

**DRAFT**

**AGENDA**

KENT DISTRICT LIBRARY BOARD MEETING  
*Kent District Library Service Center*  
814 West River Center Dr. NE, Comstock Park, MI 49321  
Thursday, March 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 – February 2011
- VII. LAKELAND LIBRARY COOPERATIVE REPORT – Cheryl Garrison
- \* VIII. APPROVAL OF MINUTES – February 17, 2011 (Special and Regular) and March 1, 2011
- IX. INTERIM DIRECTOR’S REPORT – February 2011
- X. OLD BUSINESS
  - \*A. KDL Policy Manual – Section 1: Collection and Reference (Second Reading)
  - \*B. Issue Analysis: Reciprocal Borrowing Update
  - C. KDL Board Retreat
- XI. NEW BUSINESS
  - \*A. Striking Delinquent Personal Property Taxes
  - \*B. Request to close the Englehardt Branch from April 18-23, 2011
  - C. Review of the 4<sup>th</sup> Quarter 2010 Strategic Plan Report
- XII. LIAISON REPRESENTATIVE COMMENTS
- XIII. PUBLIC COMMENTS \*\*
- XIV. MISCELLANEOUS CORRESPONDENCE
- XV. BOARD MEMBER COMMENTS
- XVI. MEETING DATES  
***Regular Meeting: Thursday, April 21, 2011 – KDL Caledonia Township Branch – 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](http://www.kdl.org)

**Kent District Library**  
**Balance Sheet**  
**101 - Operating Fund**  
 As of 2/28/2011

	<b>Balance</b>
<b>Assets</b>	
Petty Cash	1,450.00
Cash - Opening Drawers	1,965.80
Cash - Operating	3,080,890.50
Cash - Investments	9,071,831.45
Cash-Foundation	228.00
Accounts Receivable	32,702.80
Prepaid Expenses	24,155.84
<b>Total Assets</b>	<b>12,213,224.39</b>
<b>Liabilities</b>	
Accounts Payable	231,469.67
Local Funds - Materials	9,340.43
Local Funds - Miscellaneous	41,884.71
Local Funds-Restricted	228.00
<b>Total Liabilities</b>	<b>282,922.81</b>
<b>Fund Balance</b>	
Fund Balance - Undesignated	2,981,757.57
Fund Balance - Designated - Capital Projects	290,300.11
Other	8,658,243.90
<b>Total Fund Balance</b>	<b>11,930,301.58</b>
<b>Total Liabilities and Fund Balances</b>	<b>(12,213,224.39)</b>

**Statement of Revenues and Expenditures - Consolidated - Grouped**

**Operating Fund - 101**

From 2/1/2011 Through 2/28/2011

	Current Period	2010 YTD	Total Budget	Total Variance	Percent Remaining
<b>Revenue</b>					
100 Tax Revenue	4,000,225.01	10,710,673.23	13,743,369.16	3,032,695.93	22.07%
120 State Sources	0.00	0.00	788,751.92	788,751.92	100.00%
140 Charges for Services	8,500.81	16,439.07	143,179.58	126,740.51	88.52%
150 Fines and Forfeitures	52,216.99	111,705.40	739,460.44	627,755.04	84.89%
160 Interest and Rentals	449.74	1,726.66	85,528.03	83,801.37	97.98%
170 Other Revenue	261.26	733.12	139,576.27	138,843.15	99.47%
<b>Total Revenue</b>	<b>4,061,653.81</b>	<b>10,841,277.48</b>	<b>15,639,865.40</b>	<b>4,798,587.92</b>	<b>30.68%</b>
<b>Expenditures</b>					
210 Salaries and Wages	624,445.65	958,837.94	8,340,503.00	7,381,665.06	88.50%
220 Employee Benefits	164,086.08	378,091.37	2,331,285.69	1,953,194.32	83.78%
230 Supplies	16,184.23	32,640.79	376,585.00	343,944.21	91.33%
240 Prof & Contractual Services	36,912.82	107,736.03	611,794.27	504,058.24	82.39%
260 Other Services/Charges	59,188.00	173,361.90	1,542,407.75	1,369,045.85	88.76%
270 Collection Expense	50,501.17	108,705.48	342,513.00	233,807.52	68.26%
280 Capital - Collection	138,075.42	253,385.58	1,699,638.65	1,446,253.07	85.09%
290 Capital - Technology	39,772.59	110,155.82	146,100.00	35,944.18	24.60%
300 Capital - Office Equip & Furn	33,554.00	33,554.00	154,373.04	120,819.04	78.26%
320 Capital - Lease Principal	11,119.58	26,564.67	94,665.00	68,100.33	71.94%
<b>Total Expenditures</b>	<b>1,173,839.54</b>	<b>2,183,033.58</b>	<b>15,639,865.40</b>	<b>13,456,831.82</b>	<b>86.04%</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>2,887,814.27</b>	<b>8,658,243.90</b>	<b>0.00</b>	<b>(8,658,243.90)</b>	<b>0.00%</b>

## Statement of Revenues and Expenditures - Consolidated

## Operating Fund - 101

From 2/1/2011 Through 2/28/2011

	Current Period	2010 YTD	2011 Budget	Total \$ Remaining	83.3% of FY Remaining
<b>Revenue</b>					
41402	Property Tax Revenue - Current Taxes	3,983,651.36	10,678,147.34	3,131,690.26	(22.68)%
41403	Property Tax Revenue - IFT Taxes	16,974.98	29,349.37	(29,349.37)	0.00%
41404	Property Tax Revenue - Delinquent Taxes	39.02	1,997.72	(1,997.72)	0.00%
41425	Payment in Lieu of Taxes	0.00	1,619.15	6,912.41	(81.02)%
43539	State Prop Tax Reimb-Renaissance Zone	0.00	0.00	20,000.00	(100.00)%
43540	State Grants	0.00	0.00	160,053.48	(100.00)%
43542	Universal Service Fund - eRate	0.00	0.00	135,576.27	(100.00)%
45630	Facsimile Fees	16.00	42.00	561.75	(93.04)%
45633	Printing Fees	7,759.11	14,646.31	77,929.52	(84.18)%
45636	Book Replacement Fees	725.70	1,750.76	48,249.24	(96.50)%
46656	Penal Fines	0.00	0.00	508,698.44	(100.00)%
46657	Overdue Fines	52,216.99	111,705.40	627,755.04	(84.89)%
47664	Interest Earned - Property Taxes	23.34	402.30	(402.30)	0.00%
47665	Interest Earned - Investments	426.40	897.36	83,630.67	(98.94)%
47671	Leases-What's Next Database	0.00	427.00	573.00	(57.30)%
47692	Miscellaneous Income	261.26	733.12	3,266.88	(81.67)%
57969	Property Tax Refunds	(440.35)	(440.35)	(74,559.65)	(99.41)%
	<b>Total Revenue</b>	<b>4,061,653.81</b>	<b>10,841,277.48</b>	<b>4,798,587.92</b>	<b>(30.68)%</b>
<b>Expenditures</b>					
51702	Meeting Compensation	0.00	392.32	5,607.68	93.46%
51703	Salaries and Wages	624,445.65	958,837.94	7,381,665.06	88.50%
51715	Payroll Tax - FICA	46,376.90	71,230.22	546,789.26	88.47%
51716	Hospitalization Insurance	63,456.67	202,242.83	686,011.39	77.23%
51717	Life Insurance	629.17	2,023.55	5,976.45	74.71%
51718	Retirement Plan	53,623.34	82,128.04	706,883.95	89.59%
51721	Workers Compensation Insurance	0.00	20,458.00	2,542.00	11.05%
51726	Unemployment Insurance	0.00	8.73	4,991.27	99.83%
52728	Sales Tax Payable	(7.59)	(10.93)	10.93	0.00%
52729	Printing and Binding	495.38	1,024.46	23,975.54	95.90%
52731	Postage	3,347.25	3,490.83	25,009.17	87.75%
52732	Supplies - Office	3,999.89	9,444.41	90,405.59	90.54%
52736	Supplies-Branch Specific	350.00	350.00	12,900.00	97.36%
52737	Supplies - Processing	7,527.46	16,256.64	156,343.36	90.58%
52744	Supplies - Audio Visual	21.23	1,236.55	30,763.45	96.14%
52774	Supplies - Printing	200.14	200.14	984.86	83.11%
52775	Supplies - Lighting	0.00	147.84	52.16	26.08%
53801	Supplies - Janitorial	242.88	489.92	3,510.08	87.75%
53802	Professional Services - Other	4,164.70	10,699.08	35,150.92	76.67%
53808	Professional Services - Consultants	0.00	0.00	16,000.00	100.00%
53808	Professional Services - Auditing	0.00	0.00	19,100.00	100.00%

## Statement of Revenues and Expenditures - Consolidated

## Operating Fund - 101

From 2/1/2011 Through 2/28/2011

	Current Period	2010 YTD	2011 Budget	Total \$ Remaining	83.3% of FY Remaining
53809	405.00	405.00	35,000.00	34,595.00	98.84%
53810	961.69	2,077.50	14,160.00	12,082.50	85.33%
53811	0.00	834.00	16,180.00	15,346.00	94.85%
53812	272.14	(556.37)	24,990.00	25,546.37	102.23%
53813	7,664.23	38,409.94	134,570.00	96,160.06	71.46%
53831	12,525.14	17,556.23	180,181.27	162,625.04	90.26%
53832	7,964.64	32,133.44	128,185.00	96,051.56	74.93%
53834	3,227.42	6,454.84	38,748.00	32,293.16	83.34%
53851	307.05	3,046.36	35,000.00	31,953.64	91.30%
53852	19,194.01	38,388.02	254,800.00	216,411.98	84.93%
53861	721.30	730.66	29,515.75	28,785.09	97.52%
53867	0.00	58.00	9,500.00	9,442.00	99.39%
53901	933.65	16,558.90	118,050.00	101,491.10	85.97%
53921	6,190.47	9,453.73	82,500.00	73,046.27	88.54%
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	5,143.74	21,687.60	155,375.00	133,687.40	86.04%
53937	0.00	653.30	37,500.00	36,846.70	98.26%
53940	8,774.20	14,617.90	169,222.00	154,604.10	91.36%
53956	630.88	1,299.68	7,550.00	6,250.32	82.79%
53957	14,031.90	22,841.88	129,130.00	106,288.12	82.31%
53962	397.00	32,208.00	45,500.00	13,292.00	29.21%
53966	2,059.24	9,939.34	124,810.00	114,870.66	92.04%
57973	0.00	0.00	256,504.00	256,504.00	100.00%
57978	39,772.59	110,155.82	146,100.00	35,944.18	24.60%
57980	33,554.00	33,554.00	154,373.04	120,819.04	78.26%
57982	138,075.42	253,385.58	1,699,638.65	1,446,253.07	85.09%
57985	0.00	1,276.74	110,000.00	108,723.26	98.84%
57986	50,501.17	107,428.74	232,513.00	125,084.26	53.80%
58995	540.01	1,219.51	4,781.00	3,561.49	74.49%
59002	11,119.58	26,564.67	94,665.00	68,100.33	71.94%
Total Expenditures	1,173,839.54	2,183,033.58	15,639,865.40	13,456,831.82	86.04%
Excess Revenue Over (Under) Expenditures	2,887,814.27	8,658,243.90	0.00	(8,658,243.90)	0.00%

**Kent District Library**  
**Balance Sheet**  
**110 - Annual Giving Fund**  
 As of 2/28/2011

	<b>Balance</b>
<b>Assets</b>	
Cash - Investments Annual Giving Fund	39,283.70
<b>Total Assets</b>	<b>39,283.70</b>
<b>Liabilities</b>	
Accounts Payable	2,115.00
<b>Total Liabilities</b>	<b>2,115.00</b>
<b>Fund Balance</b>	
Fund Balance - Undesignated	37,932.43
Other	(763.73)
<b>Total Fund Balance</b>	<b>37,168.70</b>
<b>Total Liabilities and Fund Balances</b>	<b>(39,283.70)</b>

**Statement of Revenues and Expenditures**  
**Annual Giving Fund - 110**

From 2/1/2011 Through 2/28/2011

	Current Period	2011 YTD	2011 Budget	Total \$ Remaining	91.7% of FY Remaining
<b>Revenue</b>					
47665 Interest Earned - Investments	1.50	3.16	42.00	38.84	92.48%
47675 Donations	565.00	1,379.45	75,000.00	73,620.55	98.16%
<b>Total Revenue</b>	<b>566.50</b>	<b>1,382.61</b>	<b>75,042.00</b>	<b>73,659.39</b>	<b>98.16%</b>
<b>Expenditures</b>					
53810 Professional Services - Banking	15.00	31.34	216.00	184.66	85.49%
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	2,115.00	2,115.00	15,320.00	13,205.00	86.19%
<b>Total Expenditures</b>	<b>2,130.00</b>	<b>2,146.34</b>	<b>75,042.00</b>	<b>72,895.66</b>	<b>97.14%</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>(1,563.50)</b>	<b>(763.73)</b>	<b>0.00</b>	<b>763.73</b>	<b>0.00%</b>

**Kent District Library**  
**KDL Fund and Annual Giving Fund Report**  
**February 28, 2011**

**KDL Fund \***

Agency Fund <sup>1</sup>	75,131.33
Donor Fund <sup>2</sup>	7,517.03
In Transit from KDL - Jan <sup>3</sup>	658.80
In Transit from KDL <sup>4</sup>	228.00
<b>Total KDL Endowment Funds</b>	<b>83,535.16</b>

**Annual Giving Fund**

Fund Balance <sup>5</sup>	37,168.70
<b>Total Annual Giving Funds</b>	<b>37,168.70</b>

**Total KDL & Annual Giving Funds** **120,703.86**

\* GRCF reports generated quarterly - above report is for December 31, 2010.

1.) Agency Funds are donations received directly by Grand Rapids Community Foundation.

2.) Donor Funds are donations received and sent by the library. They need to be kept separate because of federal regulations, FASB 136. As far as KDL and the public are concerned they are reported as one fund with one number.

3.) Funds collected by GRCF. Reports are generated quarterly so fund are in-transit.

4.) Funds collected by KDL and not yet remitted to GRCF.

5.) Please see attached Balance Sheet and R&E Statements for details.

**Kent District Library**  
**Balance Sheet**  
**115 - Donor Restricted**  
 As of 2/28/2011

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

**Kent District Library  
Operating Cash Report - February 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	7,133,123.39	-	^ 1.000%			7,133,123.39	58.7%
Huntington MMA Public Funds	1,099,169.63	426.40	0.4000%	839,538.43		1,938,708.06	16.0%
Huntington AFI Investment (Operations -Checking account)	1,059,812.04	-	* 0.000%	3,424,500.69	(1,403,422.23)	3,080,890.50 **	25.4%
February Cash Balance						<u>12,152,721.95</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.

\*\*Check issued to Kent County Pooled Funds for \$3,000,000 on March 3rd

**Kent District Library  
Donor Restricted Cash Report - February 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%
February Cash Balance						<u>78,860.04</u>	<u>100%</u>

^KCPF interest reporting is one month behind.

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

Huntington Public Funds - AGF	38,732.20	1.50	0.500%	566.50	(15.00)	39,283.70	100%
February Cash Balance						<u>39,283.70</u>	<u>100%</u>

# Kent District Library

## Unique Collection Management Report as of February 28, 2011

	2000- 2010	Jan-Dec 2011	February
<b>Accounts In Process</b>	19,324	506	230
<i>Total accounts being processed.</i>			
<b>Accounts Activated</b>	14,669	428	209
<i>Total accounts who have responded; made a payment, returned material or combination of both.</i>			
<b>Dollars in Process for reporting month</b>	\$1,954,241.69	\$61,377.26	\$27,670.13
<i>Total dollar amounts from all accounts being processed.</i>			
<b>Dollars Received in reporting month for current and past debts</b>	\$825,229.69	\$17,416.91	\$9,274.05
<i>Actual value of materials recovered as reported by Kent District Library.</i>			
<b>Materials Returned</b>	\$296,103.59	\$17,297.78	\$7,052.39
<i>Actual value of materials recovered as reported by Kent District Library.</i>			
<b>% of Dollars Received &amp; Materials Returned from In Process Dollars</b>	<b>57.4%</b>	<b>56.6%</b>	<b>59.0%</b>

**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	Letter 1	Day 64
Day 21	Letter 2	Letter 3 / 4
Day 36-49	Phone Calls	Phone Calls
		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 2/1/2011 Through 2/28/2011

Chec...	Vendor Name	Check Amount	Check Date
53769	BLUE CARE NETWORK OF MICHIGAN	65,362.20	2/17/2011
53802	LAKELAND LIBRARY COOPERATIVE	44,309.16	2/17/2011
53685	COMERICA BANK	35,868.19	2/4/2011
53779	COMERICA BANK	34,037.95	2/17/2011
53781	CREEKRIDGE CAPITAL REPUBLIC	33,004.00	2/17/2011
53706	INNOVATIVE INTERFACES, INC.	31,700.00	2/4/2011
53813	MIDWEST TAPE	30,819.48	2/17/2011
53764	BAKER & TAYLOR	28,297.33	2/17/2011
53675	BAKER & TAYLOR	27,475.57	2/4/2011
53807	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES	23,041.10	2/17/2011
53709	LIBRARY IDEAS, LLC	19,500.00	2/4/2011
53798	INGRAM LIBRARY SERVICES	17,277.40	2/17/2011
53782	CREEKRIDGE CAPITAL LLC-LB	15,810.33	2/17/2011
53744	XEROX CORPORATION	15,332.75	2/4/2011
53701	The Huntington Bank - Michigan	14,898.82	2/4/2011
53732	STATE OF MICHIGAN - UNEMPLOYMENT AGENCY	10,536.96	2/4/2011
53713	MIDWEST TAPE	9,348.19	2/4/2011
53719	PRINCE CONFERENCE CENTER	9,175.68	2/4/2011
53705	INGRAM LIBRARY SERVICES	8,645.79	2/4/2011
53734	TLIC	8,353.90	2/4/2011
53771	BURGEON GROUP	6,676.00	2/17/2011
53688	DELTA DENTAL OF MICHIGAN	5,617.47	2/4/2011
53819	PENWORTHY CO.	4,610.53	2/17/2011
53830	STANDARD & POOR'S CORPORATION	4,563.84	2/17/2011
53686	CONSUMERS ENERGY	3,986.26	2/4/2011
53766	SAGE SOFTWARE, INC.	3,649.00	2/17/2011
53725	SAME DAY DELIVERY, INC	3,300.00	2/4/2011
53828	SCHEDULE SOURCE	3,078.00	2/17/2011
53827	SAME DAY DELIVERY, INC	2,970.00	2/17/2011
53837	UNIQUE MANAGEMENT	2,855.05	2/17/2011
53681	CDW GOVERNMENT, INC.	2,803.00	2/4/2011
53731	STAPLES BUSINESS ADVANTAGE	2,668.41	2/4/2011
53733	SUN LIFE OF CANADA	2,403.53	2/4/2011
53822	RNL Graphics Solutions LLC	2,365.24	2/17/2011
53691	FIA CARD SERVICES	2,358.10	2/4/2011
53801	KEY GOVERNMENT FINANCE INC.	2,044.29	2/17/2011
53736	UAW LOCAL 2600	1,839.25	2/4/2011
53836	UAW LOCAL 2600	1,828.35	2/17/2011
53832	STAPLES BUSINESS ADVANTAGE	1,608.40	2/17/2011
53833	Sullivan Label & Packaging	1,468.24	2/17/2011
53737	UNIQUESCREEN MEDIA	1,425.00	2/4/2011
53823	RANDOM HOUSE, INC.	1,393.50	2/17/2011
53711	MANAGEMENT RESEARCH GROUP, INC.	1,331.28	2/4/2011
53682	Central Michigan Paper	1,092.00	2/4/2011
53783	CREEKRIDGE CAPITAL LB #17	993.00	2/17/2011
53714	MISSION RESEARCH	930.97	2/4/2011
53774	CAPSTONE PRESS, INC	911.41	2/17/2011
53689	DEMCO	849.40	2/4/2011
53765	Great Lakes Embroidery Inc	811.45	2/17/2011
53789	GROTENHUIS	687.00	2/17/2011
53839	U. S. SECURITY ASSOCIATES, INC.	679.00	2/17/2011

Kent District Library  
 Check/Voucher Register  
**11007 - Cash - Operating**  
 From 2/1/2011 Through 2/28/2011

Chec...	Vendor Name	Check Amount	Check Date
53698	GRAYBAR	653.30	2/4/2011
53678	BLACKSTONE AUDIOBOOKS	648.00	2/4/2011
53718	PLAINFIELD CHARTER TOWNSHIP	636.57	2/4/2011
53662	AT&T MOBILITY	616.99	2/4/2011
53739	U. S. SECURITY ASSOCIATES, INC.	616.00	2/4/2011
53834	TRIVALENT GROUP, INC-SYSTEMS DIVISION	598.00	2/17/2011
53751	AFLAC	576.52	2/17/2011
53660	AFLAC	576.52	2/4/2011
53829	SIGN SOURCE	550.00	2/17/2011
53680	CAPSTONE PRESS, INC	527.67	2/4/2011
53843	XEROX CORPORATION	457.88	2/17/2011
53676	GreatAmerica Leasing Corporation	441.50	2/4/2011
53775	CASCADE CHARTER TOWNSHIP	440.35	2/17/2011
53835	TREE OF LIFE STUDIOS	435.00	2/17/2011
53723	SAENZ AND ASSOCIATES, LLC	428.00	2/4/2011
53707	JENIFER STRAUSS	425.00	2/4/2011
53805	LAW WEATHERS & RICHARDSON	405.00	2/17/2011
53788	GRAND RAPIDS COMMUNITY FOUNDATION	386.90	2/17/2011
53694	GEMINI CORPORATION	374.00	2/4/2011
53735	SUPRO ELECTRIC COMPANY	356.42	2/4/2011
53749	ACP ENTERTAINMENT	350.00	2/17/2011
53820	US POSTMASTER-COMSTOCK PARK BRANCH	350.00	2/17/2011
53841	WASTE MANAGEMENT OF MI-MIDWEST	339.23	2/17/2011
53825	RTI	319.95	2/17/2011
53778	MICHIGAN OFFICE SOLUTIONS	312.70	2/17/2011
53708	KID'S WORLD NEWS	300.00	2/4/2011
53840	VIDEO TECH-TRONICS, INC.	293.75	2/17/2011
53770	BRODART COMPANY	284.30	2/17/2011
53697	GRAND RAPIDS COMMUNITY FOUNDATION	271.90	2/4/2011
53752	AT&T	269.30	2/17/2011
53826	SAM'S CLUB	249.07	2/17/2011
53750	Action Chemical	247.04	2/17/2011
53838	HEART OF UNITED WAY	233.00	2/17/2011
53738	HEART OF UNITED WAY	233.00	2/4/2011
53729	SPECTRUM HEALTH - VISITING NURSES	216.00	2/4/2011
53803	LAKESHORE LEARNING MATERIALS	215.59	2/17/2011
53683	CHICAGO TRIBUNE	210.60	2/4/2011
53664	AT&T LONG DISTANCE	177.41	2/4/2011
53776	CEDAR SPRINGS PUBLIC LIBRARY	176.37	2/17/2011
53790	SHARON HARRINGTON	157.08	2/17/2011
53800	KELLY KEUR	150.00	2/17/2011
53753	PHILIP ANDERSON	150.00	2/17/2011
53696	GRAINGER	147.84	2/4/2011
53687	COSTUME SPECIALIST	140.00	2/4/2011
53740	PATRICE VRONA	138.00	2/4/2011
53677	SHIRLEY BLACKLER	127.19	2/4/2011
53780	COMSTOCK PARK ROTARY CLUB	120.00	2/17/2011
53699	GREATHALL PRODUCTIONS, INC.	107.83	2/4/2011
53777	AUDIOGO	106.91	2/17/2011
53717	NOORDYK BUSINESS EQUIPMENT	104.98	2/4/2011
53806	LEWIS PAPER PLACE	101.76	2/17/2011

Kent District Library  
 Check/Voucher Register  
**11007 - Cash - Operating**  
 From 2/1/2011 Through 2/28/2011

Chec...	Vendor Name	Check Amount	Check Date
53814	MICHIGAN STATE UNIVERSITY	100.00	2/17/2011
53784	DEBI CRAWFORD-POYNER	100.00	2/17/2011
53710	LOWELL AREA CHAMBER OF COMMERCE	100.00	2/4/2011
53824	RECORDED BOOKS, LLC	95.85	2/17/2011
53804	LANDMARK AUDIOBOOKS	90.00	2/17/2011
53700	CITY OF HUDSONVILLE	89.58	2/4/2011
53767	BLACKSTONE AUDIOBOOKS	85.00	2/17/2011
53721	RTI	84.95	2/4/2011
53727	SCHOLASTIC, INC .	81.59	2/4/2011
53785	GALE	78.31	2/17/2011
53726	SAUGATUCK-DOUGLAS DISTRICT LIBRARY	76.93	2/4/2011
53716	MUSKEGON AREA DISTRICT LIBRARY	76.18	2/4/2011
53799	GEORGETOWN LIBRARY-OG	73.90	2/17/2011
53773	CALVIN COLLEGE	68.62	2/17/2011
53746	KENT DISTRICT LIBRARY-BYR	65.44	2/4/2011
53786	GENERAL MOTIVATION COMPANY	61.90	2/17/2011
53754	AQUARIUM SERVICES, LLC	60.00	2/17/2011
53722	RUDY'S LITTLE WORLD	51.80	2/4/2011
53815	HEIDI NAGEL	50.71	2/17/2011
53661	AMERICAN LIBRARY ASSOCIATION-BOOKS	49.50	2/4/2011
53821	PROGRAM SOURCE INTERNATIONAL	49.00	2/17/2011
53679	SHIRLEY BRUURSEMA	46.32	2/4/2011
53747	KENT DISTRICT LIBRARY-COM	44.85	2/4/2011
53748	ABSOPURE WATER CO.	40.00	2/17/2011
53715	NANCY MULDER	39.96	2/4/2011
53817	OXMOOR HOUSE	36.91	2/17/2011
53663	AT&T LONG DISTANCE	32.83	2/4/2011
53693	CHERYL GARRISON	32.75	2/4/2011
53692	CHARLES FRY	30.00	2/4/2011
53741	SARAH ANN WELLER	30.00	2/4/2011
53684	AUDIOGO	29.98	2/4/2011
53690	INFOBASE PUBLISHING	29.90	2/4/2011
53816	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C.	28.00	2/17/2011
53720	QUIMBY WALSTROM	27.82	2/4/2011
53745	HOWARD MILLER PUBLIC LIBRARY-OZ	26.95	2/4/2011
53818	PARTNERS BOOK DISTRIBUTING INC	26.69	2/17/2011
53695	GENERAL MOTIVATION COMPANY	20.00	2/4/2011
53768	BLOOMFIELD TWP PUBLIC LIBRARY	15.00	2/17/2011
53787	GORDON WATER SYSTEMS	11.50	2/17/2011
53728	SPARTA TOWNSHIP LIBRARY	11.00	2/4/2011
53724	SALEM TOWNSHIP LIBRARY-AB	8.95	2/4/2011
Report Total		575,500.86	

**MINUTES**

**KENT DISTRICT LIBRARY SPECIAL BOARD MEETING**

*Kent District Library Service Center*

814 West River Center Dr. NE, Comstock Park, MI 49321

Thursday, February 17, 2011 – 2:00 p.m.

Present: Shirley Bruursema, Charles Fry, Fran Gilcrest, Vickie Hoekstra, Charles R. Myers, Scott E. Petersen, Carol Simpson, Penny Weller

Absent: None

Guests: Dan and Jobeth Bradbury, *Gossage Sager Associates/Bradbury Associates*

I. CALL TO ORDER

Chair Charles Myers called the meeting to order at 2:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

**Motion: Ms. Simpson moved to approve the agenda as presented.**

**Support: Supported by Ms. Bruursema.**

**RESULT: Motion carried.**

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS – None

VI. DIRECTOR SEARCH

A. Review of Applications and Selection of Semi-Finalist Candidates

Director Search Consultants Dan and Jobeth Bradbury demonstrated Skype to the Board as a potential technology through which to conduct the semi-finalist interviews. The Board agreed to use Skype in lieu of in-person interviews for the first round.

Dan and Jobeth Bradbury spoke in turn regarding the candidates based on the application documents received and the candidate's phone interview with the Bradburys. Following this review of the applicants, the Trustees independently ranked their top five candidates from the pool of 24. Based on these rankings, and following further discussion, the Board unanimously agreed to invite Stephen Bero, David Clapp, Timothy Dirks, Darlene Ford, Juliet Machie, and Lance Werner for a first round interview. Heidi Nagel was selected as an alternate should any candidate decline the invitation.

B. Schedule for Semi-Finalist Interviews

The Board agreed to meet at the KDL Service Center on Tuesday, March 1, 2011 beginning at 8:30 a.m. to conduct the semi-finalist interviews with the first interview commencing at 9:00 a.m.

VII. LIAISON REPRESENTATIVE COMMENTS – None

VIII. PUBLIC COMMENTS – None

IX. BOARD MEMBER COMMENTS – None

X. MEETING DATES:

*Special Meeting (Director Search): Tues., March 1, 2011 – KDL Service Center – 8:30 a.m.*

*Special Meeting (Director Search): Thur., March 17, 2011 – KDL Service Center – Time TBD*

*Regular Meeting: Thur., March 17, 2011 – KDL Service Center – 4:30 p.m.*

XI. ADJOURNMENT

**Motion:** Mr. Petersen moved for adjournment at 3:58 p.m.

**Support:** Supported by Ms. Hoekstra.

**RESULT:** Motion carried.

*Cheryl Garrison*

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ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

**MINUTES**

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.

Present: Shirley Bruursema, Charles Fry, Fran Gilcrest, Vickie Hoekstra, Charles R. Myers, Scott E. Petersen, Carol Simpson, Penny Weller

Absent: None

Guests: Sheri Glon, *KDL Webmaster*  
Lori Holland, *Wyoming Branch Manager*  
Karen Small, *Wyoming Branch Circulation Manager*

I. CALL TO ORDER

Chair Charles R. Myers called the meeting to order at 4:31 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

The agenda was revised to include an item under Old Business (Item X) regarding access to social networking websites at the Wyoming Branch.

**Motion: Mr. Petersen moved to approve the agenda as revised.**

**Support: Supported by Ms. Simpson.**

**RESULT: Motion carried.**

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS – None

VI. FINANCE REPORTS – January 2011

**Motion: Ms. Simpson moved to receive and file the January 2011 finance reports as presented.**

**Support: Supported by Ms. Weller.**

**RESULT: Motion carried.**

VII. LAKELAND LIBRARY COOPERATIVE REPORT

Trustee Bruursema noted the following items which were approved at the February 10, 2011 LLC Board meeting:

- a resolution to forward the Plan of Service revisions to the Library of Michigan;
- LLC bylaw amendments;
- a fiscal year 2010-2011 fund balance allocation amendment;
- the fiscal year 2011-2012 menu services formulas;
- the division of charges for the shared Integrated Library System (Millennium) with costs split 50% per capita and 50% equally among member libraries utilizing Millennium; and
- a directive that the Finance Committee develop the fiscal year 2011-2012 budget such that state aid funds are applied to only those LLC services in which all member libraries participate.

VIII. APPROVAL OF MINUTES – January 20, 2011

**Motion: Mr. Fry moved to approve the minutes of January 20, 2011 as presented.**

**Support: Supported by Ms. Gilcrest.**

**RESULT: Motion carried.**

IX. INTERIM DIRECTOR'S REPORT – January 2011

Assistant Director for Public Services Michelle Boisvenue-Fox highlighted the following items from the Interim Director's Report:

- The Caledonia Township Branch held a ribbon cutting ceremony for the new building on February 12<sup>th</sup> with over 1,000 guests visiting the branch throughout the day. The new building has been well received by the public.
- Circulation of KDL's electronic items (eBooks, eAudiobooks, and eMusic) increased 277% in 2010 signaling a noteworthy shift in patron demand for these items.
- The new self check-in drop boxes at the East Grand Rapids, Plainfield Township, and Wyoming Branches have been working successfully for two weeks. The Cascade Township Branch will be the next to receive this technology.

Chair Myers noted that it would be helpful to see a regular report of visitor counts as this would offer a broader picture of library use.

X. OLD BUSINESS

A. Accessing Social Networking Websites at the Wyoming Branch

Trustee Hoekstra provided a brief history concerning access to social networking websites at the Wyoming Branch indicating that currently only six of the forty public Internet computers allow access to popular social networking sites. Since the branch is experiencing less congestion at the computers and had no computer related disturbances in 2010, KDL is recommending that the remaining 34 computers be reconfigured to allow access to these websites. Wyoming Branch Manager Lori Holland received support for this reconfiguration from Wyoming City Officials with the understanding that filters could be reinstated should disturbances increase. Branch Manager Holland also noted that there are no plans to change the security guard's hours.

**Motion: Ms. Hoekstra moved that the remainder of the public Internet computers at the Wyoming branch be configured to allow access to social networking websites with the understanding that staff will bring this matter back before this Board should incidents of disturbance involving these computers significantly increase.**

**Support: Supported by Ms. Bruursema.**

**RESULT: Motion carried.**

XI. NEW BUSINESS

A. Presentation: KDL Intranet Overview

Sheri Glon, KDL's Webmaster, provided a brief overview of the staff Intranet site. She noted that the site was redesigned in 2010 and highlighted its improved functionality including document storage and communication features.

B. KDL Policy Manual – Section 1: Collection and Reference (First Reading)

The Board reviewed the suggested changes to Policy Section 1 and recommended additional revisions to Policies 1.1, 1.4, and 1.5. This policy section, inclusive of all changes, will be presented for a second reading at the March 17, 2011 meeting.

C. 2011 Board Retreat

The Board discussed the possibility of holding a retreat this year and agreed that it should be issue-driven and explore topics important to the Board. A retreat would also provide an ideal opportunity to build connections with the new library director. Chair Myers will begin laying groundwork for the retreat and Board members were encouraged to contact him with ideas or suggestions prior to the next meeting.

XII. LIAISON REPRESENTATIVE COMMENTS – None

XIII. PUBLIC COMMENTS – None

XIV. MISCELLANEOUS CORRESPONDENCE – None

XV. BOARD MEMBER COMMENTS

Ms. Bruursema: Reminded the Board that the Friends of the Michigan Library Trustee Alliance will hold a training workshop on Thursday, April 28<sup>th</sup> at the Kentwood branch. Chair Myers and Kentwood Mayor Richard Root will provide opening remarks. Trustee Simpson will be one of the guest presenters. Registration forms will be distributed in the next few weeks.

Mr. Fry: Highlighted the newly published KDL Fund brochure which was distributed to the Board and encouraged his fellow Trustees to pass along a copy to those in their sphere of influence.

Ms. Gilcrest: Noted her enjoyment of the new Caledonia Township Branch building.

Ms. Hoekstra: Thanked the Board for their consideration and support of changes to the social networking website access at the Wyoming Branch.

Mr. Myers: Congratulated Alto Branch Manager Sandy Graham on her 25 years of service to KDL and celebrated Joy Smith, President of the Friends of the Englehardt Library, who was recently named “Person of the Year” by the Lowell Area Chamber of Commerce.

Mr. Petersen: Noted that he attended his first Pension Board meeting on February 16<sup>th</sup> and expressed his appreciation for the opportunity to serve on this Board.

Ms. Simpson: Noted that some form of amplification system would be helpful during Board meetings so that both the Board and audience can clearly hear one another. Staff indicated that they would look into what technology is available taking into consideration cost and portability.

XVI. MEETING DATES:

*Special Meeting (Director Search): Tuesday, March 1, 2011 – KDL Service Center – 8:30 a.m.*

*Special Meeting (Director Search): Thursday, March 17, 2011 – KDL Service Center – Time TBD*

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

XVII. ADJOURNMENT

**Motion: Ms. Hoekstra moved for adjournment at 5:53 p.m.**

**Support: Supported by Mr. Petersen.**

**RESULT: Motion carried.**

*Cheryl Garrison*

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

**MINUTES**

**KENT DISTRICT LIBRARY SPECIAL BOARD MEETING**

*Kent District Library Service Center*

814 West River Center Dr. NE, Comstock Park, MI 49321

Tuesday, March 1, 2011 – 8:30 a.m.

Present: Shirley Bruursema (arrived at 8:40 a.m.), Charles Fry, Fran Gilcrest, Vickie Hoekstra, Charles R. Myers, Scott E. Petersen, Carol Simpson, Penny Weller

Absent: None

Guests: Dan and Jobeth Bradbury, *Gossage Sager Associates/Bradbury Associates*

I. CALL TO ORDER

Chair Charles Myers called the meeting to order at 8:33 a.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

**Motion: Ms. Hoekstra moved to approve the agenda as presented.**

**Support: Supported by Ms. Simpson.**

**RESULT: Motion carried.**

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS – None

VI. DIRECTOR SEARCH

A. Semi-Finalist Interviews

The Board conducted interviews via Skype (online videoconferencing) with the following candidates in turn: David Clapp, Juliet Machie, Stephen Bero, Tim Dirks, Heidi Nagel, and Lance Werner. Following the interviews, the Trustees independently ranked their top three candidates and then discussed the strengths and weaknesses of each interviewee.

B. Selection of Finalist Candidates

The Trustees re-ranked the candidates and based on the results unanimously agreed to invite David Clapp, Tim Dirks, and Lance Werner for a second, in-person interview on Thursday, March 17, 2011. Juliet Machie was selected as an alternate should any candidate decline the invitation.

C. Schedule for Finalist Interviews

The Board confirmed the schedule for the finalist interviews on March 17<sup>th</sup> as well as discussed the details for a pre-interview public forum and additional opportunities for staff to interact with the candidates.

VII. LIAISON REPRESENTATIVE COMMENTS – None

VIII. PUBLIC COMMENTS – None

IX. BOARD MEMBER COMMENTS

Trustee Simpson requested more information concerning the fourth quarter 2010 Strategic Plan report that was distributed at the January Board meeting. In particular, she asked for additional comments on missed targets and more specific branch or regional details. Staff agreed to prepare this information and the Board unanimously agreed to add this topic to the March 17, 2011 regular meeting agenda.

X. MEETING DATES:

*Special Meeting (Director Search): Thursday, March 17, 2011 – KDL Service Center – 12:00 p.m.*

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

XI. ADJOURNMENT

**Motion:** Ms. Bruursema moved for adjournment at 2:50 p.m.

**Support:** Supported by Mr. Petersen.

**RESULT:** Motion carried.

*Cheryl Garrison*

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ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

# INTERIM DIRECTOR'S REPORT

*February 2011*

## COLLECTION SERVICES

- Library cardholders: **241,204** (an increase of 1,276 cardholders since last month)
- Size of physical collection: **1,021,095** (an increase of 6,662 items since last month)
- Size of digital collection: **19,811** (includes both eAudiobooks and eBooks)
- MeL items requested by KDL customers in January: **631** (24% increase from previous month)
- MeL items requested from KDL in January: **613** (24% increase from previous month)
- Turnaround time for processing new materials: **3.5 days** (average)

## HUMAN RESOURCES

The eReader Task Force met in February and began to discuss and formulate recommendations for KDL's eReadership policies and procedures. The growing popularity of eReader devices and KDL's commitment to providing excellent customer service concerning this technology has prompted this organized discussion. In a related undertaking, 69 staff members attended one of two Sony eReader training sessions to promote familiarity with eBook technology and KDL's digital collection.

At the Pension Board meeting in February, the Board met with a representative of KDL's actuarial firm Gabriel, Roeder, Smith and Company (GRS) regarding customer service concerns. In response to these concerns, GRS assigned KDL a new lead actuary and discussed other measures to improve communication.

In the coming months, Circulation Managers will begin working four hours per week at medium-sized branches for the purpose of increasing management support, maintaining circulation best practices across the system, and addressing unique circulation questions that arise.

## INFORMATION TECHNOLOGY

The monitoring of KDL's network during instances of decreased performance has revealed that some patrons are using illegal file-sharing software which overwhelms the network and slows down computer response time. Procedures are being developed to contain the amount of bandwidth that individual patrons can utilize.

Preparations for the Cisco phone system upgrade are complete and installation is set to begin in March. The system should be fully installed by late March with IT and Patron Services staff receiving training from the vendor beginning on March 17<sup>th</sup>. The upgraded phone system will allow Patron Services greater flexibility in changing recorded messages which will be helpful in instances of emergency closings. Additionally, the new system will provide improved statistical output through automated, electronic reports.

The self check-in book drops for the Cascade Township Branch are scheduled to be delivered by the end of March. Preliminary discussions concerning installation of self check-in units at the Grandville and Kentwood Branches are to be undertaken in March.

## PUBLIC SERVICES

### *February 2011 Program Statistics*

Type	Tours & Outreach	Adults	Families	Teens	School Age	Young Children	Monthly Total	YTD Total
Events	42	49	12	16	16	237	372	731
Attendance	2,480	532	1,448	401	269	6,441	11,571	21,668

## ***Communications Update***

In recognition of KDL's 75<sup>th</sup> Anniversary in 2011, the Communication Department added a series of archived photos and other media to the KDL Blog and Flickr webpage. Additional marketing and communication surrounding this significant milestone are being planned throughout the year.



February was *Library Lovers* month and, in celebration of this occasion, KDL invited patrons to visit our blog and tell us why they love the library. We received almost 60 responses throughout the course of the month.

Starting this spring, KDL staff will begin wearing new bilingual buttons in an effort to promote a welcoming environment and foster communication with our non-English speaking patrons. Buttons will be available for almost every language (including American Sign Language) and staff members have been invited to request buttons for languages that they speak.



## ***Events and Outreach***

The Programming and Outreach Department reached over 775 people in February through storytimes given at Head Start facilities throughout Kent County as well as to preschool classes at the Godfrey Lee Early Childhood Center in Wyoming.

## ***Facility Updates***



The Caledonia Township Branch celebrated its grand opening on February 12<sup>th</sup> with a ribbon cutting ceremony, live music, and other festivities. The event was well attended with over 1,000 people visiting the branch throughout the course of the day and the public shared many positive comments about the new facility. In its first full month in the new building, the branch experienced a 60% increase in visitors (compared with February 2010).

A portion the adult wing of the Plainfield Township Branch will be reconfigured in the coming months to create a laptop area for patrons. Live plants will also be added to this area to give it a relaxed, "conservatory" atmosphere.

The Walker Branch continued its survey of patrons in February concerning the possibility of a branch expansion. The survey period will conclude in March with a synopsis of the results compiled thereafter. The Kentwood Branch will begin a facility survey in March to gather patron feedback concerning the new building now that it has been open for six months.

## ***Library Funding Update***

MLA President Christine Berro testified before the House Appropriations Education Subcommittee on March 1, 2011 regarding the "perfect storm" of budget cuts eroding every funding stream for public libraries. Although the presentation concentrated on the cuts to public libraries, President Berro made clear that it is public library funding that the library community leverages to sustain the Michigan eLibrary that benefits universities, K-12, community colleges, and public libraries. She stressed that the statewide and regional systems are truly at risk of implosion with the 40% funding cuts proposed to state aid this year—or a 76% cut since 2000. MLA is scheduled to testify in the Senate on March 23<sup>rd</sup>. (*Source: Michigan Library Association Legislative Update*)

KDL will participate in MLA's *Protect Michigan Libraries* campaign by posting a link on the KDL website. The link will guide people to a website (<http://www.milibrariesforthefuture.org>) that includes a

number of resources including a PowerPoint presentation to educate individuals about state library statutes, the impact of cumulative funding cuts, and the value of libraries in relation to the Governor's new benchmarks. On the KDL website, we will also post KDL-specific funding data and the impact of cuts to our system.

A recent report has indicated that Michigan's personal property tax is under scrutiny and could be cut or eliminated. If this occurs, KDL's budget will be adversely affected. Currently, the Library receives revenue from both real and personal property at .88/mill. Using the State Tax Commission 2010 Taxable Valuation for Kent County, estimated loss of revenue would be \$983,926 for Commercial and Industrial personal property and \$1.2 million if all personal property tax (including Commercial and Industrial) is eliminated.

### ***Strategic Plan Update***

Circulation increased in February for almost all item types being tracked for KDL's Strategic Plan. The only exception was Express books, which likely decreased as a result of the significant reduction in budget for these items in 2011.

<b>Strategic Plan Goal</b>	<b>Item Type</b>	<b>Feb. 2011 Circulation</b>	<b>Feb. 2010 Circulation</b>	<b>% Change</b>
1.1	Express Books	15,195	17,272	-12%
1.4	Adult Fiction	74,054	71,517	4%
1.5	Adult Media	186,474	147,747	26%
2.2	Children's Books	81,155	67,814	20%
2.3	Children's Media	6,793	6,754	1%
3.2	Popular Teen Materials	28,501	23,311	22%
4.4	Picture Books	49,815	43,491	15%

### **PATRON RESPONSE STORIES**

The *Cascade Township Branch* had excellent attendance at its “Max and Ruby Party” (based on author Rosemary Wells’ popular books about rabbits) on a Thursday evening in February. The event made a particularly strong impression on one little girl who greeted KDL Youth Specialist Jacque Viol on the following Sunday with her face still painted as a bunny. The girl’s grandmother commented that she had not washed her face since Thursday because she wanted to remain a rabbit!

A patron at the *Englehardt Branch* stopped to thank staff for their consistent efforts to greet her by name when she comes to the library. She noted, “I’m new to the area and you’ve really helped me feel that I belong here. I go to the grocery store or the bank and they don’t know my name, but I feel like I have friends at the library.”

Staff from the *Grandville Branch* reported that the reading of the book Home of the Brave as part of the *Grandville Reads* program has been a great success. They have received a number of stories about the book’s impact such as one they received from a local 7<sup>th</sup> grade English teacher who told of a particular problem student who was so impacted by the book that he chose to do one of the most difficult of the elective assignments—that of interviewing a refugee family and writing a report on his experience.



## February 2011 Media Report

Overall Summary							
Features	News Briefs	Mentions	Editorials	Photos	Video	Other	Total
9	29	5	0	22	2	5	72
<b>Total number of unique press releases distributed: 1      Number of event calendars distributed: 22</b>							

Coverage by Media Outlets	
<b>The Grand Rapids Press</b>	<p><b>February 9</b> – “Music, family activities set for Caledonia Library’s Grand Opening on Saturday” (feature and photo)</p> <p><b>February 9</b> – “Blizzard cuts short Caledonia library opening” (feature)</p> <p><b>February 17</b> – “Video: Watch local filmmaker’s short documentary ‘The ArtPrize Effect’ here” (feature and video)</p> <p><b>February 21</b> – “Two authors to speak at Spencer Township library branch” (brief)</p> <p><b>February 28</b> – “Work on U.S. 131 bridge in Wyoming to close stretch of 36th Street” (mention)</p>
<b>WOOD TV 8</b>	<b>February 28</b> – “Take care of your back and neck” (brief and video)
<b>Rockford Squire</b>	<b>February 3</b> – “Rockford Register” (5 briefs)
<b>Middleville Sun and News</b>	<p><b>February 5</b> – “Soft Opening for Caledonia Library is Followed by Snow Closing”(feature and three photos)</p> <p><b>February 5</b> – “Donors Get First Look Inside New Caledonia Library”(feature and 9 photos)</p> <p><b>February 5</b> – “Snowy Weather Closes Schools, Libraries and More” (mention)</p> <p><b>February 19</b> – “Grand Opening of Caledonia Library Full of People, Reading” (feature and 6 photos)</p>
<b>WZZM</b>	<p><b>February 2</b> – “Snow Party at Kentwood Library” (brief)</p> <p><b>February 11</b> – “Family Music Extravaganza at the East Grand Rapids Library” (brief)</p> <p><b>February 15</b> – “Cascade Township – From the Supervisor...” (mention)</p>
<b>Cedar Springs Post</b>	<b>February 24</b> – “Library Corner – February 2011” (mention)
<b>Advance Newspaper</b>	<p><b>February 2</b> – “Lego Family Block Party planned in Plainfield” (brief)</p> <p><b>February 2</b> – “KDL branches closed Wednesday” (brief)</p> <p><b>February 2</b> – “Plainfield library to hold Toddler Time on Thursday” (brief)</p> <p><b>February 6</b> – “Teen game night offered in Cascade” (brief)</p> <p><b>February 6</b> – “Plainfield library to hold Family Storytime on Monday” (brief)</p> <p><b>February 7</b> – “Plainfield library to hold three events for children on Tuesday” (brief)</p>

	<p><b>February 8</b> – “Plainfield to hold Babytime program Wednesday” (brief)</p> <p><b>February 9</b> – “Plainfield library plans book discussion on 'A Reliable Wife'” (brief)</p> <p><b>February 10</b> – “Plainfield library to hold Family Storytime” (brief)</p> <p><b>February 11</b> – “New Caledonia branch of KDL 'is a place for people'” (feature and photo)</p> <p><b>February 14</b> – “Kent District Library sets course for second director search” (feature)</p> <p><b>February 15</b> – “Cascade library offers international food tasting for teens” (brief)</p> <p><b>February 15</b> – “Pajama Storytime to be held at Plainfield library” (brief)</p> <p><b>February 16</b> – “Two children's programs planned at Plainfield library” (brief)</p> <p><b>February 18</b> – “Alpine Township Branch of Kent District Library to host Lego family block party” (brief)</p> <p><b>February 20</b> – “Introduction to the Alpine Library” (brief and 2 photos)</p> <p><b>February 21</b> – “Perpetual gallery brings student art to Caledonia” (mention)</p> <p><b>February 21</b> – “Children's programs planned at Plainfield library” (brief)</p> <p><b>February 21</b> – “Pajama Storytime to be held at Plainfield library” (brief)</p> <p><b>February 22</b> – “EGR library offers Sunday family time” (brief)</p> <p><b>February 23</b> – “Babytime to be held at Plainfield library” (brief)</p> <p><b>February 24</b> – “Kent District Library begins interviews for director position” (feature)</p> <p><b>February 27</b> – “Openings available for Plainfield library's Family Storytime” (brief)</p> <p><b>February 27</b> – “Preschool Storytime to be held at Plainfield library” (brief)</p>
<b>Other</b>	<p><b>Big Binder:</b> February 2 – “Things to do – Frugal Fun”</p> <p><b>HSB Connections:</b> February 16 – “KDL Teen Film Festival – Homeschool Finalist”</p> <p><b>Unclassifiable Librarian:</b> February 23 – “Facebook Customizations”</p> <p><b>Big Binder:</b> February 23 – “Frugal Fun This Week”</p> <p><b>Small Earth Vintage:</b> February 24 – “I'm a big fan of my local library”</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.*

### February 2011 Overview:

February media coverage included a number of highlights, including information regarding KDL's new Caledonia Township branch, KDL Director search updates, and library event information. Particular attention was paid to the grand opening event at the Caledonia Township branch and some of the branch's new features. The second place film in our Teen Film Festival was also prominently featured on the GR Press website (mlive.com). While containing fewer feature-length articles than usual, media coverage for the month of February was positive and served to highlight a number of initiatives and activities taking place at the Kent District Library.

### February 9

#### The Grand Rapids Press

#### Music, family activities set for Caledonia Library's Grand Opening on Saturday



Area residents are invited to a grand opening celebration for the new Caledonia branch of the Kent District Library, 6260 92nd St. SE, this Saturday, Feb. 12. The daylong event will feature live music and activities for the whole family.

The day starts with a ribbon cutting at 9:30 a.m., followed by refreshments and balloon

animals in the Community Room from 10 a.m. to noon. A magician will perform from noon to 2 p.m., and there will be face painting from 1-3 p.m.

Crafts for children will be available all day, including a station for making Valentine's Day cards. Building committee members and township officials will give tours and answer questions about the building, and The Friends of the Caledonia Library will be holding prize drawings throughout the day.

The library closes at 5 p.m.

## February 11

### The Advance

#### New Caledonia branch of KDL 'is a place for people'



*Brayden Kaiser explores the area for children at the new Caledonia library with his mother, Joanna.*

After years of planning, the Caledonia branch of the Kent District Library opened its new building to the public on Feb. 1. A grand opening event will be held beginning at 9:30 a.m. this Saturday, Feb. 12.

The library, now located at 6260 92nd St., spent 30 years at 240 Emmons St. in the former United Brethren Church.

With its vaulted ceiling, plentiful natural light, and striking maple woodwork, Caledonia's new library is a major change from its previous home. The real benefit, though, for staff and patrons alike, is the expanded space. According to library branch manager Liz Guarino-Kozlowski, the space affects everything, from what the library can offer to how the books are perceived.

The old library had roughly 2,400 square feet of usable space, which meant there was no space for anything but books, and even those were cramped. As Guarino-Kozlowski describes it, the books were packed so tightly that "you couldn't slide a sheet of paper between them," and there was no space to sit and read.

"For the community," she said, "the biggest improvement is that it's now a community space, a place to gather, a place to sit and read quietly. The old library was a place for books. The new library is a place for people."

The new building has over 18,000 square feet of space, much of which is dedicated to gathering places. Glassed-in study rooms and a local history room line the north side of the building, a fireplace and easy chairs are to the west, a colorful children's area is on the south side, and a large community room offers space for children's programs and other community events.

"The space allows the library to expand its offerings in so many ways," Guarino-Kozlowski said. "We have areas for laptops. We have 14 public computers now, before, we had four. The nonfiction and DVD sections have been expanded. Work areas are set up for patrons with laptops. In the spring, the reading deck will open. There's a children's garden, donated by Harder & Warner landscaping. And there's more than one bathroom," she said.

Caledonia resident Joanna Kaiser, along with her sons Mason and Brayden, made her first trip to the new building earlier this week. "We went to the old library a lot," she said, "and this is a huge improvement. It's great that they have all of this space... and we live nearby, so in the spring we'll be able to walk."

According to circulation assistant Sally Doane, that reaction is a common one. "People are amazed at the size of it, the look of it. They love it," she said.

Guarino-Kozlowski is excited by what the space means for the books, too. "Now we can do more to 'sell' the collection," she said. "When you go to a bookstore, they don't cram the books in. There's space to reach in, and they highlight books by placing them face out. Now we have the space to do that."

The technique has been effective, she added. "We have to go around and keep filling up the spaces where the face-outs are. People like to see the cover, it makes them more likely to try the book."

Guarino-Kozlowicz is carrying the bookstore model even further. Thanks to the new space, the Caledonia library is the first branch of the Kent District Library to organize the nonfiction collection by subject matter, rather than the Dewey decimal system. Signs over the aisles mark sections, and smaller signs on the shelves identify subsections. The intent is to make it easier for patrons to browse the aisles. If the pilot is successful, it may expand throughout the district, she said. The new building was designed for energy efficiency, and will be receiving Silver Level LEED certification, Guarino-Kozlowicz said.

## **February 14**

### **Advance Newspapers**

#### **Kent District Library sets course for second director search**

The Kent District Library Board has called three special meetings in an effort to secure a director to replace Martha Esch, who was hired in 2001 and retired in October 2010.

This is the second search go-around for the board, which reopened the application process in January after their first attempt failed to produce a suitable candidate.

The first special meeting, at which the board is expected to make a selection of semi-finalists and set up an interview schedule, is set for 2 p.m. Thursday, Feb. 17 at the KDL Service Center, 814 West River Center Drive in Comstock Park.

Subsequent special meetings in connection with the director search are scheduled for Monday, Feb. 28, and Thursday, March 17, with times to be announced. The next regular scheduled meeting is 4:30 p.m., March 17. All meetings are held at the service center and are open to the public.

## **February 17**

### **The Grand Rapids Press**

#### **Video: Watch local filmmaker's short documentary 'The ArtPrize Effect' here**

The fruits of Sam Klee's work are finally ready to be seen. Well, some of them, anyway. The 17-year-old filmmaker from Cedar Springs presented his 10-minute documentary "The ArtPrize Effect" at the Kent District Library's Teen Film Festival at Celebration Cinema North last Saturday, and took home second place. I profiled Klee last year during ArtPrize while he was shooting footage for the project. He is working on assembling a feature-length version of the film. In this short, Klee - check out his UThink Media blog here - interviews a broad range of ArtPrize artists, organizers and supporters, including Grand Rapids Mayor George Heartwell, ArtPrize founder Rick DeVos and winner Chris LaPorte. He also captures LaPorte and second-place winner Mia Tavonatti in some intensely emotional moments.

## **February 20**

### **The Advance**

#### **Introduction to the Alpine Library**



A day at the Alpine Township branch of the Kent District Library included making a craft, eating a snack, and, most importantly for some, getting their first library card. Kids from Kenowa Hills' Alpine Elementary School's English Language Learners program took part in the day of activities. At right, Vanessa Barbosa smiles after signing her KDL library card.

**February 21****The Advance****Perpetual gallery brings student art to Caledonia**

Photographs by Olivia Ezinga, a junior at Caledonia High School, are on display at the new Caledonia Library.

Hanging along a curved wall, a series of large color photographs dominates the entranceway of the new Caledonia library. The colorful photos show a lacy white dress on a wire dress form, placed in a series of run-down urban locations. Labels next to each photograph explain that the work is by Olivia Ezinga, a junior at Caledonia High School, and that they are part of the art program's Perpetual Art Gallery, a rotating exhibit provided by the high school's art department... *continued*

**February 24****Advance Newspapers****Kent District Library begins interviews for director position**

The Kent District Library director search will continue at 8:30 a.m., Tuesday when the board begins interviews with the six semi-finalist candidates.

On the semi-finalist list are Stephen Bero, currently director of Warren-Newport Public Library in Gurnee, Ill.; David Clapp, former director of Chattanooga-Hamilton County Bicentennial Library System (retired 2010); Timothy S. Dirks, director of Fargo Public Libraries, Fargo, N.D.; Juliet Machie, deputy director, Detroit Public Library, Detroit; Heidi Nagel, training manager at Kent District Library, Comstock Park; and Lance M. Werner, chief executive officer, Capital Area District Library, Lansing.

All board meetings are open to the public and meet at the Kent District Library Service Center, 814 West River Center Drive in Comstock Park.

**Memo**

To: KDL Board of Trustees  
From: Human Resources  
Date: March 7, 2011  
Re: Staff Changes & Anniversaries

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The following staff changes have been or will be made:

**Departures**

		<b><u>Effective</u></b>
Virginia Sines	Substitute Circulation Assistant	February 14
Linda Weaver	Substitute Circulation Assistant	February 14
Jack Williams	Substitute Circulation Assistant	February 14

**New Appointments**

Sarah Genereaux	Shelver – Caledonia/Cascade	February 22
Barbara Williams	Substitute Circulation Assistant	February 22
Jessica Venlet	Substitute Circulation Assistant	February 22
Katherine Gregg	Substitute Circulation Assistant	February 22
Natalie Bazan	Substitute Circulation Assistant	February 22
Holly Goulet	Youth Paraprofessional – E. Grand Rapids	March 7
Kathy Hagan	Substitute Circulation Assistant	March 7
Viollett Calin	Substitute Circulation Assistant	March 7

**Promotions & Transfers**

Lori Gerard	Circulation Assistant – Englehardt (promoted from Shelver – Englehardt)	March 7
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**Open Positions**

Youth Librarian – E. Grand Rapids	20 hours
Circulation Assistant – Cascade	20 hours
Shelver – Englehardt	20 hours

## **Employee Anniversaries – April**

Sara D'Archangel	Kentwood	40 years
Jackie Olmstead	Collection Mgmt.	35 years
Dave Stracke	Plainfield	27 years
Jennifer German	Krause Memorial	22 years
Frances Allen	Comstock Park	20 years
Thien Nguyen	Wyoming	17 years
Sandra Bro	Plainfield	16 years
Barb DeYoung	Byron	15 years
Judy Kwast	Patron Services	15 years
Nanette Jasperse	Collection Mgmt.	13 years
Sarah Yoder	E. Grand Rapids	13 years
Henrietta Vaandrager	Kentwood	12 years
Kristin Meyer	Englehardt	9 years
Dhanya Ravi	IT	8 years
Holly Rennaker	Sand Lake	7 years
Kim Schweibert	Human Resources	7 years
Larry Meyer	IT	6 years
Marlene Clinansmith	Human Resources	5 years
Morgan Doane	Walker	5 years
<b>Liz Guarino-Kozlowicz</b>	Caledonia	5 years
Gene Hashley	Information Sub	5 years
Teresa Vance	Information Sub	5 years
Betty-Ann Boss	Information Sub	4 years
Sarah Wright	Information Sub	4 years
Theresa Duffy	Byron	3 years
Heidi Nagel	Human Resources	3 years
Kelly Helder	Kentwood	1 year
Joyanne Huston-Swanson	Patron Services	1 year
Kathy Pluymert	Collection Mgmt.	1 year



# Kent District Library Visitor Count

February 2011

BRANCH	FEB. 2011	FEB. 2010	% CHANGE	YTD 2011	YTD 2010	% CHANGE
Alpine Township	3,724	3,499	6.4%	7,496	7,312	2.5%
Alto	1,151	1,659	-30.6%	2,347	3,405	-31.1%
Byron Township	10,886	12,177	-10.6%	22,142	24,619	-10.1%
Caledonia Township	10,145	6,298	61.1%	14,358	12,089	18.8%
Cascade Township	20,939	21,799	-3.9%	43,599	48,316	-9.8%
Comstock Park	7,199	6,959	3.4%	14,555	14,797	-1.6%
East Grand Rapids	27,356	37,576	-27.2%	58,250	78,229	-25.5%
Englehardt	8,852	12,731	-30.5%	17,998	22,459	-19.9%
Gaines Township	11,463	12,084	-5.1%	44,548	25,020	78.0%
Grandville	30,959	34,656	-10.7%	42,789	69,965	-38.8%
Kentwood	21,261	22,559	-5.8%	43,806	47,472	-7.7%
Krause Memorial	14,055	14,241	-1.3%	28,801	30,076	-4.2%
Plainfield Township	24,616	30,457	-19.2%	51,055	62,728	-18.6%
Sand Lake/Nelson Township	4,298	4,991	-13.9%	8,396	12,246	-31.4%
Spencer Township	1,910	1,674	14.1%	3,653	3,355	8.9%
Tyrone Township	1,861	2,388	-22.1%	3,771	4,912	-23.2%
Walker	12,745	14,664	-13.1%	26,120	30,063	-13.1%
Wyoming	30,828	37,801	-18.4%	62,635	73,418	-14.7%
<b>TOTAL</b>	<b>244,248</b>	<b>278,213</b>	<b>-12.2%</b>	<b>496,319</b>	<b>570,481</b>	<b>-13.0%</b>

**KDL**  
 Kent District Library  
[www.kdl.org](http://www.kdl.org)

**KENT DISTRICT LIBRARY  
CIRCULATION STATISTICS  
February 28, 2011**

Branch	%	Feb 11	Feb 10	Change	% Change	YTD 2011	YTD 2010	Change	% Change
<i>Alpine Township</i>		5,517	5,485	32	0.6%	11,269	10,730	539	5.0%
<i>Alto</i>		3,331	4,314	(983)	-22.8%	6,842	8,376	(1,534)	-18.3%
Byron Township	7.1%	2,367	4,120	(1,753)	-42.5%	4,837	7,791	(2,954)	-37.9%
Express-Check	92.9%	26,032	22,876	3,156	13.8%	53,269	46,993	6,276	13.4%
<b>Byron Township Total</b>		<b>28,399</b>	<b>26,996</b>	<b>1,403</b>	<b>5.2%</b>	<b>58,106</b>	<b>54,784</b>	<b>3,322</b>	<b>6.1%</b>
Caledonia Township	41.9%	8,372	11,119	(2,747)	-24.7%	15,668	22,748	(7,080)	-31.1%
Express-Check	58.1%	11,298	-	11,298	100.0%	11,298	-	11,298	100.0%
<b>Caledonia Township Total</b>		<b>19,670</b>	<b>11,119</b>	<b>8,551</b>	<b>76.9%</b>	<b>19,670</b>	<b>11,119</b>	<b>4,218</b>	<b>37.9%</b>
Cascade Township	6.0%	3,974	9,084	(5,110)	-56.3%	8,217	16,623	(8,406)	-50.6%
Express-Check	94.0%	51,324	46,421	4,903	10.6%	106,464	98,507	7,957	8.1%
<b>Cascade Township Total</b>		<b>55,298</b>	<b>55,505</b>	<b>(207)</b>	<b>-0.4%</b>	<b>114,681</b>	<b>115,130</b>	<b>(449)</b>	<b>-0.4%</b>
Comstock Park	5.0%	870	2,276	(1,406)	-61.8%	1,949	3,996	(2,047)	-51.2%
Express-Check	95.0%	12,898	10,667	2,231	20.9%	25,958	22,599	3,359	14.9%
<b>Comstock Park Total</b>		<b>13,768</b>	<b>12,943</b>	<b>825</b>	<b>6.4%</b>	<b>27,907</b>	<b>26,595</b>	<b>1,312</b>	<b>4.9%</b>
East Grand Rapids	6.4%	3,036	8,372	(5,336)	-63.7%	6,535	15,508	(8,973)	-57.9%
Express-Check	93.6%	39,079	40,211	(1,132)	-2.8%	79,547	85,118	(5,571)	-6.5%
<b>East Grand Rapids Total</b>		<b>42,115</b>	<b>48,583</b>	<b>(6,468)</b>	<b>-13.3%</b>	<b>86,082</b>	<b>100,626</b>	<b>(14,544)</b>	<b>-14.5%</b>
<b>eStats*</b>		<b>11,794</b>	<b>3,225</b>	<b>8,569</b>	<b>265.7%</b>	<b>24,245</b>	<b>6,527</b>	<b>17,718</b>	<b>271.5%</b>
Englehardt	6.8%	1,380	3,850	(2,470)	-64.2%	3,041	7,597	(4,556)	-60.0%
Express-Check	93.2%	15,108	13,278	1,830	13.8%	30,566	26,663	3,903	14.6%
<b>Englehardt Total</b>		<b>16,488</b>	<b>17,128</b>	<b>(640)</b>	<b>-3.7%</b>	<b>33,607</b>	<b>34,260</b>	<b>(653)</b>	<b>-1.9%</b>
Gaines Township	4.8%	1,673	4,730	(3,057)	-64.6%	3,577	8,712	(5,135)	-58.9%
Express-Check	95.2%	24,571	20,600	3,971	19.3%	49,444	42,506	6,938	16.3%
<b>Gaines Township Total</b>		<b>26,244</b>	<b>25,330</b>	<b>914</b>	<b>3.6%</b>	<b>53,021</b>	<b>51,218</b>	<b>1,803</b>	<b>3.5%</b>
Grandville	6.2%	3,724	7,864	(4,140)	-52.6%	7,540	14,520	(6,980)	-48.1%
Express-Check	93.8%	49,907	44,815	5,092	11.4%	100,457	91,930	8,527	9.3%
<b>Grandville Total</b>		<b>53,631</b>	<b>52,679</b>	<b>952</b>	<b>1.8%</b>	<b>107,997</b>	<b>106,450</b>	<b>1,547</b>	<b>1.5%</b>
Kentwood	8.5%	4,998	7,246	(2,248)	-31.0%	10,256	13,693	(3,437)	-25.1%
Express-Check	91.5%	47,489	38,327	9,162	23.9%	97,347	81,619	15,728	19.3%
<b>Kentwood Total</b>		<b>52,487</b>	<b>45,573</b>	<b>6,914</b>	<b>15.2%</b>	<b>107,603</b>	<b>95,312</b>	<b>12,291</b>	<b>12.9%</b>
Krause Memorial	5.5%	2,309	4,659	(2,350)	-50.4%	4,763	8,723	(3,960)	-45.4%
Express-Check	94.5%	32,680	26,133	6,547	25.1%	66,443	55,893	10,550	18.9%
<b>Krause Memorial Total</b>		<b>34,989</b>	<b>30,792</b>	<b>4,197</b>	<b>13.6%</b>	<b>71,206</b>	<b>64,616</b>	<b>6,590</b>	<b>10.2%</b>
<b>LBPB</b>		<b>2,893</b>	<b>1,870</b>	<b>1,023</b>	<b>54.7%</b>	<b>6,040</b>	<b>4,311</b>	<b>1,729</b>	<b>40.1%</b>
Plainfield Township	4.4%	3,025	7,785	(4,760)	-61.1%	6,451	14,066	(7,615)	-54.1%
Express-Check	95.6%	53,721	50,943	2,778	5.5%	109,630	107,364	2,266	2.1%
<b>Plainfield Township Total</b>		<b>56,746</b>	<b>58,728</b>	<b>(1,982)</b>	<b>-3.4%</b>	<b>116,081</b>	<b>121,430</b>	<b>(5,349)</b>	<b>-4.4%</b>
Sand Lake	15.5%	1,546	2,534	(988)	-39.0%	3,093	4,735	(1,642)	-34.7%
Express-Check	84.5%	7,740	9,433	(1,693)	-17.9%	15,991	19,672	(3,681)	-18.7%
<b>Sand Lake Total</b>		<b>9,286</b>	<b>11,967</b>	<b>(2,681)</b>	<b>-22.4%</b>	<b>19,084</b>	<b>24,407</b>	<b>(5,323)</b>	<b>-21.8%</b>
<b>Service Center</b>		<b>3,633</b>	<b>3,438</b>	<b>195</b>	<b>5.7%</b>	<b>7,081</b>	<b>6,498</b>	<b>583</b>	<b>9.0%</b>
<i>Spencer Township</i>		3,783	4,065	(282)	-6.9%	7,933	7,916	17	0.2%
<i>Tyrone Township</i>		4,211	4,305	(94)	-2.2%	8,603	8,716	(113)	-1.3%
Walker	5.0%	1,584	4,456	(2,872)	-64.5%	3,427	8,114	(4,687)	-57.8%
Express-Check	95.0%	25,801	25,408	393	1.5%	52,998	52,860	138	0.3%
<b>Walker Total</b>		<b>27,385</b>	<b>29,864</b>	<b>(2,479)</b>	<b>-8.3%</b>	<b>56,425</b>	<b>60,974</b>	<b>(4,549)</b>	<b>-7.5%</b>
Wyoming	2.6%	1,955	7,758	(5,803)	-74.8%	4,762	13,315	(8,553)	-64.2%
Express-Check	97.4%	52,728	45,752	6,976	15.2%	109,730	95,927	13,803	14.4%
<b>Wyoming Total</b>		<b>54,683</b>	<b>53,510</b>	<b>1,173</b>	<b>2.2%</b>	<b>114,492</b>	<b>109,242</b>	<b>5,250</b>	<b>4.8%</b>
<b>Totals</b>		<b>515,053</b>	<b>507,419</b>	<b>7,634</b>	<b>1.5%</b>	<b>1,053,973</b>	<b>1,040,866</b>	<b>13,107</b>	<b>1.3%</b>

Open Hours

	Feb 11	Feb 10	Change	% Change	YTD 2011	YTD 2010	Change	% Change
All Locations	3,362.0	3,425.5	(64)	-1.9%	6,943.0	7,139.5	(197)	-2.8%

Percentage of Express Checkouts overall in the branches utilizing RFID technology: **92.7%**

^ 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](#) CHANGE
- 1.2 [Gifts](#)
- 1.3 [Intellectual Freedom](#)
- 1.4 [Collection Maintenance](#) CHANGE
- 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 **evaluates** ~~examines~~ the collection and removes materials **in accordance with KDL's weeding guidelines** ~~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~~ Patrons' questions will receive courteous, prompt, and high quality service responses ~~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.**

# KDL

Kent District Library  
www.kdl.org

## KDL Board of Trustees *Issue Analysis*

**Agenda Item for Consideration:** Reciprocal Borrowing Update

**Date of Board Meeting:** March 17, 2011

**Timeline:** April 1, 2011 (elect option); May 1, 2011 (implementation)

**Budget Line Items:** N/A

**Budgeted Amount:** N/A

**Proposed Cost:** N/A

**Background Facts:** In 2010, Lakeland Library Cooperative (LLC) purchased custom software to enable member libraries to place limits on reciprocal borrowing. The term “reciprocal borrowing” refers to those instances when non-KDL cardholders visit KDL branch locations to check-out materials. The options made available by this new software included:

- (1) no limit on reciprocal borrowing;
- (2) limit reciprocal borrowing to 5 items checked-out at one time;
- (3) limit reciprocal borrowing to 10 items checked-out out at one time; or
- (4) limit all reciprocal borrowing (no reciprocal borrowing permitted).

Member libraries are asked to inform LLC bi-annually if they wish to enact a reciprocal borrowing limit or modify a previously elected limit. In August 2010, the KDL Board of Trustees moved to place no limit on reciprocal borrowing and asked that this item be brought back before the Board in six months. This issue analysis serves to provide an update on reciprocal borrowing since the Board last reviewed this matter.

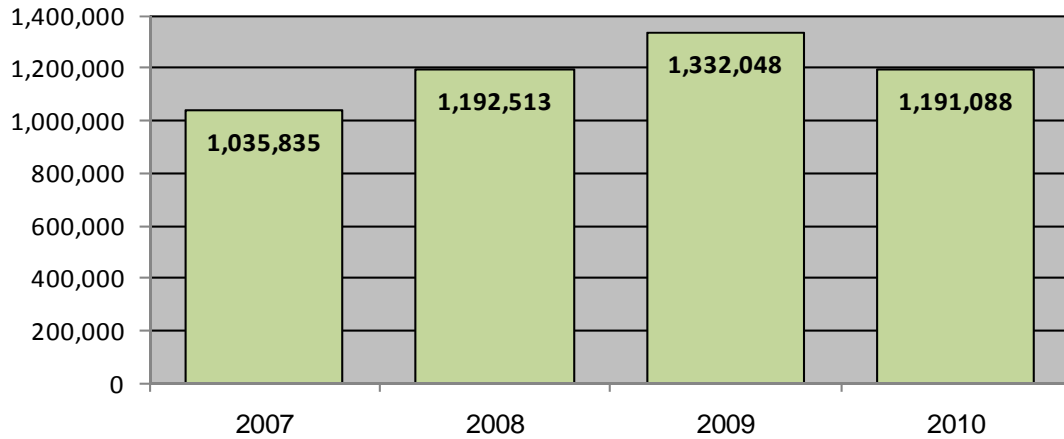
### ***Six Month Update:***

The number of items reciprocally borrowed from KDL in 2010 dropped by 140,960 compared to 2009. This reduction in reciprocal borrowing returns KDL to approximately to the same level of borrowing as seen in 2008 (see the graph on the following page). This 11% drop in reciprocal borrowing in 2010 is likely the result of changes made by LLC in June 2010 requiring patrons to pick-up hold items at their home library. With more non-KDL cardholders visiting their home libraries to obtain holds, these individuals are less likely to visit KDL branches.

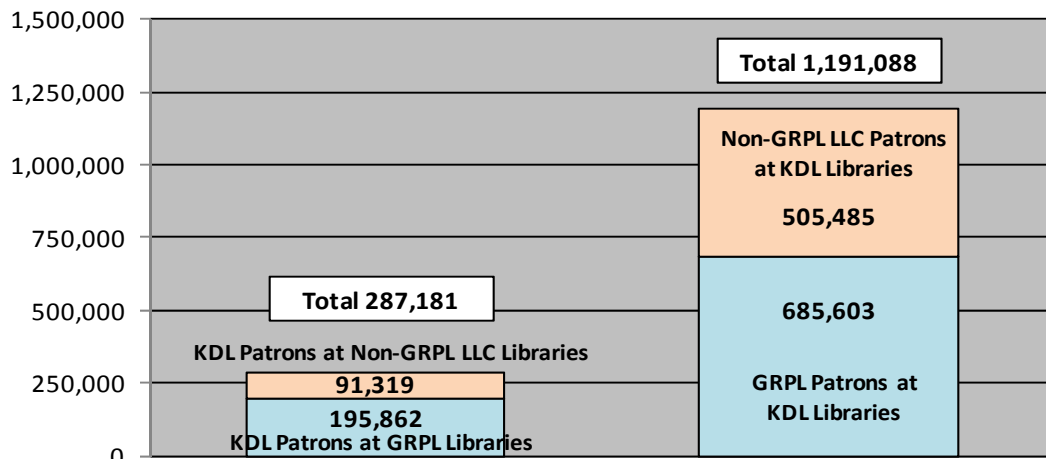
Another impact on reciprocal borrowing in 2010 was LLC policy changes with regard to underfunded contract service areas. In particular, Tallmadge Township residents were unable to borrow items from KDL for a number of months prior to the Township’s successful library millage election in November. This resulted in Tallmadge Township residents checking-out 26,000 less items from KDL in 2010 when compared to the year prior.

In 2010, approximately one out of every five items checked-out at a KDL branch was to a non-KDL cardholder (compared with one out of every four items in 2009). KDL provides 59% of all reciprocal borrowing within LLC—an increase of approximately 8% since 2009.

## Total Items Reciprocally Borrowed from KDL



## 2010 Reciprocal Borrowing Statistics



**KEY**

GRPL = Grand Rapids Public Library; LLC = Lakeland Library Cooperative

While recognizing that the imbalance in reciprocal borrowing between KDL and other LLC member libraries continues to be a workload issue for KDL staff and a drain on KDL's resources, the KDL Administration is not recommending that any reciprocal borrowing limits be implemented at this time. Given the uncertainty regarding public library funding, we recommend that this matter be addressed as part of the larger budget discussion once the new library director is hired.

**Focus Question:** Should KDL place limits on reciprocal borrowing for non-KDL cardholders?

Passed	Failed	Tabled	Dismissed
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# Memorandum

Kent District Library  
www.kdl.org

**To:** KDL Board Members  
**From:** Sherry Bava, Finance Director  
**Date:** March 17, 2011  
**Re:** Striking of Delinquent Personal Property Taxes

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In accordance with Section 211.56a of the Michigan Compiled Laws, personal property taxes that have been delinquent for five years may be stricken from the tax rolls. In February of 2001, the KDL Board authorized staff to approve petitions for striking taxes under \$2,000 per municipality and provide a report to the Board. The following delinquent personal property tax amounts have been stricken from the tax rolls.

<u>Municipality</u>	<u>Amount</u>	<u>Tax Year</u>	<u>Consent Date</u>
Ada Twp	\$96.80	2005	2/24/2011
Byron Twp	\$18.91	2005	2/07/2011
Caledonia Twp	\$27.27	2005	2/07/2011
Cascade Twp	\$337.96	2005	2/07/2011
Gaines Twp	\$24.37	2005	2/24/2011
Grand Rapids Twp	\$109.46	2003-2005	2/14/2011
Kentwood City	\$4,782.76*	2005	rec'd 3/03/11
Oakfield Twp	\$52.60	2005	2/08/2011
City of Grandville	\$186.95	2005	2/07/2011
City of Rockford	\$41.70	2005	2/07/2011
City of Walker	\$1,967.78	2005 and prior	2/07/2011
City of Wyoming	\$452.96	2004 and prior	2/07/2011
Total	<u>\$8,099.52</u>		

\*pending Board approval

# KDL

Kent District Library  
www.kdl.org

Information. Ideas. *Excitement!*

March 4, 2011

KDL Board of Trustees  
814 West River Center Dr. NE  
Comstock Park, MI 49321

Dear KDL Board of Trustees:

The City of Lowell recently received a grant from the Lowell Area Community Fund to replace the carpet at the Englehardt Branch. The installation will take one week to complete. Painting, public restroom improvements, and other minor facility enhancements will also be made by the City during this time.

Therefore, I am requesting permission to close the Englehardt Branch from Monday, April 18 through Saturday, April 23 for carpet installation and facility improvements. Staff will be assigned to other branches during this time. The branch will reopen on Monday, April 25.

Thank you for your consideration. If approved, I invite you to visit our improved space this spring!

Sincerely,



Kristin Meyer  
Englehardt Branch Manager

**SERVICE CENTER**

814 West River Center NE

Comstock Park, MI

49321-8955

phone 616-784-2007

fax 616-647-3828

www.kdl.org

**KDL BRANCHES**

Alpine Township

Alto

Byron Township

Caledonia Township

Cascade Township

Comstock Park

East Grand Rapids

Englehardt

Gaines Township

Grandville

Kentwood

Krause Memorial

Plainfield Township

Sand Lake/

Nelson Township

Spencer Township

Tyrone Township

Walker

Wyoming

Library for

the Blind and

Physically

Handicapped



# Report on Unmet 2010 Targets

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## 2010-2012 Strategic Plan

**GOAL 2: CHILDREN (AGES 6-10) IN THE KDL SERVICE AREA WILL DISCOVER MATERIALS AND PROGRAMS THAT STIMULATE THEIR IMAGINATION, SATISFY THEIR CURIOSITY, AND FOSTER A LOVE OF READING.**

**OBJECTIVE:**

2.1 Each year, at least 12,000 children will participate in the summer reading club.

Children’s SRC Participation	2010 Actual	2010 Target	Target Met
	10,844	12,000	No

*Comments:* As part of the new strategic plan, KDL made a differentiation between young children (0-5) and older children (6-10) when tracking summer reading club (SRC) participation. Objective 2.1 tracks older children and sets a participation target of 12,000, while Objective 4.1 tracks younger children and sets a target of 4,000. The 2010 results indicate that our targets were slightly overestimated for older children and underestimated for younger children. If we consider the two objectives together, KDL had a total participation of 16,748 children in 2010 exceeding the combined target of 16,000.

In spite of the above, we believe the target of 12,000 for SRC participation by older children remains an achievable stretch goal for KDL during the remaining years of the strategic plan and recommend maintaining this target going forward.

**GOAL 3: TEENS (AGES 11-16) IN THE KDL SERVICE AREA WILL FIND MATERIALS AND ACTIVITIES THAT SUPPORT THEIR INTEREST IN THE EVER-CHANGING POPULAR CULTURE.**

**OBJECTIVE:**

3.1 Each year, at least 4,500 teens will participate in the library’s summer reading club.

Teen SRC Participation	2010 Actual	2010 Target	Target Met
	4,233	4,500	No

*Comments:* KDL fell short of the target for Objective 3.1 by a mere 267 teens. We are excited about the opportunity to hit this target in 2011 and are considering the following tactics to increase participation:

- Developing a promotional DVD to introduce the KDL summer reading club (SRC) to middle school students;
- Reestablishing the Teen Advisory Groups to help teens promote SRC to their peers; and
- Utilizing social networking sites like Facebook and Twitter to promote SRC to teens.

**GOAL 4: YOUNG CHILDREN (AGES 0-5) IN THE KDL SERVICE AREA WILL HAVE MATERIALS AND ACTIVITIES THAT HELP THEM TO DEVELOP THE SKILLS THEY NEED TO BE READY TO LEARN TO READ, WRITE, AND LISTEN WHEN THEY ENTER SCHOOL.**

**OBJECTIVES:**

4.2 By December 31, 2011, the number of parents or caregivers who attend workshops and events on early literacy skills sponsored, co-sponsored, or presented by the library will increase 33%, from 15,000 (FY 2008) to 20,000.

<b>Early Literacy Event Attendance</b>	<b>This Quarter</b>	<b>Total YTD</b>	<b>2010 Target</b>	<b>Target Met</b>
	1,026	5,434	17,500	No

*Comments:* KDL’s significant shortfall with regard to this objective is likely explained by a number of factors including: a perhaps unrealistically high benchmark of 15,000 attendees set for this objective by FY2008 data; and the transition of key Programming and Outreach Department personnel in 2010. While KDL opted not to change the overall target for this objective in 2011, we may have to consider a change in 2012 if numbers fall short again this year.

We plan to enact the following tactics in 2011 to raise attendance levels and meet this objective’s target:

- Increase the number of Early Childhood Essentials classes that KDL offers;
- Increase promotion of Play-Grow-Read workshops; and
- Identify and participate in events (conferences, expos, etc.) where KDL can reach large groups of parents and caregivers.

4.4 By December 31, 2011, the circulation of picture books will increase 20%, from 536,250 (FY 2008) to 645,000.

<b>Circulation of Picture Books</b>	<b>This Quarter</b>	<b>Total YTD</b>	<b>2010 Target</b>	<b>Target Met</b>
	144,332	585,126	590,625	No

*Comments:* KDL missed the 2010 target for this objective by a little over 5,000 circulations. While we are concerned about our ability to hit the 2011 target for this objective due to the reduction in the collection budget for the purchase of new picture books, we are excited about the opportunity to increase circulation of picture books by featuring these items in a greater number of branch displays throughout the course of 2011.

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**GOAL 5: YOUNG PEOPLE AND THEIR FAMILIES IN THE KDL SERVICE AREA WILL HAVE OPPORTUNITIES FOR CROSS-CULTURAL GROWTH AND UNDERSTANDING.**

**OBJECTIVE:**

5.1 Each year, at least 20% of all KDL programming will provide opportunities for cross-cultural growth and understanding.

<b>Cross-Cultural Programming</b>	<b>% This Quarter</b>	<b>Total % YTD</b>	<b>2010 Target</b>	<b>Target Met</b>
	2.6%	2.7%	20%	No

*Comments:* A specific focus on cross-cultural awareness is a new objective for KDL and we just began to scratch the surface of possibilities in this area in 2010. We look forward to some exciting new undertakings in 2011 that will hopefully increase our overall cross-cultural programming numbers this year. First, we are creating a new Cultural Workgroup that will plan,

implement, and evaluate cultural programs. Secondly, we are developing cross-cultural kits that focus on a specific country or region which will be shared among branches for displays, programs, and art carts.

**GOAL 6: EVERYONE IN THE KDL SERVICE AREA WILL HAVE ACCESS TO THE INTERNET.**

**OBJECTIVE:**

6.2 Each year, 90% of library users will report that they are satisfied with Internet services provided by the library.

Survey Results	April Survey	October Survey	Annual Avg.	2010 Target	Target Met
	89%	89%	89%	90%	No

*Comments:* Even though KDL was close to hitting this target in 2010, we look to steadily improve in this area through the remainder of the strategic plan period. While we recognize that any number of factors such as software upgrades, virus attacks, and a few select patrons using a large amount of bandwidth can impact Internet speed, we look to improve patron satisfaction in this area in 2011 by:

- Continuing to monitor patron usage patterns and establish equitable allocation of bandwidth across the system; and
- Conducting a more in-depth survey to determine causes of dissatisfaction if target not met in April 2011.

**GOAL 7: ADULTS IN THE KDL SERVICE AREA WILL HAVE THE SKILLS THEY NEED TO FIND, EVALUATE, AND USE ELECTRONIC INFORMATION.**

**OBJECTIVE:**

7.1 By December 31, 2010, at least 199,000 people will receive the help they need to take full advantage of the wide array of electronic resources available.

Help Received	This Quarter	Total YTD	2010 Target	Target Met
	11,585	24,699	199,000	No

*Comments:* Electronic assistance data was collected for the second time this year during the fourth quarter reference tally period. The above numbers reflect real data. If, however, this data was annualized for 2010, KDL would have provided approximately 50,000 instances of electronic resource assistance for the year. We will collect this data for all four quarters in 2011. The 2010 annual target was set according to total reference figures and will be adjusted in 2011 to better reflect help offered with just electronic resources.

Additionally, KDL is making significant strides in 2011 to help our patrons take full advantage of electronic resources by:

- Reassigning and shifting staff responsibilities to develop a systemwide plan for offering computer classes;
- Increasing the number and type of computer confidence classes KDL offers;
- Solidifying our policies and procedures with regard to eBooks; and
- Offering additional eReader and technology training opportunities for staff.