

Kent
District
Library



AUGUST

2021

BOARD OF TRUSTEES
MEETING PACKET

DRAFT



BOARD OF TRUSTEES

Meeting Agenda

LOCATION

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

DATE & TIME

Thursday, August 19, 2021, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: July 15, 2021
- C. Request a late opening & early closure of the Cascade Township Branch on Saturday, September 25, 2021, to accommodate Cascade Township 5K race & festival.
- D. Request closure of the Caledonia Township Branch on Saturday, September 25, 2021, to accommodate Caledonia Township festival.
- E. Request for Grandville Branch to offer Curbside only from September 27- October 7, 2021, and an extension of hours for Grand Opening on October 8, 2021.

4. REGIONAL MANAGER UPDATE – Dawn Lewis

5. LIAISON REPRESENTATIVE COMMENTS

6. PUBLIC COMMENTS**

7. FINANCE REPORTS – July 2021*

8. LAKELAND LIBRARY COOPERATIVE REPORT

9. DIRECTOR'S REPORT – July 2021

10. TRUTH IN TAXATION

- A. Public Hearing* *Roll-Call Vote*
- B. Resolution: 2021 Millage Tax Rate Request* *Roll-Call Vote*

11. NEW BUSINESS

- A. Modification - Chart of Accounts
- B. Policy Manual - Section 5 | Budget + Finance * *First Reading*

12. LIAISON REPRESENTATIVE COMMENTS

13. PUBLIC COMMENTS**

14. BOARD MEMBER COMMENTS

15. MEETING DATES

Next Regular Meeting: Thursday, September 23, 2021 – KDL Service & Meeting Center, 4:30 PM or via teleconference.

16. ADJOURNMENT*

* *Requires Action*

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

DRAFT



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

Service + Meeting Center, 814 West River Center Drive, Comstock Park, MI 49321 & teleconference.

DATE + TIME

Thursday, July 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: Randy Burson, Reilly Brady, Jaci Cooper, Diane Damuth, Sheri Glon, Randy Goble, Kim Lindsay, Annette Miller, Brian Mortimore, Christine Mwangi, Elvia Myers, Kurt Stevens, Lance Werner, Carrie Wilson and Jennifer Zeilbeck

GUESTS PRESENT: Bill Brinkman (teleconference), Nancy Duiven, Bob Henning, Kyle Johns (teleconference), Jim Womack (teleconference), Bethany Verble and Sandy Swanson

1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:32 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: June 17, 2021
- C. Request late opening of 11:00 AM for the East Grand Rapids Branch on Saturday, September 11, 2021 in order to accommodate the Rhoades McKee Reed's Lake Triathlon.

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

Support: Supported by Ms. Weller.

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – The Caledonia Friends of the Library are attending their first KDL Board of Trustees Meeting and are excited for KDL's future in the community.

5. PUBLIC COMMENTS** – None.

6. AUDIT REPORT – Maner Costerisan Representative Bethany Verble gave a brief analysis of the results of the annual audit. Ms. Verble thanked Interim Director Kim Lindsay, General

DRAFT

Accountants Randy Burson and Annette Miller, Governmental Fund Accounting Specialist Reilly Brady and Human Resources Generalist Diane Damuth for their tremendous work.

7. FINANCE REPORTS – June 2021*

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

- Cash appears to be down from last year, it is at approximately \$24M.
- KDL is 50% through the fiscal year, has received 93% of budgeted annual revenues and has spent 47% of budgeted expenditures.
- The three largest checks written for the month of June were to IP Consulting, Inc. in the amount of \$404K for the phase 4 laptop refresh and another to IP Consulting in the amount of \$189K for WiFi access points and to Midwest Tape in the amount of \$179K for digital platform and collection materials.

Motion: Mr. Erlewein moved to receive and file the June 2021 finance reports as presented.

Support: Supported by Mr. Dykhuis.

RESULT: Motion carried.

8. LAKELAND LIBRARY COOPERATIVE REPORT

Chair Bruursema gave the following update on LLC business:

- The Operation Budget Amendment 3 was approved in order to accommodate excess fund balance reserves as well as the ARPA Capacity Grant.

9. DIRECTOR'S REPORT – June 2021

- Director of Fund Development Christine Mwangi shared that since KDL is part of a larger library cooperative, it is eligible to apply for the ARPA Capacity grant for a minimum award of \$25K and maximum award of \$250K. These funds will be used to prioritize programming and materials for Library community members.
- Possible applications of a reward in grant funding include:
 - A 24-hour books and materials dispenser.
 - An emergency connectivity fund for hotspots, laptops and internet access for patrons outside of the library space.
 - An expanded Summer Wonder Program for 2022, which would allow KDL to print more workbooks and even deliver them to homes.

The Board asked questions of staff and staff responded.

10. NEW BUSINESS

A. Atlanta Capital Investment Presentation

Representatives Jim Womack & Kyle Johns gave an in-depth review of the KDL portfolio, with a brief question and answer session shortly following.

B. 2021 - 2023 Strategic Plan Second Quarter Review

Director of Project & Planning Jaci Cooper gave a brief update on the Library's progress.

C. Strategic Plan Survey Results and Review

DRAFT

Director of Engagement Randy Goble and OrangeBoy Representative Sandy Swanson gave a brief review of highlights from the 2021 staff and patron survey results.

- D. Policy Manual Review: Section 2.7 - Beyond Books Collection—*First Reading**
Motion: Mr. Noreen moved to approve changes to the KDL Policy Manual Review Section 2.7 Beyond Books Collection as presented.
Support: Supported by Ms. Oliver.
RESULT: Motion carried.

- E. Oath of Office
 Board of Trustees Secretary Sheri Gilreath Watts administer the Oath of Office to Board of Trustees Chair Shirley Bruursema, at which then, Chair Bruursema administer the Oath of Office to the Board of Trustees.

- 11. LIASON REPRESENTATIVE COMMENTS** – Plainfield Township Representative Bill Brinkman stated that activity has started on the Township’s Community Center, which will be located on Jupiter Drive next to the YMCA. The township is continuing to resolve ongoing issues related to PFAS in the local drinking water. Rogue River Park is currently open and another river dock is currently approved and in the works.

- 12. PUBLIC COMMENTS**** – None.

13. BOARD MEMBER COMMENTS

Ms. Bruursema – Chair Bruursema is proud of how KDL has carried on through the pandemic.

Mr. Erlewein – Mr. Erlewein confirmed that there is no Board of Trustees Retreat for 2021.

Mr. Dykhuis – Mr. Dykhuis expressed his appreciation for the external vendors who presented, as well as the Friends of the Libraries members in attendance. He encouraged them to continue to attend KDL Board of Trustees meetings in the future.

Ms. Gilreath-Watts – Ms. Gilreath-Watts has been enjoying the Gratitude Stories and department highlights shared in the KDL Board of Trustees packet. As a result, this month she got to know the MarCom team a bit better. Ms. Gilreath-Watts also visited the Gaines Township Branch for the \$1 brown bag sale and was excited to stock up on books to bring back to her classroom. Lastly, she thanked Director of Fund Development Christine Mwangi and KDL for their continued efforts on the 2021-2023 strategic plan, including EDI initiatives.

Mr. Myers – Mr. Myers stated he never thought a 24-hour materials dispenser would become an item of interest, but that he is happy to be proven wrong and appreciates KDL's mission to provide patron access to books and materials whenever and wherever.

DRAFT

Mr. Noreen – Mr. Noreen has visited 2 of the 3 regional libraries that he oversees and is impressed with the Circulation Moonshot project and the difference it is making in the branches.

Ms. Oliver – Ms. Oliver appreciated all of the condolences she received from KDL after the passing of her father, and she is pleased to share that her 5-year-old son recently received his first library card and her family also completed the Summer Wonder Program. Additionally, she takes great pride in the EDI initiatives that KDL has embraced.

Ms. Weller – Ms. Weller stated that she appreciates the work that Director of Fund Development Christine Mwangi has done with Literary Libations and is excited about her overall contribution and accomplishments to date.

14. MEETING DATES

Regular Meeting: Thursday, August 19, 2021 – Kent District Library Service and Meeting Center or via teleconference, 4:30 PM.

15. ADJOURNMENT

Motion: Mr. Myers for adjournment at 6:25 PM.

Support: Supported by Ms. Weller.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

Wednesday, July 21, 2021

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

Dear KDL Board of Trustees:

I am requesting a late opening (11:00am) and an early (4:00pm) closure of the Cascade Township Branch on Saturday, September 25, 2021.

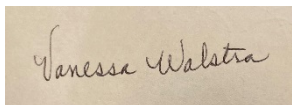
This closure is requested to accommodate the Cascade Township Heritage Day being held on library property that day. The Heritage Day will begin with a 5K race, which will shut down all entrances to the library until 10:45am.

The library will be participating in this festival: the Friends of the Cascade Library will be holding a book sale from 11:00am until 4:00pm, and I have requested the KDL Bookmobile be in attendance during the afternoon.

The township plans to transition from afternoon family activities to an evening beer tent, and they have requested an early library closure to reduce the possibility of accidents as vendors pack up and new vendors arrive.

Thank you for your consideration.

Sincerely,

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

Vanessa Walstra
Cascade Township Branch Manager

CC: Lance Werner, KDL Executive Director

Wednesday, July 21, 2021

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

Dear KDL Board of Trustees:

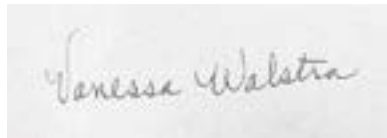
I am requesting to close the Caledonia Township Branch on
Saturday, September 25, 2021.

This closure is requested to accommodate a Caledonia Township festival being held that
day, which involves closing the road to the branch. The library staff will be participating
in this festival by providing activities.

The local Kiwanis Club has requested our closure for safety reasons.

Thank you for your consideration.

Sincerely,

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

Vanessa Walstra
Caledonia Township Branch Manager

CC: Lance Werner, KDL Executive Director

9 August 2021

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

Dear Board of Trustees:

I am writing today to ask for an in-branch closure of just under 2 weeks at the end of September into October (Sept 27-October 7), as well as an open late request for Friday, October 8 (9:00 PM closure instead of 6:00 PM) of the Grandville Branch. These requests will enable the library to complete the building project by moving back into our newly renovated space, and accommodate the opening weekend festivities (outlined below) once we are ready to open fully in the new space.

Closing in-branch services will enable staff to take the time needed to move the collection back into completed/renovated library, make sure everything is set up properly, create endcap signage, and prepare for re-opening. We are requesting a closure to in person library visits beginning on the morning of Monday, September 27, and would be re-open to full services again on Friday, October 8. During this time, we would continue accepting returns and would continue to offer curbside service.

Reopening plans are also proceeding. The City of Grandville and a variety of KDL staff have been meeting to plan the re-opening festivities for the library. Those plans tentatively involve a Donor Preview event the evening of Thursday, October 7, a Ribbon Cutting event and official opening on the morning of Friday, October 8. KDL will host an open house Friday and Saturday in conjunction with the Fall Festival the city is hosting. In particular, the Fall Fest on Friday includes a pumpkin trail in the library parking lot from 5:00-9:00 PM, and possibly some other activities. The library will work with the city to help provide added excitement during this event (a band, kids crafts in the lobby, etc.) We are requesting that the library remain fully open that evening until the event is over so patrons can also come in and explore the new building. This would involve keeping the library open until 9:00 PM, instead of the usual 6:00 PM on Friday.

Thanks in advance for your consideration and flexibility as we work to conclude this project. Your patience and help have been very much appreciated over this last year or two.

Sincerely,

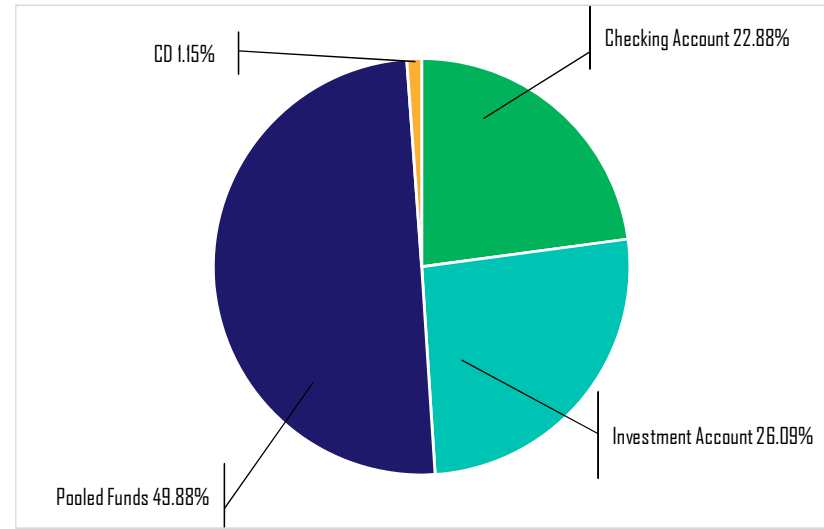
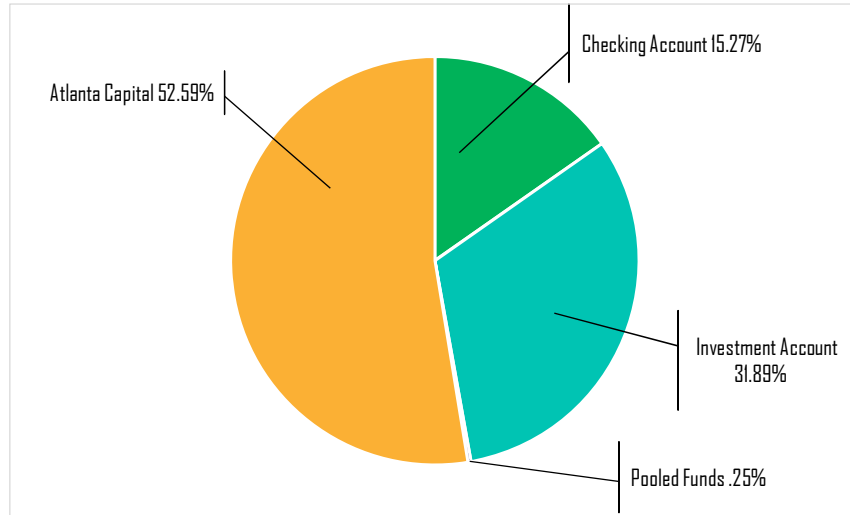


Joshua Bernstein
Regional Manager
Grandville and Byron Branches

cc: Lance Werner, Executive Director



Monthly Cash Position Per Bank Month ended July 31



2021		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$3,473,969.16
Huntington Investment Account	0.010%	\$7,253,261.28
*Kent County Pooled Funds	0.446%	\$56,639.95
Atlanta Capital Investments		\$11,962,574.00
		<u>\$22,746,444.39</u>

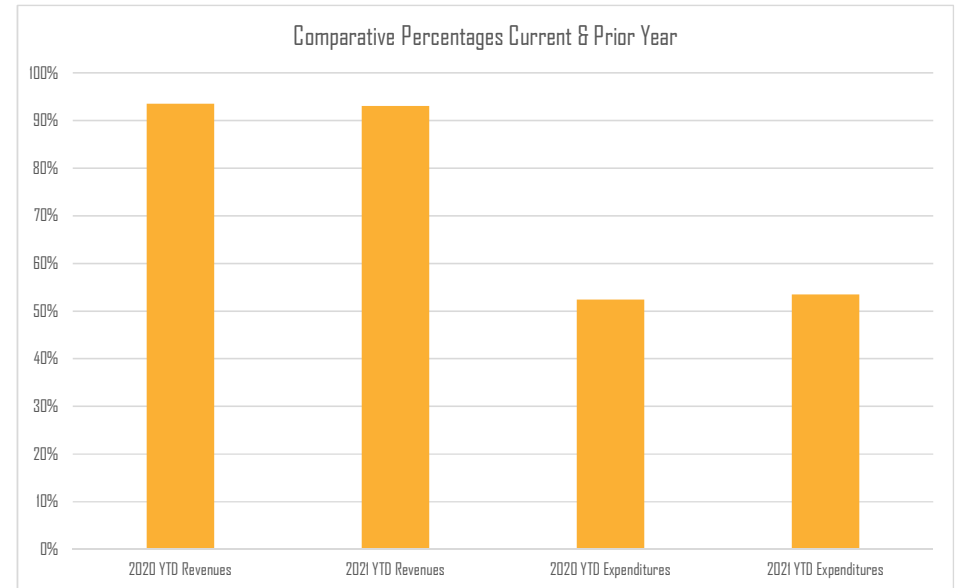
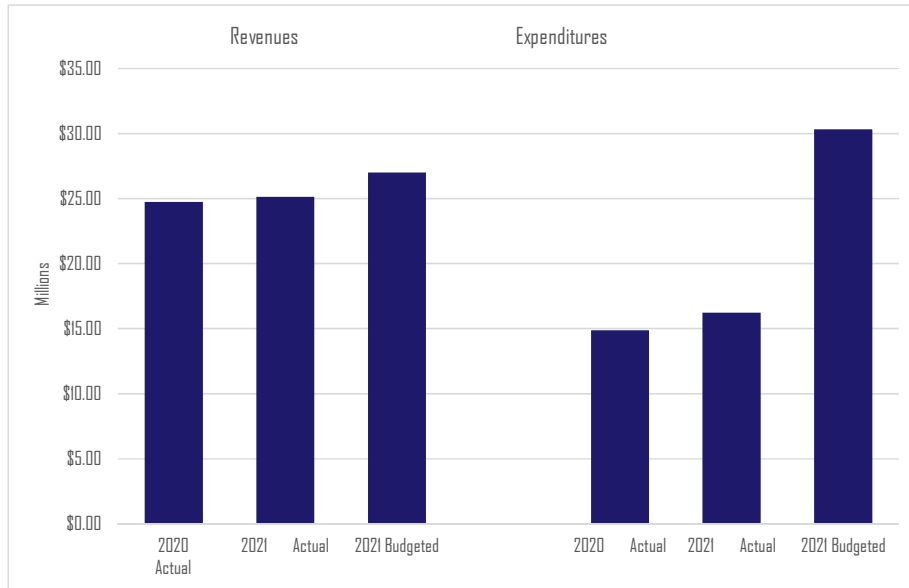
2020		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$5,459,645.54
Huntington Investment Account	0.099%	\$6,226,608.89
*Kent County Pooled Funds	1.077%	\$11,903,881.36
First National Bank	2.580%	\$273,903.98
		<u>\$23,864,039.77</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended July 31



Budget to Actual with Prior Year Comparison

Revenues

2020 Actual	\$	24,741,717
2021 Actual	\$	25,150,656
2021 Budgeted	\$	27,025,126

Expenditures

2020 Actual	\$	14,892,695
2021 Actual	\$	16,245,757
2021 Budgeted	\$	30,334,272

Comparative Percentages Current & Prior Year

Account

Account	Amount
2020 YTD Revenues	93.5%
2021 YTD Revenues	93.1%
2020 YTD Expenditures	52.5%
2021 YTD Expenditures	53.6%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2021 Through 7/31/2021
(In Whole Numbers)

	YTD Actual	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	24,175,805	24,272,208	(96,403)	(0)%
Penal Fines	0	550,000	(550,000)	(100)%
Charges for Services	28,706	35,000	(6,294)	(18)%
Interest Income	52,455	253,500	(201,045)	(79)%
Public Donations	160,254	376,945	(216,691)	(57)%
Other Revenue	349,206	701,400	(352,194)	(50)%
State Sources	384,229	836,073	(451,844)	(54)%
Total Revenues	25,150,656	27,025,126	(1,874,470)	(7)%
Expenditures				
Salaries and Wages	6,814,991	13,004,693	6,189,703	48 %
Employee Benefits	2,094,539	4,218,780	2,124,241	50 %
Collections - Digital	1,712,729	2,154,425	441,696	21 %
Collections - Physical	1,287,189	2,392,571	1,105,382	46 %
Supplies	345,301	862,428	517,127	60 %
Contractual and Professional Services	900,199	1,821,546	921,348	51 %
Programming and Outreach	72,410	373,580	301,170	81 %
Maintenance and Utilities	1,789,526	2,167,877	378,350	17 %
Staff Development	33,651	225,826	192,175	85 %
Board Development	0	11,450	11,450	100 %
Other Expenditures	503,036	936,208	433,171	46 %
Capital Outlay	692,187	2,164,889	1,472,702	68 %
Total Expenditures	16,245,757	30,334,272	14,088,515	46 %
Excess Revenue Over (Under) Expenditures	8,904,898	(3,309,146)	12,214,045	(369)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2021 Through 7/31/2021
(In Whole Numbers)

	YTD Ending July 31, 2020	YTD Ending July 31, 2021	Total Variance
Revenues			
Property Taxes	23,163,581	24,175,805	1,012,225
Penal Fines	619,366	0	(619,366)
Charges for Services	37,386	28,706	(8,680)
Interest Income	111,388	52,455	(58,934)
Public Donations	141,859	160,254	18,395
Other Revenue	310,302	349,206	38,904
State Sources	357,834	384,229	26,394
Total Revenues	24,741,717	25,150,656	408,939
Expenditures			
Salaries and Wages	6,903,086	6,814,991	(88,095)
Employee Benefits	2,048,201	2,094,539	46,337
Collections - Digital	1,611,332	1,712,729	101,396
Collections - Physical	949,236	1,287,189	337,953
Supplies	565,108	345,301	(219,807)
Contractual and Professional Services	741,650	900,199	158,549
Programming and Outreach	148,633	72,410	(76,223)
Maintenance and Utilities	1,037,694	1,789,526	751,832
Staff Development	85,125	33,651	(51,474)
Board Development	125	0	(125)
Other Expenditures	459,193	503,036	43,844
Capital Outlay	343,313	692,187	348,874
Total Expenditures	14,892,695	16,245,757	1,353,062
Excess Revenue Over (Under) Expenditures	9,849,022	8,904,898	(944,123)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2021 Through 7/31/2021
(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	511	23,939,826	24,006,516	(66,690)	(0)%
4412 Delinquent personal property taxes	568	4,857	10,000	(5,143)	(51)%
4432 DNR - PILT	406	26,506	16,000	10,506	66 %
4437 Industrial facilities taxes	0	204,617	239,692	(35,075)	(15)%
Total Property Taxes	1,485	24,175,805	24,272,208	(96,403)	(0)%
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	23	242	10,000	(9,758)	(98)%
4658 Overdue fines	0	292	0	292	0 %
4660 Other Patron Fees	29	878	5,000	(4,122)	(82)%
4685 Materials replacement charges	4,806	27,294	20,000	7,294	36 %
Total Charges for Services	4,858	28,706	35,000	(6,294)	(18)%
Interest Income					
4664 Interest Earned on Restricted Investments	21	134	1,000	(866)	(87)%
4665 Interest earned on deposits and investments	16,892	50,755	250,000	(199,245)	(80)%
4666 Interest Earned - Property Taxes	70	1,565	2,500	(935)	(37)%
Total Interest Income	16,984	52,455	253,500	(201,045)	(79)%
Public Donations					
4673 Restricted donations	23,744	125,888	176,945	(51,057)	(29)%
4674 Unrestricted donations	7,093	34,367	200,000	(165,633)	(83)%
Total Public Donations	30,837	160,254	376,945	(216,691)	(57)%
Other Revenue					
4502 Universal Service Fund - eRate	0	0	696,900	(696,900)	(100)%
4667 Building rental	0	100	0	100	0 %
4668 Royalties	950	1,903	4,500	(2,597)	(58)%
4676 Reimbursement of expenditures	0	1,195	0	1,195	0 %
4686 Sale of Equipment	325	3,350	0	3,350	0 %
4688 Miscellaneous	24	1,631	0	1,631	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	1,299	349,206	701,400	(352,194)	(50)%
State Sources					
4540 State Aid	173,028	343,156	315,000	28,156	9 %
4541 State aid - LBPH/TBBC	20,537	41,073	41,073	0	0 %
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	193,565	384,229	836,073	(451,844)	(54)%
Total Revenues	249,028	25,150,656	27,025,126	(1,874,470)	(7)%

Expenditures
Salaries and Wages

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2021 Through 7/31/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
5700 Board Stipend	0	1,440	3,720	2,280	61 %
5706 Extra duty stipends	800	3,250	5,202	1,952	38 %
5713 Salary & Wages	<u>571,348</u>	<u>6,810,301</u>	<u>12,995,772</u>	<u>6,185,471</u>	<u>48 %</u>
Total Salaries and Wages	572,148	6,814,991	13,004,693	6,189,703	48 %
Employee Benefits					
5709 FICA	41,863	500,884	993,840	492,956	50 %
5716 Defined Benefit Pension Plan Expenditures	0	0	80,959	80,959	100 %
5717 Defined Contribution Pension Plan Contributions	25,170	307,956	737,736	429,780	58 %
5718 Employee Health Benefits	137,612	881,086	1,754,802	873,716	50 %
5720 HSA/Flex	1,000	352,600	409,580	56,980	14 %
5723 Retiree Health Care OPEB	(466)	(3,261)	1,800	5,061	281 %
5724 Life Insurance	2,363	14,360	30,048	15,688	52 %
5725 Additional Life Insurance	(3,475)	6,192	28,377	22,186	78 %
5727 Gradifi Student Loan Assistance	7,954	24,512	138,532	114,021	82 %
5728 YMCA Membership Support	70	290	16,301	16,011	98 %
5730 Other Employee Benefits	595	9,920	16,804	6,885	41 %
5842 Unemployment Claims	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>100 %</u>
Total Employee Benefits	212,687	2,094,539	4,218,780	2,124,241	50 %
Collections - Digital					
5785 Cloud Library/OverDrive	350,000	1,050,000	1,400,000	350,000	25 %
5786 Hoopla	0	373,500	410,000	36,500	9 %
5787 Digital Collection	9,120	82,765	107,795	25,030	23 %
5788 Miscellaneous Electronic Access	<u>0</u>	<u>206,464</u>	<u>236,630</u>	<u>30,166</u>	<u>13 %</u>
Total Collections - Digital	359,120	1,712,729	2,154,425	441,696	21 %
Collections - Physical					
5791 Subscriptions	159	71,726	77,600	5,874	8 %
5815 KDL Cruisers	3,007	19,021	29,991	10,970	37 %
5871 Branch Local Materials - Restricted Donation Expenditures	1,169	1,909	14,325	12,416	87 %
5982 Collection Materials - Depreciable	66,129	680,557	1,143,280	462,723	40 %
5983 CD/DVD Collection Materials - Non-Depreciable	29,357	218,160	551,750	333,590	60 %
5984 Beyond Books Collection - Non-Depreciable	42,177	295,817	575,625	279,808	49 %
Total Collections - Physical	<u>141,998</u>	<u>1,287,189</u>	<u>2,392,571</u>	<u>1,105,382</u>	<u>46 %</u>
Supplies					
5750 Collection Processing & AV Supplies	28,358	87,155	199,411	112,257	56 %
5751 Office & Misc Supplies	2,930	17,119	118,039	100,920	85 %
5752 Paper	1,710	13,123	29,340	16,217	55 %
5753 AV Supplies	0	240	0	(240)	0 %
5754 Disposable Technology <\$1000	7,045	55,723	0	(55,723)	0 %
5755 Maintenance Supplies - Custodial	145	3,653	47,160	43,507	92 %
5756 Water Cooler Supplies & Water	502	2,257	0	(2,257)	0 %
5757 Meeting Center Supplies	0	192	0	(192)	0 %
5760 Technology & Accessories <\$1000	46,165	50,231	165,670	115,439	70 %
5764 KDL Staff Event Supplies	0	0	26,000	26,000	100 %
5765 Wellness Supplies	0	806	0	(806)	0 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2021 Through 7/31/2021
(In Whole Numbers)

		Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
5767	New EE Shirts/Tote Bags	0	983	5,000	4,017	80 %
5768	Promotions Supplies	116	7,267	33,743	26,475	78 %
5769	Service Awards	71	193	0	(193)	0 %
5770	Other Awards/Prizes	4,137	58,603	115,645	57,042	49 %
5771	Non-Alcoholic Beverages	210	1,210	19,722	18,512	94 %
5790	Books (not for circulation)	0	24	10,500	10,476	100 %
5799	Miscellaneous Supplies	89	12,569	0	(12,569)	0 %
5851	Mail/Postage	165	3,664	27,875	24,211	87 %
5900	Copier/Printer Overage Charges	7,883	30,290	64,323	34,033	53 %
	Total Supplies	99,526	345,301	862,428	517,127	60 %
	Contractual and Professional Services					
5792	Software	22,715	343,118	623,750	280,632	45 %
5801	Professional & Consulting Services	8,264	186,545	523,008	336,462	64 %
5804	Other Consultants	2,050	14,875	0	(14,875)	0 %
5805	Audit Services	0	32,300	34,000	1,700	5 %
5806	Legal Services	6,612	12,423	50,000	37,577	75 %
5809	Temporary Contracted Employees	0	0	15,000	15,000	100 %
5811	IT Contracted Services	7,120	11,091	0	(11,091)	0 %
5813	Delivery Services	24,059	79,924	154,368	74,444	48 %
5814	Security Services	5,438	23,909	53,316	29,408	55 %
5817	Lakeland Library Co-op services	0	2,855	4,950	2,095	42 %
5818	Shredding services	200	506	550	44	8 %
5819	Drug Screenings/background checks	403	1,586	3,500	1,914	55 %
5820	Other Professional Services	0	101	0	(101)	0 %
5823	Inspection Services	0	1,140	3,200	2,060	64 %
5825	KDL Staff Event Services	0	0	23,950	23,950	100 %
5827	Catering	0	300	33,800	33,500	99 %
5829	Custodial/cleaning services	0	3,145	29,450	26,305	89 %
5830	Other Contracted Services	4,917	16,718	0	(16,718)	0 %
5834	Wellness Services	0	1,800	0	(1,800)	0 %
5836	Employee & Partner Care (Flowers, Etc)	203	2,174	6,500	4,326	67 %
5890	ILS Fees	0	96,472	147,620	51,148	35 %
5891	Licenses and Fees	0	4,442	4,685	243	5 %
5893	Marc Records License	392	3,266	7,500	4,234	56 %
5956	Other Benefits Administration Fees	1,720	18,344	34,500	16,156	47 %
5957	Pension Administration Fees	1,228	2,571	6,600	4,029	61 %
5958	Payroll processing fees	4,591	31,095	41,000	9,905	24 %
5960	Banking Fees	163	729	8,450	7,721	91 %
5961	TSYS/Credit Card Fees	2,398	8,769	11,850	3,081	26 %
	Total Contractual and Professional Services	92,474	900,199	1,821,546	921,348	51 %
	Programming and Outreach					
5794	Outreach Supplies	284	8,707	0	(8,707)	0 %
5795	Programming & Outreach Supplies	2,547	27,050	157,490	130,440	83 %
5865	Programming Services	1,959	11,299	34,165	22,866	67 %
5885	Speakers/Performers	3,460	25,355	181,475	156,120	86 %
5950	Airport Free Library	0	0	450	450	100 %
	Total Programming and Outreach	8,250	72,410	373,580	301,170	81 %
	Maintenance and Utilities					
5810	IT Infrastructure Services	58,228	407,597	400,000	(7,597)	(2)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2021 Through 7/31/2021
(In Whole Numbers)

		Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
5822	Maintenance Contracts	330	3,674	7,300	3,626	50 %
5848	Mobile Hotspots	1,964	12,823	20,204	7,381	37 %
5849	Cell Phones/ Stipends	2,004	13,122	30,692	17,570	57 %
5850	Telephones	2,783	18,657	32,392	13,734	42 %
5852	Internet/Telecomm Services	57,716	539,257	668,042	128,784	19 %
5918	Water/Sewer	0	597	3,500	2,903	83 %
5919	Waste Disposal	410	3,503	6,100	2,597	43 %
5920	Electric	8,451	27,297	75,000	47,703	64 %
5921	Natural Gas	0	5,370	15,000	9,630	64 %
5925	Lawn care & Snowplowing	530	10,025	26,300	16,275	62 %
5926	Lawn/Landscaping	0	1,458	0	(1,458)	0 %
5928	Branch Maintenance Fees	98,443	306,614	420,907	114,293	27 %
5929	Land Repair and Maintenance	181	563	3,300	2,737	83 %
5930	Building Repair and Maintenance	92,138	106,034	88,000	(18,034)	(20)%
5931	Equipment Repair and Maintenance	2,907	4,407	24,750	20,343	82 %
5932	Vehicle Repairs and Maintenance	573	1,664	12,900	11,236	87 %
5933	Software & IT Hardware Maintenance Agreements	1,729	97,465	93,168	(4,297)	(5)%
5934	Other Repair and Maintenance	0	81	1,450	1,369	94 %
5940	Rentals	121,760	218,736	186,064	(32,672)	(18)%
5941	Printer/Copier Leases	1,577	10,582	52,808	42,226	80 %
	Total Maintenance and Utilities	451,725	1,789,526	2,167,877	378,350	17 %
	Staff Development					
5910	Staff Development & Conferences	7,619	31,811	214,596	182,785	85 %
5911	Conferences	170	1,840	0	(1,840)	0 %
5913	Travel/Lodging	0	0	11,230	11,230	100 %
	Total Staff Development	7,789	33,651	225,826	192,175	85 %
	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	335	973	9,220	8,247	89 %
5860	Parking	10	10	6,245	6,235	100 %
5861	Mileage Reimbursement	3,475	8,838	72,014	63,177	88 %
5870	Branch Local Misc - Restricted Donation Expenditures	6,226	73,379	212,620	139,241	65 %
5873	Website	1,500	125,064	134,060	8,996	7 %
5874	Employment Advertising	0	0	1,000	1,000	100 %
5875	System Advertising	22,724	52,133	97,150	45,017	46 %
5879	Branch Advertising	0	30	3,525	3,495	99 %
5884	Royalty Free Creative(Photography, Video, etc)	12	1,220	8,700	7,480	86 %
5901	Outsourced Printing & Publishing	18,210	24,983	61,500	36,517	59 %
5906	Promotions/Marketing	(10)	3,486	9,420	5,934	63 %
5907	Sponsorships/Donations	100	12,600	0	(12,600)	0 %
5912	Meetings	731	1,444	31,550	30,106	95 %
5915	Memberships, Dues & Fees	1,075	34,797	66,135	31,338	47 %
5916	Dues and Fees	0	9,438	0	(9,438)	0 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2021 Through 7/31/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
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	1,585	6,173	20,000	13,827	69 %
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	25	25	0	0 %
5955 Miscellaneous	16	566	5,870	5,304	90 %
5959 Sales Taxes	0	3	500	497	99 %
5964 Property Tax Reimbursement	7,893	38,457	55,380	16,923	31 %
5965 MEL Return Items	119	1,793	3,000	1,207	40 %
Total Other Expenditures	64,002	503,036	936,208	433,171	46 %
Capital Outlay					
5974 Land Improvements - Depreciable	0	0	200,000	200,000	100 %
5975 Building Improvements - Non-Depreciable	0	49,575	650,000	600,425	92 %
5976 Building Improvements - Depreciable	10,915	216,850	0	(216,850)	0 %
5977 Technology - Non-Depreciable (\$1000-4999)	0	380,045	724,584	344,539	48 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	4,876	40,717	580,275	539,558	93 %
5980 Equipment/Furniture - Depreciable (\$5000+)	0	5,000	10,030	5,030	50 %
Total Capital Outlay	15,791	692,187	2,164,889	1,472,702	68 %
Total Expenditures	2,025,509	16,245,757	30,334,272	14,088,515	46 %
Excess Revenue Over (Under) Expenditures	(1,776,481)	8,904,898	(3,309,146)	12,214,045	(369)%

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 7/1/2021 Through 7/31/2021

Check Number	Vendor Name	Check Amount	Check Date
82284	Hitachi Capital America Corp / Bibliotheca Credit	208,021.26	7/23/2021
211690000672	Priority Health	127,672.51	7/2/2021
82263	IP Consulting, Inc.	96,848.98	7/9/2021
82314	IP Consulting, Inc.	58,228.21	7/23/2021
82299	Everstream Holding LLC- Michigan	55,408.20	7/23/2021
82300	Faronics	47,254.50	7/23/2021
9883127239	Verizon Wireless - MiFy Routers & Cell phones	41,220.02	7/23/2021
07202021	The Huntington Bank - Michigan	39,127.18	7/20/2021
82210	Ingram Library Services Llc	32,616.45	7/1/2021
82327	Pam Spring Advertising, Llc	22,724.00	7/23/2021
82261	Holland Litho Printing Services	18,210.48	7/9/2021
82177	Baker & Taylor	17,685.64	7/1/2021
M0136542204-1	American Heritage Life Insurance Company / Allstate Benefits	14,633.82	7/28/2021
211660001420	Priority Health	12,511.45	7/1/2021
82222	Maner Costerisan	12,140.00	7/1/2021
82313	Ingram Library Services Llc	11,663.69	7/23/2021
82273	TerHorst & Rinzema Construction Co.	10,915.00	7/9/2021
82271	Same Day Delivery, Inc	10,240.00	7/9/2021
82269	Quipu Group, LLC	9,826.00	7/9/2021
82185	Comerica Bank	9,160.24	7/1/2021
82290	Comerica Bank	9,070.85	7/23/2021
82228	Midwest Tape	8,334.11	7/1/2021
82289	City Of Kentwood Treasurer	6,021.65	7/23/2021
82191	GR Bikes, LLC	6,014.00	7/1/2021
82268	Noordyk Business Equipment	5,300.49	7/9/2021
82234	Same Day Delivery, Inc	4,608.00	7/1/2021
207057685793	Consumers Energy	4,222.56	7/6/2021
82315	Kellogg & Sovereign Consulting / Sigma Technology Fund LLC	4,179.76	7/23/2021
82255	Atlanta Capital Management Co, LLC	4,079.00	7/9/2021
INV02412086	Paycor, Inc.	4,014.26	7/9/2021
82304	Governmental Consultant Services Inc.	4,000.00	7/23/2021
82301	Findaway World, Llc	3,946.29	7/23/2021
82259	DK Security	3,661.94	7/9/2021
82243	Thomas Klise/Crimson Multimedia	3,640.00	7/1/2021
82279	Alina Hevia / Lion Mice Productions, LLC	3,625.00	7/23/2021
82188	Findaway World, Llc	3,595.42	7/1/2021
82282	Baker & Taylor	3,515.19	7/23/2021
82250	Xerox Financial Services LLC	3,387.56	7/1/2021
82230	Pam Spring Advertising, Llc	3,325.00	7/1/2021
82262	Interphase Office Interiors, Inc.	3,143.38	7/9/2021
82324	Midwest Tape	3,071.97	7/23/2021
1054021-0721	PLIC - SBD Grand Island	2,933.40	7/1/2021
82190	Cengage Learning	2,874.93	7/1/2021
82266	Lakeland Library Cooperative	2,860.00	7/9/2021
224565	TelNet Worldwide, Inc.	2,782.92	7/28/2021
82298	ETrade Financial Corporate Services Inc. / Gradifi, Inc.	2,500.00	7/23/2021
9880974895	Verizon Wireless - MiFy Routers & Cell phones	2,234.33	7/6/2021
82283	Banner Life Insurance Company	2,104.99	7/23/2021
82334	UAW Local 2600	2,101.59	7/23/2021
82246	UAW Local 2600	2,058.17	7/1/2021

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 7/1/2021 Through 7/31/2021

Check Number	Vendor Name	Check Amount	Check Date
82274	The Parrish Group, Inc / Kennari Consulting	2,000.00	7/9/2021
82229	Quadient, Inc.	1,885.60	7/1/2021
82302	Gaines Charter Township	1,871.83	7/23/2021
82260	Hodges Coaching LLC	1,772.00	7/9/2021
519816	123.Net, Inc	1,724.00	7/13/2021
82178	Blackstone Audio Inc	1,709.42	7/1/2021
82171	Advanced Benefit Solutions, Inc / 44 North	1,660.00	7/1/2021
201718805101	Consumers Energy	1,609.54	7/8/2021
82214	Juan Fernandez	1,543.70	7/1/2021
82332	TerHorst & Rinzema Construction Co.	1,530.00	7/23/2021
82287	Cameron Zvara	1,500.00	7/23/2021
82219	Lakeland Library Cooperative	1,427.50	7/1/2021
82231	Penworthy Co.	1,348.80	7/1/2021
82325	Lifeworks (US) LTD.	1,246.40	7/23/2021
82316	Kushner & Company Inc	1,227.99	7/23/2021
82248	Wendy Morgan DBA Wendy and DB	1,225.00	7/1/2021
82270	Robert Reider	1,200.00	7/9/2021
82329	Presidio Networked Solutions Group, Llc	1,193.92	7/23/2021
82241	Staples Business Advantage	1,104.01	7/1/2021
82253	Annette Miller - KDL	1,093.50	7/9/2021
82211	James Merrills / Experience the Magic	925.00	7/1/2021
82194	Hodges Coaching LLC	900.00	7/1/2021
82245	Troost Service Company	862.50	7/1/2021
82187	Donald Snoeyink / Thornapple Woodlands, LLC	850.00	7/1/2021
82338	Xerox Financial Services LLC	815.64	7/23/2021
82291	Curtis Kieliszewski	796.51	7/23/2021
82221	Magnusmode Ltd	796.25	7/1/2021
82258	Daniel Barash / Firelight Shadow Theater	775.00	7/9/2021
82336	United States Treasury	758.10	7/23/2021
82335	Unique	737.00	7/23/2021
82189	Foster, Swift, Collins & Smith, P.C.	731.00	7/1/2021
82320	MATM Press Services, LLC.	728.03	7/23/2021
82326	Nationwide	709.66	7/23/2021
82186	DK Security	680.00	7/1/2021
82297	Erik Samuelsson	650.00	7/23/2021
RIS0003538819	Delta Dental Of Michigan	625.32	7/12/2021
82218	Kent County Treasurer-Mi Tax Tribunal Refunds	601.02	7/1/2021
82318	Lewis Paper	600.00	7/23/2021
INV02446039	Paycor, Inc.	576.50	7/22/2021
82249	Wolverine Printing Company	576.00	7/1/2021
82220	Lewis Paper	575.40	7/1/2021
82319	Lowery Corp / Applied Imaging	568.40	7/23/2021
82328	Performance Assessment Network	550.00	7/23/2021
82192	Grand Rapids Building Services	530.00	7/1/2021
82280	All Season Lawn Care	529.67	7/23/2021
82183	City Of Kentwood Treasurer	528.92	7/1/2021
82181	Center Point Publishing	523.11	7/1/2021
82242	The ScribbleBooks Company, Inc	520.00	7/1/2021
2251578	Arrowaste	410.20	7/16/2021
82303	Cengage Learning	395.86	7/23/2021
82331	Staples Business Advantage	395.62	7/23/2021
82173	Aqua Blue Aquarium Solutions	378.00	7/1/2021
82215	Karen Small	372.70	7/1/2021

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 7/1/2021 Through 7/31/2021

Check Number	Vendor Name	Check Amount	Check Date
82321	Matthew Eickhoff / Here's your host LLC	350.00	7/23/2021
014345	Medtipster.com, LLC.	338.95	7/13/2021
82212	J.Appleseed/Creative Library Sales	335.20	7/1/2021
82292	Dhanyasree Ravi	300.00	7/23/2021
82317	Legal Shield	274.15	7/23/2021
82237	SeyferthPR	266.37	7/1/2021
82223	Midwest Collaborative For Library Services	250.00	7/1/2021
82256	Comcast Cable	218.40	7/9/2021
82277	Keith Baker / ABC Towing	202.00	7/23/2021
82337	Vital Records Holdings, LLC / VRC Companies, LLC	200.04	7/23/2021
82247	Uline Shipping Supply Specialists	190.71	7/1/2021
82333	Ebiz Technology LLC / Traction Consulting Group	185.00	7/23/2021
82295	Employee Assistance Center (EAC)	170.00	7/23/2021
82278	Absopure Water Company	164.00	7/23/2021
82170	Absopure Water Company	159.50	7/1/2021
82275	Vanessa Walstra	159.08	7/9/2021
82305	Greatamerica Financial Svcs.	152.02	7/23/2021
82272	Stacie Tamaki / Tinygami LLC	150.00	7/9/2021
82296	Employment Screening Resources	133.45	7/23/2021
82251	Absopure Water Company	126.00	7/9/2021
82257	Comcast Cable	124.90	7/9/2021
82239	Shirley Bruursema	123.84	7/1/2021
82233	Sally Jenks / White Feather Studio	100.00	7/1/2021
82276	Wendy Kuzma	100.00	7/9/2021
INV2077565	TASC	94.02	7/28/2021
9881013388	Verizon Wireless - MiFi Routers & Cell phones	83.20	7/6/2021
82264	Jill Anderson	82.00	7/9/2021
82288	CDW Government, Inc.	80.76	7/23/2021
82193	Heart Of West Michigan United Way	78.00	7/1/2021
82306	Heart Of West Michigan United Way	78.00	7/23/2021
82254	Aqua Blue Aquarium Solutions	75.00	7/9/2021
82281	Aqua Blue Aquarium Solutions	75.00	7/23/2021
82182	Charles R. Myers	65.84	7/1/2021
82244	Thomas Noreen	59.68	7/1/2021
82172	Andrew Erlewein	55.20	7/1/2021
82238	Sheri Gilreath-Watts	51.84	7/1/2021
82232	Peter Dykhuis	45.68	7/1/2021
82293	Edc Educational Services	38.93	7/23/2021
82235	Sarah Ann Weller	37.28	7/1/2021
82285	Blackstone Audio Inc	35.00	7/23/2021
82184	City Of Wyoming - Treasurer's Office	31.22	7/1/2021
82180	Caitlin S. Oliver	30.00	7/1/2021
82330	Rita Petteys	24.95	7/23/2021
82252	Anjie Gleisner	24.19	7/9/2021
82265	Kathleen Latreille	22.11	7/9/2021
82236	Sarah Wolfe	17.99	7/1/2021
82179	Brandy Johnson	17.99	7/1/2021
82213	Joel Zeilstra	16.99	7/1/2021
82286	Brenda Terpstra	15.00	7/23/2021
82294	Eileen Boekestein	12.99	7/23/2021
82217	Katie Michell	8.00	7/1/2021

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 7/1/2021 Through 7/31/2021

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
82216	Kari Natale	7.99	7/1/2021
82267	Michigan Office Solutions (MOS)	<u>4.58</u>	7/9/2021
Report Total		<u><u>1,030,202.05</u></u>	

JULY DIRECTOR'S REPORT

2021



It's summertime in Library Land! The world is finally opening back up post-pandemic and KDL's Summer Wonder program has launched. How has your branch continued to connect with the community as things slowly chug back to normal? Anything especially new or exciting to share?

AMY VAN ANDEL LIBRARY + EAST GRAND RAPIDS

The Amy Van Andel Library staff are participating in the weekly Farmers' Market in Ada. It is conveniently located across the street from the library! The KDL table at the market offers a wonderful way to meet community members, talk about Summer Wonder, and sell books for the new Friends of the Amy Van Andel Library. In addition, Branch Librarian Lizzie Wierenga leads a Storytime at 10:00 am. Attendance continues to grow, and the library staff are able to connect with many parents and caregivers from the community.

Mission Point Nursing & Physical Rehabilitation of Forest Hills reached out to the library asking if a library staff member could visit the facility. Branch Librarian Penni Zurgable met with the Mission Point staff and developed a plan for visiting, talking about library resources and providing library book checkouts, especially Large Print materials. It was wonderful to connect with the residents, who had been unable to see people from outside the facility for a long time. The residents and staff appreciated the visit, and they and Branch Librarian Penni Zurgable look forward to more visits!

The East Grand Rapids Branch Librarians Jenny Savage-Dura and Sarah Yoder were able to offer virtual outreach to Camp East, the Woodcliff Childcare Center summer program. Children and library staff were grateful to have a story and activity option, and staff were excited to connect at least virtually with Camp East. Woodcliff Childcare Center has worked with the library for many years.

Branch Librarians also take turns presenting Storytime in the Park on Wednesday mornings. It is fun to be able to sing, jump, read, and dance with children in person.

Branch Librarian Jenny Savage-Dura and Programming & Outreach Specialist Monica Walen have been invited to give an hour-long presentation to Kindergarten, first and second-grade teachers at Breton Downs Elementary school regarding great read-aloud texts that specifically feature diverse characters and experiences. They will be discussing new and old classics and explaining special library services for teachers, such as teacher cards and databases, as well as library staff being able to fulfill special requests for "20 books about dinosaurs" or whatever the classroom might need at a particular time. Library staff are excited to help teachers however they can!

GAINES + KENTWOOD

This summer the Kentwood and Gaines Township branches are participating in the Library Lunches to Go program with Feeding America West Michigan. Daily lunch giveaways average around 40 at the Kentwood branch and 15 at the Gaines branch.

Kentwood has also partnered with the City of Kentwood to house and stock a food pantry in the library. The shelves are regularly filled with donations brought to the library by our patrons and area businesses.

After a hiatus, last summer, the City of Kentwood once again held an Independence Day parade and community event at the City Hall/Library complex. The library staff who participated in the parade reported that one sure way to be reminded of how much the library matters to people is to walk in a community parade; crowds were shouting out their love for the library and the library staff all along the way.

Storytimes are back with a slight twist. Gaines is going on the road and offering storytimes at Creekside Park on 68th Street. Kent County Parks Department has posted the storytime schedule on the park shelter and families gather weekly for stories and crafts.

Kentwood branch is holding storytimes outside in the library courtyard with the option to move inside in the case of rain. Storytime attendance at Kentwood is averaging between 40 and 60 each week.

Kentwood and Gaines youth staff are working together to bring Summer Wonder to the students enrolled in the summer after school ARCH(Academic Enrichment, Recreation, and the arts, Community and family services, Healthy relationships) program. In past years these students have come to the library on weekly field trips. This year youth staff visited each of the participating schools to sign kids up for Summer Wonder, and are now going back to bring prizes and activities to the hundreds of ARCH students in the district.

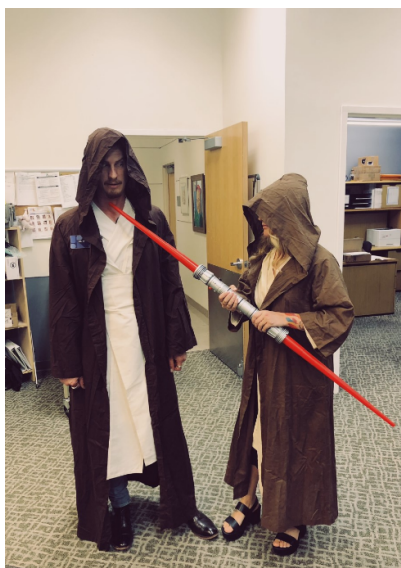
As the summer progresses, both branches are seeing increased numbers of visitors, both returning and new.

KELLOGGSVILLE + WYOMING

Patrons at Wyoming have been enjoying the return of story times. They have been taking place outside in the beautiful green space behind the library. Branch Librarian Abby Black planned a very successful Cookies with Cops Storytime program at the Wyoming Branch. 122 people attended the event and we received glowing reviews from parents about the program. Also in the children's department, attendance has grown at our Library Lunches to Go program! Branch Librarian Andrew Parling suggested distributing a large donation of children's books for free to children during the lunch program. Lastly, a local YMCA day camp visited the library and made Chewbacca crafts for Star Wars Week.

Throughout the library, Branch Librarian Adrianna Triche and Assistant Branch Librarian Tabby Schaub have worked hard to merchandise the collection and create eye-catching displays. These displays have become very popular with our patrons and need to be restocked frequently. Branch Librarian Adam Marth used our branch Facebook page to engage with patrons by offering fun contests for patrons to win free books online.

At the Kelloggsville Branch, Teen Paraprofessional Clare O'Tsuji has been offering "on-demand" activities for children and teens this summer. The branch is stocked with take-and-make craft activities, a gaming console, board games, and in-branch scavenger hunts. Patrons have also been enjoying the giant blocks in our reopened play spaces.



KRAUSE, NELSON + SPENCER

Krause Memorial Branch has returned to in-person indoor book discussions, which have been met with appreciation from book discussion members. Krause has also offered in-person outdoor storytimes during Summer Wonder and had a great turnout, with families happy to be able to attend again! Branch Librarians Shannon Vanderhyde and Melissa English have been hosting virtual one-on-one Ruff Readers sessions while Branch Librarians Mark Dunham and Amber Hath have returned, in-person, to all six monthly outreach visits.

Branch Librarian Melissa English created a 'book character hunt' activity for area children this summer. Book characters from the Krause Branch have 'escaped' from the library and are hiding in storefronts around downtown Rockford! Kids get a clue sheet to help them find the book characters. Ms. English collaborated with the Rockford Chamber of Commerce and downtown Rockford businesses, who cross-promoted the activity and donated items for the prize baskets. What a great partnership and fun activity for kids and their families!

With Summer Wonder in full swing, the Nelson Township Branch has also returned to an in-person indoor book discussion and in-person outdoor storytimes, which have been enjoyed by area residents. Branch Librarian Bethany Metivier has also hosted two pop-up pool noodle tag programs. Nelson staff have been working with the local assisted living facility to resume monthly visits for the residents. Branch Outreach and Programming Specialist Sara Magnuson worked with the Sand Lake Chamber of Commerce on two community events this summer. For the Summer Kick-Off event in June, the Nelson Branch offered bicycle decorating and giant games in town, as well as donated items for prizes. For the Fourth of July celebration, Nelson Branch offered a second bike decorating event, as well as a 'take and make' decorating kit for cardboard cars.

An outreach event is taking place for seasonal residents of Paradise Cove Resort, many of whom look forward to Ms. Sara's stories and outdoor games each summer.

It's been a busy and fun summer in KDL's north country!

With the onset of Summer Wonder, the Spencer Branch has also returned to in-person outdoor weekly storytimes, much to the delight of Branch Librarian Heidi Fifield's littlest fans! Ms. Heidi has also been offering weekly activity programs (pool noodle tag, water balloon fight, kickball, etc.) for older kids. Spencer staff are also returning to in-person outreach visits to the area's assisted living facility. Branch Librarian Clyde Waltenbaugh has once again planted the 'community garden' at the Spencer Branch. Patrons are invited to help library staff care for the garden, which is a great learning opportunity for kids. In the fall, the produce harvested will be available for free to those in the community who need it. Way to make a difference, Spencer Team!

FEATURED DEPARTMENT

COMMUNITY ENGAGEMENT

The Community Engagement Department works to ensure all KDL patrons have access to, are present at, and feel represented in the KDL library system. They inform the Kent County community about the value that KDL brings to their day-to-day lives.

The three primary areas of work are:

- The Bookmobile focuses on creating relationships with partners in the community to reach out to the under-served and under-represented population. It introduces library services at the early learning and development stage. The Bookmobile also attends wide community events for KDL visibility and promotion.
- KDL System-Wide Outreach is coordinating with the community and having a presence in alignment with the patron's needs.
- Workforce/Professional Development and Entrepreneurship is investing for a financially stable sustainable community.

MAJOR MILESTONES

- KDL has reached 34,435 persons in 451 visits and events that include community reach, early learning, school partnerships and senior adults. KDL Virtual Outreach has had 137 broadcasts since the start of COVID lockdowns with 36,014 views. These numbers include all outreach in KDL.
- During the COVID-19 lockdowns, the Community Engagement department became aware of the many unmet needs affecting under-served communities, with food insecurity being at the center of them all. To respond and align with other community organizations, a partnership with Feeding America was established. With this partnership, KDL was able to distribute KDL Free Library Materials to families at Feed America mobile food pantries.
- KDL was still represented in the community when during the lockdown, staff worked safely alongside essential workers! Once re-opening started, this partnership extended to "Library Lunches 2 Go", 15 branches and the bookmobile were able to provide food at lunchtime for kids and teens. This work received attention from multiple organizations and libraries nationwide as an example of community collaborations and alignment. For more information, click here: [Librarians are nourishing kids through Library Lunches to Go – Feeding America West Michigan \(feedwm.org\)](https://www.feedwm.org/).
- Wimee's Word was born, during the lockdowns there was the inability to hear from patrons (especially the little ones) despite all the efforts of creating online content since the interactions were limited to comments and views. To respond, KDL started "Wimee's Words" an interactive live broadcast that invites viewers to become part of the content and visit. There are many ways to engage families: a virtual visit, sending photos, live messages, and interviews with community members. The program had such great reception that it is now featured in the Michigan Learning Channels and PBS across the State of Michigan and beyond. For more information, visit: www.wimee.tv
- The Farm Worker Appreciation Day is an annual celebration event based on an ongoing relationship with the Sparta Area Migrant Resource Council (SAMRC) coordinated by the Michigan Department of Health & Human Services and multiple organizations serving farmworkers. The event reaches more than 300 families (the majority Spanish-speaking households) with community resources and school giveaways. The SAMRC provides yearlong support for these families. KDL focuses on aligning with the needs of the families and offering them resources and learning opportunities. To learn more, go to: [Farm Worker Appreciation 2021 - YouTube](https://www.youtube.com/watch?v=...)
- KDL was thrilled to sponsor Kids Day at the Zoo 2021. It was a day packed with music, community, and fun! Families were entertained by BenJammin', Jim from ScribbleMonster, Wimee and Friends, and The Porters. The KDL Bookmobile shared a free ScribbleMonster book along with various library resources. To learn more, go to: <https://www.wgvu.org/kidsday/>.

PROGRAMS & OUTREACH

BOOKMOBILE

The Bookmobile visited:

- 16 successful Library Lunches 2 Go! for a total of 212 lunches served in modular homes areas and apartment buildings.
- 5 Food Distribution sites including Godfrey Lee, Bethany Bridgeway, Streams of Hope, Church of the Servant and Community Christian Reformed Church.
- Byron Days Heritage Festival Parade, Maranda Pop-up Party in Park in partnership with ReadGR and Farm Workers' Appreciation Day.



COMMUNITY ENGAGEMENT

A total of 106 events and visits reached 7,740 people all over Kent County for the month of July. There were 254 successful "Library Lunches 2 Go" in 15 branches and the bookmobile, serving a total of 5,146 meals to children and teens. "Wimee's Words" continues broadcasting to the Michigan Learning Channel and on multiple social media platforms three times a week with a total of 21 events with 7,774 live or same-day views. www.wimee.tv

COMPREENEW

KDL + CompreNEW provided 41 new applicants for desktop computers and tech tutoring for "Puertas Abiertas".

FALL PROGRAM PLANNING

Fall program planning is wrapping up and over 900 programs are scheduled. These in-person programs are focused on KDL's core programming, including storytimes, book clubs and Teen Zones, along with some new additions. There is also a selection of streaming programs for patrons who want to interact with library programming from home. Fall programs debut September 1.

KDL FREE LIBRARY

Continued to provide books for the Gerald Ford Airport in partnership with ExperienceGR. Reflexions Salon & Suites have resumed providing customized materials. Community members continue to benefit from this program. This month Tonya Elias brought 300 books to the Appalachian community. There was a nice article written about this project: <https://www.rapidgrowthmedia.com/features/KDL-mini-libraries.aspx>

KENT COUNTY JUVENILE DETENTION CENTER

KDL visited the Kent County Juvenile Detention Center to provide in-person art activity for a second time this year.

RUFF READERS

After missing the opportunity to provide the Ruff Readers program to our patrons in 2020, KDL decided to bring it back as a virtual program for Summer Wonder. Branch and Programming Outreach Specialists Julie Ralston and Kris Vogelar researched similar programs and developed a virtual program based on the experiences of the Metropolitan Library System in Oklahoma City. The program was popular and successful for both the readers and the dog handlers. Over the course of 6 weeks, KDL held 12 reading sessions using Zoom breakout rooms. 62 children registered to read to 18 teams from West Michigan Therapy Dogs. Two families (with multiple children) reported that the program made a big impact on their young readers, increasing confidence and interest. The children also practiced reading to family pets during the week to read better next session. WMTD also reported a positive impact in that elderly dogs and members with health concerns were able to participate in the virtual program, which would not have been possible had it been in person.

STUMP THE LIBRARIAN

KDL debuted a new podcast! Stump the Librarian features three KDL librarians answering questions from the audience in a fun format. The bi-weekly podcast for children answers questions from patrons like why tigers have stripes, how robins care for their babies and what the most popular dog breeds are around the world.

WORKFORCE DEVELOPMENT GROW1000 INTERNS

KDL had two wonderful interns working with the Community Engagement team, Joey Lyons and Deshaune Banks joined in visits and helped with the KDL Free Library projects.



GRATITUDE STORIES

ALTO BRANCH

Patron Brenda who is a retired reading specialist was hired by the Sault Ste. Marie school district to be a distance reading interventionist (she was originally from the Soo and still has connections there). She stated that KDL's digital collection was the biggest factor in allowing her to do her job well. She was able to have the books on her computer, then manipulate, share, split the screen with the student, etc., etc. in ways that allowed her to help the students achieve success in the strange academic year we just had, from hundreds of miles away.

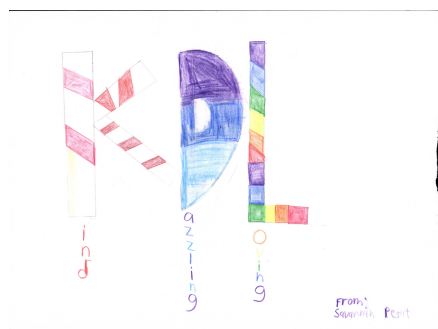
AMY VAN ANDEL LIBRARY

Branch Librarian Penni Zurgable was able to visit her first residential facility since COVID and she was so moved by the new friends she could bring library services to after so long without. The director email Penni directly with: Hello Penni, It was an absolute joy having you in yesterday with our residents! They are still talking about it, and many are reading the books while relaxing in their rooms on this rainy day! ☑ I attached our card application! Denise Brady is our administrator, so I had her put her name down for the card. We can't wait to see you again next month!

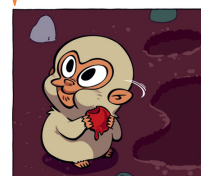


COMSTOCK PARK BRANCH

A lovely acrostic poem by a grateful young patron.



Ryan Estrada on Twitter: "Thank you to the Kent District Library (@KDLNews) for letting me crash their graphic novel book club discussion of Student Ambassador: The Missing Dragon! I let the kids name this lil' snow monkey who was never named in the book. It is now canon! This is Yuki Tambo. <https://t.co/c1v0spWqzj>" / Twitter



KENTWOOD (Richard L. Root) BRANCH

Two patrons that had just finished a 1:1 approached me this last hour and gushed about how much they loved the experience! They said it was "the best thing ever" and that they "can't wait" to make another appointment. They also complimented Ashten specifically, saying she was "awesome" and "very helpful", so kudos to you, Ashten! They were extremely grateful, both to you as an individual and to KDL for offering this service. Their enthusiasm was palpable and brought a big smile to my face, so I thought I'd share this story with all of you.

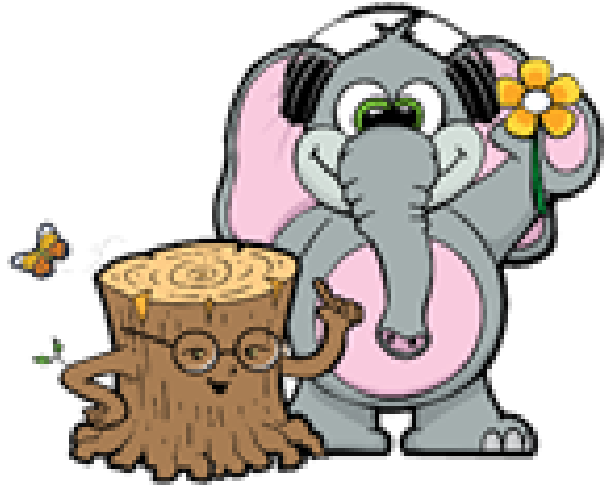
KRAUSE MEMORIAL (KRAUSE) BRANCH

Patron Irena used Curbside today to pick up her holds and expressed her hope that we were going to continue to offer the service going forward. She said the Curbside service has been such a blessing to her as she has mobility issues. We talked for a minute about e-materials, but she said reading on the computer tires her eyes more than reading a "real" book and she just prefers them! She also expressed her gratitude for being able to get materials during the COVID lock-down. She was very pleased when I told her I thought we would continue to offer the service

SERVICE & MEETING CENTER

Friends of the library found a note in a weeded book in the sale, in a young child's handwriting (literal spelling): "I have a mom that is vary nics and vary loveabl I love her and I like hre".

KATIE KUDOS



MABEL UHL

WYOMING BRANCH

HELPFUL

was nominated by Tabitha Schaub because...

I want to thank Mabel for being so amazing when helping me shift the ER shelves at Wyoming. She was willing to come in last minute to help me. She put in a lot of work to make Wyoming look better for this merchandising thing.

MARIELY VELAZQUEZ

WYOMING BRANCH

HELPFUL

was nominated by Hannah Lewis because...

Mariely helped Alayna and I herd baby raccoons into the safety of a bush by bringing a box and a duster. She was also there for emotional support while we were herding baby raccoons that didn't want to leave the comfort of their rock in a busy parking lot

and by Johanna Boyle because...

Mariely provided key assistance in helping me track down part of the missing projector from the Beyond Books collection.

SARAH YODER

EAST GRAND RAPIDS

HELPFUL

was nominated by Jennifer Savage-Dura because...

Sarah was attempting to purchase something for our branch (a hassle of a job and really only she handles) and the vendor website was giving her trouble. She had to cancel the payment on the item, sit on hold for FOREVER with the bank, figure out how to purchase the thing we needed from elsewhere, and the whole time I was in the workroom thinking, "Sarah deals with so much stuff that we never even know about on a daily basis."

There are those team members who make so many things happen in the background. If you're not watching closely, you forget how amazing they are. Sarah is one of them! She's always willing to stop what she's doing to help you. I think this branch would fall apart without her!!

UPCOMING MEETINGS

KDL Regular Board Meeting
THURSDAY, SEPTEMBER 23, 2021
4:30 PM
KDL SERVICE & MEETING
CENTER

KDL Regular Board Meeting
THURSDAY, OCTOBER 14, 2021
4:30PM
KDL SERVICE & MEETING
CENTER

KDL Board Meeting + Budget
 Work Session
THURSDAY, OCTOBER 28, 2021
7:00 PM
KDL SERVICE & MEETING
CENTER



DATES OF INTEREST

OTHER MEETINGS

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

MLA Annual Conference
 October 13 -14, 2021
 Virtual
 Early Bird Deadline: September 24, 2021
 Group Deadline: September 10, 2021



MONTHLY PROJECT REPORT

JULY 2021

- 1** New projects approved
- 17** Projects in approval queue
- 0** Declined



● Not started	0
● In progress	12
● Late	3
● Completed	22

- On Track
- At risk (budget, scope, or timeline reassessed)
- Paused/ Cancelled -- Project Being Redefined or Stopped.

Sub Scheduling Software

- **Project Lead:** Trish Reid **Approval Date:** 07.21.21
- Status:** On track **Due Date:** 09.13.21

KDL's current process for posting vacant sub shifts is time consuming, inefficient and often clogs up employee email inboxes. Additionally, the process requires managers to spend an unnecessary amount of time on email, both posting and tracking requests. Even with vigilant effort on their part, there is always the risk of missing an email from a person who first claimed a shift, thereby creating an inequitable process in terms of staffing hours and pay. After ruling out Subzz and MS Bookings, Graham Lawcock from the IT Department instead created a (free) solution using MS Forms, which will allow users to both post and claim sub shifts in a more streamlined, trackable way. Goals of this project also include: Integrating use of the new form into staff workflows, researching mobile access, testing capacity for the form with a larger audience to ensure efficiency, marking requests as urgent or important, collecting data on reasons for posting shifts, among others.

NEW!

Adult Programming Take & Makes

- ✓ **Project Lead:** Paula Wright **Approval Date:** 04.07.21
- Status:** Complete **Due Date:** 08.05.21

Adult Programming Take and Makes have been a rousing success throughout the summer, but with the Library not continuing take and makes for any ages after the summer season, KDL will instead be partnering with Lions & Rabbits to present new programming options in the fall.

Annual Survey Project - OrangeBoy

- **Project Lead:** Randy Goble **Approval Date:** 03.24.21
- Status:** On track **Due Date:** 09.01.21

The Director of Engagement will review the results with managers at the third quarter August 13 meeting. Much of the meeting will be devoted to a brainstorming Design Think session for managers to help create 2022 Strategic Plan initiatives based off of the data. The survey data is also helping to inform a team that is establishing KDL's key performance indicators (KPIs).

ARPA Grant Equipment Funding

✓ **Project Lead:** Christine Mwangi **Approval Date:** 06.21.21
Status: Complete **Due Date:** 07.15.21

As part of a COVID relief package, the Library of Michigan is offering \$4M through the ARPA (American Rescue Plan Act) Equipment Grant to qualifying libraries who can demonstrate both patron need and the ability to execute dispersion of funds within the grant's select timeframe, roughly August 2021 through September 2022. KDL has since applied for the grant with help and information provided by Kelloggsville librarian Clare O'Tsuji with intent to install a 24/7 vending machine at the Kelloggsville Library. The Library is awaiting a response.

Circulation Moonshot: Displays + Merchandising

● **Project Lead:** Alantha Mansberger **Approval Date:** 06.30.21
Status: On track **Due Date:** 06.01.22

The project team identified a merchandising champion for each branch and the champions are busy finding ways to better merchandise in each of their unique branches. The champions are currently working on making sure the shelves are not too full and that most are not exceeding 18" of materials based on the Calgary study revealing that patrons stop actively browsing after 18". Patrons are already noticing and giving positive feedback like at Cascade where one patron shared that she and her husband used to go to Barnes and Noble to find books they wanted to read and then go to KDL-- she said with more face-outs, they no longer need to do that extra step!

Circulation Moonshot: Weeding Standards

● **Project Lead:** Liz Guarino **Approval Date:** 06.30.21
Status: On track **Due Date:** 06.01.22

The project team kicked off with a process mapping / value stream analysis with consultant Tim Emmitt from Gantry Business Solutions. The mapping highlighted just how many exceptions and nuances to each unique branch have been developed over time. The "as is" process mapping further underscored the depth of the problem, pertaining to things from lack of clarity and communication. Opportunities for improvement and streamlining are beginning to be identified and the goal will still be a sustainable and cost effective solution to achieve a balanced collection. The team will continue to meet throughout August.

EDI Collection Audit / Tagging

● **Project Lead:** Samantha Hodge **Approval Date:** 03.24.21
Status: On track **Due Date:** 12.31.21

The team continues to finalize tags and create processes for adding tags to the bibliographic records for items that are already existing in the catalog and ones that are coming in and being processed. . Tammy will likely meet with Jaci and Sam this fall to discuss starting with youth materials .

Endowment Fund Management

● **Project Lead:** Christine Mwangi **Approval Date:** 05.05.21
Status: On track **Due Date:** 08.31.21

KDL continues to work with Kennari Consulting to establish the best way to approach growing the existing endowment. The team was presented two options and went with the second one which outlines a plan for an endowment campaign fall of 2021 through 2023. The project team, in conjunction with leadership team, will need to decide on the broad categories of projects this fund will focus on.

Laptop Switchover from ThinClients



Project Lead: Kurt Stevens
Status: On track

Approval Date: 10.01.20
Due Date: 09.24.21 *new date of 10.31.21*

The Laptop Project continues to be well received by KDL Staff and the IT department is happy to hear about the positive impact it is making. The KDL IT Team is currently working on deploying laptops to the Service Center on a departmental basis. Once the rest of the equipment has been delivered and deployed at the SC this project will be concluded. The new target end date is by October.

MUSICat / KDL Vibes



Project Lead: Stacy Schuster
Status: On track

Approval Date: 03.31.21
Due Date: 10.01.21

The KDL Vibes site that will host the Musicat service has now been completed and the genre list has been uploaded on the Vibes site. Invites were sent to community partners (curators) and the team secured information on upcoming curators and opening submissions. Next steps will be to meet with Finance and MarCom to go over Rabble payments of honorariums and for marketing of Vibes to begin in earnest.

New Printers and Print Management Service



Project Lead: Kurt Stevens
Status: At Risk - Timeline

Approval Date: 03.24.21
Due Date: 08.31.21 *new date of 10.20.2021*

The deployment of the new printers and copier equipment is going to be divided into two aspects – Patron Experience and Staff Experience. Wyoming and Kentwood are taking the lead to make sure the Patron Experience is good. This includes making sure the TBS Papercut Pop-Ups and Print Release are working well. The Service Center is taking the lead to make sure the configurations for Staff Experience is also working well. Once IT gets the thumbs up from all three groups our Print Partner (MOS) will make copies or clones of all the configurations and put together a schedule for the rest of KDL.

PolicyTech Update



Project Lead: Elvia Myers
Status: At risk - Timeline

Approval Date: 06.09.21
Due Date: 07.30.21 *new date- 9.10.21*

The team created 17 topics after reviewing over 250 procedures in PolicyTech. The next steps are to divide the work within the team and transition the procedures into their aligned topics for a more organized structure of procedures in PolicyTech.

Patron Point Recommends



Project Lead: David Specht
Status: At Risk Timeline

Approval Date: 05.26.21
Due Date: 07.16.21 *new timeline 9.30.21*

Project Lead David Specht met with Patron Point rep, Kellie, last month to work on setting up Recommends and is gathering information to bring back to the KDL Patron Point Recommends project team. He will meeting with our project group later this week to prepare for a mid to late August launch. After launch the team will strategize how to get more patrons involved in this service and see if consolidating the existing service, Personalized Picks, with it.

Rehmann - Finance Department Audit



Project Lead: Kim Lindsay

Approval Date: 11.02.20

Status: At Risk - Timeline

Due Date: 07.31.21 new due date of 8.31.21

The Finance Department successfully consolidated the general ledger accounts and reduced the chart substantially. This will help tremendously going into the 2022 budget season. The team is also working on getting recurring invoices routed directly and paid through the Finance to reduce the number of staff involvement with them. Progress is still being made to get KDL on a centralized Amazon Business account, which will also save money and cut down process. To help speed up the task list and prepare for budgets, Rehmann will now spend four days a week at KDL opposed to two.



Grandville



Project Lead: Josh Bernstein
Status: On track

Approval Date: 2020
Due Date: 10.09.21 (estimate)

The project continues to progress. Base coat painting and staining are complete and bathrooms will be tiled and carpet laid through the building shortly. The Library and the City of Grandville, have set a date for the grand opening ribbon cutting upon completion: October 8, 2021. More info coming soon!

Krause Memorial (Rockford)



Project Lead: Jennifer German
Status: N/A

Approval Date: N/A
Due Date: N/A

The Friends of the Krause Memorial Library are partnering with the Rockford Area Community Endowment (RACE) Board to plan a talent show for January 8, 2022. Profits from the show will be split between the Friends and RACE, with the Friends putting their share toward the library expansion fund.

Service + Meeting Center



Project Lead: Missy Lancaster
Status: On track

Approval Date: 2020
Due Date: 12.17.21 (estimate)

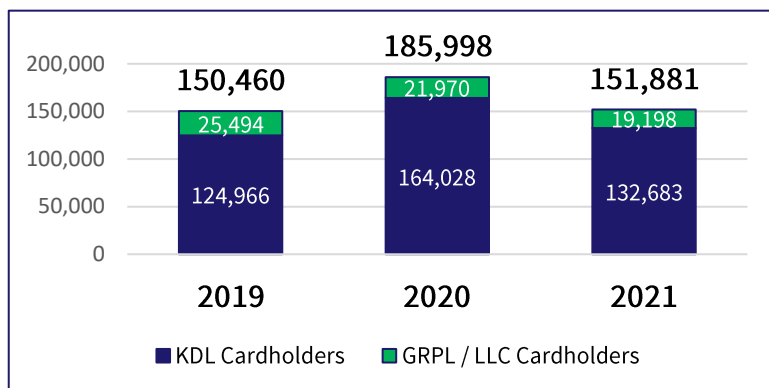
Phase 2 of the Service Center Refresh is now complete and Phase 3 has begun. (Brian tested the new floor surface and he approves: See below!) Phase 3 includes the Collection Development department and will include: drywall patching, new LED light fixtures, floor grinding and new furniture installation. With Phase 4 (Service Center lobby) just on the horizon, KDL looks forward to completing the year with a fresh new look and safer facilities overall. (See next page for more pictures.)





JULY 2021 STATISTICAL SUMMARY

Active Patrons:



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.

778 Accounts Added in July:

- 677 New KDL Cardholders
- 40 New GRPL Cardholders
- 61 New LLC Cardholders

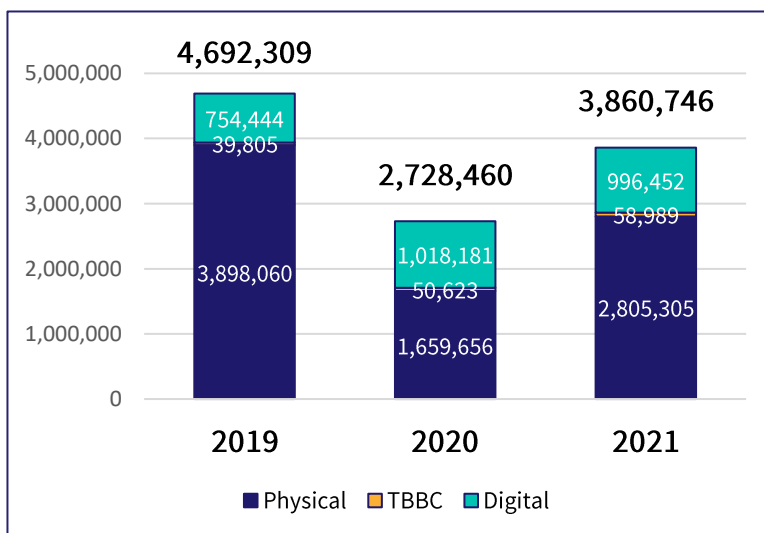
Note: In 2020, Library Card Challenge accounts were added to the KDL cardholder total when that program ended, and formerly expired accounts were reactivated through summer 2021 to more easily access digital resources. These accounts have now begun to expire again.

Climbing Back to Normal:

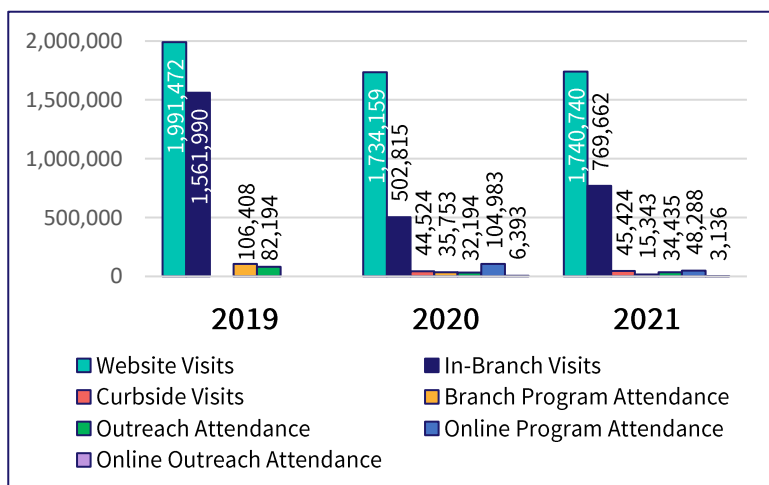
- **Physical Checkouts:** Down 4% from last month; Up 152% from 2020; Down 28% from 2019
- **Digital Checkouts:** Up 2% from last month; Down 2% from 2020; Up 23% from 2019
- **Visitor Count:** Up 7% from last month; Up 442% from 2020; Down 42% from 2019
- **Program Attendees:** Up 40% from last month; Down 1% from 2020; Down 26% from 2019

(See following page for more details)

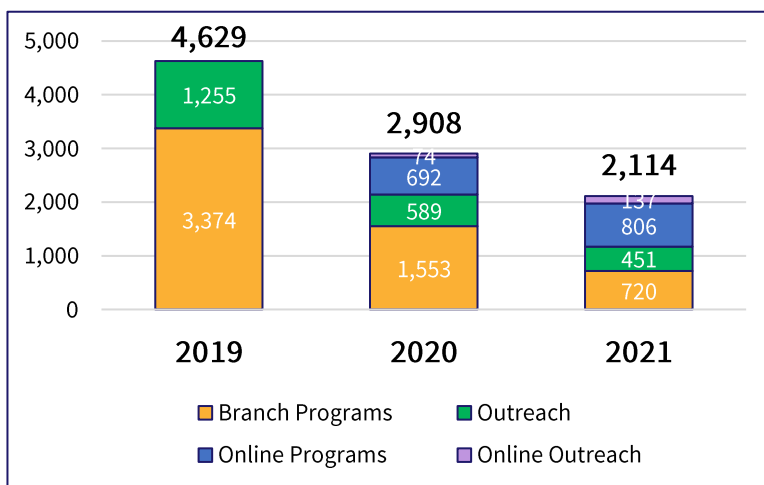
Circulation YTD:



People Served YTD:



Number of Events YTD:

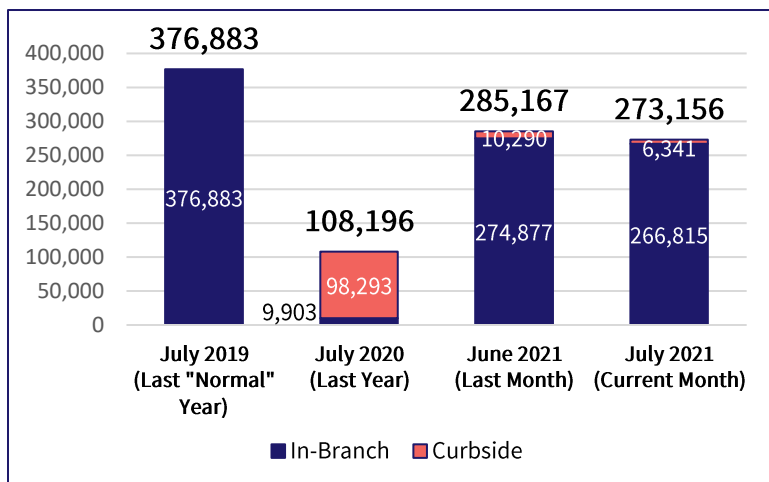




STATISTICS IN-DEPTH: CLIMBING BACK TO NORMAL

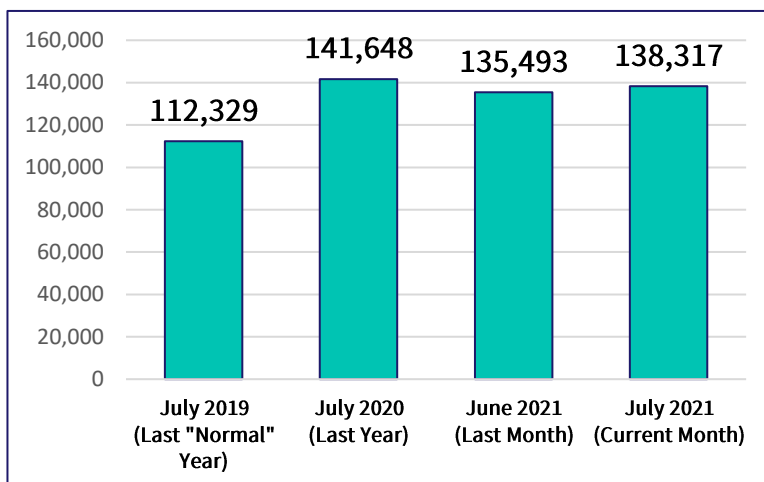
Branches are now back to normal services. How have our basic statistics changed month-to-month and when compared to 2020 (when branches were only offering curbside service), and compared to the last "normal" year of 2019?

Physical Items Checked Out:



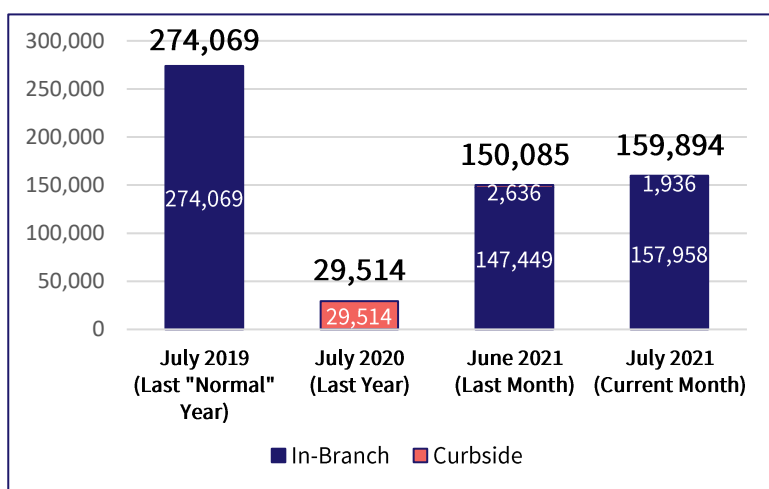
4% fewer total items were checked out compared to last month, and 28% fewer compared to the same month in 2019. Curbside use accounted for 2% of checkouts in July.

Digital Items Checked Out:



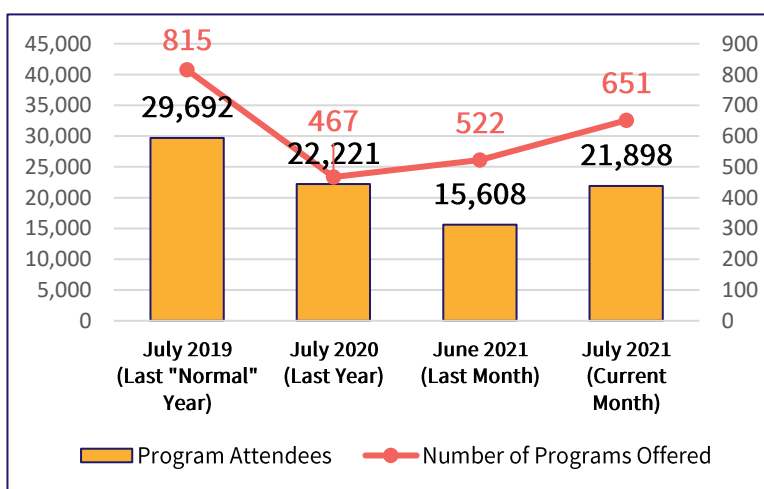
Digital checkouts are up 2% from last month, down 2% from the same month in 2020 (when branches were only offering curbside), and up 23% compared to the same month in 2019.

Visitor Count:



Including both in-branch and curbside visits, total visitors increased 7% compared to last month, but are down 42% compared to the same month in 2019. Curbside users accounted for 1% of visitors in July.

Programs:



KDL offered 25% more programs than last month, and had 40% higher attendance. Attendance is still down 26% from 2019, when a full schedule of normal in-branch Summer programming was offered.



MOST POPULAR TITLES LAST MONTH

Click on each title for a link to the catalog

KDL CORE Titles (All copies):

Title Checkouts

1. *Where the Crawdads Sing* by Delia Owens 127
2. *The Guest List* by Lucy Foley 86
3. *The Silent Patient* by Alex Michaelides 75
4. *Educated* by Tara Westover 66
5. *Little Fires Everywhere* by Celeste Ng 59

KDL CORE Titles (Stickered copies):

Title Checkouts

1. *Where the Crawdads Sing* by Delia Owens 35
2. *Open Season* by C. J. Box 31
- The Silent Patient* by Alex Michaelides 31
4. *Little Fires Everywhere* by Celeste Ng 30
5. *Still Life* by Louise Penny 29
- The Nightingale* by Kristin Hannah 29

All Physical Items (Most Checkouts):

Title Checkouts

1. *The Four Winds* by Kristin Hannah 229
2. *Sooley* by John Grisham 186
3. KDL WiFi Mobile Hotspot 177
4. *Guts* by Raina Telgemeier 157
5. *Grime and Punishment* by Dav Pilkey 150

All Physical Items (Most Holds):

Title Holds

1. *The Last Thing He Told Me* by Laura Dave 219
2. *People We Meet on Vacation* by Emily Henry 167
3. *Malibu Rising* by Taylor Jenkins Reid 164
4. *Golden Girl* by Elin Hilderbrand 155
5. KDL WiFi Mobile Hotspot 149

OverDrive Items (Most Checkouts):

Title Checkouts

1. *People We Meet on Vacation* by Emily Henry 394
2. *The Midnight Library* by Matt Haig 384
3. *The Quiet Girl* by S. F. Kosa 277
4. *The Midnight Library* by Matt Haig (audio) 191
5. *The Guest List* by Lucy Foley (audio) 178

OverDrive Items (Most Holds):

Title Holds

1. *The Four Winds* by Kristin Hannah 645
2. *The Last Thing He Told Me* by Laura Dave 507
3. *The Four Winds* by Kristin Hannah (audio) 369
4. *Malibu Rising* by Taylor Jenkins Reid 321
5. *The Last Thing He Told Me* by Laura Dave (audio) 317



STAFF CHANGES & ANNIVERSARIES

August 2021

NEW HIRES	POSITION	EFFECTIVE
Shannon O'Rourke Kasali	Branch Librarian – Grandville	July 7
Janice Greer	Administrative Assistant – Engagement	July 12
Joshua Mosey	Shelver – Cascade	July 16
Julia Cooke	Shelver – Amy Van Andel / Ada	August 2
Emma Hendrian	Assistant Branch Librarian Sub	August 2
Cody Ketchum	Shelver – Cascade	August 2
Anh-Thu Vuong	Shelver - Cascade	August 2
Immanuel Deliyannides	Assistant Branch Librarian Sub	August 2
Kelsea Wierenga	Assistant Branch Librarian Sub	August 2
Anja Van Drunen	Shelver – Gaines Township	August 2
Christine Tuit	Assistant Branch Librarian Sub	August 2
Quinn Davey	Patron Services Associate – Service Center	August 2
Ben Siebert	Assistant Branch Librarian Sub	August 2

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Rebecca Avilla	Assistant Branch Librarian Sub	Assistant Branch Librarian – Wyoming	June 7
Nicole Rapacki	Assistant Branch Librarian Sub	Assistant Branch Librarian – East Grand Rapids	June 21
Emily Dao	Assistant Branch Librarian – Wyoming	Assistant Branch Librarian – Caledonia	June 28
Anne Parada	Assistant Branch Librarian Sub	Assistant Branch Librarian – Wyoming	July 12
Daniel VanDyke	Assistant Branch Librarian Sub	Assistant Branch Librarian – Plainfield	July 12
Kate Cousins	Shelver - Cascade	Assistant Branch Librarian – Cascade	July 19
Rebecca Reitemeier	Summer Intern	Shelver – Cascade	August 2

OPEN POSITIONS	TYPE
Assistant Branch Librarian – Amy Van Andel / Ada (2 positions)	Part-time
Assistant Branch Librarian – Caledonia	Part-time
Shelver – Kentwood	Part-time
Shelver – Cascade (2 positions)	Part-time
Administrative Assistant – Service Center	Full-time
Branch Librarian – Caledonia	Part-time
Regional Manager II – Englehardt / Alto	Full-time
Branch Librarian – East Grand Rapids	Part-time
Shelver – Walker	Part-time
Branch Librarian – Nelson Township/Sand Lake	Part-time
Assistant Branch Librarian Subs (3 positions)	Temporary
Assistant Branch Librarian – Gaines Township	Part-time
Assistant Branch Librarian – Krause Memorial	Part-time
Shelver – Byron Township	Part-time
Shelver – Plainfield	Part-time

DEPARTURES	POSITION	EFFECTIVE
Mary Dersch	Branch Librarian – East Grand Rapids	July 1
Patricia Kuharevicz	Assistant Branch Librarian Sub	July 5
Bob McVay	Sub	July 5
Kathy Deters	Assistant Branch Librarian – Cascade	July 7
Janice Donahue	Sub	July 14
Danyka Thomas-Robinson	Assistant Branch Librarian – Krause Memorial	July 16
Miriam Attal	Shelver – Byron Township	July 23
Barbara Jingles	Regional Manager II – Englehardt / Alto	August 1
Nancy Milks	Assistant Branch Librarian – Gaines Township	August 4
Angie Royce	Assistant Branch Librarian – Amy Van Andel / Ada	August 6
Aaron Thomas	Systems Librarian Analyst – Service Center	August 12

EMPLOYEE ANNIVERSARIES (SEPTEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Susan Erhardt	Plainfield	29 years
Michelle Toren	Walker	27 years
Rich Nagel	Information Technology	26 years
Beth Green	Gaines Township	20 years
Ali Kuchta	Collection Development	20 years
Kip Odell	Programming	20 years
Dan Palasek	Marketing/Communications	19 years
Meredith Schickel	Byron Township	19 years
Sheri Glon	Project Management Office	16 years
Shari Piccard	Gaines Township	16 years
Kathleen Knott	Gaines Township	12 years
Greg Lewis	Kentwood	12 years
Craig Buno	Walker	11 years
Vanessa Fisk	Nelson Township/Sand Lake	9 years
Megan Russ	Grandville	8 years
Mary Valentine	East Grand Rapids	8 years
Kaitlin Allen	Patron Services	7 years
Jaime Brooks	Plainfield	6 years
Courtnei Moyses	Gaines Township	6 years
Olivia Yeadon	Krause Memorial	6 years
Jaci Cooper	Project Management Office	5 years
Katherine Lawrence	Grandville	5 years
Rebecca Lindemulder	Sub	5 years
Betsy Riddell	Sub	5 years
Dan Van Oeveren	Sub	5 years
Donna Cowart	Tyrone Township	4 years
Kathy Lewis	Tyrone Township	4 years
Audrey Barker	Caledonia	3 years
Melissa English	Krause Memorial	3 years
Kelly Garvin	Walker	3 years
Sheri LaPorte	Kentwood	3 years
Maggie Maxwell	Nelson Township/Sand Lake	3 years
Margaret Taylor	Caledonia	3 years

EMPLOYEE ANNIVERSARIES (SEPTEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Kati Doering	Patron Services	2 years
Jason Hetrick	Sub	2 years
Shayla Madonna	Plainfield	2 years
Marybeth Rivera	Sub	2 years
Margene Brewer	Kentwood	1 year
Anna Lauber	Cascade	1 year
Alicia Maxwell	Krause Memorial	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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
June 17, 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"/>
July 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"/>
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 TELECONFERENCE

TRUSTEE NAME	MEETING DATE	TRUSTEE NAME	MEETING DATE



RESOLUTION

Truth in Taxation—2021 Millage Tax Rate Request

MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held on August 19, 2021 at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

WHEREAS, the Kent District Library was established pursuant to the Kent District Library Agreement; and

WHEREAS, the district of the Kent District Library ("District") consists of the entire geographic area of Kent County except for the City of Grand Rapids, the City of Cedar Springs, Solon Township, Sparta Township, the Village of Sparta, and those portions of Bowne Township and Caledonia Township which are located within the Thornapple Kellogg school district; and

WHEREAS, pursuant to the District Library Establishment Act, 1989 PA 24, as amended ("DLEA"), the Board is authorized to levy a tax upon all taxable property within the District, provided that the districtwide tax is authorized by the electors of the District; and

WHEREAS, on August 5, 2014, the electors of the District authorized the Board to levy a districtwide property tax in the amount of 1.28 mills for ten (10) years (2014 through 2023, inclusive) to provide funds for district library purposes; and

WHEREAS, the Library held a public hearing on the proposed millage rate to be levied in 2021 at the regular meeting on August 19, 2021 and the hearing complied with the requirements of the General Property Tax Act, including MCL 211.24e (Truth in Taxation); and

WHEREAS, as authorized by the General Property Tax Act, the Library Board desires to levy the maximum permitted millage rate of 1.2484 mills;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board hereby certifies that the electors of the District approved a maximum annual tax rate of 1.28 mills (\$1.28 per \$1,000) for ten (10) years (2014 through 2023, inclusive) at an election held on August 5, 2014 to be used for district library purposes.
3. Pursuant to Act 24, the Board hereby levies on December 1, 2021, a property tax upon all taxable property within the District in the amount of 1.2484 mills (1.2484 per \$1,000) on the taxable value of

such property, as finally equalized, to provide funds for district library purposes.

4. The Board hereby certifies that the millage to be levied on all taxable property in the District has been reduced, if necessary, to comply with Article 9, Section 6 of the Michigan Constitution of 1963 and that the millage to be levied has also been reduced, if necessary, to comply with MCLA 211.24e and 211.34.
5. The Library Director is hereby authorized and directed to provide a certified copy of this Resolution and the 2021 Tax Rate Request on Michigan Department of Treasury Form L-4029 to the Kent County Clerk, the Kent County Equalization Department, and to each Township and City Clerk included in the District in the form attached as Exhibit A.

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon a roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 19th day of August 2021.

Adopted this 19th day of August, 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 August 19, 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: August 19, 2021

Sheri Gilreath-Watts, KDL Board Secretary

LOOK OF REVISED FINANCIAL STATEMENT AFTER CHART OF ACCOUNT CONSOLIDATION

Account Number	Account Description	2021 YTD	2021 Original Budget
Salaries and Wages			
5700	Board Stipend	1,440	3,720
		-	-
5713	Salary & Wages	6,241,403	13,000,974
		-	-
	Total Salaries & Wages	6,242,843	13,004,694
Employee Benefits			
5709	FICA	459,021	993,840
5716	Def Benefit Pension Contributions	-	80,959
5717	Def Contrib Pension Contributions	282,786	737,736
5718	Employee Health Benefits	743,474	1,754,802
5720	HSA/FLEX	351,600	409,580
5723	Retiree Health Care OPEB	(2,795)	1,800
		-	-
		-	-
		-	-
		-	-
5730	Other Employee Benefits	47,767	230,062
5842	Unemployment Claims	-	10,000
	Total Employee Benefits	1,881,853	4,218,779

Collections - Digital		
5785 Cloud Library/Overdrive	700,000	1,400,000
5786 Hoopla	373,500	410,000
5787 Digital Collection	73,645	107,795

5788 Miscellaneous Electronic Access	206,464	236,630
Total Collections - Digital	1,353,609	2,154,425

Collections - Physical	2017	2016
5791 Subscriptions	71,566	77,600
5815 KDL Cruisers	16,014	29,991
5871 Branch Local Mat'l - Rest Donation Exp	740	14,325
5982 Collection Materials - Depreciable	614,428	1,143,280

5983 CD/CVD Collection Materials - Non Depr	188,803	551,750
5984 Beyond Books Collection - Non Depr	253,639	575,625
Total Collections - Physical	1,145,190	2,392,571

Supplies		
5750 Collection Processing	58,797	199,411
5751 Supplies	44,778	214,261
	-	-
	-	-
	-	-
	-	-
	-	-

5764 KDL Staff Event, Supplies & Awards	1,911	31,000
	-	-
	-	-

5768 Promotions Supplies	7,151	33,743
	-	-

5770 Other Awards/Prizes	54,467	115,645
5790 Books (not for circulation)	24	10,500
5851 Mail/Postage	3,499	27,875
5900 Copier/Printer Overage Charges	22,407	64,323
Total Supplies	<u>193,034</u>	<u>696,758</u>

Contractual and Professional Services

5792 Software	320,403	623,750
5801 Professional and Other Contracted Services	259,437	720,208
	-	-
	-	-
	-	-

5813 Delivery Services	55,865	154,368
------------------------	--------	---------

5814 Security Services	18,470	53,316
5817 Lakeland Library Co-op Services	2,855	4,950

5825 KDL Staff Event Services	-	23,950
5827 Catering	300	33,800

5027 Catering	300	33,000
	-	-

5836 Employee & Partner Care	1,971	6,500
------------------------------	-------	-------

5890 ILS Fees	96,472	147,620
---------------	--------	---------

5891 Licenses and Fees	58,724	114,585
------------------------	--------	---------

Accounts combined	Definition	Examples	Vendor Examples
None	web and mobile platform that provides a wide range of digital content for patrons to borrow	audiobook, ebooks	Overdrive
None	web and mobile platform that provides a wide range of digital content for patron download	audiobooks	Midwest Tape
None	access to digital collection material	music & streaming subscriptions	Library Ideas
None	access to digital collection material beyond books	Ancestry library, Newsbank, Reference USA, Value Lin	ProQuest, Cengage, Value Line, Midwest Collaborative
None	Magazine subscriptions		DJ Barron's, Wall Street Journal, Rivasat Subcription Services
None	rental, maintenance and cleaning of KDL cruiser bikes	comic book subscriptions	GR Bikes
None	To record when Local Materials Funds are used.	powerwash bikes, monthly rental fees	Multitude
None	Books in the library collection	Purchase of collection materials specific for branch books, graphic novels	Ingram, Baker & Taylor, Cengage
None	CD/DVD's in the library collection		Midwest Tape, Thomas Kise, Findaway World, Blackstone Audio, Amazon
None	Other items in the library collection not included in books or CD/DVD	video games, cd's, dvd's Go Pro and accessories, Ipad, Hot Spots	Amazon, Apple, Verizon
None	supplies that are needed to put items into circulation	book jackets, book tape	Baker & Taylor, Ingram, Midwest Tape
5751 Office & Misc Supplies	supplies needed to operate the KDL system	service tagsheets, paper, resource materials, computer supplies, water coolers and water, SC meeting supplies, KDL event beverages and coffee, all other miscellaneous	Staples, Amazon, Team One Repair, Lewis Paper, Absopure Water Company,
5752 Paper			
5753 AV Supplies			
5755 Maintenance Supplies			
5756 Water Cooler Supplies & Water			
5757 Meeting Center Supplies			
5771 Non-Alcoholic Beverages			
5799 Miscellaneous supplies			
5764 KDL Staff Event Supplies			
5765 Wellness Supplies	Consumable supplies for all-staff events, wellness program	KDL swag, fitness prizes, polo shirts/tote bags, gift cards for staff anniversaries	Northeastern Print house, RNL Graphics
5767 New EE Shirts/Tote Bags	supplies, KDL items for new employees, staff service awards		
5769 Service Awards			
None	All branded supplies made with the purpose of promoting KDL presence and increasing awareness of our services.	Branded sunglasses, mugs, pens, magnets, tattool, etc.	Northeastern Print house, RNL Graphics
None	award and prizes for patron and staff promotions	summer reading prizes, Kasey Kauton, anniversary carry bars, Write Michigan prize money	RNL Graphics, Baker & Taylor, multiple award winners
None	books purchased for KDL, not for circulation		Amazon
None	postage for mail.	stamps for thank you notes, fees for postage machine	USPS, Neopost
None	printing and publishing at KDL printer/copier, copies requested from print center	copy costs above monthly allotment per copy contract with vendor	Noordyk Business Equip, Applied Imaging, MOS - Michigan Office Solutions
None	software subscription and license fees; licenses s/b tagged with Project Code 50 and subscriptions s/b tagged with Project Code 51		IP Solutions, Streamyard, Mail Chimp, Adobe, Morneau Shepell, Screen Cloud, Paradigm, Open Systems Technology, Barracuda, Deep Freeze, Donor Perfect,
5804 Other Consultants			
5805 Audit Services	Audit services, legal fees, lobbyist, all consultants, temporary	Auditor, Attorney, Lobbyist fees, Sirsi support,	Today's Business Solutions, Foster Swift & Collins,
5806 Legal Services	contracted employees, shredding services, drug screening & background check fees, contracted custodial fees, outside printing & publishing, any other contracted fees	new employee recruiting and onboarding	Rehmann, IP Consultants, Government Consulting Services, OrangeBoy, Ingram Library Services, Atlanta Capital, Medma Consulting, The Parrish Group, Kennari Consulting, Hodges Coaching, Quinn Consulting, Illie Labor Law Firm, Vital Records Holding, Employee Screening Resources, Grand Rapids Building Services, Kellogg & Sovereign, Unique, Wolverine Orinting, Holland Litho
5808 ILS Consultant			
5809 Temporary Contracted Employees			
5811 IT Contracted Services			
5816 Employment Recruiter			
5818 Shredding Services			
5819 Drug Screening/Background Checks			
5820 Other Professional Services			
5823 Inspection Services			
5829 Custodial/Cleaning Services			
5830 Other Contracted Services			
5834 Wellness Services			
5901 Outsourced Printing & Publishing			
None	contracted services to transport items between KDL Locations	delivery of books from one branch to another	Same Day
None	contracted services for security services or systems	security guard at a branch or KDL event, security system maintenance at SC, armored car service	DK Security, Presidio Network Solutins, Vanguard Fire & Security
None	library cooperative services	quarterly invoices	Lakeland Library Coop
None	services for Team KDL events		
None	meals catered for an event	staff retirement party, Write MI awards lunch	
None	flowers for staff and board members for life events	flowers for birth of child, loss of family	Sirsi/Dynix
None	Sirsi fees for ILS		
5893 Marc Records License	Licenses/Fees/Permits needed for events, fees paid to Gradifi & Health Insurance Company, Pension Plan administrator fees,	Paycor fees, TSYS fees, Liquor License fees,	State of MI, BMJ, Midwest Tape, Advanced Benefit Solutions, TASC, Kushner & Company, Paycor, Authorize NET, TSYS
5894 Permits			
5956 Other Benefits Administration Fees			
5957 Retirement Plan Administration Fees	payroll service fees, bank fees, credit card fees, MARC Records License	federal and state fees on Priority Health invoices	
5958 Payroll Processing Fees			
5960 Banking Fees			

5961 TSYS/Credit Card Fees	6,371	11,850
Total Contractual and Professional Service	807,725	1,821,547
Programming and Outreach		
5794 Outreach Supplies	8,423	-
5795 Programming & Outreach Supplies	24,503	157,490
5865 Programming Services	9,339	34,165
5885 Speakers/Performers	21,895	181,475
5950 Airport Free Library	-	450
Total Programming and Outreach	64,160	373,580
Maintenance and Utilities		
5810 IT Infrastructure Services	349,369	400,000
5822 Maintenance Contracts	3,344	7,300
5848 Mobile Hotspots	10,859	20,204
5849 Cell Phones/Stipends	11,118	30,692
5850 Telephones	15,874	32,392
5852 Internet/Telecomm Services	481,542	668,042
5918 Water/Sewer	597	3,500
5919 Waste Disposal	3,093	6,100
5920 Electric	18,846	75,000
5921 Natural Gas	5,370	15,000
5925 Lawncare & Snowplowing	9,496	26,300
5926 Lawn/Landscaping	1,458	-
5928 Branch Maintenance Fees	208,171	420,907
5929 Land Repair and Maintenance	383	3,300
5930 Building Repair and Maintenance	13,895	88,000
5931 Equipment Repair and Maintenance	1,500	24,750
5932 Vehicle Repair and Maintenance	1,091	12,900
5933 Software & IT Hardware Maintenance	95,736	93,168
5934 Other Repair and Maintenance	81	1,450
5940 Rentals	96,976	186,064
5941 Printer/Copier Leases	9,004	52,808
Total Maintenance and Utilities	1,337,803	2,167,877
Staff Development		
5910 Staff Development & Conferences	24,193	214,596
5911 Conferences	1,670	-
5913 Travel/Lodging	-	11,230
Total Staff Development	25,863	225,826
Board Development		
5908 Board Development	-	1,400
5909 Board Travel/Lodging	-	10,050
Total Board Development	-	11,450
Other Expenditures		
5759 Gas, Oil, Grease	638	9,220
5860 Parking	-	6,245
5861 Mileage Reimbursement	5,362	72,014
5870 Branch Local Mis - Restricted Donation Exp	67,154	212,620
5873 Website	123,565	134,060
5874 Employment Advertising	-	1,000
5875 System Advertising	29,409	97,150
5879 Branch Advertising	30	3,525
5884 Royalty Fee Creative (Photo, Video, Etc.)	1,208	8,700
5901 Outsourced Printing & Publishing	6,772	61,500
5906 Promotions/Marketing	3,496	9,420
5907 Sponsorships/Donations	12,500	-
5912 Meetings	713	31,550
5915 Memberships, Dues & Fees	33,722	66,135
5916 Dues and Fees	9,438	-
5935 Property Liability Insurance	69,292	62,920
5936 Vehicle Liability Insurance	10,734	15,500
5937 Flood Insurance	4,588	20,000
5938 Bond Insurance	10,724	11,873
5939 Workers Compensation Insurance	16,875	48,000
5942 Errors & Omissions Insurance	25	25
5955 Miscellaneous	550	5,870
5959 Sales Taxes	3	500
5964 Property Tax Reimbursement	30,563	55,380
5965 MEL Return Items	1,674	3,000
Total Other Expenditures	439,035	936,207
Capital Outlay		
5974 Land Improvements - Depreciable	-	200,000
5975 Building Improvements - Non-Depreciable	49,575	650,000
5976 Building Improvements - Depreciable	205,935	-
5977 Technology - Non-Depreciable	380,045	724,584
5979 Equipment/Furniture - Non Depreciable	35,841	580,275
5980 Equipment/Furniture - Depreciable	5,000	10,030
Total Capital Outlay	676,396	2,164,889
TOTAL EXPENDITURES	14,220,256	30,334,273

Total Contractual and Professional Services	814,497	1,883,047
Programming and Outreach		
5795 Programming & Outreach Supplies	32,926	157,490
5865 Programming Services	9,339	34,615
5885 Speakers/Performers	23,103	190,175
5884 Royalty Fees	-	-
Total Programming and Outreach	65,368	382,280
Maintenance and Utilities		
5810 IT COLO Infrastructure Services	349,369	400,000
5822 Maintenance Contracts	3,344	7,300
5848 Mobile Hotspots	10,859	20,204
5849 Cell Phones/Stipends	11,118	30,692
5850 Telephones	15,874	32,392
5852 Internet/Telecomm Services	481,542	668,042
5918 Water/Sewer	-	-
5919 Waste Disposal	3,093	6,100
5920 Utilities	24,813	93,500
5921 Natural Gas	-	-
5925 Lawncare & Snowplowing	10,954	26,300
5928 Branch Maintenance Fees	208,171	420,907
5929 Land Repair & Maintenance	16,950	130,400
5931 Equipment Repair & Maintenance	-	-
5932 Vehicle Repairs & Maintenance	-	-
5934 Other Repairs & Maintenance	-	-
5933 Software & IT Hardware Maintenance Agreements	95,736	93,168
5940 Rentals & Leases	105,980	238,872
5941 Printer/Copier Leases	-	-
Total Maintenance and Utilities	1,337,803	2,167,877
Staff Development		
5910 Staff Development, Conferences & Dues	69,736	323,511
5911 Conferences	-	-
5912 Meetings	-	-
5913 Travel/Lodging	-	-
5915 Memberships, Dues & Fees	-	-
5916 Dues & Fees	-	-
Total Staff Development	69,736	323,511
Board Development		
5908 Board Development	-	1,400
5909 Board Travel/Lodging	-	10,050
Total Board Development	-	11,450
Other Expenditures		
5759 Gas, Oil, Grease	638	9,220
5860 Parking	-	6,245
5861 Mileage Reimbursement	5,362	72,014
5870 Branch Local Mis - Restricted Donation Exp	67,154	212,620
5873 Website	123,565	134,060
5875 Advertising	29,439	101,675
5879 Branch Advertising	-	-
5884 Royalty Fee Creative	-	-
5901 Outsourced Printing	-	-
5906 Promotions/Marketing	3,496	9,420
5907 Sponsorships/Donations	12,500	-
5912 Meetings	-	-
5915 Memberships, Dues & Fees	-	-
5916 Dues and Fees	-	-
5935 Insurance	95,363	110,318
5936 Property Liability Insurance	-	-
5937 Flood Insurance	-	-
5938 Bond Insurance	-	-
5939 Workers Compensation Insurance	16,875	48,000
5942 Errors & Omissions Insurance	25	25
5955 Miscellaneous	550	5,870
5959 Sales Taxes	3	500
5964 Property Tax Reimbursement	30,563	55,380
5965 MEL Return Items	1,674	3,000
Total Other Expenditures	387,182	768,322
Capital Outlay		
5974 Land Improvements - Depreciable	-	200,000
5975 Building Improvements - Non-Depreciable	49,575	650,000
5976 Building Improvements - Depreciable	205,935	-
5977 Technology - Non-Depreciable	432,790	890,254
5979 Equipment/Furniture - Non Depreciable	35,841	580,275
5980 Equipment/Furniture - Depreciable	5,000	10,030
Total Capital Outlay	729,141	2,330,559
TOTAL EXPENDITURES	14,220,256	30,334,273

consumable supplies needed to run programs.	Storyline craft supplies, food, beverages	Ingram, Amazon & Multitude of Others
Programming costs that are non-consumable and services related to a program that aren't speaker or performer	trips and games for children and adults, creating a website for Film Fest, or paying an author writing a forward for Write Michigan: Movie License	Ingram, Amazon & Multitude of Others
speaker and performer fees to present at KDL sponsored programs	bands at SPWD, puppet shows at branch, magic show	Multiple
Fees paid for offsite Co-located Technology storage/services	CoLo Services	IP Consulting
contracts to maintain systems and equipment	HVAC maintenance contract	Troost, Wolverine Power Systems
Monthly costs for hotspot service	Hotspot available for check out	Verizon
Cell phones on the KDL plan and/or stipends paid for cell phone service	Manager's cell phone	Verizon
office phone landlines	desk phone line	Telnet Worldwide
Internet costs	Internet, Meraki MR 56	Comcast, Everstream, 123.Net, IP Consulting
waste removal	trash service, e waste recycling	Arrowaste, Comprehensive
Utilities - Water/Sewer, Gas, Electric	Utilities	Plainfield Charter Twp, Consumers Energy, DTE
5921 Natural Gas	-	-
Snow removal, lawn care, outside cleanup	-	All Season Lawn Care,
funds that we give to local municipality to help with maintenance. \$1.50 per sq. ft. This is a fixed cost.	-	Municipalities
Repairs & Maintenance on KDL owned property, vehicles, equipment, etc.	Sprinkler system, HVAC system, vans, bookmobile, copiers, etc. repairs and maintenance	Vanguard Fire & Security, Troost, Swartz Electric, K&S Plumbing, IP Consulting
Repairs, maintenance, for software or IT items	KDL phone system maintenance agreement, accounting software maintenance agreement, Apple Care agreement	IP Consulting, Presidio, Abila, Grovland, Today's Business Solutions
rental fees, fees for printers and public copy machines.	Lease cost for copier machine	Absopure, Heartland, Verifone, Hitachi, Meijer Gardens, MOS, Noordyk, Greatamerica Financial, Xerox
Professional conferences & meetings including travel costs, annual memberships	Annual association meetings, professional lunches - office meetings, travel, meals, parking, lodging, etc for conferences and other library business - memberships to professional organizations and other membership dues	ALA, MLA, PLA, Amazon Prime, Sam's Club, PRSA, Rotary, Lions Club, Hodges Coaching, Medema Consulting, food establishments, etc.
Board professional development	-	-
Board travel/lodging for library business	-	-
gas and oil changes for KDL vans, bookmobile	-	-
Parking costs for local meetings.	parking paid while attending a meeting in the city	Various gas stations
mileage paid for staff to travel for library business.	trips between branches/service center, trips to pick up supplies for the library	-
To record when Local Msc funds are used.	look for branch specific items to be covered by Local Msc/Friends Group funds.	-
fees to maintain website and domain names	purchase domain name for SPWD, web hosting costs	Biblicommons Corp
All Library advertising	Employment, system and branch advertising	Issue Media Group, Pam Spring Advertising, Real Space
outreach fees.	same fees for local events, fees to be in a person, expo	-
sponsorships and donations to other organizations. This is rarely done and needs administration approval.	Booths fees, mobile billboard paying for a table at a fundraising event or donation to the humane society	Grand Rapids Chamber, Affinity Mentoring Cascade Comm Foundation, Kent ISD
All non-employee benefit insurance coverages	Liability, bond, Errors & Omissions, Vehicle, Cyber Security Insurances	Crosby & Henry, Citizens Insurance, AON Edge, Liberty Mutual
coverage for an employee's medical expenses, lost wages, and rehab services that result from a workplace injury or illness	-	-
Expenses that do not relate to any other specific account	-	-
Sales tax paid to the state for sales of goods	tax imposed on sale or conveyances at 3%vltu, or sale of merchandise at a branch(note bags, zip drives)	State of Michigan
Reimbursement to Municipalities for tax refunds	property tax rebate coverage due to increase after taxes are paid to KDL, refund is due municipality.	Kent County, Municipalities
Cost of MelCat Items lost, damaged, etc	Cost of damaged book	Library
Land improvements valued greater than \$ made to KDL owned property.	Parking lot/ driveway upgrades, landscaping, signage	-
Building improvements valued less than \$ made to KDL owned property.	Painting of an office/room	-
Building Improvements valued greater than \$ made to KDL owned property.	Roof repairs at the Service Center	TerHorst & Rinzema
technology items that are over \$1000 and less than \$5000. Refresh of IT equipment or new IT equipment	3-u printers, macbook, printer replacements, switches and routers.	-
office and library equipment individually valued up to \$4,999	net tables, book carts, office chairs, space heaters, laminators	West Michigan office, Staples, Amazon, Ikea
office and library equipment individually valued > \$5000	lift stacker	-

Kent
District
Library



POLICY MANUAL

Proposal for Edits

Budget + Finance

KDL POLICY 5.1

INVESTMENTS

LAST REVISED 8.15.19

1. STATEMENT OF PURPOSE

It is the policy of Kent District Library to invest its funds in accordance with the investment objectives listed below in order to meet the daily cash flow needs of the Library while complying with all state statutes governing the investment of public funds.

2. SCOPE OF POLICY

This investment policy applies to all financial assets of Kent District Library. These assets are accounted for in the various funds of the Library and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, fiduciary funds, permanent funds, and any new fund established by Kent District Library.

3. INVESTMENT OBJECTIVES

The primary objectives, in priority order, of Kent District Library's investment activities shall be:

- **Safety** – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall portfolio.
- **Diversification** – The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- **Liquidity** – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- **Return on Investment** – The investment portfolio shall be designed with the objective of obtaining a market average rate of return during budgetary and economic cycles while taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives.

4. DELEGATION OF AUTHORITY TO MAKE INVESTMENTS

Authority to manage the investment program is derived from [MCL 397.182](#). Management^[KL1] responsibility for the investment program is hereby delegated to the Board Treasurer (or Director of Finance as designee of the Board Treasurer) who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures shall include references to: Safekeeping, delivery vs. payment, investment accounting,

repurchase agreements, wire transfer agreements, collateral/depository agreements, and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Board Treasurer. The Board Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

The Board Treasurer may delegate any day-to-day functions under this investment policy to the Director of Finance as his or her designee.

5. LIST OF AUTHORIZED INVESTMENTS

Kent District Library is limited to the following investments authorized by [Public Act 20 of 1943](#), as amended and may invest in the following:

- a. The Kent County Investment Pool, an investment pool organized under the [Local Government Investment Pool Act, 1985 PA 121](#), MCL 129.141 et seq.
- b. Bonds, securities, and other ~~direct~~ obligations of the United States or any agency or instrumentality of the United States.
- c. Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution as defined in MCLA 129.91~~(4)~~ provided that the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of the State of Michigan or the United States.
- d. Repurchase agreements consisting of instruments listed in b., above.

6. AUTHORIZED FINANCIAL DEALERS & INSTITUTIONS

Cash equivalents or deposits shall be authorized with those Financial Institution(s) through a Resolution by the Board of Trustees, to perform the banking function of the Organization. The approved financial institution shall certify that they have: (1) received KDL's investment, (2) have read the policy, and (3) will comply with said terms of the policy.

7. STATEMENT CONCERNING SAFEKEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by Kent District Library shall be on a cash basis. Securities may be held by a third party custodian designated by the Board Treasurer (or Director of Finance as designee of the Board Treasurer) and evidenced by safekeeping receipts as determined by the Board Treasurer (or Director of Finance as designee of the Board Treasurer).

8. STANDARD OF PRUDENCE

The Board Treasurer (and the Director of Finance as designee of the Board Treasurer) shall make such

investments and only such investments as a prudent person would make in dealing with the property of another having in view the preservation of the principal and the amount and the regularity of the income to be derived.

9. STATEMENT OF ETHICS

The Board Treasurer, the Director of Finance as designee of the Board Treasurer, and any other Board members and staff involved in the investment of funds shall refrain from personal business activity that could conflict with the proper execution and management of District Library investments or that could impair their ability to make impartial investment decisions.

10. INVESTMENT ACTIVITY REPORT

The Board Treasurer and the Director of Finance shall provide monthly reports to the Board concerning the investment of District Library funds. The Director of Finance shall provide a detailed annual investment report, including account and fund information during the annual budget work session. The KDL Board will annually designate its depositories and ~~/or Kent County Investment Pool~~ its investment advisors for the coming year during the adoption of the budget.

KDL POLICY 5.1.1

ANNUAL BUDGET + ADJUSTMENTS

LAST REVISED 8.15.19

The Kent District Library Board of Trustees will establish an annual budget at its November meeting for the following calendar year. The Executive Director and Director of Finance will present the annual budget with historical data and future projections to the Board at its annual budget work session in October.

The budget is a working document. Changes in projections, projects, or unknown events are cause for variations from budget to actual numbers. As such, during the course of the fiscal year (January – December), budget adjustments will be presented by the Executive Director and Director of Finance to the Board as needed to keep the budget accurate. Budget adjustments will be requested as needed.

KDL POLICY 5.1.2

FUND BALANCE

LAST REVISED 8.15.19

This policy has been adopted by the Kent District Library Board of Trustees to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Library and jeopardize the continuation of public services. This policy will ensure that the Library maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for daily financial needs;
- Offset significant economic downturns or revenue shortfalls;
- Provide funds for unforeseen expenditures related to emergencies; and
- Secure and maintain investment grade bond ratings.

The following definitions of fund types will be used in reporting governmental fund activity. The Library may or may not report all fund types in any given reporting period based on actual circumstances and activity.

General Fund – used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Fund – used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

Debt Service Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for principal and interest.

Capital Projects Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for the acquisition or construction of capital assets.

Permanent Funds – used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the Library's objectives.

Internal Service Fund – used to report an activity that provides services or goods to departments of the library on a cost-reimbursement basis.

The following categories will be used to report governmental fund balances in accordance with the definitions provided by GASB Statement No. 54:

Non-spendable Fund Balance – amounts that cannot be spent because they are either not in a spendable form or are legally or contractually required to be maintained intact. *Classification* of non-spendable amounts will be determined before all other classifications and consist of the following:

- The Library will maintain a fund balance equal to the balance of any long term outstanding balances due from others;
- The Library will maintain a fund balance equal to the value of inventory balances and prepaid items unless those items are offset with liabilities and actually result in fund balance;
- The Library will maintain a fund balance equal to the principal of any permanent funds that are legally or contractually required to be maintained intact; and

- The Library will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale.

Restricted Fund Balance – amounts that can be spent only for specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed Fund Balance – amounts that can be used only for the specific purposes determined by a formal action of the KDL Board. (*Authority to Commit:* a majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.)

Assigned Fund Balance – amounts intended to be used by the Library for specific purposes, but do not meet the criteria needed to be classified as restricted or committed. In governmental funds, other than the General Fund, the assigned fund balance represents the remaining amount that is not restricted or committed. (*Authority to Assign:* the KDL Board delegates to the Director of Finance the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available [spendable, unrestricted, uncommitted] fund balance in any particular fund.)

Unassigned Fund Balance – is the residual classification for the Library's General Fund and includes all spendable amounts not included in the other classifications. In other funds, the unassigned classification is used to report a deficit balance from overspending amounts that have been designated as restricted, committed, or assigned.

The following guidelines address the classification and use of fund balance in governmental funds:

Classifying Fund Balance Amounts – Fund balance classifications indicate the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination thereof. The General Fund may also include an unassigned amount.

Encumbrance Reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts not previously restricted, committed, or assigned, will be classified as committed or assigned based on the definitions and criteria set forth in GASB Statement No. 54.

Prioritization Of Fund Balance Use – When an expenditure is incurred, when both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it will be the policy of the Library to consider restricted amounts to have been reduced first. If an expenditure is made that is applicable to any of the unrestricted fund balance classifications, it will be the policy of the Library to reduce committed amounts first, followed by assigned amounts, and then unassigned amounts.

Minimum Unassigned Fund Balance – The Board has designated a minimum unassigned fund balance for the Library's General Fund of 15-20 percent of the subsequent year's budget. This minimum fund

balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment. The Executive Director and Director of Finance will provide a report of the fund balance as part of setting the annual budget, approving budget adjustments, or as requested.

KDL POLICY 5.2

CONTRACTING FOR GOODS, SERVICES + WORKS OF IMPROVEMENT

LAST REVISED 4.15.2021

Goods and services are defined to include supplies, operating services, maintenance agreements, insurance policies, professional services, and leases for equipment and facilities. Works of improvement are defined to include improvements to the Service Center building and site, and durable goods such as furniture and moveable equipment for all locations as needed to support Library operations.

~~P~~The purchase of goods, services, and works of improvement needed by Kent District Library shall be made using sound purchasing practices and business procedures to ensure the timely receipt of goods, services, and works of improvement of a quality appropriate to the needs of the Library at the lowest responsible costs.

The Executive Director and Director of Finance are each authorized to make purchases for all items when the cost per item is under \$15,000. For purchases when the cost per item exceeds \$15,000 and is under \$30,000, the Executive Director and Director of Finance are authorized to make purchases after obtaining a minimum of three quotations. The above- noted purchases require the signatures of both the Executive Director and the Director of Finance and will be reported to the Board at its next meeting.

Goods, services, and works of improvement costing over \$30,000 and no more than \$50,000 shall require three or more quotations to determine price and availability. The Library Board's approval is required, within the confines of the approved budget, for all purchases or contracts in excess of \$30,000 with the exception of advertising provided for in the approved Advertising/Promotions budget and PCs, computer peripherals, and software provided for in the approved annual Technology Plan. These items may be purchased without prior Board approval on each purchase. Ongoing budgeted operational supply purchases are exempt from this policy. Staff will annually survey product costs from various vendors to ensure competitive pricing.

Contracts for the purchase of goods, services, and for works of improvement costing over \$50,000 shall be advertised for sealed bids once a week for two consecutive weeks in at least one newspaper of general circulation within Kent County. The award of contract for such goods, services, and works of improvement shall be approved by the Board of Trustees.

Kent District Library reserves the right to accept or reject any or all bids, to waive defects or irregularities in any bid, or to accept or eliminate any portion of any bid. There may be some items/services for which there is only one supplier, and therefore it may be impossible to have competitive bids. In such cases, the Board may waive the requirement for bids.

Notwithstanding any other provision of this Section 5.2, the Board may waive the requirement for bids for the purchase of goods and services or for works of improvement if the Board determines that such action

is in the best interest of Kent District Library under the circumstances of a particular contract.

KDL POLICY 5.3

CONFLICT OF INTEREST—BOARD & STAFF

LAST REVISED 8.15.19

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

CONFLICT OF INTEREST STATEMENT - BOARD

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

Signature: _____ Date: _____

DISCLOSURES (Indicate “none” if applicable. Otherwise, please give a brief explanation of the conflict):

Trustees may not use their position or the knowledge gained as a result of their position for private or personal advantage or to obtain financial gain. Specifically, in the event that a trustee recognizes an actual or potential conflict of interest, the trustee is expected to disclose to the board any financial or personal beneficial interest, direct or indirect, and abstain voluntarily from discussion or voting on any issue that raises such conflict of interest.

CONFLICT OF INTEREST STATEMENT – STAFF

Kent District Library respects the rights of its employees in their activities that are private in nature and in no way conflict with or reflect upon the Library. Financial or personal obligations such as part-time employment with outside firms or individuals which affect judgment in carrying out Library business, or that would create the appearance of impropriety, shall be avoided.

To that end, all supervisors and non-union staff will annually read and sign Conflict of Interest Statements. All other staff will sign a Conflict of Interest Statement at the time of hire. If there are any situations which arise during the year that create a potential conflict as described in this policy, the employee shall make a written disclosure to the Executive Director who shall provide it to the Kent District Library Board of Trustees.

STAFF CONFLICT OF INTEREST STATEMENT

I have read and understand Kent District Library Policy 5.3 governing conflict of interest. I understand that by signing this statement, I certify that I and my family have no direct or indirect interest in firms or individuals doing business with Kent District Library (other than those disclosed below). I also certify that neither I nor my family act in a fiduciary capacity for firms or individuals doing business with Kent District Library (other than those disclosed below).

I understand and agree that if a potential conflict arises after the filing of this statement, I will disclose it to the Executive Director in writing and receive approval from the Library Board before proceeding to become involved.

Signature: _____ Date: _____

DISCLOSURES (Indicate “none” if applicable. Otherwise, please give a brief explanation of the conflict):

KDL POLICY 5.3.1

CONTEST PARTICIPATION

LAST REVISED 8.15.19

To promote Library services and support the Library's mission, KDL sponsors contests for its patrons. Contests are open to all KDL cardholders and interested parties regardless of affiliation with the Library pursuant to the specific rules and regulations of each contest. KDL strives to administer all contests fairly and impartially, awarding prizes in accordance with the specific rules and regulations of each contest.

KDL POLICY 5.4

CODE OF ETHICS—BOARD

LAST REVISED 8.15.19

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

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

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

9. Complaints: A trustee shall not act on complaints from the public or staff on Library matters, but shall refer complaints to the Executive Director. Unresolved complaints may be taken up for Board action if a policy revision is necessary or legal consequences result. [KL2]

~~9.~~

10. Investments in Conflict with Official Duties: No trustee of the Library shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.

11. Private Employment: No trustee of the Library shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

12. Use of Library Property: No Library trustee shall use or permit the use of property, owned or leased by the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board of Trustees.

DISTRIBUTION OF THIS CODE

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

CODE OF ETHICS – ACKNOWLEDGEMENT

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

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

Signature: _____

Print Name: _____

Date: _____

KDL POLICY 5.5

PETTY CASH

LAST REVISED 8.15.19

The Board of Trustees of Kent District Library authorizes individual petty cash funds to exist at the Finance Department and at the branches. The funds are to be used for small miscellaneous purposes. The Director of Finance and the branch managers shall serve as petty cash custodians.

KDL POLICY 5.6

ACCEPTANCE OF NON-BOOK GIFTS

LAST REVISED 8.15.19

Kent District Library may accept non-book gifts (e.g., plants, art, musical instruments, aquariums, office equipment, etc.), if the cost of supporting the ongoing maintenance is part of the gift. If maintenance is not part of the original gift, the gift will be accepted only if the funding for the maintenance is within the budget of the Library. Gifts involving ongoing maintenance costs require the approval of the Executive Director prior to acceptance. No gifts are accepted with restrictions. All gifts may be utilized, sold, or disposed of in the best interest of the Library.

Event Sponsorships

Programs held at KDL's branch libraries that are underwritten by an individual or corporate sponsor may be acknowledged at the branch by appropriate signage. Such signage will be placed within close proximity of the event's promotion. The signage shall be removed after the sponsored event has taken place.

Acknowledging Sponsorship of Equipment, Furniture, and Fixtures

Signage acknowledging a donor's sponsorship of durable equipment, furniture, and/or fixtures that stay at the branch until and if the Library deems it appropriate to remove it. Such signage shall remain near the sponsored equipment/furniture and will list the name of the donor(s).

The library reserves the right to have the donor's name engraved on certain types of furniture such as benches, play stations, outdoor playsets, etc.

KDL POLICY 5.7

CREDIT CARD USE

LAST REVISED 8.15.19

Kent District Library maintains corporate credit card accounts. These cards are to be used for the purchase of goods or services for the official business of the Library. The Director of Finance is responsible for overseeing credit card issuance, monitoring, retrieval, and compliance with this policy. The total purchases made through the Library's multiple credit cards will not exceed \$100,000 per month.

The balance, including interest, due on an extension of credit under the credit card arrangement shall be paid within not more than 60 days of the initial statement date.

KDL POLICY 5.8**NON-SUFFICIENT FUNDS (NSF) CHECK RETURN FEE**

LAST REVISED 7.21.17

Kent District Library will charge \$30.00 per check for all returned checks. The \$30.00 fee covers the cost of labor to handle the returned check and the bank fee charged to KDL for the return.

KDL POLICY 5.9

FRAUD PREVENTION

LAST REVISED 8.15.19

Fraud generally involves a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:

- Embezzlement, theft, misappropriation or other financial irregularities.
- Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files).
- Improprieties in the handling or reporting of financial transactions.
- Misappropriation of funds, securities, supplies, inventory, or any other asset belonging to the Library, its employees, or Library visitors (including collection materials, furniture, fixtures, or equipment).
- Authorizing or receiving payment for goods not delivered/received or services not performed.
- Authorizing or receiving payments for hours not worked.

Fraud or related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination.

Any employee or trustee who knows or has reason to know of fraud or related misconduct shall report that to the Executive Director or the Chair of the Board of Trustees. Trustees and employees are expected to use their best efforts to be aware of indications of fraud and related misconduct in their areas of responsibility.

When fraud or related misconduct is reported, the Director of Finance, under the direction of the Executive Director, will conduct an appropriate investigation and take all necessary action, including reporting such activity to the appropriate authorities.

KDL POLICY 5.10

CAPTURE OF KDL MILLAGE

LAST REVISED 7.21.17

Kent District Library is a taxing authority permitted to levy ad valorem taxes for library purposes by virtue of a voter approved millage (“Library Millage”). In keeping with the designated purpose of the approved millage, the Kent District Library Board seeks to maintain and preserve Library Millage for library purposes.

Municipalities located within the district served by Kent District Library are authorized to establish various tax increment authorities under state law and to adopt development and tax increment financing plans that may result in the capture of a portion of Library Millage by such authorities. These tax increment authorities may include, but are not limited to, downtown development authorities, local development finance authorities, and corridor improvement authorities.

Under certain circumstances, the Kent District Library Board is authorized to exempt Library Millage from capture by such authorities. As a means of preserving Library Millage for library purposes, the Library Board will exercise its right to exempt Library Millage from capture by such authorities to the extent permitted by law.

KDL POLICY 5.11

FUNDRAISING

LAST REVISED 7.21.17

Kent District Library will adhere to the highest ethical standards while engaging in fundraising activities. Kent District Library supports the Association of Fundraising Professionals' [Code of Ethical Principals and Standards](#).

Kent District Library believes that responsible stewardship and respect for donors is essential. Kent District Library supports a [Donor Bill of Rights](#) to direct our relations with current and prospective donors.

KDL POLICY 5.12

RECORDS RETENTION

LAST REVISED 7.21.17

In order to meet the administrative, legal, fiscal, and archival requirements of the State of Michigan, Kent District Library will manage its records in accordance with the [General Schedule #17 \(GS #17\)](#) developed for Michigan public libraries. If and when GS #17 is amended, Kent District Library will modify its procedures as necessary to remain in compliance with this schedule.

KDL POLICY 5.13

FIXED ASSETS

LAST REVISED 8.15.19

Kent District Library purchases short-term and long-term fixed assets. Fixed Assets include land, land improvements, buildings, building improvements, equipment, furniture, physical collection and fixtures that:

1. Have a useful life of more than three years;
2. Are acquired for use in the KDL operation; and
3. Are not intended for resale.

Threshold

The cost of an individual asset item to be capitalized shall exceed \$5,000. Any asset not meeting this threshold shall be expensed in the current period.

Video Inventory

Video inventory is less time-consuming than physical inventory and will be done on a yearly basis.

Additions

The acquisition cost of land, buildings, and equipment shall include all reasonable and necessary expenditures to get the item(s) in place and ready for the intended use. This includes, but is not limited to, invoice price, legal fees, installation costs, and freight. All additions shall be made in compliance with Policy 5.2, and recorded in the current period and correctly classified.

Disposals

No item of property or equipment shall be removed from Library property without approval of the Finance Department. Furniture and equipment valued at less than \$500 may be offered to KDL employees for purchase at fair market value, determined by the Library, on a first come, first serve basis. Furniture and equipment valued at more than \$500 will be offered to the public.

The Library is not responsible or liable for the condition of any surplus furniture or equipment nor will the Library provide support or maintenance for furniture or equipment purchased by staff or through public auction.

At the time the property is retired, it will be recorded as required by generally accepted accounting principles. When the disposal is via a trade-in of a similar asset, the acquired asset should be recorded at the book value of the trade-in asset plus any additional cash paid. In no instance should such cost exceed the fair market value for the new asset. Fully depreciated assets remain on the fixed asset list with related accumulated depreciation as long as the property is still in use.