

KENT DISTRICT  
LIBRARY



# **FEBRUARY 2022 BOARD OF TRUSTEES PACKET**

---



## BOARD OF TRUSTEES

### Meeting Agenda

#### LOCATION

Kent District Library Cascade Branch, 2870 Jack Smith AVE SE, Grand Rapids, MI, 49546 or via teleconference

#### DATE & TIME

Thursday, February 17, 2022, at 4:30 PM.

#### 1. CALL TO ORDER

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

- A. Approval of Agenda
- B. Approval of Minutes: January 20, 2022
- C. Lakeland Library Cooperative Report: January 13, 2022
- D. Request for Early Closure: Walker Branch to close at 2:00 PM on Friday, April 29, 2022, to accommodate the carpet being cleaned throughout the building.

#### 4. REGIONAL MANAGER UPDATE - CASCADE + CALEDONIA

#### 5. LIAISON REPRESENTATIVE COMMENTS

#### 6. PUBLIC COMMENTS\*\*

#### 7. FINANCE REPORTS – January 2022\*

#### 8. DIRECTOR'S REPORT – January 2022

#### 9. NEW BUSINESS

- A. KPI Review
- B. Policy Manual - Section 01 Collection + References\*
- C. Service Resolution\*

*Roll Call*

#### 10. LIAISON REPRESENTATIVE COMMENTS

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

#### 12. BOARD MEMBER COMMENTS

#### 13. MEETING DATES

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

#### 14. ADJOURNMENT\*

\* Requires Action

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



## BOARD OF TRUSTEES

### Meeting Minutes

#### LOCATION

Kent District Library Service + Meeting Center, 814 West River Center Drive NE, Comstock Park, MI 49321 and via teleconference.

#### DATE + TIME

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

**BOARD PRESENT:** Shirley Bruursema, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Nicole Lintemuth, Charles Myers, Tom Noreen and Penny Weller.

**BOARD ABSENT:** None.

**STAFF PRESENT:** Jaci Cooper, Sheri Glon (teleconference), Randy Goble, Kim Lindsay (teleconference), Brian Mortimore, Elvia Myers, Lance Werner and Emily Whelan (teleconference).

**GUESTS PRESENT:** Danette Beasley (teleconference) & Steve Grimm.

#### 1. CALL TO ORDER

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

#### 2. PLEDGE OF ALLEGIANCE

#### 3. INTRODUCTION OF NEW KDL BOARD MEMBER

Chair Myers welcomed KDL's newest Board Member, Nicole Lintemuth. Ms. Lintemuth is representing Region 4, which includes the City of Lowell, Bowne Township, Lowell Township, and Vergennes Township. She is the owner of Bettie's Pages, an independent bookstore in Lowell, Michigan and has been a fan of libraries since she first discovered the magic of books as a child.

#### 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.

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

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

**RESULT:** Motion carried.

#### 5. LIAISON REPRESENTATIVE COMMENTS – None.

## DRAFT

6. **PUBLIC COMMENTS\*\*** – Mr. Steve Grimm stated that he is looking forward to collaboration with KDL regarding the Krause Memorial Branch expansion.

7. **FINANCE REPORTS - December 2021\***

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

- December financial operations reporting is expected to be finalized by the February Board of Trustees Meeting.
- Cash appears to be down a little less than \$3M from last year due to the holidays and purchasing being kept open for the remainder of the year in 2021. Once the year-end accruals are processed, the fund balance equality account will be utilized as anticipated, but not quite to the extent that was initially budgeted.
- KDL is 100% through the fiscal year, has received 100% of budgeted annual revenues and has spent 88% of budgeted expenditures due to purchases made in December that will not be processed until January/February.
- The three largest checks written for December were made to Lake Michigan Credit Union for a little over \$360K for the annual deposit to employee HSA accounts, to Rehmann LLC for approximately \$159K for the Interim Director of Finance services and to Ter Holst & Rinzema Construction Co. for approximately \$85K for Service Center renovations. Office furniture budgeted for 2021 will now be added to the 2022 budget due to the delay of delivery.
- There were two voided checks in the month of December due to notification from vendor that the original checks never arrived. These checks were to the Walker City Treasurer for \$1,287.03 and to GreenMichigan.org for \$250.00. The original checks were voided with new checks issued.

**Motion:** Mr. Noreen moved to receive and file December 2021 finance reports as presented.

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

**RESULT:** Motion carried.

8. **DIRECTOR'S REPORT – December 2021**

- Executive Director Werner recognized Cannon Township Supervisor Mr. Steve Grimm for being an outstanding advocate and champion for KDL in his jurisdiction.
- Executive Director Werner has accepted the appointment of delegate to the Americas Regional Council of OCLC (Online Computer Library Center), a nonprofit library cooperative that provides “shared technology services, original research and community programs for its membership and the library community at large” ([oclc.com](http://oclc.com)).

The Board asked questions of staff and staff responded.

9. **NEW BUSINESS**

A. KPI Review

Director of Projects & Planning Jaci Cooper informed the board that a thorough presentation will be included in the February Board of Trustees meeting and Key Performance Indicators (KPIs) will be presented quarterly thereafter.

## DRAFT

The Board asked questions of staff and staff responded.

B. Conflict of Interest Statements and Board Code of Ethics

The Board received Conflict-of-Interest Statements and Board Code of Ethics forms for 2022. They were asked to review the documents and give signed copies to Executive Assistant Elvia Myers for filing.

C. 2022 Credit Card Agreement

The Board received Credit Card Agreement forms for 2022 and were asked to review the document and give signed copies to Executive Assistant Elvia Myers for filing.

D. Policy Manual Review: Section 4.3.1 - Photography and Videography\*

**Motion:** Mr. Bruursema moved to approve Policy Manual Review: Section 4.3.1 - Photography and Videography.

**Support:** Supported by Mr. Noreen.

**RESULT:** Motion carried.

E. Memorandum of Understanding – Krause Memorial Branch Expansion\*

A Memorandum of Understanding is not a legal document but an expression of intent.

**Motion:** Mr. Erlewein moved to approve Memorandum of Understanding – Krause Memorial Branch Expansion.

**Support:** Supported by Mr. Noreen.

**RESULT:** Motion carried.

F. Resolution: Billing Rate for Foster Swift Legal Services\*

**Motion:** Ms. Bruursema moved to approve Resolution: Billing Rate for Foster Swift Legal Services.

**Support:** Supported by Mr. Noreen.

Ms. Bruursema – Yes

Mr. Dykhuis – Yes

Mr. Erlewein – Yes

Ms. Gilreath-Watts – Yes

Ms. Lintemuth – Yes

Mr. Myers – Yes

Mr. Noreen – Yes

Ms. Weller – Yes

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

G. Resolution: eRate Amendment\*

**Motion:** Mr. Noreen moved to approve Resolution: eRate Amendment.

**Support:** Supported by Mr. Dykhuis.

Ms. Bruursema – Yes

Mr. Dykhuis – Yes

Mr. Erlewein – Yes

Ms. Gilreath-Watts – Yes

Ms. Lintemuth – Yes

Mr. Myers – Yes

Mr. Noreen – Yes

Ms. Weller – Yes

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

H. 4th Quarter Strategic Plan Update

Director of Projects & Planning Jaci Cooper gave a 4<sup>th</sup> Quarter Strategic Plan Update.

I. Executive Director's Evaluation\*

## DRAFT

**Motion:** Ms. Weller moved to receive and file the 2021 Executive Director's Evaluation as presented.

**Support:** Supported by Mr. Noreen.

**RESULT:** Motion carried.

10. LIAISON REPRESENTATIVE COMMENTS – None.

11. PUBLIC COMMENTS\*\* - None.

12. BOARD MEMBER COMMENTS

**Ms. Bruursema** – Ms. Bruursema thanked the staff and Leadership Team for the card and flowers in appreciation of her service as the KDL Board of Trustees Chair from 2020-2021. She visited the libraries during the holiday season and was impressed with the morale. Lastly, Ms. Bruursema welcomed Ms. Lintemuth to the Board.

**Mr. Erlewein** – Mr. Erlewein enjoyed volunteering with KDL on MLK Day at the Rockford Equestrian Center and celebrated that the “Rockford’s Got Talent” fundraiser for the Krause Memorial Branch expansion raised \$50K, of which the library will receive \$20K.

**Mr. Dykhuis** – Mr. Dykhuis enjoyed the holiday get together in December and welcomed Ms. Lintemuth to the Board.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts is excited that KDL honored the work and legacy of Martin Luther King Jr. on MLK Day and thanked the Leadership Team, Board of Trustees and KDL for wanting to do more to impact the community. She also welcomed Ms. Lintemuth to the Board.

**Ms. Lintemuth** – Ms. Lintemuth thanked everyone for the warm welcome and stated that she is looking forward to working with the Board of Trustees and being a part of all the work that KDL does in the community.

**Mr. Myers** – Chair Myers will be implementing a chime to start meetings on time. The chime will sound about one minute before the meeting is scheduled to begin. Mr. Myers reviewed the 2021 Board attendance and stated that the Board of Trustees had a 98% attendance rate for the 2021 year. He also visited Ms. Lintemuth at her store in Lowell and was impressed with the decorations and welcoming atmosphere.

**Mr. Noreen** – Mr. Noreen gave a warm welcome to Ms. Lintemuth.

**Ms. Weller** – Ms. Weller is looking forward to 2022 and the wonderful things that KDL has in store. She welcomed Ms. Lintemuth.

## DRAFT

### 13. MEETING DATES

*Regular Meeting: Thursday, February 17, 2022 – Kent District Library Cascade Branch and via teleconference, 4:30 PM.*

### 14. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 5:49 PM.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.



---

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

**LAKELAND LIBRARY COOPERATIVE  
BOARD MINUTES – Unofficial  
Thursday, January 13, 2022, at 9:30 a.m.  
Kent District Library Service Center**

Present: Dale Parus, Maggie McKeithan, Diane Kooiker, Shirley Bruursema, Peggy Hemerling, John McNaughton, Lance Werner

Staff Present: Carol Dawe and Sheryl VanderWagen

Absent: Karen McKinnon

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:31 a.m. by Dale Parus. There were 21 additional participants.
  - a) Introduce New Members: Kamey Howe, the new director at the Cedar Springs Public Library
- 2) **APPROVAL OF AGENDA:** Lance Werner moved, supported by Peggy Hemerling, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** None
- 4) **PUBLIC COMMENTS:** None
- 5) **APPROVAL OF MINUTES:** Peggy Hemerling moved, supported by Diane Kooiker, to approve the board minutes from December 9, 2021, as presented – *motion carried*.
- 6) **FINANCIAL REPORT:**
  - a) December Financials and Check Register: Motion by Lance Werner, supported by John McNaughton to approve the December financial report and check register as presented – *motion carried*.
- 7) **PRESIDENT’S REPORT:** Dale Parus noted that there has been a lot of activity in the library world this month. He encouraged everyone to check the new Intellectual Freedom page on the Lakeland website.
- 8) **COOPERATIVE DIRECTOR’S REPORT:** Carol Dawe reported that there had been 201 survey responses to the ARPA grant in three days. There was a question about some libraries receiving COVID tests from the MDHS. Carol will follow up on this. The Lakeland state aid report was filed on December 15. The deadline for those who have not yet filed is February 1 at midnight. If you need assistance, please contact Carol Dawe or Sheryl VanderWagen. Carol emphasized that libraries could call her at any time on any library issue. The [directors@llcoop.org](mailto:directors@llcoop.org) list is also a good place to post issues and questions.
- 9) **COUNCIL/COMMITTEE REPORTS**
  - a) Advisory Council Official Minutes - November 11, 2021: included in the packet for information
  - b) Membership Ad Hoc Committee Reports – December 21, 2021: Dale Parus gave an oral summary of the meeting. They reviewed a white paper submitted by Lance Werner on the situation with the City of Rockford and three townships in the KDL service area. The committee will meet on Friday, January 14 to continue the discussion.
- 10) **NEW BUSINESS**
  - a) Foster Swift Rate Increase: Motion by Lance Werner, supported by Maggie McKeithan to approve the 2022 rate increase for legal services per notification from Foster Swift – *motion carried*
- 11) **PUBLIC COMMENTS:** Kerry Fountain (IS-IV) requested that the Ad Hoc Membership committee provide LLC members with talking points surrounding the KDL/Rockford situation. Some LLC members have received inquiries on the issue from members of the public. Heather Wood-Gramza (OZ) gave an update on the Tovertofel (Magic Table) demonstration at Howard Miller Public Library. The company reps came from the Netherlands to assist with the demonstration, and they also had a group of their residents in attendance. There were also some staff members from LLC libraries present. There will be other opportunities to see it in action.

**12) BOARD MEMBER COMMENTS**

Maggie McKeithan reported on the Hug-A-Huskey program that was held at Spring Lake District Library.

Lance Werner reported that KDL is in the top 60 libraries in the world for ebook circulation.

Shirley Bruursema reported that KDL will be closed on Monday, January 17, 2022 for their all staff day. She visited all KDL branches in December. She is also working on several millage campaigns for 2022.

**13) NEXT MEETING:** Thursday, February 10, 2022, 9:30 a.m. at Kent District Library Service Center.

**14) ADJOURNMENT:** Shirley Bruursema, supported by John McNaughton moved to adjourn at 10:02 a.m. - *motion carried.*

Respectfully submitted by,  
Sheryl VanderWagen

Tuesday, February 1, 2022

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

Dear KDL Board of Trustees:

We are writing to you to request permission to close the Walker Branch at 2:00 pm on Friday, April 29, 2022. This would be three-hours earlier than our normal closing time.

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

The branch would reopen with regular hours on Saturday, April 30. We are requesting that the KDL Board of Trustees close the Walker Branch early to complete this cleaning.

Thank you for your consideration.

Sincerely,

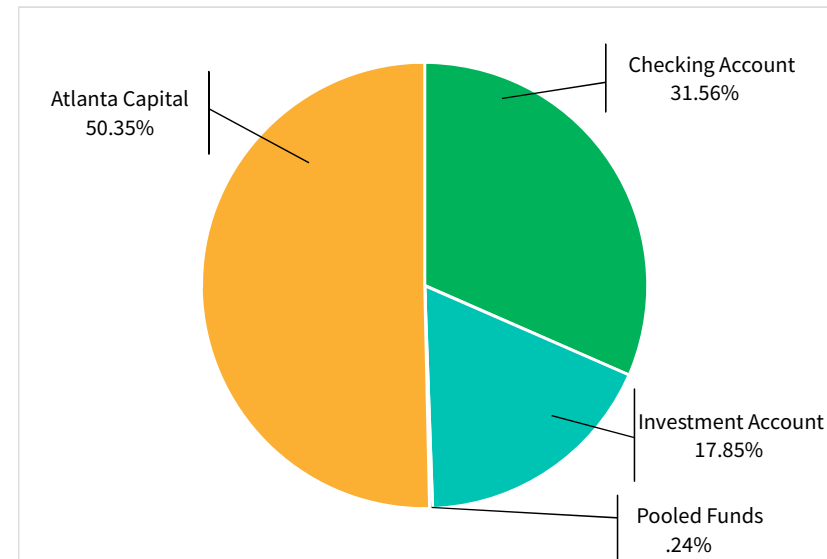
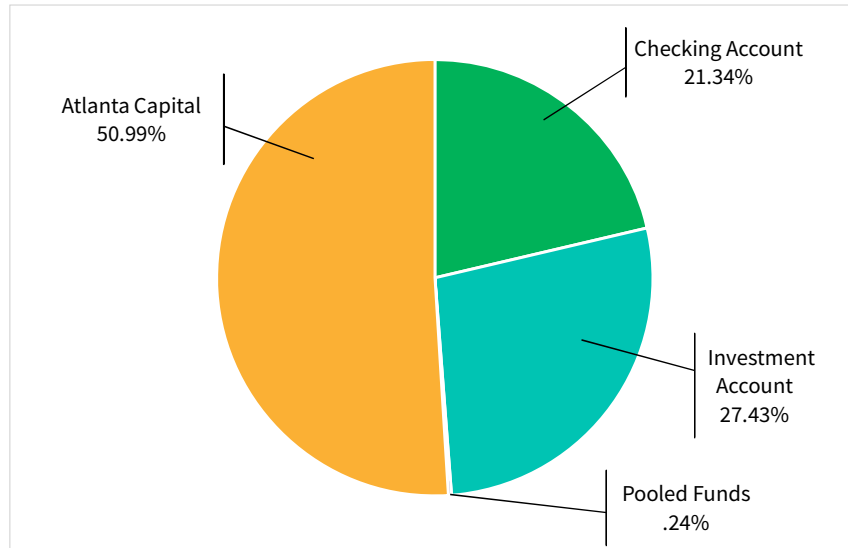
A handwritten signature in black ink that reads "Liz Knapp Craig M Buno".

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

CC: Lance Werner, KDL Executive Director



## Monthly Cash Position Per Bank Month ended January 31



2022		
Account	Rate	Amount
Huntington Checking Account	0.100%	\$4,947,787.50
Huntington Investment Account	0.010%	\$6,362,105.15
*Kent County Pooled Funds	0.579%	\$55,915.12
Atlanta Capital Investments		\$11,824,884.00
		<u>\$23,190,691.77</u>

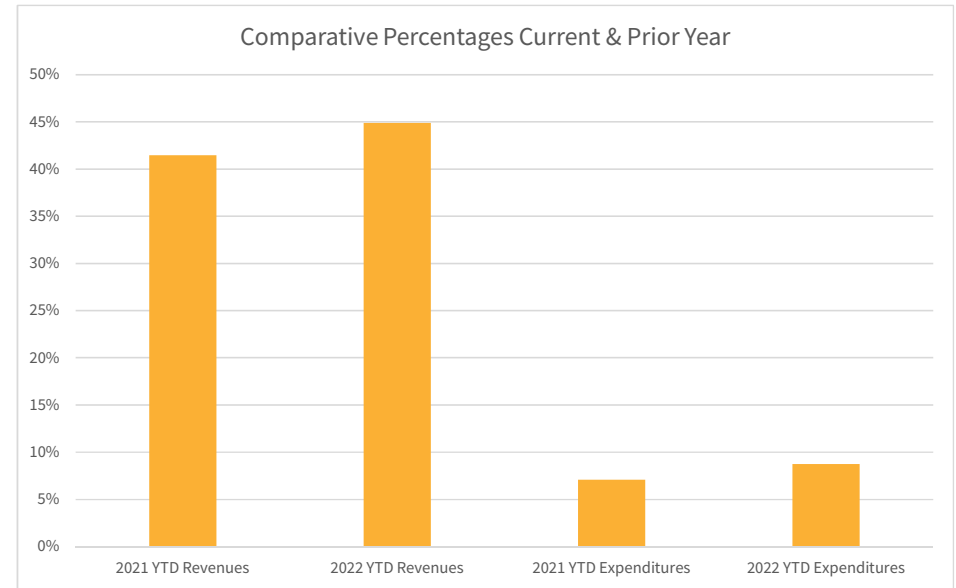
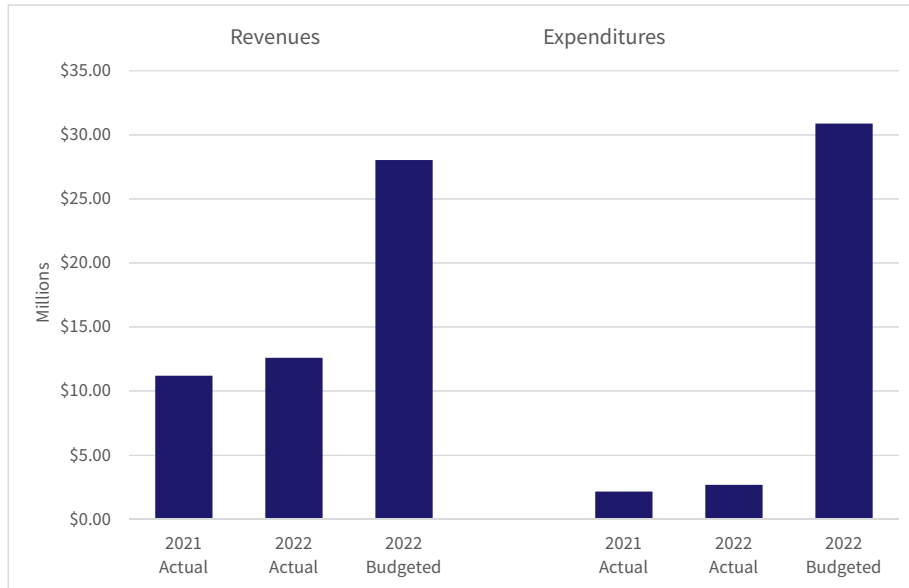
2021		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$7,476,935.97
Huntington Investment Account	0.010%	\$4,229,396.23
*Kent County Pooled Funds	0.750%	\$56,505.92
Atlanta Capital Investments	0.000%	\$11,927,750.00
		<u>\$23,690,588.12</u>

\* Includes Trust Pooled fund balances

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



## Monthly Revenues and Expenditures Month ended January 31



Budget to Actual with Prior Year Comparison		
<b>Revenues</b>		
2021 Actual	\$	11,207,711
2022 Actual	\$	12,603,153
2022 Budgeted	\$	28,055,051
<b>Expenditures</b>		
2021 Actual	\$	2,162,662
2022 Actual	\$	2,699,302
2022 Budgeted	\$	30,888,255

Comparative Percentages Current & Prior Year	
Account	Amount
2021 YTD Revenues	41.5%
2022 YTD Revenues	44.9%
2021 YTD Expenditures	7.1%
2022 YTD Expenditures	8.7%

Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2022 Through 1/31/2022  
(In Whole Numbers)

	YTD Actual	2022 Original Budget	2022 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	12,660,571	25,043,883	(12,383,312)	(49)%
Penal Fines	0	550,000	(550,000)	(100)%
Charges for Services	3,736	35,000	(31,264)	(89)%
Interest Income	(73,879)	60,000	(133,879)	(223)%
Public Donations	12,057	275,000	(262,943)	(96)%
Other Revenue	667	1,237,095	(1,236,428)	(100)%
State Sources	0	854,073	(854,073)	(100)%
Total Revenues	12,603,153	28,055,051	(15,451,898)	(55)%
Expenditures				
Salaries and Wages	676,274	13,219,957	12,543,683	95 %
Employee Benefits	559,519	3,770,067	3,210,548	85 %
Collections - Digital	240,605	2,499,083	2,258,478	90 %
Collections - Physical	218,588	1,977,793	1,759,205	89 %
Supplies	41,926	769,604	727,678	95 %
Contractual and Professional Services	429,076	2,010,455	1,581,379	79 %
Programming and Outreach	13,302	419,045	405,743	97 %
Maintenance and Utilities	388,965	2,806,989	2,418,024	86 %
Staff Development	24,241	270,746	246,505	91 %
Board Development	0	12,000	12,000	100 %
Other Expenditures	114,888	937,445	822,557	88 %
Capital Outlay	(8,083)	2,195,070	2,203,153	100 %
Total Expenditures	2,699,302	30,888,255	28,188,953	91 %
Excess Revenue Over (Under) Expenditures	9,903,851	(2,833,204)	12,737,054	(450)%

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2022 Through 1/31/2022  
(In Whole Numbers)

	YTD Ending January 31, 2021	YTD Ending January 31, 2022	Total Variance
Revenues			
Property Taxes	11,158,722	12,660,571	1,501,849
Charges for Services	830	3,736	2,907
Interest Income	15,619	(73,879)	(89,499)
Public Donations	31,030	12,057	(18,973)
Other Revenue	1,510	667	(843)
Total Revenues	11,207,711	12,603,153	1,395,442
Expenditures			
Salaries and Wages	975,810	676,274	(299,536)
Employee Benefits	94,637	559,519	464,882
Collections - Digital	574,966	240,605	(334,361)
Collections - Physical	149,834	218,588	68,754
Supplies	13,721	41,926	28,206
Contractual and Professional Services	41,629	429,076	387,447
Programming and Outreach	1,553	13,302	11,749
Maintenance and Utilities	220,824	388,965	168,141
Staff Development	795	24,241	23,446
Other Expenditures	85,694	114,888	29,194
Capital Outlay	3,199	(8,083)	(11,282)
Total Expenditures	2,162,662	2,699,302	536,640
Excess Revenue Over (Under) Expenditures	9,045,049	9,903,851	858,802

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2022 Through 1/31/2022  
(In Whole Numbers)

	Current Month	2022 YTD	2022 Original Budget	2022 Original Budget to Actual Variance	Percent Remaining
<b>Revenues</b>					
Property Taxes					
4402 Current property taxes	12,629,762	12,629,762	24,785,883	(12,156,121)	(49)%
4412 Delinquent personal property taxes	2,344	2,344	10,000	(7,656)	(77)%
4432 DNR - PILT	20,964	20,964	33,000	(12,036)	(36)%
4437 Industrial facilities taxes	7,501	7,501	215,000	(207,499)	(97)%
Total Property Taxes	12,660,571	12,660,571	25,043,883	(12,383,312)	(49)%
Penal Fines					
4581 Penal fines	0	0	550,000	(550,000)	(100)%
Total Penal Fines	0	0	550,000	(550,000)	(100)%
Charges for Services					
4650 Printing/fax fees	51	51	0	51	0 %
4660 Other Patron Fees	308	308	35,000	(34,692)	(99)%
4685 Materials replacement charges	3,377	3,377	0	3,377	0 %
Total Charges for Services	3,736	3,736	35,000	(31,264)	(89)%
Interest Income					
4665 Interest earned on deposits and investments	(73,905)	(73,905)	60,000	(133,905)	(223)%
4666 Interest Earned - Property Taxes	26	26	0	26	0 %
Total Interest Income	(73,879)	(73,879)	60,000	(133,879)	(223)%
Public Donations					
4673 Restricted donations	11,284	11,284	0	11,284	0 %
4674 Unrestricted donations	774	774	275,000	(274,226)	(100)%
Total Public Donations	12,057	12,057	275,000	(262,943)	(96)%
Other Revenue					
4502 Universal Service Fund - eRate	0	0	1,132,595	(1,132,595)	(100)%
4668 Royalties	484	484	0	484	0 %
4686 Sale of Equipment	25	25	0	25	0 %
4688 Miscellaneous	158	158	4,500	(4,342)	(96)%
4695 Health Insurance Plan Experience Rebate	0	0	100,000	(100,000)	(100)%
Total Other Revenue	667	667	1,237,095	(1,236,428)	(100)%
State Sources					
4540 State Aid	0	0	343,000	(343,000)	(100)%
4541 State aid - LBPH/TBBC	0	0	41,073	(41,073)	(100)%
4548 Renaissance Zone reimbursement	0	0	70,000	(70,000)	(100)%
4549 Personal Property tax reimbursement	0	0	400,000	(400,000)	(100)%
Total State Sources	0	0	854,073	(854,073)	(100)%
Total Revenues	12,603,153	12,603,153	28,055,051	(15,451,898)	(55)%
<b>Expenditures</b>					
Salaries and Wages					
5700 Board Stipend	270	270	3,900	3,630	93 %
5713 Salary & Wages	676,004	676,004	13,216,057	12,540,053	95 %
Total Salaries and Wages	676,274	676,274	13,219,957	12,543,683	95 %
Employee Benefits					
5709 FICA	50,102	50,102	1,011,028	960,927	95 %
5716 Defined Benefit Pension Plan	0	0	82,515	82,515	100 %
Expenditures					

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2022 Through 1/31/2022  
(In Whole Numbers)

		Current Month	2022 YTD	2022 Original Budget	2022 Original Budget to Actual Variance	Percent Remaining
5717	Defined Contribution Pension Plan Contributions	28,999	28,999	826,358	797,360	96 %
5718	Employee Health Benefits	107,315	107,315	1,260,065	1,152,751	91 %
5720	HSA/Flex	360,800	360,800	351,201	(9,599)	(3)%
5724	Life Insurance	3,229	3,229	31,000	27,771	90 %
5725	Additional Life Insurance	0	0	30,000	30,000	100 %
5727	Gradifi Student Loan Assistance	0	0	139,000	139,000	100 %
5728	YMCA Membership Support	0	0	16,300	16,300	100 %
5730	Other Employee Benefits	9,075	9,075	22,600	13,525	60 %
	Total Employee Benefits	559,519	559,519	3,770,067	3,210,548	85 %
	Collections - Digital					
5785	Cloud Library/OverDrive	0	0	1,540,000	1,540,000	100 %
5786	Hoopla	0	0	600,000	600,000	100 %
5787	Digital Collection	111,045	111,045	136,145	25,100	18 %
5788	Miscellaneous Electronic Access	129,560	129,560	222,938	93,378	42 %
	Total Collections - Digital	240,605	240,605	2,499,083	2,258,478	90 %
	Collections - Physical					
5791	Subscriptions	79,002	79,002	80,040	1,038	1 %
5815	KDL Cruisers	0	0	9,228	9,228	100 %
5871	Branch Local Materials - Restricted Donation Expenditures	1,587	1,587	10,725	9,138	85 %
5982	Collection Materials - Depreciable	88,626	88,626	968,300	879,674	91 %
5983	CD/DVD Collection Materials - Non-Depreciable	16,216	16,216	408,500	392,284	96 %
5984	Beyond Books Collection - Non-Depreciable	33,157	33,157	501,000	467,843	93 %
	Total Collections - Physical	218,588	218,588	1,977,793	1,759,205	89 %
	Supplies					
5750	Collection Processing & AV Supplies	4,845	4,845	198,949	194,104	98 %
5751	Supplies	2,485	2,485	129,504	127,019	98 %
5760	Technology & Accessories <\$1000	0	0	137,221	137,221	100 %
5764	KDL Staff Event, Supplies & Awards	155	155	22,730	22,575	99 %
5768	Promotions Supplies	0	0	39,900	39,900	100 %
5770	Other Awards/Prizes	33,959	33,959	133,850	99,891	75 %
5790	Books (not for circulation)	0	0	30,650	30,650	100 %
5851	Mail/Postage	483	483	35,810	35,327	99 %
5900	Copier/Printer Overage Charges	0	0	40,990	40,990	100 %
	Total Supplies	41,926	41,926	769,604	727,678	95 %
	Contractual and Professional Services					
5792	Software	152,431	152,431	733,896	581,465	79 %
5801	Professional & Other Contracted Services	152,276	152,276	742,630	590,354	79 %
5811	IT Contracted Services	1,560	1,560	0	(1,560)	0 %
5813	Delivery Services	4,603	4,603	162,167	157,564	97 %
5814	Security Services	0	0	60,445	60,445	100 %
5817	Lakeland Library Co-op services	1,527	1,527	6,107	4,580	75 %
5819	Drug Screenings/background checks	30	30	0	(30)	0 %
5825	KDL Staff Event Services	2,160	2,160	850	(1,310)	(154)%
5827	Catering	300	300	43,675	43,375	99 %
5833	All-staff Services	300	300	0	(300)	0 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2022 Through 1/31/2022  
(In Whole Numbers)

	Current Month	2022 YTD	2022 Original Budget	2022 Original Budget to Actual Variance	Percent Remaining
5836 Employee & Partner Care (Flowers, Etc)	0	0	4,300	4,300	100 %
5890 ILS Fees	102,102	102,102	147,300	45,198	31 %
5891 Licenses and Fees	7,014	7,014	109,085	102,071	94 %
5958 Payroll processing fees	4,774	4,774	0	(4,774)	0 %
Total Contractual and Professional Services	429,076	429,076	2,010,455	1,581,379	79 %
Programming and Outreach					
5795 Programming & Outreach Supplies	362	362	157,275	156,913	100 %
5865 Programming Services	2,100	2,100	47,740	45,640	96 %
5885 Speakers/Performers	10,840	10,840	214,030	203,190	95 %
Total Programming and Outreach	13,302	13,302	419,045	405,743	97 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	58,228	58,228	836,750	778,522	93 %
5822 Maintenance Contracts	660	660	23,250	22,590	97 %
5848 Mobile Hotspots	4,041	4,041	11,636	7,595	65 %
5849 Cell Phones/ Stipends	1,492	1,492	28,275	26,783	95 %
5850 Telephones	14,495	14,495	37,180	22,685	61 %
5852 Internet/Telecomm Services	55,676	55,676	750,000	694,324	93 %
5919 Waste Disposal	433	433	6,610	6,177	93 %
5920 Utilities	127	127	75,500	75,373	100 %
5925 Lawncare & Snowplowing	530	530	28,500	27,970	98 %
5928 Branch Maintenance Fees	123,547	123,547	482,068	358,521	74 %
5930 Repairs & Maintenance	2,360	2,360	113,470	111,110	98 %
5933 Software & IT Hardware Maintenance Agreements	90,402	90,402	189,750	99,348	52 %
5940 Rentals & Leases	36,974	36,974	224,000	187,026	83 %
Total Maintenance and Utilities	388,965	388,965	2,806,989	2,418,024	86 %
Staff Development					
5910 Staff Development & Conferences	24,241	24,241	270,746	246,505	91 %
Total Staff Development	24,241	24,241	270,746	246,505	91 %
Board Development					
5908 Board Development	0	0	12,000	12,000	100 %
Total Board Development	0	0	12,000	12,000	100 %
Other Expenditures					
5759 Gas, Oil, Grease	0	0	8,720	8,720	100 %
5860 Parking	13	13	3,685	3,673	100 %
5861 Mileage Reimbursement	2,891	2,891	64,734	61,843	96 %
5870 Branch Local Misc - Restricted Donation Expenditures	2,056	2,056	219,705	217,649	99 %
5873 Website	40,328	40,328	156,400	116,072	74 %
5875 Advertising	9,417	9,417	109,725	100,308	91 %
5901 Outsourced Printing & Publishing	726	726	67,500	66,774	99 %
5906 Promotions/Marketing	0	0	19,355	19,355	100 %
5907 Sponsorships/Donations	2,500	2,500	17,495	14,995	86 %
5915 Memberships, Dues & Fees	1,080	1,080	0	(1,080)	0 %
5935 Insurance	16,685	16,685	80,911	64,226	79 %
5939 Workers Compensation Insurance	39,403	39,403	34,000	(5,403)	(16)%
5955 Miscellaneous	0	0	90,815	90,815	100 %
5959 Sales Taxes	0	0	1,000	1,000	100 %
5964 Property Tax Reimbursement	(229)	(229)	60,000	60,229	100 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2022 Through 1/31/2022  
(In Whole Numbers)

	Current Month	2022 YTD	2022 Original Budget	2022 Original Budget to Actual Variance	Percent Remaining
5965 MEL Return Items	20	20	3,400	3,380	99 %
Total Other Expenditures	114,888	114,888	937,445	822,557	88 %
Capital Outlay					
5974 Land Improvements - Depreciable	0	0	203,000	203,000	100 %
5976 Building Improvements - Depreciable	0	0	145,500	145,500	100 %
5977 Technology - Non-Depreciable (\$1000-4999)	0	0	826,400	826,400	100 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	(8,083)	(8,083)	512,400	520,483	102 %
5980 Equipment/Furniture - Depreciable (\$5000+)	0	0	507,770	507,770	100 %
Total Capital Outlay	(8,083)	(8,083)	2,195,070	2,203,153	100 %
Total Expenditures	2,699,302	2,699,302	30,888,255	28,188,953	91 %
Excess Revenue Over (Under) Expenditures	9,903,851	9,903,851	(2,833,204)	12,737,054	(450)%

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 1/1/2022 Through 1/31/2022

Check Number	Vendor Name	Check Amount	Check Date
AP-January2022	Priority Health	114,132.62	1/4/2022
83504	IP Consulting, Inc.	79,320.03	1/26/2022
83514	Library Ideas, LLC	73,645.00	1/26/2022
83375	Ebsco Information Services	68,299.18	1/12/2022
83481	Everstream Holding LLC- Michigan	53,361.55	1/26/2022
83477	Ebsco Information Services	42,739.66	1/26/2022
83409	Ingram Library Services LLC	42,536.49	1/12/2022
83425	Midwest Tape	40,993.09	1/12/2022
83440	Accident Fund	39,403.00	1/26/2022
83507	Kanopy Inc.	35,000.00	1/26/2022
AP-9896312559B	Verizon Wireless - MiFi Routers & Cell phones	34,489.11	1/25/2022
83533	RNL Graphics Solutions, LLC	33,911.42	1/26/2022
83503	Ingram Library Services LLC	25,407.17	1/26/2022
83523	Newsbank, Inc.	23,772.00	1/26/2022
83467	City Of Wyoming - Treasurer's Office	17,949.31	1/26/2022
83464	City Of Kentwood Treasurer	17,923.13	1/26/2022
83364	Baker & Taylor	14,888.59	1/12/2022
83410	IP Consulting, Inc.	13,745.00	1/12/2022
83434	The Executive Committee, INC - A Vistage Company	13,677.00	1/12/2022
83452	Baker & Taylor	13,648.19	1/26/2022
83370	Comerica Bank	13,173.69	1/12/2022
213570000365	Priority Health	12,711.21	1/3/2022
83371	Crosby And Henry	12,097.00	1/12/2022
83462	City Of East Grand Rapids	11,790.63	1/26/2022
83532	ProQuest LLC	11,697.50	1/26/2022
83530	Plainfield Charter Township	11,374.47	1/26/2022
83485	Cengage Learning	10,600.80	1/26/2022
83551	Urban Libraries Council	10,500.00	1/26/2022
83463	City Of Grandville	10,171.00	1/26/2022
83459	Cascade Charter Township	9,586.94	1/26/2022
83378	Findaway World, LLC	9,560.30	1/12/2022
83469	Comerica Bank	9,038.97	1/26/2022
83441	Ada Township	9,030.44	1/26/2022
9894716730	Verizon Wireless - MiFi Routers & Cell phones	9,002.50	1/3/2022
83458	Canva US, Inc.	7,619.98	1/26/2022
83457	Caledonia Township	6,765.50	1/26/2022
83475	DISHER Corp.	6,100.00	1/26/2022
83455	The Lillie Labor Law Firm P.C.	5,730.00	1/26/2022
83456	Byron Township	5,516.88	1/26/2022
83374	DK Security	5,339.52	1/12/2022
83430	Same Day Delivery, Inc	5,120.00	1/12/2022
83520	Midwest Tape	4,874.38	1/26/2022
83549	UAW Local 2600	4,724.88	1/26/2022
83366	BookPage	4,536.00	1/12/2022
83547	Tumbleweed Press Inc.	4,500.00	1/26/2022
83545	Swartz Electric Co.	4,145.00	1/26/2022
AP-03017698	Paycor, Inc.	4,135.92	1/6/2022
83449	Atlanta Capital Management Co, LLC	4,070.00	1/26/2022
83484	Gaines Charter Township	4,051.25	1/26/2022
83486	Governmental Consultant Services Inc.	4,000.00	1/26/2022
83466	City Of Rockford	3,742.81	1/26/2022
83522	Nelson Township	3,450.13	1/26/2022

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 1/1/2022 Through 1/31/2022

Check Number	Vendor Name	Check Amount	Check Date
83465	City Of Lowell	3,386.69	1/26/2022
83553	Walker City Treasurer	3,325.00	1/26/2022
AP-January2022	PLIC - SBD Grand Island	3,229.16	1/3/2022
AP-206791227680	Consumers Energy	3,107.62	1/4/2022
83508	Kent County Treasurer-Mi Tax Tribunal Refunds	3,047.40	1/26/2022
83379	Frederik Meijer Gardens & Sculpture Park	3,015.00	1/12/2022
83525	Northtown Motor Homes Inc	2,999.68	1/26/2022
AP-238008	TelNet Worldwide, Inc.	2,702.89	1/25/2022
83435	TerHorst & Rinzema Construction Co.	2,547.03	1/12/2022
83454	Bowne Township	2,394.00	1/26/2022
83372	Demco, Inc	2,317.50	1/12/2022
83437	UAW Local 2600	2,246.06	1/12/2022
83444	All Season Lawn Care	2,120.67	1/26/2022
83438	616 Amusements LLC	2,100.00	1/26/2022
AP-9894872139	Verizon Wireless - MiFy Routers & Cell phones	1,971.68	1/3/2022
83436	Thomas Klise/Crimson Multimedia	1,960.00	1/12/2022
83483	Foster, Swift, Collins & Smith, P.C.	1,911.00	1/26/2022
AP-03023501	Paycor, Inc.	1,777.00	1/12/2022
AP-539752	123.Net, Inc	1,724.00	1/11/2022
83357	Advanced Benefit Solutions, Inc / 44 North	1,579.00	1/12/2022
83488	Grand Rapids Building Services	1,568.75	1/26/2022
83443	Adtegrity / Media Place Partners	1,565.32	1/26/2022
83534	Same Day Delivery, Inc	1,536.00	1/26/2022
83511	Lakeland Library Cooperative	1,526.75	1/26/2022
AP-2036757-0122	Dte Energy	1,346.15	1/4/2022
83521	Lifeworks (US) LTD.	1,336.65	1/26/2022
83445	Alpine Township	1,315.56	1/26/2022
83510	Kushner & Company Inc	1,295.66	1/26/2022
83548	Tyrone Township	1,278.81	1/26/2022
83550	Unique	1,246.80	1/26/2022
83442	Adolfo Valle	1,200.00	1/26/2022
83542	Staples Business Advantage	1,136.06	1/26/2022
AP-201363147766	Consumers Energy	1,128.99	1/6/2022
83359	Advantage Marketing Inc. / Advantage Experts in Clean	1,074.80	1/12/2022
83453	Blackstone Audio Inc	1,015.41	1/26/2022
83478	El Vocero	1,000.00	1/26/2022
83491	Hodges Coaching LLC	900.00	1/26/2022
83540	Spencer Township	875.00	1/26/2022
83531	Progressive AE, Inc	867.18	1/26/2022
83427	Nationwide	858.26	1/12/2022
83513	Lewis Paper	759.97	1/26/2022
83489	Grand Rapids Area Chamber Of Commerce	750.00	1/26/2022
83555	Wolverine Printing Company	726.05	1/26/2022
83527	Penworthy Co.	721.54	1/26/2022
83433	Susan Erhardt	719.20	1/12/2022
83512	Lance Werner	709.40	1/26/2022
83448	ASLdeafined	700.00	1/26/2022
83509	Kris Vogelar	674.20	1/26/2022
83544	State Of Michigan	670.00	1/26/2022
AP-03081631	Paycor, Inc.	638.00	1/20/2022
83365	Blackstone Audio Inc	568.50	1/12/2022
83472	Craig Buno	543.20	1/26/2022

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 1/1/2022 Through 1/31/2022

Check Number	Vendor Name	Check Amount	Check Date
83383	Grand Rapids Building Services	530.00	1/12/2022
AP-January 2022	Delta Dental Of Michigan	512.30	1/10/2022
83516	Michael Hyacinthe	500.00	1/26/2022
83432	Stephen Jones	500.00	1/12/2022
83506	Julie Ralston	486.20	1/26/2022
83447	Aqua Blue Aquarium Solutions	463.00	1/26/2022
83380	Cengage Learning	440.69	1/12/2022
83471	Courtnei Moyses	437.20	1/26/2022
83377	Eric DeHaan	436.96	1/12/2022
AP-2358126	Arrowaste	433.13	1/19/2022
83382	Grainger	416.56	1/12/2022
83554	Warner Norcross & Judd Llp	411.00	1/26/2022
83356	Absopure Water Company	313.50	1/12/2022
83428	Occupational Health Centers of Michigan, P.C.	279.03	1/12/2022
83439	Absopure Water Company	275.50	1/26/2022
83473	Daniel Palasek	275.00	1/26/2022
83490	Heart Of West Michigan United Way	256.00	1/26/2022
83368	Center Point Publishing	250.47	1/12/2022
83384	GreenMichigan.org	250.00	1/12/2022
83413	Legal Shield	248.25	1/12/2022
83536	Sarah Ryder / The Hammock LLC	240.00	1/26/2022
83480	ClearStar, Inc.	240.00	1/26/2022
83468	Comcast Cable	223.90	1/26/2022
83414	Liv Deliyannides	214.96	1/12/2022
83482	Findaway World, Llc	212.96	1/26/2022
AP-014901	Medtipster.com, LLC.	211.10	1/12/2022
83543	State of Michigan	180.00	1/26/2022
83528	Performance Assessment Network	170.00	1/26/2022
83360	Aqua Blue Aquarium Solutions	170.00	1/12/2022
83492	Holly Goulet	154.78	1/26/2022
83517	Michigan State University	150.00	1/26/2022
83461	Cheryl Blackington / Mindful Meus	150.00	1/26/2022
83470	COSUGI	150.00	1/26/2022
83474	Demco, Inc	131.58	1/26/2022
83369	Comcast Cable	126.90	1/12/2022
83376	Elizabeth Green	101.24	1/12/2022
83431	Sarah Johnston	100.00	1/12/2022
83539	Shirley Bruursema	97.44	1/26/2022
83426	MLA- Michigan Library Association	85.00	1/12/2022
83479	Employee Assistance Center (EAC)	85.00	1/26/2022
AP-9894109562	Verizon Wireless - MiFy Routers & Cell phones	83.10	1/5/2022
83552	Vital Records Holdings, LLC / VRC Companies, LLC	81.30	1/26/2022
83385	Heart Of West Michigan United Way	78.00	1/12/2022
83526	Occupational Health Centers of Michigan, P.C.	76.99	1/26/2022
83358	Advanced Ecosystems / FishGuy	75.00	1/12/2022
83524	Nicole Lintemuth	54.57	1/26/2022
83546	Thomas Noreen	52.81	1/26/2022
83412	Julie Gritter	50.00	1/12/2022
83538	Sheri Gilreath-Watts	47.55	1/26/2022
83529	Peter Dykhuis	46.38	1/26/2022
83460	Charles R. Myers	42.87	1/26/2022
83476	Dowloing Public Library	40.95	1/26/2022

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 1/1/2022 Through 1/31/2022

Check Number	Vendor Name	Check Amount	Check Date
83446	Andrew Erlewein	39.36	1/26/2022
83535	Sarah Ann Weller	37.60	1/26/2022
83411	Jennifer Wheaton	32.55	1/12/2022
83429	Ryan Schaner	31.57	1/12/2022
83487	Grainger	28.42	1/26/2022
83381	Gary Klaiss	27.95	1/12/2022
83373	Diane Cutler	26.27	1/12/2022
83415	Megan Russ	22.49	1/12/2022
83537	Shelley Rottman	21.99	1/26/2022
83515	Linnea Blanchard	16.99	1/26/2022
83416	Michelle Momber	16.99	1/12/2022
83367	Buchanan District Library	15.00	1/12/2022
83556	Zurina Ariffin	13.25	1/26/2022
83505	isolved Benefit Services	13.16	1/26/2022
Report Total		1,131,295.59	

# Director's Report

**The following question was asked: After two years of nearly constant change, what are some ways your branch, your team and/or your community have NOT changed, that you are glad has stayed the same?**

## KRAUSE MEMORIAL, NELSON + SPENCER

At the Krause Memorial, Nelson Township, and Spencer Township branches, staff feel proud of the kindness, empathy and love they continue to effortlessly show the world in the midst of ambiguity and change, all of which are part of KDL's excellent customer service model. Seeing regular patrons continue to visit on a routine basis is part of what makes it all worth it in the end. Not only do patrons appreciate being greeted by name and connecting with staff on an individual basis, they also love that they can always count on their favorite KDL staff and librarians to give them the warm welcome back into the Library space, whether that be a brand new KDL employee fresh at the branch or one that they've been seeing (almost) every day for the past ten years. Patrons maintain a love for KDL and their specific community branch, often promoting singing the praises of KDL services and materials to their family, friends and colleagues. Nowhere else has this been more evident recently than among Rockford patrons, who have come out in full force to voice their support for KDL and the Krause Memorial Branch. Branch Librarian Melissa English remarks, "The Krause Branch and the Rockford community have remained a vibrant place for families despite the challenges of the past two years. Whether through outdoor scavenger hunts, the Rockford Outdoor Refreshment Area or library contests and "Take and Makes," our community continues to find new and creative ways to be a great place to raise a family!"



## EAST GRAND RAPIDS BRANCH + AMY VAN ANDEL LIBRARY

At the East Grand Rapids Branch, visitor counts are still not as high as they were before the 2020 COVID-19 pandemic, but there is still a near constant buzz of students, community residents and Kent County patrons from downtown Grand Rapids coursing in and out of the library's doors. Programming will continue to be something EGR does very well, but even in its absence the EGR team enjoys helping people with their technology needs or with finding their next great read. Over the past few years, KDL has put more of an emphasis on cross-training employees so that background work can be done more efficiently, allowing more time to be spent with patrons. An example of how effectively this training has been implemented with great success: A few weeks ago, Branch Librarian Immanuel Deliyannades was working on a day when multiple people called in sick. Without even being asked, Immanuel took care of opening duties, fulfilled an exceptional holds list and checked in materials with incredible speed. More impressive was how calm and responsive he was to patrons who came in. Immanuel's great work under pressure goes to show that the priority on patron experience has never been higher.

Can you believe the Amy Van Andel Branch is one year old as of February 5? To celebrate the occasion, the community and branch staff pulled out all the stops to make the lobby look festive, complete with coffee and refreshments provided by Brody's Be Café and Cakabakery, respectively. In just one short year, the AVA Library has truly become a Community Center reflecting the heart and soul of Ada Township. Not only that, but the library team has been exceptional through it all. It continues to be a rewarding experience for new employees to begin to build new relationships with patrons. For example, Assistant Branch Librarian Julia Verstraete made a friend through curbside delivery. Recognizing that this particular patron needed a little extra encouragement, Julia began drawing fun pictures on the curbside bags, even going so far as to sneak a holiday card into her last pickup. These and other instances show the KDL Way is in full effect at the Amy Van Andel Library and Community Center.

Last but not least, a special thank you to former Regional Manager Dawn Lewis! She has done so much for the Library in her impressive career spanning over 25 years with KDL. Her accomplishments are too many to list! Both the East Grand Rapids and the Amy Van Andel branches are a positive reflection of her thoughtful leadership and example. We are so grateful she will be staying on as a rotating manager!



## GAINES + KENTWOOD

In the past few years, staff at the Gaines Township Branch have built strong and lasting relationships with library patrons, relationships that have withstood limited library hours and services as well as outright library closure. When the branch finally opened back up to the public in early 2021, many regular patrons were eager to update staff on what was new in their lives and families—And to be updated the same. Assistant Branch Librarian Kathleen Knott shares that getting to know new and familiar faces at her library branch is her favorite part of the job. She and her fellow staff members consider many patrons friends. Regardless of the many disruptions due to COVID-19, the Gaines Branch and staff are still an integral part of the local community through and through.

At Kentwood, staff have been overjoyed to see many of the branch's daily visitors before the pandemic return as regular patrons. Study room users and leisure readers have also returned to spend a good part of the day at the library, particularly on the second floor where the seating area offers a lavish window view or cozy fireplace escape. Additionally, the local "computer kids" are back to their daily routine of playing games and talking to "Mr. Greg" (Branch Teen Librarian Greg Lewis), as well as desk staff and each other, all as if no time has passed at all.

At both branches, patrons regularly remark on how wonderful it is to be able to pick out their own materials again. The new face out displays are also fun to browse and have helped more than one browser of the stacks discover a new title they may not otherwise have considered before.

## KELLOGGSVILLE + WYOMING

At the Kelloggsville Branch, attendance numbers for teen programming have continued to rise and student interns have started on a few library improvement projects. In the next few weeks they will also tour the KDL Service + Meeting Center to learn more about general library operations and how the different departments there work with the branches to deliver exceptional services and materials to library patrons.

The Wyoming Branch has welcomed many new members to the team over the past two years. It has been wonderful to have a new set of eyes on the branch and fresh ideas intermingling with established tradition. Additionally, Assistant Branch Librarians have been able to invest their talent and skill into more branch projects than they were in the past. Despite the myriad changes experienced over the past two years, some things have also gladly stayed the same or gone back to normal. For instance, now that the high schoolers have once again returned to in-person instruction, they are also once again flooding through the doors after school. Their energy, silliness and laughter are marked this time of the day with a sense of joy. They are also always ravenous and in want of snacks. Toddlers occasionally still mistake Wyoming's main lobby water feature for a wading pool and take an unscheduled dip. The fireplace in the quiet reading room is now working again after waiting on a new part to come in for the past few months. Patrons still ask for assistance with the public computers and find comfortable places to read, relax and chat in front of the many beautiful windows.

Both the Wyoming and Kelloggsville teams have become more agile, more flexible and more resilient over the past few months, especially when it comes to supporting one another.

# Featured Department

## Patron Services Department

Earlier this month, the Patron Services Associates completed their upward reclassification training and have transitioned to Patron Services Librarians. This was a long training process that involved professional development, working in the branches, and user experience training. It was impressive by the way the Patron Services Librarians were able to keep up on their regular scheduled duties while completing this training. With this upward reclassification, they have each joined a Programming and Advisory Group, they are participating in projects within the PMO at a higher level and continuing to fine-tune their library customer service and materials advisory skills.

While we have settled into our new physical space, the landscape of COVID is ever-evolving. This team has shown over the past year that they are no stranger to pivoting at a moment's notice. Perhaps we should re-name them the Pivot Services Librarians? They have navigated questions around masks, where to find COVID tests, the pausing of programs, and challenged materials. The team has shown its excellence in de-escalating these conversations, offering alternatives where they can, and continuing to create long-lasting relationships with our community. There are two patron comments worth highlighting. While these are specific, a variation of them come in on a routine basis.

"You folks are the only consistently kind people that I deal with outside of my home. It is always a pleasure to deal with you guys. "

"Thank you for this courtesy! You take "Customer Service" to a whole NEW level!!"

If you are in the building, come by to see our new office space and say "hi!" to this team of dedicated community librarians!



# OUTREACH

**JANUARY 2022**



## BOOKMOBILE

The Bookmobile team found creative ways to participate in community events and visit partners despite illness within the team. The team participated and enjoyed a nice breakfast on MKL Jr. Day with friends from the Urban League.

## FINANCIAL STABILIZATION

In January the virtual Early Childhood Education class had 68 attendees who contribute to their continuing education credits required to hold their child care license.



There was a 50% rise in Career Online High School surveys! And two new scholarships were granted to Kent County Residents.

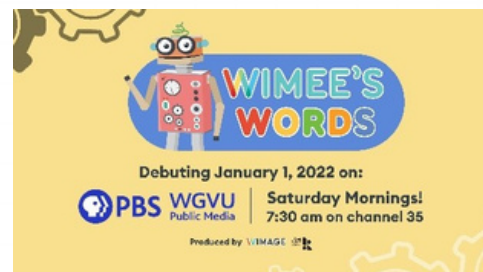


## PARTNERSHIP SUPPORT

Preparations are in the works for the partnerships with the Literacy Center of Western Michigan on hosting interns. Three interns from Puertas Abiertas and another from a visit to Christian Reformed Church.

## VIRTUAL SERVICES

Wimee's Words started streaming through GVSU and a new structure using the interactive model was put in place. The plan is to continue inviting partners, branches and families, to utilize the tools to innovate in the interactive virtual world.



# Katie Kudos

## WINNERS FOR JANUARY 2022

**ADRIANNA TRICHE**

**WYOMING**

**NOMINATED BY TY PAPKE**

**HELPFUL**

**BECAUSE...**The Wyoming branch has a fantastic Black History Month display, thanks to the creativity and teamwork of this group. Everyone really went above and beyond with this one. It was great to see so many people working together.

**AND**

**NOMINATED BY CLARE O'TSUJI**

**HELPFUL**

**BECAUSE...**While I was on leave, all these amazing people kept Kelloggsville running! Each one of them helped the interns, covered my stuff, all while doing their normal day-to-day things. It made coming back to work so much easier. I am very fortunate to work with such amazing co-workers.



**IMMANUEL DELIYANNIDES**

**EAST GRAND RAPIDS**

**NOMINATED BY TOBY SCHULER**

**HELPFUL**

**BECAUSE...**I nominate Immanuel for being a helpful hero. EGR had a busy morning with few workers and Immanuel stepped in, used ESP to see the big picture of what needed to be done, and multi-tasked like there was no tomorrow. He rocked the massive holds list. He checked in the items with such speed that I swear the receipt printer started smoking. He was a hazy blur of denim and flannel. He capped it off by greeting patrons in a calm way despite being busy.

**JULIE MYSZAK - COLLECTIONS SERVICES**

**NOMINATED BY JANINE ELLIOTT**

**HELPFUL**

**BECAUSE...**Julie stepped up and did staff check-in for the entire Service Center on behalf of a co-worker who was out sick that day without even being asked to do it. Thanks, Julie!

**AND**

**NOMINATED BY JENNIFER WHEATON**

**HELPFUL**

**BECAUSE...** I had some anti-fatigue mats that I wanted to use in the SC building. I thought of the "delivery and receiving" areas. Thank you to Holly, Janine, Mary, Judy, Julie, and Jill for finding spots in which to use them and putting them down in the areas. Now, I am not so worried about the Collection Services staff having sore feet at the end of the day.

# Upcoming Meetings + Dates of Interest

## Upcoming Meetings

**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

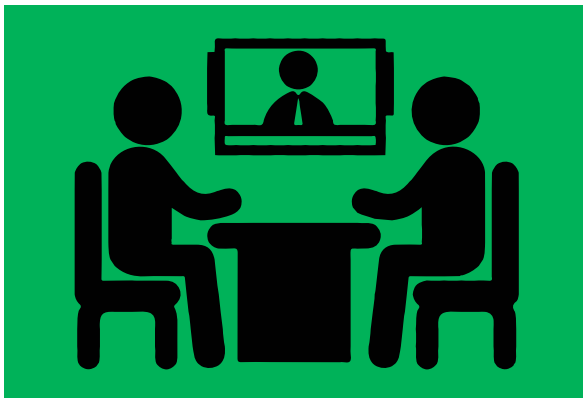
**Regular Board Meeting**  
Thursday, May 19, 2022  
4:30 PM  
KDL Engelhardt Branch

## Dates of Interest

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

**KDL Pension Meeting**  
May 18, 2022  
1:00 PM  
KDL Service + Meeting Center

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





# MONTHLY PROJECT REPORT

**JANUARY 2022**

- 2** New projects approved
- 13** Projects in approval queue
- 3** Declined



<span style="color: green;">●</span> In progress	10
<span style="color: yellow;">●</span> Late	2
<span style="color: green;">✓</span> Completed	33

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

## Hygiene Lockers

- **Project Lead:** Hannah Moeggenborg **Approval Date:** 01.19.22  
**Status:** On track **Due Date:** 04.30.22

As a highly trafficked community center and resource, libraries are a safe place for people to come and receive assistance without judgment. When patrons want to visit a branch for an extended period of time, they may sometimes have to cut their visit short because they forgot a hygienic necessity such as a diaper or menstrual product. Additionally, those who come to the library for general resources may feel more comfortable getting additional necessities like toothpaste or shampoo here as well. By providing lockers filled with these and similar hygiene products, the library has an opportunity to provide guests with a small but vital need and to do so without shame for anyone who may be in need. No questions asked. As part of the goals and deliverables of this project, the project team will ensure that all branches offer a hygiene locker (one on each floor for branches with more than one level) that is constantly supplied with quality products. They will also assign a point person at each branch to monitor and stock supplies, they will create an in-branch order form and locker stocking process, and they will determine best practices to market and bring awareness to the new service without sacrificing the dignity and anonymity of its users. This team will also seek alternative funding/donations to sustain this resource.

**NEW!**

## iVox App

- **Project Lead:** Tammy Schneider **Approval Date:** 01.19.22  
**Status:** On track **Due Date:** 03.31.22

As many Kent County families continue to feel the effects of the pandemic on their education and child development, the library can and should remain an important bridge to vital educational resources in regards to ongoing milestones (such as Michigan's third grade reading requirements) by providing for the changing needs and evolving experiences of the community. iVox is a new and award-winning virtual book app from Library Ideas, a parent company of Freegal and Vox Books, which provides access to early literacy based content for patrons who find it difficult to visit KDL's physical branches. Library Ideas is currently offering a three-month, no obligation trial featuring interactive animated books and stories for kids. Patrons will be able to sign up for the service by using their library card number.

**NEW!**

## Circulation Moonshot: Displays + Merchandizing



**Project Lead:** TBD  
**Status:** PAUSED

**Approval Date:** 06.30.21  
**Due Date:** 05.31.22

With changes in project sponsor and lead, this project was placed on hold (PAUSED) in order to better understand the evolving needs and goals of the system surrounding these efforts, including garnering additional project buy-in before moving forward. Some new strategy meetings are in the works for the beginning of February, after which we will have a better idea of how to proceed.

## Circulation Moonshot: Weeding Standards



**Project Lead:** Liz Guarino  
**Status:** On track

**Approval Date:** 06.30.21  
**Due Date:** 05.31.22

Englehardt staff in Lowell have started using the newly developed weeding process and sustainability measures, with great success and feedback. A timeline for rollout at all KDL branches has been determined and will soon be shared with managers for systemwide implementation. Rochelle Ball is also working with Sirsi to establish weeding thresholds for the daily paging report to ensure the collections are not being over-weeded.

## Circulation Moonshot: Youth + Teen CORE Collection



**Project Lead:** Tammy Schneider  
**Status:** On track

**Approval Date:** 10.20.21  
**Due Date:** 03.31.22

The team is currently working to compile titles for this new CORE offering and feels confident that a general consensus will be reached concerning which titles should be included and which should not. Once compiled, books will be ordered, catalogued and dispersed to their designated branch.

## Curbside Texting + Interactive Voice Response (IVR)



**Project Lead:** Morgan Hanks  
**Status:** On track

**Approval Date:** 10.20.21  
**Due Date:** 03.31.22

During the month of January, the project team visited the Cascade Branch to test general user experience. As a result, a few small yet necessary changes were identified, which IP Consulting was able to make within the day. As part of the visit, Network Systems Specialist Dhanya Ravi also loaded the IVR software onto staff iPads for better mobility and ease of use. A comprehensive training plan is currently in the works. Upon completion, the team plans to pilot the new program in the Caledonia Branch by the beginning of March with hopes that this will lead to a systemwide rollout at additional branches that may be interested in the software; however, this would be part of a separate project through the PMO.

## EDI Collection Audit + Tagging (Phase 2)



**Project Lead:** Tammy Schneider  
**Status:** On track

**Approval Date:** 03.24.21  
**Due Date:** 12.31.22

Although tags for the Children's and Teen collections have been established, KDL commissioned Ingram to run another audit of the total collection. Results are expected in early February, after which the project team will identify any gaps in understanding or execution and adjust processes and strategy accordingly. Training on these processes has likewise been scheduled for members of KDL's Task and Research group, which will ensure the Collection Development Department has further support with identifying and tagging EDI materials going forward. In the meantime, Collection Development Librarians Johanna Boyle and Tammy Schneider have started adding tags to new book orders.

## KDL Mobile App



**Project Lead:** Remington Steed  
**Status:** On track

**Approval Date:** 11.29.21  
**Due Date:** 04.22.22

The contract has been signed with BiblioCommons and implementation of the new KDL mobile app version is set to begin this month. Bibliocommons estimates 14 weeks for project completion, requiring reconsideration of the originally estimated date of completion. The main goal was for this project to be completed and rolled out before Summer Wonder in June. This is still expected, with the project roll-out schedule for staff training and patron reception to be adjusted as a result.

## Rehmann - Finance Department Audit



**Project Lead:** Kim Lindsay  
**Status:** At Risk - Timeline

**Approval Date:** 11.02.20  
**Due Date:** *new due date 05.31.22*

Efficiency updates for our KDL internal purchasing software (Microix) and updated approval hierarchies and purchasing thresholds have been in place since January with very few hiccups. The amount of time spent approving overly small transactions has also been drastically reduced. Work has begun on creating punch list purchasing for our largest vendors that will allow for more ease of transactions. General Accountant Annette Miller is temporarily absorbing the functions and duties of General Accountant Randy Burson in the wake of his departure from the organization until that position is filled. Unfortunately, this will also take some resources away from this project's completion in the short-term; however, the project team remains optimistic that we'll be back on track shortly.

## Streaming Sensory Storytimes



**Project Lead:** Shelley Roossien  
**Status:** Completed

**Approval Date:** 08.18.21  
**Due Date:** 01.15.22

As of January 31, the webpage for the new Streaming Sensory Storytime is now live. Links to posted videos, as well as a comprehensive resource guide and recommended reading lists, can be found by visiting [kdl.org/sensorystorytime](http://kdl.org/sensorystorytime). Additional video content is still being edited by Digital Marketing Strategist David Specht and will be released to the public each quarter via the website. Each branch will be receiving promotional postcards and digital signage. On top of these marketing efforts, the library also published a press release announcing the new offering, which was featured on KDL's Facebook page, and an article highlighting the project will be included in the next Kaleidoscope. Last but not least, Project Lead Shelley Roossien did a radio interview on the WGVU Morning Show with Shelley Irwin on local radio station WGVU 88.5/95.3 FM.

## Systemwide WonderKnook Refresh



**Project Lead:** Missy Lancaster / Abby Black  
**Status:** On track

**Approval Date:** 09.23.21  
**Due Date:** 11.30.22

Components of each WonderKnook play kitchen are now in production and, once completed, will be installed at each branch that chose one as their "imaginative play" item. TMC has also completed rough sketches and inspiration-panel overviews for every branch space, with custom items ready for review in early February, and have started rendering these designs into their production software. Rendering the furniture through CAD is the most labor-intensive step of the development process. The project team continues to pay close attention to overall design along with tiny product details to ensure that everything turns out just right. In late January, the WonderKnook Play Table prototype hit the factory floor for production. If all goes well, the tables could be ready in the next few weeks for one of the branches to "test drive." The WonderKnook team will continue to work closely with TMC in order to meet project deadlines and ensure clear communication as the project moves forward.

## Traveling Exhibits



**Project Lead:** Brad Baker  
**Status:** On track

**Approval Date:** 12.29.21  
**Due Date:** 04.30.22

The first traveling exhibit has been successfully launched at the East Grand Rapids Branch, with plans to travel to the Amy Van Andel Library later in February. Currently, KDL is showcasing photography taken from Pam VanderPloeg's *Grand Rapids Downtown Buildings*. The display system purchased from ProPanels has proven to be an easy-to-deploy product with a great deal of reusability. The modular design allows for 12 large display areas when fully expanded, though this could be dialed back depending on space and intended use. The team has now moved on to exploring what could be part of future display exhibits, including setting up meetings with staff and stakeholders to discuss.

## BUILDING PROJECTS

### Service + Meeting Center



**Project Lead:** Missy Lancaster  
**Status:** On track

**Approval Date:** 2020  
**Due Date:** new due date 03.31.22

Furniture for the Human Resources and Finance departments arrived at the end of January and staff are expected to be back in their offices by February 4. (This marks the first time these staff members will have been able to re-enter their spaces in over a year!) Unfortunately, some desk elements are still missing pieces due to production and delivery delays; however, this is considered just a minor inconvenience and should not hinder staff's ability to do work. Next up, the Bruursema Board Room, Learning Lab, Corner Conference Room and HR Conference Room will receive basic maintenance and upkeep. Construction in these rooms is expected to last three to four months depending on availability of materials, with furniture arriving after all work is complete. Due to increased shipments of KDL Swag, leftover Summer Reading books and prizes, and KDL Little Free Library items, the Bookmobile Garage will need better storage solutions. More pallet racking is being installed and project lead Missy Lancaster is working with both the Community Engagement and Programming teams on improved spatial planning organization.

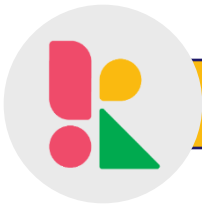
### Krause Memorial



**Project Lead:** Jennifer German  
**Status:** N/A

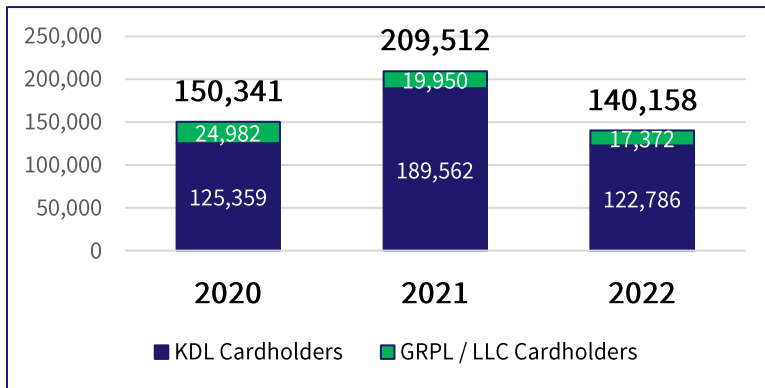
**Approval Date:** N/A  
**Due Date:** N/A

The Krause Memorial Library Board met on January 24 concerning future building expansion, with Rockford City Manager Thad Beard in attendance to give an update. Mr. Beard informed the Board that the City plans to contract with Progressive AE to expand on preliminary renderings and get an updated estimate on building project costs. The City also plans to begin a capital campaign for building expansion in approximately three months' time.



# JANUARY 2022 STATISTICAL SUMMARY

## Active Patrons:



## 1,488 Accounts Added in January:

- 1,281 New KDL Cardholders
- 143 New GRPL Cardholders
- 64 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.*

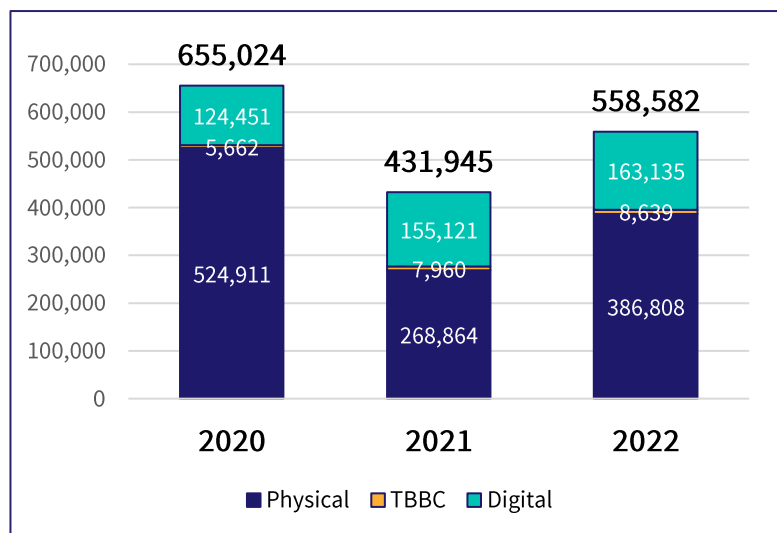
*Note: Branches were closed March 13 – August 4, 2020 and November 16, 2020 – January 18, 2021 due to COVID-19. Curbside service began June 15, 2020. Limited in-branch hours were offered August 5 – September 20, 2020.*

## Comparing to Previous Timeframes:

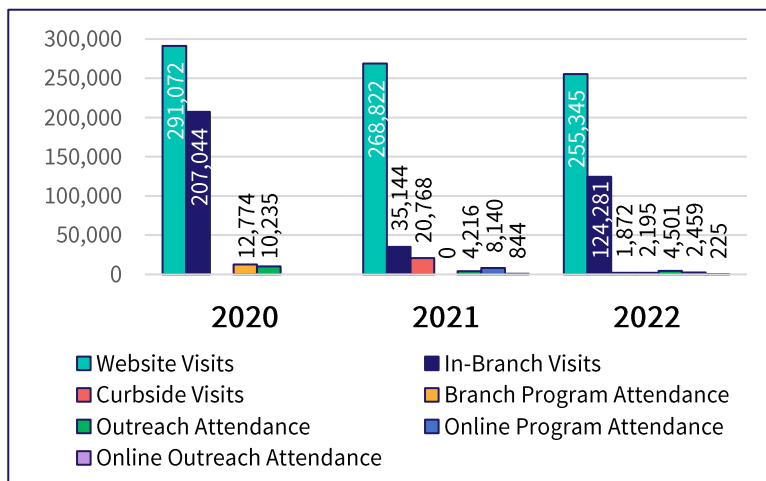
- **Physical Checkouts:** Down 0.03% from last month; Up 22% from 2021; Down 29% from 2020
- **Digital Checkouts:** Up 9% from last month; Up 5% from 2021; Up 31% from 2020
- **Visitor Count:** Down 11% from last month; Up 126% from 2021; Down 39% from 2020
- **Program Attendees:** Down 34% from last month; Down 29% from 2021; Down 59% from 2020

*(See following page for more details)*

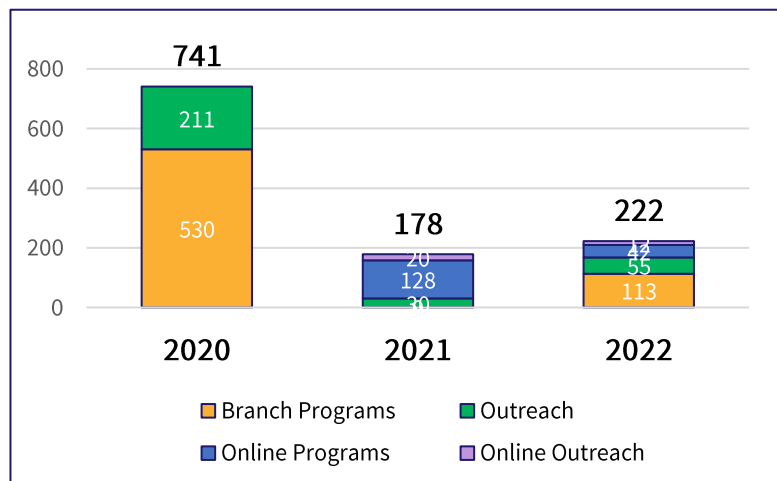
## Circulation YTD:



## People Served YTD:



## Number of Events YTD:

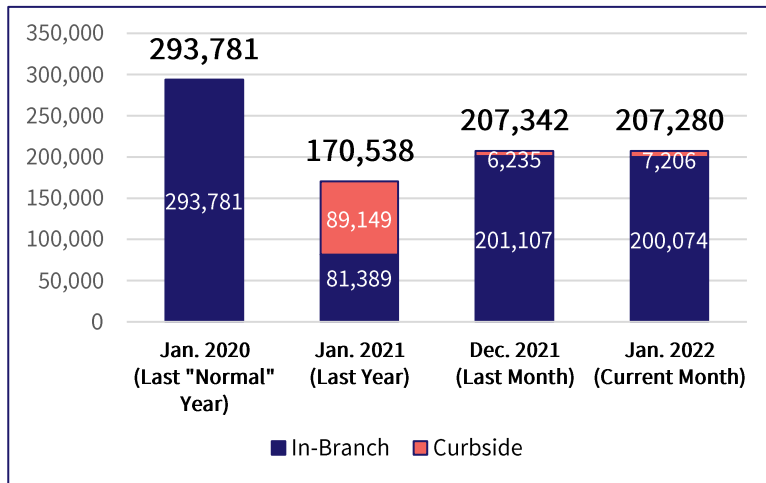




## JANUARY 2022 STATISTICS IN-DEPTH

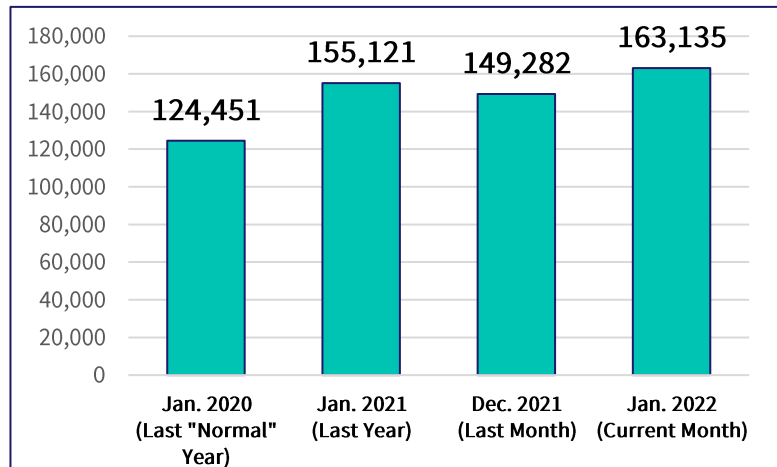
How have our basic statistics changed month-to-month and when compared to 2021 (when branches were closed to in-branch services the first part of the month), and compared to the last "normal" year of pre-COVID 2020?

### Physical Items Checked Out:



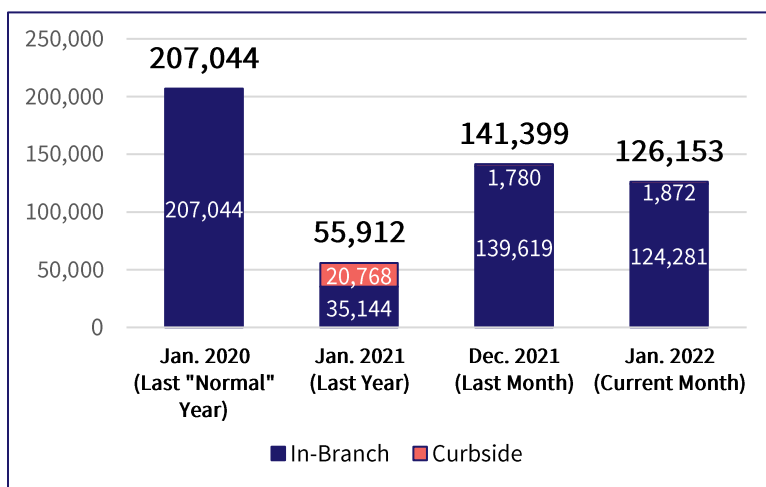
0.03% fewer total items were checked out compared to last month, and 29% fewer compared to the same month in 2020. Curbside use accounted for 3% of checkouts in January.

### Digital Items Checked Out:



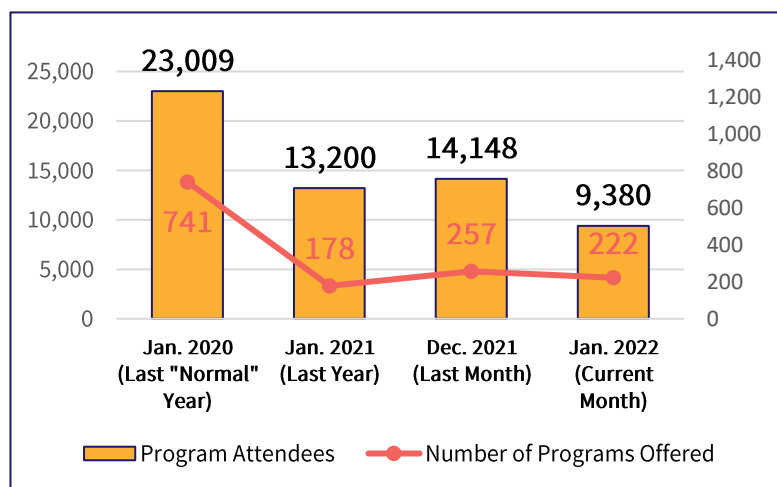
Digital checkouts are up 9% from last month, up 5% from the same month in 2021, and up 31% compared to the same month in 2020.

### Visitor Count:



Including both in-branch and curbside visits, total visitors decreased 11% compared to last month, and are down 39% compared to the same month in 2019. Curbside users accounted for 1% of visitors in January.

### Programs:



In-branch programming was paused midway through January, therefore KDL offered 14% fewer programs than last month, and had 34% lower attendance. Attendance is down 59% when compared to the same month in 2020. **35**



## MOST POPULAR TITLES LAST MONTH

Click on each title for a link to the catalog

### KDL CORE Titles (All copies):

Title	Checkouts
-------	-----------

- |  |    |
|--|----|
| 1. <i>The Midnight Library</i> by Matt Haig      | 85 |
| 2. <i>The Guest List</i> by Lucy Foley           | 65 |
| 3. <i>Where the Crawdads Sing</i> by Delia Owens | 63 |
| 4. <i>The Silent Patient</i> by Alex Michaelides | 60 |
| 5. <i>Educated</i> by Tara Westover              | 57 |

### KDL CORE Titles (Stickered copies):

Title	Checkouts
-------	-----------

- |  |    |
|--|----|
| 1. <i>The Silent Patient</i> by Alex Michaelides | 31 |
| 2. <i>The Guest List</i> by Lucy Foley           | 23 |
| 3. <i>Open Season</i> by C. J. Box               | 21 |
| <i>Educated</i> by Tara Westover                 | 21 |
| 4. <i>The Midnight Library</i> by Matt Haig      | 19 |
| <i>The Heirloom Garden</i> by Viola Shipman      | 19 |

### All Physical Items (Most Checkouts):

Title	Checkouts
-------	-----------

- |  |     |
|--|-----|
| 1. KDL Wifi Mobile Hotspot                   | 214 |
| 2. <i>The Judge's List</i> by John Grisham   | 168 |
| <i>The Wish</i> by Nicholas Sparks           | 168 |
| 3. <i>Wish You Were Here</i> by Jodi Picoult | 163 |
| 4. <i>Better Off Dead</i> by Lee Child       | 136 |

### All Physical Items (Most Holds):

Title	Holds
-------	-------

- |   |     |
|---|-----|
| 1. <i>Wish You Were Here</i> by Jodi Picoult                          | 158 |
| 2. <i>The Seven Husbands of Evelyn Hugo</i><br>by Taylor Jenkins Reid | 114 |
| 3. <i>Mario Party Superstars</i> Videogame                            | 103 |
| 4. <i>The Maid</i> by Nita Prose                                      | 98  |
| 5. <i>Dune</i> DVD  | 97  |

### OverDrive Items (Most Checkouts):

Title	Checkouts
-------	-----------

- |  |     |
|--|-----|
| 1. <i>The Lincoln Highway</i> by Amor Towles         | 359 |
| 2. <i>The Midnight Library</i> by Matt Haig          | 254 |
| 3. <i>The Lincoln Highway</i> by Amor Towles (audio) | 241 |
| 4. <i>Atomic Habits</i> by James Clear (audio)       | 234 |
| 5. <i>Apples Never Fall</i> by Liane Moriarty        | 140 |

### OverDrive Items (Most Holds):

Title	Holds
-------	-------

- |   |     |
|---|-----|
| 1. <i>The Last Thing He Told Me</i> by Laura Dave                     | 574 |
| 2. <i>The Judge's List</i> by John Grisham                            | 323 |
| 3. <i>The Seven Husbands of Evelyn Hugo</i><br>by Taylor Jenkins Reid | 311 |
| 4. <i>Wish You Were Here</i> by Jodi Picoult                          | 302 |
| 5. <i>Apples Never Fall</i> by Liane Moriarty                         | 275 |

NEW HIRES	POSITION	EFFECTIVE
Jessica Davis	Shelver – Wyoming	January 31
Ana Roman	Intern – Community Engagement	January 31
Yusmelys Montoya Garcia	Intern – Community Engagement	January 31
Julieta Tornes	Intern – Community Engagement	January 31
Maria Lucas	Intern – Community Engagement	January 31
Anna Hesselschwerdt	Branch Librarian - Walker	February 7
Nancy Dultz	Assistant Branch Librarian – Nelson Twp.	February 7

OPEN POSITIONS	TYPE
Shelver – Cascade	Part-time
Shelver – Alpine / Tyrone Twp.	Part-time
Assistant Branch Librarian – Kentwood (2 positions)	Part-time
Shelver – Grandville	Part-time
Branch Librarian – Englehardt	Part-time
Assistant Branch Librarian – Grandville/Byron Twp.	Part-time
Assistant Branch Librarian – Nelson Twp./Krause Memorial	Part-time
Administrative Assistant – Administration	Full-time
Programming Manager – Programming	Full-time
Assistant Branch Librarian (6 positions)	Temporary
Branch Librarian – Wyoming	Full-time
Assistant Branch Librarian – Gaines Twp.	Part-time
Assistant Branch Librarian – Plainfield/Comstock Park	Part-time
Collection Services Assistant – Collection Services (2 positions)	Part-time
General Accountant – Finance	Full-time
Assistant Branch Librarian – Englehardt	Part-time
Shelver – Walker	Part-time
Branch Librarian – Englehardt	Full-time

DEPARTURES	POSITION	EFFECTIVE
Aubree Domsic	Assistant Branch Librarian Sub	January 14
Shayla Madonna	Shelver – Plainfield	January 16
Dan Phillips	Assistant Branch Librarian - Englehardt	January 18
Lindsay Gibson	Assistant Branch Librarian – Gaines Twp.	January 27
Randy Burson	General Accountant – Finance	January 28
Kip Odell	Programming Manager - Programming	February 4
Chelsea Graham	Collection Services Assistant – Collection Services	February 11
Andrew Parling	Branch Librarian – Wyoming	February 11
Aimee Jodoin	Branch Librarian – Kentwood	February 18
Chris Straw	Branch Librarian - Englehardt	February 28
Diane Cutler	Programming Coordinator - Programming	April 22

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Rebecca Lindemulder	Sub	Assistant Branch Librarian – Grandville/Byron Twp.	January 17
Penni Zurgable	Branch Librarian – Amy Van Andel / Ada	Regional Manager In-Training – Plainfield/Comstock Park	January - April
Matt Wagenheim	Assistant Branch Librarian – Amy Van Andel / Ada	Assistant Branch Librarian – East Grand Rapids	February 7
Talea Fournier	Assistant Branch Librarian Sub	Assistant Branch Librarian - Cascade	January 17
Cody Ketchum	Assistant Branch Librarian – Kentwood	Assistant Branch Librarian – Cascade	January 24
Ginny Kenyon	Assistant Branch Librarian - Walker	Assistant Branch Librarian – Gaines Twp.	February 7
Taylor Docter	Shelver – Spencer Twp.	Assistant Branch Librarian – Spencer Twp.	February 7
Anja Van Drunen	Shelver – Gaines Twp.	Assistant Branch Librarian – Kentwood	February 7
Katie Baker	Shelver - Walker	Assistant Branch Librarian – Walker	February 7
Liv Deliyannides	Assistant Branch Librarian Sub	Assistant Branch Librarian – Amy Van Andel / Ada	February 14
Maria Page	Branch Librarian – Grandville	Regional Manager In-Training – Plainfield/Comstock Park	April - August

EMPLOYEE ANNIVERSARIES (MARCH)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Sandy Graham	Alto/Englehardt	36 years
Karen Dykstra	Grandville	25 years
Mary Long	Englehardt	22 years
Diane Damuth	Human Resources	18 years
Josh Bernstein	Grandville/Byron Twp.	14 years
Brad Allen	Collection Services	12 years
Melody Kastanek	Englehardt	12 years
Hollis Goulet	East Grand Rapids	11 years
Catherine Stanley	Gaines Twp.	10 years
Abby Black	Wyoming	8 years
Laura Youells	Krause Memorial	8 years
Janine Elliott	Collection Services	7 years
David Palma	Cascade	7 years
Autumn Shattuck	Kentwood	7 years
Jennifer Furner	Kentwood	6 years
Hatlka Kecalovic	Sub Pool	6 years
Barbara Schantz	Walker	6 years
Jared Seigel	Cascade	6 years
Anne Bartsch	Alpine	5 years
Jackie Boss	Comstock Park	5 years
Aimee Jodoin	Kentwood	5 years
Jackie Jurgens	Patron Services	5 years
Adam Marth	Wyoming	5 years
Sara Proano	Community Engagement	4 years
Brittany Zuehlke	Walker	4 years
Jacob Hop	Wyoming	3 years
Lisa Rodkey	Comstock Park	3 years
Rachel Williamson	Programming	3 years
Leisa Ball	Collection Services	2 years
Amy Richardson	Englehardt	2 years
Laura DeJong	Plainfield	1 year
Taylor Docter	Spencer Twp.	1 year
Amra Hrnjic	Kentwood	1 year

EMPLOYEE ANNIVERSARIES (MARCH)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Constance Kuehl	Plainfield	1 year
Abigail Lynn	East Grand Rapids	1 year
Kristen Vandussen	Sub Pool	1 year

## BOARD OF TRUSTEES ATTENDANCE - 2022

	SHIRLEY BRURSEMA	ANDREW ERLEWEIN	PETER DYKHUIS	SHERI GILREATH- WATTS	NICOLE LINTEMUTH	CHARLES MYERS	TOM NOREEN	PENNY WELLER
January 20, 2022	X	X	X	X	X	X	X	X
February 17, 2022								
March 17, 2022								
April 21, 2022								
May 19, 2022								
June 16, 2022								
July 21, 2022								
August 18, 2022								
September 22, 2022								
October 13, 2022								
October 27, 2022								
November 17, 2022								
December 15, 2022								

\*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE		TRUSTEE NAME	MEETING DATE

Kent  
District  
Library



# POLICY MANUAL

COLLECTION + REFERENCE

# 1

## COLLECTION + REFERENCE

1.1: [Materials Selection](#)

1.2: [Gifts](#)

-1.3: [Intellectual Freedom](#)

1.4: [Collection Maintenance](#)

1.5: [Reference + Research](#)

1.6: [Shared Collection](#)

1.7: [Inter-Library Loan](#)

## KDL POLICY 1.1

### MATERIALS SELECTION

LAST REVISED 2.18.21

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

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

#### STANDARDS FOR SELECTION

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

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

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

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

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

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

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

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

**Objects** – The Library's collection makes a variety of objects available to patrons. Objects are typically high-priced ~~u~~ items not ~~t~~ needed for regular, sustained use and which provide access to technology that is ~~e~~with helpful or enriching. These objects are evaluated based on their benefit to the community, patron demand, and use of library resources, with the goal of increasing access to technology or high-cost items that patrons wouldn't otherwise have.

## KDL POLICY 1.2

### GIFTS

LAST REVISED 2.18.21

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

#### Gifts for the Collection

Gift materials to be added to the Kent District Library collection must meet the Library's needs and the general standards of selection, ~~and be~~ based on [KDL's Materials Selection Policies](#), ~~the Kent District Library Materials Selection Policy~~. Any large donations of materials which would comprise a unique or c o h e r e n t collection would be subject to restrictions as determined by the Kent District Library Board o f Trustees.

Gift materials not accepted into the Library collection may be repurposed ~~of~~ at the staff's discretion. Gift materials accepted into the collection become the property of KDL, subject to KDL's [Materials Selection Policies](#). No monetary appraisal is made of materials donated for the collection. The quantity of gift materials may be acknowledged for tax purposes at the request of the donor.

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

#### Other Gifts

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

## **KDL POLICY 1.3**

### **INTELLECTUAL FREEDOM**

LAST REVISED 2.18.21

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

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

## **KDL POLICY 1.4**

### **COLLECTION MAINTENANCE**

LAST REVISED 4.21.16

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

## **KDL POLICY 1.5**

### **REFERENCE + RESEARCH**

LAST REVISED 2.22.19

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

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

## **KDL POLICY 1.6**

### **SHARED COLLECTION**

LAST REVISED 1.19.18

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

## **KDL POLICY 1.7**

### **INTER-LIBRARY LOAN**

LAST REVISED 3.17.11

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

