

Kent
District
Library



BOARD OF TRUSTEES

PACKET



February 2023



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, February 16, 2023, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: January 19, 2023
- C. Lakeland Library Cooperative Report: January 12, 2023

4. FINANCE REPORTS – January 2023*

5. DIRECTOR’S REPORT – January 2023

6. OLD BUSINESS

- A. Executive Director’s Evaluation*
- B. Executive Director’s Employment Agreement*

7. NEW BUSINESS

- A. Issue Analysis: Grand Rapids Chamber Center for Economic Inclusion* *First Reading*
- B. Policy Manual Review: Section 1 – Collection + Reference* *First Reading*
- C. Policy Manual: Section 2.1.3 - Non-Resident Cards* *First Reading*

8. LIAISON REPRESENTATIVE COMMENTS

9. PUBLIC COMMENTS**

10. BOARD MEMBER COMMENTS

11. MEETING DATES

Next Regular Meeting: Thursday, March 16, 2023 – KDL Amy Van Andel Library, 4:30 PM

12. 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.”*

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BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

Thursday, January 19, 2023, at 4:30 PM.

BOARD PRESENT: Shirley Bruursema, Tracy Chrenka, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Nicole Lintemuth, Carla Moyer Hotz and Penny Weller.

BOARD ABSENT: None.

STAFF PRESENT: Craig Buno (teleconference), Jaci Cooper, Jennifer DeVault, Randy Goble, Joyanne Huston-Swanson (teleconference), Kim Lindsay, Brian Mortimore, Kelaine Mish, Elvia Myers, Kurt Stevens and Lance Werner.

GUESTS PRESENT: Bill Brinkman, Valerie Morris and Tony Kolenic.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTION OF NEW KDL BOARD MEMBERS

Chair Erlewein welcomed KDL's newest Board Members Tracy Chrenka and Carla Moyer Hotz. Ms. Chrenka is representing Region 1, which includes Spencer, Tyrone, Nelson and Oakfield Townships. Ms. Chrenka has lived in Kent City for the past 10 years with her family and was a school librarian for 20 years before becoming a history teacher. Ms. Moyer Hotz represents Region 5, which includes the City of East Grand Rapids and the townships of Grand Rapids, Ada and Cascade. She grew up in California and lived in Texas prior to moving to Michigan. She has been a resident of West Michigan for the past 25 years and has been working in library services for about 30 years.

4. OATH OF OFFICE

The Executive Director pledged the Oath of Office to the Board Chair. The Board Chair then pledged the oath of office to each member of the Board.

5. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: December 16, 2022, Open & Closed Sessions

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

Support: Supported by Ms. Weller.

RESULT: Motion carried.

6. CLOSED SESSION – Executive Director Agreement*

Motion: Ms. Bruursema moved to recess the Kent District Library Board meeting at 4:38 PM to commence the CLOSED SESSION: - The Executive Director’s Employment Agreement.

Support: Supported by Ms. Weller.

Ms. Bruursema – Yes	Ms. Chrenka – Yes	Mr. Dykhuis – Yes	Mr. Erlewein – Yes
Ms. Gilreath Watts – Yes	Ms. Lintemuth – Yes	Ms. Moyer Hotz – Yes	Ms. Weller – Yes

RESULT: Motion Carried 8-0.

Motion: Ms. Bruursema moved to resume the Kent District Library Board Meeting at 5:46 PM to recommence Open Session.

Support: Supported by Mr. Dykhuis.

Ms. Bruursema – Yes	Ms. Chrenka – Yes	Mr. Dykhuis – Yes	Mr. Erlewein – Yes
Ms. Gilreath Watts – Yes	Ms. Lintemuth – Yes	Ms. Moyer Hotz – Yes	Ms. Weller – Yes

RESULT: Motion Carried 8-0.

7. FINANCE REPORTS - December 2022*

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

- December financials, which will be represented in the audit, will differ from the current version reflected in the board packet as KDL goes through the year-end close process and records accruals related to 2022 transactions.
- Cash at the end of December 2022 was \$13.5M as compared to \$15.6M the same time last year. This is due to the variant timing of property tax collections across municipalities.
- For the second consecutive month, the Atlanta Capital investment portfolio has shown a net valuation increase of roughly \$38K.
- Revenues are at \$27.6M or just over 100% of the annual revenue budget. There is still anticipation for the collection of additional eRate reimbursements, which apply to the 2022 fiscal year, before the end of February. These will accrue back to 2022.
- Expenditures are at \$28.5M or approximately 93% of the annual amount budgeted. KDL will have some payables booked back to 2022, which are expected to be invoiced in January; therefore, actual total expenditures will go up a bit before the fiscal year is totally closed out.
- As for the payroll accrual that was discussed at the December 2022 board meeting, the biggest accrual is reflected in the December 2022 financial statements. Mr. Lindsay's preliminary guess is that KDL will finish the year having used approximately \$1M of the fund balance, depending on the timing of any additional eRate receipts.
- He asked the Board to also remember that there are a few capital projects that didn't get completed in 2022; therefore, these will roll into the 2023 fiscal year. e-Items will be reflected in the first budget amendment later in 2023.

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- The largest checks for December 2022 were:
 - Lake Michigan Credit Union in the amount of \$365,600 for the 2023 systemwide HSA contributions for staff
 - Priority Health in the amount of \$120,681.32 for December health coverage
 - TMC Furniture in the amount of \$65,889.00 for WonderKnook items
 - IP Consulting in the amount of \$60,229.91 for monthly colocation and curbside fees.
 - Everstream Holding in the amount of \$54,365.50 for systemwide fiber.

Motion: Ms. Gilreath Watts moved to receive and file the December 2022 finance reports as presented.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

8. DIRECTOR'S REPORT – December 2022

Executive Director Werner shared that they are working on amending a service agreement with Cedar Springs and Solon Township.

The Board asked questions of staff and staff responded.

9. NEW BUSINESS

A. Conflict of Interest Statements and Board Code of Ethics

The Board received Conflict-of-Interest Statements and Board Code of Ethics forms for 2023. They were asked to review the documents and give signed copies to Executive Assistant Elvia Myers for filing.

B. 2022 Credit Card Agreement

The Board received Credit Card Agreement forms for 2023 and were asked to review the document and give signed copies to Executive Assistant Elvia Myers for filing.

C. Policy Manual Review: Section 6.14.1*

Motion: Ms. Weller moved to approve Policy Manual Review: Section 6.14.1.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

D. KDL Millage Timeline

Director of Engagement Randy Goble informed the Board of Trustees of the 2024 millage timeline milestone dates and details.

E. 4th Quarter Strategic Plan Update

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

F. Executive Director's Evaluation*

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Chair Erlewein and the Executive Director will be meeting to discuss the Executive Director Evaluation. This will be added to the February 2023 agenda.

10. LIAISON REPRESENTATIVE COMMENTS – Bill Brinkman shared that the Plainfield Charter Township had great success with PFAS and getting water to the community public water sources as opposed to the ground, where it is contaminated.

11. PUBLIC COMMENTS**

- Ms. Morris requested an update on the Investigation that was initiated in August 2022. Chair Erlewein shared that he has been in contact with the third-party attorney and the conclusion is imminent but not yet finished. No timeframe has been set.
- Ms. Mish has been an employee for the past 23 years and has served as a Union Steward during that time. She wanted to thank the Board for their service. Lastly, she stated that she is concerned with the fact that Public Comment has been moved to the end of the KDL Board of Trustees meeting agenda and suggests that it be moved back to the beginning of the meeting as well.

12. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema questioned the concern that Ms. Mish brought up regarding Public Comment being listed just once on the agenda at the end. She welcomed the new board members to the KDL Board of Trustees.

Ms. Chrenka – Ms. Chrenka thanked everyone for the warm welcome. She visited the Tyrone Branch and was impressed with the new Teen Programming room.

Mr. Dykhuis – Mr. Dykhuis welcomed Ms. Chrenka and Ms. Moyer Hotz. He thanked KDL for giving him the opportunity to serve on MLK Motivate Day 2023 at Arbor Circle.

Mr. Erlewein – Chair Erlewein stated that he would like to see the Pet Calendar in 2023. He welcomed the new Board of Trustees and notified the Board that there will be a KDL retreat this summer. He asked the Board to read the confidential packet and to bring it back to the February meeting so that it can be shredded by Human Resources appropriately.

Ms. Gilreath Watts – Ms. Gilreath Watts thanked all the Board of Trustees that were able to participate in MLK Motivate 2023. She also stated that she has a new naughty puppy and would love to see the Pet Calendar brought back in 2023. Lastly, she extended a heartfelt welcome to Ms. Chrenka and Ms. Moyer Hotz.

Mr. Lintemuth – Ms. Lintemuth welcomed Ms. Chrenka and Ms. Moyer Hotz.

Mr. Moyer Hotz – Ms. Moyer Hotz thanked everyone for the warm welcome and stated that she knew she was doing something great with all the Facebook requests she has received.

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Ms. Weller – Ms. Weller welcomed Ms. Chrenka and Ms. Moyer Hotz. She thanked KDL for providing her with the opportunity to serve on MLK Motivate Day 2023 at Arbor Circle.

13. MEETING DATES

Regular Meeting: Thursday, February 16, 2023 – Kent District Library Service and Meeting Center and via teleconference, 4:30 PM.

14. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 6:50 PM.

Support: Supported by Ms. Gilreath Watts.

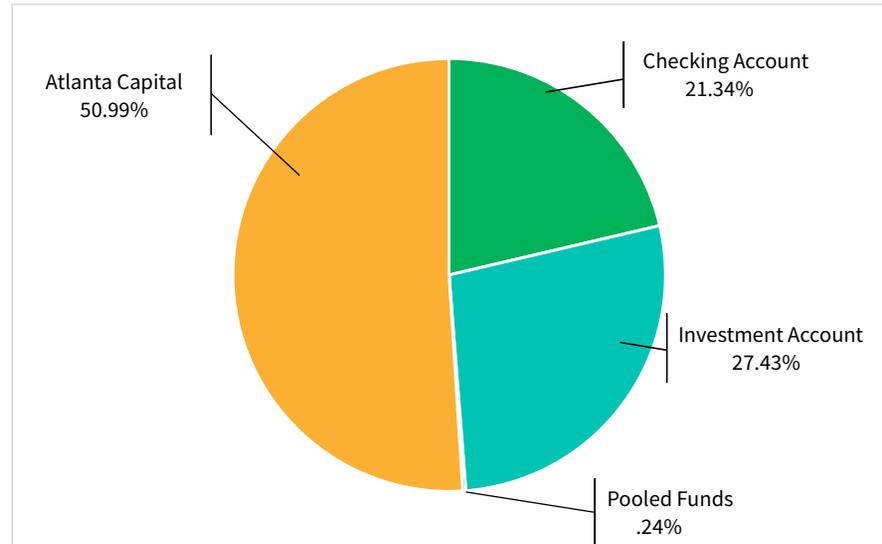
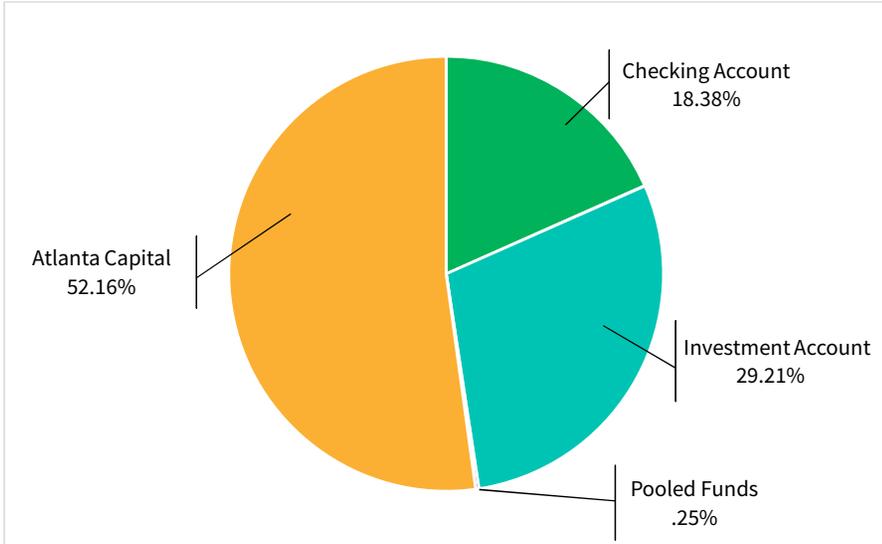
RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Monthly Cash Position Per Bank Month ended January 31



2023		
Account	Rate	Amount
Huntington Checking Account	0.100%	\$4,095,786.88
Huntington Investment Account	1.004%	\$6,511,928.56
*Kent County Pooled Funds	1.832%	\$56,367.01
Atlanta Capital Investments		\$11,629,370.00
		\$22,293,452.45

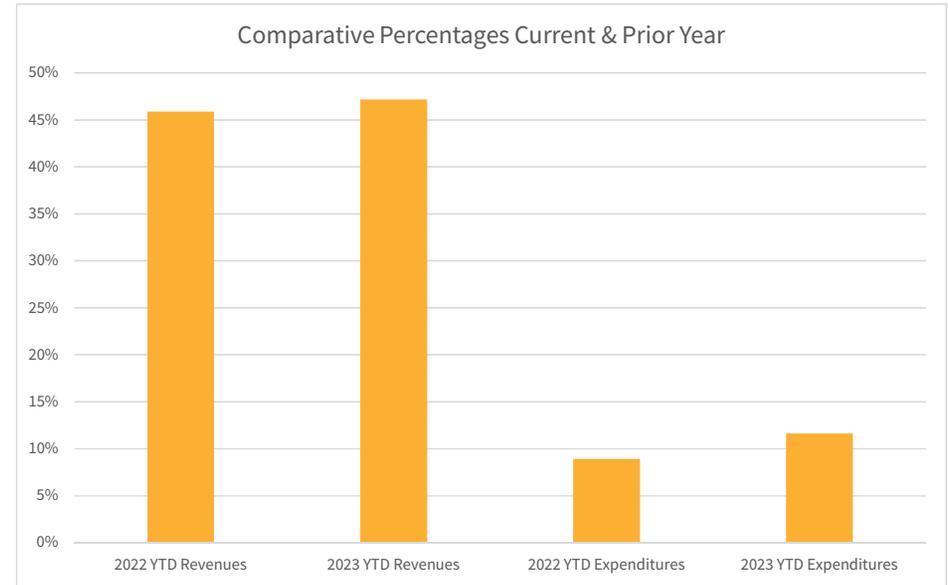
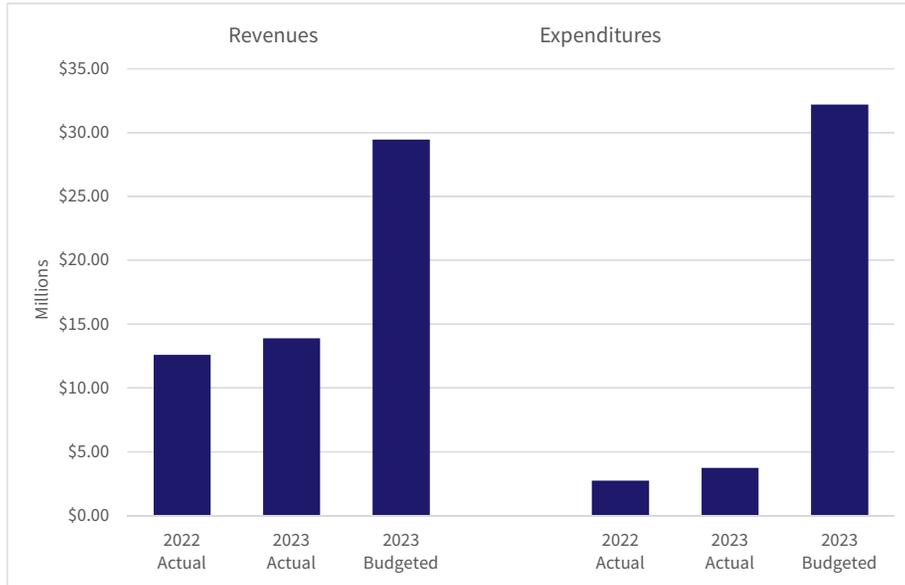
2022		
Account	Rate	Amount
Huntington Checking Account	0.100%	\$4,947,787.50
Huntington Investment Account	0.010%	\$6,362,105.15
*Kent County Pooled Funds	0.579%	\$55,915.12
Atlanta Capital Investments		\$11,824,884.00
		\$23,190,691.77

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended January 31



Budget to Actual with Prior Year Comparison		
Revenues		
2022 Actual	\$	12,603,137
2023 Actual	\$	13,908,037
2023 Budgeted	\$	29,478,777
Expenditures		
2022 Actual	\$	2,730,670
2023 Actual	\$	3,742,755
2023 Budgeted	\$	32,222,068

Comparative Percentages Current & Prior Year	
Account	Amount
2022 YTD Revenues	45.9%
2023 YTD Revenues	47.2%
2022 YTD Expenditures	8.9%
2023 YTD Expenditures	11.6%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2023 Through 1/31/2023
(In Whole Numbers)

	YTD Actual	2023 Original Budget	2023 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	13,756,961	26,483,315	(12,726,354)	(48)%
Penal Fines	0	600,000	(600,000)	(100)%
Charges for Services	3,677	35,000	(31,323)	(89)%
Interest Income	92,970	0	92,970	0 %
Public Donations	20,481	200,000	(179,519)	(90)%
Other Revenue	33,948	1,141,790	(1,107,842)	(97)%
State Sources	0	1,018,672	(1,018,672)	(100)%
Total Revenues	13,908,037	29,478,777	(15,570,740)	(53)%
Expenditures				
Salaries and Wages	691,227	13,856,694	13,165,467	95 %
Employee Benefits	601,032	4,150,785	3,549,753	86 %
Collections - Digital	942,487	2,673,678	1,731,191	65 %
Collections - Physical	154,853	2,495,390	2,340,537	94 %
Supplies	28,443	862,296	833,853	97 %
Contractual and Professional Services	494,038	2,163,067	1,669,029	77 %
Programming and Outreach	14,048	470,555	456,507	97 %
Maintenance and Utilities	410,434	3,383,632	2,973,198	88 %
Staff Development	16,493	369,102	352,609	96 %
Board Development	3,484	15,000	11,516	77 %
Other Expenditures	323,107	752,057	428,950	57 %
Capital Outlay	63,109	1,029,812	966,703	94 %
Total Expenditures	3,742,755	32,222,068	28,479,313	88 %
Excess Revenue Over (Under) Expenditures	10,165,282	(2,743,291)	12,908,573	(471)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2023 Through 1/31/2023
(In Whole Numbers)

	YTD Ending January 31, 2022	YTD Ending January 31, 2023	Total Variance
Revenues			
Property Taxes	12,660,571	13,756,961	1,096,390
Charges for Services	3,720	3,677	(43)
Interest Income	(73,879)	92,970	166,849
Public Donations	12,057	20,481	8,423
Other Revenue	667	33,948	33,281
Total Revenues	12,603,137	13,908,037	1,304,900
Expenditures			
Salaries and Wages	676,274	691,227	14,953
Employee Benefits	559,519	601,032	41,513
Collections - Digital	240,605	942,487	701,882
Collections - Physical	218,588	154,853	(63,735)
Supplies	43,370	28,443	(14,927)
Contractual and Professional Services	444,088	494,038	49,949
Programming and Outreach	14,977	14,048	(929)
Maintenance and Utilities	391,748	410,434	18,686
Staff Development	25,141	16,493	(8,648)
Board Development	0	3,484	3,484
Other Expenditures	123,332	323,107	199,775
Capital Outlay	(6,973)	63,109	70,082
Total Expenditures	2,730,670	3,742,755	1,012,085
Excess Revenue Over (Under) Expenditures	9,872,467	10,165,282	292,815

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2023 Through 1/31/2023
(In Whole Numbers)

	Current Month	2023 YTD	2023 Original Budget	2023 Original Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402	13,739,722	13,739,722	26,214,517	(12,474,795)	(48)%
4412	2,381	2,381	10,000	(7,619)	(76)%
4432	0	0	30,000	(30,000)	(100)%
4437	14,857	14,857	228,798	(213,941)	(94)%
	<u>13,756,961</u>	<u>13,756,961</u>	<u>26,483,315</u>	<u>(12,726,354)</u>	<u>(48)%</u>
Penal Fines					
4581	0	0	600,000	(600,000)	(100)%
	<u>0</u>	<u>0</u>	<u>600,000</u>	<u>(600,000)</u>	<u>(100)%</u>
Charges for Services					
4660	230	230	35,000	(34,770)	(99)%
4685	3,447	3,447	0	3,447	0 %
	<u>3,677</u>	<u>3,677</u>	<u>35,000</u>	<u>(31,323)</u>	<u>(89)%</u>
Interest Income					
4665	92,843	92,843	0	92,843	0 %
4666	127	127	0	127	0 %
	<u>92,970</u>	<u>92,970</u>	<u>0</u>	<u>92,970</u>	<u>0 %</u>
Public Donations					
4673	17,329	17,329	0	17,329	0 %
4674	3,151	3,151	200,000	(196,849)	(98)%
	<u>20,481</u>	<u>20,481</u>	<u>200,000</u>	<u>(179,519)</u>	<u>(90)%</u>
Other Revenue					
4502	0	0	1,137,290	(1,137,290)	(100)%
4651	434	434	0	434	0 %
4668	267	267	0	267	0 %
4688	88	88	4,500	(4,412)	(98)%
4695	33,159	33,159	0	33,159	0 %
	<u>33,948</u>	<u>33,948</u>	<u>1,141,790</u>	<u>(1,107,842)</u>	<u>(97)%</u>
State Sources					
4540	0	0	431,600	(431,600)	(100)%
4541	0	0	41,072	(41,072)	(100)%
4548	0	0	76,000	(76,000)	(100)%
4549	0	0	470,000	(470,000)	(100)%
	<u>0</u>	<u>0</u>	<u>1,018,672</u>	<u>(1,018,672)</u>	<u>(100)%</u>
	<u>13,908,037</u>	<u>13,908,037</u>	<u>29,478,777</u>	<u>(15,570,740)</u>	<u>(53)%</u>
Expenditures					
Salaries and Wages					
5700	270	270	3,900	3,630	93 %
5713	690,957	690,957	13,852,794	13,161,837	95 %
	<u>691,227</u>	<u>691,227</u>	<u>13,856,694</u>	<u>13,165,467</u>	<u>95 %</u>
Employee Benefits					
5709	46,996	46,996	1,059,739	1,012,742	96 %
5716	0	0	38,225	38,225	100 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2023 Through 1/31/2023
(In Whole Numbers)

	Current Month	2023 YTD	2023 Original Budget	2023 Original Budget to Actual Variance	Percent Remaining
5717	27,676	27,676	814,576	786,900	97 %
5718	150,036	150,036	1,767,446	1,617,410	92 %
5720	365,600	365,600	380,000	14,400	4 %
5724	3,530	3,530	0	(3,530)	0 %
5730	7,193	7,193	90,800	83,607	92 %
Total Employee Benefits	601,032	601,032	4,150,785	3,549,753	86 %
Collections - Digital					
5785	450,000	450,000	1,725,000	1,275,000	74 %
5786	180,000	180,000	574,000	394,000	69 %
5787	121,900	121,900	144,073	22,173	15 %
5788	190,587	190,587	230,605	40,018	17 %
Total Collections - Digital	942,487	942,487	2,673,678	1,731,191	65 %
Collections - Physical					
5791	67,951	67,951	91,540	23,589	26 %
5815	0	0	12,500	12,500	100 %
5871	126	126	0	(126)	0 %
5982	76,718	76,718	1,469,300	1,392,582	95 %
5983	10,058	10,058	402,250	392,192	97 %
5984	0	0	519,800	519,800	100 %
Total Collections - Physical	154,853	154,853	2,495,390	2,340,537	94 %
Supplies					
5750	5,957	5,957	161,265	155,308	96 %
5751	12,722	12,722	154,086	141,364	92 %
5760	152	152	111,880	111,728	100 %
5764	1,649	1,649	70,000	68,351	98 %
5768	0	0	35,610	35,610	100 %
5770	7,101	7,101	200,300	193,199	96 %
5790	0	0	40,585	40,585	100 %
5851	1,015	1,015	7,600	6,585	87 %
5900	(153)	(153)	80,970	81,123	100 %
Total Supplies	28,443	28,443	862,296	833,853	97 %
Contractual and Professional Services					
5792	181,855	181,855	753,278	571,423	76 %
5801	169,212	169,212	823,190	653,978	79 %
5813	12,355	12,355	193,235	180,880	94 %
5814	1,236	1,236	31,100	29,864	96 %
5817	1,606	1,606	6,425	4,819	75 %
5827	50	50	46,448	46,398	100 %
5890	104,860	104,860	140,744	35,884	25 %
5891	22,864	22,864	168,647	145,783	86 %
Total Contractual and Professional Services	494,038	494,038	2,163,067	1,669,029	77 %
Programming and Outreach					
5795	1,728	1,728	219,375	217,647	99 %
5885	12,320	12,320	251,180	238,860	95 %
Total Programming and Outreach	14,048	14,048	470,555	456,507	97 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2023 Through 1/31/2023
(In Whole Numbers)

	Current Month	2023 YTD	2023 Original Budget	2023 Original Budget to Actual Variance	Percent Remaining	
Maintenance and Utilities						
5810	IT COLO Infrastructure Services	58,670	58,670	975,000	916,330	94 %
5822	Maintenance Contracts	2,254	2,254	12,000	9,746	81 %
5848	Mobile Hotspots	0	0	225,315	225,315	100 %
5849	Cell Phones/ Stipends	1,400	1,400	27,469	26,069	95 %
5850	Telephones	14,204	14,204	37,000	22,796	62 %
5852	Internet/Telecomm Services	57,561	57,561	865,000	807,439	93 %
5919	Waste Disposal	478	478	8,200	7,722	94 %
5920	Utilities	0	0	90,000	90,000	100 %
5925	Lawncare & Snowplowing	587	587	40,000	39,413	99 %
5928	Branch Maintenance Fees	142,513	142,513	564,786	422,274	75 %
5930	Repairs & Maintenance	3,150	3,150	112,740	109,590	97 %
5933	Software & IT Hardware Maintenance Agreements	73,080	73,080	195,000	121,920	63 %
5940	Rentals & Leases	56,538	56,538	231,122	174,584	76 %
	Total Maintenance and Utilities	410,434	410,434	3,383,632	2,973,198	88 %
Staff Development						
5910	Staff Development & Conferences	16,493	16,493	369,102	352,609	96 %
	Total Staff Development	16,493	16,493	369,102	352,609	96 %
Board Development						
5908	Board Development	3,484	3,484	15,000	11,516	77 %
	Total Board Development	3,484	3,484	15,000	11,516	77 %
Other Expenditures						
5759	Gas, Oil, Grease	0	0	10,050	10,050	100 %
5860	Parking	0	0	4,245	4,245	100 %
5861	Mileage Reimbursement	2,307	2,307	65,447	63,140	96 %
5870	Branch Local Misc - Restricted Donation Expenditures	2,724	2,724	0	(2,724)	0 %
5873	Website	160,060	160,060	163,900	3,840	2 %
5875	Advertising	8,141	8,141	160,690	152,549	95 %
5901	Outsourced Printing & Publishing	0	0	74,000	74,000	100 %
5906	Promotions/Marketing	552	552	36,300	35,748	98 %
5907	Sponsorships/Donations	0	0	7,845	7,845	100 %
5935	Insurance	108,943	108,943	104,880	(4,063)	(4)%
5939	Workers Compensation Insurance	40,286	40,286	35,000	(5,286)	(15)%
5955	Miscellaneous	0	0	35,400	35,400	100 %
5959	Sales Taxes	(10)	(10)	700	710	101 %
5964	Property Tax Reimbursement	0	0	50,000	50,000	100 %
5965	MEL Return Items	104	104	3,600	3,496	97 %
	Total Other Expenditures	323,107	323,107	752,057	428,950	57 %
Capital Outlay						
5974	Land Improvements - Depreciable	0	0	20,000	20,000	100 %
5977	Technology - Non-Depreciable (\$1000-4999)	2,309	2,309	213,100	210,791	99 %
5978	Technology - Depreciable (5,000+)	0	0	445,000	445,000	100 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	556	556	351,712	351,156	100 %
5980	Equipment/Furniture - Depreciable (\$5000+)	60,245	60,245	0	(60,245)	0 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2023 Through 1/31/2023
(In Whole Numbers)

	Current Month	2023 YTD	2023 Original Budget	2023 Original Budget to Actual Variance	Percent Remaining
Total Capital Outlay	<u>63,109</u>	<u>63,109</u>	<u>1,029,812</u>	<u>966,703</u>	<u>94 %</u>
Total Expenditures	<u>3,742,755</u>	<u>3,742,755</u>	<u>32,222,068</u>	<u>28,479,313</u>	<u>88 %</u>
Excess Revenue Over (Under) Expenditures	<u>10,165,282</u>	<u>10,165,282</u>	<u>(2,743,291)</u>	<u>12,908,573</u>	<u>(471)%</u>

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 1/1/2023 Through 1/31/2023

Check Number	Vendor Name	Check Amount	Check Date
85855	Overdrive, Inc	450,000.00	1/25/2023
85849	Midwest Tape LLC	181,810.63	1/25/2023
AP-223520000370	Priority Health	157,257.89	1/4/2023
85755	FE Technologies / Invengo American Corp	97,092.00	1/11/2023
85735	Citizens Insurance Company	71,996.00	1/11/2023
85843	Library Ideas, Llc	69,500.00	1/25/2023
85837	IP Consulting, Inc.	60,842.41	1/25/2023
85874	TMC Furniture, Inc.	60,245.00	1/25/2023
85830	Everstream Holding LLC- Michigan	55,485.74	1/25/2023
85838	Kanopy Inc.	50,000.00	1/25/2023
85742	Ebsco Information Services	44,771.65	1/11/2023
85721	Accident Fund	40,286.00	1/11/2023
AP-9922569986	Verizon Wireless - MiFy Routers & Cell phones	36,114.25	1/4/2023
85765	Midwest Collaborative For Library Services	33,170.57	1/11/2023
85772	Newsbank, Inc.	26,615.00	1/11/2023
85822	City Of Wyoming - Treasurer's Office	20,513.50	1/25/2023
85819	City Of Kentwood Treasurer	20,482.50	1/25/2023
85777	Patron Point, Inc.	18,400.00	1/11/2023
85737	Comerica Bank	18,377.71	1/11/2023
85793	Van Wyk LLC / Van Wyk Risk Solutions	18,232.50	1/11/2023
85787	The Executive Committee, INC - A Vistage Company	14,376.00	1/11/2023
85738	Crosby And Henry	14,257.00	1/11/2023
85817	City Of East Grand Rapids	13,475.00	1/25/2023
AP-223490001154	Priority Health	13,083.47	1/3/2023
85861	Rehmann LLC / Rehmann Technology Solutions, LLC	13,000.00	1/25/2023
85860	Plainfield Charter Township	12,565.50	1/25/2023
85778	ProQuest LLC	12,106.91	1/11/2023
85818	City Of Grandville	11,624.00	1/25/2023
85749	Cengage Learning	11,043.74	1/11/2023
85813	Cascade Charter Township	10,956.50	1/25/2023
85801	Ada Township	10,320.50	1/25/2023
85768	Midwest Tape LLC	9,358.87	1/11/2023
85823	Comerica Bank	8,885.25	1/25/2023
85760	Kent County Treasurer-Mi Tax Tribunal Refunds	8,828.65	1/11/2023
85836	Interphase Office Interiors, Inc.	8,584.52	1/25/2023
85847	Michigan Office Solutions (MOS)	7,898.20	1/25/2023
85764	Michigan Office Solutions (MOS)	7,854.15	1/11/2023
85811	Caledonia Township	7,732.00	1/25/2023
AP-9922595035	Verizon Wireless - MiFy Routers & Cell phones	7,563.57	1/4/2023
85839	Kellogg & Sovereign Consulting / Sigma Technology Fund LLC	7,540.00	1/25/2023
85856	PBC Guru LLC	7,500.00	1/25/2023
85862	RNL Graphics Solutions, LLC	7,101.24	1/25/2023
85810	Byron Township	6,305.00	1/25/2023
AP-00140	Wanda Scott & Associates	6,000.00	1/2/2023
85798	Zoobean, Inc.	5,795.00	1/11/2023
85750	Gantry Business Solutions LLC	5,237.50	1/11/2023
AP-04133870	Paycor, Inc.	5,109.45	1/6/2023
85806	Baker & Taylor	4,753.20	1/25/2023
85727	American Society of Composers, Authors and Publishers	4,702.00	1/11/2023

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 1/1/2023 Through 1/31/2023

Check Number	Vendor Name	Check Amount	Check Date
85832	Gaines Charter Township	4,630.00	1/25/2023
85789	Tumbleweed Press Inc.	4,500.00	1/11/2023
85748	Foster, Swift, Collins & Smith, P.C.	4,410.00	1/11/2023
85821	City Of Rockford	4,277.50	1/25/2023
85790	UAW Local 2600	4,169.79	1/11/2023
85845	Matthew Laidlaw	4,118.00	1/25/2023
85751	Governmental Consultant Services Inc.	4,000.00	1/11/2023
85804	Atlanta Capital Management Co, LLC	3,962.00	1/25/2023
85853	Nelson Township	3,943.00	1/25/2023
85820	City Of Lowell	3,870.50	1/25/2023
85880	Walker City Treasurer	3,800.00	1/25/2023
85865	Sirsidynix	3,620.00	1/25/2023
AP-January 2023	PLIC - SBD Grand Island	3,529.74	1/3/2023
AP-04075816	Paycor, Inc.	3,018.50	1/4/2023
AP-207146916428	Consumers Energy	2,956.55	1/4/2023
85797	Xerox Financial Services LLC	2,904.22	1/11/2023
85875	Tyrone Township	2,777.50	1/25/2023
85809	Bowne Township	2,736.00	1/25/2023
85725	All Season Lawn Care	2,608.75	1/11/2023
AP-9922734187	Verizon Wireless - MiFy Routers & Cell phones	2,576.43	1/4/2023
AP-262177	TelNet Worldwide, Inc.	2,411.41	1/24/2023
85870	Staples Business Advantage	2,397.20	1/25/2023
85841	Kushner & Company Inc	2,319.27	1/25/2023
85876	UAW Local 2600	2,204.65	1/25/2023
85780	Same Day Delivery, Inc	2,100.00	1/11/2023
85799	616 Amusements LLC	2,100.00	1/25/2023
85827	Dykhouse Construction, Inc	1,870.00	1/25/2023
85857	Penworthy Co.	1,835.60	1/25/2023
AP-2036757-0123	Dte Energy	1,831.35	1/4/2023
85842	Pre-Paid Legal Services, Inc.	1,739.70	1/25/2023
AP-587841	123.Net, Inc	1,724.00	1/12/2023
85833	Gantry Business Solutions LLC	1,575.00	1/25/2023
85814	Central Michigan Paper	1,560.00	1/25/2023
85802	Alpine Township	1,503.50	1/25/2023
85734	Cameron Zvara	1,500.00	1/11/2023
85723	Advanced Benefit Solutions, Inc / 44 North	1,426.00	1/11/2023
85770	Lifeworks (US) LTD.	1,420.44	1/11/2023
AP-181862934-22	Banner Life Insurance Company	1,387.79	1/30/2023
85791	Unique	1,336.80	1/11/2023
85752	Grand Rapids Building Services	1,262.00	1/11/2023
85757	IvyRehab Network Inc	1,200.00	1/11/2023
AP-202253594834	Consumers Energy	1,083.29	1/6/2023
85879	Vertiv Corporation	1,015.24	1/25/2023
85786	Staples Business Advantage	1,007.53	1/11/2023
85808	Blackstone Audio Inc	1,006.84	1/25/2023
85867	Spencer Township	1,000.00	1/25/2023
85771	Nationwide	949.74	1/11/2023
85788	Troost Service Company	876.88	1/11/2023
85831	Findaway World, Llc	849.25	1/25/2023
85826	DK Security	824.00	1/25/2023
85881	Xerox Financial Services LLC	815.64	1/25/2023
85776	Pam Spring Advertising, Llc	807.00	1/11/2023
AP-0004606366	Delta Dental Of Michigan	762.73	1/9/2023

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 1/1/2023 Through 1/31/2023

Check Number	Vendor Name	Check Amount	Check Date
85794	White Mitten Movers LLC	760.00	1/11/2023
85739	Crown Lift Trucks	715.00	1/11/2023
85730	Baker & Taylor	706.71	1/11/2023
85728	ASLdeafined	700.00	1/11/2023
85807	Becky Spratford	650.00	1/25/2023
AP-04175412	Paycor, Inc.	603.75	1/20/2023
85774	Out of Print	552.00	1/11/2023
85779	Rebecca Keller	550.00	1/11/2023
85840	Kiosha Jeltema	541.80	1/25/2023
85747	Findaway World, Llc	489.93	1/11/2023
AP-2573136	Arrowaste	477.88	1/18/2023
85761	Library Ideas, Llc	429.30	1/11/2023
85769	Monica Walen	407.00	1/11/2023
85729	Audrey Barker	407.00	1/11/2023
85744	Elizabeth Wierenga	407.00	1/11/2023
85741	Demco, Inc	390.58	1/11/2023
AP-2613478	TASC	383.90	1/30/2023
85783	Shaunna Martz	379.50	1/11/2023
85722	Adrianna Triche	379.50	1/11/2023
85763	Mariely Velazquez	379.50	1/11/2023
85795	Wolverine Power Systems	299.00	1/11/2023
85796	Wolverine Printing Company	275.25	1/11/2023
85720	Absopure Water Company	256.75	1/11/2023
85782	Seaman'S Mechanical	238.76	1/11/2023
85740	Deaf & Hard of Hearing Services	238.55	1/11/2023
85762	Lindenmeyr Munroe	237.00	1/11/2023
AP-2911282-1222	Comcast Cable	223.90	1/9/2023
AP-015857	Medtipster.com, LLC.	208.37	1/23/2023
85858	Performance Assessment Network	180.00	1/25/2023
85828	Employee Assistance Center (EAC)	170.00	1/25/2023
85816	Christopher Cranick	150.00	1/25/2023
85852	Mirabel Nsokika Fonyuy-epse-Umenei / Motherland Cultural Con	150.00	1/25/2023
85800	Absopure Water Company	144.50	1/25/2023
85824	Comstock Park Rotary	144.00	1/25/2023
85775	Overdrive, Inc	141.00	1/11/2023
85724	Advanced Ecosystems / FishGuy	130.00	1/11/2023
85732	The Lillie Labor Law Firm P.C.	130.00	1/11/2023
85759	Kalamazoo Sanitary Supply / KSS Enterprises	129.41	1/11/2023
AP-0021585-0123	Comcast Cable	126.90	1/25/2023
85746	Everlasting Green Plantscape LLC	120.00	1/11/2023
85864	Shirley Bruursema	101.92	1/25/2023
85726	Aqua Blue Aquarium Solutions	85.00	1/11/2023
85850	MLA- Michigan Library Association	85.00	1/25/2023
AP-9921923960	Verizon Wireless - MiFy Routers & Cell phones	82.96	1/5/2023
85781	Sarah Johnston	78.84	1/11/2023
85829	ClearStar, Inc.	64.80	1/25/2023
85835	Heather Bayon	60.96	1/25/2023
85731	Blackstone Audio Inc	60.48	1/11/2023
85854	Nicole Lintemuth	58.82	1/25/2023
85733	Calvin University - Hekman Library	50.00	1/11/2023
85863	Sheri Gilreath-Watts	49.65	1/25/2023
85866	SofterWare, Inc.	48.00	1/25/2023

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 1/1/2023 Through 1/31/2023

Check Number	Vendor Name	Check Amount	Check Date
AP-CH01-19-23	Carla Hotz	47.03	1/26/2023
85859	Peter Dykhuis	47.03	1/25/2023
AP-TC01-19-23	Tracy Chrenka	45.72	1/26/2023
AP-AE01-19-23	Andrew Erlewein	40.48	1/26/2023
AP-PW01-19-23	Sarah Ann Weller	38.52	1/26/2023
85754	Heart Of West Michigan United Way	33.00	1/11/2023
85758	Jonathan Comstock	30.00	1/11/2023
85803	Arlene Deyoung	28.00	1/25/2023
85878	Vermontville Township Library	27.95	1/25/2023
85872	Sunfield District Library	27.94	1/25/2023
85844	Madelyn Besaw	27.58	1/25/2023
85743	Elizabeth Twietmeyer	27.49	1/11/2023
85825	Dana Boyd	24.95	1/25/2023
85877	UPS	23.61	1/25/2023
85871	Sue Rozema	22.99	1/25/2023
85812	Cameo Elzinga	21.99	1/25/2023
85745	Esther Vanhaisma	16.95	1/11/2023
85756	isolved Benefit Services	16.18	1/11/2023
85736	City Of Wyoming - Treasurer's Office	15.60	1/11/2023
85873	Texas A&M University	15.00	1/25/2023
85784	Shiawassee District Library	14.00	1/11/2023
85773	Novi Public Library	12.99	1/11/2023
85753	Grand Rapids Charter Township	10.61	1/11/2023
85846	Michigan Department Of State	10.00	1/25/2023
85815	Charles Fetterhoff	10.00	1/25/2023
85792	UPS	7.74	1/11/2023
AP-AE01-19-2023	Andrew Erlewein	6.55	1/26/2023
85851	Morgan Kooiman	5.99	1/25/2023
85834	Grainger	1.08	1/25/2023
Report Total		1,930,349.04	

Director's Report

January 2023

Gaines + Kentwood

The Kentwood Branch is looking forward to working closer with the City of Kentwood to cross-promote events for the community. Staff will be a resource to each other and will utilize resources such as social media and providing brochures to inform patrons of programs and events happening within the city.

Planning is already underway for both the Gaines Township and Kentwood Branches, they are excited for Summer Wonder in 2023, which will be here sooner than it seems! This is a busy time that allows us to interact with and serve so many within the communities.

A consistent program that both branches anticipate will continue to be successful is regular Storytimes. Staff enjoy building relationships with regular attendees and new attendees alike. They find joy in watching young patrons grow and develop over time.

Krause, Nelson + Spencer

Krause Memorial, Nelson Township and Spencer Township branch staff have all looked forward to returning to the regular post-holiday storytime schedule.

Attendance at the Storytime programs indicates that children and their caregivers were as excited and as eager to return to Storytime as staff were! It's wonderful to hear the branches filled with happy songs, rhymes, and stories again.

Kelloggsville + Wyoming

Kelloggsville Branch Librarian Cameron Holmes is looking forward to doing outreach in the community surrounding the Kelloggsville Branch to bring in more adults and families in 2023. Wyoming Branch Librarian Mariely Velazquez is looking forward to the rollout of the Project Proposal for foreign language phone interpreters for branch staff and Community Engagement Manager Sara Proano is piloting Spanish Storytimes at the Branch. Wyoming Branch Librarian Adrianna Triche is looking forward to attending the Joint Conference of Librarians of Color and bringing back new program ideas. Wyoming Branch Librarian (Teen) Jason Kotarski is looking forward to presenting at MLA Spring Institute about library service to teens at KDL. Wyoming Branch Librarian Annie Parada is looking forward to working on the new Craft & Create program. Wyoming Regional Manager I Anjie Gleisner is excited to start reviewing KPI Reports and Gallup Poll results with team members at both branches and begin brainstorming creative ways to meet branch targets in 2023.

Gratitude Stories

Cascade Township Branch

A patron approached staff at the KDL-on-the-go station at the Mary Free Bed YMCA. She has enjoyed KDL services since they started outreach there over 4 years ago when her children were in preschool. She wanted to thank KDL for coming because her son is flourishing as a reader in 1st grade and they attribute that love of reading to seeing KDL at the YMCA and checking out materials each visit. It was a wonderful and affirming encounter.

Plainfield Township Branch

The Plainfield Branch had a new family show up tonight for the evening storytime. The mother (Shelby) told the staff how grateful she was to find out that KDL offers evening storytime since she works full-time.

Walker Branch

The Lewis family visited the Walker Branch on Wednesday evening to deliver an assortment of homemade cookies. They told the staff that the Walker Branch is their favorite library, they loved the librarians, the branch has made such a difference in their lives, and they wanted to repay them with kindness by making cookies for the holiday season. But that wasn't all - the 6-year-old, Makena also donated \$5 of her personal money to the library as a Christmas present! Thank you for spreading the holiday cheer, Lewis family!



Featured Department Volunteer Services

KDL Volunteers are essential to the completion of many projects that have been planned and organized for the benefit of patrons, the community and sponsors. The total number of active volunteers in 2023 was 724. However, the number of newly registered volunteers created between June and December 16, 2022, was 436.

The location where volunteers help is divided between the KDL Service Center, KDL Branches, virtual and take-home tasks.

In the Service Center, volunteers assisted with many tasks, including:

Stuffing envelopes for the year-end appeal that totaled over 2,300 mailings, Preparing books for distribution to Little Free Library cases and assisting with community engagement needs, Prepared for Literary Libations “behind the scenes” tasks, Tallying receipts for Spartan Nash fundraising dollars, A variety of craft and KDL promotional items prepped for distribution*, Assist with the maintenance of Go! Pack missing parts and pieces assembly and Packaging of seeds for KDL Seed Library distribution (over 7,000 sample packets were distributed in the spring of 2022). **

*With receipts sent in from all 20 branches that were collected and tallied to a total of two \$150,000 bundles between June 1-December 20th, 2022, KDL earned \$2,000 of SpartanNash fundraising dollars. A heartfelt thanks to Volunteer Chantal Porterfield that supported the cause with 11 hours of volunteer service, and another 22 hours of combined volunteer work.

** For the upcoming 2023 Seed Library, KDL will partner with Grand Valley State University as an on-campus event (February 23rd, 2023) for students to volunteer and earn scholarship hours (as required by GVSU). KDL will also participate in the “One Seed, One State” program that is sponsored by MI Seed Library Network. In the KDL Branches, volunteers assist with programs, (including the Teen Crew program with over 200 registered teens), community festivals, and friends of the Library Groups.

KDL Branches are supported by 16 active Friends Groups that contribute to overseeing book donations and sales. Recently, teen volunteers that have been placed with Friends Groups are as follows: Ada –teen volunteer Via Nolan, Caledonia- teen volunteer Sophi Carl, East Grand Rapids-teen volunteer Ema Bekic and Kentwood- teen volunteer Noah Crueger.

KDL hosted an Appreciation Luncheon for Friends of the Library members, where Plainfield Board President, Angie Schmidbauer was awarded the “Patricia Kaiser Volunteer of the Year Award” and 24 members received milestone pins.

KDL also hosted a volunteer “Mingle All the Way” holiday party to celebrate the hard work and friendship that all the KDL volunteers provide!

The virtual work of the 314 KDL Write Michigan Reviewers was essential in supporting the success of the short story contest that accepted 1,250 entries this year. Eleven KDL branch book discussions were attended by Volunteer Coordinator Deb Schultz, to promote and request volunteer reviewers. Furthermore, Executive Administrative Assistant Elvia Myers attended a book discussion at the East Grand Rapids Branch, as well as Administrative Assistant Janice Greer attended the book discussion at Caledonia.

Finally, the Volunteer Coordinator Deb Schultz coordinated the 2023 MLK MOTIVATE DAY for KDL staff members to have an opportunity to experience the environment of a charitable organization, and what programs they provide to help support the surrounding communities. These organizations ranged in serving the needs of the elderly, the disabled, the disadvantaged, and even animals! The day off from KDL work to work at a charitable organization was supported by 15 enterprises that offered a total of 158 registration opportunities for KDL staff.

Katie Kudos

January 2023

Joshua Bernstein Grandville

Nominated by Jocelyn Yost

Positive

"Thank you, Josh, for being a supportive and encouraging boss! I appreciate that you had absolutely no hesitation in putting LEGO Day in our budget. You facilitated the stage and furniture deliveries, helped figure out the projecting camera, and thought through the logistics of the day with me. Your "go for it" attitude creates a positive work environment!"

Katie Brainard East Grand Rapids

Nominated by Anna Dyer

Helpful

"Last week, on a day we were lightly staffed, Katie unpacked and checked in an unusually large delivery -- and -- then she proceeded to shelve the whole thing! This task is usually spread out between 2-3 people, but she saw what needed to be done. She calmly worked her way through it without hesitation."



Lauren Hagerman Tekelly Service Center

Nominated by Elvia Myers

Helpful

"Thank you to Lauren for all of her help and support with every obstacle that comes her way. We had a KDL + Friends of the Library meeting. She continued to check in throughout the time and made sure that everything was moving smoothly. Lauren is the BEST"

Upcoming Meetings + Dates of Interest

Upcoming Meetings

Regular Board Meeting
Thursday, March 16, 2023
4:30 PM
KDL Amy Van Andel Library

Regular Board Meeting
Thursday, April 20, 2023
4:30 PM
KDL Service + Meeting Center

Regular Board Meeting
Thursday, May 18, 2023
4:30 PM
KDL Spencer Branch

Dates of Interest

KDL Pension Meeting
May 17, 2023
1:00 PM
KDL Service + Meeting Center

ALA Conference
June 22-27, 2023
Chicago, IL





MONTHLY PROJECT REPORT

**JANUARY
2023**

2 New projects approved

12 In approval queue

1 Declined

10
Active Approved
Projects

	On Time	8
	Late (At Risk)	2
	Paused	0
	Completed since 01/23	2

FE Technologies Wand Rollout

Project Lead: Karen Small
Status: On track (NEW)

Approval Date: 01.18.23
Due Date: 08.31.23



Current inventory scanning wands employed by KDL have not proven durable for daily usage and have a short charge and limited functionality, not to mention there being only nine in the system that must be shared among the regions. Without a wand, staff must search for approximately 2,800 items per month from generated reports on printed hardcopies. This project seeks to provide a solution for all of these aforementioned issues. A suitable wand replacement has been selected and approved by the Board of Trustees and the first four branches (Grandville, Kentwood, Kelloggsville and Gaines) have already received their wands and completed in-person training. Alpine, Krause Memorial and East Grand Rapids will have received their wands and in-person training as of February 10. So far, in-person training has been well received and staff members have multiple point persons to which they can reach out with questions. The project team would like to have all wands in all branches (including the Bookmobile) by the end of March. In the meantime, even once a branch's installation and training is considered "complete," project team members will continue to visit on a weekly basis in order to further train staff and/or answer any questions.

OneCommunity Relationship Building

Project Lead: Elvia Myers
Status: On track (NEW)

Approval Date: 01.25.23
Due Date: 12.31.23



Led by KDL's very own EDI Workgroup, this project will fulfill one of the organization's 2023 Strategic Initiatives for Equity, Diversity and Inclusion by focusing on intentionally deepening symbiotic relationships with Kent County communities. To begin, KDL will identify and create potential opportunities for economic engagement with local vendors, caterers and artists.

1,000 Books Before Kindergarten (1KB4K) Revamp



Project Lead: Dawn Heerspink

Status: On track

Approval Date: 11.23.22

Due Date: 09.30.23

This project is not only on track but picking up speed! Project members continue to work together and make decisions left and right. A specific list of native Michigan animals has been identified for each level of the program and the special non-digital tracking booklet continues to take shape, with the ultimate goal of creating a substantial, artistic and interactive (but not overwhelming) log for caregivers and parents to use with their children. As such, the booklet will contain tracking pages as well as simple activity pages that support Kent County Success Basics and help tie together the many Early Literacy programs and services at KDL. Looking ahead, the team looks forward to developing further content for the booklet with input from KDL's Early Literacy Programming Workgroup in the next few weeks.

Circulation Moonshot: Displays + Merchandising



Project Lead: Jared Seigel + Shelby Toren

Status: Complete

Approval Date: 06.30.21

Due Date: 12.31.22

At long last, this project has come to a close and branches have never looked better. Thank you to each and every staff member for embracing change and putting in the hours to completely overhaul displays and create a better browsing experience for KDL patrons and guests. Extra special thanks to project members Liz Guarino, Jared Seigel and Shelby Toren for their hard work and perseverance. This project completely re-strategized how KDL engages patrons through its collection, including user-centered browsing and a commitment to high-quality materials and relevance. Patrons have reported they feel like they're walking into their favorite bookstore, but one where everything is free!

EDI Collection Audit / Tagging (Phase 2)



Project Lead: Tammy Schneider

Status: On track

Approval Date: 03.24.21

Due Date: 03.31.23

With staff training now complete, the project team is gathering feedback from KDL staff on successes and opportunities associated with the full project rollout. The survey closes on Wednesday, February 8, after which results will be compiled and reported. Further data and lessons learned will be considered as part of the full closeout of the project on February 13.

Email Group Streamline + Update



Project Lead: Elvia Myers

Status: On track

Approval Date: 03.02.22

Due Date: 03.31.23

The project team has now completed all materials-related deliverables and, in mid-February, will begin training point persons at each branch. Project members Curt Kieliszewski and Angela Culp are set to lead the trainings, which will consist of the difference between Distribution Lists and Microsoft (MS) Groups. The next phase of training will be SharePoint Ownership, the difference between Planner and To Do, general best practices, and naming conventions.

KDL Way Service Vision + Training

- **Project Lead:** Jennifer DeVault + Lulu Brown **Approval Date:** 03.02.22
Status: At Risk - Timeline and Scope **Due Date:** 03.31.23

The team is currently soliciting scenarios from frontline staff relating to every core fundamental in order to collect a set of relevant, real-life examples of “going further with service.” Managers are currently expected to be going over these fundamentals (one by one) each week, but the scenarios will help to spur further discussion and problem-solving behaviors amongst staff.

Library Ambassador Program Pilot

- **Project Lead:** Deb Schultz **Approval Date:** 10.26.22
Status: On track **Due Date:** 02.28.23

In the past month, the project team met with HR Manager Brian Mortimore to discuss and define how Library Ambassador roles will remain distinct from staff roles. Although this project is set with a clear mission and focus, all training will still be sure to stress the importance of requesting staff assistance in times of ambiguity or uncertainty. Initial ambassador training invitations have been sent out, with three invitations accepted to date.

Library Relationship Management (CRM)

- **Project Lead:** Hannah Lewis **Approval Date:** 08.17.22
Status: On track **Due Date:** 03.31.23

The team is currently in the midst of demo-ing a possible CRM option, which will be active until February 14. Afterwards, the team will meet with the vendor to ask questions and assist with troubleshooting any snags during the testing process. An additional demonstration of Salesforce will also be taking place to determine if this is an option to explore further. The team hopes to make a final decision soon.

Picture Book CORE Collection

- **Project Lead:** Tammy Schneider **Approval Date:** 11.23.22
Status: On track **Due Date:** 05.31.23

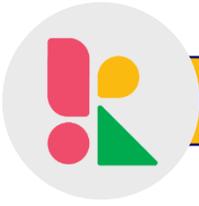
The team continues to consider titles for the final CORE collection and is nearing the end of the initial list, with hopes to have final selections on order by the end of February or early March. There are so many wonderful titles to choose from and the team is confident that this is the most fun project ever. Next steps include creating printed materials and training for staff, as well as bringing in MarCom to begin promotional planning.

Systemwide WonderKnook Refresh

- **Project Lead:** Missy Lancaster **Approval Date:** 09.23.21
Status: At Risk - Timeline **Due Date:** *new due date of 03.31.23*

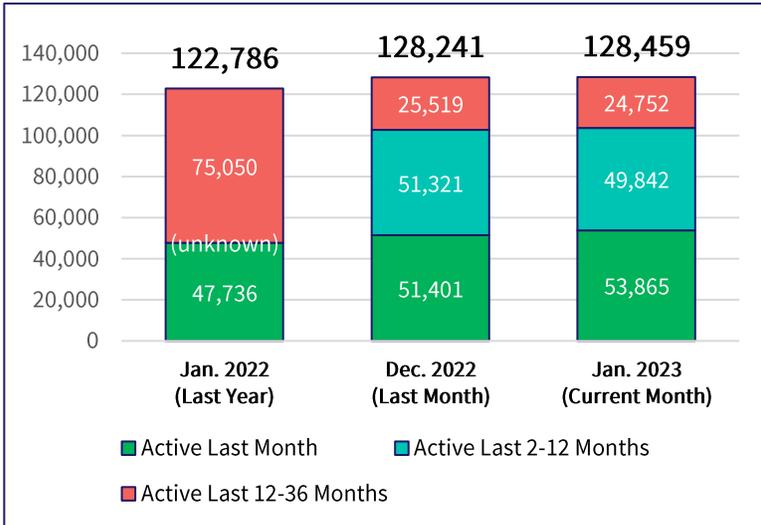
Play tables have been installed at Grandville, Plainfield, Caledonia, Lowell, Byron Center, Wyoming, Ada, Rockford and Walker. Though some installations were missing components, these have now been delivered, along with any extra pieces purchased by the Friends of the Library. These include seating at Byron Center and a Topiary Tree at Grandville. Maps illustrating all of the branches and play pieces are projected to go out early March to patrons when each branch has their main piece to encourage visits.

No new building updates this month!



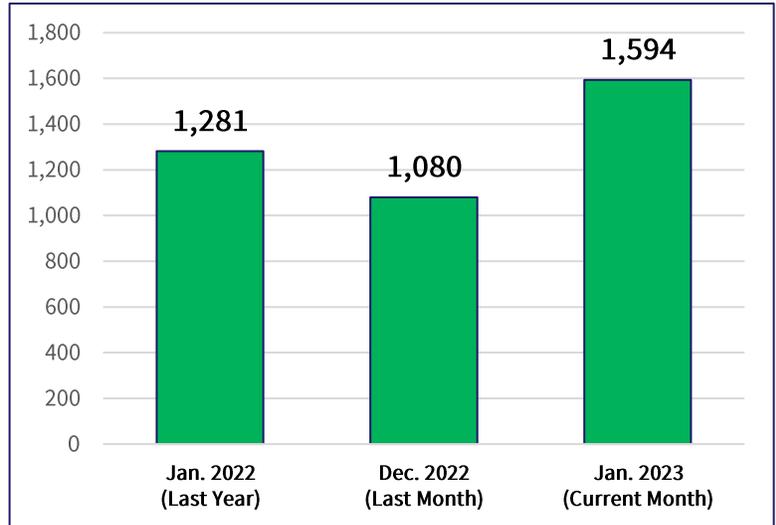
JANUARY 2023 STATISTICAL SUMMARY

Active KDL Patrons:



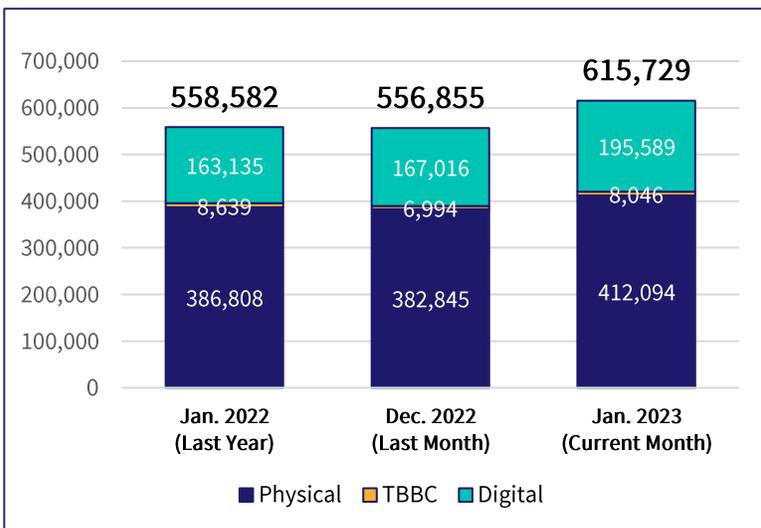
Active KDL Patrons are **up 0.2%** from last month and **up 5%** from the same month last year.

New KDL Cards Added:



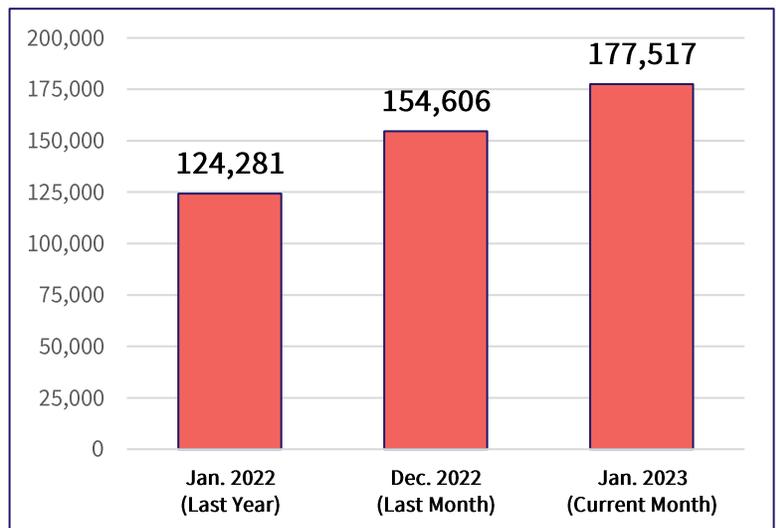
New KDL Cards Added are **up 48%** from last month and **up 24%** from the same month last year.

Total Circulation:



Total Circulation is **up 11%** from last month and **up 10%** from the same month last year.

Visitor Count:

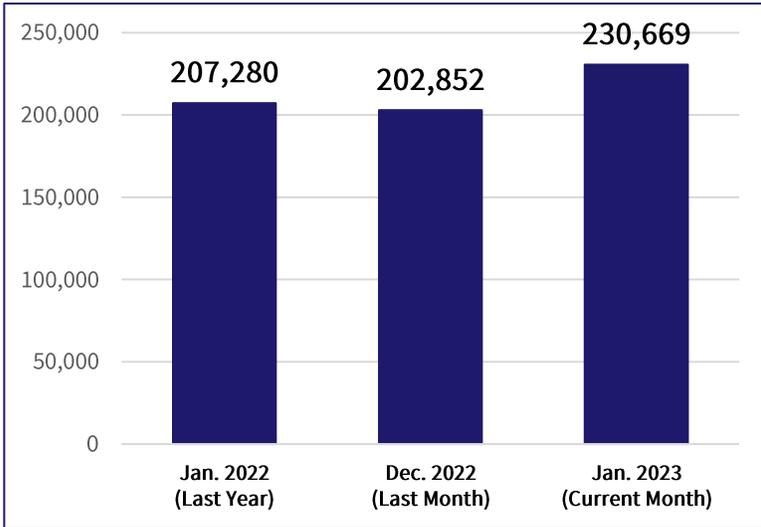


Branch visitors are **up 15%** from last month and **up 43%** from the same month last year.



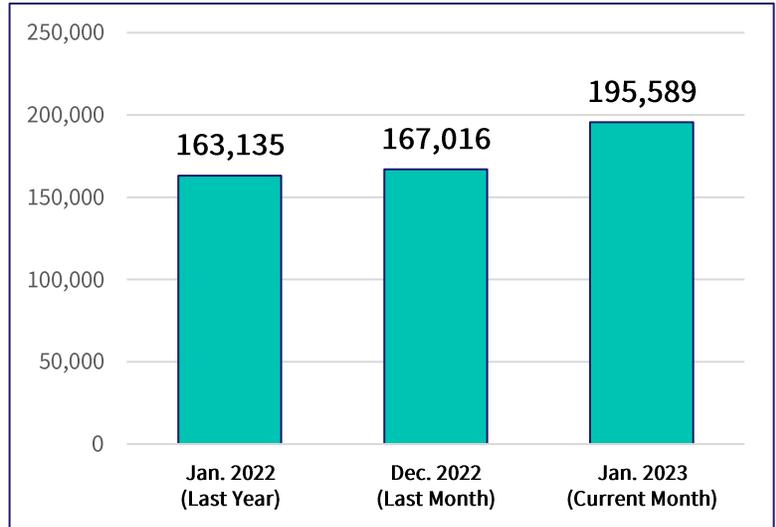
JANUARY 2023 STATISTICAL SUMMARY

Physical Items Checked Out:



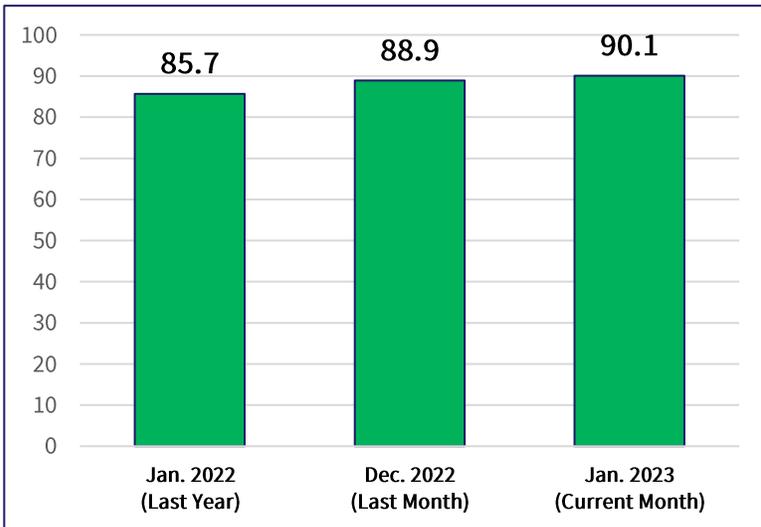
Physical checkouts are **up 14%** from last month and **up 11%** from the same month last year.

Digital Items Checked Out:



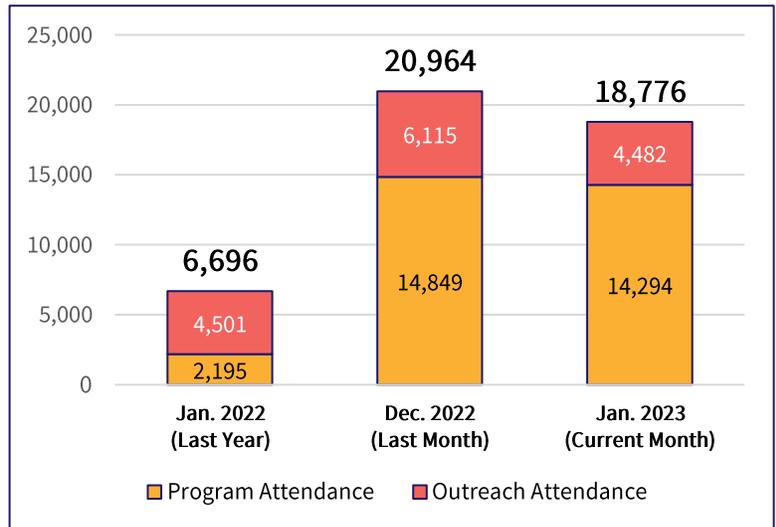
Digital checkouts are **up 17%** from last month and **up 20%** from the same month last year.

Net Promoter Score (NPS):

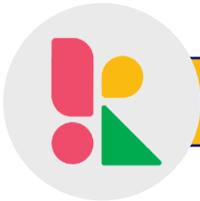


Net Promoter Score (NPS) is **up 1.2%** from last month and **up 4.4%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **down 10%** from last month and **up 180%** from the same month last year (when programs were paused due to a COVID-19 surge).



MOST POPULAR TITLES LAST MONTH

Click on each title for a link to the catalog

All Physical Items (Most Checkouts):

Title	Checkouts
1. KDL WiFi Mobile Hotspot	269
2. <i>I'm Glad My Mom Died</i> by Jennette McCurdy	144
3. <i>Spare</i> by Prince Harry	136
4. <i>Top Gun: Maverick</i> DVD	129
5. <i>It Ends with Us</i> by Colleen Hoover	123
6. <i>Verity</i> by Colleen Hoover	122
7. <i>The Last Thing He Told Me</i> by Laura Dave	116
8. <i>The Boys from Biloxi</i> by John Grisham	114
<i>Mad Honey</i> by Jodi Picoult	114
10. <i>Book Lovers</i> by Emily Henry	113

All Physical Items (Most Holds):

Title	Holds
1. <i>Spare</i> by Prince Harry	408
2. <i>It Starts with Us</i> by Colleen Hoover	230
3. <i>Tomorrow, and Tomorrow, and Tomorrow</i> by Gabrielle Zevin	215
4. <i>Mad Honey</i> by Jodi Picoult	159
5. <i>The Boys from Biloxi</i> by John Grisham	144
6. <i>Remarkably Bright Creatures</i> by Shelby Van Pelt	137
7. <i>Lessons in Chemistry</i> by Bonnie Garmus	123
<i>It Ends with Us</i> by Colleen Hoover	123
9. <i>The House in the Pines</i> by Ana Reyes	111
<i>All Your Perfects</i> by Colleen Hoover	111
<i>Heart Bones</i> by Colleen Hoover	111

OverDrive Items (Most Checkouts):

Title	Checkouts
1. <i>Atomic Habits</i> by James Clear (audio)	304
2. <i>Verity</i> by Colleen Hoover	251
3. <i>A Court of Thorns and Roses</i> by Sarah J. Maas (audio)	208
4. <i>Book Lovers</i> by Emily Henry	184
5. <i>The Seven Husbands of Evelyn Hugo</i> by Taylor Jenkins Reid	177
6. <i>The Last Thing He Told Me</i> by Laura Dave	163
7. <i>It Ends with Us</i> by Colleen Hoover	160
<i>The Subtle Art of Not Giving a F*ck</i> by Mark Manson (audio)	160
9. <i>Horse</i> by Geraldine Brooks	155
10. <i>The Last Thing He Told Me</i> by Laura Dave (audio)	133

OverDrive Items (Most Holds):

Title	Holds
1. <i>Spare</i> by Prince Harry (audio)	893
2. <i>It Starts with Us</i> by Colleen Hoover	795
3. <i>Spare</i> by Prince Harry	677
4. <i>Lessons in Chemistry</i> by Bonnie Garmus	634
5. <i>I'm Glad My Mom Died</i> by Jennette McCurdy (audio)	538
6. <i>Mad Honey</i> by Jodi Picoult	507
7. <i>It Ends with Us</i> by Colleen Hoover	455
8. <i>Lessons in Chemistry</i> by Bonnie Garmus (audio)	429
9. <i>The Boys from Biloxi</i> by John Grisham	408
10. <i>Tomorrow, and Tomorrow, and Tomorrow</i> by Gabrielle Zevin	390

NEW HIRES	POSITION	EFFECTIVE
Aimee Boruta	Shelver – Kentwood	January 23
Christine Alspaugh	Shelver – Cascade	February 6
Jonah Chickering	Shelver – Kentwood	February 6
Katherine Glardon	Branch Librarian – Plainfield	February 6
Jennifer Poling	Shelver – Cascade	February 6
Ellie Roscoe	Shelver – Cascade	February 6
Amber Stein	Shelver – Kentwood	February 6
Shalee Szendre	Assistant Branch Librarian – Grandville	February 6
Kara Wiggert	Assistant Branch Librarian – Comstock Park	February 6
Taylor LaBash	Assistant Branch Librarian – Cascade	February 13
Taylor Rhoades	Assistant Branch Librarian – East Grand Rapids	February 13

DEPARTURES	POSITION	EFFECTIVE
Jade Sakowski	Shelver – Cascade	January 26
Kent Byerly	Assistant Branch Librarian Sub	February 2
Ranya Hwail	Shelver – Cascade	February 14
Margene Brewer	Assistant Branch Librarian – Kentwood	February 15
Sandy Graham	Regional Manager I – Alto/Englehardt	August 11

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Brittany Zuehlke	Branch Librarian – Walker	Branch Outreach & Programming Specialist – Walker/Alpine/Tyrone Twp.	January 23
Jackie Boss	Branch Librarian – Comstock Park	Branch Librarian – Wyoming	February 6
Daniel VanDyke	Assistant Branch Librarian - Plainfield	Assistant Branch Librarian Sub	February 11
Katherine Baumann	Assistant Branch Librarian - Gaines	Assistant Branch Librarian – Kentwood	February 27
Theresa Duffy	Branch Librarian – Byron Township	Assistant Branch Librarian Sub	April 15

OPEN POSITIONS	TYPE
Branch Librarian – Cascade	Part-time
Assistant Branch Librarian – East Grand Rapids	Part-time
Bookmobile Operator – Service Center	Full-time
Assistant Branch Librarian –Nelson Township / Krause Memorial	Part-time
Branch Librarian – Walker	Full-time
Collection Services Assistant – Service Center	Part-time
Branch Librarian – Comstock Park	Part-time
Administrative Assistant – Finance Department	Part-time
Assistant Branch Librarian – Plainfield	Part-time
Assistant Branch Librarian – Gaines Township	Part-time

EMPLOYEE ANNIVERSARIES (MARCH)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Sandy Graham	Alto / Englehardt	37 years
Karen Dykstra	Grandville	26 years
Mary Long	Englehardt	23 years
Diane Damuth	Human Resources	19 years
Josh Bernstein	Grandville / Byron	15 years
Brad Allen	Collection Services	13 years
Melody Kastanek	Englehardt	13 years
Hollis Goulet	East Grand Rapids	12 years
Laura Youells	Krause / Nelson / Spencer Twp	9 years
Janine Elliott	Collection Services	8 years
David Palma	Cascade	8 years
Autumn Shattuck	Kentwood	8 years
Jennifer Furner	Walker	7 years
Barbara Schantz	Walker	7 years
Jared Seigel	Cascade	7 years
Anne Bartsch	Alpine	6 years
Jackie Boss	Wyoming	6 years
Jackie Jurgens	Patron Services	6 years
Adam Marth	Wyoming	6 years

EMPLOYEE ANNIVERSARIES (MARCH)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Sara Proano	Community Engagement	5 years
Brittany Zuehlke	Walker	5 years
Rachel Groters	Grandville	4 years
Jacob Hop	Wyoming	4 years
Amy Richardson	Englehardt	3 years
Laura DeJong	Plainfield	2 years
Taylor Docter	Spencer Township	2 years
Amra Hrnjic	Kentwood	2 years
Constance Kuehl	Plainfield	2 years
Abby Lynn	Patron Services	2 years
Kristen Vandussen	Sub Pool	2 years
Madelyn Besaw	Englehardt	1 year
Sidra Elvey	Walker	1 year
Brock Gabbert	Collection Services	1 year
Lauren Hagerman Tekelly	Administration	1 year
Lauren Hansen	Walker	1 year
Jacob Huber	Kentwood	1 year
Cari Kovach	Sub Pool	1 year
Mariangela McNair	Sub Pool	1 year
Janelle Mitchell	Finance	1 year



BOARD OF TRUSTEES ATTENDANCE - 2023

	SHIRLEY BRURSEMA	TRACY CHRENKA	ANDREW ERLEWEIN	PETER DYKHUIS	SHERRI GILREATH WATTS	CARLA MOYER HOTZ	NICOLE LINTEMUTH	PENNY WELLER
January 19, 2023	X	X	X	X	X	X	X	X
February 16, 2023								
March 16, 2023								
April 20, 2023								
May 18, 2023								
June 15, 2023								
July 20, 2023								
August 17, 2023								
September 21, 2023								
October 12, 2023								
October 26, 2023								
November 16, 2023								
December 21, 2023								

*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE	TRUSTEE NAME	MEETING DATE

INTRO

AGENDA ITEM FOR CONSIDERATION: Grand Rapids Chamber Center for Economic Inclusion Contract

BOARD MEETING DATES: February 16, 2023 (first reading); March 16, 2023 (second reading)

TIMELINE: Five years, beginning upon contract approval

BUDGET LINE ITEM(S): This will be a budgeted expenditure in the Executive budget, G/L 5801, if approved.

TOTAL ESTIMATED COST: \$20,000 engagement per year for five years, for a total of \$100,000.

PURPOSE

- Ask the Kent District Library (KDL) Board of Trustees to allocate \$20,000 in funds from the 2023 budget and to approve a contract to allocate \$20,000 for the subsequent four years.
- Give background and information on the value gained from working with the Grand Rapids Chamber Center on the Center for Economic Inclusion to support small businesses, particularly black- and brown-owned businesses.
- Highlight the unique nature of the engagement and forgo the RFP process, citing KDL's Sole Source Provider Clause (Section 5.2).

OVERVIEW/NEEDS/BACKGROUND INFO

Businesses owned by people of color are not scaling. In the greater Grand Rapids area, less than 1% of businesses bringing in \$250k or more per year are owned by a person of color. 98% of business revenue comes from white-owned businesses. Economic stability continues to be one of the most significant challenges facing people who experience barriers to access. Without economic stability, vital needs such as healthcare, education, safety and more are more difficult, and sometimes impossible, to obtain.

This is precisely why KDL Community Engagement developed the Next Nexus: Small Business Expo in 2020. These expos served as proof of concept, validating the unmet need community, particularly for minority-owned business and aspirational entrepreneurs. These events were conducted in Lowell and Wyoming, and a third in Tyrone Township was unfortunately cancelled due to the COVID-19 pandemic.

This is also precisely why the Grand Rapids Chamber of Commerce is developing the Center for Economic Inclusion (CEI) and is asking Kent District Library to become a partner. The CEI uses a holistic approach, addressing the lived experience of entrepreneurs of color. It will connect entrepreneurs to existing services within the ecosystem and provide opportunities through our programs and services needed for a business scale.

The primary goal of the CEI is to address barriers to entrepreneurs of color by providing technical assistance, leadership development, employee skills training, actionable plans, access to attractive lending and strategies to connect with other business owners and professionals.

For more information on the Center for Economic Inclusion, visit <https://www.grandrapids.org/cei/>

BENEFITS

Small business owners will have access to the resources and support they need to start and grow their businesses through the CEI program's one-on-one coaching, mentorship and ecosystem navigation services.

- The CEI will establish and expand its support of economic development by providing capacity building for minority entrepreneurs through the Business Growth Series and minority business enterprise certification services.
- The partnership will strengthen the relationship between Kent District Library and the Grand Rapids Chamber of Commerce Foundation, supporting the continued growth and success of both organizations and addressing the economic disparities faced by minority entrepreneurs in the region.

DISADVANTAGES

- In addition to providing service within the KDL service area, this initiative will provide services and benefits beyond the KDL service area.
- While the total cost is \$100,000, it's spread over five years at \$20,000 annually and is a good value for expanding the breadth and depth of KDL services.

IMPLEMENTATION

This partnership with the Grand Rapids Chamber of Commerce and Kent District Library supports the library's mission to provide access to information and resources for the Kent County community, to further all people. This agreement will be in place for a five-year commitment and is renewable.

The purpose of the CEI is to address the economic disparities faced by minority entrepreneurs in West Michigan by providing comprehensive support and services to assist them in managing and growing their businesses. Although the major focus will be to serve minority-owned businesses, CEI will serve all small business owners.

The Grand Rapids Chamber of Commerce, through the CEI program, will provide virtual technical assistance to library patrons seeking entrepreneurial technical support for a period of five years. CEI's small business navigators will provide virtual consultation and guidance, connecting entrepreneurs to resources within the entrepreneurial ecosystem during this five-year commitment. KDL will also be invited to provide workshops on research tools and other business resources available through Kent District Library to assist entrepreneurs in their business journey.

The Grand Rapids Chamber of Commerce is building out space in their downtown location as a physical space for the CEI, scheduled for completion by June 2023. The space will house resources and professionals. It will also be a meeting and learning space. Some of the organizations that are part of the CEI support network that'll receive referrals include The Hispanic Chamber, Spring GR, Start Garden, SBDC, GROW, SCORE, Opportunity Resource Fund, etc.

Goals for the first year, tracked by the Grand Rapids Chamber of Commerce, include:

- 150 1-on-1 consultations
- 60 Entrepreneurial Support Organization (ESO) referrals
- 60 participants in development programs
- 100 certified businesses
- \$500k in loan referrals

Goals for the second year are to double the results of the first year.

The chamber will use a client intake process and provide an annual report on who is served and impact. In addition to reporting the number of individuals and organizations engaged, this data collection is expected to report jobs created and new revenue.

Goals for KDL tactics include:

- **Business Expos > Host small business expos in KDL branches.** The Grand Rapids Chamber of Commerce will be conducting business expos with road-show versions taking place at KDL locations and will include local chambers of commerce as presenting or hosting partners. The Grand Rapids Chamber of Commerce will benefit from the outreach aspect of these events and local businesses will benefit from these events being focused on their locality. These events will also help to attract new visitors and patron prospects to KDL.
- **Small Business Toolkit > 100+ provided to certified businesses in the first year.** KDL will create a toolkit for The Grand Rapids Chamber of Commerce to provide to businesses that participate in the Center for Economic Inclusion. The toolkits may include, but not be limited to, an Institutional Library Card that provides access to all KDL resources such as checking out physical and digital materials; online resources (LinkedIn Learning, Gale Legal Forms, Reference USA, Gale DemographicsNow, Small Business Reference Center, Entrepreneurial Studies Source, etc.); Book Club in a Bag; Beyond Books Collection and more. The toolkit will also provide access to reference librarians and referrals to CEI Small Business Navigators. KDL will also promote the toolkits independently of CEI as a tactic for developing referrals for CEI. The toolkit could also include individual library cards for business staff.
- **Business Core Collection > Top 100 book titles for business startups and professional development.** KDL will stock the new Business Core Collection for use at the CEI as an on-site mini library. The Grand Rapids Chamber of Commerce will advise on titles to include in this collection, which will also be established Core Collection with physical materials at branches and digital resources online.

Additionally, the Grand Rapids Chamber will recognize this partnership with KDL by providing name recognition in a section of the expansion of the Chamber's office for the duration of the five-year agreement. This partnership is renewable at the end of the five-year commitment.

RECOMMENDATION

Based on the information provided, KDL recommends that the board forgo the RFP process and that Grand Rapids Chamber be contracted to provide business services for \$100,000 over the course of five years.

KDL has already proven the need through the pre-pandemic business expos, but by partnering with the Grand Rapids Chamber of Commerce, the solution will be taken to a new level with greater reach and impact. This initiative is unique and is only possible by pairing the Grand Rapids Chamber of Commerce and Kent District Library. If KDL were to attempt to do this alone, the effort would not be possible due to the limitations of staffing and expertise. The Grand Rapids Chamber of Commerce already has the expertise, business network and a plan. For this reason, KDL considers them a sole-source provider. Section 5.2 of KDL's Policy Manual defines sole source provider below:

Sole Source Purchases

The number of bids or quotes requirement can be foregone if the purchase can only be made from a single source. Justification for each sole source purchase shall be documented in writing and approved by the Library Board of Trustees prior to any purchase. The sole source justification does not relieve the responsibility of the purchaser to obtain a fair and reasonable price. Sole source purchases may include:

- Product or service is available from only one vendor
- Purchase must match an existing product or service
- There is a compelling and valid interest in selecting a particular vendor
- The proposed vendor is uniquely qualified to provide the product or service

Document History:

1. First Draft – Randall Goble
2. Revision –
3. Final Draft –

Kent
District
Library



POLICY MANUAL

January 2023

TABLE OF CONTENTS

[SECTION 1: Collection + Reference](#)

[SECTION 2: Circulation](#)

[SECTION 3: Facilities + Operations](#)

[SECTION 4: Patron Behavior](#)

[SECTION 5: Budget + Finance](#)

[SECTION 6: Personnel](#)

[APPENDIX](#)

1

COLLECTION + REFERENCE

1.1: [Materials Selection](#) **EDITS**

1.2: [Gifts](#)

1.3: [Intellectual Freedom](#)

1.4: [Collection Maintenance](#)

1.5: [Reference + Research](#)

1.6: [Shared Collection](#)

1.7: [Inter-Library Loan](#)

KDL POLICY 1.1

MATERIALS SELECTION

LAST REVISED 2.17.22

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

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

STANDARDS FOR SELECTION

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

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

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

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

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

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

Digital Materials – Digital items such as but not limited to eBooks and eAudiobooks shall be selected using the same criteria as printed materials as described above.

Commented [EG1]: Since we have streaming movies, comics and magazines I want to make sure we're covered

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

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

KDL POLICY 1.2

GIFTS

LAST REVISED 2.17.22

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

Gifts for the Collection

Gift materials to be added to the Kent District Library collection must meet the Library's needs and the general standards of selection, based on the KDL [Materials Selection Policies](#). Any large donations of materials which would comprise a unique or coherent collection would be subject to restrictions as determined by the Kent District Library Board of Trustees.

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

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

Other Gifts

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

KDL POLICY 1.3

INTELLECTUAL FREEDOM

LAST REVISED 2.18.21

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

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

KDL POLICY 1.4

COLLECTION MAINTENANCE

LAST REVISED 4.21.16

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

KDL POLICY 1.5

REFERENCE + RESEARCH

LAST REVISED 2.22.19

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

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

KDL POLICY 1.6

SHARED COLLECTION

LAST REVISED 1.19.18

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

KDL POLICY 1.7

INTER-LIBRARY LOAN

LAST REVISED 3.17.11

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

Kent
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POLICY MANUAL

January 2023 EDITS

TABLE OF CONTENTS

[SECTION 1: Collection + Reference](#)

[SECTION 2: Circulation](#)

[SECTION 3: Facilities + Operations](#)

[SECTION 4: Patron Behavior](#)

[SECTION 5: Budget + Finance](#)

[SECTION 6: Personnel](#)

[APPENDIX](#)

- 2.1 [Library Card Registration](#)
 - 2.1.1 [Cards for Visiting Students](#)
 - 2.1.2 [Institutional Cards](#)
 - 2.1.3 [Non-Resident Cards](#) **EDITS**
 - 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 2.1.3

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. [Residents of areas previously covered by library services overturned by a vote of the people are not eligible for KDL non-resident library cards.](#) 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.