

AGENDA

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Service Center
814 West River Center Dr. NE, Comstock Park, MI 49321
Thursday, February 17, 2011 – 4:30 p.m.

- I. CALL TO ORDER
 - II. PLEDGE OF ALLEGIANCE
 - * III. APPROVAL OF AGENDA
 - IV. LIAISON REPRESENTATIVE COMMENTS
 - V. PUBLIC COMMENTS **
 - * VI. FINANCE REPORTS – January 2011
 - VII. LAKELAND LIBRARY COOPERATIVE REPORT – Shirley Bruursema
 - * VIII. APPROVAL OF MINUTES – January 20, 2011
 - IX. INTERIM DIRECTOR’S REPORT – January 2011
 - X. OLD BUSINESS
 - XI. NEW BUSINESS
 - A. Presentation: KDL Intranet Overview
 - B. KDL Policy Manual – Section 1: Collection and Reference (First Reading)
 - C. 2011 Board Retreat
 - XII. LIAISON REPRESENTATIVE COMMENTS
 - XIII. PUBLIC COMMENTS **
 - XIV. MISCELLANEOUS CORRESPONDENCE
 - XV. BOARD MEMBER COMMENTS
 - XVI. MEETING DATES
 - Special Meeting (Director Search): Mon., February 28, 2011 – KDL Service Center – Time TBD*
 - Special Meeting (Director Search): Thurs., March 17, 2011 – KDL Service Center – Time TBD*
 - Regular Meeting: Thurs., March 17, 2011 – KDL Service Center – 4:30 p.m.*
 - * XVII. ADJOURNMENT
- * Requires Action
** According to Kent District Library Board of Trustee Bylaws, Article VI, Item 6.12, “Public comments will be limited to 3 minutes per person or group and 15 minutes per subject.”

KDL Service Center

814 West River Center N.E. • Comstock Park, MI 49321
784-2007



KDL

Kent District Library
www.kdl.org

Kent District Library
Balance Sheet
101 - Operating Fund
 As of 12/31/2010

	Balance
Assets	
Petty Cash	1,450.00
Cash - Opening Drawers	1,965.80
Cash - Operating	34,802.14
Cash - Investments	5,397,794.63
Cash-Foundation	386.90
Taxes Receivable - Current	12,413,196.11
Accounts Receivable	32,702.80
Prepaid Expenses	110,263.99
Total Assets	17,992,562.37
Liabilities	
Accounts Payable	553,675.70
Accounts Payable - Other	8,682.21
Local Funds-Restricted	386.90
Salaries Payable	328,027.50
Deferred Revenue	13,809,837.61
Total Liabilities	14,700,609.92
Fund Balance	
Fund Balance - Undesignated	2,510,889.43
Fund Balance - Designated - Capital Projects	290,300.11
Other	490,762.91
Total Fund Balance	3,291,952.45
Total Liabilities and Fund Balances	(17,992,562.37)

**Statement of Revenues and Expenditures - Consolidated - Grouped
Operating Fund - 101**

From 12/1/2010 Through 12/31/2010

	Current Period	2010 YTD	Total Budget	Total Variance	Percent Remaining
Revenue					
100 Tax Revenue	(28,596.63)	14,332,767.64	14,324,406.48	(8,361.16)	(0.06)%
120 State Sources	0.00	926,260.56	925,465.72	(794.84)	(0.09)%
140 Charges for Services	7,425.63	140,828.93	151,022.05	10,193.12	6.75%
150 Fines and Forfeitures	79,125.64	783,549.02	758,684.38	(24,864.64)	(3.28)%
160 Interest and Rentals	12,381.82	99,238.79	102,404.75	3,165.96	3.09%
170 Other Revenue	33,002.52	167,348.94	166,910.27	(438.67)	(0.26)%
180 Other Financing Sources	200,000.00	200,000.00	200,000.00	0.00	0.00%
Total Revenue	303,338.98	16,649,993.88	16,628,893.65	(21,100.23)	(0.13)%
Expenditures					
210 Salaries and Wages	906,820.35	8,224,126.40	8,256,944.46	32,818.06	0.40%
220 Employee Benefits	163,986.57	2,371,405.07	2,417,411.56	46,006.49	1.90%
230 Supplies	40,534.71	354,734.75	372,256.75	17,522.00	4.71%
240 Prof & Contractual Services	35,818.90	643,064.98	664,287.59	21,222.61	3.19%
260 Other Services/Charges	150,743.36	1,657,599.18	1,670,022.63	12,423.45	0.74%
270 Collection Expense	15,989.66	357,775.09	359,813.00	2,037.91	0.57%
280 Capital - Collection	135,953.26	2,070,260.86	2,038,574.00	(31,686.86)	(1.55)%
290 Capital - Technology	61,689.98	193,736.57	245,001.00	51,264.43	20.92%
300 Capital - Office Equip & Furn	30,398.66	41,303.41	43,604.00	2,300.59	5.28%
320 Capital - Lease Principal	0.00	245,224.66	245,224.66	0.00	0.00%
Total Expenditures	1,541,935.45	16,159,230.97	16,313,139.65	153,908.68	0.94%
Excess Revenue Over (Under) Expenditures	(1,238,596.47)	490,762.91	315,754.00	(175,008.91)	(55.43)%

Statement of Revenues and Expenditures - Consolidated

Operating Fund - 101

From 12/1/2010 Through 12/31/2010

	Current Period	2010 YTD	2010 Budget	Total \$ Remaining	0% of FY Remaining
Revenue					
41402	(2,812.50)	13,549,090.07	13,551,902.82	2,812.75	(0.02)%
41403	2,811.80	175,379.82	172,642.25	(2,737.57)	1.59%
41404	1,357.44	39,615.45	39,519.54	(95.91)	0.24%
41406	141.10	627,097.37	626,956.27	(141.10)	0.02%
41425	0.00	8,355.96	8,385.60	29.64	(0.35)%
43539	0.00	46,056.46	45,000.00	(1,056.46)	2.35%
43540	0.00	185,985.64	186,247.28	261.64	(0.14)%
43542	32,702.80	163,573.27	163,276.27	(297.00)	0.18%
45630	7.00	460.82	181.30	(279.52)	154.18%
45633	6,575.58	101,395.57	100,840.75	(554.82)	0.55%
45636	843.05	38,972.54	50,000.00	11,027.46	(22.05)%
46656	0.00	694,218.46	694,218.44	(0.02)	0.00%
46657	79,125.64	783,549.02	758,684.38	(24,864.64)	3.28%
47664	(85.05)	3,745.42	3,900.00	154.58	(3.96)%
47665	12,466.87	93,237.45	96,248.75	3,011.30	(3.13)%
47671	0.00	2,255.92	2,256.00	0.08	(0.00)%
47692	299.72	3,775.67	3,634.00	(141.67)	3.90%
47902	200,000.00	200,000.00	200,000.00	0.00	0.00%
57969	(30,094.47)	(66,771.03)	(75,000.00)	(8,228.97)	(10.97)%
	<u>303,338.98</u>	<u>16,649,993.88</u>	<u>16,628,893.65</u>	<u>(21,100.23)</u>	<u>0.13%</u>
Expenditures					
51702	387.00	6,706.00	6,620.00	(86.00)	(1.30)%
51703	906,820.35	8,224,126.40	8,256,944.46	32,818.06	0.40%
51715	67,025.10	609,797.64	631,442.25	21,644.61	3.43%
51716	(4,581.83)	813,556.60	824,000.00	10,443.40	1.27%
51717	(116.50)	7,286.36	7,400.00	113.64	1.54%
51718	91,131.57	909,045.20	921,813.31	12,768.11	1.39%
51720	0.00	20,956.00	20,956.00	0.00	0.00%
51721	10,528.23	10,763.27	11,800.00	1,036.73	8.79%
51726	29.76	0.00	0.00	0.00	0.00%
52728	1,222.56	19,749.85	21,000.00	1,250.15	5.95%
52729	3,027.14	21,193.35	23,000.00	1,806.65	7.85%
52731	17,675.36	86,536.00	93,314.75	6,778.75	7.26%
52732	7,196.56	15,731.39	16,100.00	368.61	2.29%
52736	8,075.97	181,493.86	189,497.00	8,003.14	4.22%
52737	2,822.63	26,027.62	25,000.00	(1,027.62)	(4.11)%
52744	320.14	370.34	395.00	24.66	6.24%
52774	0.00	920.93	950.00	29.07	3.06%
52775	194.35	2,711.41	3,000.00	288.59	9.62%
53801	3,580.68	52,691.92	60,768.00	8,076.08	13.29%

Statement of Revenues and Expenditures - Consolidated

Operating Fund - 101

From 12/1/2010 Through 12/31/2010

	Current Period	2010 YTD	2010 Budget	Total \$ Remaining	0% of FY Remaining
53802 Professional Services - Consultants	(390.00)	13,033.08	16,500.00	3,466.92	21.01%
53808 Professional Services - Auditing	0.00	17,499.00	17,499.00	0.00	0.00%
53809 Professional Services - Legal	9,627.05	27,327.25	25,500.00	(1,827.25)	(7.17)%
53810 Professional Services - Banking	1,234.03	14,634.72	14,725.00	90.28	0.61%
53811 Membership and Subscriptions	435.00	11,123.50	10,930.00	(193.50)	(1.77)%
53812 Meetings and Honorariums	4,244.03	32,203.29	30,720.00	(1,483.29)	(4.83)%
53813 Service Contracts	922.53	183,859.55	182,703.30	(1,156.25)	(0.63)%
53831 Other Contractual	9,867.19	122,212.10	134,350.29	12,138.19	9.03%
53832 Integrated Library System	7,750.00	172,318.58	172,500.00	181.42	0.11%
53834 OCLC License and Fees	3,227.42	39,488.78	39,742.00	253.22	0.64%
53851 Telephone	(3,792.81)	93,081.90	89,367.50	(3,714.40)	(4.16)%
53852 Data Telecommunications	0.00	234,044.50	234,045.00	0.50	0.00%
53861 Mileage Reimbursement	3,099.73	19,175.94	18,965.75	(210.19)	(1.11)%
53867 Travel - Gas, Oil & Grease	88.84	1,064.91	1,200.00	135.09	11.26%
53901 Advertising and Promotion	10,504.30	145,700.77	143,450.00	(2,250.77)	(1.57)%
53912 Employment Advertising	0.00	1,946.46	2,700.00	753.54	27.91%
53921 Utilities	8,160.30	74,624.26	78,650.00	4,025.74	5.12%
53931 Repairs & Maint - Grounds	(1,127.90)	13,006.01	15,500.00	2,493.99	16.09%
53932 Repairs & Maint - Buildings	3,160.16	22,630.05	22,100.00	(530.05)	(2.40)%
53933 Repairs & Maint - Equipment	2,274.30	111,120.27	108,923.88	(2,196.39)	(2.02)%
53937 Repairs & Maint - Computers	(365.55)	32,056.50	35,500.00	3,443.50	9.70%
53940 Rentals/Operating Leases & Maint	21,426.57	111,613.84	103,176.00	(8,437.84)	(8.18)%
53956 Training - KDL Board	709.08	6,520.75	5,812.00	(708.75)	(12.19)%
53957 Training - KDL Staff	24,746.78	101,245.25	121,745.00	20,499.75	16.84%
53962 Insurance	3,346.95	47,050.95	43,704.00	(3,346.95)	(7.66)%
53966 Programming	12,509.07	152,962.86	155,609.00	2,646.14	1.70%
57973 Branch Maintenance Fees	60,907.75	222,679.75	224,263.08	1,583.33	0.71%
57978 Technology	61,689.98	193,736.57	245,001.00	51,264.43	20.92%
57980 Office Equipment and Furniture	30,398.66	41,303.41	43,604.00	2,300.59	5.28%
57982 Collection Development	135,953.26	2,070,260.86	2,038,574.00	(31,686.86)	(1.55)%
57985 Subscriptions	27.32	107,965.56	108,300.00	334.44	0.31%
57986 Electronic Access	15,962.34	249,809.53	251,513.00	1,703.47	0.68%
58995 Interest Expense	0.00	17,041.42	17,041.42	0.00	0.00%
59002 Capital Lease Principal	0.00	245,224.66	245,224.66	0.00	0.00%
59300 Transfers Out	0.00	200,000.00	200,000.00	0.00	0.00%
Total Expenditures	1,541,935.45	16,159,230.97	16,313,139.65	153,908.68	0.94%
Excess Revenue Over (Under) Expenditures	(1,238,596.47)	490,762.91	315,754.00	(175,008.91)	55.43%

Kent District Library
Balance Sheet
110 - Annual Giving Fund
As of 12/31/2010

	Balance
Assets	
Cash - Investments Annual Giving Fund	43,352.43
Total Assets	<u>43,352.43</u>
Liabilities	
Accounts Payable - Other	(1,393.45)
Accounts Payable - AGF Fund	6,813.45
Total Liabilities	<u>5,420.00</u>
Fund Balance	
Fund Balance - Undesignated	39,936.56
Other	(2,004.13)
Total Fund Balance	<u>37,932.43</u>
Total Liabilities and Fund Balances	<u>(43,352.43)</u>

Kent District Library
Statement of Revenues and Expenditures
Annual Giving Fund - 110
From 12/1/2010 Through 12/31/2010

	Current Period	2010 YTD	2010 Budget	Total \$ Remaining	% of FY Remaining
Revenue					
47665 Interest Earned - Investments	2.09	47.39	47.00	(0.39)	(0.83)%
47675 Donations	4,728.71	49,369.30	48,640.59	(728.71)	(1.50)%
Total Revenue	4,730.80	49,416.69	48,687.59	(729.10)	(1.50)%
Expenditures					
53810 Professional Services - Banking	16.25	266.40	265.15	(1.25)	(0.47)%
53966 Programming	0.00	19,809.46	19,809.46	0.00	0.00%
57978 Technology	100.00	10,840.00	10,740.00	(100.00)	(0.93)%
57980 Office Equipment and Furniture	(1,915.00)	3,830.00	5,745.00	1,915.00	33.33%
59300 Transfers Out	8,659.61	16,674.96	16,674.97	0.01	0.00%
Total Expenditures	6,860.86	51,420.82	53,234.58	1,813.76	3.41%
Excess Revenue Over (Under) Expenditures	(2,130.06)	(2,004.13)	(4,546.99)	(2,542.86)	55.92%

Kent District Library
Balance Sheet
115 - Donor Restricted
As of 12/31/2010

Balance

Assets

Cash - Operating	23,093.87
EGR-Dumond Trust	10,227.71
EGR - Nelson Trust	43,307.33
Kentwood - Library Services	9,000.00
Grandville - Library Services	16,325.00
Total Assets	101,953.91

Liabilities

Local Funds - Materials	3,033.02
Local Funds - Miscellaneous	20,060.85
Local Funds-Restricted	78,860.04
Total Liabilities	101,953.91

Total Liabilities and Fund Balances **(101,953.91)**

Kent District Library
Balance Sheet
101 - Operating Fund
As of 1/31/2011

	Balance
Assets	
Petty Cash	1,450.00
Cash - Opening Drawers	1,965.80
Cash - Operating	1,059,812.04
Cash - Investments	8,232,293.02
Cash-Foundation	658.80
Accounts Receivable	32,702.80
Prepaid Expenses	28,084.84
Total Assets	9,356,967.30
Liabilities	
Accounts Payable	241,678.51
Local Funds - Materials	10,060.00
Local Funds - Miscellaneous	47,035.31
Local Funds-Restricted	658.80
Total Liabilities	299,432.62
Fund Balance	
Fund Balance - Undesignated	2,998,198.39
Fund Balance - Designated - Capital Projects	290,300.11
Other	5,769,036.18
Total Fund Balance	9,057,534.68
Total Liabilities and Fund Balances	(9,356,967.30)

**Statement of Revenues and Expenditures - Consolidated - Grouped
Operating Fund - 101**

From 1/1/2011 Through 1/31/2011

	Current Period	2010 YTD	Total Budget	Total Variance	Percent Remaining
Revenue					
100 Tax Revenue	6,710,448.22	6,710,448.22	13,743,369.16	7,032,920.94	51.17%
120 State Sources	0.00	0.00	788,751.92	788,751.92	100.00%
140 Charges for Services	7,938.26	7,938.26	143,179.58	135,241.32	94.46%
150 Fines and Forfeitures	59,488.41	59,488.41	739,460.44	679,972.03	91.96%
160 Interest and Rentals	1,276.92	1,276.92	85,528.03	84,251.11	98.51%
170 Other Revenue	471.86	471.86	139,576.27	139,104.41	99.66%
Total Revenue	6,779,623.67	6,779,623.67	15,639,865.40	8,860,241.73	56.65%
Expenditures					
210 Salaries and Wages	334,392.29	334,392.29	8,340,503.00	8,006,110.71	95.99%
220 Employee Benefits	214,005.29	214,005.29	2,331,285.69	2,117,280.40	90.82%
230 Supplies	16,456.56	16,456.56	376,585.00	360,128.44	95.63%
240 Prof & Contractual Services	71,800.00	71,800.00	611,794.27	539,994.27	88.26%
260 Other Services/Charges	114,590.56	114,590.56	1,542,407.75	1,427,817.19	92.57%
270 Collection Expense	58,204.31	58,204.31	342,513.00	284,308.69	83.01%
280 Capital - Collection	115,310.16	115,310.16	1,699,638.65	1,584,328.49	93.22%
290 Capital - Technology	70,383.23	70,383.23	146,100.00	75,716.77	51.83%
300 Capital - Office Equip & Furn	0.00	0.00	154,373.04	154,373.04	100.00%
320 Capital - Lease Principal	15,445.09	15,445.09	94,665.00	79,219.91	83.68%
Total Expenditures	1,010,587.49	1,010,587.49	15,639,865.40	14,629,277.91	93.54%
Excess Revenue Over (Under) Expenditures	5,769,036.18	5,769,036.18	0.00	(5,769,036.18)	0.00%

Statement of Revenues and Expenditures - Consolidated

Operating Fund - 101

From 1/1/2011 Through 1/31/2011

	Current Period	2010 YTD	2011 Budget	Total \$ Remaining	91.7% of FY Remaining
Revenue					
41402 Property Tax Revenue - Current Taxes	6,694,495.98	6,694,495.98	13,809,837.60	7,115,341.62	(51.52)%
41403 Property Tax Revenue - IFT Taxes	12,374.39	12,374.39	0.00	(12,374.39)	0.00%
41404 Property Tax Revenue - Delinquent Taxes	1,958.70	1,958.70	0.00	(1,958.70)	0.00%
41425 Payment in Lieu of Taxes	1,619.15	1,619.15	8,531.56	6,912.41	(81.02)%
43539 State Prop Tax Reimb-Renaissance Zone	0.00	0.00	20,000.00	20,000.00	(100.00)%
43540 State Grants	0.00	0.00	160,053.48	160,053.48	(100.00)%
43542 Universal Service Fund - eRate	0.00	0.00	135,576.27	135,576.27	(100.00)%
45630 Facsimile Fees	26.00	26.00	603.75	577.75	(95.69)%
45633 Printing Fees	6,887.20	6,887.20	92,575.83	85,688.63	(92.56)%
45636 Book Replacement Fees	1,025.06	1,025.06	50,000.00	48,974.94	(97.95)%
46656 Penal Fines	0.00	0.00	608,698.44	608,698.44	(100.00)%
46657 Overdue Fines	59,488.41	59,488.41	739,460.44	679,972.03	(91.96)%
47664 Interest Earned - Property Taxes	378.96	378.96	0.00	(378.96)	0.00%
47665 Interest Earned - Investments	470.96	470.96	84,528.03	84,057.07	(99.44)%
47671 Leases-What's Next Database	427.00	427.00	1,000.00	573.00	(57.30)%
47692 Miscellaneous Income	471.86	471.86	4,000.00	3,528.14	(88.20)%
57969 Property Tax Refunds	0.00	0.00	(75,000.00)	(75,000.00)	(100.00)%
Total Revenue	6,779,623.67	6,779,623.67	15,639,865.40	8,860,241.73	(56.65)%
Expenditures					
51702 Meeting Compensation	392.32	392.32	6,000.00	5,607.68	93.46%
51703 Salaries and Wages	334,392.29	334,392.29	8,340,503.00	8,006,110.71	95.99%
51715 Payroll Tax - FICA	24,853.32	24,853.32	618,019.48	593,166.16	95.98%
51716 Hospitalization Insurance	138,786.16	138,786.16	888,254.22	749,468.06	84.38%
51717 Life Insurance	1,394.38	1,394.38	8,000.00	6,605.62	82.57%
51718 Retirement Plan	28,504.70	28,504.70	789,011.99	760,507.29	96.39%
51720 Workers Compensation Insurance	20,458.00	20,458.00	23,000.00	2,542.00	11.05%
51721 Unemployment Insurance	8.73	8.73	5,000.00	4,991.27	99.83%
51726 Sales Tax Payable	(3.34)	(3.34)	0.00	3.34	0.00%
52728 Printing and Binding	529.08	529.08	25,000.00	24,470.92	97.88%
52729 Postage	143.58	143.58	28,500.00	28,356.42	99.50%
52731 Supplies - Office	5,444.52	5,444.52	99,850.00	94,405.48	94.55%
52732 Supplies-Branch Specific	0.00	0.00	13,250.00	13,250.00	100.00%
52736 Supplies - Processing	8,729.18	8,729.18	172,600.00	163,870.82	94.94%
52737 Supplies - Audio Visual	1,215.32	1,215.32	32,000.00	30,784.68	96.20%
52744 Supplies - Printing	0.00	0.00	1,185.00	1,185.00	100.00%
52774 Supplies - Lighting	147.84	147.84	200.00	52.16	26.08%
52775 Supplies - Janitorial	247.04	247.04	4,000.00	3,752.96	93.82%
53801 Professional Services - Other	7,511.17	7,511.17	45,850.00	38,338.83	83.62%
53802 Professional Services - Consultants	0.00	0.00	16,000.00	16,000.00	100.00%
53808 Professional Services - Auditing	0.00	0.00	19,100.00	19,100.00	100.00%

Statement of Revenues and Expenditures - Consolidated

Operating Fund - 101

From 1/1/2011 Through 1/31/2011

	Current Period	2010 YTD	2011 Budget	Total \$ Remaining	91.7% of FY Remaining
53809	0.00	0.00	35,000.00	35,000.00	100.00%
53810	1,115.81	1,115.81	14,160.00	13,044.19	92.12%
53811	834.00	834.00	16,180.00	15,346.00	94.85%
53812	(411.85)	(411.85)	24,990.00	25,401.85	101.65%
53813	30,745.71	30,745.71	134,570.00	103,824.29	77.15%
53831	5,031.09	5,031.09	180,181.27	175,150.18	97.21%
53832	24,168.80	24,168.80	128,185.00	104,016.20	81.15%
53834	3,227.42	3,227.42	38,748.00	35,520.58	91.67%
53851	2,739.31	2,739.31	35,000.00	32,260.69	92.17%
53852	19,194.01	19,194.01	254,800.00	235,605.99	92.47%
53861	9.36	9.36	29,515.75	29,506.39	99.97%
53867	58.00	58.00	9,500.00	9,442.00	99.39%
53901	15,625.25	15,625.25	118,050.00	102,424.75	86.76%
53921	3,263.26	3,263.26	82,500.00	79,236.74	96.04%
53931	0.00	0.00	15,500.00	15,500.00	100.00%
53932	0.00	0.00	20,000.00	20,000.00	100.00%
53933	16,543.86	16,543.86	155,375.00	138,831.14	89.35%
53937	653.30	653.30	37,500.00	36,846.70	98.26%
53940	5,843.70	5,843.70	169,222.00	163,378.30	96.55%
53956	668.80	668.80	7,550.00	6,881.20	91.14%
53957	8,809.98	8,809.98	129,130.00	120,320.02	93.18%
53962	31,811.00	31,811.00	45,500.00	13,689.00	30.09%
53966	7,880.10	7,880.10	124,810.00	116,929.90	93.69%
57973	0.00	0.00	256,504.00	256,504.00	100.00%
57978	70,383.23	70,383.23	146,100.00	75,716.77	51.83%
57980	0.00	0.00	154,373.04	154,373.04	100.00%
57982	115,310.16	115,310.16	1,699,638.65	1,584,328.49	93.22%
57985	1,276.74	1,276.74	110,000.00	108,723.26	98.84%
57986	56,927.57	56,927.57	232,513.00	175,585.43	75.52%
58995	679.50	679.50	4,781.00	4,101.50	85.79%
59002	15,445.09	15,445.09	94,665.00	79,219.91	83.68%
Total Expenditures	1,010,587.49	1,010,587.49	15,639,865.40	14,629,277.91	93.54%
Excess Revenue Over (Under) Expenditures	5,769,036.18	5,769,036.18	0.00	(5,769,036.18)	0.00%

Kent District Library
Balance Sheet
110 - Annual Giving Fund
 As of 1/31/2011

	Balance
Assets	
Cash - Investments Annual Giving Fund	38,732.20
Total Assets	38,732.20
Fund Balance	
Fund Balance - Undesignated	37,932.43
Other	799.77
Total Fund Balance	38,732.20
Total Liabilities and Fund Balances	(38,732.20)

Statement of Revenues and Expenditures
Annual Giving Fund - 110

From 1/1/2011 Through 1/31/2011

	Current Period	2011 YTD	2011 Budget	Total \$ Remaining	91.7% of FY Remaining
Revenue					
47665 Interest Earned - Investments	1.66	1.66	42.00	40.34	96.05%
47675 Donations	814.45	814.45	75,000.00	74,185.55	98.91%
Total Revenue	816.11	816.11	75,042.00	74,225.89	98.91%
Expenditures					
53810 Professional Services - Banking	16.34	16.34	216.00	199.66	92.44%
53966 Programming	0.00	0.00	48,306.00	48,306.00	100.00%
57978 Technology	0.00	0.00	11,200.00	11,200.00	100.00%
57980 Office Equipment and Furniture	0.00	0.00	15,320.00	15,320.00	100.00%
Total Expenditures	16.34	16.34	75,042.00	75,025.66	99.98%
Excess Revenue Over (Under) Expenditures	799.77	799.77	0.00	(799.77)	0.00%

Kent District Library
Balance Sheet
115 - Donor Restricted
As of 1/31/2011

	Balance
Assets	
EGR-Dumond Trust	10,227.71
EGR - Nelson Trust	43,307.33
Kentwood - Library Services	9,000.00
Grandville - Library Services	16,325.00
Total Assets	<u>78,860.04</u>
Liabilities	
Local Funds-Restricted	78,860.04
Total Liabilities	<u>78,860.04</u>
Total Liabilities and Fund Balances	<u>(78,860.04)</u>

**Kent District Library
Operating Cash Report - January 2011**

<i>Investment Vehicle</i>	<i>Beginning Balance</i>	<i>Interest Earned</i>	<i>Interest Rate</i>	<i>Inflows</i>	<i>Outflows</i>	<i>Ending Balance</i>	<i>% of Balance</i>
Kent County Pooled Funds	3,833,123.39	-	^ 1.000%	3,300,000.00		7,133,123.39	76.8%
Huntington MMA Public Funds	1,564,671.24	470.96	0.4300%	1,084,498.39	(1,550,000.00)	1,099,169.63	11.8%
Huntington AFI Investment (Operations -Checking account)	57,896.01	-	* 0.000%	5,920,108.81	(4,918,192.78)	1,059,812.04	11.4%
January Cash Balance						<u>9,292,105.06</u>	<u>100%</u>

^KCPF interest reporting is one month behind.

*Current AFI rates are nominal, until they move upward we will receive .5% on the monies in our Concentration account to offset bank fees.

**Kent District Library
Donor Restricted Cash Report - January 2011**

Kent County Pooled Funds (Dumond & Nelson Trust Funds)	53,535.04	-	^ 1.000%	-		53,535.04	67.9%
Kentwood - Building Fund	9,000.00		~ -			9,000.00	11.4%
Grandville - Building Fund	16,325.00		~ -			16,325.00	20.7%
January Cash Balance						<u>78,860.04</u>	<u>100%</u>

^KCPF interest reporting is one month behind.

**Kent District Library
Annual Giving Cash Report - January 2011**

Huntington Public Funds - AGF	43,352.43	1.66	0.500%	2,209.56	(6,829.79)	38,732.20	100%
January Cash Balance						<u>38,732.20</u>	<u>100%</u>

Kent District Library Unique Collection Management Report as of January 31, 2011

	2000- 2010	Jan-Dec 2011	January
Accounts In Process	19,324	276	276
<i>Total accounts being processed.</i>			
Accounts Activated	14,669	219	219
<i>Total accounts who have responded, made a payment, returned material or combination of both.</i>			
Dollars in Process for reporting month	\$1,954,241.69	\$33,707.13	\$33,707.13
<i>Total dollar amounts from all accounts being processed.</i>			
Dollars Received in reporting month for current and past debts	\$825,229.69	\$8,142.86	\$8,142.86
Materials Returned	\$296,103.59	\$10,245.39	\$10,245.39
<i>Actual value of materials recovered as reported by Kent District Library.</i>			
% of Dollars Received & Materials Returned from In Process Dollars	57.4%	54.6%	54.6%

Notes:

Kent District Library began using Unique Management on January 1, 2000. The Unique Management charge for services is \$8.95 per patron account. The library adds this charge to the patron's library record (account). Several in house efforts are made to collect from the patron before he/she is turned over to Unique Management. They include phone calls and notification letters. By day 60 if the patron has not made an effort to contact or pay the library monies owed, Unique Management is notified. Lakeland Library Cooperative coordinates the transfer of information. On the 63rd day Unique begins its efforts to recover materials and/or collect on the patron's debt. Unique schedule is as follows:

Initial Placement	Secondary Placement
Day 1	Day 64
Letter 1	Letter 3 / 4
Day 21	Phone Calls
Letter 2	
Day 36-49	Day 78-91
	Day 120-151
	Credit Reporting

The time from the initial Overdue to reporting to National Credit Bureau is 180 days.

Kent District Library
 Check/Voucher Register
11007 - Cash - Operating
 From 1/1/2011 Through 1/31/2011

Chec...	Vendor Name	Check Amount	Check Date
53600	KENT COUNTY TREASURER	3,300,000.00	1/21/2011
53533	BLUE CARE NETWORK OF MICHIGAN	65,620.54	1/5/2011
53558	BLUE CARE NETWORK OF MICHIGAN	65,534.88	1/21/2011
53471	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES	65,470.67	1/3/2011
53569	CITIZEN'S INSURANCE COMPANY	52,269.00	1/21/2011
53419	COMERICA BANK	40,556.16	1/3/2011
53480	MIDWEST TAPE	36,927.09	1/3/2011
53571	COMERICA BANK	35,363.66	1/21/2011
53400	BAKER & TAYLOR	35,276.61	1/3/2011
53534	COMERICA BANK	33,827.60	1/5/2011
53614	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES	27,367.34	1/21/2011
53580	GALE	24,780.99	1/21/2011
53578	FIA CARD SERVICES	24,437.26	1/21/2011
53591	The Huntington Bank - Michigan	20,066.86	1/21/2011
53538	LAKELAND LIBRARY COOPERATIVE	19,408.65	1/5/2011
53605	LAKELAND LIBRARY COOPERATIVE	16,602.78	1/21/2011
53554	BAKER & TAYLOR	15,972.10	1/21/2011
53574	CREEKRIDGE CAPITAL LLC-LB	15,810.33	1/21/2011
53422	CREEKRIDGE CAPITAL LLC-LB	15,810.33	1/3/2011
53455	INGRAM LIBRARY SERVICES	15,266.20	1/3/2011
53431	EBSCO SUBSCRIPTION SERVICES	15,222.55	1/3/2011
53627	ProQuestLLC	13,305.00	1/21/2011
53432	FIA CARD SERVICES	13,090.28	1/3/2011
53462	LAKELAND LIBRARY COOPERATIVE	12,420.51	1/3/2011
53484	NEW HORIZONS LEARNING CENTER	10,000.00	1/3/2011
53560	BOOKPAGE	9,600.00	1/21/2011
53595	INGRAM LIBRARY SERVICES	9,194.84	1/21/2011
53384	ART VAN FURNITURE	9,041.20	1/3/2011
53520	XEROX CORPORATION	8,991.74	1/3/2011
53618	MIDWEST TAPE	8,655.24	1/21/2011
53655	WORLD BOOK, INC.	8,582.75	1/21/2011
53515	VARNUM LLP	8,307.00	1/3/2011
53421	CREEKRIDGE CAPITAL REPUBLIC	6,496.00	1/3/2011
53573	CREEKRIDGE CAPITAL REPUBLIC	6,496.00	1/21/2011
53602	CITY OF KENTWOOD	6,408.42	1/21/2011
53638	SIGNS NOW	6,279.25	1/21/2011
53425	CUSTER OFFICE ENVIRONMENTS	5,825.00	1/3/2011
53535	COMPUTERS BY DESIGN, INC.	5,700.00	1/5/2011
53518	WORLD BOOK, INC.	5,453.00	1/3/2011
53537	DELTA DENTAL OF MICHIGAN	5,315.67	1/5/2011
53508	TALEO	5,004.00	1/3/2011
53433	FINDAWAY WORLD, LLC	4,986.09	1/3/2011
53440	CITY OF GRANDVILLE	4,504.42	1/3/2011
53498	SAME DAY DELIVERY, INC	4,290.00	1/3/2011
53619	PAUL MILES ADVERTISING AND PRODUCTS	4,025.00	1/21/2011
53420	CONSUMERS ENERGY	3,965.67	1/3/2011
53497	SAENZ AND ASSOCIATES, LLC	3,722.94	1/3/2011
53644	TUMBLEWEED PRESS INC.	3,591.00	1/21/2011
53424	CROSBY AND HENRY	3,334.00	1/3/2011
53634	SAME DAY DELIVERY, INC	3,300.00	1/21/2011
53636	AT&T ADVERTISING SOLUTIONS	2,988.00	1/21/2011

Kent District Library
 Check/Voucher Register
11007 - Cash - Operating
 From 1/1/2011 Through 1/31/2011

Chec...	Vendor Name	Check Amount	Check Date
53511	UNIQUE MANAGEMENT	2,926.65	1/3/2011
53647	UNIQUE MANAGEMENT	2,917.70	1/21/2011
53493	RACO Industries	2,775.00	1/3/2011
53489	PARTNERS BOOK DISTRIBUTING INC	2,575.40	1/3/2011
53628	RNL Graphics Solutions LLC	2,397.73	1/21/2011
53654	WEST MICHIGAN OFFICE INTERIORS	2,354.46	1/21/2011
53541	SUN LIFE OF CANADA	2,350.41	1/5/2011
53577	DTE ENERGY	2,346.48	1/21/2011
53494	RANDOM HOUSE, INC.	2,310.65	1/3/2011
53555	Great Lakes Embroidery Inc	2,217.72	1/21/2011
53469	MANAGEMENT RESEARCH GROUP, INC.	2,051.72	1/3/2011
53436	GALE	2,045.54	1/3/2011
53548	AT&T	2,027.38	1/21/2011
53458	Kent Record Management Inc	1,948.05	1/3/2011
53646	UAW LOCAL 2600	1,886.57	1/21/2011
53542	UAW LOCAL 2600	1,793.27	1/5/2011
53510	UAW LOCAL 2600	1,791.83	1/3/2011
53503	STAPLES BUSINESS ADVANTAGE	1,785.94	1/3/2011
53485	NSBT	1,727.00	1/3/2011
53379	AT&T	1,686.00	1/3/2011
53540	SAME DAY DELIVERY, INC	1,650.00	1/5/2011
53557	BizStream	1,642.50	1/21/2011
53550	B&B Mechanical Services	1,633.55	1/21/2011
53403	SHERRY BAVA	1,500.00	1/3/2011
53414	CDW GOVERNMENT, INC.	1,496.00	1/3/2011
53418	MICHIGAN OFFICE SOLUTIONS	1,419.28	1/3/2011
53604	LAKELAND ELECTRICAL SERVICES INC.	1,350.00	1/21/2011
53426	DEMCO	1,309.03	1/3/2011
53512	UNIQUESCREEEN MEDIA	1,300.00	1/3/2011
53514	U. S. SECURITY ASSOCIATES, INC.	1,281.00	1/3/2011
53544	3M Library Systems	1,175.00	1/21/2011
53430	DTE ENERGY	1,125.15	1/3/2011
53463	LAW WEATHERS & RICHARDSON	1,125.00	1/3/2011
53567	CHICAGO TRIBUNE	1,067.04	1/21/2011
53601	Kent Record Management Inc	1,053.98	1/21/2011
53375	A B DICK PRODUCTS	995.00	1/3/2011
53423	CREEKRIDGE CAPITAL LB #17	993.00	1/3/2011
53575	CREEKRIDGE CAPITAL LB #17	993.00	1/21/2011
53387	AV CAFE	989.73	1/3/2011
53612	MCCURDY CONCRETE & CONSTRUCTION	925.00	1/21/2011
53466	LEWIS PAPER PLACE	819.26	1/3/2011
53565	COLLEGESOURCE, INC.	800.00	1/21/2011
53404	BEARPORT PUBLISHING	759.04	1/3/2011
53402	ROCHELLE BALL	750.00	1/3/2011
53383	MATTHEW ARENDS	750.00	1/3/2011
53447	SAMANTHA HODGE	750.00	1/3/2011
53427	JAMES DE WALD	750.00	1/3/2011
53457	ASHLEY JOHNSON	750.00	1/3/2011
53461	ALISON KUCHTA	750.00	1/3/2011
53486	NICOLE NYENHUIS	750.00	1/3/2011
53500	MEREDITH SCHICKEL	750.00	1/3/2011

Kent District Library
 Check/Voucher Register
11007 - Cash - Operating
 From 1/1/2011 Through 1/31/2011

Chec...	Vendor Name	Check Amount	Check Date
53488	ELISE PAASCHE	750.00	1/3/2011
53649	U. S. SECURITY ASSOCIATES, INC.	700.00	1/21/2011
53589	GROTENHUIS	687.00	1/21/2011
53445	GROTENHUIS	687.00	1/3/2011
53401	Great Lakes Embroidery Inc	665.80	1/3/2011
53633	SAM'S CLUB	653.50	1/21/2011
53410	BRODART COMPANY	645.45	1/3/2011
53388	B&B Mechanical Services	622.00	1/3/2011
53656	WELCOME WAGON	615.00	1/21/2011
53380	AT&T MOBILITY	612.78	1/3/2011
53611	MARSHALL CAVENDISH	603.52	1/21/2011
53507	TANTOR MEDIA	581.03	1/3/2011
53481	CANDIDA A MONTALVO	581.00	1/3/2011
53517	WEST MICHIGAN OFFICE INTERIORS	579.00	1/3/2011
53641	STAPLES BUSINESS ADVANTAGE	571.87	1/21/2011
53415	Central Michigan Paper	559.40	1/3/2011
53417	AUDIOGO	551.64	1/3/2011
53632	SAENZ AND ASSOCIATES, LLC	543.00	1/21/2011
53506	TASC	530.64	1/3/2011
53624	Overhead Door	525.00	1/21/2011
53639	SIGN SOURCE	500.00	1/21/2011
53416	CENTER POINT PUBLISHING	493.11	1/3/2011
53643	TASC	487.76	1/21/2011
53413	CAPSTONE PRESS, INC	479.75	1/3/2011
53587	GREYHOUSE PUBLISHING	416.05	1/21/2011
53496	RTI	414.95	1/3/2011
53532	AFLAC	413.92	1/5/2011
53444	GREYHOUSE PUBLISHING	406.05	1/3/2011
53608	LEWIS PAPER PLACE	389.00	1/21/2011
53581	GEMINI CORPORATION	374.00	1/21/2011
53570	MICHIGAN OFFICE SOLUTIONS	369.00	1/21/2011
53381	ANIMAL CRACKERS PETTING ZOO	350.00	1/3/2011
53470	DON MEYERING	341.97	1/3/2011
53464	LERNER GROUP	341.04	1/3/2011
53568	AUDIOGO	332.81	1/21/2011
53505	ANGELICA STOUT	330.75	1/3/2011
53501	CAROL J. SIMPSON	330.00	1/3/2011
53651	WASTE MANAGEMENT OF MI-MIDWEST	318.94	1/21/2011
53495	RECORDED BOOKS, LLC	318.11	1/3/2011
53492	QUILTS BY ELSIE	300.00	1/3/2011
53626	THOMAS M. PLUNKARD	300.00	1/21/2011
53620	MISSION RESEARCH	298.00	1/21/2011
53609	LIBRARY OF CONGRESS	295.00	1/21/2011
53407	BLACKSTONE AUDIOBOOKS	254.00	1/3/2011
53536	COSTUME SPECIALIST	250.00	1/5/2011
53597	LARRY JINGLES	245.00	1/21/2011
53491	RNL Graphics Solutions LLC	244.56	1/3/2011
53513	HEART OF UNITED WAY	241.00	1/3/2011
53543	HEART OF UNITED WAY	233.00	1/5/2011
53648	HEART OF UNITED WAY	233.00	1/21/2011
53376	ABDO PUBLISHING	223.40	1/3/2011

Kent District Library
Check/Voucher Register
11007 - Cash - Operating
From 1/1/2011 Through 1/31/2011

Chec...	Vendor Name	Check Amount	Check Date
53630	RANDOM HOUSE, INC.	220.00	1/21/2011
53441	GR CHAMBER OF COMMERCE	215.00	1/3/2011
53439	GORDON WATER SYSTEMS	214.00	1/3/2011
53631	RECORDED BOOKS, LLC	208.60	1/21/2011
53640	KAREN SMALL	206.13	1/21/2011
53599	JOHN P. KAISER	200.00	1/21/2011
53459	JEFF KNAPP	200.00	1/3/2011
53509	TJ HAMILTON PHOTOGRAPHY	200.00	1/3/2011
53408	BOLINDA PUBLISHING INC.	198.32	1/3/2011
53645	TWO MEN AND A TRUCK	190.75	1/21/2011
53386	AT&T LONG DISTANCE	188.90	1/3/2011
53642	STATE OF MICHIGAN-DEPT MGMT & BUDGET	180.00	1/21/2011
53635	FUSIONARY	180.00	1/21/2011
53377	Action Chemical	156.65	1/3/2011
53522	KENT DISTRICT LIBRARY-SC	153.17	1/3/2011
53652	LAURA WELD	150.25	1/21/2011
53613	JENNIFER MCGRAW	150.00	1/21/2011
53621	MPR COMMUNICATIONS, INC.	150.00	1/21/2011
53546	ACP ENTERTAINMENT	150.00	1/21/2011
53482	MPR COMMUNICATIONS, INC.	150.00	1/3/2011
53606	LANDMARK AUDIOBOOKS	136.80	1/21/2011
53559	BOLINDA PUBLISHING INC.	134.32	1/21/2011
53409	JOYCE BOWEN	132.00	1/3/2011
53561	BRODART COMPANY	126.08	1/21/2011
53521	ZOO-PHONICS,INC.	120.89	1/3/2011
53406	SHIRLEY BLACKLER	114.71	1/3/2011
53460	HAROLD KOEHLER	108.70	1/3/2011
53658	GORDON WATER SYSTEMS	108.00	1/21/2011
53596	GEORGETOWN LIBRARY-OG	106.84	1/21/2011
53650	VARNUM LLP	105.05	1/21/2011
53603	LORI LEAVELL	100.95	1/21/2011
53435	GG REINDEER FARM	100.00	1/3/2011
53549	AV CAFE	99.96	1/21/2011
53411	SHIRLEY BRUURSEMA	92.00	1/3/2011
53437	GENERAL MOTIVATION COMPANY	91.60	1/3/2011
53563	BYRON CENTER CHAMBER OF COMMERCE	90.00	1/21/2011
53607	LAW WEATHERS & RICHARDSON	90.00	1/21/2011
53623	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C.	84.00	1/21/2011
53562	SHIRLEY BRUURSEMA	84.00	1/21/2011
53637	KIMBERLY SCHWEIBERT	80.61	1/21/2011
53528	KENT DISTRICT LIBRARY-GDV	75.05	1/3/2011
53467	LIBRARY STORE	71.51	1/3/2011
53525	KENT DISTRICT LIBRARY-COM	71.43	1/3/2011
53629	QUIMBY WALSTROM	70.10	1/21/2011
53443	GREATHALL PRODUCTIONS, INC.	64.81	1/3/2011
53582	GENERAL MOTIVATION COMPANY	64.20	1/21/2011
53556	SHERRY BAVA	63.55	1/21/2011
53382	AQUARIUM SERVICES, LLC	60.00	1/3/2011
53487	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C.	56.00	1/3/2011
53524	KENT DISTRICT LIBRARY-CAS	55.32	1/3/2011
53483	CHARLES R. MYERS	55.00	1/3/2011

Kent District Library
Check/Voucher Register
11007 - Cash - Operating
From 1/1/2011 Through 1/31/2011

Chec...	Vendor Name	Check Amount	Check Date
53622	CHARLES R. MYERS	55.00	1/21/2011
53545	ABSOPURE WATER CO.	52.25	1/21/2011
53531	KENT DISTRICT LIBRARY-WYO	51.99	1/3/2011
53523	Kent District Library-ALP	50.00	1/3/2011
53499	FUSIONARY	50.00	1/3/2011
53446	HACKLEY PUBLIC LIBRARY-SM	50.00	1/3/2011
53576	CUTLERVILLE CHAMBER OF COMMERCE	50.00	1/21/2011
53434	CHARLES FRY	49.00	1/3/2011
53448	VICTORIA D. HOEKSTRA	48.00	1/3/2011
53590	VICTORIA D. HOEKSTRA	48.00	1/21/2011
53539	CHARLES R. MYERS	47.00	1/5/2011
53583	CAROLYN F. GILCREST	45.00	1/21/2011
53572	COURT CHECK INC	44.95	1/21/2011
53530	Kent District Library-SAN	44.83	1/3/2011
53490	SCOTT PETERSEN	40.00	1/3/2011
53438	CAROLYN F. GILCREST	40.00	1/3/2011
53625	SCOTT PETERSEN	40.00	1/21/2011
53586	FLAT RIVER COMMUNITY LIBRARY-MG	36.89	1/21/2011
53516	SARAH ANN WELLER	33.00	1/3/2011
53385	AT&T LONG DISTANCE	31.51	1/3/2011
53529	KENT DISTRICT LIBRARY-ROC	31.04	1/3/2011
53429	BARB DE YOUNG	30.96	1/3/2011
53428	MELISSA DEWILD	30.00	1/3/2011
53566	KRIS CARPENTER	28.73	1/21/2011
53412	CHERYL CAMMENGA	25.40	1/3/2011
53504	ST. CLAIR SHORES PUBLIC LIBRARY	24.95	1/3/2011
53405	BERKELEY HEIGHTS PUBLIC LIBRARY	24.25	1/3/2011
53585	GRAPHIC ARTS SERVICE & SUPPLY	22.50	1/21/2011
53465	GREG LEWIS	22.00	1/3/2011
53598	JOHNS HOPKINS WHITE PAPERS	21.90	1/21/2011
53442	ELIZABETH GREEN	20.92	1/3/2011
53468	PAMELA LUETKEMEYER	19.30	1/3/2011
53527	Kent District Library-CUT	19.06	1/3/2011
53579	CHARLES FRY	19.00	1/21/2011
53657	KENT DISTRICT LIBRARY-PFD	11.83	1/21/2011
53659	LIVE OAK MEDIA	10.07	1/21/2011
53456	IONIA COMMUNITY LIBRARY	8.95	1/3/2011
53526	Kent District Library-LOW	4.77	1/3/2011
53564	BYRON TOWNSHIP	4.22	1/21/2011
53588	GRAND RAPIDS TOWNSHIP	3.08	1/21/2011
53653	SARAH ANN WELLER	3.00	1/21/2011

Report Total

4,252,339.08

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Service Center
814 West River Center Dr. NE, Comstock Park, MI 49321
Thursday, January 20, 2011 – 4:30 p.m.

Present: Shirley Bruursema, Charles Fry, Fran Gilcrest (arrived at 4:45 p.m.), Vickie Hoekstra, Charles R. Myers, Scott E. Petersen, Carol Simpson, Penny Weller

Absent: None

Guest: Michelle Miner, *Byron Township Branch Manager*

I. CALL TO ORDER

Chair Charles R. Myers called the meeting to order at 4:30 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

The agenda was amended to include under New Business (Item XI, sub-point C) a discussion of Board member representation on the KDL Fund Development Board.

Motion: Ms. Bruursema moved to approve the agenda as amended.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS – None

VI. FINANCE REPORTS – December 2010

Motion: Ms. Hoekstra moved to receive and file the December 2010 finance reports as presented.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

VII. LAKELAND LIBRARY COOPERATIVE REPORT

Interim Library Director Cheryl Garrison noted that the following motions items were approved at the January 13, 2011 LLC Board meeting:

- the receipt and filing of the fiscal year 2009-2010 audit report;
- the designation of three new fund depositories to include Chemical Bank, Macatawa Bank, and Mercantile Bank.
- the allocation of LLC's share of the additional state aid funds with member libraries to receive their funds as a credit on their quarterly LLC invoice or via a LLC issued check as requested; and
- a resolution to direct the State Librarian to distribute the additional state aid funds forthwith.

Trustee Bruursema highlighted a letter that was sent from LLC to Governor Snyder raising awareness of decreasing library funding in the state and the important role that libraries play in the lives of Michigan's citizens. She also noted that the State Librarian has agreed to release the supplemental state aid funds.

VIII. APPROVAL OF MINUTES – December 16, 2010

The minutes were revised under Item XI (New Business), sub-point I (Election of Officers) to reflect that the first vote for the election of Chair was taken by voice and the results were unclear. The information concerning the second vote for Chair was also amended to indicate that the ballots were signed.

Motion: Ms. Simpson moved to approve the minutes of December 16, 2010 as revised.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

Trustee Bruursema asked the Board to consider ratifying its vote for Charles Myers as Chair in order to solidify the Board's decision at the December 16th meeting. She indicated that speaking with KDL's attorney confirmed the fact that library board members should not abstain from voting on any matter except for a fiduciary reason. By unanimous acclamation, the Board confirmed Charles Myers as Chair.

IX. INTERIM DIRECTOR'S REPORT – December 2010

Interim Director Garrison introduced new Byron Township Branch Manager Michelle Miner to the Board. She thanked the Board members who participated in the All Staff event on January 17th. She also highlighted the following items from her report:

- the new Caledonia Township branch building is scheduled to open on time on Tuesday, February 1, 2011 with a Grand Opening celebration planned for Saturday, February 12, 2011;
- KDL's total circulation for 2010 increased in spite of significant Lakeland Library Cooperative changes that occurred during the year; and
- the self check-in book drops have been installed at the East Grand Rapids, Plainfield Township, and Wyoming branches and should be operational soon.

X. OLD BUSINESS

A. KDL Policy Manual – Policy 2.1: Library Card Registration (Second Reading)

Motion: Ms. Simpson moved to approve the proposed change to Policy 2.1 of the Policy Manual.

Support: Supported by Mr. Petersen.

RESULT: Motion carried

B. KDL Policy Manual – Section 6.5 – 6.12: Personnel (Second Reading)

Policy 6.10 was further revised such that the word "material" in the final sentence of the third paragraph was pluralized.

Motion: Ms. Hoekstra moved to approve the proposed changes to Section 6.5 – 6.12 of the Policy Manual as revised.

Support: Supported by Mr. Fry.

RESULT: Motion carried.

C. Director Search Update

Chair Myers highlighted the reformatted director search schedule and indicated that the search is on track with the application period set to end on January 31, 2011.

XI. NEW BUSINESS

A. Conflict of Interest Statements and Board Code of Ethics

Chair Myers noted that the Conflict of Interest Statements and Code of Ethics forms had been distributed to the Board for their consideration and signature.

B. 2011 Board Meeting Location Revision

Motion: Ms. Bruursema moved to approve the revisions to the 2011 Board meeting locations as presented.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

C. Board Representation on the KDL Fund Development Board

The Board discussed the value of having another Trustee, in addition to Trustee Fry, serve on the KDL Fund Development Board. Related to this discussion, the Board considered modifications to the "Criteria for Membership" section of the KDL Fund Development Board Statement of Purpose.

Motion: Mr. Fry moved to revise the KDL Fund Development Board Statement of Purpose to indicate that two (2) members of the KDL Board of Trustees shall serve as members.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

Motion: Mr. Fry moved that Penny Weller be appointed as the second KDL Board representative to the Fund Development Board.

Support: Supported by Ms. Bruursema.

RESULT: Motion carried.

XII. LIAISON REPRESENTATIVE COMMENTS – None

XIII. PUBLIC COMMENTS – None

XIV. MISCELLANEOUS CORRESPONDENCE

Chair Myers highlighted thank you notes received from the Krause Memorial and Plainfield Township branches in appreciation of the holiday gift baskets distributed in December. Trustee Bruursema noted that she distributed her conference report from the ALA Midwinter Meeting that she attended in early January. Interim Director Garrison indicated that the Strategic Plan Report for the fourth quarter of 2010 was placed at each of the Board member's seats.

XV. BOARD MEMBER COMMENTS

Ms. Bruursema: Thanked staff for their efforts in producing a top-notch All Staff event this year. Noted that the Friends of Michigan Libraries Trustee Alliance will be holding a statewide trustee training workshop at the Kentwood branch from April 27-28, 2011. She asked if the KDL Board would be willing to play host on Thursday, April 28th. She will provide more information as details are finalized.

Mr. Petersen: Highlighted the "Grandville Reads" program taking place from January – March and read the names of the many local sponsors providing support for this program. Noted an interesting editorial in the January/February 2011 edition of the American Libraries Magazine entitled, "Why Must a Card be a Card?" concerning the ability of mobile phones to work as virtual library cards.

Ms. Simpson: Noted that the Board has a regular review schedule for the KDL Policy Manual and inquired if there are other documents, like the KDL Board Bylaws, that the Board might like to review on a scheduled basis. Additionally, she asked whether the Board would like to consider holding a retreat after the new Library Director is hired to build rapport with this individual and to address matters such as the formalized review of documents. Lastly, noted that with the increasing number of regional events like ArtPrize, special exhibits at the Grand Rapids Art Museum, and Gilda's Club's LaughFest, whether KDL has some form of partnership plan or way to connect the local branches with community events? In response, Interim Director Garrison noted that KDL does undertake a number of community partnerships and would like to do more.

XVI. MEETING DATES:

Special Meeting (Director Search): Thursday, February 17, 2011 – KDL Service Center – 2:00 p.m.

Regular Meeting: Thursday, February 17, 2011 – KDL Service Center – 4:30 p.m.

XVII. ADJOURNMENT

Motion: Ms. Hoekstra moved for adjournment at 5:37 p.m.

Support: Supported by Ms. Weller.

RESULT: Motion carried.


ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

INTERIM DIRECTOR'S REPORT

January 2011

COLLECTION SERVICES

- Library cardholders: **239,928** (an increase of 1,136 cardholders since last month)
- Size of collection: **1,055,797** (a decrease of 1,263 items since last month)
- MeL items requested by KDL customers in December: **510** (15% decrease from previous month)
- MeL items requested from KDL in December: **493** (15% decrease from previous month)
- Turnaround time for processing new materials: **3 days** (average)

HUMAN RESOURCES

KDL's 2011 All-Staff event took place on January 17th at the Prince Conference Center. Two-hundred eighty-six (286) staff and Board members received training during the day as well as enjoyed a display of some of KDL's quick-witted talent during the "BattleDecks" competition. A full All-Staff report will be distributed in March.

Training Manager Heidi Nagel was selected to Chair a task force of KDL staff members who will consider the impact of e-readership on staff training, workloads, and communication.

In January, all KDL University Leadership Institute participants were counseled on the results of their Leadership Effectiveness Analysis and began to formulate Individual Development Plans.

INFORMATION TECHNOLOGY

The three automated self check-in book drops at the East Grand Rapids, Plainfield Township, and Wyoming branches have been installed and are successfully working. Staff will continue to closely monitor the units during this early stage of implementation. The two self check-in book drops for the Cascade Township have been ordered, but have not yet arrived. The second unit was purchased with funds provided by the Friends of the Cascade Township branch.

PUBLIC SERVICES

January 2011 Program Statistics

Type	Tours & Outreach	Adults	Families	Teens	School Age	Young Children	Monthly Total	YTD Total
Events	43	48	15	14	15	224	359	359
Attendance	2,544	498	346	194	357	6,158	10,097	10,097

Communications Update

In January, KDL launched its mobile website (available at <http://m.kdl.org>). The new site allows mobile phone users (with an enabled web browser) to access mobile-friendly KDL information that was designed for a smaller screen and includes text-only options and menus. The site currently offers basic information about our branches and events as well as a mobile version of the catalog and patron account information.



KDL now offers an online database called the *Job & Career Accelerator*. This database brings together in one easy-to-use online application those resources a person will

need to undertake a successful job search. It offers a number of helpful tools including: detailed information on over 1,000 different occupations; assistance creating professional resumes and cover letters; and practice opportunities to improve one's interviewing skills. In addition, the database includes over five million current local and national job postings.



The Communications Department distributed a 2011 Tax Resource Brochure to the branches in January and also went live with an accompanying page on the KDL website.

Events and Outreach

In association with Grandville Public Schools and a number of local sponsors and partners, the Grandville branch kicked-off *Grandville Reads!* in January. The program is a community reading event that seeks to engage all ages in the enjoyment of reading. The program runs through March and involves a number of book discussion groups, community events, and other fun activities for the entire family.



The Programming and Outreach Department reached over 1,000 people in January through a number of events. Two notable events were the Grand Rapids Griffins' Youth Foundation hockey tournament at the Belknap Ice House and the Kent Regional 4C (Community Child Care Connection) Early Childhood Conference in Grand Rapids.

Facility Updates

The Caledonia Township branch was closed during the final week of January to accommodate the move to its new building at 6260 92nd Street. The transition went smoothly and the branch opened on schedule on February 1st. Even though the branch closed two hours early on its first day due to inclement weather, they had 730 visitors in six hours which is double the typical attendance for a Tuesday.



The opening of the new Caledonia Township branch also launched KDL's first "Dewey Free" branch collection. Additional staff members were on hand to assist patrons in finding materials, but patrons seemed to acclimate themselves quickly to the new ordering system. The picture at left shows examples of the new shelf labels.

In January, the Walker Branch began its survey to obtain patron feedback concerning the possibility of a branch expansion. The survey period will continue through February with patrons able to access the survey in a paper format at the branch or online. Michelle Boisvenue-Fox (Assistant Director for Public Services) and Chris Lohman (Walker Branch Manager) also presented information on the topic of library expansion projects to the City of Walker in January. The presentation was well received and the City supported this first step of surveying the patrons.

KDL Fund Update

A new KDL Fund brochure was recently printed with copies distributed to all 18 branches and the Service Center. Each branch also received an attractive brochure holder to highlight the brochure and catch the public's attention.

The Development Office has begun the process of redesigning the KDL Fund page for the KDL website. Look for exciting changes to this page in the months ahead.

The KDL Fund Development Board met in January and continued its discussion of hosting a special KDL Fund event in the fall of 2011.

Patron Services Update

The Patron Services Department experienced a spike in telephone calls in January (up 5% over last year) attributed to questions concerning tax forms and eReaders.

- *Tax Forms.* The Federal Government's decision to cease the mailing of tax forms this year has increased the demand for these materials at libraries. The Patron Services Department has developed a shared spreadsheet that allows branch staff to report the availability of tax forms at their given branch thereby eliminating the need to transfer tax form calls to the branches.
- *eReaders.* Increased patron ownership of eReaders following the holiday season has resulted in a surge of interest in accessing KDL's downloadable eBooks. The Patron Services staff has spent considerable time familiarizing itself with eReaders and the process of downloading eItems to better serve the influx of patron calls on this topic.

PATRON RESPONSE STORIES

Youth Librarian Dana Donnell makes name tags for each child who attends Storytime at the ***Kentwood branch***. These name tags typically include a unique picture specific for each child. One little girl had a Peruvian Flag on her name tag because her family came from Peru. When a grandmother and her granddaughter attended their first Storytime, the elderly woman spotted the Peruvian flag, and being Peruvian herself, greeted the little girl's mother. The two women started a conversation and were delighted to have found each other. Upon leaving, the grandmother said, "I've never come before, but now I will come back because I have made a friend!"

Two patrons at the ***Wyoming branch*** overheard a staff member assisting a person with extremely limited computer skills. The patrons later approached the staff member and commented that they had worked in a computer lab themselves and were impressed with how patient and understanding the staff member had been. As they departed, they added, "You really are a Star Librarian!"

KDL

Kent District Library

January 2011 Media Report

Overall Summary							
Features	News Briefs	Mentions	Editorials	Photos	Video	Other	Total
10	28	6	0	8	0	8	60
Total number of unique press releases distributed: 2 Number of event calendars distributed: 22							

Coverage by Media Outlet	
Grand Rapids Press	January 4 – “Kentwood library hosts display of student artwork” (brief) January 17 – “Kentwood library to hold Pajama Storytime” (brief) January 18 – “East Grand Rapids library group to hold used book sale” (brief) January 19 – “Are younger, web-savvy members needed for Grandville’s Downtown Development Authority?” (mention) January 19 – “Caledonia’s new library plans grand opening celebrations” (feature) January 25 – “Max and Ruby Party at Kentwood Library” (4 photos)
Grand Rapids Examiner	January 15 – “Frugal fun for the week of January 17-23” (mention) January 19 – “Ways to enjoy winter in Grand Rapids” (mention) January 19 – “Enjoy a reading adventure with your set of multiples” (feature)
Cedar Springs Post	January 6 – “Library teen film festival” (feature)
Middleville Sun and News	January 15 – “Preparation Continues on Move of Caledonia Library” (feature and photo) January 29 – “New Caledonia Library to Open Its Doors Feb. 1” (feature and photo)
WZZM	January 6 – “Family Sunday: Lego Family Block Party” (brief) January 6 – “Early Childhood Essentials: Tour of New Kentwood Library” (brief) January 10 – “Recycle batteries at the library” (brief) January 26 – “Big Used Book Sale This Weekend” (brief)
Advance Newspaper	January 2 – “Gaines library to host Teen Manga Club” (brief) January 3 – “Grandville library offers reading program with a theme for family” (feature) January 4 – “Caledonia library to hold ‘Max and Ruby’ party” (brief) January 5 – “Plainfield library plans sale” (brief) January 6 – “Gaines Township library to hold storytime” (brief) January 6 – “Sunday family fun at EGR library begins in January” (feature) January 7 – “Kent District Library branches to be closed Monday, Jan. 17” (brief) January 9 – “Plainfield Library to Hold Book Discussion” (brief)

	<p>January 12 – “Kentwood library to hold chess for teens” (brief)</p> <p>January 17 – “Kentwood OKs new planner” (mention)</p> <p>January 17 – “Kentwood, Caledonia join forces for reading project” (feature)</p> <p>January 21 – “Kentwood library to host crafts-from-around-the-world event” (brief)</p> <p>January 21 – “Openings available for family storytime at Plainfield library” (brief)</p> <p>January 24 – “Caledonia library books, equipment make move to new home” (feature and photo)</p> <p>January 24 – “Cascade Library kiosk highlights alternative energy project” (feature and photo)</p> <p>January 25 – “Max and Ruby party held today, Wednesday at Kentwood library” (brief)</p> <p>January 26 – “Kentwood library to hold chess for teens” (brief)</p> <p>January 26 – “Alto library to hold Egypt program Saturday” (brief)</p> <p>January 26 – “Plainfield library to hold preschool storytime on Thursday” (brief)</p> <p>January 27 – “Friends of EGR Library book sale set for Saturday” (brief)</p> <p>January 30 – “Kentwood library to hold preschool storytime Tuesday” (brief)</p> <p>January 31 – “Toddler Time to be held Tuesday in Plainfield” (brief)</p> <p>January 31 – “PJ Storytime to be held Tuesday at Plainfield library” (brief)</p>
Muskegon Chronicle	January 7 – “Sandy Knes named librarian at Norton Shores branch of Muskegon Area District Library” (mention)
Rockford Squire	January 27 – “Rockford Register” (four briefs)
Grand Haven Tribune	January 15 – “Sjoberg named director of local Big Brothers Big Sisters agency” (mention)
Other	<p>Winter Issue: MLA Newsletter – “Two Michigan Libraries Recognized in Library Journal’s ‘America’s Star Libraries’ Index”</p> <p>January 4: Music Catalog – “The Problem of Series Books”</p> <p>January 6: Half Eagle, Half Lion, All Griffin (blog) – “The Afternoon Shift”</p> <p>January 7: Rydam Family – “First Trip to the Library”</p> <p>January 8: Book Club Junkie – “One Giant Leap for My Kind”</p> <p>January 10: Check It Out! Siouxland Library blog – “Wait...have I read that one already?”</p> <p>January 12: Alpine Township Website Companion – “Max and Ruby and Friends Populate Alpine Township Library” (6 photos)</p> <p>January 26: Mops at First Church – “Pop Quiz”</p>

Highlighted Articles Included

This report does not include paid advertising or media sponsorship. Content from smaller/localized media outlets may not be captured in report.

January 2011 Overview

Our January media coverage featured a number of notable highlights. We received a good deal of coverage for many of our children’s programs as well as a feature article on our Cascade Township branch’s alternative energy project in partnership with Cascade Township. There were also a number of pieces highlighting the new Caledonia Township branch opening, with quotes from both current and former library staff. KDL also received recognition for our status as a Star Library in the state-wide MLA newsletter. Overall, media coverage for the month of January was positive, diverse, and served to highlight a number of initiatives and activities taking place at Kent District Library.

December 2010 – February 2011

MLA Newsletter

TWO MICHIGAN LIBRARIES RECOGNIZED IN LIBRARY JOURNAL'S "AMERICA'S STAR LIBRARIES" INDEX

The Library Journal Index of Public Library Service recently awarded star ratings to both the Ann Arbor District Library (AADL) and the Kent District Library (KDL). Out of almost 7,500 public libraries across the US, 258 were awarded star ratings.

Ann Arbor and Kent were the only two libraries in Michigan to receive this honor.—The LJ Index is a national rating system designed to recognize and promote America's public libraries, to help improve the pool of nationally-collected library statistics, and to encourage library self-evaluation,|| according to LJ's web site. Now in its third year, the scores and ratings are based on data reported annually by public libraries to their state library agencies and compiled nationally by the Institute of Museum and Library Services (IMLS). The output statistics include: library visits, circulation, program attendance, and public Internet computer use.

Libraries are divided into nine categories by budget expenditure and LJ identifies the top 30 scores within each peer group. The top ten scores receive a 5-star rating, the next ten scores receive a 4-star rating, and the remaining ten score a 3-star rating. AADL received a 5-star rating, and KDL received a 3-star rating. Both libraries fall in the \$10-\$29.9M category.

The October 2010 ratings are based on IMLS public library data for 2008. Significantly, this data marks the first round of national public library statistics since the onset of the economic recession in December 2007. "We are thrilled that Kent District Library is included in the 2010 Library Journal's America's Star Library Index," said Cheryl Garrison, KDL's Interim Director. "While numbers can't possibly tell the whole story, we know from listening to our customers what they value in library service: exceptional and caring staff, access to the latest in books, DVDs, and music, high-speed internet and wi-fi access, and comfortable and welcoming Library environments. Add in exciting programs for all ages, as well as our commitment to early literacy, and you have a recipe for a successful library."

Congratulations to both Ann Arbor District Library and Kent District Library!

January 3

Advance Newspapers

Grandville library offers reading program with a theme for family

No matter where people come from or where they live, everyone needs a place to belong. That's the theme behind this year's "Grandville Reads" program, a multifaceted event that explores three books with themes of belonging.

The program runs from now through March at the Grandville branch of the Kent District Library. Similar to last year, titles for three different ages are offered. The children's book *All the World* by Liz Garton Scanlon, explores the idea of a child's sense of belonging combined with watercolor paintings. The young adult title *Home of the Brave* by Katherine Applegate tells the story of Kek, a Sudanese refugee who must make a new home in America. And the adult offering, *Little Bee*, by Chris Cleave, follows a Nigerian refugee woman as she tries to establish an identity in her new homeland. Several planned events enhance the reading program.

An "Art Blast" competition welcomes art entries in any medium, celebrating the themes of place and belonging. An art gala on Saturday, March 19, will showcase winning entries. A reading club for preschoolers, "Be Curious, Read" will have a kick-off party on Jan. 22 from 2-4 p.m. at Central Elementary, complete with an appearance by Curious George. And a "Battle of the Books" quiz tournament will take place on March 5 from 10 a.m. to 2 p.m. at Grandville Middle School. For adults, a book discussion on *Little Bee* will take place Feb. 10 at 6:30 p.m.

For more information about the events or to register, visit the Grandville branch at 4055 Maple St., or check out the website at www.kdl.org.

January 17

Advance Newspapers

Kentwood, Caledonia join forces for reading project

Kentwood and Caledonia students appeared at the Kentwood Board of Education meeting on January 10 to launch "Two Communities, One Book," and announced that the book leading the program would be *The Immortal Life of Henrietta Lacks*, by Rebecca Skloot.

Donna Smith is one of the coordinators of the event. As a Caledonia parent, she has been involved in many past literacy projects, and has helped bring the school districts together to celebrate literacy and their new libraries while at the same time bringing the two communities closer together.

"I really want to emphasize, not just for high school, but this is important for all ages," Smith said. "We are promoting literacy, celebrating two new libraries, and building relationships between the communities."

The schools have filmed four public service announcements about the program and the benefits of picking up a good book. The announcements will be playing on local cable stations, including Caledonia Cable and The Falcon News, the two schools' broadcasting networks. The students played one of the clips for the board.

On March 21 at the Kentwood Library, Kentwood students, in conjunction with Davenport University, will host Betty Zylstra, the director of the Grand Rapids Salvation Army. Zylstra, along with a representative from a local clinic, will discuss and help localize health issues raised in the book. The students from Davenport will also facilitate a book discussion group.

As a finale to the program, Skloot, the author of the book, will speak at Grand Valley State University's Pew Campus in downtown Grand Rapids on March 28.

The students are continuing their appearances at City Council, Rotary Club and Chamber of Commerce meetings. The Kentwood students who attended the Board of Education meeting were seniors Dominique Brown and Deleon Marks, and juniors Jayde Niblack and Meghan Baldrige. The Caledonia students were Emily Hazelbach and Madison McClain, president and treasurer of Caledonia's student council.

"There's going to be a great networking opportunity there," said Baldrige. "It's cool to get the student body and other communities involved. It's going to be interesting to see what we can do."

January 19

Grand Rapids Examiner

Enjoy a reading adventure with your set of multiples.

The single most important activity for raising a successful reader is to read aloud to your set of twins, triplets, quadruplets, or higher order multiples. Are you looking for fun ways to enjoy reading with your set of multiples? Right now the Grandville branch of the Kent District Library is participating in a Grandville reads event.

From January 17 through March 11, 2011, Grandville KDL is teaming up with the Grandville Preschool programs to present, "Curious? Read! A Curious Kid's Reading Adventure." This program incorporates reading and sharing books together with fun filled activities you can do with your set of multiples to support early literacy.

You can pick up your brochure at the Grandville Branch of the KDL or from your child's preschool teacher. There are 15 activities for you and your set of multiples to work on together. Once you have completed all 15 activities, you can return the completion coupon to your child's preschool teacher to receive a free book and some other awesome prizes.

Set aside time with your set of multiples to discover the joy of reading together. Making regular trips to the public library is a great way to get your set of multiples excited about books and it's FREE! All you need is a library card and you can check out lots of great books to enjoy reading with your children.

January 19

The Grand Rapids Press

Caledonia's new library plans grand opening celebrations

CALEDONIA TOWNSHIP — Supporters who fought long and hard to fund a new library branch are looking forward to Feb. 1, when their dream opens its doors to the public. The current Kent District Library branch at 240 Emmons St. closes Jan. 23 so staff can start moving items to the new — and larger — building at 6260 92nd St. Jane Heiss, a former Caledonia branch manager who serves on the building committee, admitted it's been a long frustrating wait. "It's finally going to be a reality," she said. "I almost lose my breath every time I walk in — it's so beautiful."

TIMELINE

Stocking the shelves

Key dates for the Kent District Library's new Caledonia branch, 6260 92nd St.:

Jan 23: Current library on Emmons Street closes.

Jan. 29: Private donor party

Feb. 1: New library opens to public

Feb. 12: Grand opening celebration from 9:30 a.m. to 5 p.m.

In 2005, voters rejected a millage request for the project. But supporters scaled back the design and gained voter approval in 2009. They also raised almost \$1 million in donations. FCC General Contractors Inc. won the construction contract with the low bid of \$2.1 million. The new library has almost 19,000 square feet, compared to the 2,336 square feet in the current facility, a 110-year-old former church. It features a local history room, areas for children and teens, study rooms, a community meeting room and computer work stations. The LEED-certified building has a fireplace, lots of natural lighting, and an outdoor deck and reading area.

Heiss says it's a far cry from the current facility, where patrons shared one bathroom and the basement was filled with mold to the point where it could no longer be used. Library director Liz Guarino-Kozlowicz said she's anxious to get books on the shelves. "We'll be adding more materials over time," she said. "It's clear the community has outgrown the space we're in now. It's time for the library to fit the needs of this community." In 2009, the Kent District Library branch had 85,779 visitors and checked out almost 143,000 items.

January 24

Advance Newspapers

Caledonia library books, equipment make move to new home



Branch manager Liz Guarino-Kozlowicz holds a tile from the Next Chapter Tile Campaign that raised funds for the new library. Local artist Mary Kuilema created the wall.

More than five years after Caledonia residents first sought a millage levy for a new library building, they're finally getting their wish.

The Caledonia library branch at 240 Emmons St. is closed this week as Kent District Library workers pack up all the equipment, books, and computers and send them on their way to their new home. On Tuesday, Feb. 1, the library will reopen in its new location at 6260 92nd St. SE.

A ribbon-cutting ceremony is set for 9:30 a.m. on Saturday, Feb. 12, followed by a grand opening celebration with live music and family activities.

Branch manager Liz Guarino-Kozlowicz said Caledonia Township has hired a moving company to help carry out the move, but much of the packing will be handled by KDL staff. Moving a library collection is a bit more complicated than a typical move because all the items must be kept in order. But it's all done systematically, according to Guarino-Kozlowicz. The library staff will be loading the books in order onto large carts, which movers will pack into crates and deliver to the new location. Then the staff unloads the books and puts them on the new shelves.

"It's not as crazy as it sounds," Guarino-Kozlowicz said. "It's not a big jumble. We keep everything in order." Eight to 10 KDL staffers will be busy with the move this week while the building is closed. Guarino-Kozlowicz said there are a lot of things to look forward to about the new building. At nearly 19,000 square feet, it's much larger than the 3,000-square-foot building they're in now. "There's a large community room, places for quiet reading, a beautiful fireplace, a wonderful early literacy space, and a beautiful deck outside," said Guarino-Kozlowicz. She's also looking forward to spring, when the landscaping plants put in last fall will start to show themselves. "I think there will be a lot of neat surprises in store for us this spring with our children's garden," she said. The building is LEED-certified, so builders used environmentally friendly products in its construction and sought out local furnishings that wouldn't have to be shipped long distances to get here, Guarino-Kozlowicz said.

Caledonia residents approved a \$2.825 million, 21-year bond issue by a vote of 1,578 to 592 in May 2009 to fund the construction and maintenance of the new library. An earlier request in 2005 had failed by 170 votes. The community also raised funds through the Friends of the Caledonia Township Library's Next Chapter Tile Campaign, in which donors purchased tiles to be put on a donation wall in the new building. Ground was broken for the new facility in April 2010.

Sara Lee, a library paraprofessional, said she might miss the intimate feeling and the nostalgia of the old building, which once served as United Brethren Church. "But that's all I'll miss," she said. The Emmons Street location was the smallest library in the KDL system, and patrons and staff alike had long complained about inadequate restrooms, limited space for children's programming, and the inconvenience of the small branch.

January 24

Advance Newspapers

Cascade Library kiosk highlights alternative energy project



Installation of a wind turbine and solar panels outside the Cascade library was completed last week. A combination wind and solar educational project – on Cascade Township's drawing board for more than two years – became a reality last week.

A pole-style wind turbine with mounted solar panels, designed to power the facility while providing education on alternative energy sources, was installed just outside the Wisner Center, which is located in the same building as the Cascade branch of Kent District Library.

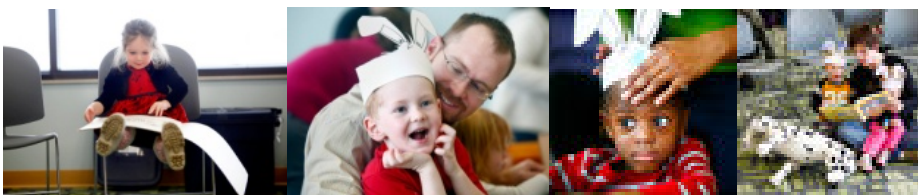
"It is wonderful to see it come to fruition," said Township Clerk Ron Goodyke. "It took a lot of cooperation from the Township Board, library staff, financial supporters, Cascade

Engineering, and a small band of friends like Cascade resident Gary Butts who just believed in this endeavor enough to help keep it going."...continued

January 25

Grand Rapids Press

Max and Ruby Party at Kentwood Library



Memo

To: KDL Board of Trustees
 From: Human Resources
 Date: February 8, 2011
 Re: Staff Changes & Anniversaries

The following staff changes have been or will be made:

<u>Departures</u>		<u>Effective</u>
Craig Hart	Circulation Assistant – Englehardt	February 11
Bruce Keener	Adult Librarian - Kentwood	April 29

<u>New Appointments</u>		
Trevor Zuidema	Circulation Assistant – Kentwood	January 10
Barbara Hooker	Circulation Assistant – Plainfield	January 10
Zee Grit	Shelver – Wyoming	February 7
Matthew Farmer	Shelver – Plainfield	February 7
Wendy Kuzma	Youth Paraprofessional – Walker	February 7

<u>Promotions & Transfers</u>		
Trish Reid	Youth Librarian – E. Grand Rapids (promoted from Youth Paraprofessional – E. Grand Rapids)	January 24
Kelly Dykwell	Circulation Assistant – Caledonia (promoted from Shelver – Caledonia/Cascade)	February 14

<u>Open Positions</u>		
Substitute Circulation Assistant (6 positions)		various
Youth Paraprofessional – E. Grand Rapids		20 hours
Circulation Assistant – Englehardt		20 hours
Youth Librarian – E. Grand Rapids		20 hours
Shelver – Caledonia/Cascade		25 hours

Employee Anniversaries – March

Maggie McDaniel	Plainfield	30 years	Diane Damuth	Human Resources	7 years
Sandy Graham	Alto	25 years	Josh Bernstein	Grandville	3 years
Sharon Jones	Sand Lake	18 years	Stacy Schuster	Collection Dev.	2 years
Trish Flanders	Grandville	15 years	Angie Stout	Administration	2 years
Jim Dewald	Kentwood	14 years	Brad Allen	E. Grand Rapids	1 year
Karen Dykstra	Grandville	14 years	Quinn Harr	E. Grand Rapids	1 year
Lynn White	Wyoming	13 years	Melody Kastanek	Cascade	1 year
Mary Long	Englehardt	11 years	Carol Theisen	Grandville	1 year
Helen Kay Kennedy	Spencer	8 years			

**KENT DISTRICT LIBRARY
CIRCULATION STATISTICS
January 31, 2011**

Branch	%	Jan 11	Jan 10	Change	% Change	YTD 2011	YTD 2010	Change	% Change
<i>Alpine Township</i>		5,752	5,245	507	9.7%	5,752	5,245	507	9.7%
<i>Alto</i>		3,511	4,062	(551)	-13.6%	3,511	4,062	(551)	-13.6%
Byron Township	7.0%	2,470	3,671	(1,201)	-32.7%	2,470	3,671	(1,201)	-32.7%
Express-Check	93.0%	27,237	24,117	3,120	12.9%	27,237	24,117	3,120	12.9%
<i>Byron Township Total</i>		29,707	27,788	1,919	6.9%	29,707	27,788	1,919	6.9%
<i>Caledonia Township</i>		7,296	11,629	(4,333)	-37.3%	7,296	11,629	(4,333)	-37.3%
Cascade Township	5.9%	4,243	7,539	(3,296)	-43.7%	4,243	7,539	(3,296)	-43.7%
Express-Check	94.1%	55,140	52,086	3,054	5.9%	55,140	52,086	3,054	5.9%
<i>Cascade Township Total</i>		59,383	59,625	(242)	-0.4%	59,383	59,625	(242)	-0.4%
Comstock Park	5.9%	1,079	1,720	(641)	-37.3%	1,079	1,720	(641)	-37.3%
Express-Check	94.1%	13,060	11,932	1,128	9.5%	13,060	11,932	1,128	9.5%
<i>Comstock Park Total</i>		14,139	13,652	487	3.6%	14,139	13,652	487	3.6%
East Grand Rapids	6.9%	3,499	7,136	(3,637)	-51.0%	3,499	7,136	(3,637)	-51.0%
Express-Check	93.1%	40,468	44,907	(4,439)	-9.9%	40,468	44,907	(4,439)	-9.9%
<i>East Grand Rapids Total</i>		43,967	52,043	(8,076)	-15.5%	43,967	52,043	(8,076)	-15.5%
<i>eStats*</i>		12,451	3,302	9,149	277.1%	12,451	3,302	9,149	277.1%
Englehardt	7.9%	1,661	3,747	(2,086)	-55.7%	1,661	3,747	(2,086)	-55.7%
Express-Check	92.1%	15,458	13,385	2,073	15.5%	15,458	13,385	2,073	15.5%
<i>Englehardt Total</i>		17,119	17,132	(13)	-0.1%	17,119	17,132	(13)	-0.1%
Gaines Township	5.6%	1,904	3,982	(2,078)	-52.2%	1,904	3,982	(2,078)	-52.2%
Express-Check	94.4%	24,873	21,906	2,967	13.5%	24,873	21,906	2,967	13.5%
<i>Gaines Township Total</i>		26,777	25,888	889	3.4%	26,777	25,888	889	3.4%
Grandville	6.1%	3,816	6,656	(2,840)	-42.7%	3,816	6,656	(2,840)	-42.7%
Express-Check	93.9%	50,550	47,115	3,435	7.3%	50,550	47,115	3,435	7.3%
<i>Grandville Total</i>		54,366	53,771	595	1.1%	54,366	53,771	595	1.1%
Kentwood	8.4%	5,258	6,447	(1,189)	-18.4%	5,258	6,447	(1,189)	-18.4%
Express-Check	91.6%	49,858	43,292	6,566	15.2%	49,858	43,292	6,566	15.2%
<i>Kentwood Total</i>		55,116	49,739	5,377	10.8%	55,116	49,739	5,377	10.8%
Krause Memorial	5.6%	2,454	4,064	(1,610)	-39.6%	2,454	4,064	(1,610)	-39.6%
Express-Check	94.4%	33,763	29,760	4,003	13.5%	33,763	29,760	4,003	13.5%
<i>Krause Memorial Total</i>		36,217	33,824	2,393	7.1%	36,217	33,824	2,393	7.1%
<i>LBPB</i>		3,147	2,441	706	28.9%	3,147	2,441	706	28.9%
Plainfield Township	4.7%	3,426	6,281	(2,855)	-45.5%	3,426	6,281	(2,855)	-45.5%
Express-Check	95.3%	55,909	56,421	(512)	-0.9%	55,909	56,421	(512)	-0.9%
<i>Plainfield Township Total</i>		59,335	62,702	(3,367)	-5.4%	59,335	62,702	(3,367)	-5.4%
Sand Lake	14.1%	1,547	2,201	(654)	-29.7%	1,547	2,201	(654)	-29.7%
Express-Check	85.9%	8,251	10,239	(1,988)	-19.4%	8,251	10,239	(1,988)	-19.4%
<i>Sand Lake Total</i>		9,798	12,440	(2,642)	-21.2%	9,798	12,440	(2,642)	-21.2%
<i>Service Center</i>		2,892	3,060	(168)	-5.5%	2,892	3,060	(168)	-5.5%
<i>Spencer Township</i>		4,150	3,851	299	7.8%	4,150	3,851	299	7.8%
<i>Tyrone Township</i>		4,392	4,411	(19)	-0.4%	4,392	4,411	(19)	-0.4%
Walker	5.3%	1,843	3,658	(1,815)	-49.6%	1,843	3,658	(1,815)	-49.6%
Express-Check	94.7%	27,197	27,452	(255)	-0.9%	27,197	27,452	(255)	-0.9%
<i>Walker Total</i>		29,040	31,110	(2,070)	-6.7%	29,040	31,110	(2,070)	-6.7%
Wyoming	3.5%	2,807	5,557	(2,750)	-49.5%	2,807	5,557	(2,750)	-49.5%
Express-Check	96.5%	57,002	50,175	6,827	13.6%	57,002	50,175	6,827	13.6%
<i>Wyoming Total</i>		59,809	55,732	4,077	7.3%	59,809	55,732	4,077	7.3%
Totals		538,364	533,447	4,917	0.9%	538,364	533,447	4,917	0.9%

Note: MeL statistics for January are not included at this time due to unavailability from the State.

Open Hours

	Jan 11	Jan 10	Change	% Change	YTD 2011	YTD 2010	Change	% Change
All Locations	3,581.0	3,714.0	(133)	-3.6%	3,581.0	3,714.0	(133)	-3.6%

Percentage of Express Checkouts overall in the branches utilizing RFID technology: **93.9%**

^ Percentage of aided desk checkouts to express checkouts. Interlibrary loans are excluded from the aided and express desk checkouts.

* eStats is a combination of eBook, eAudiobook, and Freegal music downloads.

Section 1: Collection and Reference

- 1.1 [Materials Selection](#)
- 1.2 [Gifts](#)
- 1.3 [Intellectual Freedom](#)
- 1.4 [Collection Maintenance](#)
- 1.5 [Reference and Research](#) CHANGE
- 1.6 [Intra-Library Loan](#)
- 1.7 [Inter-Library Loan](#) CHANGE

MATERIALS SELECTION

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

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

STANDARDS FOR SELECTION:

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

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

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

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

Juvenile – Materials are selected to encourage children and families to discover the joy of reading.

In order to meet the varied abilities and interests of children, the collection includes materials covering a wide range of knowledge and reading levels.

The illustrations in books for young people are given as much critical attention as the literary quality of fiction.

Media – The Library recognizes its responsibility to provide access to information, cultural enrichment and recreation through as wide a variety of media as possible. Media is evaluated by the same criteria as printed materials.

As new technologies for various age levels are developed, the Library will investigate the appropriateness of new media formats and will acknowledge the need for experimentation.

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

GIFTS

The Kent District Library accepts monetary gifts as well as certain gift materials that reflect the KDL Strategic Plan. Gifts must be unconditional and non-returnable to be used for the good of the Library System as a whole and housed in the most appropriate location. Gift materials to be added to the Kent District Library collection must meet the Library's needs and the general standards of selection, and be based on the Kent District Library materials selection policy. Any large donations of materials which would comprise a unique or coherent collection would be subject to restrictions as determined by the Kent District Library Board.

Gift materials not accepted into the Library collection may be disposed of at the staff's discretion. Gift materials accepted into the collection may be disposed of without notification to the donor. No monetary appraisal is made of donated materials. The quantity of gift materials may be acknowledged for tax purposes at the request of the donor.

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

INTELLECTUAL FREEDOM

The Kent District Library supports the principles of intellectual freedom adopted by the American Library Association and stated in the [Library Bill of Rights](#).

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

COLLECTION MAINTENANCE

The Kent District Library staff routinely examines the collection and removes materials which are no longer of value. These materials are usually those which are worn out, out of date, no longer needed in the quantity originally purchased, or are in formats that have become obsolete.

Materials removed are disposed of at the discretion of staff.

REFERENCE AND RESEARCH

~~All questions received in person, by telephone, by letter, by telefacsimile, by e-mail, or through intra/interlibrary loan, receive courteous, prompt, and high quality service responses.~~

All patron transactions with the Library will be treated with complete confidentiality.

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

~~All patron transactions with the Library will be treated with complete confidentiality.~~

INTRA-LIBRARY LOAN

Intra-library loan transactions between Kent District Library branches are necessary for efficient use of system-wide resources and the provision of library service to patrons.

This includes the provision of copies as a substitute for original materials. A fee may be charged for copies.

INTER-LIBRARY LOAN

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