

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

March 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 February 25, 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. Director Evaluation Documents
  - A b. Budget Approval
8. Information Items
  - E a. Media Index
  - E b. Staffing Report
  - E c. Statistical Report for February 2025
9. Grand Rapids Employees Independent Union
10. Agenda Items for the Regular Board Meeting on April 29, 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**

February 25, 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: Alexis Asaro, Ashley Bovin, Brittany Boza, Tabitha Frazier, Erin Hart, Jen Heatly, Jason Kotarski, Wyatt Lardie, Sue Lester, Shannon Lewis, JR Martin, Merlyn Milzarski, Gabrielle Obiden, Aubrey Wagg

Public Present: Carsten Forester, AFM Local 56; Carly R., Cherry Health; A. Dominguez, GRMC; Steven Assarian, GREIU; Hannah Berry, Ann Marie Buller, Lions & Rabbits; Jerel Pomer, Rapidian; Eran Hile, United Way; Jacob Chovaz, Tom Nieboer, IWW; Zach B., Wren Burns, Lee Cleary, Justin Deluca, Tyler Henderson, Kaia Hurley, Nick Hyma, Jax Johnson, Ben Kolk, Michaela Meyer, Michelle Seguin, Allison Troyer, Scott Troyer, Johnathan VolkDunbar, Hilary Wilson

**2. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON JANUARY 28, 2025**

**MOTION:** By Commissioner Woolsey, supported by Commissioner Peterson, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular Board meeting of January 28, 2025.

Dilley asks a clarifying question about Committee assignments. Anderson answers.

**ACTION: AYES 7 – 0**

**Motion passed.**

### **3. BOARD COMMENTS**

Anderson comments that Backstage Library Works will be presenting in April, and Regional Branch Manager Andrea Cosier is unable to present today due to a medical emergency.

Anderson welcomes all who are present at the Board meeting.

Dilley says she is looking forward to the Lions & Rabbits presentation. She also says that she is encouraged to see the branded elements showing up within the branches. She adds that she had the opportunity to attend a well attended and well received presentation at GRPL by former Board member Sofia Brewer.

Bryant reached out to the City of Grand Rapids Office of Oversight & Accountability on information to provide to staff regarding ICE. They said that they could only provide materials on immigration agencies. She adds that Director of HR Natalie Drew reached out to the Office of Oversight & Accountability as well, and they will be coming to provide staff training. Drew comments that this training will be happening in the coming weeks.

Boston thanks Biggins for following up with the Board on the information they requested regarding the needed documents a patron needs to present to get a library card.

Woolsey attended the Author Talk program with Meryl Wilsner and Director of Public Services Megan Biggins, which had a great turnout.

### **4. COMMITTEE REPORTS**

#### **a. Legislative**

Peterson says that they had their first committee meeting of the year where they discussed community-based events that are happening and how they can join them. He adds that they will be attending the new Mayor Mondays program. Biggins comments that the meetings for Ward 2 will be here at GRPL.

Peterson says that April 30 is MLA Library Advocacy Day and he and Anderson are planning to attend. Director of Collections Ann Neff-Rohs and McNaughton will also be going. Neff-Rohs comments that the Mobile Library will also be present.

Woolsey comments that she will provide a 1-page document to include with the Board packet that will have ongoing events that they are considering attending.

#### **b. Policy**

No comments.

#### **c. Board Retreat**

Boston comments that the retreat date is March 15 at Grandville Avenue Arts & Humanities (GAAH). She adds that Director of Lakeland Cooperative Carol Dawe will be presenting, and she has a draft of an agenda that she will send out to the Board.

## 5. STAFF & FOUNDATION REPORTS

### A. Library Director's Report

#### i. GRCM Collaboration

McNaughton states that the Steering Committee for this project got together last month. He explains that there had been a misunderstanding of the goal of the project. Because we didn't have documentation stating what each party expected out of this, we presented a document in November to make sure GRPL's expectations were represented. Since then, there were discussions of GRCM buying the property without GRPL. Within the Steering Committee meeting, Deputy City Manager Kate Berens suggested writing a MOU which is being drafted up now. McNaughton adds that this has also been discussed with the Mayor.

Boston asks if the MOU will be presented to the Board. McNaughton answers yes and he will have a healthy discussion with the Board about this project. Anderson commends Deputy Director Jen Vander Heide on the research and work she has put into this project.

McNaughton comments that a storytime kit has been provided for each Commissioner by Youth Services Department Librarian Betsy Zandstra. Anderson asks why storytime kits are only available from December-March. Biggins answers that she will research this and let them know.

Peterson comments that he is very excited for the Lions & Rabbits Mural at the Van Belkum Branch.

### B. Financial Report

No comments.

### C. Foundation Update

No comments.

## 6. OLD BUSINESS

None.

## 7. NEW BUSINESS

### A. Budget Information Review

McNaughton explains that this is informational and asks the Board to make appointments with Adcock or himself to ask about the budget.

Woolsey asks about the fee schedule for printing. McNaughton clarifies that this is not removing the 50 free pages. Biggins explains the purpose of the single fee for color and black and white prints, which includes 50 free pages per week. Anderson comments that she would like to see the 50 free prints within the fee schedule as well.

### B. Seymour Branch Presentation

Will be moved to another date. Anderson comments that she looks forward to hearing more.

Approved | BoLC Minutes 2025-02-25

**C. Backstage Library Works Presentation**

Postponed to a future date.

**D. Lions & Rabbits Presentation**

North Region Branch Manager Jason Kotarski presents the mural project at the Van Belkum Branch. He introduces Placemaking Facilitator Ann Marie Buller and Executive Director Hannah Berry with Lions & Rabbits. Hannah Berry presents.

Dilley asks if the artists are given specifics of where on the building the painting will be. Berry answers yes.

Peterson asks if the survey is available in multiple languages. Berry answers yes.

**8. INFORMATION ITEMS**

**A. Media Index**

No comments.

**B. Staffing Report**

No comments.

**C. Statistical Report for January 2025**

No comments.

**9. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION**

Assarian comments that the Library Pages have organized and want to be unionized. He presents a document that includes the names of the Library Pages petitioning to join the GREIU.

Library Page JR Martin, head of the organizing committee, talks about being proud to work at GRPL. They add that they have had conversations with Library Pages over the years about the essential work they do to keep the library running and says that the Seasonal classification is outdated. Martin asks that the BoLC recognize the Library Pages as being accepted into the GREIU and looks forward to hearing a response.

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

- Director Evaluation Documents
- Budget Approval

**11. PUBLIC COMMENTS**

Anderson reminds the public to keep their comments at no more than 3 minutes.

Sue Lester, Library Page, comments on the tasks expected of her and her support of the Library Pages joining the GREIU.

Jax Johnson, member of the public, comments that they have seen the great work Library Pages do and supports them joining the union.

Tabitha Fraizer, Library Page, comments that she supports this petition.

Kaia Hurley, member of the public, comments that there is no such thing as unskilled labor and supports the Library Pages joining the union.

Allison Troyer, member of the public, comments that she supports the Library Pages joining the union.

Thomas Nieboer, community member, comments that he formed a union in his workplace and had a difficult time. He encourages the Board to not be a roadblock in the Library Pages unionizing.

Carsten Forester, community member, comments in support of the Library Pages joining the union.

Scott Troyer, resident and library user, comments that his spouse worked as Library Page, and comments in support of the Library Pages joining the union.

Wyatt Lardie, Library Page, reads a comment from Earnest Timothy Castillo, Library Page, in support of the Library Pages joining the union.

Alexis Asaro, Library Page, comments that she supports the Library Pages joining the union as it is a job security issue.

Aubrey Wagg, Library Page, comments in support of Library Pages joining the union for higher wages.

JR Martin, Library Page, comments on the safety of patrons and staff in regards to immigration. They comment that ICE is clearly increasing their efforts in Grand Rapids. They add that they are glad to work in a safe space and suggest that the library display signs declaring itself as a safe space. They add that they appreciate the effort McNaughton and the Board are taking already to address the ICE issues. They conclude that they would like the library to support GR becoming a sanctuary city.

Wren Burns, resident, speaks in support of Library Pages joining the union.

Michelle Sequin, member of the public, comments in support of Library Pages joining the union.

Ashley Bovin, Library Assistant II, comments that she worked as a Library Page until a promotion last August. She comments in support of Library Pages joining the union.

Shannon Lewis, Library Assistant II, comments in support of the Library Pages joining the union.

Merlyn Milizarski, Library Page, comments in support of the Library Pages joining the union.

*Approved | BoLC Minutes 2025-02-25*

**12. ADJOURNMENT**

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

**Meeting adjourned at 6:16 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

FEBRUARY 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:
  - Read to Lead at Griff's Ice House
  - Library card drive at Academy Manor Senior Living
  - World of Winter Paint the Park at Rosa Parks Circle
  
- The Adult Services and Youth Services Departments hosted a Winter Wellness series that included yoga and tai chi classes. Yoga had 30 participants spread over the first 3 Saturdays of January at the Main Library, West Leonard, and Seymour branches. Tai chi was offered on Monday afternoons at the Main Library, and we had 47 people attend 3 sessions. Patrons commented,

*"Wonderful class, no pressure. Good for my mental and physical health,"*  
and

*"Really enjoyed the class. I appreciate the community engagement. I hope this is regular. Thanks!"*

We are hoping to offer the class again in Fall 2025.

- The Ottawa Hills Branch hosted its first Tails and Tales event in February. Community participation surpassed expectations and the event was a huge success. 4 therapy dogs visited the branch. Children enjoyed taking turns reading to the animals and working on dog-themed coloring pages.



## Strategic Framework Project Updates

- We're seeing an uptick in jobseeking consultations this year, with 29% of our consultations falling into that category.
  - The Collection Services Department staff are supporting readers in the community in some of our most vulnerable spaces. Community bookshelves at the Mel Trotter Day Center and The Salvation Army West Michigan Harbor Light are being supplied with discarded books for clients of these nonprofits. Discarded books are selected based on the average reader profile provided by the partner organization and picked up monthly by our partners at the Main Library.
  - After approximately 6 months of working with the Resource Navigator and getting connected to a partner organization, a family attained both permanent housing and employment.
  - The South Region, with support from the Outreach Team, gave a bilingual presentation at Burton Elementary School's monthly parent meeting on GRPL services and resources. Staff and parents were engaged in the presentation and the library as a whole. A Burton Elementary School staff member surprised us with photos from when she would bring her child to Baby Time and gave Library Assistant Misha VanVaerenbergh a shoutout by name while praising these programs to those in attendance.
- 

## CREATING INSPIRING SPACES & EXPERIENCES

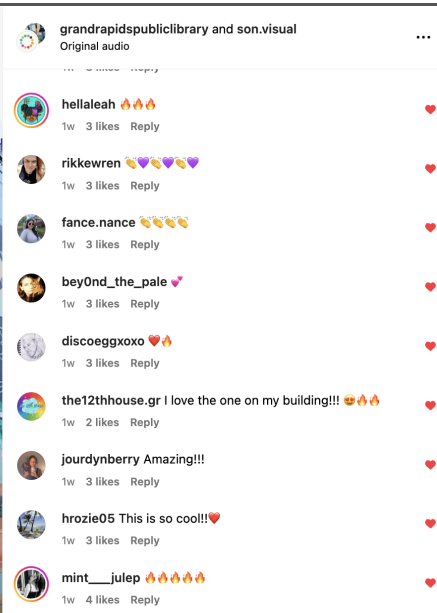
- Hannah Snow, GRPL's Graphic Designer, collaborated with the Information Systems Department to customize monitor screens based on staff feedback from the self-service signage assessment. To reduce patron confusion between catalog, internet, and printer stations, she designed bilingual screens aligned with the updated public printing and computing system, working within customization limits.
  - The Communications Department has selected a vendor that they will work with during FY26 to replace exterior monument signage across the system. This months-long effort will result in new signs that will enhance visibility, align with our branding, and improve wayfinding for patrons.
- 

## TRANSFORMING OUR CULTURE

- One of the former Ottawa Hills Branch teen volunteers came back to visit. He was home from college on spring break, and stopped by to check out some materials and update staff on his first semester. The experiences we provide for people allow us to build lifelong connections.
-

## BEING VISIBLE & VALUABLE TO THE COMMUNITY

- Communications Assistant Hailey Jansson is developing “collaborative content” based on stories shared by colleagues across the system. To pilot this approach, we are working with the Grand Rapids History Center (GRHC), Adult Services Connect, and Youth Services Connect teams. One recent story from GRHC, featuring a local artist who used the History Center as inspiration for their latest mural, has generated our highest engagement to date.



- We’ve added Grand Raggidy Roller Derby to our Circulating Membership program. The social media video announcing our partnership with our local Roller Derby group was well received by the community, resulting in nearly all tickets being checked out.
- Comprehensive Therapy Center has been hosting a 5-week session of their therapeutic play-and-learn groups at the Main Library on Saturday mornings. These playgroups support families with children aged 0-5 with developmental differences. It’s a great partnership where GRPL families can become aware of the playgroups and playgroup specific families can become aware of what GRPL has to offer.



## **Financial Summary through February 2025**

### **Operating Fund 2710**

#### *Revenues*

- Property tax from PILOT (line 6) was credited to the operating fund in February. No other notable changes have occurred to the library's property tax and other revenue line items last month. The library has received approximately 99% of all revenues for FY25 through eight months.

#### *Expenditures*

- Compensation and operating expenditures are both tracking within approximately three percent of budget projections through eight months of the fiscal year.

### **Capital Fund 2711**

#### *Expenditures*

- No spending activity occurred for the Capital Fund in February.

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

Description	BOARD APPROVED BUDGET FY 2025	Actual FY 2025 through 8 months	Expenditure % of Budget	For Month Ended February FY24 67% 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	75,603		9,624	65,689
7 Interest/Penalties on delinquent taxes	29,500	19,244		20,171	32,462
8 Tax Capture Rebates	130,000	31,883		19,919	201,627
<b>Total Tax Revenues</b>	<b>14,099,644</b>	<b>14,034,403</b>		<b>13,127,090</b>	<b>12,508,311</b>
9 Interest on investments	294,843	230,798		225,188	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	46,256		52,071	69,013
13 Library book fines	35,000	26,903		20,263	31,360
<b>Total Other Revenues</b>	<b>799,843</b>	<b>720,317</b>		<b>685,053</b>	<b>604,770</b>
<b>Total Revenues</b>	<b>14,899,487</b>	<b>14,754,720</b>	<b>99.0%</b>	<b>13,812,143</b>	<b>13,113,081</b>
14 Retiree Health Care	114,950	69,288	60.3%	68,249	116,123
15 Full Time Employees	4,484,446	2,869,896	64.0%	2,754,832	4,109,914
16 Part Time Employees	2,305,881	1,389,623	60.3%	1,257,561	1,787,819
17 Shift Differential	45,000	36,131	80.3%	29,228	45,068
18 Over Time @ 1.5	35,000	44,366	126.8%	38,919	43,851
19 Acting Assignment	1,000	-	0.0%	-	-
20 Unemployment Comp	6,500	3,933	60.5%	3,706	5,404
21 Employers Social Security	519,857	324,190	62.4%	303,913	440,711
22 Hospitalization Insurance	806,200	569,469	70.6%	481,706	662,308
23 Retirement Fund Contribution	1,018,435	625,810	61.4%	599,124	871,839
24 Vacancy & Turnover Lapse	(50,000)	-	-	-	-
<b>Total Compensation</b>	<b>9,287,269</b>	<b>5,932,707</b>	<b>63.9%</b>	<b>5,537,239</b>	<b>8,083,036</b>
25 Supplies	130,000	136,714	105.2%	78,943	107,933
26 Postage	9,000	12,097	134.4%	5,578	7,369
27 Contractual Services	544,600	428,002	78.6%	196,498	523,397
28 Contractual Services - Training	45,250	14,460	32.0%	104,050	40,857
29 Professional Development	55,000	6,965	12.7%	19,908	61,891
30 Conferences and Travel	40,000	25,699	64.2%	16,083	34,288
31 Local Business Expense	10,000	15,564	155.6%	10,328	12,092
32 Bank Fees	2,000	1,600	80.0%	881	2,275
33 Memberships	35,000	24,199	69.1%	24,519	27,154
34 Community Promotion	200,000	57,035	28.5%	51,834	80,841
35 Printing and Publishing	111,200	36,811	33.1%	123,548	49,702
36 Advertising	62,000	27,067	43.7%	2,896	47,640
37 Liability Insurance	115,458	76,972	66.7%	72,302	92,950
38 Property Insurance	60,105	63,781	106.1%	53,272	49,496
39 Electricity	336,750	192,551	57.2%	178,964	305,095
40 Water	35,300	30,179	85.5%	26,101	23,232
41 Natural Gas	112,450	70,960	63.1%	66,328	119,574
42 Telephone	40,000	12,921	32.3%	17,410	20,489
43 Internet Services	130,250	51,011	39.2%	52,628	818
44 Software	4,500	-	0.0%	44,846	24,042
45 Software Maintenance Fees	324,618	86,079	26.5%	48,081	28,451
46 Maintenance Repair	444,500	343,027	77.2%	352,137	416,392
47 Equipment Rentals or Lease	48,634	36,277	74.6%	43,552	62,801
48 Mileage reimbursement	10,000	5,558	55.6%	5,382	8,459
49 Tuition reimbursement	10,000	750	7.5%	1,749	3,500
50 Refuse Collection	17,000	6,754	39.7%	5,919	24,472
51 Asset Management Allocation	150,000	150,000	0.0%	-	1,500,000
52 Books/Other Materials	1,730,000	1,077,752	62.3%	886,986	1,571,513
53 Furniture	35,000	27,745	79.3%	19,250	150,722
54 Equipment	52,600	21,298	40.5%	81,242	100,169
55 Computer Equipment	144,000	147,562	102.5%	49,480	50,781
56 Vehicles	-	-	0.0%	40,752	-
57 Operating Transfers Out (City Mgmt fee)	510,734	341,600	66.9%	288,184	355,824
<b>Total Operating Expenditures</b>	<b>5,555,949</b>	<b>3,528,990</b>	<b>63.5%</b>	<b>2,969,629</b>	<b>5,904,216</b>
<b>TOTAL EXPENDITURES</b>	<b>14,843,218</b>	<b>9,461,696</b>	<b>63.7%</b>	<b>8,506,868</b>	<b>13,987,252</b>
<b>TOTAL REVENUE</b>	<b>14,899,487</b>	<b>14,754,720</b>	<b>99.0%</b>	<b>13,812,143</b>	<b>13,113,081</b>
<b>SURPLUS (DEFICIT)</b>	<b>56,269</b>	<b>5,293,024</b>		<b>5,305,275</b>	<b>(874,171)</b>

# Grand Rapids Public Library

## Revenue and Expense Statement

### Capital Fund

Month Ended February 2025

	BOARD APPROVED BUDGET FY 2025	Actual FY 2025 through 8 months	Expenditure % of Budget	For Month Ended February FY24 67% of Year	FY 2023 Actual Final
1 <b>Operating Fund Transfer In</b>	150,000	150,000		-	1,500,000
2 <b>Interest on Investments</b>	60,659	9,596		17,994	90,475
<b>Total Revenues</b>	<b>210,659</b>	<b>159,596</b>		<b>17,994</b>	<b>1,590,475</b>
3 <b>Building Additions/Improvements</b>	136,000	44,691		754,030	1,664,881
<b>Total Asset Management Expenditures</b>	<b>136,000</b>	<b>44,691</b>	<b>32.9%</b>	<b>754,030</b>	<b>1,664,881</b>
<b>TOTAL EXPENDITURES</b>	<b>136,000</b>	<b>44,691</b>	<b>32.9%</b>	<b>754,030</b>	<b>1,664,881</b>
<b>TOTAL REVENUE</b>	<b>210,659</b>	<b>159,596</b>	<b>75.8%</b>	<b>17,994</b>	<b>1,590,475</b>
Fund 2711 <b>SURPLUS (DEFICIT)</b>	<b>74,659</b>	<b>114,905</b>		<b>(736,036)</b>	<b>(74,406)</b>

<b>Total Revenues</b>	14,899,487	14,754,720	99.0%	13,812,143
<b>Total Expenditures</b>	14,843,218	9,461,696	63.7%	8,506,868
Fund 2710 <b>SURPLUS (DEFICIT)</b>	<b>56,269</b>	<b>5,293,024</b>		<b>5,305,275</b>

**TOTAL BOTH FUNDS:**

<b>Total Revenues</b>	15,110,146	14,914,316	98.7%	13,830,137
<b>Total Expenditures</b>	14,979,218	9,506,387	63.5%	9,260,898
<b>SURPLUS (DEFICIT)</b>	<b>130,928</b>	<b>5,407,929</b>		<b>4,569,239</b>







## Board of Library Commissioners **Policy Manual**

### Policy 10-3 | Library Executive Director: Hiring, Evaluation, and Compensation

The Board of Library Commissioners (the “Board” herein) has the sole authority and responsibility for establishing and maintaining the job description for the Library Executive Director, hiring the Library Executive Director, establishing compensation for the Library Executive Director, evaluating the Library Executive Director, and disciplining the Library Executive Director, including firing.

The Board, in consultation with appropriate counsel, will have the responsibility for maintaining a current contract with the Library Executive Director. Compensation for the Library Executive Director’s position will be established at the time of hiring and at stated interval(s) provided by contract. Special consideration of circumstances arising during the term of the contract may be requested by either the Library Executive Director or the Board.

The evaluation of the Library Executive Director will be conducted annually by the Board at a time established by the Board. Procedures for this evaluation will be provided by the Board in consultation with the Library Executive Director and maintained by the Board. The evaluation will be the basis for continued review of the job description and contract between the Board and the Library Executive Director. (See Exhibit A)

---

*Cross Reference: Rescinded Policy 91-4*

*Adopted: November 20, 2012*

*Amended: September 24, 2019, November 28, 2023, December 17, 2024*





## EXHIBIT A

### Library Executive Director Evaluation

The Grand Rapids Public Library Board of Library Commissioners will conduct an annual formal

evaluation of the Library Executive Director. The purposes of this evaluation are as follows:

- To review shared expectations between the Library Executive Director and the Board and assess how they are being met.
- To assess the Library Executive Director's satisfaction of their annual goals from the previous evaluation process.
- To reflect on strengths and areas of improvement in four focus areas: Director Responsibilities, Board Communication, Staff Relations, Community Development.
- To identify the Board's concerns moving forward, if any, so that appropriate action can be taken.
- To demonstrate sound management practices and accountability to the library staff and the community.

### Procedure for the Evaluation

1. The Executive Director will compile the following three (3) documents to provide to the board at the official Board meeting one (1) month before the Library Executive Director evaluation meeting:
  - a. Annual Goals for the upcoming year
  - b. Collected Anonymous Staff Feedback, using a method determined separately, in partnership with the Board. This may include hiring an outside facilitator.
  - c. A Personal Summary of identified strengths and potential areas of improvement for each of the four (4) focus areas presented below
2. To prepare for the formal evaluation, the Board will read and review all of the above documents, and each member will submit comments to a selected Library Commissioner to compile and send to the Library Executive Director in advance of the meeting to discuss all evaluation documents.
3. The Library Executive Director will meet with the Board for a conversation around focus area strengths, areas of improvement, and progress around previous annual goals. This conversation will be a place to discuss concerns in more detail, ask questions, and review shared expectations moving forward.

## Focus Areas

### Executive Director Responsibilities

The expectations of the Library Executive Director's strategic planning, ongoing administrative duties, and professional development include, and are not limited to:

- Provide leadership in developing and implementing long- and short-term goals to carry out the library's strategic framework, and provide communication around any revisions.
- Develop priorities that show advanced planning, appropriately reflect community needs, and are consistent with the long- and short-term goals provided.
- Develop and present an appropriate budget to the Board, exploring and applying for alternative funding sources and grants as appropriate, and negotiating and overseeing contracts held by the library.
- Oversee activities of the library, including helping staff initiate new programs and services, carrying out library procedures, and communicating library services effectively to the public.
- Attend relevant conferences, meetings, workshops, and seminars, sharing knowledge gained with the Board and other appropriate individuals.
- Demonstrate to the staff and to the Board an awareness of new services, programs, resource materials, and technological developments, and their potential impact on the library.

### Board Communication

The expectations of the Library Executive Director's interactions with the Board of Library Commissioners include, and are not limited to:

- Keep the Board informed on issues, needs, and operations of the library.
- Report to the Board regularly on library operations, activities, opportunities, and problems.
- Offer professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.
- Recommend to the Board plans, policies, and technological improvements relating to library operations.
- Support and execute Board Policy and communicate it to the public and to staff.
- Seriously considers and/or acts on the Board's suggestions.
- Implement Board decisions on a timely basis, showing full support of such decisions.

### Staff Relations

The expectations of the Library Executive Director's management role with staff include, and are not limited to:

- Set an example for the staff through professional conduct, high principles, and a business-like approach. This includes displaying initiative, making decisions objectively, and seeking and accepting constructive criticism.

- Maintain positive management/staff relations.
- Administer Board and library policies fairly and equitably.
- Address grievances appropriately and in a timely manner when they are filed.
- Encourage staff to maintain an awareness of technological advances in the profession.
- Justify the need for staff development funds, actively campaign for such funds, and adequately account for the use of such funds.

### **Community Development**

The expectations of the Library Executive Director's community development include, and are not limited to:

- Develop and maintain relations with governmental officials.
- Develop and maintain relations with community members and organizations.
- Develop and maintain relations with the Library Foundation and Friends of the Library.
- Be visible to large segments of the population.
- Be available for speaking engagements in the community.





## Memorandum

**Date:** March 25, 2025  
**To:** Board of Library Commissioners  
**From:** John McNaughton, Library Executive Director  
**Re:** Budget Proposal FY26

grpl.org

Main Library  
 111 Library St NE  
 Grand Rapids, MI 49503  
 616.988.5400

Madison Square Branch  
 1201 Madison Ave SE  
 Grand Rapids, MI 49507  
 616.988.5411

Ottawa Hills Branch  
 1150 Giddings Ave SE  
 Grand Rapids, MI 49506  
 616.988.5412

Seymour Branch  
 2350 Eastern Ave SE  
 Grand Rapids, MI 49507  
 616.988.5413

Van Belkum Branch  
 1563 Plainfield Ave NE  
 Grand Rapids, MI 49505  
 616.988.5410

West Leonard Branch  
 1017 Leonard St NW  
 Grand Rapids, MI 49504  
 616.988.5416

West Side Branch  
 713 Bridge St NW  
 Grand Rapids, MI 49504  
 616.988.5414

Yankee Clipper Branch  
 2025 Leonard St NE  
 Grand Rapids, MI 49505  
 616.988.5415

### Updates

The following notes are updates to what was presented at the February meeting. They are reflected in the FY26 budget proposal enclosed.

- Contractual Services (line 27) increased 50k for a strategic planning consultant expected to commence in the second half of the fiscal year.
- Contractual Services - Training (line 28) increased 4k to include funding for any potential sign language facilitators needed at future library events.

### ***Proposed resolution:***

**RESOLVED that the Board of Library Commissioners of the City of Grand Rapids approve the FY26 budget, effective March 25, 2025.**





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
	<b>Total Tax Revenues</b>	<b>14,598,563</b>	<b>14,099,644</b>	<b>12,741,158</b>	<b>13,465,649</b>
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
	<b>Total Other Revenues</b>	<b>896,065</b>	<b>799,843</b>	<b>778,417</b>	<b>1,026,819</b>
	<b>Total Revenues</b>	<b>15,494,628</b>	<b>14,899,487</b>	<b>13,519,575</b>	<b>14,492,468</b>
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)	
	<b>Total Compensation</b>	<b>9,457,087</b>	<b>9,287,269</b>	<b>9,002,841</b>	<b>8,733,495</b>
25	Supplies	160,000	130,000	130,650	162,378
26	Postage	15,000	9,000	9,000	11,543
27	Contractual Services	522,232	544,600	682,286	263,795
28	Contractual Services - Training	55,690	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
	<b>Total Operating Expenditures</b>	<b>6,021,897</b>	<b>5,555,949</b>	<b>5,440,789</b>	<b>4,704,452</b>
	<b>TOTAL EXPENDITURES</b>	<b>15,478,984</b>	<b>14,843,218</b>	<b>14,443,630</b>	<b>13,437,946</b>
	<b>TOTAL REVENUE</b>	<b>15,494,628</b>	<b>14,899,487</b>	<b>13,519,575</b>	<b>14,492,468</b>
	<b>SURPLUS (DEFICIT)</b>	<b>15,644</b>	<b>56,269</b>	<b>(924,055)</b>	<b>1,054,521</b>

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

<b>2711</b>	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	
<b>2711</b>	<b>SURPLUS (DEFICIT)</b>	<b>476,245</b>	<b>74,659</b>	<b>(1,005,380)</b>	<b>(719,255)</b>
<b>Fund 2710</b>					
	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
<b>TOTAL BOTH FUNDS:</b>					
	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

## FY26 Fee Schedule

### Circulation

#### Library Card Fees:

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

#### Damaged/Missing Item Fees:

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

#### Other:

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

### Meeting Rooms

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

## Parking

- |                            |  |
|----------------------------|--|
| Weekday:                   | <ul style="list-style-type: none"> <li>● \$2.00 per half hour during the week (2 hours of free validated parking in the gated lot)</li> <li>● Daily maximum \$25.00</li> </ul> |
| Weekends / Library events: | <ul style="list-style-type: none"> <li>● No charge with validation</li> </ul>  |

## Printing

- |                                 |   |
|---------------------------------|---|
| 1 page of single-sided printing | <ul style="list-style-type: none"> <li>● No charge for 50 pages per week</li> <li>● \$0.15 per additional page</li> </ul> |
|---------------------------------|---|

## Archive Reproduction Services (GRHC)

- |                            |   |
|----------------------------|---|
| Processing fee (per item): | <ul style="list-style-type: none"> <li>● \$5.00</li> </ul>  |
| Commercial/Editorial use:  | <ul style="list-style-type: none"> <li>● \$15.00</li> </ul> |

## Research

- |  |  |
|--|--|
| Michigan and Grand Rapids history research questions answered by GRHC staff: | <ul style="list-style-type: none"> <li>● \$30.00 per hour (hourly research rate)</li> <li>● Copying charges are extra</li> </ul>                                       |
| Indexed obituaries:  | <ul style="list-style-type: none"> <li>● \$0.00 for the first requested obituary</li> <li>● Additional obituaries to be charged at the hourly research rate</li> </ul> |
| Non-indexed obituaries:  | <ul style="list-style-type: none"> <li>● Charged at the hourly research rate</li> </ul>  |

## Grand Rapids Public Library January – February 2025 Media Index

### Media Mentions by Topic

Programs	11	Digital Media	13
General	2	Television	1
GR History Center	1	Radio	0
Staff/Board	0	Print publications	0
GRPL Foundation	0		
Outreach	0	Total number of mentions:	0

### Key Articles and Interviews

- [Nearly 1,200 5th graders find love for reading with One Book, One City | WOODTV.com](#)
- [Grand Rapids Public Library unveils fifth-grade reading Initiative, author visit, and related events](#)
- [After 55 Years, \*\*Grand Rapids'\*\* Festival of the Arts is No More - Mix 95.7FM](#)
- [Free Black History events \*\*in Grand Rapids\*\* | WOODTV.com](#)
- [Celebrate Women's History Month in West Michigan: 2025 tours, expos, exhibits and more events](#)
- [See photos, video from \*\*Grand Rapids\*\* Ukrainian solidarity rally - MLive.com](#)
- [Black History Month: New tour to highlight \*\*Grand Rapids'\*\* Third Ward stories - YouTube](#)
- [Festival of the Arts canceled: 5 takeaways from its 55-year history in \*\*Grand Rapids\*\*](#)
- [Black History Month performances, story times coming to Grand Rapids library - MLive.com](#)
- [GRPL hosting free Black History Month programs for kids, adults - FOX 17](#)
- [\*\*Grand Rapids Public Library\*\* to present Black History Month programs - Wood Radio](#)
- [Black History Month 2025: Art, film, music, and cultural events across Michigan - MLive.com](#)
- [Where to celebrate Black History Month 2025 around West Michigan - mlive.com](#)
- [Todd's Weekend Adventures, January 31-Feb 2, 2025 - FOX 17](#)

## Social Media Comments

### Partner - Videos

- WE LOVE EDDIE!!!!!!!!!!!! (Eddie Chaffer History Center Mural)
- This is one of my favorite local murals, I love seeing the research and inspiration behind it! Thx Eddie! (Eddie Chaffer History Center Mural)
- It's fabulous of you to shine a spotlight on **@son.visual** 🔥 Our environment is transformed and brightened by our visual artists!! Kudos to the creative team! ❤️ (Eddie Chaffer History Center Mural)
- love seeing **@son.visual** murals around the city, love the **@grandrapidspubliclibrary** !! (Eddie Chaffer History Center Mural)
- let's goooo Eddie!!! 🔥 Thanks for all that you do! (Eddie Chaffer History Center Mural)
- i love you eddie and public art!!!! (Eddie Chaffer History Center Mural)
- awesome!!!!!!!!!!!! let's go!!!!!!!!!!!! art and local library loving!!!!!!!!!!!! (Eddie Chaffer History Center Mural)
- Let's gooooo 🚲 (Grand Raggidy Roller Derby)
- Haha. This is awesome (Grand Raggidy Roller Derby)
- Two of my favorite worlds collide!!! 😍😍😍 (Grand Raggidy Roller Derby)
- Looks like they had a great time making this video 😍 (Grand Raggidy Roller Derby)
- Love this – can't wait to check out some tix! (Grand Raggidy Roller Derby)

### Staff - Videos

- Don't tempt me with a good time! (Crafternoon - Monica)
- Fun! I've been wanting to go to a crafting space lately! (Crafternoon - Monica)
- had no idea about that online craft resource! thank you! 😊 (Crafternoon - Monica)

- I didn't know about the database! I'll have to check it out. Can we use it from home or do we go in to the library to use it? (Crafternoon - Monica)

## General

- Ha I was just bragging about the furniture collection earlier this week. Love it. (Furniture Collection Daily Report Note)
- Sophia Brewer's presentations are always fascinating. Hope to attend this one!
- Sophia is brilliant. READ her articles, especially in the GR Times!!!❤️
- 😊this is so beautiful. thank you for existing. (Books by Mail Daily Report Note)
- So glad this service still exists! (Books by Mail Daily Report Note)
- Is this being offered anywhere else? (That is the only hour in the week that I currently have a commitment). 😞 (Tai Chi Event)
- Cool...offered when real people are at work. (Tai Chi Event)
- As a real person with a real job who usually works 2nd shift I find it absolutely incredible that you are offering a free wellness class in the morning! Thank you!! (Tai Chi Event)
- I'm too far away but very excited to see this happening! Meryl is a very nice person and a great author (Michigan Author Talk)
- I would 100% attend a class on mending books so I could repair my personal library. (Collection Services Mending Video)
- What glue do you use?? (Collection Services Mending Video)
- Thank you GRPL for this amazing partnership! (One Book, One City)
- I crossed doing macrame off my bucket list today at a Crafternoon event at Yankee Clipper **Grand Rapids Public Library** 😊.







# STAFFING REPORT

February 2025 - March 2025

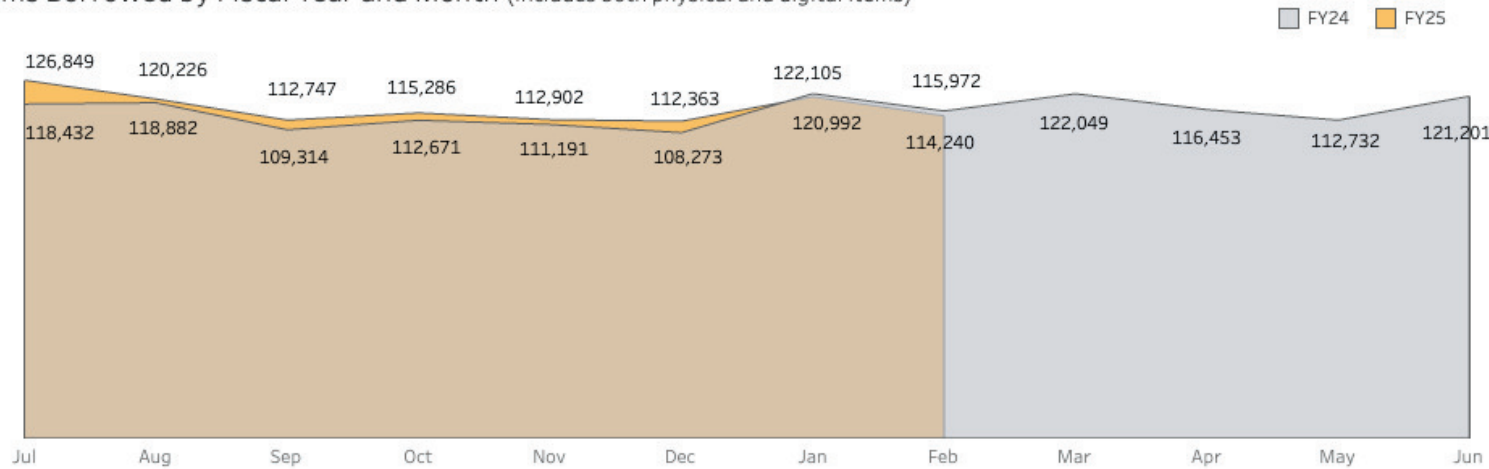
NEW HIRES				STAFF ANNIVERSARIES			
NAME	EFFECTIVE	POSITION	LOCATION	NAME	POSITION	TIME	
Cody Coppernoll	2/17/2025	Library Page	North Region	Lindsay Laplow	Executive Administrative Asst	8 years	
Julie Smith	2/24/2025	Librarian I	Main Library	Allen McCarty	Office Assistant III	5 years	
Willow Tyler	2/24/2025	Library Page	Main Library	Esko Peterson	Library Assistant II	5 years	
Matt Black	2/24/2025	Library Page	Main Library	Lore Rayson	Library Assistant II	3 years	
				Natalie Drew	Human Resources Director	1 year	
DEPARTURES				None			
PROMOTIONS				Jordan Cloud, 3/4/2025, Office Assistant II, Main Library			
OPEN POSITIONS				Librarian IV (1), Library Custodian (1), Library Help Desk Technician (1), Library Assistant II (1)			
TOTAL TURNOVER FY25*			MONTHLY TURNOVER*				
February 8, 2025 - March 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



# February 2025 STATISTICAL REPORT

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



**41,168**

**Library Visits**  
2025 FYTD: 348,931 **↑10%**  
2024 FYTD: 317,001

**799**

**New Cardholders**  
2025 FYTD: 7,034 **↑7%**  
2024 FYTD: 6,551

**114,240**

**Total Items Borrowed**  
2025 FYTD: 935,605 **↑2%**  
2024 FYTD: 916,840

**58,540**

**Physical Items Borrowed**  
2025 FYTD: 500,372 **↓2%**  
2024 FYTD: 509,993

**55,700**

**Digital Items Borrowed**  
2025 FYTD: 435,233 **↑7%**  
2024 FYTD: 406,847

**97 Library Programs**

1,892 program attendance

**4 Outreach Events**

282 outreach attendance

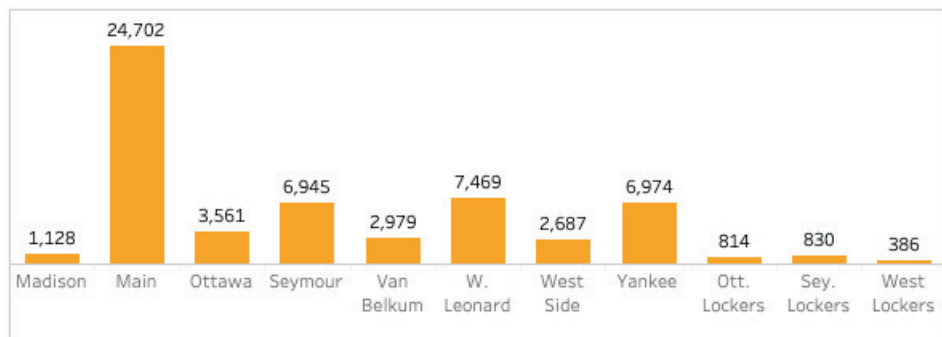
**6 Classes**

**7 School Visits / Tours**

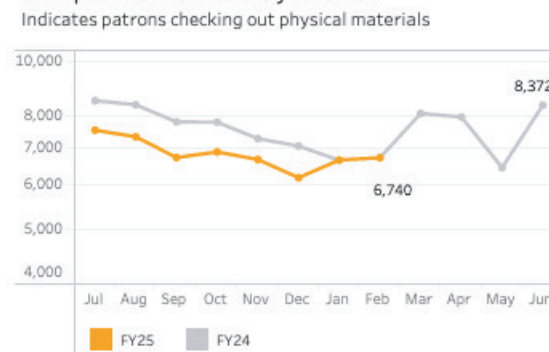
**12 1-on-1 Tech Help**

**15 Business Consultations**

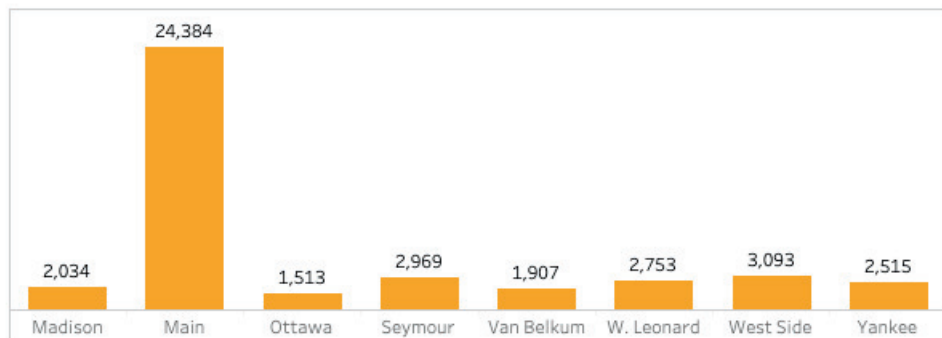
Physical Items Borrowed by Branch



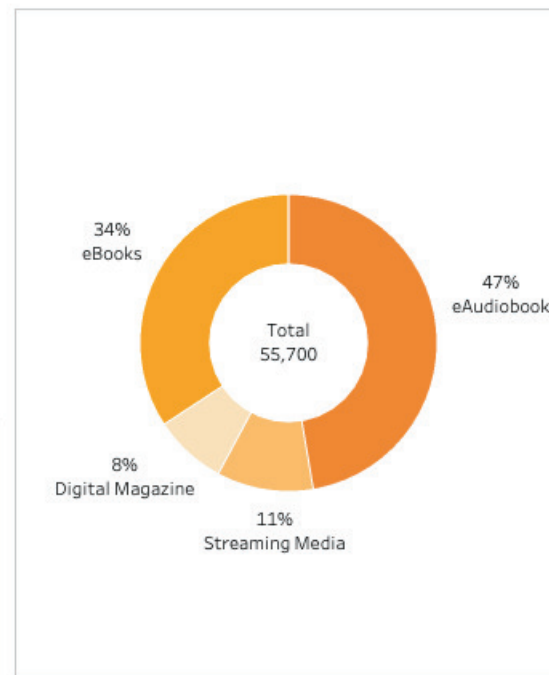
Unique Borrowers by Month



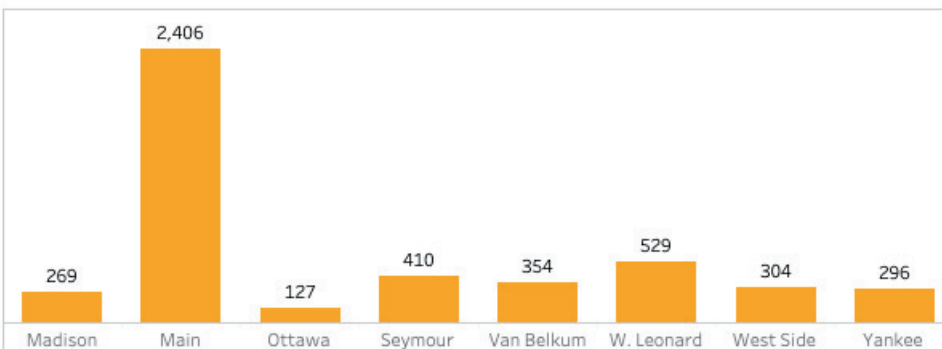
Library Visits by Branch



Digital Usage by Format



Public Computer Use by Branch



**18,752**

Database Page Views

**161**

Email Reference Questions Answered

**4,695**

Public Computer Sessions

**Social Media**

7,104 interactions  
39,408 followers  
836,251 impressions

**12,933**

Digital Archival Items Viewed

**14,692**

Physical Holds Fulfilled

**88**

WiFi Hotspot Checkouts

## Community Connections

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

- Academy Manor Senior Housing
- Arbor Circle Street Outreach
- Bibliotheca
- Cherry Health
- Degage
- Griffins Youth Foundation
- Grand Rapids Children's Museum
- GVSU Laker Edu. Opportunity Center
- Heart for Home
- Homeless Outreach Team
- Kent County Friend of the Court
- Mel Trotter
- Pine Rest StreetReach
- Second Chances First
- West Leonard Business Assoc.

## Popular Titles this Month

