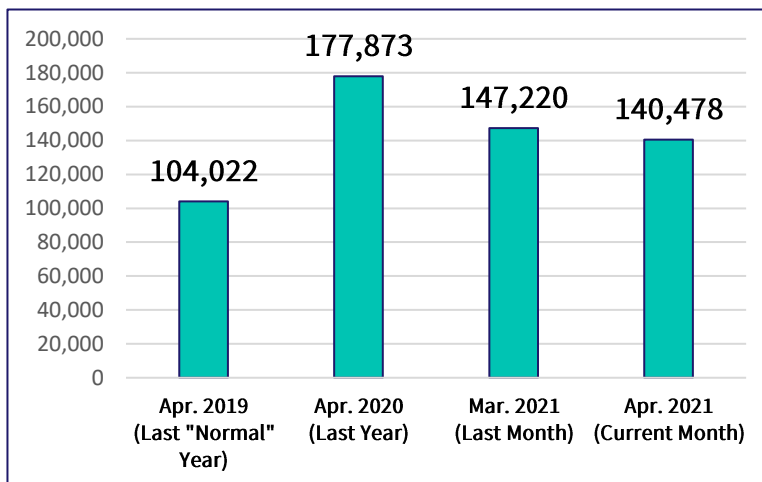
Branches have now resumed full in-branch public service hours for three complete months. How have our basic statistics changed month-to-month and when compared to 2020 (when branches were completely closed), and compared to the last "normal" year of 2019?

Physical Items Checked Out:



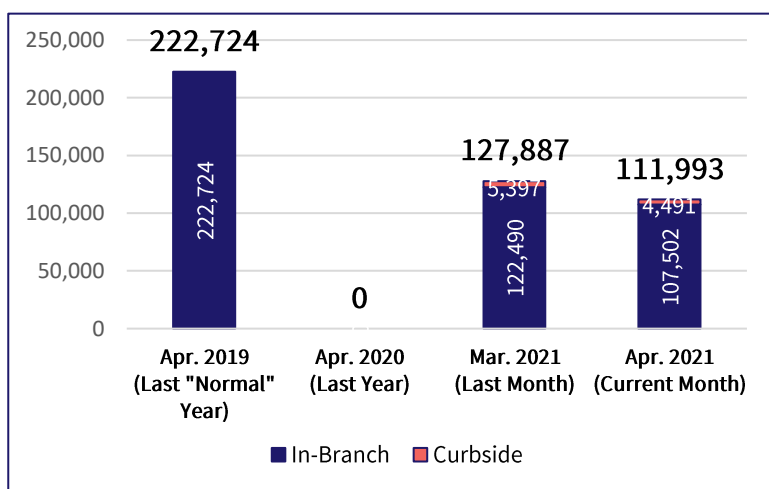
15% fewer total items were checked out compared to last month, and 25% fewer compared to the same month in 2019. Curbside use accounted for 8% of checkouts in April.

Digital Items Checked Out:



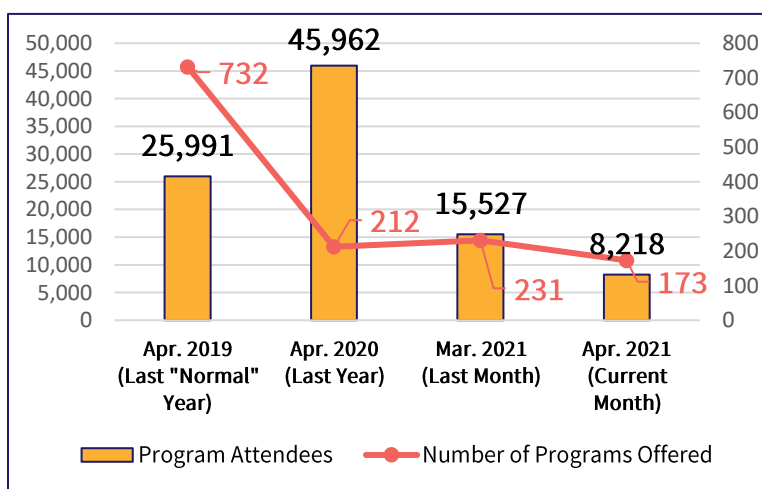
Digital checkouts are up 35% compared to the same month in 2019, but are down 5% from last month and down 21% compared to April 2020, when branches were completely closed.

Visitor Count:



Including both in-branch and curbside visits, total visitors decreased 12% compared to last month and were down 50% compared to the same month in 2019.

Programs:



KDL offered 25% fewer programs than last month, and had 47% lower attendance. The shift to mostly online programs has resulted in an average of 48 attendees per program in April 2021, compared to 36 per program in April 2019.



STAFF CHANGES & ANNIVERSARIES

May 2021

NEW HIRES	POSITION	EFFECTIVE
Emily Assenmacher	Assistant Branch Librarian Sub	April 12
Jason Kotarski	Assistant Branch Librarian Sub	April 12
Nicole Rapacki	Assistant Branch Librarian Sub	April 12
Martha Lin	Shelver – Wyoming	April 12
Anne Parada	Assistant Branch Librarian Sub	April 19
Maddie Kogler	Shelver – Wyoming	April 19
Ian Irish	Shelver – Plainfield	April 23
Lulu Brown	Regional Manager II – Cascade / Caledonia	May 17

DEPARTURES	POSITION	EFFECTIVE
Jeremy Coldicott	Patron Services – Service Center	April 23
Owen LaVigne	Assistant Branch Librarian – Kelloggsville	April 23
Aubrey Clark	Assistant Branch Librarian Sub	April 25
Vincent Frank	Shelver – Plainfield	April 29
Lori Gerard	Assistant Branch Librarian – Englehardt	May 7
Katie Ames	Sub	May 12
Julia Hawkins	Administrative Assistant – Marketing/Communications	May 14
Kelly Doyle	Assistant Branch Librarian – Ada / Amy Van Andel	May 21

OPEN POSITIONS	TYPE
Shelver – Cascade	Part-time
Shelver – Wyoming (2 positions)	Part-time
Collection Services Assistant - Service Center	Part-time
Patron Services Associate – Service Center	Full-time
Seasonal Interns – various branches	Temporary
Assistant Branch Librarian – Krause Memorial	Part-time
Branch Librarian – Grandville	Part-time
Administrative Assistant – Engagement	Part-time

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Rachael Hamlet	Shelver – Wyoming	Assistant Branch Librarian – Kentwood	April 19
Seth Hoekstra	Shelver – Wyoming	Assistant Branch Librarian – Wyoming	May 3
Adrianna Triche	Branch Librarian – Grandville	Branch Librarian – Wyoming	May 24
Will McAfee	Assistant Branch Librarian Sub	Assistant Branch Librarian – Englehardt	May 24

EMPLOYEE ANNIVERSARIES (JUNE)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Kris Vogelar	Grandville	36 years
Karen Small	Wyoming/Kelloggsville	35 years
Tisha Wells	Gaines Township	33 years
Kathy Potts	Walker	30 years
Jocelyn Yost	Grandville	27 years
Connie Wheat	Krause Memorial	21 years
Lynne Eder	Walker	16 years
Deb Den Herder	Cascade	14 years
Amy Waite	Krause Memorial	13 years
Shannon Vanderhyde	Krause Memorial	10 years
Linda Pyne	Nelson Township/Sand Lake	9 years
Adam Flynn	Caledonia/Bookmobile	7 years
Carlita Gonzalez	Programming	7 years
Liz Knapp	Alpine/Tyrone Township/Walker	7 years
Paula Wright	Comstock Park	5 years
Catherine Gutowski	Alto	4 years
Leigh Verburg	Comstock Park	4 years
Brad Baker	Marketing/Communications	3 years
Julie Gillich	Byron Township	3 years
Heather Blake	Grandville	2 years
Alyssa Coe	Plainfield	2 years
Chloe Henshaw	Plainfield	2 years
Tabitha Schaub	Wyoming	2 years
Sarah Johnston	Patron Services	1 year



BOARD OF TRUSTEES ATTENDANCE - 2021

	SHIRLEY BRUURSEMA	ANDREW ERLEWEIN	SHERI GILREATH- WATTS	PETER DYKHUIS	CHARLES MYERS	TOM NOREEN	CAITIE S. OLIVER	PENNY WELLER
January 21, 2021*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
February 18, 2021*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
March 18, 2021*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
April 15, 2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
May 20, 2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
June 17, 2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
July 15, 2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
August 19, 2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
September 23, 2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October 14, 2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October 28, 2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
November 18, 2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
December 16, 2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*BOARD PARTICIPATION VIA CONFERENCE CALL / ZOOM

TRUSTEE NAME	MEETING DATE		TRUSTEE NAME	MEETING DATE

Kent
District
Library



POLICY MANUAL

Proposal for Edits

Facilities + Operations

KDL POLICY 3.1

EXHIBITS

LAST REVISED 11.21.13

Kent District Library (Kent District Library KDL) provides a venue for local artists/exhibitors to display visual art and artifacts to increase awareness and appreciation of history and the arts.

Suitable space for exhibits is not available at all branches. Some local governmental units may have guidelines on how and where materials are displayed in the facility and Kent District Library KDL will honor those guidelines.

The branch manager will work with staff members (or a local community committee) to make decisions regarding the selection of materials to be displayed. In making decisions regarding the suitability of the work to be exhibited, the branch manager or his/her designee will take into consideration the use of the library by all segments of the community and all age groups. Selection priority may be given to local artists/exhibitors and those who have not previously exhibited in the library.

The exhibit space shall not be used for advertising or political purposes. The artist/exhibitor assumes all liability for the loss of, or damage to, materials on display. The library reserves the right to cancel the exhibition for any reason.

KDL POLICY 3.2

LITERATURE DISPLAY + DISTRIBUTION

LAST REVISED 11.20.14

~~Kent District Library~~ KDL adheres to the principle that the Library is the institution in our society which provides materials representing all points of view in all fields including political, social, and religious, no matter how controversial or objectionable these views may be to some people.

To support this basic principle, and to foster positive relationships within the community, the following policy has been established:

1. Informational material of public interest from nonprofit organizations, educational institutions, and governmental agencies may be displayed or distributed in branches where space is available. Material for display or distribution will be permitted at the discretion of the branch manager. The primary purpose of such material must be to inform the public of the organization's programs, services and events. Examples include:
 - KDL fundraising materials;
 - Friends of the Library materials;
 - promotional materials for cultural organizations such as the ballet, orchestra, museums and theater groups;
 - special event fliers for nonprofit organizations from Kent County and neighboring communities; and
 - local magazines and newspapers that are distributed free of charge and have received prior approval from ~~Kent District Library~~ KDL.
2. Prior to an election, branches may have available, on an equal basis, voter information and campaign literature about political candidates appearing on local ballots. Any materials that directly or indirectly make reference to an election or a candidate must be removed prior to Election Day if within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.
3. Prior to an election, campaign material relating to ballot issues may be placed in library branches for display and/or distribution to the public. If there is formal opposition to a ballot issue, equal consideration shall be given. Campaign materials that directly or indirectly make reference to a ballot issue must be removed prior to Election Day if located within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.
4. Petitions may not be displayed or circulated in library buildings except as permitted by local municipal ordinance.

KDL POLICY 3.3

PUBLIC RELATIONS

LAST REVISED 7.16.20

The Chairperson of the Library Board of Trustees is the official spokesperson for the Board. The Executive Director is the official spokesperson for the Library.

The Director of ~~Marketing and Communications~~Engagement serves as media liaison for the Board and the Library Administration. Whenever official media statements are required pertaining to library emergencies at any KDL location; or policies, procedures, programs, services, or positions on district-wide issues, the Marketing and Communications Department is responsible for all contacts with local newspapers, magazines, professional journals, radio and television stations. Staff are not to provide “off the record” comments to the media.

KDL POLICY 3.4

LIBRARY PROGRAMS

LAST REVISED 4.19.19

Responsibility for library program development is vested in the Executive Director, and such members of the staff whose job descriptions include program responsibilities. Library programs may utilize volunteers and may be developed cooperatively with Friends groups, governmental units, community organizations, and individuals. A program is any presentation given in or out of the Library (in person or by technological means) by a Library staff member or other presenter and sponsored by the Library, the Friends, or a partnership including the Library.

Library programs support the KDL mission and strategic plan. They are planned in advance to meet staffing and publicity deadlines. Library programs may require registration. Limits on the number of people able to attend may be necessary due to facility, program, or performer limitations or other requirements pertaining to safety.

Library programs are funded in part by the operating budget with additional support from KDL fundraising activities, grants, contributions from the Friends, gifts, endowments and partnerships.

No individual or organization who presents a program at the library will be permitted to sell their product or services during their presentation or during their time at the library (with the exception of authors who come to speak about their books or performers who have recordings of their music). ~~Kent District Library~~ KDL requires a contract to be executed by program presenters.*

Organizations or business affiliation of presenters or co-sponsoring agencies will be used by the Library in promoting programs. This does not constitute endorsement.

*Contract may include a background check.

KDL POLICY 3.5

LOST + FOUND POLICY

LAST REVISED 4.19.19

~~Kent District Library~~ KDL will retain valuable lost and found items at the branch location where the items are found. When possible, staff will contact the owner to inform him/her that a lost item has been found and note how long the library will hold the item.

Debit cards, credit cards, purses, identification, and wallets that are found at KDL locations will be held until the close of business on the following day. Unclaimed debit and credit cards will be reported lost and then destroyed. Unclaimed purses, wallets and identification will be turned over to local police. KDL locations that do not have local police within 10 miles will turn over purses and wallets to the Kent County Sheriff's Department within ~~five~~ 5 days.

Other valuable items, such as electronics and jewelry will be held for three months. After three months, all unclaimed items will be turned over to the Kent County Sherriff's Department.

Loose money found at the library will be held until the close of business each day if the amount is less than \$20.00. If unclaimed, it will be donated to the branch's Friends group (or to KDL in the absence of such a group). Loose money in an amount of \$20.00 or more will be retained for a period of three months and then donated to the branch's Friends group (or to KDL in the absence of such a group), if unclaimed.

Non-valuable items (such as clothing) found at ~~Kent District Library~~ KDL locations will be placed in the lost and found bin at the branch where the items are found. As needed, contents of these bins will be donated to a local charity.

KDL POLICY 3.6

BRANCH LIBRARY LOCATIONS

LAST REVISED 9.15.11

The ~~Kent District Library~~KDL strives to make efficient and effective use of its resources. Therefore, it is the policy of the ~~Kent District Library~~KDL to work with local communities in locating new branch sites a minimum of five miles apart, unless justified by demographics.

KDL POLICY 3.6.1

BUILDING, ENGLARGING OR RENOVATING LIBRARY BUILDINGS

LAST REVISED 9.15.11

~~Kent District Library~~KDL cooperates with all governmental units in making library materials and services available to the public in the buildings owned by the governmental units.

When library buildings are being built, expanded, or renovated, KDL will provide the same services that were provided prior to the building changes. In addition, KDL staff will work with the governmental units to provide desired changes within both KDL budget constraints and Strategic Plan goals. KDL must balance the needs of the whole system while considering the desires of individual branches. Changes may include additional open hours, personnel, computers, equipment, and moving expenses for KDL-owned computers, equipment, and materials. If library buildings are downsized, library services will be re-evaluated in conjunction with the governmental units affected.

When changes are being considered by the ~~Kent District Library~~KDL staff or the governmental unit, KDL staff must be involved with personnel from the governmental unit in order to achieve the best possible results for all. When evaluating library facility needs, KDL staff will apply recognized state and national guidelines and standards.

Those municipalities that currently do not have a library facility in their community, but are considering building one, are encouraged to consider partnering with other communities.

KDL POLICY 3.6.2

SUPPORT FOR BUILDING PROJECTS

LAST REVISED 4.19.19

~~Kent District Library~~KDL staff will work with local governmental units to plan new buildings or expansions of existing buildings. Staff will advise planners, architects, and elected officials of Library needs and building requirements. In support of the expansion or building improvement efforts of local governmental units, staff will provide factual printed and graphic design work for posters and other print

material. The Marketing Communications Department will coordinate these support efforts. ~~Kent District Library~~KDL may also provide factual informational mailings to library patrons consistent with campaign and privacy act laws. Informational mailings as well as printing and design support work will be provided as approved by the Executive Director and within budget limitations.

Michigan law forbids the expenditure of public funds to advocate a vote in favor of a millage or bond issue election. Therefore, ~~Kent District Library~~KDL staff may not, on paid library time, work on political activities to promote millage or bond issue elections, or disseminate materials which advocate a favorable vote on a millage or bond issue election. Nothing in this policy prevents staff members, on their personal time, from expressing their own personal views, expending their own personal funds, or providing their own personal volunteer services consistent with campaign laws.

KDL POLICY 3.6.3

ACCEPTANCE OF NON-KDL TECHNOLOGY

LAST REVISED 4.19.19

The planning and funding for future technology is the responsibility of the ~~Kent District Library~~KDL. However, KDL constituent communities, if they so desire, may donate monetary funds locally to enhance technology service to their community. These monetary funds will be used to purchase specific technologies that are either new and emerging in nature or consistent with current year's KDL purchases for other branches.

Specific technology gifts may also be occasionally accepted if they are consistent with the current year's KDL purchases for other branches; and/or approved by the ~~KDL~~ Information Technology Director to ensure the devices can be effectively supported and maintained by KDL staff. Any potential technology donation must be coordinated in advance of donation (and, if necessary, actual purchase) with the ~~Kent District Library~~ Information Technology Director. The equipment purchased by or with the approval of the ~~Kent District Library~~KDL becomes the property of the ~~Kent District Library~~KDL and its future use and ultimate disposal will be at the sole discretion of KDL.

KDL POLICY 3.7

MEETING ROOM USE

LAST REVISED 7.16.20

1. Meetings

KDL allows private individuals, businesses, organizations and groups to use KDL conference rooms and meeting rooms (the "Rooms") on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission will usually be granted if the Rooms are not needed for administrative use, activities, or programs sponsored in whole or in part by KDL; and when such use is not disruptive of the programs and activities of KDL. Permission is revocable at any time and for any reason and does not constitute a lease. KDL may reject for any reason a request to use a Room. Permission to use the Rooms does not imply KDL endorsement of the aims, policies or activities of any group or organization. KDL may request verification of nonprofit status prior to booking.

2. No Advertising of KDL Sponsorship

Organizations, businesses, and private individuals using the Rooms will not be permitted to use advertising or publicity that imply that their programs are sponsored or co-sponsored or approved by KDL, unless written permission to do so has been previously given by the Executive Director.

3. Admission Charges by Users

Admission may be charged for programs sponsored by KDL and its affiliated organizations. The sale of goods that directly benefit KDL will also be permitted. No other charges or sales are permitted without the prior written consent of the Executive Director.

4. No Discrimination

KDL requires that all organizations, businesses, and private individuals hosting meetings at the Service & Meeting Center will uphold high ethical standards without regard to race, color, religion, sex, age, national origin, disability or other protected status.

5. Adult Supervision

Users of the Rooms must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. The listed adult must be on site during the reserved meeting time.

A. MAKING A RESERVATION

1. Meeting Request Form

Room reservations are made online at www.KDL.org under the hours & location tab by clicking on

the Service and Meeting Center tab for the form. Organizations, businesses, and/or private individuals will need to complete the Meeting Request Form and submit it. When KDL receives the completed Meeting Request Form, the organization or business may be contacted to confirm, answer questions, or get more details.

2. Signed Agreement

The person responsible for the meeting must read and sign the Agreement for Public Use of Meeting Rooms and Conference Rooms at the ~~Kent District Library~~ KDL Service and Meeting Center prior to the start of the meeting. The signed Agreement can be emailed to kdlmtgcenter@kdl.org or dropped off at the front desk prior to check-in.

3. Eligible Organizations

Nonprofit organizations, professional associations, affiliate organizations, commercial businesses, and private individuals may request to use the Rooms.

4. Cancellations/No Show

If your plans change, please contact kdlmtgcenter@kdl.org or KDL's ~~Operations Coordinator~~ Facility Manager directly to cancel your reservation, but be advised you may be charged the full invoiced amount if the cancellation occurs within 48 hours of the reservation. Not showing up for scheduled reservations may affect your ability to use the facility in the future.

5. Frequency

Rooms are reserved on a first-come, first-served basis for a maximum of two times per month. It is possible to make your monthly/bi-monthly meeting a regular event. It is your responsibility to keep track of your group's usage.

6. Availability

KDL Service & Meeting Center Rooms (~~Bruursema Board Room, Bird's Eye View Conference Room, White Pines Conference Room, Grand River Conference Room;~~ and Learning Lab) are typically available Monday through Friday from 8:00 a.m. to ~~58:00~~ 5:00 p.m.

~~KDL Meeting Center Rooms are typically available Monday through Saturday from 8:00 a.m. to 8:00 p.m.~~

If necessary, KDL reserves the right to cancel the use of the Rooms for any reason including, but not limited to, inclement weather or other unexpected building closures. KDL shall use its best efforts to notify you if KDL intends to cancel the use of the Rooms. In the event of inclement weather or other area emergencies, please contact KDL before the meeting to confirm that the building is still open.

In rare cases, KDL may need to use the Rooms for an unforeseen event, and may ask you to reschedule or find different Rooms for your meeting.

7. Fee

The fee for the Rooms is due according to the due date on the individual invoice. KDL may change the fees at any time without notice.

B. YOUR MEETING

1. Catering

The Bruursema Board Room, White Pines Conference Room, Bird's Eye View Conference Room Lab, Trillium Conference Room/Kitchenette, and the Grand River Meeting-Conference Room (with includes the Trillium Kitchenette) are available for catered meetings. ~~The Rooms will have access to the kitchen if the Trillium Conference Room is reserved.~~ The kitchen has an industrial-size refrigerator, an induction stovetop, convection microwave oven, and dishwasher. Each of the Rooms has access to coffee and water except the Learning Lab. Please make all arrangements necessary with your caterer, including delivery and pick-up times, clean-up and supply of all plates, glasses, utensils and napkins. Catering materials cannot be left overnight in the Rooms or the kitchen. It is your responsibility to comply with all applicable food and health codes and regulations. Alcoholic beverages are not permitted without written Board approval.

2. Audiovisual Equipment

Audiovisual equipment is available and descriptions can be found under the Public Meeting rooms tab on the website. The Bruursema Board Room and ~~the Trillium Conference Room~~ is the only Rooms that do not have built-in technology. ~~available capabilities~~. Please make sure you reserve the appropriate technology for those Rooms at least 24 hours before your meeting. If you have no prior experience with audiovisual equipment, you may want to schedule a time to come in before your meeting to practice.

3. Damages and Liability

The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by any person, group or organization using its Rooms. Any person, group or organization using the Rooms shall be responsible for any damage to KDL building, grounds, collections, or equipment caused by the person, group or organization, its members, or those attending its program. Any person, group, or organization holding meetings at the Service Center or Meeting Center fully releases and discharges KDL, its Board, officers and employees from any and all claims from property damage and injuries, including death, damages or loss, which may be alleged to have arisen out of, or in connection with, the meeting, the use of Rooms or the use of the facility.

4. Security

The Library may deem that a meeting or event requires security. It is the responsibility of the private individual, business, or organization renting the space to provide it.

5. Additional Rules and Regulations

- a. Attendance at meetings may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the Rooms.
- b. Any use of the Rooms which disrupts the normal operations of KDL will not be permitted.
- c. Smoking, e-cigarettes, vaping, chewing tobacco, and the use of any candles or other flammables is not permitted anywhere in or on KDL property.
- d. Hazardous materials including, but not limited to, paints, solvents and explosives are prohibited.
- e. Groups using the facility must comply with the Americans with Disabilities Act and upon 48 hours' notice are responsible for providing qualified interpreters and/or auxiliary aids as requested.
- f. No decorations or other materials may be posted, attached, or affixed to the walls, windows, doors or other surfaces unless approved by KDL. If such approval is granted, any such material must be removed at the close of the scheduled time.
- g. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in KDL or on KDL property.
- h. Use of the Rooms does not constitute KDL's endorsement of the policies or beliefs of any group or person.
- i. Users must obey all laws, library policies, and local ordinances. Stealing, defacing, or damaging library equipment, materials or facilities is not allowed.
- j. Users must respect KDL patrons and employees. Users may not annoy or harass other persons, engage in loud or disruptive conduct, or cause a public disturbance.
- k. Solicitation and loitering are not allowed.
- l. To protect your personal belongings, do not leave them unattended. KDL is not responsible for damaged, lost or stolen items.
- m. Shirt and shoes are required.
- n. No pets (other than service animals) are allowed in KDL building.
- o. Users must complete their meeting within the reserved time period.

6. Clean Up

You must clean up the Rooms upon conclusion of your meeting and turn in the Check-out Form to the front desk.

KDL POLICY 3.8

PLANNED CLOSINGS

LAST REVISED 9.5.11

Every effort will be made to keep ~~Kent District Library~~KDL facilities open to serve the public as scheduled. In some instances, however, building closures may be required for the maintenance and upkeep of facilities. Closures may also be necessary due to special events in the vicinity of a library building or other circumstances outside the control of ~~Kent District Library~~KDL. All planned closings are approved by the Library Board and announced to the public with as much forewarning as possible.

KDL POLICY 3.8.1

EMERGENCY CLOSINGS

LAST REVISED 12.20.12

Every effort will be made to keep ~~Kent District Library~~KDL facilities open to serve the public as scheduled. Whenever a situation arises that, in the judgment of the branch manager or his/her designee, jeopardizes anyone's personal safety or well-being, the building may be closed. Such situations could include, but are not limited to: power failure, flooding, fire, vandalism, or extreme weather. In certain instances, the ~~Kent District Library~~ Executive Director may close the entire system.

KDL POLICY 3.8.2

BEREAVEMENT OR FUNERAL CLOSINGS

LAST REVISED 4.19.19

In the event of an employee's death, arrangements may be made for staff to attend the memorial service/funeral. These arrangements may include, at the discretion of the Executive Director, closing the library branch(es) for a period of time.

KDL POLICY 3.9

LIBRARY VEHICLES

LAST REVISED 4.19.19

Library vehicles are to be used by authorized Library staff or approved designee for Library business only. Drivers must have a valid Michigan driver's license and obey state laws while using Library vehicles. Drivers must sign waiver and provide KDL with a copy of their valid driver's license for KDL to keep on file. Smoking, using e-cigarettes, vaping, or chewing tobacco is prohibited in the KDL vans. Use of cell phones, taking calls, making calls or texting, is prohibited while the vehicle is in use.

KDL POLICY 3.10

BUILDING SAFETY

LAST REVISED 8.21.03

The ~~Kent District Library~~KDL is concerned about the health and welfare of all employees. Therefore, it is the policy of the ~~Kent District Library~~KDL that no employees work alone at any ~~Kent District Library~~KDL facility. Staff scheduling must be arranged in such a way to ensure that there is always a minimum of two Library employees in the building during all open hours.

KDL POLICY 3.10.1

KEYS TO BUILDINGS

LAST REVISED 8.12.95

In the interests of safety and security, only authorized individuals will be given keys to ~~Kent District Library~~KDL facilities.

KDL POLICY 3.10.2

LIBRARY ACCESS WHEN CLOSED

LAST REVISED 4.19.19

In the interests of safety and Library liability, only authorized individuals or other individuals approved in writing by the ~~Kent District Library~~KDL Board or the Executive Director may have access to the physical spaces occupied by the ~~Kent District Library~~KDL when they are closed.

~~KDL will assess the feasibility of external room rental in 2022.~~



RESOLUTION

Schools & Libraries Universal Services (eRate) for 2021-2022

MEETING INFORMATION

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held at the Kent District Library – Service Center, on May 20 2021 at 4:30 PM.

The meeting was called to order by_____.

PRESENT: _____

ABSENT: _____

RESOLUTION

With the assistance of Kellogg & Sovereign Consulting (E-Rate Advisors), KDL has filed FCC Form 471, Schools and Libraries Universal Service Program Services Ordered and Certification Form for the services and/or products as detailed in the table below titled, “E-Rate Requests, Funding Year for 07/01/2021-06/30/2022.

Be it resolved that the governing board for **Kent District Library**

1. Vote to approve or disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2021-2022. This resolution authorizes filing of the form 471 applications for funding year 2021-2022 and the payment of the applicant’s share upon approval of funding and receipt of services.
2. Authorizes the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered and Certification Form for the services and/or products as detailed in the attached report, “E-Rate Requests, FY 2022”, for the fiscal year 07/01/2021-06/30/2022.
3. Authorizes payment of the applicant’s share subject to the following conditions:
 - (1) approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
 - (2) receipt of services during the fiscal year 07/01/2021-06/30/2022.

Application #	Pre-Discount Amount	E-Rate Amount	Applicant’s Share
211012456	\$857,551.92	\$771,796.73	\$85,755.19
Totals	\$857,551.92	\$771,796.73	\$85,755.19

E-Rate Requests, Funding Year for 07/01/2021 - 06/30/2022

Applicant Name: KENT DISTRICT LIBRARY

Billed Entity #: 131573

471 App #	FRN	Service Provider	SPIN	Category	Pre-Disct Amount	Disct	Requested Amount	Applicant Share
211012456	2199015419	Everstream GLC Holding Company LLC	143049465	Data Transmission And/or Internet Access	51,000.00	90%	45,900.00	5,100.00
	2199015420	Everstream GLC Holding Company LLC	143049465	Data Transmission And/or Internet Access	666,743.52	90%	600,069.17	66,674.35
	2199015423	Everstream GLC Holding Company LLC	143049465	Data Transmission And/or Internet Access	31,808.40	90%	28,627.56	3,180.84
	2199015428	IP Consulting Inc.	143044095	Data Transmission And/or Internet Access	108,000.00	90%	97,200.00	10,800.00
Totals for 471 App # 211012456:					857,551.92		771,796.73	85,755.19

The Board hereby approves and adopts the tentative Schools & Libraries Universal Services (e-rate) for 2021-2022.

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 20th of May 2021.

RESOLUTION DECLARED ADOPTED.**CERTIFICATION**

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on May 20 2021 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: May 20, 2021

 Shirley Bruursema, KDL Board Chair

 Andrew Erlewein, KDL Board Treasurer in
 lieu of Sheri Gilreath-Watts, KDL Board
 Secretary