

Kent
District
Library



BOARD OF TRUSTEES

PACKET



March 2023



BOARD OF TRUSTEES
Meeting Agenda

LOCATION

KDL Amy Van Andel Library, 7215 Headley Street SE, Ada, MI, 49301 or via teleconference

DATE & TIME

Thursday, March 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: February 16, 2023
- C. Lakeland Library Cooperative Report: February 9, 2023
- D. Request: Grandville Branch to close late on Friday, April 28, 2023, to accommodate the Art and Chocolate Walk.
- E. Request: Krause Memorial Branch to open early on Saturday, June 3, 2023, to accommodate Reading Rocks in Rockford Festival.
- F. Request: Krause Memorial Branch for a late opening on Saturday, June 10, 2023, in order to participate in the Annual Rockford State of Summer Parade.
- G. Request: East Grand Rapids Branch to for a late opening on Saturday, June 24, 2023, in order to accommodate in the City of East Grand Rapids Reeds Lake Run.

4. REGIONAL MANAGER UPDATE – Amy Van Andel Library + East Grand Rapids

5. FINANCE REPORTS – February 2023*

6. DIRECTOR’S REPORT – February 2023

7. NEW BUSINESS

- A. Policy Manual Section 2 Circulation *First Reading**
- B. Policy Manual Section 3.9 *First Reading**
- C. Issue Analysis: RFP for Display Book Supports *First Reading**

8. LIAISON REPRESENTATIVE COMMENTS

9. PUBLIC COMMENTS**

10. BOARD MEMBER COMMENTS

11. MEETING DATES

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

12. CLOSED SESSION – Foster Swift Results of Investigation

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

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

DATE + TIME

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

BOARD PRESENT: Shirley Bruursema (teleconference), Tracy Chrenka, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Nicole Lintemuth (joined the meeting at 4:42 PM), Carla Moyer Hotz (joined the meeting at 4:53 PM) and Penny Weller.

BOARD ABSENT: None.

STAFF PRESENT: Jaci Cooper, Jennifer DeVault (teleconference), Sheri Glon, Randy Goble, Joyanne Huston-Swanson (teleconference), Kim Lindsay, Brian Mortimore, Elvia Myers and Lance Werner.

GUESTS PRESENT: Omar Cuevas (teleconference), Kelaine Mish (teleconference), Valerie Morris (teleconference) and Shaunna Handelsman.

1. CALL TO ORDER

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

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

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

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

4. FINANCE REPORTS – January 2023*

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

- Property tax revenues will continue through February. Through the month of January, KDL has received \$13.8M of the anticipated \$26.5M in property taxes.
- Expenditures for the month of January were \$3.7M.

DRAFT

Motion: Ms. Weller moved to receive and file the January 2023 finance reports as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

5. DIRECTOR'S REPORT – January 2022

Executive Director Werner highlighted the extraordinary work of Volunteer Coordinator Deb Schultz, including the new Library Ambassador Program, Seed Library and more.

6. OLD BUSINESS

A. Executive Director's Evaluation*

Motion: Mr. Dykhuis moved to receive and file the Executive Director's Evaluation.

Support: Supported by Ms. Gilreath Watts.

RESULT: Motion carried.

B. Executive Director's Employment Agreement*

Motion: Mr. Dykhuis moved to receive and file the Executive Director's Employment Agreement.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

7. NEW BUSINESS

A. Issue Analysis: Grand Rapids Chamber Center for Economic Inclusion*

Director of Engagement Randy Goble and Grand Rapids Chamber of Commerce Representative Omar Cuevas shared on the importance of a collaborative approach in community business between Grand Rapids Chamber Center for Economic Inclusion and KDL, seeking growth through shared resources.

The Board asked questions of staff and staff responded.

Motion: Mr. Dykhuis moved to approve the Issue Analysis: Grand Rapids Chamber Center for Economic Inclusion.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

B. Policy Manual Review: Section 1 Collection + Reference *

Motion: Ms. Weller moved to approve Policy Manual Review: 1 Collection + Reference.

Support: Supported by Ms. Moyer Hotz.

RESULT: Motion carried.

C. Policy Manual Review: Section 2.1.3 - Non-Resident Cards *

Motion: Ms. Lintemuth moved to approve Policy Manual Review: 2.1.3 – Non-Resident Cards.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

DRAFT

8. LIAISON REPRESENTATIVE COMMENTS – None.

9. PUBLIC COMMENTS**

- Ms. Morris requested an update on the Investigation initiated in August 2022. Chair Erlewein shared that he has been in contact with the third-party attorney and there is one more interview to conduct prior to completing his report. Mr. Erlewein anticipates that he will receive the report prior to the March Board of Trustees meeting.
- Ms. Mish stated that she is still 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 reinstated to the beginning of the meeting. She feels that if the board had previously done so, she would have been able to give her opinion regarding the Issue Analysis of the Grand Rapids Chamber of Commerce.
- Ms. Huston-Swanson announced that KDL staff have a new local union representative, Gary Timmer. She is looking forward to working with him in serving KDL.
- Ms. DeVault has had the privilege of working at the branches and has found it an enlightening experience. She spoke with a patron who was very thankful for the free printing and the kindness of the staff. Also, Caledonia was grateful for the early closure to know that they are being taken care of.

10. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema sends her Congratulations to Sandy Graham for her tremendous work at Alto/Lowell and for 39 years with KDL! Next Monday, February 20 at 6 PM, MLA is having a Trustees Seminar. Anyone interested in attending will need to register. She reminded everyone that Tuesday, April 25 is a day of advocacy: National Library Workers Day. She urges all board members to please register to attend in Lansing, MI.

Ms. Chrenka – Ms. Chrenka spent time at her regional branches and met with management and staff. She has been able to explore the branches and become acquainted with up-and-coming programs.

Mr. Dykhuis – Mr. Dykhuis is thankful for upgraded technology for board meetings. On a personal note, he has been able to see how mailers/flyers can make an impact on patrons.

Mr. Erlewein – Chair Erlewein would like to plan a Board Retreat this July/August 2023. Mr. Dykhuis and Ms. Gilreath-Watts have volunteered to assist with the planning.

Ms. Gilreath-Watts – Ms. Gilreath-Watts appreciated the technology upgrade. It is Black History Month, and she is proud to be sitting at the table as a woman of color. She also mentioned that February 17 is Random Act of Kindness Day and urged her fellow board members and staff members to do one thing in honor of the day.

Mr. Lintemuth – Ms. Lintemuth had no comments.

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Mr. Moyer Hotz – Ms. Moyer Hotz spent half a day with the Leadership team and was impressed with their roles in the organization. She visited her regional branches to establish relationships with the staff. She also received an Amy Van Andel library card in honor of the branch’s second anniversary. She is appreciative of the KDL Way.

Ms. Weller – Ms. Weller wished Ms. Gilreath-Watts a happy birthday.

11. MEETING DATES

Regular Meeting: Thursday, March 16, 2023 – Kent District Library Amy Van Andel Library and via teleconference, 4:30 PM.

12. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 5:52 P M.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, February 9, 2023, at 9:30 a.m.
Kent District Library Service Center**

Present: Karen McKinnon (AL), Dale Parus (IC), Lance Werner (KDL), Carol Dawe (LL), Diane Kooiker (HO), Joe Zappacosta (SM), Ron Suszek (MADL), Shirley Bruursema (KDL), John McNaughton (GRPL)

Staff Present: Amber and Sheryl

Lakeland Staff Present: Sheryl, Amber

Absent: Maggie McKeithan (OS)

- 1) CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:34 by Lance Werner.
- 2) APPROVAL OF AGENDA:** Shirley Bruursema moved, supported by John McNaughton to approve the agenda as presented - *motion carried*.
- 3) QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) PUBLIC COMMENTS:** There were no public comments.
- 5) APPROVAL OF MINUTES:** Diane Kooiker moved, supported by Dale Parus to approve the board minutes from **January 12, 2023** with a correction to the adjournment time - *motion carried*.
- 6) FINANCIAL REPORT:**
 - a) January Financials and Check Register: John McNaughton moved, supported by Ron Suszek, to approve the January Financials as presented - *motion carried*.
- 7) PRESIDENT'S REPORT –** The president had nothing to report at this time.
- 8) DIRECTOR'S REPORT**
 - a) Carol discussed the sale of one of the disused Lakeland trucks.
 - b) Carol also discussed the efforts of Lakeland staff to go above and beyond the expectations set for them.
 - c) Carol also shared that the Lakeland staff will be looking at the strategic plan in their staff meeting.
 - d) It was also noted that Carol does Board Development work with libraries.
- 9) COUNCIL/COMMITEE REPORTS**
 - a) *Advisory minutes included for information.*
- 10) NEW BUSINESS:**
 - a) *Attorney General Opinion on Intellectual Freedom:* The board will not be seeking an attorney general opinion as the opinion would only be binding on the state level and not binding for private citizens.
 - b) *Cedar Springs and Algoma:* KDL continues to speak with Cedar Springs regarding a service agreement. Algoma is on the ballot in May to leave KDL.
 - c) *Logo:* John McNaughton moved, Karen McKinnon supported to adopt the new logo - *motion carried*.
 - d) *Strategic Plan:* Lance Werner thanked Dale Parus for his work on the plan; Diane Kooiker commented that the plan is simple and clear. Dale Parus moved, John McNaughton moved to approve the Strategic Plan – *motion carried*.
- 11) PUBLIC COMMENTS:**
 - a) No public comment.
- 12) BOARD MEMBER COMMENTS:**
 - a) Shirley Bruursema – Starting February 13, 2023, there will be Zoom Trustee trainings provided by MLA. March will have a series of webinars on millage information.
 - b) Joe Zappacosta – Hackley is hosting a soul food contest and a used jewelry sale for their friends of the library.
 - c) Dale Parus – The Ionia Community Library received a \$5,000 grant from Meijer.

- d) Diane Kooiker – Shared that Herrick is sharing Patron Impact Stories at their board meetings.
- e) Ron Suszek – MADL co-sponsored a film screening to great success and is planning a program in May on Black representation in film.

13) NEXT MEETING: Thursday, March 9, 2023, at 9:30 a.m. at Kent District Library Service Center.

14) ADJOURNMENT: John McNaughton moved, supported by Ron Suszek to adjourn at 9:53 - *motion carried.*

Respectfully submitted,
Amber McLain



March 3, 2023

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 28 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 is always 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 28. 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.

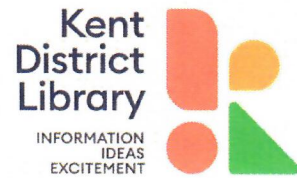
Sincerely,

A handwritten signature in black ink, appearing to read "Josh Bernstein", written over a light blue horizontal line.

Josh Bernstein (and Shelley Roossien)

Regional Manager I and Regional Manager I in Training for Grandville and Byron

cc: Lance Werner, KDL Executive Director



14 February 2023

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 open the Krause Memorial Branch at 9:00am on Saturday, June 3, 2023. This would be a half-hour earlier than our normal opening time.

Rockford's 14th annual community reading festival ('Reading Rocks in Rockford') is scheduled for June 3rd. Kent District Library is sponsoring/chairing the event again this year. Opening ceremony for the festival takes place at the Krause Memorial Branch at 9:45am, and participants gather inside the library in advance to prepare for this event. It would be more convenient for everyone if the Krause Branch were open, and participants had access to the building.

The library's participation in the reading festival heightens the branch's visibility in our community, especially with the building expansion project.

Opening the library at 9:00am would allow KDL to better serve festival participants on what promises to be a busy day.

This early opening was supported by the Krause Memorial Library Advisory Board at their January 9th meeting.

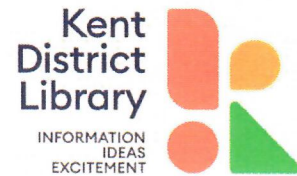
Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer L. German".

Jennifer L. German
Krause Memorial Branch Manager

cc: Lance Werner, KDL Director



14 February 2023

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 10, 2023 from 9:30 AM -1:00 PM in order to participate in the Annual Rockford Start of Summer Parade. The library will open at 1:00pm and maintain its normal Saturday hours thereafter.

We have received many positive comments from the public over the years 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 building expansion project.

This late opening was supported by the Krause Memorial Library Advisory Board at their January 9th meeting.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer German".

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

cc: Lance Werner, KDL Executive



March 3, 2023

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

Dear Board of Trustees:

Every June, the City of East Grand Rapids holds the Reeds Lake Run. This year the event is scheduled to start at 8:00am on Saturday, June 24. The start and finish of this race will be in front of the Library on Lakeside Dr. East Grand Rapids hopes to have a couple thousand people participate in the event.

Due to road closures before, during, and after the race I am requesting the Library open at 11:00am instead of 9:30am. At this time patrons and employees will be able to park and access Lakeside Drive to enter the Library.

This is consistent with decisions to open late during previous Reeds Lake Runs, including 2022.

Thank you for considering this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Ninemeier", is written over a light blue rectangular background.

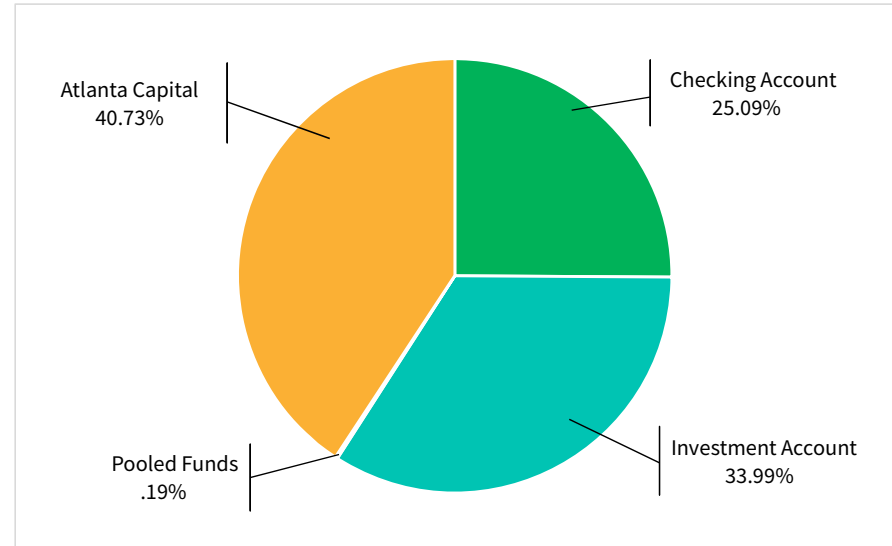
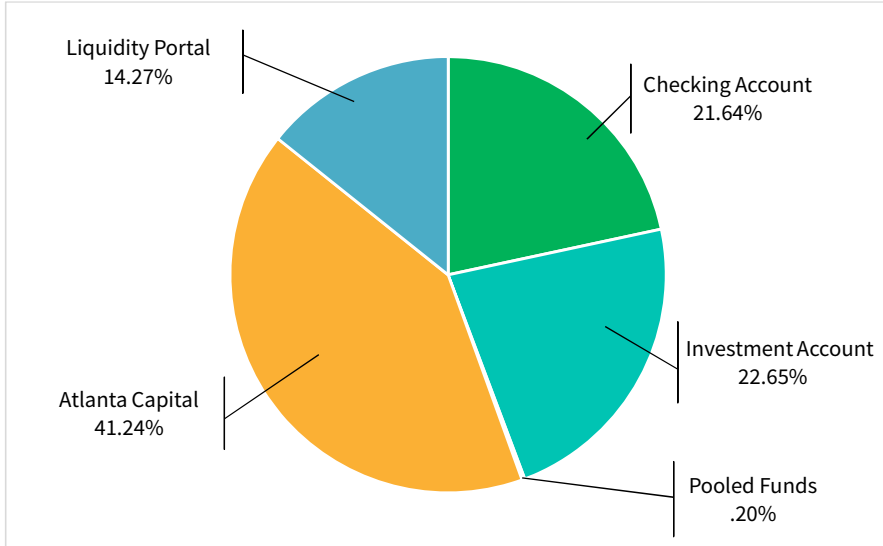
Scott Ninemeier

East Grand Rapids and Amy Van Andel Libraries | Regional Manager

cc: Lance Werner, KDL Executive Director



Monthly Cash Position Per Bank Month ended February 28



2023		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$6,081,278.35
Huntington Investment Account	1.004%	\$6,363,362.68
*Kent County Pooled Funds	2.340%	\$56,448.79
Atlanta Capital Investments		\$11,586,545.00
Huntington Liquidity Portal		\$4,010,201.40
		\$28,097,836.22

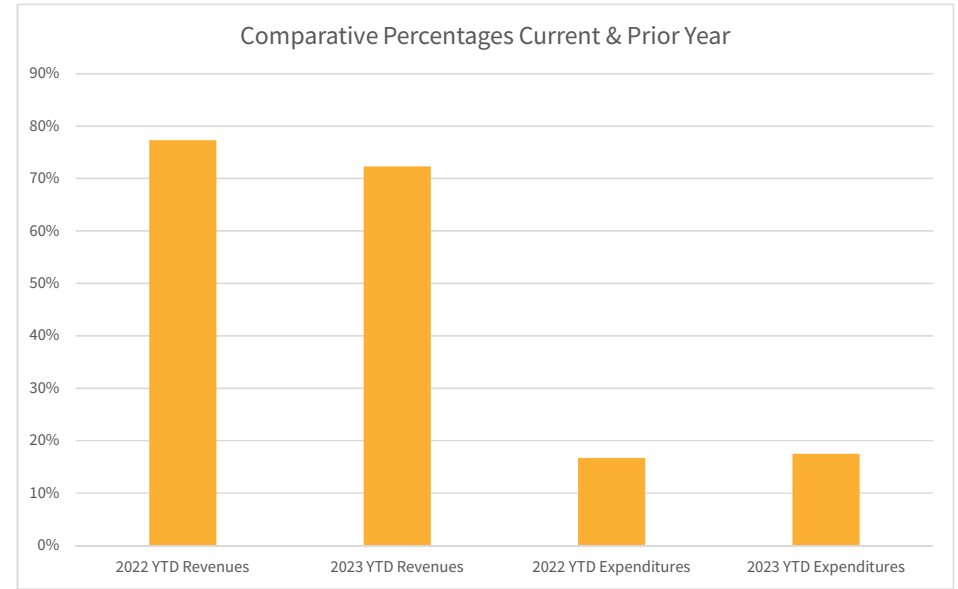
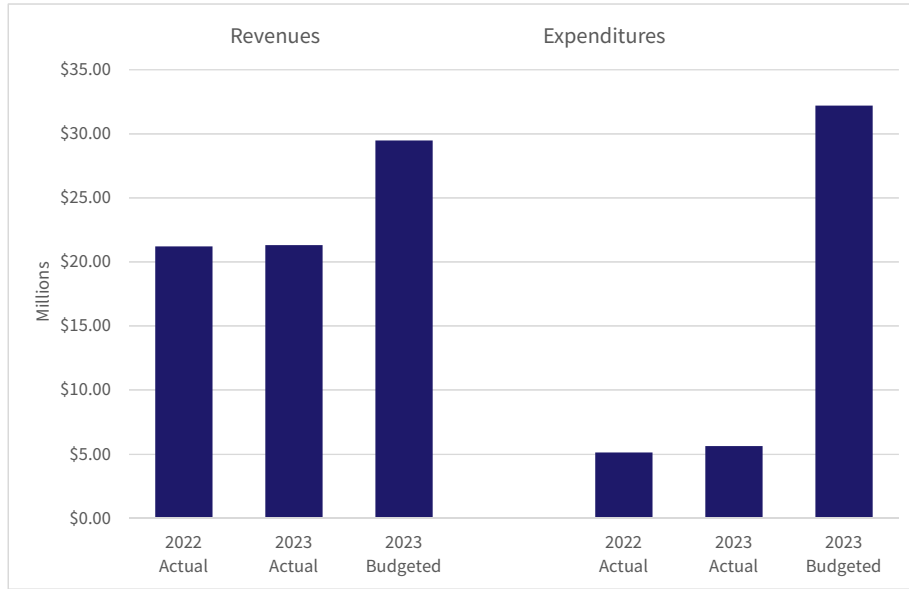
2022		
Account	Rate	Amount
Huntington Checking Account	0.100%	\$7,252,409.09
Huntington Investment Account	0.010%	\$9,824,684.76
*Kent County Pooled Funds	0.355%	\$55,931.98
Atlanta Capital Investments		\$11,771,770.00
		\$28,904,795.83

* 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			
2022 Actual	\$		21,235,417
2023 Actual	\$		21,320,168
2023 Budgeted	\$		29,478,777
Expenditures			
2022 Actual	\$		5,132,691
2023 Actual	\$		5,650,750
2023 Budgeted	\$		32,222,068

Comparative Percentages Current & Prior Year	
Account	Amount
2022 YTD Revenues	77.3%
2023 YTD Revenues	72.3%
2022 YTD Expenditures	16.8%
2023 YTD Expenditures	17.5%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2023 Through 2/28/2023
(In Whole Numbers)

	YTD Actual	2023 Original Budget	2023 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	21,159,347	26,483,315	(5,323,968)	(20)%
Penal Fines	0	600,000	(600,000)	(100)%
Charges for Services	6,456	35,000	(28,544)	(82)%
Interest Income	64,672	0	64,672	0 %
Public Donations	34,554	200,000	(165,446)	(83)%
Other Revenue	34,604	1,141,790	(1,107,186)	(97)%
State Sources	20,536	1,018,672	(998,136)	(98)%
Total Revenues	<u>21,320,168</u>	<u>29,478,777</u>	<u>(8,158,609)</u>	<u>(28)%</u>
Expenditures				
Salaries and Wages	1,716,852	13,856,694	12,139,842	88 %
Employee Benefits	871,253	4,150,785	3,279,532	79 %
Collections - Digital	942,487	2,673,678	1,731,191	65 %
Collections - Physical	289,500	2,495,390	2,205,890	88 %
Supplies	79,834	862,296	782,462	91 %
Contractual and Professional Services	585,844	2,163,067	1,577,223	73 %
Programming and Outreach	34,344	470,555	436,211	93 %
Maintenance and Utilities	578,937	3,383,632	2,804,695	83 %
Staff Development	35,601	369,102	333,501	90 %
Board Development	3,484	15,000	11,516	77 %
Other Expenditures	343,606	752,057	408,451	54 %
Capital Outlay	169,006	1,029,812	860,806	84 %
Total Expenditures	<u>5,650,750</u>	<u>32,222,068</u>	<u>26,571,317</u>	<u>82 %</u>
Excess Revenue Over (Under) Expenditures	<u>15,669,418</u>	<u>(2,743,291)</u>	<u>18,412,709</u>	<u>(671)%</u>

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2023 Through 2/28/2023
(In Whole Numbers)

	YTD Ending February 28, 2022	YTD Ending February 28, 2023	Total Variance
Revenues			
Property Taxes	21,079,017	21,159,347	80,330
Charges for Services	6,826	6,456	(371)
Interest Income	(126,750)	64,672	191,422
Public Donations	37,604	34,554	(3,050)
Other Revenue	238,720	34,604	(204,116)
State Sources	0	20,536	20,536
Total Revenues	21,235,417	21,320,168	84,751
Expenditures			
Salaries and Wages	1,697,683	1,716,852	19,169
Employee Benefits	800,007	871,253	71,246
Collections - Digital	821,092	942,487	121,395
Collections - Physical	376,922	289,500	(87,422)
Supplies	64,570	79,834	15,265
Contractual and Professional Services	503,919	585,844	81,926
Programming and Outreach	27,650	34,344	6,695
Maintenance and Utilities	539,250	578,937	39,687
Staff Development	53,064	35,601	(17,463)
Board Development	2,373	3,484	1,112
Other Expenditures	220,036	343,606	123,570
Capital Outlay	26,125	169,006	142,881
Total Expenditures	5,132,691	5,650,750	518,060
Excess Revenue Over (Under) Expenditures	16,102,727	15,669,418	(433,309)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2023 Through 2/28/2023
(In Whole Numbers)

	Current Month	2023 YTD	2023 Original Budget	2023 Original Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402	7,344,931	21,084,653	26,214,517	(5,129,864)	(20)%
4412	280	2,662	10,000	(7,338)	(73)%
4432	2,587	2,587	30,000	(27,413)	(91)%
4437	54,587	69,444	228,798	(159,354)	(70)%
	<u>7,402,385</u>	<u>21,159,347</u>	<u>26,483,315</u>	<u>(5,323,968)</u>	<u>(20)%</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	141	371	35,000	(34,629)	(99)%
4685	2,638	6,085	0	6,085	0 %
	<u>2,779</u>	<u>6,456</u>	<u>35,000</u>	<u>(28,544)</u>	<u>(82)%</u>
Interest Income					
4664	82	82	0	82	0 %
4665	(28,608)	64,235	0	64,235	0 %
4666	228	356	0	356	0 %
	<u>(28,298)</u>	<u>64,672</u>	<u>0</u>	<u>64,672</u>	<u>0 %</u>
Public Donations					
4673	10,261	27,590	0	27,590	0 %
4674	3,812	6,963	200,000	(193,037)	(97)%
	<u>14,073</u>	<u>34,554</u>	<u>200,000</u>	<u>(165,446)</u>	<u>(83)%</u>
Other Revenue					
4502	0	0	1,137,290	(1,137,290)	(100)%
4651	0	434	0	434	0 %
4668	462	729	0	729	0 %
4686	50	50	0	50	0 %
4688	144	232	4,500	(4,268)	(95)%
4695	0	33,159	0	33,159	0 %
	<u>656</u>	<u>34,604</u>	<u>1,141,790</u>	<u>(1,107,186)</u>	<u>(97)%</u>
State Sources					
4540	0	0	431,600	(431,600)	(100)%
4541	20,536	20,536	41,072	(20,536)	(50)%
4548	0	0	76,000	(76,000)	(100)%
4549	0	0	470,000	(470,000)	(100)%
	<u>20,536</u>	<u>20,536</u>	<u>1,018,672</u>	<u>(998,136)</u>	<u>(98)%</u>
	<u>7,412,131</u>	<u>21,320,168</u>	<u>29,478,777</u>	<u>(8,158,609)</u>	<u>(28)%</u>
Expenditures					
Salaries and Wages					
5700	270	540	3,900	3,360	86 %
5706	550	550	0	(550)	0 %
5713	1,024,805	1,715,762	13,852,794	12,137,032	88 %
	<u>1,025,625</u>	<u>1,716,852</u>	<u>13,856,694</u>	<u>12,139,842</u>	<u>88 %</u>
Employee Benefits					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2023 Through 2/28/2023
(In Whole Numbers)

	Current Month	2023 YTD	2023 Original Budget	2023 Original Budget to Actual Variance	Percent Remaining
5709 FICA	75,249	122,245	1,059,739	937,494	88 %
5716 Defined Benefit Pension Plan Expenditures	0	0	38,225	38,225	100 %
5717 Defined Contribution Pension Plan Contributions	45,263	72,939	814,576	741,637	91 %
5718 Employee Health Benefits	142,478	292,514	1,767,446	1,474,932	83 %
5720 HSA/Flex	3,667	369,267	380,000	10,733	3 %
5724 Life Insurance	(3,530)	0	0	0	0 %
5730 Other Employee Benefits	7,095	14,288	90,800	76,512	84 %
Total Employee Benefits	270,221	871,253	4,150,785	3,279,532	79 %
Collections - Digital					
5785 Cloud Library/OverDrive	0	450,000	1,725,000	1,275,000	74 %
5786 Hoopla	0	180,000	574,000	394,000	69 %
5787 Digital Collection	0	121,900	144,073	22,173	15 %
5788 Miscellaneous Electronic Access	0	190,587	230,605	40,018	17 %
Total Collections - Digital	0	942,487	2,673,678	1,731,191	65 %
Collections - Physical					
5791 Subscriptions	405	68,356	91,540	23,184	25 %
5815 KDL Cruisers	0	0	12,500	12,500	100 %
5871 Branch Local Materials - Restricted Donation Expenditures	267	393	0	(393)	0 %
5982 Collection Materials - Depreciable	104,745	181,464	1,469,300	1,287,836	88 %
5983 CD/DVD Collection Materials - Non-Depreciable	28,760	38,818	402,250	363,432	90 %
5984 Beyond Books Collection - Non-Depreciable	469	469	519,800	519,331	100 %
Total Collections - Physical	134,647	289,500	2,495,390	2,205,890	88 %
Supplies					
5750 Collection Processing & AV Supplies	7,565	13,522	161,265	147,743	92 %
5751 Supplies	7,546	20,267	154,086	133,819	87 %
5760 Technology & Accessories <\$1000	10,933	11,085	111,880	100,795	90 %
5764 KDL Staff Event, Supplies & Awards	1,461	3,110	70,000	66,890	96 %
5768 Promotions Supplies	1,832	1,832	35,610	33,778	95 %
5770 Other Awards/Prizes	14,384	21,485	200,300	178,815	89 %
5790 Books (not for circulation)	0	0	40,585	40,585	100 %
5851 Mail/Postage	1,171	2,187	7,600	5,413	71 %
5900 Copier/Printer Overage Charges	6,499	6,346	80,970	74,624	92 %
Total Supplies	51,391	79,834	862,296	782,462	91 %
Contractual and Professional Services					
5792 Software	15,974	197,829	753,278	555,449	74 %
5801 Professional & Other Contracted Services	51,439	220,651	823,190	602,539	73 %
5813 Delivery Services	7,700	20,055	193,235	173,180	90 %
5814 Security Services	1,442	2,678	31,100	28,422	91 %
5817 Lakeland Library Co-op services	0	1,606	6,425	4,819	75 %
5827 Catering	663	713	46,448	45,735	98 %
5890 ILS Fees	0	104,860	140,744	35,884	25 %
5891 Licenses and Fees	14,589	37,453	168,647	131,194	78 %
Total Contractual and Professional Services	91,807	585,844	2,163,067	1,577,223	73 %
Programming and Outreach					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2023 Through 2/28/2023
(In Whole Numbers)

	Current Month	2023 YTD	2023 Original Budget	2023 Original Budget to Actual Variance	Percent Remaining
5795 Programming & Outreach Supplies	5,697	7,424	219,375	211,951	97 %
5885 Speakers/Performers	14,600	26,920	251,180	224,260	89 %
Total Programming and Outreach	20,297	34,344	470,555	436,211	93 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	58,670	117,340	975,000	857,660	88 %
5822 Maintenance Contracts	2,365	4,619	12,000	7,381	62 %
5848 Mobile Hotspots	15,038	15,038	225,315	210,277	93 %
5849 Cell Phones/ Stipends	2,255	3,655	27,469	23,814	87 %
5850 Telephones	2,439	16,643	37,000	20,357	55 %
5852 Internet/Telecomm Services	57,561	115,121	865,000	749,879	87 %
5919 Waste Disposal	473	951	8,200	7,249	88 %
5920 Utilities	2,275	2,275	90,000	87,725	97 %
5925 Lawncare & Snowplowing	3,530	4,117	40,000	35,884	90 %
5928 Branch Maintenance Fees	0	142,513	564,786	422,274	75 %
5930 Repairs & Maintenance	768	3,918	112,740	108,822	97 %
5933 Software & IT Hardware Maintenance Agreements	17,094	90,175	195,000	104,825	54 %
5940 Rentals & Leases	6,035	62,574	231,122	168,548	73 %
Total Maintenance and Utilities	168,503	578,937	3,383,632	2,804,695	83 %
Staff Development					
5910 Staff Development & Conferences	19,108	35,601	369,102	333,501	90 %
Total Staff Development	19,108	35,601	369,102	333,501	90 %
Board Development					
5908 Board Development	0	3,484	15,000	11,516	77 %
Total Board Development	0	3,484	15,000	11,516	77 %
Other Expenditures					
5759 Gas, Oil, Grease	171	171	10,050	9,879	98 %
5860 Parking	45	45	4,245	4,200	99 %
5861 Mileage Reimbursement	1,920	4,227	65,447	61,220	94 %
5870 Branch Local Misc - Restricted Donation Expenditures	2,072	4,796	0	(4,796)	0 %
5873 Website	2,487	162,548	163,900	1,352	1 %
5875 Advertising	13,095	21,235	160,690	139,455	87 %
5901 Outsourced Printing & Publishing	1,221	1,221	74,000	72,779	98 %
5906 Community Outreach	360	912	36,300	35,388	97 %
5907 Sponsorships/Donations	0	0	7,845	7,845	100 %
5935 Insurance	0	108,943	104,880	(4,063)	(4)%
5939 Workers Compensation Insurance	(2,745)	37,541	35,000	(2,541)	(7)%
5955 Miscellaneous	0	0	35,400	35,400	100 %
5959 Sales Taxes	(7)	(17)	700	717	102 %
5964 Property Tax Reimbursement	1,719	1,719	50,000	48,281	97 %
5965 MEL Return Items	162	266	3,600	3,334	93 %
Total Other Expenditures	20,499	343,606	752,057	408,451	54 %
Capital Outlay					
5974 Land Improvements - Depreciable	0	0	20,000	20,000	100 %
5977 Technology - Non-Depreciable (\$1000-4999)	67,521	69,830	213,100	143,270	67 %
5978 Technology - Depreciable (5,000+)	0	0	445,000	445,000	100 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2023 Through 2/28/2023
(In Whole Numbers)

	Current Month	2023 YTD	2023 Original Budget	2023 Original Budget to Actual Variance	Percent Remaining
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	1,496	2,052	351,712	349,660	99 %
5980 Equipment/Furniture - Depreciable (\$5000+)	36,880	97,125	0	(97,125)	0 %
Total Capital Outlay	<u>105,897</u>	<u>169,006</u>	<u>1,029,812</u>	<u>860,806</u>	<u>84 %</u>
Total Expenditures	<u>1,907,996</u>	<u>5,650,750</u>	<u>32,222,068</u>	<u>26,571,317</u>	<u>82 %</u>
Excess Revenue Over (Under) Expenditures	<u>5,504,136</u>	<u>15,669,418</u>	<u>(2,743,291)</u>	<u>18,412,709</u>	<u>(671)%</u>

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 2/1/2023 Through 2/28/2023

Check Number	Vendor Name	Check Amount	Check Date
AP-230180000710	Priority Health	151,297.21	2/2/2023
85912	IP Consulting, Inc.	124,186.45	2/8/2023
85888	BiblioCommons Corp.	121,030.60	2/8/2023
85986	IP Consulting, Inc.	59,282.41	2/23/2023
85900	Everstream Holding LLC- Michigan	55,485.74	2/8/2023
86031	TMC Furniture, Inc.	36,880.00	2/23/2023
AP-9924951488	Verizon Wireless - MiFy Routers & Cell phones	34,457.80	2/1/2023
86039	Warner Norcross & Judd Llp	20,000.00	2/23/2023
85941	Same Day Delivery, Inc	18,200.00	2/8/2023
86017	RNL Graphics Solutions, LLC	15,678.28	2/23/2023
AP-Jan 2023	American Heritage Life Insurance Company / Allstate Benefits	13,608.94	2/7/2023
85939	Rehmann Technology Solutions, LLC	13,000.00	2/8/2023
86015	Rehmann Technology Solutions, LLC	13,000.00	2/23/2023
AP-230150001012	Priority Health	12,863.53	2/1/2023
85987	Issue Media Group, LLC	12,000.00	2/23/2023
85886	Baker & Taylor	8,913.71	2/8/2023
86006	Midwest Tape LLC	8,375.43	2/23/2023
85892	Comerica Bank	8,003.32	2/8/2023
85897	El Vocero	7,999.92	2/8/2023
85960	Baker & Taylor	7,995.09	2/23/2023
86019	Same Day Delivery, Inc	7,700.00	2/23/2023
85971	Comerica Bank	7,699.39	2/23/2023
86002	Marketscale LLC	7,485.00	2/23/2023
AP-9924976341	Verizon Wireless - MiFy Routers & Cell phones	7,437.85	2/1/2023
85947	Tun-Dra Kennels	7,200.00	2/8/2023
86030	Thomas Klise/Crimson Multimedia	7,175.00	2/23/2023
85928	Michigan Office Solutions (MOS)	6,658.03	2/8/2023
85950	Warner Norcross & Judd Llp	6,057.00	2/8/2023
AP-04264375	Paycor, Inc.	5,003.65	2/16/2023
85978	Foster, Swift, Collins & Smith, P.C.	4,747.50	2/23/2023
85980	Governmental Consultant Services Inc.	4,000.00	2/23/2023
85884	All Season Lawn Care	3,529.75	2/8/2023
AP-Feb 2023	PLIC - SBD Grand Island	3,496.94	2/1/2023
AP-207146953460	Consumers Energy	3,409.89	2/2/2023
85927	David Medema / Medema Consulting Associates LLC	3,250.00	2/8/2023
85944	Thomas Klise/Crimson Multimedia	3,040.00	2/8/2023
85994	Kellogg & Sovereign Consulting / Sigma Technology Fund LLC	3,005.10	2/23/2023
85931	Midwest Tape LLC	2,981.54	2/8/2023
AP-2036757-0223	Dte Energy	2,586.84	2/6/2023
AP-9925114540	Verizon Wireless - MiFy Routers & Cell phones	2,457.65	2/1/2023
AP-263900	TelNet Worldwide, Inc.	2,438.74	2/23/2023
86027	Staples Business Advantage	2,241.93	2/23/2023
85919	Kalamazoo Sanitary Supply / KSS Enterprises	2,225.74	2/8/2023
85948	UAW Local 2600	2,068.01	2/8/2023
86035	UAW Local 2600	2,017.14	2/23/2023
85945	TMC Furniture, Inc.	1,973.40	2/8/2023
86032	Today's Business Solutions, Inc.	1,900.96	2/23/2023
85979	Cengage Learning	1,878.64	2/23/2023
85961	Blackstone Audio Inc	1,859.32	2/23/2023
AP-590915	123.Net, Inc	1,724.00	2/10/2023

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 2/1/2023 Through 2/28/2023

Check Number	Vendor Name	Check Amount	Check Date
85997	Pre-Paid Legal Services, Inc.	1,705.80	2/23/2023
85921	Kent County Treasurer-Mi Tax Tribunal Refunds	1,705.69	2/8/2023
85970	Chelsea Holley	1,650.00	2/23/2023
85923	Lakeland Library Cooperative	1,606.25	2/8/2023
86040	Wolverine Power Systems	1,585.00	2/23/2023
85890	Central Michigan Paper	1,560.00	2/8/2023
85969	Central Michigan Paper	1,560.00	2/23/2023
AP-04200597	Paycor, Inc.	1,519.22	2/2/2023
85883	Advanced Benefit Solutions, Inc / 44 North	1,507.00	2/8/2023
85975	El Vocero	1,500.00	2/23/2023
85982	Grand Rapids Chamber of Commerce Capital Campaign	1,500.00	2/23/2023
85940	RNL Graphics Solutions, LLC	1,424.95	2/8/2023
86011	Penworthy Co.	1,416.80	2/23/2023
85934	Lifeworks (US) LTD.	1,384.53	2/8/2023
85990	J.Appleseed/Creative Library Sales	1,347.30	2/23/2023
86033	Town & Country Technologies	1,331.92	2/23/2023
86018	Sabopr	1,313.30	2/23/2023
85925	Lindenmeyr Munroe	1,283.35	2/8/2023
85981	Grand Rapids Building Services	1,262.00	2/23/2023
AP-202965532981	Consumers Energy	1,238.09	2/8/2023
85911	Interphase Office Interiors, Inc.	1,228.69	2/8/2023
85974	Educational Development Corporation	1,208.79	2/23/2023
85901	Playaway Products LLC	1,047.49	2/8/2023
AP-0004675754	Delta Dental Of Michigan	1,002.62	2/13/2023
85968	Celebration Cinemas	1,000.00	2/23/2023
85972	DK Security	947.60	2/23/2023
85964	Building Synergy, LLC	940.00	2/23/2023
85895	DK Security	906.40	2/8/2023
85905	Graffix Plus / Extreme Graffix Inc.	885.48	2/8/2023
85902	Cengage Learning	857.35	2/8/2023
86010	Pam Spring Advertising, Llc	855.00	2/23/2023
85962	Brodart	854.61	2/23/2023
86042	Xerox Financial Services LLC	815.64	2/23/2023
86034	Troost Service Company	780.00	2/23/2023
86036	Unique	766.10	2/23/2023
86016	Rhiannan Sibbald	750.00	2/23/2023
85998	Lindenmeyr Munroe	723.20	2/23/2023
85943	Staples Business Advantage	679.90	2/8/2023
85951	State Of Michigan	670.00	2/8/2023
86012	Performance Assessment Network	610.00	2/23/2023
85894	Demco, Inc	555.57	2/8/2023
85963	The Lillie Labor Law Firm P.C.	510.00	2/23/2023
85965	Caitlin Horrocks	500.00	2/23/2023
AP-2591652	Arrowaste	472.95	2/16/2023
85953	Absopure Water Company	472.50	2/23/2023
85967	Carole McDonald	445.19	2/23/2023
85988	Jacob Huber	434.50	2/23/2023
85937	Plainfield Charter Township	427.17	2/8/2023
85889	Blackstone Audio Inc	415.98	2/8/2023
85915	Jessica Trotter	400.00	2/8/2023
85973	Ebsco Information Services	396.94	2/23/2023
85898	Elizabeth Guarino-Kozlowicz	379.50	2/8/2023

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 2/1/2023 Through 2/28/2023

Check Number	Vendor Name	Check Amount	Check Date
85893	David Palma	379.50	2/8/2023
85913	Jaime Brooks	379.50	2/8/2023
85916	Jill Essenburg	379.50	2/8/2023
85914	Janine Elliott	379.50	2/8/2023
85922	Kurt Stevens	379.50	2/8/2023
85920	Karen Small	379.50	2/8/2023
85938	Rachel Cruzan	379.50	2/8/2023
86007	MLA- Michigan Library Association	335.00	2/23/2023
85977	ClearStar, Inc.	324.00	2/23/2023
85904	Grace Miguel Cipriano	310.50	2/8/2023
AP-015899	Medtipster.com, LLC.	310.47	2/22/2023
86020	Sarah Ryder / The Hammock LLC	300.00	2/23/2023
85935	Paul Fitzgerald	300.00	2/8/2023
85906	Grainger	263.65	2/8/2023
85954	Ada Business Association	250.00	2/23/2023
AP-2911282-0123	Comcast Cable	223.90	2/9/2023
85926	Maria Straatsma	200.00	2/8/2023
86009	Overdrive, Inc	199.50	2/23/2023
85918	K & S Plumbing Co., Inc.	174.44	2/8/2023
85936	Piatt Brickz, LLC	170.00	2/8/2023
86014	Presidio Networked Solutions Group, Llc	170.00	2/23/2023
85984	Buie Costello & Co.	160.00	2/23/2023
85956	American Library Association	155.00	2/23/2023
85932	Monoprice, Inc.	151.79	2/8/2023
86028	STATE OF MICHIGAN	150.00	2/23/2023
86029	State Of Michigan	150.00	2/23/2023
85882	Adrian Wright	150.00	2/8/2023
85989	James Spalink	150.00	2/23/2023
85946	Trina Den Braber	140.38	2/8/2023
86000	Lowell Area Chamber Of Commerce	135.00	2/23/2023
AP-0021585-0223	Comcast Cable	126.90	2/27/2023
AP-TC02-16-23	Tracy Chrenka	124.32	2/28/2023
85899	Everlasting Green Plantscape LLC	120.00	2/8/2023
AP-2648571	TASC	109.04	2/23/2023
86038	Vital Records Holdings, LLC / VRC Companies, LLC	102.86	2/23/2023
85985	Hispanic Center of Western Michigan	100.00	2/23/2023
AP-CH02-16-23	Carla Hotz	92.23	2/28/2023
85896	Ebsco Information Services	85.80	2/8/2023
85976	Employee Assistance Center (EAC)	85.00	2/23/2023
AP-9924308536	Verizon Wireless - MiFy Routers & Cell phones	82.96	2/3/2023
85907	Grand Rapids Public Library	80.89	2/8/2023
85955	Advanced Ecosystems / FishGuy	75.00	2/23/2023
86003	Melissa VanTimmeren	74.99	2/23/2023
85991	Jocelyn Yost	72.25	2/23/2023
86008	Nicole Lintemuth	58.82	2/23/2023
AP-AE02-16-23	Andrew Erlewein	51.62	2/28/2023
85917	Jocelyn Yost	49.98	2/8/2023
86022	Sheri Gilreath-Watts	49.65	2/23/2023
86013	Peter Dykhuis	47.03	2/23/2023
86041	Wolverine Printing Company	46.00	2/23/2023
AP-PW02-16-23	Sarah Ann Weller	38.52	2/28/2023
85949	Walgreen Co	35.00	2/8/2023

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 2/1/2023 Through 2/28/2023

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
85903	Gina Deryke	34.98	2/8/2023
85908	Hackley Public Library-Sm	34.95	2/8/2023
85983	Graphic Arts Service & Supply	34.00	2/23/2023
85910	Herrick District Library-Ho	33.00	2/8/2023
85996	Kurt Lardie	32.87	2/23/2023
85891	City of Midland	30.50	2/8/2023
86023	Shirley Bruursema	30.00	2/23/2023
85966	Carle Cook	28.95	2/23/2023
86021	Sarah Sadler	25.98	2/23/2023
85993	Julia Cooke	23.21	2/23/2023
85999	Lodi Ruse	22.50	2/23/2023
85933	Morgan Kooiman	19.95	2/8/2023
86024	Spring Lake District Library	18.00	2/23/2023
85957	Annabelle Kolehouse	17.99	2/23/2023
86001	Maria Page	15.96	2/23/2023
85887	Barryton Public Library	15.00	2/8/2023
85995	Kent County Treasurer-Mi Tax Tribunal Refunds	13.25	2/23/2023
85909	Hart Area Public Library	12.95	2/8/2023
85924	Lauren Hagerman Tekelly	10.00	2/8/2023
85992	Juanita Garza	7.50	2/23/2023
86037	UPS	1.89	2/23/2023
Report Total		923,550.23	

Director's Report

February 2023

Alto + Engelhardt

At the Alto and Engelhardt branches staff are looking forward to the same- the pre-pandemic same. They continually are getting closer to what used to be normal. Storytime attendance has rebounded. This coming Fall staff are considering adding a Storytime in Lowell as the numbers of attendees exceed 50 every week. The branches are involved once again with the elementary schools doing “March is Reading Month.” Staff are also looking forward to the LEAP (Library Equity Access Pass) visits, which improved last year over the previous two years, to be back to what they were. These are just two examples of traditional annual events that used to be done without a second thought. Both branches are excited to anticipate a complete year of these. However, there will be one major change later in the year; August will bring a new RM1 as Sandy Graham is retiring from KDL after 37 years.



This past winter the Engelhardt (Lowell) and Alto branches had a wonderful time with the return of Gingerbread Lane and Happy Noon Year *in person*. These are examples of the little victories staff continue to be encouraged by and appreciate.

Byron + Grandville

At both branches for 2023 there is excitement to be fully back and then some. 2022 was the year of bringing back what the branches used to do, and that was exciting, but as the year came to its end, things were just fully starting to feel back to normal all around. As a result, this year will be the first year from start to finish where the branches are excited to be able to do all the programs they used to do, and to try all sorts of new and fun activities.

One of those new activities for the Grandville branch was the Lego event in January. This was a celebration of International Lego Day and the event, which included a demo build from some local celebrities, a building competition, and of course lots of Lego play, was a huge success bringing in over 200 people into the library to have an exciting Saturday afternoon.

At the Byron Center Branch one new thing that is very exciting in 2023 is a brand-new Friends of the Library group that has just formed. They are excited to start selling books, supporting the library and library staff, and being advocates for the library in the community. They already have over 20 members, which is a great start! One thing they are particularly looking forward to is creating an event to celebrate the 20th anniversary of the current Byron Center branch later this year.

Amy Van Library + East Grand Rapids

The Amy Van Andel Library turned 2 in February! The branch is really hitting its stride and it is exciting to steadily increase the expectations of what is possible. The standard of excellence in 2023 will be different than what was aimed for in 2021 and 2022. One of the priorities in 2023 will be to increase active cardholders. This has already started with new Ada Library cards and will continue with incorporating card sign-ups at various local events. On March 11, branch staff be attending the Ada Business Expo and every Tuesday at the Farmer's Market staff will have everything ready to sign up new cardholders on the spot. Branch Librarian Angela Deckard has been very active in the Community and Branch Librarian Liz Wierenga is happy to be back in the schools doing outreach.

The East Grand Rapids branch is most proud of getting visitor counts back up! This winter there was a tremendous increase in people using the facility. In January alone the branch had an increase of 9,200 visitors compared to the year prior (an increase of 58%). What may be most inspiring is the children's program attendance at the East Grand Rapids branch. Librarians Sarah Yoder, Jenny Savage-Dura, and Holly Goulet do an incredible job of getting young families into the branch and keeping them in the branch after programs. It would also be remiss not to mention Branch Outreach and Programming Specialist Monica Walen's teen zones, which have a very loyal following. It is truly remarkable to see the team interact with middle schoolers in the branch which can often be the hardest target audience to connect with. It would be exciting to see this trend continue in 2023.



Left: Assistant Branch Librarians Julia Cooke and Aly Blovits wearing celebratory birthday crowns.

Right: Regional Manager I Scott Ninemeier getting served complimentary coffee from Brody's Be Coffee to commemorate the branch's 2nd birthday.

Featured Department Finance

In the last year, the Finance Department embraced change as the new Finance Manager, Emily Whalen, found her footing and the team welcomed Janelle Mitchell (Waugh), General Accountant. With a full team, the department was able to do more than accurately process and record transactions; which consisted of roughly 20,000 invoices, 3,000 checks, 5,500 credit card transactions, and 92,500 deposits! The staff got out of their comfort zone and looked at process improvements and professional development. The Finance department successfully implemented approval thresholds and disabled a "receiving" function within our Accounts Payable software that replaced a sense of excessive control with autonomy and accountability for Managers across Kent District Library. Not only have processes, procedures and policies been revamped, but the team has looked at professional development for the first time for many of its members and has enjoyed some great team-building events.

Reilly Brady, Governmental Fund Accounting Specialist, took on projects such as implementing ACH/EFT payments and securing our sales tax exemption with vendors. Reilly looks forward to pursuing additional training and possibly joining the Michigan Library Association's Leadership Academy in 2024!

Annette Miller, General Accountant, expanded her knowledge in Office 365 and Adobe this last year, and is currently enrolled in the Google Data Analytics Professional Certification program. Annette also enhanced her Spanish and took part in the Online Swag Store Project offering insights into payment processing and sales tax.

Janelle Mitchell, now Janelle Waugh, accepted the vacant General Accountant position in March 2022, and since then has gotten married and had a baby boy! Her addition to the team has greatly increased productivity and team morale as she's always willing to help others. Janelle completed a fund accounting budget course and assisted in the 2022 budget process.

The Finance Manager, Emily Whalen, has encouraged professional and team development. Emily completed a three-month Champion to Leader program, seeks mentorship from Finance Interim Director Kim Lindsay, and currently is pursuing the Certified Government Financial Manager Certification. Emily has led the team in developing their own core values - Integrity, Respect, and Financial Fidelity & Accountability - and has instilled a customer and community-centric mindset in the Finance Department.

More changes are in store for the Finance Department in 2023 as cloud-based Enterprise Resource Planning (ERP) systems are evaluated, operating agreements are made with our Friends of the Library groups, investment opportunities are explored, and improvements in the donation processes are assessed.

Below is: Future Finance Star, 2022 In-Service Day - Concentration around Mental Health, the Asian American and Pacific Islander Community & Understanding Age Diversity



Katie Kudos

February 2023

Angela Deckard Amy Van Andel Library

Nominated by Joshua Mosley
Helpful

"When I floated a crazy idea for a series of videos based on toddler milestones to celebrate the 2nd birthday of the Amy Van Andel Library in Ada, these fine folks went above and beyond their normal duties to make it happen. Well done, Team!"

Nominated By: Shaunna Martz
Courageous

"Rebecca and Sarah volunteered to wear the Katie L. costume for our birthday bash videos. And, Angela created these fun videos within a week! The process was fun and silly."



Dustin Arnett Kentwood

Nominated By: Christine Hekman
Inclusive

"Dustin provides kind, patient, and exceptional help to patrons and support to colleagues no matter what else is going on at the time. It takes great grace, strength, and compassion to do that. Thank you for being YOU, Dustin!"

Nominated By: Rachael Hamlet
Positive

"No matter what's going on in his personal life, Dustin always has a smile on his face, remains curious about others, and is glad to lend a helping hand. Thanks for being such a positive, welcoming presence, Dustin!"

Sheri Glon Service Center

Nominated By: Randy Goble
Helpful

"An urgent data report was needed and as usual, Sheri was super helpful and detailed oriented. She was also honest about work needing to be paused to free up time to create the new report. Fortunately, that another project was for me, so we juggled priorities and it all worked out splendidly."

Nominated By: Kiosha Jeltema
Helpful

"Sheri is a wonderful resource for data! Quick to respond and clearly enthusiastic about data, she has helped me out yet again. Reminds me of the old "There's an app for that" commercials. There's a report for them!"

Upcoming Meetings + Dates of Interest

Upcoming Meetings

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

Regular Board Meeting
Thursday, June 15, 2023
4:30 PM
KDL Service + Meeting Center

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

FEBRUARY 2023

4 New projects approved

8 In approval queue

0 Declined

13

Active Approved
Projects

	On Time	10
	Late (At Risk)	3
	Paused	0
	Completed since 01/23	3

Language Accessibility: Over the Phone (OPI)

Project Lead: Yuliya Baker
Status: On track (NEW)

Approval Date: 02.22.23
Due Date: 07.31.23



According to the 2020 US Census, 12% of Kent County residents speak another language besides English at home. Many of these residents may already be patrons or potential patrons of the library, but due to language barriers may not be receiving the same standard of service as patrons who speak English. It's time for KDL to form a plan of action that will guarantee all patrons have equitable access to KDL resources and services. To address this issue, KDL will first prioritize establishing interpreting services via phone or video during business hours through a third-party service such as Language Services International or CyraCom (both of which are leaders in the industry), so that patrons who call in to KDL will be able to receive translation services on the spot instead of waiting for a call back. A successful rollout of this service will include an increase in library users whose primary language is not English and ample use of the language interpretation service itself.

New Cardholder Drive

Project Lead: Joshua Mosey
Status: On track (NEW)

Approval Date: 02.22.23
Due Date: 01.31.24



KDL will endeavor to attract potential new patrons who may have antiquated views of the library and/or may be unaware of all the fantastic services that KDL has to offer. With the wrap up and implementation of KDL's New Cardholder Onboarding project, the new interest cards created aid in the discovery of interest-based services, it is now easier than ever to find something for everyone at the library. Though new initiatives are underway to keep existing cardholders engaged, it is still imperative to attract an even greater number of new card registrants, especially as KDL approaches a millage in 2024. By using market data research to identify areas in the county where cardholder opportunities are the greatest, the library will be able to meet people "where they are at" with specific campaigns and, hopefully, place a library card in their hand. KDL's goal for total new cardholders is 25,000 for 2023.

Physical Collection Audit

- **Project Lead:** Joshua Bernstein
Status: On track (NEW)

Approval Date: 02.22.23
Due Date: 12.31.23



After COVID-19, physical circulation has continued to decline even as digital circulation continues to increase. In particular, the library continues to invest in three forms of media that have continued to decline year over year since 2016: magazines, music on compact disc and (non-digital) audiobooks. Circulation for magazines has fallen 47%, music on compact disc has fallen 74%, and (non-digital) audiobooks (excluding VOX, Wonderbooks and Playaways) has fallen an average of 70%. The funds put toward these collections are serving a relatively small number of patrons when they could be re-allocated toward other more popular collection budgets and digital materials. That being said, KDL is sensitive to the many nuances surrounding the digital divide and, through this project, will seek to develop a strategy for either continuing to provide "dying" media to patrons who may require it or for helping patrons obtain better access to existing digital materials and platforms. This project will require continued assessment of these collections, including how they are being utilized in branch apart from circulation numbers, after which the team will strategize an equitable, data-based solution for how much each branch's collection will be reduced, just in time for the 2024 budget season.

PolicyTech to SharePoint Conversion

- **Project Lead:** Graham Lawcock + Trish Reid
Status: On track (NEW)

Approval Date: 02.22.23
Due Date: 10.15.23



In the earlier days of the KDL Intranet, the library adopted the policy and procedure management software PolicyTech as a solution for safely and securely housing and sorting library contracts, documents and procedures normally held (but not easily found) within the shared KDL hard drives. At the time, it offered many features that were not available via any other software, including version control, searchability, sophisticated permissions and document ownership. However, most of these features now exist and are even better integrated within KDL's new Intranet platform hosted by Microsoft SharePoint. By migrating all of KDL's procedures, communication bulletins, contracts and training plans over to SharePoint, the library not only stands to save upwards of \$8K per year in licensing and server fees, but staff will also have better access to features and conveniences not currently offered by the existing PolicyTech software. This includes accessing materials without signing into a separate website, leveraging robust automations available in the Office365 environment for announcing new procedures, avoiding potential outages due to the PolicyTech website or server, and a faster, more streamlined user experience overall.

1,000 Books Before Kindergarten (1KB4K) Revamp

- **Project Lead:** Dawn Heerspink
Status: On track

Approval Date: 11.23.22
Due Date: 09.30.23

After reviewing production and design quotes, the project team successfully requested a budget increase in order to ensure quality and increased interest and participation in the program for years to come. The Early Literacy Programming Group is developing repeatable, interactive activities to go inside the tracking booklet, which is expected to be finalized before March 17. The team is also discussing the digital tracking option through Beanstack with a goal to offer both print and digital experiences for patrons, with both options featuring the same original artwork in the Michigan woodland animal theme.

EDI Collection Audit / Tagging (Phase 2)



Project Lead: Tammy Schneider
Status: Complete

Approval Date: 03.24.21
Due Date: 03.31.23

As a strategic initiative under KDL's Equity, Diversity + Inclusion pillar, this project ensures all library materials are truly reflective of the diverse communities that the library serves. This included auditing the collection in terms of diverse materials, expanding on Ingram Content Group's broad categories with more detailed/granular tags and training Branch Librarians on how to use and apply them within the software. In as much as publishing trends allow, KDL will continue purchase intentionally and monitor the collection for areas where there may be a lack of adequate representation. Special thanks to project team members Tammy Schneider (lead), Grace Miguel Cipriano, Rachel Cruzan, Samantha Hodge, Johanna Boyle, Brad Allen and Katie Mitchell for all of their hard work, to Rochelle Ball for assisting with the tag uploads, Sheri Glon for creating the dashboard, and to the Task and Research Board for taking on the bulk of the work to tag the collection.

Email Group Streamline + Update



Project Lead: Elvia Myers
Status: On track

Approval Date: 03.02.22
Due Date: 03.31.23

The final steps for the Email Group Training Outline will take place this month, including topics like what to do when you are an owner of a group and how to follow and maintain basic naming conventions, among others. Further training on Microsoft SharePoint, Planner, To Do and general best practices for both internal and external email information based on the new guidelines that staff will be expected to follow. The team looks forward to closing out this project within the next month.

FE Technologies Wand Rollout



Project Lead: Karen Small
Status: On track

Approval Date: 01.18.23
Due Date: 08.31.23

Rollout of the wands is currently ahead of schedule! The Cascade Township, Caledonia Township, Englehardt (Lowell) and Alto branches have received their wands as of March 3, after which the Nelson Township and Byron Township branches will receive theirs as well. The Bookmobile and Collection Services Department will be the last to receive their wands mid-March. In-branch training is going well, with one or two members of the project team still visiting weekly to check in and answer questions. Once trained, branches may immediately begin to scan their collections.

KDL Way Service Vision + Training



Project Lead: Jennifer DeVault + Lulu Brown
Status: At Risk - Timeline and Scope

Approval Date: 03.02.22
Due Date: 03.31.23

The team continues to solicit scenarios from frontline staff for every core fundamental with hopes of creating a set of real-life examples related to "going further with service." Regional Managers are already expected to be going over specific fundamentals each week, but the scenarios will help to spur further discussion, role playing, and problem-solving behaviors amongst staff. An interactive KDL Way booklet is being developed to refresh staff at upcoming spring summits on how the KDL Way intersects with our core values and fundamentals and will be a great tool for onboarding new staff.

Library Ambassador Program Pilot



Project Lead: Deb Schultz

Status: At Risk - Timeline

Approval Date: 10.26.22

Due Date: 02.28.23

A training rehearsal was planned for Friday, February 24 to ensure that training scripts are clear and concise for volunteers who may be new to KDL lingo. Eight interested patrons have accepted the invitation to take part in the KDL Ambassador Pilot Program. Unfortunately, due to issues with weather, the training that was originally scheduled for Monday, February 27 has been rescheduled for Wednesday, March 29. At this new time, trainees will review pertinent information about KDL, expectations and receive an overview of VolunteerHub. The training will also include ways Ambassadors can promote KDL using the provided swag, bookmarks and other marketing materials and spread positive knowledge about the library from within the community.

Library Relationship Management (CRM)



Project Lead: Hannah Lewis

Status: At Risk - Timeline

Approval Date: 08.17.22

Due Date: 03.31.23

After completing a demo, the project team met with the trial vendor Capsule in order to discuss what went well, what did not go well and ask further questions. Upon careful consideration, the team has decided not to further pursue this vendor. That being said, work with Salesforce continues to go well and the team remains hopeful. The Salesforce "Power of Us" Application has been sent in and accepted. "Power of Us" is a program that offers nonprofits like KDL free Salesforce Enterprise software with 10 free licenses. The team is also looking into whether KDL could work with CRM Consultant Brian Richards from Cloud 616 to assist with further CRM implementation. As the search continues, this project will unfortunately be coming in after the modified deadline.

OneCommunity Relationship Building



Project Lead: Elvia Myers

Status: On track

Approval Date: 01.25.23

Due Date: 12.31.23

This project is yet in the preliminary stages; however, a few project meetings have been placed on the calendar. Initial efforts will pursue creating intentional wording for reaching out to project stakeholders, partners and vendors. KDL plans to approach this initiative with mutuality and respect.

Picture Book CORE Collection



Project Lead: Tammy Schneider

Status: On track

Approval Date: 11.23.22

Due Date: 05.31.23

The team has finished selecting the 100 CORE Picture Book titles and can't wait to share them with staff and patrons! Project Lead Tammy Schneider is verifying that vendors will be able to provide enough copies before placing the order in early March. Next steps include ordering spine labels, promoting the new offering and developing/completing staff training.

Systemwide WonderKnook Refresh

Project Lead: Missy Lancaster
Status: At Risk - Timeline

Approval Date: 09.23.21
Due Date: *new due date of 03.31.23*

WonderKnook is officially ready for launch! The "Find Your Knook" map is featured in KDL's Spring Kaleidoscope and many playspaces are already being enjoyed by patrons. TMC Furniture still has a few more pieces to install, but these should be done by end of March at the latest. Each branch has at least one piece to engage kids in play. Recently installed pieces include a flower stand at Byron Township, a trading post at Englehardt (Lowell), a sailboat and boathouse at East Grand Rapids, a vet clinic at Walker, a potting shed at Nelson Township, a schoolhouse at Gaines Township, food trucks at Kentwood and "Camp Spencer" at Spencer Township. KDL hopes to do one big marketing push as students head into spring break and a #wonderknook photo contest for patrons.





BUILDING PROJECTS

Krause Memorial (Rockford)

- **Project Lead:** Jennifer German **Approval Date:** N/A
Status: N/A **Due Date:** N/A

The Krause Fundraising Cabinet continues to add new members, several of whom are preparing to schedule branch visits/tours for potential donors. The Cabinet, along with The Breton Group, is also working toward securing funding for the Krause Library expansion at the state and federal level.

Tyrone Township

- **Project Lead:** Craig Buno **Approval Date:** N/A
Status: N/A **Due Date:** N/A

At the February Tyrone Township Board meeting, the township reviewed the costs for a new library from several engineering firms and even approved hiring an engineering company to start drafts. The firm will draft up a space layout without the electrical, mechanical plumbing layout.

Walker

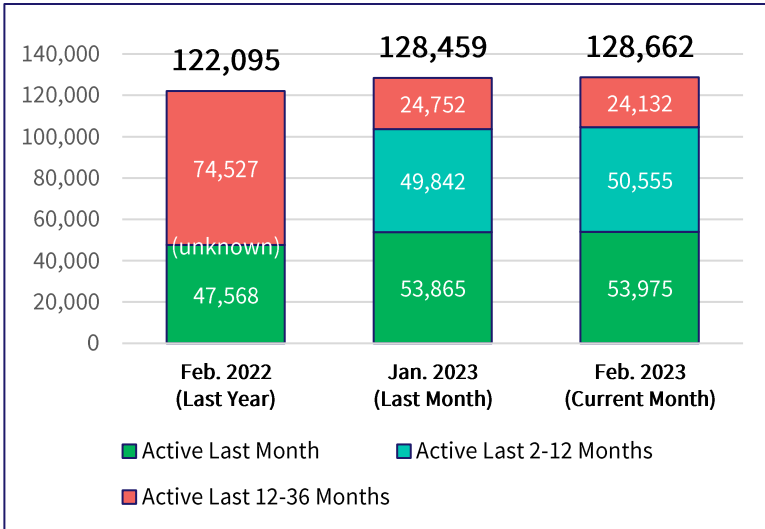
- **Project Lead:** Craig Buno **Approval Date:** N/A
Status: N/A **Due Date:** N/A

A RFP is currently in the works for distribution to local Architect and Engineering firms with experience in libraries and school buildings. Included with the RFP will be supporting documents like the previously conducted needs assessment, the city campus site plans, and utility as-built surveys for all water, sewer, and stormwater features.



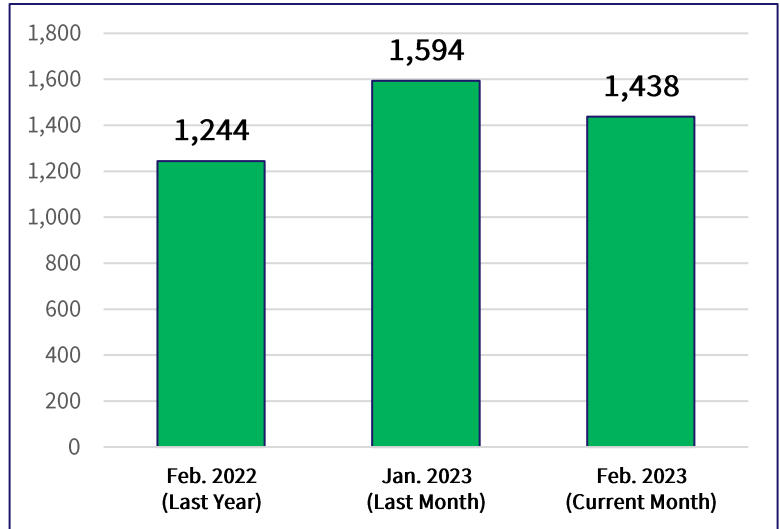
FEBRUARY 2023 STATISTICAL SUMMARY

Active KDL Patrons:



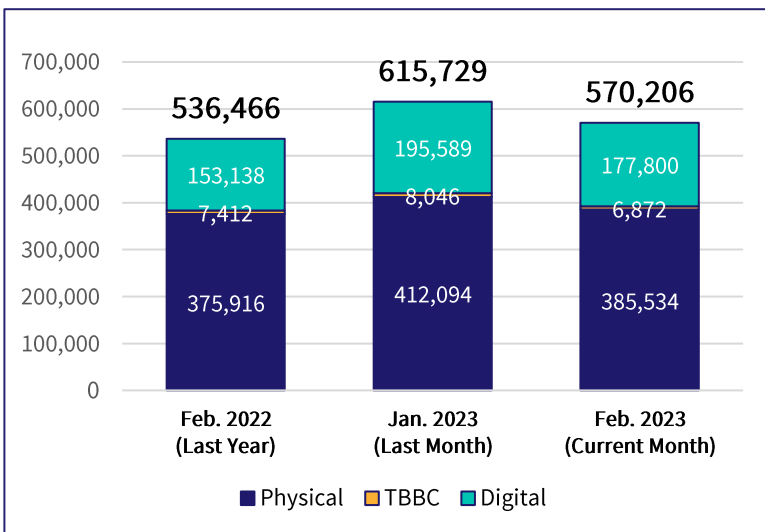
Active KDL Patrons are **up 0.2%** from last month and **up 5%** from the same month last year.

New KDL Cards Added:



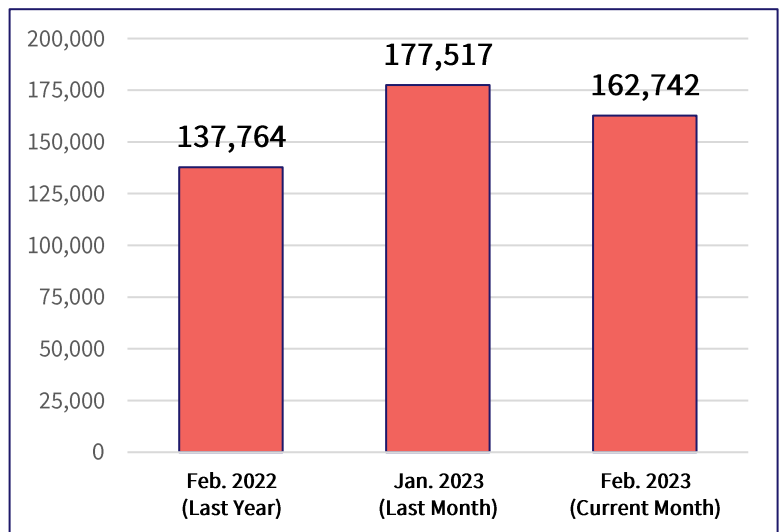
New KDL Cards Added are **down 10%** from last month and **up 16%** from the same month last year.

Total Circulation:

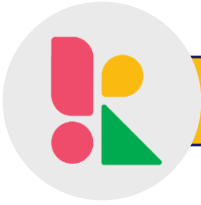


Total Circulation is **down 7%** from last month and **up 6%** from the same month last year.

Visitor Count:

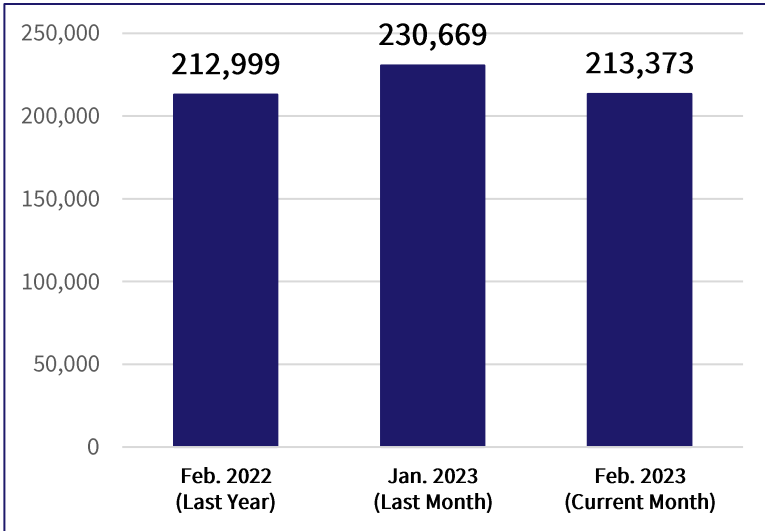


Branch visitors are **down 8%** from last month and **up 18%** from the same month last year.



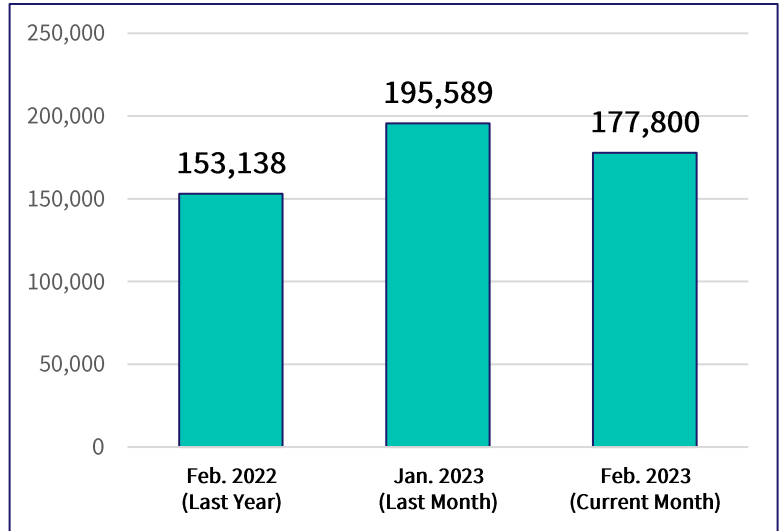
FEBRUARY 2023 STATISTICAL SUMMARY

Physical Items Checked Out:



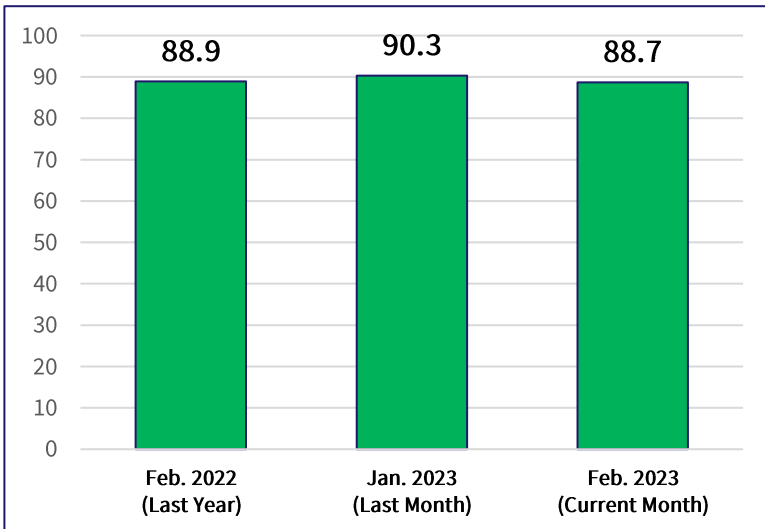
Physical checkouts are **down 7%** from last month and **up 0.2%** from the same month last year.

Digital Items Checked Out:



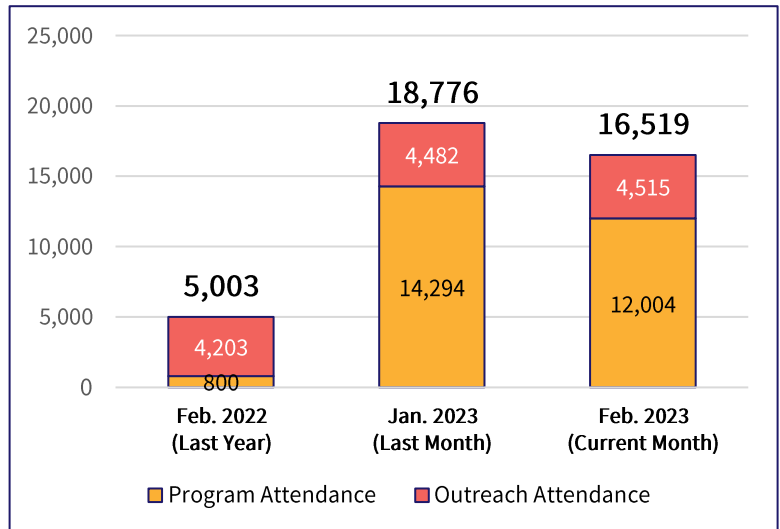
Digital checkouts are **down 9%** from last month and **up 16%** from the same month last year.

Net Promoter Score (NPS):

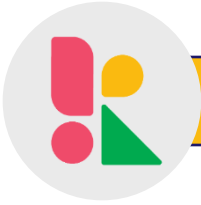


Net Promoter Score is **down 1.6%** from last month and **down 0.2%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **down 12%** from last month and **up 230%** 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. <i>Spare</i> by Prince Harry	194
2. KDL WiFi Mobile Hotspot	185
3. <i>Someone Else's Shoes</i> by Jojo Moyes	149
4. <i>Lessons in Chemistry</i> by Bonnie Garmus	118
<i>Verity</i> by Colleen Hoover	118
6. <i>Mad Honey</i> by Jodi Picoult	110
<i>I'm Glad My Mom Died</i> by Jennette McCurdy	110
8. <i>Top Gun: Maverick</i> DVD	108
9. <i>It Ends with Us</i> by Colleen Hoover	99
10. <i>Tomorrow, and Tomorrow, and Tomorrow</i> by Gabrielle Zevin	97
<i>Book Lovers</i> by Emily Henry	97

All Physical Items (Most Holds):

Title	Holds
1. <i>Spare</i> by Prince Harry	232
2. <i>Lessons in Chemistry</i> by Bonnie Garmus	210
3. <i>Tomorrow, and Tomorrow, and Tomorrow</i> by Gabrielle Zevin	179
4. <i>It Starts with Us</i> by Colleen Hoover	164
5. KDL WiFi Mobile Hotspot	156
6. <i>Remarkably Bright Creatures</i> by Shelby Van Pelt	154
7. <i>Mad Honey</i> by Jodi Picoult	150
8. <i>The House in the Pines</i> by Ana Reyes	129
9. <i>Becoming Free Indeed</i> by Jinger Vuolo	128
10. <i>The Boys from Biloxi</i> by John Grisham	122

OverDrive Items (Most Checkouts):

Title	Checkouts
1. <i>Just the Nicest Couple</i> by Mary Kubica (audio)	241
2. <i>Atomic Habits</i> by James Clear (audio)	225
3. <i>Verity</i> by Colleen Hoover	220
4. <i>Book Lovers</i> by Emily Henry	179
5. <i>The Seven Husbands of Evelyn Hugo</i> by Taylor Jenkins Reid	159
6. <i>The Last Thing He Told Me</i> by Laura Dave	139
7. <i>It Ends with Us</i> by Colleen Hoover	137
8. <i>The Last Thing He Told Me</i> by Laura Dave (audio)	129
9. <i>A Court of Thorns and Roses</i> by Sarah J. Maas (audio)	122
10. <i>The House of Eve</i> by Sadeqa Johnson (audio)	118

OverDrive Items (Most Holds):

Title	Holds
1. <i>Spare</i> by Prince Harry (audio)	1,041
2. <i>It Starts with Us</i> by Colleen Hoover	846
3. <i>Lessons in Chemistry</i> by Bonnie Garmus	778
4. <i>Spare</i> by Prince Harry	722
5. <i>Mad Honey</i> by Jodi Picoult	540
6. <i>I'm Glad My Mom Died</i> by Jennette McCurdy (audio)	516
7. <i>Lessons in Chemistry</i> by Bonnie Garmus (audio)	504
8. <i>It Ends with Us</i> by Colleen Hoover	454
9. <i>Tomorrow, and Tomorrow, and Tomorrow</i> by Gabrielle Zevin	419
10. <i>The Boys from Biloxi</i> by John Grisham	379

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Hannah Moulds	Programming Specialist – Programming Dept.	Bookmobile Operator – Community Engagement	February 27
Mikki Henry	Assistant Branch Librarian – Englehardt	Branch Librarian – Comstock Park	March 6
Chloe Ford	Assistant Branch Librarian – Comstock Park	Branch Librarian – Cascade	March 6
Katie VanOort	Assistant Branch Librarian Sub	Assistant Branch Librarian – Plainfield	March 6

DEPARTURES	POSITION	EFFECTIVE
Alayna Lackey	Assistant Branch Librarian – Wyoming/Kelloggsville	March 5
Cathy VanderMeer	Shelver – Plainfield	March 12
Mara Deckinga	Branch Librarian – Wyoming	March 14
Laura Nawrot	Assistant Branch Librarian – Plainfield	March 17
Theresa Duffy	Branch Librarian – Byron Township	April 14
Karen Dykstra	Assistant Branch Librarian – Grandville	April 30

OPEN POSITIONS	TYPE
Assistant Branch Librarian – Nelson Township/Krause Memorial	Part-time
Branch Librarian – Walker	Full-time
Administrative Assistant – Finance Dept.	Part-time
Assistant Branch Librarian – Gaines Township	Part-time
Programming Specialist – Service Center	Full-time
Custodian – Service Center	Part-time
Assistant Branch Librarian – Englehardt	Part-time
Assistant Branch Librarian – Comstock Park	Part-time
Graphic Design Intern – Service Center	Temporary
Regional Manager II In-Training - Wyoming	Temporary
Shelver – Plainfield	Part-time
Branch Librarian – Wyoming	Part-time
Assistant Branch Librarian – Plainfield	Part-time
Assistant Branch Librarian – Wyoming/Kelloggsville	Part-time

NEW HIRES	POSITION	EFFECTIVE
Duncan Watson	Collection Services Assistant – Service Center	February 27
Holly Mathews	Assistant Branch Librarian – East Grand Rapids	March 6

EMPLOYEE ANNIVERSARIES (APRIL)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Jennifer German	Krause / Nelson Twp / Spencer Twp	34 years
Sarah Yoder	East Grand Rapids	25 years
Hennie Vaandrager	Programming/Outreach	24 years
Dhanya Ravi	Information Technology	20 years
Liz Guarino-Kozlowicz	Collection Services	17 years
Theresa Duffy	Byron Township	15 years
Joyanne Huston-Swanson	Bookmobile	13 years
Kathy Pluymert	Collection Services	13 years
Ty Papke	Wyoming	11 years
Linda Ruesink	Caledonia	11 years
Ashten VanderPloeg	Kentwood	11 years
Scott Small	Cascade	9 years
Yuliya Bunker	Patron Services	8 years
Sam Hodge	Collection Development	8 years
Julie Myszak	Collection Services	8 years
Hannah Lewis	Community Engagement	7 years
Michele Justema	Walker	6 years
Keeva Filipek	Programming	4 years
Chloe Ford	Cascade	3 years
Martha Lin	Gaines Township	2 years
Annie Albury	Englehardt	1 year
Katherine Baumann	Kentwood	1 year
Rebecca Behrens	Plainfield	1 year
Krysia DeGraaf	Grandville	1 year
Mae Fletcher	Wyoming	1 year
Stephanie Groen	Wyoming	1 year
Mikki Henry	Comstock Park	1 year
Sarah Thorne	Plainfield	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	X*	X	X	X	X	X	X	X
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

Kent
District
Library



POLICY MANUAL

Section 2: Circulation 03.16.2023

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](#)

- 2.1 [Library Card Registration](#)
 - 2.1.1 [Cards for Visiting Students](#)**EDITS**
 - 2.1.2 [Institutional Cards](#)
 - 2.1.3 [Non-Resident Cards](#)
 - 2.1.4 [Student Cards](#)
 - 2.1.5 [Temporary Cards for Adults](#)**EDITS**
- 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](#)**EDITS**
- 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~~ may 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 2.16.23

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.

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 lost books will be allowed on this card. The card will be deactivated after three lost books.

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 any format may be checked out on this card, excluding Beyond Book items. 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.

Kent
District
Library



POLICY MANUAL

March 2023 Edits 3.9

KDL POLICY 3.9

LIBRARY + PERSONAL VEHICLES

LAST REVISED 4.21.22

All employees who operate company and private vehicles on KDL business*, as well as employees who are subject to perform any driving duties as assigned. ~~including current employees and new hire. Library vehicles are to be used by authorized Library staff or approved designee for Library business only.~~ Drivers must have a valid Michigan driver's license, ~~proof of insurance~~ and obey state laws while using vehicles. State Motor Vehicle Records (MVRs) ~~will be obtained by the Facilities Manager and used as the source of verifying driver history. MVRs will be obtained and updated by the State of Michigan through subscriptions services to comply with employee who will need to use the KDL owned vans and bookmobile for business purposes to comply with the recommendations from~~ KDL's insurance provider guidelines. KDL will obtain written authorization from ~~employees who drive for regular KDL business. requesting to use a company vehicle to obtain an MVR.~~ Major violations on the employee record will prohibit an employee from ~~driving on KDL business using the KDL vehicle.~~ Smoking, using e-cigarettes, vaping, or chewing tobacco is prohibited in the KDL vans and bookmobile. Use of cell phones, taking calls, making calls or texting, is prohibited ~~while the driving the KDL Van or Bookmobile vehicle is in use.~~

*KDL business is defined as driving at the direction, or for the benefit, of the employer. It does not include normal commuting to and from work or driving between branches.



BOARD OF TRUSTEES ISSUE ANALYSIS

INTRO

AGENDA ITEM FOR CONSIDERATION: Display Supports

BOARD MEETING DATES: March 16, 2023 (first reading), April 20, 2023 (second reading, if necessary)

TIMELINE: Bulk purchase to be commenced immediately upon Board approval, if approved

BUDGET LINE ITEM(S): 5979 - *Furniture/Equipment - Non - Depreciable;*

TOTAL ESTIMATED COST: \$155,510.66; this amount was approved by the Board in the 2023 budget

PURPOSE

In 2022 the Circulation Moonshot Project was approved in an effort to work towards an increase of circulation of physical materials and to create systemwide standards for how the collection looks. One component of this was implementing a new way of displaying books based on research into consumer behaviors. These behaviors include how customers browse and select materials and based on the information they responded better to items being displayed faced out. Since KDL nor the municipalities have funds to spend on brand new shelving the idea was to get book supports to help in this endeavor. Based on branch feedback 22,769 supports were needed to implement the new merchandising guidelines and the dollar amount exceeded the \$50,000 threshold so an RFP was posted.

After reviewing the two bids that were submitted the group is recommending a local company, Lynch's Metal Fabrication to manufacture the 22,769 supports needed to fully merchandise the 20 branches of the Kent District Library system.

OVERVIEW/NEEDS/BACKGROUND INFO

The way items are displayed in libraries is changing to accommodate and many libraries are being remerchandised to be more conducive to an in-branch browsing experience. The old mode of collection development was to pack in as many materials as possible, but the Calgary Library did significant research to determine that this is not conducive to circulation or discoverability. Faceouts, or books displayed with their cover rather than spine facing outwards, were discovered to have a greater chance of circulation, and made the branch look more aesthetically pleasing.

To support this direction, KDL needed to reconsider how much space per shelf needed to be devoted for face outs and obtain more displays for supporting the books so their spines would not get ruined. Currently, some branches are using wire supports and others are just propping the book upright. The wire supports do not stay in place and slide and we do not have enough of them. Not using supports puts too much strain on the book spines and reduces their shelf life.

A team worked on finding ideal shelf allocation and determined the number of supports needed per branch.

BENEFITS

Lynch Metal Fabricating is an Alto, MI based company and by supporting a local vendor, KDL is economically engaging people in the community while keeping dollars in the county. Additionally, they will be able to adjust the clip-on-shelf book supports for each branch in person whereas the California based company would have to rely on staff for measurements and shipping items back and forth for adjustments which would increase shipping costs. Lynch's Metal Fabrication will also be able to start the project before RICH, LTD and finish the project faster as well. Working with a non-local company could prove to be more costly in the long run.

These displays and supports should last 15-20 years and do come with a warranty.

DISADVANTAGES

Cost per unit increases each time a new powder coat option is added so KDL has opted for cost savings and to bulk order in one color (beige). Though it would be ideal to have them match shelving in each branch, this is not always feasible nor is it cost effective.



KDL has never worked with Lynch Metal Fabricating before, but samples that were based on the original need and the shelf dimensions were custom created and sent to the branches to ensure they were of the quality expected (see photo at left). Lynch Metal Fabricating is the higher of the two bids but is less costly than the online retailer, shipping is free and in person adjustments to the clip-on-shelf book supports will be done at each branch. The 2023 budget was approved for \$190,000 for book supports and even with the higher cost it is coming in under budget.

COST

Lynch's Metal Fabrication (Alto, MI)

ITEM	QUANTITY	LMF PRICE (P/U)	TOTAL
Metal Easels - single sided	4,877	\$7.56	\$36,870.12
Metal Easels - double sided	85	\$8.92	\$758.20
Metal Clip Ons	17,807	\$6.62	\$117,882.34
Shipping			\$0
Total			\$155,510.66

RICH, LTD. (Oceanside, CA)

ITEM	QUANTITY	LMF PRICE (P/U)	TOTAL
Metal Easels - single sided	4,877	\$5.95	\$29,018.15
Metal Easels - double sided	85	\$8.40	\$714.00
Metal Clip Ons	17,807	\$5.75	\$102,390.25

Shipping			\$12,500.00
Total			\$144,622.40

Price Comparison from online vendor (Demco):

ITEM	QUANTITY	DEMCO PRICE (P/U)	TOTAL
Acrylic Easels – single sided	4,877	\$13.60	\$66,331.25
Acrylic Easels – double sided	85	\$15.41	\$1,309.48
Metal Clip Ons	17,807	\$9.23	\$164,358.61
Total			\$231,999.34 + shipping

RECOMMENDATION

Based on the provided information, KDL recommends that Lynch Metal Fabricating be permitted to fabricate a bulk order of book easels and clip on shelf book supports for all 20 branches in the amount of **\$155,510.66**.

Document History:

1. First Draft – Missy Lancaster, Jaci Cooper, Jennifer DeVault
2. Revision – Emily Whalen, Kim Lindsay
3. Final Draft – Lance Werner, Jaci Cooper