

Kent
District
Library



BOARD OF TRUSTEES

PACKET



December 2023

DRAFT



BOARD OF TRUSTEES

Meeting Agenda

LOCATION

KDL Service and Meeting Center, 814 West River Center DR NE, MI 49321

DATE & TIME

Thursday, December 21, 2023, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: November 16, 2023

4. FINANCE REPORTS – November 2023*

5. DIRECTOR’S REPORT – November 2023

6. NEW BUSINESS

- A. 2024 KDL Board of Trustees Schedule Revision*
- B. KDL Bylaws Review
- C. Issue Analysis: Renewal of IP Consulting Colocation*
- D. 2024 Election of Officers*
- E. 2024 Trustee Board Assignments*

7. LIAISON REPRESENTATIVE COMMENTS

8. PUBLIC COMMENTS**

9. MEETING DATES

Next Regular Meeting + Budget Review: Thursday, January 18, 2024, at 4:30 PM – Service + Meeting Center, 814 West River Center Dr NE Comstock Park, Michigan 49321

10. CLOSED SESSION – Executive Director’s Performance Evaluation*

Roll Call Vote

11. EXECUTIVE DIRECTOR’S ANNUAL PERFORMANCE EVALUATION

12. ADJOURNMENT*

* Requires Action

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



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

Kent District Library Service + Meeting Center, 814 West River Center Drive NE, Comstock Park, MI

DATE + TIME

Thursday, November 16, 2023, at 7:00 PM.

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

BOARD ABSENT: None

STAFF PRESENT: Jaci Cooper, Jennifer DeVault, Randy Goble, Kim Lindsay, Brian Mortimore, Elvia Myers and Lance Werner

GUESTS PRESENT: Dee Jones

1. CALL TO ORDER

Chair Erlewein called the meeting to order at 7:00 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Budget Work Session Minutes: October 12, 2023
- C. Approval of Minutes: October 26, 2023
- D. Lakeland Library Cooperative: October 12, 2023
- E. Request for late closure at the Amy Van Andel Library on Friday, December 1, 2023, in order to accommodate the Tinsel, Treats and Trolleys event in Ada.
- F. Emergent Request for late opening at the Walker Branch on November 17, 2023, due to Building Maintenance.

Motion: Ms. Gilreath - Watts moved to approve the consent agenda as presented.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

4. PUBLIC HEARING – 2024 Budget*

Motion: Ms. Bruursema moved to open discussion for the public hearing at 7:03 PM.

Support: Supported by Ms. Gilreath-Watts.

Bruursema- Yes

Chrenka – Yes

Dykhuis – Yes

Erlewein - Yes

Gilreath-Watts – Yes

Lintemuth – Yes

Moyer Hotz – Yes

Weller – Yes

RESULT: Motion Carried 8-0.

There were no public comments.

Motion: Mr. Dykhuis moved to close the public hearing and reconvene the regular Board Meeting at 7:05 PM.

Support: Supported by Ms. Weller.

5. FINANCE REPORTS – October 2023*

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

- The cash balance is \$15.2M as opposed to \$15.9M the previous year.
- Revenues are more than \$2.9M as compared to 2022. These additional expenditures were anticipated, with the largest contributor being a \$1.5M pension contribution.
- The budget as amended in August projected a \$5.6M use of fund balance. In the November Board packet there is a final 2023 budget amendment that reduces that anticipated use of fund balance by \$3.5M. This final amendment attempts to project the 2023 financial results as close to the actual numbers as possible in light of the reduced property tax millage rate as reflected in the 2024 budget. It also reflects an anticipated additional revenue of approximately \$372K from investment earnings and other contributions, offset by reduced revenue from E-Rate reimbursements.
- The expenditure budget amendment reflects an overall \$3.1M reduction in spending.
- Disbursements over \$50K for the month of October are as follows:
 - Priority Health - \$149,608.91 - employee health and dental benefits
 - Lynch's Metal Fabrication - \$79,995.10 - system-wide book stands
 - Ingram Library Services - \$69,235.34 - collection materials
 - IP Consulting - \$60,481.24 - monthly colocation costs

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

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

6. DIRECTOR'S REPORT – October 2023

- Executive Director Lance Werner offered his kudos to KDL's Human Resources department, which was featured in the October board packet, for the wonderful work they did throughout 2023.
- On November 7, the KDL millage passed by 76.9%, a happy indication that the library is a welcome pillar of the community.
- Werner is pleased to announce that he received the Urban Library Council's Advocacy Award for 2023. Additionally, KDL was awarded Library Journal's Jerry Kline Community Impact Prize.

7. NEW BUSINESS

A. Executive Director's Evaluation: Request for December Closed Session *

Motion: Ms. Moyer Hotz moved to have a closed session at the Board of Trustees meeting on December 21, 2023, for the Executive Director's Evaluation.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

B. KDL Bylaws Review

KDL Board of Trustees Chair Andy Erlewein presented the KDL Bylaws to the Board of Trustees. The Board requested that edits be made; therefore, Chair Erlewein will email the requested language to KDL's attorney for edits.

C. Resolution: 2023 Jerry Kline Community Impact Prize

The Board asked that messaging around the use of funds from this award be presented as clearly as possible for municipalities that have a capital investment in the library.

Motion: Ms. Bruursema moved to approve the 2023 Jerry Kline Community Impact Prize as presented.

Support: Supported by Ms. Lintemuth.

Bruursema - Yes

Chrenka - Yes

Dykhuys - Yes

Erlewein - Yes

Gilreath-Watts - Yes

Lintemuth - Yes

Moyer Hotz - Yes

Weller - Yes

RESULT: Motion carried 8-0.

D. Resolution: Creation of the KDL Community Scholarship Fund*

Director of Projects and Planning Jaci Cooper presented criteria for the scholarship.

Motion: Ms. Moyer Hotz moved to approve the proposal of the Creation Community Scholarship Fund as presented.

Support: Supported by Ms. Dykhuis.

Bruursema - Yes

Chrenka - Yes

Dykhuys - Yes

Erlewein - Yes

Gilreath-Watts - Yes

Lintemuth - Yes

Moyer Hotz - Yes

Weller - Yes

RESULT: Motion carried 8-0.

E. Resolution: Heath Insurance Funding*

Director of Human Resources and Organizational Development Brian Mortimore presented further information regarding the **Resolution: Heath Insurance Funding**.

Motion: Ms. Dykhuis moved to approve the Heath Insurance Funding as presented.

Support: Supported by Ms. Bruursema.

Bruursema - Yes

Chrenka - Yes

Dykhuys - Yes

Erlewein - Yes

Gilreath-Watts - Yes

Lintemuth - Yes

Moyer Hotz - Yes

Weller - Yes

RESULT: Motion carried 8-0.

F. Resolution: Second 2023 Budget Amendment*

Acting Director of Finance Kim Lindsay discussed the budget as amended.

Motion: Ms. Weller moved to approve the Second 2023 Budget Amendment as presented.

Support: Supported by Ms. Moyer Hotz.

Bruursema - Yes

Chrenka - Yes

Dykhuys - Yes

Erlewein - Yes

Gilreath-Watts - Yes

Lintemuth - Yes

Moyer Hotz - Yes

Weller - Yes

RESULT: Motion carried 8-0.

G. Resolution: Approval of the 2024 Budget*

Acting Director of Finance Kim Lindsay discussed the 2024 Budget.

Motion: Ms. Dykhuis moved to approve the Approval of the 2024 Budget as presented.

Support: Supported by Ms. Moyer Hotz.

Bruursema – Yes

Chrenka - Yes

Dykhuis - Yes

Erlewein - Yes

Gilreath-Watts - Yes

Lintemuth – Yes

Moyer Hotz – Yes

Weller – Yes

RESULT: Motion carried 8-0.

8. LIAISON REPRESENTATIVE COMMENTS – None.

9. PUBLIC COMMENTS** –

- Dee Jones, the founder and CEO of JumpC3, shared that they are excited about KDL's development of an eSports team and are looking forward to assisting with the KDL eSports infrastructure.
- KDL Yes Committee Treasurer Shirley Bruursema expressed her gratitude to everyone who supported the KDL Yes Committee throughout the 2023 millage campaign.

10. MEETING DATES

Regular Meeting + Executive Director Evaluation: Thursday, December 21, 2023 – Kent District Library Service + Meeting Center at 4:30 PM.

11. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 8:32 PM.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

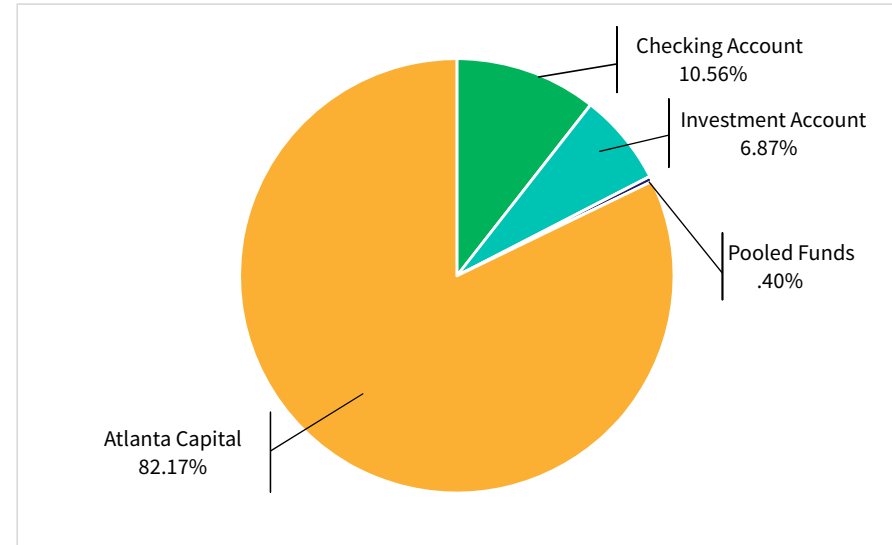
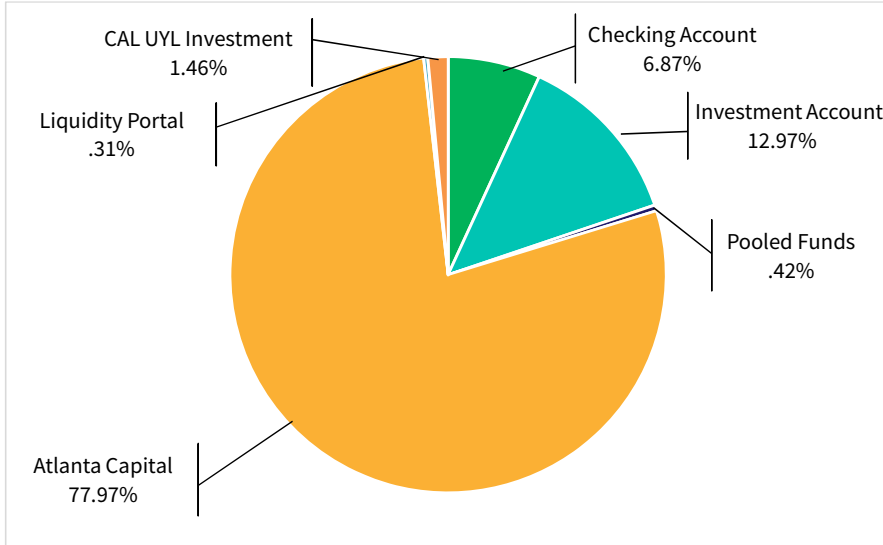
ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Lance Werner, KDL Executive Director



Monthly Cash Position Per Bank Month ended November 30



2023		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$940,973.39
Huntington Investment Account	3.298%	\$1,776,748.77
*Kent County Pooled Funds	3.608%	\$57,684.86
Atlanta Capital Investments		\$10,683,232.00
Huntington Liquidity Portal		\$41,993.75
Caledonia UYL Investment		\$201,881.81
		<u>\$13,500,632.77</u>

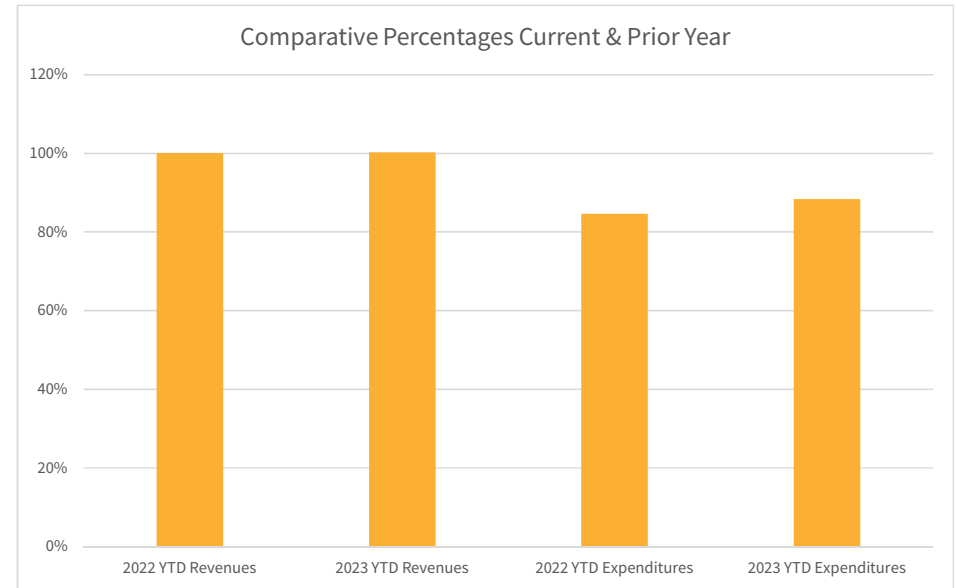
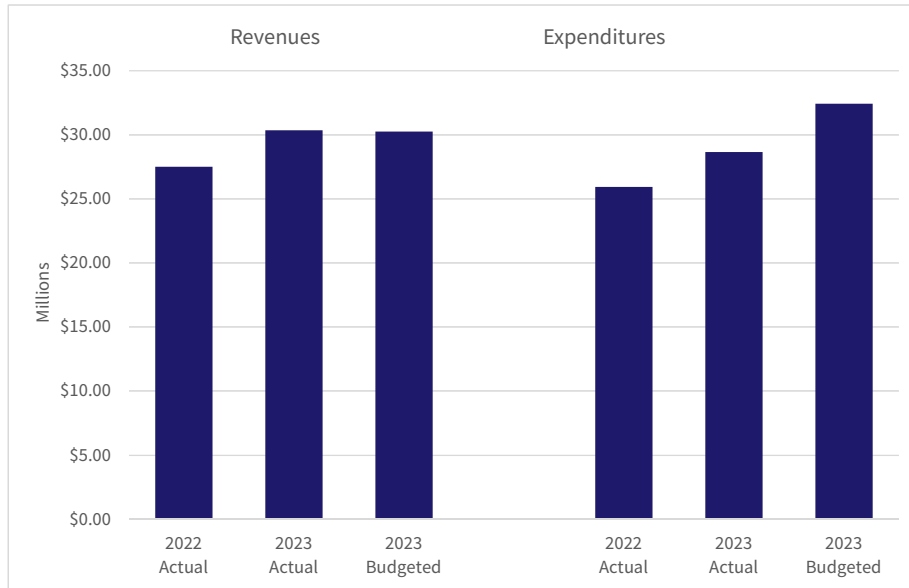
2022		
Account	Rate	Amount
Huntington Checking Account	0.100%	\$1,478,055.43
Huntington Investment Account	1.004%	\$961,797.28
*Kent County Pooled Funds	1.834%	\$56,194.74
Atlanta Capital Investments		<u>\$11,502,564.00</u>
		<u>\$13,998,611.45</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended November 30



Budget to Actual with Prior Year Comparison		
Revenues		
2022 Actual	\$	27,506,169
2023 Actual	\$	30,353,290
2023 Budgeted	\$	30,274,625
Expenditures		
2022 Actual	\$	25,946,833
2023 Actual	\$	28,678,060
2023 Budgeted	\$	32,447,254

Comparative Percentages Current & Prior Year	
Account	Amount
2022 YTD Revenues	100.2%
2023 YTD Revenues	100.3%
2022 YTD Expenditures	84.7%
2023 YTD Expenditures	88.4%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2023 Through 11/30/2023
(In Whole Numbers)

	YTD Actual	2023 Amended Budget	2023 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	26,519,827	26,507,100	12,727	0 %
Penal Fines	631,390	631,000	390	0 %
Charges for Services	35,015	36,100	(1,085)	(3)%
Interest Income	735,065	644,500	90,565	14 %
Public Donations	518,705	530,000	(11,295)	(2)%
Other Revenue	782,749	795,575	(12,826)	(2)%
State Sources	1,130,538	1,130,350	188	0 %
Total Revenues	30,353,290	30,274,625	78,665	0 %
Expenditures				
Salaries and Wages	12,066,388	13,823,400	1,757,012	13 %
Employee Benefits	4,934,059	5,407,999	473,939	9 %
Collections - Digital	2,675,416	2,675,417	1	0 %
Collections - Physical	1,744,555	2,009,620	265,065	13 %
Supplies	567,661	682,139	114,478	17 %
Contractual and Professional Services	2,178,369	2,430,152	251,783	10 %
Programming and Outreach	312,357	383,570	71,213	19 %
Maintenance and Utilities	2,532,984	2,946,021	413,037	14 %
Staff Development	224,746	244,015	19,269	8 %
Board Development	15,950	17,000	1,050	6 %
Other Expenditures	391,658	456,067	64,409	14 %
Capital Outlay	1,033,915	1,371,854	337,939	25 %
Total Expenditures	28,678,060	32,447,254	3,769,195	12 %
Excess Revenue Over (Under) Expenditures	1,675,230	(2,172,629)	3,847,859	(177)%

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 11/1/2023 Through 11/30/2023
(In Whole Numbers)

	YTD Actual	2023 Amended Budget	2023 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Public Donations	100	0	100	0 %
Total Revenues	100	0	100	0 %
Excess Revenue Over (Under)	100	0	100	0 %
Expenditures				

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2023 Through 11/30/2023
(In Whole Numbers)

	YTD Ending November 30, 2022	YTD Ending November 30, 2023	Total Variance
Revenues			
Property Taxes	25,012,860	26,519,827	1,506,966
Penal Fines	631,033	631,390	358
Charges for Services	40,859	35,015	(5,844)
Interest Income	(378,506)	735,065	1,113,572
Public Donations	312,861	518,705	205,844
Other Revenue	814,890	782,749	(32,140)
State Sources	1,072,173	1,130,538	58,365
Total Revenues	27,506,169	30,353,290	2,847,121
Expenditures			
Salaries and Wages	11,958,675	12,066,388	107,713
Employee Benefits	3,047,132	4,934,059	1,886,927
Collections - Digital	2,364,092	2,675,416	311,325
Collections - Physical	2,070,221	1,744,555	(325,666)
Supplies	525,730	567,661	41,931
Contractual and Professional Services	1,802,030	2,178,369	376,339
Programming and Outreach	311,008	312,357	1,349
Maintenance and Utilities	2,433,836	2,532,984	99,147
Staff Development	228,620	224,746	(3,875)
Board Development	13,816	15,950	2,134
Other Expenditures	363,171	391,658	28,487
Capital Outlay	828,501	1,033,915	205,415
Total Expenditures	25,946,833	28,678,060	2,731,226
Excess Revenue Over (Under) Expenditures	1,559,336	1,675,230	115,895

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 11/1/2023 Through 11/30/2023
(In Whole Numbers)

	YTD Ending November 30, 2022	YTD Ending November 30, 2023	Total Variance
Revenues			
Public Donations	0	100	100
Total Revenues	0	100	100
Excess Revenue Over (Under) Expenditures	0	100	100

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2023 Through 11/30/2023
(In Whole Numbers)

	Current Month	2023 YTD	2023 Amended Budget	2023 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	2,674	26,224,310	26,221,000	3,310	0 %
4412 Delinquent personal property taxes	239	48,601	48,300	301	1 %
4432 DNR - PILT	9,011	40,474	31,400	9,074	29 %
4437 Industrial facilities taxes	0	206,442	206,400	42	0 %
Total Property Taxes	11,924	26,519,827	26,507,100	12,727	0 %
Penal Fines					
4581 Penal fines	0	631,390	631,000	390	0 %
Total Penal Fines	0	631,390	631,000	390	0 %
Charges for Services					
4660 Other Patron Fees	15	1,080	1,100	(20)	(2)%
4685 Materials replacement charges	2,468	33,935	35,000	(1,065)	(3)%
Total Charges for Services	2,483	35,015	36,100	(1,085)	(3)%
Interest Income					
4662 Interest Earned on Uyl Investment	872	1,882	2,600	(718)	(28)%
4664 Interest Earned on Restricted Investments	171	1,318	1,900	(582)	(31)%
4665 Interest earned on deposits and investments	141,012	718,065	627,000	91,065	15 %
4666 Interest Earned - Property Taxes	232	13,801	13,000	801	6 %
Total Interest Income	142,286	735,065	644,500	90,565	14 %
Public Donations					
4673 Restricted donations	12,634	483,313	495,000	(11,687)	(2)%
4674 Unrestricted donations	4,824	35,392	35,000	392	1 %
Total Public Donations	17,458	518,705	530,000	(11,295)	(2)%
Other Revenue					
4502 Universal Service Fund - eRate	0	613,946	633,500	(19,554)	(3)%
4651 Admission/Entry fees	604	1,421	800	621	78 %
4668 Royalties	128	3,004	2,800	204	7 %
4672 Local grants	0	(2,250)	(2,250)	0	0 %
4686 Sale of Equipment	6,105	7,076	1,100	5,976	543 %
4688 Miscellaneous	142	1,627	1,700	(73)	(4)%
4695 Health Insurance Plan Experience Rebate	0	157,925	157,925	0	0 %
Total Other Revenue	6,979	782,749	795,575	(12,826)	(2)%
State Sources					
4540 State Aid	0	445,374	445,350	24	0 %
4541 State aid - LBPH/TBBC	0	41,073	41,000	73	0 %
4548 Renaissance Zone reimbursement	0	72,086	72,000	86	0 %
4549 Personal Property tax reimbursement	0	572,004	572,000	4	0 %
Total State Sources	0	1,130,538	1,130,350	188	0 %
Total Revenues	181,130	30,353,290	30,274,625	78,665	0 %
Expenditures					
Salaries and Wages					
5700 Board Stipend	270	3,090	3,400	310	9 %
5706 Extra duty stipends	300	4,250	5,000	750	15 %
5713 Salary & Wages	1,041,622	12,059,048	13,815,000	1,755,952	13 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2023 Through 11/30/2023
(In Whole Numbers)

	Current Month	2023 YTD	2023 Amended Budget	2023 Amended Budget to Actual Variance	Percent Remaining
Total Salaries and Wages	<u>1,042,192</u>	<u>12,066,388</u>	<u>13,823,400</u>	<u>1,757,012</u>	<u>13 %</u>
Employee Benefits					
5709 FICA	75,490	886,059	1,040,000	153,941	15 %
5716 Defined Benefit Pension Plan Expenditures	0	1,500,000	1,500,000	(0)	(0)%
5717 Defined Contribution Pension Plan Contributions	46,682	533,374	608,000	74,625	12 %
5718 Employee Health Benefits	130,345	1,578,649	1,810,000	231,351	13 %
5720 HSA/Flex	533	369,805	370,000	195	0 %
5730 Other Employee Benefits	<u>4,275</u>	<u>66,173</u>	<u>80,000</u>	<u>13,827</u>	<u>17 %</u>
Total Employee Benefits	257,325	4,934,059	5,407,999	473,939	9 %
Collections - Digital					
5785 Cloud Library/OverDrive	270,000	1,690,000	1,690,000	0	0 %
5786 Hoopla	106,000	609,000	609,000	0	0 %
5787 Digital Collection	0	144,861	144,861	0	0 %
5788 Miscellaneous Electronic Access	<u>0</u>	<u>231,556</u>	<u>231,556</u>	<u>0</u>	<u>0 %</u>
Total Collections - Digital	376,000	2,675,416	2,675,417	1	0 %
Collections - Physical					
5791 Subscriptions	0	74,165	97,570	23,405	24 %
5815 KDL Cruisers	0	12,316	12,500	184	1 %
5871 Branch Local Materials - Restricted Donation Expenditures	0	2,784	0	(2,784)	0 %
5982 Collection Materials - Depreciable	128,022	1,307,523	1,474,300	166,777	11 %
5983 CD/DVD Collection Materials - Non-Depreciable	47,946	326,326	402,250	75,925	19 %
5984 Beyond Books Collection - Non-Depreciable	6,715	21,441	23,000	1,559	7 %
Total Collections - Physical	<u>182,683</u>	<u>1,744,555</u>	<u>2,009,620</u>	<u>265,065</u>	<u>13 %</u>
Supplies					
5750 Collection Processing & AV Supplies	9,442	127,896	122,820	(5,076)	(4)%
5751 Supplies	9,178	109,456	144,677	35,221	24 %
5760 Technology & Accessories <\$1000	1,377	37,175	40,319	3,144	8 %
5764 KDL Staff Event, Supplies & Awards	2,112	26,114	35,000	8,886	25 %
5768 Promotions Supplies	0	8,819	17,000	8,181	48 %
5770 Other Awards/Prizes	7,820	123,248	150,284	27,036	18 %
5790 Books (not for circulation)	(835)	29,684	35,000	5,316	15 %
5851 Mail/Postage	208	9,227	15,039	5,812	39 %
5900 Copier/Printer Usage Charges	<u>11,313</u>	<u>96,041</u>	<u>122,000</u>	<u>25,959</u>	<u>21 %</u>
Total Supplies	40,614	567,661	682,139	114,478	17 %
Contractual and Professional Services					
5792 Software	19,851	518,920	530,767	11,847	2 %
5801 Professional & Other Contracted Services	121,487	749,962	879,000	129,038	15 %
5813 Delivery Services	3,500	148,088	180,000	31,912	18 %
5814 Security Services	1,648	20,442	25,000	4,558	18 %
5817 Lakeland Library Co-op services	0	6,445	6,445	(0)	(0)%
5827 Catering	140	30,575	36,000	5,425	15 %
5873 Website	0	166,632	173,000	6,368	4 %
5875 Advertising	15,501	149,254	164,940	15,686	10 %
5890 ILS Fees	0	146,087	153,000	6,913	5 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2023 Through 11/30/2023
(In Whole Numbers)

	Current Month	2023 YTD	2023 Amended Budget	2023 Amended Budget to Actual Variance	Percent Remaining
5891 Licenses and Fees	13,746	152,143	164,000	11,857	7 %
5901 Outsourced Printing & Publishing	23,293	89,821	118,000	28,179	24 %
Total Contractual and Professional Services	199,166	2,178,369	2,430,152	251,783	10 %
Programming and Outreach					
5795 Programming & Outreach Supplies	18,189	112,232	128,099	15,867	12 %
5885 Speakers/Performers	3,037	182,779	224,956	42,177	19 %
5906 Community Outreach	49	17,346	30,515	13,169	43 %
Total Programming and Outreach	21,275	312,357	383,570	71,213	19 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	0	596,032	717,000	120,968	17 %
5822 Maintenance Contracts	780	7,322	13,098	5,776	44 %
5848 Mobile Hotspots	113	393,686	515,000	121,314	24 %
5849 Cell Phones/ Stipends	1,680	22,993	31,000	8,007	26 %
5850 Telephones	2,585	39,458	43,000	3,542	8 %
5852 Internet/Telecomm Services	15,593	427,530	450,000	22,470	5 %
5919 Waste Disposal	507	5,294	8,000	2,706	34 %
5920 Utilities	4,400	54,291	76,000	21,709	29 %
5925 Lawn care & Snowplowing	617	22,783	40,000	17,217	43 %
5928 Branch Maintenance Fees	0	566,102	566,102	0	0 %
5930 Repairs & Maintenance	4,313	64,968	101,781	36,813	36 %
5933 Software & IT Hardware Maintenance Agreements	0	102,059	145,000	42,941	30 %
5940 Rentals & Leases	5,027	230,465	240,040	9,575	4 %
Total Maintenance and Utilities	35,615	2,532,984	2,946,021	413,037	14 %
Staff Development					
5910 Staff Development & Conferences	22,023	224,746	244,015	19,269	8 %
Total Staff Development	22,023	224,746	244,015	19,269	8 %
Board Development					
5908 Board Development	0	15,950	17,000	1,050	6 %
Total Board Development	0	15,950	17,000	1,050	6 %
Other Expenditures					
5759 Gas, Oil, Grease	522	4,316	6,000	1,684	28 %
5860 Parking	494	1,754	2,048	294	14 %
5861 Mileage Reimbursement	5,691	48,752	55,445	6,693	12 %
5870 Branch Local Misc - Restricted Donation Expenditures	5,985	148,538	182,585	34,047	19 %
5907 Sponsorships/Donations	0	3,482	14,000	10,518	75 %
5935 Insurance	0	112,482	113,000	518	0 %
5939 Workers Compensation Insurance	0	37,541	38,000	459	1 %
5955 Miscellaneous	387	7,600	10,989	3,389	31 %
5959 Sales Taxes	(36)	(110)	0	110	0 %
5964 Property Tax Reimbursement	2,762	25,119	30,000	4,881	16 %
5965 MEL Return Items	128	2,186	4,000	1,814	45 %
Total Other Expenditures	15,932	391,658	456,067	64,409	14 %
Capital Outlay					
5974 Land Improvements - Depreciable	0	0	20,000	20,000	100 %
5976 Building Improvements - Depreciable	0	0	37,000	37,000	100 %
5977 Technology - Non-Depreciable (\$1000-4999)	0	94,394	200,000	105,606	53 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2023 Through 11/30/2023
(In Whole Numbers)

		Current Month	2023 YTD	2023 Amended Budget	2023 Amended Budget to Actual Variance	Percent Remaining
5978	Technology - Depreciable (5,000+)	710	224,426	300,000	75,574	25 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	26,531	262,328	314,854	52,526	17 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	452,768	500,000	47,232	9 %
	Total Capital Outlay	<u>27,241</u>	<u>1,033,915</u>	<u>1,371,854</u>	<u>337,939</u>	<u>25 %</u>
	Total Expenditures	<u>2,220,067</u>	<u>28,678,060</u>	<u>32,447,254</u>	<u>3,769,195</u>	<u>12 %</u>
	Excess Revenue Over (Under) Expenditures	<u>(2,038,937)</u>	<u>1,675,230</u>	<u>(2,172,629)</u>	<u>3,847,859</u>	<u>(177)%</u>

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 11/1/2023 Through 11/30/2023
(In Whole Numbers)

	Current Month	2023 YTD	2023 Amended Budget	2023 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Public Donations					
4673 Restricted donations	100	100	0	100	0 %
Total Public Donations	100	100	0	100	0 %
Total Revenues	100	100	0	100	0 %
Excess Revenue Over (Under) Expenditures	100	100	0	100	0 %

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2023 Through 11/30/2023

Check Number	Vendor Name	Check Amount	Check Date
2023-1528	Overdrive, Inc	270,000.00	11/28/2023
87295	BiblioCommons Corp.	159,507.76	11/28/2023
AP-232910000372	Priority Health	151,947.89	11/2/2023
2023-1494	Midwest Tape LLC	123,576.09	11/15/2023
87308	Kent County Clerk, Elections Department	91,379.40	11/28/2023
2023-1486	Ingram Library Services Llc	86,788.13	11/15/2023
2023-1513	Ebsco Information Services	62,687.16	11/28/2023
2023-1416	Ingram Library Services Llc	57,043.16	11/1/2023
87244	Troost Service Company	25,000.00	11/1/2023
2023-1447	Holland Litho Printing Services	22,952.02	11/15/2023
2023-1438	Business Management Systems, Inc.	21,638.00	11/15/2023
2023-1429	Value Line Publishing Llc	21,000.00	11/1/2023
2023-1523	Ingram Library Services Llc	19,564.71	11/28/2023
87257	Comerica Bank	14,276.45	11/15/2023
2023-1445	Everstream Holding LLC- Michigan	13,609.28	11/15/2023
87318	Rehmann Robson LLC	13,000.00	11/28/2023
87283	TMC Furniture, Inc.	11,909.60	11/15/2023
87275	Michigan Office Solutions (MOS)	11,534.18	11/15/2023
87233	Michigan Office Solutions (MOS)	11,527.22	11/1/2023
2023-1436	Baker & Taylor	11,276.12	11/15/2023
AP-232880001009	Priority Health	9,391.74	11/1/2023
2023-1423	Midwest Tape LLC	9,386.67	11/1/2023
2023-1384	Baker & Taylor	9,026.55	11/1/2023
2023-1511	Comerica Bank	7,192.63	11/28/2023
87320	Sabopr	7,173.00	11/28/2023
AP-04921037	Paycor, Inc.	7,012.70	11/7/2023
2023-1530	RNL Graphics Solutions, LLC	6,985.16	11/28/2023
2023-1500	Thomas Klise/Crimson Multimedia	5,780.00	11/15/2023
2023-1431	Adtegrity / Media Place Partners	5,332.86	11/15/2023
2023-1525	Kellogg & Sovereign Consulting / Sigma Technology Fund LLC	4,926.58	11/28/2023
2023-1533	Thomas Klise/Crimson Multimedia	4,750.00	11/28/2023
87282	The Library Store, Inc.	4,286.47	11/15/2023
87243	Tammy Johnson	4,200.00	11/1/2023
2023-1428	Thomas Klise/Crimson Multimedia	4,095.00	11/1/2023
87208	Atlanta Capital Management Co, LLC	4,048.00	11/1/2023
87266	Governmental Consultant Services Inc.	4,000.00	11/15/2023
2023-1501	UAW Local 2600	3,940.71	11/15/2023
2023-1507	Baker & Taylor	3,823.50	11/28/2023
2023-1502	Xerox Financial Services LLC	3,719.86	11/15/2023
87252	Brodart	3,656.84	11/15/2023
2023-1417	Kalamazoo Sanitary Supply / KSS Enterprises	3,598.54	11/1/2023
AP-Nov 2023	PLIC - SBD Grand Island	3,576.44	11/1/2023
2023-1425	Same Day Delivery, Inc	3,500.00	11/1/2023
2023-1498	Same Day Delivery, Inc	3,500.00	11/15/2023
87225	J.Appleseed/Creative Library Sales	3,348.20	11/1/2023
87251	BrightBenefits	3,341.96	11/15/2023
AP-207147287790	Consumers Energy	3,111.11	11/3/2023
87304	Jim Gill, Inc.	3,000.00	11/28/2023
87300	Playaway Products LLC	2,912.24	11/28/2023
87284	Ebiz Technology LLC / Traction Consulting Group	2,827.00	11/15/2023
2023-1442	Criteria Corp.	2,800.00	11/15/2023

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2023 Through 11/30/2023

Check Number	Vendor Name	Check Amount	Check Date
87213	Clock Mobility	2,782.00	11/1/2023
87272	Kent County Treasurer-Mi Tax Tribunal Refunds	2,761.75	11/15/2023
2023-1387	Central Michigan Paper	2,760.00	11/1/2023
AP-31010	TelNet Worldwide, Inc.	2,584.78	11/24/2023
2023-1430	Abila / Community Brands Holdco, LLC	2,306.45	11/15/2023
2023-1390	Holland Litho Printing Services	2,156.16	11/1/2023
87271	HighPoint Electric, Inc.	2,058.95	11/15/2023
2023-1535	UAW Local 2600	2,052.26	11/28/2023
87326	Thought Design LLC	2,000.00	11/28/2023
87314	NNAC, LLC	2,000.00	11/28/2023
87238	Plainfield Charter Township	1,958.31	11/1/2023
2023-1504	AMAZON CAPITAL SERVICES, INC	1,780.45	11/28/2023
AP-620288	123.Net, Inc	1,724.00	11/10/2023
2023-1419	Lindenmeyr Munroe	1,709.88	11/1/2023
2023-1488	Pre-Paid Legal Services, Inc.	1,658.95	11/15/2023
87259	Demco, Inc	1,644.79	11/15/2023
2023-1487	Kalamazoo Sanitary Supply / KSS Enterprises	1,639.60	11/15/2023
87231	Lakeland Library Cooperative	1,626.50	11/1/2023
87287	Unique	1,611.99	11/15/2023
2023-1441	Crain Communications Inc	1,575.00	11/15/2023
2023-1437	Blackstone Audio Inc	1,480.88	11/15/2023
2023-1503	Advanced Benefit Solutions, Inc / 44 North	1,462.00	11/28/2023
2023-1439	Central Michigan Paper	1,380.00	11/15/2023
2023-1510	Central Michigan Paper	1,380.00	11/28/2023
2023-1495	Penworthy Co.	1,352.16	11/15/2023
87229	Jonathan Rinehart	1,350.00	11/1/2023
87285	Troost Service Company	1,340.60	11/15/2023
AP-201453115619	Consumers Energy	1,169.22	11/8/2023
87301	Foster, Swift, Collins & Smith, P.C.	1,151.50	11/28/2023
87311	Lynch's Metal Fabrication	1,140.00	11/28/2023
87246	Uline Shipping Supply Specialists	1,128.55	11/1/2023
87209	Brodart	1,088.45	11/1/2023
2023-1508	Blackstone Audio Inc	1,064.08	11/28/2023
2023-1515	Cengage Learning	1,005.32	11/28/2023
2023-1381	Autumn Shattuck / Fig & Table	1,000.00	11/1/2023
2023-1497	RNL Graphics Solutions, LLC	983.66	11/15/2023
87262	Playaway Products LLC	938.53	11/15/2023
87261	Feeding America West Michigan	938.00	11/15/2023
2023-1440	Cloud 616 LLC	850.00	11/15/2023
2023-1443	DK Security	824.00	11/15/2023
2023-1512	DK Security	824.00	11/28/2023
87276	Pam Spring Advertising, Llc	807.00	11/15/2023
AP-Final 12123	Doyle Operations, Inc. / Distinctive Catering	750.05	11/28/2023
2023-1446	Cengage Learning	742.20	11/15/2023
AP-0005271474	Delta Dental Of Michigan	703.15	11/13/2023
2023-1499	Shannon McCurdy	700.00	11/15/2023
87327	Troost Service Company	675.00	11/28/2023
87242	State Of Michigan	670.00	11/1/2023
87211	Center Point Publishing	648.99	11/1/2023
87288	Vertigo Music	647.52	11/15/2023
87292	Absopure Water Company	637.90	11/28/2023
2023-1389	Cengage Learning	626.22	11/1/2023
87248	All Season Lawn Care	616.50	11/15/2023

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2023 Through 11/30/2023

Check Number	Vendor Name	Check Amount	Check Date
87329	West Bend Mutual Insurance Company	602.00	11/28/2023
87303	Haley Storm Kopitsch	600.00	11/28/2023
87321	Servpro	544.48	11/28/2023
87254	Center Point Publishing	523.14	11/15/2023
87324	The Library Store, Inc.	521.50	11/28/2023
AP-2766150	Arrowaste	507.22	11/16/2023
2023-1514	Ericka Thompson	500.00	11/28/2023
87290	Wayne Thomas	500.00	11/15/2023
87280	State of Michigan Arts and Culture Council	456.00	11/15/2023
87299	Disability Advocates of Kent County	450.00	11/28/2023
87286	Uline Shipping Supply Specialists	422.00	11/15/2023
2023-1388	DK Security	412.00	11/1/2023
87219	Erik Samuelsson	400.00	11/1/2023
87319	Robert Leonard	400.00	11/28/2023
87278	Seaman'S Mechanical	391.89	11/15/2023
87247	Vander Mill, LLC	375.00	11/1/2023
87274	Matthew Eickhoff / Here's your host LLC	375.00	11/15/2023
87307	Katy Held / Learning from the Heart LLC	375.00	11/28/2023
87236	Patricia Visner	360.00	11/1/2023
2023-1379	AMAZON CAPITAL SERVICES, INC	339.02	11/1/2023
2023-1526	Midwest Tape LLC	335.29	11/28/2023
87313	Mlive Media Group	301.98	11/28/2023
2023-1418	Kyle Strong	275.00	11/1/2023
87218	Educational Development Corporation	269.76	11/1/2023
87297	Deaf & Hard of Hearing Services	262.05	11/28/2023
87215	Deaf & Hard of Hearing Services	255.63	11/1/2023
87241	Showcases	251.64	11/1/2023
87203	American Library Association	247.00	11/1/2023
87245	Tsai Fong Books, Inc.	241.27	11/1/2023
87258	Deaf & Hard of Hearing Services	225.63	11/15/2023
2023-1524	IP Consulting, Inc.	209.00	11/28/2023
2023-1385	Blackstone Audio Inc	208.33	11/1/2023
87220	Playaway Products LLC	205.16	11/1/2023
87214	Complete Fleet Corporation / Complete Fleet & Auto	203.00	11/1/2023
87273	Mapers	200.00	11/15/2023
2023-1496	Performance Assessment Network	200.00	11/15/2023
87239	Sharon Carlson	200.00	11/1/2023
87296	Caledonia Women's Club	198.00	11/28/2023
87268	Buie Costello & Co.	190.00	11/15/2023
87315	Northview Public Schools	175.00	11/28/2023
AP-Deposit 1223	Doyle Operations, Inc. / Distinctive Catering	175.00	11/7/2023
87232	Lance Werner	172.50	11/1/2023
87294	Aqua Blue Aquarium Solutions	170.00	11/28/2023
87293	Advanced Ecosystems / FishGuy	150.00	11/28/2023
2023-1529	Performance Assessment Network	150.00	11/28/2023
87234	Mlive Media Group	149.04	11/1/2023
AP-2911282-1123	Comcast Cable	132.72	11/9/2023
87316	PA Turnpike Toll By Plate	127.80	11/28/2023
AP-0021585-1123	Comcast Cable	126.90	11/27/2023
87309	Kiwanis Club Of Caledonia	125.00	11/28/2023
AP-2036757-1023	Dte Energy	120.04	11/3/2023
2023-1444	Everlasting Green Plantscape LLC	120.00	11/15/2023

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2023 Through 11/30/2023

Check Number	Vendor Name	Check Amount	Check Date
2023-1380	Andrew Erlewein	110.57	11/1/2023
87289	Walgreen Co	108.00	11/15/2023
87322	Shirley Bruursema	105.32	11/28/2023
87325	The Pioneer Group	100.00	11/28/2023
87217	Eastern Michigan University	100.00	11/1/2023
AP-2941388	TASC	98.66	11/28/2023
2023-1505	Andrew Erlewein	95.65	11/28/2023
87222	Grainger	89.30	11/1/2023
2023-1432	AMAZON CAPITAL SERVICES, INC	86.20	11/15/2023
87206	Aqua Blue Aquarium Solutions	85.00	11/1/2023
AP-9948248555	Verizon Wireless - MiFy Routers & Cell phones	83.10	11/21/2023
87328	Voices for Health, Inc.	78.97	11/28/2023
87302	Grainger	78.94	11/28/2023
87204	Anjie Gleisner	78.54	11/1/2023
87250	Audiocraft Publishing Inc	77.54	11/15/2023
AP-016647	Medtipster.com, LLC.	67.96	11/22/2023
87237	Peter Dykhuis	58.16	11/1/2023
2023-1424	Nicole Lintemuth	57.12	11/1/2023
2023-1527	Nicole Lintemuth	57.12	11/28/2023
87310	Lance Werner	56.69	11/28/2023
2023-1534	Tracy Chrenka	56.20	11/28/2023
87249	Andrea Leask	54.99	11/15/2023
87240	Shirley Bruursema	52.66	11/1/2023
2023-1427	Sheri Gilreath-Watts	51.22	11/1/2023
87207	Ashley Young	50.00	11/1/2023
87227	Jessica Roberts	50.00	11/1/2023
2023-1386	Carla Hotz	49.39	11/1/2023
2023-1509	Carla Hotz	49.39	11/28/2023
2023-1532	Sheri Gilreath-Watts	48.86	11/28/2023
87224	Grand Rapids Public Library	48.21	11/1/2023
87317	Peter Dykhuis	47.55	11/28/2023
87221	Foster, Swift, Collins & Smith, P.C.	47.00	11/1/2023
87270	Herrick District Library-Ho	46.98	11/15/2023
87230	Kelly Grimm	43.94	11/1/2023
87263	Fung-Lian Tial	39.95	11/15/2023
2023-1426	Sarah Ann Weller	36.42	11/1/2023
2023-1531	Sarah Ann Weller	36.42	11/28/2023
87298	Demco, Inc	35.71	11/28/2023
87312	Madelyn Besaw	35.00	11/28/2023
87210	Capital Area District Libraries	33.00	11/1/2023
87323	Susan Erhardt	33.00	11/28/2023
87267	Grainger	32.95	11/15/2023
87235	Monroe County Library System	30.00	11/1/2023
87264	Genesee District Library	28.00	11/15/2023
87279	Shelby Area District Library	25.00	11/15/2023
87253	Capital Area District Libraries	21.00	11/15/2023
87216	Dowling Public Library	20.00	11/1/2023
AP-9946468797	Verizon Wireless - MiFy Routers & Cell phones	18.00	11/28/2023
87306	Karen Small	17.98	11/28/2023
87305	Jordan Valley District Library	17.00	11/28/2023
87260	Emily Brunner	16.99	11/15/2023
87228	Jessica Salo	16.23	11/1/2023
87277	Portage District Library	15.05	11/15/2023

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2023 Through 11/30/2023

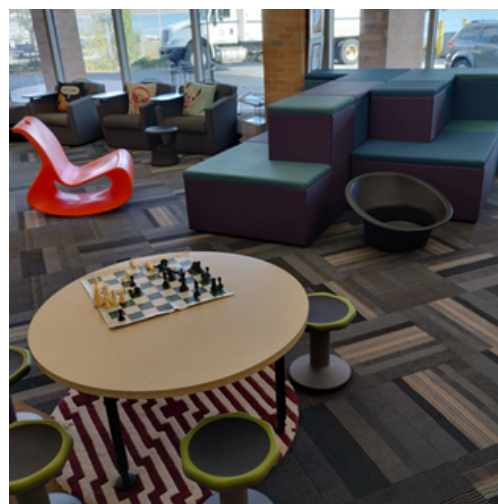
Check Number	Vendor Name	Check Amount	Check Date
87255	Chippewa River District Library	15.00	11/15/2023
87212	City of Southgate - Veteran's Memorial Library	15.00	11/1/2023
87256	City of Zeeland / Howard Miller Library	15.00	11/15/2023
87269	Hart Area Public Library	14.99	11/15/2023
87265	Georgetown Library-Og	14.99	11/15/2023
87281	Tara Mix	13.95	11/15/2023
87205	Ann Arbor District Library	12.95	11/1/2023
87226	JC Wheeler Public Library	9.70	11/1/2023
87223	Grand Ledge Area District Library	7.95	11/1/2023
AP-9946468798	Verizon Wireless - MiFy Routers & Cell phones	6.00	11/28/2023
AP-9946468799	Verizon Wireless - MiFy Routers & Cell phones	6.00	11/28/2023
Report Total		1,439,363.68	

Director's Report November 2023



East Grand Rapids + Amy Van Andel Library

The Friends of the East Grand Rapids Library have sponsored a complete furniture replacement in the Teen area. The first of two shipments arrived last month but staff are looking forward to getting the remainder in the next two weeks. The teens love everything so far and it's fun to see this group staying longer in the library after school. Operationally, the East Grand Rapids community always looks forward to welcoming the holiday season with the Care Ballet who performs a segment from the Nutcracker! In Ada, December always kicks off with the Tinsel Treats and Trolleys event. The library hosted the Sled Dogs outside, while inside, the Friends of the Library hosted a book sale and the team provided a craft. It's the busiest event of the year and was very successful. It's both hard to believe the library is only 3 years old and at the same time difficult to remember Ada without the Amy Van Andel Library and Community Center! 2024 will surely be another year of continued growth for the branch.



Pictured above: The newly improved teen area of the EGR Library.

Pictured to the Right: The Amy Van Andel window paint entry



Alto + Englehardt

The Alto and Englehardt branches added additional kids and teen programs to provide more opportunities for the younger patrons. They have been very well attended and the patrons are excited about the opportunities. Alto and Englehardt have also been working on cross-promoting programs at each location to increase awareness of children's programming since the branches are less than 6 miles apart. Both locations have Christmas decorations up and are ready for the school break to entertain families with all our additional programs.

Byron + Grandville

The Grandville and Byron branches are both looking forward to wrapping up very successful years at the branches. To end the year at Byron there will be good smells all around as the 9th annual Gingerbread House Contest takes place. This is an annual event that everyone always looks forward to as community members create gingerbread houses to display at the branch and then voting for favorites takes place and prizes are awarded. It is a highlight of the year every year.

At Grandville there was excitement last week when staff hosted the kickoff for our annual battle of the books contest, and the 5-8th grade patrons are very excited about the newly revealed books and the start of this year's contest. Staff are hosting some new programs to wrap up the year including the start of a movie series aimed at seniors called "Silver Screen" where classic movie viewings are hosted in the program room. Another new-to-the-branch event this month will be hosting a teen cram night leading up to finals week in Grandville.

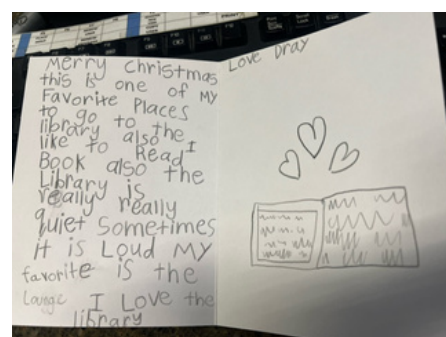
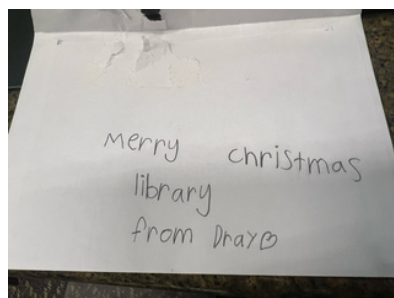


Gratitude Stories

Byron Township

A patron asked me to point her to the Large Print section. As I walked her over to the section, pointing out the New titles and where each Large Print genre was located she insisted that she didn't want to trouble me. I told her that this is exactly what we are here for and besides, she was helping me get my steps in. She asked if there was a way for her to make a copy of a couple of pictures for a friend, who probably didn't remember her but always liked getting pictures in the mail. As we were scanning her pictures she shared that she was picking up books for a friend who was in need of large print materials but couldn't get out much anymore. I told her about the Talking Book and Braille Center and she gratefully took an application to give to her friend's daughter. She couldn't have been more gracious and appreciative and told me, "I just don't think people realize all that the library does for us. I already voted and I made sure to vote 'yes' so that you all can keep doing all the wonderful things you do for people!"

Cascade



East Grand Rapids Branch

At Ruff Readers I saw a mom crying and asked if she was okay. She said her daughter was entering 2nd grade next year and had been diagnosed with dyslexia last year. She said she had only heard her daughter read aloud a handful of times, and last night was one of them, reading aloud with Maisey the poodle. Mom said her daughter finally had a positive experience reading aloud, after so many negative ones, and she was so grateful for this program.

A regular patron of ours asked for resources for one of her neighbors, who was struggling with renter's insurance, possible eviction and a language barrier. I passed along some of KDL's community resources (so glad we have the printable guides!). After she walked away, another visitor came up to the desk because she overheard the conversation--she worked at Legal Aid of West Michigan and wanted to share some phone numbers and other direct contacts for eviction prevention. She was able to share the information, and we maintained each person's privacy in the process. I'm proud to work in an institution that makes connections like this possible. I didn't even provide the most relevant information myself, but one community member met the needs of another, and that's such an example of what makes this space invaluable to society.

Gratitude Stories

cont

Kentwood

The day after I lamented to Trish that my rhythm of life (mom's taxi) was akin to being tied down to toddler nap times, and that I missed subbing at KDL because my schedule was so inflexible, Anglea accepted not one, but two offers to sub at Kentwood with a requests for flexible scheduling. Thanks for making the start of this month so positive for me! The library beats the school parking lot any day!!!!

he other evening a patron came into the library grinning from ear to ear. She proudly showed us a certificate stating that she was a now a naturalized citizen of the United States. She thanked us for the help that we gave her by providing access to computers, printers, scanners, and faxing.

Plainfield

On her birthday, one of our littlest patrons was allowed to choose to visit anywhere at all. She decided the best place to go on her 4th birthday was the Plainfield Library! What a wonderful way to celebrate!

There is a teenage patron who frequently comes to the library and seeks me out for book recommendations. The first time it happened, it was a fluke - I was shelving books and asked if he needed help. After that, he always comes to find me to tell me what he enjoyed and ask for book ideas. I received this message from his mom after one of his visits. "Thank you for serving as Declan's personal librarian. He's so pleased to come back from the library with good options. He's dyslexic so it warms my heart that he reads for fun."

Patron Rosario came into Plainfield to make some color copies. She asked me to pass along "to the people who make decisions" her gratitude for offering free printing. She also asked me to share her delight at seeing our milage pass.

On Saturday, as I was going through the library and shutting off lamps and getting ready to close, a gentleman stopped me to share his story. "I have been a lifelong lover of libraries and I credit my incredible success in my sales career to the library. I use a wonderful database called Gale Business: Demographics Now to research companies. Without this resource my career would have been much more difficult. Thank you for all you do."

Walker

A little came in with his caretaker to check out some books at the desk. When I handed the books to him his caretaker said, "Are you excited to read?" and he responded by giving the books a big smacking kiss! We're definitely sharing our love of reading here at Walker!

Our frequent patrons the Lewises are moving, and were very kind and thoughtful to make us a beautiful card and donate a pristine copy of a Babysitters Club graphic novel. Best of luck to you, Lewis family! You will be missed.

Katie Kudos

November 2023

ALYSSA JOHANSEN

Plainfield

Nominated by Jennifer Bell

ICourageous

"Alyssa does an amazing job at taking the initiative to make the branch better. If there's a problem, whether it's a wonky rug, a faulty wire, or a confusing question, she doesn't hesitate to jump in to find a solution. Her can-do attitude and enthusiasm helps everyone!"

Nominated by Kelsey Little

Authentic

"Alyssa is fabulous with communication! Whenever there's a change in Service Points, she does an excellent job updating me on patron needs that are in process. This helps us provide quality interactions with everyone who stops by the service desk. Thanks, Alyssa!"

Nominated by Tricia Hetrick

Authentic

"Alyssa is AMAZING at making connections with people. It is a joy to see her connecting with patrons, the service desk and with her co-workers in the backroom. Thank you, Alyssa, for being authentically interested in others."

Nominated by Sandy Feutz

Authentic

On Wednesday night, we had a patron who needed assistance with the printer. Alyssa gave him the extra time and assistance for him to get everything done that he needed. He came up to the service desk stating how grateful he was for her assistance and how helpful she had been. Way to go, Alyssa!"

AMANDA JOHNSON

IT

Nominated by Jessie Salo

Helpful

"Amanda was very helpful figuring out some printer serial numbers. She came over right away and talked with me so we could get to the root of the confusion. Thank you, Amanda!"

!

ANNA HESSELSCHWERDT

Alpine Township

Nominated by Alison Kutcha

Courageous

"Thank you for digging into testing on the new "What's Next" admin site thoroughly! I appreciate when you found some really bizarre results. You investigated further, documented and communicated what you found to me. This is helpful as we move forward on this project. I appreciate that it's challenging and time consuming to communicate as you did. Thank you for being courageous and doing that work, Anna!"

Nominated by Anne Bartsch

Helpful

"Our book donations were piling up. Anna took the initiative to go through and organized them all for us! It was a big task and a huge relief to have it all tidied up. Thank you, Anna!"

Nominated by Craig Buno

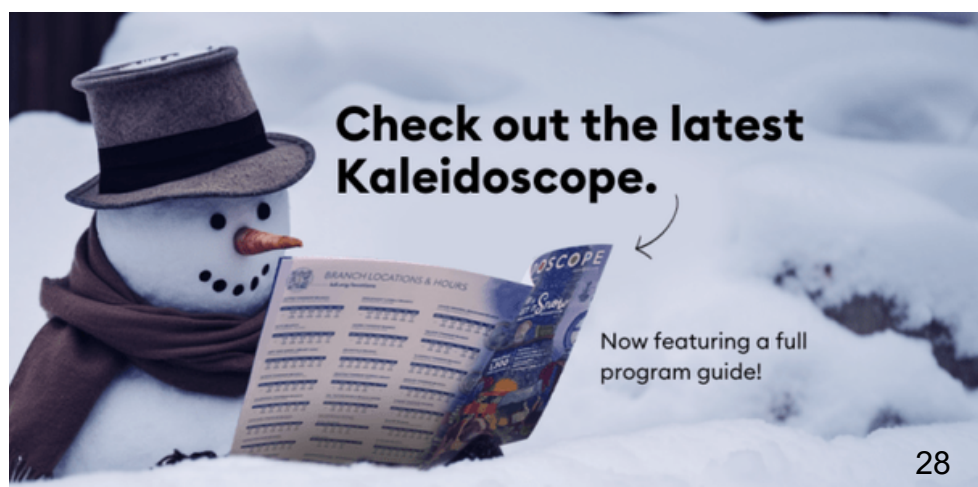
Helpful

"Thank You all for your help to make the In-Service on Friday go great. From setting up the room, to organizing the food and snacks and to actually picking up the food. Friday went so well because you were all so helpful. Thank you so much!"

Nominated by Liz Knapp

Authentic

"The Alpine Team hosted the entire region for In-Service. They were wonderful hosts! They took charge of the set-up, tear down, and breakfast and snacks. Thank you all for being such considerate hosts!"



Upcoming Meetings + Dates of Interest

Upcoming Meetings

Regular Board Meeting
Thursday, January 18, 2024
4:30 PM
KDL Service + Meeting Center

Regular Board Meeting
Thursday, February 15, 2024
4:30 PM
KDL Service + Meeting Center

Regular Board Meeting
Thursday, March 21, 2024
4:30 PM
KD Krause Memorial Branch

Dates of Interest

KDL Pension Meeting
February 21, 2024
1:00 PM
KDL Service + Meeting Center

PLA

Kent
District
Library
kdl.org



Information
Ideas
Excitement!



MONTHLY PROJECT REPORT

**NOVEMBER
2023**

0 New projects approved

7 In approval queue

1 Declined

11

Active Approved
Projects

	On Time	11
	Late (At Risk)	0
	Paused	0
	Completed since 01/23	16

1,000 Books Before Kindergarten (1KB4K) Revamp



Project Lead: Dawn Heerspink
Status: Completed

Approval Date: 11.23.22
Due Date: 11.30.23

The much anticipated rebrand of this highly popular early literacy program is now complete and features an all-new woodland theme, Beanstack integration, and spiral-bound sticker sheets (for physical tracking), available in both English and Spanish editions. Due to the more labor intensive process for the Spanish-language materials and the upcoming holidays, branches are encouraged to promote the new materials to preschool and daycare centers in mid to late January ("New Year, New 1KB4K") when there will be enough materials back in stock to meet potential need. Rollout wise, this project has received high praise from both staff and patrons alike. Special thanks to Project Lead Dawn Heerspink for her flexibility and insight throughout the process and for her team of fearless project team members: Jaci Cooper, Hennie Vaandrager, Brad Baker, Remington Steed, Katie Zuidema and Adam Flynn. They are looking forward to seeing how program enrollment will continue to grow over the coming months.

Automated Materials Handling



Project Lead: Liz Guarino
Status: On track

Approval Date: 09.13.23
Due Date: 09.30.24

At the Service Center, the area currently designated for MeLCat will be moved to make space for the materials sorter machine, which will be installed in late Spring or early Summer of 2024, barring no vendor delays. The project team is meeting with representatives from Envisionware on Wednesday, December 6 to review the space and prepare for implementation.

Esports - Phase 1: Test Lab



Project Lead: Kurt Stevens
Status: On Track

Approval Date: 11.03.23
Due Date: 04.30.24

As part of early research on this project, Executive Director Lance Werner, Director of IT Kurt Stevens, and Network Systems Specialist Ray Mysels spent several months researching products and interacting with universities and other esports experts. From this research, an esports lab at the KDL Service and Meeting Center was set up and a project team of 19 staff have been assembled. Two preliminary meetings have occurred so far, with a few sub-teams formed to concentrate on topics such as software usage, gaming rules, tech management, programming events and others.

MarketScale



Project Lead: Josh Mosey
Status: On Track

Approval Date: 09.27.23
Due Date: 06.30.24

The project team is hard at work further testing the capabilities of the MarketScale system. So far, the team has been responsive to questions and turns around the video projects quickly. The team has put together some Storytime Anytime videos and a training video for how to use the new tote bins.

Mission: Read! Revamp



Project Lead: Monica Walen
Status: On Track

Approval Date: 09.27.23
Due Date: 07.31.25

Following the start of our project, the team has set up a year-long schedule of biweekly meetings to ensure that project goals remain on track. The team has also been in contact with an early literacy coach from Kent Intermediate School District (KISD), who will help in obtaining teacher feedback.

New Cardholder Drive



Project Lead: Joshua Mosey
Status: On Track

Approval Date: 02.22.23
Due Date: 01.31.24

After the busyness of fall programming events and the millage, the new cardholder drive has returned to regular operational standards. Unfortunately, the refer-a-friend program did not yield the level of participation hoped for, but the team will continue to meet and discuss other strategies.

On the Same Page 2024



Project Lead: Hennie Vaandrager
Status: On Track

Approval Date: 03.22.23
Due Date: 05.31.24

It's official! The title for the 2024 On the Same Page has been announced and the program website (kdl.org/samepage) is live. *Tom Lake* by internationally bestselling author Ann Patchett will be widely read and discussed throughout Kent County and KDL programming in the weeks and months leading up to the much-anticipated inaugural author event. Many of these books have been purchased and are already in branches, affixed with an "On the Same Page" logo sticker. Additional eBooks are also being purchased to keep up with demand. Critical acclaim for the novel continues to grow. Most recently, *Tom Lake* was included in New York Times 100 Most Notable Books of 2023. A press release went out on December 4 and one TV interview has already occurred on Channel 13.

One Community Relationship Building



Project Lead: Elvia Myers

Status: On Track

Approval Date: 01.25.23

Due Date: 12.31.23

Each year, staff receive a small gift of appreciation from the Board of Trustees that the Leadership Team delivers to all KDL locations. This year, part of this gift will feature items purchased from the local Native American community, to honor the economic engagement aspect of intentional community building. KDL hopes will continue to foster a sense of respect and collaboration.

Physical Collection Audit



Project Lead: Joshua Bernstein

Status: On Track

Approval Date: 02.22.23

Due Date: 12.31.23

Now that a budget for the audit has officially been approved, a communication bulletin conveying all details to staff is set to go out in mid-December. The bulletin will announce important details such as what collections are shrinking, at what branches they are shrinking, and a specific time frame around which this can be expected. The final pieces left to complete include a weeding plan and talking points for staff, which are set to roll out when weeding generally occurs in spring.

Preschool Booster Packs



Project Lead: Jackie Boss

Status: On Track

Approval Date: 08.23.23

Due Date: 02.01.24

Most of the materials for the new booster packs have arrived and are in the process of being sorted and packaged. Instruction and activity sheets have also been designed and are currently being translated into Spanish. These packs were the focus of KDL's Giving Tuesday on social media, from which the project team hopes to be able to create more than just the fifty packs already budgeted for within the original project budget. The plan is for the packs to be in branches and ready to be checked out in January.

Sort Assistant Software by FE Technologies



Project Lead: Karen Small

Status: On Track

Approval Date: 04.26.23

Due Date: 12.31.23

Another email was sent to Regional Managers in early November asking if they would like another branch visit to iron out further questions or concerns regarding the sort assistant process. In general, Regional Manager IIs report that their teams are working effectively and efficiently.

Temi Robot at Grattan



Project Lead: Brian Mortimore

Status: On Track

Approval Date: 09.06.23

Due Date: 01.31.24

Temi is ready for deployment! Marketing Communications Specialist Katie Zuidema collaborated with programmers at CS Erickson to create KDL branded images for greeting patrons on the Temi home screen. Once completed and tested, training will occur with the Patron Services Team and installation and further on-site testing will follow at Grattan Township on December 15.

Cascade Township



Project Lead: Lulu Brown
Status: N/A

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

Friendship Park started construction last month. Invasive species have been removed from the site and stone walls are being built. During the month of December, the majority of stone walls will be completed and the land will start to be graded. The fountain and bench samples will also arrive. On December 13, the Cascade's Parks Department Director will present the bids for the pavilion. With this, the project is anticipated as being completed by the original deadline of June 15. The library interior refresh is expected to have the updated design ready to present to the Township Board by Spring 2024. In November, Regional Manager Lulu Brown sourced information for C2AE. In December, she and C2AE will identify a few customer clusters to meet with to finalize design direction details.



Krause Memorial (Rockford)



Project Lead: Jennifer German
Status: N/A

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

Progress on the Krause Memorial building expansion project continues to move forward. The "Night at the Library" fundraising event in November drew 86 attendees! The Building Expansion Committee is still waiting for a final total for pledges received as a result of the event while there is discussion of repeating it again in the spring. Meanwhile, tours of the library for potential donors continue. The Finance Cabinet expects to hear back soon regarding the outcome of several grant applications.

Tyrone Township



Project Lead: Liz Knapp
Status: N/A

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

Tyrone Township submitted the required documents to enter the next stage of the grant process and environmental review. Development has confirmed they received them. The environmental review, in particular, involves working with an environmental consultant, creating a full scope of project site plans, working with federal and state agencies for required permits and approvals, allowing for a period of public engagement, and HUD submission and acceptance, a process that generally takes 90 to 180 days.

Walker

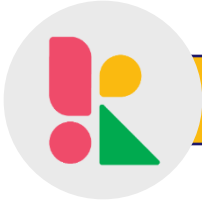


Project Lead: Craig Buno
Status: N/A

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

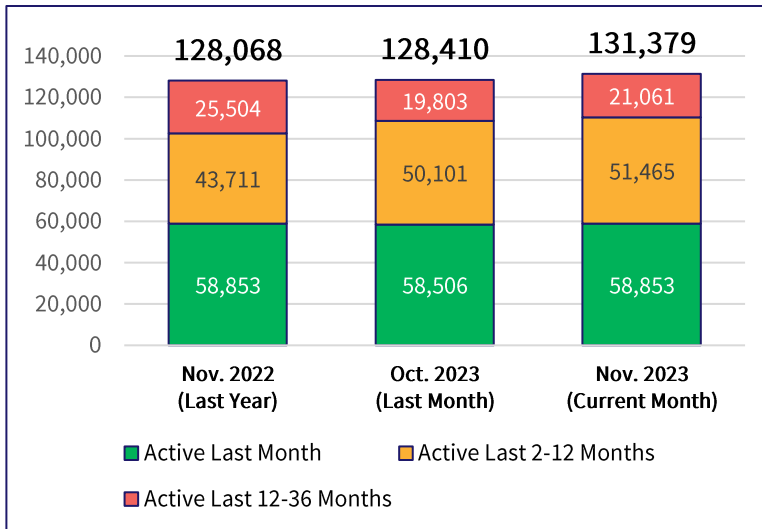
On Thursday, November 16, Director of Library Operations Jennifer DeVault, Director of Projects and Planning Jaci Cooper and Regional Managers Liz Knapp and Craig Buno met virtually with StudioGC representatives Scott Delano and Darren Schretter to review the square footage of the building and the schematic designs.

On November 30, the City of Walker Mayor Gary Carey wrote in the township newsletter, “The great news is we are currently on track to open the doors of our new library for the first time in the Fall of 2026. There has been a lot of work done with different stakeholders and groups that are providing valuable input and insight into all the things we need to be thinking about...” He went on to share some of the major steps involved in order to bring this project to fruition; however, the most encouraging thought came with his final point: “...We are well past the point of no return and are 100% going to get this done!”



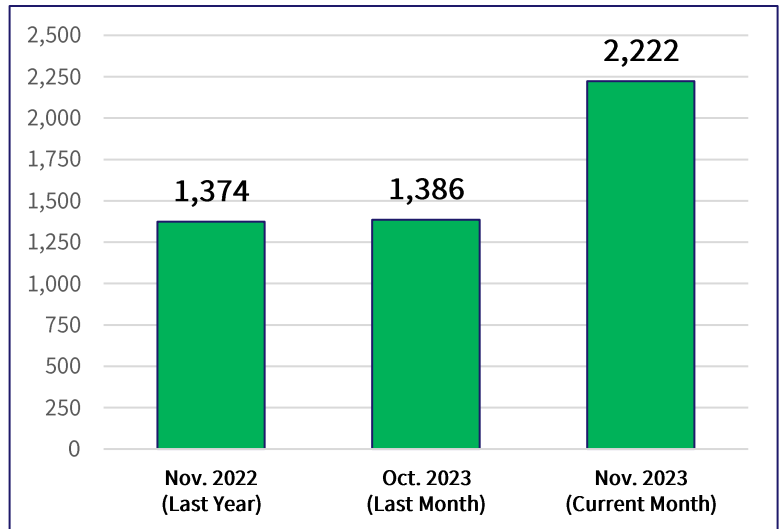
NOVEMBER 2023 STATISTICAL SUMMARY

Active KDL Patrons:



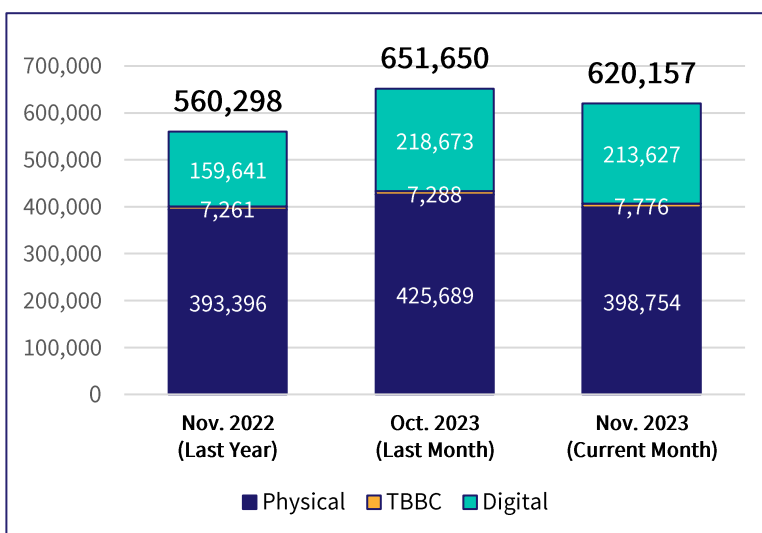
Active KDL Patrons are **up 2%** from last month and **up 3%** from the same month last year.

New KDL Cards Added:



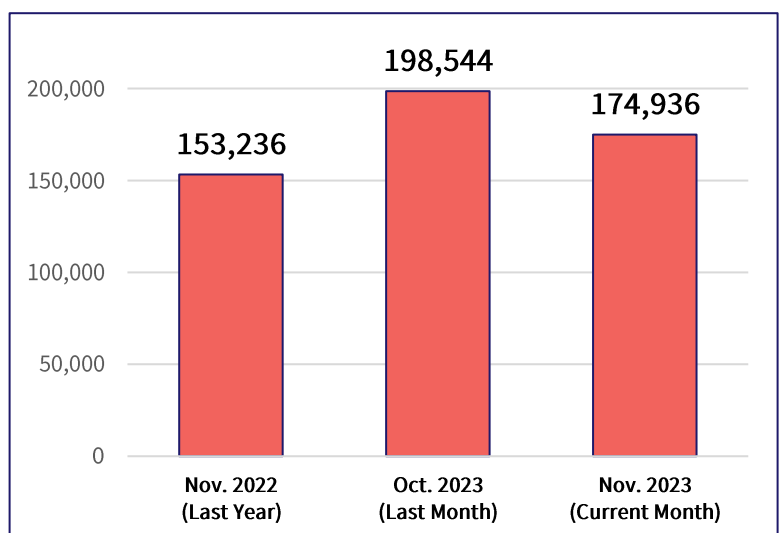
New KDL Cards Added are **up 60%** from last month and **up 62%** from the same month last year *(due to a bulk upload of 898 new student cards)*

Total Circulation:

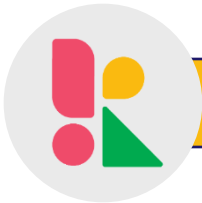


Total Circulation is **down 5%** from last month and **up 11%** from the same month last year.

Visitor Count:

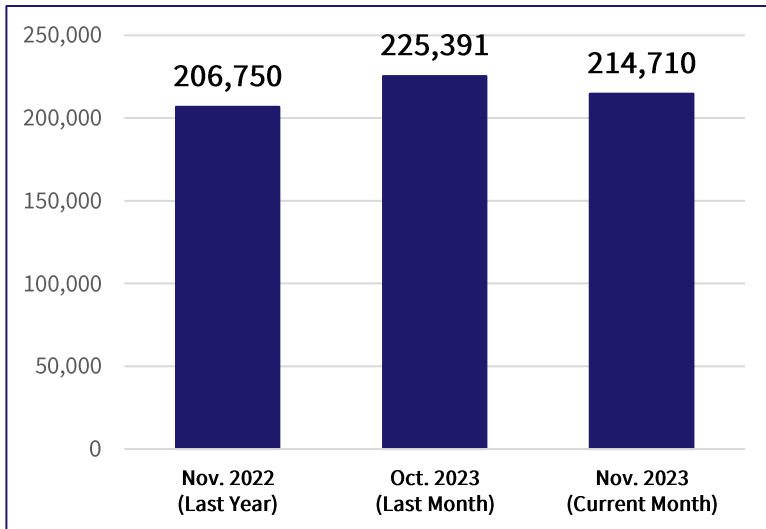


Branch Visitors are **down 12%** from last month and **up 14%** from the same month last year.



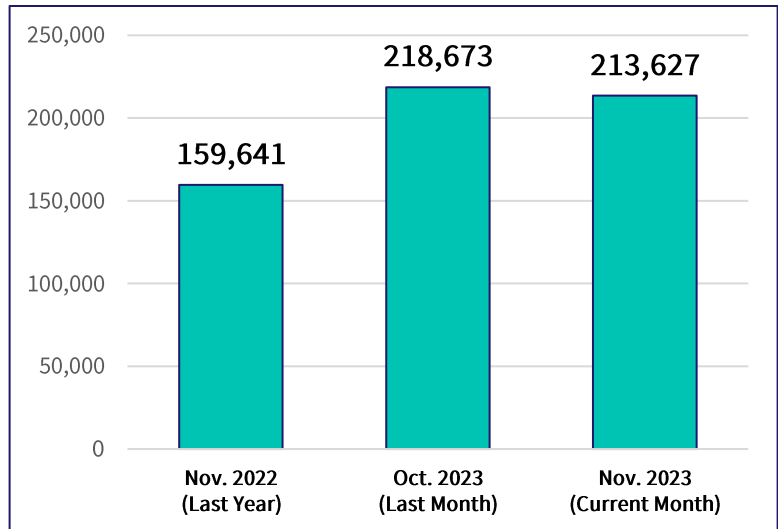
NOVEMBER 2023 STATISTICAL SUMMARY

Physical Items Checked Out:



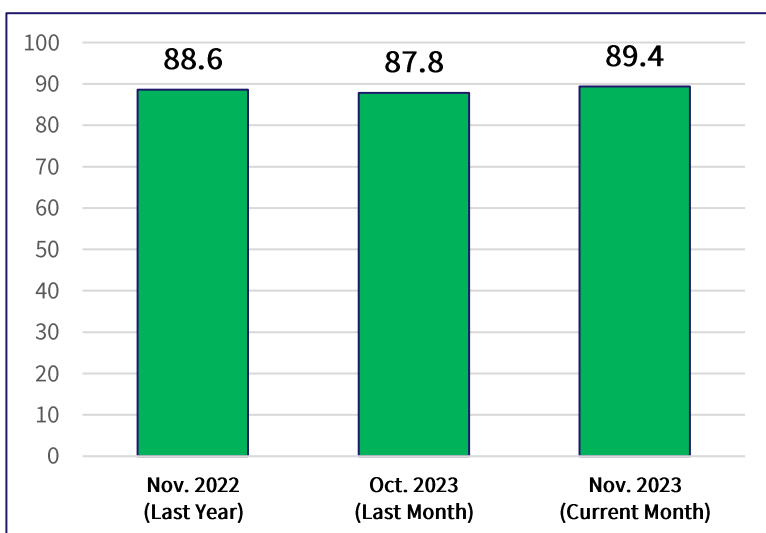
Physical checkouts are **down 5%** from last month and **up 4%** from the same month last year.

Digital Items Checked Out:



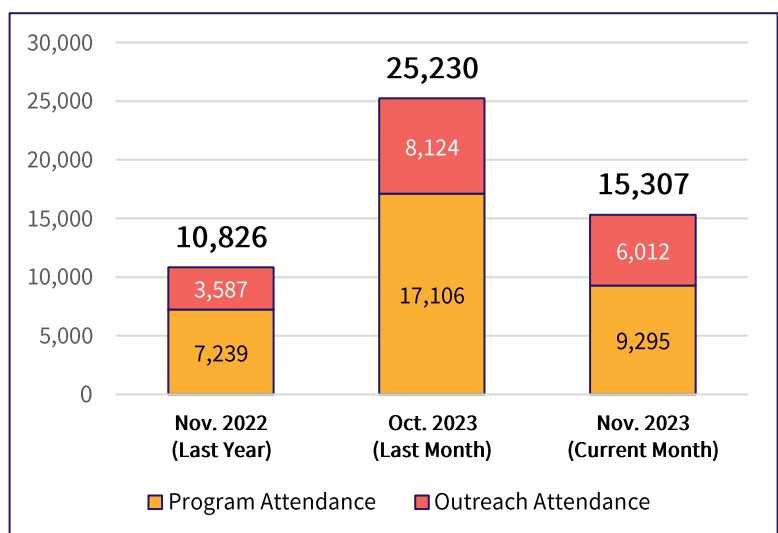
Digital checkouts are **down 2%** from last month and **up 34%** from the same month last year.

Net Promoter Score (NPS):



Net Promoter Score is **up 1.6%** from last month and **up 0.8%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **down 39%** from last month and **up 41%** from the same month last year.



MOST POPULAR TITLES LAST MONTH

Click on each title for a link to the catalog

All Physical Items (Most Checkouts):

Title Checkouts

- | | | |
|----|--|-----|
| 1. | <i>Tom Lake</i> by Ann Patchett | 208 |
| 2. | KDL WiFi Mobile Hotspot | 180 |
| 3. | <i>Dirty Thirty</i> by Janet Evanovich | 171 |
| 4. | <i>The Exchange</i> by John Grisham | 148 |
| 5. | <i>Fourth Wing</i> by Rebecca Yarros | 138 |
| 6. | <i>The Five-Star Weekend</i>
by Elin Hilderbrand | 128 |
| 7. | <i>The Woman in Me</i> by Britney Spears | 127 |
| 8. | <i>Mission: Impossible –</i>
<i>Dead Reckoning Part One</i> DVD | 112 |
| 9. | (tie) <i>Iron Flame</i> by Rebecca Yarros | 111 |
| | (tie) <i>Counting the Cost</i> by Jill Duggar | 111 |

All Physical Items (Most Holds):

Title Holds

- | | | |
|-----|---|-----|
| 1. | KDL WiFi Mobile Hotspot | 374 |
| 2. | <i>Super Mario Bros. Wonder</i> Video Game | 283 |
| 3. | <i>The Exchange</i> by John Grisham | 247 |
| 4. | <i>Oppenheimer</i> Blu-ray | 239 |
| 5. | <i>The Woman in Me</i> by Britney Spears | 233 |
| 6. | <i>Iron Flame</i> by Rebecca Yarros | 232 |
| 7. | <i>Barbie</i> DVD | 227 |
| 8. | <i>Oppenheimer</i> DVD | 222 |
| 9. | <i>The Ballad of Songbirds and Snakes</i>
by Suzanne Collins | 149 |
| 10. | <i>The Covenant of Water</i>
by Abraham Verghese | 146 |

OverDrive Items (Most Checkouts):

Title Checkouts

- | | | |
|-----|---|-------|
| 1. | <i>Iron Flame</i> by Rebecca Yarros (audio) | 1,276 |
| 2. | <i>Fourth Wing</i> by Rebecca Yarros (audio) | 676 |
| 3. | <i>A Court of Thorns and Roses</i>
by Sarah J. Maas (audio) | 242 |
| 4. | <i>Demon Copperhead</i>
by Barbara Kingsolver (audio) | 229 |
| 5. | <i>Demon Copperhead</i>
by Barbara Kingsolver | 222 |
| 6. | <i>The Ballad of Songbirds and Snakes</i>
by Suzanne Collins | 198 |
| 7. | <i>A Court of Mist and Fury</i>
by Sarah J. Maas (audio) | 190 |
| 8. | <i>The Coworker</i> by Freida McFadden (audio) | 160 |
| 9. | <i>Happy Place</i> by Emily Henry | 152 |
| 10. | <i>No Brainer</i> by Jeff Kinney | 144 |

OverDrive Items (Most Holds):

Title Holds

- | | | |
|-----|---|-----|
| 1. | <i>The Woman in Me</i>
by Britney Spears (audio) | 840 |
| 2. | <i>Lessons in Chemistry</i> by Bonnie Garmus | 746 |
| 3. | <i>Fourth Wing</i> by Rebecca Yarros | 699 |
| 4. | <i>Lessons in Chemistry</i>
by Bonnie Garmus (audio) | 673 |
| 5. | <i>Tom Lake</i> by Ann Patchett (audio) | 642 |
| 6. | <i>Tom Lake</i> by Ann Patchett | 590 |
| 7. | <i>Iron Flame</i> by Rebecca Yarros | 504 |
| 8. | <i>The Woman in Me</i> by Britney Spears | 442 |
| 9. | <i>Happy Place</i> by Emily Henry | 420 |
| 10. | <i>None of This Is True</i> by Lisa Jewell (audio) | 418 |

STAFF CHANGES & ANNIVERSARIES

December 2023

NEW HIRES	POSITION	EFFECTIVE
Edward Schaller	Assistant Branch Librarian – Cascade	January 22

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Kelsey Malone	Assistant Branch Librarian Sub	Assistant Branch Librarian – Wyoming	November 13
Lauren Hagerman Tekelly	Administrative Assistant – Administration	Programming Specialist – Service Center	December 18
Katie Blakeslee	Administrative Assistant – Project Management Office	Assistant Branch Librarian – East Grand Rapids	December 18
Ashten Vanderploeg	Branch Librarian - Kentwood	Temporary Regional Manager I In-Training – East Grand Rapids & Amy Van Andel/Ada	January 1

DEPARTURES	POSITION	EFFECTIVE
Rachael Hamlet	Assistant Branch Librarian – Kentwood	November 22
Mads Terpstra	Assistant Branch Librarian – Kentwood	November 27
Olivia Yeadon	Assistant Branch Librarian Sub	December 9

OPEN POSITIONS	TYPE
Administrative Assistant – Administration	Part-time
Administrative Assistant – Project Management Office	Full-time
Assistant Branch Librarian – Alpine	Part-time
Assistant Branch Librarian – Plainfield/Comstock Park	Part-time
Assistant Branch Librarian – Kentwood	Part-time
Branch Librarian – Cascade	Part-time

EMPLOYEE ANNIVERSARIES (JANUARY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Amy Bouma	Collection Services	26 years
Ray Mysels	Information Technology	25 years
Tammy Schneider	Collection Development	24 years
Margo Bird	East Grand Rapids	22 years
Mark Dunham	Krause Memorial	20 years
Mary Oosterbaan	Grandville	16 years
Katie Zuidema	Marketing/Communications	14 years
Trevor Zuidema	Grandville	13 years
Faye Harbison	Plainfield	12 years
Clyde Waltenbaugh	Spencer Township	10 years
Sarah Vantassell	Comstock Park	9 years
Morgan Hanks	Patron Services	7 years
Ashley Geglio	Cascade	6 years
Nanette Zorn	Cascade	6 years
Anna Swanson	East Grand Rapids	5 years
Lisa VanKampen	Grandville	5 years
Stacey Brander	Amy Van Andel/Ada	3 years
Tiha Kabir	Sub Pool	3 years
Kate McCoy	Amy Van Andel/Ada	3 years
Sarah Powers	Amy Van Andel/Ada	3 years
Michelle Trisch	Amy Van Andel/Ada	3 years
Jessica Davis	Wyoming	2 years
Sarah Fontaine	Gaines Township	2 years
Dawn Lewis	Sub Pool	2 years
Rebecca Lindemulder	Sub Pool	2 years
Rebecca Maupin	Amy Van Andel/Ada	2 years
Rachel McCay	Plainfield	2 years
Jamerson Ries	Alto	2 years
Aimee Boruta	Kentwood	1 year
Gwen Genzink	Sub Pool	1 year



BOARD OF TRUSTEES ATTENDANCE - 2023

	SHIRLEY BRURSEMA	TRACY CHRENKA	ANDREW ERLEWEIN	PETER DYKHUIS	SHERRI GILREATH WATTS	CARLA MOYER HOTZ	NICOLE LINTEMUT H	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	X	X	X	X	X	X	X	X
April 20, 2023	X	X	X	X	X	X	X	X
May 18, 2023	X	X	X	X		X	X	X
June 15, 2023	X	X	X	X	X	X	X	X
July 20, 2023	X	X	X	X	X	X	X	X
August 17, 2023	X*	X	X	X	X	X	X	X
September 21, 2023	X	X	X	X	X*	X	X	X
October 12, 2023	X	X	X	X	X	X	X	X
October 26, 2023	X		X	X	X	X	X	X
November 16, 2023	X	X	X	X	X	X	X	X
December 21, 2023								

*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE		TRUSTEE NAME	MEETING DATE
Sheri Gilreath-Watts	5.18.2023			
Tracey Chrenka	10.26.2023			

2024 Board of Trustees Meeting Dates

January

Thursday, January 18 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

February

Thursday, February 15 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

March

Thursday, March 21 at 4:30 PM
*KDL Krause Memorial Branch
140 East Bridge Street
Regular Meeting

April

Thursday, April 18 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

May

Thursday, May 16 at 4:30 PM
*KDL Grandville Branch
4055 Maple Street SW
Regular Meeting

June

Thursday, June 20 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

July

Thursday, July 18 at 4:30 PM
*KDL Comstock Park Branch
3943 West River Drive NE
Regular Meeting

August

Thursday, August 15 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

September

Thursday, September 19 at 4:30 PM
*KDL Caledonia Township Branch
6260 92nd Street SE
Regular Meeting

October

~~Thursday, October 10 at 4:30 PM~~
~~KDL Service + Meeting Center~~
~~814 West River Center Dr NE~~
~~**Budget Work Session**~~

October

Thursday, October 17 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting including Budget
Work Session

October

~~Thursday, October 24 at 4:30 PM~~
~~KDL Service + Meeting Center~~
~~814 West River Center Dr NE~~
~~**Regular Meeting**~~

November

Thursday, November 21 at 4:30 PM
~~7:00 PM~~
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting Including
Budget Hearing

December

Thursday, December 19 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting including
Executive Director's Evaluation



*Indicates a branch hosted meeting

KDL **Information.**
Kent District Library **Ideas.**
 Excitement!

w w w . k d l . o r g

BOARD OF TRUSTEES BYLAWS

Amended and Restated Effective October 24, 2013

Edited 12.19.2023(New Section 4.14 and 5.1.1p)

The undersigned have been constituted as the Board of Trustees of a District Library under Act 24 of Public Acts of 1989 of the State of Michigan, and have adopted the following as their amended and restated bylaws by a proper resolution at a regular meeting held the 24th day of October, 2013.

Article I – Definition of Library District

- 1.1 The corporate name of the District is “Kent District Library”.
- 1.2 Membership of Kent District Library shall consist of 27 governmental units in Kent County as enumerated in Exhibit A.
- 1.3 Fiscal year will correspond to the calendar year.

Article II – Organization of Kent District Library

Pursuant to the laws of the State of Michigan (Public Act 24 of 1989), the Kent District Library Board of Trustees shall be the governing body of Kent District Library. Its duties shall include:

- 2.1 Establishing and maintaining a public library for the Kent District.
- 2.2 Establishing policies by which the District Library shall be administered.
- 2.3 Employing a Library Director who will be administratively responsible for executing the policies of the Library Board and for directing all phases of the operation of the District Library.
 - 2.3.1 Evaluating annually the job performance of the Library Director.
- 2.4 Securing funding through levied taxes of its district as allowed by law.
- 2.5 Receiving, investing, appropriating, and approving the expenditures of all money that Kent District Library shall be legally entitled to receive.
- 2.6 Authorizing and accepting an annual audit conducted by a Certified Public Accountant.
- 2.7 Participating in the formation and adoption of a strategic plan for the District Library.

- 2.8 Adopting an annual budget for the operation and maintenance of the District Library that supports the goals of the strategic plan.
- 2.9 Entering into contracts which affect the execution of the Library Board's responsibilities.
- 2.10 Purchasing, leasing and/or erecting buildings, quarters, and sites for Administrative purposes only and to have control of all Kent District Library property.
- 2.11 Communicating the needs of Kent District Library to its 27 participating governmental units, to the voters of its district, and to state and national government officials.
- 2.12 Authorizing and presenting an annual report to its 27 participating governmental units and to the Kent County Board of Commissioners in coordination with the Library Director and Library staff.
- 2.13 To perform such other duties as prescribed by law or Public Act 24 of 1989, including the making of reasonable rules and regulations relative to anything necessary for the proper establishment, maintenance, management, and governance of Kent District Library.

Article III – Membership of the Kent District Library Board of Trustees

The Kent District Library Board of Trustees shall consist of eight members, all of whom shall be appointed by the Kent County Board of Commissioners from recommendations of the eight regions as enumerated in Exhibit A.

- 3.1 Terms of Members – For initial terms of appointment, see Exhibit A. Thereafter, all terms are for a period of four (4) years.
- 3.2 Library Board members shall continue to serve until they either are reappointed or until their replacements are appointed.
- 3.3 Library Board members shall attend all monthly and special Board meetings and/or notify the Director or Chairperson of their absence. In the event that a Board member has three consecutive absences from regular or special Board meetings, the Kent District Library Board may notify the Kent County Board of Commissioners and corresponding region of the Board member's violation of the bylaws, and a request may be made to withdraw the appointment and appoint another individual.
- 3.4 District Library Board Compensation – The Board may reimburse a Board member for necessary expenses that the member incurs in the performance of official duties. The Board may compensate Board members for attending meetings of the Library Board and shall include the amount of compensation in the annual budget. Compensation shall not exceed \$30.00 per Board member per meeting.

Article IV – General Responsibilities of the Kent District Library Board of Trustees

In addition to the responsibilities detailed elsewhere in these bylaws, each Trustee of the Kent District Library Board shall:

- 4.1 Abide by these bylaws and all Library policy including, but not limited to, the Library's conflict of interest statement, code of ethics, and confidentiality requirements.
- 4.2 Understand and support basic library tenets including, but not limited to, the Library Bill of Rights, Freedom to Read/View, Intellectual Freedom, and customer privacy rights.
- 4.3 Assist the Board in carrying out its fiduciary responsibilities including, but not limited to, reviewing and approving the monthly financial reports, the annual budget, and the annual audit report.
- 4.4 Stay informed about Board and Library matters by reviewing all distributed minutes, reports, and documentation.
- 4.5 Maintain an awareness of local, state, and national legal, economic, and societal changes that may impact the Library.
- 4.6 Stay current on developments and trends in the library profession through personal research, involvement in applicable professional associations and, when possible, participation in library conferences, workshops, and educational undertakings.
- 4.7 Regularly visit the branch(es) in his/her region and maintain strong lines of communication with municipal officials and residents in that region to assure that the Library is meeting the needs and interests of its local communities.
- 4.8 Regularly visit the branch(es) in his/her region and maintain appropriate lines of communication with library staff.
- 4.9 Serve as an advocate for the Library helping to build a positive image of the Library through formal and informal communication opportunities with the public, businesses, civic groups, and other organizations.
- 4.10 Actively support the Library's philanthropy efforts and, when possible, make a personal financial contribution to the Library.
- 4.11 Serve on ad hoc committees and advisory boards when possible, and maintain a willingness to undertake special assignments when requested by the Board and/or Chairperson.
- 4.12 Strive to build a strong working relationship with other Trustees by actively participating in Board meetings, retreats, and other professional and social opportunities for interaction and engagement.
- 4.13 Abide by and publicly support all majority decisions reached by the Board of Trustees.
- 4.14 Take and follow the oath of office that requires all Board Members to support the Constitution of the United States and the Michigan Constitution.

Article V – Officers of the Kent District Library Board of Trustees

Officers of the Kent District Library Board of Trustees shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer.

5.1 Duties

5.1.1 The Chairperson shall:

- a. Prepare meeting agendas in coordination with the Library Director and/or the Library Director's assistant;
- b. Preside at all Library Board meetings ensuring adherence to the agenda and that the Library Board moves toward action on the issues;
- c. Ensure that all Library Board members have the opportunity for fair participation in Library Board meetings and that all sides of an issue are fully considered;
- d. Promote teamwork among Library Board members;
- e. Speak, deliberate, vote, or abstain from voting on any matter that comes before the Library Board;
- f. Call special or emergency meetings of the Library Board;
- g. Encourage the Library Board's role in strategic planning;
- h. Appoint all Library Board committees, charge them with a specific purpose, hold them accountable to this purpose, and participate as an ex-officio member as desired;
- i. Sign contracts and other documents as required;
- j. Present the Kent District Library annual report with the Library Director to the Kent County Board of Commissioners;
- k. Communicate the Library Board's needs and concerns with the Library Director, and the Library Director's needs and concerns with the Library Board;
- l. Present the Library Board's annual evaluation of the Library Director's performance to the Library Director;
- m. Negotiate with the Library Director on behalf of the Library Board on all matters concerning the Library Director's salary and benefits;
- n. Represent the Library Board at all official functions and serve as the Library Board's chief spokesperson; and
- o. Perform other duties as prescribed by Michigan law or by action of the Library Board.
- p. Ensure that the Board of Trustees is kept informed of significant developments or changes in the administration of the library, particularly if any issue may require a budget amendment, a new substantial expense, or significant reallocation of funds within a budgeted amount that the Chairperson becomes aware of.

5.1.2 The Vice Chairperson shall:

- a. Work closely with the Chairperson and accept responsibilities as delegated by the Chairperson;
- b. Preside at Library Board meetings in the absence of the Chairperson;
- c. Perform all duties of the Chairperson in the absence of the Chairperson, except to modify or eliminate rules or regulations made by the Chairperson; and

- d. Automatically become Chairperson upon resignation or death of the Chairperson, and work with the Library Board to ensure a smooth transition of leadership.

5.1.3 The Secretary shall:

- a. Maintain a record of all Library Board proceedings including, but not limited to, the drafting and retention of Library Board minutes;
- b. Sign all approved open session Library Board minutes and make all such minutes available for public inspection as required by law;
- c. Draft minutes for all closed sessions of the Library Board and disseminate those minutes to the Library Board for approval;
- d. Sign all approved closed session Library Board minutes, and seal and retain those minutes in accordance with Michigan's Open Meetings Act (Public Act 267 of 1976);
- e. Collect and shred all confidential Library Board materials;
- f. Sign contracts and other documents as required;
- g. Produce certified copies of the Library Board resolution and tax rate request to levy taxes on all taxable property within the Library District on an annual basis, and file these copies with all necessary officials within the Library District pursuant to Michigan Public Act 24 of 1989;
- h. Post public notices of all regular and special meetings of the Library Board in accordance with Michigan's Open Meetings Act;
- i. Call the roll for the Library Board as necessary;
- j. Work with the Chairperson to facilitate the annual performance evaluation of the Library Director;
- k. Preside over Library Board meetings in the absence of the Chairperson and Vice Chairperson;
- l. Be assisted in the above duties, as desired, by members of the Library staff as designated by the Library Director; and
- m. Perform other duties as prescribed by Michigan law or by action of the Library Board.

5.1.4 The Treasurer shall:

- a. Assure the receipt, investment, disbursement, and audit of all funds which the Library Board is legally entitled to receive and expend;
- b. Monitor Kent District Library's budget and request regular financial reports on behalf of the Library Board;
- c. Ensure the development and the Library Board's review of financial policies and procedures for Kent District Library;
- d. Sign contracts and other documents as required in the absence of the Chairperson and Secretary;
- e. Be assisted in the above duties, as desired, by members of the Library staff as designated by the Library Director; and
- f. Perform other duties as prescribed by Michigan law or by action of the Library Board.

5.2 Terms of Office

- 5.2.1 Officers shall be elected for a one (1) year term annually at the regular December meeting of the Library Board. The officers-elect shall take office on January 1st of the new year.
- 5.2.2 Upon the resignation of an officer or inability to fulfill the duties of an officer, the Library Board shall elect an officer to fill the unexpired term of that Board officer.

Article VI – Ad Hoc Committees and Advisory Boards of the Kent District Library Board of Trustees

- 6.1 The Library Board Chairperson may serve as ex-officio member of all Library Board committees. The Library Director shall serve as a resource person to all Library Board committees.
- 6.2 Ad hoc committees of the Library Board may be appointed from time-to-time by the Board Chairperson and shall exist until their specified purposes are completed.
 - 6.2.1 Ad hoc committees of the Board shall consist of no more than three Board members. Except as otherwise provided herein, an ad hoc committee shall convene on the call of its Chairperson. A majority of the members of the committee present shall constitute a quorum for transaction of business at any meeting of the committee. The vote of a majority of the members of a committee present at a meeting at which a quorum is present shall constitute the action of the committee.
- 6.3 Advisory boards may be established by the Library Board to provide guidance and support for specified purposes.
 - 6.3.1 An advisory board statement of purpose may be approved by the Library Board to govern, without limitation, advisory board membership, responsibilities, meetings, and procedures.
 - 6.3.2 An advisory board may be comprised of Library Board members, Library staff, and/or members of the public residing within the Library District.
 - 6.3.3 Advisory boards may be standing or limited in duration as determined by the Library Board.

Article VII – Meetings of the Kent District Library Board of Trustees

- 7.1 A regular meeting of the Library Board shall be held monthly. A committee of the whole meeting may also be held as determined by the Library Board.
 - 7.1.1 An agenda and accompanying information for a meeting shall be established by the Library Board Chairperson and the Library Director and shall be sent physically and/or electronically to all Board members at least five days before the meeting. Public notice of regular meetings and committee of the whole meetings shall be given as required by law.

- 7.1.2 An item may be placed on the meeting agenda, either prior to or during a meeting, by the request of at least two Board members.
- 7.1.3 Public comments will be limited to 3 minutes per person and 15 minutes per subject at the designated times as noted on the meeting agenda.
- 7.2 Special meetings of the Library Board, including work sessions of the Library Board, may be called by the Chairperson, or by two or more members. Public notice of special meetings of the Library Board shall be given as required by law.
- 7.3 Each Board member must notify the Library Director or Board Chairperson when he/she is unable to attend a meeting.
- 7.4 A Board member, after notifying the Library Director or Board Chairperson of a planned absence, may request in advance to attend the meeting electronically. Board members who participate in a meeting electronically will be marked present on the Board's attendance chart.
- 7.5 Upon notification that a quorum of Board members will not be present at a meeting, the Chairperson may elect to cancel or reschedule the meeting. Public notice of cancelled or rescheduled meetings shall be given as required by law.

Article VIII – Quorum and Resolution Adoption of the Kent District Library Board of Trustees

- 8.1 A quorum for the transaction of Kent District Library business shall consist of five members of the Library Board. A Board member attending a meeting electronically shall not be counted for the quorum.
- 8.2 Adoption of all resolutions and business shall require a simple majority vote of a quorum of five or more members of the Library Board in attendance. A Board member attending a meeting electronically may participate in discussions regarding all items on the agenda, but shall be unable to vote.
- 8.3 If a quorum is not reached, no official Library business can be conducted. The Board members present may still receive information, hold discussions, and hear public comments about any agenda item.

Article IX – Parliamentary Authority of the Kent District Library Board of Trustees

- 9.1 The proceedings of the Library Board shall be governed by Michigan's Open Meetings Act (Public Act 267 of 1976). All other situations that arise during the proceedings will be resolved by generally accepted parliamentary procedures assuming such procedures are not inconsistent with these bylaws or Michigan State Statutes.

Article X – Amendments of the Bylaws of the Kent District Library Board of Trustees

- 10.1 These bylaws may be amended at any meeting of the Library Board provided that the amendment was distributed at the preceding meeting or sent to each Board member in

the informational packet containing the meeting's agenda, and that the amendment was a listed action item in the posted agenda for the meeting.

- 10.2 All amendments to these bylaws must be approved by a simple majority vote of a quorum of five or more members of the Library Board as set forth in these bylaws.

Kent County	Region 1	Trustee Initial Term Expires Dec. 31, 1994
	Nelson Township Oakfield Township Spencer Township Tyrone Township	
	Region 2	Trustee Initial Term Expires Dec. 31, 1995
	Algoma Township Cannon Township Courtland Township Grattan Township City of Rockford	
	Region 3	Trustee Initial Term Expires Dec. 31, 1996
	Alpine Township Plainfield Township City of Walker	
	Region 4	Trustee Initial Term Expires Dec. 31, 1997
	Bowne Township (except for Thornapple-Kellogg School District) Lowell Township City of Lowell Vergennes Township	
	Region 5	Trustee Initial Term Expires Dec. 31, 1994
	Ada Township Cascade Township City of East Grand Rapids Grand Rapids Township	
	Region 6	Trustee Initial Term Expires Dec. 31, 1995
	Caledonia Township (except for Thornapple-Kellogg School District) Gaines Township City of Kentwood	
	Region 7	Trustee Initial Term Expires Dec. 31, 1996
	Byron Township City of Grandville	

	Region 8	Trustee Initial Term Expires Dec. 31, 1997
	City of Wyoming	

Signatures:



BOARD OF TRUSTEES ISSUE ANALYSIS

INTRO

AGENDA ITEM FOR CONSIDERATION: Renewal of IP Consulting's Partnership as KDL's Managed Service Provider

BOARD MEETING DATES: 12/21/2023 (first reading); 1/18/2024 (second reading)

TIMELINE: August, 2023- December, 2023

BUDGET LINE ITEM(S): IT Colocation & Infrastructure Services (5810)

TOTAL ESTIMATED COST: \$2,498,556.00 for four years, **a savings of ~\$107,361.00 per year**

PURPOSE

This November, KDL's contract with IP Consulting came to an end. As a result, we posted a new RFP in August seeking to find a new managed services partner (MSP).

OVERVIEW/NEEDS/BACKGROUND INFO

In 2020, KDL posted an RFP soliciting a managed services partner (MSP) to help us manage our virtual servers at an off-site data center, as well as provide additional infrastructure support. At that time, our existing server equipment had reached end-of-life (five years) and needed to be replaced. Renovations were also greatly needed to the server room itself should we continue housing KDL servers on-site. Due to the expense and difficulty of replacing the server hardware and renovating the server room, KDL decided that hosting our virtual servers at an external data center made the most logistical and fiscal sense.

Additionally, KDL sought to utilize an MSP to bring increased technical resources to bear while allowing the KDL IT Team more time to focus on library directives, rather than spending significant time maintaining infrastructure. Outside of infrastructure maintenance and deep technical expertise, KDL also hoped to find an MSP that could provide level one, over-the-phone technical support to KDL branch staff. At the end of the RFP process, KDL chose IP Consulting to be our MSP, and they have been our partner for the last three years.

This August, KDL again posted an RFP for managed services and received several responses. Most of the respondents chose to only bid on the data center colocation component of the RFP, and not the level one helpdesk support, or other managed services. Three companies bid on the complete suite of services listed in the RFP and those are the businesses we investigated further. The IT Team narrowed it down to two top candidates and conducted multiple interviews with each of them. In the end, it was decided that IP Consulting is still the best choice as a partner for KDL. They provided the best pricing and also proposed services and solutions that fit KDL the best.

BENEFITS

By renewing our contract with IP Consulting for the next four years, KDL will continue to leverage the benefits of having our servers hosted in an off-site facility without having to continually update the physical server equipment or go to the expense of maintaining an on-site facility that would require

extensive renovations, including proper fire suppression, increased heating and cooling needs, increased electricity needs, etc.

Additionally, KDL will continue to benefit from the level one helpdesk services that IPC provides, which have been very successful for both branch staff and the IT Team. At the branch level, when a technical problem occurs that is urgent enough to warrant a phone call, branch staff are guaranteed to have someone pick up the phone when they call during business hours, evenings, and on weekends. Even if the problem is not immediately solvable by the IPC helpdesk technician, a ticket is created and passed on to KDL's IT Team through a trackable ticketing system, so no problem goes undocumented, and no call gets missed. For the KDL IT Team, this solution works great because they are more available to work on larger projects and do more complicated tasks without stopping to answer every helpdesk call or having to continually address low-level problems that can be easily handled by the helpdesk technicians at IPC.

DISADVANTAGES

Considering all previous costs were budgeted for and all services going forward are either similar or improved, it is difficult to note any new disadvantages. In fact, this new contract will save KDL money and provide coverage for the next four years with four one-year renewable terms after that, if we desire.

COST

Breakdown of Each Proposed Service	Cost
Colocation Services	\$10,857.00 per month
Managed Infrastructure Services	\$14,071.25 per month
Level 1 Helpdesk Services	\$13,025.00 per month
Managed Client Device Services	*\$12,300.00 per month
Deep Technical Support Services	Estimated \$1,800.00 per month
Monthly Total	\$52,053.25
Total for 1 year	\$624,639.00
Total for 4 years	\$2,498,556.00

* Several devices have pre-paid existing support. The per-device cost is \$30.00 per month. The price listed above is the price after the existing support expires.

ADDITIONAL INFORMATION

The IT team closely examined the possibility of relocating our servers from the data center in West Virginia, where they are currently housed, to a more local facility. However, once we had settled on a managed services provider (MSP), we learned that the financial cost of migrating to a different facility outweighed the benefits to KDL of having a more locally-situated data center. In the interest of taxpayer dollars, it was determined that returning to the same data center made the most sense.

IMPLEMENTATION

Implementation will be easy since all that needs to be done is to finalize a new contract.

RECOMMENDATION

KDL's IT Department recommends that the Board of Trustees approve their decision to enter into a new four-year contract with IP Consulting and to continue the productive professional partnership that the library, our staff and patrons, has benefited from these last three years.

Document History:

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

Trustee Board Assignments

As of December 14, 2023

TITLE	TRUSTEE	APPOINTMENT DATE	DURATION	NOTES
Board Chair	Andrew Erlewein	December 15, 2022	1 year	Appointed by Board Motion
Board Vice Chair	Sheri Gilreath-Watts	December 15, 2022	1 year	Appointed by Board Motion
Board Tresaurer	Peter Dykhuis	December 15, 2022	1 year	Appointed by Board Motion
Board Secretary	Nicole Lintemuth	December 15, 2022	1 year	Appointed by Board Motion

Trustee Board Assignments

As of December 14, 2023

KDL ALLIANCE OF FRIENDS		(MEETS BI-MONTHLY)	
TRUSTEE	APPOINTMENT DATE	DURATION	NOTES
Penny Weller	December 21, 2026	7 years	Appointed by Board Motion
Shirley Bruursema	December 16, 2021	2 years	Appointed by Board Motion
KDL PENSION BOARD		(MEETS QUARTERLY)	
TRUSTEE	APPOINTMENT DATE	DURATION	NOTES
Andrew Erlewein	February 19, 2021	2 years, 9 months	Appointed by Board Motion
LAKELAND LIBRARY COOP		(MEETS MONTHLY)	
TRUSTEE	APPOINTMENT DATE	DURATION	NOTES
Shirley Bruursema	July 21, 1994	29 years, 5 months	Appointed by Board Motion