



MARCH 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, March 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: February 17, 2022 Open & Closed Sessions
- C. Lakeland Library Cooperative Report: February 10, 2022
- D. Request for Late Closing: Grandville Branch to remain open until 9:00 PM on Friday, April 29, 2022, to accommodate the City of Grandville's Art and Chocolate Walk.
- E. Request for Late Opening: Krause Memorial Branch to open at 1:00 PM on Saturday, June 11, 2022, to accommodate & participate in the Annual Rockford Start of Summer Parade.

4. LIAISON REPRESENTATIVE COMMENTS

5. PUBLIC COMMENTS**

6. FINANCE REPORTS – February 2022*

7. DIRECTOR'S REPORT – February 2022

8. NEW BUSINESS

- | | |
|--|----------------------|
| A. Policy Manual - Section 2 Circulation* | <i>First Reading</i> |
| B. Issue Analysis: Network Equipment* | <i>First Reading</i> |
| C. Issue Analysis: Universal Power Source* | <i>First Reading</i> |
| D. Resolution: eRate* | <i>Roll Call</i> |

9. LIAISON REPRESENTATIVE COMMENTS

10. PUBLIC COMMENTS**

11. BOARD MEMBER COMMENTS

12. MEETING DATES

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

13. 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, February 17, 2021, at 4:30 PM.

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

BOARD ABSENT: None.

STAFF PRESENT: Lulu Brown, Jaci Cooper, Sheri Glon (teleconference), Randy Goble, Kim Lindsay, Brian Mortimore, Elvia Myers, Kurt Stevens, Vanessa Walstra and Lance Werner

GUESTS PRESENT: Tim Emmitt

1. CALL TO ORDER

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

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.

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

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

4. REGIONAL MANAGER UPDATE

Regional Manager I Vanessa Walstra & Regional Manager II Lulu Brown gave the following updates from Cascade and Caledonia branches:

- Installing and dedicating the Marion Robinson Memorial Aquarium at Cascade.
- Expanding space for new Wonderknook pieces and KDL Lab in Caledonia.
- Developing and implementing principles of the Circulation Moonshot at both branches.
- Prioritizing patron-centered service in all interactions.

- Looking forward to a year of growth as they seek to connect authentically with local Cascade and Caledonia communities.

5. LIAISON REPRESENTATIVE COMMENTS – None.

6. PUBLIC COMMENTS – None.**

7. FINANCE REPORTS – January 2022*

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

- Cash position has been replenished with the first 5 to 6 weeks of property tax collection. Cash and investments at the end of January stand at roughly \$23.2M as compared to \$23.7M this time last year, largely due to the investment pool with Atlanta Capital being down \$110K in value from January 2021.
- Revenues for the month were \$12.6M as compared to \$11.2M for the prior year, with the majority of revenue from property tax collections. Additionally, expenditures are \$2.7M as compared to \$2.2M for the prior year.
- The four largest checks written for the month of January were to:
 - Priority Health in the amount of \$114K for employee health insurance premiums,
 - IP Consulting in the amount of \$73K for monthly Colocation Services and final payment on relocation,
 - Library Ideas, LLC in the amount of \$74K for Freegal Music and Streaming annual subscription renewal, and
 - Ebsco Information Services in the amount of \$68K for systemwide annual magazine subscription renewal.

Motion: Ms. Bruursema moved to receive and file the January 2022 finance reports as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

8. DIRECTOR'S REPORT – January 2022

Executive Director Lance Werner shared:

- The City of Rockford, Cannon Township and Courtland Township have signed the Krause Memorial Expansion Memorandum of Understanding that was presented to the KDL Board last month. Mr. Werner is excited to start fundraising and thanked Cannon Township Supervisor Steve Grimm for all of his work turning the campaign into a reality.
- The Director of Las Vegas Public Library Kelvin Watson is running for president of the American Library Association. Mr. Watson has met with the KDL Leadership Team in the past and is a highly respected leader in the library industry.
- Board Trustee Tom Noreen has been a great KDL representative within Nelson Township.

The board asked questions of Executive Director Werner and Mr. Werner replied.

Board Secretary Ms. Gilreath-Watts inquired about the 2021 Executive Director Evaluation and Goals for 2022. In response, Executive Director Werner requested to amend the current agenda

by including a CLOSED SESSION for the Board of Trustees to continue discussion at the end of New Business and before the close of the meeting.

9. NEW BUSINESS

A. KPI Review

Consultant Tim Emmitt and Director of Projects and Planning Jaci Cooper gave a detailed review of KDL Key Performance Indicators.

The Board asked questions and staff responded.

B. Policy Manual – Section 01 Collection + Reference

Motion: Mr. Dykhuis moved to approve the Policy Manual – Section 01 Collection + Reference as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

C. Resolution: KDL Service*

Motion: Ms. Gilreath-Watts moved to approve the Resolution: KDL Service.

Support: Supported by Ms. Lintemuth.

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.

10. LIASON REPRESENTATIVE COMMENTS – None.

11. PUBLIC COMMENTS** – None.

12. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema shared that the KDL branches in her region are doing well. Recently, she joined an MLA virtual meeting and was impressed to learn what is going on within libraries statewide. She looks forward to participating in Michigan Library Advocacy Day on March 1.

Mr. Erlewein – Mr. Erlewein attended the KDL Pension Board Meeting on February 16 and shared the Board's collective decision to collaborate with Principal Group regarding real estate investments. Robert Campbell, an actuary, will also be instated as the new citizen trustee for the KDL Pension Board.

Mr. Dykhuis – Mr. Dykhuis is excited to be experiencing his first Board of Trustees meeting at an actual branch, considering he began his term during the pandemic.

Ms. Gilreath-Watts – Sharing a quote from Dr. Martin Luther King Jr, "The time is always right to do what is right," Ms. Gilreath-Watts expressed her appreciation for being a KDL Board Trustee and feels empowered by the opportunity.

Ms. Lintemuth – Ms. Lintemuth is excited to check out the Cascade Branch’s presentation for Black History Month along with the Marion Robinson Memorial Aquarium.

Mr. Myers – Chair Myers attended the Amy Van Andel Library’s one-year anniversary and he was impressed with the festivities.

Mr. Noreen – No comment.

Ms. Weller – Ms. Weller shared that Fund Development Director Christine Mwangi and Volunteer Coordinator Corey Archambault have done a fantastic job preparing for the Literary Libations Gala for 2022. Thus far, they already have four authors contracted to speak.

13. CLOSED SESSION REQUEST FROM EXECUTIVE DIRECTOR – Executive Director Evaluation Follow Up *

Motion: Mr. Noreen moved at 6:06 PM to meet in a closed session pursuant to section 8(a) of the Open Meetings Act for the purpose of conducting the Executive Director’s performance evaluation follow up.

Support: Supported by Ms. Gilreath-Watts.

Ms. Bruursema – Yes

Mr. Dykhuis – Yes

Mr. Erlewein – Yes

Ms. Gilreath-Watts – Yes

Ms. Lintmuth – Yes

Mr. Myers – Yes

Mr. Noreen – Yes

Ms. Weller – Yes

RESULT: Motion Carried 8-0.

Motion: Ms. Bruursema moved to adjourn the closed session and resume the Regular Board Meeting at 6:48 PM.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

14. MEETING DATES

Regular Meeting: Thursday, March 17, 2022 – Kent District Library Service and Meeting Center or via teleconference, 4:30 PM.

15. ADJOURNMENT

Motion: Ms. Bruursema moved for adjournment at 6:54 PM.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.



Lance Werner, Executive Director Administration

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, February 10, 2022, at 9:30 a.m.
Kent District Library Service Center**

Present: Dale Parus, Maggie McKeithan, Diane Kooiker, Karen McKinnon, Shirley Bruursema, Peggy Hemerling, John McNaughton, Lance Werner
Staff Present: Carol Dawe and Sheryl VanderWagen
Vacant seat: Muskegon Area District Library Director

- 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.
- 2) **APPROVAL OF AGENDA:** Lance Werner moved, supported by Karen McKinnon, to approve the agenda as presented - *motion carried*.
- 3) **NEW BUSINESS PART 1**
 - a) Annual Audit Report with Matt Holland from Gabridge & Company: Lakeland received an unqualified audit for fiscal year 2020-2021. Matt thanked Janet and Carol for their assistance during the process. There were no further questions. Motion by Lance Werner, supported by Peggy Hemerling to accept the audit report for FY2020-2021. *Motion carried*.
- 4) **QUESTIONS FROM MEMBERS:** None
- 5) **PUBLIC COMMENTS:** None
- 6) **APPROVAL OF MINUTES:** Shirley Bruursema moved, supported by Peggy Hemerling, to approve the board minutes from January 13, 2022, as presented – *motion carried*.
- 7) **FINANCIAL REPORT:**
 - a) January Financials and Check Register: Motion by Lance Werner, supported by John McNaughton to approve the January financial report and check register as presented – *motion carried*.
- 8) **PRESIDENT'S REPORT:** Dale Parus reported that the ad-hoc membership committee is still working through information and that there is no recommendation at this time.
- 9) **COOPERATIVE DIRECTOR'S REPORT:** Carol Dawe gave an update on the situation with the recent email issues. The server has been restored and email is working properly, she thanked everyone for their patience while the issues were being resolved. She noted that she will be asking directors for emergency contact information such as mobile phone numbers and/or alternative email addresses. She gave an update on the progress of the ARPA grant. There are 58 individual libraries who are making their selections now. When that group is finished, the content groups will begin their selecting. Everything is currently on schedule.
- 10) **COUNCIL/COMMITTEE REPORTS**
 - a) Advisory Council Official Minutes – December 9, 2021: included in the packet for information
 - b) Membership Ad Hoc Committee Reports – Nothing to report currently. The group will be scheduling their next meeting.
- 11) **NEW BUSINESS PART 2**
 - a) Budget Amendment for Pass Through for MI-83 Capacity Grant Funds: Motion by Peggy Hemerling, supported by Maggie McKeithan to approve the Budget Amendment for MI-83 Capacity Grant Funds as presented – *motion carried*
 - b) Strategic Planning: The 2016 Strategic Plan and the 2018 ILS Strategic Plan summaries were in the packet for information. Carol Dawe recommended that we complete the work on the Plan of Service and the Bylaws before beginning the formal strategic planning process. She recommended that we start by building on the 2018 ILS Strategic Plan, putting aside funds in the upcoming 2022-2023 budget with a target start date of October 2022. She also recommended that we contact Amanda Standerfer who did the 2018 plan for a quote to update and continue

from that plan. The board agreed to this process by consensus. Carol will contact Amanda for more information and costs.

12) PUBLIC COMMENTS:

Heather Wood-Gramza (OZ) announced that she will be leaving Howard Miller Public Library to take the MeL Coordinator position at the Library of Michigan. She thanked everyone for their support and looks forward to working with us in her new capacity.

13) BOARD MEMBER COMMENTS:

Lance Werner reported that KDL celebrated the one-year anniversary of the opening of the Amy VanAndel Branch in Ada. He also encouraged everyone to support Kelvin Watson for ALA President. Kelvin is the director of the Las Vegas Clark Public Library.

Karen McKinnon reported that Leighton Township Library has moved into their building addition. They are still putting on the finishing touches. They are planning an open house for March.

John McNaughton encouraged libraries to train their staff for all types of emergencies. When situations arise training makes all the difference; GRPL recently had an incident at a branch and staff there were able to efficiently manage the situation because they had rehearsed emergencies in training and knew what to do when a real emergency occurred.

Maggie McKeithan reported that she and two Spring Lake staff members will be attending PLA in Portland OR in March thanks to the Library of Michigan's stipends for continuing education. She encouraged libraries to apply for those funds.

14) NEXT MEETING: Thursday, March 10, 2022, 9:30 a.m. at Kent District Library Service Center.

15) ADJOURNMENT: Lance Werner, supported by John McNaughton moved to adjourn at 10:08 a.m. - *motion carried.*

Respectfully submitted by,
Sheryl VanderWagen



March 3, 2022

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

Dear Board of Trustees:

Every April, the City of Grandville holds a very popular event called the Art and Chocolate walk to help showcase art (both children's and adult) throughout venues in downtown Grandville, while providing some chocolate treats to participants. This year the event will be on Friday, April 29 from 5:00pm to 9:00pm. Typically, the Grandville branch would close at 6:00 pm on a Friday.

We have acted as a venue for this event past years, many of which we have been approved to stay open until 9:00pm to provide full library access during the event. This was a big success as we have had hundreds of people come through the event, many of whom were new to the library. This gave people an opportunity, not just to enjoy the art and chocolate, but to also explore the library, sign up for library cards, and learn more about all of the services we offered.

As such, with community spirit in mind, I am requesting that we keep the library open during the event again this year and close at 9:00 pm on Friday, April 29. This will provide a great opportunity to partner with the city and provide excellent service to the community. All library services will be available during this time. KDL will not incur additional staffing costs to remain open these extra 3 hours as I will modify the branch staffing schedule throughout the week to accommodate this change.

Thank you for considering this request.

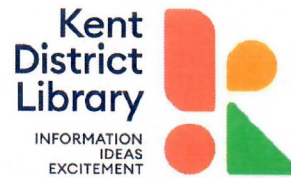
Sincerely,

A handwritten signature in blue ink, appearing to read "Josh Bernstein", with a long horizontal line extending from the end.

Josh Bernstein

Grandville and Bryon Branches | Regional Manager I

cc: Lance Werner, KDL Executive Director



1 March 2022

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

Dear Board of Trustees:

I am writing to request permission to close the Krause Memorial Branch on Saturday, June 11, 2022 from 9:30 AM -1:00 PM in order to participate in the Annual Rockford Start of Summer Parade. The library would open at 1:00pm and maintain its normal Saturday hours thereafter.

We have received many positive comments from the public concerning our participation in the Rockford Start of Summer Parade. Participation in the Rockford Start of Summer Parade is a great means by which to heighten the branch's visibility in the community, especially with the upcoming building expansion project.

Thank you for your consideration.

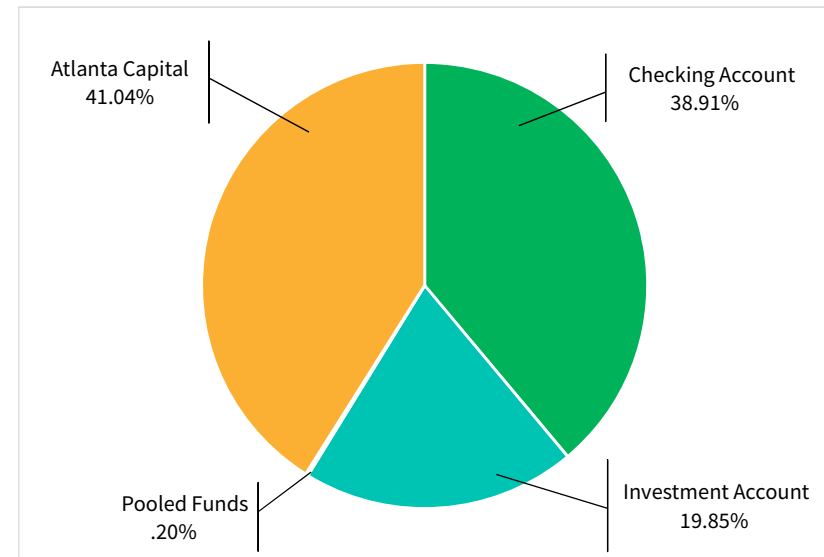
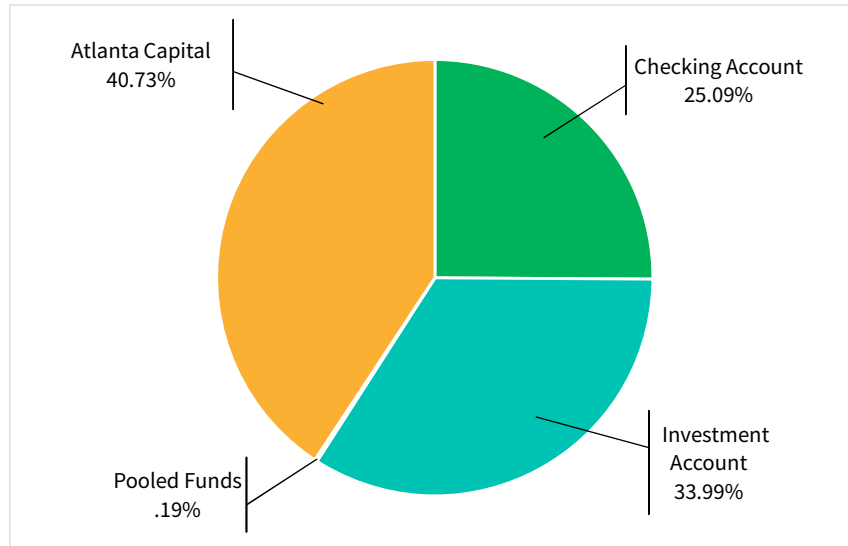
Sincerely,

Jennifer German
Regional Manager I
Krause Memorial/Nelson Township/Spencer Township Branches

cc: Lance Werner, KDL Executive



Monthly Cash Position Per Bank Month ended February 28



2022		
Account	Rate	Amount
Huntington Checking Account	0.100%	\$7,252,409.09
Huntington Investment Account	0.010%	\$9,824,684.76
*Kent County Pooled Funds	0.355%	\$55,931.98
Atlanta Capital Investments		<u>\$11,771,770.00</u>
		<u>\$28,904,795.83</u>

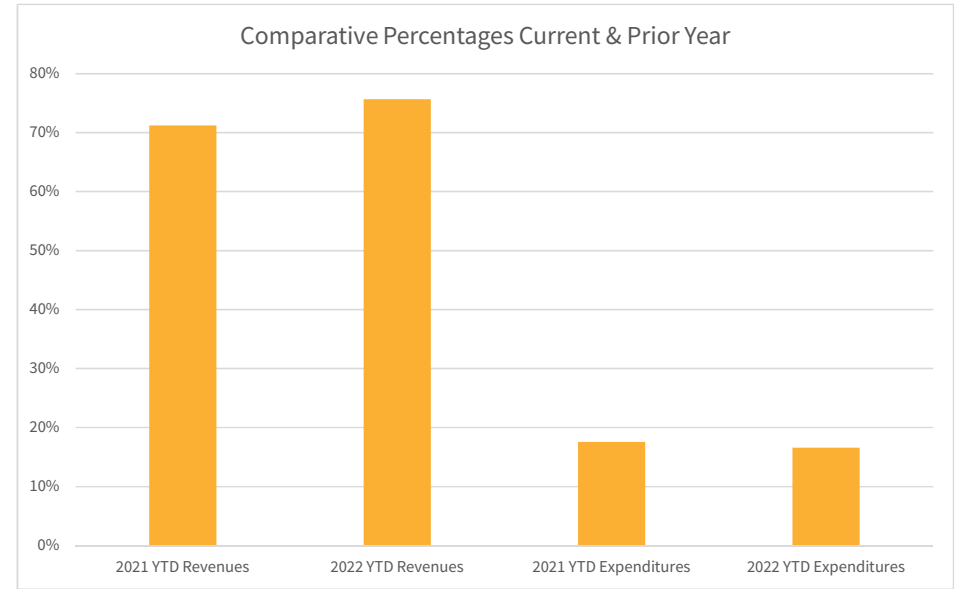
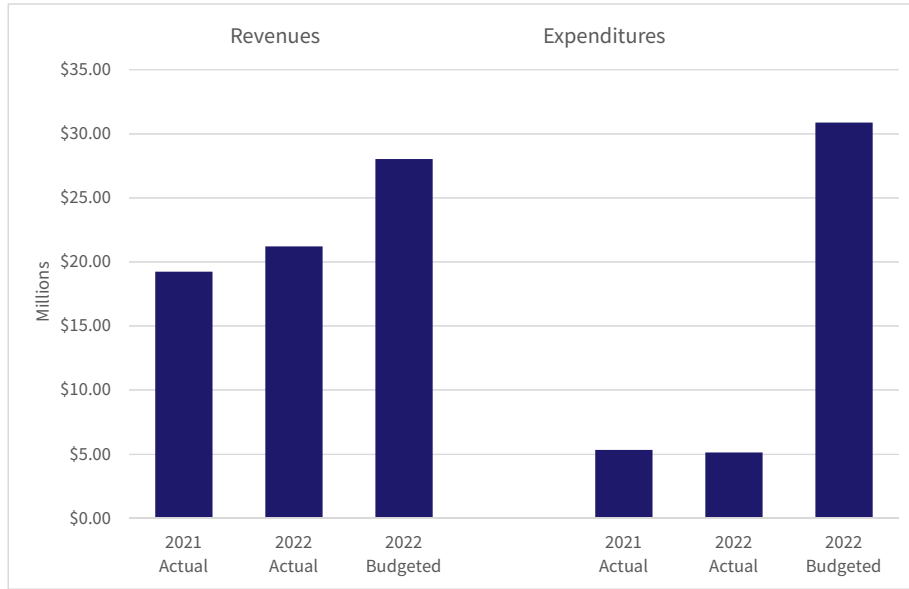
2021		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$11,298,943.05
Huntington Investment Account	0.010%	\$5,764,834.04
*Kent County Pooled Funds	2.067%	\$56,541.45
Atlanta Capital Investments	0.000%	<u>\$11,918,620.00</u>
		<u>\$29,038,938.54</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended February 28



Budget to Actual with Prior Year Comparison		
Revenues		
2021 Actual	\$	19,258,896
2022 Actual	\$	21,235,417
2022 Budgeted	\$	28,055,051
Expenditures		
2021 Actual	\$	5,352,652
2022 Actual	\$	5,132,691
2022 Budgeted	\$	30,888,255

Comparative Percentages Current & Prior Year	
Account	Amount
2021 YTD Revenues	71.3%
2022 YTD Revenues	75.7%
2021 YTD Expenditures	17.6%
2022 YTD Expenditures	16.6%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2022 Through 2/28/2022
(In Whole Numbers)

	YTD Actual	2022 Original Budget	2022 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	21,079,017	25,043,883	(3,964,866)	(16)%
Penal Fines	0	550,000	(550,000)	(100)%
Charges for Services	6,826	35,000	(28,174)	(80)%
Interest Income	(126,750)	60,000	(186,750)	(311)%
Public Donations	37,604	275,000	(237,396)	(86)%
Other Revenue	238,720	1,237,095	(998,375)	(81)%
State Sources	0	854,073	(854,073)	(100)%
Total Revenues	21,235,417	28,055,051	(6,819,634)	(24)%
Expenditures				
Salaries and Wages	1,697,683	13,219,957	11,522,274	87 %
Employee Benefits	800,007	3,770,067	2,970,060	79 %
Collections - Digital	821,092	2,499,083	1,677,991	67 %
Collections - Physical	376,922	1,977,793	1,600,871	81 %
Supplies	64,570	769,604	705,034	92 %
Contractual and Professional Services	503,919	2,010,455	1,506,536	75 %
Programming and Outreach	27,650	419,045	391,395	93 %
Maintenance and Utilities	539,250	2,806,989	2,267,739	81 %
Staff Development	53,064	270,746	217,682	80 %
Board Development	2,373	12,000	9,628	80 %
Other Expenditures	220,036	937,445	717,409	77 %
Capital Outlay	26,125	2,195,070	2,168,945	99 %
Total Expenditures	5,132,691	30,888,255	25,755,564	83 %
Excess Revenue Over (Under) Expenditures	16,102,727	(2,833,204)	18,935,931	(668)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2022 Through 2/28/2022
(In Whole Numbers)

	YTD Ending February 28, 2021	YTD Ending February 28, 2022	Total Variance
Revenues			
Property Taxes	18,857,402	21,079,017	2,221,615
Charges for Services	2,609	6,826	4,217
Interest Income	6,655	(126,750)	(133,405)
Public Donations	49,623	37,604	(12,019)
Other Revenue	342,608	238,720	(103,887)
Total Revenues	19,258,896	21,235,417	1,976,522
Expenditures			
Salaries and Wages	1,927,845	1,697,683	(230,162)
Employee Benefits	827,912	800,007	(27,904)
Collections - Digital	678,079	821,092	143,013
Collections - Physical	358,157	376,922	18,765
Supplies	50,686	64,570	13,883
Contractual and Professional Services	414,736	503,919	89,183
Programming and Outreach	7,670	27,650	19,980
Maintenance and Utilities	498,396	539,250	40,854
Staff Development	7,583	53,064	45,481
Board Development	0	2,373	2,373
Other Expenditures	369,990	220,036	(149,953)
Capital Outlay	211,599	26,125	(185,473)
Total Expenditures	5,352,652	5,132,691	(219,962)
Excess Revenue Over (Under) Expenditures	13,906,244	16,102,727	2,196,483

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2022 Through 2/28/2022
(In Whole Numbers)

	Current Month	2022 YTD	2022 Original Budget	2022 Original Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	8,328,556	20,958,319	24,785,883	(3,827,564)	(15)%
4412 Delinquent personal property taxes	298	2,643	10,000	(7,357)	(74)%
4432 DNR - PILT	570	21,533	33,000	(11,467)	(35)%
4437 Industrial facilities taxes	89,021	96,522	215,000	(118,478)	(55)%
Total Property Taxes	8,418,446	21,079,017	25,043,883	(3,964,866)	(16)%
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	33	84	0	84	0 %
4660 Other Patron Fees	(90)	219	35,000	(34,781)	(99)%
4685 Materials replacement charges	3,163	6,524	0	6,524	0 %
Total Charges for Services	3,106	6,826	35,000	(28,174)	(80)%
Interest Income					
4664 Interest Earned on Restricted Investments	17	17	0	17	0 %
4665 Interest earned on deposits and investments	(53,053)	(126,958)	60,000	(186,958)	(312)%
4666 Interest Earned - Property Taxes	166	191	0	191	0 %
Total Interest Income	(52,871)	(126,750)	60,000	(186,750)	(311)%
Public Donations					
4673 Restricted donations	24,660	35,943	0	35,943	0 %
4674 Unrestricted donations	887	1,661	275,000	(273,339)	(99)%
Total Public Donations	25,547	37,604	275,000	(237,396)	(86)%
Other Revenue					
4502 Universal Service Fund - eRate	0	0	1,132,595	(1,132,595)	(100)%
4668 Royalties	87	571	0	571	0 %
4686 Sale of Equipment	0	25	0	25	0 %
4688 Miscellaneous	163	321	4,500	(4,179)	(93)%
4695 Health Insurance Plan Experience Rebate	237,803	237,803	100,000	137,803	138 %
Total Other Revenue	238,053	238,720	1,237,095	(998,375)	(81)%
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	8,632,281	21,235,417	28,055,051	(6,819,634)	(24)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	270	540	3,900	3,360	86 %
5706 Extra duty stipends	450	450	0	(450)	0 %
5713 Salary & Wages	1,020,689	1,696,693	13,216,057	11,519,364	87 %
Total Salaries and Wages	1,021,409	1,697,683	13,219,957	11,522,274	87 %
Employee Benefits					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2022 Through 2/28/2022
(In Whole Numbers)

		Current Month	2022 YTD	2022 Original Budget	2022 Original Budget to Actual Variance	Percent Remaining
5709	FICA	75,430	125,531	1,011,028	885,497	88 %
5716	Defined Benefit Pension Plan Expenditures	0	0	82,515	82,515	100 %
5717	Defined Contribution Pension Plan Contributions	43,947	72,946	826,358	753,412	91 %
5718	Employee Health Benefits	116,604	223,919	1,260,065	1,036,146	82 %
5720	HSA/Flex	0	360,800	351,201	(9,599)	(3)%
5724	Life Insurance	2,388	5,617	31,000	25,383	82 %
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	2,119	11,194	22,600	11,406	50 %
	Total Employee Benefits	240,488	800,007	3,770,067	2,970,060	79 %
	Collections - Digital					
5785	Cloud Library/OverDrive	385,000	385,000	1,540,000	1,155,000	75 %
5786	Hoopla	160,000	160,000	600,000	440,000	73 %
5787	Digital Collection	0	111,045	136,145	25,100	18 %
5788	Miscellaneous Electronic Access	35,487	165,047	222,938	57,891	26 %
	Total Collections - Digital	580,487	821,092	2,499,083	1,677,991	67 %
	Collections - Physical					
5791	Subscriptions	4,756	83,758	80,040	(3,718)	(5)%
5815	KDL Cruisers	0	0	9,228	9,228	100 %
5871	Branch Local Materials - Restricted Donation Expenditures	6	1,593	10,725	9,132	85 %
5982	Collection Materials - Depreciable	90,846	179,472	968,300	788,828	81 %
5983	CD/DVD Collection Materials - Non-Depreciable	29,397	45,613	408,500	362,887	89 %
5984	Beyond Books Collection - Non-Depreciable	33,329	66,486	501,000	434,514	87 %
	Total Collections - Physical	158,334	376,922	1,977,793	1,600,871	81 %
	Supplies					
5750	Collection Processing & AV Supplies	5,346	10,191	198,949	188,758	95 %
5751	Supplies	7,171	11,100	129,504	118,404	91 %
5760	Technology & Accessories <\$1000	2,437	2,437	137,221	134,784	98 %
5764	KDL Staff Event, Supplies & Awards	0	155	22,730	22,575	99 %
5768	Promotions Supplies	0	0	39,900	39,900	100 %
5770	Other Awards/Prizes	6,124	40,083	133,850	93,767	70 %
5790	Books (not for circulation)	0	0	30,650	30,650	100 %
5851	Mail/Postage	121	604	35,810	35,206	98 %
5900	Copier/Printer Overage Charges	0	0	40,990	40,990	100 %
	Total Supplies	21,199	64,570	769,604	705,034	92 %
	Contractual and Professional Services					
5792	Software	3,005	159,249	733,896	574,647	78 %
5801	Professional & Other Contracted Services	35,122	187,570	742,630	555,060	75 %
5811	IT Contracted Services	0	1,560	0	(1,560)	0 %
5813	Delivery Services	6,492	17,587	162,167	144,580	89 %
5814	Security Services	3,196	4,056	60,445	56,389	93 %
5817	Lakeland Library Co-op services	0	1,527	6,107	4,580	75 %
5819	Drug Screenings/background checks	0	30	0	(30)	0 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2022 Through 2/28/2022
(In Whole Numbers)

		Current Month	2022 YTD	2022 Original Budget	2022 Original Budget to Actual Variance	Percent Remaining
5825	KDL Staff Event Services	0	2,160	850	(1,310)	(154)%
5827	Catering	480	780	43,675	42,895	98 %
5833	All-staff Services	0	300	0	(300)	0 %
5836	Employee & Partner Care (Flowers, Etc)	190	190	4,300	4,110	96 %
5890	ILS Fees	0	102,102	147,300	45,198	31 %
5891	Licenses and Fees	11,346	22,035	109,085	87,050	80 %
5958	Payroll processing fees	0	4,774	0	(4,774)	0 %
	Total Contractual and Professional Services	59,830	503,919	2,010,455	1,506,536	75 %
	Programming and Outreach					
5795	Programming & Outreach Supplies	2,880	3,241	157,275	154,034	98 %
5865	Programming Services	711	2,811	47,740	44,929	94 %
5885	Speakers/Performers	9,082	21,597	214,030	192,433	90 %
	Total Programming and Outreach	12,673	27,650	419,045	391,395	93 %
	Maintenance and Utilities					
5810	IT COLO Infrastructure Services	58,437	116,665	836,750	720,085	86 %
5822	Maintenance Contracts	0	660	23,250	22,590	97 %
5848	Mobile Hotspots	10,642	14,683	11,636	(3,047)	(26)%
5849	Cell Phones/ Stipends	1,691	3,183	28,275	25,092	89 %
5850	Telephones	2,824	17,320	37,180	19,860	53 %
5852	Internet/Telecomm Services	55,676	111,353	750,000	638,647	85 %
5919	Waste Disposal	433	867	6,610	5,743	87 %
5920	Utilities	1,785	1,911	75,500	73,589	97 %
5925	Lawn care & Snowplowing	9,860	10,389	28,500	18,111	64 %
5928	Branch Maintenance Fees	0	123,547	482,068	358,521	74 %
5930	Repairs & Maintenance	4,857	7,216	113,470	106,254	94 %
5933	Software & IT Hardware Maintenance Agreements	0	90,402	189,750	99,348	52 %
5940	Rentals & Leases	1,297	41,054	224,000	182,946	82 %
	Total Maintenance and Utilities	147,502	539,250	2,806,989	2,267,739	81 %
	Staff Development					
5910	Staff Development & Conferences	27,923	53,064	270,746	217,682	80 %
	Total Staff Development	27,923	53,064	270,746	217,682	80 %
	Board Development					
5908	Board Development	2,373	2,373	12,000	9,628	80 %
	Total Board Development	2,373	2,373	12,000	9,628	80 %
	Other Expenditures					
5759	Gas, Oil, Grease	161	161	8,720	8,559	98 %
5860	Parking	39	52	3,685	3,634	99 %
5861	Mileage Reimbursement	1,478	4,369	64,734	60,365	93 %
5870	Branch Local Misc - Restricted Donation Expenditures	4,507	13,955	219,705	205,750	94 %
5873	Website	1,000	41,328	156,400	115,072	74 %
5875	Advertising	1,102	11,469	109,725	98,256	90 %
5901	Outsourced Printing & Publishing	329	1,055	67,500	66,445	98 %
5906	Promotions/Marketing	170	170	19,355	19,185	99 %
5907	Sponsorships/Donations	0	2,500	17,495	14,995	86 %
5915	Memberships, Dues & Fees	0	1,080	0	(1,080)	0 %
5935	Insurance	86,771	103,456	80,911	(22,545)	(28)%
5939	Workers Compensation Insurance	(1,717)	37,686	34,000	(3,686)	(11)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2022 Through 2/28/2022
(In Whole Numbers)

		Current Month	2022 YTD	2022 Original Budget	2022 Original Budget to Actual Variance	Percent Remaining
5955	Miscellaneous	1,638	1,638	90,815	89,177	98 %
5959	Sales Taxes	0	0	1,000	1,000	100 %
5964	Property Tax Reimbursement	366	136	60,000	59,864	100 %
5965	MEL Return Items	859	981	3,400	2,419	71 %
	Total Other Expenditures	96,704	220,036	937,445	717,409	77 %
	Capital Outlay					
5973	Land Improvements - Non-Depreciable	0	1,110	0	(1,110)	0 %
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)	24,982	24,982	826,400	801,418	97 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	8,117	34	512,400	512,366	100 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	0	507,770	507,770	100 %
	Total Capital Outlay	33,098	26,125	2,195,070	2,168,945	99 %
	Total Expenditures	2,402,021	5,132,691	30,888,255	25,755,564	83 %
	Excess Revenue Over (Under) Expenditures	6,230,260	16,102,727	(2,833,204)	18,935,931	(668)%

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2022 Through 2/28/2022

Check Number	Vendor Name	Check Amount	Check Date
83624	Overdrive, Inc	385,000.00	2/9/2022
83622	Midwest Tape	165,021.71	2/9/2022
AP-Feb2022	Priority Health	120,008.76	2/2/2022
AP-2358240-16	Citizens Insurance Company	74,141.00	2/17/2022
83706	IP Consulting, Inc.	58,228.21	2/23/2022
83667	Everstream Holding LLC- Michigan	53,361.55	2/23/2022
83733	Presidio Networked Solutions Group, LLC	47,185.65	2/23/2022
83705	Ingram Library Services Llc	44,662.88	2/23/2022
83614	Ingram Library Services Llc	37,015.70	2/9/2022
9898553388	Verizon Wireless - MiFy Routers & Cell phones	33,855.46	2/24/2022
83718	Midwest Collaborative For Library Services	25,094.28	2/23/2022
AP-Jan2022	American Heritage Life Insurance Company / Allstate Benefits	13,989.98	2/9/2022
83736	Rehmann LLC / Rehmann Technology Solutions, LLC	13,000.00	2/23/2022
83723	Midwest Tape	12,892.43	2/23/2022
AP-February2022	Priority Health	12,671.96	2/1/2022
AP-9223L9235-22	Travelers	12,630.00	2/18/2022
83658	Comerica Bank	9,196.54	2/23/2022
AP-9899200415	Verizon Wireless - MiFy Routers & Cell phones	9,002.50	2/2/2022
83638	Warner Norcross & Judd Llp	8,762.00	2/9/2022
83584	Comerica Bank	8,606.00	2/9/2022
83629	Same Day Delivery, Inc	8,540.00	2/9/2022
83661	Demco, Inc	7,922.00	2/23/2022
83586	Dan Anderson	7,650.00	2/9/2022
83755	Xerox Financial Services LLC	7,514.72	2/23/2022
83617	Kellogg & Sovereign Consulting / Sigma Technology Fund LLC	6,950.00	2/9/2022
83649	Baker & Taylor	6,938.31	2/23/2022
83572	All Season Lawn Care	5,194.71	2/9/2022
83582	Carr Engineering, Inc.	5,000.00	2/9/2022
83588	DK Security	4,857.04	2/9/2022
83673	Governmental Consultant Services Inc.	4,000.00	2/23/2022
83576	Baker & Taylor	3,955.50	2/9/2022
83670	Fishbeck, Thompson, Carr & Huber, Inc	3,770.00	2/23/2022
83651	Bmi	3,730.95	2/23/2022
83625	Progressive AE, Inc	3,694.00	2/9/2022
83680	Holwerda Upholstery, Inc.	3,537.00	2/23/2022
83739	SeyferthPR	3,500.00	2/23/2022
83742	SofterWare, Inc.	3,373.24	2/23/2022
AP-03185371	Paycor, Inc.	3,296.02	2/17/2022
83579	The Lillie Labor Law Firm P.C.	3,185.00	2/9/2022
83642	Wolverine Printing Company	3,093.36	2/9/2022
AP-207146526165	Consumers Energy	3,044.88	2/2/2022
83595	Hannah Berry / Lions & Rabbits LLC	3,000.00	2/9/2022
83650	Blackstone Audio Inc	2,996.72	2/23/2022
AP-240032	TelNet Worldwide, Inc.	2,824.33	2/23/2022
83637	Valerie van Heest	2,790.00	2/9/2022
83711	Kristen VanDussen	2,700.00	2/23/2022
83598	Hodges Coaching LLC	2,672.00	2/9/2022
83747	Thomas Klise/Crimson Multimedia	2,635.00	2/23/2022
AP-February2022	PLIC - SBD Grand Island	2,388.32	2/1/2022
83751	UAW Local 2600	2,322.34	2/23/2022

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Page: 1

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2022 Through 2/28/2022

Check Number	Vendor Name	Check Amount	Check Date
83635	UAW Local 2600	2,264.14	2/9/2022
83636	Uline Shipping Supply Specialists	2,257.85	2/9/2022
83754	Wolverine Printing Company	2,029.80	2/23/2022
83618	Andrew Mateskon - Legacy Polycultures	2,000.00	2/9/2022
83666	Everlasting Green Plantscape LLC	1,876.90	2/23/2022
AP-9897110262	Verizon Wireless - MiFi Routers & Cell phones	1,858.12	2/2/2022
83713	Lewis Paper	1,820.07	2/23/2022
AP-3145371	Paycor, Inc.	1,786.98	2/3/2022
AP-2036757-0222	Dte Energy	1,762.26	2/2/2022
AP-543161	123.Net, Inc	1,724.00	2/11/2022
83594	Grand Rapids Area Chamber Of Commerce	1,500.00	2/9/2022
83640	WIMAGE	1,500.00	2/9/2022
83669	Findaway World, Llc	1,479.32	2/23/2022
83671	Foster, Swift, Collins & Smith, P.C.	1,470.00	2/23/2022
83631	Staples Business Advantage	1,398.77	2/9/2022
83662	DK Security	1,385.00	2/23/2022
83726	Lifeworks (US) LTD.	1,356.60	2/23/2022
83749	Town & Country Technologies	1,345.00	2/23/2022
83641	Wolverine Power Systems	1,303.00	2/9/2022
83620	Mi Casa es su Casa Bilingual Family Daycare	1,250.00	2/9/2022
83716	Matthew Eickhoff / Here's your host LLC	1,175.00	2/23/2022
83591	Foster, Swift, Collins & Smith, P.C.	1,050.00	2/9/2022
83578	Blackstone Audio Inc	1,045.14	2/9/2022
AP-206168576625	Consumers Energy	1,024.88	2/7/2022
83675	Grainger	991.13	2/23/2022
83659	Deidra Mayweather / West MI Travel and Tour	950.00	2/23/2022
83634	Town & Country Technologies	916.83	2/9/2022
83743	Staples Business Advantage	877.67	2/23/2022
83623	Nationwide	837.96	2/9/2022
83615	Javon Stacks / Exotic Zoo	800.00	2/9/2022
83632	State Of Michigan - Unemployment Agency	724.00	2/9/2022
83573	Anjie Gleisner	668.20	2/9/2022
AP-February2022	Delta Dental Of Michigan	635.74	2/14/2022
83653	Center Point Publishing	559.08	2/23/2022
83746	Stephen Jones	500.00	2/23/2022
83590	Findaway World, Llc	471.46	2/9/2022
83647	Aqua Blue Aquarium Solutions	463.00	2/23/2022
83592	Cengage Learning	442.26	2/9/2022
83730	Performance Assessment Network	440.00	2/23/2022
83616	Joshua Bernstein	435.20	2/9/2022
AP-2375338	Arrowaste	433.46	2/16/2022
AP-014990	Medtipster.com, LLC.	385.05	2/16/2022
83577	Black Bears and Blueberries Publishing	381.48	2/9/2022
83663	Edc Educational Services	324.77	2/23/2022
83644	Absopure Water Company	310.00	2/23/2022
83729	Penworthy Co.	299.20	2/23/2022
83734	Progressive AE, Inc	284.44	2/23/2022
83712	Legal Shield	248.25	2/23/2022
83599	Home Repair Services of Kent County, Inc.	225.00	2/9/2022
83571	Advanced Ecosystems / FishGuy	225.00	2/9/2022
83732	Phase 3 Graphics, Inc	221.00	2/23/2022
83627	Real Space LLC	212.00	2/9/2022
83587	Dawn Lewis	200.00	2/9/2022

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2022 Through 2/28/2022

Check Number	Vendor Name	Check Amount	Check Date
83674	Graffix Plus / Extreme Graffix Inc.	193.46	2/23/2022
83645	Advanced Ecosystems / FishGuy	180.00	2/23/2022
83714	Lisa Rodkey	170.33	2/23/2022
83570	Absopure Water Company	163.50	2/9/2022
83709	Juan Fernandez	162.25	2/23/2022
83744	STATE OF MICHIGAN	150.00	2/23/2022
83745	State Of Michigan	150.00	2/23/2022
83589	ClearStar, Inc.	150.00	2/9/2022
83593	Graffix Plus / Extreme Graffix Inc.	150.00	2/9/2022
83672	Cengage Learning	136.76	2/23/2022
83657	Comcast Cable	126.90	2/23/2022
83741	Shirley Bruursema	100.95	2/23/2022
AP-2285949	TASC	100.57	2/23/2022
83679	Hispanic Center of Western Michigan	97.47	2/23/2022
83664	Employee Assistance Center (EAC)	85.00	2/23/2022
AP-9898591480	Verizon Wireless - MiFi Routers & Cell phones	83.10	2/3/2022
83748	Thomas Noreen	79.14	2/23/2022
83752	Vital Records Holdings, LLC / VRC Companies, LLC	75.00	2/23/2022
83581	Capital Area District Libraries	72.94	2/9/2022
83628	Redford Township District Library	67.99	2/9/2022
83646	Andrew Erlewein	65.68	2/23/2022
83597	Heart Of West Michigan United Way	63.00	2/9/2022
83677	Heart Of West Michigan United Way	63.00	2/23/2022
83753	Walgreen Co	63.00	2/23/2022
83574	Ann Arbor District Library	60.89	2/9/2022
83740	Sheri Gilreath-Watts	58.66	2/23/2022
83738	Sarah Ann Weller	54.57	2/23/2022
83737	Township of Richland - Richland Township Library	53.94	2/23/2022
83731	Peter Dykhuis	52.23	2/23/2022
83652	Calvin University - Hekman Library	50.00	2/23/2022
83654	Chad Tiesma	49.99	2/23/2022
83580	Cadillac-Wexford County Public Library	47.95	2/9/2022
83660	Delta College	45.00	2/23/2022
83678	Herrick District Library-Ho	42.98	2/23/2022
83727	Nicole Lintemuth	42.87	2/23/2022
83633	Thomas R. Noreen / The Bugle, LLC	30.00	2/9/2022
83655	Charles R. Myers	30.00	2/23/2022
83665	Esther Akehi	25.94	2/23/2022
83676	Hart Area Public Library	22.00	2/23/2022
83656	Christine Mwangi	22.00	2/23/2022
83619	Mason County District Library	22.00	2/9/2022
83715	Loutit District Library	18.95	2/23/2022
83725	Mirsad Komic	18.59	2/23/2022
83735	Putnam District Library	17.99	2/23/2022
83750	Traverse Area District Library	16.00	2/23/2022
83708	Janet Timmer	15.99	2/23/2022
83583	City of Midland	15.65	2/9/2022
83724	Milford Township Public Library	14.95	2/23/2022
83717	Melissa Deboer	12.99	2/23/2022
83585	Craig Buno	12.98	2/9/2022
83626	Putnam District Library	12.95	2/9/2022

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2022 Through 2/28/2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
83707	isolved Benefit Services	12.87	2/23/2022
83639	White Pine District Library	11.95	2/9/2022
83596	Hart Area Public Library	8.00	2/9/2022
83668	Faye Veltman	6.99	2/23/2022
83728	Pamela Kelly	5.99	2/23/2022
83710	Julie Darin	5.00	2/23/2022
Report Total		1,327,195.96	

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?

Alpine, Tyrone + Walker

The Alpine, Tyrone and Walker teams are grateful that each library has remained central to the communities they serve, complete with long-term patrons who remain invested in their local branch, and that each team has been a supportive unit throughout the many ups and downs of the past few years. Branch Librarian Angela Deckard shares, “Despite the way the branch closed and the mandates, Alpine remained a community hub. Patrons interacted with us during curbside, storytime moms kept in touch with each other and came right back when we reopened.” Branch Librarian Brittany Zuehlke also shares that she is personally grateful for her team’s relationship and that, at long last, there are finally “treats and gatherings to socialize and celebrate major life events and team events like disc golf.”

All three teams had a lot to share in terms of what they consider has changed for the better. At Alpine, Branch Librarian Hannah Moeggenborg appreciates the systemwide project “Circulation Moonshot: Displays and Merchandizing” and its focus on making library materials more attractive and discoverable for patrons. Tyrone Branch Librarian Katie Mitchell appreciates the new services the library began to offer in response to the pandemic, such as free printing and expanded hotspots, noting that these services have proved especially vital to KDL’s more rural locations. Walker Branch Librarian Chellea Justema appreciates how the pandemic accelerated overall organizational change, such as a switch to virtual meetings. “We have embraced this form of communication and that makes it a lot easier for people,” Chellea says. Indeed, this sentiment seems to be shared by many of Chellea’s teammates, who added that virtual meetings have actually made it easier to get to know other KDL employees throughout the system, increasing a sense of teamwork and comradery and making each branch feel less isolated.

Alto + Engelhardt

By far, one of the biggest and most important things that *hasn't* changed throughout the past few years has been the Alto and Englehardt teams' devotion to legendary customer service, with branch patrons remaining each staff's top priority. While staff still miss pre-COVID program attendance and general visitation numbers, they are so grateful for the patrons who are coming back through the door. As far as changes for the better, both the Alto and Englehardt locations served as early adopters of the "Circulation Moonshot: Displays and Merchandizing" standards, which seeks to address decreased circulation numbers by analyzing consumer behaviors around how products (in this case, library materials) are displayed and "merchandized" on the shelves. While the project itself may be considered a huge change in terms of strategy, the goal and the effort behind it remain the same: to make the library increasingly more accessible.



Byron + Grandville

Just about everything has changed at the Grandville Branch, between the societal changes of a global pandemic and the massive renovations of a new community space. Nevertheless, two things that have not changed: Community love for the library from residents, staff and council members all, and staff love for serving them. Indeed, KDL employees embrace their greater purpose of connecting with patrons over a mutual love for books, games, music and more. The same can be said for the Byron Township Branch as well (minus the massive renovation of course). Staff there are continually amazed at how much the Byron community loves their branch, especially when it comes to children's programming. Despite ongoing complications with COVID-19, patrons are still showing up, hoping to chat with their favorite librarian, looking for their next great read, and bringing all their littles in for storytime.

As far as good change, Grandville and Byron are pleased to provide outdoor programming when weather permits, free printing, curbside delivery and more attractive display strategies related to Circulation Moonshot. All of these are huge net positives for the library and there are sure to be many more added to the list as time goes on.

Caledonia + Cascade

Though the pandemic changed many things about the world and the service industry in general, the joy that patrons feel when they come into the Caledonia or Cascade branches remains consistently high. The Library's youngest patrons continue to discover new things and form meaningful memories at storytimes, at the KDL Lab and in the evolving Wonderknook spaces. Additionally, the Library's senior community continues to learn tips and tricks to better their experience with various gadgets at Tech Times. Both teams continue to support each other on the front lines, especially while learning new services or implementing new technology for connecting with patrons. For instance, the Cascade Branch recently participated in a Curbside Texting and Interactive Voice Response pilot, which tested a new software that will allow patrons to text their curbside orders as opposed to calling in to the branch. Cascade and Caledonia have also been at the forefront of many systemwide initiatives aimed at improving the patron experience, such as Circulation Moonshot. Branch Librarians Jared Seigel, Adam Flynn and Shelby Toren have worked tenaciously to turn what was a simple webinar's suggestion for better merchandizing in the library space into a full-blown project through the PMO. This has been an enormous challenge and has created great new energy at the branch. Through it all, staff have turned to each other to weather all of the anxieties and concerns that inevitably crop up in times of change.

Comstock Park + Plainfield

Over the winter holiday, patrons came in droves to Plainfield. Earlier this month, the Plainfield Township Branch welcomed Penni Zurgable as its new Regional Manager-in-training. In many ways her arrival comes as a sort of homecoming, given that she began her KDL career at the Plainfield Branch nearly twenty years ago. After an especially unpredictable two years, Penni is happy to be back on her old stomping grounds, at a place where she has many great memories and friendships. Penni is pleased that many of the things she loves best about the library have not changed at all. For instance, Plainfield's Friends of the Library is still going strong, with many original members still sorting book donations in the same room downstairs for inclusion in the beautiful bookstore. Susan Erhardt, the indefatigable Branch and Outreach Specialist for both the Plainfield Township and Comstock Park branches, also remains a champion for early literacy, as she has been for twenty years. Her energy and devotion to the Library's youngest visitors is still going strong and shows no signs of stopping. All of these consistencies would be enough to celebrate on their own, but the best non-change of them all is that the Plainfield Township community still feels as proud and as passionate about the library and its many services as Penni Zurgable herself. As one patron recently remarked, "Of all the KDL Libraries, Plainfield feels like coming home." Indeed, Penni couldn't agree more. .

Outreach

BOOKMOBILE VISIT TO BRIDGEWAY

The Bookmobile team continues to reach out and connect with the Bethany Bridgeway refugee boys in foster care, that are waiting to be reunited with family. In addition to the boys from Central America, the team also began sharing the library offerings with over 20 teens from Afghanistan. Through the use of interpreters, the library staff are able to explain the significance of libraries are in the United States from providing free access to a wide variety of needs to having access to streaming to discover the American culture. The boys enjoyed the opportunity to explore the Bookmobile collection, checking out books in the preferred language of English and Spanish. A collection of books in the Afghan languages including Dari, Pashto, and Farsi is still in the works. The KDL Lab tubs have been a huge success on the visits. One boy created a spinning lighthouse that only lit up when the lights in the classroom were off. A Huge & Special kudos to the KDL Lab Workgroup for their ingenuity in creating such informative and easy-to-explain use of the science bins.



FINANCIAL STABLIZATION

All seven online Early Childhood Education Programs had a high turnout with a total of 232 attendees. These programs support caregivers as part of their required professional development training.

On the Smart Horizons Career Online High Schools, we had one graduate, four enrolled students and three more scholarships awarded.

WIMEE'S WORDS

The Outreach team is using live virtual resources to have a presence in multiple venues. The relationship between Wimee's Words and WGVU is continuing to expand. Since January 1, 2022, Wimee's Words (previously recorded episodes) air on WGVU on Saturday mornings at 7:30 am. Starting in April, the LIVE editions of Wimee's Words will go to the WGVU Facebook page. One of the goals is to broadcast interactive shows LIVE on TV! In addition, various cross-over events (and a sharing of Wimee resources to local schools) will be happening this spring and summer. Conversations and planning with WGVU are happening regularly.

Gratitude Stories

Plainfield Township Branch

Our Friends of the Library recently purchased 69 sets of five books each for our elementary school classrooms for a program called Let's Talk Books. We created a booktalking video for each book, and sent the links to the teachers, later delivering the books we talked about to each classroom and the school library. These are a few of the comments I got from excited teachers: AWESOME! We will for sure be watching this on Friday! I am glad you did fourth grade 😊 Colleen Heyboer THIS IS AMAZING!!!! What an incredible program! Love the book talks, and so powerful to then have the books in the classroom and school libraries. WE LOVE KDL! Thanks for ALL you do!! Carrie Love this! Thank you so much for sharing! Lisa Hi, This is such a great idea! I am one of the second grade teachers at West Oakview. I will for sure share with my kiddos! Thanks! Keisha Thomas Thank you so much Susan I would love to participate:) What a great idea!! Thanks again Diane WOW!!! Thank you so much for this amazing resource! How awesome to have a copy of the books donated to classroom and school libraries, also. We so appreciate the KDL and all you do to connect kids with books!! Carrie Hi Susan, Thank you so much! This is an awesome opportunity for our first graders. Jenn Mason This is awesome! Thank you so much! Sarah Carpenter Cascade, Ada, and Plainfield all participated in this program, and I'm sure Cascade and Ada had some happy teachers too!

A patron walked up to the desk this week, an older woman, who leaned in confidentially to the two employees greeting her at the desk. She said "I just love this library. I have been to a lot of them, but this library just has a homey, relaxing feeling." I asked her if she could pin down what exactly was giving her that good feeling, and her eyes swept the whole building, then she looked at us and said, "I think it is the smell." When she saw our surprised expressions she said "books, and paper and desks just have a lovely smell that takes me back."



Katie Kudos

WINNERS FOR FEBRUARY 2022

LISA RODKEY

COMSTOCK PARK

NOMINATED BY PENNI ZURGABLE

POSITIVE

BECAUSE..."Due to some credit card snafu, Lisa used her own credit card for a couple of branch items. The charges got a little lost in the shuffle, so Lisa had to wait for reimbursement. Through it all, I never heard Lisa complain. She will do what it takes to come through for Comstock Park's kiddos."

AND

NOMINATED BY PAULA WRIGHT

AUTHENTIC

BECAUSE..."The COM branch does regular scavenger hunts for our youngest patrons - one of those patrons, 3 (4?) year old Ezra LOVES the hunts and asked Miss Lisa if he could help create the next hunt. Together, they found the images, got them printed, and Ezra helped Miss Lisa hide the images around the branch. Miss Lisa made sure that Ezra got a copy of all the images as well as the hunt sheet, so he could recreate the hunt at home as well. It was an amazing experience for Ezra from Miss Lisa!"

AND

NOMINATED BY PENNI ZURGABLE

POSITIVE

BECAUSE..."The Comstock Park team has a fantastic vision and wants to completely change the interior of the branch. They want to open up the library to make it easier to greet the patrons. When told the plan would have to wait for the time being, the crew cheerfully spent hours making smaller changes that would use better space without **28** complete renovation."



JENNIFER ZEIBECK - HUMAN RESOURCES

NOMINATED BY JESSINE VAN LOPIK

HELPFUL

BECAUSE..."Jennifer helped make connections! Jennifer was passing by the Grand River Room where the Collection Development Team was meeting and noticed I was searching for something. The box-o-tech in the Grand River Room, the box with all the various odds and ends used to connect laptops to the displays, was nowhere to be found. We were going to forge ahead without it, but Jennifer went out of her way to go down to IT to see if they could help. They did! The meeting was much better for it. As always, thank you for taking the time to time to help, Jennifer!"

AND

NOMINATED BY COREY ARCHAMBAULT

BECAUSE ... Jennifer, thank you for your help preparing the volunteers and sharing so many tips and tricks for using the new coffee maker. As a result, our volunteers felt welcomed and ready to support the 2022 KDL Seed Library!

JOEL KIBBE - PATRON SERVICES

NOMINATED BY RACHEL WILLIAMSON

HELPFUL

BECAUSE..."Joel is always willing to lend a helping hand! We needed an additional set of plug-in headphones last-minute for a project last week, and he was kind enough to offer up a pair of his. Thanks, Joel!"

AND

NOMINATED BY ELVIA MYERS

INCLUSIVE

BECAUSE..."On several occasions, for several different reasons, I have walked up to PSD and have requested Joel for assistance. Each and every time, he has helped with such kindness, love, and empathy. Thank YOU so much! You are the reason KDL is great!!"

Upcoming Meetings + Dates of Interest

Upcoming Meetings

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

Regular Board Meeting
Thursday, June 16, 2022
4:30 PM
KDL Service + Meeting Center

Dates of Interest

Other Meetings

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

FEBRUARY 2022

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



● On Time	12
● Late (At Risk)	2
✓ Completed since 01/22	1

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

Circulation Moonshot: Collection Purchasing Philosophy

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

Approval Date: 02.02.22
Due Date: 05.31.22

The existing Collection Development Policy has not been updated or reviewed since approximately 2013. Historically, the library purchases almost any title that is requested by a patron through the online purchase request form, but recent changes to weeding standards and strategic EDI goals (see additional Circulation Moonshot projects below) have inspired the need to reduce waste, weed fewer items and make better use of existing resources like the Michigan eLibrary Catalog (MeLCat). Though the existing policy is written vaguely so as to apply broadly, it cannot account for the drastic societal changes of the last ten years, especially within the library sphere; neither can it account for and resolve the disappointment patrons will face when fewer of their requests are now honored. With these issues in mind, this project will aim to deliver the following: an updated external (patron-facing) Collection Development Policy to be reviewed by KDL's legal team, an internal popular materials collection information campaign, a clearly communicated ratio and budget for digital vs. physical materials, a log to track declined requests (in order to ensure multiple requests for the same title will be purchased), and a 20% decrease in items that are weeded after a single circulation.

NEW!

Expungement Fair with Legal Aid of Western Michigan

● **Project Lead:** Hennie Vaandrager
Status: On track

Approval Date: 02.02.22
Due Date: 08.31.22

KDL currently partners with Legal Aid of Western Michigan (LAWM) to provide high-quality legal education programs for patrons. Though LAWM already responds to many criminal record expungements on behalf of their clients, Michigan laws have recently changed to include more types of records that can be expunged, which will help people move on from past mistakes. This program is being proposed as a pilot with two main components: a general education program and a local services fair. For the fair, LAWM staff and volunteer lawyers will pre-screen registered participants and assist with expungement applications. Four KDL branches have currently been identified as good spaces to host the first programs: Wyoming, East Grand Rapids, Kentwood and Cascade Township. Deliverables associated with a successful pilot of this program include: providing talking points for KDL staff to help explain the program in a clear, informative and empathetic way; documenting ideas for how to expand this service in the future; networking with potential partners to potentially be brought into future programs; and launching a robust and attractive marketing campaign.

NEW!

Circulation Moonshot: Displays + Merchandising



Project Lead: Jared Seigel
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 February and on into March, after which we will have a better idea of how to proceed. The focus right now will be to get all of the display and merchandising branch champions well trained on the processes before furniture purchases and best practices are considered.

Circulation Moonshot: Weeding Standards



Project Lead: Liz Guarino
Status: On track

Approval Date: 06.30.21
Due Date: 05.31.22

With staff at Englehardt having fully integrated the new weeding standards and sustainability measures, the project team spent the month of February gathering new weeding and balancing statistics from the branch. Alto, Caledonia Township, Cascade Township and many other branches all had initial meetings introducing the new processes, with a focus on staff buy-in and procedural best practices, and will begin documenting their own statistics in March as well. Similar meetings are scheduled at the following branches: Amy Van Andel, Alpine Township, Byron Township, Grandville, East Grand Rapids, Tyrone Township, and Walker. Next up, designated Branch Champions will begin communicating and integrating new balancing procedures across the board.

Circulation Moonshot: Youth + Teen CORE Collection



Project Lead: Tammy Schneider
Status: On track

Approval Date: 10.20.21
Due Date: 03.31.22

During the month of February, the project team collectively came to an agreement on 50 Teen titles to be included in the collection. They will finalize selection of 50 Youth titles at the beginning of March. Titles and CORE stickers will then be ordered and Collection Services will catalog and process the materials upon arrival. The Youth + Teen CORE Collection project will be announced via a full-page feature in the Summer Kaleidoscope. Next steps include planning a full publicity launch and marketing campaign, along with staff training.

Curbside Texting + Interactive Voice Response (IVR)



Project Lead: Morgan Hanks
Status: On track

Approval Date: 10.20.21
Due Date: 03.31.22

On February 14, Curbside Texting + Interactive Voice Response services officially launched at the Caledonia Township branch, with targeted users sent an email campaign describing the convenience and usability of the new service. The team remains hopeful that this effort will increase interest in and awareness of this already popular offering. In the meantime, as part of the pilot process, staff at Caledonia have suggested improvements for the service in day-to-day functionality, which the team then communicates back to IP Consulting. On the patron side of things, users report favorable reviews, with ease of use being identified as one of the service's strengths.

EDI Collection Audit / Tagging (Phase 2)



Project Lead: Tammy Schneider

Status: On track

Approval Date: 03.24.21

Due Date: 12.31.22

In January, the project team commissioned Ingram to run a second audit of the total KDL collection, results of which showed a 2% increase in diverse materials since the initial audit at the beginning of Phase 1. The project team also started including relevant tags on all orders, which Collection Services will then add to the record while cataloging. Project team member and Collection Development Librarian Marie Mulder recently led a specialized training session on the tagging process for members of the KDL Task Board, an internal process group that helps delegate and organize ad hoc task and research needs. This will ensure members outside of the project group may participate in the tagging effort, as well as ensure sustainability in the effort going forward. Task cards for the Adult Non-Fiction and Adult Graphic Novel collections are now complete. Up next will be the Teen collection, followed by the Juvenile collection.

Hygiene Lockers



Project Lead: Hannah Moeggenborg

Status: On track

Approval Date: 01.19.22

Due Date: 04.30.22

With the project in full swing, the team has officially narrowed down a list of choices for lockers. Managers are expected to make their final decision for their branches soon, after which the team will figure out the best way to stock and keep track of inventory. A general list of supplies has been decided on, but priority lists will also help with what items are most essential. Once these vital decisions are made, the team will then move forward with ordering items.

iVox App



Project Lead: Tammy Schneider

Status: On track

Approval Date: 01.05.22

Due Date: 03.31.22

A contract has been signed with iVox owner Library Ideas and a "go live" date is currently set for April 1. In the meantime, the project team has worked diligently at completing a custom training plan for staff, which will be assigned in early March. As part of a robust marketing campaign, the iVox App has also been featured in the Spring Kaleidoscope and printed posters will be sent to all branches, along with press releases to local news outlets. Project team member Kevin Kammeraad will also be creating a promotional video for the KDL website and for display in all branches.

KDL Mobile App



Project Lead: Remington Steed

Status: At Risk - Timeline

Approval Date: 11.29.21

Due Date: 04.22.22

All necessary information and branding has been delivered to BiblioCommons and the mobile application version of the KDL website is now officially in production. Unfortunately, this step comes two to four weeks later than planned, so the original launch date of this project will have to be adjusted as a result. A new due date will be reported as soon as further details are confirmed, but at the moment, the team is planning on a soft-launch to all KDL staff as soon as the app is available for download, which will allow for ample training before being made available to the public. If all goes according to this plan, the final launch should only be approximately two weeks later than expected. Stay tuned!

Rehmann - Finance Department Audit



Project Lead: Kim Lindsay
Status: At Risk - Timeline

Approval Date: 11.02.20
Due Date: *new due date 5.31.21*

During the month of February, members of the Finance department continued to flex in their roles as the hiring process for a new Accounts Payable position took place. In the meantime, additional efficiencies have been implemented across the department for processing purchase transactions, a new Amazon representative is now working with Finance to complete punch-list items, and Regional Managers and KDL Leadership are continuing to work on organizing and streamlining in-branch purchases by using available resources at the Service Center.

Systemwide WonderKnook Refresh



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

Approval Date: 09.23.21
Due Date: 11.30.22

The project team is now reviewing custom-piece theme concepts for each branch and collecting feedback from Youth Staff and Branch Outreach + Programming Specialists. Once all feedback is gathered, TMC will update the designs for final review. In order to test the product and identify pain points, TMC provided a completed play table at the Wyoming Branch, which has been received enthusiastically from little patrons and staff alike. As a result, Wyoming Librarian and project team co-lead Abby Black has identified and requested a few additional alterations before the rest go into full production.

Traveling Exhibits



Project Lead: Brad Baker
Status: On track

Approval Date: 12.29.21
Due Date: 04.30.22

As part of Pamela VanderPloeg's ongoing Rediscover Grand Rapids program, this architecture-themed traveling exhibit has officially completed its maiden voyage by going from the East Grand Rapids Branch to the Amy Van Andel Library and Community Center. There, it will be included in the "Let's Create a Story StROLL" this May. Panels from the exhibit will also be used to display winning art entries from the program in-branch.



BUILDING PROJECTS



Service + Meeting Center



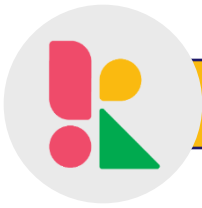
Project Lead: Missy Lancaster

Status: On track

Approval Date: 2020

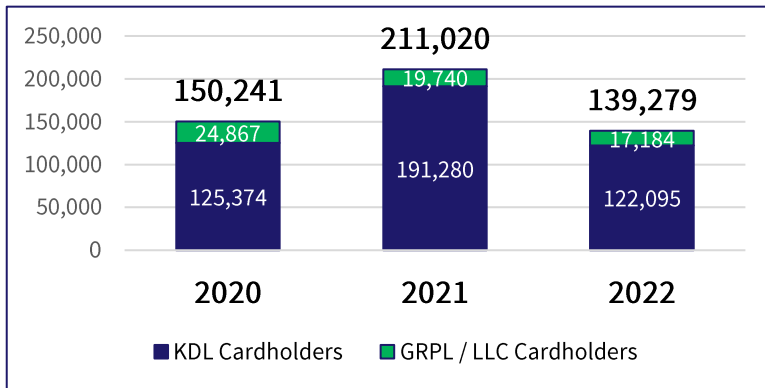
Due Date: 12.17.21 (estimate)

The project chugs along as the last few Service Center rooms remain under construction. These rooms are: the Bruursema Board room, HR Conference room, Learning Lab and Corner Conference room. Similar to other areas of the building, a few of these rooms will also require drywall patching and ceiling adjustments due to the building shifting over time. The exception to these is the Learning Lab, wherein the entire room has dropped approximately three inches save for where load-bearing pillars are located. Though this could be adjusted, it would be costly to do so and is likely to only continue to sink over time. With this in mind, the project team has decided to simply monitor the situation. Other progress is still moving slowly due to shipping delays on lighting, cabinets and countertops, but the Leadership Team recently approved replacing tables, chairs and technology in the last few rooms mentioned above; therefore, Project Lead Missy Lancaster and Network Systems Specialist Curtis Kieliszewski are pleased to begin meeting with vendors to ensure the rooms are outfitted appropriately.



FEBRUARY 2022 STATISTICAL SUMMARY

Active Patrons:



1,469 Accounts Added in February:

- 1,244 New KDL Cardholders
- 161 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.

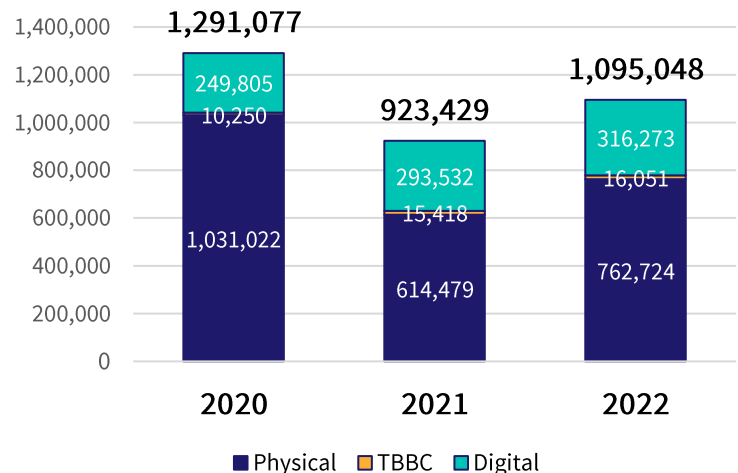
Note: Branches were closed March 13 – August 4, 2020 and November 16, 2020 – January 18, 2021 due to COVID-19. Curbside service began June 15, 2020. Limited in-branch hours were offered August 5 – September 20, 2020.

Comparing to Previous Timeframes:

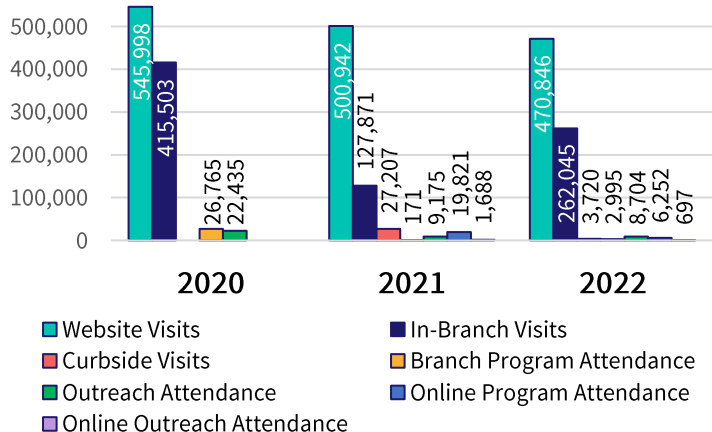
- **Physical Checkouts:** Up 3% from last month; Down 1% from 2021; Down 25% from 2020
- **Digital Checkouts:** Down 6% from last month; Up 11% from 2021; Up 22% from 2020
- **Visitor Count:** Up 11% from last month; Up 41% from 2021; Down 33% from 2020
- **Program Attendees:** Down 1% from last month; Down 48% from 2021; Down 65% from 2020

(See following page for more details)

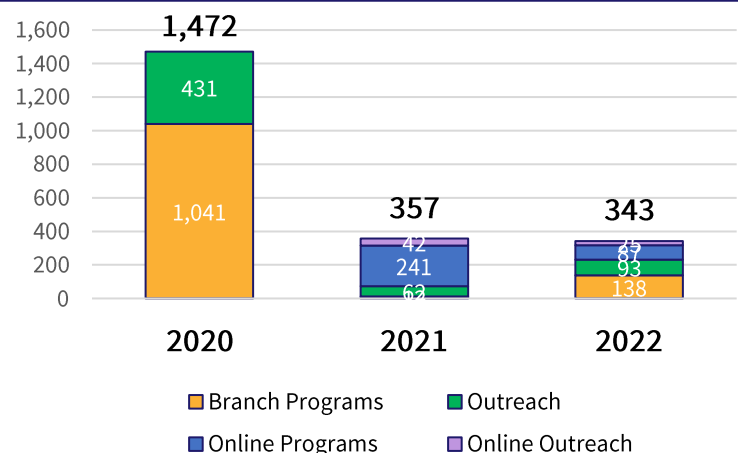
Circulation YTD:



People Served YTD:



Number of Events YTD:

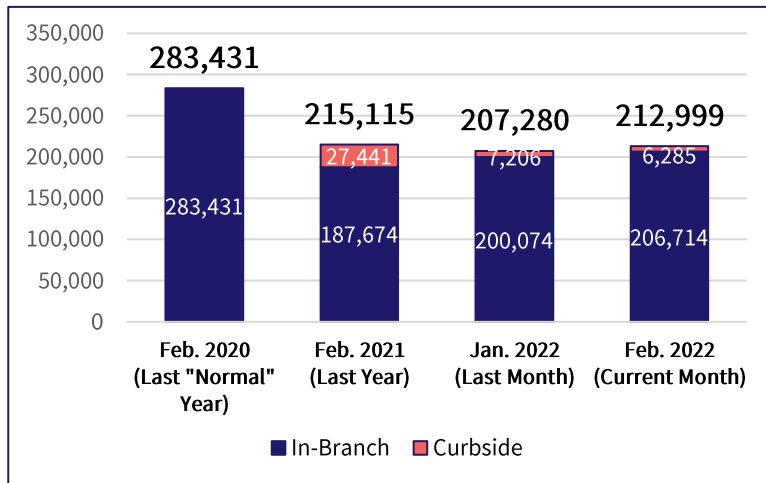




FEBRUARY 2022 STATISTICS IN-DEPTH

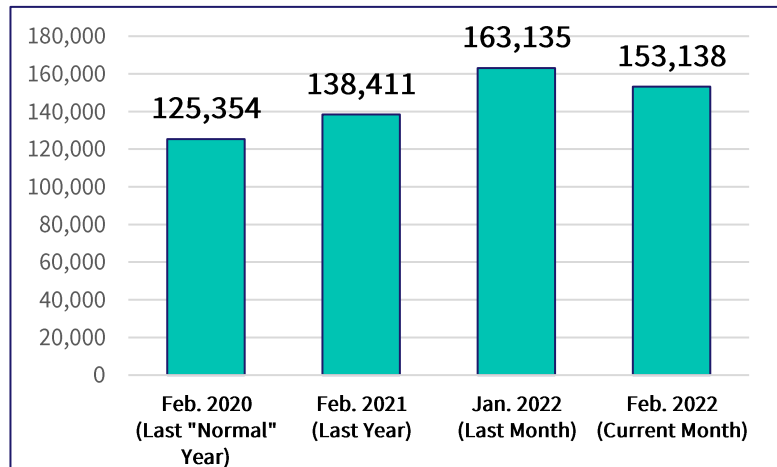
How have our basic statistics changed month-to-month and when compared to last year (2021), and compared to the last "normal" year of pre-COVID 2020?

Physical Items Checked Out:



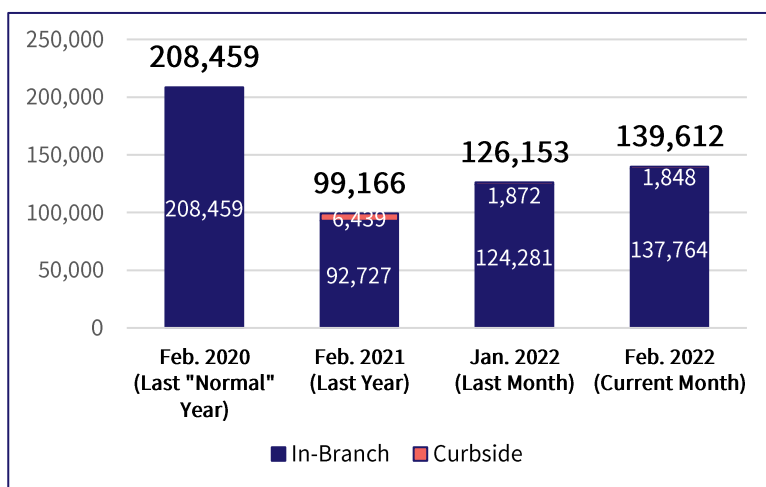
3% more total items were checked out compared to last month, but 25% fewer compared to the same month in 2020. Curbside use accounted for 3% of checkouts in February.

Digital Items Checked Out:



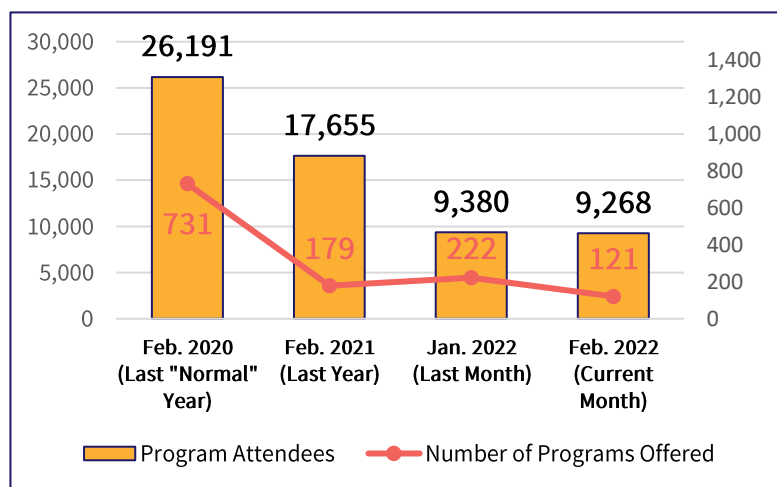
Digital checkouts are down 6% from last month, up 11% from the same month in 2021, and up 22% compared to the same month in 2020.

Visitor Count:



Including both in-branch and curbside visits, total visitors increased 11% compared to last month, but are down 33% compared to the same month in 2020. Curbside users accounted 36% of visitors in January.

Programs:



In-branch programming remained paused through February, therefore KDL offered 45% fewer programs than last month, and had 1% lower attendance. Attendance is down 65% when compared to the same month in 2020.



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 | 78 |
| 2. <i>The Guest List</i> by Lucy Foley | 62 |
| 3. <i>Where the Crawdads Sing</i> by Delia Owens | 60 |
| 4. <i>The Silent Patient</i> by Alex Michaelides | 48 |
| <i>This Tender Land</i> by William Kent Krueger | 48 |

KDL CORE Titles (Stickered Copies):

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

- | | |
|---|----|
| 1. <i>Open Season</i> by C. J. Box | 22 |
| <i>This Tender Land</i> by William Kent Krueger | 22 |
| <i>Where the Crawdads Sing</i> by Delia Owens | 22 |
| 4. <i>The Nightingale</i> by Kristin Hannah | 21 |
| <i>The Heirloom Garden</i> by Viola Shipman | 21 |

All Physical Items (Most Checkouts):

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

- | | |
|--|-----|
| 1. KDL Wifi Mobile Hotspot | 263 |
| 2. <i>The Judge's List</i> by John Grisham | 163 |
| 3. <i>The Wish</i> by Nicholas Sparks | 153 |
| 4. <i>Wish You Were Here</i> by Jodi Picoult | 144 |
| 5. <i>The Four Winds</i> by Kristin Hannah | 132 |

All Physical Items (Most Holds):

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

- | | |
|--|-----|
| 1. <i>The Maid</i> by Nita Prose | 153 |
| 2. <i>Reminders of Him</i> by Colleen Hoover | 149 |
| 3. <i>Wish You Were Here</i> by Jodi Picoult | 131 |
| 4. <i>The Lincoln Highway</i> by Amor Towles | 123 |
| 5. <i>Complete Maus</i> by Art Spiegelman | 118 |

OverDrive Items (Most Checkouts):

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

- | | |
|--|-----|
| 1. <i>The Maid</i> by Nita Prose | 311 |
| 2. <i>The Five Wounds</i> by Kirstin Valdez Quade | 250 |
| 3. <i>The Lincoln Highway</i> by Amor Towles | 239 |
| 4. <i>The Maid</i> by Nita Prose (audio) | 237 |
| 5. <i>The Paper Palace</i>
by Miranda Cowley Heller | 217 |

OverDrive Items (Most Holds):

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

- | | |
|---|-----|
| 1. <i>The Last Thing He Told Me</i> by Laura Dave | 597 |
| 2. <i>Wish You Were Here</i> by Jodi Picoult | 374 |
| 3. <i>The Judge's List</i> by John Grisham | 345 |
| 4. <i>The Seven Husbands of Evelyn Hugo</i>
by Taylor Jenkins Reid | 334 |
| 5. <i>Verity</i> by Colleen Hoover | 311 |

NEW HIRES	POSITION	EFFECTIVE
Audrey Searles	Shelver – Cascade	February 15
Courtney VanVugt	Shelver – Grandville	February 18
Jacob Huber	Assistant Branch Librarian – Kentwood	March 7
Madelyn Besaw	Branch Librarian – Englehardt	March 7
Charlie Mollett	Assistant Branch Librarian Sub	March 7
Pia Liu	Assistant Branch Librarian Sub	March 7
Mariangela McNair	Assistant Branch Librarian Sub	March 7
Cari Kovach	Assistant Branch Librarian Sub	March 7
Janelle Mitchell	General Accountant – Service Center	March 14
Lauren Hagerman Tekelly	Administrative Assistant – Service Center	March 22

OPEN POSITIONS	TYPE
Shelver – Walker	Part-time
Branch Librarian – Kentwood	Part-time
Assistant Branch Librarian – Englehardt (2 positions)	Part-time
Shelver – Gaines Twp.	Part-time
Shelver – Grandville	Part-time
Shelver – Kentwood	Part-time
Shelver – Plainfield (2 positions)	Part-time
Assistant Branch Librarian – Nelson Twp/Krause Memorial	Part-time
Programming Specialist – Service Center	Full-time
Branch Outreach & Programming Specialist – Kentwood/Gaines	Full-time
Branch Librarian – Wyoming	Part-time
Assistant Branch Librarian – Plainfield	Part-time
Shelver – Wyoming	Part-time
Collection Services Assistant – Collection Services	Part-time

DEPARTURES	POSITION	EFFECTIVE
Krystine Botsis	Assistant Branch Librarian – Plainfield	March 4
Anne Schroeder	Assistant Branch Librarian – Krause Memorial	June 2

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Margene Brewer	Shelver – Kentwood	Assistant Branch Librarian – Kentwood	February 21
Chris Straw	Branch Librarian - Englehardt	Assistant Branch Librarian Sub	March 1
Heather Groen	Shelver – Grandville	Assistant Branch Librarian – Grandville/Byron Twp.	March 7
Hennie Vaandrager	Branch Outreach & Programming Specialist – Kentwood/Gaines Twp.	Programming Manager – Service Center	March 7
Abbigail Hale	Assistant Branch Librarian – Englehardt	Branch Librarian – Englehardt	March 7
Cathy Rinzema	Assistant Branch Librarian – Plainfield	Collection Services Assistant – Service Center	March 7
Sandy Feutz	Shelver - Plainfield	Assistant Branch Librarian – Plainfield/Comstock Park	March 7
Martha Lin	Shelver - Wyoming	Assistant Branch Librarian – Gaines Twp.	March 14

EMPLOYEE ANNIVERSARIES (APRIL)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Jennifer German	Krause Memorial/ Nelson/Spencer	33 years
Sarah Yoder	East Grand Rapids	24 years
Hennie Vaandrager	Programming	23 years
Dhanya Ravi	Information Technology	19 years
Liz Guarino-Kozlowicz	Collection Services	16 years
Theresa Duffy	Byron Twp.	14 years
Joyanne Huston-Swanson	Bookmobile	12 years
Kathy Pluymert	Collection Services	12 years
Bethany Heerspink	Walker	10 years
Mimi Martin	East Grand Rapids	10 years
Ty Papke	Wyoming	10 years
Linda Ruesink	Caledonia	10 years
Ashten VanderPloeg	Kentwood	10 years

EMPLOYEE ANNIVERSARIES (APRIL)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Scott Small	Cascade	8 years
Yuliya Bunker	Patron Services	7 years
Sam Hodge	Collection Development	7 years
Julie Myszak	Collection Services	7 years
Hannah Lewis	Community Engagement	6 years
Michele Justema	Walker	5 years
Keeva Filipek	East Grand Rapids	3 years
Chloe Ford	Comstock Park	2 years
Maddie Kogler	Wyoming	1 year
Martha Lin	Wyoming	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	X	X	X	X	X	X*	X	X
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

Proposal for Edits

TABLE OF CONTENTS

[SECTION 2: Circulation](#)

2

CIRCULATION

- 2.1 [Library Card Registration](#)
 - 2.1.1 [Cards for Visiting Students](#)
 - 2.1.2 [Institutional Cards](#)
 - 2.1.3 [Non-Resident Cards](#)
 - 2.1.4 [Student Cards](#)
 - 2.1.5 [Temporary Cards for Adults](#)
- 2.2 [Lakeland Library Cooperative Member Library Cards](#)
- 2.3 [Lost or Stolen Library Cards](#)
 - 2.3.1 [Library Documents](#)
 - 2.3.2 [Fees](#)
- 2.4 [Privacy of User Records](#)
- 2.5 [Lost and/or Damaged Materials](#)
- 2.6 [Audio/Visual Materials Use](#)
- 2.7 [Beyond Books Collection](#)

KDL POLICY 2.1

LIBRARY CARD REGISTRATION

LAST REVISED 5.19.19

All residents within the Kent District Library service area are eligible for a library card. Persons living outside the Kent District Library service area who pay property taxes to a governmental unit within the District are also eligible for a Kent District Library card.

Library cards are non-transferable. All items borrowed are the responsibility of the individual to whom the card is issued.

Minor (under age 18) registrations may be signed by any adult (age 18 or older) willing to assume legal responsibility for library resources. Signatures indicate an acceptance of responsibility for:

- the minor's use of all library resources including access to the Internet;
- supervision of the minor's choice of materials;
- return of all materials when due;
- all losses and damages to materials and equipment borrowed.

When a minor patron turns 18 years of age, he/she assumes responsibility for the library account bearing his/her name including all borrowed items on that account. Any bills for lost or damaged items on the card will be moved to the co-signer's card. If the co-signer does not have a card, a bill will be mailed.

Library cards will have an expiration date in order to update accounts as needed.

KDL POLICY 2.1.1

CARDS FOR VISITING STUDENTS

LAST REVISED 2.16.17

High school exchange students and college students residing in the Kent District Library service area while attending high school or college are eligible for a Kent District Library card.

KDL POLICY 2.1.2

INSTITUTIONAL CARDS

LAST REVISED 5.19.19

If an agency, institution, or business within the Kent District Library service area requests a library card for use by its residents or staff (in their institutional role), a card may be issued if the institution's head or director agrees in writing that the institution will be responsible for bills on any materials lost or

damaged items. Such a card may be used by residents or staff of the institution at the discretion of the institution's director. The card itself must be presented to be honored. KDL will not accept personal identification in lieu of the institutional card. Institutional cards will allow remote access to electronic databases and the digital collection for demonstration purposes.

KDL POLICY 2.1.3

NON-RESIDENT CARDS

LAST REVISED 5.19.19

Residents within the geographical area of the Lakeland Library Cooperative's boundaries who do not qualify for a library card at any Lakeland Library Cooperative location may purchase a KDL non-resident library card for an annual fee of \$84.00 or a monthly fee of \$7.00 per month. The fee covers all family members in one household and each family member may be issued their own non-resident card. Non-resident cardholders will be issued full access KDL cards, allowing cardholders the same access as standard KDL service area resident cardholders, including KDL's digital collection and MeL access.

KDL POLICY 2.1.4

STUDENT CARDS

LAST REVISED 3.18.21

Kent District Library's goal is to make library services available to all school-aged children. With the Student Card, children who attend any K-12 school can check out a maximum of three books, and have access to KDL internet, research databases and select digital content. Student cards can be issued with no cosigner and will expire once the student turns 18 years of age.

Students are also eligible for a standard KDL minor library card based on residency and an eligible cosigner. Students not eligible for a KDL minor library card can still register for a card at their home library. A maximum of ~~three~~ six lost books will be allowed on this card. The card will be deactivated after ~~three~~ six lost books.

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[EDITS ABOVE ARE THE ONLY EDITS TO THIS POLICY, ONLY TO THIS PAGE!](#)

KDL POLICY 2.1.5

TEMPORARY CARDS FOR ADULTS

LAST REVISED 3.18.21

Adults who are unable to provide proof of residency, either because they are new to the area or are traveling, can have access to library services with a Temporary Card for Adults. This card does not require proof of residency, but adults do need to show an ID card to verify their identity. A maximum of three items in a format may be checked out on this card. Internet access will also be available. Temporary Cards for

Adults will expire after one year and full privilege cards may be obtained with proof of residency.

KDL POLICY 2.2

LAKELAND LIBRARY COOPERATIVE MEMBER LIBRARY CARDS

LAST REVISED 5.19.11

All current Lakeland Library Cooperative member library cards will be honored by Kent District Library with the exception of:

- non-resident local use library cards;
- underfunded contract service area cards; and
- institutional cards.

KDL POLICY 2.3

LOST OR STOLEN LIBRARY CARDS

LAST REVISED 5.19.19

It is the patron's responsibility to notify Kent District Library promptly of a lost or stolen library card. If the loss or theft is not reported, the patron is responsible for all materials charged to the library card.

Patrons will be held responsible for lost and damaged item bills accrued prior to the date the loss or theft of the library card is reported. Patrons will not be held responsible for bills accrued after the date on which the loss or theft is reported.

KDL POLICY 2.4

PRIVACY OF USER RECORDS

LAST REVISED 10.23.14

Kent District Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) in which a “library record” is defined as a document, record, or other method of storing information retained by the library that personally identifies a library patron including the patron’s name, address, email address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a “library record” is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, Kent District Library will not release nor disclose a “library record” except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the “library record” for the purpose of retrieving overdue materials, collecting fines, and other library business permitted by law. A Kent District Library employee who receives a request for a public record shall promptly forward that request to the Executive Director.

KDL POLICY 2.4.1

LIBRARY DOCUMENTS

LAST REVISED 5.19.16

Library documents and records (other than patron records covered by the Michigan Library Privacy Act [PA 455 of 1982]) shall be available to the public in accordance with the Michigan Freedom of Information Act (FOIA) [PA 442 of 1976] upon a request which precisely describes the exact library public records desired. The Library need not create new public records to satisfy a request, nor must the Library make a compilation, summary or report of information. Costs associated with responding to a request will be charged to the requester.

The Kent District Library Board of Trustees authorizes the Executive Director to serve as the FOIA Coordinator and to accept and process requests for public records. The Director shall report action taken on FOIA requests at the next regularly scheduled Kent District Library Board of Trustees meeting.

Upon providing Kent District Library’s FOIA Coordinator with a written request that describes a public record sufficiently to enable KDL to find the public record, a person has a right to inspect, copy, or receive copies of the requested public record.

A Kent District Library employee who receives a request for a public record shall promptly forward that request to the Executive Director.

Kent District Library may charge a fee for a public record search, the necessary copying of a public record

for inspection, or for providing a copy of a public record. The Library may also require a good faith deposit from the person requesting the public record or series of public records, if the fee exceeds \$50.00. The deposit shall not exceed half of the total fee.

KDL POLICY 2.5

LOST AND/OR DAMAGED MATERIALS

LAST REVISED 5.19.19

Kent District Library is not required to send notices for lost or damaged materials, and failure to receive a notice does not relieve the borrower of responsibility to return materials when due.

When lost and damaged item(s) with a combined total of \$20.01 or more have been on the account for more than sixty (60) days, Kent District Library will invoice the patron. Kent District Library will suspend a patron's borrowing privileges when the bills on a patron's account exceed \$20.00. A patron's borrowing privileges will be restored once the account balance is reduced to \$20.00 or under.

KDL POLICY 2.5.1

FEES

LAST REVISED 3.16.18

Kent District Library may charge a fee for specific library services. These may include, but are not limited to, the following:

- faxing;
- inter-library loan services;
- photocopying;
- printing; and
- non-resident card.

KDL POLICY 2.6

AUDIO-VISUAL MATERIALS USE

LAST REVISED 3.16.18

Kent District Library assumes no responsibility for damage to patrons' electronic equipment used to play library audio-visual materials.

KDL POLICY 2.7

BEYOND BOOKS COLLECTION

LAST REVISED 7.15.21

To borrow a Beyond Books item, the borrower must:

- be 18 years of age or older
- present a valid picture ID
- be a KDL cardholder in good standing

Kent District Library (KDL) reserves the right to refuse service to anyone who damages equipment or exhibits a pattern of returning equipment late, beyond reasonable exception.

By borrowing any Beyond Books items from Kent District Library, the borrower agrees to be bound by the terms as identified below:

- I understand that I am financially responsible for the Beyond Books item(s) and accessories borrowed and for the safe and timely return of the item(s) and accessories.
- If the item(s) and/or any of its accessories are damaged, lost or stolen, I understand that I am responsible for all applicable charges to replace the item(s) and agree to pay all costs associated with lost or damaged item(s) that were borrowed on my KDL account. By borrowing any Beyond Books item(s), I agree that I have read, understand, and agree to the Conditions of Use listed below.
- I agree to use all Beyond Book item(s) at my own risk and that KDL is not responsible for any damages resulting from my use of Beyond Books item(s).
- I agree to return all Beyond Books item(s) by the time and due date listed on all digital or printed receipts. I understand that item(s) not returned by the billing date may be assumed stolen and the authorities could be contacted. I will be financially responsible for replacement costs for the borrowed item(s). I consent to KDL's release of any information or library records to the authorities or third parties who might assist in the recovery of borrowed Beyond Books item(s) or prosecution for item(s) not returned.

CONDITIONS OF USE

KDL Beyond Books item(s) are for use by authorized borrowers of Kent District Library who have no outstanding library obligations.

With the KDL Go Pro Camera, authorized borrowers must provide their own Micro SD card and remove it before returning the item to the library. KDL is not responsible for lost or stolen Micro SD cards.

Hotspots may only be used in the continental US. In other words, they cannot be used in Alaska, Hawaii, Canada or Mexico.

OVERDUE HOTSPOTS

At ten days overdue, the KDL Hotspot will be deactivated and the borrower will be charged for the replacement cost.

REPLACEMENT/DAMAGE COSTS

If the Beyond Books item and/or accessories are lost, stolen or damaged, the borrower will be held responsible by KDL for all applicable costs as determined by the Library's cost paid at original time of purchase. More information may be obtained by asking a staff member or by calling KDL at 616-784-2007.

POLICY MANUAL
14

INTRO

AGENDA ITEM FOR CONSIDERATION: Network Switches Request for Purchase (RFP)

BOARD MEETING DATES: March 17, 2022 (first reading)

TIMELINE: Summer of 2022 deployment depending on Supply Chain delivery challenges

BUDGET LINE ITEM(S): Networking Equipment

TOTAL ESTIMATED COST: \$119,640.56 (budgeted – eRate Category 2 - \$17,946.08 is KDL’s portion)

PURPOSE

To refresh part of our network switching infrastructure since some of our current switches will soon be marked as “end of life,” and therefore no longer supported by Meraki. The new hardware will also allow us to interconnect our network, making it possible to provide faster connection speeds in the branches.

BACKGROUND

eRate is a government-subsidized funding source provided by the Schools and Libraries Program administered by the Universal Service Administration Company (USAC) under the direction of the Federal Communications Commission (FCC). The program was established to help subsidize “qualified technology” purchases for schools and libraries.

eRate distinguishes various eligible items as either Category 1 or Category 2. Category 1 covers costs related to Internet Access and Wide Area Networking. Category 2 covers costs related to various network equipment that supports and secures Category 1 functions.

In order to request funding for qualifying equipment and services, KDL is required to post a formal RFP and solicit bids from vendors. The winning bid is submitted to USAC who determines if it meets the qualifications and compliance standards. If the request passes, USAC covers a predetermined percentage of the overall cost of the purchase. The exact percentage is based on a number of factors, including the percentage of school lunches subsidies offered in a community. Currently, KDL qualifies for an 85% reimbursement rate of eligible purchases.

The eRate fiscal year (July 1–June 30) spans two KDL budget years. Consequently, we have examined the timing of these eRate-eligible projects and properly classified them in the appropriate KDL fiscal year.

OVERVIEW/NEEDS

To ensure that KDL’s robust network continues to meet patron demand, we must maintain it with up-to-date hardware that is supported by vendors. This will ensure that when issues arise, we have the resources to restore network connectivity quickly, avoiding the potentiality that patrons will be without this vital resource for very long. KDL published an RFP on December 21, 2021, and received bids from four vendors: IP Consulting, People Driven Technology, Trace3, and E-N Computers.

KDL needs four 8-port switches, eleven 24-port switches, twenty-four 48-port switches, and sixty-two stacking cables to be used across 18 KDL branches. Work is not needed at the Kelloggsville Branch, which uses their own networking equipment, or the Amy Van Andel Branch which already has the most up-to-date equipment.

As an additional optional bid, we have requested four 48-port patch panels and one wall mount to redo the network cabling at three branches where the current cabling is poorly laid-out and difficult to access by technicians. These branches include Plainfield, Grandville, and Nelson. We also solicited bids for installation of this work due to its complicated nature.

Three vendors met the requirements of the RFP: People Driven Technology, IP Consulting, and Jemtech. E-N Computers did not submit a complete bid, and did not follow stated instructions, so were disqualified on those grounds. By a large margin, IP Consulting was the most competitive on pricing and was also the only firm to submit a bid on the optional cabling services. For these reasons, and considering our continued partnership with them, we chose to award the bid to IP Consulting.

These devices and the installation costs for the optional services qualify for eRate Category 2 funding. Upon approval of the necessary eRate application, KDL will qualify for 85% reimbursement, making our out-of-pocket costs \$17,946.08.

BENEFITS

- Allows potentially faster interconnection speed between devices in the branches
- Gives better backup switch redundancy in case of switch failure
- Provides renewed warranty support for all switches, as our current switches are approaching end-of-life and will be unsupported
- eRate-qualified infrastructure items will save KDL 85% of the normal costs

DISADVANTAGES

- None, pending approval of our eRate application.

COST

The four respondents provided the following pricing:

- | | |
|----------------------------|---|
| • IP Consulting | \$119,640.56 (includes additional cabling services) |
| • People Driven Technology | \$140,251.33 |
| • Trace3 | \$122,144.02 |
| • E-N Computers | \$126,672.96 |

IMPLEMENTATION

Installation of the network switches will begin once the equipment is received, which could be as early as June if supply chain issues do not cause delays. This work will be performed by KDL IT staff. We plan to install the new units at as many branches as possible over the summer months, utilizing the Sunday closure period. We will begin with the largest branches first, giving us the most flexibility to complete the remaining smaller branches in the Fall.

The optional cabling installation will be performed while branches are closed by an IP Consulting subcontractor, BlackBox. Exact dates are to be determined.

RECOMMENDATION

Based on their previous experience and pricing, KDL recommends that the board approve of the decision to work with IP Consulting, contingent upon USAC's approval of our eRate application.

Document History:

1. First Draft – Amanda Johnston
2. Revision – Curtis Kieliszewski
3. Final Draft – Kurt Stevens, Amanda Johnston

INTRO

AGENDA ITEM FOR CONSIDERATION: Universal Power Source (UPS) Request for Purchase (RFP)

BOARD MEETING DATES: March 17, 2022 (first reading)

TIMELINE: Summer of 2022 deployment depending on Supply Chain delivery challenges

BUDGET LINE ITEM(S): Networking Equipment

TOTAL ESTIMATED COST: \$49,984.34 (budgeted – eRate Category 2 - \$11, 810.21 is KDL’s portion)

PURPOSE

To replace our currently unsupported and underperforming Smart Power UPS units with new units from APC that will give us a current support contract, multiple alerting methods, ease of management, and universally supported industry standards. The upgrade will also allow us to have greater security for power outages at branches, knowing we have a working solution with vendor support if needed.

BACKGROUND

eRate is a government-subsidized funding source provided by the Schools and Libraries Program administered by the Universal Service Administration Company (USAC) under the direction of the Federal Communications Commission (FCC). The program was established to help subsidize “qualified technology” purchases for schools and libraries.

eRate distinguishes various eligible items as either Category 1 or Category 2. Category 1 covers costs related to Internet Access and Wide Area Networking. Category 2 covers costs related to various network equipment that supports and secures Category 1 functions.

In order to request funding for qualifying equipment and services, KDL is required to post a formal RFP and solicit bids from vendors. The winning bid is submitted to USAC who determines if it meets the qualifications and compliance standards. If the request passes, USAC covers a predetermined percentage of the overall cost of the purchase. The exact percentage is based on a number of factors, including the percentage of school lunches subsidies offered in a community. Currently, KDL qualifies for an 85% reimbursement rate of eligible purchases.

The eRate fiscal year (July 1–June 30) spans two KDL budget years. Consequently, we have examined the timing of these eRate-eligible projects and properly classified them in the appropriate KDL fiscal year.

OVERVIEW/NEEDS

To ensure that KDL’s robust network continues to meet patron demand, we must maintain it with up-to-date hardware that is supported by vendors. This will ensure that when issues arise, we have the resources to restore network connectivity quickly, avoiding the potentiality that patrons will be without

this vital resource for very long. KDL published an RFP on December 21, 2021 and received bids from four vendors: IP Consulting, Town and Country, Trace3, and Jemtech.

KDL needs twenty-seven UPS's. Each comes with a three-year warranty, but KDL will purchase an additional three-year extended warranty for a total of six years of warranty coverage). We also need thirteen external battery packs to be used across all KDL branches with many devices. The exceptions include our Kelloggsville branch, which uses their own networking equipment, and the Amy Van Andel Branch which already has the most up-to-date equipment. KDL did not request installation services for these UPS's and intends to complete installation in-house.

All vendors met the requirements of the RFP. Jemtech offered the least expensive solution, however they proposed an alternative product that KDL determined to be inferior. IP Consulting and Trace 3 were the next most competitive firms on pricing. The difference came down to our existing partnership with IP Consulting and the assurance that they will provide good service. For this reason, we chose to award the bid to IP Consulting.

The UPS's, external battery packs, and the first three years of warranty coverage qualify for eRate Category 2 funding. The additional three-year extended warranties, totaling \$5073.60, are not eligible for eRate funding and would be paid by KDL.

These devices qualify for eRate Category 2 funding. Upon approval of our eRate application, KDL will receive 85% reimbursement of the qualifying line items. Our out-of-pocket cost will be \$11,810.21.

BENEFITS

- Having currently supported UPS units allows maximum uptime for unforeseen power outages.
- Units will operate as intended during outages and restore power and connectivity quickly
- We will get industry standard brand recognition and support for APC products.
- Multiple monitoring points allow us to be in front of the problem concerning power outages and the ability to plan for alternate operations if needed.

DISADVANTAGES

- None, pending approval of eRate application.

COST

The four respondents provided the following pricing:

- IP Consulting \$49,984.34
- Town and Country \$57,116.90
- Trace3 \$49,652.00
- Jemtech \$26,512.00

IMPLEMENTATION

Installation of the UPS's will begin once the equipment is received, which could be as early as June if supply chain issues do not cause delays. We plan to install the new units at as many branches as

possible over the summer months, utilizing the Sunday closure period. We will begin with the largest branches first, giving us the most flexibility to complete the remaining smaller branches in the Fall.

RECOMMENDATION

Based on their previous experience and pricing, KDL recommends that the board approve of the decision to work with IP Consulting, contingent upon USAC's approval of our eRate application.

Document History:

1. First Draft – Amanda Johnston
2. Revision – Curtis Kieliszewski
3. Final Draft – Kurt Stevens, Amanda Johnston



RESOLUTION

Schools & Libraries Universal Services (eRate) for 2022-23

MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held on March 17, 2022 at 4:30 p.m.

The meeting was called to order by_____.

PRESENT: _____

ABSENT: _____

RESOLUTION

Whereas with the assistance of Kellogg & Sovereign Consulting (eRate Advisors), KDL will file FCC Form 471: Description of Services Ordered and Certification Form immediately after KDL Board approval has been granted. The purpose of form 471 is to individually list all contracts and services for which KDL is requesting discounts. The form cannot be filed until the KDL board approves the purchase and signed service contracts with IP Consulting have been submitted to Kellogg & Sovereign.

Be it resolved that the governing board for Kent District Library authorizes payment of the KDL's share of eRate purchases subject to the following conditions:

- a) approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
- b) receipt of products and/or services during the fiscal year 07.01.2022-06.30.2023.

eRate Purchase Summary

RFP #	Pre-Discount Amount	eRate Eligible Amount	eRate Ineligible Amount	KDL's Share
22-1050-ITB-ER01 (UPS's)	\$49,984.34	\$44,910.74	\$5,073.60	\$11,810.21
22-1050-ITB-ER02 (Network Equipment)	\$119,640.56	\$119,640.56	\$0.00	\$17,946.08
Total	\$169,624.90	\$164,551.30	\$5,073.60	\$29,756.29

eRate Requests Itemized, FY 2022 (07.01.2022-06.30.2023)

22-1050-ITB-ER01 UPS's (Universal Power Sources)

Part Name	Quantity	Price Per Unit	Total Before eRate	Discount %	Reimbursement Amount	KDL's Share
APC Smart-UPS X 1500VA Rack/Tower LCD 120V with Network Card (SMX1500RM2UCN C	27	\$1,261.94	\$34,072.38	85%	\$28,961.52	\$5,110.85
APC Smart-UPS X-Series 120V External Battery Pack Rack/Tower (SMX120RMBP2U)	13	\$883.72	\$10,838.36	85%	\$9,212.61	\$1,625.75
Service Pack 3-Year Extended Warranty (WBEXTWAR3YR-SP-03)	40	\$126.84	\$5,073.60	0%	\$0	\$5,073.60
Totals	--	--	\$49,984.34	--	\$38,174.13	\$11,810.21

22-1050-ITB-ER02 Network Equipment (Switches and Recabling Projects)

Part Name	Quantity	Price Per Unit	Total Before eRate	Discount %	Reimbursement Amount	KDL's Share
Cisco Meraki 8-port managed switches MS120-8LP POE (model # MS120-8LP) and 5-year licensing	4	\$427.96	\$1,711.84	85%	\$1,455.06	\$256.78
Cisco Meraki 24-port managed switches MS225-24P POE (model #MS225-24P) and 5-year licensing	11	\$2,182.69	\$24,009.59	85%	\$20,408.15	\$3601.44
Cisco Meraki 48-port managed switches MS225-48LP POE (model #MS225-48LP) and 5-year licensing	24	\$3,102.7	\$74,465.28	85%	\$63,295.49	\$11,169.79
Cisco Meraki Stacking Cable (0.5m) (model #MA-CBL-40G-50CM	62	\$38.26	\$2,372.12	85%	\$2,016.30	\$355.82

Standard 48-port Patch Panel	4	\$110.71	\$442.84	85%	\$376.41	\$66.43
Hoffman Wall-mount Network Rack (model# EWMS242425)	1	\$938.89	\$938.89	85%	\$798.06	\$140.83
Other miscellaneous charges (OSB and consumables)	1	\$100.00	\$100.00	85%	\$85.00	\$15.00
Labor charge for Grandville	1	\$4,600.00	\$4,600.00	85%	\$3,910.00	\$690.00
Labor charge for Plainfield	1	\$6,400.00	\$6,400.00	85%	\$5,440.00	\$960.00
Labor charge for Nelson	1	\$4,600.00	\$4,600.00	85%	\$3,910.00	\$690.00
Totals	--	--	\$119,640.56	--	\$101,694.48	\$17,946.08

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby approves and adopts the Schools & Libraries Universal Services (eRate) for 2022-23.

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 17th day of March, 2022.

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 17, 2022, 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: March 17, 2022

Charles Myers, KDL Board Chair

Sheri Gilreath-Watts, KDL Board Secretary