

LOCATION: KDL Meeting Center (814 West River Center DR NE, Comstock Park, MI 49321)

DATE: Thursday, July 19, 2018 at 4:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. LIAISON REPRESENTATIVE COMMENTS
- IV. PUBLIC COMMENTS**
- * V. CONSENT AGENDA
 - A. Approval of Agenda
 - B. Approval of Minutes – June 14, 2018
 - C. Request for Late Opening of the East Grand Rapids Branch on Saturday, September 8, 2018 to accommodate the Rhoades McKee Reeds Lake Triathlon.
- VI. 2017 AUDIT REPORT – Maner Costerisan
- VII. INTERNAL REVIEW OF 2017 DONATIONS
- * VIII. FINANCE REPORTS – June 2018
- IX. LAKELAND LIBRARY COOPERATIVE REPORT
- X. DIRECTOR’S REPORT – June 2018
- * XI. OLD BUSINESS
 - A. KDL Policy Manual- Overview of Major Structural Changes to Accommodate New Patron Behavior Policy *Second Reading*
- XII. NEW BUSINESS
 - A. KDL Policy Manual: Section 3 – Other Services *First Reading*
 - B. Issue Analysis: RFP for Service Center Roof and HVAC *First Reading*
 - * C. Resolution: Ladies Night Liquor License – Comstock Park *Roll-Call Vote*
 - * D. Resolution: Ladies Night Liquor License – EGR *Roll-Call Vote*
 - * E. Resolution: Ladies Night Liquor License – Grandville *Roll-Call Vote*
 - * F. Resolution: Ladies Night Liquor License – Krause Memorial *Roll-Call Vote*
 - G. 2018-2020 Strategic Plan Update
 - * H. Election of KDL Secretary
 - I. Board Retreat Update
 - J. Ceremony for ALA Trustee Citation Award
- XIII. LIAISON REPRESENTATIVE COMMENTS
- XIV. PUBLIC COMMENTS**
- XV. BOARD MEMBER COMMENTS
- XVI. MEETING DATES

Regular Meeting: Thursday, August 16, 2018 – KDL Service & Meeting Center – 4:30 p.m.
- * XVII. ADJOURNMENT
 - * *Requires Action*
 - ** *According to Kent District Library Board of Trustee Bylaws, Article VII, Item 7.1.3, “Public comments will be limited to 3 minutes per person or group and 15 minutes per subject.”*

LOCATION: KDL Meeting Center (814 West River Center DR NE, Comstock Park, MI 49321)

DATE: Thursday, June 14, 2018 at 4:30 p.m.

Board Present: Shirley Bruursema, Andrew Erlewein, Tom Noreen, Caitie S. Oliver, Penny Weller, Craig Wilson

Board Absent: None

Staff Present: Jaci Cooper, Lindsey Dorfman, Randy Goble, Brian Mortimore, Laura Powers, Lance Werner, Carrie Wilson

Guests Present: Lori Berg, Bill Brinkman, Margaret Pelfrey

- I. CALL TO ORDER
Chair Weller called the meeting to order at 4:30 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. LIAISON REPRESENTATIVE COMMENTS – None.
- IV. PUBLIC COMMENTS- None.
- V. CONSENT AGENDA
 - A. Approval of Agenda
 - B. Approval of Minutes – May 17, 2018
 - C. Request for Closing of the Kentwood Branch on Saturday, August 11, 2018 to accommodate the Celebrate Kentwood event.

Motion: Mr. Wilson moved to approve the consent agenda as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

VI. FINANCE REPORTS – May 2018

Ms. Powers introduced Randy Burson II, a recent Ferris State University graduate, as the newest member of the Finance Department. He has been with KDL for four weeks as the new General Accountant.

Ms. Powers said she appreciates the Board's flexibility with accepting an electronic copy of the financials since the meeting was a week earlier this month due to the ALA Annual Conference. Ms. Powers gave a verbal overview of the May financials: KDL is 42% of the way through the fiscal year and expenses are at 36% -- under the percentage for the year.

The biggest ACH payment this month was to Priority Health.

Ms. Powers gave the Board an update on the status of the audit. The auditors will be presenting at either the July or August Board of Trustees meeting.

Motion: Ms. Bruursema moved to receive and file May 2018 finance reports as presented.

Support: Supported by Mr. Wilson.

RESULT: Motion carried.

Draft

VII. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted that the June LLC meeting, which was held earlier in the day, had no action items but said that this would be the last of the short LLC meetings.

VIII. DIRECTOR'S REPORT – May 2018

Director Werner highlighted the following items:

- Ms. Dorfman announced that there will be an exciting, system-wide refresh of the KDL children's spaces. KDL Leadership recently toured the Grand Rapids Children's Museum (GRCM) and got insight to their philosophy. Two days after the tour, the director of GRCM emailed KDL and said that they want to initiate a partnership. GRCM's Board encouraged them to do more outreach and partnerships, so together KDL and GRCM will design a new fun and educational play space in the branches. The new concept will be piloted at the Wyoming branch, and KDL will raise additional funding to put it into the other branches.
- Ms. Dorfman also reported on the Volunteer Coordinator's involvement in the election inspection, run by the Secretary of State. Individual townships have had a hard time getting volunteers. Calli Crow, KDL's Volunteer Coordinator, worked with staff members to go in and train to be inspectors. This seemed to be a good partnership because KDL serves a lot of civic-minded patrons.
- Director Werner called Ms. Wilson up to give an update on the ILS. Ms. Wilson introduced Lori Berg, the new on-site SirsiDynix consultant, and the Director of Consulting and Training, Margaret Pelfrey. Ms. Pelfrey thanked Carrie and spoke highly of the EGR branch she visited earlier in the day. The SirsiDynix team said they are excited to be here and take this partnership to another level.
- Director Werner announced that more and more staff members are utilizing the CareACT part time insurance. Those who have used it have shared great feedback. Mr. Mortimore will present metrics to the board later in the year or early next year.
- LT and the Board discussed the military library cards – a new, fine-free card type with no printing costs. KDL wants to honor veterans and show they are here for them.
- Director Werner proudly announced that not one, but two KDL Trustees received the American Library Association Trustee Citation Award this year. Typically, one trustee is chosen nationally, but Ms. Weller and Mr. Wilson were both selected. Ms. Weller will receive her award at the ALA Annual Conference Opening Session, and Director Werner will receive Mr. Wilson's on his behalf since he is unable to attend.

IX. NEW BUSINESS

A. KDL Policy Manual- Overview of Major Structural Changes to Accommodate New Patron Behavior Policy.

Jaci Cooper presented the new structural changes to Sections 3, 4, and 6 of the KDL Policy Manual. Ms. Cooper explained that the new policy structure will accommodate clearer and more specific patron behavior policies so that KDL can strive to be more consistent and fair when enforcing policies among all 19 branches. The new policy will be organized in a more intuitive manner so branch staff can quickly locate what they need. If the structural changes are approved by the Board, changes to the content and language for Sections 3, 4, and 6 will follow, but the actual policy would not be changed until the Board approves of everything to prevent gaps and redundancies in the existing policy.

The Board collectively decided to take the structural changes to a second reading to examine them more closely. Ms. Dorfman asked to present the Section 3 changes to the next meeting to keep the process moving and the Board agreed to this.

Draft

- X. LIAISON REPRESENTATIVE COMMENTS – Plainfield Township Treasurer Bill Brinkman gave an update on the new bike path on south Jupiter.
- XI. PUBLIC COMMENTS – None.
- XII. BOARD MEMBER COMMENTS
- Ms. Bruursema: Ms. Bruursema thanked her KDL family for their support and kindness while she deals with some personal things at home. Ms. Bruursema said she has been busy with millage campaigns. Library items are last on ballot by law, so she is doing a lot of educating on voting at the millage campaigns.
- Mr. Erlewein: Mr. Erlewein praised the Katie Kudos concept and shared an idea for further staff recognition.
- Ms. Oliver: Ms. Oliver commended KDL for the partnership with Success Starts Early and said that it is a big thing to be involved with. Ms. Oliver wished those who are attending ALA Conference in New Orleans a fun and safe trip.
- Ms. Weller: Ms. Weller is excited to attend ALA Annual Conference next week with Ms. Bruursema in New Orleans. Ms. Weller also announced that the Kent County Board of Commissioners has nominated someone to represent Region 7: Grandville and Byron Center, and Ms. Weller is eager to have a full Board again once the Wyoming vacancy is filled.
- Mr. Wilson: Mr. Wilson said it is good to be back after missing last month's meeting.
- XIII. MEETING DATES
- Regular Meeting: Thursday, July 19, 2018 – KDL Service & Meeting Center – 4:30 p.m.***
- XIV. ADJOURNMENT
- Motion: Mr. Erlewein moved for adjournment at 5:18 p.m.**
- Support: Supported by Mr. Wilson.**
- RESULT: Motion carried.**



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Kent District Library

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(Richard L. Root)

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(Rockford)

Nelson Twp./Sand Lake

Plainfield Twp.

Spencer Twp.

Tyrone Twp.

Walker

Wyoming

KDL Service and
Meeting Center
814 West River Center Dr. NE
Comstock Park, MI 49321

616-784-2007

Toll free 1-877-243-2466

kdl.org

June 29, 2018

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

Dear Board of Trustees:

I am requesting that the East Grand Rapids branch open at 11:00 a.m. instead of 9:30 a.m. on Saturday, September 8, 2017 to accommodate the Rhoades McKee Reeds Lake Triathlon.

The triathlon draws many participants and spectators, and begins and ends nearly at the door of the library. The street in front of the library will be blocked off for the event. Given the inability of customers and staff to access the library during the event, I would like to open the library later than normal to provide the necessary time for the street to reopen.

Thank you for your consideration.

Sincerely,

Dawn Lewis
East Grand Rapids Branch Manager

memo

Kent District Library

To: Development Committee
From: Laura Powers, Director of Finance
CC: Board of Trustees; Lance Werner, Library Director; Claire Horlings, Development Manager
Date: July 5, 2018
Re: Review of 2017 Donations Summary

As requested, I have completed a review of the donations received in 2017 and corresponding expenditures to determine if KDL appropriately used donations for their intended purposes in 2017. This document, reviewed by our external auditors, summarizes the methods of the internal review and indicates there is no reasonable cause to believe donations were used for other than their intended purposes.

After completing the review, it appears branch specific donations received in 2017 were appropriately spent by the intended branches and any balance remaining at December 31, 2017 appropriately housed in the "Restricted – Contributions" fund balance to be spent at a later date. Also, it appears non-branch specific donations received in 2017 were appropriately spent on their intended categories. In addition, fund balances as of December 31, 2016 stemming from Donations/Sponsorships and Grants were appropriately spent on their intended categories in 2017.

After applying 2017 donations and 2016 fund balances from donations and grants to the appropriate expenditures, the donation categories utilized by the Fund Development department in 2017 of Programming, Classes, Collection, and LBPH were not fully funded by donations and/or grants and were subsidized by millage revenue and other revenue sources. In other words, in 2017 KDL spent more in each of these categories than the combination of donations and/or grants received in 2017 and the related 2016 fund balances. As an example, millage revenue and other revenue sources funded \$64,904.94 of programming expenditures. Please see Appendix A for a summary.

To address specific concerns raised by Linda Krombeen in her memo dated March 28, 2018:

Claim: *"Gifts the evening of 2017 Literary Libations that were solicited specifically for the bookmobile and are now in the fund balance."*

Response: These gifts were used in 2017 for construction of the bookmobile. As of 12/31/17, KDL had spent \$166,837.50 for construction of the bookmobile. \$104,000 of that amount was provided by the Steelcase grant. The remaining amount of \$62,837.50 was funded by KDL funds, which includes donations made to KDL for the bookmobile.

Claim: *“Payment in 2017 for seats at the 2018 Literary Libations that are now in the fund balance.”*

Response: Per Claire Horlings review of Ms. Krombeen’s records from 2017, two payments were made in 2017 for the 2018 Literary Libations. These payments total \$1,100. As of 12/31/17, this amount is appropriately recorded as Unearned Revenue.

Claim: *“YE gifts received through the annual appeal that are now in the fund balance despite our solicitation that states they will be used for programs and services.”*

Response: As discussed above, all donations received in 2017 were used in 2017 for their intended purpose. This includes donations received from the year end appeal that were applied against programming expenditures incurred in 2017.

Claim: *“Gifts received through our online program and proceeds from fund development events which clearly state that unrestricted gifts will be used for program, services and endowment.”*

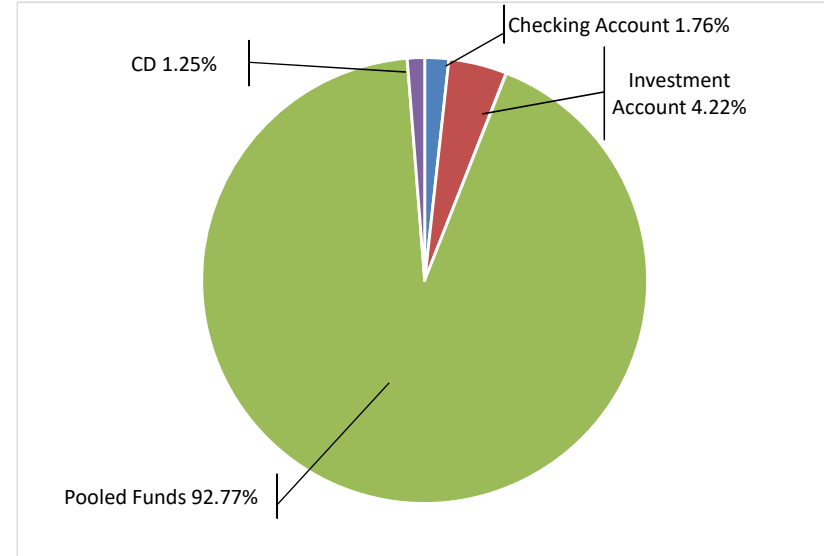
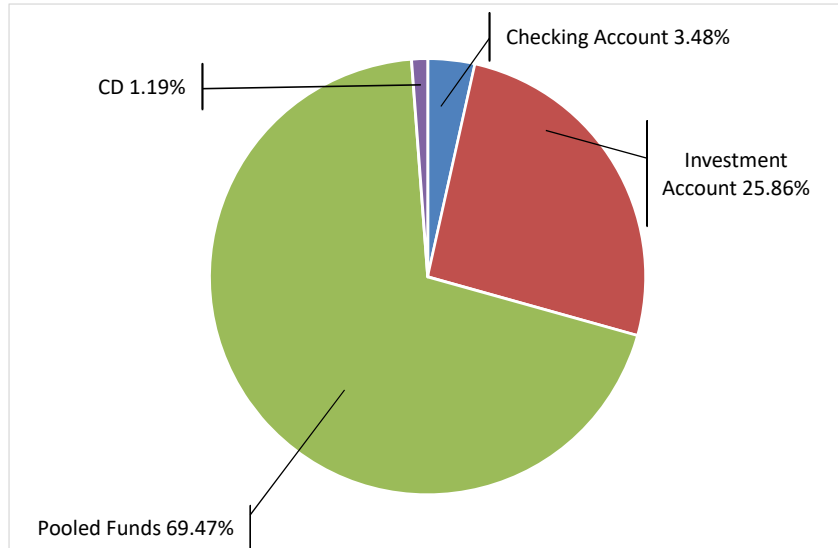
Response: As discussed above, all donations received in 2017 were used in 2017 for their intended purpose. This includes donations received from online donors and fund development events that were applied against programming expenditures incurred in 2017.

In conclusion, it is my understanding that donations were appropriately used for their intended purposes in 2017.

Appendix A

	Less: Funding Sources				
		Application of			
	2017	2017	2017	12/31/16 Assigned	Amount Funded by
Donation Categories	Expenditures	Reconciled Non-Branch Donations	Unrestricted Donations to Programming	Fund Balances Applied	Millage and Other Revenue Sources
Classes	5,400.00	2,250.00			3,150.00
Collection	3,056,038.17	5,012.00			3,051,026.17
Endowment	1,507.00	1,507.00			-
LBPH	562.52	75.00			487.52
Programming (includes Bookmobile)	406,576.70	121,914.03	133,131.69	86,626.04	64,904.94
Summer Reading Program	54,437.75	30,100.00		24,337.75	-
Teen Film Festival	3,088.31	500.00		2,588.31	-
Unrestricted	17,559,268.55	133,131.69	(133,131.69)		17,559,268.55
Total	21,086,879.00	294,489.72	-	113,552.10	20,678,837.18

Monthly Cash Position Per Bank Month ended June 30



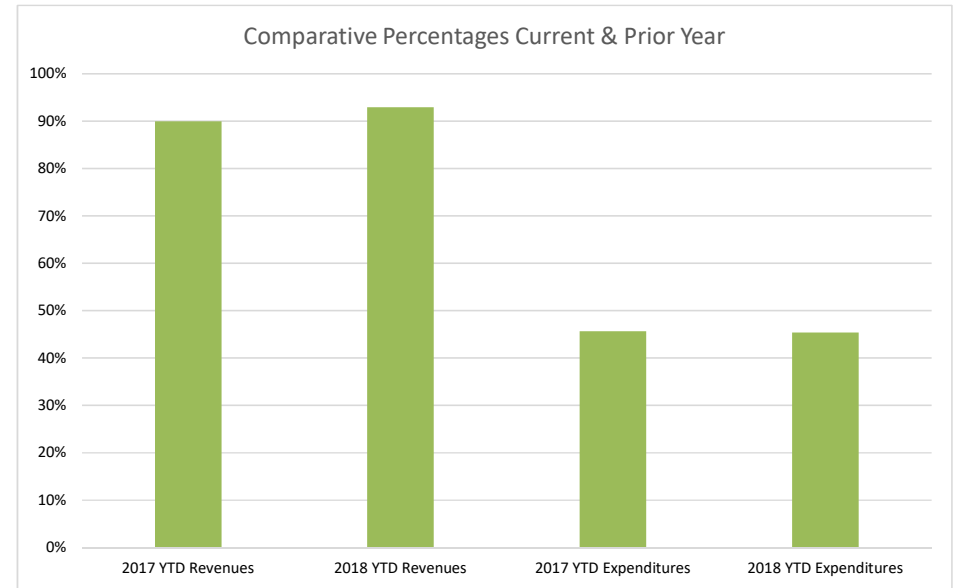
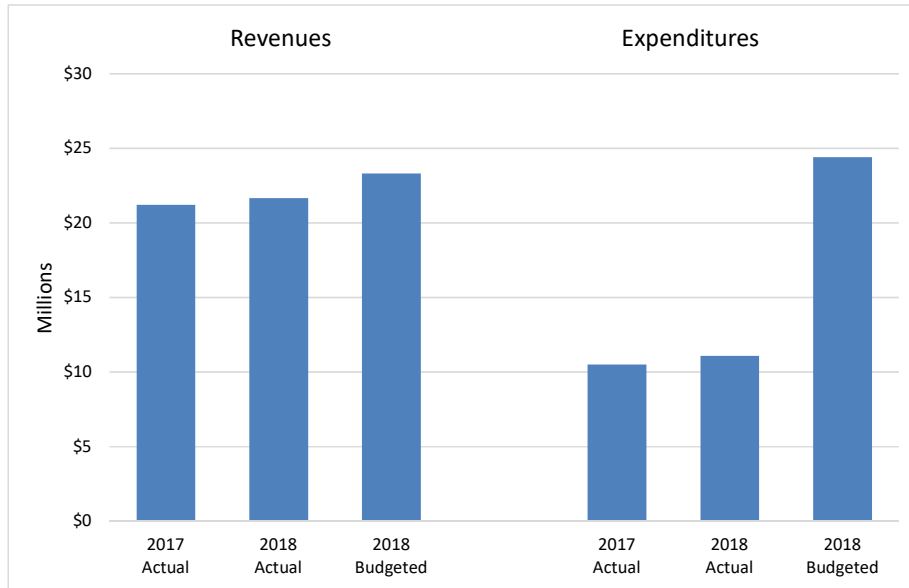
2018		
Account	Rate	Amount
Huntington Checking Account	0.166%	\$769,047.65
Huntington Investment Account	0.300%	\$5,716,193.95
*Kent County Pooled Funds	0.956%	\$15,353,652.91
First National Bank	1.240%	\$261,844.68
		<u>\$22,100,739.19</u>

2017		
Account	Rate	Amount
Huntington Checking Account	0.150%	\$358,125.57
Huntington Investment Account	0.300%	\$860,747.21
*Kent County Pooled Funds	0.845%	\$18,936,038.11
First National Bank	1.045%	\$255,973.16
		<u>\$20,410,884.05</u>

* Includes Trust Pooled fund balances

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

Monthly Revenues and Expenditures Month ended June 30



Budget to Actual with Prior Year Comparison

Revenues

2017 Actual	\$	21,224,053
2018 Actual	\$	21,679,860
2018 Budgeted	\$	23,321,286

Expenditures

2017 Actual	\$	10,509,140
2018 Actual	\$	11,087,900
2018 Budgeted	\$	24,407,982

Comparative Percentages Current & Prior Year

Account

Amount

2017 YTD Revenues	90.0%
2018 YTD Revenues	93.0%
2017 YTD Expenditures	45.7%
2018 YTD Expenditures	45.4%

Kent District Library
Board Budget to Actual
101 - General Fund
From 1/1/2018 Through 6/30/2018
(In Whole Numbers)

	YTD Actual	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Taxes	21,165,943	21,261,500	(95,557)	(0)%
Licenses and Permits	1,678	2,500	(822)	(33)%
State Grants	166,075	610,000	(443,925)	(73)%
Contributions from Local Units	49,959	479,000	(429,041)	(90)%
Charges for Services	51,385	50,000	1,385	3 %
Fines and Forfeitures	92,119	75,000	17,119	23 %
Investment Income and Rentals	100,339	83,500	16,839	20 %
Other Revenue	52,362	709,786	(657,424)	(93)%
Other Financing Sources	0	50,000	(50,000)	(100)%
Total Revenues	21,679,860	23,321,286	(1,641,426)	(7)%
Expenditures				
Personal Services	6,707,061	14,215,459	7,508,398	53 %
Supplies	1,421,955	2,351,675	929,720	40 %
Other Services and Charges	1,777,308	4,060,711	2,283,402	56 %
Capital Outlay	1,181,577	3,755,137	2,573,560	69 %
Other Financing Uses	0	25,000	25,000	100 %
Total Expenditures	11,087,900	24,407,982	13,320,081	55 %
Excess Revenue Over (Under) Expenditures	10,591,960	(1,086,696)	11,678,656	(1,075)%

Kent District Library
Board Budget to Actual
245 - Business Consulting Special Revenue Fund
From 1/1/2018 Through 6/30/2018
(In Whole Numbers)

	YTD Actual	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Charges for Services	30,719	100,000	(69,281)	(69)%
Other Revenue	0	1,000	(1,000)	(100)%
Total Revenues	30,719	101,000	(70,281)	(70)%
Expenditures				
Personal Services	7,785	60,000	52,215	87 %
Supplies	0	2,250	2,250	100 %
Other Services and Charges	20,643	12,750	(7,893)	(62)%
Total Expenditures	28,429	75,000	46,571	62 %
Excess Revenue Over (Under) Expenditures	2,290	26,000	(23,710)	(91)%

Kent District Library
Board Budget to Actual
271 - Fund Development Special Revenue Fund
From 1/1/2018 Through 6/30/2018
(In Whole Numbers)

	YTD Actual	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Charges for Services	0	32,005	(32,005)	(100)%
Other Revenue	35,514	93,500	(57,986)	(62)%
Other Financing Sources	0	25,000	(25,000)	(100)%
Total Revenues	35,514	150,505	(114,991)	(76)%
Expenditures				
Personal Services	51,585	90,601	39,016	43 %
Supplies	1,602	9,900	8,298	84 %
Other Services and Charges	4,544	49,845	45,301	91 %
Total Expenditures	57,731	150,346	92,615	62 %
Excess Revenue Over (Under) Expenditures	(22,217)	159	(22,376)	(14,073)%

Kent District Library
Board Prior Year Comparison
From Jan 1st Through June 30th
101 - General Fund

	<u>YTD Ending June 30, 2017</u>	<u>YTD Ending June 30, 2018</u>	<u>Total Variance</u>
Revenues			
Taxes	20,531,379	21,165,943	634,564
Licenses and Permits	-	1,678	1,678
State Grants	149,184	166,075	16,891
Contributions from Local Units	-	49,959	49,959
Charges for Services	68,985	51,385	(17,599)
Fines and Forfeitures	76,360	92,119	15,759
Investment Income and Rentals	67,144	100,339	33,195
Other Revenue	331,001	52,362	(278,639)
Total Revenues	<u>21,224,053</u>	<u>21,679,860</u>	<u>455,807</u>
Expenditures			
Personal Services	6,347,918	6,707,061	359,143
Supplies	970,194	1,421,955	451,761
Other Services and Charges	2,171,186	1,777,308	(393,877)
Capital Outlay	1,019,843	1,181,577	161,734
Total Expenditures	<u>10,509,140</u>	<u>11,087,900</u>	<u>578,760</u>
Excess Revenue Over (Under)	10,714,913	10,591,960	(122,953)
Expenditures	<u><u> </u></u>	<u><u> </u></u>	<u><u> </u></u>

Kent District Library
Board Budget to Actual
101 - General Fund
From 6/1/2018 Through 6/30/2018
(In Whole Numbers)

	Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Taxes					
4402 Current property taxes	467,860	20,610,861	21,075,000	(464,139)	(2)%
4412 Delinquent personal property taxes	387,833	401,025	12,000	389,025	3,242 %
4432 DNR - PILT	1,258	7,935	9,500	(1,565)	(16)%
4437 Industrial facilities taxes	(62)	146,122	165,000	(18,878)	(11)%
Total Taxes	856,889	21,165,943	21,261,500	(95,557)	(0)%
Licenses and Permits					
4478 Licenses and fees	0	490	0	490	0 %
4668 Royalties	0	1,188	2,500	(1,312)	(52)%
Total Licenses and Permits	0	1,678	2,500	(822)	(33)%
State Grants					
4540 State Aid	144,014	145,538	300,000	(154,462)	(51)%
4541 State aid - LBPH	0	20,537	0	20,537	0 %
4548 Renaissance Zone reimbursement	0	0	60,000	(60,000)	(100)%
4549 Personal Property tax reimbursement	0	0	250,000	(250,000)	(100)%
Total State Grants	144,014	166,075	610,000	(443,925)	(73)%
Contributions from Local Units					
4581 Penal fines	0	0	454,000	(454,000)	(100)%
4583 Contributions from public schools	0	49,959	25,000	24,959	100 %
Total Contributions from Local Units	0	49,959	479,000	(429,041)	(90)%
Charges for Services					
4650 Printing/fax fees	6,434	51,385	50,000	1,385	3 %
Total Charges for Services	6,434	51,385	50,000	1,385	3 %
Fines and Forfeitures					
4658 Overdue fines	16,753	92,119	75,000	17,119	23 %
Total Fines and Forfeitures	16,753	92,119	75,000	17,119	23 %
Investment Income and Rentals					
4665 Interest earned on deposits and investments	20,052	94,556	75,000	19,556	26 %
4666 Interest Earned - Property Taxes	165	894	1,000	(106)	(11)%
4667 Building rental	205	4,889	7,500	(2,611)	(35)%
Total Investment Income and Rentals	20,421	100,339	83,500	16,839	20 %
Other Revenue					
4502 Universal Service Fund - eRate	0	0	621,786	(621,786)	(100)%
4672 Local grants	(2,000)	860	10,000	(9,140)	(91)%
4673 Restricted donations	852	19,247	0	19,247	0 %
4674 Unrestricted donations	2,165	5,871	50,000	(44,129)	(88)%
4676 Reimbursement of expenditures	2,068	12,109	0	12,109	0 %
4677 Program contributions	0	2,132	0	2,132	0 %
4685 Materials replacement charges	385	10,956	25,000	(14,044)	(56)%
4686 Sale of Equipment	20	65	0	65	0 %
4688 Miscellaneous	188	1,123	3,000	(1,877)	(63)%
Total Other Revenue	3,678	52,362	709,786	(657,424)	(93)%
Other Financing Sources					
4699 Transfers in	0	0	50,000	(50,000)	(100)%
Total Other Financing Sources	0	0	50,000	(50,000)	(100)%
Total Revenues	1,048,188	21,679,860	23,321,286	(1,641,426)	(7)%

Kent District Library
Board Budget to Actual
101 - General Fund
From 6/1/2018 Through 6/30/2018
(In Whole Numbers)

	Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Expenditures					
Personal Services					
5700 Board Stipend	210	1,290	3,360	2,070	62 %
5701 Administrator wages	96,741	433,506	849,839	416,333	49 %
5702 Managers wages	235,393	960,307	2,137,350	1,177,042	55 %
5703 Support Staff wages	480,228	2,028,583	4,237,588	2,209,005	52 %
5704 Operations	386,565	1,607,488	3,280,529	1,673,041	52 %
5705 Interns	12,272	13,776	77,587	63,811	82 %
5706 Extra duty stipends	0	0	20,000	20,000	100 %
5708 Subs	31,837	123,056	247,000	123,944	50 %
5709 FICA	92,981	381,484	830,292	448,809	54 %
5716 Defined Benefit Pension Plan Expenditures	11,085	46,656	108,267	61,611	57 %
5717 Defined Contribution Pension Plan Contributions	23,432	94,271	436,439	342,168	78 %
5718 Employee Health Benefits	97,482	593,196	1,356,514	763,318	56 %
5719 Part-time Employee Health Benefits	17,521	50,064	220,000	169,936	77 %
5720 HSA/Flex	1,877	336,015	336,000	(15)	(0)%
5723 Retiree Health Care OPEB	521	2,756	1,500	(1,256)	(84)%
5724 Life Insurance	3,950	13,779	25,190	11,411	45 %
5725 Additional Life Insurance	2,935	5,680	14,100	8,420	60 %
5726 Housing Allowance	6,000	6,000	12,000	6,000	50 %
5727 Gradifi Student Loan Assistance	1,150	6,700	15,750	9,050	57 %
5728 YMCA Membership Support	130	590	1,800	1,210	67 %
5730 Other Employee Benefits	0	1,865	4,355	2,490	57 %
Total Personal Services	1,502,308	6,707,061	14,215,459	7,508,398	53 %
Supplies					
5750 Processing Supplies	9,243	55,341	169,700	114,359	67 %
5751 Office Supplies	2,272	23,276	45,810	22,534	49 %
5752 Paper	3,125	15,593	19,095	3,502	18 %
5753 AV Supplies	3,880	8,490	17,000	8,510	50 %
5754 Disposable Technology <\$1000	117,563	135,076	236,145	101,069	43 %
5755 Maintenance Supplies - Custodial	(2,249)	1,686	5,160	3,474	67 %
5756 Water Cooler	723	4,612	2,300	(2,312)	(101)%
5757 Meeting Center Supplies	8	843	3,000	2,157	72 %
5759 Gas, Oil, Grease	79	492	3,500	3,008	86 %
5765 Wellness Supplies	3,552	4,541	5,000	459	9 %
5766 Team KDL Supplies	0	0	1,000	1,000	100 %
5767 New EE Shirts/Tote Bags	(2,889)	1,062	4,000	2,938	73 %
5768 Promotions Supplies	1,078	12,815	37,020	24,205	65 %
5769 Service Awards	0	3,056	4,200	1,144	27 %
5770 Other Awards/Prizes	4,021	78,429	84,550	6,121	7 %
5771 Beverages	0	93	0	(93)	0 %
5785 Cloud Library	0	450,000	937,680	487,680	52 %
5786 Hoopla	0	138,500	182,000	43,500	24 %
5787 Digital Collection	0	103,960	109,546	5,586	5 %
5788 Miscellaneous Electronic Access	5,602	172,118	181,108	8,990	5 %
5790 Books (not for circulation)	0	553	0	(553)	0 %

Kent District Library
Board Budget to Actual
101 - General Fund
From 6/1/2018 Through 6/30/2018
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5791	Subscriptions	637	1,033	68,615	67,582	98 %
5792	Software Subscription	47,907	153,313	86,881	(66,432)	(76)%
5794	Outreach Supplies	592	12,220	15,085	2,865	19 %
5795	Programming Supplies	4,237	25,436	40,570	15,134	37 %
5796	Youth Programming Supplies	(13)	3,428	42,600	39,172	92 %
5797	Teen Programming Supplies	48	3,988	8,770	4,782	55 %
5798	Adult Programming Supplies	133	3,366	5,900	2,534	43 %
5799	Miscellaneous Supplies	4,652	8,633	35,440	26,807	76 %
	Total Supplies	204,202	1,421,955	2,351,675	929,720	40 %
	Other Services and Charges					
5801	Professional Services	(939)	3,850	20,000	16,150	81 %
5802	Public Relations Consultant	1,590	5,427	10,000	4,573	46 %
5803	IT Consultant - Consulting Svcs.	0	0	8,400	8,400	100 %
5804	Other Consultants	500	3,700	20,000	16,300	82 %
5805	Audit Services	0	2,500	31,500	29,000	92 %
5806	Legal Services	17,985	32,315	16,500	(15,815)	(96)%
5808	ILS Consultant	0	0	200,000	200,000	100 %
5811	IT Contracted Services	18,495	57,015	113,400	56,385	50 %
5812	HR Contracted Services	(3,427)	5,687	2,000	(3,687)	(184)%
5813	Delivery Services	20,726	61,500	130,000	68,500	53 %
5814	Security Services	16,789	49,598	43,400	(6,198)	(14)%
5815	KDL Cruisers	2,500	17,500	30,000	12,500	42 %
5816	Employment Recruiter	113	950	5,000	4,050	81 %
5817	Lakeland Library Co-op services	0	1,969	4,500	2,532	56 %
5818	Shredding services	0	151	1,050	899	86 %
5819	Drug Screenings/background checks	921	1,562	3,500	1,938	55 %
5820	Other Professional Services	0	825	7,000	6,175	88 %
5822	Maintenance Contracts	700	700	4,300	3,600	84 %
5823	Inspection Services	0	912	1,500	588	39 %
5827	Catering	19	1,223	4,250	3,027	71 %
5829	Custodial/cleaning services	430	2,580	18,810	16,230	86 %
5830	Other Contracted Services	8,177	59,407	48,400	(11,007)	(23)%
5834	Wellness Services	59	840	5,000	4,160	83 %
5835	Team KDL Services	1,000	1,621	10,000	8,379	84 %
5836	Employee Care (Flowers, Etc)	136	296	0	(296)	0 %
5848	Mobile Hotspots	4,647	16,264	81,625	65,361	80 %
5849	Cell Phones/ Stipends	(951)	10,452	32,940	22,488	68 %
5850	Telephones	6,918	28,150	77,111	48,961	63 %
5851	Mail/Postage	234	1,554	8,305	6,751	81 %
5852	Internet/Telecomm Services	55,725	336,149	672,500	336,351	50 %
5860	Parking	31	289	1,490	1,201	81 %
5861	Mileage Reimbursement	3,963	16,174	46,457	30,283	65 %
5865	Programming Services	2,350	13,320	24,380	11,060	45 %
5866	Youth Programming Services	0	0	250	250	100 %
5867	Teen Programming Services	193	1,224	370	(854)	(231)%
5868	Adult Programming Services	(109)	1,900	6,500	4,600	71 %
5873	Website	122	61,126	118,845	57,719	49 %
5874	Employment Advertising	0	140	1,500	1,360	91 %

Kent District Library
Board Budget to Actual
101 - General Fund
From 6/1/2018 Through 6/30/2018
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5875	System Advertising - Print	1,281	13,761	55,000	41,239	75 %
5876	System Advertising - Radio	300	300	5,000	4,700	94 %
5877	System Advertising - TV	500	6,484	20,000	13,516	68 %
5878	System Advertising - Social Media	519	677	14,000	13,323	95 %
5884	Photography	360	2,030	6,700	4,670	70 %
5885	Speakers/Performers	1,933	40,179	116,830	76,651	66 %
5890	ILS Fees	0	3,630	237,200	233,570	98 %
5891	Licenses and Fees	0	0	7,900	7,900	100 %
5892	Software Licenses	0	50,011	239,430	189,419	79 %
5893	Marc Records License	288	389	7,500	7,111	95 %
5900	Printing and Publishing	2,327	8,838	37,677	28,839	77 %
5901	Printing and Publishing - Kaleidoscope	0	5,619	15,000	9,381	63 %
5906	Promotions/Marketing	1,806	3,227	9,590	6,363	66 %
5907	Sponsorships/Donations	0	0	2,000	2,000	100 %
5910	Professional Development	1,920	42,768	102,795	60,027	58 %
5911	Conferences	3,972	25,086	62,005	36,919	60 %
5912	Meetings	1,395	2,775	13,250	10,475	79 %
5913	Travel/Lodging	3,140	51,746	125,410	73,664	59 %
5915	Memberships	6,200	17,382	41,723	24,341	58 %
5916	Dues and Fees	430	2,361	6,540	4,179	64 %
5918	Water/Sewer	0	4,013	3,500	(513)	(15)%
5919	Waste Disposal	309	2,056	7,200	5,144	71 %
5920	Electric	4,854	28,691	68,000	39,309	58 %
5921	Natural Gas	451	8,257	7,500	(757)	(10)%
5925	Snowplowing	0	9,642	8,115	(1,527)	(19)%
5926	Lawn/Landscaping	497	994	3,700	2,706	73 %
5928	Branch Maintenance Fees	97,317	192,378	387,282	194,904	50 %
5929	Land Repair and Maintenance	269	269	1,000	731	73 %
5930	Building Repair and Maintenance	1,754	7,867	39,500	31,633	80 %
5931	Equipment Repair and Maintenance	1,818	5,826	219,240	213,415	97 %
5932	Vehicle Repairs and Maintenance	0	810	4,070	3,260	80 %
5933	Software & IT Hardware Maintenance Agreements	11,274	221,551	28,540	(193,011)	(676)%
5935	Property Liability Insurance	0	55,532	57,200	1,668	3 %
5936	Vehicle Liability Insurance	0	4,116	0	(4,116)	0 %
5937	Flood Insurance	0	0	5,800	5,800	100 %
5938	Bond Insurance	0	8,954	10,960	2,006	18 %
5939	Workers Compensation Insurance	1,754	39,955	27,000	(12,955)	(48)%
5940	Rentals	590	3,128	13,055	9,927	76 %
5941	Printer/Copier Leases	9,871	43,831	64,445	20,614	32 %
5950	Airport Free Library	0	0	4,800	4,800	100 %
5955	Miscellaneous	456	2,421	14,070	11,649	83 %
5956	Other Benefits Administration Fees	1,215	3,228	300	(2,928)	(976)%
5957	Pension Administration Fees	0	0	3,000	3,000	100 %
5958	Payroll processing fees	7,183	32,981	55,000	22,019	40 %
5959	Sales Taxes	9	9	0	(9)	0 %
5960	Banking Fees	1,182	5,983	7,500	1,517	20 %
5961	TSYS/Credit Card Fees	0	0	7,600	7,600	100 %

Kent District Library
Board Budget to Actual
101 - General Fund
From 6/1/2018 Through 6/30/2018
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5964	Property Tax Reimbursement	0	17,206	75,000	57,794	77 %
5965	MEL Return Items	531	1,477	1,000	(477)	(48)%
	Total Other Services and Charges	326,602	1,777,308	4,060,711	2,283,402	56 %
	Capital Outlay					
5971	Land	(50)	0	0	0	0 %
5974	Land Improvements - Depreciable	19,015	46,432	18,000	(28,432)	(158)%
5975	Building Improvements - Non-Depreciable	(190)	0	8,200	8,200	100 %
5976	Building Improvements - Depreciable	37,960	45,885	429,000	383,115	89 %
5977	Technology - Non-Depreciable (\$1000-4999)	35,697	92,453	638,991	546,538	86 %
5978	Technology - Depreciable (5,000+)	0	7,499	533,025	525,527	99 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	(76)	44,501	120,742	76,241	63 %
5980	Equipment/Furniture - Depreciable (\$5000+)	11,500	15,261	120,800	105,539	87 %
5982	Collection Materials - Depreciable	102,258	631,157	1,207,055	575,898	48 %
5983	CD/DVD Collection Materials - Non-Depreciable	42,403	272,261	613,550	341,289	56 %
5984	Beyond Books Collection - Non-Depreciable	25,620	26,128	65,775	39,647	60 %
	Total Capital Outlay	274,137	1,181,577	3,755,137	2,573,560	69 %
	Other Financing Uses					
5995	Transfers Out	0	0	25,000	25,000	100 %
	Total Other Financing Uses	0	0	25,000	25,000	100 %
	Total Expenditures	2,307,249	11,087,900	24,407,982	13,320,081	55 %
	Excess Revenue Over (Under) Expenditures	(1,259,061)	10,591,960	(1,086,696)	11,678,656	(1,075)%

Public Act 202 of 2017 Pension Report

Enter Local Unit Name	Kent District Library	Instructions/Questions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting . For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Enter Six-Digit Municode	418000	
Unit Type	Library	
Fiscal Year (four-digit year only, e.g. 2017)	2017	
Contact Name (Chief Financial Officer)	Laura Powers	
Title if not CFO	Director of Finance	
CFO (or designee) Email Address	lpowers@kdl.org	
Contact Telephone Number	616.647.4123	

Pension System Name (not division) 1	Kent District Library Employees' Retirement Plan	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2		
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Description	Source of Data	Statute Reference	System 1	System 2	System 3	System 4	System 5
				Kent District Library Employees' Retirement Plan				
1	Provide the name of your retirement pension system	Most Recent Actuarial Valuation Report	Sec. 5(6)					
2	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	Sec. 5(4)(b)	51,053,008				
3	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	Sec. 5(4)(b)	41,363,821				
4	Date (system year ending) of valuation of system's assets and liabilities (e.g. 12/31/2016)	Most Recent Audit Report	Sec. 5(6)	12/31/17				
5	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	Sec. 5(4)(b)	45,485				
6	Governmental Fund Revenues	Most Recent Audit Report	Sec. 5(4)(b)	24,231,152				
7	Pension Trigger Summary							
8	Is this unit a primary unit (County, Township, City, Village)?	From Municode		NO	NO	NO	NO	NO
9	Funded ratio	Calculated	Sec. 5(4)(b)	123.4%				
10	All systems combined ADC/Governmental fund revenues	Calculated	Sec. 5(4)(b)	0.2%	0.0%	0.0%	0.0%	0.0%
11	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary unit triggers: Less than 60% funded AND greater than 10% ADC/Governmental fund revenues. Non-Primary unit triggers: Less than 60% funded	Sec. 5(4)(b)	NO	NO	NO	NO	NO

By emailing this report to the Michigan Department of Treasury, the local unit of government acknowledges that this report is complete and accurate in all known respects. Act 202 of 2017 also requires the local unit of government to electronically submit the report to its governing body.

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 6/1/2018 Through 6/30/2018

Check Number	Vendor Name	Check Amount	Check Date
1681407	Arrowaste	308.96	6/19/2018
181350000625	Priority Health	127,335.77	6/19/2018
308097	Paychex	112.50	6/19/2018
380885	123.Net, Inc	2,928.00	6/19/2018
6.1.2018	The Huntington Bank - Michigan	(43,733.54)	6/1/2018
6152018	The Huntington Bank - Michigan	81,202.11	6/30/2018
616-R10 4031 05	At&T	3,910.51	6/19/2018
6169842022 06	At&T	134.57	6/25/2018
74443	Absopure Water Company	166.00	6/6/2018
74444	Accountemps	2,340.51	6/6/2018
74445	ACP Entertainment, Inc.	810.00	6/6/2018
74446	All Season Lawn Care	5,628.59	6/6/2018
74447	Anjie Gleisner	28.51	6/6/2018
74448	Audria Larsen	1,750.00	6/6/2018
74455	Baker & Taylor	24,097.53	6/6/2018
74457	Blackstone Audio Inc	2,151.60	6/6/2018
74458	Camille Reinhardt	18.95	6/6/2018
74459	Capstone Press, Inc	1,822.30	6/6/2018
74460	Celebration Cinemas	500.00	6/6/2018
74461	Center Point Publishing	624.36	6/6/2018
74462	City Directories	3,350.00	6/6/2018
74463	Comerica Bank	10,542.11	6/6/2018
74464	Cooperfly Creative Arts	1,125.00	6/6/2018
74465	Corwin Tobias	23.54	6/6/2018
74466	Critter Barn	3,900.00	6/6/2018
74467	Deb DenHerder	7.54	6/6/2018
74468	Diane Cutler	10.00	6/6/2018
74469	Edc Educational Services	110.10	6/6/2018
74470	Employee Assistance Center (EAC)	170.00	6/6/2018
74471	Factory Direct Promos	7,084.00	6/6/2018
74472	Findaway World, Llc	1,583.34	6/6/2018
74473	Fishbeck, Thompson, Carr & Huber, Inc	4,689.27	6/6/2018
74474	Gale/Cengage Learning	2,750.04	6/6/2018
74475	The Geek Group	500.00	6/6/2018
74476	Goverlan, Inc.	1,000.00	6/6/2018
74477	Gr Bikes, LLC	2,500.00	6/6/2018
74478	Grand Valley Health Plan	300.00	6/6/2018
74479	Grand Valley State University Libraries	106.00	6/6/2018
74480	Heart Of West Michigan United Way	119.50	6/6/2018
74481	Imagequest Screenprinting & Embroidery	6,585.50	6/6/2018
74488	Ingram Library Services Llc	17,048.28	6/6/2018
74489	Interpersonal Frequency	9,581.25	6/6/2018
74490	J.Appleseed/Creative Library Sales	2,109.97	6/6/2018
74491	John P. Kaiser	750.00	6/6/2018
74492	Kevin Fitton	300.00	6/6/2018
74493	Kristi Kaluski	151.97	6/6/2018
74494	Lewis Paper	948.84	6/6/2018
74495	Lindsey Dorfman	103.58	6/6/2018
74496	Lisa McNeille	250.00	6/6/2018
74497	Mandy Thompson	1,400.00	6/6/2018
74498	Medema Consulting Associates Llc	1,534.00	6/6/2018
74503	Midwest Tape	8,358.99	6/6/2018

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 6/1/2018 Through 6/30/2018

Check Number	Vendor Name	Check Amount	Check Date
74504	Monica Walen	40.78	6/6/2018
74505	Morgan Hanks	79.49	6/6/2018
74506	MorningStar Health	4,900.00	6/6/2018
74507	Olson HR Solutions	2,500.00	6/6/2018
74508	Onsolve, LLC	1,980.00	6/6/2018
74509	Pam Spring Advertising, Llc	4,892.00	6/6/2018
74510	Penguin Random House, Llc.	1,106.50	6/6/2018
74511	Penworthy Co.	916.74	6/6/2018
74514	RECORDED BOOKS, INC	2,587.45	6/6/2018
74515	Scholastic Library Publishing	37.70	6/6/2018
74516	Solarwinds	13,500.00	6/6/2018
74517	Spoon Man Inc.	1,800.00	6/6/2018
74518	Staples Business Advantage	702.71	6/6/2018
74519	Strategic Fundraising Coach	4,000.00	6/6/2018
74520	Systems Technology Group	300.00	6/6/2018
74521	TASC	82.60	6/6/2018
74522	The Book Farm, Inc.	119.60	6/6/2018
74523	Tom Diab	1,200.00	6/6/2018
74524	Trailer Express, Inc	135.00	6/6/2018
74525	UAW Local 2600	1,708.57	6/6/2018
74526	Vanessa Walstra	225.37	6/6/2018
74527	Wade Gugino	1,000.00	6/6/2018
74528	Weathershield Roofing Systems	418.59	6/6/2018
74529	World Book, Inc.	699.00	6/6/2018
74530	Absopure Water Company	166.00	6/13/2018
74531	Accountemps	2,340.51	6/13/2018
74532	All Season Lawn Care	5,628.59	6/13/2018
74533	Audria Larsen	1,750.00	6/13/2018
74540	Baker & Taylor	24,097.53	6/13/2018
74542	Blackstone Audio Inc	2,151.60	6/13/2018
74543	Capstone Press, Inc	1,822.30	6/13/2018
74544	City Directories	3,350.00	6/13/2018
74545	Critter Barn	3,900.00	6/13/2018
74546	Diane Cutler	10.00	6/13/2018
74547	Edc Educational Services	110.10	6/13/2018
74548	Factory Direct Promos	7,084.00	6/13/2018
74549	Findaway World, Llc	1,583.34	6/13/2018
74550	Fishbeck, Thompson, Carr & Huber, Inc	3,850.00	6/13/2018
74551	Gale/Cengage Learning	2,750.04	6/13/2018
74552	The Geek Group	500.00	6/13/2018
74553	Goverlan, Inc.	1,000.00	6/13/2018
74554	Gr Bikes, LLC	2,500.00	6/13/2018
74555	Heart Of West Michigan United Way	119.50	6/13/2018
74556	Imagequest Screenprinting & Embroidery	6,585.50	6/13/2018
74563	Ingram Library Services Llc	17,048.28	6/13/2018
74564	Interpersonal Frequency	9,581.25	6/13/2018
74565	J.Appleseed/Creative Library Sales	2,109.97	6/13/2018
74566	Kristi Kaluski	151.97	6/13/2018
74567	Lance Werner	766.00	6/13/2018
74568	Lewis Paper	948.84	6/13/2018
74569	Lindsey Dorfman	103.58	6/13/2018
74570	Lisa McNeille	250.00	6/13/2018

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 6/1/2018 Through 6/30/2018

Check Number	Vendor Name	Check Amount	Check Date
74575	Midwest Tape	8,358.99	6/13/2018
74576	MorningStar Health	4,900.00	6/13/2018
74577	Olson HR Solutions	2,500.00	6/13/2018
74578	Onsolve, LLC	1,980.00	6/13/2018
74579	Pam Spring Advertising, Llc	4,892.00	6/13/2018
74580	Penguin Random House, Llc.	1,106.50	6/13/2018
74581	Penworthy Co.	916.74	6/13/2018
74584	RECORDED BOOKS, INC	2,587.45	6/13/2018
74585	Scholastic Library Publishing	37.70	6/13/2018
74586	Spoon Man Inc.	1,800.00	6/13/2018
74587	Staples Business Advantage	702.71	6/13/2018
74588	Strategic Fundraising Coach	4,000.00	6/13/2018
74589	TASC	82.60	6/13/2018
74590	The Book Farm, Inc.	119.60	6/13/2018
74591	Tom Diab	1,200.00	6/13/2018
74592	Trailer Express, Inc	135.00	6/13/2018
74593	Vanessa Walstra	225.37	6/13/2018
74594	Weathershield Roofing Systems	418.59	6/13/2018
74595	World Book, Inc.	699.00	6/13/2018
74597	Absopure Water Company	506.72	6/20/2018
74598	Accountemps	3,550.40	6/20/2018
74599	Aileen Rittner	14.99	6/20/2018
74600	Alexandra Allshouse	27.95	6/20/2018
74601	All Season Lawn Care	497.00	6/20/2018
74602	Allegra Grand Rapids	481.64	6/20/2018
74603	Alpine Township	1,127.63	6/20/2018
74604	Amanda Harbison	23.66	6/20/2018
74605	Amy Lang	43.67	6/20/2018
74606	Andrew Erlewein	30.00	6/20/2018
74607	At&T Long Distance	35.01	6/20/2018
74616	Baker & Taylor	36,770.71	6/20/2018
74617	Bangarang Circus	2,150.00	6/20/2018
74618	Blackstone Audio Inc	411.96	6/20/2018
74619	Bowne Township	2,052.00	6/20/2018
74620	Bryan Graceffa	17.99	6/20/2018
74621	Byron Township	4,728.75	6/20/2018
74622	Caitlin S. Oliver	52.89	6/20/2018
74623	Caledonia Township	5,799.00	6/20/2018
74624	CareATC, INC	16,080.00	6/20/2018
74625	Carolyn Rice	16.99	6/20/2018
74626	Cascade Charter Township	8,217.38	6/20/2018
74627	CDW Government, Inc.	69,379.80	6/20/2018
74628	Christine Glass	14.95	6/20/2018
74629	City Of East Grand Rapids	10,106.25	6/20/2018
74630	City Of Grandville	21,214.54	6/20/2018
74631	City Of Kentwood	15,361.88	6/20/2018
74632	City Of Lowell	2,902.88	6/20/2018
74633	City Of Rockford	3,208.13	6/20/2018
74634	City Of Wyoming - Treasurer's Office	15,385.13	6/20/2018
74635	Comcast Cable	124.90	6/20/2018
74636	Comerica Bank	9,973.63	6/20/2018
74637	Corinne Roberts	480.00	6/20/2018

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 6/1/2018 Through 6/30/2018

Check Number	Vendor Name	Check Amount	Check Date
74638	Craig Wilson	44.17	6/20/2018
74639	Critter Barn	10.00	6/20/2018
74640	Dana Evans	14.99	6/20/2018
74641	Dean Lesinski	35.99	6/20/2018
74642	DeWitt District Library	15.99	6/20/2018
74643	Dk Security	1,508.50	6/20/2018
74644	Everstream Holding LLC- Michigan	47,156.64	6/20/2018
74645	Federal Armored Truck, Inc	121.48	6/20/2018
74646	Foster, Swift, Collins & Smith, P.C.	17,586.49	6/20/2018
74647	Friends Of The Walker Library	66.94	6/20/2018
74648	Gaines Charter Township	3,472.50	6/20/2018
74649	Gale/Cengage Learning	2,050.25	6/20/2018
74650	Goodwill Industries	307.50	6/20/2018
74651	Gootjes Assoc. Inc	268.52	6/20/2018
74652	Grainger	14.48	6/20/2018
74653	Grand River Signs	1,515.00	6/20/2018
74654	Grand Valley Family Health Center	300.00	6/20/2018
74655	Greatamerica Financial Svcs.	5,035.92	6/20/2018
74656	Greater Grand Rapids Bicycle Coalition	500.00	6/20/2018
74657	Greg Lewis	15.78	6/20/2018
74658	Harriet Field	30.00	6/20/2018
74659	Heart Of West Michigan United Way	119.50	6/20/2018
74660	Holly Goulet	75.00	6/20/2018
74661	Hr Collaborative Llc	2,000.00	6/20/2018
74662	Ian Borton	16.00	6/20/2018
74667	Ingram Library Services Llc	9,518.65	6/20/2018
74668	Interpersonal Frequency	12.00	6/20/2018
74669	Jennifer Warner	16.99	6/20/2018
74670	Jill Miller	22.95	6/20/2018
74671	Julia Brillhart	17.99	6/20/2018
74672	Kalamazoo Public Library	23.99	6/20/2018
74673	Kayla Lindeman	900.00	6/20/2018
74674	Kristen Yeh	9.99	6/20/2018
74675	Kristi Kaluski	35.01	6/20/2018
74676	Kushner & Company Inc	834.24	6/20/2018
74677	Lake Michigan Credit Union	10.00	6/20/2018
74678	Lasers Resource	1,334.52	6/20/2018
74679	Lewis Paper	337.80	6/20/2018
74680	Lynn Porter	1,050.00	6/20/2018
74681	Michigan Office Solutions (MOS)	4,835.12	6/20/2018
74687	Midwest Tape	9,734.64	6/20/2018
74688	Mind Over Marketing, LLC	800.00	6/20/2018
74689	MLA- Michigan Library Association	6,696.40	6/20/2018
74690	Mlive Media Group	901.43	6/20/2018
74691	Nationwide	406.32	6/20/2018
74692	Neil Travers	3,180.00	6/20/2018
74693	Nelson Township	2,957.25	6/20/2018
74694	Noordyk Business Equipment	1,821.44	6/20/2018
74695	Oakland University Kresge Library	90.00	6/20/2018
74696	Occupational Health Centers of Michigan, P.C.	513.65	6/20/2018
74697	Pam Spring Advertising, Llc	630.00	6/20/2018
74698	Patrick Weiler	25.00	6/20/2018

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Check Number	Vendor Name	Check Amount	Check Date
74699	Penguin Random House, LLC.	1,091.25	6/20/2018
74700	Peter Lewandoski	127.86	6/20/2018
74701	Peter Moll	25.00	6/20/2018
74702	Plainfield Charter Township	9,424.13	6/20/2018
74703	PLIC - SBD Grand Island	2,530.00	6/20/2018
74704	Presidio Networked Solutions Group, LLC	16,670.04	6/20/2018
74705	Proscreening	851.00	6/20/2018
74706	Rachel Williams	111.76	6/20/2018
74707	Ralph Nichols Group, Inc.	1,795.00	6/20/2018
74708	RECORDED BOOKS, INC	797.26	6/20/2018
74709	Richard Brockschmidt	29.44	6/20/2018
74710	RNL Graphics Solutions, LLC	3,570.33	6/20/2018
74711	Rowan O'Brien	9.99	6/20/2018
74712	SAGE Publications, Inc.	154.76	6/20/2018
74713	Same Day Delivery, Inc	6,748.00	6/20/2018
74714	Sarah Ann Weller	37.09	6/20/2018
74715	Shirley Bruursema	94.88	6/20/2018
74716	Showcases	878.58	6/20/2018
74717	Spencer Township	750.00	6/20/2018
74720	Staples Business Advantage	2,368.65	6/20/2018
74721	Strategic Fundraising Coach	3,625.00	6/20/2018
74722	Susannah Tuuri	9.95	6/20/2018
74723	TerHorst & Rinzema Construction Co.	41,590.00	6/20/2018
74724	The Foundry - AJ Willet	240.00	6/20/2018
74725	Thomas Noreen	49.62	6/20/2018
74726	TLIC Securing and Managing Networks	17,677.95	6/20/2018
74727	Trailer Express, Inc	135.00	6/20/2018
74728	Trivalent Group, Inc-Systems Division	31,470.00	6/20/2018
74729	Troost Service Company	1,006.44	6/20/2018
74730	Tyrone Township	1,096.13	6/20/2018
74731	UAW Local 2600	1,668.46	6/20/2018
74732	University of Michigan Ann Arbor	150.00	6/20/2018
74733	USI Educational and Government Sales	107.12	6/20/2018
74734	Vanessa Walstra	77.95	6/20/2018
74735	Video-Tech-Tronics, Inc.	396.00	6/20/2018
74736	Walker City Treasurer	2,850.00	6/20/2018
74737	Wolverine Power Systems	632.87	6/20/2018
74738	Wolverine Printing Company	333.35	6/20/2018
74739	17th Street Photo Supply, Inc.	8,816.00	6/20/2018
74740	State of Michigan	8.94	6/28/2018
74741	Accountemps	1,295.75	6/28/2018
74742	Bird + Bird Studio	300.00	6/28/2018
74743	Alison Kuchta	82.70	6/28/2018
74744	Andrew Erlewein	24.90	6/28/2018
74745	Audacious Hoops	350.00	6/28/2018
74746	AVCafe	2,399.60	6/28/2018
74750	Baker & Taylor	15,795.21	6/28/2018
74751	Banner Life Insurance Company	2,024.99	6/28/2018
74752	Beth Ward	17.99	6/28/2018
74753	Blackstone Audio Inc	2,076.45	6/28/2018
74754	Calli Crow	67.51	6/28/2018
74755	CDW Government, Inc.	84,082.50	6/28/2018

Kent District Library
Check/Voucher Register - Check Register - Board Report
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Check Number	Vendor Name	Check Amount	Check Date
74756	Center Point Publishing	319.98	6/28/2018
74757	Central Michigan Paper	999.20	6/28/2018
74758	Cheryl LaFave	16.00	6/28/2018
74759	Comcast Cable	214.90	6/28/2018
74760	Comerica Bank	9,968.34	6/28/2018
74761	Craig Buno	1,250.95	6/28/2018
74762	Dk Security	12,408.50	6/28/2018
74763	DWD Technology Group	500.00	6/28/2018
74764	Employee Assistance Center (EAC)	1,921.45	6/28/2018
74765	Eric Dehaan	15.99	6/28/2018
74766	Findaway World, Llc	1,106.59	6/28/2018
74767	Gale/Cengage Learning	2,336.96	6/28/2018
74768	Godwin Plumbing And Mechanical	1,088.98	6/28/2018
74769	Gordon Water Systems	321.00	6/28/2018
74770	Gr Bikes, LLC	5.00	6/28/2018
74771	Grand Rapids Building Services	430.00	6/28/2018
74772	Heart Of West Michigan United Way	119.50	6/28/2018
74773	Holly Goulet	29.99	6/28/2018
74779	Ingram Library Services Llc	20,244.31	6/28/2018
74780	Jeanne Gorton	7.04	6/28/2018
74781	Kalamazoo Public Library	17.95	6/28/2018
74782	Kathy Potts	24.33	6/28/2018
74783	Kayla Lindeman	150.00	6/28/2018
74784	Kristi Kaluski	29.37	6/28/2018
74785	Lakeland Library Cooperative	10.00	6/28/2018
74786	Legal Shield	322.95	6/28/2018
74787	Lewis Paper	578.61	6/28/2018
74788	Library Ideas, Llc	560.00	6/28/2018
74789	Lowell Rotary Club	575.00	6/28/2018
74790	May Erlewine	600.00	6/28/2018
74794	Midwest Tape	6,869.40	6/28/2018
74795	Outdoor Discovery Center	3,186.00	6/28/2018
74796	Pam Spring Advertising, Llc	250.00	6/28/2018
74797	Penguin Random House, Llc.	630.00	6/28/2018
74798	Penworthy Co.	855.40	6/28/2018
74799	PLIC - SBD Grand Island	2,526.78	6/28/2018
74800	Presidio Networked Solutions Group, Llc	1,483.28	6/28/2018
74801	Proscreening	70.00	6/28/2018
74802	RECORDED BOOKS, INC	90.67	6/28/2018
74803	Reilly Brady	34.97	6/28/2018
74804	Same Day Delivery, Inc	3,856.00	6/28/2018
74805	Spoon Man Inc.	500.00	6/28/2018
74806	Stacy Schuster	30.13	6/28/2018
74807	Staples Business Advantage	650.91	6/28/2018
74808	TASC	82.60	6/28/2018
74809	TerHorst & Rinzema Construction Co.	5,825.00	6/28/2018
74810	The Book Farm, Inc.	20.00	6/28/2018
74811	The Wall Street Journal	119.88	6/28/2018
74812	Troost Service Company	277.02	6/28/2018
74813	Video-Tech-Tronics, Inc.	430.00	6/28/2018
74814	Vivi Hoang	20.00	6/28/2018
74815	Woodlands Library Cooperative	20.00	6/28/2018

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<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
910020326757-05	Dte Energy	451.37	6/19/2018
9473852402	At&T	1,415.20	6/19/2018
9806376366	Verizon Wireless - MiFy Routers & Cell phones	3,074.89	6/19/2018
9806376367	Verizon Wireless - Hot Spots and Service	7,001.29	6/19/2018
9806415960	Verizon Wireless - Router and Data Services	83.08	6/19/2018
Elec MC 05-2018	Consumers Energy	949.69	6/19/2018
Elec SC 05-2018	Consumers Energy	<u>3,903.81</u>	6/19/2018
Report Total		<u><u>1,214,172.41</u></u>	

BRANCH UPDATES

Summer Reading is wildly popular at KDL, and the youth staff work hard each year to reach out to local schools to get children involved. This month, managers were asked to give an overview of how staff are promoting Summer Reading in schools and/or how the branch has partnered with local schools to offer Summer Reading.

Caledonia Township Branch

Caledonia youth staff created an insert for the PTO newsletters at one of the elementary schools, and they visited four of five area elementary schools for LEAP visits. During those visits they shared information about Summer Reading. The youth staff had 10 outreach events in May, and discussed Summer Reading at each one. Branch Manager Elizabeth Guarino-Kozlowicz visited each school in early June with the Caledonia Kiwanis Club to distribute books to second graders, and spoke about Summer Reading with the kids.



Englehardt (Lowell) Branch

May was a busy month for youth staff at the Englehardt Branch. Lowell Area Public Schools first graders from Bushnell Elementary and Murray Lake Elementary typically come to visit the library as part of their annual unit on the community. Over 300 students were given the opportunity to get their very own library card, learn more about the fun books, movies, music, games, and electronic materials available and hear about Summer Reading. These eager readers were also treated to a team production of David Ezra Stein's *Interrupting Chicken*, complete with props, costumes and plenty of laughs. Miss Lynda and Miss Chris hit the road and travelled to St. Patrick School in Parnell to share book talks, exciting information on Summer Reading and to challenge their minds with a STEM activity involving marshmallows and straws. Finally, on the last day of the month, the fourth grade students from Murray Lake visited the library to check out great reads, get library cards and get excited about Summer Reading. In total, 528 students were able to experience the wonder of the library and to start making plans for a summer of fun at the Englehardt Branch.

Kelloggsville Branch

For Kelloggsville's summer reading, it was very helpful to have a KDL staff member who works a shared position with Kelloggsville Schools! Courtnei promoted Summer Reading both by visiting classrooms and by hosting field trips to the library. At some schools, she was allowed time with small groups where she read a funny story, and told them that this counted for 10 of the 20 minutes they needed to read for the day! They had lots of questions for her and were especially curious about the bike she brought. During the visits, all of the Kelloggsville schools received a Youth Summer Reading Log for every student! That's about 991 kiddos who got a reading log and learned all about what's going on this summer at KDL's newest branch!

Kentwood Branch

Kentwood branch youth staff visited eight Kentwood schools (six elementary and two middle) and reached 2,488 students. Youth Specialist, Hennie Vaandrager, contacted each school and offered an assembly or a library visit. Two library staff visited each school and gave a presentation to the classes. Staff promoted both Summer Reading and all of the programming going on weekly at the library. Youth staff also work closely with the after school ARCH program for underserved students who regularly visit the library and for whom we provide on-site programming throughout the year. ARCH leaders are on board with getting their students signed up for Summer Reading and scheduling field trips to the library this summer. KISD students are using the computer lab for testing this summer, and the branch has also opened up the community room to Cross Creek Charter School students and parents for a weekly visit. Staff and the teen crew are signing up these families for Summer Reading.

Krause Memorial Branch

Once again, Krause youth staff were able to visit Rockford Public Schools (RPS) in order to promote Summer Reading at KDL and the Reading Rocks in Rockford reading festival. In the past, RPS ran their own Summer Reading (SR) program, but a few years ago, they decided to promote SR at KDL instead. This opened the doors for Krause's awesome youth staff to make these wonderful visits to the schools and has resulted in increased SR participation at Krause Memorial. Krause youth staff visited all eight RPS elementary schools, two private elementary schools, and one classroom at the Freshman Center – in doing this, staff was able to get the word out about Summer Reading to 3,965 students!

In addition, Krause youth staff went to both of the middle schools during lunch periods to be available to answer questions about SR from students. By doing this, they reached an additional 80 students, bringing the grand total of students reached to 4,045.

Nelson/Sand Lake Branch

The Nelson Twp/Sand Lake branch works hard to promote summer reading while still respecting the borders with other non-KDL Libraries. Nelson staff focus most of the outreach on the local elementary schools, specifically visiting McNaughton Elementary and Sand Lake Elementary in the Tri-County School District, and Edgerton Elementary in Howard City. Staff also visit Creative Technology Academy (CTA) in Cedar Springs, Resurrection Lutheran PreK in Sand Lake, and the local Head Start.

Currently, staff do not visit the Tri-county Middle School or High School, nor do they visit the Cedar Springs Public Schools (CSPS). Staff has an excellent working relationship with the Cedar Springs Library and piggyback on their outreach efforts by providing KDL program bookmarks to CSPS. This year, 2,300 program bookmarks were sent to Cedar schools. Students can participate in both library's summer programs.

For a typical outreach visit, staff visit the school for several hours, visiting classrooms, assemblies, and the library. A usual classroom visit is approximately 25 minutes long and would include handing out the program bookmark, talking about summer reading, how to participate and win prizes, highlight upcoming age-appropriate programs, and then doing either book talks on favorite summer reads or sharing a short picture book story. Nelson Staff reached over 1,050 students during outreach visits.

Plainfield Branch

The staff at Plainfield have been working hard to make sure the community knows about Summer Reading 2018. Youth staff Susan Erhardt, Lynn Goldberg, and Liz Wierenga have travelled to all of the Northview District elementary schools as well as Aldersgate Center for Childhood Development, to promote Summer Reading. Each year, staff go into the schools to talk to individual classrooms about the reading program as well as the exciting programs and events that occur throughout the season. This year, a total of four schools were visited and hosted in-branch library visits in order to promote Summer Reading. Overall, staff spoke to over 685 students, not to mention all of the teachers and school staff who also received news about the summer excitement.

Spencer Township Branch

On June 5, the Spencer Township Branch, in partnership with the Flat River Community Library, visited every classroom at Lincoln Heights Elementary school to talk with students, teachers and staff about the 2018 Summer Reading programs happening in the community. The two area libraries have joined forces for over five years to promote Summer Reading together, encouraging patrons to visit and participate in both library programs and events as they are able. This year, the Branch Manager from Spencer and the Youth Librarian from Flat River Community Library spoke to over 600 students in a whirlwind one-day school visit. During the visit, students were able to ask questions, see the Summer Reading logs, and receive program information for not one, but two libraries. It was so great to see so many familiar faces including soon-to-be teen crew volunteers.

Tyrone Township Branch

In May, Emily Bantel, Tyrone Youth Paraprofessional, visited Kent City Elementary to promote summer reading. Over the course of one busy day, she presented on summer reading at an assembly for grades 1-5, and visited each Kindergarten class individually to read to the kids. Emily brought special guests with her, a pet therapy dog named Nala, and her handler Sandee. This summer, Nala will be part of the Ruff Readers program, a program in which kids who are struggling with reading aloud with confidence are invited to read to a friendly, accepting, pet therapy dog. Nala took to being petted and cuddled by a large number of excited elementary students completely in stride, and Miss Emily had a great time introducing the summer reading program (and Nala) to the kids. Later on in May, Branch Manager Liz Knapp attended the English Language Learner's Family Night to promote summer reading. Attendees were pleased to see forms and information available in English and Spanish, and the kids enjoyed making summer reading themed buttons. All told, six school visits were made and 685 patrons were reached.

Since the end of school this year was so close to the beginning of the Summer Reading program, staff tried something new. All of the elementary school kids were sent home with reading logs, to encourage them to start reading and keep reading throughout the summer to avoid summer reading loss. A lot of kids were excited to get started reading, and several parents were happy to already have the log so they could motivate their kids to keep reading once school was out!

Walker Branch

The Walker staff was busy whizzing around during the month of May to promote the summer reading program to the local elementary schools. Julie Ralston and Chellea Justema made four visits to Zinzer and Central elementary schools, performing 16 classroom presentations to promote the summer branch programs and reading program. They were able to inform 721 students about the summer reading program. Also during this month, there were six schools who came to the library to get library cards and learn about the summer reading program. Chellea Justema came up with a little incentive to encourage students to come into the library over the summer to get their reading logs. During her school presentations, she mentioned that if the students come into the library and say "Summer Reading Rocks," they will get a special little prize. Once the student says this, they get to choose a polished rock. For the schools where presentations or classroom visits were not able to be arranged by youth staff, other accommodations were made to promote the reading program. Staff delivered reading program handouts for 750 students at Walker Charter and promotional emails were sent home to all families at Walker Charter and West Michigan Academy of Environmental Sciences with PDF documents promoting the program and a link to the KDL promotional summer video.

Wyoming Branch

With three public school districts and numerous charter and private schools, promoting Summer Reading in the Wyoming schools is a major endeavor. Youth staff at Wyoming start connecting with schools months before their May visits in order to meet the needs of the schools. The most efficient way for us to do this is by presenting to the entire student body in each building during a pre-planned assembly. Most of the school visits this year were of this format.

This method wasn't preferred by every school, and in those cases youth staff went from classroom to classroom to promote Summer Reading. Though not as efficient as an assembly, it allowed for a more personalized visit in which staff could do book talks and answer individual questions.



In May of 2018, Wyoming youth staff went on nine school visits, reaching a total of 2,827 students. The largest group of students was at West Elementary. The enthusiasm of this particular group made it a memorable visit. The students found it hilarious when Mr. Ty rode into the gymnasium on a small, pink child's bike, and they cheered uproariously at the mention of every Summer Reading prize.

Cummins Sales and Service donated 10 bikes to Wyoming and four bikes to Kelloggsville to be used as a Summer Reading completion incentive! The bikes include matching helmets and locks. Youth staff mentioned these at every visit and brought a bike with them to most of the visits.

In addition to school visits, May is when youth staff offer the Leap Into Reading program at the library, in which first grade students from Wyoming-area schools take a field trip to the library. A substantial portion of the presentation is devoted to promoting Summer Reading. This year there were nine Leap programs with a total of 706 attendees.

FEATURED DEPARTMENT: MARKETING & COMMUNICATIONS

The Marketing Communications Team includes six people:

- Randy Goble, Director of Marketing Communications
- Katie Zuidema, Communications Specialist (media relations and promotion of KDL initiatives)
- Vivi Hoang, Webmaster (website administration)
- David Specht, Creative Media Specialist (social media, award nominations, photography, eNewsletter and video)
- Dan Palasek, Printing and Bindery Technician (print shop operations)
- Brad Baker, Graphic Designer (design and production of MarCom projects and administration of LibraryAware)

This year, the Communications Department name was changed to the Marketing Communication Department to better reflect the team's strategic focus.

Patrons are the best advocates and source of inspiration for KDL. Marketing Communications plays a critical role in building patron advocacy by developing the KDL brand to 1) have visual stopping power, 2) resonate with specific audiences, and 3) compel them to take action (register, participate, vote, share, etc.)

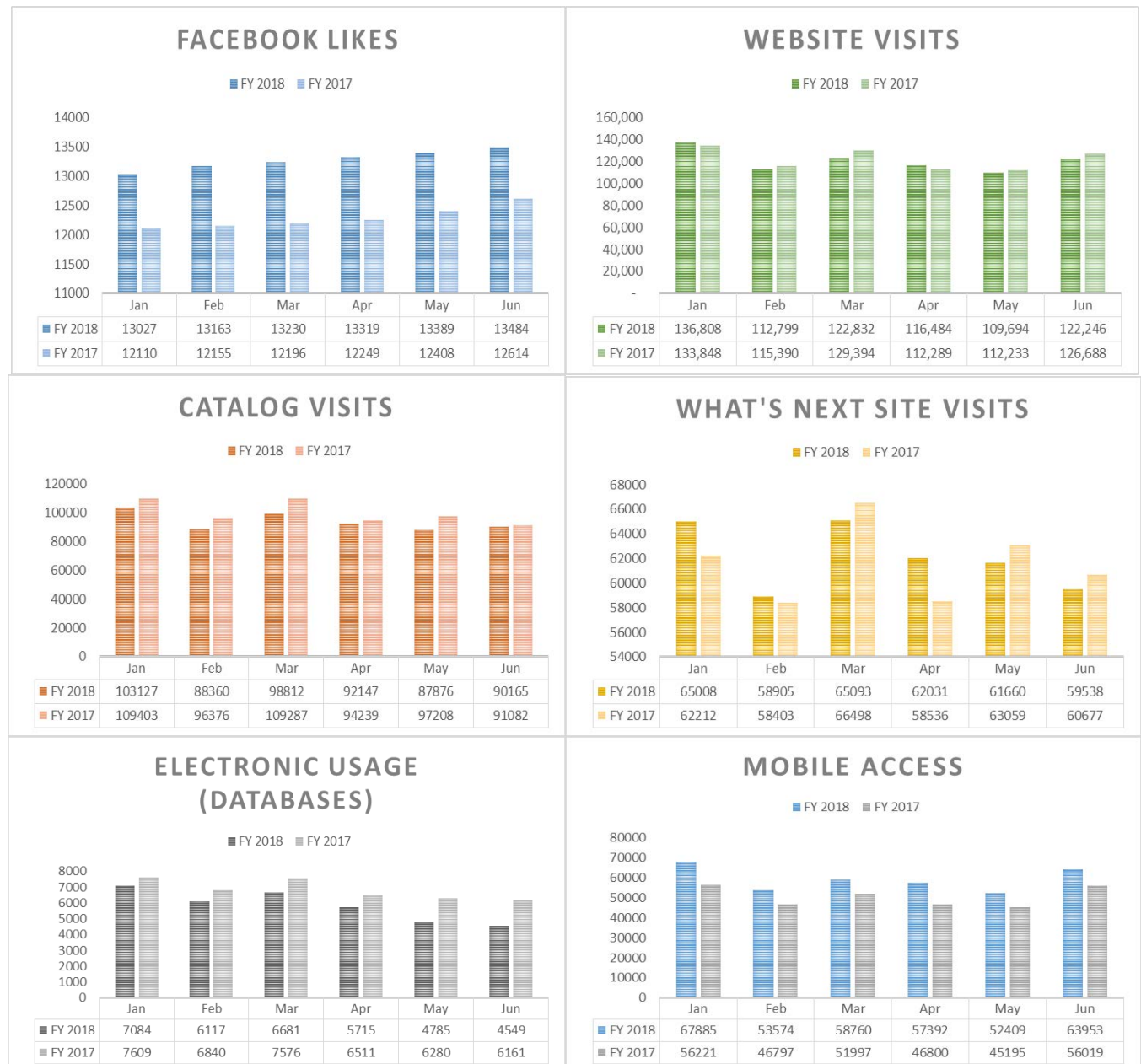
2018 Priorities for Marketing Communications Include:

- **Becoming more agile in the promotion of programs/events.** We're working closely with Programming and branches on a day-to-day approach instead of only four times per year. This is being accomplished by:

- *Improving the functionality and ease-of-use of event listings in kdl.org*
 - *This includes some web enhancements and exploration of other approaches. The option for patrons to easily add events to their personal calendars was recently added.*
- *Identifying ineffective tasks and expenses, then eliminate them*
 - *We regularly poll the branches on use of subscriptions and sponsorships, resulting in an annual savings of \$7,000 so far.*
- *Utilizing Facebook Events to a greater extent because it significantly improves attendance*
 - *Facebook events 1) drive greater exposure, 2) help patrons to keep specific programs on their radar and 3) help branch staff to gauge interest in programs before they take place.*
- *Implementing a self-serve system for production of in-branch promotional materials*
 - *LibraryAware was implemented this spring and currently has 116 users.*
 - *The system allows us to design templates for branches to create their own promotions and display signage with stronger and more consistent branding.*
 - *Before LibraryAware, if a branch needed to have something designed, they would submit a request and allow at least three weeks for it to be completed. Now branch staff can create promotional materials and instantly print them in their branch.*
- **Helping patrons to get to know KDL better.**
 - *We are in the final stages of a grant process with Google that will provide up to \$120,000 per year in online advertising.*
 - *Kaleidoscope has been redesigned to tell meaningful stories and drive greater patron engagement at events. Inventory of the summer edition was exhausted within one week due to its popularity.*
 - *Social media and PR is leveraged to show real examples of how KDL helps to develop literacy and serve the underserved.*
- **Increasing the PR focus.** Reliance on traditional advertising to gain exposure is costly and marginally effective. A stronger strategy is to deepen relationships with media sources who have reduced their staffing and will publish stories that we have written, without ad purchases, or be more receptive to story pitches.
 - *Create a KDL editorial calendar and pitch stories to the media.*
 - *Conduct media roundtables.*
 - *Completed: School News Network*
 - *To be completed: Grand Rapids Business Journal, MLive and MiBiz*
- **Shifting from a task-oriented approach to a campaign/strategy-oriented approach.**
 - *MarCom people are quarterbacks for campaigns, services and branch relations.*
 - *Further implement agile project management procedures (scrums, sprints, burn-down lists, etc.) helps us to be more responsive and effective.*
- **Strengthening KDL branding.**
 - *Stationary (business cards, letterhead, envelopes) redesign is currently under way.*
 - *Standardize the design and branding for promotions and brochures (redesign of event promotions was completed as part of the LibraryAware implementation)*
 - *Facebook:*
 - *8 percent annual increase in followers for the main KDL page*
 - *19 percent annual increase in followers for the branch pages*
 - *3 million post impressions of the main KDL page*
 - *35,000 followers*
 - *63,994 engagements (likes, shares and comments) on the main KDL page*

- *Instagram:*
 - 25 percent annual increase in followers
 - 15,000 engagements (likes, shares and comments)
- *Twitter:*
 - 5 percent annual increase in followers
 - 4,000 engagements (likes, shares and comments)
- *eNewsletter:*
 - 90,000 recipients of the monthly eNewsletter, yielding a 3 percent click through rate (0.43 percent higher than the industry standard)

MARKETING & COMMUNICATION STATS

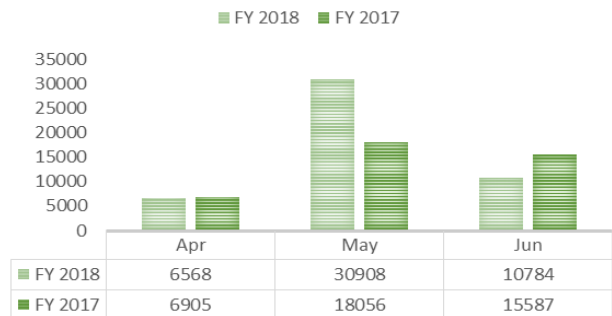


QUARTERLY STATS – Second Quarter

PROGRAMMING ATTENDANCE



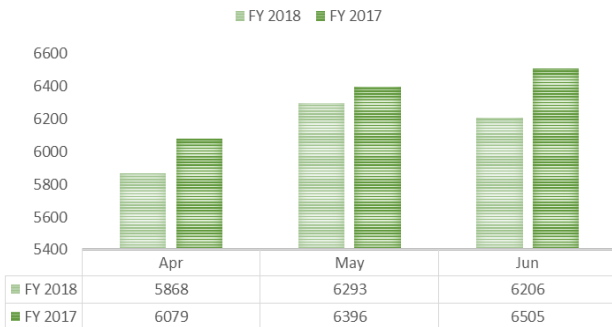
OUTREACH ATTENDANCE



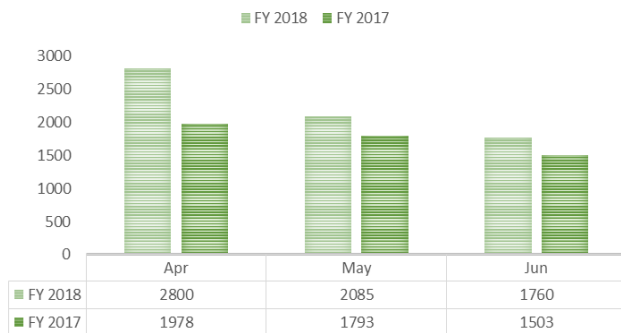
BRANCH VISITOR COUNT



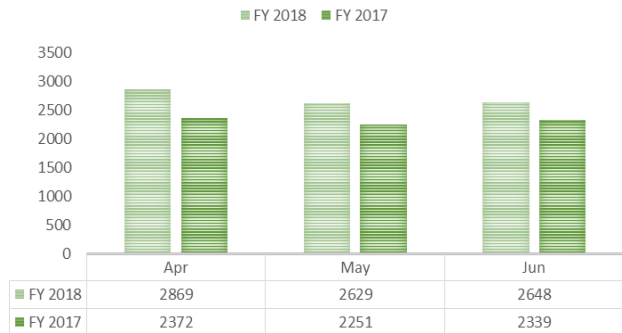
LBPH CIRCULATION



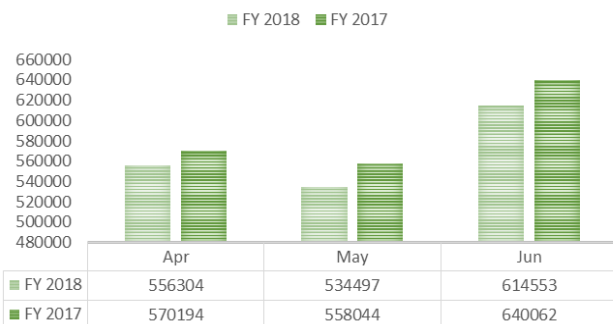
MELCAT - KDL ITEMS LOANED



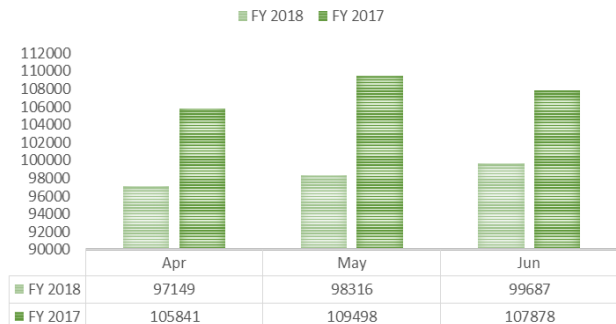
MELCAT - KDL ITEMS BORROWED

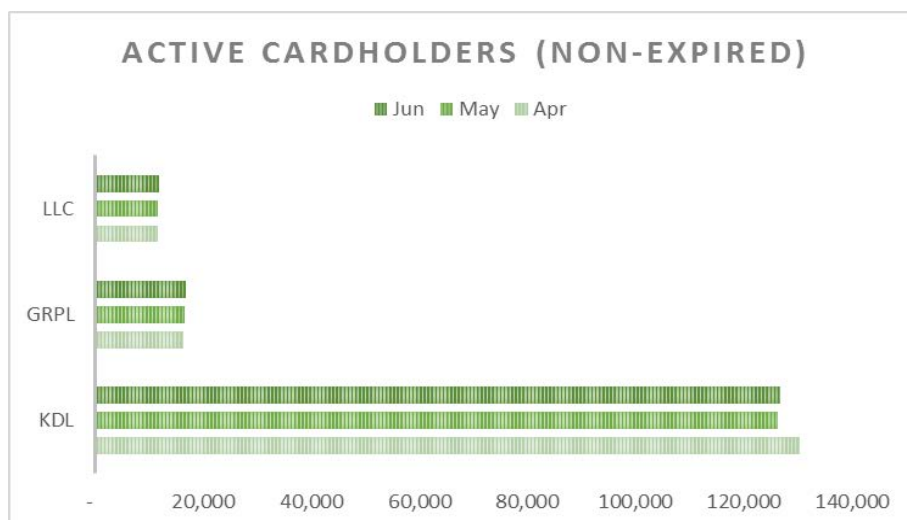


PHYSICAL CIRCULATION



DIGITAL CIRCULATION





WHAT'S GOING ON AT KDL

KDL Service and Meeting Center

The KDL Service and Meeting Center is looking amazing these days! The outdoor projects are about to be completed. The last thing that needs to be done is to purchase some banners to hang on the light poles. The landscaping, deck, trail access, parking lot and light poles have truly made us visible from the street and have brought in the community. Every day, there is someone using the shelter or bike fix-it station, and the LFL has been filled multiple times.

The mezzanine is almost completed as well. Soon, shelving will go up on the second floor and lighting will be put up underneath. This will allow the boxes laying throughout the Service Center to be stored in this area and room for Book Club in a Bag can be redirected to the MelCat area, allowing PSD to have everything they need in one location.

Some upcoming projects this year will be the roof and HVAC repairs, new outdoor signage and an RFP will go out for an interior designer and space planner for the Service Center refresh. The hope for the Service Center Refresh is to get a plan and costs together to put in the budget for next year.

Volunteer Coordinator Update

The Volunteer Coordinator is working with Hennie Vaandrager and Morgan Hanks to create a prototype Reading Buddy volunteer opportunity for high school and college students for next summer. This age group often needs service hours, but doesn't fit into "Teen Crew" or the adult categories very well, and placing them in opportunities that are a good fit is often challenging. With the Ruff Readers program model in mind, staff are working on a prototype that would engage these volunteers with kids K-5th grade to work toward Summer Reading (eventually "I Read Today") goals. This would also work with KDL's strategic goal to help with the 3rd grade literacy problem in Kent County. Look for more info to come at a later date. We will be presenting this and a couple other related proposals to the Leadership Team later in August.

The Volunteer Coordinator is also working on a smooth onboarding and orientation process incorporating best practices learned at the Minnesota Association of Volunteer Administrators Conference in June. Beginning with taking some space on the KDL website to "tell the story," KDL can begin to welcome volunteers into an experience that is valuable for everyone involved. Look for some fun branding while we work on better engaging the community through quality relationships with volunteers. We'll start by improving their experience from the moment they Google "Volunteer at KDL".

Recruiting volunteers for SuperPartyWonderDay and Literary Libations has begun. We will likely use 75 community volunteers to help with SuperParty and 10 staff/volunteers for Literary Libations. Spread the word via your friends and family and social media!

Building Update: Ada

The Ada Building Committee met on June 18th to kick-off the programming phase of the project. Mindy Song, lead interior designer or OPN, let the group through a number of brainstorming exercises to determine space needs and the desired aesthetics. Penni Zurgable and Lindsey Dorfman have also had a number of phone meetings with Mindy to discuss space requirements for various areas of the library.

The public portion of the projects' capital campaign kicked off on June 22nd. The new library/community center will be called The Amy Van Andel Library & Community Center Library. For more information on the campaign including an informative video featuring Lance Werner, please visit <http://www.ournextchapterada.org/>.

Building Update: Krause

The Krause Memorial Library Advisory Board and City of Rockford have made progress toward a new/expanded library since KDL conducted the needs assessment a year ago:

- The Krause Memorial LAB and the City of Rockford are jointly purchasing the property adjacent to the library (18 N. Monroe St.) to be used for a future library expansion.
- City Manager, Thad Beard, expects to close on the property in late July or early August.
- The current dwelling on that property will be demolished (most likely this fall).
- Thad will be putting together a building subcommittee (likely to include representatives from the surrounding townships of Algoma, Cannon, and Courtland) and asked Branch Manager Jennifer German for assistance in putting together a list of potential subcommittee members.

Building Update: Spencer

During the month of June, the Spencer branch collected community surveys from patrons and residents. Surveys were sent out via social media, email, postcards, and were available in physical form at the library. The survey consisted of 10 questions focusing on library building usage, important library features, favorite and least favorite aspects of the current library building, as well as the library's role in the community. The survey ran from June 2nd to July 7th, and there were a total of 239 completed.

The most important aspects of the library for respondents were Collection Size and Space, as well as A Safe Space. Favorite aspects of the library were the collection materials and extras like Wii games, Wi-Fi hotspots, the friendly environment and welcoming staff, programs, and having a location close to home. An overwhelming response to the least favorite aspect of the library, and if anything about the library space or design could be changed, was the size of the library; the need for additional space for materials, as well as separate adult and youth spaces, and additional open hours.

Thank you to Randy and the Marketing Communications Dept. for assisting with the survey, and to Maggie Maxwell, the Spencer Summer Intern, for entering in all of the hardcopy surveys.

Building Update: Walker

The City of Walker continues to explore expanding their Library or building a new combined library and community center at another location in town. The Steering Committee kick-off meeting took place on June 28th. The committee met with representatives from Fishbeck Thompson & Huber to discuss the project approach and library trends. Library space needs, a community survey, and the possibilities of community forums were discussed. Craig Buno, Walker Branch Manager, is working on drafting a survey that will go out to residents. This survey will be similar to the ones sent out to Spencer and Tyrone Township residents, and will help inform the City on what improvements to the library facility and additional community services patrons and residents would like to see combined with the library.

Fall Programs Coming

Many Fall programs that meet KDL Strategic Plan goals are being created. The KDL Open: Mini Golf in the Stacks and KDL LAB Experience Maker Day programs offer new programming for families after regular library hours. For adults, a series of history programs will be offered this fall, including those that connect with local communities' history and the experience of Michigan residents during World War I. Adults will also have the opportunity to learn useful skills with the DIY Plumbing and Hiring a Contractor for Home Repair.

SuperPartyWonderDay

Plans continue for Super Party Wonder Day 2018. The festival on Sunday, August 5 will again feature bands, bikes, BBQ, and beer. New additions to this year's festival include a board game tent, touch-a-truck and family friendly performers, magician Tom Plunkard and puppeteer Kevin Kammeraad. Other activities include performances from Mark Lavengood and the Moxie Strings, the second annual rib grilling contest, a group bike ride and a beer tent featuring KDL Homebrew Contest winners other adult beverages from local brewers and wineries.

Bookmobile

An artist was chosen to the exterior artwork for the bookmobile. Staff are working with the Finance Dept to clarify the budget and work on projections for future years. Two part-time positions are proposed for librarian/drivers. A biweekly schedule is proposed with one day off for maintenance. Claire Horlings assisted in submitting a grant to Great Start Collaborative for Bookmobile staffing. KDL is currently awaiting their response.

KDL Free Library Airport

The volunteer list was updated and all volunteers have their pin and badge. Currently, there is no volunteer for Sunday.

Summer Interns

Training was June 1st 2018 with very good feedback from participants. They were lead by a great team including Jessica Nelson, who did the Human Resources part, Barb Jingles and Trish Reid, who did the main CIRC and MOBILE CIRC training, Vivi Hoang, who did ReadSquared, Jacque Viol, who did the string stories presentation, and Ashley Johnson, who did the Tent Activity. More to come: staff will address intern performance review from the perspective of the Managers.

Books on the Bus

Staff developed the project and met with a local vendor to finalize basket pricing. They contacted The Rapid to schedule a meeting, which will take place July 19th, to solidify the procedure and expectations, and plan the pilot project with volunteers and the East Grand Rapids Friends of the Library.

KDL Military Card for Military and Veterans

KDL began offering its Military Card for active military and veterans. The new card offers unlimited, free printing and no overdue fines in appreciation of their service to our country. This idea came from a library patron. Starting in June with a media push around July 4, KDL already has 80 military cards in the system.

Food Access Issue: Kelloggsville

KDL is almost through the first month's supply of food. Staff are learning a lot in this first year to help other branches that may be interested in future years. Storage of the food has been an issue, with no room at Kelloggsville and little at Wyoming (who is storing other things for Kelloggsville). It was very helpful that Feeding America had volunteers to bundle the breakfasts, making it easier for staff to distribute them.

Library Card Challenge (LCC)

Staff worked with Kentwood Public School District to finalize this collaboration. The MOU was delivered with the understanding that we will receive a letter of intent signed by the superintendent instead. A letter to parents with the option to withdraw from the LCC will be included in the welcoming package given to all parents at

registration. Data sharing is expected to take place after first day of classes, with cards being delivered in one month.

Staff had an initial meeting with KISD, which included both Bookmobile and Library Card Challenge Projects. Supervisors will send dates for presentations and meetings with school representatives.

Teen Survey

Teens at this year's summer programs are being surveyed for which programs they want to attend at KDL branches. In July, over 90 teens had already answered the survey. Results will be used to create future teen programming and strategic plan goals for 2019.

Mobile Manufacturing Lab Visits KDL

GRCC's Tassell M-TEC brought their Mobile Manufacturing Lab to two KDL branches, showing families manufacturing and technology in their maker trailer. 69 patrons visited the trailer and had hands-on experience with a virtual welder. The mobile lab is also visiting the Walker branch on Wednesday, July 25.

Participated in the following outreach events:

1. KCC Job Fair
2. Ada Announcement: Beers at the Bridge
3. Grand Rapids Asian Pacific Festival
4. The Grand Rapids Farmers Market
5. JAFAX(deliver materials only)

**** Coordinated Staffing of Disability Advocates table at the GR Festival of the Arts**

Community Engagement Meetings

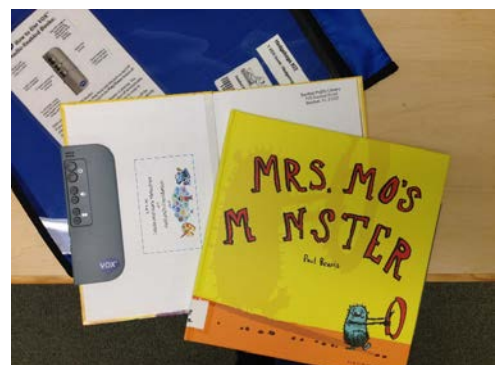
- Participated in Kent County Essential Needs Task Force (ENTF) monthly meeting
- Contacted multiple members of Hispanic Community to speak about partnership possibilities: Zulema Morett from GVSU, Gloria Trejo author, and Roxana Cortes from Ada Vista. Tentative date for the Spanish Initiatives: August 8, 2018
- Meeting with WYCA for Spanish learning group was held in Walker
- Featured in newspaper article and interview with *El Vocero Hispano*

Community Engagement Department

- New promotional tool targeting underserved populations and their support system is in the making based on an old tool found
- "Request KDL presence" up and running. Form was created and posted online. Communication plan will be released on the second week of July. Feedback is needed
- "Books for Displaced Children" was released and promotional materials sent to branches. Communication plan was submitted

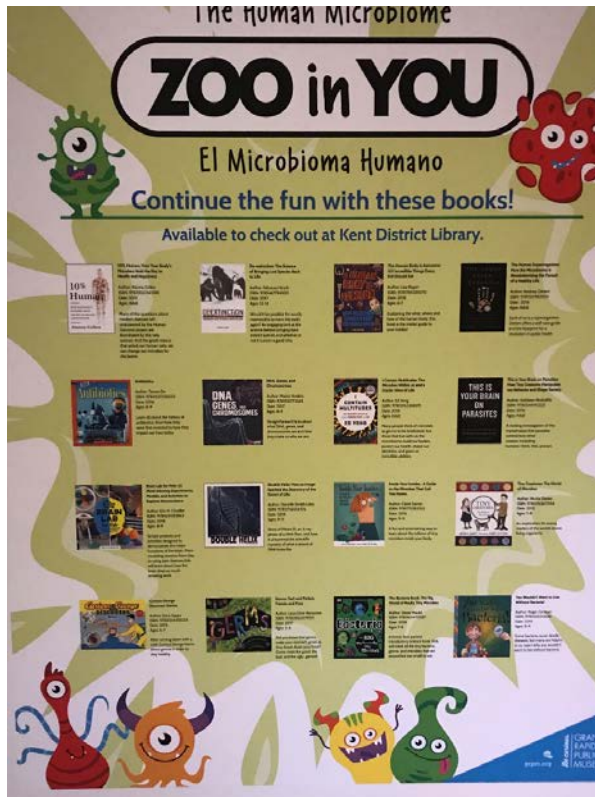
New Product: VOX Books

A new product called VOX books has been ordered for a pilot collection at Englehardt (LOW). VOX Books are printed books that have a unique VOX audio reader permanently attached inside the front cover. This VOX Reader is preloaded with a professional audio narration of the text of the book, enabling children to read and listen to the book simultaneously.



Zoo in You Exhibit

Collection Development staff put this list and bookmark together as part of KDL's ongoing partnership with the Grand Rapids Public Museum.



cloudLibrary Transition

Kindle Fire Offer

- KDL will take no more reservations after July 20.

cloudLink

- KDL is now linked with three other Michigan libraries with more to come:
 - East Lansing Public Library, Muskegon Area District Library, Rochester Hills Public Library
 - Salem-South Lyon District Library and Clinton-Macomb Public Library will be going live in the coming weeks and joining the MI cloudLink group.

NoveList content in cloudLibrary

- KDL is working with cloudLibrary to begin using NoveList for recommendations in the cloudLibrary app.
- This should begin appearing on July 18.
- Patrons have been asking for this feature (improved recommendations).

Statistics from Bibliotheca (June)

- New Patrons: 1,166
- Checkouts on the cloudLibrary: 51,765
- Pay Per Use Checkouts: 9,701 (Avg. cost per checkout: \$2.65)
- KDL Patron cloudLink Checkouts: 2,467 (East Lansing/Muskegon Area/Rochester Hills)

- cloudLink Checkouts on KDL content: 1,224
- **Total Circulation: 63,933 (Checkouts, PPU and cloudLink)**

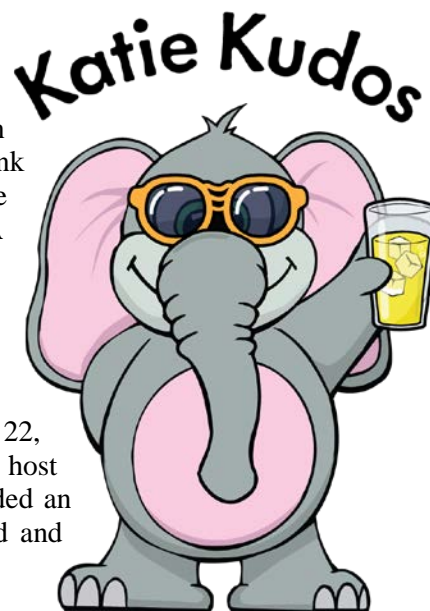
Comparison data for OverDrive (2017)

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
79,751	70,699	81,598	73,305	75, 152	75, 840	80,356	79,598	71,484	74,722	70,162	25,310

KATIE KUDOS

★ Dawn Heerspink (Byron Township Branch) . . .

- Nominated by Jennifer Snyder because, “We had an emergency community lockdown the other day due to a bank robbery in town, and during this time, Dawn entertained a huge group of kids who were using the park outside the library. A good 100+ kids and their chaperones all squeezed into our Community Room, and Dawn, decided to do an impromptu story to keep them preoccupied. It was a great help for all involved!”
- Nominated by Christine Lohman because, “On Friday, June 22, we had an emergency situation and we unexpectedly had to host 200 kids from a day camp. Dawn was on the ball and provided an impromptu storytime for the kids. She kept them entertained and entranced.



★ Vanessa Walstra (Cascade Branch) . . .

- Nominated by Jacque Viol because, “When Vanessa heard that I would need to bake 24 dozen cookies in preparation for “thanking” the truck drivers and their co-horts for being part of our “Touch-A-Truck” program, she initially volunteered to do half of the cookies. I’d mixed up my cookies, but was waiting for a night closer to the event to bake them, and Vanessa told me to bring in the dough and she would bake the remaining cookies! Talk about a huge relief! (I don’t have air at home and wasn’t looking forward to having the oven on in the heat!). Making my life easier and removing the temptation to eat all the cookies as I baked was an amazing help! (What a week it’s been! We’ve seen over 2,000 people just at programs, that’s not counting the other times the library has been open!)
- Nominated by Suzanne Stevens because, “Vanessa has stepped up in many ways, but two which show her awesomeness are: (1) when she volunteered and covered a shift for someone who would be having a difficult anniversary and (2) when she volunteered to help out with the baking of (can it be?) 24 dozen cookies to reward “Touch-A-Truck” drivers – a great relief to the other staff person who does not have air-conditioning at her home.”

★ Nanette Zorn (Cascade Branch) . . .

- Nominated by Vanessa Walstra because, “Nanette has thrown herself into our Airport Free Library project and has also taken on an amazing new outreach opportunity with the Mary Free Bed YMCA that will allow us to reach hundreds more children with the SRC. Thank you, Nanette, for your passion for outreach and for the library!”

PRAISE FROM PATRONS

- **Comstock Branch**

- Overheard at a LEAP visit: “Mom, we have to go to KDL soon! Their summer reading program stuff is out. You only have to read 20 minutes a day to get the prize. I’m going to SMOKE that thing!”

- **Alto Branch**

- Every year the third graders visit the local history museum, cemetery and one-room schoolhouse. For several years someone from the branch has helped. This year it was Deb, and the thank you note that was sent to the branch is shown on the right.

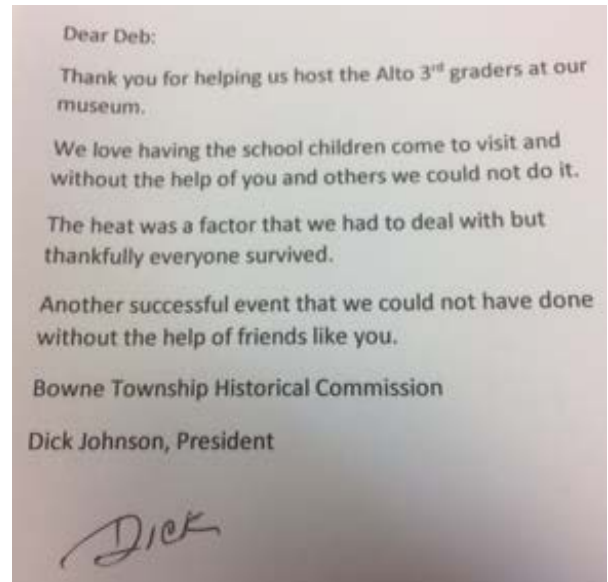
- **Englehardt Branch**

- Tech Explorers is a new concept not only at the Englehardt Branch, but within KDL as a whole. A new tech topic every week is used to expose kids to new ideas, programs, and challenges. The drop in model seeks to remove the barrier of registration and class limits. Open-ended and open to all!

This week was Scratch Programming, a program developed by MIT to teach children to program using code blocks. Even though the teaching laptops were acting up due to a problem with our software and a Windows update, the group powered through with following the handout to create a mini program all their own. One young man, who is a power user of the program, demonstrated his past projects and wowed the rest with his games and excitement.

Afterwards, tired and irritated by hardware difficulties, I went back out to the main area and saw a class member logged into a public patron PC. He was a quiet, younger participant who had never attended before and was completely new to Scratch. As I was walking by him I notice that he had accessed Scratch online, started an account and was happily showing his mother a new project he was working on. I gave him a thumbs up and he shyly returned the gesture. This encounter made all the effort, issues and challenges melt away. Here was a young person who was embracing something new, something tech based that is productive and positive. Who knows where this will take him in the future. This is what it is all about.

- Overheard at a teen program (one teen talking to another): “The library is much better than the Internet. There is so much to do here!”
- A staff member overheard a child asking mom how to spell the word “service,” and afterward our young patron presented this lovely note to staff. That simple message filled our hearts with joy!



- **Walker Branch**

- One of our senior citizen patrons commented that libraries “never used to be this much fun!” as she was checking out today. She was reminiscing that the libraries of her youth used to be dark and rather somber but she was impressed by how light and cheerful our branch was. She indicated that she enjoyed her visits here very much.

- **Service Center**

- The Collection Services department goes through a ton of tape to process materials, which leaves us with a ton of empty rolls. For a year or so now, our department has been collecting these empty rolls and I pack them up to donate to the Grand Rapids Children’s Museum. Collection Services also receives about a hundred or so empty CD cases that come from the vendor when they process our items. These, too, are packed up and donated the Grand Rapids Children’s Museum. This is a great way to reuse recyclable items, and we are told that the children love to be creative in using them.
- Joyanne Swanson in PSD received this great feedback from a patron: “I’m a senior software developer. And the first time I used the NFC checkout process at the kiosks I just thought it was such great user interface. The checkout process just works so smoothly and easily. The auto reminders and auto-renewal process as well as the search features on the website just all work very well together too. So props to the developers, designers, or whoever you purchased the product from. I think it works incredibly well.”
-

UPCOMING MEETINGS AND EVENTS OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., Aug. 16, 2018	4:30 PM	KDL Service Center
KDL Regular Board Meeting	Thurs., Sept. 20, 2018	4:30 PM	KDL Service Center
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Pension Board Meeting	Weds., Aug. 15, 2018	1:00 PM	KDL Service Center
EVENTS	DATE	TIME	LOCATION
SuperPartyWonderDay	Sun., Aug. 5, 2018	2:00 PM	The Meadows at Millennium Park
Literary Libations	Thurs., Sept. 6, 2018	5:30 PM	Steelcase Town Hall
MLA Annual Conference	October 17- 19, 2018	All Day	Novi, MI

NEW APPOINTMENTS	POSITION	EFFECTIVE
Julie Gillich	Youth Paraprofessional – Byron Township	June 11
Brad Baker	Graphic Designer – Marketing/Communications	June 26

DEPARTURES	POSITION	EFFECTIVE
Suzanne Stevens	Adult Librarian – Cascade	June 28
Denielle Ferrer	Circulation Assistant – Gaines Township	July 18
Linda Grit	Shelver – Byron Township	July 27
Tracy Shea	Collection Services Assistant – Service Center	August 3

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Sara McMullin	Teen Paraprofessional – Grandville	Youth Paraprofessional – Alto/Cascade	June 25
Jessica McLeod	Substitute Circulation Assistant	Adult Paraprofessional – Englehardt	July 2
Rachel Rayburn	Adult Librarian – Kentwood	Substitute Information Staff	July 6
Angela Deckard	Circulation Assistant – Cascade	Patron Services Associate	July 16

OPEN POSITIONS	TYPE
Teen Paraprofessional – Grandville	Part-time
Adult Librarian – Cascade	Part-time
Adult Librarian – Kentwood	Part-time
Circulation Assistant – Cascade	Part-time
Youth Paraprofessional – Krause Memorial	Part-time
Collection Services Assistant – Service Center	Full-time
Circulation Assistant – Gaines Township	Part-time
Shelver – Byron Township	Part-time

EMPLOYEE ANNIVERSARIES (AUGUST)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Helen Mott	Kentwood	41 years
Rochelle Ball	Patron Services	10 years
Mary Dersch	East Grand Rapids	9 years
Emily Bantel	Tyrone Township	5 years
Stephanie Weaver	Englehardt	5 years
Maureen Baker	Walker	4 years
Ian Gunnett	Patron Services	4 years
Julia Hawkins	Administration	4 years
Missy Lancaster	Facility	4 years
Tony Senna	Sub Info Staff	4 years
Janelle Mitchell	Plainfield	3 years
Sara Reinders	Caledonia	3 years
Tyler Elston	Information Technology	2 years
Crystal Logan-Syrewicze	Caledonia	2 years
Christine Paige	Kentwood	2 years
Quinlan Shideler	Wyoming	2 years
Maria Trevino	Wyoming	2 years
Kurt Stevens	Information Technology	1 year
Reilly Brady	Finance	1 year
Angela Deckard	Patron Services	1 year
Seth Hoekstra	Wyoming	1 year
Chelsea McCoy	Info Sub Pool	1 year

PROPOSED CHANGES & EXPLANATIONS

Section 3: ~~Other Services~~ Operations and Facilities

New title is more specific. "Other Services" was too vague, and displays and PR were not necessarily services, but rather components of KDL's operations. Section 4 was dissected and the parts that were operational or pertained to building or facilities were extracted and relocated to Section 3.

- 3.1 [Exhibits](#)
- 3.2 [Literature Display and Distribution](#)
- 3.3 [Public Relations](#)
- 3.4 [Library Programs](#)
- 3.5 [Lost & found](#)
- 3.6 [Branch Library Locations](#)
 - 3.6.1 [Enlarging, Building, Renovating Library Buildings](#)
 - 3.6.2 [Support for Building Projects](#)
 - 3.6.3 [Acceptance of non-KDL Purchased Technology](#)
- 3.7 [Meeting Room Use](#)
- 3.8 [Closings](#)
 - 3.8.1 [Planned Closings](#)
 - 3.8.2 [Emergency Closings](#)
 - 3.8.3 [Bereavement or Funeral Closings](#)
- 3.9 [Library Vehicles](#)
- 3.10 [Building Safety](#)
 - 3.10.1 [Keys to Buildings](#)
 - 3.10.2 [Library Access When Closed](#)

PROPOSED CHANGES & EXPLANATIONS

Section 4: ~~Facilities & Equipment~~ Patron Behavior

The previous section 4 was titled Facilities and Equipment, but contained policies relating to disruptive behavior and unattended children– not a logical location for staff searching for policy to cite when enforcing. Section 4 was renamed to Patron Behavior and broken into more specific subsections, and many subsections were relocated to section 3.

Section 4.1.3 Volunteers was moved to Section 6: Personnel.

The content of Section 4 has been completely revised. It previously had only a couple of specific numbered policies, like smoking, eating and drinking, but now the policy will have stronger language and more specific sections. Anne Seurnyck sent KDL a recommended patron behavior policy that KDL then tailored to fit into its existing policy based on feedback from the KDL Leadership Team, Branch managers, and Executive Assistant. Section 4 was kept as behavioral because branch staff is accustomed to looking here for policies they use most regularly in disciplinary situations. The Customer Responsibilities, a briefer summary of behavioral policies that branch managers often give to patrons who are in violation, will now be located in the Section 4 Introduction rather than in the appendix, and linked in the Disruptive Behavior policy as it was previously.

Introduction & Customer Responsibilities

4.1 Safety & Personal Behavior

- 4.1.1 Violations of Law
- 4.1.2 Weapons
- 4.1.3 Drugs, Alcohol, & Smoking
- 4.1.4 Animals
- 4.1.5 Personal Property
- 4.1.6 Blocking of Aisles, Doors, & Entrances
- 4.1.7 Staff-Only Areas
- 4.1.8 Interference with Staff
- 4.1.9 Unauthorized & Considerate Use
- 4.1.10 Noise
- 4.1.11 Odor
- 4.1.12 Food and Drink
- 4.1.13 Restrooms

PROPOSED CHANGES & EXPLANATIONS

- 4.1.14 [Dress Code](#)
- 4.1.15 [Harassment](#)
- 4.1.16 [Identification](#)
- 4.1.17 [Panhandling, Soliciting, and Selling](#)
- 4.1.18 [Campaigning, Petitioning, Interviewing & Similar Activities](#)

4.2 [Use & Preservation of Library Materials and Property](#)

- 4.2.1 [Acceptable Use Policy](#)
- 4.2.2 [Copyright Policy](#)
- 4.2.3 [Photography and Videography Policy](#)
- 4.2.4 [Social Networking Policy](#)

4.3 [Children in the Library](#)

4.4 [Disciplinary Process for Library Facilities](#)

4.5 [Right of Appeal](#)

PROPOSED CHANGES & EXPLANATIONS

Section 6: Personnel

One section added to the end regarding volunteers.

Introduction

6.1 Equal Employment Opportunity

6.1.1 Harassment

6.1.2 Americans With Disabilities Act (ADA)

6.2 Position Authorization

6.2.1 Applications

6.2.1.1 Internships

6.2.2 Interview and Selection

6.2.3 Initial Employment Period

6.2.4 Promotions

6.2.5 Nepotism

6.2.6 “Acting” Capacity

6.2.7 Outside Employment

6.2.8 Employee Termination of Employment

6.3 Personnel Files and Employee Records

6.3.1 Access to Employee File Information

6.3.2 Continuous Length of Service

6.3.3 Disclosure of Employee File Information

6.3.4 Employee References

6.3.5 Applicant/Employee Background Verification and Drug Screening

6.3.6 Social Security Numbers Privacy

6.4 Compensation

6.4.1 Performance Evaluation

PROPOSED CHANGES & EXPLANATIONS

- 6.4.2 [Benefits](#)
- 6.4.3 [Sick Leave](#)
- 6.4.4 [Sick Time Payment](#)
- 6.4.5 [Disability Leave of Absence](#)
- 6.4.6 [Workers' Disability Compensation Supplemental Pay](#)
- 6.4.7 [Emergency Closing Compensation](#)
- 6.5 [Work Week](#)
- 6.6 [Progressive Action Policy](#)
 - 6.6.1 [Complaint Resolution Process](#)
- 6.7 [Vacation Eligibility](#)
 - 6.7.1 [Vacation - Part Time](#)
 - 6.7.2 [Vacation - Carry Forward](#)
 - 6.7.3 [Payment of Unused Leave & Paid Time Off \(PTO\)](#)
 - 6.7.4 [Bereavement Leave](#)
 - 6.7.5 [Family and Medical Leave Act Leave \(FMLA\)](#)
 - 6.7.6 [Personal Leave of Absence Without Pay](#)
 - 6.7.7 [Personal Leave of Absence With Pay](#)
 - 6.7.8 [Jury Leave](#)
 - 6.7.9 [Military Leave](#)
 - 6.7.10 [Holiday Accrual & Eligibility](#)
- 6.8 [Transportation Reimbursement](#)
 - 6.8.1 [Honoraria](#)
 - 6.8.2 [Professional Association/Community Organization Memberships](#)
- 6.9 [Drug-Free Workplace](#)
- 6.10 [Electronic Communications Policy](#)
- 6.11 [Whistleblower Policy](#)
- 6.12 [Tuition Reimbursement](#)
- 6.13 [Board Member Compensation](#)

PROPOSED CHANGES & EXPLANATIONS

6.14 Conference Attendance – Board and Staff

6.15 Volunteers*

6.14.1 Volunteer Background Verification Moved from

*New section added- moved from Section 4.13. Volunteers are technically personnel, so this was a better location. Any policy amendments or additions regarding volunteers can be made as a subsection.

Section 3: ~~Other Services~~ Operations and Facilities

- 3.1 [Exhibits](#)
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 - 3.10.2 [Library Access When Closed](#)

EXHIBITS

Kent District Library provides a venue for local artists/exhibitors to display visual art and artifacts to increase awareness and appreciation of history and the arts.

Suitable space for exhibits is not available at all branches. Some local governmental units may have guidelines on how and where materials are displayed in the facility and Kent District Library will honor those guidelines.

The branch manager will work with staff members (or a local community committee) to make decisions regarding the selection of materials to be displayed. In making decisions regarding the suitability of the work to be exhibited, the branch manager or his/her designee will take into consideration the use of the library by all segments of the community and all age groups. Selection priority may be given to local artists/exhibitors and those who have not previously exhibited in the library.

The exhibit space shall not be used for advertising or political purposes. The artist/exhibitor assumes all liability for the loss of, or damage to, materials on display. The library reserves the right to cancel the exhibition for any reason.

LITERATURE DISPLAY AND DISTRIBUTION

Kent District Library adheres to the principle that the Library is the institution in our society which provides materials representing all points of view in all fields including political, social, and religious, no matter how controversial or objectionable these views may be to some people.

To support this basic principle, and to foster positive relationships within the community, the following policy has been established:

1. Informational material of public interest from nonprofit organizations, educational institutions, and governmental agencies may be displayed or distributed in branches where space is available. Material for display or distribution will be permitted at the discretion of the branch manager. The primary purpose of such material must be to inform the public of the organization's programs, services and events. Examples include:
 - KDL fundraising materials;
 - Friends of the Library materials;
 - promotional materials for cultural organizations such as the ballet, orchestra, museums and theater groups;
 - special event fliers for nonprofit organizations from Kent County and neighboring communities; and
 - local magazines and newspapers that are distributed free of charge and have received prior approval from Kent District Library.
2. Prior to an election, branches may have available, on an equal basis, voter information and campaign literature about political candidates appearing on local ballots. Any materials that directly or indirectly make reference to an election or a candidate must be removed prior to Election Day if within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.
3. Prior to an election, campaign material relating to ballot issues may be placed in library branches for display and/or distribution to the public. If there is formal opposition to a ballot issue, equal consideration shall be given. Campaign materials that directly or indirectly make reference to a ballot issue must be removed prior to Election Day if located within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.
4. Petitions may not be displayed or circulated in library buildings except as permitted by local municipal ordinance.

PUBLIC RELATIONS

The Chairperson of the Library Board of Trustees is the official spokesperson for the Board. The Director is the official spokesperson for the Library.

The Director of Marketing and Communications serves as media liaison for the Board and the Library Administration. Whenever official media statements are required pertaining to library policies, procedures, programs, services, or positions on district-wide issues, the Communications Department is responsible for all contacts with local newspapers, magazines, professional journals, radio and television stations.

LIBRARY PROGRAMS

Responsibility for library program development is vested in the Library Director, and such members of the staff whose job descriptions include program responsibilities. Library programs may utilize volunteers and may be developed cooperatively with Friends groups, governmental units, community organizations, and individuals. A program is any presentation given in or out of the Library (in person or by technological means) by a Library staff member or other presenter and sponsored by the Library, the Friends, or a partnership including the Library.

Library programs support the KDL mission and strategic plan. They are planned in advance to meet media and publicity deadlines. Library programs may require registration. Limits on the number of people able to attend may be necessary due to facility, program, or performer limitations.

Library programs are funded in part by the operating budget with additional support from KDL fundraising activities, grants, contributions from the Friends, gifts, endowments and partnerships.

No individual or organization who presents a program at the library will be permitted to sell their product or services during their presentation or during their time at the library (with the exception of authors who come to speak about their books or performers who have recordings of their music). Kent District Library requires a contract to be executed by program presenters.*

Organizations or business affiliation of presenters or co-sponsoring agencies will be used by the Library in promoting programs. This does not constitute endorsement.

*Contract may include a background check.

LOST AND FOUND POLICY

Kent District Library will retain valuable lost and found items at the branch location where the items are found. Valuable items may include electronic equipment, jewelry, wallets, purses and personal identification such as passports and state IDs. KDL will hold these items for a period of three months. When possible, staff will contact the owner to inform him/her that a lost item has been found and note how long the library will hold the item. If not claimed within three months, items with personal information will be sent to the owner via registered mail. After three months, all unclaimed electronic equipment will be turned over to local police while all other items lacking personal information will be donated to a local charity.

Loose money found at the library will be held until the close of business each day if the amount is less than \$20.00. If unclaimed, it will be donated to the branch's Friends group (or to KDL in the absence of such a group). Loose money in an amount of \$20.00 or more will be retained for a period of three months and then donated to the branch's Friends group (or to KDL in the absence of such a group), if unclaimed.

Non-valuable items (such as clothing) found at Kent District Library locations will be placed in the lost and found bin at the branch where the items are found. As needed, contents of these bins will be donated to a local charity.

BRANCH LIBRARY LOCATIONS

The Kent District Library strives to make efficient and effective use of its resources. Therefore, it is the policy of the Kent District Library to work with local communities in locating new branch sites a minimum of five miles apart, unless justified by demographics.

BUILDING, ENLARGING, OR RENOVATING LIBRARY BUILDINGS

Kent District Library cooperates with all governmental units in making library materials and services available to the public in the buildings owned by the governmental units.

When library buildings are being built, expanded, or renovated, KDL will provide the same services that were provided prior to the building changes. In addition, KDL staff will work with the governmental units to provide desired changes within both KDL budget constraints and Strategic Plan goals. KDL must balance the needs of the whole system while considering the desires of individual branches. Changes may include additional open hours, personnel, computers, equipment, and moving expenses for KDL-owned computers, equipment, and materials. If library buildings are downsized, library services will be re-evaluated in conjunction with the governmental units affected.

When changes are being considered by the Kent District Library staff or the governmental unit, KDL staff must be involved with personnel from the governmental unit in order to achieve the best possible results for all. When evaluating library facility needs, KDL staff will apply recognized state and national guidelines and standards.

Those municipalities that currently do not have a library facility in their community, but are considering building one, are encouraged to consider partnering with other communities.

SUPPORT FOR BUILDING PROJECTS

Kent District Library staff will work with local governmental units to plan new buildings or expansions of existing buildings. Staff will advise planners, architects, and elected officials of Library needs and building requirements. In support of the expansion or building improvement efforts of local governmental units, staff will provide factual printed and graphic design work for posters and other print material. The Communications Department will coordinate these support efforts. Kent District Library may also provide factual informational mailings to library patrons consistent with campaign and privacy act laws. Informational mailings as well as printing and design support work will be provided as approved by the Director and within budget limitations.

Michigan law forbids the expenditure of public funds to advocate a vote in favor of a millage or bond issue election. Therefore, Kent District Library staff may not, on paid library time, work on political activities to promote millage or bond issue elections, or disseminate materials which advocate a favorable vote on a millage or bond issue election. Nothing in this policy prevents staff members, on their personal time, from expressing their own personal views, expending their own personal funds, or providing their own personal volunteer services consistent with campaign laws.

ACCEPTANCE OF NON-KDL PURCHASED TECHNOLOGY

The planning and funding for future technology is the responsibility of the Kent District Library. However, KDL constituent communities, if they so desire, may devote funds locally to enhance service to their community. Proposed technology gifts must meet the requirements of the Kent District Library Technology Plan and also be able to be supported and maintained by KDL. Any potential technology donation must be coordinated in advance of actual purchase with the Kent District Library Information Technology Director. The equipment purchased by or with the approval of the Kent District Library becomes the property of the Kent District Library.

MEETING ROOM USE

Meeting rooms in Kent District Library branches are made available for use in accordance with local governmental unit guidelines.

Programs in public meeting rooms must not disrupt normal Library operations and use. Persons attending the meetings are subject to all Library rules and regulations concerning behavior in the building.

SERVICE & MEETING CENTER ROOM RENTALS FOR PUBLIC USE

1. Meetings.

KDL allows individuals, businesses, organizations and groups to use KDL conference rooms and meeting rooms (the "Rooms") on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission will usually be granted if the Rooms are not needed for administrative use, activities, or programs sponsored in whole or in part by KDL, and when such use is not disruptive of the programs and activities of KDL. Permission is revocable at any time and for any reason and does not constitute a lease. KDL may reject for any reason a request to use a Room. Permission to use the Rooms does not imply KDL endorsement of the aims, policies or activities of any group or organization. KDL may request verification of nonprofit status prior to booking.

2. No Advertising of KDL Sponsorship.

Organizations and businesses using the Rooms will not be permitted to use advertising or publicity that imply that their programs are sponsored or co-sponsored or approved by KDL, unless written permission to do so has been previously given by the Director.

3. Admission Charges by Users.

Admission may be charged for programs sponsored by KDL and its affiliated organizations. The sale of goods that directly benefit KDL will also be permitted. No other charges or sales are permitted without the prior written consent of the Director.

4. No Discrimination.

KDL requires that all organizations or businesses hosting meetings at the Service Center will uphold high ethical standards without regard to race, color, religion, sex, age, national origin, disability or other protected status.

5. **Adult Supervision.**

Users of the Rooms must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. The listed adult must be on site during the reserved meeting time.

A. **MAKING A RESERVATION.**

1. **Meeting Request Form.**

Room reservations are made online at www.KDL.org under the location tab by clicking on the Service and Meeting Center tab for the form. Persons, organizations and/or businesses will need to complete the Meeting Request Form and submit it. When KDL receives the completed Meeting Request Form, the organization or business may be contacted to confirm, answer questions, or get more details.

2. **Signed Agreement.**

The person responsible for the meeting must read and sign the Agreement for Public Use of Meeting Rooms and Conference Rooms at the Kent District Library Service and Meeting Center prior to the start of the meeting. The signed Agreement can be emailed to kdlimtgcenter@kdl.org or dropped off at the front desk prior to check-in.

3. **Eligible Organizations.**

Nonprofit organizations, professional associations, affiliate organizations, and commercial businesses may request to use the Rooms.

4. **Cancellations/No Show.**

If your plans change, please contact Missy Lancaster at KDL to cancel your reservation, but be advised you may be charged the full invoiced amount if the cancellation occurs within 48 hours of the reservation. Not showing up for scheduled reservations may affect your ability to use the facility in the future.

5. **Frequency.**

Rooms are reserved on a first-come, first-served basis for a maximum of two times per month. It is possible to make your monthly/bi-monthly meeting a regular event. It is your responsibility to keep track of your group's usage.

6. **Availability.**

KDL Service Center Rooms (Board Room and Learning Lab) are typically available Monday through Friday from 8:00 a.m. to 8:00 p.m.

KDL Meeting Center Rooms are typically available Monday through Saturday from 8:00 a.m. to 8:00 p.m.

7. **Right to Cancel.**

If necessary, KDL reserves the right to cancel the use of the Rooms for any reason

including, but not limited to, inclement weather or other unexpected building closures. KDL shall use its best efforts to notify you if KDL intends to cancel the use of the Rooms. In the event of inclement weather or other area emergencies, please contact KDL before the meeting to confirm that the building is still open.

In rare cases, KDL may need to use the Rooms for an unforeseen event, and may ask you to reschedule or find different Rooms for your meeting.

8. Fee.

The fee for the Rooms is due according to the due date on the individual invoice. KDL may change the fees at any time without notice.

B. YOUR MEETING.

1. Catering.

The Board Room, White Pines Conference Room, Bird's Eye View Lab, Trillium Conference Room/Kitchenette, and the Grand River Meeting Room are available for catered meetings. The Rooms will have access to the kitchen if the Trillium Conference Room is reserved. The kitchen has an industrial-size refrigerator, an induction stovetop, convection microwave oven, and dishwasher. Each of the Rooms has access to coffee and water except the Learning Lab. Please make all arrangements necessary with your caterer, including delivery and pick-up times, clean-up and supply of all plates, glasses, utensils and napkins. Catering materials cannot be left overnight in the Rooms or the kitchen. It is your responsibility to comply with all applicable food and health codes and regulations. Alcoholic beverages are not permitted without written Board approval.

2. Audiovisual Equipment.

Audiovisual equipment is available and descriptions can be found under the Public Meeting rooms tab on the website. The Board Room and the Trillium Conference Room are the only Rooms that do not have built-in technology available. Please make sure you reserve the appropriate technology for those Rooms at least 24 hours before your meeting. If you have no prior experience with audiovisual equipment, you may want to schedule a time to come in before your meeting to practice.

3. Damages and Liability.

The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by any person, group or organization using its Rooms. Any person, group or organization using the Rooms shall be responsible for any damage to KDL building, grounds, collections, or equipment caused by the person, group or organization, its members, or those attending its program.

Any person, group, or organization holding meetings at the Service Center or Meeting Center fully releases and discharges KDL, its Board, officers and employees from any and all claims from property damage and injuries, including

death, damages or loss, which may be alleged to have arisen out of, or in connection with, the meeting, the use of Rooms or the use of the facility.

4. Additional Rules and Regulations.

- a. Attendance at meetings may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the Rooms.
- b. Any use of the Rooms which disrupts the normal operations of KDL will not be permitted.
- c. Smoking or the use of any candles or other flammables is not permitted anywhere in or on KDL property.
- d. No posting of items on the walls.
- e. Hazardous materials including, but not limited to, paints, solvents and explosives are prohibited.
- f. Groups using the facility must comply with the Americans with Disabilities Act and upon 48 hours' notice are responsible for providing qualified interpreters and/or auxiliary aids as requested.
- g. No decorations or other materials may be attached or affixed to the walls, windows, doors or other surfaces unless approved by KDL. If such approval is granted, any such material must be removed at the close of the scheduled time.
- h. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in KDL or on KDL property.
- i. Use of the Rooms does not constitute KDL's endorsement of the policies or beliefs of any group or person.
- j. Users must obey all laws, library policies, and local ordinances. Stealing, defacing, or damaging library equipment, materials or facilities is not allowed.
- k. Users must respect KDL patrons and employees. Users may not annoy or harass other persons, engage in loud or disruptive conduct, or cause a public disturbance.
- l. Solicitation and loitering are not allowed.
- m. To protect your personal belongings, do not leave them unattended. KDL is not responsible for damaged, lost or stolen items.

- n. Shirt and shoes are required.
- o. No pets (other than service animals) are allowed in KDL building.
- p. Users must complete their meeting within the reserved time period.

5. **Clean Up.**

You must clean up the Rooms upon conclusion of your meeting and turn in the Check-Out Form to the front desk.

PLANNED CLOSINGS

Every effort will be made to keep Kent District Library facilities open to serve the public as scheduled. In some instances, however, building closures may be required for the maintenance and upkeep of facilities. Closures may also be necessary due to special events in the vicinity of a library building or other circumstances outside the control of Kent District Library. All planned closings are approved by the Library Board and announced to the public with as much forewarning as possible.

EMERGENCY CLOSINGS

Every effort will be made to keep Kent District Library facilities open to serve the public as scheduled. Whenever a situation arises that, in the judgment of the branch manager or his/her designee, jeopardizes anyone's personal safety or well-being, the building may be closed. Such situations could include, but are not limited to: power failure, flooding, fire, vandalism, or extreme weather. In certain instances, the Kent District Library Director may close the entire system.

BEREAVEMENT OR FUNERAL CLOSINGS

In the event of an employee's death, arrangements may be made for staff to attend the memorial service/funeral. These arrangements may include, at the discretion of the Library Director, closing the library branch(es) for a period of time.

LIBRARY VEHICLES

Library vehicles are to be used by authorized Library staff or approved designee for Library business only. Drivers must have a valid Michigan driver's license and obey state laws while using Library vehicles. Vehicles are non-smoking areas. Use of cell phones, taking calls, making calls or texting, is prohibited while the vehicle is in use.

BUILDING SAFETY

The Kent District Library is concerned about the health and welfare of all employees. Therefore, it is the policy of the Kent District Library that no employees work alone at any Kent District Library facility. Staff scheduling must be arranged in such a way to ensure that there is always a minimum of two Library employees in the building during all open hours.

KEYS TO BUILDINGS

In the interests of safety and security, only authorized individuals will be given keys to Kent District Library facilities.

LIBRARY ACCESS WHEN CLOSED

In the interests of safety and Library liability, only authorized individuals or other individuals approved in writing by the Kent District Library Board or the Library Director may have access to the physical spaces occupied by the Kent District Library when they are closed.

ISSUE ANALYSIS KDL BOARD OF TRUSTEES

SERVICE CENTER ROOF AND HVAC REPLACEMENT

Agenda Item for Consideration: Reroof and HVAC replacements

Date of Board Meetings: July 19, 2018

Timeline: During 2018

Budget Line Items:

Total Estimated Cost: Not to exceed \$350,000

Background Facts:

At the May 2018 KDL Board Meeting the Board approved a Budget Amendment of \$350,000 for the completion of the roof and HVAC replacement project. Following that approval KDL issued a request for proposals for the project.

Proposal Information:

KDL received five proposals for the roof replacement and one proposal for the HVAC replacement. A summary of the proposals received is below.

Roofing Company	Base Contract Cost	Start Project	Time to Complete	Daylighting
Arrow Roofing and Supply, Inc.	\$194,544.00	Approx. 30 days	6-7 days	\$112,994.00
Bloom Roofing Systems, Inc.	\$258,000.00	30-90 days	9 days	\$140,670.00
Great Lakes Systems, Inc.	\$212,000.00	90 days	24 days	\$72,000.00
J & L Roofing Company	\$242,100.00	45 days	20 days	\$105,205.00
Mikalan Roofing Inc.	\$205,650.00	40 days	15 days	\$81,840.00

HVAC Company	Carrier Rooftop Unit	Verasys Controls	Raise Equipment	Total
Troost Services Co.	\$24,540.00	\$17,940.00	\$18,375.00	\$60,855.00

Note: Unit costs for items that may be unknown at the time of the bid for roofing are decking replacement or repair (replace decking: \$6.75/sq. ft., repair decking: \$4.25/sq.ft.). For HVAC there may be additional costs for electrical and portable AC units not included in the total.

Charlie Appleby (MWA Commercial Roofing Solutions), Laura Powers, Lindsey Dorfman, and Melissa Lancaster reviewed the responses received and recommend establishing new contracts with Arrow Roofing and Supply, Inc. for the roof replacement and Troost Service Co for the HVAC replacement. The full proposal for each recommended vendor is attached. If you would like to review the full proposals for the additional vendors, electronic copies can be provided.

Arrow Roofing and Supply, Inc. is a full service commercial roofing company with offices in Grand Rapids and they have been in business for approximately 49 years. Arrow Roofing will complete the roof replacement, including the new gutter system and daylighting, without the use of subcontractors. Mr. Appleby provided a recommendation letter (attached) and broke down the specifics.

Since we are planning to remodel the workspace at the Service Center in the coming two to three years, we recommend at this time installing only 4 daylights above the Patron Services department to test their performance, rather than the entire recommended amount for the whole building. Then, if we determine daylights are beneficial, they can be built into the design for the remodel to ensure we maximize their effectiveness. The cost of the 4 daylights is \$13,590 in addition to the Base Contract Cost. Total cost would be $\$194,544 + \$13,590 = \$208,134$ (+ decking repair, if needed).

Mr. Appleby also recommends accepting the option to install a roof hatch safety rail for the amount of \$1,424. That would bring the cost to \$209,558.

Two HVAC companies attended the mandatory pre-bid meeting to get the scope of the project but only one of those companies submitted a proposal. The proposal was submitted by Troost Service Co. and was within budget. Troost has been working with KDL for over a year and has truly made headway on the HVAC issues that have been a problem for years. Troost is a local company that has been around for 36 years. In fact, they are located just down the road from the Service Center and provide exceptional customer service and with excellent response times. Troost Services will be able to work with Arrow Roofing to make sure the project is completed within the necessary time frame.

Troost Services provided the option to select Carrier Controls for \$22,306 or Verasys Controls for \$17,940. The Carrier Controls are similar to what we currently have and they are zone sensor with limited capabilities, designed for larger more complex applications, are not user friendly, and have poor serviceability. We recommend Verasys Controls because the controls are user friendly, can interface with a computer and smart phone, and are designed for light commercial applications like KDL.

Recommendation:

To engage Arrow Roofing and Supply, Inc. and Troost Services Co. for the reroof and HVAC repairs for the KDL Service and Meeting Center. The total contract cost is \$209,558 with Arrow Roofing for the roof replacement and \$60,855 with Troost Services Co. for the HVAC replacement unit, controls, and raising the units to accommodate the extra insulation going on the roof.

Document History:

1. First Draft – Missy Lancaster
2. Revisions – Laura Powers, Lindsey Dorfman



June 28, 2018

Missy Lancaster
Kent District Library
814 West River Drive Center NE
Comstock Park, MI. 49321

Re: Roofing and HVAC Upgrades Recommendation Letter

Dear Missy,

In accordance with your request, this letter shall serve as our recommendation to KDL on the recent RFP Bid Results for the above referenced Project.

We received a good number of bids on the roofing portion with a reasonable spread in the pricing. I am satisfied that we met the competitive bid process and attracted quality contractors to bid the work.

Base Bid

The successful low bid on Base Bid was received from Arrow Roofing at \$194,544. Post bid interview and questions concerning their bid was conducted and Arrow confirmed that they have our scope of work complete as specified. Included in the base bid is the replacement of the existing gutter which was determined to be necessary for the successful installation of the new roof, insulation to comply with the new energy code, coordination with the HVAC upgrades, and all details for a watertight roof system. The roof will carry a 20 year NDL labor and materials warranty.

We recommend the award of the base bid to Arrow Roofing for the amount of **\$194,544.**

Add Alternate #1 Daylighting

Upon further review and discussion with the KDL Facilities Group the full Daylighting Alternate should be reviewed. The plan to refresh the interior of portions of the facility may influence the location of the daylighting units. The payback calculations did not show the positive result expected in the 3-5 year time line. We have asked for a rework of the calculations. At this time we recommend installing only 2-4 units in an area where the improved lighting will be reviewed for positive results. The daylighting work can be coordinated later when the interior work and new lighting plan can be worked out. This strategy will slightly effect the cost and will not affect the roofing warranty.

At this time we recommend accepting an option for installing 4 units for the amount of **\$13,590,** with an option for a single unit for **\$4,176.**



Roof Hatch Safety Rail

This item will make the existing roof hatch OSHA and MIOSHA Compliant and improve the safety for the employees and vendors to access the roof. The recommendation is to accept the price of the roof hatch safety rail for the amount of **\$1,424.**

HVAC Upgrades and Coordination with Roofing

We did not receive the number of bids desired, but we did receive a bid from the owners preferred vendor Troost Service Co. Missy Lancaster to address the HVAC portion of the bid results.

In conclusion the above recommendations to award the roofing project to Arrow Roofing will total approximately \$209,558.00.

Note: It was determined in the post bid process that some electrical and gas disconnect and reconnect will be needed and supplied by the owner as the roofer and the HVAC contractor coordinate the HVAC work. Arrow stated that they are negotiable on when they start and will complete the work in approximately one week. They will work closely with the HVAC to coordinate the equipment change out as needed

If you have questions or concerns please do not hesitate to reach out to my office for further clarifications on the above.

Respectfully submitted,

Charlie Appleby CSI, CCPR
MWA/FIRESTONE
WMI REPRESENTATIVE

CC: Laura Powers KDL
MWA Job File



KENT DISTRICT LIBRARY, GRAND RAPIDS MICHIGAN
2018 BID PROPOSAL FORM
(Revised 6/14/18)

BASE BID PRICING ROOF:

Total price for the main roof area and canopies. Price to furnish and install a new Firestone Fully Adhered EPDM SA 60 mil roof system over new R=31.4 roof insulation. Include new ES-1 edge metal, all new gutter and downspouts, all flashings, provide walkway pads etc. for a complete water tight roofing system with a 20 year NDL Red Shield Warranty.

Base Bid Price for roof: \$ 194,544.00

ADD ALTERNATE #1: DAYLIGHTING

Add daylighting units per plans and specs, Firestone Sunwave with integral insulated curbs.

Alternate #1 Price for Daylighting: \$ 112,994.00 installed with labor and materials.

BREAK OUT PRICE ITEM #2: GUTTER SYSTEM

Show value of the new commercial gutter per plans and specs this price is to be included in base bid.

Break out Price for adding gutters : \$ 3,998.00 Installed labor and materials. **Please see our clarification for this item.*

ADD ALTERNATE #3: HVAC Use other bid form for HVAC Pricing.

~~Replace Units, update controls, raise existing curbs per plans and specs. Coordinate this work with all trades and specifically the roofing contractor.~~

Alternate #3 Price for HVAC : \$ _____ installed labor and materials.

DEDUCT ALTERNATE #4 R=25

Price to reduce R=value to R=25 from the specified R=value.

Deduct labor and material for Alternate #4 \$ 4,218.00.

DEDUCT ALTERNATE #5 TPO MAS SYSTEM

Price to install TPO MAS Invisiweld into Perlins in lieu of the base bid.

Alternate #4 \$ 23,529.00.



Unit Costs: Unit costs for items that may be unknown at time of bid, contractors to declare the value of specific items the owner may need as a result of construction.

1. **Decking replacement or Repair:** If Applicable Cost per square foot for deck replacement or repair to match existing structural deck including labor and materials for removal and replacement of bad decking. Repair requires repair to concrete cracks and or damage.

Replace decking \$ 6.75 per square foot.

Repair Decking \$ 4.25 per square foot.

2. **Drains:** Price per drain \$ NOT USED each.

3. **Nailers:** Price for labor and materials for new nailers installed as necessary where damaged nailers occur.

a. 2"x4" Nailers...\$ NOT USED per linear foot.

b. 2"x6" nailers...\$ NOT USED per linear foot.

4. **Roof Hatch:** Price New Safepro hatch safety Rail system: \$ 1,424.00.
Installed labor and material.

Comments or Clarifications: Provide any clarifications to the bid that would be necessary to clarify or interpret the bids and documents not clarified by the bid documents or addenda. Or add comments on your company letter head to further clarify any bid related issues.

Clarifications

No mechanical work or modifications are included in our base bid proposal as this is supposed to be issued as a separate contract if desired.

Our gutter and downspout break out includes the additional cost to install standard gravel stop at that location in lieu of the roof gutter.



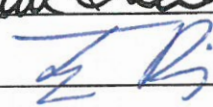
CONTRACTOR INFORMATION

1. **CONTRACTOR NAME:** Arrow Roofing and Supply, Inc.
2. **ADDRESS:** 3453 Eastern Ave SE Wyoming, MI 49508
3. **PHONE:** 616-247-4747
4. **CONTACT:** Dan Vandenboom
5. **ADDENDA RECEIVED THROUGH #** 1.
6. **PROPOSED BRAND OF ROOFING SYSTEM.** Firestone.
7. **WILL START THE PROJECT WITHIN DAYS FROM NOTICE TO PROCEED:** Approx. 30 DAYS.
8. **NUMBER OF DAYS TO COMPLETE PROJECT NOT INCLUDING WEATHER DELAYS DAYS.**
6-7 Days. Add will need to be calculated at time of request.
9. **Pricing is good for** 45 **days. Add** **% per** **days**
10. **Contractor qualifications:** Master Contractor, Inner Circle of Quality, other.
11. **Subcontractors:** list any subcontractors that you plan to use for other trades. Use additional pages to list as necessary. all work to be self performed.

By signing
below the contractor agrees to all pricing and scope of work described in the bid
documents provided and that the information provided herein by the contractor
is true and valid for the work intended.

SIGNED BY NAME SPELLED OUT COMPLETE: Dan Vandenboom

SIGNATURE:  **DATE:** 6/19/18

WITNESSED BY:  **DATE:** 6/19/18

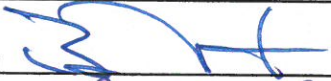


CONTRACTOR INFORMATION

1. **CONTRACTOR NAME:** Troost Service Co.
2. **ADDRESS:** 838 West River Center, Suite A
Comstock Park, MI. 49321
3. **PHONE:** 735-3535
4. **CONTACT:** BRAD
5. **ADDENDA RECEIVED THROUGH #** _____.
6. **PROPOSED BRAND OF ROOFING SYSTEM:** _____.
7. **WILL START THE PROJECT WITHIN DAYS FROM NOTICE TO PROCEED:** 10 **DAYS.**
8. **NUMBER OF DAYS TO COMPLETE PROJECT NOT INCLUDING WEATHER DELAYS DAYS.**
5 **Days.**
9. **Pricing is good for** 30 **days. Add** 3 **% per** 60 **days**
10. **Contractor qualifications:** Master Contractor, Inner Circle of Quality, other.
11. **Subcontractors:** list any subcontractors that you plan to use for other trades. Use additional pages to list as necessary.
NONE -

By signing below the contractor agrees to all pricing and scope of work described in the bid documents provided and that the information provided herein by the contractor is true and valid for the work intended.

SIGNED BY NAME SPELLED OUT COMPLETE: BRAD TROOST

SIGNATURE:  **DATE:** 06/18/19

WITNESSED BY: Deven Anderson **DATE:** 6/18/19



Comments or Clarifications: Provide any clarifications to the bid that would be necessary to clarify or interpret the bids and documents not clarified by the bid documents or addenda. Or add comments on your company letter head to further clarify any bid related issues.

- PRICE DOES NOT INCLUDE ELECTRICAL

SCOPE OF WORK AND BID FORM FOR
HVAC UPGRADES AND RAISING OF EQUIPMENT FOR ROOFING PROJECT

1. Furnish bid to install replacement Carrier rooftop unit. Unit to have full-economizer and be ashrae 2015-90.1 compliant. Only alternate brand accepted will be Trane.
\$ 24,540.00 Carrier

\$ N/A Trane alternate
2. Furnish bid for Carrier ZS Pro controls upgrade of existing Carrier control system. Upgrade to include ten (10) VVT zone controllers & actuators, one (1) iVu controller and all necessary bypass dampers, wiring, commissioning, etc. Bid to include full startup of system and owner training.
\$ 22,304 . 00 Price for controls.
3. Furnish alternate bid for Verasys controls upgrade package to replace existing Carrier controls. Same accessories and specifications. Full startup & commissioning; owner training required.
\$ 17,940 . 00 price for Verasys alternate Controls.
4. Furnish bid to work in conjunction with roofing contractors to raise existing HVAC equipment relative to new roofing. Bid should include curb extensions, gas pipe fittings, etc. in order to reinstall existing HVAC equipment to working order.
\$ 18,375. 00 Price to Raise Equipment disconnect reconnect for roofing project.
5. No change orders and/or pricing changes will be accepted or approved.
6. All proposals to include all necessary permitting.
7. Mechanical contractor to have minimum of \$5,000,000 liability insurance.
8. Mechanical contractor to provide 3 references and have suitable experience in commercial HVAC.
9. Minimum of 10-years experience will be required and need to be validated prior to review of bid proposals.

Strategic Plan | 2018-2020

Information: KDL Improves Kent County 3rd Grade Reading Proficiency to help kids succeed in school and beyond.

Fact: In the 2017 Kids Count Michigan profile, in Kent County 48% of students were not proficient in grade three English Language Arts.

#1 (Information)			
Theme School Partnership, Literacy	Goal	By 2020, KDL will work with 6 area schools with the lowest 3 rd Grade Reading Proficiency.	
	Success Metrics	KDL will work with Kent Schools Services Network and schools to monitor reading scores for students regularly visiting the library or the bookmobile.	
	KDL Impact	Through recreational reading, students will increase their reading at school and at home with a positive impact on their reading scores.	
	Activity #1	By September 2018, KDL staff will be hired and trained to deliver story time with an emphasis on the early literacy skills. [Community Engagement/Youth Services]	
	Activity #2	By August 2018, KDL staff will schedule school visits with the bookmobile to coincide with parent participation and not compete with the school's library. [Community Engagement]-	In progress - Planning for bookmobile visits was designed with school input and will include a biweekly schedule to visit schools and community centers.
	Activity #3	By October 2018, A collection will offer materials of interest to each community (and reflective of that community's demographics) to encourage personal reading choices and the concept of reading as fun. [Collection Development]	
	Activity #4	By November 2018, Parents will be trained to access the school's parent portal. KDL will provide technology to do this on the bookmobile. As a result, parent's engagement with their student's school performance will increase by 30%. Parents will report their child's reading scores and/or grades to the library to measure improvement. [Community Engagement/IT]	

#2 (Information)

Theme School Partnership, Student Engagement	Goal	Goal By 2020, KDL will reach 10% more students each year with a County Wide Reading Program for new readers to encourage leisure reading through its school partnerships.	
	Success Metrics	KDL will sign up students and watch progress through outreach efforts with area schools.	
	KDL Impact	Through recreational reading, at risk students in underserved groups will start on a path where reading is enjoyable with positive impact on their reading scores leading up to third grade.	
	Activity #1	By November 2018, KDL will create updated booklists for promoting the collection to new readers [Collection Development and Early Literacy workgroup]	
	Activity #2	By December 2019, KDL staff will work with Grand Rapids Public Library and Kent Intermediate School District staff to create a County Wide Reading program designed to encourage new readers, replacing/revamping the existing KDLand Reading Program. [Youth Specialists]	
	Activity #3	By December 2019, KDL will create a marketing campaign around the program. [Communications Department]	
	Activity #4	By December 2019, KDL will work with Kent Intermediate School District and local schools to track the reading growth of students participating in the program. [Director of Branch Services and Operations and Manager of Community Engagement]	

#3 (Information)

Theme School Partnership, Student Success	Goal	By 2020, KDL will give student library cards to 80% of the students in public school in the KDL service area.	
	Success Metrics	KDL will give student cards with a focus on schools whose kids can't easily get to the library with an emphasis on elementary school. <ul style="list-style-type: none"> • D Branches: 60% of schools. • C Branches: 60% of schools. • B Branches: 80% of schools. A Branches: 90% of schools.	
	KDL Impact	Students with a library card can use the library collection and databases to check out material they are interested in in order to increase reading scores.	
	Activity #1	By March 2018, student library cards will be issued to Kentwood Public Library Schools as part of the Library Card Challenge project. [Community Engagement]	In progress- postponed to the beginning of school year 2018-2019- month of September. School partnership has being secured and data transfer details are being worked out.
	Activity #2	By April 2018, a newsletter will be send to parents and teachers at Godwin Public Schools and Kelloggsville Public Schools to promote the use of the student library card, connecting students to library materials and database resources. [Community Engagement]	Completed – on going monthly letters are sent to both Godwin Public Schools and Kelloggsville Public Schools.
	Activity #3	By October 2018, a library card drive campaign will be launched to get students to sign up for library cards in our service area. [Community Engagement/Communications]	In progress - KISD collaboration
	Activity #4	By November 2018, student library cards would be issued to Kent City Public Schools as part of the Library Card Challenge project. [Community Engagement]	
	Activity #5	By December 2018, explore options to extend use of KDL digital collection to student library cards included in the Library Card Challenge project. [Director of Innovation]	

#4 (Information)

Theme Community Engagement, School Partnership, Student Success	Goal	By 2020, KDL will give volunteers an opportunity to work with at risk students in the schools as reading buddies or as a Literary Lunch volunteer.	
	Success Metrics	KDL will recruit volunteers who want to read to students – either as a group or one on one – to expand these programs in more schools. <ul style="list-style-type: none"> • D branches: 4+ schools. • C Branches: 3+ schools. • B Branches: 2+ schools. A Branches: 1+ schools.	
	KDL Impact	KDL gives meaningful volunteer experiences to volunteers to help students increase their love of reading and their reading scores. Student success is shared with volunteers.	
	Activity #1	<i>By May 2018, work with local school districts to identify schools serving at risk students and establish relationships. [Volunteer Coordinator, Branch Managers and Youth Staff]</i>	Completed - This was done for the Kelloggsville school district.
	Activity #2	<i>By June 2018, create a Design Thinking Team to create a prototype for a Reading Buddy/mentor program. [Volunteer Coordinator]</i>	Completed
	Activity #3	<i>By November 2018, collaborate with local partners to establish best practices, test prototype to get feedback for the Reading Buddy/mentor program. [Volunteer Coordinator, Community Engagement Manager and Reading Buddy Design Thinking Team]</i>	
	Activity #4	<i>By November 2019, create a literacy lunch and reading buddy training program for volunteers. [Youth Staff and Volunteer Coordinator]</i>	
	Activity #5	<i>By December 2020, volunteers will be recruited, trained, and placed with schools as reading buddies/literacy lunch facilitators. [Youth Staff and Volunteer Coordinator]</i>	

Ideas: KDL Increases program opportunities for adults and senior citizens to increase lifelong learning options in Kent County.

Fact: Half of college students who are 50 years of age or older attend community colleges to connect with other people, have fun and retool for a new career. From the American Council on Education.

#1 (Ideas)			
Underserved Population, Community Engagement	Theme	Increase opportunities for residents to experience community engagement that exposes them to a new part of their community.	
	Success Metrics	KDL will offer opportunities at area branches which increase each year. <ul style="list-style-type: none"> • 2018: 6 Opportunities • 2019: 10+ Opportunities • 2020: 14+ Opportunities KDL will engage with community groups (who have not previously worked with the library) who feel welcomed to the library and included in the community.	
	KDL Impact	Residents will have the opportunity to learn or share about other groups and people in their community.	
	Activity #1	<i>By August 2018, begin offering “front porch” program at three branches during summer, where patrons are invited to sit outside on lawn chairs and have conversations with people they don’t already know. [Programming Department]</i>	In progress - Programs are taking place June 5 – August 15. Branches: ALT, ROC, KEL, PFD, SPE Number of programs: 18
	Activity #2	<i>By December 2018, identify, meet and create a plan to create programming featuring six community groups at different branches that want to partner with KDL on cultural/underserved population programming. [Programming Department]</i>	In progress - Connected with the Treetops Collective. Setting up a meeting with the At-Tawheed Islamic Center. Working with the Community Resources Work Group to identify and connect with more potential partners.
	Activity #3	<i>By December 2018, create two programs based on the findings of the needs of community groups that feature their culture or underserved population. [Programming Department]</i>	In progress for fall - planning <i>Let’s Talk About...A Reading Group</i> on refugees and another on persons with disabilities.

**Activity
#4**

By December 2020, KDL will seek new partnership opportunities to further the library's mission to further all people by reaching out to other organizations with similar missions in order to expose the library to new people in the community. [Programming Department and Community Engagement Department]

In progress. - Current connections include Grand Circus, Treetops Collective, At-Tawheed Islamic Center. Also in progress: Hispanic community Outreach and stakeholder engagement efforts through community organizations, events, media and networks. Language accessibility initiatives

#2 (Ideas)

Theme Lifelong Learning, Community Engagement	Goal	Increase opportunities to learn something new on a variety of topics through community experts.	
	Success Metrics	KDL will offer lecture opportunities on a wide range of topics with a growing series each year. <ul style="list-style-type: none"> • 2018: 10+ Opportunities • 2019: 14+ Opportunities • 2020: 20+ Opportunities • D Branches: 40+ people in attendance. • C Branches: 30+ people in attendance. • A/B Branches: 25+ people in attendance. Patrons will travel to new branches to have these learning opportunities.	
	KDL Impact	Residents will have access to experts to encourage lifelong learning.	
	Activity #1	By June 2018, host speaker series in partnership with the World Affairs Council this spring at the Wyoming branch on civil discourse. [Programming Department / Director of Innovation]	Completed in April 2018. Program attendance: 85, 135, 65.
	Activity #2	By August 2018, host Ethics Book Clubs at East Grand Rapids branch and evaluate the program for potentially adding more of these book clubs at other branches. [Programming Department, East Grand Rapids branch]	Completed - Ethics Book Club is meeting monthly at EGR. Evaluation needs to take place. Attendance for January through June: 6 programs, 55 attendance.
	Activity #3	By November 2018, expand KDL speaker series to include a series of programs in Fall '18, where patrons have a chance to attend free, interesting, lectures on relevant topics, building on the success of the Comstock Park branch's Live and Learn Fall series. [Programming Department, Comstock Park Branch]	In progress - Best practices and advice were garnered from the Comstock Park branch from their experiences. Currently setting up a series of 3 programs at the Byron Township branch in the Fall.
	Activity #4	By December 2018, offer two speakers to branches for consideration to offer each quarter that focus on learning opportunities such as home improvement and financial literacy. Provide these for 2018 Summer,	Completed for Summer - Home Repair Services is scheduled to host DIY Electrical programs in the summer at ALT, PFD, ROC.

Activity #5	<i>Fall and Winter seasonal programming. [Programming Department and Adult Programming Work Group]</i>	<p>Completed - Money Smart Week programs were held in April 2018 at COM, ROC, PFD. Program numbers, 3 programs, 8 attendance.</p> <p>In Fall: Home Repair Services will host DIY Plumbing classes. The MI Department of Attorney General Consumer Protection Division will present on hiring contractors for home repair.</p>
	<i>By December 2018, create connections with local universities and organizations to facilitate the procurement of lecturers that would be of interest to KDL's patrons. [Programming Department]</i>	<p>In progress - Have connected to GRCC M-TEC and GRCC's Secchia Institute for Culinary Arts. More connections to be made.</p>

#3 (Ideas)

Theme Underserved Populations, Community Engagement	Goal	Increase opportunities to do activities that normally cost money to participate.	
	Success Metrics	KDL will pay for instructors to come to the branches and offer learning opportunities for community activities that normally cost. <ul style="list-style-type: none"> 2018: 5+ Opportunities 2019: 10+ Opportunities 2020: 15+ Opportunities	
	KDL Impact	Residents can participate in activities that normally cost money.	
	Activity #1	By August 2018, survey and ask patrons what activities they can't participate in due to cost. Results will inform the 2019 budget and program planning. [Programming Department and Adult Programming Work Group]	In progress.
	Activity #2	By November 2018, offer programs with GRCC's Leslie E. Tassell M-TEC instructors in Fall 2018 in their area of expertise that can be done at our branches, i.e. automotive or construction trades. [Programming Department]	In progress - In the Summer, the M-TEC Mobile Lab and two GRCC instructors visited WYO, NEL and WAL. They presented on the manufacturing process for all ages, plus a hand-on activity for kids.
	Activity #3	By November 2018, offer new home improvement and repair programs with Home Repair Services in Summer and Fall 2018. [Programming Department and Adult Programming Work Group]	Completed for Summer - Home Repair Services is scheduled to host DIY Electrical programs in the summer at ALT, PFD, ROC. In progress for Fall: The MI Department of Attorney General Consumer Protection Division will present the program, <i>Hiring a Contractor for Home Repair</i> . Home Repair Services will present <i>DIY Plumbing</i> programs.
	Activity #4	By December 2018, investigate the potential for a repair workshop-type program ("repair cafes") to be held at KDL branches, such as jewelry	

Activity #5	repair workshops. [Programming Department and Adult Programming Work Group]	
	By December 2018, offer an artisan chocolate making class in 2018 for adults. [Programming Department]	In progress for fall - branches will have the opportunity to host the program, <i>Chocolatey Treats Made Easy</i> .

#4 (Ideas)

Theme Lifelong Learning, Community Engagement	Goal	Increase opportunities to learn about the history of their community.	
	Success Metrics	Over the three years, each branch will offer at least one local history program. Branches with more than 30 people in attendance should increase this expectation to an annual amount. New people will attend programs at the library.	
	KDL Impact	Residents will learn something new about their community.	
	Activity #1	<i>By June 2018, provide a program on tintype photography with a local speaker for multiple branches to host. [Programming Department, Adult Programming Work Group and Adam Oster (Kentwood Librarian)]</i>	In progress – Delayed due to scheduling conflicts with presenters, we are working on scheduling this program for Fall and/or Winter.
	Activity #2	<i>By August 2018, create an informational packet of each branch's local history rooms and collections and the historical society that serve's each branch's population. Research the best way to have this information available to patrons (website page, flyer, etc.) and available at local history programs. [Programming Department and Communications Department]</i>	In progress - Creating list of resources for patrons.
	Activity #3	<i>By November 2018, provide a program honoring the anniversary of World War One with at least one speaker on the local connection to the war. [Programming Department, Adult Programming Work Group and Adam Oster (Kentwood Librarian)]</i>	In progress - Fall programs for WWI include <i>Rosie's Mom and Other Stories of the WWI Homefront, America Joins, Michigan in WWI, The Impact of World War 1 on America, World War One at Home, Grand Rapids Airplane Company and A Fleet of Democracy.</i>
	Activity #4	<i>By December 2018, facilitate the hosting of local history programs in connection with local historical societies at 4 or more KDL branches in 2018 (continuing to add to this number each year until all 19 have hosted a local history program by December 2020) that feature an aspect of that community's history. Branches will offer several ideas for patrons to vote on. [Programming Department]</i>	In progress for fall - programs with local emphasis include <i>Remembering Ottawa Hills High School (EGR), Old Time Trolley (EGR), Life in Native America 400 Years Ago (ROC)</i> and <i>Your DNA's Story (CAS, GDV, NEL, WYO).</i> Also, the WWI series of programs at additional branches.

**Activity
#5**

By December 2018, partner with area genealogy groups to host new genealogy instructional programs for adults. Survey participants to find out what other topics they want to see offered. [Programming Department, Adult Programming Work Group and Adam Oster(Kentwood Librarian)]

In progress - In the fall, the CAS, GDV, NEL, and WYO branches will host *Your DNA's Story*.

Excitement: KDL enhances children’s learning through unique learning opportunities to make reading and learning fun with a positive impact on school achievement.

Fact: An amalgamated research field called the science of learning has identified four key ingredients of successful learning: learning occurs best when children are mentally active (not passive), engaged (not distracted), socially interactive (with peers or adults), and building meaningful connections to their lives. From National Association for the Education of Young Children.

#1 (Excitement)			
Student Success, Community Engagement	Theme	Increase STEAM (Science Technology Engineering Art Math) opportunities with community partners and experts.	
	Success Metrics	<p>New experts will present STEAM (Science Technology Engineering Art Math) programs at the library or offsite.</p> <p>Branches will offer these programs as follows:</p> <ul style="list-style-type: none"> • 2018: 8 opportunities • 2019: 12 opportunities • 2020: 18 opportunities <p>Attendance will be:</p> <ul style="list-style-type: none"> • D branches: 25+ • C branches: 20+ • A/B branches: 15+ <p>Children will attend more than one STEAM (Science Technology Engineering Art Math) program.</p>	
	KDL Impact	Children will have an introductory STEAM (Science Technology Engineering Art Math) experience with access to experts to continue their interests.	
	Activity #1	By November 2018, partner with Grand Rapids Community College to bring their Mobile Manufacturing Trailer to multiple branches in 2018. [Programming Department]	In progress - This summer the Mobile Manufacturing Lab was held at NEL, WYO and WAL.
	Activity #2	By November 2018, host our own maker fair, the KDL LAB Extravaganza with new STEAM partners and presenters in fall 2018. [Programming Department and KDL LAB Work Group]	In progress - Program plans are taking place to be hosted at the KDL Service Center on Friday, November 16.

Activity #3	<i>By November 2018, participate in Chemistry at the mall, along with other local maker groups, bringing STEAM KDL LAB activities to Woodland Mall. [Community Engagement Department]</i>	
Activity #4	<i>By December 2018, continue KDL's presence on the Grand Rapids Maker's Fair Planning Committee making connections with local maker groups. [KDL LAB Work Group]</i>	

#2 (Excitement)

Theme Student Success, School Partnership	Goal	Bring STEAM (Science Technology Engineering Art Math) activities into school outreach activities.	
	Success Metrics	<p>Staff will bring KDL Lab tubs into school outreach opportunities.</p> <p>Branches will offer these programs as follows:</p> <p>2018</p> <ul style="list-style-type: none"> • D branches: 6+ • C branches: 4+ • A/B branches: 3+ <p>2019</p> <ul style="list-style-type: none"> • D branches: 8+ • C branches: 6+ • A/B branches: 4+ <p>2020</p> <ul style="list-style-type: none"> • D branches: 10+ • C branches: 8+ • A/B branches: 6+ <p>Children will go to the library to use the KDL Lab space in the branches.</p>	
	KDL Impact	Children will learn something new (STEAM-related) while having fun.	
	Activity #1	By April 2018, KDL staff will bring KDL LAB STEAM activities (Snap Circuits, Paper Circuits and Revved Up) to Sand Lake Elementary <i>[NEL Youth Staff]</i>	Completed.
	Activity #2	By May 2018, KDL staff will bring KDL LAB tubs into three different Forest Hills Schools (Northern Trails, Meadow Brook Elementary and Knapp Forest Elementary). <i>[CAS Youth Staff]</i>	Completed - Brittany went to Meadow Brook, Knapp, and Northern Trails as well as Thornapple and Pine Ridge to present KDL Labs to many of the 4 th grades, 5 th and 6 th grades, and also to some Kindergarteners.
	Activity #3	By June 2018, KDL staff will bring KDL LAB to Kent City Elementary Schools as part of their after school programs. <i>[TYR Youth Staff]</i>	Completed.

Activity #4	By June 2018, KDL staff will continue to bring KDL LAB to Martin Luther King Jr Leadership Academy for their after school programs. <i>[EGR Youth Staff/Outreach Specialist]</i>	Completed.
Activity #5	By December 2018, KDL staff will bring Da Vinci/catapult activities to Kentwood Public Schools as part of the STEAM for 5 th graders events. <i>[KWD Youth Staff]</i>	

#3 (Excitement)

Theme Student Success, Community Engagement	Goal	Offer fun learning opportunities during school breaks.	
	Success Metrics	<p>New experts will present STEAM (Science Technology Engineering Art Math) programs at the library or offsite.</p> <p>Branches will offer these programs as follows:</p> <ul style="list-style-type: none"> • 2018: 8 opportunities • 2019: 12 opportunities • 2020: 18 opportunities <p>Attendance will be:</p> <ul style="list-style-type: none"> • D branches: 25+ • C branches: 20+ • A/B branches: 15+ <p>Children will attend more than one STEAM (Science Technology Engineering Art Math) program.</p>	
	KDL Impact	Children will have opportunities to explore STEAM (Science Technology Engineering Art Math) interests that lead to school success and new career interests.	
	Activity #1	By May 2018, at multiple branches, host Build a Rocket with The Geek Group, hosted by experts from The Geek Group during spring break. [Programming Department and KDL LAB Work Group]	Completed - Programs held in Spring '18 at: ALP, CAS, COM, GDV, KWD, NEL, PFD, SPE, WAL. 9 Branches, 232 Attendance.
	Activity #2	By May 2018, provide spring break program at GRCC M-Tech for 4 th through 8 th grade students getting hands on experience with skills like tilling, virtual welding and more. [Programming Department]	Completed. - Attendance: 27.
	Activity #3	By May 2018, during spring break, host Engineering Challenge at the Geek Group, where teams of students will compete, building large-sized bridges. [Programming Department and KDL LAB Work Group]	Completed - Attendance: 28.
	Activity #4	By December 2018, continue to work with community partners such as Geek Group and M-Tech to plan for future school break programming options for school age children. [Programming Department and KDL LAB Work Group]	In progress - Meetings are on-going with M-TEC and the Geek Group.

#4 (Excitement)

Theme Student Success, Community Engagement	Goal	Creatively use branch space after hours for fun, learning programs.	
	Success Metrics	Branches will offer these programs as follows: <ul style="list-style-type: none"> • 2018: 4 opportunities • 2019: 8 opportunities • 2020: 12 opportunities Attendance will be: <ul style="list-style-type: none"> • D branches: 35+ • C branches: 25+ • A/B branches: 15+ Children will bring a friend who is new to the library. Homeschool students will participate in these learning opportunities.	
	KDL Impact	Children will make memories at the library and enjoy these learning opportunities.	
	Activity #1	By July 2018, select branches will host KDL CRAM Nights for students giving them the whole library and a set time to study for exams. [Programming Department]	Completed - In January, held at: CAS, EGR. In May and June held at: EGR (2 times) and CAS. 5 programs, 130 attendance.
	Activity #2	By November 2018, provide a KDL LAB Maker night after hours at one or more branches highlighting our KDL LAB activities in a multi-station program. [Programming Department and KDL LAB Work Group]	In progress - KDL Lab Experience Maker Day will be hosted at branches in the Fall.
	Activity #3	By November 2018, provide a Gaming night for all ages featuring video games, board games and more unique games in an afterhour's program. [Programming Department]	In progress - KDL Open: Mini Golf in the Stacks will be hosted at branches in the Fall.
	Activity #4	By November 2018, promote CRAM Night and Maker Night to area homeschool students. Complete by December 2018. [Programming Department, KDL LAB Work Group, Communications Department, Community Engagement Department and Youth Services]	In progress - making connections with homeschool advocates.

**Activity
#5**

By August 2018, survey teens at these events as well as summer Teen CREW members to get ideas for the 2019 budget. [Programming Department and Youth Services]

In progress - Teens were surveyed at CRAM Night at the Cascade branch in June and surveys are being completed at a variety of teen programs this summer.