

KENT DISTRICT
LIBRARY



JANUARY 2022 BOARD OF TRUSTEES PACKET

DRAFT

BOARD OF TRUSTEES

Meeting Agenda

LOCATION

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

DATE & TIME

Thursday, January 20, 2022 at 4:30 PM.

1. CALL TO ORDER**2. PLEDGE OF ALLEGIANCE****3. INTRODUCTION OF THE NEW KDL BOARD MEMBER**

Nicole Lintemuth: Representing the Lowell Area

4. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: December 16, 2021 Open & Closed Sessions
- C. Lakeland Library Cooperative Report: December 9, 2021

5. LIAISON REPRESENTATIVE COMMENTS**6. PUBLIC COMMENTS******7. FINANCE REPORTS – December 2021*****8. DIRECTOR’S REPORT – December 2021****9. NEW BUSINESS**

- A. KPI Review
- B. Conflict of Interest Statements and Board Code of Ethics
- C. 2022 Credit Card Agreement
- D. Policy Manual Review: Section 4.3.1- Photography and Videography* *First Reading*
- E. Memorandum of Understanding - Krause Branch Expansion*
- F. Resolution: Billing Rate for Foster Swift Legal Services* *Roll Call*
- G. Resolution: eRate Amendment* *Roll Call*
- H. 4th Quarter Strategic Plan Update
- I. Executive Director’s Evaluation*

10. LIAISON REPRESENTATIVE COMMENTS**11. PUBLIC COMMENTS******12. BOARD MEMBER COMMENTS****13. MEETING DATES**

Next Regular Meeting: Thursday, February 17, 2022 – KDL Cascade Branch, 4:30 PM

14. ADJOURNMENT*

* *Requires Action*

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



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

Thursday, December 16, 2021 at 4:30 PM.

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

BOARD ABSENT: None.

STAFF PRESENT: Cheryl Cammenga, Jaci Cooper, Jennifer DeVault, Randy Goble, Elvia Myers, Kurt Stevens, Brian Mortimore, Christine Mwangi, Lance Werner and Emily Whelan

GUESTS PRESENT: Bill Brinkman

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: November 18, 2021

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

Support: Supported by Ms. Weller.

RESULT: Motion carried.

4. REGIONAL MANAGER UPDATE

- Regional Manager I Cheryl Cammenga gave the following updates from Gaines (GNS) and Kentwood (KWD) Branches:

During the past year:

- Both branches participated in Lunches to Go with Feeding America.
- Storytimes resumed, with participation numbers reaching almost pre-pandemic numbers in the fall.
- New displays and merchandizing standards from the Circulation Moonshot project were implemented and are still heavily in the works.

- Curbside remained a popular option among patrons and the 24/7 pickup lockers at Kentwood increased in popularity.
- The Kentwood Branch partnered with the City of Kentwood to be the central location for a community food pantry. City staff maintain and stock the pantry shelves in the library lobby once a week, as well as branch staff, when necessary.
- Both Kentwood and Gaines have struggled with staff turnover and are still in the process of filling positions.
- Each branch is slowly making gains on circulation. Compared to 2019, both Kentwood and Gaines circulation is down 19 and 21 percent, respectively.

In 2022:

- Gaines and Kentwood's goal is to get new and returning users back to the branches by concentrating efforts on Outreach to seniors, recent immigrants, and area school families.
- Branch Outreach and Programming Specialist Hennie Vaandrager and Regional Manager I Cheryl Cammenga have joined the Community School Leadership Team, comprised of school professionals and organizations serving the underserved, homeless and refugee students and their families. They are building relationships and partnerships with organizations such as the Refugee Education Center and the Woodfield Apartments after school recreation program.
- With schools currently not allowing visitors into the classrooms, branch staff have created online book talks for the classroom. The Kentwood Friends of the Library have also purchased books for the students.

5. LIAISON REPRESENTATIVE COMMENTS – Plainfield Township Representative Bill Brinkman shared that Plainfield Township is doing its best to survive the pandemic, that the township passed the budget at the last meeting, and that another grant has been requested for the Grand River Park Expansion.

6. PUBLIC COMMENTS** – None.

7. FINANCE REPORTS – November 2021*

Finance Manager Emily Whalen gave a brief overview of the year-to-date financials:

- Cash is slightly down from last year—Approximately \$1.1M less than last year.
- KDL has received 100% of budgeted annual revenues and has spent 81% budgeted expenditures. (With the Service Center's next shipment of furniture delayed until the end of January, expenditures can only be accounted for when delivered.)
- The two largest checks written for the month of November were to Sirsidynix in the amount of \$136K for the ILS and to Priority Health in the amount of \$126K for employee healthcare.
- There was one voided check for a replacement check that was lost.
- The Board asked questions and the Finance Manager responded.

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

Support: Supported by Mr. Myers.

RESULT: Motion carried.

8. LAKELAND LIBRARY COOPERATIVE REPORT

Chair Bruursema gave the following update on LLC New Business:

- In the past 18 months, the City of Rockford, Algoma, Cannon, and Courtland Townships have been exploring the possibility of pulling out of the Kent District Library system and establishing their own independent library district. Lakeland provided statistics and reports to both parties regarding the financial impact on Lakeland should this separation from KDL take place. If the Lakeland Board were to accept Rockford and the neighboring townships as an independent member, KDL would withdraw from Lakeland and restrict borrowing to only KDL patrons. This would also result in a substantial budget reduction at Lakeland that will not be made up by state aid and other operating fees. On December 8, the townships held a public meeting in Rockford that was attended by over 300 residents. Approximately 70 residents spoke out against the separation. The LLC Board agreed to form an ad-hoc committee to address this issue and to support KDL.

9. DIRECTOR'S REPORT – November 2021

- Executive Director Lance Werner shared that The Kent District Library won Urban Library Council's award for Top Innovator in Institutional Change and Strategic Management for the Project Management Office: Strategy and ROI.
- The Library also received honorable mentions for:
 - KDL's Community Collaboration with Affinity Mentoring for Anti-Racism, Equity, Diversity and Inclusion
 - A Multimedia Community Partnership for Communicating the Library's Value with "Wimee's Words."
 - KDL Multiple Organization Partnership Puertas Abiertas
 - KDL's Mama Bear & Baby Cubs Support Group
- Mr. Werner thanked Caitie Oliver for her dedication to the KDL Board of Trustees and to the KDL Family.

10. NEW BUSINESS.

A. 2022 Election of Officers*

Motion: Mr. Dykhuis moved to appoint Mr. Myers as KDL Board of Trustees Chair, Ms. Weller as Vice-Chair, Mr. Erlewein as Treasurer and Ms. Gilreath Watts as secretary for the 2022 calendar year.

Support: Supported by Mr. Erlewein. Ms. Oliver abstained.

RESULT: Motion carried.

B. 2022 Trustee Board Assignments*

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

Motion: Mr. Noreen moved to reappoint Ms. Weller & nominate Ms. Bruursema to serve as KDL Board representatives on the 2022 KDL Alliance of Friends, to reappoint Mr. Myers and Mr. Erlewein to serve as KDL Board representatives on the 2022 KDL Pension Board, and to reappoint Ms. Bruursema to serve as a KDL Board representative on the 2022 Lakeland Library Cooperative Board.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

C. 2021 KDL Year in Review

Director of Projects and Planning Jaci Cooper shares 2021 KDL Year in Review Presentation as a reflection of the Amazing Impact KDL has done in the Community.

The Board asked staff questions and the staff responded.

D. Policy Manual – Section 6: Personnel – *First Reading**

Human Resources and Organizational Development Brian Mortimore discussed that there were no changes to the Policy Manual and gave clarification to the Drug testing requirements.

Motion: Ms. Oliver moved to approve the Policy Manual – Section 6: Personnel as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion Carried 6-2.

11. LIASON REPRESENTATIVE COMMENTS – None.

12. PUBLIC COMMENTS – None.**

13. BOARD MEMBER COMMENTS

Ms. Bruursema – Chair Bruursema shared the honor of being the Chair of the KDL Board of Trustees. She thanked Ms. Oliver for her dedication to the Library and that she enjoyed visiting all 20 locations this week in KDL Holiday Gift distribution.

Mr. Erlewein – Mr. Erlewein thanks the KDL Board for their representation in the Rockford Meeting regarding Krause Memorial and wishes everyone a Merry Christmas.

Mr. Dykhuis – Mr. Dykhuis shares his gratitude for working with Ms. Oliver and he is delighted in the Grandville Branch having all its furniture in except for WonderKnook.

Ms. Gilreath-Watts – Ms. Gilreath-Watts shared that she is going to miss Ms. Oliver and that she has appreciated all of her hard work and dedication to the board. Ms. Gilreath-Watts attended the Rockford meeting and enjoyed hearing the impressive stories that everyone shared. She appreciates and respects the leadership that Ms. Bruursema brought to the KDL Board.

Mr. Myers – Mr. Myers thanked KDL Board Chair Shirley Bruursema for her service and Ms. Oliver for all her hard work and support on the board. Lastly, he wished everyone a Merry Christmas and Happy Holidays.

Mr. Noreen – Mr. Noreen thanked KDL Board Chair Shirley Bruursema for all of her institutional knowledge and sends his well wishes to Ms. Oliver in her next endeavor. He also thanked the KDL team for their consistent efforts in making KDL great. He wished everyone a Merry Christmas and Happy New Year's.

Ms. Oliver – Ms. Oliver has had great passion for all of the work she did as a KDL Board Trustee and has enjoyed the dramatic timeframe of the county. She has found so much pride in supporting the Constitution and the First Amendment.

Ms. Weller – Ms. Weller shared her sadness over news of Regional Manager I Dawn Lewis' retirement and her tremendous impact on KDL, stating that Dawn will be deeply missed. Ms. Weller acknowledged Executive Assistant Elvia Myers for helping with the KDL Friends Alliance and wishes everyone a Merry Christmas and Happy New Year.

14. MEETING DATES

Regular Meeting: Thursday, January 20, 2022 – Kent District Library Service and Meeting Center or via teleconference, 4:30 PM.

15. CLOSED SESSION – Executive Director's Performance Evaluation

Motion: Mr. Noreen moved at 6:38 PM to meet in a closed session pursuant to section 8(a) of the Open Meeting Act for the purpose of conducting the Executive Director's performance evaluation.

Support: Supported by Ms. Oliver

Mr. Bruursema – Yes

Mr. Dykhuis – Yes

Mr. Erlewein – Yes

Ms. Gilreath-Watts – Yes

Mr. Myers – Yes

Mr. Noreen – Yes

Ms. Weller – Yes

Ms. Oliver – Yes

RESULT: Motion Carried 8-0.

Motion: Mr. Dykhuis moved to adjourn the closed session and resume the Regular Board Meeting at 7:52 PM.

Support: Supported by Mr. Erlewein.

16. EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE

Chair Bruursema noted that the KDL Board discussed Executive Director Werner's performance and proposed a salary increase for 2022.

Motion: Ms. Weller moved to approve Executive Director's salary increase for 2022.

Support: Supported by Ms. Oliver.

Motion: Motion carried.

The KDL Board shared their gratitude towards Executive Director Werner for his service and noted that he has had a successful year within the organization and local community, considering all of the obstacles. Executive Director Werner shared his appreciation for the Board's decision.

17. ADJOURNMENT

Motion: Ms. Weller for adjournment at 7:58 PM.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

Lance Werner, KDL Executive Director

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, December 9, 2021, at 9:30 a.m.
Kent District Library Service Center**

Present: Dale Parus, Karen McKinnon, Diane Kooiker, Shirley Bruursema, Peggy Hemerling, John McNaughton, Lance Werner, Kelly Richards

Staff Present: Carol Dawe and Sheryl VanderWagen

Absent: Maggie McKeithan

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:36 a.m. by Dale Parus. There were 23 additional participants.
 - a) Introduce New Members: Matthew Lubbers-Moore is the new director at Fruitport District Library
- 2) **APPROVAL OF AGENDA:** Lance Werner moved, supported by John McNaughton, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** None
- 4) **PUBLIC COMMENTS:** Brian Mortimore (KDL) spoke about the meeting in Rockford regarding the Rockford branch. He was proud of the number of people who attended and spoke in support of KDL and particularly Heather Wood-Gramza who spoke as a local resident at the meeting. Lance Werner introduced Jennifer DeVault, KDL's new Director of Operations.
- 5) **APPROVAL OF MINUTES:** Peggy Hemerling moved, supported by Shirley Bruursema, to approve the board minutes from November 11, 2021, as presented – *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) November Financials and Check Register: Motion by Lance Werner, supported by Karen McKinnon to approve the November financial report and check register as presented – *motion carried*.
- 7) **PRESIDENT'S REPORT:** None
- 8) **COOPERATIVE DIRECTOR'S REPORT:** Carol Dawe did not have anything to add to her written report. She reported that work on the ARPA grant is moving forward. The committee has a meeting next Tuesday.
- 9) **COUNCIL/COMMITTEE REPORTS**
- 10) **NEW BUSINESS**
 - a) Kent District Library and Krause Memorial Library: Lance Werner provided background information regarding the current situation. In the past 18 months, the City of Rockford, Algoma, Cannon, and Courtland Townships have been exploring pulling out of KDL and establishing an independent library district largely because they want KDL to build a new or expand the existing library building. Lakeland provided statistics and reports to both parties regarding the financial impact on Lakeland should this separation from KDL take place. If the Lakeland Board were to accept Rockford and the neighboring townships as an independent member, KDL would withdraw from Lakeland and restrict borrowing to only KDL patrons. This would also result in a substantial budget reduction at Lakeland that could not be made up by revenue from state aid and operating fees from those 4 units of government that would form the new district library in Rockford. On December 8th, there was a public meeting in Rockford that was attended by over 300 residents. Approximately 70 residents spoke out against the separation. The LLC Board agreed to form an ad-hoc committee to address this issue and support KDL.
- 11) **PUBLIC COMMENTS:** Heather Wood-Gramza reported that Howard Miller Library will hold an open house to showcase their new Tovertofel (Magic Table) that projects images on the floor and other surfaces, allowing people with cognitive differences to interact with them. They have been using it with staff but will soon make it available for the public. Amber McLain reported the results of the

recent book challenge at Patmos Library. She has a 24-page packet for the book, Gender Queer by Maia Kobabe that she will share if there are challenges to this book at other libraries. At Patmos, the book will become part of the professional collection but will be available to patrons for checkout. She noted there are several opportunities in the coming weeks to learn more about the uptick in challenges to library materials. She will send the dates and times out on email.

12) **BOARD MEMBER COMMENTS**

John McNaughton reported that Jessica Bratt is the new Assistant Director at the Grand Rapids Public Library.

Karen McKinnon reported that work is progressing on the addition. She is also seeking a new youth services staff member at Leighton.

Peggy Hemerling thanked the Lakeland staff for getting things done and picking up the slack when needed. She especially, thanked Terry Cross for his efforts.

Shirley Bruursema reported that she conducted a trustee training session with Clare Membiela from the Library of Michigan on December 6. There were 49 trustees in attendance. They will repeat the program on December 13, 6:00 – 7:30 p.m. She will deliver holiday gift baskets to the staff at each of the KDL branches in the coming week.

Kelly Richards noted that this is his last meeting and that he will be departing for Philadelphia next month. He noted that he will miss everyone and encouraged us to support each other as new issues continue to crop up.

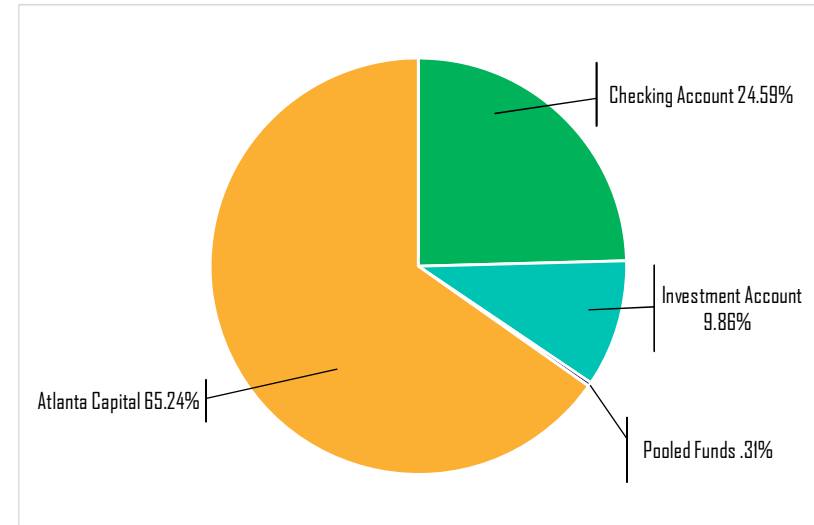
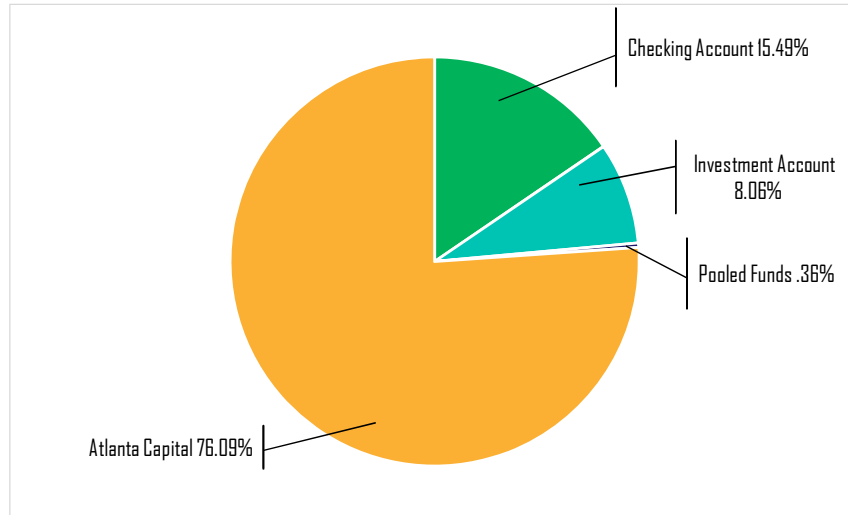
13) **NEXT MEETING:** Thursday, January 13, 2022, 9:30 a.m. at Kent District Library Service Center.

14) **ADJOURNMENT:** Karen McKinnon, supported by Peggy Hemerling moved to adjourn at 10:35 a.m. - *motion carried.*

Respectfully submitted by,
Sheryl VanderWagen



Monthly Cash Position Per Bank Month ended December 31



2021		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$2,422,573.14
Huntington Investment Account	0.010%	\$1,260,709.67
*Kent County Pooled Funds	0.632%	\$55,888.54
Atlanta Capital Investments		\$11,898,823.00
		<u>\$15,637,994.35</u>

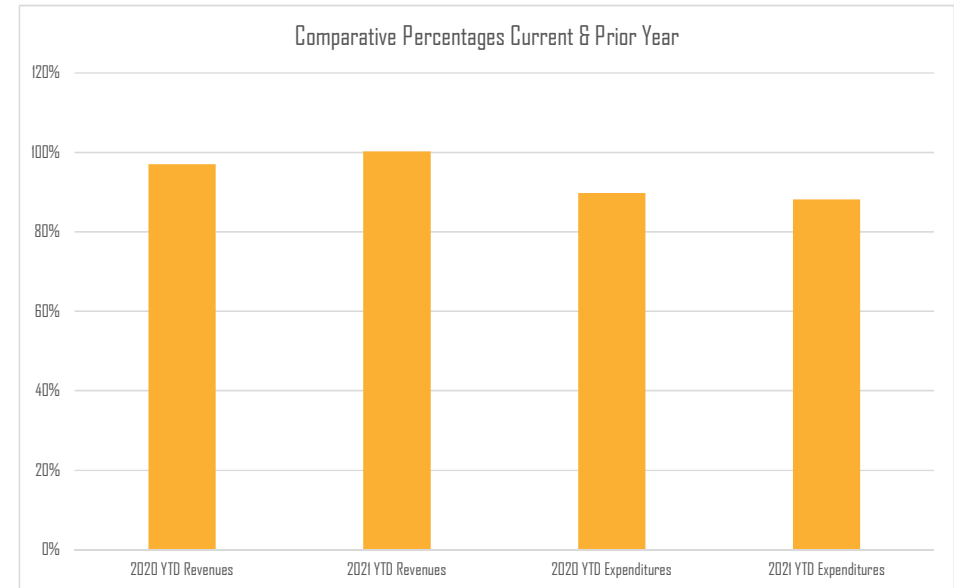
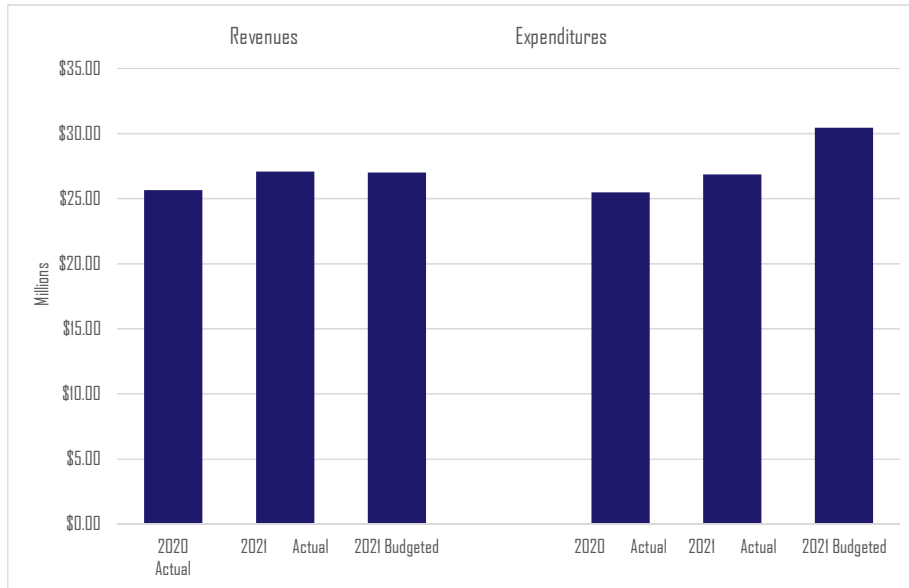
2020		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$4,490,658.10
Huntington Investment Account	0.009%	\$1,800,663.80
*Kent County Pooled Funds	0.728%	\$56,469.64
Atlanta Capital Investments	0.000%	\$11,912,177.00
		<u>\$18,259,968.54</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended December 31



Budget to Actual with Prior Year Comparison

Revenues

2020 Actual	\$	25,676,901
2021 Actual	\$	27,092,950
2021 Budgeted	\$	27,025,126

Expenditures

2020 Actual	\$	25,488,002
2021 Actual	\$	26,879,848
2021 Budgeted	\$	30,466,272

Comparative Percentages Current & Prior Year

Account

Account	Amount
2020 YTD Revenues	97.1%
2021 YTD Revenues	100.3%
2020 YTD Expenditures	89.8%
2021 YTD Expenditures	88.2%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2021 Through 12/31/2021
(In Whole Numbers)

	YTD Actual	2021 Amended Budget	2021 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	24,202,638	24,272,208	(69,570)	(0)%
Penal Fines	591,227	550,000	41,227	7 %
Charges for Services	46,294	35,000	11,294	32 %
Interest Income	(9,152)	253,500	(262,652)	(104)%
Public Donations	300,387	376,945	(76,558)	(20)%
Other Revenue	1,032,368	701,400	330,968	47 %
State Sources	929,188	836,073	93,115	11 %
Total Revenues	27,092,950	27,025,126	67,824	0 %
Expenditures				
Salaries and Wages	12,287,482	13,004,693	717,211	6 %
Employee Benefits	3,230,536	4,218,780	988,244	23 %
Collections - Digital	2,276,998	2,286,425	9,427	0 %
Collections - Physical	2,218,479	2,392,571	174,092	7 %
Supplies	547,895	862,428	314,533	36 %
Contractual and Professional Services	1,415,285	1,821,546	406,261	22 %
Programming and Outreach	135,106	373,580	238,474	64 %
Maintenance and Utilities	2,599,460	2,467,877	(131,583)	(5)%
Staff Development	75,409	225,826	150,417	67 %
Board Development	0	11,450	11,450	100 %
Other Expenditures	660,979	936,208	275,229	29 %
Capital Outlay	1,432,220	1,864,889	432,669	23 %
Total Expenditures	26,879,848	30,466,272	3,586,425	12 %
Excess Revenue Over (Under) Expenditures	213,102	(3,441,146)	3,654,249	(106)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2021 Through 12/31/2021
(In Whole Numbers)

	YTD Ending December 31, 2020	YTD Ending December 31, 2021	Total Variance
Revenues			
Property Taxes	23,204,356	24,202,638	998,281
Penal Fines	619,366	591,227	(28,139)
Charges for Services	42,072	46,294	4,221
Interest Income	177,821	(9,152)	(186,973)
Public Donations	306,145	300,387	(5,758)
Other Revenue	416,962	1,032,368	615,406
State Sources	907,195	929,188	21,993
Transfers In	2,984	0	(2,984)
Total Revenues	25,676,901	27,092,950	1,416,049
Expenditures			
Salaries and Wages	12,387,934	12,287,482	(100,452)
Employee Benefits	3,285,354	3,230,536	(54,818)
Collections - Digital	2,104,907	2,276,998	172,090
Collections - Physical	2,247,242	2,218,479	(28,763)
Supplies	808,991	547,895	(261,096)
Contractual and Professional Services	1,122,620	1,415,285	292,665
Programming and Outreach	217,566	135,106	(82,460)
Maintenance and Utilities	1,681,198	2,599,460	918,261
Staff Development	117,120	75,409	(41,711)
Board Development	725	0	(725)
Other Expenditures	706,448	660,979	(45,469)
Capital Outlay	807,896	1,432,220	624,324
Total Expenditures	25,488,002	26,879,848	1,391,846
Excess Revenue Over (Under) Expenditures	188,899	213,102	24,203

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2021 Through 12/31/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Amended Budget	2021 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	7,777	23,951,055	24,006,516	(55,461)	(0)%
4412 Delinquent personal property taxes	2,377	12,328	10,000	2,328	23 %
4432 DNR - PILT	0	34,638	16,000	18,638	116 %
4437 Industrial facilities taxes	0	204,617	239,692	(35,075)	(15)%
Total Property Taxes	10,154	24,202,638	24,272,208	(69,570)	(0)%
Penal Fines					
4581 Penal fines	0	591,227	550,000	41,227	7 %
Total Penal Fines	0	591,227	550,000	41,227	7 %
Charges for Services					
4650 Printing/fax fees	39	592	10,000	(9,408)	(94)%
4658 Overdue fines	0	292	0	292	0 %
4660 Other Patron Fees	335	1,325	5,000	(3,675)	(74)%
4685 Materials replacement charges	3,127	44,085	20,000	24,085	120 %
Total Charges for Services	3,501	46,294	35,000	11,294	32 %
Interest Income					
4664 Interest Earned on Restricted Investments	30	283	1,000	(717)	(72)%
4665 Interest earned on deposits and investments	(21,690)	(12,797)	250,000	(262,797)	(105)%
4666 Interest Earned - Property Taxes	894	3,362	2,500	862	34 %
Total Interest Income	(20,766)	(9,152)	253,500	(262,652)	(104)%
Public Donations					
4673 Restricted donations	50,413	255,517	176,945	78,572	44 %
4674 Unrestricted donations	7,765	44,870	200,000	(155,130)	(78)%
Total Public Donations	58,178	300,387	376,945	(76,558)	(20)%
Other Revenue					
4502 Universal Service Fund - eRate	0	680,251	696,900	(16,649)	(2)%
4651 Admission/Entry fees	1,721	2,318	0	2,318	0 %
4667 Building rental	0	100	0	100	0 %
4668 Royalties	36	2,825	4,500	(1,675)	(37)%
4676 Reimbursement of expenditures	0	1,330	0	1,330	0 %
4686 Sale of Equipment	310	4,877	0	4,877	0 %
4688 Miscellaneous	134	(359)	0	(359)	0 %
4690 CARES Act - Emergency Sick Leave Credit	0	2,739	0	2,739	0 %
4695 Health Insurance Plan Experience Rebate	0	338,288	0	338,288	0 %
Total Other Revenue	2,201	1,032,368	701,400	330,968	47 %
State Sources					
4540 State Aid	0	343,156	315,000	28,156	9 %
4541 State aid - LBPH/TBBC	0	41,073	41,073	0	0 %
4548 Renaissance Zone reimbursement	0	75,053	75,000	53	0 %
4549 Personal Property tax reimbursement	0	469,907	405,000	64,907	16 %
Total State Sources	0	929,188	836,073	93,115	11 %
Total Revenues	53,267	27,092,950	27,025,126	67,824	0 %

Expenditures

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2021 Through 12/31/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Amended Budget	2021 Amended Budget to Actual Variance	Percent Remaining
Salaries and Wages					
5700 Board Stipend	510	3,030	3,720	690	19 %
5706 Extra duty stipends	200	4,700	5,202	502	10 %
5713 Salary & Wages	1,164,285	12,279,752	12,995,772	716,020	6 %
Total Salaries and Wages	1,164,995	12,287,482	13,004,693	717,211	6 %
Employee Benefits					
5709 FICA	82,121	898,963	993,840	94,878	10 %
5716 Defined Benefit Pension Plan Expenditures	0	0	80,959	80,959	100 %
5717 Defined Contribution Pension Plan Contributions	47,545	540,832	737,736	196,904	27 %
5718 Employee Health Benefits	8,522	1,356,297	1,754,802	398,505	23 %
5720 HSA/Flex	0	352,600	409,580	56,980	14 %
5723 Retiree Health Care OPEB	(466)	(5,591)	1,800	7,391	411 %
5724 Life Insurance	3,904	28,955	30,048	1,093	4 %
5725 Additional Life Insurance	0	6,192	28,377	22,186	78 %
5727 Gradifi Student Loan Assistance	2,541	39,589	138,532	98,944	71 %
5728 YMCA Membership Support	60	670	16,301	15,631	96 %
5730 Other Employee Benefits	148	12,029	16,804	4,775	28 %
5842 Unemployment Claims	0	0	10,000	10,000	100 %
Total Employee Benefits	144,375	3,230,536	4,218,780	988,244	23 %
Collections - Digital					
5785 Cloud Library/OverDrive	0	1,483,530	1,532,000	48,470	3 %
5786 Hoopla	0	483,500	410,000	(73,500)	(18)%
5787 Digital Collection	15,400	98,165	107,795	9,630	9 %
5788 Miscellaneous Electronic Access	1,696	211,803	236,630	24,827	10 %
Total Collections - Digital	17,096	2,276,998	2,286,425	9,427	0 %
Collections - Physical					
5791 Subscriptions	590	74,323	77,600	3,277	4 %
5815 KDL Cruisers	0	29,991	29,991	0	0 %
5871 Branch Local Materials - Restricted Donation Expenditures	769	5,390	14,325	8,935	62 %
5982 Collection Materials - Depreciable	122,689	1,194,826	1,143,280	(51,546)	(5)%
5983 CD/DVD Collection Materials - Non-Depreciable	63,533	420,777	551,750	130,973	24 %
5984 Beyond Books Collection - Non-Depreciable	44,633	493,172	575,625	82,453	14 %
Total Collections - Physical	232,214	2,218,479	2,392,571	174,092	7 %
Supplies					
5750 Collection Processing & AV Supplies	32,651	146,134	199,411	53,277	27 %
5751 Supplies	1,861	37,403	118,039	80,636	68 %
5752 Paper	2,230	21,832	29,340	7,508	26 %
5753 AV Supplies	0	240	0	(240)	0 %
5754 Disposable Technology <\$1000	0	78,598	0	(78,598)	0 %
5755 Maintenance Supplies - Custodial	190	6,023	47,160	41,138	87 %
5756 Water Cooler Supplies & Water	106	3,541	0	(3,541)	0 %
5757 Meeting Center Supplies	0	192	0	(192)	0 %
5760 Technology & Accessories <\$1000	2,795	59,365	165,670	106,305	64 %
5764 KDL Staff Event, Supplies & Awards	0	0	26,000	26,000	100 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2021 Through 12/31/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Amended Budget	2021 Amended Budget to Actual Variance	Percent Remaining
5765 Wellness Supplies	0	906	0	(906)	0 %
5766 Team KDL Supplies	129	7,228	0	(7,228)	0 %
5767 New EE Shirts/Tote Bags	0	1,209	5,000	3,791	76 %
5768 Promotions Supplies	1,457	11,089	33,743	22,653	67 %
5769 Service Awards	0	364	0	(364)	0 %
5770 Other Awards/Prizes	13,684	96,743	115,645	18,902	16 %
5771 Non-Alcoholic Beverages	760	4,023	19,722	15,699	80 %
5790 Books (not for circulation)	0	4,972	10,500	5,528	53 %
5799 Miscellaneous Supplies	307	13,718	0	(13,718)	0 %
5851 Mail/Postage	539	5,935	27,875	21,940	79 %
5900 Copier/Printer Overage Charges	0	48,380	64,323	15,943	25 %
Total Supplies	56,708	547,895	862,428	314,533	36 %
Contractual and Professional Services					
5792 Software	1,664	361,919	623,750	261,830	42 %
5801 Professional & Other Contracted Services	188,437	438,778	523,008	84,230	16 %
5803 IT Consultant - Consulting Svcs.	141	141	0	(141)	0 %
5804 Other Consultants	4,241	29,533	0	(29,533)	0 %
5805 Audit Services	0	32,300	34,000	1,700	5 %
5806 Legal Services	3,735	22,842	50,000	27,158	54 %
5809 Temporary Contracted Employees	4,800	4,800	15,000	10,200	68 %
5811 IT Contracted Services	11,250	32,974	0	(32,974)	0 %
5813 Delivery Services	9,728	127,028	154,368	27,340	18 %
5814 Security Services	5,860	41,762	53,316	11,554	22 %
5816 Employment Recruiter	0	3,159	0	(3,159)	0 %
5817 Lakeland Library Co-op services	0	5,810	4,950	(860)	(17)%
5818 Shredding services	81	898	550	(348)	(63)%
5819 Drug Screenings/background checks	120	2,216	3,500	1,284	37 %
5820 Other Professional Services	0	1,506	0	(1,506)	0 %
5823 Inspection Services	0	2,503	3,200	697	22 %
5825 KDL Staff Event Services	0	0	23,950	23,950	100 %
5827 Catering	551	14,202	33,800	19,598	58 %
5829 Custodial/cleaning services	530	6,813	29,450	22,637	77 %
5830 Other Contracted Services	1,339	21,528	0	(21,528)	0 %
5834 Wellness Services	0	2,800	0	(2,800)	0 %
5836 Employee & Partner Care (Flowers, Etc)	7	6,914	6,500	(414)	(6)%
5890 ILS Fees	0	130,506	147,620	17,114	12 %
5891 Licenses and Fees	386	4,828	4,685	(143)	(3)%
5893 Marc Records License	656	5,297	7,500	2,203	29 %
5956 Other Benefits Administration Fees	1,798	27,884	34,500	6,616	19 %
5957 Pension Administration Fees	1,750	5,523	6,600	1,077	16 %
5958 Payroll processing fees	4,658	54,719	41,000	(13,719)	(33)%
5960 Banking Fees	503	2,959	8,450	5,491	65 %
5961 TSYS/Credit Card Fees	3,396	23,143	11,850	(11,293)	(95)%
Total Contractual and Professional Services	245,633	1,415,285	1,821,546	406,261	22 %
Programming and Outreach					
5794 Outreach Supplies	0	10,296	0	(10,296)	0 %
5795 Programming & Outreach Supplies	8,129	49,638	157,490	107,852	68 %
5865 Programming Services	1,741	21,633	34,165	12,532	37 %
5885 Speakers/Performers	9,550	53,206	181,475	128,269	71 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2021 Through 12/31/2021
(In Whole Numbers)

		Current Month	2021 YTD	2021 Amended Budget	2021 Amended Budget to Actual Variance	Percent Remaining
5950	Airport Free Library	0	332	450	118	26 %
	Total Programming and Outreach	19,420	135,106	373,580	238,474	64 %
	Maintenance and Utilities					
5810	IT COLO Infrastructure Services	58,228	698,739	700,000	1,261	0 %
5822	Maintenance Contracts	0	5,074	7,300	2,226	30 %
5848	Mobile Hotspots	36,630	57,704	20,204	(37,500)	(186)%
5849	Cell Phones/ Stipends	5,950	25,905	25,692	(213)	(1)%
5850	Telephones	17,072	104,990	32,392	(72,598)	(224)%
5852	Internet/Telecomm Services	56,850	694,570	668,042	(26,528)	(4)%
5918	Water/Sewer	0	2,884	3,500	616	18 %
5919	Waste Disposal	435	6,226	6,100	(126)	(2)%
5920	Utlities	3,273	48,253	55,000	6,747	12 %
5921	Natural Gas	428	6,158	15,000	8,842	59 %
5925	Lawn care & Snowplowing	1,152	13,296	26,300	13,004	49 %
5926	Lawn/Landscaping	0	1,516	2,000	485	24 %
5928	Branch Maintenance Fees	0	418,310	420,907	2,597	1 %
5929	Land Repair and Maintenance	500	1,235	2,300	1,065	46 %
5930	Repairs & Maintenance	7,956	103,723	88,000	(15,723)	(18)%
5931	Equipment Repair and Maintenance	396	5,708	24,750	19,042	77 %
5932	Vehicle Repairs and Maintenance	0	3,074	6,900	3,826	55 %
5933	Software & IT Hardware Maintenance Agreements	0	157,858	103,168	(54,690)	(53)%
5934	Other Repair and Maintenance	0	81	1,450	1,369	94 %
5940	Rentals & Leases	1,540	225,928	226,064	136	0 %
5941	Printer/Copier Leases	0	18,230	32,808	14,578	44 %
	Total Maintenance and Utilities	190,411	2,599,460	2,467,877	(131,583)	(5)%
	Staff Development					
5910	Staff Development & Conferences	12,155	62,076	214,596	152,520	71 %
5911	Conferences	0	5,789	0	(5,789)	0 %
5913	Travel/Lodging	6,282	7,543	11,230	3,687	33 %
	Total Staff Development	18,437	75,409	225,826	150,417	67 %
	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	176	2,315	9,220	6,905	75 %
5860	Parking	3	46	6,245	6,200	99 %
5861	Mileage Reimbursement	1,956	19,413	72,014	52,601	73 %
5870	Branch Local Misc - Restricted Donation Expenditures	10,222	124,195	212,620	88,425	42 %
5873	Website	2,975	130,161	134,060	3,899	3 %
5874	Employment Advertising	0	0	1,000	1,000	100 %
5875	Advertising	20,026	101,482	97,150	(4,332)	(4)%
5879	Branch Advertising	0	340	3,525	3,185	90 %
5884	Royalty Free Creative(Photography, Video, etc)	250	3,891	8,700	4,809	55 %
5901	Outsourced Printing & Publishing	6,523	38,727	61,500	22,773	37 %
5906	Promotions/Marketing	0	6,443	9,420	2,977	32 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2021 Through 12/31/2021
(In Whole Numbers)

		Current Month	2021 YTD	2021 Amended Budget	2021 Amended Budget to Actual Variance	Percent Remaining
5907	Sponsorships/Donations	0	14,700	0	(14,700)	0 %
5912	Meetings	1,273	7,449	31,550	24,101	76 %
5915	Memberships, Dues & Fees	85	37,126	66,135	29,009	44 %
5916	Dues and Fees	0	9,729	0	(9,729)	0 %
5935	Insurance	0	69,292	62,920	(6,372)	(10)%
5936	Vehicle Liability Insurance	0	10,734	15,500	4,766	31 %
5937	Flood Insurance	0	6,882	20,000	13,118	66 %
5938	Bond Insurance	0	10,724	11,873	1,149	10 %
5939	Workers Compensation Insurance	0	17,236	48,000	30,764	64 %
5942	Errors and Omissions Insurance	0	25	25	0	0 %
5955	Miscellaneous	0	(306)	5,870	6,176	105 %
5959	Sales Taxes	0	6	500	494	99 %
5964	Property Tax Reimbursement	0	47,923	55,380	7,457	13 %
5965	MEL Return Items	6	2,436	3,000	564	19 %
5970	Payments to the Endowment Fund	0	10	0	(10)	0 %
	Total Other Expenditures	43,496	660,979	936,208	275,229	29 %
	Capital Outlay					
5975	Building Improvements - Non-Depreciable	77,689	252,153	650,000	397,847	61 %
5976	Building Improvements - Depreciable	0	293,845	0	(293,845)	0 %
5977	Technology - Non-Depreciable (\$1000-4999)	0	600,014	624,584	24,570	4 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	29,401	281,208	580,275	299,067	52 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	5,000	10,030	5,030	50 %
	Total Capital Outlay	107,090	1,432,220	1,864,889	432,669	23 %
	Total Expenditures	2,239,873	26,879,848	30,466,272	3,586,425	12 %
	Excess Revenue Over (Under) Expenditures	(2,186,605)	213,102	(3,441,146)	3,654,249	(106)%

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 12/1/2021 Through 12/31/2021

Check Number	Vendor Name	Check Amount	Check Date
83319	Lake Michigan Credit Union	360,800.00	12/22/2021
83333	Rehmann LLC / Rehmann Technology Solutions, LLC	159,200.00	12/22/2021
83344	TerHorst & Rinzema Construction Co.	84,669.00	12/22/2021
83307	IP Consulting, Inc.	69,854.93	12/22/2021
83305	Ingram Library Services Llc	59,698.00	12/22/2021
83273	Everstream Holding LLC- Michigan	54,542.36	12/22/2021
83213	Ingram Library Services Llc	50,741.57	12/8/2021
12202021	The Huntington Bank - Michigan	46,399.99	12/20/2021
9894071264	Verizon Wireless - MiFy Routers & Cell phones	33,842.15	12/23/2021
83240	TMC Furniture, Inc.	25,000.00	12/8/2021
12092021	The Huntington Bank - Michigan	25,000.00	12/9/2021
83312	John W. Covington / DBA The Jon Covington Group	22,697.00	12/22/2021
83175	Bibliotheca, Llc	21,698.95	12/8/2021
9890284272	Verizon Wireless - MiFy Routers & Cell phones	21,131.00	12/2/2021
83243	Value Line Publishing Llc	20,350.00	12/8/2021
83229	Rabble LLC	15,400.00	12/8/2021
83214	IP Consulting, Inc.	14,136.78	12/8/2021
M0136542327	American Heritage Life Insurance Company / Allstate Benefits	14,037.69	12/7/2021
M0136542357-1	American Heritage Life Insurance Company / Allstate Benefits	13,692.74	12/31/2021
213190001178	Priority Health	12,240.58	12/1/2021
83310	Issue Media Group, LLC	12,000.00	12/22/2021
83238	Submittable	11,900.00	12/8/2021
83326	Midwest Tape	11,490.80	12/22/2021
83225	Midwest Tape	10,026.01	12/8/2021
83265	Comerica Bank	9,026.12	12/22/2021
9892488674	Verizon Wireless - MiFy Routers & Cell phones	9,002.50	12/2/2021
83177	Comerica Bank	8,858.37	12/8/2021
83336	Same Day Delivery, Inc	8,192.00	12/22/2021
83226	NEO GOV	7,300.78	12/8/2021
83322	Midwest Collaborative For Library Services	7,075.79	12/22/2021
83174	Baker & Taylor	6,608.47	12/8/2021
83254	Baker & Taylor	6,409.45	12/22/2021
83179	Rooftop Reindeer	5,700.00	12/8/2021
83268	DK Security	5,520.00	12/22/2021
83239	Thomas Klise/Crimson Multimedia	5,460.00	12/8/2021
83330	Pam Spring Advertising, Llc	4,987.00	12/22/2021
83261	City of Grand Rapids	4,800.00	12/22/2021
9888247517	Verizon Wireless - MiFy Routers & Cell phones	4,781.16	12/2/2021
83277	Gantry Business Solutions LLC	4,240.50	12/22/2021
INV02926784	Paycor, Inc.	4,050.34	12/9/2021
83184	Governmental Consultant Services Inc.	4,000.00	12/8/2021
1054021-1221	PLIC - SBD Grand Island	3,903.53	12/1/2021
83231	Same Day Delivery, Inc	3,584.00	12/8/2021
83334	RNL Graphics Solutions, LLC	3,541.21	12/22/2021
83219	Library Ideas, Llc	3,535.80	12/8/2021
83306	Interphase Office Interiors, Inc.	3,430.91	12/22/2021
83269	Dymaxion Research Ltd	3,408.00	12/22/2021
207057865415	Consumers Energy	3,273.18	12/2/2021
83176	Blackstone Audio Inc	3,259.39	12/8/2021

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 12/1/2021 Through 12/31/2021

Check Number	Vendor Name	Check Amount	Check Date
83237	Staples Business Advantage	3,148.09	12/8/2021
83281	Holland Litho Printing Services	3,084.18	12/22/2021
9890436776	Verizon Wireless - MiFi Routers & Cell phones	3,058.61	12/2/2021
9892642604	Verizon Wireless - MiFi Routers & Cell phones	3,013.24	12/2/2021
83355	Wolverine Printing Company	3,004.92	12/22/2021
83247	World Book, Inc.	2,997.00	12/8/2021
83256	The Lillie Labor Law Firm P.C.	2,790.00	12/22/2021
234915	TelNet Worldwide, Inc.	2,699.57	12/23/2021
83182	Findaway World, Llc	2,352.71	12/8/2021
83262	Clark Communications and Marketing, LLC	2,318.75	12/22/2021
83348	UAW Local 2600	2,223.40	12/22/2021
83241	UAW Local 2600	2,208.74	12/8/2021
83187	Hodges Coaching LLC	1,800.00	12/8/2021
83169	Adtegrity / Media Place Partners	1,794.58	12/8/2021
83317	Kushner & Company Inc	1,750.00	12/22/2021
536266	123.Net, Inc	1,724.00	12/15/2021
83227	Pam Spring Advertising, Llc	1,677.00	12/8/2021
83315	Kalamazoo Sanitary Supply / KSS Enterprises	1,672.83	12/22/2021
83170	Advanced Benefit Solutions, Inc / 44 North	1,570.00	12/8/2021
83349	Unique	1,338.78	12/22/2021
83327	Lifeworks (US) LTD.	1,332.66	12/22/2021
83353	Walker City Treasurer	1,287.03	12/22/2021
83276	Cengage Learning	1,214.03	12/22/2021
201452066326	Consumers Energy	1,206.25	12/8/2021
83171	All Season Lawn Care	1,151.67	12/8/2021
83259	Central Michigan Paper	1,142.70	12/22/2021
83218	Lewis Paper	1,079.65	12/8/2021
83274	Findaway World, Llc	1,072.11	12/22/2021
83245	Vanguard Fire & Security Systems Inc	1,066.00	12/8/2021
83342	Staples Business Advantage	1,004.55	12/22/2021
83329	Nationwide Trust Company, FSB	1,000.00	12/22/2021
83255	Blackstone Audio Inc	949.72	12/22/2021
83275	Foster, Swift, Collins & Smith, P.C.	945.00	12/22/2021
83217	Leslie Boker	800.00	12/8/2021
83328	Nationwide	797.94	12/22/2021
83252	Automatic Equipment Sales & Service, Inc.	701.44	12/22/2021
83228	Plymouth Rocket, Inc.	650.00	12/8/2021
83278	Grand Rapids Community Foundation	616.00	12/22/2021
INV02957148	Paycor, Inc.	608.00	12/23/2021
83270	Edc Educational Services	586.93	12/22/2021
83185	Grand Rapids Building Services	530.00	12/8/2021
RIS0003819700	Delta Dental Of Michigan	525.15	12/13/2021
83346	Servcore Group, LLC / Timber Ridge Tree Care, LLC	500.00	12/22/2021
83183	Cengage Learning	451.05	12/8/2021
83331	Performance Assessment Network	440.00	12/22/2021
2340811	Arrowaste	435.16	12/16/2021
2036757-1221	Dte Energy	428.17	12/1/2021
83354	Wolverine Power Systems	386.25	12/22/2021
83251	Aqua Blue Aquarium Solutions	378.00	12/22/2021
2249852	TASC	357.57	12/29/2021
83180	DK Security	340.00	12/8/2021
83318	LaFontsee Galleries	272.14	12/22/2021

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 12/1/2021 Through 12/31/2021

Check Number	Vendor Name	Check Amount	Check Date
83321	Lewis Paper	260.89	12/22/2021
83340	Shirley Bruursema	250.48	12/22/2021
83279	GreenMichigan.org	250.00	12/22/2021
83249	Adolfo Valle	250.00	12/22/2021
83258	Center Point Publishing	237.30	12/22/2021
83335	Sabopr	221.50	12/22/2021
83263	Comcast Cable	218.40	12/22/2021
83347	Troost Service Company	180.00	12/22/2021
014877	Medtipster.com, LLC.	167.66	12/21/2021
83257	Caitlin S. Oliver	133.92	12/22/2021
83242	US Postal Service	130.00	12/8/2021
83260	Charles R. Myers	125.52	12/22/2021
83264	Comcast Cable	124.90	12/22/2021
83338	Sheri Gilreath-Watts	123.84	12/22/2021
83172	Ashley Smolinski	120.25	12/8/2021
83181	ClearStar, Inc.	120.00	12/8/2021
83332	Peter Dykhuis	113.76	12/22/2021
83350	Vanessa Walstra	108.00	12/22/2021
83337	Sarah Ann Weller	102.56	12/22/2021
83272	Environmental Door Inc	95.00	12/22/2021
83266	David Palma	94.81	12/22/2021
83244	Vanessa Walstra	85.46	12/8/2021
83271	Employee Assistance Center (EAC)	85.00	12/22/2021
83248	Absopure Water Company	83.50	12/22/2021
9891889515	Verizon Wireless - MiFy Routers & Cell phones	82.76	12/2/2021
83351	Vital Records Holdings, LLC / VRC Companies, LLC	81.30	12/22/2021
83313	Joshua Bernstein	80.30	12/22/2021
83186	Heart Of West Michigan United Way	78.00	12/8/2021
83280	Heart Of West Michigan United Way	78.00	12/22/2021
83250	Andrew Erlewein	77.92	12/22/2021
83267	Demco, Inc	65.75	12/22/2021
83352	Walgreen Co	63.00	12/22/2021
83282	Holly Goulet	59.00	12/22/2021
83345	Thomas Noreen	51.84	12/22/2021
83232	Shannon Palmer	46.79	12/8/2021
9886074024	Verizon Wireless - MiFy Routers & Cell phones	36.03	12/2/2021
83230	Saddleback Educational, Inc.	29.90	12/8/2021
83316	Kendra Decker	29.04	12/22/2021
83308	Irene Talen	27.99	12/22/2021
83168	Absopure Water Company	22.50	12/8/2021
83339	Sheryl Vanwoerkom	15.95	12/22/2021
83215	Jaclyn Abbate	14.99	12/8/2021
83311	Jamie Cushman	14.96	12/22/2021
83314	Julie Beute	14.00	12/22/2021
83309	isolved Benefit Services	13.16	12/22/2021
83246	Whitney Davis	12.99	12/8/2021
83320	Leah Hansen	8.62	12/22/2021
83216	Jessica Cousineau	7.99	12/8/2021
83178	Dana Hiemstra	7.99	12/8/2021
83283	Ilze Caterino	5.99	12/22/2021
83343	Sunfield District Library	5.99	12/22/2021

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 12/1/2021 Through 12/31/2021

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
Report Total		1,379,695.12	
		<u><u> </u></u>	

Kent District Library
Check/Voucher Register - Voided Checks
From 12/1/2021 Through 12/31/2021

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
81894	Walker City Treasurer	(1,287.03)	12/22/2021
82827	GreenMichigan.org	<u>(250.00)</u>	12/22/2021
Report Total		<u><u>(1,537.03)</u></u>	

Director's Report

The following question was asked: Please give the top 2-3 winter events that patrons (and staff!) get most excited for at your branch, along with a few goals you have set for/with your team for the year 2022.

Alpine, Tyrone + Walker

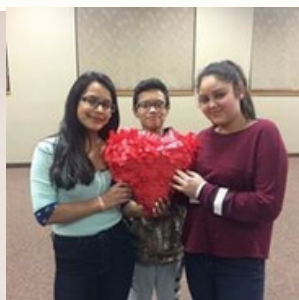
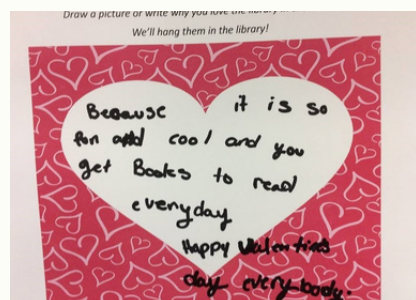
In late winter, our patrons look forward to two perennial favorite programs: The Heart to Heart Craft Party, where younger kids enjoy making holiday-themed crafts, and the Anti-Valentine's Day Bash, where teens gather together with their peers to poke good-natured fun. The Heart to Heart Craft Party will be held at Walker on February 8 at 10:00 AM, at Tyrone on February 9 at 3:30 PM and at Alpine on February 9 at 6:30 PM. The Anti-Valentine's Day Bash will take place at Walker on February 9 at 6:30 PM and at Tyrone on February 15 at 3:30 PM.

In 2022, all three branches aim to dive back into outreach by focusing on connecting with schools, communities, the underserved and seniors. All branches will continue providing virtual outreach to places where in-person outreach is not permitted. The regional team has also formed a committee with the goal and mission of lifting each other up with small acts of kindness. The team will have a brainstorming session on January 12 to generate ideas and plan for a year of kindness and fun

Alto + Engelhardt

The Alto and Englehardt branches are looking forward to having their first indoor and in-person Adult Programming Beyond Books discussion since March 2019. The Englehardt Branch will be hosting "Chronic Stress and Management" on January 12 at 6:30 PM in addition to "Fandom Fun Trivia" on February 8 at 6:00 PM. The Alto Branch will be hosting "Michigan Mushrooms" on January 27 and "Watercolors" on February 17, both of which will take place at 6:30 PM. The Englehardt Branch is heavily invested in many of the senior care facilities in Lowell. This month, visits will begin at Lowell's newest development, Maple Ridge Manor, and staff are looking forward to welcoming new patrons and building new relationships.

While not exactly a new program, both branches continue to enjoy the number of 1,000 Books Before Kindergarten (1KBK) and Mission: Read! completers. Each branch's major goal for 2022 is to try and re-establish the library's pre-COVID role in the community and in our patrons' daily routine. This includes continuing to grow attendance at storytime and getting back into the schools. Though the library continues to provide virtual book talks and book drop-offs, nothing can replace a face-to-face connection. With this in mind, staff look forward to putting extra effort into "March is Reading Month."



Byron + Grandville

At both branches, staff are looking forward to doing standard programming again after taking a break for the holidays. At Grandville, staff are trying out a new program called “Crafts and Coffee,” a drop-in program for parents to drink a hot beverage and socialize with other parents while their kids do a special craft and/or play in the children’s area. This started in the first week of January and has been hugely popular thus far. On February 25, the Michigan Sled Dogs will also come visit the branch, which is always fun for everyone involved. At Byron, patrons are always so excited for storytime that any additional programming is not usually in high demand. In fact, extra storytime slots had to be added to the roster in the middle of last season just to meet demand. Nevertheless, one special program that remains a Byron favorite is the upcoming Heart to Heart craft party in February.

As far as the year goes, each branch has largely resumed regular outreach efforts, but staff are looking forward to getting even more involved as the Library reconnects with schools. Staff are also always on the look-out for new ways to engage with the community and make the library even more engrained in the community fabric.



Caledonia + Cascade

This past year, the Cascade Branch partnered with Kent ISD Bright Beginnings to host a “Winter Playdate” on December 15. This station-style program served over 100 preschoolers, toddlers and babies with a morning of process art and other simple activities. Other popular events included the Fantasy Festival on December 28 and “Meet the Sled Dogs” on January 15 at 10:00 AM. Similarly, “Ready for Reindeer” is always a winter favorite at Caledonia, giving patrons an opportunity to see these kind and gentle animals up close. Caledonia also held a Fantasy Festival on December 29 and patrons went all out when it came to participation. This branch hopes for a similarly enthusiastic turn out when they host laser tag on January 18 at 5:00 PM. The beauty of this program is that it allows teens to explore the library in a whole new way—With lasers!

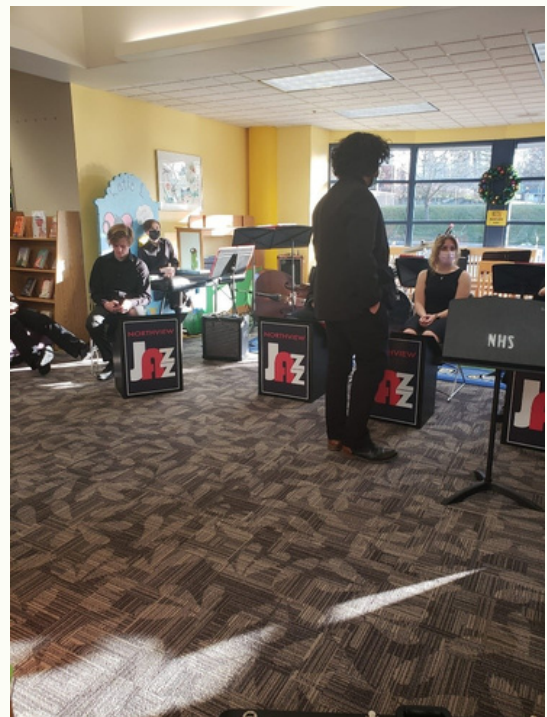
Looking ahead to 2022, Cascade and Caledonia staff will aim to make the library experience more accessible to new users and will think more creatively about outreach to the community.



Comstock Park + Plainfield

Over the winter holiday, patrons came in droves to both the Comstock Park and Plainfield branch locations for a chance to spot some of Santa's very own reindeer. Comstock Park welcomed over 400 people to the event and Plainfield well over 500 people. In addition to reindeer, this popular event also featured free hot chocolate and crafts. Plainfield even welcomed the Northview High School Jazz Band for some live entertainment. It was an incredible experience to accommodate literally crowds of people back into the branches. Special thank you to Branch Outreach and Programming Specialists Susan Erhardt, Jackie Boss and Laura DeJong for the massive amount of effort that went into organizing these events.

For 2022, the branches look forward to being more active in outreach. Branch Librarian Dave Shaw has been building a relationship with the Ambrose Retirement Village in Plainfield. Meanwhile, Branch Librarian Lisa Rodkey and Youth Paraprofessional Leigh Verburg are committed to getting more in touch with York Creek Apartments in Comstock Park. What all staff members say they've missed the most is being back in the schools, though all librarians are working to maintain close contact with local teachers and are visiting as much as possible. Still, due to ongoing COVID-19 concerns, many schools are simply not ready yet to welcome back volunteers.



Outreach + Programming

Career Online High School Diploma

For the month of December, KDL is celebrating a graduate! Outreach Specialist of Economic and Workforce Development Hannah Lewis delivered some goods to celebrate this amazing student. KDL also had three new applications and one granted scholarship and is excited to continue offering this amazing opportunity.

Gingerbread Lane

For the second year KDL provided take home gingerbread house kits for patrons. Over 2,200 bags were filled with gingerbread house supplies. These were passed out at every branch and on Bookmobile stops.

Great Start Collaborative Training

KDL joined GSC for a two-session training, focused on parents and caregivers, to explore and practice the Five Basics. The amazing Branch Librarian Sarah Fox was the trainer and the rest of the team supported the content with hands-on activities, resources, and a feedback “harvesting” session, where participants shared how they apply this knowledge.

Fantasy Festival

Cascade Township and Caledonia Township Branches hosted Fantasy Festivals over the holiday break. A total of 195 patrons attended the programs exploring crafts and activities related to the most popular fantasy novels. Patrons made potions, magical picture frames, beaded bracelets and more!

Happy Noon Year

Ten KDL branches hosted Happy Noon Year in-person on New Year’s Eve. Over 700 patrons attended the program ringing in the new year at noon. Families celebrated with crafts, noisemakers and more.

Rapid Growth Media

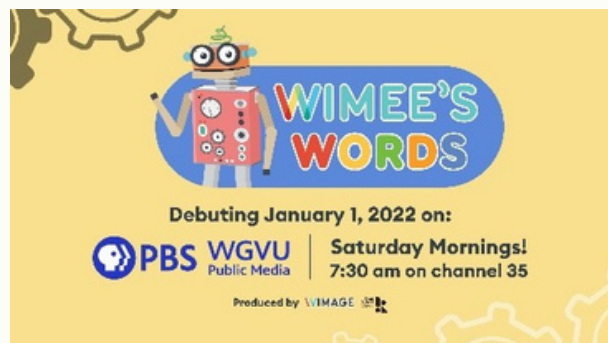
Outreach Specialist of Economic and Workforce Development Hannah Lewis spoke with Rapid Growth Media's Tommy Allen about the interesting facts that her department does for KDL. Take a look:

[https://www.wgvunews.org/the-wgvu-morning-show/2021-12-09/rapid-growth-media?](https://www.wgvunews.org/the-wgvu-morning-show/2021-12-09/rapid-growth-media?fbclid=IwAR3sY6fCt0CElUbbAR2jPuOj38sGhXHK7DO3GMWbZ0S5uyl4GwF-58Mh3s)

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Rosetta Stone

Bookmobile Librarian Kelaine Mish created a Video to explain how to install the Rosetta Stone app. The request for this instructional video came from an outreach efforts with a local Treetops Collective Organization. The intent is for this video to provide helpful information during outreach events, and for groups and schools to assist with language learning. Rosetta Stone also includes the ability to learn Pashto/ Pashtu and Dari, popular languages spoken by Afghanistan refugees in West Michigan. The Bookmobile team is excited to learn some phrases to welcome our new neighbors! (Salâm) سلام



Gratitude Stories

Alpine Township Branch

Found this awesome message in the kids area this week!



Amy Van Andel Library

The staff at the Amy Van Andel Library received this lovely note from Anita: This is a small token of gratitude for your kindness, generosity, and compassion as I was studying for my Pediatric Boards. You were looking out for me and I am happy to report that I passed my Boards! Thank you for all that [you] do for our community - it makes a BIG difference in so many of our lives!

The holiday decorations at the Amy Van Andel library celebrated all holidays that bring people together. Posters celebrating everything from Christmas and Easter to Ramadan and the 4th of July are displayed. A family came into the library to get library cards -- it was their first time visiting. When mom pointed out to her kids that the display and activity board of favorite holidays featured Diwali, they were thrilled. What a great introduction to their public library!

Byron Township Branch

Two patrons came in today, having never been at this Branch before. They were adults but functioning at a lower level and seeing E and J books. I assisted with the self-checkout. After they left, the young man came back in to thank us for "such a wonderful library with so many wonderful books".

A patron has young daughter and joked with staff that she hit her hold limit. She said that they moved just a year or two ago from Hudsonville and she just loves KDL, especially the website. She said it is absolutely amazing and they are so grateful for it.

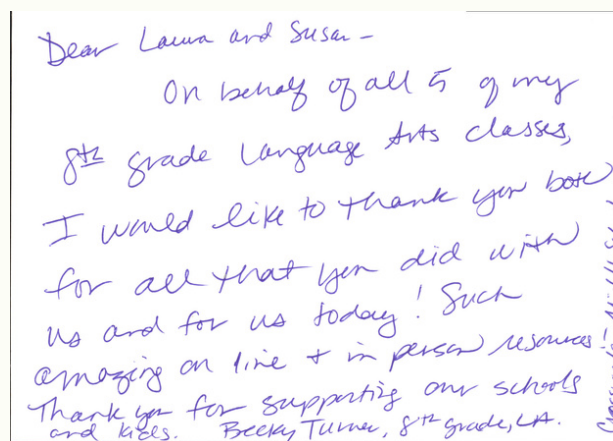
Cascade Township Branch

A lady in my women's group told me she recently obtained a KDL library card. She explained that she had never bothered to get one before because she doesn't have time to read. But, when I led our group on a tour through our branch awhile back, she learned that we have iPads, Go Pros, Hot Spots, Switch consoles, ukuleles, and so many other non-print ways to help simplify, organize, and enrich life. She was excited to get started by borrowing an iPad, and planned on using the library in lots of new ways.

Plainfield Township Branch

Letter written to Branch Outreach and Programming Specialist Susan Erhardt- On behalf of Comprehensive Therapy (CTC), I would like to thank you for making arrangements to host our Therapeutic play and Learn Groups at the Plainfield Branch Library. Your staff was very welcoming and made it easy for us to conduct Play and Learn Groups. The large open space was great! We are able to set up server activities for children to explore, discover and engage. We appreciate the partnership with KDL and look forward to future opportunities.

Below is a letter from a teacher of 8th grade students:



Patron writes: I had the privilege of assisting a patron with a trickier-than-usual print job (color, two-sided, multiple pages etc). When we finished she opened her coin purse and asked what she owed. When I told her KDL is offering free printing, she teared up and told me that while she doesn't love paying taxes, the library has always been a wonderful resource for her and for our community and that she is so proud we are here. Our interaction warmed my heart and I wanted to pass her gratitude for KDL along to you.

Service + Meeting Center

I want to say THANK YOU to whoever decided to purchase the wonderbook chapter books!!!! They are a blessing to kids with dyslexia who struggle getting through a good chapter book! My sweet Son Brock has been hooked on reading every wonderbook in the KDL system.

I was helping this regular patron Chad (who is always so sweet and kind) with his hot spot over the phone today in PSD. When we finally got it working he was super excited and said "Sydney, thank you for being my genie and making my wish come true!" As if that wasn't already the nicest thing, at the end of our phone call, he said "Hey Sydney, can I ask for my other two wishes to be granted today too"? I responded with "Oh, wow, I will try my best to help them come true... What are they Chad"? He responded with "Well, for my second wish I wish for you to have a great day. For my third wish, I wish that you have a great rest of your week." I told him his second wish already came true because I got to talk to him and he really brightened my day. What a guy, Chad is the best!

Tyrone Township Branch

A patron was picking up his hotspot and thanked us for being such a great library. He was amazed at what we offer. He said that people don't even realize how lucky they are to have access to our system. I responded that I was truly grateful to hear him say that and thanked him for supporting us.

Walker Branch

The best sound bite that was overheard in the Kids area this week was a little boy talking to his mom. He asked her "Why can't I just come here in my under ware?" Somebody wants to make the library their second home and feels pretty comfortable here.

During a recent Monday evening family storytime I had a young mom approach me at the desk expressing how much she appreciated this program with "Miss Chellea". She has a 4 year old special needs son who, prior to this program, had never experienced regular interactions with other children or truly felt part of a group. She was thrilled to see his growing love of storytime and attachment to the other children. She was so grateful to Chellea for facilitating this and making everyone there feel like part of a Monday night family. This mom is EAGERLY awaiting the new year so that little Jackson can resume his Monday night routine with his buddies and Miss Chellea 😊.

Katie Kudos

31

WINNERS FOR DECEMBER 2021

KEVIN KAMMERAAD

COMMUNITY ENGAGEMENT

NOMINATED BY SARAH PROANO

HELPFUL

BECAUSE..."When you take on a project, you make sure to listen to all the voices and make them shine. Your willingness to go the extra mile and the kindness you share, make our teamwork so easy. I appreciate all your efforts, that are many indeed."

AND

NOMINATED BY HANNAH LEWIS

AUTHENTIC

BECAUSE..."Kevin has been kind, creative, and supportive to me as a new member of the team. I'm thankful for his presence."

AND

NOMINATED BY DAVID SPECHT

HELPFUL

BECAUSE..."I'm currently working with the folks at ROC to pull together a last-minute video to solicit donations to a project and unfortunately am forced to quarantine as my wife has COVID. I asked Kevin if he could step in as cameraman and drive out to ROC to capture multiple interviews and programs throughout this week. Without hesitation, he offered his help and made my life much easier. You really saved the day, Kevin! I'm not surprised one bit though. Thank you."

SETH HOEKSTRA - COLLECTIONS SERVICES

NOMINATED BY JESSINE VAN LOPIK

POSITIVE

BECAUSE..."Delivery is a very physically demanding task, which takes up to four hours out of one's regular day to do, and Seth has been filling in for it a lot lately. Doing extra shifts is kind of a necessary evil during the holidays when a lot of people take time off, but he's always been quick to jump in when we need an extra person. I know the rest of the department would agree with me when I say we all really appreciate his Positivity in taking on the hard work so many more times than he's scheduled to do. Thank you, Seth!"

MARGO BIRD - EAST GRAND RAPIDS

NOMINATED BY ANNA DYER

POSITIVE

BECAUSE..."We have a young patron who likes to rearrange our holds when he visits, and doesn't quite understand why that's not helpful. Margo goes out of her way to gently remind him where the DVD section is, why he can't take holds from other people, and explain our shelving to him. Margo is always patient, but she has taken extra effort to both protect our procedures and guide the patron in a compassionate way."

AND

NOMINATED BY KEEVA FILIPEK

AUTHENTIC

BECAUSE..."We have a young patron who likes to "shop" and rearrange our holds for other patrons, and he doesn't quite understand why that is not helpful for the other patrons who are looking for their holds when they arrive. Margo has made the effort to patiently explain to him why we need to focus on leaving the holds in alphabetical order for the other patrons. She always does this in a very kind, consistent, and approachable way!!"

Upcoming Meetings + Dates of Interest

Upcoming Meetings

Regular Board Meeting
Thursday, February 17, 2022
at 4:30 PM
KDL Cascade Branch

Regular Board Meeting
Thursday, March 17, 2022
4:30 PM
KDL Service + Meeting Center

Regular Board Meeting
Thursday, April 21, 2022
4:30 PM
KDL Service + Meeting Center

Dates of Interest

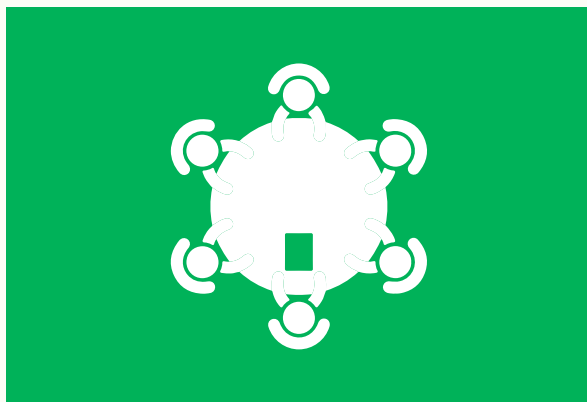
Other Meetings

KDL Pension Meeting
February 16, 2022

1:00 PM
KDL Service + Meeting Center

PLA 2022 Conference
March 23-25, 2022
Portland, OR

ALA Annual Conference
June 23-28, 2022
Washington, DC

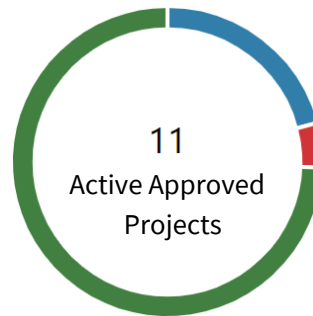




MONTHLY PROJECT REPORT

DECEMBER 2021

- 2 New projects approved
- 13 Projects in approval queue
- 0 Declined



In progress	9
Late	2
Completed	32

- On track
- At risk—budget, scope, timeline
- Paused/cancelled—being redefined or stopped

EDI Collection Audit + Tagging (Phase 2)

- **Project Lead:** Tammy Schneider **Approval Date:** 03.24.21
Status: On track **Due Date:** 12.31.22

Completed goals of what is now known as Phase 1 of the EDI Collection Audit + Tagging project included purchasing a collection audit from Ingram and identifying areas where the current collection was deficient or otherwise lacking in EDI categories, tagging all books based on Ingram's broad categories plus an additional set that the EDI workgroup developed, and creating a regular report for materials tags to ensure a well-balanced collection, among others. With the process now established and the Adult Fiction sample collection complete, Phase 1 Project Lead Samantha Hodge has passed the baton on to Phase 2 Project Lead Tammy Schneider. Deliverables of Phase 2 include establishing a tag set for Youth and Teen materials that is comparable to the Adult Fiction tag set and getting the entire KDL collection tagged in full. This project will also tag the Nonfiction collection based on BISAC categories.

NEW!

Traveling Exhibits

- **Project Lead:** Brad Baker **Approval Date:** 12.29.21
Status: On track **Due Date:** 04.30.22

This project proposes a series of traveling exhibits that can be displayed at four KDL branches (Amy Van Andel, East Grand Rapids, Grandville, and Kentwood) with available public exhibition space. These exhibits will feature either artists from major KDL projects like Write Michigan and the Kaleidoscope or major historical/cultural narratives in partnership with organizations like the African American History Museum, GR Public Museum and GVSU, among others. The first exhibit, Rediscover Grand Rapids, will take place at the EGR branch. Pamela VanderPloeg, architectural researcher, author and curator of ArchitectureGrandRapids.org., takes patrons on a photo journey through Grand Rapids' vibrant downtown streets sharing stories of the beautiful, historic buildings and contemporary architecture at the heart of the city's center. This project is intended to stimulate new visitor traffic in the branches and will require no additional work for branch staff. As part of this project's deliverables, three exhibit "runs" are scheduled to be completed throughout 2022, after which continuation into 2023 will be evaluated after considering community feedback and other data.

NEW!

Circulation Moonshot: Displays + Merchandising



Project Lead: TBD
Status: PAUSED

Approval Date: 06.30.21
Due Date: 05.31.22

The project is on a short pause in order to re-assess project leadership and manager buy-in after the departure of Project Lead Alantha Mansberger shortly after the departure of the project sponsor, Carrie Wilson. Information sessions to ensure buy-in with KDL's changing philosophy around displays and circulation are also being discussed as next steps.

Circulation Moonshot: Weeding Standards



Project Lead: Liz Guarino
Status: On track

Approval Date: 06.30.21
Due Date: 05.31.22

Data gathering concluded December 31. So far, the Rockford branch is weeding roughly an additional 100 items per week by using the "Weed At Check In" method, while also completing weeding via regular paging lists. The Plainfield branch team is also adapting well to the new process, with over 700 items weeded at check-in during the first week of the pilot and a majority of items being weeded through this process. By running pilots at both of these branches, staff ultimately discovered that we don't need to set AV materials and other media aside for later review. Instead, such materials can be reviewed immediately, thereby increasing the ultimate efficiency of the new process. These new processes will be rolled out at the Englehardt branch on January 17 with a kickoff meeting scheduled for January 11.

Circulation Moonshot: Youth + Teen CORE Collection



Project Lead: Tammy Schneider
Status: On track

Approval Date: 10.20.21
Due Date: 03.31.22

Though startup slowed for the holidays, Project Lead Tammy Schneider met with the PMO for a pre-kickoff meeting in December, wherein team members and additional project expectations were verified. Regular meetings of the project team are set to begin mid-January.

Curbside Texting + Interactive Voice Response (IVR)



Project Lead: Morgan Hanks
Status: On track

Approval Date: 10.20.21
Due Date: 03.31.22

As staff explore the software and get ready for in-branch implementation, the project team has identified a few enhancements they would like to explore beforehand, such as ways to make the overall user experience more mobile-friendly and ways to provide more obvious alerts and notifications for a multi-tasking library worker. Additionally, the team is seizing all opportunities to observe how staff are using the software before launch.

EDI Collection Audit + Tagging (Phase 1)



Project Lead: Samantha Hodge
Status: Completed

Approval Date: 03.24.21
Due Date: 12.31.21

Please see New Project update above re: EDI Collection Audit + Tagging (Phase 2).

KDL Mobile App



Project Lead: Remington Steed
Status: On track

Approval Date: 11.29.21
Due Date: 02.28.22

In December, the project team attended a live demo of the BiblioApps product in order to become more familiar with the product and identify the "must-have features" for the KDL iteration. The project team will meet again in January to discuss and further evaluate planned and existing features of the app. If the app is ultimately deemed favorable, then implementation will begin sometime in February.

New Printers and Print Management Service



Project Lead: Kurt Stevens
Status: Completed

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

Printer maintenance will continue to be a part of the department's regular work, but the specific goals of this project, which included finding a new printer management partner, installing the printers, and providing initial staff training, are now officially complete.

MUSICat / KDL Vibes



Project Lead: David Specht
Status: Completed

Approval Date: 03.31.21
Due Date: *new due date of 11.30.21*

As of the new year, KDL Vibes is LIVE and has officially launched to the public! Marketing Communications Specialist Katie Zuidema has done superb work with sending out press releases and other marketing materials, and Project Lead David Specht has given multiple interviews on TV, radio and web/print articles. Word is getting out! The project team will continue to meet regularly as they maintain this service as part of KDL's regular offerings. This includes assembling a new panel of jurors and preparing for the next open submission period in order to keep the service fresh. The project team is satisfied with the success of the project and even more satisfied to be LIVE!

Rehmann - Finance Department Audit



Project Lead: Kim Lindsay
Status: At Risk - Timeline

Approval Date: 11.02.20
Due Date: *new due date 05.31.21*

All efficiency updates have been completed for KDL's internal purchasing software (Microix) and updated approval hierarchies and purchasing thresholds were implemented with the start of the new year. As of this report, the Microix system now mirrors Finance's updated chart of accounts. Remaining punch list items and project deliverables will be completed throughout the spring.

Streaming Sensory Storytimes



Project Lead: Shelley Roossien
Status: On track

Approval Date: 08.18.21
Due Date: 01.15.22

Filming of all sensory storytimes is now complete, and with great success. The project team and all associated youth librarians have now completed six full-length storytimes and 29 segments for eager viewers to enjoy. In the meantime, David Specht is now hard at work editing the first full-length storytime video. To give him ample time to finish, project work will continue past this project's originally projected due date. Nevertheless, marketing materials are in the works, including a press release and a highlight column in KDL's Kaleidoscope. Team members are also compiling a parent resource guide to be included with the videos on the KDL website. This will include enrichment activities, instructions for making sensory tools, and a sensory friendly recommended reading list.

Systemwide WonderKnook Refresh



Project Lead: Missy Lancaster
Status: On track

Approval Date: 09.23.21
Due Date: 11.30.22

TMC Furniture began developing concept drawings based on custom element and theme ideas toward the end of the new year, after which they will finalize preliminary concept sketches to send to the project team for consideration. TMC also consolidated all ideas for the play tables and are moving into production for a sample prototype. Once completed, members of the project team will visit their factory to give feedback and play with the table before it goes into production. Based on branch feedback, TMC will be manufacturing 10 kitchens and 17 play tables (5 large, 9 medium, 3 small), but these are just preliminary estimates until the TMC team can work out the exact cost of these custom elements. Due to the volatile cost of materials, the project team will be keeping a close eye on budget and execution in order to keep this project on track and within budget.



BUILDING PROJECTS



Service + Meeting Center



Project Lead: Missy Lancaster

Status: At Risk - Timeline

Approval Date: 2020

Due Date: *new due date of 04.30.22*

Construction is now complete in all employee areas, though furniture is unfortunately on backorder for the lobby, Finance department, HR department, IT department, etc. The estimated date of arrival for these pieces is now January 28; however, it should be noted that due to supply chain issues this date remains unreliable. Construction for the Bruursema Board Room, Corner Conference Room, HR Conference Room and Learning Lab will begin in February. The plan is to use the same carpet, paint and trim as the rest of the newly redone employee spaces.

Krause Memorial



Project Lead: Jennifer German

Status: N/A

Approval Date: N/A

Due Date: N/A

The Rockford's Got Talent show, the first fundraiser for the Krause Memorial Branch expansion, will take place on Saturday, January 8, 2022. The Library is hopeful for an enthusiastic turnout.

Walker



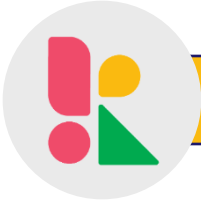
Project Lead: Craig Buno

Status: N/A

Approval Date: N/A

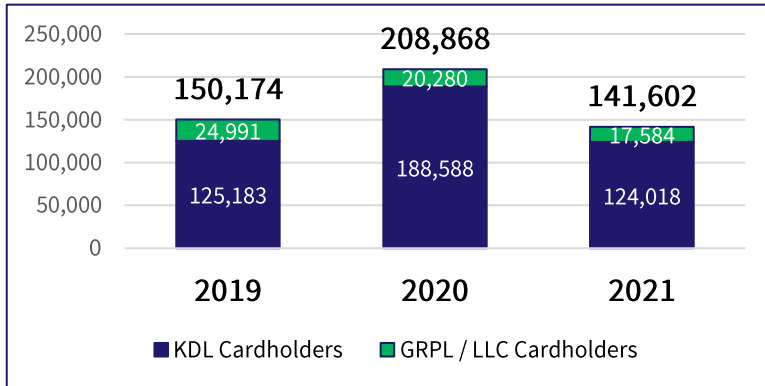
Due Date: N/A

Fishbeck will be presenting plans for the expanded library branch, community center and Walker Ice and Fitness Center to the Walker City Commission on Monday, January 10. There, Fishbeck will give an overview of how they have arrived at the current concept and what factors went into these conceptual decisions, such as projected population growth and projected price points.



DECEMBER 2021 STATISTICAL SUMMARY

Active Patrons:



1,312 Accounts Added in December:

- 1,103 New KDL Cardholders
- 146 New GRPL Cardholders
- 63 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 expired again.

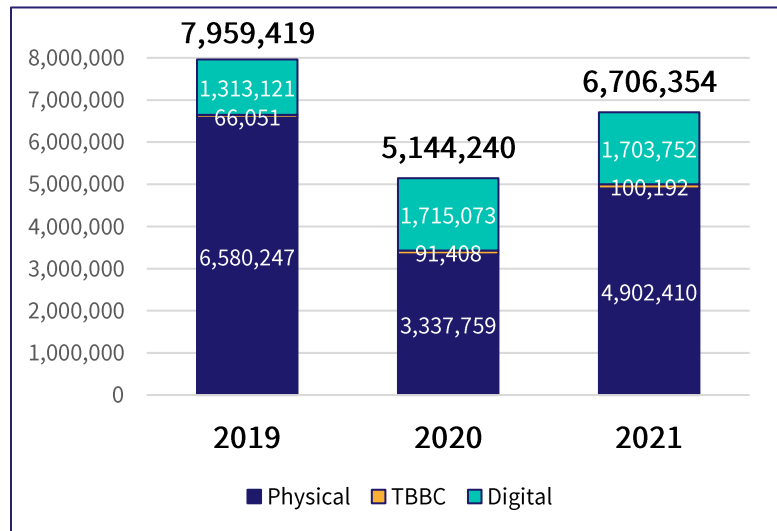
Note: Branches were closed March 13 – August 4, 2020 and November 16, 2020 – January 18, 2021 due to COVID-19. Curbside service began June 15, 2020. Limited in-branch hours were offered August 5 – September 20, 2020.

Comparing to Previous Timeframes:

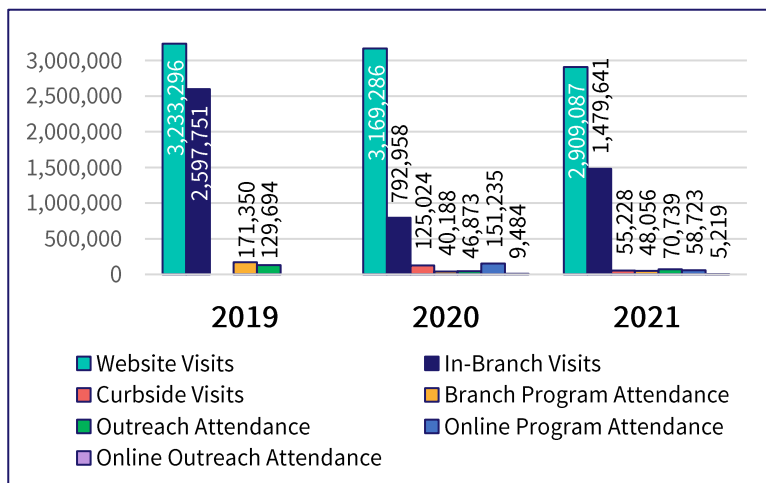
- **Physical Checkouts:** Down 5% from last month; Up 79% from 2020; Down 16% from 2019
- **Digital Checkouts:** Up 4% from last month; Up 1% from 2020; Up 31% from 2019
- **Visitor Count:** Up 2% from last month; Up 371% from 2020; Down 22% from 2019
- **Program Attendees:** Down 0.2% from last month; Up 36% from 2020; Down 39% from 2019

(See following page for more details)

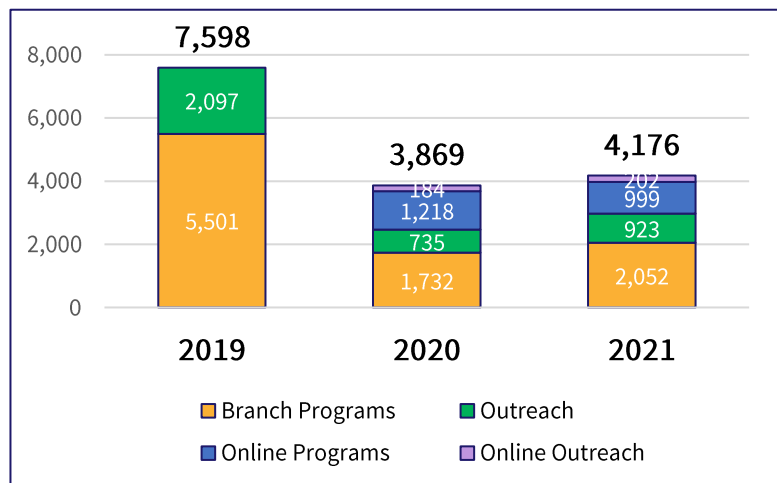
Circulation:



People Served:



Number of Events:

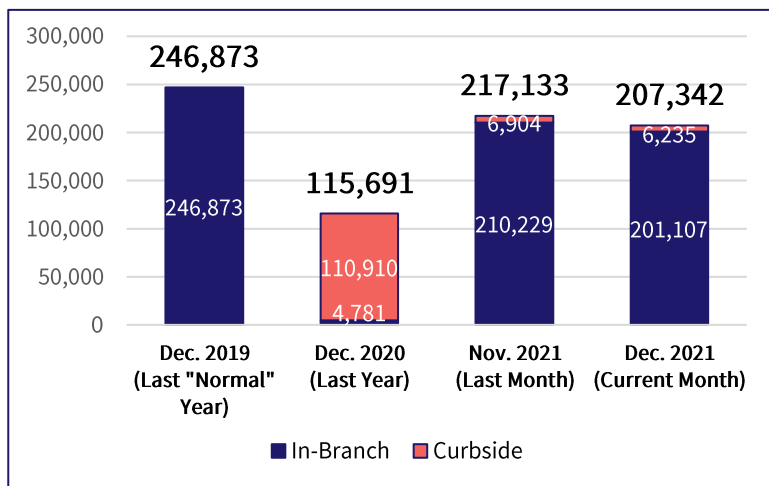




DECEMBER 2021 STATISTICS IN-DEPTH

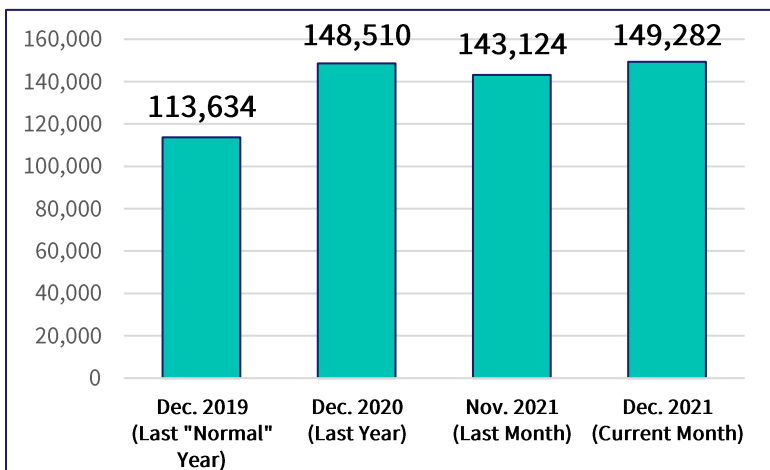
Branches are now back to normal services. How have our basic statistics changed month-to-month and when compared to 2020 (when branches were closed to in-branch services all month), and compared to the last "normal" year of 2019?

Physical Items Checked Out:



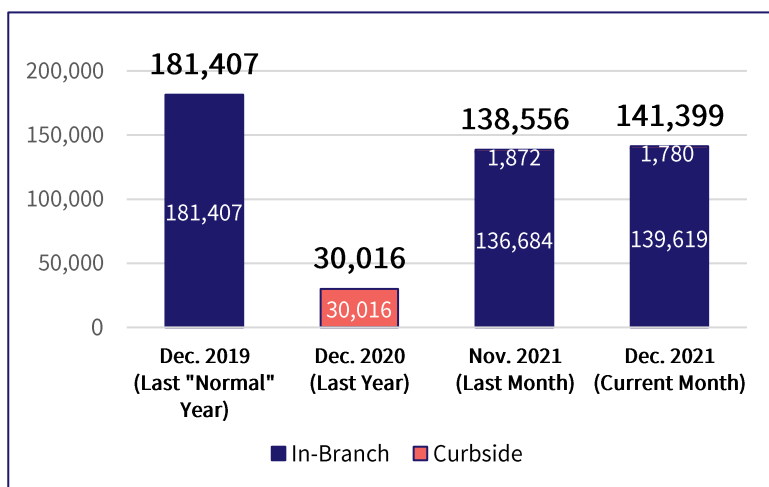
5% fewer total items were checked out compared to last month, and 16% fewer compared to the same month in 2019. Curbside use accounted for 3% of checkouts in December.

Digital Items Checked Out:



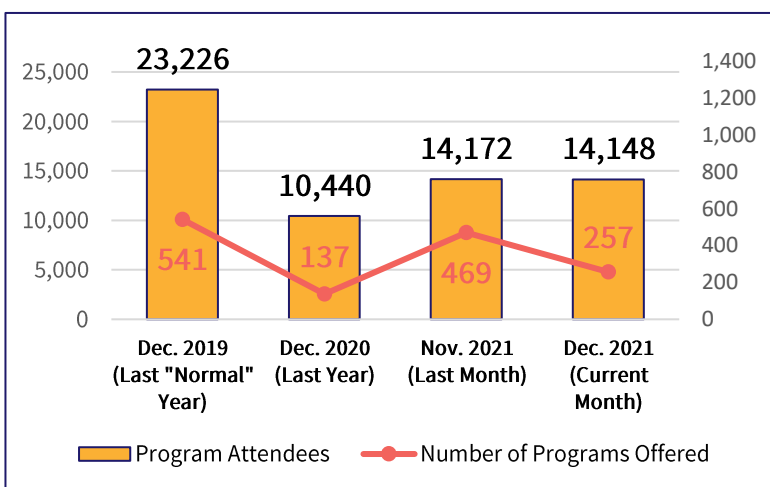
Digital checkouts are up 4% from last month, up 1% from the same month in 2020, and up 31% compared to the same month in 2019.

Visitor Count:



Including both in-branch and curbside visits, total visitors increased 2% compared to last month, but are down 22% compared to the same month in 2019. Curbside users accounted for 1% of visitors in December.

Programs:



During December, KDL offered 45% fewer programs than last month, and had 0.2% lower attendance. Attendance is down 39% when compared to the same month in 2019.



MOST POPULAR TITLES LAST MONTH

Click on each title for a link to the catalog

KDL CORE Titles (All copies):

Title Checkouts

1. *The Midnight Library* by Matt Haig 76
2. *Where the Crawdads Sing* by Delia Owens 66
3. *The Guest List* by Lucy Foley 55
4. *The Silent Patient* by Alex Michaelides 51
5. *The Invisible Life of Addie LaRue* by Victoria Schwab 47

KDL CORE Titles (Stickered copies):

Title Checkouts

1. *Open Season* by C. J. Box 27
2. *The Silent Patient* by Alex Michaelides 24
3. *Big Little Lies* by Liane Moriarty 23
4. *Where the Crawdads Sing* by Delia Owens 22
5. *Little Fires Everywhere* by Celeste Ng 21

All Physical Items (Most Checkouts):

Title Checkouts

1. KDL Wifi Mobile Hotspot 243
2. *Wish You Were Here* by Jodi Picoult 195
3. *The Judge's List* by John Grisham 188
4. *The Wish* by Nicholas Sparks 182
5. *Apples Never Fall* by Liane Moriarty 147

All Physical Items (Most Holds):

Title Holds

1. *Wish You Were Here* by Jodi Picoult 179
2. *The Lincoln Highway* by Amor Towles 173
3. *No Time to Die* DVD 124
4. *No Time to Die* Blu-ray 105
5. *The Judge's List* by John Grisham 101

OverDrive Items (Most Checkouts):

Title Checkouts

1. *The Lincoln Highway* by Amor Towles 413
2. *The Lincoln Highway* by Amor Towles (audio) 264
3. *The Midnight Library* by Matt Haig 255
4. *Dune* by Frank Herbert 200
5. *Go Tell the Bees That I Am Gone* by Diana Gabaldon 184

OverDrive Items (Most Holds):

Title Holds

1. *The Last Thing He Told Me* by Laura Dave 583
2. *Apples Never Fall* by Liane Moriarty 357
3. *The Judge's List* by John Grisham 325
4. *Wish You Were Here* by Jodi Picoult 252
5. *The Last Thing He Told Me* by Laura Dave (audio) 247

NEW HIRES	POSITION	EFFECTIVE
Alicia Peckham	Shelver – Kentwood	December 27
Ranya Hwail	Shelver – Cascade	December 27
Shea Crampton	Shelver – Cascade	December 27
Erin Antes	Branch Librarian – Wyoming	January 10
Amy Patnaude	Shelver – Cascade	January 10
Rebecca Maupin	Assistant Branch Librarian – Amy Van Andel / Ada	January 10
Rachel McCay	Shelver – Plainfield	January 10
Sarah Fontaine	Assistant Branch Librarian – Gaines Twp.	January 10
Daniel Phillips	Assistant Branch Librarian – Englehardt	January 10
Jennifer Bell	Shelver – Plainfield	January 10
Jamerson Ries	Shelver – Alto	January 10

OPEN POSITIONS	TYPE
Shelver – Alpine / Tyrone Twp.	Part-time
Regional Manager In-Training – Plainfield / Comstock Park	Temporary
Assistant Branch Librarian – East Grand Rapids	Part-time
Assistant Branch Librarian – Nelson Twp. / Krause Memorial	Part-time
Shelver – Cascade	Part-time
Assistant Branch Librarian – Kentwood (2 positions)	Part-time
Assistant Branch Librarian – Cascade	Part-time
Branch Librarian – Englehardt	Full-time
Shelver - Grandville	Part-time
Branch Librarian – Walker	Part-time
Assistant Branch Librarian – Cascade	Part-time
Assistant Branch Librarian – Grandville	Part-time

DEPARTURES	POSITION	EFFECTIVE
Debra Beard	Assistant Branch Librarian Sub	December 1
Amruta More	Assistant Branch Librarian – Kentwood	December 19
Grace Vereecken	Shelver – Alpine / Tyrone Twp.	January 7
Andrew Parling	Branch Librarian - Wyoming	February 11
Chris Straw	Branch Librarian – Englehardt	February 28

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Chris Lohman	Branch Librarian – Gaines Twp.	Assistant Branch Librarian Sub	December 20
Michelle Toren	Branch Librarian – Walker	Branch Librarian – Gaines Twp.	December 27
Scott Ninemeier	Regional Manager I – Plainfield/Comstock Park	Regional Manager I – East Grand Rapids/Ada	January 1
Mary Valente	Assistant Branch Librarian – East Grand Rapids	Patron Services Associate – Service Center	January 3
Megan Russ	Assistant Branch Librarian - Grandville	Branch Librarian – Grandville	January 3
Jackie Richards	Assistant Branch Librarian - Kentwood	Assistant Branch Librarian Sub	January 3
Ben Siebert	Assistant Branch Librarian – East Grand Rapids	Assistant Branch Librarian Sub	January 3
Aislynn Wallace	Branch Librarian – Cascade	Assistant Branch Librarian – Cascade	January 10
Tammy Pulaski	Assistant Branch Librarian Sub	Assistant Branch Librarian – East Grand Rapids	January 10
Anh-Thu Vong	Shelver – Cascade	Assistant Branch Librarian – East Grand Rapids	January 10
Henry Hong	Shelver – Cascade	Assistant Branch Librarian – Kentwood	January 10
Heather Blake	Shelver - Grandville	Assistant Branch Librarian – Grandville	January 10
Cody Ketchum	Shelver – Cascade	Assistant Branch Librarian – Kentwood	January 10
Alantha Mansberger	Library Assistant - Englehardt	Assistant Branch Librarian Sub	January 15
Dawn Lewis	Regional Manager I – East Grand Rapids / Ada	Manager Sub	January 15
Mariely Velazquez	Assistant Branch Librarian – Gaines Twp.	Branch Librarian – Wyoming	January 24

EMPLOYEE ANNIVERSARIES (FEBRUARY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Cheryl Cammenga	Kentwood / Gaines Twp.	42 years
Lynda Austin	Englehardt	18 years
Megan Versluis	Collection Services	14 years
Nicole Seif	Cascade	7 years
Anna-Marie Boss	Wyoming	6 years
Tina Cornwell	Krause Memorial	6 years
David Specht	Marketing/Communications	6 years
Kathleen Mitchell	Tyrone Twp.	5 years
Gayle Poertner	Sub Pool	5 years
Jessine Van Lopik	Collection Services	4 years
Shannon Cameron	Sub Pool	1 year
Emily Dao	Caledonia	1 year
Morgan Shepard	Kentwood	1 year



BOARD OF TRUSTEES ATTENDANCE - 2021

	SHIRLEY BRURSEMA	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 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"/>
September 23, 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"/>
October 14, 2021 Cancelled	<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 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"/>
November 18, 2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
December 16, 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"/>

*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE	TRUSTEE NAME	MEETING DATE

KDL POLICY 5.3**CONFLICT OF INTEREST—BOARD & STAFF**

LAST REVISED 8.15.19

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

CONFLICT OF INTEREST STATEMENT - BOARD

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

CONTRACTS OF PUBLIC SERVANTS WITH PUBLIC ENTITIES
Act 317 of 1968

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

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

The People of the State of Michigan enact:

15.321 Public servants, contracts with public entities; definitions.

Sec. 1. As used in this act:

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

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

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

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

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

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

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

(a) Him or herself.

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

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

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

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

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

(b) Represent either party in the transaction.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(iii) The nature of any pecuniary interest.

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

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

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

15.323a Construction of MCL 15.322.

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

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

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

(i) A full-time firefighter.

(ii) A fire chief.

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

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

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

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

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

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

15.324 Public servants; contracts excepted; violation as felony.

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

(a) Contracts between public entities.

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

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

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

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

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

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

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

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

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

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

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

15.326 Public servants, validity of existing contracts.

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

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

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

15.327 Penalty for violation.

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

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

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

15.328 Other laws superseded; local ordinances.

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

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

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

15.329 Repeal.

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

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

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

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

15.330 Effective date.

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

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

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



BOARD OF TRUSTEES CONFLICT OF INTEREST STATEMENT

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

Signature

Date

Printed Name

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

KDL POLICY 5.4

CODE OF ETHICS—BOARD

LAST REVISED 8.15.19

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

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

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

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

DISTRIBUTION OF THIS CODE

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

CODE OF ETHICS – ACKNOWLEDGEMENT

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

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



BOARD OF TRUSTEES CODE OF ETHICS

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

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

Signature

Date

Printed Name



BOARD OF TRUSTEES CREDIT CARD AGREEMENT

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

(Please read and initial the following statements)

I acknowledge:

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

_____ the credit card must not be used to purchase alcohol.

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

_____ I will immediately notify the Executive Assistant if the card is lost or stolen.

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

_____ itemized receipts need to be obtained and submitted to the Executive Assistant in a timely manner.

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

Signature

Date

Kent
District
Library



POLICY MANUAL

January 2022

4

PATRON BEHAVIOR

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

PATRON BEHAVIOR, cont.

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

4.2.1 [Copyright Policy](#)

4.3: [Acceptable Technology Use](#)

4.3.1 [Photography + Videography RECORDING Policy *UPDATE](#)

4.3.2 [Social Networking Policy](#)

*[Acceptable Use Policy](#)

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

4.5: [Right of Appeal](#)

KDL POLICY 4.3.1

PHOTOGRAPHY + ~~VIDEOGRAPHY~~ RECORDING POLICY

The Kent District Library permits photography and ~~filming other forms of recording (videography, filming, audio, etc.)~~ under the conditions listed below to the extent that it does not interfere with the operations, programs and activities of the Library.

1. Casual amateur photography ~~is and other forms of recording are~~ permitted for patrons and visitors provided it does not interfere with the operations of the Library or ~~individuals using the Library and not~~ capture any identifiable likenesses of individuals without their permission. Photographers are responsible for securing the necessary releases.

~~2.~~ Anyone photographing or recording with the library must respect other patrons and employees. Do not annoy or harass other persons, engage in loud or disruptive conduct, or cause a public disturbance (See Library Patron Responsibilities, which detailed in section 4.2).

~~2-3.~~ No commercial ~~or~~ media photography ~~or recording, including filming~~ may occur in Library facilities without prior written permission.

~~3-4.~~ Photos ~~and~~ videos ~~and recording~~ from public programs and events held in Library facilities and spaces may be used in the Library's website and publications or for promotional purposes. The full names or any personal identifying information of photographed subjects will not be used to ensure the privacy of all individuals without express written approval from the subject, or if a minor, the parent or legal guardian.

~~4-5.~~ Permission may be revoked at any time if the photographer or ~~videographer person recording~~ fails to comply with the terms of this policy or other rules and regulations of the Library.

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Changes were made due to: Randy Goble, Director of engagement was contacted to explain the concern with the policy around social media. The current policy refers to "casual amateur photography," therefore a drafted revision encompasses other types of recording and also refer to "Library Patrons Responsibilities" to make sure that harassment is clearly prohibited.

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LIBRARY PATRON RESPONSIBILITIES

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

- Obey all laws, library policies, and local ordinances. Stealing, defacing, or damaging library equipment, materials, or facilities is not allowed.
- Respect other patrons and employees. Do not annoy or harass other persons, engage in loud or disruptive conduct, or cause a public disturbance.
- Solicitation and loitering are not allowed.
- For your children's safety, do not leave them unattended.
- To protect your personal belongings, do not leave them unattended.
- Shirt and shoes are required.
- The library is a smoke-free building.
- No pets allowed in the library.

**Service and therapy animals are permitted*

- Offensive odor, including, but not limited to odor due to poor personal hygiene or overpowering perfume or cologne, that causes a nuisance is not allowed.
- In support of the health and safety of all those who enter the library as defined by MDHSS, all patrons and staff (except those exempted as defined by federal, state and local orders) must wear mask* covering their nose and mouth while inside any KDL location (unless the patron is unable medically to tolerate a face covering). Disposable face masks will be provided for those who do not have their own.

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

MEMORANDUM OF UNDERSTANDING
between
THE KENT DISTRICT LIBRARY
and
CANNON TOWNSHIP, COURTLAND TOWNSHIP, ALGOMA TOWNSHIP, AND THE CITY OF
ROCKFORD
regarding the
KRAUSE MEMORIAL LIBRARY EXPANSION

I. Purpose

The purpose of this Memorandum of Understanding (the “MOU”) is to document the details of an agreement between the Kent District Library (the “KDL”), a district library established under The District Library Establishment Act, Act 24 of the Public Arts of Michigan of 1989, as amended (the “Act”), and the Townships of Cannon, Courtland, and Algoma, each a Michigan general law township (collectively, the “Townships”) and the City of Rockford (the “City” and together with the Townships the “Municipalities”), hereinafter individually referred to as “the Party” and collectively referred to as the “parties”. This MOU has been entered to outline an agreement regarding future plans regarding KDL’s operational millage renewal and expansion of the Krause Memorial Library (the “KML”).

II. Authority

KDL is a district library established under the Act. Section 12 of the Act authorizes a district library board to enter into agreements for the provision of service. The duties prescribed by section 12 cannot be delegated to a third party. This MOU is not intended to delegate KDL’s authority to tax to any other entity including, but not limited to the Municipalities.

The Townships have the legal authority to enter into this MOU pursuant to their general law powers provided for in the Michigan Constitution and state statutes and the City has the legal authority to enter into this MOU pursuant to its city charter as provided for in The Home Rule City Act, Act 279 of the Public Acts of Michigan of 1909, as amended.

All of the Parties have further authority to enter into this MOU pursuant to the Urban Cooperation Act of 1967, Act 7 of the Public Acts of Michigan of 1967 (Ex. Sess.), as amended.

III. Duties of the Parties

1. KDL

- a. will submit to the voters for approval on operating millage decrease at the expiration of its current operating millage levy. The current operating millage levy expires December 31, 2023 (KDL voters approved a millage rate of 1.28 mills in 2014 for 10 years and the current rate (due to Headlee) is 1.24 mills). The renewal request to the KDL voters will be 1.1 mills for a period of 15 years.

- b. will provide funding of \$35,000 towards costs to related to fund raising and the submission to the voters in the Townships and the City of a special millage request to pay for the cost of expansion of the KML. The funding shall not be used to cover KML expansion capital costs.
- c. will cause its Executive Director, Lance Werner to donate \$3,000 to the fundraising campaign for the KML expansion provided the Townships and the City remain participating municipalities of KDL pursuant to the terms and conditions of the Kent District Library Agreement dated June 2, 1994 (the “KDL Agreement”), between the Townships, the City and other identified municipalities.
- d. will co-lead, along with the Townships and the City, both a private fundraising campaign and a special millage campaign to raise funds for the KML expansion provided the Townships and the City remain participating municipalities of KDL pursuant to the terms and conditions of the KDL Agreement.
- e. will, upon request of the City, assign employees to assist with building expansion design and needs as part of the KML expansion.
- f. will annually pay to the City, at the current square foot rate, a part of the maintenance costs of the KML assumed by the City based on the square footage of the current KML building and will pay an increased amount when the square footage of the KML building increases, calculated as the amount per square foot uniformly set and paid in the same square foot amount to all KDL libraries times the total new number of square feet of the KML as expanded.
- g. will increase the amount of staffing, physical collection and services for a larger expanded KML at no additional cost to the City or Townships.

2. Municipalities

- a. will remain as participating municipalities to KDL pursuant to the terms of the KDL Agreement.
- b. agree that all costs of the KML expansion above the \$35,000 contributed by KDL shall not be an obligation of KDL, but shall be paid for from funds realized through a fundraising campaign (including \$3,000 contributed by the KDL Executive Director, Lance Werner) and/or a voter approved special millage in the Township and the City.
- c. will repay the \$35,000 KDL contribution and the \$3,000 KDL Executive Director, Lance Werner contribution if construction of the KML expansion has not commenced by December, 31, 2025.

	<p>Attest: _____ Sue Hartman, Township Clerk</p> <p>Date: _____, 2022</p> <p>Address: 7450 14 Mile Road, N.E. Rockford, Michigan 49341</p>
	<p>Algoma Township</p> <p>By: _____ Kevin Green, Township Supervisor</p> <p>Attest: _____ Judy A. Bigney, MiPMC/MMC, Township Clerk</p> <p>Date: _____, 2022</p> <p>Address: 10531 Algoma Avenue, N.E. Rockford, Michigan 49341</p>
	<p>City of Rockford</p> <p>By: _____ Edward Ross, Mayor</p> <p>Attest: _____ Christine M. Bedford, City Clerk</p> <p>Date: _____, 2022</p> <p>Address: 7 South Monroe Street Rockford, Michigan 49341</p>

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC ATTORNEYS

Lansing | Southfield | Grand Rapids | Detroit | Holland | St. Joseph

Anne M. Seurnyck

ASeurnyck@fosterswift.com

P: 616.726.2240 F: 517.367.719

Suite 200

1700 East Beltline, NE

Grand Rapids, MI 49525

December 9, 2021

Lance Werner
Executive Director
Kent District Library
814 W. River Center Dr. NE
Comstock Park, MI 49321

Re: Hourly Rate

Dear Lance:

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

As part of our business plan, we periodically review our billing rates for our clients. Due to increased business expenses, we have found it necessary to adjust our hourly billing rate for Kent District Library to \$225 effective February 1, 2022. The hourly billing rate for employee benefit work will remain capped at \$250. These rates will be effective through December 31, 2022. After 2022, there will be a yearly hourly rate increase of not more than 5% unless otherwise agreed to by the Library and the firm. The rate for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related work. For certain matters, fees will be billed on a flat fee basis as agreed to between the firm and the Library. We would be happy to provide an estimate for any specific project. We believe that the new rate is still very reasonable, especially given our expertise and experience in providing legal services to Kent District Library and other libraries throughout Michigan.

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

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

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Anne M. Seurnyck

Kent District Library

By:

Signature

Name:

Please print name

Title:

Please print title

Date:

12/16, 2021



RESOLUTION

First 2022 Budget Amendment

MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held at the Kent District Library Service & Meeting Center on January 20, 2022 at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

WHEREAS, Foster Swift Collins & Smith PC currently bills the Library \$210 per hour and has not increased the hourly billing rate since 2020;

NOW, THEREFORE, BE IT RESOLVED THAT:

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

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 20th day of January 2022.

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 March 19, 2020, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: January 20, 2022

 Charles Myers, KDL Board Chair

 Sheri Gilreath-Watts, KDL Board Secretary



RESOLUTION

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

MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held at the Kent District Library – Service Center, on January 20, 2022, at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

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

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

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

Application #	Pre-Discount Amount	E-Rate Amount	Applicant's Share
211012456	\$857,551.92	\$771,796.73	\$85,755.19
202107432	\$115,467.50	\$115,467.50	\$0
Totals	\$973,019.42	\$887,264.23	\$85,755.19

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

Applicant Name: KENT DISTRICT LIBRARY

Billed Entity #: 131573

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

471 App #	FRN	Service Provider	SPIN	Category	Pre-Disct Amount	Disct	Requested Amount	Applicant Share
202107432	2190009190	Verizon Wireless (Cellco Partnership)		Hotspot Service Mobile Broadband	\$ 107,970.00	0%	\$ 107,970.00	\$ -
	2190011515	Verizon Wireless (Cellco Partnership)		Hotspot Purchase Equipment	\$ 7,497.50	0%	\$ 7,497.50	\$ -
Totals for 471 App # 202107432					\$ 115,467.50		\$ 115,467.50	\$ -

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

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 20th of January 20, 2022.

RESOLUTION DECLARED ADOPTED.**CERTIFICATION**

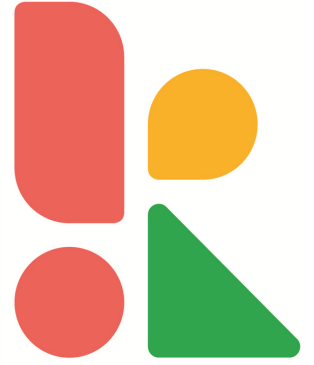
I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on May 20 2021 and that said meeting was conducted and public notice of said meeting was given pursuant to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

Dated: January 20, 2022

Charles Myers, KDL Board Chair

Sheri Gilreath-Watts, KDL Board Secretary

STRATEGIC PLAN 2021-2023



FOURTH QUARTER UPDATE
2021



2021-2023 Strategic Goal:

Align all library services, staffing
makeup and partnerships to be
reflective and inclusive of the
diverse communities
we serve.

2021 Initiative #1

Develop a plan to increase staff Cultural Intelligence (CQ) by first determining how to measure it, establishing a baseline and setting a target by May 2021.



2021 Q4 Update

On Track

Paused/Delayed

Canceled

Completed

The strategic plan initiative to develop the training plan for CQ training has been completed, and the Paradigm trainings will continue quarterly throughout 2022. The continuation of these trainings is a featured 2022 strategic initiative under the EDI pillar.

Completion rates are reported as a strategic KPI (key performance indicator) quarterly. After considering turnover and staff on approved leaves, 100% staff completion was determined to not be a feasible goal. Factoring in KDL's turnover rate of approximately 12%, the new quarterly goal will be 88% to reflect these factors. In the last scheduled training of 2021, KDL reached 84% for total completion rates, which was just 4% shy of total goals. The most recent module was sent out by the Training Manager on January 10 and is due March 31. All together, this module will take staff 90 minutes to complete. KDL's Training Manager will send out progress reports so that managers know who they may need to follow up with to get their training complete.

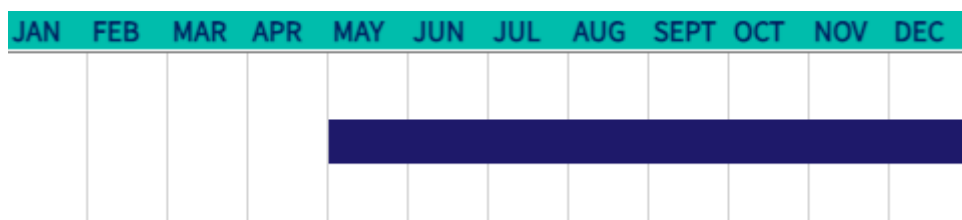
Equity, Diversity, Inclusion (EDI)

2021-2023 Strategic Goal:

Align all library services, staffing
makeup and partnerships to be
reflective and inclusive of the
diverse communities
we serve.

2021 Initiative #2

By December 2021, develop a diversity plan for evaluating library materials to ensure offerings are reflective of the community.



2021 Q4 Update

On Track

Paused/Delayed

Canceled

Completed

The 2021 goal of establishing a diversity plan for evaluating materials to ensure they are reflective of the community has been completed. The plan for how to tag all materials, new and existing, is in motion and was tested successfully with the Adult Fiction section.

Completed goals of what is now known as Phase 1 of the EDI Collection Audit + Tagging project included purchasing a collection audit from Ingram and identifying areas where the current collection was deficient or otherwise lacking in EDI categories, tagging all books based on Ingram's broad categories plus an additional set that the EDI workgroup developed, and creating a regular report for material tags to ensure a well-balanced collection, among others.

With the process now established and the Adult Fiction sample collection complete, Phase 1 Project Lead Samantha Hodge has passed the baton on to Phase 2 Project Lead Tammy Schneider. Deliverables of Phase 2 include establishing a tag set for Youth and Teen materials that is comparable to the Adult Fiction tag set and getting the entire KDL collection tagged in full. This project will also tag the Nonfiction collection based on BISAC categories. This project will continue into 2022.

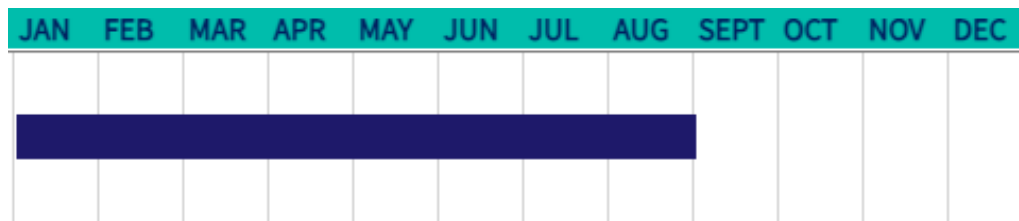
KDL continues to monitor what percentage of new materials qualify for a tag and will slowly add completed collections until we are measuring and monitoring the collection in total, not just new purchases.

2021-2023 Strategic Goal:

Increase the value delivered to the community by focusing on demonstrated needs.

2021 Initiative #3

Develop a systematic process for identifying our communities' unmet/emerging needs by March 2021 with surveys completed by September.



2021 Q4 Update

On Track

Paused/Delayed

Canceled

Completed

This strategic initiative was completed in August 2021 and future updates on this goal will no longer be needed.

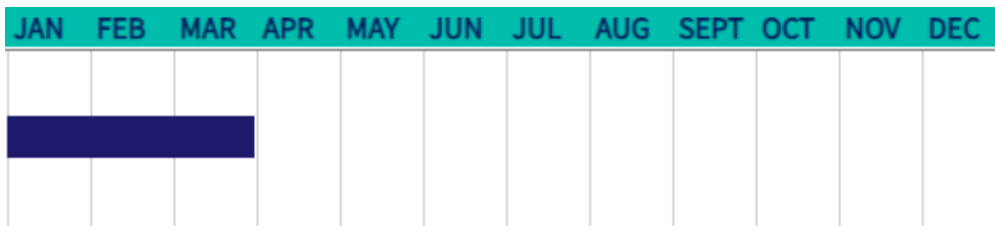
Engagement + Service

2021-2023 Strategic Goal:

Evaluate and streamline operational, environmental, and fundraising processes to ensure a sustainable library.

2021 Initiative #4

By the end of March 2021, complete a feasibility study to establish a 501(c)(3) foundation to increase private donation funding to supplement tax support.



2021 Q4 Update

On Track

Paused/Delayed

Canceled

Completed

KDL completed the feasibility study and it was determined that the organization should instead grow its endowment. A new goal has been created from this initiative. All efforts toward establishing a 501(c)3 foundation will hereby stop.

2021 Initiative #4a

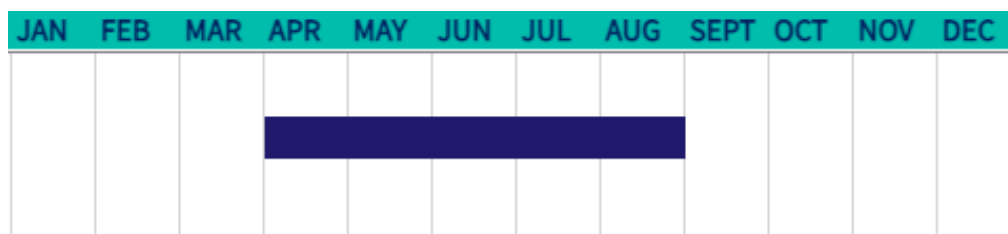
By the end of August 2021, work with Kennari Consulting to strategize how to grow the KDL endowment and establish best practices and policies for endowment donations.

On Track

Paused/Delayed

Canceled

Completed



KDL's consulting relationship with Kennari ended in early November and they presented KDL a case for support. The next steps will be taken on internally among the Fund Development team to determine which accessibility-related projects qualify for funding support through this avenue.

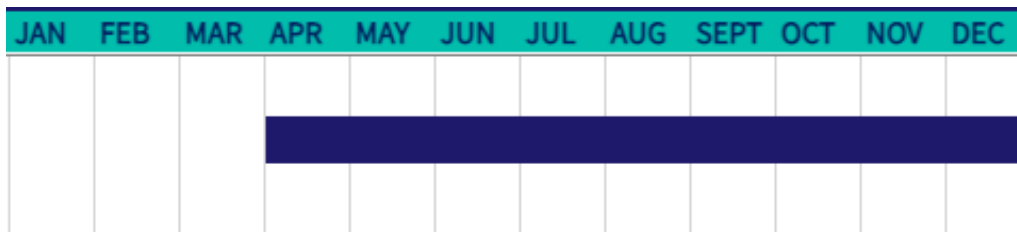
Sustainability

2021-2023 Strategic Goal:

Evaluate and streamline operational, environmental, and fundraising processes to ensure a sustainable library.

2021 Initiative #5

Map, improve and refine two operational processes by December 2021.



2021 Q4 Update

On Track

Paused/Delayed

Canceled

Completed

In June 2021, KDL Leadership approved two new process improvement projects to kick off Circulation Moonshot and meet this 2021 strategic initiative:

- **Displays and Merchandising**
- **Weeding Standards + Sustainable Partnerships**

Displays and Merchandising

Due to departures, this project requires a change in sponsorship and leadership and an overview to ensure full management buy-in. The timeline may be impacted, especially considering the continuation of furniture and supply delays and will be reassessed at an upcoming quarterly manager meeting.

Weeding Standards + Sustainable Partnerships

Data gathering concluded December 31. So far, the Krause Memorial branch is weeding roughly an additional 100 items per week by using the "Weed at Check-In" method, while also completing weeding via regular paging lists. The Plainfield Township branch team is also adapting well to the new process, with over 700 items weeded at check-in based on condition during the first week of the pilot, and a majority of items being weeded through this process. By running pilots at both of these branches, staff ultimately discovered that we don't need to set AV materials and other media aside for later review. Instead, such materials can be reviewed immediately, thereby increasing the ultimate efficiency of the new process. These new processes will be rolled out at the Engelhardt branch on January 17 with a kickoff meeting scheduled for January 11. A schedule for the remaining branches will be created and announced at the February All Manager meeting.

Both of these projects will continue into 2022 through summer. Their status will continue to be tracked on the monthly project report.

Sustainability