

AGENDA
Board of Library Commissioners
of the City of Grand Rapids

February 25, 2025 – 5:15 pm
111 Library Street NE – Board Room

“Inspiring opportunity, connection, and innovation.”

1. Roll Call
- A, E 2. Approval of Minutes of the Regular Board Meeting on January 28, 2025
3. Board Comments
4. Committee Reports
 - a. Legislative
 - b. Policy
 - c. Board Retreat
- E 5. Staff & Foundation Reports
 - a. Library Director's Report
 - i. GRCM Collaboration
 - E b. Financial Report
 - c. Foundation Update
6. Old Business
7. New Business
 - E a. Budget Information Review
 - b. Seymour Branch Presentation
 - c. Backstage Library Works Presentation
 - d. Lions & Rabbits Presentation
8. Information Items
 - E a. Media Index
 - E b. Staffing Report
 - E c. Statistical Report for January 2025
9. Grand Rapids Employees Independent Union
10. Agenda Items for the Regular Board Meeting on March 25, 2025
11. Public Comments
12. Adjournment

**Board of Library Commissioners
of the City of Grand Rapids**

Regular Meeting Agenda Calendar

January

- Election of Board Officers (A)
- Review of Committee Assignments
- Foundation Board Appointment by Board President
- BoLC Policy Manual Approval (A)
- Attendance Record from Previous Year (E)
- Voluntary Commitment to Serve (E)

February

- ALA Midwinter Conference Report
- Budget Information Review (E)

March

- Director Evaluation Documents (E)
- Budget Approval (A)

April

- Director Evaluation (*)

May

June

July

- ALA Annual Conference Reports

August

- Year End Reports (E)

September

October

- Summer Reading Program Evaluation (E)

November

- Policy Review Committee Update
- Nominating Committee Appointment

December

- Approval of Meeting Schedule (A)
- Closing Calendar (A)
- BoLC Policy Manual Updates (E)

Committee Meeting Calendar

January

- GRPL Foundation Representatives

February

March

April

- GRPL Foundation Representatives

May

June

July

August

- GRPL Foundation Representatives

September

October

- Budget Review Committee
- Policy Review Committee

November

December

- GRPL Foundation Representatives
- Nominating Committee for Board Officers



MINUTES
BOARD OF LIBRARY COMMISSIONERS
OF THE CITY OF GRAND RAPIDS

January 28, 2025 | 5:15 pm
111 Library St NE | Board Room

Anderson called the meeting to order at 5:15 pm.

1. ROLL CALL

Board Members Present: Rachel Anderson, Kelly Boston, Justine Bryant, Kathryn Dilley, Bryan Holt, Kevin Peterson, Lauren Woolsey

Board Members Absent:

Administration Present: Robert Adcock, Megan Biggins, Natalie Drew, Lindsay Laplow, John McNaughton, Ann Neff-Rohs, Patrick Beatty

Staff Present:

Public Present: Steven Assarian, GREIU;
Dan Poortenga, GRPLF;
Jane Whittington, Rapidian;
Steven W.

2. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON DECEMBER 17, 2024

MOTION: By Commissioner Woolsey, supported by Commissioner Boston, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular Board meeting of December 17, 2024.

No comments.

ACTION: AYES 7 – 0

Motion passed.

3. BOARD COMMENTS

Anderson welcomes Bryant and Holt to the Board.

Holt thanks the Board and comments that he hopes he can bring a breadth of knowledge to the Board.

Bryant thanks the Board and comments that she looks forward to serving with the Board.

Boston welcomes Bryant and Holt. She comments that she attended the Celebrate Lunar New Year events this past weekend and enjoyed them.

Boston states that she is hearing more about Immigration and Customs Enforcement (ICE) and asks how the Board should respond in support of GRPL in the event of ICE raids in the library. McNaughton comments that this is weighing heavily on him and staff as well. He states that his team is drafting a detailed procedure that should be finished by the end of the week. Boston asks if staff will be educated on the documents ICE may present to staff. McNaughton answers yes. He adds that staff have been given a link to Michigan Legal Help for credible information as well. Boston asks if we can hand out Know Your Rights cards to the public. McNaughton answers that he is currently looking into this. Boston asks about the current documents required to sign up for a library card. Director of Public Services Megan Biggins answers that updating this is a project for FY26, and she will collect the current information and send it to the Board. Anderson asks whether the Policy Committee should look at creating a specific Policy around this. McNaughton answers that he will start talking about it with the Board once the procedure is finished. Holt asks what control the Board and staff have with GRPL being a public space. McNaughton answers that we don't have much control. He adds that we are doing what we can to make staff and patrons feel safe and we will be working together with the City Attorney to continue to do so. Peterson thanks McNaughton and asks about whether we are in communication with the City on any Policy they may create. McNaughton answers yes. Bryant states that the City has a Know Your Rights campaign and suggests that we get some more information from the City's Office of Oversight and Public Accountability. Boston thanks McNaughton.

Dilley comments that a GRPL-branded button came in handy recently during an event at DeVos Performance Hall.

Woolsey comments that she appreciates being able to serve this library and is looking forward to forging the path ahead together with the Board.

4. COMMITTEE REPORTS

a. Legislative

No comments.

b. Policy

No comments.

c. Board Retreat

Boston states that she reached out to CEO Steff Rosalaz with Grandville Avenue Arts & Humanities (GAAH) and said they are very open to hosting the retreat. McNaughton suggests having Carol Dawe come as a presenter.

5. STAFF & FOUNDATION REPORTS

A. Library Director's Report

McNaughton comments that we are finalizing FY26's budget and the staffing study. He adds that Michigan Library Advocacy Day is Wednesday, April 30 at the State Capital, and he and Director of Collections Ann Neff-Rohs will be attending.

McNaughton talks about the uptick in violent incidents in the library recently. He adds that he is going to be meeting with a group of managers next week to talk through this and will likely be coming to the Board for increased support for our Support and Safety team. Holt comments that a lot of changes have taken place at different local agencies, which has impacted the traffic at the library.

i. GRCM Collaboration

McNaughton states that the Steering Committee is getting back together February 17.

Anderson commends Director of Marketing & Communications Katie Zychowski and her team for all of the work they have been doing. McNaughton seconds that and says they have been doing a fantastic job, especially with social media.

Biggins presents on the One Book, One City program for 2025. She adds that the Youth Services team has done an incredible job planning this and it is funded by a grant from the Grand Rapids Public Library Foundation (GRPLF).

B. Financial Report

Adcock states that we will propose a budget for FY26 at next month's regular meeting.

Holt asks if the budget numbers involve E-Rate. McNaughton answers no and explains that we participate in E-Rate but we are not sure what is going to happen with that fund going forward.

Woolsey asks about the Evergreen updates and if GRPL's IT staff feel they are able to complete it. McNaughton answers yes.

C. Foundation Update

Poortenga states that GRPLF had their Board meeting earlier today and they approved all grant requests for GRPL, totaling \$128,000. They also welcomed two new trustees, Stephanie Gerling-Schultz and Treasurer Lori Schutter.

6. OLD BUSINESS

None.

7. NEW BUSINESS

A. Election of Board Officers

Dilley states that Anderson is running for President and Boston for Vice President.

MOTION: By Commissioner Dilley, seconded by Peterson, that the Board of Library Commissioners of the City of Grand Rapids agree to approve Rachel Anderson as the Board President and Kelly Boston as the Board Vice President/Secretary for 2025.

ACTION: AYES 7 - 0

Motion passes.

B. Review of Committee Assignments & Foundation Board Appointment

Anderson explains that we have 3 committees and there can be no more than 3 Board members on each committee.

The Board decides on the following assignments:

- Legislative Committee: Bryant, Woolsey, Peterson
- Policy Committee: Anderson, Dilley, Holt
- Board Retreat Committee: Boston, Holt
- Foundation Board Appointment: Anderson will join in May (Peterson will fill in until then), Dilley

MOTION: By Commissioner Peterson, seconded by Woolsey, that the Board of Library Commissioners of the City of Grand Rapids agree to approve the Committee Assignments and Foundation Board Appointments for 2025.

ACTION: AYES 7 - 0

Motion passes.

C. BoLC Policy Manual Reaffirmation

MOTION: By Commissioner Woolsey, supported by Commissioner Peterson, that the Board of Library Commissioners of the City of Grand Rapids reaffirm the Board of Library Commissioners Policy Manual for 2025.

No comments.

ACTION: AYES 7 – 0

Motion passed.

D. FY25 Budget Amendment – Facilities Project

Adcock states that the Facilities Manager wanted to expand this project to all locations, which increases the budget for the project.

Anderson asks about the price. McNaughton answers that it is more expensive due to the buildings being older. She asks if this price includes filter replacements. Adcock answers that replacements will come out of the annual operating budget.

MOTION: By Commissioner Woolsey, supported by Commissioner Holt, that the Board of Library Commissioners of the City of Grand Rapids approve the FY25 budget amendment, effective January 28, 2025.

Woolsey comments that this project falls well into the GRPL's value of Sustainability.

ACTION: AYES 7 – 0

Motion passed.

8. INFORMATION ITEMS

A. Media Index

No comments.

B. Staffing Report

Woolsey congratulates Adcock on his 8 year anniversary. Anderson congratulates Librarian Steven Assarian on 13 years at GRPL.

C. Attendance Record from Previous Year

No comments.

D. Voluntary Commitment to Serve, Conflict of Interest, General & Emergency Contact Form

No comments.

E. Statistical Report for November & December 2024

No comments.

9. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION

Assarian comments that they are concerned about safety issues at GRPL as well and are looking forward to hearing more from management soon.

10. AGENDA ITEMS FOR REGULAR BOARD MEETING: FEBRUARY 25, 2025

- Budget Information Review
- Seymour Branch presentation

11. PUBLIC COMMENTS

Steven W. asks why we stopped hosting the Taste of Soul Sunday programming and asks how he can help to get it started up again.

12. ADJOURNMENT

MOTION: By Commissioner Peterson that the Board of Library Commissioners of the City of Grand Rapids adjourn the meeting.

Meeting adjourned at 5:48 pm.

**Our Mission**

Inspiring opportunity, connection, and innovation.

Our Vision

The Grand Rapids Public Library is key to a dynamic, creative, livable city where people come together to learn and be heard.

Strategic Framework Project Updates

JANUARY 2025

LOOKING OUTWARD

Understanding Our Community

- GRPL staff attended the following outreach events where we shared library resources and events, offered library card sign-ups, and promoted the Library with giveaways:
 - Off-season visits at Mobile Library sites: Campau Commons, Creston Plaza, and Eastern Lofts
 - Nature Day at Grand Rapids Downtown Market
- A regular patron at the Ottawa Hills Branch mentioned she was registering her own business: a therapist and counseling service that specializes in disability and women's health. She was happy staff could print her paperwork for her.
- Business Librarian Steven Assarian taught a jobseeking course for the current Mel Trotter Momentum cohort on January 16. Momentum is a workforce development program that teaches people the job skills necessary to get work, gain housing, and build thriving lives. This is the fourth time the course was provided by GRPL to Momentum participants, and another session will be available next month.
- A patron who was made to feel unsafe by someone close to them sought assistance from library staff. Staff were able to connect them to an organization onsite that helped the patron access legal support around the situation.
- GRPL is committed to addressing the early literacy needs of the community, and one way we do this is through Storytime Kits. These free "grab and go" kits are designed for children age 5 and under. The kits contain bilingual English/Spanish caregiver tips, early literacy calendars, a book patrons can keep, and activity items that correspond to the caregiver tips. This mirrors experiences covered in storytimes, however, unlike storytimes which are held at a specific time where the child must be present, Storytime Kits can be picked up anytime by any patron to use with any young child in their life. It is estimated that 50-60% of children with working parents are cared for by informal caregivers. This includes

Strategic Framework Project Updates

grandparents, a neighbor or relative, nannies or babysitters, or an older sibling - people with a very wide range of early childhood knowledge or experience. These caregivers are often overlooked, but are an essential part of the early childhood landscape. Storytime Kits help bridge the accessibility gap to early literacy resources for both parents and other caregivers. Storytime Kits are available at every GRPL location December-March.



- On January 25, 3 GRPL branches (Yankee Clipper, Seymour, and the Main Library) hosted a Lunar New Year celebration and over 250 patrons attended. GRPL partnered with the Grand Rapids Asian Pacific Foundation (GRAPF) to provide fun and educational opportunities for kids and families to learn about Lunar New Year and how it's celebrated in different countries around the world. GRAPF expressed their admiration for the thoughtful and engaging activities offered. The celebration also fostered significant engagement with the library's collections, particularly those focused on Lunar New Year, Seollal and Tet, as well as many other materials featuring Asian or Asian American protagonists. While this event was primarily family focused, we had one adult patron who drove from Cadillac, MI with her partner to attend this event and expressed how appreciative she was to see this celebration of her culture.

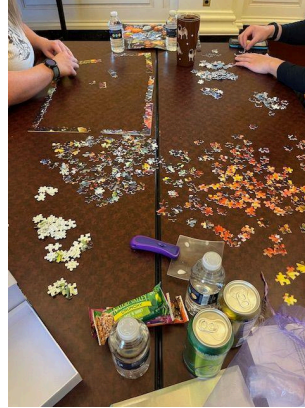
CREATING INSPIRING SPACES & EXPERIENCES

- Winter break was a busy time in the Youth Services Department with hundreds of winter-themed crafts offered at all GRPL locations. At the Main Library, children added cheery decorations by displaying their snowglobes along the Youth Services Department windows.

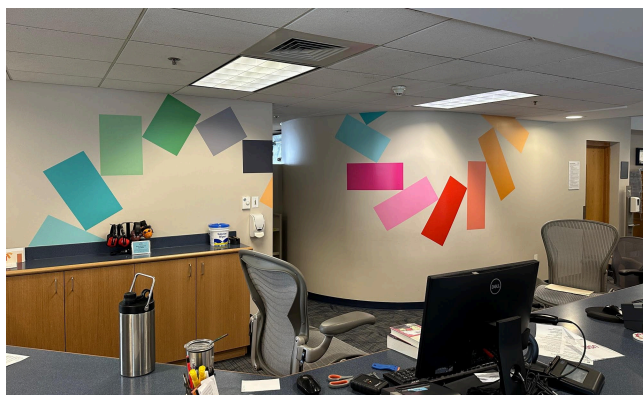


Strategic Framework Project Updates

- GRPL hosted its first *Introduction To* event of the year: Speed Puzzling, created and run by Office Assistant Neni Andrade. After being placed into teams of 4, participants learned some tips and tricks for speed puzzling. They then raced to complete a 500-piece puzzle in under 90 minutes. Multi-generational community-building was in full effect at the event, with dozens of participants staying long after their puzzles were complete to chat with others they had just met that day.



- As part of our efforts to upgrade signage connected to our self-service points across the system, we've begun to install some of the design solutions that will assist with patron navigation within our spaces. In addition, we're also activating walls and areas of the library to distinguish spaces and increase visibility of our brand.



Strategic Framework Project Updates

- GRPL is once again working in collaboration with the Creston community and Lions & Rabbits to create a mural for our building at the Van Belkum Branch. One of our major goals in this project is to find ways to collaborate with, instead of deciding for, our community.
 - The Ottawa Hills Branch staff has been proactive to ensure that the entryway of the branch remains accessible. Staff monitor the front of the building and intervene if bikes, strollers, or animals on leashes are placed in a way that could impede access to the branch.
-

BEING VISIBLE & VALUABLE TO THE COMMUNITY

- Social Justice Begins With ME! is a monthly program for children aged 4-11 years old and their caregivers presented in partnership with Grand Valley State University's School of Social Work. It runs September-December. This year's themes were racial justice, disability justice, environmental justice, and gender equity. The program is designed to help introduce these topics to children in an age-appropriate way and empower their caregivers to further address these topics with their children at home. This year had 110 participants, an increase from the year before.
 - The Ottawa Hills Branch staff ensure that a multitude of viewpoints and experiences are highlighted in the faceout books. They received a compliment from a local community leader on the diversity and representation of the collection.
-

Financial Summary through January 2025

Operating Fund 2710

Revenues

- No notable changes occurred to the library's revenue line items in the month of January.

Expenditures

- Compensation is tracking within approximately two percent of budget projections through seven months. Operating expenditures are tracking at approximately 53% through seven months.

Capital Fund 2711

Expenditures

- No spending activity occurred in the month of January for this fund.

Grand Rapids Public Library
 Revenue and Expense Statement
 Operating Fund
 Month Ended January 2025

Description	BOARD APPROVED BUDGET FY 2025	Actual FY 2025 through 7 months	Expenditure % of Budget	For Month Ended January FY24 58% of Year	FY 2023 Actual Final
1 Real property tax	12,881,888	12,891,513		12,095,831	11,122,698
2 Taxes-Assessments Canceled	(18,500)	(15,256)		(4,554)	(25,760)
3 Personal property taxes	889,899	927,055		881,088	869,161
4 Personal property tax loss Reimbursement	106,353	90,292		90,243	228,947
5 Industrial/commercial facilities	14,843	14,069		14,769	13,487
6 Payment in lieu of taxes (PILOT)	65,661	4,606		9,624	65,689
7 Interest/Penalties on delinquent taxes	29,500	16,589		17,025	32,462
8 Tax Capture Rebates	130,000	31,883		19,919	201,627
Total Tax Revenues	14,099,644	13,960,751		13,123,944	12,508,311
9 Interest on investments	294,843	210,555		198,563	118,444
10 Penal Fines	290,000	313,502		285,965	285,803
11 State Aid to Libraries	120,000	102,857		101,566	100,150
12 Misc service fees, contributions, room rent, parking	60,000	39,158		46,835	69,013
13 Library book fines	35,000	23,301		16,538	31,360
Total Other Revenues	799,843	689,373		649,467	604,770
Total Revenues	14,899,487	14,650,124	98.3%	13,773,411	13,113,081
14 Retiree Health Care	114,950	61,000	53.1%	60,126	116,123
15 Full Time Employees	4,484,446	2,541,805	56.7%	2,432,817	4,109,914
16 Part Time Employees	2,305,881	1,218,903	52.9%	1,100,292	1,787,819
17 Shift Differential	45,000	29,519	65.6%	23,434	45,068
18 Over Time @ 1.5	35,000	37,133	106.1%	31,590	43,851
19 Acting Assignment	1,000	-	0.0%	-	-
20 Unemployment Comp	6,500	3,446	53.0%	3,272	5,404
21 Employers Social Security	519,857	285,926	55.0%	267,233	440,711
22 Hospitalization Insurance	806,200	500,978	62.1%	455,846	662,308
23 Retirement Fund Contribution	1,018,435	551,040	54.1%	527,724	871,839
24 Vacancy & Turnover Lapse	(50,000)	-	-	-	-
Total Compensation	9,287,269	5,229,750	56.3%	4,902,333	8,083,036
25 Supplies	130,000	121,918	93.8%	66,593	107,933
26 Postage	9,000	11,494	127.7%	4,956	7,369
27 Contractual Services	544,600	309,386	56.8%	170,503	523,397
28 Contractual Services - Training	45,250	7,500	16.6%	104,050	40,857
29 Professional Development	55,000	5,599	10.2%	19,324	61,891
30 Conferences and Travel	40,000	23,741	59.4%	14,875	34,288
31 Local Business Expense	10,000	15,160	151.6%	10,054	12,092
32 Bank Fees	2,000	910	45.5%	881	2,275
33 Memberships	35,000	23,560	67.3%	13,468	27,154
34 Community Promotion	200,000	52,411	26.2%	43,308	80,841
35 Printing and Publishing	111,200	23,855	21.5%	113,419	49,702
36 Advertising	62,000	22,372	36.1%	20	47,640
37 Liability Insurance	115,458	67,351	58.3%	63,264	92,950
38 Property Insurance	60,105	63,781	106.1%	53,272	49,496
39 Electricity	336,750	169,884	50.4%	158,897	305,095
40 Water	35,300	26,322	74.6%	23,073	23,232
41 Natural Gas	112,450	52,902	47.0%	51,216	119,574
42 Telephone	40,000	11,766	29.4%	16,483	20,489
43 Internet Services	130,250	38,074	29.2%	45,149	818
44 Software	4,500	-	0.0%	35,270	24,042
45 Software Maintenance Fees	324,618	85,408	26.3%	40,118	28,451
46 Maintenance Repair	444,500	267,429	60.2%	329,509	416,392
47 Equipment Rentals or Lease	48,634	32,113	66.0%	38,017	62,801
48 Mileage reimbursement	10,000	5,315	53.2%	5,127	8,459
49 Tuition reimbursement	10,000	750	7.5%	1,749	3,500
50 Refuse Collection	17,000	5,991	35.2%	5,558	24,472
51 Asset Management Allocation	150,000	150,000	0.0%	-	1,500,000
52 Books/Other Materials	1,730,000	899,224	52.0%	756,281	1,571,513
53 Furniture	35,000	27,745	79.3%	18,951	150,722
54 Equipment	52,600	1,998	3.8%	81,242	100,169
55 Computer Equipment	144,000	114,610	79.6%	35,945	50,781
56 Vehicles	-	-	0.0%	-	-
57 Operating Transfers Out (City Mgmt fee)	510,734	298,900	58.5%	252,161	355,824
Total Operating Expenditures	5,555,949	2,937,470	52.9%	2,572,733	5,904,216
TOTAL EXPENDITURES	14,843,218	8,167,219	55.0%	7,475,066	13,987,252
TOTAL REVENUE	14,899,487	14,650,124	98.3%	13,773,411	13,113,081
SURPLUS (DEFICIT)	56,269	6,482,905		6,298,345	(874,171)

Grand Rapids Public Library

Revenue and Expense Statement

Capital Fund

Month Ended January 2025

	BOARD APPROVED BUDGET FY 2025	Actual FY 2025 through 7 months	Expenditure % of Budget	For Month Ended January FY24 58% of Year	FY 2023 Actual Final
1 Operating Fund Transfer In	150,000	150,000		-	1,500,000
2 Interest on Investments	60,659	8,000		15,357	90,475
Total Revenues	210,659	158,000		15,357	1,590,475
3 Building Additions/Improvements	136,000	44,691		673,207	1,664,881
Total Asset Management Expenditures	136,000	44,691	32.9%	673,207	1,664,881
TOTAL EXPENDITURES	136,000	44,691	32.9%	673,207	1,664,881
TOTAL REVENUE	210,659	158,000	75.0%	15,357	1,590,475
Fund 2711 SURPLUS (DEFICIT)	74,659	113,310		(657,850)	(74,406)

Total Revenues	14,899,487	14,650,124	98.3%	13,773,411
Total Expenditures	14,843,218	8,167,219	55.0%	7,475,066
Fund 2710 SURPLUS (DEFICIT)	56,269	6,482,905		6,298,345

TOTAL BOTH FUNDS:

Total Revenues	15,110,146	14,808,125	98.0%	13,788,767
Total Expenditures	14,979,218	8,211,910	54.8%	8,148,273
SURPLUS (DEFICIT)	130,928	6,596,215		5,640,494

Grand Rapids Public Library Budget Proposal Summary Fiscal Year 2026

Fiscal year 2026 will be the eighth year of the 20-year millage that passed in 2017. Per the ballot language, this millage revenue is available for operational use and is credited to the library's Operating Fund each year.

For this budget cycle, we remain focused on cost-based budgeting while continuing to meet priorities within our Strategic Framework initiatives. We will also continue to address the library's millage campaign promises of increasing digital resources, improving early literacy, and maintaining high quality library facilities. Below is a description of the library's revenue structure, and any notable changes to revenue and expenditure line items for the upcoming fiscal year.

Operating Fund 2710

Property Tax Revenues

Lines 1-8: With the newly passed millage revenue available for operations, property tax revenue from both mills is credited to the Operating Fund (2710) to begin each year. Fiscal year 2026's projected revenue from property taxes is an approximate 3% increase from FY25 projections, net of tax captures.

Other Revenues

Lines 9-13: For these line items, the library is basing FY26's budgeted amount on the actual six months of revenue received in the current year, and projecting that out on a 12-month basis. They are expected to remain in line with FY25's budgeted amounts.

Compensation

Lines 14-24: Total compensation is projected to increase approximately 2% in the upcoming fiscal year. The primary cause is the projected step increase for all positions based on the current labor agreement.

Operating Expenditures

Line 25: The primary cause for the increase in Supplies in FY26 is higher recent demands and costs to the general maintenance of library facilities. The FY26 request is closer to what actual FY25 spending amounts project to be for the entire fiscal year.

Line 27: The primary cause for the decrease in Contractual Services in FY26 is the removal of an FY25 request for a history center archival project that only applied to one year. The vast majority of the FY26 request consists of four items: security service (212k), vendor contract for public PC support (65k), Teledoc Health contract (25k), and a roofing study for all branches (23k).

Line 28: Contractual Services – Training are costs associated with trainings from vendors that are intended to enhance staff skills and knowledge as a result. FY26's budget consists of trainings for staff day, and Life Labs training for management.

Lines 29 & 30: Professional Development (line 29) consists of trainings and seminars that do not require any travel. Conferences and Travel (line 30) are trainings that do require travel such as costs associated with staff attending a PLA conference. Now that we have completed three fiscal years past peak levels of the pandemic, these budgets will be based closer to the most recent actual spending trends moving forward.

Line 34: The Community Promotion budget covers various supplies and materials needed for programming events and services at all eight locations. The GRPL Foundation annually

assists the library in covering these costs through grants. Because of the timing differences between the GRPL budgeting process, and the Foundation's granting process it presents challenges in determining how much budget will be needed out of the library's Operating Fund year-to-year. Because of this we will continue to build future budgets based on recent actual spending trends.

Lines 39: The decrease to Electricity is due to some increased efficiency in energy consumption at certain locations from infrastructure upgrades in previous years.

Lines 44: The increase to Software is primarily due a request for the installation of a people counter system (20k). This cost will only be applied in the first year. In future years, there will only be an annual maintenance fee for the system.

Lines 45: Software Maintenance Agreements are vendor fees to maintain software or hardware used by a department. This line is also referred to as the "platforms" budget for the library. It reflects all the fees that the library pays for annual subscriptions and/or licenses for products primarily for staff use that are not part of the collection. Google workspace is an example of an item that would be included in this budget. The primary reason for the decrease in the FY26 request is the removal of a patron computing/printing project that only applied to one year.

Lines 46: Maintenance actual spending levels have increased in the past two years because of higher demand and costs to the general maintenance of library facilities. The FY26 request is closer to what the actual recent needs have been.

Line 51: This line is used to transfer budget over to the library's Capital Fund (2711) to fund projects administered in the library's Asset Management plan. The amount we transfer each year is dependent upon the estimated cost of the upcoming year's projects versus what is available in the Capital Fund's fund balance. We are proposing an 750k transfer for FY26.

Line 52: We are proposing no change to the Materials budget for FY26.

Line 53-55: Other than having an annual reserve set aside for potential shelving alterations/additions, Furniture requests and/or needs can vary greatly year over year based on current needs. The same concept applies for Equipment requests. For the upcoming year, the primary cause for the increase in furniture is a project (83k) to improve sightlines in public spaces.

The vast majority of Equipment requests for the upcoming year are restroom detectors (\$20k). For Computer Equipment (line 55), the FY26 request primarily consists of annual hardware replacements (30k), lower level training room upgrades (20k), and self-check upgrades (25k).

All other operating expenditures remain in line with their expected levels based on past years' budgets for the library's Operating Fund.

Capital Fund 2711

Revenues

Lines 1-2: As mentioned above, 750k represents the budgeted transfer from the Operating Fund for FY26. This fund will also continue to receive interest revenue (line 2) on its cash reserves annually. No other revenues exist for this fund.

Capital Expenditures

Line 3: The following is the breakdown of building additions and improvements that are on schedule for fiscal year 2026's Asset Management plan throughout the system:

Project	Budget
Door replacements	23,100
Dock Leveler	25,000
Boiler replacement	90,000
Book cooker monitoring	72,000
Monument Signage	85,000
Main fencing	18,000
Total	\$ 313,100

Over the past four budget cycles, the library has invested millions into infrastructure costs for all eight locations. As a result, our Capital Fund costs are expected to be greatly reduced over the next several years.

FY26 Fee Schedule

Enclosed is the library's fee schedule. We are proposing one change for FY26. This will be an added fee for \$0.15 per each printed one-sided page. The following schedule reflects this change. It will be effective at the start of the new fiscal year.

Grand Rapids Public Library

FY26 Fee Schedule

Circulation

Library Card Fees:

- | | |
|----------------------------|---|
| Non-resident library card: | <ul style="list-style-type: none"> ● \$60.00 for 6 months ● \$115.00 for 1 year |
|----------------------------|---|

Damaged/Missing Item Fees:

- | | |
|---|--|
| Damaged: | <ul style="list-style-type: none"> ● If damage is extensive enough to warrant withdrawing the item, replacement cost is charged. ● If the replacement cost is less than \$15.00, there is no charge. |
| Removed or lost RFID tags and barcodes: | <ul style="list-style-type: none"> ● \$3.00 per item |
| Damaged or missing librettos for CDs: | <ul style="list-style-type: none"> ● \$5.00 per item |
| Collections fee: | <ul style="list-style-type: none"> ● \$10.00 |

Other:

- | | |
|-------------------------------|--|
| Reference Materials Checkout: | <ul style="list-style-type: none"> ● \$50.00 deposit per item ● \$20.00 per day late fee |
|-------------------------------|--|

Meeting Rooms

- | | |
|---|---|
| Adult Computer Training Center, Vander Veen Center for the Book, and Yankee Clipper Auditorium: | <ul style="list-style-type: none"> ● \$100.00 for 4 hours or less ● \$25.00 for each additional hour or partial hour |
| Ryerson Auditorium: | <ul style="list-style-type: none"> ● \$325.00 for 4 hours or less ● \$75.00 for each additional hour or partial hour not to exceed \$625.00 |

Parking

- | | |
|----------|--|
| Weekday: | <ul style="list-style-type: none"> ● \$2.00 per half hour during the week (2 hours of free validated parking in the gated lot) ● Daily maximum \$25.00 |
|----------|--|

Weekends / Library events:

- Free with validation

Printing

1 page of single sided printing

- \$0.15

Archive Reproduction Services (GRHC)

Processing fee (per item):

- \$5.00

Commercial/Editorial use:

- \$15.00

Research

Michigan and Grand Rapids history research questions answered by GRHC staff:

- \$30.00 per hour (hourly research rate)
- Copying charges are extra

Indexed obituaries:

- \$0.00 for the first requested obituary
- Additional obituaries to be charged at the hourly research rate

Non-indexed obituaries:

- Charged at the hourly research rate

Grand Rapids Public Library

Proposed Budget

Operating Fund

Fiscal Year 2026

	Description	PROPOSED BUDGET FISCAL YEAR 2026	APPROVED BUDGET FISCAL YEAR 2025	APPROVED BUDGET FISCAL YEAR 2024	ACTUAL FY 2024
1	Real property tax	13,279,656	12,881,888	11,634,311	12,095,203
2	Taxes-Assessments Canceled	(18,500)	(18,500)	(18,500)	(26,786)
3	Personal property taxes	936,326	889,899	808,319	881,088
4	Personal property tax loss Reimbursement	90,102	106,353	84,644	223,436
5	Industrial/commercial facilities	14,209	14,843	13,622	14,769
6	Payment in lieu of taxes (PILOT)	77,270	65,661	59,262	70,956
7	Interest/Penalties on delinquent taxes	29,500	29,500	29,500	38,789
8	Tax Capture Rebates	190,000	130,000	130,000	168,195
	Total Tax Revenues	14,598,563	14,099,644	12,741,158	13,465,649
9	Interest on investments	391,065	294,843	273,417	424,140
10	Penal Fines	290,000	290,000	290,000	285,965
11	State Aid to Libraries	120,000	120,000	120,000	201,716
12	Misc service fees-GRTV, room rent, parking	60,000	60,000	60,000	94,060
13	Library material replacement charges	35,000	35,000	35,000	20,938
	Total Other Revenues	896,065	799,843	778,417	1,026,819
	Total Revenues	15,494,628	14,899,487	13,519,575	14,492,468
14	Retiree Health Care	117,254	114,950	113,483	107,316
15	Full Time Employees	4,614,434	4,484,446	4,361,955	4,339,422
16	Part Time Employees	2,292,756	2,305,881	2,221,219	2,044,534
17	Shift Differential	45,000	45,000	45,000	49,341
18	Over Time @ 1.5	35,000	35,000	35,000	65,932
19	Acting Assignment	1,000	1,000	1,000	-
20	Unemployment Comp	6,500	6,500	6,500	5,800
21	Employers Social Security	528,622	519,857	503,974	480,007
22	Hospitalization Insurance	872,976	806,200	742,632	698,123
23	Retirement Fund Contribution	993,545	1,018,435	1,022,078	943,019
24	Vacancy & Turnover Lapse	(50,000)	(50,000)	(50,000)	
	Total Compensation	9,457,087	9,287,269	9,002,841	8,733,495
25	Supplies	160,000	130,000	130,650	162,378
26	Postage	15,000	9,000	9,000	11,543
27	Contractual Services	472,232	544,600	682,286	263,795
28	Contractual Services - Training	51,690	45,250	60,000	109,050
29	Professional Development	15,000	55,000	87,200	21,193
30	Conferences and Travel	45,000	40,000	77,500	51,464
31	Local Business Expense	15,000	10,000	8,000	17,538
32	Bank Fees	2,000	2,000	2,000	2,080
33	Memberships	35,000	35,000	32,406	30,442
34	Community Promotion	150,000	200,000	332,300	130,547
35	Printing and Publishing	110,000	111,200	140,000	126,711
36	Advertising	62,000	62,000	75,000	59,379
37	Liability Insurance	122,526	115,458	108,453	108,453
38	Property Insurance	65,237	60,105	53,272	53,272
39	Electricity	320,000	336,750	375,000	301,467
40	Water	37,500	35,300	33,350	33,860
41	Natural Gas	115,000	112,450	116,200	108,197
42	Telephone	25,000	40,000	38,360	23,881
43	Internet Services	120,000	130,250	130,250	87,577
44	Software	37,500	4,500	88,690	86,479
45	Software Maintenance Fees	242,504	324,618	30,770	125,667
46	Maintenance Repair	490,000	444,500	415,000	530,741
47	Equipment Rentals or Lease	50,000	48,634	58,151	59,040
48	Mileage Reimbursement	10,000	10,000	10,050	9,742
49	Tuition reimbursement	10,000	10,000	10,000	2,499
50	Refuse Collection	20,000	17,000	27,000	11,520
51	Asset Management Allocation	750,000	150,000	-	-
52	Books/Other Materials	1,730,000	1,730,000	1,620,000	1,503,470
53	Furniture	123,000	35,000	128,925	58,253
54	Equipment	30,000	52,600	88,700	83,042
55	Computer Equipment	90,000	144,000	-	58,145
56	Vehicles	-	-	40,000	40,752
57	Operating Transfers Out (City Mgmt fee)	446,708	510,734	432,276	432,276
	Total Operating Expenditures	5,967,897	5,555,949	5,440,789	4,704,452
	TOTAL EXPENDITURES	15,424,984	14,843,218	14,443,630	13,437,946
	TOTAL REVENUE	15,494,628	14,899,487	13,519,575	14,492,468
	SURPLUS (DEFICIT)	69,644	56,269	(924,055)	1,054,521

**Grand Rapids Public Library
Proposed Budget
Capital Fund
Fiscal Year 2026**

2711	Description	PROPOSED BUDGET FISCAL YEAR 2026	APPROVED BUDGET FISCAL YEAR 2025	APPROVED BUDGET FISCAL YEAR 2024	ACTUAL FY 2024
1	Asset Management Allocation from Fund 2710	750,000	150,000	-	-
2	Interest on Investments	39,345	60,659	58,048	206,289
	Revenues	789,345	210,659	58,048	
	Total Revenue	789,345	210,659	58,048	206,289
3	Building Additions/Improvements	313,100	136,000	1,063,428	925,544
	Total Expenditures	313,100	136,000	1,063,428	
2711	SURPLUS (DEFICIT)	476,245	74,659	(1,005,380)	(719,255)
Fund 2710					
	Total Revenues	15,494,628	14,899,487	13,519,575	14,492,468
	Total Expenditures	15,424,984	14,843,218	14,377,790	13,437,946
	SURPLUS (DEFICIT)	69,644	56,269	(858,215)	1,054,521
TOTAL BOTH FUNDS:					
	Total Revenues	16,283,973	15,110,146	13,577,623	14,698,757
	Total Expenditures	15,738,084	14,979,218	14,677,790	14,363,490
	SURPLUS (DEFICIT)	545,889	130,928	(1,100,167)	335,267

Grand Rapids Public Library December – January 2025 Media Index

Media Mentions by Topic

Programs	12	Digital Media	0
General	9	Television	0
GR History Center	2	Radio	0
Staff/Board	0	Print publications	0
GRPL Foundation	0		
Outreach	1	Total number of mentions:	24

Key Articles and Interviews

- [Grand Rapids kicks off city-wide reading program to improve youth literacy - MLive.com](#)
- [GRPL "Tails & Tales" event to help kids promote reading levels - Wood Radio - iHeart](#)
- [Tails & Tales: Have your kid read to therapy dog through new GRPL program](#)
- [Lunar New Year traditions in Michigan. How you can take part in the celebrations](#)
- [Grand Rapids library hosts free Lunar New Year celebrations with crafts, games - WZZM 13](#)
- [GRPL celebrating Lunar New Year with family-friendly activities - MSN](#)
- [Where to celebrate Black History Month 2025 around West Michigan - mlive.com](#)
- [See where to celebrate Lunar New Year with these free events around Grand Rapids](#)
- [New Year's Eve traditions through 100 years in Grand Rapids - FOX 17](#)
- [These Closed Grand Rapids Restaurants Deserve a Comeback in 2025](#)
- [List: 2025 Black History Month events and activities in West Michigan - WOODTV.com](#)
- [Morning Buzz: January 24, 2025 - FOX 17](#)
- [Maranda's Weekend Fun Guide: January 24-26 - WOODTV.com](#)
- [Griffins Prepare for Princess Night - OurSports Central](#)
- [Annual Kent Co. poetry competition begins Feb. 1 | Newsradio WOOD 1300 and 106.9 FM](#)
- [Annual Kent County poetry competition kicks off soon | WOODTV.com](#)
- [Morning Buzz: January 23, 2025 - FOX 17](#)

- [Annual Kent County poetry competition kicks off soon - Yahoo](#)
- [West Michigan Warming Centers: Find Shelter During Arctic Blast - Mix 95.7FM](#)
- [List: Warming centers open ahead of Arctic blast - WOODTV.com](#)
- [What to do and where to go during weekend cold snap in West Michigan - mlive.com](#)
- [Grand Rapids high school star played on the last Detroit Lions title team](#)
- [6th annual Nature Day returning to downtown Grand Rapids this weekend - MLive.com](#)
- [Maranda's Weekend Fun Guide: January 10-12 | WOODTV.com](#)

Social Media Comments

Partner Picks - Videos

- Love WYCE and GRPL! Looking forward to more like this 🥰 (WYCE Tall Isaac)
- Checking out Mdou Moctar right now! Isaac is great 🙌 (WYCE Tall Isaac)
- Issac!! Great picks buddy!!! 🎵❤️👉 (WYCE Tall Isaac)
- Another 🔥 segment of one of our favorite IG series! (WYCE Tall Isaac)
- Great list BTW!! (WYCE Uncle John)
- 🎉🙌🎉 uncle John!! (WYCE Uncle John)

Staff Picks - Videos

- Great recommendations, and a few more to add to my TBR list! The Overstory is one of my favorite reads of all time. Left me stunned- and I thought I had loved trees before!

General

- So this is for the **Grand Rapids Public Library** not the Kdl explains why I thought Kdl was next week. Guess I'll have to check this one out next week (Children's Book Sale)
- Is it just children's or young adult too? (Children's Book Sale)
- These sales are always great! (Children's Book Sale)
- Public libraries are such an incredible resource for the community. ❤️ Thank you, all of you, for doing what you do!! (Daily Report)
- Libraries are underrated ❤️ (Daily Report)
- The importance of our community spaces, right here. You love to see it. (Daily Report)

- Made the **Grand Rapids Public Library** my office today. I do love it there. ❤️
- Oh, I do so love playing with that Nap Party Band. Thank you **@grandrapidspubliclibrary** (Music in the Stacks)
- Just wanted to share with you that I found my grandfathers library card amongst some family heirlooms! how fun!



- This leaves the unhoused, who count on the shelter of the public library, out in this unbearable freeze. (Weather Closure)
- I'm gonna have to call into work. I'm obsessed!!! (Michigan Author Talk)
- The library has no business pushing queer anything. As a tax payer and Grand Rapids resident, can I stop paying for this library? Can I opt out? This is offensive. (Michigan Author Talk)
- choosing not to support a Michigan author simply because of their identity is equally political. You don't have to attend.(Michigan Author Talk)
- Time to block theGRPL (Michigan Author Talk)
- they aren't pushing, they are including others. Thank goodness you aren't the only person who matters. The library is a place for ALL people. (Michigan Author Talk)
- As long as tax payers fund the library, everything that goes on there is my business and the business of thousands of other people. (Michigan Author Talk)
- Thank you for queer representation! Especially in the face of the current political climate. (Michigan Author Talk)

- I had no idea Meryl Wilsner is a Michigan author!!! I LOVED “Mistakes Were Made”!!!! 😍 (Michigan Author Talk)
- Gold Coast Doulas LLC just donated four copies of "Supported: Your Guide to Birth and Baby" to **Grand Rapids Public Library**. You can find "Supported" at the main library downtown, Yankee Clipper Branch, West Leonard Branch, and the Seymour Branch. We want everyone to be able to access this information.



STAFFING REPORT

January 2025 - February 2025

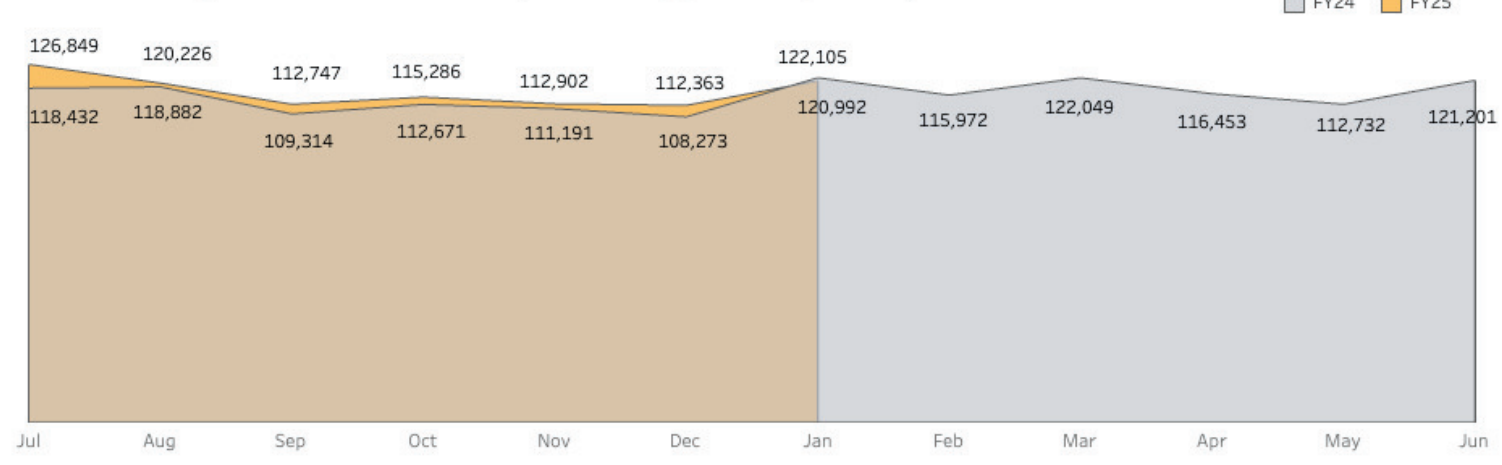
NEW HIRES				STAFF		
EFFECTIVE	POSITION	LOCATION	ANNIVERSARIES	POSITION	TIME	
01/06/2025	Library Systems Administrator	Main Library	Amy Cochran	Librarian III	18 years	
1/13/2025	Library Assistant II	Main Library	Claudia Coursey	Library Assistant II	9 years	
2/3/2025	Library Assistant II	North Region	Tim Gloege	Platform Administrator	6 years	
			Shannon Lewis	Library Assistant II	6 years	
DEPARTURES				Sean McKillop	Library Page	5 years
None				Asia Barajas	Library Assistant II	4 years
				Erin Keener	Librarian I	3 years
PROMOTIONS				Luke Holmes	Library Assistant II	2 years
2/3/2025	Library Facilities Assistant	Main Library	Jen McCown	Library Assistant II	2 years	
				Aubrey Wagg	Library Page	2 years
OPEN POSITIONS				Kalee Peerbolt	Library Assistant II	1 year
Librarian IV (1)	Librarian I (1)					
Library Help Desk Technician (1)	Office Assistant II (1)					
Library Custodian (1)	Library Page (3)					
TOTAL TURNOVER FY25*			MONTHLY TURNOVER*			
			January 4, 2025 - February 7, 2025			
All staff	6.21%	10 people	All staff	0.00%	0 people	
Part-time staff	4.97%	8 people	Part-time staff	0.00%	0 people	
Full-time staff	1.24%	2 people	Full-time staff	0.00%	0 people	

*Does not include retirements

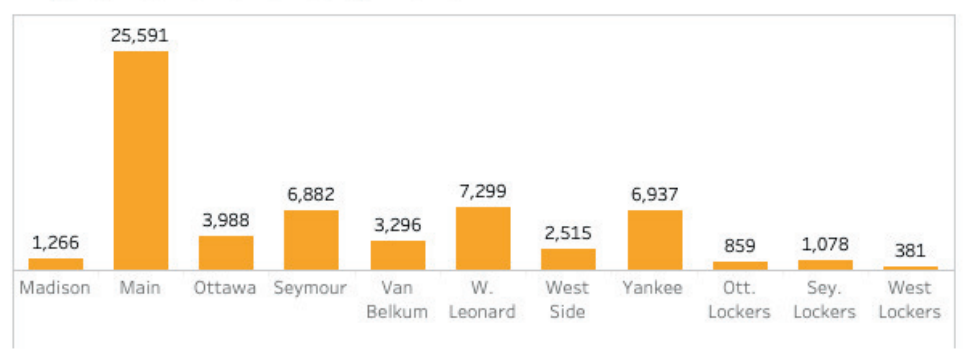
2/7/2025

January 2025 STATISTICAL REPORT

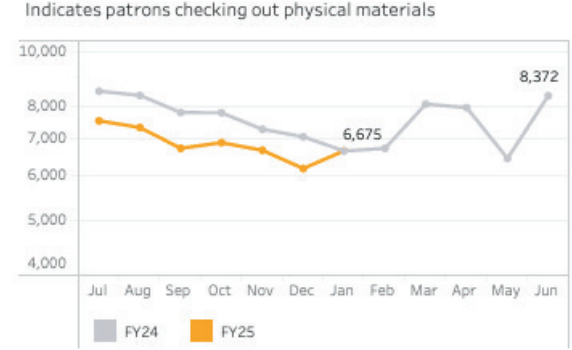
Items Borrowed by Fiscal Year and Month (includes both physical and digital items)



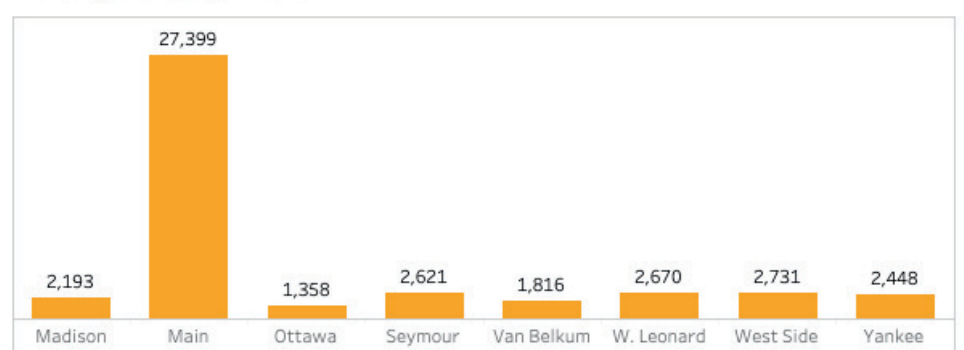
Physical Items Borrowed by Branch



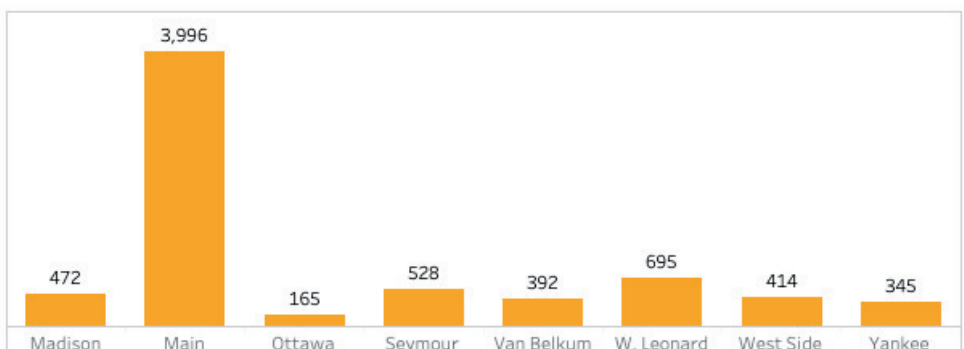
Unique Borrowers by Month



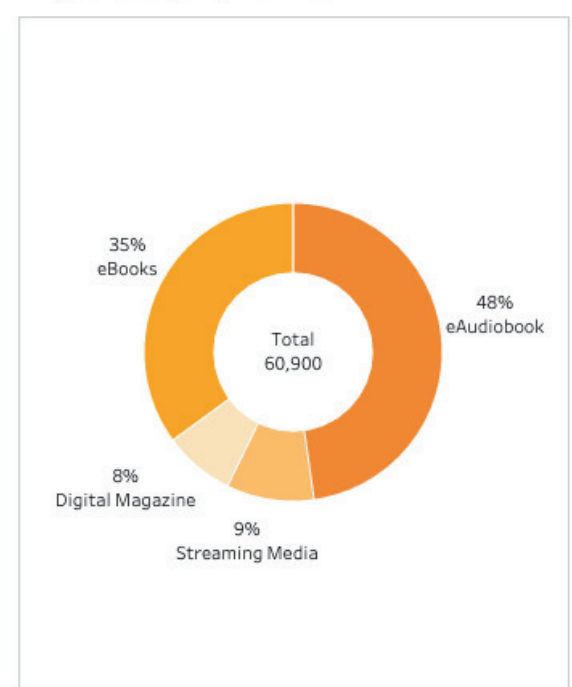
Library Visits by Branch



Public Computer Use by Branch



Digital Usage by Format



43,236
Library Visits
2025 FYTD: 307,763 ↑11%
2024 FYTD: 276,696

1,030
New Cardholders
2025 FYTD: 6,235 ↑8%
2024 FYTD: 5,782

120,992
Total Items Borrowed
2025 FYTD: 821,365 ↑3%
2024 FYTD: 800,868

60,092
Physical Items Borrowed
2025 FYTD: 441,832 ↓1%
2024 FYTD: 447,294

60,900
Digital Items Borrowed
2025 FYTD: 379,533 ↑7%
2024 FYTD: 353,574

- 70 Library Programs**
3,891 program attendance
- 6 Outreach Events**
1,095 outreach attendance
- 10 Classes**
- 5 School Visits / Tours**
- 5 1-on-1 Tech Help**
- 3 Business Consultations**

14,353 Database Page Views

183 Email Reference Questions Answered

7,007 Public Computer Sessions

8,245 Digital Archival Items Viewed

15,143 Physical Holds Fulfilled

83 WiFi Hotspot Checkouts

Social Media
9,014 interactions
38,743 followers
914,010 impressions

Community Connections

A selection of organizations that GRPL staff connected with this month:

- AYA Youth Collective
- Catherine's Health Center
- Cherry Health
- Comprehensive Therapy Center
- Degage
- Downtown Market
- Great Start Collaborative
- Grand Rapids Asian-Pacific Foundation
- GVSU Laker Edu. Opportunity Center
- Helen DeVos Children's Hospital
- Hispanic Center
- Homeless Outreach Team
- Kent District Library
- Mel Trotter
- Safe Haven

Popular Titles this Month

