

BOARD OF TRUSTEES PACKET

**Kent
District
Library**



MARCH 2024



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, March 21, 2024, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: February 15, 2024
- C. Lakeland Library Cooperative Report: February 8, 2024
- D. Request: The Grandville Branch request late closure pf 8:00 PM to accommodate the Art and Chocolate Walk on Friday, April 26.
- E. Request: The Comstock Park Branch request closure from Monday April 29, through Wednesday, May 1 to accommodate electrical repair and updated lighting.
- F. Request: The Byron Township Branch requests a late closing of 8:00 PM to accommodate the Byron Township Branch 20 years celebration on Saturday, May 4.
- G. Request: The Krause Memorial Branch requests a late opening of 1:00 PM to accommodate Rockford's annual Start of Summer Parade on Saturday, June 15.
- H. Request: The East Grand Rapids Branch requests a late opening of 11:00 AM accommodate Reeds Lake Run on Saturday, June 22.
- I. Request: The East Grand Rapids Branch requests a late opening of 11:00 AM accommodate Rhoades McKee Triathlon on Saturday, September 7.
- J. Request: The Amy Van Andel Library requests a late closing of 8:00 PM to accommodate Tinsel, Treat and Trolley on Friday, December 6.

4. FINANCE REPORTS – February 2024*

5. DIRECTOR'S REPORT – February 2024

6. NEW BUSINESS

- A. Proposal to Adjust Open Hours at the Tyrone Township and Alto Branches*
- B. Resolution: KDL Millage Levy for 12.1.2024*

7. LIAISON REPRESENTATIVE COMMENTS

8. PUBLIC COMMENTS**

9. MEETING DATES

Next Regular Meeting: Thursday, April 18, 2024 – Krause Memorial Branch, 4:30 PM

10. ADJOURNMENT*

* Requires Action

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



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

Thursday, February 15, 2024, at 4:30 PM.

BOARD PRESENT: Tracy Chrenka, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Christina Tazelaar and Penny Weller.

BOARD ABSENT: Nicole Lintemuth and Carla Moyer Hotz

STAFF PRESENT: Jennifer DeVault, Sheri Glon, Randy Goble, Joyanne Huston-Swanson, Kim Lindsay, Brian Mortimore, Elvia Myers, Kurt Stevens and Lance Werner.

GUESTS PRESENT: Barb Wenger

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: January 18, 2024.
- C. Lakeland Library Cooperative Board Minutes: January 11, 2024.
- D. Request: Kentwood (Richard L. Root) and Gaines Township to change date of All Staff In-Service 2024.

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

Support: Supported by Mr. Dykhuis.

RESULT: Motion carried.

4. FINANCE REPORTS – January 2024*

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

- Cash and investments stand at just over \$19.25M, compared to \$22.29M last year.
- Revenues collected in January amounted to just under \$12.2M or 43% of the 2024 budget. Revenues are behind last year's total by about \$1.7M. The difference is a combination of the timing of receipts for property tax collections coupled with the reduced millage rate.

DRAFT

- Expenditures through January were \$3.875M or 12.7% of the 2024 expenditure budget.
- Disbursements over \$50,000 for the month include:
 - OverDrive, Inc. for \$307,250.00 for digital materials deposit
 - Midwest Tape, LLC for \$176,704.81 for collection materials
 - IP Consulting, Inc. for \$131,666.48 for Annual Microsoft licensing, Sophos renewal, Curbside closeout, Catalog Stations and monthly Colocation fee
 - Travelers for \$114,955.00 for Annual Insurance premiums for Workers Comp, Auto, Umbrella and Commercial packages
 - Library Ideas, LLC for \$69,500.00 for annual Freegal and Streaming subscriptions
 - City of Wyoming for \$69,420.94 for election cost reimbursement and quarterly branch maintenance fee
 - Ingram Library Services, LLC for \$66,939.72 for collection materials

The Board members asked questions, the staff responded.

Motion: Ms. Weller moved to receive and file the January 2024 finance reports as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

5. DIRECTOR'S REPORT – January 2024

Executive Director Werner shared updates with the Board regarding recent developments within the organization.

- Volunteer Coordinator Deb Schultz was recognized for her outstanding contributions during the “Honoring the Life and Legacy of MLK” week. Her efforts included coordinating programs, inviting speakers, and curating artwork by renowned artist Paul Collins, which is currently on display at multiple branches.
- A special congratulations to Diane Damuth, who has reached the impressive milestone of 20 years with the organization.
- Kent District Library continues to adapt and innovate, particularly in the realm of esports, as it strives to bridge the digital gap.
- The Grand Rapids Public Library Board of Trustees expressed interest in meeting with the KDL Board of Trustees to discuss plans for the next 5 years

The Board posed inquiries to the staff, and the staff provided responses.

6. OLD BUSINESS

A. Policy Manual Review: Section 1.3 Intellectual Freedom*

B. **Motion: Mr. Dykhuis moved to approve the Policy Manual Review: Section 1.3 Intellectual Freedom* as presented.**

Support: Supported by Ms. Tazelaar.

RESULT: Motion Carried.

7. NEW BUSINESS

DRAFT

A. Memo: Community Report

Executive Director Lance Werner

In the spirit of building relationships with municipalities, KDL plans to continue asking them if they want to schedule time for KDL to present the annual community report. This offer will be included in a cover letter when the community reports are mailed to the municipalities. The difference is that the request is delivered in the form of a letter with copies of the annual report instead of an email.

B. Resolution: Beneficiary Distribution Request*

as **Motion:** Mr. Dykhuis moved to approve the Resolution: Beneficiary Distribution Request presented.

Support: Supported by Ms. Weller

Ms. Chrenka – Yes	Mr. Dykhuis – Yes	Mr. Erlewein – Yes	Ms. Gilreath-Watts – Yes
Ms. Lintemuth – N/A	Ms. Moyer Hotz – N/A	Ms. Tazelaar – Yes	Ms. Weller – Yes

RESULT: Motion carried 6-0.

C. 4th Quarter Strategic Plan

Director of Projects and Planning Jaci Cooper presented the 4th Quarter Strategic Plan. The Board posed inquiries to the staff, and the staff provided responses.

8. **LIAISON REPRESENTATIVE COMMENTS – Alliance of Friends representative Barb Wenger appreciates all the work that KDL does for the community and shared her thoughts on how to continue to grow in the community.**

9. **PUBLIC COMMENTS** – None**

10. MEETING DATES

Regular Meeting: Thursday, March 21, 2024 – Kent District Service + Meeting Center, 4:30 PM.

11. ADJOURNMENT

Motion: Mr. Dykhuis moved for adjournment at 5:47 PM.

Support: Supported by Ms. Weller.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, 2/8/2024 at 9:30 a.m.
Kent District Library Service Center**

Present: John McNaughton (GRPL), Diane Kooiker (HO), Maggie McKeithan (OS), Lance Werner (KDL), Carol Dawe (LLC), Dale Parus (IC), Rob Bristow (OG), Kerry Fountain (IS/IV)
Lakeland Staff Present: Ann Langlois, Amber McLain
Absent: Joe Zappacosta (SM), Ron Suszek (MADL)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:30 by Lance Werner.
- 2) **APPROVAL OF AGENDA:** John McNaughton moved, supported by Rob Bristow, to approve the agenda with the addition of 2a, a presentation by Shirley Bruursema - *motion carried*.
 - a) Shirley Bruursema Presentation – Shirley shared her history with Lakeland and KDL.
- 3) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) **PUBLIC COMMENTS:** Mary Cook thanked Shirley Bruursema for her service throughout the years.
- 5) **APPROVAL OF MINUTES:** John McNaughton moved, supported by Maggie McKeithan, to approve the board minutes from January 11, 2024— *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) **January Financials and Check Register:** Maggie McKeithan moved, supported by Rob Bristow, to approve the January Financials as presented - *motion carried*.
- 7) **PRESIDENT'S REPORT**
 - a) Nothing to Report.
- 8) **DIRECTOR'S REPORT**
 - a) Carol reported that the email project has come to a new problem that only affects the Lakeland emails. One of the big concerns with this is how it will affect vendors.
 - b) BiblioApps testing is going well and we are projected to keep the March 14 date.
- 9) **COUNCIL/COMMITTEE REPORTS**
 - a) Advisory – Included for Information
- 10) **NEW BUSINESS:**
 - a) Strategic Plan Quarterly Update – Included for information. Carol questioned the effectiveness of the presentation.
- 11) **PUBLIC COMMENTS:**
 - a) None.
- 12) **BOARD MEMBER COMMENTS:**
 - a) John McNaughton: GRPL is working on their budget for the new year and moving to Google Workspace. He also thanked Shirley.
 - b) Diane Kooiker: Diane also thanked Shirley for her service. Herrick continues to be under renovation.
 - c) Maggie McKeithan: Spring Lake continues to be under renovation. Maggie thanked Shirley for her help at Spring Lake.
 - d) Dale Parus: Dale shared that Ionia put together a strategic plan that included creating a library foundation. They are also working on a project to rehab their building.
 - e) Rob Bristow: Rob also thanked Shirley.
 - f) Kerry Fountain: Kerry also thanked Shirley and shared that Saranac has a brand new circ desk and new carpet for their renovation.
 - g) Lance Werner: Lance thanked Shirley for her work for the state and KDL specifically.
- 13) **NEXT MEETING:** Thursday, March 14, at 9:30 a.m. at Kent District Library Service Center.
- 14) **ADJOURNMENT:** John McNaughton moved, supported by Maggie McKeithan, to adjourn at 10:05 - *motion carried*.

Respectfully submitted by,
Amber McLain



March 12, 2024

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

Dear Board of Trustees:

Every April the City of Grandville holds a very popular event called the Art and Chocolate walk to help showcase art (both children's and adult) throughout venues in downtown Grandville, while providing some chocolate treats to participants. This year the event will be on Friday, April 26 from 5:00pm to 8:00pm. Typically the Grandville branch would close at 6:00 pm on a Friday.

We have acted as a venue for this event past years, many of which we have been approved to stay open until 8:00pm to provide full library access during the event. This is always a big success as we have had hundreds of people come through the event, many of whom were new to the library. This gave people an opportunity, not just to enjoy the art and chocolate, but to also explore the library, sign up for library cards, and learn more about all of the services we offered.

As such, with community spirit in mind, I am requesting that we keep the library open during the event again this year and close at 8:00 pm on Friday, April 26. This will provide a great opportunity to partner with the city and provide excellent service to the community. All library services will be available during this time. KDL will not incur additional staffing costs to remain open these extra 3 hours as I will modify the branch staffing schedule throughout the week to accommodate this change.

Thank you for considering this request.

Sincerely,

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

Josh Bernstein
Regional Manager I for Grandville and Byron
cc: Lance Werner, KDL Executive Director



February 21, 2024

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

Dear KDL Board of Trustees,

I am writing to request permission to close the Comstock Park Branch from Monday, April 29th through Wednesday, May 1st for electrical repair and updated lighting. This is an important repair for the safety of patrons and staff.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Penelope Zurgable", is shown within a light gray rectangular box.

Penelope Zurgable
Regional Manager I
Plainfield Township and Comstock Park Branches

CC: Lance Werner, KDL Executive Director

March 12, 2024

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

Dear Board of Trustees:

If you can believe it, the current building that the Byron Branch resides in is just over 20 years old. The new Byron Friends of the Library group is planning to celebrate this milestone with a big party at the branch on Saturday, May 4 from 5-8. You may remember hearing about this last fall as the original plan was to try this then, but they realized they needed more time to get volunteers and plan.

This event will be called Twenty Years of Turning Pages. The friends are inviting folks from all over the area to come and celebrate the library. The evening will include kids and family activities, food, music, historical info about the library, and a silent auction.

While this event will be the main thrust of the evening and will take over the branch, I am asking permission to officially be open that night, as I am sure attendees may have the desire to check items out, make library cards, etc... so I want to staff accordingly. I will work with Eric (RM 2 for our branches) to ensure that staff who work that evening have schedules adjusted properly so this doesn't present added staffing costs to the branch.

So, I formally request that the Byron Branch remain open 3 extra hours on Saturday, May 4 so we can partner with the friends, serve the community, and celebrate the history of the library. All board members will all likely receive and invite from the friends, but you can consider yourselves invited as we would love to have you join us for the celebration.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Bernstein".

Josh Bernstein

Regional Manager I for Grandville and Byron

cc: Lance Werner, KDL Executive Director



27 February 2024

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

Dear Board of Trustees:

I am writing to request permission for a late opening of the Krause Memorial Branch on Saturday, June 15, 2024 in order to participate in Rockford's annual Start of Summer Parade. The library will be closed in the morning, opening at 1:00pm, and will maintain its normal Saturday hours thereafter.

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

This late opening was supported by the Krause Memorial Library Board at their February 26 meeting.

Thank you for your consideration.

Sincerely,

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

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

cc: Lance Werner, KDL Executive



February 14, 2024

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

Dear Board of Trustees:

Every June, the City of East Grand Rapids holds the Reeds Lake Run. This year the event is scheduled to start at 8:00am on Saturday, June 22. The start and finish of this race will be in front of the Library on Lakeside Dr. East Grand Rapids hopes to have a couple thousand people participate in the event.

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

This is consistent with decisions to open late during previous Reeds Lake Runs, including 2023.

Thank you for considering this request.

Sincerely,

A handwritten signature in black ink that reads "Ashten VanderPloeg".

Ashten VanderPloeg

East Grand Rapids and Amy Van Andel Libraries | Regional Manager in Training

cc: Lance Werner, KDL Executive Director



February 14, 2024

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

Dear Board of Trustees:

Every year on the first Saturday after Labor Day, the City of East Grand Rapids holds the Rhoades McKee Triathlon. This year the event is scheduled to start at 8:00am on Saturday, September 7. This event attracts thousands of athletes and spectators and runs from 8:00am-11:00am.

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

This is consistent with decisions to open late in years past during the Rhoades McKee Triathlon.

Thank you for considering this request.

Sincerely,

A handwritten signature in cursive script that reads "Ashten VanderPloeg".

Ashten VanderPloeg

East Grand Rapids and Amy Van Andel Libraries | Regional Manager in Training

cc: Lance Werner, KDL Executive Director



February 14, 2024
Board of Trustees
Kent District Library
814 West River Center Dr. NE
Comstock Park, MI 49321

Dear Board of Trustees:

On Friday, December 6, 2024, the Ada Business Association and the ADA Downtown Development Association will be hosting a community event called Tinsel Treats and Trolleys. This evening event will host many holiday activities including a trolley that makes stops around the downtown area.

The Amy Van Andel Library has accepted a request to be a stop for this event which runs from 5:00pm – 9:00pm. The Library will be hosting crafts and programming (hopefully Sled Dogs) from 6:00-8:00pm. Since the library normally closes at 5:00pm, we are requesting to stay open until 8:00pm on Friday December 6.

The library will remain open for normal services during the event.

We thank you for considering,

A handwritten signature in cursive script that reads "Ashten VanderPloeg".

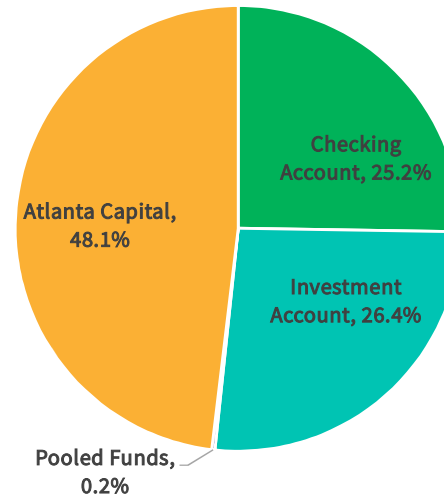
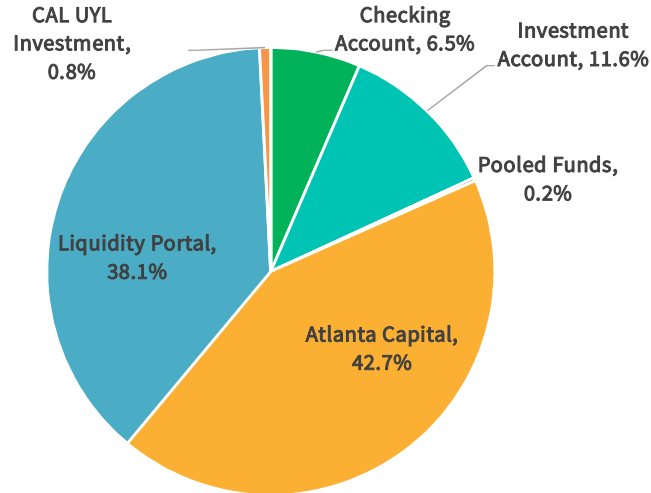
Ashten VanderPloeg

East Grand Rapids and Amy Van Andel Libraries | Regional Manager in Training

cc: Lance Werner, KDL Executive Director



Monthly Cash Position Per Bank Month Ended February 2024



2024		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$1,622,190.77
Huntington Investment Account	3.289%	\$2,921,672.27
*Kent County Pooled Funds	3.774%	\$58,245.80
Atlanta Capital Investments		\$10,716,169.00
Huntington Liquidity Portal		\$9,559,248.82
Caledonia UYL Investment		\$204,527.77
		<u>\$24,877,526.66</u>

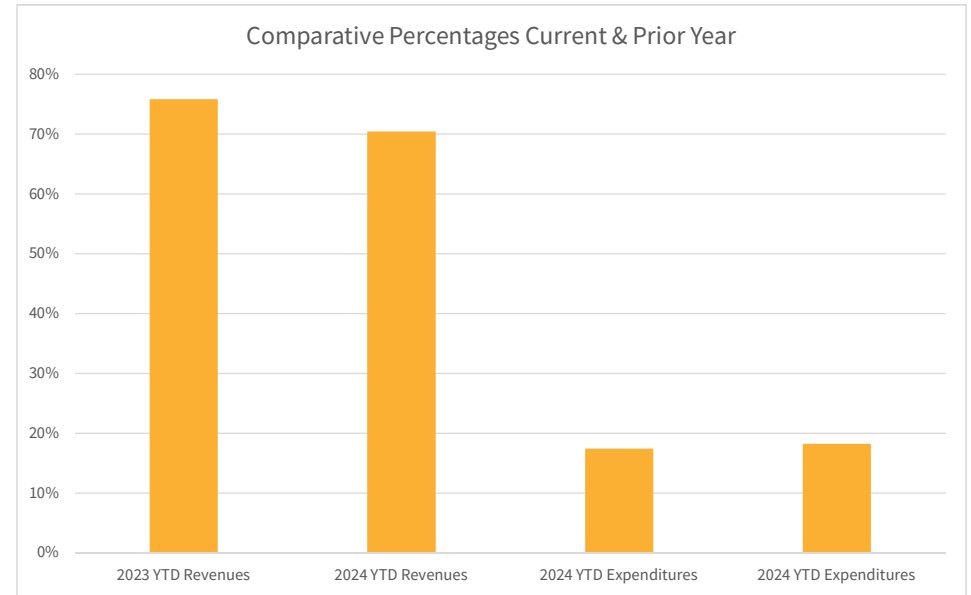
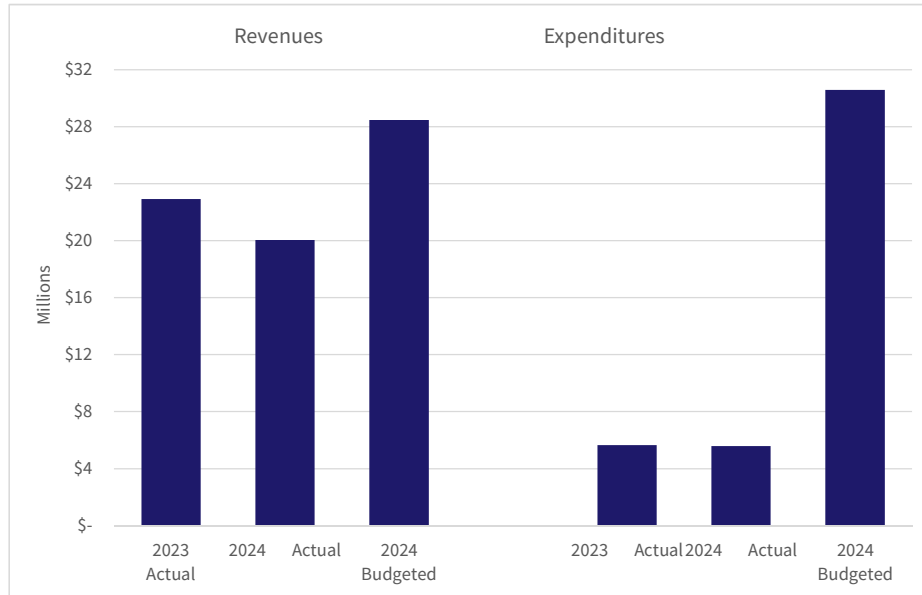
2023		
Account	Rate	Amount
Huntington Checking Account	0.100%	\$6,081,278.35
Huntington Investment Account	1.004%	\$6,363,362.68
*Kent County Pooled Funds	1.832%	\$56,448.79
Atlanta Capital Investments		\$11,586,545.00
		<u>\$24,087,634.82</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month Ended February 2024



Budget to Actual with Prior Year Comparison		
Revenues		
2023 Actual	\$	22,942,417
2024 Actual	\$	20,053,205
2024 Budgeted	\$	28,484,689
Expenditures		
2023 Actual	\$	5,651,104
2024 Actual	\$	5,571,327
2024 Budgeted	\$	30,595,677

Comparative Percentages Current & Prior Year	
Account	Amount
2023 YTD Revenues	75.8%
2024 YTD Revenues	70.4%
2023 YTD Expenditures	17.4%
2024 YTD Expenditures	18.2%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2024 Through 2/29/2024
(In Whole Numbers)

	YTD Actual	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	19,665,612	25,595,017	(5,929,405)	(23)%
Penal Fines	0	630,000	(630,000)	(100)%
Charges for Services	30,943	38,000	(7,057)	(19)%
Interest Income	44,215	400,000	(355,785)	(89)%
Public Donations	246,281	400,000	(153,719)	(38)%
Other Revenue	45,619	353,000	(307,382)	(87)%
State Sources	20,536	1,068,672	(1,048,136)	(98)%
Total Revenues	20,053,205	28,484,689	(8,431,484)	(30)%
Expenditures				
Salaries and Wages	1,788,874	14,450,238	12,661,364	88 %
Employee Benefits	636,226	4,024,338	3,388,112	84 %
Collections - Digital	762,597	2,936,317	2,173,720	74 %
Collections - Physical	316,303	2,054,176	1,737,873	85 %
Supplies	52,948	724,835	671,887	93 %
Contractual and Professional Services	865,469	2,181,095	1,315,626	60 %
Programming and Outreach	80,892	497,015	416,123	84 %
Maintenance and Utilities	492,388	2,441,763	1,949,375	80 %
Staff Development	37,882	302,640	264,758	87 %
Board Development	6,181	15,000	8,819	59 %
Other Expenditures	187,051	399,632	212,581	53 %
Capital Outlay	344,515	568,628	224,113	39 %
Total Expenditures	5,571,327	30,595,677	25,024,350	82 %
Excess Revenue Over (Under) Expenditures	14,481,879	(2,110,988)	16,592,866	(786)%

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 2/1/2024 Through 2/29/2024
(In Whole Numbers)

	YTD Actual	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Revenues				
Public Donations	1,125	0	1,125	0 %
Total Revenues	1,125	0	1,125	0 %
Excess Revenue Over (Under)	1,125	0	1,125	0 %
Expenditures				

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2024 Through 2/29/2024
(In Whole Numbers)

	YTD Ending February 28, 2023	YTD Ending February 29, 2024	Total Variance
Revenues			
Property Taxes	22,781,483	19,665,612	(3,115,871)
Charges for Services	6,456	30,943	24,487
Interest Income	64,676	44,215	(20,461)
Public Donations	34,554	246,281	211,728
Other Revenue	34,712	45,619	10,906
State Sources	20,536	20,536	0
Total Revenues	22,942,417	20,053,205	(2,889,212)
Expenditures			
Salaries and Wages	1,716,852	1,788,874	72,022
Employee Benefits	871,253	636,226	(235,027)
Collections - Digital	942,487	762,597	(179,891)
Collections - Physical	289,618	316,303	26,684
Supplies	79,912	52,948	(26,964)
Contractual and Professional Services	770,842	865,469	94,627
Programming and Outreach	35,287	80,892	45,604
Maintenance and Utilities	578,965	492,388	(86,577)
Staff Development	35,686	37,882	2,195
Board Development	3,484	6,181	2,697
Other Expenditures	157,709	187,051	29,342
Capital Outlay	169,006	344,515	175,509
Total Expenditures	5,651,104	5,571,327	(79,777)
Excess Revenue Over (Under) Expenditures	17,291,313	14,481,879	(2,809,435)

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 2/1/2024 Through 2/29/2024
(In Whole Numbers)

	YTD Ending February 28, 2023	YTD Ending February 29, 2024	Total Variance
Revenues			
Public Donations	0	1,125	1,125
Total Revenues	0	1,125	1,125
Excess Revenue Over (Under) Expenditures	0	1,125	1,125

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2024 Through 2/29/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	7,586,654	19,590,011	25,339,532	(5,749,521)	(23)%
4412 Delinquent personal property taxes	91	1,434	10,000	(8,566)	(86)%
4432 DNR - PILT	2,957	25,494	30,000	(4,506)	(15)%
4437 Industrial facilities taxes	37,064	48,672	215,485	(166,813)	(77)%
Total Property Taxes	7,626,766	19,665,612	25,595,017	(5,929,405)	(23)%
Penal Fines					
4581 Penal fines	0	0	630,000	(630,000)	(100)%
Total Penal Fines	0	0	630,000	(630,000)	(100)%
Charges for Services					
4660 Other Patron Fees	24,228	24,461	0	24,461	0 %
4685 Materials replacement charges	2,884	6,482	38,000	(31,518)	(83)%
Total Charges for Services	27,112	30,943	38,000	(7,057)	(19)%
Interest Income					
4662 Interest Earned on Uyl Investment	844	1,745	0	1,745	0 %
4664 Interest Earned on Restricted Investments	186	186	0	186	0 %
4665 Interest earned on deposits and investments	(15,549)	41,853	400,000	(358,147)	(90)%
4666 Interest Earned - Property Taxes	66	431	0	431	0 %
Total Interest Income	(14,453)	44,215	400,000	(355,785)	(89)%
Public Donations					
4673 Restricted donations	226,654	243,531	400,000	(156,469)	(39)%
4674 Unrestricted donations	1,185	2,750	0	2,750	0 %
Total Public Donations	227,839	246,281	400,000	(153,719)	(38)%
Other Revenue					
4502 Universal Service Fund - eRate	0	0	350,000	(350,000)	(100)%
4651 Admission/Entry fees	0	458	0	458	0 %
4668 Royalties	132	620	0	620	0 %
4686 Sale of Equipment	450	1,009	0	1,009	0 %
4688 Miscellaneous	108	264	3,000	(2,736)	(91)%
4695 Health Insurance Plan Experience Rebate	0	43,268	0	43,268	0 %
Total Other Revenue	690	45,619	353,000	(307,382)	(87)%
State Sources					
4540 State Aid	0	0	431,600	(431,600)	(100)%
4541 State aid - LBPH/TBBC	20,536	20,536	41,072	(20,536)	(50)%
4548 Renaissance Zone reimbursement	0	0	76,000	(76,000)	(100)%
4549 Personal Property tax reimbursement	0	0	520,000	(520,000)	(100)%
Total State Sources	20,536	20,536	1,068,672	(1,048,136)	(98)%
Total Revenues	7,888,490	20,053,205	28,484,689	(8,431,484)	(30)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	180	420	3,900	3,480	89 %
5706 Extra duty stipends	650	650	0	(650)	0 %
5713 Salary & Wages	1,034,302	1,787,804	14,446,338	12,658,534	88 %
Total Salaries and Wages	1,035,132	1,788,874	14,450,238	12,661,364	88 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2024 Through 2/29/2024
(In Whole Numbers)

		Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Employee Benefits						
5709	FICA	75,658	131,435	1,105,145	973,710	88 %
5717	Defined Contribution Pension Plan Contributions	49,642	82,225	507,693	425,468	84 %
5718	Employee Health Benefits	28,759	31,492	1,928,700	1,897,208	98 %
5720	HSA/Flex	0	364,000	392,000	28,000	7 %
5730	Other Employee Benefits	7,192	27,075	90,800	63,725	70 %
	Total Employee Benefits	161,250	636,226	4,024,338	3,388,112	84 %
Collections - Digital						
5785	Cloud Library/OverDrive	0	307,250	1,943,500	1,636,250	84 %
5786	Hoopla	0	172,500	605,000	432,500	71 %
5787	Digital Collection	0	117,749	151,657	33,908	22 %
5788	Miscellaneous Electronic Access	1,575	165,098	236,160	71,062	30 %
	Total Collections - Digital	1,575	762,597	2,936,317	2,173,720	74 %
Collections - Physical						
5791	Subscriptions	24	69,550	81,540	11,990	15 %
5815	KDL Cruisers	0	0	10,100	10,100	100 %
5871	Branch Local Materials - Restricted Donation Expenditures	59	59	0	(59)	0 %
5982	Collection Materials - Depreciable	100,668	198,077	1,538,474	1,340,397	87 %
5983	CD/DVD Collection Materials - Non-Depreciable	31,396	47,862	384,062	336,200	88 %
5984	Beyond Books Collection - Non-Depreciable	755	755	40,000	39,245	98 %
	Total Collections - Physical	132,902	316,303	2,054,176	1,737,873	85 %
Supplies						
5750	Collection Processing & AV Supplies	10,453	19,971	113,690	93,719	82 %
5751	Supplies	10,768	13,697	150,815	137,118	91 %
5760	Technology & Accessories <\$1000	1,149	1,519	59,040	57,521	97 %
5764	KDL Staff Event, Supplies & Awards	787	787	31,950	31,163	98 %
5768	Promotions Supplies	0	0	30,835	30,835	100 %
5770	Other Awards/Prizes	7,813	7,813	215,325	207,512	96 %
5790	Books (not for circulation)	0	0	30,485	30,485	100 %
5851	Mail/Postage	218	654	7,695	7,041	91 %
5900	Copier/Printer Usage Charges	9,092	8,507	85,000	76,493	90 %
	Total Supplies	40,281	52,948	724,835	671,887	93 %
Contractual and Professional Services						
5792	Software	14,915	278,820	635,265	356,445	56 %
5801	Professional & Other Contracted Services	43,344	208,155	576,990	368,835	64 %
5813	Delivery Services	11,900	25,143	161,717	136,574	84 %
5814	Security Services	0	0	28,000	28,000	100 %
5817	Lakeland Library Co-op services	0	1,627	6,505	4,879	76 %
5827	Catering	372	372	29,850	29,478	99 %
5873	Website	893	167,351	158,700	(8,651)	(5)%
5875	Advertising	13,915	16,618	113,250	96,632	85 %
5890	ILS Fees	0	116,517	159,771	43,254	27 %
5891	Licenses and Fees	14,658	26,735	189,047	162,312	86 %
5901	Outsourced Printing & Publishing	(44)	24,131	122,000	97,869	80 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2024 Through 2/29/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Total Contractual and Professional Services	99,953	865,469	2,181,095	1,315,626	60 %
Programming and Outreach					
5795 Programming & Outreach Supplies	7,163	12,529	199,850	187,321	94 %
5885 Speakers/Performers	7,837	61,575	277,150	215,575	78 %
5906 Community Outreach	6,613	6,788	20,015	13,228	66 %
Total Programming and Outreach	21,613	80,892	497,015	416,123	84 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	61,508	100,887	600,000	499,114	83 %
5822 Maintenance Contracts	0	4,637	53,199	48,562	91 %
5848 Mobile Hotspots	83	37,968	398,844	360,876	90 %
5849 Cell Phones/ Stipends	1,520	3,755	25,395	21,640	85 %
5850 Telephones	2,548	11,886	42,000	30,114	72 %
5852 Internet/Telecomm Services	15,713	31,640	150,460	118,820	79 %
5919 Waste Disposal	540	1,038	8,200	7,162	87 %
5920 Utilities	1,516	1,675	90,000	88,326	98 %
5925 Lawncare & Snowplowing	6,005	7,238	43,000	35,762	83 %
5928 Branch Maintenance Fees	0	141,526	564,786	423,261	75 %
5930 Repairs & Maintenance	7,531	10,670	94,870	84,200	89 %
5933 Software & IT Hardware Maintenance Agreements	0	83,325	138,000	54,675	40 %
5940 Rentals & Leases	2,301	56,144	233,009	176,865	76 %
Total Maintenance and Utilities	99,266	492,388	2,441,763	1,949,375	80 %
Staff Development					
5910 Staff Development & Conferences	28,255	37,882	302,640	264,758	87 %
Total Staff Development	28,255	37,882	302,640	264,758	87 %
Board Development					
5908 Board Development	2,662	6,181	15,000	8,819	59 %
Total Board Development	2,662	6,181	15,000	8,819	59 %
Other Expenditures					
5759 Gas, Oil, Grease	128	128	8,160	8,032	98 %
5860 Parking	79	79	2,765	2,687	97 %
5861 Mileage Reimbursement	2,322	5,435	58,950	53,515	91 %
5870 Branch Local Misc - Restricted Donation Expenditures	10,086	15,031	93,800	78,769	84 %
5907 Sponsorships/Donations	250	250	10,675	10,425	98 %
5935 Insurance	0	118,904	114,482	(4,422)	(4)%
5939 Workers Compensation Insurance	(4,689)	25,339	41,000	15,661	38 %
5955 Miscellaneous	0	0	36,100	36,100	100 %
5959 Sales Taxes	(2)	6	100	94	94 %
5964 Property Tax Reimbursement	21,629	21,629	30,000	8,371	28 %
5965 MEL Return Items	153	250	3,600	3,350	93 %
Total Other Expenditures	29,957	187,051	399,632	212,581	53 %
Capital Outlay					
5977 Technology - Non-Depreciable (\$1000-4999)	35,500	37,808	72,450	34,642	48 %
5978 Technology - Depreciable (5,000+)	7,472	275,409	476,178	200,769	42 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	0	31,298	20,000	(11,298)	(56)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2024 Through 2/29/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Total Capital Outlay	<u>42,972</u>	<u>344,515</u>	<u>568,628</u>	<u>224,113</u>	<u>39 %</u>
Total Expenditures	<u>1,695,817</u>	<u>5,571,327</u>	<u>30,595,677</u>	<u>25,024,350</u>	<u>82 %</u>
Excess Revenue Over (Under) Expenditures	<u>6,192,673</u>	<u>14,481,879</u>	<u>(2,110,988)</u>	<u>16,592,866</u>	<u>(786)%</u>

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 2/1/2024 Through 2/29/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Revenues					
Public Donations					
4673 Restricted donations	<u>1,075</u>	<u>1,125</u>	<u>0</u>	<u>1,125</u>	<u>0 %</u>
Total Public Donations	<u>1,075</u>	<u>1,125</u>	<u>0</u>	<u>1,125</u>	<u>0 %</u>
Total Revenues	<u>1,075</u>	<u>1,125</u>	<u>0</u>	<u>1,125</u>	<u>0 %</u>
Excess Revenue Over (Under) Expenditures	<u>1,075</u>	<u>1,125</u>	<u>0</u>	<u>1,125</u>	<u>0 %</u>

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2024 Through 2/29/2024

Check Number	Vendor Name	Check Amount	Check Date
2024-1153	Ingram Library Services Llc	54,160.82	2/7/2024
2024-1156	Kanopy Inc.	44,347.00	2/7/2024
87524	CDW Government, Inc.	30,872.40	2/7/2024
2024-1154	IP Consulting, Inc.	26,548.17	2/7/2024
87562	Verizon Wireless - MiFy Routers & Cell phones	26,281.58	2/7/2024
2024-1190	Ingram Library Services Llc	24,427.93	2/21/2024
87546	Kent County Treasurer-Mi Tax Tribunal Refunds	18,502.52	2/7/2024
2024-1176	Comerica Bank	16,902.98	2/21/2024
AP-PH02-16-24	Priority Health	16,671.98	2/16/2024
AP-PH02-09-24	Priority Health	16,522.89	2/9/2024
AP-January 2024	American Heritage Life Insurance Company / Allstate Benefits	15,365.17	2/16/2024
87558	Vistage Worldwide, Inc.	14,976.00	2/7/2024
2024-1134	Everstream Holding LLC- Michigan	13,610.62	2/7/2024
2024-1200	Rehmann Robson LLC	13,400.00	2/21/2024
2024-1201	RNL Graphics Solutions, LLC	13,085.00	2/21/2024
2024-1169	Agilis Partners LLC	10,000.00	2/21/2024
87592	Michigan Office Solutions (MOS)	9,460.75	2/21/2024
AP-PH02-02-24	Priority Health	8,886.04	2/2/2024
87585	Governmental Consultant Services Inc.	8,000.00	2/21/2024
2024-1157	Kellogg & Sovereign Consulting / Sigma Technology Fund LLC	7,841.60	2/7/2024
2024-1165	Same Day Delivery, Inc	7,773.57	2/7/2024
2024-1128	Baker & Taylor	7,772.32	2/7/2024
2024-1161	Midwest Tape LLC	7,582.18	2/7/2024
2024-1163	PBC Guru LLC	7,500.00	2/7/2024
87519	AVI Systems, Inc.	7,472.34	2/7/2024
AP-05191266	Paycor, Inc.	7,347.53	2/7/2024
87521	BookPage	6,720.00	2/7/2024
87518	All Season Lawn Care	6,621.50	2/7/2024
2024-1172	Baker & Taylor	6,028.99	2/21/2024
87560	Tun-Dra Kennels	5,400.00	2/7/2024
AP-PH02-23-24	Priority Health	5,289.20	2/23/2024
2024-1167	Thomas Klise/Crimson Multimedia	4,230.00	2/7/2024
2024-1202	Same Day Delivery, Inc	4,126.71	2/21/2024
2024-1207	UAW Local 2600	4,061.89	2/21/2024
2024-1155	Kalamazoo Sanitary Supply / KSS Enterprises	3,919.90	2/7/2024
2024-1125	AMAZON CAPITAL SERVICES, INC	3,695.65	2/7/2024
AP-Feb 2024	PLIC - SBD Grand Island	3,582.29	2/1/2024
87572	BrightBenefits	3,339.95	2/21/2024
2024-1196	Midwest Tape LLC	3,148.14	2/21/2024
87528	City Of Rockford	2,844.45	2/7/2024
2024-1197	TELUS HEALTH (US) LTD.	2,820.93	2/21/2024
87590	Matthew Eickhoff / Here's your host LLC	2,800.00	2/21/2024
87532	Dorothy Albin	2,800.00	2/7/2024
2024-1158	Lindenmeyr Munroe	2,780.70	2/7/2024
AP-L9311683-24	Prudential	2,745.00	2/23/2024
2024-1131	Central Michigan Paper	2,740.00	2/7/2024
2024-1166	TelNet Worldwide, Inc.	2,548.31	2/7/2024
AP-207147404266	Consumers Energy	2,493.83	2/1/2024
87525	Chelsea Holley	2,340.00	2/7/2024
87531	Demco, Inc	2,019.44	2/7/2024
2024-1191	Interphase Office Interiors, Inc.	1,778.91	2/21/2024

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2024 Through 2/29/2024

Check Number	Vendor Name	Check Amount	Check Date
AP-2036757-0124	Dte Energy	1,755.98	2/5/2024
87602	Unique	1,751.77	2/21/2024
AP-630825	123.Net, Inc	1,724.00	2/8/2024
87559	Ebiz Technology LLC / Traction Consulting Group	1,560.00	2/7/2024
2024-1174	Central Michigan Paper	1,370.00	2/21/2024
87533	Playaway Products LLC	1,355.15	2/7/2024
87577	Comprenew	1,023.72	2/21/2024
87553	OrangeBoy, Inc.	1,000.00	2/7/2024
AP-204389965982	Consumers Energy	983.27	2/7/2024
2024-1129	Bio-Serv Corporation / Rose Pest Colutions	980.00	2/7/2024
87530	Deidra Mayweather / West MI Travel and Tour	950.00	2/7/2024
2024-1135	Cengage Learning	856.49	2/7/2024
87593	Pam Spring Advertising, Llc	855.00	2/21/2024
87567	ACP Entertainment, Inc.	845.00	2/21/2024
2024-1210	Xerox Financial Services LLC	815.64	2/21/2024
87601	Ulliance, Inc.	786.60	2/21/2024
AP-Feb 2024	Delta Dental Of Michigan	780.96	2/12/2024
87576	Complete Fleet Corporation / Complete Fleet & Auto	737.60	2/21/2024
87527	Christopher Grier	725.00	2/7/2024
87575	Christopher Grier	725.00	2/21/2024
2024-1194	Lindenmeyr Munroe	699.79	2/21/2024
2024-1205	Thomas Klise/Crimson Multimedia	650.00	2/21/2024
87534	Foster, Swift, Collins & Smith, P.C.	634.50	2/7/2024
87551	Monica Rickert-Bolter	600.00	2/7/2024
87543	Jerry Berg / Swordsmanship Museum and Academy	500.00	2/7/2024
AP-2821057	Arrowaste	494.75	2/16/2024
87554	Plainfield Charter Township	475.19	2/7/2024
87566	Absopure Water Company	453.90	2/21/2024
87579	Deaf & Hard of Hearing Services	428.51	2/21/2024
2024-1132	Cloud 616 LLC	425.00	2/7/2024
2024-1199	Pretty Little Bow, LLC / TAC(t) Marketing	400.00	2/21/2024
87574	Center Point Publishing	382.32	2/21/2024
87582	Elizabeth Knapp	355.50	2/21/2024
87571	Brad Allen	352.00	2/21/2024
87599	Sheri Glon	352.00	2/21/2024
87600	Ebiz Technology LLC / Traction Consulting Group	341.25	2/21/2024
87581	El Granjero Mexican Grill	300.00	2/21/2024
87568	Adolfo Valle	300.00	2/21/2024
2024-1198	Performance Assessment Network	300.00	2/21/2024
2024-1208	Vital Records Holdings, LLC / VRC Companies, LLC	292.66	2/21/2024
AP-2911282-0224	Comcast Cable	251.85	2/9/2024
2024-1178	Cengage Learning	245.52	2/21/2024
2024-1164	RNL Graphics Solutions, LLC	238.54	2/7/2024
87595	Playaway Products LLC	216.56	2/21/2024
2024-1192	IP Consulting, Inc.	209.00	2/21/2024
2024-1193	Library Ideas, Llc	196.00	2/21/2024
2024-1130	Blackstone Audio Inc	172.99	2/7/2024
87586	Joshua Bernstein	152.18	2/21/2024

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2024 Through 2/29/2024

Check Number	Vendor Name	Check Amount	Check Date
AP-3035008	TASC	142.72	2/26/2024
87569	Aqua Blue Aquarium Solutions	127.50	2/21/2024
AP-0021585-0224	Comcast Cable	126.90	2/26/2024
2024-1133	Everlasting Green Plantscape LLC	120.00	2/7/2024
AP-016840	Medtipster.com, LLC.	110.65	2/21/2024
87520	Baker Tent Rental	108.00	2/7/2024
87573	Calvin University - Hekman Library	100.00	2/21/2024
87583	Exotic Zoo	100.00	2/21/2024
87549	Megan Russ	87.00	2/7/2024
87544	Jill Anderson	87.00	2/7/2024
87564	William McAfee	87.00	2/7/2024
87550	MLA- Michigan Library Association	85.00	2/7/2024
AP-9955633321	Verizon Wireless - MiFy Routers & Cell phones	83.10	2/21/2024
87556	Staples Business Advantage	80.70	2/7/2024
87557	Steve Loar	74.74	2/7/2024
87588	Madelyn Besaw	73.84	2/21/2024
87587	Katie Vanechuk / In Your Element Wellness	72.00	2/21/2024
2024-1209	Voices for Health, Inc.	70.03	2/21/2024
87517	Absopure Water Company	58.95	2/7/2024
2024-1177	Ebsco Information Services	56.92	2/21/2024
2024-1206	Tracy Chrenka	56.80	2/21/2024
2024-1175	Christina Tazelaar	55.59	2/21/2024
87537	Hannah Moulds	53.00	2/7/2024
87538	Heidi Fifield	53.00	2/7/2024
87547	Lauren Hagerman Tekelly	53.00	2/7/2024
AP-PH02-16-24In	Priority Health	50.50	2/16/2024
87522	Calvin University - Hekman Library	50.00	2/7/2024
87570	Ashley Davis	50.00	2/21/2024
87548	Lee Bolt	49.99	2/7/2024
2024-1204	Sheri Gilreath-Watts	49.30	2/21/2024
87535	Grainger	48.36	2/7/2024
87594	Peter Dykhuis	47.96	2/21/2024
2024-1168	Voices for Health, Inc.	46.19	2/7/2024
87597	Sandra Veurink	44.99	2/21/2024
2024-1170	Andrew Erlewein	42.73	2/21/2024
87580	Deb Schultz	38.27	2/21/2024
87523	Capital Area District Libraries	36.59	2/7/2024
2024-1203	Sarah Ann Weller	36.57	2/21/2024
87591	Melissa Rauch	35.00	2/21/2024
87536	Graphic Arts Service & Supply	34.00	2/7/2024
87529	Deb Schultz	33.56	2/7/2024
87539	Herrick District Library-Ho	27.95	2/7/2024
2024-1173	Blackstone Audio Inc	27.49	2/21/2024
2024-1162	Nationwide	27.20	2/7/2024
87561	University of Detroit Mercy	25.00	2/7/2024
87555	Sarah Yoder	24.00	2/7/2024
87552	Morgan Shepard	24.00	2/7/2024
87541	Jeanine Heemstra	24.00	2/7/2024
87526	Chloe Ford	24.00	2/7/2024
87516	Abbigail Hale	24.00	2/7/2024
87540	Holly Goulet	24.00	2/7/2024
87545	Jocelyn Yost	23.47	2/7/2024
87584	Genesee District Library	20.00	2/21/2024

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2024 Through 2/29/2024

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
87596	Rawson Memorial Library	19.99	2/21/2024
87578	St. Clair County Library	17.95	2/21/2024
87563	White Lake Community Library	15.99	2/7/2024
87542	Jennifer Chand	15.96	2/7/2024
87589	Mason County District Library	15.00	2/21/2024
87598	Sarah Wyma	9.99	2/21/2024
Report Total		561,395.81	

Director's Report February 2024



ALTO + ENGLEHARDT

Alto Branch has had success with the many programs they offer. The adult program “Tasting Tea” was well received, and more chairs had to be added for patrons to have a seat. The kids loved the “Heart to Heart” program with 18 of them in attendance. Branch Outreach Program Specialist Adam Flynn has been doing Storytime and has had several days where there were over 20 people in attendance.

Branch Librarian Phil Sawyer and Assistant Branch Librarian Heather Grit hosted “Bluey Bonanza” on Saturday, March 10. It was the highest attendance ever at a program, with over 180 happy patrons.

The Englehardt Branch has added programs and one of them is an additional Storytime on Friday morning. Branch Librarian Will McAfee had 37 people in attendance on February 23. The kids really enjoyed the “Heart to Heart” program with 75 in attendance. The February program that had the highest attendance was the “Sled Dogs” with 103 people enjoying the beautiful huskies. In addition, Lowell partners with Versiti to host a blood drive every month. The month of February had 21 people donated 20 pints of blood that will impact 60 patients.

BYRON + GRANDVILLE

At the Grandville Branch one of the most unique teen and pre-teen programs is offered is the annual Battle of the Books tournament or BOB. For the last few years this has been an online event hosted via Zoom and it is always a big hit. Staff just hosted this year's event on Saturday, March 9. 38 teams, or roughly 200 kids in grades 5-8, all read 5 different books and then battled it out with 5 rounds and about 70 questions to crown 1 team victorious. To add an in-person element the branch will be hosting a wrap up party to celebrate the participants, awarded prizes, and have fun together. That party will take place at the same time as this board meeting.

At the Byron Township Branch this year has been about developing new programming for the teens and building that audience. Branch Librarian Julie Gillich has been hard at work on this task and is developing great relationships. One area of focus is participating in regular outreach at an after-school program for teens called the Hangar. It's been a great place to get to know the area teens and show them what the library has to offer.

Amy Van Andel Library + East Grand Rapids

On Monday, February 5, the Amy Van Andel Library celebrated its third birthday with an extra special Storytime. Branch Librarian Liz Wierenga hosted a wonderful birthday-themed Storytime complete with scarves, songs, stories, balloons, crowns and more. Amy Van Andel attended as the guest reader and birthday celebrant, reading Todd Parr's *The Birthday Book*. The event was a joyous, magical celebration filled with laughter, imagination, and dancing. With nearly 70 attendees, the event was energized by the outpouring of support and love from the community.

On Tuesday, March 5, Branch Librarian Holly Goulet hosted an incredible Mini Brick Derby program at the East Grand Rapids Branch that left the community buzzing with excitement. Children of all ages had a blast constructing their own derby cars and racing their creations down a 35-foot track. Over 80 people attended! It was an afternoon filled with creativity, competition, and a ton of fun. There were even a couple teens that said, "This was the best program you've ever had!"



Katie Kudos

February 2024

MIKE ENSING – Shelver

Gaines Township

Nominated By Dan Morris

Courageous

"Mike has been such a rockstar this month! He flexed to shelve exclusively at the Kentwood branch this month while we had two shelveers on vacation. He's been super-fast, and STILL he took time to notice a potential trip hazard and reported it."

TAYLOR LABASH – Assistant Branch Librarian

Cascade Township

Nominated by Sara Moseley

Positive

"We had a huge turnout for our puzzle tournament on Saturday, far exceeding our expectations and the space we had available. This meant many disappointed patrons had to be turned away. Taylor was stuck with many of those conversations because she was on the desk at that time. She handled the patrons with kindness and professionalism. She went on to have a great day. Thanks Taylor! I'm so glad to have you as a weekend teammate!"

Nominated by Brynn Doering

Inclusive

"Having Taylor sub at the Patron Services Department is an absolute treat. She brings a positive attitude, infectious laughter, and treats patrons with the utmost respect. :)"

Nominated by Ashley Smolinski

Helpful

"Thank you for offering to support the Friends of the Library by listening to their computer needs and giving some advice (along with research) regarding the new technology. I know they appreciated the effort and the support along with the in-house recommendations by a computer builder. Thank you for leaning into your strengths and work and looking for some fantastic ways to contribute!"

Nominated by Ashley Smolinski

Helpful

"Thank you for helping our branch consolidate some of our phone lines. It was great to hear your thoughts and figure out a way to streamline our process and make things a bit easier for our branch and our PSD. Couldn't do it with you!"

Katie Kudos

February 2024 Continued

MARTHA LIN – Branch Librarian

Gaines Township

Nominated by Dan Morris

Authentic

“Friday afternoon was quite busy, and Martha, Katie, and Sarah were working together to keep all the patrons happy and smiling. Moving between the desk, the printer, the scanner, people on the computers, and all the kids clamoring for attention, it turned into an elegant ballet that was inspiring to see. You guys are too cool.”

Nominated by Amber Elder

Helpful

“As a member of the Early Literacy Group, Martha reviewed the story time and toddler time tubs she had at the Gaines Township branch this past season. She provided me with detailed notes that will make it easier for me to keep these tubs fresh and full of books for patrons and staff will want to use. Thank you so much for sharing all this information and in such a helpful way, Martha!”

Nominated by Angela Culp

Courageous

“When we ran out of GRPL cards, Martha went above and beyond to find ways for us to still serve our patrons while we were waiting for replacements. I never would have thought to call PSD, but Martha figured it out by sharing information with me and the rest of the team. Thank you for sharing information!”

Nominated by Angela Culp

Positive

“Martha stepped up and cheerfully volunteered to cover a program with only a few days advance notice. Thank you for being a team player, Martha!”



Featured Department Finance

The Finance Department grew astonishingly in 2023. The team evaluated six cloud-based ERP systems, implemented MIP Cloud, completed operating agreements with our Friends of the Library groups, raised additional funds through governmental investments, and simplified many internal processes across KDL.

With the implementation of MIP Cloud in August, KDL offered ACH payments to vendors for the first time, which reduced printed checks by 563! MIP Cloud eliminated the costs of hosting a server and saves on printing, as everything is accessible online. Management can see budgets and financial data in real-time. This was an exciting, yet challenging endeavor.

Processes and procedures have been refined and simplified for staff with a customer service centric mindset. The team values professional development to improve individual and team growth.

General Accountant Annette Miller used skills from the Google Data Analytics Professional Certification program by exploring DEF files in MIP Cloud, leading to improved, customized templates, faster processing and a better understanding overall. Annette always remained positive during the implementation challenges and is a champion in change management. She joined the Accounting and Financial Women's Alliance and attended the Michigan Women in Finance Conference expanding her professional network. She personally enjoys volunteering and supporting her kids' ambitions.

General Accountant Janelle Waugh had a smooth transition back after parental leave. She engaged with the whole team, learning all aspects of the Finance Department, as well as collection acquisitions. Janelle updated procedures for designated purchasers, trained new purchasers, and has become a reliable resource for many KDL staff. Her role in the budget process was expanded, including processing 1099s. She joined the Accounting and Financial Women's Alliance and enjoys "finding the fun" with family and being a mom.

2023 Finance Department In-Service*



Featured Department Finance

Administrative Assistant Jessie Salo joined the Finance Department part-time in April 2023, as part of the absorption of Fund Development. Jessie mastered DonorPerfect, tracking donations and donor information. She fully utilized DonorPerfect for the Literary Libations Gala to track gifts and maintain guest lists, table sponsorships, and seating information with efficient execution. Jessie is part of the Service Center Admin Team, assisting in policy edits, SharePoint management, per diems and hotel authorizations. She is a member of the Women in Development local group and supports her daughters in Rockford's Spanish Immersion, Battle of the Books, Odyssey of the Mind, and musical endeavors.

Finance Manager Emily Whalen encourages professional development and has instilled a process improvement mindset in the Finance Department. Emily pursued the Certified Government Financial Manager Certification in 2023, receiving her credentials last month. From handling Friends of the Library matters, insurance, free printing, donations, RFPs, and per diems to implementing software and overseeing the day-to-day functions of the department, Emily takes a cohesive approach to streamline operations. Emily is a member of the EDI Advisory Group and the OneCommunity Initiative, building Native American relationships within the community. Emily is a member of The Association of Government Accountants, plays softball for KDL Bookaneers and volunteers on Popcorn Fridays at her son's school.

Director of Finance Kim Lindsay offers mentorship to the entire team. Kim holds Certified Public Accountant and Chartered Global Management Accountant designations. He played a crucial part in our millage providing forecast models and strategy to the Leadership Team. Kim is a big University of Michigan fan, passionate cyclist, golfer, and has subbed for KDL's softball team.

Governmental Fund Accounting Specialist Reilly Brady was an essential part of the new software implementation and improvements throughout the year. He has recently departed KDL, and we wish him the best in his future endeavors.

Process improvements coupled with the department's growth over the last two years has given the team the chance to evaluate needs. Team members now have an opportunity to apply their talents, skills and knowledge in new ways in 2024 by taking on diverse tasks and offering KDL-wide virtual and recorded training.

2023 Finance Department In-Service



Upcoming Meetings + Dates of Interest

Upcoming Meetings

Regular Board Meeting
Thursday, April 18, 2024
4:30 PM
KDL Krause Memorial Branch

Regular Board Meeting
Thursday, May 16, 2024
4:30 PM
KDL Grandville Branch

Regular Board Meeting
Thursday, June 20, 2024
4:30 PM
KDL Wyoming Branch

Dates of Interest

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

KDL Pension Meeting
May 15, 2024
1:00 PM
KDL Service + Meeting Center

Kent
District
Library
kdl.org



Information
Ideas
Excitement!



MONTHLY PROJECT REPORT

**FEBRUARY
2024**

2 New projects approved

5 In queue

1 Declined

8

Active Approved
Projects

	On Time	8
	Late (At Risk)	0
	Paused	0
	Completed since 01/24	4

In Branch Experience

- Project Lead:** Laura Youells
Status: On Track (NEW)

Approval Date: 02.28.2024
Due Date: 12.18.2024



As part of the Strengthening Community 2024 Strategic Initiative, this project aims to move branches beyond routine transactions and towards more enriching interactions. To reach this goal, the project team will focus on a comprehensive assessment of current in-branch experiences and draw inspiration from successful engagement strategies in other sectors like museums and retail and tailor experiences to diverse patron demographics and interests. Through community partnerships, effective marketing, and a focus on meaningful interactions, this project will transform KDL branches into vibrant hubs of activity and connection.

Open Lab AI Exploratory Project

- Project Lead:** Morgan Hanks
Status: On Track (NEW)

Approval Date: 02.28.2024
Due Date: 06.30.2024



This project aims to address the current lack of a structured approach to exploring and utilizing AI technologies within KDL. The project group will partner with OpenAI to access expertise and resources, gain skill in building AI tools and explore various platforms emphasizing functionality, integration capabilities, cost-effectiveness and alignment with organizational needs. The goal of this project is to foster innovation and improve information access through safe and ethical AI use.

Automated Materials Handling

- Project Lead:** Liz Guarino
Status: On Track

Approval Date: 09.13.23
Due Date: 09.30.24

The internal project team will meet weekly starting March 4, with Lyngsoe confirming a mid-May delivery and installation date for the sorter. To minimize disruption during installation, the employee breakroom will serve as the temporary location for sorting and delivery. The IT Department, led by Rochelle Ball, Systems Librarian Analyst, is working closely with Lyngsoe for a seamless installation. Rachel Cruzen, Lead Collection Services Assistant, is providing testing barcodes, and Collections Manager Liz Guarino is ordering necessary barcodes for the tote check-in server.

Esports - Phase 1: Test Lab



Project Lead: Kurt Stevens

Status: On Track

Approval Date: 11.03.23

Due Date: 04.30.24

On February 19, a group comprised of students and staff from Kelloggsville High School visited the Esports Lab at the Service Center to discuss potential collaborations. The discussions were productive and promising. A second Esports open house took place on February 24. This event surpassed the first one in terms of attendance and included the testing of new game features and yielded valuable feedback. A small Esports tournament is scheduled for March 30 and is another significant opportunity to collect data and feedback.

MarketScale



Project Lead: Josh Mosey

Status: On Track

Approval Date: 09.27.23

Due Date: 06.30.24

The MarketScale project team had its first kickoff meeting in February, exploring the user interface and testing it without any instructions on how it works. A follow-up meeting will address initial findings and feedback and pave the way for MarketScale-specific training. This will equip the team to develop user guides for creating various library video styles.

Mission: Read! Revamp



Project Lead: Monica Walen

Status: On Track

Approval Date: 09.27.23

Due Date: 07.31.25

The project team made progress in selecting a theme for the new Elementary Reading Program (replacing Mission: Read!). Four potential themes were chosen for consideration: Dinosaurs, Bugs, Sea Creatures, and Cryptids. To ensure the program aligns with the interest of the target audience (K - 5th graders), a sticker poll was created in all KDL branches, allowing young patrons to cast their vote for their favorite theme. The purpose behind the voting was deliberately vague, as the sunset of Mission: Read! has not yet been announced to patrons. Voting will conclude on March 8th.

On the Same Page 2024



Project Lead: Hennie Vaandrager

Status: On Track

Approval Date: 03.22.23

Due Date: 05.31.24

Project Leader Hennie Vaandrager and Josh Bernstein, Regional Manager I, met with Michael Wildschut, Director of the January Series at Calvin University, to review logistics and tour the venue. A detailed task list for the night of the event was created, with each project group member assigned specific responsibilities. Custom T-Shirts are being produced for the project group to wear to enhance the event. Key speaking roles have been confirmed for Katie Zuidema, Marketing Communications Specialist and Mariely Velazquez, Branch Librarian. The kickoff for spring programming begins in March, bringing a wave of positive momentum.

Physical Collection Audit



Project Lead: Joshua Bernstein

Status: On Track

Approval Date: 02.22.23

Due Date: 12.04.24

The Physical Collection Audit is progressing as planned, but the completion date will be adjusted to fall 2024. A communication plan outlining a new weeding process timeline and collection adjustments will be distributed in August, with weeding and collection shifts beginning in the fall.

Preschool Booster Packs



Project Lead: Jackie Boss

Status: Complete

Approval Date: 08.23.23

Due Date: 02.01.24

The Preschool Booster Packs received an overwhelmingly positive response! All 50 packs were available for checkout on February 1. Their instant popularity was evident as holds for the English packs ranged from 30-70, and Spanish versions with 5-6 holds each. In light of this enthusiastic reception and thanks to Giving Tuesday funds, plans have already been made to produce additional copies of the English packs and introduce Spanish versions of each, bringing broader reach and enjoyment for patrons.

BUILDING PROJECTS

Cascade Township



Project Lead: Lulu Brown
Status: N/A

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

Due to favorable weather conditions, construction of Friendship Park is currently two months ahead of schedule. The pavilion structure, originally scheduled to begin construction in early May, was successfully completed in February. Framing for the pavilion is on track for completion by the end of March.



Krause Memorial (Rockford)



Project Lead: Jennifer German
Status: N/A

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

A new fundraising subcommittee has been formed for the Krause Memorial Branch expansion project. This subcommittee will focus on engaging with and educating residents at upcoming community events, specifically Cinco de Mayo, Reading Rocks in Rockford, and Start of Summer Celebration. The committee plans to have a booth at each event with informational materials and a fundraising activity.

Tyrone Township



Project Lead: Liz Knapp
Status: N/A

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

The environmental review for the new library site has been completed, allowing the project to move forward. Project specifications are being finalized to prepare for soliciting bids from qualified contractors. The initial phase will focus on demolishing the existing building, land preparation, well installation and playground construction.

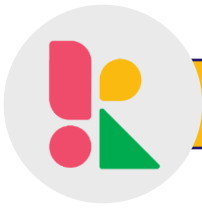
Walker



Project Lead: Craig Buno
Status: N/A

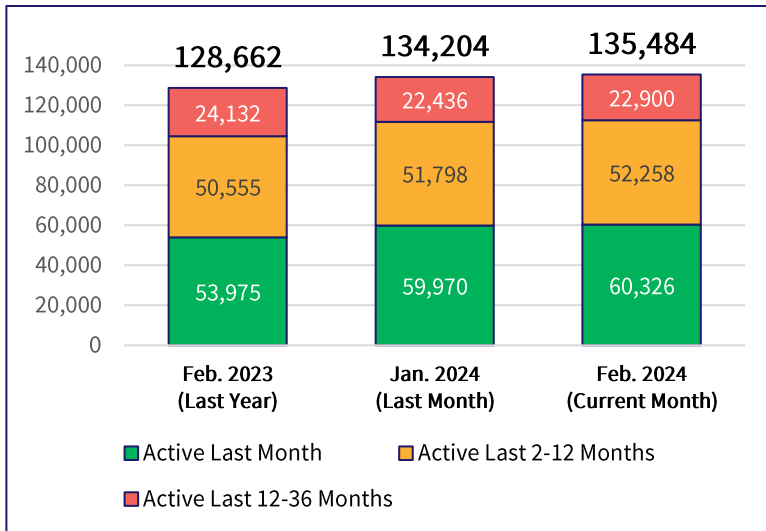
Approval Date: N/A
Due Date: N/A

With the hiring of the Constuction manager, OAK, the project has moved into a more detailed phase. KDL Regional Managers Liz Knapp and Craig Buno and Director of Branch Operations Jennifer DeVault are working with Studio GC and OAK to finalize the layout of the library and the details of each space. KDL IT Director Kurt Stevens has begun working with the City of Walker IT department to begin planning for technology in the new building. KDL and the City of Walker are excited that the layout includes space for an Esports lab.



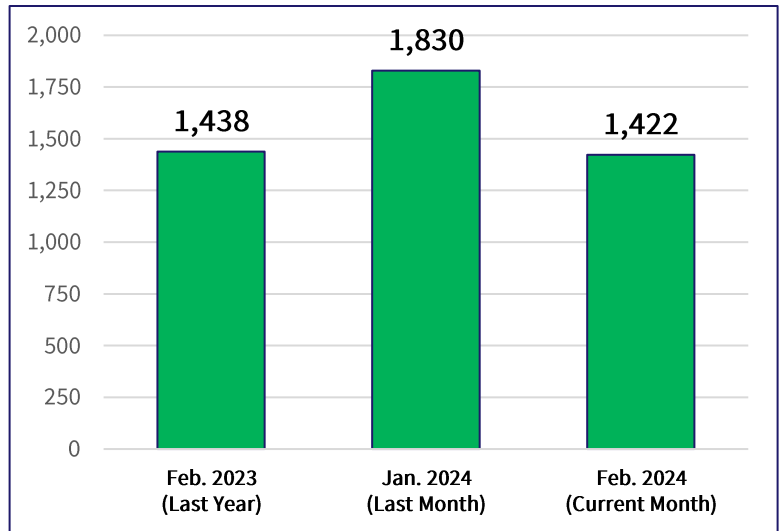
FEBRUARY 2024 STATISTICAL SUMMARY

Active KDL Patrons:



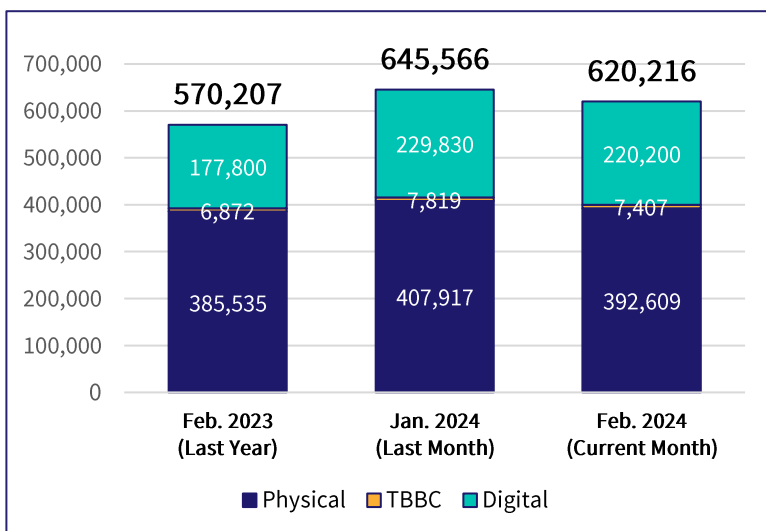
Active KDL Patrons are **up 1%** from last month and **up 5%** from the same month last year.

New KDL Cards Added:



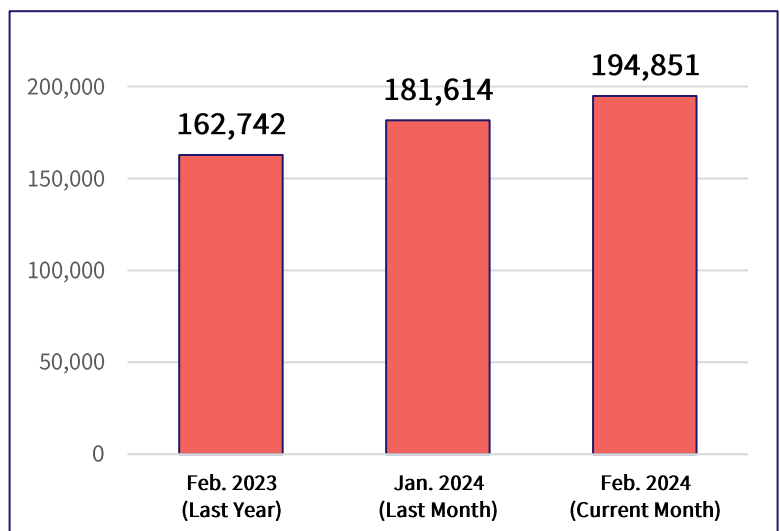
New KDL Cards Added are **down 22%** from last month and **down 1%** from the same month last year.

Total Circulation:

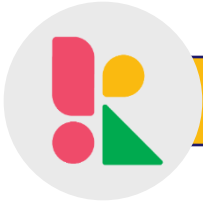


Total Circulation is **down 4%** from last month and **up 9%** from the same month last year.

Visitor Count:

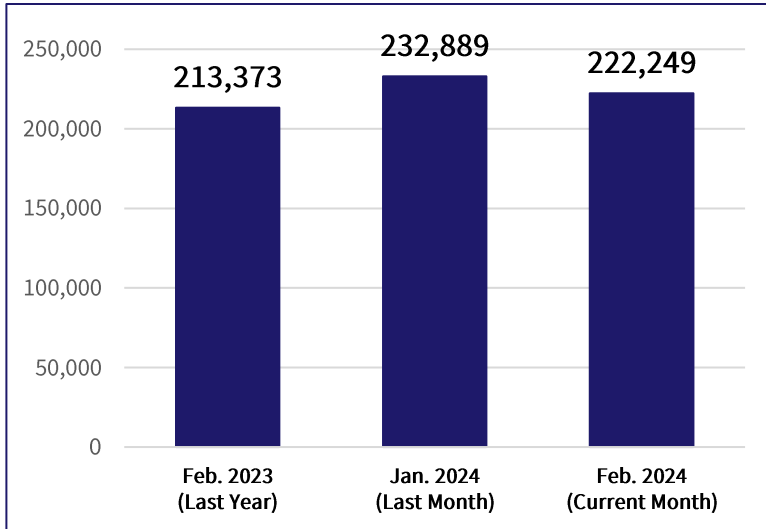


Branch Visitors are **up 7%** from last month and **up 20%** from the same month last year.



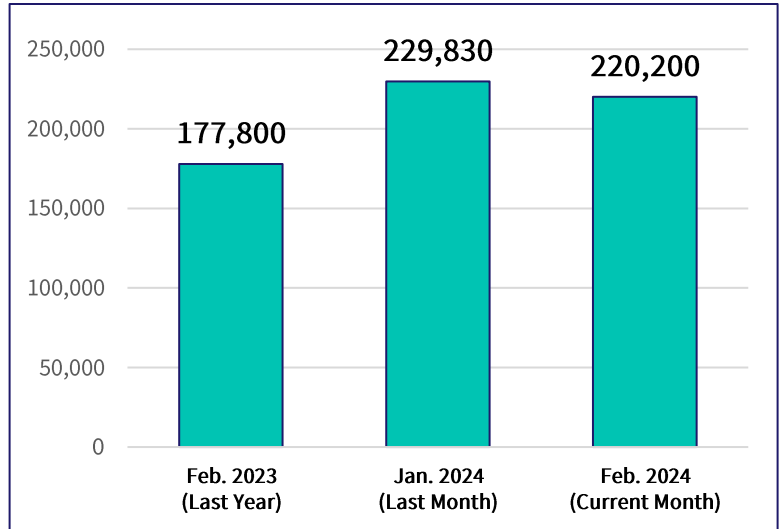
FEBRUARY 2024 STATISTICAL SUMMARY

Physical Items Checked Out:



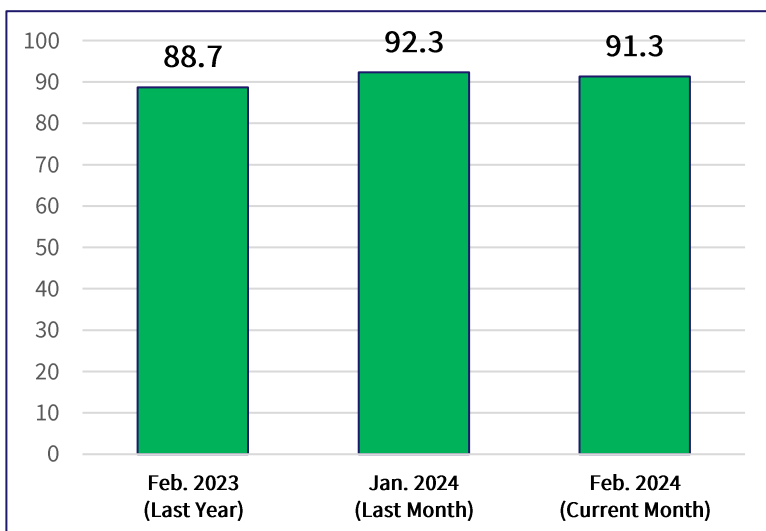
Physical checkouts are **down 5%** from last month and **up 4%** from the same month last year.

Digital Items Checked Out:



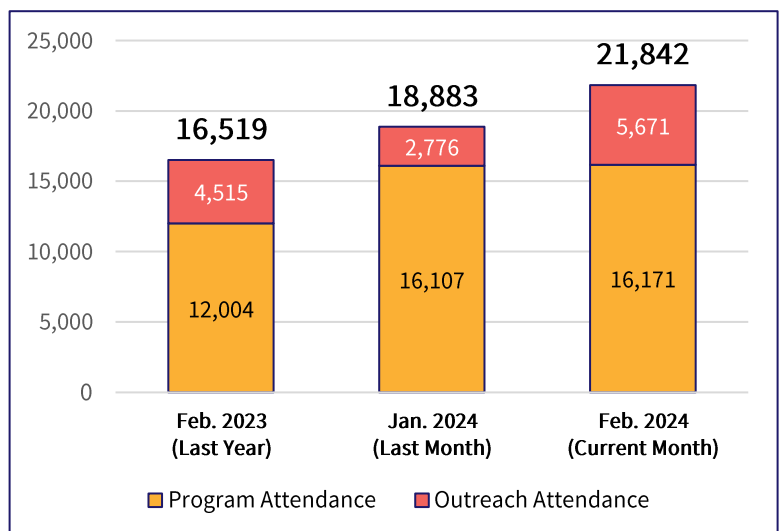
Digital checkouts are **down 4%** from last month and **up 24%** from the same month last year.

Net Promoter Score (NPS):



Net Promoter Score is **down 1%** from last month and **up 2.6%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **up 16%** from last month and **up 32%** 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	535
2. <i>The Women</i> by Kristin Hannah	299
3. KDL WiFi Mobile Hotspot	278
4. <i>The Exchange</i> by John Grisham	156
5. <i>Oppenheimer</i> DVD	146
6. <i>Fourth Wing</i> by Rebecca Yarros	124
7. <i>Dirty Thirty</i> by Janet Evanovich	114
8. <i>Lessons in Chemistry</i> by Bonnie Garmus	108
9. <i>Barbie</i> DVD	102
10. <i>The Edge</i> by David Baldacci	98

All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Women</i> by Kristin Hannah	696
2. KDL WiFi Mobile Hotspot	323
3. <i>Super Mario Bros. Wonder</i> Video Game	249
4. <i>First Lie Wins</i> by Ashley Elston	236
5. <i>The Heaven & Earth Grocery Store</i> by James McBride	191
6. <i>Never Lie</i> by Freida McFadden	173
7. <i>The Frozen River</i> by Ariel Lawhon	155
8. <i>Fourth Wing</i> by Rebecca Yarros	147
9. (tie) <i>The Housemaid's Secret</i> by Freida McFadden	135
(tie) <i>Three-Inch Teeth</i> by C. J. Box	135

OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>Tom Lake</i> by Ann Patchett (audio)	901
2. <i>Tom Lake</i> by Ann Patchett	717
3. <i>The Teacher</i> by Freida McFadden (audio)	516
4. <i>Fourth Wing</i> by Rebecca Yarros (audio)	385
5. <i>Iron Flame</i> by Rebecca Yarros (audio)	358
6. <i>A Court of Thorns and Roses</i> by Sarah J. Maas (audio)	274
7. <i>A Court of Mist and Fury</i> by Sarah J. Maas (audio)	263
8. <i>One Summer in Savannah</i> by Terah Shelton Harris	213
9. <i>Demon Copperhead</i> by Barbara Kingsolver	180
10. <i>A Court of Wings and Ruin</i> by Sarah J. Maas (audio)	177

OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Women</i> by Kristin Hannah	1,018
2. <i>The Women</i> by Kristin Hannah (audio)	869
3. <i>Fourth Wing</i> by Rebecca Yarros	825
4. <i>The Woman in Me</i> by Britney Spears (audio)	689
5. <i>Lessons in Chemistry</i> by Bonnie Garmus	661
6. <i>Funny Story</i> by Emily Henry	636
7. <i>Lessons in Chemistry</i> by Bonnie Garmus (audio)	599
8. <i>The Heaven & Earth Grocery Store</i> by James McBride	540
9. <i>Funny Story</i> by Emily Henry (audio)	520
10. <i>None of This Is True</i> by Lisa Jewell	436

NEW HIRES	POSITION	EFFECTIVE
Courtney Vogelzang	Assistant Branch Librarian – Grandville	February 26
Lauren Heyboer	Collection Services Assistant – Service Center	March 12
Jordan Falk	Assistant Branch Librarian - Plainfield	March 18
Kali Nelson	Assistant Branch Librarian – East Grand Rapids	March 18
Veronika Kudina	Graphic Design Intern – Service Center	March 18
Ryllie Rivard	Assistant Branch Librarian – Alpine	March 18

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Tabby Schaub-Carter	Assistant Branch Librarian – Wyoming	Branch Librarian – Wyoming	March 4

DEPARTURES	POSITION	EFFECTIVE
Missy Lancaster	Facility Manager – Service Center	February 21
Anna Swanson	Assistant Branch Librarian – East Grand Rapids	April 23

OPEN POSITIONS	TYPE
Assistant Branch Librarian – East Grand Rapids	Part-time
Branch Librarian – Gaines Township	Full-time
Assistant Branch Librarian – Wyoming / Kelloggsville	Part-time
Regional Manager II In-Training – Walker / Alpine / Tyrone Twp.	Temporary

EMPLOYEE ANNIVERSARIES (APRIL)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Jennifer German	Krause / Nelson Twp / Spencer Twp.	35 years
Sarah Yoder	East Grand Rapids	26 years
Hennie Vaandrager	Programming	25 years
Dhanya Ravi	Information Technology	21 years
Liz Guarino-Kozlowicz	Collection Services	18 years
Joyanne Huston-Swanson	Bookmobile	14 years
Kathy Pluymert	Collection Services	14 years
Ty Papke	Wyoming	12 years
Ashten Vanderploeg	Kentwood	12 years
Scott Small	Cascade	10 years
Yuliya Bunker	Patron Services	9 years
Samantha Hodge	Collection Development	9 years
Julie Myszak	Collection Services	9 years
Hannah Lewis	Community Engagement	8 years
Keeva Filipek	Programming	5 years
Chloe Ford	Cascade	4 years
Martha Lin	Gaines Township	3 years
Annie Albury	Englehardt	2 years
Katherine Baumann	Kentwood	2 years
Rebecca Behrens	Plainfield	2 years
Krysia DeGraaf	Grandville	2 years
Stephanie Groen	Wyoming	2 years
Mikki Henry	Comstock Park	2 years
Sarah Thorne	Plainfield	2 years
Beth Ciangi	Englehardt	1 year
Theresa Duffy	Sub Pool	1 year
Jeanine Heemstra	Walker	1 year
Holly Holtzclaw	Plainfield	1 year
Alyssa Johansen	Plainfield	1 year
Emily Napier	Comstock Park	1 year
Becca Organek	Plainfield	1 year
Jessie Salo	Finance	1 year

BOARD OF TRUSTEES ATTENDANCE - 2024

	TRACY CHRENKA	PETER DYKHUIS	ANDREW ERLEWEIN	SHERRI GILREATH WATTS	NICOLE LINTEMUTH	CARLA MOYER HOTZ	CHRISTINA TAZELAAR	PENNY WELLER
January 18, 2024	X	X	X	X	X	X	X	X
February 15, 2024	X	X	X	X			X	X
March 21, 2024								
April 18, 2024								
May 16, 2024								
June 20, 2024								
July 18, 2024								
August 15, 2024								
September 19, 2024								
October 17, 2024								
November 21, 2024								
December 19, 2024								

*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE		TRUSTEE NAME	MEETING DATE



Thursday, February 25, 2024

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

Dear KDL Board of Trustees:

I am writing to you to request permission to increase the Tyrone Township Branch's Friday hours from 1-5 to 12-5. This increase allows the library to be open shortly after the middle and high school students get out of school on early release days. Early release days are already a popular time at the library, both for children to walk over from the school, and for families to visit after picking up their kids from school. With this adjustment, students who walk will no longer have to wait outside until the library opens, and families can come straight to the library after picking up their children.

This change also brings our Friday hours in line with other small branches so that Tyrone Township has the same hours, which offers more availability and less confusion for patrons who use other small branches like our Alpine Branch.

The Tyrone board has approved this request and supports the change.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Liz Knapp Craig M Buno".

Liz Knapp & Craig Buno

Walker, Alpine Township & Tyrone Township Regional Managers

CC: Lance Werner, KDL Executive Director

February 26, 2024

Subject: Proposal to Adjust Open Hours at Alto: Thursday and Friday

Dear Board of Trustees,

I hope this email finds you well. I am writing to propose a slight adjustment to Alto's open hours on Thursday and Friday, with the aim of enhancing patron experience and optimizing operational efficiency.


Currently, our open hours on Thursday are from 12:00 pm to 6:00 pm and on Friday from 9:30 am to 6:00 pm. We are proposing a change to have our open hours on Thursday and Friday from 9:30 am to 5:00 pm. This adjustment will streamline our open hours, reducing the variety of times from four to three, which we believe will make it easier for our patrons to remember and plan their visits accordingly.

Moreover, the proposed change will result in a net increase of half an hour of open time for our patrons, without requiring additional hours from our employees, as they are already present on Thursday mornings. This additional time will allow us to schedule more children's programs, enhancing our services and engagement with the community.

We anticipate that the shift in open hours will contribute to higher foot traffic and circulation at Alto, ultimately benefiting our patrons and reinforcing our commitment to providing excellent library services.

We welcome any feedback or concerns you may have regarding this proposed change and are open to discussing further if necessary. Thank you for your attention to this matter.

Sincerely,



Kurt Lardie

Regional Manager I

Kent District Library | Alto and Englehardt Branches

PO Box 65 6071 Linfield, Alto, MI 49302 | 200 N Monroe, Lowell, MI 49331

D 616.784.2007 | M 616.915.2541



RESOLUTION

KDL Millage Rate for 2024

MEETING INFORMATION

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held at the Kent District Library Service & Meeting Center (814 West River Center Drive NE, Comstock Park, MI 49321), on Thursday, March 21, 2024 at 4:30 PM.

The meeting was called to order by Chair Andrew Erlewein._____.

PRESENT: _____

ABSENT: _____

RESOLUTION

WHEREAS, the Kent District Library strives to be an indispensable community resource for enriching lives through access to personalized discovery for all; and

WHEREAS, Kent District Library operates 20 branch libraries, a service and meeting center, an Express Library and a bookmobile that serve nearly 440,000 residents of 27 different municipalities throughout Kent County providing ideas, information and excitement through robust services and programs; and

WHEREAS, Kent District Library stands as an institution of enlightenment and as a hub of the community, serving and including everyone; and

WHEREAS, the Kent District Library Board has determined that the levy of a district-wide millage in the amount of 1.1 mills for a period of one (1) year (2024), levied on December 1, 2024 to fund KDL operations for calendar year 2025, is necessary to provide a consistent and sustainable level of library services the residents of the District have come to know and expect; and

WHEREAS, the district of Kent District Library (“District”) consists of the geographic area of Kent County except the City of Grand Rapids, the City of Cedar Springs, Solon Township, Sparta Township, the Village of Sparta, and those portions of Bowne Township and Caledonia Township within the Thornapple Kellogg School District; and

WHEREAS, the levy of a districtwide millage must be approved by the voters of the District pursuant to the District Library Establishment Act (1989 PA 24, as amended) (the “DLEA”), the Michigan Election

Law, and applicable law.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Kent District Library Board hereby approves and adopts:

1. That the millage proposal on Attachment A attached hereto shall be submitted to the qualified electors of the District at a special election on Tuesday, August 6, 2024.
2. That pursuant to Section 15(2) of the DLEA (MCL 397.185(2)) and the Michigan Election Law, the Library Board hereby approves and certifies to the Kent County Clerk the millage proposal on Attachment A attached hereto for submission to the qualified electors of the District and inclusion on the ballot at the election on Tuesday, August 6, 2024.
3. That the Secretary of Kent District Library is hereby authorized and directed to file a certified copy of this Resolution with the Kent County Clerk.
4. That the Kent County Clerk is hereby authorized and directed to prepare and print the ballots, as provided by law, for submitting the Library's millage proposal to the electors of the District at the August 6, 2024 election in accordance with Section 16 of the DLEA.
5. That the Kent County Clerk is hereby authorized and directed to cause the millage proposal to be included in the notice of last day of registration and the notice of election, and to publish the same in a newspaper or newspapers of general circulation in the District, in such manner and at such times as are required by law, in accordance with Section 18(1) of the DLEA.
6. That the Kent County Clerk and the Director of Kent District Library are hereby authorized and directed to take any and all other action that may be necessary or desirable in connection with the election.
7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 21st day of March, 2024.

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on March 21, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: March 21, 2024.

Andrew Erlewein, KDL Board Chair

Carla Moyer Hotz, KDL Board Secretary

ATTACHMENT A

KENT DISTRICT LIBRARY MILLAGE RENEWAL PROPOSAL

Shall the Kent District Library, Kent County, Michigan, be authorized to levy a renewal of the previously voted increase in the tax limitation which expired in 2023, in an amount not to exceed 1.1 mills (\$1.10 per \$1,000 of taxable value) (which is a lower rate than the previously voted millage of 1.28 mills that was approved by voters in 2014 and expired in 2023) annually against all taxable property within the Kent District Library district for a period of one (1) year in 2024, to operate the Kent District Library and provide funds for district library purposes authorized by law? This millage is estimated to provide revenues of \$26,607,000 in the first and only year (2024) of the levy. To the extent required by law, a portion of the revenues from this millage (estimated to be approximately 1.1% in the first and only year of the levy) will be captured by or disbursed to the following local authorities: the Kent County Land Bank Authority and the Brownfield Redevelopment Authorities of the Cities of Grandville, Kentwood, Rockford, Walker, and Wyoming.

Yes _____

No _____

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