

BOARD OF TRUSTEES PACKET

**Kent
District
Library**



JANUARY 2024





**BOARD OF TRUSTEES
OATH OF OFFICE**

STATE OF MICHIGAN
COUNTY OF KENT

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this state, and that I will faithfully discharge the duties of the office Library Board Trustee for the Kent District, Kent County, Michigan, according to the best of my ability.

Signature

Date

Printed Name



BOARD OF TRUSTEES BYLAWS

Amended and Restated Effective 01.18.2024

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.

Signatures:

Tracy Chrenka

Peter Dykhuis

Andrew Erlewein

Sheri Gilreath-Watts

Carla Moyer Hotz

Nicole Lintemuth

Christina Tazelaar

Penny Weller

Date

Kent County

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|---|---|
| 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 | |

DRAFT



BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Kent District Library Service & Meeting Center, 814 West River Center Dr NE, Comstock Park, MI, 49321

DATE & TIME

Thursday, January 18, 2024, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTION OF THE NEW KDL BOARD MEMBERS

Christina Tazelaar: *Representing Region 6*

4. OATH OF OFFICE & KDL BYLAWS*

5. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: December 21, 2023, Open & Closed Sessions
- C. Lakeland Library Cooperative Board Minutes: November 9, 2023
- D. Request: Cascade Branch request to remain open until 8:30 PM to accommodate Retro Arcade Program.

6. FINANCE REPORTS – December 2023*

7. DIRECTOR’S REPORT – December 2023

8. NEW BUSINESS

- A. Conflict of Interest Statements and Board Code of Ethics
- B. 2024 Credit Card Agreement
- C. Policy Manual Review: Section 1.3 Intellectual Freedom* *First Reading**
- D. 4th Quarter + Annual KPI Review
- E. Executive Director’s Evaluation*

9. LIAISON REPRESENTATIVE COMMENTS

10. PUBLIC COMMENTS**

11. MEETING DATES

Next Regular Meeting: Thursday, February 15, 2024 – KDL Service and Meeting Center, 4:30 PM

12. ADJOURNMENT*

* *Requires Action*

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

LOCATION

Service + Meeting Center, 814 West River Center Drive, Comstock Park, MI 49321.

DATE + TIME

Thursday, December 21, 2023, at 4:34 PM.

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

BOARD ABSENT: None.

STAFF PRESENT: Jennifer DeVault, Amanda Johnston, Curt Kieliszewski, Gwennan Lawcock, Kim Lindsay, Elvia Myers, Brian Mortimore and Lance Werner

GUESTS PRESENT: None.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

A. Approval of Agenda

B. Approval of Minutes: November 17, 2022

C. Request: City of Wyoming to close the library on January 22nd, 2024, due to the installation of the new weather-resistant carpet in the front entryway.

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

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

4. FINANCE REPORTS – November 2023*

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

- Cash is \$13.5M vs. \$14.0M at the same time last year. Of note, late in November, KDL liquidated some of the Atlanta Capital holdings for cash needs until property taxes begin arriving in mid-December.
- Revenue is \$30.3M, investment earnings are the reason for the additional revenue - earnings were significant in November due to the gain on the liquidation of some of the investment positions.

- Expenditure is at \$28.7M, or 11.6% of the expenditure budget remaining for December expenditures and non-payroll related year-end accruals. The payroll-related accruals were built into our last budget amendment, so we should be in good shape for the year.
- Disbursements over \$50,000 for the month were:
 - OverDrive for \$270,000 for the last electronic materials deposit for the year.
 - BiblioCommons for \$159,507.76 for the 2024 subscriptions.
 - Priority Health for \$151,947.89 for monthly health and dental plan premiums.
 - Midwest Tape for \$123,576.09 for Collections materials.
 - Kent County Clerk for \$91,379.40 for the Election costs.
 - Ingram Library Services for \$86,788.13 for Collections materials.
 - Ebsco Information Services for \$57,043.16 for the 2024 subscription.

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

Support: Supported by Mr. Dykhuis

RESULT: Motion carried.

5. DIRECTOR'S REPORT – November 2023

- Executive Director Lance Werner extended congratulations to Amy Bouma for commemorating 26 years, Ray Mysels for marking 24 years, and all other individuals reaching milestones at KDL. He eagerly anticipates 2024, a year filled with excitement and gratitude.

6. NEW BUSINESS

A. 2024 KDL Board of Trustees Schedule Revision*

Executive Assistant Elvia Myers introduced the 2024 Revised Schedule for the KDL Board of Trustees.

Motion: Ms. Moyer Hotz moved to approve 2024 KDL Board of Trustees Schedule Revision as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion Carried.

B. KDL Bylaws Review*

Chair Erlewein shared the revision of the KDL Bylaws.

Motion: Mrs. Gilreath Watts motioned to accept the changes as presented.

Support: Supported by Mr. Dykhuis.

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

RESULT: Motion Carried 8-0

C. Issue Analysis: Renewal of IP Consulting Colocation*

Network System Specialist Curt Kieliszewski presented the Issue Analysis: Renewal of IP Consulting Colocation.

The Board ask questions and the staff respond.

Motion: Ms. Lintemuth moved to approve the Issue Analysis: Renewal of IP Consulting Colocation as presented.

Support: Supported by Ms. Moyer Hotz.

RESULT: Motion Carried.

D. 2024 Election of Officers*

Motion: Ms. Weller motioned to appoint Mr. Andrew Erlewein as KDL Board of Trustees Chair, Ms. Gilreath Watts as Vice-Chair, Mr. Dykhuis as Treasurer and Ms. Moyer Hotz as Secretary for the 2024 calendar year.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

E. 2024 Trustee Board Assignments*

Chair Erlewein commenced the yearly discussion on trustee board assignments, providing trustees with the chance to communicate their interest in leaving or joining an advisory or Lakeland Library Cooperative Board.

Motion: Ms. Weller moved to reappoint Ms. Weller & Ms. Bruursema to serve as KDL Board representatives on the 2024 KDL Alliance of Friends, to reappoint Mr. Erlewein to serve as KDL Board representative on the 2024 KDL Pension Board, and to reappoint Ms. Bruursema to serve as a KDL Board Ex-Officio on the 2024 Lakeland Library Cooperative Board.

Support: Supported by Ms. Chrenka.

RESULT: Motion carried.

7. LIASON REPRESENTATIVE COMMENTS – None.

8. PUBLIC COMMENTS – None.**

9. MEETING DATES

Regular Meeting: Thursday, January 18, 2024 – Kent District Library Service and Meeting Center, 4:30 PM.

10. CLOSED SESSION – Executive Director’s Performance Evaluation

Motion: Ms. Bruursema moved at 5:17 PM to meet in a closed session pursuant to section 8(a) of the Open Meeting Act for the purpose of conducting the Executive Director’s performance evaluation.

Support: Supported by Mr. Dykhuis.

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

RESULT: Motion Carried 8-0.

Motion: Mr. Dykhuis moved to adjourn the closed session and resume the Regular Board Meeting at 7:20 PM.

Support: Supported by Ms. Chrenka.

RESULT: Motion carried.

11. EXECUTIVE DIRECTOR’S ANNUAL PERFORMANCE

Chair Erlewein discussed that the KDL Board convened in closed session to evaluate Mr. Werner. Chair Erlewein plans to have a meeting with Mr. Werner to go over the goals set by the Board for 2024. Additionally, the Board granted Mr. Werner a salary increase, a lump sum bonus, and extra vacation time for the upcoming year.

Motion: Ms. Weller moved to approve the Executive Director’s increases for 2024.

Support: Supported by Ms. Moyer Hotz.

RESULT: Motion carried.

12. ADJOURNMENT

Motion: Mr. Dykhuis moved for adjournment at 7:30 PM.

Support: Supported by Ms. Weller.

RESULT: Motion carried.



Lance Werner, KDL Executive Director

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

Present: Diane Kooiker (HO), Dale Parus (IC), Kerry Fountain (IS), Rob Bristow (OG), Maggie McKeithan (OS), Joe Zappacosta (SM), Ron Suszek (UM), Shirley Bruursema (KDL)
Lakeland Staff Present: Carol Dawe, Janet Cornell
Absent: Lance Werner (KDL), John McNaughton (GRPL)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:32 am. by Dale Parus.
 - a) Introduced New Members.
- 2) **APPROVAL OF AGENDA:** Rob Bristow moved, supported by Ron Suszek, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) **PUBLIC COMMENTS:** Dale Parus congratulated Patmos and Kent District Libraries for their successful millage elections.
- 5) **APPROVAL OF MINUTES:** Rob Bristow moved, supported by Ron Suszek, to approve the board minutes from October 12, 2023 – *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) October Financials and Check Register: Diane Kooiker moved, supported by Rob Bristow, to approve the October Financials as presented - *motion carried*.
- 7) **PRESIDENT'S REPORT**
 - a) None
- 8) **DIRECTOR'S REPORT:** Carol Dawe reported on the following items -
 - a) Ann Langlois has officially started at Lakeland although she is back in Germany right now to tie up some moving issues. The staff met together to look at how and why we do things right now to see if there may be better ways of providing services or if we can eliminate things not needed.
 - b) Carol talked with Bibliocommons as they are also looking at different ways that they do business with large consortiums, so they can provide better service at a better price. We are the 2nd largest consortium they work with.
 - c) The financial audit is in the works and the state aid financials are done. The rest of the state aid report will be finished up this month. Carol asked Lakeland members to submit their state aid reports as soon as possible as well.
 - d) Patmos millage passed with a favorable rate of around 62 percent.
 - e) She is also working on standards and is focusing on the Newaygo County libraries right now.
- 9) **COUNCIL/COMMITTEE REPORTS**
 - a) Advisory Council official minutes for October 12, 2023, included for informational purposes.
- 10) **NEW BUSINESS:**
 - a) Board Officers Election – Kerry Fountain moved, supported by Rob Bristow, to accept the election slate as presented – motion passed. The officers elected for one-year terms are the following:
 - Chair: Lance Werner (KDL)
 - Vice Chair: Dale Parus (IC)
 - Secretary: Ron Suszek (UM)
 - Treasurer: Maggie McKeithan (OS)
 - b) Strategic Planning Update – An update was included in the packet. Bold items are new, grey items are ones that have been completed. Action plans may be added as more activities are completed. Carol Dawe mentioned that she and Ann talked with Innovative. Money was set aside last year for training for her, and they also discussed the loan determinator table.
 - c) Muskegon County Libraries ILS Exploration – Ron Suszek reported that the Muskegon County libraries of MADL, Hackley, and White Lake have an RFP with Bibliocore to investigate the

feasibility of consolidating the ILS for their libraries. They should have more information after December 8th.

- d) Board Member Oath – The state of Michigan encourages local boards to take an oath of office. This is also encouraged for local library boards as well so that those elected to their positions understand their responsibilities. Those newly elected board members in attendance took the oath of office after the board meeting.

11) PUBLIC COMMENTS:

- a) There were no public comments.

12) BOARD MEMBER COMMENTS:

- a) Shirley Bruursema – Wrapping up the election duties which includes picking up signs, as some municipalities will issue fines for those leaving them out. It was a good outcome for both Patmos and KDL and she thanked all those who supported them in their elections. She is gearing up for 11 millage elections in 2024.
- b) Kerry Fountain – Made a trip up to Northern Michigan University to return an item lost in RIDES. The item would have cost \$2,500 to replace so she wanted to make sure it made it there safely.
- c) Rob Bristow – Happy to see the millage pass for Patmos as they are close neighbors.
- d) Joe Zappacosta – After 2 years of negotiating they have come up with a final agreement with the school district. This will allow them to move forward with some much-needed renovations at both of their locations.
- e) Maggie McKeithan – They are on track and under budget with their renovations. They are also adding some new self-checkouts.
- f) Diane Kooiker – none.
- g) Ron Suszek – Was hopeful for a good partnership with the NEA Big Read Lakeshore event on November 14th with author, Jerry Craft.
- h) Dale Parus - none.

13) NEXT MEETING: Thursday, December 14th, at 9:30 a.m. at Kent District Library Service Center.

14) ADJOURNMENT: Ron Suszek moved, supported by Dale Parus, to adjourn at 10:09 am - *motion carried.*

Respectfully submitted by,
Janet Cornell



December 27, 2023

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

Dear Board of Trustees,

The Cascade Branch is requesting to remain open until 8:30pm on Friday, January 26 2024 instead of 6:00pm due to the Retro Arcade Program. This program is a community builder event that was hosted at Cascade in 2016 and our patrons are excited to see this program return.

Sincerely,

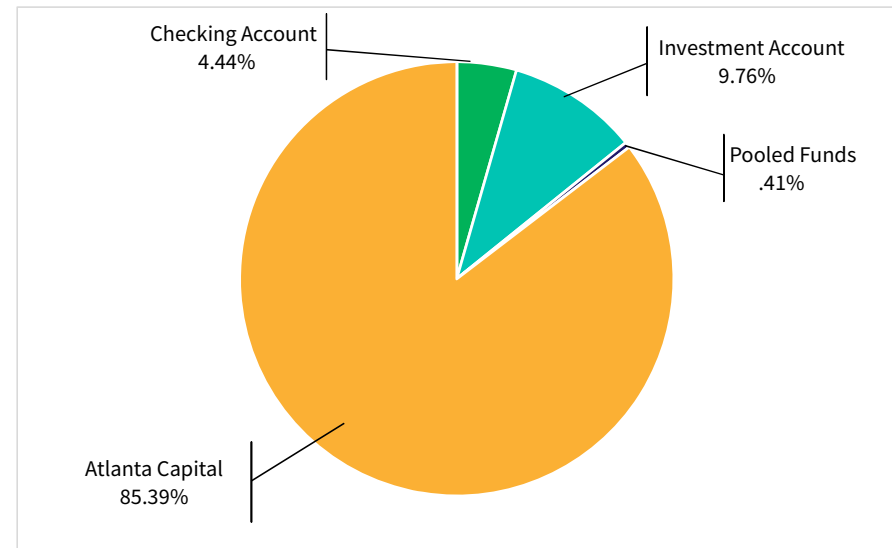
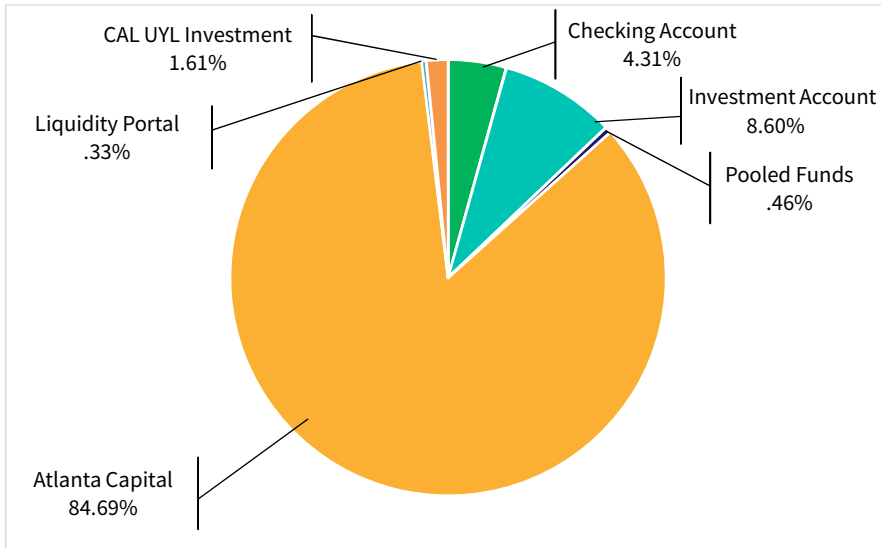
A handwritten signature in dark ink, appearing to read "Lulu Brown".

Lulu Brown
Regional Manager I
Caledonia Library 6260 92nd St SE, Caledonia, MI 49316
Cascade Library 2870 Jacksmith Ave SE, Grand Rapids, MI 49546
Office: 616-647-3853 | Cell: 269-830-3827
Pronouns: she, her, hers

CC: Lance Werner, KDL Executive Director



Monthly Cash Position Per Bank Month ended December 31



| 2023 | | |
|-------------------------------|--------|------------------------|
| Account | Rate | Amount |
| Huntington Checking Account | 0.500% | \$543,481.99 |
| Huntington Investment Account | 3.298% | \$1,084,895.27 |
| *Kent County Pooled Funds | 3.770% | \$57,869.57 |
| Atlanta Capital Investments | | \$10,683,821.00 |
| Huntington Liquidity Portal | | \$42,181.60 |
| Caledonia UYL Investment | | \$202,783.16 |
| | | <u>\$12,412,249.43</u> |

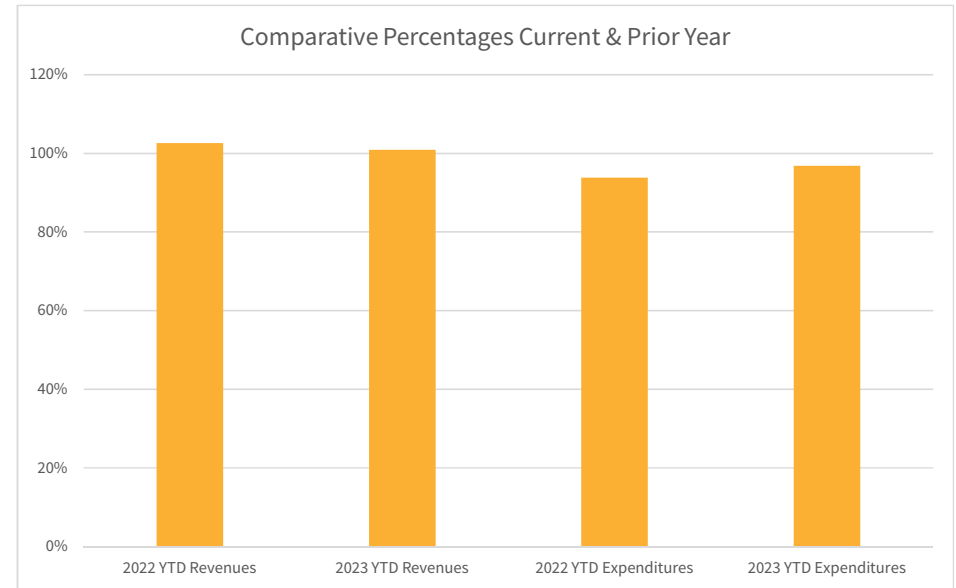
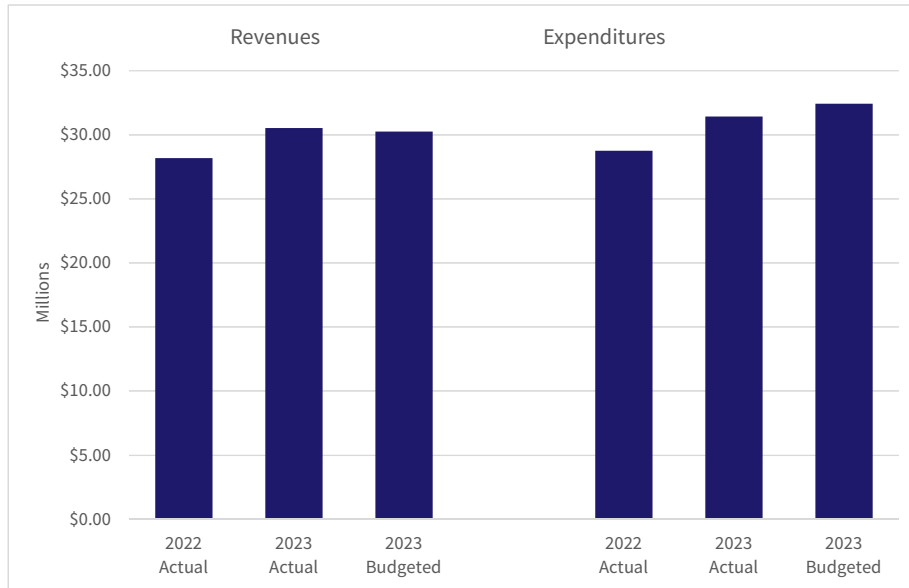
| 2022 | | |
|-------------------------------|--------|------------------------|
| Account | Rate | Amount |
| Huntington Checking Account | 0.100% | \$599,818.48 |
| Huntington Investment Account | 1.004% | \$1,318,414.03 |
| *Kent County Pooled Funds | 1.832% | \$56,367.01 |
| Atlanta Capital Investments | | <u>\$11,539,654.00</u> |
| | | <u>\$13,514,253.52</u> |

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended December 31



| Budget to Actual with Prior Year Comparison | | | |
|---|----|--|------------|
| Revenues | | | |
| 2022 Actual | \$ | | 28,194,651 |
| 2023 Actual | \$ | | 30,551,282 |
| 2023 Budgeted | \$ | | 30,274,625 |
| Expenditures | | | |
| 2022 Actual | \$ | | 28,779,075 |
| 2023 Actual | \$ | | 31,441,125 |
| 2023 Budgeted | \$ | | 32,447,254 |

| Comparative Percentages Current & Prior Year | |
|--|--------|
| Account | Amount |
| 2022 YTD Revenues | 102.7% |
| 2023 YTD Revenues | 100.9% |
| 2022 YTD Expenditures | 93.9% |
| 2023 YTD Expenditures | 96.9% |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2023 Through 12/31/2023
(In Whole Numbers)

| | YTD Actual | 2023 Amended Budget | 2023 Amended Budget to Actual Variance | Percent Remaining |
|--|------------|---------------------|--|-------------------|
| Revenues | | | | |
| Property Taxes | 26,519,872 | 26,507,100 | 12,772 | 0 % |
| Penal Fines | 631,390 | 631,000 | 390 | 0 % |
| Charges for Services | 38,466 | 36,100 | 2,366 | 7 % |
| Interest Income | 888,655 | 644,500 | 244,155 | 38 % |
| Public Donations | 548,044 | 530,000 | 18,044 | 3 % |
| Other Revenue | 794,317 | 795,575 | (1,258) | (0)% |
| State Sources | 1,130,538 | 1,130,350 | 188 | 0 % |
| Total Revenues | 30,551,282 | 30,274,625 | 276,657 | 1 % |
| Expenditures | | | | |
| Salaries and Wages | 13,766,822 | 13,823,400 | 56,578 | 0 % |
| Employee Benefits | 5,261,487 | 5,407,999 | 146,512 | 3 % |
| Collections - Digital | 2,675,416 | 2,675,417 | 1 | 0 % |
| Collections - Physical | 1,931,723 | 2,009,620 | 77,897 | 4 % |
| Supplies | 591,845 | 682,139 | 90,294 | 13 % |
| Contractual and Professional Services | 2,369,496 | 2,430,152 | 60,656 | 2 % |
| Programming and Outreach | 360,899 | 383,570 | 22,671 | 6 % |
| Maintenance and Utilities | 2,697,237 | 2,946,021 | 248,784 | 8 % |
| Staff Development | 243,499 | 244,015 | 516 | 0 % |
| Board Development | 15,950 | 17,000 | 1,050 | 6 % |
| Other Expenditures | 465,671 | 456,067 | (9,604) | (2)% |
| Capital Outlay | 1,061,082 | 1,371,854 | 310,773 | 23 % |
| Total Expenditures | 31,441,125 | 32,447,254 | 1,006,129 | 3 % |
| Excess Revenue Over (Under) Expenditures | (889,843) | (2,172,629) | 1,282,786 | (59)% |

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 12/1/2023 Through 12/31/2023
(In Whole Numbers)

| | YTD Actual | 2023 Amended Budget | 2023 Amended Budget to Actual Variance | Percent Remaining |
|-----------------------------|------------|------------------------|--|----------------------|
| Revenues | | | | |
| Public Donations | 1,810 | 0 | 1,810 | 0 % |
| Total Revenues | 1,810 | 0 | 1,810 | 0 % |
| Excess Revenue Over (Under) | 1,810 | 0 | 1,810 | 0 % |
| Expenditures | | | | |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2023 Through 12/31/2023
(In Whole Numbers)

| | YTD Ending December 31, 2022 | YTD Ending December 31, 2023 | Total Variance |
|--|---------------------------------|---------------------------------|----------------|
| Revenues | | | |
| Property Taxes | 25,014,471 | 26,519,872 | 1,505,401 |
| Penal Fines | 631,033 | 631,390 | 358 |
| Charges for Services | 43,895 | 38,466 | (5,429) |
| Interest Income | (340,400) | 888,655 | 1,229,055 |
| Public Donations | 358,000 | 548,044 | 190,043 |
| Other Revenue | 1,415,479 | 794,317 | (621,162) |
| State Sources | 1,072,173 | 1,130,538 | 58,365 |
| Total Revenues | 28,194,651 | 30,551,282 | 2,356,631 |
| Expenditures | | | |
| Salaries and Wages | 13,567,611 | 13,766,822 | 199,211 |
| Employee Benefits | 3,384,786 | 5,261,487 | 1,876,701 |
| Collections - Digital | 2,364,684 | 2,675,416 | 310,733 |
| Collections - Physical | 2,185,472 | 1,931,723 | (253,749) |
| Supplies | 595,800 | 591,845 | (3,955) |
| Contractual and Professional Services | 2,004,325 | 2,369,496 | 365,171 |
| Programming and Outreach | 337,231 | 360,899 | 23,668 |
| Maintenance and Utilities | 2,716,412 | 2,697,237 | (19,176) |
| Staff Development | 243,962 | 243,499 | (463) |
| Board Development | 13,816 | 15,950 | 2,134 |
| Other Expenditures | 389,204 | 465,671 | 76,467 |
| Capital Outlay | 975,774 | 1,061,082 | 85,308 |
| Total Expenditures | 28,779,075 | 31,441,125 | 2,662,051 |
| Excess Revenue Over (Under) Expenditures | (584,424) | (889,843) | (305,419) |

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 12/1/2023 Through 12/31/2023
(In Whole Numbers)

| | YTD Ending December 31, 2022 | YTD Ending December 31, 2023 | Total Variance |
|--|---------------------------------|---------------------------------|----------------|
| Revenues | | | |
| Public Donations | 0 | 1,810 | 1,810 |
| Total Revenues | 0 | 1,810 | 1,810 |
| Excess Revenue Over (Under) Expenditures | 0 | 1,810 | 1,810 |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2023 Through 12/31/2023
(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 | 9 | 26,224,319 | 26,221,000 | 3,319 | 0 % |
| 4412 Delinquent personal property taxes | 37 | 48,638 | 48,300 | 338 | 1 % |
| 4432 DNR - PILT | 0 | 40,474 | 31,400 | 9,074 | 29 % |
| 4437 Industrial facilities taxes | 0 | 206,442 | 206,400 | 42 | 0 % |
| Total Property Taxes | 46 | 26,519,872 | 26,507,100 | 12,772 | 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 | 100 | 1,179 | 1,100 | 79 | 7 % |
| 4685 Materials replacement charges | 2,952 | 37,287 | 35,000 | 2,287 | 7 % |
| Total Charges for Services | 3,052 | 38,466 | 36,100 | 2,366 | 7 % |
| Interest Income | | | | | |
| 4662 Interest Earned on Uyl Investment | 901 | 2,783 | 2,600 | 183 | 7 % |
| 4664 Interest Earned on Restricted Investments | 185 | 1,503 | 1,900 | (397) | (21)% |
| 4665 Interest earned on deposits and investments | 152,483 | 870,547 | 627,000 | 243,547 | 39 % |
| 4666 Interest Earned - Property Taxes | 20 | 13,821 | 13,000 | 821 | 6 % |
| Total Interest Income | 153,589 | 888,655 | 644,500 | 244,155 | 38 % |
| Public Donations | | | | | |
| 4673 Restricted donations | 19,657 | 502,970 | 495,000 | 7,970 | 2 % |
| 4674 Unrestricted donations | 9,681 | 45,073 | 35,000 | 10,073 | 29 % |
| Total Public Donations | 29,339 | 548,044 | 530,000 | 18,044 | 3 % |
| Other Revenue | | | | | |
| 4502 Universal Service Fund - eRate | 0 | 613,946 | 633,500 | (19,554) | (3)% |
| 4651 Admission/Entry fees | 4,007 | 5,428 | 800 | 4,628 | 578 % |
| 4668 Royalties | 157 | 3,161 | 2,800 | 361 | 13 % |
| 4672 Local grants | 2,250 | 0 | (2,250) | 2,250 | (100)% |
| 4686 Sale of Equipment | 4,998 | 12,074 | 1,100 | 10,974 | 998 % |
| 4688 Miscellaneous | 157 | 1,784 | 1,700 | 84 | 5 % |
| 4695 Health Insurance Plan Experience Rebate | 0 | 157,925 | 157,925 | 0 | 0 % |
| Total Other Revenue | 11,568 | 794,317 | 795,575 | (1,258) | (0)% |
| 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 | 197,594 | 30,551,282 | 30,274,625 | 276,657 | 1 % |
| Expenditures | | | | | |
| Salaries and Wages | | | | | |
| 5700 Board Stipend | 0 | 3,090 | 3,400 | 310 | 9 % |
| 5706 Extra duty stipends | 800 | 5,050 | 5,000 | (50) | (1)% |
| 5713 Salary & Wages | 1,699,634 | 13,758,682 | 13,815,000 | 56,318 | 0 % |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2023 Through 12/31/2023
(In Whole Numbers)

| | Current Month | 2023 YTD | 2023 Amended Budget | 2023 Amended Budget to Actual Variance | Percent Remaining |
|--|------------------|-------------------|---------------------|--|-------------------|
| Total Salaries and Wages | <u>1,700,434</u> | <u>13,766,822</u> | <u>13,823,400</u> | <u>56,578</u> | <u>0 %</u> |
| Employee Benefits | | | | | |
| 5709 FICA | 124,089 | 1,010,148 | 1,040,000 | 29,852 | 3 % |
| 5716 Defined Benefit Pension Plan Expenditures | 0 | 1,500,000 | 1,500,000 | (0) | (0)% |
| 5717 Defined Contribution Pension Plan Contributions | 79,749 | 613,123 | 608,000 | (5,123) | (1)% |
| 5718 Employee Health Benefits | 120,408 | 1,699,057 | 1,810,000 | 110,943 | 6 % |
| 5720 HSA/Flex | 0 | 369,805 | 370,000 | 195 | 0 % |
| 5730 Other Employee Benefits | <u>3,182</u> | <u>69,354</u> | <u>80,000</u> | <u>10,646</u> | <u>13 %</u> |
| Total Employee Benefits | <u>327,428</u> | <u>5,261,487</u> | <u>5,407,999</u> | <u>146,512</u> | <u>3 %</u> |
| Collections - Digital | | | | | |
| 5785 Cloud Library/OverDrive | 0 | 1,690,000 | 1,690,000 | 0 | 0 % |
| 5786 Hoopla | 0 | 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 | <u>0</u> | <u>2,675,416</u> | <u>2,675,417</u> | <u>1</u> | <u>0 %</u> |
| 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 | 75 | 2,859 | 0 | (2,859) | 0 % |
| 5982 Collection Materials - Depreciable | 125,132 | 1,432,655 | 1,474,300 | 41,645 | 3 % |
| 5983 CD/DVD Collection Materials - Non-Depreciable | 55,679 | 382,462 | 402,250 | 19,788 | 5 % |
| 5984 Beyond Books Collection - Non-Depreciable | <u>5,824</u> | <u>27,265</u> | <u>23,000</u> | <u>(4,265)</u> | <u>(19)%</u> |
| Total Collections - Physical | <u>186,710</u> | <u>1,931,723</u> | <u>2,009,620</u> | <u>77,897</u> | <u>4 %</u> |
| Supplies | | | | | |
| 5750 Collection Processing & AV Supplies | 11,265 | 139,161 | 122,820 | (16,341) | (13)% |
| 5751 Supplies | 7,273 | 116,734 | 144,677 | 27,943 | 19 % |
| 5760 Technology & Accessories <\$1000 | 493 | 37,687 | 40,319 | 2,632 | 7 % |
| 5764 KDL Staff Event, Supplies & Awards | 0 | 26,114 | 35,000 | 8,886 | 25 % |
| 5768 Promotions Supplies | 113 | 8,933 | 17,000 | 8,067 | 47 % |
| 5770 Other Awards/Prizes | 3,868 | 127,116 | 150,284 | 23,168 | 15 % |
| 5790 Books (not for circulation) | 0 | 29,684 | 35,000 | 5,316 | 15 % |
| 5851 Mail/Postage | 1,450 | 10,677 | 15,039 | 4,362 | 29 % |
| 5900 Copier/Printer Usage Charges | <u>(303)</u> | <u>95,739</u> | <u>122,000</u> | <u>26,261</u> | <u>22 %</u> |
| Total Supplies | <u>24,159</u> | <u>591,845</u> | <u>682,139</u> | <u>90,294</u> | <u>13 %</u> |
| Contractual and Professional Services | | | | | |
| 5792 Software | 11,959 | 530,879 | 530,767 | (112) | (0)% |
| 5801 Professional & Other Contracted Services | 109,025 | 858,988 | 879,000 | 20,012 | 2 % |
| 5813 Delivery Services | 32,900 | 180,988 | 180,000 | (988) | (1)% |
| 5814 Security Services | 742 | 21,183 | 25,000 | 3,817 | 15 % |
| 5817 Lakeland Library Co-op services | 0 | 6,445 | 6,445 | (0) | (0)% |
| 5827 Catering | 132 | 30,707 | 36,000 | 5,293 | 15 % |
| 5873 Website | 616 | 167,248 | 173,000 | 5,752 | 3 % |
| 5875 Advertising | 5,559 | 154,813 | 164,940 | 10,127 | 6 % |
| 5890 ILS Fees | 0 | 146,087 | 153,000 | 6,913 | 5 % |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2023 Through 12/31/2023
(In Whole Numbers)

| | Current Month | 2023 YTD | 2023 Amended Budget | 2023 Amended Budget to Actual Variance | Percent Remaining |
|---|---------------|-----------|---------------------|--|-------------------|
| 5891 Licenses and Fees | 15,131 | 167,274 | 164,000 | (3,274) | (3)% |
| 5901 Outsourced Printing & Publishing | 15,062 | 104,883 | 118,000 | 13,117 | 11 % |
| Total Contractual and Professional Services | 191,127 | 2,369,496 | 2,430,152 | 60,656 | 2 % |
| Programming and Outreach | | | | | |
| 5795 Programming & Outreach Supplies | 14,271 | 126,715 | 128,099 | 1,384 | 1 % |
| 5885 Speakers/Performers | 32,570 | 215,349 | 224,956 | 9,607 | 4 % |
| 5906 Community Outreach | 1,488 | 18,835 | 30,515 | 11,680 | 38 % |
| Total Programming and Outreach | 48,330 | 360,899 | 383,570 | 22,671 | 6 % |
| Maintenance and Utilities | | | | | |
| 5810 IT COLO Infrastructure Services | 78,757 | 674,789 | 717,000 | 42,211 | 6 % |
| 5822 Maintenance Contracts | 620 | 7,942 | 13,098 | 5,156 | 39 % |
| 5848 Mobile Hotspots | 30,655 | 424,341 | 515,000 | 90,659 | 18 % |
| 5849 Cell Phones/ Stipends | 2,189 | 25,182 | 31,000 | 5,818 | 19 % |
| 5850 Telephones | 2,563 | 42,021 | 43,000 | 979 | 2 % |
| 5852 Internet/Telecomm Services | 18,249 | 445,779 | 450,000 | 4,221 | 1 % |
| 5919 Waste Disposal | 505 | 5,800 | 8,000 | 2,200 | 28 % |
| 5920 Utilities | 4,347 | 58,638 | 76,000 | 17,362 | 23 % |
| 5925 Lawncare & Snowplowing | 0 | 22,783 | 40,000 | 17,217 | 43 % |
| 5928 Branch Maintenance Fees | 0 | 566,102 | 566,102 | 0 | 0 % |
| 5930 Repairs & Maintenance | 13,521 | 78,488 | 101,781 | 23,293 | 23 % |
| 5933 Software & IT Hardware Maintenance Agreements | 7,956 | 110,015 | 145,000 | 34,985 | 24 % |
| 5940 Rentals & Leases | 4,893 | 235,358 | 240,040 | 4,682 | 2 % |
| Total Maintenance and Utilities | 164,253 | 2,697,237 | 2,946,021 | 248,784 | 8 % |
| Staff Development | | | | | |
| 5910 Staff Development & Conferences | 18,733 | 243,499 | 244,015 | 516 | 0 % |
| Total Staff Development | 18,733 | 243,499 | 244,015 | 516 | 0 % |
| 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 | 438 | 4,754 | 6,000 | 1,246 | 21 % |
| 5860 Parking | 60 | 1,813 | 2,048 | 235 | 11 % |
| 5861 Mileage Reimbursement | 3,140 | 51,892 | 55,445 | 3,553 | 6 % |
| 5870 Branch Local Misc - Restricted Donation Expenditures | 63,351 | 212,067 | 182,585 | (29,482) | (16)% |
| 5907 Sponsorships/Donations | 5,760 | 9,242 | 14,000 | 4,758 | 34 % |
| 5935 Insurance | 0 | 112,482 | 113,000 | 518 | 0 % |
| 5939 Workers Compensation Insurance | 625 | 38,165 | 38,000 | (165) | (0)% |
| 5955 Miscellaneous | 200 | 7,800 | 10,989 | 3,189 | 29 % |
| 5959 Sales Taxes | (14) | (111) | 0 | 111 | 0 % |
| 5964 Property Tax Reimbursement | 0 | 25,119 | 30,000 | 4,881 | 16 % |
| 5965 MEL Return Items | 262 | 2,447 | 4,000 | 1,553 | 39 % |
| Total Other Expenditures | 73,821 | 465,671 | 456,067 | (9,604) | (2)% |
| Capital Outlay | | | | | |
| 5974 Land Improvements - Depreciable | 0 | 0 | 20,000 | 20,000 | 100 % |
| 5976 Building Improvements - Depreciable | 6,625 | 6,625 | 37,000 | 30,375 | 82 % |
| 5977 Technology - Non-Depreciable (\$1000-4999) | 14,792 | 109,186 | 200,000 | 90,814 | 45 % |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2023 Through 12/31/2023
(In Whole Numbers)

| | | Current Month | 2023 YTD | 2023 Amended Budget | 2023 Amended Budget to Actual Variance | Percent Remaining |
|------|---|--------------------|-------------------|------------------------|--|----------------------|
| 5978 | Technology - Depreciable (5,000+) | 0 | 224,426 | 300,000 | 75,574 | 25 % |
| 5979 | Equipment/Furniture - Non-Depreciable (\$0-4999) | 5,749 | 268,077 | 314,854 | 46,777 | 15 % |
| 5980 | Equipment/Furniture - Depreciable (\$5000+) | 0 | 452,768 | 500,000 | 47,232 | 9 % |
| | Total Capital Outlay | <u>27,166</u> | <u>1,061,082</u> | <u>1,371,854</u> | <u>310,773</u> | <u>23 %</u> |
| | Total Expenditures | <u>2,762,161</u> | <u>31,441,125</u> | <u>32,447,254</u> | <u>1,006,129</u> | <u>3 %</u> |
| | Excess Revenue Over (Under) Expenditures | <u>(2,564,567)</u> | <u>(889,843)</u> | <u>(2,172,629)</u> | <u>1,282,786</u> | <u>(59)%</u> |

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 12/1/2023 Through 12/31/2023
(In Whole Numbers)

| | Current Month | 2023 YTD | 2023 Amended Budget | 2023 Amended Budget to Actual Variance | Percent Remaining |
|--|---------------|--------------|------------------------|--|----------------------|
| Revenues | | | | | |
| Public Donations | | | | | |
| 4673 Restricted donations | <u>1,710</u> | <u>1,810</u> | <u>0</u> | <u>1,810</u> | <u>0 %</u> |
| Total Public Donations | <u>1,710</u> | <u>1,810</u> | <u>0</u> | <u>1,810</u> | <u>0 %</u> |
| Total Revenues | <u>1,710</u> | <u>1,810</u> | <u>0</u> | <u>1,810</u> | <u>0 %</u> |
| Excess Revenue Over (Under) Expenditures | <u>1,710</u> | <u>1,810</u> | <u>0</u> | <u>1,810</u> | <u>0 %</u> |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 12/1/2023 Through 12/31/2023

| Check Number | Vendor Name | Check Amount | Check Date |
|-----------------|--|--------------|------------|
| 87368 | Lake Michigan Credit Union | 364,000.00 | 12/15/2023 |
| AP-233220000... | Priority Health | 152,250.57 | 12/4/2023 |
| 2023-1589 | IP Consulting, Inc. | 79,209.50 | 12/15/2023 |
| 2023-1587 | Ingram Library Services Llc | 75,507.16 | 12/15/2023 |
| 87384 | Plainfield Charter Township | 30,839.08 | 12/15/2023 |
| 2023-1604 | Same Day Delivery, Inc | 27,300.00 | 12/15/2023 |
| AP-9948907817 | Verizon Wireless - MiFy Routers & Cell phones | 25,142.39 | 12/1/2023 |
| 87340 | Caledonia Township | 19,501.19 | 12/15/2023 |
| 2023-1595 | Midwest Tape LLC | 19,132.17 | 12/15/2023 |
| 2023-1549 | Rooftop Reindeer | 16,100.00 | 12/15/2023 |
| 2023-1544 | Baker & Taylor | 14,878.47 | 12/15/2023 |
| 2023-1601 | Quipu Group, LLC | 14,539.00 | 12/15/2023 |
| 87353 | Playaway Products LLC | 13,771.10 | 12/15/2023 |
| 2023-1553 | Everstream Holding LLC- Michigan | 13,609.28 | 12/15/2023 |
| 87385 | Rehmann Robson LLC | 13,000.00 | 12/15/2023 |
| AP-Nov 2023 | American Heritage Life Insurance Company / Allstate Benefits | 12,698.04 | 12/11/2023 |
| 87357 | Grand Rapids Charter Township | 11,725.29 | 12/15/2023 |
| 2023-1538 | AMAZON CAPITAL SERVICES, INC | 10,938.23 | 12/15/2023 |
| AP-233190001... | Priority Health | 9,379.22 | 12/1/2023 |
| 2023-1556 | Holland Litho Printing Services | 9,312.54 | 12/15/2023 |
| 2023-1547 | Comerica Bank | 9,146.17 | 12/15/2023 |
| 87391 | Tun-Dra Kennels | 9,000.00 | 12/15/2023 |
| 87335 | Alpine Township | 8,965.49 | 12/15/2023 |
| 87355 | Friends Of The Wyoming Library | 8,242.01 | 12/15/2023 |
| 87394 | Vergennes Township | 8,224.17 | 12/15/2023 |
| 87336 | Alto Friends of the Library | 8,176.89 | 12/15/2023 |
| 2023-1599 | GovernmentJobs.com, Inc | 8,164.10 | 12/15/2023 |
| 87332 | Friends of the Amy Van Andel Library | 7,877.24 | 12/15/2023 |
| AP-04996775 | Paycor, Inc. | 6,989.70 | 12/7/2023 |
| 2023-1606 | Thomas Klise/Crimson Multimedia | 6,300.00 | 12/15/2023 |
| 2023-1608 | Wolverine Printing Company | 5,386.00 | 12/15/2023 |
| 87359 | HighPoint Electric, Inc. | 5,095.00 | 12/15/2023 |
| 2023-1555 | Heart Of West Michigan United Way | 5,000.00 | 12/15/2023 |
| 87366 | Kent Intermediate School District | 5,000.00 | 12/15/2023 |
| 2023-1600 | Overdrive, Inc | 4,979.19 | 12/15/2023 |
| 2023-1590 | Library Ideas, Llc | 4,942.80 | 12/15/2023 |
| 87372 | Lowell Charter Township | 4,834.36 | 12/15/2023 |
| AP-9948930815 | Verizon Wireless - MiFy Routers & Cell phones | 4,745.50 | 12/1/2023 |
| AP-05063095 | Paycor, Inc. | 3,736.55 | 12/28/2023 |
| 2023-1609 | Xerox Financial Services LLC | 3,719.86 | 12/15/2023 |
| AP-Dec 2023 | PLIC - SBD Grand Island | 3,576.44 | 12/1/2023 |
| 2023-1602 | RNL Graphics Solutions, LLC | 2,828.08 | 12/15/2023 |
| 87377 | Monica Johnstone | 2,750.00 | 12/15/2023 |
| 2023-1605 | TelNet Worldwide, Inc. | 2,562.96 | 12/15/2023 |
| AP-207147326... | Consumers Energy | 2,505.10 | 12/5/2023 |
| 87341 | Christopher Swinson / Mycophiles Garden LLC | 2,300.00 | 12/15/2023 |
| 87390 | Today's Business Solutions, Inc. | 2,079.52 | 12/15/2023 |
| 2023-1588 | Interphase Office Interiors, Inc. | 2,033.35 | 12/15/2023 |
| 2023-1607 | UAW Local 2600 | 1,966.85 | 12/15/2023 |
| 2023-1537 | Adtegrity / Media Place Partners | 1,783.49 | 12/15/2023 |
| AP-623779 | 123.Net, Inc | 1,724.00 | 12/8/2023 |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 12/1/2023 Through 12/31/2023

| Check Number | Vendor Name | Check Amount | Check Date |
|------------------|--|--------------|------------|
| 2023-1536 | Abila / Community Brands Holdco, LLC | 1,681.45 | 12/15/2023 |
| AP-9949059669 | Verizon Wireless - MiFi Routers & Cell phones | 1,608.72 | 12/1/2023 |
| 2023-1539 | Autumn Shattuck / Fig & Table | 1,600.00 | 12/15/2023 |
| 87380 | NNAC, LLC | 1,500.00 | 12/15/2023 |
| 2023-1596 | TELUS HEALTH (US) LTD. | 1,432.41 | 12/15/2023 |
| 87392 | Unique | 1,406.66 | 12/15/2023 |
| 2023-1597 | TELUS HEALTH (US) LTD. | 1,404.48 | 12/15/2023 |
| 2023-1545 | Blackstone Audio Inc | 1,295.90 | 12/15/2023 |
| 87383 | Oakfield Township | 1,294.15 | 12/15/2023 |
| 2023-1591 | Lindenmeyr Munroe | 1,210.19 | 12/15/2023 |
| 87398 | World Book, Inc. | 1,199.00 | 12/15/2023 |
| 87350 | Disability Advocates of Kent County | 1,100.00 | 12/15/2023 |
| 2023-1598 | Nationwide | 1,071.94 | 12/15/2023 |
| AP-201542146... | Consumers Energy | 1,057.91 | 12/7/2023 |
| 87375 | David Medema / Medema Consulting Associates LLC | 1,000.00 | 12/15/2023 |
| 87379 | Nationwide Trust Company, FSB | 1,000.00 | 12/15/2023 |
| 87344 | Complete Fleet Corporation / Complete Fleet & Auto | 945.72 | 12/15/2023 |
| 87360 | John Ball Zoo | 870.00 | 12/15/2023 |
| 87356 | Grand Rapids Chamber of Commerce Capital Campaign | 800.00 | 12/15/2023 |
| 87397 | William Wolf | 800.00 | 12/15/2023 |
| AP-2036757-11... | Dte Energy | 784.09 | 12/1/2023 |
| AP-0005313354 | Delta Dental Of Michigan | 761.16 | 12/11/2023 |
| 87348 | Demco, Inc | 760.06 | 12/15/2023 |
| 2023-1550 | DK Security | 741.60 | 12/15/2023 |
| 87354 | Foster, Swift, Collins & Smith, P.C. | 658.00 | 12/15/2023 |
| AP-2784108 | Arrowaste | 505.33 | 12/18/2023 |
| 87347 | Deaf & Hard of Hearing Services | 473.50 | 12/15/2023 |
| AP-2970536 | TASC | 433.66 | 12/29/2023 |
| 2023-1546 | Cloud 616 LLC | 425.00 | 12/15/2023 |
| 87331 | Absopure Water Company | 408.90 | 12/15/2023 |
| 87374 | Martha Dubois | 400.00 | 12/15/2023 |
| 2023-1554 | Cengage Learning | 365.49 | 12/15/2023 |
| 2023-1548 | Crain Communications Inc | 325.00 | 12/15/2023 |
| 87365 | Julie Ralston | 274.48 | 12/15/2023 |
| 87333 | Advanced Ecosystems / FishGuy | 250.00 | 12/15/2023 |
| AP-2911282-12... | Comcast Cable | 248.85 | 12/11/2023 |
| 87362 | Joshua Bernstein | 241.50 | 12/15/2023 |
| 87349 | Denise Wohlferd | 180.82 | 12/15/2023 |
| 87373 | Madelyn Besaw | 177.67 | 12/15/2023 |
| 87381 | Northview Band Boosters | 150.00 | 12/15/2023 |
| AP-0021585-12... | Comcast Cable | 126.90 | 12/26/2023 |
| 2023-1552 | Everlasting Green Plantscape LLC | 120.00 | 12/15/2023 |
| 87370 | Lauren Hagerman Tekelly | 92.85 | 12/15/2023 |
| AP-9950690826 | Verizon Wireless - MiFi Routers & Cell phones | 83.10 | 12/21/2023 |
| 87369 | Lance Werner | 76.12 | 12/15/2023 |
| 87364 | Julie Gillich | 75.00 | 12/15/2023 |
| 87388 | Riverbank Events and Media LLC | 75.00 | 12/15/2023 |
| 87358 | Grand Rapids Public Library | 47.93 | 12/15/2023 |
| 2023-1551 | Ebsco Information Services | 44.70 | 12/15/2023 |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 12/1/2023 Through 12/31/2023

| Check Number | Vendor Name | Check Amount | Check Date |
|--------------|--|--------------|------------|
| 87363 | Joyanne Huston-Swanson | 38.40 | 12/15/2023 |
| 87395 | Walgreen Co | 36.00 | 12/15/2023 |
| 87371 | Lisa Samra | 28.95 | 12/15/2023 |
| 87338 | Bill Wilson, Jr. | 28.00 | 12/15/2023 |
| 87396 | White Cloud Community Library | 28.00 | 12/15/2023 |
| 87367 | Kurt Lardie | 27.98 | 12/15/2023 |
| 87393 | Van Buren District Library | 27.95 | 12/15/2023 |
| AP-016729 | Medtipster.com, LLC. | 26.14 | 12/15/2023 |
| 87346 | Dawn Heerspink | 25.50 | 12/15/2023 |
| 87386 | Township of Richland - Richland Township Library | 22.99 | 12/15/2023 |
| 87389 | Scott Stanley | 22.49 | 12/15/2023 |
| 87342 | City of Midland | 20.95 | 12/15/2023 |
| 87345 | Cornerstone University | 18.99 | 12/15/2023 |
| 87334 | Alicia Betts | 18.00 | 12/15/2023 |
| 87343 | City of Zeeland / Howard Miller Library | 17.00 | 12/15/2023 |
| 87378 | Mulliken District Library | 16.95 | 12/15/2023 |
| 87352 | East Lansing Public Library | 15.49 | 12/15/2023 |
| 87387 | Rita Medemblik | 14.99 | 12/15/2023 |
| 87382 | Novi Public Library | 14.95 | 12/15/2023 |
| 87337 | Ben Anderson | 14.49 | 12/15/2023 |
| 87351 | Dorr Township Library | 12.00 | 12/15/2023 |
| 87339 | Branch District Library | 10.00 | 12/15/2023 |
| 87361 | Jordan Valley District Library | 8.50 | 12/15/2023 |
| 87376 | Melissa Breese | 7.99 | 12/15/2023 |
| Report Total | | 1,121,555.99 | |

Director's Report December 2023



Alpine, Tyrone, Walker

The Walker, Alpine, and Tyrone Township branches continue to enhance the experience for the youngest patrons by offering a range of engaging activities. Alongside the exceptional services provided by Kent District Library, such as WonderKnooks, in-branch, and outreach story times, each branch goes the extra mile to create a welcoming atmosphere through community engagement activities.

One of the highlights at all three branches is the popular in-branch scavenger hunts, which captivate the library's littlest patrons. The frequency and themes of these scavenger hunts vary, but the excitement remains constant as young visitors eagerly search for hidden pictures throughout the libraries.

Caregivers and older siblings often join in the fun, assisting the little ones in uncovering cleverly concealed items. Upon completion, participants exchange their accomplished sheets for a prize. The Alpine branch stands out for its commitment to providing fresh and exciting scavenger hunts every other week, so that the library's littlest power users have a new scavenger hunt to complete almost every time they visit.

Sometimes, the simplest activities become the most well-loved. At the Tyrone Township Branch, Branch Librarians consistently set up a table stocked with a variety of coloring sheets and coloring materials. Even when pre-printed coloring sheets run out, children are encouraged to approach the desk and make special requests for coloring sheets based on their preferred themes. The patrons enjoy choosing the coloring sheets, and the librarians enjoy taking special requests!



Caledonia + Cascade

The Caledonia and Cascade strive to create an environment that is welcoming and exciting for our little patrons. Staff members focus on finding ways to deliver a little extra delight for our patrons which sometimes includes putting on an inflatable costume, monthly scavenger hunts, art activities in wondernook, storytime outreach events, as well as pop-up programs like Storytimes and fish feedings feeding to connect with patrons when there are no programs.

The region prioritizes kindergarten readiness by offering Storytimes every weekday morning when each branch is open. Storytimes allow Branch librarians to share services and resources like 1KB4K. Branch Librarians are often a bridge between what children will learn in the classroom and what they learn in their first classroom - home. During Storytimes we incorporate stories, songs, movement, sensory play, and tips for parents and caregivers to deliver a holistic approach to early childhood development, a strong foundation for future academic success and a lifelong love for reading. Every Cascade Storytimes are followed by a fish feeding at 11 AM to engage with our families who attended Storytime and the families who might have missed it. At Caledonia, Wondernook takes center stage after our Storytimes as community members connect and make plans for the week.

In the Fall of 2023, Cascade offered Homeschool Hangout to meet a patron request for more daytime programming for families who homeschool. For the Winter 2024 season, both branches are offering a program which attracts patrons as young as 2 years old to come and connect with other homeschool families and our staff. Branch Librarians use resources like our KDL Lab tubs to serve older children and incorporate some of the elements of sensory play to make the program accessible to our littles. Cascade Branch offers the program every Monday at 1 PM with Branch Librarian Ashley Geglio and Caledonia offers the program every Thursday at 1 PM with Branch Librarian Alyson Cryderman. Homeschool Hangout is one of our most successful weekly programs outside of story times.



Photo Descriptions: Branch Librarian Mike Golczynski at outreach to Pine Ridge talking to all the 1st graders for LEAP. Regional Manager I Lulu Brown was the inflatable reindeer, Branch Outreach and Programming Specialist Leigh Verburg, and Assistant Branch Librarian Taylor Labash was the inflatable tree pose for a photo prior to the start of a program.



Comstock Park + Plainfield

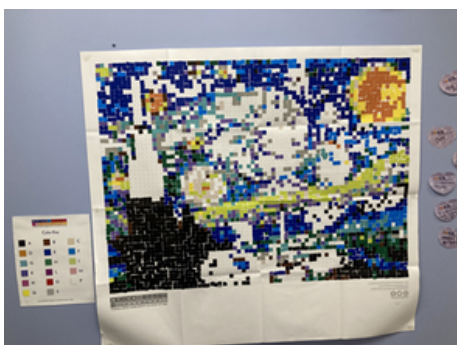
At the Plainfield Branch, our Friends of the Library generously purchased a “Baby Garden” as part of our amazing new WonderKnook. This area is full of tactile learning toys and board books and is restricted to our patrons aged two and under. The Baby Garden provides an oasis for babies to explore their world and socialize with other babies.



Right behind our Baby Garden, librarian Lynn Goldberg leads Toddler time, a program designed to nurture a toddler's love of books through music, movement and stories while helping to develop their language, motor and social skills. Downstairs, librarian Kathy Cheney leads Plainfield's Mama Bear Program. Each week, a group of moms and caregivers gather for a playgroup, and the adults can talk about their parenting journey. The Mama Bears have laughed and cried but most importantly they are building community for themselves and their babies.



At the Comstock Park Branch, Branch Librarians Dave Fletcher and Mikki Henry encourage the youngest patrons to come together to match colors to letters and discover this season's new artwork. The youngest library visitors work hard to find this month's scavenger hunt pictures and earn a sticker.



Katie Kudos

December 2023



CRAIG BUNO

Walker

Nominated by Tess Carne

Helpful

"Lynne, Ruth, and Craig brainstormed and figured out how to print antlers on construction paper for the reindeer program. Thank you, Thank you, Thank you!! What a big help!!"

Nominated by Lynne Haley

Helpful

"I witnessed today Craig's passion for being helpful and going the extra mile with our patrons. With the utmost patience, he assisted a patron with technology. He worked with the patron to help solve her issues – hotspot and printing. He was just great in taking the time to explain and work out everything. He is a wonderful example of living out the KDL way!"

KATHLEEN LATREILLE

CASCADE TOWNSHIP

Nominated by Beth Johnstone

Authentic

"Kathe is such a compassionate team member. Since I returned to work in November 2023, she has checked in on me many times to make sure I'm taking care of myself. She has switched assignments with me to give me a break. She helped me unload overflowing bins, so I didn't overdo it. She has even given me her warming pack and peppermint essential oil to use when I needed it. Thank you, Kathe, for being a stellar human being and coworker!"

Nominated by Emily LaJoie

Positive

"We were short staffed at the Cascade branch on Sunday. Kathleen jumped in full of positivity. She made a busy day fun and manageable!"

MCKENZIE SMITH

COMSTOCK PARK

Nominated by Paula Wright

Helpful

"McKenzie took on a huge balancing / weeding project in our youth area. She checked every E book in the branch for its condition. She then helped identify items that needed to be balanced. The youth area is looking amazing!"

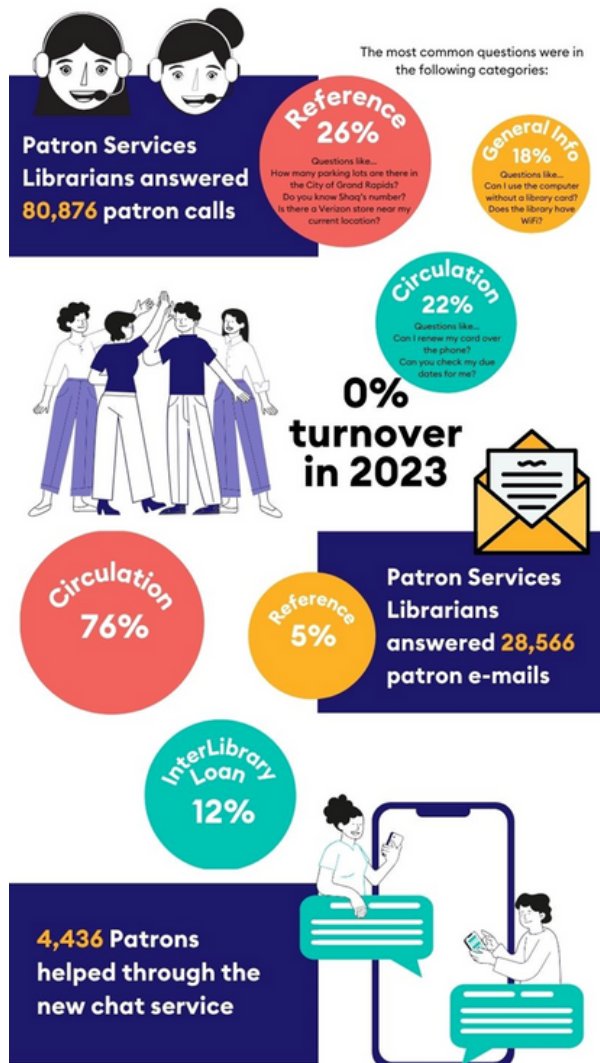
Nominated by Tricia Hetrick

Helpful

"McKenzie really stepped up and volunteered to work a handful of Wednesdays for me. I needed those days covered in January 2024 at the Plainfield branch. Thank you, McKenzie!"

Patron Services Featured Department

2023 Patron Services Department BY THE NUMBERS



For a total of...

113,878
Patrons served virtually

The Patron Services Department experienced a dynamic year in 2023. The team of Patron Services Librarians managed 80,876 calls and 28,566 e-mails, assisting 113,878 patrons. This influx of inquiries underscores the department's vital role in serving our community.

In response to the evolving needs of patrons, Patron Services proactively introduced a third-party chat service in February. This yielded a 590% increase in chat usage. With the new system in place, patrons can now seek assistance from 5:00 am to 11:00 pm and in the language of their choosing. Monthly random reviews of chats ensure quality control and alignment with the KDL Way standards. The department also successfully adopted Over the Phone Interpretation, led by Yuliya Bunker, Patron Services Librarian further broadening the avenues through which patrons can access assistance.

The department takes pride in maintaining a consistent team throughout 2023, with no turnovers. The commitment to delivering top-tier relationship-focused service remains a cornerstone of the department's values.

Looking ahead to 2024, Patron Services eagerly anticipates the arrival of its newest team member, Temi the robot. Temi is a new way for Patron Services Librarians to engage with the patrons at the Grattan Township location and revolutionary in the library space. This year, Shelley Roossien, the Accessibility and Inclusion Specialist, has strategically relocated the adaptive tech space to the Service Center. This move ensures that users can now access the space by appointment, enhancing the level of support and service available to them.

Upcoming Meetings + Dates of Interest

Upcoming Meetings

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

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

Dates of Interest

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

PLA 2024 Conference
April 3-5, 2024
Columbus, Ohio

Kent
District
Library
kdl.org



Information
Ideas
Excitement!



MONTHLY PROJECT REPORT

**DECEMBER
2023**

0 New projects approved

8 In approval queue

0 Declined

10

Active Approved
Projects

| | | |
|--|-----------------------|----|
| | On Time | 11 |
| | Late (At Risk) | 0 |
| | Paused | 0 |
| | Completed since 01/23 | 17 |

Automated Materials Handling



Project Lead: Liz Guarino

Status: On track

Approval Date: 09.13.23

Due Date: 09.30.24

The area currently designated for MeLCat at the KDL Service & Meeting Center has been moved to make space for the materials sorter machine, and sound panels are scheduled to be installed to minimize disruptions the noise the sorter makes. Barring no vendor delays, the sorter should be installed in the Summer of 2024.

Esports - Phase 1: Test Lab



Project Lead: Kurt Stevens

Status: On Track

Approval Date: 11.03.23

Due Date: 04.30.24

The full eSports project group met on December 19th for a quick check-in and update on the subgroups' progress before breaking for the holidays. The next meeting will be January 11th.

MarketScale



Project Lead: Josh Mosey

Status: On Track

Approval Date: 09.27.23

Due Date: 06.30.24

After navigating the frustrations of inviting staff to submit short videos for the Happy Holidays video compilation, the team is evaluating next steps on whether MarketScale will be a viable solution for KDL's longterm video production needs. The full project group has yet to meet to discuss this. All initial use to this point has been by MarCom exclusively.

Mission: Read! Revamp



Project Lead: Monica Walen
Status: On Track

Approval Date: 09.27.23
Due Date: 07.31.25

As we move into the new year, the team has begun soliciting teacher feedback. A survey has gone out to KDL staff who were formerly teachers to ask them to provide helpful information that will guide our development of the new program. Another survey has been created to solicit for current teacher feedback through January. All staff will be informed about the May 31 sunset of Mission Read through a communication plan in early January and the intention to make the school age reading incentive program an annual one-year program that runs through the school year (September-May).

New Cardholder Drive



Project Lead: Joshua Mosey
Status: On Track

Approval Date: 02.22.23
Due Date: 01.31.24

The year ended with a final count of 20,167 new cards created, which was slightly less than last year's number. This was a bit of a disappointment since library checkouts (both digital and physical) and program attendance were significantly increased over the prior year. As a system, we did a few new efforts to incentivize getting library cards. It was possible that the team tried too many things because staff seemed confused at times on what was being asked of them. A big contributor to lower numbers was likely the changes in KDL's student and minor no-cosigner policy, neither of which were anticipated when projecting and determining goals.

On the Same Page 2024



Project Lead: Hennie Vaandrager
Status: On Track

Approval Date: 03.22.23
Due Date: 05.31.24

With the title (*Tom Lake*) announced, excitement is building with patrons and staff. New banners have been ordered to help with displays and promotion. The project group will be attending a January Series event to get a feel for the space and start talking through logistics. With the initial announcement, numerous print and televised interviews have already taken place. Patrons are invited to sign up for updates and reminders on <https://kdl.org/samepage/> which will house information and related programs. Emails have also started to go out to those who have signed up for such updates.



One Community Relationship Building



Project Lead: Elvia Myers
Status: On Track

Approval Date: 01.25.23
Due Date: 12.31.23

The project closeout was rescheduled to accommodate schedules. The EDI Advisory group has identified the next community to collaborate with, aiming to boost KDL's programming initiatives, establish and sustain economic engagement opportunities, and enhance learning opportunities for staff.

Physical Collection Audit



Project Lead: Joshua Bernstein
Status: On Track

Approval Date: 02.22.23
Due Date: 12.31.23

The project close out for this meeting got pushed into the new year to accommodate schedules. The project scope did not include the actual weeding of these collections but rather a documented plan of recommendations for each branch, staff talking points, a training plan, etc. Those deliverables will need to be met before closing out and weeding is scheduled to begin later in the year.

Preschool Booster Packs



Project Lead: Jackie Boss
Status: On Track

Approval Date: 08.23.23
Due Date: 02.01.24

All materials for the 50 booster packs have been received and put together. Yuko will be finishing the cataloging process to ensure that the packs are holdable but not available until their February 1 launch. A staff training plan was created for staff and will launch after the new year. The training will inform staff which branches the packs will be going to and will allow staff to become familiar with what each pack contains and to have staff review missing pieces procedures should they need future replacement items. After the launch, the team will assess the data to see which branches and which types of packs to add to expand the collection which the funds raised from Giving Tuesday.

Sort Assistant Software by FE Technologies



Project Lead: Karen Small
Status: Complete

Approval Date: 04.26.23
Due Date: 12.31.23

The project has been successfully closed out! All deliverables of the project were met and visits and revisits were scheduled to ensure the Sort Assistants were working well and all developed processes were embraced. Some minor change management issues were addressed and issues pertaining the wand accuracy were brought up, but Sort Assist itself have been working well. The Paradigm shift to prioritize patron interaction over materials check in has been heavily discussed among a management. Smaller branches and those with drops right at the desk still check theirs a bit more regularly.

Temi Robot at Grattan



Project Lead: Brian Mortimore
Status: On Track

Approval Date: 09.06.23
Due Date: 01.31.24

The Temi robot was deployed to Grattan prior to the holidays. The unit is functioning but has experienced issues with its battery life and is undergoing troubleshooting from the team from CS Erickson. The unit will either be fully operational or replaced with another robot on January 10th so as to address the battery issue. Publicity has begun through MarCom with a “Name the Robot” program. Despite the battery issues, the project remains on-time.

BUILDING PROJECTS

Cascade Township



Project Lead: Lulu Brown
Status: N/A

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

Due to our mild winter, construction continues at Friendship Park. In December, the Cascade Township Board approved the design and contract for the pavilion. The pavilion's construction is slated to begin in May 2024 and be completed by early June 2024. The trails in the woodland area are being mapped out and project manager, Wes Landon believes it will have an immediate impact as a cool outdoor play area for the kids. This project started as a \$10,000 idea and has morphed into a \$1.8 million park for the township which has further developed the relationship between the library and the Cascade Township.

The interior refresh will begin to have more movement. In the third week of January, C2AE will be on site to conduct interviews with team members and patron interest groups.

Krause Memorial (Rockford)



Project Lead: Jennifer German
Status: N/A

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

The Krause Finance Cabinet continues to move forward with the fundraising campaign for the library expansion, and more library tours for potential donors are being scheduled. The Cabinet expects to hear the results of several grant applications in the near future.

Tyrone Township



Project Lead: Liz Knapp
Status: N/A

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

The Environmental Review process has begun on the future site of the new library. Currently, work is focused on creating a plan to demolish the old building on the site in an environmentally sound way. The environmental review process generally takes 90-180 days and includes creating full scope of work project site plans, working with federal and state agencies for required permits and approvals, a period of public engagement, and HUD submission and acceptance.

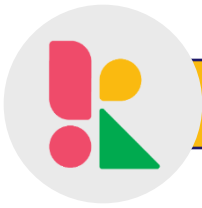
Walker



Project Lead: Craig Buno
Status: N/A

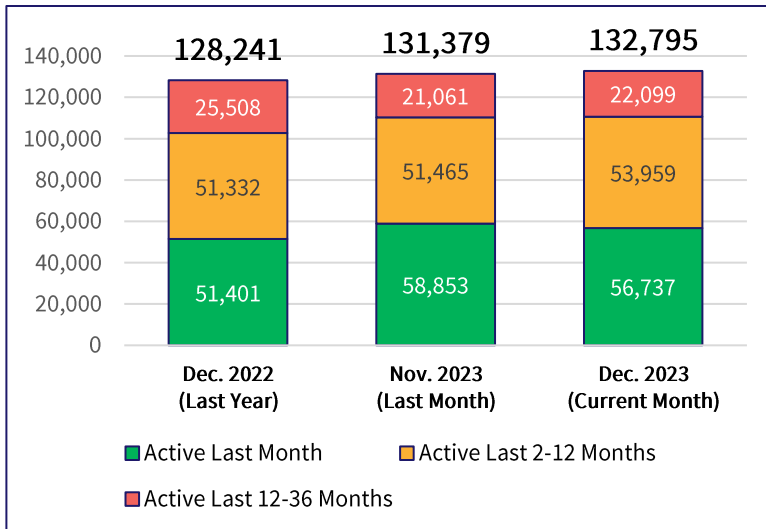
Approval Date: N/A
Due Date: N/A

On December 18th, Patrick Callahan, from Studio GC, gave a presentation to the Commission with updates of the new Library project. He stated that the project is on schedule and final approval for the schematic design is slated for January. Mr. Callahan gave an overview of the design charette that took place earlier this year. At the end of the presentation, city commissioners could ask questions and seemed excited about the project's future!



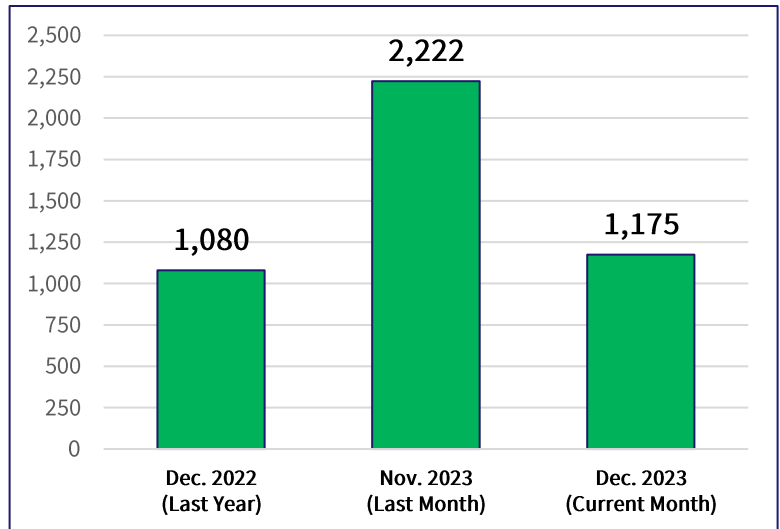
DECEMBER 2023 STATISTICAL SUMMARY

Active KDL Patrons:



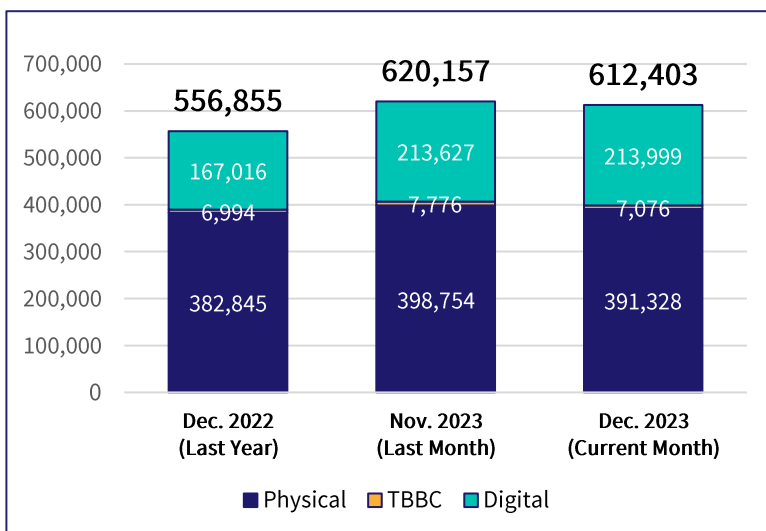
Active KDL Patrons are **up 1%** from last month and **up 4%** from the same month last year.

New KDL Cards Added:



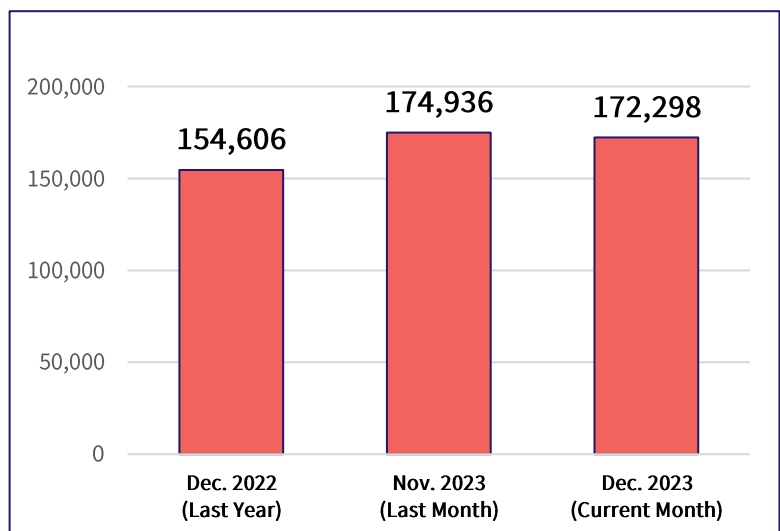
New KDL Cards Added are **down 47%** from last month (due to a bulk upload of 898 new student cards in November) and **up 9%** from the same month last year.

Total Circulation:

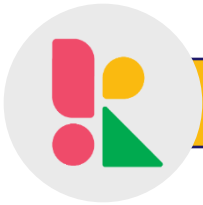


Total Circulation is **down 1%** from last month and **up 10%** from the same month last year.

Visitor Count:

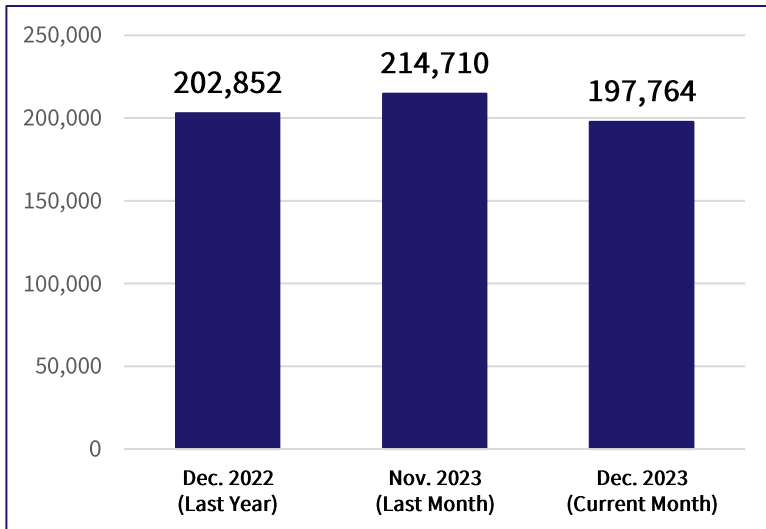


Branch Visitors are **down 2%** from last month and **up 11%** from the same month last year.



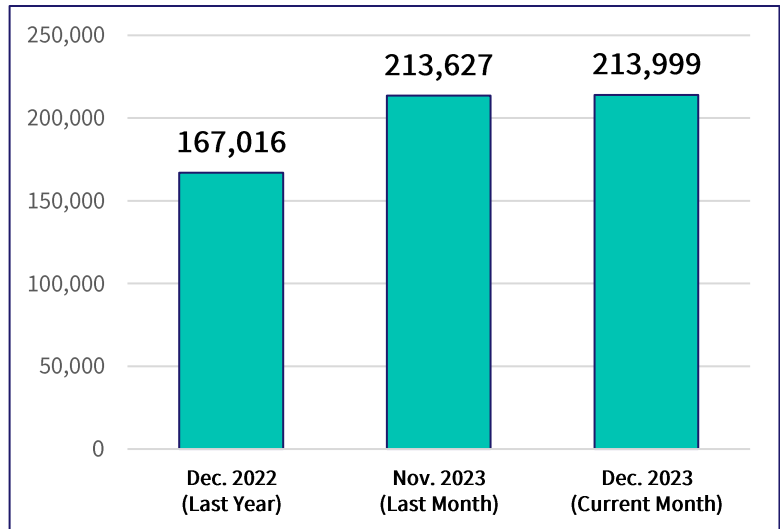
DECEMBER 2023 STATISTICAL SUMMARY

Physical Items Checked Out:



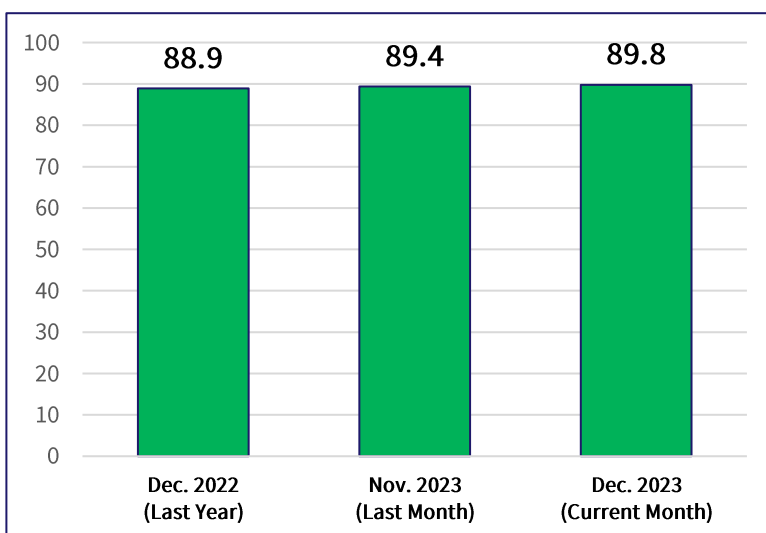
Physical checkouts are **down 8%** from last month and **down 3%** from the same month last year.

Digital Items Checked Out:



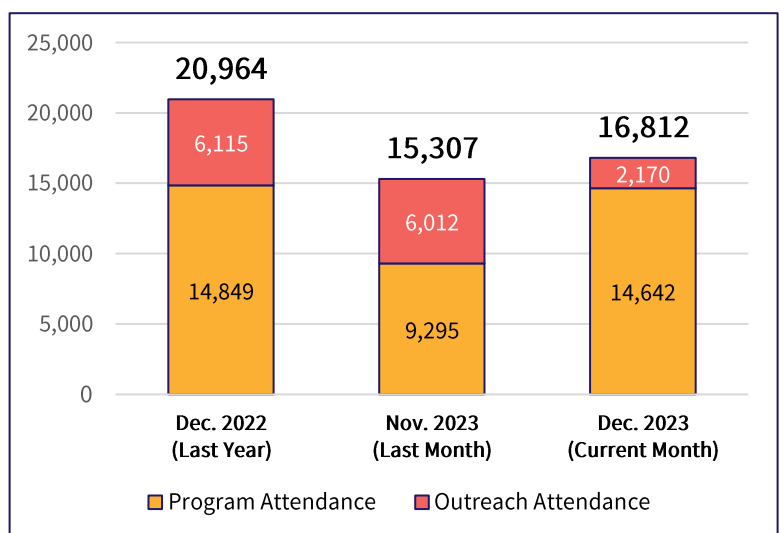
Digital checkouts are **up 0.2%** from last month and **up 28%** from the same month last year.

Net Promoter Score (NPS):

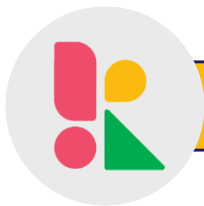


Net Promoter Score is **up 0.4%** from last month and **up 0.9%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **up 10%** from last month and **down 20%** 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):

| <u>Title</u> | <u>Checkouts</u> |
|---|------------------|
| 1. <i>Tom Lake</i> by Ann Patchett | 777 |
| 2. KDL WiFi Mobile Hotspot | 329 |
| 3. <i>The Exchange</i> by John Grisham | 146 |
| 4. <i>Oppenheimer</i> DVD | 145 |
| 5. <i>Fourth Wing</i> by Rebecca Yarros | 123 |
| 6. <i>Dirty Thirty</i> by Janet Evanovich | 122 |
| 7. <i>Barbie</i> DVD | 115 |
| 8. <i>Iron Flame</i> by Rebecca Yarros | 109 |
| 9. <i>Lessons in Chemistry</i> by Bonnie Garmus | 108 |
| 10. <i>The Secret</i> by Lee Child | 101 |

All Physical Items (Most Holds):

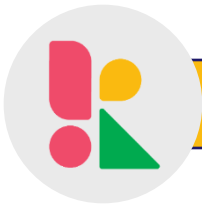
| <u>Title</u> | <u>Holds</u> |
|---|--------------|
| 1. KDL WiFi Mobile Hotspot | 384 |
| 2. <i>Super Mario Bros. Wonder</i> Video Game | 291 |
| 3. <i>The Exchange</i> by John Grisham | 169 |
| 4. <i>Oppenheimer</i> Blu-ray | 168 |
| 5. <i>Oppenheimer</i> DVD | 165 |
| 6. <i>Oath and Honor</i> by Liz Cheney | 163 |
| 7. (tie) <i>Iron Flame</i> by Rebecca Yarros | 161 |
| (tie) <i>The Ballad of Songbirds and Snakes</i> by Suzanne Collins | 161 |
| 9. <i>The Woman in Me</i> by Britney Spears | 157 |
| 10. <i>Barbie</i> DVD | 154 |

OverDrive Items (Most Checkouts):

| <u>Title</u> | <u>Checkouts</u> |
|--|------------------|
| 1. <i>Iron Flame</i> by Rebecca Yarros (audio) | 604 |
| 2. <i>Fourth Wing</i> by Rebecca Yarros (audio) | 580 |
| 3. <i>The Ballad of Songbirds and Snakes</i> by Suzanne Collins | 359 |
| 4. <i>Demon Copperhead</i> by Barbara Kingsolver | 225 |
| 5. (tie) <i>Tom Lake</i> by Ann Patchett (audio) | 213 |
| (tie) <i>Yellowface</i> by R. F. Kuang (audio) | 213 |
| 7. <i>Demon Copperhead</i> by Barbara Kingsolver (audio) | 200 |
| 8. <i>The Covenant of Water</i> by Abraham Verghese (audio) | 194 |
| 9. <i>Winter 2023-2024 Kaleidoscope Magazine</i> by Kent District Library | 193 |
| 10. <i>Yellowface</i> by R. F. Kuang | 189 |

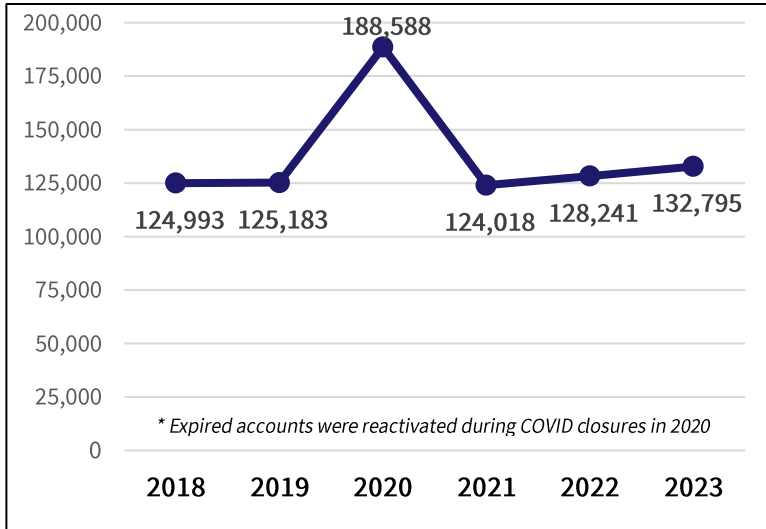
OverDrive Items (Most Holds):

| <u>Title</u> | <u>Holds</u> |
|--|--------------|
| 1. <i>The Woman in Me</i> by Britney Spears (audio) | 829 |
| 2. <i>Fourth Wing</i> by Rebecca Yarros | 769 |
| 3. <i>Lessons in Chemistry</i> by Bonnie Garmus | 742 |
| 4. <i>Tom Lake</i> by Ann Patchett | 732 |
| 5. <i>Tom Lake</i> by Ann Patchett (audio) | 726 |
| 6. <i>Lessons in Chemistry</i> by Bonnie Garmus (audio) | 656 |
| 7. <i>Iron Flame</i> by Rebecca Yarros | 479 |
| 8. <i>The Women</i> by Kristin Hannah (audio) | 441 |
| 9. <i>The Women</i> by Kristin Hannah | 423 |
| 10. <i>None of This Is True</i> by Lisa Jewell (audio) | 415 |



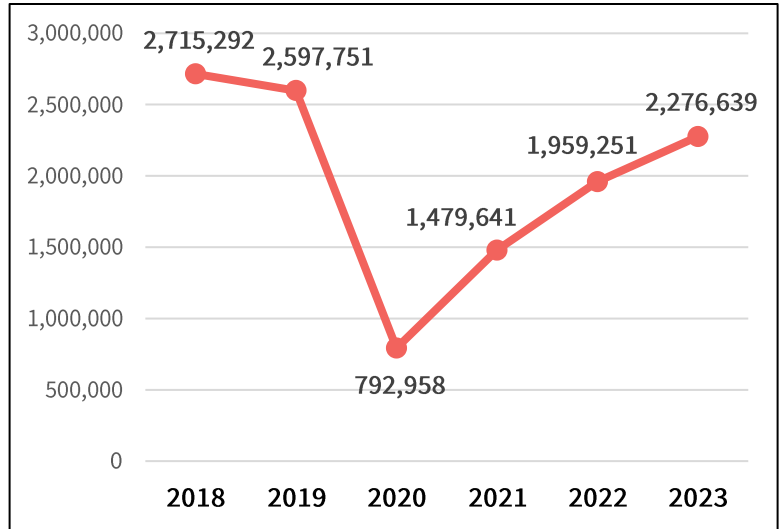
2023 YEAR-END STATISTICAL SUMMARY

Active KDL Patrons:



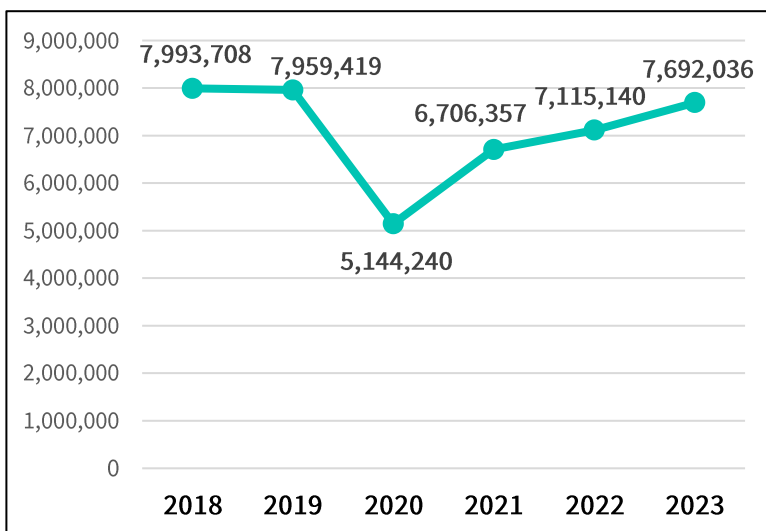
Active KDL Patrons are **up 4%** from last year and **up 6%** over 5 years.

Visitor Count:



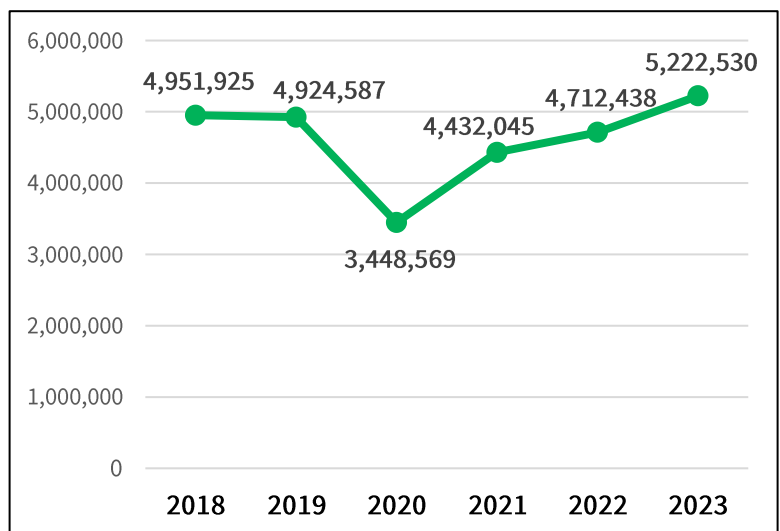
Branch Visitors are **up 16%** from last year and **down 16%** over 5 years.

Total Circulation:

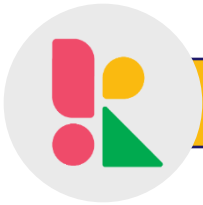


Total Circulation (including checkouts & renewals) is **up 8%** from last year and **down 4%** over 5 years.

Total Checkouts:

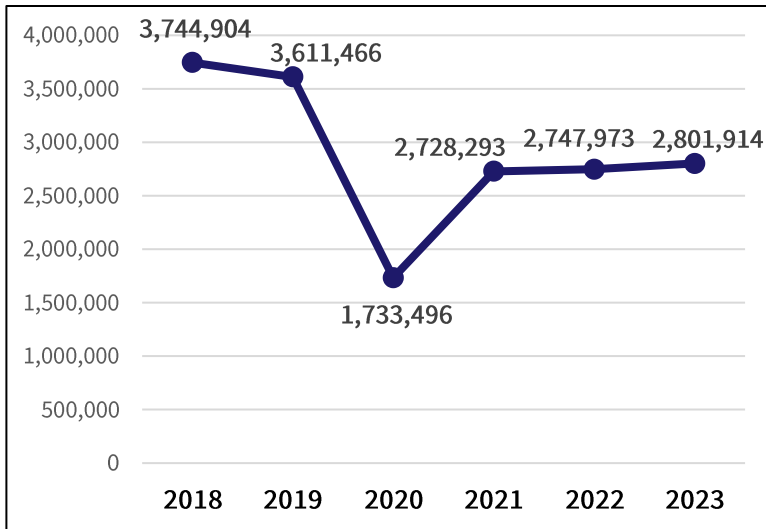


Total Checkouts (not including renewals) are **up 11%** from last year and **up 5%** over 5 years.



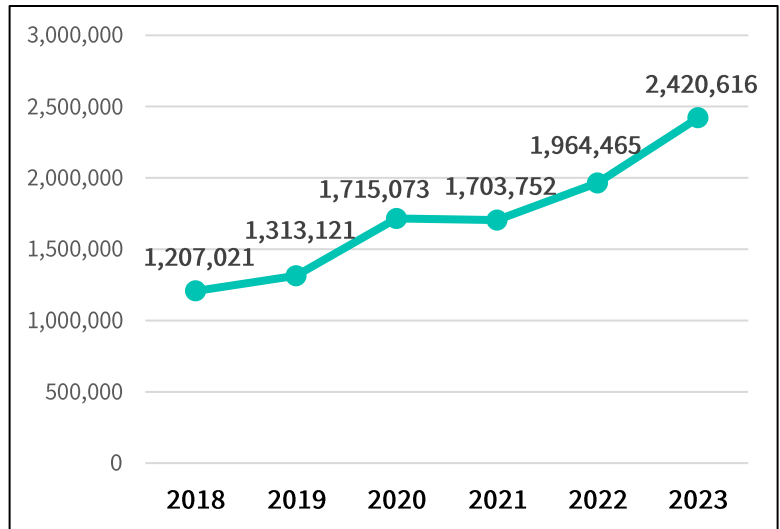
2023 YEAR-END STATISTICAL SUMMARY

Physical Items Checked Out:



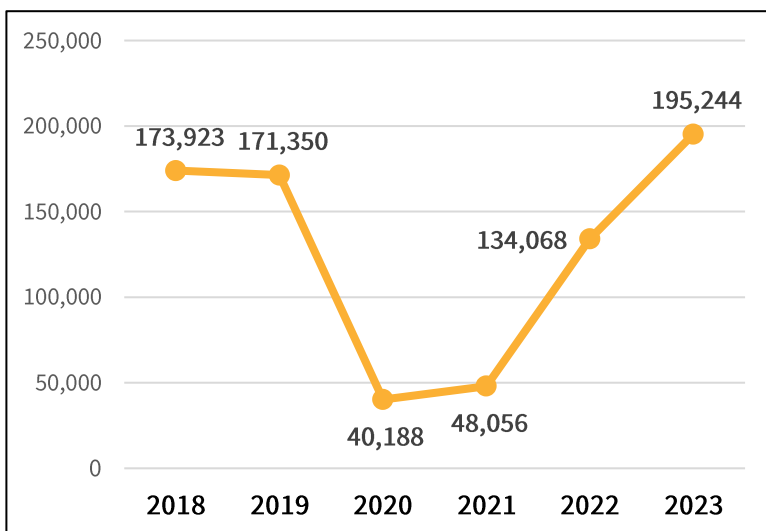
Physical checkouts are **up 2%** from last year and **down 25%** over 5 years.

Digital Items Checked Out:



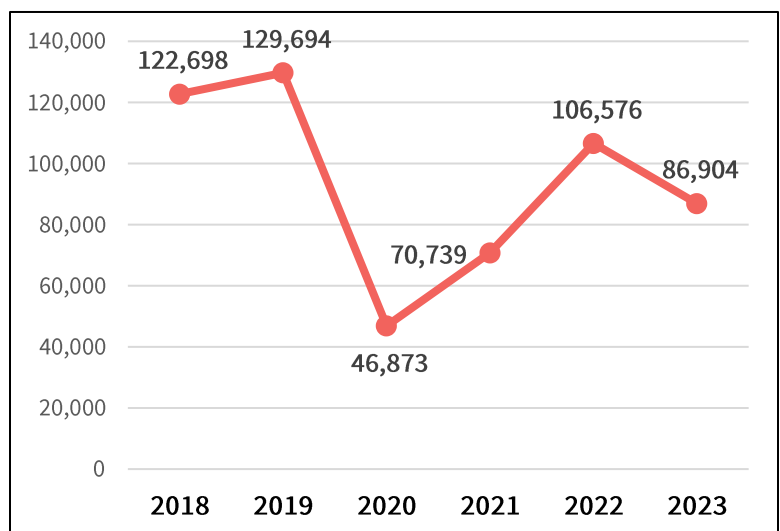
Digital checkouts are **up 23%** from last year and **up 101%** over 5 years.

Program Attendance:



Program Attendance is **up 46%** from last year and **up 12%** over 5 years.

Outreach Attendance:



Outreach Attendance is **down 18%** from last year and **down 29%** over 5 years (due in part to no longer counting total attendance at parades and other large "seen but not heard" events).

| NEW HIRES | POSITION | EFFECTIVE |
|---------------|---|------------|
| Emma Brisson | Assistant Branch Librarian – Plainfield/Comstock Park | January 22 |
| Kelsey Hunter | Branch Librarian – Cascade | January 22 |

| PROMOTIONS & TRANSFERS | FROM | TO | EFFECTIVE |
|------------------------|--|--|------------|
| Bernice Oliver | Shelver – Kentwood | Assistant Branch Librarian - Kentwood | January 22 |
| Duncan Watson | Collection Services Assistant – Service Center | Printing & Bindery Technician – Marketing/Communications | February 5 |

| DEPARTURES | POSITION | EFFECTIVE |
|------------------|---|-------------|
| Pia Lu | Assistant Branch Librarian Sub | December 20 |
| Marcia VanDrunen | Shelver – Grandville | January 12 |
| Anne Parada | Branch Librarian – Wyoming | January 20 |
| Dan Palasek | Printing & Bindery Technican – Marketing/Communications | February 19 |

| OPEN POSITIONS | TYPE |
|--|-----------|
| Administrative Assistant – Administration | Part-time |
| Administrative Assistant – Project Management Office | Full-time |
| Assistant Branch Librarian – Alpine | Part-time |
| Branch Librarian – Wyoming | Part-time |

| EMPLOYEE ANNIVERSARIES (FEBRUARY) | BRANCH OR DEPARTMENT | LENGTH OF SERVICE |
|-----------------------------------|----------------------|-------------------|
| Megan Versluis | Collection Services | 16 years |
| Anna-Marie Boss | Wyoming | 8 years |
| Tina Cornwell | Krause Memorial | 8 years |
| Kathleen Mitchell | Tyrone Township | 7 years |
| Gayle Poertner | Sub Pool | 7 years |

| EMPLOYEE ANNIVERSARIES (FEBRUARY) | BRANCH OR DEPARTMENT | LENGTH OF SERVICE |
|--------------------------------------|----------------------|-------------------|
| Emily Dao | Caledonia | 3 years |
| Morgan Shepard | Caledonia | 3 years |
| Liv Deliyannides | Wyoming | 2 years |
| Nancy Dultz | Nelson Township | 2 years |
| Anna Hesselschwerdt | Alpine | 2 years |
| Courtney Van Vugt | Grandville | 2 years |
| Jonah Chickering | Kentwood | 1 year |
| Katherine Glardon | Plainfield | 1 year |
| Taylor LaBash | Cascade | 1 year |
| Jennifer Poling | Walker | 1 year |
| Taylor Rhoades | East Grand Rapids | 1 year |
| Amber Stein | Kentwood | 1 year |
| Shalee Szendre | Grandville | 1 year |
| Duncan Watson | Collection Services | 1 year |
| Kara Wiggert | Kentwood | 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 | X | X | X | X | X | X | X | X |

*BOARD PARTICIPATION VIA TELECONFERENCE

| TRUSTEE NAME | MEETING DATE | | TRUSTEE NAME | MEETING DATE |
|----------------------|--------------|--|--------------|--------------|
| Sheri Gilreath-Watts | 05.18.2023 | | | |
| Tracy Chrenka | 10.26.2023 | | | |
| | | | | |
| | | | | |



BOARD OF TRUSTEES CONFLICT OF INTEREST STATEMENT

I have read and understand the law pertaining to conflicts of interest (Michigan Compiled Laws 15.321 *et seq.*), which was provided to me. There are no present or potential future conflicts of interest other than those listed below. I have and will continue to observe the law carefully including, without limitation, the obligation to promptly disclose any pecuniary interest in a contract to be considered by the Board.

Signature

Date

Printed Name

DISCLOSURES: (Below, indicate "none" if applicable or give a brief explanation of the conflict.)

KDL Policy 5.3

Conflict of Interest—Board & Staff

LAST REVISED 9.23.21

Kent District Library complies with [Michigan Compiled Laws 15.321 et seq.](#) Members of the Board of Trustees will annually sign a Conflict of Interest Statement (see below) to ensure compliance with the law.

CONFLICT OF INTEREST STATEMENT - BOARD

I have read and understand the law pertaining to conflicts of interest (Michigan Compiled Laws 15.321 et seq.), which was provided to me. There are no present or potential future conflicts of interest other than those listed below. I have and will continue to observe the law carefully including, without limitation, the obligation to promptly disclose any pecuniary interest in a contract to be considered by the Board.



CONTRACTS OF PUBLIC SERVANTS WITH PUBLIC ENTITIES

Act 317 of 1968

AN ACT relating to the conduct of public servants in respect to governmental decisions and contracts with public entities; to provide penalties for the violation of this act; to repeal certain acts and parts of acts; and to validate certain contracts.

History: 1968, Act 317, Eff. Sept. 1, 1968;—Am. 1984, Act 81, Imd. Eff. Apr. 18, 1984.

The People of the State of Michigan enact:

15.321 Public servants, contracts with public entities; definitions.

Sec. 1. As used in this act:

(a) "Public servant" includes all persons serving any public entity, except members of the legislature and state officers who are within the provisions of section 10 of article 4 of the state constitution as implemented by legislative act.

(b) "Public entity" means the state including all agencies thereof, any public body corporate within the state, including all agencies thereof, or any non-incorporated public body within the state of whatever nature, including all agencies thereof.

History: 1968, Act 317, Eff. Sept. 1, 1968.

Compiler's note: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

15.322 Public servant; soliciting, negotiating, renegotiating, approving, or representing a party to a contract with public entity prohibited.

Sec. 2. (1) Except as provided in sections 3 and 3a, a public servant shall not be a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an officer or employee.

(2) Except as provided in section 3, a public servant shall not directly or indirectly solicit any contract between the public entity of which he or she is an officer or employee and any of the following:

(a) Him or herself.

(b) Any firm, meaning a co-partnership or other unincorporated association, of which he or she is a partner, member, or employee.

(c) Any private corporation in which he or she is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present total market value in excess of \$25,000.00 if the stock is listed on a stock exchange or of which he or she is a director, officer, or employee.

(d) Any trust of which he or she is a beneficiary or trustee.

(3) In regard to a contract described in subsection (2), a public servant shall not do either of the following:

(a) Take any part in the negotiations for such a contract or the renegotiation or amendment of the contract, or in the approval of the contract.

(b) Represent either party in the transaction.

History: 1968, Act 317, Eff. Sept. 1, 1968;—Am. 1992, Act 9, Imd. Eff. Mar. 10, 1992.

Compiler's note: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

15.323 Applicability of MCL 15.322 to public servants; requirements of contract; making or participating in governmental decision; counting members for purposes of quorum; voting; affidavit; "governmental decision" defined.

Sec. 3. (1) Section 2 does not apply to either of the following:

(a) A public servant who is paid for working an average of 25 hours per week or less for a public entity.

(b) A public servant who is an employee of a public community college, junior college, or state college or university.

(2) A contract as defined in and limited by section 2 involving a public entity and a public servant described in subsection (1) shall meet all of the following requirements:

(a) The public servant promptly discloses any pecuniary interest in the contract to the official body that has

power to approve the contract, which disclosure shall be made a matter of record in its official proceedings. Unless the public servant making the disclosure will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the public servant files a sworn affidavit to that effect with the official body or the contract is for emergency repairs or services, the disclosure shall be made in either of the following manners:

(i) The public servant promptly discloses in writing to the presiding officer, or if the presiding officer is the public servant who is a party to the contract, to the clerk, the pecuniary interest in the contract at least 7 days prior to the meeting at which a vote will be taken. The disclosure shall be made public in the same manner as a public meeting notice.

(ii) The public servant discloses the pecuniary interest at a public meeting of the official body. The vote shall be taken at a meeting of the official body held at least 7 days after the meeting at which the disclosure is made. If the amount of the direct benefit to the public servant is more than \$5,000.00, disclosure must be made as provided under this subparagraph.

(b) The contract is approved by a vote of not less than 2/3 of the full membership of the approving body in open session without the vote of the public servant making the disclosure.

(c) The official body discloses the following summary information in its official minutes:

(i) The name of each party involved in the contract.

(ii) The terms of the contract, including duration, financial consideration between parties, facilities or services of the public entity included in the contract, and the nature and degree of assignment of employees of the public entity for fulfillment of the contract.

(iii) The nature of any pecuniary interest.

(3) This section and section 2 do not prevent a public servant from making or participating in making a governmental decision to the extent that the public servant's participation is required by law. If 2/3 of the members are not eligible under this act to vote on a contract or to constitute a quorum, a member may be counted for purposes of a quorum and may vote on the contract if the member will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the member files a sworn affidavit to that effect with the official body. The affidavit shall be made a part of the public record of the official proceedings. As used in this subsection, "governmental decision" means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, ordinance, order, or measure on which a vote by members of a local legislative or governing body of a public entity is required and by which a public body effectuates or formulates public policy.

History: 1968, Act 317, Eff. Sept. 1, 1968;—Am. 1981, Act 100, Imd. Eff. July 15, 1981;—Am. 1982, Act 207, Imd. Eff. July 1, 1982;—Am. 1984, Act 81, Imd. Eff. Apr. 18, 1984;—Am. 1984, Act 184, Imd. Eff. July 3, 1984;—Am. 1997, Act 145, Eff. Mar. 2, 1998

Compiler's note: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

15.323a Construction of MCL 15.322.

Sec. 3a. Section 2 shall not be construed to do any of the following:

(a) Prohibit public servants of a city, village, township, or county with a population of less than 25,000 from serving, with or without compensation, as emergency medical services personnel as defined in section 20904 of the public health code, 1978 PA 368, MCL 333.20904.

(b) Prohibit public servants of a city, village, township, or county with a population of less than 25,000 from serving, with or without compensation, as a firefighter in that city, village, township, or county if that firefighter is not any of the following:

(i) A full-time firefighter.

(ii) A fire chief.

(iii) A person who negotiates with the city, village, township, or county on behalf of the firefighters.

(c) Limit the authority of the governing body of a city, village, township, or county with a population of less than 25,000 to authorize a public servant to perform, with or without compensation, other additional services for the unit of local government.

(d) Prohibit public servants of this state from purchasing at a tax sale lands returned as delinquent for taxes under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155, unless otherwise prohibited by the rules of the Michigan civil service commission or the department or agency of which that public servant is an employee.

(e) Prohibit a superintendent of an intermediate school district from serving simultaneously as

superintendent of a local school district, or prohibit an intermediate school district from contracting with another person to serve as superintendent of a local school district, even if the local school district is a constituent district of the intermediate school district. As used in this subdivision, "constituent district" means that term as defined in section 3 of the revised school code, 1976 PA 451, MCL 380.3.

History: Add. 1992, Act 9, Imd. Eff. Mar. 10, 1992;—Am. 1996, Act 203, Imd. Eff. May 17, 1996;—Am. 2011, Act 106, Imd. Eff. July 19, 2011.

15.324 Public servants; contracts excepted; violation as felony.

Sec. 4. (1) The prohibitions of section 2 shall not apply to any of the following:

(a) Contracts between public entities.

(b) Contracts awarded to the lowest qualified bidder, other than a public servant, upon receipt of sealed bids pursuant to a published notice. Except as authorized by law, the notice shall not bar any qualified person, firm, corporation, or trust from bidding. This subsection shall not apply to amendments or renegotiations of a contract nor to additional payments made under a contract which were not authorized by the contract at the time of award.

(c) Contracts for public utility services where the rates are regulated by the state or federal government.

(d) Contracts to purchase residential property. A public servant of a city or village may purchase 1 to 4 parcels not less than 18 months between each purchase. This subdivision does not apply to public servants of a city or village who have been appointed or elected to their position or whose employment responsibilities include the purchase or selling of property for the city or village. This subdivision shall apply only to a city or village that has adopted an ethics ordinance which was in effect at the time the residential property was purchased.

(2) A person that violates subsection (1)(d) is guilty of a felony punishable by imprisonment for not more than 1 year or a fine of not less than \$1,000.00 or more than 3 times the value of the property purchased.

History: 1968, Act 317, Eff. Sept. 1, 1968;—Am. 2005, Act 198, Imd. Eff. Nov. 9, 2005.

Compiler's note: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

15.325 Public servants, voidability of contracts; procedure, knowledge, limitation, reimbursement, settlements, evidences of indebtedness.

Sec. 5. (1) This act is aimed to prevent public servants from engaging in certain activities and is not intended to penalize innocent persons. Therefore, no contract shall be absolutely void by reason of this act. Contracts involving prohibited activities on the part of public servants shall be voidable only by decree of a court of proper jurisdiction in an action by the public entity, which is a party thereto, as to any person, firm, corporation or trust that entered into the contract or took any assignment thereof, with actual knowledge of the prohibited activity. In the case of the corporation, the actual knowledge must be that of a person or body finally approving the contract for the corporation. All actions to avoid any contract hereunder shall be brought within 1 year after discovery of circumstances suggesting a violation of this act. In order to meet the ends of justice any such decree shall provide for the reimbursement of any person, firm, corporation or trust for the reasonable value of all moneys, goods, materials, labor or services furnished under the contract, to the extent that the public entity has benefited thereby. This provision shall not prohibit the parties from arriving at an amicable settlement.

(2) Negotiable and nonnegotiable bonds, notes or evidences of indebtedness, whether heretofore or hereafter issued, in the hands of purchasers for value, shall not be void or voidable by reason of this act or of any previous statute, charter or rule of law.

History: 1968, Act 317, Eff. Sept. 1, 1968.

Compiler's note: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

15.326 Public servants, validity of existing contracts.

Sec. 6. If any public entity has, prior to the effective date of this act, entered into any contract under which moneys, goods, materials, labor or services have been actually received by the public entity, which was void or voidable under any act, charter or rule of law because of a conflict of interest on the part of a public servant at the time of the execution thereof, such contract shall be fully enforceable notwithstanding such conflict of interest, by any party thereto other than such public servant.

History: 1968, Act 317, Eff. Sept. 1, 1968.

Compiler's note: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

15.327 Penalty for violation.

Sec. 7. Any person violating the provisions of this act is guilty of a misdemeanor.

History: 1968, Act 317, Eff. Sept. 1, 1968.

Compiler's note: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

15.328 Other laws superseded; local ordinances.

Sec. 8. It is the intention that this act shall constitute the sole law in this state and shall supersede all other acts in respect to conflicts of interest relative to public contracts, involving public servants other than members of the legislature and state officers, including but not limited to section 30 of 1851 PA 156, MCL 46.30. This act does not prohibit a unit of local government from adopting an ordinance or enforcing an existing ordinance relating to conflict of interest in subjects other than public contracts involving public servants.

History: 1968, Act 317, Eff. Sept. 1, 1968;—Am. 1997, Act 145, Eff. Mar. 2, 1998.

Compiler's note: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

15.329 Repeal.

Sec. 9. The following acts and parts of acts are repealed:

| Year of act | Public Act No. | Section numbers | Compiled Law sections (1948) |
|-------------|----------------|-----------------|------------------------------|
| 1895 | 3 | 6 of chapter 5 | 65.6 |
| 1895 | 215 | 16 of chapter 8 | 88.16 |
| 1931 | 328 | 122 | 750.122 |
| 1955 | 269 | 969 | 340.969 |
| 1966 | 317 | | 15.161 to 15.172 |

History: 1968, Act 317, Eff. Sept. 1, 1968.

Compiler's note: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

15.330 Effective date.

Sec. 10. This act shall take effect September 1, 1968.

History: 1968, Act 317, Eff. Sept. 1, 1968.

Compiler's note: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.



BOARD OF TRUSTEES CODE OF ETHICS

I have read the Kent District Library Board of Trustees Code of Ethics (KDL Policy 5.4), which was provided to me. I understand that the purposes of this code are to increase the effectiveness of the library's decision-making process, to enable library constituents to have confidence in the library's integrity, and to further library goals.

I understand that this code is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signature

Date

Printed Name

KDL Policy 5.4

Code of Ethics—Board

LAST REVISED 9.23.21

The Kent District Library Board of Trustees recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Library Board, promote public confidence, and further the attainment of Library goals. The Board has determined that it is in the Library's best interests to adopt a code of ethics setting forth the following standards of conduct required of all Library Board members.

1. **Mission and Policies:** A trustee shall abide by and support the mission statement of the Library and the policies adopted by the Board.
2. **Matters before the Board:** A trustee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the Library Board of Trustees.
3. **Confidential Information:** No trustee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in a closed session of the Board of Trustees.
4. **Board Action:** Unless delegated by the Board, a trustee has no individual authority to bind the Board. Board decisions may only be made by a majority vote at an open meeting. A trustee shall abide by a majority decision of the Board even if he/she personally disagrees and shall take no public or private action that compromises or disparages Board decisions and actions.
5. **Participation:** A trustee shall participate in official Board discussions and decisions and reach conclusions after deliberation and full public debate with fellow trustees in a public meeting.
6. **Improper Influence:** A trustee shall not improperly influence or attempt to improperly influence other officials, including fellow trustees, to act at his/her behest. A trustee shall follow only legal and ethical procedures to bring about desired changes.
7. **Cooperation:** A trustee shall work cooperatively and effectively with governmental agencies, political subdivisions, and other organizations in order to further the interests of the Library.
8. **Gifts:** No trustee shall directly or indirectly solicit, accept, or receive any money or gift, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality or any other form, under circumstances in which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

9. **Complaints:** A trustee shall not act on complaints from the public or staff on Library matters, but shall refer complaints to the Executive Director. Unresolved complaints may be taken up for Board action if a policy revision is necessary or legal consequences result.
10. **Investments in Conflict with Official Duties:** No trustee of the Library shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts with their duties and responsibilities in the Library. When a trustee determines that the possibility of a personal interest conflict exists, she/he should, prior to the matter being considered by the Board or administration, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board).
11. **Private Employment:** No trustee of the Library shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
12. **Use of Library Property:** No Library trustee shall use or permit the use of property, owned or leased by the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board of Trustees.

DISTRIBUTION OF THIS CODE

A copy of this code shall be distributed annually to, and acknowledged by, every trustee of the Library. Each trustee appointed thereafter shall be furnished a copy before entering upon the duties of his or her office and shall acknowledge receipt thereof.

CODE OF ETHICS – ACKNOWLEDGEMENT

I understand that the purposes of this policy are to increase the effectiveness of the Library's decision-making process, to enable Library constituents to have confidence in the Library's integrity, and to further Library goals.





BOARD OF TRUSTEES CREDIT CARD AGREEMENT

I, _____, understand in my duties as a member of the Kent District Library Board that I may be issued a Kent District Library credit card for Kent District Library related expenses. I hereby certify that I understand and agree to abide by Kent District Library's policy regarding use of credit cards.

(Please read and initial the following statements)

I acknowledge:

_____ the credit card is to be used for business purposes only.

_____ the credit card must not be used to purchase alcohol.

_____ the credit card is only to be used by the person it was issued to.

_____ I will immediately notify the Executive Assistant if the card is lost or stolen.

_____ the credit card will not be linked to any personal accounts such as Lyft, Uber, Amazon, etc.

_____ itemized receipts need to be obtained and submitted to the Executive Assistant in a timely manner.

_____ if no itemized receipt is presented I may be required to reimburse KDL for the purchase total.

Signature

Date



Policy Manual

January 2024 EDITS

SECTION 1: COLLECTION AND REFERENCE

KDL Policy 1.1

[Materials Selection](#)

KDL Policy 1.2

[Gifts](#)

KDL Policy 1.3

[Intellectual Freedom](#) **EDITS**

KDL Policy 1.4

[Collection Maintenance](#)

KDL Policy 1.5

[Reference + Research](#)

KDL Policy 1.6

[Shared Collection](#)

KDL Policy 1.7

[Inter-Library Loan](#)

KDL Policy 1.3

Intellectual Freedom

LAST REVISED 6.15.2023

~~Kent District Library supports the principles of intellectual freedom adopted by the American Library Association and stated in the Library Bill of Rights and the first amendment rights as outlined in the US Constitution.~~

~~Kent District Library upholds the principles of intellectual freedom as a basic right that is guaranteed by the First Amendment of the United States Constitution. By virtue of the Fourteenth Amendment, the First Amendment's constitutional right of free speech and intellectual freedom also applies to state and local governments. Government agencies and government officials are forbidden from regulating or restricting speech or other expression based on its content or viewpoint.~~

- ~~• It is the right of every individual to seek and receive information from all points of view without content restriction. It provides free access to expressions of ideas where any and all sides of a question, cause or movement may be explored, including presentation of all points of view on current and historical issues.~~
- ~~• Materials should not be proscribed or removed because of partisan or doctrinal disapproval.~~
- ~~• The exchange of information and ideas are supported and facilitated in a democratic society, and with respect to each individual's rights to privacy and choice.~~
- ~~• A person's right to use a library should not be denied or abridged because of origin, age, background, or views.~~
- ~~• The core purpose of the Library is to further all people by enriching lives through access and personal discovery for all.~~







The Library assures equal access, ~~without censorship or scrutiny~~, to all library resources by patrons within the constraints of Michigan law. Patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Parents or legal guardians have the right and the responsibility to restrict the access of their children to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials, or facilities ~~shall should~~ so advise their children. Library staff ~~cannot lack legal authority to~~ assume the role of parents or the functions of parental authority.



KPI VARIANCE REPORT: BOARD

4th Quarter 2023 (October - December)

| STATUS | KPI | TARGET | ACTUAL | VARIANCE | |
|--------|---|---|--|-----------|----------------------|
| | Total Circulation | 1,201,063 total checkouts (657,670 physical + 543,393 digital) | 1,284,164 total checkouts (637,865 physical + 646,299 digital) | 7% | PATRON / OPERATIONAL |
| | Visitor Count | 510,387 | 545,778 | 7% | |
| | Net Promoter Score | 85+ | 88.9 | 3.9% | |
| | Programming Attendance (In-branch, in-person total) | 34,589 | 41,043 | 19% | |
| | Outreach Attendance (In-person total) | 18,766 | 16,306 | -13% | |
| | Engaged Cardholders | 115,000 | 110,696 | -4% | |
| | Tech Effectiveness (Combination of new patron tickets and percentage of resolved patron tickets) | 16+ points | 18 points (35 avg. new monthly tickets + 100% resolved tickets) | +2 points | INNOVATION |
| | Projects on Time | > 80% | 100% | 20% | |







| | | | | | |
|---|--|---|----------|-------------|-----------|
|  | Employee Turnover <i>(Projected annual total, updated quarterly)</i> | < 15% | 12.32% | -2.68% | CULTURE |
|  | Employee Engagement <i>(updated annually)</i> | 34% (Gallup National Average) | 68% | 34% | |
|  | Donations <i>(updated quarterly)</i> | \$100,000 | \$79,013 | -21% | FINANCIAL |
|  | Budget Expenditures <i>(Percentage through the year vs. budget spent)</i> | 100% | 97% | 3% | |
|  | Early Literacy Program Participation <i>(In-branch, in-person total)</i> | 15,582 | 17,564 | 13% | STRATEGIC |
|  | New Cardholder Signups | 5,171 (original) 7,650 (recalculated "catch-up" target) | 4,783 | -8% -37% | |



KPI VARIANCE REPORT: BOARD

2023 Annual

| STATUS | KPI | TARGET | ACTUAL | VARIANCE | |
|--------|---|---|---|-----------|----------------------|
| | Total Circulation | 5,031,794 total checkouts (2,831,794 physical + 2,200,000 digital) | 5,222,530 total checkouts (2,801,914 physical + 2,420,616 digital) | 4% | PATRON / OPERATIONAL |
| | Visitor Count | 2,250,000 | 2,276,639 | 1% | |
| | Net Promoter Score | 85+ | 88.5 | 3.5% | |
| | Programming Attendance (In-branch, in-person total) | 145,000 | 195,244 | 35% | |
| | Outreach Attendance (In-person total) | 75,200 | 86,904 | 16% | |
| | Engaged Cardholders | 115,000 | 110,696 | -4% | |
| | Tech Effectiveness (Combination of new patron tickets and percentage of resolved patron tickets) | 16+ points | 18 points (37 avg. new monthly tickets + 100% resolved tickets) | +2 points | INNOVATION |
| | Projects on Time | > 80% | 87% monthly avg. | 7% | |

| | | | | | |
|---|--|----------------------------------|-----------|--------|-----------|
|  | Employee Turnover <i>(Projected annual total, updated quarterly)</i> | < 15% | 12.32% | -2.68% | CULTURE |
|  | Employee Engagement <i>(updated annually)</i> | 34% (Gallup National Average) | 68% | 34% | |
|  | Donations <i>(updated quarterly)</i> | \$300,000 | \$560,201 | 87% | FINANCIAL |
|  | Budget Expenditures <i>(Percentage through the year vs. budget spent)</i> | 100% | 97% | 3% | |
|  | Early Literacy Program Participation <i>(In-branch, in-person total)</i> | 75,000 | 84,144 | 12% | STRATEGIC |
|  | New Cardholder Signups | 25,000 | 20,167 | -19% | |



KPI VARIANCE REPORT: BOARD

| DEFINITIONS | | | | |
|---------------------------|--|------------------|---|-----------------------------|
| KPI | DEFINITION | OWNER | TARGET RANGES | CATEGORY |
| Total Circulation | Number of physical checkouts + digital checkouts. | Jennifer DeVault | Green: On target or above Yellow: Less than 5% below target Red: More than 5% below target Targets based on mean of 2019 (last normal year) and 2021. | Patron / Operational |
| Visitor Count | Number of patrons who visit the physical library. | Jennifer DeVault | Green: On target or above Yellow: Less than 5% below target Red: More than 5% below target Targets based on mean of 2019 (last normal year) and 2021. | Patron / Operational |
| Net Promoter Score | NPS = % of Promoters – % of Detractors Patrons are asked: How likely are you to recommend KDL to others...?" and answer on a scale of 0 to 10 - "Promoters" rated 9-10 - "Detractors" rated 0-6 - "Passives" rated 7-8 | Randall Goble | Green: 85 or above Yellow: 80 - 84.9 Red: Below 80 Target based on KDL's trends and peer comparisons. | Patron / Operational |

| KPI | DEFINITION | OWNER | TARGET RANGES | CATEGORY |
|-------------------------------|---|---------------|---|----------------------|
| Programming Attendance | Number of attendees for programs systemwide. | Randall Goble | Green: On target or above Yellow: Less than 5% below target Red: More than 5% below target Targets based on mean of 2019 (last normal year) and 2021, which calculates to roughly a 28% increase. | Patron / Operational |
| Outreach Attendance | Number of attendees for outreach events systemwide. | Randall Goble | Green: On target or above Yellow: Less than 5% below target Red: More than 5% below target | Patron / Operational |
| Engaged Cardholders | Total number of cardholders who have used their card in the last year (opposed to ACTIVE cardholders which is 3 years - a stat required by State Aid). This is a number that is captured at the time the data is collected rather than being a quarterly average. | Randall Goble | Green: On target or above Yellow: Less than 5% below target Red: More than 5% below target | Patron / Operational |

| KPI | DEFINITION | OWNER | TARGET RANGES | CATEGORY |
|--------------------|--|--------------|---|------------|
| Tech Effectiveness | A snapshot of patron-facing tickets at month end, including all new tickets opened in comparison to the number of resolved and unresolved tickets. | Kurt Stevens | <p>Criteria 1: Number of New Patron Tickets Opened in a Month</p> <p>Fewer than 30: 10 points 31 - 50: 8 points 51 - 70: 5 points More than 70: 2 points</p> <p>Criteria 2: Percentage of Resolved Patron Tickets from Total Open Patron Tickets in a Month (Open Tickets at Previous Month's End + New Tickets from Current Month)</p> <p>80% - 100%: 10 points 70% - 79%: 8 points 60% - 69% : 5 points Less than 60%: 2 points</p> <p>Combine points from both Criteria to score Green / Yellow / Red:</p> <p>Green: 16 - 20 Points Yellow: 12 - 15 Points Red: 4 - 11 Points</p> | Innovation |
| Projects on Time | Percentage of total systemwide projects that are on their projected timeline. | Jaci Cooper | <p>Green: More than 80% Yellow: 70-79.9% Red: Less than 69.9%</p> | Innovation |

| KPI | DEFINITION | OWNER | TARGET RANGES | CATEGORY |
|--|---|-----------------|--|------------------|
| Employee Turnover | Percentage of employee resignations during the last 12 months, divided by the average number of employees for that same period. Excludes retirements, transfers, and promotions. | Brian Mortimore | Green: On target (15%) or below Yellow: 15.1 - 18% Red: More than 18% Target is for annualized projection based on historical data and peer comparison. | Culture |
| Employee Engagement | KDL partners with Gallup each fall to conduct the Q12, twelve questions that are proven to correlate with and measure employee engagement. Gallup measures the number of engaged employees, not engaged employees, and actively disengaged employees based in their 1-5 numeric ranking of the questions. | Brian Mortimore | Above Gallup's National Average for engaged employees. Green: On target or above Yellow: Less than 5% below target Red: More than 5% below target | Culture |
| Donations | Total dollars raised (YTD) from unsolicited donations, appeals and the Gala. Friends fundraising is excluded. | Lance Werner | Green: On target or above Yellow: Less than 5% below target Red: More than 5% below target Target is based on a 20% increase from prior year and is projected quarterly. | Financial |
| Expenditures: Budget to Actual | The percentage of dollars remaining in the budget compared to the percentage KDL is through the fiscal year. | Lance Werner | Green: 0-2% variation Yellow: 3-5% variation Red: More than 5% variation | Financial |
| Early Lit Program Participation | Total number (YTD) of attendees (both children and caregivers) that participate in programs designed for patrons aged 0-5. Programs include: Summer Wonder, storytimes, branch specific programs. | Randy Goble | Green: On target or above Yellow: Less than 5% below target Red: More than 5% below target | Strategic |

| KPI | DEFINITION | OWNER | TARGET RANGES | CATEGORY |
|------------------------|------------------------------|-------------|---|-----------|
| New Cardholder Signups | Number of new cards created. | Randy Goble | Green: On target or above Yellow: Less than 5% below target Red: More than 5% below target | Strategic |